



Agenda
City of Charlevoix City Council Regular Meeting
Monday, June 2, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Tree City USA Proclamation and Poster Contest
Lyle Gennett
 - B. Charlevoix Public Library Annual Report
Ryan Deery
Charlevoix District Library Director
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - May 19, 2025
 - B. Accounts Payable and Payroll Check Registers
 - C. Bridge Street Tap Room Request For Live Music
 - D. Airport REIL Light Repair Invoice
 - E. Airport Layout Plan Project
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing: Marek Properties LLC Commercial Facilities Exemption Certificate Transfer
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Deer Management and Concerns
City Council
 - B. Residential Streetlights
 - C. Energy Waste Reduction Program
 - D. City Hall Customer Service Options
Mark Heydlauff, City Manager
 - E. Downtown Pole Banners
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: Tree City USA Proclamation and Poster Contest

Date: June 2, 2025

Presented By: Lyle Gennett

Background:

For many years now, Charlevoix has been named a Tree City by the Arbor Day Foundation. This is quite a milestone, as it shows the City's dedication to a greener, healthier environment. To be awarded a Tree City, there are many criteria the City must meet. These include having a tree board, keeping up with pruning and planting trees, along with maintaining the overall health of City trees. Another criterion to being a Tree City is to bring awareness to the community about the benefits of trees. We have again run a poster contest for third grade students at Charlevoix Elementary and St. Mary's Catholic School. The posters were judged and the winner will be announced Monday.

Recommendation:

Attachments:

1. Tree City 2025 Proclamation
2. Trees are Terrific Contest Certificate



MAYORAL PROCLAMATION

WHEREAS, in 2024 the City planted, pruned and encouraged our citizens to care for our street trees and encouraged citizens to participate in our Adopt-A-Tree program; and

WHEREAS, in 2024 the City was once again certified as a “Tree City USA*” for the 33rd time; and

WHEREAS, the City has met the four standards necessary to become a Tree City USA Community;

NOW THEREFORE, I, LYLE GENNETT, MAYOR OF THE CITY OF CHARLEVOIX, do hereby support the observance and celebration of National Arbor Day and;

FURTHERMORE, that the City of Charlevoix is a Green Community and supports the continuing certification efforts as a Tree City USA; and

FINALLY, I encourage all residents to continue planting and protecting the young City trees adjoining their properties.

Given under my hand this 2nd day of June 2025.

Lyle Gennett

Mayor

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

Award Certificate

First Prize

Harvey Thompson

Charlevoix Elementary School, Third Grader

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

June 2, 2025

Lyle Gennett, Mayor

Date



Charlevoix City Council

Presentations

Title: Charlevoix Public Library Annual Report

Date: June 2, 2025

Presented By: Ryan Deery
Charlevoix District Library Director

Background:

Recommendation:

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - May 19, 2025

Date: June 2, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.05.20 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, May 19, 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

A. Carpenter Street Recreation Complex Improvements

Chris Degood

Beckett & Raeder

Kent Knorr, Recreation Director

Recreation Director Knorr provided Council with a brief update of the McSaubia Playground build. Director Knorr thanked the public for all their volunteerism. City Manager Heydlauff thanked Director Knorr and staff for all their handwork with the build.

Director Knorr, presented a brief overview of the Carpenter Street Recreation Complex Improvements.

Chris Degood, Beckett & Raeder, presented a detailed overview of the proposed improvements.

City Manager Heydlauff and Director Kent answered questions from Council.

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

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 Cole to approve the consent agenda as presented.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - May 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
05/07/2025	Special Accounts Payable Run	\$3,100.47
05/09/2025	Payroll (net pay)	\$130,359.37
05/09/2025	Payroll Transmittal Checks	\$7,060.06
05/202025	Regular Accounts Payable	\$222,667.98
05/05/2025-05/12/2025	ACH/WIRE Payments	\$137,334.41
Grand Total		\$500,522.29
The entire accounts payable and payroll check registers can be viewed on our website .		

C. Charlevoix County Hazard Mitigation Plan Adoption

Motion by Parr, seconded by Cole to approve the Charlevoix County Hazard Mitigation Plan Adoption as presented.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-05-03

CHARLEVOIX COUNTY HAZARD MITIGATION PLAN ADOPTION

WHEREAS, all jurisdictions within Charlevoix County have exposure to natural, technological and human-induced hazards that may damage or destroy life, property, the environment, or local economy; and

WHEREAS, proactive mitigation of known hazards before a disaster event can reduce or eliminate damages and impacts to life, property, the environment or local economy; and

WHEREAS, the Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390) established new requirements for pre- and post- disaster hazard mitigation programs; and

WHEREAS, the 2024 Charlevoix County Natural Hazard Mitigation Plan 5-Year Update has been developed in accordance with the DMA of 2000 to reflect the concerns of the citizens and stakeholders of Charlevoix County; and

WHEREAS, the City of Charlevoix affirmed participation in the maintenance of the 2024 Charlevoix County Natural Hazard Mitigation Plan and committed to participating in the update of the Plan no less than once every 5 years; and

WHEREAS, the 2024 Charlevoix County Natural Hazard Mitigation Plan provides a set of actions to reduce risk from natural hazards through education and outreach programs, establishes a foundation for coordination among agencies in Charlevoix County, identifies future mitigation projects, and meets the qualifications for federal assistance programs in order to be eligible for FEMA pre-disaster and post-disaster mitigation grant funding;

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix Council does hereby adopt the

2024 Charlevoix County Natural Hazard Mitigation Plan 5 Year Update as an official plan of the City of Charlevoix.

RESOLVED this 19th day of May A.D. 2025.

Resolution was adopted by the following ye and nay vote:

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

Nays: None

Motion carried.

D. L-4029 Tax Rate Request Forms and Millage Collection Procedure Verification for 2025

Motion to approve the City of Charlevoix's and the DDA's L-4029 Tax Rate Request Forms for 2025.

Motion to approve the Millage Collection Procedure Verification Form for 2025 and authorize the City Clerk to sign the form.

E. Radar Speed Trailer Purchase

Motion to authorize the City Manager to sign the purchase order for the SpeedAlert 24 Radar Changeable Message Sign from All Traffic Solutions in the amount of \$18,671.65 and to accept the Office of Highway Safety Planning Grant in the amount of \$47,275.93, which will cover the cost of the trailer as well as personnel time for deployment and data analysis.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Marek Properties LLC Commercial Facilities Exemption Certificate Transfer
Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Marek Properties LLC requests for the Commercial Facilities Exemption Certificate Transfer.

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

Motion by Hagen, seconded by Spring to set a public hearing for Monday, June 2, 2025 at 6 p.m. in Council Chambers, 210 State St. Charlevoix, MI to consider the Commercial Facilities Exemption Certification transfer request from Marek Properties, LLC.

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

Nays: None

Motion carried.

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

- John Kurtz, 703 Dixon Avenue, stated his concerns about the deer population and requested the deer population be placed on an upcoming agenda
- Connie Saltonstall, 11362 Boyne City Road, stated her concerns about the City's special events
- Jeff Porter, Ward 1, stated his concerns about the deer population and requested the topic be added to an upcoming agenda

- Linda Weston stated her concerns about the deer population
- Nancy Porter stated her concerns about the deer population

B. City Manager's Comments

- Thanked the community for coming out supporting the McSauba Playground build
- Continuing to work with a fiber internet company on a possible project here in the City
- Upcoming Memorial Day Parade preparations are underway
- Fire Department Fundraiser event on Saturday went well

Council Member Kalbfell had questions about the short-term rentals for airport hangars. City Manager Heydlauff answered questions.

C. Mayor and Council Comments

Council discussed the deer population concerns, and they concurred to add the topic to a future agenda.

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:57 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: June 2, 2025

Presented By:

Background:

Recommendation:

Motion to approve the accounts payable and payroll check registers.

Attachments:

1. Check Registers 06-02-25 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK NUMBER 145057 - 145067

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			
05/23/2025	145057	AT&T	1,678.02
05/23/2025	145058	AT&T MOBILITY	845.67
05/23/2025	145059	CHARLEVOIX STATE BANK	10,272.90
05/23/2025	145060	CHARTER COMMUNICATIONS	1,071.97
05/23/2025	145061	DELTA DENTAL	3,467.53
05/23/2025	145062	GREAT LAKES ENERGY COOPERATIV	305.12
05/23/2025	145063	PRIORITY HEALTH	51,198.03
05/23/2025	145064	RANGE TELECOMMUNICATIONS	97.15
05/23/2025	145065	TOP LINE ELECTRIC LLC	3,650.00
05/23/2025	145066	VSP INSURANCE CO. (CT)	549.82
05/23/2025	145067	WINDEMULLER ELECTRIC	658.00
1 TOTALS:			
Total of 11 Checks:			73,794.21
Less 0 Void Checks:			0.00
Total of 11 Disbursements:			73,794.21

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

05/23/25 Special Accounts Payable Run	\$	73,794.21
05/23/25 Payroll (net pay)	\$	134,242.90
05/23/25 Payroll Remittance Checks	\$	6,806.14
06/03/25 Regular Accounts Payable	\$	230,150.62
Checks Sub-Total:	\$	444,993.87

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

05/12/25 iSolved Inc.	\$	75.00
05/20/25 Enterprise FM Trust (fleet lease)	\$	20,049.49
05/23/25 IRS (Payroll Tax Deposit)	\$	48,848.78
05/23/25 Alerus Financial (HCSP)	\$	558.00
05/23/25 Vantagepoint (401 Plan)	\$	1,276.39
05/23/25 Vantagepoint (457 Plan)	\$	25,950.61
05/23/25 Vantagepoint (Roth IRA)	\$	1,285.00
05/23/25 State of MI (Withholding Tax)	\$	7,203.78
05/23/25 MERS (Defined Benefit Plan)	\$	71,917.26
05/27/25 MI Public Power Agency	\$	10,270.16
05/27/25 MI Public Power Agency	\$	317,657.32
ACH Sub-Total:	\$	505,091.79

Huntington National Bank Total: \$ 950,085.66

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

Charlevoix State Bank Total: \$ -

Grand Total: \$ 950,085.66

APPROVED:


 CITY MANAGER


 CITY TREASURER

CITY CLERK

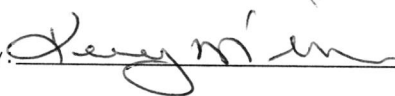
CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX
Payroll: 0000000021

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	05/23/2025	6,009.38	4,052.29
DVORACEK, SARAH J.	05/23/2025	3,283.44	2,495.96
DeROSIA, PATRICIA E.	05/23/2025	2,297.19	1,526.57
KLOOSTER, ALIDA K.	05/23/2025	3,016.00	2,062.30
BARNEVELD, RICHELLE L.	05/23/2025	2,277.92	1,611.45
SCHULZ, GINNY L.	05/23/2025	2,267.20	1,629.64
JENKINS, JESSICA-RAE A.	05/23/2025	2,160.40	1,686.23
MILLER, FAITH G.	05/23/2025	78.36	50.28
MCGINN, KELLY A.	05/23/2025	3,683.51	2,379.66
SCHEEL, JONATHAN D.	05/23/2025	3,182.40	2,235.27
MCDONNELL, JILL L.	05/23/2025	3,711.10	2,167.59
DALY, SUZETTE M.	05/23/2025	178.88	178.88
OOSTHUIZEN, ANNE DIPERT	05/23/2025	54.00	54.00
UMULIS, MATTHEW T.	05/23/2025	2,984.31	1,782.30
EATON, JOHN R.	05/23/2025	210.25	210.25
VOORHEIS, MARGARET A.	05/23/2025	195.75	195.75
ORBAN, BARBARA K.	05/23/2025	2,806.10	1,577.80
RILEY, DENISE M.	05/23/2025	763.47	619.72
MUNK, CHRISTOPHER J.	05/23/2025	2,738.70	1,699.91
CHRISTIANSSEN, BRIAN D.	05/23/2025	2,328.80	1,622.24
RAMIREZ, CHARLES V.	05/23/2025	2,531.62	1,780.08
MARTIN, DONALD L.	05/23/2025	2,527.79	1,638.34
YOUNG, KRISTEN L.	05/23/2025	2,163.19	1,547.88
CONWAY, PATRICK G.	05/23/2025	87.88	2.69
MACGILLIVRAY, ROGER	05/23/2025	813.75	686.18
DOTSON, WILLIAM R.	05/23/2025	576.00	507.46
KALLMAN, ARIN J.	05/23/2025	527.00	464.29
WURST, RANDALL W.	05/23/2025	3,499.24	1,840.22
HILLING, NICHOLAS A.	05/23/2025	2,990.41	1,843.53
MEIER III, CHARLES A.	05/23/2025	2,700.80	1,599.25
ZACHARIAS, STEVEN B.	05/23/2025	2,628.80	1,070.37
NEWMAN, MARK J.	05/23/2025	2,826.72	1,854.31
LOUGHMILLER, JOHN A.	05/23/2025	3,109.89	2,217.81
GRIFFITH, JOHN J.	05/23/2025	5,111.51	2,787.54
EATON, BRAD A.	05/23/2025	4,815.30	2,964.93
WILSON, TIMOTHY J.	05/23/2025	4,589.26	3,313.98
LAVOIE, RICHARD L.	05/23/2025	4,481.67	2,856.18
STERRETT, PHILLIP R.	05/23/2025	4,073.69	2,658.89
STEVENS, BRANDON C.	05/23/2025	4,683.55	2,831.39
WHITLEY, ANDREW T.	05/23/2025	5,278.54	3,148.05
FARRELL, MITCHELL L.	05/23/2025	3,521.70	2,270.53
ANDERSON, ELIZABETH A.	05/23/2025	2,173.60	1,410.80
KENWABIKISE, DAVID L.	05/23/2025	1,980.80	1,376.07
DVORACEK, BRIAN N.	05/23/2025	995.00	825.56
ELLIOTT, PATRICK M.	05/23/2025	5,107.72	3,505.00
MORRISON, KEVIN P.	05/23/2025	2,735.88	1,616.03
FURGESON, JUSTIN L.	05/23/2025	2,612.28	1,924.49
BRADLEY, KELLY R.	05/23/2025	3,175.72	1,883.53
HART II, DELBERT W.	05/23/2025	2,755.94	1,717.31
JONES, ROBERT F.	05/23/2025	2,397.59	1,526.42
THORP, WILLIAM D.	05/23/2025	2,932.17	1,879.56
LEITNER, RYAN S.	05/23/2025	2,338.40	1,620.06
NOWKA, STEPHEN P.	05/23/2025	2,321.12	1,672.87
RILEY, DANIEL A.	05/23/2025	2,402.62	1,694.61
REID, ROB A.	05/23/2025	2,313.60	1,591.47
DORAN, JUSTIN J.	05/23/2025	3,447.12	2,611.65
NEDWICK, DAVID J.	05/23/2025	1,030.50	881.47
CONWAY, ANNEMARIE	05/23/2025	175.50	154.60
FINNERTY, HOLLY E.	05/23/2025	1,480.00	1,204.68
WILSON, SAMUEL J.	05/23/2025	1,351.88	1,116.67
POIROT, KENNETH R.	05/23/2025	924.00	788.81
PARRISH, JASON P.	05/23/2025	1,312.50	1,140.44
SPEER, LIAM M.	05/23/2025	1,155.00	957.35
WOOD, DIANA G.	05/23/2025	1,369.38	1,120.50
CRANDELL, ZACKARY R.	05/23/2025	980.00	813.82
GRYBAUSKAS, BRAYLON L.	05/23/2025	1,280.00	1,052.48
SOBLESKI, TREVOR L.	05/23/2025	1,224.00	1,009.87
RABIDEAU, JACOB L.	05/23/2025	1,400.00	1,143.80
BORTHS, MICHAEL J.	05/23/2025	272.00	239.64
KNORR, KENT J.	05/23/2025	3,384.74	2,399.13
ANZELL, BETH A.	05/23/2025	2,333.22	1,729.45
STEBE, LAURA A.	05/23/2025	73.63	67.99
STEWART, SPENCER P.	05/23/2025	536.50	472.66

