



Agenda
City of Charlevoix City Council Regular Meeting
Monday, December 18, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - November 30, 2023 & December 4, 2023
 - B. Accounts Payable and Payroll Check Registers
 - C. MPPA Purchase Power Commitment
 - D. 300 kVA Transformer purchase in the amount of \$28,411
 - E. Mason Street EV Charging Station, \$33,348
 - F. Mason Street EV Charging Station Installation \$8,420
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. 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. Local Government Approval for Off-Premises Tasting Room License-Lost Cellars, Inc.
Mark Heydlauff, City Manager
 - C. Sale of Land for Utility Shed
Mark Heydlauff, City Manager
 - D. Mayoral Appointments
Mayor Lyle Gennett
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - November 30, 2023 & December 4, 2023

Date: December 18, 2023

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Work Session Meeting Minutes 11/30/2023
2. City Council Draft Meeting Minutes 12/04/2023

City of Charlevoix
City Council Regular Meeting Minutes
Thursday, November 30, 2023 - 4:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

2. Roll Call

Mayor: Lyle Gennett

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

Members Absent: Shane Cole, Mark Knapp

City Manager: Mark L. Heydlauff

3. Presentations

A. Welcome New Staff

Mayor Gennett asked City Treasurer McGinn to introduce Jessica Davidson who is the new receipts clerk. Mayor Gennett asked Electric Department Director John Griffith to introduce Phillip Sterrit who is a new lineman in his department.

B. Short Term Rental Program Report

Jonathan Scheel, Zoning Administrator

Mayor Gennett welcomed Zoning Administrator Jonathan Scheel, who discussed the background of the short-term rental program and the ongoing implementation of it. The council asked questions and discussed it further.

Mayor Gennett opened the floor for public comment and four were heard.

The City Manager summarized the discussion from Council and advised that he would work to bring language back to Council that would modify the Short Term Rental Program in these areas:

- Modify inspections to occur when a unit is registered and only upon a specific need or concern thereafter
- Eliminate the 14-day loophole
- ADUs as an opportunity for additional rental units

4. Reports and Communications

A. Public Comment

5. Adjourn

The Mayor adjourned the meeting at 5:35pm.

Sarah J. Dvoracek

City Clerk

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

1. Pledge of Allegiance

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

2. Roll Call

Mayor: Lyle Gennett

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

Members Absent: Mark Knapp

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Welcome New Employees

Pat Elliott, Public Works Superintendent

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

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

Yeas: Hagen, Cole, Kalbfell, Parr, Spring

Nays: None

Absent: Knapp

Motion carried.

A. City Council Meeting Minutes - November 20, 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
11/22/2023	Special Accounts Payable Run	\$53,509.20
11/22/2023	Payroll (net pay)	\$105,491.85
11/22/2023	Payroll Transmittal Checks	\$5,856.97
12/05/2023	Regular Accounts Payable	\$405,852.57

11/20/2023-12/01/2023	ACH/WIRE Payments	\$393,514.00
11/28/2023	Special A/P Tax Disbursement	\$31,324.69
Grand Total		\$995,549.28
To view the entire accounts payable and payroll check registers, Click here .		

C. MDOT Annual Permit

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

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing Zoning Ordinance Amendments-Housing Related

Jonathan Scheel, Zoning Administrator

Jonathan Scheel explained the revised changes to Council.

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

Motion by Hagen, seconded by Kalbfell 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.

Yeas: Hagen, Cole, Kalbfell, Parr, Spring

Nays: None

Absent: Knapp

Motion carried.

7. All Other Actions and Requests

A. Homeowner Rehabilitation Grant Funding Opportunity

Jonathan Scheel, Zoning Administrator

Jonathan Scheel, Zoning Administrator, stated the grant will allow the City to assist residents in solving some of their blight issues.

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

Motion by Spring, seconded by Cole to authorize staff to submit a Letter of Intent for the Homeowner Rehabilitation program of the MSHDA CHILL Program.

Yeas: Hagen, Cole, Kalbfell, Parr, Spring

Nays: None

Absent: Knapp

Motion carried.

B. Deer Cull Permit and Payment

Jill McDonnell, Chief of Police

Chief McDonnell explained the deer cull program and answered questions from Council.

Mayor Gennett opened the item for public comment. Three were heard.

Motion by Kalbfell, seconded by Hagen 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.

Yeas: Hagen, Cole, Kalbfell, Parr, Spring

Nays: None

Absent: Knapp

Motion carried.

C. Petition from Charlevoix County for Annexation

Mark Heydlauff, City Manager

City Manager Heydlauff explained the second request from Charlevoix County for annexation.

Mayor Gennett opened the item for public comment. One were heard.

Motion by Parr, seconded by Hagen 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.

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: Hagen, Cole, Kalbfell, Parr, Spring

Nays: None

Absent: Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Thanked Council Member Parr for co-chairing the Holiday Parade

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:24 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: December 18, 2023

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 12-18-23 Agenda

Check Number	Payee	Amount
11/30/2023		
141207	CHARLEVOIX STATE BANK	9,583.17
141208	CHARLEVOIX TOWNSHIP TREASURE	75.13
141209	CHARTER COMMUNICATIONS OPERA	98.93
141210	GREAT LAKES ENERGY	266.38
141211	PERFORMANCE ENGINEERS INC	22,485.00
141212	STATE OF MICHIGAN	50.00
Total 11/30/2023:		32,558.61
Grand Totals:		32,558.61

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

11/30/23 Special Accounts Payable Run	\$ 32,558.61
12/08/23 Payroll (net pay)	\$ 126,840.12
12/08/23 Payroll Transmittal Checks	\$ 8,890.41
12/11/23 Special Accounts Payable Run	\$ 4,244.70
12/19/23 Regular Accounts Payable	\$ 155,386.44
Checks Sub-Total:	\$ 327,920.28

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

12/04/23 MI Public Power Agency	\$ 18,061.59
12/04/23 AMG Payment Solutions	\$ 8.87
12/05/23 AMG Payment Solutions	\$ 34.99
12/05/23 Payment Service Network Inc	\$ 243.55
12/06/23 DTE Energy	\$ 6,900.77
12/07/23 State of MI (Sales Tax)	\$ 26,220.46
12/08/23 IRS (Payroll Tax Deposit)	\$ 46,695.78
12/08/23 Alerus Financial (HCSP)	\$ 558.00
12/08/23 Vantagepoint (401 Plan)	\$ 1,094.68
12/08/23 Vantagepoint (457 Plan)	\$ 21,478.33
12/08/23 Vantagepoint (Roth IRA)	\$ 1,140.00
12/08/23 State of MI (Withholding Tax)	\$ 6,774.16
12/11/23 MI Public Power Agency	\$ 29,404.24

ACH Sub-Total: \$ 158,615.42

Huntington National Bank Total: \$ 486,535.70

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

12/12/23 Special A/P Tax Disbursement	\$ 377,298.27
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Charlevoix State Bank Total: \$ 377,298.27

