



Agenda
City of Charlevoix City Council Regular Meeting
Monday, October 3, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - September 19, 2022
 - B. Accounts Payable and Payroll Check Registers
 - C. Westenbroek Substation Vegetation
 - D. Winter Ice Control Sand Agreement with Team Elmer's for \$22,020.00
 - E. Investment Update FY 2022-23
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Adopt Ordinance 833 of 2022: Update Floodplain Maps Ordinance
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Short Term Rental Ordinance Discussion
Council Members Bryan
Hagen
and Knapp
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - September 19, 2022

Date: October 3, 2022

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Minutes from September 19, 2022

City of Charlevoix
City Council Regular Meeting minutes
Monday, September 19, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Mayor Kurtz. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Mayor: Luther Kurtz

Members Present: Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Greg Bryan

Acting City Gerard Doan, Chief of Police

Manager:

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation-Constitution Week September 17-23

Luther Kurtz-Mayor

Mayor Kurtz proclaimed September 17-23 as Constitution Week in remembrance of the drafting of the Constitution of the United States of America.

B. Mayoral Proclamation-October 2022 as Domestic Abuse Awareness Month

Luther Kurtz-Mayor

Mayor Kurtz proclaimed October as Domestic Abuse Awareness Month.

C. Introduction to Pickleball

Kris Way

Mr. Dave Gallinat, Local Pickleball Ambassador, provided Council with a PowerPoint Presentation that included an introduction to pickleball including statistics and pictures of local pickleball courts. The presentation included recommendations for the City and approximate costs involved in converting tennis courts to pickleball courts.

Mayor Kurtz opened the item for public comment; four were in favor.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Mayor Kurtz opened the item for public comment, none were heard.

Motion by Parr, seconded by Spring to approve the Consent Agenda as presented.

Yeas: Hagen, Kalbfell, Knapp, Parr, Spring

Nays: None

Absent: Bryan

Motion carried.

A. City Council Meeting Minutes - September 6, 2022

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

Motion to approve the accounts payable and payroll check registers as presented.

Dates	Description	Amount
09/16/2022	Payroll Transmittal Checks	\$5,418.74
09/16/2022	Payroll (net pay)	\$113,568.35
09/20/2022	Regular Accounts Payable	\$256,735.49
09/06/2022-09/16/2022	ACH/WIRE Payments	\$134,291.27
Grand Total		\$510,013.85
To view the entire accounts payable and payroll check registers, please Click here.		

C. City Band Support for Public Entertainment

Motion to approve \$5,000 for the Charlevoix City Band for the provision of free, public entertainment for the benefit of the community.

D. Biosolids Land Application Contract

Motion to award the Biosolids Hauling and Land Application contract to Biotech Agronomics for 2022, 2023 and 2024 per their proposal pricing.

6. Public Hearings and Actions Requiring Public Hearings

A. Public Hearing: Update Floodplain Maps Ordinance

Janet Koch, Zoning Administrator

Mayor Kurtz opened the public hearing at 6:30 p.m.

Janet Koch, Zoning Administrator, provided Council with the history of the floodplain maps and the need for amending the ordinance. Ms. Koch answered questions from Council.

Mayor Kurtz opened the item for public comment, none were heard. The public hearing was closed at 6:35 p.m.

No action was taken because Council Member Bryan was absent. All Council Members must be present in order to approve an ordinance.

7. All Other Actions and Requests

A. Pavement Improvement Contract with Rieth Riley: \$238,410

Pat Elliott, Public Works Superintendent

Pat Elliott, Public Works Superintendent, stated the City budgeted \$200,000 for this paving project and then listed the proposed street locations where the paving was going to occur. The reasoning for the proposed paving locations was based on the current condition of the

pavement and the underground utilities, which are all in good condition. Requests for bids were published in August and the City received one bid from Rieth & Riley, their bid was lower than anticipated. Mr. Elliott stated he then met with the contractor and requested a quote for a section of Ance Road and the additional cost would be \$16,340 for a total project cost of \$238,410. Mr. Elliott answered questions from Council.

Mayor Kurtz opened the item for public comment, none were heard.

Motion by Kalbfell, seconded by Hagen to approve the contract with Rieth & Riley for \$238,410 and authorize the City Manager to sign all related contracts.

Motion carried by unanimous voice vote.

B. Mayoral Appointment

Luther Kurtz-Mayor

Mayor Kurtz would like to recommend Katherine Bitely to the Recreation Advisory Committee.

Mayor Kurtz opened the item for public comment, none were heard.

Motion by Hagen, seconded by Kalbfell to confirm the Mayor's appointment of Katherine Bitely to the Recreation Advisory Committee for a term to expire December 31, 2024.

Motion carried by unanimous voice vote.

8. Reports and Communications

A. Public Comment

Leah McGuire introduced herself and stated she is part of the Leadership Charlevoix County Program and her first assignment was to attend a local government meeting. Ms. McGuire thanked Council for their service to the community.

B. City Manager's Comments

C. Mayor and Council Comments

Council collectively thanked the public for attending the meeting.

9. Other Council Business

Council Member Spring asked if the Council could have an open house for the public to tour the new Public Works facility. Mayor Kurtz tentatively called a special meeting to be held on October 17, 2022 from 4 p.m.-5:45 p.m. to tour the new Public Works Building, the Council concurred.

10. Adjourn

Mayor Kurtz adjourned the meeting at 6:49 p.m.

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: October 3, 2022

Presented By:

Background:

Recommendation:

Motion to approve the accounts payable and payroll check registers as presented.

Attachments:

1. Check Registers 10-03-22 Agenda

Check Number	Payee	Amount
09/23/2022		
137704	AT&T	1,570.60
137705	AT&T MOBILITY	758.04
137706	CHARLEVOIX STATE BANK	5,233.15
137707	CHARTER COMMUNICATIONS OPERA	963.62
137708	DELTA DENTAL	3,256.47
137709	GREAT LAKES ENERGY	265.25
137710	RANGE TELECOMMUNICATIONS	206.00
137711	TELNET WORLDWIDE	218.84
137712	VSP INSURANCE CO. (CT)	547.42
137713	WEX BANK	8,876.50
Total 09/23/2022:		21,895.89
Grand Totals:		21,895.89

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

09/23/22	Special Accounts Payable Run	\$ 21,895.89
09/30/22	Payroll (net pay)	\$ 107,418.07
09/30/22	Payroll Transmittal Checks	\$ 5,418.74
10/03/22	Payroll Transmittal Checks (HSA)	\$ 110,050.00
10/04/22	Regular Accounts Payable	\$ 373,976.45
Checks Sub-Total:		\$ 618,759.15

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

09/19/22	MI Public Power Agency	\$ 15,522.85
09/19/22	US Bank Bond Control	\$ 88,432.03
09/20/22	Enterprise FM Trust (fleet lease)	\$ 1,916.16
09/26/22	MI Public Power Agency	\$ 371,092.08
09/30/22	IRS (Payroll Tax Deposit)	\$ 39,346.42
09/30/22	Alerus Financial (HCSP)	\$ 350.00
09/30/22	State of MI (Withholding Tax)	\$ 5,866.71
09/30/22	Vantagepoint (401 Plan)	\$ 1,062.00
09/30/22	Vantagepoint (457 Plan)	\$ 19,853.86
09/30/22	Vantagepoint (Roth IRA)	\$ 1,055.76
09/30/22	MERS (Defined Benefit Plan)	\$ 82,491.44

ACH Sub-Total: \$ 626,989.31

Huntington National Bank Total: \$ 1,245,748.46

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

09/15/22	Special A/P Tax Disbursement	\$ 3,372,302.16
09/27/22	Special A/P Tax Disbursement	\$ 294,092.77
10/04/22	Tax Disbursement	\$ 45,632.98
Charlevoix State Bank Total:		\$ 3,712,027.91

Grand Total: \$ 4,957,776.37

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/24/2022	PC	09/30/2022	36149	HEYDLAUFF, MARK L.	102		3,376.34
09/24/2022	PC	09/30/2022	36150	DVORACEK, SARAH J.	105		2,302.83
09/24/2022	PC	09/30/2022	36151	DEROSIA, PATRICIA E.	107		917.37
09/24/2022	PC	09/30/2022	36152	DOTSON, LINDSEY J.	109		1,420.38
09/24/2022	PC	09/30/2022	36153	KLOOSTER, ALIDA K.	121		1,843.52
09/24/2022	PC	09/30/2022	36154	BARNEVELD, RICHELLE	123		1,325.52
09/24/2022	PC	09/30/2022	36155	SCHULZ, GINNY L.	125		1,496.02
09/24/2022	PC	09/30/2022	36156	BRADLEY, KATHLEEN R.	126		1,187.58
09/24/2022	PC	09/30/2022	36157	MILLER, FAITH G.	142		112.28
09/24/2022	PC	09/30/2022	36158	MCGINN, KELLY A.	146		2,329.15
09/24/2022	PC	09/30/2022	36159	DOAN, GERARD P.	201		2,512.66
09/24/2022	PC	09/30/2022	36160	SCHOLEY, ROBERT W.	204		1,614.10
09/24/2022	PC	09/30/2022	36161	UMULIS, MATTHEW T.	205		1,289.13
09/24/2022	PC	09/30/2022	36162	ORBAN, BARBARA K.	209		1,204.66
09/24/2022	PC	09/30/2022	36163	RILEY, DENISE M.	213		570.57
09/24/2022	PC	09/30/2022	36164	MUNK, CHRISTOPHER J.	215		1,349.72
09/24/2022	PC	09/30/2022	36165	SCHICK, TIELER R.	216		1,904.81
09/24/2022	PC	09/30/2022	36166	STEWART, MORGAN J.	217		1,462.81
09/24/2022	PC	09/30/2022	36167	YOUNG, KRISTEN L.	230		1,479.77
09/24/2022	PC	09/30/2022	36168	BINGHAM, LARRY E.	240		874.45
09/24/2022	PC	09/30/2022	36169	MACGILLIVRAY, ROGER	244		435.06
09/24/2022	PC	09/30/2022	36170	FERUCCI, ENZO C.	248		449.69
09/24/2022	PC	09/30/2022	36171	DOTSON, WILLIAM R.	249		449.69
09/24/2022	PC	09/30/2022	36172	WURST, RANDALL W.	411		1,613.97
09/24/2022	PC	09/30/2022	36173	HILLING, NICHOLAS A.	413		1,705.41
09/24/2022	PC	09/30/2022	36174	MEIER III, CHARLES A.	421		1,801.33
09/24/2022	PC	09/30/2022	36175	ZACHARIAS, STEVEN B.	422		1,439.26
09/24/2022	PC	09/30/2022	36176	NEWMAN, MARK J.	424		1,721.52
09/24/2022	PC	09/30/2022	36177	LOUGHMILLER, JOHN A.	425		1,796.04
09/24/2022	PC	09/30/2022	36178	GRIFFITH, JOHN J.	500		2,887.09
09/24/2022	PC	09/30/2022	36179	EATON, BRAD A.	515		2,417.16
09/24/2022	PC	09/30/2022	36180	WILSON, TIMOTHY J.	516		2,807.18
09/24/2022	PC	09/30/2022	36181	LAVOIE, RICHARD L.	519		2,424.26
09/24/2022	PC	09/30/2022	36182	STEVENS, BRANDON C.	521		3,388.53
09/24/2022	PC	09/30/2022	36183	WHITLEY, ANDREW T.	522		2,019.22
09/24/2022	PC	09/30/2022	36184	DRAVES, MARTIN J.	523		2,368.73
09/24/2022	PC	09/30/2022	36185	FARRELL, MITCHELL L.	524		1,983.78
09/24/2022	PC	09/30/2022	36186	ANDERSON, ELIZABETH	526		1,338.42
09/24/2022	PC	09/30/2022	36187	KENWABIKISE, DAVID L.	528		1,184.64
09/24/2022	PC	09/30/2022	36188	ELLIOTT, PATRICK M.	600		3,116.61
09/24/2022	PC	09/30/2022	36189	SCHWARTZFISHER, JOS	603		1,094.08
09/24/2022	PC	09/30/2022	36190	BRADLEY, KELLY R.	614		1,828.70
09/24/2022	PC	09/30/2022	36191	HART II, DELBERT W.	616		1,597.42
09/24/2022	PC	09/30/2022	36192	JONES, ROBERT F.	618		1,233.65
09/24/2022	PC	09/30/2022	36193	THORP JR, WILLIAM D.	623		1,515.19
09/24/2022	PC	09/30/2022	36194	LEITNER, RYAN S.	624		1,643.01
09/24/2022	PC	09/30/2022	36195	FERGUSON, ROYCE L.	625		1,378.07
09/24/2022	PC	09/30/2022	36196	REID, ROB A.	632		1,409.88
09/24/2022	PC	09/30/2022	36197	DORAN, JUSTIN J.	634		2,265.74
09/24/2022	PC	09/30/2022	36198	HART III, DELBERT W.	657		1,053.42
09/24/2022	PC	09/30/2022	36199	FINNERTY, HOLLY E.	669		785.67
09/24/2022	PC	09/30/2022	36200	MUMICH, BARRY J.	671		766.44
09/24/2022	PC	09/30/2022	36201	HIGGINS, THERESE M.	689		227.96
09/24/2022	PC	09/30/2022	36202	CRANDELL, ZACKARY R.	691		783.70
09/24/2022	PC	09/30/2022	36203	RABIDEAU, JACOB L.	696		898.11
09/24/2022	PC	09/30/2022	36204	KNORR, KENT J.	700		2,157.97
09/24/2022	PC	09/30/2022	36205	ANZELL, BETH A.	702		1,406.11

