



Agenda
City of Charlevoix City Council Regular Meeting
Monday, April 7, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

2. Roll Call

3. Presentations

- A. Mayoral Proclamation recognizing Sexual Assault Awareness Month
Mayor Lyle Gennett

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - March 17, 2025
- B. Accounts Payable and Payroll Check Registers
- C. Investment Update from City Treasurer

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. Ice Storm Review and Follow-up Steps
Mark Heydlauff, City Manager
- B. Farmers Market Policy and Advisory Committee
Kent Knorr, Recreation Director
- C. Sale of Property: Southside Storage Yard
Mark Heydlauff, City Manager
- D. Local Government Approval for On-Premises Tasting Room License-Stiggs Brewing Company
Mark Heydlauff, City Manager
- E. Notice of Intent to Issue Bonds for the Purchase of a Fire Apparatus
Mark Heydlauff, City Manager
- F. Mayoral Appointments
Mayor Lyle Gennett

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

Presentations

Title: Mayoral Proclamation recognizing Sexual Assault Awareness Month

Date: April 7, 2025

Presented By: Mayor Lyle Gennett

Background:

Recommendation:

Attachments:

1. Sexual Assault Awareness Month April 2025



**MAYORAL PROCLAMATION
SEXUAL ASSAULT AWARENESS MONTH APRIL 2025**

- WHEREAS,** Sexual Assault Awareness Month is recognized nationally each April to raise awareness about the prevalence and impact of sexual violence; and
- WHEREAS,** sexual assault remains prevalent with 1 in 4 women and about 1 in 26 men having experienced completed or attempted rape in this country; and
- WHEREAS,** communities across our nation, including our rural area, play a crucial role in fostering environments that are safe, supportive and connected; and
- WHEREAS,** the strength of our community lies in the bonds we share, and by creating strong connections, we can work collaboratively to reduce the likelihood of sexual violence; and
- WHEREAS,** the residents of our community deserve to live in an environment that values empathy, understanding, and support for survivors of sexual assault; and
- WHEREAS,** recognizing the importance of addressing sexual assault and creating a safer community requires collective efforts for individuals, organizations and local leadership; and

NOW, THEREFORE BE IT RESOLVED, that I, Lyle Gennett, Mayor of the City of Charlevoix, on behalf of all residents, do hereby proclaim April 2025 as Sexual Assault Awareness Month in our City.

Given under my hand this 7th day of April 2025.

Lyle Gennett, Mayor

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - March 17, 2025

Date: April 7, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.03.17 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, March 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, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Council Member Spring stated in the minutes on item 7C, there was an error in the amount of the agreement which Council discussed, the minutes should state approved as amended, not as presented.

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

Motion by Parr, seconded by Kalbfell to approve the amended consent agenda as corrected.

Yeas: Spring, Hagen, Knapp, Kalbfell, Parr, Cole

Nays: None

Motion carried.

A. City Council Meeting Minutes - March 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
03/10/2025	Special Accounts Payable Run	\$2,878.12
03/14/2025	Payroll (net pay)	\$114,636.17
03/14/2025	Payroll Remittance Checks	\$6,831.63
03/18/2025	Regular Accounts Payable	\$198,167.46
03/03/2025-03/14/2025	ACH/WIRE Payments	\$164,364.17
03/03/2025	Special A/P Tax Disbursement	\$334,528.93

Grand Total		\$821,406.48
The entire accounts payable and payroll check registers can be viewed on the City's website .		

- C. 2025 Pavement Marking Contract for \$28,545.30
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.
- D. Planning Commission 2024 Annual Report
No action required.

6. Public Hearings and Actions Requiring Public Hearings

- A. Public Hearing: Ordinance 859: Revised Historic District Ordinance
Mark Heydlauff, City Manager
City Manager Heydlauff presented information on the Public Hearing: Ordinance 859: Revised Historic District Ordinance.

Mayor Gennett opened the item for public comment. None were heard.
Motion by Spring, seconded by Cole to approve Ordinance 859 of 2025 as presented.

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 17th day of March 2025 A.D., by the Charlevoix City Council as follows:

Yeas: Spring, Hagen, Knapp, Kalbfell, Parr, Cole

Nays: None

Motion carried.

7. All Other Actions and Requests

A. Resolution 2025-03-01: Rates and Fees

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Resolution 2025-03-01 Rates and Fees.

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

Motion by Knapp, seconded by Hagen to adopt Resolution 2025-03-01 Rates & Fees associated with the 2025-26 budget as presented.

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, parking, 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 yeas and nays votes:

Yeas: Spring, Hagen, Knapp, Kalbfell, Parr, Cole

Nays: None

Motion carried.

B. Resolution 2025-03-02: Purchase Policy Revisions

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Resolution 2025-03-02 Purchase Policy Revisions.

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

Motion by Kalbfell, seconded by Cole to approve Resolution 2025-03-02 adopting the revised Purchase Policy and Procedures.

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 yeas and nays vote:

Yeas: Spring, Hagen, Knapp, Kalbfell, Parr, Cole

Nays: None

Motion carried.

C. Mt. McSauba Future Improvement Planning

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Mt. McSauba's Future Improvement Planning.

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

Motion by Parr, seconded by Hagen to direct staff to do a comprehensive review of the Mount McSauba property in regard to capital improvement plans.

Yeas: Spring, Hagen, Knapp, Kalbfell, Parr, Cole

Nays: None

Motion carried.

D. Council Appointment for Lake Charlevoix EMS Authority Board

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Council appointment for the Lake Charlevoix EMS Authority Board.

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

Motion by Kalbfell, seconded by Spring to appoint Mark Knapp to represent the City of Charlevoix on the Lake Charlevoix EMS Authority Board for a three-year term ending on March 31, 2028.

Yeas: Spring, Hagen, Knapp, Kalbfell, Parr, Cole

Nays: None

Motion carried.

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

Motion by Kalbfell, seconded by Spring to reappoint Shirley Gibson to the Recreational Authority Board for a term ending March 2028.

Yeas: Spring, Hagen, Knapp, Kalbfell, Parr, Cole

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway updated Council on the County Commission's projects

B. City Manager's Comments

C. Mayor and Council Comments

- Council Member Kalbfell asked questions about the fire truck replacement project

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:24 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: April 7, 2025

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 04-07-25 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/24/2025 - 03/24/2025

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			
03/24/2025	144683	AT&T	1,648.73
03/24/2025	144684	AT&T MOBILITY	951.98
03/24/2025	144685	CHARLEVOIX STATE BANK	9,242.57
03/24/2025	144686	CHARTER COMMUNICATIONS	719.97
03/24/2025	144687	DELTA DENTAL	3,467.53
03/24/2025	144688	GFL ENVIRONMENTAL	53.32
03/24/2025	144689	GREAT LAKES ENERGY COOPERATIV	406.00
03/24/2025	144690	PRIORITY HEALTH	51,156.23
03/24/2025	144691	RANGE TELECOMMUNICATIONS	214.00
03/24/2025	144692	VSP INSURANCE CO. (CT)	549.82
03/24/2025	144693	WEX BANK	7,663.30
1 TOTALS:			
Total of 11 Checks:			76,073.45
Less 0 Void Checks:			0.00
Total of 11 Disbursements:			76,073.45

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

03/24/25 Special Accounts Payable Run	\$	76,073.45
03/28/25 Payroll (net pay)	\$	108,521.02
03/28/25 Payroll Remittance Checks	\$	6,064.53
04/08/25 Regular Accounts Payable	\$	183,234.29
Checks Sub-Total:	\$	373,893.29

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

03/12/25 iSolved Inc.	\$	75.00
03/17/25 MI Public Power Agency	\$	8,428.12
03/18/25 U.S. Bank Bond Control (WWTP)	\$	527,557.03
03/20/25 Enterprise FM Trust (fleet lease)	\$	6,473.34
03/24/25 MI Public Power Agency	\$	18,652.25
03/25/25 MI Public Power Agency	\$	270,839.00
03/28/25 IRS (Payroll Tax Deposit)	\$	40,141.02
03/28/25 Alerus Financial (HCSP)	\$	558.00
03/28/25 Vantagepoint (401 Plan)	\$	1,204.14
03/28/25 Vantagepoint (457 Plan)	\$	24,333.43
03/28/25 Vantagepoint (Roth IRA)	\$	1,075.00
03/28/25 State of MI (Withholding Tax)	\$	5,814.17
03/28/25 MERS (Defined Benefit Plan)	\$	66,474.11
03/31/25 MI Public Power Agency	\$	26,222.56
ACH Sub-Total:	\$	997,847.17

Huntington National Bank Total: \$ 1,371,740.46

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

Charlevoix State Bank Total: \$ -

Grand Total: \$ 1,371,740.46

APPROVED:


 CITY MANAGER

CITY TREASURER


 CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000017

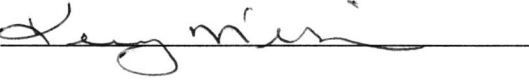
Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	03/28/2025	5,669.23	3,839.77
DVORACEK, SARAH J.	03/28/2025	3,157.16	2,406.35
DeROSIA, PATRICIA E.	03/28/2025	1,425.56	863.26
KLOOSTER, ALIDA K.	03/28/2025	2,900.00	1,991.01
BARNEVELD, RICHELLE L.	03/28/2025	2,407.91	1,693.75
SCHULZ, GINNY L.	03/28/2025	2,220.88	1,598.77
JENKINS, JESSICA-RAE A.	03/28/2025	1,999.37	1,549.98
MILLER, FAITH G.	03/28/2025	86.11	55.25
MCGINN, KELLY A.	03/28/2025	3,541.83	2,292.59
SCHEEL, JONATHAN D.	03/28/2025	3,060.01	2,144.15
MCDONNELL, JILL L.	03/28/2025	3,568.36	2,082.58
UMULIS, MATTHEW T.	03/28/2025	2,911.64	1,741.23
ORBAN, BARBARA K.	03/28/2025	2,749.25	1,544.42
RILEY, DENISE M.	03/28/2025	717.42	584.67
MUNK, CHRISTOPHER J.	03/28/2025	1,950.48	1,188.10
CHRISTIANSEN, BRIAN D.	03/28/2025	2,500.56	1,756.11
RAMIREZ, CHARLES V.	03/28/2025	2,306.74	1,624.09
MARTIN, DONALD L.	03/28/2025	2,738.12	1,821.44
YOUNG, KRISTEN L.	03/28/2025	2,079.98	1,488.83
WURST, RANDALL W.	03/28/2025	3,090.40	1,534.48
HILLING, NICHOLAS A.	03/28/2025	3,037.40	1,874.61
MEIER III, CHARLES A.	03/28/2025	2,728.81	1,622.75
ZACHARIAS, STEVEN B.	03/28/2025	3,266.89	1,988.47
NEWMAN, MARK J.	03/28/2025	2,928.24	1,922.67
LOUGHMILLER, JOHN A.	03/28/2025	2,433.60	1,760.35
GRIFFITH, JOHN J.	03/28/2025	4,914.91	2,651.55
EATON, BRAD A.	03/28/2025	4,325.40	2,601.43
WILSON, TIMOTHY J.	03/28/2025	4,365.85	3,152.32
STERRETT, PHILLIP R.	03/28/2025	3,375.72	2,211.94
STEVENS, BRANDON C.	03/28/2025	4,617.41	2,796.09
WHITLEY, ANDREW T.	03/28/2025	4,612.69	2,672.84
FARRELL, MITCHELL L.	03/28/2025	3,431.43	2,216.00
ANDERSON, ELIZABETH A.	03/28/2025	2,173.60	1,410.80
KENWABIKISE, DAVID L.	03/28/2025	1,999.37	1,389.62
DVORACEK, BRIAN N.	03/28/2025	1,275.00	1,072.23
ELLIOTT, PATRICK M.	03/28/2025	4,911.27	3,357.53
MORRISON, KEVIN P.	03/28/2025	2,632.14	1,533.04
FURGESON, JUSTIN L.	03/28/2025	2,842.10	2,079.40
BRADLEY, KELLY R.	03/28/2025	3,116.68	1,843.32
HART II, DELBERT W.	03/28/2025	2,632.80	1,627.41
JONES, ROBERT F.	03/28/2025	2,506.98	1,609.20
THORP, WILLIAM D.	03/28/2025	2,630.60	1,688.61
LEITNER, RYAN S.	03/28/2025	2,404.19	1,607.20
NOWKA, STEPHEN P.	03/28/2025	2,324.87	1,675.68
RILEY, DANIEL A.	03/28/2025	2,402.62	1,694.61
REID, ROB A.	03/28/2025	2,313.60	1,591.47
KNORR, KENT J.	03/28/2025	3,254.56	2,319.14
BOSS JR, DALE E.	03/28/2025	1,848.78	1,533.52
ANZELL, BETH A.	03/28/2025	2,243.48	1,665.84
BOSS, SHERRY M.	03/28/2025	1,038.50	858.34
MCDERMOTT, DENNIS J.	03/28/2025	571.28	503.30
MAILLOUX, AIDEN M.	03/28/2025	184.00	162.10
CULBERTSON, CRISTIN E.	03/28/2025	720.00	629.49
JOHNSTONE, HUNTER S.	03/28/2025	346.50	305.25
BEMIS, ADDISON J.	03/28/2025	619.75	541.72
LOPEZ, VANESSA M.	03/28/2025	352.00	319.58
WILLSON, ALEXANDER J.	03/28/2025	135.00	118.93
WILLSON, WESTYN E.	03/28/2025	195.00	171.80
MATTER, DAWSON K.	03/28/2025	82.50	72.69
PEARSALL, KRISTA M.	03/28/2025	132.00	116.30
WELLS, JANINNA J.	03/28/2025	214.50	188.97
BOSS, BEAU J.	03/28/2025	2,377.02	1,820.97
ARNOLD, REMI C.	03/28/2025	184.00	169.92
KLOOSTER, JUSTIN N.	03/28/2025	313.50	276.19
LUECKE, ANDREW L.	03/28/2025	198.00	182.85
MAILLOUX, CLARA C.	03/28/2025	176.00	155.06
BEMIS, GARRETTSON G.	03/28/2025	619.75	551.20
STEVENS, JEFFREY W.	03/28/2025	198.00	182.85
WILLSON, BRENDA R.	03/28/2025	148.50	130.83
GILL, DAVID R.	03/28/2025	1,366.09	1,132.68
LIVINGSTON, BRIAN D.	03/28/2025	1,195.20	997.43
FLANDERS, FRANCIS B.	03/28/2025	150.00	132.14
SCHOLEY, ROBERT W.	03/28/2025	3,022.21	1,998.76