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000021

Name	Check Date	Gross	Net
MCDERMOTT, DENNIS J.	05/23/2025	2,999.20	2,305.00
BLECKE, SKYLAR T.	05/23/2025	15.50	14.32
LLEWELLYN, OLIVIA M.	05/23/2025	387.50	341.38
GALSTERER, CAROLINE R.	05/23/2025	395.25	343.45
BEECHERL, GRACE M.	05/23/2025	433.50	377.15
CUNNINGHAM, ABIGAIL A.	05/23/2025	1,725.00	1,380.77
WALKER, MEREDITH A.	05/23/2025	157.69	138.92
JAREMA, ALISON K.	05/23/2025	92.50	85.42
SAUER, JOHN V.P.	05/23/2025	82.50	76.18
HOSLER, ISABELLA C.	05/23/2025	85.00	74.89
BIRD, SPENCER H.	05/23/2025	17.50	16.16
ELGART, SARAH N.	05/23/2025	357.00	324.00
GILL, DAVID R.	05/23/2025	1,635.92	1,342.20
LIVINGSTON, BRIAN D.	05/23/2025	3,167.28	2,425.59
WHITLEY, BENJAMIN W.	05/23/2025	436.00	384.10
KLOOSTER, PATRICK H.	05/23/2025	643.50	460.26
COX, RONALD L.	05/23/2025	495.00	386.09
WAY, KRISTINA M.	05/23/2025	72.00	66.50
PETROSKY, TIMOTHY D.	05/23/2025	192.00	169.16
NISWANDER, WILLIAM M.	05/23/2025	1,748.25	1,393.30
DOAN, RALPH W.	05/23/2025	243.75	214.75
HALVERSON, DENNIS S.	05/23/2025	52.50	46.25
MOORE, GARY G.	05/23/2025	15.00	13.85
SCHOLEY, ROBERT W.	05/23/2025	3,318.10	2,213.12
MCCRANEY, RUSSELL R.	05/23/2025	2,978.20	2,237.12
POSTMUS, ANTHONY H.	05/23/2025	2,137.60	1,507.39
REECE, DANIEL A.	05/23/2025	2,432.64	1,838.56
TRAVERS, MANUEL J.	05/23/2025	1,382.56	1,196.24
Totals: 101		195,436.32	134,242.90

Approved By: Date: 5/20/25

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/23/2025 - 05/23/2025

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			
05/23/2025	145049	4FRONT CREDIT UNION	1,510.58
05/23/2025	145050	AMERICAN FAMILY LIFE	532.65
05/23/2025	145051	CHARLEVOIX STATE BANK	1,555.00
05/23/2025	145052	COMMUNICATION WORKERS OF AMER	673.67
05/23/2025	145053	MI STATE DISBURSEMENT UNIT	116.55
05/23/2025	145054	PRIORITY HEALTH	1,517.57
05/23/2025	145055	THE HARTFORD	395.19
05/23/2025	145056	VELO LAW OFFICE	504.93
1 TOTALS:			
Total of 8 Checks:			6,806.14
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			6,806.14

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 06/03/2025 - 06/03/2025

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			
06/03/2025	145068	AMAZON CAPITAL SERVICES	1,530.75
06/03/2025	145069	AMERICAN LEGION AUXILIARY	891.76
06/03/2025	145070	ASPLUNDH TREE EXPERT LLC	7,070.92
06/03/2025	145071	AT YOUR SERVICE PLUS INC	560.00
06/03/2025	145072	AVFUEL CORPORATION	56,637.02
06/03/2025	145073	BANDIT INDUSTRIES INC	456.19
06/03/2025	145074	BECKETT & RAEDER	1,483.60
06/03/2025	145075	BRADY'S CARPET CLEANING INC	626.56
06/03/2025	145076	BS& A SOFTWARE	8,000.00
06/03/2025	145077	CARTER'S IMAGEWEAR & AWARDS	350.00
06/03/2025	145078	CHARLEVOIX COMMONS INVESTMENT	1,193.40
06/03/2025	145079	CHARLEVOIX SCREEN MASTERS INC	3,483.00
06/03/2025	145080	CHARLEVOIX TOWNSHIP TREASURER	85.94
06/03/2025	145081	CONWAY PROFESSIONAL SERVICES	5,222.16
06/03/2025	145082	CUMMINS SALES AND SERVICE	1,622.63
06/03/2025	145083	DECKARD TECHNOLOGIES	5,670.00
06/03/2025	145084	EJ USA INC.	2,270.04
06/03/2025	145085	ELLSWORTH FARMERS EXCHANGE	168.83
06/03/2025	145086	FISHER SCIENTIFIC	1,555.85
06/03/2025	145087	GFL ENVIRONMENTAL	30,361.44
06/03/2025	145088	GFL ENVIRONMENTAL / Northern	20,288.95
06/03/2025	145089	GREAT LAKES ASPHALT SERVICES	4,300.00
06/03/2025	145090	GRP ENGINEERING INC	373.75
06/03/2025	145091	HACH COMPANY	852.35
06/03/2025	145092	HARRELL'S LLC	260.00
06/03/2025	145093	HOFFMAN ROTOROOTER	250.00
06/03/2025	145094	HOGARTH'S PEST CONTROL INC.	3,500.00
06/03/2025	145095	HYDE SERVICES LLC	563.84
06/03/2025	145096	INTEGRITY BUSINESS SOLUTIONS	79.97
06/03/2025	145097	IVY WELLS	1,060.00
06/03/2025	145098	J ANDERSON	100.00
06/03/2025	145099	KALAMAZOO SANITARY SUPPLY LLC	85.48
06/03/2025	145100	KELLY A MCGINN	265.80
06/03/2025	145101	KRAFT BUSINESS SYSTEMS INC	58.61
06/03/2025	145102	LEELANAU COFFEE ROASTING CO I	121.00
06/03/2025	145103	MACALLISTER RENTALS	1,640.80
06/03/2025	145104	MAGLOCLEN INC	400.00
06/03/2025	145105	METTLER TOLEDO INC	480.00
06/03/2025	145106	MITCHELL L FARRELL	475.44
06/03/2025	145107	NORTH COAST FASTENERS LLC	6.50
06/03/2025	145108	NORTHWEST ELECTRONICS & REPAIR	185.96
06/03/2025	145109	NUCO2 LLC	471.17
06/03/2025	145110	ON DUTY GEAR LLC	214.93
06/03/2025	145111	PENCHURA LLC	23,275.00
06/03/2025	145112	PLUNKETT COONEY	80.00
06/03/2025	145113	POWER LINE SUPPLY	5,818.50
06/03/2025	145114	POWER SYSTEM ENGINEERING INC	3,078.75
06/03/2025	145115	QUILL LLC	69.99
06/03/2025	145116	R B LYONS INC	2,410.00
06/03/2025	145117	RESCO	9,945.45
06/03/2025	145118	SCIENTIFIC BRAKE - GAYLORD	23.34
06/03/2025	145119	SPARTAN DISTRIBUTORS INC	2,740.23
06/03/2025	145120	THE OTHERSIDE FERTILIZER COMP	10,440.00
06/03/2025	145121	TIMOTHY KISH	154.85
06/03/2025	145122	UNIFIRST CORPORATION	313.66
06/03/2025	145123	UNIVERSAL CREDIT SERVICES INC	160.00
06/03/2025	145124	UP NORTH ASSESSING INC	5,500.00
06/03/2025	145125	UPPER CASE PRINTING INK	75.79
06/03/2025	145126	USABUEBOOK	300.42
06/03/2025	145127	VILLAGE GRAPHICS INC	490.00
1 TOTALS:			
Total of 60 Checks:			230,150.62
Less 0 Void Checks:			0.00
Total of 60 Disbursements:			230,150.62

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK NUMBER 204 - 204

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			
05/12/2025	204(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 05/20/2025 - 05/20/2025

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			
05/20/2025	205(E)	ENTERPRISE FM TRUST	20,049.49
1 TOTALS:			
Total of 1 Checks:			20,049.49
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			20,049.49

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/23/2025 - 05/23/2025

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			
05/23/2025	206(E)	**EFTPS* Payroll Taxes	48,848.78
05/23/2025	207(E)	Alerus Financial	558.00
05/23/2025	208(E)	MissionSquare - 401 Plan 1091	1,276.39
05/23/2025	209(E)	MissionSquare - 457 Plan 3009	25,950.61
05/23/2025	210(E)	MissionSquare - Roth IRA 7061	1,285.00
05/23/2025	211(E)	STATE OF MICHIGAN	7,203.78
05/23/2025	212(E)	MERS	71,917.26
1 TOTALS:			
Total of 7 Checks:			157,039.82
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			157,039.82

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/27/2025 - 05/27/2025

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			
05/27/2025	213(E)	MICHIGAN PUBLIC POWER AGENCY	10,270.16
05/27/2025	214(E)	MICHIGAN PUBLIC POWER AGENCY	317,657.32
1 TOTALS:			
Total of 2 Checks:			327,927.48
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			327,927.48

Charlevoix City Council

Consent Agenda

Title: Bridge Street Tap Room Request For Live Music

Date: June 2, 2025

Presented By:

Background:

The Bridge Street Tap Room has requested the following dates to host bands/live music in Bridge Park, adjacent to their outdoor dining area.

Tuesday: 6/3, 6/10, 6/17, 6/24, 6/1, 6/8, 6/15, 6/22, 6/29, 7/1, 7/8, 7/15, 7//22, 7/29, 8/5, 8/12, 8/19, 8/26, 9/2

Wednesday: 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, ~~7/23~~, 7/30, 8/6, 8/13, 8/20, 8/27

Saturday: 7/12 and 8/30

They requested to use July 23; we recommend not permitting this with conflicts around the Venetian Festival. Staff finds now known conflicts with the remaining dates. The City Band does perform on Tuesdays in East Park; this has not been a conflict in the past.

They do not request any additional support from the City for live music.

Recommendation:

Motion to approve the use of Bridge Park for live music sponsored by the Bridge Street Tap Room, on all dates listed above, with the exception of Wednesday, 7/23/25.

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: Airport REIL Light Repair Invoice

Date: June 2, 2025

Presented By:

Background:

Last fall, the airport had one of its REIL (Runway End Identifier Lights) go out. These lights are required for the safe operation of the airport.

I contacted Windemuller Electric to have the lights repaired / replaced. The technician advised it would need to be replaced, and he would attempt to locate these lights. He advised the lights were expensive and could be \$4,000-\$6,000 each. The City Manager and I discussed the situation. We decided to treat the purchase as an emergency purchase because of the importance the REIL lights are to safety and the need to quickly restore them. The decision was also made to order two spares, so in the future we could quickly correct this issue and not compromise airport safety. I contacted Windemuller and ordered the lights. They did not have any idea when they would be delivered.

This May we finally received the lights, and one was installed, bringing all REIL lights online. We also have two spares for future outages.

In total, the bulbs and installation came to \$20,409.69. I have attached Windmuller's invoice for Council's review.

Recommendation:

Motion to prove payment of Windmuller Invoice in the amount of \$20,409.69.

Attachments:

1. Windemuller - 05-28-25 - Invoice 243282

Work Order Invoice 243282

Bill to: City of Charlevoix Attn: Accounts Payable 210 State Street Charlevoix, MI 49720	Job Address: City of Charlevoix Airport 111 Airport Dr. Charlevoix MI 49720
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Invoice #: 243282	Date: 05/27/25	Customer PO#: Verbal Rob
Payment Terms: 20 Days From Receipt	Customer Code: CITCHAR	

Remarks: City of Charlevoix Airport WO# 139107
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Quantity	U/M	Description	Pay Type	Unit Price	Extension
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Invoice for electrical services to provide labor and material to repair the REIL lights.

Technician Notes:

5/14/2025

- Replace north east REIL light, unwire old REIL light and install and wire new REIL light; test all REIL lights.
- Troubleshoot pappi lights on runway 9.
- Set all tilts, checked tilt light indicators, tested tilt relay switch, three did not make contact, one control board was bad on normal power.
- Tested lights without relays, lights still did not work.
- Tested voltage on the tilt loop, it was broken between 2 and 3.
- Opened vaults to check wire connections, found a bad connection, fixed connection and tested lights without relays, they all work.
- Put light controls back and advised the client to replace 4 control board.

5.00	HRS	Electrical Technician	Regular	103.00	515.00
1.00		MATERIAL USED		19,854.69	19,854.69
		Administrative Fee			40.00

20,409.69

Invoice Total: 20,409.69

To pay by Credit Card, please call (616) 877-8770 or (231) 935-4800.

To pay by check, please mail to Windemuller Electric 1176 Electric Ave. Wayland, MI 49348

Charlevoix City Council

Consent Agenda

Title: Airport Layout Plan Project

Date: June 2, 2025

Presented By:

Background:

The airport is in the process of submitting its Airport Layout Plan (ALP) update to the FAA. The total project cost is \$645,509.00. The funding breakdown follows this formula:

- 91% Federal
- 5% State
- 4% Local

This results in a local share of \$26,719.00.

Due to recent changes in FAA funding rules for the 2025 federal airport grant cycle, the airport will likely be eligible to recapture the local share (\$26,719.00) using 2026 federal grant funds, pending federal approval. Paul Nicastrì at MDOT Aeronautics Division estimates, if approved, reimbursement for the local share would take 6 to 12 months from the time of federal grant approval.

Recommendation:

Motion to approve the local match of \$26,719.00 for the Airport Layout Plan project by RS&H as presented and authorize the City Manager and Airport Manager to sign all necessary documents.

