



Agenda
City of Charlevoix City Council Regular Meeting
Monday, March 17, 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 - March 3, 2025
 - B. Accounts Payable and Payroll Check Registers
 - C. 2025 Pavement Marking Contract for \$28,545.30
 - D. Planning Commission 2024 Annual Report
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing: Ordinance 859: Revised Historic District Ordinance
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Resolution 2025-03-01: Rates and Fees
 - B. Resolution 2025-03-02: Purchase Policy Revisions
 - C. Mt. McSaubia Future Improvement Planning
Mark Heydlauff, City Manager
 - D. Council Appointment for Lake Charlevoix EMS Authority Board
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 - March 3, 2025

Date: March 17, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.03.03 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, March 3, 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, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

A. City Council Meeting Minutes - February 17, 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
02/19/2025	Special Accounts Payable Run	\$63,040.27
02/28/2025	Payroll (net pay)	\$125,162.87
02/28/2025	Payroll Remittance Checks	\$6,331.08
03/04/2025	Regular Accounts Payable	\$207,718.54
02/11/2025-02/28/2025	ACH/WIRE Payments	\$466,411.48
02/14/2025	Special A/P Tax Disbursement	\$980,707.06
Grand Total		\$1,849,371.30

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

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

City Manager Heydlauff presented information on the rescheduling of the May 5 Council Meeting for the May Election.

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

Motion by Hagen, seconded by Spring to adjust the Council Meeting schedule as presented {move the May 5, 2025 Council Meeting to May 7, 2025 at 6pm}.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

B. Revised MOU among the Chamber, Visit Charlevoix, and City of Charlevoix

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the revised Memorandum of Understanding between the Chamber, Visit Charlevoix, and the City of Charlevoix.

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

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

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

C. Service Agreement between the City of Charlevoix and the DDA

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Service Agreement between the City of Charlevoix and the DDA.

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

Motion by Spring, seconded by Parr 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.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:13 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 17, 2025

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 03-17-25 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/10/2025 - 03/10/2025

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			
03/10/2025	144599	HARTFORD, THE	2,878.12
1 TOTALS:			
Total of 1 Checks:			2,878.12
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			2,878.12

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

03/10/25 Special Accounts Payable Run	\$ 2,878.12
03/14/25 Payroll (net pay)	\$ 114,636.17
03/14/25 Payroll Remittance Checks	\$ 6,831.63
03/18/25 Regular Accounts Payable	\$ 198,167.46
Checks Sub-Total:	\$ 322,513.38

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

03/03/25 MI Public Power Agency	\$ 15,602.53
03/03/25 AMG Payment Solutions	\$ 34.99
03/03/25 AMG Payment Solutions	\$ 34.99
03/10/25 MI Public Power Agency	\$ 25,433.14
03/11/25 State of MI (Sales Tax)	\$ 30,267.51
03/12/25 DTE Energy	\$ 15,848.78
03/14/25 IRS (Payroll Tax Deposit)	\$ 42,812.15
03/14/25 Alerus Financial (HCSP)	\$ 558.00
03/14/25 Vantagepoint (401 Plan)	\$ 1,204.14
03/14/25 Vantagepoint (457 Plan)	\$ 24,888.97
03/14/25 Vantagepoint (Roth IRA)	\$ 1,495.00
03/14/25 State of MI (Withholding Tax)	\$ 6,183.97
ACH Sub-Total:	\$ 164,364.17

Huntington National Bank Total: \$ 486,877.55

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

03/03/25 Special A/P Tax Disbursement	\$ 334,528.93
Charlevoix State Bank Total:	\$ 334,528.93
Grand Total:	\$ 821,406.48

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

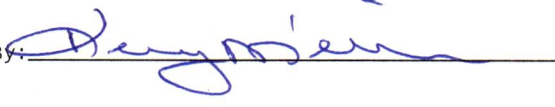
Payroll: 0000000016

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	03/14/2025	6,169.23	4,178.21
DVORACEK, SARAH J.	03/14/2025	3,207.15	2,456.34
DeROSIA, PATRICIA E.	03/14/2025	1,475.56	913.25
KLOOSTER, ALIDA K.	03/14/2025	3,593.00	2,466.02
BARNEVELD, RICHELLE L.	03/14/2025	2,463.62	1,729.01
SCHULZ, GINNY L.	03/14/2025	2,220.88	1,598.77
JENKINS, JESSICA-RAE A.	03/14/2025	1,980.80	1,534.25
MILLER, FAITH G.	03/14/2025	53.82	47.42
MCGINN, KELLY A.	03/14/2025	4,234.84	2,767.62
SCHEEL, JONATHAN D.	03/14/2025	3,753.00	2,683.45
MCDONNELL, JILL L.	03/14/2025	4,261.36	2,544.74
UMULIS, MATTHEW T.	03/14/2025	2,961.02	1,733.50
ORBAN, BARBARA K.	03/14/2025	2,867.08	1,591.47
RILEY, DENISE M.	03/14/2025	717.42	584.66
MUNK, CHRISTOPHER J.	03/14/2025	2,440.00	1,452.53
CHRISTIANSEN, BRIAN D.	03/14/2025	2,174.40	1,478.99
RAMIREZ, CHARLES V.	03/14/2025	2,342.13	1,610.92
MARTIN, DONALD L.	03/14/2025	3,559.53	2,410.74
YOUNG, KRISTEN L.	03/14/2025	2,772.98	2,010.18
WURST, RANDALL W.	03/14/2025	3,466.18	1,825.24
HILLING, NICHOLAS A.	03/14/2025	3,663.77	2,297.38
MEIER III, CHARLES A.	03/14/2025	2,869.81	1,730.04
ZACHARIAS, STEVEN B.	03/14/2025	2,628.80	1,575.30
NEWMAN, MARK J.	03/14/2025	2,581.95	1,698.15
LOUGHMILLER, JOHN A.	03/14/2025	2,433.60	1,760.34
GRIFFITH, JOHN J.	03/14/2025	4,964.91	2,701.55
EATON, BRAD A.	03/14/2025	4,549.40	2,770.79
WILSON, TIMOTHY J.	03/14/2025	4,909.40	3,557.20
LAVOIE, RICHARD L.	03/14/2025	3,525.92	1,749.05
STERRETT, PHILLIP R.	03/14/2025	4,013.39	2,636.21
STEVENS, BRANDON C.	03/14/2025	4,336.40	2,608.98
WHITLEY, ANDREW T.	03/14/2025	5,005.56	2,965.48
FARRELL, MITCHELL L.	03/14/2025	3,572.43	2,309.20
ANDERSON, ELIZABETH A.	03/14/2025	2,223.60	1,460.81
KENWABIKISE, DAVID L.	03/14/2025	1,980.80	1,376.08
DVORACEK, BRIAN N.	03/14/2025	1,190.00	997.36
ELLIOTT, PATRICK M.	03/14/2025	4,961.27	3,407.55
MORRISON, KEVIN P.	03/14/2025	2,418.12	1,376.79
FURGESON, JUSTIN L.	03/14/2025	2,981.43	2,178.97
BRADLEY, KELLY R.	03/14/2025	2,796.30	1,599.24
HART II, DELBERT W.	03/14/2025	2,822.08	1,768.53
JONES, ROBERT F.	03/14/2025	2,608.54	1,686.25
THORP, WILLIAM D.	03/14/2025	2,301.59	1,438.86
LEITNER, RYAN S.	03/14/2025	2,338.40	1,559.17
NOWKA, STEPHEN P.	03/14/2025	2,372.40	1,713.81
RILEY, DANIEL A.	03/14/2025	2,756.51	1,966.38
REID, ROB A.	03/14/2025	2,313.60	1,591.48
KNORR, KENT J.	03/14/2025	3,304.56	2,369.12
BOSS JR, DALE E.	03/14/2025	1,848.78	1,533.52
ANZELL, BETH A.	03/14/2025	2,293.48	1,715.85
BOSS, SHERRY M.	03/14/2025	1,239.25	1,011.11
MCDERMOTT, DENNIS J.	03/14/2025	371.34	333.10
PORATH, JACOB P.	03/14/2025	76.50	70.65
MAILLOUX, AIDEN M.	03/14/2025	207.00	182.37
CULBERTSON, CRISTIN E.	03/14/2025	1,380.00	1,138.06
JOHNSTONE, HUNTER S.	03/14/2025	610.50	537.85
BEMIS, ADDISON J.	03/14/2025	910.31	768.64
LOPEZ, VANESSA M.	03/14/2025	516.00	464.08
WILLSON, ALEXANDER J.	03/14/2025	315.00	277.51
WILLSON, WESTYN E.	03/14/2025	255.00	224.65
PEARSALL, KRISTA M.	03/14/2025	264.00	232.58
WELLS, JANINNA J.	03/14/2025	132.00	116.30
GOOD, JENNA R.	03/14/2025	231.00	203.51
BOSS, BEAU J.	03/14/2025	2,377.02	1,820.98
ARNOLD, REMI C.	03/14/2025	428.00	386.54
KLOOSTER, JUSTIN N.	03/14/2025	598.13	524.84
LUECKE, ANDREW L.	03/14/2025	132.00	121.90
MAILLOUX, CLARA C.	03/14/2025	264.00	232.58
BEMIS, GARRETTSON G.	03/14/2025	623.88	554.42
WILLSON, BRENDA R.	03/14/2025	297.00	261.67
LIVINGSTON, BRIAN D.	03/14/2025	50.00	50.00
SCHOLEY, ROBERT W.	03/14/2025	3,072.21	2,048.75
MCCRANEY, RUSSELL R.	03/14/2025	2,453.20	1,870.11

