



Agenda
City of Charlevoix City Council Regular Meeting
Monday, December 4, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Welcome New Employees
Pat Elliott, Public Works Superintendent
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - November 20, 2023
 - B. Accounts Payable and Payroll Check Registers
 - C. MDOT Annual Permit
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Set Public Hearing Zoning Ordinance Amendments-Housing Related
Jonathan Scheel, Zoning Administrator
- 7. All Other Actions and Requests**
 - A. Homeowner Rehabilitation Grant Funding Opportunity
Jonathan Scheel, Zoning Administrator
 - B. Deer Cull Permit and Payment
Jill McDonnell, Chief of Police
 - C. Petition from Charlevoix County for Annexation
Mark Heydlauff, City Manager
- 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

Presentations

Title: Welcome New Employees

Date: December 4, 2023

Presented By: Pat Elliott, Public Works Superintendent

Background:

Public Works Superintendent Pat Elliott will introduce Steve Nowka and Justin Ferguson who are new, full-time employees in his department.

Recommendation:

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - November 20, 2023

Date: December 4, 2023

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Meeting Minutes 11/20/2023

City of Charlevoix
City Council Regular Meeting Minutes
Monday, November 20, 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: Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Shane Cole

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. 2022-2023 Fiscal Year Financial Audit Presentation

Will Love, Audit Manager from Rehmann provided Council with an overview of the audited financial statements from the fiscal year ending March 31, 2023. Mr. Love answered questions from Council.

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 Spring to approve the consent agenda as presented.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

A. City Council Meeting Minutes - November 6, 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
11/09/2023	Payroll Transmittal Checks	\$6,012.97
11/09/2023	Payroll (net pay)	\$105,063.94
11/21/2023	Regular Accounts Payable	\$434,475.31
11/02/2023-11/13/2023	ACH/WIRE Payments	\$124,631.54

11/06/2023	Special A/P Tax Disbursement	\$30,284.87
Grand Total		\$700,468.63
To view the entire accounts payable and payroll check registers, please Click here.		

- C. Water Treatment Plant-High Service Pump Repair: \$22,671.73
Motion to approve the proposal from Northern Pump & Well to repair high service pump #3 in the amount of \$22,671.73 and authorize the City Manager to sign all necessary documents.
- D. Set Work Session for November 30, 2023
Motion to set a City Council Work Session at 4:00 p.m. on November 30, 2023 in the Council Chambers of City Hall for the purpose of discussing the Short Term Rental Program.
- E. Accept the Audit Report
Motion to accept the audit report as presented.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. Future Disposition of 229 Stover Road
Mark Knapp
Janet Kalbfell
Richard Spring
Mayor Gennett opened the item for public comment. Four were heard.
Motion by Knapp, seconded by Kalbfell to direct City Manager to gather information and bring back to Council for consideration and for Council to resume discussion of 229 Stover Road after December 1, 2024.
Yeas: Knapp, Parr, Kalbfell, Hagen, Spring
Nays: None
Absent: Cole
Motion carried.
 - B. Organizational Meeting
Sarah Dvoracek, City Clerk
Mayor Gennett opened the item for public comment. None were heard.
Motion by Spring, seconded by Kalbfell to set 2024 City Council meetings for the first and third Mondays of the month at 6:00 p.m.
Yeas: Knapp, Parr, Kalbfell, Hagen, Spring
Nays: None
Absent: Cole
Motion carried.
- Mayor Gennett opened the item for public comment. None were heard.
Motion by Parr, seconded by Spring to appoint Aaron Hagen as Deputy Mayor.
Yeas: Knapp, Parr, Kalbfell, Hagen, Spring
Nays: None

Absent: Cole

Motion carried.

C. Council Members Appointment to Board of Review

Sarah Dvoracek, City Clerk

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

Motion by Hagen, seconded by Spring to appoint Council Members Parr and Kalbfell to the Board of Review with a term expiring in November 30, 2024.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

D. Council Appointments

Janet Kalbfell

1st Ward Council Member

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

Motion by Kalbfell, seconded by Spring to appoint Brenda Bryan to the Board of Review for a term to expire December 31, 2026.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

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

Motion by Kalbfell, seconded by Parr to appoint Shirley Gibson to the Zoning Board of Appeals term expiring on December 31, 2026.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- The variable frequency drive project at the Water Plant started this week
- Thanked the Public Works staff for working extra hours cleaning up leaves

C. Mayor and Council Comments

- Mayor Gennett thanked Public Works Department for their leaf clean up efforts

9. Other Council Business

- A. Outdoor Recreational Storage Parking-Council Member Kalbfell
Discussion was held.

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

Motion by Kalbfell, seconded by Spring to direct the City Manager and City staff including the Chief of Police to look into changing the {outdoor recreational storage parking} code to not allow storage of any type of recreational vehicles or trailers on any City street.

Yeas: Hagen, Kalbfell, Parr, Spring

Nays: Knapp

Absent: Cole

Motion carried.

- B. Closed Session: Discussion of Attorney-Client Privileged Communication and Strategy for Potential Litigation

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

Motion by Parr, seconded by Hagen to enter into closed session for the purpose of discussing strategy for potential litigation pursuant to MCL 15.268, section 8, part H {beginning at 6:47 p.m.}

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

Motion by Parr, seconded by Spring to return to open session {ending at 6:57 p.m.}

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

Motion by Spring, seconded by Parr to approve the closed session meeting minutes as stated by Clerk Dvoracek.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

Motion by Spring, seconded by Kalbfell to direct the City Attorney to send a cease and desist letter regarding use of the City's logo.

Yeas: Hagen, Kalbfell, Knapp, Parr, Spring

Nays: None

Absent: Cole

Motion carried.

10. Adjourn

Mayor Gennett adjourned the meeting at 6:58 p.m.

Sarah J. Dvoracek City Clerk

Lyle Gennett Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: December 4, 2023

Presented By:

Background:

Recommendation:

Attachments:

1. Check Registers 12-04-23 Agenda

Check Number	Payee	Amount
11/22/2023		
141128	AT&T	1,631.15
141129	AT&T MOBILITY	838.57
141130	CHARTER COMMUNICATIONS	696.12
141131	DELTA DENTAL	3,256.24
141132	PRIORITY HEALTH	46,546.58
141133	VSP INSURANCE CO. (CT)	540.54
Total 11/22/2023:		53,509.20
Grand Totals:		53,509.20

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

11/22/23 Special Accounts Payable Run	\$ 53,509.20
11/22/23 Payroll (net pay)	\$ 105,491.85
11/22/23 Payroll Transmittal Checks	\$ 5,856.97
12/05/23 Regular Accounts Payable	\$ 405,852.57

Checks Sub-Total: \$ 570,710.59

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

11/20/23 Enterprise FM Trust (fleet lease)	\$ 4,326.98
11/20/23 MI Public Power Agency	\$ 7,263.13
11/22/23 IRS (Payroll Tax Deposit)	\$ 38,175.21
11/22/23 Alerus Financial (HCSP)	\$ 558.00
11/22/23 Vantagepoint (401 Plan)	\$ 1,094.68
11/22/23 Vantagepoint (457 Plan)	\$ 20,064.64
11/22/23 Vantagepoint (Roth IRA)	\$ 1,190.00
11/22/23 State of MI (Withholding Tax)	\$ 5,581.60
11/22/23 MERS (Defined Benefit Plan)	\$ 54,957.81
11/27/23 MI Public Power Agency	\$ 245,623.83
11/27/23 MI Public Power Agency	\$ 14,599.80
12/01/23 DTE Energy	\$ 78.32

ACH Sub-Total: \$ 393,514.00

Huntington National Bank Total: \$ 964,224.59

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

11/28/23 Special A/P Tax Disbursement	\$ 31,324.69
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Charlevoix State Bank Total: \$ 31,324.69

Grand Total: \$ 995,549.28

APPROVED:


CITY MANAGER



CITY TREASURER

CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/18/2023	PC	11/22/2023	38555	HEYDLAUFF, MARK L.	102		3,491.17
11/18/2023	PC	11/22/2023	38556	DVORACEK, SARAH J.	105		2,237.63
11/18/2023	PC	11/22/2023	38557	DEROSIA, PATRICIA E.	107		980.79
11/18/2023	PC	11/22/2023	38558	DOTSON, LINDSEY J.	109		1,657.91
11/18/2023	PC	11/22/2023	38559	KLOOSTER, ALIDA K.	121		1,981.14
11/18/2023	PC	11/22/2023	38560	BARNEVELD, RICHELLE	123		1,295.32
11/18/2023	PC	11/22/2023	38561	SCHULZ, GINNY L.	125		1,687.11
11/18/2023	PC	11/22/2023	38562	BRADLEY, KATHLEEN R.	126		514.73
11/18/2023	PC	11/22/2023	38563	MCGINN, KELLY A.	146		2,306.53
11/18/2023	PC	11/22/2023	38564	SCHEEL, JONATHAN D.	149		1,822.32
11/18/2023	PC	11/22/2023	38565	MCDONNELL, JILL L.	202		2,242.88
11/18/2023	PC	11/22/2023	38566	UMULIS, MATTHEW T.	205		1,442.45
11/18/2023	PC	11/22/2023	38567	ORBAN, BARBARA K.	209		1,374.08
11/18/2023	PC	11/22/2023	38568	RILEY, DENISE M.	213		566.80
11/18/2023	PC	11/22/2023	38569	MUNK, CHRISTOPHER J.	215		1,502.65
11/18/2023	PC	11/22/2023	38570	CHRISTIANSEN, BRIAN D	218		1,638.48
11/18/2023	PC	11/22/2023	38571	YOUNG, KRISTEN L.	230		594.39
11/18/2023	PC	11/22/2023	38572	WURST, RANDALL W.	411		1,535.39
11/18/2023	PC	11/22/2023	38573	HILLING, NICHOLAS A.	413		1,642.50
11/18/2023	PC	11/22/2023	38574	MEIER III, CHARLES A.	421		1,724.71
11/18/2023	PC	11/22/2023	38575	ZACHARIAS, STEVEN B.	422		1,516.14
11/18/2023	PC	11/22/2023	38576	NEWMAN, MARK J.	424		1,770.51
11/18/2023	PC	11/22/2023	38577	LOUGHMILLER, JOHN A.	425		1,621.20
11/18/2023	PC	11/22/2023	38578	GRIFFITH, JOHN J.	500		2,535.60
11/18/2023	PC	11/22/2023	38579	EATON, BRAD A.	515		3,104.59
11/18/2023	PC	11/22/2023	38580	WILSON, TIMOTHY J.	516		2,885.09
11/18/2023	PC	11/22/2023	38581	LAVOIE, RICHARD L.	519		2,690.68
11/18/2023	PC	11/22/2023	38582	STERRETT, PHILLIP R.	520		2,053.83
11/18/2023	PC	11/22/2023	38583	STEVENS, BRANDON C.	521		2,914.71
11/18/2023	PC	11/22/2023	38584	WHITLEY, ANDREW T.	522		2,855.47
11/18/2023	PC	11/22/2023	38585	FARRELL, MITCHELL L.	524		2,116.47
11/18/2023	PC	11/22/2023	38586	ANDERSON, ELIZABETH	526		1,400.89
11/18/2023	PC	11/22/2023	38587	KENWABIKISE, DAVID L.	528		1,257.30
11/18/2023	PC	11/22/2023	38588	ELLIOTT, PATRICK M.	600		3,201.08
11/18/2023	PC	11/22/2023	38589	MORRISON, KEVIN P.	601		1,531.35
11/18/2023	PC	11/22/2023	38590	SCHWARTZFISHER, JOS	603		1,388.20
11/18/2023	PC	11/22/2023	38591	BRADLEY, KELLY R.	614		1,959.11
11/18/2023	PC	11/22/2023	38592	HART II, DELBERT W.	616		1,594.57
11/18/2023	PC	11/22/2023	38593	JONES, ROBERT F.	618		1,879.67
11/18/2023	PC	11/22/2023	38594	THORP JR, WILLIAM D.	623		1,567.05
11/18/2023	PC	11/22/2023	38595	LEITNER, RYAN S.	624		1,694.92
11/18/2023	PC	11/22/2023	38596	NOWKA, STEPHEN P.	626		1,782.17
11/18/2023	PC	11/22/2023	38597	REID, ROB A.	632		863.87
11/18/2023	PC	11/22/2023	38598	DORAN, JUSTIN J.	634		2,378.61
11/18/2023	PC	11/22/2023	38599	NEDWICK, DAVID J.	642		280.74
11/18/2023	PC	11/22/2023	38600	FINNERTY, HOLLY E.	669		1,111.15
11/18/2023	PC	11/22/2023	38601	POIROT, KENNETH R.	673		834.59
11/18/2023	PC	11/22/2023	38602	VENTZKE, COLE C.	674		1,016.02
11/18/2023	PC	11/22/2023	38603	CRANDELL, ZACKARY R.	691		668.84
11/18/2023	PC	11/22/2023	38604	RABIDEAU, JACOB L.	696		998.33
11/18/2023	PC	11/22/2023	38605	KNORR, KENT J.	700		2,223.43
11/18/2023	PC	11/22/2023	38606	ANZELL, BETH A.	702		1,546.17
11/18/2023	PC	11/22/2023	38607	STEBE, LAURA A.	703		27.70
11/18/2023	PC	11/22/2023	38608	MCDERMOTT, DENNIS J.	732		262.16
11/18/2023	PC	11/22/2023	38609	BOSS, BEAU J.	788		1,044.81
11/18/2023	PC	11/22/2023	38610	DRENTH, DOUGLAS A.	838		578.87
11/18/2023	PC	11/22/2023	38611	GILL, DAVID R.	856		1,114.78

