



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, October 5, 2020- 6:00 PM
Depot Beach, 307 Chicago Avenue, Charlevoix, MI

1. Pledge of Allegiance

- A. Zoom Participation Instructions

2. Roll Call

3. Presentations

- A. Airport Update
Matthew Wyman, Airport Manager

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - September 21, 2020
- B. Accounts Payable and Payroll Check Registers
- C. Confirm Approval for CHS Homecoming Parade

6. Public Hearings and Actions Requiring Public Hearings

- A. Public Hearings for Ordinances 821 and 822
Kathy Egan, Staff Planner
- B. Set Public Hearing: Authorize Deer Cull
Gerard Doan, Police Chief

7. All Other Actions and Requests

- A. Pilot Runway Deicing Program
Matthew Wyman, Airport Manager
- B. Long Road Distillers - Charlevoix - Local Government Approval For Off-Premises Tasting Room License
Lindsey Dotson, Main Street/DDA; Jon O'Connor & Kyle VanStrien, Long Road Distillers
- C. Council Goals for Golf Course Property Housing
Mark L. Heydlauff, City Manager
- D. Michigan Natural Resources Trust Fund Ballot Proposal Support

Dean Martin, Community Development Fellow

- E. Fence Regulation Request for Planning Commission
Council Member Brian Slater
- F. Commission Appointments
Luther Kurtz, Mayor

8. Reports and Communications

- A. Public Comment
- 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

Pledge of Allegiance

TITLE: Zoom Participation Instructions

DATE: October 5, 2020

BACKGROUND:

This City Council meeting will be held outdoors under the pavilion at Depot Beach in accordance with Governor Whitmer's order prohibiting indoor gatherings of more than 10 persons. Full participation is available to all at Depot Beach where mask and social distancing can be practiced. For those wishing to have an alternative but potentially more limited method of participation, the Zoom link below can be utilized.

Topic: City Council Meeting

Time: Oct 5, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94193990103?pwd=Um1wb04wbicyV2NiYVd4Z1pYZ2w3UT09>

Meeting ID: 941 9399 0103

Passcode: 871106

One tap mobile

+13017158592,,94193990103#,,,,,0#,,871106# US (Germantown)

+13126266799,,94193990103#,,,,,0#,,871106# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 941 9399 0103

Passcode: 871106

Find your local number: <https://zoom.us/u/a5lbAgxxq>

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Airport Update

DATE: October 5, 2020

PRESENTED BY: Matthew Wyman, Airport Manager

BACKGROUND:

As the season is quickly transitioning into winter, it is valuable for you to know how the year has transpired so far, for the airport. Areas such as the current infrastructure project, fuel audit, airport condition and development and year to date daily operations will be provided.

ATTACHMENTS:

- ▣ CVX Airport Update- Fall 2020



Charlevoix Municipal Airport 2020 Fall Update

2020 has been a surprisingly good year for the airport for the most part. Although COVID-19 has had some undesirable affects, all in all I would consider this year a net positive for the airport.

Airport Infrastructure Project

The much-anticipated project for this year was our Fuel Farm Expansion. The project will add an additional 20,000 gallons of Jet Fuel capacity. This will bring our total jet fuel storage capacity to 30,000 gallons. In addition, a new updated 100LL self-serve fuel pedestal was installed prior to our Labor Day weekend. Unfortunately, because of COVID-19, we are still waiting for the delivery of our new 20,000-gallon storage tank. This is not an issue unique to Charlevoix, fuel farm projects like ours all over the country are experiencing similar waiting times. Even though we've sold more jet fuel this year, the flow of traffic into our airport did not stress our current capacity to the extent that it has in previous years.

Fuel Audit

While we are on the topic of fuel, the Charlevoix Airport underwent its first (to the best of my knowledge) third party fuel audit. The audit was preformed by a representative of Everest Fuel Management. Everest is a firm that offers fuel management for charter operators, flight departments and personal jet aircraft. The Charlevoix Airport Scored a 91.6%. Although this is a good score and something to be proud of, it has shed light on areas where we can improve. More importantly, having a firm like Everest visit us to conduct an audit tells me that we are beginning to see a larger number of their clients visiting our airport.

Airport Condition and future Development

Our airport is in good condition. Our most recent PCI (Pavement Condition Index) report put our primary hard surfaces (runway, parallel taxiway, feeder taxiway and apron) score between 91 and 100. Our primary runway and parallel taxiway score 99 and 100 respectively with our main apron scoring between 98 and 100 depending on location. Surfaces that will be requiring rehabilitation in the next 3 to 5 years are our midfield taxiways and our north taxiway and north hangar aprons.

Due to infrastructure changes and a new hangar, our current ALP (Airport Layout Plan) will be revised in the next few years to show these changes. The ALP will also continue to show future airport land acquisitions and the ultimate layout of our airport. Currently there are no hangar vacancies, with a waiting list consisting of 10 interested parties. Of those 10, we have letters of intent to build a hangar from 2 parties of which, one is currently awaiting an airspace evaluation from the FAA.

Daily Operations

So far this year, we've seen an increase in our transient jet traffic of 5% over last year and 26% over 4 years ago. This has reflected an increase in our Non-fuel fees of 15% over last year and 31% over 4 years ago respectively. Our fuel sales have been a mixed bag so far this year. Jet fuel sales are up 6% over last year and 35% over 4 years ago. On the Avgas side of the equation, Avgas sales are down 19% compared to last year and down 2% compared to 2016 levels. Unfortunately, COVID-19 has had its greatest impact on this sector of aviation.

I would like to note, that in addition to our transient numbers being up, we have begun to see aircraft from locations in this country we are not accustomed to seeing—including Bozeman, MT, New Orleans, LA and Boise, ID.

Closing

It goes without saying, but this has been a trying year for everyone, I would like to thank our airport staff for their efforts. Their hard work, dedication, and willingness to serve others has created a welcoming atmosphere for all our visitors. Although the airport is in good condition, we are taking steps to better position ourselves for future growth and success.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - September 21, 2020

DATE: October 5, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, September 21, 2020 – 6:00 p.m.
Depot Beach, 307 Chicago Avenue, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Brian Slater
Members Absent: Greg Bryan
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 – September 8, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – September 22, 2020
 - b. ACH Payments – September 2, 2020 to September 18, 2020
 - c. Payroll Check Register – September 18, 2020
 - d. Payroll Transmittal – September 18, 2020
 - e. Tax Disbursement – September 22, 2020

Motion by Hagen, second by Oleksy to approve the Consent Agenda.

Yeas: Hagen, Kalbfell, Cole, Slater, Oleksy
Nays: None
Absent: Bryan

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearings for Ordinances 821 and 822

City Manager Heydlauff stated that the Planning Commission held a public hearing on August 10, 2020 for two proposed Zoning Ordinance Amendments and are recommending these for adoption. He stated that the first relates to Rooftop Uses and the second proposed amendment is a review of the Site Plan Review section of the ordinance. The next step in considering adopting these amendments, is for the City Council to hold a public hearing for each of the amendments.

Motion by Kalbfell, second by Cole to set public hearings for Ordinances 821 and 822 for October 5, 2020 at 6:00 p.m. in the location and manner which City Council may then be meeting. Motion carried by unanimous voice vote.

7. All Other Actions & Requests

A. Council Goals for Golf Course Property Housing

Mayor Kurtz stated Council is clear that they have a goal of creating more year-round housing for residents who work and live in our community. He noted that setting more specific goals for this project will help people to know what to expect when they vote for this ballot proposal on November 3rd. After lengthy discussion, Council agreed to the following goals:

- The City would work with a professional to best develop the property
- The project should allow for multiple price points which can include the following types of housing
 - Single family housing
 - Row housing (townhomes)
 - Apartments
- This project is to support year-round housing: every housing unit will be limited to year round use by deed restriction
- Most housing units should be limited to use by the work force through deed restriction and preference will be applied
- Understanding that there will be a visual impact on the surrounding recreation areas, steps should be taken to minimize that impact with appropriate plantings, etc.
- Understanding that many trees will need to be cut, steps should be taken to keep the character of the woodland feel while still putting in as many housing units as possible; this would involve the Shade Tree and Parks Commission along with an arborist

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

Motion by Hagen, second by Cole to request that the City Manager draft a resolution [encompassing the above stated Council ballot initiative goals.] Motion carried by unanimous voice vote.

B. Boat Launch Stormwater Retrofits

City Manager Heydlauff recalled that in May, Council approved a program with the Great Lakes Protection Fund to accept a fully-funded grant to make stormwater retrofits at the Ferry Avenue Boat Launch. He stated that we advertised public bids for the project in accord with our bidding policies and based on the specs the Great Lakes Protection Fund established for the project. We received one bid from Inhabitect who did the same project with the same grant funding in Elk Rapids last year.

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

Motion by Kalbfell, second by Slater to authorize the City Manager to execute the retrofits at the Ferry Avenue Boat launch by signing an agreement with Inhabitect for \$64,077.60 and a reimbursement agreement for the same with the Great Lakes Protection Fund administered by the University of Michigan. Motion carried by unanimous voice vote.

C. 2020 Large Item Collection Review

City Manager Heydlauff recalled that with American Waste's decision to no-bid the continuous bimonthly large item collection service, we transitioned to a semiannual collection with a spring and fall clean up and he felt that this has been a positive change. Council suggested that the spring date be moved prior to Memorial Day if possible.

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

Council directed the City Manager to continue working with Little Traverse Disposal going forward.

8. Reports & Communications

A. Public Comments

- Darlene Kline shared COVID numbers and felt the apple event should be shut down
- Tom Kapanoske questioned whether Council was compromised by the Mayor's opinion of the proposed fall market event at the last meeting
- Bob Banner, District Court Judge candidate, introduced himself

B. City Manager Comments

C. Mayor & Council Comments

- Oleksy felt two Council members had a conflict of interest regarding the fall market and should not have voted on the item at the last meeting
- Mayor felt Council had a good discussion regarding the ballot initiative goals

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 7:32 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 09/22/2020			
ACCUMED GROUP, THE	2,729.45	CONNORS, PAULA	65.25
ACE HARDWARE	2,641.32	CONWAY PROFESSIONAL SERVICES	10,865.00
ACUSHNET COMPANY	83.88	CONWAY, ANNEMARIE	472.21
AIRGAS USA LLC	71.15	COOPER, MELANIE SUE	222.00
ALL-PHASE ELECTRIC	3,294.38	DITCH WITCH SALES OF MICHIGAN	1,999.23
ALTEC INDUSTRIES INC	364.75	EJ USA INC.	373.88
AMERICAN WASTE INC.	1,646.76	ELECTIONSOURCE	960.00
AT YOUR SERVICE PLUS INC	1,250.00	ELLSWORTH FARMER'S EXCHANGE	884.00
AUTO VALUE	940.98	EMERGENCY MEDICAL PRODUCTS INC	22.98
AVFUEL CORPORATION	48,365.42	ETNA SUPPLY	1,850.00
BD SERVICES	500.00	FAMILY FARM & HOME	539.14
BELL EQUIPMENT COMPANY	1,260.70	FARMER WHITE'S	290.00
BOUND TREE MEDICAL LLC	52.20	FASTENAL COMPANY	133.71
BRADFORD'S	48.75	FEYEN ZYLSTRA LLC	5,378.87
CDW GOVERNMENT INC.	84.33	FLETCHER, EDWARD	5.42
CHARTER COMMUNICATIONS	147.15	FOX CHARLEVOIX	1,559.88
CHEMICAL SYSTEMS INC.	3,576.00	FREEDOM MAILING SERVICES INC.	2,249.14
CINTAS	126.52	GORDON FOOD SERVICE	71.68
CITY OF CHARLEVOIX - MISC	1,873.29	GRAINGER	196.31
CITY OF CHARLEVOIX - UTILITIES	51,742.98	GREAT LAKES PIPE & SUPPLY	154.89

GUNTZVILLER, RHONDA	198.00	PARASTAR INC.	18.00
HACH COMPANY	291.00	PENINSULA FIBER NETWORK LLC	470.00
HAGGARD'S INC	2,250.00	PERFORMANCE ENGINEERS INC	8,341.95
HAM, ENNIS	118.63	PERSONAL GRAPHICS	3,215.30
HANKINS, SCOTT A.	28.00	PLUNKETT & COONEY	940.00
HARRELL'S	772.50	POWER LINE SUPPLY	6,846.89
HOLIDAY LIGHTING SERVICES INC.	4,578.24	PREIN & NEWHOF	1,277.00
HUNTINGTON NATIONAL BANK	405,850.00	PROVIDENCE FARM LLC	99.00
IPS GROUP INC	8,333.00	PURITY CYLINDER GASES INC	118.70
JACK DOHENY COMPANIES	1,942.10	QUILL CORP	295.90
KSS ENTERPRISES	1,430.75	RANGE TELECOMMUNICATIONS	822.83
LAKE FOREST BAKING COMPANY	179.00	RCL CONSTRUCTION CO INC	539,779.96
LAMAR COMPANIES	770.00	SIEGRIST, DAVID	157.00
LANDSCAPE FORMS INC.	2,880.00	SILVA, LORI	7.10
LITTLE TRAVERSE DISPOSAL LLC	455.00	SOS ANALYTICAL	550.00
LOTTIE'S BAGELS	76.00	SPARTAN STORES LLC	149.77
MASSOGILA, MICHAEL	17.00	SPENCE BROTHERS	43,656.00
MATELSKI, KRISTEN	72.55	SYSTEMS SPECIALISTS INC	5,522.00
McGINN, KELLY A.	72.00	TAYLOR 12501 LLC	4,417.50
MCMMASTER-CARR	47.44	TERMINAL SUPPLY CO	123.49
MICHIGAN OFFICEWAYS INC	363.26	TRI-TURF SOILS INC.	1,093.35
MUNCHERS ON HOOVES LLC	2,050.00	TRUCK & TRAILER SPECIALTIES	134.14
MUNETRIX LLC	4,188.55	UNIFIRST CORPORATION	684.63
MUNSON HEALTHCARE CHX HOSPITAL	81.00	UPPER CASE PRINTING INK.	1,091.35
MUNSON OCCUPATIONAL HEALTH & MED	134.50	VILLAGE GRAPHICS INC.	350.70
NEXVORTEX INC	1,102.94	WELLS TOWING LLC	75.00
NORTHERN CREDIT SERVICES	439.38	WILBERT BURIAL VAULT CO	682.24
NORTHERN MICHIGAN REVIEW INC.	911.72	WILMOT ELECTRIC INC	1,455.00
NORTHWEST ELECTRONICS & REPAIR	529.85	ZIIBIMIJIWANG INC	173.00
OLSON BZDOK & HOWARD	943.00	TOTAL	1,213,262.80
O'REILLY AUTOMOTIVE INC	15.99		
OTWELL MAWBY GEOTECHNICAL PC	500.00		

ACH Payments – 09/02/2020 to 09/18/2020

PROXIMITY SPACE INC	120.26	STATE OF MI (WITHHOLDING TAX)	6,824.36
AMG PAYMENT SOLUTIONS	846.22	VANTAGEPOINT (401 ICMA PLAN)	912.08
PAYMENT SERVICE NETWORK INC	255.70	VANTAGEPOINT (457 ICMA PLAN)	20,954.95
MI PUBLIC POWER AGENCY	12,180.56	VANTAGEPOINT (ROTH IRA)	1,155.76
DTE ENERGY	1,666.34	MERS (DEFINED BENEFIT PLAN)	50,577.18
STATE OF MI (SALES TAX)	26,148.17	TOTAL	182,593.71
MI PUBLIC POWER AGENCY	13,268.31		
IRS (PAYROLL TAX DEPOSIT)	47,333.80		
ALERUS FINANCIAL (HCSP)	350.00		

