



Agenda
City of Charlevoix City Council Regular Meeting
Monday, March 4, 2024 - 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 - February 19, 2024
 - B. Accounts Payable and Payroll Check Registers
 - C. Use of Bridge Park for Charlevoix Marathon
 - D. Decertification of 326' of East Dixon Ave
 - E. 2024 Pavement Marking Contract for \$24,635.67
 - F. 2024/25 Restroom Cleaning Contract with Conway Professional Services
 - G. Emergency Repair of Fire Truck: \$20,135.57
 - H. Bridge Street Streetlights: \$263,341
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Set Public Hearing: Zoning Ordinance Amendments
Jonathan Scheel, Zoning Administrator
 - B. Short Term Rental Ordinance Amendment
Mark Heydlauff, City Manager
 - C. Rezone of 13513 Division Street
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Reschedule Council Meetings for Elections
Mark Heydlauff, City Manager
 - B. Response for Marina Commercial Slip Request for Proposal
- 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 - February 19, 2024

Date: March 4, 2024

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Meeting Minutes 02/19/2024

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 19, 2024 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

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

2. Roll Call

Mayor: Lyle Gennett

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

Members Absent: Richard Spring

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

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: Cole, Knapp, Parr, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

A. City Council Meeting Minutes - February 5, 2024

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		Amount
02/16/2024	Payroll Transmittal Checks	\$5,725.11
02/16/2024	Payroll (net pay)	\$99,702.84
02/20/2024	Regular Accounts Payable	\$346,559.24
02/05/2024-02/16/2024	ACH/WIRE Payments	\$186,594.02
02/14/2024	Special A/P Tax Disbursement	\$972,811.12
Grand Total		\$1,611,392.33
The entire accounts payable and payroll check registers can be viewed on our website.		

C. 2024 Trout Tournament Requests

Motion by Parr, second by Kalbfell to approve use of East Park for the Trout Tournament and to allow parking at no charge for registered participants at Ferry Beach Boat Launch from June 7-9, 2024.

CITY OF CHARLEVOIX
RESOLUTION NO. 2024-02-04
WAIVE LAUNCH FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 7-9, 2024; and

WHEREAS, the Lake Charlevoix Area Trout Tournament is requesting that boat launch fees be waived for the tournament and the June 6 practice fishing day; and

WHEREAS, Title VII, Chapter 71, Section 71.04 of the City Code permits City Council to waive boat launch fees for special or public events.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix hereby waives launch fees for the Lake Charlevoix Area Trout Tournament from June 7 to June 9, 2024.

RESOLVED this 19th day of February 2024 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Cole, Knapp, Parr, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

D. Use of Odmark Pavilion for Shabbat

Motion to approve the use of Odmark Pavilion for Shabbat Service on August 9, 2024, from 6:00 p.m. to 8:00 p.m.

6. Public Hearings and Actions Requiring Public Hearings

A. Ordinance 844: Adoption of Amended 2023-24 Budget

Mark Heydlauff, City Manager

City Manager Heydlauff thanked Kelly McGinn, City Treasurer for all her hardwork in preparing the budget.

Mayor Gennett opened the public hearing. None were heard.

CITY OF CHARLEVOIX ORDINANCE NO. 844 OF 2024
2023-2024 BUDGET AMENDMENT #1

The Budget for the fiscal year beginning April 1, 2023 shall be amended for operating the City of Charlevoix. Ordinance 844 of 2024 Budget Appropriation Act of 2023-24, is hereby amended as follows:

		Original	Amended	Net
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		Budget	Budget	Change
General Fund	RV Total	4,377,600	4,508,423	130,823
- Legislative	EX Total	62,200	77,836	15,636
- General Government	EX Total	792,300	809,811	17,511
- Public Safety	EX Total	1,261,000	1,294,292	33,292
- Public Works	EX Total	409,700	402,566	(7,134)
- Recreation & Culture	EX Total	1,816,050	1,857,949	41,899
- Other	EX Total	20,900	37,400	16,500
- Fund Transfers	EX Total	48,500	48,475	(25)
Major Street Fund	RV Total	437,725	447,737	10,012
Major Street Fund	EX Total	417,676	467,555	49,879
Local Street Fund	RV Total	197,888	213,190	15,302
Local Street Fund	EX Total	167,900	175,808	7,908
Parking Services Fund	RV Total	133,800	146,600	12,800
Parking Services Fund	EX Total	118,900	154,150	35,250
Housing Initiatives Fund	RV Total	6,000	6,035	35
Housing Initiatives Fund	EX Total	0	4,625	4,625
DDA Fund	RV Total	651,100	719,613	68,513
DDA Fund	EX Total	709,800	743,573	33,773
Airport Fund	RV Total	2,704,457	2,415,076	(289,381)
Airport Fund	EX Total	2,614,150	2,423,054	(191,096)
Infrastructure Debt Service	RV Total	322,200	322,300	100
Public Services Facility Debt Service	RV Total	489,500	489,600	100
PI#2 - Sewer Capital Fund-Tap Ins	RV Total	15,080	42,300	27,220
PI#6 - Infrastructure	RV Total	425,000	910,939	485,939

Improvements Fund				
PI#6 - Infrastructure Improvements Fund	EX Total	1,272,200	1,866,282	594,082
PI#7 - Street Improvements	RV Total	271,500	285,224	13,724
PI#7 - Street Improvements	EX Total	200,000	243,755	43,755
PI#9 - Business Park Fund	EX Total	5,000	9,000	4,000
PI#12 - Mt. McSauba Recreation Improvement	RV Total	7,020	8,170	1,150
PI#15 - Trail Development-Improvement Fund	RV Total	662,871	5,500	(657,371)
PI#15 - Trail Development-Improvement Fund	EX Total	1,027,300	16,500	(1,010,800)
PI#17 - Building Capital Improvement Fund	RV Total	0	200	200
PI#17 - Building Capital Improvement Fund	EX Total	73,700	87,975	14,275
Electric Fund	RV Total	8,062,436	8,935,516	873,080
Electric Fund	EX Total	10,236,200	8,765,686	(1,470,514)
Sewer Fund	RV Total	2,547,580	2,811,399	263,819
Sewer Fund	EX Total	3,610,800	3,701,587	90,787
Water Fund	RV Total	1,740,900	1,993,064	252,164
Water Fund	EX Total	2,635,900	2,796,964	161,064
Marina Fund	RV Total	942,260	1,007,641	65,381
Marina Fund	EX Total	1,598,400	1,636,209	37,809
Employee Fringe Benefit Fund	RV Total	3,197,100	3,167,466	(29,634)
Employee Fringe Benefit Fund	EX Total	3,078,800	3,015,782	(63,018)

Motor Pool Fund	RV Total	1,132,736	1,152,624	19,889
Motor Pool Fund	EX Total	1,213,700	1,277,047	63,347
Perpetual Care Trust Fund	RV Total	6,000	14,000	8,000

Bad Debt Write-Offs

General Fund/EMS	23,721
Electric Fund	9,963
Water Fund	1,285
Sewer Fund	2,031
DDA Fund	-
Misc	<u>6,279</u>
2023-2024 TOTAL:	43,279
2022-23	\$90,459
2021-22	\$146,992
2020-21	\$244,662
2019-20	\$164,129
2018-19	\$40,680
2017-18	\$47,070
2016-17	\$40,120

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

Ordinance No. 844 was adopted on the 19th day of February 2024 A.D., by the Charlevoix City Council as follows:

Motion by Kalbfell, seconded by Hagen to approve Ordinance 844 as presented.

Yeas: Cole, Knapp, Parr, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

B. Ordinance 845: Adoption of 2024-25 Budget

Mark Heydlauff, City Manager

City Manager Heydlauff presented the 2024-25 Budget to Council.

Mayor Gennett opened the public hearing. None were heard.

CITY OF CHARLEVOIX
ORDINANCE NO. 845 of 2024
BUDGET APPROPRIATION ACT

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, the City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith.

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2024 and ending March 31, 2025 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

<u>GENERAL FUND</u>	
TOTAL REVENUES:	<u>\$4,355,600</u>
TOTAL EXPENSE:	<u>\$4,299,650</u>

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 10.6052 mills (9.4052 mills operating and 1.2000 mills infrastructure) for the period of April 1, 2024 through March 31, 2025 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.3252 mills for the period April 1, 2024 through March 31, 2025 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2024 through March 31, 2025 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2024 through March 31, 2025 in the amounts set forth below by fund:

FUND	REVENUE	EXPENSE
Major Street Fund	\$ 459,139	\$ 441,579

Local Street Fund	215,511	176,500
Parking Services	148,200	137,800
Housing Initiatives	231,040	175,000
Electric Fund	10,911,000	10,911,000
Sewer Fund	3,628,400	3,628,400
Water Fund	2,415,600	2,415,600
Marina Fund	1,620,900	1,620,900
Airport Fund	2,572,508	2,428,500
Downtown Development Authority	686,400	665,800
Employee Fringe Benefit	3,313,300	3,130,700
Motor Vehicle Fund	1,583,700	1,583,700
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund - Infrastructure	323,100	323,100
General Debt Service Fund – New Services Facility	485,100	485,000
Fire Fund	59,440	0
Sewer Tap-in Fund*	15,200	0
Northside/Southside Sewer Fund*	4,500	0
Infrastructure Improvement	358,200	122,800
Road Improvements	298,100	200,000
Industrial Park Fund	7,570	5,000
Mt. McSauba Recreation Fund	7,320	0
Trail Development-Improvement Fund	960,400	960,400
Building Capital Project-Improvement Fund	228,600	228,600
* These funds are part of the Sewer Fund.		

Ordinance # 845 was enacted on the 19th day of February, 2024 A.D., by the Charlevoix City Council as follows:

Motion by Kalbfell, seconded by Hagen to approve Ordinance 845 of 2024 as presented.

Yeas: Cole, Knapp, Parr, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2024-02-03**

RATES & FEES ASSOCIATED WITH THE 2024-25 BUDGET

WHEREAS, the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and

WHEREAS, the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and

WHEREAS, the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2024.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2024-25 Proposed Budget with changes to the rates and fees for the following areas: airport, cemetery, parking, recreation, miscellaneous, and Utility Rates which includes water, wastewater, and electric rates.

RESOLVED, this 19th day of February, 2024 A.D.

Motion by Parr, second by Knapp to adopt Resolution 2024-02-03 Rates & Fees associated with the 2024-25 budget as presented.

Resolution adopted by the following ye and nay votes:

Yeas: Cole, Knapp, Parr Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

C. VMB Properties, LLC Commercial Facilities Exemption Certificate Transfer Request

Mark Heydlauff, City Manager

City Manager Heydlauff explained the exemption certificate transfer request.

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

Motion by Knapp, second by Hagen to approve the Commercial Facilities Exemption Certificate transfer request from Victoria Boucher of VMB Properties, LLC for 217 Bridge Street.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2024-02-01**

Resolution Approving Transfer of a Commercial Facilities Exemption Certificate Application for VMB Properties LLC located at 217 Bridge Street, Charlevoix, Michigan
(PA255 of 1978 as amended)

WHEREAS, the City of Charlevoix legally established the Charlevoix Main Street Commercial Redevelopment District No.1 on October 17, 2016, after a public hearing held on October 17, 2016; and

WHEREAS, on April 3, 2017, the Charlevoix City Council granted Celebrate Me Home LLC a Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 217 Bridge Street, for a period of 12 years, beginning December 31, 2017, and ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended; and

WHEREAS, a Commercial Facilities Exemption Certificate may be transferred and assigned by the holder of the certificate to a new owner of the facility with the approval of the local governmental unit after application by the new owner and with a properly noticed public hearing; and

WHEREAS, the applicant VMB Properties, LLC (Victoria Boucher) purchased 217 Bridge Street on January 18, 2024; and

WHEREAS, the applicant VMB Properties, LLC has provided answers to all required questions under Section 6(1) of PA 255 of 1978 to the City of Charlevoix; and

WHEREAS, the City Assessor certified that the property is eligible to be covered by the exemption; and

WHEREAS, the application for transferring the Commercial Facilities Exemption Certificate was considered at a public hearing as provided by section 6(2) of Public Act 255 of 1978 on February 19, 2024.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix, that VMB Properties LLC is granted a transfer of the Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 217 Bridge Street, for a period of 12 years ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended.

RESOLVED this 19th day of February 2024 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Cole, Knapp, Parr, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

D. Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program

Mark Heydlauff, City Manager

City Manager Heydlauff explained the Community Development Block Grant Housing Improving Local Livability Program requires the City to hold a public hearing to give low and moderate

income residents an opportunity to influence the final local grant rules to benefit the local participants. The grant will be used to help owner-occupied residences make changes to ensure homes remain livable and part of the local housing stock.

Mayor Gennett opened the public hearing. One was heard.

Mayor Gennett closed the public hearing.

E. Set Public Hearing: Rezone of 13513 Division Street

Mark Heydlauff, City Manager

City Manager Heydlauff stated that with the recent annexation of the property owned by Charlevoix County at 13513 Division Street by default, the annexed land is given an R-1 designation per the Zoning Ordinance. This rezone will designate the property as Public Facility, consistent with all other public-use properties in the City.

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

Motion by Cole, seconded by Hagen to set a public hearing on March 4, 2024, at 6pm in Council Chambers, 210 State Street, for the rezone of 13513 Division Street to Public Facility.

Yeas: Cole, Knapp, Parr, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

F. Revised Draft Short Term Rental Ordinance Amendment

Mark Heydlauff, City Manager

Council discussed the revised short term rental ordinance amendment language. City Manager Heydlauff answered questions from Council. Council concurred not to change the proposed language.

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

- John Cooksey stated his concerns about the upcoming Recreation Authority Board Millage

B. City Manager's Comments

- Gave condolences to Ed Whitley's family
- Gave condolences to Ken Morrison and family, his brother passed away
- Gave condolences to County Commissioner Pat Harmon's family

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:33 p.m.

Sarah J. Dvoracek	City Clerk	Lyle Gennett	Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: March 4, 2024

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 03-04-24 Agenda

Check Number	Payee	Amount
02/22/2024		
141779	AT&T	1,631.33
141780	AT&T MOBILITY	845.45
141781	CHARLEVOIX STATE BANK	9,989.67
141782	CHARTER COMMUNICATIONS	696.12
141783	CHARTER COMMUNICATIONS OPERA	94.98
141784	DELTA DENTAL	3,207.66
141785	PRIORITY HEALTH	47,516.67
141786	VSP INSURANCE CO. (CT)	528.83
141787	WEX BANK	11,632.13
Total 02/22/2024:		76,142.84
Grand Totals:		76,142.84

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

02/22/24 Special Accounts Payable Run	\$ 76,142.84
03/01/24 Payroll (net pay)	\$ 110,982.01
03/01/24 Payroll Transmittal Checks	\$ 5,881.11
03/05/24 Regular Accounts Payable	\$ 171,394.27

Checks Sub-Total: \$ 364,400.23

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

02/20/24 Enterprise FM Trust (fleet lease)	\$ 4,351.52
02/20/24 MI Public Power Agency	\$ 19,836.77
02/26/24 MI Public Power Agency	\$ 226,560.11
02/26/24 MI Public Power Agency	\$ 28,662.76
02/26/24 Neofunds by Neopost	\$ 1,999.40
03/01/24 IRS (Payroll Tax Deposit)	\$ 40,881.77
03/01/24 Alerus Financial (HCSP)	\$ 558.00
03/01/24 Vantagepoint (401 Plan)	\$ 1,094.68
03/01/24 Vantagepoint (457 Plan)	\$ 20,736.47
03/01/24 Vantagepoint (Roth IRA)	\$ 1,140.00
03/01/24 State of MI (Withholding Tax)	\$ 5,945.24

ACH Sub-Total: \$ 351,766.72

Huntington National Bank Total: \$ 716,166.95

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

Special A/P Tax Disbursement

Charlevoix State Bank Total: \$ -

Grand Total: \$ 716,166.95

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
02/24/2024	PC	03/01/2024	39036	HEYDLAUFF, MARK L.	102		3,800.62
02/24/2024	PC	03/01/2024	39037	DVORACEK, SARAH J.	105		2,289.82
02/24/2024	PC	03/01/2024	39038	DEROSIA, PATRICIA E.	107		804.77
02/24/2024	PC	03/01/2024	39039	DOTSON, LINDSEY J.	109		1,666.09
02/24/2024	PC	03/01/2024	39040	KLOOSTER, ALIDA K.	121		2,421.63
02/24/2024	PC	03/01/2024	39041	BARNEVELD, RICHELLE	123		1,324.60
02/24/2024	PC	03/01/2024	39042	SCHULZ, GINNY L.	125		1,564.97
02/24/2024	PC	03/01/2024	39043	DAVIDSON, JESSICA-RA	127		1,468.59
02/24/2024	PC	03/01/2024	39044	MILLER, FAITH G.	142		96.30
02/24/2024	PC	03/01/2024	39045	MCGINN, KELLY A.	146		2,747.04
02/24/2024	PC	03/01/2024	39046	SCHEEL, JONATHAN D.	149		2,584.69
02/24/2024	PC	03/01/2024	39047	MCDONNELL, JILL L.	202		2,739.28
02/24/2024	PC	03/01/2024	39048	UMULIS, MATTHEW T.	205		1,445.73
02/24/2024	PC	03/01/2024	39049	ORBAN, BARBARA K.	209		1,353.89
02/24/2024	PC	03/01/2024	39050	RILEY, DENISE M.	213		561.58
02/24/2024	PC	03/01/2024	39051	MUNK, CHRISTOPHER J.	215		1,411.96
02/24/2024	PC	03/01/2024	39052	CHRISTIANSEN, BRIAN D	218		1,928.20
02/24/2024	PC	03/01/2024	39053	RAMIREZ, CHARLES V.	219		1,303.06
02/24/2024	PC	03/01/2024	39054	YOUNG, KRISTEN L.	230		2,004.69
02/24/2024	PC	03/01/2024	39055	WURST, RANDALL W.	411		1,653.28
02/24/2024	PC	03/01/2024	39056	HILLING, NICHOLAS A.	413		2,161.78
02/24/2024	PC	03/01/2024	39057	MEIER III, CHARLES A.	421		1,546.20
02/24/2024	PC	03/01/2024	39058	ZACHARIAS, STEVEN B.	422		1,539.90
02/24/2024	PC	03/01/2024	39059	NEWMAN, MARK J.	424		1,601.95
02/24/2024	PC	03/01/2024	39060	LOUGHMILLER, JOHN A.	425		1,865.56
02/24/2024	PC	03/01/2024	39061	GRIFFITH, JOHN J.	500		2,543.46
02/24/2024	PC	03/01/2024	39062	EATON, BRAD A.	515		2,714.88
02/24/2024	PC	03/01/2024	39063	WILSON, TIMOTHY J.	516		1,512.76
02/24/2024	PC	03/01/2024	39064	LAVOIE, RICHARD L.	519		2,582.25
02/24/2024	PC	03/01/2024	39065	STERRETT, PHILLIP R.	520		2,360.06
02/24/2024	PC	03/01/2024	39066	STEVENS, BRANDON C.	521		3,130.99
02/24/2024	PC	03/01/2024	39067	WHITLEY, ANDREW T.	522		2,337.80
02/24/2024	PC	03/01/2024	39068	FARRELL, MITCHELL L.	524		2,229.25
02/24/2024	PC	03/01/2024	39069	ANDERSON, ELIZABETH	526		1,460.44
02/24/2024	PC	03/01/2024	39070	KENWABIKISE, DAVID L.	528		1,310.63
02/24/2024	PC	03/01/2024	39071	ELLIOTT, PATRICK M.	600		3,209.25
02/24/2024	PC	03/01/2024	39072	MORRISON, KEVIN P.	601		1,590.19
02/24/2024	PC	03/01/2024	39073	SCHWARTZFISHER, JOS	603		1,485.58
02/24/2024	PC	03/01/2024	39074	FURGESON, JUSTIN L.	613		2,450.75
02/24/2024	PC	03/01/2024	39075	BRADLEY, KELLY R.	614		1,667.04
02/24/2024	PC	03/01/2024	39076	HART II, DELBERT W.	616		1,679.98
02/24/2024	PC	03/01/2024	39077	JONES, ROBERT F.	618		1,756.37
02/24/2024	PC	03/01/2024	39078	THORP JR, WILLIAM D.	623		1,511.28
02/24/2024	PC	03/01/2024	39079	LEITNER, RYAN S.	624		1,648.96
02/24/2024	PC	03/01/2024	39080	NOWKA, STEPHEN P.	626		2,102.15
02/24/2024	PC	03/01/2024	39081	REID, ROB A.	632		7.80
02/24/2024	PC	03/01/2024	39082	KNORR, KENT J.	700		2,240.21
02/24/2024	PC	03/01/2024	39083	ANZELL, BETH A.	702		1,550.74
02/24/2024	PC	03/01/2024	39084	STEWART, SPENCER P.	720		150.65
02/24/2024	PC	03/01/2024	39085	BOSS, SHERRY M.	730		850.58
02/24/2024	PC	03/01/2024	39086	MCDERMOTT, DENNIS J.	732		50.97
02/24/2024	PC	03/01/2024	39087	PORATH, JACOB P.	741		135.15
02/24/2024	PC	03/01/2024	39088	MAILLOUX, AIDEN M.	757		174.43
02/24/2024	PC	03/01/2024	39089	CULBERTSON, CRISTIN	764		671.36
02/24/2024	PC	03/01/2024	39090	JOHNSTONE, HUNTER S.	765		570.88
02/24/2024	PC	03/01/2024	39091	BEMIS, ADDISON J.	766		528.66
02/24/2024	PC	03/01/2024	39092	LOPEZ, VANESSA M.	767		176.62