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000017

Name	Check Date	Gross	Net
BRYAN, BRENDA L.	03/28/2025	200.00	184.70
MCCRANEY, RUSSELL R.	03/28/2025	2,403.20	1,820.10
POSTMUS, ANTHONY H.	03/28/2025	1,737.60	1,228.72
REECE, DANIEL A.	03/28/2025	1,933.08	1,486.80
HALVERSON, DENNIS S.	03/28/2025	200.00	176.20
TRAVERS, MANUEL J.	03/28/2025	1,042.56	934.68
Totals: 79		160,687.74	108,521.02

Approved By:



Date:

3/27/25

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/28/2025 - 03/28/2025

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			
03/28/2025	144676	4FRONT CREDIT UNION	1,535.58
03/28/2025	144677	AMERICAN FAMILY LIFE	444.80
03/28/2025	144678	CHARLEVOIX STATE BANK	1,480.00
03/28/2025	144679	COMMUNICATION WORKERS OF AMER	625.27
03/28/2025	144680	MI STATE DISBURSEMENT UNIT	116.55
03/28/2025	144681	PRIORITY HEALTH	1,475.77
03/28/2025	144682	THE HARTFORD	386.56
1 TOTALS:			
Total of 7 Checks:			6,064.53
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			6,064.53

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/08/2025 - 04/08/2025

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			
04/08/2025	144694	ABILITA	2,250.00
04/08/2025	144695	ALL-PHASE ELECTRIC SUPPLY CO	2,191.80
04/08/2025	144696	ALTEC INDUSTRIES INC	1,630.55
04/08/2025	144697	AMAZON CAPITAL SERVICES	1,303.65
04/08/2025	144698	AMERICAN LEGAL PUBLISHING COR	103.26
04/08/2025	144699	ANDREW T WHITLEY	150.00
04/08/2025	144700	APPRIVER LLC	2,492.40
04/08/2025	144701	APWA MEMBERSHIP	459.00
04/08/2025	144702	ART'S AUTO & TRUCK PARTS	266.62
04/08/2025	144703	AT YOUR SERVICE PLUS INC	420.00
04/08/2025	144704	AVFUEL CORPORATION	13,385.26
04/08/2025	144705	BEAVER ISLAND BOAT COMPANY	4,747.65
04/08/2025	144706	BERESFORD COMPANY	60.00
04/08/2025	144707	CDW GOVERNMENT	214.69
04/08/2025	144708	CHARLEVOIX COURIER #8004	12.14
04/08/2025	144709	CHARLEVOIX SCREEN MASTERS INC	672.00
04/08/2025	144710	CHARLEVOIX TOWNSHIP TREASURER	37,569.36
04/08/2025	144711	CINTAS CORPORATION	118.28
04/08/2025	144712	COMMONWEALTH ASSOCIATES INC	643.00
04/08/2025	144713	CONWAY PROFESSIONAL SERVICES	1,704.00
04/08/2025	144714	CROSSROADS MOBILE MAINTENANCE	5,325.00
04/08/2025	144715	DANIEL A. RILEY	150.00
04/08/2025	144716	DELBERT W HART II	150.00
04/08/2025	144717	DIANE MONTE	50.00
04/08/2025	144718	EATON, BRAD A.	150.00
04/08/2025	144719	EJ USA INC.	2,181.09
04/08/2025	144720	ELLSWORTH FARMERS EXCHANGE	4,320.24
04/08/2025	144721	ENVIRONMENTAL RESOURCE ASSOCI	284.51
04/08/2025	144722	ETNA SUPPLY	280.00
04/08/2025	144723	FARRELL, MITCHELL L.	150.00
04/08/2025	144724	GINOP SALES INC	187.64
04/08/2025	144725	GORDON FOOD SERVICE	81.93
04/08/2025	144726	GRAND TRAVERSE GARAGE DOOR CO	870.29
04/08/2025	144727	GRP ENGINEERING INC	700.00
04/08/2025	144728	HACH COMPANY	539.16
04/08/2025	144729	IDEXX DISTRIBUTION INC	1,849.59
04/08/2025	144730	INCLUSION SOLUTIONS LLC	447.40
04/08/2025	144731	JARED COLE	42.31
04/08/2025	144732	JOHN A LOUGHMILLER	150.00
04/08/2025	144733	JOHN BREWER	1,750.00
04/08/2025	144734	JOHN E GREEN COMPANY	1,640.57
04/08/2025	144735	JONES, ROBERT F.	150.00
04/08/2025	144736	JOY HALVERSON	90.00
04/08/2025	144737	JUSTIN L FURGESON	150.00
04/08/2025	144738	KALAMAZOO SANITARY SUPPLY LLC	217.29
04/08/2025	144739	KELLY R BRADLEY	150.00
04/08/2025	144740	KENT J KNORR	58.80
04/08/2025	144741	KENWABIKISE, DAVID L.	150.00
04/08/2025	144742	KNIGHTS TOOLS LLC	731.90
04/08/2025	144743	KRAFT BUSINESS SYSTEMS INC	15.18
04/08/2025	144744	KRISTIN ELBERT	46.32
04/08/2025	144745	LAVOIE, RICHARD L	150.00
04/08/2025	144746	MEIER III, CHARLES A.	150.00
04/08/2025	144747	MICHIGAN MUNICIPAL LEAGUE	330.86
04/08/2025	144748	MICHIGAN MUNICIPAL LEAGUE	7,972.00
04/08/2025	144749	MORRISON, KEVIN P.	150.00
04/08/2025	144750	NEWMAN, MARK J.	150.00
04/08/2025	144751	NICHOLAS A HILLING	150.00
04/08/2025	144752	NMACP	75.00
04/08/2025	144753	NORTHERN PUMP & WELL	29,083.00
04/08/2025	144754	NORTHERN PUMP SERVICE INC	818.80
04/08/2025	144755	NUCO2 LLC	235.05
04/08/2025	144756	OLSON & HOWARD PC	294.50
04/08/2025	144757	PATRICIA DYER-DECKROW	50.00
04/08/2025	144758	PATRICK M ELLIOTT	150.00
04/08/2025	144759	PENCHURA LLC	2,492.00
04/08/2025	144760	PETER MCLEAN	15.86
04/08/2025	144761	PHILLIP R STERRETT	150.00
04/08/2025	144762	POWER LINE SUPPLY	1,416.79
04/08/2025	144763	POWER SYSTEM ENGINEERING INC	19,908.20

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/08/2025 - 04/08/2025

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			
04/08/2025	144764	PREIN & NEWHOF	1,116.00
04/08/2025	144765	PRESTON FEATHER	79.97
04/08/2025	144766	REID, ROB A.	150.00
04/08/2025	144767	RENEWIT DECK SUPPLY	2,461.14
04/08/2025	144768	RESOLUTION G2 LLC	3,910.00
04/08/2025	144769	RIETH-RILEY CONSTRUCTION CO	1,349.12
04/08/2025	144770	RYAN S LEITNER	150.00
04/08/2025	144771	SCIENTIFIC BRAKE - GAYLORD	76.22
04/08/2025	144772	SEILER INSTRUMENT & MFG CO IN	1,228.50
04/08/2025	144773	SPARTAN DISTRIBUTORS INC	283.85
04/08/2025	144774	SPARTANNASH	4.00
04/08/2025	144775	STATE OF MICHIGAN	5,619.04
04/08/2025	144776	STATE OF MICHIGAN	290.00
04/08/2025	144777	STEPHEN P NOWKA	150.00
04/08/2025	144778	STEVEN B ZACHARIAS	150.00
04/08/2025	144779	STEVENS, BRANDON C.	150.00
04/08/2025	144780	TARGET SPECIALTY PRODUCTS	204.00
04/08/2025	144781	THORP JR, WILLIAM D.	150.00
04/08/2025	144782	TONI FELTER	50.00
04/08/2025	144783	TRACE ANALYTICAL LABORATORIES	232.50
04/08/2025	144784	ULINE	870.15
04/08/2025	144785	UNIFIRST CORPORATION	573.65
04/08/2025	144786	UP NORTH ASSESSING INC	5,500.00
04/08/2025	144787	USABLUEBOOK	876.76
04/08/2025	144788	VILLAGE GRAPHICS INC	114.45
04/08/2025	144789	WILSON, TIMOTHY J.	150.00
04/08/2025	144790	WURST, RANDALL W.	150.00
1 TOTALS:			
Total of 97 Checks:			183,234.29
Less 0 Void Checks:			0.00
Total of 97 Disbursements:			183,234.29

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK NUMBER 154 - 154

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	154(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 03/17/2025 - 03/17/2025

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			
03/17/2025	155(E)	MICHIGAN PUBLIC POWER AGENCY	8,428.12
1 TOTALS:			
Total of 1 Checks:			8,428.12
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			8,428.12

CHECK REGISTER FOR CITY OF CHARLEVOIX

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

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			
03/18/2025	157(E)	U.S. BANK BOND CONTROL	527,557.03
1 TOTALS:			
Total of 1 Checks:			527,557.03
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			527,557.03

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/20/2025 - 03/20/2025

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			
03/20/2025	156(E)	ENTERPRISE FM TRUST	6,473.34
1 TOTALS:			
Total of 1 Checks:			6,473.34
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			6,473.34

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/24/2025 - 03/24/2025

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			
03/24/2025	158(E)	MICHIGAN PUBLIC POWER AGENCY	18,652.25
1 TOTALS:			
Total of 1 Checks:			18,652.25
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			18,652.25

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/25/2025 - 03/25/2025

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			
03/25/2025	160(E)	MICHIGAN PUBLIC POWER AGENCY	270,839.00
1 TOTALS:			
Total of 1 Checks:			270,839.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			270,839.00

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/28/2025 - 03/28/2025

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			
03/28/2025	161(E)	**EFTPS* Payroll Taxes	40,141.02
03/28/2025	162(E)	Alerus Financial	558.00
03/28/2025	163(E)	MissionSquare - 401 Plan 1091	1,204.14
03/28/2025	164(E)	MissionSquare - 457 Plan 3009	24,333.43
03/28/2025	165(E)	MissionSquare - Roth IRA 7061	1,075.00
03/28/2025	166(E)	STATE OF MICHIGAN	5,814.17
03/28/2025	167(E)	MERS	66,474.11
1 TOTALS:			
Total of 7 Checks:			139,599.87
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			139,599.87

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/31/2025 - 03/31/2025

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			
03/31/2025	168(E)	MICHIGAN PUBLIC POWER AGENCY	26,222.56
1 TOTALS:			
Total of 1 Checks:			26,222.56
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			26,222.56

Charlevoix City Council

Consent Agenda

Title: Investment Update from City Treasurer

Date: April 7, 2025

Presented By:

Background:

The City of Charlevoix Investment Policy authorizes the City Treasurer to establish procedures and internal controls for depositing City monies and carrying out investment decisions and activities consistent with the investment policy. Per the investment Policy, the Treasurer will report investment information to the City Manager and Council as to the type, rate and terms of the investments, total interest received, annual rate of returns with benchmark comparisons, bank ratings and other related information which enables the governing body to monitor and measure the success of the investment portfolio.

