



Agenda
City of Charlevoix City Council Regular Meeting
Monday, May 20, 2024 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Recreation Department Spring Update
Kent Knorr, Recreation Director
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - May 8, 2024
 - B. Accounts Payable and Payroll Check Registers
 - C. Electric Tariffs
 - D. Request from Great Lakes Center for the Arts: The Concert Truck in East Park on August 8
 - E. Bridge Street Tap Room request for Music in Bridge Park
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing: Proposed Amendment Bridge Park Drive Signage
Mark Heydlauff, City Manager
 - B. Public Hearing: Proposed Amendments to Outdoor Storage
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Mayoral Appointments
Lyle Gennett-Mayor
 - B. Michigan Beach Concession Operations
Kent Knorr, Recreation Director
 - C. Ferry Beach Concession Proposed Addendum
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

A. Closed Session: City Manager Annual Evaluation (MCL 15.268 (1a))

10. Adjourn

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

Charlevoix City Council

Presentations

Title: Recreation Department Spring Update

Date: May 20, 2024

Presented By: Kent Knorr, Recreation Director

Background:

As we gear up for what is certain to be a busy summer, we would like to touch base with City Council and the community to share our successes and challenges from this past winter along with a number of our upcoming programs and activities planned for the summer and fall.

Recommendation:

Attachments:

1. Charlevoix Recreation Department spring 24 presentation pptx

Charlevoix Recreation Department

Spring/Summer 2024 City
Council Update



Winter Reality





Dedicated staff deserve a
big thank you!

New Years Eve Snow Making



January 7th Opening Day



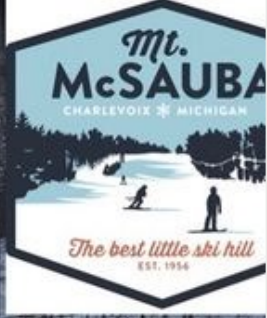


Ski Lessons
began on January
7th





While most of us slept, the team kept snowmaking going



Yes we opened the ice rink
(for about 3 days)



Candle Light Hikes
Over 2200 hikers

Revenue and Expense Comparison

2023

Expenditures

\$163,563

Revenue

\$72,583

Net Revenue

(\$90,979)

2024

Expenditures

\$145,732

Revenue

\$55,198

Net Revenue

(\$90,534)

Camp McSauba 2024





Camp Staffing 2024





We are increasing total weeks and total campers this year!



Our Camp Staff
Professional
Dedicated
Fun
Adventurous
Safety Driven
Certified





McSauba (near) Future Improvement Needs

Rotary Playground Update

New Snow Making Equipment

Fence Replacement

Basketball Court Replacement

Fire Pit Improvement

Ferry Beach Safety Adjustments For The Summer of 2024

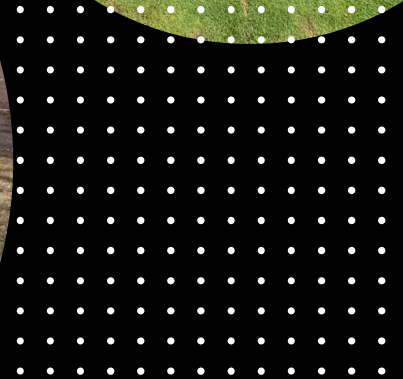
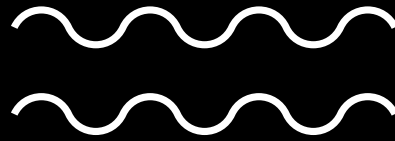




Charlevoix Golf Club

2024 is off to a great start!

Charlevoix Golf Club





Charlevoix Golf Club



2024 Goals

- 10,500 Rounds of Golf
- \$175,000 In Revenue
- 100 Members
- 1000 Followers on Facebook
- Increase in Tournaments

Recreation Department



CHARLEVOIX
**FARMERS
MARKET**



CHARLEVOIX
RECREATION



CITY OF CHARLEVOIX
Dog Park



Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - May 8, 2024

Date: May 20, 2024

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2024.05.08 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Wednesday, May 8, 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, Phil Parr, Richard Spring

Members Absent: Mark Knapp

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation Honoring Joe Schwartzfisher

Lyle Gennett-Mayor

Mayor Gennett read a Mayoral Proclamation honoring Joe Schwartzfisher and wished him well in his retirement.

B. Election Emergency Response Plan and Security Update

Sarah Dvoracek, City Clerk

City Clerk Dvoracek presented information about the Election Emergency Response Plan and Security Update.

4. Inquiry Regarding Conflicts of Interest

Council Member Hagen stated he will be recusing himself from item 7B.

5. Consent Agenda

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

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

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

A. City Council Meeting Minutes - April 15, 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	Description	Amount
04/24/2024	Special Accounts Payable Run	\$74,773.3
04/26/2024	Payroll (net pay)	\$113,020.84

04/26/2024	Payroll Transmittal Checks	\$5,775.11
04/29/2024	Special Accounts Payable Run	\$3,016.94
05/09/2024	Regular Accounts Payable	\$229,805.98
04/11/2024-04/29/2024	ACH/WIRE Payments	\$437,685.62
05/09/2024	Tax Disbursement	\$26,669.84
Grand Total		\$890,747.63
The entire accounts payable and payroll check registers can be viewed at the City's website.		

C. EV Charging Rates

Motion to approve EV rates and fees recommended by Utility Financial Solutions of \$0.37 per kWh, \$1.00 per charging session and \$1.50 per quarter-hour idle time as presented.

D. Renewal of Automated Weather Observation System (AWOS) Contract with MDOT

Motion by Parr, seconded by Cole to approve resolution for the renewal of the AWOS contract with MDOT.

CITY OF CHARLEVOIX

RESOLUTION NO. 2024-05-01

MDOT AERO CONTRACT 2024-0538 CHARLEVOIX AWOS

WHEREAS, the City of Charlevoix enters into contracts, grants, and certifications through Federal and State programs;

WHEREAS, Mark L. Heydlauff, City Manager, has the authority to execute airport sponsors between the City of Charlevoix and the State of Michigan Department of Transportation, Office of Aeronautics and;

WHEREAS, if the Designated Signer has changed, the City of Charlevoix will contact the State of Michigan Department of Transportation, Office of Aeronautics with the changes.

NOW THEREFORE BE IT RESOLVED, that Mark L. Heydlauff, City Manager of the City of Charlevoix, be authorized and directed to execute airport sponsor contracts with the State of Michigan Department of Transportation, Office of Aeronautics on behalf of the Charlevoix Municipal Airport.

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

E. Quarterly Investment Update

Motion to approve the investment report as presented.

F. Approval of L-4029 Tax Rate Request Forms and Millage Collection Procedure Verification Form for 2024

Motion to approve the City of Charlevoix and DDA L-4029 Tax Rate Forms for 2024.

Motion to approve the Millage Collection Procedure Verification Form for 2024 and to be signed by the City Clerk.

G. Recreation Advisory Committee Resignation-Jennifer Fruk

Motion to accept Jennifer Fruk's resignation from the Recreation Advisory Committee.

H. Roof Replacement Contract with Edgewater Roofing Inc. for \$33,366.22

Motion to accept the bid as provided by Edgewater Roofing Inc for a total of \$33,366.22 and authorize the City Manager to sign all required documents.

I. Truck Lease through Enterprise Fleet

Motion to approve the lease agreement with Enterprise Fleet and authorize the City Manager to sign all required documents.

J. Roof Replacement at Charlevoix Train Depot Contract

Motion to approve the contract between Cosier Roofing LLC and the City of Charlevoix pending final approval of contractor selection by the State Historic Preservation Office and authorize the City Manager to make reasonable adjustments as may be directed by SHPO.

6. Public Hearings and Actions Requiring Public Hearings

A. Public Hearing: Planning Commission Member Janet Coltman

Mark Heydlauff, City Manager

City Manager Heydlauff presented information about the public hearing for Planning Commission Member Janet Coltman regarding her missing three consecutive meetings for the Planning Commission.

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

Motion by Kalbfell, seconded by Spring to remove Member Janet Coltman from the Planning Commission due to misfeasance of office.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

B. Set a Public Hearing: Proposed Amendment Bridge Park Drive Signage

Mark Heydlauff, City Manager

City Manager presented information on the proposed amendment regarding Bridge Park Drive signage.

Discussion was held and Council concurred that the City Manager bring back modified language regarding additional standards for the sign.

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

Motion by Parr, seconded by Kalbfell to set a public hearing for Monday, May 20, 2024, at 6pm in the Council Chamber of City Hall, 210 State Street, Charlevoix, MI for the proposed Bridge Park Drive sign zoning ordinance amendment.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

C. Set a Public Hearing: Proposed Amendments to Outdoor Storage

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the proposed amendments to outdoor storage.

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

Motion by Kalbfell, seconded by Cole to add the following language to the proposed outdoor storage ordinance amendment, which shall read, the open parking or storage of any recreational vehicle not owned by a resident or owner of the property on which it is located shall not be permitted.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

Motion by Cole, seconded by Spring to set a public hearing for Monday, May 20, 2024, at 6pm in the Council Chamber of City Hall, 210 State Street, Charlevoix, MI for the proposed outdoor storage zoning ordinance amendments.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

7. All Other Actions and Requests

A. Request for use of Bridge Park: Boyne Thunder

City Manager Heydlauff presented information on the request for use of Bridge Park for Boyne Thunder.

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

Motion by Kalbfell, seconded by Spring to approve the use of Bridge Park on July 13, 2024 for the 20th Annual Boyne Thunder Poker Run.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

B. Request for use of Bridge Park: Bridge Street Tap Room Anniversary Event

Mark Heydlauff, City Manager

Council Member Hagen stepped down from the dais at 6:52 p.m.

City Manager Heydlauff presented information on the request for use of Bridge Park for the Bridge Street Tap Room Anniversary Event.

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

Motion by Spring, seconded by Parr to approve the use of Bridge Park by the Bridge Street Tap Room for an event on June 22, 2024, and authorize City staff to make all other necessary arrangements including the charging for requested parking spaces and any other licensing requirements for MLCC.

Yeas: Kalbfell, Cole, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

Council Member Hagen returned to the dais at 6:54 p.m.

C. Request for Paid Parking Space: Acacia Lot

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the request for paid parking space in the Acacia Lot.

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

Council concurred to take no action on the request.

D. Request for Parking Spaces: Antique Car Cruise

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the request for parking spaces for the antique car cruise.

