



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

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - April 21, 2025
 - B. Accounts Payable and Payroll Check Registers
 - C. Additions to Contract with Lenslock (Body Worn Cameras and In Car Cameras)
 - D. Charlevoix Marathon Public Space Request
 - E. Replacement of Variable Frequency Drive Blower at WWTP: \$17,654
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. 2025 Venetian Festival
Dan Barron
Charlevoix Venetian Festival
 - B. Fundraiser Benefit Concert for the Charlevoix Golf Team
Mark Heydlauff, City Manager
 - C. Downtown Parking Enforcement Hours Resolution
 - D. Council Appointment
Janet Kalbfell-1st Ward Council Member
 - E. 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

Consent Agenda

Title: City Council Meeting Minutes - April 21, 2025

Date: May 7, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.04.21 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes

Monday, April 21, 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

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

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

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - April 7, 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
04/09/2025	Special Accounts Payable Run	\$2,913.67
04/11/2025	Payroll (net pay)	\$138,730.46
04/11/2025	Payroll Transmittal Checks	\$7,406.47
04/22/2025	Regular Accounts Payable	\$442,026.79
03/31/2025-04/11/2025	ACH/WIRE Payments	\$154,391.12
Grand Total		\$745,468.51

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

C. Trout Tournament Parking Request

Motion by Parr, seconded by Spring to adopt Resolution No. 2025-04-03 to waive parking fees at Ferry Boat Launch for Charlevoix Area Trout Tournament participants on the requested

days.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-04-03

WAIVE LAUNCH FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 13-15, 2025; and

WHEREAS, the Lake Charlevoix Area Trout Tournament is requesting that boat launch fees be waived for the tournament and the June 12 practice fishing day; and

WHEREAS, Title VII, Chapter 71, Section 71.04 of the City Code permits City Council to waive boat launch fees for special or public events.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix hereby waives launch fees for the Lake Charlevoix Area Trout Tournament from June 12 to June 15, 2025.

RESOLVED this 21st day of April 2025 A.D.

Resolution was adopted by the following yeas and nays vote:

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

Nays: None

Motion carried.

D. 2025 Loader/Backhoe Purchase for \$165,158

Motion to approve the quote, as presented, for \$165,158 and authorize the City Manager to sign any required documents.

E. Airport Utility Tractor

Motion by Parr, seconded by Spring to approve Resolution 2025-04-04.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-04-04

**APPROVAL OF EXECUTED CONTRACT WITH THE MICHIGAN DEPARTMENT OF
TRANSPORTATION OFFICE OF AERONAUTICS FOR THE FISCAL YEAR (FY) 2025 STATE/LOCAL
AIRPORT PROGRAM TO PURCHASE TRACTOR**

WHEREAS, the City has received notice from MDOT that the Charlevoix Municipal Airport has been selected to participate in the 2025 State Local Program;

WHEREAS, the amount being awarded is eighty-nine thousand three hundred and thirty-three dollars (\$89,333.00) with no local match;

WHEREAS, the City will use the funds to purchase a new snow removal tractor for airport operations from the Ida Store Inc. and;

WHEREAS, the City agrees to follow all the necessary and required laws and guidelines per the program and;.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City to accept the grants funds offered by the Fiscal Year 2025 State/Local Airport Program and authorize the City Manager as the authorized contract signer and sign all required documents.

RESOLVED this 21st day of April A.D. 2025.

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

Nays: None

Motion carried.

F. Bridge Park Lift Station Cleaning

Motion to approve the time and materials quote from GFL Environmental as presented and authorize the City Manager to sign all necessary paperwork.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Fire Truck Acquisition

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the fire truck acquisition. City Manager Heydlauff answered questions from Council.

B. Council Appointment

Janet Kalbfell-1st Ward Council Member

Council Member Kalbfell presented information on the council appointment.

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

Motion by Kalbfell, seconded by Hagen to appoint Dan Reed to the Zoning Board of Appeals for a term to expire December 31, 2027.

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

Nays: None

Motion carried.

C. Mayoral Appointments

Mayor Lyle Gennett

Mayor Gennett presented information on the mayoral appointments.

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

Motion by Kalbfell, seconded by Hagen to confirm the Mayor's appointment of Maureen Owens and Annie Oosthuizen to the Downtown Development Authority Board for terms to expire on April 30, 2029.

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

Nays: None

Motion carried.

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

Motion by Kalbfell, seconded by Hagen to confirm the Mayor's appointment of Robert Miller to the Housing Commission for a term to expire April 30, 2030.

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

Nays: None

Motion carried.

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

Motion by Parr, seconded by Kalbfell to approve the presented revised Charlevoix Farmers Market Advisory Committee Policy.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

- Cory Livingood stated he is looking for a site for an ice maze. Mr. Livingood presented Council with photographs of his previous work. The project needs a fire hydrant, electricity, drainage, and parking.

B. City Manager's Comments

- Mt. McSauba Playground installation project is happening on May 9 and 10 sign up is available
- On May 17, the Fire Department is hosting a fundraiser at the Elk's Lodge

C. Mayor and Council Comments

- Council Member Parr questioned the clean-up at McSauba and the golf course

9. Other Council Business

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

Motion by Parr, seconded by Knapp to enter Closed Session for the purpose of conducting the City Manager's performance evaluation pursuant to MCL 15.268 (1a) at 6:34 p.m.

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

Nays: None

Motion carried.

Motion by Hagen, seconded by Spring to enter into regular session at 7:23 p.m.

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

Nays: None

Motion carried.

Motion by Knapp, seconded by Spring to approve a 6% salary increase for Mark Heydlauff, City Manager, based on merit and cost of living.

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

Nays: None

Motion carried.