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000016

Name	Check Date	Gross	Net
POSTMUS, ANTHONY H.	03/14/2025	1,737.60	1,224.32
REECE, DANIEL A.	03/14/2025	1,737.60	1,330.60
TRAVERS, MANUEL J.	03/14/2025	1,042.56	932.30
Totals: 76		170,601.90	114,636.17

Approved By: Date: 3/11/25

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/14/2025 - 03/14/2025

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			
03/14/2025	144600	4FRONT CREDIT UNION	1,535.58
03/14/2025	144601	AMERICAN FAMILY LIFE	620.50
03/14/2025	144602	CHARLEVOIX STATE BANK	1,630.00
03/14/2025	144603	COMMUNICATION WORKERS OF AMER	722.07
03/14/2025	144604	FOPLC	234.00
03/14/2025	144605	MI STATE DISBURSEMENT UNIT	116.55
03/14/2025	144606	PRIORITY HEALTH	1,559.37
03/14/2025	144607	THE HARTFORD	413.56
1 TOTALS:			
Total of 8 Checks:			6,831.63
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			6,831.63

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/18/2025 - 03/18/2025

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			
03/18/2025	144608	ACE HARDWARE	1,766.87
03/18/2025	144609	AMAZON CAPITAL SERVICES	169.75
03/18/2025	144610	AMAZON CAPITAL SERVICES	2,310.48
03/18/2025	144611	APPRIVER LLC	2,492.40
03/18/2025	144612	ASPEN SMART NETWORKS	2,394.00
03/18/2025	144613	AT YOUR SERVICE PLUS INC	280.00
03/18/2025	144614	AT&T MOBILITY	845.67
03/18/2025	144615	AUTO-WARES GROUP	1,765.98
03/18/2025	144616	AVFUEL CORPORATION	520.00
03/18/2025	144617	BETH A ANZELL	561.80
03/18/2025	144618	CDW GOVERNMENT	593.18
03/18/2025	144619	CENTURYLINK	4.69
03/18/2025	144620	CHARLES V RAMIREZ	207.06
03/18/2025	144621	CHARLEVOIX COURIER #8004	6.07
03/18/2025	144622	CHARLEVOIX SCREEN MASTERS INC	600.00
03/18/2025	144623	CHARTER COMMUNICATIONS	149.99
03/18/2025	144624	CONTROL SOLUTIONS INC	1,100.00
03/18/2025	144625	CONWAY PROFESSIONAL SERVICES	1,106.50
03/18/2025	144626	CUMMINS SALES AND SERVICE	1,108.33
03/18/2025	144627	DROST LANDSCAPE	15,590.40
03/18/2025	144628	ELECTIONSOURCE	59.62
03/18/2025	144629	ELLSWORTH FARMERS EXCHANGE	1,947.30
03/18/2025	144630	FAMILY FARM AND HOME	645.24
03/18/2025	144631	FREEDOM MAILING SERVICES INC	2,793.57
03/18/2025	144632	GANNETT MICHIGAN LOCALIQ	1,209.12
03/18/2025	144633	GFL ENVIRONMENTAL	825.85
03/18/2025	144634	GOVERNMENT FORMS AND SUPPLIES	274.61
03/18/2025	144635	GREAT LAKES ELEVATOR LLC	1,600.00
03/18/2025	144636	HAGGARD PLUMBING & HEATING	262.50
03/18/2025	144637	HUNTINGTON BANK	500.00
03/18/2025	144638	HUNTINGTON NATIONAL BANK	117,250.00
03/18/2025	144639	HYDROCORP	2,243.50
03/18/2025	144640	IDI	75.00
03/18/2025	144641	INTEGRITY BUSINESS SOLUTIONS	292.69
03/18/2025	144642	IPS GROUP INC	249.01
03/18/2025	144643	JANSON EQUIPMENT COMPANY	232.16
03/18/2025	144644	JOHN A LOUGHMILLER	330.00
03/18/2025	144645	JOHN E GREEN COMPANY	298.00
03/18/2025	144646	JOINT APPRENTICESHIP & TRAINI	12,000.00
03/18/2025	144647	KRISTEN L YOUNG	156.72
03/18/2025	144648	MACQUEEN EQUIPMENT LLC	53.29
03/18/2025	144649	MCCARDEL CULLIGAN WATER COND	55.50
03/18/2025	144650	MCLEAN ENGINEERING CO INC	45.00
03/18/2025	144651	MI MUNICIPAL TREASURERS ASSOC	379.00
03/18/2025	144652	NORTHERN PUMP SERVICE INC	753.50
03/18/2025	144653	NORTHWEST ELECTRONICS & REPAI	35.00
03/18/2025	144654	NUCO2 LLC	225.05
03/18/2025	144655	O'REILLY AUTOMOTIVE INC	221.55
03/18/2025	144656	OAKLAND COMMUNITY COLLEGE	375.00
03/18/2025	144657	PENINSULA FIBER NETWORK LLC	360.00
03/18/2025	144658	POWER LINE SUPPLY	10,487.34
03/18/2025	144659	POWERPLAN	2,565.14
03/18/2025	144660	QUILL LLC	639.85
03/18/2025	144661	RGM SERVICES LLC	208.16
03/18/2025	144662	SCIENTIFIC BRAKE - GAYLORD	118.78
03/18/2025	144663	STATE OF MICHIGAN	160.00
03/18/2025	144664	STR8-4WARD TRAINING CONCEPTS	175.00
03/18/2025	144665	SUMMIT FIRE PROTECTION	473.00
03/18/2025	144666	TELNET WORLDWIDE	166.12
03/18/2025	144667	TRACE ANALYTICAL LABORATORIES	232.50
03/18/2025	144668	TRUCK & TRAILER SPECIALTIES	615.57
03/18/2025	144669	UNIFIRST CORPORATION	66.74
03/18/2025	144670	UNIFIRST CORPORATION	200.65
03/18/2025	144671	UPPER CASE PRINTING INK	64.67
03/18/2025	144672	VILLAGE GRAPHICS INC	271.90
03/18/2025	144673	WILMOT ELECTRIC INC	1,595.33
03/18/2025	144674	WINDEMULLER ELECTRIC	805.76
1 TOTALS:			
Total of 67 Checks:			198,167.46
Less 0 void Checks:			0.00

03/11/2025 10:05 AM

Page: 1/2

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/18/2025 - 03/18/2025

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			
Total of 67 Disbursements:			198,167.46

CHECK REGISTER FOR CITY OF CHARLEVOIX

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

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			
03/03/2025	142(E)	MICHIGAN PUBLIC POWER AGENCY	15,602.53
03/03/2025	143(E)	AMG PAYMENT SOLUTIONS	34.99
03/03/2025	144(E)	AMG PAYMENT SOLUTIONS	34.99
1 TOTALS:			
Total of 3 Checks:			15,672.51
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			15,672.51

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/10/2025 - 03/10/2025

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			
03/10/2025	145(E)	MICHIGAN PUBLIC POWER AGENCY	25,433.14
1 TOTALS:			
Total of 1 Checks:			25,433.14
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			25,433.14

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/11/2025 - 03/11/2025

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			
03/11/2025	153(E)	STATE OF MICHIGAN	30,267.51
1 TOTALS:			
Total of 1 Checks:			30,267.51
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			30,267.51

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/12/2025 - 03/12/2025

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			
03/12/2025	146(E)	DTE ENERGY	15,848.78
1 TOTALS:			
Total of 1 Checks:			15,848.78
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			15,848.78

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/14/2025 - 03/14/2025

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			
03/14/2025	147(E)	**EFTPS* Payroll Taxes	42,812.15
03/14/2025	148(E)	Alerus Financial	558.00
03/14/2025	149(E)	MissionSquare - 401 Plan 1091	1,204.14
03/14/2025	150(E)	MissionSquare - 457 Plan 3009	24,888.97
03/14/2025	151(E)	MissionSquare - Roth IRA 7061	1,495.00
03/14/2025	152(E)	STATE OF MICHIGAN	6,183.97
1 TOTALS:			
Total of 6 Checks:			77,142.23
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			77,142.23

CHECK REGISTER FOR CITY OF CHARLEVOIX

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

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			
03/03/2025	4224	CHARLEVOIX COUNTY TREASURER	69,404.39
03/03/2025	4225	CHARLEVOIX DISTRICT LIBRARY	30,483.32
03/03/2025	4226	CHARLEVOIX PUBLIC SCHOOLS	13,544.08
03/03/2025	4227	CHARLEVOIX-EMMET ISD	125,680.02
03/03/2025	4228	CITY OF CHARLEVOIX - TAXES DU	42,835.29
03/03/2025	4229	LAKE CHARLEVOIX EMS AUTHORITY	43,015.85
03/03/2025	4230	RECREATIONAL AUTHORITY	9,430.97
03/03/2025	4231	RYAN LLC	135.01
2 TOTALS:			
Total of 8 Checks:			334,528.93
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			334,528.93

Charlevoix City Council

Consent Agenda

Title: 2025 Pavement Marking Contract for \$28,545.30

Date: March 17, 2025

Presented By:

Background:

In the approved 2025/26 budget, we have allocated funds for the pavement marking throughout town. This work generally consists of painting all the crosswalks, parking spots, center lines, stop bars etc.

