



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, February 19, 2018- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - February 5, 2018
 - B. Accounts Payable and Payroll Registers
 - C. Support of U.S. Bicycle Route 35
 - D. LEED Design Grant Application
 - E. Annual Poverty Exemption Resolution
 - F. Set Public Hearing for Sign Ordinance
 - G. Set Public Hearing for Prohibited Swimming Ordinance
 - H. Set Public Hearing for Cross Connection Ordinance
 - I. Set Public Hearing for General Zoning Ordinance Changes
 - J. Set Public Hearing for Nuisance Ordinance
 - K. Set a Public Hearing for Solid Waste Ordinance
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Budget Amendment for 2017-18
Mark L. Heydlauff, City Manager; Kelly McGinn, City Treasurer
 - B. 2018-19 Budget Ordinance
Mark L. Heydlauff, City Manager; Kelly McGinn, City Treasurer
- 7. All Other Actions and Requests**
 - A. Water Treatment Plan Improvements: Filter Rehabilitation Phase 1
Mark L. Heydlauff, City Manager; Shelley Mayer, Water Treatment Plant Chief Operator
 - B. Server and Fiber Upgrades
Mark L. Heydlauff, City Manager

8. Reports and Communications

- A. Public Comments
- B. City Manager's 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.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - February 5, 2018

DATE: February 19, 2018

ATTACHMENTS:

- ▣ Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, February 5, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Aaron Hagen
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

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 – January 15, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – January 23, 2018
 - b. Regular Accounts Payable Check Register – February 6, 2018
 - c. ACH Payments – January 15, 2018 to January 29, 2018
 - d. Payroll Check Register – January 26, 2018
 - e. Payroll Transmittal – January 26, 2018
 - f. Tax Disbursement – February 66, 2018
- C. Change City Charter Regarding Date for Filing Election Petitions – Approve change
- D. Purchase Tracking Unit – Approve Ditch Witch tracking unit for \$16,516.82
- E. 2018-19 Budget Ordinance - Set public hearing for February 19, 2018
- F. Budget Amendment #1 for 2017-18 – Set public hearing for February 19, 2018

Motion by Perron, second by Cole, to approve the Consent Agenda.

Yeas: Cole, Perron, Oleksy, Bryan, Kalbfell

Nays: None

Absent: Hagen

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

8. Reports & Communications

A. Public Comments

Mike Doherty complimented the new Wayfinding signage. He commented that Park Avenue was very dangerous and Charlevoix had only one electronic speed sign. He felt neighbors should be consulted regarding the changes to Park Avenue to garner their feedback.

Shelly Langewig felt that the Michigan Beach Park planning meetings were not well advertised. She felt that 'nobody knows what is going on' with the surveys and meetings.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Noted the fire safety memo delivered to Council
- Kudos to the Groundhog Shadowfest organizers, to Councilmember Bryan's son awarded 2017 Firefighter of the Year, and congratulations to Mayor Kurtz and Mary on the birth of their son Landon Michael.

C. Mayor & Council Comments

City Manager Heydlauff clarified for Kalbfell that surveys were provided both electronically and printed.

Perron felt that making meteorologist Joe Charlevoix an honorary citizen of Charlevoix was well received.

Cole seconded kudos to Maureen Owens and the Groundhog Shadowfest organizers.

Oleksy felt that a sidewalk along Park Avenue on the park side would be a significant safety improvement.

Mayor Kurtz noted that Linda Weller expressed her appreciation for her retirement gift.

City Manager Heydlauff commented that there will be some directional tweaks on the Wayfinding signage.

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 6:14 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 01/23/2018			
AT&T	2,780.42	METLIFE SMALL BUSINESS CENTER	777.98
AT&T LONG DISTANCE	63.45	PRIORITY HEALTH	43,322.95
AT&T MOBILITY	89.03	STATE OF MICHIGAN	57.00
CHARLEVOIX STATE BANK	2,446.86	VERIZON WIRELESS	56.72
DELTA DENTAL	3,414.77	VISION SERVICE PLAN	492.71
GREAT LAKES ENERGY	281.95	TOTAL	53,783.84
Regular Accounts Payable – 02/06/2018			
AIRGAS USA LLC	72.66	GINOP SALES INC	142.28
AIS CONSTRUCTION EQUIPMENT	332.54	GOLDING, JOYCE M.	50.00
ALTA CONSTRUCTION EQUIP LLC	211.05	GRAND TRAVERSE GARAGE DOOR	357.50
AMERICAN PUBLIC WORKS ASSN	380.00	GREAT LAKES ELEVATOR LLC	370.91
AMERICAN WASTE INC.	46.76	GREEN GUARD	41.50
ANDERSON, ANN	30.45	GRP ENGINEERING INC.	2,000.00
ARCADIA BENEFITS GROUP INC	50.00	HACH COMPANY	1,230.64
AVFUEL CORPORATION	1,520.00	HAGGARD'S INC	5,391.13
B & L SOUND INC	186.94	HANKINS, SCOTT A.	50.00
BELL EQUIPMENT COMPANY	369.74	HARRIS, SAMANTHA	7.97
BIGGERSTAFF, JEREMY	555.00	HEALTH CARE LOGISTICS	186.57
BILL'S FARM MARKET	2,082.50	HEID, THOMAS J.	50.00
BIOTECH AGRONOMICS INC	460.00	HERITAGE FIRE EQUIPMENT	758.00
BLACK DIAMOND BROADCASTING	150.00	HERZOG ELECTRIC	719.36
BLARNEY CASTLE OIL CO	633.75	HEYDLAUFF, MARK L	50.00
BOSS, LINDA K.	202.75	HOLIDAY COMPANIES	7,544.45
BRADFORD'S	39.00	HYDRO CORP	530.00
BRADY'S CARPET CLEANING	520.00	INDEPENDENT DRAFTING SERVICES	2,520.00
CCP INDUSTRIES INC	282.34	IRISH BOAT SHOP	15.03
CENTRAL DRUG STORE	53.77	JACK DOHENY SUPPLIES INC	140.25
CENTRAL INTERCONNECT INC	52.50	JOHN E. GREEN COMPANY	97,950.73
CHARLEVOIX AREA CHAMBER OF COM	240.00	KEVIN'S METER TESTING	6,353.26
CHARLEVOIX COUNTY EQUALIZATION	15.00	KIRINOVIC, THOMAS F.	50.00
CHARLEVOIX GLASS INC.	247.10	KIWANIS CLUB OF CHARLEVOIX	40.00
CHARLEVOIX SCREEN MASTERS INC	791.00	KLOOSTER, ALIDA K.	50.00
CHARLEVOIX TOWNSHIP	15.99	KMart	187.51
CINTAS CORPORATION	119.32	KSS ENTERPRISES	776.36
CINTAS CORPORATION #729	30.00	LAKEVIEW MAINTENANCE INC.	412.50
CLIA LABORATORY PROGRAM	150.00	LANSING, IRENE	200.00
CSI EMERGENCY APPARATUS LLC	1,019.10	LASER PRINTER TECHNOLOGIES	342.00
DCASSESSING SERVICES	4,371.08	LIVE FROM CHARLEVOIX INC	2,500.00
DeROSIA, PATRICIA E.	50.00	MAYER, SHELLEY L.	50.00
DIPERT, JILLIAN	54.20	McGINN, KELLY A.	50.00
DOAN, GERARD P.	50.00	MDC CONTRACTING LLC	108,711.07
DOTSON, LINDSEY J.	50.00	MICHIGAN ELECTRIC	17,143.00
ELLIOTT, PATRICK M.	50.00	MICHIGAN MUNICIPAL ELECTRIC	7,842.00
ELLSWORTH FARMER'S EXCHANGE	692.08	MICHIGAN OFFICEWAYS INC	1,104.93
EMERGENCY MEDICAL PRODUCTS INC	203.32	MICHIGAN RURAL WATER ASSN	170.00
FASTENAL COMPANY	17.69	MILLER, WILLIAM S.	50.00
FISHER SCIENTIFIC	1,595.68	MINE SAFETY APPLIANCES CO. LLC	963.00
FREEDOM MAILING SERVICES INC.	2,274.76	MUSTANG TOOL SERVICE	145.43
GEMPLER'S	44.49	NCL OF WISCONSIN INC.	116.01

NEALIS ENGINEERING	240.00	SHORELINE POWER SERVICES INC.	200.00
NETSOURCE ONE INC.	26.00	SIGMA-ALDRICH INC.	599.24
NORTH COAST FASTENERS LLC	76.20	SLC METER LLC	617.55
NORTH COUNTRY POWER GENERATION	2,774.90	SMYTHE, DANIELE	80.00
NORTHERN CREDIT BUREAU	103.78	SPICER GROUP INC	508.45
NORTHERN PUMP SERVICE INC.	1,880.00	STATE OF MICHIGAN	150.00
NORTHERN SAFETY CO INC	229.18	STRICKER'S OUTDOOR POWER EQUIP	79.40
NW MI COG	13,700.00	SWEM, DONALD L.	50.00
OLSON BZDOK & HOWARD	1,007.50	SYN-TECH SYSTEMS INC.	1,487.00
OLSTROM EXCAVATING AND PAVING	3,485.00	SYSTEMS SPECIALISTS INC	2,650.00
OSAGE INDUSTRIES INC	77.61	TERMINAL SUPPLY CO	701.73
PICTURE THIS	1,210.00	TRAVERS, MANUEL J.	50.00
PLUNKETT & COONEY	300.00	TREDROC TIRE SERVICES LLC	1,495.95
PLYMKRAFT INC	2,145.00	TRUCK & TRAILER SPECIALTIES	372.10
POWER LINE SUPPLY	8,489.57	UNIFIRST CORPORATION	827.29
PREIN & NEWHOF	59,084.45	VILLAGE GRAPHICS INC.	1,308.62
PRO WEB MARKETING LLC	40.00	WARCHOL, JOYCE	30.35
PURITY CYLINDER GASES INC	159.45	WILMOT ELECTRIC INC	61.86
QUICK CARE MEDICAL CENTER	105.00	WOOD SHOP, THE	10,000.00
QUILL CORP	104.49	WORK & PLAY SHOP	178.38
RANGE TELECOMMUNICATIONS	115.20	WURST, RANDALL W.	50.00
RICK-BIDDICK, MICHELLE	1,764.84	WYMAN, MATTHEW A.	50.00
ROTARY CLUB OF CHARLEVOIX	75.00		
ROWE PROFESSIONAL SERVICES CO	57.50	TOTAL	409,230.50
RS&H MICHIGAN INC	2,490.00		
SCHLAPPI, JAMES L.	265.96		

ACH Payments – 01/15/2018 to 01/29/2018

MI PUBLIC POWER AGENCY	43,688.20	VANTAGEPOINT (457 ICMA PLAN)	13,521.09
MI PUBLIC POWER AGENCY	29,369.00	VANTAGEPOINT (ROTH IRA)	1,186.53
MI PUBLIC POWER AGENCY	15,609.58	MERS (DEFINED BENEFIT PLAN)	32,428.66
MI PUBLIC POWER AGENCY	242,966.61	MI PUBLIC POWER AGENCY	21,491.69
IRS (PAYROLL TAX DEPOSIT)	30,277.44	TOTAL	436,355.87
ALERUS FINANCIAL (HCSP)	420.00		
STATE OF MI (WITHHOLDING TAX)	4,654.57		
VANTAGEPOINT (401 ICMA PLAN)	742.50		

Payroll Net Pay – Pay Period Ending 01/20/2018 (Paid 01/26/2018)

WELLER, LINDA JO	1,538.62	ANDERSON, ELIZABETH A.	1,132.69
HEYDLAUFF, MARK L.	2,358.07	ELLIOTT, PATRICK M.	2,056.97
GOLDING, JOYCE M.	1,547.18	SCHWARTZFISHER, JOSEPH L.	1,268.65
DEROSIA, PATRICIA E.	1,093.16	BRADLEY, KELLY R.	1,523.91
DOTSON, LINDSEY J.	1,477.98	HART II, DELBERT W.	2,198.05
LOY, EVELYN R.	1,086.31	JONES, ROBERT F.	1,280.88
KLOOSTER, ALIDA K.	1,623.87	DORAN, JUSTIN J.	1,408.37
GOLOVICH, KAREN J.	969.62	FARRELL, MITCHELL L.	1,349.51
SPENCLEY, PATRICIA L.	1,103.73	KIRINOVIC, THOMAS F.	291.68
MILLER, FAITH G.	37.43	ANZELL, BETH A.	691.83
MCGINN, KELLY A.	1,653.10	BOSS, SHERRY M.	536.57
DOAN, GERARD P.	1,650.59	BRADLEY, JOHN P.	73.88
SCHLAPPI, JAMES L.	1,442.67	DIXON, MIKAYA S.	225.09
UMULIS, MATTHEW T.	1,283.01	NIMPHIE, NOAH J.D.	253.22
HANKINS, SCOTT A.	1,557.25	PORATH, JACOB P.	182.74
ORBAN, BARBARA K.	1,215.30	WHITLEY, NICHOLAS J	105.72
FLICKEMA, ANDREW M.	1,354.51	HAGEN, MADISON L.	240.11
MATELSKI, KIMBERLY A.	1,213.17	CRANDELL, ZACKARY R.	348.94
RILEY, DENISE M.	448.66	WHITE III, MARCUS W.	369.58
MATELSKI, RYAN G.	1,668.12	SAYWARD, MADISON E.	271.95
WURST, RANDALL W.	1,435.77	BERTINELLI, DAVID P.	361.20
MAYER, SHELLEY L.	1,814.36	BOSS, BEAU J.	876.72
HILLING, NICHOLAS A.	1,434.49	FICHTNER, KRISTIE S.	184.70
MEIER III, CHARLES A.	1,093.03	DVORACEK, HAYDEN R.	390.52
ZACHARIAS, STEVEN B.	1,207.46	HEID, THOMAS J	1,285.80
NEWMAN, MARK J.	718.80	VANLOO, JOSEPH G.	608.06
SWEM, DONALD L.	1,928.82	WYMAN, MATTHEW A.	1,459.47
EATON, BRAD A.	2,110.48	BOSS, RYDER S.	367.57
WILSON, TIMOTHY J.	2,084.87	MILLER, WILLIAM S.	1,088.80
LAVOIE, RICHARD L.	1,678.25	DOUGLAS, MARK	542.65
STEVENS, BRANDON C.	2,545.26	HASTINGS, MICHAEL A.	455.51
DRAVES, MARTIN J.	1,700.40	TRAVERS, MANUEL J.	1,684.26
BROWN, STEPHANIE C.	1,040.30	STEVENS, JEFFREY W.	825.66

RILEY, CASEY W.	177.00	SILVA, JESSE L.A.	131.37
JONES, LARRY M.	503.35	BASSETT, FREDERICK A.	1,707.91
WILLSON, BRENDA R.	838.13	WHITLEY, ANDREW T.	1,890.34
BEAN, PETER J.	478.34	MORRISON, KEVIN P.	989.58
FENNELL, DREW M.	436.86	JOHNSON, STEVEN P.	1,019.81
RILEY, REBECCA J.	344.19	BOSS JR, DALE E.	1,235.16
MCCALIB, RACHELLE L.	172.37	HOLM, ARTHUR R.	976.16
MCMULLEN, DONALD R.	489.92	MATTER, DAWSON K.	2,550.73
BOYCE, REBECCA L.	1,107.88		
MCFARLAND, JONATHAN A.	716.36	TOTAL	88,821.36

Payroll Transmittal – 01/26/2018

4FRONT CREDIT UNION	725.42	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	541.06
AMERICAN FAMILY LIFE	283.94	MI STATE DISBURSEMENT UNIT	323.45
AMERICAN FAMILY LIFE	96.58	PRIORITY HEALTH	1,653.95
CHAR EM UNITED WAY	52.00		
CHARLEVOIX STATE BANK	1,260.77	TOTAL	5,245.45

Tax Disbursement – 02/06/2018

CHARLEVOIX COUNTY TREASURER	95,352.54	CHARLEVOIX PUBLIC SCHOOLS	151.79
CHARLEVOIX DISTRICT LIBRARY	34,104.92	CITY OF CHARLEVOIX - TAXES DUE	24,393.59
CHARLEVOIX PUBLIC SCHOOLS	4,019.49	GINOP, MICHELLE	1,630.15
CHARLEVOIX PUBLIC SCHOOLS	759.01	RECREATIONAL AUTHORITY	6,395.62
CHARLEVOIX PUBLIC SCHOOLS	151.79	TOTAL	166,958.90

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Registers

DATE: February 19, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/03/2018	02/09/2018	122737	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	628.84
02/03/2018	02/09/2018	122738	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
02/03/2018	02/09/2018	122738	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	380.52
02/03/2018	02/09/2018	122739	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
02/03/2018	02/09/2018	122740	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 2/3/20	52.00
02/03/2018	02/09/2018	122741	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,260.77
02/03/2018	02/09/2018	122742	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
02/03/2018	02/09/2018	122743	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	541.06
02/03/2018	02/09/2018	122744	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
02/03/2018	02/09/2018	122745	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 2	201.00
02/03/2018	02/09/2018	122746	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,616.90
Grand Totals:		11				5,332.82

Km

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

02/09/18 Payroll Transmittal Checks \$ 5,332.82
 02/09/18 Payroll (net pay) \$ 94,338.73
 02/20/18 Regular Accounts Payable \$ 283,361.78

Checks Sub-Total: \$ 383,033.33

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

02/05/18 MI Public Power Agency \$ 20,823.23
 02/06/18 Payment Service Network \$ 218.10
 02/08/18 State of MI (Sales Tax) \$ 21,849.39
 02/09/18 IRS (Payroll Tax Deposit) \$ 32,424.24
 02/09/18 Alerus Financial (HCSP) \$ 420.00
 02/09/18 State of MI (Withholding Tax) \$ 4,907.42
 02/09/18 Vantagepoint (401 ICMA Plan) \$ 742.50
 02/09/18 Vantagepoint (457 ICMA Plan) \$ 13,700.53
 02/09/18 Vantagepoint (Roth IRA) \$ 1,186.53
 02/12/18 MI Public Power Agency \$ 10,356.34
 02/14/18 DTE Energy \$ 10,551.39

ACH Sub-Total: \$ 117,179.67

Huntington National Bank Total: \$ 500,213.00

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)
 02/20/18 Tax Disbursement \$ 274,823.75
 Charlevoix State Bank Total: \$ 274,823.75

Grand Total: \$ 775,036.75

APPROVED:


 CITY MANAGER


 CITY TREASURER


 CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/03/2018	PC	02/09/2018	25098	WELLER, LINDA JO	101		2,237.34
02/03/2018	PC	02/09/2018	25099	HEYDLAUFF, MARK L.	102		2,648.97
02/03/2018	PC	02/09/2018	25100	GOLDING, JOYCE M.	106		1,911.12
02/03/2018	PC	02/09/2018	25101	DEROSIA, PATRICIA E.	107		1,208.62
02/03/2018	PC	02/09/2018	25102	DOTSON, LINDSEY J.	109		1,477.98
02/03/2018	PC	02/09/2018	25103	LOY, EVELYN R.	117		1,086.31
02/03/2018	PC	02/09/2018	25104	KLOOSTER, ALIDA K.	121		1,985.43
02/03/2018	PC	02/09/2018	25105	GOLOVICH, KAREN J.	122		969.62
02/03/2018	PC	02/09/2018	25106	SPENCLEY, PATRICIA L.	136		870.32
02/03/2018	PC	02/09/2018	25107	MILLER, FAITH G.	142		11.70
02/03/2018	PC	02/09/2018	25108	MCGINN, KELLY A.	146		1,653.10
02/03/2018	PC	02/09/2018	25109	JOLLETTE, MELISSA N.	149		124.67
02/03/2018	PC	02/09/2018	25110	DOAN, GERARD P.	201		1,650.59
02/03/2018	PC	02/09/2018	25111	SCHLAPPI, JAMES L.	204		979.09
02/03/2018	PC	02/09/2018	25112	UMULIS, MATTHEW T.	205		1,433.27
02/03/2018	PC	02/09/2018	25113	HANKINS, SCOTT A.	208		1,601.64
02/03/2018	PC	02/09/2018	25114	ORBAN, BARBARA K.	209		1,139.98
02/03/2018	PC	02/09/2018	25115	FLICKEMA, ANDREW M.	211		1,770.65
02/03/2018	PC	02/09/2018	25116	MATELSKI, KIMBERLY A.	212		1,213.17
02/03/2018	PC	02/09/2018	25117	RILEY, DENISE M.	213		450.82
02/03/2018	PC	02/09/2018	25118	MATELSKI, RYAN G.	230		998.48
02/03/2018	PC	02/09/2018	25119	WURST, RANDALL W.	411		1,358.03
02/03/2018	PC	02/09/2018	25120	MAYER, SHELLEY L.	412		1,558.36
02/03/2018	PC	02/09/2018	25121	HILLING, NICHOLAS A.	413		1,418.16
02/03/2018	PC	02/09/2018	25122	MEIER III, CHARLES A.	421		1,420.93
02/03/2018	PC	02/09/2018	25123	ZACHARIAS, STEVEN B.	422		1,380.56
02/03/2018	PC	02/09/2018	25124	NEWMAN, MARK J.	424		718.80
02/03/2018	PC	02/09/2018	25125	SWEM, DONALD L.	512		1,928.82
02/03/2018	PC	02/09/2018	25126	EATON, BRAD A.	515		1,914.46
02/03/2018	PC	02/09/2018	25127	WILSON, TIMOTHY J.	516		2,319.72
02/03/2018	PC	02/09/2018	25128	LAVOIE, RICHARD L.	519		1,678.26
02/03/2018	PC	02/09/2018	25129	STEVENS, BRANDON C.	521		2,031.87
02/03/2018	PC	02/09/2018	25130	DRAVES, MARTIN J.	523		1,659.43
02/03/2018	PC	02/09/2018	25131	BROWN, STEPHANIE C.	524		1,040.31
02/03/2018	PC	02/09/2018	25132	ANDERSON, ELIZABETH	526		1,132.69
02/03/2018	PC	02/09/2018	25133	ELLIOTT, PATRICK M.	600		2,056.97
02/03/2018	PC	02/09/2018	25134	SCHWARTZFISHER, JOS	603		1,055.96
02/03/2018	PC	02/09/2018	25135	BRADLEY, KELLY R.	614		1,461.73
02/03/2018	PC	02/09/2018	25136	HART II, DELBERT W.	616		1,198.74
02/03/2018	PC	02/09/2018	25137	JONES, ROBERT F.	618		1,229.67
02/03/2018	PC	02/09/2018	25138	DORAN, JUSTIN J.	621		1,709.36
02/03/2018	PC	02/09/2018	25139	FARRELL, MITCHELL L.	622		1,541.87
02/03/2018	PC	02/09/2018	25140	KIRINOVIC, THOMAS F.	700		511.78
02/03/2018	PC	02/09/2018	25141	WASHBURN, MICHAEL	708		73.88
02/03/2018	PC	02/09/2018	25142	ANZELL, BETH A.	712		317.02
02/03/2018	PC	02/09/2018	25143	BOSS, SHERRY M.	730		584.32
02/03/2018	PC	02/09/2018	25144	BRADLEY, JOHN P.	735		147.50
02/03/2018	PC	02/09/2018	25145	DIXON, MIKAYA S.	736		217.29
02/03/2018	PC	02/09/2018	25146	NIMPHIE, NOAH J.D.	737		253.22
02/03/2018	PC	02/09/2018	25147	PORATH, JACOB P.	741		182.74
02/03/2018	PC	02/09/2018	25148	WHITLEY, NICHOLAS J	742		52.86
02/03/2018	PC	02/09/2018	25149	HAGEN, MADISON L.	752		332.46
02/03/2018	PC	02/09/2018	25150	CRANDELL, ZACKARY R.	753		348.94
02/03/2018	PC	02/09/2018	25151	WHITE III, MARCUS W.	754		283.68
02/03/2018	PC	02/09/2018	25152	SAYWARD, MADISON E.	755		318.81
02/03/2018	PC	02/09/2018	25153	BERTINELLI, DAVID P.	764		211.44
02/03/2018	PC	02/09/2018	25154	NIMPHIE, MASON K.D.	776		342.25

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/03/2018	PC	02/09/2018	25155	BOSS, BEAU J.	788		876.72
02/03/2018	PC	02/09/2018	25156	DVORACEK, HAYDEN R.	793		376.46
02/03/2018	PC	02/09/2018	25157	HEID, THOMAS J	802		1,285.80
02/03/2018	PC	02/09/2018	25158	VANLOO, JOSEPH G.	902		605.50
02/03/2018	PC	02/09/2018	25159	WYMAN, MATTHEW A.	927		1,459.48
02/03/2018	PC	02/09/2018	25160	BOSS, RYDER S.	932		350.03
02/03/2018	PC	02/09/2018	25161	MILLER, WILLIAM S.	933		1,505.31
02/03/2018	PC	02/09/2018	25162	DOUGLAS, MARK	935		483.28
02/03/2018	PC	02/09/2018	25163	HASTINGS, MICHAEL A.	937		459.70
02/03/2018	PC	02/09/2018	25164	TRAVERS, MANUEL J.	1000		2,100.53
02/03/2018	PC	02/09/2018	25165	STEVENS, JEFFREY W.	1028		314.88
02/03/2018	PC	02/09/2018	25166	RILEY, CASEY W.	1052		92.35
02/03/2018	PC	02/09/2018	25167	JONES, LARRY M.	1057		1,242.38
02/03/2018	PC	02/09/2018	25168	WILLSON, BRENDA R.	1059		630.69
02/03/2018	PC	02/09/2018	25169	BEAN, PETER J.	1060		609.61
02/03/2018	PC	02/09/2018	25170	FENNELL, DREW M.	1062		573.55
02/03/2018	PC	02/09/2018	25171	MCCALIB, RACHELLE L.	1066		281.71
02/03/2018	PC	02/09/2018	25172	MCMULLEN, DONALD R.	1067		374.94
02/03/2018	PC	02/09/2018	25173	BOYCE, REBECCA L.	1070		988.03
02/03/2018	PC	02/09/2018	25174	McFARLAND, JONATHAN	1071		727.38
02/03/2018	PC	02/09/2018	25175	SILVA, JESSE L.A.	1073		371.92
02/03/2018	PC	02/09/2018	25176	BASSETT, FREDERICK A.	1083		1,447.27
02/03/2018	PC	02/09/2018	122730	WELLER, LINDA JO	101	Vacation Payout	5,117.50
02/03/2018	PC	02/09/2018	122731	WHITLEY, ANDREW T.	522		1,583.94
02/03/2018	PC	02/09/2018	122732	MORRISON, KEVIN P.	601		1,302.22
02/03/2018	PC	02/09/2018	122733	JOHNSON, STEVEN P.	617		1,317.84
02/03/2018	PC	02/09/2018	122734	BOSS JR, DALE E.	701		1,235.16
02/03/2018	PC	02/09/2018	122735	HOLM, ARTHUR R.	791		976.16
02/03/2018	PC	02/09/2018	122736	MATTER, DAWSON K.	1038		2,232.63
Grand Totals:			86				94,338.73

Report Criteria:

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

Check Number	Payee	Amount
02/20/2018		
122747	ACE HARDWARE	1,629.79
122748	ALTA CONSTRUCTION EQUIP LLC	174.81
122749	ALTEC INDUSTRIES INC	236.02
122750	AMERICAN WASTE INC.	3,087.96
122751	AUTO VALUE	2,007.49
122752	AVFUEL CORPORATION	16,025.95
122753	BARTLETT'S HOME INTERIORS INC.	4,774.46
122754	BC/BS OF MI REFUNDS	92.21
122755	BERGER CHEVEROLET	76,767.45
122756	BRADFORD'S	39.00
122757	BRADLEY, KELLY R.	86.00
122758	BREWER, JOHN	720.00
122759	CARQUEST OF CHARLEVOIX	673.77
122760	CENTRAL DRUG STORE	42.54
122761	CHARLEVOIX AREA CHAMBER OF CO	90.00
122762	CHARLEVOIX COUNTY FARM BUREA	150.00
122763	CHARLEVOIX SCREEN MASTERS INC	412.50
122764	CHARTER COMMUNICATIONS	1,900.82
122765	CINTAS CORPORATION	94.15
122766	CITY OF CHARLEVOIX - UTILITIES	32,275.32
122767	COMPASS MINERALS AMERICA	5,549.51
122768	CRYSTAL FLASH ENERGY	1,062.39
122769	DeROSIA, PATRICIA E.	45.30
122770	DROST LANDSCAPE INC.	8,730.00
122771	ECONO SIGNS LLC	254.34
122772	EJ USA INC.	1,390.67
122773	ELLIOTT, PATRICK M.	86.00
122774	ELLSWORTH FARMER'S EXCHANGE	1,112.49
122775	ENERGIS HIGH VOLTAGE RESOURCE	1,133.00
122776	ERIE MARKING INC	168.32
122777	EWURS, NASSTASIA	30.75
122778	FAMILY FARM & HOME	1,014.55
122779	FASTENAL COMPANY	70.75
122780	FOX CHARLEVOIX FORD	2,150.25
122781	FREEDOM MAILING SERVICES INC.	2,319.45
122782	GINOP SALES INC	124.75
122783	HACH COMPANY	110.38
122784	HART II, DELBERT W.	319.26
122785	HARTFORD, THE	405.00
122786	HERITAGE FIRE EQUIPMENT	666.44
122787	HILLING, NICHOLAS A.	130.36
122788	HYDE SERVICES LLC	12.38
122789	IDEXX DISTRIBUTION INC.	1,138.30
122790	J. BIGGERSTAFF BUILDER	996.00
122791	KEVIN'S METER TESTING	2,443.82
122792	KLOOSTER, NATHAN	2.30
122793	LETTERS ONLINE	90.00
122794	MACDONALD GARBER	499.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
122795	MACGREGOR PLUMBING & HEATING	1,264.00
122796	MCCARDEL CULLIGAN-PETOSKEY	50.00
122797	MCGOUGH'S INC	1,215.90
122798	MCLAREN HEALTH PLAN	195.15
122799	METAL HEAD WELDING LLC	6,979.40
122800	MICHAEL MURPHY IV PHOTOGRAPH	700.00
122801	MICHIGAN MUNICIPAL LEAGUE	16,047.00
122802	MICHIGAN OFFICEWAYS INC	2,742.24
122803	MINE SAFETY APPLIANCES CO. LLC	265.00
122804	MUNSON REGIONAL EMS EDUCATIO	2,250.00
122805	NESBURG, NORMA	51.18
122806	NORTH COUNTRY POWER GENERATI	1,153.44
122807	NORTHERN CREDIT BUREAU	161.11
122808	NORTHERN LIGHTS FAMILY	436.00
122809	NORTHERN MICHIGAN REVIEW INC.	792.19
122810	OLSON BZDOK & HOWARD	2,264.00
122811	PARASTAR INC.	2,993.75
122812	PERFORMANCE ENGINEERS INC	4,978.25
122813	PETERS, WILLIS	5.01
122814	PLUNKETT & COONEY	380.00
122815	POWER LINE SUPPLY	4,798.59
122816	PREIN & NEWHOF	240.00
122817	PRIORITY HEALTH	253.05
122818	RANGE TELECOMMUNICATIONS	170.93
122819	RIETH-RILEY CONST CO INC	2,478.25
122820	RS&H MICHIGAN INC	7,470.00
122821	SCHULTZ, MARJORIE	107.58
122822	SHORELINE POWER SERVICES INC.	37,955.77
122823	STATE OF MICHIGAN	70.00
122824	SULLIVAN, LAWRENCE R	4,300.00
122825	TRAFFIC SAFETY STORE	1,312.62
122826	UNIFIRST CORPORATION	483.58
122827	UP NORTH PROPERTY SERVICES LL	638.00
122828	URBANUS, KAREN	75.00
122829	USA BLUE BOOK	1,650.97
122830	VILLAGE GRAPHICS INC.	383.55
122831	WILKS, DOUGLAS	14.40
122832	WORK & PLAY SHOP	2,140.78
122833	WURST, RANDALL W.	559.09
Total 02/20/2018:		283,361.78
Grand Totals:		283,361.78

Check Number	Payee	Amount
02/05/2018		
20518001	MICHIGAN PUBLIC POWER AGENCY	20,823.23
Total 02/05/2018:		20,823.23
Grand Totals:		20,823.23

Check Number	Payee	Amount
02/06/2018		
20618001	PAYMENT SERVICE NETWORK INC.	218.10
Total 02/06/2018:		218.10
Grand Totals:		218.10

Check Number	Payee	Amount
02/08/2018		
20818001	STATE OF MICHIGAN	21,849.39
Total 02/08/2018:		21,849.39
Grand Totals:		21,849.39

Check Issue Date	Check Number	Payee	Amount
20918001			
02/09/2018	20918001	**EFTPS* Payroll Taxes	8,659.78
02/09/2018	20918001	**EFTPS* Payroll Taxes	8,659.78
02/09/2018	20918001	**EFTPS* Payroll Taxes	2,025.31
02/09/2018	20918001	**EFTPS* Payroll Taxes	2,025.31
02/09/2018	20918001	**EFTPS* Payroll Taxes	11,054.06
Total 20918001:			
	5		32,424.24
20918002			
02/09/2018	20918002	Alerus Financial	420.00
Total 20918002:			
	1		420.00
20918003			
02/09/2018	20918003	STATE OF MICHIGAN	4,907.42
Total 20918003:			
	1		4,907.42
20918004			
02/09/2018	20918004	Vantagepoint - 401 Plan 109153	742.50
Total 20918004:			
	1		742.50
20918005			
02/09/2018	20918005	Vantagepoint - 457 Plan 300959	5,338.59
02/09/2018	20918005	Vantagepoint - 457 Plan 300959	707.78
02/09/2018	20918005	Vantagepoint - 457 Plan 300959	1,939.09
02/09/2018	20918005	Vantagepoint - 457 Plan 300959	5,715.07
Total 20918005:			
	4		13,700.53
20918006			
02/09/2018	20918006	Vantagepoint - Roth IRA 706117	1,186.53
Total 20918006:			
	1		1,186.53
Grand Totals:			
	13		53,381.22



Check Number	Payee	Amount
02/12/2018		
21218001	MICHIGAN PUBLIC POWER AGENCY	10,356.34
Total 02/12/2018:		10,356.34
Grand Totals:		10,356.34

Check Number	Payee	Amount
02/14/2018		
21418001	DTE ENERGY	10,551.39
Total 02/14/2018:		10,551.39
Grand Totals:		10,551.39

Check Number	Payee	Amount
02/20/2018		
3027	CHARLEVOIX COUNTY TREASURER	159,636.37
3028	CHARLEVOIX DISTRICT LIBRARY	57,179.78
3029	CHARLEVOIX PUBLIC SCHOOLS	4,882.19
3030	CHARLEVOIX PUBLIC SCHOOLS	1,217.27
3031	CHARLEVOIX PUBLIC SCHOOLS	243.45
3032	CHARLEVOIX PUBLIC SCHOOLS	243.45
3033	CITY OF CHARLEVOIX - TAXES DUE	40,698.49
3034	RECREATIONAL AUTHORITY	10,722.75
Total 02/20/2018:		274,823.75
Grand Totals:		274,823.75

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Support of U.S. Bicycle Route 35

DATE: February 19, 2018

BACKGROUND:

Council approved a similar resolution in January of 2017 supporting the U.S. Bicycle Route 35. In order to clear up a few technicalities, the State requested an amended resolution. The attached map indicates the proposed reroute through Charlevoix.