I have included the final Investment Schedule as of FYE 2024-25. There have been a few changes to the investment schedule since last reported to Council in January 2025. There were two CDs that matured. The first CD matured on 2/20/2025 with a 4.75% interest rate. The second CD matured on 3/7/2025 with a 5.00% interest rate. Both CDs have been renewed with interest rates of 4.2% for 2 years.

Recommendation:

Motion to approve the investment report as presented.

Attachments:

1. Investments FY 2024-25 Council 4-7-25

CITY OF CHARLEVOIX
SCHEDULE OF FISCAL YEAR 2024-25 INVESTMENTS
As of March 31, 2025

ACCOUNT# / CUSIP	BANK	AMOUNT	INVEST DATE	MATURITY DATE	CASHED?	ANNUAL RATE	TIME DAYS	EST TOTAL PROCEEDS	EST 24-25 PROCEEDS		
38150VDK2	Huntington - Goldman Sachs	250,000	7/8/2022	7/7/2024	Yes	3.300%	730	16,568	2,224		
6887508	CIBC - Private Bank	250,000	7/11/2022	7/15/2024	Yes	3.200%	735	16,333	2,356		
6894143	CIBC - Private Bank	250,000	8/17/2022	8/16/2024	Yes	3.350%	730	17,006	3,215		
6933632	CIBC - Private Bank	250,000	8/16/2022	8/15/2024	Yes	3.350%	730	17,006	3,192		
6870388	CIBC - Private Bank	250,000	9/26/2022	9/25/2024	Yes	4.150%	730	21,038	5,130		
587379AD0	Huntington - Mercantile Bank	250,000	4/30/2023	10/28/2024	Yes	4.800%	548	18,049	6,972		
6809318	CIBC - Private Bank	250,000	2/21/2023	2/20/2025	Yes	4.750%	730	24,080	10,753		
6975062	CIBC - Private Bank	630,000	3/8/2023	3/7/2025	Yes	5.000%	730	63,875	29,838		
1030694097	CIBC - Private Bank	250,000	2/27/2025	2/25/2027	NO	4.200%	728	20,942	921		250,000
1029548761	CIBC - Private Bank CDARS	250,000	8/22/2024	8/20/2026	NO	4.150%	728	20,693	6,282		250,000
1030786544	CIBC - Private Bank CDARS	630,000	3/8/2025	3/8/2027	NO	4.200%	730	63,875	2,013		630,000
33847GJS2	Huntington - Flagstar	250,000	7/11/2024	7/10/2026	NO	4.850%	729	24,217	8,737		250,000
06051V4P8	Huntington - Bank of America	250,000	11/1/2023	11/3/2025	NO	5.350%	733	26,860	13,375		250,000
02007G-3S-0	Huntington - Ally Bank	250,000	9/28/2024	9/28/2026	NO	3.800%	730	19,000	4,789		250,000
05612LAR3	Huntington - BMW Bank North America	250,000	7/12/2024	7/12/2026	NO	4.700%	730	23,500	8,434		250,000
15987UBK3	Huntington - Charles Schwab	250,000	4/25/2023	4/24/2025	NO	4.800%	730	24,000	12,000		250,000
32110YP90	Huntington - 1st Natl Bank of America	250,000	10/30/2024	10/30/2026	NO	3.800%	730	19,000	3,956		250,000
90355GCTO	Huntington - UBS Bank USA	250,000	5/5/2023	5/5/2025	NO	4.800%	731	24,033	12,000		250,000
1029548737	CIBC - Private Bank CDARS	250,000	8/21/2024	8/19/2026	NO	4.150%	728	20,693	6,310		250,000
TOTALS:		\$3,130,000				Average Days & Totals:		721	480,769	142,496	3,130,000

Charlevoix City Council

All Other Actions and Requests

Title: Ice Storm Review and Follow-up Steps

Date: April 7, 2025

Presented By: Mark Heydlauff, City Manager

Background:

I know we have a lot still going on as a result of last week's storm. Going forward, I have three areas of consideration:

- Utilizing any available disaster relief funds to cover the costs we incurred as a result of the damage. We are tracking this now but it will be something we work on in-house and with Charlevoix County Emergency Management.
- We will be looking at what work and projects are still needed to clean-up trees, restock supplies, and otherwise do work needed to get things back to normal.
- I also plan to convene meetings with staff and others to look at how we responded to this disaster, what went well, what needs improvement, and how we can enhance our planning for something else in the future.

I'm not seeking any formal action at this point but wanted to have a spot on the agenda and in the meeting for any initial feedback Council or the public had.

Recommendation:

Council discussion and direction.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Farmers Market Policy and Advisory Committee

Date: April 7, 2025

Presented By: Kent Knorr, Recreation Director

Background:

The Recreation Department has been operating the Farmer's Market since 2019. Beth Anzell has served as the Farmers Market Manager since that time. Upon assuming responsibility for the Farmer's Market, the Recreation Department and Beth followed the market structure as we inherited the program. However, as part of our management of this program, we have continued to make changes that reflect best practices as recommended by the Michigan Farmers Market Association (MiFMA) of which we are members and which also reflect this increase in both shoppers and interest in new vendors to join the Charlevoix Farmers Market. As has been presented to Council in the past, the market continues to grow in popularity and has increased economic impact on the downtown and is a great benefit to residents and appreciated by visitors to the community.

Upon reviewing our application process, the market requirements, code of conduct, as well as the grievance procedure and inspection policy, we believe that this is the appropriate time for City Council to formalize the structure of the Farmers Market Advisory Committee (FMAC). Our current committee is currently made up of 5 vendors and one community volunteer. This committee has existed loosely without Council appointment, but to be consistent and ensure clear legal basis for decisions, we recommend the Mayor formally appoint these members as is the case with other boards and committees.

With the Council's approval, the City would begin to accept applicants to serve on the Farmers Market Advisory Committee. The application deadline for the inaugural committee will be accepted by April 30. Once formed, the committee would be available to replace the existing committee in the review of any future grievances this season and then meet in the fall for a review of the 2025 season. We anticipate this committee would meet twice annually and meetings would comply with the Open Meetings Act. The spring meeting would primarily review applications and the fall meeting would review the previous year and make recommendations for the following season.

Our suggestion is that we create a Farmers Market Advisory Committee that is reflective of market vendors, the Recreation Advisory Committee, and the interests of both the business community and our residents. Members will serve a three-year term. The Farmers Market Advisory Committee would be structured as follows:

3 Vendors

1 member of the Recreation Advisory Committee

1 member of the downtown business community

1 city resident

The Farmers Market Manager would be the staff liaison and continue to report to the Recreation Department Director. The member from the Recreation Advisory Committee would be appointed by the Rec Advisory Committee from among their members. The remaining members would be

appointed by the Mayor with confirmation by City Council.

Initial terms would be as follows:

- **Vendor** Term Expires December 2026
- **Vendor** Term Expires December 2027
- **Vendor** Term Expires December 2028
- **Recreation Advisory Member** December 2026
- **City Resident** December 2027
- **Downtown Business Representative** December 2028

Recommendation:

Motion to establish a 6 member Farmers Market Advisory Committee and approve the policies and application processes for the Farmer's Market.

Attachments:

1. Charlevoix Farmers Market Advisory Committee
2. Revised Vendor Application for 2026

Charlevoix Farmers Market Advisory Committee

Purpose

The Farmers Market Advisory Committee serves as a guiding body that supports the successful operation, growth, and integrity of the Charlevoix Farmers Market. It provides recommendations, oversight, and guidance to ensure the market operates fairly, efficiently, and in alignment with its mission.

Obligation

1. **Vendor Application Review** – Evaluate and approve new vendor applications based on market guidelines, product diversity, and community needs.
2. **Market Grievance Resolution & Compliance Oversight** – Review and address complaints or disputes from vendors, and/or customers, ensuring fair resolutions. Support the Market Manager to ensure that all vendors adhere to market rules, local regulations, and health and safety standards.
3. **Policy and Procedure Updates** – Regularly assess and update market policies, ensuring they remain relevant and effective.
4. **Market Development & Improvement** – Provide input on market growth, vendor recruitment, and operational enhancements, when appropriate.
5. **Community Engagement** – Act as a liaison between vendors, customers, and local stakeholders to promote a positive market experience.

Meetings

The Charlevoix Farmers Market Advisory Committee will meet once in the spring, once in the fall, and as needed to resolve grievances. Meeting times TBD.

Membership

Six members consisting of three vendors, a downtown business representative, a city resident, and a member of the Recreation Advisory Committee.

Appointment

Mayor, confirmed by City Council

Term

Three Year Term

Compensation

None

Staff Liaison/Department

Beth Anzell, Market Manager, Recreation Department



2025 Charlevoix Farmers Market Information and Policy

The Charlevoix Farmers Market is held every Thursday, May 22 to October 16 along Bridge Street at East Park.

Market hours: 8am - 1pm Thursdays May 22 through October 16, 2025 (weather permitting).

Date Exceptions: The **July 24 Market** will set up in Bridge Park in cooperation with the Venetian Festival.

The **October 9 Market** will set up in Bridge Park in cooperation with Apple Fest.

Booth Fees: The price for a booth is \$340 for the season. Fees are based on each 10' X 10' space. A 10' X 20' space is \$680. The daily drop-in fee is \$40. Placement preference will be given to annual Vendors and those Vendors that participate May - October.

Application Packets are due by: March 20, 2025. Booth space/location will not be guaranteed after this date.

Market Requirements

1. The Charlevoix Farmers Market Vendor products must be grown or produced in Charlevoix, Antrim, Otsego, Cheboygan, or Emmet counties. The Charlevoix Farmers Market may allow producers outside of the 5-county area to participate in the market if the Farmers Market Advisory Committee feels the Vendor's product(s) will fill a void and/or niche in the market that has not otherwise been filled by any current Vendor, or if the Vendors product(s) are supportive of the Charlevoix Farmers Market Mission Statement.
2. All Vendors must complete, and turn in, a Vendor application before attending the market. Copies of all appropriate licenses/permits must be attached to the application and be on file with the Market Manager. A comprehensive product list must be on file with the Market Manager. We **MUST** have a current W-9 on file. This is part of your packet and must be completed each year. Reimbursements will not be made without a current W-9 on file.
3. Synergistic products must be approved by the Market Manager and must be listed as such on the Vendor Application. Synergistic products are those such as baked, canned, bottled, or jarred items that enhance the farmers' offerings. The Market Manager determines eligibility of synergistic products. The Market Manager has the authority to question any item not on the Vendor's application. Removal of items not on the list and not grown by the Vendor may be required.
4. To ensure the integrity of the products sold, Farm visits may take place by the Market Manager and/or members of the CFM Advisory Committee on rotation. The visits will be arranged in advance, with the Vendor, by the Manager.
5. Priority will be given to Vendors who pay a seasonal rate and make a weekly commitment to attend the market, on-time for the entire season, as well as to those with seniority in their faithful commitment to working the Charlevoix Farmers Market.
6. The market will be open from 8am to 1pm. Booth set up may begin as early as 6:30am. Vendors must be ready to open for sales at 8am - no sales before the 8am opening. Vendors are required to stay until 1pm.

7. Any Vendor wishing to leave the market earlier than 1pm must get approval from the Market Manager. Leaving early without permission may result in forfeiture of position.