In February, we advertised for sealed bids for this work and on March 5th we opened one bid, see attachment. The sole bidder was from Advanced Pavement Markings for a total of \$28,545.30. Even though we only received one bid, the pricing is consistent with previous years, and competitive. We have worked with Advanced Pavement Markings for a number of years now and have always been pleased with their work.

Recommendation:

Motion to approve the bid from Advanced Pavement Markings as presented for a total of \$28,545.30, and authorize the City Manager to sign any required documents.

Attachments:

1. HPD_250306084502



CITY OF CHARLEVOIX

Pavement Marking
Bid Opening at City Hall
03/05/2025
11 am

Bidder Name	Comments
Advanced Pavement Marking	\$ 28,545.30

Charlevoix City Council

Consent Agenda

Title: Planning Commission 2024 Annual Report

Date: March 17, 2025

Presented By:

Background:

Annually, the Planning Commission is required by the Michigan Planning Enabling Act to report their activities and operations to the City Council. Highlights of the 2024 report include: four site plan reviews which include 11 residential units and two commercial units, two requested rezones with both rejected and one rezone and one conditional rezone that were approved. Zoning ordinance changes include the lighting section, sign ordinance section, outdoor storage section, design guidelines for the commercial mixed-use zone district, and finally using form-based code to allow more housing choices in our residential neighborhoods.

The Zoning Board of Appeals denied three variance requests and the Zoning Administrator issued 135 permits which included three new single-family homes, two accessory dwelling units and seven multifamily units.

The Planning Commission expects to have a busy 2025, reviewing downtown building heights to allow for higher densities, adopting design guidelines for downtown buildings and R1 and R2 primary structures, as well as expanding residential uses in the industrial areas and finally reviewing opportunities to expand Missing Middle Housing in the City.

You will find the annual report attached.

Recommendation:

Attachments:

1. 25

RE: 2024 Charlevoix Planning Commission Annual Report
Hon. Mayor and Council Members:

INTRODUCTION

The [Michigan Planning Enabling Act](#) (MPEA) allows for the establishment of local Planning Commissions, Master Plans, and other associated activities. The City of Charlevoix’s Planning Commission is established in the city code of ordinances in Title III, Chapter 32.105 and consists of 7 members. The Planning Commission is responsible for:

- Developing the community’s Master Plan which provides a framework for orderly growth and redevelopment.
- Creating a zoning ordinance to translate master planning goals to land use regulations.
- Reviewing and approving development requests.
- Studying special topics or conducting other special projects as requested by the governing body.

As required per the Michigan Planning Enabling Act, Section 125.3819 (2) (Act 33 of 2008, as amended), the Planning Commission respectfully submits a report of the activities they undertook in the previous twelve months (January 2024-December 2024).

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

MEMBERSHIP

Planning Commission members for 2024 were:

<i>Name</i>	<i>Member since</i>	<i>Term Exp.</i>	<i>Attendance</i>	<i>Training Hours Logged 4 hours recommended</i>
Jennifer Muladore, Chairperson	05/2018	04/2027	12/13 92%	
Maureen Radke	01/2022	04/2027	9/13 69%	
Shelley Boehmer	04/2023	04/2026	12/13 92%	23 MAP Conference, Planning and Zoning Essentials, RRCA +
Toni Felter	11/2008	04/2026	11/13 85%	4 Planning and Zoning Essentials
Sherman Chamberlain, Vice-Chair	03/2011	04/2025	12/13 92%	15 ethics, legal, land law, surveying and mapping
Scott Beatty	11/2022	04/2025	12/13 92%	
John Kurtz	11/2022	04/2025	13/13 100%	16 MAP Conference

MEETINGS

The Planning Commission met a total of thirteen (13) times in the past year. Meetings are typically scheduled for the second Monday of the month, at 6:00 PM, at City Hall. All meetings are held in compliance with the *Open Meetings Act, PA 267 of 1976, as amended*.

Monday, January 8, 2024
Monday, February 12, 2024
Thursday, February 22, 2024, Special Meeting
Monday, March 11, 2024
Monday, April 8, 2024
Monday, May 13, 2024
Monday, June 10, 2024
Monday, July 8, 2024
Monday, August 12, 2024
Monday, September 9, 2024
Monday, October 14, 2023
Wednesday October 30, 2024, Housing Sub-Committee
Monday, November 11, 2024
Monday, December 9, 2024

Minutes to all Planning Commission meetings are available at <https://charlevoixmi.portal.civicclerk.com/>

PLANNING STAFF

Planning and Zoning staff provide support and technical expertise to the Planning Commission as well as other public bodies, City staff, residents, and other inquirers who have questions about the City's Ordinances, development potential, and application processes. Planning and zoning staff included:

Jonathan Scheel, Director of Planning and Zoning
Faith Miller, Enforcement Officer (seasonal)

The city contracted with Networks Northwest for additional support for some planning and zoning in 2024

ACTIVITIES

The Planning Commission Chairman directed the Housing sub-committee to work on collecting data that could be turned into a presentation for civic groups on the Charlevoix-specific housing changes and master plan evolution overtime.

The City continued to implement the Housing Readiness Grant from Michigan State Housing Development Authority that allows the City and the Charlevoix Township to plan together for regional housing. Networks Northwest supported this effort with an in-depth report on strategies to achieve those goals. The City will be working with the Township on those recommendations.

- Received \$354,000 CHILL Grant for housing repairs for low-income homeowners in the city
- Site Plan Review 800 State Street for a church structure
- Site Plan Review 743 Petoskey Avenue for a brewery/taproom
- Site Plan Review 1002 May Street for two duplexes with the addition of one ADU
- Site Plan Review 1522 Bridge Street for three duplexes
- Reviewed the Zoning Ordinance to add additional language to expand housing choices.

ZONING ORDINANCE TEXT AMENDMENTS & REZONINGS

Zoning is the legal mechanism which turns planning goals into reality via land use and physical regulations. It is imperative that a community maintain an up-to-date zoning ordinance which aligns with those goals and

addresses emerging trends. Throughout the year, the Planning Commission discussed and took action on the following amendments:

- Used Form-Based code to allow more housing choices with the least amount of impact to existing neighborhoods
- Outdoor Storage Ordinance
- Design Guidelines for Commercial Mixed Use buildings US 31 Corridor
- Mixed Use Ordinance Sign Ordinance change for Bridge Park Drive
- Lighting Ordinance
- Rezone of 13513 Division Street
- Conditional Rezone Petoskey Avenue
- Rezone of 800 State Street (rejected)
- Rezone of 115 Hurlbut (rejected)

ZONING BOARD OF APPEALS ACTIVITY

Appeal Type	Location	Description	Action	Date of Action
Dimensional Variance	1209 Bridge Street	rear and side variance	Denied	8/21/24
Dimensional Variance	509 Newman	Side yard variance	Denied	4/17/24