Attachments:

1. SF424-ARP-2023-07-13_CVX_BIL_ALP MP Update(sign ready) v2.0

Application for Federal Assistance SF-424

*1. Type of Submission:

- ☐ Preapplication
☐ Application
☒ Changed/Corrected Application

*2. Type of Application

- ☐ New
☐ Continuation
☒ Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

*3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 04/28/2025

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: Michigan Department of Transportation

*b. Employer/Taxpayer Identification Number (EIN/TIN):

*c. UEI:

TRR56XJJ9254

d. Address:

*Street 1: 2700 Port Lansing Road

Street 2:

*City: Lansing

County/Parish:

*State: MI

*Province:

*Country: USA: United States

*Zip / Postal Code 48906-2160

e. Organizational Unit:

Department Name:

MDOT

Division Name:

Office of Aeronautics

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. ☐ *First Name: Paul

Middle Name:

*Last Name: Nicastrì

Suffix:

Title: Project Manager, MDOT Office of Aeronautics

Organizational Affiliation:

*Telephone Number: 5176487874

Fax Number:

*Email: nicastrì@michigan.gov

Application for Federal Assistance SF-424***9. Type of Applicant 1: Select Applicant Type:**

A. State Government



Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

*Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):***15. Descriptive Title of Applicant's Project:**

Non-Primary Development under the Michigan State Block Grant Program for an update to the Master Plan, ALP and narrative at Charlevoix Municipal Airport (CVX) in Charlevoix, MI

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

*a. Applicant: MI-01

*b. Program/Project: MI-01

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 10/12/2025

*b. End Date: 11/24/2027

18. Estimated Funding (\$):

*a. Federal	\$ 585,000
*b. Applicant	\$ 0
*c. State	\$ 30,790
*d. Local	\$ 26,719
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 642,509

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____.
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

***20. Is the Applicant Delinquent On Any Federal Debt?**☐ Yes ☒ No

If "Yes", explain:

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  *First Name: Alissa

Middle Name: _____

*Last Name: VanHoof

Suffix: _____

*Title: Airport Development Section Manager, MDOT Office of Aeronautics

*Telephone Number: 5172428712

Fax Number:

* Email: VanHoofA@michigan.gov

*Signature of Authorized Representative:

*Date Signed:

CONCEPT (PROJECT) NARRATIVE AND JUSTIFICATION SHEET FOR AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP)

Airport and Associated City Charlevoix Municipal Airport, Charlevoix, MI		Concept(s) Development Year 2021	
Concept(s) Description Airport Layout Plan and Exhibit A Update			
Concept(s) Narrative/Justification (see guidance on preparing your project's justification) The last CVX ALP update was completed under a 2010 grant. The current ALP show an "ultimate plan" that includes a new Runway 9-27 alignment, a new paved 15-33 runway, and large land acquisitions to the east of the Airport, none of which are financially feasible. The CVX ALP update project will conduct a visioning exercise to define the airport role within the national/regional/local systems, evaluate facility alternatives to align with that role, and define necessary airfield facilities on the ALP that meet current FAA ARP SOP 2.00 standards. The Exhibit 'A' update will comply with FAA ARP SOP 3.00, Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps, but will not be exhaustive in nature. The Exhibit 'A' updates will be limited to information directly provided by the City of Charlevoix, MDOT, and/or FAA and no additional title research will be conducted by RS&H. Additionally, the Exhibit 'A' update will not include future land acquisition beyond what is already shown because the project does not include in depth land use analysis.			
PCI Information for pavement rehabilitation (Please provide PCI rating(s) and year surveyed for proposed project)			
Section	Date of PCI Survey	PCI Rating	
Section	Date of PCI Survey	PCI Rating	
Section	Date of PCI Survey	PCI Rating	
ALP Verification (Please provide date of approved ALP and applicable sheet number(s) where proposed project is located)			
Verify Project is on ALP ☐ YES ☐ NO ☒ N/A		Date of Original FAA Approved ALP _____	Sheet Number(s) _____
Date(s) of Approved Update(s) _____			
Comments _____ _____ _____			

ALP Note: If not on Airport Layout Plan (ALP), project cannot be programmed until the proposed development, if applicable is on an approved ALP.

EXHIBIT 1
CHARLEVOIX MUNI
CHARLEVOIX, MICHIGAN

Project No. 3-26-017-XXX25
Job No. 204679EPE
BIL AIG

4/30/2025

	Eligibility	Federal	State	Local	Total	Job Number
CONSTRUCTION (CON)		\$ 585,000.00	\$ 30,790.00	\$ 26,719.00	\$ 642,509.00	
Conduct / Update MP study-ALP & Narrative Report-N/A	95%	\$ 581,675.00	\$ 30,615.00	\$ -	\$ 612,290.00	204679
Conduct / Update MP study-ALP & Narrative Report-N/A	95%	\$ -	\$ -	\$ 26,719.00	\$ 26,719.00	204679
LOCAL ONLY - Eligible for Future Reimbursement	95%	\$ 3,325.00	\$ 175.00	\$ -	\$ 3,500.00	204679
IFE	95%					

	Federal	State	Local	Total
TOTAL PROJECT BUDGET	\$ 585,000.00	\$ 30,790.00	\$ 26,719.00	\$ 642,509.00
204679	\$ 585,000.00	\$ 30,790.00	\$ 26,719.00	\$ 642,509.00

TOTAL PROJECT PERCENTAGE	91%	5%	4%	100%
204679	91%	5%	4%	100%

Federal Billing Breakdown: JN 204679

Bill 1	\$ 585,000.00	BIL TBD
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Bid Date & Type: N/A

Performance End Date: TBD BIL TBD

MAC Approval: 7/16/2025

INITIATOR: PN

QA: EL

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Marek Properties LLC Commercial Facilities Exemption Certificate Transfer

Date: June 2, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Ryan Marek of Marek Properties, LLC purchased 101 Van Pelt Place from Celebrate Me Home, LLC. This property is receiving a commercial facilities tax abatement. The original tax abatement certificate was granted by City Council in 2017 and extends for 12 years to 2029. This program freezes the taxable value of the building after rehabilitation for 12 years. After this time, the building is taxed at the taxable value after the rehab. The statute allows for exemption certificates previously issued to be transferred but will need a public hearing and City Council approval for the transfer.

Recommendation:

Motion to approve Marek Properties, LLC Commercial Facilities Exemption Certificate Transfer request as presented.

Attachments:

1. CF CERTIFICATE 2017-01 (all three properties combined)
2. CFT Transfer Request
3. Resolution 2025-06-01 CFEC Transfer Ryan Marek

Commercial Facilities Exemption Certificate

Restored Certificate

Pursuant to the provisions of Public Act 255 of 1978, as amended, the **CITY OF CHARLEVOIX** hereby finds that the commercial property, hereafter referred to as the commercial facility, owned or leased by **CELEBRATE ME HOME LLC**, and located at **217 BRIDGE STREET, 100 VAN PELT PLACE, AND 101 VAN PELT PLACE, CITY OF CHARLEVOIX**, County of **CHARLEVOIX**, Michigan, located within a Commercial Redevelopment District, is intended primarily for the purpose of restoration of obsolete commercial property, and complies with Section 10 and other provisions of the act.

Therefore, as provided by MCL 207.651 to 207.668, the **CITY OF CHARLEVOIX** hereby certifies as a **restored commercial facility** the property located at **217 BRIDGE STREET, 100 VAN PELT PLACE, AND 101 VAN PELT PLACE, CITY OF CHARLEVOIX**.

This certificate provides the authority for the assessor to exempt the commercial facility for which this Commercial Facilities Exemption Certificate is in effect, but not the land on which the facility is located or the personal property placed within the facility, from ad valorem taxation. This certificate further provides the authority to levy a specific tax known as the Commercial Facilities Tax.

This certificate, unless revoked by resolution of the **CITY OF CHARLEVOIX** as provided by Public Act 255 of 1978, as amended, shall remain in force for a period of **TWELVE (12) year(s)**;

Beginning December 31, 2017, and ending December 30, 2029.

The taxable value of the obsolete commercial property related to this certificate is **\$157,970**

This Commercial Facilities Exemption Certificate is issued on **APRIL 3, 2017**.




JOYCE M. GOLDING, Clerk
CITY OF CHARLEVOIX

**Marek Properties LLC
101 Van Pelt Place
Charlevoix, MI 49720**

City of Charlevoix,

I have recently purchased the commercial property from Celebrate Me Home LLC, located at 101 Van Pelt Place in Charlevoix. Our intention is to open this restaurant and hire local people to fill positions within the business.

A Commercial Facilities Exemption Certificate was issued on April 3rd 2017 for this property to which I would like to request and desire to transfer the existing exemption, which will end December 30, 2029.

If you are in need of any additional information concerning this request, please do not hesitate to contact me.

Sincerely,

Ryan Marek

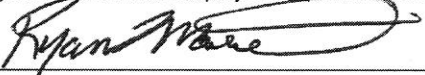
Ryan Marek, Owner
Marek Properties LLC
rmarek17@yahoo.com
231-534-2394

STATE USE ONLY		
Application Number	Date Received	LUCI Code

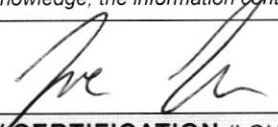
Application for Commercial Facilities Exemption Certificate

Issued under authority of Public Act 255 of 1978, as amended.

Read the instructions page before completing the application. **This application must be filed after a Commercial Redevelopment District is established.** The original application and required documents are filed with the clerk of the Local Governmental Unit (LGU).

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)			
Applicant (Company) Name Marek Properties LLC		NAICS or SIC Code 531120	
Facility's Street Address 101 Van Pelt PL	City Charlevoix	State MI	ZIP Code 49720
Name of City, Township or Village (taxing authority) Chalevoix	County Charlevoix	School District Where Facility is Located Charlevoix Public Schools	
☒ City ☐ Township ☐ Village			
Date of Rehabilitation Commencement (mm/dd/yyyy)	Planned Date of Rehabilitation Completion (mm/dd/yyyy)		
Estimated Cost of Rehabilitation	Number of Years Exemption Requested (1-12) 12		
Expected Project Outcomes (check all that apply)			
☐ Increase Commercial Activity ☐ Retain Employment ☒ Revitalize Urban Areas ☐ Create Employment ☒ Prevent Loss of Employment ☐ Increase Number of Residents in Facility's Community			
No. of perm. jobs to be created due to facility's rehab. 12	No. of perm. jobs to be retained due to facility's rehab.	Number of construction jobs to be created during rehabilitation	
Each year, the State Treasurer may approve 25 additional reductions of half the state education tax for a period not to exceed six years.			
☐ Check this box if you wish to be considered for this exclusion.			
PART 2: APPLICATION DOCUMENTS			
Prepare and attach the following items:			
☒ General description of the facility (year built, original use, most recent use, number of stories, square footage)		☐ Descriptive list of the fixed building equipment that will be a part of the facility	
☐ General description of the facility's proposed use		☐ Time schedule for undertaking and completing the facility's restoration, replacement or construction	
☐ General description of the nature and extent of the restoration, replacement, or construction to be undertaken		☐ Statement of the economic advantages expected from receiving the exemption	
☒ Legal description of the facility			
PART 3: APPLICANT CERTIFICATION			
Name of Authorized Company Officer (no authorized agents) Ryan Marek		Telephone Number (231) 534-2394	
Fax Number		E-mail Address rmarek17@yahoo.com	
Mailing Address 401 Petoskey Ave	City Charlevoix	State MI	ZIP Code 49720
<i>I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 255 of 1978, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Facilities Exemption Certificate by the State Tax Commission.</i> <i>I further certify that this application relates to a program, when completed, will constitute a facility, as defined by Public Act 255 of 1978, as amended.</i>			
Signature of Authorized Company Officer (no authorized agents) 		Title Owner	Date 5/2/2025

Continue on Page 2

PART 4: LGU ASSESSOR CERTIFICATION				
Provide the Taxable Value and State Equalized Value of the Commercial Property.				
	Taxable Value (excluding land)		State Equalized Value (SEV) (excluding land)	
Building	\$4,803		\$61,400	
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Facilities Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Facilities Exemption that would also put the same property on the Commercial Facilities specific tax roll.				
☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Facilities Exemption specific tax roll and not on any other specific tax roll.				
Name of Assessor (first and last name)		Telephone Number		
Joe Lavender		(231) 547-3614		
Fax Number		E-mail Address		
		joel@charlevoixmi.gov		
Mailing Address		City	State	ZIP Code
210 State St		Charlevoix	MI	49720
I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.				
Assessor's Signature			Date	
			5/6/2025	
PART 5: LGU ACTION / CERTIFICATION (LGU Clerk must complete Part 5)				
Action Taken By LGU:				
☐ Exemption approved for _____ years, ending December 30, <u>2029</u> (not to exceed 12 years)				
☐ Exemption Denied				
Date District Established (attach resolution for district)		Local Unit Classification Identification (LUCI) Code		School Code
Name of Clerk (first and last name)		Telephone Number		
Fax Number		E-mail Address		
Mailing Address		City	State	ZIP Code
LGU Contact Person for Additional Information		LGU Contact Person Telephone Number		Fax Number
I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate.				
Clerk's Signature			Date	

If you have questions, need additional information or sample documents, call 517-335-7491 or visit www.michigan.gov/propertytaxexemptions.

Instructions for Completing Form 4757

Application for Commercial Facilities Exemption Certificate

The Commercial Facilities Exemption Certificate was created by Public Act 255 of 1978, as amended. Applications for a certificate of exemption are filed, reviewed, and approved by the Local Governmental Unit (LGU). A copy of the certificate is filed with the State Tax Commission.

Owner / Applicant Instructions

1. Complete Parts 1, 2 and 3 of the application. Restoration, replacement, or construction may commence **after** establishment of a district.
2. The following must be provided to the LGU as attachments to the application:
 - a. General description of the facility (year built, original use, most recent use, number of stories, square footage).
 - b. General description of the proposed use of the facility.
 - c. General description of the nature and extent of the restoration, replacement, or construction to be undertaken.
 - d. Legal description of the facility.
 - e. Descriptive list of the fixed building equipment that will be a part of the facility.
 - f. Time schedule for undertaking and completing the restoration, replacement, or construction of the facility.
 - g. Statement of the economic advantages expected from the exemption.
3. After reviewing Parts 1, 2, and 3 for complete and accurate information, sign the application where indicated.

LGU Assessor Instructions

1. Complete Part 4 of the application.
2. After completing Part 4, sign where indicated to certify that if approved, the property will appear on the Commercial Facilities Exemption specific tax roll only.

LGU Clerk Instructions

1. After the LGU passes a resolution approving the application, complete Part 5 of the application. A resolution template with required statements can be found at **www.michigan.gov/propertytaxexemptions**.
2. After reviewing the application for complete and accurate information, sign the application to certify the application meets the requirements as outlined by Public Act 255 of 1978, as amended.
3. Issue a certificate to the applicant using the certificate templates found at **www.michigan.gov/propertytaxexemptions**.
4. If in Part 1 the applicant did **not** wish to be considered for the State Education Tax exclusion, submit only a copy of the Certificate to the State Tax Commission at **PTE@michigan.gov** for faster service. An additional submission option is to mail a copy of the Certificate to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909.
5. If in Part 1 the applicant did wish to be considered for the State Education Tax exclusion, submit a copy of the Certificate, application and attachments to the State Tax Commission at **PTE@michigan.gov** for faster service. An additional submission option is to mail a copy of the Certificate to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909.