Payroll Net Pay – Check Date 09/18/2020

HEYDLAUFF, MARK L.	2,883.03	NEWMAN, MARK J.	1,142.85
GOLDING, JOYCE M.	1,653.60	SWEM, DONALD L.	3,032.96
DEROSIA, PATRICIA E.	615.08	EATON, BRAD A.	2,561.88
DOTSON, LINDSEY J.	1,422.45	WILSON, TIMOTHY J.	3,339.83
KLOOSTER, ALIDA K.	1,753.72	LAVOIE, RICHARD L.	2,276.60
GOLOVICH, KAREN J.	1,002.25	STEVENS, BRANDON C.	3,754.23
BARNEVELD, RICHELLE L.	1,158.77	DRAVES, MARTIN J.	2,914.04
EDWARDS, MACKENZIE R.	1,299.42	ANDERSON, ELIZABETH A.	1,229.73
MCGINN, KELLY A.	2,085.82	KENWABIKISE, DAVID L.	1,101.70
LAVENDER, JOSEPH E.	1,990.22	ELLIOTT, PATRICK M.	2,704.53
DOAN, GERARD P.	2,407.55	SCHWARTZFISHER, JOSEPH	1,215.27
UMULIS, MATTHEW T.	1,394.39	BRADLEY, KELLY R.	1,274.15
HANKINS, SCOTT A.	1,725.83	HART II, DELBERT W.	1,287.49
ORBAN, BARBARA K.	1,404.05	JONES, ROBERT F.	1,803.08
FLICKEMA, ANDREW M.	1,644.34	FARRELL, MITCHELL L.	1,354.33
RILEY, DENISE M.	454.71	THORP JR, WILLIAM D.	1,534.71
MUNK, CHRISTOPHER J.	1,928.12	LEITNER, RYAN S.	1,430.20
SCHICK, TIELER R.	1,550.19	FERGUSON, ROYCE L.	1,418.72
MATELSKI, KRISTEN L.	1,356.19	DORAN, JUSTIN J.	2,107.26
BINGHAM, LARRY E.	1,006.88	MANKER SR, DAVID W.	689.50
MACGILLIVRAY, ROGER	505.57	NEDWICK, DAVID J.	382.03
AZZOPARDI, LAUREN E.	136.46	FREY, DYLAN V.	475.08
WURST, RANDALL W.	1,140.97	HART III, DELBERT W.	828.75
MAYER, SHELLEY L.	1,685.59	BEMIS, JACKSON R.	239.02
HILLING, NICHOLAS A.	2,117.58	FINNERTY, HOLLY E.	599.11
MEIER III, CHARLES A.	1,509.96	CRANDELL, ZACKARY R.	630.17
ZACHARIAS, STEVEN B.	1,447.94	KNORR, KENT J.	1,953.46

DRAFT

ANZELL, BETH A.	1,318.58	MCMULLEN, DONALD R.	1,850.91
STEBE, LAURA A.	33.25	SILVA, JESSE L.A.	1,655.01
KLOOSTER, PATRICK H.	1,655.71	JOHNSON, MELISSA A.	1,272.08
EVANS JR, HALBERT K.	655.47	STEPHENS, LYON G.	0.56
DAVIS, LEAH R.	722.59	TRAVERS, MANUEL J.	1,805.72
TELGENHOF, WILL G.	543.76	FAULKNOR, CHRISTOPHER J.	3,435.62
WHITE III, MARCUS W.	585.23	STEVENS, JEFFREY W.	41.48
GREYERBIEHL, KELLY M.	415.27	RILEY, CASEY W.	484.10
KIRINOVIC, THOMAS F.	408.89	JONES, LARRY M.	951.68
HART, DAVID R.	298.60	VANZANDT, ZORRAN C.	354.35
MCDONNELL, JENNA N.	716.11	MATZ, EMILY S.	839.39
GILL, DAVID R.	828.52	LEPIRD, KATIE A.	620.79
MASSON, DONALD J.	553.79	MOYER, DAVID T.	216.49
KUSINA, DENNIS W.	157.04	WHEELER, MICHAEL W.	1,964.06
LABLANCE, MAUREEN J.	250.92	MISHLER, MICHAEL. J.	1,099.28
LIVINGSTON, BRIAN D.	1,708.92	AZZOPARDI, ANTHONY J.	1,810.19
STANLEY, MARK J.	66.50	PECK, JARICA L.	874.54
WAY, KRISTINA M.	194.20	DIETZ, AMANDA M.	1,391.15
WYMAN, MATTHEW A.	1,886.22	MOYER, NATHAN I.	1,486.80
MILLER, WILLIAM S.	1,258.68	WHITLEY, ANDREW T.	2,746.74
DOUGLAS, MARK	1,275.36	MORRISON, KEVIN P.	1,339.35
PRIOR, ERIN C.	1,143.49	BISHAW, JAMES H.	748.86
FRATRICK, JOSEPH W.	639.90	TOTAL	127,210.74
RICKETSON, BRET J.	343.23		

Payroll Transmittal – 09/18/2020

4FRONT CREDIT UNION	927.01	MONY LIFE INSURANCE	350.85
4FRONT CREDIT UNION	206.00	PRIORITY HEALTH	1,501.59
AMERICAN FAMILY LIFE	608.28	4FRONT CREDIT UNION	40,600.00
CHAR EM UNITED WAY	90.00	CHARLEVOIX STATE BANK	44,250.00
CHARLEVOIX STATE BANK	967.00	CHEMICAL BANK	3,850.00
CHEMICAL BANK	25.00	TOTAL	94,257.85
COMMUNICATION WORKERS OF AMER	672.47		
MI STATE DISBURSEMENT UNIT	209.65		

Tax Disbursement – 09/22/2020

AMROCK LLC - CHASE SIX	164.25	CITY OF CHARLEVOIX - TAXES DUE	993,965.20
CHARLEVOIX COUNTY TREASURER	3,016.98	LERETA LLC	2,190.80
CHARLEVOIX COUNTY TREASURER	843,960.72	NOIROT, ALVA	9.93
CHARLEVOIX PUBLIC SCHOOLS	1,045,220.39	STATE OF MICHIGAN	16,394.14
CHARLEVOIX PUBLIC SCHOOLS	40,816.25	TOTAL	3,026,550.61
CHARLEVOIX PUBLIC SCHOOLS	28,570.02		
CHARLEVOIX PUBLIC SCHOOLS	12,242.35		
CHARLEVOIX PUBLIC SCHOOLS	39,999.58		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: October 5, 2020

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
09/23/2020		
131471	AT&T	1,495.23
131472	AT&T LONG DISTANCE	39.09
131473	CHARLEVOIX STATE BANK	4,894.37
131474	CHARTER COMMUNICATIONS	706.11
131475	DELTA DENTAL	3,611.58
131476	HOLIDAY COMPANIES	6,131.13
131477	MONY LIFE INSURANCE	247.96
131478	PRIORITY HEALTH	43,030.06
131479	STANDARD INSURANCE CO	2,843.40
131480	VERIZON WIRELESS	88.27
131481	VSP INSURANCE CO. (CT)	579.85
131482	WEX BANK	1,165.65
Total 09/23/2020:		64,832.70
Grand Totals:		64,832.70

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

09/23/20	Special Accounts Payable Run	\$ 64,832.70
09/25/20	Off-Cycle Payroll - FRHPPP Grant/ 1st Responder Hazard Pay (net pay)	\$ 25,160.80
09/29/20	Special Accounts Payable Run	\$ 3,000.00
10/02/20	Payroll (net pay)	\$ 129,990.03
10/02/20	Payroll Transmittal Checks	\$ 5,646.55
10/06/20	Regular Accounts Payable	\$ 220,792.04

Checks Sub-Total: \$ 449,422.12

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

09/21/20	MI Public Power Agency	\$ 35,374.28
09/25/20	IRS (Payroll Tax Deposits - FRHPPP Grant)	\$ 6,996.62
09/25/20	State of MI (Withholding Tax-FRHPPP Grant)	\$ 1,214.08
09/25/20	MI Public Power Agency	\$ 210,223.30
09/28/20	MI Public Power Agency	\$ 14,202.23
10/02/20	IRS (Payroll Tax Deposit)	\$ 47,729.46
10/02/20	Alerus Financial (HCSP)	\$ 350.00
10/02/20	State of MI (Withholding Tax)	\$ 6,897.46
10/02/20	Vantagepoint (401 ICMA Plan)	\$ 912.08
10/02/20	Vantagepoint (457 ICMA Plan)	\$ 21,015.41
10/02/20	Vantagepoint (Roth IRA)	\$ 1,155.76

ACH Sub-Total: \$ 346,070.68

Huntington National Bank Total: \$ 795,492.80

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

10/06/20	Tax Disbursement	\$ 145,062.83
Charlevoix State Bank Total:		\$ 145,062.83

Grand Total: \$ 940,555.63

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/25/2020	PC	09/25/2020	131440	DOAN, GERARD P.	201	Hazard Pay FRHPPP Grant	850.68
09/25/2020	PC	09/25/2020	131441	UMULIS, MATTHEW T.	205	Hazard Pay FRHPPP Grant	793.89
09/25/2020	PC	09/25/2020	131442	HANKINS, SCOTT A.	208	Hazard Pay FRHPPP Grant	826.77
09/25/2020	PC	09/25/2020	131443	ORBAN, BARBARA K.	209	Hazard Pay FRHPPP Grant	826.77
09/25/2020	PC	09/25/2020	131444	FLICKEMA, ANDREW M.	211	Hazard Pay FRHPPP Grant	826.77
09/25/2020	PC	09/25/2020	131445	MUNK, CHRISTOPHER J.	215	Hazard Pay FRHPPP Grant	826.77
09/25/2020	PC	09/25/2020	131446	SCHICK, TIELER R.	216	Hazard Pay FRHPPP Grant	786.13
09/25/2020	PC	09/25/2020	131447	STEWART, MORGAN J.	247	Hazard Pay FRHPPP Grant	786.13
09/25/2020	PC	09/25/2020	131448	MCMULLEN, DONALD R.	1000	Hazard Pay FRHPPP Grant	912.06
09/25/2020	PC	09/25/2020	131449	SILVA, JESSE L.A.	1001	Hazard Pay FRHPPP Grant	736.13
09/25/2020	PC	09/25/2020	131450	JOHNSON, MELISSA A.	1004	Hazard Pay FRHPPP Grant	766.13
09/25/2020	PC	09/25/2020	131451	STEPHENS, LYON G.	1005	Hazard Pay FRHPPP Grant	746.13
09/25/2020	PC	09/25/2020	131452	TRAVERS, MANUEL J.	1006	Hazard Pay FRHPPP Grant	826.77
09/25/2020	PC	09/25/2020	131453	FAULKNER, CHRISTOPH	1007	Hazard Pay FRHPPP Grant	881.00
09/25/2020	PC	09/25/2020	131454	STEVENS, JEFFREY W.	1028	Hazard Pay FRHPPP Grant	850.68
09/25/2020	PC	09/25/2020	131455	RILEY, CASEY W.	1052	Hazard Pay FRHPPP Grant	813.28
09/25/2020	PC	09/25/2020	131456	JONES, LARRY M.	1057	Hazard Pay FRHPPP Grant	741.13
09/25/2020	PC	09/25/2020	131457	MATZ, EMILY S.	1059	Hazard Pay FRHPPP Grant	786.13
09/25/2020	PC	09/25/2020	131458	MOYER, DAVID T.	1073	Hazard Pay FRHPPP Grant	776.77
09/25/2020	PC	09/25/2020	131459	WHEELER, MICHAEL W.	1103	Hazard Pay FRHPPP Grant	786.13
09/25/2020	PC	09/25/2020	131460	CORNELL, BRITTA J.	1106	Hazard Pay FRHPPP Grant	874.61
09/25/2020	PC	09/25/2020	131461	MISHLER, MICHAEL. J.	1107	Hazard Pay FRHPPP Grant	786.13
09/25/2020	PC	09/25/2020	131462	AZZOPARDI, ANTHONY J.	1108	Hazard Pay FRHPPP Grant	867.37
09/25/2020	PC	09/25/2020	131463	DEKORNE, ELIZABETH A.	1109	Hazard Pay FRHPPP Grant	786.13
09/25/2020	PC	09/25/2020	131464	MCCRANEY, RUSSELL R.	1111	Hazard Pay FRHPPP Grant	826.77
09/25/2020	PC	09/25/2020	131465	PECK, JARICA L.	1114	Hazard Pay FRHPPP Grant	786.13
09/25/2020	PC	09/25/2020	131466	DIETZ, AMANDA M.	1115	Hazard Pay FRHPPP Grant	786.13
09/25/2020	PC	09/25/2020	131467	MOYER, NATHAN I.	1118	Hazard Pay FRHPPP Grant	923.50
09/25/2020	PC	09/25/2020	131468	FLORE, ROBERT A.	999287	Hazard Pay FRHPPP Grant	805.52
09/25/2020	PC	09/25/2020	131469	MOORE, SASHA L.	1116	Hazard Pay FRHPPP Grant	786.13
09/25/2020	PC	09/25/2020	131470	SPREEMAN, ASHLEY M.	1120	Hazard Pay FRHPPP Grant	786.13

Grand Totals:

3125,160.80

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Check Number	Payee	Amount
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131612	226 W. CARPENTER LLC	3,000.00
Total 09/29/2020:		3,000.00
Grand Totals:		3,000.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/26/2020	PC	10/02/2020	31720	KURTZ, LUTHER J.	54		851.92
09/26/2020	PC	10/02/2020	31721	HAGEN, AARON W.	56		489.45
09/26/2020	PC	10/02/2020	31722	OLEKSY, THOMAS M.	57		389.83
09/26/2020	PC	10/02/2020	31723	KALBFELL, JANET P.	58		454.82
09/26/2020	PC	10/02/2020	31724	BRYAN JR, GREGORY T.	59		356.81
09/26/2020	PC	10/02/2020	31725	SLATER, JOHN B.	60		290.72
09/26/2020	PC	10/02/2020	31726	HEYDLAUFF, MARK L.	102		3,171.17
09/26/2020	PC	10/02/2020	31727	GOLDING, JOYCE M.	106		2,085.86
09/26/2020	PC	10/02/2020	31728	DEROSIA, PATRICIA E.	107		789.14
09/26/2020	PC	10/02/2020	31729	DOTSON, LINDSEY J.	109		1,421.40
09/26/2020	PC	10/02/2020	31730	KLOOSTER, ALIDA K.	121		2,129.16
09/26/2020	PC	10/02/2020	31731	GOLOVICH, KAREN J.	122		1,005.65
09/26/2020	PC	10/02/2020	31732	BARNEVELD, RICHELLE	123		1,208.53
09/26/2020	PC	10/02/2020	31733	EDWARDS, MACKENZIE	124		1,674.87
09/26/2020	PC	10/02/2020	31734	MILLER, FAITH G.	142		52.41
09/26/2020	PC	10/02/2020	31735	MCGINN, KELLY A.	146		2,518.09
09/26/2020	PC	10/02/2020	31736	LAVENDER, JOSEPH E.	153		1,728.58
09/26/2020	PC	10/02/2020	31737	DOAN, GERARD P.	201		2,406.48
09/26/2020	PC	10/02/2020	31738	UMULIS, MATTHEW T.	205		1,200.75
09/26/2020	PC	10/02/2020	31739	HANKINS, SCOTT A.	208		1,692.27
09/26/2020	PC	10/02/2020	31740	ORBAN, BARBARA K.	209		1,142.94
09/26/2020	PC	10/02/2020	31741	FLICKEMA, ANDREW M.	211		1,807.30
09/26/2020	PC	10/02/2020	31742	RILEY, DENISE M.	213		454.71
09/26/2020	PC	10/02/2020	31743	MUNK, CHRISTOPHER J.	215		1,256.35
09/26/2020	PC	10/02/2020	31744	SCHICK, TIELER R.	216		1,260.30
09/26/2020	PC	10/02/2020	31745	MATELSKI, KRISTEN L.	230		1,355.87
09/26/2020	PC	10/02/2020	31746	BINGHAM, LARRY E.	240		1,006.88
09/26/2020	PC	10/02/2020	31747	MACGILLIVRAY, ROGER	244		411.65
09/26/2020	PC	10/02/2020	31748	AZZOPARDI, LAUREN E.	246		156.76
09/26/2020	PC	10/02/2020	31749	WURST, RANDALL W.	411		1,226.68
09/26/2020	PC	10/02/2020	31750	MAYER, SHELLEY L.	412		1,552.78
09/26/2020	PC	10/02/2020	31751	HILLING, NICHOLAS A.	413		1,415.31
09/26/2020	PC	10/02/2020	31752	MEIER III, CHARLES A.	421		1,424.69
09/26/2020	PC	10/02/2020	31753	ZACHARIAS, STEVEN B.	422		1,697.41
09/26/2020	PC	10/02/2020	31754	NEWMAN, MARK J.	424		1,156.36
09/26/2020	PC	10/02/2020	31755	SWEM, DONALD L.	512		3,086.31
09/26/2020	PC	10/02/2020	31756	EATON, BRAD A.	515		3,327.89
09/26/2020	PC	10/02/2020	31757	WILSON, TIMOTHY J.	516		4,371.62
09/26/2020	PC	10/02/2020	31758	LAVOIE, RICHARD L.	519		2,272.18
09/26/2020	PC	10/02/2020	31759	STEVENS, BRANDON C.	521		3,747.40
09/26/2020	PC	10/02/2020	31760	DRAVES, MARTIN J.	523		2,488.95
09/26/2020	PC	10/02/2020	31761	ANDERSON, ELIZABETH	526		1,233.97
09/26/2020	PC	10/02/2020	31762	KENWABIKISE, DAVID L.	528		1,315.37
09/26/2020	PC	10/02/2020	31763	ELLIOTT, PATRICK M.	600		2,739.34
09/26/2020	PC	10/02/2020	31764	SCHWARTZFISHER, JOS	603		1,123.74
09/26/2020	PC	10/02/2020	31765	BRADLEY, KELLY R.	614		1,253.98
09/26/2020	PC	10/02/2020	31766	HART II, DELBERT W.	616		2,035.75
09/26/2020	PC	10/02/2020	31767	JONES, ROBERT F.	618		1,271.90
09/26/2020	PC	10/02/2020	31768	FARRELL, MITCHELL L.	622		1,322.55
09/26/2020	PC	10/02/2020	31769	THORP JR, WILLIAM D.	623		1,694.96
09/26/2020	PC	10/02/2020	31770	LEITNER, RYAN S.	624		1,277.00
09/26/2020	PC	10/02/2020	31771	FERGUSON, ROYCE L.	625		2,072.57
09/26/2020	PC	10/02/2020	31772	DORAN, JUSTIN J.	634		2,107.26
09/26/2020	PC	10/02/2020	31773	MANKER SR, DAVID W.	639		725.92
09/26/2020	PC	10/02/2020	31774	NEDWICK, DAVID J.	642		870.87
09/26/2020	PC	10/02/2020	31775	FREY, DYLAN V.	643		667.32
09/26/2020	PC	10/02/2020	31776	HART III, DELBERT W.	657		950.51

