



Agenda
City of Charlevoix City Council Regular Meeting
Monday, June 19, 2023 - 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 - June 5 and 6, 2023
 - B. Accounts Payable and Payroll Check Registers
 - C. Emergency Purchase of Irrigation Pump for Golf Course: \$46,389.25
 - D. Prein&Newhof Construction Engineering Proposal for Bridge Park Lift Station Project: \$18,000
 - E. Transformer Purchase from Emerald Transformer: \$33,875
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing: Zoning Ordinance Amendments: Accessory Dwelling Units and Bed and Breakfast Parking Requirements
Jonathan Scheel
- 7. All Other Actions and Requests**
 - A. Council Appointment
Janet Kalbfell-1st Ward Council Member
- 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 - June 5 and 6, 2023

Date: June 19, 2023

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Meeting Minutes 06/05/2023
2. City Council Work Session Meeting Minutes 06/06/2023

City of Charlevoix
City Council Regular Meeting Minutes
Monday, June 5, 2023 - 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 Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Mayor: Lyle Gennett

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

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Trees Are Terrific Poster Presentation

Mark Heydlauff, City Manager

City Manager Heydlauff stated one of the criteria for being certified as a Tree City is to bring awareness to the community about the benefits of trees. We asked our local third graders to participate in a poster contest, featuring the theme for this year's Arbor Day celebration, "Trees are terrific in Charlevoix". Brynna Barnum, a third grader from Charlevoix Elementary School, was the winner of the contest. Mayor Gennett presented Ms. Barnum with an award.

B. Housing Progress Report from the Planning Commission

Jonathan Scheel

Jennifer Muladore

Jennifer Muladore, Chair of the Planning Commission, and Jonathan Scheel, Zoning

Administrator, provided the Council with a brief update on the Housing Subcommittee's efforts for more housing opportunities in the City. Ms. Muladore and Mr. Scheel also shared highlights from the Planning Commission's recently submitted annual report.

Mayor Gennett opened the item for public comment, one was heard.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Mayor Gennett opened the item for public comment. None were heard.

Motion by Parr, seconded by Kalbfell to approve the consent agenda as presented.

Yeas: Kalbfell, Cole, Hagen, Spring, Knapp, Parr

Nays: None

Absent: None

Motion carried.

A. City Council Meeting Minutes - May 15, 2023

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
05/16/2023	Special Accounts Payable Run	\$3,745.00
05/23/2023	Special Accounts Payable Run	\$76,493.53
05/23/2023	Payroll (net pay)	\$114,938.77
05/26/2023	Payroll Transmittal Checks	\$5,305.62
05/26/2023	Regular Accounts Payable	\$482,332.66
05/15/2023-05/30/2022	ACH/WIRE Payments	\$541,895.55
Grand Total		\$1,224,711.13
To view the entire accounts payable and payroll check registers, please Click here.		

C. Building Authority Commission Reappointment: Treasurer McGinn

Motion to reappoint Treasurer Kelly McGinn to the Building Authority Commission, term expiring June 2026.

D. PA 95 Opt Out

Motion to opt out of the Public Act 95 of 2013 for the 2023-2024 heating season.

E. Set Work Session for 5:15pm on June 19, 2023

Motion to set a Work Session for June 19, 2023 at 5:15pm in the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan for the purpose of discussing long-term operational planning and system design for the Electric Department.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Zoning Ordinance Amendments: Accessory Dwelling Units and Bed and Breakfast Parking Requirements

Mark Heydlauff, City Manager

Jonathan Scheel, Zoning Administrator, answered questions from the Council. Discussion was held. City Manager Heydlauff stated that on June 19, he will have City Staff provide better clarity of the intent of the language for the amendment and chart.

Mayor Gennett opened the item for public comment. None were heard.

Motion by Kalbfell, seconded by Hagen to to set a public hearing for Monday, June 19, 2023 at 6pm in the Council Chambers of City Hall regarding the proposed ordinance amendments for sections 153.071 Schedule of Uses, 153.072 Dimensional Requirements, 153.116 Accessory Buildings and Uses, and 153.187 Parking Requirements and Limiations.

Yeas: Kalbfell, Cole, Hagen, Spring, Knapp, Parr

Nays: None

Absent: None

Motion carried.

7. All Other Actions and Requests

A. 2023 Venetian Festival Street Closure Request

Dan Barron- Charlevoix Venetian Festival President

Dan Barron, President of the Venetian Festival, requested the same street closures as in years past, which began on Thursday morning through Saturday evening. Mr. Barron reviewed some of this year's festival highlights and activities scheduled, including moving Kid's Day back to the downtown area. Council asked Mr. Barron questions about the street closure. After discussion, Council concurred closing the road on Wednesday would be acceptable if City Staff could work out the logistics.

Mayor Gennett opened the item for public comment, two were heard.

Motion by Knapp, seconded by Parr to approve the Venetian Festival Street Closure for 2023 as early as Wednesday, July 19, 2023 through Saturday, July 22, 2023 and direct City Staff to make all necessary arrangements.

Yeas: Kalbfell, Cole, Hagen, Spring, Knapp, Parr

Nays: None

Absent: None

Motion carried.

B. Initiative Committee Response to Certificate of Insufficiency

Luther Kurtz

Luther Kurtz explained the Initiative Committee Petition and stated the ordinance was created to generate housing for the community. Discussion was held. Council asked Mr. Kurtz questions. Scott Howard, City Attorney, also answered questions from Council. Mr. Howard explained his legal response to the Initiative Petition and Certificate of Insufficiency. More discussion was held.

Mayor Gennett opened the item to the public, sixteen people were heard.

Motion by Spring, seconded by Parr to deny the appeal of the Initiative Committee and encourage the Initiative Committee to work to resolve the petition concerns in order to meet the requirements of the City Charter.

Yeas: Kalbfell, Spring, Knapp, Parr

Nays: Cole, Hagen

Absent: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Please be mindful of the fire danger with the dry weather conditions
- Reminder that tomorrow there is a Council Work Session scheduled at 1:30pm to tour

both the Water Facility and the Wastewater Facility

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 8:07 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

City of Charlevoix
City Council Work Session Minutes

Tuesday, June 6, 2023 - 1:30 PM

Water Plant, 97 Grant Street, Charlevoix, MI 49720

Wastewater Treatment Plant, 15116 Lakeshore Drive, Charlevoix, MI 49720

1. Roll Call

The meeting was called to order at 1:30 p.m. by Mayor Gennett.

Mayor: Lyle Gennett

Members Present: Janet Kalbfell, Mark Knapp (arrived at 1:40 p.m.), Phil Parr, Richard Spring

Members Absent: Shane Cole, Aaron Hagen

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

2. Tour/Discussion of the Water Plant-97 Grant Street

Nick Hiling, Water Treatment Plant Chief Operator, gave Council a tour of the facility and answered questions from Council and Staff.