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/24/2024	PC	03/01/2024	39093	WALKER, MEREDITH A.	771		113.83
02/24/2024	PC	03/01/2024	39094	PEARSALL, KRISTA M.	784		183.24
02/24/2024	PC	03/01/2024	39095	WELLS, JANINNA J.	785		204.40
02/24/2024	PC	03/01/2024	39096	BOSS, BEAU J.	788		1,695.86
02/24/2024	PC	03/01/2024	39097	ARNOLD, REMI C.	789		362.65
02/24/2024	PC	03/01/2024	39098	HALL, CLEMENTINE V.	790		222.02
02/24/2024	PC	03/01/2024	39099	KLOOSTER, JUSTIN N.	791		542.31
02/24/2024	PC	03/01/2024	39100	LUECKE, ANDREW L.	795		232.73
02/24/2024	PC	03/01/2024	39101	MAILLOUX, CLARA C.	796		222.02
02/24/2024	PC	03/01/2024	39102	BEMIS, GARRETTSON G.	797		389.75
02/24/2024	PC	03/01/2024	39103	STEVENS, JEFFREY W.	798		29.56
02/24/2024	PC	03/01/2024	39104	GILL, DAVID R.	856		1,204.51
02/24/2024	PC	03/01/2024	39105	LIVINGSTON, BRIAN D.	866		496.64
02/24/2024	PC	03/01/2024	39106	SCHOLEY, ROBERT W.	902		1,954.06
02/24/2024	PC	03/01/2024	39107	OLIVER, GRANT T.	915		1,083.86
02/24/2024	PC	03/01/2024	39108	POSTMUS, ANTHONY H.	916		1,145.65
02/24/2024	PC	03/01/2024	39109	DOUGLAS, MARK	935		1,513.90
02/24/2024	PC	03/01/2024	39110	FRATRICK, JOSEPH W.	940		667.67
02/24/2024	PC	03/01/2024	141788	KLOOSTER, ALIDA K.	121	Partial Vacation Payout	4,831.02
02/24/2024	PC	03/01/2024	141789	BOSS JR, DALE E.	701		1,424.79
02/24/2024	PC	03/01/2024	141790	WILLSON, BRENDA R.	799		183.24
Grand Totals:			78				110,982.01



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
02/24/2024	03/01/2024	141791	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,095.58
02/24/2024	03/01/2024	141792	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	69.80
02/24/2024	03/01/2024	141792	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	498.48
02/24/2024	03/01/2024	141793	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,330.00
02/24/2024	03/01/2024	141794	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	672.39
02/24/2024	03/01/2024	141795	FOPLC	9039	FOPLC UNION DUES Pay Perio	156.00
02/24/2024	03/01/2024	141796	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
02/24/2024	03/01/2024	141797	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,564.95
02/24/2024	03/01/2024	141798	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	276.73
02/24/2024	03/01/2024	141798	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 2/24/	51.29
02/24/2024	03/01/2024	141798	THE HARTFORD	9035	CHILD LIFE Pay Period: 2/24/20	11.00
02/24/2024	03/01/2024	141798	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	28.60
02/24/2024	03/01/2024	141798	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 2/24	5.09
02/24/2024	03/01/2024	141798	THE HARTFORD	9035	CHILD AD&D Pay Period: 2/24/2	4.65
Grand Totals:		14				5,881.11



Check Number	Payee	Amount
03/05/2024		
141799	9 OAKS INN	1,860.00
141800	ALLEN SUPPLY	4,015.00
141801	AMAZON CAPITAL SERVICES	439.25
141802	ANDERSON, ELIZABETH A.	50.00
141803	ANZELL, BETH A.	50.00
141804	ASPLUNDH TREE EXPERT LLC	6,362.00
141805	AXON ENTERPRISE INC	262.60
141806	BAKKER, KAREN	110.00
141807	CDW GOVERNMENT	452.18
141808	CINTAS	63.86
141809	CONWAY PROFESSIONAL SERVICES	965.00
141810	CUMMINS SALES AND SERVICE	4,682.54
141811	DeROSIA, PATRICIA E.	50.00
141812	DITCH WITCH SALES OF MICHIGAN	938.06
141813	DOTSON, LINDSEY J.	50.00
141814	DOUGLAS, MARK	50.00
141815	DROST LANDSCAPE	4,175.00
141816	DVORACEK, SARAH	50.00
141817	ELECTIONSOURCE	311.08
141818	ELLIOTT, PATRICK M.	50.00
141819	FISHER SCIENTIFIC	536.46
141820	GALLS LLC	75.17
141821	GORDON FOOD SERVICE	97.43
141822	GREAT LAKES ELEVATOR LLC	1,600.00
141823	GREAT LAKES ENERGY	446.12
141824	GRIFFITH, JOHN J	338.10
141825	GRP ENGINEERING INC	131.25
141826	HART II, DELBERT W.	62.44
141827	HARTFORD, THE	2,731.08
141828	HEYDLAUFF, MARK L.	50.00
141829	HILLING, NICHOLAS A.	50.00
141830	INTEGRITY BUSINESS SOLUTIONS	73.18
141831	KIRTLAND COMMUNITY COLLEGE	8,772.00
141832	KLOOSTER, ALIDA K.	50.00
141833	KNORR, KENT J.	50.00
141834	LASER PRINTER TECHNOLOGIES	290.00
141835	LIVINGSTON, BRIAN D.	50.00
141836	MCDERMOTT, DENNIS J.	50.00
141837	MCDONNELL, JILL L	50.00
141838	McGINN, KELLY A.	50.00
141839	MICHIGAN CAT	19.20
141840	MURRAY'S CREATIONS CUSTOM CAN	420.00
141841	NORTH COAST FASTENERS LLC	285.85
141842	NORTHERN SAFETY CO INC	528.30
141843	NORTHWEST FIRE	543.00
141844	OHM ADVISORS	3,633.00
141845	O'REILLY AUTOMOTIVE INC	14.98
141846	PERFORMANCE ENGINEERS INC	2,270.00

Check Number	Payee	Amount
141847	POWER LINE SUPPLY	28,020.94
141848	PREIN & NEWHOF	5,280.29
141849	PROPERTY MANAGEMENT ELITE LLC	1,665.00
141850	SCHEEL, JONATHAN D	50.00
141851	SCHOLEY, ROBERT W.	50.00
141852	SPARTAN DISTRIBUTORS INC	29.49
141853	STANDARD ELECTRIC COMPANY INC	156.88
141854	TRI-COUNTY EXCAVATING GROUP	79,434.92
141855	UNCLE ROD'S INC	704.34
141856	UNIFIRST CORPORATION	262.36
141857	UNIVERSAL CREDIT SERVICES INC	11.92
141858	UP NORTH ASSESSING INC	5,500.00
141859	UPPER CASE PRINTING INK.	1,573.00
141860	VILLAGE GRAPHICS INC	235.00
141861	WURST, RANDALL W.	50.00
141862	YOUNG, KRISTEN L.	50.00
141863	ZIXCORP	66.00
Total 03/05/2024:		171,394.27
Grand Totals:		171,394.27

Check Number	Payee	Amount
02/20/2024		
22024001	ENTERPRISE FM TRUST	4,351.52
22024002	MICHIGAN PUBLIC POWER AGENCY	19,836.77
Total 02/20/2024:		24,188.29
Grand Totals:		24,188.29

Check Number	Payee	Amount
02/26/2024		
22624001	MICHIGAN PUBLIC POWER AGENCY	226,560.11
22624002	MICHIGAN PUBLIC POWER AGENCY	28,662.76
22624003	NEOFUNDS BY NEOPOST	1,999.40
Total 02/26/2024:		257,222.27
Grand Totals:		257,222.27

Check Issue Date	Check Number	Payee	Amount
30124001			
03/01/2024	30124001	**EFTPS* Payroll Taxes	10,631.22
03/01/2024	30124001	**EFTPS* Payroll Taxes	10,631.22
03/01/2024	30124001	**EFTPS* Payroll Taxes	2,486.30
03/01/2024	30124001	**EFTPS* Payroll Taxes	2,486.30
03/01/2024	30124001	**EFTPS* Payroll Taxes	14,646.73
Total 30124001:			
	5		40,881.77
30124002			
03/01/2024	30124002	Alerus Financial	558.00
Total 30124002:			
	1		558.00
30124003			
03/01/2024	30124003	MissionSquare - 401 Plan 109153	1,094.68
Total 30124003:			
	1		1,094.68
30124004			
03/01/2024	30124004	MissionSquare - 457 Plan 300959	4,602.00
03/01/2024	30124004	MissionSquare - 457 Plan 300959	2,595.53
03/01/2024	30124004	MissionSquare - 457 Plan 300959	4,635.14
03/01/2024	30124004	MissionSquare - 457 Plan 300959	8,903.80
Total 30124004:			
	4		20,736.47
30124005			
03/01/2024	30124005	MissionSquare - Roth IRA 706117	1,140.00
Total 30124005:			
	1		1,140.00
30124006			
03/01/2024	30124006	STATE OF MICHIGAN	5,945.24
Total 30124006:			
	1		5,945.24
Grand Totals:			
	13		70,356.16



Charlevoix City Council

Consent Agenda

Title: Use of Bridge Park for Charlevoix Marathon

Date: March 4, 2024

Presented By:

Background:

Good Boy Events/Charlevoix Marathon is requesting the use of Bridge Park for the 2024 Charlevoix Marathon. The race is scheduled for Saturday, June 15. Set up in Bridge Park will begin on Wednesday, June 12, with tear down taking place on Monday, June 17. They are requesting the use of 6 parking spots in front of Bridge Park (leaving 2 available for businesses) and 3 on Bridge Park Drive.

Recommendation:

Motion to approve the use of Bridge Park for the 2024 Charlevoix Marathon.

Attachments:

1. Bridge Park use

February 14, 2014

Greetings.

Good Boy Events and the Charlevoix Marathon are requesting exclusive use of Bridge Park June 12, 13, 14 and race day June 15, 2024. Our Bridge Park itinerary is as follows:

- June 12 Charlevoix Tent erects two tents secured by 50 gallon Charlevoix City drums
- June 13 Good Boy begins marathon setup at 9am
- June 14 Race registration and packet pickup 11am – 6:30pm
- June 15 Registration at 5:00am. Cleanup begins at 2pm
- June 17 Charlevoix Tents removes tents and dumpster is removed

Good Boy Events request Street parking on Bridge Street and parking on street leading to Beaver Island Office. (Parking and spot for one 6 yd dumpster).

Thank you,

Ron Suffolk

248.921.1032

Charlevoix City Council

Consent Agenda

Title: Decertification of 326' of East Dixon Ave

Date: March 4, 2024

Presented By:

Background:

MDOT is requiring the City of Charlevoix decertify 326' of East Dixon that was eliminated during the 2008 infrastructure project. This section has been classified as a Major Street. The Mercer/East Dixon intersection was reconfigured to its current layout (see attachment). Once the 326' has been officially de-certified, MDOT will automatically re-certify the end of East Dixon and Mercer from Dixon to Chicago Ave to a Major Street classification. All in all this will result in a net zero change in funding from MDOT.

Recommendation:

Motion to approve Resolution 2024-03-01 as presented.

Attachments:

1. Map of East Dixon
2. Resolution 2024.03.01 Decertify East Dixon Avenue



CITY OF CHARLEVOIX
RESOLUTION NO. 2024-03-01
DECERTIFICATION OF PORTION OF EAST DIXON AVENUE

WHEREAS, the Michigan Department of Transportation (MDOT) has requested that the City of Charlevoix decertify a portion of East Dixon Avenue.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix wishes to decertify a portion of East Dixon Avenue. This decertification/vacation of East Dixon is located between East Dixon Avenue and Chicago Avenue for a total decertification/vacation length of 326 feet.

RESOLVED, this 4th day of March, A.D. 2024.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Absent:

Charlevoix City Council

Consent Agenda

Title: 2024 Pavement Marking Contract for \$24,635.67

Date: March 4, 2024

Presented By:

Background:

In the approved 2024/25 budget, we have allocated money for the yearly service of pavement marking throughout the City. This work generally consists of marking all the crosswalks, parking spots, stop bars etc.

In late January, we advertised this work and on February 20, 2024, we opened one sealed bid from Advanced Pavement Marking (see bid tab). We have contracted with this company for many years now, and they have always provided a good product. They are also familiar with all the areas that need to be marked.

These costs are budgeted from the Major Street fund and the proposal submitted is within our budgeted amount.

Recommendation:

Motion to approve the pavement marking bid for \$24,635.67, and authorize the City Manager to sign any required documents.

Attachments:

1. 2024 Pavement Marking Bid Tab



Pavement Marking Services
Bid Opening at City Hall
February 20, 2024
11 am

Bidder Name	Comments
Advanced Pavement Marking	24,635.67

I will meet all of the requirements and provide all of the services for the amounts listed on the attached bid sheet for the items listed in this document.

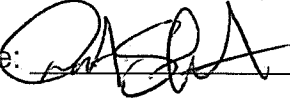
The undersigned, by execution of this contract, certifies that he/she is the owner of the firm named as Advanced Pavement Marking, LLC that he/she signs the bid on behalf of the firm and that he/she is authorized to execute the same on behalf of said firm

Company: Advanced Pavement Marking, LLC

Address: 9365 160th Ave., West Olive, MI 49460

Phone: 616-502-5311

Authorized Agent: Don A. Sakolow

Signature: 

Title: owner

Date: 2-13-2024

Pavement Marking Cost

Item	Cost
4" Parking Line-white	\$ 2001.36
4" Yellow Line Painting	\$ 2,235.30
4" White Line Painting	\$ 183.30
6" Cross Walk	\$ 2,005.70
24" Stop Bar	\$ 840.00
Stop Symbol	\$ 60.00
Left Turn Arrow	\$ 320.00
Right Turn Arrow	\$ 160.00
Combination Arrow	\$ 500.00
"Only"	\$ 200.00
Parking T's and L's	\$ 490.00
Re-stripe Stalls	\$ 2,432.10
24 x 6 Crosswalk Bars	\$ 4,058.34
12 x 7 Crosswalk Bars	\$ 774.40
12 x 8 Crosswalk Bars	\$ 544.64
12 x 9 Crosswalk Bars	\$ 2,533.68
12 x 13 Cross Walk	\$ 215.28
4" Cross Hatching	\$ 112.80
Curb Painting	\$ 3,048.95
12" Yellow Line	\$ 63.60
Handi-cap Symbol-Blue	\$ 420.00
4 " Blue Parking Line	\$ 77.50
4" White Parking Line	\$ 102.92
Municipality Inv. List Service	\$ 1,200.00
TOTAL	\$ 24,579.87

★ Note Quantity and missing item
From page (5) document

12" x 4' Pad 11-EA
Add \$ 55.80

Advanced Pavement Marking, LLC

9365 160th Ave.

West Olive, MI 49460

Local: 616-377-7052

National: 1-877-489-0530

City of Charlevoix

2024 Pavement Marking Services

II-7 Proposal Format Request

1: Understanding – All City of Charlevoix Advertisement For Bid “Pavement Marking Services” documents have been: reviewed, understood and bid documents submitted accordingly.

2: Approach – Advanced Pavement Marking, LLC will dispatch crews which possess first-hand experience and knowledge on what is required to professionally service; The City of Charlevoix pavement markings. Our staff and crews will do their best in maintaining smooth traffic flow, and minimal business disruption/impact, during road painting operations.

Similar to past work we have performed for City of Charlevoix, painting operations will take place during “off hours”, low traffic volume times, and night time shifts weather permitting. APM crews will keep City Superintendent informed on work zones and estimated work timeframes prior to any work performed. Daily reports will be performed and communicated with Superintendent.

3: Scope of Services – APM crews will perform road painting, and parking lot striping services, meeting MDOT and industry standards. Various types of paint/retroreflective applying trucks and equipment will be used. Traffic control devices will aid in visual awareness and safety in work zone areas. APM staff adheres to maintaining safe practices and professionalism.

4: Assumptions - Proposed price is based on our 14+ years of road painting services throughout Michigan. Our professional: staff, materials, and equipment are well known for producing high quality results without compromise. Advanced Pavement Marking’s price structure is established to ensure a quality project can be achieved, without the pressures to cut corners, or produce substandard work.

5: Qualifications –

City of Traverse City: Road Painting, Symbol Painting, Parking Lot Painting (City wide)

Mark Jones: streets supervisor (231-590-1979)

City of Holland: Road Painting, Symbol Painting, Parking Lot Painting (City wide)

Scott Boeve: streets supervisor (616-928-2437)

Village of Mackinaw City: Road Painting, Symbol Painting, Parking Lot Painting (City wide)

Brian Boesel DPW Superintendent (231-436-5537)

Ottawa County Road Commission: Road Painting, Symbol Painting, Thermoplastic's (County wide)

Fred Keena Traffic Engineer (616-842-5400)

6: Communication: APM will utilize: Cell phone, email, text, and have physical meetings with City of Charlevoix representatives whom are responsible for the pavement marking services project.

7: Fee: \$ 24,579.87 PER Bid sheet Quantity
page(5) missing item Add \$ 55.80

8: Schedule: Due to the nature of pavement marking and how: weather, materials, labor, shipping, etc. comes into play, a scheduled outline cannot be established. APM will do its best in meeting completion timeframes, due to outlined items above which we have no control over, it is possible for delays or disruption to the project completion deadline. Our team will keep City representatives well informed on issues, weather, etc. along with an estimation on work schedules.

9: Insurance requirements: Related documents and COI proof will be promptly provided and meet all City requirements once bid is approved.

Charlevoix City Council

Consent Agenda

Title: 2024/25 Restroom Cleaning Contract with Conway Professional Services

Date: March 4, 2024

Presented By:

Background:

In the approved 2024/25 budget, we allocated money to pay for the restroom cleaning services for all the City-owned bathrooms and common areas. In late January, we advertised sealed bids for this service. On February 20, 2024 we opened one sealed bid (see attachment).

Conway Professional Services was the sole bidder. We have worked with this company for a number of years now and have had great results. They are also very familiar with all of our special events and what staffing levels are needed to keep our bathrooms clean and stocked.

Recommendation:

Motion to approve the bid, as submitted, by Conway Professional services and authorize the City Manager to sign any required documents.

Attachments:

1. 2024 Restroom Cleaning Bid Tab



**CITY OF
CHARLEVOIX**

Restroom Cleaning
Bid Opening at City Hall
February 20, 2024
11 am

Bidder Name	Comments
Conway Professional Inc	See Attached



Pricing is on a per location Hr. basis – Year 2024
Miscellaneous Cleanings will be - \$50.00 Per location

Location:		Women	Men	Urinals
1. \$38 per location	Boat Launch	2	1	1
2. \$38 per location	Depot Beach	2	1	1
3. \$62 per location	Harbormaster	7	2	3
4. \$50 per location	Pavilion	4	1	2
5. \$44 per location	Bridge Park	Open Space		
6. \$40 per location	Ferry Beach	2	1	1
7. \$40 per location	Michigan Beach	2	1	1
8. \$60 per location	Beaver Island Boat Co.			
9. \$50 per location	Electric Plant			

**** Attention: There will be a 5% increase in Year Two (2) (2025) if bid is extended.

Signature

Date:

2-5-24

Approximate Schedule - All Location - Time of Day of Cleans to be City Approved

May 1 (1) cleaning daily at Locations 2, 3, 4, 5, 6, 7

June 1 add (1) cleaning daily at Location 1

June 15 add (1) cleaning daily at Locations 1, 2, 3, 4, 5, 7
(2) cleanings per day

September 15 reduce to (1) cleaning daily at Locations 1, 2, 3, 4, 5, 6, 7

October 15 thru May 1 - (1) cleaning daily at Locations 5

COST PER CLEANING PER LOCATION

BREAKDOWN PRICING
SEE FRONT PAGE

PER HOUR COST FOR MISC. CLEANING

50⁰⁰

COMPANY SUBMITTING BID

CONWAY PROFESSIONAL SERVICES

CONTACT PERSON AND TELEPHONE #

BRAD BEHRENDT
231-487-9300

Charlevoix City Council

Consent Agenda

Title: Emergency Repair of Fire Truck: \$20,135.57

Date: March 4, 2024

Presented By:

Background:

During initial inspections, CSI Emergency Apparatus found four major deficiencies:

1. Retraction/Extension cylinders are leaking. These cylinders are at the base of the boom, the ladder shall not be used.
2. The power steering box leaks significant oil.
3. Pump Gear Box oil seals are leaking
4. The brake pedal is leaking significant air. The brake leak makes the truck unsafe to drive.

These issues have now been resolved and the truck is back in service.

Recommendation:

Motion to approve the emergency repair of the fire truck vehicle in the amount of \$20,135.57.