ATTACHMENTS:

- ▣ Resolution 2018-02-02
- ▣ Resolution Referenced Trail Map

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-02-02
SUPPORT OF THE U.S. BICYCLE ROUTE 35 THROUGH THE CITY OF CHARLEVOIX

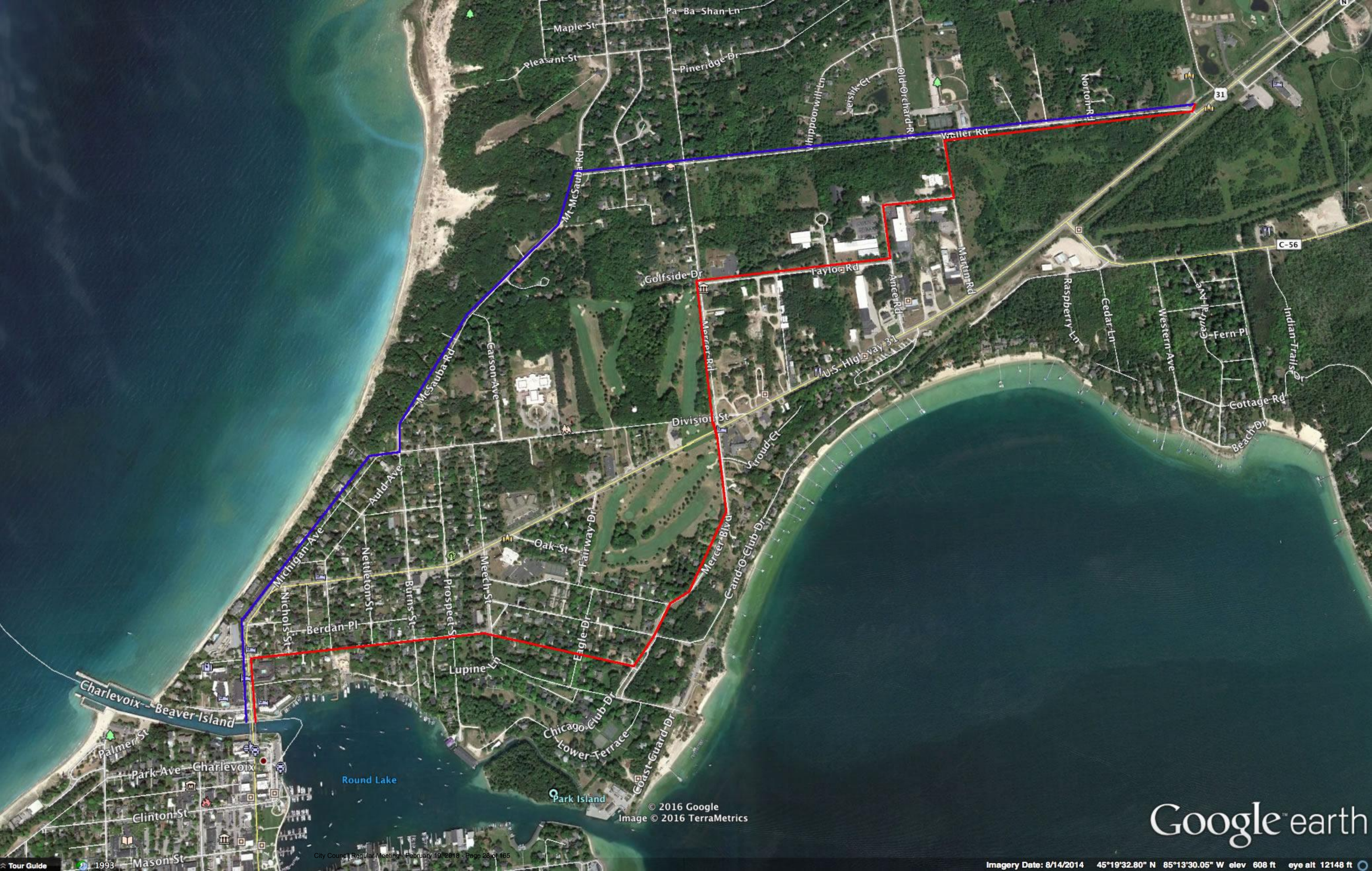
- WHEREAS,** bicycle tourism is a growing industry in North America, contributing \$47 billion a year to the economies of communities that provide facilities for such tourists; and
- WHEREAS,** the American Association of State Highway and Transportation Officials (AASHTO) has designated a corridor along the western shore of the lower peninsula of Michigan connecting to Sault Ste. Marie be developed as United States Bicycle Route 35 (USBR 35); and
- WHEREAS,** a stakeholder group namely Charlevoix Trail Ambassadors recommended the proposed reroute to USBR 35 in consultation with the County and City Recreation and Planning Departments, a map of which is herein incorporated into this resolution by reference; and
- WHEREAS,** the proposed route for USBR 35 passes through the City of Charlevoix and can therefore provide a benefit to our residents and businesses; and
- WHEREAS,** City Council passed Resolution 2010-11-01 in November 2010 in support of the original route; and
- WHEREAS,** the proposed reroute would increase bicycle safety by eliminating heavily traveled roads; and
- WHEREAS,** the recommended change to the north bound route in the City of Charlevoix and Charlevoix County would start at U.S. 31 (Bridge Street) and Dixon Avenue, right turn at Dixon Avenue to Mercer Boulevard, left turn onto Mercer Boulevard to U.S. 31 (Petoskey Avenue) cross U.S.31 at U.S. 31 and Mercer, continue on Mercer Road (Mercer Boulevard becomes Mercer Road), turn right on Taylor Road, left turn on Ance, continue on Ance (Ance has a 90 degree right turn), left turn on Martin Road, right turn on Waller Road to the Little Traverse Wheelway; and
- WHEREAS,** the recommended change to the south bound route in the City of Charlevoix and Charlevoix County would cover Little Traverse Wheelway to Waller Road (one way south for bikes and not the current two-way bike route) from Martin Road to McSaubia Road, right on Division, to Michigan Avenue (Division becomes Michigan Avenue), Michigan Avenue to U.S. 31 (Bridge Street); and
- WHEREAS,** the City of Charlevoix has investigated the proposed reroute and found it to be a suitable route, and desire that the route be designated so that it can be mapped and signed, thereby promoting bicycle tourism in our area; and
- WHEREAS,** the City of Charlevoix acknowledges that they will work with MDOT to remove existing signs where necessary and appropriate and the City will accept the responsibility to resign the new route.
- NOW THEREFORE BE IT RESOLVED,** that the Charlevoix City Council strongly supports the development of USBR 35 and the proposed route changes, and requests that the appropriate officials see to it that the route is officially designated by AASHTO as soon as this can be achieved.

RESOLVED this 19th day of February, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:



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Image © 2016 TerraMetrics

Google™ earth

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: LEED Design Grant Application

DATE: February 19, 2018

BACKGROUND:

On March 19, OHM will be presenting to you more information on LEED and how we may want to incorporate it into our new public services facility. In anticipation of this, I have done some preliminary research on potential funding mechanisms to help offset the cost. Locally, the Charlevoix County Community Foundation advised that it might be something they would support in part. To this end, I request approval from Council to apply for a grant from the Foundation.

RECOMMENDATION:

Authorize the City Manager to apply for a grant from the Charlevoix County Community Foundation to cover a portion of the cost of LEED for the public services facility.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Annual Poverty Exemption Resolution

DATE: February 19, 2018

BACKGROUND:

MCL 211.7u provides for a property tax exemption in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charge. City Assessor Deb Chavez informed the City Clerk that new requirements for granting poverty exemptions are required by the State which are included in State Tax Commission Bulletin 6 of 2017. These requirements include annually adopting guidelines via resolution which specify the total household income which will be used to approve or deny poverty exemptions, an asset test to determine the resources available that could be used to pay property taxes, an allowance for partial poverty exemptions and, an application with a written policy that details the process. Charlevoix passed Resolution 2014-03-04 back in 2014 which established a poverty exemption policy but, according to the Bulletin, a resolution should be passed each year confirming the policy guidelines.

The City Attorney has approved both the annual resolution and application. Going forward, the new resolution would be updated annually with the current poverty guidelines and resubmitted to Council for approval.

RECOMMENDATION:

Motion to approve Resolution 2018-02-03.

ATTACHMENTS:

- ▣ Resolution 2018-02-03
- ▣ Poverty Exemption Application

**CITY OF CHARLEVOIX
RESOLUTION NO. 2018-02-03**

ESTABLISH POLICY AND GUIDELINES FOR USE BY THE BOARD OF REVIEW FOR GRANTING POVERTY EXEMPTIONS

- WHEREAS,** MCL 211.7u and State Tax Commission Bulletin 6 of 2017 requires the Charlevoix City Council to annually adopt a policy, including an asset test, used to approve or deny poverty exemptions; and
- WHEREAS,** the principal residence of persons, who the City of Charlevoix Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and
- WHEREAS,** pursuant to PA 390 of 1994, the City of Charlevoix, Charlevoix County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. File a claim with the City Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, *Poverty Exemption Affidavit*.
3. File a claim reporting that the combined assets of all persons (except those exempt from consideration as listed below) do not exceed one-half the current federal poverty income guidelines.
 - a. Assets exempt from consideration in determining eligibility for poverty exemption are the applicant's principal residence, one motor vehicle per working adult, essential household goods, personal assets of any nature with a total value up to one-half the annual federal poverty income guidelines listed below.
 - b. Assets the Board of Review can consider include but are not limited to, real estate other than the principal residence, personal property, motor vehicles other than one vehicle per working adult, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Produce a valid driver's license or other form of identification if requested.
5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the **2018** federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

FEDERAL POVERTY GUIDELINES USED IN THE DETERMINATION OF POVERTY EXEMPTIONS

Number of Persons	2018 Income Limit
1 (owner)	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
more than 8 persons, add \$4,320 each additional person	

NOW THEREFORE BE IT RESOLVED, that the City Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying any exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

RESOLVED this 19th day of February, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:



The following policy and guidelines, adopted by the City Council, shall be followed by the City of Charlevoix Board of Review when considering poverty exemptions according to MCL 211.7u and State Tax Commission Bulletin 6 of 2017.

Application Guidelines

To be eligible for a Poverty Exemption in the City of Charlevoix:

1. The primary applicant must own and occupy the property as their principle residence and shall satisfy all requirements of P.A. 390 of 1994 (Principle Residential Exemptions) and State Tax Commission bulletin No. 5 of 1995.
2. File an annual claim with the Board of Review after January 1st, but before the day prior to the last day of the Board of Review on an application form provided by the Treasurer's Office.
3. The applicant (and all members of the household if applicable) must include signed Federal and State Income Tax Returns, including any property tax credit returns, filed in the immediately preceding year or in the current year. If the applicant did not file a Federal or State Tax Return, Michigan Department of Treasury Form 4988 must be included.
4. Produce a valid driver's license or other form of identification, if required by the Board of Review.
5. Produce a deed, land contract or other evidence of ownership of the property for which an exemption is requested, if required by the Board of Review.
6. Income and asset information is required for all owners and occupants of the property.
7. Applicants must meet the income and asset test to be eligible to apply for a full or partial exemption of the property tax on their principle residence. Applications will be reviewed by the Board of Review in making a determination to grant or deny an exemption and if an exemption is granted, what percentage of the taxable value will be exempted.

Poverty Income Guidelines

The total annual income for all members of the taxpayer's family unit shall not exceed the federal poverty income standards established annually by the U.S. Department of Health and Human Services (ref. aspe.hhs.gov/poverty):

Number of Persons	2018 Income Limit
1 (owner)	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
more than 8 persons, add \$4,320 each additional person	

Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a hardship exemption:
 - Applicant's principal residence
 - One motor vehicle per working adult
 - Essential household goods
 - Personal assets of any nature with a total value up to one-half the annual federal poverty income standards
2. Things of value that the Board of Review can consider in determining what percent exemption to grant:
 - Real estate other than principal residence
 - Personal Property
 - Motor vehicles other than one vehicle per working adult
 - Recreational vehicles and equipment
 - Certificates of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds, etc.
3. The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant. Assets (except those exempt from consideration as listed above), shall not exceed one-half the annual federal poverty income standards.

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when granting and denying poverty exemptions. The same standards shall apply to each taxpayer within the City claiming the poverty exemption for the assessment year.
2. Medical and extraordinary hardship situations may be used to qualify applicants who do not otherwise meet the above income and asset tests.
3. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
4. All information is subject to verification. The verification process can be used to determine future ineligibility.

CITY OF CHARLEVOIX POVERTY EXEMPTION APPLICATION

I, _____, Petitioner, being the owner and residing at the property that is listed below as my principal residence, apply for property tax relief under MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893. The principal residence of persons who, in the judgment of the city assessor and board of review, by reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation per MCL 211.7u(1).

In order to be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PERSONAL INFORMATION: Petitioner must list all required personal information.

Property Address of Principal Residence:	Daytime Phone Number:	
Age of Petitioner:	Marital Status:	Age of Spouse:
Number of Legal Dependents:	Age of Dependents:	
Applied for Homestead Property Tax Credit (yes or no):	Amount of Homestead Property Tax Credit:	

REAL ESTATE INFORMATION: List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the BOR meeting.

Property Parcel Code Number:	Name of Mortgage Company:	
Unpaid Balance Owed on Principal Residence:	Monthly Payment:	Length of Time at This Residence:
Property Description:		

ADDITIONAL PROPERTY INFORMATION: List information related to any other property you, or any household member owns.

Do you own, or are buying, other property (yes or no)? If yes, complete the information below.		Amount of Income Earned from Other Property:	
Property Address	Name of Owner(s)	Assessed Value	Amt & Date of Last Taxes Paid

SUBSTANTIAL & COMPELLING REASON(S): List any substantial and compelling reason(s) you feel the Board should consider during the evaluation of this application.

EMPLOYMENT INFORMATION: List your current employment information.

Name of Employer:	Name of Contact Person:
Address of Employer:	Employer Phone Number:

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRA's (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income.

Source of Income	Monthly or Annual Income (indicate which)

CHECKING, SAVINGS AND INVESTMENT INFORMATION: List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payment	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLE INFORMATION: All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

LIST ALL PERSONS LIVING IN HOUSEHOLD: All persons residing in the residence must be listed.

First & Last Name	Age	Relationship to Applicant	Place of Employment	Monetary Contribution to Family Income

PERSONAL DEBT: All personal debt for all household members must be listed.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSE INFORMATION: The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating:	Electric:	Water:
Phone:	Cable:	Food:
Clothing:	Health Insurance:	Garbage:
Daycare:	Car Expense (gas, repair, etc):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):

Notice: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

IMPORTANT: A copy of all household members' federal income tax returns (Form 1040), state income tax returns (MI-1040) and Homestead Property Tax Credit claims (MI-1040CR) must be attached as proof of income. Documentation for all income sources including, but not limited to, credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application. (per MCL 211.7u(2b))

PETITIONERS: DO NOT SIGN THIS APPLICATION UNLESS WITNESSED BY THE CITY CLERK, ASSESSOR, BOARD OF REVIEW OR NOTARY PUBLIC.

I, the undersigned Petitioner, hereby declare that the foregoing information is complete and true and that neither I, nor any household member residing within the principal residency, have money, income or property other than mentioned herein.

Petitioner Signature

Date

Subscribed and sworn this _____ day of _____, 20____

Clerk Signature: _____ Printed Name: _____

Assessor Signature: _____ Printed Name: _____

BOR Member Signature: _____ Printed Name: _____

Notary Signature: _____ Printed Name: _____

STATE OF MICHIGAN
COUNTY OF _____

My Commission Expires: _____

This application shall be filed after January 1, but before the day prior to the last day of March, July or December Board of Review to the address below:

Charlevoix City Clerk – Board of Review
210 State Street
Charlevoix, MI 49720

DECISIONS OF THE MARCH BOARD OF REVIEW MAY BE APPEALED TO THE MICHIGAN TAX TRIBUNAL BY JULY 31 OF THE CURRENT YEAR. JULY OR DECEMBER BOARD OF REVIEW DENIALS MAY BE APPEALED TO MICHIGAN TAX TRIBUNAL WITHIN 30 DAYS OF THE DENIAL. A COPY OF THE BOARD OF REVIEW DECISION MUST BE INCLUDED WITH THE FILING.

Michigan Tax Tribunal
PO Box 30232
Lansing, MI 48909
Phone: 517-373-3003
Fax: 517-373-1633
E-mail: taxtrib@michigan.gov

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

PARCEL # _____

DATE _____

FOR BOARD OF REVIEW USE ONLY

INCOME:

Total all income sources

Total income from household members

TOTAL INCOME

Is total annual household income less than federal poverty income standard? _____

ASSETS:

Total checking, savings and investments

Total motor/recreational vehicles

TOTAL ASSETS

Are total assets less than ½ the federal poverty income standard (excluding principal residence, one auto per working adult, essential household goods)? _____

EXPENSES:

Total life insurance payment

Total motor vehicle payment

Total personal debt

Total monthly expenses

TOTAL EXPENSES

If applicant does not meet the poverty income standards, are there substantial and compelling reasons why applicant should be granted an exemption? _____

Disposition by Board of Review: APPROVED / DENIED

Taxable Value reduced to: _____

BOR Secretary Signature: _____

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Set Public Hearing for Sign Ordinance

DATE: February 19, 2018

BACKGROUND:

After extensive work on the Sign Ordinance, the Planning Commission submitted their draft to the City Attorney for his review. The Planning Commission accepted all of the legal review comments with the exception of the following:

- Section 5.101(2)a -- the PC changed the size to two square foot in area
- Section 5.101(5) Unsafe Signs -- the PC kept as they had it written. When compared to dangerous signs in the Nuisance Ordinance this language makes sense and works with the Nuisance Ord.
- Section 5.103(6) -- PC strongly felt that the temporary banner program is important to the community and must be kept. I worked with the lawyer to rewrite the section. If the city wants any review of these banner signs, we have to have them go through a sign permit process. If the city does not need to pre-approve these signs that sentence can be struck. There can be different approval processes for different types of signs, and we can create one specifically for banner signs if we need to. Approval can't, however, be subject to the whim of the Zoning Administrator. Furthermore, we *can* stipulate that the length of time these signs can be up. Legally we can stipulate this, even though we have to read the content of the sign to know when the event is, because the regulation is confined to the "space" and not the message or the identity of the speaker. There are some court cases that support this line of thinking.

The Planning Commission approved the final draft Sign Ordinance at their January 12th meeting. In order to consider this draft, City Council needs to set a public hearing.

RECOMMENDATION:

Motion to set a public hearing to consider the draft Sign Ordinance for 6 p.m. on March 19, 2018 in Council Chambers, 210 State Street, Charlevoix, MI.

ATTACHMENTS:

- ❑ Article 11 Signage Ordinance Proposed Changes
- ❑ City Attorney Legal Review Letter
- ❑ Article 11 Final Draft

Article 11 Signs

5.100 Purpose

The purpose of this article is to regulate signs designed to be visible to the public in a manner which does not restrict the content thereof while:

1. Recognizing the mass communications needs of both businesses and other parties.
2. Protecting property values and neighborhood character.
3. Creating a more attractive business climate.
4. Promoting pedestrian and traffic safety by reducing sign distractions, obstructions and other hazards.
5. Promoting pleasing community environmental aesthetics.
6. Discouraging visual competition among businesses.

5.101 General Provisions

(1) Prohibited Signs

The following signs shall not be allowed in any zoning district:

- a. Signs that are not consistent with the standards of this chapter.
- b. Signs that are not clean i.e. are covered with materials that obscure the message, in whole or in part. Signs that are not in good repair, i.e. having broken foundation, base or support structures, lighting fixtures, etc., and/or having a faded appearance.
- ~~c. Signs or sign structures that are abandoned or no longer used by the property or sign owner, in which case abandonment or discontinuance of sign use may be shown by cessation of use of the property where the sign is located for the use or purpose with the sign.~~
- d. Signs that are structurally unsafe and/or dangerous, i.e. in a state of disrepair or being designed and/or constructed so as to pose a likely threat of total or partial collapse. See *Section 5.101(5)* and *Section 5.101(6)*.
- e. Signs that are not securely affixed to a substantial structure that will hold the sign in a fixed position under normal weather conditions.
- f. Signs that are attached to any natural growth, such as trees, shrubs or other natural foliage.
- g. Signs, which by reason of their location, shape, size or color appear to regulate, warn or direct the movement of traffic on public thoroughfares or interfere with or resemble an official traffic sign, signal or device.

- h. Signs other than official utility company signs affixed to power utility poles or other utility structures or fixtures.
- i. Signs located so as to interfere with the view necessary for motorists to proceed safely through intersections or to enter onto or exit from public streets or private roads. (See *Section 5.62*.)
- j. Signs in public rights-of-way other than those allowed by the City Highway Banner Program and State of Michigan TODS program.
- k. External neon signs other than in the GC, CBD, or CH Districts.
- l. All types of flags, feathers, banners (except those authorized under *Section 5.101(2)(d)* and *Section 5.103(7)*), pennants, streamers and airborne devices attached to the ground or buildings ("Over Highway Banners" are allowed only by the City Highway Banner Program by permit from the City Manager and MDOT.)
- m. Billboard-highway advertising signs.
- n. Internally lighted signs.
- o. Off-premises signs.
- p. Roof signs.
- q. Signs containing an electronic sign face other than allowed by *Section 5.104(1)*.

(2) Signs Authorized Without a Sign Permit

The following signs are authorized in any district without a Sign Permit and are not included towards the maximum number of signs allowed on a parcel, but shall conform to the applicable requirements of this chapter and the applicable building codes.

- a. Signs posted on private property less than or equal to one (1) square foot in sign face area.
- b. Signs erected by, on behalf of, or pursuant to the authorization of a governmental body.
- c. Official signs erected by public utilities.
- d. Non-commercial flags or insignia.
- e. Integral decorative or architectural features of buildings or works of art, so long as such features or works do not contain letters, trademarks, moving parts or lights.
- f. Any sign located wholly within a building and not visible from outside the building.
- g. Window signs ~~less than or equal to six (6) square feet in sign face area and~~ located on the interior of a building. Window signs ~~exceeding six (6) square feet in sign face area, whether~~ located on the ~~interior or~~ exterior of a building are considered wall signs and are subject to all applicable regulations.

- h. Public signs or signs sanctioned by a public body on public land are not subject to this chapter.

(3) Permit Required for Signs

- a. Except as otherwise provided in this chapter, no sign may be constructed, erected, moved, enlarged, illuminated or otherwise altered unless a sign permit has been issued in accordance with the provisions of this chapter. Repainting or changing the message of a sign shall not in and of itself be considered an alteration.
- b. Application for a sign permit shall be submitted to the zoning administrator on appropriate forms supplied by her/his office. Said application shall contain the following information:
 - i. Name, address, and telephone number of the applicant.
 - ii. Written permission of property owner on whose property the sign will be located (if the applicant is not the property owner).
 - iii. Type of sign as defined by this chapter.
 - iv. Scaled drawing showing sign size, height, type of support (if applicable), zoning district in which the sign will be located, location of sign on property including front and side yard setback distances and any other information required herein.
 - v. Street address of the property upon which the sign will be located.
 - vi. The name of the sign contractor, who shall erect the sign and/or sign structure.
 - vii. No permit shall be issued for the erection of any sign or signs until such sign(s) have been reviewed and approved by the zoning administrator and without first having paid a permit fee as established by the city council.

(4) Signs in Public Rights-of-Way

All signs in the US 31 and M 66 Highway Rights of Way are jointly regulated by the City of Charlevoix and Michigan Department of Transportation (MDOT) at locations approved by and installed in accord with the State of Michigan TODS program.

(5) Unsafe Signs

- a. No person, corporation, business organization or other legal entity shall own or maintain any sign or advertising device that is structurally unsafe. For purposes of this section, the term “structurally unsafe” shall mean being in a state of disrepair or being designed and/or constructed so as to pose a likely threat of a total or partial collapse.

- b. The zoning administrator and/or other officials designated by the zoning administrator shall have the right to inspect signs and advertising devices to determine whether they are structurally unsafe. The zoning administrator and/or other officials designated by the zoning administrator may exercise this right of inspection by consent of the owner of the sign or advertising device and the owner of the property on which the sign or advertising device is located or by administrative search warrant.
- c. If the zoning administrator finds that a sign or advertising device is structurally unsafe, he or she shall serve on the owner of the sign or advertising device and the owner of the property on which the sign or advertising device is located a written notice, which specifies all of the following:
 - i. The location of the sign or advertising device that is structurally unsafe.
 - ii. The nature of the unsafe condition.
 - iii. The date, no less than twenty (20) days after the written notice was served, before which the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located shall remedy the unsafe condition.
 - iv. A statement that if the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located fails to remedy the unsafe condition within the time specified in the written notice, the city may enter onto the property to remedy the unsafe condition and charge the costs of such action, including reasonable attorney fees, to the owner of the sign or advertising device and/or the owner of the property on which the sign or advertising device is located.
 - v. A statement that the owner of the sign or advertising device and the owner of the property on which the sign or advertising device is located has the right before the expiration of the deadline contained in the written notice to request a hearing before the city council regarding whether the sign or advertising device is structurally unsafe.
 - vi. The service required by this subsection shall be personal service or service by certified mail, restricted delivery, return receipt requested. For purposes of this section, the phrase “remedy the unsafe condition” shall mean repairing the sign or advertising device so that it does not pose a serious threat of a total or partial collapse or removing the sign or advertising device from the property.

- vii. If the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located requests a hearing before the city council as provided in this section, the city shall take no action to remedy the unsafe condition until, after notice and hearing, the city council finds that the sign or advertising device is structurally unsafe. A notice of the time, date and place of the hearing before the city council shall be served on the owner of the sign or advertising device and on the owner of the property on which the sign or advertising device is located no less than fourteen (14) days before the scheduled hearing. The service of this notice may be made by first class mail. The owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located may appeal an adverse decision by city council to the circuit court as provided by law.
- viii. In exercising its right under this section to remedy the unsafe condition, either with or without a hearing before the city council, the city shall remove the sign or advertising device from the property if the repairs necessary to remedy the unsafe condition exceed fifty (50) percent of the value of the sign or advertising device.
- ix. The costs of remedying the unsafe condition shall be collected by the city ~~from including reasonable attorney fees, may be collected in a lawsuit against the owner of the sign or advertising device or~~ the owner of the property on which the sign or advertising device is located.

5.102 Sign Standards for All Signs

(1) Number and Placement Requirements

- a. For the purpose of determining the number of signs where graphic material is displayed in a random manner without an organized relationship of elements, each element shall be considered a single sign. A number of small signs randomly placed on a wall cannot be construed to be a single sign.
- b. No sign may extend above any parapet or be placed upon any roof surface, except that for purposes of this chapter, roof surfaces constructed at an angle of seventy-five (75) degrees or more from horizontal shall be regarded as wall space. This subsection shall not apply to displays, including lighting, erected in connection with the observation of holidays on the roofs of residential structures.

(2) Computation of Sign Face Area

- a. The sign face area of a sign shall be computed by including the entire area within a single, continuous perimeter of a circle, triangle, rectangle or parallelogram enclosing the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework or bracing that is clearly incidental to the display itself.
- b. If the sign consists of more than one (1) section or module, all of the area, including that between sections or modules, shall be included in the computation of the sign face area.
- c. Subject to the provisions of *Section 5.103 (3)* the sign face area of two-sided, multi-sided or three-dimensional signs shall be computed by including the total of all sides designed to attract attention or communicate information that can be seen at any one time by a person from one vantage point.

(3) Sign Height

- a. The height of a sign shall be measured vertically from the ground level to the top of the sign, unless otherwise specified.

(4) Illumination and Lighting

- a. All electrical wiring to a sign shall be placed underground when applicable.
- b. Signs must be lighted indirectly and not internally. Indirect lighting shall be directed either downward or upward onto the sign face and shielded so that it illuminates only the sign face and does not shine directly into a public right-of-way or residential premises.
- c. Signs may be illuminated using a high intensity reflective surface or lettering.
- d. No sign may contain or be illuminated by flashing or intermittent lights or lights of changing degrees of intensity.
- e. External neon signs no larger than two (2) square feet in sign face area are allowed in the GC (General Commercial), CBD (Central Business District), and CH (Commercial Hospitality) zoning districts only.

(5) Sign Materials

- a. Signs shall be constructed of durable materials.
- b. Natural or natural-like materials are encouraged. Earth tone colors are to be encouraged.
- c. It is recommended that the sign be constructed of materials compatible with the existing structure.

5.103 Sign Standards for Specific Signs

(1) Ground Signs

- a. No part of a ground sign may exceed a height of sixteen (16) feet, measured from ground level.
- b. No part of a ground sign may be closer than four (4) feet to the right-of-way line.

~~(2) Window Signs~~

- ~~a. Window signs are allowed provided they do not exceed twenty five (25) percent of the total area of each window pane and do not exceed six (6) square feet. Any window sign greater than six (6) square feet is shall be considered a wall sign.~~
- ~~b. Window signs less than or equal to six (6) square feet shall not count towards the maximum number of signs allowed.~~

(3) Two-sided Signs

- a. A two-sided or multi-sided sign shall be regarded as one (1) sign so long as the interior angle of a “V” type sign does not exceed thirty (30) degrees and the two (2) side are at no point separated by a distance that exceeds five (5) feet; and the distance between the backs of each face of a double-faced (back-to-back) sign does not exceed three (3) feet.

(4) Wall Signs

- a. No wall sign attached to a building may project more than twelve (12) inches from the building wall. In those instances where a wall sign is affixed to the wall of the structure which lies on a right-of-way line, the bottom of the wall sign may be no closer than eight (8) feet from the ground **and shall not interfere with vehicular traffic**. In all other instances, see *Section 5.115* for height requirements.

(5) Projecting Signs

- a. No part of a projecting sign may extend more than eight (8) feet over private property or a public right-of-way **and shall not interfere with vehicular traffic**.
- b. Projecting signs shall be located at least eight (8) feet from ground level, measured vertically from ground level to the bottom of the sign.

(6) Awning, Canopy, Marquee Signs

- a. Except for awning, canopy, and marquee signs hanging entirely over private property, no part of an awning sign may be closer than eight (8) feet from ground level.

(7) Temporary Banner Signs

- a. Temporary banners in conjunction with a one-time event are only allowed in two (2) specific locations within the city, adjacent to the city golf course and near the intersection of M-66 and US-31. Banners do not require a sign permit and may only be placed in those locations, ~~by non-profit or for-profit businesses or entities~~, after the Zoning Administrator determines that these events will provide a substantial benefit to the City of Charlevoix and the event will not create any unfair competition among local businesses. Temporary banners may be erected not more than two (2) weeks before the event and must be removed within two (2) days after the event.

(8) Flags

- a. Commercial flags shall be a maximum of fifteen (15) square feet and shall be located as to not interfere with pedestrian activity.

5.104 Sign Standards for Specific Land Use

(1) Automobile Gasoline Service Stations

- a. In addition to the signs allowed by *Section 5.115*, automobile gasoline service stations, including any business selling gasoline, may display one (1) other sign with a sign face area not to exceed eighteen (18) square feet. For purposes of this subsection, the sign may be an electronic sign face. Signs on pump canopies may be considered secondary to a station's primary sign should the primary sign, for example be a ground sign. See *Section 5.105* for all dimensional requirements.
- b. On-premise signs displayed over individual entrances or service bays shall be permitted. Not more than one (1) such sign per bay shall be permitted and each sign shall not exceed four (4) square feet in total sign face area. See *Section 5.105* for all dimensional requirements.