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

Motion by Spring, seconded by Kalbfell to decline the request and leave the car cruise to find their own spaces when they arrive in the City.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

- Shirley Gibson thanked Joe Schartzfisher for his service to the City
- LuAnne Kozma stated her concerns about an outstanding invoice from the City of Charlevoix to Hayes Township as well as her concerns about the EMS Authority

B. City Manager's Comments

- Shared information regarding special elections

- Thanked Joe Schwartzfisher
- Officer Charlie Ramirez started on Monday with the police department
- Parking meters will soon be turned on

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 7:16 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: May 20, 2024

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 05-20-24 Agenda

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/04/2024	05/10/2024	142314	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,145.58
05/04/2024	05/10/2024	142315	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	55.40
05/04/2024	05/10/2024	142315	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	427.44
05/04/2024	05/10/2024	142316	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,330.00
05/04/2024	05/10/2024	142317	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	673.08
05/04/2024	05/10/2024	142318	FOPLC	9039	FOPLC UNION DUES Pay Perio	156.00
05/04/2024	05/10/2024	142319	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
05/04/2024	05/10/2024	142320	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,536.13
05/04/2024	05/10/2024	142321	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	276.73
05/04/2024	05/10/2024	142321	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 5/4/2	51.29
05/04/2024	05/10/2024	142321	THE HARTFORD	9035	CHILD LIFE Pay Period: 5/4/202	11.00
05/04/2024	05/10/2024	142321	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	28.60
05/04/2024	05/10/2024	142321	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 5/4/	5.09
05/04/2024	05/10/2024	142321	THE HARTFORD	9035	CHILD AD&D Pay Period: 5/4/20	4.65
Grand Totals:		14				5,817.54



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

05/10/24 Payroll Transmittal Checks	\$ 5,817.54
05/10/24 Payroll (net pay)	\$ 122,179.51
05/21/24 Regular Accounts Payable	\$ 159,207.03
Checks Sub-Total:	\$ 287,204.08

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

04/26/24 Neofunds by Neopost	\$ 5,000.00
05/03/24 AMG Payment Solutions	\$ 34.99
05/03/24 Payment Service Network Inc	\$ 232.75
05/06/24 MI Public Power Agency	\$ 28,285.88
05/08/24 State of MI (Sales Tax)	\$ 25,200.46
05/09/24 DTE Energy	\$ 9,496.52
05/10/24 IRS (Payroll Tax Deposit)	\$ 45,435.71
05/10/24 Alerus Financial (HCSP)	\$ 558.00
05/10/24 Vantagepoint (401 Plan)	\$ 1,094.68
05/10/24 Vantagepoint (457 Plan)	\$ 21,984.76
05/10/24 Vantagepoint (Roth IRA)	\$ 1,190.00
05/10/24 State of MI (Withholding Tax)	\$ 6,629.46
05/13/24 MI Public Power Agency	\$ 22,412.08
ACH Sub-Total:	\$ 167,555.29

Huntington National Bank Total: \$ 454,759.37

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

Tax Disbursement	\$ -
Charlevoix State Bank Total:	\$ -
Grand Total:	\$ 454,759.37

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/04/2024	PC	05/10/2024	39398	HEYDLAUFF, MARK L.	102		3,800.62
05/04/2024	PC	05/10/2024	39399	DVORACEK, SARAH J.	105		2,498.73
05/04/2024	PC	05/10/2024	39400	DEROSIA, PATRICIA E.	107		982.70
05/04/2024	PC	05/10/2024	39401	DOTSON, LINDSEY J.	109		1,733.14
05/04/2024	PC	05/10/2024	39402	KLOOSTER, ALIDA K.	121		2,492.90
05/04/2024	PC	05/10/2024	39403	BARNEVELD, RICHELLE	123		1,324.60
05/04/2024	PC	05/10/2024	39404	SCHULZ, GINNY L.	125		1,634.43
05/04/2024	PC	05/10/2024	39405	DAVIDSON, JESSICA-RA	127		1,468.59
05/04/2024	PC	05/10/2024	39406	MILLER, FAITH G.	142		104.73
05/04/2024	PC	05/10/2024	39407	MCGINN, KELLY A.	146		2,865.02
05/04/2024	PC	05/10/2024	39408	SCHEEL, JONATHAN D.	149		2,672.60
05/04/2024	PC	05/10/2024	39409	MCDONNELL, JILL L.	202		2,622.72
05/04/2024	PC	05/10/2024	39410	UMULIS, MATTHEW T.	205		1,911.82
05/04/2024	PC	05/10/2024	39411	ORBAN, BARBARA K.	209		1,701.45
05/04/2024	PC	05/10/2024	39412	RILEY, DENISE M.	213		585.74
05/04/2024	PC	05/10/2024	39413	MUNK, CHRISTOPHER J.	215		1,931.62
05/04/2024	PC	05/10/2024	39414	CHRISTIANSEN, BRIAN D	218		1,655.34
05/04/2024	PC	05/10/2024	39415	RAMIREZ, CHARLES V.	219		1,303.06
05/04/2024	PC	05/10/2024	39416	YOUNG, KRISTEN L.	230		2,005.80
05/04/2024	PC	05/10/2024	39417	DOTSON, WILLIAM R.	249		185.00
05/04/2024	PC	05/10/2024	39418	DAVIS, RONALD L.	250		29.90
05/04/2024	PC	05/10/2024	39419	KALLMAN, ARIN J.	251		58.14
05/04/2024	PC	05/10/2024	39420	WURST, RANDALL W.	411		1,594.53
05/04/2024	PC	05/10/2024	39421	HILLING, NICHOLAS A.	413		1,742.38
05/04/2024	PC	05/10/2024	39422	MEIER III, CHARLES A.	421		1,545.38
05/04/2024	PC	05/10/2024	39423	ZACHARIAS, STEVEN B.	422		1,529.69
05/04/2024	PC	05/10/2024	39424	NEWMAN, MARK J.	424		1,809.87
05/04/2024	PC	05/10/2024	39425	LOUGHMILLER, JOHN A.	425		2,093.91
05/04/2024	PC	05/10/2024	39426	GRIFFITH, JOHN J.	500		2,669.96
05/04/2024	PC	05/10/2024	39427	EATON, BRAD A.	515		2,632.94
05/04/2024	PC	05/10/2024	39428	WILSON, TIMOTHY J.	516		3,548.75
05/04/2024	PC	05/10/2024	39429	LAVOIE, RICHARD L.	519		2,582.24
05/04/2024	PC	05/10/2024	39430	STERRETT, PHILLIP R.	520		2,724.33
05/04/2024	PC	05/10/2024	39431	STEVENS, BRANDON C.	521		3,456.51
05/04/2024	PC	05/10/2024	39432	WHITLEY, ANDREW T.	522		2,449.74
05/04/2024	PC	05/10/2024	39433	FARRELL, MITCHELL L.	524		2,011.78
05/04/2024	PC	05/10/2024	39434	ANDERSON, ELIZABETH	526		1,460.44
05/04/2024	PC	05/10/2024	39435	KENWABIKISE, DAVID L.	528		1,310.63
05/04/2024	PC	05/10/2024	39436	ELLIOTT, PATRICK M.	600		3,385.35
05/04/2024	PC	05/10/2024	39437	MORRISON, KEVIN P.	601		1,342.61
05/04/2024	PC	05/10/2024	39438	SCHWARTZFISHER, JOS	603		3,998.65
05/04/2024	PC	05/10/2024	39439	FURGESON, JUSTIN L.	613		2,273.21
05/04/2024	PC	05/10/2024	39440	BRADLEY, KELLY R.	614		1,606.93
05/04/2024	PC	05/10/2024	39441	HART II, DELBERT W.	616		1,964.83
05/04/2024	PC	05/10/2024	39442	JONES, ROBERT F.	618		1,425.80
05/04/2024	PC	05/10/2024	39443	THORP JR, WILLIAM D.	623		1,683.62
05/04/2024	PC	05/10/2024	39444	LEITNER, RYAN S.	624		1,874.86
05/04/2024	PC	05/10/2024	39445	NOWKA, STEPHEN P.	626		1,588.04
05/04/2024	PC	05/10/2024	39446	REID, ROB A.	632		7.80
05/04/2024	PC	05/10/2024	39447	DORAN, JUSTIN J.	634		2,506.57
05/04/2024	PC	05/10/2024	39448	NEDWICK, DAVID J.	642		829.60
05/04/2024	PC	05/10/2024	39449	CONWAY, ANNEMARIE	668		42.40
05/04/2024	PC	05/10/2024	39450	FINNERTY, HOLLY E.	669		1,131.05
05/04/2024	PC	05/10/2024	39451	POIROT, KENNETH R.	673		913.42
05/04/2024	PC	05/10/2024	39452	VENTZKE, COLE C.	674		858.71
05/04/2024	PC	05/10/2024	39453	JOHNSON, RANDY J.	680		997.96
05/04/2024	PC	05/10/2024	39454	PARRISH, JASON P.	681		933.86

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/04/2024	PC	05/10/2024	39455	CRANDELL, ZACKARY R.	691		848.30
05/04/2024	PC	05/10/2024	39456	RABIDEAU, JACOB L.	696		1,085.39
05/04/2024	PC	05/10/2024	39457	BORTHS, MICHAEL J.	698		980.37
05/04/2024	PC	05/10/2024	39458	KNORR, KENT J.	700		2,394.26
05/04/2024	PC	05/10/2024	39459	ANZELL, BETH A.	702		1,668.93
05/04/2024	PC	05/10/2024	39460	STEBE, LAURA A.	703		32.21
05/04/2024	PC	05/10/2024	39461	STEWART, SPENCER P.	720		475.74
05/04/2024	PC	05/10/2024	39462	MCDERMOTT, DENNIS J.	732		1,706.59
05/04/2024	PC	05/10/2024	39463	WHITE III, MARCUS W.	754		318.29
05/04/2024	PC	05/10/2024	39464	WALKER, MEREDITH A.	771		58.77
05/04/2024	PC	05/10/2024	39465	DRENTH, DOUGLAS A.	838		976.03
05/04/2024	PC	05/10/2024	39466	ELGART, SARAH N.	840		622.94
05/04/2024	PC	05/10/2024	39467	GILL, DAVID R.	856		1,006.16
05/04/2024	PC	05/10/2024	39468	LIVINGSTON, BRIAN D.	866		2,298.02
05/04/2024	PC	05/10/2024	39469	KLOOSTER, PATRICK H.	868		468.49
05/04/2024	PC	05/10/2024	39470	PETROSKY, TIMOTHY D.	874		64.86
05/04/2024	PC	05/10/2024	39471	SCHOLEY, ROBERT W.	902		2,041.57
05/04/2024	PC	05/10/2024	39472	OLIVER, GRANT T.	915		1,103.08
05/04/2024	PC	05/10/2024	39473	POSTMUS, ANTHONY H.	916		1,088.66
05/04/2024	PC	05/10/2024	39474	DOUGLAS, MARK	935		1,571.25
05/04/2024	PC	05/10/2024	39475	FRATRICK, JOSEPH W.	940		751.72
05/04/2024	PC	05/10/2024	142313	COX, RONALD L.	869		520.88
Grand Totals:			79				122,179.51



Report Criteria:

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

Check Number	Payee	Amount
05/21/2024		
142322	A.W. AND SONS SERVICES	1,943.87
142323	ACE HARDWARE	6,204.05
142324	ACUSHNET COMPANY	375.51
142325	ALL-PHASE ELECTRIC SUPPLY CO	440.80
142326	ALTEC INDUSTRIES INC	170.04
142327	AMAZON CAPITAL SERVICES	1,544.18
142328	AMERICAN LEGAL PUBLISHING CORP	95.55
142329	ASPLUNDH TREE EXPERT LLC	9,543.00
142330	AUTO WARES INC	714.94
142331	BANDIT INDUSTRIES INC	1,580.18
142332	BLARNEY CASTLE OIL CO	1,335.51
142333	BRADFORD MASTER DRYCLEANERS	7.50
142334	BS& A SOFTWARE	619.00
142335	CARQUEST OF CHARLEVOIX	1,038.27
142336	CDW GOVERNMENT	363.01
142337	CHARLEVOIX AUTO LLC	851.40
142338	CHARLEVOIX COUNTY CLERK	3,150.00
142339	CHARLEVOIX SCREEN MASTERS INC	381.00
142340	CHARTER COMMUNICATIONS	863.91
142341	CHARTER COMMUNICATIONS OPERA	88.24
142342	CINTAS	105.66
142343	CINTAS CORPORATION	169.02
142344	CITY OF CHARLEVOIX - UTILITIES	43,641.40
142345	CONWAY PROFESSIONAL SERVICES	1,378.00
142346	CUTLER, DON	350.00
142347	FAMILY FARM AND HOME	233.54
142348	FERGUSON & CHAMBERLAIN	600.00
142349	FISHER SCIENTIFIC	367.01
142350	FLETCH'S INC	166.18
142351	FREEDOM MAILING SERVICES INC	2,675.68
142352	GALLS LLC	155.95
142353	GANNETT MICHIGAN LOCALIQ	348.68
142354	GFL ENVIRONMENTAL	725.25
142355	GRAHAM, THOMAS	75.00
142356	GREAT LAKES ASPHALT SERVICES	4,495.00
142357	GREAT LAKES ELEVATOR LLC	473.39
142358	HACH COMPANY	1,950.32
142359	HENRY, COREEN	100.00
142360	HYDROCORP	2,077.00
142361	IDI	76.00
142362	INTEGRITY BUSINESS SOLUTIONS	52.48
142363	INTERLOCHEN PUBLIC RADIO	500.00
142364	IPS GROUP INC	33.00
142365	KALAMAZOO SANITARY SUPPLY LLC	1,648.00
142366	KNORR, KENT J.	75.04
142367	LASER PRINTER TECHNOLOGIES	200.00
142368	LEGACY DEVELOPMENT GROUP LLC	41.54
142369	LG CHARLEVOIX LLC	72.89

Check Number	Payee	Amount
142370	MARTINEZ, AMANDA	52.75
142371	MCCARDEL CULLIGAN WATER COND	55.50
142372	McGINN, KELLY A.	289.71
142373	MICHIGAN DOWNTOWN ASSOCIATIO	30.00
142374	MYNORTH MEDIA	1,750.00
142375	NAVIA BENEFIT SOLUTIONS	100.00
142376	NCL OF WISCONSIN INC	6,743.65
142377	NUCO2 LLC	200.90
142378	OLSON & HOWARD	1,724.00
142379	PERFORMANCE ENGINEERS INC	17,192.00
142380	POWER LINE SUPPLY	2,705.83
142381	POWER SYSTEM ENGINEERING INC	350.00
142382	POWERPLAN	2,621.94
142383	R B LYONS INC	6,840.00
142384	RANGE TELECOMMUNICATIONS	215.00
142385	REID, ROB A.	150.00
142386	RESOLUTION G2 LLC	5,880.00
142387	ROTARY CLUB OF CHARLEVOIX	37.50
142388	SCHOLEY, ROBERT W.	305.14
142389	SITEONE LANDSCAPE SUPPLY LLC	261.87
142390	SOUND ENVIRONMENTS LLC	993.96
142391	SPARTAN DISTRIBUTORS INC	86.80
142392	STATE OF MICHIGAN	100.00
142393	TARGET SPECIALTY PRODUCTS	593.40
142394	TELNET WORLDWIDE	171.31
142395	THURSTON, JOSHUA	56.74
142396	TRACE ANALYTICAL LABORATORIES I	460.00
142397	TRAVERSE CITY DANCE PROJECT	1,000.00
142398	UNIFIRST CORPORATION	270.50
142399	UPPER CASE PRINTING INK.	1,573.00
142400	VILLAGE GRAPHICS INC	205.00
142401	WEBB, SCOTT	53.71
142402	WILBERT BURIAL VAULT CO	515.84
142403	FERGUSON'S	10,927.99
142404	HEYDLAUFF, MARK L.	597.00
Total 05/21/2024:		159,207.03
Grand Totals:		159,207.03

Check Number	Payee	Amount
04/26/2024		
42624008	NEOFUNDS BY NEOPOST	5,000.00
Total 04/26/2024:		5,000.00
Grand Totals:		5,000.00

Check Number	Payee	Amount
05/03/2024		
50324001	AMG PAYMENT SOLUTIONS	34.99
50324002	PAYMENT SERVICE NETWORK INC.	232.75
Total 05/03/2024:		267.74
Grand Totals:		267.74

Check Number	Payee	Amount
05/06/2024		
50624001	MICHIGAN PUBLIC POWER AGENCY	28,285.88
Total 05/06/2024:		28,285.88
Grand Totals:		28,285.88

Check Number	Payee	Amount
05/08/2024		
50824001	STATE OF MICHIGAN	25,200.46
Total 05/08/2024:		25,200.46
Grand Totals:		25,200.46

Check Number	Payee	Amount
05/09/2024		
50924001	DTE ENERGY	9,496.52
Total 05/09/2024:		9,496.52
Grand Totals:		9,496.52

Check Issue Date	Check Number	Payee	Amount
51024001			
05/10/2024	51024001	**EFTPS* Payroll Taxes	11,668.71
05/10/2024	51024001	**EFTPS* Payroll Taxes	11,668.71
05/10/2024	51024001	**EFTPS* Payroll Taxes	2,729.02
05/10/2024	51024001	**EFTPS* Payroll Taxes	2,729.02
05/10/2024	51024001	**EFTPS* Payroll Taxes	16,640.25
Total 51024001:			
	5		45,435.71
51024002			
05/10/2024	51024002	Alerus Financial	558.00
Total 51024002:			
	1		558.00
51024003			
05/10/2024	51024003	MissionSquare - 401 Plan 109153	1,094.68
Total 51024003:			
	1		1,094.68
51024004			
05/10/2024	51024004	MissionSquare - 457 Plan 300959	4,732.00
05/10/2024	51024004	MissionSquare - 457 Plan 300959	2,960.09
05/10/2024	51024004	MissionSquare - 457 Plan 300959	5,133.90
05/10/2024	51024004	MissionSquare - 457 Plan 300959	9,158.77
Total 51024004:			
	4		21,984.76
51024005			
05/10/2024	51024005	MissionSquare - Roth IRA 706117	1,190.00
Total 51024005:			
	1		1,190.00
51024006			
05/10/2024	51024006	STATE OF MICHIGAN	6,629.46
Total 51024006:			
	1		6,629.46
Grand Totals:			
	13		76,892.61



Check Number	Payee	Amount
05/13/2024		
51324001	MICHIGAN PUBLIC POWER AGENCY	22,412.08
Total 05/13/2024:		22,412.08
Grand Totals:		22,412.08

Charlevoix City Council

Consent Agenda

Title: Electric Tariffs

Date: May 20, 2024

Presented By:

Background:

The City of Charlevoix does not currently have tariffs for electric service. Tariffs are documents approved by a municipal utility's governing body that describe certain billing information and terms of use. Generally, they address rate availability, the character of service, the parameters used to calculate the monthly bill and applicable surcharges, fees, and taxes. For example, the Availability section covers customer eligibility, general metering requirements, and certain use prohibitions. The Character of Service section states the physical characteristics of service such as voltage. Other sections in the tariffs describe other applicable charges and fees. The tariffs also provide guidance for the equitable application of electric rates.

Recommendation:

Motion to adopt the electric tariffs as presented.

Attachments:

1. General Service GS-C and GS-R Draft
2. Residential Service RS-C and RS-R Draft
3. General Service Optional Rate GSO and Demand Draft
4. General Service Optional Rate GSP and Demand Draft

CITY OF CHARLEVOIX, MICHIGAN

GENERAL SERVICE

RATES 131 (GS-C) and 141 (GS-R)

AVAILABILITY

This rate shall apply to commercial, industrial, governmental, and institutional customers with a monthly billing demand of less than 25 kW when all electric requirements are supplied through a single meter. This rate is not available for auxiliary, standby, or street lighting purposes.

CHARACTER OF SERVICE

Alternating current, 60 hertz, single phase or three phase at nominal secondary voltages as determined by the City.

RATE PER METER PER MONTH

	Rate 131 - City	Rate 141 - Rural
Service Charge	\$33.25	\$35.25
Energy Charge \$ / kWh	\$0.1140	\$0.1152
Clean Energy Plan Surcharge	\$3.68	\$3.68

CLEAN ENERGY PLAN SURCHARGE

The Clean Energy Plan Surcharge is updated annually and is applied to all electric rates on a per kWh basis.

POWER COST ADJUSTMENT FACTOR

The Power Cost Adjustment Factor (PCAF) is calculated each month to reflect variations in the City's power supply costs. It is applied to all electric rates on a per kWh basis.

MINIMUM CHARGE

The minimum monthly charge is equal to the monthly Service Charge plus applicable fees.

SALES TAX

The above rate is subject to the Michigan State Sales Tax.

PAYMENTS

Bills are due and payable as indicated on the monthly bill.

UTILITY RULES AND REGULATIONS FOR ELECTRIC SERVICE

Service under this rate is subject to the City of Charlevoix's Rules and Regulations for Electric Service, incorporated herein by reference.

CITY OF CHARLEVOIX, MICHIGAN

RESIDENTIAL SERVICE

RATES 111 (RS-C) and 121 (RS-R)

AVAILABILITY

These rates shall apply only to the electric service requirements for single family dwelling units where the major use of electricity is for domestic purposes such as lighting, household appliances, and the personal comfort and convenience of those residing within. The entire electric service for each dwelling unit shall be supplied through a single meter. Appurtenant structures may be served through the same meter. This rate is not available for auxiliary, standby, or street lighting purposes.

CHARACTER OF SERVICE

Alternating current, single phase, 60 hertz, 120/240 or 120/208 nominal volts. Polyphase service will be considered on a case-by-case basis.

RATE PER METER PER MONTH

	Rate 111 - City	Rate 121 - Rural
Service Charge	\$17.75	\$21.25
Energy Charge \$ / kWh	\$0.0907	\$0.1052
Clean Energy Plan Surcharge	\$0.00178	\$0.00178

CLEAN ENERGY PLAN SURCHARGE

The Clean Energy Plan Surcharge is updated annually and is applied to all electric rates on a per kWh basis.

POWER COST ADJUSTMENT FACTOR

The Power Cost Adjustment Factor (PCAF) is calculated each month to reflect variations in the City's power supply costs. It is applied to all electric rates on a per kWh basis.

MINIMUM CHARGE

The minimum monthly charge is equal to the monthly Service Charge plus applicable fees.

SALES TAX

The above rate is subject to the Michigan State Sales Tax.

PAYMENTS

Bills are due and payable as indicated on the monthly bill.

UTILITY RULES AND REGULATIONS FOR ELECTRIC SERVICE

Service under this rate is subject to the City of Charlevoix's Rules and Regulations for Electric Service, incorporated herein by reference.

CITY OF CHARLEVOIX, MICHIGAN
GENERAL SERVICE OPTIONAL RATE (GSO)
RATE 152 (GSO) and RATE 552 (GSO-DEMAND)

AVAILABILITY

This rate shall apply to commercial, industrial, governmental, and institutional customers with a monthly billing demand of 25 kW, or more, when all electric requirements are supplied through a single meter. Rate 552 (DEMAND) also applies to customers being served under this General Service Optional Rate (GSO). This rate is not available for emergency or standby service.