3. Tour/Discussion of the Wastewater Treatment Plant- 15116 Lakeshore Drive

Randy Wurst, Wastewater Treatment Plant Chief Operator, gave Council a tour of the facility and answered questions from Council and Staff.

4. Public Comment

5. Adjourn

Mayor Gennett adjourned the meeting at 3:41 p.m.

Sarah J. Dvoracek

City Clerk

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: June 19, 2023

Presented By:

Background:

Recommendation:

Attachments:

1. Check Registers 06-19-23 Agenda

Check Number	Payee	Amount
06/12/2023		
139720	GSK ENTERPRISES LLC	800.00
Total 06/12/2023:		800.00
Grand Totals:		800.00

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

06/12/23	Special Accounts Payable Run	\$	800.00
06/09/23	Payroll (net pay)	\$	128,760.67
06/09/23	Payroll Transmittal Checks	\$	5,551.67
06/20/23	Regular Accounts Payable	\$	777,620.13
Checks Sub-Total:		\$	912,732.47

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

06/05/23	AMG Payment Solutions	\$	308.27
06/05/23	MI Public Power Agency	\$	40,975.69
06/05/23	Payment Service Network Inc	\$	249.85
06/07/23	State of MI (Sales Tax)	\$	23,373.09
06/08/23	DTE Energy	\$	6,431.45
06/09/23	IRS (Payroll Tax Deposit)	\$	46,750.80
06/09/23	Alerus Financial (HCSP)	\$	558.00
06/09/23	Vantagepoint (401 Plan)	\$	1,062.00
06/09/23	Vantagepoint (457 Plan)	\$	20,862.55
06/09/23	Vantagepoint (Roth IRA)	\$	1,220.76
06/09/23	State of MI (Withholding Tax)	\$	6,919.84
06/12/23	MI Public Power Agency	\$	28,419.93
ACH Sub-Total:		\$	177,132.23

Huntington National Bank Total: \$ 1,089,864.70

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

06/20/23	Tax Disbursement	\$	4,612.39
Charlevoix State Bank Total:		\$	4,612.39
Grand Total:		\$	1,094,477.09

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/03/2023	PC	06/09/2023	37407	HEYDLAUFF, MARK L.	102		3,686.68
06/03/2023	PC	06/09/2023	37408	DVORACEK, SARAH J.	105		2,321.14
06/03/2023	PC	06/09/2023	37409	DEROSIA, PATRICIA E.	107		857.08
06/03/2023	PC	06/09/2023	37410	DOTSON, LINDSEY J.	109		1,507.73
06/03/2023	PC	06/09/2023	37411	KLOOSTER, ALIDA K.	121		2,335.30
06/03/2023	PC	06/09/2023	37412	BARNEVELD, RICHELLE	123		1,320.21
06/03/2023	PC	06/09/2023	37413	SCHULZ, GINNY L.	125		1,528.11
06/03/2023	PC	06/09/2023	37414	BRADLEY, KATHLEEN R.	126		1,264.57
06/03/2023	PC	06/09/2023	37415	MILLER, FAITH G.	142		109.57
06/03/2023	PC	06/09/2023	37416	MCGINN, KELLY A.	146		2,704.46
06/03/2023	PC	06/09/2023	37417	SCHEEL, JONATHAN D.	149		2,269.02
06/03/2023	PC	06/09/2023	37418	MCDONNELL, JILL L.	202		2,712.40
06/03/2023	PC	06/09/2023	37419	SCHOLEY, ROBERT W.	204		2,012.92
06/03/2023	PC	06/09/2023	37420	UMULIS, MATTHEW T.	205		2,324.31
06/03/2023	PC	06/09/2023	37421	ORBAN, BARBARA K.	209		1,591.17
06/03/2023	PC	06/09/2023	37422	RILEY, DENISE M.	213		545.44
06/03/2023	PC	06/09/2023	37423	MUNK, CHRISTOPHER J.	215		2,050.16
06/03/2023	PC	06/09/2023	37424	STEWART, MORGAN J.	217		2,164.93
06/03/2023	PC	06/09/2023	37425	CHRISTIANSEN, BRIAN D	218		1,913.87
06/03/2023	PC	06/09/2023	37426	YOUNG, KRISTEN L.	230		1,872.04
06/03/2023	PC	06/09/2023	37427	CONWAY, PATRICK G.	239		31.40
06/03/2023	PC	06/09/2023	37428	BINGHAM, LARRY E.	240		248.47
06/03/2023	PC	06/09/2023	37429	MACGILLIVRAY, ROGER	244		941.09
06/03/2023	PC	06/09/2023	37430	WESTRICK, AARON J.	246		42.28
06/03/2023	PC	06/09/2023	37431	DOTSON, WILLIAM R.	249		796.79
06/03/2023	PC	06/09/2023	37432	DAVIS, RONALD L.	250		139.16
06/03/2023	PC	06/09/2023	37433	WURST, RANDALL W.	411		1,663.99
06/03/2023	PC	06/09/2023	37434	HILLING, NICHOLAS A.	413		1,673.11
06/03/2023	PC	06/09/2023	37435	MEIER III, CHARLES A.	421		1,924.65
06/03/2023	PC	06/09/2023	37436	ZACHARIAS, STEVEN B.	422		1,537.40
06/03/2023	PC	06/09/2023	37437	NEWMAN, MARK J.	424		2,346.70
06/03/2023	PC	06/09/2023	37438	LOUGHMILLER, JOHN A.	425		2,178.06
06/03/2023	PC	06/09/2023	37439	BORTHS, MICHAEL J.	450		797.17
06/03/2023	PC	06/09/2023	37440	GRIFFITH, JOHN J.	500		2,531.87
06/03/2023	PC	06/09/2023	37441	EATON, BRAD A.	515		2,804.39
06/03/2023	PC	06/09/2023	37442	WILSON, TIMOTHY J.	516		3,320.95
06/03/2023	PC	06/09/2023	37443	LAVOIE, RICHARD L.	519		2,521.62
06/03/2023	PC	06/09/2023	37444	STEVENS, BRANDON C.	521		3,206.18
06/03/2023	PC	06/09/2023	37445	WHITLEY, ANDREW T.	522		2,452.04
06/03/2023	PC	06/09/2023	37446	FARRELL, MITCHELL L.	524		1,969.12
06/03/2023	PC	06/09/2023	37447	ANDERSON, ELIZABETH	526		1,401.92
06/03/2023	PC	06/09/2023	37448	KENWABIKISE, DAVID L.	528		1,239.32
06/03/2023	PC	06/09/2023	37449	ELLIOTT, PATRICK M.	600		3,201.04
06/03/2023	PC	06/09/2023	37450	SCHWARTZFISHER, JOS	603		1,354.61
06/03/2023	PC	06/09/2023	37451	BRADLEY, KELLY R.	614		2,086.45
06/03/2023	PC	06/09/2023	37452	HART II, DELBERT W.	616		1,603.53
06/03/2023	PC	06/09/2023	37453	JONES, ROBERT F.	618		1,596.35
06/03/2023	PC	06/09/2023	37454	THORP JR, WILLIAM D.	623		679.65
06/03/2023	PC	06/09/2023	37455	LEITNER, RYAN S.	624		1,929.30
06/03/2023	PC	06/09/2023	37456	FERGUSON, ROYCE L.	625		2,269.01
06/03/2023	PC	06/09/2023	37457	REID, ROB A.	632		1,495.49
06/03/2023	PC	06/09/2023	37458	DORAN, JUSTIN J.	634		2,378.61
06/03/2023	PC	06/09/2023	37459	NEDWICK, DAVID J.	642		1,007.80
06/03/2023	PC	06/09/2023	37460	HART III, DELBERT W.	657		1,018.75
06/03/2023	PC	06/09/2023	37461	FINNERTY, HOLLY E.	669		1,031.24
06/03/2023	PC	06/09/2023	37462	POIROT, KENNETH R.	673		903.09
06/03/2023	PC	06/09/2023	37463	VENTZKE, COLE C.	674		949.06

