



Agenda
City of Charlevoix City Council Regular Meeting
Monday, March 3, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - February 17, 2025
 - B. Accounts Payable and Payroll Check Registers
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Reschedule Council Meeting for May Election
Mark Heydlauff, City Manager
 - B. Revised MOU among the Chamber, Visit Charlevoix, and City of Charlevoix
Mark Heydlauff, City Manager
 - C. Service Agreement between the City of Charlevoix and the DDA
Mark Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - February 17, 2025

Date: March 3, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.02.17 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 17, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

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

2. Roll Call

Mayor: Lyle Gennett

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

Members Absent: Richard Spring

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Parr, seconded by Kalbfell to approve the amended agenda and move item G. Day Camp Residency Registration Clarification for Grandparents to 7(C). All Other Actions and Requests.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

A. City Council Meeting Minutes - February 3, 2025

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
02/11/2025	Special Accounts Payable Run	\$2,446.44
02/14/2025	Payroll (net pay)	\$114,252.41
02/14/2025	Payroll Transmittal Checks	\$6,564.23
02/18/2025	Regular Accounts Payable	\$166,829.30
02/03/2025-02/14/2025	ACH/WIRE Payments	\$163,345.14
01/29/2025	Special A/P Tax Disbursement	\$384,132.93
Grand Total		\$837,570.45

The entire accounts payable and payroll check registers can be viewed on the City's [website](#).

C. Renewable Energy Plan

Motion to approve the 2025 Renewable Energy Plan as required by Public Act of 2023 as presented.

D. City Band Support for Public Entertainment

Motion to approve \$5,000 for the Charlevoix City Band for the provision of free, public entertainment for the benefit of the community.

E. Proposal to Extend Auditing Service Contract

Motion to approve a five year agreement with Rehmann for audit services as detailed in the proposal.

F. Low Income Energy Assistance Program

Motion to Opt-in under Public Act 169 of 2024 for the 2025-2026 heating season.

G. Michigan Beach Concession Agreement

Motion to approve J. Bird Provisions to be the Concessionaire at Michigan Beach Park and direct the City Manager to sign the concession agreement.

6. Public Hearings and Actions Requiring Public Hearings

A. Ordinance 857: Adoption of Amended 2024-25 Budget

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the adoption of the Amended 2024-25 Budget. Mr. Heydlauff answered questions from Council.

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

Motion by Cole, seconded by Hagen to approve Ordinance 857 of 2025 as presented.

**CITY OF CHARLEVOIX
ORDINANCE NO. 857 OF 2025
2024-25 BUDGET AMENDMENT #1**

The Budget for the fiscal year beginning April 1, 2024 shall be amended for operating the City of Charlevoix. Ordinance 857 of 2025 Budget Appropriation Act of 2024-25, is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	4,336,200	4,830,445	494,245
- Legislative	EX Total	61,400	67,845	6,445
- General Government	EX Total	805,600	850,297	44,697
- Public Safety	EX Total	1,370,200	1,412,972	42,772
- Public Works	EX Total	407,500	467,700	60,200
- Recreation & Culture	EX Total	1,582,350	1,953,245	370,895
- Other	EX Total	23,200	45,110	21,910
- Fund Transfers	EX Total	48,700	48,677	(23)
Major Street Fund	RV Total	459,139	532,223	73,084
Major Street Fund	EX Total	441,579	526,454	84,875
Local Street Fund	RV Total	215,512	220,924	5,412
Local Street Fund	EX Total	176,500	181,302	4,802
Parking Services Fund	RV Total	149,200	164,850	15,650

Parking Services Fund	EX Total	137,800	164,568	26,768
Housing Initiatives Fund	RV Total	181,040	6,200	(174,840)
Housing Initiatives Fund	EX Total	175,000	400	(174,600)
DDA Fund	RV Total	686,400	745,335	58,935
DDA Fund	EX Total	666,400	797,106	130,706
Airport Fund	RV Total	2,414,240	2,150,459	(263,781)
Airport Fund	EX Total	2,429,800	2,517,354	87,554
Debt Service Facility	RV Total	485,100	489,500	4,400
Debt Service Facility	EX Total	485,000	484,600	(400)
Fire Replacement Fund	RV Total	59,440	60,540	1,100
Sewer Capital Fund-Tap Ins	RV Total	15,200	60,200	45,000
Sewer Capital Fund-North&South Side	RV Total	4,500	22,285	17,785
Infrastructure Improvements Fund	RV Total	358,200	499,762	141,562
Infrastructure Improvements Fund	EX Total	122,800	258,000	135,200
Street Improvements	RV Total	294,100	303,735	9,635
Street Improvements	EX Total	200,000	223,731	23,731
Industrial Park Fund	RV Total	7,570	7,741	171
Mt. McSauba Recreation Improvement Fund	RV Total	7,320	8,200	880
Mt. McSauba Recreation Improvement Fund	EX Total	0	30,000	30,000
Trail Development-Improvement Fund	RV Total	657,771	1,600	(656,171)
Trail Development-Improvement Fund	EX Total	960,400	2,000	(958,400)
Building Capital Improvement Fund	RV Total	100,000	64,000	(36,000)
Building Capital Improvement Fund	EX Total	228,600	306,928	78,328
Electric Fund	RV Total	9,061,916	9,573,098	511,182
Electric Fund	EX Total	10,919,800	9,882,327	(1,037,473)
Sewer Fund	RV Total	2,806,200	2,860,526	54,326
Sewer Fund	EX Total	3,631,600	3,850,604	219,004
Water Fund	RV Total	2,083,900	2,111,230	27,330
Water Fund	EX Total	2,419,700	2,571,454	151,754
Marina Fund	RV Total	1,005,144	1,054,386	49,242
Marina Fund	EX Total	1,621,000	1,635,825	14,825
Employee Fringe Benefit Fund	RV Total	3,313,300	3,158,600	(154,700)
Employee Fringe Benefit Fund	EX Total	3,131,500	3,132,787	1,287
Motor Pool Fund	RV Total	1,185,790	1,207,486	21,696
Motor Pool Fund	EX Total	1,583,700	1,637,644	53,944
Perpetual Care Trust Fund	RV Total	6,000	9,000	3,000
Bad Debts				
General Fund/EMS		16,553		
Electric Fund		15,936		
Water Fund		1,615		
Sewer Fund		2,104		
DDA Fund		4,568		
Misc		11,337		
2024-2025 TOTAL:		52,113		
2023-24	\$43,279			
2022-23	\$90,459			
2021-22	\$146,992			
2020-21	\$244,662			
2019-20	\$164,129			
2018-19	\$40,680			
2017-18	\$47,070			
2016-17	\$40,120			