Real Estate Summary Sheet

05/06/2025
8:53 AM

Information herein deemed reliable but not guaranteed

Parcel: 052-991-003-10
Owner's Name: CELEBRATE ME HOME LLC
Property Address: 101 VAN PELT PL
CHARLEVOIX, MI 49720

Current Class: 201 COMMERCIAL-IMPROVED
Previous Class: 201 COMMERCIAL-IMPROVED
Gov. Unit: 052 CITY OF CHARLEVOIX
MAP #
School: 15050 CHARLEVOIX PUBLIC SCHOOLS
Neighborhood: 2100 2100 COMMERCIAL DDA

Liber/Page: 1129/500 Created: 08/09/2023
Split: Active: Active
Public Impr.:

Topography:

Mailing Address:

CELEBRATE ME HOME LLC
102 CHICAGO AVE
CHARLEVOIX, MI 49720-1549

Description:

. DDA 1984BEG AT SE COR LOT 3 OF BLK 6 OF ORIG PLAT OF VIL (NOW CITY) OF CX TH AL S LI OF SD LOT 3 N89DEG19'27"W 31.18FT TH N0 DEG37'36"W 59.99FT TH S89DEG19'26"E 31.13FT TO NW COR OF PROP DESC L292P834 CX CTY R/D TH AL N LI OF LAST DESC CRSE S89DEG19'27"E 36.09FT TH AL E LI OF SD PROP S0DEG32'18"W 60FT TO S LI OF SD LOTTH N89DEG19'27"W 36.13FT TO POB BEING PTLOTS 2&3 OF ORIG PLAT OF CITY OF CX 97SP/COMB1096 246-003-00/246-002-50

Most Recent Sale Information

Sold on 6/15/2016 for 375,000 by FEINDT LAWRENCE R

Terms of Sale: 03-ARM'S LENGTH

Liber/Page: 1129/500

Most Recent Permit Information

None Found

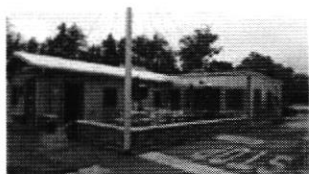
Physical Property Characteristics

2026 S.E.V.:	59,100	2026 Taxable:	4,803	Lot Dimensions:	
2025 S.E.V.:	61,400	2025 Taxable:	4,803	Acreage:	.00
Zoning:		Land Value:	0	Frontage:	0.0
PRE:	0.000	Land Impr. Value:	4,640	Average Depth:	0.0

Improvement Data

of Commercial Buildings: 2
Type: Restaurants
Description: CANTINA
Class: C
Quality: Low Cost
Built: 1950 Remodeled: 2017
Overall Building Height: 10
Floor Area: 1,396
Sale Price/Floor Area: 268.62
Estimated TCV: 113,557
Comments:

Image



Tax Information

CITY OF CHARLEVOIX
RESOLUTION NO. 2025-06-01
RESOLUTION APPROVING TRANSFER OF A COMMERCIAL FACILITIES EXEMPTION CERTIFICATE APPLICATION
FOR MAREK PROPERTIES LLC LOCATED AT 217 BRIDGE STREET, CHARLEVOIX, MICHIGAN
(PA255 OF 1978 AS AMENDED)

WHEREAS, the City of Charlevoix legally established the Charlevoix Main Street Commercial Redevelopment District No.1 on October 17, 2016, after a public hearing held on October 17, 2016; and

WHEREAS, on April 3, 2017, the Charlevoix City Council granted Celebrate Me Home LLC a Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 101 Van Pelt Place, for a period of 12 years, beginning December 31, 2017, and ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended; and

WHEREAS, a Commercial Facilities Exemption Certificate may be transferred and assigned by the holder of the certificate to a new owner of the facility with the approval of the local governmental unit after application by the new owner and with a properly noticed public hearing; and

WHEREAS, the applicant Marek Properties, LLC purchased the property on April 16, 2025; and

WHEREAS, the applicant Marek Properties, LLC has provided answers to all required questions under Section 6(1) of PA 255 of 1978 to the City of Charlevoix; and

WHEREAS, the City Assessor certified that the property is eligible to be covered by the exemption; and

WHEREAS, the application for transferring the Commercial Facilities Exemption Certificate was considered at a public hearing as provided by section 6(2) of Public Act 255 of 1978 on June 2, 2025.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix, that Marek Properties, LLC is granted a transfer of the Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 101 Van Pelt Place, for a period of 12 years ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended.

RESOLVED this 2nd day of June, 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: Deer Management and Concerns

Date: June 2, 2025

Presented By: City Council

Background:

At your last meeting, you discussed the deer issue again in response to public comment and requested the item be included on this agenda.

Deer are owned by the State of Michigan as wild animals. The number of deer has risen statewide and locally over the years. No action can be taken to control deer but those actions approved by the State of Michigan. In 2023, with a DNR permit, a deer cull was held that removed 25 deer from the area. The cost of this was roughly \$12,000. In 2024, Council again considered this and instead, opted to remove the ordinance prohibition on bow and arrow hunting in the City. Hunters must still follow all DNR regulations.

Since the ordinance is now in place, bow and arrow hunting of deer can last a full three months this fall rather than the very limited 14 days last year because of the timing of the ordinance passage. We are also finalizing a draft ordinance to reinforce the prohibition on feeding wild animals including deer. Feeding deer not only encourages them to leave wild areas but the congregation of them contributes to disease spread among the deer.

After a thorough review, the Planning Commission recommended against amending the fence regulations to address the deer issue since it could have several unintended consequences.

Recommendation:

Discussion and direction if needed.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Residential Streetlights

Date: June 2, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Residential streetlight standards in Charlevoix have gone through several designs over the years. To have a consistent design and performance going forward, we have worked to create a new design that reflects the historic character of lights in many of our neighborhoods but that incorporate the latest technology to shield residences from light pollution while incorporating LED efficiency in our system.

The recommended pole is a Holophane Wadsworth style. It is made from cast aluminum, has a gloss black, direct bury design, and an overall length of ten feet. The recommended fixture is a Holophane Arlington. It is an acorn style to match many of the existing fixtures. The fixture uses an LED light source with house and street-side photometrics and a house-side shield to reduce light directed toward homes. Unlike some other residential streetlights in our system, this design is fully shielded meaning no light escapes above a 90-degree angle and is compliant with the goal of our recently passed lighting ordinance (though rights-of-way were exempted). The color of the light is intended to imitate that of incandescent lamps. Holophane supplied the poles and fixtures for the Bridge Street streetlight replacement project located between Hurlbut and Antrim Streets.

We propose to field-test these new lights with a pilot program on W. Dixon Avenue. This section of street is disconnected from neighborhoods around it so new lights will not look out of place. There are also no lights on this block so it would return it to normal lighting. Once the pilot program is complete, we would use the Wadsworth pole and Arlington fixture for residential street lighting maintenance and replacement projects. After 6 months, we expect to have good insight on the durability and usability of these lights elsewhere and would continue this roll-out. Each light (fixture and pole) is approximately \$1,900.

Recommendation:

Motion to approve the residential street lighting field test pilot program on W. Dixon as presented.

Attachments:

1. Wadsworth Full Length 05.26.2025
2. Halophane Arlington Cutsheet



Catalog Number	
Notes	Type

AUCL3

Utility Arlington Series Luminaire Full Cutoff LED3



Mechanical

- Heavy grade A360 cast aluminum (<1% copper)
- Tool-less access with a spring-loaded latch
- Hidden hinge door allowing the door to swing open and remain open
- Optional internal or external NEMA twist lock photocontrol receptacle. Housing contains a tempered glass window to allow light to reach the cell for internal versions.
- Mount to slip-fitter that will accept 3" high by 2-7/8" to 3-1/8" O.D. pole tenon
- Decorative top cover contains stainless steel hinge which secures entry the LED optical chamber
- Polyester power coat paint to ensure maximum durability
- Rigorous multi-stage pre-treating and painting process yields a finish that achieves a scribe creepage rating of 8 (per ASTM D1654) after over 5,000 hours exposure to salt fog chamber (operated per ASTM B117) on standard and RAL finish options.
- RAL (RALxxxxSDCR) paint colors are Super Durable Corrosion Resistant, 80% gloss.

Electrical

- Surge protection meets ANSI/IEEE C62.41.2 10kV/10kA.
- Standard SPD meets 20kV/10kA per ANSI C136.2-2015.
- Quick disconnect connectors for ease of installation and maintenance.
- Three pole terminal block is standard, with optional prewired leads for ease of installation
- LED electronic 0-10v dimmable driver meets maximum total harmonic distortion (THD) of 20%, >0.90 Power Factor and is ROHS compliant.
- Minimum operating temperature is -40°C.
- Electronic driver has an estimated minimum life of 100,000 hours at 25°C.

Optical

- IP65 rated optical compartment
- LED circuit board located in the top cover
- Asymmetric or Symmetric zero uplight distributions
- 2700K, 3000K and 4000K CCT
- 70CRI Standard

Control Options

- Field Adjustable Output (AO) module - Onboard device that adjusts the light output and input wattage to meet site specific requirements. The AO module is preset at the factory to position number 8
- nLight Air RSBOR6 outdoor fixture-mounted motion and photo-sensor, features a dual radio to communicate wirelessly to other nLight Air devices for group response to motion, on/off control in response to daylight and by switch - RSBOR6

- Long life photocontrol, 20 years - PCLL, P34 and P48 with DTL
- 7 pin photocontrol receptacles internally (PR7) or externally (PR7E) mounted in place of the finial
- DTL DIN dedicated bracket with external mounted antenna - DINBRA

Manufacturing

- Manufactured in Crawfordsville, Indiana, ARRA compliant
- 100% electrical testing on all luminaires before shipment
- Ten (10) years minimum experience in manufacturing LED based products

Certification and Standards

- Luminaire shall be UL 1598 - Wet Location Safety Listing
- Suitable for operation in an ambient temperature -40°C (40°F) to 40°C (104°F) per UL certification for performance packages P05 thru P100 Type 2, 3 & 5 no glass, P05 thru P90 Type 2, 3, 4 & 5 clear glass and P05 thru P90 Type 3 & 5 frosted glass
- Suitable for operation in an ambient temperature -40°C (40°F) to 35°C (95°F) per UL certification for performance packages P100 Type 45 no glass, P100 Type 2, 3, 4 & 5 clear glass and P100 Type 3 & 5 frosted glass
- LM79 compliant
- DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

Government Procurement

BAA - Buy America(n) Act: Product qualifies as a domestic end product under the Buy American Act as implemented in the FAR and DFARS. Product also qualifies as manufactured in the United States under DOT Buy America regulations.

BABA - Build America Buy America: Product qualifies as produced in the United States under the definitions of the Build America, Buy America Act.

Please refer to www.acuitybrands.com/resources/buy-american for additional information.

Warranty

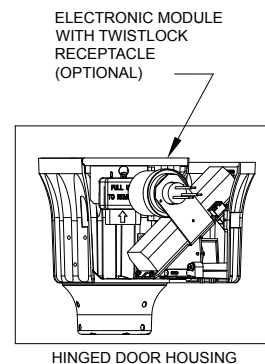
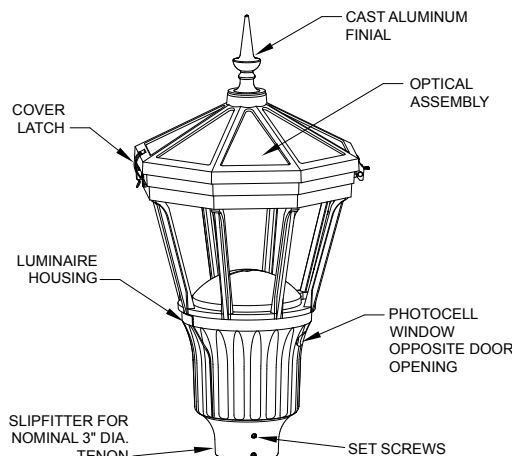
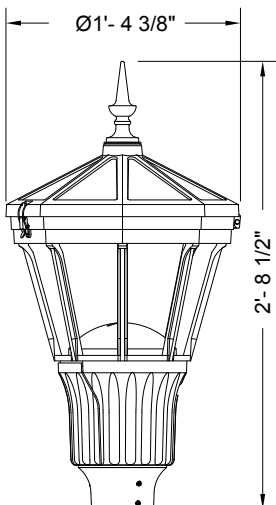
5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions.

Note: Actual performance may differ as a result of end-user environment and application.

All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.



DIMENSIONAL DATA



Maximum Weight - 36 lbs
Maximum Effective Projected Area - 1.38 sq. ft.

AUCL3

Utility Arlington Series Luminaire Full Cutoff LED3



ORDERING INFORMATION (refer to page 3 for configurable options)

Example: AUCL3 P20 30K MVOLT FC3 BK NF PR7E

Series	Led performance package	LED Color temperature	Voltage		Optics		Housing Color		Finial			
AUCL3 Utility Arlington LED FCO	P05 3,800 nominal lumens	27K 2700K CCT	MVOLT	Auto-sensing voltage (120 thru 277) 50/60 HZ	FC2	Type 2 distribution full cutoff	BK	Black	NF	None		
	P10 5,000 nominal lumens	30K 3000K CCT					GR	Gray	BL	Ball		
	P20 6,100 nominal lumens	40K 4000K CCT					GH	Graphite	SK	Spike		
	P30 7,600 nominal lumens	HVOLT	Auto-sensing voltage (347 thru 480) 50/60 HZ	FC3	Type 3 distribution full cutoff	GN	Green					
	P40 8,800 nominal lumens					PP	Prime paint					
	P50 10,000 nominal lumens					WH	White					
	P60 10,900 nominal lumens	XVOLT	Auto-sensing voltage (277 thru 480V) with enhanced power quality protection	FC4	Type 4 distribution full cutoff	BZ	Bronze					
	P70 11,700 nominal lumens					RALxxxxSDCR	RAL Super Durable Corrosion Resistant, 80% Gloss Paint, replace xxxx with RAL number.					
	P80 12,600 nominal lumens									CMC		
	P90 13,600 nominal lumens											
	P100 14,600 nominal lumens											

Options: Option Compatibility Matrix on page 3 of 4

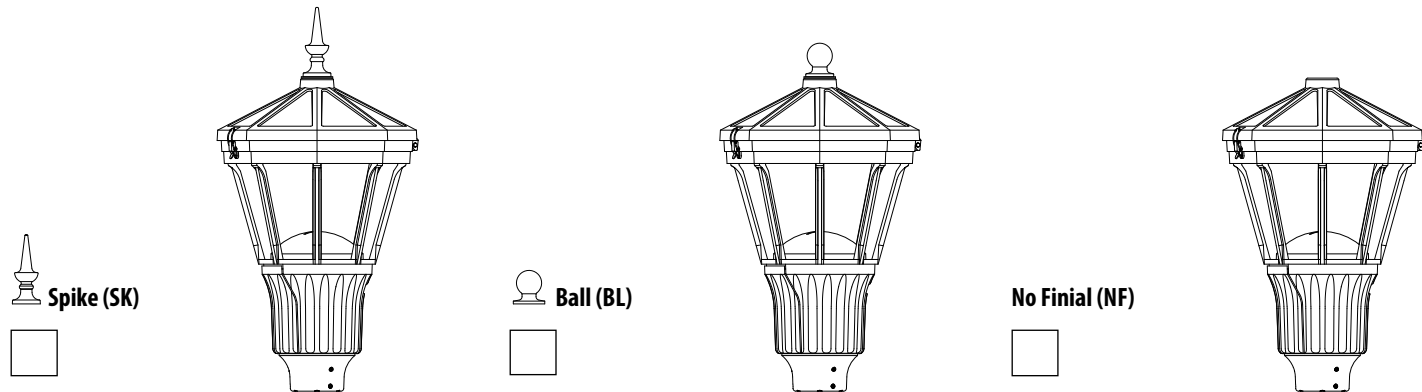
CONTROLS OPTIONS		PREWIRED LEAD OPTIONS	OPTIC OPTIONS
A0	Field Adjustable Output	L1H 1.5 ft prewired leads	CLGL Clear tempered glass lens
DINBRA	DTL DIN node bracket with external mounted antenna, DTL DIN node ordered and shipped separately	L03 3 ft prewired leads	FRGL 10% Frosted tempered glass lens
PR7	NEMA twistlock dimming photocontrol receptacle - 7 pin	L10 10 ft prewired leads	HSS Louvered house side shield
PR7E	NEMA twistlock dimming photocontrol receptacle - 7 Pin (Must use NF Finial Option)	L20 20 ft prewired leads	LEM REVEAL COLOR OPTIONS
PCLL	Long Life DTL Twistlock Photocontrol for Solid State, MVOLT	L25 25 ft prewired leads	MHC LEM Reveal Plate Painted to match Housing Color
P34	Long Life DTL Twistlock Photocontrol for Solid State, 347V	L30 30 ft prewired leads	NEMA LABEL OPTIONS
P48	Long Life DTL Twistlock Photocontrol for Solid State, 480V		NL1X1 1" X 1" ANSI Wattage Label
SH	Shorting Cap		NL2X2 2" X 2" ANSI Wattage Label
RSBOR6	nLight Motion Sensing Photocontrols		

Accessories: Order as separate catalog number.