(2) Major Home Occupations

- a. Major home occupations may have one (1) wall sign no larger than four (4) square feet. See *Section 5.105* for all dimensional requirements.

(3) Multi-tenant Business Center

- a. Notwithstanding the requirements of *Section 5.115* In the case of a shopping center or other integrated group of stores or commercial buildings, one (1) ground sign may be erected per street frontage. The maximum area for such a sign face shall be equal to twenty (20) square feet one of sign face area for each business, or sixty (60) square feet, whichever is less. See *Section 5.105* for all dimensional requirements.

5.105 Schedule of Regulations for Specific Land Use

Table 5.105 Schedule of Regulations for Specific Land Use						
Land Use	Sign Type Allowed	Sign Face Area	Height	Number	Location	Permit Required?
Major Home Occupations	Wall	Max 4 sf	Max 8 ft	Max 1 per parcel	First floor of building	Yes
Business Center	Ground	See Section 5.104(3)	Max 16 ft	See Section 5.104(3)	Min set back 4 ft from ROW	Yes
Automobile Gasoline Service	Electronic	Max 18 sf	Max 16 ft	See Section 5.104(1)	Min set back 4 ft from ROW	Yes
	Service Bay	Max 4 sf	Min 8 ft Max 12 ft	Max 1 per service bay	See Section 5.104 (1)	Yes

5.106 R1, R2, R2A, R4, PC, and SR Zoning Districts

The following signs are authorized in the R1 (Residential Low Density), R2 (Residential Medium Density), R2A (Residential Medium Density – Multi Family), R4 (Residential Planned High Density), PC (Residential Private Clubs), and SR (Scenic Reserve) zoning districts. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- Signs authorized by *Section 5.101(2)*.
- ~~Window signs that do not exceed six (6) square feet in sign face area.~~
- On-premise wall signs less than or equal to two (2) square feet in sign face area.
- ~~On-premise~~ temporary ground signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- ~~On-premise~~ temporary ground signs greater than eight (8) square feet in sign face area but not to exceed thirty-six (36) square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- On-premise ground sign.

5.107 PUD Zoning District

The following signs are authorized in the PUD (Planned Unit Development) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- ~~b. Window signs that do not exceed six (6) square feet in sign face area.~~
- c. On-premise wall signs less than or equal to two (2) square feet in sign face area.
- d. ~~On-premise~~ temporary ground signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. ~~On-premise~~ temporary ground signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.
- c. On-premise projecting sign.
- d. On-premise wall sign.

(3) Mixed-use Planned Unit Development

- a. Except for the signs permitted under *Section 5.107*, no other signs are permitted in residential areas of a PUD zoning district, but are allowed in the commercial areas of a PUD zone district. See *Section 5.115* for all dimensional requirements.

5.108 PF Zoning District

The following signs are authorized in the PF (Public Facilities) zoning District. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- ~~b. Window signs that do not exceed six (6) square feet in sign face area.~~
- c. On-premise wall signs less than or equal to two (2) square feet in sign face area.
- d. ~~On-premise~~ temporary ground signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- e. Temporary Banners. See *Section 5.103(7)*.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. ~~On-premise~~ temporary ground signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.
- c. On-premise wall sign.

5.109 GC Zoning District

The following signs are authorized in the GC (General Commercial) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- ~~b. Window signs that do not exceed six (6) square feet in sign face area.~~
- c. On-premise wall signs less than or equal to two (2) square feet in sign face area.
- d. ~~On-premise~~ temporary ground signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- e. External neon signs no larger than two (2) square feet in sign face area.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. ~~On-premise~~ temporary ground signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.110 CM Zoning District

The following signs are authorized in the CM (Commercial Mixed Use) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. On-premise wall signs less than or equal to two (2) square feet in sign face area.
- c. ~~On-premise~~ temporary ground signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- d. Portable signs
 - i. Shall be not more than forty-eight (48) inches in height and thirty (30) inches in width, and cannot exceed six (6) square feet in sign face area;
 - ii. Shall be located on private property;
 - iii. Shall not block pedestrian access;
 - iv. Shall be constructed of durable materials and be clearly portable in terms of size, weight and placement; and
 - v. Shall only be displayed between the hours of 7:00 a.m. and 12:00 a.m.
 - vi. Shall use chalkboards or whiteboards for their signage area.
 - vii. Shall not utilize changeable lettering for their messaging

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. ~~On-premise~~ temporary ground signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.

5.111 CBD Zoning District

The following signs are authorized in the CBD zoning districts. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. ~~Window signs that do not exceed six (6) square feet in sign face area.~~

- c. On-premise wall signs less than or equal to two (2) square feet in sign face area.
- d. ~~On-premise~~ temporary ground signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- e. External neon signs no larger than two (2) square feet in sign face area.
- f. One (1) commercial flag per business. The flag shall be placed in a location where it does not interfere with pedestrian traffic.
- g. Portable signs
 - i. Shall be not more than forty-eight (48) inches in height and thirty (30) inches in width, and cannot exceed six (6) square feet in sign face area;
 - ii. Shall be located on private property;
 - iii. Shall not block pedestrian access;
 - iv. Shall be constructed of durable materials and be clearly portable in terms of size, weight and placement; and
 - v. Shall only be displayed between the hours of 7:00 a.m. and 12:00 a.m.
 - vi. Shall use chalkboards or whiteboards for their signage area.
 - vii. Shall not utilize changeable lettering for their messaging.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. ~~On-premise~~ temporary ground signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.112 I Zoning District

The following signs are authorized in the I (Industrial) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- ~~b. Window signs that do not exceed six (6) square feet in sign face area.~~
- c. On-premise wall signs less than or equal to two (2) square feet in sign face area.

- d. ~~On-premise~~ temporary ground signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- a. Temporary Banners. See *Section 5.103(7)*.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. ~~On-premise~~ temporary ground signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.113 PO and MC Zoning Districts

The following signs are authorized in the PO (Professional Office) and MC (Marine Commercial) zoning districts. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- ~~b. Window signs that do not exceed six (6) square feet in sign face area.~~
- c. On-premise wall signs less than or equal to two (2) square feet in sign face area.
- d. ~~On-premise~~ temporary ground signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. ~~On-premise~~ temporary ground signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.114 CH Zoning District

DRAFT SIGN ORDINANCE FOR PC REVIEW ON 11.13.17

The following signs are authorized in the CH (Commercial Hospitality) district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- ~~b. Window signs that do not exceed six (6) square feet in sign face area.~~
- c. On-premise wall signs less than or equal to two (2) square feet in sign face area.
- d. ~~On-premise~~ temporary ground signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. ~~On-premise~~ temporary ground signs greater than eight (8) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.
- c. On-premise projecting sign.
- d. On-premise wall sign.

5.115 Schedule of Regulations

Table 5.113 Schedule of Regulations by Zoning District

Zoning District	Sign Type	Max Sign Face Area	Max Height	Max. Number	Location	Permit Required?
R1, R2, R2A, R4, PC, SR	Window	See Section 5.106(1)(a)	n/a	n/a	n/a	No
	Temporary Ground	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 2 sf	Max 8 ft	1/parcel	First floor of building	No
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
PUD	Window	See Section 5.107(1)(a)	n/a	n/a	n/a	No
	Temporary Ground	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/public frontage	Shall not be located in ROW	Yes

DRAFT SIGN ORDINANCE FOR PC REVIEW ON 11.13.17

Zoning District	Sign Type	Max Sign Face Area	Max Height	Max. Number	Location	Permit Required?
PF	Window	<i>See Section 5.108(1)(a)</i>	n/a	n/a	n/a	No
	Temporary Banner	Max 30 sf	Max 16 ft	n/a	US 31/M 66 intersection only. Shall not be located in ROW	No – Zoning Administrator approval is required
	Temporary Ground	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
GC	Window	<i>See Section 5.109(1)(a)</i>	n/a	n/a	n/a	No
	Temporary Ground	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/parcel	Shall not be located in ROW	Yes
	Ground	Max 20 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
	External Neon	Max 2 sf	Max 8 ft	1/business	n/a	No
CM	Wall	Max 2 sf	Max 8 ft	1/parcel	n/a	No
	Temporary Ground	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Portable	Max 6 sf	Max 4 ft	<i>See Section 5.110(1)(c)</i>	No	
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/parcel	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
CBD	Window	<i>See Section 5.111(1)(a)</i>	n/a	n/a	n/a	No
	Temporary Ground	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf

DRAFT SIGN ORDINANCE FOR PC REVIEW ON 11.13.17

Zoning District	Sign Type	Max Sign Face Area	Max Height	Max. Number	Location	Permit Required?
CBD Cont.	Portable	Max 6 sf	Max 4 ft	See Section 5.111(1)(c)	No	
	External Neon	Max 2 sf	Max 8 ft	1/business	n/a	No
	Commercial Flag	Max 15 sf	n/a	1/business	Shall not interfere with pedestrians	No
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/parcel	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
I	Window	See Section 5.112(1)(a)	n/a	n/a	n/a	No
	Temporary Ground	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Temporary Banner	Max 30 sf	Max 16 ft	n/a	Adjacent to City Golf Course. Shall not be located in ROW	No – Zoning Administrator approval is required
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/parcel	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
PO, MC	Window	See Section 5.113(1)(a)	n/a	n/a	n/a	No
	Temporary Ground	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Temporary Banner	Max 30 sf	Max 16 ft	n/a	Adjacent to City Golf Course. Shall not be located in ROW	No – Zoning Administrator approval is required
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/parcel	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes

Zoning District	Sign Type	Max Sign Face Area	Max Height	Max. Number	Location	Permit Required?
CH	Window	<i>See Section 5.114(1)(a)</i>	n/a	n/a	n/a	No
	Temporary Ground	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	No – if sign face area less than/equal to 2 sf
	Ground	Max 20 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes

5.116 Severability and Substitution Clause

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this code is declared invalid or unconstitutional, such invalidity shall not affect the validity or enforceability of the remaining portions of the code.



To: City of Charlevoix Planning Commission

From: Olson, Bzdok & Howard, P.C.

Date: February 8, 2018

Re: Proposed new Sign Ordinance

Our file no. 5984.00

As requested, we have conducted further review of the U.S. Supreme Court's 2015 case *Reed v Town of Gilbert, Arizona*, which dramatically altered the ways in which municipalities may regulate speech in the form of signage, and additional cases relying on *Reed*. Based upon that research, we have revised the draft sign ordinance to reflect the current First Amendment law on this issue. The following points briefly summarize those revisions:

- 5.101(1)(c): removed reference to Section 5.101(6) as irrelevant.
- 5.101(1)(f): removed language prohibiting signs that may be perceived as directional as content-based regulation. "Temporary directional signs" were the subject of the regulation that the *Reed* court invalidated.
- 5.101(1)(h): removed reference to Banner Program. The program as currently designed discriminates based on the content of the message (i.e., the city Zoning Administrator must make a judgment call that the event advertised creates a benefit to the city). We recommend getting rid of the banner program altogether. If the City wants to keep the program, new provisions should be put in place for a permitting process open to all.
- 5.101(1)(j): removed "flags" and "feathers" because they could be construed as being a type of speech typically affiliated with certain kinds of groups or messages, which would make it a content-based restriction. Removed the reference to banners for the reasons above.
- 5.101(1)(k): removed "billboard highway advertising signs" as a content-based restriction because it is open to an interpretation that billboards which are not advertising are permitted. We recommend either prohibiting "billboards" generally or authorizing billboards under 5.103 with additional provisions regulating size, lighting, etc.
- 5.101(2)(b): removed "or pursuant to the authorization of" because it could be construed to include anyone who gets a permit.
- 5.101(2)(d): removed "non-commercial" as content-based regulation.

- 5.101(2)(e): removed because it could potentially be read to prohibit things that were not intended to be prohibited, and architectural features and works of art are different than “signs” anyway. Further, art and architecture are forms of expression that may carry their own First Amendment implications.
- 5.101(5)(c)(viii): changed language regarding cost of repairs to authorize removal by the city if the unsafe sign is in imminent danger of collapse causing injury or damage to persons or property. We don’t think cost should be the determining factor in whether the city addresses the unsafe condition; rather, the threat to safety should control.
- 5.102(1)(a): revised language for clarity.
- 5.102(1)(b): removed language about holiday displays. This is clear content-based regulation.
- 5.102(2)(c): removed last clause about vantage points. We think the remaining language is clearer. Consider whether overall dimension limits, etc. should be revised to reflect that the sign face area is cumulative as currently written.
- 5.103(6): Again, removed temporary banner sign provisions. This is content-based.
- 5.103(6): removed “commercial” qualifier from flag dimension provisions as underinclusive.
- 5.108(1)(c): removed based upon recommendation to discontinue banner program.
- 5.112(1)(c): removed reference to banner program.
- 5.114(1)(c): added language (parallel to Sections 5.109 and 5.11) concerning neon signs. References elsewhere indicated neon signs were intended to be permitted in CH district.
- All additional references to the banner program were removed.

We hope you find this information useful to your consideration of the new sign ordinance. Please let us know if we can provide further advice on this matter.

CITY OF CHARLEVOIX ZONING ORDINANCE

PROPOSED NEW SIGN ORDINANCE

Planning Commission recommends adoption 2-12-18

ARTICLE 11 SIGNS

5.100. Purpose

The purpose of this article is to regulate signs designed to be visible to the public in a manner which does not restrict the content thereof while:

1. Recognizing the mass communications needs of both businesses and other parties.
2. Protecting property values and neighborhood character.
3. Creating a more attractive business climate.
4. Promoting pedestrian and traffic safety by reducing sign distractions, obstructions and other hazards.
5. Promoting pleasing community environmental aesthetics.
6. Discouraging visual competition among businesses.

5.101. General Provisions

(1) Prohibited Signs

The following signs shall not be allowed in any zoning district:

- a. Signs that are not consistent with the standards of this chapter.
- b. Signs that are not clean i.e. are covered with materials that obscure the message, in whole or in part. Signs that are not in good repair, i.e. having broken foundation, base or support structures, lighting fixtures, etc., and/or having a faded appearance.
- c. Signs that are structurally unsafe and/or dangerous, i.e. in a state of disrepair or being designed and/or constructed so as to pose a likely threat of total or partial collapse. See *Section 5.101(5)*.
- d. Signs that are not securely affixed to a substantial structure that will hold the sign in a fixed position under normal weather conditions.
- e. Signs that are attached to any natural growth, such as trees, shrubs or other natural foliage.
- f. Signs other than official utility company signs affixed to power utility poles or other utility structures or fixtures.

- g. Signs located so as to interfere with the view necessary for motorists to proceed safely through intersections or to enter onto or exit from public streets or private roads. (See *Section 5.62.*)
- h. Signs in public rights-of-way other than those allowed by the State of Michigan TODS program.
- i. External neon signs other than in the GC, CBD, or CH Districts.
- j. All types of pennants, streamers and airborne devices attached to the ground or buildings.
- k. Billboards.
- l. Internally lighted signs.
- m. Off-premises signs.
- n. Roof signs.
- o. Signs containing an electronic sign face other than allowed by *Section 5.104(1)*.

(2) Signs Authorized Without a Sign Permit

The following signs are authorized in any district without a Sign Permit and are not included towards the maximum number of signs allowed on a parcel, but shall conform to the applicable requirements of this chapter and the applicable building codes.

- a. Signs posted on private property less than or equal to two (2) square foot in sign face area.
- b. Signs erected by, on behalf of a governmental body for purposes of protecting the public health, safety, and welfare.
- c. Official signs erected by public utilities.
- d. Flags or insignia.
- e. Any sign located wholly within a building and not visible from outside the building.
- f. Window signs located on the interior of a building. Window signs located on the exterior of a building are considered wall signs and are subject to all applicable regulations.
- g. Public signs or signs sanctioned by a public body on public land are not subject to this chapter.

(3) Permit Required for Signs

- a. Except as otherwise provided in this chapter, no sign may be constructed, erected, moved, enlarged, illuminated or otherwise altered unless a sign permit has been issued in accordance with the provisions of this chapter. Repainting or changing the message of a sign is not in and of itself considered an alteration.

- b. Application for a sign permit shall be submitted to the zoning administrator on appropriate forms supplied by her/his office. Said application shall contain the following information:
 - i. Name, address, and telephone number of the applicant.
 - ii. Written permission of property owner on whose property the sign will be located (if the applicant is not the property owner).
 - iii. Type of sign as defined by this chapter.
 - iv. Scaled drawing showing sign size, height, type of support (if applicable), zoning district in which the sign will be located, location of sign on property including front and side yard setback distances and any other information required herein.
 - v. Street address of the property upon which the sign will be located.
 - vi. The name of the sign contractor, who shall erect the sign and/or sign structure.
- c. No permit shall be issued for the erection of any sign or signs until such sign(s) have been reviewed and approved by the zoning administrator and without first having paid a permit fee as established by the city council.
- d. Any person aggrieved by a decision of the zoning administrator may appeal that decision to the zoning board of appeals.

(4) Signs in Public Rights-of-Way

All signs in the US 31 and M 66 Highway Rights of Way are jointly regulated by the City of Charlevoix and Michigan Department of Transportation (MDOT) at locations approved by and installed in accord with the State of Michigan TODS program.

(5) Unsafe Signs

- a. No person, corporation, business organization or other legal entity shall own or maintain any sign or advertising device that is structurally unsafe. For purposes of this section, the term “structurally unsafe” shall mean being in a state of disrepair or being designed and/or constructed so as to pose a likely threat of a total or partial collapse.
- b. The zoning administrator and/or other officials designated by the zoning administrator shall have the right to inspect signs and advertising devices to determine whether they are structurally unsafe. The zoning administrator and/or other officials designated by the zoning administrator may exercise this right of inspection by consent of the owner of the sign or advertising device and the owner of the property on which the sign or advertising device is located or by administrative search warrant.
- c. If the zoning administrator finds that a sign or advertising device is structurally unsafe, he or she shall serve on the owner of the sign or advertising device and the owner of the property on which the sign or advertising device is located a written notice, which specifies all of the following:
 - i. The location of the sign or advertising device that is structurally unsafe.
 - ii. The nature of the unsafe condition.

- iii. The date, no less than twenty (20) days after the written notice was served, before which the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located shall remedy the unsafe condition.
- iv. A statement that if the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located fails to remedy the unsafe condition within the time specified in the written notice, the city may enter onto the property to remedy the unsafe condition and charge the costs of such action, including reasonable attorney fees, to the owner of the sign or advertising device and/or the owner of the property on which the sign or advertising device is located.
- v. A statement that the owner of the sign or advertising device and the owner of the property on which the sign or advertising device is located has the right before the expiration of the deadline contained in the written notice to request a hearing before the city council regarding whether the sign or advertising device is structurally unsafe.
- vi. The service required by this subsection shall be personal service or service by certified mail, restricted delivery, return receipt requested. For purposes of this section, the phrase “remedy the unsafe condition” shall mean repairing the sign or advertising device so that it does not pose a serious threat of a total or partial collapse or removing the sign or advertising device from the property.
- vii. If the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located requests a hearing before the city council as provided in this section, the city shall take no action to remedy the unsafe condition until, after notice and hearing, the city council finds that the sign or advertising device is structurally unsafe. A notice of the time, date and place of the hearing before the city council shall be served on the owner of the sign or advertising device and on the owner of the property on which the sign or advertising device is located no less than fourteen (14) days before the scheduled hearing. The service of this notice may be made by first class mail. The owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located may appeal an adverse decision by city council to the circuit court as provided by law.
- viii. In exercising its right under this section to remedy the unsafe condition, either with or without a hearing before the city council, the city shall remove the sign or advertising device from the property if the unsafe sign is in imminent danger of collapse causing injury or damage to persons or property.

- ix. The costs of remedying and/or removing the unsafe condition shall be collected by the city from the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located.

(6) Nonconforming Signs

- a. Subject to the remaining restrictions of this Section, nonconforming signs that were otherwise lawful on the effective date of this chapter may be continued, repaired and maintained as is necessary to keep in a sound condition.
- b. No person may engage in any activity that causes an increase in the extent of nonconformity of a nonconforming sign. In addition, no person may add illumination.
- c. A nonconforming sign may not be moved or replaced except to bring the sign into greater conformity with this chapter.
- d. If a nonconforming sign is destroyed to the extent it is impractical to be restored using a majority of its existing major components, it may not thereafter be repaired, reconstructed or replaced except in conformity with all the provisions of this chapter, and the remnants of the former sign structure shall be cleared from the land.
- e. The message of a nonconforming sign may be changed so long as this does not create any new non-conformity.

5.102. Sign Standards for All Signs

(1) Number and Placement Requirements

- a. A number of small signs with organized elements or cohesive design may be construed as a single sign. Where graphic material is displayed in a random manner without an organized relationship of elements, each element may be considered a single sign.
- b. No sign may extend above any parapet or be placed upon any roof surface, except that for purposes of this chapter, roof surfaces constructed at an angle of seventy-five (75) degrees or more from horizontal shall be regarded as wall space.

(2) Computation of Sign Face Area

- a. The sign face area of a sign shall be computed by including the entire area within a single, continuous perimeter of a circle, triangle, rectangle or parallelogram enclosing the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework or bracing that is clearly incidental to the display itself.
- b. If the sign consists of more than one (1) section or module, all of the area, including that between sections or modules, shall be included in the computation of the sign face area.

- c. Subject to the provisions of *Section 5.103 (2)* the sign face area of two-sided, multi-sided or three-dimensional signs shall be computed by including the total of all sides designed to attract attention or communicate information.

(3) Sign Height

- a. The height of a sign shall be measured vertically from the ground level to the top of the sign, unless otherwise specified.

(4) Illumination and Lighting

- a. All electrical wiring to a sign shall be placed underground when applicable.
- b. Signs must be lighted indirectly and not internally. Indirect lighting shall be directed either downward or upward onto the sign face and shielded so that it illuminates only the sign face and does not shine directly into a public right-of-way or residential premises.
- c. Signs may be illuminated using a high intensity reflective surface or lettering.
- d. No sign may contain or be illuminated by flashing or intermittent lights or lights of changing degrees of intensity.
- e. External neon signs no larger than two (2) square feet in sign face area are allowed in the GC (General Commercial), CBD (Central Business District), and CH (Commercial Hospitality) zoning districts only.

(5) Sign Materials

- a. Signs shall be constructed of durable materials.
- b. Natural or natural-like materials are encouraged. Earth tone colors are to be encouraged.
- c. It is recommended that the sign be constructed of materials compatible with the existing structure.

5.103. Sign Standards for Specific Signs

(1) Ground Signs

- a. No part of a ground sign may exceed a height of sixteen (16) feet, measured from ground level.
- b. No part of a ground sign may be closer than four (4) feet to the right-of-way line.

(2) Two-sided Signs

- a. A two-sided or multi-sided sign shall be regarded as one (1) sign so long as the interior angle of a "V" type sign does not exceed thirty (30) degrees and the two (2) side are at no point separated by a distance that exceeds five (5) feet; and the distance between the backs of each face of a double-faced (back-to-back) sign does not exceed three (3) feet.

(3) Wall Signs

- a. No wall sign attached to a building may project more than twelve (12) inches from the building wall. In those instances where a wall sign is affixed to the wall

of the structure which lies on a right-of-way line, the bottom of the wall sign may be no closer than eight (8) feet from the ground. In all other instances, see *Section 5.115* for height requirements.

(4) Projecting Signs

- a. Projecting signs located above a public right-of-way shall be located at least nine (9) feet from ground level, measured vertically from ground level to the bottom of the sign.
- b. Projecting signs located above an alley shall be located at least sixteen (16) feet above ground level, measured vertically from ground level to the bottom of the sign.
- c. No part of a projecting sign may extend more than eight (8) feet over private property or a public right-of-way.

(5) Awning, Canopy, Marquee Signs

- a. Except for awning, canopy, and marquee signs hanging entirely over private property, no part of an awning sign may be closer than eight (8) feet from ground level.

(6) Temporary Banner Signs

- a. Temporary banners in conjunction with a one-time event are only allowed in two (2) specific locations within the city, adjacent to the city golf course and near the intersection of M-66 and US-31. Temporary banners require a sign permit. Temporary banners may be erected not more than two (2) weeks before the event and must be removed within two (2) days after the event.

(7) Flags

- a. Flags shall be a maximum of fifteen (15) square feet and shall be located so as to not interfere with pedestrian activity.

(8) Sandwich Board Signs

- a. Shall be not more than forty-eight (48) inches in height and thirty (30) inches in width, and cannot exceed six (6) square feet in sign face area;
- b. Shall be located on private property;
- c. Shall not block pedestrian access;
- d. Shall be constructed of durable materials and be clearly portable in terms of size, weight and placement; and
- e. Shall only be displayed between the hours of 7:00 a.m. and 12:00 a.m.
- f. Shall use chalkboards or whiteboards for their signage area.
- g. Shall not utilize changeable lettering for their messaging

5.104. Sign Standards for Specific Land Use

(1) Automobile Gasoline Service Stations

- a. In addition to the signs allowed by *Section 5.115*, automobile gasoline service stations, including any business selling gasoline, may display one (1) other sign with a sign face area not to exceed eighteen (18) square feet. For purposes of this subsection, the sign may be an electronic sign face. Signs on pump canopies may be considered secondary to a station's primary sign should the primary sign, for example be a ground sign. See *Section 5.105* for all dimensional requirements.
- b. On-premise signs displayed over individual entrances or service bays shall be permitted. Not more than one (1) such sign per bay shall be permitted and each sign shall not exceed four (4) square feet in total sign face area. See *Section 5.105* for all dimensional requirements.

(2) Major Home Occupations

- a. Major home occupations may have one (1) wall sign no larger than four (4) square feet. See *Section 5.105* for all dimensional requirements.

(3) Multi-tenant Business Center

- a. Notwithstanding the requirements of *Section 5.115* In the case of a shopping center or other integrated group of stores or commercial buildings, one (1) ground sign may be erected per street frontage. The maximum area for such a sign face shall be equal to twenty (20) square feet one of sign face area for each business, or sixty (60) square feet, whichever is less. See *Section 5.105* for all dimensional requirements.

5.105. Schedule of Regulations for Specific Land Use

Table 5.105 Schedule of Regulations for Specific Land Use

Land Use	Sign Type Allowed	Sign Face Area	Height	Number	Location	Permit Required?
Major Home Occupations	Wall	Max 4 sf	Max 8 ft	Max 1 per parcel	First floor of building	Yes
Business Center	Ground	See <i>Section 5.104(3)</i>	Max 16 ft	See <i>Section 5.104(3)</i>	Min set back 4 ft from ROW	Yes
Automobile Gasoline Service	Electronic	Max 18 sf	Max 16 ft	See <i>Section 5.104(1)</i>	Min set back 4 ft from ROW	Yes
	Service Bay	Max 4 sf	Min 8 ft Max 12 ft	Max 1 per service bay	See <i>Section 5.104 (1)</i>	Yes

5.106 R1, R2, R2A, R4, PC, and SR Zoning Districts

The following signs are authorized in the R1 (Residential Low Density), R2 (Residential Medium Density), R2A (Residential Medium Density – Multi Family), R4 (Residential Planned High Density), PC (Residential Private Clubs), and SR (Scenic Reserve) zoning districts. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to eight (8) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than eight (8) square feet in sign face area but not to exceed thirty-six (36) square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.

5.107 PUD Zoning District

The following signs are authorized in the PUD (Planned Unit Development) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to sixteen (16) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than sixteen (16) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.
- c. On-premise projecting sign.
- d. On-premise wall sign.

(3) Mixed-use Planned Unit Development

- a. Except for the signs permitted under *Section 5.107*, no other signs are permitted in residential areas of a PUD zoning district, but are allowed in the commercial areas of a PUD zone district. See *Section 5.115* for all dimensional requirements.

5.108 PF Zoning District

The following signs are authorized in the PF (Public Facilities) zoning District. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to sixteen (16) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than sixteen (16) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.
- c. On-premise wall sign.

5.109 GC Zoning District

The following signs are authorized in the GC (General Commercial) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to sixteen (16) square feet in sign face area. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- c. External neon signs no larger than two (2) square feet in sign face area.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than sixteen (16) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning, canopy, or marquee sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.110 CM Zoning District

The following signs are authorized in the CM (Commercial Mixed Use) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to sixteen (16) square feet in sign face area and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- c. Portable signs. See *Section 5.103(8)*.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. On-premise temporary ground signs greater than sixteen (16) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning, canopy, or marquee sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.

5.111 CBD Zoning District

The following signs are authorized in the CBD zoning districts. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to sixteen (16) square feet in sign face area and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- c. External neon signs no larger than two (2) square feet in sign face area.
- d. One (1) commercial flag per business. See *Section 5.103(7)*.
- e. Portable signs. See *Section 5.103(8)*.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than sixteen (16) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning, canopy, marquee sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.112 I Zoning District

The following signs are authorized in the I (Industrial) zoning district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to sixteen (16) square feet in sign face area and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than sixteen (16) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning, canopy, marquee sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.113 PO and MC Zoning Districts

The following signs are authorized in the PO (Professional Office) and MC (Marine Commercial) zoning districts. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.
- b. Temporary signs less than or equal to sixteen (16) square feet in sign face area and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after the activity referenced has concluded.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than sixteen (16) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise awning, canopy, marquee sign.
- c. On-premise ground sign.
- d. On-premise projecting sign.
- e. On-premise wall sign.

5.114 CH Zoning District

The following signs are authorized in the CH (Commercial Hospitality) district. See *Section 5.115* for all dimensional requirements.

(1) Signs Not Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

- a. Signs authorized by *Section 5.101(2)*.

- b. Temporary signs less than or equal to sixteen (16) square feet in sign face area and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after the activity referenced has concluded.
- c. External neon signs no larger than two (2) square feet in sign face area.

(2) Signs Requiring a Sign Permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

- a. Temporary signs greater than sixteen (16) square feet in sign face area but not to exceed 36 square feet and less than eight (8) feet in height. Such signs shall be removed within seven (7) days after activity referenced has concluded.
- b. On-premise ground sign.
- c. On-premise projecting sign.
- d. On-premise wall sign.

5.115 Schedule of Regulations

Table 5.115 Schedule of Regulations by Zoning District						
Zoning District	Sign Type	Max Sign Face Area	Max Height	Max. Number	Location	Permit Required?
R1, R2, R2A, R4, PC, SR	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
PUD	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 16 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/public frontage	Shall not be located in ROW	Yes
PF	Temporary Banner	Max 30 sf	Max 16 ft	n/a	US 31/M 66 intersection only. Shall not be located in ROW	No – Zoning Administrator approval is required
	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 16 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes

Zoning	Sign Type	Max	Max	Max.	Location	Permit Required?
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District		Sign Face Area	Height	Number		
GC	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 8 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	Yes
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, or marquee	Shall not be located in ROW	Yes
	Ground	Max 20 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
	External Neon	Max 2 sf	Max 8 ft	1/business	n/a	No
CM	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 16 sf
	Portable	Max 6 sf	Max 4 ft	1/business	No	
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, or marquee	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
CBD	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 16 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	Yes
	Portable	Max 6 sf	Max 4 ft	1/business	No	
	External Neon	Max 2 sf	Max 8 ft	1/business	n/a	No
	Commercial Flag	Max 15 sf	n/a	1/business	Shall not interfere with pedestrians	No
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, marquee	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes

Zoning District	Sign Type	Max Sign Face Area	Max Height	Max. Number	Location	Permit Required?
CBD Cont.	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, marquee	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 16 sf
	Temporary Banner	Max 30 sf	Max 16 ft	n/a	Adjacent to City Golf Course. Shall not be located in ROW	No – Zoning Administrator approval is required
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	Yes
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, marquee	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
PO, MC	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 16 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	Yes
	Awning, Canopy, Marquee	Max 16 sf	Max 8 ft	1/awning, canopy, marquee	Shall not be located in ROW	Yes
	Ground	Max 16 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes
CH	Temporary	Max 36 sf	Max 8 ft	1/public frontage	Min set back 4 ft from ROW	No – if sign face area less than/equal to 16 sf
	Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of building	Yes
	Ground	Max 20 sf	Max 16 ft	1/public frontage	Min set back 4 ft from ROW	Yes
	Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes

5.116 Severability and Substitution Clause

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this code is declared invalid or unconstitutional, such invalidity shall not affect the validity or enforceability of the remaining portions of the code.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Set Public Hearing for Prohibited Swimming Ordinance

DATE: February 19, 2018

BACKGROUND:

Per Council's discussion regarding swimming and pier safety last fall, the consensus was to amend the current ordinance. In addition to modifying the penalty for "jumping off the pier" the proposed ordinance also clears up some ambiguous, redundant and, perhaps, unnecessary language. Staff recommends a public hearing be set regarding this proposal on March 19. The City Manager is also working with some volunteers on developing a plan for signage, safety rings, etc. to improve safety conditions at all of our beach settings.

RECOMMENDATION:

Motion to set a public hearing to consider Ordinance 787 of 2018 for 6 p.m. on March 19, 2018 in Council Chambers, 210 State Street, Charlevoix, MI.

