



**Agenda**  
**City of Charlevoix City Council Regular Meeting**  
**Monday, June 3, 2024 - 6:00 PM**  
**Council Chambers, 210 State Street, Charlevoix, MI**

---

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
  - A. Proclamation of Arbor Day and Poster Contest
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
  - A. City Council Meeting Minutes - May 20, 2024
  - B. Accounts Payable and Payroll Check Registers
  - C. Hubbardston Irish Dance Troupe
  - D. Prohibited Parking on Palmer Street
  - E. Revised Private Road Sign Standards
  - F. Purchase Snow Making Guns for Mt. McSauba
- 6. Public Hearings and Actions Requiring Public Hearings**
  - A. Proposed Sign Ordinance Amendment: Bridge Park Drive Signage  
Mark Heydlauff, City Manager
  - B. Public Hearing: Proposed Amendments to Outdoor Storage  
Mark Heydlauff, City Manager  
Jonathan Scheel, Zoning Administrator
- 7. All Other Actions and Requests**
  - A. Designate Proceeds of Sale  
Mark Heydlauff, City Manager
- 8. Reports and Communications**
  - A. Public Comment
  - B. City Manager's Comments
  - C. Mayor and Council Comments
- 9. Other Council Business**

## **10. Adjourn**

**Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email [clerk@charlevoixmi.gov](mailto: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:** Proclamation of Arbor Day and Poster Contest

**Date:** June 3, 2024

**Presented By:**

**Background:**

The City was once again named a Tree City USA by the Arbor Day Foundation. This is with many thanks to the dedication of the Shade Tree Commission, the Department of Public Works and the citizens of the City. Requirements to be a Shade Tree include maintaining the overall health of trees we have, planting and trimming trees. Included in the requirements is public awareness. For the second year, we sponsored a coloring contest for the third grade classes at St Mary's Elementary School and Charlevoix Public School. This year's theme was "Trees Keep Charlevoix Green". We had several submissions, and after careful consideration by the Mayor, the Shade Tree Commission Chair, and a local artist, a winner was determined. We would like to congratulate Carmela Lucido of St. Mary's School on a job well done. Carmela depicted the trees of Charlevoix in all seasons, and the beauty they bring.

A thank you also goes out to the teachers who promote the Arbor Day celebration in the schools, bringing awareness to kids of the role trees play in our environment.

**Recommendation:**

**Attachments:**

1. Tree City 2024 Proclamation
2. Award Certificate Tree Poster Contest



## MAYORAL PROCLAMATION

- WHEREAS,** in 2023 the City planted, pruned and encouraged our citizens to care for our street trees and encouraged citizens to participate in our Adopt-A-Tree program; and
- WHEREAS,** in 2023 the City was once again certified as a “Tree City USA\*” for the 32<sup>nd</sup> time; and
- WHEREAS,** the City has met the four standards necessary to become a Tree City USA Community;
- NOW THEREFORE, I, LYLE GENNETT, MAYOR OF THE CITY OF CHARLEVOIX,** do hereby support the observance and celebration of National Arbor Day and;
- FURTHERMORE,** that the City of Charlevoix is a Green Community and supports the continuing certification efforts as a Tree City USA; and
- FINALLY,** I encourage all residents to continue planting and protecting the young City trees adjoining their properties.

Given under my hand this 4<sup>th</sup> day of June 2024.

---

Lyle Gennett

Mayor

*\* Tree City USA is a nationwide awards program sponsored by the Arbor Day Foundation, supported by the USDA Forestry Service and the National Association of State Foresters including our own Michigan foresters.*

# Award Certificate

## First Prize

Carmela Lucido

St. Mary's School, Third Grader

You submitted your fine artwork to the City of Charlevoix's *Trees Keep Charlevoix Green Poster Contest* and have received First Prize. We hereby commend your great achievement.

June 3, 2024

---

Lyle Gennett, Mayor

---

Date



# Charlevoix City Council

## Consent Agenda

**Title:** City Council Meeting Minutes - May 20, 2024

**Date:** June 3, 2024

**Presented By:**

**Background:**

**Recommendation:**

**Attachments:**

1. City Council Draft Meeting Minutes 05/20/2024

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Monday, May 20, 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, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

**3. Presentations**

**A. Recreation Department Spring Update**

Kent Knorr, Recreation Director

Recreation Director Kent Knorr presented information about the Recreation Department's winter, spring, and summer activities.

**4. Inquiry Regarding Conflicts of Interest**

Council Member Hagen recused himself from the consent agenda.

Council Member Hagen stepped down from the dais at 6:15 p.m.

**5. Consent Agenda**

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

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

Yeas: Cole, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

**Motion carried.**

Council Member Hagen returned to the dais at 6:18 p.m.

**A. City Council Meeting Minutes - May 8, 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       |
|------------|----------------------------|--------------|
| 05/10/2024 | Payroll Transmittal Checks | \$5,817.54   |
| 05/10/2024 | Payroll (net pay)          | \$122,179.51 |

|                                                                                                       |                          |                     |
|-------------------------------------------------------------------------------------------------------|--------------------------|---------------------|
| 05/21/2024                                                                                            | Regular Accounts Payable | \$159,207.03        |
| 04/26/2024-05/13/2024                                                                                 | ACH/WIRE Payments        | \$167,555.29        |
| <b>Grand Total</b>                                                                                    |                          | <b>\$454,759.37</b> |
| The entire accounts payable and payroll check registers <a href="#">can be viewed on our website.</a> |                          |                     |

C. Electric Tariffs

Motion to adopt the electric tariffs as presented.

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

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

E. Bridge Street Tap Room request for Music in Bridge Park

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

**6. Public Hearings and Actions Requiring Public Hearings**

A. Public Hearing: Proposed Amendment Bridge Park Drive Signage

Mark Heydlauff, City Manager

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

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

No action was taken because Council Member Kalbfell was absent. Item will be on the next agenda.

B. Public Hearing: Proposed Amendments to Outdoor Storage

Mark Heydlauff, City Manager

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

Council discussed the electricity clause 153.153 A (2) and discussed the camping language 153.153 A (8).

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

No action was taken because Council Member Kalbfell was absent. Item will be on the next agenda.

**7. All Other Actions and Requests**

A. Mayoral Appointments

Lyle Gennett-Mayor

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

Motion by Hagen, seconded by Parr to confirm the Mayor's appointment of Jennifer Muladore

and Maureen Radke to the Planning Commission with terms expiring April of 2027.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

**Motion carried.**

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

Motion by Spring, seconded by Cole to confirm the Mayor's appointment of Ron Way to the Downtown Development Authority Board of Directors with terms expiring April of 2028.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

**Motion carried.**

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

Motion by Parr, seconded by Spring to confirm the Mayor's appointment of RJ Waddell to the Housing Commission with a term ending April of 2029.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

**Motion carried.**

#### B. Michigan Beach Concession Operations

Kent Knorr, Recreation Director

Kent Knorr, Recreation Director, presented information on Michigan Beach Concession Operations.

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

Motion by Cole, seconded by Hagen 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.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

**Motion carried.**

#### C. Ferry Beach Concession Proposed Addendum

Kent Knorr, Recreation Director presented information about the request for the Ferry Beach concession proposed addendum.