10. Adjourn

Mayor Gennett adjourned the meeting at 7:24 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

DRAFT

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: May 7, 2025

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 05-07-25 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/23/2025 - 04/23/2025

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			
04/23/2025	144881	AT&T	1,682.51
04/23/2025	144882	AT&T MOBILITY	845.67
04/23/2025	144883	CHARLEVOIX STATE BANK	6,542.12
04/23/2025	144884	CHARLEVOIX TOWNSHIP TREASURER	125.74
04/23/2025	144885	DELTA DENTAL	3,467.53
04/23/2025	144886	GREAT LAKES ENERGY COOPERATIV	441.07
04/23/2025	144887	PRIORITY HEALTH	51,239.83
04/23/2025	144888	VSP INSURANCE CO. (CT)	549.82
1 TOTALS:			
Total of 8 Checks:			64,894.29
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			64,894.29

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

04/23/25 Special Accounts Payable Run	\$	64,894.29
04/25/25 Payroll (net pay)	\$	129,828.69
04/25/25 Payroll Remittance Checks	\$	6,809.11
05/08/25 Regular Accounts Payable	\$	102,109.70
Checks Sub-Total:	\$	303,641.79

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

04/10/25 DTE Energy	\$	15,043.06
04/18/25 iSolved Inc.	\$	75.00
04/21/25 Enterprise FM Trust (fleet lease)	\$	6,430.91
04/25/25 IRS (Payroll Tax Deposit)	\$	50,108.47
04/25/25 Alerus Financial (HCSP)	\$	558.00
04/25/25 Vantagepoint (401 Plan)	\$	1,204.14
04/25/25 Vantagepoint (457 Plan)	\$	26,923.22
04/25/25 Vantagepoint (Roth IRA)	\$	1,285.00
04/25/25 State of MI (Withholding Tax)	\$	7,153.29
04/25/25 MERS (Defined Benefit Plan)	\$	83,329.06
04/25/25 MI Public Power Agency	\$	246,442.91
04/28/25 MI Public Power Agency	\$	6,054.38
ACH Sub-Total:	\$	444,607.44

Huntington National Bank Total: \$ 748,249.23

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

Charlevoix State Bank Total: \$ -

Grand Total: \$ 748,249.23

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000019

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	04/25/2025	5,669.23	3,839.76
DVORACEK, SARAH J.	04/25/2025	3,283.44	2,495.96
DeROSIA, PATRICIA E.	04/25/2025	1,368.54	819.87
KLOOSTER, ALIDA K.	04/25/2025	3,016.00	2,062.30
BARNEVELD, RICHELLE L.	04/25/2025	2,240.78	1,586.88
SCHULZ, GINNY L.	04/25/2025	2,267.20	1,629.64
JENKINS, JESSICA-RAE A.	04/25/2025	1,980.80	1,534.26
MILLER, FAITH G.	04/25/2025	72.76	46.68
MCGINN, KELLY A.	04/25/2025	3,683.51	2,379.66
SCHEEL, JONATHAN D.	04/25/2025	3,182.40	2,235.27
MCDONNELL, JILL L.	04/25/2025	3,911.10	2,294.93
UMULIS, MATTHEW T.	04/25/2025	3,409.09	2,058.56
ORBAN, BARBARA K.	04/25/2025	4,191.84	2,481.24
RILEY, DENISE M.	04/25/2025	746.11	606.50
MUNK, CHRISTOPHER J.	04/25/2025	4,317.54	2,852.66
CHRISTIANSEN, BRIAN D.	04/25/2025	2,997.90	2,089.53
RAMIREZ, CHARLES V.	04/25/2025	2,987.00	2,088.53
MARTIN, DONALD L.	04/25/2025	3,212.74	2,178.82
YOUNG, KRISTEN L.	04/25/2025	2,163.19	1,547.87
WURST, RANDALL W.	04/25/2025	3,358.24	1,732.93
HILLING, NICHOLAS A.	04/25/2025	3,749.82	2,336.13
MEIER III, CHARLES A.	04/25/2025	3,121.41	1,912.28
ZACHARIAS, STEVEN B.	04/25/2025	2,616.80	1,064.68
NEWMAN, MARK J.	04/25/2025	2,544.80	1,674.65
LOUGHMILLER, JOHN A.	04/25/2025	2,634.12	1,906.77
GRIFFITH, JOHN J.	04/25/2025	5,111.51	2,782.68
EATON, BRAD A.	04/25/2025	5,606.08	3,546.66
WILSON, TIMOTHY J.	04/25/2025	4,322.23	3,119.02
LAVOIE, RICHARD L.	04/25/2025	4,516.66	2,883.18
STERRETT, PHILLIP R.	04/25/2025	4,539.00	2,949.76
STEVENS, BRANDON C.	04/25/2025	7,517.34	4,586.43
WHITLEY, ANDREW T.	04/25/2025	7,455.43	4,521.36
FARRELL, MITCHELL L.	04/25/2025	5,671.58	3,611.93
ANDERSON, ELIZABETH A.	04/25/2025	2,173.60	1,410.80
KENWABIKISE, DAVID L.	04/25/2025	1,980.80	1,376.07
DVORACEK, BRIAN N.	04/25/2025	1,035.00	860.79
ELLIOTT, PATRICK M.	04/25/2025	5,107.72	3,505.00
MORRISON, KEVIN P.	04/25/2025	2,605.87	1,513.85
FURGESON, JUSTIN L.	04/25/2025	2,513.78	1,849.66
BRADLEY, KELLY R.	04/25/2025	3,686.49	2,259.36
HART II, DELBERT W.	04/25/2025	2,744.80	1,712.10
JONES, ROBERT F.	04/25/2025	2,813.35	1,840.14
THORP, WILLIAM D.	04/25/2025	2,384.78	1,499.59
LEITNER, RYAN S.	04/25/2025	2,612.28	1,822.92
NOWKA, STEPHEN P.	04/25/2025	2,278.40	1,640.83
RILEY, DANIEL A.	04/25/2025	2,817.28	2,007.84
REID, ROB A.	04/25/2025	2,313.60	1,591.48
DORAN, JUSTIN J.	04/25/2025	3,497.12	2,661.65
NEDWICK, DAVID J.	04/25/2025	1,242.00	1,042.53
FINNERTY, HOLLY E.	04/25/2025	1,332.00	1,092.06
WILSON, SAMUEL J.	04/25/2025	1,260.00	1,046.74
POIROT, KENNETH R.	04/25/2025	528.00	474.64
PARRISH, JASON P.	04/25/2025	168.00	148.00
SPEER, LIAM M.	04/25/2025	391.88	345.25
CRANDELL, ZACKARY R.	04/25/2025	840.00	706.67
GRYBAUSKAS, BRAYLON L.	04/25/2025	384.00	338.30
RABIDEAU, JACOB L.	04/25/2025	560.00	493.36
BORTHS, MICHAEL J.	04/25/2025	357.00	314.52
KNORR, KENT J.	04/25/2025	3,384.73	2,399.12
BOSS JR, DALE E.	04/25/2025	924.39	813.73
ANZELL, BETH A.	04/25/2025	2,333.22	1,729.45
STEWART, SPENCER P.	04/25/2025	314.50	277.07
MCDERMOTT, DENNIS J.	04/25/2025	999.73	838.48
WALKER, MEREDITH A.	04/25/2025	84.91	74.81
BOSS, BEAU J.	04/25/2025	1,188.51	943.17
DRENTH, DOUGLAS A.	04/25/2025	2,040.00	1,580.84
GILL, DAVID R.	04/25/2025	1,126.18	945.32
LIVINGSTON, BRIAN D.	04/25/2025	2,217.10	1,775.09
WHITLEY, BENJAMIN W.	04/25/2025	168.00	148.00
KLOOSTER, PATRICK H.	04/25/2025	181.50	59.91
COX, RONALD L.	04/25/2025	173.25	102.64
PETROSKY, TIMOTHY D.	04/25/2025	8.00	7.04
NISWANDER, WILLIAM M.	04/25/2025	36.00	8.25