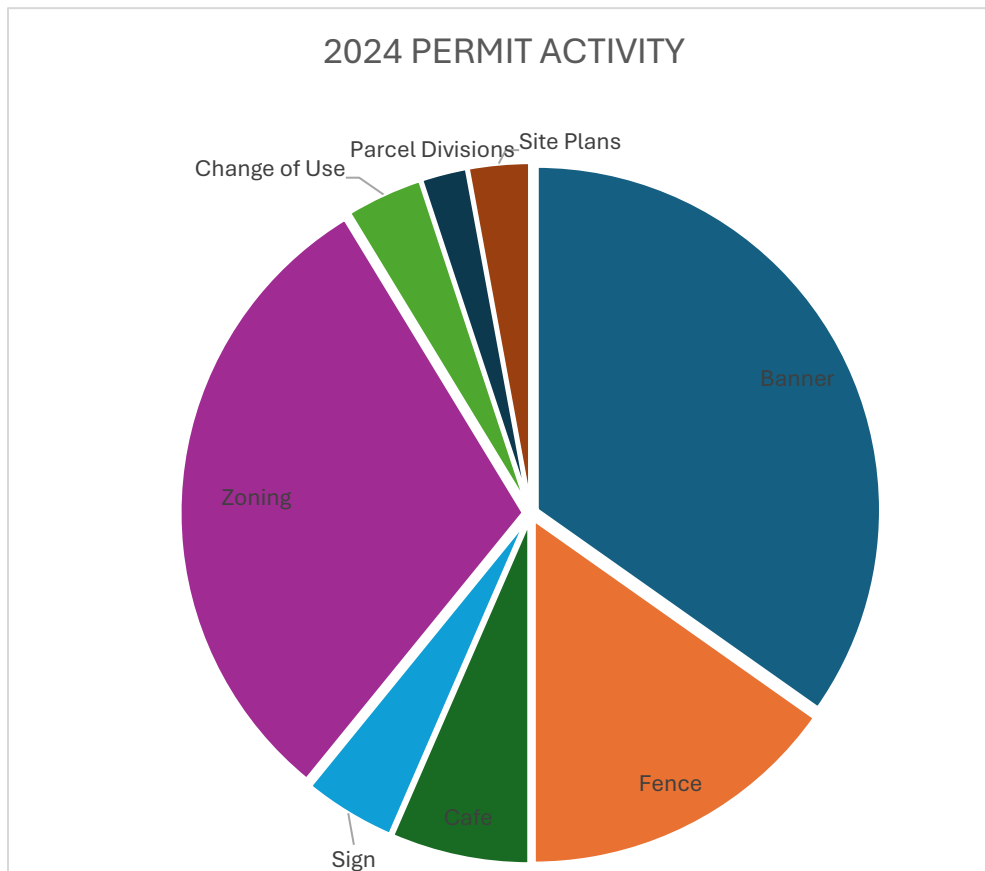
PERMIT ACTIVITY

While large-scale zoning permits and Special Land Uses are reviewed as site plans by the Planning Commission, the Zoning Administrator is authorized to review and make decisions on most small-scale zoning permits, fence permits, and sign permits. Following is a summary of all land use permit activity for the year.

135 total Permits,

Banner permits	48
Fence permits	21
Sidewalk Café/Use	9
Sign permits	6
Zoning	42
Change of Use	5
Parcel Divisions	3
Site Plans (PC)	4

Those above include zoning permits for 3 new single family homes, 2 Accessory Dwelling Units and 7 Multi-family buildings.



ZONING VIOLATIONS

Enforcement of the zoning ordinance is critical to maintaining the integrity of the adopted ordinances. It is intended that most violations are handled through a simple owner notification, followed by a voluntary plan to bring the violation into compliance. Most zoning and blight violations are handled this way in the city. There have been serious infractions and prolonged non-compliance in 2024 which were enforced with municipal civil infraction citations.

LOOKING FORWARD...

In December, the Planning Commission prepared a new list of priority activities and goals. The Planning Commission prioritized for 2025:

- Review downtown building height ordinance language
- Incentives for a higher density downtown.
- Design guidelines downtown/commercial buildings.
- Design guidelines residential R-1, R-2 primary structures
- Review landscape standards.
- Consider expanding residential uses in industrial zoning districts
- Review opportunities to expand Missing Middle Housing building options
- Downtown signage and wayfinding signs.
- Work with school district regarding future use of properties.

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Ordinance 859: Revised Historic District Ordinance

Date: March 17, 2025

Presented By: Mark Heydlauff, City Manager

Background:

In 2005, the City of Charlevoix adopted its first historic preservation ordinance which created the process that has now yielded our Historic District Commission, the Earl Young Local Historic District, and other historic preservation initiatives. At the time, it was bridging a more informal Historic District Study Commission, the creation of the Historic District Commission, and the prospect of creating the Earl Young Historic District.

The ordinance before you replaces this past work by streamlining the ordinance to refer to the state law and eliminating duplicative provisions. This ordinance also vests the study of new districts and related work in the existing and appointed Historic District Commission rather than the prospect of a separate ad-hoc study committee. It also ensures the efforts to create new districts and standards are aligned with Council goals and priorities before extensive effort is expended. Finally, as we did with the Planning Commission, we are recommending reducing this board from 7 members to 5; there are currently 5 appointed and serving members.

AI tools were used to develop initial drafts of this ordinance. The final version has been reviewed by the City Attorney and staff.

Recommendation:

Motion to approve Ordinance 859 of 2025 as presented.

Attachments:

1. 859 of 2025 Historic District Ordinance Amendment

**CITY OF CHARLEVOIX
ORDINANCE NO. 859 of 2025**

AN ORDINANCE TO AMEND TITLE III, CHAPTER 35: HISTORIC PRESERVATION OF THE CHARLEVOIX CITY CODE BY REPEALING THE EXISTING CHAPTER AND REPLACING IT WITH REVISED LANGUAGE

Whereas, the historic preservation of the City of Charlevoix is an important public policy priority, and,

Whereas, the City of Charlevoix has previously appointed a Historic District Commission and created the Earl Young Local Historic District, and,

Whereas, eliminating duplicate language and adhering to state law helps for the orderly promulgation of historic preservation policy and maintenance of historic resources.

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Strike Existing Chapter.

Title III, Chapter 35 of the Charlevoix City Code shall be struck in its entirety and replaced with the following language.

Section 2. Purpose.

The purpose of this ordinance is to safeguard the heritage of the City of Charlevoix by preserving historic districts that reflect elements of the City's history, architecture, and culture; stabilize and improve property values; promote civic beauty; strengthen the local economy; and foster educational and cultural opportunities.

Section 3. Definitions.

For purposes of this ordinance, the terms defined in Section 1a of the Local Historic Districts Act (Act 169 of 1970; MCL 399.201a) shall have the same meaning.

Section 4. Historic District Commission.

- (A) The Historic District Commission (HDC) and those members presently serving shall continue to administer the provisions of this ordinance. The HDC shall adhere to all requirements and procedures set forth in the Local Historic Districts Act (Act 169 of 1970).
- (B) The HDC shall consist of five members, with qualifications and terms as prescribed in MCL 399.204. Terms of the membership shall be staggered as best as possible to ensure continuity of membership and terms of three years each. Vacancies on the Commission shall be filled in the same manner as original appointments.
- (C) The HDC shall only have the authority to review and act upon permit applications, as detailed in Section 5 of this ordinance and such other duties and responsibilities as statute or the City Council may from time to time obligate them.

Section 5. Establishment of Historic Districts.

- (A) The City of Charlevoix has previously established the Earl Young Local Historic District Depot Historic District. and the Central Historic District.
- (B) The boundaries of each historic district shall be described in an official map and legal description filed with the City Clerk once approved by City Council.
- (C) Before establishing or modifying any historic district, a Historic District Study Committee shall be appointed to conduct the review process in accordance with MCL 399.203. The Historic District Commission shall fulfill this role unless Council determines a separate study committee is advisable. The study for potential creation of a new historic district shall only occur if the Council requests it by resolution outlining the potential properties and need for the district or if the Council approves a proposal from the Historic District Commission prescribing the same.

Section 6. Permit Requirements.

- (A) No person shall perform any work affecting the exterior appearance of a resource within a historic district without first obtaining a permit issued under this ordinance.
- (B) The HDC shall review applications based on the Secretary of the Interior's Standards for Rehabilitation, 36 C.F.R. Part 67, and applicable local design guidelines if such guidelines may be created and approved by City Council.
- (C) A certificate of appropriateness or a notice to proceed must be issued by the HDC before any work begins.
- (D) All other terms in Section MCL 399.205 through MCL 399.215 shall apply to the ordinance.

Section 7. Demolition by Neglect and Enforcement.

- (A) Property owners within a historic district must maintain their properties to prevent demolition by neglect.
- (B) Violations of this ordinance shall be subject to fines and penalties as provided in MCL 399.215.

Section 8. Appeals.

- (A) Any decision of the HDC may be appealed to the State Historic Preservation Review Board as provided in MCL 399.205(2).
- (B) Further appeals may be filed with the Circuit Court of the County of Charlevoix in accordance with MCL 399.211.

Section 9. Penalties.

- (A) A person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this chapter is responsible for a civil violation and may be fined not more than \$5,000.
- (B) A person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this chapter may be ordered by the court to pay the costs to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated or demolished.

Section 10. 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 11. Effective Date.

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

Ordinance No. 859 was adopted on the 3rd day of March 2025 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

State of Michigan
City of Charlevoix } §

Sarah J. Dvoracek

Clerk

Lyle Gennett

Mayor

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 859 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on March 3, 2025 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act 267 of the Michigan Public Acts of 1976.

Dated: 03/03/2025

Sarah J. Dvoracek, City Clerk

Charlevoix City Council

All Other Actions and Requests

Title: Resolution 2025-03-01: Rates and Fees

Date: March 17, 2025

Presented By: Mark Heydlauff, City Manager

Background:

The proposed rates and fees for 2025-26 are attached and are in a format so that you can see the modifications for the upcoming years. These rates and fees support the 2025-26 Budget that City Council approved on February 17, 2025.

As discussed previously, we found some quirks in our water rates that made them appear more complicated than a standard fee for every thousand gallons of usage. You'll see the water rates include far fewer categories to recognize this simplification. Water and sewer rates now both include a minimum 1500 gallons of usage and then commodity rates beyond that. This flattens and simplifies the billing process. Depending on usage, some customers will actually see their bills fall under the change versus how we are charging currently.