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/24/2022	PC	09/30/2022	36206	MCDERMOTT, DENNIS J.	732		1,912.15
09/24/2022	PC	09/30/2022	36207	JASURDA, DONALD J.	748		316.21
09/24/2022	PC	09/30/2022	36208	WHITE III, MARCUS W.	754		874.65
09/24/2022	PC	09/30/2022	36209	KIRINOVIC, THOMAS F.	790		294.75
09/24/2022	PC	09/30/2022	36210	COFFEY, JASON J.	798		366.86
09/24/2022	PC	09/30/2022	36211	DRENTH, DOUGLAS A.	838		731.40
09/24/2022	PC	09/30/2022	36212	GILL, DAVID R.	856		1,105.44
09/24/2022	PC	09/30/2022	36213	LABLANCE, MAUREEN J.	863		346.53
09/24/2022	PC	09/30/2022	36214	LIVINGSTON, BRIAN D.	866		1,948.83
09/24/2022	PC	09/30/2022	36215	KLOOSTER, PATRICK H.	868		332.14
09/24/2022	PC	09/30/2022	36216	WAY, KRISTINA M.	870		127.44
09/24/2022	PC	09/30/2022	36217	PETROSKY, TIMOTHY D.	874		177.30
09/24/2022	PC	09/30/2022	36218	WYMAN, MATTHEW A.	927		1,981.42
09/24/2022	PC	09/30/2022	36219	MILLER, WILLIAM S.	933		1,172.89
09/24/2022	PC	09/30/2022	36220	DOUGLAS, MARK	935		1,291.35
09/24/2022	PC	09/30/2022	36221	MCCRANEY, RUSSELL R.	936		1,295.19
09/24/2022	PC	09/30/2022	36222	FRATRICK, JOSEPH W.	940		806.60
09/24/2022	PC	09/30/2022	36223	STEVENS, WILLIAM J.	951		356.42
09/24/2022	PC	09/30/2022	137714	MORRISON, KEVIN P.	601		1,566.45
09/24/2022	PC	09/30/2022	137715	DILAS, CHASE A.	755		241.43
09/24/2022	PC	09/30/2022	137716	COX, RONALD L.	869		206.24
Grand Totals:			78				107,418.07

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/24/2022	09/30/2022	137717	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	960.00
09/24/2022	09/30/2022	137718	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
09/24/2022	09/30/2022	137718	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	418.07
09/24/2022	09/30/2022	137719	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
09/24/2022	09/30/2022	137720	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,090.00
09/24/2022	09/30/2022	137721	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	678.21
09/24/2022	09/30/2022	137722	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	293.14
09/24/2022	09/30/2022	137722	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 9/24/	55.64
09/24/2022	09/30/2022	137722	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 9/24/20	4.80
09/24/2022	09/30/2022	137722	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	36.78
09/24/2022	09/30/2022	137722	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 9/24	10.28
09/24/2022	09/30/2022	137722	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 9/24/2	3.33
09/24/2022	09/30/2022	137723	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
09/24/2022	09/30/2022	137724	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,572.85
09/24/2022	10/03/2022	137725	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	54,250.00
09/24/2022	10/03/2022	137726	CHARLEVOIX STATE BAN	9016	Lump Sum Employer Contribution	55,800.00
Grand Totals:		16				115,468.74

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Check Number	Payee	Amount
10/04/2022		
137727	A STARS & STRIPES FLAG COMPANY	782.98
137728	ABRAMOWSKI, DWAIN M.	100.00
137729	ACCESS LOCKSMITHING INC	95.00
137730	AIS CONSTRUCTION EQUIPMENT	962.22
137731	AMAZON CAPITAL SERVICES	618.78
137732	ANDERSON, ELIZABETH A.	50.00
137733	ANZELL, BETH A.	50.00
137734	ARBOR DAY FOUNDATION	30.00
137735	ART'S AUTO & TRUCK PARTS	1,052.16
137736	AT YOUR SERVICE PLUS INC	280.00
137737	AVFUEL CORPORATION	163,090.40
137738	BAKER VEHICLE SYSTEMS INC	112.86
137739	BEAUDOIN, JOE	201.60
137740	BEAVER RESEARCH COMPANY	277.97
137741	BRADFORD MASTER DRYCLEANERS	45.50
137742	CDW GOVERNMENT	162.44
137743	CENTRAL DRUG STORE	203.15
137744	CHARLEVOIX PUBLIC LIBRARY	30,000.00
137745	CHARLEVOIX SCREEN MASTERS INC	162.00
137746	CHARLEVOIX STATE BANK	556.00
137747	CHARLEVOIX TOWNSHIP TREASURE	97.83
137748	CINTAS	194.23
137749	CINTAS CORPORATION	550.70
137750	CITY OF TRAVERSE CITY	291.14
137751	CONWAY PROFESSIONAL SERVICES	16,384.00
137752	COOPER, MELANIE SUE	64.00
137753	DeROSIA, PATRICIA E.	50.00
137754	DHASELEER, CARL	350.00
137755	DOAN, GERARD P.	50.00
137756	DORAN, JUSTIN J.	50.00
137757	DOTSON, LINDSEY J.	50.00
137758	DRENTH, DOUGLAS A	50.00
137759	DVORACEK, SARAH	295.65
137760	EDGEWATER RESOURCES LLC	7,281.03
137761	ELLIOTT, PATRICK M.	50.00
137762	ELLSWORTH FARMERS EXCHANGE	5,211.68
137763	FAMILY FARM AND HOME	276.75
137764	FARMER WHITE'S	243.00
137765	FERGUSON & CHAMBERLAIN	1,440.00
137766	FLETCH'S INC	301.16
137767	FREEDOM MAILING SERVICES INC	2,462.71
137768	GATEHOUSE MEDIA MICHIGAN HOLDI	379.32
137769	GERBER'S HOMEMADE SWEETS	263.00
137770	GFL ENVIRONMENTAL	1,725.05
137771	GOLDEN HILLS MAPLE SYRUP LLC	35.00
137772	GRAINGER	790.52
137773	GRAND TRAVERSE SAUCE COMPANY	45.00
137774	GRIFFITH, JOHN J	50.00

Check Number	Payee	Amount
137775	GRP ENGINEERING INC	7,617.50
137776	GUNTZVILLER, RHONDA	173.00
137777	H2O TOWERS LLC	6,500.00
137778	HACH COMPANY	1,081.97
137779	HARRELL'S LLC	2,633.25
137780	HART II, DELBERT W.	50.00
137781	HEYDLAUFF, MARK L.	294.69
137782	HILLING, NICHOLAS A.	50.00
137783	HILLSIDE HARVEST FARM LLC	135.00
137784	HOLIDAY LIGHTING SERVICE	3,630.00
137785	HUGH'S EXCAVATING LLC	1,152.00
137786	HUTSON INC	285.28
137787	IDEXX DISTRIBUTION INC	1,219.34
137788	INTEGRITY BUSINESS SOLUTIONS	380.55
137789	INTERSTATE BILLING SERVICE INC	656.79
137790	IPS GROUP INC	2,883.07
137791	IRISH BOAT SHOP	26.83
137792	JOHN E GREEN COMPANY	446.50
137793	KLOOSTER, ALIDA K.	50.00
137794	KNORR, KENT J.	50.00
137795	KRAFT BUSINESS SYSTEMS	19.20
137796	KSS ENTERPRISES	574.42
137797	LAKESHORE TIRE & AUTO SERVICE	20.00
137798	LASER PRINTER TECHNOLOGIES	125.00
137799	LITTLE TRAVERSE DISPOSAL LLC	3,560.20
137800	LIVINGSTON, BRIAN D.	430.00
137801	LOTTIE'S BAGELS	44.00
137802	MACGREGOR PLUMBING & HEATING I	391.00
137803	MACQUEEN EMERGENCY	425.00
137804	MANTHEI CONSTRUCTION	516.00
137805	MCDERMOTT, DENNIS J.	50.00
137806	McGINN, KELLY A.	50.00
137807	MICHIGAN MUNICIPAL LEAGUE	144.27
137808	MIGDA, BROOKE	138.00
137809	MIKE'S MUSTARD	20.00
137810	MILLER, FAITH G	30.62
137811	MILLER, WILLIAM S.	50.00
137812	MSA SAFETY SALES LLC	802.48
137813	MUSTANG TOOL SERVICE	34.93
137814	NORTHERN PUMP SERVICE INC	1,250.00
137815	NORTHERN SAFETY CO INC	355.06
137816	NORTHWEST ELECTRONICS & REPAI	363.89
137817	NORTHWEST RENTALS LLC	752.67
137818	NW MI COG	20,930.25
137819	OHM ADVISORS	218.75
137820	OLESON'S FOOD STORES	356.40
137821	OLSON BZDOK & HOWARD	3,146.50
137822	PLUNKETT COONEY	180.00
137823	POWER LINE SUPPLY	14,932.27