04/21/2025 07:15 PM

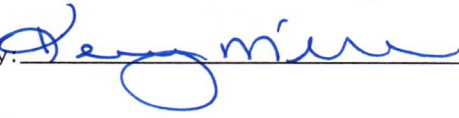
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CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000019

Name	Check Date	Gross	Net
SCHOLEY, ROBERT W.	04/25/2025	3,443.10	2,312.17
MCCRANEY, RUSSELL R.	04/25/2025	2,803.20	2,103.95
POSTMUS, ANTHONY H.	04/25/2025	2,458.24	1,747.13
REECE, DANIEL A.	04/25/2025	2,658.24	2,004.17
TRAVERS, MANUEL J.	04/25/2025	1,068.80	946.82
Totals: 78		192,705.54	129,828.69

Approved By:



Date:

4/22/25

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/25/2025 - 04/25/2025

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			
04/25/2025	144873	4FRONT CREDIT UNION	1,510.58
04/25/2025	144874	AMERICAN FAMILY LIFE	532.65
04/25/2025	144875	CHARLEVOIX STATE BANK	1,555.00
04/25/2025	144876	COMMUNICATION WORKERS OF AMER	673.67
04/25/2025	144877	MI STATE DISBURSEMENT UNIT	116.55
04/25/2025	144878	PRIORITY HEALTH	1,517.57
04/25/2025	144879	THE HARTFORD	400.06
04/25/2025	144880	VELO LAW OFFICE	503.03
1 TOTALS:			
Total of 8 Checks:			6,809.11
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			6,809.11