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

Ordinance No. 857 was adopted on the 17th day of February 2025 A.D., by the Charlevoix City Council as follows:

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen
Nays: None
Absent: Spring
Motion carried.

B. Ordinance 858: Adoption of 2025-26 Budget

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the adoption of the 2025-26 Budget.

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

Motion by Hagen, seconded by Knapp to approve Ordinance 858 of 2025 as presented.

**CITY OF CHARLEVOIX
ORDINANCE NO. 858 OF 2025
BUDGET APPROPRIATION ACT**

THE CITY OF CHARLEVOIX ORDAINS:

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

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2025 and ending March 31, 2026 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

General Fund	
Total Revenues:	\$4,682,540
Total Expenses:	\$4,682,540

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 10.4736 mills (9.2736 mills operating and 1.2000 mills infrastructure) for the period of April 1, 2025 through March 31, 2026 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.2919 mills for the period April 1, 2025 through March 31, 2026 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2025 through March 31, 2026 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2025 through March 31, 2026 in the amounts set forth below by fund:

Fund	Revenue	Expense
Major Street Fund	\$481,223	\$472,128
Local Street Fund	225,943	180,278
Parking Services	163,700	156,539
Boat Launch	45,200	45,128
Housing Initiatives	360,200	300,000
Electric Fund	10,628,012	10,628,012
Sewer Fund	3,793,014	3,793,014
Water Fund	3,736,231	3,736,231
Marina Fund	1,540,389	1,540,389
Airport Fund	2,642,726	2,642,726
Downtown Development Authority	723,305	644,990
Employee Fringe Benefit	3,194,900	3,194,900
Motor Vehicle Fund	1,797,200	1,797,200
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund-Infrastructure	323,300	323,300
General Debt Service Fund-New Service Facility	489,500	485,000
Fire Fund	500,000	500,000
Sewer Tap-in Fund*	16,200	0
Northside/Southside Sewer Fund*	3,700	0
Infrastructure Improvement	380,168	133,000
Road Improvements	313,264	200,000

Industrial Park Fund	7,700	5,000
Mt. McSauba Recreation Fund	8,200	0
Trail Development-Improvement Fund	958,328	958,328

*These funds are part of the Sewer Fund.

Ordinance 858 was enacted on the 17th day of February 2025 A.D., by the Charlevoix City Council as follows:

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

C. Set Public Hearing: Ordinance 859: Revised Historic District Ordinance

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the proposed revised Historic District Ordinance.

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

Motion by Parr, seconded by Kalbfell to set a public hearing on March 17, 2025, at 6 p.m. in the Council Chambers of City Hall to consider Ordinance 859 of 2025 as presented.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

7. All Other Actions and Requests

A. Council Appointment

Council Member Janet Kalbfell

Council Member Kalbfell presented information on her recommendation of Dennis Halverson to the Board of Review.

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

Motion by Kalbfell, seconded by Cole to appoint Dennis Halverson to the Board of Review for a term to expire December 2027.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

B. Mayoral Appointments

Mayor Lyle Gennett

Mayor Gennett presented information on his recommendations for appointment to the Recreation Advisory Committee.

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

Motion by Knapp, seconded by Hagen to confirm the appointment of Matthew Jarema (voting student) to the Recreation Advisory Committee for a term to expire June 2025.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

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

Motion by Kalbfell, seconded by Hagen to confirm the appointment of Ariahna Kantola (non-voting student) to the Recreation Advisory Committee for a term to expire June 2026.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

C. Day Camp Residency Registration Clarification for Grandparents

City Manager Heydlauff presented information on the Day Camp residency registration clarification for grandparents and provided Council a more detailed policy. City Manager Heydlauff answered questions from Council.

Motion by Parr, seconded by Hagen to approve the policy as amended to include a clause that states returning campers will have an opportunity to sign up for camp before the general public.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- In a recent article published by the MML, the National League of Cities stated that tax-exempt status on municipal bonds may be at risk of ending, we will continue to monitor the situation
- On Sunday, there was a water leak within the Water Plant building, thank you to both the Water and Sewer employees for handling the leak
- Thank you to the Public Works staff for their hard work clearing snow and keeping the

businesses' sidewalks clear

C. Mayor and Council Comments

- Collectively thanked Public Works for their efforts in clearing snow throughout the City

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:34 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

DRAFT

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: March 3, 2025

Presented By:

Background:

Recommendation:

Motion to approve the accounts payable and payroll check registers.