Grand Total: \$ 863,833.97

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
12/02/2023	PC	12/08/2023	38634	HEYDLAUFF, MARK L.	102		3,786.30
12/02/2023	PC	12/08/2023	38635	DVORACEK, SARAH J.	105		2,237.64
12/02/2023	PC	12/08/2023	38636	DEROSIA, PATRICIA E.	107		738.99
12/02/2023	PC	12/08/2023	38637	DOTSON, LINDSEY J.	109		1,469.31
12/02/2023	PC	12/08/2023	38638	KLOOSTER, ALIDA K.	121		2,388.97
12/02/2023	PC	12/08/2023	38639	BARNEVELD, RICHELLE	123		1,372.56
12/02/2023	PC	12/08/2023	38640	SCHULZ, GINNY L.	125		1,560.72
12/02/2023	PC	12/08/2023	38641	DAVIDSON, JESSICA-RA	127		1,467.94
12/02/2023	PC	12/08/2023	38642	MILLER, FAITH G.	142		69.73
12/02/2023	PC	12/08/2023	38643	MCGINN, KELLY A.	146		2,714.39
12/02/2023	PC	12/08/2023	38644	SCHEEL, JONATHAN D.	149		2,291.85
12/02/2023	PC	12/08/2023	38645	MCDONNELL, JILL L.	202		2,712.40
12/02/2023	PC	12/08/2023	38646	UMULIS, MATTHEW T.	205		1,922.48
12/02/2023	PC	12/08/2023	38647	ORBAN, BARBARA K.	209		1,843.47
12/02/2023	PC	12/08/2023	38648	RILEY, DENISE M.	213		560.70
12/02/2023	PC	12/08/2023	38649	MUNK, CHRISTOPHER J.	215		2,237.78
12/02/2023	PC	12/08/2023	38650	CHRISTIENSEN, BRIAN D	218		2,809.45
12/02/2023	PC	12/08/2023	38651	YOUNG, KRISTEN L.	230		1,018.84
12/02/2023	PC	12/08/2023	38652	WURST, RANDALL W.	411		1,645.12
12/02/2023	PC	12/08/2023	38653	HILLING, NICHOLAS A.	413		2,725.57
12/02/2023	PC	12/08/2023	38654	MEIER III, CHARLES A.	421		1,522.37
12/02/2023	PC	12/08/2023	38655	ZACHARIAS, STEVEN B.	422		1,507.62
12/02/2023	PC	12/08/2023	38656	NEWMAN, MARK J.	424		1,879.80
12/02/2023	PC	12/08/2023	38657	LOUGHMILLER, JOHN A.	425		1,904.52
12/02/2023	PC	12/08/2023	38658	GRIFFITH, JOHN J.	500		2,535.61
12/02/2023	PC	12/08/2023	38659	EATON, BRAD A.	515		2,596.70
12/02/2023	PC	12/08/2023	38660	WILSON, TIMOTHY J.	516		3,523.81
12/02/2023	PC	12/08/2023	38661	LAVOIE, RICHARD L.	519		2,587.59
12/02/2023	PC	12/08/2023	38662	STERRETT, PHILLIP R.	520		2,322.13
12/02/2023	PC	12/08/2023	38663	STEVENS, BRANDON C.	521		3,313.71
12/02/2023	PC	12/08/2023	38664	WHITLEY, ANDREW T.	522		2,946.32
12/02/2023	PC	12/08/2023	38665	FARRELL, MITCHELL L.	524		2,107.05
12/02/2023	PC	12/08/2023	38666	ANDERSON, ELIZABETH	526		1,513.14
12/02/2023	PC	12/08/2023	38667	KENWABIKISE, DAVID L.	528		1,306.71
12/02/2023	PC	12/08/2023	38668	ELLIOTT, PATRICK M.	600		3,201.08
12/02/2023	PC	12/08/2023	38669	MORRISON, KEVIN P.	601		2,006.92
12/02/2023	PC	12/08/2023	38670	SCHWARTZFISHER, JOS	603		1,425.61
12/02/2023	PC	12/08/2023	38671	FURGESON, JUSTIN L.	613		2,350.36
12/02/2023	PC	12/08/2023	38672	BRADLEY, KELLY R.	614		1,537.89
12/02/2023	PC	12/08/2023	38673	HART II, DELBERT W.	616		2,101.84
12/02/2023	PC	12/08/2023	38674	JONES, ROBERT F.	618		1,824.55
12/02/2023	PC	12/08/2023	38675	THORP JR, WILLIAM D.	623		1,699.62
12/02/2023	PC	12/08/2023	38676	LEITNER, RYAN S.	624		1,587.51
12/02/2023	PC	12/08/2023	38677	NOWKA, STEPHEN P.	626		1,739.00
12/02/2023	PC	12/08/2023	38678	REID, ROB A.	632		1,351.52
12/02/2023	PC	12/08/2023	38679	DORAN, JUSTIN J.	634		2,378.61
12/02/2023	PC	12/08/2023	38680	VENTZKE, COLE C.	674		112.76
12/02/2023	PC	12/08/2023	38681	CRANDELL, ZACKARY R.	691		329.74
12/02/2023	PC	12/08/2023	38682	RABIDEAU, JACOB L.	696		327.74
12/02/2023	PC	12/08/2023	38683	KNORR, KENT J.	700		2,223.42
12/02/2023	PC	12/08/2023	38684	ANZELL, BETH A.	702		1,546.17
12/02/2023	PC	12/08/2023	38685	DVORACEK, HAYDEN R.	762		222.02
12/02/2023	PC	12/08/2023	38686	BOSS, BEAU J.	788		1,679.73
12/02/2023	PC	12/08/2023	38687	BEMIS, GARRETTSON G.	797		177.32
12/02/2023	PC	12/08/2023	38688	DRENTH, DOUGLAS A.	838		303.73
12/02/2023	PC	12/08/2023	38689	EWALT, BRIAN W.	901		4,845.53
12/02/2023	PC	12/08/2023	38690	SCHOLEY, ROBERT W.	902		2,006.20

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/02/2023	PC	12/08/2023	38691	OLIVER, GRANT T.	915		1,124.45
12/02/2023	PC	12/08/2023	38692	POSTMUS, ANTHONY H.	916		1,254.36
12/02/2023	PC	12/08/2023	38693	DOUGLAS, MARK	935		1,501.97
12/02/2023	PC	12/08/2023	38694	FRATRICK, JOSEPH W.	940		894.26
12/02/2023	PC	12/08/2023	141213	Void			
12/02/2023	PC	12/08/2023	141214	Void			
12/02/2023	PC	12/08/2023	141215	Void			
12/02/2023	PC	12/08/2023	141216	DOTSON, LINDSEY J.	109	Longevity & Christmas Bonus	273.13
12/02/2023	PC	12/08/2023	141217	Void			
12/02/2023	PC	12/08/2023	141218	BARNEVELD, RICHELLE	123	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141219	SCHULZ, GINNY L.	125	Christmas Bonus	92.35
12/02/2023	PC	12/08/2023	141220	DAVIDSON, JESSICA-RA	127	Christmas Bonus	92.35
12/02/2023	PC	12/08/2023	141221	MILLER, FAITH G.	142	Longevity & Christmas Bonus	352.40
12/02/2023	PC	12/08/2023	141222	MCGINN, KELLY A.	146	Longevity & Christmas Bonus	264.30
12/02/2023	PC	12/08/2023	141223	SCHEEL, JONATHAN D.	149	Christmas Bonus	92.35
12/02/2023	PC	12/08/2023	141224	MCDONNELL, JILL L.	202	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141225	UMULIS, MATTHEW T.	205	Longevity & Christmas Bonus	484.75
12/02/2023	PC	12/08/2023	141226	ORBAN, BARBARA K.	209	Longevity & Christmas Bonus	303.78
12/02/2023	PC	12/08/2023	141227	RILEY, DENISE M.	213	Longevity & Christmas Bonus	332.59
12/02/2023	PC	12/08/2023	141228	MUNK, CHRISTOPHER J.	215	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141229	CHRISTIANSEN, BRIAN D	218	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141230	YOUNG, KRISTEN L.	230	Longevity & Christmas Bonus	264.30
12/02/2023	PC	12/08/2023	141231	WURST, RANDALL W.	411	Longevity & Christmas Bonus	593.29
12/02/2023	PC	12/08/2023	141232	HILLING, NICHOLAS A.	413	Longevity & Christmas Bonus	400.40
12/02/2023	PC	12/08/2023	141233	MEIER III, CHARLES A.	421	Longevity & Christmas Bonus	446.66
12/02/2023	PC	12/08/2023	141234	ZACHARIAS, STEVEN B.	422	Longevity & Christmas Bonus	324.87
12/02/2023	PC	12/08/2023	141235	NEWMAN, MARK J.	424	Longevity & Christmas Bonus	249.34
12/02/2023	PC	12/08/2023	141236	LOUGHMILLER, JOHN A.	425	Christmas Bonus	92.35
12/02/2023	PC	12/08/2023	141237	GRIFFITH, JOHN J.	500	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141238	EATON, BRAD A.	515	Longevity & Christmas Bonus	397.47
12/02/2023	PC	12/08/2023	141239	WILSON, TIMOTHY J.	516	Longevity & Christmas Bonus	437.84
12/02/2023	PC	12/08/2023	141240	LAVOIE, RICHARD L.	519	Longevity & Christmas Bonus	352.61
12/02/2023	PC	12/08/2023	141241	STERRETT, PHILLIP R.	520	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141242	STEVENS, BRANDON C.	521	Longevity & Christmas Bonus	352.61
12/02/2023	PC	12/08/2023	141243	WHITLEY, ANDREW T.	522	Longevity & Christmas Bonus	343.78
12/02/2023	PC	12/08/2023	141244	FARRELL, MITCHELL L.	524	Longevity & Christmas Bonus	249.34
12/02/2023	PC	12/08/2023	141245	ANDERSON, ELIZABETH	526	Longevity & Christmas Bonus	267.38
12/02/2023	PC	12/08/2023	141246	KENWABIKISE, DAVID L.	528	Longevity & Christmas Bonus	258.55
12/02/2023	PC	12/08/2023	141247	ELLIOTT, PATRICK M.	600	Longevity & Christmas Bonus	449.33
12/02/2023	PC	12/08/2023	141248	MORRISON, KEVIN P.	601	Longevity & Christmas Bonus	646.71
12/02/2023	PC	12/08/2023	141249	SCHWARTZFISHER, JOS	603	Longevity & Christmas Bonus	550.31
12/02/2023	PC	12/08/2023	141250	FURGESON, JUSTIN L.	613	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141251	BRADLEY, KELLY R.	614	Longevity & Christmas Bonus	399.01
12/02/2023	PC	12/08/2023	141252	HART II, DELBERT W.	616	Longevity & Christmas Bonus	228.55
12/02/2023	PC	12/08/2023	141253	JONES, ROBERT F.	618	Longevity & Christmas Bonus	429.01
12/02/2023	PC	12/08/2023	141254	THORP JR, WILLIAM D.	623	Longevity & Christmas Bonus	267.38
12/02/2023	PC	12/08/2023	141255	LEITNER, RYAN S.	624	Longevity & Christmas Bonus	258.55
12/02/2023	PC	12/08/2023	141256	NOWKA, STEPHEN P.	626	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141257	REID, ROB A.	632	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141258	CRANDELL, ZACKARY R.	691	Christmas Bonus	92.35
12/02/2023	PC	12/08/2023	141259	KNORR, KENT J.	700	Longevity & Christmas Bonus	277.05
12/02/2023	PC	12/08/2023	141260	BOSS JR, DALE E.	701		1,416.62
12/02/2023	PC	12/08/2023	141261	ANZELL, BETH A.	702	Longevity & Christmas Bonus	277.05
12/02/2023	PC	12/08/2023	141262	GILL, DAVID R.	856	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141263	SCHOLEY, ROBERT W.	902	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141264	OLIVER, GRANT T.	915	Christmas Bonus	92.35
12/02/2023	PC	12/08/2023	141265	POSTMUS, ANTHONY H.	916	Christmas Bonus	92.35