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 05/08/2025 - 05/08/2025

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			
05/08/2025	144889	104 STOCKMAN LLC	600.00
05/08/2025	144890	ACUSHNET COMPANY	1,792.34
05/08/2025	144891	AMAZON CAPITAL SERVICES	477.27
05/08/2025	144892	APPRIVER LLC	2,492.40
05/08/2025	144893	ATLAS ELECTRIC INC	280.00
05/08/2025	144894	AUTOMATIC DOOR SERVICE INC	378.00
05/08/2025	144895	AVFUEL CORPORATION	720.00
05/08/2025	144896	AVSURANCE CORPORATION	6,521.00
05/08/2025	144897	BANDIT INDUSTRIES INC	604.83
05/08/2025	144898	BRADFORD MASTER DRYCLEANERS	7.50
05/08/2025	144899	BS& A SOFTWARE	10,638.00
05/08/2025	144900	CAROL BUNTING	50.00
05/08/2025	144901	CHARLEVOIX AGENCY	614.46
05/08/2025	144902	CHARLEVOIX AREA CHAMBER OF CO	500.00
05/08/2025	144903	CHARLEVOIX SCREEN MASTERS INC	12.00
05/08/2025	144904	CIVICPLUS LLC	4,553.33
05/08/2025	144905	CONWAY PROFESSIONAL SERVICES	1,935.00
05/08/2025	144906	ELLSWORTH FARMERS EXCHANGE	217.00
05/08/2025	144907	ETNA SUPPLY	1,520.00
05/08/2025	144908	FERGUSON & CHAMBERLAIN ASSOCI	2,800.00
05/08/2025	144909	GALLS LLC	14.49
05/08/2025	144910	GFL ENVIRONMENTAL	500.00
05/08/2025	144911	GOVERNMENT FINANCE OFFICERS	160.00
05/08/2025	144912	GRAND TRAVERSE GARAGE DOOR CO	318.00
05/08/2025	144913	GREAT LAKES ELEVATOR LLC	2,315.00
05/08/2025	144914	HACH COMPANY	5,131.90
05/08/2025	144915	INTEGRITY BUSINESS SOLUTIONS	87.69
05/08/2025	144916	INTERNATIONAL ASSOCIATION OF	220.00
05/08/2025	144917	IPS GROUP INC	596.79
05/08/2025	144918	IR ELECTRIC MOTOR SERVICE	300.00
05/08/2025	144919	JACKLIN STEEL SUPPLY CO	161.95
05/08/2025	144920	JASPER WELLER LLC	43.53
05/08/2025	144921	JOHN E GREEN COMPANY	192.00
05/08/2025	144922	KALAMAZOO SANITARY SUPPLY LLC	330.57
05/08/2025	144923	LASER PRINTER TECHNOLOGIES	1,271.94
05/08/2025	144924	MWEA	100.00
05/08/2025	144925	NEWS-REVIEW #8004	290.93
05/08/2025	144926	NUCO2 LLC	235.05
05/08/2025	144927	ON DUTY GEAR LLC	79.99
05/08/2025	144928	OPERATIONS SERVICES INC	2,995.00
05/08/2025	144929	OTEC	796.00
05/08/2025	144930	PENCHURA LLC	2,492.00
05/08/2025	144931	PHILLIP R STERRETT	216.93
05/08/2025	144932	POWER LINE SUPPLY	1,664.11
05/08/2025	144933	PPCT MANAGEMENT SYSTEMS INC	394.53
05/08/2025	144934	PREIN & NEWHOF	651.00
05/08/2025	144935	PRO IMAGE DESIGN - PETOSKEY	305.00
05/08/2025	144936	PURE NORTH GOLF CARS LLC	12,650.00
05/08/2025	144937	PVS TECHNOLOGIES INC	8,414.08
05/08/2025	144938	QUILL LLC	69.71
05/08/2025	144939	RANDALL W WURST	140.00
05/08/2025	144940	SARAH DVORACEK	236.04
05/08/2025	144941	STANDARD ELECTRIC COMPANY INC	299.56
05/08/2025	144942	STATE OF MICHIGAN	360.50
05/08/2025	144943	STRYKER SALES LLC	3,502.06
05/08/2025	144944	TARGET SPECIALTY PRODUCTS	2,459.20
05/08/2025	144945	THE ROSSOW GROUP	215.00
05/08/2025	144946	TIMOTHY KISH	72.00
05/08/2025	144947	TRACE ANALYTICAL LABORATORIES	430.00
05/08/2025	144948	TRUCK & TRAILER SPECIALTIES	717.70
05/08/2025	144949	UNIFIRST CORPORATION	292.29
05/08/2025	144950	UP NORTH ASSESSING INC	5,500.00
05/08/2025	144951	USA TRAILERS GRAYLING	7,334.00
05/08/2025	144952	USABBLUEBOOK	371.03
05/08/2025	144953	VILLAGE GRAPHICS INC	120.00
05/08/2025	144954	WINDEMULLER ELECTRIC	349.00

1 TOTALS:

Total of 66 Checks:	102,109.70
Less 0 void Checks:	0.00

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/08/2025 - 05/08/2025

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

Total of 66 Disbursements:			102,109.70
----------------------------	--	--	------------

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK NUMBER 180 - 180

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			
04/10/2025	180(E)	DTE ENERGY	15,043.06
1 TOTALS:			
Total of 1 Checks:			15,043.06
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			15,043.06

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/18/2025 - 04/18/2025

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			
04/18/2025	182(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 NUMBER 181 - 181

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			
04/21/2025	181(E)	ENTERPRISE FM TRUST	6,430.91
1 TOTALS:			
Total of 1 Checks:			6,430.91
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			6,430.91

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/25/2025 - 04/25/2025

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			
04/25/2025	183(E)	**EFTPS* Payroll Taxes	50,108.47
04/25/2025	184(E)	Alerus Financial	558.00
04/25/2025	185(E)	MissionSquare - 401 Plan 1091	1,204.14
04/25/2025	186(E)	MissionSquare - 457 Plan 3009	26,923.22
04/25/2025	187(E)	MissionSquare - Roth IRA 7061	1,285.00
04/25/2025	188(E)	STATE OF MICHIGAN	7,153.29
04/25/2025	189(E)	MERS	83,329.06
04/25/2025	190(E)	MICHIGAN PUBLIC POWER AGENCY	246,442.91
1 TOTALS:			
Total of 8 Checks:			417,004.09
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			417,004.09

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/28/2025 - 04/28/2025

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			
04/28/2025	191(E)	MICHIGAN PUBLIC POWER AGENCY	6,054.38
1 TOTALS:			
Total of 1 Checks:			6,054.38
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			6,054.38

Charlevoix City Council

Consent Agenda

Title: Additions to Contract with Lenslock (Body Worn Cameras and In Car Cameras)

Date: May 7, 2025

Presented By: Jill McDonnell, Chief of Police

Background:

In 2023, the City Council approved a five-year contract with Lenslock for body-worn camera hardware, software, and data storage. Overall, we have been satisfied with the solution and the support provided. To further enhance transparency, evidence collection, officer safety, and reduce liability for both officers and the City, the Police Department is proposing to add in-car camera systems to the existing contract.

Attached is a proposal to add two in-car camera systems, along with the necessary data storage, to the current agreement. A third in-car camera system will be added when the department's oldest patrol vehicle is replaced. The increased cost associated with this addition is approximately \$4,000.00 per year over the previous contract.

Recommendation:

Motion to approve the contract amendment with Lenslock to include in-car camera systems and associated data storage, at an increased cost of approximately \$4,000 per year.

Attachments:

1. LensLock 2 ICS Addendum - Charlevoix PD



MULTI-YEAR ADDENDUM TO THE MASTER SERVICE AGREEMENT WITH LENSLOCK, INC., DATED MARCH 27, 2025

This ADDENDUM dated the 27th of March 2025, to the Master Service Agreement between LensLock Inc. (Vendor) and Charlevoix Police Department (Client) serves to provide additional products/services under the same terms as the original Agreement dated September 1, 2023.

