



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL SPECIAL MEETING
Thursday, February 6, 2020- 5:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Inquiry Regarding Conflicts of Interest**
- 4. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing for CDBG Grant Proposal
- 5. All Other Actions and Requests**
 - A. Residential Anti-Displacement Plan
- 6. Reports and Communications**
 - A. Public Comment
- 7. 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

Public Hearings and Actions Requiring Public Hearings

TITLE: Public Hearing for CDBG Grant Proposal

DATE: February 6, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Prein & Newhof advised us of a grant opportunity to make improvements to our sanitary sewer system identified in our recently completed Asset Management Plan. Our grant request would upgrade the lift station at Depot Beach and eliminate the lift station in the industrial park. Ultimately, these changes will improve the efficiency of our system and improve reliability by upgrading older infrastructure. A requirement of the grant submission is the holding of a public hearing before submitting the application. We noticed the public hearing in accord with our standard practice but learned from our engineers on January 29 that it is necessary to use a special template from the federal government and use this form at least 5 days in advance of the Public Hearing; because of this, it will be necessary to delay this public hearing.

This grant is for a total project amount of just over \$1.5 million, of which just under \$1.2 million would come from the CDBG. The remaining funds would largely come from our Wastewater Fund. This project addresses two projects identified on the Asset Management Plan we completed back in 2018 and addresses the long-term health and improvement of our sewer system.

GOALS:

Develop and maintain long-term infrastructure plans

RECOMMENDATION:

Motion to approve Resolution 2020-02-02 and authorize the City Manager to sign all necessary documents in approving the CDBG Infrastructure and Resiliency Grant.

ATTACHMENTS:

- ▣ Application
- ▣ Project Budget
- ▣ Resolution
- ▣ Preliminary Estimates
- ▣ Project Map

Community Development Block Grant Infrastructure and Resiliency Application

For eligible activities administered by the Michigan Economic Development Corporation (MEDC)
on behalf of the Michigan Strategic Fund (MSF)

Revised 12.19.19



Refer to the separate Instruction document when completing the Community Development Block Grant Infrastructure and Resiliency (CDBG) Application. The review of the proposed project will be based solely on the Unit of General Local Government's (UGLG's) responses and attachments. The MEDC will not seek clarifications. The numbered sections below coincide with the numbered sections in the Instructions.

1. UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY			
		FUNDING SOURCE TOTALS	
Unit of General Local Government (UGLG)	City of Charlevoix	CDBG	\$ 1,169,250
Street/PO Box	210 State Street	UGLG	\$ 389,750
City	Charlevoix	Other	\$
County	Charlevoix	Other	\$
State/Zip	MI 49720	Other	\$
Chief Elected Official Name	Luther Kurtz	Other	\$
Chief Elected Official Title	Mayor	Total	\$ 1,559,000
Chief Elected Official Email			
UGLG Project Contact (PC) Name	Mark Heydlauff	(Refer to Section 1(C) of the Instructions) UGLG's SAM#	
UGLG PC Title	City Manager		
UGLG PC Address	210 State Street	(Refer to Section 1(D) of the Instructions) UGLG's DUNS Number	
UGLG PC Telephone Number	(231) 547-3270		
UGLG PC Fax Number	(231) 547-3617	(Refer to Section 1(E) of the Instructions) UGLG's Federal Tax Identification Number	
UGLG PC E-Mail Address	markh@charlevoixmi.gov		
(Refer to Section 1(F) of the Instructions) UGLG's Fiscal Year End	March 31		
2. STATE GOVERNMENT REPRESENTATION			
Senator Name	Wayne Schmidt	Senate District	34
Representative Name	Triston Cole	House District	105
3. FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Jack Bergman	Congressional District	1

4. AUTHORIZED UGLG OFFICIAL

Signature and Date:

Name and Title

Mark Heydlauff, City Manager

E-Mail Address

markh@charlevoixmi.gov

5. ELIGIBILITY REQUIREMENTS

A. Check all eligibility requirements that apply (To qualify, all must be applicable):

- ☒ The UGLG is a community where 51% of the individuals reside in low to moderate income households (Question 11A)
- ☒ The UGLG did not receive a 2016 or 2017 ICE Grant or a 2018 Frozen Water Grant
- ☒ The project will be completed by December 31, 2021
- ☒ The grant request for traditional infrastructure is between \$500,000 and \$1,700,000, with up to an additional \$300,000 identified as additional costs related to Resiliency/Green Infrastructure water/sewer system improvements
- ☒ The UGLG has a committed cash match equal to 10% of the total project cost
- ☒ The UGLG has clearly demonstrated that the proposed project benefits the entire Low and Moderate Income Community (Question 11B)
- ☒ The proposed project is located on property owned by the UGLG and/or only an easement is needed
- ☒ The proposed project includes eligible activities for upgrading or replacing an existing public infrastructure system such as water, sewer, and wastewater and any associated infrastructure replacement and associated engineering
- ☒ The UGLG has a maintenance plan for the proposed project (Section 12, Attachment E)
- ☒ The UGLG has a Capital Improvement Plan (CIP) and the proposed project is specifically identified within the CIP as a non-maintenance capital expenditure (Section 12, Attachment J)
- ☒ The UGLG has a set of project plans and specifications (Section 12, Attachment M)

Comments:

6. PRIORITIES

A. Check all priorities that apply:

- ☒ The need for the proposed project has been clearly defined (Question 10(C)) and supports one or more of the following concerns (check all that apply):
 - ☒ Health, Sanitation, and Security;
 - ☒ Aging Infrastructure;
 - ☒ Sustainability;
- ☒ The community does not have more than 1 open CDBG grant or executed LOI
- ☒ The community is a Low to Moderate income Community
 - ☒ 51-55%
 - ☐ 56-60%
 - ☐ 61-65%
 - ☐ 66% and above
- ☒ The community has leveraged local matching funds
 - ☐ 10%
 - ☐ 11-15%
 - ☐ 16-20%
 - ☒ 25% and above

Comments: The proposed work is among the highest priorities established in the City of Charlevoix Capital Improvement Plan

7. ADMINISTRATION

A. Identify who will be responsible for administering the proposed project (Check One):

NOTE – Administrative contracts cannot be signed until authorized by the MEDC.

☒ A MEDC CGA will administer the project. The CGA has not yet been selected and the contract amount is unknown. The contract has not yet been signed, the MSF will fund the costs, and the administration line item on the CDBG budget (Attachment A) has been left blank.

☐ A MEDC CGA on the staff of the UGLG will administer the project. These costs are not eligible as match or CDBG reimbursement. The administration line item on the CDBG budget (Attachment A) has been left blank. Provide the name and contact information for the MEDC CGA person at the UGLG who will be responsible for administering the proposed project:

Name:

Business Address:

Phone #:

E-mail:

8. UGLG CAPACITY AND CONFLICT OF INTEREST

- A. Does the UGLG have open CDBG grants, including CDBG housing grants, or executed Letters of Intent (LOI) related to a CDBG project?

☐ Yes
☒ No

If yes, please provide the grant number(s) and project name in the case of a LOI:

- B. Does the UGLG have any unresolved CDBG grant issues and/or findings?

☐ Yes
☒ No

If yes, please provide the grant number and explain the issues and/or findings:

- C. Conflict of Interest, check all that apply:

☐ Employees, agents, consultants, officers, elected or appointed officials of the UGLG will obtain a financial interest or benefit from a CDBG assisted activity or will have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

☐ Officials and staff of the UGLG will be a party to contracts involving the procurement of goods and services assisted with CDBG funds.

☒ No conflicts

9. UGLG FUNDING SOURCES

A. Check the specific funding source(s) that the UGLG's committed cash match will be comprised of:

****SPECIAL ASSESSMENTS ARE NOT ALLOWED****

- ☐ General Fund
- ☒ Road, Water, and/or Sewer Funds
- ☐ DDA or other like district Funds
- ☐ Bonding (See instructions for limitations)
- ☐ Currently, Community is RRC Certified
- ☐ Other

Describe other funds:

B. Check the specific funding source(s) that the **"Other"** committed cash match will be comprised of:

- ☐ Other grants and/or loans where agreements are in place and the funds are immediately available
- ☐ Act 51 Funds that are immediately available
- ☐ Other public and/or private cash that is immediately available
- ☐ Other funds that are immediately available

Describe ALL "Other" funds:

10. PROJECT SCOPE AND PROGRAM REQUIREMENTS

A. Compliance Requirements. Check all that apply:

- ☐ The project will impact historic properties or archaeological sites and districts.
- ☐ The project will impact wetlands.
- ☒ The project is located in a floodplain and/or will impact a floodplain.
- ☐ The project is located in a coastal zone.
- ☒ The project will require local, state, and federal permits.
- ☒ The project will result in the acquisition of easements.
- ☒ The project will result in the demolition or conversion of residential dwelling units, both occupied and vacant.
- ☐ The project will result in temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants.
- ☒ The project will result in special fees (i.e., tap in / hookup fees, special assessments).
- ☐ None of the above

Describe all that apply:

Watermain construction permit to be issued by EGLE

Sewer construction permit to be issued by EGLE

Easement acquisition for the Depot Beach Lift Station is expected (final determination of whether this is needed will depend of the engineered lift station design plans)

B. Provide a clear and concise description of the overall proposed project.

The overall project include:

1. Demolition/abandonment of Industrial Park Lift Station
2. Redirecting wastewater flow currently pumped by Industrial Park Lift Station via:
 - Construction of new gravity sewer in Ance Road from Taylor Road to US-31
 - Reconstruction/upsizing of existing gravity sewer along US-31 from Ance Road to Martin Road
3. Reconstruction of Depot Beach Lift Station
4. Reconstruction/upsizing watermain along US-31 from Ance Road to Martin Road

C. Based on the priority criteria selected in Section 6 (A), clearly describe the need for the proposed project.

☒ Health, Sanitation, and Security;

Industrial Park Lift Station (LS) has elevated risk for sewer backups or discharge of untreated wastewater due to wet weather peak flows exceeding the lift station capacity. The sewer construction and Depot Beach LS reconstruction will reduce this risk by eliminating the Industrial Park LS and increasing the system capacity. Eliminating the Industrial Park LS will also improve overall system reliability by allowing gravity to do the work of an existing lift station, as lift stations are mechanical and electrical systems which can be prone to failure.

The watermain to be replaced is believed to be asbestos cement pipe material. Replacing the pipe will negate any potential risk of the existing pipe to leaching asbestos into the water system. Upsizing the pipe will provide improved hydraulic performance for the overall water system as recommended in the City's most recent water system reliability study.

☒ Aging Infrastructure;

At 47 years old, the Depot Beach LS is beyond its expected service life. Replacing it will renew the life of a critical piece of infrastructure.

☒ Sustainability;

The Depot Beach LS had discharge piping velocities above recommended maximums, resulting in elevated energy consumption.

D. Michigan's physical infrastructure is aging, diminishing its capacity to resist hazards. Preventing hazards events from becoming disasters depends upon the resilience of infrastructure systems.

Definition: Resiliency is the ability to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions. Activities, such as disaster preparedness—which includes prevention, protection, mitigation, response and recovery—are key steps to resilience.

Definition: Green Infrastructure is a cost-effective and resilient way to manage storm water, reduce the impact on existing drainage systems, and minimize downstream flooding and environmental impacts. It works by assuring that storm water runoff is detained and infiltrated, evaporated, or used close to its source. Infiltration measures may include, rain gardens, bio swales, wetland restoration, permeable pavements, urban tree canopy, planter gardens or trees along streets.

In the opinion of a licensed professional engineer (P.E.), confirm and include supporting evidence as Attachment N, that the plans included in the application meet the definitions of Resiliency/Green Infrastructure above.

☒ The proposed project includes improvements to the UGLGs water/sewer system that involves Resiliency or Green Infrastructure related items.

☐ The proposed project does not involve Resiliency or Green Infrastructure related items.

- E. What is the square footage of the public space being improved or reactivated?
Approximately 90,000 square feet

- F. In the below space, provide an overall project schedule that includes the anticipated start and completion dates (attachments are not acceptable).

Activities	Start Date	End Date
Design Engineering	3/20/2020	6/23/2020
Easement acquisition, if applicable	4/1/2020	7/30/2020
Bidding	6/23/2020	7/30/2020
Construction	9/14/2020	10/15/2021

Comments regarding timeline (i.e. Design Engineering was completed prior to this Application; Design Engineering will be paid locally and will be completed prior to the Grant Agreement BUT ONLY with MEDC's written authorization; easements will not be required, etc.):

11. NATIONAL OBJECTIVE

- A. What percentage of the UGLG is comprised of low and moderate income persons?