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

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

each month.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

**Motion carried.**

## **8. Reports and Communications**

### **A. Public Comment**

- Shirley Gibson commented on the City Manager's evaluation

### **B. City Manager's Comments**

- Staff is working on closing documents for the parcel of land sold to Peninsula Fiber Network
- There will be a scheduled power outage early Wednesday morning in parts of downtown for maintenance related to Mason Street project
- The EV charger project is near completion
- Attended a meeting hosted by Senator Mallory McMorrow and Senator John Damoose shared highlights
- Memorial Day Parade on Monday

### **C. Mayor and Council Comments**

- Mayor Gennett asks about the fire truck being used to fix the flag pole at Michigan Beach

## **9. Other Council Business**

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

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

Motion by Cole, seconded by Parr to enter Closed Session for the purpose of conducting the City Manager's performance evaluation pursuant to MCL 15.268 (1a) at 6:58 p.m.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

**Motion carried.**

Motion by Spring, seconded by Parr to re-enter into open session at 7:31 p.m.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

**Motion carried.**

Motion by Parr, seconded by Hagen to approve the closed session meeting minutes as read by City Clerk.

Yeas: Cole, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

**Motion carried.**

#### **10. Adjourn**

Mayor Gennett adjourned the meeting at 7:31 p.m.

---

Sarah J. Dvoracek

City Clerk

---

Lyle Gennett

Mayor

# Charlevoix City Council

## Consent Agenda

**Title:** Accounts Payable and Payroll Check Registers

**Date:** June 3, 2024

**Presented By:**

**Background:**

**Recommendation:**

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

**Attachments:**

1. Check Registers 06-03-24 Agenda

| Check Number      | Payee                         | Amount    |
|-------------------|-------------------------------|-----------|
| <b>05/23/2024</b> |                               |           |
| 142413            | AT&T                          | 1,600.72  |
| 142414            | AT&T MOBILITY                 | 887.75    |
| 142415            | CHARLEVOIX STATE BANK         | 13,400.13 |
| 142416            | DELTA DENTAL                  | 3,403.27  |
| 142417            | GREAT LAKES ENERGY            | 401.96    |
| 142418            | PRIORITY HEALTH               | 49,266.65 |
| 142419            | PROPERTY MANAGEMENT ELITE LLC | 3,984.50  |
| 142420            | VSP INSURANCE CO. (CT)        | 564.98    |
| 142421            | WEX BANK                      | 7,125.64  |
| Total 05/23/2024: |                               | 80,635.60 |
| Grand Totals:     |                               | 80,635.60 |

### Summary of Check Registers & ACH Payments

#### HUNTINGTON NATIONAL BANK - CHECKS ISSUED

|                   |                              |    |            |
|-------------------|------------------------------|----|------------|
| 05/23/24          | Special Accounts Payable Run | \$ | 80,635.60  |
| 05/24/24          | Payroll (net pay)            | \$ | 124,498.71 |
| 05/24/24          | Payroll Transmittal Checks   | \$ | 5,548.86   |
| 06/04/24          | Regular Accounts Payable     | \$ | 114,263.51 |
| Checks Sub-Total: |                              | \$ | 324,946.68 |

#### HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

|                |                                   |    |            |
|----------------|-----------------------------------|----|------------|
| 05/20/24       | Enterprise FM Trust (fleet lease) | \$ | 4,361.36   |
| 05/20/24       | MI Public Power Agency            | \$ | 14,928.15  |
| 05/24/24       | IRS (Payroll Tax Deposit)         | \$ | 44,688.81  |
| 05/24/24       | Alerus Financial (HCSP)           | \$ | 558.00     |
| 05/24/24       | Vantagepoint (401 Plan)           | \$ | 1,094.68   |
| 05/24/24       | Vantagepoint (457 Plan)           | \$ | 22,004.22  |
| 05/24/24       | Vantagepoint (Roth IRA)           | \$ | 1,190.00   |
| 05/24/24       | State of MI (Withholding Tax)     | \$ | 6,631.60   |
| 05/24/24       | MERS (Defined Benefit Plan)       | \$ | 65,865.88  |
| 05/28/24       | MI Public Power Agency            | \$ | 220,212.00 |
| 05/28/24       | MI Public Power Agency            | \$ | 22,426.84  |
| ACH Sub-Total: |                                   | \$ | 403,961.54 |

Huntington National Bank Total: \$ 728,908.22

#### CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

Tax Disbursement \$ -

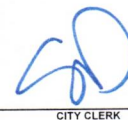
Charlevoix State Bank Total: \$ -

Grand Total: \$ 728,908.22

APPROVED:

  
CITY MANAGER

  
CITY TREASURER

  
CITY CLERK

M = Manual Check, V = Void Check

| Pay Period<br>Date | Journal<br>Code | Check<br>Issue Date | Check<br>Number | Payee                 | Emp<br>ID | Description | Amount   |
|--------------------|-----------------|---------------------|-----------------|-----------------------|-----------|-------------|----------|
| 05/18/2024         | PC              | 05/24/2024          | 39476           | HEYDLAUFF, MARK L.    | 102       |             | 3,374.86 |
| 05/18/2024         | PC              | 05/24/2024          | 39477           | DVORACEK, SARAH J.    | 105       |             | 2,498.73 |
| 05/18/2024         | PC              | 05/24/2024          | 39478           | DEROSIA, PATRICIA E.  | 107       |             | 970.75   |
| 05/18/2024         | PC              | 05/24/2024          | 39479           | DOTSON, LINDSEY J.    | 109       |             | 1,733.14 |
| 05/18/2024         | PC              | 05/24/2024          | 39480           | KLOOSTER, ALIDA K.    | 121       |             | 2,068.54 |
| 05/18/2024         | PC              | 05/24/2024          | 39481           | BARNEVELD, RICHELLE   | 123       |             | 1,324.60 |
| 05/18/2024         | PC              | 05/24/2024          | 39482           | SCHULZ, GINNY L.      | 125       |             | 1,680.82 |
| 05/18/2024         | PC              | 05/24/2024          | 39483           | DAVIDSON, JESSICA-RA  | 127       |             | 1,498.69 |
| 05/18/2024         | PC              | 05/24/2024          | 39484           | MILLER, FAITH G.      | 142       |             | 271.72   |
| 05/18/2024         | PC              | 05/24/2024          | 39485           | MCGINN, KELLY A.      | 146       |             | 2,440.65 |
| 05/18/2024         | PC              | 05/24/2024          | 39486           | SCHEEL, JONATHAN D.   | 149       |             | 2,184.03 |
| 05/18/2024         | PC              | 05/24/2024          | 39487           | MCDONNELL, JILL L.    | 202       |             | 2,211.21 |
| 05/18/2024         | PC              | 05/24/2024          | 39488           | UMULIS, MATTHEW T.    | 205       |             | 1,920.91 |
| 05/18/2024         | PC              | 05/24/2024          | 39489           | ORBAN, BARBARA K.     | 209       |             | 2,073.57 |
| 05/18/2024         | PC              | 05/24/2024          | 39490           | RILEY, DENISE M.      | 213       |             | 592.09   |
| 05/18/2024         | PC              | 05/24/2024          | 39491           | MUNK, CHRISTOPHER J.  | 215       |             | 1,696.82 |
| 05/18/2024         | PC              | 05/24/2024          | 39492           | CHRISTIENSEN, BRIAN D | 218       |             | 2,054.63 |
| 05/18/2024         | PC              | 05/24/2024          | 39493           | RAMIREZ, CHARLES V.   | 219       |             | 1,612.32 |
| 05/18/2024         | PC              | 05/24/2024          | 39494           | YOUNG, KRISTEN L.     | 230       |             | 1,547.99 |
| 05/18/2024         | PC              | 05/24/2024          | 39495           | MACGILLIVRAY, ROGER   | 244       |             | 938.85   |
| 05/18/2024         | PC              | 05/24/2024          | 39496           | DOTSON, WILLIAM R.    | 249       |             | 712.19   |
| 05/18/2024         | PC              | 05/24/2024          | 39497           | DAVIS, RONALD L.      | 250       |             | 119.76   |
| 05/18/2024         | PC              | 05/24/2024          | 39498           | KALLMAN, ARIN J.      | 251       |             | 218.04   |
| 05/18/2024         | PC              | 05/24/2024          | 39499           | WURST, RANDALL W.     | 411       |             | 1,733.49 |
| 05/18/2024         | PC              | 05/24/2024          | 39500           | HILLING, NICHOLAS A.  | 413       |             | 2,321.66 |
| 05/18/2024         | PC              | 05/24/2024          | 39501           | MEIER III, CHARLES A. | 421       |             | 1,941.67 |
| 05/18/2024         | PC              | 05/24/2024          | 39502           | ZACHARIAS, STEVEN B.  | 422       |             | 1,547.02 |
| 05/18/2024         | PC              | 05/24/2024          | 39503           | NEWMAN, MARK J.       | 424       |             | 1,666.49 |
| 05/18/2024         | PC              | 05/24/2024          | 39504           | LOUGHMILLER, JOHN A.  | 425       |             | 1,735.09 |
| 05/18/2024         | PC              | 05/24/2024          | 39505           | GRIFFITH, JOHN J.     | 500       |             | 2,669.96 |
| 05/18/2024         | PC              | 05/24/2024          | 39506           | EATON, BRAD A.        | 515       |             | 2,601.83 |
| 05/18/2024         | PC              | 05/24/2024          | 39507           | WILSON, TIMOTHY J.    | 516       |             | 3,028.05 |
| 05/18/2024         | PC              | 05/24/2024          | 39508           | LAVOIE, RICHARD L.    | 519       |             | 2,582.24 |
| 05/18/2024         | PC              | 05/24/2024          | 39509           | STERRETT, PHILLIP R.  | 520       |             | 1,980.10 |
| 05/18/2024         | PC              | 05/24/2024          | 39510           | STEVENS, BRANDON C.   | 521       |             | 2,608.08 |
| 05/18/2024         | PC              | 05/24/2024          | 39511           | WHITLEY, ANDREW T.    | 522       |             | 3,318.46 |
| 05/18/2024         | PC              | 05/24/2024          | 39512           | FARRELL, MITCHELL L.  | 524       |             | 2,211.17 |
| 05/18/2024         | PC              | 05/24/2024          | 39513           | ANDERSON, ELIZABETH   | 526       |             | 1,460.44 |
| 05/18/2024         | PC              | 05/24/2024          | 39514           | KENWABIKISE, DAVID L. | 528       |             | 1,310.63 |
| 05/18/2024         | PC              | 05/24/2024          | 39515           | ELLIOTT, PATRICK M.   | 600       |             | 3,385.35 |
| 05/18/2024         | PC              | 05/24/2024          | 39516           | MORRISON, KEVIN P.    | 601       |             | 1,365.51 |
| 05/18/2024         | PC              | 05/24/2024          | 39517           | FURGESON, JUSTIN L.   | 613       |             | 1,933.66 |
| 05/18/2024         | PC              | 05/24/2024          | 39518           | BRADLEY, KELLY R.     | 614       |             | 2,280.54 |
| 05/18/2024         | PC              | 05/24/2024          | 39519           | HART II, DELBERT W.   | 616       |             | 1,906.66 |
| 05/18/2024         | PC              | 05/24/2024          | 39520           | JONES, ROBERT F.      | 618       |             | 1,682.75 |
| 05/18/2024         | PC              | 05/24/2024          | 39521           | THORP JR, WILLIAM D.  | 623       |             | 1,345.90 |
| 05/18/2024         | PC              | 05/24/2024          | 39522           | LEITNER, RYAN S.      | 624       |             | 1,581.28 |
| 05/18/2024         | PC              | 05/24/2024          | 39523           | NOWKA, STEPHEN P.     | 626       |             | 1,864.96 |
| 05/18/2024         | PC              | 05/24/2024          | 39524           | REID, ROB A.          | 632       |             | 374.05   |
| 05/18/2024         | PC              | 05/24/2024          | 39525           | DORAN, JUSTIN J.      | 634       |             | 2,506.57 |
| 05/18/2024         | PC              | 05/24/2024          | 39526           | NEDWICK, DAVID J.     | 642       |             | 210.09   |
| 05/18/2024         | PC              | 05/24/2024          | 39527           | FINNERTY, HOLLY E.    | 669       |             | 1,182.42 |
| 05/18/2024         | PC              | 05/24/2024          | 39528           | POIROT, KENNETH R.    | 673       |             | 1,059.54 |
| 05/18/2024         | PC              | 05/24/2024          | 39529           | VENTZKE, COLE C.      | 674       |             | 1,141.71 |
| 05/18/2024         | PC              | 05/24/2024          | 39530           | JOHNSON, RANDY J.     | 680       |             | 990.94   |
| 05/18/2024         | PC              | 05/24/2024          | 39531           | PARRISH, JASON P.     | 681       |             | 704.80   |
| 05/18/2024         | PC              | 05/24/2024          | 39532           | CRANDELL, ZACKARY R.  | 691       |             | 1,022.95 |