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/03/2023	PC	06/09/2023	37464	WILSON, GARRETT L.	687		834.59
06/03/2023	PC	06/09/2023	37465	MOOAR, ISAAK S.	690		973.40
06/03/2023	PC	06/09/2023	37466	CRANDELL, ZACKARY R.	691		934.24
06/03/2023	PC	06/09/2023	37467	RABIDEAU, JACOB L.	696		921.66
06/03/2023	PC	06/09/2023	37468	KNORR, KENT J.	700		2,223.40
06/03/2023	PC	06/09/2023	37469	ANZELL, BETH A.	702		1,546.15
06/03/2023	PC	06/09/2023	37470	STEBE, LAURA A.	703		18.70
06/03/2023	PC	06/09/2023	37471	STEWART, SPENCER P.	720		647.22
06/03/2023	PC	06/09/2023	37472	MCDERMOTT, DENNIS J.	732		2,046.05
06/03/2023	PC	06/09/2023	37473	EICHLER, MYA N.	747		191.47
06/03/2023	PC	06/09/2023	37474	JASURDA, DONALD J.	748		869.59
06/03/2023	PC	06/09/2023	37475	PARRISH, SAMANTHA K.	750		406.42
06/03/2023	PC	06/09/2023	37476	WHITE III, MARCUS W.	754		956.50
06/03/2023	PC	06/09/2023	37477	CARUSELLO, JACOB M.	755		745.36
06/03/2023	PC	06/09/2023	37478	SNYDER, JACOB M.	756		872.98
06/03/2023	PC	06/09/2023	37479	CUNNINGHAM, ABIGAIL A.	759		1,030.03
06/03/2023	PC	06/09/2023	37480	ELGART, SARAH N.	769		329.51
06/03/2023	PC	06/09/2023	37481	WALKER, MEREDITH A.	771		113.83
06/03/2023	PC	06/09/2023	37482	STEVENS, JEFFREY W.	798		90.04
06/03/2023	PC	06/09/2023	37483	DRENTH, DOUGLAS A.	838		784.15
06/03/2023	PC	06/09/2023	37484	GILL, DAVID R.	856		1,085.40
06/03/2023	PC	06/09/2023	37485	LABLANCE, MAUREEN J.	863		339.99
06/03/2023	PC	06/09/2023	37486	LIVINGSTON, BRIAN D.	866		2,135.26
06/03/2023	PC	06/09/2023	37487	STANLEY, MARK J.	867		70.31
06/03/2023	PC	06/09/2023	37488	KLOOSTER, PATRICK H.	868		580.84
06/03/2023	PC	06/09/2023	37489	WAY, KRISTINA M.	870		51.94
06/03/2023	PC	06/09/2023	37490	DIETRICH, ARLENE M.	871		657.25
06/03/2023	PC	06/09/2023	37491	PARKER, SCOTT W.	873		27.70
06/03/2023	PC	06/09/2023	37492	PETROSKY, TIMOTHY D.	874		81.93
06/03/2023	PC	06/09/2023	37493	CUDD, ROBERT M.	875		575.99
06/03/2023	PC	06/09/2023	37494	EWALT, BRIAN W.	901		2,247.45
06/03/2023	PC	06/09/2023	37495	OLIVER, GRANT T.	915		1,272.18
06/03/2023	PC	06/09/2023	37496	DOUGLAS, MARK	935		1,426.30
06/03/2023	PC	06/09/2023	37497	FRATRICK, JOSEPH W.	940		1,126.88
06/03/2023	PC	06/09/2023	37498	PAALMAN, STEPHEN J.	942		1,387.44
06/03/2023	PC	06/09/2023	37499	DVORACEK, BRIAN N.	952		347.13
06/03/2023	PC	06/09/2023	139705	MORRISON, KEVIN P.	601		2,192.60
06/03/2023	PC	06/09/2023	139706	COX, RONALD L.	869		256.02
Grand Totals:			95				128,760.67

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
06/03/2023	06/09/2023	139707	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	947.98
06/03/2023	06/09/2023	139708	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
06/03/2023	06/09/2023	139708	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	390.05
06/03/2023	06/09/2023	139709	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,220.00
06/03/2023	06/09/2023	139710	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	664.27
06/03/2023	06/09/2023	139711	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
06/03/2023	06/09/2023	139712	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 6	201.00
06/03/2023	06/09/2023	139713	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,577.76
06/03/2023	06/09/2023	139714	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	259.06
06/03/2023	06/09/2023	139714	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 6/3/2	44.60
06/03/2023	06/09/2023	139714	THE HARTFORD	9035	CHILD LIFE Pay Period: 6/3/202	9.58
06/03/2023	06/09/2023	139714	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	24.61
06/03/2023	06/09/2023	139714	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 6/3/	5.26
06/03/2023	06/09/2023	139714	THE HARTFORD	9035	CHILD AD&D Pay Period: 6/3/20	4.05
Grand Totals:		14				5,551.67