HOUSE SIDE SHIELD	
CLHSSNG25	No glass, Type 2 & Type 5 - Louvered house side shield
CLHSSNG34	No glass, Type 3 & Type 4 - Louvered house side shield
CLHSSGL25	Glass, Type 2 & Type 5 - Louvered house side shield
CLHSSGL34	Glass, Type 3 & Type 4 - Louvered house side shield

FINIAL INFORMATION

Mark Appropriate Box for Finial Options



OPTIONS MATRIX

Option Matrix		LED Package										Voltage			Distribution				Finals			Options																
		P05	P10	P20	P30	P40	P50	P60	P70	P80	P90	P100	MVOLT	HVOLT	XVOLT	FC2	FC3	FC4	FC5	BL	NF	SK	AO	DALI	DINBRA	PR7	PR7E	PCLL	PC34	PC48	RSBOR6	SH	HSS	MHC	CLGL	FRGL		
LED Package	P05		N	N	N	N	N	N	N	N	N	N	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	P10	N		N	N	N	N	N	N	N	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	P20	N	N		N	N	N	N	N	N	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	P30	N	N	N		N	N	N	N	N	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	P40	N	N	N	N		N	N	N	N	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	P50	N	N	N	N	N		N	N	N	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	P60	N	N	N	N	N	N		N	N	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	P70	N	N	N	N	N	N	N		N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	P80	N	N	N	N	N	N	N	N		N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	P90	N	N	N	N	N	N	N	N	N		N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
P100	N	N	N	N	N	N	N	N	N	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	C		
Voltage	MVOLT	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	N	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y		
	HVOLT	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y	Y	N	Y	Y	Y	Y	Y			
	XVOLT	N	N	N	N	N	N	N	Y	Y	Y	N	N		Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y	Y	N	Y	Y	Y	Y	Y			
Distributions	FC2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	N	N	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		
	FC3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		N	N	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
	FC4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N		N	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N			
	FC5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Finals	BL	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	N	Y	RFD	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	NF	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		N	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
	SK	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N		Y	RFD	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Options	AO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	N	N	N	N	Y	Y	Y	Y	Y		
	DALI	RFD	RFD	RFD	RFD	RFD	RFD	RFD	RFD	RFD	RFD	RFD	N	N	N	RFD	RFD	RFD	RFD	RFD	RFD	RFD	N		RFD	N	N	N	N	N	N	N	N	RFD	RFD	RFD		
	DINBRA	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	RFD		N	N	N	N	N	N	N	Y	Y	Y	Y			
	PR7	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		N	Y	Y	Y	N	Y	Y	Y	Y			
	PR7E	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	N	N	N	N		Y	Y	Y	N	Y	Y	Y	Y			
	PCLL	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y		N	N	N	Y	Y	Y	Y			
	PC34	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	N		N	N	N	Y	Y	Y			
	PC48	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	N	N		N	N	Y	Y	Y			
	RSBOR6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N		N	Y	Y	Y			
	SH	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	N	N		Y	Y	Y			
	HSS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		
	MHC	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	N	N		
	CLGL	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	N		
	FRGL	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	C	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	RFD	Y	Y	Y	Y	Y	Y	Y	Y	N	N				

Y = Combination available / N = Combination not available / RFD = Additional information required, consult factory

LUMEN AMBIENT TEMPERATURE (LAT) MULTIPLIERS

Use the factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F)

Ambient Temp.		Lumen Maintenance - LLD (by Performance Package)											
°C	°F	P05	P10	P20	P30	P40	P50	P60	P70	P80	P90	P100	
0	32	1.03	1.03	1.04	1.04	1.04	1.04	1.04	1.04	1.05	1.05	1.05	
5	41	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.04	1.04	1.04	1.04	
10	50	1.02	1.02	1.02	1.02	1.02	1.03	1.03	1.03	1.03	1.03	1.03	
15	59	1.01	1.01	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	
20	68	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01	
25	77	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
30	86	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	
35	95	0.99	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	
40	104	0.98	0.98	0.98	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	

PROJECTED LED LUMEN MAINTENANCE

Data references the extrapolated performance projections for the platforms noted in 25°C ambient, based on 6,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11). To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Lumen Maintenance - LLD (by Performance Package)								
Hours	0	25,000	36,000	50,000	60,000	67,500	75,000	100,000
P05 - P70	1.00	0.94	0.92	0.89	0.87	0.86	0.84	0.79
P80 - P100	1.00	0.93	0.91	0.87	0.85	0.83	0.81	0.76

PERFORMANCE DATA
STANDARD OPTIONS: NO GLASS

LED Package	Glass/Optic	System Watts	27K (27000K, 70CRI)					30K (3000K, 70CRI)					40K (4000K, 70CRI)				
			Lumens	LPW	B	U	G	Lumens	LPW	B	U	G	Lumens	LPW	B	U	G
P05	FC2	30	3,176	106	1	0	2	3,229	108	1	0	2	3,473	116	1	0	2
	FC3		3,290	110	1	0	1	3,344	111	1	0	1	3,597	120	1	0	1
	FC4		3,289	110	1	0	2	3,343	111	1	0	2	3,596	120	1	0	2
	FC5		3,698	123	3	0	1	3,759	125	3	0	1	4,044	135	3	0	1
P10	FC2	39	4,121	106	1	0	2	4,189	107	1	0	2	4,506	116	1	0	2
	FC3		4,268	109	1	0	1	4,339	111	1	0	1	4,667	120	1	0	1
	FC4		4,267	109	1	0	2	4,337	111	1	0	2	4,666	120	1	0	2
	FC5		4,798	123	3	0	1	4,877	125	3	0	1	5,246	135	3	0	1
P20	FC2	48	5,053	105	1	0	2	5,137	107	1	0	2	5,525	115	2	0	2
	FC3		5,233	109	1	0	2	5,320	111	1	0	2	5,723	119	1	0	2
	FC4		5,232	109	1	0	2	5,319	111	1	0	2	5,721	119	2	0	3
	FC5		5,883	123	3	0	1	5,981	125	3	0	1	6,433	134	3	0	2
P30	FC2	59	6,496	110	2	0	2	6,604	112	2	0	2	7,104	120	2	0	2
	FC3		6,689	113	2	0	2	6,800	115	2	0	2	7,315	124	2	0	2
	FC4		6,389	108	2	0	3	6,495	110	2	0	3	6,987	118	2	0	3
	FC5		7,477	127	3	0	2	7,601	129	3	0	2	8,176	139	3	0	2
P40	FC2	69	7,551	109	2	0	3	7,676	111	2	0	3	8,257	120	2	0	3
	FC3		7,775	113	2	0	2	7,904	115	2	0	2	8,502	123	2	0	2
	FC4		7,125	103	2	0	3	7,243	105	2	0	3	7,791	113	2	0	3
	FC5		8,691	126	4	0	2	8,835	128	4	0	2	9,503	138	4	0	2
P50	FC2	81	8,493	105	2	0	3	8,634	107	2	0	3	9,287	115	2	0	3
	FC3		8,745	108	2	0	2	8,890	110	2	0	2	9,563	118	2	0	2
	FC4		8,305	103	2	0	3	8,442	104	2	0	3	9,081	112	2	0	3
	FC5		9,775	121	4	0	2	9,937	123	4	0	2	10,689	132	4	0	2
P60	FC2	91	9,302	102	2	0	3	9,457	104	2	0	3	10,172	112	3	0	3
	FC3		9,579	105	2	0	2	9,738	107	2	0	2	10,475	115	2	0	2
	FC4		9,062	100	2	0	3	9,212	101	2	0	3	9,909	109	2	0	3
	FC5		10,707	118	4	0	2	10,884	120	4	0	2	11,708	129	4	0	2
P70	FC2	98	9,944	101	2	0	3	10,109	103	3	0	3	10,874	111	3	0	3
	FC3		10,240	104	2	0	2	10,410	106	2	0	2	11,198	114	2	0	2
	FC4		9,639	98	2	0	3	9,799	100	2	0	3	10,540	108	2	0	3
	FC5		11,446	117	4	0	2	11,635	119	4	0	2	12,516	128	4	0	2
P80	FC2	107	10,840	101	3	0	3	11,020	103	3	0	3	11,854	111	3	0	3
	FC3		11,163	104	2	0	2	11,348	106	2	0	2	12,207	114	2	0	2
	FC4		10,098	94	2	0	3	10,266	96	2	0	3	11,043	103	3	0	3
	FC5		12,477	117	4	0	2	12,684	119	4	0	2	13,644	128	4	0	3
P90	FC2	117	11,651	100	3	0	3	11,844	101	3	0	3	12,740	109	3	0	3
	FC3		11,997	103	2	0	2	12,196	104	2	0	2	13,119	112	2	0	3
	FC4		10,901	93	2	0	3	11,082	95	3	0	3	11,920	102	3	0	3
	FC5		13,410	115	4	0	3	13,632	117	4	0	3	14,664	125	4	0	3
P100	FC2	130	12,532	96	3	0	3	12,740	98	3	0	3	13,704	105	3	0	3
	FC3		12,904	99	2	0	3	13,119	101	2	0	3	14,111	109	3	0	3
	FC4		11,530	89	3	0	3	11,721	90	3	0	3	12,608	97	3	0	3
	FC5		14,424	111	4	0	3	14,663	113	4	0	3	15,772	121	4	0	3

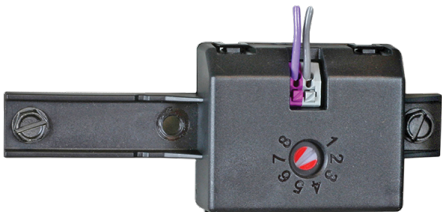
PERFORMANCE DATA
OPTIONAL: CLEAR GLASS

LED Package	Glass/Optic	System Watts	27K (27000K, 70CRI)					30K (3000K, 70CRI)					40K (4000K, 70CRI)				
			Lumens	LPW	B	U	G	Lumens	LPW	B	U	G	Lumens	LPW	B	U	G
P05	FC2	30	2,853	95	1	0	1	2,900	97	1	0	1	3,120	104	1	0	1
	FC3		2,961	99	1	0	1	3,010	100	1	0	1	3,238	108	1	0	1
	FC4		2,862	95	1	0	1	2,909	97	1	0	1	3,129	104	1	0	1
	FC5		3,250	108	2	0	1	3,304	110	2	0	1	3,554	118	2	0	1
P10	FC2	39	3,701	95	1	0	1	3,763	96	1	0	1	4,047	104	1	0	1
	FC3		3,842	99	1	0	1	3,905	100	1	0	1	4,201	108	1	0	1
	FC4		3,712	95	1	0	1	3,774	97	1	0	1	4,060	104	1	0	1
	FC5		4,217	108	3	0	1	4,287	110	3	0	1	4,611	118	3	0	1
P20	FC2	48	4,539	95	1	0	1	4,614	96	1	0	1	4,963	103	1	0	1
	FC3		4,711	98	1	0	1	4,789	100	1	0	1	5,151	107	1	0	1
	FC4		4,552	95	1	0	1	4,628	96	1	0	1	4,978	104	1	0	2
	FC5		5,171	108	3	0	1	5,256	110	3	0	1	5,654	118	3	0	1
P30	FC2	59	5,841	99	2	0	2	5,937	101	2	0	2	6,387	108	2	0	2
	FC3		5,947	101	1	0	2	6,046	102	1	0	2	6,504	110	1	0	2
	FC4		5,530	94	1	0	2	5,622	95	1	0	2	6,047	102	2	0	2
	FC5		6,592	112	3	0	1	6,701	114	3	0	1	7,208	122	3	0	2
P40	FC2	69	6,789	98	2	0	2	6,901	100	2	0	2	7,424	108	2	0	2
	FC3		6,913	100	2	0	2	7,028	102	2	0	2	7,560	110	2	0	2
	FC4		6,167	89	2	0	2	6,269	91	2	0	2	6,743	98	2	0	2
	FC5		7,662	111	3	0	2	7,789	113	3	0	2	8,378	121	3	0	2
P50	FC2	81	7,636	94	2	0	2	7,762	96	2	0	2	8,350	103	2	0	2
	FC3		7,775	96	2	0	2	7,904	98	2	0	2	8,502	105	2	0	2
	FC4		7,188	89	2	0	2	7,307	90	2	0	2	7,860	97	2	0	2
	FC5		8,618	106	3	0	2	8,760	108	3	0	2	9,423	116	3	0	2
P60	FC2	91	8,364	92	2	0	2	8,502	93	2	0	2	9,146	101	2	0	2
	FC3		8,517	94	2	0	2	8,658	95	2	0	2	9,313	102	2	0	2
	FC4		7,843	86	2	0	2	7,973	88	2	0	2	8,577	94	2	0	2
	FC5		9,439	104	3	0	2	9,596	105	3	0	2	10,322	113	4	0	2
P70	FC2	98	8,941	91	2	0	2	9,089	93	2	0	2	9,777	100	2	0	2
	FC3		9,104	93	2	0	2	9,255	94	2	0	2	9,956	102	2	0	2
	FC4		8,342	85	2	0	2	8,481	87	2	0	2	9,122	93	2	0	2
	FC5		10,090	103	4	0	2	10,258	105	4	0	2	11,034	113	4	0	2
P80	FC2	107	9,746	91	2	0	2	9,908	93	2	0	2	10,658	100	2	0	2
	FC3		9,925	93	2	0	2	10,089	94	2	0	2	10,853	101	2	0	2
	FC4		8,740	82	2	0	2	8,885	83	2	0	2	9,557	89	2	0	2
	FC5		11,000	103	4	0	2	11,182	105	4	0	2	12,028	112	4	0	2
P90	FC2	117	10,475	90	2	0	2	10,649	91	2	0	2	11,455	98	3	0	3
	FC3		10,667	91	2	0	2	10,844	93	2	0	2	11,664	100	2	0	2
	FC4		9,435	81	2	0	2	9,591	82	2	0	2	10,317	88	2	0	2
	FC5		11,822	101	4	0	2	12,018	103	4	0	2	12,928	110	4	0	2
P100	FC2	130	11,267	87	3	0	3	11,454	88	3	0	3	12,321	95	3	0	3
	FC3		11,473	88	2	0	2	11,664	90	2	0	2	12,546	97	2	0	2
	FC4		9,979	77	2	0	2	10,144	78	2	0	2	10,912	84	2	0	2
	FC5		12,716	98	4	0	2	12,927	99	4	0	2	13,905	107	4	0	2