Check Number	Payee	Amount
137824	PREIN & NEWHOF	5,803.43
137825	PVS TECHNOLOGIES INC	9,773.33
137826	QT PETROLEUM ON DEMAND	1,425.00
137827	QUILL LLC	127.25
137828	REHMANN	2,340.00
137829	RESCO	9,735.00
137830	RIETH-RILEY CONST CO INC	1,543.68
137831	SCHOLEY, ROBERT W.	50.00
137832	SCIENTIFIC BRAKE - GAYLORD	298.85
137833	SMITH, MICHAEL	300.00
137834	SPARTAN DISTRIBUTORS INC	83.37
137835	STATE OF MICHIGAN	30.00
137836	STRICKER'S OUTDOOR POWER EQUI	977.15
137837	STRIKER SUPPLY	150.00
137838	SUPERNAW, JULIE	50.00
137839	SWEET MARIA'S LLC	155.00
137840	TARGET SPECIALTY PRODUCTS	117.06
137841	TERMINAL SUPPLY CO	396.00
137842	TILLIE'S TAFEL	40.00
137843	TOP LINE ELECTRIC LLC	11,766.64
137844	TRI TURF SOILS INC	1,695.96
137845	UNIFIRST CORPORATION	865.51
137846	UNIVERSAL CREDIT SERVICES INC	20.00
137847	UP NORTH ASSESSING INC	5,200.00
137848	USABBLUEBOOK	2,346.36
137849	VILLAGE GRAPHICS INC	115.85
137850	WOODLAND'S ORGANICS	69.00
137851	WURST, RANDALL W.	50.00
137852	WYMAN, MATTHEW A.	209.50
137853	YOUNG, KRISTEN L.	50.00
137854	ZIXCORP	1,101.00
Total 10/04/2022:		373,976.45
Grand Totals:		373,976.45

Check Number	Payee	Amount
09/19/2022		
91922001	MICHIGAN PUBLIC POWER AGENCY	15,522.85
91922002	U.S. BANK BOND CONTROL	88,432.03
Total 09/19/2022:		103,954.88
Grand Totals:		103,954.88

Check Number	Payee	Amount
09/20/2022		
92022001	ENTERPRISE FM TRUST	1,916.16
Total 09/20/2022:		1,916.16
Grand Totals:		1,916.16

Check Number	Payee	Amount
09/26/2022		
92622001	MICHIGAN PUBLIC POWER AGENCY	371,092.08
Total 09/26/2022:		371,092.08
Grand Totals:		371,092.08

Check Issue Date	Check Number	Payee	Amount
93022001			
09/30/2022	93022001	**EFTPS* Payroll Taxes	10,315.08
09/30/2022	93022001	**EFTPS* Payroll Taxes	10,315.08
09/30/2022	93022001	**EFTPS* Payroll Taxes	2,412.38
09/30/2022	93022001	**EFTPS* Payroll Taxes	2,412.38
09/30/2022	93022001	**EFTPS* Payroll Taxes	13,891.50
Total 93022001:			
	5		39,346.42
93022002			
09/30/2022	93022002	Alerus Financial	350.00
Total 93022002:			
	1		350.00
93022003			
09/30/2022	93022003	STATE OF MICHIGAN	5,866.71
Total 93022003:			
	1		5,866.71
93022004			
09/30/2022	93022004	Vantagepoint - 401 Plan 109153	1,062.00
Total 93022004:			
	1		1,062.00
93022005			
09/30/2022	93022005	Vantagepoint - 457 Plan 300959	4,525.00
09/30/2022	93022005	Vantagepoint - 457 Plan 300959	2,629.18
09/30/2022	93022005	Vantagepoint - 457 Plan 300959	4,307.85
09/30/2022	93022005	Vantagepoint - 457 Plan 300959	8,391.83
Total 93022005:			
	4		19,853.86
93022006			
09/30/2022	93022006	Vantagepoint - Roth IRA 706117	1,055.76
Total 93022006:			
	1		1,055.76
Grand Totals:			
	13		67,534.75

xm

Check Number	Payee	Amount
09/30/2022		
93022007	MERS	82,491.44
Total 09/30/2022:		82,491.44
Grand Totals:		82,491.44

Check Number	Payee	Amount
09/15/2022		
3869	CHARLEVOIX COUNTY TREASURER	250.87
3870	CHARLEVOIX COUNTY TREASURER	951,037.33
3871	CHARLEVOIX PUBLIC SCHOOLS	1,131,015.72
3872	CHARLEVOIX PUBLIC SCHOOLS	72,872.47
3873	CHARLEVOIX PUBLIC SCHOOLS	85,625.39
3874	CHARLEVOIX PUBLIC SCHOOLS	20,037.34
3875	CHARLEVOIX PUBLIC SCHOOLS	36,434.44
3876	CITY OF CHARLEVOIX - TAXES DUE	1,068,911.84
3877	KAUFMAN, STUART	339.74
3878	LERETA LLC	4,202.08
3879	STATE OF MICHIGAN	1,568.94
3880	TALSMA, SAM	6.00
Total 09/15/2022:		3,372,302.16
Grand Totals:		3,372,302.16

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Check Number	Payee	Amount
09/27/2022		
3882	CHARLEVOIX COUNTY TREASURER	82,812.59
3883	CHARLEVOIX PUBLIC SCHOOLS	99,630.17
3884	CHARLEVOIX PUBLIC SCHOOLS	6,339.48
3885	CHARLEVOIX PUBLIC SCHOOLS	7,448.91
3886	CHARLEVOIX PUBLIC SCHOOLS	1,743.10
3887	CHARLEVOIX PUBLIC SCHOOLS	3,169.59
3888	CITY OF CHARLEVOIX - TAXES DUE	92,948.93
Total 09/27/2022:		294,092.77
Grand Totals:		294,092.77

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Check Number	Payee	Amount
10/04/2022		
3881	CITY OF CHARLEVOIX - MISC	45,632.98
Total 10/04/2022:		45,632.98
Grand Totals:		45,632.98

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Charlevoix City Council

Consent Agenda

Title: Westenbroek Substation Vegetation

Date: October 3, 2022

Presented By: John Griffith, Electric Department Director

Background:

In a report dated April 5, 2021, GRP Engineering, Petoskey, outlined several recommendations for the electric distribution system. One of the recommendations was to remove the vegetation at the Westenbroek Substation on Stover Road. The evergreen trees were encouraging animals to enter the substation, pollen and resin were contaminating the equipment insulators and the needles were filling the voids in the limestone creating a potential safety hazard for employees. Drost Landscaping was hired to remove some of the evergreens in the first phase of the project. The next step is to replace them with more appropriate vegetation. Drost's plan is attached and was reviewed and approved by the Charlevoix Shade Tree Committee. Drost's proposal is attached.

Recommendation:

Motion to approve Drost Landscaping's proposal in the amount of \$14,211.49 to replace evergreen trees at the Westenbroek Substation.

Attachments:

1. Drost's Landscaping Proposal for Westenbroek Substation



2010 Cedar Valley Road, P.O. Box 696, Petoskey, MI 49770
(231) 348-2624 | FAX (231) 348-3852 | DrostLandscape.com

Proposal #20938 Enhancement Services

7/8/2022

Submitted To: John Griffith
210 State St.
Charlevoix, MI 49720

Project: City of Charlevoix
210 State St.
Charlevoix, MI 49720

Scope

We propose to furnish the following scope of work to complete the above mentioned project:

Shrub Installation

This task is for the installation of the plant material listed below. It includes topsoil, mulch, and fertilizer. Plant material will be watered during installation and need water daily thereafter.

Description	Quantity		Price
Syringa vulgaris	10.00	10'-12'	
Aronia arbutifolia 'Brilliantissima'	8.00	5g.	
Physocarpus opulifolius (native)	4.00	3g.	
Debris, Disposal	10.00	Yd	
Fertilizer, 20-10-5 Tablets 21-Gram	130.00	Each	
Labor- Hardscape/Landscape Team Leader	25.00	HR	
Labor- Hardscape/Landscape Team Member	50.00	HR	
Labor- Administrative	8.00	HR	
Mulch, Hardwood	8.00	Yd	
Topsoil, Screened	5.00	Yd	
Fuel Charge	1.00	Lump Sum	
			12,726.91

Burning Bush Replacement

This task is for the replacement of 6 existing Burning Bush with native ninebark. It includes Topsoil, mulch, and fertilizer.

Description	Quantity		Price
Physocarpus opulifolius (native)	6.00	3g.	
Fertilizer, 14-14-14 L&O	5.00	Lb	
Fertilizer, 14-14-14 Osmocote	5.00	Lb	
Labor- Administrative	1.00	HR	
Labor- Hardscape/Landscape Team Leader	3.00	HR	
Labor- Hardscape/Landscape Team Member	6.00	HR	
Mulch, Hardwood	1.50	Yd	
Topsoil, Screened	1.50	Yd	
Fuel Charge	1.00	Lump Sum	
			1,484.58

Total Price for Project

\$14,211.49

Terms & Conditions

Down Payment Request:	0 % of total project price
Amount of Deposit:	\$0.00 to be received upon signing of contract

TERMS

- a. All proposals are valid for 30 days from proposal date. The total project price is not locked in until a contract has been signed and will not be adjusted without consent.
2. Costs are subject to change after the expiration date of the proposal.
 - a. Unless stated beforehand, payment schedule is as follows: Payment is due upon submission of invoice. An interest charge of one and one-half (1.5%) percent per month will be applied to the balance of an account not paid within thirty (30) days of date of invoice
3. PLANT GUARANTEE/WARRANTY
 - a. All plants, with the exception of annuals, perennials, and roses, are guaranteed for one (1) full year from planting date for normal growth warranty. This warranty includes one-time only replacement of trees and shrubs.
 - b. Transplanted trees, shrubs, ground covers, divisions, bulbs and annuals will not be warranted.
 - c. Warranty does not cover plant material damaged by animals, loss of power to irrigation system, drought, insects, frost, vandalism, fire, flood, storm, hail or other acts of God. The warranty also does not cover damage due to pollution or chemical spills.
 - d. Warranty is only valid if the plant material is watered by an automated irrigation system to ensure adequate water.
 - e. Plants in decline must be reported to Drost BEFORE complete loss of the plant material.
 - f. Warranty is only valid if account is paid in full.
4. HARDSCAPE GUARANTEE/WARRANTY
 - a. Drost Landscape expressly guarantees that all work performed will be done according to the plans and specifications provided by company with all materials to be true to name and all work done in a workmanship manner according to standard practices in the trade.
 - b. Drost Landscape guarantees all hardscape work and materials for two years from the date of installation.
 - c. Warranty does not cover loss of power to irrigation system, frost, vandalism, fire, flood, storm, hail or other acts of God. The warranty also does not cover damage due to pollution or chemical spills.
 - d. Material warranties for all material purchased for the project will be handled by the manufacturer and honored by Drost Landscape.
 - e. Warranty is only valid if account is paid in full.
 - f. All warranties will be void due to misuse, improper maintenance, or if damaged by other than an employee of Drost Landscape, Inc.
 - g. Shorelines are NOT covered under warranty
5. TIME AND MATERIAL CHARGES
 - a. Any alterations or deviations from contract specifications involving extra costs will be executed as an extra charge over and above the estimate/contract and will be billed on a time and material basis. Labor rates are \$125.00 for Designer, \$90.00 for the Foreman, \$55.00 per labor hour, \$112.00 per hour for an operator with equipment, and \$101.00 per hour for trucking.
6. QUOTATION ESTIMATES
 - a. All work completed based on quoted contract charges will be billed as quoted, UNLESS the customer has asked for additional work beyond the original estimate. All additional work not defined on the original signed contract is billable @ time and material rates as stated above in item #4.
 - b. This estimate is based on current material rates from our vendors and subcontractors. If these rates are altered at the time your project is completed, your project manager will notify you and the estimate will be updated to reflect these changes.
7. PERMITTING

- a. Federal, State, and local permits may be needed for the scope of work proposed in this contract. Unless clearly defined in the contract the cost (labor and materials) will be billed to the client at the rates defined in item #4.