Attachments:

1. Invoice and Proposal for Emergency Repair from CSI Emergency Apparatus, LLC

2/23 J, 11

**COPY**

CSI Emergency Apparatus, LLC
 2332 DUPONT ST.
 GRAYLING, MI 49738
 Phone: 989-348-2877
 Fax: 989-348-8233

Invoice

DATE	INVOICE #
2/20/2024	70309

BILL TO:

CITY OF CHARLEVOIX FIRE DEPT.
 210 STATE ST.
 CHARLEVOIX, MI 49720

SHIP TO:

CITY OF CHARLEVOIX FIRE DEPT.
 210 STATE ST
 CHARLEVOIX, MI 49720
 USA

Truck #	TERMS
T - 5616	N30

QUANTITY	DESCRIPTION	U/M	RATE	AMOUNT
	UNIT: 5616 YEAR: 07/94 VIN: 1S9A3KLE8R1003058 Make / Model: Sutphen / Aerial MILEAGE: 19974 ENGINE HOURS: 1950 DATE OF SERVICE: 11/10/23 Work Request: Brought the truck down to our facility, during initial aerial inspections we found few major deficiencies: 1. Retraction / Extension cylinders are leaking, these are the cylinder at the base of the boom. Class 3 Leak, ladder shall not be used. 2. Power Steering box leaking significant oil Class 3 Leak. 3. Pump Gear Box oil seals are leaking Class 3 Leak. 4. Brake pedal is leaking significant air from it, other air leaks that make the truck unsafe to drive. BY: _____ 101-336-933.000			

State of Michigan Repair Facility License # F155529

Total



CSI Emergency Apparatus, LLC
2332 DUPONT ST.
GRAYLING, MI 49738
Phone: 989-348-2877
Fax: 989-348-8233

Invoice

DATE	INVOICE #
2/20/2024	70309

BILL TO:
CITY OF CHARLEVOIX FIRE DEPT. 210 STATE ST. CHARLEVOIX, MI 49720

SHIP TO:
CITY OF CHARLEVOIX FIRE DEPT. 210 STATE ST CHARLEVOIX, MI 49720 USA

Truck #	TERMS
T - 5616	N30

QUANTITY	DESCRIPTION	U/M	RATE	AMOUNT
55.5	Labor Charge: Technicians removed the cylinders from the truck with our overhead crane then shipped them to Valley Truck Grand Rapids via freight. The cylinders were rebuilt them since they have the certification for aerial devices. Once the cylinders were received back from the repair facility, technicians re-installed the cylinders back in the truck. Power steering is leaking significant oil from the seals, this unit was removed and sent out to Valley Truck to be rebuilt. This is going to be challenging to remove because of how is attached to the truck and being a cab over. Furthermore the bolts that this unit is attached with are full of rust and corrosion. Pump gear box oil seals are leaking, technicians had to remove the drive shafts from the truck to gain access to the gearbox input and output yokes. Once the shafts are removed, technician removed each one from the gear box and disassemble the gear and bearings to gain access to the oil seal. Technician replaced the oil seals with the new updated version double wiper seals and re-install all the components back into the truck. When we picked up the truck our driver noticed that the brake pedal was leaking air, the leak got progressively louder as he got closer to our facility. We removed the unit from the truck to fully inspect the problem and our technician found that the unit is bad. Contacted Scientific and they advised that the unit is no longer available therefore a new remanufactured will have to be installed. We found other air leaks around the aerial PTO and Pump Gear Box that they will have to be addressed as well. A lot of the oil seals are caused by the age of this unit and the fact that it does not get used a lot, there is concern that there will be more leaks that will show up soon due to the age of the truck and condition of aging seals, the truck is 30 Years old, this is the time that the major issues are going to surface, and will continue to have other issues down the road.		135.00	7,492.50
2	Cylinders will be removed and shipped to Grand Rapids by freight to be rebuilt by a 3rd party		2,944.21	5,888.42

State of Michigan Repair Facility License # F155529

Total



CSI Emergency Apparatus, LLC
2332 DUPONT ST.
GRAYLING, MI 49738
Phone: 989-348-2877
Fax: 989-348-8233

Invoice

DATE	INVOICE #
2/20/2024	70309

BILL TO:
CITY OF CHARLEVOIX FIRE DEPT. 210 STATE ST. CHARLEVOIX, MI 49720

SHIP TO:
CITY OF CHARLEVOIX FIRE DEPT. 210 STATE ST CHARLEVOIX, MI 49720 USA

Truck #	TERMS
T - 5616	N30

QUANTITY	DESCRIPTION	U/M	RATE	AMOUNT
1	UNT TAS85037 Remanufactured TRW Power Steering Gear Box		1,450.00	1,450.00
2	Gear Box oil Seals		46.88	93.76
1	Brake foot pedal replacement re manufactured		301.48	301.48
1	ANNUAL VEHICLE INSPECTION – AERIAL, NFPA 1911 –		150.00	150.00
	Additional work performed:			
10	Labor Charge:		135.00	1,350.00
	1. Hydraulic PTO Valve bank to the outriggers and the ladder device leaking, removed from the truck and sent out to be rebuild. this was discovered after the original work was performed. We could not see it initially because there was so much oil leaking from the cylinders. Once all the oil was cleaned we noticed the valve bank leaking.			
	2. PTO engage electric over air solenoid leaking air. Part was purchased and installed.			
16	AERIAL SERVICE: CLEAN ALL MOVING PARTS OF THE AERIAL TO INCLUDE THE LADDER, CABLES, GEARING. LUBRICATE ALL PARTS AS REQUIRED (LABOR) AERIAL HYDRAULIC SYSTEM SERVICE CHANGE FLUID AND FILTERS (LABOR)	ea	135.00	2,160.00
1	PTO / Assembly Electric over Air solenoid (Parts)		371.15	371.15
1	Hydraulic valve bank for the outriggers and aerial device (rebuilding the entire valve bank)		748.30	748.30
4	Amsoil Synthetic Polymeric NLGI #2 High Pressure Grease, Tube		13.74	54.96
1	Miscellaneous supplies including cleaners, solvents, fasteners, wire connectors, waste disposal, etc.		75.00	75.00

State of Michigan Repair Facility License # F155529	Total	\$20,135.57
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CSI Emergency Apparatus, LLC
Grayling, MI 49738



Estimate

Date	Estimate #
11/10/2023	925

Name / Address
CITY OF CHARLEVOIX FIRE DEPT. 210 STATE ST. CHARLEVOIX, MI 49720

Ship To
CITY OF CHARLEVOIX FIRE DEPT. 210 STATE ST CHARLEVOIX, MI 49720 USA

Terms	Due Date	Project
N30	12/10/2023	

Item	Item Description	Qty	Unit Price	Total Price
Labor C...	DATE OF SERVICE: 11/10/23 UNIT: 5616 YEAR: 07/94 VIN#: 1S9A3KLE8R1003058 Make / Model: Sutphen / Aerial MILEAGE: 19974 ENGINE HOURS: 1950 Labor Charge: Brought the truck down to our facility, during initial aerial inspections we found few major deficiencies: 1. Retraction / Extension cylinders are leaking, these are the cylinder at the base of the boom. Class 3 Leak, ladder shall not be used. 2. Power Steering box leaking significant oil Class 3 Leak. 3. Pump Gear Box oil seals are leaking Class 3 Leak. 4. Brake pedal is leaking significant air from it, other air leaks that make the truck unsafe to drive. We will have to remove the cylinders from the truck with our overhead crane than ship them to Valley Truck Grand Rapids via freight. They will have to rebuild them since they have the certification for aerial devices. Once we will receive them back we will re install the cylinders back in the truck. Power steering is leaking significant oil from the seals, this unit will be removed and sent out to Valley Truck to be rebuilt. This is going to be challenging to remove because of how is attached to the truck and being a cab over. Furthermore the bolts that this unit is attached with are full of rust and corrosion. Pump gear box oil seals are leaking, we would have to remove the drive shafts from the truck to gain access to the gearbox input and output yokes. Once the shafts are removed we will remove	70	125.00	8,750.00
State of Michigan Repair Facility License # F155529		Subtotal		
		Sales Tax (0.0%)		
		Total		

CSI Emergency Apparatus, LLC
Grayling, MI 49738



Estimate

Date	Estimate #
11/10/2023	925

Name / Address
CITY OF CHARLEVOIX FIRE DEPT. 210 STATE ST. CHARLEVOIX, MI 49720

Ship To
CITY OF CHARLEVOIX FIRE DEPT. 210 STATE ST CHARLEVOIX, MI 49720 USA

Terms	Due Date	Project
N30	12/10/2023	

Item	Item Description	Qty	Unit Price	Total Price
	each one from the gear box and disassemble the gear and bearings to gain access to the oil seal. We will replace the oil seals with the new updated version double whipper seals and re-install all the components back into the truck.			
	When we picked up the truck our driver noticed that the brake pedal was leaking air, the leak got progressively louder as he got closer to our facility. We remove the unit from the truck to fully inspect the problem and our technician found that the unit is bad. Contacted Scientific and they advised that the unit is no longer available therefore a new remanufactured will have to be installed. We found other air leaks around the aerial PTO and Pump Gear Box that they will have to be addressed as well.			
	A lot of the oil seals are caused by the age of this unit and the fact that it does not get used a lot, i am concern that there will be more leaks that will show up soon. Truck is 30 Years old, this is the time that the major issues are going to surface, and will continue to have other issues down the road. These current issues need to be addressed to keep the truck in service Per NFPA 1911 with the current leaks, we recommend to the AHJ that the truck shall be placed out of service until the repairs will be completed.			
	This is just and estimate, with the amount of work we will have to perform at this point it is just a rough estimate.			
SUB-C...	Cylinders will be removed and shipped to Grand Rapids by freight to be rebuilt by a 3rd party	2	3,000.00	6,000.00
SUB-C...	UNT TAS85037 Remanufactured TRW Power Steering Gear Box	1	1,450.00	1,450.00
DIRECT	Gear Box oil Seals	2	46.88	93.76
DIRECT	Brake foot pedal replacement re manufactured	1	300.00	300.00
INSPEC...	ANNUAL VEHICLE INSPECTION - AERIAL, NFPA 1911 -		150.00	150.00
State of Michigan Repair Facility License # F155529		Subtotal		\$16,743.76
		Sales Tax (0.0%)		\$0.00
		Total		\$16,743.76

Fire truck maintenance

Charlevoix City Council

Consent Agenda

Title: Bridge Street Streetlights: \$263,341

Date: March 4, 2024

Presented By:

Background:

The streetlights along Bridge Street between Hurlbut Street and Dixon Avenue were installed in 1994. Since their installation a couple structural issues have developed. First, the crooks and fixtures are mounted by set screws on a short extension at the top of the pole. In multiple locations, the crook has been removed, drilled, and tapped to maintain the stability of the crook and fixture. The poles between Hurlbut Street and Antrim Street are severely corroded. In some locations, the corrosion has perforated the fluted section of the pole. When discussing pole replacement, it was noted that the design details for the concrete foundations are not available. Because of these issues, the Electric Department capital plan for fiscal years 2024 through 2027 included an annual expenditure of \$350,000 to replace the streetlights and foundations.

GRP Engineering, Petoskey, Michigan, issued bidding documents the first phase that included the replacement of 32 streetlights from Hurlbut Street to Clinton Street. Bids were due on November 9, 2023. The only installation bid received was from J Ranck, Mount Pleasant in the amount of \$375,669 (\$11,739.66 per streetlight location). The Electric Department issued the same streetlight specifications from the Mason reconstruction project for the Bridge Street project. One bid was received from Power Line Supply, Reed City, Michigan, in the amount of \$174,688. The total cost for Phase I as bid was \$550,357. This was considerably more than the budgeted amount.

To keep the project moving forward and stay under budget, J Ranck was asked if they would entertain a reduced scope of work and replace the 14 streetlights between Hurlbut and Antrim. They are interested and the cost to install 14 lights instead of 32 is \$186,915 (\$13,351.07 per location). J Ranck can start construction after Labor Day and estimate a four-week completion time frame.

Power Line Supply was also asked if they would be interested in a reduced scope of work. They are and will honor their original Phase I quote of \$5,459 per streetlight (pole, crook, fixture, and banner arms). The total project cost for the coming fiscal year to replace 14 streetlights is \$263,341, or \$86,659 under budget.

The remaining 50 streetlights along Bridge Street will be replaced over the next three years. The current capital plan will be reviewed and modified with assistance from GRP Engineering. This will include updated quantities, budgets, and estimated construction schedules.

Recommendation:

Motion to approve the purchase of 14 Holophane decorative streetlights through Power Line Supply, Reed City, Michigan, in the amount of \$76,426 as presented.

Motion to approve the installation of 14 decorative streetlights by J Ranck, Mount Pleasant, Michigan, in the amount of \$186,915 as presented.

Attachments:

1. Power Line Supply Quotation
2. GRP Modified Schedule of Values
3. GRP Schedule of Values
4. GRP Email Dated 01.06.2024



HOLOPHANE®

An **Acuity** Brands Company

Quoted To: HoloPhane Authorized Distributor

Job Name: Charlevoix Bridge Street 2023
Quote #: 2006-21-12875-24
Job Location: Charlevoix, Michigan
Issue Date: 11/6/2023
Good Through: 12/23/2023
Bid Date: 2/16/2021

Quoted By: Dave Smith
 616-662-0354
 DSmith@holophane.com

Quoted For: Charlevoix

MI

Type	Qty	Catalog #	Unit \$	Ext \$
MPL3 HAS REPLACED MPL2 FIXTURE DUE TO LED CHIP UPGRADE				
	32	MPL3 P30S 30K MVOLT BG3 QSM GN DS	\$1,262.00	\$40,384.00
		Memphis Large Teardrop LED, P30 performance package, 3000K, 120-277V, Type 3 asymmetric bowl glass and door, Quick stem mount, Green, Deep skirt, 30" diameter		
	32	MPL3 P30S 30K MVOLT BG3 QSM GN		
		Memphis Large Teardrop LED, P30 performance package, 3000K, 120-277V, Type 3 asymmetric bowl glass and door, Quick stem mount, Green		
	32	MPL3 BG3 GN DS		
		Memphis Large Teardrop LED, Type 3 asymmetric bowl glass and door, Green, Deep skirt, 30" diameter		
POLE	32	NYA 20 SLS 17S C12 GN RP222A, CVC 27IN 1A TN QSM GN, CVC 27IN 1A BO SLS NPT GN EB, (2)BA 30IN 1A BO SLS BL 125P GN, FGUS GN RFD339758	\$4,120.00	\$131,840.00
*** NOTES:				
- FIXTURE HAS BEEN REMOVED. PLEASE RECONFIGURE.				
NORTH YORKSHIRE ALUMINUM POLE, 20' TALL, "SLS" SITELINK SHAFT WITH A 3"x12" TENON, RECEPTACLE PROVISION, 17" BASE. HOLOPHANE GREEN				
"CVC" SERIES ROADWAY ARM, TENON MOUNT, 27" LONG FOR MOUNTING A SINGLE PENDANT STYLE FIXTURE, QUICK-STEM HUB. HOLOPHANE GREEN				
SITELINK "CVC" STYLE BOLT-ON ARM, 27" LONG, ARM MODIFIED WITH AN EYEBOLT IN LIEU OF A FIXTURE MOUNT FOR A CUSTOMER SUPPLIED PLANTER, TRACNUTS INCLUDED. HOLOPHANE GREEN				
SITELINK BANNER ARM, 30" LONG, 1.25" DIAMETER PIPE WITH BALL FINIAL, TRACNUTS INCLUDED. HOLOPHANE GREEN				
GFI RECEPTACLE WITH SMALL IN-USE WEATHERPROOF COVER. HOLOPHANE GREEN				
	32	LESS 3/4" ANCHOR BOLTS		
	32	NYA 20 SLS 17S C12 GN RP222A		
		North Yorkshire aluminum pole, 20FT, Shaft, SiteLink 5.25IN fluted, .25 wall (L5J), 17IN Base, Square Pattern Bolt Circle, 3 x 12 tenon, Green		
	32	CVC 27IN 1A TN QSM GN		
		CVC roadway crossarm, 27IN, Single arm, Tenon mount, Quick stem mount, Green		
	32	CVC 27IN 1A BO SLS NPT GN EB RFD339758		
		CVC roadway crossarm, 27IN, Single arm, 1-1/2IN NPT, Green		



HOLOPHANE

An Acuity Brands Company

Job Name: Charlevoix Bridge Street 2023
Quote #: 2006-21-12875-24
Job Location: Charlevoix, Michigan
Issue Date: 11/6/2023
Good Through: 12/23/2023
Bid Date: 2/16/2021

Quoted By: Dave Smith
 616-662-0354
 DSmith@holophane.com

Type	Qty	Catalog #	Unit \$	Ext \$
54	BA 30IN 1A BO SLS BL 12SP GN			
	Banner arm, 30IN, Single arm, Bolt-on, Shaft, SiteLink 5.25IN fluted, .25 wall (L51), Ball, 1.25 SCH pipe (1.66" actual), Green			
32	F31US GN			
	Receptacle with small, in-use wet location cover, Green			
32	TNP-146			
	146			
32	AB SET STRAIGHT 29" X .75 WELD RFD339475		\$77.00	\$2,464.00
	2'-5" long, 3/4" diameter, F1554 full galvanizing, grade 55			
	Two - galvanized top nuts and two galvanized flat washers			
	One - galvanized bottom nut and one galvanized flat washer			
	(29" straight galvanized, .75" diameter with a washer and nut at the end tack welded)			
	FGIUS ON THIS POLE AT 222" AND A ORIENTATION.			
	QUOTE VALID UNTIL 12-23-2023			
	TEN WEEK LEAD TIME			
	LIGHTING CONTROLLER BY OTHERS			

Estimated Lead Time: Ten week lead time

Grand Total: \$174,688.00

Notes

- * Quote is based on quantities and types indicated by customer. Changes in counts or types may affect prices.
- * Quote valid for 60 days.
- * Lead time begins the day the order is released and is based on working days. Five working days per week.
- * Quote Number MUST Be Written On Purchase Order

\$5,459/EA.

Terms

Please reference the Acuity Brands Terms & Conditions at: <https://www.acuitybrands.com/support/warranty/terms-and-conditions>. Shipment lead times begin the day after the order is released and are based on working days only. Shipments are FOB Shipping Point on all orders. Holophane shall pay freight on orders of \$3,000 or more (\$750 for replacement ballast kits) to all points in the continental United States and Canada. Upon release of your order, poles and non-standard material cannot be canceled or returned. Terms are subject to revision.

CITY OF CHARLEVOIX
BRIDGE STREET LIGHTING REPLACEMENT PHASE 1
SCHEDULE OF VALUES

Bid Item	Construction Unit Description	Unit Quantity	Labor	Material	Labor and Material	Extended Total
1	Street Lighting Controller	1				
2	Street Lighting Controller Foundation	1				
3	Street Light Pole, Fixture & Appurtenances	14	\$1,364.00	\$175.00	\$1,539.00	\$21,546.00
4	Street Light Foundations	14	\$1,861.00	\$1,064.00	\$2,925.00	\$40,950.00
5	Handholes	3	\$703.00	\$181.00	\$884.00	\$2,652.00
6	Conduit Installation	LS	\$12,821.00	\$4,334.00	\$17,155.00	\$17,155.00
7	Conductor & Connections	LS	\$16,909.00	\$9,819.00	\$26,728.00	\$26,728.00
8	WiFi Antenna, Cabling & AC Feed	1				
9	Street Light Removals	14	\$528.00	-----	\$528.00	\$7,392.00
10	Street Lighting Controller & Conductor Removals	LS	\$6,136.00	-----	\$6,136.00	\$6,136.00
11	Foundation Removals	LS	\$5,592.00	-----	\$5,592.00	\$5,592.00
12	Site Removals	LS	\$7,078.00	-----	\$7,078.00	\$7,078.00
13	Site Restoration	LS	\$23,978.00	-----	\$23,978.00	\$23,978.00
14	Traffic Control & Signage	LS	\$9,947.00	-----	\$9,947.00	\$9,947.00
15	Contingency Allowance	LS	\$10,000.00	-----	\$10,000.00	\$10,000.00
16	Mobilization	LS	\$6,040.00	-----	\$6,040.00	\$6,040.00
17	Insurance and Bonding	LS	\$1,721.00	-----	\$1,721.00	\$1,721.00

CONTRACTOR BASE-BID TOTAL PRICE: \$186,915.00
 OWNER-FURNISHED MATERIAL: \$78,055.00
 TOTAL PROJECT COST: \$264,970.00

Cost per light (14 lights) \$18,926.43
 Cost per light (32 lights) \$17,269.50

AS MODIFIED 01/06/2024

CITY OF CHARLEVOIX
BRIDGE STREET LIGHTING REPLACEMENT PHASE 1
SCHEDULE OF VALUES

Bid Item	Construction Unit Description	Unit Quantity	Labor	Material	Labor and Material	Extended Total
1	Street Lighting Controller	1	\$4,333.00	\$13,290.00	\$17,623.00	\$17,623.00
2	Street Lighting Controller Foundation	1	\$6,688.00	\$2,597.00	\$9,285.00	\$9,285.00
3	Street Light Pole, Fixture & Appurtenances	32	\$1,186.00	\$172.00	\$1,358.00	\$43,456.00
4	Street Light Foundations	32	\$1,618.00	\$1,046.00	\$2,664.00	\$85,248.00
5	Handholes	8	\$611.00	\$178.00	\$789.00	\$6,312.00
6	Conduit Installation	LS	\$6,198.00	\$2,645.00	\$8,843.00	\$8,843.00
7	Conductor & Connections	LS	\$34,400.00	\$22,195.00	\$56,595.00	\$56,595.00
8	WiFi Antenna, Cabling & AC Feed	1	\$1,035.00	\$392.00	\$1,427.00	\$1,427.00
9	Street Light Removals	32	\$462.00	-----	\$462.00	\$14,784.00
10	Street Lighting Controller & Conductor Removals	LS	\$23,971.00	-----	\$23,971.00	\$23,971.00
11	Foundation Removals	LS	\$10,842.00	-----	\$10,842.00	\$10,842.00
12	Site Removals	LS	\$13,777.00	-----	\$13,777.00	\$13,777.00
13	Site Restoration	LS	\$51,030.00	-----	\$51,030.00	\$51,030.00
14	Traffic Control & Signage	LS	\$13,522.00	-----	\$13,522.00	\$13,522.00
15	Contingency Allowance	LS	\$10,000.00	-----	\$10,000.00	\$10,000.00
16	Mobilization	LS	\$5,334.00	-----	\$5,334.00	\$5,334.00
17	Insurance and Bonding	LS	\$3,620.00	-----	\$3,620.00	\$3,620.00

CONTRACTOR BASE-BID TOTAL PRICE: \$375,669.00
 OWNER-FURNISHED MATERIAL: \$176,955.00
 TOTAL PROJECT COST: \$552,624.00

AS BID 11/09/2023

John Griffith

From: Michael McGeehan <MMcGeehan@grp-engineering.com>
Sent: Saturday, January 6, 2024 3:15 PM
To: John Griffith
Subject: FW: Charlevoix Bridge Street Lighting Reduced Scope of Work
Attachments: REVISED - Schedule of Values.pdf; Bridge Street Lighting Replacement Phase 1 Schedule of Values - J Ranck Revised 1-6-24.pdf; J Ranck Electric Original Bid Schedule of Values.pdf

John –

J. Ranck has provided revised pricing based on replacing 14 lights rather than the 32 included in the original bid. The 14 lights include 2 on Hurlbut plus 12 on Bridge Street south to Antrim St.

