



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, November 16, 2020- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

- A. Zoom Log-in Information

2. Roll Call

3. Presentations

- A. Green Storm Water Infrastructure on Lake Charlevoix
Don Carpenter, Drummond Carpenter
- B. MDARD 2021 Rural Development Fund Grant
Dean Martin, Community Development Fellow
- C. Mayoral Proclamation - End Violence Against Women Day
Luther Kurtz, Mayor

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - November 2, 2020
- B. Accounts Payable and Payroll Check Registers
- C. November 2020 Local Election Results
- D. Set Council Work Session for December 7, 2020

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. City Marina Commercial RFP
Kent Knorr, Recreation Director
- B. Marina Waiting List
Kent Knorr, Recreation Director
- C. City Marina Fees 2021
Kent Knorr, Recreation Director
- D. Interlocal Agreement for County Designated Assessor
Mark L. Heydlauff, City Manager

- E. Withdrawal of Norwood Township from EMS Agreement
Mark L. Heydlauff, City Manager
- F. Snow Removal RFP
Mark L. Heydlauff, City Manager
- G. Organizational Meeting
Joyce M. Golding, City Clerk
- H. Mayoral 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 Log-in Information

DATE: November 16, 2020

BACKGROUND:

The November 16, 2020 City Council meeting will be held live, in Council Chamber but those wishing to view the proceedings remotely, may use this Zoom link to participate.

Topic: Charlevoix City Council

Time: Nov 16, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97504627454?pwd=N2VVMENQTEtJNnA0b1JEQ3FVMTEyUT09>

Meeting ID: 975 0462 7454

Passcode: 483721

One tap mobile

+13126266799,,97504627454#,,,,,0#,,483721# US (Chicago)

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Dial by your location

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Meeting ID: 975 0462 7454

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Find your local number: <https://zoom.us/j/97504627454?pwd=N2VVMENQTEtJNnA0b1JEQ3FVMTEyUT09>

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Green Storm Water Infrastructure on Lake Charlevoix

DATE: November 16, 2020

PRESENTED BY: Don Carpenter, Drummond Carpenter

BACKGROUND:

The Lake Charlevoix Communities' Plans to Utilize Green Infrastructure for Coastal Resilience project is coordinated by Tip of the Mitt Watershed Council through a grant with the Michigan Department of Environment, Great Lakes and Energy's (EGLE) Coastal Management Program. For the past ten months, Drummond Carpenter, the project engineer, and the Watershed Council has worked to assess opportunities for integrating green stormwater infrastructure (GSI) with existing gray stormwater infrastructure in the three Lake Charlevoix communities, including Boyne City, Charlevoix, and East Jordan. GSI can extend the life of gray infrastructure and enhance treatment of stormwater before being discharged into nearby surface waters. This project brings GSI experts, city staff, and community members together to better understand the value of GSI and identify priority locations for future implementation.

An online community engagement session on October 15 presented the findings to date and highlighted GSI strategies within each community. A subsequent online survey (accessible at [this link](#)) continues to serve as the tool to receive feedback from community residents regarding their preferences for potential GSI solutions in their communities. The project team will continue to solicit feedback through the online platform until December 1. At the conclusion of the survey, the project team will provide each city with the results of the survey along with design plans/renderings of the potential GSI options proposed and preliminary cost estimates. These plans will guide future water quality protection efforts and position the communities to move forward with GSI for the benefit of Lake Charlevoix.

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: MDARD 2021 Rural Development Fund Grant

DATE: November 16, 2020

PRESENTED BY: Dean Martin, Community Development Fellow

BACKGROUND:

On Tuesday, the DDA Board will be reviewing an upper floor housing incentive program. The Upper Floor Housing Grant will serve to create housing specifically for year-round residents, which will expand options for those living and working in our community. Being a new development program, financial support is important to proving viability and fostering capacity. As such, I have worked with the City Manager and DDA Executive Director to create a grant application for the Michigan Department of Agriculture and Rural Development 2021 Rural Development Fund Grant. The prospective Upper Floor Housing Grant aligns with the MDARD grant through the emphasis on housing and its capacity to improve our tourism industry. With City Council's recent focus on housing and the topic being a major component of my fellowship, I wanted to present these items before the to Council so you understand some of the work being done to achieve these goals.

GOALS:

More and better housing should be created

ATTACHMENTS:

- ▣ MDARD Grant Application
- ▣ Rural Development Fund Fact Sheet
- ▣ Upper Floor Housing Grant Program Guidelines



2021 RURAL DEVELOPMENT FUND GRANT APPLICATION FORM

INSTRUCTIONS: Please read the Rural Development Fund Guidelines prior to completing this application form. Please complete all sections of this form. The application form must be submitted as a Microsoft Word Document (font size Arial of 11).

This grant opportunity is to promote the sustainability of land-based industries and support infrastructure that benefits rural communities in the following areas:

- Food and Agriculture
- Forestry
- Mining
- Oil and Gas Production
- Tourism

The grant funds are available for projects that address expansion and sustainability of land-based industries; worker training related to land-based industries; and energy, transportation, communications, water and wastewater infrastructure to benefit rural communities and Micropolitan statistical areas.

PROJECT TYPE (PLEASE CHECK PRIMARY PROJECT TYPE)

- | | |
|--|--|
| ☒ Infrastructure Development | ☐ Business Development |
| ☐ Rural Capacity Building | ☐ Talent Development/Training |

APPLICANT INFORMATION (SEE GUIDELINES FOR ELIGIBLE APPLICANTS)

Title of Project (limit to 15 words or less): City of Charlevoix Upper Floor Housing Grant Program

Legal Name of Applicant Organization: City of Charlevoix

Address (Street, City, Zip): 210 State Street
Charlevoix, MI 49720

County: Charlevoix County

Profit or Non-Profit Organization: non-profit, municipal entity

Primary Contact Name: Lindsey Dotson

Title: Main Street Downtown Development Authority Executive Director

Address: 210 State Street, 49720

Phone: 231-547-3270

E-Mail: lindseyd@charlevoixmi.gov

Note: If your project is recommended, you will be required to provide a DUNS Number. You must also be registered as a company in good standing with the State of Michigan -

https://www.michigan.gov/lara/0,4601,7-154-89334_61343_35413---,00.html

FUNDING REQUEST (ROUND TO NEAREST \$100, MAXIMUM TOTAL GRANT AMOUNT REQUEST IS \$100,000)

Total Grant Amount Requested:	\$50,000
Total Match (Must be at least a 30% cash match of the grant amount)	\$50,000
Total Project Amount:	\$100,000

PROJECT SUMMARY

Provide a concise description of the project and how the project will support land-based industries and rural communities.

Making its debut through the City of Charlevoix Downtown Development Authority, the Upper Floor Housing Grant will be an innovative program that creates much needed public and private sector partnerships in housing creation. Charlevoix is a premier destination across the state for resort and heritage tourism, but in recent years the downtown businesses that support this activity have found difficulty in a seasonal and year-round labor shortage. The root of this challenge has been limited housing availability, as retail employees can't compete with seasonal residents for the finite housing stock that the built-out city of Charlevoix has. The Upper Floor Housing Grant will activate the downtown for our workforce by providing downtown property owners the needed capital to retool or build year-round residential units above their businesses. With available housing for those who support the tourism industry in Charlevoix, we can continue to provide Michiganders with access to a vibrant northern community, 3 pristine lakes, and festivals that display the strength of our State's culture.

The Upper Floor Housing Grant will provide downtown property owners a 50% match (up to \$15 a square foot) for the renovation or construction of mixed-use properties to add residential housing units reserved for year-round residents.

PROJECT INFORMATION/IMPACT

Provide a focused and well-defined project description and the specific goals and outcomes that will be accomplished due to this grant. (Please address each of the following in your narrative response.)

- A. What are the specific outcomes you will achieve due to the project?
- B. How will those outcomes be measured?
- C. How will the project build capacity in rural communities?
- D. How will the project become financially viable? Who is providing the match?
- E. Will the project be sustainable after the grant period?
- F. What is the near-term and long-term impact of the project?
- G. How will the project provide a regional benefit?
- H. Will the project lead to job creation and private investment?
- I. Will the project leverage additional federal, state or local funding?
- J. Please list stakeholders/supporters of the project.

NARRATIVE RESPONSE:

A. What are the specific outcomes you will achieve due to the project?

The direct outcome of this project is the addition of exclusively year-round housing built in the upper floors of our Central Business District. Current studies indicate that the annual market potential for rental units in the City of Charlevoix is 212 units¹. Further, demand considerations display that 94% of these 212 units should be \$1000 or less in monthly rent.² As such, the year-round housing element is critical to the success of upper floor housing builds. Competition for housing with seasonal residents has put permanent residents in great disadvantage, as Charlevoix's residents (\$32,398 median household income³) are unable to match offers from part-time residents hailing from higher-wealth areas downstate. By temporarily removing these outliers from the potential lessee pool, the market rate of downtown housing will match the demand of Charlevoix's permanent residents.

A positive externality of expanded housing options is the growth of Charlevoix's local workforce. Due to the current high costs and low availability of housing, businesses do not have enough workers to keep operations running at an optimal level.⁴ As a result, employers are forced to temporarily close down stores⁵ (even when demand for their product still exists), or decrease the number of months they are open if operating on a seasonal schedule. This cycle damages the community's ability to draw tourism from outside the region and decreases community wealth, further exasperating the gap between permanent and seasonal residents. We project that with additional year-round housing, new jobs will be created, and vacant positions filled.

To specifically address the built changes as an outcome of this project, there are 9 addresses along Bridge Street in Downtown Charlevoix that have high priority for a Upper Floor Housing Grant, with funding available to all mixed-use or central business district zoned properties in the designated downtown area (with grant distribution determined by funding available and application scoring). These properties can have additional floors added, or professional offices partitioned and renovated into multiple housing units.

B. How will those outcomes be measured?

The outcomes to be measured for program success include:

- Number of Rental Housing Units Added –
This is the most direct way to measure the program's success, as it will provide concrete action towards providing the 212 rental units that the city has capacity for.
- Occupancy of New Housing Units –
This metric will display the sought success of the upper floor housing incentive, serving as a shining example for other small northern communities struggling with housing and inactivated downtowns.
- Number of Upper Floors Built –
Most of the opportunities for upper floor housing are easily available; downtown structures often have multiple stories but are tooed towards professional offices. To change their use and capacity for housing will require some financial support for changes to unit partitions, electrical, mechanical, and plumbing fixtures. However, most desired are buildings that are currently single floor. Building vertically is a smart investment for the city of Charlevoix, which is built-out and lacking additional land for development outside of industrial purposes.
- Number of Primary Housing Deed Restrictions Added –
41% of all housing units in Charlevoix are listed as "vacant" according to the U.S. Census⁶. Nearly all of these are units or houses owned by residents who

participate in the community for a limited portion of the year. By requiring properties with upper floor housing to have year-round exclusivity, Charlevoix can ensure our residents have access to housing they can afford, and our tourism, accommodations, and retail businesses can have access to a stable number of employees.

- **Number of Employment Positions Filled –**

With more housing available, residents will not have to leave the community to find a place to live, and individuals from outside communities will find home and community in Charlevoix. These new and retained residents will bring their talents to our downtown businesses, permitting them an optimal workforce year-round. With our employment gaps covered, businesses will find more success during the peak seasons and stay open longer in shoulder seasons/year-round, further strengthening Northern Michigan's tourism industry. "Positions filled" is the best way to measure workforce success in this instance, as it accounts for the positions that are currently vacant due to the labor shortages and for new positions that will open up as a result of a stronger local economy.

C. How will the project build capacity in rural communities?

The program will give property owners resources to utilize their buildings in a way that better aligns with the community Master Plan, residents the housing stock needed to remain in Charlevoix without being rent-burdened, and businesses the labor supply necessary to serve Northern Michigan's touristic demand.

D. How will the project become financially viable? Who is providing the match?

Through program parameters, solid funding, and private-public partnerships, upper floor housing in Charlevoix can be built in a financially viable process. The Upper Floor Housing Grant does not provide full reimbursement for constructions costs. The Program Guidelines (attached to our application), stipulate that upper floor housing will be matched up to 50% by the City of Charlevoix Downtown Development Authority, up to \$15 a square foot of renovation or construction. Important to the implementation of this project is the buy-in that property owners have, as they will be the ones overseeing construction and leasing to tenants. Further financial resources that could be available include abatement through the Community Redevelopment District, and Rental Rehab via CDBG.

The City of Charlevoix Downtown Development Authority is providing 100% match to the amount received through the MDARD Rural Development Grant. The funding comes from a combination of City & County support, property taxes, property rents, and personal giving.

E. Will the project be sustainable after the grant period?

The Downtown Development Authority has committed to making this a program rather than a project, allocating funds for this incentive to exist in perpetuity (barring any sudden financial or budgetary restrictions to the DDA).

F. What is the near-term and long-term impact of the project?

The near-term impact of the project will see housing stock increased within the City of Charlevoix. The year-round restrictions (through permanent deed restrictions) will sequester these units for our current and potential workforce, who will now be able to afford living close

to the downtown businesses with employment shortages. In the short term, we can expect our rental unit capacity to be closer to the market potential, new residents living in Charlevoix, and the businesses supporting our tourism industry to have the staff they need, with current openings filled and new jobs being created.

The long-term impact of housing availability for Charlevoix can have profound effects on our local and regional rural economy. In the 2015 iteration of our Economic Development strategy, 100% of youth surveyed noted they planned to leave the Charlevoix area in the next 5 years, with 90% of them also responding they would eventually like to come back⁶. The Junior Main Street Committee Chair noted in a recent City Council meeting that the youth of Charlevoix are often faced with a decision upon graduation; pursuing a life in the hometown they love or following economic opportunities elsewhere in the state or country. Without housing available to young workers or developing professionals, that choice is already made for them. However, with the help of the Rural Development grant, we can work to create much needed housing in Charlevoix that will retain our young talent. The “brain drain” that so often occurs in rural communities can be mitigated, and economic innovations can occur in entrepreneurship, professional services, manufacturing, and, important to the tourism industry that is the cornerstone of Charlevoix’s economy, natural and cultural resource management. Charlevoix is in the process of becoming a more well-rounded and self-sufficient community, but to accomplish that in the long-term our agents of change need to be retained.

G. How will the project provide a regional benefit?

Separate from other northern communities that may solely rely on touristic activities for spending, Downtown Charlevoix’s leakage/surplus economic data indicates that the city serves as an economic hub for the rural Charlevoix County. City, Township, and County residents travel to Charlevoix to shop for necessities such as groceries, clothing, sporting goods, books, office supplies, and more⁷. Downtown stores closing prematurely due to staffing shortages can impact on more than just the tourism industry, as local consumers are then forced to travel greater distances to seek goods from cities like Traverse or Petoskey (also dealing with labor shortages).

The program will provide benefit to the region through retaining youth from rural areas in Northwest Michigan. Young skilled and professional workers who seek to leave their multi-generational homes are often unable to find small, affordable units and are forced to exit the region. By providing apartment housing close to their rural origins, young professionals can remain in their communities, promoting the local region with skills for the modern economy.

H. Will the project lead to job creation and private investment?

Yes. The program by design requires private investment, and new housing opportunities will draw new residents to fill positions that are currently available, while also providing a greater workforce for businesses that seek to expand their capacity.

I. Will the project leverage additional federal, state or local funding?

Yes, the program will leverage local funding allocated by the Downtown Development Authority. Property owners can pursue state and federal grants in renovating and constructing, should they choose to do so. DDA and City Staff will provide technical support for this pursuit.

J. Please list stakeholders/supporters of the project.

Lindsey Dotson – City of Charlevoix Main Street Downtown Development Authority, Executive Director, *Primary Grant Contact*

Mark L. Heydlauff – City of Charlevoix, City Manager

Dean Martin – Community Economic Development Advocates of Michigan, Charlevoix Fellow

Jonathan Scheele – Networks Northwest, Charlevoix Zoning Administrator

Grant Narrative Works Cited

1. "City of Charlevoix" *Charlevoix County, Michigan Residential Target Market Analysis Annual Market Potential - Year 2020*. LandUse USA. Networks Northwest. Page 13. 2019.
2. "City of Charlevoix" *Charlevoix County, Michigan Residential Target Market Analysis Annual Market Potential - Year 2020*. Page 16. LandUse USA. Networks Northwest. 2019.
3. "Charlevoix City" *United States of Census Bureau*. (American Community Survey, 2018)
<https://data.census.gov/cedsci/profile?g=1600000US2614780>
4. Beggin, Riley "In Charlevoix and Petoskey, pricey housing leaves businesses without workers" *Bridge Michigan*, 2018.
<https://www.bridgemi.com/quality-life/charlevoix-and-petoskey-pricey-housing-leaves-businesses-without-workers>
5. Doyle, Annie "Where are they? Employee Shortages" Charlevoix Courier. *Petoskeynews.com*, 2020.
https://www.petoskeynews.com/charlevoix/featured-cvx/where-are-they-employee-shortages/article_01b560b0-9787-5684-94f9-16078dbcb004.html
6. "Charlevoix City Housing" *United States Census Bureau*. (American Community Survey, 2018)
<https://data.census.gov/cedsci/table?q=charlevoix%20city&t=Housing&tid=ACSDP5Y2018.DP04&hidePreview=false>
7. "TECHNICAL DOCUMENT: MARKET ASSESSMENT AND STRATEGY" The Chesapeake Group & LSL Planning. *City of Charlevoix*, pages 12A-13A. 2015. <http://charlevoixmi.gov/DocumentCenter/View/414/Technical-Report-PDF>
8. "Market Snapshot" Downtown Professionals Network, Main Street America. *City of Charlevoix*, pages 16-18. 2017.
<http://charlevoixmi.gov/DocumentCenter/View/789/Charlevoix-MI-Market-Snapshot-2017-PDF?bidId=>

PROJECT TIMELINE AND WORK PLAN

Describe all activities that will be performed to accomplish the objectives of the project. All projects must be completed within the 18-month grant period. Projected starting date for grant project March 2021.

GRANT WORK PLAN	
Tasks	Projected Completed by (date)
Marketing the Upper Floor Housing Grant to property owners, pre-application meetings between DDA Executive Director, Zoning Administrator, and property owners.	December 2020 – February 2021
(Pre-Incentive Work to be accomplished) Level B Site Plans, Zoning Permits, Building Permits Including general, mechanical, electric, and plumbing.	To be completed before applying for the incentive.
Acceptance of Grant Applications begins.	February 2021
Approval of initial applications, applications continue on rolling basis (provided funding pool is not completely allocated).	March 2021
Construction Begins on initial projects.	July 2021
Construction to be completed on initial projects.	July 2022
Contractual reimbursement to property owners upon proof of completion for initial projects.	August 2022

BUDGET NARRATIVE

Please use the table below and provide a brief description of how funds will be used for each funding category. (This is a cost reimbursement grant program). **The 30% cash match does not need to be on every single line item. It is preferred to be on one single item if appropriate. (ex.**

Equipment: Walk-in cooler Requested Funds -\$100,000; Matching funds -\$30,000

Item		Requested Funds	Matching Funds – (30% cash match required)	Project Totals
Equipment				
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Total Infrastructure		\$	\$	\$
Materials and Supplies				
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Total Materials/Equipment/Supplies		\$	\$	\$
Contractual				
Incentive given to housing construction reimbursement. Amounts may vary depending on sq/ft added and costs, but providing the maximum incentive level, 4 properties could add housing units. More properties could receive the grant, should construction costs be lower. For a full list of items viable for contractual reimbursement, please see program guidelines (attached).	Property 1 Construction Reimbursement	\$12,500	\$12,500	\$25,000
	Property 2 Construction Reimbursement	\$12,500	\$12,500	\$25,000
	Property 3 Construction Reimbursement	\$12,500	\$12,500	\$25,000
	Property 4 Construction Reimbursement	\$12,500	\$12,500	\$25,000
Total Contractual		\$50,000	\$50,000	\$100,000
Salaries/Fringes				
FTE, % of time, salary, etc.		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Total Salaries/Fringes		\$	\$	\$
Other (Please list activities)				
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Total Other		\$	\$	\$
Total Project Cost		\$	\$	\$

Authorization:

By submitting this Application, the Authorizing Agent is guaranteeing that the information contained in this Application is correct and verifiable. The Authorizing Agent is also affirming that the funds

requested herein will be used for the specific purpose outlined in this Application and for no other purpose.

Grant Deadline: **All proposals must be received by 3 p.m. Eastern Standard Time on November 19, 2020**, via MDA-grants@michigan.gov. If you do not receive a confirmation of receipt from our office within 24 hours, please call 517-388-5205.



2021 RURAL DEVELOPMENT FUND GRANT INSTRUCTIONS

Project Type: Please select the project type that best describes your project.

Applicant Organization Information/Primary Contact: The Applicant Organization Name and Primary Project Manager contact information including phone number and email address. This person is responsible for signing the grant agreement and will serve as the main point of contact for all project inquiries.

Eligible Applicants:

- Organizations
- Businesses
- Individuals
- Federally Recognized Tribes
- Educational Institutions
- Local Units of Government (county, city, township, village, school district; any authority composed of counties, cities, townships, villages and school districts or combination of these entities)

Eligible Rural Communities & Micropolitan Statistical Areas:

Projects in the following counties are eligible rural (60,000 population or less), or Micropolitan statistical areas:

- | | | |
|--------------|------------------|----------------|
| • Alcona | • Gogebic | • Mecosta |
| • Alger | • Grand Traverse | • Menominee |
| • Allegan | • Gratiot | • Missaukee |
| • Alpena | • Hillsdale | • Montmorency |
| • Antrim | • Houghton | • Newaygo |
| • Arenac | • Huron | • Oceana |
| • Baraga | • Ionia | • Ogemaw |
| • Barry | • Iosco | • Ontonagon |
| • Benzie | • Iron | • Osceola |
| • Branch | • Isabella | • Oscoda |
| • Cass | • Kalkaska | • Otsego |
| • Charlevoix | • Keweenaw | • Presque Isle |
| • Cheboygan | • Lake | • Roscommon |
| • Chippewa | • Leelanau | • Saint Joseph |
| • Clare | • Lenawee | • Sanilac |
| • Crawford | • Luce | • Schoolcraft |
| • Delta | • Mackinac | • Shiawassee |
| • Dickinson | • Manistee | • Tuscola |
| • Emmet | • Marquette | • Wexford |
| • Gladwin | • Mason | |

Per the Rural Development Fund Act criteria, preference must be given to projects in the region in which revenues are generated and include Marquette County.

Rural Development Grant Amount Request: Indicate the dollar amount requested for grant funding, **maximum grant amount requested is \$100,000**. The total amount of funding in the current year is approximately \$1,400,000. Please round dollar amounts to the nearest \$100.

Matching Funds: Indicate the dollar amount of matching funds. Matching funds must be at least 30% of the total Rural Development grant amount request. For example, if you are requesting \$100,000 then you must provide a match of at least \$30,000. Cash match is required. In-kind match will be considered as part of the review criteria but will not count towards minimum match requirements. Salaries may be included as in-kind match if the applicant can demonstrate that the time and salaries included were directly spent to support the project seeking grant funding. Cash match need not be on every single line item. It is preferred to be on one item or just a few, as long as it meets 30% of total grant request.

Project Summary: Include a concise project summary suitable for dissemination to the public. A Project Summary provides a very brief description of your project. Include the name of the applicant organization; a concise outline of the project's outcome(s); and a description of the general tasks to be completed during the project period to fulfill this goal.

Project Information/Impact: Please make sure to address the questions included in this section as well as identifying individuals, organizations, and/or entities that committed to this project and how they will support this project.

Budget Narrative: This is a cost reimbursement program. Provide justification for your budget proposal that is outlined in the Budget Form. Please include sources and amounts of match dollars and any in-kind funding. The budget narrative must include the following categories (if applicable to project) and a budget narrative that provides justification for such budget categories and items:

- **Equipment:** Indicate anticipated purchases of equipment. List separately each item of equipment, its cost. Equipment means any tangible, nonexpendable, personal property, including exempt property charged directly to the grant (\$5,000 or more). In the budget narrative, provide the basis of the cost estimate (e.g. price analyses, vendor quotes) for each piece of equipment and its correlation to the purpose/goals of the project to justify your need for the equipment to be purchased.
- **Materials/Supplies:** Provide an estimate of projected supply expenditures. Applicants must list each item separately, its cost and use. Supplies means any tangible, personal property other than equipment (as defined above), excluding debt instruments and inventions (less than \$5,000). In the budget narrative, provide the basis of the cost estimate (e.g. price analyses, vendor quotes) for each supply item being requested and its correlation to the purpose/goals of the project to justify your need for the supplies to be purchased.
- **Contractual:** List the contractor's name and title and the general categories of services the contractor cost will cover.
 - A. For contractors, indicate if the expense represents a flat fee for services or an hourly rate. Provide justification for how and why the contractor was selected vs. the organization's own staff/personnel. List the general categories of services the contract covers (e.g. professional services, travel, lodging, administrative expenses, etc.).

B. Proof must be provided of the customary charges for such services rendered, based on the individual's qualifications.

- **Personnel/Salaries:** List the individual's name and title and the general categories of services the person will perform (e.g., project manager). Show annual/hourly rates and estimated number of hours to be spent on the project by each project participant. This section should be used only for work that will be completed directly by the applicant. Any work performed by contractors, should be included in the contractor section. In the budget narrative:
 - A. Indicate the duties of each individual and correlate those duties to the purpose/goals of the project.
 - B. Proof must be provided of the customary charges for such services rendered, based on the individual's qualifications.
- **Fringe Benefits:** Please include costs of fringe benefits for personnel included in personnel/salaries category. Items include social security and Medicare, state unemployment insurance, worker's compensation insurance, disability insurance, retirement and health insurance supplement.
- **Other:** Provide in sufficient detail an itemized list of projected expenditures, their cost and use. Other items mean any item not fitting into the personnel, contractual, equipment, travel, and supplies categories explained above (e.g., rentals). In the budget narrative, provide the basis of the cost estimate (e.g. price analysis, vendor quotes) for each item being requested and its correlation to the purpose/goals of the project to justify your need.

Grant Deadline: All proposals must be received by 3 p.m. Eastern Standard Time on November 19, 2020, via MDA-grants@michigan.gov. If you do not receive a confirmation of receipt from our office within 24 hours, please call 517-388-5205.

Equal Opportunity: The State of Michigan and the Department of Agriculture & Rural Development prohibit discrimination on the basis of religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.

To file a complaint of discrimination, please contact: MDARD Office of Legal Affairs, 525 West Allegan, Lansing, MI 48909, or call 517-284-5729

You may also contact the Michigan Department of Civil Rights at:

Phone: 313-456-3700

Fax: 313-456-3701

Toll-Free: 800-482-3604

TTY: 877-878-8464

Email: MDCRServiceCenter@michigan.gov

RD Grants FY21 Organizational Capacity Survey

The objective of the Organizational Capacity Survey is to attain an understanding of your organization's systems, policies, processes, and practices. The information collected by this survey will be used by the Department of Agriculture & Rural Development (MDARD) as a tool to review the capacity of your organization to successfully execute the terms of this grant. NOTE: MDARD reserves the right to request a copy of any materials attested to in this Organization Capacity Survey.

Instructions:

- ~ Respond to each applicable question: some questions may not be applicable to your entity;
- ~ Submit with your application to MDA-grants@michigan.gov

Person completing this survey: Lindsey Dotson

Title: Main Street Downtown Development Authority Executive Director

Phone / e-mail: 231.547.3257 | lindseyd@charlevoixmi.gov

- Technology Resources. Does your organization:
 - Provide a computer for all employees/persons? Yes ☒ No ☐
 - Have a dedicated e-mail account for all employees/persons Yes ☒ No ☐
 - Have high-speed internet access? Yes ☒ No ☐
- What was your average annual employee turnover rate for the past two years?
0, DDA employees are unchanged as of 2 years ago.
- Does your organization have the ability to effectively respond to sudden personnel changes on a:
 - Short-term basis (unexpected illness) Yes ☒ No ☐
 - Intermediate-term basis (unexpected resignation) Yes ☒ No ☐
 - Long-term basis (budgetary cutbacks necessitating staff reduction) Yes ☒ No ☐
- If you are a food establishment, do you hold a current license? Yes ☐ No ☐
- Has an audit by a Certified Public Accounting been finalized for the most recently completed fiscal year? Yes ☒ No ☐
- If "No", is one currently underway or scheduled? Yes ☐ No ☐
- Has your organization received funding for this project from another source?
Yes ☒ No ☐
- Has your organization requested funding for this project from another source?
Yes ☐ No ☒
- Has your organization received a federal or state grant award in the last two (2) years?
Yes ☐ No ☒
- Does your organization use an automated accounting system? Yes ☒ No ☐
If "Yes", what is the name of the system?
- Has your organization registered with State of Michigan - SIGMA Vendor Self-Service
<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService> Yes ☒ No ☐



Rural Development Fund Grants Fact Sheet

Proposals Due by 3 p.m. on November 19, 2020

The Michigan Department of Agriculture & Rural Development (MDARD) is offering a grant opportunity for projects that address expansion and sustainability of land-based industries; worker training related to land-based industries; and energy, livestock processing, transportation, housing, communications, water and wastewater infrastructure to benefit rural communities and Micropolitan statistical areas.

- \$100,000 maximum grant amount
- Minimum 30% match required

LAND-BASED INDUSTRIES INCLUDED:

- Food and Agriculture
- Forestry
- Mining
- Oil and Gas Production
- Tourism

ELIGIBLE APPLICANTS:

- Individuals
- Organizations
- Businesses
- Local Units of Government (county, city, township, village, school district; any authority composed of counties, cities, townships, villages and school districts or combination of these entities)
- Federally Recognized Tribes
- Educational Institutions

FUNDING WILL BE FOCUSED ON THE FOLLOWING TYPES OF RURAL AREA PROJECTS:

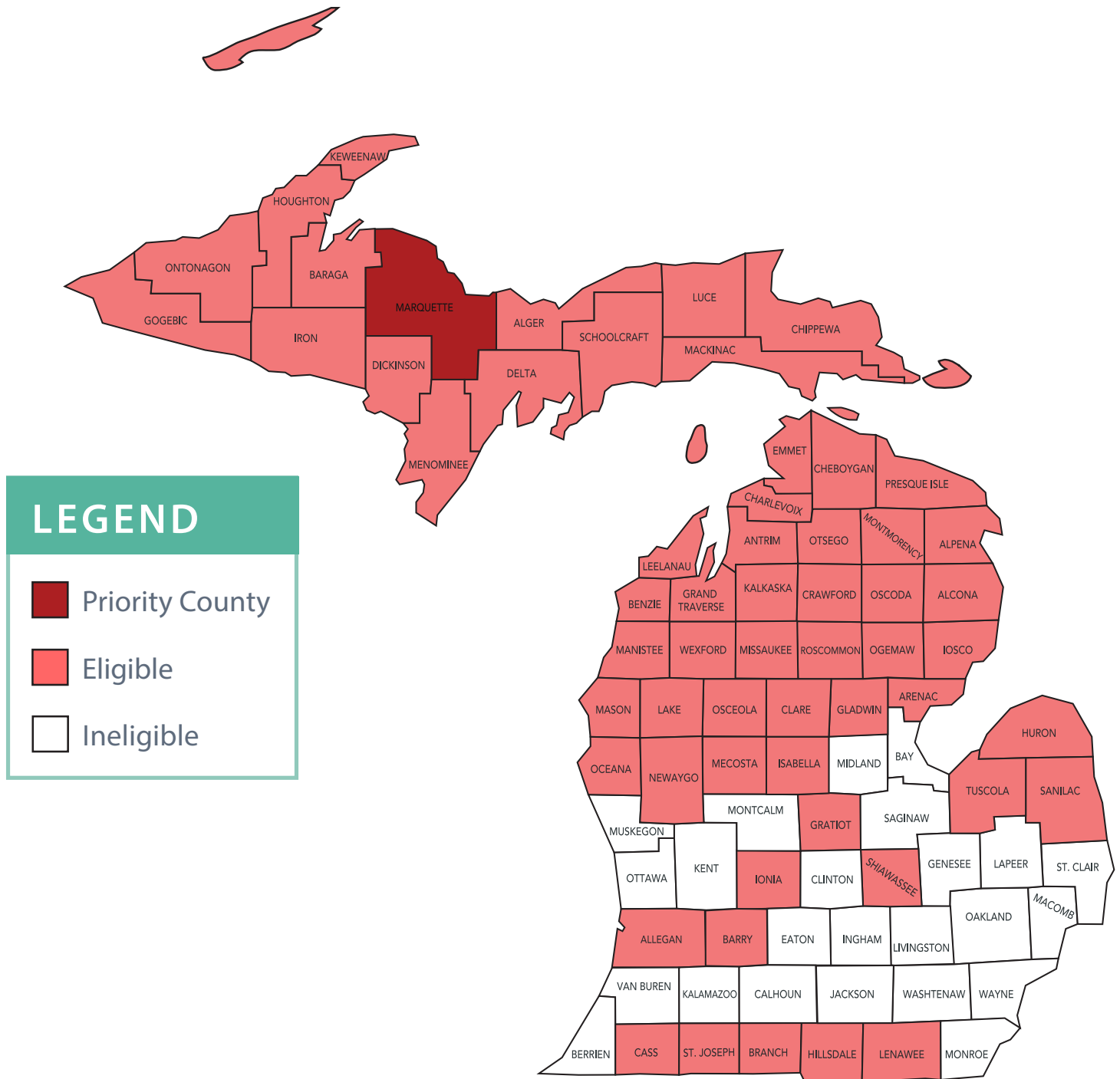
- Infrastructure Development
- Rural Capacity Building
- Business Development
- Talent Development and Training

ELIGIBLE COUNTIES MAP:

- Rural counties (population of 60,000 or less) and micropolitan statistical areas are eligible.
- Note: Per the Rural Development Fund Act criteria, preference must be given to projects in Marquette County.
- Applicants must be located in an eligible county in order to be eligible to apply. Applicants not located in an eligible county will not be considered for funding.

All communications and inquiries can be sent to mda-grants@michigan.gov.
Grant guidelines, program information, and project review criteria can be found at
michigan.gov/mdardgrants

Eligible Counties Map



All communications and inquiries can be sent to mda-grants@michigan.gov.
Grant guidelines, program information, and project review criteria can be found at
michigan.gov/mdardgrants



CHARLEVOIX

MAIN STREET DDA

Upper Floor Housing Grant Program Guidelines

Charlevoix Main Street DDA
210 State Street
Charlevoix, MI 49720

Uses: Upper Floor Housing (residential)

Eligibility: 50% private match of total interior rehabilitation costs

Funds: Up to \$15/square foot (\$25,000 maximum)

PURPOSE

The Charlevoix Downtown Development Authority (DDA) was formed pursuant to the Michigan statute, specifically realizing that it is in the best interest of the public to halt property value deterioration, to eliminate deterioration, and to promote economic growth and vitality within the DDA district.

The Upper Floor Housing Grant program was specifically created with the purpose to incentivize the expansion of upper floor housing options – specifically apartment units, condo's, or loft style apartments – in the DDA district; both of which support initiatives clearly identified in local strategic planning documents such as the City of Charlevoix Master Plan (2016), Downtown Charlevoix Alley Corridor Improvement Plan (2017), and the Downtown Plan (2018).

The long-term goal of the Upper Floor Housing Grant program is to grow and expand the inventory of upper floor housing options in Downtown Charlevoix. This in turn will help create a variety of housing options and address the major shortage of affordable housing in the region. The premise is that the program promotes downtown living, increases spending power and economic development, within the District and efficiently uses historic buildings.

PROGRAM OBJECTIVES

- To encourage the full utilization of downtown buildings.
- To reduce the rate of underutilized square footage in the downtown, with a strong focus on upper floor housing.
- To provide financial assistance to property owners in overcoming the barriers associated with the reuse of historic buildings.
- Generally, to promote and encourage continued growth and expansion of business to support the purposes of the DDA and Main Street program.
- To increase year-round economic activity with more year-round residents living in our walkable downtown.

ELIGIBILITY

- Properties must be located within the legal boundaries of the DDA to be eligible [**See Attachment One: Map**].
- The program is open to property owners.
- Preference will be given to property owners who are also willing to participate in the Deed Restriction incentive program (**Attachment Two: Deed Restriction Program Sheet**)
- Property owner must agree to have year round residents for at least 5 years

PROGRAM REQUIREMENTS

Applicants will be required to complete an application packet provided by the DDA. The following program guidelines also apply:

- Projects must maintain or create upper floor housing (retail or commercial on the main level) to be eligible for program funding.
- Program funds will be allocated at up to \$15.00 per square foot of rehabilitated space, with a maximum of \$25,000 per project for eligible properties.
- Program funds can be utilized for renovation and/or construction costs, with an emphasis on state and local Building, Fire, Life & Safety codes.
- Applicants must provide proof that all property taxes are current and that the subject property is properly insured.
- Applicants must provide detailed project financing and cost information and provide proof in the form of a bank commitment letter(s) that all private financing is in place, if applicable.
- Annual program funding will be limited, with projects awarded as funds are available. The DDA will make final determinations on individual project eligibility and can reject any application at its discretion.
- At least one licensed contractor must submit a reasonable quote.
- Funding for projects undertaken prior to DDA review and written approval will not be considered.
- All required municipal or governmental permits must be obtained prior to applying for this incentive. See **Attachment Three** for a quick guide to permits and Site Plan Review procedure.
- Funds will be provided upon satisfactory completion of work. Executed contracts and/or contractor invoices must be presented prior to disbursement of program funds, and in a form satisfactory to the DDA. Proof of payment will need to be provided in a timely manner upon receipt of funds.
- Construction must commence within 120 days of approval for funding and be completed within 1 year after construction start date. Modifications of these time periods are at the discretion of the DDA - extensions may be granted under extraneous circumstances. Applicants will be in default if rehabilitation is not undertaken and completed under these timeframes, in which event, will disqualify applicants from reimbursement.
- Applicant and the DDA shall enter into a Grant Agreement in the form of **Attachment Four**.
- Rental rates must at least meet minimum income and rent limits based on market rate data in Charlevoix County (**Attachment Five**) (source: [Networks Northwest](#)).