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/26/2020	PC	10/02/2020	31777	FINNERTY, HOLLY E.	669		858.01
09/26/2020	PC	10/02/2020	31778	CRANDELL, ZACKARY R.	691		754.50
09/26/2020	PC	10/02/2020	31779	KNORR, KENT J.	700		1,958.91
09/26/2020	PC	10/02/2020	31780	ANZELL, BETH A.	702		1,318.21
09/26/2020	PC	10/02/2020	31781	KLOOSTER, PATRICK H.	743		1,655.71
09/26/2020	PC	10/02/2020	31782	EVANS JR, HALBERT K.	744		633.78
09/26/2020	PC	10/02/2020	31783	DAVIS, LEAH R.	748		454.33
09/26/2020	PC	10/02/2020	31784	TELGENHOF, WILL G.	749		161.44
09/26/2020	PC	10/02/2020	31785	WHITE III, MARCUS W.	754		576.47
09/26/2020	PC	10/02/2020	31786	GREYERBIEHL, KELLY M.	757		95.14
09/26/2020	PC	10/02/2020	31787	KIRINOVIC, THOMAS F.	790		423.36
09/26/2020	PC	10/02/2020	31788	HART, DAVID R.	836		60.95
09/26/2020	PC	10/02/2020	31789	MCDONNELL, JENNA N.	839		710.03
09/26/2020	PC	10/02/2020	31790	GILL, DAVID R.	856		784.00
09/26/2020	PC	10/02/2020	31791	MASSON, DONALD J.	861		563.95
09/26/2020	PC	10/02/2020	31792	KUSINA, DENNIS W.	862		187.44
09/26/2020	PC	10/02/2020	31793	LABLANCE, MAUREEN J.	863		195.20
09/26/2020	PC	10/02/2020	31794	LIVINGSTON, BRIAN D.	866		1,708.92
09/26/2020	PC	10/02/2020	31795	WAY, KRISTINA M.	870		177.02
09/26/2020	PC	10/02/2020	31796	WYMAN, MATTHEW A.	927		1,647.33
09/26/2020	PC	10/02/2020	31797	MILLER, WILLIAM S.	933		1,408.94
09/26/2020	PC	10/02/2020	31798	DOUGLAS, MARK	935		945.89
09/26/2020	PC	10/02/2020	31799	PRIOR, ERIN C.	938		1,000.51
09/26/2020	PC	10/02/2020	31800	FRATRICK, JOSEPH W.	940		509.50
09/26/2020	PC	10/02/2020	31801	MCMULLEN, DONALD R.	1000		2,492.63
09/26/2020	PC	10/02/2020	31802	SILVA, JESSE L.A.	1001		1,293.89
09/26/2020	PC	10/02/2020	31803	JOHNSON, MELISSA A.	1004		1,707.74
09/26/2020	PC	10/02/2020	31804	STEPHENS, LYON G.	1005		204.34
09/26/2020	PC	10/02/2020	31805	TRAVERS, MANUEL J.	1006		1,523.63
09/26/2020	PC	10/02/2020	31806	FAULKNOR, CHRISTOPH	1007		2,605.23
09/26/2020	PC	10/02/2020	31807	STEVENS, JEFFREY W.	1028		457.21
09/26/2020	PC	10/02/2020	31808	RILEY, CASEY W.	1052		591.06
09/26/2020	PC	10/02/2020	31809	JONES, LARRY M.	1057		405.91
09/26/2020	PC	10/02/2020	31810	VANZANDT, ZORRAN C.	1058		355.53
09/26/2020	PC	10/02/2020	31811	MATZ, EMILY S.	1059		1,172.10
09/26/2020	PC	10/02/2020	31812	LEPIRD, KATIE A.	1061		483.22
09/26/2020	PC	10/02/2020	31813	WHEELER, MICHAEL W.	1103		1,894.65
09/26/2020	PC	10/02/2020	31814	MISHLER, MICHAEL J.	1107		1,057.43
09/26/2020	PC	10/02/2020	31815	AZZOPARDI, ANTHONY J.	1108		1,138.62
09/26/2020	PC	10/02/2020	31816	PECK, JARICA L.	1114		498.47
09/26/2020	PC	10/02/2020	31817	DIETZ, AMANDA M.	1115		382.86
09/26/2020	PC	10/02/2020	31818	MOYER, NATHAN I.	1118		780.28
09/26/2020	PC	10/02/2020	131483	COLE, SHANE	50		651.07
09/26/2020	PC	10/02/2020	131484	WHITLEY, ANDREW T.	522		3,662.75
09/26/2020	PC	10/02/2020	131485	MORRISON, KEVIN P.	601		1,460.32
09/26/2020	PC	10/02/2020	131486	BISHAW, JAMES H.	633		858.01
09/26/2020	PC	10/02/2020	131487	SEROUR III, MICHAEL J.	693		322.28
Grand Totals:			104				129,990.03

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/26/2020	10/02/2020	131488	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	943.00
09/26/2020	10/02/2020	131489	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	127.28
09/26/2020	10/02/2020	131489	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	481.00
09/26/2020	10/02/2020	131490	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 9/26/2	90.00
09/26/2020	10/02/2020	131491	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	967.00
09/26/2020	10/02/2020	131492	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	25.00
09/26/2020	10/02/2020	131493	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	672.47
09/26/2020	10/02/2020	131494	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	209.65
09/26/2020	10/02/2020	131495	MONEY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	275.55
09/26/2020	10/02/2020	131495	MONEY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 9/26/	51.59
09/26/2020	10/02/2020	131495	MONEY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 9/26/20	4.00
09/26/2020	10/02/2020	131495	MONEY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.24
09/26/2020	10/02/2020	131495	MONEY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 9/26	6.85
09/26/2020	10/02/2020	131495	MONEY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 9/26/2	2.59
09/26/2020	10/02/2020	131496	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 9	251.25
09/26/2020	10/02/2020	131497	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,499.08
Grand Totals:		16				5,646.55

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Check Number	Payee	Amount
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131498	ALL-PHASE ELECTRIC	227.64
131499	AMERICAN WATER WORKS ASSN	224.00
131500	ANDERSON, ELIZABETH A.	50.00
131501	ANZELL, BETH A.	50.00
131502	AT YOUR SERVICE PLUS INC	625.00
131503	AT&T MOBILITY	577.52
131504	AVFUEL CORPORATION	41,655.77
131505	BEAVER RESEARCH COMPANY	257.08
131506	BELL EQUIPMENT COMPANY	376.73
131507	BERG, REBECCA	40.00
131508	BOUND TREE MEDICAL LLC	169.55
131509	CANTINA, THE	75.00
131510	CHARLEVOIX TOWNSHIP	20,627.47
131511	CHARTER COMMUNICATIONS	994.68
131512	CINTAS	111.82
131513	CINTAS CORPORATION	101.73
131514	CLEAR WATER PLUMBING & HEATING	2,800.00
131515	CONWAY PROFESSIONAL SERVICES	11,045.00
131516	DALEY, IRVING	28.99
131517	DCL INC	833.76
131518	DeROSIA, PATRICIA E.	50.00
131519	DHASELEER, CARL	289.00
131520	DITCH WITCH SALES OF MICHIGAN	2,004.26
131521	DOAN, GERARD P.	50.00
131522	DORAN, JUSTIN J.	50.00
131523	DORNBOS SIGN INC.	70.85
131524	DOTSON, LINDSEY J.	50.00
131525	EDGEWATER RESOURCES LLC	4,554.38
131526	EJ USA INC.	5,021.91
131527	ELLIOTT, PATRICK M.	50.00
131528	ELLSWORTH FARMER'S EXCHANGE	150.00
131529	EMERGENCY MEDICAL PRODUCTS IN	179.70
131530	ETNA SUPPLY	9,708.40
131531	EVANS, ERIN	48.00
131532	E-Z-GO A TEXTRON COMPANY	45.68
131533	FARMER WHITE'S	228.00
131534	FASTENAL COMPANY	3.33
131535	FAULKNER, CHRISTOPHER	50.00
131536	FISHER SCIENTIFIC	363.35
131537	GA GA FOR KIDS	100.00
131538	GAPUTIS, KELLY	50.00
131539	GERBER HOMEMADE SWEETS	96.00
131540	GOLDING, JOYCE M.	50.00
131541	GRAINGER	104.35
131542	GREAT LAKES ENERGY	184.08
131543	GREAT LAKES PIPE & SUPPLY	404.12
131544	GRP ENGINEERING INC.	8,658.68
131545	HACH COMPANY	291.00

Check Number	Payee	Amount
131546	HANKINS, SCOTT A.	50.00
131547	HARRELL'S	3,635.79
131548	HEYDLAUFF, MARK L.	50.00
131549	IPS GROUP INC	1,203.23
131550	JACK DOHENY COMPANIES	792.28
131551	JOHNSON, MELISSA A.	50.00
131552	KLOOSTER, ALIDA K.	50.00
131553	KLOOSTER, PATRICK H.	50.00
131554	KNORR, KENT J.	50.00
131555	KSS ENTERPRISES	957.05
131556	LAKESHORE TIRE & AUTO SERVICE	24.95
131557	LANDSCAPE FORMS INC.	8,640.00
131558	LAVENDER, JOSEPH E.	50.00
131559	LIVINGSTON, BRIAN D.	50.00
131560	LOTTIE'S BAGELS	187.00
131561	MACGREGOR PLUMBING & HEATING	390.00
131562	MAYER, SHELLEY L.	50.00
131563	McGINN, KELLY A.	50.00
131564	MCLEAN ENGINEERING CO INC	1,906.50
131565	MCMULLEN, DONALD R.	50.00
131566	MDC CONTRACTING LLC	51.25
131567	MICHIGAN ELECTRIC	17,900.00
131568	MICHIGAN MUNICIPAL LEAGUE	4,998.09
131569	MILLER, WILLIAM S.	50.00
131570	MINERAL MASTERS	1,849.00
131571	MUNSON HEALTHCARE CHARLEVOIX	2,638.70
131572	MUNSON HOME SERVICES	344.97
131573	NORTHERN SAFETY CO INC	50.86
131574	NORTHWEST FIRE	654.00
131575	OHM ADVISORS	33,939.65
131576	OLESON'S FOOD STORES	208.84
131577	OUDBIER INSTRUMENT CO	4,047.50
131578	PAYMENT RESOLUTION SERVICES	445.15
131579	PICTURE THIS	164.75
131580	POWER LINE SUPPLY	4,968.00
131581	PREIN & NEWHOF	30.00
131582	PRESTON FEATHER	245.59
131583	PRODUCTIVITY PLUS ACCOUNT	737.40
131584	PURITY CYLINDER GASES INC	83.00
131585	QUALITY CAR & TRUCK REPAIR INC	1,046.50
131586	REHMANN-ROBSON & CO	4,400.00
131587	ROTARY CLUB OF CHARLEVOIX	37.50
131588	S&W HEALTHCARE CORPORATION	256.86
131589	SEA BAGS	50.00
131590	SILVA, JESSE L.A.	50.00
131591	STAFFORD'S WEATHERVANE	50.00
131592	STATE AND MASON LLC	1,000.00
131593	STATE FARM	728.99
131594	STATE OF MICHIGAN	203.16

Check Number	Payee	Amount
131595	STATE OF MICHIGAN	95.00
131596	STRICKER'S OUTDOOR POWER EQUI	385.94
131597	STRIKER SUPPLY	44.00
131598	SWANSON K & D INC	2,465.00
131599	SWEM, DONALD L.	50.00
131600	TELNET GROUP INC	203.50
131601	TELNET WORLDWIDE	446.23
131602	TERMINAL SUPPLY CO	75.00
131603	TRAVERS, MANUEL J.	50.00
131604	UNIFIRST CORPORATION	576.61
131605	USA BLUE BOOK	592.23
131606	VILLAGE GRAPHICS INC.	252.00
131607	WATERWAY OF MICHIGAN	1,869.40
131608	WORK & PLAY SHOP	18.74
131609	WURST, RANDALL W.	50.00
131610	WYMAN, MATTHEW A.	50.00
131611	ZIIBIMIJWANG INC	275.00
Total 10/06/2020:		220,792.04
Grand Totals:		220,792.04

Check Number	Payee	Amount
09/21/2020		
92120001	MICHIGAN PUBLIC POWER AGENCY	35,374.28
Total 09/21/2020:		35,374.28
Grand Totals:		35,374.28

Check Issue Date	Check Number	Payee	Amount
92520001			
09/25/2020	92520001	**EFTPS* Payroll Taxes	1,798.00
09/25/2020	92520001	**EFTPS* Payroll Taxes	1,798.00
09/25/2020	92520001	**EFTPS* Payroll Taxes	420.50
09/25/2020	92520001	**EFTPS* Payroll Taxes	420.50
09/25/2020	92520001	**EFTPS* Payroll Taxes	2,063.88
Total 92520001:			
	5		6,500.88
92520002			
09/25/2020	92520002	STATE OF MICHIGAN	1,129.08
Total 92520002:			
	1		1,129.08
92520003			
09/25/2020	92520003	**EFTPS* Payroll Taxes	124.00
09/25/2020	92520003	**EFTPS* Payroll Taxes	124.00
09/25/2020	92520003	**EFTPS* Payroll Taxes	29.00
09/25/2020	92520003	**EFTPS* Payroll Taxes	29.00
09/25/2020	92520003	**EFTPS* Payroll Taxes	189.74
Total 92520003:			
	5		495.74
92520004			
09/25/2020	92520004	STATE OF MICHIGAN	85.00
Total 92520004:			
	1		85.00
Grand Totals:			
	12		8,210.70

Check Number	Payee	Amount
09/25/2020		
92520005	MICHIGAN PUBLIC POWER AGENCY	210,223.30
Total 09/25/2020:		210,223.30
Grand Totals:		210,223.30

Check Number	Payee	Amount
09/28/2020		
92820001	MICHIGAN PUBLIC POWER AGENCY	14,202.23
Total 09/28/2020:		14,202.23
Grand Totals:		14,202.23

Check Issue Date	Check Number	Payee	Amount
100220001			
10/02/2020	10022000	**EFTPS* Payroll Taxes	12,228.34
10/02/2020	10022000	**EFTPS* Payroll Taxes	12,151.97
10/02/2020	10022000	**EFTPS* Payroll Taxes	2,859.87
10/02/2020	10022000	**EFTPS* Payroll Taxes	2,859.87
10/02/2020	10022000	**EFTPS* Payroll Taxes	18,040.42
10/02/2020	10022000	**EFTPS* Payroll Taxes	411.01
Total 100220001:			
	6		47,729.46
100220002			
10/02/2020	10022000	Alerus Financial	350.00
Total 100220002:			
	1		350.00
100220003			
10/02/2020	10022000	STATE OF MICHIGAN	6,897.46
Total 100220003:			
	1		6,897.46
100220004			
10/02/2020	10022000	Vantagepoint - 401 Plan 109153	912.08
Total 100220004:			
	1		912.08
100220005			
10/02/2020	10022000	Vantagepoint - 457 Plan 300959	5,477.92
10/02/2020	10022000	Vantagepoint - 457 Plan 300959	2,181.57
10/02/2020	10022000	Vantagepoint - 457 Plan 300959	4,436.69
10/02/2020	10022000	Vantagepoint - 457 Plan 300959	8,919.23
Total 100220005:			
	4		21,015.41
100220006			
10/02/2020	10022000	Vantagepoint - Roth IRA 706117	1,155.76
Total 100220006:			
	1		1,155.76
Grand Totals:			
	14		78,060.17



Check Number	Payee	Amount
10/06/2020		
3483	CHARLEVOIX COUNTY TREASURER	40,355.89
3484	CHARLEVOIX PUBLIC SCHOOLS	51,800.80
3485	CHARLEVOIX PUBLIC SCHOOLS	1,930.67
3486	CHARLEVOIX PUBLIC SCHOOLS	1,351.36
3487	CHARLEVOIX PUBLIC SCHOOLS	578.95
3488	CHARLEVOIX PUBLIC SCHOOLS	1,892.06
3489	CITY OF CHARLEVOIX - TAXES DUE	47,153.10
Total 10/06/2020:		145,062.83
Grand Totals:		145,062.83

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Confirm Approval for CHS Homecoming Parade

DATE: October 5, 2020

BACKGROUND:

As usual, Charlevoix High School is requesting permission for the closure of Bridge Street on Friday evening, October 9, for the annual Homecoming Parade. We are preparing the paperwork to obtain MDOT approval. Given Council's position on events, I wanted to confirm Council did not object to this activity.