xm

Check Number	Payee	Amount
06/20/2023		
139721	ACE HARDWARE	8,513.27
139722	ALL-PHASE ELECTRIC SUPPLY CO	9,899.11
139723	AMAZON CAPITAL SERVICES	1,084.69
139724	AMERICAN LEGAL PUBLISHING CORP	74.30
139725	ANGEL, ANJA	9.41
139726	ART'S AUTO & TRUCK PARTS	126.06
139727	AUTO-WARES GROUP	394.84
139728	AVFUEL CORPORATION	62,056.88
139729	BALLARD'S PLUMBING AND HEATING	330.00
139730	BLASTTEK LLC	15,152.00
139731	BLISSFEST MUSIC ORGANIZATION	250.00
139732	BRADFORD MASTER DRYCLEANERS	22.50
139733	CADILLAC GARAGE DOOR INC	194.15
139734	CARQUEST OF CHARLEVOIX	1,983.43
139735	CDW GOVERNMENT	488.28
139736	CHARLEVOIX PEST CONTROL INC.	75.00
139737	CHARLEVOIX SCREEN MASTERS INC	713.85
139738	CHARTER COMMUNICATIONS OPERA	109.98
139739	CINTAS	37.79
139740	CINTAS CORPORATION	253.36
139741	CITY OF CHARLEVOIX - UTILITIES	42,131.61
139742	CONWAY PROFESSIONAL SERVICES	5,685.00
139743	CUMMINS SALES AND SERVICE	1,976.96
139744	DEWOLF & ASSOCIATES	595.00
139745	DILLEY, JOHN	97.00
139746	ECONO SIGNS LLC	147.23
139747	EJ USA INC.	11,544.18
139748	ELLSWORTH FARMERS EXCHANGE	2,011.38
139749	ELMER'S CRANE & DOZER INC	434,037.88
139750	ETNA SUPPLY	162.00
139751	FARLEY PROMO	2,099.31
139752	FARMER WHITE'S	42.00
139753	FERGUSON & CHAMBERLAIN	600.00
139754	FREEDOM MAILING SERVICES INC	2,555.00
139755	GALLS LLC	48.95
139756	GATEHOUSE MEDIA MICHIGAN HOLDI	142.90
139757	GFL ENVIRONMENTAL	145.80
139758	GFL ENVIRONMENTAL - KALKASKA	14,894.70
139759	GORDON FOOD SERVICE	59.21
139760	GRAPHIX GURUS	914.00
139761	GREY GABLES INN	100.00
139762	HACH COMPANY	710.10
139763	HAGEN, MADISON	163.90
139764	HOGARTH'S PEST CONTROL INC.	350.00
139765	HUTSON INC	584.47
139766	HYDROCORP	2,077.00
139767	INTEGRITY BUSINESS SOLUTIONS	114.12
139768	INTERNATIONAL INSTITUTE	185.00

Check Number	Payee	Amount
139769	IPS GROUP INC	284.00
139770	JACKLIN STEEL SUPPLY CO	28.40
139771	JCD SALES & SERVICE LLC	62.50
139772	JEAN JACQUES, CLEVELAND C	1,250.00
139773	JIM RIEHL'S FRIENDLY CHRYSLER-JE	224.19
139774	JORDAN'S TEAS	52.00
139775	KELLY WARNER PAINTING	1,390.00
139776	KSS ENTERPRISES	874.08
139777	KUS, MICHAEL	37.01
139778	LASER PRINTER TECHNOLOGIES	125.00
139779	LITTLE TRAVERSE DISPOSAL LLC	41,375.71
139780	LOTTIE'S BAGELS	146.00
139781	MAGGRETT, DAVID	750.00
139782	MANN, JULIE	75.00
139783	MANTHEI CONSTRUCTION	677.69
139784	METTLER TOLEDO INC	610.63
139785	MI DEPT OF TREASURY - UNCLAIMED	373.48
139786	MICHIGAN RURAL WATER ASSN	800.00
139787	MWEA	95.00
139788	NORTHWEST ELECTRONICS & REPAI	138.97
139789	NUCO2 LLC	726.86
139790	OLESON'S FOOD STORES	131.40
139791	OLSON BZDOK & HOWARD	3,782.00
139792	ORBAN, BARBARA K.	95.71
139793	O'REILLY AUTOMOTIVE INC	107.92
139794	PELTON, TODD	630.00
139795	PENINSULA FIBER NETWORK LLC	470.00
139796	POWER LINE SUPPLY	49,645.21
139797	POWER SYSTEM ENGINEERING INC	9,453.16
139798	POWERPLAN	798.29
139799	PRESTON FEATHER	408.04
139800	RANGE TELECOMMUNICATIONS	206.00
139801	RESOLUTION G2 LLC	11,826.00
139802	SHARROW MASONRY INC	14,810.00
139803	SHARROW, JACOB	900.00
139804	SPARTAN DISTRIBUTORS INC	166.87
139805	SPARTAN STORES LLC	19.90
139806	STRICKER'S OUTDOOR POWER EQUI	187.95
139807	STUART C IRBY CO	2,844.04
139808	SUMMIT FIRE PROTECTION	693.00
139809	TAYLOR, NATHAN	250.00
139810	TELNET WORLDWIDE	209.15
139811	TRANSUNION RISK AND ALTERNATIV	75.00
139812	UMULIS, MATTHEW T.	260.00
139813	UNIFIRST CORPORATION	591.35
139814	WARD BROTHERS BOATS INC	383.16
139815	WEST MARINE PRO	84.98
139816	ZIXCORP	2,550.88

Check Number	Payee	Amount
Total 06/20/2023:		777,620.13
Grand Totals:		777,620.13

Check Number	Payee	Amount
06/05/2023		
60523001	AMG PAYMENT SOLUTIONS	308.27
60523002	MICHIGAN PUBLIC POWER AGENCY	40,975.69
60523003	PAYMENT SERVICE NETWORK INC.	249.85
Total 06/05/2023:		41,533.81
Grand Totals:		41,533.81

Check Number	Payee	Amount
06/07/2023		
60723001	STATE OF MICHIGAN	23,373.09
Total 06/07/2023:		23,373.09
Grand Totals:		23,373.09

Check Number	Payee	Amount
06/08/2023		
60823001	DTE ENERGY	6,431.45
Total 06/08/2023:		6,431.45
Grand Totals:		6,431.45

Check Issue Date	Check Number	Payee	Amount
60923001			
06/09/2023	60923001	**EFTPS* Payroll Taxes	12,119.81
06/09/2023	60923001	**EFTPS* Payroll Taxes	12,119.81
06/09/2023	60923001	**EFTPS* Payroll Taxes	2,834.47
06/09/2023	60923001	**EFTPS* Payroll Taxes	2,834.47
06/09/2023	60923001	**EFTPS* Payroll Taxes	16,842.24
Total 60923001:			
	5		46,750.80
60923002			
06/09/2023	60923002	Alerus Financial	558.00
Total 60923002:			
	1		558.00
60923003			
06/09/2023	60923003	MissionSquare - 401 Plan 109153	1,062.00
Total 60923003:			
	1		1,062.00
60923004			
06/09/2023	60923004	MissionSquare - 457 Plan 300959	4,636.00
06/09/2023	60923004	MissionSquare - 457 Plan 300959	2,643.99
06/09/2023	60923004	MissionSquare - 457 Plan 300959	4,600.96
06/09/2023	60923004	MissionSquare - 457 Plan 300959	8,981.60
Total 60923004:			
	4		20,862.55
60923005			
06/09/2023	60923005	MissionSquare - Roth IRA 706117	1,220.76
Total 60923005:			
	1		1,220.76
60923006			
06/09/2023	60923006	STATE OF MICHIGAN	6,919.84
Total 60923006:			
	1		6,919.84
Grand Totals:			
	13		77,373.95

xm

Check Number	Payee	Amount
06/12/2023		
61223001	MICHIGAN PUBLIC POWER AGENCY	28,419.93
Total 06/12/2023:		28,419.93
Grand Totals:		28,419.93