CHARACTER OF SERVICE

Alternating current, 60 hertz, single or three phase at a nominal secondary voltage as determined by the City.

RATE PER METER PER MONTH

Rate 152:

Service Charge	\$70.00
Energy Charge \$ / kWh	\$0.0570
Clean Energy Plan Surcharge	\$3.68

Rate 552:

Demand Charge	\$15.50
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CLEAN ENERGY PLAN SURCHARGE

The Clean Energy Plan Surcharge is updated annually and is applied to all electric rates on a per kWh basis.

POWER COST ADJUSTMENT FACTOR

The Power Cost Adjustment Factor (PCAF) is calculated each month to reflect variations in the City's power supply costs. It is applied to all electric rates on a per kWh basis.

MINIMUM CHARGE

The minimum monthly charge is equal to the monthly Service Charge plus the minimum demand charge plus applicable fees.

SALES TAX

The above rate is subject to the Michigan State Sales Tax.

PAYMENTS

Bills are due and payable as indicated on the monthly bill.

DETERMINATION OF BILLING DEMAND

The billing demand shall be the kW supplied during the 15-minute period of maximum use during the billing period, but not less than 50% of the highest demand in the preceding 11 months. The minimum demand charge under this rate shall be 25 kW.

UTILITY RULES AND REGULATIONS FOR ELECTRIC SERVICE

Adopted by Charlevoix City Council on MM,DD,YYYY

Service under this rate is subject to the City of Charlevoix's Rules and Regulations for Electric Service, incorporated herein by reference.

DRAFT

CITY OF CHARLEVOIX, MICHIGAN
GENERAL SERVICE OPTIONAL RATE (GPS)
RATE 162 (GPS) and RATE 562 (GPS-
DEMAND)

AVAILABILITY

This rate shall apply to commercial, industrial, governmental, and institutional customers with a monthly billing demand of 100 kW, or more, when all electric requirements are supplied through a single meter. Rate 562 (DEMAND) also applies to customers being served under this General Service Optional Rate (GPS). This rate is not available for emergency or standby service.

CHARACTER OF SERVICE

Alternating current, 60 hertz, three phase at a nominal secondary or primary voltage as determined by the City.

RATE PER METER PER MONTH

Rate 162:

Service Charge	\$322.00
Energy Charge \$ / kWh	\$0.470
Clean Energy Plan Surcharge	\$67.24

Rate 562:

Demand Charge	\$15.50
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CLEAN ENERGY PLAN SURCHARGE

The Clean Energy Plan Surcharge is updated annually and is applied to all electric rates on a per kWh basis.

POWER COST ADJUSTMENT FACTOR

The Power Cost Adjustment Factor (PCAF) is calculated each month to reflect variations in the City's power supply costs. It is applied to all electric rates on a per kWh basis.

MINIMUM CHARGE

The minimum monthly charge is equal to the monthly Service Charge plus the minimum demand charge plus applicable fees.

SALES TAX

The above rate is subject to the Michigan State Sales Tax.

PAYMENTS

Bills are due and payable as indicated on the monthly bill.

DETERMINATION OF BILLING DEMAND

The billing demand shall be the kW supplied during the 15-minute period of maximum use during the billing period, but not less than 50% of the highest demand in the preceding 11 months. The minimum demand charge under this rate shall be 100 kW.

Adopted by Charlevoix City Council on MM,DD,YYYY

EQUIPMENT SUPPLIED BY CUSTOMER

The customer shall be responsible for furnishing, installing, and maintaining all necessary transforming, controlling and protective equipment required for service beyond the City's primary voltage delivery point (Point of Common Coupling).

UTILITY RULES AND REGULATIONS FOR ELECTRIC SERVICE

Service under this rate is subject to the City of Charlevoix's Rules and Regulations for Electric Service, incorporated herein by reference.

DRAFT

Charlevoix City Council

Consent Agenda

Title: Request from Great Lakes Center for the Arts: The Concert Truck in East Park on August 8

Date: May 20, 2024

Presented By:

Background:

The Great Lakes Center for the Arts is requesting to bring a concert truck to Charlevoix on the afternoon of August 8. The all-inclusive concert truck is a 16' box truck in which 2 artists perform at no charge for viewers. They are proposing to park in the no parking zone in front of the flags along Bridge Street. Using this spot eliminates the need to block off parking spaces. The truck would need to be in place from approximately 4:00 pm-7:00 pm. The music would play from 5:00 pm-6:00 pm. This would be followed by the normal Live on the Lake performance in Odmark Pavilion. Lindsey Dotson, DDA Director, would work in conjunction with the GLCFA to promote the concert truck with the Live on the Lake performance for that night.

Please see the attached flyer for more info.

Recommendation:

Motion to approve the Great Lakes Center for Arts request for a Concert Truck to visit Charlevoix on August 8, 2024 in East Park.

Attachments:

1. GLCFA Concert Truck



The Great Lakes Center for the Arts (GLCFA) is planning an 8-community “Markets and Marinas” tour for *The Concert Truck*, August 6 – 11, 2024, and would be honored to schedule a tour stop in Charlevoix on Thursday, August 8, on Bridge Street in front of the clock and flags along East Park.

The Concert Truck is a nationally-touring duo – one pianist and one violinist – who provide up to 60 minute concerts from inside their 16’ box truck. (The truck opens along the long side; please see photos below.)



All costs associated with this concert will be covered by the GLCFA; this concert stop will be offered free of charge to Charlevoix residents and visitors as a thank you to the community of Charlevoix and as a nod of respect for Charlevoix’s commitment to the arts right in its own spaces.

The Proposal

- Cost:** No cost to city or audience. GLCFA assumes all costs. All GLCFA asks is that the city (DDA, City of Charlevoix – however it would work best) locally co-promotes the event.
- What:** The Concert Truck – a 16’ box truck, sound, lighting, and banner all inclusive; GLCFA to support with tech assistance. Two artists perform for up to 60 minutes, rain or shine.
- Where:** On the East side of Bridge Street in front of the Clock and Flags, along East Park
- When:** Thursday, August 8, 2024, from 4:00PM – 7:00PM, with live concert from 5:00PM – 6:00PM

The Concert Truck will be making tour stops in 8 communities from Bellaire to Mackinaw City over 7 days. The GLCFA is grateful for the City of Charlevoix’s consideration of hosting and co-promoting this free, community-supportive event.

If you have any questions, please contact Rachel Sytsma-Reed, Director of Education and Community Engagement at the GLCFA (and a proud Charlevoix resident): 231-439-2604 or rachel@greatlakescfa.org.

Thank you for your consideration.

Charlevoix City Council

Consent Agenda

Title: Bridge Street Tap Room request for Music in Bridge Park

Date: May 20, 2024

Presented By:

Background:

The Bridge Street Tap Room has requested permission to host live music in Bridge Park adjacent to their patio area. The proposed dates do not interfere with Venetian activities or Boyne Thunder. In accordance to the Special Event Policy, dates on and around the 4th of July have been omitted. It has also been noted they are not to use power from the Bridge Park building. Dates to be considered by the Council are:

Tuesdays: 5/28/24, 6/4/24, 6/11/24, 6/18/24, 6/25/24, 7/2/24, 7/9/24, 7/16/24, 7/30/24, 8/6/24, 8/13/24, 8/20/24 and 8/27/24

Wednesdays: 6/5/24, 6/12/24, 6/19/24, 6/26/24, 7/10/24, 7/17/24, 7/31/24, 8/7/24, 8/14/24, 8/21/24 and 8/28/24.

Thursdays: 6/13/24, 6/20/24, 6/27/24, 7/11/24, 7/18/24, 7/25/24, 8/1/24, 8/8/24 and 8/15/24.

Fridays: 6/14/24, 6/21/24, 6/28/24, 7/12/24, 7/19/24, 7/26/24, 8/2/24, 8/9/24 and 8/16/24

Saturdays: 5/25/24, 6/22/24 and 8/31/24

Recommendation:

Motion to approve the listed dates for live music in Bridge Park hosted by the Bridge Street Tap Room.

Attachments:

None

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Proposed Amendment Bridge Park Drive Signage

Date: May 20, 2024

Presented By: Mark Heydlauff, City Manager

Background:

One of the goals of the DDA and the City has been to expand downtown from just Bridge Street to the alleys, side streets and Bridge Park Drive. The tenants of the Downtown Development Authority owned building at 103 Bridge Park Drive have struggled with visibility to the visiting public since the change of use to retail. Because of Bridge Park being the roof of the building and the frontage of the businesses are a full story lower facing away from Bridge Street, there is currently no easy way of getting signage that is seen from Bridge Street. This recommended signage change is already allowed on any similar private multi-tenant parcel. Allowing a multi-tenant sign in the area suggested will not impact the view corridor, but is still highly visible from Bridge Street.

Recommendation:

Motion to approve Ordinance 849 of 2024 as presented.

Attachments:

1. Bridge Park Sign Red line Version Revised
2. 849 of 2024 Zoning Ordinance Amendment

§ 153.215 CBD ZONING DISTRICT.

(C) Commercial properties on Bridge Park Dr. ~~that are~~ located beneath Bridge Park.

- a) ~~Each business may are-allowed-to~~ attach a sign less than or equal to two square feet in sign face area on the Bridge Park railing above the location of their business. A sign permit must be obtained, which must also be approved by the City Manager. The method of sign attachment must be included in the sign permit application. A sign permit approved under this division is valid only for the permit applicant and cannot be transferred to another entity.
- ~~b) One Multi-tenant business center sign meeting Section 153.209 (3) (a) may be placed at the northwest corner of the parcel, directly in front of the mechanical units of the building.~~

(Changes below were made after Council discussion and direction at meeting on May 8, 2024.)

~~The sign will be a maximum height of 8 feet. The sign will be no more than 7 feet wide and shall not extend beyond 7 feet above the ground. The sign shall follow the sign permit requirements and shall, in the opinion and with the approval of the City Manager, complement the wayfinding signage of the City. The sign may include the specific logo identity of the establishments located within the building.~~

§ 153.209 SIGN STANDARDS FOR SPECIFIC LAND USE; SCHEDULE OF REGULATIONS.

(3) *Multi-tenant business center.*

(a) Notwithstanding the requirements of § [153.210](#) of this chapter, in the case of a shopping center or other integrated group of stores or commercial buildings, one ground sign may be erected per street frontage. The maximum area for such a sign face shall be equal to 20 square feet one of sign face area for each business, or 60 square feet, whichever is less.

**CITY OF CHARLEVOIX
ORDINANCE NO. 849**

AN ORDINANCE AMENDMENT TO AMEND TITLE XV LAND USAGE, CHAPTER 153: PLANNING AND ZONING: SECTIONS 153.215 CBD ZONING DISTRICT

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Title XV, Chapter 153, Section 153.215 CBD Zoning District Item C. shall be repealed and replaced and shall read as follows:

(C) Commercial properties on Bridge Park Drive located beneath Bridge Park.

1. Each business may attach a sign less than or equal to two square feet in the sign face area on the Bridge Park railing above the location of their business. A sign permit must be obtained, which must also be approved by the City Manager. The method of sign attachment must be included in the sign permit application. A sign permit approved under this division is valid only for the permit applicant and cannot be transferred to another entity.