ELIGIBLE IMPROVEMENTS & USES OF PROGRAM FUNDS

Remodeling, renovation, rehabilitation, installation, and additions to the interior of the second floor and above are eligible for grant funds. The funds are for modification and improvement of the building and not for normal maintenance or repair. Some specific improvements for which grant funds may be used include:

- Interior demolition or site preparation costs as part of a comprehensive renovation project.
- Permanent building improvements, which are likely to have universal functionality.

Items including but not necessarily limited to:

- Electrical / wiring
- Plumbing
- Lighting
- Air Conditioning / Heating
- Flooring
- Improvements to meet state and local Building, Fire & Life Safety codes.

INELIGIBLE IMPROVEMENTS & USES OF PROGRAM FUNDS

Program funds **cannot** be utilized for any of the following uses:

- Property acquisition costs
- Paying off existing debt
- Site plan, building or sign permit fees
- Environmental consulting, testing, or actual abatement/cleanup costs
- Property appraisal costs, legal fees, or loan origination fees
- Furniture, fixtures, equipment and personal property such as couches, tables, shelving, appliances, etc.

APPLICATION AND SELECTION PROCESS

Applications may be obtained in person in the offices of the Charlevoix Main Street DDA, 210 State Street, Charlevoix, MI, 49720, or by calling (231) 547-3257.

DDA staff will screen applicants and determine initial eligibility. At that time, the estimated scope of work will be discussed. The pre-application process will also include a site visit by DDA staff. If the applicant and staff representative reach consensus that the project should move forward, the project will be presented to the DDA/Main Street Economic Vitality Committee for preliminary approval using the rating scale found in **Attachment Six**.

The Economic Vitality Committee will provide input, make suggestions to scope of work and approve or deny individual projects. Upon preliminary approval by committee, the project will be submitted to the DDA Board of Directors for final approval. Upon approval of the DDA Board of Directors at a regularly scheduled monthly meeting, an Agreement will be executed and the project can proceed.

****A \$50 nonrefundable application fee must be included with the application packet****

Note: The Charlevoix Downtown Development Authority shall be held harmless for any disputes that may arise under any contracts between the applicant and contractor.

Applications will be received from applicants on a first-come, first-serve basis only. In addition to the Upper Floor Housing Grant program application, applicants shall submit the following items in order for the DDA to make an appropriate decision on an application:

- Sketches/Renderings/Layout of interior/approved site plan
- Financial Statements and/or pro-forma
- Itemized cost estimates
- All required permits

RIGHTS RESERVED

The Charlevoix DDA reserves the right to reject any and all applications. The specific program guidelines herein are subject to revision or amendment by the DDA Board of Directors. The DDA may discontinue this program at any time.

FINANCING GUIDELINES

Applicants must demonstrate proof of 50% in matching funds, whether owner equity or private financing. Program funding will be in the form of a reimbursement to the property owner/applicant, upon satisfactory proof that invoices and all other construction costs have been paid.

DEFAULT AND REMEDY

A default in the agreement occurs when the applicant fails to commence and/or complete the project in a timely fashion, or has expended or seeks reimbursement for ineligible costs. In such an event, all funds which have been paid to applicants shall be immediately refunded to the DDA.

If the applicant without the approval of the DDA, sells the Property or there is a change of ownership within a period of 5 years following completion, it shall reimburse the DDA pursuant to the following schedule:

Sale or Transfer of Property or Business:

Date of event requiring repayment	Amount to be repaid*
Within 1 st year	100% of reimbursement
Within 2 nd year	80% of reimbursement
Within 3 rd year	60% of reimbursement
Within 4 th year	40% of reimbursement
Within 5 th year	20% of reimbursement
After 5 th year	No repayment (grant closed)

**The DDA reserves the right to modify the requirements and terms of reimbursement.*

ATTACHMENT ONE: MAP



ATTACHMENT TWO: Deed Restriction Program Info Sheet



City of Charlevoix
Primary Residence Deed Restriction Program

- City of Charlevoix, Housing North, Charlevoix County Community Foundation working together
- Primary Goal: Create more housing that will always be a primary residence
- More housing available for workforce
- Response to challenge – growing % of summer homes and vacation rentals



ATTACHMENT 3: Development Flow Chart

DEVELOPMENT REVIEW FLOWCHARTS

An Extension of the Visuals Found in the "Guide to Development"

Zoning Permits & Site Plans

Applicant seeks to construct or install a structure of any size on their property, needs a zoning permit and site plan approval

Applicant stakes boundaries of potential building or structure prior to applying

Submit a complete application package and site plans to the Zoning Administrator. Include the zoning permit and site application, appropriate fees, and a completed site plan.

Zoning Administrator will review application package for compliance to the zoning ordinance

2 days to 1 week

Following Zoning Administrator's approval of application content, applicant will schedule site inspection

1 week

Zoning Administrator conducts site inspection, checking to see if field staking matches the site plan

Zoning Administrator approves or denies zoning permit and site plan application based on submitted content, compliance to zoning ordinance, or field staking accuracy

DENIED: Appeal to ZBA or seek variance if not compliant
APPROVED: Zoning permit lasts 2 years, site plan approval lasts 12 months

Zoning Administrator will communicate that a level B site plan is required. This step can be accounted for in the beginning of the application process during a pre-application meeting.

Applicant submits level B site plan and associated fees. Zoning Administrator reviews.

1 to 2 weeks

Zoning Administrator informs and seeks comments from property owners within 300 feet. Application and feedback is sent to Planning Commission.

2 to 5 weeks

Planning Commission holds public hearing and approves site plan application as submitted, approves with imposed conditions, or denies the site plan application

DENIED: Appeal to ZBA or seek variance if not compliant
APPROVED: Zoning permit lasts 2 years, site plan approval lasts 12 months

APPLICATION TIME EXPECTATIONS

Approval authority	# of days due before meeting	Possible range of days before action
Zoning Administrator	N/A	2-7 days
Planning Commission	24 days	24-57 days
Zoning Board of Appeals	22 days	22-43 days

Zoning Administrator will communicate that a special land use permit is required alongside a level B site plan. This step can be accounted for in the beginning of the application process during a pre-application meeting.

Applicant submits special land use, level B site plan, and associated fees. Zoning Administrator reviews.

1 to 2 weeks

Zoning Administrator informs and seeks comments from property owners within 300 feet. Application and feedback is sent to Planning Commission.

2 to 5 weeks

Planning Commission holds public hearing and approves site plan application as submitted, approves with imposed conditions, or denies the site plan application

DENIED: No appeal process for a special land use denial

APPROVED: Zoning permit lasts 2 years, site plan approval and special land use approval lasts 12 months

Applicant must file final development plan within 12 months of receiving approval. Plan is subject to site plan review

Planned Unit Developments

Applicant seeks to convert one owned site, multiple owned sites, or purchase sites with the intent of applying for a Planned Unit Development (PUD)

Potential applicant schedules a pre-application meeting with the Zoning Administrator

With input from the Zoning Administrator, the developer creates a preliminary application, including a PUD application form, associated fees, preliminary development plan, parallel plan, and summary of intent.

Submit completed application package to Zoning Administrator

1 to 2 weeks

Schedule a work session with the Planning Commission for additional information gathering

2 to 5 weeks

Planning Commission holds public hearing and approves PUD, denies PUD, or approves PUD with modifications

APPROVED: Zoning Administrator updates zoning map to reflect PUD
DENIED: No appeal process for a PUD denial

APPROVED WITH MODIFICATIONS: Applicant must file written notice of consent to the modifications

Proceed to Site Plan Level B Review

DEVELOPMENT REVIEW FLOWCHARTS

An Extension of the Visuals Found in the "Guide to Development"

Dimensional Variances

Applicant seeks approval on a feature or measurement that is not aligned with standards set in the zoning ordinance



Applicant schedules a pre-application meeting with the Zoning Administrator to discuss the need for a variance (recommended)



Submit a variance application form, associated fees and additional proof of the variance's need to the zoning administrator



Zoning Administrator will submit the materials to the Zoning Board of Appeals



A public hearing will be scheduled for the Zoning Board of Appeals to discuss the proof and need of a variance.



Zoning Board of Appeals will approve the variance request, deny the variance request, or approve the variance request with conditions



DENIED: No appeal process for a Zoning Board of Appeals decision



APPROVED: Dimensional Variance granted by Zoning Board of Appeals

Use Variances

Applicant seeks approval on a feature or measurement that is not aligned with standards set in the zoning ordinance



Applicant schedules a pre-application meeting with the Zoning Administrator to discuss the need for a use variance and the additional information required



Submit a variance application form, associated fees, drawn-to-scale plan, and additional proof of the variance's need to the Zoning Administrator



Zoning Administrator will submit the materials to the Zoning Board of Appeals



A public hearing will be scheduled for the Zoning Board of Appeals to discuss the proof and need of a variance.



Zoning Board of Appeals will approve the variance request, deny the variance request, approve an alternative dimensional variance or approve the variance request with conditions



DENIED: No appeal process for a Zoning Board of Appeals decision



APPROVED: Dimensional Variance granted by Zoning Board of Appeals

Rezoning Amendment

Property owner (or resident with the permission of the owner), Planning Commission, or City Council seeks to rezone a site or sites



Schedule a pre-application meeting with the Zoning Administrator to review what is needed in the application



Submit a completed application for rezoning, including property description, site analysis, written evaluation, rezoning application form, and necessary fees to the Zoning Administrator



Zoning administrator will initiate public notice procedure and schedule a public hearing before the Planning Commission



Planning Commission will evaluate the application for rezoning and make a recommendation to the City Council



City Council reviews application, public comments, and Planning Commission recommendation and approves or denies the rezoning request



APPROVED: Public notice of rezoning will be published and the zoning map updated



DENIED: Resubmittal of rezoning petition shall not occur for 1 year

Text Amendment

Property owner (or resident with the permission of the owner), Planning Commission, or City Council seeks to change the text in the zoning ordinance



Schedule a pre-application meeting with the Zoning Administrator to review what is needed in the application



Submit a completed application for the zoning ordinance amendment, including a zoning ordinance amendment form, written evaluation, and necessary fees.



Zoning administrator will initiate public notice procedure and schedule a public hearing before the Planning Commission



Planning Commission will evaluate the application for zoning ordinance amendment and make a recommendation to the City Council



City Council reviews application, public comments, and Planning Commission recommendation and approves or denies the amendment request



APPROVED: Public notice of the amendment will be published



DENIED: Resubmittal of amendment petition shall not occur for 1 year

ATTACHMENT 4: Sample Grant Agreement

UPPER FLOOR HOUSING GRANT AGREEMENT

This Upper Floor Housing Grant Agreement ("Agreement") is made as of _____, 2015, between the Charlevoix Downtown Development Authority, a Michigan public authority (the "DDA"), and _____, a Michigan _____ (the "Developer").

PREMISES

WHEREAS, the DDA was created pursuant to the Downtown Development Authority Act, Act 197 of the Public Acts of 1975, as amended ("Act") by Ordinances Nos. 439 and 701 adopted by the City of Charlevoix; and

WHEREAS, the Act recognizes as essential public purposes, the halting of property value deterioration and the promotion of economic growth; and

WHEREAS, the Act has expressly provided the DDA with the power and authority to implement programs and otherwise engage in activity that has the objective of accomplishing the foresaid purposes within the DDA district in the City of Charlevoix as set forth in the attached **Exhibit A** ("DDA District"); and

WHEREAS, pursuant to the power and authority granted to the DDA by said Act it has established the Upper Floor Housing Grant ("Housing Program") as an incentive for property owners to improve and expand the inventory of upper floor housing, such as apartment units, condominiums and loft style units within the DDA District and halt property value deterioration and promote economic growth; and

WHEREAS, the Housing Program also serves as a means to encourage rehabilitation of older buildings to bring them into productive use and to comply with modern health, safety, fire and accessibility codes; and

WHEREAS, the DDA is willing to provide grants in an amount not to exceed \$7,500.00 as reimbursement for interior design assistance and building rehabilitation construction costs pursuant to the Housing Program and in accordance with the terms and provisions of this Agreement.

WHEREAS, Developer is the owner of certain real property with improvements thereon located at _____, Charlevoix, Michigan, approximating _____ square feet, as legally described in attached **Exhibit B** ("Property"), which Developer intends to renovate and improve to accommodate residential housing ("Project"); and

WHEREAS, one of the funding sources for the Project is the DDA Housing Program to whom the Developer has made application for funds for design assistance, interior renovation

and improvements, the description and estimated costs of which are set forth in attached **Exhibit C**; and

WHEREAS, the DDA has approved the Developer's application ("Application") to participate in the Housing Program in accordance with the terms and provisions of this Agreement and the Application.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, the DDA and Developer hereby agree as follows:

1. Recitals. The recitals accurately reflect the intent and purpose of this Agreement and are made a part hereof.
2. Award of Grants. There is hereby awarded to the Developer a grant in an amount not to exceed \$_____ to be used for interior design assistance and building rehabilitation construction costs pursuant to the terms and provisions of this Agreement.
3. Construction. The Developer shall proceed with the Project by commencing building rehabilitation within 90 days from the date hereof in an expeditious and workmanlike manner pursuant to and in accordance with the drawings/specifications attached as **Exhibit D** and shall complete the Project within 120 days after commencement of such renovation.
4. Disbursement of Grant Proceeds. The DDA shall make interim disbursements in intervals of not less than 30 days and pursuant to the requirements of paragraph 5(C) below. The final grant disbursement shall be made upon completion of the Project.
5. Conditions for Disbursement of Grant Proceeds. The DDA's obligation to disburse the grant proceeds is subject to and conditioned upon the following:
 - A. The Developer's fulfillment of its obligations set forth in this Agreement.
 - B. Developers shall use reasonable care to prevent the attachment of any construction liens to the Property. In the event that a construction lien does attach to the Property, Developer shall promptly obtain a discharge of the construction lien. During the time in which any construction lien may be attached to the Property, the DDA may, in its discretion, place the grant funds in escrow pending resolution and discharge of the construction lien(s). Upon discharge of the construction lien(s), the DDA shall disburse all currently due and past due grant proceeds to the Developer.
 - C. Developers shall have provided the DDA with such sworn statements, waivers of lien, affidavits, paid receipts and other proof of payment from Developer and from any general contractor, subcontractors, suppliers and laborers as shall be required by the DDA.

D. The Project shall have been completed in a timely manner and constructed in a manner satisfactory to the DDA and in accordance with **Exhibit D**.

6. Developer Obligation to Refund Grant Proceeds. If, during a period of five years following the completion of the Project, the Developer shall, without the prior written approval of the DDA, (i) sell or dispose of any portion of the Project, (ii) cause the ownership of the Developer to change or (iii) any portion of the Property remains vacant for a period in excess of 45 days promptly repay, upon the request of the DDA, the sums distributed by the DDA hereunder to the Developer, or portion thereof, in accordance with the following schedule:

Date of Event Requiring Repayment	Amount to be Repaid
Within 1 st year after reimbursement	100% of reimbursement
Within 2 nd year after reimbursement	80% of reimbursement
Within 3 rd year after reimbursement	60% of reimbursement
Within 4 th year after reimbursement	40% of reimbursement
Within 5 th year after reimbursement	20% of reimbursement
After 5 th year of reimbursement	No repayment

A sale or change in ownership approved by the DDA shall be subject to Developer's successor assuming all of the Developer's obligations hereunder for a period of five years from the date of transfer and in an amount equal to the balance of the repayment obligation at the time of transfer.

7. Payment of Taxes. The Developer agrees to pay, or cause to be paid, all real property, personal property and other taxes due and owing with respect to the Project, as and when the same becomes due. The failure by the Developer to pay these taxes, or cause them to be paid, is an event of default and a breach of this Agreement whereupon all Grant funds shall be immediately repaid by the Developer.

8. Adjustments. In the event that a state agency of competent jurisdiction conducting an audit of payments made to the Developer under this Agreement or a court of competent jurisdiction determines that any portion of the payments made to the Developer under this Agreement is unlawful, the Developer shall pay back to the DDA that portion of the payments made to the Developer within 30 days of the determination made by a state agency or the court as the case may be. However, the Developer shall have the right, before any such repayment is made, to appeal on its or the DDA's behalf, any such determination made by a state agency or court as the case may be. If the Developer is unsuccessful in such an appeal, the Developer shall repay the portion of payments found to be unlawful to the DDA within 30 days of the date when the final determination is made on the appeal.

9. Indemnification of DDA and its Agents.

A. The Developer shall indemnify and hold the DDA and its members, officers, agents and employees (the "Indemnified Persons") harmless from any loss, expense (including reasonable attorney fees and expenses), or liability of any nature due to any and all suits, actions, legal or administrative proceedings, or claims against the Indemnified Persons by reason of the disbursement of grant proceeds for the cost of the Project if made by third parties alleging personal injuries suffered by them while on the Property arising or resulting from, or in any way connected with, the Project. If any suit, action or proceeding is brought against any Indemnified Person, it shall be defended by counsel to the Developer.

B. The Developer shall not be obligated to indemnify and reimburse any Indemnified Person under subsection (A) if a court of competent jurisdiction finds that the liability in question was caused by willful misconduct or gross negligence of the involved Indemnified Person(s), unless the court determines that, despite the adjudication of liability, but in view of all circumstances of the case, the Indemnified Person(s) is (are) fairly and reasonably entitled to indemnity for the expenses which the court considers proper.

C. The Developer shall also indemnify and reimburse the DDA for all reasonable costs and expenses, including reasonable attorney fees and expenses incurred in:

(i) taking any action requested by the Developer, or

(ii) taking any action considered necessary by the DDA and which is authorized by this Agreement.

D. The obligations of the Developer under this paragraph shall survive any assignment of this Agreement, unless the DDA otherwise expressly and specifically agrees in writing.

10. Representations and Warranties of the Developer.

A. The Developer is duly organized and validly existing as a _____ in good standing under the laws of the State of Michigan with power under the laws of such state to carry on its business as now being conducted and has the power and the authority to own the Property.

B. There is no violation or default by the Developer under any indenture, contract, mortgage, lien, agreement, lease, loan agreement, note, order, judgment, decree or other instrument of any kind or character to which it is a party and by which it is bound, or to which it or any of its assets are subject, wherein a default or violation would materially and adversely affect any of the transactions contemplated by, or the validity of, this Agreement. Compliance with the terms, conditions and provisions of this Agreement does not conflict with, and will not result in or constitute a breach of, or default under, any of the foregoing.

11. Representations and Warranties of the DDA.

A. The DDA is a public body corporate, duly existing and validly created pursuant to the Act. The DDA has taken all actions necessary to authorize the execution and delivery of this Agreement.

B. There is no action, suit, proceeding or investigation before any court, public board or body pending to which the DDA is a party, or to the best knowledge of the DDA threatened against the DDA, contesting the establishment of the DDA or the validity or binding effect of this Agreement.

12. Default.

A. Event of Default. An Event of Default shall consist of any misrepresentation or failure to comply with the terms and provisions hereof by the Developer. In addition, an Event of Default shall include any misrepresentation made in the application by the Developer.

B. Remedies. Upon the happening of an Event of Default, the DDA shall be immediately refunded all Grant proceeds as well as its costs and attorney fees.

13. Miscellaneous.

A. Assignment of this Agreement. No party to this Agreement may transfer, assign or delegate to any other person or entity all or any part of its rights or obligations arising under this Agreement without the prior written consent of all other parties hereto. Consent may be given or withheld in the sole and absolute discretion of the party from whom consent is sought. The obligations of the Developer under this Agreement shall survive any assignment, unless the DDA otherwise specifically and expressly agrees in writing.

B. Notices. All written notices, demands and requests required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed given (a) when personally delivered to the party to be given such notice or other communication, (b) on the business day that such notice or other communication is sent by facsimile or similar electronic device, in PDF format or other format that prevents the alteration of the document contents, fully prepaid, which facsimile or similar electronic communication shall promptly be confirmed by written notice, (c) on the third business day following the date of deposit in the United States mail if such notice or other communication is sent by certified or registered mail with return receipt requested and postage thereon fully paid, or (d) on the business day following the day such notice or other communication is sent by reputable overnight courier to the parties and the addresses set forth below.

If to the DDA:

Charlevoix Downtown Development Authority

210 State Street

Charlevoix, MI 49093

If to the Developer:

C. Amendment. No amendment or modification to or of this Agreement shall be binding upon any party hereto until such amendment or modification is reduced to writing and executed by all parties hereto.

D. Entire Agreement. There are no other representations, warranties, promises, agreements or understandings, oral, written or implied, among the parties, except as made in this Agreement or the Application.

E. Binding Effect. This Agreement shall be binding upon the parties hereto and upon their respective successors and assigns.

F. Severability. If any clause, provision or paragraph of this Agreement shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or paragraph shall not affect the validity of any of the remaining clauses, provisions or paragraphs of this Agreement.

G. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

H. Captions. The captions and headings in this Agreement are for convenience only and in no way limit, define or describe the scope or intent of any provision of this Agreement.

I. Applicable Law. This Agreement shall be governed in all respects, whether as to validity, construction, performance and otherwise, by the laws of the State of Michigan.

J. Mutual Cooperation. Each party to this Agreement shall:

(i) take all actions required of it by the terms of this Agreement as expeditiously as possible;

(ii) cooperate, to the fullest extent possible, with the other party to this Agreement and with any individual, entity or governmental agency involved in or with jurisdiction over the engineering, design, construction or operation of the Project, or any other improvements which are undertaken in connection with the foregoing, in the granting and obtaining of all easements, rights of way, permits, licenses, approvals and any other permissions necessary for the construction or operation thereof;

(iii) execute and deliver all documents necessary to accomplish the purposes and intent of this Agreement, including, but not limited to, such documents or agreements as may be required by the Developer's lenders with respect to the Project to secure the Developer's financing from such lenders;

(iv) use its best efforts to assist the other party to this Agreement in the discharge of their respective obligations hereunder; and

(v) use its best efforts and cooperate with the other party to assure that all conditions precedent to the completion of the Project are timely satisfied.

14. Permits and Approvals. The Developer shall be responsible for obtaining, at its sole cost and expense, all easements, rights-of-way, licenses, permits, approvals and any other permissions necessary for the construction of the Project.

15. Force Majeure. No party hereto shall be liable for the failure to perform its obligations hereunder if such failure is due to unforeseeable events beyond the party's reasonable control and without such party's fault or negligence, including, but not limited to, acts of God, acts of the public enemy, acts of the federal government, acts of the other party, fires, floods, epidemics, quarantine restrictions, strikes and embargoes, and delays of contractors due to such causes. Said failure to perform shall be excused only for the period during which the event giving rise to said failure to perform exists; provided, however, that the party seeking relief from its obligations

under this paragraph shall notify the other parties in writing, setting forth the event giving rise to such failure to perform, within ten days following the occurrence of such event.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first written above.

CHARLEVOIX DOWNTOWN DEVELOPMENT
AUTHORITY

By: _____

Its: _____

DEVELOPER:

By _____

Its: _____

List of Exhibits

Exhibit A – DDA District

Exhibit B – Project Legal Description

Exhibit C – Project Estimated Costs

Exhibit D – Project Plans/Specifications

CHARLEVOIX COUNTY NEEDS HOMES FOR OUR FUTURE



The 2019 Northwest Michigan Target Market Analysis studied the demand for housing through 2025 in communities throughout Northwest Michigan. Based on the potential for demand from current residents moving within the community, as well as people who would move here from outside the community, the study found that the market could support **1,192** additional housing units through 2025 in Charlevoix County. Those new units could be newly-constructed homes or apartments, or they could be the repair and conversion of existing homes or buildings.

HOW MANY MORE RENTAL UNITS DO WE NEED IN CHARLEVOIX COUNTY?



792
RENTALS NEEDED

Household Incomes	Affordable Rents	# Units	% of Potential Demand
Up to \$26,000	\$650 and less	499	63%
\$28,000 - \$40,000	\$700 - \$1000	243	31%
\$42,000 - \$60,000	\$1050 - \$1500	39	5%
\$64,000+	\$1600 +	11	1%

HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN CHARLEVOIX COUNTY?



400 OWNER UNITS

Household Incomes	Affordable Home Values	# Units	% of Potential Demand
Up to \$60,000	\$150,000 and less	150	38%
\$70,000 - \$100,000	\$175,000 - \$250,000	208	52%
\$110,000 - \$150,000	\$275,000 - \$375,000	28	7%
\$160,000	\$400,000+	14	4%

WHY IS THE DEMAND SO HIGH?

The study takes into account homes that are available now, and what people are looking to buy and rent. Because our population has changed so much over the years, we don't have the type of housing that many people are looking for, like small homes, apartments, and other rental options. These units are needed by empty nesters, retirees, and young people just starting out—all of whom have smaller households. However, many homes currently available were designed for large families, and are often too big and expensive for many of today's homebuyers and renters.

WHO CAN AFFORD THE RENT?

The "housing wage" is the amount a worker would need to earn in order to afford a typical rental. In Northwest Michigan, rents are far higher than what many renters can afford. The lack of affordable options contributes to a high demand for new units at different price points.

CHARLEVOIX COUNTY HOUSING WAGE **\$14.60**

MINIMUM WAGE **\$9.45**

AFFORDABLE RENT FOR RENTER EARNING MEAN WAGE **\$759**

AFFORDABLE RENT FOR FULL-TIME MINIMUM WAGE WORKER **\$491**

2019 Target Market Analysis was conducted by LandUseUSA, on behalf of Housing North and Networks Northwest.



LOCAL SOLUTIONS

"Missing middle" housing types like duplexes, fourplexes, and small apartments can be more affordable and more in line with what the region's households are looking for. Yet, funding, and sometimes local politics, limit options to build these housing types. Legislation authorizing new revenue sources and tax incentives can support these private-sector solutions, and local changes to zoning or other policies can streamline the process for builders.

More information and resources are available on homesforourfuture.org and housingnorth.org

CHARLEVOIX COUNTY NEEDS HOMES FOR OUR FUTURE

The 2019 Northwest Michigan Target Market Analysis included data for selected communities. Communities were selected based on population, available demographic and economic data, and other factors. Some small communities were not studied separately because the study's accuracy was compromised by limited data and small sample sizes. However, demand may fluctuate between communities within a county, and smaller communities may look to county-wide housing demand to inform their potential for new housing units.

HOW MANY MORE RENTAL UNITS DO WE NEED IN CHARLEVOIX COUNTY?

 512 RENTALS NEEDED	Household Incomes	Affordable Rents	# Units			
			Boyne City	Charlevoix	East Jordan	Bay Shore
	Up to \$26,000	\$650 and less	50	185	34	10
	\$28,000 - \$40,000	\$700 - \$1000	104	18	72	2
	\$42,000 - \$60,000	\$1050 - \$1500	14	9	3	5
	\$64,000+	\$1600 +	2	3	0	0
	TOTAL RENTAL UNITS NEEDED		171	215	109	17

HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN CHARLEVOIX COUNTY?

 143 OWNER UNITS NEEDED	Household Incomes	Affordable Home Values	# Units			
			Boyne City	Charlevoix	East Jordan	Bay Shore
	Up to \$60,000	\$150,000 and less	43	4	34	8
	\$70,000 - \$100,000	\$175,000 - \$250,000	10	27	3	2
	\$110,000 - \$150,000	\$275,000 - \$375,000	4	2	0	0
	\$160,000	\$400,000+	0	3	0	0
	TOTAL OWNER UNITS NEEDED		57	36	37	10

SHORT-TERM RENTALS & HOUSING DEMAND

The target market analysis didn't study the demand for seasonal housing or short-term rentals—only homes that would be occupied year-round. However, it did take into account how seasonal units impact the availability of housing currently on the market, or homes that will be constructed in the future. Use of homes as short-term rentals reduces the supply of homes available for year-round occupancy, contributing to greater demand.

DEMAND IN A CHANGING ECONOMY

The target market analysis was conducted before the pandemic crisis and its economic impacts, which are affecting everything in our lives, including the housing market. However, the 2019 analysis studied *movers*—people who are looking to move into or within the community, including those currently living in unaffordable housing or other homes that don't meet their needs. This demand is likely to remain, especially because Northwest Michigan's housing needs are rooted in a long-standing housing supply shortage, combined with an imbalance between wages and the cost of homes. The economic changes of 2020 are likely to exacerbate that imbalance, while the housing "pipeline" has, for now, stopped—creating a growing backlog of unmet housing demand.

The 2019 Target Market Analysis was conducted by LandUseUSA, on behalf of Housing North and Networks Northwest. Data Sources: American Community Survey; ExperianDecision Analytics.



More information and resources are available on homesforourfuture.org and housingnorth.org

CHARLEVOIX COUNTY NEEDS HOMES FOR OUR FUTURE



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HOW MANY MORE RENTAL UNITS DO WE NEED IN CHARLEVOIX COUNTY?



792

RENTALS NEEDED

Household Incomes

Up to \$26,000
\$28,000 - \$40,000
\$42,000 - \$60,000
\$64,000+

Affordable Rents

\$650 and less
\$700 - \$1000
\$1050 - \$1500
\$1600 +

Units

499
243
39
11

% of Potential Demand

63%
31%
5%
1%

HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN CHARLEVOIX COUNTY?



400 OWNER UNITS

Household Incomes

Up to \$60,000
\$70,000 - \$100,000
\$110,000 - \$150,000
\$160,000

Affordable Home Values

\$150,000 and less
\$175,000 - \$250,000
\$275,000 - \$375,000
\$400,000+

Units

150
208
28
14

% of Potential Demand

38%
52%
7%
4%

WHY IS THE DEMAND SO HIGH?

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CHARLEVOIX COUNTY
HOUSING WAGE

\$14.60

MINIMUM WAGE

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\$759

AFFORDABLE RENT FOR FULL-
TIME MINIMUM WAGE WORKER

\$491

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LOCAL SOLUTIONS

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ATTACHMENT SIX - rating criteria

(5=high marks)

Applicant: _____

Address: _____

Project Name: _____

Amount Requested: _____

- Thoroughness and neatness of application.
5 4 3 2 1
- Clearly identified needs in the City of Charlevoix Master Plan (2016), Downtown Charlevoix Alley Corridor Improvement Plan (2017), and the Downtown Plan (2018).
5 4 3 2 1
- Degree to which project fills a gap in Downtown Charlevoix residential sector.
5 4 3 2 1
- Type of housing and rental rates are appropriate
5 4 3 2 1
- Consideration is given to a well-designed space and layout. Space offers something unique and different; specifically takes “urban living” into consideration.
5 4 3 2 1
- Plans specifically take into consideration appropriate building code/historic preservation standards.
5 4 3 2 1
- Has demonstrated an effort to follow all local permitting and approval processes, and proactively seeks guidance from local officials.
5 4 3 2 1
- Potential for long-term viability – has put forth best effort in developing a plan and has secured appropriate financing.
5 4 3 2 1

SCORE (out of 40) = _____

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Mayoral Proclamation - End Violence Against Women Day

DATE: November 16, 2020

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

The Mayor is declaring December 10, 2020 to be End Violence Against Women Day in support of the Charlevoix Zonta Club.

ATTACHMENTS:

- ▣ Proclamation



CITY OF CHARLEVOIX

MAYORAL PROCLAMATION

WHEREAS, the Charlevoix Zonta Club annually advocates for awareness on the topic of gender-based violence; and

WHEREAS, gender-based violence affects persons throughout the Charlevoix community and harms our entire society; and

WHEREAS, there were 187 victims of domestic violence in Charlevoix County in 2019; and

WHEREAS, the Charlevoix Zonta Club will be demonstrating against violence against women during the period of November 25th through December 10th.

NOW THEREFORE, I, LUTHER KURTZ, MAYOR OF THE CITY OF CHARLEVOIX, do hereby join the Zonta Club of Charlevoix in saying NO to violence against women in our community; and

FURTHERMORE, I applaud the Zonta Club of Charlevoix for their advocacy in stopping gender-based violence and supporting the victims of this crime; and

FURTHERMORE, I encourage all residents of Charlevoix to stand up against gender-based violence; and

FINALLY, I declare December 10, 2020 to be End Violence Against Women Day in Charlevoix to recognize the end of the "Tied Together by Violence" campaign of the Charlevoix Zonta Club.

Given under my hand this 16th day of November, 2020.

Luther Kurtz, Mayor



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - November 2, 2020

DATE: November 16, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 2, 2020 – 6:00 p.m.
210 State Street, 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: Greg Bryan, Shane Cole (remote from home), Aaron Hagen, Janet Kalbfell, Tom Oleksy, Brian Slater
Members Absent: None
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 – October 19, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – October 21, 2020
 - b. Regular Accounts Payable Check Register – November 3, 2020
 - c. ACH Payments – October 19, 2020 to October 30, 2020
 - d. Payroll Check Register – October 30, 2020
 - e. Payroll Transmittal – October 30, 2020
 - f. Tax Disbursement – November 3, 2020
- C. Grand Traverse Band of Ottawa & Chippewa Indians Grant Application – Joppa House for \$14,000
- D. Defined Benefit Plan Adoption Agreement Addendum – effective January 1, 2021
- E. General Liability & Property Insurance 2020-21 Renewal – Michigan Township Participating Plan for \$108,764 11/01/2020-10/31/2021
- F. Cancellation of Marina Cable TV Service – with Spectrum TV effective February 21, 2021

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

Yeas: Slater, Hagen, Oleksy, Kalbfell, Cole, Bryan

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Mayoral Appointment

Motion by Cole, second by Hagen to appoint Paige Pemble as a non-voting student member of the Recreation Advisory Committee, term expiring September 2021. Motion carried by unanimous voice vote.

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- Palmer Street Lot paving is moved to the spring due to weather
- Pier sustained damage with high winds again, along with the Welcome signs
- Per Council's request, City Manager explained options for downtown snow removal. It was agreed that Council will ask the DDA for their input.

Motion by Oleksy, second by Kalbfell to ask the City Manager to bring back more information about snow removal options and ask the DDA for their input. Motion carried by unanimous voice vote.