ATTACHMENTS:

- ▣ Chapter 118 Proposed Changes
- ▣ Ordinance 787 of 2018

CHAPTER 118
PROHIBITED SWIMMING/WADING AREAS
(Ord __, 02/06/18)

9.230. Prohibitions Related to the Pine River and Lake Michigan.

As used in this section, Pine River shall mean the water that constitutes the river and all its extensions and further which is bounded on the north by the cement walkway located on the shore; on the east by the inlet of the river at the westerly end of Round Lake; on the south by the cement walkway on the shore; and on the west by the pier heads at the outlet of the river on Lake Michigan. In addition, as used in this section, "pier" means any pier, ~~jetty, or other structure~~ located adjacent to the Pine River and shall include the entire length of each pier including the head or end of the pier and sides of each pier. It shall be unlawful for any person to:

a. swim or wade in Pine River.

~~b. swim or wade within fifteen (15) feet of a pier.~~

~~c.~~ b. dive from a pier.

~~d. access the Pine River or Lake Michigan from a pier for the purpose of swimming, wading or diving.~~

9.231. Violation—~~Misdemeanor~~Civil Infraction.

~~A violation of this Chapter shall be a municipal civil infraction pursuant to Section 1.12 of this Code. Each person violating any provision of this Chapter shall be guilty of a misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500) and costs of prosecution, or by imprisonment for not more than ninety (90) days, or both.~~

**CITY OF CHARLEVOIX
ORDINANCE NO. 787 of 2018**

AN ORDINANCE TO AMEND TITLE IX, CHAPTER 118, SECTION 9.230 AND SECTION 9.231 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title IX, Chapter 118, Section 9.230 of the City Code is hereby repealed in its entirety and replaced with the following:

9.230. Prohibitions Related to the Pine River and Lake Michigan.

As used in this section, Pine River shall mean the water that constitutes the river and all its extensions and further which is bounded on the north by the cement walkway located on the shore; on the east by the inlet of the river at the westerly end of Round Lake; on the south by the cement walkway on the shore; and on the west by the pier heads at the outlet of the river on Lake Michigan. In addition, as used in this section, "pier" means any pier, jetty, or other structure located adjacent to the Pine River and shall include the entire length of each pier including the head or end of the pier and sides of each pier. It shall be unlawful for any person to:

- a. swim or wade in Pine River
- b. dive from a pier.

SECTION 2. Title IX, Chapter 118, Section 9.231 of the City Code is hereby repealed in its entirety and replaced with the following:

9.231. Violation—Civil Infraction.

A violation of this Chapter shall be a municipal civil infraction pursuant to Section 1.12 of this Code and shall be subject to a fine of five hundred dollars (\$500).

SECTION 3. Severability.

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

SECTION 4. Effective Date.

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

Ordinance No. 787 was adopted on the 19th day of March, 2018 A.D., by the Charlevoix City Council as follows:

Motion by:
Seconded by:

Yeas:
Nays:
Absent:

State of Michigan)
) §
City of Charlevoix)

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Set Public Hearing for Cross Connection Ordinance

DATE: February 19, 2018

BACKGROUND:

The City currently has a cross connection control program in place and an existing ordinance that addresses cross connections. This is a requirement of the Department of Environmental Quality (DEQ). Our current ordinance is geared towards the commercial/industrial end of cross connection, but the DEQ is now starting to enforce the residential cross connection requirements (which they have not enforced in the past). By modifying our ordinance we specifically address the residential aspect of the requirements. In general a cross connection program is intended to help protect our potable water supply from outside contaminants.

In order to consider this ordinance, Council needs to set a public hearing.

RECOMMENDATION:

Motion to set a public hearing to consider the draft Cross Connection Ordinance for 6 p.m. on March 19, 2018 in Council Chambers, 210 State Street, Charlevoix, MI.

ATTACHMENTS:

- ▣ Chapter 22 Proposed Changes
- ▣ Ordinance 788 of 2018

2.62. Lawn Sprinkling.

The City Manager, subject to approval by the Council, may regulate, limit or prohibit the use of water for any purpose. Such regulations shall restrict less essential water uses to the extent deemed necessary to assure an adequate supply for essential domestic and commercial needs and for fire-fighting. No such regulation, limitation or prohibition shall be effective until twenty-four (24) hours after the publication thereof in a newspaper of general circulation in the City. Any person violating such rule or regulation shall, upon conviction thereof, be punished as prescribed in Chapter 1 of this Code.

2.63. Additional Regulations.

The City Manager may make and issue additional rules and regulations concerning the Water Distribution System, connection thereto, meter installation and maintenance, connection and meter installation fees, hydrants and water mains and the appurtenances thereto, not inconsistent herewith. Such rules and regulations shall be effective upon approval by the City Council. The rules and regulations now in effect shall continue until changed in accordance with this section.

2.64. Injury to Facilities.

No person, except an employee of the City in the performance of his duties, shall willfully or carelessly break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the City Water Distribution System.

2.65. Cross Connections.

- (1) The City adopts by reference the Water Supply Cross Connection rules of the Michigan Department of Environmental Quality, being R325.11401 through R325.11407.
[Ord. 731, 07/21/08]
- (2) It shall be the duty of the Charlevoix Water Department to cause inspections to be made of all properties served by the public water supply, where cross connections with the public water supply is deemed possible. The frequency of inspections and re-inspections based on potential health hazards involved shall be as established by the Charlevoix Water Utility and as approved by the Michigan Department of Environmental Quality.
[Ord. 731, 07/21/08]
- (3) The representative of the Charlevoix Water Department shall have the right to enter at any reasonable time any property served by a connection to the public water supply system of the City of Charlevoix for the purpose of inspecting the piping system or systems thereof for cross connections. On request, the owner, lessee or occupants of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on such property. The refusal of such information or refusal of access, where requested, shall be deemed ~~evidenevidence~~ ee of the presence of cross connections.
- (4) For all water services connected to the City Water Supply, ~~all~~ testable backflow prevention assemblies shall be tested upon installation to be sure that the device is working properly. Subsequent testing of residential lawn irrigation backflow prevention assemblies shall be tested at least once every five~~three~~ years, all other testable backflow prevention assemblies shall be conducted on an annual basis as required by the City and in accordance with the Michigan Department of Environmental Quality and the Michigan Plumbing Code requirements. The Charlevoix Water Department shall notify the water customer in writing of the required testing or repairs. The water customer shall be responsible for hiring a certified tester or performing any repairs and providing Water Department with proof of completion within 30 days from the date the written notice is sent. The 30 day deadline may be extended by the Water Department upon showing of good cause by the water customer. Only individuals that hold an American Society of Sanitary Engineering backflow tester certification~~are certified in Cross Connection Control by the State of Michigan~~ shall be qualified to perform such testing. All cost for testing and associated cost accrued due to repairs to any backflow prevention assemblies are the responsibility of the water customer.

- |
- (5) The Charlevoix Water Utility is hereby authorized and directed to discontinue water service after reasonable notice to any property wherein any connection in violation of this section exists, and to take such ~~precautionary~~ measures deemed necessary to eliminate any danger of contamination of the public water supply system. Water service to such property shall not be restored until the cross connection(s) has been eliminated in compliance with the provisions of this section.

- (6) The potable water supply made available on the properties served by the public water supply shall be protected from possible contamination as specified by this section and by the State and Charlevoix County Plumbing Code. Any water outlet which could be used for potable or domestic purposes and which is not supplied by the potable system must be labeled in a conspicuous manner as:

Water Unsafe for Drinking

- (7) This section does not supersede the State Plumbing Code.
- (8) Any person violating the provisions of this Section or the written order of the City of Charlevoix Water Department in pursuance of this Section is responsible for a municipal civil infraction.

**CITY OF CHARLEVOIX
ORDINANCE NO. 788 of 2018**

AN ORDINANCE TO AMEND TITLE II, CHAPTER 22, SECTIONS 2.62 THROUGH 2.65 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title II, Chapter 22, Section 2.62 of the City Code is hereby repealed in its entirety and replaced with the following:

2.62. Lawn Sprinkling.

The City Manager, subject to approval by the Council, may regulate, limit or prohibit the use of water for any purpose. Such regulations shall restrict less essential water uses to the extent deemed necessary to assure an adequate supply for essential domestic and commercial needs and for firefighting. No such regulation, limitation or prohibition shall be effective until twenty-four (24) hours after the publication thereof in a newspaper of general circulation in the City. Any person violating such rule or regulation shall, upon conviction thereof, be punished as prescribed in Chapter 1 of this Code.

SECTION 2. Title II, Chapter 22, Section 2.63 of the City Code is hereby repealed in its entirety and replaced with the following:

2.63. Additional Regulations.

The City Manager may make and issue additional rules and regulations concerning the Water Distribution System, connection thereto, meter installation and maintenance, connection and meter installation fees, hydrants and water mains and the appurtenances thereto, not inconsistent herewith. Such rules and regulations shall be effective upon approval by the City Council. The rules and regulations now in effect shall continue until changed in accordance with this section.

SECTION 3. Title II, Chapter 22, Section 2.64 of the City Code is hereby repealed in its entirety and replaced with the following:

2.64. Injury to Facilities.

No person, except an employee of the City in the performance of his duties, shall willfully or carelessly break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the City Water Distribution System.

SECTION 4. Title II, Chapter 22, Section 2.65 of the City Code is hereby repealed in its entirety and replaced with the following:

2.65. Cross Connections.

(1) The City adopts by reference the Water Supply Cross Connection rules of the Michigan Department of Environmental Quality, being R325.11401 through R325.11407. [Ord. 731, 07/21/08]

(2) It shall be the duty of the Charlevoix Water Department to cause inspections to be made of all properties served by the public water supply, where cross connections with the public water supply is deemed possible. The frequency of inspections and re-inspections based on potential health hazards involved shall be as established by the Charlevoix Water Utility and as approved by the Michigan Department of Environmental Quality.
[Ord. 731, 07/21/08]

(3) The representative of the Charlevoix Water Department shall have the right to enter at any reasonable time any property served by a connection to the public water supply system of the City of Charlevoix for the purpose of inspecting the piping system or systems thereof for cross connections. On request, the owner, lessee or occupants of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on such property. The refusal of such information or refusal of access, where requested, shall be deemed evidence of the presence of cross connections.

(4) For all water services connected to the City Water Supply, testable backflow prevention assemblies shall be tested upon installation to be sure that the device is working properly. Subsequent testing of residential lawn irrigation backflow prevention assemblies shall be tested at least once every five years, all other testable backflow prevention assemblies shall be conducted on an annual basis as required by the City and in accordance with the Michigan Department of Environmental Quality and the Michigan Plumbing Code requirements. The Charlevoix Water Department shall notify the water customer in writing of the required testing or repairs. The water customer shall be responsible for hiring a certified tester or performing any repairs and providing Water Department with proof of completion within 30 days from the date the written notice is sent. The 30 day deadline may be extended by the Water Department upon showing of good cause by the water customer. Only individuals that hold an American Society of Sanitary Engineering backflow tester certification shall be qualified to perform such testing. All cost for testing and repairs to any backflow prevention assemblies are the responsibility of the water customer.

(5) The Charlevoix Water Utility is hereby authorized and directed to discontinue water service after reasonable notice to any property wherein any connection in violation of this section exists, and to take such precautionary measures deemed necessary to eliminate any danger of contamination of the public water supply system. Water service to such property shall not be restored until the cross connection(s) has been eliminated in compliance with the provisions of this section.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Set Public Hearing for General Zoning Ordinance Changes

DATE: February 19, 2018

BACKGROUND:

The Planning Commission approved the final draft of general Zoning Ordinance changes at their January 12th meeting. In order to consider this draft, City Council needs to set a public hearing.

RECOMMENDATION:

Motion to set a public hearing to consider general Zoning Ordinance changes for 6 p.m. on March 19, 2018 in Council Chambers, 210 State Street, Charlevoix, MI.

ATTACHMENTS:

- ▣ Draft General Zoning Ordinance Changes

CITY OF CHARLEVOIX ZONING ORDINANCE

PROPOSED ZONING AMENDMENTS

03/19/2018 PUBLIC HEARING

Proposed ordinance language as follows:

- Language to be removed is shown in strikethrough text (~~text~~)
- Language to be added is shown in red text (**text**)

ARTICLE 1 PURPOSE AND TITLE

5.1 Title

An ordinance **enacted under Public Act 110 of 2006** to regulate and restrict the use of land and structures; to meet the needs for food, fiber, energy and other natural resources, places of residence, recreation, industry, trade, service and other uses of land; to ensure that uses of the land shall be situated in appropriate locations and relationships; to limit the inappropriate overcrowding of land and congestion of population, transportation systems and other public facilities; to facilitate adequate and efficient provision for transportation systems, sewage disposal, water, energy, education, recreation and other public service and facility needs; and to promote public health, safety and welfare; and for those purposes to divide the city into districts; to prescribe penalties for the violation thereof; and to repeal conflicting ordinances.

ARTICLE 2 DEFINITIONS

5.6 Definitions A-B

~~Adjoining. Touching or bounding at a point or line; bordering; contiguous.~~ **All lands which touch, border, or are contiguous to a specific parcel of land including, but not limited to, those lands separated from the parcel by a road right-of-way, easements, public utility rights-of-way, or inland lakes and streams as defined by the Natural Resources and Environmental Protection Act 451 of 1994.**

Aggrieved Person. A person who has suffered a special damage from a zoning decision not in common to other property owners similarly situated.

Awning. A permanent shelter constructed on a supporting framework, projecting from and supported by the exterior wall of a building. *(note – not new definition, moved from Section 11)*

Building Elevation. All of that part of a building façade(s) which would be included in an elevation view rendering of the building drawn parallel to, and for the entire length of, a lot line. *(note – not new definition, moved from Section 11)*

5.7 Definitions C-D

Canopy (Building). A permanent rigid structure covered with fabric, metal, shingles or other material and supported by a building at one or more points. *(note – not new definition, moved from Section 11)*

Canopy (Freestanding). A permanent, rigid structure covered with fabric, metal or other material and supported by columns, posts or other forms of support not a part of a building. *(note – not new definition, moved from Section 11)*

Dredging. The process of cleaning out the bed of a harbor, river, or other water bodies or waterways by scooping out sand, mud, or other materials with a dredge.

- a) Upland Dredging. Removing material from above the ordinary high water mark in order to allow for water body access.
- b) Inland Dredging. Removing material from inland water bodies to maintain watercraft navigability or increase water depth.

5.11 Definitions L-M

Manufactured Home. ~~A factory built, single family structure that is manufactured under the National Manufactured Home Construction and Safety Standards Act. It is transportable in one (1) or more sections, built on a permanent chassis or foundation and designed and used as a dwelling. It is not constructed with a permanent hitch or other device allowing its transport, other than for its delivery to a permanent site and does not have wheels or axles permanently attached to its body or frame.~~ A structure, (formerly known as a Mobile Home) used as a single family dwelling, and built to the Manufactured Home Construction and Safety standards (HUD code) and which displays a red certification label on the exterior of each transportable section. Manufactured homes are built in the controlled environment of a manufacturing plant and are transportable in one or more sections on a permanent chassis.

Marquee. A permanent structure of rigid materials supported by and extending from, or above, the façade of a building. *(note – not new definition, moved from Section 11)*

Mobile Home. A factory built single family dwelling manufactured prior to the Manufactured Home Construction and Safety Standards (HUD Code). See Manufactured Home. ~~designed for permanent year round living that is transportable in one (1) or more sections and built on a chassis, designed to be used as a dwelling with or without permanent foundation. The term “mobile home” shall not include motor homes, campers, recreational vehicles (whether licensed or not as motor vehicles) or other transportable structures designed for temporary use and which are not designed primarily for permanent residence and connection to sanitary sewage, electrical power and potable water utilities.~~

5.13 Definitions P-Q

Pennant. A small, often triangular, flag used in multiples. (*note – not new definition, moved from Section 11*)

Planned Unit Development (PUD): A use which allows a development to be designed and built as a unit and which is designed to encourage quality land development and site design outside the typical zoning standards through flexible design and use standards and a greater latitude in the mix or uses resulting in more efficient and effective use of the land and infrastructure.

5.14 Definitions R-S

Sign. A device, structure, fixture or placard, which may or may not use graphics, symbols and/or written copy designed specifically to advertise or identify an establishment, product, service, or activity.

Sign, Airborne Devices. A sign supported by aerodynamic forces or propelled through the air by force including, but not limited to, air filled balloons, signs animated by forced air and lighter than air signs.

Sign, Awning. A sign painted, printed, attached flat against or integrated within the surface of an awning.

Sign, Banner. A sign made of a non-rigid material; however, not including pennants or flags.

Sign, Billboard-Highway Advertising. An off-premises sign owned by a person, corporation or other legal entity that engages in the business of utilizing and/or selling the space on that sign. See *“Off-Premises Sign.”*

Sign, Business Center. An on-premises sign which identifies or gives directions to a business complex or group of contiguous stores which may contain the names of the individual stores, businesses, institutions, or other organizations located within the complex or group. See *“On-Premises Sign.”*

Sign, Canopy. A sign affixed, applied to or part of a canopy.

Sign, Electronic Sign Face. That portion of a sign face capable of changing its message or image electronically.

Sign, Flag. A sign made of non-rigid material having a distinctive size, color and design used as a symbol or emblem.

Sign, Flashing. Any illuminated sign on which the artificial light is not at all times stationary or constant in intensity and color.

Sign, Ground. A sign supported by one (1) or more uprights, poles, braces or some other structure, placed in the ground surface and not attached to any building.

Sign, Illuminated. A sign that includes artificial light by either emission, reflection or refraction.

Sign, Internally Lighted. A sign having an internal lighting source which allows light to be visible through the sign face.

Sign, Marquee. Any sign attached to or supported by a marquee.

Sign, Off-Premises. A sign which contains a message regarding a land use, service, or activity provided on property other than the premises where such sign is located.

Sign, On-Premises. A sign which contains a message regarding a land use, service, or activity provided on the property where such sign is located.

Sign, Portable. A freestanding sign, often with a changeable message, that is not permanently anchored or secured to either a building or the ground.

Sign, Projecting. A sign which is affixed to any building or structure other than a marquee or canopy and projects in such a way that the sign face is not parallel to the wall to which it is attached.

Sign, Roof. Any sign or part of a sign which is erected on, or as a part of, the roof of a building.

Sign Face. That portion of a sign excluding its base, foundation and erection supports.

Sign, Temporary. A sign, often with a non-changeable message, with or without a structural frame, intended for a limited period of display,

Sign, Wall. A sign which is attached directly to, or painted upon, a building wall, the exposed face of which is essentially in a plane parallel to the building wall or structure.

Sign, Window. A sign, picture, symbol or combination thereof that is placed on the interior of a window pane or glass with the intent to be visible from the outdoors.

Streamers. A long narrow wavy strip resembling or suggesting a banner floating in the wind.
(note – not new definition, moved from Section 11)

ARTICLE 4 RESIDENTIAL DISTRICTS

Section 5.26 Schedule of Uses

Table 5.26 Allowed Uses: Residential Zones

Table 5.26 Allowed Uses: Residential Zones						
P = Permitted Use by Right S = Special Land Use	R1	R2	R2A	R4	PC	Specific Requirements
Accessory						
Accessory uses, buildings and structures	P	P	P	P	P	Section 5.46(1)
Bed and breakfast establishment	S	S	-	-	-	Section 5.46(3)
Boathouses, <u>Upland Dredging</u>	S	-	-	-	S	Section 5.46(4)

ARTICLE 7 USE REQUIREMENTS

Section 5.46 Accessory Buildings and Uses

(4) *Boathouses and Upland Dredging*. Special land **use** approval for a **boathouse and upland dredging without a boathouse** in the R1 **Zone** shall be subject to the following requirements. **Boathouses and upland dredging**:

- a) shall not be permitted on Lake Michigan or Lake Charlevoix;
- b) **Boathouses** shall have a gabled roof with a minimum roof pitch of 8:12 for new construction. Repair of existing **structures** may utilize the existing roof pitch and roof design at the time of application. Multiple peaks and a variety of rooflines or other architectural features consistent with the character of the neighborhood are encouraged. Eaves extending out greater than twenty-four (24) inches shall be considered part of the building footprint;
- c) **Boathouses** are permitted over the water but may not extend greater than eighty (80) feet lake ward from the existing sea wall location¹, or **ordinary high water mark** if no sea wall is present;
- d) where inland dredging is required, **boathouses** may not extend greater than fifty (50) feet inland from the existing sea wall location or **ordinary high water mark** if no sea wall is present;
- e) shall be located at least ten (10) feet from **side lot lines**; no **rear yard setback** required;
- f) **Boathouses** shall not exceed a building footprint (length x width) of two thousand (2,000) square feet in area, exclusive of eaves;
- g) shall not contain sleeping quarters, kitchens or bathrooms;
- h) in the R1 **Zone**, shall not exceed a height of sixteen (16) feet with the base elevation starting at the **ordinary high water mark**. (See *Figure 5.46(4)-1*)
- i) Existing sea wall² locations shall be considered the **rear lot line** for the purposes of calculating **lot area** and **coverage** requirements.
- j) Sea walls may not be extended lake ward, nor shall any **filling** take place for the purposes of increasing lot size or relocating the **rear lot line**. (See *Figure 5.46(4)-2*)
- k) **Upland dredging that would result in permanent alteration of the shoreline requires a public hearing for a special use permit before the property owner applies for all applicable permits from relevant local, state, and federal governments and agencies.**
- l) **Boathouses** in the Belvedere Club and Chicago Club are excluded from the height requirements for **accessory structures** provided that they may be extended in the same building line elevation and size as the existing **boathouses**. (See *Figure 5.46(4)-3*)

ARTICLE 8 GENERAL PROVISIONS

Section 5.65 Fences and Walls

- (1) All **fences**, walls and other similar **structures** shall be located on private property and must not obstruct the sight distance of motorists from **driveways**, roads and intersections. **Fences** or walls in all districts, except Industrial, shall not exceed six (6) feet in height above **grade** when located in any portion of the **rear** or **side yard**. **Fences** located in the **front yard** are permitted provided they are open wrought iron, picket, split rail and similar decorative **fences**, have a maximum opacity of fifty (50) percent and do not exceed three (3) feet above **grade**.
- (2) Fence and wall materials may include treated wood, painted/stained wood, treated split rail, ornamental wrought iron, brick, stone, masonry block, molded vinyl, or chain link. Scrap lumber, plywood, woven wire, sheet metal, plastic or fiberglass sheets are specifically prohibited.
- (3) All **fences** shall be constructed with the finished side exposed to the neighboring properties. Support posts shall be placed on the inside. The **fence** shall be properly maintained and its appearance shall be harmonious with the surrounding properties and neighborhood. Fence posts and decorative caps shall not extend greater than six (6) inches above the maximum allowed height. (See *Figure 5.65(3)*)
- (4) **Fences** or walls in Industrial Districts shall not exceed nine (9) feet in height above **grade** in the **side** and **rear yards**. All other relevant provisions of this section shall apply.
- (5) It shall be unlawful to erect or maintain a **fence**, wall or other similar **structure** equipped with or having barbed wire, spikes, razor wire or similar devices, or any electrical charge or current sufficient to cause shock. In Industrial Districts, however, a security **fence** may be installed with one (1) foot of barbed wire; provided, the barbed wire is at least eight (8) feet above the **adjacent grade**.
- (6) **Fences** in the **front yard** shall have a minimum **setback** of twelve (12) inches from the property line.
- (7) **Fences** shall not be allowed to be located directly over property lines, unless two (2) or more **adjoining** property owners submit a joint application to the **zoning administrator** for approval.
- (8) Posts, cement, wood and any other **fence** materials shall not encroach onto **adjoining** properties, unless such encroachments are authorized under a joint application.
- (9) An artificial **berm** with a **fence** placed on top of it is considered part of the **fence**, with the combination being subject to the height limits for **fences** established in subsection (1) above.
- (10) The required **fence** height shall be maintained through the entire length on sloping properties. Grading and/or **filling** of materials to elevate the **grade** for a higher **fence** is prohibited.

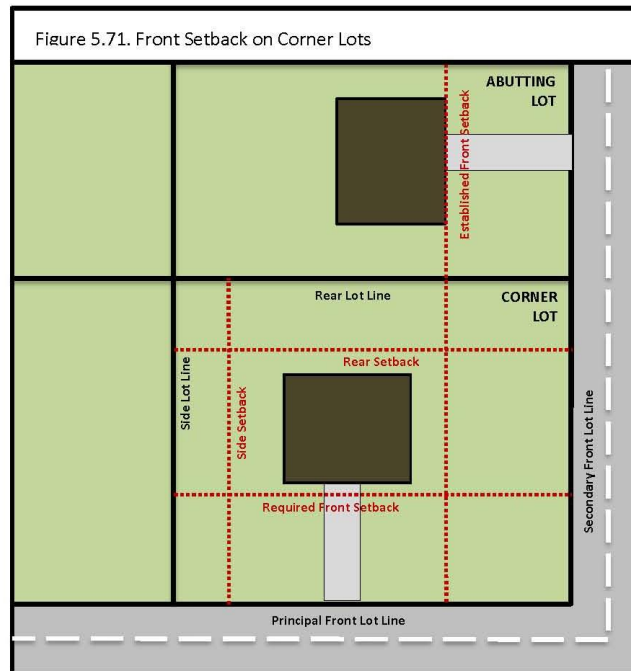
- (11) Walls constructed of stone, brick or similar materials shall be permitted in the **front yard** provided they do not exceed three (3) feet in height. The height limits in the **side** and **rear yards** shall not exceed six (6) feet. Walls shall be set back a minimum of two (2) feet from all property lines and must be constructed and maintained in the future as to not create safety concerns for **adjoining** property owners or the general public. The **planning commission** may approve walls not to exceed six (6) feet in height in the **front yard** for developments in the R4 **zone**. This section shall not apply to **retaining walls**, as defined by this ordinance or **screening walls** under Section 5.81.

(12) **Retaining Walls** in residential districts are subject to the following requirements:

- (a) Retaining walls in the front yard(s), or yard(s) facing the public right-of-way, may be no taller than three (3) feet in height, and must be set back from the front property line, or property lines fronting the public right-of-way, a minimum of two (2) feet.
- (b) In cases where the height or slope of the grade in the front yard(s), or yard(s) facing the public right-of-way, needing to be retained is greater than three (3) feet, multiple tiers may be used. The horizontal distance between tiers must be a minimum of five (5) feet.
- (c) Retaining walls in side or rear yards that do not face a public right-of-way may be greater than three (3) feet tall, but are required to be designed and sealed by a licensed engineer to ensure the safety of adjoining property.
- (d) Retaining walls must be constructed of stone, brick, treated lumber or similar materials. Plain cement block and untreated wood are not acceptable materials.
- (e) The fill behind retaining walls must consist of dirt, drain stone, or similar materials.
- (f) Retaining walls must be maintained in such a condition as to not present a threat to adjacent properties, or people or objects in the public right-of-way.

Section 5.71 Setback Requirements

- (1) *Front Setback on Corner Lots.* A **corner lot** shall have two **front lot lines**: a principal **front lot line** and a secondary **front lot line**. The principal **front lot line** shall be the location of the traditional front entrance of the **structure**. Where the **lot lines** are of equal length, and/or the principal **front lot line** is not evident, then the **zoning administrator** shall determine the principal **front lot line**. *(See Figure 5.71)*
- (a) The required **front setback** shall apply to the principal **front yard**.
 - (b) The required **setback** for the secondary **front yard** shall be the lesser of the required **front setback** or the established **setback** for the **principal building** on the **abutting lot** that faces the same **street** as the secondary **front lot line**.
 - (c) The remaining **setbacks** shall be a **rear** and a **side setback**. The **rear setback** shall be measured from the **rear lot line**, which in the case of a **corner lot**, shall be the **lot line** opposite the principal **front lot line**.



ARTICLE 9 GENERAL SITE DEVELOPMENT REQUIREMENTS

Section 5.81 Landscaping

(3) *Buffer Areas.*

- (a) A **buffer** area may be required where any **use** in a business or industrial district is **adjacent** to residentially zoned land and where multiple family residential land **uses** are **adjacent** to land in the R1, R2, R2A and R4 districts.
- (b) A **buffer** area is not required if the qualifying **adjacent zoning districts** are separated by a public right-of-way.
- (c) A **buffer** area shall be parallel to and follow the property line tangent to the qualifying **zoning district**.
- (d) A **buffer** area shall be required even when the **adjacent** property is undeveloped.
- (e) Except for access drives or **private streets** determined by the **planning commission** to be necessary to provide safe access to a property, a **building, structure** or **parking lot** shall not encroach within a required **buffer** area.
- (f) When **adjacent** to a PUD containing a residential land **use**, a **use** in a non-residential or multiple family **residential district** shall provide a **buffer** area along the property line **adjacent** to the residential **use**, in accordance with the requirements of *Table 5.81(3)(g)*. The **planning commission**, however, may

waive or modify the required **buffer** if the **setbacks** and perimeter landscaping provided within the PUD meet the intent of *Section 5.81(1)*.

- (g) **Buffer** areas are required as shown in *Table 5.81(3)(g)*. **Buffer types 1, 2, and 3** are described in *Table 5.81(3)(h)*.

Table 5.81(3)(g): Buffer Area Requirements by District			
Subject Zoning District	Adjacent district		
	R1 (buffer type)	R2 (buffer type)	Residential areas in Charlevoix Township
R4	3	3	NA
GC	1	1	1
CBD	2	2	NA
CH	1	1	NA
MC	1	1	NA
I	1	1	1

- (h) *Table 5.81(3)(h)* shows landscaping requirements by **buffer type**:

Table 5.81(3)(h): Buffer Area Landscaping Requirements			
Buffer Type	Minimum Width	Minimum Requirements	Intensity
1	10 feet	Two (2) canopy trees , <i>plus</i> one (1) evergreen tree or one (1) ornamental tree , <i>plus</i> twelve (12) shrubs , for each fifty (50) linear feet of buffer area	Most Intense ↓ Least Intense
2	10 feet	One (1) canopy tree , <i>plus</i> one (1) evergreen tree or one (1) ornamental tree , <i>plus</i> eight (8) shrubs , for each fifty (50) linear feet of buffer area	
3	10 feet	One (1) canopy tree or one (1) evergreen tree <i>plus</i> one (1) ornamental tree or twelve (12) shrubs , for each fifty (50) linear feet of buffer area	

(i) Buffer Area Alternatives

1. **Plants** may either be arranged formally, or be informally clustered for a more random, natural effect.
2. **Berms** may be constructed in a **buffer** area to supplement landscaping and add interest. Minimum landscaping requirements shall be reduced by fifty (50) percent where a **berm** at least three (3) feet tall is constructed for at least eighty-five (85) percent of the length of the **buffer area**.
3. A **screen wall** or **fence**, located within a **buffer** area, may be used in lieu of some landscaping.
 - a. A **screen wall** or **fence** shall be six (6) feet tall and constructed of architectural block, brick, wood, vinyl or textured concrete.
 - b. A **screen wall** or **fence** shall be located at least two (2) feet from a property line.

- c. To maximize the effectiveness of **screening**, openings shall not exceed twenty (20) percent of the surface of a wall or **fence**.
- d. When a **screen wall** or **fence** has both a finished and unfinished side, the finished side shall face either outward from the development site or to the side most visible to the general public, as determined by the **planning commission**.
- e. Landscaping requirements may be reduced by seventy-five (75) percent when a **screen wall** is constructed in a **buffer** area.

ARTICLE 12 SITE PLAN REVIEW

Section 5.116 Applicability

- (1) *Level “B” Review.* The **planning commission** shall act upon all **site plans**, other than those provided for level “A” review, in connection with the creation of a **use** or the erection of a **building** or **structure** in any of the following circumstances:
 - (d) Any “permitted” **use** within any **zoning district** occupying a **building** of two thousand (2000) square feet or more.
 - (e) Any special **use** in any district.
 - (f) Any Planned Unit Development.
 - (g) Any site plan on a waterfront parcel. A waterfront parcel is a parcel of land, or a portion thereof, abutting a water body.
 - (h) As otherwise required by this ordinance.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Set Public Hearing for Nuisance Ordinance

DATE: February 19, 2018

BACKGROUND:

The Planning Commission approved the final draft of the Nuisance Ordinance changes at their January 12th meeting. In order to consider this draft, City Council needs to set a public hearing.

RECOMMENDATION:

Motion to set a public hearing to consider the draft Nuisance Ordinance for 6 p.m. on March 19, 2018 in Council Chambers, 210 State Street, Charlevoix, MI.

ATTACHMENTS:

- ▣ Nuisance Ordinance Draft

CITY OF CHARLEVOIX ZONING ORDINANCE PROPOSED NUISANCE ORDINANCE AMENDMENTS 03/19/2018 PUBLIC HEARING

Proposed ordinance language as follows:

- Language to be removed is shown in strikethrough text (~~text~~)
- Language to be added is shown in red text (text)

TITLE VI - HEALTH REGULATIONS CHAPTER 61 NUISANCES (Ord. No. 767, 09/15/14)

ARTICLE I. IN GENERAL

6.1. Purpose.

It is hereby found and declared that the purposes of this Article are to eliminate public nuisances within all areas of the City of Charlevoix for the protection of the health, safety, morals and general welfare of its residents; to preserve existing values of other properties within or adjacent to such areas and all other areas of the City; and to preserve the taxable value of the property within such areas and all other areas of the City. The purposes include regulating the maintenance and safety of certain buildings and structures for the benefit of the public health, safety, and welfare; to establish administrative requirements and prescribe procedures for the maintenance or demolition of certain buildings and structures; to establish remedies, provide for enforcement, and fix penalties for the violation of this ordinance.