Recommendation:

Motion to adopt Resolution 2025-03-01 Rates & Fees associated with the 2025-26 budget as presented.

Attachments:

1. Resolution 2025-03-01 rates fees 2025-26 budget
2. 2025-26 FEE SCHEDULE Proposed 4-1-2025 Council Final (1)

CITY OF CHARLEVOIX
RESOLUTION NO. 2025-03-01
RATES & FEES ASSOCIATED WITH THE 2025-26 BUDGET

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

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

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

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2025.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2025-26 Proposed Budget with changes to the rates and fees for the following areas: airport, cemetery, Short Term Rental, recreation, miscellaneous, and Utility Rates which includes water, wastewater, and electric rates.

RESOLVED, this 17th day of March, 2025 A.D.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:



CITY OF CHARLEVOIX

2025-2026

PROPOSED – See Yellow Highlighted Items

Schedule of Rates, Fees & Charges

Unless otherwise noted, all of the following rates, fees, and charges are currently effective.

Airport

Aircraft Landing & Ramp Fees

- Landing fee waived for one day with a qualifying minimum purchase of fuel.
- Annual landing pass covers all landing fees for one year.
- Landing fees are waived for aircraft that lands as a result of an in-flight emergency, doing touch-and-goes, are based at Charlevoix Airport, or are owned by the military, state or federal government. Medical flights are not exempt from landing fees.
- Plane may be categorized in a location because of size, not type. I.E. Eclipse is a Very Light Jet
- Annual is for overnights only

Single Engine (15 Gallon Purchase waives 1 night on Ramp)		Min. Fuel Purchase
Landing Fee	\$0.00	N/A
Ramp Fee (overnight)	10.00	
Weekly Ramp Fee	50.00	
Monthly Ramp Fee	175.00	
Annual Ramp Fee	1,000.00	
Piston Twin		
Landing Fee	25.00	50 gallons
Ramp Fee (overnight)	20.00	
Weekly Ramp Fee	100.00	
Monthly Ramp Fee	250.00	
Annual Ramp Fee	1,500.00	
Single Turbo Prop (including Meridan, TBM & Eclipse Jet)		
Landing Fee	55.00	75 gallons
Ramp Fee (overnight)	35.00	
Weekly Ramp Fee	175.00	
Monthly Ramp Fee	300.00	
Annual Ramp Fee	1,800.00	
Twin Turbo Prop (including Pilatus & Caravan singles)		
Landing Fee	110.00	100 gallons
Ramp Fee (overnight)	60.00	
Weekly Ramp Fee	300.00	
Monthly Ramp Fee	500.00	
Annual Ramp Fee	3,000.00	

Type I Jet (up to 20,000 lbs)

Landing Fee	\$125.00	100 gallons
Ramp Fee (overnight)	75.00	
Weekly Ramp Fee	375.00	
Monthly Ramp Fee	750.00	
Annual Ramp Fee	4,500.00	

Type II Jet (20,000 - 30,000 lbs)

Landing Fee	155.00	155 gallons
Ramp Fee (overnight)	75.00	
Weekly Ramp Fee	375.00	
Monthly Ramp Fee	750.00	
Annual Ramp Fee	4,500.00	

Type III Jet (over 30,000 lbs)

Landing Fee	195.00	275 gallons
Ramp Fee (overnight)	100.00	
Weekly Ramp Fee	500.00	
Monthly Ramp Fee	850.00	
Annual Ramp Fee	5,100.00	

Hangar and Access Rates

Hangar Rental Rates* (per month)

Units 1, 2, 3, 8, 9 & 10	186.00
Units 4, 5 & 7	192.00
Unit 6	260.00
Box B	270.00
Box C	480.00
Box D	212.00

* Rates are not effective until current leases expire.

Land Lease Rates (per month, per square foot) \$0.30

Access Rate for Through-the-Fence Operations (per square foot) 0.35

Fuel Rates and Ground Services

100LL Contract Fuel into Plane Fee (per gallon)	0.50
After Hours No Call No Show	350.00
After Hours Winter Operation – Snow Removal	600.00
After Hours Call Out Fee (1st hour)	200.00

All After Hour Call-Out fees on City Holidays are double

Additional Hours (per hour)	150.00
Ground Power Unit (GPU) Connection (per hour)	95.00
Ground Handling Fee Facility Fee	55.00
Vehicle Handling Fee	50.00
Quick Turn Fee	\$150.00
Lav Cart Fee	100.00
Shuttle Fee	90.00

Vehicle Parking Fees

Daily	No Charge
Overnight	5.00
Weekly	20.00
Monthly	60.00
6 Months	110.00
6 Months - Premium	200.00
Annual	200.00
Annual - Premium	365.00

Commercial Operations

On-Airport Rental Car Service (per year)	Set by contract
Aircraft Servicing, Maintaining & Repairing (per year)	2,000.00
Catering Service	2,000.00
Part 135 Operator (per year)	2,000.00
Parachuting & Jump Schools (per year)	2,000.00
Rental Car Parking (Per space)	225.00

Cemetery

<u>Service/Charge</u>	<u>New</u>	<u>Resident</u>	<u>Non-resident</u>	<u>New</u>
Adult Lots	535.00	510.00	770.00	810.00
Baby Lots	270.00	260.00	380.00	400.00

	New	Resident	Non-Resident	New
Adult Opening	400.00	380.00	590.00	620.00
Baby Opening	200.00	190.00	300.00	315.00
Winter Opening	810.00	770.00	1160.00	1220.00
Adult Exhumation	810.00	770.00	1160.00	1220.00
Cremation Opening	240.00	230.00	360.00	380.00
Cremation Exhumation	270.00	260.00	380.00	400.00
Winter Storage: City Cemetery	150.00	140.00	140.00	150.00
Winter Storage: Other Cemetery	210.00	200.00	200.00	210.00
Monument Foundation: Single or Double (price per square inch)	.40	.35	.35	.40
Replacement Deed	30.00	21.00	21.00	30.00
Deed Transfers: One to Four (1-4) (price each)	40.00	32.00	32.00	40.00
Deed Transfers: More than Four (4+)		At Cost	At Cost	
Perpetual Care	240.00	230.00	350.00	370.00
Seeding / Topseeding / Leveling		At Cost	At Cost	
Full Setup	150.00	140.00	140.00	150.00
Partial Setup	75.00	70.00	70.00	75.00
Saturday / Sunday / Holiday		Double	Double	

Charlevoix Municipal Marina

Transient Boater Daily Fee:

- | | |
|-----------------------|-------------------------------|
| - Pre and Post Season | DNR Tier C |
| - Shoulder season | DNR Tier I |
| - Prime Season | DNR Tier J |
| - Special Events | Charlevoix Special Event Rate |

Seasonal Slip Rates:

- | | |
|--|---------------|
| - DNR Tier F multiplied by 156 days | |
| - Seasonal Non-Conforming Slips | \$80 per foot |
| - Seasonal Burn Street Dock Slips | \$55 per foot |
| - Seasonal Dingy and Jet Ski Slips | \$425 |
| - 45 Day Extended Stay Slip pay the full rate without discount for the full 45 days. | |

Parking Fees & Fines

Unless otherwise noted, “resident” means a resident of the City of Charlevoix. Resident: Must meet one of the following criteria: 1) Taxpayer in the City of Charlevoix (including business or personal property), 2) Renter in the City of Charlevoix and registered to vote in the City of Charlevoix or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18. A senior citizen must be 55 or over.

<u>Violations</u>	<u>Fine</u>
Non-metered parking violation (paid within 72 hours)	\$15.00
Non-metered parking violation (paid beyond 72 hours)	30.00
Metered parking violation (paid within 24 hours)	10.00
Metered parking violation (paid after 24 hours)	30.00
Non-Metered and Metered Parking Tickets that are not Paid after 14 days will incur an additional \$50.00 service fee	

Other Police related Fees:

Daily Preliminary Breath Test	\$5.00
Crash Reports	15.00 per report

Meter and Pay Station Parking Rates

Hourly Rate at Meter and Pay Stations	May 1-June 30 & Aug. 16-Oct.31	\$1.50/hour
	July 1-August 15	\$2.00/hour

<u>Boat Launch Parking</u>	<u>Resident</u>	<u>Non-Resident</u>
Seasonal	30.00	50.00
Daily Car and/or Car with Trailer	10.00	10.00
Commercial*	1,200	1,500
10-punch (any commercial, limit one)*	500.00	750.00

*Resident commercial rate for business with a City of Charlevoix tax bill in the name of the business.

Planning & Zoning

Level A Site Plan Review	\$135.00 +actual expenses
Level B Site Plan Review	275.00 +actual expenses
Rezoning Application	325.00+actual expenses
Variance - Zoning Board of Appeals	350.00 +actual expenses
Construction Hours Waiver Fee	350.00

Zoning Permit	50.00
Zoning Appeals	300.00 +actual expenses
Special Use Permit	300.00 +actual expenses
Parcel Division	125.00
Sign Permit	50.00
Sign Variance	300.00
Fence Permit	30.00
Alley Abandonment	1000.00+actual expenses
Sidewalk Use Permit	0.00
Outdoor Dining Fee	50.00

*Additional actual expenses shall not exceed \$500 except where permitted by ordinance.