Attached please find Schedule of Values from the their original bid and revised to the smaller scope of work.

I calculated cost per light and provided that at the bottom of the revised schedule of values. Cost is approximately \$1,700 more per light at the smaller scope AND the controller would not be replaced.

Please review and contact me with any questions.

Michael P. McGeehan
GRP Engineering
459 Bay Street
Petoskey, MI 49770
231.881.9724 Office
231.330.2900 Cell

From: Batterbee, Nick <nbatterbee@jranck.com>
Sent: Friday, January 5, 2024 10:13 AM
To: Michael McGeehan <MMcGeehan@grp-engineering.com>
Subject: RE: Charlevoix Bridge Street Lighting Reduced Scope of Work

Michael,
Please see the attached pricing sheet for the revised scope of work. I did keep the allowance the same and the owner furnished material the same. We can adjust them if needed.

Thank you,

NICK BATTERBEE
ESTIMATOR

J. Ranck Electric, Inc. | nbatterbee@jranck.com
800-792-3822 | <https://link.edgepilot.com/s/3d9d4f9d/AamjqlcgeEimxzW8zF3z3Q?u=http://www.jranck.com/>

SAFETY. QUALITY. INTEGRITY. FAMILY.
EVERY DECISION. EVERY DAY.



Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Zoning Ordinance Amendments

Date: March 4, 2024

Presented By: Jonathan Scheel, Zoning Administrator

Background:

The Planning Commission has been revisiting the current Zoning Ordinance, aligning it with the Master Plan, incentivizing housing, cleaning up contradictions and mistakes. Recently, the City Council approved many changes to the R-1 and R-2 Residential Districts, allowing for more housing. These proposed ordinance changes continue with residential uses, including accessory buildings and many of the expected ordinance language that goes with those uses. Many of the changes are to make the ordinance more user-friendly by having all related content in one place rather than many areas of the ordinance.

Recommendation:

Motion to set a public hearing for Monday, March 18, 2024 at 6pm in the Council Chamber of City Hall, 210 State Street, Charlevoix, MI for the proposed Zoning Ordinance Amendments.

Attachments:

1. Ordinance changes City Council 1-10-24
2. 848 of 2024 Zoning Ordinance Amendment

Proposed Zoning Ordinance Amendments

March 4, 2024

§ 153.101 CENTRAL BUSINESS DISTRICT OVERLAY DISTRICT.

(A) *Purpose.* To create a vibrant downtown district fronting Bridge Street consisting of primarily retail and food service businesses that enhance the city's economy by defining specific uses intended to increase consumer traffic.

(B) *Applicability.* This overlay district shall include all **street level areas of** buildings with store entrances facing Bridge Street from Antrim Street north to the Pine River Channel.

(C) *Permitted uses.*

(4) **Small single building hotel, and universities**

~~—(4) Beauty salons and barber shops as the primary use. Secondary uses may include tanning beds, pedicure or manicure services in the same location.~~

(5) Professional offices and residential units are not permitted on the street level.

(E) Outdoor displays and merchandise. Merchandise or similar goods, and associated displays shall not be permitted on the exterior buildings, entryways or sidewalks, except during **City sponsored** official sidewalk sales.

(Prior Code, § 5.41)

§ 153.116 ACCESSORY BUILDINGS AND USES.

(A) Accessory buildings and structures.

(2) Where an accessory building is attached to the principal building, it shall be considered part of the principal building for purposes of determining setback dimensions and building height. **The accessory structure cannot be more than two feet closer to the front yard setback than the principal structure.** If, however, the attached accessory building is connected to the principal building by a roofed porch, breezeway or similar covered structure, it shall not exceed 16 feet in height, shall not be closer than 20 feet to the rear lot line, and meet the front and side yard setback requirements of that zone district.

(3) In the R1 and R2 Residential Districts, if the principal building has an attached accessory building, only one detached accessory building shall be permitted, **meeting (5) (a) and (b) of this section.**

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

(5) Building size and massing. Accessory buildings and structures shall meet the following requirements and Diagram A:

(b) The minimum distance between a principal building and detached accessory buildings shall be ~~ten~~ five feet (Diagram A:3), and meet all building code requirements. ~~a minimum of ten feet shall be provided between the sides of adjacent single-family buildings and and/or accessory structures.~~

(6) Detached accessory buildings and structures shall meet the following minimum setbacks.

(a) Rear yard: six feet from a rear lot line. ~~Detached a~~ Accessory structures that store vehicles adjacent to alleys or sidewalks shall not be closer than ~~15~~ 20 feet from the edge of the alley or sidewalk surface.

(b) Side yards: an accessory building shall conform to the side yard ~~and street side yard~~ setback requirements of the principal building.

(7) Design standards. The following standards shall apply to buildings larger than 200 square feet:

~~(b)~~ The location and design maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, light, air, or parking of adjacent properties.

~~(b c)~~ The structure shall be designed so that the appearance maintains that of ~~a~~ the principle single-family dwelling. In determining whether a structure is so designed, the structure shall meet the following requirements and Diagram C:

1. Buildings with a flat roof shall have a cornice expression line. A pitched (sloped) roof shall be compatible with the architecture of the ~~main~~ principal building (1).

~~6.~~ A permanent foundation is required.

~~7.~~ Any exterior staircases that provide access to a second floor shall not be on the front of either the principal dwelling or the accessory building.

~~8.~~ Detached accessory structures shall not exceed 16 feet in height. See § 153.005 Definitions for the definition of building height.

~~8.~~ That all parts of the structure ~~any walls~~ within the setback areas, comply with applicable building and fire codes.

~~9.~~ Windows that impact the privacy of the neighboring side or rear yards have been minimized or screened.

~~(c d)~~ Driveways, see § 153.189 (G).

~~(d e)~~ Design standards do not apply to single family residences that may be built in the General Commercial (GC), Professional Office (PO) and Commercial Mixed Use (CM) Districts on lots fronting U.S. 31 (Bridge Street and Michigan Avenue) and M-66. (See § 153.170 Building Appearance).

(B) Accessory Dwelling Units (ADUs).

(1) All of the requirements of Division (A), above apply in addition to the ADU-specific requirements of this section with the exception of 153.116 (9) (a)(b)(c).

(7) The maximum lot coverage for parcels with an ADU may be increased to a maximum of 50% when stormwater runoff equivalent to 20% of the lot coverage area is collected in rain barrels, rain

gardens, or is mitigated via porous concrete or other materials on the parcel and shown that any additional stormwater does not leave the property. See § 153.152.

§ 153.117 RESIDENTIAL USES.

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

(7) A recreational vehicle, vehicle chassis or tent is not considered a dwelling ~~and is not to be used as a dwelling, temporary or long term.~~

(C) Accessory dwelling unit (ADU)

(1) ADUs are subject to all applicable regulations of the zoning district in which they are located unless otherwise expressly stated in this section. ADUs are considered an accessory building and shall fit within the standards of § 153.116(A) ~~and (B)~~ which covers both attached and detached ADUs. All ADUs are required to obtain a zoning permit prior to construction.

(3) At least one of the units on the parcel shall be occupied by a long-term renter or an owner with at least 50% interest in the subject property. The owner or renter shall occupy either the principal dwelling unit or the ADU as their permanent residence. An ADU shall not be sold independently of the primary dwelling on the parcel. ~~Short-term rentals of ADUs shall be prohibited.~~

~~(4) A permanent foundation is required.~~

~~(5) The maximum lot coverage for parcels with an ADU may be increased to a maximum of 50% when stormwater runoff equivalent to 20% is collected in rain barrels, rain gardens, or is mitigated via porous concrete or other materials on the parcel.~~

~~(6) Any exterior staircases that provide access to a second floor ADU shall not be on the front of either the principal dwelling or the ADU.~~

(4) *Dimensional requirement modifications.* Under some circumstances, certain dimensional requirements modifications may be granted by a special land use permit after a site plan review by the Planning Commission. Application for modifications may be applied for new construction or pre-existing structures built prior to 2019 that are located within the required setbacks of the district. In order to grant a special land use permit for any modifications, all of the following must be met:

~~(E) 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:~~

~~—(1) Lot area meets the minimum requirements for the district.~~

~~—(2) The exterior appearance of the structure is not altered from its single-family character.~~

~~—(3) Parking meets the requirements of § 153.187.~~

~~—(4) Access to any second floor dwelling unit is provided from the interior of the structure.~~

~~—(5) The minimum square footage required for a studio or one bedroom unit shall be 300 square feet.~~

~~—(6) The minimum square footage required for a two bedroom unit shall be 450 square feet.~~

~~(7) All units have construction code-approved egress.~~

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

(1) Single-family attached buildings, **home conversions** 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.

(4) Parking is located in the rear or on the side of the building **and meets the requirements of § 153.187.**

(8) Access to any second-floor dwelling unit is provided from the interior of the structure.

(9) All units will have construction code-approved egress.

153.145 FENCES AND WALLS.

(A) All fences, walls and other similar structures shall be located on private property and must not obstruct the sight distance of motorists from driveways, roads and intersections. Fences or walls in all districts, except Industrial, shall not exceed six feet in height above grade when located in any portion of the rear or side yard. Fences located in the front yard are permitted; provided, they are open wrought iron, picket, split rail and similar decorative fences, have a maximum opacity of 50% and do not exceed **three feet 48 inches** above grade.

(F) Fences in the front yard shall have a minimum setback of 12 inches from the **front** property line.

§ 153.149 PROJECTIONS INTO REQUIRED YARDS.

(B)~~(1) An open, unenclosed and uncovered porch, patio~~, terrace, deck, balcony or window awning may project no further than ten feet into a required front yard; no further than 15 feet into a required rear yard; and shall not project into any required side yard.

~~(2)~~ In no case, shall a **porch, patio**, terrace, deck, balcony or awning be placed closer than five feet to any front or rear lot line with the exception of the CBD district where a porch, terrace, deck, balcony or awning may extend to the property line.

§ 153.151 SETBACK REQUIREMENTS.

(1) The required front setback shall apply to the principal and **secondary street side** front lot **line on a corner lot.**

(2) The required setback for the **secondary street** side front yard shall be the lesser of the required front setback or the established setback for the principal building on the abutting lot that faces the same street as the **secondary street** front lot line.

(3) The remaining setbacks shall be side setbacks.

~~(a) The required front setback shall apply to the principal front yard.~~

~~—(b) The required setback for the secondary front yard shall be the lesser of the required front setback or the established setback for the principal building on the abutting lot that faces the same street as the secondary front lot line.~~

~~—(c) 1. The remaining setbacks shall be a rear and a side setback.~~

~~——— 2. The rear setback shall be measured from the rear lot line, which in the case of a corner lot, shall be the lot line opposite the principal front lot line.~~

§153.152 LOT COVERAGE REQUIREMENTS.

(B) Use of materials such as gravel or stone, pavers and similar permeable surfaces shall not count ~~be~~ or calculated in lot coverage, however; the use of the afore mentioned permeable surfaces shall not exceed ~~60~~ 25% of the ~~lot area~~ requirements of Table 153.072 (b) Maximum Lot Coverage %.

~~-(C) Accessory buildings and structures refer to § 153.117(D).~~

153.158 RENTING OF RESIDENTIAL PROPERTIES.

Renting of residential properties, including, but not limited to, homes, condos, apartments, townhouses, and duplexes, as short or long term rentals, regardless of the underlying zoning district, shall comply with the following standards.

(A) Short and long-term renting of ~~part of~~, or entire residential structures is permitted in any zoning district providing all rentals comply with any applicable requirements of city ordinances. ~~Short-term rentals shall be regulated as provided in Chapter 114 of this code.~~

§ 153.189 OFF-STREET PARKING FACILITY DESIGN.

(A) Off-street parking location and setbacks.

2) *Front yard limitation.* In the CBD, GC, PO and CM Districts ~~and single multi-family buildings in the R1 or R2 Districts~~, the required front yard setback shall not be used for off-street parking, loading or unloading and shall remain open, unoccupied and unobstructed, except for landscaping or vehicle access drives.

(3) (a) Required off street parking facilities for residential dwellings shall be located on the same property as the premises they are intended to serve and shall consist of a driveway, a parking apron and/or a garage. ~~Parking for single multifamily structures shall be located at the rear or on the side of the building.~~

~~(b) Parking access shall be from the alley or front side where available, otherwise access may be from the front lot line.~~

**CITY OF CHARLEVOIX
ORDINANCE NO. 848**

AN ORDINANCE AMENDMENT TO AMEND TITLE XV LAND USAGE, CHAPTER 153: PLANNING AND ZONING: SECTIONS 153.101 CENTRAL BUSINESS DISTRICT OVERLAY DISTRICT; 153.116 ACCESSORY BUILDINGS AND USES; 153.117 RESIDENTIAL USES; 153.145 FENCES AND WALLS; 153.149 PROJECTIONS INTO REQUIRED YARDS; 153.151 SETBACK REQUIREMENTS; 153.152 LOT COVERAGE REQUIREMENTS; 153.158 RENTING OF RESIDENTIAL PROPERTIES; 153.189 OFF-STREET PARKING FACILITY DESIGN

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Title XV, Chapter 153, Section 153.101 Central Business District Overlay District subsections (B), (C) and (E) of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

(B) Applicability. This overlay district shall include all street level areas of buildings with store entrances facing Bridge Street from Antrim Street north to the Pine River Channel.

(C) Permitted uses.

- (1) Food and beverage services, including: grocery stores, restaurants, cafés (including internet cafes), coffee shops, bars, taverns, wine bars, breweries, bakeries, delicatessens, bistros and specialty shops;
- (2) Retail stores having a gross area of less than 5,000 square feet; (Appliance, furniture and similar stores selling large scale consumer products are not considered retail.)
- (3) Art galleries, frame shops, photography and art studios; and
- (4) Small single building hotel and universities
- (5) Professional offices and residential unit as not permitted on the street level

(E) Outdoor displays and merchandise. Merchandise or similar goods, and associated displays shall not be permitted on the exterior buildings, entryways or sidewalks, except during City sponsored official sidewalk sales.

Section 2: Title XV, Chapter 153, Section 153.116 Accessory Buildings and Uses subsections (A)2, (A)3, (A)5b, (A)5c, A(6)a, A(6)b, A(7) A(8) and A(E) of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

(A) Accessory buildings and structures.

A(2) Where an accessory building is attached to the principal building, it shall be considered part of the principal building for purposes of determining setback dimensions and building height. The accessory structure cannot be more than two feet closer to the front yard setback than the principal structure. If, however, the attached accessory building is connected to the principal building by a roofed porch, breezeway or similar covered structure, it shall not exceed 16 feet in height, shall not be closer than 20 feet to the rear lot line and shall meet the front and side yard setback requirements of that zone district.

A(3) In the R1 and R2 Residential Districts, if the principal building has an attached accessory buildings, only one detached accessory building shall be permitted, meeting (5) (a) and (b) of this section.

A(5)b The minimum distance between a principal buildings and detached accessory buildings shall be five feet (Diagram A:3), and meet all building code requirements.

A(6)a Rear yard: six feet from a rear lot line. Accessory structures that store vehicles adjacent to alleys or sidewalks shall not be closer than 20 feet from the edge of the alley or sidewalk surface.

A(6)b Side yards: an accessory building shall conform to the side yard and street side yard setback requirement of the principal building.

A(7) Design standards: The following standards shall apply to buildings larger than 200 square feet:

- (a) Detached garages on corner lots shall face side streets. Detached garages on the corner side with driveways extending from the front street are prohibited. When an alley is available, access will come from the alley.
- (b) The location and design maintain a compatible relationship to adjacent properties and does not significantly impact the privacy, light, air, or parking of adjacent properties.
- (c) The structure shall be designed so that the appearance maintains that of the principle dwelling. In determining whether a structure is so designed, the structure shall meet the following requirements and Diagram C:
 1. Buildings with a flat roof shall have a cornice expression line. A pitched (sloped) roof shall be compatible with the architecture of the principal building (1).

2. Transparency upper floor. Building facades facing streets shall have minimum 10% of the façade be glass between the finish floor line of the second story and bottom of the cornice expression line or bottom eave (2).
3. Transparency ground floor. Building facades facing streets shall have minimum 10% of the façade be glass between the adjacent grade and the finish floor line of the second story (3).
4. Window color and finish should complement the color and architectural style of the principal building (4).
5. Exterior finish should be constructed of similar materials as the principal building or traditional materials such as wood, wood lookalike, brick, or stone.
6. A permanent foundation is required.
7. Any exterior staircases that provide access to a second floor shall not be on the front of either the principal dwelling or the accessory building.
8. Windows that impact the privacy of the neighboring side or rear yards have been minimized or screened.

(d) Driveways, see § 153.189.

(e) Design standards do not apply to single family residences that may be built in the General Commercial (GC), Professional Office (PO) and Commercial Mixed Use (CM) Districts on lots fronting U.S. 31 (Bridge Street and Michigan Avenue) and M-66. (See § 153.170 Building Appearance).

(8) That all parts of the structure within the setbacks areas, comply with applicable building and fire codes.

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

- (a) May not contain features that form a habitable dwelling unit or create a second dwelling unit;
- (b) These structures may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited; and
- (c) Rooms within accessory structures may be used for additional sleeping quarters for the owner, or resident, and their immediate family provided that these rooms may not be rented out as short-or long-term rentals for any length of time.

(10) Stand-alone carports are prohibited in all zones. Carports attached to existing structures shall meet the requirements of this chapter. Tents, wall tents, garages in a box and similar enclosures are prohibited.

(11) Permanent greenhouses shall be considered an accessory structure and meet the requirements of this section.

Section 3: Title XV, Chapter 153, Section 153.116 Accessory Buildings and Uses subsection B(1), B(7) Accessory Dwelling Units (ADUs) of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

B(1) All of the requirements of Division (A), above apply in addition to the ADU-specific requirements of this section with the exception of 153.116 (9) (a), (b), and (c).

B(7) The maximum lot coverage for parcels with an ADU may be increased to a maximum of 50% when stormwater runoff equivalent to 20% of the lot coverage area is collected in rain barrels, rain gardens, or is mitigated via porous concrete or other materials on the parcel and shown that any additional stormwater does not leave the property. See § 153.152.

Section 4: Title XV, Chapter 153, Section 153.117 Residential Uses Subsection A(7) of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

A(7) A recreational vehicle, vehicle chassis or tent is not considered a dwelling and is not to be used as a dwelling, temporary or long term.

Section 5: Title XV, Chapter 153, Section 153.117 Residential Uses Subsection C(7) of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

(1) ADUs are subject to all applicable regulations of the zoning district in which they are located unless otherwise expressly stated in this section. ADUs are considered an accessory building and shall fit within the standards of § 153.116(A) and (B) which covers both attached and detached ADUs. All ADUs are required to obtain a zoning permit prior to construction.

(2) In districts that allow ADUs, they may be allowed on any legal parcel of record as of January 1, 2019, and there shall be an existing principal residential use on the parcel.

(3) At least one of the units on the parcel shall be occupied by a long-term renter or an owner with at least 50% interest in the subject property. The owner or renter shall occupy either the principal dwelling unit or the ADU as their permanent residence. An ADU shall not be sold independently of the primary dwelling on the parcel.

(4) Dimensional requirement modifications. Under some circumstances, certain dimensional requirements modifications may be granted by a special land use permit after a site plan review by the Planning Commission. Application for modifications may be applied for new construction or pre-existing structures built prior to 2019 that are located within the required setbacks of the district. In order to grant a special land use permit for any modifications, all of the following must be met:

- (a) That any walls within the setback areas comply with applicable building and fire codes.

- (b) That a setback requirement of a minimum of five feet from the side and rear property lines shall be required.
- (c) The location and design of the ADU maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, light, air, or parking of adjacent properties.
- (d) Windows on the ADU that impact the privacy of the neighboring side or rear yards have been minimized or screened.

Section 6: Title XV, Chapter 153, Section 153.117 Residential Uses Subsections (E), (F) and (G) of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

- (E) Single-family attached and single multiple-family buildings.
 - (1) Single-family attached buildings home conversions 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 entrances per building façade.
 - (4) Parking is located in the rear or on the side of the building and meets the requirements of § 153.187.
 - (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 six-square-foot windows per non-street facing building façade.
 - (7) Roofline/pitch, siding, other architectural elements maintain single family character.
 - (8) Access to any second-floor dwelling unit is provided from the interior of the structure.
 - (9) All units will have construction code-approved egress.
- (F) Short-term rentals. Short-term rentals shall be regulated as provided in Chapter 114 of this code.