8. If a Vendor knows in advance of an absence or late arrival, the Vendor must email the Market Manager at least two days in advance of the market day they will miss or be tardy. In the case of an unexpected absence or tardiness the day of Market, Vendors must call or email the Market Manager by 6:00am. The Market Manager will address anyone who is late or absent more than three times. Any Vendor that does not fulfill their seasonal term will not be refunded. Any Vendor that files an application and does not attend the market within 2 weeks of their stated start date will be removed from the Market and will forfeit their booth space and fees. Likewise, any Vendor who is absent more than three times without prior Market Manager approval will lose their booth position or be removed from our Market for the season.

9. Farmers shall sell only agricultural, horticultural or food items they themselves have grown in our 5-county area. Important: No re-selling of any fruits or vegetables will be tolerated. If a Vendor has been found to be selling items that they (the farm) have not grown within the 5-county area, they will be asked to remove the items from their booth. If the Vendor continues to sell products that they (the farm) did not grow, they will be asked to leave the Market and will forfeit booth fees.

10. Bakers, cooks and non-produce Vendors shall sell only products they make. Local ingredients must be utilized wherever possible.

11. No handcraft items are allowed at the Charlevoix Farmers Market.

12. Vendors wishing to operate under the Cottage Food Industry Law must abide by all rules governing that law, as well as sign a document indicating they understand these rules. Goods must be properly packaged and labeled with all information specified by the Law (see link below). Their products will be inspected by the Market Manager, who has authority to ask a Vendor to remove a product not in compliance. Refer to: <https://www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information> website for all details.

13. To maintain a healthy Farmers Market, price-cutting of top-quality products is discouraged. Poor quality or over-ripe produce must be labeled as such and may be sold at a discounted price.

14. Vendors must remove all their own trash and dropped produce, flower cuttings and such at completion of the market. The park is to be left as you find it, or cleaner.

15. There will be one mandatory Vendor meeting at 12:00 noon, Thursday, April 17, 2025, second floor City Hall 210 State Street in Council Chambers. Even if you have attended this meeting in the past, you or a working representative must attend.

16. Vendors are required to participate in our credit card token system, and those Vendors eligible also must participate in SNAP/DUFB, as explained during the mandatory Vendor meeting. Vendors eligible to participate in Senior Project Fresh and/or WIC, are encouraged to do so. These programs operate outside of the Market, and are the responsibility of the Vendor, however the Market Manager will provide guidance through this process. When doing so, all Vendors must follow all rules governing these programs as explained at the mandatory meeting. Instructions on participation will be provided by the Market Manager.

17. To maintain a healthy environment, NO SMOKING is allowed in the Market Area during open hours and no personally owned dogs will be in your booth space. Compliance is mandatory for all Vendors and attendants.

18. **All vendor vehicles must be moved immediately after unloading.** The setting up of tables and tents should be done after your vehicle is moved to the parking lot. All Vendor vehicles must be moved by 8:00am. You may use any of our non-metered, back lot parking areas (west of Bridge Street, behind the store fronts). If you park in a metered space, you WILL be ticketed.

19. These rules apply to all Vendors and all employees/representatives of the Vendors. The Market Manager will oversee any violations and consequences of any market rules as supported by the Farmers Market Advisory Committee.

20. The City of Charlevoix Farmers Market Manager and Advisory Committee, at their discretion, reserve the right to refuse any Vendor or product and to make all decisions regarding the implementation and management of the Charlevoix Farmers Market.

I, _____ (Signature) have read and agree to the
above rules and regulations of the Charlevoix Farmers Market. _____ Date

Notes and/or Questions for the Market Manager



2025 Charlevoix Farmers Market Mission Statement and Code of Conduct

MISSION STATEMENT

Charlevoix Farmers Market exists to bring our whole community to the heart of the City to experience healthy living, including shopping for and eating the best local produce, meats and fine artisan baked goods while learning more about health as a family. The Market sponsors events to help educate the children and public while providing space for quality family time on a regular basis as well as supporting our local growers and helping incubate small business.

CODE OF CONDUCT

The primary purpose of this Code of Conduct is to ensure the wellbeing of all participants. It is the market's intent to serve the public and create a friendly atmosphere that will benefit both the Vendors and customers. Vendors are expected to behave courteously to customers, other Vendors, and market staff.

As a Charlevoix Farmers Market Vendor and/or their representative, I will:

- Respect and adhere to all rules established by the Charlevoix Farmers Market.
- Not willingly deceive or exploit customers, the Market Manager or The City of Charlevoix concerning Market business.
- Always demonstrate the highest standards of personal behavior and integrity.
- Vendors shall require compliance with the Code of Conduct by people employed by them. It is the responsibility of the Vendors to educate and supervise employees such that they understand the importance of preserving the integrity of the Charlevoix Farmers' Market.
- Please be accountable to each other.
- Treat everyone with respect. Rude, violent, aggressive, uncooperative, or belligerent behavior toward others will not be tolerated.
- Under no circumstance shall a Vendor or representative attend or participate in the Charlevoix Farmers Market while under the influence of alcohol and/or controlled substance.

- If an issue arises and it cannot be solved between the Vendors, the procedure is as follows:
The Vendor with the grievance must go to the Market Manager. If the Market Manager cannot solve the issue with the help of the Farmers Market Advisory Committee the Vendor must file a formal grievance. To preserve the integrity of the presented grievance no other outside parties shall be notified unless questioned by the Market Manager or the Charlevoix Farmers Market Advisory Committee.

It is important that all Charlevoix Farmers Market Vendors and/or their representatives comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by the Market Manager or market advisory committee may lead to dismissal as a Vendor at the Charlevoix Farmers Market with no refund.

I have read the Charlevoix Farmers Market Vendor Code of Conduct above and agree to comply with the terms as stated.

Name: _____ Farm/Business: _____

Signature: _____ Date: _____

Without signed copy of Code of Conduct on file with the Market Manager, Vendor cannot participate in Charlevoix Farmers Market

2025 WAIVER & RELEASE

I (Vendor/Farm/Business), _____, as indemnitor, I agree to indemnify, defend and hold harmless the Charlevoix Farmers Market, Charlevoix Recreation, City of Charlevoix, Farmers Market Advisory Committee, and Market Manager from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees) arising out of bodily injury of any person or persons, including death, or property damage, relating to the use of Charlevoix's property for the purpose of selling items at the Charlevoix Farmers Market during its seasonal operational schedule.

Additionally, the indemnitor, including indemnitor's agents or employees, admits receipt of a copy of the Charlevoix Farmers Market Rules for the current year, and agrees to abide by the terms thereof. By signing this document thus binds the indemnitor to these Guidelines.

Signature Date

Printed Name Farm/Business



Market Grievance Procedure and Inspection Policy

As members of the Charlevoix Farmers Market, you have voluntarily joined together to create a market to sell local food and products and agreed to abide by certain rules. There may be a time, however, when a Vendor feels the rules are not being followed. For those situations, the Charlevoix Farmers Market Committee has created a grievance process.

If a Vendor believes that the behavior of a fellow Vendor is detrimental to the common goal of maintaining a vibrant, welcoming marketplace that is hospitable to both Vendors and shoppers, he / she may present a grievance.

Grievance Procedure

- Approach and discuss your concerns with your fellow Vendor, always maintaining a positive attitude.
- If you cannot approach and discuss your concerns with the Vendor whose behavior you question, discuss your concerns with the Market Manager.
- If the Market Manager, you, and the Vendor whose behavior you question cannot work out a solution acceptable to all, the Market Manager can call for Mediation involving all parties. The mediation will be facilitated by a committee of three individuals appointed by the Farmers Market Advisory Committee.
- Minor complaints concerning rule infringement (not usually requiring a Grievance Form such as space violations, time violations and uncovered foods) may be resolved on the spot by the Market Manager. Major complaints concerning rule infringement (involving out of season produce, out-of-area produce or wholesale produce) must be submitted on the Grievance Form (available from the Market Manager).
- Fill out the Complaint Form and return it to the Market Manager.
- Pay a \$25 deposit for the Market Manager and/or Committee Members to conduct a farm visit. If the challenge is unfounded, then the Vendor who challenged will lose the \$25. If the challenge is found to be true, then the \$25 will be refunded and the Vendor in violation will be fined \$50 and suspended from the market for two weeks for the first offense. If a Vendor commits a second violation, they will be permanently removed from the market.

Complainants will be identified to the Vendor receiving the complaint, and complainants will accompany the Market Manager and committee members if a farm visit is deemed necessary.

The production site must be available for inspection within five days following the receipt of the complaint. If the Farmers Market Advisory Committee cannot be satisfied by Vendor compliance, it may have the Vendor removed permanently from the market.

A complaint may be filed with the City of Charlevoix to force the removal of any offending Vendor by the police.



THURSDAY MARKET on BRIDGE STREET 8 AM - 1 PM APPLICATION

Vendor Information/Profile

Farm/Business Name: _____

Owner/Representative Name(s): _____

Contact Person (If different than above): _____

Mailing Address: _____

City/State/Zip Code: _____

Business Phone: _____ Cell: _____

Email Address: _____

Please provide the physical address for your business' primary point of production (if different than above):

Street: _____

City/State/Zip Code: _____

County: _____

How many years have you participated in the Charlevoix Farmers Market? _____

What other farmers markets do you participate in? _____

Please specify booth size requested: ☐ 10 x 10 ft. ☐ 10 x 20 ft. ☐ 5 x 5 ft.

Annual Vendor Fee: ☐ Single \$340 ☐ Double \$680 ☐ Half \$170 ☐ Daily Drop-In \$40

☐ Electricity Needed - Add \$25

Months attending (check): ☐ May ☐ June ☐ July ☐ Aug

☐ Sept ☐ Oct ☐ ALL

IMPORTANT: You MUST list your Expected Market Start Date: _____

(This is your agreement date. If you are absent more than twice from this beginning date, you will be removed from the market and your booth fee will be forfeited).

Please list any known absent days: _____

Please check all products you will be selling at the market:

☐ Produce	☐ Eggs	☐ Meat	☐ Cheese	☐ Baked Goods
☐ Sauces	☐ Preserves	☐ Plants	☐ Juice	☐ Wine
☐ Flowers	☐ Tea	☐ Coffee	☐ Canned Items	☐ Hard Cider
☐ Ointments	☐ Soaps	☐ _____	☐ _____	☐ _____

Specify all items you will be vending at the Charlevoix Farmers Market:



2025 Charlevoix Farmers Market Vendor Check List

Copies of all the following items must be turned in with this application:

- ☐ Required licenses and certificates.
- ☐ Signed Waiver & EBT form and Double-Up & Project Fresh agreements (if applicable).
- ☐ Signed application with all products listed.
- ☐ Signed Code of Conduct
- ☐ Signed Cottage Food Industry Agreement (if applicable).
- ☐ Photo Release for promotional use.
- ☐ Signed W9
- ☐ Cash, check or money order made out to Charlevoix Farmers Market

☐ **I am willing to donate an item(s) toward customer appreciation baskets/prizes.**

Number of times you may ask me: _____

I attest the above information in my Vendor Profile is true and is in no way a misrepresentation of my market products. Further, I acknowledge full responsibility for all activities and conduct. I attest that I have read and agree to all the 2025 Charlevoix Farmers Market rules.

Signature: _____ Date: _____

Charlevoix Farmers Market • City Hall, 210 State Street, Charlevoix, MI 49720

Beth Anzell, Market Manager – 231-547-3253 (O) or 231-675-3578 (C)

Email: farmersmarket@charlevoixmi.gov or betha@charlevoixmi.gov

Office Use Only

Total Amount Paid: \$ _____ ☐ Cash ☐ Check # _____
Date Received: _____ ☐ W9 ☐ SPF



Small Wine, Hard Cider and Mead Vendors

Eligible Wineries must:

Complete the Michigan Liquor Control Commission (MLCC) Application for Farmers Market Permit (https://www.michigan.gov/documents/lara/LCC-3020_Farmers_Market_Permit_Application_O8-13_432699_7.pdf)

1. A map of the Farmers Market location will be provided upon acceptance of your Farmers Market Application for submission with your Permit.
2. Obligations:
 - a. Wineries must make fewer than 5,000 gallons of wine per year at all locations.
 - b. Wineries must grow their own fruit or source county specific, Michigan fruit; if sourcing from other farms or vineyards, the winery must provide a detailed list of those sources with contact information.
 - c. The Market Manager has the right to cancel a winery's table assignment at any time, for any reason.
 - d. Wineries must submit a copy of their liability insurance with insured in the amount of at least \$1,000,000.
 - e. Wineries shall supply trained servers (certificate on file) who will be present to distribute 1-ounce wine samples at the market. In the event of substitutions, the Market Manager must be notified and be provided with information for any/all new servers.
 - f. Wineries will check photo identification of ALL customers sampling or purchasing wine and will not serve wine to anyone under the age of 21 years old, in accordance with federal law.
3. Wine Vendors will devise their own system for distributing the 1-ounce pour. No one person will be served more than six ounces (one, 6 oz. glass of wine) per Vendor on a given market day.