The adjustment to the remaining contract term period as listed below will be provided to the Client upon the execution of this Addendum and will be invoiced on an annual basis at the rate listed below to align with the existing payment terms of the original Agreement. See below for the schedule of future invoices for the term period amendment by way of this agreement.

Additional Equipment:
2 Hawk 6 In-Car Video System

Summary of New Contract Amount

Term	Amount
5/1/2025 – 8/31/2025	\$1,332.67
9/1/2025 – 8/31/2026	\$9,392.00
9/1/2025 – 8/31/2026	\$9,392.00
9/1/2025 – 8/31/2026	\$9,392.00
Grand Total	\$29,508.67

By signing this agreement both parties agree to the addition of the products and services listed above to the original Master Service Agreement and agree that these items shall be considered valid as part of the original contract.

Signature page to follow.





LensLock
East Coast Corporate Offices
3550 Buschwood Park Drive
Suite 180
Tampa, FL 33618
T. 866-LENSLOCK
www.lenslock.com

CLIENT: Charlevoix Police Department:

(Charlevoix PD Representative)

(Date)

LENSLOCK, INC.:

(Schuyler Floyd – Financial Controller)

(Date)



Charlevoix City Council

Consent Agenda

Title: Charlevoix Marathon Public Space Request

Date: May 7, 2025

Presented By:

Background:

As in years past, Good Boy Events/Charlevoix Marathon is requesting the use of Bridge Park from June 18-June 21. They plan to erect tents in Brige Park for events after the marathon on Saturday, June 21. The tents will not be removed until Monday, June 23. They also request the use of 2 parking spots along Bridge Park Drive (near the bridge tender parking) and 6 spaces in front of Bridge Park. They have been asked not to park their event trailer directly on the corner of Bridge Street and Bridge Park Drive for visibility and safety, and to leave 2 spots open for customers of downtown businesses.

Recommendation:

Move to approve the use of Bridge Park for the Charlevoix Marathon from June 18-June 23.

Attachments:

1. Bridge Park use

April 26, 2025

Greetings

Good Boy Events and the Charlevoix Marathon are requesting exclusive use of Bridge Park June 18, 19, 20 and race day June 21, 2025. Our Bridge Park itinerary is as follows:

- June 18 Charlevoix Tent erects two tents secured by 50-gallon Charlevoix City drums with top covers. The tent will remain until Monday
- June 19 Good Boy begins marathon setup at 9am
- June 20 Race registration and packet pickup 11am – 6:30pm. Porta-johns arrive
- June 21 Registration at 5:00am. Cleanup begins at 2pm
- June 22 Charlevoix Tents removes tents and dumpster is removed

Good Boy Events request Street parking on Bridge Street and parking on street leading to Beaver Island Office. (Parking and spot for one 6 yd dumpster). Trailer will be on the top most southern spots (same as last year).

Thank you,

Ron Suffolk

248.921.1032

Charlevoix City Council

Consent Agenda

Title: Replacement of Variable Frequency Drive Blower at WWTP: \$17,654

Date: May 7, 2025

Presented By:

Background:

We had a catastrophic failure of a variable frequency drive (VFD) for one of our blowers at the WWTP, rendering it inoperable. The attached quote is for a replacement VFD including installation from Windemuller. This would be a direct replacement of the current blower VFDs. The blowers are one of the most essential parts of the process at the plant, and we need to have all of them functional for the upcoming summer operations.

Recommendation:

Motion to approve the proposal from Windemuller as presented in the amount of \$17,654 and authorize the City Manager to sign all necessary documents.

Attachments:

1. TGG25-035 Charlevoix WWTP VFD Replacement

April 29, 2025

Randy Wurst
Chief Operator
City of Charlevoix Waste Water Plant
Charlevoix, MI 49720

Randy,

PROJECT: Replacement VFD
SUBJECT: City of Charlevoix Waste Water Plant
PROPOSAL #: TGG25-035 Charlevoix WWTP VFD Replacement

Thank you for considering Windemuller as the preferred contractor to perform electrical work for the above project. Our proposal includes the following:

- Provide (1) Eaton SVX050A1-A1N1 Variable frequency drive.
- Provide labor to remove the old drive and install the new unit.
- Provide labor for Automation services, if needed.

Notes:

1. Proposal based on known conditions
2. Automation services included in the price. If the automation services are not needed, the invoice will reflect that..
3. No other scope than what is described above.
4. Drive selection based on Nameplate information. Drive was selected by Eaton

Terms: Net 30 after completion of the project.
Our proposal is valid for 20 days.
Terms and Conditions can be found on our website: [click here](#)

Base Proposal Total: **\$ 17,654.00**
Seventeen thousand six hundred fifty four dollars..

Please feel free to call and discuss our proposal in further detail. Please sign, date, and return a copy to me.

Sincerely,



Tom Gee
Account Manager

Accepted By _____
Printed Name _____
Purchase Order _____
Date _____

Charlevoix City Council

All Other Actions and Requests

Title: 2025 Venetian Festival

Date: May 7, 2025

Presented By: Dan Barron
Charlevoix Venetian Festival

Background:

The Charlevoix Venetian Festival is again requesting we apply for a road closure through town during the festival to route traffic around downtown. You'll find their request in an attached letter. While not all details of the festival are finalized, it is important to plan early for what we are willing to approve so that both the City and the festival can prepare.

Recommendation:

Motion to direct City Staff to seek approval from MDOT for the 2025 festival street closures as presented.

Attachments:

1. CVF 2025 MHeydlauff ltr

CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-3872 / FAX 231-547-2977
www.venetianfestival.com E-mail: info@venetianfestival.com

April 25, 2025
VIA E-MAIL

Mark Heydlauff
City Manager
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

RE: 2025 Venetian Festival

Dear Mark:

Now that we are moving past the horrific ice storm, I would like to start confirming various arrangements relative to the 95th Annual Venetian Festival.