C. Mayor & Council Comments

- Slater, Hagen, Kalbfell, Bryan, and the Mayor expressed their appreciation to Council members Oleksy and Cole for their years of dedicated service to the City
- Oleksy and Cole said it was an honor to serve

9. Other Council Business

DRAFT

10. Adjourn

The Mayor adjourned the meeting at 6:27 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 10/21/2020			
AT&T	1,187.20	PRIORITY HEALTH	45,476.79
AT&T LONG DISTANCE	27.14	STANDARD INSURANCE CO	2,796.51
CHARLEVOIX STATE BANK	3,300.71	VERIZON WIRELESS	88.27
CHARTER COMMUNICATIONS	1,700.71	VSP INSURANCE CO. (CT)	539.40
DELTA DENTAL	3,374.08	WEX BANK	1,086.71
GREAT LAKES ENERGY	199.74	TOTAL	65,794.87
HOLIDAY COMPANIES	5,589.87		
MONEY LIFE INSURANCE	427.74		
Regular Accounts Payable – 11/03/2020			
AIRGAS USA LLC	69.29	MCCARDEL CULLIGAN-PETOSKEY	101.00
AMERICAN WASTE INC.	46.76	McGINN, KELLY A.	50.00
ANDERSON, ELIZABETH A.	50.00	MCLEAN ENGINEERING CO INC	404.25
ANZELL, BETH A.	50.00	MCMULLEN, DONALD R.	50.00
AT YOUR SERVICE PLUS INC	500.00	MDC CONTRACTING LLC	65,223.70
AVFUEL CORPORATION	27,045.76	MICHIGAN OFFICEWAYS INC	870.95
BASES	60.00	MIKE'S MUSTARD	70.00
BELL EQUIPMENT COMPANY	88.85	MILLER, WILLIAM S.	50.00
BERG, REBECCA	138.00	MUNICIPAL UNDERWRITERS OF MICH	108,764.00
BRADY'S CARPET CLEANING	2,718.54	MURRAY, JOHN	88.89
CDW GOVERNMENT INC.	930.53	NELDEN, CAROL	25.00
CINTAS	111.82	NORTHERN CREDIT SERVICES	30.00
CINTAS CORPORATION	137.09	NORTHERN LIGHTS FAMILY	475.00
CONWAY PROFESSIONAL SERVICES	5,927.00	NORTHERN PUMP & WELL	4,800.00
CURREY FARMS LLC	17.00	OHM ADVISORS	31,927.25
DeROSIA, PATRICIA E.	50.00	PENCHURA LLC	2,978.00
DHASELEER, CARL	117.00	POWER LINE SUPPLY	18,536.54
DIGITAL DOLPHIN	689.80	PREIN & NEWHOF	1,155.00
DOAN, GERARD P.	50.00	PRODUCTIVITY PLUS ACCOUNT	35.21
DORAN, JUSTIN J.	50.00	PURITY CYLINDER GASES INC	47.30
DOTSON, LINDSEY J.	50.00	PVS TECHNOLOGIES INC	6,909.66
EJ USA INC.	327.69	QUILL CORP	184.09
ELLIOTT, PATRICK M.	50.00	RAECKE, MICHAEL	23.00
ELLSWORTH FARMER'S EXCHANGE	2,340.48	RCL CONSTRUCTION CO INC	831,717.55
ETIENNE, AUDREY	13.00	RIETH-RILEY CONST CO INC	1,204.05
ETNA SUPPLY	40.00	ROTARY CLUB OF CHARLEVOIX	37.50
FASTENAL COMPANY	86.97	SILVA, JESSE L.A.	50.00
FAULKNER, CHRISTOPHER	50.00	SOUND ENVIRONMENTS	515.00
FISHER SCIENTIFIC	239.03	STAFFORD'S HOSPITALITY	50.00
FLOWERS UP NORTH	395.00	STATE OF MICHIGAN	694.00
GANNETT HOLDINGS LLC OHIO	72.80	STRICKER'S OUTDOOR POWER EQUIP	134.55
GOLDING, JOYCE M.	50.00	STRIKER SUPPLY	44.00
GRAINGER	82.24	STRYKER SALES CORPORATION	1,712.70
GRAND TRAVERSE DIESEL INC.	162.25	SUMMIT COMPANIES	195.00
GRAND TRAVERSE SAUCE COMPANY	33.00	SWEM, DONALD L.	50.00
GREAT LAKES COCA-COLA DIST	531.43	TASTE THE LOCAL DIFFERENCE	100.00
GRP ENGINEERING INC.	5,590.00	THE TROPHY CASE	30.00
HAGGARD'S INC	150.00	TRAVERS, MANUEL J.	50.00
HANKINS, SCOTT A.	50.00	UNIFIRST CORPORATION	867.58
HENTCO TENNIS COURT SPECIALIST	990.00	USA BLUE BOOK	566.65
HEYDLAUFF, MARK L.	50.00	VILLAGE GRAPHICS INC.	362.53
INTERWATER FARMS INC	402.00	VOISIN, DONALD	300.00
JACK DOHENY COMPANIES	3,342.30	VOORHEES, BONNIE	275.00
JOE'S PROFESSIONAL SERVICES LLC	1,700.00	WINNIE'S ORIGINAL LLC	46.00
JOHNSON, MELISSA A.	50.00	WURST, RANDALL W.	50.00
KENNEDY INDUSTRIES INC	145.38	WYMAN, MATTHEW A.	50.00
KLOOSTER, ALIDA K.	50.00	Z & Z MEDICAL INC	835.00
KLOOSTER, PATRICK H.	50.00	ZIIBIMIJWANG INC	150.00
KNORR, KENT J.	50.00	TOTAL	1,139,775.81
KSS ENTERPRISES	632.85		
LAVENDER, JOSEPH E.	50.00		
LOTTIE'S BAGELS	166.00		
MAYER, SHELLEY L.	50.00		

ACH Payments – 10/19/2020 to 10/30/2020

MI PUBLIC POWER AGENCY	19,434.44	VANTAGEPOINT (401 ICMA PLAN)	912.08
MI PUBLIC POWER AGENCY	233,485.78	VANTAGEPOINT (457 ICMA PLAN)	20,309.73
MI PUBLIC POWER AGENCY	9,329.60	VANTAGEPOINT (ROTH IRA)	1,180.76
IRS (PAYROLL TAX DEPOSIT)	42,996.95	MERS (DEFINED BENEFIT PLAN)	75,042.55
ALERUS FINANCIAL (HCSP)	350.00	TOTAL	409,251.36
STATE OF MI (WITHHOLDING TAX)	6,209.47		

Payroll Net Pay – Check Date 10/30/2020

HEYDLAUFF, MARK L.	2,882.72	FREY, DYLAN V.	548.69
GOLDING, JOYCE M.	1,653.60	HART III, DELBERT W.	828.75
DEROSIA, PATRICIA E.	1,120.51	FINNERTY, HOLLY E.	741.25
DOTSON, LINDSEY J.	1,494.56	CRANDELL, ZACKARY R.	447.19
KLOOSTER, ALIDA K.	1,786.77	KNORR, KENT J.	1,958.91
GOLOVICH, KAREN J.	980.66	ANZELL, BETH A.	1,318.22
BARNEVELD, RICHELLE L.	1,163.10	KLOOSTER, PATRICK H.	290.28
EDWARDS, MACKENZIE R.	1,299.42	EVANS JR, HALBERT K.	50.06
MCGINN, KELLY A.	2,184.76	WHITE III, MARCUS W.	131.38
LAVENDER, JOSEPH E.	1,728.57	HART, DAVID R.	33.25
DOAN, GERARD P.	2,406.49	MCDONNELL, JENNA N.	49.34
UMULIS, MATTHEW T.	1,203.53	GILL, DAVID R.	587.39
HANKINS, SCOTT A.	1,692.27	MASSON, DONALD J.	236.82
ORBAN, BARBARA K.	1,179.51	LIVINGSTON, BRIAN D.	1,708.92
FLICKEMA, ANDREW M.	3,637.50	WYMAN, MATTHEW A.	1,809.04
RILEY, DENISE M.	459.29	MILLER, WILLIAM S.	1,048.30
MUNK, CHRISTOPHER J.	1,309.63	DOUGLAS, MARK	945.90
SCHICK, TIELER R.	1,262.59	PRIOR, ERIN C.	2,630.38
MATELSKI, KRISTEN L.	1,355.87	FRATRICK, JOSEPH W.	444.29
BINGHAM, LARRY E.	110.82	MCMULLEN, DONALD R.	1,800.39
AZZOPARDI, LAUREN E.	128.83	SILVA, JESSE L.A.	1,591.72
WURST, RANDALL W.	1,267.31	JOHNSON, MELISSA A.	1,350.64
MAYER, SHELLEY L.	1,633.86	STEPHENS, LYON G.	73.49
HILLING, NICHOLAS A.	1,754.71	TRAVERS, MANUEL J.	1,686.34
MEIER III, CHARLES A.	1,456.99	FAULKNER, CHRISTOPHER J.	2,348.98
ZACHARIAS, STEVEN B.	1,311.90	STEVENS, JEFFREY W.	270.15
NEWMAN, MARK J.	829.29	RILEY, CASEY W.	662.23
SWEM, DONALD L.	3,086.32	JONES, LARRY M.	843.40
EATON, BRAD A.	2,396.88	VANZANDT, ZORRAN C.	724.47
WILSON, TIMOTHY J.	2,685.43	MATZ, EMILY S.	627.46
LAVOIE, RICHARD L.	2,272.18	LEPIRD, KATIE A.	1,226.55
STEVENS, BRANDON C.	2,839.06	MOYER, DAVID T.	231.03
DRAVES, MARTIN J.	2,471.66	WHEELER, MICHAEL W.	1,954.80
ANDERSON, ELIZABETH A.	1,233.97	MISHLER, MICHAEL J.	1,691.69
KENWABIKISE, DAVID L.	1,105.17	AZZOPARDI, ANTHONY J.	1,558.76
ELLIOTT, PATRICK M.	2,739.34	PECK, JARICA L.	535.76
SCHWARTZFISHER, JOSEPH	1,271.26	DIETZ, AMANDA M.	739.96
BRADLEY, KELLY R.	1,309.62	WELLS, JANINNA J.	118.93
HART II, DELBERT W.	1,549.51	MOYER, NATHAN I.	398.03
JONES, ROBERT F.	1,434.95	WHITLEY, ANDREW T.	2,480.85
FARRELL, MITCHELL L.	1,393.68	MORRISON, KEVIN P.	1,239.71
THORP JR, WILLIAM D.	1,470.86	BISHAW, JAMES H.	695.57
LEITNER, RYAN S.	403.93	SEROUR III, MICHAEL J.	452.97
FERGUSON, ROYCE L.	1,373.95	TOTAL	114,174.43
DORAN, JUSTIN J.	2,107.26		
MANKER SR, DAVID W.	622.10		

Payroll Transmittal – 10/30/2020

4FRONT CREDIT UNION	943.00	COMMUNICATION WORKERS OF AMER	672.47
AMERICAN FAMILY LIFE	608.28	MI STATE DISBURSEMENT UNIT	209.65
CHAR EM UNITED WAY	90.00	MONEY LIFE INSURANCE	380.82
CHARLEVOIX STATE BANK	967.00	PRIORITY HEALTH	1,499.08
CHEMICAL BANK	25.00	TOTAL	5,395.30

Tax Disbursement – 11/03/2020

CHARLEVOIX COUNTY TREASURER	23,530.85	CHARLEVOIX PUBLIC SCHOOLS	1,103.26
CHARLEVOIX PUBLIC SCHOOLS	32,613.88	CITY OF CHARLEVOIX - TAXES DUE	27,774.56
CHARLEVOIX PUBLIC SCHOOLS	1,125.75	TOTAL	87,273.89
CHARLEVOIX PUBLIC SCHOOLS	787.99		
CHARLEVOIX PUBLIC SCHOOLS	337.60		

DRAFT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: November 16, 2020

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/07/2020	11/13/2020	131947	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	943.00
11/07/2020	11/13/2020	131948	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	127.28
11/07/2020	11/13/2020	131948	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	481.00
11/07/2020	11/13/2020	131949	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/7/2	90.00
11/07/2020	11/13/2020	131950	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	967.00
11/07/2020	11/13/2020	131951	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	672.47
11/07/2020	11/13/2020	131952	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	209.65
11/07/2020	11/13/2020	131953	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	275.55
11/07/2020	11/13/2020	131953	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 11/7/2	51.59
11/07/2020	11/13/2020	131953	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 11/7/202	4.00
11/07/2020	11/13/2020	131953	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.24
11/07/2020	11/13/2020	131953	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 11/7	6.85
11/07/2020	11/13/2020	131953	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 11/7/20	2.59
11/07/2020	11/13/2020	131954	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	201.00
11/07/2020	11/13/2020	131955	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,464.72
Grand Totals:		15				5,536.94

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

11/13/20 Payroll Transmittal Checks	\$ 5,536.94
11/13/20 Payroll (net pay)	\$ 120,211.64
11/17/20 Regular Accounts Payable	\$ 570,532.11

Checks Sub-Total: \$ 696,280.69

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

11/02/20 MI Public Power Agency	\$ 10,079.29
11/02/20 Neofunds by Neopost (ACH fee)	\$ 50.00
11/02/20 Proximity Space Inc	\$ 102.20
11/03/20 AMG Payment Solutions	\$ 482.27
11/04/20 Payment Service Network Inc	\$ 275.01
11/06/20 DTE Energy	\$ 2,467.13
11/09/20 MI Public Power Agency	\$ 9,811.27
11/10/20 State of MI (Sales Tax)	\$ 19,765.21
11/13/20 IRS (Payroll Tax Deposit)	\$ 43,884.30
11/13/20 Alerus Financial (HCSP)	\$ 350.00
11/13/20 State of MI (Withholding Tax)	\$ 6,364.95
11/13/20 Vantagepoint (401 ICMA Plan)	\$ 912.08
11/13/20 Vantagepoint (457 ICMA Plan)	\$ 20,421.46
11/13/20 Vantagepoint (Roth IRA)	\$ 1,080.76

ACH Sub-Total: \$ 116,045.93

Huntington National Bank Total: \$ 812,326.62

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

11/17/20 Tax Disbursement	\$ 63,142.59
Charlevoix State Bank Total:	\$ 63,142.59

Grand Total: \$ 875,469.21

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/07/2020	PC	11/13/2020	31998	OLEKSY, THOMAS M.	57		145.26
11/07/2020	PC	11/13/2020	31999	HEYDLAUFF, MARK L.	102		3,171.17
11/07/2020	PC	11/13/2020	32000	GOLDING, JOYCE M.	106		2,085.85
11/07/2020	PC	11/13/2020	32001	DEROSIA, PATRICIA E.	107		914.66
11/07/2020	PC	11/13/2020	32002	DOTSON, LINDSEY J.	109		1,421.40
11/07/2020	PC	11/13/2020	32003	KLOOSTER, ALIDA K.	121		2,129.16
11/07/2020	PC	11/13/2020	32004	GOLOVICH, KAREN J.	122		980.66
11/07/2020	PC	11/13/2020	32005	BARNEVELD, RICHELLE	123		1,231.28
11/07/2020	PC	11/13/2020	32006	EDWARDS, MACKENZIE	124		1,706.81
11/07/2020	PC	11/13/2020	32007	MILLER, FAITH G.	142		37.42
11/07/2020	PC	11/13/2020	32008	MCGINN, KELLY A.	146		2,578.97
11/07/2020	PC	11/13/2020	32009	LAVENDER, JOSEPH E.	153		1,230.59
11/07/2020	PC	11/13/2020	32010	DOAN, GERARD P.	201		2,413.82
11/07/2020	PC	11/13/2020	32011	UMULIS, MATTHEW T.	205		1,200.75
11/07/2020	PC	11/13/2020	32012	HANKINS, SCOTT A.	208		1,692.27
11/07/2020	PC	11/13/2020	32013	ORBAN, BARBARA K.	209		1,772.70
11/07/2020	PC	11/13/2020	32014	RILEY, DENISE M.	213		463.87
11/07/2020	PC	11/13/2020	32015	MUNK, CHRISTOPHER J.	215		1,300.44
11/07/2020	PC	11/13/2020	32016	SCHICK, TIELER R.	216		1,544.06
11/07/2020	PC	11/13/2020	32017	MATELSKI, KRISTEN L.	230		1,355.87
11/07/2020	PC	11/13/2020	32018	AZZOPARDI, LAUREN E.	246		34.35
11/07/2020	PC	11/13/2020	32019	WURST, RANDALL W.	411		1,161.67
11/07/2020	PC	11/13/2020	32020	MAYER, SHELLEY L.	412		1,595.06
11/07/2020	PC	11/13/2020	32021	HILLING, NICHOLAS A.	413		1,420.05
11/07/2020	PC	11/13/2020	32022	MEIER III, CHARLES A.	421		1,400.58
11/07/2020	PC	11/13/2020	32023	ZACHARIAS, STEVEN B.	422		1,642.74
11/07/2020	PC	11/13/2020	32024	NEWMAN, MARK J.	424		1,056.43
11/07/2020	PC	11/13/2020	32025	SWEM, DONALD L.	512		3,086.31
11/07/2020	PC	11/13/2020	32026	EATON, BRAD A.	515		2,976.18
11/07/2020	PC	11/13/2020	32027	WILSON, TIMOTHY J.	516		3,033.31
11/07/2020	PC	11/13/2020	32028	LAVOIE, RICHARD L.	519		2,494.70
11/07/2020	PC	11/13/2020	32029	STEVENS, BRANDON C.	521		2,985.02
11/07/2020	PC	11/13/2020	32030	DRAVES, MARTIN J.	523		2,736.18
11/07/2020	PC	11/13/2020	32031	ANDERSON, ELIZABETH	526		1,233.97
11/07/2020	PC	11/13/2020	32032	KENWABIKISE, DAVID L.	528		1,105.17
11/07/2020	PC	11/13/2020	32033	ELLIOTT, PATRICK M.	600		2,739.34
11/07/2020	PC	11/13/2020	32034	SCHWARTZFISHER, JOS	603		1,305.57
11/07/2020	PC	11/13/2020	32035	BRADLEY, KELLY R.	614		1,913.55
11/07/2020	PC	11/13/2020	32036	HART II, DELBERT W.	616		1,562.89
11/07/2020	PC	11/13/2020	32037	JONES, ROBERT F.	618		1,584.63
11/07/2020	PC	11/13/2020	32038	FARRELL, MITCHELL L.	622		1,346.26
11/07/2020	PC	11/13/2020	32039	THORP JR, WILLIAM D.	623		1,962.72
11/07/2020	PC	11/13/2020	32040	LEITNER, RYAN S.	624		1,768.57
11/07/2020	PC	11/13/2020	32041	FERGUSON, ROYCE L.	625		2,363.07
11/07/2020	PC	11/13/2020	32042	DORAN, JUSTIN J.	634		2,107.26
11/07/2020	PC	11/13/2020	32043	MANKER SR, DAVID W.	639		661.42
11/07/2020	PC	11/13/2020	32044	NEDWICK, DAVID J.	642		969.79
11/07/2020	PC	11/13/2020	32045	FREY, DYLAN V.	643		350.44
11/07/2020	PC	11/13/2020	32046	HART III, DELBERT W.	657		767.87
11/07/2020	PC	11/13/2020	32047	FINNERTY, HOLLY E.	669		736.17
11/07/2020	PC	11/13/2020	32048	KNORR, KENT J.	700		1,958.91
11/07/2020	PC	11/13/2020	32049	ANZELL, BETH A.	702		1,318.21
11/07/2020	PC	11/13/2020	32050	GILL, DAVID R.	856		546.58
11/07/2020	PC	11/13/2020	32051	LIVINGSTON, BRIAN D.	866		1,708.92
11/07/2020	PC	11/13/2020	32052	WYMAN, MATTHEW A.	927		1,647.33
11/07/2020	PC	11/13/2020	32053	MILLER, WILLIAM S.	933		1,441.98
11/07/2020	PC	11/13/2020	32054	DOUGLAS, MARK	935		945.90

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/07/2020	PC	11/13/2020	32055	FRATRICK, JOSEPH W.	940		504.84
11/07/2020	PC	11/13/2020	32056	MCMULLEN, DONALD R.	1000		1,800.39
11/07/2020	PC	11/13/2020	32057	SILVA, JESSE L.A.	1001		1,526.32
11/07/2020	PC	11/13/2020	32058	JOHNSON, MELISSA A.	1004		1,793.67
11/07/2020	PC	11/13/2020	32059	STEPHENS, LYON G.	1005		73.49
11/07/2020	PC	11/13/2020	32060	TRAVERS, MANUEL J.	1006		1,704.08
11/07/2020	PC	11/13/2020	32061	FAULKNOR, CHRISTOPH	1007		3,287.74
11/07/2020	PC	11/13/2020	32062	RILEY, CASEY W.	1052		486.04
11/07/2020	PC	11/13/2020	32063	JONES, LARRY M.	1057		335.09
11/07/2020	PC	11/13/2020	32064	VANZANDT, ZORRAN C.	1058		606.51
11/07/2020	PC	11/13/2020	32065	MATZ, EMILY S.	1059		1,289.78
11/07/2020	PC	11/13/2020	32066	LEPIRD, KATIE A.	1061		1,444.35
11/07/2020	PC	11/13/2020	32067	MOYER, DAVID T.	1073		455.39
11/07/2020	PC	11/13/2020	32068	WHEELER, MICHAEL W.	1103		1,960.75
11/07/2020	PC	11/13/2020	32069	MISHLER, MICHAEL. J.	1107		759.36
11/07/2020	PC	11/13/2020	32070	AZZOPARDI, ANTHONY J.	1108		1,123.37
11/07/2020	PC	11/13/2020	32071	PECK, JARICA L.	1114		580.65
11/07/2020	PC	11/13/2020	32072	DIETZ, AMANDA M.	1115		970.16
11/07/2020	PC	11/13/2020	32073	MOYER, NATHAN I.	1118		1,721.44
11/07/2020	PC	11/13/2020	32074	DALY, SUZETTE M.	2040		214.50
11/07/2020	PC	11/13/2020	32075	DUERR, JANE R.	2042		104.00
11/07/2020	PC	11/13/2020	32076	HERDER, DIANE M.	2044		238.00
11/07/2020	PC	11/13/2020	32077	OHALLORAN, LINDA J.	2045		238.00
11/07/2020	PC	11/13/2020	32078	DIPERT, ANNE M.	2047		110.50
11/07/2020	PC	11/13/2020	32079	HAVEMAN, NANCY A.	2048		102.00
11/07/2020	PC	11/13/2020	32080	LINKLATER, LINDA K.	2049		84.00
11/07/2020	PC	11/13/2020	32081	SUAREZ PAWLICKI, EMM	2050		69.00
11/07/2020	PC	11/13/2020	32082	DISANTE, SANDRA A.	2051		105.00
11/07/2020	PC	11/13/2020	32083	LEGENZA, TAMMY L.	2052		108.00
11/07/2020	PC	11/13/2020	32084	EATON, JOHN R.	2053		210.00
11/07/2020	PC	11/13/2020	32085	VOORHEIS, MARGARET	2054		105.00
11/07/2020	PC	11/13/2020	32086	KOZLAUSKOS, KENDRA	2055		177.00
11/07/2020	PC	11/13/2020	32087	NEMEC, AARON D.	2056		84.00
11/07/2020	PC	11/13/2020	32088	BRADLEY, SEAN P.	2057		114.00
11/07/2020	PC	11/13/2020	32089	WAY, HILARY G.	2058		108.00
11/07/2020	PC	11/13/2020	32090	FOCHTMAN, MICHAEL A.	2059		204.00
11/07/2020	PC	11/13/2020	32091	HENNE, BETTY M.	2060		78.00
11/07/2020	PC	11/13/2020	131938	COLE, SHANE	50		242.58
11/07/2020	PC	11/13/2020	131939	WHITLEY, ANDREW T.	522		3,162.83
11/07/2020	PC	11/13/2020	131940	MORRISON, KEVIN P.	601		1,715.88
11/07/2020	PC	11/13/2020	131941	BISHAW, JAMES H.	633		472.19
11/07/2020	PC	11/13/2020	131942	SEROUR III, MICHAEL J.	693		242.63
11/07/2020	PC	11/13/2020	131943	BUDAY, JOAN E.	2011		108.00
11/07/2020	PC	11/13/2020	131944	CAMPBELL, KAREN L.	2013		96.00
11/07/2020	PC	11/13/2020	131945	LALEWICZ, AMELIA M.	2034		84.00
11/07/2020	PC	11/13/2020	131946	CIUK, JULIA A.	2035		165.00
Grand Totals:			103				120,211.64

Check Number	Payee	Amount
11/17/2020		
131857	ACCUMED GROUP, THE	4,199.62
131858	ACE HARDWARE	1,315.66
131859	ALL-PHASE ELECTRIC	130.44
131860	AT&T MOBILITY	577.64
131861	AUTO VALUE	235.32
131862	AVFUEL CORPORATION	13,723.66
131863	BELL EQUIPMENT COMPANY	1,621.00
131864	BOEHMER, SHELLE	50.00
131865	BOUND TREE MEDICAL LLC	431.59
131866	BS& A SOFTWARE	1,213.00
131867	BY THE BAY CLEANING	754.00
131868	CARQUEST OF CHARLEVOIX	1,338.33
131869	CDW GOVERNMENT INC.	534.39
131870	CHARLEVOIX ROD & GUN CLUB	130.00
131871	CHARLEVOIX TOWNSHIP	28.14
131872	CHARTER COMMUNICATIONS	147.15
131873	CHERRY REPUBLIC	25.00
131874	CINTAS	72.39
131875	CONWAY PROFESSIONAL SERVICES	1,261.00
131876	CROSS III, JOHN H.	6,500.00
131877	CURREY FARMS LLC	30.00
131878	DITCH WITCH SALES OF MICHIGAN	272.01
131879	DUTCH OVEN, THE	401.00
131880	EJ USA INC.	1,983.53
131881	EMERGENCY MEDICAL PRODUCTS IN	316.50
131882	ETNA SUPPLY	316.39
131883	FAMILY FARM & HOME	821.66
131884	FASTENAL COMPANY	48.86
131885	FERGUSON, ROYCE L	109.00
131886	FLECK, WILLIAM	50.00
131887	FREEDOM MAILING SERVICES INC.	2,265.19
131888	GALLS AN ARAMARK COMPANY	138.99
131889	GERBER HOMEMADE SWEETS	98.00
131890	GOLDING, JOYCE M.	15.96
131891	GREENVIEW DATA INC	700.42
131892	HARRELL'S	645.00
131893	INDEPENDENT DRAFTING SERVICES	1,976.00
131894	INHABITECT LLC	2,500.00
131895	IPS GROUP INC	932.31
131896	J. PHILLIPS	100.00
131897	JACK DOHENY COMPANIES	262.89
131898	KIWANIS CLUB OF CHARLEVOIX	40.00
131899	KSS ENTERPRISES	74.72
131900	LAMAR COMPANIES	770.00
131901	LOTTIE'S BAGELS	20.00
131902	LOUIS A. HOFFMAN NURSERY INC	37,710.00
131903	MICHIGAN MUNICIPAL LEAGUE	14,134.00
131904	MICHIGAN OFFICEWAYS INC	1,189.26

Check Number	Payee	Amount
131905	MILLINGTON, MARY F.	37.00
131906	NAVIA BENEFIT SOLUTIONS	50.00
131907	NORTHERN MICHIGAN REVIEW INC.	1,817.25
131908	OLSON BZDOK & HOWARD	1,457.00
131909	OMS COMPLIANCE SERVICES INC	56.25
131910	PARKER, MICHAEL	25.00
131911	PEASE ENTERPRISE INC	279.84
131912	POWER LINE SUPPLY	1,026.96
131913	PREIN & NEWHOF	660.00
131914	PRICE BUILDING AND REMODELING	3,760.00
131915	PROVIDENCE FARM LLC	1,205.00
131916	PURITY CYLINDER GASES INC	52.05
131917	QUALITY CAR & TRUCK REPAIR INC	183.12
131918	QUILL CORP	54.92
131919	RANGE TELECOMMUNICATIONS	179.60
131920	RCL CONSTRUCTION CO INC	442,627.33
131921	SCOTT T. BEATTY	722.00
131922	SHARROW MASONRY INC	1,650.00
131923	SIEGRIST, DAVID	112.00
131924	STATE AND MASON LLC	1,000.00
131925	STATE OF MICHIGAN	237.00
131926	STATE OF MICHIGAN	70.00
131927	STATE OF MICHIGAN	50.00
131928	STATE OF MICHIGAN	70.00
131929	STRICKER'S OUTDOOR POWER EQUI	79.30
131930	TAYLOR 12501 LLC	4,417.50
131931	TELNET WORLDWIDE	124.63
131932	THORP JR, WILLIAM D.	105.00
131933	VILLAGE GRAPHICS INC.	267.00
131934	WOLTERS KLUWER LAW & BUSINESS	620.50
131935	XEROX FINANCIAL SERVICES	168.84
131936	ZIIBIMIJIWANG INC	57.00
131937	UP NORTH ASSESSING INC	5,100.00
Total 11/17/2020:		570,532.11
Grand Totals:		570,532.11

Check Number	Payee	Amount
11/02/2020		
110220001	MICHIGAN PUBLIC POWER AGENCY	10,079.29
110220002	NEOFUNDS BY NEOPOST	50.00
110220003	PROXIMITY SPACE INC.	102.20
Total 11/02/2020:		10,231.49
Grand Totals:		10,231.49

Check Number	Payee	Amount
11/03/2020		
110320001	AMG PAYMENT SOLUTIONS	482.27
Total 11/03/2020:		482.27
Grand Totals:		482.27

Check Number	Payee	Amount
11/04/2020		
110420001	PAYMENT SERVICE NETWORK INC.	275.01
Total 11/04/2020:		275.01
Grand Totals:		275.01

Check Number	Payee	Amount
11/06/2020		
110620001	DTE ENERGY	2,467.13
Total 11/06/2020:		2,467.13
Grand Totals:		2,467.13

Check Number	Payee	Amount
11/09/2020		
110920001	MICHIGAN PUBLIC POWER AGENCY	9,811.27
Total 11/09/2020:		9,811.27
Grand Totals:		9,811.27

Check Number	Payee	Amount
11/10/2020		
111020001	STATE OF MICHIGAN	19,765.21
Total 11/10/2020:		19,765.21
Grand Totals:		19,765.21

Check Issue Date	Check Number	Payee	Amount
111320001			
11/13/2020	11132000	**EFTPS* Payroll Taxes	11,205.02
11/13/2020	11132000	**EFTPS* Payroll Taxes	10,636.70
11/13/2020	11132000	**EFTPS* Payroll Taxes	2,620.59
11/13/2020	11132000	**EFTPS* Payroll Taxes	2,620.59
11/13/2020	11132000	**EFTPS* Payroll Taxes	16,801.40
Total 111320001:			
	5		43,884.30
111320002			
11/13/2020	11132000	Alerus Financial	350.00
Total 111320002:			
	1		350.00
111320003			
11/13/2020	11132000	STATE OF MICHIGAN	6,364.95
Total 111320003:			
	1		6,364.95
111320004			
11/13/2020	11132000	Vantagepoint - 401 Plan 109153	912.08
Total 111320004:			
	1		912.08
111320005			
11/13/2020	11132000	Vantagepoint - 457 Plan 300959	5,512.92
11/13/2020	11132000	Vantagepoint - 457 Plan 300959	1,990.45
11/13/2020	11132000	Vantagepoint - 457 Plan 300959	4,266.93
11/13/2020	11132000	Vantagepoint - 457 Plan 300959	8,651.16
Total 111320005:			
	4		20,421.46
111320006			
11/13/2020	11132000	Vantagepoint - Roth IRA 706117	1,080.76
Total 111320006:			
	1		1,080.76
Grand Totals:			
	13		73,013.55



Check Number	Payee	Amount
11/17/2020		
3504	CHARLEVOIX COUNTY TREASURER	19,317.27
3505	CHARLEVOIX PUBLIC SCHOOLS	17,564.63
3506	CHARLEVOIX PUBLIC SCHOOLS	924.18
3507	CHARLEVOIX PUBLIC SCHOOLS	646.87
3508	CHARLEVOIX PUBLIC SCHOOLS	277.15
3509	CHARLEVOIX PUBLIC SCHOOLS	905.67
3510	CITY OF CHARLEVOIX - TAXES DUE	22,925.05
3511	GRUNCH, RICHARD	24.85
3512	JONES, SUSAN	556.92
Total 11/17/2020:		63,142.59
Grand Totals:		63,142.59

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: November 2020 Local Election Results

DATE: November 16, 2020

BACKGROUND:

The November local election results are as follows:

- WARD 1: Janet Kalbfell 392
- WARD 2: Mark Knapp 321
- WARD 3: Phil Parr 341
- MAYOR: Luther Kurtz 805 and Norman "Boogie" Carlson 655
- Proposal 1 Use City Golf Course Vacant Land for Housing: YES 367 NO 1232
- Proposal 2 Airport Hangar Lease Term City Charter Amendment: YES 699 NO 808
- Proposal 3 Publish Summary of Adopted Ordinances City Charter Amendment: YES 1149 NO 367
- Proposal 4 City Clerk and Assessor to Attend Board of Review Meetings Upon Request City Charter Amendment: YES 1237 NO 147

RECOMMENDATION:

Motion to accept the November 2020 local election results as presented.

ATTACHMENTS:

- ▢ Election Results

STATE OF MICHIGAN)
)ss
CHARLEVOIX COUNTY)

City Council Regular Meeting -

The whole number of votes for and against the:

USE CITY GOLF COURSE VACANT LAND FOR HOUSING

Shall the City Council for the City of Charlevoix be authorized pursuant to Section 2.16 (Q of the City Charter to allow for the use of certain vacant land that is part of the City's golf course, but is not used for any golf course purposes, to develop and sell or lease year round housing on the vacant land?

Was One thousand five hundred ninety-nine-----(1599)
Of which number
Votes were marked **YES** Three hundred sixty-seven-----(367)
And
Votes were marked **NO** One thousand two hundred thirty-two----- (1232)

The City of Charlevoix Golf Course Vacant Land for Housing Proposal having not received sufficient votes was Defeated.

The whole number of votes for and against the:

**AMENDMENT TO THE CITY CHARTER
AIRPORT HANGER LEASE TERM**

Shall Section 2.16h of the City Charter for the City of Charlevoix be amended to increase the period for which the Council may lease land or buildings for airplane hangars at the City owned airport from 5 to 30 years?

Was One thousand five hundred seven----- (1507)
Of which number
Votes were marked **YES** Six hundred ninety-nine----- (699)
And
Votes were marked **NO** Eight hundred eight----- (808)

The City of Charlevoix Amendment to the City Charter Airport Hangar Lease Term Proposal having not received sufficient votes was Defeated.

The whole number of votes for and against the:

**AMENDMENT TO THE CITY CHARTER PUBLISH
SUMMARY OF ADOPTED ORDINANCES**

Shall Section 5.3d of the City Charter for the City of Charlevoix be amended to provide for the publication of summaries of each ordinance in a local newspaper with the full text of each ordinance posted on the City's website, with paper copies available for review in the City Clerk's office, instead of requiring publication of the ordinance in full in a local newspaper of general circulation?

Was One thousand five hundred sixteen-----(1516)
Of which number
Votes were marked **YES** One thousand one hundred forty-nine-----(1149)
And
Votes were marked **NO** Three hundred sixty-seven----- (367)

The City of Charlevoix Amendment to the City Charter Publish Summary of Adopted Ordinances Proposal having received sufficient votes was Passed.

The whole number of votes for and against the:

**AMENDMENT TO THE CHARTER CITY CLERK
AND ASSESSOR TO ATTEND BOARD OF REVIEW MEETINGS UPON REQUEST**

Shall Section 8.5 of the City Charter for the City of Charlevoix be amended to provide for minutes of the Board of Review to be taken or caused to be taken by the City Clerk and for the Assessor to provide professional guidance to the Board and attend meetings upon request?

Was One thousand three hundred eighty-four----- (1384)
Of which number
Votes were marked **YES** One thousand two hundred thirty-seven----- (1237)
And
Votes were marked **NO** One hundred forty-seven----- (147)

The City of Charlevoix Amendment to the Charter City Clerk and Assessor to Attend Board of Review Meetings Upon Request Proposal having received sufficient votes was Passed.

We do hereby **Certify**, that the attached is a correct statement of the votes given in the County of Charlevoix, City of Charlevoix, Precinct # 18, #19, and #20 for the proposal (if any) named in such statement and for any persons designated therein, at the General Election held on the 3rd day of November in the year Two thousand twenty.

In Witness Whereof, We have hereunto set our hands and caused to be affixed the Seal of the Circuit Court of CHARLEVOIX this 5th day of November 2020.

SEAL

Will Rich
PR Haggard
Silen Caddington
Erin B. Meyer

ATTEST:

Cecilia Boeths
CLERK OF THE BOARD OF COUNTY CANVASSERS

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Set Council Work Session for December 7, 2020

DATE: November 16, 2020

BACKGROUND:

Council routinely holds a work session each year in advance of the budget process to set goals and review past work. I recommend this occur on December 7, 2020 at 5pm in the Council Chambers.

RECOMMENDATION:

Motion to set a Council Work Session for December 7, 2020 at 5pm in Council Chambers for the purpose of discussing City goals and action steps.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: City Marina Commercial RFP

DATE: November 16, 2020

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

On August 20, 2020, Charlevoix City Marina was approved by the Michigan Waterways Commission to offer up to a total of 3 commercial slips, increasing from our current level of 2. Under the granted approval, for a period of 3 years, covering the 2021, 2022, and 2023 the City will be able to offer a 3rd slip. At the end of the 3rd season the Waterways Commission will revisit our request to make this change permanent.

With that in mind, we will be able to offer a Request For Proposal for a total of two commercial slips in the City Marina. These proposals will be reviewed and awarded by the City Council.

As currently written, we are requesting that all proposals include an over view of operations and business model. Additionally we are requesting that all proposals explain how the business will impact the community as well as tourism. We have set the leasing rate at a minimum of \$150 per foot of the vessel. Proposals may submit a higher amount.

The Recreation Department would like to release the RFP immediately and ask that all proposals be returned by December 14th. All qualifying proposals will be submitted to the City Council at the December 21st meeting for consideration

RECOMMENDATION:

Council discussion and direction

ATTACHMENTS:

- ▣ Commercial Slip RFP Fall 2020
- ▣ Commercial Slip Variance Letter Sept 2020



CHARLEVOIX

Request for Proposal Commercial Dock at the Charlevoix City Marina

The City of Charlevoix is excited to accepting sealed proposals to lease a commercial dock space in the Charlevoix City Marina for a three (3) year period. There will be two separate commercial slips available. All proposals must be from a commercial charter service and are required to use the dock space for commercial purposes at least seventy-five (75) days per year. The City of Charlevoix is looking for creative charter services to attract and cater to City of Charlevoix Residents as well as the tourist industry.

The City will receive sealed proposals in the office of the City Clerk, 210 State Street, Charlevoix, Michigan 49720. Proposals must be received by 12:00 pm on Wednesday December 14, 2020. All proposals shall be marked “**Charlevoix Commercial Boat Slip**” on the outside of the envelope. E-mailed or faxed proposals will not be accepted.