Attachments:

1. Check Registers 03-03-25 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/19/2025 - 02/19/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
02/19/2025	144530	AT&T	1,648.37
02/19/2025	144531	CHARLEVOIX STATE BANK	4,034.46
02/19/2025	144532	CHARTER COMMUNICATIONS	713.93
02/19/2025	144533	DELTA DENTAL	3,532.55
02/19/2025	144534	GREAT LAKES ENERGY COOPERATIV	364.76
02/19/2025	144535	PRIORITY HEALTH	52,188.47
02/19/2025	144536	VSP INSURANCE CO. (CT)	557.73
1 TOTALS:			
Total of 7 Checks:			63,040.27
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			63,040.27

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

02/19/25 Special Accounts Payable Run	\$	63,040.27
02/28/25 Payroll (net pay)	\$	125,162.87
02/28/25 Payroll Remittance Checks	\$	6,331.08
03/04/25 Regular Accounts Payable	\$	207,718.54
Checks Sub-Total:	\$	402,252.76

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

02/11/25 iSolved Inc.	\$	75.00
02/13/25 DTE Energy	\$	3,140.07
02/18/25 MI Public Power Agency	\$	26,992.10
02/20/25 Enterprise FM Trust (fleet lease)	\$	6,488.34
02/24/25 MI Public Power Agency	\$	11,627.61
02/25/25 MI Public Power Agency	\$	258,908.61
02/28/25 IRS (Payroll Tax Deposit)	\$	49,381.89
02/28/25 Alerus Financial (HCSP)	\$	558.00
02/28/25 Vantagepoint (401 Plan)	\$	1,204.14
02/28/25 Vantagepoint (457 Plan)	\$	26,211.64
02/28/25 Vantagepoint (Roth IRA)	\$	1,285.00
02/28/25 State of MI (Withholding Tax)	\$	6,877.52
02/28/25 MERS (Defined Benefit Plan)	\$	73,661.56
ACH Sub-Total:	\$	466,411.48

Huntington National Bank Total: \$ 868,664.24

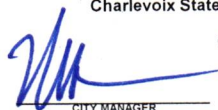
CHARLEVOIX STATE BANK - CHECKS ISSUED
(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/14/25 Special A/P Tax Disbursement	\$	980,707.06
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Charlevoix State Bank Total: \$ 980,707.06

Grand Total: \$ 1,849,371.30

APPROVED:


 CITY MANAGER


 CITY TREASURER


 CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000015

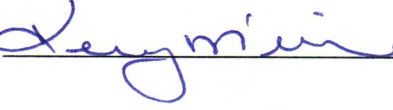
Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	02/28/2025	5,669.23	3,839.77
DVORACEK, SARAH J.	02/28/2025	3,157.15	2,406.35
DeROSIA, PATRICIA E.	02/28/2025	1,503.89	922.87
KLOOSTER, ALIDA K.	02/28/2025	19,819.69	12,740.88
BARNEVELD, RICHELLE L.	02/28/2025	2,073.65	1,464.84
SCHULZ, GINNY L.	02/28/2025	2,271.97	1,637.41
JENKINS, JESSICA-RAE A.	02/28/2025	1,980.80	1,534.25
MCGINN, KELLY A.	02/28/2025	3,541.84	2,292.58
SCHEEL, JONATHAN D.	02/28/2025	3,060.00	2,144.14
MCDONNELL, JILL L.	02/28/2025	3,568.36	2,082.57
UMULIS, MATTHEW T.	02/28/2025	2,536.85	1,503.93
ORBAN, BARBARA K.	02/28/2025	2,527.85	1,382.76
RILEY, DENISE M.	02/28/2025	713.25	581.49
MUNK, CHRISTOPHER J.	02/28/2025	2,440.00	1,491.53
CHRISTIENSEN, BRIAN D.	02/28/2025	2,255.94	1,577.51
RAMIREZ, CHARLES V.	02/28/2025	2,147.20	1,507.60
MARTIN, DONALD L.	02/28/2025	2,388.80	1,525.73
YOUNG, KRISTEN L.	02/28/2025	2,079.99	1,488.84
WURST, RANDALL W.	02/28/2025	3,687.56	1,977.74
HILLING, NICHOLAS A.	02/28/2025	3,298.79	2,038.78
MEIER III, CHARLES A.	02/28/2025	2,969.81	1,805.97
ZACHARIAS, STEVEN B.	02/28/2025	2,876.00	1,731.82
NEWMAN, MARK J.	02/28/2025	3,039.62	1,990.57
LOUGHMILLER, JOHN A.	02/28/2025	2,433.60	1,760.36
GRIFFITH, JOHN J.	02/28/2025	4,914.91	2,651.55
EATON, BRAD A.	02/28/2025	4,311.78	2,590.05
WILSON, TIMOTHY J.	02/28/2025	4,313.28	3,112.47
LAVOIE, RICHARD L.	02/28/2025	4,194.41	2,646.44
STERRETT, PHILLIP R.	02/28/2025	3,027.20	1,984.70
STEVENS, BRANDON C.	02/28/2025	4,936.48	2,998.09
WHITLEY, ANDREW T.	02/28/2025	4,633.48	2,692.38
FARRELL, MITCHELL L.	02/28/2025	3,380.29	2,182.26
ANDERSON, ELIZABETH A.	02/28/2025	2,173.61	1,410.80
KENWABIKISE, DAVID L.	02/28/2025	1,980.80	1,376.07
DVORACEK, BRIAN N.	02/28/2025	1,440.00	1,217.60
ELLIOTT, PATRICK M.	02/28/2025	4,911.27	3,357.53
MORRISON, KEVIN P.	02/28/2025	3,148.96	1,913.30
FURGESON, JUSTIN L.	02/28/2025	3,138.58	2,260.55
BRADLEY, KELLY R.	02/28/2025	2,873.96	1,655.95
HART II, DELBERT W.	02/28/2025	3,442.31	2,182.98
JONES, ROBERT F.	02/28/2025	3,269.86	2,170.55
THORP, WILLIAM D.	02/28/2025	2,863.12	1,826.67
LEITNER, RYAN S.	02/28/2025	3,439.19	2,303.99
NOWKA, STEPHEN P.	02/28/2025	2,684.24	1,938.58
RILEY, DANIEL A.	02/28/2025	3,054.88	2,172.62
REID, ROB A.	02/28/2025	2,212.38	1,523.92
KNORR, KENT J.	02/28/2025	3,254.55	2,319.13
BOSS JR, DALE E.	02/28/2025	1,848.78	1,533.52
ANZELL, BETH A.	02/28/2025	2,243.48	1,665.85
BOSS, SHERRY M.	02/28/2025	1,155.50	947.37
MCDERMOTT, DENNIS J.	02/28/2025	71.41	62.91
PORATH, JACOB P.	02/28/2025	153.00	141.29
HAGEN, MADISON L.	02/28/2025	212.00	195.79
MAILLOUX, AIDEN M.	02/28/2025	276.00	243.14
CULBERTSON, CRISTIN E.	02/28/2025	1,520.00	1,244.60
JOHNSTONE, HUNTER S.	02/28/2025	610.50	537.85
BEMIS, ADDISON J.	02/28/2025	468.69	412.92
LOPEZ, VANESSA M.	02/28/2025	746.00	649.81
WILLSON, ALEXANDER J.	02/28/2025	375.00	330.37
WALKER, MEREDITH A.	02/28/2025	169.82	149.61
JAREMA, ALISON K.	02/28/2025	50.88	46.99
WILLSON, WESTYN E.	02/28/2025	570.00	502.16
MATTER, DAWSON K.	02/28/2025	165.00	145.36
PEARSALL, KRISTA M.	02/28/2025	198.00	174.43
WELLS, JANINNA J.	02/28/2025	132.00	116.28
GOOD, JENNA R.	02/28/2025	126.00	111.01
BOSS, BEAU J.	02/28/2025	2,377.02	1,820.98
ARNOLD, REMI C.	02/28/2025	456.00	411.22
KLOOSTER, JUSTIN N.	02/28/2025	445.50	392.49
LUECKE, ANDREW L.	02/28/2025	264.00	243.81
MAILLOUX, CLARA C.	02/28/2025	451.00	397.33
BEMIS, GARRETTSON G.	02/28/2025	806.00	696.66
WILLSON, BRENDA R.	02/28/2025	198.00	174.42