6.2. Definitions. As used in this Article.

"Boat" means every description of watercraft used or capable of being used as a means of transportation on water, including personal watercraft and nonmotorized boats such as canoes, rowboats, and sailboats. Boat, however, does not include an air mattress, paddleboard, paddleboat, boogie board, or similar device used by one (1) or two (2) persons for floating or paddling.

"Building materials" mean lumber, bricks, concrete or cinder blocks, plumbing or heating materials, electrical wiring or equipment, shingles, mortar, concrete or cement, nails, screws, windows and window frames, molding, insulation, tyvec or any other materials used in construction of any structure.

"Dismantled" means the state of having a part or parts removed or missing that are integral to the operation of or required by any law or regulation to be present on a motor vehicle, boat, or other item to which it is normally attached.

"Dock" means a pier, platform, or other structure which, if fully operational, is designed to be extended from the shore over water.

"Dangerous Building Enforcing Agency" means the City, through the Zoning Administrator and/or such other official(s) or agency as may be designated by the City Council to enforce this ordinance. Such persons are authorized to seek advice from a person who has expertise in housing matters including, but not limited to, an engineer, architect, building contractor, building inspector, or member of a community housing organization.

"Dangerous Building Hearing Officer" or "Hearing Officer" means a person appointed by and serving at the pleasure of the City Mayor. The Dangerous Building Hearing Officer shall be a person who has expertise in housing matters including, but not limited to, an engineer, architect, building contractor, building inspector, or member of a community housing organization. An employee of the Dangerous Building Enforcing Agency, or a person whose advice is sought by the Enforcing Agency, shall not be appointed as Hearing Officer.

"Dangerous Sign or Advertising Device" means a sign or advertising device that is in such a state of disrepair or has such a design and/or construction flaw that it poses an imminent threat of total or partial collapse such that following the procedures of Section 5.111 Unsafe Signs of the Zoning Ordinance would result in substantial likelihood of injury to persons or property.

"Garbage" means rejected food wastes, including waste accumulation of animal, fruit or vegetable matter used or intended for food or that relate to the preparation, use, cooking, dealing in, or storing of meat, fish, fowl, fruit or vegetables.

"Hoist" means a mechanical device attached permanently or temporarily to the bottomland of a lake or river and used to raise or lift a boat out of the water for the purpose of preventing or restricting the motion of the boat.

"Inoperable" means incapable of being used for the purpose or purposes for which an item is designed or normally used, either physically or by operation of law, due to dismantling, disrepair, or the lack of a currently valid Michigan license or registration. In addition, the following items shall be deemed inoperable: any motor vehicle, trailer, recreational vehicle, or snowmobile which lacks functioning tires or treads that permit motion or movement. In addition, a boat shall be deemed inoperable if there are one or more holes in its hull, it lacks any parts necessary for normal use, or the engine does not start when provided fuel.

"Junk" means items or objects that are old, discarded, or not currently being used for the purpose or purposes for which they are designed or normally used, including but not limited to used or salvaged metals and their compounds or combination; used or salvaged rope; rubber; rotting wood; scrap iron; tires and snowmobile treads; parts for motor vehicles, boats, all terrain vehicles, recreational vehicles, snowmobiles, and/or trailers; inoperable or dismantled refrigerators, stoves, dishwashers, dryers, washing machines, and furniture; and inoperable or dismantled lawn mowers, weed trimmers, snow blowers, snow plows, tractors, and any other machinery used for excavation, maintenance, or snow removal.

"Liquid industrial wastes" means any liquid brine, by-product, industrial wastewater, leachate, off-specification commercial product, sludge, grease-trap clean-out residue, used oil, or other liquid waste produced by, incident to or resulting from industrial or commercial activity except any liquid brine normally used in oil or gas extraction on a site permitted by the Michigan Supervisor of Wells.

"Marine equipment" means any item used or intended for use in conjunction with boats or water related activities, including but not limited to swimming rafts, docks, hoists, dock supports, buoys, outboard motors, oars, boat trailers, sails, rope, masts, anchors, and any other stationary or movable structure intended to support a boat.

"Motor vehicle" means any wheeled vehicle which is self-propelled or intended to be self-propelled regardless of whether the vehicle is designed for off-road use or use on public streets. A motor vehicle includes, but is not limited to cars, trucks, all terrain vehicles, mopeds, motorcycles, scooters, dune buggies and golf carts.

"Person" means an individual, firm, corporation, association, partnership, limited liability company, or other legal entity.

"Recreational Vehicle" means any motor vehicle or trailer capable of being self-propelled or towed that is equipped with living space, sleeping quarters, and associated amenities, including but not limited to motor homes, fifth wheel trailers, pop-up campers, caravans, camper vans, travel trailers, and truck campers.

"Rubbish" means hazardous or non-hazardous, non-putrescible solid wastes, including but not limited to combustible waste such as paper, cardboard, brush, bags, rags, and litter of any kind and non-combustible waste such as metal containers, glass, bedding, crockery, and demolished items, objects, or materials of any kind.

"Sealed container" means a covered, closable container which is fly-proof and watertight such as garbage cans with properly fitting tops or plastic garbage bags which have been closed or twisted shut.

"Snowmobile" means any motor-driven vehicle designed for travel primarily on snow or ice of a type that utilizes sled-type runners or skis, an endless belt tread, or any combination of these or other similar means of contact with the surface upon which it is operated, but is not a vehicle that must be registered under the Michigan vehicle code, being Act No. 300 of the Public Acts of 1949.

"Totally closed structure" means a building capable of being sealed on all sides such as a house, garage or storage shed with a roof, floor and walls or closable doors around its perimeter.

"Trailer" means any wheeled vehicle designed and normally towed behind a motor vehicle which is required to have a currently valid Michigan registration to be lawfully operated on a public highway.

"Vermin" means a noxious or objectionable animal, including but not limited to a mouse, rat, chipmunk, squirrel, skunk, raccoon, or porcupine.

6.3. Nuisances. The following are hereby declared to be nuisances:

- (1) The keeping or storage of building materials outside on private property unless there is in force a valid building permit from the County Building Department for construction on that property and the building materials are for use in such construction.
- (2) The keeping or storage of ashes, junk, garbage or rubbish outside of a totally enclosed structure on private property except in a sealed container designed for the purpose of holding such ashes, junk, garbage, or rubbish.

- (3) The placing of ashes, junk, garbage or rubbish on private property without the owner's permission or on public property. This provision applies regardless of whether the ashes, junk, garbage or rubbish is in a sealed container.
- (4) The keeping or storage of ashes, junk, garbage or rubbish on private property, including inside a building, in such a manner that the items, regardless of the method of containment, have become a breeding ground, food source or habitation of insects or vermin.
- (5) Intentional depositing of liquid petroleum crude oil, liquid petroleum crude oil by-products and derivatives or liquid industrial wastes on the ground.
- (6) A "dangerous building" as defined in MCL 125.539, as amended, or otherwise defined herein, which includes any building or structure, residential or otherwise, that has one or more of the following defects or is in one or more of the following conditions:
 - a. A door, aisle, passageway, stairway or other means of exit does not conform to the applicable Fire or Building Code.
 - b. A portion of the building or structure is damaged by fire, wind, flood or other cause so that the structural strength or stability of the building or structure is appreciably less than it was before the catastrophe and does not meet the minimum requirements of the Housing Law of Michigan, Public Act 167 of 1917, as amended, (MCL 125.401, *et seq.*), or the applicable Building Code for a new building or structure, purpose or location.
 - c. A part of the building or structure is likely to fall, become detached or dislodged, or collapse, and injure persons or damage property.
 - d. A portion of the building or structure has settled to such an extent that walls or other structural portions of the building or structure have materially less resistance to wind than is required in the case of new construction by the Housing Law of Michigan, Public Act 167 of 1917, as amended, (MCL 125.401, *et seq.*), or the applicable Building Code.
 - e. The building or structure, or a part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, or the removal or movement of some portion of the ground necessary for the support, or for other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fall or give way.
 - f. The building or structure, or a part of the building or structure, is manifestly unsafe for the purpose for which it is used, or otherwise determined by the Enforcement Agency to be unsafe due to any of the following defects or because it is in any of the following conditions:
 - i. A structure, because of dilapidation, decay, damage, faulty construction, or otherwise which is unsanitary or unfit for human use;
 - ii. A structure or portion of a structure with significant decay or dilapidation due to neglect or deterioration that renders it unfit for its intended use, including damage to the roof or ceilings, walls or windows, or entrances;
 - iii. The building or structure, or a part of the building or structure, has light, air, or sanitation facilities which are inadequate to protect the health, safety, or general welfare of those who live or may live within;
 - iv. The building or structure, or a part of the building or structure, is hazardous to the safety, health, or general welfare of the people of the city by reason of inadequate maintenance, dilapidation, or abandonment;
 - v. The building or structure, or a part of the building or structure, has been damaged by fire, wind, flood, or by any other cause to such an extent as to be dangerous to the life, safety, health, or general welfare of the people living in the city;
 - vi. The building or structure, or a part of the building or structure, has become damaged to such an extent that the cost of repair to place it in a safe, sound, and sanitary condition exceeds the state equalized value of the building or structure of the structure, at the time when repairs are to be made.
 - g. The building or structure is damaged by fire, wind or flood, or is dilapidated or deteriorated and becomes an attractive nuisance to children who might play in the building or structure to their danger, or becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful or immoral act.
 - h. A building or structure used or intended to be used for dwelling purposes, including the adjoining grounds, because of dilapidation, decay, damage, faulty construction or arrangement, or otherwise, is unsanitary or unfit for human habitation, is in a condition that the health officer of the City or county determines is likely to cause sickness or disease, or is likely to injure the health, safety or general welfare of people living in the dwelling.
 - i. A building or structure is vacant, dilapidated and open at door or window, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.
 - j. A building or structure remains unoccupied for a period of 180 consecutive days or longer, and is not listed as being available for sale, lease or rent with a real estate broker licensed under Article 25 of the Occupational Code, Public Act 299 of 1980, (MCL 339.2501, *et seq.*), or is not publicly offered for sale by the owner. This subdivision does not apply to either of the following:
 - i. A building or structure as to which the owner or agent does both of the following: (1) Notifies the City Police Department that the building or structure will remain unoccupied for a period of 180 consecutive days. The notice shall be given by the owner or agent not more than 30 days after: the building or structure becomes unoccupied or the effective date of this Ordinance provision, whichever is latest in time; AND (2) Maintains the exterior of the building or structure and adjoining grounds in accordance with this ordinance and the Housing Law of Michigan, Public Act 167 of 1917, as amended, (MCL 125.401, *et seq.*), or the Building Code.
 - ii. A secondary dwelling of the owner that is regularly unoccupied for a period of 180 days or longer each year, if the owner notifies the Police Department that the dwelling will remain unoccupied for a period of 180 consecutive days

or more each year. An owner who has given the notice prescribed by this subparagraph shall notify the Police Department not more than 30 days after the dwelling no longer qualifies for this exception. As used in this subparagraph, "secondary dwelling" means a dwelling such as a vacation home, hunting cabin or summer home, that is occupied by the owner or a member of the owner's family during part of year.

(7) Dangerous Signs.

- (8) Except as required by law, the distributing, placing, posting, or affixing of posters, notices, or handbills on private property without consent of the owner or occupant or in a public right-of-way; ~~provided, however, notices which do not cause a visual obstruction to traffic or pedestrians may be placed on public utility poles.~~
- (9) The existence of any pond, pool of water, or vessel holding stagnant water which serves as a breeding ground for insects.
- (10) The emission of fumes or gas in such quantities as to cause discomfort to a person of normal sensory acuity at an adjoining property or public place.
- (11) Any vehicle used for an illegal purpose.
- (12) Any use of public streets or public sidewalks, or both, which causes a crowd to gather and obstructs the free, lawful movement of people and vehicles along said streets and sidewalks.
- (13) Spitting on any sidewalk or on the floor or seat of any public carrier, or on the floor, wall, seat or equipment of any public place.
- (14) Keeping or housing any animals or domestic fowl within the city other than dogs, cats, birds or animals commonly classified as pets. For the purposes of this subsection the term "dog" shall include the male and female of the dog family or genus canis.
- (15) The keeping of any inoperable or dismantled icebox, refrigerator or similar airtight container having a door or access with a magnetic seal, snap latch or other locking device, in a place accessible by children without first removing the magnetic seal, snap latch or locking device or doors, or securely locking same.
- (16) Except as provided in subsections (16)(a) - (b), the keeping or storage of inoperable or dismantled motor vehicles, boats, all terrain vehicles, recreational vehicles, snowmobiles, and/or trailers outside of a totally enclosed structure on private property.
 - (a) An inoperable or dismantled motor vehicle, boat, all terrain vehicle, recreational vehicle, snowmobile, and/or trailer may be kept outside of a totally enclosed structure on private property for no more than fifteen (15) days for the purpose of being repaired or awaiting repairs. This subsection shall apply to individuals making the repairs and to gas and service stations engaged in the business of making repairs.
 - (b) An inoperable or dismantled motor vehicle, boat, all terrain vehicle, recreational vehicle, snowmobile, and/or trailer may be kept outside of a totally enclosed structure on private property for no more than fifteen (15) days for the purpose of being marketed for sale.
 - (c) For purposes of section 6.3(16)(a) & (b), a motor vehicle, boat, all terrain vehicle, recreational vehicle, snowmobile, and/or trailer that is possessed by a business which sells or repairs any of those items shall not be considered inoperable or dismantled solely because the item is unlicensed.
- (17) The keeping or storage of inoperable or dismantled marine equipment outside of a totally enclosed structure on private property.
- (18) Except as provided in subsection (18)(a), the existence of tanks, pumps lifts, jacks, air compressors or similar equipment outside of a totally enclosed structure.
 - (a) Service stations, repair shops, gas stations, construction companies, or similar businesses shall be allowed to store or keep tanks, pumps lifts, jacks, air compressors or similar equipment outside of a totally enclosed structure provided that any such item is in operable condition and is actively used for its intended purpose as part of the business.

6.4. Inspection.

City representatives shall have the duty and the right to inspect property or buildings to determine violations of or compliance with this Article. City representatives may exercise this right of inspection by consent of the person having the possession of the property or building or by an administrative search warrant issued by a court of competent jurisdiction.

6.5. Prohibition.

No person shall commit, create, or maintain any nuisance. No person shall knowingly permit the existence of a nuisance on the property owned or possessed by such person. It shall be unlawful for any owner or agent thereof to keep or maintain any building or part thereof which is a dangerous building as defined in Section 6.3(6).

6.6. Industrial Usage.

The storage or keeping of salvageable metal or wood shall not be prohibited on property on which is located a factory engaged in manufacturing, assembling or machining as long as the salvageable metal or wood is for resale or reuse by the occupant of the property.

6.7. Separate Court Action, Nuisance Per Se.

Nothing in this Ordinance shall prohibit the City or any interested party from seeking such other relief as may be permitted in law or in equity regarding the existence of a nuisance. A violation of this Article is deemed to be a nuisance per se.

6.8. Notice of Dangerous Building; Hearing; Order.

The provisions of this Section are intended to be consistent with the Housing Law of Michigan, MCL 125. 521 *et seq*, and shall be interpreted accordingly.

- (1) **Notice Requirement.** Notwithstanding any other provision of this ordinance, if a building or structure is found to be a dangerous building as defined in Section 6.3(6) of this Ordinance, the Dangerous Building Enforcing Agency may issue a notice that the building or structure is a dangerous building. The notice shall state the grounds for the Enforcing Agency's determination that the building or structure is a dangerous building.
- (2) **Parties Entitled to Notice.** The notice shall be served on each owner of or party in interest in the building or structure in whose name the property appears on the last local tax assessment records of the City.
- (3) **Contents of Notice.** The notice shall specify the time and place of a hearing on whether the building or structure is a dangerous building and state that the person to whom the notice is directed shall have the opportunity at the hearing to show cause why the Hearing Officer should not order the building or structure to be demolished, otherwise made safe, or properly maintained.
- (4) **Service of Notice.** The notice shall be in writing and shall be served upon the person to whom the notice is directed either personally or by certified mail, return receipt requested, addressed to the owner or party in interest at the address shown on the tax records. If a notice is served upon a person by certified mail, a copy of the notice shall also be posted upon a conspicuous part of the building or structure. The notice shall be served upon the owner or party in interest at least 10 days before the date of the hearing included in the notice.

6.9. Dangerous Building Hearing Officer; Duties; Hearing; Order.

- (1) **Filing Dangerous Building Notice with Hearing Officer.** The Dangerous Building Enforcing Agency shall file a copy of the notice of the dangerous condition of any building with the Hearing Officer.
- (2) **Hearing Testimony and Decision.** At the hearing, the Hearing Officer shall take testimony of the Dangerous Building Enforcing Agency, the owner of the property, and any interested party. Not more than five days after completion of the hearing, the Hearing Officer shall render a decision either closing the proceedings or ordering the building or structure demolished, otherwise made safe, or properly maintained, and where applicable shall fix a time for the owner, agent, or lessee to comply with the order. The Hearing Officer shall make factual findings supporting its conclusions.
- (3) **Noncompliance with Hearing Officer Order/Request to Enforce Order.** If the owner, agent or lessee fails to appear or neglects or refuses to comply with the Hearing Officer order, the Hearing Officer shall file a report of the findings and a copy of the order with the City Council not more than five days after noncompliance by the owner and request that necessary action be taken to enforce the order. A copy of the findings and order of the Hearing Officer shall be served on the owner, agent or lessee in the manner prescribed in Section 6.8(D) of this Article.

6.10. Abatement of Dangerous Signs

- (1) To protect the health, safety and general welfare of the inhabitants of the City of Charlevoix, the hearing officer is hereby authorized and empowered to order city officials to enter onto private property to remove, repair or otherwise make safe any dangerous sign or advertising device without notice to the owner of the sign or advertising device or the owner of the property on which the sign or advertising device is located.
- (2) If the hearing officer exercises the authority granted in Section 6.10(1) above, he or she shall serve written notice of such action on the entity who benefits from the sign or advertising device and on the owner of the property on which the sign or advertising device is located as soon as possible after the action is taken. Service of the notice required by this subsection shall be by personal service or by first class mail. Service shall be deemed completed when the notice is mailed.

- (3) The costs incurred by the city in removing, repairing or otherwise making safe a dangerous sign or advertising device under this section, including reasonable attorney fees, may be collected in a lawsuit against the owner of the dangerous sign or advertising device or the owner of the property on which the dangerous sign or advertising device is located.

6.11. Enforcement Hearing before the City Council.

The City Council shall fix a date not less than 30 days after it receives the request for action and shall give notice to the owner, agent or lessee in the manner prescribed in Section 6.8(D) of this Article of the time and place of the hearing. At the hearing, the owner, agent or lessee shall be given the opportunity to show cause why the order should not be enforced. The City Council shall either approve, disapprove or modify the order. If the City Council approves or modifies the order, the City Council shall take all necessary action to enforce the order. If the order is approved or modified, the owner, agent or lessee shall comply with the order within 60 days after the date of the hearing under this section. In the case of an order of demolition, if the City Council determines that the building or structure has been substantially destroyed by fire, wind, flood or other natural disaster and the cost of repair of the building or structure will be greater than the state equalized value of the building or structure, the owner, agent or lessee shall comply with the order of demolition within 21 days after the date of the hearing under this section.

6.12. Implementation and Enforcement.

- (1) **Implementation of Order by City.** In the event of the failure or refusal of the owner or party in interest to comply with the decision of the City Council as applicable, the City Council may, in its discretion, contract for the demolition, making safe or maintaining the exterior of the building or structure or grounds adjoining the building or structure.
- (2) **Reimbursement of Costs.** The costs of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure, incurred by the City to bring the property into conformance with this ordinance shall be reimbursed to the City by the owner or party in interest in whose name the property appears. The **cost** of demolition includes, but is not limited to, fees paid to hearing officers, **costs** of title searches or commitments used to determine the parties in interest, recording fees for notices and liens filed with the county register of deeds, demolition and dumping charges, court reporter attendance fees, and **costs** of the collection of the charges authorized under MCL 125.541.
- (3) **Notice of Costs.** The owner or party in interest in whose name the property appears upon the last local tax assessment records shall be notified by the City assessor of the amount of the costs of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure, by first class mail at the address shown on the City records.
- (4) **Lien for Unpaid Costs.** If the owner or party in interest fails to pay the costs within 30 days after mailing by the assessor of the notice of the amount of the cost, in the case of a dwelling, the City shall have a lien for the costs incurred by the City to bring the property into conformance with this ordinance. The lien shall not take effect until notice of the lien has been filed or recorded as provided by law. A lien provided for in this subsection does not have priority over previously filed or recorded liens and encumbrances. The lien for the costs shall be collected and treated in the same manner as provided for property tax liens under the General Property Tax Act, Public Act 206 of 1893, as amended, (MCL 211.1, *et seq.*).
- (5) **Court Judgment for Unpaid Costs.** In addition to other remedies under this ordinance, the City may bring an action against the owner of the building or structure for the full cost of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure. A judgment in an action brought pursuant to this Article may be enforced against assets of the owner other than the building or structure. The City shall have a **lien** on the property for the amount of a judgment obtained under this subsection. The **lien** provided for in this subsection shall not take effect until notice of the **lien** is filed or recorded as provided by law. The **lien** does not have priority over prior filed or recorded **liens** and encumbrances.

ARTICLE II. NOISE CONTROL

6.20. Excessive noise declared nuisance.

All loud or unusual noises or sounds and annoying vibrations which offend the peace and quiet of persons of ordinary sensibilities are hereby declared to be public nuisances.

6.21. Specific offenses.

Each of the following acts is declared unlawful and prohibited, but this enumeration shall not be deemed to be exclusive, namely:

- (1) *Animal and Bird Noises.* The keeping of any animal or bird which, by causing frequent or long continued noise, shall disturb the comfort or repose of any person.
- (2) *Construction Noises.* The erection (including excavating therefor), demolition, alteration or repair of any building, and the excavation of streets and highways, on Sundays, and other days, except between the hours of 7 o'clock A. M. and 6 o'clock P.M., unless a permit be first obtained from the City Manager.

- (3) *Sound Amplifiers.* Use of any loud speaker, amplifier or other instrument or device, whether stationary or mounted on a vehicle for any purpose except one which is non-commercial in character and when so used shall be subject to the following restrictions:
- (a) The only sounds permitted are music or human speech.
 - (b) Operations are permitted for four (4) hours each day, except on Sundays and legal holidays when no operations shall be authorized. The permitted four (4) hours of operation shall be as designated by the Chief of Police.
 - (c) Sound amplifying equipment mounted on vehicles shall not be operated unless the sound truck upon which such equipment is mounted is operated at a speed of at least ten (10) miles per hour except when said truck is stopped or impeded by traffic.
 - (d) Sound shall not be issued within one hundred (100) yards of hospitals, schools or churches.
 - (e) The volume of sound shall be controlled so that it will not be audible for a distance in excess of one hundred (100) feet from the sound amplifying equipment and so that the volume is not unreasonably loud, raucous, jarring, disturbing, or a nuisance to persons within the area of audibility.
- (4) *Engine Exhausts.* The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, or motor vehicle except through a muffler or other device which effectively prevents loud or explosive noises therefrom.
- (5) *Handling Merchandise.* The creation of a loud and excessive noise in connection with loading or unloading any vehicle or the opening and destruction of bales, boxes, crates and containers.
- (6) *Blowers.* The discharge into the open air of noise from a compressor, blower or power fan unless the noise from such compressor, blower or fan is muffled sufficiently to deaden such noise.
- (7) *Hawking.* The hawking of goods, merchandise, or newspapers in a loud and boisterous manner.
- (8) *Horns and Signal Devices.* The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicle while not in motion, except as a danger signal if another vehicle is approaching, apparently out of control, or to give warning of intent to get under motion, or if in motion, only as a danger signal after or as brakes are being applied and deceleration of the vehicle is intended; the creation by means of any such signal device of any unreasonably loud or harsh sound; and the sounding of such device for an unnecessary and unreasonable period of time.
- (9) *Radio and Musical Instruments.* The playing of any radio, television set, phonograph, or any musical instrument in such a manner or with such volume, particularly during the hours between 11 o'clock P.M. and 7 o'clock A.M., or the making of any such noise at any time so as to annoy or disturb the quiet, comfort, or repose of persons in any school, place of worship, or office, or in any dwelling, hotel, or other type of residence, or of any persons in the vicinity.
- (10) *Shouting and Whistling.* Yelling, shouting, hooting, whistling, or singing or the making of any other loud noise on the public streets between the hours of 11 o'clock P.M. and 7 o'clock A.M., or the making of any such noise at any time so as to annoy or disturb the quiet, comfort, or repose of persons in any school, place of worship, or office, or in any dwelling, hotel, or other type of residence, or of any person in the vicinity.
- (11) *Whistle or Siren.* The blowing of any whistle or siren, except to give notice of the time to begin or stop work or as a warning of fire or danger.

6.22. Exceptions.

None of the terms or prohibitions of section 6.21 shall apply to or be enforced against:

- (1) *Emergency Vehicles.* Any police or fire vehicle or any ambulance, while engaged upon emergency business.
- (2) *Highway Maintenance and Construction.* Excavations or repairs of bridges, streets, or highways by or on behalf of the City or the State of Michigan, during the night, when the public safety, welfare, and convenience renders it impossible to perform such work during the day.

6.25—6.29 Repealed. (Ord. No. 658, 03-06-00).

ARTICLE III. VIOLATIONS

6.30. Violations.

A violation of Section 6.21(9) or Section 6.21(10) shall be a misdemeanor. A violation of any other provision of this Chapter, including failing or refusing to comply with an order approved or modified by the City under Article I, shall be a municipal civil infraction subject to a civil fine of not more than \$500.00 plus costs, which may include all direct or indirect expenses to which the City has spent in connection with the violation. Each day a violation of this Chapter continues to exist constitutes a separate violation.

(Ord. No. 658, §45, 03-06-00)

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Set a Public Hearing for Solid Waste Ordinance

DATE: February 19, 2018

BACKGROUND:

In 2017, the City Council created the Solid Waste Ad Hoc Committee to explore current issues with trash collection in the City, and to offer recommended approaches. The Committee met throughout 2017 to identify issues and concerns within the City's existing collection system, review case studies of collection systems in other Northwest Michigan communities, and develop recommended solutions/actions. The Committee recommended adoption of a new ordinance that will allow the City to implement a single-hauler residential waste collection system. Council agreed with the Committee and needs to set a public hearing in order to consider this ordinance.

RECOMMENDATION:

Motion to set a public hearing to consider the draft Solid Waste Ordinance for 6 p.m. on March 19, 2018 in Council Chambers, 210 State Street, Charlevoix, MI.

ATTACHMENTS:

- ▣ Solid Waste Ordinance

DRAFT SOLID WASTE ORDINANCE

CHAPTER 21 GARBAGE AND RUBBISH

DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of terms in this Chapter shall be as follows:

Act 451 means Public Act. No 451 of 1994, MCL 324.101 *et seq.*

Bulk Item means large solid waste items, including furniture, appliances, washers, dryers, heaters, carpet, wood, metal, construction and demolition debris not in excess of 1 cubic yard, and other items with a weight and volume greater than allowed for container collection.

Commingled means recyclable materials that have been mixed at the site of generation and placed in the same container for curbside pickup.

Compost means the humuslike product of the composting process.

Compostables means yard clippings and residential compostables.

Construction and demolition debris means waste building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings and roads.

Container means a vermin proof, watertight, wooden, metallic, plastic or masonry receptacle for the storage and placement of solid waste.

Curbside means a location near the traveled portion of the roadway or alley used for the collection of solid waste, recyclable materials or yard clippings.

Designated Facility means a facility that the County of Charlevoix has identified as an approved location for the disposal of solid waste or the collection process and marketing of yard waste or recyclable material as defined by Ordinance No. 17.

Designated Waste Hauler means any person awarded a contract by the City of Charlevoix to engage in the business of collecting of solid waste, recyclable materials, yard clippings, and bulk items from Residential Generation Sites within the City of Charlevoix and hauling, transporting or disposing of such materials.

Garbage. The term “garbage” as used herein shall be deemed to include animal, fruit and vegetable waste materials resulting from the handling, preparation, cooking, and consumption of foods in kitchens, stores, markets, hotels, restaurants and other places where food is stored, cooked or consumed.(existing language).

Generator of waste means any person who has acquired or stored any waste at a site of generation.

Hazardous waste means waste or a combination of waste and other discarded material, including solid, liquid, semisolid or contained gaseous material, that because of its quantity, quality, concentration or physical, chemical or infectious characteristics may cause or significantly contribute to an increase in mortality or an increase in serious irreversible illness or serious incapacitating but reversible illness, or may pose a substantial present or potential hazard to human health or the environment if improperly treated, stored, transported, disposed of or otherwise managed. Hazardous waste does not include material that is solid or dissolved material in domestic sewage discharge, solid or dissolved material in an irrigation return flow discharge, industrial discharge that is a point source subject to permits under section 402 of title IV of the Federal Waste Pollution Control Act, chapter 758, 86 Stat. 880, 33 USC 1342, or is a source, special nuclear or byproduct material as defined by the Atomic Energy Act of 1954, chapter 1073, 68 Stat. 919. Hazardous refuse shall include explosives, chemicals, radioactive material, highly inflammable material, and any other material that is dangerous and would result in serious hazards.

Litter means all rubbish, refuse, waste material, garbage, offal, paper, glass, cans, bottles, trash, debris or other foreign substances of every kind and description.

Newspaper means all newsprint and materials which are part of a newspaper except the glossy inserts placed in the newspaper.

Premises means any area of land used for residential, commercial, industrial or governmental purposes, separately or in combination, to which a separate street address, postal address or box number, tax roll description, or other similar identification has been assigned or is in use by a person having control of such area.

Recyclable materials means source-separated materials, site-separated materials, highgrade paper, glass, metal, plastic, aluminum, newspaper, corrugated paper, yard clippings and other material deemed to be recyclable materials by __ unless the Waste Hauler is capable of sorting Recyclable Materials at a Designated Facility.

Residential compostables means fruit and vegetable material which is produced incidental to the preparation of food for human consumption in residential structures.

Residential Generation Site means all single-family residential structures and multifamily residential structures with 4 or less residential units per parcel located within the City of Charlevoix.

Rubbish. The term "rubbish" as used herein shall be deemed to include all waste material such as:

- (a) That which can be economically processed or disposed of and shall include all ordinary wastes such as paper cartons, rags, boxes, wood, excelsior, leather, rubber, tree limbs not to exceed three (3) inches in diameter, and other miscellaneous materials. Said listing is by way of inclusion and not by exclusion. Material shall not exceed four (4) feet in maximum dimension.
- (b) Which due to its nature or size, cannot be economically processed or disposed of and shall include ashes, cinders, debris from building construction, metal, barrels, glass containers, broken dishes, crockery, and tree limbs greater than three (3) inches in diameter or four (4) feet in length.

Site of generation means any premises in or on which litter is generated by any person.

Site-separated material means glass, metal, wood, paper products, plastics, rubber, textiles, garbage, yard clippings or other material that may be recycled that is separated from solid waste for the purpose of conversion into raw material or new products. Site-separated material does not include the residue remaining after glass, metal, wood, paper products, plastics, rubber, textiles or other recyclable materials is separated from solid waste.

Site separation means the act of removing site-separated material from rubbish.

Solid waste means solid waste as the term is defined in Act 451.

Specialty Waste Hauler means a waste hauler that accepts specialty recyclable or other waste materials in a truck weighing 1 ton or less.

Waste solid waste, litter, garbage, recyclable materials, yard clippings, hazardous waste, and all other waste regulated by Act 451.

Waste hauler means any person engaged in the business of collecting waste within the City and hauling, transporting or disposing of such materials.

Yard clippings means leaves, grass clippings, vegetables or other garden debris, shrubbery, brush or tree trimmings less than four feet in length and two inches in diameter, that can be converted to compost humus. This term does not include stumps, agricultural wastes, animal waste, roots, sewage, sludge or garbage. Yard waste consists of grass clippings, yard trimmings, leaves and general yard and garden waste materials.

INTENT AND PURPOSE

Part 115 of Public Act No. 451 of 1994 (MCL 324.11501 et seq.) provides that a municipality shall assure that all solid waste is removed from sites of generation frequently enough to protect the public health, and delivered to solid waste disposal areas authorized to operate pursuant to such act. The city council has determined that the collection of solid waste from certain residential properties would most appropriately be undertaken at this time by the city, acting by and through contract with the private sector. Because solid waste collection directly affects the public health, safety and general welfare and due to the fact that multiple waste haulers result in excessive wear and tear on city roads, the city shall contract with a single waste hauler in order to facilitate city governance and control of the solid waste program for certain residential properties. In addition, the city council has determined that it would be in the public interest if the private waste hauler were selected on a bid basis, requiring demonstration of the waste hauler's capability and strength to provide a high level of service to sites of generation within the city, and to promote and protect the public health, safety and welfare.

The city council has further determined that its solid waste program should include recycling, consistent with the county solid waste plan.

For purposes of establishing and carrying out a program of solid waste collection, recycling and disposal, the city council has adopted this article to provide standards and specifications for services to be provided, provide for administration of the program and operational specifications, and provide penalties for failure to comply with the provisions of this article.

PROHIBITED STORAGE OR DISPOSAL.

It shall be unlawful for any person to store or dispose of Waste except as expressly authorized by this chapter.