The Festival is scheduled for the period of Saturday, July 19, 2025 through Saturday, July 26, 2025 with four full days of downtown staging on the exact format which we have done for the past several years. Among other things, this would again entail a closure of downtown Bridge Street from Antrim Street north to Park Avenue, from Wednesday (July 23) through Saturday (July 26) at the conclusion of the fireworks display.

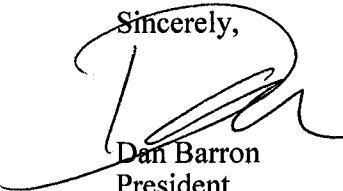
The street closure has, over the past several years, significantly elevated the safety of pedestrians and especially our children, as downtown Bridge Street bisects the carnival grounds, situated in the parking lots west of Bridge Street, from East Park and the large concert crowds. The street closure has also further enhanced the Festival as a family event, as parents and grandparents attending the concerts have a far greater comfort level with children attending the carnival.

I have also been advised by various City and other officials that the street closure actually improves the flow of vehicular traffic, as vehicles otherwise traveling on downtown Bridge Street would be reduced to a slow crawl due to the amount of pedestrians in this vicinity.

I thus wish to confirm at this juncture that the City is once again amenable to the now traditional closure of downtown Bridge Street, commencing on July 23, 2025. I understand that this matter will be placed on the agenda of the City Council for the forthcoming meeting of May 7, 2025, and I will attend the same in the event there should be any questions.

Venetian looks forward to again partnering with the City in staging the "big time Festival with small town appeal."

Sincerely,



Dan Barron
President

DBB/jlm

xc: Jill McDonnell (via e-mail)
Dan Thorp (via e-mail)
Pat Elliott (via e-mail)

Charlevoix City Council

All Other Actions and Requests

Title: Fundraiser Benefit Concert for the Charlevoix Golf Team

Date: May 7, 2025

Presented By: Mark Heydlauff, City Manager

Background:

The City was contacted on Thursday, May 1 by 106 KHQ. They are requesting permission to organize and stage a benefit concert on Wednesday, May 28, 2025 to raise funds for the players and Coach Drenth. Attached is their request. Given the timeline for the event, we anticipate more details will be completed between now and then but we are requesting Council authorize staff to finalize terms and details of the event. We will add more information between now and Wednesday's meeting as we have it.

Recommendation:

Council discussion and direction.

Attachments:

1. khq fundraising event request



Event Planning Worksheet/Schedule

Name of Event: 106 KHz Benefit Concert - Charlevoix Golf Team
Event Contact Person (Available the day of the event): Ashley Elzinga
Phone Number: 231-620-7730
Date(s): Wednesday, May 28
Time(s): 3p - 11p
Location(s): Odmark Performance Pavilion

Attach a sketch showing the area you wish to hold the event (i.e., location, size of area, etc.)

List of items/support needed: Microphone, Sound system that
bands can plug equipment into
Access to power
Area for food vendors & bands to set up

This is our first time holding a
concert - any tips or things we're
overlooking? What should we
request to be
successful?

Date of Event Coordination Meeting: _____

Send to liza@charlevoixmi.gov



**CHARLEVOIX
RECREATION**

EAST PARK PERFORMANCE PAVILION USE REQUEST

Name of proposed act/event: ¹⁰⁶ KHQ Benefit Concert - Charlevoix Golf Team
Date of proposed use: 5/18/25 Time of proposed use: Start 3p End 11p
Expected number of attendees: 250-300

Is applicant a not-for-profit organization?

(Proof of non-profit status is required for consideration of reservation fee waiver.)

☐ Yes

☒ No

Is the proposed use directly associated with another event occurring simultaneously in Charlevoix?

☐ Yes

☒ No

If yes, indicate name of associated event: _____

If applicant is a performance act, please provide three references.

Name

Telephone

Kristan Cotton

231 497 4687

Ashley Elzinga

231 620 7730

Summer Sutherland

231 649 6317

Briefly summarize your proposed use:

We'd like to hold a benefit concert for financial support (raising funds) for the Charlevoix Golf Team boys, their families, and coach. We'd have food vendors and probably no less than 5 bands play on stage.

Food vendors would have donation

stations on their tables as well as donate proceeds.

Revised March 2022

CONTACT INFORMATION

Applicant Name: Ashley Elzinga Organization: 106 KHQ - Radio
Email Address (required): ashley2@a106kqh.com
Mailing Address: 5148 US 31 N
City: Williamsburg State: VA Zip: 19685
Telephone Number: _____ Cell Number (day of event): 231-620-7730

Has applicant or anyone significantly associated with the applicant been convicted within the past seven (7) years of a misdemeanor or felony involving violence, theft, criminal sexual conduct or dishonesty?

☐ Yes

☒ No

Ashley Elzinga
Signature of Applicant

5/1/25
Date

This form must be submitted at least two (2) weeks in advance of the requested use date.
Please contact the Charlevoix Recreation Department at 231-547-3253 with any questions.

Charlevoix City Council

All Other Actions and Requests

Title: Downtown Parking Enforcement Hours Resolution

Date: May 7, 2025

Presented By: Mark Heydlauff, City Manager

Background:

The hours for parking enforcement are recommended by the traffic engineer and approved by resolution of the City Council. During a recent review of parking signage and public information, inconsistencies were identified in the posted times of enforcement. To correct these discrepancies and ensure clarity for the public, this resolution establishes uniform enforcement hours from **8:00 a.m. to 6:00 p.m.**, consistent with existing signage. All other instances where enforcement times are posted will be updated to reflect this standard.

Recommendation:

Motion to approve Resolution 2025-05-01 as presented.

Attachments:

1. Resolution 2020-07-08 parking rates and rules - Copy

CITY OF CHARLEVOIX
RESOLUTION NO. 2025-05-01
A RESOLUTION SETTING RULES FOR DOWNTOWN PARKING

WHEREAS, the City Council is authorized to set rates and rules for parking.