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000015

Name	Check Date	Gross	Net
SCHOLEY, ROBERT W.	02/28/2025	3,122.21	2,074.87
MCCRANEY, RUSSELL R.	02/28/2025	2,503.20	1,896.20
POSTMUS, ANTHONY H.	02/28/2025	1,973.81	1,411.46
REECE, DANIEL A.	02/28/2025	2,047.11	1,574.63
TRAVERS, MANUEL J.	02/28/2025	1,047.99	939.07
Totals: 78		186,425.28	125,162.87

Approved By:



Date:

2/24/25

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/28/2025 - 02/28/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
02/28/2025	144537	4FRONT CREDIT UNION	1,535.58
02/28/2025	144538	AMERICAN FAMILY LIFE	532.65
02/28/2025	144539	CHARLEVOIX STATE BANK	1,555.00
02/28/2025	144540	COMMUNICATION WORKERS OF AMER	673.67
02/28/2025	144541	MI STATE DISBURSEMENT UNIT	116.55
02/28/2025	144542	PRIORITY HEALTH	1,517.57
02/28/2025	144543	THE HARTFORD	400.06
1 TOTALS:			
Total of 7 Checks:			6,331.08
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			6,331.08

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/04/2025 - 03/04/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
03/04/2025	144544	AMAZON CAPITAL SERVICES	287.73
03/04/2025	144545	AMERICAN WATER WORKS ASSN	431.00
03/04/2025	144546	AVFUEL CORPORATION	23,845.52
03/04/2025	144547	B & D TRUCKS & PARTS	587.00
03/04/2025	144548	BALLARD'S PLUMBING AND HEATIN	540.00
03/04/2025	144549	BRADFORD MASTER DRYCLEANERS	7.50
03/04/2025	144550	BRIAN DVORACEK	233.19
03/04/2025	144551	CDW GOVERNMENT	750.06
03/04/2025	144552	CHARLEVOIX CITY BAND	5,000.00
03/04/2025	144553	CHARLEVOIX TOWNSHIP TREASURER	103.40
03/04/2025	144554	CINTAS	77.09
03/04/2025	144555	CINTAS CORPORATION	14.30
03/04/2025	144556	CONWAY PROFESSIONAL SERVICES	1,126.00
03/04/2025	144557	CUMMINS SALES AND SERVICE	1,622.63
03/04/2025	144558	FREEDOM MAILING SERVICES INC	2,786.37
03/04/2025	144559	GORDON FOOD SERVICE	13.98
03/04/2025	144560	GRAND TRAVERSE GARAGE DOOR CO	4,572.40
03/04/2025	144561	HACH COMPANY	1,460.70
03/04/2025	144562	HYDE SERVICES LLC	1,908.35
03/04/2025	144563	IDEXX DISTRIBUTION INC	416.67
03/04/2025	144564	JACKLIN STEEL SUPPLY CO	115.60
03/04/2025	144565	JOHN E GREEN COMPANY	243.50
03/04/2025	144566	JUSTIN L FURGESON	430.80
03/04/2025	144567	KALAMAZOO SANITARY SUPPLY LLC	251.39
03/04/2025	144568	KIANDER, SHILA	30.00
03/04/2025	144569	KRAFT BUSINESS SYSTEMS INC	13.29
03/04/2025	144570	KRISTEN L YOUNG	197.30
03/04/2025	144571	MADISON PAULY	17.15
03/04/2025	144572	MEREDITH KRELL	135.77
03/04/2025	144573	MICHAEL TOPP	200.00
03/04/2025	144574	MICHIGAN MUNICIPAL LEAGUE	16,367.00
03/04/2025	144575	NAVIA BENEFIT SOLUTIONS	100.00
03/04/2025	144576	NORTHERN PUMP & WELL	36,064.00
03/04/2025	144577	NORTHWEST ELECTRONICS & REPAI	30.98
03/04/2025	144578	OLSON & HOWARD	62.00
03/04/2025	144579	POWER LINE SUPPLY	1,540.89
03/04/2025	144580	POWER SYSTEM ENGINEERING INC	15,332.55
03/04/2025	144581	PREIN & NEWHOF	5,000.00
03/04/2025	144582	RESOLUTION G2 LLC	1,950.00
03/04/2025	144583	SESAC	619.15
03/04/2025	144584	STANDISH MILLING	414.50
03/04/2025	144585	STEVEN B ZACHARIAS	110.00
03/04/2025	144586	STUART C IRBY CO	4,899.00
03/04/2025	144587	THOMAS SCHAPERKOTTER	7.33
03/04/2025	144588	TOKIO MARINE HCC	3,049.69
03/04/2025	144589	ULINE	379.03
03/04/2025	144590	UNIFIRST CORPORATION	456.76
03/04/2025	144591	UP NORTH ASSESSING INC	5,500.00
03/04/2025	144592	US BANK ST PAUL	51,800.00
03/04/2025	144593	USABUEBOOK	499.98
03/04/2025	144594	WEX BANK	9,360.06
03/04/2025	144595	WHITLEY INVESTMENTS	100.74
03/04/2025	144596	WILMOT ELECTRIC INC	6,272.82
03/04/2025	144597	WINDEMULLER ELECTRIC	349.00
03/04/2025	144598	ZAREMBA EQUIPMENT INC	34.37
1 TOTALS:			
Total of 55 Checks:			207,718.54
Less 0 Void Checks:			0.00
Total of 55 Disbursements:			207,718.54