2. One multi-tenant business center sign meeting Section 153.209 (3) (a) may be placed at the northwest corner of the parcel, directly in front of the mechanical units of the building. The sign will be no more than 7 feet wide and shall not extend beyond 7 feet above the ground. The sign shall follow the sign permit requirements and shall, in the opinion and with the approval of the City Manager, complement the wayfinding signage of the City. The sign may include the specific logo identity of the establishments located within the building.

SECTION 2. 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 3. Effective Date

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

Ordinance No. 849 was adopted on the 20th day of May 2024 A.D., by the Charlevoix City Council as follows:

Motion by XXX seconded by XXX to approve Ordinance Amendment 849 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: Public Hearing: Proposed Amendments to Outdoor Storage

Date: May 20, 2024

Presented By: Mark Heydlauff, City Manager

Background:

With the rapid increase of recreational vehicles in front yards since an ordinance change in 2019, the Planning Commission revisited the ordinance and suggested changes that may be more appropriate for the neighborhoods within the city.

Recommendation:

Motion to approve Ordinance 850 of 2024.

Attachments:

1. Memo re Outdoor Storage issues
2. rec vehicles
3. Pics 2
4. Red Lined Version of Outdoor Storage
5. 850 of 2024 Zoning Ordinance Amendment



MEMO

DATE: September 7, 2022

TO: Planning Commission Members
Janet Koch, Zoning Administrator

FROM: Faith Miller, Code Enforcement Officer

SUBJECT: Outdoor Storage

One area of concern that has come up this summer is the outdoor storage of vehicles, motorhomes, boats, jet skis, trailers, etc. throughout the City. Since June, I have had multiple complaints from one resident about eight (8) homes in the neighborhood with multiple vehicles stored on their properties; and 3-4 other individual complaints regarding similar issues in other neighborhoods (all on the south side of town). Below are the current Outdoor Storage regulations, please see notes as written in bold text:

§ 153.153 OUTDOOR STORAGE.

(A) Inoperable or unlicensed motor vehicles shall not be kept, parked or stored in any residential district, except within a completely enclosed building. The purpose of this provision is to prevent the accumulation of junk motor vehicles and, therefore, it shall not apply to any motor vehicle ordinarily used, but temporarily out of running condition. If the motor vehicle is being kept for actual use, but is temporarily unlicensed, the Zoning Administrator may grant the owner a reasonable time, not to exceed two months, to procure a license.

(B) Likewise, old, rusty and unsightly machinery, machines not suited for use upon the premises or quantities of used building materials not fit to be used to improve the premises shall not be kept or stored outside a building; provided, however, that, building materials fit to be used to improve the premises may be kept on-site for one year if they are piled off the ground so as not to become a harbor for vermin.

(C) *Recreational equipment and vehicle storage.* The standards of this section apply to all residential districts.

(1) All recreational equipment and vehicles that are stored outside of a structure shall be maintained in good condition, shall be operable and shall have a current license and/or registration. **Most rv's and vehicles are parked with the front facing the street making it difficult to determine if the vehicle(s) have a current license and/or registration without going on private property.**

(2) Recreational equipment and vehicles parked or stored outside shall not be connected to electricity, water, gas or sanitary facilities for living or lodging purposes other than allowed for in § [153.153\(C\)\(8\)](#). **This has come up as an issue when people say that they have the recreational vehicle connected to**

electricity only to use the rv only during the day for different activities basically as added home space or that the a/c is running in the summer to keep the rv climate-controlled to eliminate possibility of mold.

(3) The parking and/or storage of buses and converted buses in excess of 18 feet in length, and boats in excess of 30 feet in length, is prohibited.

(4) Outdoor storage of not more than two recreational equipment or vehicles shall be permitted on any parcel of property. **When questioned owners will advise that the third vehicle or boat is only there for a day or two and will be moved. Violation letters sent on these types of issues, most owners comply after the first or second notice letter, but often the equipment/vehicles re-appear on the property later in the summer.**

(5) Off-season storage of recreational equipment and vehicles shall be parked completely in an enclosed structure or within the side or rear yards, except that they may not be parked in required setbacks, and such recreational equipment and vehicles shall not be closer than five feet from any lot line, unless otherwise provided by this section. **What is considered "off-season" as there appears to be no definition provided in the Code? In some neighborhoods, parking such vehicles within side yards causes the vehicles to be very close or within setbacks or 5' from any lot line.**

(6) Such recreational equipment and vehicles shall be placed or parked on a lot with a principal building, structure or use unless it is a lot which is attached to an occupied lot under the same ownership. **This appears to allow such recreational equipment or vehicles to be placed or parked on a lot as long as it is the owners lot all year long. There has been one homeowner that parks a boat on a neighboring vacant lot that he does not own, when told it has to be moved it's moved back to his driveway but then it is moved back to the vacant lot later throughout the summer and additional contact is mad or violation notices are sent; this has happened at least three (3) times this summer.**

(7) Seasonal parking of recreational equipment and vehicles may be within any front yard, or front or side setback provided that public streets and sidewalks are not blocked to vehicular or pedestrian traffic. **Once again "seasonal" – what is seasonal, Memorial Day to Labor Day or what? Side note: City streets without public sidewalks allows these vehicles essentially to be parked very close to the street.**

(8) Recreational equipment and vehicles may be used for living or lodging purposes on a parcel with a principal building for no more than 14 days within any 60-day period. **This section would require staff to basically check every day to determine if the equipment or vehicle being used for living or lodging purposes is not used more than 14 days within any 60-day period. The City does not have the staffing level available to do this level of monitoring.**

In general, there are some in the City who would feel that storing such vehicles on driveways and side yards are an eyesore and they would rather see no outdoor storage and that homeowners who cannot store their recreational vehicles/boats in a fully enclosed structure on their property, store the vehicles/boats in an offsite storage facility rather than on their property.

Any questions or concerns, please advise. Thank you.

















































510 W Lincoln



















DRAFT Ordinance changes for Outdoor Storage

3-11-2024

§ 153.005 DEFINITIONS.

ACTIVE USE: A period of time where a recreational vehicle is uncovered and operational for intermittent use instead of covered or disabled, as in shrink-wrapped or fuel-stabilized.

RECREATIONAL EQUIPMENT OR VEHICLE: Equipment or vehicle used for travel and leisure activities including:

a. Travel trailer: A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses; and which is permanently identified as a "travel trailer" by the manufacturer.

b. Pickup camper: A structure designed primarily to be mounted on a pickup or truck chassis with sufficient equipment to render it suitable for use as a temporary dwelling for travel, recreational, and vacation uses.

c. Motorized home: A portable dwelling designed and constructed as an integral part of a self-propelled vehicle.

d. Folding tent trailer: A canvas or plastic folding structure, mounted on wheels, designed for travel and vacation use.

e. Boats and boat trailers: Includes boats, floats, rafts, canoes and kayaks; plus the normal equipment to transport them on the highway

f. Other recreational equipment: Includes snowmobiles, personal watercraft, all terrain or special terrain vehicles, motorcycles, utility trailers, plus the normal equipment used to transport them on the highway..

g. Utility trailer: A vehicle designed for the purpose of hauling miscellaneous goods and materials.

§ 153.153 OUTDOOR STORAGE.

(A) Inoperable or unlicensed motor vehicles shall not be kept, parked or stored in any residential district, except within a completely enclosed building. The purpose of this provision is to prevent the accumulation of junk motor vehicles and, therefore, it shall not apply to any motor vehicle ordinarily used, but temporarily out of running condition. If the motor vehicle is being kept for actual use, but is temporarily unlicensed, the Zoning Administrator may grant the owner a reasonable time, not to exceed two months, to procure a license.

(B) Likewise, old, rusty and unsightly machinery, machines not suited for use upon the premises or quantities of used building materials not fit to be used to improve the premises shall not be kept or stored outside a building; provided, however, that, building materials fit to be used to improve the premises may be kept on-site for one year if they are piled off the ground so as not to become a harbor for vermin.

(C) *Recreational equipment and vehicle storage.* The standards of this section apply to all residential districts.

(1) All recreational equipment and vehicles that are stored outside of a structure shall be maintained in good condition, shall be operable and shall have a current license and/or registration.

(2) Recreational equipment and vehicles parked or stored outside shall not be connected to electricity, water, gas or sanitary facilities for living or lodging purposes. ~~other than allowed for in § 153.153(C)(8)~~ Electricity may be used to charge batteries for no more than a 24-hour time period.

(3) The parking and/or storage of ~~buses recreational equipment and vehicles and converted buses~~ in excess of ~~18~~ 25 feet in length, and boats in excess of ~~30~~ 25 feet in length, is prohibited.

(4) Outdoor storage of not more than two recreational equipment or vehicles shall be permitted on any parcel ~~of property~~. ~~No more than four canoes or kayaks will be stored on any parcel.~~

(5) Off-season ~~S~~storage of recreational equipment and vehicles shall be parked completely in an enclosed structure or within the side or rear yards, except that they may not be parked ~~in required setbacks, and such recreational equipment and vehicles shall not be~~ closer than five feet from any lot line, unless otherwise provided by this section. ~~Property owners that can demonstrate that the site does not reasonably allow storage in the side or rear yards may store the recreational vehicle(s) in the front driveway with application to the Zoning Administrator. The Zoning Administrator will use criteria from Section 153.038 (F) (2) (a-e) for approval.~~

(6) Such recreational equipment and vehicles shall be placed or parked on a lot with a principal building, structure or use unless it is a lot which is attached to an occupied lot under the same ownership.

(7) ~~Active Use~~ parking of recreational equipment and vehicles may be ~~within any front yard, or front or side setback parked on one a front yard driveway~~ provided that public streets, ~~and~~ sidewalks and Right of Way are not blocked to vehicular or pedestrian traffic. ~~Driveway means vehicle access provided between a street or road and a parking area, but shall not include an additional parking aisle.~~

(8) ~~Recreational equipment and vehicles may be used for living or lodging purposes on a parcel with a principal building for no more than 14 days within any 60-day period.~~ ~~Outdoor storage areas.~~ Where permitted, outdoor storage areas shall be completely screened by buildings, structures or a continuous buffer at least three feet wide. The buffer area shall include:

(i) A six-foot tall screen wall or fence along with any combination of the following to provide an effective screen, as approved by the Zoning Administrator:

(a) Berms;

(b) Canopy, evergreen and ornamental trees; and/or

(c) Shrubs.

(Language added after Council meeting on 05/08/2024)

(9) The open parking or storage of any recreational vehicle not owned by a resident or owner of the property on which it is located shall not be permitted.

**CITY OF CHARLEVOIX
ORDINANCE NO. 850**

AN ORDINANCE AMENDMENT TO AMEND TITLE XV LAND USAGE, CHAPTER 153: PLANNING AND ZONING: SECTIONS 153.005
DEFINITIONS AND 153.153 OUTDOOR STORAGE

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Title XV, Chapter 153, Section 153.005 Definitions of the City of Charlevoix Code are hereby amended to add the following definitions and shall be placed under the list of definitions in alphabetical order.

ACTIVE USE: A period of time where a recreational vehicle is uncovered and operational for intermittent use instead of covered or disabled, as in shrink-wrapped or fuel stabilized.