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/02/2023	PC	12/08/2023	141266	DOUGLAS, MARK	935	Longevity & Christmas Bonus	254.49
12/02/2023	PC	12/08/2023	141267	FRATRICK, JOSEPH W.	940	Christmas Bonus	88.10
12/02/2023	PC	12/08/2023	141268	HEYDLAUFF, MARK L.	102	Longevity & Christmas Bonus	1,050.67
12/02/2023	PC	12/08/2023	141269	DVORACEK, SARAH J.	105	Christmas Bonus	92.35
12/02/2023	PC	12/08/2023	141270	DEROSIA, PATRICIA E.	107	Longevity & Christmas Bonus	264.30
12/02/2023	PC	12/08/2023	141271	KLOOSTER, ALIDA K.	121	Longevity & Christmas Bonus	430.50
Grand Totals:			120				126,840.12



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
12/02/2023	12/08/2023	141272	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,095.58
12/02/2023	12/08/2023	141273	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	2,847.00
12/02/2023	12/08/2023	141274	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	69.80
12/02/2023	12/08/2023	141274	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	498.48
12/02/2023	12/08/2023	141275	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,500.00
12/02/2023	12/08/2023	141276	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	664.69
12/02/2023	12/08/2023	141277	FOPLC	9039	FOPLC UNION DUES Pay Perio	156.00
12/02/2023	12/08/2023	141278	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
12/02/2023	12/08/2023	141279	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,564.95
12/02/2023	12/08/2023	141280	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	276.73
12/02/2023	12/08/2023	141280	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 12/2/	51.29
12/02/2023	12/08/2023	141280	THE HARTFORD	9035	CHILD LIFE Pay Period: 12/2/20	11.00
12/02/2023	12/08/2023	141280	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	28.60
12/02/2023	12/08/2023	141280	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 12/2	5.09
12/02/2023	12/08/2023	141280	THE HARTFORD	9035	CHILD AD&D Pay Period: 12/2/2	4.65
Grand Totals:		15				8,890.41

2m

Check Number	Payee	Amount
12/11/2023		
141281	MOUSSEAU'S BODY SHOP LLC	4,244.70
Total 12/11/2023:		4,244.70
Grand Totals:		4,244.70

Check Number	Payee	Amount
12/19/2023		
141282	ACCESS LOCKSMITHING INC	195.00
141283	ACE HARDWARE	2,567.25
141284	AIS CONSTRUCTION EQUIPMENT	22,312.00
141285	ALTEC INDUSTRIES INC	1,009.21
141286	AMAZON CAPITAL SERVICES	28.93
141287	ART'S AUTO & TRUCK PARTS	116.38
141288	AT YOUR SERVICE PLUS INC	280.00
141289	AUTO WARES INC	528.19
141290	BARUZZINI AQUATICS	3,550.00
141291	BAY STREET ORTHOPAEDICS PLLC	150.00
141292	BELL EQUIPMENT COMPANY	11,005.49
141293	BOSS JR, DALE E	104.55
141294	BOYD, CALAB	100.00
141295	BRADY'S CARPET CLEANING INC	814.42
141296	CARQUEST OF CHARLEVOIX	339.68
141297	CDW GOVERNMENT	99.49
141298	CHARLEVOIX POINTE LLC	6.70
141299	CHARLEVOIX SCREEN MASTERS INC	35.00
141300	CHARTER COMMUNICATIONS	149.98
141301	CHARTER COMMUNICATIONS OPERA	78.18
141302	CINTAS	59.04
141303	CITY OF CHARLEVOIX - MISC	67.29
141304	CITY OF CHARLEVOIX - UTILITIES	47,173.32
141305	CONWAY PROFESSIONAL SERVICES	1,132.50
141306	CUMMINS SALES AND SERVICE	371.62
141307	DIXON ENGINEERING INC	4,400.00
141308	DVORACEK, SARAH	278.51
141309	FAMILY FARM AND HOME	646.53
141310	FARRELL, MITCHELL L.	20.34
141311	FERRI, MATT	70.88
141312	FURGESON, JUSTIN	75.00
141313	GFL ENVIRONMENTAL	159.13
141314	HACH COMPANY	2,301.08
141315	HOFFMAN ROTOROOTER	260.00
141316	HUNTINGTON BANK	500.00
141317	HYDROCORP	2,077.00
141318	INTEGRITY BUSINESS SOLUTIONS	251.16
141319	ISLAND AIRWAYS	381.22
141320	KALAMAZOO SANITARY SUPPLY LLC	451.09
141321	LEONARD, PAMELA	68.20
141322	MANTHEI CONSTRUCTION	1,288.00
141323	MCCARDEL CULLIGAN WATER COND	55.50
141324	MICHIGAN FARMERS MARKET ASSOC	175.00
141325	MICHIGAN PIPE & VALVE	260.00
141326	NAVIA BENEFIT SOLUTIONS	100.00
141327	NCL OF WISCONSIN INC	201.31
141328	NORTHERN SAFETY CO INC	72.80
141329	NUCO2 LLC	175.44

Check Number	Payee	Amount
141330	OMS COMPLIANCE SERVICES INC	148.75
141331	PENCHURA LLC	2,492.00
141332	PENINSULA FIBER NETWORK LLC	470.00
141333	POWER LINE SUPPLY	16,185.87
141334	POWERPLAN	4,185.80
141335	PVS TECHNOLOGIES INC	11,237.21
141336	QUILL LLC	18.59
141337	SCIENTIFIC BRAKE - GAYLORD	402.98
141338	SPARTAN STORES LLC	11.94
141339	STATE OF MICHIGAN	3,000.00
141340	STRAIN ELECTRIC LLC	7,500.00
141341	UNIFIRST CORPORATION	247.15
141342	UNIVERSAL CREDIT SERVICES INC	313.92
141343	YANNA, KAITLIN	6.28
141344	ZIXCORP	2,623.54
Total 12/19/2023:		155,386.44
Grand Totals:		155,386.44

Check Number	Payee	Amount
12/04/2023		
120423001	MICHIGAN PUBLIC POWER AGENCY	18,061.59
120423002	AMG PAYMENT SOLUTIONS	8.87
Total 12/04/2023:		18,070.46
Grand Totals:		18,070.46

Check Number	Payee	Amount
12/05/2023		
120523001	AMG PAYMENT SOLUTIONS	34.99
120523002	PAYMENT SERVICE NETWORK INC.	243.55
Total 12/05/2023:		278.54
Grand Totals:		278.54

Check Number	Payee	Amount
12/06/2023		
120623001	DTE ENERGY	6,900.77
Total 12/06/2023:		6,900.77
Grand Totals:		6,900.77

Check Number	Payee	Amount
12/07/2023		
120723001	STATE OF MICHIGAN	26,220.46
Total 12/07/2023:		26,220.46
Grand Totals:		26,220.46

Check Issue Date	Check Number	Payee	Amount
120823001			
12/08/2023	12082300	**EFTPS* Payroll Taxes	11,996.06
12/08/2023	12082300	**EFTPS* Payroll Taxes	11,996.06
12/08/2023	12082300	**EFTPS* Payroll Taxes	2,807.04
12/08/2023	12082300	**EFTPS* Payroll Taxes	2,807.04
12/08/2023	12082300	**EFTPS* Payroll Taxes	17,089.58
Total 120823001:			
	5		46,695.78
120823002			
12/08/2023	12082300	Alerus Financial	558.00
Total 120823002:			
	1		558.00
120823003			
12/08/2023	12082300	MissionSquare - 401 Plan 109153	1,094.68
Total 120823003:			
	1		1,094.68
120823004			
12/08/2023	12082300	MissionSquare - 457 Plan 300959	4,607.00
12/08/2023	12082300	MissionSquare - 457 Plan 300959	2,735.55
12/08/2023	12082300	MissionSquare - 457 Plan 300959	4,634.33
12/08/2023	12082300	MissionSquare - 457 Plan 300959	9,501.45
Total 120823004:			
	4		21,478.33
120823005			
12/08/2023	12082300	MissionSquare - Roth IRA 706117	1,140.00
Total 120823005:			
	1		1,140.00
120823006			
12/08/2023	12082300	STATE OF MICHIGAN	6,774.16
Total 120823006:			
	1		6,774.16
Grand Totals:			
	13		77,740.95



Check Number	Payee	Amount
12/11/2023		
121123001	MICHIGAN PUBLIC POWER AGENCY	29,404.24
Total 12/11/2023:		29,404.24
Grand Totals:		29,404.24

Check Number	Payee	Amount
12/12/2023		
4049	CHARLEVOIX COUNTY TREASURER	25,281.88
4050	CHARLEVOIX DISTRICT LIBRARY	12,029.10
4051	CHARLEVOIX PUBLIC SCHOOLS	18,450.03
4052	CHARLEVOIX-EMMET ISD	135,066.06
4053	CITY OF CHARLEVOIX - TAXES DUE	21,888.14
4054	CITY OF CHARLEVOIX/DDA	150,532.90
4055	LAKE CHARLEVOIX EMS AUTHORITY	11,523.03
4056	RECREATIONAL AUTHORITY	2,527.13
Total 12/12/2023:		377,298.27
Grand Totals:		377,298.27

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Charlevoix City Council

Consent Agenda

Title: MPPA Purchase Power Commitment

Date: December 18, 2023

Presented By:

Background:

Forces in the electric industry and the State of Michigan are changing the capacity of Michigan's electric utilities. Public Act 341, forecasted capacity needs, tariff changes by the Midcontinent Independent System Operator (MISO), new energy legislation, and the cost to construct additional generation are some of the drivers. MPPA's Resource Adequacy Capacity Transaction Rationale discusses these drivers in more detail. Based on their review, the MPPA is recommending additional capacity purchases for Charlevoix.