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK NUMBER 129 - 129

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
02/11/2025	129(E)	ISOLVED INC.	75.00
1 TOTALS:			
Total of 1 Checks:			75.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			75.00

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/13/2025 - 02/13/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
02/13/2025	130(E)	DTE ENERGY	3,140.07
1 TOTALS:			
Total of 1 Checks:			3,140.07
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			3,140.07

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/18/2025 - 02/18/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
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Bank 1 GENERAL CASH - HUNTINGTON BANK

02/18/2025	131(E)	MICHIGAN PUBLIC POWER AGENCY	26,992.10
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1 TOTALS:

Total of 1 Checks:	26,992.10
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Less 0 Void Checks:	0.00
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Total of 1 Disbursements:	26,992.10
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CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/20/2025 - 02/20/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
02/20/2025	132(E)	ENTERPRISE FM TRUST	6,488.34
1 TOTALS:			
Total of 1 Checks:			6,488.34
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			6,488.34

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/24/2025 - 02/24/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
02/24/2025	133(E)	MICHIGAN PUBLIC POWER AGENCY	11,627.61
1 TOTALS:			
Total of 1 Checks:			11,627.61
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			11,627.61

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/25/2025 - 02/25/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
02/25/2025	134(E)	MICHIGAN PUBLIC POWER AGENCY	258,908.61
1 TOTALS:			
Total of 1 Checks:			258,908.61
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			258,908.61

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/28/2025 - 02/28/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
02/28/2025	135(E)	**EFTPS* Payroll Taxes	49,381.89
02/28/2025	136(E)	Alerus Financial	558.00
02/28/2025	137(E)	MissionSquare - 401 Plan 1091	1,204.14
02/28/2025	138(E)	MissionSquare - 457 Plan 3009	26,211.64
02/28/2025	139(E)	MissionSquare - Roth IRA 7061	1,285.00
02/28/2025	140(E)	STATE OF MICHIGAN	6,877.52
02/28/2025	141(E)	MERS	73,661.56
1 TOTALS:			
Total of 7 Checks:			159,179.75
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			159,179.75

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/14/2025 - 02/14/2025

BANK CODE: 2 - TAX CASH - CSB - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 2 TAX CASH - CSB			
02/14/2025	4217	CHARLEVOIX COUNTY TREASURER	197,925.35
02/14/2025	4218	CHARLEVOIX DISTRICT LIBRARY	98,374.40
02/14/2025	4219	CHARLEVOIX PUBLIC SCHOOLS	1,703.05
02/14/2025	4220	CHARLEVOIX-EMMET ISD	405,588.41
02/14/2025	4221	CITY OF CHARLEVOIX - TAXES DU	107,862.09
02/14/2025	4222	LAKE CHARLEVOIX EMS AUTHORITY	138,818.37
02/14/2025	4223	RECREATIONAL AUTHORITY	30,435.39
2 TOTALS:			
Total of 7 Checks:			980,707.06
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			980,707.06

Charlevoix City Council

All Other Actions and Requests

Title: Reschedule Council Meeting for May Election

Date: March 3, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Earlier this month, we learned that Charlevoix Public Schools decided to call a special election for May for a vote only on a tax request for them. As such, I'd propose the following date and time change:

Move the May 5, 2025 Council Meeting to May 7, 2025 at 6pm

Recommendation:

Motion to adjust the Council Meeting schedule as presented.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Revised MOU among the Chamber, Visit Charlevoix, and City of Charlevoix

Date: March 3, 2025

Presented By: Mark Heydlauff, City Manager

Background:

We have for several years had a memorandum of understanding among the Chamber of Commerce, Visit Charlevoix, the City, and the DDA. We revisited this and made a few updates as projects or issues have been completed and resolved and revised language in our common understanding of the organizations' work together. The revised draft is attached. The MOU was approved by the DDA Board on February 24; it still needs to be approved by the other organizations.

Recommendation:

Motion to approve the Memorandum of Understanding between the City of Charlevoix, Charlevoix Area Chamber of Commerce, Visit Charlevoix, and the Charlevoix Downtown Development Authority as presented and authorize the Mayor to sign the agreement.