The complete RFP may be obtained at the City Manager's office or viewed on the City's website at www.charlevoixmi.gov. This Request for Proposal may be canceled at the discretion of the City Manager. Small businesses and minority-owned businesses are specifically invited to submit proposals.

The City of Charlevoix reserves the right to reject any and all proposals, to waive any informality in the RFP process, and to make the award to the supplier providing the proposal that, as determined by the City, best meets the City's needs.

Kent Knorr, Recreation Director

Request for Proposal Commercial Dock

PURPOSE

The City of Charlevoix ("City") is accepting proposals for the use of a commercial dock space in the Charlevoix City Marina. Charlevoix has two (2) commercial slips available. The awarded lease will be for a period up to three (3) years. The lease period is anticipated to begin May 1, 2021 and expiring October 31, 2023. Each proposal must clearly identify the intended use and the amount of space needed for operations. The proposal shall be for seasonal full-time service (i.e., May through September), for commercial tourism and charter operations to be based out of Charlevoix and available for daily cruises/charters out of Round Lake.

SUBMITAL DEADLINE

Deadline for submittal of proposals is 12:00 pm on December 14, 2020. Proposals should be submitted to the Charlevoix City Clerk, 210 State Street, Charlevoix, Michigan 49720. All proposals shall be marked "**Charlevoix Commercial Boat Slip**" on the outside of the envelope. E-mailed or faxed proposals will not be accepted.

RFP REQUIREMENTS

Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. All proposals must include the following information:

- The applicant must provide information regarding vessel name, type of boat, and size.
- The applicant must provide references and additional materials required by the RFP instructions.
- If a second boat is docked at the slip, an additional fee will be charged.
- The commercial operation shall be open and dock space used at least seventy-five (75) days a year.
- The commercial operation shall not affect the boating public's use of the facility.

- The expansion of a viable commercial operation is important to the City of Charlevoix. The commercial operation will be responsible for tracking and reporting monthly attendance and usage numbers to the City.
- If clarification is required, submit questions by e-mail to Kent Knorr, Recreation Director at Kentk@charlevoixmi.gov prior to the due date. Please allow two business days for responses. Questions submitted after the due date will not be answered.

SITE INFORMATION

Constantly recognized as one of the most popular and desirable Marinas in the state of Michigan, The City of Charlevoix is excited to develop a business agreement with a charter boat service that intends to benefit and attract tourist to the City and the Marina. Pleasantly located on Round Lake, the Marina sets strategically between Lake Michigan and Lake Charlevoix.

The dock is in the Charlevoix City Marina, 100 East Clinton Street. The dock location will be designated by the City.

Power and water are available.

All applicants are encouraged to visit the site prior to submitting a proposal.

The ticket kiosk is not included as a part of the commercial dock lease.

Commercial operations shall not affect the boating public's use of the facility.

REQUIREMENTS FROM LESSEE

If your proposal is accepted, the following will be due upon issuance of boat lease.

Insurance – Lessee shall maintain a public liability insurance which list the City of Charlevoix as an additional named insured. Lessee's policy of insurance must be for one million dollars (\$1,000,000) for personal injury or death and one million dollars (\$1,000,000) for property damage. Successful lessee will be required to provide a Certificate of Insurance on or before execution of the lease.

Compliance with law/licenses - All activities authorized under this lease shall be

conducted in compliance with all applicable federal, state and local laws, regulations, and orders of governmental authorities having jurisdiction of all applicable licenses and permits. A U. S. Coast Guard inspection certificate required.

The Lessee must comply with the State of Michigan requirements for charter boat operations.

All signage shall adhere to the City of Charlevoix's City Code and zoning regulations.

The lease does not convey any interest in the property. The lease authorizes the use of the property by the Lessee only for the authorized activities, dockage of a commercial vessel, and is subject to the conditions set forth by the City of Charlevoix. Commercial operations shall not affect the boating public's use of the facility.

The Lessee is responsible for properly securing their vessel.

The City of Charlevoix is not responsible for loss, damage, theft, or pilferage.

The Lessee shall be liable for damage to any City-owned property resulting from this commercial service. Damages resulting from the commercial service shall be repaired or replaced by the Lessee at his expense and to the satisfaction of the City of Charlevoix. The Lessee shall advise the City, in writing, of any additional repairs needed to the City Marina.

Lessee shall also be responsible for welding any necessary cleats and/or bollards on the docks, after obtaining prior written approval by the City, for the installation of these items.

Violation of lease conditions will result in lease cancellation and may disqualify the Lessee from receiving a permit or lease from the City of Charlevoix for five years. Should circumstances warrant, the lease may be modified or suspended in writing by the City of Charlevoix to protect resources, health safety and the environment, or if the City Manager determines it is in the best interest of the City to do so.

Lessee will be required to provide a monthly and annual record report of the number of passengers utilizing the charter services.

PROPOSAL EVALUATION

The City will review the proposals and the qualifications as submitted in the RFP process. The City will determine the qualified applicants, conduct interviews as necessary, and make a final presentation to the Charlevoix City Council regarding the

award.

PROPOSALS

Proposals should be prepared providing straightforward, concise descriptions of the applicants' capabilities to satisfy the requirements of the request.

Applicants must designate and establish one vessel to moor at an agreed upon space at the Marina. The applicant will not moor another vessel in the same dock space designated for any amount of time unless that vessel is a for short term replacement being used to provide a commercial charter service in place of the designated vessel. Please provide the name of the vessel to be designated and the details of the boat (size, make of vessel, any historical significance, etc.).

Tenant improvement -- List all desired improvements in the RFP; include items such as storage lockers, seating, power, water, security, point of ticket sale, etc. It is to be understood that any modifications or improvements desired by the Lessee shall be installed at the sole expense of the Lessee and requires advance written approval from the City of Charlevoix. All improvements shall become the property of the City of Charlevoix upon completion of installation, provided that the Lessee shall be entitled to utilize the modifications and improvements in accordance with this Lease while this Lease is in effect. Any improvements that are deemed a liability for the City upon completion of a lease will be required to be removed at the term of the Lease.

The City will evaluate and consider all proposals submitted.

EVALUATION

The following criteria should be addressed in all proposals

Tourism: Charlevoix is a destination place for both locals and tourists to visit for a day, a week, or more. Please provide information regarding services you plan to offer and how your business will bring new visitors to Charlevoix.

Community: It is understood that any tour boat company operating out of the Marina is a for-profit business. But, like any business in Charlevoix, they are part of the community. Please list all community contributions and/or partnerships that your company has been able to offer service groups, associations, agencies or likewise.

Accident and safety procedures. Given the situation and potential hazards on the water, it is highly possible that docking accidents may happen. Please provide your accident

and safety procedures. In the event of an accident, please describe how damages caused by your vessel to the dock will be handled.

- The dock is a public dock; the City will be responsible for routine maintenance and repairs of the dock. The dock must always remain accessible to the public and other vessels that utilize the adjacent unassigned space.
- If the commercial operation is proposing to rent out a boat, customers are to be provided safety information and training on the operation of the boat.

Business experience: How long has this organization been in business; descriptions of businesses, numbers of employees. Please list at least three (3) references to support, document or verify your performance in providing vessel services and/or operating a business. Include name, business name, address, phone number, fax number and nature of your relationship.

- Client references. Provide information about similar clients for whom you currently provide commercial boat services.
- Business or financial references. Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both Client References and Business References.

Compensation: The City of Charlevoix views the commercial dock as a partnership; the compensation the City receives from the commercial boat company is important, but it is only a part of the whole package. Please detail the moorage fees to be paid to the City; this shall be a minimum of \$150.00 per foot of vessel for the season. Proposed compensation may include creative revenue shares with the City such as a per passenger payment to the City.

Please present detailed information on the firm's proposed fee schedule for specifications proposed and any variation for non-routine services, inclusive of Michigan State sales tax and any other applicable governmental charges.

SELECTION

Charlevoix City Council will review all submitted proposals and upon completion of proposal reviews and any subsequent interviews, the successfully selected proposal will be required to sign contracts, submit business licenses and insurance requirements.

Lease will be awarded for a three-year term.

The successful proposal will be expected to abide by all City of Charlevoix Ordinances, Park rules, business license requirements, Public Health food service requirements and Michigan State Liquor Control Board requirements and US Coast Guard rules and regulations.

The successful Lessee understands and agrees that the City of Charlevoix will only grant space by the lease. A lease will not be a contract, it will only confer permission to occupy and use the premises for described purposes. A successful lease's expenditure of capital and/or labor during use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and/or expenditure of money thereon. The City will only grant successful lessees an individual, revocable, and non-transferable privilege to use the premises for the concession granted.

The City of Charlevoix reserves the right to accept or reject any or all proposals, to waive irregularities, and to accept the proposal deemed to be in the best interest of the City of Charlevoix.

Additional information for consideration can be found at the following web pages:

City of Charlevoix

<https://www.cityofcharlevoix.org/>

City of Charlevoix Recreation Department:

<https://www.cityofcharlevoix.org/186/Recreation>

City of Charlevoix Marina:

<http://mi-charlevoix.civicplus.com/165/Marina>

Charlevoix Area Chamber of Commerce:

<https://www.charlevoix.org/>

Visit Charlevoix:

<https://www.visitcharlevoix.com/>



Commercial Dock Proposal Form

Company Name	
--------------	--

Mailing Address City, State, Zip Code	
---	--

Contact Person	
Phone Number	
Email Address	

Name of Vessel	
Type of Boat	
Length of Boat	
Width of Boat	
Draft of Boat	

Additional information to be included:

Overview

- Provide information on the proposed commercial services including type of vessel and specific opportunities offered to clients.
- Will your business be competing with any existing Charlevoix businesses? If so, please explain.

Tourism

- Provide information on what services you plan to offer and how your business aligns with promoting tourism
- Proposed operation dates and daily schedule
- Provide marketing and promotional materials.

Community

- List community contributions and/or partnerships that you will be offering.

Business Experience

- Submit materials on the company's business activities for the past three (3) years. (i.e., number of passengers, types of cruises, brochures, etc.)
- Outline of business experience and provide three (3) business references and client references

Accident and safety procedures

- Include examples of accident and safety procedures.
- Outline of staff training.
- Copy of US Coast Guard Inspection Certificate.
- Proof of Insurance or ability to obtain required insurance.

Proposed compensation to the City

- Detailed Information on proposed fee payment schedule.
- Provide a list of desired tenant improvements (i.e., storage lockers, seating, security, etc.). All improvements will need the prior written consent of the City of Charlevoix and will be completed at the expense of the lessee.
- Include additional information pertinent information about your business.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



DANIEL EICHINGER
DIRECTOR

September 8, 2020

Mr. Kent Knorr
Recreation Director
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

SUBJECT: Commercial Slip Variance Request

Dear Mr. Knorr:

The variance for adding one commercial slip for the 2020 season was discussed and supported at the June 16, 2020 Michigan State Waterways Commission (MSWC) meeting. At the August 26, 2020 MSWC meeting the request was brought back for discussion because of the City's desire to gain a permanent increase to the number of commercial slips at the Charlevoix City Marina.

It is understood the City was unable to secure an additional commercial vendor for the 2020 season. The unusual events of this year (delays in opening due to the COVID-19 pandemic and record high water levels), coupled with the tight timeframe, and a one-year condition may have inhibited the ability to secure another vendor. It is believed that the addition of one commercial slip may have a positive financial impact on the facility without negatively impacting transient boaters. The Department of Natural Resources (DNR) understands the importance of non-traditional use at facilities and will continue to support measures to economically benefit your facility as well as the local economy.

At the time of review, some concerns were discussed. Both the MSWC and the DNR would like to encourage the commercial use to be an outbound business, for example, charter fishing, sunset cruise, dinner cruise, taking people out on the water to gain exposure to and help grow boating in the state. A business such a small cruise ship transporting users into town and dropping them at the facility would not be as supported by the commission or the DNR. Additionally, there were concerns about approving this new commercial slip in perpetuity. It is the recommendation of both the MSWC and DNR to approve this third commercial slip for a three-year period (the presumed length of the initial contract), so as the initial vendor contract is expiring the MSWC and the DNR have opportunity to review the commercial use impacts on the facility and its users.

Commercial Slip Variance Request
Page 2
September 8, 2020

The DNR, Parks and Recreation Division (PRD) along with the support of the Michigan State Waterways Commission approve your request for a limited term. We are requesting with this approval that you provide a written update to the Commission once a vendor (and identity) has been selected. Also, a written report prior to requesting a continuance of this variance, indicating how this commercial use impacted the facility and its users. Additionally, if you intend to continue this commercial use after the initial three-year term, you will need to resubmit a variance request for future years.

We look forward to continued collaboration with you and success in providing Michigan boaters with quality waterway experiences.

Thank you,

Linnae Dawson
Recreational Harbor Coordinator
Programs and Grants Unit
517-290-2200

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Marina Waiting List

DATE: November 16, 2020

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The City of Charlevoix has eight seasonal slips to be rented by the following stipulations: four slips will be allocated for non-tax-paying or non-resident boat owners. Four slips are allocated for tax-paying or resident boat owners.

The City maintains two waiting lists, one for non-residents and one for residents. The non-resident list currently has 34 people on the list. The resident list has 36 people on it. New applicants are placed at the bottom of the list.

When a slip becomes available, the first person on the list is contacted and offered a seasonal dock. If they refuse the slip, they are moved to the bottom of the list and the next person is contacted and offered the slip. If a boater refuses a slip three times the deposit is forfeited and the boater is removed from the list. The deposit is also non-refundable when an applicant voluntarily withdraws from the waiting list.

In an attempt to ensure that each respective list is being maintained with boaters that are serious about taking a slip should one become available, the Recreation Department is recommending that we make a change to how we keep these lists, beginning at the conclusion of the 2021 season.

We recommend that in order for boaters to remain on either list, that beginning on October 1st of each year, they will be invoiced a \$50 "maintenance fee" to remain on the list. Those fees will be due on November 1st of each year. All collected maintenance fees will be credited to the first year's dockage.

Our intent is to keep a wait list that is made up of serious applicants. We believe that these changes will help to create a ready to go list of potential boaters.

With this change, we are prepared to offer anyone that wishes to opt off the current list a one time refund of their \$100 deposit. Our hope is that the wait list is less intimidating and more representative of actual interest in becoming a seasonal dock holder.

RECOMMENDATION:

Motion directing the Recreation Department to make changes to the Marina Seasonal Wait List to include an annual \$50 maintenance fee beginning at the end of the 2021 season.

ATTACHMENTS:

- ❑ Seasonal Dockage Waitlist Current
- ❑ Proposed Seasonal Dockage Waitlist Form



Charlevoix City Marina Seasonal Dockage - Waiting List

Please fill out the seasonal dockage application and return it and the requested information to:

City of Charlevoix
Attn: Beth Anzell
Recreation Department
210 State Street
Charlevoix, Michigan 49720

or email betha@charlevoixmi.gov

The City of Charlevoix has eight seasonal slips to be rented with the following stipulations: Four (4) slips will be allocated for non-tax paying or non-resident boat owners. Four (4) slips will be allocated for tax-paying or resident boat owners. The City also has two commercial seasonal slips.

The City has two waiting lists - one for non-resident and another for residents. The boater fills out an application form and supplies the City with a copy of their boat registration and a \$100 deposit. The deposit is credited to the first years dockage. When a boat is added to the waiting list, it is placed at the bottom of the list.

When a slip is available, the first name on the list is contacted and offered a seasonal dock. If the boater refuses the slip, the boat is moved to the bottom of the list and the next person is contacted and offered the slip. If a boater refuses a slip three times, the deposit is forfeited and the boater is removed from the waiting list. The deposit is also non-refundable when the applicant voluntarily withdraws from the waiting list.

The City reserves the right to permit other boat owners to utilize the slip at any time during which seasonal boater is not utilizing the slip. The seasonal boater shall provide 24 hours notice to City when he plans to re-occupy the slip after a period of absence.

The seasonal boater has the right of first refusal for a seasonal slip next year.

Call Beth Anzell at 231-547-3253 with questions.



CITY OF
CHARLEVOIX

CITY OF CHARLEVOIX MUNICIPAL MARINA
SEASONAL DOCKAGE APPLICATION

NAME: _____

ADDRESS: _____

HOME & CELL PHONE: _____

BUSINESS PHONE: _____

EMAIL (REQUIRED): _____

NAME OF BOAT: _____

LENGTH OF BOAT: _____

WIDTH OF BOAT: _____

☐ RESIDENT OR ☐ NON-RESIDENT

REQUIREMENTS

1. Copy of current boat registration or documentation must be returned with application
2. \$100.00 deposit (credit to first years dockage)*

* deposit is non-refundable when applicant voluntarily withdraws from the list or when applicant is offered dockage and turns it down three times.

I understand and accept the above requirements.

SIGNATURE

DATE

MAIL APPLICATION, REGISTRATION AND CHECK TO:
CITY OF CHARLEVOIX
ATTN: BETH ANZELL
210 STATE STREET
CHARLEVOIX, MI 49720



Charlevoix City Marina Seasonal Dockage – Waiting List

Please fill out the seasonal dockage application and return it and the requested information to:

City of Charlevoix
Attn: Beth Anzell
Recreation Department
210 State Street
Charlevoix, Michigan 49720

or email betha@charlevoixmi.gov

The City of Charlevoix has eight seasonal slips to be rented with the following stipulations: Four (4) slips will be allocated for non-tax paying or non-resident boat owners. Four (4) slips will be allocated for tax-paying or resident boat owners. The City also has two commercial seasonal slips.

The City has two waiting lists - one for non-resident and another for residents. The boater fills out an application form and supplies the City with a copy of their boat registration and a \$100 deposit. The deposit is credited to the first years dockage. When a boat is added to the waiting list, it is placed at the bottom of the list.

An annual maintenance fee of \$50.00 will be collected to remain on the list. The sum total of the maintenance fees collected will be applied to the first years dockage.

When a slip is available, the first name on the list is contacted and offered a seasonal dock. If the boater refuses the slip, the boat is moved to the bottom of the list and the next person is contacted and offered the slip. If a boater refuses a slip three times, the deposit is forfeited and the boater is removed from the waiting list. The deposit and annual maintenance fees are also non-refundable when the applicant voluntarily withdraws from the waiting list.

The City reserves the right to permit other boat owners to utilize the slip at any time during which seasonal boater is not utilizing the slip. The seasonal boater shall provide 24 hour notice to City when he plans to re-occupy the slip after a period of absence.

The seasonal boater has the right of first refusal for a seasonal slip next year.

Call Beth Anzell at 231-547-3253 with questions.



CITY OF CHARLEVOIX MUNICIPAL MARINA
SEASONAL DOCKAGE APPLICATION

NAME: _____

ADDRESS: _____

HOME & CELL PHONE: _____

BUSINESS PHONE: _____

EMAIL (REQUIRED): _____

NAME OF BOAT: _____

LENGTH OF BOAT: _____

WIDTH OF BOAT: _____

☐ RESIDENT OR ☐ NON-RESIDENT

REQUIREMENTS

1. Copy of current boat registration or documentation must be returned with application
2. \$100.00 deposit (credit to first years dockage)*
3. \$50.00 annual maintenance fee due November 1 (credit to first years dockage)**

* deposit is non-refundable when applicant voluntarily withdraws from the list or when applicant is offered dockage and turns it down three times.

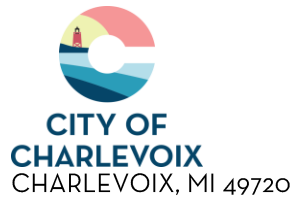
**annual maintenance fee is nonrefundable when applicant voluntarily withdraws from the list or when applicant is offered dockage and turns it down three times.

I understand and accept the above requirements.

SIGNATURE

DATE

MAIL APPLICATION, REGISTRATION AND CHECK TO:
CITY OF CHARLEVOIX
ATTN: BETH ANZELL
210 STATE STREET



CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: City Marina Fees 2021

DATE: November 16, 2020

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The Charlevoix City Marina continues to be one of the most sought after and desirable locations in Michigan. The amenities that we offer, our close proximity to downtown and East Park, combined with a wide variety of tourist, leisure, and recreational opportunities creates a very high demand and busy environment.

From late June until mid August we are near capacity nightly. During the month of July we have additional demand due to major events such as Boyne Thunder and Charlevoix's Venetian Festival.

The Michigan State Waterways Commission has released their 2021 rates. Those rates will be consistent to the 2020 rates with no increases.

Currently transient boaters are charged Rate Level "I". Under this model, a 40 foot boat would be charged \$76 a day. Seasonal boaters are being charged level "E" multiplied by 156 days. The seasonal rate for a 40 foot boat is currently \$8,424. At the Burns Street Dock the current rate is \$49 per foot of boat length for the 4 slips.

The Recreation Department is recommending that the seasonal rate remain the same in 2021 for the City Marina.

The Recreation Department is recommending that the transient rate remain the same with the exception of two high demand weekends. During Boyne Thunder and Venetian Festival weekends, we recommend that the rates be moved to Tier "J".

We also recommend that Boyne Thunder be handled the same as Venetian for booking slips. Requests for Boyne Thunder slips will be submitted via email to the Harbormaster beginning June 17, 2021 at 8:00 A.M. Requests for Venetian Festival slips will be submitted via email to the Harbormaster on July 1, 2021 at 8:00 A.M.

The City has made two improvements to the Burns Street Dock over the last two seasons including shoring up the gangway and replacing a number of deck boards. We continue to provide preventative maintenance and small improvements to these docks. We recommend that the fee be increased to \$50 per foot of boat length. Additionally we are recommending a clarification of policy to prioritize usage to City Residents first.

RECOMMENDATION:

Motion to set Marina Transient Fees at level "I" and to set the seasonal rate at level "E" multiplied by 156 days and to set the Burns Street Dock rate at \$50 per foot.

Motion to prioritize the dockage at Burns Street to City Residents first.

Motion to set Transient Fees for the weekends of Boyne Thunder and Venetian Festival at level "J" and to direct the Recreation Department to book both Boyne Thunder and Venetian weekends via email system for the 2021 season.

ATTACHMENTS:

- ▣ Michigan Transient Rates
- ▣ 2021 Rate Letter
- ▣ 2021 Seasonal Rates
- ▣ Harbor Springs 2021 Rates for comparison

2021 Transient Rates

Boat Length	A	B	C	D	E	F	G	H	I	J
25	\$19	\$22	\$27	\$31	\$34	\$37	\$40	\$44	\$48	\$52
26	\$20	\$23	\$28	\$32	\$35	\$38	\$42	\$46	\$49	\$54
27	\$21	\$24	\$29	\$33	\$37	\$40	\$43	\$47	\$51	\$56
28	\$21	\$25	\$30	\$35	\$38	\$41	\$45	\$49	\$53	\$58
29	\$22	\$26	\$31	\$36	\$39	\$43	\$46	\$51	\$55	\$60
30	\$23	\$27	\$32	\$37	\$41	\$44	\$48	\$53	\$57	\$62
31	\$24	\$28	\$33	\$38	\$42	\$46	\$50	\$54	\$59	\$64
32	\$24	\$29	\$34	\$40	\$44	\$47	\$51	\$56	\$61	\$66
33	\$25	\$30	\$35	\$41	\$45	\$49	\$53	\$58	\$63	\$68
34	\$26	\$31	\$36	\$42	\$46	\$50	\$54	\$60	\$65	\$70
35	\$27	\$32	\$37	\$43	\$48	\$52	\$56	\$61	\$67	\$72
36	\$27	\$32	\$38	\$45	\$49	\$53	\$58	\$63	\$68	\$74
37	\$28	\$33	\$39	\$46	\$50	\$55	\$59	\$65	\$70	\$76
38	\$29	\$34	\$40	\$47	\$52	\$56	\$61	\$67	\$72	\$78
39	\$30	\$35	\$41	\$48	\$53	\$58	\$62	\$68	\$74	\$80
40	\$30	\$36	\$42	\$50	\$54	\$59	\$64	\$70	\$76	\$82
41	\$31	\$37	\$43	\$51	\$56	\$61	\$66	\$72	\$78	\$84
42	\$32	\$38	\$45	\$52	\$57	\$62	\$67	\$74	\$80	\$87
43	\$33	\$38	\$46	\$53	\$58	\$64	\$69	\$76	\$82	\$89
44	\$33	\$40	\$47	\$55	\$60	\$65	\$70	\$77	\$84	\$91
45	\$34	\$41	\$48	\$56	\$61	\$67	\$72	\$79	\$86	\$93
46	\$35	\$41	\$49	\$57	\$63	\$68	\$74	\$81	\$87	\$95
47	\$36	\$42	\$50	\$58	\$64	\$70	\$75	\$83	\$89	\$97
48	\$36	\$43	\$51	\$60	\$65	\$71	\$77	\$84	\$91	\$99
49	\$37	\$44	\$52	\$61	\$67	\$73	\$78	\$86	\$93	\$101
50	\$38	\$45	\$53	\$62	\$68	\$74	\$80	\$88	\$95	\$103
51	\$39	\$46	\$54	\$63	\$69	\$75	\$82	\$89	\$97	\$105
52	\$40	\$47	\$55	\$64	\$71	\$77	\$83	\$91	\$99	\$107
53	\$40	\$48	\$56	\$66	\$72	\$78	\$85	\$93	\$101	\$109
54	\$41	\$49	\$57	\$67	\$73	\$80	\$86	\$95	\$103	\$111
55	\$42	\$50	\$58	\$68	\$75	\$81	\$88	\$96	\$105	\$113
56	\$43	\$50	\$59	\$69	\$76	\$83	\$90	\$98	\$106	\$115
57	\$43	\$51	\$60	\$71	\$78	\$84	\$91	\$100	\$108	\$117
58	\$44	\$52	\$61	\$72	\$79	\$86	\$93	\$102	\$110	\$119
59	\$45	\$53	\$63	\$73	\$80	\$87	\$94	\$103	\$112	\$122
60	\$46	\$54	\$64	\$74	\$82	\$89	\$96	\$105	\$114	\$124
61	\$46	\$55	\$65	\$76	\$83	\$90	\$98	\$107	\$116	\$126
62	\$47	\$56	\$66	\$77	\$84	\$92	\$99	\$109	\$118	\$128
63	\$48	\$57	\$67	\$78	\$86	\$93	\$101	\$110	\$120	\$130
64	\$49	\$58	\$68	\$79	\$87	\$95	\$102	\$112	\$122	\$132
65	\$49	\$59	\$69	\$81	\$88	\$96	\$104	\$114	\$124	\$134
66	\$50	\$59	\$70	\$82	\$90	\$98	\$106	\$116	\$126	\$136
67	\$51	\$60	\$71	\$83	\$91	\$99	\$107	\$118	\$127	\$138
68	\$52	\$61	\$72	\$84	\$92	\$101	\$109	\$119	\$129	\$140
69	\$52	\$62	\$73	\$86	\$94	\$102	\$110	\$121	\$131	\$142
70	\$53	\$63	\$74	\$87	\$95	\$104	\$112	\$123	\$133	\$144
71	\$54	\$64	\$75	\$88	\$97	\$105	\$114	\$124	\$135	\$146
72	\$55	\$65	\$76	\$89	\$98	\$107	\$115	\$126	\$137	\$148
73	\$55	\$66	\$77	\$91	\$99	\$108	\$117	\$128	\$139	\$150
74	\$56	\$67	\$78	\$92	\$101	\$110	\$118	\$130	\$141	\$152
75ft plus	\$0.76	\$0.90	\$1.06	\$1.24	\$1.36	\$1.48	\$1.60	\$1.75	\$1.90	\$2.06



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



DANIEL EICHINGER
DIRECTOR

October 1, 2020

TO: Grant-in-Aid and State Harbors

FROM: *MD* Michael Desnoyer, Administrative Services Chief, Parks and Recreation Division

SUBJECT: 2021 Rate Schedules and Annual Reporting Requirements for Michigan State Waterways Sponsored Facilities

Attached are the 2021 Michigan State Waterways rate schedules and annual reporting requirement forms. There were no changes from the 2020 rate schedules.

As a Waterways sponsored facility, per your agreement with the Department of Natural Resources (DNR), you are required to provide your rate schedule annually. The attached rate schedules provide the parameters for what are considered acceptable rates.

Please email both your 2021 transient and seasonal rates to dawsonl@michigan.gov by October 30, 2020. **If you are on the Central Reservation System (CRS)**, it is imperative that you include Christa Sturtevant-Good, CRS liaison (sturtevantc@michigan.gov), Jeremy Spell, CRS analyst (spellj@michigan.gov) and Erick Likens, CAMIS, (erick.likens@Camis.com) on your rate email, to ensure your inventory is properly covered within the reservation system.

Important Reminders:

1. You may select the appropriate rate column, both seasonal and transient, that best fit the needs and amenities of your facility. Unless there are extenuating circumstances to go outside of the attached rates, we consider any rate move within these parameters to be acceptable. Consideration should be given for private marina impacts so that municipal and state facilities are not in adverse competition with our private partner locations for dockage.
2. Transient rates are based on the length of the vessel. Seasonal rates are based on the length of the slip.
3. Please advise the DNR if the range of rates attached are not adequate for your operations.
4. If your location currently has an approved alternative to the regular schedules, please respond with what your rates will be for the 2021 season.
5. All grant agreements require DNR approval for seasonal slips. If the DNR has approved seasonal slips at your facility, you may use that number for seasonal slips indefinitely unless there is a conditional term placed on the approval or as otherwise noted by the DNR.

In addition to submitting your 2021 rates, the DNR requires the following information be submitted yearly, at the end of your fiscal year:

1. Financial Summary of Operations
2. Harbor Facility Information Sheet

Please use the updated attached forms to submit the annual requirements to both Kevin Klcok and Linnae Dawson.

Email: klcok@michigan.gov and dawsonl@michian.gov
Fax: 231-788-5249
Mail: Muskegon State Game Area
7550 E. Messinger Rd
Twin Lakes, MI 49457.

If you have any questions on the requirements, please contact Kevin and Linnae by email as they are currently working away from their regular work locations.

Additional Reminders:

1. Any events or special use of facilities, including commercial use, needs to be approved by the DNR. Requests for these activities may need to go to the Michigan State Waterways Commission (MSWC) for advisement. The MSWC meets every other month and requests need to be received at least 4 weeks prior to a scheduled meeting. It is recommended that your requests are submitted as soon as possible.
2. If you would like to request additional seasonal slips, the request must go to the Michigan State Waterways operations subcommittee to be reviewed prior to being approved by the DNR.
3. Seasonal slip assignments and waiting lists may be requested at any time.
4. All harbor grant applications for Waterways Program Grants require:
 - A Recreational Harbor/Marina 5-year Recreation Plan (updated and submitted through DNR Grants Management Section)
 - The last three years of harbor traffic (harbor logs).
 - The last three years of financial summaries for the harbor (submitted with the community's Waterways grant application).

Please contact Linnae Dawson at dawsonl@michigan.gov or 517-290-2200 if you have any questions, issues or ideas for potential ways to expand collaboration.

Attachments

cc: Ms. Jacklin Blodgett, DNR
Mr. Jason Fleming, DNR
Ms. Christa Sturtevant-Good, DNR
Mr. Jeremy Spell, DNR
Ms. Linnae Dawson, DNR
Mr. Jordan Byelich, DNR
Mr. Paul Petersen, DNR

2021 Seasonal Rates

	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Rate 7	Rate 8	Rate 9	Rate 10
Slip Length										
20	\$2,200	\$2,040	\$1,880	\$1,720	\$1,540	\$1,360	\$1,220	\$1,040	\$840	\$700
21	\$2,310	\$2,142	\$1,974	\$1,806	\$1,617	\$1,428	\$1,281	\$1,092	\$882	\$735
22	\$2,420	\$2,244	\$2,068	\$1,892	\$1,694	\$1,496	\$1,342	\$1,144	\$924	\$770
23	\$2,530	\$2,346	\$2,162	\$1,978	\$1,771	\$1,564	\$1,403	\$1,196	\$966	\$805
24	\$2,640	\$2,448	\$2,256	\$2,064	\$1,848	\$1,632	\$1,464	\$1,248	\$1,008	\$840
25	\$2,750	\$2,550	\$2,350	\$2,150	\$1,925	\$1,700	\$1,525	\$1,300	\$1,050	\$875
26	\$2,860	\$2,652	\$2,444	\$2,236	\$2,002	\$1,768	\$1,586	\$1,352	\$1,092	\$910
27	\$2,970	\$2,754	\$2,538	\$2,322	\$2,079	\$1,836	\$1,647	\$1,404	\$1,134	\$945
28	\$3,080	\$2,856	\$2,632	\$2,408	\$2,156	\$1,904	\$1,708	\$1,456	\$1,176	\$980
29	\$3,190	\$2,958	\$2,726	\$2,494	\$2,233	\$1,972	\$1,769	\$1,508	\$1,218	\$1,015
30	\$3,300	\$3,060	\$2,820	\$2,580	\$2,310	\$2,040	\$1,830	\$1,560	\$1,260	\$1,050
31	\$3,410	\$3,162	\$2,914	\$2,666	\$2,387	\$2,108	\$1,891	\$1,612	\$1,302	\$1,085
32	\$3,520	\$3,264	\$3,008	\$2,752	\$2,464	\$2,176	\$1,952	\$1,664	\$1,344	\$1,120
33	\$3,630	\$3,366	\$3,102	\$2,838	\$2,541	\$2,244	\$2,013	\$1,716	\$1,386	\$1,155
34	\$3,740	\$3,468	\$3,196	\$2,924	\$2,618	\$2,312	\$2,074	\$1,768	\$1,428	\$1,190
35	\$3,850	\$3,570	\$3,290	\$3,010	\$2,695	\$2,380	\$2,135	\$1,820	\$1,470	\$1,225
36	\$3,960	\$3,672	\$3,384	\$3,096	\$2,772	\$2,448	\$2,196	\$1,872	\$1,512	\$1,260
37	\$4,070	\$3,774	\$3,478	\$3,182	\$2,849	\$2,516	\$2,257	\$1,924	\$1,554	\$1,295
38	\$4,180	\$3,876	\$3,572	\$3,268	\$2,926	\$2,584	\$2,318	\$1,976	\$1,596	\$1,330
39	\$4,290	\$3,978	\$3,666	\$3,354	\$3,003	\$2,652	\$2,379	\$2,028	\$1,638	\$1,365
40	\$4,400	\$4,080	\$3,760	\$3,440	\$3,080	\$2,720	\$2,440	\$2,080	\$1,680	\$1,400
41	\$4,510	\$4,182	\$3,854	\$3,526	\$3,157	\$2,788	\$2,501	\$2,132	\$1,722	\$1,435
42	\$4,620	\$4,284	\$3,948	\$3,612	\$3,234	\$2,856	\$2,562	\$2,184	\$1,764	\$1,470
43	\$4,730	\$4,386	\$4,042	\$3,698	\$3,311	\$2,924	\$2,623	\$2,236	\$1,806	\$1,505
44	\$4,840	\$4,488	\$4,136	\$3,784	\$3,388	\$2,992	\$2,684	\$2,288	\$1,848	\$1,540
45	\$4,950	\$4,590	\$4,230	\$3,870	\$3,465	\$3,060	\$2,745	\$2,340	\$1,890	\$1,575
46	\$5,060	\$4,692	\$4,324	\$3,956	\$3,542	\$3,128	\$2,806	\$2,392	\$1,932	\$1,610
47	\$5,170	\$4,794	\$4,418	\$4,042	\$3,619	\$3,196	\$2,867	\$2,444	\$1,974	\$1,645
48	\$5,280	\$4,896	\$4,512	\$4,128	\$3,696	\$3,264	\$2,928	\$2,496	\$2,016	\$1,680
49	\$5,390	\$4,998	\$4,606	\$4,214	\$3,773	\$3,332	\$2,989	\$2,548	\$2,058	\$1,715
50	\$5,500	\$5,100	\$4,700	\$4,300	\$3,850	\$3,400	\$3,050	\$2,600	\$2,100	\$1,750
51	\$5,610	\$5,202	\$4,794	\$4,386	\$3,927	\$3,468	\$3,111	\$2,652	\$2,142	\$1,785
52	\$5,720	\$5,304	\$4,888	\$4,472	\$4,004	\$3,536	\$3,172	\$2,704	\$2,184	\$1,820
53	\$5,830	\$5,406	\$4,982	\$4,558	\$4,081	\$3,604	\$3,233	\$2,756	\$2,226	\$1,855
54	\$5,940	\$5,508	\$5,076	\$4,644	\$4,158	\$3,672	\$3,294	\$2,808	\$2,268	\$1,890
55	\$6,050	\$5,610	\$5,170	\$4,730	\$4,235	\$3,740	\$3,355	\$2,860	\$2,310	\$1,925
56	\$6,160	\$5,712	\$5,264	\$4,816	\$4,312	\$3,808	\$3,416	\$2,912	\$2,352	\$1,960
57	\$6,270	\$5,814	\$5,358	\$4,902	\$4,389	\$3,876	\$3,477	\$2,964	\$2,394	\$1,995
58	\$6,380	\$5,916	\$5,452	\$4,988	\$4,466	\$3,944	\$3,538	\$3,016	\$2,436	\$2,030
59	\$6,490	\$6,018	\$5,546	\$5,074	\$4,543	\$4,012	\$3,599	\$3,068	\$2,478	\$2,065
60	\$6,600	\$6,120	\$5,640	\$5,160	\$4,620	\$4,080	\$3,660	\$3,120	\$2,520	\$2,100



City of Harbor Springs

160 Zoll Street | P.O. Box 678
 Harbor Springs, Michigan 49740-0678
www.cityofharborsprings.com
 (231) 526-2104

2020 Transient Dockage Rates

Boat Length	Rate per day*
1-24 feet	\$47.00
25 feet	\$48.00
26 feet	\$49.00
27 feet	\$51.00
28 feet	\$53.00
29 feet	\$55.00
30 feet	\$57.00
31 feet	\$59.00
Series	\$61.00
33 feet	\$63.00
34 feet	\$65.00
35 feet	\$67.00
36 feet	\$68.00
37 feet	\$70.00
38 feet	\$72.00
39 feet	\$74.00
40 feet	\$76.00
41 feet	\$78.00
42 feet	\$80.00
43 feet	\$82.00
44 feet	\$84.00
45 feet	\$86.00
46 feet	\$87.00
47 feet	\$89.00
48 feet	\$91.00
49 feet	\$93.00

Boat Length	Rate per day*
50 feet	\$95.00
51 feet	\$97.00
52 feet	\$99.00
53 feet	\$101.00
54 feet	\$103.00
55 feet	\$105.00
56 feet	\$106.00
57 feet	\$108.00
58 feet	\$110.00
59 feet	\$112.00
60 feet	\$114.00
61 feet	\$116.00
62 feet	\$118.00
63 feet	\$120.00
64 feet	\$122.00
65 feet	\$124.00
66 feet	\$126.00
67 feet	\$127.00
68 feet	\$129.00
69 feet	\$131.00
70 feet	\$133.00
71 feet	\$135.00
72 feet	\$137.00
73 feet	\$139.00
74 feet	\$141.00
75 feet and up	\$1.90

*check out time noon



City of Harbor Springs

160 Zoll Street | P.O. Box 678
 Harbor Springs, Michigan 49740-0678
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 (231) 526-2104

CITY HALL OFFICES 231-526-2104
 MARINA 231-526-5355

2020 Seasonal Dockage Rates and Other Charges

Seasonal Dock Slips			Launch Ramp Permits	
Length			Daily	\$5.00
30'		\$4,421.00	Seasonal-Resident*	\$35.00
35'		\$6,168.00	Seasonal-Non Resident	\$60.00
40'		\$6,168.00	*City of Harbor Springs, West Traverse and Little Traverse Township Residents Applications available at City Hall and the Marina after May 15th	
45'		\$7,154.00		
60'		\$10,119.00		

Seasonal Moorings			Transient Moorings	
Series	Non-Resident	Resident *	Series	Per Night
200 (up to 6,000 lbs)	\$1,087.00	\$739.00	200 (up to 6,000 lbs)	\$20.00
300 (6,001 to 25,000 lbs)	\$1,889.00	\$1,182.00	300 (6,001 to 25,000 lbs)	\$30.00

* Registered Voter or Taxpayer in the City of Harbor Springs

Dinghy Storage: \$50.00/season for Seasonal Mooring holders
 \$150.00/season for Non-Seasonal

Launch Permits for Commercial City Business \$200.00
 Launch Permits for Commercial Non-City Business \$300.00

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Interlocal Agreement for County Designated Assessor

DATE: November 16, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The Designated Assessor is a part of property assessing reform approved in Lansing over the past couple of years. If a local assessing unit (like the City) failed to properly manage and execute assessing services, the State Tax Tribunal would assume responsibility for the tax roll. Under the changed legislation, each county would have a Designated Assessor who would step in if an assessing unit within the county failed its obligations.