PERFORMANCE DATA
OPTIONAL: FROSTED GLASS

LED Package	Glass/Optic	System Watts	27K (27000K, 70CRI)					30K (3000K, 70CRI)					40K (4000K, 70CRI)				
			Lumens	LPW	B	U	G	Lumens	LPW	B	U	G	Lumens	LPW	B	U	G
P05	FC3	30	1,908	64	1	0	1	1,940	65	1	0	1	2,086	70	1	0	1
	FC5		2,039	68	1	0	1	2,073	69	1	0	1	2,230	74	1	0	1
P10	FC3	39	2,475	63	1	0	1	2,516	65	1	0	1	2,707	69	1	0	1
	FC5		2,646	68	1	0	1	2,690	69	1	0	1	2,893	74	1	0	1
P20	FC3	48	3,035	63	1	0	1	3,085	64	1	0	1	3,319	69	1	0	1
	FC5		3,244	68	1	0	1	3,298	69	1	0	1	3,548	74	2	0	1
P30	FC3	59	3,873	66	2	0	1	3,937	67	2	0	1	4,235	72	2	0	1
	FC5		4,124	70	2	0	1	4,192	71	2	0	1	4,509	76	2	0	1
P40	FC3	69	4,502	65	2	0	2	4,577	66	2	0	2	4,923	71	2	0	2
	FC5		4,793	69	2	0	1	4,873	71	2	0	1	5,241	76	2	0	1
P50	FC3	81	5,064	63	2	0	2	5,148	64	2	0	2	5,537	68	2	0	2
	FC5		5,391	67	2	0	1	5,480	68	2	0	1	5,895	73	2	0	1
P60	FC3	91	5,546	61	2	0	2	5,638	62	2	0	2	6,065	67	2	0	2
	FC5		5,905	65	2	0	1	6,003	66	2	0	1	6,457	71	2	0	1
P70	FC3	98	5,929	61	2	0	2	6,027	62	2	0	2	6,484	66	2	0	2
	FC5		6,312	64	2	0	1	6,417	65	2	0	1	6,903	70	2	0	1
P80	FC3	107	6,463	60	2	0	2	6,571	61	2	0	2	7,068	66	2	0	2
	FC5		6,881	64	2	0	1	6,995	65	2	0	1	7,525	70	3	0	1
P90	FC3	117	6,947	59	2	0	2	7,062	60	2	0	2	7,596	65	2	0	2
	FC5		7,396	63	3	0	1	7,518	64	3	0	1	8,087	69	3	0	2
P100	FC3	130	7,472	57	2	0	2	7,596	58	2	0	2	8,171	63	2	0	2
	FC5		7,955	61	3	0	2	8,087	62	3	0	2	8,699	67	3	0	2

COMPONENTS & OPTIONS DATA



AO
Manual field adjustable output dimming device



HSS
*Minimize backlight with a louvered house-side-shield.
Available as a factory installed*

Performance Package	FAO Position	% Lumen Output	% Wattage
P05-P20	8	100%	100%
	7	94%	95%
	6	82%	83%
	5	70%	72%
	4	57%	60%
	3	45%	48%
	2	32%	38%
	1	19%	25%

Performance Package	FAO Position	% Lumen Output	% Wattage
P30-P100	8	100%	100%
	7	94%	93%
	6	83%	81%
	5	71%	69%
	4	59%	56%
	3	46%	44%
	2	33%	32%
	1	19%	20%

ACCESSORIES OPTION DATA



CLHSS
Minimize backlight with a louvered house-side-shield, field accessory



The Rapid Ship Pole and Luminaire program provides quick solutions for urgent needs.
The most popular and readily available are available for those urgent projects. Select from the following options to get up to 20 units shipped in 20 working days or less!

ORDERING INFORMATION

Example: AUCL3 P50 40K MVOLT FC3 BK NF

Series	Lumen/Wattage Package	Color Temperature	Voltage	Optics	Housing Color	Finial
AUCL3 Utility Arlington LED FCO	P05 3,800 nominal lumens	27K 2700 series CCT	MVOLT Auto-sensing voltage (120 thru 277) 50/60 HZ	FC2 Type 2 distribution zero uplight	BK Black	NF None
	P10 5,000 nominal lumens	30K 3000 series CCT	HVOLT Auto-sensing voltage (347 thru 480) 50/60 HZ	FC3 Type 3 distribution zero uplight	GR Gray	BL Ball
	P20 6,100 nominal lumens	40K 4000 series CCT			GH Graphite	SK Spike
	P30 7,600 nominal lumens				GN Green	
	P40 8,800 nominal lumens				WH White	
	P50 10,000 nominal lumens				BZ Bronze	
	P60 10,900 nominal lumens					
	P70 11,700 nominal lumens					
	P80 12,600 nominal lumens					
	P90 13,600 nominal lumens					
	P100 14,600 nominal lumens					
				FC5 Type 5 distribution zero uplight		

Options: Option Compatibility Matrix on page 3 of 4		
CONTROLS OPTIONS A0 Field Adjustable Output DINBRA DTL DIN node bracket with external mounted antenna, DTL DIN node ordered and shipped separately PR7 NEMA Twist Lock Dimming photocontrol receptacle - 7 PIN receptacle only. PR7E NEMA Twist Lock Photocontrol Receptacle - 7 PIN. Externally mounted, available with NF option PCLL DTL long life twistlock photocontrol for solid-state MVOLT SH Shorting cap	PREWIRED LEAD OPTIONS L1H 1.5 ft. prewired leads L03 3 ft. prewired leads L10 10 ft. prewired leads L20 20 ft. prewired leads	OPTIC OPTIONS CLGL Clear tempered glass lens FRGL 10% Frosted tempered glass lens HSS House side shield LEM REVEAL COLOR OPTIONS MHC LEM Reveal Plate Painted to match Housing Color NEMA LABEL OPTIONS NL1X1 NEMA Label 1" x 1" NL2X2 NEMA Label 2" x 2"

Accessories: Order as separate catalog number, ships separately & field installed.	
HOUSE SIDE SHIELD	
CLHSSNG25	No glass, Type 2 & Type 5 - Louvered house side shield
CLHSSNG34	No glass, Type 3 & Type 4 - Louvered house side shield
CLHSSGL25	Glass, Type 2 & Type 5 - Louvered house side shield
CLHSSGL34	Glass, Type 3 & Type 4 - Louvered house side shield

Charlevoix City Council

All Other Actions and Requests

Title: Energy Waste Reduction Program

Date: June 2, 2025

Presented By:

Background:

Overview of Public Act 229 of 2023

Public Act 229 of 2023 (PA 229) sets new rules for all electric utilities in Michigan, including Charlevoix. Under this law, utilities must create **Energy Waste Reduction (EWR) programs** to help customers save energy.

Key Requirements

- Each year, utilities must save at least **1.5% more energy** than the year before.
- Energy-saving measures must last **at least 8 years** on average.
- At least **25% of the program's budget** must go toward helping **low-income customers**.
- The plan must include programs for **all types of customers** (residential, commercial, and industrial).
- Money collected from a specific customer group (like residential or business) must be used to benefit that group.
- Utilities must explain how they will **pay for the program** and **prove it meets state standards**.

New Option: Efficient Electrification (EFEL)

PA 229 introduces a new type of energy-saving option called **Efficient Electrification (EFEL)**. These projects:

- Help customers **use less electricity overall**
- **Lower greenhouse gas emissions**
- **Reduce energy bills**

Important: These programs cannot cause electricity prices to go up for customers who don't take part.

Role of the Michigan Municipal Electric Association (MMEA)

The **MMEA helped shape the law** that became PA 229. Thanks to MMEA's work, cities like Charlevoix benefit from:

- Being allowed to **file plans and reports together** with other cities
- Flexibility to **move spending between programs and customer groups**

- Control over how **EWI surcharges (fees)** are set—this decision is made by local government, not the state

Charlevoix's Options

Charlevoix, as a member of the **Michigan Public Power Agency (MPPA)**, has two options for running its EWI program:

1. MPPA Program

- **4-year commitment**
- Lower average annual cost (\$136,258)
- Lower cost per kilowatt-hour saved (\$0.188)
- More money goes directly to **customer incentives (70%)**
- Contractor paid based on performance, with a **45–50% holdback** to encourage results

2. State of Michigan's Efficiency United Program

- **2-year commitment**
- Higher average annual cost (\$188,530)
- Higher cost per kilowatt-hour saved (\$0.234)
- Less money goes to customer incentives (54%), more to contractor (46%)

Program Options – At a Glance

Customer Group	Program Type	MPPA	State
Residential	High-Efficiency Appliances & HVAC	✓?	✓?
	Appliance Recycling	✓?	✓?
	Home Energy Assessments	✓?	✓?
	Efficient Electrification (EFEL)	✓?	✓?
	Online Marketplace	✓?	✗
Low-Income	All of the above + Weatherization, Energy Kits	✓?	✓?
Commercial/Industrial	Prescriptive & Custom Measures, EFEL	✓?	✓?

Both options offer a wide range of programs to serve **residents, businesses, and low-income customers**.

Next Steps

Charlevoix must **select an EWI program by June 20, 2025** and submit its decision to MPPA.

This agenda item was modified using AI tools.

Recommendation:

Motion to adopt the MPPA Energy Waste Reduction Plan as presented.

Attachments:

1. MPPA_Commerical-&-Industrial_EWR_Rebate_Application_2025
2. MPPA_Residential_EWR_Rebate_Application_2025
3. MPPA_Residential_Income-Qualified_EWR_Rebate_Application_2025



City of Charlevoix

Commercial & Industrial Energy Efficiency Program

2025 Incentive Application

Ready to start your project? Follow these 3 simple steps.

Step #1: Request Pre-Approval

To ensure that your project is eligible and to reserve funds, please complete, sign and submit:

1. The Pre-Approval Agreement (found on page 2 of this application), completed and signed.
2. The worksheet(s) that are applicable to your project, completed (found on pages 4-13 of this application).
3. Itemized quote/proposal with model numbers from your contractor.
4. If this project is for new construction, please refer to the New Construction application on www.mienergysmart.com.
5. All Projects are subject to inspection before and/or after work is performed.
6. All projects must receive a reservation letter before work is performed.
7. New product specification sheets

Step #2: Complete Your Project

If your project meets the pre-approval criteria, you will receive a letter indicating funds have been reserved. Following the specifications listed in this application, install your equipment within 90 days. Applications that are not completed within 90 days from the date on the acceptance letter are subject to cancellation. All equipment must be installed and operational within 90 days of the date on the acceptance letter or by November 30, 2025, whichever date comes first.

Step #3: Get Your Cash Incentive

Once your project is complete, it's time to request your cash incentive. Within 30 days of project completion, you must submit:

1. The Payment Approval Agreement (found on page 3 of this application), completed and signed.
2. The itemized invoice(s) for materials and any applicable external labor costs, including the following:
 - Contractor's name and contact information
 - Customer's name and contact information
 - Date of invoice
 - Line item cost for each product
 - Quantities of each product
 - Complete product model numbers
 - Labor (and other) expenses listed separately from product costs
 - Total invoice amount



**Please submit your
documents one
of two ways:**

Fax 517-203-0658

Email energysmart@franklinenergy.com

Have questions?

Contact us at 877-674-7281.



Pre-Approval Agreement

Please complete and submit this page, along with the appropriate worksheet(s) and quotes with model numbers from your contractor, *before you begin your project*. If you plan to install the equipment yourself (as opposed to hiring a contractor to do so), please submit a quote/proposal for the cost of the equipment from a supplier or distributor. If your project meets the pre-approval criteria, you will receive a letter indicating the funds have been reserved. You can then proceed with completing your project, as described in Step #2 on page 1 of this application.

Name of Business		Phone		Email	
Mailing Address		City		State	ZIP Code
Installation Address		City		State	ZIP Code
Annual Hours of Operation	City of Charlevoix Electric Account Number			Taxpayer ID # (SSN/FEIN or Payee)	
Building Use (Please Check One): ☒ New Construction (refer to the New Construction application) ☐ Office ☐ Retail ☐ Warehouse ☐ Restaurant ☐ Grocery Store/Supermarket ☐ Manufacturing ☐ Lodging ☐ School (K-12) ☐ School (College) ☐ Healthcare Facility ☐ Other/Miscellaneous					
How did you learn about the program? ☐ My Utility ☐ Utility Website ☐ Online Ad ☐ Mail/Bill Insert ☐ Event ☐ Contractor ☐ Newspaper ☐ Radio					
Name of Supplier/Distributor		Contact Name			
Name of Installing Contractor		Contact Name			
Address		City		State	ZIP Code
Contractor Phone		Contractor Email			
Certifications and Signature I hereby certify that: 1. The information contained in this application is accurate and complete. 2. All rules of this incentive application have been followed. 3. I have read and understand the Terms and Conditions included with this document. I agree to verification of equipment installation which may include a site inspection by a program or utility representative. I understand that I am not allowed to receive more than one incentive from this program on any piece of equipment. I hereby agree to indemnify, hold harmless and release the utility from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages.					
Customer Signature				Date Submitted	
Print Customer Name				Estimated Completion Date	

You can submit your
documents one of two ways...

FAX
517-203-0658

EMAIL
energysmart@franklinenergy.com



Payment Approval Agreement

Please complete and submit this page, along with your itemized invoice(s), within 30 days of project completion.

Name of Business			
Total Project Cost	Total Incentives Requested		Pre-Approval Incentive Amount
Mailing Address		City	State MI
Installation Address		City	ZIP Code
Print Name	Date	Installation Completion Date	
Certifications and Signature I certify that I am an eligible City of Charlevoix electric utility customer and that the efficiency measures in this application were installed in this facility in 2025. I certify that I have read and complied with the Terms and Conditions of this application. By submitting this application, I understand that this facility may be inspected by employees or contractors/subcontractors of City of Charlevoix to verify installation of any and all measures applied for in this application and that the project follows all program guidelines.			
Customer Signature (Must Be Same Person Who Signed Pre-Approval Agreement)			

OPTIONAL: Complete section below **ONLY** if incentive is to be paid to a third-party other than the customer.

Make Payable To	Contact Name	Contact Phone	
Mailing Address	City	State	ZIP Code
Taxpayer ID # (FEIN or Payee)	Tax Status (Please Check One): ☐ Corporation ☐ Tax Exempt ☐ Individual ☐ Other:		
Print Name	Date		
Certifications and Signature I am authorizing the payment of the incentive to the third party named above, and I understand that I will not be receiving the incentive payment. I also understand that my release to a third party does not exempt me from the program requirements outlined in the Terms and Conditions.			
Customer Signature (Must Be Same Person Who Signed Pre-Approval Agreement)			
I certify that I have read and complied with the Terms and Conditions of this application.			
Third Party Rebate Recipient Signature			

You can submit your
documents one of two ways...

FAX
517-203-0658

EMAIL
energysmart@franklinenergy.com



Introduction to Prescriptive and Custom Incentives

The following pages are prescriptive incentives for energy efficient measures that are for one-for-one replacement. Other replacement options as well as measures that are not on this application may be eligible for custom incentives. Please contact us to discuss custom projects.

Custom Incentives

Custom incentives are based on the first-year energy (kWh) savings.

Payback must be greater or equal to one (1) and less than or equal to eight (8) year to be eligible for a custom incentive. Payback = Incremental Measure Cost (annual kWh Saved x Electricity Rate). Custom incentive cannot exceed 50% of the total custom project cost.

When applying for pre-approval of a custom project, you must submit the following items: 1. Completed and signed Pre-Approval Agreement (page 2) 2. Project details of existing system and proposed project 3. Itemized quote/proposal for all related materials and any external labor 4. Manufacturer's specification sheets for all equipment	Custom Incentive Rate	
	Lighting \$0.10 / kWh	Non-lighting \$0.12 / kWh

Lighting & Lighting Controls Worksheet (one-for-one unit replacement)

All lighting projects are required to comply with the IESNA recommended lighting levels or local code.