Attachments:

1. 2025 MEMORANDUM OF UNDERSTANDING

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF CHARLEVOIX, MICHIGAN,**

VISIT CHARLEVOIX,

CHARLEVOIX AREA CHAMBER OF COMMERCE, AND

CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

This Memorandum of Understanding (MOU), while not legally binding, establishes a voluntary agreement among the parties to enhance fiscal efficiency, improve communication, and reduce redundancy in programming. The objective is to align efforts to better serve the Charlevoix, Michigan region through the following key initiatives:

Objectives and Areas of Collaboration

1. **Alignment of Charlevoix Brand Standards**
2. **Establishment of Dedicated Key Publics for Communication**
3. **Coordination of Print Materials**
4. **Event Support and Collaboration**
5. **Ongoing Cross-Organizational Collaboration**
6. **Promotion of Economic Growth and Quality of Place**

Overall Goals and Expected Outcomes

Each organization regularly communicates with stakeholders to enhance the region's quality of life and economic vitality. While previous efforts have been effective, further improvements in message alignment, focus, and efficiency can be achieved. To support this mission, this document shall be reviewed annually to ensure timely updates.

1. Alignment of Charlevoix Brand Standards

Each organization commits to maintaining a cohesive brand identity that reinforces Charlevoix's unique character and appeal. While distinct logos may be retained, all public-facing communications should align with shared brand elements, including color schemes, typography, and messaging, to present a unified image of Charlevoix.

2. Establishment of Dedicated Key Publics for Communication

Each organization will take the lead in communicating with specific key publics, ensuring a strategic focus and avoiding unnecessary duplication:

- **City of Charlevoix:** Engages with residents on community events, public safety, infrastructure, and government affairs.
- **Charlevoix Area Chamber of Commerce:** Supports and promotes local businesses, workforce development, and economic initiatives.
- **Charlevoix Downtown Development Authority (DDA):** Focuses on supporting and promoting downtown businesses, infrastructure improvements, and placemaking efforts.
- **Visit Charlevoix:** Markets the region to tourists, promoting Charlevoix as a premier travel destination.

Each entity will support the messaging of the others and refer inquiries to the appropriate organization as needed to ensure clear and consistent communication.

3. Coordination of Print Materials

Efforts will be made to streamline and reduce redundancy in print materials:

- The Chamber and Visit Charlevoix will continue producing a joint visitor and community guide, showcasing local businesses and attractions.
- The DDA will maintain a downtown map highlighting key locations, businesses, and points of interest.
- Other materials will be developed collaboratively to maximize efficiency and impact.

4. Event Support and Collaboration

Events are integral to Charlevoix's identity and economy. Each organization plays a distinct yet interconnected role:

- **Chamber of Commerce:** Organizes business-centric and community-focused events.
- **DDA:** Supports downtown-specific events to drive foot traffic and economic activity.
- **Visit Charlevoix:** Promotes events that enhance tourism and visitor engagement.
- **City of Charlevoix:** Provides logistical and infrastructure support, including public works and public safety coordination.

To maximize impact, organizations will share event calendars, collaborate on promotions, and assist in relevant capacities to ensure event success.

5. Ongoing Cross-Organizational Collaboration

To foster collaboration, organizations agree to:

- Hold at least quarterly leadership meetings.
- Coordinate digital and print advertising efforts.
- Maintain a shared calendar of events.

- Cross-promote major initiatives and business-related activities.
- Work collectively to enhance community sustainability, business success, and resident engagement.

6. Promotion of Economic Growth and Quality of Place

Each organization plays a crucial role in driving Charlevoix's economic prosperity and livability:

- **Visit Charlevoix:** Attracts visitors and potential future residents by showcasing the region's lifestyle and amenities.
- **Chamber of Commerce:** Advocates for business development, workforce attraction, and economic resilience.
- **DDA:** Develops and enhances downtown Charlevoix to create a thriving, year-round destination.
- **City of Charlevoix:** Provides essential infrastructure, public services, and policy frameworks to support growth and community well-being.

Termination Clause

This Memorandum of Understanding may be terminated by any party with a 30-day written notice to the other parties.

Signatures

City of Charlevoix, Michigan

Date: _____

Charlevoix Downtown Development Authority

Date: _____

Charlevoix Area Chamber of Commerce

Date: _____

Visit Charlevoix

Date: _____

Charlevoix City Council

All Other Actions and Requests

Title: Service Agreement between the City of Charlevoix and the DDA

Date: March 3, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Since August, I have been acting as the DDA's Executive Director. Under state law, the DDA is permitted to hire a director to perform activities contemplated by the act. For efficiency and to focus money on larger projects, the DDA has retained the Chamber of Commerce to do day-to-day business support activities, marketing, and downtown promotions. For the business side of things like budgeting, legal notices, agenda preparation, and other similar functions, the DDA has approved the attached agreement for me to continue in this role.

I've prepared an agreement between the DDA and the City to stipulate the activities covered and the cost to the DDA for this service. To assess cost, we calculated your annual revenue as a percentage of all the revenue the City is projected to collect in some form or fund during the coming fiscal year. For this year, this is 2.9%. We have then applied this as a factor of the all-in employment cost of the City Manager, City Treasurer, and City Clerk to find the fee of \$16,559.72 for administrative services. These calculations are included in the the recently passed budget. This does not include fees for the concert series oversight or actual expenses like legal notices, legal fees, or maintenance and repairs which we may have staff able to perform in lieu of contracting outside staff.

The attached agreement was drafted using AI tools.

Recommendation:

Motion to adopt the Agreement between the City of Charlevoix and the Charlevoix Downtown Development Authority as presented and authorize the Mayor to sign the agreement.

Attachments:

1. DDA City Service Agreement

AGREEMENT BETWEEN THE CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY AND THE CITY OF CHARLEVOIX

This Agreement is entered into this ____ day of _____, 2025, by and between the Charlevoix Downtown Development Authority ("DDA") and the City of Charlevoix ("City"), collectively referred to as "Parties." Together, the parties' principal offices are located at 210 State Street, Charlevoix, MI 49720 and both are public bodies corporate under the laws of the State of Michigan.