Check Number	Payee	Amount
06/20/2023		
4005	CITY OF CHARLEVOIX - TAXES DUE	4,612.39
Total 06/20/2023:		4,612.39
Grand Totals:		4,612.39

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Charlevoix City Council

Consent Agenda

Title: Emergency Purchase of Irrigation Pump for Golf Course: \$46,389.25

Date: June 19, 2023

Presented By: Kent Knorr, Recreation Director

Background:

Brian Livingston informed the Recreation Director on June 9th that the pump for the irrigation system at the golf course is currently failing. The pump is still working but is making a banging noise internally. Brian had the whole irrigation system checked out last week and determined that the controllers and the computers are all functioning as designed. He then had Ramsby Drilling come and assess the pump and motor on the course. The pump and motor were installed over 20 years ago. Life expectancy for this type of pump is around 15 years. The pump is a submersible pump and motor placed in the well 14 feet deep.

Unfortunately, it has been determined that the pump is nearing the end of its life and could fail at any time. Brian was able to get two estimates for the replacement of the pump and motor. Luttrell Well Drilling in Harbor Springs had an estimate of \$56,290. Ramsby Drilling Inc in Indian River submitted an estimate of \$46,389. The lead time for purchasing a new motor and pump for both vendors is 3-6 weeks. We have a back up pump that will partially support our system, but will not be able to fully water the course. If we lose the pump, we will also need to supplement hand watering of the course. While we have a plan in place should this system fail sooner than later, we believe that the estimates we received will be consistent with what we would most likely see going through a longer bid process.

Unlike other turfs, failure to water golf greens can be a very expensive consequence should the greens dry out or die. We believe that it is imperative that we approve this purchase on an emergency basis so that we can start the process of getting all parts ordered and the repairs made as quickly as possible. Both vendors that we contacted have regularly serviced well pumps for the City in the past. Luttrell at the Carpenter Street Ballfields and Ramsby at the golf course.

Recommendation:

Motion to approve the emergency purchase of a new pump and motor for the Charlevoix Golf Course from Ramsby Drilling Inc. at the estimated cost of \$46,389.25.

Attachments:

1. ramsby estimate
2. luttrell estimate

ESTIMATE / WORK ORDER



DRILLING, INC.

www.ramsbydrilling.com

1865 South Straits Hwy.

Indian River, MI 49749

Fax: (231) 238-5894

PHONE: (231) 238-5895

Date: 6/8/23

Name: CHARLEVOIX GOLF CLUB

Phone: 231-330-5960

Address: _____

Job Location: MUNICIPAL GOLF COURSE

Job Description: PUMP AND MOTOR REPLACEMENT 14" WELL

Footage, material quantity and labor hours are estimated amounts. All work is invoiced based on actual footage, material and labor hours required to complete project at the rates quoted below.

1- 125 HP 460 VOLT 3PH SUBMERSIBLE MOTOR MANUFACTURED BY CENTIPRO

\$31,599.00

1- GOULDS SUBMERSIBLE TURBINE WATER END 8" MOTOR BRACKET, STAINLESS STEEL

HARDWARE CAST IRON BOWLS

\$9,968.00

3- WIRE SPLICE KITS

@ \$114.75/EA.

\$344.25

1- 8" X 6" NPT MALE SWAGE NIPPLE

\$870.00

1- 2,000 GALLOON TANKER CHLORINATION

\$500.00

12HRS. LABOR CRANE / SERVICE TRUCK 3 OPERATORS @ \$259.00/HR.

\$3,108.00

NO TAX

Total Estimated Cost: \$46,389.25

****OWNER RESPONSIBLE FOR:** Any necessary permits, Utility flagging by Miss Dig, Site Restoration (additional fill, lawn re-seeding, etc.), Repair of any underground utility lines or service lines (gas, propane, electric, cable, TV, satellite TV, pet fencing, etc.) buried tiles, conduits, drains, etc., and any required water sampling.

NET DUE UPON COMPLETION. A finance charge of 1-1/2% per month (18% per annum) will be added on all balances over 30 days. Legal action will be initiated on balances outstanding at the end of 60 days from original statement date. All actual Attorney fees and costs incurred by Ramsby Drilling, Inc. in collection proceedings on delinquent accounts will be paid by the undersigned. If a lawsuit is filed for payment, venue shall be Cheboygan County, Michigan

AUTHORIZATION TO PROCEED

The above prices, specifications, terms and conditions are hereby accepted. I fully understand that the foregoing is an Estimate only, and I will be invoiced for Actual material and labor required to complete my water system, repair or project whether it be more or less than estimated. Owner is solely responsible for placement of well and/or service lines within their property lines.

Please sign and return white copy along with your well permit if required.

WORK WILL NOT BE SCHEDULED WITHOUT A SIGNED WORK ORDER

Accepted: _____

(Owner or Owners Representative Signature)

Date: _____

(Printed Name)

****Prices Subject To Change Without Notice If Not Accepted Within 15 Days****

Luttrell Well Drilling

**76 Quick Rd.
Harbor Springs, Mi. 49740**

**Ph. 231-526-2164
Fax. 231-526-6007
Email luttrellwell@yahoo.com**

ESTIMATE FOR A PUMP AND MOTOR CHANGE AT CHARLEVOIX GOLF COURSE

6-14-2023

ATT. BRIAN LIVINGSTON

125 HP 460 VOLT 3PHASE MOTOR	\$35000.00
1100 GPM 125 HP PUMP	\$9500.00
WIRE SPLICE KIT.	\$140.00
8" CHECK VALVE	\$650.00
LABOR TO REMOVE OLD PUMP AND MOTOR, CLEAN THE 8" DROP PIPE AND REINSTALL NEW PUMP	\$11000.00
TOTAL	\$56290.00

Charlevoix City Council

Consent Agenda

Title: Prein&Newhof Construction Engineering Proposal for Bridge Park Lift Station Project: \$18,000

Date: June 19, 2023

Presented By:

Background:

As you know, we have awarded a construction contract for the rehabilitation of the Bridge Street Lift Station this fall. This agreement with Prein & Newhof (who designed and specified the improvements) would have them oversee this construction and ensure their designs are followed and quality control is checked as the project proceeds. This is a standard part of any project we undertake.