| Pay Period<br>Date | Journal<br>Code | Check<br>Issue Date | Check<br>Number | Payee                 | Emp<br>ID | Description | Amount     |
|--------------------|-----------------|---------------------|-----------------|-----------------------|-----------|-------------|------------|
| 05/18/2024         | PC              | 05/24/2024          | 39533           | RABIDEAU, JACOB L.    | 696       |             | 1,111.27   |
| 05/18/2024         | PC              | 05/24/2024          | 39534           | BORTHS, MICHAEL J.    | 698       |             | 961.54     |
| 05/18/2024         | PC              | 05/24/2024          | 39535           | KNORR, KENT J.        | 700       |             | 2,394.26   |
| 05/18/2024         | PC              | 05/24/2024          | 39536           | ANZELL, BETH A.       | 702       |             | 1,668.93   |
| 05/18/2024         | PC              | 05/24/2024          | 39537           | STEBE, LAURA A.       | 703       |             | 10.74      |
| 05/18/2024         | PC              | 05/24/2024          | 39538           | STEWART, SPENCER P.   | 720       |             | 590.35     |
| 05/18/2024         | PC              | 05/24/2024          | 39539           | MCDERMOTT, DENNIS J.  | 732       |             | 2,201.86   |
| 05/18/2024         | PC              | 05/24/2024          | 39540           | JASURDA, DONALD J.    | 748       |             | 348.88     |
| 05/18/2024         | PC              | 05/24/2024          | 39541           | WHITE III, MARCUS W.  | 754       |             | 865.35     |
| 05/18/2024         | PC              | 05/24/2024          | 39542           | BEECHERL, GRACE M.    | 758       |             | 297.34     |
| 05/18/2024         | PC              | 05/24/2024          | 39543           | CUNNINGHAM, ABIGAIL A | 759       |             | 1,045.03   |
| 05/18/2024         | PC              | 05/24/2024          | 39544           | WALKER, MEREDITH A.   | 771       |             | 90.84      |
| 05/18/2024         | PC              | 05/24/2024          | 39545           | DRENTH, DOUGLAS A.    | 838       |             | 1,108.45   |
| 05/18/2024         | PC              | 05/24/2024          | 39546           | ELGART, SARAH N.      | 840       |             | 662.77     |
| 05/18/2024         | PC              | 05/24/2024          | 39547           | GILL, DAVID R.        | 856       |             | 1,204.56   |
| 05/18/2024         | PC              | 05/24/2024          | 39548           | LIVINGSTON, BRIAN D.  | 866       |             | 2,298.02   |
| 05/18/2024         | PC              | 05/24/2024          | 39549           | KLOOSTER, PATRICK H.  | 868       |             | 443.49     |
| 05/18/2024         | PC              | 05/24/2024          | 39550           | NISWANDER, WILLIAM M. | 876       |             | 359.35     |
| 05/18/2024         | PC              | 05/24/2024          | 39551           | SCHOLEY, ROBERT W.    | 902       |             | 2,041.57   |
| 05/18/2024         | PC              | 05/24/2024          | 39552           | OLIVER, GRANT T.      | 915       |             | 1,176.96   |
| 05/18/2024         | PC              | 05/24/2024          | 39553           | POSTMUS, ANTHONY H.   | 916       |             | 1,242.63   |
| 05/18/2024         | PC              | 05/24/2024          | 39554           | DOUGLAS, MARK         | 935       |             | 1,571.25   |
| 05/18/2024         | PC              | 05/24/2024          | 39555           | FRATRICK, JOSEPH W.   | 940       |             | 828.80     |
| 05/18/2024         | PC              | 05/24/2024          | 39556           | BENNETT, TAWNIA E.    | 953       |             | 731.85     |
| 05/18/2024         | PC              | 05/24/2024          | 39557           | TRAVERS, MANUEL J.    | 998       |             | 1,079.77   |
| 05/18/2024         | PC              | 05/24/2024          | 39558           | DALY, SUZETTE M.      | 2040      |             | 138.00     |
| 05/18/2024         | PC              | 05/24/2024          | 39559           | EATON, JOHN R.        | 2053      |             | 210.00     |
| 05/18/2024         | PC              | 05/24/2024          | 39560           | VOORHEIS, MARGARET    | 2054      |             | 195.00     |
| 05/18/2024         | PC              | 05/24/2024          | 39561           | PRICE, JOY A.         | 2061      |             | 98.00      |
| 05/18/2024         | PC              | 05/24/2024          | 142405          | COX, RONALD L.        | 869       |             | 520.88     |
| Grand Totals:      |                 |                     | 87              |                       |           |             | 124,498.71 |

## Report Criteria:

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



| Pay Period<br>Date | Check<br>Issue Date | Check<br>Number | Payee                | Emp<br>ID | Description                    | Amount   |
|--------------------|---------------------|-----------------|----------------------|-----------|--------------------------------|----------|
| 05/18/2024         | 05/24/2024          | 142406          | 4FRONT CREDIT UNION  | 9024      | HSA-EMPLOYEE CONTRIB-4FR       | 1,145.58 |
| 05/18/2024         | 05/24/2024          | 142407          | AMERICAN FAMILY LIFE | 9011      | AMERICAN FAMILY LIFE-POST T    | 55.40    |
| 05/18/2024         | 05/24/2024          | 142407          | AMERICAN FAMILY LIFE | 9011      | AMERICAN FAMILY LIFE-PRETA     | 427.44   |
| 05/18/2024         | 05/24/2024          | 142408          | CHARLEVOIX STATE BAN | 9017      | HSA - EMPLOYEE CONTRIB - C     | 1,230.00 |
| 05/18/2024         | 05/24/2024          | 142409          | COMMUNICATION WORK   | 9004      | CWA UNION DUES Pay Period:     | 647.18   |
| 05/18/2024         | 05/24/2024          | 142410          | MI STATE DISBURSEMEN | 9012      | FRIEND OF THE COURT Pay Pe     | 116.55   |
| 05/18/2024         | 05/24/2024          | 142411          | PRIORITY HEALTH      | 392358    | PRIORITY HEALTH Pay Period:    | 1,549.35 |
| 05/18/2024         | 05/24/2024          | 142412          | THE HARTFORD         | 9035      | LIFE - VOLUNTARY Pay Period:   | 276.73   |
| 05/18/2024         | 05/24/2024          | 142412          | THE HARTFORD         | 9035      | SPOUSE LIFE Pay Period: 5/18/  | 51.29    |
| 05/18/2024         | 05/24/2024          | 142412          | THE HARTFORD         | 9035      | CHILD LIFE Pay Period: 5/18/20 | 11.00    |
| 05/18/2024         | 05/24/2024          | 142412          | THE HARTFORD         | 9035      | AD&D - VOLUNTARY Pay Period    | 28.60    |
| 05/18/2024         | 05/24/2024          | 142412          | THE HARTFORD         | 9035      | SPOUSE AD&D Pay Period: 5/18   | 5.09     |
| 05/18/2024         | 05/24/2024          | 142412          | THE HARTFORD         | 9035      | CHILD AD&D Pay Period: 5/18/2  | 4.65     |
| Grand Totals:      |                     | 13              |                      |           |                                | 5,548.86 |