PROHIBITED COLLECTION.

All Waste shall become the property of the Waste Hauler at the time the material is collected at Curbside or other designated collection location. It shall be unlawful for any person other than a Waste Hauler or the Generator of the Waste to collect or cause to be collected any Waste after it has been placed at Curbside or other designated collection location.

PROHIBITED PLACEMENT OF WASTE.

It shall be unlawful for any person to place or cause to be placed Waste for disposal upon the premises of another person or with the Waste of another person placed at Curbside without the permission of the owner of the Premises.

STORAGE REGULATIONS.

All Waste at any Site of Generation shall be stored in the following manner:

(A) Solid Waste. All Solid waste shall be:

- (1) Gathered, stored and placed in a closed container or containers sufficient in number and size to store such waste;
- (2) Shielded from public view upon the site of generation; and
- (3) Not commingled with yard clippings.

(B) Recyclable materials. All recyclable materials not commingled with solid waste shall be:

- (1) Site-separated from other waste and stored and placed in a recycling collection container suitable for such purpose; or if newspapers or other recyclable paper products, be stored and placed in recycling collection containers, paper bags or tied into bundles weighing not more than 50 pounds; and
- (2) Rinsed and cleaned before storage if metal, glass or plastic.

(C) Residential compostables. All residential compostables not commingled with solid waste shall be collected, stored and disposed of pursuant to the following conditions:

- (1) Compost piles shall not be located within any drainage easement.
- (2) Compost piles shall not be located in any side yard or closer than five feet to any property line.
- (3) Compost piles shall not exceed four feet by eight feet or six feet in diameter and shall not exceed four feet in height.
- (4) Double compost piles may be utilized, provided the total size does not exceed the above. Compost piles shall be maintained in a manner to prevent the escape of offensive odors to adjacent property, the harboring of rodents, becoming a public nuisance.

(D) Yard clippings. All yard clippings shall be site-separated from other waste and:

- (1) Stored in a manner that will not harbor rodents or become a public nuisance; and
- (2) Not commingled with solid waste or other recyclable materials.

(E) Construction and demolition debris. Construction and demolition debris in excess of one cubic yard shall be collected, stored, and disposed of pursuant to the following conditions:

- (1) Debris shall be gathered, stored, and placed in a closed container or containers sufficient in number and size to store such waste;
- (2) Containers for use during construction, remodeling, yard or home cleanup shall be considered temporary and allowed the lesser of completion of the project or 30 days. Additional days must have approval of the City Manager.

(F) Other. The storage of all other waste not expressly prescribed in this section shall be stored in accordance with Act 451 at any Site of Generation.

DISPOSAL REGULATIONS.

All Waste at any Site of Generation shall be disposed of in the following manner:

(A) Solid waste. All solid waste shall be removed from the Site of Generation within 30 days or before it becomes a nuisance or danger to the public health, safety or welfare by a waste hauler or transport of a Generator of Waste's own solid waste to a Designated Facility.

(B) Recyclable materials. All recyclable materials not commingled with solid waste shall be removed from the Site of Generation within 30 days or before such materials become a nuisance or danger to the public health, safety or welfare by a waste hauler or transport by a Generator of Waste's own recyclable materials to a Designated Facility.

(C) Yard clippings. All yard clippings shall be site-separated from other waste and, unless composted at the site of generation in accordance with Section -- of this Chapter or applied to the Site of Generation for use in mulching, enhancing soil, erosion control or compost or a combination of these, removed from the Site of Generation before such clippings become a nuisance or danger to the public health, safety or welfare by:

- (1) The Designated Waste Hauler;
- (2) A person engaged in the business of providing landscaping services; or
- (3) The City of Charlevoix Public Works Department.

(D) Preparation of yard clippings for disposal. If collected by the Designated Waste Hauler, twigs, brush and branches shall be prepared as specified by the Designated Waste Hauler. All other yard clippings shall be placed in bulk carts or containers or kraft paper bags clearly marked as yard clippings. Bulk disposal of yard clippings pursuant to rules and regulations of the City for pick-up by the City shall be allowed.

(E) Construction and demolition debris. It shall be the duty of the owner, contractor or other person responsible for construction work to maintain the site clean and free of excess debris during construction and to remove from the premises within within 30 days after the completion of such construction work, unless otherwised authorized by the City Manager, all surplus construction material and all refuse building material. Such materials shall be removed to a Designated Facility by the Designated Waste Hauler, if the total amount of debris is under 1 cubic yard, or a Specialty Waste Hauler, as necessary, for construction and demolition debris in excess of 1 cubic yard.

(F) Other. The disposal of all other waste not expressly prescribed in this section shall be in accordance with Act 451.

(G) Curbside placement.

- (1) No Waste or containers for same shall be placed or left at curbside for more than 48 hours;
- (2) It shall be presumed that the owner, lessee or occupant in physical possession of a site of generation abutting a curbside where waste is located is the person who placed such waste at the curbside; and
- (3) The presumption of placement may be rebutted by competent evidence.

(H) Collection refusal by Waste Hauler. A Waste Hauler may refuse to collect waste from any site of generation if such waste is not prepared for disposal in accordance with the provisions of this Chapter.

SINGLE HAULER WASTE COLLECTION AND DISPOSAL PROGRAM.

(A) Residential Generation Sites. Commencing on the effective date of the contract between the City and the Designated Waste Hauler, collection and disposal of solid waste, recyclable materials, yard clippings, and bulk items from Residential Generation Sites shall be in accordance with the following provisions:

- (1) Except as set forth in this Section, no person shall dispose of any Waste generated from a Residential Generation Site within the City other than by means of the Designated Waste Hauler contracted by the City of Charlevoix for such purpose.
- (2) The Designated Waste Hauler shall deliver solid waste to a Designated Facility for disposal of such materials.
- (3) Except as set forth in this Section, no Waste Hauler except the Designated Waste Hauler shall engage in the business of collection, transporting, delivery or disposal of waste generated by Residential Generation Sites within the City of Charlevoix.
- (4) The Designated Waste hauler shall comply with Act 451, as applicable, and all applicable federal, state and county laws, local ordinances, and rules and regulations in the collection, transportation and delivery of Waste.
- (5) No person shall knowingly place Hazardous Waste at curbside or other designated locations for collection, and the Designated Waste Hauler shall not knowingly collect or deliver Hazardous Waste to a processing or disposal site.
- (6) Exceptions:

- (a) Yard clippings in accordance with ____.
- (b) Compost in accordance with Section ____.
- (c) A Generator of Waste's own waste transported by the Generator of Waste to a Designated Facility or Waste not accepted by the Designated Waste Hauler and accepted by a Specialty Waste Hauler.
- (d) Bulk yard clipping collection by the City pursuant to rules and regulations of the City.
- (e) Solid Waste collected from units in a Condominium where the Association for the Condominium has entered into an agreement with a Waste Hauler for the collection of solid waste, recyclable materials, yard clippings, or bulk items for those units.
- (f) Solid waste, recyclable materials, yard clippings, or bulk items collected pursuant to a prepaid agreement with a Waste Hauler entered into prior to the effective date of this Section until the expiration of the prepaid agreement or ____, whichever occurs first.
- (g) Construction and demolition debris in excess of one (1) cubic yard.

(B) Rates, charges, and payments for solid waste and recycling collection and disposal services. The designated waste hauler shall charge fees for collection and disposal of waste and shall bill for such services in accordance with the following:

- (1) The designated waste hauler shall charge fees for collection and disposal of waste placed for collection as set forth in the contract between the designated waste hauler and the City.
- (2) The designated waste hauler shall send a quarterly invoice, in advance, to each Residential Generation Site for which services are provided in the City. Such invoice shall represent charges for services to be rendered in the following quarter.
- (3) Unless otherwise specified by the City, the invoice shall be delivered by regular mail at least three weeks prior to the beginning of the quarter for which charges are imposed.

VIOLATIONS AND PENALTIES.

(A) Violations. A violation of this Chapter is a municipal civil infraction and is further declared to be a nuisance per se and subject to abatement as provided in this code and by state law.

(B) City Costs. Upon failure of any person to store or dispose of garbage or refuse in the manner set forth in this chapter and when such improper storage or disposal creates or is likely to create nuisance by virtue of littering, odor, putrefaction, rodent or insect attraction, or broken or hazardous substances, the enforcing officer may take immediate steps to abate such nuisance. City costs shall include, but not be limited to, actual attorney fees and expense of removal and abatement.

(C) Penalties. Penalties for violations shall be as follows:

(1) Residential Generation Site. All violations of this Chapter by owners or occupants of Residential Generation Sites pertaining to Waste collected or generated on the property of the Residential Generation Site shall be municipal civil infractions and upon conviction thereof, shall be punishable by a fine of \$25.00.

(2) Waste Haulers. Penalties for violations by Waste Haulers shall be municipal civil infractions as follows:

(a) All violations of this Chapter by Waste Haulers shall be subject to sanctions as provided in Section 12 of the Charlevoix City Code.

(D) Each day separate offense. Every day that a violation occurs or continues shall be deemed a separate offense.

SEVERABILITY.

In the event any provision of this section is held to be invalid or unenforceable by a court of competent jurisdiction or any other such legal authority, then the remaining subsections shall remain in such full force and effect as permitted by law.

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Budget Amendment for 2017-18

DATE: February 19, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager; Kelly McGinn, City Treasurer

BACKGROUND:

The 2017-2018 Budget Amendment reflects the budget changes during the year that align with actual spending. In general the budget reflects a tightening of the margin for expenditures relative to revenue and is within expectations.

RECOMMENDATION:

Motion to adopt Ordinance #786 and approve the Budget Amendment for the 2017-18 budget as presented.

ATTACHMENTS:

- ▣ 2017-18 Budget Amendment - Ordinance #786

**CITY OF CHARLEVOIX
ORDINANCE NO. 786 OF 2018
2017-18 BUDGET AMENDMENT #1**

The Budget for the fiscal year beginning April 1, 2017 shall be amended for operating the City of Charlevoix. Ordinance #781 of 2017 Budget Appropriation Act of 2017-2018, is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,539,900	3,763,654	223,754
- Legislative	EX Total	47,800	56,138	8,338
- General Government	EX Total	754,500	783,614	29,114
- Public Safety	EX Total	1,109,400	1,091,306	(18,094)
- Public Works	EX Total	252,100	251,961	(139)
- Health and Welfare	EX Total	426,600	487,024	60,424
- Recreation & Culture	EX Total	1,166,600	1,250,270	83,670
- Other	EX Total	112,700	124,800	12,100
Major Street Fund	RV Total	283,838	326,102	42,265
	EX Total	272,800	284,666	11,866
Local Street Fund	RV Total	160,442	144,427	(16,014)
	EX Total	167,600	141,393	(26,207)
DDA Fund	RV Total	562,900	600,033	37,133
	EX Total	716,400	784,999	68,599
General Debt Service Fund	RV Total	321,100	323,003	1,903
	EX Total	321,200	323,412	2,212
Airport Fund	RV Total	2,464,210	2,612,363	148,153
	EX Total	1,597,200	1,708,110	110,910
P#1 - Fire/Ambulance Replacement Fund	RV Total	79,591	86,018	6,427
P#2 - Sewer Capital Fund Tap Ins	RV Total	8,100	18,100	10,000
P#5 - Sewer Capital Fund	RV Total	4,100	21,351	17,251
P#6 - Infrastructure Improvements Fund	RV Total	552,800	547,893	(4,907)
	EX Total	1,945,500	1,929,715	(15,785)
P#7 - Street Improvements	RV Total	234,800	239,592	4,792
	EX Total	247,517	275,319	27,802
P#9 - Industrial Park Fund	RV Total	60	36,085	36,025
	EX Total	3,500	85,052	81,552
P#12 - Mt. McSaubia Recreation Improvemen	RV Total	7,010	7,026	16
Electric Fund	RV Total	7,220,511	7,221,793	1,282
	EX Total	7,748,200	7,522,572	(225,628)
Sewer Fund	RV Total	2,986,000	2,872,027	(113,973)
	EX Total	3,000,900	3,064,773	63,873
Water Fund	RV Total	1,560,400	1,496,861	(63,539)
	EX Total	1,957,900	1,812,194	(145,706)
Marina Fund	RV Total	744,480	779,350	34,870
	EX Total	1,458,900	1,490,465	31,565
DPW Site Fund	RV Total	188,744	218,300	29,556
	EX Total	4,000	7,000	3,000
Employee Fringe Benefit Fund	RV Total	2,333,300	2,292,926	(40,374)
	EX Total	2,349,200	2,340,598	(8,602)
Motor Pool Fund	RV Total	739,132	786,524	47,392
	EX Total	1,015,000	957,035	(57,965)
Cemetery Trust	RV Total	6,000	6,725	725

<u>Bad Debt Write-Offs</u>		
General Fund	20,842	ambulance
Motor Pool Fund	-	
Electric Fund	16,576	
Water Fund	3,479	
Sewer Fund	6,173	
2017-2018 TOTAL:	\$47,070	

2016-17	\$40,120
2015-16	\$35,724
2014-15	\$55,724
2013-14	\$45,663
2012-13	\$76,613
2011-12	\$31,720

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: 2018-19 Budget Ordinance

DATE: February 19, 2018

PRESENTED BY: Mark L Heydlauff, City Manager; Kelly McGinn, City Treasurer

BACKGROUND:

At your last meeting, I submitted to you the final budget recommendation from staff and the ordinance to approve it. In accord with the Charter, an ordinance takes 30 days to be effective and our fiscal year begins April 1. Pursuant to Michigan law, you must hold a Public Hearing on the establishment of the tax rate and budget

Since the last meeting, we have made one significant change in the Marina Fund by adding a project to replace the pedestals with new devices that are GFI compliant. This will significantly lessen the risk of Electric Shock Drowning and vastly improve the safety of the Marina. We will likely ask for specific authorization for this project in March and anticipate completion in May.

RECOMMENDATION:

Motion to approve Ordinance #785 and approve the 2018-19 City of Charlevoix Budget as presented.
Motion to approve Resolution #2018-02-04 and approve the Rate and Fee Schedule for 2018-19 as presented.

ATTACHMENTS:

- ❑ Ordinance 785 of 2018
- ❑ FY 2019 Budget
- ❑ Fee Schedule - Resolution #2018-02-04
- ❑ Fee Schedule 2018-2019

**CITY OF CHARLEVOIX
ORDINANCE NO. 785 of 2018
BUDGET APPROPRIATION ACT**

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, the City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith.

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2018 and ending March 31, 2019 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

TOTAL REVENUES: \$3,929,400

TOTAL EXPENSE: \$3,929,400

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 11.0959 mills (9.05 mills operating and 2.0459 mills infrastructure) for the period of April 1, 2018 through March 31, 2019 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.3580 mills for the period April 1, 2018 through March 31, 2019 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2018 through March 31, 2019 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2018 through March 31, 2019 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$ 479,234	\$ 479,234
Local Street Fund	158,055	156,900
Electric Fund	7,281,400	7,281,400
Sewer Fund	3,045,360	3,045,360
Water Fund	1,958,100	1,958,100
Marina Fund	1,540,400	1,540,400
Airport Fund	1,697,725	1,589,830
Downtown Development Authority	607,600	607,600
Employee Fringe Benefit	2,561,400	2,561,400
Motor Vehicle Fund	1,384,900	1,384,900
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund	324,300	324,300
Fire/Ambulance Fund	86,691	0
Sewer Tap-in Fund*	11,100	0
Northside/Southside Sewer Fund*	4,250	0
Infrastructure Improvement	472,900	435,700
Road Improvements	239,200	200,000
Public Works Site Fund	393,700	393,700
Industrial Park Fund	3,500	3,500
Mt. McSaubia Recreation Fund	7,020	0

* These funds are part of the Sewer Fund.

Motion by:
Second by:

State of Michigan)
) ss
City of Charlevoix)

Luther Kurtz Mayor

**CITY OF CHARLEVOIX
GENERAL FUND
2018-19 BUDGET**

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
Taxes	2,302,547	2,337,700	2,390,042	2,386,900
Licenses & Permits	6,374	5,300	6,195	6,200
Federal Grants	-	-	-	-
State Grants & Revenue	250,945	256,500	301,104	256,100
Local Grants & Contributions	10,000	36,000	28,000	26,000
Charges for Services	683,738	650,700	734,208	728,800
Fines & Forfeits	21,715	20,900	21,224	21,300
Interest & Rents	129,303	125,500	127,701	178,700
Other	54,059	34,600	82,480	36,500
Fund Transfers	24,559	72,700	72,700	2,500
TOTAL REVENUES	\$ 3,483,240	\$ 3,539,900	\$ 3,763,654	\$ 3,643,000
EXPENSES				
Legislative	56,348	47,800	56,138	45,400
General Government	496,899	754,500	783,614	609,850
Public Safety	1,017,154	1,109,400	1,091,306	1,084,200
Public Works	235,519	252,100	251,961	274,200
Health & Welfare	387,919	426,600	487,024	531,200
Recreation & Culture	991,353	1,166,600	1,250,270	1,321,350
Other	53,463	112,700	124,800	63,200
Fund Transfers	14,957	-	-	-
TOTAL EXPENSES	\$ 3,253,612	\$ 3,869,700	\$ 4,045,112	\$ 3,929,400
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 229,628	\$ (329,800)	\$ (281,458)	\$ (286,400)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,424,341	1,346,958	1,653,969	1,372,512
NET CHANGE IN FUND BALANCE	229,628	(329,800)	(281,458)	(286,400)
FUND BALANCE	\$ 1,653,969	\$ 1,017,158	\$ 1,372,512	\$ 1,086,112
CASH & INVESTMENTS	\$ 1,338,208	\$ 1,044,622	\$ 1,256,750	\$ 970,350
FUND BALANCE AS % OF TOTAL EXPENSES	51%	26%	34%	28%

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
TAXES				
CURRENT PROPERTY TAX LEVY	1,982,070	2,038,600	2,054,232	2,054,200
REFUSE TAX	216,354	225,300	226,987	227,000
PAYMENT IN LIEU OF TAXES	16,143	5,000	13,200	13,200
DELINQUENT TAXES - CITY OPERATING	43,136	30,000	30,000	30,000
DELINQUENT TAXES - REFUSE	4,765	3,000	3,000	3,000
IFT / CFT TAXES	4,878	5,000	5,000	5,000
LOCAL STABILIZATION REVENUE	11,974	4,800	31,623	28,500
INTEREST & DELINQUENT - TAXES	7,638	8,000	8,000	8,000
TAX ADMINISTRATION FEES	15,589	18,000	18,000	18,000
TOTAL TAXES	\$ 2,302,547	\$ 2,337,700	\$ 2,390,042	\$ 2,386,900
LICENSES & PERMITS				
LICENSES & PERMITS	6,374	5,300	6,195	6,200
TOTAL LICENSES & PERMITS	\$ 6,374	\$ 5,300	\$ 6,195	\$ 6,200
FEDERAL GRANTS				
FEDERAL GRANTS	-	-	-	-
TOTAL FEDERAL GRANTS	\$ -	\$ -	\$ -	\$ -
STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	1,420	1,400	1,500	1,500
STATE GRANTS - ELECTIONS	-	-	-	-
STATE GRANTS - OTHER	-	45,000	45,000	-
STATE SHARED REVENUE	218,502.00	185,600.00	227,604.40	227,600.00
STATE SHARED REVENUE - LIQUOR LICENSES	9,452	15,000	15,000	15,000
STATE SHARED REVENUE - METRO ACT	21,571	9,500	12,000	12,000
TOTAL STATE GRANTS & REVENUE	\$ 250,945	\$ 256,500	\$ 301,104	\$ 256,100
LOCAL GRANTS & CONTRIBUTIONS				
CONTRIBUTION - CHARLEVOIX TWP	-	-	-	-
CONTRIBUTION - HAYES TWP	-	-	-	-
CONTRIBUTION - NORWOOD TWP	-	-	-	-
GRANTS - CVX COUNTY COMMUNITY FOUNDATION	3,000	1,000	1,000	1,000
GRANTS - OTHER	-	10,000	20,000	-
GRANTS - FREY FOUNDATION	-	-	-	-
GRANTS - GRAND TRAVERSE BAND	7,000	25,000	7,000	25,000
TOTAL LOCAL GRANTS & CONTRIBUTIONS	\$ 10,000	\$ 36,000	\$ 28,000	\$ 26,000
CHARGES FOR SERVICES				
FIRE RUNS & PROTECTION	24,905	25,400	25,400	-
FIRE CONTRIBUTION - FIRE ACADEMY	-	-	-	-
AMBULANCE RUNS	326,230	257,300	342,542	359,700
AMBULANCE CONTRACTS	75,450	92,000	92,000	92,000
CHARGES FOR SERVICES - OTHER	638	700	700	700
CEMETERY - LOTS, FOUND & OPENING	31,077	35,000	35,000	35,000
PAVILLION RESERVATION FEE	5,060	5,000	6,893	6,000
SKATE PARK RENTAL EQUIPMENT	-	-	-	-
SKATE PARK CONCESSION	-	-	-	-
GOLF - NINE AND DINE	-	-	700	700
GOLF - NON TAXABLE ITEMS	1,647	1,700	1,500	1,700
GOLF - TAXABLE ITEMS	1,371	1,400	1,100	1,200
USE & ADMISSIONS - GREEN FEES	90,016	87,000	89,761	90,000
USE & ADMISSIONS - SUMMER SPORTS	4,916	5,200	10,350	5,000
USE & ADMISSIONS - DAY CAMP	35,602	50,000	36,524	40,000
USE & ADMISSIONS - SKI HILL	51,180	57,000	57,000	55,000
USE & ADMISSIONS - BASKETBALL	565	-	-	-
USE & ADMISSIONS - VOLLEYBALL	900	700	700	500
USE & ADMISSIONS - BEACH CLEANING	1,950	1,000	1,488	1,000
USE & ADMISSIONS - SKATE PARK	696	1,000	1,000	800
USE & ADMISSIONS - SKATING RINK	-	300	300	500
PARKING FEES	31,535	30,000	31,250	39,000
ALARM RESPONSE FEES	-	-	-	-
TOTAL CHARGES FOR SERVICES	\$ 683,738	\$ 650,700	\$ 734,208	\$ 728,800

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
FINES & FORFEITS				
FINES AND FORFEITS	16,252	15,000	15,324	15,400
ORDINANCE FINES - COUNTY	4,103	5,000	5,000	5,000
NSF CHECK CHARGES	225	300	300	300
CIVIL INFRACTION FINES	1,135	600	600	600
TOTAL FINES & FORFEITS	\$ 21,715	\$ 20,900	\$ 21,224	\$ 21,300
INTEREST & RENTS				
INTEREST EARNINGS	4,171	2,500	2,500	2,500
RENTS - DOCKING	-	-	-	-
RENTS AIRPORT	-	-	-	-
RENTS - CITY HALL	99,700	102,500	104,700	147,500
RENTS - ELECTIONS	4,887	-	-	-
RENTS - FERRY BOAT LAUNCH	20,545	20,500	20,500	28,700
RENTS - ROAD RIGHT OF WAY	-	-	-	-
RENTS - TOWER LEASE	-	-	-	-
RENTS - GOLF	-	-	-	-
RENTS - HARBOR BUILDING	-	-	1	-
TOTAL INTEREST & RENTS	\$ 129,303	\$ 125,500	\$ 127,701	\$ 178,700
OTHER				
SALE OF FIXED ASSETS	-	500	500	500
DONATIONS - PRIVATE SOURCES	22,447	10,000	12,567	10,000
CONTRIBUTIONS & DONATIONS - RESTRICTED POLICE	801	-	1,020	-
DONATIONS - SKATE PARK	2,077	1,500	1,565	1,500
DONATIONS - TREES	-	-	-	-
CONTRIBUTIONS & DONATIONS - DRUG FORFEITURES	-	-	-	-
DONATIONS - DISC GOLF	-	-	-	-
DAY CAMP SCHOLARSHIPS	5,516	6,000	6,000	6,000
CONTRIBUTIONS - VOLUNTEER FIRE	881	-	-	-
SKI HILL SCHOLARSHIPS	4,075	5,000	5,000	5,000
DONATIONS - BRICKS	400	1,000	1,000	1,000
REFUNDS & REBATES	7,289	100	2,500	2,000
REFUNDS & REBATES - INSURANCE	-	500	9,328	500
APPROPRIATIONS FROM SURPLUS	-	-	-	-
MISCELLANEOUS	10,573	10,000	43,000	10,000
TOTAL OTHER	\$ 54,059	\$ 34,600	\$ 82,480	\$ 36,500
FUND TRANSFERS				
CONTRIBUTIONS FROM OTHER FUNDS	24,559	72,700	72,700	2,500
CONTRIBUTIONS FROM OTHER FUNDS - PI 6	-	-	-	-
TOTAL FUND TRANSFERS	\$ 24,559	\$ 72,700	\$ 72,700	\$ 2,500
TOTAL REVENUES	\$ 3,483,240	\$ 3,539,900	\$ 3,763,654	\$ 3,643,000

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
2018-19 BUDGET**

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
LEGISLATIVE				
Common Council	56,348	47,800	56,138	45,400
TOTAL LEGISLATIVE	\$ 56,348	\$ 47,800	\$ 56,138	\$ 45,400
GENERAL GOVERNMENT				
Mayor	4,162	7,000	8,231	8,200
City Manager	86,512	113,700	116,410	109,850
Elections	17,455	24,900	16,962	33,800
Assessor	57,799	58,700	60,168	60,300
City Attorney	31,796	40,000	30,350	34,100
City Clerk	37,222	51,200	47,679	44,100
City Treasurer	54,356	68,800	69,367	70,400
City Hall & Grounds	111,737	289,900	333,309	153,000
Cemetery	95,860	100,300	101,137	96,100
TOTAL GENERAL GOVERNMENT	\$ 496,899	\$ 754,500	\$ 783,614	\$ 609,850
PUBLIC SAFETY				
Police Department	749,264	781,400	809,030	812,300
Parking Enforcement	6,463	7,300	8,336	7,500
Fire Department	210,705	248,500	217,800	208,900
Planning	50,722	72,200	56,141	55,500
TOTAL PUBLIC SAFETY	\$ 1,017,154	\$ 1,109,400	\$ 1,091,306	\$ 1,084,200
PUBLIC WORKS				
Highways & Streets	241	300	300	300
Leaf Pickup	138,372	147,300	147,254	161,500
Spring Cleanup	44,122	51,600	51,612	55,700
Brush Pickup	52,784	52,900	52,795	56,700
TOTAL PUBLIC WORKS	\$ 235,519	\$ 252,100	\$ 251,961	\$ 274,200
HEALTH & WELFARE				
Ambulance	387,919	426,600	487,024	531,200
TOTAL HEALTH & WELFARE	\$ 387,919	\$ 426,600	\$ 487,024	\$ 531,200
RECREATION & CULTURE				
Parks Department	430,624	436,000	480,225	523,000
Recreation Administration	49,445	59,400	95,583	148,100
City Beaches	6,702	97,100	97,143	12,750
Ball Fields	12,293	23,600	18,785	24,400
Day Camp	54,731	69,600	69,854	72,000
Ice Rink	2,207	8,900	14,604	8,900
Mt. McSauba Ski Hill	147,545	133,100	132,473	135,200
Recreational Sports	3,388	55,100	51,166	3,700
Skate Park	4,132	7,900	7,879	7,900
Golf Course	254,639	236,900	243,654	281,400
Boat Launch	14,704	21,300	21,204	81,300
Community Promotion	10,943	17,700	17,700	22,700
TOTAL RECREATION & CULTURE	\$ 991,353	\$ 1,166,600	\$ 1,250,270	\$ 1,321,350
MISCELLANEOUS				
OTHER	53,463	112,700	124,800	63,200
FUND TRANSFERS	14,957	-	-	-
TOTAL MISCELLANEOUS	\$ 68,420	\$ 112,700	\$ 124,800	\$ 63,200
TOTAL EXPENSES	\$ 3,253,612	\$ 3,869,700	\$ 4,045,112	\$ 3,929,400

CITY OF CHARLEVOIX
PI #1 FIRE / AMBULANCE REPLACEMENT FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	80	-	185	-
SALE OF FIXED ASSETS	-	-	-	-
CONTRIBUTION FROM MOTOR POOL	78,030	79,591	85,833	86,691
TOTAL REVENUES	\$ 78,110	\$ 79,591	\$ 86,018	\$ 86,691
EXPENSES				
CAPITAL OUTLAY - PUBLIC SAFETY	-	40,000	40,000	-
MACHINERY & EQUIPMENT - FIRE	-	-	-	-
MACHINERY & EQUIPMENT-AMBULANCE	-	-	-	-
TOTAL EXPENSES	\$ -	\$ 40,000	\$ 40,000	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 78,110	\$ 39,591	\$ 46,018	\$ 86,691
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	91,759	169,790	169,869	215,887
NET CHANGE IN FUND BALANCE	78,110	39,591	46,018	86,691
FUND BALANCE	\$ 169,869	\$ 209,381	\$ 215,887	\$ 302,579
CASH & INVESTMENTS	\$ 171,250	\$ 210,771	\$ 217,268	\$ 303,960

**CITY OF CHARLEVOIX
MAJOR STREET FUND
2018-19 BUDGET**

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
GAS & WEIGHT TAX	207,376	208,806	240,552	259,183
INTEREST EARNINGS	46	32	200	200
STATE REVENUE - OTHER	4,527	-	5,000	5,000
STATE TRUNKLINE REIMBURSEMENT	78,413	75,000	78,500	78,500
OTHER	100	-	1,850	-
TRANSFER FROM INFRASTRUCTURE	-	-	-	100,000
TRANSFER FROM STREET IMPROVEMENT	35,438	-	-	-
TRANSFER FROM GENERAL	-	-	-	-
CONTRIBUTION FROM PRIVATE SOURCES	-	-	-	-
TOTAL REVENUES	\$ 325,900	\$ 283,838	\$ 326,102	\$ 442,883

EXPENSES				
ENGINEERING	-	-	5,000	180,000
CONTRACTUAL SERVICES	18,540	-	-	-
ROUTINE MAINTENANCE	10,222	10,900	12,418	12,600
SWEEPING & FLUSHING	7,098	13,300	13,402	14,600
TREES & SHRUBS	26,599	28,300	30,316	30,600
DRAINAGE	6,055	22,400	18,560	18,200
PAVEMENT MARKING	15,813	5,000	8,400	17,000
TRAFFIC CONTROL	3,962	10,700	11,414	10,900
WINTER MAINTENANCE	97,294	102,200	103,025	113,500
ADMINISTRATION	9,503	10,300	11,948	10,500
SURFACE MAINTENANCE-TRK	14,638	9,600	9,694	9,900
SWEEPING & FLUSHING-TRK	2,287	6,700	6,829	7,000
TREES & SHRUBS-TRK	410	1,100	1,128	1,100
DRAINAGE-TRK	800	2,000	1,992	2,000
TRAFFIC SIGN/SIGNAL-TRK	2,770	3,600	3,519	3,600
PAVEMENT MARKING-TRK	-	-	-	-
WINTER MAINTENANCE-TRK	48,502	45,800	46,193	46,800
GUARD RAILS-TRK	-	-	-	-
ROADWAY INSPECTION-TRK	803	900	828	934
TOTAL EXPENSES	\$ 265,295	\$ 272,800	\$ 284,666	\$ 479,234

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 60,605	\$ 11,038	\$ 41,436	\$ (36,351)
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	65,891	70,466	126,497	167,933
NET CHANGE IN FUND BALANCE	60,605	11,038	41,436	(36,351)
FUND BALANCE	\$ 126,497	\$ 81,504	\$ 167,933	\$ 131,582

CASH & INVESTMENTS	\$ 46,513	\$ 15,612	\$ 87,949	\$ 51,598
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**CITY OF CHARLEVOIX
LOCAL STREET FUND
2018-19 BUDGET**

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
GAS & WEIGHT TAX	91,025	95,412	110,147	127,025
STATE GRANTS - OTHER	4,527	-	5,000	5,000
INTEREST EARNINGS	25	30	30	30
MISCELLANEOUS INCOME	-	-	1,750	-
CONTRIBUTION - GENERAL FUND	-	65,000	27,500	26,000
CONTRIBUTION - INFRASTRUCTURE	-	-	-	-
CONTRIBUTION - STREET IMPROVEMENT	23,543	-	-	-
TOTAL REVENUES	\$ 119,120	\$ 160,442	\$ 144,427	\$ 158,055

EXPENSES				
ENGINEERING	-	-	-	-
CONTRACTUAL SERVICES	27,797	25,000	-	-
ROUTINE MAINTENANCE	17,253	12,900	7,171	13,900
SWEEPING & FLUSHING	3,025	8,300	8,911	9,700
TREES & SHRUBS	15,215	24,700	26,283	26,900
DRAINAGE	1,208	2,400	2,355	3,100
TRAFFIC CONTROL	4,372	1,900	1,864	2,100
WINTER MAINTENANCE	67,328	84,000	84,748	92,800
ADMINISTRATION	7,580	8,400	10,061	8,400
TOTAL EXPENSES	\$ 143,778	\$ 167,600	\$ 141,393	\$ 156,900

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (24,657)	\$ (7,158)	\$ 3,035	\$ 1,155
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	38,517	40,598	13,860	16,894
NET CHANGE IN FUND BALANCE	(24,657)	(7,158)	3,035	1,155
FUND BALANCE	\$ 13,860	\$ 33,440	\$ 16,894	\$ 18,050