8. UTILITY MARKING

- a. Drost Landscape has the sole responsibility for contacting the utility companies for marking and repairing any primary utility service to the client's property. It is responsibility of the property owner (client) to notify Drost Landscape of any secondary utilities that are not marked by Miss Dig. Any deviation from this contractual item will be clearly defined in the Contract/Proposal/Estimate/Change Order.

9. CHANGE ORDERS

- a. Any contractual changes documented as either additions or subtraction to the original contract will contain administrative cost. Those administrative costs are not set at a given rate and will vary given the circumstances of the Change Order.

10. DIFFERING SITE CONDITIONS

- a. If Drost Landscape does not clearly define in the contract that there are any pre-existing site condition concerns. The property owner (client) will assume the responsibility of costs for any scope of work needed to correct or modify any issues (concerns) that might surface during the construction process. These could include subsurface water drainage, unsuitable soils, or contaminated soils as examples. The cost for correcting or managing will be billed as item #4 or #8 but the cost will be the responsibility of the property owner (client)
- b. Drost Landscape is not liable for road, roadway, or driveway damages due to construction project.

11. FAILURE TO ENFORCE CONTRACT TERMS

- a. The failure of Drost Landscape to enforce any right accruing under this agreement shall not be construed as a waiver of a subsequent right of Drost Landscape to enforce the same or any other right, term or condition.

12. Non-transferable

- a. These terms and conditions are non-transferable. Any warranty will automatically terminate if property is leased, vacated, or sold by original Owner.

By signing below, I certify that I have read and agree to the terms stated above.

Accepted: City of Charlevoix

Date

Marty Drier
By: Marty Drier

7/8/2022
Date

Charlevoix City Council

Consent Agenda

Title: Winter Ice Control Sand Agreement with Team Elmer's for \$22,020.00

Date: October 3, 2022

Presented By: Pat Elliott, Public Works Superintendent

Background:

Each and every year we budget for ice control sand through the Major Street fund, Local Street fund and the Trunkline fund. We also work with the County for the bidding purposes of this purchase. This year Team Elmer's was the sole bidder for this product, see attached proposal. Team Elmer's has also provided the City with this material over the past few years and has always delivered a consistent product that works well with our equipment, and is generally free from any debris or stones.

We are requesting the purchase of 1,200 tons of product.

Recommendation:

Motion to approve the purchase of ice control sand from Team Elmer's for \$20,020 and authorize the City Manager to sign the proposal.

Attachments:

1. Team Elmer's Proposal for Ice Control Sand



PROPOSAL

Esphalt • Excavation • Concrete • Cranes

P.O. Box 6150 Traverse City, MI 49696-6150
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax
www.TeamElmers.com

Proposal submitted to:

ATTN: Pat Elliot, City of Charlevoix DPW
Email: pate@charlevoixmi.gov
Phone: 231-330-0842

We hereby submit specifications and estimates for:

The following quote is for materials and delivery with trains to City of Charlevoix for Fall 2022 Ice Control Sand. Fall Park Pit in Boyne City will be closed by December 1st, any Ice Control Sand after Fall Park Closes will need to come out of Elmer's M-72 Pit which will be an increase in pricing for Winter delivery of Ice Control Sand.

2-NS Ice Control Sand ----- \$18.35/ton

The foregoing proposal is explicitly conditioned upon the fact that Team Elmer's and its employees, directors, affiliates, subsidiaries, or successors, is NOT subject to and DOES NOT assume any obligations relating to wages, hours, benefits or any other terms and conditions of any labor agreement to the recipient of this proposal or any other contractor or entity associated with the quoted work may be party. RATHER, ANY SUCH OBLIGATIONS ARE SPECIFICALLY DISCLAIMED.

We require 48 Hour Notice for Delivery
Minimum 50 ton order per load

James Carey/Team Elmer's
Cell # 231-642-1015
Email: jc1511@teamelmers.com
9-27-2022

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.



Authorized Signature James Carey

Name: James Carey / Team Elmer's

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Method of Payment

- ☐ Check/cash upon invoicing
☐ Charge by VISA/MC upon completion of work

Account # _____ Exp Date _____

Tax ID # _____

Elmer's reserves the right to request a credit report with this proposal.

Authorized Signature _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____
By: _____ (Sign and return copy upon acceptance)
Its: _____

Date of Acceptance _____

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

Charlevoix City Council

Consent Agenda

Title: Investment Update FY 2022-23

Date: October 3, 2022

Presented By:

Background:

The City of Charlevoix Investment Policy authorizes the City Treasurer to establish procedures and internal controls for depositing City monies and carrying out investment decisions and activities consistent with the policy. Per the Investment Policy, the Treasurer will report investment information to the City Manager and Council as to the type, rate and terms of the investments, total interest received, annual rate of returns with benchmark comparisons, bank ratings and other related information which enables the governing body to monitor and measure the success of the investment portfolio.

I have included the current Investment Summary for FY 2022-23. The top section lists the CD's that the City has closed during FY 2022-23. Please note that the closed CD's have a very low interest rate. The bottom section lists CD's that will mature in 2023 and 2024. I renewed a CD last week for 2-years at a rate of 4.15%. The CD's renewing in 2023 are listed in red. These CD's should be renewed at higher rates.

Recommendation:

Motion to accept the investment report as presented.

Attachments:

1. Investments FY 2022-23 as of 10-3-22

CITY OF CHARLEVOIX
SCHEDULE OF FISCAL YEAR 2022-23 INVESTMENTS
As of October 3, 2022

ACCOUNT# / CUSIP	BANK	AMOUNT	INVEST DATE	MATURITY DATE	CASHED?	ANNUAL RATE	TIME DAYS	EST TOTAL PROCEEDS	EST 22-23 PROCEEDS		
6938841	CIBC - Private Bank	250,000	6/29/2021	6/29/2022	Yes	0.220%	365	558	138		
6887508	CIBC - Private Bank	250,000	7/9/2021	7/11/2022	Yes	0.220%	367	561	156		
6894143	CIBC - Private Bank	250,000	8/17/2021	8/17/2022	Yes	0.200%	365	507	193		
6933632	CIBC - Private Bank	250,000	8/16/2021	8/16/2022	Yes	0.200%	365	507	192		
6870388	CIBC - Private Bank	250,000	9/24/2021	9/25/2022	Yes	0.200%	366	510	248		
6809318	CIBC - Private Bank	250,000	2/22/2022	2/22/2023	NO	1.000%	365	2,500	2,247		250,000
6894143	CIBC - Private Bank	250,000	8/17/2022	8/16/2024	NO	3.350%	730	16,750	5,186		250,000
6975062	CIBC - Private Bank	630,000	3/8/2022	3/8/2023	NO	1.000%	365	6,300	5,903		630,000
38150VDK2	Huntington - Goldman Sachs	250,000	7/8/2022	7/7/2024	NO	3.300%	730	16,500	6,012		250,000
05580AF58	Huntington - BMW Bank	250,000	10/22/2021	10/22/2023	NO	0.450%	730	2,250	1,125		250,000
6870388	CIBC - Private Bank	250,000	9/26/2022	9/25/2024	NO	4.150%	730	20,750	5,287		250,000
6887508	CIBC - Private Bank	250,000	7/11/2022	7/10/2024	NO	3.200%	730	16,000	5,764		250,000
6928103	CIBC - Private Bank	750,000	4/20/2021	4/20/2023	NO	0.250%	730	3,750	1,875		750,000
6933632	CIBC - Private Bank	250,000	8/16/2022	8/15/2024	NO	3.350%	730	16,750	5,209		250,000
											0
TOTALS:		\$3,130,000				Average Days & Totals:		548	104,192	39,533	3,130,000

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Adopt Ordinance 833 of 2022: Update Floodplain Maps Ordinance

Date: October 3, 2022

Presented By: Mark Heydlauff, City Manager

Background:

The public hearing on this item was held on September 19, 2022 but not all Council Members were present to consider its adoption.

The National Flood Insurance Program (NFIP) is a federal program created by Congress to mitigate flood losses nationwide through sound, community enforced building and zoning ordinances and to provide access to affordable, federally-backed flood insurance protection for property owners. Participation in the NFIP is based on an agreement between local communities and the Federal government that states if a community will adopt and enforce a floodplain management ordinance to reduce future flood risks to new construction in Special Flood Hazard Areas (SFHAs), the Federal Government will make flood insurance available within the community as a financial protection against flood losses.

On May 20, 2019 the City adopted floodplain management ordinance that:

1. Designated regulated flood prone hazard areas
2. Designated Charlevoix County as the enforcing agency to discharge the responsibility of the City of Charlevoix under Act 230 of the Public Acts of 1972, as amended.

The Federal Emergency Management Agency (FEMA), which manages the NFIP, notified the City in 2021 that the Flood Insurance Rate Maps (FIRM) for Charlevoix County were being revised. Earlier in 2022, FEMA provided a notification that the final flood hazard maps and the Preliminary Flood Insurance Study report had been published in the *Federal Register* after a 90-day appeal period. No appeals were submitted during that period.

Jennifer Neal, City Planner, compared the 2019 FIRM maps (which are currently online in the FEMA [map viewer](#)) with the paper FIRM maps dated September 15, 2022. Following are pages showing the major changes between the two maps. Properties to note are:

1. Michigan Beach Park
2. 300 E. Dixon Avenue
3. Prospect Street road end and Park Island
4. 125 Belvedere Avenue

To maintain compliance in the NFIP, FEMA is requiring that the City adopt the new flood plain maps. The language in the following proposed Ordinance No. 833 was approved by the Hydrologic Studies and Floodplain Management Unit, Water Resources Division, of EGLE, which is the entity that manages Michigan's NFIP.

Recommendation:

Motion to adopt Ordinance No. 833 of 2022.