2025 Charlevoix Farmers Market Vendor EBT (Electronic Benefit Transfer) Agreement

Charlevoix Farmers Market accepts food assistance benefits (SNAP/EBT/food stamps) in the form of Michigan Bridge Card. **Eligible Vendor participation is required.**

Agreement:

I agree to follow all the rules as explained on the attached process/rule sheet.

- I agree to follow all policies of the Charlevoix Farmers Market, as well as those of the US Department of Agriculture Food and Nutrition Service (USDA FNS), who administers the Bridge Card program. An in-depth review of eligibility and process will be addressed at the mandatory meeting.
- I understand that if market staff observe or receive evidence of my failure to abide by this agreement, the market will immediately suspend or terminate my market eligibility.
- I understand I will not be reimbursed for tokens or scrip collected incorrectly.
- I understand it is my responsibility to inform my family and employees of these rules before they sell at the market on behalf of my farm or business.

Signature

Date

Printed Name

Farm/Business



2025 Charlevoix Farmers Market Photography Release

Charlevoix Farmers Market will, from time to time, have the Market Manager, an on-site photographer, as well as local and regional professional media outlets at the Market to help promote our Vendors. Photos may be taken with or without knowledge of the subject depending on the situation. We will make attempts to get permission of subjects and use discretion. This written authorization gives the Market permission to utilize any photos taken at the Market for publicity and advertising purposes. Photographs and/or videos may be shared on the City's website and on social media. By signing below, you acknowledge photos taken at or around your booth are acceptable and will be allowed.

Signature

Date

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from FATCA reporting code (if any) (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Charlevoix City Council

All Other Actions and Requests

Title: Sale of Property: Southside Storage Yard

Date: April 7, 2025

Presented By: Mark Heydlauff, City Manager

Background:

I was approached last month about whether the City would consider selling a portion of land south of the south side Krist Station. We own two parcels—one to the south that is primarily used for dumping our yard waste, brush, and leaves. The other parcel to the north is used for storage of electric equipment, poles, and miscellaneous public works materials. This parcel is the one in question and for which the included proposal is based. Upon final due diligence, the proposal includes an as-yet undetermined but small portion of the south parcel which would be split from our parcel and added to the buyer's parcel.

We believe the price is very competitive and would constitute a reasonable sale. Several years ago we purchased property at the end of W. Carpenter street with the thought that it could someday be useful for housing or relocation of this kind of activity. It seems like this is a good way to execute this very discussion. I understand the buyer is interested in the development of a manufactured home development and would work with Charlevoix Township on this moving forward. If we move forward with this sale, we are able to reduce our unused land and bring this equipment closer to our facility on Carpenter where staff would utilize this. We anticipate it will cost roughly \$150,000 to grade and level a new enclosed storage yard. The sale price would adequately cover this plus account for our purchase of the land several years ago.

On the proposal itself, I advised the agent that the condition of bringing utilities to the site was not something we would entertain and I have already indicated this would be unacceptable for us. We understand they are willing to accept this change and the price would be unchanged. The City Attorney has reviewed the sale and the proposal. If Council wishes to discuss options or strategy on a counter proposal, I recommend we enter closed session. This approval begins a period of due diligence including title work, surveying, and other reviews. You will again have to approve the final sale agreement at some point in the future.

In my mind, the offer is competitive, it creates efficiency in our land use, and it helps promote our goals of housing creation in the Charlevoix area. I recommend City Council proceed with this sale.

Recommendation:

Motion to conditionally approve the sale of property owned by the City of Charlevoix as described in the proposal except for the additional condition regarding the provision of utilities and authorize the City Manager, City Attorney, and City Clerk to perform due diligence requirements toward bringing a final sale agreement to City Council.

Attachments:

1. LOI City of Charlevoix Property 03.17.2025
2. PARCEL MAP
3. 2025-04-04 Memo on Legal Opinion Re Sale of City Property

Letter of Intent to Purchase Real Estate

March 17, 2025

Mr. Mark Heydlauff
City Manager
City of Charlevoix
210 State Street
Charlevoix MI 49720

RE: Parcel #'s 004-034-027-20 and 004-034-026-00
Charlevoix MI

Dear Mark:

The Purchaser's intent is to develop rental manufactured housing /workforce housing at this location. This Letter of Intent is to set forth the general terms and conditions under which the Purchaser is interested in purchasing the above referenced property. This is a non-binding letter of intent. The Purchaser and Seller agree that the terms set forth below are not all the material terms that need to be agreed to by them. There are additional material terms that the parties will negotiate as they complete the Purchase Agreement and Escrow instructions. If the terms below stated are acceptable, it is the Purchaser's intention to negotiate the remaining material terms and complete a Purchase Agreement and Escrow instructions within ten (10) days of the date this letter of intent is executed by both parties. The Purchaser will prepare the draft of the Purchase Agreement for review and approval by the Seller.

Property Description: Two (2) parcels of vacant land: (Parcel "A"): The parcel of vacant land which consists of +/- 6.50 acres of land, which has a Tax Parcel ID Number of 004-034-027-20; and; A portion of Tax Parcel ID Number 004-034-026-00, (Parcel "B"): The portion of Parcel "B" will consist of vacant land of approximately 0.50 to 1.0 acres adjoining Parcel "A". The exact amount of land will be determined when the survey has been completed. The Property is located in the Township of Charlevoix, County of Charlevoix, State of Michigan.

Purchase Price: Two Hundred Seventy Five Thousand (\$275,000.00) Dollars and no cents. Cash sale at closing.

Purchaser: Annalisa Savoretti, on behalf of an entity to be formed

Seller: City of Charlevoix, Michigan

Earnest Deposit: Ten Thousand (\$10,000.00) Dollars, to be deposited by Purchaser within five (5) business days of the fully executed Purchase Agreement.

Title Company: Barron Title Agency, 309 Petoskey Ave., Charlevoix MI 49720

Due Diligence: Upon the execution of the Purchase Agreement, Purchaser shall have one hundred fifty (150) days to conduct its due diligence with respect to the acquisition of the property.



TAYLOR REAL ESTATE SERVICES LLC, 29488 Woodward Ave., Suite 165, Royal Oak MI 48073

TEL: (248)514-3901 EMAIL: JBERKE@TAYLOR-RE.COM

Upon the execution of the Purchase Agreement, the following items (not an all-inclusive list) will be made available to Purchaser from Seller within five (5) days, provided that they are in the possession of the Seller.

- A) Environmental Report
- B) Preliminary Title Report
- C) ALTA Survey and Site Plan

Due Diligence Contingency: Purchaser shall remove the Due Diligence Contingency in writing within one hundred fifty (150) days following the execution of the Purchase Agreement and proceed to closing or shall terminate the agreement and shall have the Earnest Deposit returned. In the event the Purchaser does not terminate the Agreement prior to the expiration of the Due Diligence Period, the Earnest Deposit shall become non-refundable to the Purchaser but applicable to the Purchase Price.

Assignment: Purchaser shall be entitled without Seller's consent to assign all of its rights and interest in and to this Agreement.

Close of Escrow: The closing of the transaction contemplated herein shall take place on or before ten (10) days from the expiration of the due diligence period.

Closing Costs: Seller and Purchaser shall share all escrow and recording fees on an equal basis. Title Insurance (owner's policy) and Transfer tax will be paid by Seller.

Additional Conditions: Seller shall bring all utilities to the site.

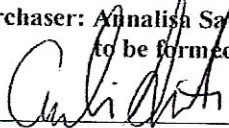
Thank you.

Sincerely,
TAYLOR REAL ESTATE SERVICES, LLC



Jack Berke, Broker

Purchaser: Annalisa Savoretti, on behalf of an entity
to be formed

By: 
Annalisa Savoretti

Its: _____

Dated: 03/17/25

Seller: City of Charlevoix

By: _____

Its: _____

Dated: _____



TAYLOR REAL ESTATE SERVICES LLC, 29488 Woodward Ave., Suite 165, Royal Oak MI 48073

TEL: (248)514-3901 EMAIL: JBERKE@TAYLOR-RE.COM



KRIST

TO BE SOLD
PARCEL A

COMPOST
DUMP
PARCEL B



M E M O R A N D U M

To: City Council, City of Charlevoix
From: Scott Howard & Abbie Hawley
Date: April 4, 2025
Re: Legal Opinion on the Sale of City-Owned Property in Charlevoix Township

Background:

The City of Charlevoix has received a Letter of Intent to purchase two City-owned parcels located in Charlevoix Township: Tax Parcel ID 004-034-027-20 and a portion of Tax Parcel ID 004-034-026-00. In response, the City Manager has sought our legal opinion regarding the City's ability to sell these parcels and the steps required for the City Council to consider a potential sale.

Statutes and charters are sometimes very explicit regarding the method of executing municipal powers, whether by ordinance, resolution, or vote of the electorate, and this is particularly true in transactions involving the sale, lease, or encumbrance of the municipal corporation's real property. Accordingly, substantial compliance with charter provisions for the sale of municipal property is required. *Kaplan v. City of Huntington Woods*, 357 Mich. 612; 99 NW2d 514 (1959).

Legal Analysis:

I. City's Ability to Sell Property

Municipalities generally hold property for a specific public purpose. According to *Curry v. City of Highland Park*, 242 Mich. 614 (1928), a municipality's property must ordinarily be used for the purposes for which it was acquired. However, Michigan law permits the sale of public property under specific conditions.

April 4, 2025

Page 2

1. Public Property and Restrictions

A city may sell property subject to certain statutory and charter requirements. In *City of Huntington Woods v. City of Detroit*, 279 Mich. App. 603 (2008), the court held that a city could not sell a public golf course to a private entity if the deed contained perpetual use restrictions. This case highlights that properties acquired with specific use restrictions can only be sold in compliance with these restrictions.

2. Discontinuation of Use

If a property has ceased to be used for its original public purpose, the municipality may dispose of it in a manner that serves the public welfare. This is supported by *Walinske v. Detroit-Wayne Joint Bldg. Authority*, 325 Mich. 562 (1949), which allows for the sale or lease of property not currently in public use.

3. Charter and Statutory Authority

Under MCL 117.4e(3), home-rule cities such as Charlevoix may provide in their charter for the lease, sale, or disposal of city-owned property. Any sale must comply with statutory requirements and the specific provision in the city's charter.

The City's charter states that the City has the comprehensive home-rule power conferred upon it by the Michigan Constitution. City Charter 1.3. Further, the specific mention of particular powers in the City's charter is not intended to limit in any way the general powers of the City stated elsewhere in the charter. City Charter 1.4. As discussed in more detail below, the City's charter contains restrictions on the sale of specific types of city-owned property. There are no particular provisions that permit the City to sell property in general. However, it is a right recognized in Michigan statute and by the Home-Rule City Act.

April 4, 2025

Page 3

In the case of property that no longer serves its public function, a home-rule city may sell or lease such property, provided it follows the relevant charter provisions. *Kaplan v. City of Huntington Woods*, 357 Mich. 612 (1959), highlights the need for substantial compliance with charter provisions when selling municipal property.

In the present case, the City uses these parcels as a site to dispose of brush and yard waste. The City has alternative location options for this activity.

II. Charter Provisions Relevant to Property Sales

The City Charter includes specific provisions regarding the sale or disposition of city-owned property:

- Section 2.16(f): The Council cannot sell, divide, lease, or dispose of any city park or, cemetery, or any part thereof unless approved by a majority of the electors voting in a general or special election.
- Section 2.16(g): Similarly, the sale or disposition of any city-owned property located within 100 feet of the water's edge of Lake Michigan, Round Lake, or Lake Charlevoix requires voter approval.
- Section 2.16(h): The Council may lease certain city facilities, such as those used in connection with public parks, beaches, docks, and airport operations, for periods of up to five years without voter approval.
- Section 12.4: Further, the City cannot sell property owned by a municipally owned public utility without a vote of two-thirds of the registered electors in a regular or special election.