| Check Number      | Payee                          | Amount    |
|-------------------|--------------------------------|-----------|
| <b>06/04/2024</b> |                                |           |
| 142426            | A.W. AND SONS SERVICES         | 12.85     |
| 142427            | AB TOOLS LLC                   | 252.73    |
| 142428            | ALL-PHASE ELECTRIC SUPPLY CO   | 60.29     |
| 142429            | ALTEC INDUSTRIES INC           | 216.96    |
| 142430            | AMAZON CAPITAL SERVICES        | 613.08    |
| 142431            | AMERICAN LEGION AUXILLARY      | 1,382.50  |
| 142432            | ANDERSON, ELIZABETH A.         | 50.00     |
| 142433            | ANZELL, BETH A.                | 155.99    |
| 142434            | ART'S AUTO & TRUCK PARTS       | 735.30    |
| 142435            | BALLARD'S PLUMBING AND HEATING | 330.00    |
| 142436            | BEAVER RESEARCH COMPANY        | 116.43    |
| 142437            | BS& A SOFTWARE                 | 500.00    |
| 142438            | CHARLEVOIX SCREEN MASTERS INC  | 309.00    |
| 142439            | CINTAS                         | 30.49     |
| 142440            | CONWAY PROFESSIONAL SERVICES   | 2,432.00  |
| 142441            | CSG FORTE PAYMENTS INC         | 213.77    |
| 142442            | DeROSIA, PATRICIA E.           | 50.00     |
| 142443            | DORAN, JUSTIN J.               | 50.00     |
| 142444            | DOTSON, LINDSEY J.             | 50.00     |
| 142445            | DOUGLAS, MARK                  | 50.00     |
| 142446            | DRENTH, DOUGLAS A              | 50.00     |
| 142447            | DVORACEK, SARAH                | 50.00     |
| 142448            | ECONO SIGNS LLC                | 67.45     |
| 142449            | EDGEWATER ROOFING INC          | 20,849.57 |
| 142450            | EJ USA INC.                    | 2,342.78  |
| 142451            | ELECTIONSOURCE                 | 451.29    |
| 142452            | ELLIOTT, PATRICK M.            | 50.00     |
| 142453            | ETNA SUPPLY                    | 3,720.00  |
| 142454            | FASTENAL COMPANY               | 100.95    |
| 142455            | GALLS LLC                      | 190.97    |
| 142456            | GFL ENVIRONMENTAL              | 264.14    |
| 142457            | GRIFFITH, JOHN J               | 50.00     |
| 142458            | HARTFORD, THE                  | 2,743.06  |
| 142459            | HEYDLAUFF, MARK L.             | 137.00    |
| 142460            | HILLING, NICHOLAS A.           | 50.00     |
| 142461            | HOGARTH'S PEST CONTROL INC.    | 400.00    |
| 142462            | HOSLER, ISABELLA C             | 125.00    |
| 142463            | HYDE SERVICES LLC              | 1,079.19  |
| 142464            | IDEXX DISTRIBUTION INC         | 1,957.25  |
| 142465            | JOHN E GREEN COMPANY           | 9,010.00  |
| 142466            | KLOOSTER, ALIDA K.             | 50.00     |
| 142467            | KNORR, KENT J.                 | 50.00     |
| 142468            | KRAFT BUSINESS SYSTEMS         | 17.16     |
| 142469            | LAMBERT, HUGH                  | 2,240.00  |
| 142470            | LEELANAU COFFEE ROASTING CO IN | 192.60    |
| 142471            | LIVINGSTON, BRIAN D.           | 50.00     |
| 142472            | MACNLOW ASSOCIATES             | 450.00    |
| 142473            | MACQUEEN EQUIPMENT LLC         | 1,109.42  |

| Check Number      | Payee                         | Amount     |
|-------------------|-------------------------------|------------|
| 142474            | MANTHEI CONSTRUCTION          | 734.97     |
| 142475            | MAY, MADALYNE M               | 125.00     |
| 142476            | MCDERMOTT, DENNIS J.          | 50.00      |
| 142477            | MCDONNELL, JILL L             | 50.00      |
| 142478            | McGINN, KELLY A.              | 50.00      |
| 142479            | NORTHWEST ELECTRONICS & REPAI | 79.97      |
| 142480            | NUCO2 LLC                     | 200.90     |
| 142481            | O'REILLY AUTOMOTIVE INC       | 6.33       |
| 142482            | PEARSALL, KRISTA              | 710.32     |
| 142483            | PLUNKETT COONEY               | 200.00     |
| 142484            | POWER LINE SUPPLY             | 5,722.80   |
| 142485            | POWER SYSTEM ENGINEERING INC  | 8,060.00   |
| 142486            | QUILL LLC                     | 69.99      |
| 142487            | SCHEEL, JONATHAN D            | 50.00      |
| 142488            | SCHOLEY, ROBERT W.            | 50.00      |
| 142489            | SELECT ELECTRIC CO            | 600.00     |
| 142490            | SHARROW MASONRY INC           | 1,165.00   |
| 142491            | STATE OF MICHIGAN             | 553.48     |
| 142492            | STITCH N LYDS LLC             | 274.75     |
| 142493            | STRAIN ELECTRIC LLC           | 22,500.00  |
| 142494            | UNIFIRST CORPORATION          | 408.08     |
| 142495            | UP NORTH ASSESSING INC        | 5,500.00   |
| 142496            | USABBLUEBOOK                  | 6,240.70   |
| 142497            | WALKER, MEREDITH A.           | 175.00     |
| 142498            | WILMOT ELECTRIC INC           | 5,127.00   |
| 142499            | WURST, RANDALL W.             | 50.00      |
| 142500            | YOUNG, KRISTEN L.             | 50.00      |
| Total 06/04/2024: |                               | 114,263.51 |
| Grand Totals:     |                               | 114,263.51 |

| Check Number      | Payee                        | Amount    |
|-------------------|------------------------------|-----------|
| <b>05/20/2024</b> |                              |           |
| 52024001          | ENTERPRISE FM TRUST          | 4,361.36  |
| 52024002          | MICHIGAN PUBLIC POWER AGENCY | 14,928.15 |
| Total 05/20/2024: |                              | 19,289.51 |
| Grand Totals:     |                              | 19,289.51 |

| Check<br>Issue Date | Check<br>Number | Payee                           | Amount    |
|---------------------|-----------------|---------------------------------|-----------|
| <b>52424001</b>     |                 |                                 |           |
| 05/24/2024          | 52424001        | **EFTPS* Payroll Taxes          | 11,739.31 |
| 05/24/2024          | 52424001        | **EFTPS* Payroll Taxes          | 11,739.31 |
| 05/24/2024          | 52424001        | **EFTPS* Payroll Taxes          | 2,745.54  |
| 05/24/2024          | 52424001        | **EFTPS* Payroll Taxes          | 2,745.54  |
| 05/24/2024          | 52424001        | **EFTPS* Payroll Taxes          | 15,719.11 |
| Total 52424001:     |                 |                                 |           |
|                     | 5               |                                 | 44,688.81 |
| <b>52424002</b>     |                 |                                 |           |
| 05/24/2024          | 52424002        | Alerus Financial                | 558.00    |
| Total 52424002:     |                 |                                 |           |
|                     | 1               |                                 | 558.00    |
| <b>52424003</b>     |                 |                                 |           |
| 05/24/2024          | 52424003        | MissionSquare - 401 Plan 109153 | 1,094.68  |
| Total 52424003:     |                 |                                 |           |
|                     | 1               |                                 | 1,094.68  |
| <b>52424004</b>     |                 |                                 |           |
| 05/24/2024          | 52424004        | MissionSquare - 457 Plan 300959 | 4,432.00  |
| 05/24/2024          | 52424004        | MissionSquare - 457 Plan 300959 | 3,157.60  |
| 05/24/2024          | 52424004        | MissionSquare - 457 Plan 300959 | 5,235.74  |
| 05/24/2024          | 52424004        | MissionSquare - 457 Plan 300959 | 9,178.88  |
| Total 52424004:     |                 |                                 |           |
|                     | 4               |                                 | 22,004.22 |
| <b>52424005</b>     |                 |                                 |           |
| 05/24/2024          | 52424005        | MissionSquare - Roth IRA 706117 | 1,190.00  |
| Total 52424005:     |                 |                                 |           |
|                     | 1               |                                 | 1,190.00  |
| <b>52424006</b>     |                 |                                 |           |
| 05/24/2024          | 52424006        | STATE OF MICHIGAN               | 6,631.60  |
| Total 52424006:     |                 |                                 |           |
|                     | 1               |                                 | 6,631.60  |
| Grand Totals:       |                 |                                 |           |
|                     | 13              |                                 | 76,167.31 |



| Check Number      | Payee | Amount    |
|-------------------|-------|-----------|
| <b>05/24/2024</b> |       |           |
| 52424007          | MERS  | 65,865.88 |
| Total 05/24/2024: |       | 65,865.88 |
| Grand Totals:     |       | 65,865.88 |

| Check Number      | Payee                        | Amount     |
|-------------------|------------------------------|------------|
| <b>05/28/2024</b> |                              |            |
| 52824001          | MICHIGAN PUBLIC POWER AGENCY | 220,212.00 |
| 52824002          | MICHIGAN PUBLIC POWER AGENCY | 22,426.84  |
| Total 05/28/2024: |                              | 242,638.84 |
| Grand Totals:     |                              | 242,638.84 |

# Charlevoix City Council

## Consent Agenda

**Title:** Hubbardston Irish Dance Troupe

**Date:** June 3, 2024

**Presented By:**

**Background:**

The Hubbardston Irish Dance Troupe is a group of Irish dancers, ages 3-18. They have requested the use of the Odmark Pavilion on Saturday, August 3, from 2:00 pm-3:00 pm for a lively show of Irish music and dance. They expect a crowd of approximately 40 people. This does not interfere with any previously scheduled events in East Park.