Recommendation:

Motion to approve the MPPA AES PPC for Planning Years 25/26 – 31/32, MPPA CMS PPC for Planning Years 28/29 – 39/40, and MPPA Wolverine PPC for Planning Years 28/29 – 39/40 in the not-to-exceed amounts as presented.

Attachments:

1. Resource Adequacy Transactions Rationale Dec 2023
2. MPPA CMS Capacity PPC - Charlevoix
3. MPPA AES Calhoun Capacity - Charlevoix
4. MPPA Wolverine Capacity PPC - Charlevoix



Resource Adequacy Capacity Transaction Rationale

1. **Planning Year 28/29 Capacity Demonstration** - In a little over 1 year (Feb 2025), MPPA and its Members must demonstrate in a filing (per Public Act 341) to the Michigan Public Service Commission (“MPSC”) that we have sufficient capacity resources to meet our forecasted peak load plus reserves for the period June 1, 2028, through May 31, 2029 (“28/29”).
2. **Forecasted Need** – In addition to a known shortfall in 28/29, probabilistic modeling forecasts show the potential for larger shortfalls due to operational risk and wholesale market operator (“MISO”) tariff changes.
3. **Tariff Changes** – MISO has proposed changes to Resource Accreditation requirements:
 - a. Will significantly derate capacity from solar starting on June 1, 2028.
 - b. Pose significant risk to Member owned distribution system connected generation resources.
4. **Legislation** – New energy legislation recently passed by the Michigan Legislature is mandating a faster transition away from fossil fueled resources creating uncertainty over resource investment options.
5. **Scarcity** – Concerns in the purchased power market mean limited opportunity to purchase capacity to meet resource adequacy.
6. **Build Cost** – Wage and material inflation has significantly increased new generation resource build cost.
7. **Clearing Price** – MISO auction clearing shortfall price, known as the Cost of New Entry (“CONE”), is increasing by ~20% for 24/25.
8. **Retirements** – Several baseload coal resources are scheduled to retire in the next 5 years, reducing capacity supply and providing upwards cost pressure on the cost for capacity.



December 1, 2023

Subject: **Power Purchase Commitment Authorization**

City of Charlevoix ("Charlevoix"), through its Member Authorized Representative, hereby authorizes a Capacity Purchase, as described below, by Michigan Public Power Agency ("MPPA") on behalf of Charlevoix at the following Quantity, Term, and not to exceed price levels. The Capacity Purchase, if executed by MPPA, will be a Power Purchase Commitment under the Energy Services Agreement between MPPA and Charlevoix. The capacity being procured with this Authorization will be delivered into the Midcontinent Independent System Operator ("MISO") Local Resource Zone 7 and is part of a portfolio of capacity resources intended to meet resource adequacy requirements under Michigan Public Act 341 and the planning reserve margin requirements of MISO.

Planning Year	Up to Capacity per Month (kW)	Maximum Authorized Purchase Price (per kW Month)	Maximum Total \$ Commitment for Planning Year	% of Forecasted MISO Capacity Requirement
PY 28/29	950	\$5.78	\$65,892	7.3%
PY 29/30	950	\$5.78	\$65,892	7.3%
PY 30/31	600	\$5.78	\$41,616	4.6%
PY 31/32	600	\$5.78	\$41,616	4.6%
PY 32/33	600	\$5.78	\$41,616	4.6%
PY 33/34	600	\$5.78	\$41,616	4.6%
PY 34/35	600	\$5.78	\$41,616	4.6%
PY 35/36	600	\$5.78	\$41,616	4.6%
PY 36/37	600	\$5.78	\$41,616	4.6%
PY 37/38	600	\$5.78	\$41,616	4.6%
PY 38/39	600	\$5.78	\$41,616	4.6%
PY 39/40	600	\$5.78	\$41,616	4.6%

The Capacity Purchase outlined above accounts for the identified percentages of Charlevoix's forecasted MISO capacity requirements in the applicable forward planning years and represents a maximum commitment of \$547,944.

Member Authorized Representative:

Signature

Printed

Date



December 1, 2023

Subject: **Power Purchase Commitment Authorization**

City of Charlevoix ("Charlevoix"), through its Member Authorized Representative, hereby authorizes a Capacity Purchase, as described below, by Michigan Public Power Agency ("MPPA") on behalf of Charlevoix at the following Quantity, Term, and not to exceed price levels. The Capacity Purchase, if executed by MPPA, will be a Power Purchase Commitment under the Energy Services Agreement between MPPA and Charlevoix. The capacity being procured with this Authorization will be delivered into the Midcontinent Independent System Operator ("MISO") Local Resource Zone 7 and is part of a portfolio of capacity resources intended to meet resource adequacy requirements under Michigan Public Act 341 and the planning reserve margin requirements of MISO.

The table below depicts the forecasted capacity accredited to the Calhoun County Solar Project by season (summer, fall, winter, and spring) that MPPA is forecasted to receive in its transaction with Calhoun County Solar Project, LLC, Charlevoix's percentage share of the capacity accredited to and received by MPPA in its transaction with Calhoun County Solar Project, LLC and the resulting capacity quantity in kW that Charlevoix will receive from this Capacity Purchase. The actual Capacity Purchase quantity will be determined by the performance of the Calhoun County Solar Project under the MISO capacity accreditation tariff rules for that particular Planning Year.

Percentage Share and Price per kW/month						
Planning Year	Price \$ per kW/mo.	% Share	Summer kW	Fall kW	Winter kW	Spring kW
PY 25/26	*	2.2%	1,100	1,100	100	1,100
PY 26/27	\$4.78	2.2%	1,200	1,100	100	1,100
PY 27/28	\$4.78	2.2%	1,300	800	0	1,100
PY 28/29	\$4.78	2.2%	600	600	0	200
PY 29/30	\$4.78	2.2%	500	400	0	100
PY 30/31	\$4.78	2.2%	500	200	0	100
PY 31/32	\$4.78	2.2%	400	200	0	100

*The Planning Year 25/26 will be a revenue sharing arrangement where Charlevoix will receive 10% of the revenue received from the capacity offered into and settled in the MISO Planning Resource Auction for each season.

Charlevoix's estimated financial commitment for its percentage share of the Capacity Purchase is \$151,858.

Member Authorized Representative:

Signature

Printed

Date



December 1, 2023

Subject: **Power Purchase Commitment Authorization**

City of Charlevoix ("Charlevoix"), through its Member Authorized Representative, hereby authorizes a Capacity Purchase, as described below, by Michigan Public Power Agency ("MPPA") on behalf of Charlevoix at the following Quantity, Term, and not to exceed price levels. The Capacity Purchase, if executed by MPPA, will be a Power Purchase Commitment under the Energy Services Agreement between MPPA and Charlevoix. The capacity being procured with this Authorization will be delivered into the Midcontinent Independent System Operator ("MISO") Local Resource Zone 7 and is part of a portfolio of capacity resources intended to meet resource adequacy requirements under Michigan Public Act 341 and the planning reserve margin requirements of MISO.

Planning Year	Up to Capacity per Month (kW)	Maximum Authorized Purchase Price (per kW Month)	Maximum Total \$ Commitment for Planning Year	% of Forecasted MISO Capacity Requirement
PY 28/29	500	\$5.95	\$35,700	3.8%
PY 29/30	500	\$5.95	\$35,700	3.8%
PY 30/31	600	\$5.95	\$42,840	4.6%
PY 31/32	600	\$5.95	\$42,840	4.6%
PY 32/33	600	\$5.95	\$42,840	4.6%
PY 33/34	600	\$5.95	\$42,840	4.6%
PY 34/35	600	\$5.95	\$42,840	4.6%
PY 35/36	600	\$5.95	\$42,840	4.6%
PY 36/37	600	\$5.95	\$42,840	4.6%
PY 37/38	600	\$5.95	\$42,840	4.6%
PY 38/39	600	\$5.95	\$42,840	4.6%
PY 39/40	600	\$5.95	\$42,840	4.6%

The Capacity Purchase outlined above accounts for the identified percentages of Charlevoix's forecasted MISO capacity requirements in the applicable forward planning years and represents a maximum commitment of \$499,800.

Member Authorized Representative:

Signature

Printed

Date

Charlevoix City Council

Consent Agenda

Title: 300 kVA Transformer purchase in the amount of \$28,411

Date: December 18, 2023

Presented By:

Background:

The 300 kVA transformer that supplies Oleson's Foods faulted on 10/06/2023. Linemen replaced it, on a temporary basis, with a transformer from inventory. This transformer is the backup unit for the hospital and must be replaced. Three bids were received on October 30, 2023. The low responsive bid was from Power Line Supply, Reed City, Michigan.