Measure	Specs	Quantity	\$ / Unit	Total
Interior Fixtures				
LED Downlight Fixture	Replace incandescent lamped fixture with ENERGY STAR LED fixture.		\$20 / Fixture	
LED Exit Signs	Replacement or retrofit of an incandescent or fluorescent exit sign with LED.		\$13 / Fixture	
General Lighting Controls				
Interior Occupancy Sensors: < 150 sq ft	Available for passive infrared (PIR) and ultrasonic sensors. Sensor installed for single fixture are only eligible for < 150 sq ft with the exception of single highbay fixture which are eligible for the 150-500 sq ft offering.		\$10 / Sensor	
Interior Occupancy Sensors: 150-500 sq ft			\$20 / Sensor	
Interior Occupancy Sensors: > 500 sq ft			\$50 / Sensor	
Exterior Occupancy Sensors	Retrofit applications only. Baseline lighting system must operate continuously during night hours.		\$0.25 / watt controlled	
Exterior Multi-step Dimming Time Clock	Controlled lighting fixtures must operate at no more than 50% full rated power for at least five hours per night.		\$0.10 / watt controlled	
Interior Daylight Harvesting Sensor	The controls can be on/off, stepped or dimming and must vary the light output based on the level of sunlight received. The floor plan and control schedule must be submitted. Cannot be used with occupancy sensor.		\$0.09 / sq ft	
Comprehensive Lighting Controls				
Incentives for occupancy sensors or daylight controls cannot be received for same areas controlled by comprehensive lighting controls. Control schedule and floor plans must be submitted.				
Interior Central Lighting Control	For automated central controls with override capability in interior spaces. Must be programmed considering occupant's schedule. Can include time clocks, package programmable relay panels and complete building automation controls.		\$0.06 / sq ft	
Network Lighting Controls	For central control of interior and/or exterior spaces. Must have step dimming, remote interface and control and small zone control capability. Must be on DLC Qualified Product List of Networked Lighting Controls and include three (3) savings control strategies including but not limited to time scheduling, daylight harvesting, occupancy/vacancy sensing, task tuning, load shedding, or high end trim.		\$0.17 / sq ft	
Lighting & Lighting Controls Worksheet Incentive Subtotal, page 4:				\$

Lighting Worksheet continues on page 5.



Lighting & Lighting Controls Worksheet, continued

All lighting projects are required to comply with the IESNA recommended lighting levels or local code.

Interior Lighting - Non-High Bay			
Incentives are eligible for replacement of interior linear fluorescent fixtures/retrofits. Incentive is \$0.08/kWh for LED. All new fixtures and retrofits must be DLC. Existing wattages used must come off of the Standard Wattage Table below. Use wattage listed on DLC sites for proposed fixture or lamps.			
Existing Fixture:		Watts/Fixture:	Quantity:
Proposed Fixture:		Watts/Fixture:	Quantity:
☐ Lamp-only replacement	Annual Operating Hours:		
Total:	Watts Saved:	kWh Saved:	Incentive:
Existing Fixture:		Watts/Fixture:	Quantity:
Proposed Fixture:		Watts/Fixture:	Quantity:
☐ Lamp-only replacement	Annual Operating Hours:		
Total:	Watts Saved: 0.000	kWh Saved: 0.00	Incentive:
Existing Fixture:		Watts/Fixture:	Quantity:
Proposed Fixture:		Watts/Fixture:	Quantity:
☐ Lamp-only replacement	Annual Operating Hours:		
Total:	Watts Saved: 0.000	kWh Saved: 0.00	Incentive:

Standard Wattage Tables

Standard Wattage Table	
Fixture	Wattage
HID 50W	61
HID 70W	89
HID 100W	120
HID 150W	174
HID 175W	194
HID 200W	230
HID 250W	290
HID 400W	455
HID 750W	850
HID 1000W	1080

Existing 4 Foot Linear Fluorescent Fixtures					
	T8 F32	T12 F40 34W Mag	T12 F48 40W Mag	T5 F28	T5 F54 HO
1 Lamp	30	43	51	33	59
2 Lamp	59	72	82	63	117
3 Lamp	88	115	133	96	179
4 Lamp	115	144	164	126	234
6 Lamp	162	216	266	192	351
8 Lamp	230	288	328	252	468
10 Lamp	295	360	410	315	585
12 Lamp	345	460	492	384	702

Existing U Lamp Fixtures		
	T8 FU32	T12 FU40
1 Lamp	29	43
2 Lamp	55	63
3 Lamp	81	115

Existing 8 Foot Linear Fluorescent Fixtures				
	T12 Mag (60W lamp)	T12 Mag STD (75W lamp)	T12 Mag (95W lamp)	T12 HO Mag STD (110W lamp)
1 Lamp	75	-	112	-
2 Lamp	128	173	227	257

Existing 2 Foot Fluorescent Fixture		
	T8 F17	T12 F20
1 Lamp	18	25
2 Lamp	33	50
3 Lamp	47	71
4 Lamp	59	100

Lighting & Lighting Controls Worksheet Incentive Subtotal, page 5: \$

Lighting Worksheet continues on page 6.

Note: Customer acknowledges and agrees that Customer cannot apply for, nor receive, incentives for the same product, equipment or service from more than one utility unless there are both electric and gas savings.



Lighting & Lighting Controls Worksheet, continued

All lighting projects are required to comply with the IESNA recommended lighting levels or local code.

Interior Lighting — All High Bay Lighting, 15 feet and above for ceiling height

Incentives are eligible for replacing High Bay Fixtures with interior High Bay LED fixture, retrofit kits or lamps.
Incentive is \$0.30 per watt reduced. Incentive for DLC Premium fixtures or retrofit kits is \$0.40 per watt reduced.
All new fixtures, retrofits or lamps must be DLC. Existing wattages used must come off of the Standard Wattage Table on page 4.
Use wattage listed on DLC sites for proposed fixture for lamps.

Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
☐ Lamp-only replacement ☐ DLC Premium Total:	Watts Saved:	Incentive:
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
☐ Lamp-only replacement ☐ DLC Premium Total:	Watts Saved:	Incentive:
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
☐ Lamp-only replacement ☐ DLC Premium Total:	Watts Saved:	Incentive:
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
☐ Lamp-only replacement ☐ DLC Premium Total:	Watts Saved:	Incentive:

Exterior Lighting

Incentives are eligible for the replacement or retrofit of an exterior fixture with LED fixture, retrofit kit, or lamp which have a reduced input wattage of at least 40%. Incentives are per fixture and are based on the nominal lamp wattage of the original fixture. Incentive is for fixtures that operate less than 24 hours per day. **Incentive is \$0.35 per watt reduced. Incentive for DLC Premium fixtures or retrofit kits is \$0.45 per watt reduced.** Existing wattages must come off of the Standard Wattage Table on page 4.
All new fixtures and retrofits must be DLC. **Use wattage listed on DLC sites for proposed fixture or lamps.**

Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
☐ DLC Premium Total:	Watts Saved:	Incentive:
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
☐ DLC Premium Total:	Watts Saved:	Incentive:
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
☐ DLC Premium Total:	Watts Saved:	Incentive:
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
☐ DLC Premium Total:	Watts Saved:	Incentive:

Lighting & Lighting Controls Worksheet Incentive Subtotal, page 6: \$

Lighting & Lighting Controls Worksheet Incentive TOTAL: \$



HVAC & HVAC Controls Worksheet

Measure	Heat Pump Specs	AC Specs	Quantity	\$ / Unit	Total
Central Packaged/Split System Replacement					
Air Conditioner/ Air-Source Heat Pump	≤ 5.4 Tons	ENERGY STAR® qualified: • 3 phase: 15 SEER / 8.5 HSPF • 1 phase / Split: 15.2 SEER2 / 7.8 HSPF2 • 1 phase / Package: 15.2 SEER2 / 6.7 HSPF2	ENERGY STAR qualified: 3 phase: 15 SEER 1 phase: 15.2 SEER2	\$50 / Ton	
	≤ 11.25 Tons	15.1 IEER, 3.5 COP	17.8 IEER	\$50 / Ton	
	≤ 20 Tons	14.3 IEER, 3.4 COP	16.8 IEER	\$50 / Ton	
	≤ 63.3 Tons	13.5 IEER, 3.3 COP	15.5 IEER	\$50 / Ton	
	> 63.3 Tons	13.5 IEER, 3.3 COP	10.2 EER	\$50 / Ton	

Measure	Sizes	FL Specs	IPLV Specs	Quantity	\$ / Unit	Total
HVAC Chiller Replacement						
Incentives are not available for back-up or redundant chillers. Qualification and incentive based on ratings at AHRI Conditions. Must meet full-load (FL) OR part-load (IPLV). If specifications are in EER, convert to kW/ton. (kW/ton = 12/EER)						
Air-Cooled	All Sizes	≤ 1.14 kW/ton	≤ 0.71 kW/ton		\$40 / Ton	
Water-Cooled Positive Displacement	≤ 150 Tons	≤ 0.69 kW/ton	≤ 0.46 kW/ton		\$40 / Ton	
	≤ 300 Tons	≤ 0.63 kW/ton	≤ 0.41 kW/ton		\$40 / Ton	
	> 300 and ≤ 600 Tons	≤ 0.58 kW/ton	≤ 0.38 kW/ton		\$40 / Ton	
Water-Cooled Centrifugal	≤ 150 Tons	≤ 0.58 kW/ton	≤ 0.41 kW/ton		\$40 / Ton	
	≤ 300 Tons	≤ 0.58 kW/ton	≤ 0.37 kW/ton		\$40 / Ton	
	≤ 600 Tons	≤ 0.53 kW/ton	≤ 0.35 kW/ton		\$40 / Ton	

Measure	Specs	Quantity	\$ / Unit	Total
Computer Room Air Conditioning (CRAC)				
High Efficiency CRAC Unit	Air Cooled; min SCOP = 2.2		\$14 / MBH	
	Water Cooled; min SCOP = 2.51			
	Glycol Cooled; min SCOP = 2.08			
CRAC Unit Economizer	Air Cooled Refrigerant Economizer		\$35 / MBH	
	Air Cooled Air Side Economizer			
	Glycol Cooled Glycol Economizer			
VFD on Existing CRAC Unit Process Fans			\$150 / HP	
Data Room Hot/Cold Aisle Configuration	Return Air Temp Increase ≥ 5°F		\$10 / MBH	
	Return Air Temp Increase ≥ 10°F		\$20 / MBH	

Measure	Specs	Quantity	\$ / Unit	Total
Maintenance				
Air-Cooled & Water- Cooled Chiller Tune-Up	Chiller must be ≥ 20 Tons. Eligible every 2 years.		\$350 / Unit	
Cogged Belt Drive	Cogged belt replacing standard V-shaped belt.		\$5 / HP	
Synchronous Belt Drive	Synchronous belt replacing standard V-shaped belt.		\$9 / HP	

HVAC & HVAC Controls Worksheet Incentive Subtotal, page 7: \$

HVAC & HVAC Controls Worksheet continues on page 8.



HVAC & HVAC Controls Worksheet, continued

Measure	HP	Quantity	\$ / Unit	Total
Variable Frequency Drives (VFD) - HVAC				
Drives must be added to existing pumping or air handling applications related to HVAC applications. VFDs must be automatically controlled by a variable signal and have load diversity that will result in savings through motor speed variation. To qualify for HVAC equipment the motor size must be ≤ 100 HP and annual hours must be ≥ 1800 hours. Redundant units, soft start, back-up units and replacements of existing VFDs do not qualify. See Manufacturing section for process options.				
HVAC Fan			\$75 / HP	
HVAC Fan			\$75 / HP	
HVAC Pump			\$75 / HP	
HVAC Pump			\$75 / HP	
ECM Pump <100W	☐ Domestic Hot Water ☐ Heating Water ☐ Cooling Water _____		\$30 / HP	
ECM Pump 100-500W	☐ Domestic Hot Water ☐ Heating Water ☐ Cooling Water _____		\$150 / HP	
ECM Pump >500W	☐ Domestic Hot Water ☐ Heating Water ☐ Cooling Water _____		\$500 / HP	

Measure	Specs	Quantity	\$ / Unit	Total
HVAC Controls				
Building Temperature Controls	Must control central AC and replace a non-programmable building management system. The new system must offer time of day controls and a minimum temperature setback of 8 degrees (heating/cooling).		\$45 / 1,000 sq ft	
Occupancy Sensor Control for HVAC	Installation of new controls to an existing EMS system which automatically control the HVAC system based on occupancy sensors. Provide wiring schematic at the time of submitting pre-approval.		\$30 / 1,000 sq ft	
Constant Volume AHU to VAV	Converting constant volume air handling system to a variable air volume. Must have reheat and supply at least four zones.		\$450 / 1,000 sq ft	
Air Side Economizer	Available for air handling units supplying air conditioning which have none or inoperable economizer controls.		\$15 / ton	
Critical Zone Supply Air Reset Control	Available for addition of critical zone reset (static pressure reset) controls to VAV system. Airflow at each VAV box must be monitored and adjust control sequences must be in accordance to ASHRAE 90.1.		\$35 / ton	
Advanced Rooftop HVAC Control	For addition of enhanced ventilation control to single-zone packaged HVAC units or rooftops. Must include: advanced digital economizer control system, demand control ventilation and VSD supply fan.		\$80 / ton	
Chilled Water Reset 5°F	Available for installing a chiller water reset to allow supply chilled water temperature to increase based by 5°F or 10°F based on either zone demand or outdoor air temperature. Provide reset schedule. Reset schedules with chillers in economizing mode do not qualify.		\$15 / ton	
Chilled Water Reset 10°F			\$30 / ton	
Optimized Chiller Plant Sequencing	Implementation of automated optimized chiller sequencing in existing chiller plants (2 or more chillers) where the existing chillers currently operate with stand-alone controls. Water-cooled plants must also control corresponding cooling towers and condenser water pumps.		\$4 / ton	
Hotel GREM Controls – A/C with Electric Heat	For sensors which automatically control HVAC equipment. Incentive is for new controls only and is offered per room installed.		\$65 / Room	
Hotel GREM Controls – A/C with Gas Heat			\$10 / Room	

HVAC & HVAC Controls Worksheet Incentive Subtotal, page 8:	\$
HVAC & HVAC Controls Worksheet Incentive TOTAL:	\$



Compressed Air & Industrial Worksheet

Measure	Specs	Quantity	\$ / Unit	Total
Compressed Air Equipment				
VSD Air Compressor (< 301 HP)	Replacement of constant speed compressor with rotary screw compressor controlled by a VSD. Annual operating hours must be more than 2000 hours. Not available for back up/redundant compressor.		\$150 / HP	
Variable Displacement Air Compressor	New variable displacement screw compressor replacing a screw compressor with modulating or load/no load control. Annual operation hours ≥ 4000 hours.		\$35 / HP	
Two Stage Rotary Screw Air Compressor	New two-stage screw compressor of at least 50 HP.		\$20 / HP	
Desiccant to Refrigerated Air Dryer	New externally heated or blower purge air dryer replacing a desiccant dryer. Dryers installed on inlet modulating compressors are not eligible.		\$4 / SCFM	
Heat of Compression Air Dryer	Waste heat from oil-free air compressor used to regenerate desiccant dryer. System HP must be greater than 50.		\$4 / SCFM	
Refrigerated Cycling Thermal Mass Air Dryer	Available for replacing a non-cycling refrigerated air dryer with a cycling refrigerated dryer of equal capacity.		\$2 / SCFM	
Variable Speed Air Dryer			\$2 / SCFM	
Refrigerated Cycling Digital Scroll Air Dryer			\$2 / SCFM	
Dew-Point Sensor Control for Desiccant Dryer	Available for dewpoint sensor control as a retrofit or an option on a new dryer. Dryers installed on inlet modulating compressors are not eligible.		\$5 / SCFM	
Compressed Air Storage Tank (If going from < 1 gal/cfm to > 5 gal/cfm, the < 1 to > 3 and < 3 to > 5 measures can be used concurrently. HP and gal/cfm used must be from the trim compressor. Only for screw compressor systems operating greater than 90 psig.	Existing: ≤ 1 gal/cfm to new ≥ 3 gal/cfm		\$50 / HP	
	Existing: ≤ 3 gal/cfm to new ≥ 5 gal/cfm		\$50 / HP	
	Existing: ≤ 5 gal/cfm to new ≥ 10 gal/cfm		\$30 / HP	
Air Compressor Outside Air Intake	Ducted outside air must provide compressed air supply. Compressor must run at least 2000 hours at 80 psig or greater.		\$8.50 / HP	
Flow Controller	The actual air compressor discharge pressure set point must be reduced by 5 psig. Must be a minimum of 50 horsepower.		\$10 / HP	
Engineered Nozzles	A new compressed air nozzle installed on an open pipe or tube. Usage must be greater than 1000 hours.		\$150 / Nozzle	
Low-Pressure Drop Air Filters for Compressed Air	New low pressure drop filter (PSID ≤ 1 initial differential) replacing a standard coalescing filter.		\$5 / HP	
No-loss Drains – Compressed Air	Replacing manual or timer drains.		\$175 / Drain	

Compressed Air & Industrial Worksheet Incentive Subtotal, page 9: \$

Compressed Air & Industrial Worksheet continues on page 10.