WHEREAS, the DDA seeks to promote and enhance the economic vitality of downtown Charlevoix; and

WHEREAS, the City has the resources and personnel to assist with the administration and management of the DDA's operations; and

WHEREAS, the DDA and the City desire to establish a formal agreement whereby the City Manager will serve as the Executive Director of the DDA and City staff will provide administrative and financial support; and

WHEREAS, pursuant to MCL 125.4205. (1), the Board has the authority to employ and fix the compensation of a director, subject to the approval of the governing body of the municipality, and the director shall serve at the pleasure of the board as the chief executive officer of the authority.

NOW, THEREFORE, in consideration of the mutual promises and obligations set forth herein, the Parties agree as follows:

1. Role of the Executive Director

1.1 The City Manager shall serve as the Executive Director of the DDA. 1.2 The Executive Director shall be responsible for implementing policies and initiatives as directed by the DDA Board. 1.3 The Executive Director shall serve as a liaison between the DDA and City departments, businesses, and stakeholders. 1.4 The Executive Director shall attend DDA meetings and provide updates on projects, programs, and financial status. 1.5 In accordance with MCL 125.4205. (1), the Executive Director shall act as the chief executive officer of the authority, supervising and being responsible for the preparation of plans and performance of functions in the manner authorized by this part.

2. Budget and Financial Management

2.1 The City's finance staff shall handle all financial transactions on behalf of the DDA, including but not limited to, budgeting, accounts payable and receivable, and financial reporting. 2.2 The City shall ensure that DDA funds are properly accounted for and reported in accordance with applicable laws and regulations.

3. Oversight and Management of the Bridge Park Building

3.1 The City shall be responsible for the day-to-day oversight and maintenance of the Bridge Park building. 3.2 The City shall ensure that all leases, rentals, and facility use agreements related to the Bridge Park building are managed efficiently and in compliance with City policies. 3.3 The City shall coordinate necessary repairs, improvements, and maintenance of the facility. 3.4 Expenses for the maintenance of the Bridge Park Building (except for those areas utilized for the operation of the City's sewer system) shall remain the financial responsibility of the DDA and charged accordingly.

4. Public Records and Compliance

4.1 The City shall be responsible for ensuring compliance with the Michigan Freedom of Information Act (FOIA) and Open Meetings Act (OMA) regarding DDA records and meetings. 4.2 The City shall maintain all official DDA records, including meeting minutes, financial records, and agreements, in accordance with record retention policies. 4.3 The City shall provide public access to DDA records as required by law.

5. Fees

5.1 The DDA shall pay to the City an annual fee equal to the revenue derived by the DDA as a share of the total city budget. 5.2 This share shall then be calculated as a percent of the total cost of employment for the City Clerk, City Treasurer, and City Manager. 5.3 Payment shall be made by the DDA to the City on an annual basis, based on the calculations provided by the City's finance staff. For fiscal year 2025, this equates to 2.9% or a fee of \$16,59.72.

6. Term and Termination

6.1 This Agreement shall be effective upon execution by both Parties and shall remain in effect unless terminated by either Party with sixty (60) days' written notice. 6.2 In the event of termination, the Parties shall cooperate to ensure an orderly transition of responsibilities.

7. Miscellaneous Provisions

7.1 This Agreement constitutes the entire agreement between the Parties and supersedes any prior agreements or understandings. 7.2 This Agreement may be amended only in writing and signed by both Parties. 7.3 This Agreement shall be governed by the laws of the State of Michigan.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

Charlevoix Downtown Development Authority

By: _____
Maureen B. Owens, Chair

Date: _____

City of Charlevoix

By: _____
Lyle Gennett, Mayor

Date: _____

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: March 3, 2025

Presented By:

Background:

A. Metering Transition

As we are installing new meters and aligning them with our billing software, we have run across some situations where a calculation is being done to do billing where it really isn't necessary. To correct these practices going forward and integrate the meters with our billing, some billing changes are likely. This may mean we don't separate units if they don't have a separate meter or other methods that correctly recognize the usage and billing. As we work through this, we'll be communicating with customers as necessary to update the billing. Ultimately, correcting quirks in the system like this will streamline efficiency and accuracy.

B. Airport Utility Vehicle

After significant work, we've finally received the official notice from MDOT of a grant for a new utility tractor to aid in various tasks around the airport. A news release went out this week from MDOT detailing this and other projects they funded at airports.

C. Large Item Refuse Collection

We'll again have our large item refuse collection on May 3. All items need to be out at the street for this one day only collection in the City.

Recommendation:

Attachments:

1. DDA Meeting Minutes 01/07/2025

City of Charlevoix
Downtown Development Authority Meeting Minutes
Tuesday, January 7, 2025 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

The meeting was called to order by Chair Owens at 5:30 p.m. followed by the Pledge of Allegiance.

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Present: Sam Bingham, Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen, Danielle Scheller, Ron Way

Members Absent: Paul Silva

Staff Present: Mark Heydlauff, City Manager/DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

Member Bingham questioned if the Match on Main Grant Application item is actionable. Director Heydlauff stated the Board will be providing guidance to the Chair and Vice Chair who will then meet with the Chair and Vice Chair of the Planning Commission for a final recommendation of submitting only two grant applications. The MEDC changed their policy and stated only two applications can be submitted whereas it was the City's understanding the grant would allow for a total of four applications.

5. Consent Agenda

A. Minutes from October 28, 2024

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

Motion carried by unanimous voice vote.