NOW THEREFORE BE IT RESOLVED, that the following rules are established for parking in downtown Charlevoix:

- Where meters are placed, hourly parking on Bridge Street, Antrim Street, Clinton Street (west of Bridge Street), Mason Street, and Park Avenue shall be enforced Monday through Saturday from 8am to 6pm with the exception of Memorial Day, Independence Day, and Labor Day. Parking in these locations shall be limited to 2 hours per space.
- Hourly parking in the Acacia Lot, Bridge Park Drive, and Clinton Street (east of Bridge Street), shall be enforced Monday through Saturday from 8am to 6pm with the exception of Memorial Day, Independence Day, and Labor Day. Parking in these spaces shall be limited to 3 hours per space.
- Persons displaying a proper handicap parking sticker or plate shall be exempt from meter rates and time limitations.
- Council shall assess the parking fees from time to time

RESOLVED this 7th day of May, 2025 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Charlevoix City Council

All Other Actions and Requests

Title: Council Appointment

Date: May 7, 2025

Presented By: Janet Kalbfell-1st Ward Council Member

Background:

Council Member Kalbfell requested consideration of Tim Kish for appointment to the Zoning Board of Appeals as an alternate member.

Recommendation:

Motion to appoint XXX to the Zoning Board of Appeals for a term to expire on December 31, 2027.

Attachments:

1. KISH ZBA ALTERNATE

Online Form Submittal: Volunteer Boards and Committees Application

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

Date Fri 4/25/2025 8:08 AM

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	Zoning Board of Appeals
------------------------------------	-------------------------

Name	Tim Kish
------	----------

Email Address	N36281@yahoo.com
---------------	------------------

Address	414 Michigan Ave
---------	------------------

Home Phone	<i>Field not completed.</i>
------------	-----------------------------

Cell Phone	3136557468
------------	------------

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

How long have you lived in the City?	6-years
--------------------------------------	---------

Educational Background	<i>Field not completed.</i>
------------------------	-----------------------------

Professional Qualifications and / or Work Experience	<i>Field not completed.</i>
--	-----------------------------

Community Activities and / or Other Experience	<i>Field not completed.</i>
--	-----------------------------

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

If yes, please explain.	ZBA
-------------------------	-----

Do you foresee any potential conflicts of interest while executing the duties of this position?

Reason(s) You Wish to Serve

Asked by Rich Hodgson

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

Timothy J Kish

Date

4/25/2025

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.

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: May 7, 2025

Presented By: Mayor Lyle Gennett

Background:

Mayor Gennett requested consideration of the following appointments:

- Michael Washburne (vendor representative) and Leanne Ackert (city resident representative) to the Farmers Market Advisory Committee for terms to expire April 30, 2028.

Recommendation:

Motion to confirm the Mayor's appointments of Michael Washburne and Leanne Ackert to the Farmers Market Advisory Committee for terms to expire on April 30, 2028.

Attachments:

1. Washburne Farmers Market
2. Ackert Farmers Market



CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

☐ Board of Review	☐ Housing Commission	☐ Zoning Board of Appeals
☐ Compensation Commission	☐ Planning Commission	☒ Farmers Market Advisory Committee
☐ DDA Board	☐ Recreation Advisory Committee	☐ OTHER _____
☐ Historic District Commission	☐ Shade Tree & Park Commission	☐ NO PREFERENCE

PLEASE PRINT

NAME: MICHAEL WASHBURN
ADDRESS: 305 MEECH ST.
HOME PHONE: 231-547-0585 CELL PHONE: 231-675-3239
EMAIL: _____
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 41 YEARS
EDUCATIONAL BACKGROUND: PETOSKEY HIGH SCHOOL GRAD.

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: RETIRED FOOD SERVICE DIRECTOR
CHARLEVOIX SCHOOLS, SKI INSTRUCTOR NUBS NOB
AND MT MCSAUBA

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: CURRENTLY ON FARMERS MKT
ADVISORY COMMITTEE

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? ☒ YES, PLEASE EXPLAIN:
FARMERS MKT COMMITTEE CHARLEVOIX AND
BOYNE CITY

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: BETH ANZELL IS DOING A FABULOUS JOB
AS MKT MANAGER AND ENJOY BEING PART OF A
WELL OILED GROWING MACHINE. THE AMOUNT OF
PEOPLE THIS DRAWS EACH WEEK IS AWESOME AND
THOROUGHLY ENJOY BEING ON THIS COMMITTEE TO KEEP
THIS MKT GOING

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

SIGNATURE: [Signature] DATE: 4-22-25

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



CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

☐ Board of Review	☐ Housing Commission	☐ Zoning Board of Appeals
☐ Compensation Commission	☐ Planning Commission	☒ Farmers Market Advisory Committee
☐ DDA Board	☐ Recreation Advisory Committee	☐ OTHER _____
☐ Historic District Commission	☐ Shade Tree & Park Commission	☐ NO PREFERENCE

PLEASE PRINT

NAME: Leanne Ackert
ADDRESS: 1022. Upright
HOME PHONE: _____ CELL PHONE: 810-691-5125
EMAIL: leackert@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 10 yrs.
EDUCATIONAL BACKGROUND: Some college.

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Good communication skills, leadership abilities, long history of volunteer work in the community through church (community reformed church), good problem solving skills.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Currently a Chamber Ambassador (lot of chamber events) Served on Live From Charlevoix Committee, Main Street Committee, On Board for Rares Closet

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: 7 yrs on The Promise FM Board.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN: No.

REASON(S) YOU WISH TO SERVE:

I love the market & consider it an asset to our community to the visitors. We try to eat as healthy as we can & it's so wonderful to get fresh produce, baked goods, cheese, etc..

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

SIGNATURE:

Leanne Ackert

DATE:

4-24-25

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: May 7, 2025

Presented By:

Background:

A. Golf Course Opening

Tree clean-up is finishing at the golf course and we anticipate opening in the next few days. We join the entire community in wishing Doug Drenth a speedy recovery and we will miss him at the golf course for the time being. We are working to arrange staff to cover him not being with us to start the season like normal.