Recommendation:

Motion to approve the Construction Engineering Agreement with Prein&Newhof in an amount not to exceed \$18,000 for the Bridge Park Lift Station Slide Gate Repair and Bypass Improvement Project.

Attachments:

1. Letter from P&N- 5/26/23

May 26, 2023

Mr. Randy Wurst
Wastewater Treatment Plant Superintendent
210 State Street
Charlevoix, MI 49720

RE: Bridge Park Lift Station
Slide Gate Repair and Bypass Improvements – Construction Engineering

Dear Mr. Wurst:

The project for repairing the slide gate and modifying the piping at the Bridge Park Lift Station has been designed, bid, and is now starting construction. We understand construction engineering services are needed for the project. We anticipate construction engineering services will be needed for a 3-week period plus contract administration. The following summarizes the anticipated scope of work.

Construction Engineering Services

- Attend preconstruction meeting
- Contract administration
- Review Contractor shop drawings / submittals
- Respond to Contractor's requests for information
- Full-time construction observation for valve chamber piping/pump and haul activities
- Part-time construction observation for the remainder of work to confirm conformance with the contract documents, including equipment startup
- Preparation of monthly contractor pay estimates and change orders as necessary
- Prepare punch list
- Complete final closeout documentation including record drawings

Fees for Services

Based on the assumptions noted above, we propose to perform these services at our normal hourly rates plus expenses billed monthly with a total not-to-exceed price of \$18,000. Should additional services be requested by you or required by conditions encountered, we would contact you and obtain your authorization prior to performing such services. Work will be completed in accordance with the Master Agreement – General Engineering Services.

Thank you for the opportunity to provide you with this proposal.

Please contact me if you have any questions.

Sincerely,

Prein&Newhof



Mark R. Prein, P.E.

Charlevoix City Council

Consent Agenda

Title: Transformer Purchase from Emerald Transformer: \$33,875

Date: June 19, 2023

Presented By:

Background:

Last fall, Wojan Windows requested an electric service upgrade to support new production equipment. A transformer was ordered in December through Power Line Supply, however, it won't be delivered until December 2023. Wojan's new production equipment is scheduled to be online by mid to late July 2023. We contacted three transformer rebuilders for transformer quotes for an earlier delivery date to accommodate their equipment delivery. The only viable response is from Emerald Transformer. We request authorization to issue a purchase order to Emerald Transformer in the amount of \$33,875. Wojan will reimburse the city for the transformer. The one on order will be retained as a back-up in our inventory. Given ongoing supply chain issues and extremely long lead times for transformers, it is helpful to increase our supply on-hand.

Recommendation:

Motion to approve the purchase of a rebuilt transformer from Emerald Transformer in the amount of \$33,875.

Attachments:

None

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Zoning Ordinance Amendments: Accessory Dwelling Units and Bed and Breakfast Parking Requirements

Date: June 19, 2023

Presented By: Jonathan Scheel

Background:

The Planning Commission held their required public hearing on April 10, 2023 for the proposed amendments. The City Attorney reviewed the changes and provided his comments, his letter is attached to the memo.

Recommendation:

Motion to approve ordinances amendments 839 and 840 as presented.

Attachments:

1. Ordinance Amendment 839 with red lined version
2. Ordinance Amendment 840 with red lined version
3. Letter from Scott Howard, City Attorney

City of Charlevoix
Zoning Ordinance Amendment – Bed and Breakfast Parking Requirements
Planning Commission Public Hearing April 10, 2023
Recommended adoption to City Council
Changes Marked in Red

§ 153.116 ACCESSORY BUILDINGS AND USES.

(D) Bed and breakfast establishments.

- (1) The bed and breakfast shall be located within a residence which is the principal dwelling unit on the property. Whenever the bed and breakfast is open for the renting of rooms, the residence shall be occupied by the owner or innkeeper at all times.
- (2) The rental rooms within the establishment shall be part of the principal dwelling. Bed and breakfast establishments shall not contain more than five rental rooms, however the Planning Commission may consider-approve additional rooms based on the following criteria:
 - (a) The existing single-family home has the capacity for more than five rental rooms;
 - (b) It is a single-family home which has been operated as a bed and breakfast establishment in the past;
 - (c) ~~There is sufficient parking on site, or within 300 feet of the property, to accommodate additional rooms; and~~
 - (c) The Planning Commission finds that the additional rooms will not have an adverse impact to the residential character of the neighborhood.
- (3) The residence shall have at least two exits to the outdoors.
- (4) Signage shall be subject to the requirements of §§ 153.205 through 153.219.
- (5) A bed and breakfast establishment shall be consistent with the essential character of the residential neighborhood in terms of use, traffic generation and appearance.
- (6) A bed and breakfast establishment shall not be permitted on a lot or parcel, (including a non-conforming lot or parcel of record) which does not meet the established lot size requirements for the zoning district in which it is located.
- (7) A minimum of one (1) parking space per rental room is required. Parking may include street spaces in front of the property according to City parking rules. Parking spaces shall be accessible at all times. Off-street parking shall be subject to the requirements of Off-Street Parking, Loading, Access and Circulation requirements (§153.185 - 153.190).

§ 153.187 PARKING REQUIREMENTS AND LIMITATIONS

(H) The minimum required number of off-street parking spaces shall be determined based on the requirements listed in Table 153.187.

<i>Table 153.187: Parking and Access Requirements by Use</i>	
Use	Number of Parking Spaces
Residential Uses	
Bed and breakfast	See 153.116 (7)

**CITY OF CHARLEVOIX
ORDINANCE NO. 839 of 2023**

AN ORDINANCE TO AMEND TITLE XV, LAND USAGE, SECTIONS 153.116 AND 153.187 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.116 Accessory Buildings and Uses (D) Bed and Breakfast Establishments (2) (a)-(d) of the City of Charlevoix Code is hereby repealed and replaced, and shall read as follows:

(2) The rental rooms within the establishment shall be part of the principal dwelling. Bed and breakfast establishments shall not contain more than five rental rooms, however the Planning Commission may approve additional rooms based on the following criteria:

- (a) The existing single-family home has the capacity for more than five rental rooms;
- (b) It is a single-family home which has been operated as a bed and breakfast establishment in the past;
- (c) The Planning Commission finds that the additional rooms will not have an adverse impact to the residential character of the neighborhood.

SECTION 2. Title XV, Chapter 153, Section Table 153.116 Accessory Building and Uses (D) Bed and Breakfast Establishments of the City of Charlevoix Code is hereby amended by adding a section, which shall be labeled (7) and shall read as follows:

(7) A minimum of one (1) parking space per rental room is required. Parking may include street spaces in front of the property according to City parking rules. Off-street parking shall be subject to the requirements of Off-Street Parking, Loading, Access and Circulation requirements (§153.185-153.190).