Attachments:

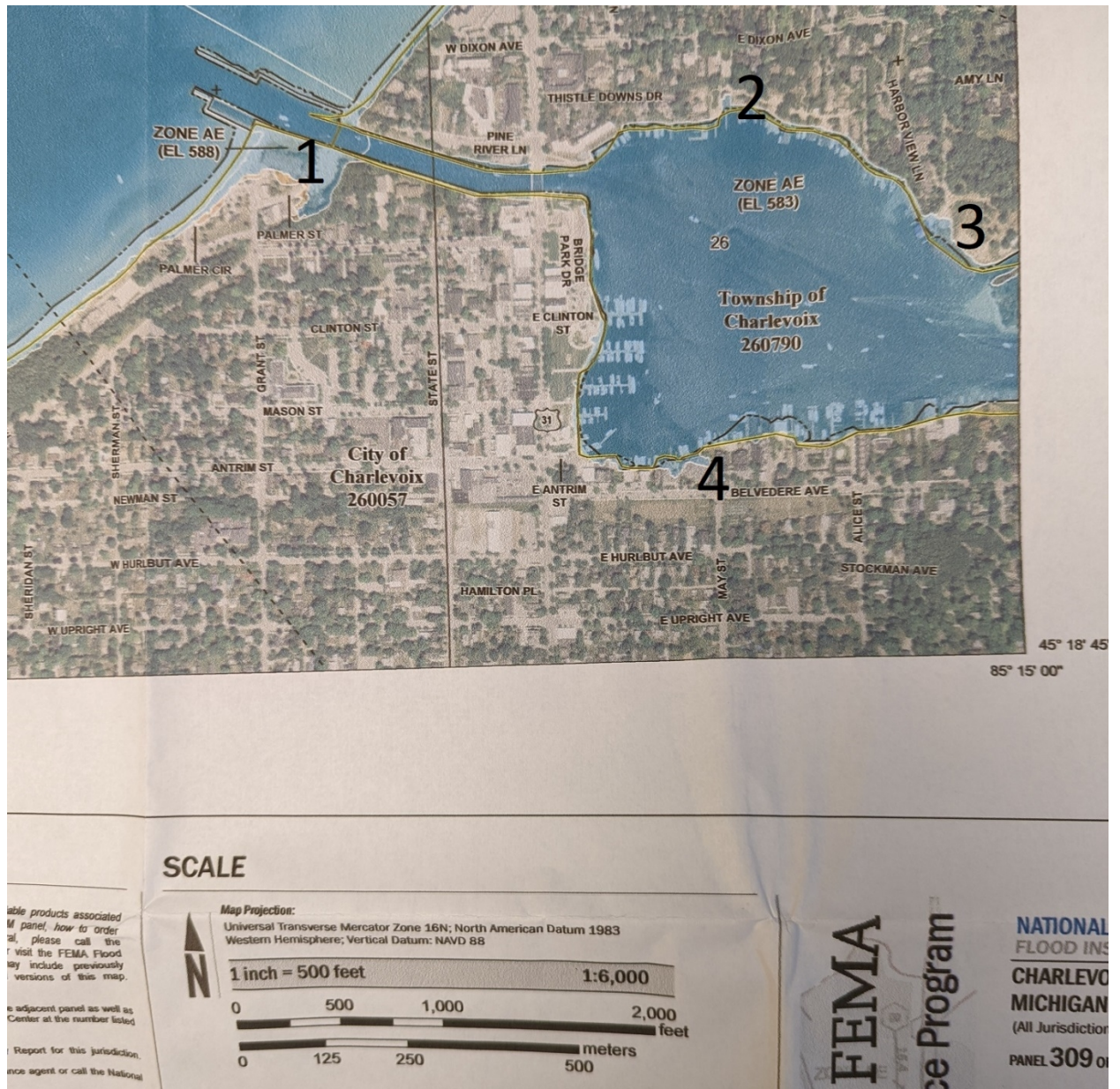
1. FIRM Map Major Changes
2. FEMA Ordinance Amendment 833 of 2022

2022 FIRM: Major Changes

Jennifer Neal, City Planner, compared the 2019 FIRM maps (which are currently online in the FEMA [map viewer](#)) with the paper FIRM maps dated September 15, 2022. Following are pages showing the major changes between two. The major properties to note are:

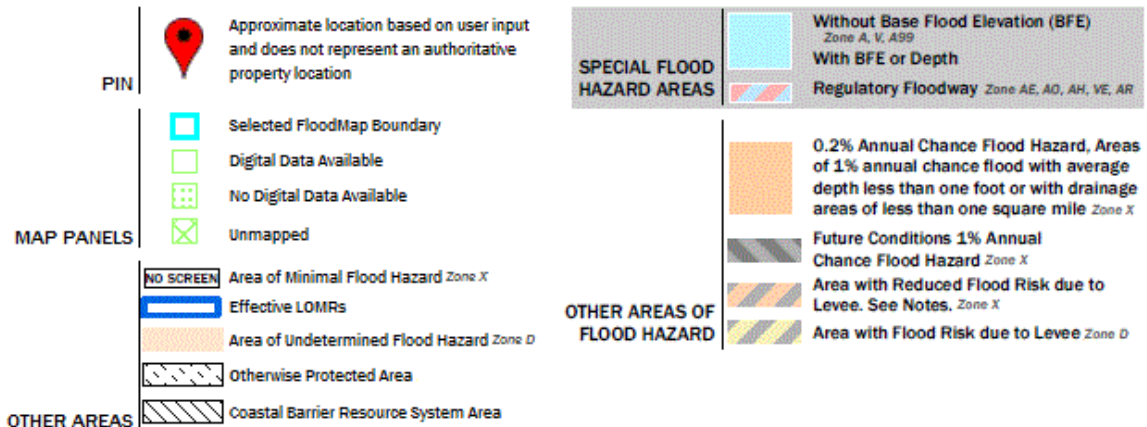
1. Michigan Beach Park
2. 300 Dixon Avenue E.
3. Prospect St. road end and Park Island
4. 125 Belvedere Avenue

2022 FIRM Major Changes since 2019 FIRM



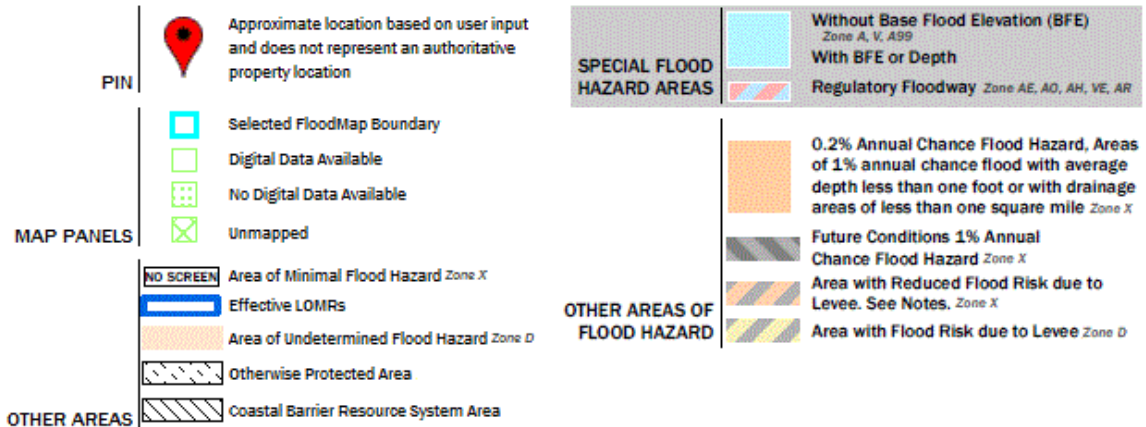
2019 FIRM Screen Shots

1. Michigan Beach Park flood area



2019 FIRM Screen Shots (continued)

2. 300 Dixon Avenue E. flood area



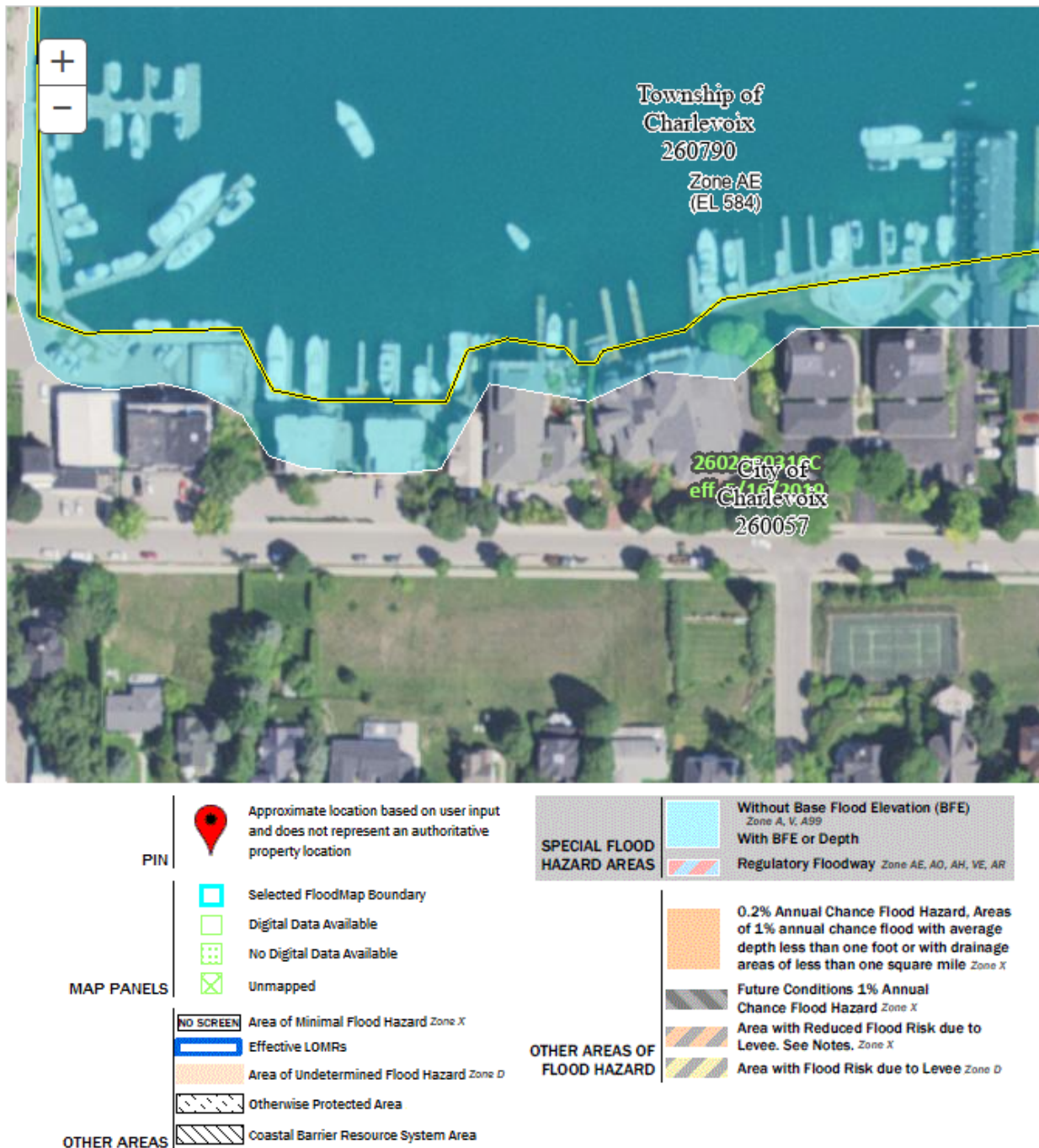
2019 FIRM Screen Shots (continued)

3. Prospect Street road end and Park Island flood area



2019 FIRM Screen Shots (continued)

4. 125 Belvedere Ave. flood area



**ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS OF THE
STATE CONSTRUCTION CODE**

Community Name: City of Charlevoix, County: Charlevoix
Ordinance Number 833 of 2022

An ordinance to designate an enforcing agency to discharge the responsibility of the City of Charlevoix located in Charlevoix County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The City of Charlevoix ordains:

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Department of Building Safety of the county of Charlevoix is hereby designated as the enforcing agency to discharge the responsibility of the City of Charlevoix under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The county of Charlevoix assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

Section 2. CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "Charlevoix County Michigan (All Jurisdictions)" and dated September 15, 2022 and the Flood Insurance Rate Map(s) (FIRMS) index panels 26029CIND1B and 26029CIND2B dated September 15, 2022, panel numbers of 26029C0309D, 26029C0317D, and 26029C0328D dated September 15, 2022 and panel number 26029C0340C dated May 16, 2019 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

Section 4. REPEALS. All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 5. PUBLICATION. This ordinance shall be effective after legal publication and in accordance with the provisions of the Act governing same.