RECOMMENDATION:

Motion to confirm the annual CHS Homecoming Parade on Friday, October 9, 2020 as requested.

ATTACHMENTS:

- ▣ Letter of Request



Office of the Sheriff

Charlevoix County

Charles Vondra, Sheriff

Todd C. Reeves, Undersheriff
Derek Gaylord, Jail Administrator
Sarah M. Kaminski, Office Manager

RECEIVED

SEP 24 2020



September 24, 2020

Mr. Mark Heydlauff
210 State St.
Charlevoix, MI 49720

RE: Highway Closure Permit for Charlevoix High School Homecoming Parade

Mr. Heydlauff,

Please accept this letter as a formal request for a permit for a highway closure. I am requesting this closure on US 31 in the City of Charlevoix from Clinton St to Garfield St. The purpose for this closure will be to facilitate the Charlevoix High School Homecoming Parade. This parade will be held on October 9, 2020 at 6:00pm. I would expect the closure to last no more than one hour.

If you have any questions please don't hesitate to contact me at the number below. You may also contact me on my cell phone at 231-330-1562 or via e-mail at paytonc@charlevoixcounty.org.

Thanking you in advance for your time and attention to this matter.

Respectfully Submitted,

Clyde Payton
School Liaison Deputy

Cc: Sheriff Vondra
Chief Doan

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Public Hearings for Ordinances 821 and 822

DATE: October 5, 2020

PRESENTED BY: Kathy Egan, Staff Planner

BACKGROUND:

The Planning Commission held a public hearing at their August 10, 2020 meeting for two proposed Zoning Ordinance Amendments. They are now passing those amendments on to City Council with a recommendation for adoption.

The first relates to Rooftop Uses. Currently there is no language to guide any activities on rooftops and there have been several requests. The Planning Commission researched other communities, ordinances, and standards and came up with some language aimed at addressing safety concerns and which activities could be conducted on rooftops. It should be noted that with regard to sound concerns, they looked to the existing city noise ordinance as already being adequate for any concerns. This language would apply to all districts and has been reviewed by the city attorney.

The second proposed amendment is a review of the Site Plan Review section of the ordinance. This has been on the To-Do List of the Planning Commission for a while now because staff felt that this section needed some clarification and streamlining. The proposed amendment also helps to meet the goals of the Redevelopment Ready Community program by making the review process clear, quick, and transparent. This amendment has also been reviewed by the city attorney.

In order to consider adopting these amendments, City Council must hold a public hearing for each of the amendments.

RECOMMENDATION:

Motion to approve Ordinance 821 amending the Zoning Ordinance for Roof Top Uses.

Motion to approve Ordinance 822 amending the Zoning Ordinance for the Site Plan Review Process.

ATTACHMENTS:

- ❑ Rooftop Uses Proposed Changes
- ❑ Ordinance 821 Roof Top Uses
- ❑ Site Plan Review Proposed Changes
- ❑ Ordinance 822 Site Plan Review

Draft Zoning Ordinance Amendment
City of Charlevoix Planning Commission
Forward to City Council with a recommendation to adopt 8-10-20
(Proposed changes are in colored text)
Roof Top Uses

Section 153.005 DEFINITIONS

Building Height. (a) The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; and to the average height between the eaves and ridge for a gable, hip and gambrel roof, or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical ~~equipment~~ and ~~elevator equipment~~ life-safety features, and parapet walls designed solely to screen mechanical and elevator equipment. (b) For a building located on a sloping site, height shall be measured from the average finished grade. (See : 153.146 of this chapter.)

Deck, Roof Top. A finished surface constructed above any top plate of a structure without a roof or walls, except for railings, and which is designed to function as useable outdoor area for human activity.

Life-Safety Features. A necessary component of a building whose primary use is to eliminate or reduce danger and hazards to occupants and users of a building, including but not limited to enclosed stairwells on a roof, or enclosed elevator systems on a roof, railings on a roof, or fire suppression systems on a roof.

Section 153.118 LODGING, DINING AND ENTERTAINMENT USES

(C) Restaurant with outdoor seating

(1) Restaurants providing outdoor seating within an at-grade deck or patio or a roof top deck, must first acquire a zoning and building permit from the City and Charlevoix County Building Department.

(2) All structures would be subject to review by the Zoning Administrator and shall meet the requirements of the Ordinance.

(3) Restaurant outdoor seating shall be allowed only during normal operating hours of the establishment.

(4) All food preparation shall take place inside the establishment.

(5) If alcoholic beverages are to be served, the current Liquor Control Commission rules and regulations shall apply.

(6) Any music or sound that would violate the City's noise ordinances and restrictions is prohibited.

(7) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.

(8) Outdoor seating space is subject to the requirements of Off-Street Parking, Loading, Access and Circulation.

(D) Roof top decks

The following provisions are intended to regulate roof top deck use, permanent or temporary, in all districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally. The use of roof top decks is subject to the following restrictions:

- (1) A zoning and building permit for any roof top deck must be first obtained from the City **Zoning Administrator** and Charlevoix County Building Department and is subject to construction of and maintenance of guardrails and other protective features as required by the Charlevoix County Building Code.
- (2) Any request for a City of Charlevoix zoning permit that includes a roof top deck must undergo site plan review and receive approval by the Planning Commission prior to issuance of a zoning permit.
- (3) Parapet walls and perimeter guardrails shall extend around the perimeter of the **roof top deck** and incorporate exterior building materials consistent with the architectural style of the underlying structure subject to Section 153.170.
- (4) Any structure on a deck or patio must be permitted under the Zoning Code. Portable appurtenances are prohibited. Temporary appurtenances and structures are subject to site plan review to assure public safety.
- (5) Except within the CBD, Central Business District, amplified musical instruments or sounds are prohibited. Any other music or sound that would violate the City's noise ordinances and restrictions is prohibited.
- (6) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.
- (7) Roof top deck space is subject to the requirements of **Section 153.185 et seq., Off-Street Parking, Loading, Access and Circulation.**

**CITY OF CHARLEVOIX
ORDINANCE NO. 821 of 2020**

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 153, SECTION 153.005 AND SECTION 153.118 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.005 of the City of Charlevoix Code is hereby amended to repeal and replace the definition of "Building Height" as follows:

BUILDING HEIGHT.

- (a) The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; and to the average height between the eaves and ridge for a gable, hip and gambrel roof, or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical equipment and life-safety features, and parapet walls designed solely to screen mechanical and elevator equipment.
- (b) For a building located on a sloping site, height shall be measured from the average finished grade. (See 153.146 of this chapter.)

SECTION 2. Title XV, Chapter 153, Section 153.005 of the City of Charlevoix Code is hereby amended to add the following definitions:

DECK, ROOF TOP. A finished surface constructed above any top plate of a structure without a roof or walls, except for railings, and which is designed to function as useable outdoor area for human activity.

LIFE-SAFETY FEATURES. A necessary component of a building whose primary use is to eliminate or reduce danger and hazards to occupants and users of a building, including but not limited to enclosed stairwells on a roof, or enclosed elevator systems on a roof, railings on a roof, or fire suppression systems on a roof.

SECTION 3. Title XV, Chapter 153, Sections 153.118 (C) and (D) of the City of Charlevoix Code are hereby added as follows:

(C) Restaurant with outdoor seating

- (1) Restaurants providing outdoor seating within an at-grade deck or patio or a roof top deck, must first acquire a zoning and building permit from the City and Charlevoix County Building Department.
- (2) All structures would be subject to review by the Zoning Administrator and shall meet the requirements of the Ordinance.
- (3) Restaurant outdoor seating shall be allowed only during normal operating hours of the establishment.
- (4) All food preparation shall take place inside the establishment.
- (5) If alcoholic beverages are to be served, the current Liquor Control Commission rules and regulations shall apply.
- (6) Any music or sound that would violate the City's noise ordinances and restrictions is prohibited.
- (7) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.
- (8) Outdoor seating space is subject to the requirements of Off-Street Parking, Loading, Access and Circulation.

(D) Roof top decks

The following provisions are intended to regulate roof top deck use, permanent or temporary, in all districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally. The use of roof top decks is subject to the following restrictions:

- (1) A zoning and building permit for any roof top deck must be first obtained from the City Zoning Administrator and Charlevoix County Building Department and is subject to construction of and maintenance of guardrails and other protective features as required by the Charlevoix County Building Code.
- (2) Any request for a City of Charlevoix zoning permit that includes a roof top deck must undergo site plan review and receive approval by the Planning Commission prior to issuance of a zoning permit.
- (3) Parapet walls and perimeter guardrails shall extend around the perimeter of the roof top deck and incorporate exterior building materials consistent with the architectural style of the underlying structure subject to Section 153.170.
- (4) Any structure on a deck or patio must be permitted under the Zoning Code. Portable appurtenances are prohibited. Temporary appurtenances and structures are subject to site plan review to assure public safety.
- (5) Except within the CBD, Central Business District, amplified musical instruments or sounds are prohibited. Any other music or sound that would violate the City's noise ordinances and restrictions is prohibited.
- (6) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.
- (7) Roof top deck space is subject to the requirements of Section 153.185 et seq., Off-Street Parking, Loading, Access and Circulation.

SECTION 4. 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 5. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 821 was adopted on the 5th day of October, 2020 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

Draft Zoning Ordinance Amendment
City of Charlevoix Planning Commission
Forwarded to City Council with a recommendation to adopt 8-10-20
Site Plan Review
(Proposed changes are in colored text)

153.230 Intent

The purpose of this subchapter is to establish uniform requirements for the planning and design of developments within the city in order to achieve the following objectives:

- A. to determine compliance with the provisions of this chapter;
- B. to apply provisions of this ordinance equitably and fairly;
- C. to promote the orderly development of the city;
- D. to prevent depreciation of land values;
- E. to ensure a consistent level of quality throughout the community;
- F. to ensure a harmonious relationship between new development and the existing natural and manmade surroundings;
- G. to achieve the goals and recommendations of the city Master Plan; and
- H. to promote consultation and cooperation between applicants and the city in order that applicants may accomplish their objectives in the utilization of land, consistent with the public purposes of this chapter and the Master Plan.

153.231 APPLICABILITY.

Site plan review shall be required, as applicable, under the following conditions, **or under other circumstances required by the City of Charlevoix Zoning Ordinance or other applicable law**, unless exempted by Section 153.232.

(A) *Level “A” review.* The Zoning Administrator shall review site plans in connection with the creation of a use or the erection of a building or structure in any of the following circumstances:

- (1) Any use permitted by right within any zoning district, if the proposed building is less than 2,000 square feet;
- (2) Additions to existing buildings in any zoning district; provided, the addition is not larger than 20% of the area of the building prior to the expansion or more than 2,000 square feet in area, whichever is less;
- (3) Changes in the use of any existing building in any zoning district; provided, the use is permitted by right in that zoning district; and
- (4) When, in the opinion of the Zoning Administrator, a project which otherwise qualifies for level “A” site plan review may have a significant impact on surrounding properties or the city, the Zoning Administrator may, at their sole discretion, submit the site plan to the Planning Commission for review. In such cases, the Planning Commission shall follow the review procedure for level “B” site plans and may require any additional information needed to make an informed decision.

(B) *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:

- (1) Any “permitted” use within any zoning district occupying a building of 2,000 square feet or more;
- (2) Any special use in any district;
- (3) Any planned unit development;
- (4) Any site plan on a waterfront parcel. A waterfront parcel is a parcel of land, or a portion thereof, abutting a water body; and
- (5) As otherwise required by this chapter.

(Prior Code, § 5.116) (Ord. 791, passed 3-19-2018)

§

153.232 EXEMPTIONS.

Site plan review shall not be required for ~~a single~~;

- (A) ~~Developments, expansions, or additions to existing uses within the Charlevoix City Airport.~~
- (B) ~~Single-~~ or two-family dwellings on a lot on which there exists no other principal building or use or for any home occupation or accessory building in a single-family residential district.

(Prior Code, § 5.117)

§

153.233 PRE-APPLICATION CONFERENCE

~~The Charlevoix Zoning Administrator and/or planner shall have the authority to conduct a pre- application meeting with the applicant/developer to assist them in understanding the site plan review process and other ordinance requirements; and to provide insight as to what portions of their proposed development may be of special concern to the Planning Commission.~~

~~This conference is not mandatory, but is recommended for small and large projects alike. For large projects, a pre-application conference should be held several months in advance of the desired start of construction. Such an advance conference will allow the applicant/developer time to prepare the needed information for the Planning Commission to make a proper review.~~

153.234 Site Plan Review Procedures

~~The process for reviewing a the~~ site plan shall be as follows:

- (A) ~~Site Plan and~~ Level "A" reviews shall be performed by the Zoning Administrator as follows:
 - (1) ~~Three (3)~~ ~~Two~~ (2) copies of a complete site plan and an electronic version, in a format specified by the city, shall be submitted along with an application for that purpose and a fee, as established by the City Council.
 - (2) The Zoning Administrator shall review the site plan for completeness ~~and~~.
 - (3) ~~If the site plan is found to be incomplete, the Zoning Administrator shall return the site plan to the applicant with a list of items needed to make the site plan complete.~~
 - (4) ~~Once the site plan is determined to be complete, the Zoning Administrator shall notify and seek comment from other city departments as applicable. A review by all the applicable departments will be held within fourteen (14) days. A report will be drafted by the Zoning Administrator stating a synopsis of the proposal and how the proposal relates to the zoning ordinance standards.~~
 - (5) The Zoning Administrator shall consider the site plan, any comments received and the applicable standards of this ordinance and shall either approve the site plan, as submitted, if all applicable requirements and the standards of Section ~~153.236~~ 153.237 have been met; approve the site plan with conditions; or deny approval of the site plan, if applicable requirements and standards have

not been met.

- (6) The reasons for the Zoning Administrator's action, along with any conditions that may be attached, shall be stated in writing and provided to the applicant.
- (7) If approved, two (2) copies of the final site plan shall be signed and dated by the Zoning Administrator and the applicant. One (1) copy, along with the digital version, shall be kept on file with the city and one (1) copy shall be returned to the applicant or their designated representative. If the plan is approved with conditions, a revised plan shall be submitted reflecting those conditions and signed by the applicant and Zoning Administrator prior to the issuance of any permits.

(B) **Site Plan** and Level "B" reviews shall be performed by the Planning Commission as follows:

- (1) ~~Eighteen (18)~~ Two (2) copies of a complete site plan and an electronic version, in a format specified by the city, shall be submitted ~~to the Zoning Administrator~~ along with an application for that purpose and a fee, as established by the City Council.
- (2) The Zoning Administrator shall review the site plan for completeness. ~~and shall obtain comments as deemed necessary, from the city departments and consultants.~~
- (3) ~~If the site plan is found to be incomplete, the Zoning Administrator shall return the site plan to the applicant with a list of items needed to make the plot plan or site plan complete.~~
- (4) Once the site plan is determined to be complete, the Zoning Administrator shall notify and seek comment from ~~adjoining property owners within 300 feet of the subject property by US mail ten days prior to the Planning Commission meeting;~~ other city departments as applicable. A review by all the applicable departments will be held within fourteen (14) days. A report will be drafted by the Zoning Administrator stating a synopsis of the proposal and how the proposal relates to the zoning ordinance standards.
- (5) The applicant will then submit eleven (11) copies of the complete (revised) site plan; 2 full size, 9 11" x 17" and an electronic version, in a format specified by the city.
- (6) ~~The Zoning Administrator~~ shall transmit the site plan and report to the Planning Commission for consideration at its next meeting ~~that meets the noticing requirements.~~ Comments, if any, from the public, city departments and consultants shall be transmitted to the Planning Commission prior to its review of the plan. ~~Where required by the City of Charlevoix Zoning Ordinance or other applicable law, notice shall be given to all persons to whom real property is assessed within 300 feet of the property that is the subject of the request and to the occupants of all structures within 300 feet of the subject property regardless of whether the property or structure is located in the zoning jurisdiction, and a public hearing held.~~
- (7) The Planning Commission shall consider the site plan and shall either approve the site plan, as submitted, if all applicable requirements and standards have been met; approve the site plan with conditions; or deny the site plan if applicable requirements and standards have not been met. The Planning Commission review shall be based on the requirements of this chapter, comments received from city departments and consultants, and, specifically, the review standards of Section ~~153.235~~ 153.237.
- (8) If approved, two (2) copies of the site plan shall be signed and dated by the Planning Commission chairperson and the applicant. One (1) copy, plus the digital copy, shall be kept on file with the city and one (1) copy shall be returned to the applicant or their designated representative. If the plan is approved with conditions, a revised plan shall be submitted reflecting those conditions and signed by the applicant and the Planning Commission chairperson, prior to the issuance of any permits.