Recommendation:

Motion to approve the purchase of one Howard Industries 300 kVA pad mounted transformer through Power Line Supply for the amount of \$28,411.

Attachments:

1. 300 kVA Pad Mount Tabulation 10.31.2023

City of Charlevoix
Electric Department
Oleson's
300 kVA Pad Mount Transformer

Bidder	Manufacturer	Delivery (weeks)	Warranty (years)	No Load Losses	Load Losses	Freight	Unit Cost	Comments
Power Line Supply ¹	Howard	52		459	2,847	SPFA	\$ 28,411.00	New Unit
Power Line Supply	Midwest	20	One			Additional	\$ 33,755.00	Remanufactured
Irby	SETI	24-28				SPFA	\$ 39,235.00	New Unit

1. Awarded Bid

Charlevoix City Council

Consent Agenda

Title: Mason Street EV Charging Station, \$33,348

Date: December 18, 2023

Presented By:

Background:

Infrastructure improvements to Mason Street and the Mason Street Parking Lot included the installation of two, two port, Level II Electric Vehicle charging stations. The installation was designed to accommodate the simultaneous charging of four electric vehicles. The specifications include a five-year operating agreement and a five-year warranty. Seven proposals were received representing five different manufacturers. The technical review of the proposals was performed by GRP Engineering, Petoskey, Michigan. Utility Financial Solutions, Holland, MI, provided a review of the operating system capabilities.

Recommendation:

Motion to approve the purchase of two (2) Level II Electric Vehicle Chargers, including a five (5) year network operating agreement and a five (5) year warranty from Westside Solutions, Jackson, MI, in the amount of \$33,348 as presented.

Attachments:

1. Mason Street Lot EV Charging Station Procurement Bid Recommendation
2. Mason Street Lot EV Charger Procurement Bid Tab

December 7, 2023
22-1392.01

John Griffith
Electric Department Director
City of Charlevoix
401 W. Carpenter
Charlevoix, MI 49720

**RE: Mason Street Lot EV Charger
Procurement Bid Recommendation**

Dear John:

GRP Engineering has completed our evaluation of the bids received for procurement of two Level 2 EV Chargers for the Mason Street Lot project. Seven (7) bids were received for this project representing a total of five different charger manufacturers. The RFP included procurement of the 19.2kW dual-unit Level 2 EV chargers, 5-year network operation, and 5-year warranty. Since this procurement includes not only procurement of the chargers, but also a long-term contract for network operation, it is critical that the selected manufacturer be well-known in the industry and prove their longevity in this rapidly evolving market.

The attached bid tabulation lists all seven vendors, the manufacturer they are supplying, plus comments from the evaluation completed. Each bid was reviewed for conformance with the required bid submittals, the mandatory 5-year network operation, 5-year warranty, and required authorized contractor within 100 miles that can complete repairs if needed. Additionally, since charging and parking rates need to be both established and programmed into the chargers, Utility Financial Solutions (UFS), provided assessment on the bids.

The two most well-known manufacturers in the industry that were bid by vendors include Blink and ChargePoint. Due to their size, longevity, and experience in the market, bids that included these two manufacturers were the focus of the evaluation. The bid by EVergetic for Blink chargers was the lowest from this group, but the bid was incomplete. Out of the next two lowest bids, Power Line Supply (PLS) and Westside Solutions, only Westside Solutions bid chargers that are capable of providing full 19.2kW from both ports on the EV Chargers. The charger bid by PLS has a reduced output when two vehicles are plugged into the charger simultaneously.

Westside Solutions submitted a complete and conforming bid for two ChargePoint Level 2 EV chargers that met all required specifications including 5-year network operation and warranty. UFS, who will be supporting the City of Charlevoix in rate development and programming, is familiar with the ChargePoint system and supports this recommendation. GRP Engineering sees no reasons not to accept the bid from Westside Solutions.

Please contact me should you have any additional questions regarding this evaluation and recommendation.

Sincerely,
GRP Engineering

Michael P. McGeehan, PE
Project Manager

BID TABULATION

OWNER:
CITY OF CHARLEVOIX
210 STATE STREET
CHARLEVOIX, MI 49420

**MASON STREET LOT
LEVEL 2 EV CHARGERS**

ENGINEER:
GRP ENGINEERING, INC.
459 BAY STREET
PETOSKEY, MI 49770

BIDDERS	TOTAL BASE BID PRICE	CHARGER MANUFACTURER	BID SUBMITTALS	NETWORK OPERATION	WARRANTY	REMARKS
Abbot Electric Traverse City, MI	\$52,728.00	ChargePoint	Complete	Yes 5-Years	"Assure" 5-Years	Included installation. Limited informaton on network operation & rates
EVERgetic Lansing, MI	\$26,652.00	Blink	Incomplete. Minimal product information provided	Yes 5-Years	Yes 5-Years	No information provided on authorized contractor within the required 100 miles.
Noodoe Plano, TX	\$18,826.00	Noodoe	Complete	Yes 5-Years	Yes 5-Years	Activation & Commissioning not included. No info provided on ability to include parking cost.
Power Line Supply Reed City, MI	\$29,184.00	ChargePoint	Complete	Yes 5-Years	"Assure" 5-Years	Limited informaton on network operation & rates
Sheltron Pontiac, MI	\$124,117.00	Sheltron	Complete, but limited.	Yes 5-Years	Yes 5-Years	Limited informaton on network operation & rates
TurnOnGreen Milpitas, CA	\$10,368.60	TurnOnGreen	Complete	Yes 5-Years	Yes 5-Years	Authorized contractor within 100 miles.
Westside Solutions Jackson, MI	\$33,348.00	ChargePoint	Complete	Yes 5-Years	Yes 5-Years	

This is to certify that at 11:00 a.m., local time, on Thursday, November 9, 2023, the bids tabulated herein were publicly opened and read.

By: _____
Michael P. McGeehan, P.E.

Charlevoix City Council

Consent Agenda

Title: Mason Street EV Charging Station Installation \$8,420

Date: December 18, 2023

Presented By:

Background:

Three bids were received for the installation of the Electric Vehicle Chargers in the Mason Street parking lot. The chargers are part of the Mason Street and Mason Lot infrastructure improvements. GRP Engineering, Petoskey, Michigan prepared the bidding documents and reviewed the proposals. The Bid Tab and their recommendation is attached.

Recommendation:

Motion to accept the bid from Select Electric, Petoskey, Michigan, to install two (2) Level II Electric Vehicle Chargers, for the amount of \$8,420.

Attachments:

1. Mason Street Lot EV Charging Station Installation Bid Recommendation
2. Mason Street Lot EV Charger Installation Bid Tab

November 14, 2023
22-1392.01

John Griffith
Electric Department Director
City of Charlevoix
401 W. Carpenter
Charlevoix, MI 49720

**RE: Mason Street Lot EV Charger Installation
Construction Bid Recommendation**

Dear John:

GRP Engineering, Inc. has completed our evaluation of the construction bids received for the Mason Street Lot EV Charging Station Installation project. Three (3) bids were received for this project. Select Electric out of Petoskey, MI submitted the low bid in the amount of \$8,420.00. A list of total bid prices from all contractors is shown below and a complete bid tabulation is attached.

<u>Contractor</u>	<u>Total</u>	
Control Resource	\$23,500.00	
Select Electric	\$8,420.00	<i>Low Bid</i>
Windemuller	\$17,750.00	

Select Electric submitted a complete and conforming bid and included no clarifications or exceptions. GRP Engineering sees no reasons not to accept the bid from Select Electric. Please contact me should you have any additional questions regarding this evaluation and recommendation.

Sincerely,
GRP Engineering, Inc.

Michael P. McGeehan, PE
Project Manager

BID TABULATION

OWNER:
CITY OF CHARLEVOIX
210 STATE STREET
CHARLEVOIX, MI 49420

MASON STREET LOT ELECTRIC VEHICLE
CHARGING STATION INSTALLATION

ENGINEER:
GRP ENGINEERING, INC.
459 BAY STREET
PETOSKEY, MI 49770

BIDDERS		TOTAL CONTRACTOR BASE BID PRICE			REMARKS
Control Resource		\$23,500.00			
Select Electric		\$8,420.00			
Windemuller Electric		\$17,750.00			

This is to certify that at 11:00 a.m., local time, on Thursday, November 9, 2023, the bids tabulated herein were publicly opened and read.

By: _____
Michael P. McGeehan, P.E.

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing Zoning Ordinance Amendments-Housing Related

Date: December 18, 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 approve the Zoning Ordinance Amendments 842 of 2023 as presented.

Attachments:

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

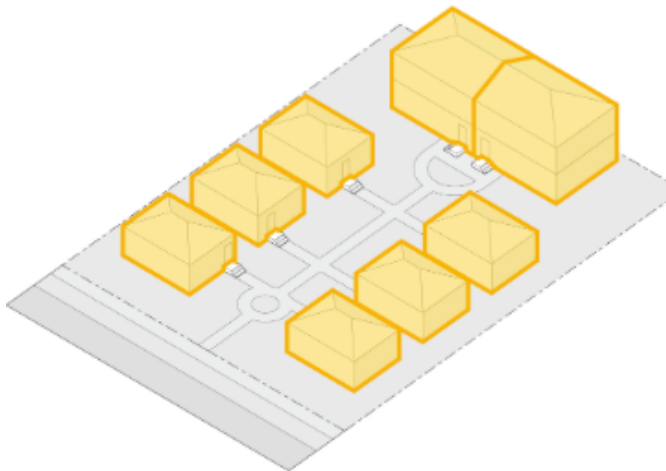
§ 153.005 DEFINITIONS.