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/18/2023	PC	11/22/2023	38612	LIVINGSTON, BRIAN D.	866		2,135.26
11/18/2023	PC	11/22/2023	38613	EWALT, BRIAN W.	901		2,198.32
11/18/2023	PC	11/22/2023	38614	SCHOLEY, ROBERT W.	902		1,352.02
11/18/2023	PC	11/22/2023	38615	OLIVER, GRANT T.	915		1,059.87
11/18/2023	PC	11/22/2023	38616	POSTMUS, ANTHONY H.	916		1,202.47
11/18/2023	PC	11/22/2023	38617	DOUGLAS, MARK	935		1,392.05
11/18/2023	PC	11/22/2023	38618	FRATRICK, JOSEPH W.	940		340.95
11/18/2023	PC	11/22/2023	38619	DALY, SUZETTE M.	2040		180.00
11/18/2023	PC	11/22/2023	38620	DUERR, JANE R.	2042		96.00
11/18/2023	PC	11/22/2023	38621	SEEGER, LINDA J.	2045		220.00
11/18/2023	PC	11/22/2023	38622	LINKLATER, LINDA K.	2049		108.00
11/18/2023	PC	11/22/2023	38623	LEGENZA, TAMMY L.	2052		114.00
11/18/2023	PC	11/22/2023	38624	EATON, JOHN R.	2053		207.00
11/18/2023	PC	11/22/2023	38625	VOORHEIS, MARGARET	2054		220.00
11/18/2023	PC	11/22/2023	38626	KOZLAUSKOS, KENDRA	2055		90.00
11/18/2023	PC	11/22/2023	38627	FOCHTMAN, MICHAEL A.	2059		124.00
11/18/2023	PC	11/22/2023	38628	HENNE, BETTY M.	2060		87.00
11/18/2023	PC	11/22/2023	38629	PRICE, JOY A.	2061		192.00
11/18/2023	PC	11/22/2023	38630	LOCKWOOD, KELLI L.	2062		183.00
11/18/2023	PC	11/22/2023	38631	COEN, MARY S.	2063		108.00
11/18/2023	PC	11/22/2023	38632	HAMPTON, PETER L.	2064		108.00
11/18/2023	PC	11/22/2023	38633	KURZAVA, JILL A.	2065		99.00
11/18/2023	PC	11/22/2023	141116	BOSS JR, DALE E.	701		750.76
11/18/2023	PC	11/22/2023	141117	BUDAY, JOAN E.	2011		102.00
11/18/2023	PC	11/22/2023	141118	CAMPBELL, KAREN L.	2013		96.00
11/18/2023	PC	11/22/2023	141119	CIUK, JULIA A.	2035		108.00
11/18/2023	PC	11/22/2023	141120	HAVEMAN, NANCY A.	2048		108.50
Grand Totals:			84				105,491.85

dm

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
11/18/2023	11/22/2023	141121	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,130.58
11/18/2023	11/22/2023	141122	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	69.80
11/18/2023	11/22/2023	141122	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	498.48
11/18/2023	11/22/2023	141123	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,500.00
11/18/2023	11/22/2023	141124	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	641.60
11/18/2023	11/22/2023	141125	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
11/18/2023	11/22/2023	141126	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,539.03
11/18/2023	11/22/2023	141127	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	266.34
11/18/2023	11/22/2023	141127	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 11/18/	49.76
11/18/2023	11/22/2023	141127	THE HARTFORD	9035	CHILD LIFE Pay Period: 11/18/20	9.58
11/18/2023	11/22/2023	141127	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	26.39
11/18/2023	11/22/2023	141127	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 11/1	4.81
11/18/2023	11/22/2023	141127	THE HARTFORD	9035	CHILD AD&D Pay Period: 11/18/2	4.05
Grand Totals:		13				5,856.97

km

Check Number	Payee	Amount
12/05/2023		
141134	ACCESS LOCKSMITHING INC	195.00
141135	ALTEC INDUSTRIES INC	1,305.18
141136	AMAZON CAPITAL SERVICES	225.61
141137	ANDERSON, ELIZABETH A.	50.00
141138	ANZELL, BETH A.	50.00
141139	ART'S AUTO & TRUCK PARTS	984.47
141140	AVFUEL CORPORATION	64,025.98
141141	BELL EQUIPMENT COMPANY	709.52
141142	CHARLEVOIX CONVENTION &	7,500.00
141143	CHARLEVOIX COUNTY CLERK	3,191.74
141144	CHARLEVOIX SCREEN MASTERS INC	1,048.00
141145	CINTAS	146.31
141146	CINTAS CORPORATION	426.04
141147	CIVICPLUS LLC	4,409.43
141148	CONWAY PROFESSIONAL SERVICES	3,510.00
141149	DeROSIA, PATRICIA E.	50.00
141150	DIETRICH, HEIDI LYNN	150.00
141151	DOTSON, LINDSEY J.	50.00
141152	DOUGLAS, MARK	50.00
141153	DVORACEK, SARAH	50.00
141154	EDGEWATER RESOURCES LLC	4,373.07
141155	ELLIOTT, PATRICK M.	50.00
141156	ELLSWORTH FARMERS EXCHANGE	613.26
141157	ENERCO CORPORATION	700.00
141158	E-Z GOLF CART COMPANY	1,417.00
141159	FLIGHT LIGHT INC	284.20
141160	GRAINGER	149.02
141161	GRAND TRAVERSE CONSTRUCTION	235,147.71
141162	GREAT LAKES ENVIRONMENTAL CEN	1,500.00
141163	GRIFFITH, JOHN J	50.00
141164	HARTFORD, THE	2,807.89
141165	HEALTH DEPT OF NW MICHIGAN	263.00
141166	HEYDLAUFF, MARK L.	50.00
141167	HILLING, NICHOLAS A.	50.00
141168	HYDE SERVICES LLC	474.05
141169	INTEGRITY BUSINESS SOLUTIONS	98.67
141170	INTERSTATE BILLING SERVICE INC	585.22
141171	IPS GROUP INC	919.35
141172	JCD SALES & SERVICE LLC	314.75
141173	KASSBOHRER ALL TERRAIN VEHICLE	885.37
141174	KLOOSTER, ALIDA K.	50.00
141175	KNORR, KENT J.	50.00
141176	KROLL, SUSAN	50.00
141177	LAKESHORE TIRE & AUTO SERVICE	100.00
141178	LITTLE TRAVERSE DISPOSAL LLC	3,699.29
141179	LOUIS A. HOFFMAN NURSERY INC	13,025.00
141180	MAYS, SCOTT	60.00
141181	MCDERMOTT, DENNIS J.	50.00

Check Number	Payee	Amount
141182	MCDONNELL, JILL L	50.00
141183	McGINN, KELLY A.	50.00
141184	MCLAREN CORPORATE SERVICES S	100.00
141185	METAL HEAD WELDING LLC	164.68
141186	MI MUNICIPAL TREASURERS ASSOC	69.00
141187	MICHIGAN MUNICIPAL LEAGUE	14,846.00
141188	NUCO2 LLC	279.68
141189	O'REILLY AUTOMOTIVE INC	7.63
141190	PENCHURA LLC	4,984.00
141191	POWER LINE SUPPLY	3,486.48
141192	PREIN & NEWHOF	5,795.35
141193	PRO IMAGE DESIGN - PETOSKEY	9,232.25
141194	QUILL LLC	71.84
141195	RESOLUTION G2 LLC	3,450.00
141196	SCHEEL, JONATHAN D	50.00
141197	SCHOLEY, ROBERT W.	50.00
141198	UNIFIRST CORPORATION	204.05
141199	UP NORTH ASSESSING INC	5,700.00
141200	UPS SUPPLY CHAIN SOLUTIONS INC	55.03
141201	USABBLUEBOOK	901.45
141202	UTILITY FINANCIAL SOLUTIONS	67.50
141203	WILMOT ELECTRIC INC	127.50
141204	WURST, RANDALL W.	50.00
141205	YOUNG, KRISTEN L.	50.00
141206	ZIXCORP	66.00
Total 12/05/2023:		405,852.57
Grand Totals:		405,852.57

Check Number	Payee	Amount
11/20/2023		
112023001	ENTERPRISE FM TRUST	4,326.98
112023002	MICHIGAN PUBLIC POWER AGENCY	7,263.13
Total 11/20/2023:		11,590.11
Grand Totals:		11,590.11

Check Issue Date	Check Number	Payee	Amount
112223001			
11/22/2023	11222300	**EFTPS* Payroll Taxes	9,942.43
11/22/2023	11222300	**EFTPS* Payroll Taxes	9,942.43
11/22/2023	11222300	**EFTPS* Payroll Taxes	2,325.22
11/22/2023	11222300	**EFTPS* Payroll Taxes	2,325.22
11/22/2023	11222300	**EFTPS* Payroll Taxes	13,639.91
Total 112223001:			
	5		38,175.21
112223002			
11/22/2023	11222300	Alerus Financial	558.00
Total 112223002:			
	1		558.00
112223003			
11/22/2023	11222300	MissionSquare - 401 Plan 109153	1,094.68
Total 112223003:			
	1		1,094.68
112223004			
11/22/2023	11222300	MissionSquare - 457 Plan 300959	4,677.00
11/22/2023	11222300	MissionSquare - 457 Plan 300959	2,430.83
11/22/2023	11222300	MissionSquare - 457 Plan 300959	4,508.45
11/22/2023	11222300	MissionSquare - 457 Plan 300959	8,448.36
Total 112223004:			
	4		20,064.64
112223005			
11/22/2023	11222300	MissionSquare - Roth IRA 706117	1,190.00
Total 112223005:			
	1		1,190.00
112223006			
11/22/2023	11222300	STATE OF MICHIGAN	5,581.60
Total 112223006:			
	1		5,581.60
Grand Totals:			
	13		66,664.13



Check Number	Payee	Amount
11/22/2023		
112223007	MERS	54,957.81
Total 11/22/2023:		54,957.81
Grand Totals:		54,957.81

Check Number	Payee	Amount
11/27/2023		
112723001	MICHIGAN PUBLIC POWER AGENCY	245,623.83
112723002	MICHIGAN PUBLIC POWER AGENCY	14,599.80
Total 11/27/2023:		260,223.63
Grand Totals:		260,223.63

Check Number	Payee	Amount
12/01/2023		
120123001	DTE ENERGY	78.32
Total 12/01/2023:		78.32
Grand Totals:		78.32

Check Number	Payee	Amount
11/28/2023		
4046	CHARLEVOIX COUNTY TREASURER	7,730.77
4047	CHARLEVOIX PUBLIC SCHOOLS	14,988.04
4048	CITY OF CHARLEVOIX - TAXES DUE	8,605.88
Total 11/28/2023:		31,324.69
Grand Totals:		31,324.69

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Charlevoix City Council

Consent Agenda

Title: MDOT Annual Permit

Date: December 4, 2023

Presented By:

Background:

Each year, the City files a permit request with MDOT for events that we know will occur within the MDOT right of way on US 31. These events are not only for parades/special events, but also tree trimming/maintenance and electric line work. The known dates of upcoming road closures are as follows:

May 27	Memorial Day Parade
June	High School Graduation Parade
June 15	Charlevoix Marathon
July 20-July 27	Venetian Festival
Oct	Homecoming Parade
Oct 11-13	Applefest
Nov 24	Holiday Parade

Recommendation:

Motion to approve the MDOT proposed road closures and direct the City Manager to advise event organizer of street closure plans for 2024.

Attachments:

None

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing Zoning Ordinance Amendments-Housing Related

Date: December 4, 2023

Presented By: Jonathan Scheel, Zoning Administrator

Background:

To assist the City Council in their discussion about the housing amendments, the individual items and changes are listed below. This list was first presented to the Council in October. It now includes a final change to Section 153.102 West Garfield General Commercial Overlay District. The rest of the list remains the same as presented at the October 16th City Council meeting. Within each of the items you will find the individual elements listed for consideration. To help staff understand how the City Council would like to proceed, it would be helpful if they would go through the list and decide which ones, if any, they wish not to proceed with. The changes to the zoning ordinance are directly related to lining up with our current Master Plan.

Included is a red-lined version of the changes to the zoning ordinance detailing the changes in the applicable chapters, noting that some of the amendment elements impact language in multiple locations of the Zoning Ordinance that need to be identified. It also references less substantive changes that are included, such as definitions, spelling corrections, duplications, etc. This comprehensive list will be updated based on the direction of the City Council and the redlined zoning amendment documents will be edited to reflect those changes.

ZONING AMENDMENT

Item 1: Added numerous definitions.

Item 2: Remove redundant zoning districts.

1. Remove the R-2A Zoning District.
2. Remove the R-4 Conditional District.

Item 3: Clarify Intent of residential districts.

1. R-1, R-2, R4.

Item 4: Increase Density in the R-1 and R-2 Districts.

1. Allow duplexes in R-1 (already allowed in R-2) by right.
2. Allow single multi-family structures by right.
3. Remove Home Conversion (redundant).
4. Remove Single Multi-family building (redundant).

Item 5: Dimension Standard Modifications to incentivize infill.

1. Add R-4 to the residential table.
2. Remove redundant Notes to Table.
3. Increase lot coverage with additional requirements R-1 and R-2.
4. Lower side setback and rear setback in R-4 District.
5. Lower unit size for one- and two-bedroom units R-4 District.

6. Lower distance between buildings in R-4 District.

Item 6: Add standards and requirements to assure safe and quality development of multi-family projects.

1. Revise vehicle circulation system standards.
2. Lower distance between courtyard buildings.
3. Allow parking closer to the property line.
4. Add pervious concrete to allowed paving choices.
5. Lower front and rear setbacks.
6. Remove redundant Notes in the Table.

Item 7: Incentives housing in West Garfield Ave General Commercial Overlay District.

1. Add multi-family as a use allowed.
2. Remove single-family housing.
3. Raise maximum height of structures.
4. Remove storage buildings
5. removed furniture, carpet, appliance and similar stores.

Item 8: Remove redundant language and add architectural standards to ensure projects that fit into the neighborhood's look and feel.

1. Remove Senior Housing as redundant to any other housing.
2. Add the size of windows.
3. Add roofline and other architectural elements.
4. Remove STRs from other uses and move to Residential Use.
5. Move specific stormwater standards from Multifamily section to Site Plan approval.

Recommendation:

Motion to set a public hearing for Monday, December 18, 2023, at 6pm in the Council Chambers of City Hall regarding the proposed zoning ordinance amendments related to housing.

Attachments:

1. redline version housing amendments 10-10
2. 842 of 2023 Zoning Ordinance Amendments Housing Related (3)

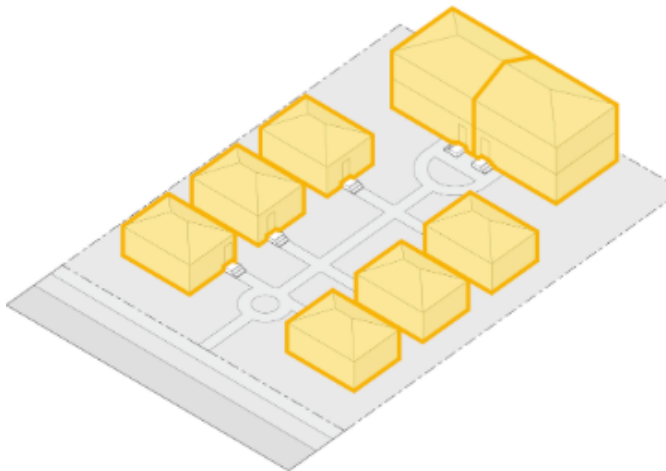
§ 153.005 DEFINITIONS.

(B) *Definitions.* For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DWELLING, ACCESSORY (ADU). An accessory building that incorporates one dwelling unit.



DWELLING, COURTYARD. A structure or series of structures consisting of multiple detached, side-by-side, and/or stacked dwelling units oriented around a courtyard or series of courtyards. The courtyard typically replaces the function of a rear yard and is more open to the street in low intensity neighborhoods and less open to the street in more urban settings. Each unit is accessed from the courtyard.



INFILL DEVELOPMENT. The process of developing vacant or underutilized parcels within existing urban areas that are already largely developed.

MISSING MIDDLE HOUSING., Coined by Opticos Design founder Daniel Parolek in 2010, it defines a range of multi-unit or clustered housing types – compatible in scale with detached single-family homes – that help meet the growing demand for walkable urban living.



RESIDENTIAL DISTRICTS. The R1, R2, ~~R-2A~~, R4, and PC Zoning Districts.

§ 153.055 ZONING MAP.

(A) The city is hereby divided into the following zoning districts as shown on the Official Zoning Map:

(1) *Residential districts.*

~~(c) R2A- Two-Family Residential~~

~~(f) R-4 - Conditional Rezone.~~

§ 153.070 INTENT.