This agreement between the assessing units in Charlevoix County and the Charlevoix County Board of Commissioners would appoint Emily Selph, the County Equalization Director, as the Designated Assessor for the County. While I do not expect the City of Charlevoix will fall into the need for the services of the Designated Assessor, I'm confident Ms. Selph will perform the tasks well. It is also important for us to make our own selection because the state will impose a requirement on us if we, collectively, do not select a Designated Assessor. This agreement will be valid once it is signed by the County and a majority of the assessing units within the County.

RECOMMENDATION:

Motion to approve Resolution 2020-11-01 authorizing the approval and signing of an interlocal agreement for the Charlevoix County Designated Assessor.

ATTACHMENTS:

- ▣ Agreement
- ▣ Resolution

Charlevoix County Interlocal Agreement for County Designated Assessor

This Interlocal Agreement, by and between the County of Charlevoix, a political subdivision of the State of Michigan (hereinafter referred to as the “County”) whose principal offices are 301 State Street, Charlevoix, MI 49720, and a majority of the following

The Townships of:

Bay, whose principal office is 05045 Boyne City Road, Boyne City, MI 49712
Boyne Valley, whose principal office is PO Box 191, 2489 Railroad Street, Boyne Falls, MI 49713
Chandler, whose principal office is 07620 Chandler Hill Rd, Boyne Falls, MI 49713
Charlevoix, whose principal office is 12491 Waller Rd, Charlevoix, MI 49720
Evangeline, whose principal office is PO Box 396, 02746 Wildwood Harbor Rd, Boyne City, MI 49712
Eveline, whose principal office is 08525 Ferry Rd, East Jordan, MI 49727
Hayes, whose principal office is 09195 Old US 31 Hwy N, Charlevoix, MI 49720
Hudson, whose principal office is 07865 Reynolds Rd, Elmira, MI 49730
Marion, whose principal office is 03735 Marion Center Rd, Charlevoix, MI 49720
Melrose, whose principal office is 04289 M-75 N, Walloon Lake, MI 49796
Norwood, whose principal office is PO Box 113, 19759 Lake St, Charlevoix, MI 49720
Peaine, 36825 King’s Highway, Beaver Island, MI 49782
St. James, PO Box 85, 37830 King’s Highway, Beaver Island, MI 49782
South Arm, PO Box 304, 02811 M 66 S, East Jordan, MI 49727
Wilson, PO Box 447, 02530 Fall Park Rd, Boyne City, MI 49712

The Cities of:

East Jordan, whose principal office is PO Box 499, 201 Main St, East Jordan, MI 49727
Boyne City, whose principal office is 319 N. Lake St, Boyne City, MI 49712
Charlevoix, whose principal office is 210 State St, Charlevoix, MI 49720

each a political subdivision of the State of Michigan (each hereinafter referred to as an “Assessing District,” and collectively referred to as the “Assessing Districts”), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County’s Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020 (“Designated Assessor”); and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed by and between the County Board of Commissioners, a majority of the Assessing Districts in the County and the individual put forth as the proposed designated assessor; and

WHEREAS, the individual designated as the County’s Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Background Information

1. Name of the County and proposed Designated Assessor:

This Interlocal Agreement involves the County of Charlevoix, Michigan and all its local assessing districts. The Charlevoix County Board of Commissioners, as the administrative and legislative body of the County by state Constitution and statute, agrees to allow its Equalization Director, Emily Selph, to be the Designated Assessor for Charlevoix County and to provide assessing services to the Assessing Districts, if requested by an Assessing District or required by the State Tax Commission. The Charlevoix County Board of Commissioners and a majority of the Assessing Districts designate Emily Selph to serve as the Designated Assessor for Charlevoix County.

2. Identification of all the Assessing Districts within the County:

The townships and cities named above and known collectively as the Assessing Districts constitute the entirety of the assessing districts within the County of Charlevoix.

3. Charlevoix County property value, parcel count, and noteworthy property information:

- a. **Totals by property class** - 2020 Charlevoix County State Equalized Value ("SEV") totals, including special act value, and parcel counts for each property class are attached as Appendix A.
- b. **Parcel counts by local unit** - The L-4022 ad valorem and L-4022 special acts reports annually filed with the State Tax Commission and County Equalization show parcel counts and post March Board of Review SEVs for each property class within an assessing district. A copy of the 2020 L-4022 reports for each township and city named above are attached as Appendix B.
- c. **Unique, complex or high value properties within the County** - A list of unique, complex or high value properties within Charlevoix County is attached as Appendix C.

4. Length of the agreement:

- a. **Term of Agreement** - This Agreement shall be for an indefinite term, unless the Designated Assessor's designation is revoked by the State Tax Commission, or unless terminated after five (5) years by the County, Designated Assessor, or a majority of the Assessing Districts. Any such termination shall be made by a written notice to all parties no less than ninety (90) days before the effective date of the termination.
- b. **Designation as Designated Assessor** - If approved by the State Tax Commission, the Charlevoix County Designated Assessor shall serve for a minimum of five (5) years from the effective date of this agreement unless the designation is revoked pursuant to section A.5.b of this agreement. If Emily Selph is no longer employed as Equalization director, the County shall request the State Tax Commission revoke her designation as the current Designated Assessor.
- c. **Designated Assessor acting as assessor of record** - The Designated Assessor shall only enter into a contract with an Assessing District to act as their assessor of record when required to by the State Tax Commission pursuant to MCL 211.10g or upon direct action of the

governing board of an assessing district. When the contract is required by the State Tax Commission, unless earlier times are agreed to by the State Tax Commission and the Designated Assessor, an Assessing District that is under contract with a designated assessor under this subsection may petition the State Tax Commission no sooner than 3 years after commencement of the contract to end its contract with the designated assessor and may subsequently terminate the contract, subject to State Tax Commission approval, no sooner than 5 years after commencement of the contract.

5. Approval and revocation of designation by State Tax Commission:

- a. **Approval of designation** - Upon execution of this agreement by a majority of Assessing Districts, the County, and the Designated Assessor, the County shall petition the State Tax Commission for their approval of the Designated Assessor for Charlevoix County.
- b. **Revocation of designation** - The State Tax Commission may revoke the approved designation of a current designated assessor under the following circumstances:
 - (i) if the County Designated Assessor dies or becomes incapacitated.
 - (ii) If the designated assessor was designated and approved based on his or her employment status and that status materially changes.
 - (iii) If it determines at any time that the County Designated Assessor is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

6. Agreement effective date:

This agreement will be effective January 1, 2021, or at such time the State Tax Commission approves the designation of the Designated Assessor, whichever is later.

7. Place of performance of duties:

Performance of duties shall be routinely conducted through the Charlevoix County Equalization office at its normal place of business, currently 301 State St, Charlevoix, MI 49720.

B. Qualifications of proposed Designated Assessor:

1. Current assessor certification level and number:

Emily Selph is currently certified as a Michigan Advanced Assessing Officer with certification number R-9527.

2. Identification of current employment status and specific assessing or equalization responsibilities:

Emily Selph is the Equalization Director for Charlevoix County and the assessor for Springvale Township, Emmet County. A full resume detailing current and previous responsibilities and experience is attached as Appendix D.

3. Conflict of interest disclosures:

There are no known conflicts of interest between the Designated Assessor and Charlevoix County or any of the Assessing Districts.

C. Scope of services provided by Designated Assessor while serving as the assessor of record for an Assessing District:

1. General Agreement:

When serving as the assessor of record for an Assessing District, the Designated Assessor will provide a property assessment administration program, through the Charlevoix County Equalization Department, for the Assessing District in compliance with statute, orders, and directives of the State Tax Commission. The program will be administered by the named Designated Assessor, who will list, approve and maintain a complete set of records of all real and personal property subject to ad valorem taxation, specific taxes, in lieu of tax agreements and exempt properties within the corporate limits of the Assessing District. The Designated Assessor agrees to perform the following services with the assistance of private contracts approved by the County, and the employees, offices, equipment, and materials of the County:

- a. **Preparation of assessment rolls** - For any Assessing District under contract with the Designated Assessor, the Designated Assessor will meet the guidelines of the State Tax Commission's document "Supervising Preparation of the Assessment Roll" approved by the State Tax Commission August 21, 2018. Approximately twenty percent (20%) of the parcels in the Assessing District will be inspected and reappraised each year. The final factor on the Assessing District's assessment roll will be determined by the action of the Assessing District's Board of Review, the process of county equalization determined by the Charlevoix County Board of Commissioners and the process of state equalization, as determined by the State Tax Commission.
- b. **Correction of deficiencies identified in State Tax Commission audit** - If necessary, the Designated Assessor shall work with the Assessing District to develop and timely file a Corrective Action Plan with the State Tax Commission. Unless otherwise indicated in a Corrective Action Plan which has been approved by the State Tax Commission, all deficiencies will be corrected before a follow up review of an assessment roll prepared and certified by the Designated Assessor.
- c. **Reappraisal** - The Designated Assessor shall conduct, or cause to be conducted, any reappraisal required by this agreement, requested by the Assessing District, or necessary due to a natural disaster.
- d. **Qualified staff** - The assessment roll will be certified by the Designated Assessor. Assistance in preparing the assessment roll and executing the property assessment administration program established for the Assessing District may be provided by any employees or contractors the Designated Assessor may from time to time determine necessary.
- e. **Record cards** - The master file shall be the property of the Assessing District. The Designated Assessor will maintain the master file at a site of her choosing with reasonable

access available to the Assessing District. Real property printed records, if any, will be located at the Assessing District offices. Personal property printed records will be maintained by the Designated Assessor at a reasonable location.

- f. **Conduct of operations** - All parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, the Designated Assessor will endeavor to promote understanding and amicable relations with all members of the public. Employees may be assigned by the Designated Assessor to maintain limited office hours at the Assessing District Offices to conduct their duties, interact with Assessing District staff and elected officials, attend meetings, promote community relations, and to meet with property owners about assessment issues and questions. The Assessing District will provide adequate office area and operational infrastructure such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function.
- g. **Property owner notification and official statements** - It shall be the responsibility of the Designated Assessor to notify the property owners of increased assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms. The Assessing District shall pay any and all charges for printing and mailing notifications and statements.
- h. **Assessment roll** - The Designated Assessor shall prepare or shall cause the preparation of the assessment roll and certify it for the Assessing District in a timely manner.
- i. **Board of review** - The Designated Assessor, or her qualified representative, will advise and assist the Assessing District's Board of Review in preparing for, conducting and implementing any changes resulting from the required meetings of the Board.
- j. **Appeals** - The Assessing District shall retain ultimate control of all litigation and settlement negotiations and the Designated Assessor shall operate under the direction of the Assessing District in any litigation regarding a tax appeal, including appeals to the Small Claims Division. The Designated Assessor, or her representative, shall represent the Assessing District in all property assessment appeals and in proceedings before the Michigan Tax Tribunal. The Assessing District shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses, which may be incurred by the Designated Assessor in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions, shall be paid by the Assessing District provided that the Designated Assessor, seeks and obtains approval from the Assessing District prior to incurring such costs or expenses. While under contract with an Assessing District the Designated Assessor shall not charge additional fees for her, or her representatives, time or mileage associated with the defense of appeals to the Small Claims Division of the Michigan Tax Tribunal. The Assessing District shall pay time and mileage associated with all other Tax Tribunal hearings or State Tax Commission. Additionally, when an Assessing District is no longer under contract with the Designated Assessor, the Designated Assessor, or designated representative, shall represent the Assessing District in all property assessment appeals and in proceedings filed

while under contract with the Designated Assessor and shall be reimbursed for time and mileage.

- k. **Computerized appraisals and information technology** - The Designated Assessor shall maintain electronic property records using a computer-assisted mass-appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software, shall be prescribed by the Designated Assessor and will be compatible with applications currently in use by the Assessing District. Data patches and solutions shall be reached using collaborative, shared resources to achieve greatest possible compatibility. The records will be utilized for annual valuation updates. The Designated Assessor will ensure that the assessment records reflect the property's true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with all requirements of the General Property Tax law, MCL 211.1 et seq.
- l. **Reporting requirement and responsibility to meet with local unit officials** - The Designated Assessor, as needed, will timely prepare reports or attend meetings as requested by local officials of the Assessing District.
- m. **Any and all obligations of local unit assessing staff members** - If an Assessing District employs any assessing staff other than the Assessor of Record, those staff members shall remain employees of the Assessing District. Those staff members will continue to conduct their duties under the supervision of the Designated Assessor. If changes in duties are identified as necessary by the Designated Assessor, those changes will be discussed with the employee and Assessing District prior to implementation. No existing staff member will be terminated by the Designated Assessor without prior approval of the Assessing District.
- n. **Responsibilities of the Designated Assessor while not acting as an assessor of record of an Assessing District under this agreement** - The Designated Assessor shall have no responsibilities during the period in which they are not acting as the assessor of record for an Assessing District.
- o. **Requirement to remain certified and in good standing** - The Designated Assessor is required to remain certified at the Advanced or Master Assessing Officer level by the State Tax commission and remain in good-standing.
- p. **Non-exclusivity of assessing services** - Nothing in this Agreement prevents or limits the Designated Assessor from serving as the Designated Assessor, Assessor of Record or Equalization Director for this or any other County in Michigan or for any assessing district in any other County in Michigan.

D. Duties and responsibilities for Assessing District while contracting with Designated Assessor:

1. Reappraisal:

When an Assessing District is required by the State Tax Commission to utilize the services of the Designated Assessor a full reappraisal of all properties in the district will be conducted at the Assessing

District's expense. The Designated Assessor shall conduct, or cause to be conducted, the reappraisal and may waive the reappraisal requirement in full or in part, as she deems appropriate.

2. Equipment and supplies:

The Assessing District will provide all equipment and supplies needed for the routine performance of its duties, except as otherwise set forth herein. An Assessing District under contract with the Designated Assessor shall pay any and all costs for software and licenses (such as but not limited to Apex, BS&A, PivotPoint) needed to allow the software currently being utilized in the Equalization Department to be used to provide services for the Assessing District.

3. Maps and records:

The Assessing District shall provide available land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data, which may be of use in making the appraisal, without cost to the Designated Assessor.

4. Access to documents and information:

While under contract with the Designated Assessor, the Assessing District shall provide reasonable access to all historic and current assessing records, documents, databases, and information. This shall include remote access to the Assessing District's computer and network system if available.

5. Policies and procedures of Assessing District:

While under contract with the Designated Assessor, the Assessing District shall make the Designated Assessor aware of any applicable local policies and procedures including technology, equipment, facilities, personnel, etc. that may apply to them as a contractor.

E. Cost and Compensation for Designated Assessor:

1. Fee structure for services provided:

When the Designated Assessor is serving as the assessor of record for an Assessing District the fees charged shall be based on the fee schedule found in Appendix E. Rates in Appendix E shall increase annually on the anniversary of this agreement by the greater of 1% or the CPI, but not to exceed 5%. The Designated Assessor shall provide an updated current fee schedule to an Assessing District upon entering into a contract for services.

2. Payment responsibility:

All fees for services provided by the Designated Assessor when acting as the assessor of record for an Assessing District shall be invoiced on a monthly basis and shall be paid within 45 days of invoicing. All annual fees will be billed on a prorated basis. All payments for said fees shall be rendered by the Assessing District receiving services and paid to Charlevoix County. Upon the revocation or termination of a contract for the Designated Assessor to act as the assessor of record for an Assessing District all payments for services completed through date of termination of the contract, shall be made to Charlevoix County.

3. Appropriation of fees:

The County shall place not less than 90% of the fees paid by an Assessing District within a separate line-item of the Equalization Department budget, which shall be in addition to the other budget line-items

used for the overall operation of the department based on present and standard operation. Any appropriations from this additional budget line-item shall require approval of the Board of Commissioners. Failure to comply with the requirements of this provision shall be cause for termination of this agreement.

F. Independent contractor:

At all times and for all purposes under this Agreement, the relationship of Charlevoix County to the Assessing District shall be that of an independent contractor. The Designated Assessor shall be and remain an employee of Charlevoix County. The Charlevoix County Equalization Director may direct, supervise, and discipline staff of the Equalization Department while employed by Charlevoix County and those employees may be directed to assist Assessing Districts as needed.

G. Insurance:

Charlevoix County shall maintain reasonable insurance for liability, errors and omissions which covers the Designated Assessor. Any and all other insurance shall be the responsibility of the County, the Designated Assessor, or the Assessing Districts as may be reasonable.

H. Miscellaneous:

1. Section headings:

The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

2. Severability:

If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

3. Entire agreement and amendment:

In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing executed by a majority of Assessing Districts, the County, and the Designated Assessor and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

4. Successors and assigns:

All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

5. Terms and conditions:

The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

6. Execution of counterparts:

This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

7. No Third Party or Release of Immunity:

This Agreement does create a joint venture and is not enforceable by third parties, nor does it in any way waiver or release the governmental and officer immunities of either the County, Assessing Districts or Designated Assessor, all such rights being reserved.

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

DESIGNATED ASSESSOR

Emily Selph

Date

COUNTY OF CHARLEVOIX

Chris Christensen, Chair
County Board of Commissioners

Date

Cecilia Borths, County Clerk

Date

BAY TOWNSHIP

Larry A. Moeschke, Supervisor

Date

BOYNE VALLEY TOWNSHIP

Sue Hobbs, Supervisor

Date

CHANDLER TOWNSHIP

Dennis P. Howard, Supervisor

Date

CHARLEVOIX TOWNSHIP

Charles Center, Supervisor

Date

EVANGELINE TOWNSHIP

James Howell, Supervisor

Date

EVELINE TOWNSHIP

John Vron dran, Supervisor

Date

HAYES TOWNSHIP

Ron VanZee, Supervisor

Date

HUDSON TOWNSHIP

Terrence L. Erber, Supervisor

Date

MARION TOWNSHIP

John Martin, Supervisor

Date

MELROSE TOWNSHIP

Vern Goodwin, Supervisor

Date

NORWOOD TOWNSHIP

David Ridenour, Supervisor

Date

PEAINE TOWNSHIP

William Kohls, Supervisor

Date

ST. JAMES TOWNSHIP

Kathleen McNamara, Supervisor

Date

SOUTH ARM TOWNSHIP

Robert Christensen, Supervisor

Date

WILSON TOWNSHIP

Todd Sorenson, Supervisor

Date

CITY OF EAST JORDAN

Russ Peck, Mayor

Date

CITY OF BOYNE CITY

Tom Neidhammer, Mayor

Date

CITY OF CHARLEVOIX

Luther Kurtz, Mayor

Date

Appendix A
2020 Charlevoix County State Equalized Value (SEV) Summary

	Ad Valorem Parcels		Special Act Parcels	
	Count	SEV	Count	SEV
Real Property Classes				
Agricultural	719	56,029,100	122	44,964,900
Commercial	1,546	187,672,700	12	1,956,400
Industrial	139	43,384,800	14	12,818,800
Residential	25,083	2,606,012,978	7	101,900
Timber-Cutover	-	-	-	-
Developmental	-	-	-	-
Total Real	27,487	2,893,099,578	155	59,842,000
Personal Property Classes				
Agricultural	-	-	-	-
Commercial	1,053	21,595,200	-	-
Industrial	53	6,938,100	17	4,319,600
Residential	1	-	-	-
Utility	125	48,267,900	-	-
Total Personal	1,232	76,801,200	17	4,319,600

Ad Valorem & Special Acts Parcels		
	Count	SEV
Real Property Classes		
Agricultural	841	100,994,000
Commercial	1,558	189,629,100
Industrial	153	56,203,600
Residential	25,090	2,606,114,878
Timber-Cutover	-	-
Developmental	-	-
Total Real	27,642	2,952,941,578
Personal Property Classes		
Agricultural	-	-
Commercial	1,053	21,595,200
Industrial	70	11,257,700
Residential	1	-
Utility	125	48,267,900
Total Personal	1,249	81,120,800
TOTAL	28,891	3,034,062,378

Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

L-4022
03/18/2020 12:55 PM
Db: Bay 2020

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

Assessing officers are required to report the total assessed value for each class of property and the assessment roll changes for each class of property for County and State Equalization. This form is issued under authority of P.A. 206 of 1893. This report shall be signed by the assessing officer and filed with the State Tax Commission and the County Equalization Department immediately following adjournment of the Board of review - Administrative Rule 209.26(6b). **REPORT ONLY ASSESSED VALUES ON THIS FORM.**

COUNTY CHARLEVOIX CITY OR TOWNSHIP BAY TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	76	6,790,200	303,969	240,769	78,200	6,805,200	
200 Commercial	8	15,691,600	0	262,300	5,600	15,959,500	
300 Industrial	0	0	0	0	0	0	
400 Residential	1,230	224,596,900	1,339,500	4,607,150	3,108,350	230,972,900	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,314	247,078,700	1,643,469	5,110,219	3,192,150	253,737,600	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	20	347,500	35,400	0	4,000	316,100	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	4	1,722,600	2,200	0	91,800	1,812,200	
850 TOTAL PERSONAL	24	2,070,100	37,600	0	95,800	2,128,300	
TOTAL REAL & PERSONAL	1,338	249,148,800	1,681,069	5,110,219	3,287,950	255,865,900	
No. of Exempt Parcels:	40	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.70:					0
CERTIFICATION							
Assessor Printed Name ANNA WASYLEWSKI					Certificate Number R-7691		
Assessor Officer Signature 					Date 03/18/2020		

The completed form must be signed by the local unit assessor who is the assessor of record with the State Tax Commission.

The form may be submitted in one of the following manners:

- 1) Mail the ORIGINAL completed form, with the ORIGINAL assessor of record signature to the State Tax Commission, PO Box 30471, Lansing, MI 48909
- 2) Email the completed form with the assessor of record signature to Equalization@michigan.gov

The assessor must submit the first copy of the completed form to the County Equalization Department. The form is to be re-viewed and approved by County Equalization.

If there are errors found by County Equalization, the errors are to be corrected and a revised copy is to be immediately submitted to the State Tax Commission.

The assessor of record must retain a copy of the completed form.

If after submitting the completed form to the State Tax Commission and County Equalization, the assessor of record discovers there are errors within the form, the assessor of record shall correct the form and submit the revised copy to the County Equalization Department. The revised form must be identifying as a revised copy. Once the revised copy is reviewed and approved by County Equalization, the revised copy must be immediately submitted to the State Tax Commission.

Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

L-4022
03/18/2020 12:50 PM
Ob: Bay 2020

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

Assessing officers are required to report the total assessed value for each class of property and the assessment roll changes for each class of property for County and State Equalization. This form is issued under authority of P.A. 206 of 1893. This report shall be signed by the assessing officer and filed with the State Tax Commission and the County Equalization Department immediately following adjournment of the Board of review - Administrative Rule 209.26(6b). **REPORT ONLY ASSESSED VALUES ON THIS FORM.**

COUNTY CHARLEVOIX CITY OR TOWNSHIP BAY TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	0	0	0	0	0	0	
300 Industrial	0	0	0	0	0	0	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	0	0	0	0	0	0	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	0	0	0	0	0	0	
TOTAL REAL & PERSONAL	0	0	0	0	0	0	
No. of Exempt Parcels:		00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:				0
CERTIFICATION							
Assessor Printed Name ANNA WASYLEWSKI					Certificate Number R-7691		
Assessor Officer Signature 					Date 03/18/2020		

The completed form must be signed by the local unit assessor who is the assessor of record with the State Tax Commission.

The form may be submitted in one of the following manners:

- 1) Mail the ORIGINAL completed form, with the ORIGINAL assessor of record signature to the State Tax Commission, PO Box 30471, Lansing, MI 48909
- 2) Email the completed form with the assessor of record signature to Equalization@michigan.gov

The assessor must submit the first copy of the completed form to the County Equalization Department. The form is to be re-viewed and approved by County Equalization.

If there are errors found by County Equalization, the errors are to be corrected and a revised copy is to be immediately submitted to the State Tax Commission.

The assessor of record must retain a copy of the completed form.

If after submitting the completed form to the State Tax Commission and County Equalization, the assessor of record discovers there are errors within the form, the assessor of record shall correct the form and submit the revised copy to the County Equalization Department. The revised form must be identifying as a revised copy. Once the revised copy is reviewed and approved by County Equalization, the revised copy must be immediately submitted to the State Tax Commission.

Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

L-402203/24/2020 09:06 AM
Db: Charlevoix County 2020**2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION**

Assessing officers are required to report the total assessed value for each class of property and the assessment roll changes for each class of property for County and State Equalization. This form is issued under authority of P.A. 206 of 1893. This report shall be signed by the assessing officer and filed with the State Tax Commission and the County Equalization Department immediately following adjournment of the Board of review - Administrative Rule 209.26(6b). **REPORT ONLY ASSESSED VALUES ON THIS FORM.**

COUNTY CHARLEVOIX CITY OR TOWNSHIP 02 BOYNE VALLEY TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	155,500	155,500	0	0	0	
200 Commercial	100	17,917,400	253,800	167,300	1,270,200	19,101,100	
300 Industrial	6	618,500	96,100	-3,600	0	518,800	
400 Residential	2,121	164,947,600	2,101,088	633,938	3,106,900	166,587,350	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	2,227	183,639,000	2,606,488	797,638	4,377,100	186,207,250	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	59	7,783,300	375,500	0	1,085,600	8,493,400	
350 Industrial	3	286,400	233,200	0	0	53,200	
450 Residential	0	0	0	0	0	0	
550 Utility	10	4,624,454	323,500	0	149,846	4,450,800	
850 TOTAL PERSONAL	72	12,694,154	932,200	0	1,235,446	12,997,400	
TOTAL REAL & PERSONAL	2,299	196,333,154	3,538,688	797,638	5,612,546	199,204,650	
No. of Exempt Parcels:	91	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name KEVIN KELLER					Certificate Number R-8275		
Assessor Officer Signature 					Date 03/24/2020		

The completed form must be signed by the local unit assessor who is the assessor of record with the State Tax Commission.

The form may be submitted in one of the following manners:

- 1) Mail the ORIGINAL completed form, with the ORIGINAL assessor of record signature to the State Tax Commission, PO Box 30471, Lansing, MI 48909
- 2) Email the completed form with the assessor of record signature to Equalization@michigan.gov

The assessor must submit the first copy of the completed form to the County Equalization Department. The form is to be re-viewed and approved by County Equalization.

If there are errors found by County Equalization, the errors are to be corrected and a revised copy is to be immediately submitted to the State Tax Commission.

The assessor of record must retain a copy of the completed form.

If after submitting the completed form to the State Tax Commission and County Equalization, the assessor of record discovers there are errors within the form, the assessor of record shall correct the form and submit the revised copy to the County Equalization Department. The revised form must be identifying as a revised copy. Once the revised copy is reviewed and approved by County Equalization, the revised copy must be immediately submitted to the State Tax Commission.

Appendix B
2020 L-4022 Ad Valorem & Special Act ReportsL-4022
03/24/2020 09:09 AM
Db: Charlevoix County 2020**2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION**

Assessing officers are required to report the total assessed value for each class of property and the assessment roll changes for each class of property for County and State Equalization. This form is issued under authority of P.A. 206 of 1893. This report shall be signed by the assessing officer and filed with the State Tax Commission and the County Equalization Department immediately following adjournment of the Board of review - Administrative Rule 209.26(6b). **REPORT ONLY ASSESSED VALUES ON THIS FORM.**

COUNTY CHARLEVOIX CITY OR TOWNSHIP 02 BOYNE VALLEY TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	8	2,224,200	0	0	0	2,224,200	
200 Commercial	0	0	0	0	0	0	
300 Industrial	0	0	0	0	0	0	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	8	2,224,200	0	0	0	2,224,200	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	0	0	0	0	0	0	
TOTAL REAL & PERSONAL	8	2,224,200	0	0	0	2,224,200	
No. of Exempt Parcels:	00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name KEVIN KELLER					Certificate Number R-8275		
Assessor Officer Signature 					Date 03/24/2020		

The completed form must be signed by the local unit assessor who is the assessor of record with the State Tax Commission.

The form may be submitted in one of the following manners:

- 1) Mail the ORIGINAL completed form, with the ORIGINAL assessor of record signature to the State Tax Commission, PO Box 30471, Lansing, MI 48909
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Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

L-4022
03/19/2020 06:57 PM
Db: Chandler2020

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

Assessing officers are required to report the total assessed value for each class of property and the assessment roll changes for each class of property for County and State Equalization. This form is issued under authority of P.A. 206 of 1893. This report shall be signed by the assessing officer and filed with the State Tax Commission and the County Equalization Department immediately following adjournment of the Board of review - Administrative Rule 209.26(6b). **REPORT ONLY ASSESSED VALUES ON THIS FORM.**

COUNTY Charlevoix

CITY OR TOWNSHIP Chandler Township

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	40	2,817,400	54,000	13,200	9,400	2,786,000	
200 Commercial	3	368,100	0	600	0	368,700	
300 Industrial	1	474,000	0	9,000	0	483,000	
400 Residential	229	8,901,400	70,600	189,600	111,100	9,131,500	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	273	12,560,900	124,600	212,400	120,500	12,769,200	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	4	2,300	900	0	0	1,400	
350 Industrial	4	3,532,600	75,800	0	0	3,456,800	
450 Residential	0	0	0	0	0	0	
550 Utility	5	1,031,900	4,500	0	14,200	1,041,600	
850 TOTAL PERSONAL	13	4,566,800	81,200	0	14,200	4,499,800	
TOTAL REAL & PERSONAL	286	17,127,700	205,800	212,400	134,700	17,269,000	
No. of Exempt Parcels:	59	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name STEVE MIGDA					Certificate Number 4817		
Assessor Officer Signature 					Date 03/19/2020		

The completed form must be signed by the local unit assessor who is the assessor of record with the State Tax Commission.