April 4, 2025

Page 4

It is our understanding that none of these provisions apply to the parcels in question as they are not in proximity to the water's edge, designated as parkland, or owned by the City's public utility. Therefore, the City is at liberty to sell the property without a vote of the electorate.

III. Conclusion and Recommendations

Upon review, it appears that there is nothing in the City's charter that prevents the Council from moving forward with exploring the sale of the parcels in question. If the Council is interested in pursuing this opportunity, it is recommended that a title search be conducted to ensure that the City's utility does not own the parcels and that there are no deed restrictions on the property. The City Council should also obtain an opinion on the property's value before any sale. We would further recommend a legal review of any proposed purchase agreement and closing documents.

Charlevoix City Council

All Other Actions and Requests

Title: Local Government Approval for On-Premises Tasting Room License-Stiggs Brewing Company

Date: April 7, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Stiggs Brewing Company is applying for an on-premises tasting room permit. The Michigan Department of Licensing and Regulatory Affairs (LARA) requires the applicant to obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application. Attached is the required resolution Council will have to approve if it so chooses. Please note with approval, we are giving the recommendation to the state, then they will give final approval.

Recommendation:

Motion to approve Resolution 2025-04-01 recommending approval of the on-premises tasting room license for Stiggs Brewing Company.

Attachments:

1. Request from Stiggs Brewing Company and Application
2. Resolution 2025-04-07

Approval Request for On-Premises Tasting Room Permit

Applicant: Stiggs Brewing Company

License

Location: 743 Petoskey Ave, Charlevoix, Charlevoix County, 49720

To Whom it May Concern,

Stiggs Brewing Company is seeking local government approval for a new licensure through the Michigan State Liquor Control Commission. This proposal seeks to add a second location for activities listed below. We seek local governmental approval for an On-Premises Tasting Room Permit authorizing the small taproom element of Stiggs Garage in Charlevoix while granting the business to continue in compliance with the Michigan Liquor Control Commission.

Proposed Approval:

- Stiggs is currently applying for a Microbrewery License, Small Winery, & Small Distillers license through the Michigan Liquor Control Commission along with an On-Premises Tasting Room Permit.
 - **Note:** We will **NOT** act as a primary distiller, but we seek this license in order to blend, batch, alter purchased bulk spirits for internal sales and remain in-line with our licensing tiers with the MLCC.
- On-Premises Tasting Room Permit **necessitates local government authority.** I have attached the blank application with the necessary document
- Once approved, Stiggs Brewing Company will be in compliance with the TBB & MLCC regulatory agencies.

Thank you for your timely consideration,

Michael Castiglione
Owner- Stiggs Brewing Co.



Manufacturer License & Permit Application

Before you begin filling out the attached application, please review this checklist for the forms and documents you will need to submit with your completed application form.

The attached LCC-150 form will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website: <https://get.adobe.com/reader/>

☒ Completed Manufacturer License & Permit Application (attached)

☐ Livescan Fingerprint Form (LCC-105) (attached)

☒ Inspection, License, and Permit Fees

Are you transferring stock or membership interest? If yes, use the [License Interest Transfer Application \(LCC-101\)](#).

☒ Corporate Documents (see list below) - Submit for the applicant company, and if the applicant company has multiple levels of ownership structure in which stockholders or members are also companies, submit the applicable documents listed below for any stockholder or member companies to the third tier of ownership - for example: applicant company (tier 1) > stockholder/member (tier 2) > stockholder/member (tier 3).

☐ Multi-Tier Organizational Chart - If the applicant company has more than three levels of ownership structure please provide an organizational chart that shows all the levels of ownership to individual people, including trusts.

☐ Local Government Authorization (Form LCC-106a) (attached) - **For a new On-Premises Tasting Room Permit only**

☒ Property document (lease, deed, land contract, etc.)

☐ Purchase agreement - **For the transfer of ownership of a license**

If applicant is a corporation also include (pursuant to R 436.1109):

If any of the stockholders of the applicant are corporations or limited liability companies, also submit a copy of the documents listed below for those companies (except for the Certificate of Authority to Do Business in Michigan, which is required for the applicant only).

☐ [Report of Stockholders/Member/Partners \(LCC-301\)](#)

☐ Copy of Articles of Incorporation filed with the Corporations Division of the Department of Licensing & Regulatory Affairs

☐ Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of Michigan.

☐ Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission or [Part 3 of Form LCC-301](#).

If applicant is a limited liability company also include (pursuant to R 436.1110):

If any of the members of the applicant are corporations or limited liability companies, also submit a copy of the documents listed below for those companies (except for the Certificate of Authority to Do Business in Michigan, which is required for the applicant only).

☐ [Report of Stockholders/Member/Partners \(LCC-301\)](#)

☐ Copy of Articles of Organization filed with the Corporations Division of the Department of Licensing & Regulatory Affairs

☐ Copy of the operating agreement or bylaws of the applicant company

☐ Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.

☐ Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person authorized to sign the application and other documents required by the Commission or [Part 3 of Form LCC-301](#).

Facilities that manufacture alcoholic products in Michigan must be licensed through the Michigan Department of Agriculture and Rural Development (MDARD) in addition to licensure through the MLCC. You may contact MDARD regarding the licensing requirements for the type of establishment for which you are applying by calling, toll-free, 800-292-3939 or visiting www.michigan.gov/mdard.



Manufacturer License & Permit Application

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): Stiggs Brewing Company		
Address to be licensed: 743 Petoskey Avenue		
City: Charlevoix	Zip Code: 49720	
City/township/village where license will be issued: Charlevoix		County: Charlevoix
Federal Employer Identification Number (FEIN): [REDACTED]		

Leave Blank - MLCC Use Only

1. Are you requesting a new license? ☒ Yes ☐ No
2. Are you applying ONLY for a new permit or permission? ☒ Yes ☐ No
3. Are you buying an existing license? ☐ Yes ☐ No
4. Are you modifying the size of the licensed premises? ☐ Yes ☒ No
If Yes, specify: ☐ Adding Space ☐ Dropping Space ☐ Redefining Licensed Premises
5. Are you transferring the location of an existing license? ☐ Yes ☐ No
6. Is this license being transferred as the result of a default or court action? ☐ Yes ☐ No
7. Do you intend to use this license actively? ☒ Yes ☐ No

Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s):		
Current licensed address:		
City:	Zip Code:	
City/township/village where license is issued:		County:

Part 3 - Licenses, Permits, and Permissions

Applicants for Manufacturer licenses, permits, and permissions must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, or a request to increase or decrease the size of the licensed premises. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	License & Permit Fees:	TOTAL FEES:
------------------	------------------------	--------------------

Schedule A - Licenses, Permits, & Permissions

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

License Type:	Base Fee:	Fee Code MLCC Use Only
☐ Brewer	\$50.00	4038
☒ Micro Brewer (Under 60,000 barrels annually) For delivery vehicle decal fees please use Report of Delivery Vehicles form (LCC-351) .	\$50.00	4038
☐ Wine Maker	\$100.00	4038
☒ Small Wine Maker (Under 50,000 gallons annually)	\$25.00	4038
☐ Brandy Manufacturer	\$100.00	4038
☐ Mixed Spirit Drink Manufacturer	\$100.00	4038
☐ Distiller (Manufacturer of Spirits)	\$1,000.00	4038
☒ Small Distiller (Under 60,000 gallons annually)	\$100.00	4038
☐ Consumer Sampling Event License	No charge	
☐ Outstate Seller of Beer	\$1,000.00	4038
☐ Outstate Seller of Wine	\$300.00	4038
☐ Outstate Seller of Mixed Spirit Drink	\$300.00	4038
☐ Warehouser	\$50.00	4038

Permits Specific To Manufacturer License/Premises :	Base Fee:
☐ Beer and Wine Tasting Permit	No Charge
☐ Living Quarters Permit	No Charge
☐ Off-Premises Storage	No Charge
☐ Direct Connection(s)	No Charge

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

Permits Specific to On-Premises Tasting Room:	Base Fee:	Fee Code MLCC Use Only
☒ On-Premises Tasting Room Permit	\$100.00	4085
☐ Sunday Sales Permit (AM)*	\$160.00	4033
☒ Sunday Sales Permit (PM) **	\$15.00	4032
☒ Catering Permit	\$100.00	4031
☐ Social District Permit	\$250.00	4081
☐ Dance Permit	No Charge	
☐ Entertainment Permit	No Charge	
☐ Specific Purpose Permit (list activity below): Days/Hours requested: _____		
☐ Extended Hours Permit (check type below): No Charge ☐ Dance ☐ Entertainment Days/Hours requested: _____		
☒ Outdoor Service	No Charge	

*Sunday Sales Permit (AM) allows the sale of liquor, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of spirits or mixed spirit drinks on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of spirits or mixed spirit drinks.

Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses: _____ x \$70.00 Inspection Fee

Total Inspection Fee(s): _____

Total License Fee(s): _____

Total Permit Fee(s): _____

TOTAL FEES DUE: _____

Make checks payable to **State of Michigan**

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed [Form LCC-301](#). For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name: Michael V. Castiglione		
Home address: [REDACTED]		
City: Boyne City	State: MI	Zip Code: 49712
Business Phone: 2 [REDACTED]	Cell Phone: [REDACTED]	Email: [REDACTED]
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes , please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. <i>Pursuant to MCL 436.1603, a manufacturer licensee <u>may not</u> hold interest in a retailer or wholesaler licensee.</i> ☐ Yes ☐ No		
Do you hold 10% or more interest in the applicant entity? ☐ Yes ☐ No		
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed Livescan Fingerprint Background Request (LCC-105) with your application.		

Part 5b - Personal Information (Individuals) - Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).

Date of Birth: [REDACTED]	Social Security Number: [REDACTED]	Driver's License Number: [REDACTED]	
Are you a citizen of the United States of America?		☐ Yes ☐ No	
Have you ever legally changed your name?		☐ Yes ☒ No	
If you answered "yes", please list your prior name(s) (including maiden):			
Spouse's full name (if currently married): [REDACTED]			
Spouse's date of birth: [REDACTED]	Is your spouse a citizen of the United States of America? ☒ Yes ☐ No		
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? ☐ Yes ☐ No			
Does your spouse hold a retailer, manufacturer, or wholesaler license issued by the MLCC? ☐ Yes ☐ No			
Full disclosure of criminal history must be reported, regardless of how long ago the crime occurred. State of Michigan and federal criminal background records will be checked to verify criminal history. Failure to report criminal history charges and/or local ordinance violations may result in the denial of the application. Criminal history includes felonies, misdemeanors, and local ordinance violations in Michigan or any other state for which the applicant or applicant's spouse was found guilty, pled guilty, or pled no contest.			
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary):		☐ Yes ☐ No	
Date	City/State	Charge	Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary):			☐ Yes ☐ No
Date	City/State	Charge	Disposition

Part 5c - Signature

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

Mike Castiglione

Print Name

Signature

Date

Part 6 - Contact Information For This Application

What is your preferred method of contact?				☐ Phone	☐ Mail	☐ Email	☐ Fax
What is your preferred method for receiving a Commission Order?				☐ Mail	☐ Email	☐ Fax	
Contact name: Derek Shankland				Relationship: Agent			
Mailing address: 112 Park Street							
City: Boyne City			State: MI		Zip Code: 49712		
Phone: [REDACTED]		Fax number:		Email: [REDACTED]			

Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)

Attorney name:		Member Number: P-			
Attorney address:					
Phone:		Fax number:		Email:	
Would you prefer that we contact your attorney for all licensing matters related to this application?				☐ Yes ☐ No	
Would you prefer any notices or closing packages be sent directly to your attorney?				☐ Yes ☐ No	

Part 8 - Signature of Applicant

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Michael Castiglione, Owner

Print Name of Applicant & Title

Signature of Applicant

Date

Please return this completed form along with corresponding documents and fees to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906
Fax to: 517-284-8557



Livescan Fingerprint Background Request Instructions for Michigan & Out-of-State Applicants

APPLICANTS THAT LIVE IN MICHIGAN

Applicants for a Michigan liquor license must have their fingerprints a law enforcement agency in Michigan that offers digital fingerprinting or a private Livescan vendor approved by the Michigan State Police. You may access a list of approved vendors on the Michigan State Police website (contains vendors' websites and contact information):
<https://www.michigan.gov/msp/services/Live-Scan-Vendors>.