Adopted this _____ day of _____, 2022.

This ordinance duly adopted on _____, 2022 at a regular meeting of the City of Charlevoix City Council and will become effective _____, 2022.

Signed on _____ by _____ (Signature)
Sarah Dvoracek, Clerk of the City of Charlevoix

Signed on _____ by _____ (Signature)
Luther, Mayor of the City of Charlevoix

Charlevoix City Council

All Other Actions and Requests

Title: Short Term Rental Ordinance Discussion

Date: October 3, 2022

Presented By: Council Members Bryan
Hagen
and Knapp

Background:

The Council Members requested this item on the agenda.

Attached, is a memo from Faith Miller who did inspections and enforcement on our short-term rentals this summer; she outlined a report of her activities in a memo to the City Manager.

Recommendation:

Attachments:

1. Memo - Report re STR Rentals 9-14-22 issues



MEMO

DATE: September 14, 2022

TO: Mark Heydlauff, City Manager

FROM: Faith Miller, Code Enforcement Officer

SUBJECT: Short-term rentals

As you are aware, City Ordinance 815, adopted on 2/17/20, established requirements for short-term rentals within the R-1, R-2, and R-2A zoning districts in the City (City Code, Chapter 114, *Short-term Rentals*). This Ordinance provided for a maximum of 80 rental units within the subject zoning districts. To date, there are 80 STR rentals with a total of 18 properties on the waiting list. One of the main requirements in the Ordinance is a required bi-annual inspection of each short-term rental. Due to staffing issues and the COVID pandemic, the inspections were delayed until this summer. In May staff developed a short-term inspection form (copy attached) and began contacting owners to schedule inspections. As of the date of this memorandum:

- Inspections completed: 49
- 2nd inspections required: 2
- Inspections scheduled in September: 1
- Owners wanting inspections in Sept.: 6
- Owners wanting inspections in Oct.: 2
- Owners unresponsive: 15

Each inspection from initial contact with property owner, conducting the inspection itself, to follow-up/paperwork takes approximately two (2) hours of staff time.

From a staff perspective, the following is a list of the main topics of concern from conducting these inspections including owner concerns:

- ❖ Inspection cycle needs to start in April/May timeframe before heavy STR rental season begins. If cycle starts in June or later most owners will advise that their homes are not available until after Labor Day.

- ❖ Staff needs to be flexible to schedule inspections during “change outs” in between rentals if agreeable to the owners which means availability on Saturdays/Sundays.
- ❖ Vast majority of homes are extremely well maintained in order to be able to charge the nightly/weekly rental rates that are charged.
- ❖ Issues found during inspections:
 - 4 - No fire extinguishers (some owners had multiple extinguishers, fire ladders, fire blankets);
 - 5 – needed to move items away from water heaters & furnaces;
 - 14 – needed smoke alarms in individual bedrooms;
 - 9 – fire pits that needed to be removed, or at a minimum no wood stored on site and renters notified through house rules that no open fires were allowed.
- ❖ STR owners allowed to have fire pits, but not when the home is rented which was a concern expressed by multiple owners in addition to the concern that neighboring homes could have fire pits but not the STR when in use as a rental. This summer, Code Enforcement received complaints from one property owner about a STR next door to her property that had “campfires” in the evenings and the smoke and noise bothered her. The owner of that particular home has placed the home on the market due to the number of complaints from the neighbor.
- ❖ Occupancy issue came up on a couple of rentals. Regulations specify: *“Maximum occupancy. Short-term rentals shall be permitted maximum occupancy of two persons per bedroom plus two persons per finished and legal floor for dwelling as described in the registration and as may be verified by inspections from time to time.”*
 - Home with bedrooms that included one queen and two twin beds;
 - Garage with two (2) sets of bunk beds;
 - Loft area with four (4) twin beds;
 - Bedrooms with three (3) twin beds;
 - Bedroom with one queen & one twin bed.

These units were approved given that the total occupancy number was not over 10, but the situations above did allow more than two (2) persons per bedroom.

- ❖ One incident of the main home used as a short-term rental, and a one-bedroom detached accessory structure in the back yard used as a STR rental as well. Would this require one (1) or two (2) STR licenses? Owner presently has one license.
- ❖ Main concern of property owners/landlords is the number of potentially unlicensed homes within the City being advertised & rented short-term and lack of enforcement and concerns expressed over why other zoning districts in the City are not required to follow short-term rental requirements.

The current Short-Term Rentals Ordinance does not specify steps involved in shutting down a rental property that is not licensed. The Ordinance does include §114.07 dealing with

revocations and appeal when a STR license is revoked. The City Attorney recently provided a procedure for staff to follow to address unlicensed short-term rentals. This process will end up involving a number of out of state property owners and the time to properly notify the owners and give them time to comply will not be as fast as most would like. Another issue is that staff is often told that there are many unlicensed rentals in the City, but then specific addresses are not provided. Host Compliance, the City's software vendor, that handles the original licensing application and annual renewal process is also charged with identifying short-term rentals appearing on the various social media platforms that are not licensed. To date, their process involves sending two (2) un-certified letters to the property owner of record telling the owners to cease operating as a STR until the proper license is maintained. A more extensive process is needed, particularly with out-of-state owners, including certified letters/return receipts required, potential legal ads, and/or process service – all of which will be defined by the City Attorney for staff to follow to address these issues.

As a last note, there are currently two (2) openings for STR as two of the units originally on the 80-list were deemed to be personal units. Janet was working on a process to move two property owners from the wait list to the licensed list, I am not sure if that has been completed yet.

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: October 3, 2022

Presented By: Mark Heydlauff, City Manager

Background:

A. DTE Gas Project

Construction is in full swing along State Street for the DTE Gas Infrastructure upgrade project. There will be some traffic disruptions as Clinton Street will be closed for a day and continued work along State Street. In consideration of the Alley and Corridor Vision Implementation Plan, we did make a last minute request to DTE to include brick pavers in the reconstruction of the alley. We are not sure yet if this is possible but it seemed like it would fit with the other plans made for downtown even though this area is outside of the original scope of that plan. In the spring, they will be opening State Street and will be patching the crosswalk area on the northside of Mason Street. Overall, we are pleased with the work they are doing and how they are keeping the project on track according to our expectations.

B. New Housing Grant Opportunities

Earlier this week, we explored two new housing grant options released by MEDC and MSHDA. One is targeted at providing funds for improvement of existing, single-family, owner-occupied housing and must be administered through a 501c(3) or government. Currently, this doesn't seem like a good prospect but we are exploring whether we could use it as an incentive to remediate blighted properties. We also explored a grant for "missing middle" housing that would help construct or modify multi-family housing. We shared this with some folks who have experience with these kinds of projects. I also met with a potential developer exploring a brownfield project to create new housing units.

C. Audit Presentation

Our auditors have concluded their work and the City Treasurer has begun filing the audit with various agencies and organizations who require this data. Rehmann will be presenting their findings to you on October 17.

Recommendation:

Attachments:

1. Recreation Advisory Committee Meeting Minutes 06/08/2022
2. Historic District Commission Meeting Minutes 07/15/2022
3. Housing Commission Meeting Minutes 08/16/2022
4. DDA Meeting Minutes 08/22/2022



CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Ferry Beach

Wednesday June 8, 2022 at 5:00 PM

**Special Meeting Time and Place to Coincide with the Ferry Beach Corridor Study Public Meeting
Meeting Minutes**

I. Call to Order/Roll Call

Chair Fruk called the meeting to order at 5:07 PM.

Members Present: Bryan, Fruk, Matye, Pemble, Scholten

Members Absent: Oosthuizen, Kelly

Staff Present: Knorr, Anzell

II. Inquiry Regarding Possible Conflicts of Interest

None.

III. Determination of a Quorum

Yes.

IV. Motion to Approve Minutes

April 2022 Meeting Minutes

Chair Fruk called for a motion to approve the April 13, 2022 meeting minutes. Motion made by Member Bryan, second by Member Pemble. Motion passed by a unanimous voice vote.

All of the Agenda items are addressed in the Directors report below and includes committee comments and discussion.

Directors Report

June 2022

Dog Park Ribbon Cutting

We had a wonderful Ribbon Cutting Ceremony on May 21st. Kayla and Anna Cosen's, who ran lemonade stands to fund raise for the Dog Park, were our ribbon cutters. The Library brought a nice collection of dog themed books on the Book Peddler and Farmers Market Vendor, Pet Pawps shared dog treat samples with participants. The Chamber of Commerce also assisted with the Ribbon Cutting.



Marina

Marina Staff is back and had their orientation this week. As you may recall, one of the skill sets that Denny McDermott has brought the Harbor Master position is his carpentry skills. Denny has been able to teach these skills to some of the seasonal staff and they have been doing great work replacing some boards and redesigning the laundry area.

The Marina was recognized this week as the Top Marina in the Great Lakes Region and one of the Top in all of the US. We won overall last year. This recognition is from US Harbors Magazine.

The updated laundry area now includes a folding table. I am not sure how we never had this feature before.



Golf Course

The Golf Course has now transitioned to full time clubhouse staff, 8-8 daily. With that said, we are having a great spring and revenue is up over \$10,000 dollars from the same time last year!

We will be hosting a glow ball tournament on June 18th at 9:30. Three Club Tournament on July 20th as part of Venetian Games, and a Anniversary Scramble on August 6th that is also a fund raiser for the Youth on Course Program.

Brian Livingston has opened the chipping green and the wedge range. The course looks beautiful. Thanks to his visit in April, I think that you all have a better understanding of the work that goes into create such a beautiful space.

Arlene Dietrich is officially the Asst. Manager at the club house.

The clubhouse has some great new merchandise for sale this year.



Day Camp

Training starts next week for our staff. We are of course full capacity and fully staffed now. The camp is going to be really fun and they have a wonderful schedule. I am working on our license with the state currently.

Farmers Market

We are soon to be 4 weeks into the market. We have 11 new vendors this year. It is fun to see live music, kids day, senior day, and many other activities returning to the market. We got a grant from the USDA to promote the market, so you should notice our new tent, new tokens, and new signs popping up in the coming weeks.