(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.~~

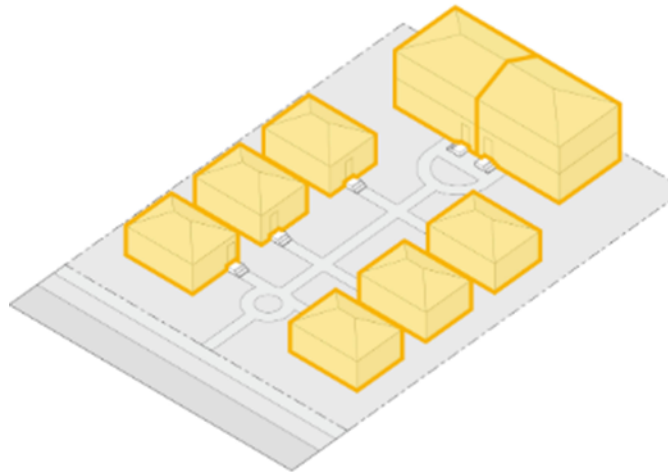
**CITY OF CHARLEVOIX
ORDINANCE NO. 842 of 2023**

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 18, 2023

Presented By: Jonathan Scheel, Zoning Administrator

Background:

The Michigan State Housing Development Authority (MSHDA) Housing Readiness Incentive Grant Program has recently made available \$5 million of funding for projects that encourage increasing housing supply and affordability. The Housing Readiness Incentive Program is providing grants to Certified Redevelopment Ready units of local government, and non-Redevelopment Ready —cities, towns, townships, up to \$50,000 as a maximum grant amount. Eligible activities include costs associated with the adoption of land use policies, master plan updates, zoning text amendments and similar actions to encourage increasing housing supply and affordability. The work may be performed by existing and/or contracted employees third-party consultants.

We propose submitting a grant proposal to partner with Charlevoix Township, reviewing parcels of land that are made up of larger underdeveloped parcels and may be in both jurisdictions under similar ownership. (examples of this are parcels north of Carpenter east of Sheridan). We will be asking a third party consultant to engage with both the City and the Township to offer ideas, plans, and implementation strategies to increase housing development in those areas of study.

Recommendation:

Motion to authorize staff to submit a grant proposal for up to \$50,000 for the Housing Readiness Incentive Grant.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Local Government Approval for Off-Premises Tasting Room License-Lost Cellars, Inc.

Date: December 18, 2023

Presented By: Mark Heydlauff, City Manager

Background:

Lost Cellars, Inc is applying for an off-premises tasting room license. The Michigan Department of Licensing and Regulatory Affairs (LARA) requires the applicant to obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application. Attached is the required resolution Council will have to approve if it so chooses. Lost Cellars proposes to sub-lease space in the Bridge Park Building within the existing space occupied by J. Bird Provisions. The two businesses will be cooperating on this. The DDA is working on the sub-lease approval that would provide the space for this license.

Recommendation:

Motion to approve Resolution 2023-12-02 recommending approval for an off-premises tasting room license for Lost Cellars.

Attachments:

1. LARA FORM
2. Resolution 2023-12-02 Off-Premises Tasting Room License for Lost Cellars, Inc.



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

Instructions for Applicants:

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

Instructions for Local Legislative Body:

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

At a regular meeting of the City of Charlevoix council/board
(regular or special) (township, city, village)
called to order by Mayor Gennett on December 18, 2023 at 6:00 p.m.
the following resolution was offered: (date) (time)
Moved by _____ and supported by _____
that the application from Lost Cellars, Inc.
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW OFF-PREMISES TASTING ROOM LICENSE**

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

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

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City of Chareloix
council/board at a regular meeting held on December 18, 2023 (township, city, village)
(regular or special) (date)

Sarah J. Dvoracek December 18, 2023
Print Name of Clerk Signature of Clerk Date

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

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

CITY OF CHARLEVOIX
RESOLUTION NO. 2023-12-02
LOCAL GOVERNMENT APPROVAL FOR OFF-PREMISES TASTING ROOM LICENSE

- A.** At a regular meeting of the City of Charlevoix called to order by Mayor Lyle Gennett on December 18, 2023, at 6:00 p.m. the following resolution was offered:
- B.** Motion by _____, seconded by _____ that the application from Lost Cellars, Inc. for a NEW OFF-PREMISES TASTING ROOM LICENSE to be located at: 109 Bridge Park Drive, Charlevoix, MI 49720.
- C.** It is the consensus of this body that it recommends this application be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 18th day of December 2023 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2023-12-02 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on December 18, 2023 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 12/18/2023

Sarah J. Dvoracek, City Clerk

Charlevoix City Council

All Other Actions and Requests

Title: Sale of Land for Utility Shed

Date: December 18, 2023

Presented By: Mark Heydlauff, City Manager

Background:

Penninsula Fiber Network is working on an expansion of their middle-mile fiber build-out and needs to locate a small utility shed on the south side of the City. In working with them, we believe there is a good opportunity to locate it on the property we own behind the Krist Gas Station off US 31 South. On this parcel, we have long-term storage of certain utility supplies and also the disposal of lawn waste and brush. PFN would need a very small parcel of 100' x 100'. In reviewing this, we believe this use would be complementary to our existing activities. We would supply the parcel with electricity. PFN would like to purchase a parcel from us in this location.

At this point, I'm looking to get direction from Council on whether or not we should entertain this sale. If we want to move forward, we'd need to do a survey and create easement documents to provide access to the parcel. I expect PFN to pay these expenses but again, if Council has no intent to sell, there would be no point in exploring it further. Our benefit from this transaction would be the value of the land sold, the future value of electricity sold to the parcel, and the opportunity to improve the broadband infrastructure in our area (including a connection to the airport). We currently are a PFN customer for our internal operations. We believe this use and our continued use of the much larger parcel is compatible. Ultimately, a sale of this land would come back to you for final approval after the due diligence, sale price, and all legal documents were prepared.

The very crude attached map outlines in yellow our parcels. The red square indicates the rough size and location of a parcel that would be created. In total, we own just under 13 acres in two parcels.



Recommendation:

Motion to authorize the City Manager to perform due diligence and prepare legal documents for the sale of a parcel not to exceed 100 feet by 100 feet within the city-owned stump dump parcel off US 31 South in Charlevoix Township.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: December 18, 2023

Presented By: Mayor Lyle Gennett

Background:

Mayor Gennett requested consideration for the following appointments:

- Dale Meredith to the Compensation Commission for a term to expire December 2028.
- Jennifer Muladore to the Shade Tree & Park Commission for a term to expire December 2026.

Recommendation:

Motion to confirm the mayor's appointment of _____ to the Compensation Commission for a term to expire on December 31, 2028.

Motion to confirm the mayor's appointment of _____ to the Shade Tree & Park Commission for a term to expire on December 31, 2026.

Attachments:

1. Dale Meredith Application-Compensation Commission
2. Jennifer Muladore Application-Shade Tree & Park Commission



CITY OF CHARLEVOIX VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

PLEASE PRINT

NAME: Dale Meredith
ADDRESS: 103 Eaton Ct
HOME PHONE: Charlevoix MI 49720 ~~CELL~~ PHONE: 231-547-4705
EMAIL: _____
ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? 65 years

EDUCATIONAL BACKGROUND: Charlevoix High School Graduate - Northern Michigan University Law Enforcement

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Retired - City of Charlevoix

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Currently serving on the Compensation Committee

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

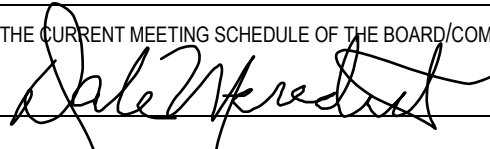
Yes - Currently serving on this committee

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

No

REASON(S) YOU WISH TO SERVE: This is an application for re-appointment

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

SIGNATURE:  DATE: 11/17/2023

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



CITY OF CHARLEVOIX VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

PLEASE PRINT

NAME: Jennifer Muladore
ADDRESS: 1020 Stroud Court Charlevoix, MI 49720
HOME PHONE: _____ CELL PHONE: 231-350-3614
EMAIL: jennifer.muladore@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? 8+ years

EDUCATIONAL BACKGROUND: BS, Biology and English, University of Michigan - Ann Arbor
MS, Resource Ecology and Management - Conservation Biology and Ecosystem Management, University of Michigan School of Environment and Sustainability

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Since 2007, I have been an ecologist for a conservation nonprofit in Gaylord (13 years) and as a private consultant. I manage projects related to invasive species, forest stewardship, native plants, water quality, and landowner assistance. I served as a certified Forest Stewardship Plan Writer as a statewide leader in invasive species issues through the Michigan Invasive Species Coalition. I participated in several climate change adaptation planning and training conferences, including rating the adaptability and risk of all native Northern MI tree species with the U.S. Forest Service.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: I'm an active participant in community events and a frequent user of city park and recreational space. In my professional capacity, I often work with communities to help them create and implement natural asset plans (including stormwater and invasive species management) and link public recreation opportunities to protecting and promoting Northern Michigan's special natural resources.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
I have served on multiple professional and community boards and committees. Currently, I am chair of the Charlevoix Planning Commission, vice president of the Charlevoix Circle of Arts Board of Trustees, member of the Charlevoix Public Library Board of Trustees. I have served on the Shade Tree and Park Commission since 2018.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
I don't foresee any potential conflicts of interest.