SECTION 3. Title XV, Chapter 153, Section 153.187 Parking Requirements and Limitations, Table 153.187: Parking and Access Requirements by Use; Section Labeled Use; Bed and Breakfast; Table header labeled Number of Parking Spaces of the City of Charlevoix Code is hereby repealed and replaced and shall read as follows:

<i>Table 153.187: Parking and Access Requirements by Use</i>	
<i>Use</i>	<i>Number of Parking Spaces</i>
RESIDENTIAL USES	
Bed and breakfast	See 153.116 (7)

SECTION 4. Severability. No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 5. Effective Date.

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

Ordinance No. 839 was adopted on the 19th day of June 2023 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan } §
City of Charlevoix

Sarah J. Dvoracek

City Clerk

Lyle Gennett

City Mayor

City of Charlevoix
Zoning Ordinance Amendment – Accessory Dwelling Units
Planning Commission Public Hearing April 10, 2023
Recommended adoption to City Council
Changes Marked in Red

§ 153.071 SCHEDULE OF USES

Uses permitted in the R1, R2, R2A, R4 and PC Districts are listed in Table 153.071 of this chapter. Additional requirements related to a specific use, if any, are referenced in the “Specific Requirements” column.

Table 153.071: Allowed Uses in Residential Zones						
P = Permitted Use by Right						
S = Special Land Use						
	R1	R2	R2A	R4	PC	Specific Requirements
RESIDENTIAL						
Dwellings						
Accessory dwelling unit	<u>P</u>	P	<u>P</u>			

Section 153.072(C) Dimensional requirements: square footage for accessory dwelling units and home conversion units. Square footage for accessory dwelling units and home conversion units shall conform to the requirements of Table 153.072(c).

Table 153.072(c): Dimensional Requirement: Square footage for Accessory Dwelling Units and Home Conversion Units		
Zoning District	Minimum	Maximum
R1, <u>and R2, and R2A</u>	300	900

§ 153.116 ACCESSORY BUILDINGS AND USES

(A) Accessory buildings and structures

(3) In the R1, and R2, and R2A ~~Single-Family~~ Residential Districts, if the principal building has an attached accessory building, only one detached accessory building shall be permitted.

(4) Lots in the R1, and R2, and R2A Zones shall be permitted to have a secondary detached accessory building, such as a storage shed. Secondary accessory buildings shall meet all the requirements of this section and not exceed 200 square feet in area.

(9) Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure in all districts except the R1, and R2, and R2A Zones:

**CITY OF CHARLEVOIX
ORDINANCE NO. 840 of 2023**

AN ORDINANCE TO AMEND TITLE XV, LAND USAGE, SECTIONS 153.071 AND 153.116 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.071 Schedule of Uses; Table 153.071: Allowed Uses in Residential Zones of the City of Charlevoix Code is hereby amended; under the Section heading labeled *Residential*; under Section Subheading labeled *Dwellings*, under Detailed Subheading labelled *Accessory dwelling unit* shall read as follows:

Table 153.071: Allowed Uses in Residential Zones						
<i>P = Permitted Use by Right</i>						
<i>S = Special Land Use</i>						
	<i>R1</i>	<i>R2</i>	<i>R2A</i>	<i>R4</i>	<i>PC</i>	<i>Specific Requirements</i>
<i>RESIDENTIAL</i>						
<i>Dwellings</i>						
<i>Accessory dwelling unit</i>	<i>P</i>	<i>P</i>	<i>P</i>			

SECTION 2. Title XV, Chapter 153, Section 153.072 (c) Dimensional Requirement: Square footage for Accessory Dwelling Units and Home Conversion Units of the City of Charlevoix Code is hereby amended; under the Section heading labeled *Zoning District* shall read as follows:

Table 153.072 (c): Dimensional Requirement: Square footage for Accessory Dwelling Units and Home Conversion Units		
Zoning Districts	Minimum	Maximum
R1, R2, and R2A	300	900

SECTION 3. Title XV, Chapter 153, Section Table 153.116 Accessory Building and Uses (A) Accessory Buildings and Structures items (3), (4), and (9) City of Charlevoix Code is hereby repealed and replaced and shall read as follows:

(3) In the R1, R2, and R2A Residential Districts, if the principal building has an attached accessory building, only one detached accessory building shall be permitted.

(4) Lots in the R1, R2, and R2A Zones shall be permitted to have a secondary detached accessory building, such as storage shed. Secondary accessory buildings shall meet all the requirements of this section and not exceed 200 square feet in area.

(9) Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure in all districts except the R1, R2, and R2A Zones:

(a) May not contain features that form a habitable dwelling unit or create a second dwelling unit;

(b) These structures may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited; and

(c) Rooms within accessory structures may be used for additional sleeping quarters for the owner, or resident, and their immediate family provided that these rooms may not be rented out as short- or long-term rentals for any length of time.

SECTION 4. Severability. No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 5. Effective Date.

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

Ordinance No. 839 was adopted on the 19th day of June 2023 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

State of Michigan } §
City of Charlevoix

Sarah J. Dvoracek

City Clerk

Lyle Gennett

City Mayor



May 19, 2023

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

Dear Mr. Heydlauff:

This letter is to confirm our review of the following proposed Zoning Ordinance amendments approved by the Planning Commission on April 10, 2023, for transmission to City Council:

1. Accessory Dwelling Units – Amends Sections 153.071 Schedule of Uses; 153.072(C) Dimensional requirements; and 153.116(A) Accessory Buildings and Uses, Accessory buildings and structures; to reflect that ADUs will be permitted as a use by right in the R2A district.
2. Bed and Breakfast Parking Requirements – Amends Sections 153.116(D) Accessory Buildings and Uses, Bed and breakfast establishments; and 153.187(H) Parking Requirements and Limitations, Parking and Access Requirements by Use; to clarify parking requirements for bed and breakfasts.

We found no potential legal problems with the proposed changes but note that updated language allowing street parking spaces to count toward the one-space-per-rental-room requirement in Section 153.116(D)(7) appears to conflict with the requirement that spaces be accessible at all times because accessibility of street parking is not within a property owner's control. Eliminating the sentence requiring spaces to be accessible at all times would resolve this issue.

If you have any questions or concerns, please feel free to call me at 231-946-0044.

Sincerely,

Scott W. Howard
City Attorney

Charlevoix City Council

All Other Actions and Requests

Title: Council Appointment

Date: June 19, 2023

Presented By: Janet Kalbfell-1st Ward Council Member

Background:

Council Member Kalbfell requested consideration of David Miles for reappointment to the Historic District Commission for a term to expire June 2026.

Recommendation:

Motion to appoint xxx to the Historic District Commission for a term to expire June of 2026.