The form may be submitted in one of the following manners:

- 1) Mail the ORIGINAL completed form, with the ORIGINAL assessor of record signature to the State Tax Commission, PO Box 30471, Lansing, MI 48909
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COUNTY Charlevoix

CITY OR TOWNSHIP Chandler Township

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	2	129,800	0	0	0	129,800	
200 Commercial	0	0	0	0	0	0	
300 Industrial	0	0	0	0	0	0	
400 Residential	0	29,200	29,200	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	2	159,000	29,200	0	0	129,800	

PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	0	0	0	0	0	0	
TOTAL REAL & PERSONAL	2	159,000	29,200	0	0	129,800	

No. of Exempt Parcels:	00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:	0
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CERTIFICATION	
Assessor Printed Name STEVE MIGDA	Certificate Number 4817
Assessor Officer Signature 	Date 03/19/2020

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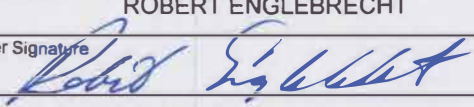
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2020 L-4022 Ad Valorem & Special Act Reports

03/14/2020 08:12 AM
Db: Charlevoix Township 2020**2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION**

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COUNTY CHARLEVOIXCITY OR TOWNSHIP CHARLEVOIX TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	301	22,751,000	1,169,900	214,800	781,500	22,577,400	
300 Industrial	2	14,180,200	0	2,200	895,200	15,077,600	
400 Residential	1,328	138,781,106	322,600	4,394,094	1,318,600	144,171,200	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,631	175,712,306	1,492,500	4,611,094	2,995,300	181,826,200	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	68	3,434,700	561,500	0	602,400	3,475,600	
350 Industrial	3	862,600	398,100	0	0	464,500	
450 Residential	0	0	0	0	0	0	
550 Utility	4	1,809,400	35,200	0	341,500	2,115,700	
850 TOTAL PERSONAL	75	6,106,700	994,800	0	943,900	6,055,800	
TOTAL REAL & PERSONAL	1,706	181,819,006	2,487,300	4,611,094	3,939,200	187,882,000	
No. of Exempt Parcels:	58	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					288,100
CERTIFICATION							
Assessor Printed Name ROBERT ENGLEBRECHT					Certificate Number R-6924		
Assessor Officer Signature 					Date 03/14/2020		

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Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

L-4022
03/17/2020 10:44 AM
Db: Charlevoix County 2020

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY CHARLEVOIX CITY OR TOWNSHIP 04 CHARLEVOIX TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	0	0	0	0	0	0	
300 Industrial	1	7,439,900	39,900	0	0	7,400,000	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1	7,439,900	39,900	0	0	7,400,000	

PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	0	0	0	0	0	0	
TOTAL REAL & PERSONAL	1	7,439,900	39,900	0	0	7,400,000	

No. of Exempt Parcels:	00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:	0
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CERTIFICATION	
Assessor Printed Name ROBERT ENGLEBRECHT	Certificate Number R-6924
Assessor Officer Signature	Date 03/17/2020

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2020 L-4022 Ad Valorem & Special Act Reports

03/15/2020 09:12 PM
Db: Evangeline 2020

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COUNTY CHARLEVOIX CITY OR TOWNSHIP EVANGELINE TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	9	293,500	0	-1,100	28,400	320,800	
300 Industrial	2	151,700	27,000	100	0	124,800	
400 Residential	705	94,248,570	495,800	21,227,494	702,336	115,682,600	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	716	94,693,770	522,800	21,226,494	730,736	116,128,200	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	9	170,400	18,500	0	45,600	197,500	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	6	1,097,200	29,800	0	158,300	1,225,700	
850 TOTAL PERSONAL	15	1,267,600	48,300	0	203,900	1,423,200	
TOTAL REAL & PERSONAL	731	95,961,370	571,100	21,226,494	934,636	117,551,400	
No. of Exempt Parcels:	32	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7c:					50,000
CERTIFICATION							
Assessor Printed Name	ROBERT ENGELBRECHT				Certificate Number	R-6924	
Assessor Officer Signature					Date	03/15/2020	

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Appendix B

2020 L-4022 Ad Valorem & Special Act Reports

Michigan Department of Treasury
607 (Rev. 09-19)

L-4022

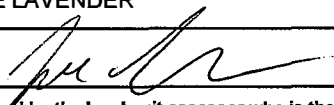
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Db: Eveline-2020

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COUNTY CharlevoixCITY OR TOWNSHIP Eveline Township

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	108	7,471,600	347,000	724,400	324,000	8,173,000	
200 Commercial	21	3,665,900	112,700	-339,400	26,100	3,239,900	
300 Industrial	1	17,800	0	500	8,200	26,500	
400 Residential	1,949	342,097,800	3,978,400	19,180,000	5,991,600	363,291,000	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	2,079	353,253,100	4,438,100	19,565,500	6,349,900	374,730,400	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	17	46,200	7,600	0	30,100	68,700	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	10	1,651,800	26,500	0	77,900	1,703,200	
850 TOTAL PERSONAL	27	1,698,000	34,100	0	108,000	1,771,900	
TOTAL REAL & PERSONAL	2,106	354,951,100	4,472,200	19,565,500	6,457,900	376,502,300	
No. of Exempt Parcels:	39	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7a:					0
CERTIFICATION							
Assessor Printed Name JOE LAVENDER					Certificate Number R-7687		
Assessor Officer Signature 					Date 03/20/2020		

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2020 L-4022 Ad Valorem & Special Act Reports

Michigan Department of Treasury
607 (Rev. 09-19)

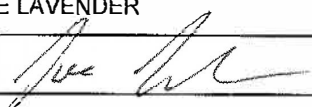
L-4022

03/16/2020 01:44 PM
Db: Eveline-2020

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COUNTY CharlevoixCITY OR TOWNSHIP Eveline Township

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	1	594,000	0	95,600	0	689,600	
200 Commercial	0	0	0	0	0	0	
300 Industrial	0	0	0	0	0	0	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1	594,000	0	95,600	0	689,600	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	0	0	0	0	0	0	
TOTAL REAL & PERSONAL	1	594,000	0	95,600	0	689,600	
No. of Exempt Parcels:		00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:				0
CERTIFICATION							
Assessor Printed Name JOE LAVENDER					Certificate Number R-7687		
Assessor Officer Signature 					Date 03/16/2020		

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COUNTY Charlevoix CITY OR TOWNSHIP Hayes Township

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	41	3,839,000	0	-310,500	0	3,528,500	
200 Commercial	54	7,562,795	488,200	66,037	969,568	8,110,200	
300 Industrial	15	2,688,500	227,400	56,200	0	2,517,300	
400 Residential	1,703	253,006,700	3,772,056	25,081,485	6,120,600	280,436,729	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,813	267,096,995	4,487,656	24,893,222	7,090,168	294,592,729	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	37	324,000	199,700	0	82,500	206,800	
350 Industrial	5	977,200	189,900	0	63,700	851,000	
450 Residential	0	0	0	0	0	0	
550 Utility	8	3,527,900	10,200	0	265,100	3,782,800	
850 TOTAL PERSONAL	50	4,829,100	399,800	0	411,300	4,840,600	
TOTAL REAL & PERSONAL	1,863	271,926,095	4,887,456	24,893,222	7,501,468	299,433,329	
No. of Exempt Parcels:	58	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7c:					0
CERTIFICATION							
Assessor Printed Name ALISA ABINEY					Certificate Number R-9531		
Assessor Officer Signature 					Date 03/24/2020		

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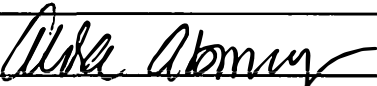
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2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY Charlevoix CITY OR TOWNSHIP Hayes Township

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	2	1,138,400	0	0	0	1,138,400	
200 Commercial	0	0	0	0	0	0	
300 Industrial	1	1,345,000	0	0	0	1,345,000	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	3	2,483,400	0	0	0	2,483,400	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	2	412,000	0	0	6,100	418,100	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	2	412,000	0	0	6,100	418,100	
TOTAL REAL & PERSONAL	5	2,895,400	0	0	6,100	2,901,500	
No. of Exempt Parcels:	00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name ALISA ABINEY					Certificate Number R-9531		
Assessor Officer Signature 					Date 03/24/2020		

The completed form must be signed by the local unit assessor who is the assessor of record with the State Tax Commission.

The form may be submitted in one of the following manners:

- 1) Mail the ORIGINAL completed form, with the ORIGINAL assessor of record signature to the State Tax Commission, PO Box 30471, Lansing, MI 48909
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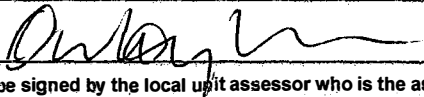
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2020 L-4022 Ad Valorem & Special Act Reports

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY CHARLEVOIXCITY OR TOWNSHIP HUDSON TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	9	440,300	0	400	4,400	445,100	
200 Commercial	6	441,500	160,300	40,400	297,100	618,700	
300 Industrial	9	290,800	0	-6,200	11,100	295,700	
400 Residential	914	54,126,600	1,308,714	2,322,806	1,786,108	56,926,800	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	938	55,299,200	1,469,014	2,357,406	2,098,708	58,286,300	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	24	62,600	2,900	0	0	59,700	
350 Industrial	2	320,100	42,300	0	0	277,800	
450 Residential	0	0	0	0	0	0	
550 Utility	16	2,828,200	169,300	0	70,100	2,729,000	
850 TOTAL PERSONAL	42	3,210,900	214,500	0	70,100	3,066,500	
TOTAL REAL & PERSONAL	980	58,510,100	1,683,514	2,357,406	2,168,808	61,352,800	
No. of Exempt Parcels:	28	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7c:					0
CERTIFICATION							
Assessor Printed Name ANNA WASYLEWSKI						Certificate Number R-7691	
Assessor Officer Signature 						Date 03/19/2020	

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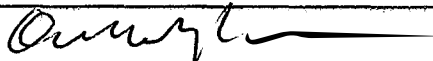
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2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY CHARLEVOIX

CITY OR TOWNSHIP HUDSON TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	10	3,974,200	0	0	0	3,974,200	
200 Commercial	0	0	0	0	0	0	
300 Industrial	0	0	0	0	0	0	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	10	3,974,200	0	0	0	3,974,200	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	0	0	0	0	0	0	
TOTAL REAL & PERSONAL	10	3,974,200	0	0	0	3,974,200	
No. of Exempt Parcels:		00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:				0
CERTIFICATION							
Assessor Printed Name ANNA WASYLEWSKI					Certificate Number R-7691		
Assessor Officer Signature 					Date 03/19/2020		

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COUNTY CHARLEVOIX

CITY OR TOWNSHIP MARION TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	142	11,246,600	832,200	607,300	437,800	11,459,500	
200 Commercial	168	8,460,000	38,300	514,100	121,300	9,057,100	
300 Industrial	8	795,100	0	-25,500	0	769,600	
400 Residential	1,047	81,315,900	332,200	2,827,300	1,967,600	85,778,600	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,365	101,817,600	1,202,700	3,923,200	2,526,700	107,064,800	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	37	556,900	206,900	0	93,700	443,700	
350 Industrial	1	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	6	1,290,600	6,100	0	650,900	1,935,400	
850 TOTAL PERSONAL	44	1,847,500	213,000	0	744,600	2,379,100	
TOTAL REAL & PERSONAL	1,409	103,665,100	1,415,700	3,923,200	3,271,300	109,443,900	
No. of Exempt Parcels:	26	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.70:					0
CERTIFICATION							
Assessor Printed Name MICHAEL A. LARSON					Certificate Number R-9158		
Assessor Officer Signature 					Date 03/13/2020		

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COUNTY CHARLEVOIX

CITY OR TOWNSHIP MARION TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	4	74,700	0	0	0	74,700	
200 Commercial	0	0	0	0	0	0	
300 Industrial	0	0	0	0	0	0	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	4	74,700	0	0	0	74,700	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	1	1,774,900	0	0	0	1,774,900	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	1	1,774,900	0	0	0	1,774,900	
TOTAL REAL & PERSONAL	5	1,849,600	0	0	0	1,849,600	
No. of Exempt Parcels:		00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:				0
CERTIFICATION							
Assessor Printed Name MICHAEL A. LARSON					Certificate Number R-9158		
Assessor Officer Signature 					Date 03/13/2020		

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2020 L-4022 Ad Valorem & Special Act Reports

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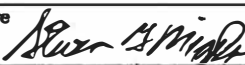
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COUNTY CHARLEVOIX

CITY OR TOWNSHIP

MELROSE TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	19	1,606,800	2,000	5,400	12,600	1,622,800	
200 Commercial	50	12,890,500	400,000	1,022,700	197,000	13,710,200	
300 Industrial	5	89,200	0	4,800	0	94,000	
400 Residential	1,328	206,983,506	1,363,900	13,526,494	5,580,400	224,726,500	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,402	221,570,006	1,765,900	14,559,394	5,790,000	240,153,500	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	46	1,583,600	95,400	0	217,200	1,705,400	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	16	3,883,100	36,700	0	313,800	4,160,200	
850 TOTAL PERSONAL	62	5,466,700	132,100	0	531,000	5,865,600	
TOTAL REAL & PERSONAL	1,464	227,036,706	1,898,000	14,559,394	6,321,000	246,019,100	
No. of Exempt Parcels:	129	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name STEVE MIGDA					Certificate Number 4817		
Assessor Officer Signature 					Date 03/15/2020		

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Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

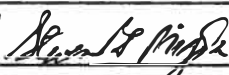
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COUNTY CHARLEVOIX

CITY OR TOWNSHIP MELROSE TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	21	2,307,500	0	0	0	2,307,500	
200 Commercial	0	0	0	0	0	0	
300 Industrial	0	0	0	0	0	0	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	21	2,307,500	0	0	0	2,307,500	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	0	0	0	0	0	0	
TOTAL REAL & PERSONAL	21	2,307,500	0	0	0	2,307,500	
No. of Exempt Parcels:	00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name STEVE MIGDA					Certificate Number 4817		
Assessor Officer Signature 					Date 03/15/2020		

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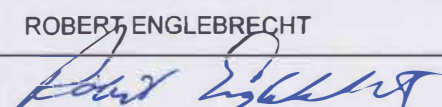
Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

L-4022

03/14/2020 07:08 AM
Db: Norwood Township 2020**2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION**

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COUNTY CHARLEVOIX CITY OR TOWNSHIP NORWOOD TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	66	5,374,500	27,000	362,300	0	5,709,800	
200 Commercial	9	765,000	24,300	53,300	0	794,000	
300 Industrial	8	1,427,400	260,900	-4,500	0	1,162,000	
400 Residential	589	51,036,550	707,200	3,382,550	788,900	54,500,800	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	672	58,603,450	1,019,400	3,793,650	788,900	62,166,600	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	7	16,800	16,800	0	0	0	
350 Industrial	2	135,700	20,200	0	0	115,500	
450 Residential	0	0	0	0	0	0	
550 Utility	3	884,600	0	0	74,800	959,400	
850 TOTAL PERSONAL	12	1,037,100	37,000	0	74,800	1,074,900	
TOTAL REAL & PERSONAL	684	59,640,550	1,056,400	3,793,650	863,700	63,241,500	
No. of Exempt Parcels:	32	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					6,300
CERTIFICATION							
Assessor Printed Name	ROBERT ENGLEBRECHT				Certificate Number	R-6924	
Assessor Officer Signature					Date	03/14/2020	

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If after submitting the completed form to the State Tax Commission and County Equalization, the assessor of record discovers there are errors within the form, the assessor of record shall correct the form and submit the revised copy to the County Equalization Department. The revised form must be identifying as a revised copy. Once the revised copy is reviewed and approved by County Equalization, the revised copy must be immediately submitted to the State Tax Commission.

Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

L-4022
03/18/2020 09:46 AM
Db: Charlevoix County 2020

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

Assessing officers are required to report the total assessed value for each class of property and the assessment roll changes for each class of property for County and State Equalization. This form is issued under authority of P.A. 206 of 1893. This report shall be signed by the assessing officer and filed with the State Tax Commission and the County Equalization Department immediately following adjournment of the Board of review - Administrative Rule 209.26(6b). **REPORT ONLY ASSESSED VALUES ON THIS FORM.**

COUNTY CHARLEVOIX CITY OR TOWNSHIP 11 NORWOOD TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	11	15,853,200	0	300	225,000	16,078,500	
200 Commercial	0	0	0	0	0	0	
300 Industrial	3	515,400	0	0	220,300	735,700	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	14	16,368,600	0	300	445,300	16,814,200	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	1	109,800	66,800	0	0	43,000	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	1	109,800	66,800	0	0	43,000	
TOTAL REAL & PERSONAL	15	16,478,400	66,800	300	445,300	16,857,200	
No. of Exempt Parcels:		00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:				0
CERTIFICATION							
Assessor Printed Name					Certificate Number		
ROBERT ENGLEBRECHT					R-6924		
Assessor Officer Signature					Date		
					03/18/2020		

The completed form must be signed by the local unit assessor who is the assessor of record with the State Tax Commission.

The form may be submitted in one of the following manners:

- 1) Mail the ORIGINAL completed form, with the ORIGINAL assessor of record signature to the State Tax Commission, PO Box 30471, Lansing, MI 48909
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The assessor must submit the first copy of the completed form to the County Equalization Department. The form is to be re-viewed and approved by County Equalization.

If there are errors found by County Equalization, the errors are to be corrected and a revised copy is to be immediately submitted to the State Tax Commission.

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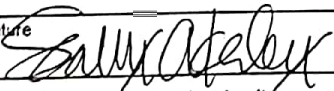
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Ad Valorem

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY CHARLEVOIXCITY OR TOWNSHIP PEAINE TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+/-) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	9	397,700	0	1,100	0	398,800	
200 Commercial	50	2,360,100	0	12,100	30,600	2,402,800	
300 Industrial	3	1,033,500	0	6,300	0	1,039,800	
400 Residential	1,651	79,269,100	807,800	813,700	1,414,200	80,689,200	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,713	83,060,400	807,800	833,200	1,444,800	84,530,600	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+/-) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	26	104,600	7,500	0	1,000	98,100	
350 Industrial	0	0	0	0	0	0	
450 Residential	1	1,900	1,900	0	0	0	
550 Utility	1	632,900	554,700	0	0	78,200	
850 TOTAL PERSONAL	28	739,400	564,100	0	1,000	176,300	
TOTAL REAL & PERSONAL	1,741	83,799,800	1,371,900	833,200	1,445,800	84,706,900	
No. of Exempt Parcels:	183	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.70:					0
CERTIFICATION							
Assessor Printed Name SALLY AKERLEY					Certificate Number R-8104		
Assessor Officer Signature 					Date 03/17/2020		

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Appendix B

2020 L-4022 Ad Valorem & Special Act Reports

Michigan Department of Treasury
607 (Rev. 09-19)

L-4022

03/17/2020 03:10 PM

Db: Peaine-20

*Special Acts***2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION**

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COUNTY

CHARLEVOIX

CITY OR TOWNSHIP

PEAINE TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	27	7,289,400	0	0	0	7,289,400	
200 Commercial	0	0	0	0	0	0	
300 Industrial	0	0	0	0	0	0	
400 Residential	0	300	300	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	27	7,289,700	300	0	0	7,289,400	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	0	0	0	0	0	0	
TOTAL REAL & PERSONAL	27	7,289,700	300	0	0	7,289,400	
No. of Exempt Parcels:	00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.70:					0
CERTIFICATION							
Assessor Printed Name SALLY AKERLEY					Certificate Number R-8104		
Assessor Officer Signature <i>Sally Akerley</i>					Date 03/17/2020		

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2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY CHARLEVOIXCITY OR TOWNSHIP ST JAMES TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	67	7,758,900	765,500	53,400	299,300	7,346,100	
300 Industrial	0	0	0	0	0	0	
400 Residential	1,436	51,706,000	517,700	-17,800	442,800	51,613,300	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,503	59,464,900	1,283,200	35,600	742,100	58,959,400	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	37	158,800	35,800	0	0	123,000	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	1	311,600	0	0	307,100	618,700	
850 TOTAL PERSONAL	38	470,400	35,800	0	307,100	741,700	
TOTAL REAL & PERSONAL	1,541	59,935,300	1,319,000	35,600	1,049,200	59,701,100	
No. of Exempt Parcels:	159	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name AMY JENEMA					Certificate Number 7 6 4 5		
Assessor Officer Signature 					Date 03/10/2020		

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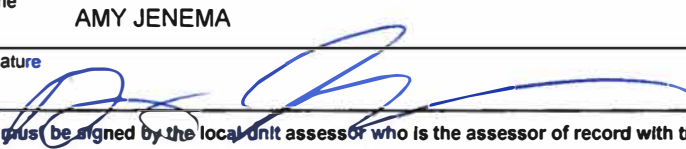
Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

L-4022
03/10/2020 02:18 PM
Db: St James 2020

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY CHARLEVOIX CITY OR TOWNSHIP ST JAMES TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	28	10,348,100	0	0	0	10,348,100	
200 Commercial	0	0	0	0	0	0	
300 Industrial	0	0	0	0	0	0	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	28	10,348,100	0	0	0	10,348,100	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	0	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	0	0	0	0	0	0	
TOTAL REAL & PERSONAL	28	10,348,100	0	0	0	10,348,100	
No. of Exempt Parcels:		00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.70:				0
CERTIFICATION							
Assessor Printed Name AMY JENEMA					Certificate Number 7645		
Assessor Officer Signature 					Date 03/10/2020		

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2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY Charlevoix CITY OR TOWNSHIP South Arm Township

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	8	710,500	0	0	0	710,500	
200 Commercial	0	0	0	0	0	0	
300 Industrial	1	287,200	145,000	-3,700	0	138,500	
400 Residential	1	24,400	0	2,100	0	26,500	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	10	1,022,100	145,000	-1,600	0	875,500	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	1	0	0	0	0	0	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	1	0	0	0	0	0	
TOTAL REAL & PERSONAL	11	1,022,100	145,000	-1,600	0	875,500	
No. of Exempt Parcels:	00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name David B. Grimm					Certificate Number 4510		
Assessor Officer Signature 					Date 03/12/2020		

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Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

L-4022

03/12/2020 09:18 AM

Db: South Arm-20

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY Charlevoix

CITY OR TOWNSHIP South Arm Township

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	91	6,439,500	174,000	336,100	394,500	6,996,100	
200 Commercial	39	3,657,600	232,800	20,700	225,600	3,671,100	
300 Industrial	19	1,654,800	0	42,800	329,800	2,027,400	
400 Residential	1,533	109,860,300	1,369,600	7,257,700	1,889,700	117,638,100	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,682	121,612,200	1,776,400	7,657,300	2,839,600	130,332,700	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	31	130,000	12,800	0	0	117,200	
350 Industrial	4	134,200	36,100	0	2,500	100,600	
450 Residential	0	0	0	0	0	0	
550 Utility	9	2,396,200	18,500	0	106,800	2,484,500	
850 TOTAL PERSONAL	44	2,660,400	67,400	0	109,300	2,702,300	
TOTAL REAL & PERSONAL	1,726	124,272,600	1,843,800	7,657,300	2,948,900	133,035,000	
No. of Exempt Parcels:		57	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.70:				90,600
CERTIFICATION							
Assessor Printed Name David B. Grimm					Certificate Number 4510		
Assessor Officer Signature 					Date 03/12/2020		

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Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

L-4022
03/16/2020 12:46 PM
Db: Wilson 2020

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY CHARLEVOIX CITY OR TOWNSHIP WILSON TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	118	7,130,588	647,588	440,800	1,180,500	8,104,300	
200 Commercial	126	4,723,300	15,100	804,704	1,024,196	6,537,100	
300 Industrial	16	2,062,100	536,400	238,155	946,645	2,710,500	
400 Residential	1,186	73,672,720	1,863,719	5,734,341	1,358,358	78,901,700	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,446	87,588,708	3,062,807	7,218,000	4,509,699	96,253,600	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	41	604,500	97,100	0	124,600	632,000	
350 Industrial	2	4,439	0	0	65,961	70,400	
450 Residential	0	0	0	0	0	0	
550 Utility	13	8,585,640	385,340	0	240,100	8,440,400	
850 TOTAL PERSONAL	56	9,194,579	482,440	0	430,661	9,142,800	
TOTAL REAL & PERSONAL	1,502	96,783,287	3,545,247	7,218,000	4,940,360	105,396,400	
No. of Exempt Parcels:	49	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.70:					8,700
CERTIFICATION							
Assessor Printed Name <u>Todd B. Sorenson</u>					Certificate Number <u>R-8862</u>		
Assessor Officer Signature <u>Todd B. Sorenson</u>					Date <u>03/16/2020</u>		

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Appendix B
2020 L-4022 Ad Valorem & Special Act ReportsL-4022
03/27/2020 10:40 AM
Db: Wilson 2020**2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION**

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COUNTY CHARLEVOIXCITY OR TOWNSHIP WILSON TOWNSHIP

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	0	0	0	0	0	0	
300 Industrial	2	602,900	0	-24,200	559,500	1,138,200	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	2	602,900	0	-24,200	559,500	1,138,200	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	2	0	0	0	70,000	70,000	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	2	0	0	0	70,000	70,000	
TOTAL REAL & PERSONAL	4	602,900	0	-24,200	629,500	1,208,200	
No. of Exempt Parcels:		00	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:				0
CERTIFICATION							
Assessor Printed Name <i>Todd B. Sorenson</i>					Certificate Number R-8862		
Assessor Officer Signature <i>Todd B. Sorenson</i>					Date 03/27/2020		

The completed form must be signed by the local unit assessor who is the assessor of record with the State Tax Commission.

The form may be submitted in one of the following manners:

- 1) Mail the ORIGINAL completed form, with the ORIGINAL assessor of record signature to the State Tax Commission, PO Box 30471, Lansing, MI 48909
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Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

Michigan Department of Treasury
607 (Rev. 09-19)

L-4022

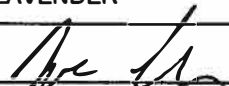
03/13/2020 09:30 AM
Db: Boyne City 2020

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY CHARLEVOIX

CITY OR TOWNSHIP CITY OF BOYNE CITY

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+/-) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	192	26,894,700	646,000	508,000	808,400	27,565,100	
300 Industrial	18	5,351,600	563,800	-143,623	120,123	4,764,300	
400 Residential	2,731	191,531,550	1,073,500	11,658,243	3,806,686	205,922,979	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	2,941	223,777,850	2,283,300	12,022,620	4,735,209	238,252,379	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+/-) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	188	1,495,800	228,000	0	492,100	1,759,900	
350 Industrial	15	972,200	409,300	0	0	562,900	
450 Residential	0	0	0	0	0	0	
550 Utility	6	6,518,000	64,600	0	229,100	6,682,500	
850 TOTAL PERSONAL	209	8,986,000	701,900	0	721,200	9,005,300	
TOTAL REAL & PERSONAL	3,150	232,763,850	2,985,200	12,022,620	5,456,409	247,257,679	
No. of Exempt Parcels:	198	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name JOE LAVENDER					Certificate Number R-7687		
Assessor Officer Signature 					Date 03/13/2020		

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Appendix B
2020 L-4022 Ad Valorem & Special Act Reports

Michigan Department of Treasury
607 (Rev. 09-19)

L-4022

03/13/2020 09:32 AM
Db: Boyne City 2020

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY CHARLEVOIX

CITY OR TOWNSHIP CITY OF BOYNE CITY

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	1	0	0	0	170,000	170,000	
300 Industrial	2	1,654,500	0	-361,600	47,200	1,340,100	
400 Residential	5	132,200	80,500	-11,400	0	40,300	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	8	1,786,700	80,500	-373,000	217,200	1,550,400	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	7	2,197,200	225,000	0	19,200	1,991,400	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	7	2,197,200	225,000	0	19,200	1,991,400	
TOTAL REAL & PERSONAL	15	3,983,900	305,500	-373,000	236,400	3,541,800	
No. of Exempt Parcels:	02	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.70:					0
CERTIFICATION							
Assessor Printed Name JOE LAVENDER					Certificate Number R-7687		
Assessor Officer Signature 					Date 03/13/2020		

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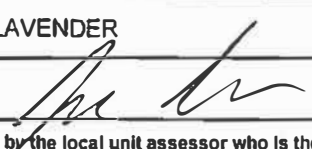
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COUNTY CHARLEVOIX

CITY OR TOWNSHIP CITY OF CHARLEVOIX

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	222	36,509,300	1,025,000	963,100	1,123,300	37,570,700	
300 Industrial	13	8,343,100	576,200	-377,100	466,100	7,855,900	
400 Residential	2,248	279,332,200	862,600	8,547,200	2,382,700	289,399,500	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	2,483	324,184,600	2,463,800	9,133,200	3,972,100	334,826,100	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	255	2,836,700	597,300	0	451,100	2,690,500	
350 Industrial	8	672,700	57,800	0	9,200	624,100	
450 Residential	0	0	0	0	0	0	
550 Utility	3	2,017,700	66,500	0	18,600	1,969,800	
850 TOTAL PERSONAL	266	5,527,100	721,600	0	478,900	5,284,400	
TOTAL REAL & PERSONAL	2,749	329,711,700	3,185,400	9,133,200	4,451,000	340,110,500	
No. of Exempt Parcels:	100	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7a:					0
CERTIFICATION							
Assessor Printed Name JOE LAVENDER					Certificate Number R-7687		
Assessor Officer Signature 					Date 03/17/2020		

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COUNTY CHARLEVOIX

CITY OR TOWNSHIP CITY OF CHARLEVOIX

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	4	887,800	0	56,400	351,700	1,295,900	
300 Industrial	2	272,100	0	10,000	0	282,100	
400 Residential	0	0	0	0	0	0	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	6	1,159,900	0	66,400	351,700	1,578,000	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	1	16,600	1,200	0	0	15,400	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	1	16,600	1,200	0	0	15,400	
TOTAL REAL & PERSONAL	7	1,176,500	1,200	66,400	351,700	1,593,400	
No. of Exempt Parcels:	02	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name JOE LAVENDER					Certificate Number R-7 687		
Assessor Officer Signature 					Date 03/17/2020		

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Appendix B

2020 L-4022 Ad Valorem & Special Act Reports

Michigan Department of Treasury
607 (Rev. 09-19)

L-4022

03/13/2020 11:04 AM
Db: East Jordan 2020

2020 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

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COUNTY CHARLEVOIXCITY OR TOWNSHIP CITY OF EAST JORDAN

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+/-) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	121	8,718,200	209,500	98,700	114,800	8,722,200	
300 Industrial	13	6,653,000	835,900	-1,899,500	0	3,917,600	
400 Residential	1,155	44,474,600	542,200	4,380,920	1,328,900	49,642,220	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,289	59,845,800	1,587,600	2,580,120	1,443,700	62,282,020	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+/-) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	146	1,686,800	687,400	0	206,800	1,206,200	
350 Industrial	4	536,800	212,100	0	36,600	361,300	
450 Residential	0	0	0	0	0	0	
550 Utility	4	2,012,200	10,600	0	76,200	2,077,800	
850 TOTAL PERSONAL	154	4,235,800	910,100	0	319,600	3,645,300	
TOTAL REAL & PERSONAL	1,443	64,081,600	2,497,700	2,580,120	1,763,300	65,927,320	
No. of Exempt Parcels:	109	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.7o:					0
CERTIFICATION							
Assessor Printed Name JOE LAVENDER					Certificate Number R-7687		
Assessor Officer Signature 					Date 03/13/2020		

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2020 L-4022 Ad Valorem & Special Act Reports

Michigan Department of Treasury
607 (Rev. 09-19)

L-4022

03/13/2020 11:02 AM
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COUNTY CHARLEVOIXCITY OR TOWNSHIP CITY OF EAST JORDAN

REAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	7	461,200	0	-32,300	61,600	490,500	
300 Industrial	2	602,900	0	-163,700	0	439,200	
400 Residential	1	31,500	0	3,600	0	35,100	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	10	1,095,600	0	-192,400	61,600	964,800	
PERSONAL PROPERTY	Parcel Count	2019 Board of Review	Loss	(+ / -) Adjustment	New	2020 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	0	0	0	0	0	0	
350 Industrial	3	552,200	545,400	0	0	6,800	
450 Residential	0	0	0	0	0	0	
550 Utility	0	0	0	0	0	0	
850 TOTAL PERSONAL	3	552,200	545,400	0	0	6,800	
TOTAL REAL & PERSONAL	13	1,647,800	545,400	-192,400	61,600	971,600	
No. of Exempt Parcels:	02	Amount of 2020 Loss from Charitable Exemption granted for first time in 2020 Under MCL 211.70:					0
CERTIFICATION							
Assessor Printed Name JOE LAVENDER					Certificate Number R-7687		
Assessor Officer Signature 					Date 03/13/2020		

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Appendix C
Unique, Complex or High Value Properties

Based on the 2020 assessments rolls of the Assessing Districts the following are parcels with high SEVs and represent unique and/or complex parcels within Charlevoix County.

Commercial and Industrial Parcels		
Parcel Number	Owner	SEV
004-028-004-20	ST BARBARA CEMENT INC	\$ 14,987,600
004-990-002-00	ST MARYS CENENT INC (CANADA)	\$ 7,400,000
001-003-001-00	ALUMNI ASSOC OF UNIV OF MICHIGAN	\$ 14,539,300
015-900-016-00	WOLVERINE POWER SUPPLY COOP	\$ 5,789,100
002-900-003-00	BOYNE USA INC	\$ 5,716,400
052-234-020-10	HARBOR INDUSTRIES INC	\$ 5,041,100
002-016-028-10	BOYNE MOUNTAIN RESORT LLC	\$ 4,320,300
051-900-031-00	CONSUMERS ENERGY COMPANY	\$ 3,552,400
003-900-004-10	GREAT LAKES GAS TRAN CO	\$ 3,173,500
052-126-005-10	CHICAGO SUMMER RESORT CO	\$ 7,253,200

Residential Parcels		
Parcel Number	Owner	SEV
052-326-007-10	BELVEDERE CLUB	\$ 5,141,100
006-121-036-00	MERILLAT R&L TRUST	\$ 5,076,100
007-130-010-20	DEVOS DOUGLAS & MARIA TRUSTEES	\$ 4,884,100
052-126-031-10	APJ PROPERTIES LLC	\$ 3,960,600
010-018-041-30	NAG MI LLC	\$ 3,831,300
006-128-003-00	GREENLEAF TRUST TRUSTEE	\$ 3,619,100
006-108-013-00	SEQUANOTA CLUB	\$ 3,434,500
007-133-005-30	LAW THOMAS SCOTT & DEBRA M	\$ 3,081,800

**Appendix D
Designated Assessor Resume**

Emily Selph

Charlevoix County Equalization
301 State St. Charlevoix, MI 49720

231-547-7230
selphe@charlevoixcounty.org

Skills

- BS&A data entry, data exports, and reports
- Land and Economic Condition Factor analysis
- Statutory county equalization reports
- Processing deeds & transfers of ownership
- Michigan special act parcel processing and taxation
- Reading and mapping all types of property legal descriptions
- County recording procedures and requirements
- Educated in computer mapping and GIS principles and software
- Task and detail oriented
- Excellent organization and time management
- Comfortable working independently or as part of a team
- Computer software installation and updating
- Experience with and knowledge of BS&A, Apex Sketch, Microsoft Office Suite (PowerPoint, Excel, Access, Word) and ArcGIS

Relevant Work Experience

Springvale Township, Petoskey, Michigan

Assessor – May 2018 to Present

- Assist the assessor of record in meeting all the guidelines of the State Tax Commission's document *Supervising Preparation of the Assessment Roll*, including doing land value and ECF analysis
- Communicate with township taxpayers and officials

Charlevoix County, Charlevoix, Michigan

Equalization Director – October 2018 to Present

- Responsible for compiling state mandated equalization department reports and managing departmental functions including balancing assessment rolls with townships and cities, processing splits, and reporting to county commissioners
- Manage Equalization Department staff
- Manage GIS data and mapping needs for all county departments

Assistant Director – January 2018 to Oct 2018

- Assist the Equalization Director with all the statutory responsibilities
- Manage all day-to-day operations of the Equalization office

GIS Analyst/Equalization Clerk – December 2015 to January 2018

- Handle GIS data and mapping needs, process deeds and paperwork, and assist with reports as requested by the Equalization Director

Title Resource Agency f/k/a PPR Title Agency, Charlevoix Michigan

Settlement Professional/Title Searcher – September 2012 to January 2016

- Responsible for handling all aspects of real estate transactions including preparing closing documents, meeting with clients, and disbursing funds
- Performing title searches and examining title reports

Education/Certifications

State Tax Commission, Michigan

Michigan Advanced Assessing Officer – October 2018 to Present

Michigan Licensed Personal Property Examiner – October 2016 to Present

Michigan Certified Assessing Officer – January 2017 to October 2018

Michigan Department of Insurance and Financial Services

Resident Title Insurance Producer – November 2012 to Present

Northern Michigan University

Bachelor of Science in Geographic Information Systems – 2005 to 2008

- Courses: Geographic Information Systems, Cartography, Remote Sensing, Digital Image Processing, Aerial Photo Interpretation
- Minor in Business Administration
- Courses: Microsoft Office, Accounting, Organizational Behavior and Management, Management of Financial Resources
- GPA 3.84/4.0 (Dean's List)

Appendix E Fee Schedule

Annual Per parcel Fees*:

Fee charged will be the general fee listed, unless a parcel fits into a category listed under alternate fees.

General per parcel fees

Agricultural:	\$20.00
Commercial and Industrial:	\$25.00
Developmental:	\$25.00
Residential:	\$18.00
Timber Cutover:	\$20.00
Personal Property (All Classes):	\$15.00

Alternate per parcel fees

Exempt (no value):	\$5.00
DNR PILT:	\$5.00
Parcels with Abatement or Exemption Certificates:	\$50.00
Reference Parcels:	\$0.00

Services included in the above per parcel fees:

- 20% Annual Field work including, Apex sketches, inspection date entry, and attached photos
- Sales & Permit Entry
- Document processing including PRE affidavits & rescissions, PTAs, RPS, PP Statements, exemption applications
- Taxpayer assistance, from county office
- Preparation and filing of all standard STC forms and reports
- Attendance at BOR meetings, as necessary
- Attendance at township meetings, as requested
- Canvass for personal property
- MTT Small Claims case representation and preparation

*Parcel counts for determining fees will be based on the most recent L-4022 ad valorem and special acts reports for the Assessing District receiving services.

Additional fees:

Tax Increment Financing Authority (DDA/Brownfield):	\$600.00 annually per authority
Misc work by MAAO:	\$100.00 per hour
Misc work by MCAO:	\$60.00 per hour
Misc work by support:	\$40.00 per hour
Residential Improved** Reappraisal:	\$75.00 per parcel
COM/IND/AG Improved** Reappraisal:	\$100.00 per parcel
Vacant* Reappraisal:	\$25.00 per parcel
Mileage:	IRS standard business rate

** The fee categorization as improved or vacant will be determined by the inspection of the property not by the classification code used for the parcel.

Services charged based on the additional fees:

- Office hours at Township or City Hall
- STC reporting requirements, specific to DAs, if any
- Post-disaster reappraisals & reporting
- Travel (excluding travel for services listed as included in per parcel fees) will be paid at both the appropriate hourly and mileage rates

Items to be billed at cost:

- Attorney, appraisal, and accommodation costs for full tribunal cases
- Costs associated with online records requirements of assessing reform
- Public notice fees
- Printing & postage fees, including but not limited to change notices, tax bills, assessment rolls, and personal property statements
- Software licensing (APEX, BS&A, PivotPoint)
- Tech equipment costs (laptop, Disto, etc.)

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-11-01
AUTHORIZE THE APPROVAL AND SIGNING OF AN INTERLOCAL AGREEMENT FOR THE
CHARLEVOIX COUNTY DESIGNATED ASSESSOR

WHEREAS, MCL 211.10g establishes the requirement for a designated assessor in each county and that such designation should be made before December 31, 2020; and

WHEREAS, to meet the requirement of appointing a Designated Assessor for Charlevoix County, the assessing districts in Charlevoix County and the County of Charlevoix have agreed to designate Emily Selph as Designated Assessor; and

WHEREAS, the Interlocal Agreement naming the designated assessor shall be binding upon all assessing districts upon its approval by the County Board of Commissioners, Emily Selph, a majority of the assessing districts, and the State Tax Commission; and

WHEREAS, the Designated Assessor shall only act as the assessor of record for an assessing district when required to by the State Tax Commission pursuant to MCL 211.10g or upon direct action of the governing board of an assessing district.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix approves the Interlocal Agreement naming Emily Selph, an individual qualified and certified by the State Tax Commission as a Michigan Advanced Assessing Officer, to be the County Designated Assessor for Charlevoix County; and

BE IT FURTHER RESOLVED THAT, the Mayor is authorized to sign the Interlocal Agreement.