Section 7: Title XV, Chapter 153, Section 153.145 Fences and Walls Subsections (A) and (F) of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

- (A) All fences, walls and other similar structures shall be located on private property and must not obstruct the sight distance of motorists from driveways, roads and intersections. Fences or walls in all districts, except Industrial, shall not exceed six feet in height above grade when located in any portion of the rear or side yard. Fences located in the front yard are permitted; provided, they are open wrought iron, picket, split rail and similar decorative fences, have a maximum opacity of 50% and do not exceed 48 inches above grade.
- (F) Fences in the front yard shall have a minimum setback of 12 inches from the front property line.

Section 8: Title XV, Chapter 153, Section 153.149 Projections into Required Yards Subsections (B)1 and (B)2 of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

- (B)(1) A patio, terrace, deck, balcony or window awning may project no further than ten feet into a required front yard; no further than 15 feet into a required rear yard; and shall not project into any required side yard.
- (2) In no case, shall a patio, terrace, deck, balcony or awning be placed closer than five feet to any front or rear lot line with the exception of the CBD district where a porch, terrace, deck, balcony or awning may extend to the property line.

Section 9: Title XV, Chapter 153, Section 153.151 Setback Requirements Subsections (A) of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

- (A) Front setback on corner lots. A corner lot shall have two front lot lines: a principal front lot line and a secondary front lot line which is considered a street side setback.
 - (1) The required front setback shall apply to the principal and street side front lot line on a corner lot.
 - (2) The required setback for the street side front yard shall be the lesser of the required front setback or the established setback for the principal building on the abutting lot that faces the same street as the street front lot line.
 - (3) The remaining setbacks shall be side setbacks.

Section 10: Title XV, Chapter 153, Section 153.152 Lot Coverage Requirements Subsections (B) and (C) of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

- (B) Use of materials such as gravel or stone, pavers and similar permeable surfaces shall not count or calculated in lot coverage, however; the use permeable surfaces shall not exceed 25% of the requirements of Table 153.072 (b) Maximum Lot Coverage %.

Section 11: Title XV, Chapter 153, Section 153.158 Renting of Residential Properties Subsections (A) of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

- (A) Short and long-term renting of part of, or entire residential structures is permitted in any zoning district providing all rentals comply with any applicable requirements of city ordinances. Short-term rentals shall be regulated as provided in Chapter 114 of this code.

Section 12: Title XV, Chapter 153, Section 153.189 Off-Street Parking Facility Design Subsections (A)2 and (A)3 of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

A(2) Front yard limitation. In the CBD, GC, PO and CM Districts and single multi-family buildings in the R1 or R2 Districts, the required front yard setback shall not be used for off-street parking, loading, or unloading and shall remain open, unoccupied and unobstructed, except for landscaping or vehicle access drives.

A(3) Proximity. Required off street parking facilities for all uses, other than residential dwellings, shall be located on the same lot as the use, or within 300 feet of the building(s) or use they are intended to serve. Distance shall be measured from the nearest point of the building to the nearest point of the off-street parking lot.

(a) Required off street parking facilities for residential dwellings shall be located on the same property as the premises they are intended to serve and shall consist of a driveway, a parking apron and/or a garage. Parking for single multifamily structures shall be located at the rear or on the side of the building.

(b) In the CBD District, parking facilities shall be located within 600 feet of the building or use to be served. Distance shall be measured from the nearest point of the building to the nearest point of the off-street parking lot.

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

SECTION 13. 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 14. Effective Date

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 848 was adopted on the 18th day of March 2024 A.D., by the Charlevoix City Council as follows:

Motion by seconded by to approve Ordinance Amendment 848 of 2024 as presented.

Yeas:

Nays:

Absent:

State of Michigan } §

City of Charlevoix

Sarah J. Dvoracek

Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Short Term Rental Ordinance Amendment

Date: March 4, 2024

Presented By: Mark Heydlauff, City Manager

Background:

Earlier in February, we brought a draft amendment to the Short Term Rental ordinance to Council for your consideration. You set a public hearing to consider the amendment on March 4 but you also raised some questions about the clarity of the language in the draft. This is the final draft amendment based on your comments over the iterative drafts you have reviewed and I recommend final adoption if you are comfortable with the language.

Recommendation:

Motion to approve Ordinance 846 as presented.

Attachments:

1. 846 of 2024 Short Term Rental Ordinance Amendment
2. Red Lined Version of Short Term Rental Ordinance Amendment

**CITY OF CHARLEVOIX
ORDINANCE NO. 846**

AN ORDINANCE AMENDMENT TO AMEND TITLE XI: BUSINESS REGULATIONS; CHAPTER 114: SHORT-TERM RENTALS SECTIONS 114.02 DEFINITIONS, 114.03 REGISTRATION AND LICENSING REQUIRED, 114.04 REGISTRATION PROCESS AND PROCEDURE, 114.05 TYPES OF SHORT-TERM RENTALS, 114.06 REGULATIONS

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Title XI, Chapter 114, Section 114.02 Definitions of the City of Charlevoix Code is hereby amended to add the following definition of Sale and shall be placed under the list of definitions in alphabetical order and shall read as follows:

Sale: The General Property Tax Act, MCL 211.27a "transfer of ownership" as defined in Section 6(a)-(k).

Section 2: Title XI, Chapter 114, Section 114.02 Definitions of the City of Charlevoix Code is hereby amended to modify the definition of Short term rental and shall read as follows:

Short-term rental ("STR"): The rental of a dwelling unit for compensation for a term of 1 to 29 interrupted or uninterrupted nights per year in the R-1 and R-2 zoning districts.

Section 3: Title XI, Chapter 114, Section 114.03 Registration and Licensing Required items (A), (B), and (F) subsection 6. of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

- A. All dwelling units shall be registered and licensed with the City as stipulated in this chapter.
- B. The advertisement or rental of an unregistered dwelling unit is prohibited.
- F.6. A statement indicating how many days it was rented in the previous calendar year; and

Section 4: Title XI, Chapter 114, Section 114.04 Registration Process and Procedure item (A) and its subsections are hereby repealed, items B-E shall be renumbered accordingly.

Section 5: Title XI, Chapter 114, Section 114.05, Types of Short-Term Rentals items (B) subsections 1 and 2 shall be amended and shall read as follows and subsection (3) shall be added and read as follows:

- B. Business units. Business units may be rented without restriction on days rented per year.
 - 1. Council shall establish a cap on the number of business units of primary residences to be allowed within the R-1 and R-2 zones through a resolution adopted by Council. The initial cap shall be set at 80 business units.
 - 2. The cap shall be reconsidered by Council as needed by the direction of the City Council.
 - 3. No more than one STR license shall be issued per parcel. Upon notification of the Enforcement Officer a STR license that was issued for a primary dwelling may be used a secondary legal dwelling unit (ADU) that meets all applicable requirements of the zoning ordinance. At no time shall more than one dwelling unit on a parcel be used as a STR during the same time period.

Section 6. Title XI, Chapter 114.05, Types of Short-Term Rentals item (C) subsections 1. 2. and 3. shall be added under letter (B) Business units and shall read as follows:

- C. Accessory Dwelling Units (ADUs). ADUs constructed after February 1, 2024, may be rented without restriction on days rented per year.
 - 1. STR ADUs will be separated by a minimum of 300 feet on each street face per City block.
 - 2. STR ADUS will meet all other Zoning Ordinance standards of Section 153.116 Accessory Buildings and Uses
 - 3. STR ADUs shall not be capped in number across the City with the exception of (C.) (1.) above.

Section 7: Title XI, Chapter 114.06, Regulations item (K) Inspections and conditions shall be repealed and replaced and shall read as follows:

- K. Inspections and conditions. Upon original application and/or upon written complaint, the Enforcement Officer may make periodic inspections of a short-term rental using the standards of the International Property Maintenance Code as adopted by the City to ensure continuing compliance with the approval standards specified in this chapter. In addition, the Enforcement Officer may impose reasonable conditions on a registration issued under this chapter which are reasonably necessary to ensure compliance with the approval standards provided in this chapter.

SECTION 8. 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 9. Effective Date

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 846 was adopted on the 19th day of February 2024 A.D., by the Charlevoix City Council as follows:
Motion by seconded by to approve Ordinance Amendment 846 of 2024 as presented.

Yeas:

Nays:

Absent:

State of Michigan } §
City of Charlevoix

Sarah J. Dvoracek

Clerk

Lyle Gennett

Mayor

ORDINANCE NO.

A REGULATORY ORDINANCE OF THE CITY OF CHARLEVOIX REGULATING VARIOUS ASPECTS OF SHORT-TERM RENTALS

THE CITY OF CHARLEVOIX ORDAINS:

Section 114.01: Purpose

The City Council finds the rental of dwelling units in the City of Charlevoix provides value to our local economy but also brings with it negative externalities affecting the year-round quality of neighborhoods, housing supply, and health and safety. The City Council has enacted this regulatory ordinance to strike a regulatory balance between the interests of community residents, business owners, visitors, and property owners.

The community has different expectations for noise, occupant loads, and transient activity in its residential neighborhoods than it does in commercial, and even mixed-used zones where hotels are currently permitted. The renting of a home on a short-term basis is substantially more like a business than traditional residential use.

Section 114.02: Definitions

As used in this chapter, the following words and phrases shall have the meanings hereafter ascribed to them:

Basement: That portion of a building, which is more than 50% below finished grade. A basement shall not be counted as a story.

Bedroom: A room intended for sleeping or placement of a bed separated from other spaces in the dwelling unit by one or more functional doors. The following spaces, which must be included in every dwelling unit, do not qualify as bedrooms: Kitchens; dining areas; gathering spaces such as living rooms, dens, family rooms, and attics or basements without egress meeting standards in applicable building, residential, and fire codes.

Business Unit: A residential dwelling unit that may be rented for more than 28 interrupted days in a calendar year, including multiple properties operating as Personal Units under singular ownership. Month to month or yearly rentals are not classified as a business unit per this chapter.

Calendar year: January 1 to December 31.

Compensation: Money or other consideration given in return for occupancy, possession, or use of a property.

Dwelling Unit: A self-contained unit within a building that is designed for human occupancy and provides complete living facilities, including permanent provisions for sleeping, eating, cooking, and sanitation. "Dwelling Unit" does not include Bed and Breakfasts, timeshare/fractional ownership, hotels and motels, and boarding houses.

Good Visitor Guide: Materials prepared by the City's Enforcement Officer for display at all short-term rentals and adopted by City Council by resolution.

Local Agent: An individual designated to oversee the short-term rental of a dwelling unit in accordance with this article and to respond to calls and complaints at any time or day from renters, citizens, and the City's representatives within 60 minutes of such calls.

Personal Unit: A residential dwelling unit rented for periods of up to a total of 28 days per calendar year when the owner is not present or for an unlimited period of time when the property owner is present and living on the premises. A person or entity may only have one designated Personal Unit.

Sale: ~~The General Property Tax Act, MCL 211.27a "transfer of ownership" as defined in Section 6(a)-(k),~~

Short-term rental ("STR"): The rental of a dwelling unit for compensation for a term of 1 to 29 interrupted or uninterrupted nights per year in the R-1, ~~R-2,~~ and ~~R-2A~~ zoning districts.

Enforcement Officer: The person appointed by the City who shall carry out various functions of this chapter or cause other officials, inspectors, vendors, or relevant professionals to carry out various functions in order to implement and enforce the terms of this Ordinance.

Section 114.03: Registration and licensing required

- A. All dwelling units, ~~except those which are duly registered as a principle residence exemption under Section 211.7cc of the General Property Tax Act, which are used for short-term rentals for more than 14 days per calendar year~~ shall be registered and licensed with the City as stipulated in this chapter.
- B. The advertisement or rental of an unregistered dwelling unit ~~for a total 14 interrupted or uninterrupted days or more during a calendar year~~ is prohibited.
- C. Registration and licenses shall be issued by calendar year.
- D. All short-term rental registrations and licenses shall expire at the end of the calendar year and must be renewed each December.
- E. When a short-term rental property is sold, the registration(s) and license(s) will expire at sale and are not transferable; licenses will revert to the City after expiration due to the passage of time, sale, revocation, or twelve (12) months of non-activity and will be redistributed according to this chapter.
- F. The Enforcement Officer shall develop a form(s) to properly carry out this ordinance. The registration form shall collect not less than the following information and other items as the Enforcement Officer may deem necessary for implementation of this ordinance:
 - i. Name, address and telephone number of the property owner and/or local agent for the dwelling unit;
 - ii. The street address of the dwelling unit, along with other identification if more than one dwelling unit has the same street address;
 - iii. The number of bedrooms in each dwelling unit and in the dwelling as a whole;
 - iv. The number of days the dwelling unit is available for short term rental each calendar year;
 - v. A statement certifying that the property owner or a local agent will provide at least one copy of the City's Good Visitor Guide materials to the renters each time the dwelling unit is rented;

- vi. A statement indicating ~~which year the dwelling unit was first used as a short-term rental, and for~~ how many days it was rented in the previous calendar year; and
- vii. A list of all websites and other media where unit is advertised
- G. Upon determination that a STR applicant has met all registration and regulation requirements, a license shall be issued by the enforcement Officer.
- H. There shall be a fee for registration collected at the time of registration. An additional fee shall be collected at time of licensing. Council shall set a fee(s) from time to time by resolution; such fee(s) may vary depending on the type of property, dwelling, or other distinction Council may deem advisable.

Section 114.04: Registration process and procedure

~~A. Upon adoption of this chapter, preference for registrations shall be determined as follows:~~

- ~~i. First, properties duly registered prior to July 1, 2019.~~
- ~~ii. Second, properties which can demonstrate the property has been rented as an STR within the past calendar year.~~
- ~~iii. Third, all other properties which might qualify for registration and licensing.~~

B. New applications will be placed on a waiting list in the order of when a complete application is received by the City.

- iv. Applicants whose principle residence exemption is for a property located in the City of Charlevoix will get preference and be moved to the top of the list of new applicants.
- v. If the applicant is contacted and offered to register and refuses, they will be moved to bottom of the waiting list.

C. A deposit will be required to be on the waiting list.

- vi. The deposit will be used as partial payment for registration.
- vii. The deposit is non-refundable when the applicant refuses registration or when the applicant voluntarily withdraws from the waiting list.
- viii. Council shall, from time to time by resolution, set the deposit fee.

The Enforcement Officer is empowered to develop a method for registration in accordance with this provision.

D. Short-term rental shall follow applicable regulations found within chapter 153 of the Charlevoix City Code.

Section 114.05: Types of Short-Term Rentals

- A. *Personal units.* Personal Units may be rented for periods of not less than 7 days up to a total of 28 days per calendar year when the owner is not present or for an unlimited period of time when the property owner is present and living on-site which shall not be capped in number across the City.
 - 1. An owner can register only one Personal Unit. Additional units under one ownership must be registered as a Business Unit.
- B. *Business units.* Business units may be rented without restriction on days rented per year.
 - 1. Council shall establish a cap on the number of business units of ~~primary residences~~ to be allowed within the R-1, ~~R-2~~, and ~~R-2A~~ R2 zones through a resolution adopted by Council. The initial cap shall be set at 80 business units.
 - 2. The cap shall be reconsidered by Council ~~at the next regularly scheduled Council meeting 90 days after the enactment of the ordinance codified herein, or sooner if requested by city staff, as needed by the direction of the City Council.~~
 - 3. ~~No more than one STR license shall be issued per parcel. Upon notification of the Enforcement Officer a STR license that was issued for a primary dwelling may be used a secondary legal dwelling unit (ADU) that meets all applicable requirements of the zoning ordinance. At no time shall more than one dwelling unit on a parcel be used as a STR during the same time period.~~
- C. *Accessory Dwelling Units (ADUs).* ADUs constructed after February 1, 2024, may be rented without restriction on days rented per year.
 - 1. STR ADUs will be separated by a minimum of 300 feet on each street face per city block.
 - 2. STR ADUs will meet all other Zoning Ordinance standards of Section 153.116 Accessory Buildings and Uses
 - 3. STR ADUs shall not be capped in number across the city with the exception of (C.) (i.) above.

Section 114.06: Regulations

- A. *Local agent required.* All dwelling units used for short-term rentals shall have a designated local agent.
- B. *Contact information posted.* A notice shall be posted in a prominent location within any dwelling unit used for short-term rentals stating (in at least 16-point type) the name of the local agent and, a 24-hour telephone number at which the agent can be reached.
- C. *Compliance with codes.* The dwelling unit must meet all applicable Residential Building, Health Department, Nuisance and Safety Codes as necessary to protect the safety of occupants.
- D. *Noise and nuisance.* Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 11:00 p.m. to 7:00 a.m. The city's Noise Control Ordinance shall apply.
- E. *Fireworks.* Fireworks of any kind are not allowed on rental property, except in accordance with the city's Fireworks Ordinance, Title IX, Chapter 94.22.
- F. *Fire pits.* Open burning is not allowed.
 - i. Indoor and outdoor fireplaces with chimneys are permitted so long as they are not determined to be a nuisance in keeping with the City's nuisance code.
 - ii. Natural gas fire pits are permitted.
- G. *Maximum occupancy.* Short-term rentals shall be permitted maximum occupancy of 2 persons per bedroom plus two persons per finished and legal floor for dwelling as described in the registration and as may be verified by inspections from time to time. An individual present in a dwelling unit during the term of a STR shall be presumed to be an occupant unless it is between the hours of 8am and 10pm, and circumstances clearly indicate the individual will not stay overnight.
 - i. Except as provided in (ii) below, no rental shall be permitted for more than 10 persons.
 - ii. Notwithstanding part a, those units in operation and registered with the City prior to July 1, 2019 which have clearly indicated occupancy up to 16 but not exceeding two per bedroom plus two persons per finished and legal floor for dwelling may continue with said occupancy limit so long as the unit continues to be registered under this Ordinance.
 - iii. No dwelling unit used as a short-term rental may be built or modified hereafter to exceed ~~to~~ the limitation of 10 persons as described above.
- H. *Parking Restrictions.* Based on lot and neighborhood characteristics, the Enforcement Officer may place reasonable restrictions on the number and manner of vehicle parking.

- I. *Advertising.* No person shall advertise a short-term rental, unless the advertisement includes the license number and the maximum occupancy permitted in the unit.
- J. *Fee.* Short-term rentals shall pay a fee as City Council may, from time to time, establish by resolution, to account for costs related to the enforcement, community impact, and other customary fees and costs associated with short-term lodging which may already be allowed within the City.
- K. *Inspections and conditions.* ~~Not less than once every other calendar year~~ Upon original application and/or upon written complaint, the Enforcement Officer may make periodic inspections of a short-term rental using the standards of the International Property Maintenance Code as adopted by the City to ensure continuing compliance with the approval standards specified in this chapter. In addition, the Enforcement Officer may impose reasonable conditions on a registration issued under this chapter which are reasonably necessary to ensure compliance with the approval standards provided in this chapter.

Section 7: Revocations and Appeals

- A. *Revocation procedure.* The written notice of the charges and the notice of the hearing shall be personally served on the owner or agent or served on the owner by certified mail, restricted delivery, not less than 14 days before the hearing before the Enforcement Officer.
 - i. Upon a finding by the Enforcement Officer of a first or second violation within any 12-month period, the short-term rental shall be subject to a fine as provided in Section 8, below.
 - ii. Upon a finding by the Enforcement Officer of a third violation within any 12-month period, the short-term rental registration may be revoked and the owner or local agent who had been issued the short-term rental registration shall not again be issued a short-term rental license for a period of 12 months and during said time the premises shall not be utilized for a short-term rental.
 - iii. Upon a finding by the Enforcement Officer of a fourth violation within any 24-month period, the short-term rental registration and license may be revoked and the owner who had been issued the short-term rental registration and not be utilized for a short-term rental.
- A.
- B. A minimum of a 14 day notice will be given to owners and agents for any suspensions. Appeal from denial or suspension or revocation of a short-term rental registration is allowed.
- C. *Appeal Procedure.* Upon a determination by the Enforcement Officer that the registration of a dwelling unit is subject to revocation pursuant to division (A)(iii) above, the Enforcement Officer shall issue a notice to the owner, agent and all property owners within 100 feet of the registered STR stating that the city intends to revoke the rental registration.
 - ix. The notice shall inform the owner and local agent of a right to a hearing to show cause as to why the registration should not be revoked. If a hearing is requested and the fee is paid within 14 days of the service of the notice, the city shall schedule the hearing before the Short Term Rentals Appeals Board established by Council and notify the owner and agent in writing of a time and place for that hearing.
 - x. At the hearing, the owner and agent may present evidence that the requirements for revocation are not satisfied, or that the property owner and agent should not be held responsible for one or more of the three requisite violations due to extenuating circumstances. Extenuating circumstances may include circumstances that the owner or the owner's agent could not reasonably anticipate and prevent, and could not reasonably control.
 - xi. The Short Term Rentals Appeals Board shall independently determine whether there is competent, material and substantial evidence establishing a violation of this division (C), and/or whether there is competent, material and substantial evidence establishing that extenuating circumstances exist.

Section 8: Violations

A person who violates any provision of this Chapter is responsible for a municipal civil infraction in the amount set by Resolution adopted by City Council. Each day on which any violation of the Chapter continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense.

SECTION 9. 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 10. Effective Date

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Rezone of 13513 Division Street

Date: March 4, 2024

Presented By: Mark Heydlauff, City Manager

Background:

The recent annexation of the property owned by Charlevoix County at 13513 Division Street moved 8.8 acres of former township property into the City. By default, annexed land is given an R-1 designation per the City of Charlevoix Zoning Ordinance. This rezone will designate the property correctly as Public Facility, consistent with all other public-use properties in the City and consistent with the current zoning of the current County Building downtown. The Planning Commission held a Public Hearing per the State Zoning Act and recommended Council approval.