Short Term Rental Fees

Annual License	\$300.00
Registration (with inspection)	300.00
Registration (without inspection)	150.00
Waiting List deposit (when required) Yearly Fee	50.00
Violation Administration Fee	100.00

Freedom of Information Act (FOIA) Requests

Copies (per page)	\$0.10
Blueprints (each)	Minimum \$3 or Cost
CDs (each)	3.00
Flash Drives (each)	Actual Cost
Postage	Actual Cost
Cost of labor to locate, examine, redact, copy and/or transfer records (Cost is calculated by rounding down to the nearest quarter hour)	Hourly Wage plus 50% fringe benefit Factor of the least paid employee capable of performing the work

Recreation

Unless otherwise noted, "resident" means a resident of the City of Charlevoix. Resident: Must meet one of the following criteria: 1) Taxpayer in the City of Charlevoix (including business or personal property), 2) Renter in the City of Charlevoix and registered to vote in the City of Charlevoix or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18. A senior citizen must be 55 or over.

<u>Pavilion Reservation</u>	<u>Resident</u>	<u>Non-Resident</u>
Picnic Pavilion Rental - Weekday	50.00	80.00

Picnic Pavilion Rental - Weekend or Holiday	70.00	100.00
Picnic Pavilion Rental - Non-Profit	No charge	No Charge
Performance Pavilion Rental (case by case)	90.00	150.00
Use of Public Property (case by case basis) (must be approved)	220.00	800.00
Wedding on Public Property (must be approved)	220.00	800.00

Sports Fees

Team Fees (Basketball, Volleyball, Softball) (per team)	250.00	250.00
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Ten (10) game season, additional cost will be added for Umpires and Referees to be paid on site

Youth Sport (per person)	50.00	50.00
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Skate Park (Carpenter Avenue)

Daily Pass	0.00	0.00
Seven Day Punch Card	0.00	0.00
Summer Pass	0.00	0.00

Mt. McSauba

For all activities at Mt. McSauba, Charlevoix Township residents will be given the same rate as City residents. A "resident" must be one of the following criteria: 1) Taxpayer in the City of Charlevoix or Charlevoix Township (including business or residential property), 2) Renter in the City of Charlevoix or Charlevoix Township and registered to vote in the City of Charlevoix or Charlevoix Township or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18.

<u>Day Camp</u>	New	Resident	Non-Resident	New
Mt. McSauba Day Camp (per person per week)	160.00	150.00	185.00	195.00
Sibling Discount (Each sibling gets \$15 off the weekly rate)	145.00	135.00	170.00	180.00
Late pick up Fee	\$15/every 15 Minutes		\$10/every 15 Minutes	
Camp Sunrise (Before Camp)	40.00	35.00	35.00	40.00
Camp CHILL (After Camp – No Friday Afternoon)	35.00	30.00	30.00	35.00
Camp CHILL and Sunrise Combo	55.00	50.00	50.00	55.00

Mt. McSauba Ski Hill

Weeknight Daily	20.00	25.00
Weekend Daily	22.00	27.00
Season Pass: 1 Person	205.00	285.00
Each Additional Family Member	90.00	100.00

Equipment Rental

Downhill Skis or Snowboard	14.00	16.00
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Cross Country Skis or Snowshoes (8 hour rental)	8.00	12.00
Cross Country Skis or Snowshoes (24 hour rental)	13.00	17.00
<u>Lessons</u>		
Group Ski or Snowboard Lessons (per person)	65.00	75.00
Group Ski or Snowboard Lessons with Rental (per person)	75.00	85.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	40.00	45.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	60.00	65.00
<u>Skating Rink</u>		
Daily Fee	3.00	3.00
Season Pass	30.00	30.00
Ice Skate Rental	2.00	2.00
<u>Mt. McSauba Area Rental Fee</u>		
Initial Rate (Two hours)	200.00	350.00
Additional rate per hour	125.00	125.00
Supervisor fee per hour (Required)	35.00	35.00

Charlevoix Golf Club

<u>Daily Rates</u>	Current
All day play	\$30.00
9 Holes	25.00
9 Holes Senior Rate (62+)	20.00
4 Holes (Holes 1, 7, 8 and 9)	10.00
Youth on Course Rate (Must have an active YOC#)	5.00
9 Hole Youth	15.00
College or Trade Student (with ID)	15.00
Wedge Range	5.00

The Recreation Director is authorized to offer sales, specials, and other inducements to account for seasonality and market competitiveness beyond the rates set above.

5-play punch card (Before Memorial Day)	80.00
5-play punch card (After Memorial Day)	90.00
Pull Cart Rental	6.00
Upper Locker Rental	40.00
Lower Locker Rental	50.00

Club Car Walk Behind	10.00
Golf Club Rental	20.00
<u>Season Pass</u>	
Single	425.00
Double (or Family Membership)	600.00
Senior – Single (62+)	350.00
Senior – Double (62+)	500.00
College Student Pass (Current Student ID required)	150.00
Wedge Range Season Pass (included in Season Pass)	50.00

Utility Rates

Water Rates – Proposed 4.9% Increase

Service Charge - Meter Size

	New	City	Non-City	New
3/4 " or Smaller	32.00	31.00	46.50	48.00
1"	43.00	41.00	61.50	64.50
1 1/2"	66.50	63.50	95.25	99.75
2"	94.00	90.00	135.00	141.00
3"	155.00	149.00	223.50	232.50
4"	297.00	286.00	429.00	445.50
6"	550.00	530.00	795.00	825.00
Sprinkling Meter		5.75	8.63	

Commodity Charge

Commodity Rate per 1,000 Gallons	5.93	8.90 NEW
Water Usage Minimum (Gallons)	1,500 gal.	1,500 gal. NEW
1st 2,000 Gallons	5.58	8.37 REMOVE
3rd 50th 1,000 Gallons	5.58	8.37 REMOVE
51st 1,000 Gallons and Over	5.58	8.37 REMOVE
Water Usage Minimum (Gallons)	2,000 gal.	2,000 gal. REMOVE
Water usage Minimum Charge	36.58	54.87 REMOVE

Privilege Fees

New User Cost per REU, Prepaid	1,000.00	1,500.00
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Turn On Fee - Water	175.00	300.00
Turn On / Off Fee - Water (Seasonal)	35.00	45.00
Turn On Fee - Sprinkler	35.00	45.00

Water Tap Fees

3/4" Line	\$250.00
1" Line	320.00
Larger Than 1" Line	At cost

Meter Costs:

		New
5/8" Meter	160.00	190.00
5/8" Meter with Horns	267.00	291.86
3/4" Meter	160.00	190.00
3/4" Meter with Horns	267.00	291.86
1" Meter	270.00	285.00
1" Meter with Horns	451.00	465.16
Larger than 1"	At Cost	

Other Fees

Service Upgrade*	1,500.00
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*Remove old galvanized pipe from Main to Curb if owner has copper or PVC otherwise additional charges may be warranted.

Bacteriological Tests	20.00 / sample
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Sewer Rates - Proposed Increase 2%

Service Charge – (Based on Water Meter Size)

	New	City	Non-City	New
3/4 " or Smaller	45.00	42.00	63.00	67.50
1"	63.00	60.00	90.00	94.50
1 1/2"	105.00	99.50	149.25	157.50
2"	151.00	146.00	219.00	226.50
3"	282.00	275.00	412.50	423.00
4"	479.00	468.00	702.00	718.50
6"	523.00	500.00	750.00	784.50

Commodity Charge

Commodity Rate per 1,000 Gallons	7.71	7.58	11.37	11.57
Sewer Usage Minimum (Gallons)	1,500 gal.			1,500 gal. NEW
Sewer Minimum Charge		57.16	85.74	Remove

Privilege Fees

New User Cost per REU, Prepaid	2,000.00	3,000.00
Turn On Fee - Water & Sewer	500.00	750.00

Electric Rates - Proposed Increase 2.5%

Rate:	Code	Rate / kWh	Charge	Clean Energy Plan
Residential – In City(1)	111	\$0.0907	17.75	.00178
Residential - In City(1) NEW	111	\$0.09940	19.75	.00178
Residential – Rural (1)	121	.1052	21.25	.00178
Residential - Rural (1) NEW	121	.11390	24.25	.00178
Commercial – In City (GS-C) (1)	131	.1140	33.25	3.68
Commercial - In City (GS-C) (1) NEW	131	.12680	34.25	3.68
Commercial – Out (GS-R) (1) (2)	141	.1152	35.25	3.68
Commercial - Out (GS-R) (1) (2) NEW	141	.12800	36.25	3.68
Commercial – Demand(1)	152	.0570	70.00	3.68
Commercial – Demand(1) NEW	152	.06970	72.00	3.68