53.78%

- B. Explain how the CDBG funded improvements will benefit the entire low and moderate income area.

The sewer system improvements will make the system more resilient and reduce the risk of untreated wastewater to the environment. Discharge of untreated wastewater would enter Lake Charlevoix, which flows through Round Lake, to Lake Michigan. These lakes and connecting channels include several public parks and beaches open to the public. Untreated wastewater discharge in this was could expose the public to e-coli bacteria and other harmful substances. The improvements will reduce the likelihood of these impacts, thereby benefitting all people who use the Charlevoix public parks and beaches. The City's water supply is from Lake Michigan surface waters, providing drinking water to most homes and businesses in the City. Potecting the inland lakes from pollutants also protects the water supply, thereby benefitting all people who use the City's water system.

The watermain replacement will remove an asbestos cement watermain from service, thereby reducing the risk of asbestos exposure to all users of the water system.

12. REQUIRED ATTACHMENTS – MUST BE LABELED AND ATTACHED IN ORDER

Attachment A - Project Budget (Use template Attachment A provided)

Attached?

☐ Yes

Attachment B - Authorizing Resolution (Use template Attachment B provided)

Attached?

☐ Yes

Attachment C - Preliminary cost estimates

Attached?

☐ Yes

Attachment D - Detailed map showing all project activities

Attached?

☐ Yes

Attachment E - Maintenance Plan

Attached?

☐ Yes ☐ No If not explain:

Attachment F - Community Development Narrative

Attached?

☐ Yes ☐ No If not explain:

Attachment Gi – UGLG Public Participation Certification (Use Form Attachment Gi provided)

Attached?

☐ Yes

Attachment Gii - **Published** Public Hearing Notice (Use Template Gii provided)

Attached?

☐ Yes

Attachment Giii - Brief description of the public hearing

Attached?

☐ Yes

Attachment H – Certifications (Use Form Attachment H provided)

Attached?

☐ Yes

Attachment I – Assurances (Use Form Attachment I provided)

Attached?

☐ Yes

Attachment J – Capital Improvement Plan

Attached?

☐ Yes ☐ No If not explain:

Attachment K - Anti Displacement and Relocation Assistance Plan (Use Template Attachment K provided)

Attached?

☐ Yes ☐ No If not explain:

Attachment L – Evidence of Need (Section 6 Priority and Section 10, Question 10C)

Attached?

☐ Yes

Attachment M - A copy of the preliminary project plans and specifications (Section 5 Eligibility)

Attached?

☐ Yes ☐ No If not explain:

13. OPTIONAL ATTACHMENTS – MUST BE LABELED AND ATTACHED IN ORDER

Attachment N – Resiliency/Green Infrastructure Supporting Evidence (Section 10, Question 10D)

Attached?

☐ Yes

☐ No, supporting evidence is not available

Attachment O – If using bonds and/or Other Resources, evidence that the funds are available at the time of the application (Section 9, Question 9B)

Attached?

☐ Yes

☐ No, local match will not consist of bonds and/or the proposed budget will not consist of Other Resources

Attachment P – If applicable, identify any other applications related to infrastructure that includes a Federal or State agency as a source of funds.

Attached?

☐ Yes

☐ No, UGLG has not submitted other application for infrastructure funding to Federal or State agencies.

Additional Comments:

ATTACHMENT A - PROJECT BUDGET

PROJECT BUDGET						
ACTIVITY COSTS	CDBG	LOCAL - general	LOCAL - water	LOCAL - sewer	OTHER	TOTAL
Administrative Services	left blank	\$ -	\$ -	\$ -	\$ -	left blank
Engineering	\$ 150,000.00	\$ 8,750.00	\$ 7,250.00	\$ 34,000.00	\$ -	\$ 200,000.00
Environmental	\$ 15,000.00	\$ 1,250.00	\$ 1,250.00	\$ 2,500.00	\$ -	\$ 20,000.00
Easement Acquisition	\$ 7,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 10,000.00
Demolition	\$ 105,000.00	\$ -	\$ 1,250.00	\$ 33,750.00	\$ -	\$ 140,000.00
Construction	\$ 891,750.00	\$ 50,000.00	\$ 42,250.00	\$ 205,000.00	\$ -	\$ 1,189,000.00
GRAND TOTAL	\$ 1,169,250.00	\$ 60,000.00	\$ 52,000.00	\$ 277,750.00	\$ -	\$ 1,559,000.00