Recommendation:

Motion to approve Ordinance 847 of 2024 as presented.

Attachments:

1. survey
2. Capture
3. 847 of 2024 rezone 13513 Division Street

CERTIFICATE OF BOUNDARY SURVEY

SHEET 1 OF 2

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

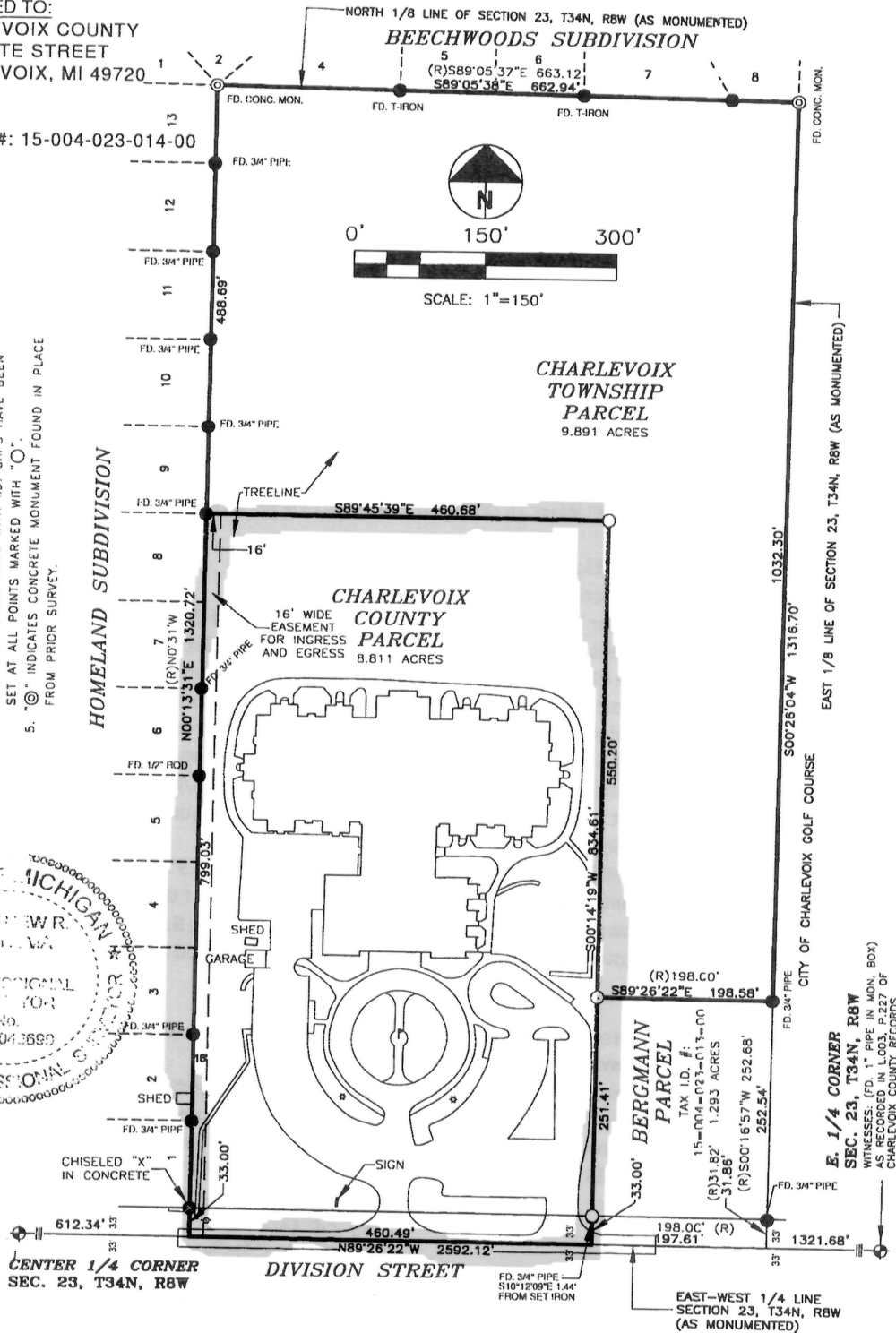
EXHIBIT C

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

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

LEGEND & NOTES:

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



Matthew R. Wynsma
MATTHEW R. WYNSMA
P.S. NO. 4001046699

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

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

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

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

CERTIFICATE OF BOUNDARY SURVEY

SHEET 2 OF 2

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

CHARLEVOIX COUNTY PARCEL:

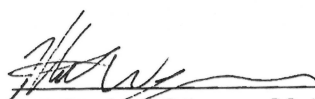
In the Township of Charlevoix, Charlevoix County, Michigan,
Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence
North 89°26'22" West 1519.29 feet along the East and West 1/4 line of said Section 23 and the centerline
of Division Street to the POINT OF BEGINNING;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

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

CHARLEVOIX TOWNSHIP PARCEL:

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

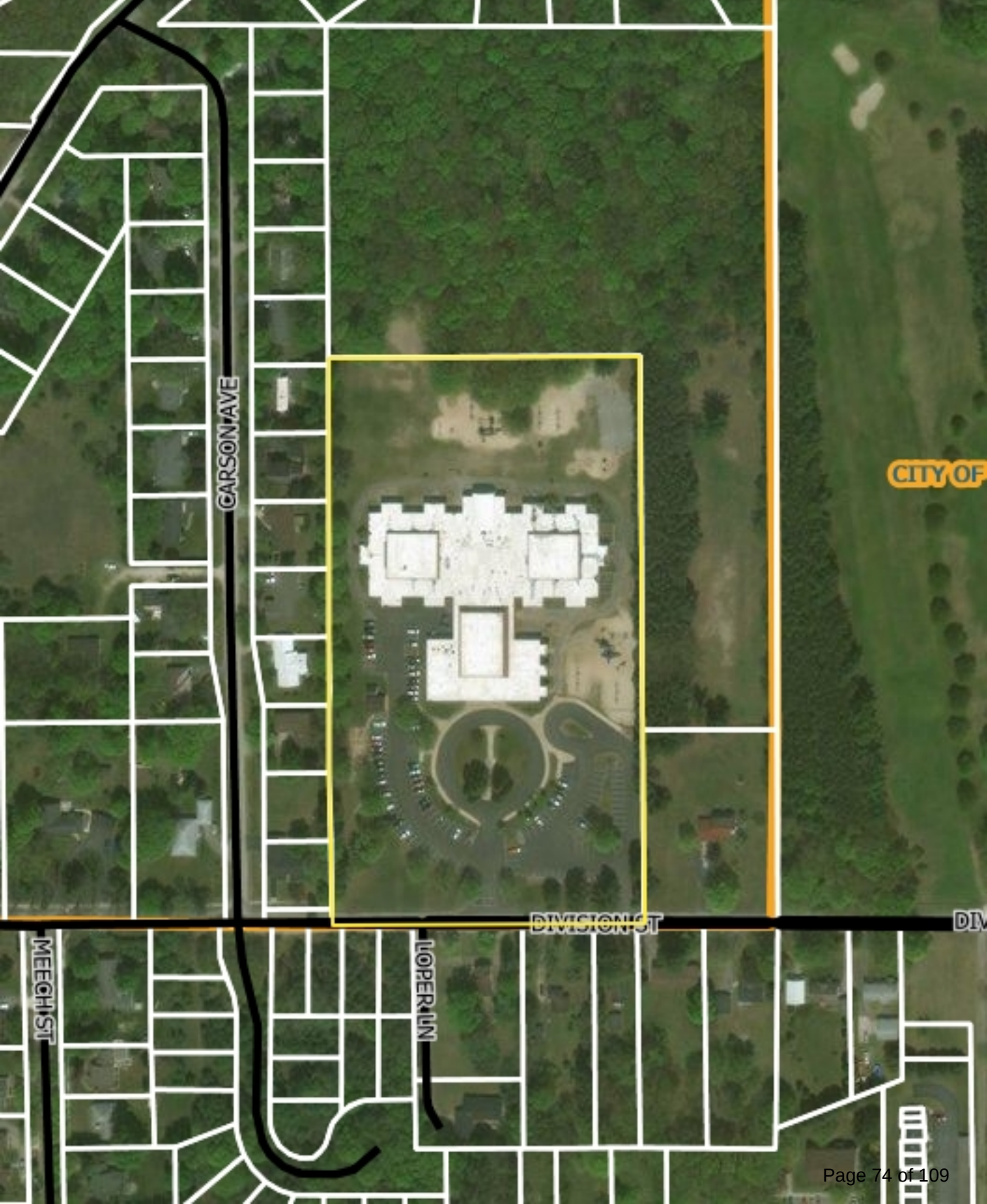
Together with a 16 foot wide easement for ingress and egress described as Commencing at the
East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence
North 89°26'22" West 1979.78 feet along the East and West 1/4 line of said Section 23 and the centerline
of Division Street to the East line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


MATTHEW R. WYNSMA P.S. NO. 4001046699



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

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



CITY OF

DIVISION ST

DIV

CARSON AVE

MEECH ST

LOPERLIN

CITY OF CHARLEVOIX
ORDINANCE NO. 847 of 2024
AN ORDINANCE TO AMEND TITLE XV, CHAPTER 153, SECTIONS 153.055, OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.055 (B) of the City of Charlevoix Code is hereby amended to include a recently annexed parcel commonly known as 13513 Division Street:

SECTION 2. Description of the amended

The Zoning Use District Map is hereby amended to rezone the following described area from R-1 Single Family District to Public Facility: IN THE CITY OF CHX CHX CNTY COMM AT E 1/4 COR OF SEC 23 T34N R8W TH N89°26'22"W 1519.29 FT AL THE E-W 1/4 LI SD SEC 23 AND C/L DIVISION ST TO POB TH CONT AL SD 1/4 LI AND C/L N89°26'22"W 460.49 FT TO E LI OF PLAT OF HOMELAND SUBD AS MONU TH AL SD MONU SUBD LI N00°13'31"E 832.03 FT (RECD AS N00°31'W) TH S89°45'39"E 460.68 FT TH S00°14'19"W 834.61 FT TO POB BEING PT OF SW 1/4 OF NE 1/4 OF SEC 23 T34N R8W AND CONTAINING 8.811 A SPLIT ON 12/29/2023 FROM 004-023-014-00 & ANNEXED TO CITY OF CHARLEVOIX Subject to the rights of the public and of any governmental unit in any part thereof taken, used, or deeded for street, road, or highway purposes. Commonly known as 13513 Division Street.

SECTION 3. 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 4. Effective Date

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

Ordinance No. 847 was adopted on the 4th day of March, 2024 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
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Charlevoix City Council

All Other Actions and Requests

Title: Reschedule Council Meetings for Elections

Date: March 4, 2024

Presented By: Mark Heydlauff, City Manager

Background:

We've always felt a bit of conflict with the schedule of Council meetings the night before an election in an effort to make them move quickly or limit the agenda. It occurred to me this month as we prepare for the presidential primary that this could be solved with a modification to the Council schedule if you are willing. As such, I'd propose the following dates and times as adjustments for the rest of this year:

- Move the May 6, 2024 Council Meeting to May 8, 2024 at 6pm
- Move the August 5, 2024 Council Meeting to August 7, 2024 at 6pm
- Move the November 4, 2024 Council Meeting to November 1, 2024 at noon

Recommendation:

Motion to adjust the Council Meeting schedule as presented.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Response for Marina Commercial Slip Request for Proposal

Date: March 4, 2024

Presented By: Kent Knorr, Recreation Director

Background:

In January, we released an RFP for the Commercial Dock at the Charlevoix City Marina. We have received two responses to this RFP. One of those responses is from Whitecap Charters who has been a commercial dock holder for the past two years. The additional proposal is from Harbor Princess.

Whitecap Charters has provided a response that is for use of a commercial slip that would be for continued usage of the dock for their fishing charter services. Their proposal is for the full season and would include use of the dock at \$160 per foot the length of their boat. This would equate to \$4,960 a season. Per the parameters of the RFP they are requesting a 5-year lease at the Marina. Whitecap Charters offers fishing charters daily from the Marina. In 2022, they offered 78 trips for 357 passengers. In 2023, they offered 100 trips for 387 people.

Harbor Princess has provided a response that is for use of a commercial slip in the fall, after Labor Day, for usage of the dock for a Passenger Vessel/Riverboat. Their proposal would be to pay a daily docking fee of \$104 per day. They have a 65-foot boat.

Both proposals are attached in full.

In our request for proposal we indicated that a lease agreement could be for up to 5 years. Because the proposal from Whitecap Charters is at the minimum figure required for the RFP (\$160 per foot of length), we are recommending that the lease period continues for only two more years. We anticipate the value of dockage to continue to increase in the future.

Recommendation:

Motion to approve the City Manager to sign a two-year agreement with White Cap Charter for a Dock Lease at City Marina with a payment of \$160 per ft. boat length for each season.

Motion approving the Recreation Director to have follow-up conversations with Harbor Princess to further explore their proposal for a partial-season operation at the Marina.

Attachments:

1. rfp whitecap charters
2. harbor princess rfp

Whitecap Charters
Michael "Kent" Seymour, Owner & Captain
16656 Ferry Rd.
Charlevoix, MI 49720
231-675-1127
whitecapcharters@gmail.com

January 30, 2024

Charlevoix City Clerk
210 State Street
Charlevoix, MI 49720

ATTN: City of Charlevoix Clerk, Commissioners and Recreation Department

RE: Charlevoix Commercial Boat Slip

Please accept this as my Request for Proposal for the use of a commercial dock space in the Charlevoix City Marina beginning May 2024. Whitecap Charters has happily operated out of the City of Charlevoix Marina for the past two years. Following you will find information that supports the requirements of the Proposal and ask for the opportunity to continue to provide Charter Services for the City of Charlevoix Tourists and Residents.

Whitecap Charters has always helped and will help tourism as we bring in people from all over the State of Michigan, Country and World. The visitors love the pristine waters and outstanding fish that Northern Michigan offers. With the lake tour side of Whitecap Charters, it allows us to target the non-fishing and non-boat owning customers that love to be on the water and enjoy the scenery and beautiful lake shores. We have had several repeat customers that have always just come into Charlevoix to take our charters and then leave but if we are able to be at a dock in the downtown marina these customers may stay in the downtown area to visit local restaurants and shops which would be an asset to Charlevoix. For example, we have several clients that take their fresh catch to the Villager Pub and/or Terry's Place to enjoy for their lunch or dinner.

Whitecap Charters has had the great honor of working with the Charlevoix Elks Club and the Freedom's Finest Outdoors for the last several years in which we take veterans out for a free day of fishing. We also work with the Charlevoix Trout Tournament donating charters to raise money for the Tournament and have volunteered time to the Charlevoix Rod & Gun Club for the Kids Fishing and Shooting Day. Whitecap Charters has donated several four to six person fishing trips to the Charlevoix Hospital Holly-Daze fundraiser, Charlevoix Pool Auction and Eastport Baptist Church Sportsman's Banquet, Boyne City Knights of Columbus as well as several other local organizations.

Accident prevention and Safety is Whitecap Charters number one priority. If an accident occurs that involves the Marina dock system or a vessel in the Marina, the US Coast Guard as well as the City of Charlevoix Harbormaster will be informed immediately.

Whitecap Charters is fully insured for both property damage and personal injury. If there is any damage to the dock that is minimal, we will cover the cost for repairs by approved personnel designated by the Harbormaster and/or City. In Whitecap Charters' years of service there has never been an accident or incident that has occurred that would jeopardize the safety record. Insurance information is included with this proposal packet. All Whitecap Charter Captains are licensed by the US Coast Guard and hold current American Heart Association CPR certificates.

Whitecap Charters has been in operation since 2007. We are a fully licensed and insured Charter business for both fishing and site seeing charters. Whitecap Charters owns and operates three vessels which includes Double Trouble a 31' Sea Ray Amberjack for which this proposal is for, our original boat Whitecap II a 26' American International and Traveler a 21' Startcraft. Michael "Kent" Seymour Jr. is the owner and licensed Captain of all three boats and will be the main Captain for Double Trouble. Whitecap Charters also employs three other Captains that are USCG licensed and insured under their policies.

Client References are included with this proposal. Client references include: Brian Wilmot of Wilmot Electric in Charlevoix, Daniel Ibele of Petoskey, Michigan, and Darrin Farmer of Charlevoix. The prior mentioned have been return clients of Whitecap Charters for several years. Several other references can be provided if deemed necessary.

Business/Financial References are as follows:

Frankenmuth Insurance Company, Frankenmuth, Michigan is the Commercial Insurance carrier for Double Trouble and is carried through the Charlevoix Agency, Inc., 112 Clinton St., Charlevoix, Michigan. They can be contacted at 231-547-4441.

Charlevoix State Bank, 111 State St, Charlevoix, Michigan handles the business account for Whitecap Charters. They can be contacted at 231-547-4411. Patrick Malewitz or Mike Hinkle are contacts.

H2O Tackle, Edwardsburg, MI. H2O is Whitecap Charter's major supplier of fishing equipment and tackle. They can be contacted at 269-470-1677. Darrin Schaap is the contact for the proposed. H2O has also sponsored Whitecap Charters for several different fishing tournaments over the past few years.

Whitecap Charters does not require any special services from the City of Charlevoix pertaining to tenant improvements at this time. If such needs are required a written request will be presented to the City Manager's office and/or the City Recreation Department. All payments for the dock space will be paid upon receipt of the invoice.

I, Kent Seymour, Owner, and Captain of Whitecap Charters would like to thank the City of Charlevoix Recreation Department, City of Charlevoix Commissioners, Manager's Office and Harbormaster for reviewing this proposal and considering us for the Commercial Boat Slip. I would be happy to answer any questions that may arise and provide more information if required. Being a lifelong resident of Charlevoix I take pride in my business and our beautiful town.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michael K. Seymour, Jr.", with a long horizontal flourish extending to the right.

Michael "Kent" Seymour, Jr.
Owner & Captain
Whitecap Charters
Charlevoix, MI 49720



CHARLEVOIX

Commercial Dock Proposal Form

Company Name	Whitecap Charters of Charlevoix
--------------	---------------------------------

Mailing Address	16656 Ferry Rd.
City, State, Zip	Charlevoix, MI 49720
Code	

Contact Person	Kent Seymour
Phone Number	231-675-1127
Email Address	whitecapcharters@gmail.com

Name of Vessel	Double Trouble
Type of Boat	Sea Ray Amberjack
Length of Boat	31'
Width of Boat	12'
Draft of Boat	3'



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Charlevoix Agency Inc 112 Clinton Street P.O. Box 238 Charlevoix MI 49720-0238		CONTACT NAME: Noreen Aninos PHONE (A/C, No, Ext): (231) 547-4441 E-MAIL ADDRESS: noreen@charlevoixagency.com FAX (A/C, No): (231) 547-2771	
INSURED Michael Kent Seymour, Jr., Whitecap Charters 16656 Ferry Rd. Charlevoix MI 49720		INSURER(S) AFFORDING COVERAGE INSURER A: Frankenmuth Mutual Ins. Co. NAIC # 13986 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2413001958

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER			YAC509698520	09/26/2023	09/26/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTH-ER ☐ E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Charlevoix
210 State St

Charlevoix

MI 49720

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

COPY CRAIN

1 MUTUAL AVENUE
FRANKENMUTH, MI
48787-0001**Frankenmuth**
INSURANCE

DECLARATION PAGE

NEW DECLARATION * * * * * EFFECTIVE 09/26/2023

POLICY NUMBER	FROM	POLICY TERM TO	AGENT NAME	AGENT NO.	P
YAC 106309024	09/26/2023	09/26/2024	CHARLEVOIX AGENCY, INC. 231 547 4441	05 021088300	
NAMED INSURED AND ADDRESS			D/B		
SEYMOUR, MICHAEL K JR			SEYMOUR, MICHAEL K JR		
16656 FERRY RD CHARLEVOIX, MI 49720			16656 FERRY RD CHARLEVOIX, MI 49720		

INSURER: FRANKENMUTH INSURANCE COMPANY

THIS POLICY IS EFFECTIVE AT 12:01 A.M. STANDARD TIME AT YOUR ADDRESS.

RATED "A" (EXCELLENT) BY A.M. BEST

YACHT WILL BE MOORED/BERTHED AT: RESIDENCE, CHARLEVOIX, MI 49720
 HULL ID: SERP1782C292 YEAR: 1992 LENGTH: 31FT TOTAL HP: 760HP
 MANUFACTURER: SEA RAY AMBERJACK TYPE: CRUISER
 LAY UP: THE YACHT WILL BE LAID UP ASHORE FROM 11/01 TO 04/01.

COVERAGE	LIMIT OF INSURANCE* (IF APPLICABLE)	DEDUCTIBLE (IF APPLICABLE)	PREMIUM
HULL AND EQUIPMENT	\$ 49,000	3%	\$ 714
TENDER/MOTOR (DESC ON PAGE 2)			
TRAILER (DESC ON PAGE 2)	8,600	500	86
PERSONAL PROPERTY	20,000	250	225
RENTAL REIMBURSEMENT	1,000		INCLUDED
EMERGENCY TOWING & ASSISTANCE			
OCCURRENCE/AGGREGATE	2,500/2,500		INCLUDED
PROTECTION & INDEMNITY	1,000,000		167
LONGSHORE AND HARBOR			
WORKERS' COMPENSATION	INCLUDED		INCLUDED
MEDICAL PAYMENTS	25,000		INCLUDED
UNINSURED/UNDERINSURED BOATER	500,000		INCLUDED
POLLUTION LIABILITY	STATUTORY		INCLUDED
OPTIONAL ENDORSEMENTS (DESC ON PAGE 2)			211

TOTAL PREMIUM: \$ 1,403

*THE POLICY EXPLAINS HOW THE LIMITS OF INSURANCE APPLY.