On the attached Livescan Fingerprint Background Request form, you must use the correct Code (LL), Agency ID Number (1479J), and Agency Name (MI DEPT OF LICENSING AND REGULATORY AFFAIRS - LIQUOR CONTROL) in order for the fingerprint report to be sent to the Michigan Liquor Control Commission. Payment receipts **should not** be mailed to the office, but kept for your own records.

You must bring the Livescan Fingerprint Background Request form with a driver's license or other state or federal-issued picture identification to your fingerprint appointment. You will also be required to pay a separate fee to the fingerprint agency when registering and/or scheduling your appointment. A copy of the Livescan Fingerprint Background Request form, which is signed by the Livescan Operator and returned to you, must be submitted with your application in order for your request to be investigated.

When your fingerprints are taken, a technician will perform a scan of your fingerprints and submit the data electronically to the Michigan State Police.

APPLICANTS THAT LIVE OUTSIDE OF MICHIGAN

Applicants for a Michigan liquor license that live outside of Michigan must submit fingerprints through one of the private Livescan vendors approved by Michigan State Police that offer fingerprinting for residents that live outside of Michigan. You may access a list of approved vendors that process finger print cards for non-Michigan residents on the Michigan State Police website (contains vendors' websites and contact information): <https://www.michigan.gov/msp/services/Live-Scan-Vendors>.

The applicant must contact a local law enforcement agency, governmental agency, or private fingerprint agency to perform ink fingerprinting on a FBI fingerprint card (FD-258) or fingerprint cards from any other state or local agency (fingerprint cards must be on card stock). These fingerprint cards must be submitted for processing to one of vendors on the Michigan State Police's list of approved vendors. Contact the vendor directly regarding its process and the fee for submitting the fingerprint cards for processing.

Make a copy of the completed and signed Livescan Fingerprint Background Request form and submit that copy with the license application.

WHAT HAPPENS AFTER FINGERPRINTS ARE SUBMITTED

The law enforcement agency or private vendor will submit your fingerprints to the Michigan State Police for analysis.

If no criminal history is found, the Michigan Liquor Control Commission will be notified.

If criminal history is found, the Michigan State Police will send the record directly to the Michigan Liquor Control Commission for review.

QUESTIONS AND ADDITIONAL INFORMATION

For questions about the Livescan fingerprinting process, call the Michigan State Police at 517-241-0606.

An applicant may request a copy of his or her Criminal History Record Information (CHRI) response and may challenge the accuracy or completeness of any entry on the CHRI. The Livescan form contains information on how to request a copy of a CHRI and for the appeal process for challenging or correcting a CHRI response entry.

Please note: Fingerprints taken for any other agency will not fulfill fingerprint requirements for a liquor license in Michigan.

LIVE SCAN FINGERPRINT BACKGROUND CHECK REQUEST

Purpose: To conduct a civil fingerprint-based background check for employment, to volunteer, or for licensing purposes as authorized by law.

Instructions: See page two.

I. Authorizing Information																	
1. Fingerprint Reason Code		2. Requestor/Agency ID		3. Agency Name						4. Individual ID (MNU-OA)							
[REDACTED]																	
II. Applicant Information: Type or clearly print answers in all fields before going to be fingerprinted.																	
1a. Last Name				1b. First Name						1c. Middle Initial				1d. Suffix			
2. Any Alternative Names, Last Names, or Aliases										3. Social Security Number (Optional)							
4. Place of Birth (State or Country)				5. Date of Birth		6. Phone Number				7. Driver's License / State ID Number				8. Issuing State			
9. Home Address						10. City						11. State				12. ZIP Code	
13. Sex		14. Race		15. Height		16. Weight		17. Eye Color				18. Hair Color					
III. Live Scan Information																	
1. Date Printed		2. Picture ID Type Presented				3. Transaction Control Number (TCN)				4. Live Scan Operator*							
*When an individual ID is provided, please enter the ID into the Miscellaneous Number (MNU) field on the Live Scan device. Select OA - Originating Agency Identifier and then enter the unique identifier in the Identification Code field.																	
IV. Privacy Act Statement																	
Authority: Acquisition, preservation, and exchange of fingerprints and associated information by the Federal Bureau of Investigation (FBI) is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application. Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.																	
V. Procedure to Obtain a Change, Correction, or Update of Identification Records																	
If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections, or updating of the alleged deficiency; he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. (28 CFR § 16.34)																	
VI. Consent																	
I understand that my personal information and biometric data being submitted by Live Scan, will be used to search against identification records from both the Michigan State Police (MSP) and the FBI for the purpose listed above. I hereby authorize the release of my personal information for such purposes and release of any records found to the authorized requesting agency listed above.																	
Signature:												Date:					



Local Government Approval For On-Premises Tasting Room Permit
(Authorized by MCL 436.1536)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ Charlevoix _____ council/board
(regular or special) (name of township, city, village)
called to order by _____ on _____ at _____
the following resolution was offered: (date) (time)
Moved by _____ and supported by _____
that the application from _____
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW ON-PREMISES TASTING ROOM PERMIT**

to be located at: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (name of township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906
Fax to: 517-763-0059



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of
the Michigan Liquor Control
Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name on Card: _____

Payment Amount: _____

Billing Address: _____

Card Number: _____

City: _____ State: _____ Zip Code: _____

Check One:

Phone: _____

☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Email: _____

Security Code/CVV Code: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Expiration Date: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
☐ Inspection Fee(s):	_____	4036
☐ Manufacturer License(s):	_____	4038
☐ On-Premises Tasting Room Permit	_____	4085
☐ Wholesaler License(s):	_____	4085
☐ Sunday Sales Permit (AM):	_____	4033
☐ Sunday Sales Permit (PM):	_____	4032
☐ Catering Permit:	_____	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

CITY OF CHARLEVOIX
RESOLUTION NO. 2025-04-01
LOCAL GOVERNMENT APPROVAL FOR ON-PREMISES TASTING ROOM PERMIT

- A.** At a regular meeting of the City of Charlevoix called to order by Mayor Lyle Gennett on April 7, 2025, at 6:00 p.m. the following resolution was offered:
- B.** Motion by XXX, seconded by XXX that the application from Stiggs Brewing Company for a NEW ON-PREMISES TASTING ROOM LICENSE to be located at 743 Petoskey Ave. Charlevoix, MI 49720.
- C.** It is the consensus of this body that it recommends this application be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 7th day of April 2025 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

Charlevoix City Council

All Other Actions and Requests

Title: Notice of Intent to Issue Bonds for the Purchase of a Fire Apparatus

Date: April 7, 2025

Presented By: Mark Heydlauff, City Manager

Background:

As we have discussed, we are looking at financing options for the replacement of our ladder truck in conjunction with Charlevoix Township to add capability for first out fire truck capability. One financing tool would be the sale of bonds and repaid over time. To do this, we need to first issue a Notice of Intent on the amount and funding. Pat McGow of Miller Canfield has been the City's bond counsel for decades and he has drafted the necessary documents for this. We are also exploring a different funding mechanism through a lease purchase agreement with Charlevoix State Bank under Public Act 99. If we opted for this, we would not issue bonds and would borrow the money for a shorter term. The notice of intent process requires a 45 day window for the voters to challenge the action by referendum. By issuing the Notice of Intent, we begin this waiting period without ever needed to act this way; we can also issue a lower amount of bonds using this process. We are still awaiting potential supplemental appropriations from the state thanks to the work of Senator DaMoose.

Recommendation:

Motion to adopt resolution 2024-04-02, the resolution of intent to issue bonds for the funding of fire apparatus acquisition and authorize the City Clerk and City Manager to make all necessary legal notices and actions.

Attachments:

1. Letter Mark Heydlauff with Notice of Intent Resolution(43524088.1)
2. Resolution 2025-04-02

Founded in 1852
by Sidney Davy Miller



PATRICK F. MCGOW
TEL (313) 496-7684
FAX (313) 496-8450
E-MAIL mcgow@millercanfield.com

Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson, Suite 2500
Detroit, Michigan 48226
TEL (313) 963-6420
FAX (313) 496-7500
www.millercanfield.com

MICHIGAN
ILLINOIS
NEW YORK
OHIO
WASHINGTON, D.C.
CANADA
MEXICO
POLAND
QATAR

March 26, 2025

Mr. Mark Heydlauff
City Manager
City of Charlevoix
210 State Street
Charlevoix MI 49720-0550

Re: City of Charlevoix Capital Improvement Bonds
Notice of Intent Resolution for Fire Truck Purchase

Dear Mark:

As we discussed, I have enclosed a Notice of Intent Resolution for consideration for approval by the City Council at its meeting on April 7th. This Resolution authorizes the publication of a Notice of Intent relating to a proposed bond issue to be issued for the purpose of paying part of the cost of paying part of the cost of acquiring and equipping a new aerial ladder fire truck for use by the Charlevoix Township Fire Department.(the "Project"). The proposed fire truck is estimated to cost \$2.3 million and the City intends to use approximately \$750,000 of available funds and is also seeking funding from a State appropriation.

The enclosed Notice of Intent Resolution indicates the City's intent to issue its limited tax full faith and credit Capital Improvement Bonds in an amount not to exceed \$1,700,000 to pay the remaining part of the cost of the Project. The Notice of Intent Resolution authorizes the City Clerk to publish a notice of intent to issue Bonds in the *Charlevoix Courier* indicating the City's intent to issue Bonds for the Project in an amount not to exceed \$1,700,000. The amount in the Resolution is derived from the current estimated costs of the fire truck, less the amount of available funds, with an additional buffer for contingency and issuance costs.

The Resolution does not obligate the City to issue Bonds up to the full amount. The City can downsize the Bond issue prior to the sale of the Bonds once the construction and acquisition costs of the Project have been determined.

The proceeds of the Bonds may be used to pay for the acquisition and equipping of the Project as well as reimburse the City for any other preliminary costs related to the Project. The Bonds will also be used to pay issuance costs related to the Bonds. The Notice provides that the City will pledge its limited tax full faith and credit as security for the Bonds.

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Mark Heydlauff

-2-

March 26, 2025

The Revised Municipal Finance Act requires the City to notify the electors of the City of its intent to issue the Bonds by publishing a notice which gives the voters a referendum right on the issuance of the Bonds. The Bonds can be issued without a vote of the City electors unless a petition is filed with the City Clerk within 45 days of publication of the notice signed by at least 10% of the registered electors of the City. The form of Notice of Intent is included in the Resolution on page 3. **The Notice of Intent must be published as a display advertisement at least one-quarter (1/4) page in size in a newspaper of general circulation in the City.**

Paragraph 4 of the Resolution contains language required by the Internal Revenue Code which authorizes the City to reimburse itself from Bond proceeds for certain costs relating to the project incurred prior to issuance of the Bonds. The language of the Resolution is taken from the IRS regulations and, not surprisingly, it therefore reads as tax jargon. This is intended to provide you with flexibility relating to the use of the Bond proceeds in the event the City pays towards the cost of the fire truck before the Bonds are actually issued. The reimbursement language would allow the City to reimburse itself for any hard costs incurred not more than 60 days before the date of adoption of the Resolution.

If the Notice of Intent Resolution is approved by Council and the Notice of Intent is published shortly thereafter, the 45 day referendum period will expire in late May. After the referendum period expires, in order to issue and sell the Bonds, the City Council would need to adopt a resolution to authorize the issuance of the Bonds and that resolution would determine the amount of the Bond issue to be financed.