CASH & INVESTMENTS	\$ -	\$ 17,860	\$ 3,035	\$ 4,190
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CITY OF CHARLEVOIX
PI #7 STREET IMPROVEMENT FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
COUNTY ROAD TAX	212,681	225,300	226,987	227,000
PAYMENT IN LIEU OF TAXES	123	300	3,405	3,000
DELINQUENT TAXES	10,530	9,000	9,000	9,000
IFT TAX	-	-	-	-
INTEREST EARNINGS	261	200	200	200
TOTAL REVENUES	\$ 223,596	\$ 234,800	\$ 239,592	\$ 239,200

EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
TRANSFER TO MAJOR STREET	35,438	-	-	-
TRANSFER TO LOCAL STREET	8,586	-	-	-
TRANSFER TO GENERAL DEBT SERVICE	172,517	172,517	200,000	200,000
TRANSFER TO WATER	-	-	-	-
TRANSFER TO INFRASTRUCTURE	-	75,000	75,000	-
REFUNDS & REBATES / MISCELLANEOUS	-	-	319	-
TOTAL EXPENSES	\$ 216,541	\$ 247,517	\$ 275,319	\$ 200,000

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 7,055	\$ (12,717)	\$ (35,727)	\$ 39,200
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	140,051	158,075	147,106	111,379
NET CHANGE IN FUND BALANCE	7,055	(12,717)	(35,727)	39,200
FUND BALANCE	\$ 147,106	\$ 145,358	\$ 111,379	\$ 150,579

CASH & INVESTMENTS	\$ 136,581	\$ 117,842	\$ 100,854	\$ 140,054
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CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	1	-	3	-
MISCELLANEOUS	3,552	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS PI6	145,698	148,583	123,000	123,000
CONTRIBUTIONS FROM OTHER FUNDS PI7	172,517	172,517	200,000	200,000
TOTAL REVENUES	\$ 321,768	\$ 321,100	\$ 323,003	\$ 323,000
EXPENSES				
BOND PRINCIPAL	180,000	190,000	190,000	195,000
BOND INTEREST	71,715	131,100	133,000	129,200
PAYING AGENT FEES	81	100	412	100
TOTAL EXPENSES	\$ 251,796	\$ 321,200	\$ 323,412	\$ 324,300
REVENUES OVER EXPENSES	\$ 69,972	\$ (100)	\$ (409)	\$ (1,300)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	3,472	69,972	69,563
NET CHANGE IN FUND BALANCE	69,972	(100)	(409)	(1,300)
FUND BALANCE	\$ 69,972	\$ 3,372	\$ 69,563	\$ 68,263
CASH & INVESTMENTS	\$ 3,472	\$ 3,372	\$ 3,063	\$ 1,763

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2018-19 BUDGET**

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
CURRENT PROPERTY TAX	36,888	37,700	38,162	38,200
PROPERTY TAX - CAPTURE LOCAL	392,138	392,100	395,820	395,800
DELINQUENT PROPERTY TAX COLLECTED	598	-	-	-
PENALTY - PROPERTY TAX	143	-	26	-
FEDERAL / STATE / OTHER GRANTS	8,949	4,600	10,778	9,600
FARMERS MARKET INCOME	30,516	33,900	33,891	33,900
INTEREST EARNINGS	1,221	500	500	500
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - KEWEENAW	-	-	-	-
RENTS & ROYALTIES - BIBCO LEASE	24,622	27,900	27,894	29,000
RENTS & ROYALTIES - ROUND LAKE GROUP	17,836	20,300	20,250	20,700
RENTS & ROYALTIES - LC BREWERS	4,860	4,900	4,884	4,900
MISCELLANEOUS & IWF REIMBURSEMENT	1,358	3,500	3,500	-
CONTRIBUTION - OTHER SOURCES	9,420	2,500	29,328	24,500
CONTRIBUTION - MAIN STREET	28,537	25,500	25,500	9,000
CONTRIBUTION - LIGHTING & HOLIDAY DECOR	-	500	500	-
CONTRIBUTION - PERFORMANCE PAVILION	1,000	8,000	8,000	7,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 559,087	\$ 562,900	\$ 600,033	\$ 574,100

EXPENSES				
SALARIES & WAGES	16,779	37,600	37,559	38,300
WAGES - ICMA	1,387	3,200	3,230	3,300
SALARIES & WAGES - TEMPORARY	9,700	10,600	12,640	12,600
EMPLOYEE FRINGE BENEFITS	14,375	30,900	31,192	31,800
OPERATING SUPPLIES	5,324	8,100	8,149	8,600
IWF MAINTENANCE	6,812	7,200	7,178	7,200
MARKETING & PROMOTIONAL SERVICES	27,280	32,300	35,460	34,500
MARKETING & PROMOTIONAL SVCS - FARMERS MKT	22,203	16,800	24,214	16,800
MARKETING & PROMOTIONAL SVCS - CRAFT BEER	50	-	6,251	-
PROMOTION COMMITTEE EXPENSES	1,135	1,400	3,623	7,800
ORGANIZATION COMMITTEE	2,501	3,500	3,500	-
BUSINESS RECRUITMENT/RETENTION	4,542	1,500	1,500	1,000
CONTRACTUAL SERVICES	41,616	18,100	39,732	26,400
SERVICE/MAINTENANCE FEES	-	-	-	-
DESIGN COMMITTEE	55,031	114,600	132,063	18,600
DESIGN CAPTIAL IMPROVEMENTS	-	21,000	21,000	-
LEGAL SERVICES	-	500	500	500
TELEPHONE	419	1,000	1,100	1,100
CONFERENCE & TRAVEL	4,357	4,000	4,000	5,000
PRINTING & PUBLISHING	3,403	1,500	1,500	1,500
INSURANCE & BONDS	1,401	1,800	1,800	1,800
PARK EQUIPMENT	9,270	-	2,405	-
REFUNDS - PROPERTY TAX & TIFA	4,985	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	44,371	27,500	31,771	15,000
MISCELLANEOUS	(3)	800	800	1,000
MISCELLANEOUS - FARMERS MARKET	437	500	1,750	500
MISCELLANEOUS - MAIN STREET	7,204	300	382	300
MISCELLANEOUS - LIBRARY/SUBSCRIPTIONS	-	-	-	-
CAPITAL PROJECT - PROFESSIONAL SERVICES	-	-	-	-
CAPITAL PROJECT - CONTRACTUAL SERVICES	-	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE PAYMENTS				
BOND PRINCIPAL - BRIDGE PARK (LTGO, ACT 99)	-	-	-	-
INTEREST EXPENSE - BONDS	-	-	-	-
PAYING AGENT FEES	-	-	-	-
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	336,063	335,700	335,700	338,000
TOTAL EXPENSES	\$ 650,644	\$ 716,400	\$ 784,999	\$ 607,600

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (91,557)	\$ (153,500)	\$ (184,966)	\$ (33,500)
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YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAF	4,327,645	4,416,901	4,236,088	4,051,123
CHANGE IN FUND BALANCE / NET POSITION	(91,557)	(153,500)	(184,966)	(33,500)
FUND BALANCE / NET POSITION	\$ 4,236,088	\$ 4,263,401	\$ 4,051,123	\$ 4,017,623

CASH & INVESTMENTS	\$ 713,894	\$ 510,492	\$ 528,928	\$ 495,428
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CITY OF CHARLEVOIX
PI #6 INFRASTRUCTURE IMPROVEMENTS FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
CURRENT PROPERTY TAX	447,334	460,900	464,393	464,400
PAYMENT IN LIEU OF TAXES	251	800	800	800
IFT TAXES	862	900	900	900
TAXES COLLECTED - DELINQUENT	10,966	14,000	4,200	4,200
STATE GRANTS	-	-	-	-
INTEREST EARNINGS	2,613	1,200	2,600	2,600
MISCELLANEOUS				
PROCEEDS FROM BONDS	-	-	-	-
CONTRIBUTION FROM OTHER FUNDS	-	75,000	75,000	-
TOTAL REVENUES	\$ 462,027	\$ 552,800	\$ 547,893	\$ 472,900
EXPENSES				
PROFESSIONAL SERVICES	298,437	257,300	257,300	-
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	1,254,360	1,131,600	1,109,638	117,000
REFUNDS & REBATES / MISCELLANEOUS	20,634	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TRANSFER TO MAJOR STREET	-	-	-	100,000
TRANSFER TO LOCAL STREET	-	-	-	-
TRANSFER TO AIRPORT	-	-	49,800	-
TRANSFER TO GENERAL DEBT OBLIGATIO	145,698	148,600	123,000	123,000
TRANSFER TO ELECTRIC	95,216	36,300	34,665	8,500
TRANSFER TO SEWER	641,421	208,500	199,321	48,900
TRANSFER TO WATER	491,673	163,200	155,991	38,300
TOTAL EXPENSES	\$ 2,947,439	\$ 1,945,500	\$ 1,929,715	\$ 435,700
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (2,485,412)	\$ (1,392,700)	\$ (1,381,822)	\$ 37,200
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	3,845,180	1,390,019	1,359,768	(22,054)
NET CHANGE IN FUND BALANCE	(2,485,412)	(1,392,700)	(1,381,822)	37,200
FUND BALANCE	\$ 1,359,768	\$ (2,681)	\$ (22,054)	\$ 15,146
CASH & INVESTMENTS	\$ 1,434,905	\$ 14,729	\$ 53,083	\$ 90,283

CITY OF CHARLEVOIX
PI #9 INDUSTRIAL PARK FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
FEDERAL REVENUES	-	-	-	-
STATE GRANT	-	-	36,000	-
INTEREST EARNINGS	89	60	85	60
TAP IN FEES - SS SEWER @ MARION CTR	-	-	-	-
TOTAL REVENUES	\$ 89	\$ 60	\$ 36,085	\$ 60
EXPENSES				
OTHER FUNCTIONS	3,500	3,500	3,500	3,500
CAPITAL OUTLAY	-	-	42,000	-
TRANSFER TO ELECTRIC	-	-	39,552	-
TOTAL EXPENSES	\$ 3,500	\$ 3,500	\$ 85,052	\$ 3,500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (3,411)	\$ (3,440)	\$ (48,967)	\$ (3,440)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	86,634	83,194	83,223	34,256
NET CHANGE IN FUND BALANCE	(3,411)	(3,440)	(48,967)	(3,440)
FUND BALANCE	\$ 83,223	\$ 79,754	\$ 34,256	\$ 30,816
CASH & INVESTMENTS	\$ 83,214	\$ 79,754	\$ 34,247	\$ 30,816

CITY OF CHARLEVOIX
PI #12 MT. MCSAUBA RECREATION IMPROVEMENT FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	19	10	26	20
GRANTS	-	-	-	-
RENTS & ROYALTIES-TOWER LEASES	5,220	7,000	7,000	7,000
CONTRIBUTION - PRIVATE SOURCES	-	-	-	-
TOTAL REVENUES	\$ 5,239	\$ 7,010	\$ 7,026	\$ 7,020
EXPENSES				
TRANSFER TO MOTOR POOL (GROOMER)	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 5,239	\$ 7,010	\$ 7,026	\$ 7,020
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	15,875	22,884	21,113	28,139
NET CHANGE IN FUND BALANCE	5,239	7,010	7,026	7,020
FUND BALANCE	\$ 21,113	\$ 29,894	\$ 28,139	\$ 35,159
CASH & INVESTMENTS	\$ 21,111	\$ 27,547	\$ 28,137	\$ 35,157

CITY OF CHARLEVOIX
AIRPORT FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	76	77	78	80
FEDERAL GRANTS	-	-	-	-
RENTS & ROYALTIES - AIRPORT PERMITS	19,737	20,400	20,000	20,400
RENTS & ROYALTIES - HANGAR RENTS	27,952	29,070	33,000	33,660
LAND LEASES	716	816	800	816
RENTAL CAR RENTS	-	-	-	-
STATE GRANTS	-	-	-	-
PARKING FEES	71,775	81,600	80,000	81,600
GROUND HANDLING FEE	9,630	9,690	10,500	10,710
CONTRACT FUEL REIMBURSEMENT	434,263	510,000	380,000	387,600
FUEL FEES - RETAIL	250,130	316,200	430,000	451,500
INTO WING FEES	98,481	102,000	90,000	91,800
AFTER HOURS CALLOUT FEES	12,550	12,546	20,000	20,400
FUEL FLOWAGE FEES - FA IAW	30,020	30,600	30,000	30,600
FUEL SALES - NON-TAX	5,438	10,200	10,000	10,200
THRU-PUT FEES	12	15	15	15
LANDING & RAMP FEES	60,622	61,200	65,000	66,300
GROUND SERVICES	3,110	3,264	4,500	4,590
LAVATORY SERVICE FEES	80	102	100	102
DISCOUNTS - AIRPORT SALES TAX	64	102	110	112
CONTRIBUTED CAPITAL	1,210,000	1,254,000	1,301,310	475,561
SALE OF FIXED ASSETS	-	-	-	-
REFUNDS & REBATES - INSURANCE	11,557	8,160	8,000	8,160
ADVANCE FROM ELECTRIC	-	-	-	-
TRANSFER FROM OTHER FUNDS	39,155	10,700	125,500	-
TAXABLE MERCHANDISE	557	612	600	612
VENDING MACHINE PROCEEDS	2,226	2,550	2,500	2,550
MISCELLANEOUS	285	306	350	357
TOTAL REVENUES	\$ 2,288,435	\$ 2,464,210	\$ 2,612,363	\$ 1,697,725

EXPENSES				
SALARIES & WAGES - FULL TIME	106,605	89,500	89,717	91,400
WAGES - ICMA	9,395	8,400	8,489	8,600
SALARIES & WAGES - TEMPORARY	55,632	74,100	79,428	70,500
EMPLOYEE FRINGE BENEFITS	114,613	80,900	81,893	81,900
OFFICE SUPPLIES	5,706	6,000	3,800	2,200
CLEANING SUPPLY - TERMINAL	585	800	750	1,300
ICE/COFFEE SUPPLY	451	600	600	900
VENDING MACHINE SUPPLY	1,944	1,900	1,800	1,900
EQUIPMENT MAINT & REPAIR	318	-	496	-
FUEL TRUCK MAINTENANCE	75	-	575	-
SNOW EQUIPMENT MAINTENANCE	17,124	13,000	8,000	7,000
LAWN EQUIPMENT MAINTENANCE	4,676	5,000	3,000	3,000
UNIFORMS & PPE	2,231	2,300	2,300	2,300
AVIATION FUEL	594,402	661,500	700,000	700,000
DIESEL FUEL	5,510	5,400	5,700	6,000
FUEL - HOLIDAY GAS STATION	1,254	3,000	2,300	2,500
FUEL TRUCK LEASE	22,800	22,500	22,500	22,500
FUEL MASTER PUMP REPAIRS	7,174	8,500	13,500	7,000
FUEL TRUCK REPAIRS	1,580	2,300	1,350	1,700
REPAIRS AND MAINTENANCE SUPPLIES	2,747	3,000	2,200	3,000
PROFESSIONAL SERVICES	2,953	2,300	2,525	2,300
CONTRACTUAL SERVICES	12,527	12,500	13,865	33,500
LEGAL FEES	1,922	2,500	2,500	2,500
TELEPHONE	1,232	1,700	1,900	1,700
CONFERENCE & TRAVEL	1,330	1,500	1,000	1,000
INSURANCE & BONDS	8,205	8,500	9,850	9,400
HANGAR REPAIRS	819	41,800	41,800	1,800
INSURANCE CLAIMS - CITY SHARE	2,670	1,000	1,000	1,000
UTILITIES	27,731	33,100	33,100	33,100
TERMINAL BLDG REPAIR & GROUNDS	2,882	4,000	4,000	7,000
SRE BLDG & HANGERS REPAIR & MAINT	3,236	5,100	5,050	5,100
TRASH REMOVAL	561	700	700	700
EQUIPMENT RENTAL	254	500	500	500
DUES & MEMBERSHIPS	122	100	750	100
PRINTING & PUBLISHING	3,656	1,300	1,550	1,300
MISCELLANEOUS	891	4,000	2,500	2,500
CREDIT CARD PROCESSING FEE	10,078	10,200	13,673	10,200
REFUNDS & REBATES	-	-	-	-
MACHINERY & EQUIPMENT	475	1,500	1,500	1,500
CAPITAL OUTLAY Engineering	-	-	49,800	-
CAPITAL OUTLAY - Multi Projects	-	-	66,000	25,030
DEBT SERVICE - PRINCIPAL (MDOT, Act99)	-	-	-	-
DEBT SERVICE - INTEREST (MDOT, Act99, Elect Loc	1,400	1,200	1,150	900
GRANT MATCH TO STATE				
DEPRECIATION	380,638	450,000	400,000	410,000
TRANSFER TO ELECTRIC	(10,000)	25,000	25,000	25,000
TOTAL EXPENSES	\$ 1,408,401	\$ 1,597,200	\$ 1,708,110	\$ 1,589,830

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 880,034	\$ 867,010	\$ 904,253	\$ 107,895
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	7,048,361	7,705,321	7,928,395	8,832,648
CHANGE IN NET POSITION	880,034	867,010	904,253	107,895
NET POSITION	\$ 7,928,395	\$ 8,572,331	\$ 8,832,648	\$ 8,940,542
CASH & INVESTMENTS	\$ 200	\$ 19,126	\$ 3,143	\$ 45,477

**CITY OF CHARLEVOIX
MARINA FUND
2018-19 BUDGET**

	2016-17	2017-18	2017-18	2018-19
	Actual	Budget	Est. Actual	Budget
REVENUES				
STATE GRANTS	-	-	-	-
LAUNDRY REVENUE	1,730	1,700	1,730	1,730
RENTS & ROYALTIES - DOCKING SEASONAL	67,524	55,000	68,000	68,000
RENTS & ROYALTIES - DOCKING RESERV SYSTEI	331,347	325,000	335,000	335,000
RENTS & ROYALTIES - DOCKING TRANSIENT	18,724	23,000	29,600	29,000
RENTS & ROYALTIES - SUNSHINE	4,000	4,000	4,000	4,000
RENTS & ROYALTIES - LITTLE TRAVERSE CHART	-	-	4,100	4,100
INTEREST INCOME	748	80	632	600
FUND TRANSFERS FROM OTHER FUNDS	-	-	-	-
FUND TRANSFERS FROM DDA - DEBT SVC	336,063	335,700	336,063	335,700
SALE OF FIXED ASSETS	-	-	-	-
MISCELLANEOUS-OTHER REVENUE	224	-	225	-
TOTAL REVENUES	\$ 760,360	\$ 744,480	\$ 779,350	\$ 778,130

EXPENSES				
SALARIES & WAGES - FULL TIME	7,342	8,300	8,559	8,700
WAGES - ICMA	1,099	1,100	1,126	1,100
SALARIES & WAGES - TEMPORARY	77,614	72,400	91,193	82,000
EMPLOYEE FRINGE BENEFITS	17,295	17,300	20,355	19,100
OFFICE SUPPLIES	86	100	100	100
OPERATING SUPPLIES	11,136	28,900	28,900	6,900
PROFESSIONAL SERVICES	1,668	5,300	5,250	5,300
CONTRACTUAL SERVICES	3,709	31,900	41,379	99,400
STATE CRS COMMISSION FEES	12,477	14,300	14,300	15,700
STATE CRS RESERVATION FEES	7,288	8,800	8,800	9,700
LEGAL FEES	-	-	-	-
TELEPHONE	1,184	1,300	1,300	1,300
CONFERENCE/TRAVEL/TRAINING	-	900	900	900
INSURANCE & BONDS	2,658	3,000	3,000	3,000
UTILITIES	65,548	64,800	64,772	68,000
BUILDING & DOCK MAINTENANCE	14,342	14,100	14,100	24,400
EQUIPMENT RENTAL	69	700	700	700
MISCELLANEOUS	1,802	2,200	2,200	2,200
CREDIT CARD PROCESSING FEES	6,496	7,600	7,600	7,600
REFUNDS & REBATES	-	-	-	-
AMORTIZATION EXPENSE	-	-	-	-
DEPRECIATION	658,152	658,000	658,000	658,000
MACHINERY & EQUIPMENT	2,337	300	300	300
INTEREST EXPENSE	6,680	6,400	6,430	5,900
TRANSFER TO ELECTRIC - ADVANCE REIMBUSE	-	50,000	50,000	50,000
TRANSFER TO OTHER FUNDS	7,967	-	-	-
DEBT SERVICE - PRINCIPAL	-	315,000	315,000	330,000
DEBT SERVICE - INTEREST	136,951	145,700	145,700	139,600
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE - PAYING AGENT FEES	81	500	500	500
TOTAL EXPENSES	\$ 1,043,979	\$ 1,458,900	\$ 1,490,465	\$ 1,540,400

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (283,620)	\$ (714,420)	\$ (711,115)	\$ (762,270)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	3,211,724	2,587,924	2,928,104	2,216,989
CHANGE IN NET POSITION	(283,620)	(714,420)	(711,115)	(762,270)
NET POSITION	\$ 2,928,104	\$ 1,873,504	\$ 2,216,989	\$ 1,454,719
CASH AT PAYING AGENT	5,900	100,000	100,000	100,000
UNRESTRICTED	271,317	75,636	124,101	19,831
CASH & INVESTMENTS	\$ 277,217	\$ 175,636	\$ 224,101	\$ 119,831

**CITY OF CHARLEVOIX
ELECTRIC FUND
2018-19 BUDGET**

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
ELECTRIC SERVICES	66,081	35,700	38,730	35,700
POWER SALES	5,458,643	5,860,100	5,860,350	5,860,100
POWER COST ADJ REVENUES	964,016	1,153,531	1,150,000	1,159,299
FINES & FORFEITS	30,469	35,000	32,940	35,000
INTEREST & RENTS	23,613	21,380	21,380	20,630
OTHER	4,270	3,500	8,728	3,500
TRANSFER FROM OTHER FUNDS	95,216	111,300	109,665	83,500
TOTAL REVENUES	\$ 6,642,310	\$ 7,220,511	\$ 7,221,793	\$ 7,197,729
EXPENSES				
TRANSMISSION / DISTRIBUTION	1,440,782	1,578,300	1,523,942	1,650,700
ACCOUNTING & ADMIN	538,612	701,600	673,745	727,800
PURCHASED POWER	3,997,252	4,420,800	4,221,908	3,831,800
CAPITAL IMPROVEMENTS	27,758	349,300	404,787	430,000
DEPRECIATION	460,033	525,000	525,000	500,000
FUND TRANSFERS	534,100	173,200	173,191	141,100
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	\$ 6,998,536	\$ 7,748,200	\$ 7,522,572	\$ 7,281,400
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (356,227)	\$ (527,689)	\$ (300,780)	\$ (83,671)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	10,477,853	9,334,171	10,121,626	9,820,846
CHANGE IN NET POSITION	(356,227)	(527,689)	(300,780)	(83,671)
NET POSITION	\$ 10,121,626	\$ 8,806,482	\$ 9,820,846	\$ 9,737,174
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	5,207,923	4,815,175	5,682,143	6,098,472
CASH & INVESTMENTS	\$ 5,367,923	\$ 4,975,175	\$ 5,842,143	\$ 6,258,472

CITY OF CHARLEVOIX
SEWER FUND*
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
OPERATIONS				
STATE GRANTS	200,025	306,000	306,000	306,000
SEWER SERVICES - MISCELLANEOUS	31,052	-	8,057	-
SEWER SALES	2,292,465	2,366,400	2,320,000	2,320,000
DISCOUNTS FORFEITED	10,958	8,000	8,886	8,500
INTEREST EARNINGS - OPERATIONS	3,339	1,500	3,950	1,700
OTHER & PASS THRU'S	5,616	5,500	5,750	5,600
SALE OF FIXED ASSETS	-	-	-	-
PROCEEDS FROM BOND SALE / SRF LOAN	-	-	1,963	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	658,244	208,500	199,321	78,900
CAPTIAL IMPROVEMENT FUND				
SEWER SERVICES-TAP INS	11,000	90,000	18,000	11,000
INTEREST EARNINGS - CAPITAL RESERVE	59	100	100	100
TRANSFER FROM OTHER FUNDS PI #2	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER FEES				
INTEREST EARNINGS - NORTHSIDE SEWER				
MISC INCOME - PASS THRU PAYMENTS				
SOUTHSIDE SEWER AREA				
SEWER SERVICES-TAP INS				
SEWER CONSTRUCTION FEES				
INTEREST EARNINGS - OVERSIZING				
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 3,212,758	\$2,986,000	\$ 2,872,027	\$ 2,731,800
EXPENSES				
OPERATIONS				
WASTEWATER TREATMENT PLANT	529,521	703,000	703,466	693,100
SEWER LINES	144,798	159,300	148,161	155,500
ACCOUNTING & ADMIN	234,288	281,300	285,205	290,300
LIFT STATIONS	59,691	121,300	126,331	126,700
CAPITAL IMPROVEMENTS	5,417	548,500	541,721	602,560
DEPRECIATION	167,565	525,000	525,000	540,000
DEBT SERVICE	227,832	609,500	611,885	597,400
FUND TRANSFERS	42,368	53,000	123,004	39,800
CAPTIAL IMPROVEMENT FUND				
FUND TRANSFERS	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER LEGAL / PROF FEES	-	-	-	-
CAPITAL IMPROVEMENTS	-	-	-	-
TOTAL EXPENSES	\$ 1,411,479	\$ 3,000,900	\$ 3,064,773	\$ 3,045,360
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,801,280	\$ (14,900)	\$ (192,746)	\$ (313,560)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	6,922,825	6,656,833	8,724,105	8,531,358
CHANGE IN NET POSITION	1,801,280	(14,900)	(192,746)	(313,560)
NET POSITION	\$ 8,724,105	\$ 6,641,933	\$ 8,531,358	\$ 8,217,798
CHARTER RESERVE	75,000	75,000	75,000	75,000
BOND DEBT SERVICE REQUIREMENTS	750,000	750,000	750,000	750,000
CASH PI #2 RESERVE FOR CAPITAL	58,560	66,706	76,660	87,760
CASH PI #5 NORTHSIDE SEWER RESERVE	299,025	305,088	320,376	324,626
UNRESTRICTED	2,154,502	1,883,332	2,447,304	2,658,394
CASH & INVESTMENTS	\$ 3,337,086	\$ 3,080,126	\$ 3,669,340	\$ 3,895,780

* Includes Capital Reserve Fund (402), Northside Sewer Fund (405) and Sewer Fund (590)

CITY OF CHARLEVOIX
PI #2 SEWER CAPITAL FUND-TAP INS*
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	59	100	100	100
SEWER TAP INS	11,000	8,000	18,000	11,000
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 11,059	\$ 8,100	\$ 18,100	\$ 11,100
EXPENSES				
CAPITAL OUTLAY	-	-	-	-
TRANSFER TO SEWER FUND	10,094	-	-	-
TOTAL EXPENSES	\$ 10,094	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 965	\$ 8,100	\$ 18,100	\$ 11,100
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	57,600	68,700	58,565	76,665
NET CHANGE IN FUND BALANCE	965	8,100	18,100	11,100
FUND BALANCE	\$ 58,565	\$ 76,800	\$ 76,665	\$ 87,765
CASH & INVESTMENTS	\$ 58,560	\$ 66,706	\$ 76,660	\$ 87,760

* This fund is part of the Sewer Fund and is shown here for internal accounting purposes only.

CITY OF CHARLEVOIX
PI #5 SEWER CAPITAL FUND - NORTHSIDE / SOUTHSIDE SEWER*
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	317	100	351	250
COLLECTION & CONSTRUCTION FEES:				
CHARLEVOIX CC	2,000	2,000	12,000	2,000
NORTH POINTE WOODS	2,000	-	2,000	-
SOUTHSIDE SEWER US-31	-	-	-	-
PINE POINT	-	2,000	4,000	2,000
OTHER	1,500	-	3,000	-
TOTAL REVENUES	\$ 5,817	\$ 4,100	\$ 21,351	\$ 4,250
EXPENSES				
LEGAL & PROFESSIONAL FEES	-	-	-	-
TRANSFER TO SEWER FUND	6,729	-	-	-
TOTAL EXPENSES	\$ 6,729	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (912)	\$ 4,100	\$ 21,351	\$ 4,250
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	258,816	266,566	257,904	279,255
NET CHANGE IN FUND BALANCE	(912)	4,100	21,351	4,250
FUND BALANCE	\$ 257,904	\$ 270,666	\$ 279,255	\$ 283,505
CASH & INVESTMENTS	\$ 299,025	\$ 305,088	\$ 320,376	\$ 324,626

* This fund is part of the Sewer Fund and is shown here for internal accounting purposes only.

**CITY OF CHARLEVOIX
WATER FUND
2018-19 BUDGET**

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
STATE & FEDERAL GRANTS	-	-	-	-
FEDERAL GRANT	-	-	-	-
WATER SERVICES-TAP INS	12,019	3,500	12,020	5,000
WATER SERVICES-READ-O-MATIC	-	1,200	1,200	1,200
WATER SERVICES-MISC	1,005	5,000	2,000	3,000
WATER SALES	1,109,253	1,364,300	1,300,845	1,476,500
INTEREST EARNINGS	723	200	605	200
DISCOUNTS FORFEITED	5,775	6,000	6,000	6,000
TRANSFER FROM DPW	-	-	-	-
TRANSFER FROM MOTOR POOL	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	-	163,200	155,991	38,300
TRANSFER FROM STREET IMPROVEMENT	-	-	-	-
MISCELLANEOUS	21,810	17,000	18,200	18,200
TOTAL REVENUES	\$ 1,150,584	\$ 1,560,400	\$ 1,496,861	\$ 1,548,400

EXPENSES				
TRANSMISSION & DISTRIBUTION	355,595	400,100	365,573	469,600
ACCOUNTING & ADMIN	181,321	181,400	174,338	183,100
WATER TREATMENT PLANT	357,275	616,500	550,624	662,200
CAPITAL IMPROVEMENTS	2,719	513,200	443,454	347,000
DEPRECIATION	239,758	238,000	240,000	263,700
FUND TRANSFERS	-	8,700	38,205	32,500
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	\$ 1,136,669	\$ 1,957,900	\$ 1,812,194	\$ 1,958,100

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 13,915	\$ (397,500)	\$ (315,333)	\$ (409,700)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	4,183,242	4,077,743	4,197,157	3,881,823
CHANGE IN NET POSITION	13,915	(397,500)	(315,333)	(409,700)
NET POSITION	\$ 4,197,157	\$ 3,680,243	\$ 3,881,823	\$ 3,472,123

CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	345,604	20,189	270,271	124,271
CASH & INVESTMENTS	\$ 420,604	\$ 95,189	\$ 345,271	\$ 199,271

**CITY OF CHARLEVOIX
EMPLOYEE FRINGE BENEFIT FUND
2018-19 BUDGET**

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
EFB-GENERAL FUND	629,478	681,800	671,613	748,700
EFB-MAJOR STREET	38,075	41,400	41,996	42,200
EFB-LOCAL STREET	16,044	21,400	21,799	26,600
EFB-AIRPORT	90,431	80,900	81,893	81,900
EFB-ELECTRIC	504,562	579,700	531,759	536,000
EFB-SEWER	210,578	280,200	279,529	282,700
EFB-WATER	219,988	231,600	227,252	233,700
EFB-MARINA	17,295	17,300	20,348	19,100
EFB-MOTOR VEHICLE	78,399	69,000	68,999	70,000
EFB-EFB	290,587	318,400	315,546	315,900
EFB-DDA	14,469	10,600	31,192	31,800
REFUND & REBATES-INSURANCE	-	-	-	-
INTEREST EARNINGS	1,297	1,000	1,000	1,000
MISC INCOME - WELLNESS	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 2,111,203	\$ 2,333,300	\$ 2,292,926	\$ 2,389,600
EXPENSES				
WAGES (ICMA)	28,571	35,100	35,462	34,800
FRINGE BENEFITS	290,587	318,400	315,546	315,900
WORKERS COMPENSATION	83,509	89,500	62,728	67,400
SOCIAL SECURITY	269,972	302,400	284,385	290,100
HEALTHCARE PREMIIUMS	531,122	687,900	606,794	667,500
HEALTHCARE - OPT OUT	25,526	36,000	30,722	36,600
EMPLOYER SHARE HSA	69,954	73,300	71,550	73,000
WELLNESS COMMITTEE	-	-	-	-
WELLNESS INCENTIVES FOR HSA ACCOUNT	-	-	-	-
LIFE INSURANCE	7,619	8,000	7,587	8,100
RETIREMENT FUND CONTRIB.	318,731	302,000	463,611	592,900
HOLIDAY PAY	76,223	98,700	86,558	88,300
SICK PAY	70,056	78,600	82,738	80,600
SICK LEAVE/CITY S&A	5,502	2,000	8,000	5,000
VACATION PAY	165,735	182,000	187,268	182,000
UNEMPLOYMENT COMPENSATION	14,360	70,000	30,000	50,000
PERSONAL LEAVE	28,504	32,300	28,789	29,100
JURY DUTY/FUNERAL LEAVE	5,862	5,000	5,000	5,500
LONGEVITY	8,400	9,000	9,000	9,600
COMP TIME USED	15,390	9,600	15,359	15,600
PROFESSIONAL SERVICES	2,151	2,700	2,800	2,700
CONFERENCE & TRAVEL	633	2,000	2,000	2,000
MISCELLANEOUS	11,893	4,700	4,700	4,700
TOTAL EXPENSES	\$ 2,030,297	\$ 2,349,200	\$ 2,340,598	\$ 2,561,400
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 80,905	\$ (15,900)	\$ (47,673)	\$ (171,800)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	662,500	670,180	743,405	695,732
CHANGE IN NET POSITION	80,905	(15,900)	(47,673)	(171,800)
NET POSITION	\$ 743,405	\$ 654,280	\$ 695,732	\$ 523,932
CASH & INVESTMENTS	\$ 804,300	\$ 787,376	\$ 806,628	\$ 634,828

**CITY OF CHARLEVOIX
MOTOR POOL FUND
2018-19 BUDGET**

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST AND RENTS	1,789	832	1,164	1,080
EQUIPMENT RENTAL	701,322	736,300	777,950	791,350
SALE OF FIXED ASSETS	3,378	2,000	6,500	5,000
OTHER	1,581	-	910	900
CONTRIBUTIONS FROM OTHER FUNDS	394,000	-	-	70,000
TOTAL REVENUES	\$ 1,102,071	\$ 739,132	\$ 786,524	\$ 868,330
EXPENSES				
MOTOR POOL	403,621	389,800	362,902	381,500
CAPITAL EXPENDITURES	(9,227)	271,300	209,000	585,000
DEPRECIATION	269,100	250,000	275,000	305,000
FUND TRANSFERS	102,330	103,900	110,133	113,400
TOTAL EXPENSES	\$ 765,824	\$ 1,015,000	\$ 957,035	\$ 1,384,900
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 336,247	\$ (275,868)	\$ (170,511)	\$ (516,570)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	973,222	811,694	1,309,469	1,138,958
CHANGE IN NET POSITION	336,247	(275,868)	(170,511)	(516,570)
NET POSITION	\$ 1,309,469	\$ 535,826	\$ 1,138,958	\$ 622,388
CASH & INVESTMENTS	\$ 779,704	\$ 761,231	\$ 884,193	\$ 672,623

CITY OF CHARLEVOIX
DPW SITE FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
INTEREST EARNINGS	4,451	2,244	2,300	2,346
CONTRIBUTION-MOTOR POOL	24,300	24,300	24,300	26,730
CONTRIBUTION-ELECTRIC	126,000	126,000	126,000	138,600
CONTRIBUTION-WATER	-	-	29,500	32,450
CONTRIBUTION-SEWER	36,200	36,200	36,200	39,820
CONTRIBUTION-OTHER	-	-	-	-
TOTAL REVENUES	\$ 190,951	\$ 188,744	\$ 218,300	\$ 239,946
EXPENSES				
PROFESSIONAL SERVICES	14,038	-	3,500	390,000
CONTRACTUAL SERVICES	-	-	-	-
LEGAL FEES	47	-	-	-
DEPRECIATION	3,496	4,000	3,500	3,700
TRANSFER TO OTHER - WATER	-	-	-	-
TOTAL EXPENSES	\$ 17,580	\$ 4,000	\$ 7,000	\$ 393,700
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 173,371	\$ 184,744	\$ 211,300	\$ (153,754)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAF	1,412,109	1,566,759	1,585,480	1,796,780
CHANGE IN NET POSITION	173,371	184,744	211,300	(153,754)
NET POSITION	\$ 1,585,480	\$ 1,751,503	\$ 1,796,780	\$ 1,643,026
CASH & INVESTMENTS	\$ 1,281,149	\$ 1,645,309	\$ 1,695,949	\$ 1,545,895

**CITY OF CHARLEVOIX
PERPETUAL CARE TRUST FUND
2018-19 BUDGET**

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
CHARGES FOR SERVICES	3,375	4,000	4,725	4,000
INTEREST EARNINGS	2,256	2,000	2,000	2,000
TOTAL REVENUES	\$ 5,631	\$ 6,000	\$ 6,725	\$ 6,000
EXPENSES				
PERPETUAL CARE EXPENDITURES	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 5,631	\$ 6,000	\$ 6,725	\$ 6,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	412,647	418,647	418,278	425,003
NET CHANGE IN FUND BALANCE	5,631	6,000	6,725	6,000
FUND BALANCE	\$ 418,278	\$ 424,647	\$ 425,003	\$ 431,003
CASH & INVESTMENTS	\$ 367,493	\$ 424,534	\$ 424,218	\$ 430,218

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-02-04
RATES & FEES ASSOCIATED WITH THE 2018-19 BUDGET

WHEREAS, the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and

WHEREAS, the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and

WHEREAS, the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2018.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2018-19 Proposed Budget with changes to the rates and fees for the following areas: airport, marina, parking, planning and zoning, recreation, and water and electric rates.