(A) *R1, Low Density Single-Family Residential District.* This district is intended to provide stable, low density neighborhoods of predominantly **detached, attached, and clustered** single-family dwellings. **Where new infill development occurs, housing may include: accessory dwelling units, two family dwellings, courtyard dwellings, and multi-family structures that are compatible in scale with detached single-family homes and maintain single-family character.** This district also permits non-residential uses that contribute to the culture and well-being of single-family neighborhoods, such as parks, schools and churches.

(B) *R2, Medium Density Family Residential District.* The R2 District is intended to provide for residential neighborhoods where a mix of **detached, attached, and clustered** single-family dwellings, **residential**, accessory dwelling units, **two family dwellings**, courtyard dwellings, and multi-family structures that are compatible in scale with detached single-family homes and maintain single-family character. **single multiple-family dwellings, and attached dwellings are located.**

~~—(C)—R2A, Two-Family Residential District.~~ The R2A District allows for both single-family and two-family (duplex) dwellings in order to allow higher densities in appropriate locations and to provide expanded housing choices. ~~This district also recognizes the existence of older residential areas in the city, where single-family homes have been or can be converted to two-family residences, in order to extend the economic life of these structures and allow the owners to justify the expenditures, repairs and modernization.~~

~~(D)(C)~~ *R4, Planned High Density Residential.* This district allows for higher density developments such as condominiums, apartment buildings, site condominiums, **and large multiple-family dwellings.** Multiple-family dwellings may include apartment buildings, townhouses, **courtyard dwellings** and clustered **dwellings.**

§ 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						
Single-Family, detached	P	P	P	P	P	§ 153.117(A)
Single-Family, attached (3 or more units)	P	P	P	P	P	§ 153.117(A)
Duplex (2 units)	P	P	P	P	P	§ 153.117(G)
Multiple-Family (3 or more units)	P	P		P	P	§ 153.117(G)
Single-Multiple-Family Building		P				§ 153.117(G)
Accessory Dwelling Unit	P	P	P			
Home Conversion		P				

§ 153.072 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.

- (A) *Lot and width requirements.* All lots in the residential districts shall conform to the requirements of Table 153.072(a) of this chapter:

Table 153.072(a): Lot and Width Requirements in Residential Districts		
Zoning District	Minimum Lot Area (sq. ft.)	Minimum Lot Width (ft.)
R1	9,000	70
R2	6,000	50
R2A	9,000¹	80 (new construction) 70 (conversion of existing homes)
R4	15,000	80
PC¹	NA¹	NA

- (B) *Dimensional requirements.* Building height, setbacks, lot coverage and minimum floor area for development of a principal structure in the R1, R2, R4, and PC Districts shall conform to the requirements of Table 153.072(b) of this chapter.

Table 153.072(b): Dimensional Requirements in Single-Family, Two-Family, Private Club Residential Districts									
Zoning District	Max. Building Height (ft.) ⁷	Minimum Yard Setbacks (ft.)				Maximum Lot Coverage (%)	Min. Gross Floor Area (sq. ft.)		Principle Structure Minimum Width (ft.) ⁷
		Front	Side				1 Story	2 Stories	
			interior	Street Side	Rear				
R1	26 ⁶	15	10	15	25	40 ^{3,5}	800	1,200	20
R2	26 ⁶	15	8	15	25	40 ^{6 4,5}	800	1,200	20
R2A	26	15	10	20	25	40	400	800	20
PC	26	0 ²	0 ²	0 ²	0 ²	NA	0	0	20
R4 ⁸	35	15	15	15	25	50	800	1,200	20

NOTES TO TABLES 153.072(a) and 153.072(b)

¹This minimum square footage applies to 2-family dwellings; for a single-family dwelling, the minimum allowable area of the R2 Zone, 7,000 square feet, shall apply.

² No minimum lot size or width is required; provided, the land is in common ownership. If the land is subdivided, the requirements of the R1 District shall apply.

³ The Zoning Administrator may determine that front yards may be the opposite of the yard fronting a public street or right-of-way on lots with sloping topography or facing water bodies.

^{4,2} Setbacks within the C&O Club Development shall be 35 feet for front yard, 15 for side yard and 25 for rear yard.

^{5,3} Maximum lot coverage shall be 50% for lots less than 7,000 square feet.

^{6,4} Maximum lot coverage shall be 50% for lots less than 64,500 square feet.

⁵ Lot coverage may be increased to 50% if additional landscaping requirements are met. See 153.171(A)(B)(E).

⁶ Single multi-family structures 30-foot maximum height

⁷ See § 153.005 Definitions for the definition of building height.

⁷ Does not include clustered homes, or courtyard homes.

⁸ Planning Commission Site Plan Approval

(C) Dimensional requirements: square footage for accessory dwelling units, and ~~single multifamily buildings~~ units ~~home conversion units~~. Square footage for accessory dwelling units and ~~home conversion units~~ single multifamily buildings 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 Single Multi-Family Building Dwelling Units		
Zoning District	Minimum	Maximum
R1, and R2 R2A	300	900 for ADU only

(D) Dimensional requirements, R4 District. Building height, setbacks, lot coverage and minimum floor area for multiple-family dwellings and Clustered Housing in the R4 District shall conform to the requirements of Table 153.072(d).

Table 153.072(d): Dimensional Requirement in Multiple-family Dwellings in the R4 Zone									
Max. Building Height (ft.) ²	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.), based on number of bedrooms ¹			Distance Between Buildings ²
	Yard Adjacent to:	Front	Side	Rear		1 bedroom / efficiency	2 bedrooms	3 bedrooms	
35	All districts	15	20-15	35-25	50	660 400	780 600	900	30-20

(E) *R4 District; additional requirements for multiple-family dwellings.*

(2) Development requirements.

(a) Distance between buildings. The horizontal distance measured between buildings, forming courts and courtyards, shall not be less than 40 20 feet.

(b) Parking. A parking area shall be placed so that it does not interfere with any recreation or service area and shall be set back at least 20 15 feet from property lines.

(c) Paving. All areas provided for use by vehicles and all pedestrian walks shall be surfaced with bituminous asphalt, concrete, pervious concrete or similar materials and be properly drained.

(e) ~~Access-Vehicular circulation system.~~ The proposed development will have a planned circulation system that is designed in the best interest of the public health, safety, and welfare in regard to the overall circulation of the community. Provision shall be made for safe and efficient ingress and egress to the public streets and highways without undue congestion to, or interference with, normal traffic flow.

(F) Dimensional requirements, clustered housing. Building height, setbacks, lot coverage and minimum floor area for single-family attached, single-family detached, courtyard, two-family dwellings or any combination in an R4 District clustered housing development shall conform to the requirements of Table 153.072(f).

Table 153.072(f) Dimensional Requirements: Single-Family Attached, Single-Family Detached and Two-Family Dwellings in an R4 Clustered Housing Development Zone								
Max. Building Height (ft.) ²	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Gross Floor Area (sq. ft.)		Distance Between Buildings
	Yard Adjacent to:	Front	Side	Rear		1 story	2 stories	
30	All districts	25 15	10	25-20	NA ¹	800	1,100	10

NOTES TO TABLE:

¹ ~~Applicants are required to submit a grading and drainage plan, in accordance with the requirements of §§ 153.230 through 153.243 of this chapter, demonstrating stormwater can be contained and managed on the subject property if no municipal stormwater system exists. If a municipal stormwater system exists, the Director of Public Works or consulting engineer representing the city shall review the grading and drainage plan to determine if the existing infrastructure can adequately handle the stormwater runoff. Applicants may be required to install stormwater management features to mitigate impacts to the municipal stormwater system.~~

² ~~See § 153.005 Definitions for the definition of building height.~~

§ 153.102 WEST GARFIELD AVENUE GENERAL COMMERCIAL OVERLAY DISTRICT.

(A) Purpose. The purpose of this district is to support the future development of the 200 block of W. Garfield (north side) and the 200 block of W. Lincoln (south side) where industrial uses have been present in the past and commercial development currently exists, surrounded by residential uses.

(B) Applicability. This overlay district shall include the following addresses (see Zoning Map):

- (1) 204 and 208 W. Lincoln; and
- (2) 205 and 207 W. Garfield.

(C) Permitted uses. The following uses shall be permitted ~~as special land uses, in accordance with the procedures of §§ 153.250 through 153.257 of this chapter:~~

- (1) Restaurants, not including drive-through establishments;
- (2) Convenience stores;
- (3) Grocery stores;
- ~~(4) Storage buildings not to exceed 3,000 square feet;~~
- ~~(5) Single family Single Multi-family residential;~~
- ~~(6) Furniture, carpet, appliance or similar use stores; and~~
- (7) Retail stores.

(D) Other regulations. The Planning Commission, upon request, may determine if a proposed use not listed above is similar to, or comparable to, the permitted uses in Table 153.086. If the Planning Commission determines a proposed use is not similar or comparable to the permitted uses, the applicant may apply for a special use permit. The Planning Commission may issue a special use permit provided that the proposed use is found to generate commercial activity ~~which furnish convenience goods and services to meet the daily needs of the residents of the neighborhood~~ in accordance with the purpose of this section and it meets the requirements for special land use permits in §§ 153.250 through 153.257 of this chapter.

(E) Dimensional requirements.

(1) Setbacks. The minimum setback requirements are as follows:

- (a) Front: 15 feet;
- (b) Sides: ten feet; and
- (c) Rear: 20 feet.

(2) Height. The maximum permitted building height shall be ~~26~~ 30 feet.

(3) Lot coverage. The maximum lot coverage shall not exceed 75% of the total lot.

§ 153.117 RESIDENTIAL USES.

(A) Dwellings. Single-family attached or detached (all residential units outside of manufactured home communities). All dwelling units located outside a licensed manufactured home community shall comply with the following.

~~(7) Any addition to a dwelling shall meet all the requirements of this chapter.~~ A recreational vehicle, vehicle chassis or tent is not considered a dwelling.

~~—(B) Senior housing: independent living, assisted living and similar.~~

~~—(1) All dwellings must comply with this chapter. Developments or portions of developments designed as multiple-family buildings shall be subject to the requirements applying to multiple-family dwellings.~~

~~—(2) Developments or portions of developments designed as single or two-family dwellings shall be subject to the requirements applying to single and two-family dwellings.~~

(GB) *Site condominiums*

~~(DC)~~ *Accessory dwelling unit (ADU).*

~~(ED)~~ *Boarding/rooming house*

~~(F) Home conversions. An existing detached single-family dwelling built prior to 2019 that is located within the required setbacks of the district may be converted to multiple permanent dwelling units subject to the following:~~

~~(GE)~~ Single-family attached and single multiple-family buildings.

- (1) Single-family attached buildings and single multiple-family buildings are subject to all applicable regulations of the zoning district in which they are located unless otherwise expressly stated in this section. ~~New buildings constructed on open lots should be compatible with neighboring residential structures maintaining consistency in size, proportion and building materials. New designs based on, or inspired by, the architectural styles present in the neighborhood are encouraged.~~

- (6) The principal building façade shall have a minimum of 20% glazing (windows). There shall be a minimum of two ~~6 sq ft~~ windows per non-street facing building façade.

~~—(8) Porches and stoops may project into the yards in accordance with § 153.149.~~

~~—(9) Façade elements above the ground floor may project into the yards in accordance with § 153.149.~~

- (8) Roofline/pitch, siding, other architectural elements maintain single family character.

~~(G) Short-term rentals.~~ Short-term rentals shall be regulated as provided in Chapter 114 of this code.

§ 153.125 OTHER USES.

~~(E) Short-term rentals.~~ Short-term rentals shall be regulated as provided in Chapter 114 of this code.

§ 153.237 STANDARDS FOR SITE PLAN APPROVAL.

(F) (2) *Storm water.* Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged. The proposed project will meet the City of Charlevoix Storm Water Ordinance. ~~Applicants are required to submit a grading and drainage plan, demonstrating stormwater can be contained and managed on the subject property if no municipal stormwater system exists. If a municipal stormwater system exists, the Director of Public Works or consulting engineer representing the city shall review the grading and drainage plan to determine if the existing infrastructure can adequately handle the stormwater runoff. Applicants may be required to install stormwater management features to mitigate impacts to the municipal stormwater system.~~

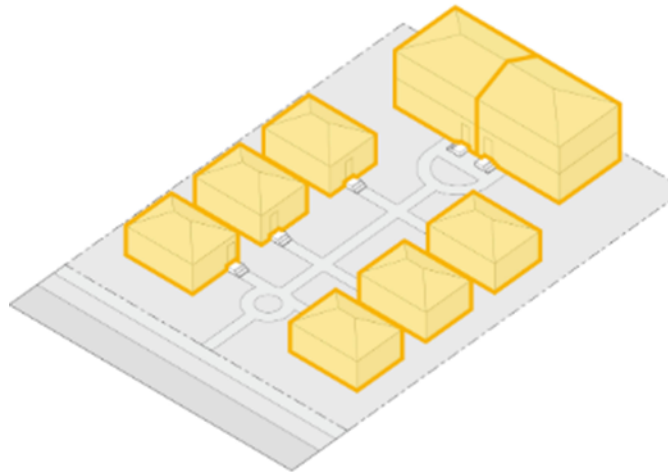
**CITY OF CHARLEVOIX
ORDINANCE NO. 842 of 2023**

AN ORDINANCE TO AMEND TITLE XV: LAND USAGE; SECTIONS 153.005; 153.055; 153.070; 153.072; 153.102; 153.117; 153.125;
153.237 OF THE CITY OF CHARLEVOIX CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.005 Definitions of the City of Charlevoix Code is hereby amended to add the following definition and shall be placed under (B) Definitions of Dwelling Unit (d) Dwelling, Accessory Unit and labeled (e).

(e) DWELLING, COURTYARD. A structure or series of structures consisting of multiple detached, side-by-side, and/or stacked dwelling units oriented around a courtyard or series of courtyards. The courtyard typically replaces the function of a rear yard and is more open to the street in low intensity neighborhoods and less open to the street in more urban settings. Each unit is accessed from the courtyard. See image of an example below.



SECTION 2. Title XV, Chapter 153, Section 153.005 Definitions of the City of Charlevoix Code is hereby amended to add the following definition and shall be placed under the list of definitions in alphabetical order.

INFILL DEVELOPMENT. The process of developing vacant or underutilized parcels within existing urban areas that are already largely developed. See image labeled Missing Middle Housing below.



SECTION 3. Title XV, Chapter 153, Section 153.055 Zoning Map (A (1) Residential districts, item (c) and (f) are hereby repealed.

SECTION 4. Title XV, Chapter 153, Residential Districts, Section 153.070 Intent items (A), (B), (C) and (D) shall be repealed and replaced and shall read as follows:

- (A) *R1, Low Density Family Residential District.* This district is intended to provide stable, low-density neighborhoods of predominantly detached, attached, and clustered single-family dwellings. Where new infill development occurs, housing may include: accessory dwelling units, two-family dwellings, courtyard dwellings, and multi-family structures that are compatible in scale with detached single-family homes and maintain single-family character. This district also permits non-residential uses that contribute to the culture and well-being of single-family neighborhoods, such as parks, schools and churches.
- (B) *R2, Medium Density Family Residential District.* The R2 District is intended to provide for residential neighborhoods where a mix of detached, attached, and clustered single-family dwellings, accessory dwelling units, two-family dwellings, courtyard dwellings, and multi-family structures that maintain single-family character.
- (C) *R4, Planned High Density Residential.* This district allows for higher density developments such as condominiums, apartment buildings, site condominiums and large multiple-family dwellings. Multiple-family dwellings may include apartment buildings, townhouses, courtyard dwellings and clustered housing.