Tball

Starts this weekend with a clinic and tailgate party. We have 50 kids for the season. Uniforms look great and the season is always a blast. Momentum is our T-shirt sponsor this year, so if you are in their store, give them a thanks! If you are looking for fun, swing by and check out the games on Monday and Wednesday nights at 6:00

Adult Softball

Despite extra marketing and visiting businesses we did not have enough teams sign up for Adult Softball to run a mens or a co-ed league.

Corn Hole

Spencer Stewart, our intern, is putting together a Corn Hole League for teens and adults for June through August. I think this sounds fun and I am excited to offer programming for teens. They are an underserved group for sure.

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V. Old Business

- a. **Questions regarding the Director's Report** – No questions
- b. **Bike to Work Day** – Due to weather conditions, Bike to Work Day has been moved to June 10. We will set up our tent in East Park and offer water bottles and Kind Bars. One of our Market Vendors, David Sargent Coffee, will provide coffee as well.

VI. New Business

- a. **Recreation Intern** – Director Knorr introduced Spencer Stewart who is the Recreation Intern for this Summer. Spencer is working on his BBA in Sport Management, Northwood University in Midland, MI and will be working in all areas of our Recreation Department through mid-August.
- b. **Corn Hole League** – Intern Stewart created a new league this summer. The Corn Hole League will be held on Thursday evenings at Ferry Beach.
- c. **Venetian Games** – Our Recreation Department will continue our role in the Venetian Games by offering registrations for all games through RecDesk.
- d. **Skate Park** – This year, it was decided and approved by City Council, to waive admission fees for the skate park. In the past, we have taken in roughly \$2000. We are exploring other ways to replace that admission fee revenue. We will look at sponsorships, donations, and special fundraising events.

VII. Miscellaneous Comments

Member Bryan asked about the possibility of running the school bike program here in Charlevoix (similar to what they are currently doing in Petoskey). After some discussion, it was decided that it needs to be further looked into, but the possibility is definitely there.

VIII. Call for Public Comment

None

X. Adjournment

With no other business to discuss, Chair Fruk called for a motion to adjourn at 5:31 PM. Motion made by Member Bryan, second Member Matye. Motion passed by a unanimous voice vote.

2022 meeting schedule:

February 9 @ Mt. McSaubu
April 13 @ The Golf Club House (potentially)
June 8
September 14
November 9

Meeting of the
City of Charlevoix
Historic District Commission
Friday, July 15, 2022
Minutes

Lindsey Dotson acted as Chair and called the meeting to order at 11:05 am.

1) Roll Call

Present: Frank Campi, Kay Heise, David Miles, Laura Podob, Paul Weston

Attending via phone: Carol Kranz

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

2) Approval of minutes – The minutes of June 25, 2021 were unanimously approved after a motion by Paul Weston and a second by Laura Podob. (The scheduled meeting of February 25, 2022 did not have a quorum so the discussion notes from that meeting did not require approval.)

3) Old Business

a. Downtown National Register Nomination Update

Alan Higgins, Certified Local Government Coordinator of the State Historic Preservation Office, plans to send the nomination to the State Historic Preservation Review Board in January, 2023 and once approved, will send the nomination to the National Park Service. Formal notice to all property owners will be made and additionally will be published in the *Charlevoix Courier*. A map of the area to be so designated is attached.

b. Commission Vacancy

A letter will be drafted by Kay Heise and sent to Mr. Higgins requesting special dispensation to recruit commissioners from Charlevoix Township. Attached.

4) New Business

a. Passing of State Historic Preservation Officer Mark Rodman

Dotson reported that due to the death of Mr. Rodman changes are taking place at the state office, and there is currently a staff shortage.

b. State Historic Tax Credit

Dotson reported that an application has been submitted by the new owners of 211 Bridge Street for tax credit from the State of Michigan. Restoration is currently taking place and a request to build a third story which would include an elevator shaft has been sent to the local zoning authority.

Interest in restoration by the owners of the next door building at 205-209 Bridge Street has been reported.

c. Resilient Lakeshore Heritage Grant – Buttars Building (Round Lake Bookstore) at 216 Bridge Street.

Dotson reported that there is a strong possibility that a grant will be received in order to facilitate restoration.

d. Historic District monitoring

Edith Pair, tour guide for "Mushroom House Tours" has volunteered to let the Commission know about any changes that may be undertaken by any property owners in the districts.

e. New Zoning Administrator

Dotson reported that the new Zoning Administrator for the City of Charlevoix is Janet Koch.

f. Mushroom Home for sale

The iconic “Mushroom House” at 103 Grant Street is for sale. The asking price is \$1.4 million.

g. Boulder Park Signage

Dotson reported that residents of Boulder Park wanted to have the Commission place historic signs at their properties. She explained to them that they are not in the city and not in our historic district and therefore not eligible for our signage.

h. National Register District Signage

(See 3a. above) On the agenda for next year will be a decision for the type of signage to place for designation of the downtown area. Dotson will supply possible renderings.

i. Certified Local Government (CLG) grant funding

Support for a grant request available for non-profits is sought by the Charlevoix Historical Society for a new roof on the Depot (Charlevoix Train Depot Historic District.)

A motion by Paul Weston with a second by David Miles that the Commission support a grant request by the Charlevoix Historical Society to CLG for a new depot roof was unanimously carried.

j. Design assistance from Michigan Economic Development Corporation (MEDC) on 101 Bridge Street façade
Owners of the Vue Wine Bar are interested in help restoring the historic look to their property. Dotson will facilitate this request.

5. Request for Future Agenda Items

See 3h.

6. Adjourn

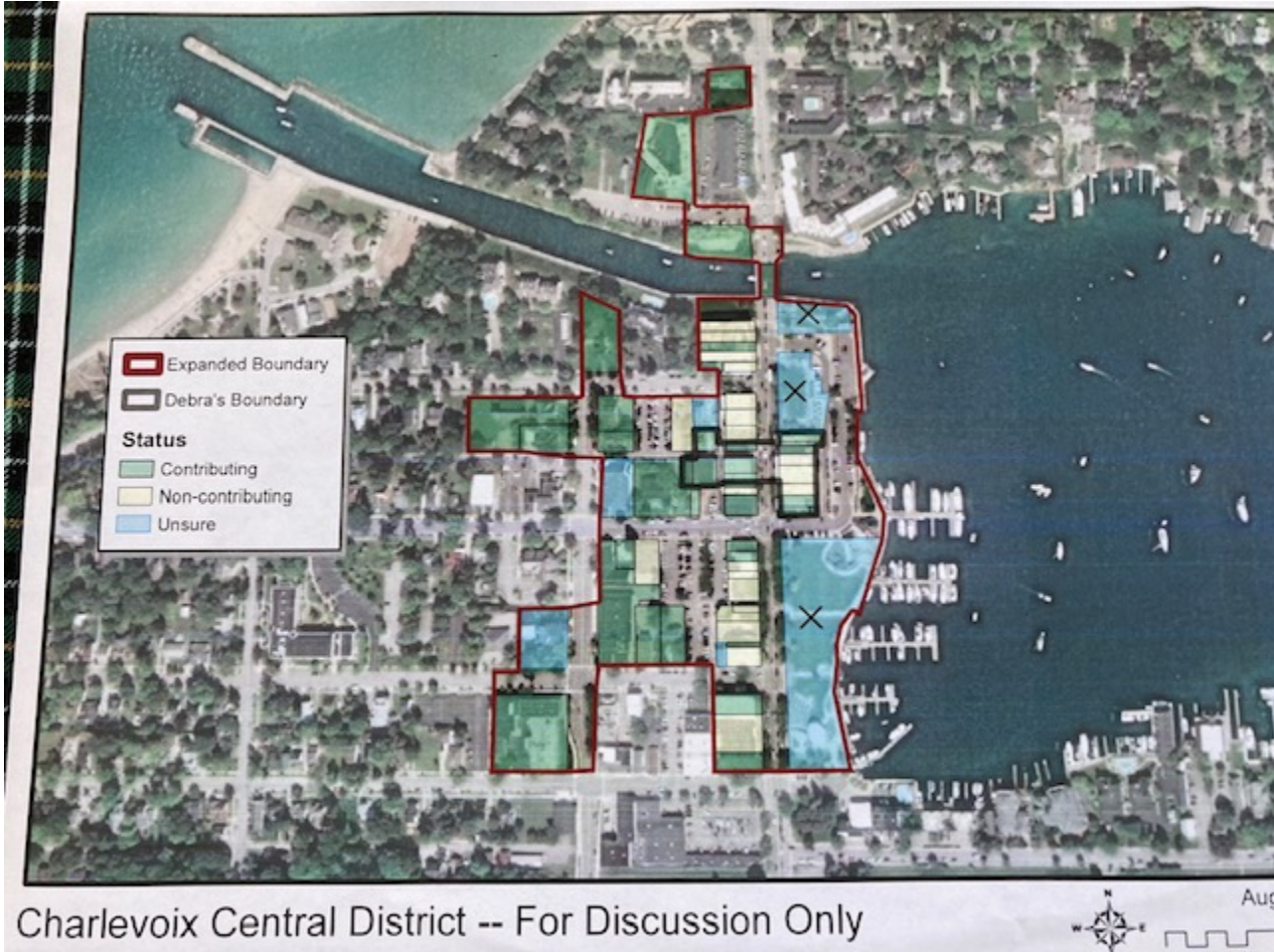
The meeting was adjourned at 11:45am.

Next meeting: August 26, 2022

Submitted by: Kay Heise

Page 2 of 4

Attachment 3a:



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: 210 State Street Charlevoix, MI 49720 (231) 547-3250

200 Auld Avenue
Charlevoix, Michigan 49720
July 20, 2022

S. Alan Higgins
Certified Local Government Coordinator
State Historic Preservation Office
300 N. Washington Square
Lansing, MI 48913

Dear Mr. Higgins:

On behalf of the Charlevoix Historic District Commission I am writing to request special consideration for membership on our commission.

We are a city of just 2,300 people in two square miles between Lake Michigan and Lake Charlevoix. Our year-round population is decreasing as more and more homes are being purchased for the purpose of renting them to tourists.

Surrounding the city is Charlevoix Township with a population of 1,800 within twelve square miles. Most township citizens make little differentiation between themselves and those who live in the city when it comes to preserving the downtown, restoring our historic places, and celebrating the uniqueness of our geographic location. In fact the township website photo highlights the very center of the city: the bridge connecting Lake Michigan to Lake Charlevoix.

It has been difficult to recruit new commissioners who live within the city. We currently are attempting to fill an opening which has been available for over a year and have had no luck. Yet many township residents have shown great interest in our work and would be volunteers for the position should they be eligible.

The Charlevoix Historic District Commission requests that we be given permission to have residents of Charlevoix Township as commissioners.

Thank you for your consideration.

Sincerely,

Kay Heise, Secretary
Charlevoix Historic District Commission

Page 4 of 4

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CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, August 16, 2022

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Laurene Crandall, R.J. Waddell, Joan Buday

Commissioners Absent: Mitts Lee

Others Present: Dan Murray CHC-Maintenance Supervisor, Annessa Haist-Director MPH/CHC, Cindy Morris CHC-Occupancy Specialist and Residents of Pine River Place.

Commissioner Joan Buday called the Meeting to Order at 2:07 p.m.