Attachments:

1. David Miles-Application



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
JUN 12 2023

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: DAVID L. MILES
ADDRESS: 109 PARK AVENUE
HOME PHONE: 547-6736 CELL PHONE: _____
EMAIL: miles.david@att.net
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? SINCE 1972

EDUCATIONAL BACKGROUND: CHARLEVOIX HIGH SCHOOL 1958
UNIVERSITY OF MICHIGAN B.A. & M.A. 1963

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: UNIVERSITY OF MICHIGAN BUSINESS OFFICE
LODGE (EARL) MOTEL CHARLEVOIX
CHARLEVOIX HISTORICAL SOCIETY DIRECTOR

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: MAIN STREET COMMITTEE
HISTORIC DISTRICT

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

SEE ABOVE

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: TO FURTHER THE PRESERVATION OF CHARLEVOIX'S
HISTORIC LEGACY

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

SIGNATURE: David L. Miles DATE: JUN 12 2023

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: June 19, 2023

Presented By: Mark Heydlauff, City Manager

Background:

A. Venetian Street Closure Timing

After Council's direction to explore street closure options for the Wednesday of Venetian, we have landed on a 2pm closure as the "sweet spot" of traffic conditions and staffing availability to put the detour in place. I communicated this with Mr. Dipert and the Venetian Committee. In keeping with past practice, I also advised two liquor establishments that they are welcome to expand service into the closed street during this time.

B. Mason Street

Curbs are being poured on Mason Street as we speak and the final contours of the project are taking shape. We have received delivery of the brick pavers and the grading work for the overall project should begin soon.

C. Cancel Work Session

The Work Session scheduled for 5:15 on Monday is canceled and will be rescheduled later in the summer.

D. Charlevoix County Request for Annexation

This morning I received documents from the County Coordinator regarding the County's request to annex their building on Division Street. An annexation is necessary for certain county office to occupy that building and be in the county seat. I will forward these along to the City Attorney for his review. I understand the County Commission is "rock solid" on wanting to move the courts and other court-related offices from downtown to the Grant Street property they own to create a unified criminal justice campus inclusive of the existing jail and sheriff's department.

Recommendation:

Attachments:

1. Police Monthly Report-May 2023
2. Planning Commission Meeting Minutes May 8, 2023

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF

ITEM	NUMBER THIS MONTH	THIS MONTH LAST YEAR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS				
TRAFFIC WARNINGS				
TRAFFIC CONTACTS				
MOTORIST/CITIZEN ASSIST				
POLICE ASSIST				
MEDICAL RESPONSE				
PAPER SERVICE				
RESIDENTIAL/COMMERCIAL				
FELONY ARRESTS				
MISDEMEANOR/NTA ARRESTS				
WARRANT ARRESTS				
WARRANT ATTEMPTS				
TRAFFIC CRASH 9300-1				
TRAFFIC CRASH 9300-2				
GENERAL ASSISTS/OTHER				
FUNERAL ESCORTS				
ALARMS				
SCHOOL PATROL				
SCHOOL PRESENTATIONS				
PARKING/SNOW TICKETS				
PARKING METER TICKETS				
LIQUOR INSPECTIONS				
ORIGINAL COMPLAINTS				
CLOSED COMPLAINTS				
FOLLOW-UP/SUPPLEMENTS				
PATROL MILES				

TOTAL MILEAGE #87-1

TOTAL MILEAGE #87-2

TOTAL MILEAGE #17

Jill McDonnell
Chief of Police

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, May 8, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair Muladore at 6:00 p.m.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, Sherm Chamberlain, Toni Felter, John Kurtz, Maureen Radke

Members Absent: Mary Millington

Staff Present: Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator

Chair Muladore welcomed Shelley Boehmer as the newest member of the Planning Commission, and Ms. Boehmer introduced herself and briefly described her background and interest in the Planning Commission.

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Chamberlain, seconded by Member Felter to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of April 10, 2023

Motion by Member Chamberlain, seconded by Member Radke to approve the minutes of April 10, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 2022-2023 Annual Report

Planner Neal reviewed the Annual Report, which was a report of the Planning Commission's activities from last year (May 2022 - April 2023) which will be shared with the City Council as required by law. Minor corrections were made to dates of public hearings in the report that reflected 2023 instead of 2022, and minor language clarifications were addressed. Planner Neal responded to questions from the Commission Members.

Motion by Member Boehmer, seconded by Member Beatty to forward the Annual Report as amended to the City Council.

Motion carried by unanimous voice vote.

2. Housing Subcommittee Report

Chair Muladore stated the Subcommittee edited the property owner letters from the last meeting to be more personalized and the letters were sent to the people that Members Chamberlain and Kurtz had already contacted as well as their neighbors.

Member Kurtz highlighted the activities of the Housing Subcommittee, which included the properties that they were going to focus on. Members Chamberlain and Kurtz had conversations with all but two of the subject property owners. Mr. Kurtz summarized comments received from the property owners and most were positive and all understood the intent of the project. Discussion followed regarding the procedure for zoning changes, the feedback from the property owners, and the next steps in this process.

Zoning Administrator Scheel stated he created a map that he will share with the Commission next month which shows all the vacant parcels in the City and the majority of them are single lots with a few larger lots. Mr. Scheel stated a letter to these property owners could be about educating the owners because many people may not know that they could have duplexes or ADU's in the backyards of residents' homes located in zones R-1 and R-2; or the letter could be addressed only to property owners of the larger lots.

Planner Neal introduced Zach Sompels as the new Charlevoix County Housing Ready Coordinator through Housing North and he would be a resource for the Commission. Mr. Sompels stated that he could bring the Commission more data, but he would rather contact the owners of the one or two lot parcels or some of the larger parcels, including contacting builders, developers, and financial resources.

Chair Muladore stated the next steps for the Housing Subcommittee were to wait and collect the responses from the letters that were mailed to property owners and to schedule a meeting to start planning to bring recommendations back to the Commission. Mr. Sompels stated that he would like to join the Housing Subcommittee.

H. Old Business

I. Staff Updates

1. Housekeeping - Binders

Zoning Administrator Scheel stated he provided the three (3) new members on the Commission with educational binders about the Planning Commission. Mr. Scheel reviewed the contents in detail and advised that a new zoning map would be coming soon.

2. Zoning Administrator's Report

Zoning Administrator Scheel briefly reviewed the Zoning Administrator's Report through April 2023.

J. Requests For Next Months Agenda or Research Items

Planner Neal suggested various topics, inventories and research studies that may be beneficial to the Commission with regard to housing needs. Chair Muladore asked Planner Neal to look at the amount of hours needed for the different projects and report back to the Commission as to which

issues/projects were the most pressing. Zoning Administrator Scheel provided statistics on short-term and long-term rentals in the City.

K. Adjournment by 8:00 p.m. unless extended by a motion

Meeting adjourned at 7:11 p.m. by Chair Muladore.

Sarah J. Dvoracek/fgm	Jennifer Muladore
Clerk	Chair

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: June 19, 2023

Presented By:

Background:

Recommendation:

Attachments:

None