SECTION 5. Title XV, Chapter 153, Residential Districts, Section 153.171 Schedule of Uses, Table 153.071 Allowed Uses in Residential Zones shall be repealed and replaced and shall read as follows:

Uses permitted in the R1, R2, 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.

	R1	R2	R4	PC	Specific Requirements
ACCESSORY					
Accessory uses, building and structures	P	P	P	P	§153.116(A)
Bed and breakfast establishments	S	S	-	-	§153.116(D)
Boathouses, upland dredging	S	-	-	S	§153.116(E)
Day care					
Family day care home	S	S	-	-	
Group day care home	S	S	-	-	§153.116(F)
Foster care					
Adult foster care family home	S	S	-	-	
Foster family home and foster family group home	S	S			
Major home occupation	S	S	S	-	§153.116(H)
Minor home occupation	P	P	P	P	§153.116(H)
Solar panels	P	P	P	P	§153.116(J)
Wind energy conversion systems, single accessory	P	P	P	P	§153.116(K)
RESIDENTIAL					
	R1	R2	R4	PC	Specific Requirements
Adult foster care large group home	-	-	S	-	
Adult foster care small group home	S	S	-	-	
Convalescent and nursing homes	-	-	S	-	
Dwellings					
Single-family, detached	P	P	P	P	§ 153.117 (A)
Single-family, attached (3 or more units)	P	P	P	P	§ 153.117 (A)
Two-family	P	P	P	P	§ 153.117 (G)
Multiple family (3 or more units)	P	P	P	P	§ 153.117 (G)
Accessory dwelling unit	P	P	-	-	

Senior housing; independent living, assisted living and similar facilities	-	-	S	-	§ 153.117 (B)
Rentals	P	P	P	P	§153.158
Boarding/rooming houses	S	S	-	-	
OFFICES AND SERVICES					
Day care center/nursery	S	S	-	-	§153.121(A)
RECREATION AND OPEN SPACE					
Public parks/playgrounds	P	P	P	P	
Athletic courts	P	P	P	P	§153.125(A)
PUBLIC/INSTITUTIONAL					
Churches and customary related uses	P	P	P	P	
Colleges and universities	-	-	S	-	
Community centers	-	-	S	-	
OTHER USES					
Essential service, publicly owned	P	P	P	P	
Site condominium	P	P	P	P	§153.117(C)

SECTION 6. Title XV, Chapter 153, Residential Districts, Section 153.072 Area, Height, and Placement Requirements Table 153.072(a) and item (B) shall be repealed and replaced and shall read as follows:

<i>Table 153.072(a): Lot and Width Requirements in Residential Districts</i>		
Zoning District	Minimum Lot Area (sq. ft.)	Minimum Lot Width (ft.)
R1	9,000	70
R2	6,000	50
R4	15,000	80
PC	NA	NA

(B) Dimensional requirements. Building height, setbacks, lot coverage and minimum floor area for development of a principal structure in the R1, R2, R4, and PC Districts shall conform to the requirements of Table 153.072(b) of this chapter.

SECTION 7. Title XV, Chapter 153, Residential Districts, Section 153.072 Area, Height, and Placement Requirements Table 153.072(b) shall be repealed and replaced and shall read as follows:

Table 153.072(b): Dimensional Requirements in Residential Districts									
Zoning District	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Maximum Lot Coverage (%)	Min. Gross Floor Area (sq. ft.)		Principle Structure Minimum Width (ft.) ⁷
		Front	Side				1 Story	2 Stories	
			interior	Street Side	Rear				
R1	26 ⁶	15 ²	10 ²	15 ²	25 ²	40 ^{3,5}	800	1200	20
R2	26 ⁶	15	8	15	25	40 ^{4,5}	800	1200	20
PC	26	0 ¹	0 ¹	0 ¹	0 ¹	NA	0	0	20
R4 ⁸	35	15	15	15	25	50	800	1200	20

NOTES TO TABLES 153.072(a) and 153.072(b)

¹ No minimum lot size or width is required; provided, the land is in common ownership. If the land is subdivided, the requirements of the R1 District shall apply.

² Setbacks within the C&O Club Development shall be 35 feet for front yard, 15 feet for side yard and 25 feet for rear yard.

³ Maximum lot coverage shall be 50% for lots less than 7,000 square feet.

⁴ Maximum lot coverage shall be 50% for lots less than 4,500 square feet.

⁵ Lot coverage may be increased to 50% if additional landscaping requirements are met. See 153.171(A)(B)(E).

⁶ Single multi-family structures 30-foot maximum height

⁷ Does not include clustered homes, or courtyard homes.

⁸ Planning Commission Site Plan Approval

SECTION 8. Title XV, Chapter 153, Residential Districts, Section 153.072 Area, Height, and Placement Requirements item C. and Table 153.072(c) shall be repealed and replaced and shall read as follows:

- (C) Dimensional requirements: square footage for accessory dwelling units and single multifamily buildings units. Square footage for accessory dwelling units and single multifamily building units shall conform to the requirements of Table 153.072(c).

Table 153.072(c): Dimensional Requirement: Square footage for Accessory Dwelling Units and Single Multi-Family Building Units		
Zoning District	Minimum	Maximum
R1 and R2	300	900 for ADU only

SECTION 9. Title XV, Chapter 153, Residential Districts, Section 153.072 Area, Height, and Placement Requirements, Table 153.072(d) and item (E) (2) Development Requirements, items (a), (b), (c) and (e) shall be repealed and replaced and shall read as follows:

Table 153.072(d): Dimensional Requirement in Multiple-family Dwellings in the R4 Zone									
Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.), based on number of bedrooms			Distance Between Buildings
	Yard Adjacent to:	Front	Side	Rear		1 bedroom / efficiency	2 bedrooms	3 bedrooms	
35	All districts	15	15	25	50	400	600	900	20

(E) *R4 District; additional requirements for multiple-family dwellings.*

(2) Development requirements.

(a) Distance between buildings. The horizontal distance measured between buildings, forming courts and courtyards, shall not be less than 20 feet.

(b) Parking. A parking area shall be placed so that it does not interfere with any recreation or service area and shall be set back at least 15 feet from property lines.

(c) Paving. All areas provided for use by vehicles and all pedestrian walks shall be surfaced with bituminous asphalt, concrete, pervious concrete or similar materials and be properly drained.

(e) Vehicular circulation system. The proposed development will have a planned circulation system that is designed in the best interest of the public health, safety, and welfare in regard to the overall circulation of the community. Provision shall be made for safe and efficient ingress and egress to the public streets and highways without undue congestion to, or interference with, normal traffic flow.

SECTION 10. Title XV, Chapter 153, Residential Districts, Section 153.072 Area, Height, and Placement Requirements, Table 153.072(f) shall be repealed and replaced and shall read as follows:

Table 153.072(f) Dimensional Requirements: Single-Family Attached, Single-Family Detached and Two-Family Dwellings in an R4 Clustered Housing Development Zone								
Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Gross Floor Area (sq. ft.)		Distance Between Buildings
	Yard Adjacent to:	Front	Side	Rear		1 story	2 stories	
30	All districts	15	10	20	NA	800	1,100	10

SECTION 11. Title XV, Chapter 153, Residential Districts, Section 153.102 West Garfield Avenue General Commercial Overlay District and item (C) Permitted uses, item (D) Other regulations and item (E) Dimensional requirements item (2) shall be repealed and replaced and shall read as follows:

(C) Permitted uses. The following uses shall be permitted:

- (1) Restaurants, not including drive-through establishments;
- (2) Convenience stores;
- (3) Grocery stores;
- (4) Single Multi-family residential;
- (5) Retail stores.

(D) Other regulations. The Planning Commission, upon request, may determine if a proposed use not listed above is similar to, or comparable to, the permitted uses in Table 153.086. If the Planning Commission determines a proposed use is not similar or comparable to the permitted uses, the applicant may apply for a special use permit. The Planning Commission may issue a special use permit provided that the proposed use is found to generate commercial activity which furnish convenience goods and services to meet the daily needs of the residents of the

neighborhood in accordance with the purpose of this section and it meets the requirements for special land use permits in §§ 153.250 through 153.257 of this chapter.

(E)(2) Height. The maximum permitted building height shall be 30 feet.

SECTION 12. Title XV, Chapter 153, Residential Districts, Section 153.117 Residential Uses, item (A) Dwellings, single-family attached or detached (outside manufactured home communities) item 7 shall be repealed and replaced and shall read as follows:

(A)(7) A recreational vehicle, vehicle chassis or tent is not considered a dwelling.

SECTION 12. Title XV, Chapter 153, Residential Districts, Section 153.117 Residential Uses, (B) Site condominiums and items (1) and (2) shall be repealed and the section headers shall be relabeled accordingly in alphabetical order.

SECTION 13. Title XV, Chapter 153, Residential Districts, Section 153.117 Residential Uses, previously labeled (G) Single-family attached and single multiple-family buildings now relabeled (E) shall be repealed and replaced and shall read as follows:

(E) Single-family attached and single multiple-family buildings.

(1) Single-family attached buildings and single multiple-family buildings are subject to all applicable regulations of the zoning district in which they are located unless otherwise expressly stated in this section.

(2) The main entrance is located in the building façade of the principal frontage.

(3) A maximum of two entrance per building façade.

(4) Parking is located in the rear or on the side of the building.

(5) Parking access is from the alley where available, otherwise access may be from the side or front lot line.

(6) The principal building façade shall have a minimum of 20% glazing (windows). There shall be a minimum of two 6 sq ft windows per non-street facing building façade.

(7) Roofline/pitch, siding, other architectural elements maintain single family character.

SECTION 14. Title XV, Chapter 153, Residential Districts, Section 153.117 Residential Uses, item (G) shall be repealed and replaced and shall read as follows:

(G) Short-term rentals. Short-term rentals shall be regulated as provided in Chapter 114 of this code.

SECTION 15. Title XV, Chapter 153, Residential Districts, Section 153.125 Other Uses item (E) Short term rentals shall be repealed and the section headers shall be relabeled accordingly in alphabetical order.

SECTION 16. Title XV, Chapter 153, Residential Districts, Section 153.237 Standards for Site Plan Approval item (F) (2) shall be repealed and replaced and shall read as follows:

(F) (2) Storm water. Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged. The proposed project will meet the City of Charlevoix Storm Water Ordinance. Applicants are required to submit a grading and drainage plan, demonstrating stormwater can be contained and managed on the subject property if no municipal stormwater system exists. If a municipal stormwater system exists, the Director of Public Works or consulting engineer representing the city shall review the grading and drainage plan to determine if the existing infrastructure can adequately handle the stormwater runoff. Applicants may be required to install stormwater management features to mitigate impacts to the municipal stormwater system.

SECTION 17. 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 18. Effective Date

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

Ordinance No. 843 was adopted on the 16th day of October 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

Clerk

Lyle Gennett

Mayor

Charlevoix City Council

All Other Actions and Requests

Title: Homeowner Rehabilitation Grant Funding Opportunity

Date: December 4, 2023

Presented By: Jonathan Scheel, Zoning Administrator

Background:

The Neighborhood Housing Initiatives Division (NHID) of the Michigan State Housing Development Authority (MSHDA) announced the availability of \$10 million of funding through the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program for the creation of housing programs that benefit low- and moderate-income households. MSHDA's CDBG Housing Improving Local Livability (CHILL) Program provides annual grants to non-entitlement units of general local government—cities, towns, townships, villages, or counties not currently receiving a direct allocation of CDBG funds from HUD.

Two activity types are eligible for funding: homeowner rehabilitation, to preserve affordable housing units; and demolition/reconstruction/resale, to remove blight and infill with single-family housing for resale to income eligible home buyers. MSHDA is currently accepting LETTERS OF INTENT (LOI) from eligible Units of General Local Government (UGLGs) for proposals that meet the objectives of the CHILL program. The letters will be used to establish a pool of eligible applicants, who will then be asked to complete a full application. Application approval and awards will be made via a competitive process.

We propose submitting a letter of intent for the homeowner rehabilitation funding. We see this as a way of preserving owner-occupied housing and providing resources to address blight issues simultaneously. If invited to submit a full application and if funding is received, we would prepare full program details Council would approve for implantation of the program.

Recommendation:

Motion to authorize staff to submit a Letter of Intent for the Homeowner Rehabilitation program of the MSHDA CHILL Program.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Deer Cull Permit and Payment

Date: December 4, 2023

Presented By: Jill McDonnell, Chief of Police

Background:

As Council is aware, you tasked us with conducting a deer cull last November. We have worked through the process with the DNR and USDA Wildlife Services and are now ready for your final approval. The charge for this service is not to exceed \$15,014. We anticipate private parties will pay to have the harvested deer processed for donation to the food pantry. At this point, we anticipate an early winter time frame for the cull.

Recommendation:

Motion to authorize the Chief of Police and City Manager to give final approval for all documents relative to a deer cull in the City of Charlevoix and authorize the payment of not more than \$15,014 to the USDA.