**Recommendation:**

Motion to approve the use of Odmark Pavilion for the Hubbardston Irish Dance Troupe on August 3, 2024.

**Attachments:**

None

# Charlevoix City Council

## Consent Agenda

**Title:** Prohibited Parking on Palmer Street

**Date:** June 3, 2024

**Presented By:**

**Background:**

After complaints, an evaluation of parking on Palmer Street east of Grant was completed. After the evaluation, it is warranted that on-street parking on both sides of the road be prohibited. Currently, parking on the north side of the roadway or westbound travel area is prohibited. The road is narrow with limited parking on the south side of the roadway or east travel area. Any vehicle(s) parked along the road creates an obstruction and forces vehicle traffic into the on-coming lane. There is a large public parking lot(s) adjacent to this street to accommodate people wanting to park in this area.

**Recommendation:**

Motion to prohibit parking on Palmer Street on both sides of the roadway.

**Attachments:**

None

# Charlevoix City Council

## Consent Agenda

**Title:** Revised Private Road Sign Standards

**Date:** June 3, 2024

**Presented By:**

**Background:**

Council adopted these standards several years ago. Recently, a question arose when replacing a post and bracket. This clarifies the owner of the road is responsible for costs associated with replacement posts and brackets in addition to the provision of the sign pursuant to the standards.

**Recommendation:**

Motion to approve the revised Private Road Sign Standards as presented.

**Attachments:**

1. Private Road Standards



### Private Road Policy and Procedure

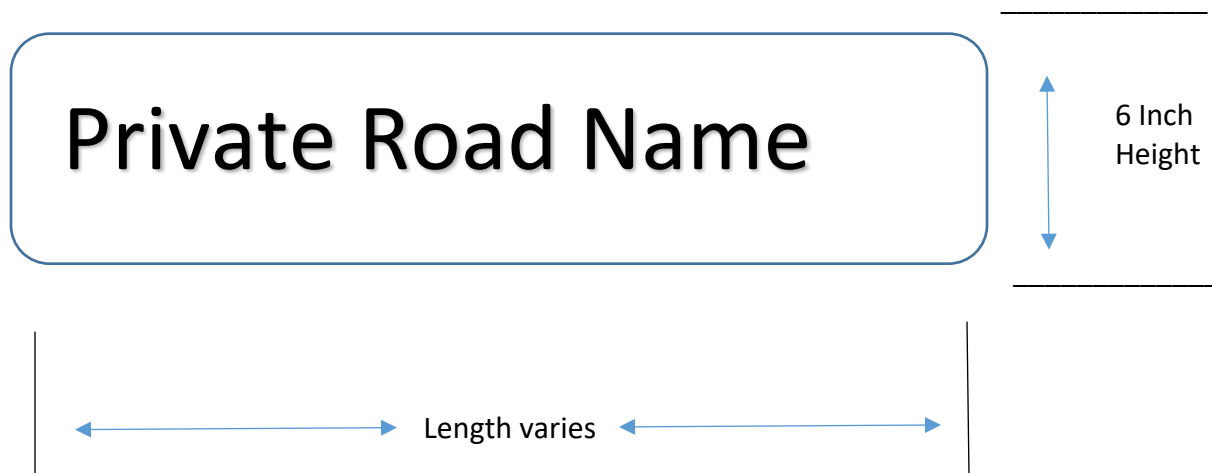
For a variety of reasons, private drives or roads may be constructed to service a development. This policy shall govern the creation, maintenance, and naming of private roads within the City of Charlevoix.

The developer will contact the City Clerk requesting a new name. A site plan should be submitted with the request. The developer will work with the City Clerk to establish a numbering system for the unit(s) on the new road. The City Clerk will request City Council's approval of the road name by Resolution and inform the developer and other local entities of the new address(es) when the name is approved.

The City of Charlevoix must approve any Private Road Name Sign located within the City's right-of-way.

All Private Road Name Signs shall be as follows:

- Manufactured from 6-inch extruded aluminum blanks.
- White background with black lettering and black border with Diamond Grade Sheeting, double faced.
- Private Road Name shall begin with a 4-inch-tall capital letter, followed by 3.5-inch lowercase lettering
- Signposts and brackets can be obtained through the City of Charlevoix for \$65 per set.
- Initial Private Road Sign locations within the right-of-way shall be determined by the City of Charlevoix.
- Initial installation of signpost will be conducted by the City of Charlevoix.
- Purchase and maintenance of Private Road Sign and signpost will be the responsibility of Private Road owner.
- Owner is obligated to provide a replacement sign/signpost when age and wear or damage have rendered the old sign/signpost unfunctional; wear and damage shall be determined by the standards used for public signs and public safety requirements.



# Charlevoix City Council

## Consent Agenda

**Title:** Purchase Snow Making Guns for Mt. McSauba

**Date:** June 3, 2024

### **Presented By:**

### **Background:**

The snow-making system at Mt. McSauba was designed for a total of 12 snow-making guns. We currently have and operate nine snow-making guns. All the snow-making equipment has been designed and built by Nub's Nob. They are excited to continue this partnership and build this equipment for us. They are providing equipment identical to what they use at Nub's. The equipment is state of the art and highly efficient in managing water usage and producing quality snow. We are recommending the purchase of two more portable guns. The purchase price is roughly 1/2 of what we would expect to pay on the open market.

With these being portable, we will have more flexibility to move them with wind changes. They will also increase our snow-making capacity in shorter periods of time. Based on our pattern for the last few years, this is becoming more and more crucial. Additionally, with the portable snow-making guns, we may be able to utilize these to help with making ice at the ice rink and with adding snow to the sledding hill. Funding for this purchase would come from the Mt. McSauba radio tower fund.

### **Recommendation:**

Motion to approve the purchase of two portable snow-making guns from Nub's Nob for use at Mt. McSauba.