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-02-02
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

- WHEREAS,** the Michigan Strategic Fund has invited Units of General Local Government to apply for its CDBG-Infrastructure and Resiliency (CDBG-IR) Competitive Funding Round; and
- WHEREAS,** the City of Charlevoix desires to request \$1,169,250 in CDBG funds to construct public water and sewer system improvements known as the Depot Beach Lift Station Improvement and Industrial Park Lift Station Removal and Ance Road Improvements project; and
- WHEREAS,** the City of Charlevoix commits local funds from its Sewer, Water and General Funds in the amount of \$389,750; and
- WHEREAS,** the proposed project is consistent with the local Community Development Plan as described in the Application; and
- WHEREAS,** the proposed project will benefit all residents of the project area and 53.78 percent of the residents of the City of Charlevoix are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and
- WHEREAS,** local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby designates the City Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

RESOLVED this 6th day of February, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

ATTACHMENT C: PRELIMINARY ESTIMATE OF CONSTRUCTION COSTS

January 27,2020

Depot Beach Lift Station Improvements

SECTION ONE: DEMOLITION

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Surface Removals	1	Isum	\$10,000	\$10,000
2.	Structure Demolition	1	Isum	\$5,000	\$5,000
3.	Excavation	1	Isum	\$30,000	\$30,000
SUBTOTAL FOR SECTION ONE					\$45,000

SECTION TWO: CONSTRUCTION

Item	Description	Quantity	Unit	Unit Price	Amount
4.	Bypass Pumping	1	Isum	\$30,000	\$30,000
5.	Dewatering & Backfill	1	Isum	\$80,000	\$80,000
6.	Precast Wet Well and Valve Chamber	1	Isum	\$40,000	\$40,000
7.	Pumps, Valves and Piping	1	Isum	\$105,000	\$105,000
8.	Meter Chamber	1	Isum	\$15,000	\$15,000
9.	Yard Piping	1	Isum	\$40,000	\$40,000
10.	Instrumentation and Controls	1	Isum	\$65,000	\$65,000
11.	Electrical	1	Isum	\$25,000	\$25,000
12.	Electrical Service Upgrade	1	Isum	\$10,000	\$10,000
13.	Site Restoration	1	Isum	\$20,000	\$20,000
13.	General Conditions	1	Isum	\$72,000	\$72,000
14.	Construction Contingency (15%)	1	Isum	\$83,000	\$83,000
SUBTOTAL FOR SECTION TWO:					\$585,000

TOTAL DEMOLITION AND CONSTRUCTION

\$630,000

ATTACHMENT C: PRELIMINARY ESTIMATE OF CONSTRUCTION COSTS

January 27, 2020

Industrial Park LS Removal and Ance Road Improvements

SECTION ONE: DEMOLITION

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Tree Removal	6	ea.	\$500	\$3,000
2.	HMA Pavt and Driveway Removal	3,320	syd	\$10	\$33,200
3.	Industrial Park Lift Station Removal	1	lsum	\$50,000	\$50,000
4.	Remove/Abandon Existing Sanitary Sewer	740	l.f.	\$6	\$4,400
5.	Remove/Abandon Existing Watermain	740	l.f.	\$6	\$4,400
SUBTOTAL FOR SECTION ONE					\$95,000

SECTION TWO: CONSTRUCTION

Item	Description	Quantity	Unit	Unit Price	Amount
6.	Mobilization, 5%	1	lsum	\$29,000	\$29,000
7.	Traffic control	1	lsum	\$20,000	\$20,000
8.	Maintain Sewer System Operation	1	lsum	\$30,000	\$30,000
9.	Sanitary Sewer, 12 inch	1,430	l.f.	\$60	\$85,800
10.	Sanitary Sewer, Manhole	8	ea.	\$3,000	\$24,000
11.	Sanitary Sewer, Laterals	7	ea.	\$1,200	\$8,400
12.	Abandon Force Main	1,490	l.f.	\$8	\$11,920
13.	Water Main, 12 inch	740	l.f.	\$110	\$81,400
14.	12x12x12 Tapping Sleeve, Valve & Box	1	ea.	\$10,000	\$10,000
15.	Hydrant Assemblies	2	ea.	\$5,000	\$10,000
16.	Water Services, 1-inch	2	ea.	\$1,500	\$3,000
17.	Water Services, 2-inch	1	ea.	\$2,500	\$2,500
18.	Machine Grading	8	Sta	\$2,000	\$16,000
19.	Subgrade Undercut and Backfill	650	Cyd	\$10	\$6,500
20.	Aggregate Base, 8-inch	3,450	syd	\$8	\$27,600