Attachments:

1. City of Charlevoix_12A_11.29.2023
2. CSA City of Charlevoix CY24

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE WILDLIFE SERVICES					WORK INITIATION DOCUMENT FOR WILDLIFE DAMAGE MANAGEMENT			
SECTION 1	1. WORK INITIATION DOCUMENT NUMBER				2. STATUS ☐ NEW ☐ RENEWAL ☐ NATIONAL WILDLIFE RESEARCH CENTER			
	3A. TYPE OF WORK INITIATION DOCUMENT <i>(mark all that apply)</i> ☐ PRIVATE PROPERTY ☐ NON-PRIVATE PROPERTY ☐ TEMPORARY/CIVIL ☐ ADJACENT LANDOWNER ☐ AMENDMENT TO AN EXISTING WORK INITIATION DOCUMENT					3B. ASSIGN TO THESE SPECIAL GROUPS		
						(1)		
						(2)		
		(3)				(4)		
SECTION 2	4. COOPERATOR NAME <i>(last, first, MI)</i>							
	5. COOPERATOR MAILING ADDRESS							
	6. COMMON NAME				7. COOPERATOR TELEPHONE NUMBER			
	8. OWNER OR REPRESENTATIVE NAME <i>(if different from Cooperator)</i>				9. OWNER OR REPRESENTATIVE TELEPHONE NUMBER			
	10. OWNER OR REPRESENTATIVE ADDRESS <i>(if different from Cooperator)</i>							
SECTION 3	11. PROPERTY / LAND CLASS INFORMATION				12. ADJOINING PROPERTY WID NO.'s		13. TARGETED SPECIES	
	COUNTY	PROPERTY	LAND CLASS	ACRES				
	A.				A.		A.	F.
	B.				B.		B.	G.
	C.				C.		C.	H.
	D.				D.		D.	I.
	E.				E.		E.	J.
STATE		TOTAL ACRES				☐ 14. There are additional targeted species <i>(complete and attach WS Form 12 Addendum)</i>		
SECTION 4	15. In consideration of the benefits to be derived from the proper management of damage caused by those species listed in Item 13 (and Item 14 if applicable), I, the undersigned Cooperator or Cooperator's representative, do hereby give my consent and concurrence to the Animal and Plant Health Inspection Service (APHIS) (to include its officials, employees, and agents) to use, upon lands owned, leased, or otherwise controlled by me, and identified by this Work Initiation Document, the following methods and devices (COMPONENTS):							
	A.			B.		C.		
	D.			E.		F.		
	☐ 16. There are additional methods <i>(complete and attach WS Form 12 Addendum)</i>							
SECTION 5	17. I, the Cooperator or Cooperator's representative, have been informed of the methods and the manner in which the control materials and devices listed in Section 4 will be used, and of the possible hazards associated with their use. I understand that APHIS (to include its officers, employees, and agents) will exercise reasonable precautions to safeguard all persons to prevent injury to animal life other than those listed in Section 3, Item 13 (and Item 14, if applicable); guard against the mishandling of control devices and materials; and exercise due caution and proper judgment in all wildlife damage management operations. I understand that APHIS WS will maintain restricted use pesticide application records on applications made under the Work Initiation Document, and that APHIS WS will provide copies of the records or record information promptly upon the property owner's or cooperator's request. I understand that APHIS WS may collect Global Positioning System (GPS) coordinates at the project site as part of component or activity tracking or as wildlife disease monitoring or research data. As a Lessee, the Cooperator agrees that the lease is current and will remain so while APHIS WS conducts operational activities on the property, and will notify WS if the lease expires or is canceled. The Lessee agrees to notify the landowner about any methods or devices (components) in use by APHIS WS on the property.							
SECTION 6	18. In consideration of these understandings and of the benefits to be derived, I, the Cooperator or Cooperator's representative, agree to take reasonable precautions to prevent injury to livestock and other domestic animals; assume responsibility for injury to my property under my control when said injury is not the result of negligence on the part of APHIS; assist in maintaining such warning signs as APHIS may place for the purpose of notifying persons entering onto such lands of the possible hazards associated with wildlife damage management measures in use thereon; and to give adequate warning of these possible hazards to persons I authorize to enter onto such lands. Further, in recognition of the benefits to be derived from the use of specified methods and devices authorized by this Work Initiation Document, I, the cooperator or cooperator's representative, agree not to concurrently use or allow to be used upon lands covered by this Work Initiation Document any toxic material that might reasonably be expected to take a species listed above in Section 3, Item 13 (and Item 14, if applicable), unless such use of said toxicant is agreed to by APHIS in writing.							
19. SPECIAL CONSIDERATIONS								
20A. LANDOWNER, LESSEE, OR ADMINISTRATOR NAME AND TITLE				20B. SIGNATURE		20C. DATE		
21A. APHIS REPRESENTATIVE NAME				21B. SIGNATURE		21C. DATE		
21D. APHIS REPRESENTATIVE TELEPHONE NUMBER				21E. STATE OFFICE ADDRESS				

PRIVACY ACT NOTICE

5 U.S.C. 552a(e)(3) requires that each agency that maintains a system of records provide each individual from whom the agency solicits information with the following information.

AUTHORITY FOR REQUESTING INFORMATION

7 U.S.C. 8351 to 8353, and 16 U.S.C. 667, authorizes officers, agents, and employees of the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS) to conduct a program of wildlife services and to enter into agreements with States, local jurisdictions, individuals, and public and private agencies, organizations, and institutions for the purpose of conducting such services.

NATURE OF YOUR DISCLOSURE OF INFORMATION

Disclosure of information solicited by USDA, APHIS, Wildlife Services is voluntary.

PRINCIPLE PURPOSE FOR WHICH THE INFORMATION IS SOLICITED

Information is solicited from you for the purpose of executing and implementing agreements for control of wildlife damage.

ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION

- (1) To cooperative Federal, State, Tribal, and local government officials, employees, or contractors and other parties as necessary to carry out the program; and other parties engaged to assist in administering the program. Such contractors and other parties will be bound by the nondisclosure provisions of the Privacy Act. This routine use assists the agency in carrying out the program, and thus is compatible with the purpose for which the records are created and maintained;
- (2) To the appropriate agency, whether Federal, State, local, Tribal, or foreign, charged with responsibility of investigating or prosecuting a violation of law or of enforcing, implementing, or complying with a statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and either arising by general statute or particular program statute, or by rule, regulation, or court order issued pursuant thereto;
- (3) To the Department of Justice when the agency, or any component thereof, or any employee of the agency in his or her official capacity, or any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee, or the United States, in litigation, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;
- (4) For use in a proceeding before a court or adjudicative body before which the agency is authorized to appear, when the agency, or any component thereof, or any employee of the agency in his or her official capacity, or any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee, or the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determines that use of such records is relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected;
- (5) To appropriate agencies, entities, and persons when the agency suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; the agency has determined that as a result of the suspected or confirmed compromise, there is a risk of harm to economic or property interests, a risk of identity theft or fraud, or a risk of harm to the security of integrity of this system or other systems or programs (whether maintained by the agency or another agency or entity) that rely upon the compromised information; and the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the agency's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (6) To USDA contractors, partner agency employee or contractors, or private industry employed to identify patterns, trends, or anomalies indicative of fraud, waste, or abuse;
- (7) To land management agencies, such as the Bureau of Land Management and the U.S. Fish and Wildlife Service, relating to wildlife damage on grazing allotments;
- (8) To consumer reporting agencies in accordance with 31 U.S.C. 3711(e);
- (9) To Federal, State, Tribal, and local regulatory agencies and their employees and contractors who collaborate with Wildlife Services in implementation of, or agencies that regulate, wildlife management projects or programs, or who have an interest in, or regulate, animal or public health, or national security;
- (10) To Federal or State Government-level representatives of the U.S. Environmental Protection Agency, in compliance with the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) mandate in 7 U.S.C. 136(f, and i thru l), of the location on a cooperator's property where certain regulated pesticide devices are deployed or regulated pesticides are applied; and
- (11) To the National Archives and Records Administration (NARA) or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

EFFECTS OF FAILURE TO FURNISH INFORMATION

Failure to provide the solicited information will not subject you to penalties or adverse consequences.

COOPERATIVE SERVICE AGREEMENT
between
CITY OF CHARLEVOIX
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
WILDLIFE SERVICES (WS)

ARTICLE 1 – PURPOSE

The purpose of this Cooperative Service Agreement is to assist the City of Charlevoix with a wildlife damage management project as described in the attached Work Plan.

ARTICLE 2 – AUTHORITY

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3 - MUTUAL RESPONSIBILITIES

The cooperating parties mutually understand and agree to/that:

1. APHIS-WS shall perform services set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this agreement, to amend, modify, add or delete services from the Work Plan.
2. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management (WDM) services that the Cooperator is seeking from APHIS-WS.
3. There will be no equipment with a procurement price of \$5,000 or more per unit purchased directly with funds from the cooperator for use on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.
4. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

ARTICLE 4 - COOPERATOR RESPONSIBILITIES

Cooperator agrees:

1. To designate the following as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.

City of Charlevoix

Jill McDonnell, Chief of Police

210 State Street

Charlevoix, MI 49720

(231) 547-3258

Jillm@charlevoixmi.gov

2. To authorize APHIS-WS to conduct direct control activities as defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the Cooperator. Cooperator will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
3. To reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the agreement with amended Work Plan and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of services submitted via an invoice from APHIS-WS within 30 days of the date of the submitted invoice(s). Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996.
4. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
5. As a condition of this agreement, the Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
6. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.
7. The Cooperator acknowledges that APHIS-WS shall be responsible for administration of APHIS-WS activities and supervision of APHIS-WS personnel.
8. To obtain the appropriate permits for removal activities for species listed in the Work Plan and list USDA, APHIS, Wildlife Services as subpermittees.

ARTICLE 5 – APHIS-WS RESPONSIBILITIES

APHIS-WS Agrees:

1. To designate the following as the APHIS-WS authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.

APHIS-WS State Director:

Anthony G. Duffiney

2803 Jolly Rd, Suite 100

Okemos, MI 48864

(517) 336-1928

anthony.g.duffiney@usda.gov

2. To conduct activities at sites designated by Cooperator as described in the Work and Financial Plans. APHIS-WS will provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work Plan and Financial Plan of this agreement.
3. That the performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
4. To invoice Cooperator for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of APHIS-WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

Select billing frequency: Monthly or Quarterly

(Quarterly billing will be default)

ARTICLE 6 – CONTINGENCY STATEMENT

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE

Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

ARTICLE 8 – CONGRESSIONAL RESTRICTIONS

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

ARTICLE 9 – LAWS AND REGULATIONS

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

ARTICLE 10 – LIABILITY

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 11 – NON-DISCRIMINATION CLAUSE

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

ARTICLE 12 - DURATION, REVISIONS, EXTENSIONS, AND TERMINATIONS

This agreement shall become effective on January 1, 2024, and shall continue through April 30, 2024, not to exceed five years. This Cooperative Service Agreement may be amended by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend the end date at least 10 days prior to expiration of the agreement. Also, this agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 60 days prior to effecting such action. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a Taxpayer Identification Number for individuals or businesses conducting business with the agency.

Cooperator's Tax ID No.:

APHIS-WS's Tax ID: 41-0696271

CITY OF CHARLEVOIX

Jill McDonnell, Chief of Police
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Date

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES**

Anthony G. Duffiney, State Director
USDA, APHIS, WS
2803 Jolly Rd, Suite 100
Okemos, MI 48864

Date

Prepared by (APHIS-WS employee): Dustin Arsnoe

WORK PLAN

In accordance with the Cooperative Service Agreement between City of Charlevoix and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS), this Work Plan sets forth the objectives, activities, and budget of this project during the period of this agreement.

Program Objective

The U.S. Department of Agriculture (USDA) is authorized to protect American agriculture and other resources from damage associated with wildlife. Wildlife Services activities are conducted in cooperation with other Federal, State and local agencies, private organizations and individuals.

The APHIS WS program uses an Integrated Wildlife Damage Management (IWDM) approach (sometimes referred to as IPM or “Integrated Pest Management”) in which a series of methods may be used or recommended to reduce wildlife damage. These methods include the alteration of cultural practices, habitats, and behavioral modifications to prevent damage. However, controlling wildlife damage may require that the offending animal(s) are killed or that the populations of the offending species be reduced.

Plan of Action

At the request of the City of Charlevoix, Wildlife Services will remove white-tailed deer under permits issued by the Michigan Department of Natural Resources. Wildlife Services will utilize suppressed firearms from vehicles, ground blinds, elevated stands, and baiting. Wildlife Services will perform field dressing and transport carcasses to local processor for donation to charity. At the completion of this project, the City of Charlevoix may consult with Wildlife Services and the Michigan Department of Natural Resources to determine if further control visits are necessary.

FINANCIAL PLAN

Cost Element		Full Cost
Personnel Compensation		\$9,683
Travel		
Vehicles		\$325
Other Services		\$800
Supplies and Materials		\$500
Equipment		\$500
Subtotal (Direct Charges)		\$11,808
Pooled Job Costs	11.00%	\$1,299
Indirect Costs	16.15%	\$1,907
Aviation Flat Rate Collection		
Agreement Total		\$15,014
The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$15,014		

Cooperator Financial Point of Contact:

Jill McDonnell, Chief of Police

210 State Street

Charlevoix, MI 49720

(231) 547-3258

Jillm@charlevoixmi.gov

APHIS-WS State Financial Point of Contact:

Lloyd NELSON Peymbroek, Budget Analyst

2803 Jolly Rd, Suite 100

Okemos, MI 48864

(517) 318-3462

Lloyd.N.Peymbroek@usda.gov

Charlevoix City Council

All Other Actions and Requests

Title: Petition from Charlevoix County for Annexation

Date: December 4, 2023

Presented By: Mark Heydlauff, City Manager

Background:

in 2017, Charlevoix County entered into a purchase agreement with Charlevoix Public Schools for the then-Charlevoix Elementary School on Division Street. The County contemplated a plan to move some of its offices and services to this location. In the intervening six years, the County moved offices and services to the location, including a move this summer of some of the County elected officials. In April, the County first requested annexation of the parcel which lies in Charlevoix Township. The State Constitution requires certain offices of a County be located within the County Seat.

I understand the County changed the original annexation petition this spring and obtained approval from Charlevoix Township for this version in front of you in June. We received the petition and the City Attorney has reviewed it. You'll see the attached memo from the City Attorney but he finds no legal concern with proceeding with the annexation request. If the County ceased using the facility at some point in the future, the annexed parcel would revert to Charlevoix Township. Since the parcel is owned by a public entity and has always been owned by a public entity, there are no tax revenue implications. Property owned by the County, like the school, is exempt from local zoning standards or similar requirements.

You considered this annexation back in August and the state rejected it for deficiencies in the resolution provided by the County. The County provided a new resolution and it was approved by Charlevoix Township. We have updated the approval resolution from the City and included all the original documents.

Recommendation:

Motion to approve Resolution 2023-12-01 to annex from the Township of Charlevoix a portion of land currently owned by the County of Charlevoix and authorize the Mayor and City Clerk to sign all necessary documents.

Attachments:

1. Certificate of Boundary Survey 2023-06-07 12.05.19 PM (1)
2. Charlevoix Township Resolution Authorizing Annexation
3. Resolution 2023-12-01 Annexation and Reversion of County Owned Parcel Revised
4. 2023-08-02 Annexation memo
5. County Resolution and Petition to the City of Charlevoix and Charlevoix Township

CERTIFICATE OF BOUNDARY SURVEY

PART OF THE SOUTHWEST 1/4 OF THE
NORTHEAST 1/4 OF SECTION 23,
TOWN 34 NORTH, RANGE 8 WEST

CHARLEVOIX TOWNSHIP,
CHARLEVOIX COUNTY, MICHIGAN

CERTIFIED TO:
CHARLEVOIX COUNTY
301 STATE STREET
CHARLEVOIX, MI 49720

TAX I.D.#: 15-004-023-014-00

LEGEND & NOTES:

- 1. DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
- 2. BEARINGS ARE BASED ON SURVEYS OF RECORD.
- 3. "•" INDICATES FOUND SURVEY IRON/ROD IN PLACE.
- 4. 1/2" x 24" STEEL RODS WITH I.D. CAPS HAVE BEEN SET AT ALL POINTS MARKED WITH "O".
- 5. "◎" INDICATES CONCRETE MONUMENT FOUND IN PLACE FROM PRIOR SURVEY.