RECREATIONAL EQUIPMENT OR VEHICLE: Equipment or vehicle used for travel and leisure activities including:

- a. Travel trailer: A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses; and which is permanently identified as a "travel trailer" by the manufacturer.
- b. Pickup camper: A structure designed primarily to be mounted on a pickup or truck chassis with sufficient equipment to render it suitable for use as a temporary dwelling for travel, recreational, and vacation uses.
- c. Motorized home: A portable dwelling designed and constructed as an integral part of a self-propelled vehicle.
- d. Folding tent trailer: A canvas or plastic folding structure, mounted on wheels, designed for travel and vacation use.
- e. Boats and boat trailers: Includes boats, floats, rafts, canoes and kayaks; plus the normal equipment to transport them on the highway
- f. Other recreational equipment: Includes snowmobiles, personal watercraft, all terrain or special terrain vehicles, motorcycles, utility trailers, plus the normal equipment used to transport them on the highway
- g. Utility trailer: A vehicle designed for the purpose of hauling miscellaneous goods and materials.

SECTION 2. Title XV, Chapter 153, Section 153.153 Outdoor Storage item C. Recreational equipment and vehicle storage shall be repealed and replaced with the following:

(C) Recreational equipment and vehicle storage. The standards of this section apply to all residential districts.

- (1) All recreational equipment and vehicles that are stored outside of a structure shall be maintained in good condition, shall be operable and shall have a current license and/or registration.
- (2) Recreational equipment and vehicles parked or stored outside shall not be connected to electricity, water, gas or sanitary facilities for living or lodging purposes. Electricity may be used to charge batteries for no more than a 24-hour time period.
- (3) The parking and/or storage of recreational equipment and vehicles in excess of 25 feet in length, and boats in excess of 25 feet in length, is prohibited.
- (4) Outdoor storage of not more than two recreational equipment or vehicles shall be permitted on any parcel. No more than four canoes or kayaks will be stored on any parcel.
- (5) Off-season storage of recreational equipment and vehicles shall be parked completely in an enclosed structure or within the side or rear yards, except that they may not be parked closer than five feet from any lot line, unless otherwise provided by this section. Property owners that can demonstrate that the site does not reasonably allow storage in the side or rear yards may store the recreational vehicle(s) in the front driveway with application to the Zoning Administrator. The Zoning Administrator will use criteria from Section 153.038 (F) (2) (a-e) for approval.
- (6) Such recreational equipment and vehicles shall be placed or parked on a lot with a principal building, structure or use unless it is a lot which is attached to an occupied lot under the same ownership.
- (7) Active Use parking of recreational equipment and vehicles may be parked on one front yard driveway provided that public streets, sidewalks and Right of Way are not blocked to vehicular or pedestrian traffic. Driveway means vehicle access provided between a street or road and a parking area, but shall not include an additional parking aisle.
- (8) Outdoor storage areas. Where permitted, outdoor storage areas shall be completely screened by buildings, structures or a continuous buffer at least three feet wide. The buffer area shall include:
 - (i) A six-foot tall screen wall or fence along with any combination of the following to provide an effective screen, as approved by the Zoning Administrator:

- (a) Berms;
 - (b) Canopy, evergreen and ornamental trees; and/or
 - (c) Shrubs.
- (9) The open parking or storage of any recreational vehicle not owned by a resident or owner of the property on which it is located shall not be permitted.

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 pursuant to the City Charter.

Ordinance No. 850 was adopted on the 20th day of May 2024 A.D., by the Charlevoix City Council as follows:
Motion by XXX seconded by XXX to approve Ordinance Amendment 850 of 2024 as presented.

Yeas:

Nays:

Absent:

State of Michigan } §

City of Charlevoix

Sarah J. Dvoracek

Clerk

Lyle Gennett

Mayor

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: May 20, 2024

Presented By: Lyle Gennett-Mayor

Background:

Mayor Gennett advised that he plans to reappoint the following individuals:

- Jennifer Muladore to the Planning Commission with terms expiring April 2027
- Maureen Radke to the Planning Commission with terms expiring April 2027
- Ron Way to the DDA Board of Directors with a term expiring April 2028
- RJ Waddell to the Housing Commission with a term expiring April 2029

Recommendation:

Motion to confirm the Mayor's appointment of xxx and xxx to the Planning Commission with terms expiring April of 2027.

Motion to confirm the Mayor's appointment XXX and XXX to the Downtown Development Authority Board of Directors with terms expiring April of 2028.

Motion to confirm the Mayor's appointment XXX to the Housing Commission with a term ending April of 2029.

Attachments:

1. Jennifer Muladore
2. Maureen Radke
3. Ron Way
4. RJ Waddell
5. Sarah Benitez
6. Greg Bryan
7. Tom Kirinovic

Online Form Submittal: Volunteer Boards and Committees Application

noreply@civicplus.com <noreply@civicplus.com>

Mon 4/1/2024 4:03 PM

To: Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For Planning Commission

Name Jennifer Muladore

Email Address jennifer.muladore@gmail.com

Address 1020 Stroud Court

Home Phone Field not completed.

Cell Phone 2313503614

Are you a registered voter in the City? No

How long have you lived in the City? 9 years

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

Professional Qualifications and / or Work Experience As an ecologist for a regional nonprofit, I have work experience in writing watershed plans (similar to Master Plans), reviewing Master Plans and Recreation Plans, and implementing stormwater ordinances for small communities. I served on the state Low Impact Development Committee as well as multiple other local, regional, and statewide committees that used strategic planning and prioritization to address local concerns including invasive species and climate change/natural resilience. In my previous two terms as a Planning Commissioner, I have gained experience in updating Charlevoix ordinances, reviewing site plans, and updating our Master Plan.

Community Activities and / or Other Experience	While raising a family here in Charlevoix, I have had the opportunity to participate in local events and festivals as well as to serve the community through other groups. I am currently the vice president of the Charlevoix Circle of Arts Board of Trustees and a member of the Charlevoix Public Library Board of Trustees, representing the Charlevoix School District.
Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	Shade Tree and Parks Commission, Planning Commission (current Chair)
Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	I would love an opportunity to serve a third term on the Planning Commission. We have a really good group right now (including our City staff) that is tackling a wide variety of issues that impact our community, from housing to lighting to signage. As the current Chair, I feel that I am in a good position of experience and enthusiasm to continue leading the group to protect and grow the vibrancy of our beautiful city. Thank you!
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Jennifer E. Muladore
Date	4/1/2024

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Online Form Submittal: Volunteer Boards and Committees Application

noreply@civicplus.com <noreply@civicplus.com>

Thu 4/4/2024 2:40 PM

To: Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For **Planning Commission**

Name **Maureen Radke**

Email Address **maureenaradke75@gmail.com**

Address **1008 Saint James Pl**

Home Phone **231-675-0429**

Cell Phone **Same**

Are you a registered voter in the City? **Yes**

How long have you lived in the City? **30+ years**

Educational Background **Bachelors Degree - City and Regional Planning/Environmental Studies, GVSU**
Masters Degree - Planning, MSU

Professional Qualifications and / or Work Experience **Charlevoix County Community Foundation**
Emmet County Planning and Zoning

Community Activities and / or Other Experience **League of Women Voters**

Have you served on a board / committee or held a civic position in the past? **Yes**

If yes, please explain. **Planning Commission**

Do you foresee any potential conflicts of interest while **No**

executing the duties of this position?

Reason(s) You Wish to Serve

I want to give back to the community I live in. Working with this group has been a positive experience and I would like to finish some of the changes we are currently working on.

Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?

Yes

Electronic Signature Agreement

I agree.

Electronic Signature

Maureen A Radke

Date

4/4/2024

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CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

- ☐ BOARD OF REVIEW
☐ COMPENSATION COMMISSION
☒ CDA/MAIN STREET BOARD
☐ HISTORIC DISTRICT COMMISSION

- ☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE
☐ SHADE TREE & PARK COMMISSION

- ☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: BOB WAY
ADDRESS: 05768 BARNARD
HOME PHONE: _____ CELL PHONE: 231-675-7764
EMAIL: WayStoneycroft@msn.com
ARE YOU A REGISTERED VOTER IN THE CITY? NO HOW LONG HAVE YOU LIVED IN THE CITY? _____

EDUCATIONAL BACKGROUND: High School 4 years college

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Licensed Builder / Business owner

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: _____

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

President Charlevoix Youth Soccer 10 years on Board 7

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

NO

REASON(S) YOU WISH TO SERVE:

would like to see the city continue to thrive & help businesses grow & be successful.

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

SIGNATURE: Bob Way DATE: 4/3/24

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



CITY OF CHARLEVOIX VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

PLEASE PRINT

NAME: R. J. WADDELL
ADDRESS: 303 ANTRIN ST
HOME PHONE: 231 547-2462 CELL PHONE: 231 281-4445
EMAIL: 1rjwaddell@att.net
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 2010 (14 yrs)

EDUCATIONAL BACKGROUND: BA, MS, MLS

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: SERVED ON HOUSING COMMISSION, PLANNING COMMISSION, BOARD OF REVIEW (NOT CHARLEVOIX), OTHER BOARDS

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: HOUSING AND PLANNING TRAININGS

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

Yes. PLANNING COMMISSION

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

No

REASON(S) YOU WISH TO SERVE: I WOULD LIKE TO CONTINUE MY SEAT ON THE HOUSING COMMISSION.

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

SIGNATURE: [Signature] DATE: April 4, 2024

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

Online Form Submittal: Volunteer Boards and Committees Application

noreply@civicplus.com <noreply@civicplus.com>

Tue 3/5/2024 3:01 PM

To: Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	DDA / Main Street Board, Housing Commission, Recreation Advisory Committee, Other
Other	I am open to talking about opportunities where I might be a good fit. I tried to select options where my knowledge and experience might be more applicable based on the descriptions of the boards and committees.
Name	Sarah Benitez
Email Address	sbenitez@charlevoixlibrary.org
Address	309 W. Hurlbut Street
Home Phone	2312377342
Cell Phone	2316492175
Are you a registered voter in the City?	Yes
How long have you lived in the City?	over 2.5 years
Educational Background	Master of Library and Information Science, BA English/Language Arts
Professional Qualifications and / or Work Experience	I am the adult services department supervisor/manager at the Charlevoix Public Library. Some of my duties are marketing, outreach, communication, managing a team of six, program planning, and collection development. Prior to this role, I was a clinical medical librarian for Munson Healthcare where I managed a team of three, performed expert medical literature searches/research, and a one million dollar budget for their digital medical library and resources.
Community Activities and / or Other Experience	I have done some volunteering with libraries and schools.

Have you served on a board / committee or held a civic position in the past?	No
Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	We moved here about two and a half years ago. I changed jobs less than a year ago. I feel like I am settled enough to serve our city. I am allotted work time to participate as well, so I will be supported. I would like to be more involved in our community and make connections.
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Sarah Benitez
Date	3/5/2024

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CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

PLEASE PRINT

NAME: Greg Bryan
ADDRESS: 108 BELVEDERE CHX 49720
HOME PHONE: _____ CELL PHONE: 231-499-7608
EMAIL: GTBRYAN53@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 12 yrs

EDUCATIONAL BACKGROUND: Cum Laude Honors College Western Michigan
Philosophy of Science, Cognitive psychology

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: 30 yrs Realtor, Past pres ACK based Realtors
MANAGED Resort Motel 20 yrs LANDLORD SINCE 1981, Instrumental in development
of ecum, Whippoorwill, Lakeshore Club Phelps Valley, Adam Lake Winter Harbor
Have been to every Board of Review in CHX Govt Excl City of E.S. & Boyne

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: ZBA CHX, Councilman, Fireman for 28 yrs
CHX Township, Substituted Teacher & High School Coach 18 yrs
AT CHX

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

ZBA, Council City of CHX

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

NO.