ADDITIONS TO THE AGENDA: NONE

Approval of the June & July Payables along with the June 21, 2022 Meeting Minutes and Financials as presented.

Motion by Commissioner Waddell, seconded by Commissioner Crandall to approve and accept the June & July Payables along with the June 21, 2022 Meeting Minutes and Financials as presented.

Ayes: Crandall, Waddell, Buday

Nays: None

Absent: Lee

OLD BUSINESS: Developer RFP in Process – Reviewed examples given in a handout to all Commissioners. Annessa MPH/CHC Director spoke extensively on what information is needed moving forward. Decisions that will need to be made during the process. She will be giving more information moving forward at future meetings.

NEW BUSINESS:

Executive Director's Report: Keyless entry CFP Project Complete. Maintenance Supervisor-Dan Murray explained the new system giving details on how the new transition went mechanically. Annessa Haist-Director MPHC/CHC also commented on the benefits of the Keyless Fob entry.

Annessa Haist-Director MPHC/CHC spoke on the HUD & EPA/USACE Joint Conference call.

Audit results were given to all by the Director-Annessa Haist MPHC/CHC.

Director-Annessa Haist spoke on the Insurance Renewal Increase. Commissioner Waddell gave feedback with suggestions moving forward.

Public Comment on subjects unrelated to Agenda Items: NONE

Adjournment: Meeting was adjourned at 3:20 p.m.

Respectfully submitted and approved by:



Executive Director, Annessa Haist – MPHC/CHC

The next Board Meeting is September 20, 2022 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720.

City of Charlevoix
Downtown Development Authority Meeting minutes
Monday, August 22, 2022 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

The meeting was called to order at 5:30 p.m. by Chair Owens.

2. Pledge of Allegiance

3. Roll Call

Chair:	Maureen Owens
Members Present:	Sam Bingham, Sean Bradley, Kirby Dipert, Liam Dreyer, Mayor Luther Kurtz, Annie Oosthuizen, Paul Silva, Ron Way
Members Absent:	None
City Staff:	Lindsey Dotson, DDA Director; Mark L. Heydlauff, City Manager

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Chair Owens asked for clarification on Item 5E. Resilient Lakeshore Heritage Grant Resolutions. Ms. Owens asked which grant requires a minimum 10% match and questioned who was responsible for the match and Director Dotson responded by stating the property owner was responsible for the matching funds.

Motion by Member Bradley, seconded by Member Bingham to approve the Consent Agenda as presented.

Motion carried by unanimous voice vote.

A. Minutes for July 25, 2022 Regular Meeting

Motion to approve the minutes as presented.

B. Monthly Report to MEDC

Motion to approve the Monthly Report to MEDC as presented.

C. Financial Report

Motion to approve the Financial Report as presented.

D. Committee Minutes

Motion to approve the July 27, 2022 Promotions Organization Committee and August 4, 2022 Design Committee meeting minutes.

E. Resilient Lakeshore Heritage Grant Resolutions

Lindsey Dotson, Main Street DDA Director

Motion by Member Bradley, seconded by Member Bingham to approve Resolution 2022-08-

22 supporting the application for the Resilient Lakeshore Heritage Grant on behalf of Spartiland, LLC for 203 Bridge Street and 211 Bridge Street Associates for 211 Bridge Street.

Resolution 2022-08-22-203 Bridge Street

Whereas, the City of Charlevoix DDA has entered into an agreement with Spartiland LLC to complete the preservation work for the resource located at 203 Bridge Street, Charlevoix, MI 49720, and;

Whereas, the City of Charlevoix DDA will file an application to the Michigan State Historic Preservation Office (SHPO) for the Resilient Lakeshore Heritage Grant program in the amount of \$100,000 for the Storefront Restoration of the Buttars Building for the resource located at 203 Bridge Street, Charlevoix, MI 49720 and; Whereas, the City of Charlevoix DDA and Spartiland LLC, owner of the property at 203 Bridge Street, Charlevoix, MI 49720, have entered into an agreement delineating the parties responsible for grant administration and related activities necessary for the successful completion of the project, and;

Whereas, the City of Charlevoix DDA has appointed Lindsey Dotson, Executive Director, as the Grant Project Manager;

Whereas, the City of Charlevoix DDA acknowledges that the Resilient Lakeshore Heritage Grant Program is an expense reimbursement program. The City of Charlevoix DDA authorizes expenditures in the amount of \$100,000 for the project work, with funds from the DDA Fund, and;

Whereas, the Spartiland LLC acknowledges that reimbursements may be made, upon request, at fifty percent (50%) completion following SHPO receipt of a reimbursement request and SHPO audit and acceptance of related financial documentation and that the remainder will be reimbursed upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the Executive Director of the City of Charlevoix DDA shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, upon completion of the project, the Spartiland LLC shall be required to execute the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that City of Charlevoix DDA directs the Executive Director to file an application for a grant from the SHPO Resilient Lakeshore Heritage Grant Program for \$100,000, and;

RESOLVED, that the Executive Director be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

Resolution 2022-08-22-211 Bridge Street

Whereas, the City of Charlevoix DDA has entered into an agreement with 211 Bridge Street Associates to complete the preservation work for the resource located at 211 Bridge Street, Charlevoix, MI 49720, and;

Whereas, the City of Charlevoix DDA will file an application to the Michigan State Historic Preservation Office (SHPO) for the Resilient Lakeshore Heritage Grant program in the amount of \$100,000 for the rehabilitation of the Kroger Building for the resource located at 211 Bridge Street, Charlevoix, MI 49720 and;

Whereas, the City of Charlevoix DDA and 211 Bridge Street Associates, owner of the property at 203 Bridge Street, Charlevoix, MI 49720, have entered into an agreement delineating the parties responsible for grant administration and related activities necessary for the successful completion of the project, and;

Whereas, the City of Charlevoix DDA has appointed Lindsey Dotson, Executive Director, as the Grant Project Manager;

Whereas, the City of Charlevoix DDA acknowledges that the Resilient Lakeshore Heritage Grant Program is an expense reimbursement program. The City of Charlevoix DDA authorizes expenditures in the amount of \$100,000 for the project work, with funds from the DDA Fund, and;

Whereas, the 211 Bridge Street Associates acknowledges that reimbursements may be made, upon request, at fifty percent (50%) completion following SHPO receipt of a reimbursement request and SHPO audit and acceptance of related financial documentation and that the remainder will be reimbursed upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the Executive Director of the City of Charlevoix DDA shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, upon completion of the project, 211 Bridge Street Associates shall be required to execute the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that City of Charlevoix DDA directs the Executive Director to file an application for a grant from the SHPO Resilient Lakeshore Heritage Grant Program for \$100,000, and;

RESOLVED, that the Executive Director be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

Motion carried by unanimous voice vote.

6. Reports

A. Director's Report

Member Dipert stated that he wanted to discuss again the Director's expenses for traveling to Main Street conferences. Motion by Member Dipert, seconded by Member Bradley to add the discussion to New Business as Item C.

Motion carried by unanimous voice vote.

Director Dotson stated that one item was not included in the report regarding the portable restroom issue and she wanted to include the most up-to-date pricing estimates. She had given pricing information to Member Silva, but updated pricing would be a forthcoming item for a future meeting agenda.

7. Old Business

8. New Business

A. Alley Corridor Implementation Discussion

Lindsey Dotson, Main Street DDA Director

Director Dotson reviewed the options for the alley corridor implementation project including:

- Mason to Clinton Street implementation in conjunction with the City's infrastructure - \$13,380 for landscaping plus \$30,000 for each dumpster enclosure;
- Clinton to Park implementation - brick pavers north to south in Van Pelt Alley; total cost of \$210,000
- Antrim to Mason implementation - pavers for walkway/sidewalk areas: \$138,950 and landscaping: \$8,000.

Discussion followed regarding the proposed projects, the projects currently planned and funded by the City, possible impacts on property values, and underground infrastructure issues needed before paver projects.

Motion by Member Dipert, seconded by Member Bradley to postpone this discussion until the September meeting.

Motion carried by unanimous voice vote.

B. Downtown Housing Incentive Program

Lindsey Dotson, Main Street DDA Director

Director Dotson stated at the June Economic Vitality Committee meeting there was discussion regarding the deed restriction program and how it was a tool in their toolbox for achieving their overarching goals. Ms. Dotson stated they had only received one full application that was awarded last year.

Motion by Mayor Kurtz, seconded by Member Bradley to move item (7A Old Business-Downtown Housing Incentive) down to New Business (on the agenda).

Motion carried by unanimous voice vote.

Motion by Mayor Kutr, seconded by Member Dipert to table discussion on the Housing Incentive item for the next meeting.

Motion carried by unanimous voice vote.

C. Property Acquisition Discussion

Lindsey Dotson, Main Street DDA Director

Director Dotson stated that during the Board's last work session, the Board discussed exploring the possibility of being more actively involved in housing. Ms. Dotson stated that she recently received correspondence from a property owner who wanted the DDA to make an offer on a property, but generally speaking she wanted to gauge the Board's interest in that type of transaction. Discussion followed regarding the need for workforce housing, the potential property purchase, MEDC support/involvement in community meetings and the formal bidding process for a redevelopment team, mixed use development vs. workforce housing, and the mixed use element required for funding from the State funds. No formal action was taken by the Board.

D. Director's Traveling Expenses for Main Street

Member Dipert stated the Main Street Program has had some benefits but he thought that they were going to continue to be a member of Main Street but not an active participant. Chair Owens stated that in April she suggested they graduate from Main Street, but since no formal action was taken, the Board is required to meet the program's minimum requirements. The Board discussed the benefits of Main Street, related costs and what changes would be needed if the DDA did not participate in the Main Street Program, and the continuation and future of the Junior Main Street Program.

Chair Owens opened the item for public comment, one was heard and opposed.

Motion by Member Bradley, seconded by Member Dipert that the DDA graduate from the Main Street Program.

Discussion followed regarding the pros and cons of graduating from the Michigan Main Street Program. Director Dotson stated that she was concerned that they have not formally addressed any of the other public bodies that were initially engaged to support the DDA in the Main Street endeavors and the stakeholders in the downtown have not been asked for their opinion on moving away from Main Street. Director Dotson listed other items, including grants and reports that would be eliminated or changed with the graduation from the Main Street program. Member Dipert asked the Chair to call the question.

Yeas: Bradley, Bingham, Dipert, Kurtz, Oosthuizen, Owens, Way

Nays: Dreyer, Silva

Absent: None

Motion carried.

9. Public Comment

10. Request for Future Agenda Items

Mayor Kurtz suggested a plan of action be created to deal with all of the situations involved in graduating from the Main Street Program, the Board concurred.

11. Board Comments

Mayor Kurtz thanked Sean Bradley for his years of fine service to the DDA. Member Bradley thanked the Members and Director Dotson, City Council and City Manager, and Shirley Gibson and the people of Charlevoix for putting their faith in him and allowing him to serve on this Board.

12. Adjourn

The meeting adjourned at 6:55 p.m.

Sarah Dvoracek/fgm City Clerk

Maureen Owens Chair

CHARLEVOIX MAIN STREET MISSION

The mission of the Charlevoix Main Street program is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: October 3, 2022

Presented By:

Background:

Recommendation:

Attachments:

None