Industrial & Charity Demand (1) (3) 162	.0470	322.00	67.24
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Industrial & Charity Demand (1) (3) NEW162	.05923	324.00	67.24
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GSO – Demand	552	15.50 / kW
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GPS – Demand	562	15.50 / kW
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Notes:

1. Rates are subject to a Power Cost Adjustment that is calculated monthly.
2. Customers served under the Commercial – Demand Rate (152) shall also be served under the GSO – Demand Rate (552).
3. Customers served under the Industrial and Charity Demand Rate (162) shall also be served under the GPS – Demand Rate (562)

Renewable Credits

These credits are available for approved renewable generation: Credit Rate/kWh

Solar (per kWh)	\$0.0494
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Solar with Storage (per kWh)	0.0645
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Wind	“In Review”
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Services – Added times

Disconnect/Reconnect 7:30am to 3:30pm	30.00
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Disconnect/Reconnect without 24 hour notice 7:30am to 3:30pm	50.00
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Disconnect/Reconnect after 3:30pm	150.00
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Disconnect / Reconnect - Seasonal**	115.00
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Disconnect / Reconnect - Seasonal After Hours**	167.00
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** Disconnected from the system for longer than one billing cycle

Reconnect – Non Payment	30.00
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Reconnect – Non Payment (After Hours)	150.00
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Trenching for All Underground Residential Services 200 amps & Under	5.00 Per Foot
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200 Ampere Residential Underground Service (per foot) NEW	5.00
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Meter Test	75.00
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Meter Tampering - New	300.00
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AMI Opt-Out – one-time Enrollment Fee	100.00
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AMI Opt-Out Monthly Fee added to utility bill	30.00
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<u>Security Lights</u> NEW	City	Rural
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39 Watt dusk to dawn	\$6.10	\$6.50
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Security Lights – The following Security lights are no longer available, but existing installations will be maintained at the discretion of the City (NEW)

	NEW	City	Non-City	NEW
70 Watt	7.00	6.10	6.50	7.40
100 Watt	8.80	7.60	8.10	9.30
150 Watt	12.00	10.30	10.70	12.40
250 Watt	19.00	16.20	17.60	20.50
380 Watt		26.61	27.60	32.00
400 Watt	28.40	23.90	26.00	30.50
105 Watt LED (400 W equivalent)	12.50	11.20	11.70	13.00
1000 Watt	65.40	54.50	59.80	70.90

Miscellaneous Fees

Tax Abatement Application Fee (IFT, CFEC, etc)

250.00 New 265.00

Temporary / Seasonal Business Fees

Solicitor's License

\$70.00/day; \$130/week; \$195/month ← New

~~\$65.00/day; \$125/week; \$185/month~~

Roadside Stand / Temporary Business (per season)

125.00 130.00

Transient Merchant (per season)

245.00 255.00

Mayor Performed Marriage Ceremony

50.00

NSF Fees

NSF / Returned Check Charge (per occurrence)

\$45.00

ACH NSF Charge (per occurrence)

35.00

Police Bad Check Processing Fee (per request)

45.00

Public Safety Fees

Mass Gathering Permit	120.00	New 130.00
Public safety services for events (applies to for-profit organizations only)	1,000.00	
Standby for Fireworks (Equipment & Personnel) (per hour)	500.00	
Police Escort Fee (per occurrence)	100.00	
Liquor License (Standard license)	120.00	130.00
Redevelopment Liquor License	240.00	255.00

RIGHT-OF-WAY USAGE Fees

A dumpster or container (including non-containerized substances excluding brush and grass clippings) placed on public property

- \$10 per day (excluding parking spaces in the DDA District)

Housing Moving or similar activity

-\$250 plus expenses per ordinance

The blocking of parking spaces in the DDA District (per space)

-\$25 per day (May 15 – October 31)

-\$5 per day (November 1 – May 14)

Right Of Way Metro Act Telecommunications Initial Registration \$500 - NEW

Right Of Way Metro Act Telecommunications Permit \$250 - NEW

Copy/Fax/Report Charges

General Copies (per copy)	0.30	New
Accident Report (UD-10 -per report)	2.00	
Garden Plots (per plot)	45.00	50.00
Notary Service	10.00	

Farmers Market Spaces

5' Space per Season	\$170.00
10' Space per Season	340.00
20' Space per Season	680.00
10' Space – Daily Fee	40.00

Charlevoix City Council

All Other Actions and Requests

Title: Resolution 2025-03-02: Purchase Policy Revisions

Date: March 17, 2025

Presented By: Mark Heydlauff, City Manager

Background:

in 2023, City Council approved a revised Purchasing Policy for the City. At the time, most of our transactions and processes were primarily paper-based. As you know, we've adopted the BS&A platform over the past year which gives us a lot more opportunity to digitize our transactions and internal processes. This revised policy acknowledges this change and shifts some of the terms to account for these changes. You'll find the proposed changes in red.

Recommendation:

Motion to approve Resolution 2025-03-02.adopting the revised Purchase Policy and Procedures.

Attachments:

1. Resolution 2025-03-02 Purchasing Policy_
2. Purchasing Policy approved 03.17.2025b

CITY OF CHARLEVOIX
RESOLUTION NO. 2025-03-02
RESOLUTION ADOPTING PURCHASE POLICY AND PROCEDURES

- WHEREAS,** per Section 7.17 of the City Charter, the Council shall prescribe by resolution a general framework of necessary procedures governing financial and contractual dealings with the City; and
- WHEREAS,** in 1994 the Charlevoix City Council amended the City Ordinance (Ord. 611) regarding the purchase of goods and services for the City including setting dollar amount thresholds; and
- WHEREAS,** specific changes to purchasing policy and procedures have been recommended to reflect increases in dollar values as a result of inflation, and other changing circumstances; and
- WHEREAS,** these recommended changes will facilitate the operation of the City's Treasury Department by streamlining various approval processes; and
- WHEREAS,** these recommended charges are consistent with the purchasing policies and procedures of other city governmental organizations within the State of Michigan and adhere to the best practices as prescribed by the Michigan Department of Treasury; and

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby approves the Purchasing Policy as presented (see attached).

RESOLVED this 17th day of March 2025 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:



CITY OF
CHARLEVOIX

City of Charlevoix Purchasing Policy

Resolution Adopted ~~01/02/2023~~ 03/17/2025

Purpose & Authority

The Charlevoix City Charter and Charlevoix City Code require the adoption updating of policies directing the procurement of goods and services for the City. This policy is to establish transparent and standard directions for the procurement function for the City as guided by established governmental best practices. The policy shall ensure the best overall value for the City in the acquisition of goods and services through competition among qualified vendors. The City will purchase the highest quality goods and services at the lowest price. Consideration should be given to quality of goods/services, conformity with specifications, suitability to the requirements of the City, delivery of goods, and past performance of the vendor, and price. In this process, the City shall serve as an equal opportunity purchaser, favoring local vendors only when all other factors are equal.

The policy shall be utilized for every expenditure by the City of Charlevoix regardless of the funding source except when special grant requirements exist.

All purchases are ultimately the responsibility of the City Manager who shall coordinate the acquisition of goods and services across the departments of the City whenever possible. Department Heads shall be responsible for purchasing goods and services for their departments. All purchases must be budgeted for and properly documented in accordance with this policy. Departments shall not consider appropriations contained in the budget as a mandate to expend funds, nor does the budget constitute authorization to commit the City to purchases, as such authorization originates from the provisions in this policy. This purchasing policy is based on dollar thresholds.

Authorization to Purchase

Credit Cards: City credit cards may be used to make purchases from vendors where credit terms are not available (such as travel) as well as for one-time non-routine items. Purchases made on credit cards are subject to transaction and credit limits established for each individual card.

Circumvention of Dollar Thresholds: Purchases may not be artificially divided such that lower levels of approval may be obtained.

Purchases up to \$3,000: Department Heads are authorized to purchase budgeted goods and services up to \$3,000 if funds are available within their departmental budget. Department Heads are encouraged to obtain multiple quotes prior to making a purchase. Authorization will be established by ~~signing~~ **signing** and coding the original invoice received from the vendor. ~~If a purchase of this nature is not budgeted, authorization from the City Manager is required.~~ A Department Head may designate, in writing to the City Manager, an individual to authorize purchases for their department while away on leave.

Purchases from \$3,000 to ~~\$15,000~~ 14,999.99: With limited exceptions, the City Manager shall preapprove all purchases more than \$3,000. The Department Head requesting the purchase must complete a ~~request for purchase order form requisition~~ and ~~obtain the signature of~~ the City Manager ~~must approve the requisition~~ prior to procuring the goods or services. Department Heads are required to obtain a minimum of three written quotes prior to submitting the ~~purchase~~ requisition for approval. All quotes received should be attached to the ~~form requisition~~ when submitted to the City Manager for approval. In the absence of the City Manager, his/her designee is authorized to carry out the purchasing authorization duties of the City Manager.