HOMELAND SUBDIVISION

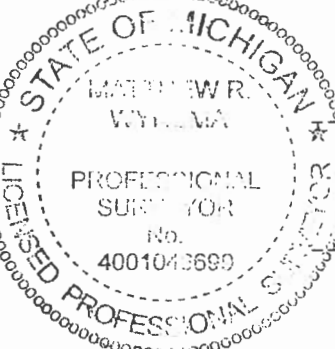
BEECHWOODS SUBDIVISION

CHARLEVOIX
TOWNSHIP
PARCEL
9.891 ACRES

CHARLEVOIX
COUNTY
PARCEL
8.811 ACRES

BERGMANN
PARCEL

E. 1/4 CORNER
SEC. 23, T34N, R8W



Matthew R. Wynsma
MATTHEW R. WYNSMA

P.S. NO. 4001046699

I HEREBY CERTIFY that I have surveyed and mapped the parcels heron described and that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying and that all the requirements of P.A. 132 of 1970, as amended, have been complied with.

This survey plat was prepared for the exclusive use of the person, persons, or entity named in the certification hereon. Said certificate does not extend to any unnamed third person without an express recertification by the surveyor naming said third person.

FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
PROFESSIONAL SURVEYORS
103 W. UPRIGHT STREET, CHARLEVOIX MICHIGAN 49720
(231)547-6882 - FAX (231) 547-0021
EMAIL: info@fcasurveying.com

FIELD:05/05/2023	STAKED: JT/CS	DRAWN: CWB
JOB: SB-28974C-23	DATE: 05/11/2023	

CERTIFICATE OF BOUNDARY SURVEY

CERTIFIED TO:
CHARLEVOIX COUNTY
301 STATE STREET
CHARLEVOIX, MI 49720

CHARLEVOIX COUNTY PARCEL:

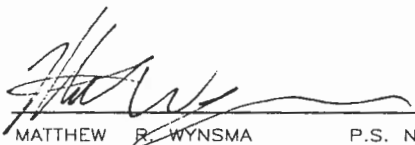
In the Township of Charlevoix , Charlevoix County, Michigan,
Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1519.29 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the POINT OF BEGINNING; thence continuing along said 1/4 line and centerline North 89°26'22" West 460.49 feet to a the East line of the plat of Homeland Subdivision as monumented; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence South 89°45'39" East 460.68 feet; thence South 0°14'19" West 834.61 feet to the POINT OF BEGINNING; being a part of the Southwest 1/4 of the Northeast 1/4 of Section 23, Township 34 North, Range 8 West and containing 8.811 acres. Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

Subject to a 16 foot wide easement for ingress and egress described as Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1979.78 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the East line of the plat of Homeland Subdivision as monumented and the POINT OF BEGINNING; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence South 89°45'39" East 16.00 feet; thence South 0°13'31" West 832.12 feet to said 1/4 line and centerline; thence North 89°26'22" West 16.00 feet to the POINT OF BEGINNING.

CHARLEVOIX TOWNSHIP PARCEL:

In the Township of Charlevoix , Charlevoix County, Michigan,
Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1979.78 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the East line of the plat of Homeland Subdivision as monumented; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West) to the POINT OF BEGINNING; thence continuing along said monumented subdivision line North 0°13'31" East 488.69 feet to the South line of Beechwoods Subdivision and the North 1/8 line of said Section 23 as monumented; thence along said monumented subdivision and 1/8 line South 89°05'38" East 662.94 feet to the East 1/8 line of said Section 23 as monumented; thence along said monumented East 1/8 line South 0°26'04" West 1032.30 feet; thence North 89°26'22" West 198.58 feet (recorded as 198 feet); thence North 0°14'19" East 550.20 feet; thence North 89°45'39" West 460.68 feet to the POINT OF BEGINNING; being a part of the Southwest 1/4 of the Northeast 1/4 of Section 23, Township 34 North, Range 8 West and containing 9.891 acres. Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

Together with a 16 foot wide easement for ingress and egress described as Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1979.78 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the East line of the plat of Homeland Subdivision as monumented and the POINT OF BEGINNING; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence South 89°45'39" East 16.00 feet; thence South 0°13'31" West 832.12 feet to said 1/4 line and centerline; thence North 89°26'22" West 16.00 feet to the POINT OF BEGINNING.


MATTHEW R. WYNSMA P.S. NO. 4001046699



FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
PROFESSIONAL SURVEYORS
103 W. UPRIGHT STREET, CHARLEVOIX, MICHIGAN 49720
(231) 547-6882 — FAX (231) 547-0021
EMAIL: info@fcasurveying.com

IELD:05/05/2023	STAKED: JT/CS	DRAWN: CWB
OB: SB-28974C-23	DATE: 05/11/2023	

CHARLEVOIX TOWNSHIP
Resolution No. 23-013 of 2023

At a regular meeting of the Charlevoix Township Board held in the Charlevoix Township Hall located at 12491 Waller Road, Charlevoix, Michigan, on November 13th , 2023.

PRESENT:

ABSENT:

The following resolution was made by Kate Stewart and seconded by J.B. Hoyt, to-wit:

Recitals

- A. The County of Charlevoix has filed a Petition to annex a portion of the property owned by the County, currently located in Charlevoix Township, into the City of Charlevoix, as evidenced by the Petition attached hereto and incorporated herein by reference.
- B. Pursuant to Section 9(8) of the Home Rule Cities Act, MCL 117.9(8), the annexation may be accomplished by the affirmative majority vote of the Charlevoix City Council and the approval of the Township Board.
- C. The Charlevoix Township Board desires to approve the requested annexation by the adoption of this Resolution.

Resolution

NOW, THEREFORE, BE IT RESOLVED that the Charlevoix Township Board hereby approves the annexation into the City of Charlevoix of that portion of property owned by the County of Charlevoix, described as:

CHARLEVOIX COUNTY PARCEL:

In the Township of Charlevoix, Charlevoix County, Michigan, Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1519.29 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the POINT OF BEGINNING; thence continuing along said 1/4 line and centerline North 89°26'22" West 460.49 feet to the East line of the plat of Homeland Subdivision as monumented; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence South 89°45'39" East 460.68 feet; thence South 0°14'19" West 834.61 feet to the POINT OF BEGINNING; being a part of the Southwest 1/4 of the Northeast 1/4 of Section 23, Township 34 North, Range 8 West and containing 8.811 acres,

which is depicted on the map attached to the Petition as Exhibit C (the Property to be Annexed) and incorporated herein by reference.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption by the Township Board.

YES: Supervisor Ulrich, Treasurer Williams, Clerk Witherspoon, Trustee Stewart
Trustee Hoyt

NO: n/a

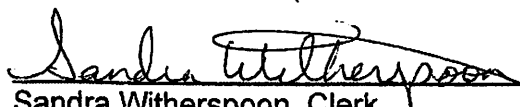
RESOLUTION DECLARED ADOPTED

CHARLEVOIX TOWNSHIP

By: 
Dan Ulrich, Supervisor

I, the undersigned, the Clerk of the Township of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Charlevoix Township Board at its regular meeting held on November 13th, 2023, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: November 13, 2023


Sandra Witherspoon, Clerk

CITY OF CHARLEVOIX
RESOLUTION NO. 2023-12-01
ANNEXATION OF COUNTY OWNED PARCEL (REVISED)

RECITALS

- A.** The County of Charlevoix has filed a Petition to annex a portion of the property owned by the County, currently located in Charlevoix Township, into the City of Charlevoix, as evidenced by the Petition attached hereto and incorporated herein by reference; and
- B.** Pursuant to Section 9(8) of the Home Rule Cities Act, MCL 117.9(8), the annexation may be accomplished by the affirmative majority vote of the Charlevoix City Council and the approval of the Township Board; and
- C.** The Charlevoix City Council desires to approve the requested annexation by the adoption of this Resolution.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Charlevoix City Council hereby approves the annexation into the City of Charlevoix of that portion of the property owned by the County of Charlevoix, described as:

In the Township of Charlevoix, Charlevoix County, Michigan, Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1519.29 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the POINT OF BEGINNING; thence continuing along said 1/4 line and centerline North 89°26'22" West 460.49 feet to the East line of the plat of Homeland Subdivision as monumented; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence South 89°45'39" East 460.68 feet; thence South 0°14'19" West 834.61 feet to the POINT OF BEGINNING; being a part of the Southwest 1/4 of the Northeast 1/4 of Section 23, Township 34 North, Range 8 West and containing 8.811 acres which is depicted on the map attached to the Petition as Exhibit C (the Property to be Annexed) and incorporated herein by reference.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix agrees to accept annexation of the requested parcel into its jurisdiction with approval by resolution of the Township of Charlevoix.

FURTHER BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption by the Charlevoix City Council.

RESOLVED this 4th day of December 2023 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

MEMORANDUM

To: Mark Haeydlauff, City of Charlevoix Manager
From: Scott Howard and Abbie Hawley
Date: August 1, 2023
Re: Charlevoix County Annexation Request

This memo is intended to provide a legal opinion on an annexation request made by Charlevoix County. After a review of the request, the proposed resolution, and the applicable statutory framework, we have concluded that the proposal raises no legal issues of concern.

Charlevoix County has requested cooperation with the City in having the County concede a portion of its land. The City would agree to annex and include the property within its jurisdiction. The County currently has a building on the property that it would like to utilize as a municipal office. Under local law, the County must locate its offices within the County seat. The City of Charlevoix is the county seat; therefore, the County offices must be within City limits.

The proposed annexation complies with the Home City Rules Act, and it is permissible for the City Council to agree to and ratify the proposed resolution.

FEBRUARY 22, 2023

PETITION TO ANNEX THE CHARLEVOIX COUNTY SHIRLEY ROLOFF CENTER

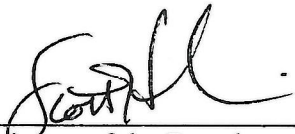
RESOLUTION

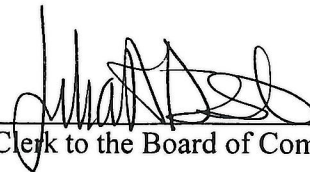
WHEREAS, Charlevoix County desires to annex the Charlevoix County Shirley Roloff Center property into the City of Charlevoix; and

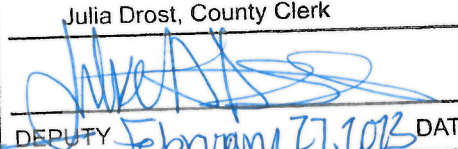
WHEREAS, the Charlevoix County Administrator presented a Petition to the City of Charlevoix and Charlevoix Township to annex the property into the City of Charlevoix to the Charlevoix County Board of Commissioners to review, and which conveys the property described and depicted to be annexed; and

WHEREAS, the Internal Government has reviewed and accepts the Petition to the City of Charlevoix and Charlevoix Township to annex the property into the City of Charlevoix and recommends it to the Full Board; and

NOW THEREFORE BE IT RESOLVED, that the Charlevoix County Board of Commissioners hereby accepts the recommendation and authorizes the Chairperson of the Charlevoix County Board of Commissioners and the County Clerk to sign on behalf of the county.


Chairman of the Board


Clerk to the Board of Commissioners

CERTIFIED	
Julia Drost, County Clerk	
DEPUTY	DATE
	February 27, 2023

**PETITION TO THE CITY OF CHARLEVOIX AND CHARLEVOIX TOWNSHIP
TO ANNEX PROPERTY INTO THE CITY OF CHARLEVOIX**

This Petition is brought pursuant to Section 9(8) of the Home Rule Cities Act, MCL 11.9(8), by the County of Charlevoix, Charlevoix County, Michigan, by and through its Board Chair and the Charlevoix County Clerk. This Petition seeks to annex into the City of Charlevoix property owned by the County of Charlevoix, described below and currently located in Charlevoix Township. In support of its petition, the County of Charlevoix states:

1. The County of Charlevoix currently owns record legal title to the property situated in the Township of Charlevoix, Charlevoix County, Michigan, described in the recorded warranty deed, attached hereto and incorporated herein by reference as Exhibit A, and depicted on the map attached hereto and incorporated herein by reference as Exhibit B (the County Property).
2. The County of Charlevoix desires to annex into the City of Charlevoix a portion of the County Property and described as:

Situated in the Township of Charlevoix, County of Charlevoix, State of Michigan, to-wit:

The East $\frac{1}{2}$ of the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 23, Town 34 North, Range 8 West, EXCEPT the East 198 feet thereof,

and depicted on the map attached hereto and incorporated herein by reference as Exhibit C (the Property to be Annexed).

3. The southern boundary of the Property to be Annexed is contiguous to the boundary of the City of Charlevoix, as evidenced by Exhibit C.

4. There are no qualified electors of Charlevoix Township who reside on the Property to be Annexed. In fact, a former school building is currently developed on the property.

5. Section 9(8) of the Home Rule Cities Act, MCL 117.9(8), provides in part:

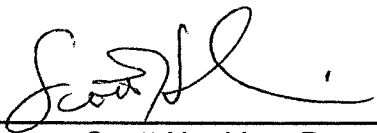
[W]here there are no qualified electors residing in the territory proposed to be annexed to the city, other than the person or persons petitioning, a petition signed by a person or persons, firms, corporations, the United States government, or the state or any of its subdivisions who collectively hold the equitable title as a vendee under a recorded land contract or memorandum of land contract, or record legal title to more than 1/2 of the area of the land in the territory to be annexed is filed with the city council of the city and with the township board of the township in which the territory is situated, the annexation may be accomplished by the affirmative majority vote of the city council of the city and the approval of the township board of the township. At least 10 days prior to the approval by the township board, the township treasurer shall notify, personally or by registered mail with return receipt demanded, the owners of all real property in the territory to be annexed as shown on the assessment rolls of the township at the last known address on file with the township treasurer.

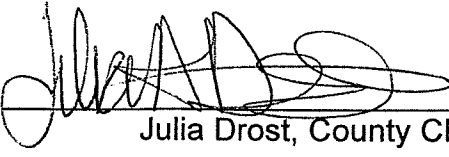
WHEREFORE, the County of Charlevoix hereby requests the following:

- A. That the Charlevoix City Council, by the affirmative majority vote of the entire City Council, vote to approve the annexation of the Property to be Annexed, as described above, into the boundaries of the City of Charlevoix.
- B. That the Charlevoix Township Board approve the annexation of the Property to be Annexed, as described above, into the boundaries of the City of Charlevoix.

COUNTY OF CHARLEVOIX

Date: February 11, 2023

By: 
Scott Hankins, Board Chair

By: 
Julia Drost, County Clerk

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: December 4, 2023

Presented By:

Background:

A. Bridge Park Lift Station Project and Water Treatment Plant Work

This project is complete and we received a final change order for the project which reduced our expense by about \$23,000 due to the timely completion of the project. We are pleased with the work and this greatly improves the reliability of the wastewater infrastructure over the long-term.

The Water Treatment Plant drive replacement is underway with one of the pumps having been changed out already. This is proceeding as planned.

B. Chamber Building Redevelopment

We held a kick-off meeting this week with the Redevelopment Ready Team and Smith Group for an initial discussion of how a new development might come about on the footprint of the Chamber Building with housing on the second and third levels. We are hoping to have them on-site before the end of the year. We expect to have initial renderings for the Planning Commission to review before any design proceeds further.

C. Annual Chamber of Commerce Reports

Attached, you'll find the 2023 Partnership Report and the 2023 Building Fund Report from the Charlevoix Area Chamber of Commerce. The former is required under our partnership agreement wherein we provide financial support to the Chamber for conducting various economic development activities. The latter is a requirement in their lease with us for the building they occupy.