CITY OF CHARLEVOIX
CDBG IR GRANT APPLICATION

21. HMA (550#/syd)	620	ton	\$85	\$52,700
22. Driveway, HMA (550#/syd)	350	ton	\$100	\$35,000
23. Curb and Gutter	290	l.f.	\$20	\$5,800
24. Gravel Shoulder	900	l.f.	\$5	\$4,500
25. Incidental utility work	1	lsum	\$30,000	\$30,000
26. Street Trees	6	ea.	\$500	\$3,000
27. Restoration	15	Sta	\$1,000	\$15,000
28. Construction Contingency (15%)	1	lsum	\$92,000	\$92,000
SUBTOTAL FOR SECTION TWO				\$604,000

TOTAL DEMOLITION AND CONSTRUCTION **\$699,000**

City of Charlevoix CDBG Grant Application Attachment "D" - Project Map

**Industrial Park Lift Station Removal
and Ance Road Improvements**
See Preliminary Plans
Sheet 1

Depot Beach Lift Station Improvements
See Preliminary Plans
Sheets 2-4

LEGEND

-  New Sanitary Sewer
-  Replace Main
-  Existing Sanitary Lift Station
-  Existing Sanitary Gravity Sewer
-  Existing Sanitary Force Main
-  Project Areas



SCALE: 1" = 1,000'
Prein & Newhof
2190801

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Residential Anti-Displacement Plan

DATE: February 6, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As part of the CDBG grant application, the City must adopt a Residential Anti-Displacement and Relocation Assistance Plan under Section 104(d).

RECOMMENDATION:

Motion to adopt the Residential Anti-Displacement and Relocation Assistance Plan for the City of Charlevoix.

ATTACHMENTS:

- ▣ Anti-Displacement Plan

CITY OF CHARLEVOIX RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN UNDER SECTION 104(d)

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Charlevoix will take the following steps to minimize the displacement of persons from their homes:

- A. Coordinate code enforcement with rehabilitation and housing assistance programs.
- B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.
- C. Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.
- D. Establish facilities to house persons who must be relocated temporarily during rehabilitation.
- E. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- F. Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- G. Adopt tax assessment policies such as deferred tax payment plans to reduce impact or rapidly increasing assessments on low income owner occupants or tenants in revitalizing areas.
- H. Establish counseling centers to provide homeowners and renters with information on the assistance available to help them remain in their neighborhood in the face of revitalization pressures.

Relocation Assistance to Displaced Persons

The City of Charlevoix will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The City of Charlevoix will replace all occupied and vacant occupiable low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488 (c) in Subpart I.

Before entering into a contract committing the City of Charlevoix to provide funds for an activity that will directly result in demolition or conversion, the City of Charlevoix will make public by publication in a newspaper of general circulation and submit to Grants Administration the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activities;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the City of Charlevoix will identify the general location on an area map and the approximate number of dwellings units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available;
- E. The source of funding and a time schedule for the provision of the replacement dwelling units;
- F. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least 10 years from the date of initial occupancy;
- G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g. one 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of lower income households in the jurisdiction.

Contacts

To the extent that the specific location of the replacement units and other data in items D-G are not available at the time of the general submission, the City of Charlevoix will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

City Manager, Mark Heydlauff, of the City of Charlevoix and phone number of 231-547-3270 is responsible for tracking the replacement of housing and ensuring that it is provided within the required period.

City Manager, Mark Heydlauff, of the City of Charlevoix and phone number of 231-547-3270 is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in 570.488 (c), to any lower income person displaced by the demolition of any dwelling unit or the conversion of a low and moderate income dwelling unit to another use in connection with an assisted activity.