RESOLVED, this 19th day of February, 2018 A.D.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:



CITY OF CHARLEVOIX

2018-2019

Schedule of Rates, Fees & Charges

Unless otherwise noted, all of the following rates, fees, and charges are for April 1, 2018-March 31, 2019. The City Council reserves the right to amend or change these at any time.

Unless otherwise noted, “resident” means a resident of the City of Charlevoix. Resident: Must meet one of the following criteria: 1) Taxpayer in the City of Charlevoix (including business or personal property), 2) Renter in the City of Charlevoix and registered to vote in the City of Charlevoix or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18.

A senior citizen must be 55 or over.

Airport

Aircraft Landing & Ramp Fees

- Landing fee waived for one day with a qualifying minimum purchase of fuel.
- ~~Yearly~~ Annual landing pass covers all landing fees for one year.
- Landing fees are waived for aircraft that land as a result of an in-flight emergency, doing touch-and-goes, are based at Charlevoix Airport, or are owned by the military, state or federal government. Medical flights are not exempt from landing fees.

Single Engine		Min. Fuel Purchase
Landing Fee	\$0.00	N/A
Ramp Fee (overnight)	8.00	
Monthly Pass Ramp Fee	60.00	
Piston Twin		
Landing Fee	20.00	30 gallons
Ramp Fee (overnight)	15.00	
Monthly Pass Ramp Fee	150.00	
Yearly Annual Landing Fee Pass	450.00	
Single Turbo Prop (including Meridan, TBM & Eclipse Jet)		
Landing Fee	50.00 45.00	75 50 gallons
Ramp Fee (overnight)	30.00 25.00	
Monthly Ramp Pass Fee	300.00	
Annual Yearly Fee	500.00	
Twin Turbo Prop (including Pilatus & Caravan singles)		
Landing Fee	65.00	100 gallons
Ramp Fee (overnight)	40.00	
Monthly Ramp Fee	400.00	
Annual Yearly Pass	700.00	
Type I Jet (up to 20,000 lbs)		
Landing Fee	\$90.00	100 gallons
Ramp Fee (overnight)	40.00	
Monthly Ramp Fee	400.00	
Yearly Landing Fee Pass	700.00	

Type II Jet (20,000 - 40,000 lbs)

Landing Fee	125.00	225 gallons
Ramp Fee (overnight)	50.00	
Monthly Ramp Fee	500.00	
Annual Landing Fee	800.00 900.00	

Type III Jet (over 40,000 lbs)

Landing Fee	150.00	275 gallons
Ramp Fee (overnight)	70.00	
Monthly Ramp Fee	700.00	
Annual Fee Pass	1,000.00 1,150.00	

Hangar and Access Rates

Hangar Rental Rates* (per month)

Units 1, 2, 3, 8, 9 & 10	160.00
Units 4, 5 & 7	165.00
Unit 6	220.00
Box B	235.00
Box C	420.00
Box D	185.00

* Rates are not effective until current leases expire.

Land Lease Rates (per month, per square foot)	\$0.30
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Access Rate for Through-the-Fence Operations (per square foot)	0.35
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Fuel Rates and Ground Services

100LL Contract Fuel into Plane Fee (per gallon)	0.35
100LL Fuel Delivery Surcharge (Fuel Truck) (per gallon)	0.25
After Hours Call Out Fee (1st hour)	150.00
Additional Hours	100.00
Ground Power Unit (GPU) Connection (1 hour maximum)	75.00 85.00
Ground Handling Fee	15.00 20.00

Vehicle Parking Fees

Daily	No Charge
Overnight	5.00
Weekly	20.00
Monthly	60.00

6 Months	100.00
6 Months - Premium	200.00
Annual	175.00
Annual - Premium	365.00
<u>Commercial Operations</u>	
On-Airport Rental Car Service (per year)	Set by contract
Aircraft Servicing, Maintaining & Repairing (per year)	2,000.00
Catering Service	2,000.00
Part 135 Operator (per year)	2,000.00
Parachuting & Jump Schools (per year)	2,000.00

Ambulance

<u>Service</u>	<u>Fee</u>
Base Rate - Basic Life Support (BLS)	\$525.00
Base Rate - Advanced Life Support (ALS)	600.00
Note: Additional unit time may be added to base rate	75.00
Intercepts (ALS)	700.00
Mileage Rate per Loaded Mile	11.50
Transfers - Basic Life Support (BLS)	525.00
Transfers - Advanced Life Support (ALS)	600.00
Response Fee: Treatment / No Transport	450.00
JAWS Charge	750.00
Lift Assist Only	150.00

Cemetery

<u>Service/Charge</u>	<u>Resident</u>	<u>Non-resident</u>
Adult Lots	\$400.00	\$600.00
Baby Lots	200.00	300.00
Adult Opening	300.00	450.00
Baby Opening	150.00	225.00
Winter Opening	600.00	900.00
Adult Exhumation	600.00	900.00
Cremation Opening	175.00	275.00
Cremation Exhumation	200.00	300.00

Winter Storage: City Cemetery	100.00	100.00
Winter Storage: Other Cemetery	150.00	150.00
Monument Foundation: Single or Double (price per square inch)	0.25	0.25
Replacement Deed	10.00	10.00
Deed Transfers: One to Four (1-4) (price each)	20.00	20.00
Deed Transfers: More than Four (4+)	At Cost	At Cost
Perpetual Care	175.00	275.00
Seeding / Topseeding / Leveling	Cost	Cost
Full Setup	100.00	100.00
Partial Setup	50.00	50.00
Saturday / Sunday / Holiday	Double	Double

Charlevoix Municipal Marina

Transient Boater Daily Fee	DNR Tier D (Open- May 31) DNR Tier E (June 1-Close)
Daily Dingy Fee	\$5.00
Seasonal Slips	DNR Tier C for 156 days
Seasonal Dingy (individual)	\$500.00
Seasonal Dingy (commercial)	600.00
Burns Street Dock (effective 2019 season)	37.94 43.00 per foot

Parking Fees & Fines

<u>Violations</u>	<u>Fine</u>
Non-metered parking violation (paid within 72 hours)	\$15.00
Non-metered parking violation (paid beyond 72 hours)	30.00
Metered parking violation (paid within 24 hours)	10.00
Metered parking violation (paid after 24 hours)	30.00
<u>Reserved Parking</u>	<u>Fee</u>
Acacia Lot (14 19 spaces- May 1- October 31)	\$750.00 \$1,000.00
<u>Boat Launch Parking</u>	<u>Resident</u> <u>Non-Resident</u>
Seasonal	\$20.00 \$50.00 \$40.00 100.00
Seasonal (Senior rate)	25.00 50.00
Daily Car and/or Car with Trailer	5.00 10.00 8.00 17.00
Commercial*	1,000.00 1,200 1,000.00 1,500

10-punch (any commercial, limit one)*	100.00	500.00	100.00	750.00
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*Resident commercial rate for business with a City of Charlevoix tax bill in the name of the business.

Planning & Zoning

Level A Site Plan Review	\$100.00	\$115.00
Level B Site Plan Review	275.00	+actual expenses
Rezoning Application	325.00	+actual expenses
Variance - Zoning Board of Appeals	350.00	+actual expenses
Zoning Permit	40.00	45.00
Zoning Appeals	300.00	+actual expenses
Special Use Permit	300.00	+actual expenses
Parcel Division	125.00	
Sign Permit	25.00	30.00
Sign Variance	300.00	
Alley Abandonment	250.00	1000.00+actual expenses
Sidewalk Café (Annual Fee)	50.00	
Outdoor Dining Fee	50.00	

*Additional actual expenses shall not exceed \$500 except where permitted by ordinance.

Freedom of Information Act (FOIA) Requests

<u>Request</u>	<u>Fee</u>
Copies (per page)	\$0.10
Blueprints (each)	Minimum \$3 or Cost
CDs (each)	3.00
Flash Drives (each)	Actual Cost
Election Reports (per page)	0.10
Election Report - Labels (per page) (labels provided by customer)	0.10
Mailing Containers	Actual Cost
Postage	Actual Cost
Cost of labor to locate, examine, redact, copy and/or transfer records (Cost is calculated by rounding down to the nearest quarter hour)	Hourly Wage plus 50% fringe benefit Factor of the least paid employee capable of performing the work

Recreation

<u>Pavilion Reservation</u>	<u>Resident</u>	<u>Non-Resident</u>
Picnic Pavilion Rental - Weekday	\$30.00	\$55.00
Picnic Pavilion Rental - Weekend or Holiday	50.00	80.00
Picnic Pavilion Rental - Non-Profit	No charge	No Charge
Performance Pavilion Rental (case by case)	50.00	100.00
Use of Public Property (case by case basis) (must be approved)	50.00 200.00	100.00 750.00
Wedding on Public Property (must be approved)	150.00 200.00	250.00 750.00

Sports Fees

Team Fees (Basketball, Volleyball, Softball) (per team)	150.00	150.00
Youth Sport (per person)	25.00	25.00

Skate Park (Carpenter Avenue)

Daily Pass	1.00 5.00	1.00 5.00
Seven Day Punch Card	5.00 10.00	5.00 12.00
Summer Pass	30.00	40.00

Mt. McSauba

For all activities at Mt. McSauba, Charlevoix Township residents will be given the same rate as City residents. A "resident" must be one of the following criteria: 1) Taxpayer in the City of Charlevoix or Charlevoix Township (including business or residential property), 2) Renter in the City of Charlevoix or Charlevoix Township and registered to vote in the City of Charlevoix or Charlevoix Township or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18.

<u>Day Camp</u>	<u>Resident</u>	<u>Non-Resident</u>
Mt. McSauba Day Camp (per person per week)	95.00 100.00	110.00 120.00

Mt. McSauba Ski Hill

Weeknight Daily	\$10.00	\$15.00
Weekend Daily	13.00	18.00
Season Pass: 1 Person	130.00 135.00	199.00 215.00
Each Additional Family Member	70.00	80.00

Equipment Rental

Downhill Skis or Snowboard	10.00	12.00
Cross Country Skis or Snowshoes (8 hour rental)	5.00	8.00
Cross Country Skis or Snowshoes (24 hour rental)	10.00	12.00

Lessons

Group Ski or Snowboard Lessons (per person)	45.00	50.00
Group Ski or Snowboard Lessons with Rental (per person)	55.00	60.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	25.00	30.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	35.00	40.00

Skating Rink

Daily Fee	1.00	1.00
Season Pass	30.00	30.00
Ice Skate Rental	1.00	1.00

Mt. McSaubu Area Rental Fee

Initial Rate (Two hours)	150.00	250.00
Additional rate per hour	100.00	100.00
Supervisor fee per hour (Required)	25.00	25.00

Charlevoix Golf Club

Daily Rates

9 Holes	\$15.00
18 Holes	25.00

The Golf Course Superintendent is authorized to offer sales, specials, and other inducements to account for seasonality and market competitiveness beyond the rates set above.

5-play punch card	60.00 50.00
Pull Cart Rental	3.00
Upper Locker Rental	30.00
Lower Locker Rental	40.00

<u>Season Pass</u>	<u>Resident</u>	<u>Non-Resident</u>
Single	320.00	465.00
Family	495.00	625.00
Student	185.00	200.00
Senior Citizen - Single	255.00	400.00
Senior Citizen - Double	385.00	535.00

Utility Rates

Water Rates

Service Charge - Meter Size

	<u>City</u>	<u>Non-City</u>
3/4 " or Smaller	\$21.25 24.25	\$42.25 48.50
1"	27.25 31.00	54.25 62.00
1 1/2"	42.45 48.25	84.65 96.50
2"	60.25 68.75	120.25 137.50
3"	101.25 115.50	202.25 231.00
4"	196.25 223.75	392.25 447.50
6"	367.25 418.75	N/A
Sprinkling Meter	4.25 5.00	8.25 9.50

Commodity Charge

1st 2,000 Gallons	3.45 3.90	6.90 7.80
3rd-50th 1,000 Gallons	3.45 3.90	6.90 7.80
51st 1,000 Gallons and Over	3.45 3.90	6.90 7.80
Water Usage Minimum (Gallons)	2,000 gal.	2,000 gal.
Water Minimum Charge	24.70	49.15

Privilege Fees

New User Cost per REU, Prepaid	1,000.00	1,500.00
Turn On Fee - Water	175.00	300.00
Turn On / Off Fee - Water (Seasonal)	25.00	35.00
Turn On Fee - Sprinkler	25.00	35.00

Water Tap Fees

3/4" Line	\$250.00
1" Line	320.00
Larger Than 1" Line	At cost

Other Fees

Service Upgrade (remove old galvanized pipe)	500.00
Bacteriological Tests	20.00 / sample

Sewer Rates

Service Charge – (Based on Water Meter Size)

3/4 " or Smaller	\$38.00	\$57.00
1"	54.00	81.00
1 1/2"	88.00	132.00
2"	128.00	192.00
3"	242.00	363.00
4"	410.00	615.00
6"	N/A	620.00

Commodity Charge

Commodity Rate per 1,000 Gallons	6.25	9.38
Sewer Minimum Charge	50.50	75.76

Privilege Fees

New User Cost per REU, Prepaid	2,000.00	3,000.00
Turn On Fee - Water & Sewer	500.00	750.00

Electric Rates

	Rate / kWH	Charge	PCA*
Residential - In City	\$0.0817 0.0795	\$5.25 7.00	\$0.02139
Residential - In Senior	0.0744 0.0724	5.25 7.00	0.02139
Residential - Rural	0.0946 0.0916	6.00 8.00	0.02139
Residential - Rural Senior	0.0921 0.0901	6.00 8.00	0.02139
Commercial - In City (GS-C)	0.0917 0.0906	12.00 16.00	0.02139
Commercial - Out (GS-R)	0.1048 0.1016	12.00 16.00	0.02139
Commercial – Demand	0.0505 0.0496	42.00 52.00	0.02139
Industrial & Charity Demand	0.0400 0.0394	235.70 265.00	0.02139
Demand KW	10.90 / KW		

* PCA changes twice a year (in April & October) (PCA = Power Cost Adjustment)

Renewable Credits

These credits are available for approved renewable generation:	Credit Rate/kWH
Solar	\$0.0844
Wind	0.0504

Services

Disconnect / Reconnect - Regular	No charge
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Disconnect / Reconnect - After Hours	150.00
Disconnect / Reconnect - Regular (Without 24 Hour Notice)	50.00
Disconnect / Reconnect - Seasonal**	115.00
Disconnect / Reconnect - Seasonal After Hours**	167.00
** Disconnected from the system for longer than one billing cycle	
Reconnect - Non Payment	30.00
Reconnect - Non Payment (After Hours)	150.00
Trenching for All Underground Residential Services 200 amps & Under	3.00 Per Foot
Meter Test	25.00
Additional meter test at the same location	5.00

Security Lights

	City	Non-City
70 Watt	5.28	5.60
100 Watt	6.60	7.08
150 Watt	8.92	9.23
250 Watt	14.11	15.24
400 Watt	20.79	22.60
105 Watt LED (400 W equivalent)	9.70	10.23
1000 Watt	47.37	51.90

Miscellaneous Fees

Temporary / Seasonal Business Fees

Solicitor's License: 1st Day, One Person	\$50.00
Additional Days (per day)	\$5.00
Additional Person on License (per person)	25.00
Roadside Stand / Temporary Business (per application)	100.00
Transient Merchant	50.00

NSF Fees

NSF / Returned Check Charge (per occurrence)	\$45.00
ACH NSF Charge (per occurrence)	35.00
Police Bad Check Processing Fee (per request)	45.00

Public Safety Fees

Mass Gathering Permit	100.00
Public safety services for events (applies to for-profit organizations only)	1,000.00
Standby for Fireworks (Equipment & Personnel) (per hour)	500.00
Police Escort Fee (per occurrence)	100.00
Liquor License Fee	100.00
Trash License (annual fee)	10.00

Copy/Fax/Report Charges

City Charter (free on city website)	10.00
City Zoning Code (free on city website)	10.00
Code Book (free on city website)	30.00
City Budget (loose leaf)	15.00
City Council Rules & Procedures	2.00
General Copies (per copy)	0.25
Accident Report (per report)	2.00
Facsimile (send or receive a fax) (per page)	1.00
Garden Plots (per plot)	35.00
City Flag	35.00

Miscellaneous Payment Rates

Election Inspectors (per hour)	10.00
Election chairperson (per hour)	10.50
Election Receiving Board Member (per hour)	11.50
Board of Review Member (per day)	50.00
Mileage	IRS Rate / Mile
Per Diem - Council / Mayor (per day)	50.00

Mayor/Council Additional Meetings (per diem) <25 Miles

~~More Than 25 Miles (set by Compensation Commission)~~
Mayor/Council Additional Meetings (per diem) >25 Miles

75.00

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Water Treatment Plan Improvements: Filter Rehabilitation Phase 1

DATE: February 19, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager; Shelley Mayer, Water Treatment Plant Chief Operator

BACKGROUND:

The water filtration plant and equipment have been in service since 1986. Routine maintenance and cleaning have kept the plant in excellent condition. Over the years, the filter media has been on the decline; the original media still remains in place. In order to replace the media, four 18" butterfly/isolation valves will need to be replaced that no longer seal properly. Once these are replaced, this will allow operators to run the plant using two filters at a time instead of all four. The water plant has four 12" influent butterfly valves, one to each filter. On Number 2 filter, this valve also no longer closes. In order to have a water tight and safe environment for this project it is also recommended that all four of these valves be replaced. This phase of the project has been budgeted for FY 2019. While the project was open for bid, Northwest Kent Mechanical was the sole bidder for a total cost of \$182,200. Northwest Kent is experienced in water treatment plants and performed the work at the Wastewater Treatment Plant. The work will be scheduled and performed in October of this year.

RECOMMENDATION:

Motion to accept the bid from Northwest Kent Mechanical, under recommendation of Prein & Newhof for a total not to exceed \$182,200.

ATTACHMENTS:

- ❑ Water Treatment Plant Assessment for Reliability Recommendations
- ❑ Bid Sheet
- ❑ Bid Proposal

Water Treatment Plant Assessment for Reliability

City of Charlevoix

WSSN #Ml0001330

July, 2015

2140422

Prein&Newhof

constructed in western Michigan were reviewed for relevant information. Potential service providers were also contacted for additional guidance. Cost estimates for recommended maintenance activities are included in Table 5.

V. RECOMMENDATIONS FOR IMPROVEMENT PROJECTS

The following categories of improvements to the City's water system were used to prioritize the recommended improvements. These projects will improve the level of service to City customers.

A. Short-Term (0-2 Years)

- Project 1: Filter and Flocculator System Upgrades. This includes filter media replacement, filter box concrete recoating, flocculator internal recoating, and mechanical repairs that can best be completed when units are out of service. Activity should be scheduled after Labor Day and as soon as possible to limit winter construction activity as the media cannot be allowed to freeze. Work will be staged in the fall when water demand decreases to allow one flocculator and two filters remain in service while one flocculator and two filters are removed from service for updating.
- Project 2: Plant Monitoring and Controls Improvements. This includes Supervisory Control and Data Acquisition (SCADA) System Improvements and limited field instrument replacement.
- Project 3: WTP Standby Generator Replacement. The generator is over 20 years old and is anticipated to reach the end of its useful life within this planning window.

B. Long-Term (2-20 years)

The timing of the long-term projects should be reviewed based on water system demands and growth projections from a detailed water system reliability study.

Project 4: Upgrade to Sodium Hypochlorite System for Disinfection. Construct a building on City property for storage and handling of sodium hypochlorite that includes two bulk storage tanks, day tank and scale, pumps to mix the bulk tank contents and transfer to the day tank, metering pumps, plus all associated instrumentation. A location within the current fenced perimeter or adjacent to the area on the east could be considered. The building enclosure would need to include spill containment similar to the alum sump in the existing chemical room. The building would be heated, ventilated, and include air monitoring equipment and a safety shower. It may also be possible to repurpose a portion of the garage in the Filter Building to accommodate the facilities.

Project 5: High Service Pump Addition. This project would use add a fourth pump with VFD and the onsite storage capacity to improve flexibility to meet varying water demand without changing the water production rate. There are two 1.5 mgd pumps and one 3 mgd pump as shown in Table 2. Review of the original design of the Motor Control Center suggests that the addition of a second 3 mgd was anticipated. Pump sizing should be based on the anticipated water demand projections.

Project 6: Electrical Gear Upgrades. The proposed electrical upgrades will include both the Filter Building and the High Service Pump Station. Besides the



CITY OF CHARLEVOIX

WTP IMPROVEMENTS FILTER REHABILITATION PHASE I

Bid Opening at City Hall
January 31, 2018 – 2pm

Bidder Name	Total Cost
Northwest Kent Mechanical Cedar Springs, MI	\$135,700

Project Name: Water Treatment Plant Improvements – Filter Rehabilitation Phase I
Project Number: 2170160

SECTION 00 42 00
BID PROPOSAL

Bid Proposal

Owner:	City of Charlevoix		
Owner Address:	210 State Street, Charlevoix, MI 49720		
Project Title:	Water Treatment Plant Improvements – Filter Rehabilitation Phase I		
Bid Date & Time:	January 31, 2018 at 2:00 pm	Project #:	2170160

The undersigned, being familiar with the site, plans, specifications, and related documents, proposes to furnish all required labor, materials, tools and equipment to construct the project in accordance with the lump sum on the following sheets.

Date Prepared: January 31, 2018

Receipt of Addenda

Receipt of Addenda _____ through _____ is hereby acknowledged.

Summary of Bids

Total Lump
Sum Bid \$ 135,700.00

The Owner reserves the right to accept or reject any or all bids and to waive any irregularities in the bidding. No partial bids will be accepted.

Contractor's Signature

Northwest Kent Mechanical Co.	616-696-9026
Contractor's Name	Telephone Number
4095 16 Mile Road	Cedar Springs
Business Address	City
	Zip Code
<u>W. L. Larsen</u>	President
Signature	Title
	Date
	January 31, 2018

Seal (if bidder is a corporation)

Bid Proposal

Owner:	City of Charlevoix		
Owner Address:	210 State Street, Charlevoix, MI 49720		
Project Title:	Water Treatment Plant Improvements – Filter Rehabilitation Phase I		
Bid Date & Time:	January 31, 2018 at 2:00 pm	Project #:	2170160

1. This bid is submitted on the basis of using the following subcontractors:

Mechanical	<u>Northwest Kent Mechanical Co.</u>
Electrical	<u>Shoreline Power Services</u>
Integration	<u>Shoreline Power Services</u>

No change from the subcontractors listed above will be allowed after the Proposal is submitted except by mutual consent of the Contractor and Owner in writing.

Project Name: Water Treatment Plant Improvements – Filter Rehabilitation Phase I
Project Number: 2170160

SECTION 00 42 00
BID PROPOSAL

Bid Proposal

Owner:	City of Charlevoix		
Owner Address:	210 State Street, Charlevoix, MI 49720		
Project Title:	Water Treatment Plant Improvements – Filter Rehabilitation Phase I		
Bid Date & Time:	January 31, 2018 at 2:00 pm	Project #:	2170160

ALTERNATE ACTIVITIES

The Contractor shall provide supplemental cost data for the alternates outlined in Section 01 23 00 Alternates of the Project Specifications. The lump sum bid shall include those items specified as "Base Bid". The alternate pricing shall include all associated activities required for a complete installation of that alternate.

The Owner may elect to choose any of the alternates listed below for which the Contractor shall provide pricing and the contract amount will be adjusted accordingly.

1. Alternate No. 1 consists of removing three existing filter influent valves and furnishing and installing three additional 12-inch butterfly valves as specified in Section 40 05 51 and as shown in the Drawings.

Alternate 1, add \$ 46,500.00 lump sum

Project Name: Water Treatment Plant Improvements – Filter Rehabilitation Phase I
Project Number: 2170160

SECTION 00 42 00
BID PROPOSAL

Bid Proposal

Owner:	City of Charlevoix		
Owner Address:	210 State Street, Charlevoix, MI 49720		
Project Title:	Water Treatment Plant Improvements – Filter Rehabilitation Phase I		
Bid Date & Time:	January 31, 2018 at 2:00 pm	Project #:	2170160

MAJOR EQUIPMENT

The various major items are listed below with provisions for alternative manufacturers. The lump sum bid shall include equipment listed below as "Base Bid." Alternate will be considered if offered under "Alternate" with an increase "Add" or reduction "Deduct" below.

All cost associated with utilizing equipment provided by other manufacturers shall be included in the add or deduct including all building, electrical, mechanical or any other changes necessary to install the equipment.

The Owner may elect to choose any of the alternates, and the contract amount shall be adjusted accordingly.

	<u>BASE BID COST</u>	<u>Add</u>	<u>ALTERNATE</u> <u>Deduct</u>
I. Butterfly Valves (Section 40 05 51)			
Dezurik	\$ <u>63,795</u> ⁰⁰		
		\$ _____	\$ _____

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Server and Fiber Upgrades

DATE: February 19, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

In the current 2017/2018 budget, we planned for upgrades to several pieces of our technology. The first of these changes was the conversion of our web domain to www.charlevoixmi.gov. This was followed by migrating all of our email systems to a new cloud-based email server using this new domain. Last month, Council approved a firm to redesign our website and that work is underway.

The projects before you now involve the "guts" of operating our computer networks and servers and are tied to a much larger project phase for FY 2019 (included in the budget). This work involves changing the internet connection into City Hall to a hard-wired, fiber optic connection to the Merit Network currently located in the Charlevoix County Building. By converting to a hard-wire Merit connection, we will be able to eliminate our connection to Charter (or use it as a back-up) and this will save money in the long-run. More importantly, by feeding our internal fiber network this way, we can eliminate Charter connections at some of our remote sites and better control and secure our data. Jim Schumann and Gordon Compton of Systems Specialists here in Charlevoix have done IT work for the City for several years. Over the past couple of years they have developed a map of our computer network and worked to resolve some inefficiencies with this. Our ultimate goal is to tie all (or nearly all) our facilities together on a fiber optic connection to better enable internal functionality and reduce use of single point connections via Charter or AT&T. Some of the work included is their labor while other components would be performed by Feyen Zylstra. At this point, we would also order a server from Dell though it would likely be installed after April 1.

Feyen Zylstra portion: \$14,715

Systems Specialists Inc. (labor and hardware) portion: \$9,000

Dell Inc. (server): \$11,800

GOALS:

Provide stronger stewardship of public resources and promote good governance

RECOMMENDATION:

Motion to approve the upgrades to City Hall server, technology and wiring a cost not to exceed \$35,515.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: February 19, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Art Bikes

A cultural project is being sponsored by the Charlevoix Public Library and Revolution Bikes. Local artists and patrons will create art sculptures by decorating used bikes. The goal is to “spread artful happiness” throughout Charlevoix. Revolution Bikes will provide 15 used bikes, or patrons can use their own. The bikes will be judged and the winners announced at the Cultural Corridor Open House. The bikes will be displayed throughout Charlevoix using our existing bike racks. Prizes include local gift certificates from Revolution Bike, Round Lake Books and an Amazon Echo.

B. Airport Consultant RFQ Process

Periodically, the Airport is required to go through a qualification-based selection process for a consultant as a conditions of the grant money we accept. We will soon release an RFQ that outlines a broad list of potential future improvements. Firms will provide us a Statement of Qualifications; Airport Manager Matt Wyman and I will then bring a recommended firm to you later this spring. RS&H is the current consultant. Should you have questions, please contact me.

C. Voluntary Green Pricing Program

We are working with the Michigan Public Power Association to roll out a new voluntary green pricing program for electric customers. This will allow customers the option of choosing some percentage of their usage to come from renewable resources and to pay the rate associated with this choice. We expect the program will be up and running in the next couple of months. While this program is a requirement from the state, it fits well with our goal of providing options for green power.

D. Redevelopment Ready Communities

This past week, I filed the quarterly report required to detail our progress toward becoming a certified RRC. Additionally, I have engaged the consulting assistance of Emily Pantera who assisted in our initial application and also Lisa Miller, a talented economic development professional with whom I worked closely downstate. Emily will be focusing on helping us develop public participation plans and tracking models while Lisa will be focusing on business attraction documents, identifying characteristics of key sites, and also helping us explain the development review process to outside parties.

ATTACHMENTS:

- ❑ Michigan Beach Park Consensus Plan Presentation

Join us!

MICHIGAN BEACH PARK CONSENSUS PLAN PRESENTATION

Please join the City of Charlevoix and consultants for the presentation of a draft Consensus Plan for Michigan Beach Park. This plan will be based on feedback gathered through two online surveys. The meeting will also review portions of the Plan to be included in 2018 grant applications.

Thursday, March 8, 2018 6-7:30PM



CITY OF
CHARLEVOIX

Charlevoix Public Library
220 West Clinton Street, Charlevoix, MI 49720

FOR MORE INFORMATION, PLEASE CONTACT:

Mark Heydlauff, City Manager, at markh@charlevoixmi.gov 231-547-3270

Concept plans will be available for review and comment through the month of February! Visit the City website's recreation page.