B. McSauba Playground

The community build for the new Mt. McSauba Playground begins this week. If you haven't signed up or would like to put a group together, please look for more information on social media and our website. When the community build is complete, there will still be some time before we are able to open it. Ground cover will be placed and concrete needs to cure before it will be opened for play but we anticipate this later in the month or early June.

Recommendation:

Attachments:

1. Housing Commission Meeting Minutes March 18, 2025
2. Planning Commission Opinion on Deer Management

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, March 18th, 2025

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: R.J. Waddell, Nedina Stark, Joan Buday
Commissioners Absent: Mitts Lee, Annie Oosthuizen

Others Present: Annessa Haist-Director MPHC/CHC, Nina Romero CHC-Occupancy Specialist and Residents of Pine River Place.

Chairperson RJ Waddell called the Meeting to Order at 2:00 p.m.

Additions to the Agenda: None

Review and approval of vacancy report, Feb Payables, Feb Bank Statements, Feb monthly financials and Feb meeting

Motion by Commissioner Buday, seconded by Commissioner Stark to approve and accept the Feb payables, Feb Bank Statements, Feb Meeting Minutes, Feb Financials, along with Feb Payables, Bank Statements, Dec and Feb Meeting Minutes.

Ayes: Waddell, Stark, Buday

Nays: None

Absent: Lee, Oosthuizen

Correspondence: Executive Director went over the announcement of new HUD General Deputy Assistant Secretary with new administration for 2025 and various other changes in personnel expected

Old Business: None

New Business:

Executive Director discussed and summarized budget for FYB 4/1/2025, discussion followed.

Resolution #3-2025 Initial FYB Budget Approval- Commissioner Stark makes motion to approve, Commissioner Buday seconded.

Ayes: Waddell, Stark, Buday

Nays: None

Absent: Lee, Oosthuizen

Resolution #4-2025 Election of Officers

Stark to nominate for **Wadell to Chair/President**, and **Buday for Vice-Chair/Vice President**

Commissioner Stark makes motion to approve, Commissioner Buday seconds

Ayes: Waddell, Stark, Buday

Nays: None

Absent: Lee, Oosthuizen

ACOP Review: Chapter 3 – Eligibility

ED reviewed and summarized Chapter 3 of the ACOP, discussion followed.

Executive Director's Report

Executive Director again, briefly discussed new budget changes for 2025 and status of funding. Continuing Resolution for funding passed, no government shutdown expected. However, more changes to funding are anticipated as the year progresses with new administration

ED made note: all evaluations needed from board to move forward with annual review, review postponed until next month

Public Comment on subjects unrelated to Agenda Items:

Smoking area, and community room roof, bird feeders

Adjournment: Commissioner Wadell Adjourned the meeting at 2:58 p.m.

Respectfully submitted and approved by:



Executive Director, Annessa Haist – CHC/MPHC

The next Board Meeting is April 15, 2025 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720.

MEMO

To: City Council

From: Planning Commission

Subject: Deer Fencing

Honorable Mayor and City Council,

At the City of Charlevoix Council meeting of October 7, 2024, Council directed the Planning Commission to review Section 153.145 Fences and Walls of the City of Charlevoix Zoning Ordinance in regard to deer management. At the planning commission meeting of November 11, 2024, and January 13, 2025, the planning commission discussed the issue at length. Several residents attended the November meeting speaking both in favor and against changing the fencing standards to allow for deer management. After lengthy discussion the planning commission decided against changing Section 153.145 of the zoning ordinance. The discussion points and reasoning for the decision included;

- *Need.* The Planning Commission recognizes the need for a multiple prong approach to the deer management program in the city. The commission attempted to see all sides of the issue. Members listened to all citizens who spoke for and against any changes to the zoning ordinance. They weighed the known pros and cons of the issue and then did their best to see any unintended consequences and weighed all issues accordingly.
- *Aesthetics.* Citizens in attendance that spoke against changes number one point was the negative looks of front yard fences that were currently being used for deer management. The planning commission looked at and discussed available “deer” fencing. There was a proposal to require similar/same fencing if the fence standards were to change. Writing those exact standards to meet available future products and enforcing those standards were a potential problem. Also, the standards seemed fairly subjective.
- *Height of the fencing.* Current information on what height of fencing that actual “works” in keeping deer in or out of an area varied greatly. Most commercial fencing or state mandated fencing was nine or ten feet. Even small gauge fencing feels like a wall right on the sidewalk edge when it is 6, 8, or 10 feet tall. It was the opinion of the planning commission that changes to the ordinance that may not even be a solution was problematic.

- *Other animals' protection.* There were anecdotal stories from both PC members and the public of small animals and birds getting caught in the existing deer fencing. Members then weighed solving one problem and causing another.
- *Pilot program.* One option proposed was that the city allow a structured pilot program for two years. Standards would include the maximum height, types of materials and dates allowed for the deer fence. Discussion included that many of the property owners who already have a non-conforming fence have not been following the rules that the Zoning Administrator gave them to allow the deer fence throughout the time the city has been working on the deer management issue. Also, if the zoning ordinance was changed allowing deer fencing, anyone who installed a fence during that time would be allowed to continue as state law does not allow removal of any use built legally under the zoning ordinance. City Council would be able to approve a pilot program by resolution without the concern of a legal non-conforming fence future issue.

Summation:

The Planning Commission recognizes its responsibility in reviewing city land use policy and making recommendations to the City Council for policy changes. After much deliberation, the Planning Commission believed that changing the zoning ordinance regarding deer fencing potentially could benefit a select number of citizens, it would not benefit the city at large.

Jennifer Muladore, Chairman
City of Charlevoix Planning Commission

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: May 7, 2025

Presented By:

Background:

Recommendation:

Attachments:

None