We would appreciate receiving a certified copy of the Resolution upon its adoption as well as an Affidavit of Publication from the newspaper in which the Notice of Intent is published. **Please remind the newspaper that the Notice must be a quarter page ad.**

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: 
Patrick F. McGow

Enclosure

Cc: Warren Creamer

CITY OF CHARLEVOIX
RESOLUTION NO. 2025-04-02
NOTICE OF INTENT RESOLUTION
CAPITAL IMPROVEMENT BONDS

- WHEREAS,** the City of Charlevoix, County of Charlevoix, State of Michigan (the "City") intends to issue general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in an aggregate principal amount of not to exceed One Million Seven Hundred Thousand Dollars (\$1,700,000) (the "Bonds"), for the purpose of paying part of the cost of acquiring and equipping a new aerial ladder fire truck for use by the Charlevoix Township Fire Department (the "Project"); and
- WHEREAS,** a notice of intent to issue the Bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34; and
- WHEREAS,** the City intends at this time to state its intentions to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the City for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Notice of Intent Authorized. The City Clerk is authorized and directed to publish a notice of intent to issue bonds in the Charlevoix Courier, a newspaper of general circulation in the City.
2. Form of Notice of Intent. The notice of intent shall be published as a display advertisement not less than one-quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.
3. Approval of Notice of Intent and Publication. The City Council does hereby determine that the foregoing form of Notice of Intent to Issue Bonds and the manner of publication directed is the method best calculated to give notice to the City's electors and taxpayers residing in the boundaries of the City of the City's intent to issue the Bonds, the maximum amount of the Bonds, the purpose of the Bonds, the source of payment for the Bonds and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.
4. Reimbursement Declaration. The City may incur expenditures for the Project prior to receipt of proceeds of the Bonds and may advance moneys for that purpose from the Fire Department Fund or other funds available to the City, to be reimbursed from proceeds of the Bonds when available. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:
 - a. The City reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Project which were paid or will be paid from the general fund or other available funds of the City subsequent to sixty (60) days prior to today.
 - b. The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$1,700,000.
 - c. A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the City's use of the proceeds of the Bonds to reimburse the City for a capital expenditure made pursuant to this resolution.
5. Bond Counsel. Miller, Canfield, Paddock and Stone, P.L.C. is hereby approved as bond counsel to the City in connection with the issuance of the Bonds.
6. Municipal Advisor. MFCI, LLC, is hereby approved as municipal advisor to the City in connection with the issuance of the Bonds.
7. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

RESOLUTION DECLARED ADOPTED.

RESOLVED this 7th day of April 2025 A.D.

Resolution was adopted by the following yea and nay vote:

Motion by XXX, seconded by XXX to approve Resolution 2024-04-02 as presented.

Yeas:

Nays:

Absent:

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: April 7, 2025

Presented By: Mayor Lyle Gennett

Background:

Mayor Gennett requested consideration of the following appointments:

- Christine Galbraith and Kristin Jones to the Planning Commission for terms to expire April 2028

Mayor Gennett also requested consideration of the following reappointment:

- Scott Beatty to the Planning Commission for terms to expire April 2028

Recommendation:

Motion to confirm the mayor's appointments of XXX and XXX to the Planning Commission for terms to expire on April 30, 2028.

Motion to confirm the mayor's reappointment of XXX to the Planning Commission for a term to expire on April 30, 2028.

Attachments:

1. Letter from Mayor Gennett
2. Beatty PC
3. Chamberlain PC
4. Kurtz PC
5. Jones PC
6. Galbreath PC
7. Miller DDA/HC/PC

Charlevoix City Hall

April 1, 2025

Att. Sarah Dvoracek and

Mark Heydlauff

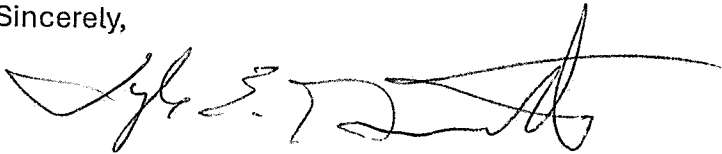
210 State St.

Charlevoix, MI. 49720

Dear Mark and Sarah,

This letter is regarding Volunteer Boards and Committee Applications. Please place **Christine Galbreath** and **Kristin Jones** on the agenda to be appointed to the Planning Commission for next Monday's Council meeting. I will appoint them to replace Sherm Chamberlain and John Kurtz. I will reappoint Scott Beatty. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lyle E. Gennett', with a long horizontal flourish extending to the right.

Lyle E. Gennett

Mayor City of Charlevoix

Online Form Submittal: Volunteer Boards and Committees Application

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

Date Mon 3/10/2025 8:36 PM

To Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

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

Name	Scott Beatty
------	--------------

Email Address	Sbeatty@chartermi.net
---------------	-----------------------

Address	1003 St Johns, Charlevoix, Mi
---------	-------------------------------

Home Phone	231 330-1578
------------	--------------

Cell Phone	231 330-1578
------------	--------------

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

How long have you lived in the City?	40+ years
--------------------------------------	-----------

Educational Background	BA from MSU JD from Wayne State University
------------------------	---

Professional Qualifications and / or Work Experience	Attorney for 40+ years. Private practice and City Attorney East Jordan 35+ years
Community Activities and / or Other Experience	Member Chx Lions Club, past founding member Charlevoix County Community Foundation, and member of First Congregational Church of Charlevoix
Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	Chx Planning Commission
Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	To continue my contribution to the community.
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Scott T Beatty
Date	3/10/2025

Email not displaying correctly? [View it in your browser.](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

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

☐	ZONING BOARD OF APPEALS
☐	OTHER _____
☐	NO PREFERENCE

PLEASE PRINT

NAME: SHERMAN A. CHAMBERLAIN, JR.
ADDRESS: 210 EAST LINCOLN STREET CHARLEVOIX, MI 49720
HOME PHONE: (231) 547-7046 CELL PHONE: (231) 459-8031
EMAIL: PLS25834@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 31 YEARS

EDUCATIONAL BACKGROUND: BS FROM MICHIGAN TECHNOLOGICAL UNIVERSITY

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: FORMER OWNER OF A LAND SURVEYING FIRM IN CHARLEVOIX FOR OVER 30 YEARS.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: MARION TOWNSHIP PLANNING AND ZONING BOARD FOR 10 YEAR. CHARLEVOIX CITY COUNCIL FOR 8 1/2 YEARS. MEMBER OF THE CITY OF CHARLEVOIX PLANNING COMMISSION FOR OVER 17 YEARS

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

SEE ABOVE

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

NOW THAT I AM RETIRED, THERE IS LESS OF A CHANCE.

REASON(S) YOU WISH TO SERVE: AS A MEMBER OF THIS COMMUNITY SINCE 1969, I HAVE EXTENSIVE KNOWLEDGE INTO THE HISTORY OF DEVELOPMENT IN CHARLEVOIX. THIS COMES VERY HELPFUL IN PLANNING AND ZONING. ALSO, I DO NOT LIKE SEEING CHARLEVOIX TURN INTO A "PART TIME" COMMUNITY. I WANT TO FIND ANSWER TO THIS PROBLEM.

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

SIGNATURE:

Sherman A. Chamberlain, Jr.

DATE: 4-07-2025

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

Online Form Submittal: Volunteer Boards and Committees Application

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

Date Tue 3/11/2025 2:05 PM

To Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	Planning Commission
Name	John Kurtz
Email Address	jokur1947@gmail.com
Address	712 E. Dixon Charlevoix, MI 49720
Home Phone	n/a
Cell Phone	2316205147
Are you a registered voter in the City?	Yes
How long have you lived in the City?	Since 1981
Educational Background	BS from Eastern Michigan University
Professional Qualifications and / or Work Experience	Banking; 40 yrs,
Community Activities and / or Other Experience	Planning Commission Charlevoix, Charlevoix Area Hospital Director, Charlevoix Housing Commission, DDA Charlevoix,
Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	Field not completed.

Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	I do not know, I guess I like work.
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	john kurtz
Date	3/11/2025

Email not displaying correctly? [View it in your browser.](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

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

☐	ZONING BOARD OF APPEALS
☐	OTHER _____
☐	NO PREFERENCE

PLEASE PRINT

NAME: Kristin Jones
ADDRESS: 113 Pine River Ln, Charlevoix, MI 49720
HOME PHONE: 740-815-7881 ← CELL PHONE: _____
EMAIL: kgjones@mac.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes

HOW LONG HAVE YOU LIVED IN THE CITY? Officially 3yrs
Grandparents, Mother Born here

EDUCATIONAL BACKGROUND: High School - Ann Arbor Pioneer High; BA + TCAR Certif
U. of Michigan; Continuing coursework Ohio State

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Adult education teacher
Christian education coordinator; Mental Health Board
Community Info Director (1980-1981); Legal secretary at
a safety consulting biz; Owner - Cross Country Ski biz

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: In Charlevoix - Charlevoix Area Garden
Club officer, member since 2013; Rainbow Shop volunteer,
Church choir; Petunia planter.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: 1977-1984 -
In Delaware Ohio I served on the district library board. Was
pres. and sec'y; Delaware Arts Festival Board 10 yrs.
Board mbr & volunteer - Fair Trade store in OH.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
I foresee no potential conflicts of interest. I own
no other Charlevoix properties.

REASON(S) YOU WISH TO SERVE: I am acquainted with the zoning and
building codes. I benefited from the thoughtful
counsel of prior board members. I believe that my
experience and knowledge plus my penchant for
negotiated, win-win solutions will advance the
city's interests and liveability.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? 1st Mondays

SIGNATURE: Kristin Jones

DATE: 3/17/25

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

Online Form Submittal: Volunteer Boards and Committees Application

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

Date Thu 3/27/2025 12:03 PM

To Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For Planning Commission

Name Christine Galbreath

Email Address christinegalbreath2@gmail.com

Address 218 Belvedere Ave

Home Phone 6123062800

Cell Phone 6123062800

Are you a registered voter in the City? Yes

How long have you lived in the City? 4 years

Educational Background Bachelor of Business, University of Michigan

Professional Qualifications and / or Work Experience My career has been in the financial sector, specifically as an accountant and controller. I am very proficient in data analytics and I have excellent written and verbal communication skills.

Most Recent Professional Experience:

Controller, Safety Rail Company 2024 - current
Controller/CFO, Hammer Made 2019-2024
Program Assistant, Minnetonka Community Education 2015-2019

can commit to regular
meeting attendance?

Electronic Signature
Agreement

I agree.

Electronic Signature

Christine M. Galbreath

Date

3/27/2025

Email not displaying correctly? [View it in your browser.](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

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

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

PLEASE PRINT

NAME:

Robert (Rob) Miller

ADDRESS:

302 Crowter St.

HOME PHONE:

CELL PHONE:

248-770-2157

EMAIL:

Charlevoix Rob 30@gmail.com

ARE YOU A REGISTERED VOTER IN THE CITY?

yes

HOW LONG HAVE YOU LIVED IN THE CITY?

3 yrs. (in area)

EDUCATIONAL BACKGROUND:

B.S. - Business

Since 1974

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE:

District Mgr. \$55 million managed volume. Also, Commercial Real Estate experience. 40 yrs. food service experience.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE:

Worked in local retail shops

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

contract negotiations committee, customer service initiatives, new sight business evaluations,

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

no

REASON(S) YOU WISH TO SERVE:

My desire is to see Charlevoix continue as vibrant community with knowledge of past and a focus on the future. I understand the need for all members of the community, whether in housing, retail or job opportunities, to ensure Charlevoix remains sustainable and rewarding for all.

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

yes

SIGNATURE:

DATE:

3/26/2025

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

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: April 7, 2025

Presented By:

Background:

A. Ice Storm

The experience of this ice storm needs little extra background from me here except to say I appreciate all the work our staff did to maintain services during the extended power outage and their work to restore power and services when it was over. We will spend plenty of time in the future for ongoing recovery efforts and reviewing our work to look for improvements for future disasters.

B. Mutual Aid

This morning, we deployed three of our staff who volunteered to assist the City of Harbor Springs recover their electric grid. We also provided two trucks and some additional parts and equipment. This mutual aid is coordinated with our partner municipal electric companies through the Michigan Municipal Electric Association. We will pay this folks and for our trucks and they will work under the direction of Harbor Springs leadership for a time. We only offered to do this once we were comfortable with the resources and needs in Charlevoix being sufficiently covered. I do believe it is a testament to our work that, within 24 hours of restoring our own power, we are able to lend a hand to our neighbors. If conditions change in Charlevoix, we will recall our staff immediately. As needed, we may aid other municipal power companies in our region. Several years ago, we aided Traverse City Light and Power. During this storm, we did not require any outside assistance for our power grid but we know our colleagues will be ready to assist us if asked.

C. Superfund Property Remediation

We received word today from the US Army Corps of Engineers of their intent to begin remediation of Superfund-related sites next week. This will involve fencing off sites and beginning for demolition followed by sampling, soil removals, and regrading. We'll monitor this work and learn what future steps may be in store for these properties. I'll be especially interested to know how and when they can be repurposed for continued housing.

D. Annual Performance Evaluation

Last year, Council conducted my annual performance evaluation in the spring to avoid the busier summer months. I would propose to do this again on April 21. If this works for Council, we'll distribute the evaluation forms next week for review on that evening.

Recommendation:

Attachments:

None

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: April 7, 2025

Presented By:

Background:

Recommendation:

Attachments:

None