REASON(S) YOU WISH TO SERVE: I want to continue to serve the Commission as we work on multiple projects to make the city's parks and streets beautiful.
I'm very excited to share my forest ecology expertise with the group, particularly where I can help prevent the costly impacts of invasive species and climate change.
It has been fun and fulfilling to serve since 2018 and I'm excited to be a part of the great group of folks we have right now.

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

SIGNATURE: Jennifer Muladore DATE: 12/1/2023

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

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: December 18, 2023

Presented By:

Background:

A. New Police Officer

We have conditionally hired Charles Ramirez to be a new police officer. Under a state grant program, he will attend the academy and then become a sworn officer on our force. He was highly recommended and we look forward to welcoming him later this winter; we'll introduce him to Council at that time.

B. Chamber Building Redevelopment Opportunity

We met this week with architects from Smith Group who are working with the Redevelopment Ready Communities program to look at how we can re-imagine the lot where the Chamber Building currently sits. Our expectation is that a new building can be constructed that houses the Chamber and Visit Charlevoix in a smaller footprint on the first floor with additional commercial space. Upper floors would be constructed to add housing units. Working with this process, we can develop the concept for a building that a developer or public-private partnership could pursue to aid in the City's development goals for housing. I think this is an exciting opportunity to demonstrate innovation and create new housing units in our downtown.

C. US 31 Bridge Closure on January 9

MDOT announced this week that the bridge will be closed to traffic overnight on January 9 beginning at 7pm and ending on January 10 at 7am. We appreciate MDOT working with us on the details of this and providing ample time to prepare for this. I've included their press release as an attachment. I've also worked with our department heads to prepare our services for this. I'm confident emergency services will be unaffected by this closure and assets are already stationed on both sides of the bridge. We'll be creative to ensure we have personnel and equipment on both sides of the bridge that night in case of snowplowing or utility issues. I've authorized department heads to let staff take vehicles home that night if it is conducive for operations. Future overnight closures this winter are possible and we'll continue to be prepared for them as needed.

Recommendation:

Attachments:

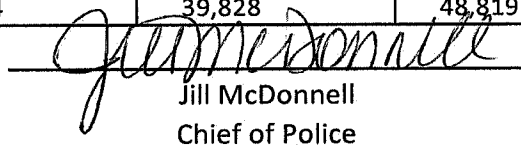
1. Police Department October/November Daily Activity Report
2. Cover of Michigan Association of Chiefs of Police featuring Officer Orban
3. Planning Commission Minutes 12/11/2023
4. Board of Review Meeting Minutes 12/12/2023
5. US-31 Charlevoix bascule bridge scheduled closures

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF NOVEMBER 2023

ITEM	TOTAL THIS MONTH	MONTH YEAR PRIOR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	8	6	121	112
TRAFFIC WARNINGS	16	44	479	863
TRAFFIC CONTACTS	25	22	571	22
MOTORIST/CITIZEN ASSIST	19	29	551	230
POLICE ASSIST	27	27	340	274
MEDICAL RESPONSE	4	15	91	102
PAPER SERVICE	0	3	12	3
RESIDENTIAL/COMMERCIAL	12	38	233	314
FELONY ARRESTS	0	0	12	8
MISDEMEANOR/NTA ARRESTS	3	3	43	28
WARRANT ARRESTS	2	1	39	1
WARRANT ATTEMPTS	0	1	4	1
TRAFFIC CRASH 9300-1	2	12	79	85
TRAFFIC CRASH 9300-2	0	7	60	32
GENERAL ASSISTS/OTHER	111	329	2658	4021
FUNERAL ESCORTS	1	0	9	0
ALARMS	9	7	64	7
SCHOOL PATROL	15	26	205	26
SCHOOL PRESENTATIONS	1	0	9	0
PARKING/SNOW TICKETS	0	1	325	208
PARKING METER TICKETS	0	96	2844	1486
LIQUOR INSPECTIONS	8	20	127	166
ORIGINAL COMPLAINTS	26	32	341	275
CLOSED COMPLAINTS	25	20	236	213
FOLLOW-UP/SUPPLEMENTS	47	27	204	27
PATROL MILES	3147.7	3914	39,828	48,819

TOTAL MILEAGE #87-1	<u>378</u>
TOTAL MILEAGE #87-2	<u>1553</u>
TOTAL MILEAGE #87-3	<u>1553</u>

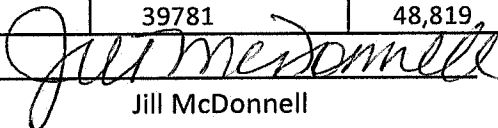

 Jill McDonnell
 Chief of Police

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF OCTOBER 2023

ITEM	TOTAL THIS MONTH	MONTH YEAR PRIOR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	12	6	113	112
TRAFFIC WARNINGS	21	44	463	863
TRAFFIC CONTACTS	33	22	546	22
MOTORIST/CITIZEN ASSIST	19	29	532	230
POLICE ASSIST	52	27	313	274
MEDICAL RESPONSE	4	15	87	102
PAPER SERVICE	1	3	12	3
RESIDENTIAL/COMMERCIAL	18	38	221	314
FELONY ARRESTS	1	0	12	8
MISDEMEANOR/NTA ARRESTS	4	3	40	28
WARRANT ARRESTS	3	1	37	1
WARRANT ATTEMPTS	0	1	4	1
TRAFFIC CRASH 9300-1	5	12	77	85
TRAFFIC CRASH 9300-2	4	7	60	32
GENERAL ASSISTS/OTHER	106	329	2547	4021
FUNERAL ESCORTS	0	0	8	0
ALARMS	6	7	55	7
SCHOOL PATROL	34	26	190	26
SCHOOL PRESENTATIONS	8	0	8	0
PARKING/SNOW TICKETS	0	1	325	208
PARKING METER TICKETS	238	96	2844	1486
LIQUOR INSPECTIONS	7	20	119	166
ORIGINAL COMPLAINTS	21	32	321	275
CLOSED COMPLAINTS	12	20	211	213
FOLLOW-UP/SUPPLEMENTS	23	27	157	27
PATROL MILES	3285.17	3914	39781	48,819

TOTAL MILEAGE #87-1	<u>378</u>
TOTAL MILEAGE #87-2	<u>1553</u>
TOTAL MILEAGE #87-3	<u>1553</u>


 Jill McDonnell
 Chief of Police

MICHIGAN POLICE CHIEFS



OFFICIAL PUBLICATION OF THE
MICHIGAN ASSOCIATION OF
CHIEFS OF POLICE

FALL 2023



COLOR GUARD

"To those who understand, no explanation is needed.
To those who don't understand, no explanation is possible."

**TAKE THE CHALLENGE!
REDUCE LINE-OF-DUTY DEATHS**

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, November 13, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Chair Jennifer Muladore followed by the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore

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

Members Absent:

Staff Present: Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. October 9, 2023

Motion by Member Boehmer, seconded by Member Felter to approve the minutes of October 9, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. Public Hearing

1. Public Hearing for Rezone Zoning Ordinance amendment

Chair Muladore opened the Public Hearing for the rezoning of the church property on Elm Street from R-1, Single Family Residential District to R-2, Single Family Residential.

Jessica LaBlance, 105 Cherry Street, stated she only received her letter five (5) days ago. Ms. LaBlance stated she agreed with growth, but felt it needed to be done in the right area and this area should not be considered because it allows for a use different than the surrounding R-1 zoning and expressed concerns about increased traffic in their neighborhood. Ms. LaBlance referenced language from the City's Master Plan and indicated that she was not in favor of the rezoning.

Curt Thompson, 204 Park Row, questioned who requested the zoning change and Zoning Administrator Scheel stated it came from the Planning Commission. Mr. Thompson stated he considered this to be spot zoning.

Terry Winnell, 102 Cherry Street, stated that she strongly contested the rezoning of this property.

Lori Bennett, 104 Cherry Street, referenced the October meeting minutes and stated that she had spoken to the church pastor and he indicated to her that right now the church has no intention of selling the property, but he did say that the rezoning gives them the possibility to do something more with their land. Ms. Bennett stated she has concerns about spot zoning. Ms. Bennett hoped the Commission was giving consideration to the impact of this rezoning on the surrounding neighborhood.

Karen Joy, 110 Elm Street, stated that the church did not request this rezoning, but were instead asked by the Planning Commission whether or not they would object to the rezoning and as long as the rezoning did not affect their potential to build a recreational center in the future, then the church was okay with the rezoning.

Alicia Doan, 200 Cherry Street, stated she did not support the rezoning.

Judy Flannagan, 106 Cherry Street, stated she would have no objection to using the property for R-1 housing, it's changing the area to R-2 multi-family that is not something she supports.

The public hearing was closed at 6:27 p.m. Zoning Administrator Scheel stated that he sent out 39 letters (including 8 out-of-state owners), had five (5) phone calls (4 in favor, 1 against), and he had included ten or more letters of opposition in the agenda packet. Mr. Scheel explained the statutory requirements for the notice letters to property owners.