(Prior Code, § 5.118) (Ord. 794, passed 9-17-2018)

153.235 SUBMITTAL REQUIREMENTS

- (A) *Required content.* Each site plan submitted shall contain the information detailed in Table ~~153.234~~ 153.235 as applicable:

Table 153.234 235: Required Site Plan Content

<i>Required Information</i>	<i>Level “A”</i>	<i>Level “B”</i>
GENERAL INFORMATION		
Date, north arrow and scale	X	X
Name and firm address of the professional individual responsible for preparing the site plan	X	X
Name and address of the property owner or petitioner	X	X
Location sketch	X	X
Legal description of the subject property	X	X
Size of subject property in acres or square feet	X	X
Boundary survey dated within 6 years of application	X	X
Preparer’s professional seal		X
Revision block (month, day and year)	X	X
EXISTING CONDITIONS		
Existing zoning classification of subject property	X	X
Property lines and required setbacks (dimensioned)	X	X
Location, width and purpose of all existing easements	X	X
Location and dimension of all existing structures on the subject property	X	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X	X
Abutting street right-of-way width	X	X
Location of all existing structures, driveways and parking areas within 300 feet of the subject property’s boundary		X
Existing water bodies (rivers, creeks, wetlands and the like)	X	X
Existing landscaping and vegetation on the subject property		X
Size and location of existing utilities		X
Location of all existing surface water drainage facilities	X	X
PROPOSED DEVELOPMENT		
Location and dimensions of all proposed buildings	X	X
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical parking space and the total number of spaces to be provided) and unloading areas	X	X
Setbacks for all buildings and structures	X	X

Table 153.234 235: Required Site Plan Content

Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use		X
Flood plain areas and basement and finished floor elevations of all buildings	X	X
Landscape plan (showing location of proposed materials, size and type)		X
Layout and typical dimensions of proposed parcels and lots		X
Number of proposed dwelling units (by type), including typical floor plans for each type of unit		X
Number and location (by code, if necessary) of efficiency and 1-, 2- and 3- or more bedroom units		X
All deed restrictions or covenants		X
Brief narrative description of the project including proposed use, existing floor area (sq. ft.), size of proposed expansion (sq. ft.) and any change in the number of parking spaces	X	X
ENGINEERING		
Proposed method of handling sanitary sewage and providing potable water	X	X
Location and size of proposed utilities, including connections to public sewer and water supply systems and/or size and location of on-site systems	X	X
Location and spacing of fire hydrants		X
Location and type of all proposed surface water drainage facilities	X	X
Grading plan at no more than 2-foot contour intervals		X
Proposed streets (including pavement width, materials and easement or right-of-way dimensions)		X
BUILDING DETAILS		
Typical elevation views of all sides of each building		X
Gross and usable floor area	X	X
Elevation views of building additions	X	X
Building height	X	X

(B) *Information waiver.* Specific requirements of either a Level "A" or "B" site plan may be waived by the Zoning Administrator where it is determined that such information is not applicable to the request. **The Planning Commission reserves the right to request the waived information for Level B Site Plan reviews in their decision making process.**

(C) *Additional reports/study.* The Zoning Administrator or Planning Commission may require additional studies, reports or written opinions from qualified consultants to determine compliance with this chapter **or other applicable law** or to ensure negative impacts to public health, safety and welfare are avoided or mitigated. These reports/studies may include, but are not limited to, traffic studies, transportation plans, geotechnical reports, flood hazard evaluations or environmental assessments. The Zoning Administrator, or

Planning Commission, shall have the authority to choose the individual consultant, firm or company. The costs of additional study shall be paid for by the applicant.

(Prior Code, § 5.119)

153.236 COORDINATION WITH OTHER DEPARTMENT AND AGENCIES

(A) The Zoning Administrator shall forward Level "A" and Level "B" site plans and applications to the following departments and agencies where applicable for their information and opportunity to comment:

- (1) City of Charlevoix Fire and Rescue Department
- (2) City of Charlevoix Public Works Department
- (3) Charlevoix County Road Commission
- (4) Michigan Department of Transportation
- (5) Charlevoix District Health Department
- (6) Charlevoix County Drain Commissioner
- (7) City of Charlevoix Police Department
- (8) City of Charlevoix Downtown Development Authority
- (9) Any other agency that may be affected by the Site Plan.

(B) This review does not alleviate the applicant from obtaining any and all required permits and/or approvals from the departments and agencies listed above. Any comments received from the departments and agencies within a reasonable time (14 days) will be reviewed and considered by the Planning Commission and/or the Zoning Board of Appeals ("ZBA").

- (1) The Planning Commission may approve an application conditioned on obtaining agency permits, or may, if the permit is critical to the site plan, require the permit or approval prior to issuance of their approval.
- (2) No construction activity associated with an approved site plan shall be undertaken until permits and approvals from all applicable agencies have been presented to the Zoning Administrator.
- (3) Whenever possible, site plan review by the Zoning Administrator and Planning Commission shall be coordinated and done simultaneously with other reviews by the Zoning Administrator and Planning Commission on the same application.
- (4) When an application is dependent on the need for a dimensional variance from the ZBA, re-zoning of property, or a zoning ordinance text amendment, such action must be completed prior to final site plan approval by the Planning Commission.

153.237 STANDARDS FOR SITE PLAN APPROVAL

A site plan shall be approved or approved with conditions, only upon a finding of compliance with the following standards:

- (A) The site plan must comply with all standards of this Article and all applicable requirements of this chapter, as well as with all other applicable city, county, state and federal laws and regulations.
- (B) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.
- (C) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the maximum extent possible.
- (D) The site plan does not have a negative impact on the provisions of human services, housing, transportation needs, and access to food in the community.
- (E) The site plan protects the natural environment and conserves natural resources and energy to the extent possible in light of the proposed development.
- (F) Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:
 - (1) *Traffic circulation.*

- a. The site plan shall comply with the applicable zoning district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in the City of Charlevoix Zoning Ordinance, unless otherwise provided.
 - b. Vehicular and Pedestrian Circulation. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. A pedestrian circulation system shall be provided and shall be as insulated as completely as reasonably possible from the vehicular circulation system. The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.
 - c. Walkways from parking areas to building entrances
 - a. Internal pedestrian walkways shall be developed for persons who need access to the building(s) from internal parking areas and shall be designed to provide access from these areas to the entrances of the building(s)
 - b. The walkways shall be designed to separate people from moving vehicles.
 - c. These walkways shall have a minimum width of five (5) feet with no car overhang or other obstruction.
 - d. The walkways must be designed in accordance with the Michigan Barrier Free Design Standards.
 - e. The walkways shall be distinguished from the parking and driving areas by use of any of the following materials: special pavers, bricks, raised elevation or scored concrete. Other materials may be used if they are appropriate to the overall design of the site and building and acceptable to the review authority.
- (2) *Storm water.* Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged. **The proposed project will meet the City of Charlevoix Storm Water Ordinance.**
- (3) *Snow Storage.* Proper snow storage areas shall be provided so to not adversely affect neighboring properties, vehicular and pedestrian clear vision, and parking area capacity.
- (4) *Landscaping.* The landscape shall be preserved in its natural state, insofar as practical, by minimizing unnecessary tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping, buffers or greenbelts may be required to ensure the proposed uses will be adequately buffered from one another and from surrounding property.
- (5) *Screening.* Where non-residential uses abut residential uses, appropriate screening shall be provided in accordance with Section 153.171 to shield residential properties from noise, headlights and glare.
- (6) *Lighting.* Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.

- (7) *Utility service.* All utility service shall be underground, unless impractical due to engineering difficulties.
- (8) *Exterior uses.* Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, **waste storage areas**, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.
- (9) *Emergency access.* All buildings and structures shall be readily accessible to emergency vehicles
- (10) *Water and Sewer.* Water and sewer installations shall comply with all City specifications and requirements.
- (11) *Signs.* Permitted signs shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

(Prior Code, § 5.120)

153.238 CONDITIONS OF SITE PLAN APPROVAL

- (A) Conditions which are designed to ensure compliance with the intent of this Zoning Ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.
- (B) Conditions imposed shall be based on the following criteria:
 - (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
 - (2) Ensure that the use is compatible with adjacent land uses and activities.
 - (3) Protect natural resources, the health, safety, welfare and social and economic well- being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
 - (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
 - (5) Meet the intent and purpose of the City of Charlevoix Zoning Ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.
 - (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
 - (7) Ensure compatibility with other uses of land in the vicinity.

(Prior Code, § 5.121)

153.239 PERFORMANCE GUARANTEE

To assure compliance with this ordinance and any conditions of approval, performance guarantees may be required. The City Manager may require that a performance guarantee be furnished to ensure compliance with the requirements and conditions imposed under the City's Zoning Ordinance. The amount of the performance guarantee shall be set forth by the City Manager, with input from Council, and shall be an amount acceptable to the city in covering the estimated cost of improvements associated with the project for which zoning approval is sought. This performance guarantee may be in the form of a cash deposit, certified check, irrevocable bank letter of credit, or a surety bond, and shall be deposited with the treasurer of the City. The performance guarantee shall be deposited at the time of issuance of the permit authorizing the activity or project. The City shall not require the deposit of the performance guarantee before the date on which the City is prepared to issue the permit. The City shall rebate any cash deposits in reasonable proportion to the ratio of work completed on the required improvement as work on the required improvements progresses.

(Prior Code, § 5.122) (Ord. 794, passed 9-17-2018)

153.240 AUTHORITY AND LIMITATIONS

- (A) A person aggrieved by a decision of the Zoning Administrator or Planning Commission in granting or denying approval of a site plan, or regarding any conditions attached to an approval, may appeal the decision to the ZBA per the requirements of Section 153.038. A party aggrieved by the decision of the ZBA may appeal to the Charlevoix County Circuit Court.
- (B) Decisions on a Special Use Permit or Planned Unit Development site plan may not be appealed to the ZBA, and may be appealed directly to Circuit Court.
- (C) Land Use Permits associated with an approved site plan will not be issued until permits and approvals from applicable outside agencies have been presented to the Zoning Administrator. Such permits and approvals shall include but not be limited to soil erosion and sedimentation control permits, wetland permits, floodplain permits, driveway and road permits, and Health Department permits.

153.241 AMENDMENT TO APPROVED SITE PLAN

Changes to an approved site plan shall be permitted only under the following circumstances:

- (A) The holder of an approved site plan shall notify the Zoning Administrator of any proposed change to an approved site plan.
- (B) Changes to a Level "A" site plan may be approved by the Zoning Administrator.
- (C) Minor changes to a Level "B" site plan may be approved by the Zoning Administrator upon determining that the proposed revision(s) will not alter the basic design or any specified conditions imposed as part of the original approval. Minor changes shall include the following:
 - (1) Reduction in building size or increase in building size up to five (5) percent of total approved floor area.
 - (2) Movement of buildings or other structures by no more than ten (10) feet.
 - (3) Replacement of plant material specified in the landscape plan with comparable materials of an equal or greater size.
 - (4) Changes in building materials to a comparable or higher quality.
 - (5) Changes in floor plans which do not alter the character of the use.
 - (6) Changes required or requested by a city, county, state or federal regulatory agency in order to conform to other laws or regulations.
- (D) A proposed change to a Level "B" site plan, determined by the Zoning Administrator to not be a minor change, shall be submitted to the Planning Commission as a site plan amendment and shall be reviewed in the same manner as the original application.

(Prior Code, § 5.123)

§

153.242 EXPIRATION

Site plan approval shall expire twelve (12) months after the date of approval, unless substantial construction has been commenced and is continuing. The Zoning Administrator, in the case of a Level "A" site plan, or the Planning Commission, in the case of Level "B" site plan, may grant one extension of up to twelve (12) additional months ; provided the applicant requests an extension in writing prior to the date of expiration of the site plan. The extension shall be approved if the applicant presents reasonable evidence that the development has encountered unforeseen difficulties beyond the control of the applicant and the project will proceed within the extension period. If the above

provisions are not fulfilled or the extension has expired prior to construction, the site plan approval shall become null and void.

(Prior Code, § 5.124)

§

153.243 AS BUILT PLAN

- (A) For a project which requires a detailed site plan review, an as-built site plan shall be submitted to the City within 90 days of completion or occupancy, whichever comes first. This site plan shall be prepared to the same standard as the approved site plan. The Zoning Administrator shall use this as-built site plan as a comparison to the approved site plan, and the actual construction on the ground to ensure compliance with the conditions, and other requirements of the site plan, Planned Unit Development, special use permit, and requirements of this ordinance.
- (B) If the as-built site plan does not show compliance with the conditions, and other requirements of the site plan, Planned Unit Development, special use permit, or other requirements of this ordinance, the deviation shall be considered a violation of this ordinance and shall be subject to any applicable enforcement remedy.

**CITY OF CHARLEVOIX
ORDINANCE NO. 822 of 2020**

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 153, SECTIONS 153.230 THROUGH 153.243 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.230 of the City of Charlevoix Code is hereby repealed and replaced as follows:

The purpose of this subchapter is to establish uniform requirements for the planning and design of developments within the city in order to achieve the following objectives:

- A. to determine compliance with the provisions of this chapter;
- B. to apply provisions of this ordinance equitably and fairly;
- C. to promote the orderly development of the city;
- D. to prevent depreciation of land values;
- E. to ensure a consistent level of quality throughout the community;
- F. to ensure a harmonious relationship between new development and the existing natural and manmade surroundings;
- G. to achieve the goals and recommendations of the city Master Plan; and
- H. to promote consultation and cooperation between applicants and the city in order that applicants may accomplish their objectives in the utilization of land, consistent with the public purposes of this chapter and the Master Plan.

SECTION 2. Title XV, Chapter 153, Section 153.231 of the City of Charlevoix Code is hereby amended so that the first sentence reads as follows:

Site plan review shall be required, as applicable, under the following conditions, or under other circumstances required by the City of Charlevoix Zoning Ordinance or other applicable law, unless exempted by Section 153.232.

SECTION 3. Title XV, Chapter 153, Section 153.232 of the City of Charlevoix Code is hereby repealed and replaced as follows:

Site plan review shall not be required for:

- (A) Developments, expansions, or additions to existing uses within the Charlevoix City Airport.
- (B) Single- or two-family dwellings on a lot on which there exists no other principal building or use or for any home occupation or accessory building in a single-family residential district.
(Prior Code, § 5.117)

SECTION 4. Title XV, Chapter 153, Section 153.233 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.233 PRE-APPLICATION CONFERENCE

The Charlevoix Zoning Administrator and/or planner shall have the authority to conduct a pre-application meeting with the applicant/developer to assist them in understanding the site plan review process and other ordinance requirements; and to provide insight as to what portions of their proposed development may be of special concern to the Planning Commission.

This conference is not mandatory, but is recommended for small and large projects alike. For large projects, a pre-application conference should be held several months in advance of the desired start of construction. Such an advance conference will allow the applicant/developer time to prepare the needed information for the Planning Commission to make a proper review.

SECTION 5. Title XV, Chapter 153, Section 153.234 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.234 SITE PLAN REVIEW PROCEDURES

The process for reviewing the site plan shall be as follows:

- (A) Site Plan and Level "A" reviews shall be performed by the Zoning Administrator as follows:
 - (1) Two (2) copies of a complete site plan and an electronic version, in a format specified by the city, shall be submitted along with an application for that purpose and a fee, as established by the City Council.
 - (2) The Zoning Administrator shall review the site plan for completeness.
 - (3) If the site plan is found to be incomplete, the Zoning Administrator shall return the site plan to the applicant with a list of items needed to make the site plan complete.
 - (4) Once the site plan is determined to be complete, the Zoning Administrator shall notify and seek comment from other city departments as applicable. A review by all the applicable departments will be held within fourteen (14) days. A report will be drafted by the Zoning Administrator stating a synopsis of the proposal and how the proposal relates to the zoning ordinance standards.
 - (5) The Zoning Administrator shall consider the site plan, any comments received and the applicable standards of this ordinance and shall either approve the site plan, as submitted, if all applicable requirements and the standards of Section 153.237 have been met; approve the site plan with conditions; or deny approval of the site plan, if applicable requirements and standards have not been met.
 - (6) The reasons for the Zoning Administrator's action, along with any conditions that may be attached, shall be stated in writing and provided to the applicant.
 - (7) If approved, two (2) copies of the final site plan shall be signed and dated by the Zoning Administrator and the applicant. One (1) copy, along with the digital version, shall be kept on file with the city and one (1) copy shall be returned to the applicant or their designated representative. If the plan is approved with conditions, a revised plan shall be submitted reflecting those conditions and signed by the

applicant and Zoning Administrator prior to the issuance of any permits.