Recommendation:

Attachments:

1. Housing Commission Meeting Minutes from 10/24/2023
2. DDA Meeting Minutes 08/28/2023
3. 2023 Chamber Partnership Report
4. 2023 Building Fund Report

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, October 24, 2023

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Mitts Lee, R.J. Waddell, Joan Buday, Annie Oosthuizen, Nedina Stark
Commissioners Absent: None

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

Chairperson Mitts Lee called the Meeting to Order at 2:11 p.m.

ADDITIONS TO THE AGENDA: Audit Response from 20/21FY

Approval of the September 12, 2023 Regular Meeting Minutes, Payables for September, and
September Financials

**Motion by Commissioner Buday, seconded by Commissioner Waddell to approve and accept
the Regular Meeting Minutes, Payables for September, and Financials for September**

Ayes: Lee, Waddell, Buday, Oosthuizen, Stark

Nays: None

Absent: None

OLD BUSINESS: Section 18 Disposition – Director Haist gave updates on the process and next
steps HUD SAC has finally granted approval letter, now working with the DFO and attorney for
approval of request for release of DOT

NEW BUSINESS: Resolution XII-23 – Resolution Approving Flat Rent for CY 2024

Motion by Commissioner Stark, seconded by Commissioner Buday to approve and accept Resolution XII-23 Resolution Approving Flat Rent for CY 2024

Ayes: Lee, Waddell, Buday, Oosthuizen, Stark

Nays: None

Absent: None

Executive Director's Report –

Capital Fund Projects Review- Director provided printouts to the board from EPIC and reviewed the Capital Fund Projects including the elevator update and smoking sensor installation. Rolling CFP Plans for 2022-2026 and 2023-2027 were shared and reviewed.

RAD Project- Director Haist discussed conversation with John Kurtz, City Support and encouragement for RAD project. Scale of project and funding will warrant hiring a RAD consultant with expertise to assist.

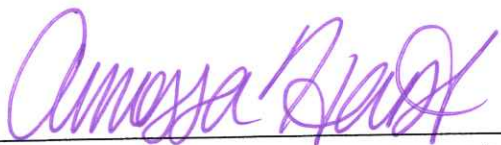
Director Haist discussed a future RFQ Bid Package for an attorney, to be reviewed and approved at next meeting by board.

Annual Plan- ACOP & lease revisions are needed for HOTMA final rule implementation - will result in many changes to the program policies for 2024. HUD has rolled back the date that PHAs are required to comply, but it is still on the horizon and policy changes are necessary.

Public Comment on subjects unrelated to Agenda Items: Resident asked for information on the smoking sensors, and wanted more information regarding how violations are handled in certain situations. Director Haist explained that personal information involving corrective action against a tenant cannot be shared with other tenants.

Adjournment: Commissioner Lee Adjourn the meeting at 3:32 p.m.

Respectfully submitted and approved by:



Executive Director, Annessa Haist – CHC/MPHC

The next Board Meeting is November 21, 2023 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 28, 2023 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Present: Sam Bingham, Kirby Dipert, Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen,

Danielle Scheller, Paul Silva

Members Absent: Ron Way

Absent:

Staff Present: Lindsey Dotson, DDA Executive Director; Mark L. Heydlauff, City Manager

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

Motion carried by unanimous voice vote.

A. Minutes Regular Meeting - June 26, 2023

Motion to approve minutes as presented.

6. Reports

A. DDA Financials as of August 25, 2023

B. Director's Report

Lindsey Dotson, DDA Director

Director Dotson stated she has been invited to be a speaker at the Housing Assistance Rural Housing Council in Washington, DC in late October and she and City Manager Heydlauff will be giving a presentation regarding rural housing in northern Michigan.

Director Dotson stated the facade grant program, which was a program they were working on with the State, has no funding.

Director Dotson reported that they did receive two (2) small grants for Charlevoix Harborware and the Cantina through the Optimize Main Street Program, which is tied to technical assistance of \$2,500 each to help implement technological needs.

Director Dotson stated the grant they applied for through the Environment, Great Lakes, and Energy (EGLE) for the Big Belly recycling bins was not awarded to the DDA. Member Oosthuizen questioned if there were any other grant opportunities available and Director Dotson stated that she had looked into a number of grant programs, but had not found any that fit Charlevoix's needs.

7. Old Business

8. New Business

A. Van Pelt Alley Reconstruction

Mark Heydlauff, City Manager

City Manager Heydlauff stated the City has been working on the Alley Corridor Vision plan for several years, which was kicked off by the Sustainable Built Environment Initiative by Michigan State University back in 2017. Mr. Heydlauff summarized the various improvements that have been undertaken since the study, including the most recent improvements between Van Pelt Alley, Hoop Skirt Alley and Mason Street that were completed this spring.

City Manager Heydlauff stated that the proposal before the Board was a further effort to implement the Van Pelt Alley reconstruction. City Council agreed to fund half of the remainder, \$22,500 conditioned on the DDA putting forth the same amount. The work could be completed this fall.

City Manager Heydlauff responded to questions from the Board Members. Discussion followed regarding the possibility of available DDA funds for this project. Director Dotson stated their fund balance was at \$263,000, which is where they normally take funds for larger types of expenditures.

Motion by Member Dipert, seconded by Member Dreyer that the DDA contribute \$22,500 toward the Van Pelt Alley decorative reconstruction plan.

Motion carried by unanimous roll call vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Member Oosthuizen stated she was disappointed in the scheduling of the meetings and moving forward they should stick to every other month or go back to meetings every month. Discussion followed regarding having quarterly meetings at a minimum. Director Dotson stated the State requires the DDA to have two (2) public info meetings every year and she had been handling that during their regular meetings, but because the meetings have been irregular, she hadn't been able to put out the two-week notice to the public for that type of meeting. Ms. Dotson stated the 2023 meeting schedule that the Board voted on showed meetings in September and November and if the Board was going to switch to quarterly meetings it should be done in 2024.

Member Dipert stated when the Mason Street project was completed there is an area that is part

of the City parking lot that goes onto the parking for the Beacon Center as well that they've put grass and they should have put mulch or something else because he didn't know who was supposed to mow and maintain that area. Mr. Dipert stated that it was not currently being maintained.

12. Adjourn

The meeting adjourned at 5:59 p.m.

CHARLEVOIX DDA MISSION

The mission of the Charlevoix DDA 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.

Sarah Dvoracek/fgm, Clerk

Maureen Owens Chair



2023 City of Charlevoix Partnership Report

AGREEMENT RECITALS:

The City of Charlevoix wishes to engage with partners to:

- a. Solve area-wide challenges in year-round occupancy, population growth, more and better housing, business investment, and local job growth
- b. Promote the quality of life and build on area amenities offered for residents and those looking for relocation opportunities

The Chamber wishes to fulfill its mission of:

- a. Providing leadership and support efforts to create a better business environment and produce a thriving community
- b. Promote and make known the industrial, commercial, educational, recreational, civic, resort, and other advantages of the City

CHAMBER COMMITMENT:

The Chamber shall dedicate resources and efforts towards initiatives aimed at solving area-wide challenges hindering business and resident investment and job growth.

The Chamber shall publish and disseminate information to make known the industrial, commercial, educational, recreational, civic, and other advantages of the City.

In light of the agreement and other areas of in-kind support received by the Chamber, the Chamber will extend membership benefits to the City commensurate with the established policies of the Chamber when mutually beneficial for both parties.

2023 AGREEMENT EFFORTS & ACCOMPLISHMENTS:

Area-Wide Challenge Efforts

- Participation and leadership as Chair on the Northern Michigan Chamber Alliance, working towards legislative solutions to rural housing, talent attraction, business development, and childcare

- Established relationships with Governor Whitmer, Lt. Governor Gilchrist, Michigan House Speaker Tate, U.S. Senators Stabenow and Peters, U.S. Congressman Bergman, and all northern Michigan State Senators and Representatives
- Established relationships with State Department leaders in the Budget Office, State Housing Development Authority, Economic Development Corporation, Department of Transportation, and Office of High-Speed Internet
- Advocated for Office of Rural Prosperity funding; assisted with Rural Readiness Grant Program advocacy
- Advocated for successful budget items such as Michigan Reconnect, Going PRO, and Tri-Share Childcare
- Advocated for rural-centric changes at Michigan State Housing Development Authority's QAP process including scoring criteria changes for walkability, differentiated rural weightings, and additional focus for small developers
- Leadership of Housing North through Board of Directors seat, representing Charlevoix County, to develop regional housing solutions including advocacy, funding opportunities, and public awareness
 - Development and management of the Charlevoix Deed Restriction Program
 - Development and management of the Charlevoix Housing Ready Program
 - State Budget win for funding allocation to expand Housing Ready program as modeled in Charlevoix to other northern Michigan communities
 - Partnership advocacy through Housing North and Northern Michigan Chamber Alliance on Housing Michigan Coalition
 - Housing bill package passed to incentivize development of attainable housing with tools such as expanded TIF and Brownfield definitions
 - Selected as host organization for the State's Regional Housing Plan
- Involvement in business and workforce retention and community development efforts with partners such as Northern Lakes Economic Alliance, Char-Em ISD, Networks Northwest, Northwest Michigan Works!, and North Central Michigan College
 - Hosted the State of the Community event sharing progress and partnership updates from entities including Char-Em ISD, Health Department of Northwest Michigan, and Top of Michigan Trails Council; heard project details from groups operating in Charlevoix including DTE Energy and Peninsula Fiber Network
- Participation on the Charlevoix DDA Economic Vitality committee
- Continued education, community growth, and broadened networking participation through opportunities with the Michigan Chamber of Commerce, U.S. Chamber of Commerce, MSU Extension, SBAM and others

Area Promotion

- Charlevoix.org website featuring Business Directory, Available Commercial Property, Area Demographics, and Relocation Information

- Charlevoix Guide Publication, a collaboration with Visit Charlevoix, with 55,000 copies distributed through MDOT Welcome Centers, direct mailings, and local distribution, plus online digital views
 - 2024 Publication to include Redevelopment Ready information and opportunities for City of Charlevoix
- Chamber Office and Visitors Center operations, answering phone, in-person, and email inquiries from residents and visitors about City amenities and services, community events and initiatives, business referrals, and more
- Charlevoix representation for efforts, events, and news to media outlets including Charlevoix County News, Charlevoix Courier, 9&10 News, TV 7&4, and Bridge Magazine

City of Charlevoix Membership Benefits Utilized

- Standard-Level Membership benefits
 - Ability to post City information, news, job openings, and events on Charlevoix.org and in the weekly Biz-Blast e-newsletter
 - 18 City job openings posted with over 1000 views
 - City's online directory listing: 357 page hits, 84 searches, and 46 link-outs
 - Ability to distribute City promotional brochures in the Chamber Office and Visitors Center
 - Ability to attend and participate in Chamber events and programs
- VIP Member Investment recognition
 - Logo placement and recognition on Charlevoix.org homepage
 - Logo placement and recognition on weekly Biz-Blast e-newsletter
- Annual Meeting & Awards VIP Sponsor
 - Eight event tickets
 - Sponsor recognition via event logo placement and promotion
 - Speaking opportunity at event
- Business Expo & Taste of Charlevoix
 - One complimentary booth
 - Utilized by City of Charlevoix Recreation Department
 - Sponsor recognition via event logo placement and promotion
- State of the Community VIP Sponsor
 - Eight event tickets
 - Sponsor recognition via event logo placement and promotion
 - Introductory speaking opportunity
 - Panel moderation by City Manager

Charlevoix Area Chamber of Commerce
Transaction Detail by Account
January 1, 2005 through November 24, 2023

	Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Bldg Fund										
	Check	10/13/2006	11810	Citizens Bank	Opening Deposit	Building Fund	✓	Checking Account	29,715.00	29,715.00
	Deposit	11/12/2006	Interest		11/12/07		✓	Interest	118.45	29,833.45
	Deposit	12/12/2006	Interest		12/12/06		✓	Interest	78.47	29,911.92
	Check	12/12/2006	CHK	Albert L. Shindorf Builders, Inc			✓	Building Fund Expense	-9,222.00	20,689.92
	Check	01/11/2007	CHK	Albert L. Shindorf Builders, Inc			✓	Building Fund Expense	-18,412.60	2,277.32
	Deposit	01/11/2007	Interest		01/11/07		✓	Interest	52.81	2,330.13
	Deposit	01/19/2007					✓	Building Fund	67,500.00	69,830.13
	Check	01/19/2007	101	Mason Interiors			✓	Building Fund Expense	-11,559.04	58,271.09
	Deposit	01/31/2007	Interest		01/31/07		✓	Interest	59.85	58,330.94
	Check	02/12/2007	102	Albert L. Shindorf Builders, Inc			✓	Building Fund Expense	-12,014.61	46,316.33
	Deposit	02/12/2007	Interest		02/12/07		✓	Interest	5.86	46,322.19
	Check	02/27/2007	103	Michigan Officeways, Inc.			✓	Building Fund Expense	-10,000.00	36,322.19
	Check	02/28/2007	104	Curtis Tile & Flooring			✓	Building Fund Expense	-5,881.93	30,440.26
	Check	03/13/2007	105	Albert L. Shindorf Builders, Inc			✓	Building Fund Expense	-8,691.44	21,748.82
	Check	03/23/2007	107	Mason Interiors			✓	Building Fund Expense	-4,264.35	17,484.47
	Check	03/23/2007	106	Charlevoix Area Chamber			✓	Building Fund Expense	-4,435.52	13,048.95
	Check	03/30/2007	108	Sears			✓	Building Fund Expense	-569.97	12,478.98
	Deposit	03/31/2007	Interest		03/31/07		✓	Interest	37.38	12,516.36
	Deposit	04/11/2007			Deposit		✓	Building Fund	2,500.00	15,016.36
	Check	04/27/2007	109	Michigan Officeways, Inc.			✓	Building Fund Expense	-9,259.95	5,756.41
	Deposit	04/30/2007	Interest		04/30/07		✓	Interest	18.23	5,774.64
	Check	05/18/2007	110	Haggard's Plumbing & Heating			✓	Building Fund Expense	-1,285.66	4,488.98
	Check	05/18/2007	111	DTE Energy			✓	Building Fund Expense	-519.68	3,969.30
	Check	05/29/2007	112	Charlevoix Glass			✓	Building Fund Expense	-1,121.87	2,847.43
	Deposit	05/31/2007	Interest		05/31/07		✓	Interest	5.86	2,853.29
	Check	06/01/2007	113	American Waste			✓	Building Fund Expense	-254.40	2,598.89
	Deposit	06/30/2007	Interest		Deposit		✓	Interest	4.42	2,603.31
	Deposit	07/02/2007			Deposit		✓	Building Fund	88.50	2,691.81
	Deposit	07/31/2007	Interest		Deposit		✓	Interest	4.07	2,695.88
	Check	08/06/2007	114	Belvedere Club			✓	Building Fund Expense	-899.56	1,796.32
	Deposit	08/06/2007			Deposit		✓	Bldg Repair Fund - CSB	2,711.57	4,507.89
	Deposit	08/31/2007			Deposit		✓	Building Fund	300.00	4,807.89
	Deposit	08/31/2007	Interest		Deposit		✓	Interest	6.44	4,814.33
	Deposit	09/30/2007	Interest		Deposit		✓	Interest	6.63	4,820.96
	Check	10/15/2007	115	Michigan Officeways, Inc.			✓	Building Fund Expense	-300.00	4,520.96
	Deposit	10/15/2007	Interest		Deposit		✓	Interest	7.13	4,528.09
	Deposit	11/30/2007	Interest		Deposit		✓	Interest	6.65	4,534.74
	Deposit	12/31/2007	Interest		Deposit		✓	Interest	6.39	4,541.13
	Deposit	01/31/2008	Interest		Deposit		✓	Interest	6.11	4,547.24
	Deposit	02/29/2008	Interest		Deposit		✓	Interest	5.73	4,552.97
	Deposit	03/31/2008	Interest		Deposit		✓	Interest	6.19	4,559.16
	Check	04/11/2008	116	Belvedere Club			✓	Building Fund Expense	-100.00	4,459.16
	Check	04/11/2008	117	Haggard's Plumbing & Heating			✓	Building Fund Expense	-306.30	4,152.86
	Deposit	04/30/2008	Interest		Deposit		✓	Interest	5.59	4,158.45
	Deposit	05/31/2008	Interest		Deposit		✓	Interest	5.39	4,163.84
	Deposit	06/12/2008			Deposit		✓	Building Fund	1,000.00	5,163.84
	Deposit	06/30/2008	Interest		Deposit		✓	Interest	5.22	5,169.06
	Deposit	07/31/2008	Interest		Deposit		✓	Interest	6.37	5,175.43
	Deposit	08/31/2008	Interest		Deposit		✓	Interest	6.71	5,182.14
	Check	09/15/2008	118	Albert L. Shindorf Builders, Inc	Gutter Installation		✓	Building Fund Expense	-419.60	4,762.54
	Check	09/15/2008	119	Charlevoix Area Chamber	- Shindorf '08 Dues Balance		✓	Building Fund Expense	-120.40	4,642.14
	Deposit	09/30/2008	Interest		Deposit		✓	Interest	6.19	4,648.33
	Deposit	10/31/2008	Interest		Deposit		✓	Interest	5.03	4,653.36
	Check	11/11/2008					✓	Building Fund Expense	-1.00	4,652.36
	Deposit	11/26/2008			Deposit		✓	Building Fund	2,500.00	7,152.36
	Deposit	11/30/2008	Interest		Deposit		✓	Interest	4.34	7,156.70
	Check	12/02/2008	120	Bartlett's Home Interiors, Inc			✓	Building Fund Expense	-650.00	6,506.70
	Deposit	12/11/2008	Interest		Deposit		✓	Interest	1.93	6,508.63
	Check	03/01/2009	ACH	Citizens Bank			✓	Shop Local	-30.00	6,478.63
	Check	04/30/2009	12383	Bartlett's Home Interiors, Inc			✓	Building Fund Expense	-653.80	5,824.83
	Check	06/26/2009	Debit	Bartlett's Home Interiors, Inc			✓	Building Fund Expense	-645.30	5,179.53
	Check	06/30/2009	Debit	Displays2Go	Order #100142728		✓	Building Fund Expense	-354.60	4,824.93
	Check	07/15/2009	Debit	Halfway to the Top			✓	Building Fund Expense	-50.88	4,774.05
	Check	07/21/2009	12384	Haggard's Plumbing & Heating			✓	Building Fund Expense	-225.00	4,549.05
	Check	08/18/2009	ACH	Citizen bank	Switched to Business Free Checking Account to avoid th		✓	Building Fund Expense	-15.00	4,534.05
	Check	10/14/2009	12387	Charlevoix Area Chamber			✓	Building Fund Expense	-315.00	4,219.05
	Check	11/18/2009	12388	Superior Mechanical			✓	Building Fund Expense	-140.00	4,079.05
	Deposit	01/12/2010			Deposit		✓	Building Fund	2,500.00	6,579.05
	Check	08/01/2010	12389	Haggard's Plumbing & Heating			✓	Building Fund Expense	-188.65	6,390.40
	Check	08/01/2010	12390	Charlevoix Lettering			✓	Building Fund Expense	-80.00	6,310.40
	Check	11/09/2010	12391	Superior Mechanical			✓	Building Fund Expense	-105.00	6,205.40
	Check	11/09/2010	12392	Charlevoix Area Chamber			✓	Building Fund Expense	-5,000.00	1,205.40
	Deposit	12/31/2010			Deposit		✓	Building Fund	2,500.00	3,705.40
	Check	03/02/2011	12381	Haggard's Plumbing & Heating			✓	Building Fund Expense	-532.25	3,173.15
	Check	03/02/2011	12393	Charlevoix Glass			✓	Building Fund Expense	-545.16	2,627.99
	Check	06/01/2011	12394	Charlevoix Area Chamber			✓	Building Fund Expense	-2,627.99	0.00
	Deposit	06/23/2011			Deposit		✓	Building Fund	5,127.94	5,127.94
	Deposit	06/23/2011			Deposit		✓	Building Fund	2,500.00	7,627.94
	Deposit	06/30/2011			Deposit		✓	Interest	0.09	7,628.03
	Deposit	08/10/2011			Deposit		✓	Interest	0.32	7,628.35
	Deposit	09/08/2011			Deposit		✓	Interest	0.33	7,628.68
	Deposit	10/06/2011			Deposit		✓	Interest	0.31	7,628.99
	Deposit	11/10/2011			Deposit		✓	Interest	0.23	7,629.22
	Deposit	12/01/2011			Deposit		✓	Interest	0.08	7,629.30
	Deposit	01/10/2012			Deposit		✓	Interest	0.09	7,629.39
	Deposit	02/07/2012			Deposit		✓	Interest	0.10	7,629.49
	Deposit	03/06/2012			Deposit		✓	Interest	0.08	7,629.57
	Deposit	04/05/2012			Deposit		✓	Interest	0.09	7,629.66
	Check	04/10/2012	18816607	Superior Mechanical			✓	Building Repair Fund & Rent	-999.08	6,630.58
	Check	04/10/2012	18816608	Charlevoix Area Chamber			✓	Building Repair Fund & Rent	-380.50	6,250.08
	Deposit	05/08/2012			Deposit		✓	Interest	0.08	6,250.16
	Check	06/26/2012	ACH	Huntington Bank	Service Fee		✓	Building Repair Fund & Rent	-15.00	6,235.16
	Deposit	06/26/2012			Deposit		✓	Interest	0.07	6,235.23
	Check	06/26/2012	18816609	Site Planning Development, Inc			✓	Building Repair Fund & Rent	-2,400.00	3,835.23
	Check	06/26/2012	18816610	Shindorf Builders			✓	Building Repair Fund & Rent	-25.00	3,810.23
	Check	07/19/2012	18816611	Brady's Carpet Cleaning Inc.	Inv #18307		✓	Building Repair Fund & Rent	-738.00	3,072.23
	Check	08/01/2012	ACH	Cash			✓	Building Repair Fund & Rent	-2.50	3,069.73
	Check	10/01/2012	ACH	Huntington Bank	Service Fee		✓	Building Repair Fund & Rent	-2.50	3,067.23
	Check	10/02/2012	ACH	Huntington Bank	Service Fee		✓	Building Repair Fund & Rent	-2.50	3,064.73
	Deposit	11/01/2012			Deposit		✓	Interest	5.00	3,069.73
	Check	11/29/2012	01377156	Charlevoix Glass			✓	Building Repair Fund & Rent	-310.20	2,759.53
	Check	12/17/2012	ACH	Huntington Bank	Checks		✓	Building Repair Fund & Rent	-12.95	2,746.58
	Deposit	12/31/2012			Deposit		✓	Building Fund	2,500.00	5,246.58

Charlevoix Area Chamber of Commerce
Transaction Detail by Account
January 1, 2005 through November 24, 2023

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Check	11/01/2013	1001	Shindorf Builders			✓	Building Repair Fund & Rent	-290.00	4,956.58
Deposit	12/31/2013			Deposit		✓	Building Fund	2,500.00	7,456.58
Deposit	02/05/2014			Deposit		✓	Building Fund	2,500.00	9,956.58
Check	02/27/2014	1002	Boss Pest Control			✓	Building Repair Fund & Rent	-100.00	9,856.58
Check	02/27/2014	1003	JC Services			✓	Building Repair Fund & Rent	-100.00	9,756.58
Deposit	05/30/2014			Deposit		✓	Building Fund	2,500.00	12,256.58
Check	07/15/2014	1004	Haggard's Plumbing & Heating	VOID:		✓	Building Fund Expense	0.00	12,256.58
Check	07/19/2014	1005	Haggard's Plumbing & Heating			✓	Building Fund Expense	-233.16	12,023.42
Check	10/14/2014	1006	Haggard's Plumbing & Heating			✓	-SPLIT-	-160.00	11,863.42
Check	10/14/2014	1007	Charlevoix Glass			✓	Building Fund Expense	-417.67	11,445.75
Check	10/14/2014	1008	Wilmot Electric, Inc.			✓	Building Fund Expense	-244.02	11,201.73
Check	11/19/2014	1009	MacGregor Plumbing & Heating			✓	Building Fund Expense	-316.00	10,885.73
Check	11/26/2014	1010	Sears			✓	Building Fund Expense	-426.91	10,458.82
Check	12/12/2014	1011	MacGregor Plumbing & Heating			✓	Building Fund Expense	-551.00	9,907.82
Check	01/15/2015	1012	Ken Beyer Plumbing & Heating	Dishwasher Installation		✓	Building Repair Fund & Rent	-100.00	9,807.82
Check	02/04/2015	1013	MacGregor Plumbing & Heating	Boiler/Furnace Repair		✓	Building Repair Fund & Rent	-80.00	9,727.82
Check	03/27/2015	1014	Temperature Control	New Boiler		✓	Building Repair Fund & Rent	-2,775.00	6,952.82
Deposit	05/14/2015			2015 Contribution		✓	Building Fund	2,500.00	9,452.82
Check	07/24/2015	1016	Michael's Locksmith Service			✓	Building Repair Fund & Rent	-82.12	9,370.70
Check	08/20/2015	1017	Home Inspections of USA, LLC	Invoice #081528		✓	Building Repair Fund & Rent	-248.95	9,121.75
Check	09/29/2015	1018	Three Oaks Woodworking			✓	Building Repair Fund & Rent	-350.00	8,771.75
Check	10/20/2015	1019	Three Oaks Woodworking			✓	Building Repair Fund & Rent	-513.12	8,258.63
Check	04/22/2016	1020	City of Charlevoix	Inv #41769		✓	Building Repair Fund & Rent	-8,000.00	258.63
Check	04/28/2016	1021	Haggard's Plumbing & Heating			✓	Building Repair Fund & Rent	-80.00	178.63
Deposit	06/02/2016			Deposit		✓	Building Fund	4,500.00	4,678.63
Check	06/02/2016	1022	Hogarth's Pest Control	Inv #6768		✓	Building Repair Fund & Rent	-250.00	4,428.63
Deposit	06/29/2017			Deposit		✓	Building Fund	4,500.00	8,928.63
Check	04/05/2018	1023	State of Michigan	2018 Boiler Inspection Certificate		✓	Building Fund Expense	-60.00	8,868.63
Check	06/08/2018	1024	Temperature Control	CSD-1 Inspection		✓	Building Fund Expense	-1,015.81	7,852.82
General Journal	06/28/2018	rbh-09				✓	Building Fund	4,500.00	12,352.82
Check	03/08/2019	1025	Brady's Carpet Cleaning Inc.	Inv #1055		✓	Building Repair Fund & Rent	-660.00	11,692.82
Deposit	05/13/2019			Deposit		✓	CVB Contract	2,250.00	13,942.82
Deposit	06/25/2019			Deposit		✓	Building Fund	2,250.00	16,192.82
Check	03/02/2020	1026	MacGregor Plumbing & Heating	Boiler/Furnace Repair		✓	Building Repair Fund & Rent	-1,001.00	15,191.82
Check	04/28/2020	1027	MacGregor Plumbing & Heating	Boiler/Furnace Repair		✓	Building Repair Fund & Rent	-159.00	15,032.82
Deposit	10/26/2020			Deposit		✓	Building Fund	4,500.00	19,532.82
Check	01/08/2021	1028	MacGregor Plumbing & Heating	Boiler/Furnace Repair		✓	Building Repair Fund & Rent	-350.00	19,182.82
Deposit	09/01/2021			Deposit		✓	Building Fund	4,500.00	23,682.82
Check	12/21/2021	1029	MacGregor Plumbing & Heating	Boiler/Furnace Repair		✓	Building Repair Fund & Rent	-365.00	23,317.82
Check	06/07/2022	1030	Haggard's Plumbing & Heating			✓	Building Repair Fund & Rent	-180.85	23,136.97
Check	07/18/2022	1031	MacGregor Plumbing & Heating	Boiler/Furnace Repair		✓	Building Repair Fund & Rent	-1,834.00	21,302.97
Check	08/17/2022	1032	MacGregor Plumbing & Heating	Boiler/Furnace Repair		✓	Building Repair Fund & Rent	-1,002.00	20,300.97
Check	08/17/2022	1033	Brady's Carpet Cleaning Inc.	Inv #1055		✓	Building Repair Fund & Rent	-430.00	19,870.97
Deposit	09/28/2022			Deposit		✓	Building Fund	4,500.00	24,370.97
Check	04/13/2023	1034	Performance Engineers			✓	Building Repair Fund & Rent	-1,007.50	23,363.47
Check	06/16/2023	1035	Temperature Control	CSD-1 Inspection		✓	Building Repair Fund & Rent	-601.25	22,762.22
Check	08/14/2023	1036	Temperature Control	CSD-1 Inspection		✓	Building Repair Fund & Rent	-375.00	22,387.22
Check	08/14/2023	1037	Charlevoix Pest Control			✓	Building Repair Fund & Rent	-200.00	22,187.22
Check	08/30/2023	1038	MacGregor Plumbing & Heating	HVAC Repair		✓	Building Repair Fund & Rent	-1,020.00	21,167.22
Total Bldg Fund								21,167.22	21,167.22
TOTAL								<u>21,167.22</u>	<u>21,167.22</u>

Charlevoix Area Chamber of Commerce
Transaction Detail by Account
January 1 through November 24, 2023

	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bldg Fund	Check	04/13/2023	1034	Performance Engineers	Structural Inspection		√	Building Repair Fund & Rent	-1,007.50	-1,007.50
	Check	06/16/2023	1035	Temperature Control	CSD-1 Inspection		√	Building Repair Fund & Rent	-601.25	-1,608.75
	Check	08/14/2023	1036	Temperature Control	Decommission		√	Building Repair Fund & Rent	-375.00	-1,983.75
	Check	08/14/2023	1037	Charlevoix Pest Control			√	Building Repair Fund & Rent	-200.00	-2,183.75
	Check	08/30/2023	1038	MacGregor Plumbing & Heating	HVAC Repair		√	Building Repair Fund & Rent	-1,020.00	-3,203.75
Total Bldg Fund									-3,203.75	-3,203.75
TOTAL									-3,203.75	-3,203.75

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: December 4, 2023

Presented By:

Background:

Recommendation:

Attachments:

None