

**AGENDA  
CITY OF CHARLEVOIX  
SPECIAL CITY COUNCIL MEETING**

**Tuesday, August 23, 2016 - 6:00 p.m.**

City Hall Council Chambers, 210 State Street Charlevoix, Michigan

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry regarding conflicts of interest**
- 5. Consent Agenda**
- 6. Public Hearings & Actions Requiring Public Hearings**
- 7. All Other Actions & Requests**
  - A. Proposal Presentations: Public Service Facility Conceptual Design**
    1. Environment Architects
    2. John Dziurman Architects, Ltd.
    3. Northwest Design Group
    4. Straub Pettitt & Yaste/Beckett & Raeder
  - B. Council Discussion and Action to Award Bid**
  - C. Bridge Drop Fundraising Event**
- 8. Reports & Communications**
  - A. Public Comments**
  - B. City Manager Comments**
  - C. Mayor and Council Comments**
- 9. Other Council Business**
- 10. Adjourn**

*The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.*

Posted August 11, 2016 4:00 p.m.

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Public Service Facility Presentations

**DATE:** August 23, 2016

**PRESENTED BY:** Mark L. Heydlauff, City Manager

**ATTACHMENTS:** Proposal packets

**BACKGROUND INFORMATION:**

As I outlined to you at your last meeting, we received 10 proposals for the service of site selection, needs analysis, and conceptual design for a new public services facility that would combine our DPW and Electric Department facilities. Tuesday's meeting is structured to have short presentations from each firm, followed by any questions you may wish to ask them. As you assess the presentations and the written proposals, keep in mind that we are asking this firm to design an important structure that will last for decades. The new building must functionally serve our needs now and be capable of serving what we can and cannot anticipate in the future.

The firms have been advised to keep their presentations between 10 and 15 minutes each, plus answer any questions you may have for them. Given this timeframe, it is critical that you review the written proposals in advance so that you may gather further background on the firms beyond what time allows for them to present.

We will then have an opportunity to discuss the choice. Electric Superintendent Don Swem and DPW Superintendent Pat Elliott have reviewed the proposals and will be present to offer their perspectives as well.

The Special Meeting has been advertised to allow you to make a decision on Tuesday, but you could also hold it for the next regular meeting.

**RECOMMENDATION:** Council discussion and selection.

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Bridge Drop Fundraising Event

**DATE:** August 23, 2016

**PRESENTED BY:** Mark L. Heydlauff, City Manager

**ATTACHMENTS:** None

**BACKGROUND INFORMATION:**

Bridge Drop is becoming a popular New Year's Eve event for people of all ages in our community and represents a strong step toward creating shoulder season events. To help continue the success of the event, organizers are planning a fundraiser on September 24. The fundraiser is a "camel race" using wooden camels that are advanced along a course, based on the roll of the dice. The group has already applied for the necessary charitable gaming licenses from the State to conduct such an event.

As their planning unfolded, they wondered if it would be possible to use Robert Bridge Memorial Park to hold the "race" itself. The camels will race on the bricks on the east side of the park. There will be no alcohol in the Park and the Park will not be fenced off. Event organizers have asked for the parking spaces adjacent to Bridge Park be blocked for the event. They plan to have three pop up tents (no stakes) for event activities. Organizers are considering food options, including a food truck.

The Downtown Development Authority/Main Street strongly support this because of the importance of Bridge Drop. Normally special events in the park are not brought to Council for your consideration but I wanted to bring this one since it is a new event and includes a charitable gaming component.

**RECOMMENDATION:** Move to authorize the use of Robert Bridge Memorial Park for the Bridge Drop Camel Race on September 24, 2016.