RESOLVED this 16th day of November, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Withdrawal of Norwood Township from EMS Agreement

DATE: November 16, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As you are aware, in the Spring of 2019, the City and the townships to whom we provide EMS coverage entered a new agreement intended to share the decision-making more with them and keep them better informed. Additionally, we agreed to bill them for costs as they come up versus projecting costs long-range and billing in advance for future expenses.

Largely during the pandemic periods, it was difficult to hold regular meetings and expenses for operating the system increased as we purchased extra PPE, initiated extra cleaning of rigs, paid additional staff leave time to cover extra shifts, and saw a decrease in usage. This naturally increased the costs for all members of the agreement, City of Charlevoix being the most. However, as the attached letter indicates, Norwood Township wishes to exercise their ability to exit the agreement. While they are bound to give six months notice, I would suggest they be granted the exit on December 31, 2020 as they request; they are ultimately a very small portion of our runs, revenue, or subsidy.

As I reported to Council a few months ago, the townships and the City are working toward creating an independent authority to operate the EMS system which would remove it from our books and our liability. Norwood Township makes clear in their letter they do not wish to be a part of this any longer (though their Supervisor has been present for the discussions). If they plan to withdraw, it makes it cleaner for the remaining members to plan the process forward for the authority.

I would suggest I be authorized to draft a letter to Norwood Township indicating their membership is terminated, pursuant to their request, on December 31, 2020 at 11:59pm and they must pay any and all outstanding costs they owe now and in the future for the period of service they received.

RECOMMENDATION:

Motion to allow Norwood Township to withdraw from the 2019 Charlevoix Emergency Medical Service Agreement for Ambulance Services pursuant to section 5 effective December 31, 2020 at 11:59pm and require full payment for outstanding and future invoices for costs up until December 31, 2020.

ATTACHMENTS:

- ❑ Letter from Norwood Township

YOUNG, GRAHAM & WENDLING, P.C.

Attorneys at Law
104 E. Forest Home Avenue, P.O. Box 398
Bellaire, Michigan 49615
(231) 533-8635
Facsimile (231) 533-6225
wendling@upnorthlaw.com

Bryan E. Graham
Peter R. Wendling

James G. Young, *Of Counsel*

October 27, 2020

Sent via email and first class mail

Luther Kurtz, Mayor
Mark Heydlauff, City Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

SUBJECT: Charlevoix Emergency Medical Services Agreement for ambulance services, Norwood Township's withdrawal and termination from the Agreement

Dear Mayor Kurtz and Mr. Heydlauff:

Norwood Township entered into an Agreement with the City of Charlevoix, entitled Charlevoix Emergency Medical Service Agreement for Ambulance Services on June 1, 2019. Unfortunately, this Agreement has not worked out as anticipated by Norwood Township. Being a small township by population and area, Norwood Township believes it has paid much more than a fair share of their funds under this Agreement given that there were only thirty-nine (39) runs attributable to Norwood Township in the past year. Meanwhile, the township's taxpayers have been paying into this Agreement and supporting numerous runs involving Boulder Park and other service areas resulting in a prohibitive amount of money being paid by Norwood Township under this Agreement for services the township feels is not commensurate with their residents' actual needs.

It is Norwood Township's understanding that the City of Charlevoix and perhaps some of the other townships are considering forming an authority. Please be advised that Norwood Township has no intention of joining any authority to be created by the city or any of the other townships involved in this Agreement. Norwood Township declines to pay for any legal work or other work related to the creation of any such authority.

This letter is to provide notice under section 5 of the Agreement that as of the date of this letter, Norwood Township intends to terminate and withdraw from this Agreement. Section 5 of the Agreement states that an individual township which provides written notice of its intent to terminate or withdraw must do so no less than six (6) months before the date of termination or withdrawal. That six month notice period begins with the date of this letter. However, Norwood Township requests given what has occurred during the implementation of this Agreement since June 1, 2019, that Norwood Township be released from this Agreement no later than effective January 1, 2021. Norwood Township believes this would be equitable because the Agreement has not been properly followed by the city which would have allowed the township to question and investigate excess expenses.

Luther Kurtz, Mayor
Mark Heydlauff, City Manager
October 27, 2020
Page 2

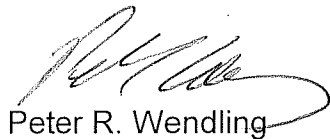
Under section 6 of the Agreement, the Mayor and/or his designee and the City Manager and/or his designee were to meet with the supervisors or other township board members designated by the township no less than quarterly of each year to discuss ambulance service operations. This failed to occur.

Under section 7.A. the EMS Committee was supposed to meet around the first week of June, September, December and March (also quarterly) to discuss operational activities, review revenue and expenses and a quarterly amount of unfunded costs to be shared among the parties. This also has not occurred as specified under the Agreement. Proper billings which would have allowed Norwood Township to review the expenses on a quarterly basis also failed to occur as required.

Under section 7.B.iv, Norwood Township believes that an inordinate amount of money from Norwood Township was used to pay operational runs originating from the Charlevoix area hospital and Boulder Park Terrace, but not done in a manner equitably spread out to all parties based on the pro rata calculation for ambulance runs so provided.

Finally, Norwood Township has reviewed the fiscal history of the services from the inception of the Agreement and does not feel that the operations are fiscally responsible and cannot fathom why, given the large budget, there are still deficits related to these services. As such, in order to preserve the tax dollars paid by Norwood Township's residents, Norwood Township respectfully requests that it be allowed to exit this Agreement effective January 1, 2021. Given that an authority may be in place well before the end of April, 2021, granting Norwood Township's request to exit this Agreement effective January 1, 2021 is also reasonable. Norwood Township looks forward to your response.

Sincerely,



Peter R. Wendling

PRW/tac

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Snow Removal RFP

DATE: November 16, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

In October, Council asked me to research options for expanding snow removal on the sidewalks downtown by partnering with a private firm. To this end, I've drafted a request for proposals that would solicit contractors to perform extra clearing in the area from State Street to Round Lake and Hurlbut to Dixon Avenue. Snow would be cleared twice per day.

What is not clear is how Council or the DDA might pay for this service or whether you have an expectation for businesses to pay some or all of the cost. Currently, we do a pass on some high-trafficked pedestrian routes around town with a city-owned snow blower machine. This proposed cleaning would augment this and dedicate it to the downtown.

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Draft Snow Removal RFP

Request for Proposals Downtown Snow Removal

The City of Charlevoix seeks qualified firms to complete snow and ice removal during the winter season in the downtown area.

Project Area

For purposes of this project, the downtown area includes the following sidewalks and public areas:

- Bridge Street sidewalks between Hurlbut Street to Dixon Avenue including across the bascule bridge
- State Street sidewalks from Hurlbut Street to Park Avenue
- Clinton Street from the Harbormaster Building to west side of State Street
- Park Avenue, Mason Street and Antrim Street from Bridge Street to the west side of State Street
- Van Pelt Alley from Bridge Street to the DeWitt Parking Lot
- Hoop Skirt Alley from Bridge Street to the parking lot

Scope of Service

When snowfall overnight exceeds 1 inch, snow shall be cleared by 10am. When daytime snow occurs, snow accumulation above one inch should be removed again by 4pm. Removal of snow shall occur in coordination with the City's Department of Public Works who will remove snow from the highway, streets, street parking lanes, and parking lots. The City shall furnish a location for snow to be hauled to or remove the snow piles periodically as the contractor and City may mutually agree. Salting sidewalks shall be conducted as needed but the City shall provide the salt.

Fees

The City prefers to receive a bid for service to include the entire scope of service for a flat fee sum. Alternatively, the contractor may quote a per day cleaning charge. The City shall pay invoices monthly for services rendered.

Non-performance

Should the contractor fail to full remove snow and ice based on the requirements above, the City shall have grounds to terminate the contract.

Indemnification

The contractor shall indemnify and hold harmless the City of Charlevoix, the Charlevoix Downtown Development Authority, and its officers and agents. The contractor shall solely be responsible for any damage it causes to buildings, vehicles, or other public or private property properly placed within the walkways. The contractor shall also name the City of Charlevoix as an additional insured for not less than \$1 million for property, accident, and vehicle insurance.

Responses

Interested firms shall respond to this RFP with relevant qualifications of the firm and the fee schedule for the services. This response shall be in a sealed package mailed or hand delivered by **12noon EST, December 1, 2020** to:

**Charlevoix City Clerk
SNOW REMOVAL BID
210 State Street
Charlevoix, MI 49720**

Electronic, faxed, or late bids will not be considered. The City of Charlevoix reserves the right to accept or reject any and all bids and negotiate final terms in the best interest of the City.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Organizational Meeting

DATE: November 16, 2020

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

Section 2.15 of the City Charter requires that Council hold an organizational meeting at the first meeting of the Council after the November General Election. The meeting shall be held for the purpose of organization at the usual place for holding meetings of the legislative body of the City. Council is asked to consider the following items:

Meeting time -- The regular meetings of the Council shall be held at least twice each month. These meetings shall be held at the City Hall unless otherwise provided. The *Rules of Procedure for City Council*, Rule 1c sets the meetings as the first and third Mondays of the month at 6:00 p.m., unless Monday is a legal holiday, at which point the meeting moves to the following Tuesday at 6:00 p.m. The City Charter allows the Council to set the day and time of its meetings. If Council would like to change its meeting dates and times, a resolution would need to be drafted to amend the Rules of Procedure. Any change would not take place until January 2020.

Deputy Mayor -- Section 2.9 of the City Charter requires that the Council elect one of its members to serve as Deputy Mayor at the organizational meeting of the Council. The Deputy Mayor shall serve until the next organizational meeting of the Council or until a successor takes office.

RECOMMENDATION:

Motion to set 2020 City Council meetings for the first and third Mondays of the month at 6:00 p.m.

Motion to appoint *Councilmember* as Deputy Mayor.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointments

DATE: November 16, 2020

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Ron Way has applied for membership on the DDA to fill a vacancy. This is a Mayor appointed - Council approved position.

Reid Beeger has applied for membership on the Planning Commission to fill a vacancy. This is a Mayor appointed - Council approved position.

RECOMMENDATION:

Motion to appoint Ron Way to the Downtown Development Authority, term expiring April 2024.

Motion to appoint Reid Beeger to the Planning Commission, term expiring April 2022.

ATTACHMENTS:

▢ Applications



CITY OF
CHARLEVOIX

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED

NOV - 9 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: Ron Way
 ADDRESS: 05768 BARNARD RD - CHARLEVOIX
 HOME PHONE: 231-547-6592 CELL PHONE: 231-675-7764
 EMAIL: Waystoneycroft@msn.com
 ARE YOU A REGISTERED VOTER IN THE CITY? no HOW LONG HAVE YOU LIVED IN THE CITY? _____

EDUCATIONAL BACKGROUND: Charlevoix High, Associate NCMC
1 year TEXAS A&M, 1 year LAWRENCE TECH - ARCHITECTURE
 PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: OWNER - WAY Building

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: PRESIDENT CHARLEVOIX YOUTH SOCCER 8 YEARS

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

NO

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: I AM AN OWNER OF SEVERAL PROPERTIES IN THE CITY & IN THE DOWNTOWN AREA AND HOPE TO CONTINUE THE VISION & DIRECTION OF THE CURRENT BOARD.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? YES

SIGNATURE: [Signature] DATE: 11/7/20

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

REV 04.2020



RECEIVED

NOV 11 2020

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

☐ 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: Reid Beeger
ADDRESS: 220 W Upright c
HOME PHONE: 231-373-3888 CELL PHONE: _____
EMAIL: Reido25@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? 10 years.

EDUCATIONAL BACKGROUND: _____
High school and 1 year of college

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: _____

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Was on policy council for head start.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: _____
No

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: _____
Being a father and homeowne
I want to be involed in my
Community.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE: [Signature] DATE: 10/11/20

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: November 16, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Electric Department Transition

For more than 18 years, Don Swem has successfully led our Electric Department. In this time, he has worked to improve our system reliability, update the capital infrastructure of the system and coordinate electric service for major public and private projects throughout the community. Don has earned the respect of his staff and community leadership alike and this has enabled him to make sound recommendations and keep our department on track for the future. Don is well respected by the state and regional electric professionals with whom he interacts and has helped the City stay abreast of changes to green energy standards and emergency preparedness planning. For all of this, Don's retirement (which was supposed to begin on August 28) is well-earned and well-deserved. But Don's commitment to the City ran deeper so that when we struggled to find the right replacement for him, he agreed to stay on until we made the right hire.

I'm pleased to announce John Griffith as the next Director of our Electric Department. John has nearly 40 years of experience in municipal electric operations having served in a similar capacity as Superintendent for the City of Sturgis Electric Department for 35 years. He holds degrees in engineering and business from Trine University (formerly Tri-State) and Western Michigan University. The City of Sturgis serves roughly 7,200 customer accounts and operates a hydro-electric dam and a diesel generation plant to supplement purchased power (also our primary source of energy).

In his visits to Charlevoix this fall, I became confident John will successfully carry the mantle of leadership left by Don Swem and help our department continue to advance going forward. John will begin his duties on January 11, 2021. Don Swem's last day with the City of Charlevoix will be January 29, 2021. Please join me in congratulating Don and his wife Laura on a great career serving our community and welcome John and his wife Connie to Charlevoix.

B. Recycling Feasibility Study

This winter, the Charlevoix County Community Foundation to fund a joint study between us and the cities of Boyne City and East Jordan to explore curbside recycling as well as other services. The study was performed by RRS and SEEDS and it is attached for your review. Improving the sustainability of our City and addressing the deficiencies in recycling collection has been an on-going goal of Council and I believe this study gives us a comprehensive look at the solution options. Additionally, we explored the prospect of adding food waste collection and perhaps modifying yard waste and brush collection.

C. Downtown Alley Corridor Vision Implementation Document

Since Council first looked at the draft Implementation Plan for the Downtown Alley Corridor Vision, I've presented it to the Main Street Design Committee and the Planning Commission. On Tuesday, I'll be sharing it with the DDA Board. I anticipate bringing a final version back to you in December for further consideration.

D. Increasing Covid Cases

As you have seen reported in local media, our area is seeing a rapid increase in Covid-19 cases. We continue to process issues with positive cases and potential exposures from our staff. This level of positivity in our area will necessarily mean future service disruptions for us--as much as we'd like this not to be the case. At the moment, City Hall remains open by appointment only. We attempt to have meetings held remotely as much as possible. We'll continue to look at other ways to keep distance and keep open.

E. Palmer Street Parking Lot

Last week, our construction hit a snag when we discovered an unknown underground fuel tank. Performance Engineers coordinated testing on the tank and took the legal steps required to register it with the State of Michigan. I'm uncertain at this point whether this will cause any significant delays to the project or whether we will see significant cost increases to manage any pollution that may have come from the tank or past operations on the site. As previously reported, we do not plan to asphalt the lot this fall though final grading and leveling is coming along well along with concrete installation.

F. Public Service Facility Progress

The project remains on schedule and under budget with completion still projected for spring of 2021. The focus on the project right now is closing in the main building before winter; asphalt will wait until spring. We do anticipate using some storage on-site this winter for summer seasonal equipment in addition to the current use by the Electric Department of some of their outbuildings. If you are interested in a tour of the site, please let me know.

G. Pending Retirement

Deputy Police Chief Scott Hankins has announced his retirement to be effective on January 7, 2021. He has given thirty years of service to our community. We have posted this position and look to fill it around the end of this year.

ATTACHMENTS:

- ▣ CCCF Quarterly Fund Reports
- ▣ Historic District Commission Minutes
- ▣ Recreation Advisory Committee Minutes
- ▣ DDA Minutes
- ▣ Curbside Recycling Feasibility Study
- ▣ Shade Tree Minutes

October 16, 2020

Mr. Mark Heydlauff
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Quarterly Fund Report

This is the quarterly financial summary of your fund with the Community Foundation. Please don't hesitate to call Laura Hansen at 231-536-2440 if you have any questions.

Brookside Cemetery Improvement Fund
Quarterly Fund Report
1/1/2020 through 9/30/2020

Beginning Fund Balance: 1/1/2020		14,196.62
	<u>3rd Qtr.</u>	<u>YTD</u>
Gifts Received	0.00	0.00
Net Investment Income	15.10	42.16
Realized Gains (losses)	255.26	689.15
Unrealized Gains (losses)	644.14	-392.36
Other Expenses	0.00	0.00
Grant Commitments	0.00	<u>-621.00</u>
<i>Ending Fund Balance: 9/30/2020</i>		<i>13,914.57</i>
Cash and Investments		13,914.57
Pledges Receivable		0.00
Grants Payable		<u>0.00</u>
<i>Total Assets</i>		<i>13,914.57</i>
Fund Principal:		8,800.00



Giving Back. Moving Forward.

October 16, 2020

Mr. Mark Heydlauff
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Quarterly Fund Report

This is the quarterly financial summary of your fund with the Community Foundation. Please don't hesitate to call Laura Hansen at 231-536-2440 if you have any questions.

Charlevoix Canopy Fund
Quarterly Fund Report
1/1/2020 through 9/30/2020

Beginning Fund Balance: 1/1/2020		13,007.98
	<u>3rd Qtr.</u>	<u>YTD</u>
Gifts Received	0.00	0.00
Net Investment Income	14.48	41.10
Realized Gains (losses)	244.66	653.98
Unrealized Gains (losses)	617.36	-366.42
Other Expenses	0.00	0.00
Grant Commitments	0.00	<u>0.00</u>
<i>Ending Fund Balance: 9/30/2020</i>		<i>13,336.64</i>
Cash and Investments		13,336.64
Pledges Receivable		0.00
Grants Payable		<u>0.00</u>
<i>Total Assets</i>		<i>13,336.64</i>
Fund Principal:		0.00



Giving Back. Moving Forward.

October 16, 2020

Mr. Mark Heydlauff
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Quarterly Fund Report

This is the quarterly financial summary of your fund with the Community Foundation. Please don't hesitate to call Laura Hansen at 231-536-2440 if you have any questions.

Mt. McSaubu Recreational Area Fund
Quarterly Fund Report
1/1/2020 through 9/30/2020

Beginning Fund Balance: 1/1/2020		4,523.85
	<u>3rd Qtr.</u>	<u>YTD</u>
Gifts Received	0.00	2,000.00
Net Investment Income	7.76	32.91
Realized Gains (losses)	131.00	273.15
Unrealized Gains (losses)	330.45	310.95
Other Expenses	0.00	0.00
Grant Commitments	0.00	<u>0.00</u>
<i>Ending Fund Balance: 9/30/2020</i>		<i>7,140.86</i>
Cash and Investments		7,140.86
Pledges Receivable		0.00
Grants Payable		<u>0.00</u>
<i>Total Assets</i>		<i>7,140.86</i>
Fund Principal:		6,000.00

Meeting of the City of Charlevoix
Historic District Commission Minutes
Friday, September 25, 2020

Lindsey Dotson, Substitute Chair of the Historic District Commission, called the meeting to order at 11:02 am.

1) Roll Call

Present: Mary Adams, Kay Heise, Carol Kranz, Paul Weston

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

Representing the State of Michigan: Alan Higgins, Certified Local Government (CLG) Coordinator

Public attendee: Laura Podob

Absent: David Miles

2) The meeting was conducted entirely on Zoom.

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 August 28, 2020 meeting were accepted by unanimous agreement.

6) New Business

- a. Alan Higgins spoke about the Community Partnership Program available to CLG entities, explaining that his department's expertise is ready and able to help us with Historic Designation and National Register issues. No-cost services include historic resource surveys, design guideline preparation, and in-person participation of their staff historical properties architect to evaluate local potential reuse of historic buildings.
- b. Chairperson nomination
Carol Kranz was unanimously elected Chair of the Commission after a nomination by Kay Heise and a second by Paul Weston.
- c. Letter to Earl Young Historic District property owners
Because some properties have changed ownership since the last letter was sent and because the process has been altered slightly, requiring the application to be sent first to the Historic District Commission, Lindsey Dotson is preparing an updated letter explaining the procedure for applying for a "Certified Letter of Appropriateness" for any exterior changes to district properties.

7) Old Business

- a. Certified Local Government grant application
Almost all of the necessary materials to request National Register designation for the 200 block and for the funding for the Earl Young District signs have been prepared by Carol Kranz. Kranz will meet with Dotson to finalize the application by October 1st.
- b. HDC Vacancy Recruitment Update
Laura Podob, Prospect Street, has applied for a position on the Commission. Her application will be considered at the next City Council meeting.

8) Request for Future Agenda Items

An update on the landscaping of the Lake Michigan Beach Park property on Park Avenue across from the Earl Young Historic District was requested.

9) Adjourn: Meeting was adjourned at 12:16 pm.

Next Meeting: October 23, 2020

Submitted by: Kay Heise



CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Zoom Meeting
Wednesday, June 10, 2020
Meeting Minutes

I. Call to Order/Roll Call

Chair Seely called the meeting to order at 6:04 PM.

Members Present: Seely, Matye, Bryan, Kelly, Fruk, Gowell

Staff Present: Knorr, Anzell

Members Absent: Kate Klinger

II. Inquiry Regarding Possible Conflicts of Interest

None.

III. Determination of a Quorum

Yes.

IV. Motion to Approve Minutes

A. December 11, 2019 Meeting Minutes

Chair Seely called for a motion to approve the December 11, 2019 meeting minutes.
Motion made by Member Fruk, second by Member Matye. Motion passed by a unanimous voice vote.

V. Old Business

A. Dog Park

Director Knorr reported that there is still conversation, however the issue has been finding property suitable for a dog park.

B. Kayak Launch

Knorr informed the group this project will likely roll out in early 2021.

C. Recreation Millage

Director Knorr spoke to the committee on the areas we have applied for funds from the Charlevoix County Recreation Millage. We are looking to create and install an "Audubon Society Certified" birding trail consisting of 32 houses for Day Camp and at the Golf Course.

D. Health Department Grant

Palmer Street to the Channel is getting a makeover which will include improved parking and green space.

E. Junior Main Street Program

Knorr reported that the girl's softball field improvements have been postponed. We will circle back up in early fall to assess whether we move forward or delay the project until spring of 2021.

VI. New Business

A. Master Plan

Knorr posed the question to the Committee of whether it is too early to begin the Recreation Master Plan. Our current Plan goes through 2021. He encouraged the group to bring recommendations for improvement to future meetings.

Knorr discussed the changes and guidelines we are following at Camp, the Golf Course, Farmers Market and the Marina to keep staff and patrons safe.

VII. Miscellaneous Business

Member Scott Kelly made a generous contribution (through B.A.S.E.S.) to Youth on Course to benefit young golfers at our Golf Club.

VIII. Call for Public Comment

None.

IX. Adjournment

With no other business to discuss, Chairperson Seely called for a motion to adjourn at 6:55 PM. Motion made by Member Bryan, second Member Kelly. Motion passed by a unanimous voice vote.

Future meeting schedule: September 9 and December 9, 2020

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Monday, September 28, 2020 at 5:30 p.m.
Council Chambers, City Hall

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair:	Maureen Owens
Vice Chair:	Richard Christner
Members Present:	Sam Bingham, Sean Bradley, Luther Kurtz, Paul Silva, Amanda Wilkin
Members Absent:	Kirby Dipert
Non-Voting Member:	Liam Dreyer
City Staff:	Lindsey Dotson, Executive Director

4. Inquiry Into Potential Conflicts of Interest

5. Consent Agenda

- A. Monthly Report
- B. Committee Minutes
- C. Board Meeting Minutes

Motion by Vice Chair Christner, second by Member Wilkin to approve the Consent Agenda items as presented. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

Director Dotson summarized several of the items included in the Report.

7. Old Business

A. Chamber Partnership Considerations

Sarah Hagen, Charlevoix Chamber of Commerce President, indicated that they did go through their expenses to show what was not spent of the 2020 Downtown Promotions contributions given the current restrictions. She proposed transferring \$5,000 of the 2020 contribution to 2021 to go towards the 2021 Easter Egg Hunt, Sidewalk Sales, and Summer Open House. She also proposed a reduced 2021 contribution of \$5,000 to go towards the 2021 Holiday Parade & Tree Lighting and Holiday Open House. She stated that the proposal included a one-year agreement as opposed to a multi-year agreement.

Motion by Member Wilkin, second by Member Bradley to approve the proposal for a one-year agreement as presented by the Chamber President. Motion passed by unanimous voice vote.

B. The Vault Co-Working Space Year-In-Review

Director Dotson provided updates in response to the Board's questions from the last meeting. She stated that they did get an extension on their current lease as far as giving notice of whether or not they want to renew the lease at the current rent of \$1,000 per month. Director Dotson estimated that she spent 6 hours per week to oversee The Vault. Staff was directed to request a one-month extension on notifying the landlord about renewal or termination of the lease.

C. SBEI Application to MSU

Director Dotson stated that the City submitted an application to MSU for another round of design assistance to address walkability and connectivity in the entire downtown. If successful in securing the assistance there will be a fee of \$7,500 for the study. The application states that the City and DDA will split this fee.

Motion by Vice Chair Christner, second by Member Wilkin to financially support the second round of SBEI assistance from MSU if the application is approved. Motion passed by unanimous voice vote.

D. Long Road Distillers Lease Discussion

Director Dotson reported that they met with John Murray of Berkshire Hathaway about listing the Bridge Park space. She stated that Long Road Distillers was fully intending on renewing the lease and it was just a matter of updating some of the language and the length of the lease so they can feel comfortable with the buildout expenses that they would incur. They were comfortable with the current rent rate and once she received the updates Director Dotson would share those with the Board.

8. New Business

A. Michigan Main Street Board Check In & Downtown Futures Service Discussion

Laura Krizov, Michigan Main Street Center, stated that the Downtown Futures service is a new Michigan Main Street Program service designed for communities and organizations that have demonstrated success and are contemplating the scope and nature of future

change in their downtown and traditional neighborhood commercial districts. The process and its resulting products provide a solid foundation upon which to think, plan and act for the future in a way that will preserve, celebrate and leverage the assets and special features that make the community a special place.

Ms. Krizov explained that they developed the "Reopen Michigan" website, and she encouraged the Board members to review the website. She proceeded to give an overview of the Downtown Futures services and responded to questions from the Board.

Motion by Member Wilkin, second by Member Bradley to move forward with the Downtown Futures services. Motion passed by unanimous voice vote.

B. Community Capital to Support Housing Project & Redevelopment Ready Certification Sites Update

Dan Leonard, Community Assistance Team Specialist – Michigan Economic Development Corporation, gave an update on the work he'd been doing with Housing North and Michigan Community Capital to get housing developments moving forward in downtowns in the region. He stated that they were going to target Charlevoix County for two reasons, Boyne City is engaged and certified as a Redevelopment Ready Certified (RRC) Community and the Cities of East Jordan and Charlevoix are close behind. He presented further details regarding the RRC Program, development styles, examples from other Michigan communities (Battle Creek, Petoskey, Alpena), and potential design services available through the program. Director Dotson responded to questions from the Board.

C. Downtown Housing Incentives Program Examples

Director Dotson reported that Steve Schnell from Housing North will attend the October Board meeting to give an update on efforts currently underway in the County and how we are shifting the conversation to include downtown housing opportunities. She reviewed the agenda packet materials including the Deed Restriction Program that Mr. Schnell will elaborate on further at the October meeting.

Chair Owens stated that the direction is to take this to the Economic Development Sub-Committee and ask that they meet outside of their normal quarterly meetings to review this program.

9. Public Comments

10. Request for Future Agenda Items

11. Board Comments

Motion by Mayor Kurtz, second by Member Bradley to enter into Closed Session pursuant to MCL 15.268(a) for the purpose of conducting the annual evaluation of the Executive Director pursuant to her request. Motion passed by unanimous voice vote. The Board moved into Closed Session at 6:30 p.m.

12. Adjourn

The board returned to Open Session at 7:26 p.m. and the meeting was adjourned.

Joyce Golding/fgm

Maureen Owens

Chair



CURBSIDE RECYCLING FEASIBILITY STUDY: BOYNE CITY, EAST JORDAN AND CITY OF CHARLEVOIX

Final Report
September 20, 2020



Managing change
in a resource-
constrained world.



ORGANICS
MANAGEMENT



WASTE
RECOVERY



GLOBAL CORPORATE
SUSTAINABILITY

since 1986

INTRODUCTIONS — THE RRS TEAM



ELISA SELTZER
Senior Consultant
Project Manager



KATE MAGUIRE
Consultant



KELLY DOMINO
Consultant



seeds

Ecology & Education Centers

OUR MISSION:
to implement local
solutions to global
issues at the
intersection of
ecology, education,
and design



SARNA SALZMAN
Executive Director



KEVIN SUMMERS
Energy & Environment
Analyst



OVERVIEW

- Project Goals
- Project Approach
- Community Population Background
- Model Assumptions
- Model Outcomes
- Funding Options & Opportunities
- Next Steps



PROJECT GOALS

- Assess feasibility of improving level of recycling and yard waste collection services for Charlevoix, Boyne City, and East Jordan residents



PROJECT WORK PLAN

Modeling

- Model generation and collection volumes and cost of curbside recycling and yard waste collection

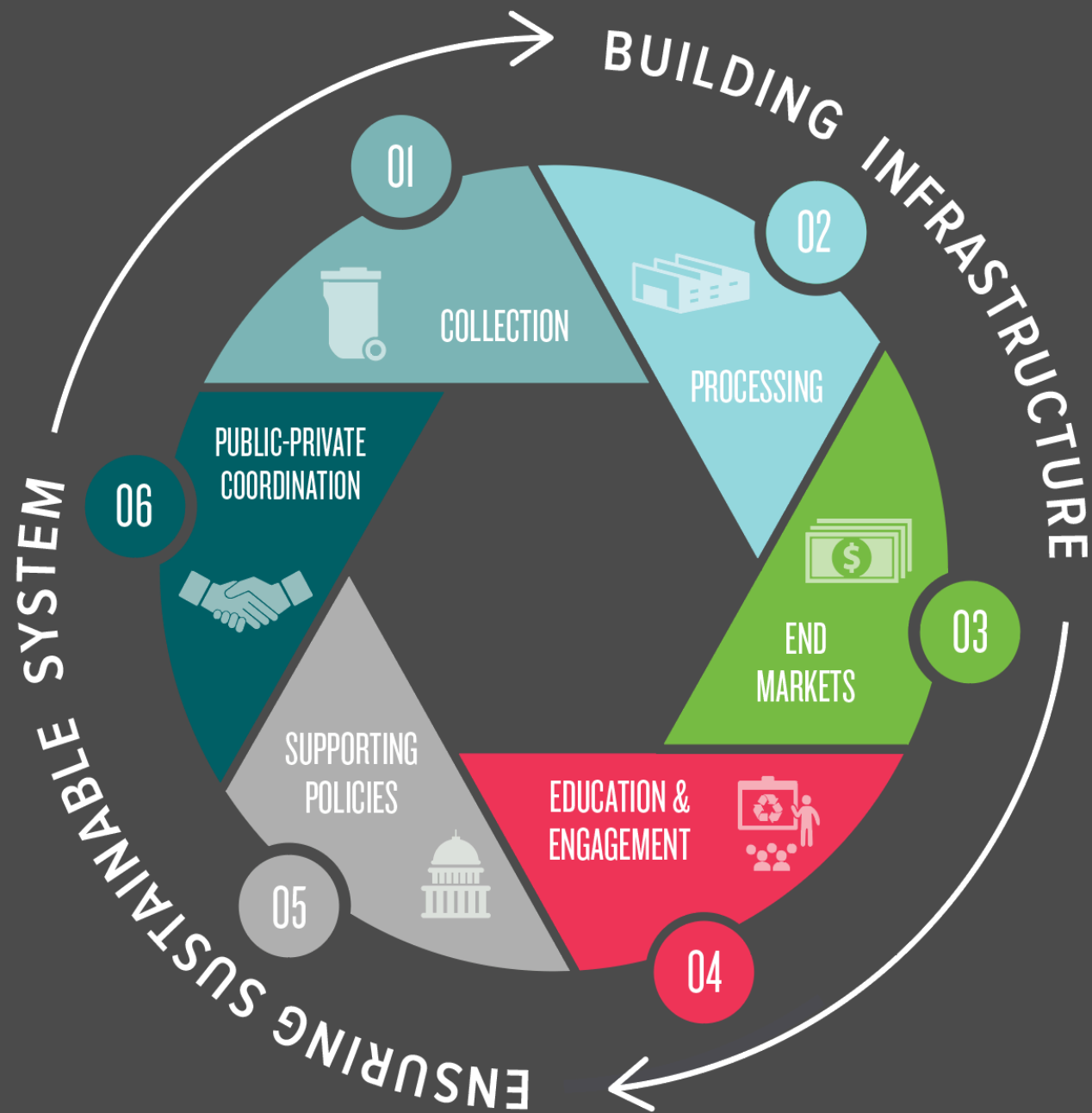
Evaluation

- Evaluate costs, benefits, and operational considerations of potential program structures

Recommendation

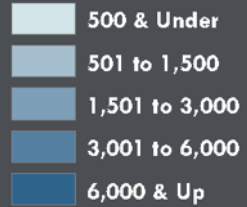
- And next steps...

THE SIX RECYCLING SYSTEM BEST PRACTICES

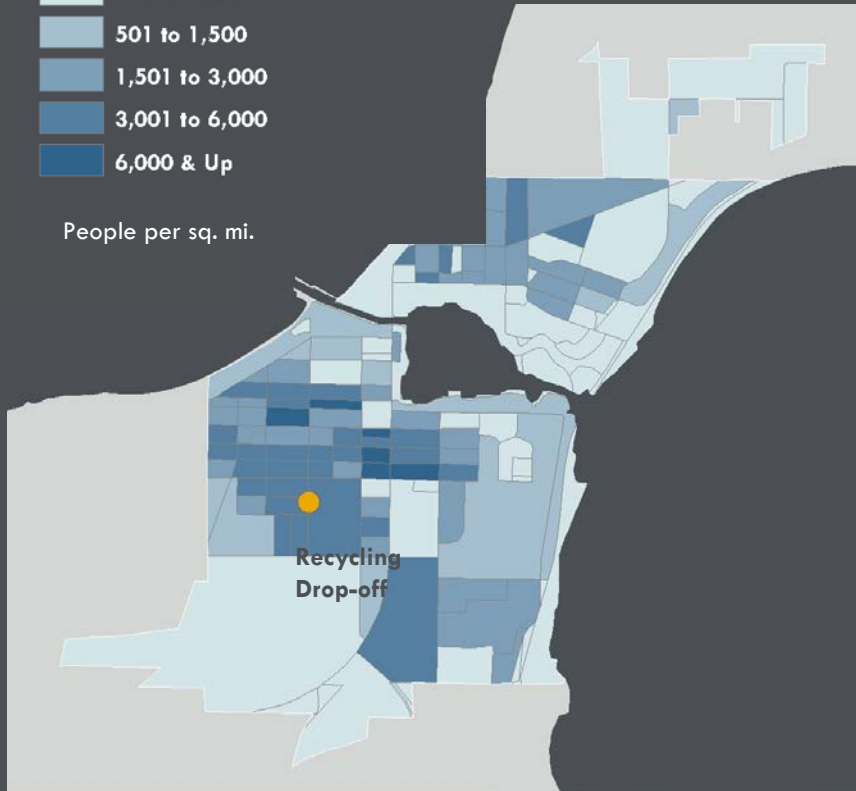


HOUSEHOLD COUNT AND POPULATION

US Census Block Population Density



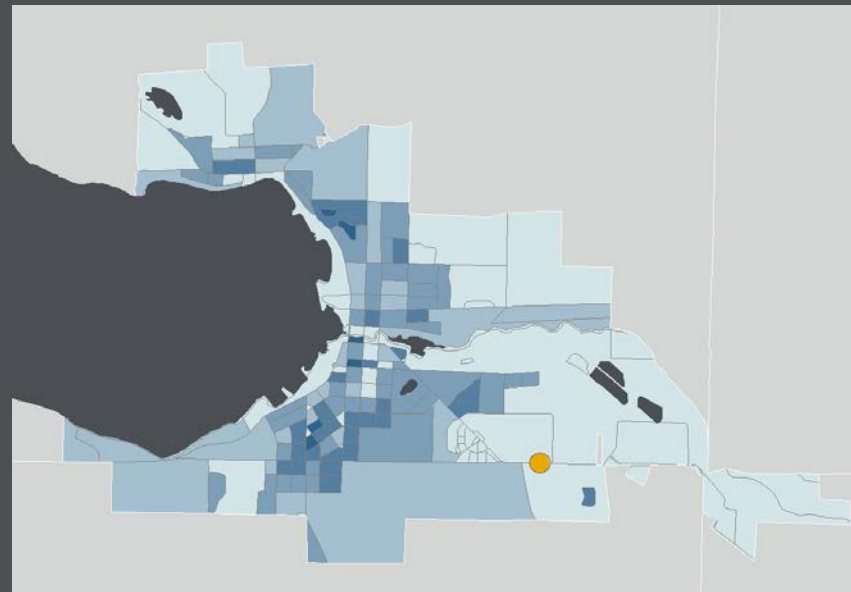
People per sq. mi.