6. Reports

A. Director's Report

Director Heydlauff referenced the written report included in the agenda packet and discussed the Michigan Economic Development Corporation's Revitalization and Placemaking (MEDC RAP) Grant. The fee for the grant application is \$5,000 and the expectation, at a minimum would be if the grant was awarded it would be a \$500,000 grant with an equal match from the City. Mr. Heydlauff stated the City is looking at the Downtown Alley Corridor Vision Plan due to the underground work that has already been done in the stretch between Clinton and Park Streets, which makes the area the least expensive because there is little need for additional underground work. Mr. Heydlauff stated the primary focus for the grant would be continuing with pavers and other aesthetic improvements that ties in well with the Historical Society project of the grant (mural on the back of the North Seas Gallery), and a possible opportunity to

include the restroom project or at least the foundation for that along with dumpster enclosures in the area specifically in the DeWitt Lot. However, depending on how the project works out and if the funding allows, they would look at the area between Hoop Skirt Alley and Clinton Street as well.

Mr. Heydlauff stated he had discussed with Prein & Newhof some of the efforts the DDA has had in the past to activate the rear entrances of buildings and he also discussed with them the more technical issue of moving the water line connections to the rear of buildings to allow for less disruptions on Bridge Street.

Mr. Heydlauff reported they had about 3,800 tickets that were collected for the Gift Local raffle, 3,800 times \$50 each was a great return on the campaign.

B. Chamber of Commerce Report

Sarah Van Horn

President- Charlevoix Area Chamber of Commerce

Chair Owens stated the Chamber of Commerce's written report was provided in the packet and Sarah Van Horn, President of the Charlevoix Chamber of Commerce, was present if there were any questions.

President Van Horn stated regarding the the Gift Local Program, the Chamber was not going to charge any fees to the DDA.

7. Old Business

8. New Business

A. Seasonal Rent Adjustment Request- 109 Bridge Park Drive

Mark Heydlauff, City Manager

Director Heydlauff stated J. Bird Provisions had requested an arrangement for seasonally adjusted rent which would result in the same amount of rent due with the ability to pay less in the winter and more in the summer.

Motion by Mayor Gennett, seconded by Member Dreyer to approve the adjusted proposal as presented and to authorize the Director to modify the lease accordingly and permit the Chair to sign on behalf of the Board.

Motion carried by unanimous voice vote.

B. Match on Main Grant Applications

Mark Heydlauff, City Manager

Director Heydlauff referenced the three applications (Dockside Books, Happy Troll and Stiggs Brewery) received for the Match on Main Grant and provided background information on the grant program.

Member Dreyer questioned if the scoresheet was made by the City or a standardized form for Match on Main. Mr. Heydlauff responded that it was created by the City. Mr. Heydlauff stated the idea of Match on Main was that the applicants help fill an economic void in the community, provide goods and services that are needed in the community, or align with the goals of the

community. Mr. Heydlauff stated the policy that was drafted and approved by Council was to give guidance to the DDA and the Planning Commission on how to choose the applicants. The policy focused on items like the City's Master Plan, the Economic Development Strategy Plan, and the goals of the program.

Discussion followed regarding specifics of the three (3) applications with the result being the Board concurred that Dockside Books and Happy Troll were the two applicants with the highest scores. Chair Owens stated that based on the Boards' comments, she and the Vice Chair have a clear direction on the DDA's perspective and will share with the Planning Commission.

C. FY 2026 Budget

Mark Heydlauff, City Manager

Director Heydlauff stated the City implemented new financial software this past fall. Mr. Heydlauff stated the paper draft that the Board had in front of them was the latest version of the proposed budget for FY 2025/26. Mr. Heydlauff stated the revenue from the TIF has increased about \$50,000 and the DDA had not been paying for the Director's position and benefits from July 2024 forward. In addition, the Board had approved at the last meeting paying off the library obligation between the current year and the upcoming fiscal year (\$110,000 in FY 25 and \$75,000 in FY 26).

Mr. Heydlauff stated in the current fiscal year with all the changes, they do project a deficit of \$47,770 based on current projections and the DDA's cash on hand at the moment is approximately \$177,000. For next year's budget they were projecting a surplus revenue in the amount of \$77,315. Mr. Heydlauff stated there was a category entitled sponsorships in the amount of \$10,000 which he did not know what programs needed sponsorships. Mr. Heydlauff further explained details of the proposed budget for FY 2025/26. Mr. Heydlauff explained the methodology used to determine the cost for the administrative services provided by the City Manager, City Clerk & City Treasurer to the Board in the absence of a full-time director at \$15,000 for the year.

Chair Owens stated the Board would like to remove the expense for the Historic District signage. Mr. Heydlauff asked the Board to include \$5,000 in the contractual services line for the current fiscal year to pay Prein & Newhof for their services for the MEDC RAP Grant application.

Mr. Heydlauff stated it was not feasible to expect any of the potential alley improvements to occur prior to the summer of 2026 thus the revenue/expenditures for that project were not included in the proposed FY 25/26 budget. Mr. Heydlauff stated any surplus revenue from FY 25/26 would be used in FY 26/27 to help fund the alley improvements.

Motion by Mayor Gennett, seconded by Member Way to approve the FY 25/26 budget as amended.

Motion carried by unanimous voice vote.

D. 2025 Meeting Dates

Mark Heydlauff, City Manager

Director Heydlauff stated the Open Meetings Act requires the Board set their meeting schedule for the year at the first meeting of the year and he explained the proposed meeting schedule provided to the Board.

Motion by Member Bingham, seconded by Member Scheller to set the 2025 meeting dates as presented.

Motion carried by unanimous voice vote.

E. Election of Vice Chair

Mark Heydlauff, City Manager

Chair Owens stated with Vice Chair Dipert retiring at the conclusion of last month, the Board would need to elect a Vice Chair and she explained her reasons for recommending Member Oosthuizen.

Motion by Mayor Gennett, seconded by Member Scheller to appoint Member Oosthuizen as Vice Chair.

Motion carried by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Chair Owens adjourned the meeting at 6:31 p.m.

Sarah J. Dvoracek/fgm City Clerk

Maureen Owens Chair

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: March 3, 2025

Presented By:

Background:

Recommendation:

Attachments:

None