(B) Site Plan and Level "B" reviews shall be performed by the Planning Commission as follows:

- (1) Two (2) copies of a complete site plan and an electronic version, in a format specified by the city, shall be submitted along with an application for that purpose and a fee, as established by the City Council.
- (2) The Zoning Administrator shall review the site plan for completeness.
- (3) If the site plan is found to be incomplete, the Zoning Administrator shall return the site plan to the applicant with a list of items needed to make the plot plan or site plan complete.
- (4) Once the site plan is determined to be complete, the Zoning Administrator shall notify and seek comment from other city departments as applicable. A review by all the applicable departments will be held within fourteen (14) days. A report will be drafted by the Zoning Administrator stating a synopsis of the proposal and how the proposal relates to the zoning ordinance standards.
- (5) The applicant will then submit eleven (11) copies of the complete (revised) site plan; 2 full size, 9 11" x 17" and an electronic version, in a format specified by the city.
- (6) The Zoning Administrator shall transmit the site plan and report to the Planning Commission for consideration at its next meeting that meets the noticing requirements. Comments, if any, from the public, city departments and consultants shall be transmitted to the Planning Commission prior to its review of the plan. Where required by the City of Charlevoix Zoning Ordinance or other applicable law, notice shall be given to all persons to whom real property is assessed within 300 feet of the property that is the subject of the request and to the occupants of all structures within 300 feet of the subject property regardless of whether the property or structure is located in the zoning jurisdiction, and a public hearing held.
- (7) The Planning Commission shall consider the site plan and shall either approve the site plan, as submitted, if all applicable requirements and standards have been met; approve the site plan with conditions; or deny the site plan if applicable requirements and standards have not been met. The Planning Commission review shall be based on the requirements of this chapter, comments received from city departments and consultants, and, specifically, the review standards of Section 153.237.
- (8) If approved, two (2) copies of the site plan shall be signed and dated by the Planning Commission chairperson and the applicant. One (1) copy, plus the digital copy, shall be kept on file with the city and one (1) copy shall be returned to the applicant or their designated representative. If the plan is approved with conditions, a revised plan shall be submitted reflecting those conditions and signed by the applicant and the Planning Commission chairperson, prior to the issuance of any permits.

(Prior Code, § 5.118) (Ord. 794, passed 9-17-2018)

SECTION 6. Title XV, Chapter 153, Section 153.235 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.235 SUBMITTAL REQUIREMENTS

(A) *Required content.* Each site plan submitted shall contain the information detailed in Table 153.235 as applicable:

Table 153.235: Required Site Plan Content		
Required Information	Level "A"	Level "B"
GENERAL INFORMATION		
Date, north arrow and scale	X	X
Name and firm address of the professional individual responsible for preparing the site plan	X	X
Name and address of the property owner or petitioner	X	X
Location sketch	X	X
Legal description of the subject property	X	X
Size of subject property in acres or square feet	X	X
Boundary survey dated within 6 years of application	X	X
Preparer's professional seal		X
Revision block (month, day and year)	X	X
EXISTING CONDITIONS		
Existing zoning classification of subject property	X	X
Property lines and required setbacks (dimensioned)	X	X
Location, width and purpose of all existing easements	X	X
Location and dimension of all existing structures on the subject property	X	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X	X
Abutting street right-of-way width	X	X
Location of all existing structures, driveways and parking areas within 300 feet of the subject property's boundary		X
Existing water bodies (rivers, creeks, wetlands and the like)	X	X

Table 153.235: Required Site Plan Content		
Existing landscaping and vegetation on the subject property		X
Size and location of existing utilities		X
Location of all existing surface water drainage facilities	X	X
PROPOSED DEVELOPMENT		
Location and dimensions of all proposed buildings	X	X
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical parking space and the total number of spaces to be provided) and unloading areas	X	X
Setbacks for all buildings and structures	X	X
Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use		X
Flood plain areas and basement and finished floor elevations of all buildings	X	X
Landscape plan (showing location of proposed materials, size and type)		X
Layout and typical dimensions of proposed parcels and lots		X
Number of proposed dwelling units (by type), including typical floor plans for each type of unit		X
Number and location (by code, if necessary) of efficiency and 1-, 2- and 3- or more bedroom units		X
All deed restrictions or covenants		X
Brief narrative description of the project including proposed use, existing floor area (sq. ft.), size of proposed expansion (sq. ft.) and any change in the number of parking spaces	X	X
ENGINEERING		
Proposed method of handling sanitary sewage and providing potable water	X	X
Location and size of proposed utilities, including connections to public sewer and water supply systems and/or size and location of on-site systems	X	X
Location and spacing of fire hydrants		X
Location and type of all proposed surface water drainage facilities	X	X
Grading plan at no more than 2-foot contour intervals		X
Proposed streets (including pavement width, materials and easement or right-of-way dimensions)		X
BUILDING DETAILS		
Typical elevation views of all sides of each building		X
Gross and usable floor area	X	X
Elevation views of building additions	X	X
Building height	X	X

(B) *Information waiver.* Specific requirements of either a Level "A" or "B" site plan may be waived by the Zoning Administrator where it is determined that such information is not applicable to the request. The Planning Commission reserves the right to request the waived information for Level B Site Plan reviews in their decision making process.

(C) *Additional reports/study.* The Zoning Administrator or Planning Commission may require additional studies, reports or written opinions from qualified consultants to determine compliance with this chapter or other applicable law or to ensure negative impacts to public health, safety and welfare are avoided or mitigated. These reports/studies may include, but are not limited to, traffic studies, transportation plans, geotechnical reports, flood hazard evaluations or environmental assessments. The Zoning Administrator, or Planning Commission, shall have the authority to choose the individual consultant, firm or company. The costs of additional study shall be paid for by the applicant.
(Prior Code, § 5.119)

SECTION 7. Title XV, Chapter 153, Section 153.236 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.236 COORDINATION WITH OTHER DEPARTMENTS AND AGENCIES

(A) The Zoning Administrator shall forward Level "A" and Level "B" site plans and applications to the following departments and agencies where applicable for their information and opportunity to comment:

- (1) City of Charlevoix Fire and Rescue Department
- (2) City of Charlevoix Public Works Department
- (3) Charlevoix County Road Commission
- (4) Michigan Department of Transportation

- (5) Charlevoix District Health Department
 - (6) Charlevoix County Drain Commissioner
 - (7) City of Charlevoix Police Department
 - (8) City of Charlevoix Downtown Development Authority
 - (9) Any other agency that may be affected by the Site Plan.
- (B) This review does not alleviate the applicant from obtaining any and all required permits and/or approvals from the departments and agencies listed above. Any comments received from the departments and agencies within a reasonable time (14 days) will be reviewed and considered by the Planning Commission and/or the Zoning Board of Appeals (ZBA).
- (1) The Planning Commission may approve an application conditioned on obtaining agency permits, or may, if the permit is critical to the site plan, require the permit or approval prior to issuance of their approval.
 - (2) No construction activity associated with an approved site plan shall be undertaken until permits and approvals from all applicable agencies have been presented to the Zoning Administrator.
 - (3) Whenever possible, site plan review by the Zoning Administrator and Planning Commission shall be coordinated and done simultaneously with other reviews by the Zoning Administrator and Planning Commission on the same application.
 - (4) When an application is dependent on the need for a dimensional variance from the ZBA, re-zoning of property, or a zoning ordinance text amendment, such action must be completed prior to final site plan approval by the Planning Commission.

SECTION 8. Title XV, Chapter 153, Section 153.237 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.237 STANDARDS FOR SITE PLAN APPROVAL

A site plan shall be approved or approved with conditions, only upon a finding of compliance with the following standards:

- (A) The site plan must comply with all standards of this Article and all applicable requirements of this chapter, as well as with all other applicable city, county, state and federal laws and regulations.
- (B) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.
- (C) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the maximum extent possible.
- (D) The site plan does not have a negative impact on the provisions of human services, housing, transportation needs, and access to food in the community.
- (E) The site plan protects the natural environment and conserves natural resources and energy to the extent possible in light of the proposed development.
- (F) Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:
 - (1) *Traffic circulation.*
 - a. The site plan shall comply with the applicable zoning district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in the City of Charlevoix Zoning Ordinance, unless otherwise provided.
 - b. Vehicular and Pedestrian Circulation. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. A pedestrian circulation system shall be provided and shall be as insulated as completely as reasonably possible from the vehicular circulation system. The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.
 - c. Walkways from parking areas to building entrances
 - a. Internal pedestrian walkways shall be developed for persons who need access to the building(s) from internal parking areas and shall be designed to provide access from these areas to the entrances of the building(s)
 - b. The walkways shall be designed to separate people from moving vehicles.
 - c. These walkways shall have a minimum width of five (5) feet with no car overhang or other obstruction.
 - d. The walkways must be designed in accordance with the Michigan Barrier Free Design Standards.
 - e. The walkways shall be distinguished from the parking and driving areas by use of any of the following materials: special pavers, bricks, raised elevation or scored concrete. Other materials may be used if they are appropriate to the overall design of the site and building and acceptable to the review authority.
 - (2) *Storm water.* Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged. The proposed project will meet the City of Charlevoix Storm Water Ordinance.
 - (3) *Snow Storage.* Proper snow storage areas shall be provided so to not adversely affect neighboring properties, vehicular and pedestrian clear vision, and parking area capacity.
 - (4) *Landscaping.* The landscape shall be preserved in its natural state, insofar as practical, by minimizing unnecessary tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping, buffers or greenbelts may be required to ensure the proposed uses will be adequately buffered from one another and from surrounding property.
 - (5) *Screening.* Where non-residential uses abut residential uses, appropriate screening shall be provided in accordance with Section

- 153.171 to shield residential properties from noise, headlights and glare.
- (6) *Lighting.* Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.
 - (7) *Utility service.* All utility service shall be underground, unless impractical due to engineering difficulties.
 - (8) *Exterior uses.* Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, waste storage areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.
 - (9) *Emergency access.* All buildings and structures shall be readily accessible to emergency vehicles.
 - (10) *Water and Sewer.* Water and sewer installations shall comply with all City specifications and requirements.
 - (11) *Signs.* Permitted signs shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

(Prior Code, § 5.120)

SECTION 9. Title XV, Chapter 153, Section 153.238 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.238 CONDITIONS OF SITE PLAN APPROVAL

- (A) Conditions which are designed to ensure compliance with the intent of this Zoning Ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.
- (B) Conditions imposed shall be based on the following criteria:
 - (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
 - (2) Ensure that the use is compatible with adjacent land uses and activities.
 - (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
 - (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
 - (5) Meet the intent and purpose of the City of Charlevoix Zoning Ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.
 - (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
 - (7) Ensure compatibility with other uses of land in the vicinity.

(Prior Code, § 5.121)

SECTION 10. Title XV, Chapter 153, Section 153.239 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.239 PERFORMANCE GUARANTEE

To assure compliance with this ordinance and any conditions of approval, performance guarantees may be required. The City Manager may require that a performance guarantee be furnished to ensure compliance with the requirements and conditions imposed under the City's Zoning Ordinance. The amount of the performance guarantee shall be set forth by the City Manager, with input from Council, and shall be an amount acceptable to the city in covering the estimated cost of improvements associated with the project for which zoning approval is sought. This performance guarantee may be in the form of a cash deposit, certified check, irrevocable bank letter of credit, or a surety bond, and shall be deposited with the treasurer of the City. The performance guarantee shall be deposited at the time of issuance of the permit authorizing the activity or project. The City shall not require the deposit of the performance guarantee before the date on which the City is prepared to issue the permit. The City shall rebate any cash deposits in reasonable proportion to the ratio of work completed on the required improvement as work on the required improvements progresses.

(Prior Code, § 5.122) (Ord. 794, passed 9-17-2018)

SECTION 11. Title XV, Chapter 153, Section 153.240 of the City of Charlevoix Code is hereby added as follows:

153.240 AUTHORITY AND LIMITATIONS

- (A) A person aggrieved by a decision of the Zoning Administrator or Planning Commission in granting or denying approval of a site plan, or regarding any conditions attached to an approval, may appeal the decision to the ZBA per the requirements of Section 153.038. A party aggrieved by the decision of the ZBA may appeal to the Charlevoix County Circuit Court.
- (B) Decisions on a Special Use Permit or Planned Unit Development site plan may not be appealed to the ZBA, and may be appealed directly to Circuit Court.
- (C) Land Use Permits associated with an approved site plan will not be issued until permits and approvals from applicable outside agencies have been presented to the Zoning Administrator. Such permits and approvals shall include but not be limited to soil erosion and sedimentation control permits, wetland permits, floodplain permits, driveway and road permits, and Health Department permits.

SECTION 12. Title XV, Chapter 153, Section 153.241 of the City of Charlevoix Code is hereby added as follows:

153.241 AMENDMENT TO APPROVED SITE PLAN

Changes to an approved site plan shall be permitted only under the following circumstances:

- (A) The holder of an approved site plan shall notify the Zoning Administrator of any proposed change to an approved site plan.
- (B) Changes to a Level "A" site plan may be approved by the Zoning Administrator.
- (C) Minor changes to a Level "B" site plan may be approved by the Zoning Administrator upon determining that the proposed revision(s) will not alter the basic design or any specified conditions imposed as part of the original approval. Minor changes shall include the following:
 - (1) Reduction in building size or increase in building size up to five (5) percent of total approved floor area.

- (2) Movement of buildings or other structures by no more than ten (10) feet.
 - (3) Replacement of plant material specified in the landscape plan with comparable materials of an equal or greater size.
 - (4) Changes in building materials to a comparable or higher quality.
 - (5) Changes in floor plans which do not alter the character of the use.
 - (6) Changes required or requested by a city, county, state or federal regulatory agency in order to conform to other laws or regulations.
- (D) A proposed change to a Level "B" site plan, determined by the Zoning Administrator to not be a minor change, shall be submitted to the Planning Commission as a site plan amendment and shall be reviewed in the same manner as the original application.
(Prior Code, § 5.123)

SECTION 13. Title XV, Chapter 153, Section 153.242 of the City of Charlevoix Code is hereby added as follows:

153.242 EXPIRATION

Site plan approval shall expire twelve (12) months after the date of approval, unless substantial construction has been commenced and is continuing. The Zoning Administrator, in the case of a Level "A" site plan, or the Planning Commission, in the case of Level "B" site plan, may grant one extension of up to twelve (12) additional months; provided the applicant requests an extension in writing prior to the date of expiration of the site plan. The extension shall be approved if the applicant presents reasonable evidence that the development has encountered unforeseen difficulties beyond the control of the applicant and the project will proceed within the extension period. If the above provisions are not fulfilled or the extension has expired prior to construction, the site plan approval shall become null and void.
(Prior Code, § 5.124)

SECTION 14. Title XV, Chapter 153, Section 153.243 of the City of Charlevoix Code is hereby added as follows:

153.243 AS BUILT PLAN

- (A) For a project which requires a detailed site plan review, an as-built site plan shall be submitted to the City within 90 days of completion or occupancy, whichever comes first. This site plan shall be prepared to the same standard as the approved site plan. The Zoning Administrator shall use this as-built site plan as a comparison to the approved site plan, and the actual construction on the ground to ensure compliance with the conditions, and other requirements of the site plan, Planned Unit Development, special use permit, and requirements of this ordinance.
- (B) If the as-built site plan does not show compliance with the conditions, and other requirements of the site plan, Planned Unit Development, special use permit, or other requirements of this ordinance, the deviation shall be considered a violation of this ordinance and shall be subject to any applicable enforcement remedy.

SECTION 15. 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 16. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 822 was adopted on the 5th day of October, 2020 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

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing: Authorize Deer Cull

DATE: October 5, 2020

PRESENTED BY: Gerard Doan, Police Chief

BACKGROUND:

Since the fall of 2018 we have been discussing concerns that there are too many deer within the City. The concerns stem from the destruction of private property the deer are causing, car/deer accidents, and general concerns of over-population. Michigan DNR Biologist Jennifer Kleitch presented multiple resolutions to council to distract deer from coming onto resident's property by planting different vegetations, utilizing deterrent sprays, fencing, and reducing overgrown areas. A deer cull was also discussed as a resolution. The City implemented a complaint form on the city web site to record complaints. This spring it was discussed to hold a public hearing in the fall to determine if a deer cull would be requested for this winter. A representative from the USDA will be present at the October 19, 2020 council meeting to discuss the logistics of conducting a deer cull.