Charlevoix

Population: 2,499

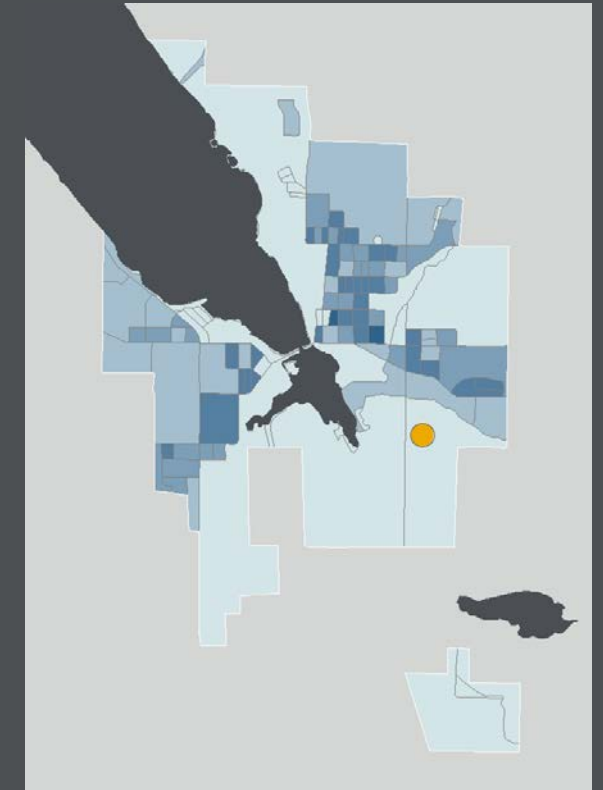
Population Density: 1,217



Boyne City

Population: 3,750

Population Density: 937



East Jordan

Population: 2,350

Population Density: 781

REGIONAL RECYCLING PROCESSING INFRASTRUCTURE

**Emmet County MRF One-Way:
26-42 Miles or 41-60 Min**



**American Waste MRF One-Way:
50-65 Miles or 70-92 Min**





BENEFITS TO CURBSIDE COLLECTION

- Increased participation and tonnage
 - 250 pounds recycling per household with drop-off compared to 461 pounds recycling per household with high performing curbside
- Added convenience to residents
- Reduced waste to landfill
- Recycling carts at the curb creates 'social norming' and increases participation and visibility of recycling in action

RANGE OF PROGRAM PARTICIPATION RATES IN MICHIGAN



Source: Measuring Recycling in the State of Michigan Report DEQ, May 2015



COLLECTION VOLUME MODEL INPUTS

- Estimated pounds recyclables and yard waste generated per household
- Weekly set out rate
- Participation rate
- Capture rate
- Truck capacity
- Time per stop

Terms to Know:

Set Out Rate:

average number of carts/bins on the curb at any one time

Participation Rate:

average number of homes that participate at least once in a month in the recycling program

Capture Rate:

the amount of materials set out for residential recycling collection as a percentage of designated recyclable materials in both recycling and refuse streams

SEASONAL VARIATION MODEL ASSUMPTIONS

- **Recycling**

- October Through April - 60% participation, 50% setout rate
- May through September - 60% participation, 80% setout rate

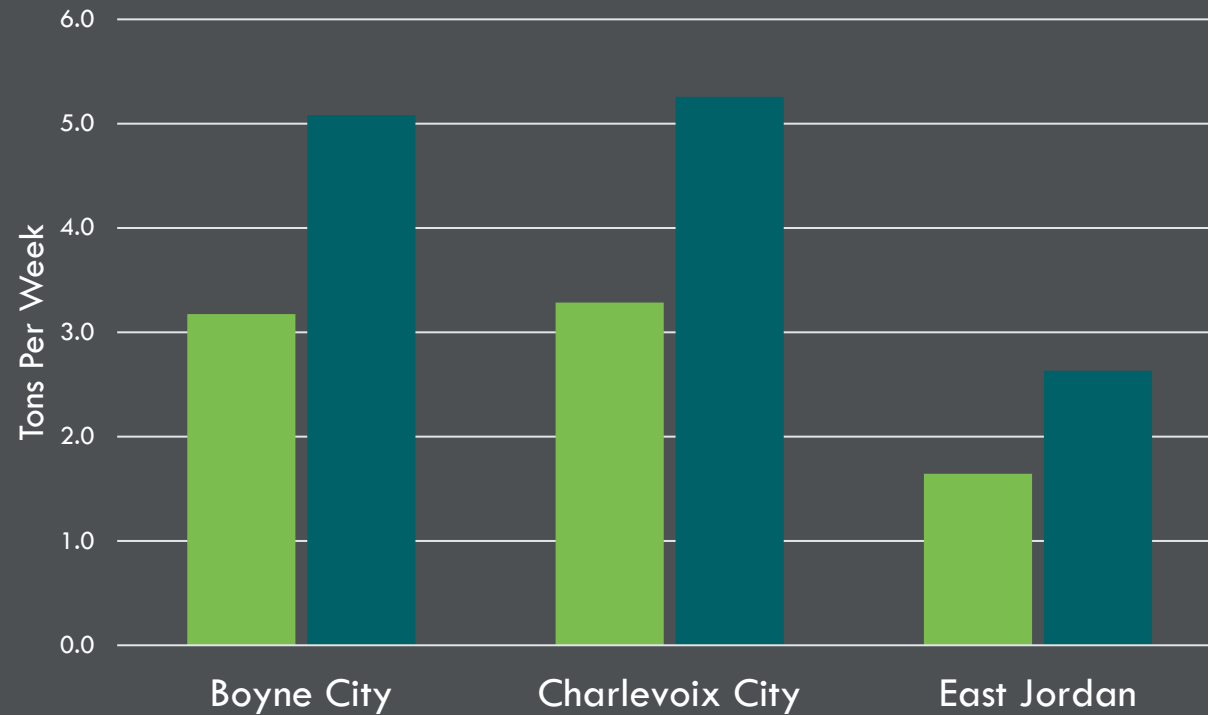
- **Yard Waste**

- High Season April to June & fall leaf season - 95% participation, 75% setout rate
- Medium Season July through September - 95% participation, 50% setout rate
- Limited collection November through March



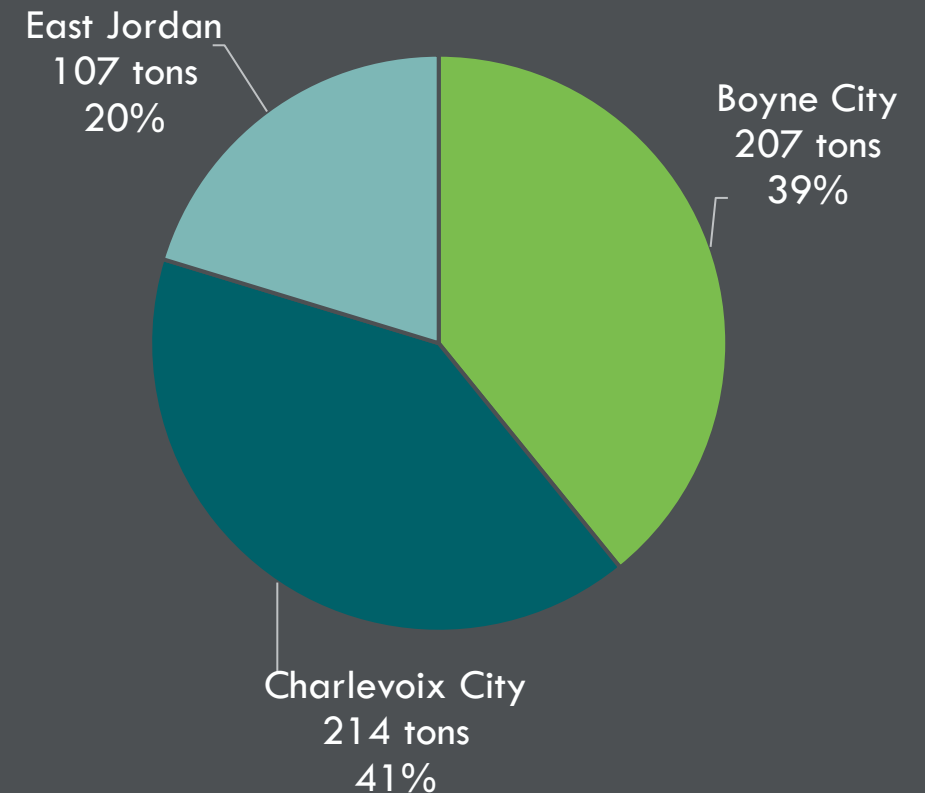
RECYCLING COLLECTION VOLUME ESTIMATES

Weekly Recycling Collection With Season Variation

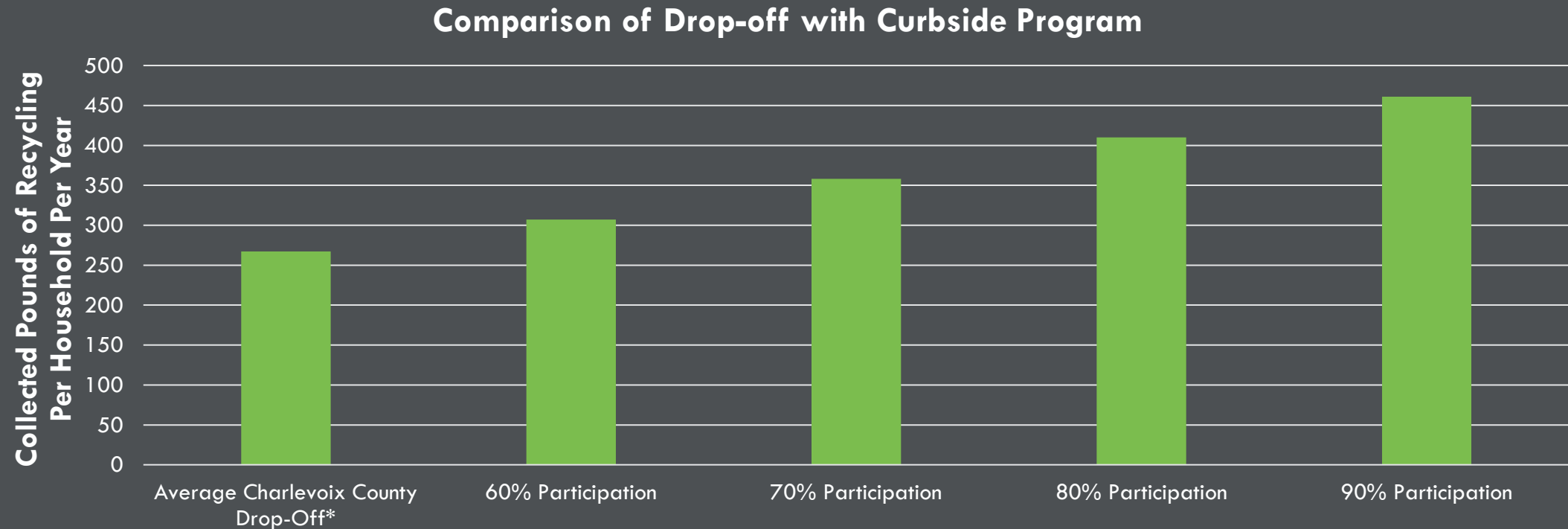


■ Tons Per Week Collection (Low Season) ■ Tons Per Week Collection (High Season)

Yearly Recycling Tonnage Breakdown Between Cities



COMPARISON TO DROP-OFF PERFORMANCE



*The high drop-off tonnages reported by AW suggest businesses and those outside the communities utilize the drop-offs

Assumes a 80% set-out and capture rate for all curbside estimates

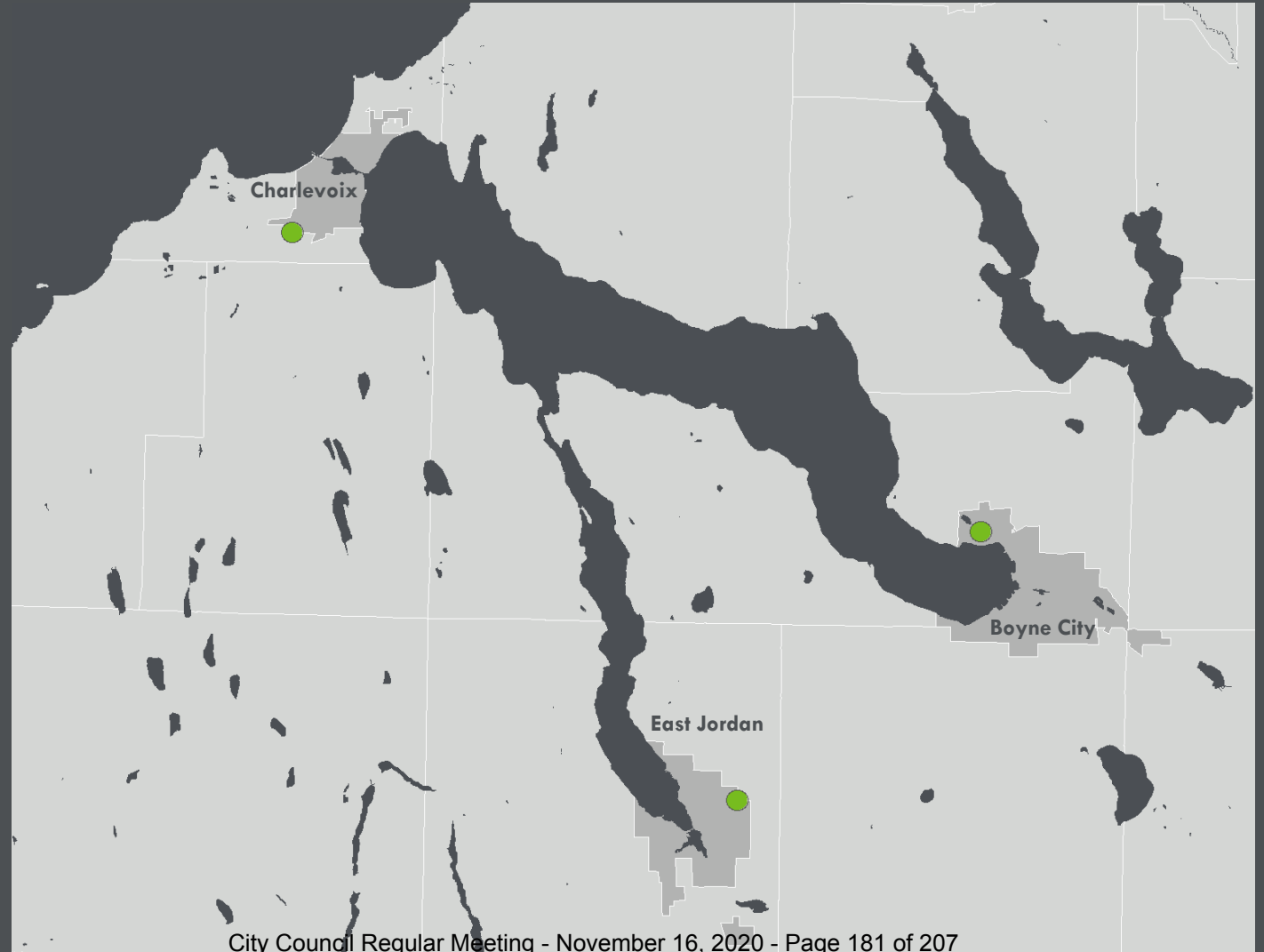
Includes assumption on seasonal variation, setout 50% Oct-April, setout 80%, May-Sep

COMPOST FACILITY INFRASTRUCTURE

2019 Cubic Yards of Material Brought Onto Compost Site

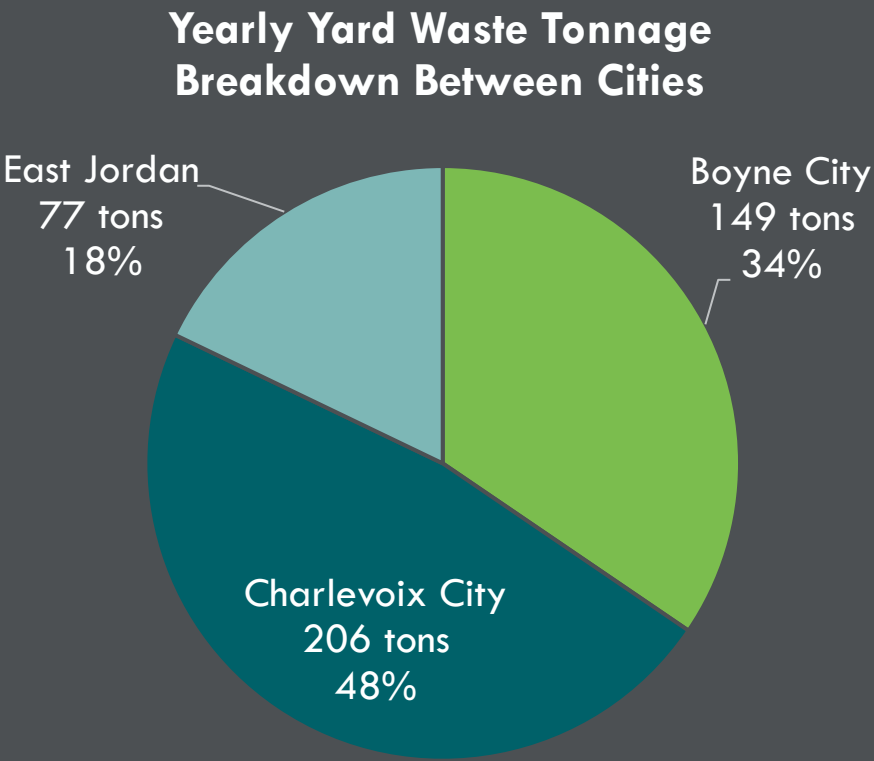
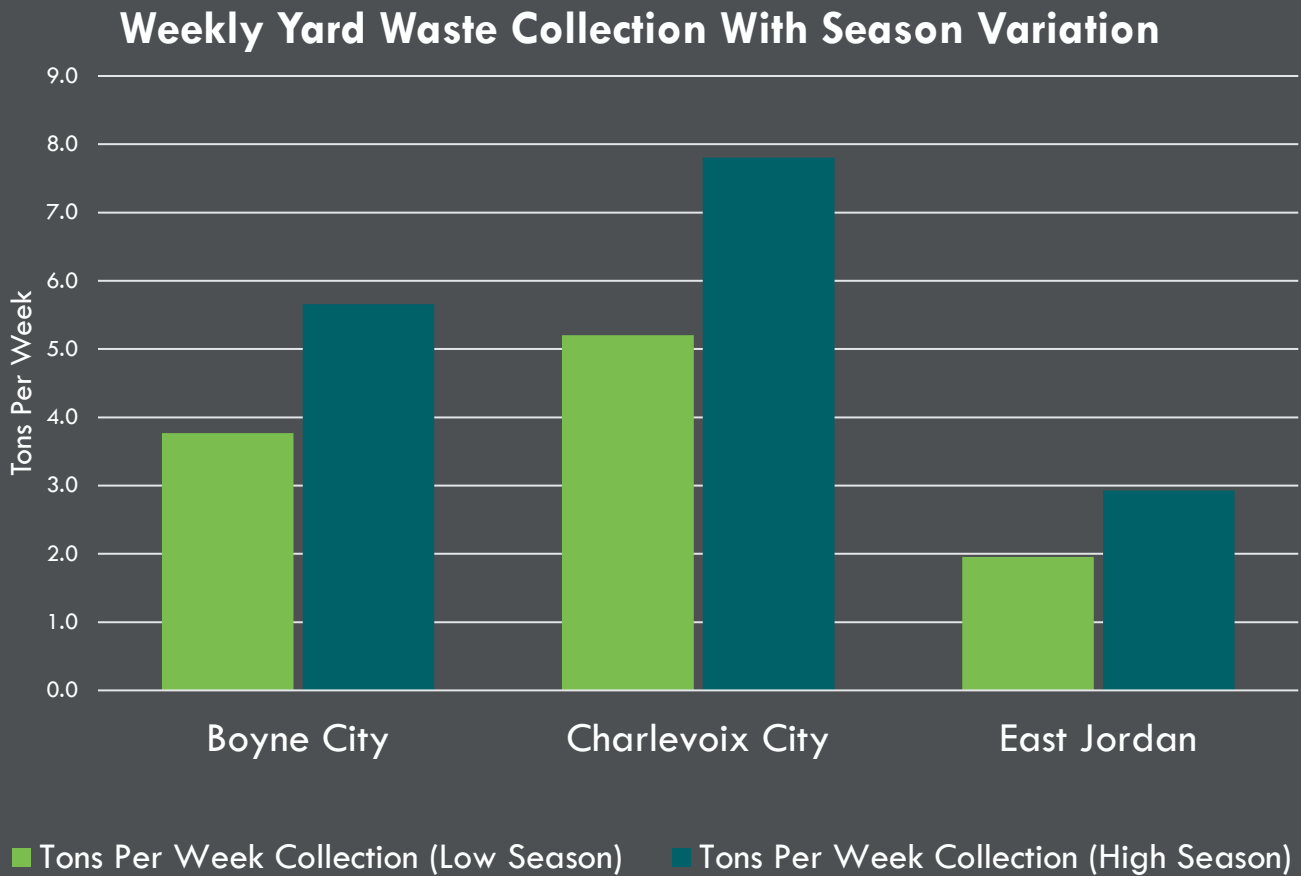
City Name	Cubic Yards	Estimated Tons
Boyne City	1,634	364
Charlevoix City	1,600	356
East Jordan City	1,200	267

CY Data from EGLE; CY – Ton conversion using 445 lbs/CY from US EPA





YARD WASTE COLLECTION ESTIMATES





COLLECTION VOLUME MODEL INPUTS

- Weekly collection
- Opt-out instead of opt-in
- Same day as trash services
- Distribute education material with carts and bins
- Require regular reporting from hauler & MRF to monitor performance
- Conduct annual sorts to understand contamination

Terms to Know:

Automatic collection (opt-out):

Households are automatically included in a recycling program, much in the way that almost all communities will automatically provide a means for trash pick-up and hauling.

Opt-in:

Communities that require some level of household action or engagement to initiate curbside recycling, whether it be simply calling a city or waste hauler and requesting a cart or bin for recycling.

EQUIPMENT & SERVICING OPTIONS FOR COLLECTION PROGRAMS

OPTION 1

American Waste



96-gallon single
stream cart

OPTION 2

Emmet County



64-gallon cart for fiber,
2 18-gallon containers

OPTION 3

City-led operations



Truck,
Additional staff,
Carts and/or bins

COSTS* — EMMET COUNTY

Collection Costs



	Boyne City	Charlevoix City	East Jordan City	Total
Yearly Curbside Cost	\$78,432	\$81,168	\$40,630	\$200,230
Yearly Travel Cost	\$5,766	\$6,290	\$9,173	\$21,228
Total Collection Costs	\$84,198	\$87,458	\$49,802	\$221,458

Processing Costs



	Boyne City	Charlevoix City	East Jordan City	Total
Total Processing Cost	\$1,698	\$1,757	\$879	\$4,334

Annualized Cart Capital:



	Boyne City	Charlevoix City	East Jordan City	Total
Start-up Cost**	\$23,468	\$24,286	\$12,157	\$59,911

Cost for every household to receive 1 cart and two bins w/lids

*Costs are estimates based on current EC contracts

**Grants & offsets may be available to reduce this expenditure, may be rolled into contract

***carts amortized over 10 years, bins over 7 years

ESTIMATED COSTS — AMERICAN WASTE/GFL

COLLECTION COSTS

	BOYNE CITY	CHARLEVOIX CITY	EAST JORDAN CITY	TOTAL
TOTAL SINGLE-FAMILY HOUSEHOLDS	1,720	1,780	891	4,391
TOTAL CURBSIDE COST PER MONTH	\$24,825	\$25,691	\$12,860	\$63,375
YEARLY CURBSIDE COST	\$297,896	\$308,288	\$154,317	\$760,502

Costs are based on 2020 estimates of American Waste contract with Traverse City and do not include travel time/cost to their facilities. The services include 96-gallon cart weekly trash collection and 96-gallon cart weekly recycling collection and monthly bulky pickup. The contract does not break out individual costs. While bundled services offer competitive pricing, accurately accounting for cost of each service is necessary to evaluate those efficiencies.

INTERNAL (CITY-PROVIDED) COLLECTION COSTS

> LABOR

	Qty.	Description	Rate	Annual Cost
Regular Drivers	1	\$38	\$75,000	\$75,000
Substitute Drivers	0.2	\$38	\$75,000	\$15,000
Mechanics	0.1	\$45	\$90,000	\$9,000
Supervisors	0.1	\$50	\$100,000	\$10,000
Management	0.05	\$100	\$200,000	\$10,000
Staff Wages Subtotal	1.45			\$94,496
Workman's Compensation	8%			\$7,560
Total Labor Costs				\$102,056

Staff wages include overhead – benefits, payroll tax, and insurance.

> CAPITAL COSTS

	Qty.	Cost Per Unit	Total Cost	Rate	Years	Annual Cost
Collection Truck	1	\$200,000	\$200,000	8%	10	\$29,806
Fiber Cart (1 Per HHLD)	4,391	\$40	\$175,640	8%	10	\$26,176
Container Bins (2 Per HHLD)	8,782	\$20	\$175,640	8%	7	\$33,736
Total	13,174	\$200,060	\$551,280	0	27	\$89,717

Additional Costs

(\$20k to \$40k per year):

- Vehicle Insurance
- Fuels/Fluids
- GSI/GPS Management
- Vehicle Repair/Maintenance
- Roadside Service
- Accident Payouts
- Field Supplies
- Licenses



COST CONSIDERATIONS

American Waste Total Cost

\$760,502

- Combination rate for trash, recycling, yard waste, and bulk collection
- Does not include transportation or processing costs

Emmet County Total Cost

\$221,458

- Recycling collection only
- Includes transportation costs
- Does not include processing costs

Internal Collection Total Cost

**\$102,056 + \$20-\$40k
in additional operation
expenses**

- Includes labor costs
- Additional operating expenses ex: fuel, maintenance, insurance, etc.
- Capital expenses estimating at \$551,280 for truck and containers, annualized cost \$117,786

A photograph showing a row of black recycling bins lined up on a street. In the background, there is a house with a brown roof and some trees under a blue sky with light clouds.

CONSIDERATIONS

- Bundling solid waste, yard waste and recycling a best practice for comprehensive and cost-effective services when sufficient competition exists in the region, which is currently not the case
- Intergovernmental collaboration provides opportunities to achieve economies of scale when sufficient competition does not exist in a region
- Strategies specific to Boyne City, East Jordan, and the city of Charlevoix take these considerations into account



RECYCLING, YARD WASTE, COMPOSTING

- Clear benefits of collaborating to provide weekly curbside recycling collection
- Yard waste collection is very difficult to contract out and lower costs while maintaining high level of service provided by DPWs
- High interest in exploring options for food scrap diversion –recommend exploring next-step considerations for residential drop off at farmers markets, commercial pilot project opportunities, and integration of food scraps into compost facilities

INTEGRATION OF FOOD SCRAPS INTO COMPOST





EMMET COUNTY EXAMPLE — FOOD SCRAP COLLECTION

Modified 30 yd Drop-site Bin, repurposed Hook-lift truck with Perkins Cane Lift and on-board pressure washer



Truck equipped with
100-gallon water tank
and spray hose, to rinse
carts after every tip



COMMERCIAL FOOD SCRAP COLLECTION



Food Scraps for Composting Only

Feed farms and gardens, not landfills!



RESIDENTIAL FOOD SCRAP DROP OFF AT FARMERS MARKETS





LOCAL UNIT DRIVEN FUNDING APPROACHES

INDEPENDENT OF COUNTY ACTION

- Legislatively Authorized Millages
- Municipal/Utility Service Fees
- Special Assessment District
- Hauler Franchise and Hauler Collected Fees
- Voter Approved Program Millage
- General Fund
- Supplemental Fees for Service



FUNDING OPTIONS, OPPORTUNITIES & COMMENTS

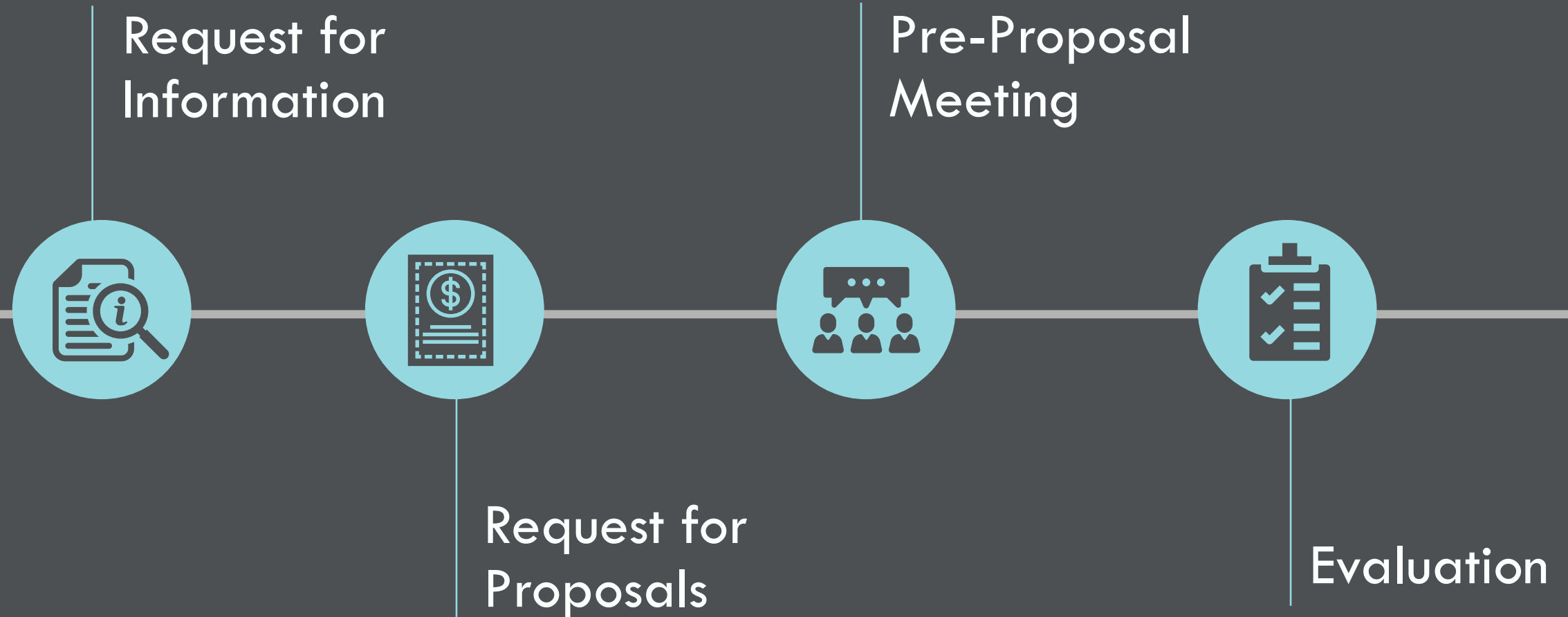
- County millage allocated to cities –15/100 mil/yr for 4 yrs, \$38K
- PA 69 and PA 138 Surcharge Fees - no vote of people, fairly broad uses
- PA 185 – County Public Works Assessment
- EJ: use recycling bins, noticing more township residents using it, Antrim not paying for it but using it. Negotiating power with county on millage?
- Charlevoix assess 1 mil for solid waste under refuse tax can flex up to 3 mils, no vote req, not subject to Headlee, ~\$250-260k per year
- Most residents already use the per bag program – some share 96 g cart w neighbors
- Charlevoix Area Community Foundation – support for next step planning



GRANT OPPORTUNITIES

- EGLE Education, Infrastructure & Market Development Grants
- NextCycle Michigan Intergovernmental Initiative Challenge
- Keep America Beautiful
- Every Bottle Back
- Local/regional Rotary
- Local Community Foundation
- The Recycling Partnership (TRP)
 - Clean Coastal Communities
 - Carts for Communities

PROCESS FOR BIDDING — INITIAL CONSIDERATION





RECOMMENDATIONS, UPDATES AND NEXT STEPS

- Share with DPW front line employees – get their perspectives
- Bulky pick-up RFB Charlevoix out to AW, WM, LTD due May 11
- Cities to drive green initiatives. Opportunity to work together to make things happen. High level of intergovernmental cooperation
- Consider a hybrid approach, with cities providing truck(s), carts/bins, and contract out collection and processing via intergovernmental agreement



ELISA SELTZER

Senior Consultant

231.838.8032

ESELTZER@RECYCLE.COM

APPENDIX — RECYCLING MODEL INPUT VALUES

Assumption	Value
Generated Recyclables (lbs per household per year) Source: The Recycling Partnership	400
Participation Rate	60%
Weekly Setout Rate	80% May - Sep 50% Oct – April
Capture Rate	80%
Truck Capacity (lbs)	11,200
Time Per Stop (sec)	25

APPENDIX — YARD WASTE MODEL INPUT VALUES

Assumption	Value
Generated Recycling (lbs per household per year) <i>Source: Average Estimated Tons Brought only Compost Sites per year (2013 – 2019)</i>	Boyne City and East Jordan – 400 Charlevoix – 500
Participation Rate	95%
Weekly Setout Rate	75% April – June & Oct – Nov 50% July – Sep No collection Dec – March
Capture Rate	80%
Truck Capacity (lbs)	16,800
Time Per Stop (sec)	25

OPT-IN VS. OPT-OUT

- According to a study by The Recycling Partnership, there are clear performance advantages of automatically providing service in a curbside program.

Average and Median Pounds per Household per Surveyed Community Curbside Programs

	Average Pounds per Household Collected on an Annual Basis	Median Pounds per Household Collected on an Annual Basis	Number of Community Data Points
All Programs	440	430	436
Programs with Automatically Provided Service	459	449	365
Programs Requiring Subscription or Opt-In Option	331	279	56
Other Programs- Mix of Automatic and Opt-In Options	392	338	15

Charlevoix Shade Tree and Parks Commission Meeting Minutes
October 8, 2020
10:30am Work Session
11:00am Regular Meeting
Lake Michigan Beach Park

Chair Hodgson called the Work Session to order at 10:30am at Lake Michigan Beach Park at the intersection of Sherman Street and Park Avenue.

Members present: Chair Hodgson; Muladore; Pawlicki; Polakowski

Members absent: Levy

Also present: Mark Heydlauff, City Manager; Pat Elliott, DPW Superintendent

The Commission reviewed the results of vine removal along the Park Avenue Corridor, considered areas to open view corridors to Lake Michigan, and discussed the prospect of paving a limited amount of the currently gravel parking areas.

Chair Hodgson adjourned the work session at 10:50am.

Chair Hodgson called the Regular Meeting to order at 11:00am in the pavilion.

Members present: Chair Hodgson; Muladore; Pawlicki; Polakowski

Members absent: Levy

Also present: Mark Heydlauff, City Manager; Pat Elliott, DPW Superintendent

Chair Hodgson reviewed the minutes of the August 13, 2020 Meeting. Motion to approve Pawlicki, second by Muladore. **Motion carried.**

There were no conflicts of interest noted.

Mr. Elliott advised that gator bags have been removed from the trees for the season. Mr. Polakowski noted that we have received around 8 inches of rain recently and felt the trees would be healthy.

The Commission discussed improving the utility pits in East Park. Mr. Elliott will look at adding cedars and red twig dog woods. The Commission believes these will be sustainable with the moisture level and improve the aesthetic of the park.

The Commission discussed staking trees early next week in preparation for the fall planting the week of October 19.

Chair Hodgson discussed the local proposition 1 on the November ballot. She wondered if the Commission should offer a statement on it. Mr. Polakowski felt strongly that the City Council should have requested an opinion from the Shade Tree and Parks Commission before placing the matter on the ballot. Ms. Muladore shared her feeling that housing is important but from a shade tree perspective, she has concerns. Mr. Pawlicki noted the past logging of the area. Ms. Muladore noted any vacant public land has recreational value.

Motion by Polakowski to indicate the Shade Tree and Park Commission is opposed to selling any public land adjacent to the golf course as stated in Proposal 1.

Ms. Muladore wished to add to the motion that the Commission would enjoy working cooperatively with the City Council and other commissions to address the housing issue and public spaces better in the future. Mr. Polakowski agreed to amend the motion as stated.

Motion by Polakowski, second by Muladore to oppose the selling of any public land adjacent to the golf course as stated in Proposal 1 but to express the willingness of the Commission to work cooperatively with the City Council and other commissions to address the housing issue and public spaces better in the future.

Motion carried.

Yeas: Polakowski, Muladore, Hodgson

Nays: Pawlicki

The Chair addressed the park inventory contained within the Recreation Master Plan and suggested the Commission review this list to consider priorities of the Commission going forward. Mr. Heydlauff suggested Recreation Director Kent Knorr be consulted about future and current recreation programming; he indicated a future joint meeting with the Recreation Advisory Committee might be fruitful for both boards. He indicated the current Recreation Master Plan will be updated and renewed next year and that the Shade Tree and Parks Commission could play a role in the biological and ecological condition and inventory of the parks.

There was no public comment.

Meeting adjourned 11:37am.