14075(01-23)

ACCOUNT YAC6985000 001 00001

CB-A1 DIRECT BILL
1 INSTALLMENT 100%

THIS IS NOT A BILL

THANK YOU FOR LETTING US SERVE YOU

1 MUTUAL AVENUE
FRANKENMUTH, MI
48787-0001



Frankenmuth
INSURANCE

DECLARATION PAGE

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NAMED INSURED AND ADDRESS				D/B		
SEYMOUR, MICHAEL K JR				SEYMOUR, MICHAEL K JR		
16656 FERRY RD CHARLEVOIX, MI 49720				16656 FERRY RD CHARLEVOIX, MI 49720		

INSURER: FRANKENMUTH INSURANCE COMPANY

IN RETURN FOR THE PAYMENT OF THE PREMIUM AND SUBJECT TO ALL THE TERMS OF THIS
POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

NAVIGATING LIMITS: WATERS AND TRIBUTARIES OF THE GREAT LAKES INCLUDING THE ST.
LAWRENCE RIVER NOT EAST OF QUEBEC CITY. INCLUDES INLAND LAKES AND RIVERS OF
IL, IN, MI, NY (EXCLUDING HUDSON RIVER SOUTH OF ALBANY), OH, PA, WI.

LOSS PAYEE:

CHARLEVOIX STATE BANK
PO BOX 217
CHARLEVOIX, MI 49720

DESCRIPTION OF TRAILER

2020 INFINITY TRIPLE AXLE
1Z9U11H38LA569062 \$8,600

FORMS AND ENDORSEMENTS: THE FOLLOWING FORM A PART OF THE POLICY:

FORM	TITLE	EFFECTIVE	PREMIUM**
99451 0105	YACHT COVERAGE FORM	09/26/23	INCLUDED
19279 0320	MICHIGAN CHANGES	09/26/23	INCLUDED
99455 0100	DEDUCTIBLE CHANGES-MARINE ELECTRONICS	09/26/23	\$11

* AN ASTERISK INDICATES AN UPDATED VERSION IS INCLUDED IN THIS PACKAGE

** WHENEVER A PREMIUM IS SHOWN AS "INCLUDED", THE PREMIUM FOR THE COVERAGE IS
INCLUDED WITH THE PREMIUM FOR ANOTHER COVERAGE. 14075 (01-23)

1 MUTUAL AVENUE
FRANKENMUTH, MI
48787-0001



Frankenmuth
INSURANCE

DECLARATION PAGE

NEW DECLARATION * * * * * EFFECTIVE 09/26/2023

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NAMED INSURED AND ADDRESS			D/B		
SEYMOUR, MICHAEL K JR			SEYMOUR, MICHAEL K JR		
16656 FERRY RD CHARLEVOIX, MI 49720			16656 FERRY RD CHARLEVOIX, MI 49720		

INSURER: FRANKENMUTH INSURANCE COMPANY

FORMS AND ENDORSEMENTS: THE FOLLOWING FORM A PART OF THE POLICY:

FORM	TITLE	EFFECTIVE	PREMIUM**
05634 0414	YACHTSMEN'S ENDORSEMENT	09/26/22	\$200
99469 0100	VALUATION CHANGES-ENGINES-ACTUAL CASH VALUE	09/26/23	INCLUDED

14075 (01-23)

1 MUTUAL AVENUE
FRANKENMUTH, MI
48787-0001



Frankenmuth
INSURANCE

DECLARATION PAGE

NEW DECLARATION * * * * * EFFECTIVE 09/26/2023

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NAMED INSURED AND ADDRESS			D/B		
SEYMOUR, MICHAEL K JR			SEYMOUR, MICHAEL K JR		
16656 FERRY RD CHARLEVOIX, MI 49720			16656 FERRY RD CHARLEVOIX, MI 49720		

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DEDUCTIBLE CHANGES -- MARINE ELECTRONICS

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE YACHT COVERAGE FORM.

SCHEDULE

MARINE ELECTRONICS DEDUCTIBLE: \$500

A. THE FOLLOWING IS ADDED TO SUBPARAGRAPH 1. OF PARAGRAPH C. DEDUCTIBLES OF II. LOSS CONDITIONS, PROPERTY COVERAGE:

A. THE AMOUNT SHOWN IN THE SCHEDULE ABOVE IS THE DEDUCTIBLE APPLICABLE TO "MARINE ELECTRONICS" WHILE THE "INSURED YACHT":

- 1) IS "ATTENDED";
- 2) IS NOT "ATTENDED" FOR LOSS CAUSED BY ANY CAUSE OF LOSS EXCEPT "THEFT" OTHER THAN "BURGLARY".

B. THE DEDUCTIBLE OTHERWISE APPLICABLE TO HULL COVERAGE IS THE DEDUCTIBLE APPLICABLE TO "MARINE ELECTRONICS" WHILE THE "INSURED YACHT" IS NOT "ATTENDED" FOR LOSS CAUSED BY "THEFT" OTHER THAN "BURGLARY".

B. THE FOLLOWING DEFINITIONS ARE ADDED:

"ATTENDED" MEANS THAT "YOU", "YOUR" PAID CAPTAIN OR CREW, OR ANY OTHER PERSON, FIRM, CORPORATION OR LEGAL ENTITY WHO MAY BE OPERATING THE "INSURED YACHT" WITH "YOUR" PERMISSION IS IN, ON, BOARDING OR UNBOARDING THE "INSURED YACHT".

1 MUTUAL AVENUE
FRANKENMUTH, MI
48787-0901



Frankenmuth
INSURANCE

DECLARATION PAGE

NEW DECLARATION * * * * * EFFECTIVE 09/26/2023

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SEYMOUR, MICHAEL K JR			SEYMOUR, MICHAEL K JR		
16656 FERRY RD CHARLEVOIX, MI 49720			16656 FERRY RD CHARLEVOIX, MI 49720		

"BURGLARY" MEANS THE TAKING OF PROPERTY FROM INSIDE A BUILDING, ROOM OR COMPARTMENT BY A PERSON UNLAWFULLY ENTERING OR LEAVING THE BUILDING, ROOM OR COMPARTMENT AS EVIDENCED BY THE FORCIBLE ENTRY OR EXIT.

"THEFT" MEANS ANY ACT OF STEALING.

MERCHANT MARINER CREDIT:

Issued By: The United States Coast Guard National Response Center
Website: <http://www.uscg.mil/nrc> **Phone:** 1-800-421-8401

References

CHARLEVOIX, MI 49720

20-DEC-1968

Place of Birth

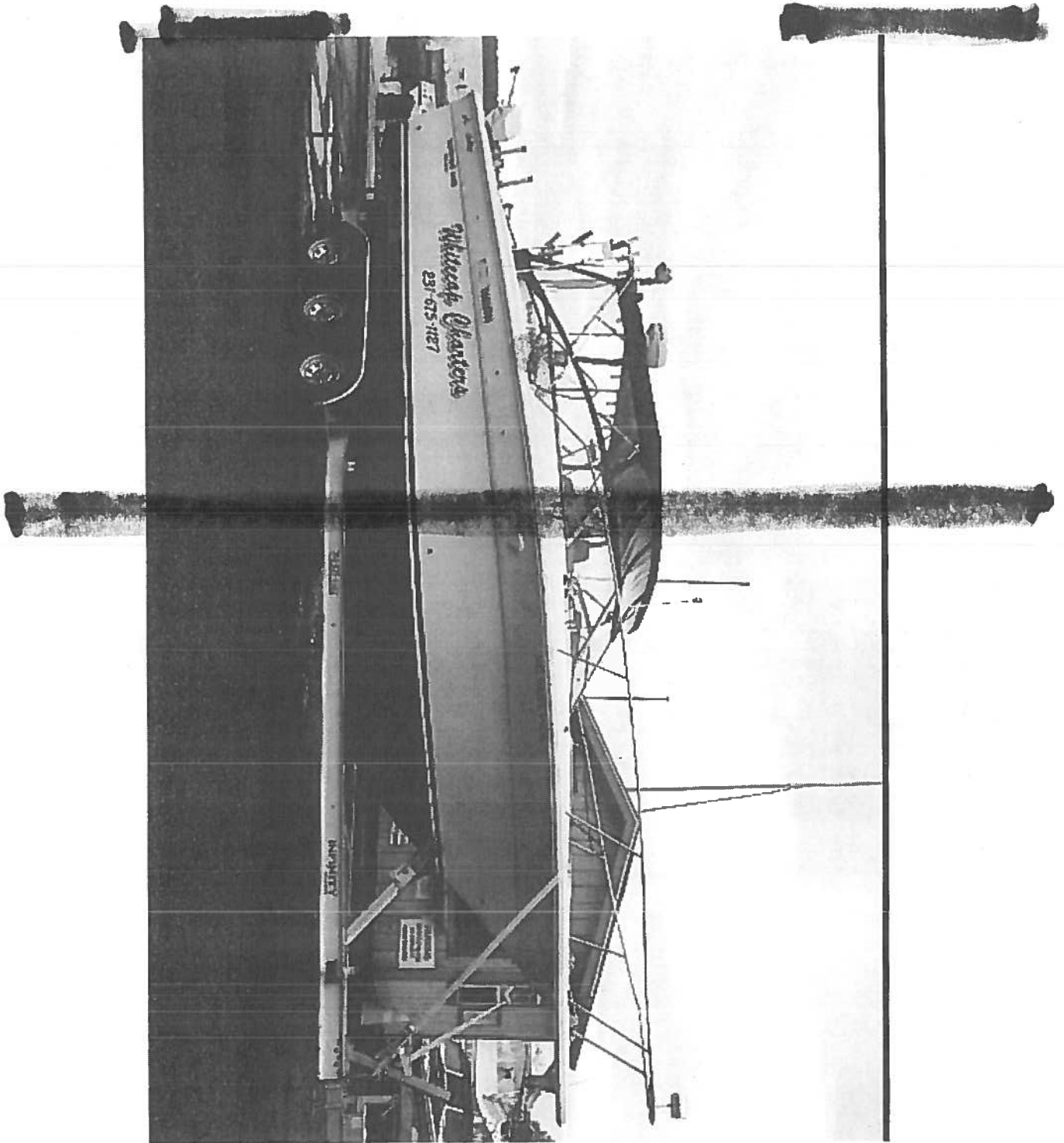
PETOSKEY, MI

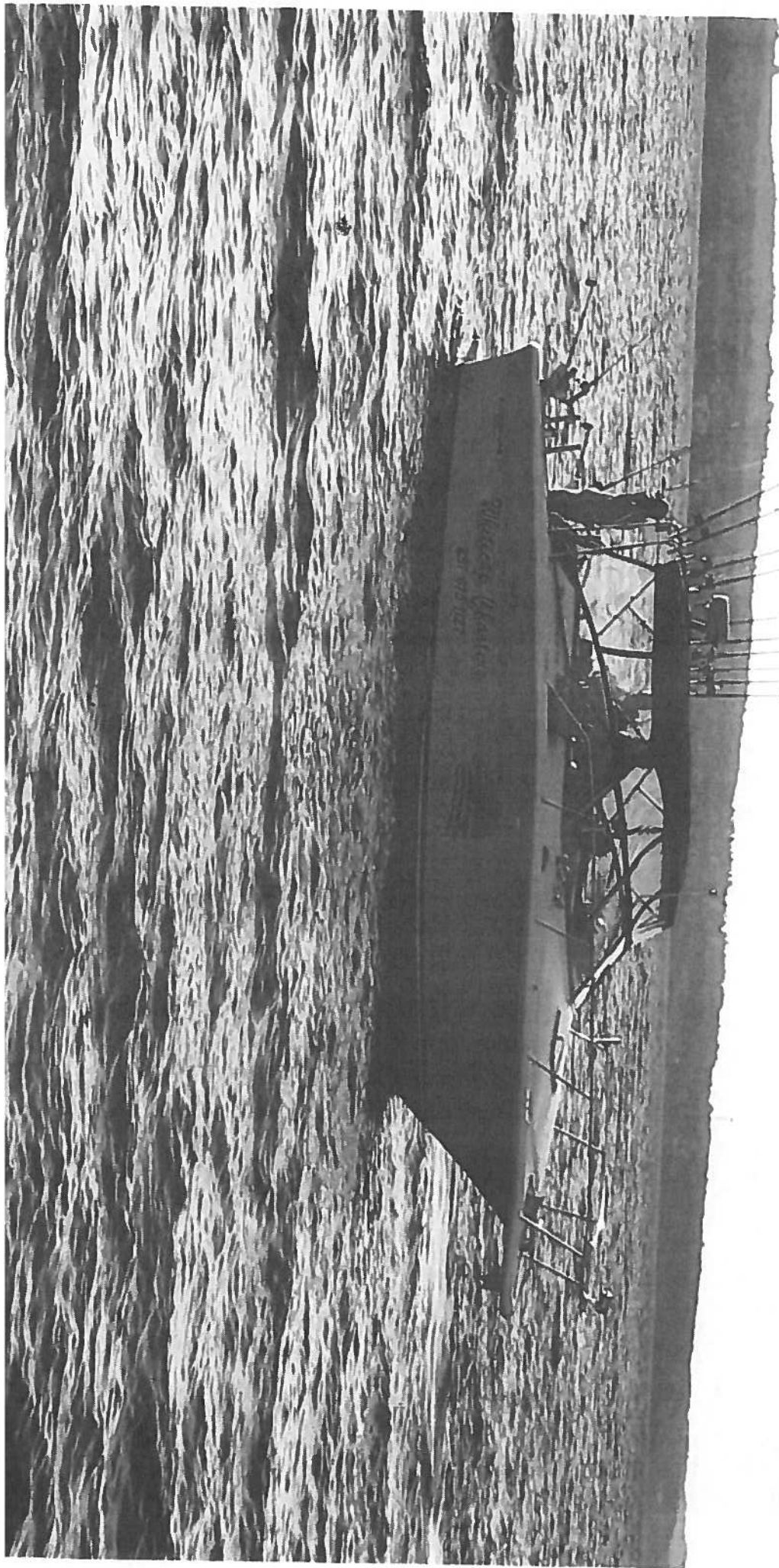
26-JAN-2023

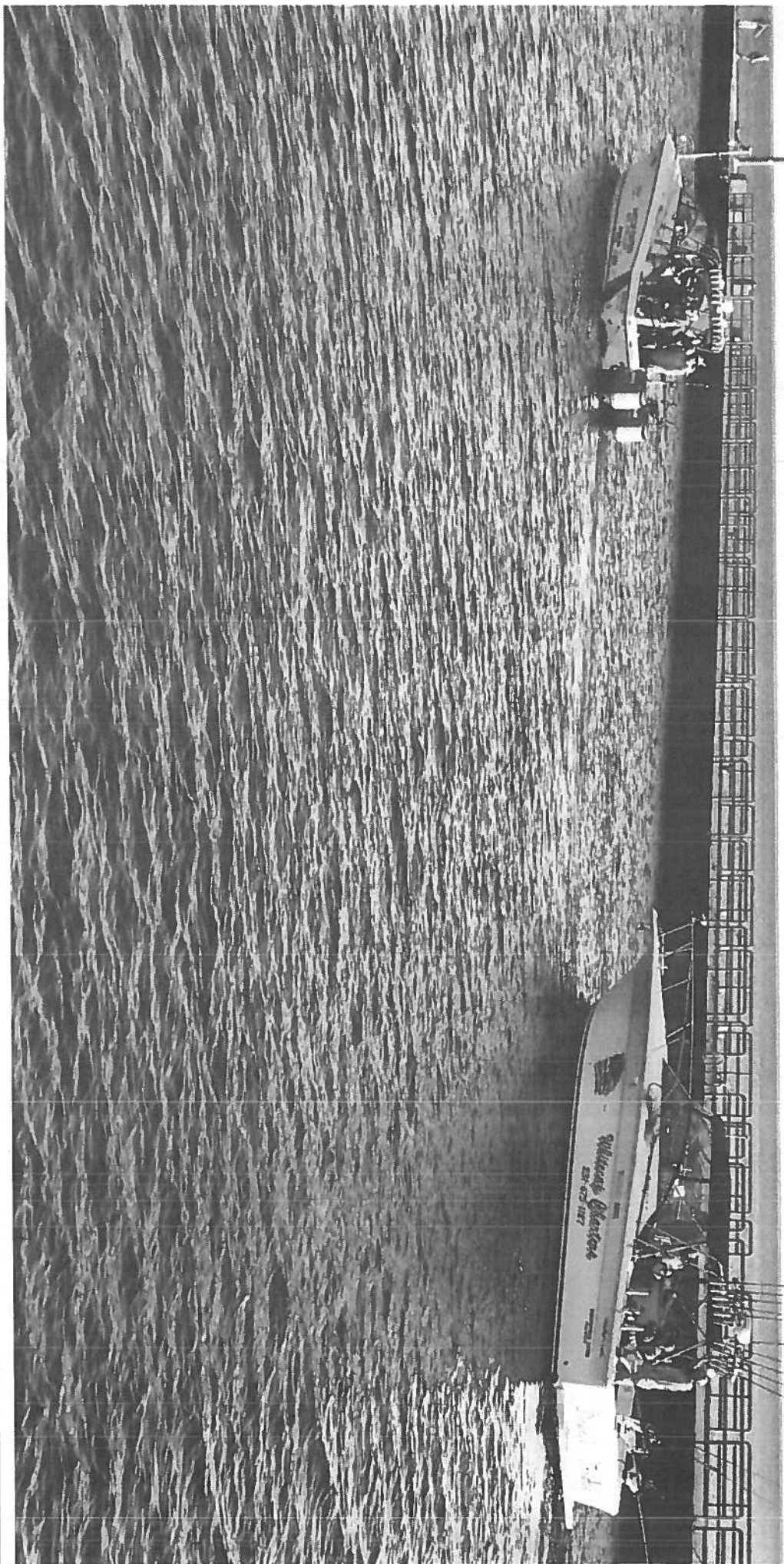
26-JAN-2028

PBUSASEYHOUR<<MICHAEL<KENT<<<<<<<<<<<<<<<<<

006836344USA6812207N2801267<<<<<<<<<<<<<<<?









CHARLEVOIX

Commercial Dock Proposal Form

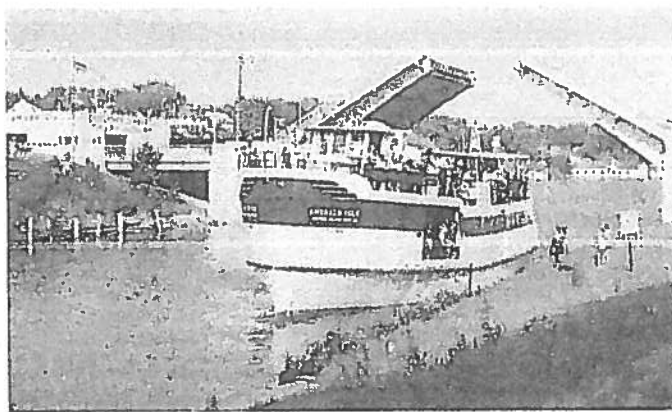
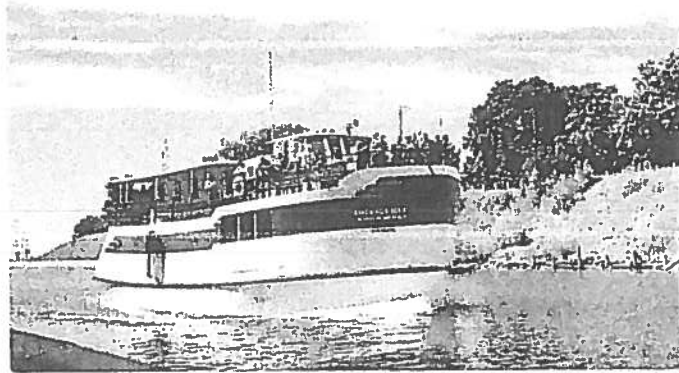
Company Name	Harbor Princess (Little Traverse Bay Ferry Co.)
--------------	---

Mailing Address	3621 Jefferson Hwy
City, State, Zip	Grand Ledge, MI 48837
Code	

Contact Person	Chris Chamberlain
Phone Number	517-490-4888 (cell) or 231-444-2628
Email Address	chris@michiganprincess.com

Name of Vessel	Harbor Princess
Type of Boat	Passenger Vessel / Riverboat
Length of Boat	65.0'
Width of Boat	25.0'
Draft of Boat	7.3'

OVERVIEW: PROVIDE INFORMATION ON THE PROPOSED COMMERCIAL SERVICES INCLUDING TYPE OF VESSEL AND SPECIFIC OPPORTUNITIES OFFERED TO CLIENTS.



(then)



(now)

The Harbor Princess (formerly the Emerald Isle) proposes to bring unique sightseeing and cruising experiences to the City of Charlevoix. Our service currently operates in Petoskey but aims to offer cruises around Lake Charlevoix and Round Lake. Post-Labor Day, we propose Fall Color Tours and Sunset Cruises on Lake Charlevoix.

Historically built in 1955 as the Emerald Isle, Harbor Princess was the first ferry to travel from Charlevoix to Beaver Island. Passengers will have the opportunity to sightsee on the water and learn about the rich history of the area, making each cruise both enjoyable and informative. Special themed cruises, such as the Fall Color Tours during the autumn months, add to the allure, catering to a wide range of interests.