### **Attachments:**

1. Charlevoix Snow gun Invoice 2024



500 Nub's Nob Road  
Harbor Springs, MI 49740  
United States

Phone: 231-526-2131  
Fax: 231-526-9918  
Email: info@nubsnob.com  
Website: www.nubsnob.com

## Invoice

**Invoice #:** 05172024  
**Invoice Date:** May 17, 2024  
**Customer ID:** Charlevoix rec. dept

**Bill To:**

City of Charlevoix  
P.O. Box 550  
Charlevoix, MI 49720

**Ship To:**

Charlevoix Recreation Department  
Mt. McSaubia Ski Hill  
Charlevoix, MI 49720

| Date     | Your Order # | Our Order # | Sales Rep. | FOB | Ship Via | Terms                | Tax ID |
|----------|--------------|-------------|------------|-----|----------|----------------------|--------|
| 05/17/24 |              | 05172024    | BD         |     |          | Net 10 <sup>th</sup> |        |

| Quantity | Item      | Units | Description | Discount % | Taxable | Unit Price           | Total       |
|----------|-----------|-------|-------------|------------|---------|----------------------|-------------|
| 2        | Snow guns |       |             |            |         | \$15,000.00          | \$30,000.00 |
|          |           |       |             |            |         |                      |             |
|          |           |       |             |            |         |                      |             |
|          |           |       |             |            |         |                      |             |
|          |           |       |             |            |         |                      |             |
|          |           |       |             |            |         |                      |             |
|          |           |       |             |            |         | <b>Subtotal</b>      | \$30,000.00 |
|          |           |       |             |            |         | <b>Tax</b>           |             |
|          |           |       |             |            |         | <b>Shipping</b>      |             |
|          |           |       |             |            |         | <b>Miscellaneous</b> |             |
|          |           |       |             |            |         | <b>Balance Due</b>   | \$30,000.00 |

**REMITTANCE**

**Customer ID:**

**Date:**

**Amount Due:** \$30,000.00

**Amount Enclosed:**

# Charlevoix City Council

## Public Hearings and Actions Requiring Public Hearings

**Title:** Proposed Sign Ordinance Amendment: Bridge Park Drive Signage

**Date:** June 3, 2024

**Presented By:** Mark Heydlauff, City Manager

### **Background:**

Last meeting, Council Member Kalbfell was absent. Per the City Charter, the entire Council must be present to adopt an ordinance.

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:** June 3, 2024

**Presented By:** Mark Heydlauff, City Manager  
Jonathan Scheel, Zoning Administrator

### **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.

At the May 20 meeting, Council had several questions. An additional draft of the ordinance has included revisions meant to address this feedback. Specifically, the question about use of a recreational vehicles for camping by visitors to a residential property in town. To be clear, the original draft of this ordinance would prohibit this kind of use; the new draft revision added for this meeting would permit use of a camper for up to a total of 14 nights in a 60 day period with permit from the Zoning Department. This would permit the use of campers and still allow us to enforce overuse of this kind of activity--if that is Council's intent.

Elsewhere in the City Code (§ 153.117 RESIDENTIAL USES) section 7 states: A recreational vehicle, vehicle chassis, or tent is not considered a dwelling and is not to be used as a dwelling, temporary or long term.

### **Recommendation:**

Council discussion and direction.

### **Attachments:**

1. Red Lined Version of Outdoor Storage
2. 850 of 2024 Zoning Ordinance Amendment
3. Alternative 1 Outdoor Storage Red and blue lined version
4. Alternative 1 850 of 2024 Zoning Ordinance Amendment

## 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

## DRAFT Ordinance changes for Outdoor Storage

### § 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 VEHICLE OR EQUIPMENT:** Vehicle or equipment 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~~ outdoors 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 ~~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 with a permit issued by the Zoning Administrator.

(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.

(D) ~~Outdoor storage areas~~. Where permitted, outdoor storage areas shall be ~~completely~~ screened to the public by buildings, structures or a continuous buffer. ~~at least five feet wide~~. The buffer area shall include:

(1) A six-foot tall screen wall or fence ~~along with~~ or 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.

Red font is original redline version

Green font is Council changes May 8, 2024

Blue font is most recent changes

**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 other than allowed for in § 153.153(C)(8).
- (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 outdoors on any parcel.
- (5) 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) 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 with a permit issued by the Zoning Administrator.

(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: Title XV, Chapter 153, Section 153.153 Outdoor Storage of the City of Charlevoix Code are hereby amended to add the following item D. Outdoor Storage Areas and shall be placed under item C. Recreational Equipment and Vehicle Storage.**

(D) Outdoor storage areas. Where permitted, outdoor storage areas shall be screened to the public by buildings, structures or a continuous buffer. The buffer area shall include:

(1) A six-foot tall screen wall or fence or 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

**SECTION 4. Severability**

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

**SECTION 5. Effective Date**

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

Ordinance No. 850 was adopted on the 3<sup>rd</sup> day of June 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:** Designate Proceeds of Sale

**Date:** June 3, 2024

**Presented By:** Mark Heydlauff, City Manager

### **Background:**

We completed the sale of the 100' square parcel to Peninsula Fiber Network south of the south side Krist Station. We have received our \$20,000 proceeds from the sale. Council should determine the use of the proceeds. Four options come to mind since this was the sale of a fixed land asset and are in my order of recommendation:

- Infrastructure Fund for long-term preservation of our utilities and streets
- Firetruck Replacement Fund
- Housing Fund
- General Fund (which effectively leaves you the option for the future)

In any case, the most immediate effect will be to generate interest revenue in whatever fund Council may designate.

### **Recommendation:**

Council discussion and direction.

### **Attachments:**

None

# Charlevoix City Council

## Reports and Communications

**Title:** City Manager's Comments

**Date:** June 3, 2024

**Presented By:**

**Background:**

### **A. MSHDA CHILL Grant**

This week we were able to sign the final grant agreement with the Michigan State Housing Development Authority for the CHILL Grant to aid in the rehabilitation and blight elimination on owner-occupied housing within the City. This will grant the City \$300,000 plus administrative fees to grant to property owners to make fixes to ensure homes remain safe and livable. This will ensure the housing stock is maintained and residents can stay in their homes. We'll be rolling this out over the coming weeks.

### **B. Pinebridge Place Development**

We met this week with Jane MacKenize of Northern Homes Community Development Corporation. She has been working for a couple of years on a project to build two tri-plex units on 1522 Bridge Street across from the airport. This City-owned parcel has no long-term value for the City but could be a great potential for housing units. Her plan is in keeping with our zoning standards and would create six new units for residents up to 120% of the area median income helping fill the critical shortage of housing in our area. She has received \$600,000 in support from MSHDA for this project and is working to close the final gap in funding. She will be looking for the City to approve a purchase agreement for her organization to acquire the land from us and then also for a payment in lieu of tax which will lower the overall cost for tenants. This project would ensure the creation of year-round housing by way of the income requirements set for the project. We expect to bring formal proposals to Council later this summer and then site plan approval from the Planning Commission late in the summer. Northern Homes has an established track record of building and managing attainable housing in our region; this seems like a really advantageous opportunity to continue housing development in Charlevoix. Further, this property is a net loser for us currently with the cost of maintenance and zero income; when developed, we would begin receiving a payment in lieu of tax and utility revenue from the units created.

### **C. Downtown Streetlights**

Recently, Verizon installed a small-cell antenna on a pole on Clinton Street. They used a new method for anchoring the pole. As we are already planning to undertake a replacement of downtown streetlights, we were impressed with the engineering used in this pole system of a metal plate in the base rather than the traditional and very deep concrete foundation. We are exploring a change to our streetlight project to incorporate this system but, if successful, it would speed installation, reduce disruption, and potentially lower the cost.

**Recommendation:**

**Attachments:**

1. Housing Commission Regular Meeting Minutes 02/20/2024

2. Housing Commission Regular Meeting Minutes 04/23/2024

Patterson introduced Woda as an affordable housing company. They proposed to build a 43-52 unit building on property behind Pine River Place off Carpenter. Handouts included floor plans, an elevation and an overhead proposal.