2. Public Hearing for multiple zoning changes 153.101 - 153.189

The public hearing opened at 6:31 p.m.

Zoning Administrator Scheel stated that most of the proposed changes were cleaning-up language in the Ordinance and none of the changes had to do with housing; added a permitted use in the Central Business District, removed duplicated language in the Accessory Dwelling portion of the Ordinance; raised front yard fences to 48"; removed contradictory language in the setback language; clarified short-term rental language; and removed parking requirements in the Central Business District.

The public hearing was closed at 6:34 p.m.

H. Old Business

1. Rezone Zoning Ordinance Amendment

Zoning Administrator Scheel referenced items that had been brought up during the public hearing and proceeded to provide more information about the rezoning as he wanted to make sure that the public understood why the Planning Commission was recommending the rezoning. Mr. Scheel referenced the Future Land Use Map (pg. 104 of the City's Master Plan) regarding the property in question and explained the intent and the type of housing that fits into that neighborhood. Mr. Scheel explained the differences between R-1 and R-2 zoning.

Member Radke stated that if this rezoning was approved there would be an additional 2-3 units allowed from R-1 to R-2 and Zoning Administrator Scheel agreed that was correct.

Member Millington stated that on page 83 of the Master Plan it is clear the Plan references about reaching consensus in each neighborhood and clearly they don't have that with the amount of public comment.

Motion by Member Millington, seconded by Member Beatty that due to the outpouring of opposition to the rezoning, the rezoning of the church property be denied.

Member Beatty stated that he did not want to change the character of the neighborhood and the residents did not support this change. Member Chamberlain discussed the value of the existing housing stock in the neighborhood and stated currently the church could build five (5) homes on the property and each home could have an accessory dwelling unit. Member Boehmer requested an explanation of why they initiated this rezoning and why the church wrote a letter to the Planning Commission and requested the rezoning. Member Kurtz explained the reasoning behind selecting locations of property in all three wards that met the qualifications for rezoning to allow more density to provide for more residential units. He stated that the church hasn't even considered selling the property and, if it did, any plans for development would have to come back as public hearings before the Planning Commission and City Council.

Yeas: Beatty, Coltman, Felter, Millington, Radke, Muladore

Nays: Boehmer, Chamberlain, Kurtz

Absent: None

Motion carried.

2. Zoning Ordinance changes (Outdoor Storage)

Zoning Administrator Scheel stated the outdoor storage ordinance was amended in 2019 and since that time there has been a substantial increase in the number of boats and rv's in front yards with many travel trailers being used as living spaces throughout the summer months. Mr. Scheel stated the biggest issue for him is enforcement as there seems to be long-term living in these vehicles in the summer months and it was very difficult if not impossible for him to monitor and enforce the 14-day limit.

Zoning Administrator Scheel explained the proposed changes in detail. Discussion followed regarding: the parking and/or storage of recreational equipment and vehicles in excess of 20';

parking in the front yard during the summer; and the seasonal definition which was removed by the City Attorney.

Shirley Gibson questioned if any members of the Planning Commission own a recreational vehicle. Ms. Gibson stated this has been an issue for years and she felt that it really had an affect on the looks of the neighborhood and community. Ms. Gibson felt that if someone could afford an RV then they could afford storage for it. Ms. Gibson stated she has neighbors with large RV's that have people living in them and it is a violation of the Zoning Ordinance, and she felt that the language that the Zoning Administrator suggested was good.

Zoning Administrator Scheel stated the Commission needed to review the proposed Definition section and then go line by line through the ordinance language to address each of the issues. At this time, the Commission moved on to the remaining agenda items and would discuss this item further if time allowed.

After finishing the remaining agenda items, Chair Muladore stated that she would like to see more proposed language on the outdoor storage changes, and the language needs to be enforceable. Zoning Administrator Scheel would work on that and bring it back to the next meeting.

3. Zoning Ordinance changes (Garfield Overlay District)

Zoning Administrator Scheel summarized and explained the changes that were made since the last Commission meeting.

Motion by Member Felter, seconded by Member Coltman to send the Ordinance regarding the Garfield Overlay District amendments to City Council.

Motion carried by unanimous roll call vote.

4. Zoning Ordinance (other changes)

Zoning Administrator Scheel stated the Commission reviewed this proposed Ordinance specifically at the last meeting and made some minor changes. Discussion followed regarding the placement of garages and the suggested language that would allow the garage to only be a maximum of two feet in front of the home.

Zoning Administrator Scheel stated the current minimum distance between principal structures and accessory buildings is 10 feet and he said since the last meeting someone came in with plans for an addition to a house on a smaller lot and it ended up being approximately five feet away from the standalone garage and he had to deny it. Mr. Scheel found out when checking the Building Code that it used to be 10 feet but is now 5 feet and with that 5 feet firewalls are required. Mr. Scheel asked the Commission to consider changing the minimum distance to 5 feet. Mr. Scheel briefly summarized other changes included in the proposed Ordinance.

Motion by Member Boehmer, seconded by Member Radke to send the proposed ordinance amendments to the legal department and City Council for review and approval.

Motion carried by unanimous roll call vote.

I. New Business

J. Staff Updates

1. Zoning Report

Zoning Administrator Scheel stated that the Commission had his written Zoning Report with the standard stats for the past month. He stated for future Ordinance changes he had looked at the site plan approval language for discussion in the new year.

K. Requests For Next Months Agenda or Research Items

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

The meeting was adjourned at 8:03 p.m. by Chair Muladore.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

City of Charlevoix
Board of Review Regular Meeting Minutes
Tuesday, December 12, 2023 - 11:00 AM
Council Chambers, 210 State Street, Charlevoix, MI

1. Call to Order and Roll Call

Chair: Robert Timms
Members Present: Brenda Bryan, Brownie Flanders, Phil Parr
Members Absent: Janet Kalbfell
City Assessor: Joe Lavendar
City Clerk: Sarah J. Dvoracek

The board welcomed the newest member, Phil Parr, Council Member who is replacing Aaron Hagen.

2. New Business

A. Petition DBOR23-01

The Board of Review Members discussed the application. City Assessor Lavender answered questions from the Board.

Motion by Timms, seconded by Parr to approve Petition DBOR-01 and grant the poverty exemption.

Motion carried by unanimous voice vote.

3. Approval of Minutes

A. Motion to approve the Chair to approve the minutes, according to *Roberts Rules of Order*

Motion by Bryan, seconded by Parr to approve the Chair to approve the minutes, according to Roberts Rules of Order.

Motion carried by unanimous voice vote.

4. Public Comment

5. Adjourn

Chair Timms adjourned the meeting at 11:20 a.m.

Sarah J. Dvoracek, City Clerk

Robert Timms, Chair



FOR IMMEDIATE RELEASE

December 13, 2023

MEDIA CONTACT

James Lake

906-250-0993

LakeJ1@Michigan.gov

US-31 Charlevoix bascule bridge overnight closure scheduled for Jan. 9

Fast facts:

- Currently, MDOT expects the US-31 Charlevoix bascule bridge to be closed one night, Jan. 9, from 7 p.m. - 7 a.m.
- During that closure, traffic will be detoured on US-31, M-66, M-32, and US-131.
- MDOT also expects 15-minute intermittent closures of the bridge between 10 p.m. and 5 a.m. the nights of Jan. 2, 18 and 19.

GAYLORD, Mich. - As part of a \$6.3 million Michigan Department of Transportation (MDOT) project to replace the [US-31 Charlevoix bascule bridge's](#) tread and track components, which are critical to the bridge's operation, the bridge will be closed to US-31 traffic overnight once in early January, and for 15-minute periods intermittently on three other nights.

Currently, MDOT expects the bridge will be closed one night, Jan. 9, from 7 p.m. - 7 a.m. During that closure, which is dependent on weather and work progress, traffic will be detoured on US-31, M-66, M-32, and US-131.

MDOT also expects 15-minute intermittent closures of the bridge between 10 p.m. and 5 a.m. the nights of Jan. 2, 18 and 19. Exact dates of those closures are also dependent on weather and work progress, but no detour will be required for those intermittent closures.

Additional overnight closures expected for the bridge between January and April, which will be announced in advance. The exact schedule of all expected closures has not yet been determined.

For Charlevoix bascule bridge updates on construction and anticipated closures, [sign up for email notifications](#).

At most times, the bridge will be open to two-way traffic. Beginning in January, traffic will be shifted to the west half of the bridge for approximately six weeks. In mid- to late-February, traffic will then be shifted to the east half of the bridge for another six weeks.

During this time, the bridge will be closed to marine traffic in the channel that would require the bridge to open. Work will require unscheduled intermittent closures to vehicle traffic of less than 10 minutes, a shorter duration than typical openings of the bridge for marine traffic.

From mid-April until the project is completed in late May 2024, the channel will reopen to marine traffic while remaining work is finished. The bridge will return to normal operation for vehicle and marine traffic.

The project, which began in late October, also includes work on the bridge railings, electrical components, joints, curbs, and gutters, all with a goal of extending the 74-year-old bridge's service life and maintain its reliability.

Based on economic modeling, this investment is expected to directly and indirectly support 89 jobs.

###

**Stay focused and safe!
Slow down, stay alert, and give plows room to work.**

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: December 18, 2023

Presented By:

Background:

Recommendation:

Attachments:

None