REASON(S) YOU WISH TO SERVE:

I believe my history & experience in
REAL ESTATE IS A VALUABLE ASSET TO THE COMMUNITY

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

SIGNATURE: _____

DATE: 2/2/24

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



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

- ☐ BOARD OF REVIEW
☐ COMPENSATION COMMISSION
☐ DDA/MAIN STREET BOARD
☐ HISTORIC DISTRICT COMMISSION

- ☐ HOUSING COMMISSION
☒ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE
☐ SHADE TREE & PARK COMMISSION

- ☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: TOM KIRINOVIC

ADDRESS: 502 Meadowlane

HOME PHONE: _____

CELL PHONE: 231/250-5139

EMAIL: KIRINOVIT@ferris.edu

ARE YOU A REGISTERED VOTER IN THE CITY? yes

HOW LONG HAVE YOU LIVED IN THE CITY? 8 years

EDUCATIONAL BACKGROUND: Bachelor's Degree - Ferris State; Master's Degree - Central Michigan

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: High School Teacher; Collegiate Athletic Director overseeing a program with 400 student athletes, coaches, and staff with a \$5 million dollar budget. In retirement I have worked for the City as Recreation Director and part of the staff at the marina.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: School Board member here and in Big Rapids for 20 years with 5+ of those years being Board president.

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

yes. See above regarding school board.

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

No

REASON(S) YOU WISH TO SERVE:

It is important to me to be a part of solutions not create more problems for the community in which we live. I see this committee as being a way to do that.

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

yes

SIGNATURE: _____

Tom Kirinovic

DATE: 1/21/2024

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

Charlevoix City Council

All Other Actions and Requests

Title: Michigan Beach Concession Operations

Date: May 20, 2024

Presented By: Kent Knorr, Recreation Director

Background:

For many years, Annie and Jack Russel have operated Bywater Café at Michigan Beach Concession.

This winter, they notified us that they were not going to return for the 2024 season. In March, we put out an RFP for operation of the Concession Stand that was due on April 10th. There were not any responses to the RFP. Recently, we met with Jessica Nagel, owner of J. Bird Provisions, and she has made a proposal to operate the concession area at Michigan Beach for the 2024 season.

Ms. Nagel's proposal is attached. She is proposing to operate a "grab and go" operation of the foods that she offers at the J. Bird location. All food would be prepared off site and sold directly at the Michigan Beach location. They would be offering primarily sandwiches, salads, bowls, dips, non-alcoholic beverages, and snacks. Ms. Nagel's has proposed to pay the City 5% of her gross sales.

At this time, we believe that this is a proposal worthy of consideration. Our hope is that this will ensure that visitors to the beach have access to food and beverages throughout the summer. We also believe that this will be a valuable partnership with an existing newer business downtown. Our belief is that J. Bird will have the capacity to staff and stock the concession stand and ensure a good experience for beach goers.

After summer, our intention would be to put the Michigan Beach Concession Stand back out to the public for an RFP for multi-year operations to begin in 2025.

Recommendation:

Motion to direct the City Manager to sign a one-year concession agreement with J. Bird Provisions to operate the Michigan Beach Concession stand through September 2024 at the rate of 5% of gross revenue.

Attachments:

1. J.bird_MichiganBeach_Proposal

May 10, 2024

J.BIRD PROVISIONS AT MICHIGAN BEACH PROPOSAL

J.bird Provisions is a grab and go food and specialty grocery and gift shop located downtown Charlevoix.

I would love the opportunity to expand our business for the summer season to the Michigan Beach Concession location. It would be a great fit because we specialize in fresh boat / and beach friendly offerings such as sandwiches, bowls, salads, dips, non alcoholic beverages and snacks. We would plan to be opporating at the Michigan Beach location on sunny days and busy event weekends as weather/staffing permits. We are prosing offering the city 5% of sales made at this location for year one.

I appreciate the opportunity to submit a proposal as J.bird is still working to expand our audience as people continue to discover us due to our off-Bridge Street location.

Kindly,

Jessica Nagel
Owner | J.bird Provisions
(231) 676-0048



Charlevoix City Council

All Other Actions and Requests

Title: Ferry Beach Concession Proposed Addendum

Date: May 20, 2024

Presented By:

Background:

Last year was the first of a three-year agreement with Charlevoix Adventure Company. Per the current concession agreement, Charlevoix Adventure paid the City last year the proposed 12% revenue share to operate the concession stand at Ferry Beach. They had made a number of significant improvements to the space and currently offer both concession operations at the "Snack Shack" and kayak/SUP rentals. Sales were lower than they had hoped that they would be in their first year. The City's revenue share last year was \$2,812.38.

Charlevoix Adventure Company is requesting that we restructure the agreement to reflect a sliding scale of payment. The new rates would vary from 0% to 7% based on gross sales for the season. The hope is that this will allow Charlevoix Adventure the ability to fully staff their space and meet start-up expenses. The City would forego revenue early in the season, but should see some return as the season progresses. Our hope in accepting this proposal is that there will be an increase awareness of the business and increased patronage as more people learn of the concession and adventure opportunities that exist at Ferry Beach. I would note that in conversation with Marcel Gensler, Charlevoix Adventure would request a cap of 7% for any gross revenue above \$75,000.

We recommend not accepting the restructuring as proposed, but feel that the better solution would be a 5% revenue share of gross sales for 2024 and 2025. This proposal would be a reduction of over 50%, but would still insure a small revenue stream for the City. Our hope is that this will allow for Charlevoix Adventure to achieve the financial success that they need to recoup their investment. This also aligns with the proposal before the Council for Michigan Beach.

Recommendation:

Motion to authorize the City Manager to sign an addendum to the Concession Agreement with Charlevoix Adventure Company to be a set revenue share of 5% based on gross sales. Monthly revenue reports would continue to be submitted on the 15th of each month.

Attachments:

1. Dear Council Member(s),-1
2. CONCESSION AGREEMENT WITH CHARLEVOIX ADVENTURE

Dear Council Member(s),

I am writing to you today to propose a restructuring to our agreement for Ferry Beach. I am asking these changes be made for the 2024 and 2025 season. This would assist us in gaining a long future and relationship with the city. Our focus is on growing the Adventure Co and being able to provide additional services to locals and tourists of Charlevoix alike. We have done well with food sales however we want to offer more diversity. Our challenges have been keeping adequate staff due to overhead and ensuring employees are paid sufficiently.

If this restructuring proposal is granted it will allow us, Charlevoix Adventure Co to expand our presence and business at Ferry Beach. It is important to us to create a long lasting staple for our community.

Pay percentage scale for the season:

\$0-\$25,000 - 0%

\$25,000-\$45,000 - 3%

\$45,000-\$75,000 - 5%

Thank you,
Marcel Gensler
Owner
231-632-3292



CONCESSION AGREEMENT

AGREEMENT is made this 28th day of February, 2023 between the CITY OF CHARLEVOIX, a Michigan municipal corporation (the "City"), of 210 State Street, Charlevoix, Michigan 49720, and Charlevoix Adventure Co. LLC ("Concessionaire") 204 Bridge Street, Charlevoix, Michigan 49720 as follows:

In consideration of Concessionaire's annual payment to the City of Business License fee at the time of signing this agreement, the City grants to Concessionaire the privilege and right of conducting concession ad rental sales on the grounds of Depot Beach and Ferry Beach. The Concessionaire shall pay the City 12% of gross sales, less sales tax on all proceeds made from the operation. Payment shall be made by the 15th of each month from which they were generated. Payments can be paid to the City of Charlevoix, 210 State Street, Attention Finance Clerk. Failure to pay by the 15th day of each month will result in a late fee of \$100. Payment of any late fees shall be included along with the percentage payments. No other business is to be performed on the premises. Concessionaire shall send a detailed sales report, which shall include the previous month's amount of concession/rental sales on the 15th day of the following month. The concessionaire will provide the City adequate record of sufficient detailed and accepted accounting practices that include the amount and type of sales made. The City retains the right to audit all such records upon demand.

Either party may terminate this Agreement without cause upon 7 days written notice to the other party. This Agreement, which includes the license granted by the Agreement, shall terminate on October 31, 2025.

1. The space presently set aside for kayak and paddleboard rentals at the venue mentioned above is not being leased to the Concessionaire. The Concessionaire is a licensee and not a lessee thereof. The Concessionaire's shall comply with all of the requirements of this Agreement. If the Concessionaire defaults in strict and prompt performance of any portion of this Agreement, in lieu of terminating this Agreement without cause upon 7 days notice as described below, the City may immediately or at any time after such default close up and take possession of said area designated for and presently utilized for concession sales at said beach and any improvements made thereon, and the license to Concessionaire shall be forfeited together with all privileges to occupy or use any part of said area.
2. Concessionaire shall have no authority whatsoever, nor any power to permit any other person or party to have any interest in or use any part of the premises, building space, or space covered by this concession for any purpose whatsoever. It is the purpose of this Agreement to grant said concession and privilege solely to the Concessionaire and neither directly nor indirectly to any other person or party.

3. Concessionaire shall supply and have ready for rent sufficient quantities of non motorized watercraft, specifically kayaks and paddleboards, to satisfy the demands of the patrons at the venue mentioned previously. Hours of Operation will be mutually agreed upon between the Recreation Director on behalf of the City and the Concessionaire within the parameters as follows below:

Ferry Beach beginning no earlier than May 1 and ending no later than October 14th of each year. Weather permitting, the operation will open no later than 11:00 a.m. and close no earlier than 5:00 p.m. each business day. Concessionaire shall submit proposed hours of operations prior to the start of the season.

4. It shall be the responsibility of the Concessionaire to maintain the premises in a clean and neat fashion, to assume maintenance of the grounds in the immediate area of the boat rental with respect to any trash or other evidence of concession sales and to insure the efficient operation of said concession by staffing with responsible employees. It shall be the duty of the Concessionaire to inspect the premises, including equipment, grounds and appurtenances and promptly report in writing to the Recreation Director or Street Superintendent any portion of the premises in need of repair.
5. Concessionaire, as well as any persons named above, shall be personally responsible for the management of said concession including but not limited to such important management functions as maintenance of inventory, security of premises, and designation of qualified and responsible employees of Concessionaire. Concessionaire shall post signs indicating that the facility is operated by the name of the contractor along with a phone number.
6. The City will be responsible for maintaining the building's electricity and plumbing.
7. Concessionaire will have use of all City owned equipment and supplies at the facility. Concessionaire will maintain this equipment in working order and will be responsible for replacing or repairing any equipment damaged or lost due to age, accident, or negligence. Should non fixed equipment need replacement as it ages out of service, the concessionaire shall be responsible for replacement. At the time of replacement, the concessionaire would assume ownership of the new equipment. Should fixed equipment such as shelves, counter tops, lighting, sink, or fryer hood need replaced, those pieces will be owned by the city. Any changes to the physical structure must have prior approval of the City.
8. Concessionaire shall at their own cost and expense procure all necessary licenses and official permits necessary for carrying out the provisions of this Agreement. The Concessionaire shall comply with the terms of the Michigan Public Health Department license and the applicable sections of the Public Health Code during the term of this Agreement.