RECOMMENDATION:

Motion to set a public hearing on October 19, 2020 at 6:00 pm in the location and manner then used by Council to receive input on conducting a deer cull.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Pilot Runway Deicing Program

DATE: October 5, 2020

PRESENTED BY: Matthew Wyman, Airport Manager

BACKGROUND:

Last winter, Zotec Partners, LLC had to use the Pellston Airport more frequently because of ice contamination and lack of runway deicing at our airport. Zotec would much rather use our airport, and therefore, is proposing to purchase a truck, a spreader, loader forks and deicing material. The airport staff would use this equipment and apply the deicing material to our runway prior to the arrival of Zotec Aircraft.

In addition to deicing the runway, having Zotec on our ramp more frequently, would provide the airport staff with valuable aircraft deicing experience. It would also provide us with an opportunity to increase our jet fuel sales, when we wouldn't otherwise be selling jet fuel.

RECOMMENDATION:

Motion to approve the Runway De-Icing Service Agreement.

ATTACHMENTS:

- ❑ Runway Deicing
- ❑ Runway Deicing Service Agreement
- ❑ NEWDEAL
- ❑ Testimonials
- ❑ Delta Ramp
- ❑ Half Ton Bag



Pilot Runway De-Icing Program

Basic Principals

The goal of the pre-treating or de-icing the runway is to either prohibit or remove frozen contamination from the runway surface. By doing this, the breaking action for aircraft is greatly improved. The act of prohibiting ice formation on the runway is accomplished by spreading the solid granule on the runway prior to a snow or freezing rain event. The snow will begin to melt and at the same time dissolve the solid. The biproduct of this process is a layer of slush beneath the snow that is removed during the normal snow plowing process. The act of de-icing the runway is done through a 2-step process. First you apply the solid granule, allow it time to work down through the ice. Once enough time has passed, the contaminate is mechanically removed from the runway via a plow truck. A secondary benefit to the anti-ice/de-ice product is holdover time. Whether the product is used in an anti-ice or de-ice capacity, a thin layer of dissolved product serves as a protectant against reformation of ice for a period of time.

Proposed Pilot Program

A frequent customer of ours, Zotec Partners, LLC. would like to purchase a truck, a spreader, a set of forks, and the anti-icing/de-icing material. The anti-icing/de-icing material is a product called NEWDEAL Solid Airfield Deicer. It is a blend of Sodium Acetate (20-30%) and Sodium Formate (70-80%). NEWDEAL meets the FAA Approved performance and ecological requirements of AMS1431. NEWDEAL is currently being used by Detroit Metro, Grand Rapids, Lansing, Traverse City, Sawyer, Iron Mountain and Saginaw airports for their winter operations. In addition, Southwest Airlines, FedEx, Signature FBO's and the University of Michigan Ann Arbor Campus utilize NEWDEAL to treat and clear their ramps, sidewalks and parking lots.

The truck and spreader will be used solely for the application of anti-icing /de-icing material to the runway prior to the arrival or departure of Zotec aircraft if and when the conditions permit. For this service, the Airport will charge a fee of \$175.00 per application.

When I asked Steve Houtteman, the head Environmental Specialists with the State of Michigan about the proposal. He said that it is an approved airfield deicing chemical and has not heard or seen any negative information. In addition, the limited application of this material shouldn't be an issue.

The pilot runway de-icing program will provide valuable experience to our staff, benefit other on field operators and increase our fuel sales.

SERVICES AGREEMENT

This Services Agreement, dated _____, 2020 (“Effective Date”), is by and between Zotec Partners, LLC (“Zotec”) and the City of Charlevoix on behalf of its Charlevoix Municipal Airport (“Airport”).

WHEREAS, Zotec desire to obtain runway deicing services for its airplanes; and

WHEREAS, Airport is equipped and willing to provide runway deicing services to Zotec.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Zotec and Airport hereby agree as follows:

1. Zotec owns and shall supply the deicing truck, truck fuel, loader forks, and deicing material (“Deicing Supplies”). Zotec shall also provide all upkeep and maintenance for the Deicing Supplies.
2. Airport shall provide runway deicing services, employee training and certification on proper deicing of the runway for Zotec’s airplanes, and hangar space for Deicing Supplies (“Services”).
3. Zotec shall pay \$175 per application of the runway deicing for the Services.
4. This Services Agreement shall be effective as of the Effective Date for a period of one year and shall automatically be renewed for successive one year terms. Either party may terminate this Services Agreement upon 15 days written notice.
5. The interpretation and enforcement of this Services Agreement will be governed by the laws of the State of Michigan.
6. No supplement, modification or amendment to this Services Agreement will be binding unless executed in writing by authorized representatives of the parties hereto.
7. Nothing express or implied in this Services Agreement is intended or shall be interpreted to create or confer any rights, remedies, obligations or liabilities whatsoever in any third party.
8. Zotec shall defend, indemnify, release and hold harmless The City of Charlevoix, Municipal Airport, its agents and employees from and against any and all claims, damages, liabilities, losses and expenses including, without limitation, attorneys’ fees and costs of

any kind whatsoever arising out of or resulting from, directly or indirectly, any act or omission of The City of Charlevoix, Municipal Airport's agents, employees, invitees, contractors, suppliers, customers and sublessees.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Services Agreement.

ZOTEC PARTNERS

By: _____

Printed Name: _____

Title: _____

CITY OF CHARLEVOIX

By: _____

Printed Name: _____

Title: _____

NEWDEAL®

Solid Airfield Deicer

Sodium Formate/Acetate Blend

Product Information:

AMS 1431 certified solid airfield deicer

Composition: 20-30% Sodium Acetate/70-80% Formate Blend

Granule Size: 2.0 - 5.6mm (#10 - #3.5 sieve)

Bulk Density: 53 lbs/ft³ to 56 lbs/ft³

pH (15% solution): 9.5 - 11

Packaging: • 2205 lb Super Sack

• 40 lb bags – 55 bags per pallet



Benefits:

- ✓ **Safe** for all airside operational surfaces as well as landside applications.
- ✓ Meets **FAA approved** performance and ecological requirements of AMS 1431
- ✓ **Staff safety—1-Step** remote Super Sack discharge system
- ✓ **Irregular granular shape;** pre-wetting not necessary
- ✓ Effective at **low temperatures** (0°F)
- ✓ Biodegradable and **environmentally friendly**
- ✓ **Superior effectiveness** at lower temperatures (under 20°F)
- ✓ **Longer lasting** anti-icing effect than liquid deicer

Application Rates:

Pre-treat / Anti-icing

10 lbs/1000 ft²

De-icing

10-20 lbs/1000 ft²

For best results, pre-treat to prevent ice. Application should be made in a uniform fashion. The above table should only be used as a guide. When applying product, it is important to consider factors such as precipitation type, surface temperature, and weather forecast.

Storage and Handling:

NEWDEAL should be stored tightly sealed in its original bag and in a cool, dry, well-ventilated area to avoid moisture. When handling the product, avoid contact with skin and eyes.

Please contact: Laura Miao

New Deal Deicing • 303-459-2500 • laura@newdealdeicing.com • www.newdealdeicing.com



What would you do if you had more time? Buy more time with NEWDEAL®!

Success Stories

Winter Season 2017-18

“Over Thanksgiving holiday, I came in and put down NEWDEAL about 10 hours before the storm was predicted to hit. It was so long in advance that I thought I wasted it. But the storm did come, and the NEWDEAL held several hours before I had to call the crew in. We also got about 8 hours before we even set a broom on it. So we have been using NEWDEAL for anti-icing purposes, and it saves a lot of brooming and other chemical.”

— ***Kirk Deines, Maintenance Manager, Colorado Springs Airport***

“I put down NEWDEAL at 7 o’clock right before snow started and didn’t have to plow until 11 o’clock.”

— ***Javier Rodriguez, Ramp Supervisor, Southwest Airlines***

“Pre-treating with NEWDEAL or not is night and day difference. We have seen it! After you pre-treat with NEWDEAL, you can drive on the snow all you want and the tire tracks will not turn into ice! After we plow it, we have black pavement, just wet bare pavement! Love it!”

— ***Mike Vasseur, Assistant Station Manager, Southwest Airlines***

“Our people finally figured out how to best use the NEWDEAL...PRE APPLICATION!!”

— ***Matt Hall, Duty Manager, Signature Flight Support***

“We finally put down the NEWDEAL early on during the snow, and I was amazed to see how fast it was melting the snow as it was coming down!”

— ***Matt Pearson, Facility Manager, Dassault Falcon***

“I have been thrilled about the NEWDEAL! It’s a game changer in terms of how we do things. For a small airport, you always have this question: It’s close to freezing but do you want to keep someone here all night long? Now we have a second option! We lay down NEWDEAL for pre-treatment. It’s a big relief. I was from New Orleans before I moved here and every snow season I hated my job. I love what I do at the airport but when it comes to winter, I used to tell myself I needed to find another job. Not anymore! NEWDEAL totally changed my life last winter! Absolutely fantastic!”

— ***Ed Jackson, Airfield Manager, Salisbury Regional Airport***





CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Long Road Distillers - Charlevoix - Local Government Approval For Off-Premises Tasting Room License

DATE: October 5, 2020

PRESENTED BY: Lindsey Dotson, Main Street/DDA; Jon O'Connor & Kyle VanStrien, Long Road Distillers

BACKGROUND:

Long Road Distillers is moving forward with the space that they have leased from Charlevoix Main Street DDA at 109 Bridge Park Drive and is seeking Council Approval for an Off Premise Tasting Room License with the goal of opening in Charlevoix spring 2021.

Because of Covid-19 and language in their lease they were able to delay build out during the uncertain economic circumstances we all found ourselves in this past spring. Their current lease concludes on March 31, 2021 but they've already given us written notice to renew.

Excerpt of lease:

In the event of a public health crisis that affects public attendance at restaurants or other gathering spaces, the lease amount shall be abated on a prorated basis for the amount of time that the crisis persists. A public health crisis shall be deemed to be occurring if any of the following events occurs:

- o Ferry service to Beaver Island is interrupted due to health concerns, or lack of traffic due to a health crisis.*
- o The Governor of the State of Michigan declares a state of emergency in the State of Michigan due to a health crisis or pandemic or spread of a transmissible disease in the state.*
- o The Federal Center for Disease Control issues advice that people avoid congregating and attending gatherings in an area that includes the rented space.*

Not paying rent in that time period shall not be deemed a default of the term of the lease, so long as the premises remains closed for business during the time period, nor shall it extend or toll the terms of the lease.

The concept for the space is below:

Charlevoix Tasting Room

- Curated menu of craft cocktails, featuring Michigan-made spirits and seasonal, locally grown ingredients
- Limited selection of high-quality, quick-service food - snacks, salads, sandwiches - to complement beverage offerings
- Retail of bottles-to-go, distillery apparel and merchandise, and non-alcoholic products

Facility Improvements

- Update "game room" to be utilized as retail space and tasting room
- Reorganization of "back-of-house" to better suit LRD needs, including product storage, barrel display, prep kitchen, etc.
- Repair of bar; plumbing, etc.

Proposed Timeline at time of original request:

- February 24, 2020 – Charlevoix Main Street / DDA Approval
- February 28, 2020 – agreeable lease rate and terms reached
- March 6, 2020 – lease executed for 109 Bridge Park Dr.

- March 6, 2020 - lease executed for 109 Bridge Park Dr
- October 2020 - licensing applications submitted to MLCC and MDARD
- January - April 15, 2021 - facility updates and improvements
- February 2021 - MLCC & MDARD approval
- April 2021 - staff hiring, onboarding, training
- April 2021 - Occupancy granted
- May 2021 - Soft Opening
- May 2021 - Grand Opening

Important Information Regarding Off-Premises Tasting Room Licenses

An Off-Premises Tasting Room License is issued to a manufacturer licensee that operates a tasting room that is not located on the licensed manufacturing premises of the manufacturer licensee.

Only the following manufacturer license types may be issued an Off-Premises Tasting Room License: ' Wine Maker ' Small Wine Maker ' Brandy Manufacturer ' Distiller (Manufacturer of Spirits) ' Small Distiller

A manufacturer licensee may be issued no more than five (5) Off-Premises Tasting Room Licenses where it may sell and serve full drinks. Any Joint Off-Premises Tasting Room Licenses held by the manufacturer licensee with other manufacturers at other locations that are designated for the sale and service of full drinks also count toward the limit of five (5) locations. The applicant must designate the type of license at the time of application and the designation may not be changed once the license is approved and issued.

An applicant for an Off-Premises Tasting Room Licenses must obtain approval from the legislative body of the local governmental unit where the licensed premises will be located.

RECOMMENDATION:

Motion to approve Resolution 2020-03-01 in support of a Off-Premises Tasting Room license and Small Wine Maker license for Long Road Distillers LLC.

ATTACHMENTS:

- ▣ Local Government Approval For Off-Premises Tasting Room License
- ▣ Resolution



Local Government Approval For Off-Premises Tasting Room License
(Authorized by MCL 436.1536)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)
called to order by _____ on _____ at _____
the following resolution was offered: (date) (time)
Moved by _____ and supported by _____
that the application from Long Road Distillers LLC
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW OFF-PREMISES TASTING ROOM LICENSE; Small wine maker license**

to be located at: 109 / 111 Bridge Park Drive, Charlevoix, MI 49720

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-10-01
MICHIGAN LIQUOR CONTROL COMMISSION
LOCAL GOVERNMENT APPROVAL FOR OFF-PREMISES TASTING ROOM LICENSE
(Authorized by MCL 436.1501)

At a regular meeting of the City of Charlevoix City Council called to order by Mayor Luther Kurtz on October 5, 2020 at 6:00 p.m., the following resolution was offered:

Moved by xxx and supported by xxx that the application from Long Road Distillers LLC for a new Off-Premises Tasting Room License; Small Wine Maker License to be located at 109/111 Bridge Park Drive, Charlevoix, MI 49720.

It is the consensus of this body that it recommends this application be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 5th day of October, 2020 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Council Goals for Golf Course Property Housing

DATE: October 5, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At the last meeting, Council discussed establishing goals for the potential development of housing around the Charlevoix Golf Course. Council directed me to prepare a resolution with a series of goals should voters consent to this initiative. Given the conversation at that meeting (and since), I have added how the City shall work with tribal leaders to address concerns about ensuring the sanctity of any possible Native American burial areas.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Resolution
- ▣ Letters to Council

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-10-03
GOALS AND PRIORITIES FOR HOUSING AT THE CHARLEVOIX GOLF COURSE

- WHEREAS,** the Charlevoix City Council is concerned about the lack of workforce housing in our community; and
- WHEREAS,** the Charlevoix City Council placed a question on the November 3, 2020 ballot asking voters to consider using portions of the Charlevoix Golf Course property that are not used for golf to be used for expanded workforce housing options; and
- WHEREAS,** the City Council recognizes the importance the public places on our greenspace and natural areas and wants to offer its goals in case the public should vote yes on November 3, 2020 on this proposal.

NOW THEREFORE BE IT RESOLVED, that the City Council adopts the following goals and priorities for housing at the Charlevoix Golf Course:

- The project should allow for multiple price points which can include the following types of housing.
 - Some single family housing
 - Some row housing (townhomes)
 - Some apartments
- This project is to support year-round housing: every housing unit will be limited to year-round use by deed restriction.
- This project should have some housing units that are limited to use by the work force through deed restriction.
- Understanding that there will be a visual impact on the surrounding recreation areas, steps should be taken to minimize that impact with appropriate plantings, etc.
- Understanding that many trees will need to be cut, steps should be taken to keep the character of the woodland feel while still putting in as many housing units as possible.
- Most of the units should be dedicated to workforce housing.
- A public-private partnership should be created to utilize the expertise of housing creators to engage the solution.
- Include the Shade Tree and Park Commission and an arborist in the planning to evaluate the health of the forest.
- The City shall work with tribal leaders to address concerns about ensuring the sanctity of any possible Native American burial areas.

RESOLVED this 5th day of October, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

OCT - 5 2020



The Grand Traverse Band of Ottawa and Chippewa Indians

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682-9275 • (231) 534-7750

October 5, 2020

Luther Kurtz, Mayor
City of Charlevoix
403 Prospect Street
Charlevoix, MI 49720

Charlevoix City Council Members
City of Charlevoix
403 Prospect Street
Charlevoix, MI 49720

Dear Mr. Mayor and Charlevoix City Council Members:

I am the Tribal Chairman of the Grand Traverse Band of Ottawa and Chippewa Indians (GTB), and I am writing on behalf of GTB, its members, and the descendants of Louis McSawby (some of whom are GTB members). Louis McSawby selected land under the Treaty of 1855 allotment period, generally known as the land allotments, under the provisions of the 1855 Treaty between the United States and the Ottawa and Chippewa Indians.