Fall color cruises are designed to draw national groups, such as bus tours and associations, and enhance local tourism significantly. Our services complement and enhance the existing tourism landscape in Charlevoix, bringing new visitors and vitality to the community. Visitors often spend time shopping and exploring, thus contributing to the local economy. We plan to collaborate with local businesses, contributing to and participating in local events to enhance the tourist experience. These efforts are intended to attract more visitors to Charlevoix, benefiting both the city and its residents.

Subject to availability and the harbormaster's discretion, we aim to offer departures from Charlevoix on a case-by-case basis during the rest of the season. Our focus in the fall will be on offering Color Tours and Sunset Cruises on Lake Charlevoix. The calmer waters of this lake, as opposed to the often-choppy conditions on Lake Michigan, make it an ideal location for cruising during the windy autumn months.

WILL YOUR BUSINESS BE COMPETING WITH ANY EXISTING CHARLEVOIX BUSINESSES? IF SO, PLEASE EXPLAIN.

Our operations with Harbor Princess aim to complement, not compete with Charlevoix's existing businesses. We plan to enhance the tourist experience, indirectly benefiting local restaurants and bars by offering post-dinner cruises. Additionally, we're looking to partner with local caterers for private events, potentially expanding their reach. Our goal is to integrate our services into Charlevoix's community, fostering mutual growth and enriching the overall appeal of the city.

TOURISM: PROVIDE INFORMATION ON WHAT SERVICES YOU PLAN TO OFFER AND HOW YOUR BUSINESS ALIGNS WITH PROMOTING TOURISM.

We will offer ticketed boat rides for individuals and large groups on the waters of Lake Charlevoix, Round Lake, and Lake Michigan. These services are designed to showcase the natural beauty of the region, thereby enhancing the local tourism experience. Our boat tours will not only provide a unique perspective of the area's lakes but also contribute to promoting the region as a destination for water-based leisure activities.

In addition to public ticket sales, we will also offer private event reservations for a more exclusive cruise experience, catering to a wide variety of private events like luncheons, senior outings, receptions, and family reunions. This creates unique experiences for both visitors and local residents. Hosting special occasions on the water offers an attractive, memorable setting for celebrations and gatherings.

PROPOSED OPERATION DATES AND DAILY SCHEDULE:

The operation, planned from post-Labor Day until mid-October, will offer a unique experience that complements existing tourism offerings. We are committed to actively marketing and promoting these services to attract both local and out-of-town visitors.

Our proposed daily operations feature two primary cruise types: morning/afternoon cruises that are perfect for families and residents seeking daytime outings, and sunset cruises tailored for tourists and residents to enjoy a cocktail hour and watch the sunset. The morning/afternoon cruises will offer guests a chance to enjoy the scenic beauty of the area in the daylight. For the sunset cruises, we plan to start between 7:30 and 8:00 PM, adjusting the exact time as needed to align with the changing sunset times throughout the season. This flexible scheduling ensures our guests experience the most picturesque views during their cruise.

The exact dates and daily schedule will be subject to weather conditions, ensuring the comfort of our passengers. We plan to adapt our schedule to the best weather windows during this period to offer the most enjoyable experience to our clients.

COMMUNITY: LIST COMMUNITY CONTRIBUTIONS AND/OR PARTNERSHIPS THAT YOU WILL BE OFFERING.

We plan to collaborate closely with the Charlevoix Chamber of Commerce and Charlevoix Convention & Visitor Bureau, and actively engage with and participate in local events such as Apple Fest, Boyne Thunder, Venetian Festival, and others by

offering our services or participating in other capacities. We are also interested in forming partnerships with specific groups like the Charlevoix Historical Society, non-profits, and various associations. Our goal is to actively contribute to the richness of the community through these collaborations.

This past year, both the Harbor Princess and Little Traverse Bay Ferry garnered media attention, being featured in MLive and Petoskey News. We are actively collaborating with Tanda Gmitter, Northern Michigan Travel Editor from MLive, to maintain a strong presence in local media.

BUSINESS EXPERIENCE

Since launching in 2023 in the Greater Petoskey Area, the Harbor Princess has welcomed about 2,500 passengers, offering family and sunset cruises, and hosting various private events. We've operated the Little Traverse Bay Ferry since 2020, which served approximately 5,000 passengers last year. Looking ahead, we're excited to enhance our cruise experience with live entertainment and narrations on local history, aiming to deepen the residents' and tourists' connection with Charlevoix's surrounding natural waters.

OUTLINE OF BUSINESS EXPERIENCE AND PROVIDE THREE (3) BUSINESS REFERENCES AND CLIENT REFERENCES.

Princess Riverboats has established a robust presence in Michigan's maritime tourism industry, owning and operating five commercial passenger vessels including: the Detroit Princess in Detroit, Michigan Princess and Grand Princess in Lansing, Harbor Princess in Petoskey, and the Little Traverse Bay Ferry in Bay Harbor. Annually, we serve approximately 100,000 passengers, a testament to our popularity and reliability in the regions we operate. Our operations have not only become iconic in these regions but have also gained national recognition. Our boat rides in Detroit, featured in Pure Michigan commercials and national broadcasts, are renowned for their top-rated Motown shows. In Lansing, our operations have been praised in media outlets like PBS's "Under the Radar". Our Fall Color Cruises and Thanksgiving dinners are regional highlights, attracting numerous bus tours and private event requests.

Business References:

1. **Bryant Morrison**, Owner of NOMAD, Bay Harbor, 248-933-1618, bmorrison@rossrestaurantgroup.com
2. **Martin Leemaster**, Harbormaster, Bay Harbor Lake Marina / Yacht Docks, 231-881-2648, mleemasater@bayharbor.com

3. **Katie Potts**, Owner of Petoskey Cheese, 231-838-8494, info@petoskeycheese.com
4. **Kendall Klingelsmith**, Director of Parks and Recreation, Petoskey, 231-347-2500, kklingsmith@petoskey.us
5. **Sheriff Charles** (Chuck) Vondra, 231-675-1909, vondrac@charlevoixcounty.org

Client References:

1. **Heidi Geiger**, Customer, 513-470-2375, geiger.eh@gmail.com
2. **Joanne Froeuch**, Customer, 517-202-0553
3. **Nick Rockey**, Customer, 231-838-6204, soliddesignbuilders@gmail.com

ACCIDENT AND SAFETY PROCEDURES

We have a comprehensive accident and safety procedure plan that is always kept at the boat, as required by the US Coast Guard, and all staff undergo rigorous safety training. In the event of an accident, we have clear protocols to assess and address any damage responsibly. After the initial incident is resolved. Any damage will be assessed and if necessary, reported to the USCG per the requirements. As for compensation for damages to city property that will either be paid directly to the city from the business or via an insurance claim in the event of a larger accident.

All accident and safety procedures follow those of the US Coast Guard.

Our staff training program is comprehensive and mandatory for all team members. It includes a dedicated training day onboard, where staff are thoroughly educated on emergency and safety procedures. In addition to this, we provide ongoing on-the-job training covering food and drink safety, as well as customer interaction skills, ensuring a high standard of service and safety at all times.

Copy of US Coast Guard Inspection Certificate is attached.

Proof of Insurance is attached.

PROPOSED COMPENSATION TO THE CITY

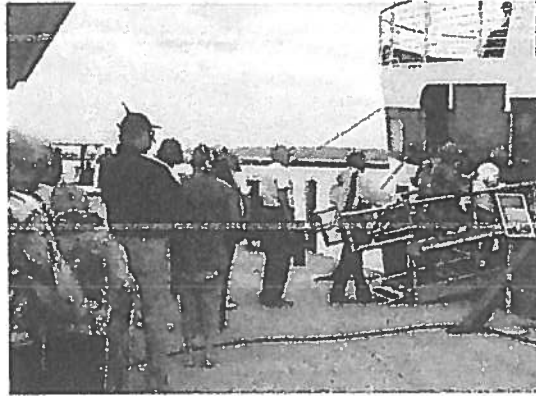
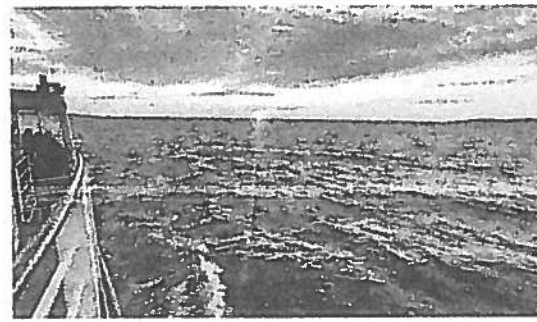
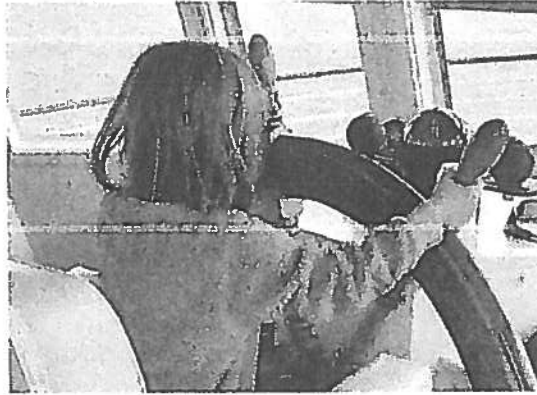
We propose a daily docking fee of \$104, mirroring our agreement in Petoskey. Any necessary tenant improvements, such as boarding ramps, will be undertaken at our expense and with the city's prior consent.

A desired improvement would be the installation of a temporary boarding ramp. An enhancement would be designed for easy removal and storage to maintain the dock's appearance and functionality when the boat is not in operation.

CERTIFICATE OF US COAST GUARD INSPECTION

[illegible][illegible]

PHOTOGRAPHS





PRINRIV-01

ADEROSIA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Mourer Foster, Inc 15 N. Capitol Ave. Ann Arbor, MI 48103	CONTACT NAME: John Foster	
	PHONE (A/C, No, Ext): (734) 233-3300 FAX (A/C, No): (734) 233-3304	
	E-MAIL ADDRESS: info@mourerfoster.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Great American Insurance	16691
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED
Princess Riverboats, LLC
PO Box C
Grand Ledge, MI 48837

OVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

SR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY						
	CLAIMS-MADE ☒ OCCUR			OMH 4033668	6/28/2023	6/28/2024	EACH OCCURRENCE \$ 1,000,000
	☒ MARINE GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							PROTECTION AND \$ 1,000,000
							COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
	Equipment Floater			OMH 4033668	6/28/2023	6/28/2024	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
FOR YOUR INFORMATION	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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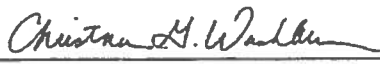


UNITED STATES OF AMERICA

DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD

NATIONAL VESSEL DOCUMENTATION CENTER

CERTIFICATE OF DOCUMENTATION

VESSEL NAME HARBOR PRINCESS		OFFICIAL NUMBER [REDACTED]	IMO OR OTHER NUMBER NONE	YEAR COMPLETED 1955	
HAILING PORT PETOSKEY MI		HULL MATERIAL STEEL		MECHANICAL PROPULSION YES	
GROSS TONNAGE 82 GRT	NET TONNAGE 56 NRT	LENGTH 65.0	BREADTH 25.0	DEPTH 7.3	
PLACE BUILT STURGEON BAY WI					
OWNERS PRINCESS RIVERBOATS LLC COMPRISED OF ONE MEMBER		OPERATIONAL ENDORSEMENTS RECREATION REGISTRY COASTWISE			
MANAGING OWNER PRINCESS RIVERBOATS LLC 3621 JEFFERSON HWY PO BOX C GRAND LEDGE MI 48837					
RESTRICTIONS NONE					
ENTITLEMENTS NONE					
REMARKS NONE					
ISSUE DATE JULY 14, 2022		 DIRECTOR, NATIONAL VESSEL DOCUMENTATION CENTER			
THIS CERTIFICATE EXPIRES JULY 31, 2023					



OUR BOATS



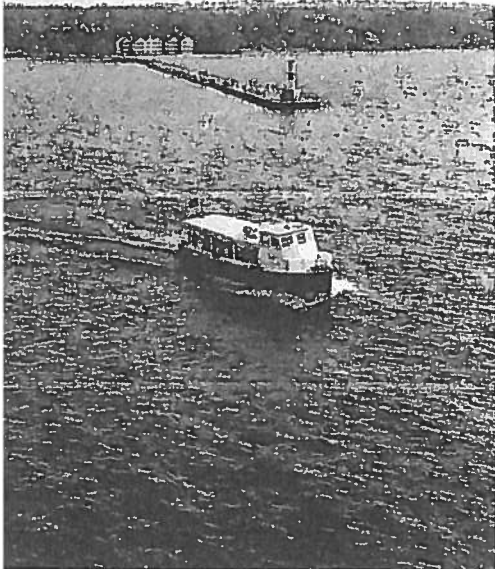
WE OPERATE FROM MID-JUNE TO EARLY OCTOBER, WEATHER PERMITTING

Miss Lauren "the ferry", Bay Harbor

Miss Lauren is the official name of the beloved ferry of the Greater Petoskey Area. She may also be referred to as "the little boat" or "the Little Traverse Bay Ferry". Miss Lauren offers trips across the Little Traverse Bay, sunset cruises and special events.

Passengers can ride the ferry to save the drive between the cities of Bay Harbor, Petoskey and Harbor Springs. She transits passengers between the promenade at Petoskey's Bayfront Park, Bay Harbor and Ford Park in Harbor Springs. Each drop-off location is a short walking distance from each town.

The ferry has a spacious deck with covered seating and is wheelchair-accessible, weather permitting. All run times are weather-dependent, guests can check the website and social media for updates before planning their trip. Tickets are available for purchase online or at the dock. The ferry is open for public and private charters.



Harbor Princess, Petoskey

Harbor Princess is open for boat tours, private charters, sunset cruises and more.

Docked in the Petoskey City Marina, free parking is available next to Ed White Baseball Field near Bayfront Park, Petoskey. The main deck is ADA-compliant and wheelchair-accessible, weather permitting.

Open for Public and Private Charters

Harbor Princess offers private double-deck seating. Beer, wine and spirits are available for purchase onboard.

History

The first ferry actually built for the Charlevoix to Beaver Island run was the Emerald Isle in 1955 (65' long, carried 9 cars & 125 passengers). She was built by the Cristie Shipbuilding Co. for the Beaver Island Boat Company. She most recently operated as a tour boat in Detroit (the Diamond Jack). Now back to Northern Michigan, she proudly sails as the Harbor Princess.



MISS LAUREN "THE FERRY", BAY HARBOR, MI

HARBOR PRINCESS, PETOSKEY, MI

HARBOR PRINCESS DOCKS BY THE
CLOCK TOWER IN BAYFRONT PARK
PETOSKEY, MI

MISS LAUREN "THE FERRY", BAY HARBOR, MI

ADVENTURE AWAITS!



MISS LAUREN
"THE FERRY"

BAY HARBOR MARINA
BAY HARBOR, MI 49720

HARBOR
PRINCESS

PETOSKEY CITY MARINA
PETOSKEY, MI 49770

CRUISES AND BOAT TOURS

LITTLE TRAVERSE BAY FERRY CO.

CRUISES
BOAT TOURS
PRIVATE CHARTERS
AND MORE!

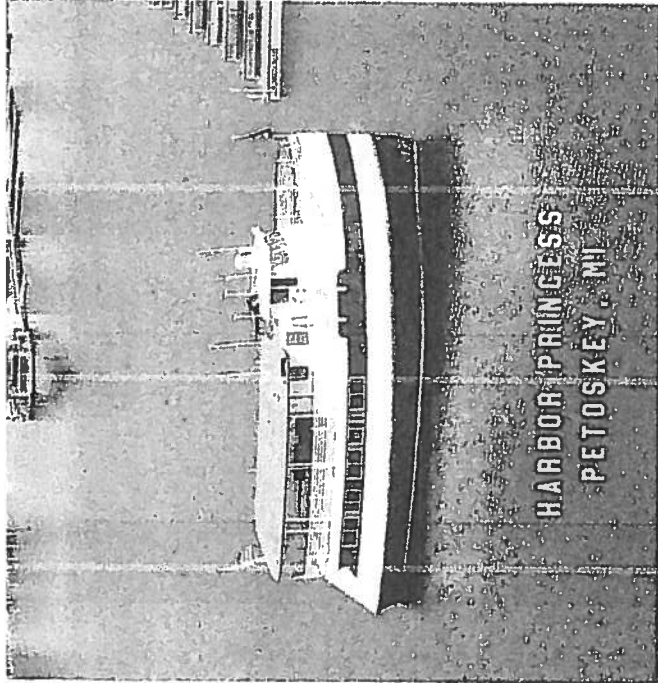


Book Tickets

Book Tickets Online
(231) 444-BOWT (236281)
AHOYE@LITTLETRAVERSEBAYFERRY.ORG
LITTLETRAVERSEBAYFERRY.ORG

ONE CONTINUOUS PASSAGE BETWEEN
PETOSKEY AND HARBOR SPRINGS
LITTLETRAVERSEBAYFERRY.ORG

WE OPERATE FROM MID-JUNE TO EARLY OCTOBER. WEATHER PERMITTING



Embark on a memorable journey aboard Miss Lauren, the beloved ferry of the Greater Petoskey Area. The ferry offers trips across the Little Traverse Bay, sunset cruises and special events.

Best Way Around the Bay

Ride the ferry to save the drive between the beautiful cities of Bay Harbor, Petoskey and Harbor Springs. Miss Lauren can transit you between the promenade at Petoskey's Bayfront Park, Bay Harbor and Ford Park in Harbor Springs. Each drop-off location is a short walking distance from each town.

The ferry has a spacious deck with covered seating and is wheelchair-accessible, weather permitting. Please note that all run times are weather dependent, so check the website and social media for updates before planning your trip. Tickets are available for purchase online. Book to experience the best views of Little Traverse Bay!

Harbor Princess offers boat tours, private charters, sunset cruises and more. This magnificent vessel docks at the picturesque Petoskey City Marina in the historic downtown district of Petoskey, Michigan.

Free parking is available next to Ed White Baseball Field near Bayfront Park, Petoskey. The main deck is ADA-compliant and wheelchair-accessible, weather permitting.

Private Charters

We offer private double-deck seating and delicious, local catering options. Beer, wine and spirits are available for purchase onboard (restrictions may apply). Our experienced events planning team can assist you to make every detail perfect, so please email Ahoy@LittleTraverseBayFerry.org to Inquire.

To book your tickets and receive updates, simply visit the Little Traverse Bay Ferry Co. website at www.LittleTraverseBayFerry.org and choose Harbor Princess Cruise.



MISS LAUREN "THE FERRY" HARBOR PRINCESS

Year Launched	2020	2023
Size	52'	65'
Capacity	30	149
Passenger Area	Single deck with covered canopy and bench seating	Double deck with indoor seating and outdoor seating with canopy
Home Port	Bay Harbor	Petoskey
Ports served	Bay Harbor, Petoskey and Harbor Springs	Petoskey
Daily Schedules	Yes	Yes
Private Charters	Yes	Yes
Restrooms	Yes	Yes
Food and Beverage	Light snacks and beverages available for purchase	Snacks and beverages available for purchase, cash bar (restrictions may apply)
ADA-Compliant	Yes (weather dependent, must call ahead)	Yes main deck (weather dependent, must call ahead)
Bikes	Yes for an additional fee	N/A
Pets	Dogs on leash only	N/A
Duration of Sailing	30-45 min upon departure	1.5 hour upon departure (can modify for private events)
Online Tickets	Yes	Yes
Ticket Office	Petoskey Only/ Limited Hours	Petoskey Only/ Limited Hours
Catering	Private Events Only	Private Events Only
Boarding Assistance	Yes	Yes

FAQS



To better serve our passengers, please review the Frequently Asked Questions page at: <https://www.littletraversebayferry.org/frequently-asked-questions/> and see the chart below.

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CONNECT

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231-444- BOAT (2628)

Ahoy@LittleTraverseBayFerry.org

www.LittleTraverseBayFerry.org

ADVENTURE AWAITS!

**MISS LAUREN
"THE FERRY"**

**HARBOR
PRINCESS**

BAY HARBOR LAKE MARINA

PETOSKEY CITY MARINA

LITTLE TRAVERSE BAY
FERRY CO.

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: March 4, 2024

Presented By:

Background:

A. Fire Truck Replacement

I joined our friends in Charlevoix Township this morning for a meeting with staff from Senator Gary Peters' office as we look at funding options for a new hybrid fire truck to serve as both the first-out engine and a replacement ladder truck. They confirmed that ordering the truck before receiving a grant would disqualify us from federal funding. They are going to follow-up with some options and we are also working to schedule a meeting with State Senator John Damoose and his staff.

B. Northwest Michigan Habitat for Humanity

I met this week with staff of Northwest Michigan Habitat for Humanity to learn more about their owner-occupied home ownership model and see the work they are doing at a subdivision outside of Alanson. They are building 12-15 houses each year and looking toward the future. They are providing long-term, sustainable growth in housing and could be a good partner for us in the future.

C. Presidential Primary

Our elections staff led by our City Clerk successfully conducted the 2024 Presidential Primary this week with the new regulations in place regarding early voting and new opportunities for absentee voting. While the turn-out was light, it was a good trial-run of the systems which will be in place in August and November for the primary and general elections. The CharEm ISD elected to have their own special election in May when no other items will be on the ballot except their request for a tax. Given this situation, the election in the city will be combined and run as one precinct rather than the three we normally have; voting on May 7 will be at City Hall per usual.

Recommendation:

Attachments:

None

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: March 4, 2024

Presented By:

Background:

Recommendation:

Attachments:

None