9. The Concessionaire shall be responsible for installing any special equipment, telephones, or service connections needed at the facility. Any additions or remodeling of the concession space must be approved by the City. Any installation must meet with applicable City, County, State Ordinances, and statutes or federal codes. Design and Placement of Kayak Storage units must be approved by the City.
10. All Proposed signage, including permanent or temporary must be approved by the City prior to installation.
11. Other than equipment that is left on the approved storage racks, all equipment must be stored in the concession building or removed off site during non-business hours.
12. All notices and orders given to Concessionaire shall be served by delivering a copy thereof to them in person, or by leaving same addressed to Concessionaire at Charlevoix Adventures Co., 209 Belvedere Ave, with any person then in charge of same.
13. Concessionaire shall conduct the business of Kayak and Paddleboard Rentals, at all times, in a courteous, respectful and business-like manner, and the premises shall be kept in a neat, clean and sanitary manner. All employees shall wear company identification, t shirts or hat or name tag.
14. The CITY OF CHARLEVOIX agrees that it will not, during the existence of this Agreement grant like or similar privileges hereby granted to any other person(s) or corporations to locate and/or operate at Ferry Beach, or Depot Beach, with the exception that additional concessionaires may be permitted during the Venetian Festival.
15. Concessionaire shall not improve or alter the improvements set aside for kayak and paddleboat rentals at Ferry Beach or Depot Beach in any manner without the prior written consent of the Manager of the City of Charlevoix. All fixed improvements or alterations so approved and erected or made on the premises shall belong to the City upon expiration or sooner termination of this Agreement.
16. The CITY OF CHARLEVOIX shall not be liable, and Concessionaire waives all claims, for injury or damage to persons or property sustained by Concessionaire or any occupant of the space presently set aside for kayak or paddleboard rentals at Ferry Beach, and Depot Beach and surrounding areas resulting from:

(A) Any injury or damage resulting directly or indirectly from any act or negligence of Concessionaire.

17. Concessionaire indemnifies the City against all liability, loss, costs, damage, or expense sustained by the City, including reasonable attorney fees and other expenses of litigation arising prior to the termination of this Agreement even if such claims are made after the termination of this Agreement:

(A) On account of or which relate to the Concessionaire's exercise of the rights and privileges granted in this Agreement; and/or

(B) Arising out of, or directly or indirectly due to, any failure of Concessionaire in any respect promptly and faithfully to satisfy their obligations under this Agreement.

This indemnification provision shall be effective regardless of whether such claims are proximately caused by an act or omission of the Concessionaire (such as a food-related illness that the Concessionaire asserts was caused by a supplier or other third party) and regardless of any such claims resulted from a wrongful act or omission of the Concessionaire. As used in this Agreement, "claims" include, but are not limited to any damage to real or personal property and the injury, illness or death of a person or animal.

18. The City shall not be responsible for any claims arising from any act or omission in connection with the Concessionaire's operation. Concessionaire shall assume all such liability and indemnify the City against any liability arising there from. The Concessionaire shall purchase and therefore maintain such insurance as will protect it and the City from claims which may arise out of or result from Concessionaires operations under this agreement. Concessionaire must provide proof of Commercial General Liability Policy for Each Occurrence for bodily injury, personal injury, property damage, contractual liability, product/completed operations at a minimum of \$1,000,000 for each occurrence.

19. The Concessionaire shall inspect all equipment or grounds owned by the City and which is being used by the Concessionaire and shall promptly notify the City in writing if any repairs are needed. If repairs are needed to any equipment or property, then such equipment shall not be used without written permission of the City until all repairs have been made.

20. The City shall have no obligation to issue a new license to Concessionaire or enter into a new agreement with Concessionaire in the future.

21. The Concessionaire shall undergo a standard background check as is required by all City employees or volunteers who have contact with the public. If the results of that background check are unsatisfactory to the City, then City may

terminate this contract immediately and without prior notice. This shall be in addition to the right of either party to terminate this contract as described in paragraph 3.

22. The Concessionaire shall not employ or accept the services of another person as a volunteer on the premises unless the person has been approved in advance by the City. Any person whom the Concessionaire proposes to perform services on the premises shall undergo a standard background check as is required by all City employees or volunteers who have contact with the public.

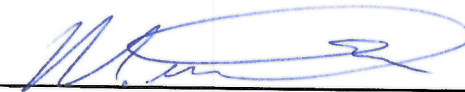
CITY OF CHARLEVOIX

Dated: March 1, 2023

By: 
Mark Heydlauff
Its: City Manager

CONCESSIONAIRE

Dated: 2-28-23

By: 
Marcel Gensler

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: May 20, 2024

Presented By:

Background:

A. Asset Management Course

I completed the Michigan Infrastructure Council Asset Management Champion Course this past week. I'll be using this knowledge and the resources from the program to work toward a more integrated, long-range infrastructure plan utilizing the existing utility-specific plans we have in place.

B. Short Term Rental Management Program

I learned this week that we are very satisfied with the new tracking program we implemented this winter. Our Planning and Zoning Director believes it resolves many of the issues we were having with our previous provider; this will continue to enhance our ability to enforce our ordinance along with our new licensing/permit package.

C. Lake Michigan Beach Park Ribbon Cutting

The Shade Tree and Parks Commission will be hosting a ribbon cutting for the improvements made to Lake Michigan Beach Park on June 13, 2024. They want to recognize the work that went into creating the new walkway and overlook and also appreciate the staff who take care of this and other parks throughout the year. We have also confirmed the return of the goats to help maintain the park later this summer.

Recommendation:

Attachments:

1. Planning Commission Regular Meeting Minutes 04/08/2024
2. Register of Deeds Fraud Alert

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, April 8, 2024 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair Muladore at 6:04 p.m.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, Sherm Chamberlain, John Kurtz (arrived at 6:17 pm), Maureen Radke

Members Absent: Janet Coltman, Toni Felter

Staff Present: Mark L. Heydlauff, City Manager

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. February 22, 2024 & March 11, 2024

Member Boehmer stated Janet Coltman was not listed as present on the minutes of February 22, 2024, and she was in attendance at the meeting, and on page 2 vertical mixed should be vertical mixed. Member Boehmer also stated on the minutes of March 11, 2024, at the bottom of page 6, the person who made the motion should be Member Kurtz not Member Beatty.

Member Radke stated in the minutes of the February 22, 2024, at the bottom of page 1, Director Scheel's response regarding the should language vs. the shall language should be included in the minutes.

Motion by Member Boehmer, seconded by Member Radke to approve the minutes of February 22, 2024, and March 11, 2024, as amended.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

H. Old Business

1. Commercial Mixed-Use Standards, Regulations and Overlay Map

City Manager Heydlauff stated Director Scheel's intent was that the Commission review what they have been working on or continue to make changes as needed, otherwise they could move to set a public hearing for the May 13, 2024 meeting.

Chair Muladore stated it appeared that Director Scheel had cleaned up all the graphics and everything lined up nicely. Member Boehmer stated that on page 11, bottom of the page, the last bullet under Horizontal Mixed Use: concert block should be concrete block.

Member Kurtz joined the meeting at 6:17 p.m.

Member Boehmer suggested it would be a good idea to have a builder review the standards and Member Chamberlain concurred with the idea.

The Commission proceeded to review the proposed Commercial Mixed-Use Regulations with the following changes/comments:

- Page 1 (pg. 15 of the agenda packet) - #2 in front of Section I Title needs to be removed
- Page 3 (pg. 17 of the agenda packet) - Overlay District language - note to clarify language
- Page 4 (pg. 18 of the agenda packet) - Animal Care Facilities and Animal Retail Sales - change from permitted to conditional use
- Page 8 (pg. 22 of the agenda packet) - #8 - Upper Story Limitations - could use a rendering/diagram to show the set-back portion
- Chair Muladore noted that some tables and diagrams were referenced incorrectly
- Page 3 (pg. 17 of the agenda packet) - Reference to Exhibit A in the document should also be referenced on the Zoning Map
- Mixed Use Map - Commission concurred they would like to see an electronic map with the commercial mixed-use changed to match the title of the overlay district - the corridor mixed-use low and residential mixed-use

Motion by Member Boehmer, seconded by Member Chamberlain to move the Standards, Regulations, and Overlay Map {and set} a public hearing to be held on May 13, 2024.

Motion carried by unanimous voice vote.

2. Lighting Ordinance

Discussion was held regarding the following proposed light ordinance:

- Enforcement
- Current locations in violation
- Exemptions for residential areas
- Education
- Dark sky principles and guidelines
- Street lighting
- Newly installed streetlights outside of City Hall
- Sharing other examples of lighting with Director Scheel
- Simpler ordinance less technical

Chair Muladore stated the Commission will continue this discussion for the May meeting, and the Activities Matrix needs to be added to the May agenda.

I. Staff Updates

1. Zoning Administrator Report

City Manager Heydlauff thanked Commission Members for all their work wading through all the technical details of the items they have been discussing over the past few months.

J. Requests For Next Months Agenda or Research Items

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

Chair Muladore adjourned the meeting at 7:34 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

Charlevoix County

Register of Deeds

Offers **Fraud Notify** Service to the Community

Free of Charge

Charlevoix County community members now have a tool to combat property fraud, a growing white-collar crime. Charlevoix County has added **Fraud Notify** from Tyler Technologies, a leading provider of integrated software and technology services for the public sector.

Fraud Notify is offered free-of-charge to help address the ongoing dangers of property fraud. Property owners can subscribe to the service through the Register of Deeds website. The service alerts the property owner when a document is recorded at the Charlevoix County Register of Deeds using the property owner's name. Property owners can then decide if the recording is legitimate or fraudulent.

If this does appear to be a fraudulent recording, the property owner will contact either the parties whose names are on the document, the attorney, the lending institution, the bank, or the mortgage company for information about the recorded transaction.

This service does not give the Register of Deeds Office the authority to remove any document that has been properly submitted for recording. It is to make you aware that an instrument has been filed in your name.

Protecting consumers information and real estate property are our top priorities. While

Fraud Notify will not prevent fraud from happening it will provide an early warning system that will allow our citizens to take appropriate actions if they decide the recording is fraudulent.

We are committed to bringing the best services possible to our citizens and are excited about the protection this service adds.

Your security and peace of mind does matter!

Shirley M. Coblentz
Charlevoix County Register of Deeds

FRAUD NOTIFY

Register of Deeds
Charlevoix County

1. This service is offered to Charlevoix County residents
FREE of CHARGE
2. Go to charlevoixcounty.org
3. Click on Departments, Courts & Other Associated Services
4. Scroll down and click on Register of Deeds
5. Scroll down and click on Record Search
6. You must register and create an account
(please remember your login information as we cannot reset)
7. Once you enter, click FRAUD NOTIFY at the top and follow the instructions

Your security matters!

Shirley M. Colbentz

Charlevoix County Register of Deeds

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: May 20, 2024

Presented By:

Background:

Recommendation:

Attachments:

None

Charlevoix City Council

Other Council Business

Title: Closed Session: City Manager Annual Evaluation (MCL 15.268 (1a))

Date: May 20, 2024

Presented By:

Background:

I would request my evaluation be conducted in closed session as permitted by the Open Meetings Act.

Recommendation:

Motion to enter Closed Session for the purpose of conducting the City Manager's performance evaluation pursuant to MCL 15.268(1a).

Attachments:

None