It is my understanding that pre-contact human remains occurred on Louis McSawby's land allotments. Unfortunately, Louis McSawby's land allotment was lost through arguably illegal alienation in violation of the 1855 Treaty, or in violation of the Fifth Amendment of the U.S. Constitution. Because of the loss of land, the descendants lost a significant inheritance from their ancestor.

GTB further understands that Louis McSawby's land is now public land protected by deed restrictions put in place by the Chicago Club when it gifted it to the City of Charlevoix in 1937. I understand that the McSawby descendants applaud and agree with this public use; however, now, you, Mayor, and City Officials, and developers are attempting to develop the historic McSawby land in violation of the Native American Graves and Repatriation Act (NAGPRA), and the National Environmental Protection Act (NEPA) under the doubtful proposition that federal law does not apply if only private resources are used. GTB believes this legal position does not take into account that the source of the land's origins under federal law, the 1855 Treaty, and the Treaty allotment patent history, does in fact make this land subject to federal law.

Therefore, we believe that the provisions of NAGPRA and NEPA should apply to any development of this land by private developers. The application of federal law would ensure that the interests of the descendants of Louis McSawby are considered.

On behalf of the Grand Traverse Band and its members, with whom some are descendants of Louis McSawby, and members of the Charlevoix community, we ask that you take the above information into consideration and require that federal law apply to this proposed private development. If you have any questions or concerns please do not hesitate to contact me at 231-534-7129 or David.Arroyo@gtbindians.com.

Sincerely,

David M. Arroyo
Tribal Chairman

GRAND TRAVERSE

CHARLEVOIX

LEELANAU

BENZIE

MANISTEE

ANTRIM

OCT - 5 2020

To: Mayor Luther Kurtz and the Charlevoix City Council

On behalf of Louis McSawby, his descendants, and the Anishnabe community that still reside in Zhiingwakziibiing (otherwise known as Charlevoix the Beautiful), we wish to convey the following request:

Please keep this land protected, preserved and public.

Whether this land was a Village or just a Homestead

And whether there's one burial - or many

This land has been left undisturbed and should remain that way in honor of Louis McSawby, his Descendants and the Anishnabe people who remain.

We can't change history but we can change what we do today. We just want the land left alone. No digs or excavations, no Arborist determining what trees should remain, no development or developers... It's perfect the way that it is. A time capsule going back to the days of Louis McSawby.

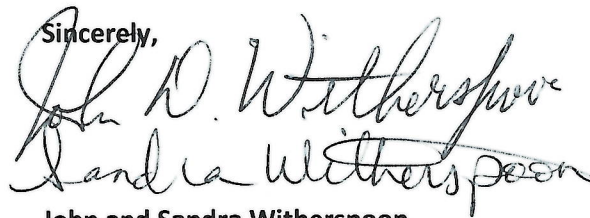
Please keep this land protected, preserved and public.

Many of you do not know the history of Louis McSawby and the Anishnabe people who still reside here. Years of our history has been erased by Charlevoix Officials in the past. This is an opportunity for the Mayor and the City Council of Charlevoix to do the right thing by acknowledging our existence and preserving our history - not just for us, but for the community.

In these times of great division across the Country, we do not need to divide our community over this issue. Especially since we all agree on the main issue - affordable housing. We are all on the same side. It's just the proposed location that's causing this divide. We were shocked and blindsided by this proposed development. **Please keep this land protected, preserved and public.**

Let's work together to address the housing problems in the community without dividing the community.

Please take Proposal 1 out of consideration – please remove it from the ballot.

Sincerely,

John and Sandra Witherspoon

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Michigan Natural Resources Trust Fund Ballot Proposal Support

DATE: October 5, 2020

PRESENTED BY: Dean Martin, Community Development Fellow

BACKGROUND:

With Charlevoix's strong focus on ensuring ample active and passive recreation opportunities for all ages, I wanted to bring this proposal to your attention. The ballot proposal would seek to increase the flexibility of expenditures to be used for park development purposes from a maximum of 25% of grant funding to a minimum of 25%, while also increasing total funding available by removing the funding cap on the state program. Charlevoix has used the Michigan Natural Resource Trust Fund (MNRTF) for project funding 5 times since inception, with grants specific to park development awarded for Ferry Beach Park and Michigan Beach Park. Approving the resolution would symbolically show the Council's support for voters having the opportunity to make the MNRTF program more flexible in its project funding.

GOALS:

Provide strong stewardship of public resources and promote good governance.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Resolution

**CITY OF CHARLEVOIX
RESOLUTION NO. 2020-10-02**

RESOLUTION SUPPORTING THE BALLOT PROPOSAL TO AMEND THE MICHIGAN NATURAL RESOURCES TRUST FUND

- WHEREAS,** the Michigan Natural Resources Trust Fund (MNRTF) has funded public land acquisition and recreation projects with royalties from oil, gas and minerals from public lands in all eighty-three counties in the state since its founding in 1976; and
- WHEREAS,** projects supported by the MNRTF help Michigan communities protect the state's lakes, streams, lands and wildlife habitats and build recreational facilities like parks, trails and river and beach access for the enjoyment of Michigan residents and visitors, with economic, quality-of-life and public health benefits; and
- WHEREAS,** every Michigan resident is within a one-hour drive of a state park or recreation area, which are critical contributors to Michigan's \$25.7 billion tourism industry that supports 237,733 direct jobs; and
- WHEREAS,** the City of Charlevoix has received \$1,431,855 from MNRTF to create park and recreation opportunities such as Ferry Beach Park, Depot Beach Park, Michigan Beach Park, and East Park; and
- WHEREAS,** the Michigan Legislature unanimously voted to allow the MNRTF to again receive royalties from oil, gas and mining on public land to fund land conservation and recreation, to commit at least 25% of Trust Fund dollars to building and renovating public recreation facilities like trails, parks and rivers and lake access and at least 25% for land conservation, and requiring 20% of State Parks Endowment Fund expenditures be for improvements at state parks, without raising taxes; and
- WHEREAS,** Michigan voters will now have the opportunity to approve these changes in the 2020 general election, thus amending Article IX, Section 35 and 35a of the Michigan Constitution.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council supports the ballot question placed before voters in the 2020 general election to update and expand the MNRTF, guaranteeing investment in conservation and outdoor recreation for generations to come, protecting our natural resources and invigorating our local economies.

RESOLVED this 5th day of October, 2020 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Fence Regulation Request for Planning Commission

DATE: October 5, 2020

PRESENTED BY: Council Member Brian Slater

BACKGROUND:

As the attached letter indicates, some on Council would like to ask the Planning Commission to study further the regulations on fences as a means of controlling nuisance animals.

RECOMMENDATION:

Motion to request the Planning Commission study fence regulations relative to nuisance animals.

ATTACHMENTS:

- ▣ Letter from Council

September 28, 2020

Mark Heydlauff, City Manager
210 State Street
Charlevoix, MI 49720

Mark,

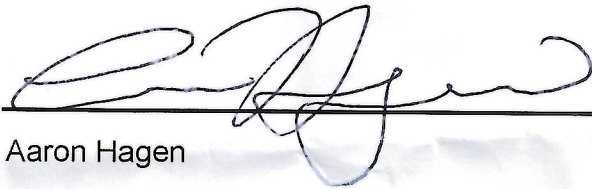
We are requesting that council discuss directing the Planning Commission to look into ways in which fencing ordinances can be augmented such that citizens are allowed to protect their property from animals viewed as a nuisance.



Brian Slater

10/1/2020

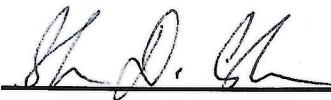
Date



Aaron Hagen

10/1/2020

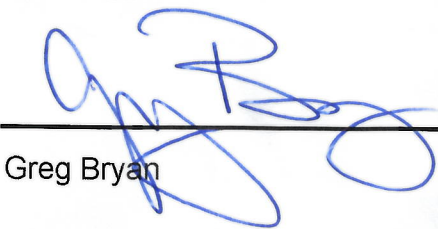
Date



Shane Cole

10/1/2020

Date



Greg Bryan

10/1/2020

Date

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Commission Appointments

DATE: October 5, 2020

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Mary Millington requested appointment to the Planning Commission. This is a Mayoral appointment, term expiring April 2021.

Laura Podob requested appointment to the Historic District Commission. This is a Council appointment, term expiring June 2023.

RECOMMENDATION:

Motion to appoint Mary Millington to the Planning Commission, term expiring April 2021.

Motion to appoint Laura Podob to the Historic District Commission, term expiring June 2023.

ATTACHMENTS:

▣ Applications

Volunteer Boards and Committees Application - Submission #450

Date Submitted: 11/22/2019

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

Committees and Boards to Apply For

- | | | | |
|--|---|--|--|
| ☐ Board of Review | ☐ Historic District Commission | ☐ Recreation Advisory Committee | ☐ No Preference |
| ☐ Compensation Commission | ☐ Housing Commission | ☐ Shade Tree Commission | ☐ Other |
| ☐ DDA / Main Street Board | ☒ Planning Commission | ☐ Zoning Board of Appeals | |

Other

Name

Email Address

Mary Frances Millington

rmillington9094@charter.net

Address

402 Park Ave, Charlevoix, MI 49720

Home Phone

Cell Phone

231 547 9094

231 459 5555

Are you a registered voter in the City?

- ☒ Yes
☐ No

How long have you lived in the City?

25 Years

Have you ever been convicted for anything other than a minor traffic violation?

- ☐ Yes
☒ No

Please explain.

Educational Background

Churchill High School, Livonia Mi, Pharmacy Technician, Classes Reid Memorial Hospital, Richmond Indiana, through Indiana University

Professional Qualifications and / or Work Experience

Pharmacy Technician, Reid Memorial Hospital, Mount Carmel Hospital, Detroit MI (10 years) Little Professor On the Park Bookshop, Plymouth MI 8 years. The Phone Guide, 6 years Responsible for all government information, local state and federal covering 12 counties for them . Charlevoix Wear.

Community Activities and / or Other Experience

Volunteering at our beautiful library. Have been nominated for the board. Hoping to serve my community.

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

☐ Yes

☒ No

If yes, please explain.

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

☐ Yes

☒ No

If yes, please explain.

Reason(s) You Wish to Serve

I love my community and would like to become more involved with it. I am now in a position to give back. I look forward to the education and being a part of a team, and serve my community.

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

☒ Yes

☐ No

Electronic Signature Agreement

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

☒ I agree.

Electronic Signature

Mary F. Millington

Date

11/22/2019



CITY OF
CHARLEVOIX

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
SEP 30 2020

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

☐ BOARD OF REVIEW	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ COMPENSATION COMMISSION	☐ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE
☒ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE & PARK COMMISSION	

PLEASE PRINT

NAME: Laura Podd
 ADDRESS: 316 Prospect
 HOME PHONE: _____ CELL PHONE: 248-736-8985
 EMAIL: lpodob@me.com
 ARE YOU A REGISTERED VOTER IN THE CITY? no HOW LONG HAVE YOU LIVED IN THE CITY? 16 years

EDUCATIONAL BACKGROUND: Attended Eastern Michigan University.
Continuing education classes at George Washington University
 PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Director of Service Quality for Allnet,
retired. Post retirement owner of a retail store and
a wholesale business.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Locally worked the library book sale,
Participated in and featured in the garden walk.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Crohn's and Colitis Foundation of Michigan. Facilitated
workshops newly diagnosed patients and newsletter.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
No

REASON(S) YOU WISH TO SERVE: Interested in enhancing and maintaining the
historic charm of Charlevoix. So that the city
will continue to be a desirable place to visit and
live.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? yes
 SIGNATURE: Laura Podd DATE: 9/27/2020

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 - EMAIL clerk@charlevoixmi.gov

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: October 5, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Election 2020

As you may imagine, the City Clerk is fielding many election-related questions and tasks right now. This week she received ballots and then mailed nearly 1,000 to registered voters who filed an application for an AV ballot. There is an inordinate amount of confusion in the public about ballots and unfortunately it is falling to local election supervisors to correct this and guide voters into Michigan law. In short, anyone can vote absentee. Those ballots will not be counted until election day. AV ballots can be mailed, dropped off in person or use a drop box at City Hall.

B. Farmer's Market Update

Given the changing seasons and the benefits of remaining outside, the Farmer's Market is holding back on switching to the library for an indoor market. At this point, we'll be moving the market to the parking lot off Mason Street behind Petals and Clothing Company for a few weeks. This is marginally warmer and is easier to set up quickly when weather turns.

C. Pine River Lane and Palmer Lot Construction

The Pine River Lane project has not been without challenges. You'll recall at the last meeting I advised you of a change in scope to re-route the water main and do more asphalt improvement. Since then, we have encountered a number of utilities under the street that were not marked or that existed in different locations than plans suggested. This led to the contractor hitting both an electric service line and a gas line during construction. Both were resolved relatively quickly and without injury but these were certainly not expected. We believe these issues have been resolved and the project should progress smoothly.

For the Palmer Lot, tree removals were conducted this week and heavier construction will commence later this month. We expect to complete the entire project before snowfall though this is always a bit of a mystery depending on weather. At worst, this lot is currently gravel and could remain this way, have a first course paved, or optimally, be fully complete by the end of construction season.

D. Assessing

Last month, I shared with you about the changes in state law requiring a Designated Assessor be appointed for each county. This does NOT change how regular, locally-appointed assessors function but would appoint someone in the case that a local unit failed the audit requirements of the State Tax Commission. I have been working with the County Equalization Director and a couple of township supervisors on this process and am drafting the county agreement that would appoint Emily Selph, the Equalization Director, as the Designated Assessor. If a majority of the assessing units in Charlevoix County concur to the agreement, it will take effect but nothing will change unless a unit fails the audit twice (which I find to be highly unlikely in our case). You will likely see a draft agreement at your next meeting and need to give final approval in November.

Joe Lavender, our assessor, informed me this week of his desire to transition away from employment with

the City and instead transition to an independent contractor so that he can take on additional units. From a service perspective, I do not believe this will change anything except his in-office availability will drop from four days per week to one. I appreciate Joe's work as a professional assessor and especially in helping us solidify our GIS work which he also will continue doing remotely. He has enabled us to better track things from tree planting to infrastructure replacement by digitizing and mapping our work. This transition will be a net-positive for us financially also. The City Attorney is reviewing a new agreement with Joe and I'll bring that to you at your next meeting. As you'll recall, the Assessor is a Council-appointed position but since he will remain the assessor, I see no need to modify this but simply to approve the contract in lieu of employment.

E. Loosened Restrictions on Gatherings

Governor Whitmer has issued a new executive order effective October 9. It allows larger indoor gatherings based on the size of the meeting space. Based on my understanding, this should allow 30-40 people attend City Council meetings in person. The order also loosens restrictions on outdoor gatherings from the current limits of 500 up to a new limit of 1,000. We'll continue to review these orders in light of our activities.

We have received a request for a non-partisan "Rally for Young Voters" to be held this Saturday in East Park. Masks will be required, social distancing will be enforced, and attendance is projected for less than 300 persons. I do not expect any issues with this kind of gathering.

ATTACHMENTS:

- ▣ Historic District Commission Minutes

City of Charlevoix
Historic District Commission Minutes
Friday, August 28, 2020

Lindsey Dotson, Substitute Chair of the Historic District Commission, called the meeting to order at 11:04 am.

1) Roll Call

Present: Kay Heise, Carol Kranz, David Miles, Paul Weston

Representing the City of Charlevoix: Lindsey Dotson, Executive Director, Downtown Development Authority (DDA)

Public attendee: Janet Clarke Beattie

Absent: Mary Adams

2) Zoom Access was made available, but not needed.

3) Approval of Agenda: A quorum was present, and the agenda was accepted by unanimous agreement.

4) Inquiry Regarding Possible Conflicts of Interest: none

5) Approval of Minutes: The minutes of the July 24, 2020 meeting were accepted by unanimous agreement.

6) Old Business

a. Certified Local Government Grant Application

i. National Register for 200 block

ii. Earl Young Historic District Signs

Lindsey Dotson led a discussion of the value of the National Register designation as an incentive to building owners to keep what remains historic as a contributing resource.

Carol Kranz agreed to gather information and write responses for the grant applications.

b. HDC Vacancy Recruitment Update

Vicki Voisin is resigning from the Commission.

Kay Heise introduced Janet Beattie, Lincoln Street, who is a potential member of the Commission, and also suggested Laura Podob, Prospect Street, as another potential member of the Commission.

7) New Business

Paul Weston requested that the letter which was sent to Bo Boss last month (thanking him for the watering of the petunias) be sent to the *Courier* as a Letter to the Editor. Kay Heise agreed to update and send it.

8) Request for Future Agenda Items

9) Adjourn: Meeting was adjourned at 11:37 am.

Next Meeting: September 25, 2020

Submitted by: Kay Heise