Purchases ~~over of~~ \$15,000 or more: With limited exceptions, purchases in this category are required to be formally bid. It is the practice of the City of Charlevoix to provide vendors fair and equal opportunities to compete in the formal bidding process. Publication or communication of proper notice of the need for bids shall be arranged for in a manner, which will bring the information to the attention of the greatest number of appropriate professionals, contractors, or vendors. Additionally, bid specifications may be published on the City website, posted at City Hall, and sent to specific, approved vendors. All bids must be received at City Hall no later than the time indicated by the bid advertisement. All bids received at City Hall will be time/date stamped when received. All bids must be sealed when received. Bids will be opened at the place and time described in the bid advertisement and the bid opening shall be open to the public. Once the bid opening process is complete, the Department Head will prepare a recommendation for the City Manager and City Council. Once awarded by the City Council, the Department Head will inform the winning bidder. The City Council reserves the right to reject any and all bids and waive technicalities.

Contracts: The City Manager's signature is required for all contracts under \$15,000. City Council approval is required for all contracts ~~over of~~ \$15,000 or more.

Competitive Negotiation for Legal and Professional Services: The City Manager may use a competitive negotiation process to retain professional services, such as but not limited to, legal, architectural, engineering, accounting, and other consulting services. The negotiation process is the responsibility of the City Manager, and/or his or her designee.

Cooperative Government Contracts: Should the City be able to secure quality products at favorable prices by joining with other local units of government, or by participating in a federal, state, or municipal government purchasing programs, or surplus auctions thereof, the City Manager may waive the formal bidding process.

Sole Source Purchasing: In recognition that certain products and services are clearly superior and/or compatible with City operations, the City Manager may determine a specific product or vendor as the sole source of purchasing for the City. In doing so, the items will be purchased without a formal bidding process.

Emergency Purchases: Emergency purchases can be authorized only when life, property, or equipment are endangered through unexpected circumstances, or when normal operations of the City would be severely hampered by a long delay. Normal purchasing procedures outlined in this policy may be suspended when such circumstances exist. In the case of an emergency, the City Manager can authorize the immediate purchase of any materials, supplies, equipment, or services needed to resolve the emergency. For emergency purchases, an explanation for the declaration of an emergency shall be

submitted to the Council within 72 hours for purchases of \$15,000 and greater.

Change Orders: Department Heads shall document all change orders in excess of 10% of the original price that are greater than \$1,000 if such changes shall increase the cost of the project. In addition, all change orders ~~of over \$3,000 or more~~ require approval of the City Manager, change orders ~~of over \$15,000 or more~~ require approval of the City Council.

Tax Exempt Status: Per Michigan law, the City of Charlevoix is exempt from sales and use taxes. Employees should ensure taxes are not charged or paid on purchases.

Forms: Every City vendor is required to complete an IRS W-9 form or have this form on record prior to the release of payment for goods and services.

Documentation: Once approved, all invoices for goods and services shall be ~~returned~~ submitted to the Treasurer's Department for processing. If a ~~requisition request for purchase order form~~ is required, the ~~form request~~ shall be submitted to the accounts payable department for a purchase order. All supporting documentation should be attached to the ~~requisition purchase order~~ (bids, board resolution, minutes etc.).

Charlevoix City Council

All Other Actions and Requests

Title: Mt. McSauba Future Improvement Planning

Date: March 17, 2025

Presented By: Mark Heydlauff, City Manager

Background:

We periodically have areas of the community and our operations on which we focus and develop long-term plans and strategies. Recently, we have had conversations about various aspects of Mt. McSauba, whether the parking lot limitations, the growth of the candle light hikes, or the demand for day camp. Most of the conversations come back to planning for the future. If Council would like, staff could give a specific review of our Recreation Master Plan and some needs and concerns we might also identify and bring back to Council a long-range plan for programming and capital improvements to begin planning.

I think that this initial review is relatively straight forward and can be food for further thought on the topic. Rather than look at each item separately, it makes sense to look holistically at the area and develop a plan for the future--much like we have done along Park Avenue at Lake Michigan Beach Park. I do not anticipate the need initially, at least, to hire a consultant or anything more than a focused review by staff.

Recommendation:

Council discussion and direction.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Council Appointment for Lake Charlevoix EMS Authority Board

Date: March 17, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Council Member Knapp's term on the Lake Charlevoix EMS Authority Board will expire March 30, 2025. The term is for three years and the appointee must be a resident of the City of Charlevoix. You could make an appointment now, solicit applications from the public, or defer this appointment for one more meeting.

Recommendation:

Motion to appoint XXX to represent the City of Charlevoix on the Lake Charlevoix EMS Authority Board for a three-year term ending on March 31, 2028.

Attachments:

None

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: March 17, 2025

Presented By:

Background:

A. Chainsaw Training

This past week, we utilized the property we own at the end of Carpenter Street for chainsaw training for our staff. During this activity, our staff refreshed their skills and used a couple of live trees to practice and review safety practices.

B. Ontario Electricity Tariffs

I've heard several questions in recent weeks about the affect of tariffs on our electric department. Currently, we do not anticipate an immediate change in rates because of tariffs but this could change as uncertainty grows. Here is a [link to an article](#) published by Bridge Michigan that outlines the matter in more detail.

C. Fire Truck Purchase Options

I am working through several options to finance a new fire truck. In the past couple of weeks, I had a call with our financial advisors at MFCI and Miller Canfield and also with Charlevoix State Bank. The first option would be the sale of bonds. This is a more complicated and requires more steps but would yield a longer repayment term. We may set the stage for a bond sale with a notice of intent to sell bonds at your April 7 meeting. This begins a 45 day window during which the public could petition for a referendum on the sale. The option with Charlevoix State Bank is arguably less expensive since there are very few steps in the process. However, we would have a shorter repayment period and thus higher initial debt service. I'll continue reviewing these options as we move through the process.

D. Pickleball Development Study

We have retained Beckett & Raeder to continue work on potential new options for pickleball and tennis courts. This week, staff reviewed a rough concept plan for both the repurposing of the existing tennis courts on Elm Street and repurposing the adult softball field on Carpenter Street. We felt strongly that the Carpenter Street option was a better fit for the neighborhood and offered more community recreation amenities that would benefit a wide cross-section of the community--whether active participants in the court sports, spectators, or folks passively using adjacent facilities like the dog park and youth baseball and softball fields. The Beckett & Raeder team will refine this plan further for presentation to the Recreation Advisory Committee later this spring. Once they provide more input and feedback, we'll bring it to Council to review before pursuing funding options. It's important to mention that we have many important projects for which we develop plans and then wait for the right timing to find the right funds to complete them.

E. Trail Expansion Discussions

The Top of Michigan Trails Council and TART continue to work toward linking their two systems and Charlevoix is central to this effort. Both organizations are interested in seeing the north side trail

extension come to fruition and also a small link on the south side of town to connect State Street with the Lake to Lake Trail by the airport. To this end, I met this week with folks at Harbor Industries to look at using a portion of their parking lot adjacent to the airport for the trail rather than building a new segment and disrupting the gardens and potential use of the airfield. They will be meeting with senior leadership of the company to review this prospect.

F. Harbor Industries

While discussing the trail, I had the chance to tour Harbor Industries and get an update on their work in Charlevoix. The company is currently employing around 80 people on two shifts. They are in the process of updating their signage and continuing to grow their business. I was interested to learn that one of their current projects is to fabricate all the fixtures and doors for Target fitting rooms around the country. They work in a wide-variety of settings for the display, fixture, and fabrication needs of clients around the country. The facility combines fixed machinery used to fabricate a variety of products with a fluid production area that can be changed as needed to accommodate assembly and boxing of various products. They also utilize a state-of-the-art dust collection system to collect saw dust and wood scraps. This material is used by area farmers as bedding for livestock.



Recommendation:

Attachments:

1. Police Department Activity Report-February 2025

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF

ITEM	TOTAL THIS MONTH	MONTH YEAR PRIOR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS				
TRAFFIC WARNINGS				
TRAFFIC CONTACTS				
MOTORIST/CITIZEN ASSIST				
POLICE ASSIST				
MEDICAL RESPONSE				
PAPER SERVICE				
RESIDENTIAL/COMMERCIAL				
FELONY ARRESTS				
MISDEMEANOR/NTA ARRESTS				
WARRANT ARRESTS				
WARRANT ATTEMPTS				
TRAFFIC CRASH 9300-1				
TRAFFIC CRASH 9300-2				
GENERAL ASSISTS/OTHER				
FUNERAL ESCORTS				
ALARMS				
SCHOOL PATROL				
SCHOOL PRESENTATIONS				
PARKING/SNOW TICKETS				
PARKING METER TICKETS				
LIQUOR INSPECTIONS				
ORIGINAL COMPLAINTS				
CLOSED COMPLAINTS				
FOLLOW-UP/SUPPLEMENTS				
MENTAL HEALTH INCIDENTS				
PATROL MILES				

TOTAL MILEAGE #87-1

TOTAL MILEAGE #87-2

TOTAL MILEAGE #87-3

Jill McDonnell

Jill McDonnell

Chief of Police

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: March 17, 2025

Presented By:

Background:

Recommendation:

Attachments:

None