Hughs spoke of Woda Cooper and his experience with the company.

Patterson discussed the plan of 1, 2, and 3 bedroom apartments that would be multi-generational: senior, young, families. He also addressed the site advantage of utilities present. PCI Design of Grand Rapids designed the plans.

Discussion: Elevators: one vs. two. Elevator is sized to code, as are hallways and stairways.

Driveway: keeping driveway to Carpenter and not through Pine River parking lot. Concern with amount of traffic and Pine River Parking lot.

Parking Lot Size: 1 1/2 per apartment vs. 2 for family vs. 1 for retirement

Patterson discussed possibility of starting funding process in October 2024. That could happen is site control from the Housing Commission and a PUD site plan would be approved by Planning Commission (Jonathan Scheel, City Planner estimated that would take four months). With 6 months (optimal) for certification construction could start September 2025. 14 months to build means property would be available for occupancy in December of 2026. All these timelines were base case and could obviously be delayed and take longer. (i.e. construction in winter)

Site Control: Ownership to invest must have site control to build if there is funding. Purchase agreement or long-term lease. September 1 (by previous stated timeline) there would need to be absolute control. If it doesn't happen by that ALL paperwork must be in place to show it happen.

Would be a MSHDA project with housing credits. If first application did not secure funding, there would be an ask for an extension(s). Patterson said there was a "slop factor" in purchase timeline with funding and certification. Woda is vertically integrated from (1) site to (2) construction to (3) management. Patterson and Cassidy stated Woda's concern to be invested in the community for the long haul—not built to flip, with a covent deed for 45 years.

**Motion by Commissioner R. J. Waddell, seconded by Commissioner Nedina Stark for the Housing Commission to put the Woda Cooper proposal for Site Control on the agenda for the next meeting of the Housing Commission.**

**Ayes: Lee, Waddell, Stark**

**Nays: None**

**Absent: Oosthuizen, Buday**

Intergovernmental Management Agreement: Director Haist said the proposal was the same language with a 10% increase from \$50,000 to \$55,000.

**Motion by Commissioner R. J. Waddell, seconded by Commissioner Nedina Stark to accept the Resolution I-24 Intergovernmental Management Agreement as presented by Director Haist.**

**Ayes: Lee, Waddell, Stark**

**Nays: None**

**Absent: Oosthuizen, Buday**

Executive Director's Report: Director Haist discussed Cindy Morris (Occupancy Specialist/Administrative Assistant) schedule for returning to the office.

Email had been down, but was presently "back". Concern about missing a information or a due date; but so far there did not seem to be any ramifications.

Elevator construction has been unresponsive to contacts regarding compensation for inconvenience and inability to meet meet original timelines in contract.

Discussion on desire and possibility to release Site Control for Woda. Director Haist said she would look into that before our next meeting. She would also look into RAD being part of the Woda proposal.

Public Comment: No Public Comment

Adjournment at 3:23 p.m. by Mitts Lee.

Respectfully Submitted.

R. J. Waddell, Housing Commissioner

  
Annessa Haist, Executive Director

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## **REGULAR MEETING**

## **CHARLEVOIX HOUSING COMMISSION**

Tuesday, April 23, 2024

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

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

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

**Chairperson Mitts Lee called the Meeting to Order at 2:00 p.m.**

### **ADDITIONS TO THE AGENDA – Resolution #4-24 Authorizing New CD or CDARS Account with Independent Bank**

Approval of February payables, Jan. & Feb. Bank Statements, February Meeting Minutes, February Financials, along with March Payables, Bank Statements and March Meeting Minutes.

**Motion by Commissioner Waddell, seconded by Commissioner Buday to approve and accept the February payables, Jan. & Feb. Bank Statements, February Meeting Minutes, February Financials, along with March Payables, Bank Statements and March Meeting Minutes.**

**Ayes: Lee, Waddell, Buday, Oosthuizen, Stark**

**Nays: None**

**Absent: None**

Commissioner Lee opened the floor to New Business, Jonathan Scheel, City of Charlevoix who will be speaking on Land Parceling Opportunities.

Jonathan Scheel, City of Charlevoix did a presentation on Land Parceling Opportunities. He engaged in conversation with all Commissioners and the Director MPH/C/CHC Annessa Haist. Conversation was educational and eye opening to a lot of possibilities moving forward.

Jonathan presented land parceling with three separate parcels. Parceling off the existing one parcel. Discussed nonprofit, HUD approval, surveying and descriptions of the three separate parcels.

**Motion by Commissioner Waddell, seconded by Commissioner Stark for the Executive Director MPHC/CHC Annessa Haist to pursue with HUD the options, the CHC/Pine River Place is available.**

**Ayes: Lee, Waddell, Buday, Oosthuizen, Stark**

**Nays: None**

**Absent: None**

NEW BUSINESS - continued RAD discussions from last meeting, Director MPHC/CHC Annessa Haist gave her concerns and discussion was had with all Commissioners.

OLD BUSINESS – tabled from the March meeting **Resolution #3-24 Adopting the Election of Officers for the Charlevoix Housing Commission Board.**

**Motion by Commissioner Stark, seconded by Commissioner Waddell to keep the officers the same as in 2023 moving forward in 2024. Therefore approving Resolution #3-24 Adopting the Election of Officers for the Charlevoix Housing Commission Board.**

**Ayes: Lee, Waddell, Buday, Oosthuizen, Stark**

**Nays: None**

**Absent: None**

Executive Director's Report - FYB 4/1/24 Brief Budget Review with Commissioners and the Director MPHC/CHC Annessa Haist.

2023 & 2024 CFP Overview was mentioned for Audit August 2024 schedule.

Annessa Haist-Director MPHC/CHC spoke on Tenant Complaints & Mandatory Meeting that is scheduled for 3:30 p.m. today after the Board meeting. Most Tenants were made aware of the meeting by signing for the flyer that was handed to them by the office.

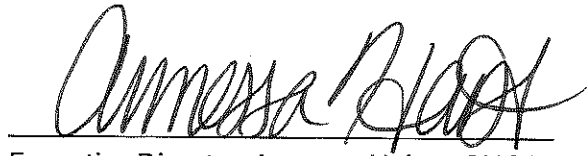
Director MPHC/CHC Annessa Haist also informed the Commissioners of a Unit Inspection building wide that was scheduled and the Tenants all received a flyer on for May 14<sup>th</sup> and 15<sup>th</sup>, 2024.

MI-NAHRO Conference was attended by Maintenance Supervisor, Dan Murray and Director – MPHC/CHC Annessa Haist. Conversation was had in regards to what was on the agenda that the Commissioners would need to know moving forward. Discussion was had by Annessa Haist, Director MPHC/CHC. HUD will be changing their inspection protocol with a deadline of July, 2024. INSPIRE – National Standards is Physical Inspection of Real Estate.

Public Comment on subjects unrelated to Agenda Items: None

Adjournment: Commissioner Lee Adjourn the meeting at 3:10 p.m.

Respectfully submitted and approved by:

A handwritten signature in black ink, appearing to read "Annessa Haist", written over a horizontal line.

Executive Director, Annessa Haist – CHC/MPHC

The next Board Meeting is May 21, 2024 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720.

# Charlevoix City Council

## Reports and Communications

**Title:** Mayor and Council Comments

**Date:** June 3, 2024

**Presented By:**

**Background:**

**Recommendation:**

**Attachments:**

None