Compressed Air & Industrial Worksheet, continued

Measure	Description	Quantity	\$ / Unit	Total
Compressed Air Energy Audit and Leak Reduction				
Incentives are available for the repair of a minimum of 50% of leaks by CFM documented in a leak audit of a compressed air system which was performed by a qualified, independent contractor. Customer or contractor can repair the leaks. Pre-approval is required prior to repairing leaks.				
To qualify for pre-approval: Submit evidence of the compressed air audit leaks utilizing a spreadsheet detailing: ☐ Date of inspection. ☐ The leak locations. ☐ Estimated size of leak by volume (SCFM). ☐ Secure a tag at each leak location stating data above. To receive incentive payment: Submit payment form, invoice and evidence of the compressed air leaks utilizing a spreadsheet and notes on tags detailing: ☐ Date of repair. ☐ The leak locations. ☐ Name of person who completed the repair. ☐ Leave updated tags in place for up to 30 days or until post inspection is performed.				
Compressed Air Leak Audit AND Repair of 50% of Documented Leaks by Volume	☐ VSD ☐ Non-VSD		\$15 / HP	

Measure	HP	Quantity	\$ / Unit	Total
Variable Frequency Drives (VFD) - Process				
Drives must be added to existing pumping or air handling applications related to process applications. VFDs must be automatically controlled by a variable signal and have load diversity that will result in savings through motor speed variation. To qualify for Process equipment, motor size must be ≤ 50 HP and annual hours must be ≥ 2,000 hours. Redundant units, soft start, back-up units and replacements of existing VFDs do not qualify.				
Process Fan			\$75 / HP	
Process Fan			\$75 / HP	
Process Pump			\$75 / HP	
Process Pump			\$75 / HP	

Measure	Description	Quantity	\$ / Unit	Total
Plastics Industry				
Injection Molding Machine	All-Electric replacing existing hydraulic or expanded capacity.		\$20 / metric ton	
	Hybrid (servo hydraulic) replacing existing hydraulic or expanded capacity.		\$20 / metric ton	
	New VSD hydraulic machine or VSD retrofit to existing hydraulic machine. 4,000 annual hours minimum.		\$10 / metric ton	
Barrel Wrap Insulation	Available for insulated blanket installed around uninsulated barrels of extruders or injection molders.		\$100 / sq. ft.	

Measure	Description	Quantity	\$ / Unit	Total
General Industry				
3-Phase High Frequency Battery Charger	☐ 1 Shift ☐ 2 Shift ☐ 3 Shift		\$200/charger	

Compressed Air & Industrial Worksheet Incentive Subtotal, page 10:	\$
Compressed Air & Industrial Worksheet Incentive TOTAL:	\$



Refrigeration Worksheet

Measure	Specs	Quantity	\$ / Unit	Total
Commercial Refrigeration Systems				
Floating Head Pressure Control	Available for systems without control. Controls must vary head pressure based on outdoor air temperature with at least 20°F variance must be achieved in milder weather. Capped at 50% of project cost.		\$125 / Ton	
Anti-Sweat Heater Controls	Controls which monitor relative humidity and turn off anti-sweat heaters when appropriate.		\$80 / Door	
No Heat Reach-In Case Doors	Replace existing case door with special glass door that requires no anti-sweat heat.		\$150 / Door	
LED Grocery Case Lighting	Replace T12 or T8 with DLC listed LED lighting in refrigerator or freezer cases.		\$40 / Door	
Occupancy Sensor for LED Case Lighting	Sensors which automatically turn on LED cooler lighting when motion is detected.		\$10 / Door	
Walk-In or Case Cooler/Freezer ECM	Replacement of PSC or shaded pole evaporator motors with an ECM motor.		\$100 / Motor	
Evaporator Fan Motor Control	Available for walk-in units where fan(s) run continuously. Must lower air flow when there is no refrigerant flow through evaporator. Must be > 15 and < 40 cubic feet.		\$50 / Controller	
Evaporator Fan Motor Control with Demand Defrost – Cooler	Available for walk-in units where fan(s) run continuously and defrost is on a time clock.		\$4 / Ton	
Evaporator Fan Motor Control with Demand Defrost – Freezer			\$40 / Ton	
Cooler/Freezer Defrost Control	Refrigerator must be used in a commercial setting. Must be > 15 and < 40 cubic feet.		\$20 / Ton	
Cooler/Freezer Door Gaskets	Installation of new gaskets to reduce air infiltration on a cooler or freezer door.		\$9.00 / Linear Foot	
Cooler Night Covers	Vertical covers designed for refrigerated display cases. Incentive is based on linear length of cooler and the time per day covers are used.		\$1 / Foot / Hour	
Cooler Strip Curtains	Installation of new curtains isolating a cold storage area.		\$5 / ft2	
Freezer Strip Curtains	Installation of new curtains isolating a freezer storage area.		\$25 / ft2	
High Speed Door (Cooler-Dock)	High speed door replacing strip curtains between a cooler space and dock space.		\$15 / Door	
High Speed Door (Cooler-Freezer)	High speed door replacing strip curtains between a cooler space and freezer space.		\$70 / Door	
High Speed Door (Freezer-Dock)	High speed door replacing strip curtains between a freezer space and dock space.		\$145 / Door	
Recycling of Refrigerators	Refrigerator must be used in a commercial setting. Must be > 15 and < 40 cubic feet.		\$50 / Unit	

Refrigeration Worksheet Incentive TOTAL: \$



Food Service, Computers and EV Worksheet

Measure	Specs	Product Information	Quantity	\$ / Unit	Total
Commercial Kitchen Systems					
ENERGY STAR® certified Refrigerator Check one: ☐ Solid Door ☐ Glass Door		_____ ft ³		\$100 / Unit	
ENERGY STAR certified Freezer Check one: ☐ Solid Door ☐ Glass Door		_____ ft ³		\$100 / Unit	
ENERGY STAR certified Ice Machine		lbs/day		\$400 / Unit	
ENERGY STAR certified Electric Steam Cooker	3-pan	Unit		\$900 / Unit	
	4-pan	Unit		\$1000 / Unit	
	5-pan	Unit		\$1100 / Unit	
	6-pan	Unit		\$1200 / Unit	
ENERGY STAR certified Electric Fryer				\$200 / Unit	
ENERGY STAR certified Hot Holding Cabinets	Full	Unit		\$400 / Unit	
	3/4	Unit		\$300 / Unit	
	Half	Unit		\$200 / Unit	
ENERGY STAR certified Commercial Dishwasher				\$600 / Unit	
Measure	Specs	Product Information	Quantity	\$ / Unit	Total
Computer Controls					
Network Power Management Software	New installation must allow centralized control at the server level of the power management settings (sleep mode and shutdown) of desktop computers on a distributed network and must report energy savings.			\$8 / PC controlled	
Electric Vehicle Charging					
Connected EV Charger	Must be a Level 2 or Level 3 Charger. Must be 240 volts and hard-wired. Must have Wi-Fi connectivity. Subject to funding availability. Multiple chargers at MPPA member's approval.			\$80/kW capped at \$2000 per charger	

Food Service, Computers and EV Worksheet Incentive TOTAL: \$

Lighting & Lighting Controls	\$
HVAC & HVAC Controls	\$
Compressed Air & Industrial	\$
Refrigeration	\$
Food Service, Computers & Electric Vehicle Charging	\$
All Worksheet Incentive TOTAL:	\$

Note: Customer acknowledges and agrees that Customer cannot apply for, nor receive, incentives for the same product, equipment or service from more than one utility unless there are both electric and gas savings.



Terms and Conditions

1. **Eligibility:** These incentives are offered by your Energy Smart utility to commercial and industrial electric customers installing energy efficient equipment only. For questions regarding eligibility, call 877-674-7281.
2. **Incentive Offer:** Energy efficient equipment subject to incentive from your Energy Smart utility must be installed and operational by November 30, 2025. Applicant has 90 days from the date of the acceptance letter to complete the proposed project. Applications that are not completed within 90 days are subject to cancellation. Additionally, invoice(s) related to the equipment upgrade must be submitted to Energy Smart within 30 calendar days of installation (completion) and no later than November 30, 2025. Please keep a copy for your records. Incentives are calculated based on prescriptive incentive rates and shall not exceed the total cost of equipment, labor, and other associated project costs.
3. **Project Documentation Requirements:** Customer will have to provide your Energy Smart utility with the documentation as listed in the instructions (page 1). If Customer does not provide the required project documents to Energy Smart at pre-approval and payment stages, the project may be disqualified from the program. The project may also be disqualified if pre-approval is not received, unless otherwise noted on the application.
4. **Energy Efficiency Improvement Qualifications:** Increased energy efficiency resulting from peak shaving, demand limiting, or operating schedule changes does not qualify. To qualify, lighting equipment must have a planned minimum usage of 1,800 hours per year. Non-lighting equipment must have a planned minimum usage of 1,500 hours per year. If Customer's equipment does not meet required usage hours per year, an incentive cannot be offered. If Customer has questions or concerns about above qualifications, Customer may contact Energy Smart to discuss.
5. **Incentive Limit:** Prescriptive and Custom project applications may receive or cumulate a maximum of \$5,000 combined per customer name and/or business entity each calendar year. Incentive limit is subject to change without notice. Incentives for measures can be up to 100% for Prescriptive projects and 50% for Custom projects of the total project cost of a specific measure but shall not exceed the incentives set by your Energy Smart utility for each measure on the application Worksheet(s).
6. **Compliance:**
 - a. All projects must comply with applicable federal, state and local laws.
 - b. All equipment must be new or retrofitted with new components.
 - c. The purchase and installation of used equipment is not eligible for incentives. Existing equipment must be removed and/or permanently disconnected.
 - d. Equipment must meet specification requirements as defined in application Worksheets and Equipment Guidelines.
7. **Payment:** Approved Final Applications will receive payment within 8-10 weeks of signed payment approval. Incomplete applications will either delay payments or result in denial of application approval. Your Energy Smart utility reserves the right to refuse payment and disqualify Customer from participating in the program if the customer or their contractor violates any program Terms and Conditions. The qualified equipment must be installed and operating for the rated life of the product(s) or for a period of three (3) years from receipt of rebate, whichever is more. If the qualified equipment is removed or replaced with less efficient equipment, or if Customer ceases to be a customer of your Energy Smart utility during the three (3) years, Customer shall refund a prorated amount of rebate dollars based on the time installed within thirty (30) days of receipt of notice from your Energy Smart utility.
8. **Inspection:** Energy Smart staff may conduct inspection(s) of the project site to survey existing conditions and/or newly installed equipment.
9. **Publicity:** Your Energy Smart utility reserves the right to publicize Customer's participation in this program, unless Customer specifically requests in writing otherwise.
10. **Program Discretion:** Incentives are available on a first-come, first-served basis. Incentive amounts and offerings are subject to change and/or termination without notice and at the discretion of your Energy Smart utility.
11. **Disclaimers:** Your Energy Smart utility:
 - a. does not endorse any particular manufacturer, product, labor or system design by offering this program;
 - b. is not responsible for any tax liability imposed on the customer as a result of the payment of incentives. Your Energy Smart utility is tax exempt;
 - c. does not expressly or implicitly warrant the performance of installed equipment or contractor's quality of work (contact your contractor for detailed warranties);
 - d. is not responsible for the proper disposal/recycling of any waste generated as a result of this project;
 - e. is not liable for any damage caused by the installation of the equipment and/or for any damage caused by the malfunction of the installed equipment.
12. **Participating Trade Ally Program:** Participating Trade Allies must adhere to standards of acceptable behavior and performance. Violation of these standards could result in removal from the program. Should an alleged violation occur, the contractor will be contacted.
13. **Indemnification:** Customer shall, to the fullest extent permitted by law, indemnify and hold harmless your Energy Smart utility, and their officers, agents and employees harmless from and against all losses and litigation expenses arising out of or resulting from the performance of work hereunder and caused, in whole or part, by any act or omission of Contractor. Your Energy Smart utility shall further be entitled to all cost (which include both internal and external) incurred in the process of enforcing this or any other provision under this agreement. This provision is not intended and is not to be construed as a waiver of the defense of governmental immunity otherwise available nor is it construed as a waiver of the defense of governmental immunity otherwise available nor is it intended to grant third party beneficiary status to any person or entity.
14. **Governing Law:** This agreement is construed in accordance with Michigan law, without regard to conflict of laws, provisions, and venue is in the county in which the municipality resides.
15. **Intellectual Property:** No rights in copyright, patents, trademarks, trade secrets, or other intellectual property are granted to contractor and/or subcontractor except as expressly provided under these Terms. Contractor and/or subcontractor will not register or use any mark and/or internet domain name that contains any Energy Smart intellectual property.

You can submit your
documents one of two ways...

FAX
517-203-0658

EMAIL
energysmart@franklinenergy.com



CITY OF CHARLEVOIX

Residential Energy Efficiency Program

2025 Incentive Application

Ready to start your project? Follow these 3 simple steps.

Step #1: Make Sure Your Project is Eligible

Check the specifications listed in this application and/or speak with an Energy Smart advisor by calling **877-NRG-SAV1** (877-674-7281) to make sure your project is eligible for Energy Smart incentives. All equipment must be new and installed or operated in a residential dwelling, whose electric service is provided by City of Charlevoix.

Step #2: Complete Your Project

Install your new, energy-efficient equipment, following the specifications listed in this application.

Step #3: Apply for Your Cash Incentive

Once your project is complete, it's time to request your cash incentive. You must submit:

1. A completed and signed application
2. Itemized invoice(s) for contractor-installed equipment, including installation date, costs for equipment installed and installation labor
3. A copy of the invoice or receipt for products purchased by the customer
4. The ENERGY STAR® logo for ENERGY STAR certified products or equipment

Your completed application and the required materials listed above must be received by November 30, 2025.

Limited funds are available. Please allow 8-10 weeks to receive your Energy Smart incentive check from the time your completed application is received.

Have Questions?
Call 877-NRG-SAV1



Please submit your documents one of two ways:

Fax 517-203-0658

Email energysmart@franklinenergy.com



Customer Information

Customer Name	Phone	Email	
Mailing Address	City	State	ZIP Code
Installation Address	City	State	ZIP Code
City of Charlevoix Electric Account Number	Fuel type for space heating: ☐ Natural Gas ☐ Electric ☐ LP (Propane) ☐ Oil		
How did you learn about the program? ☐ My Utility ☐ Utility Website ☐ Online Ad ☐ Mail/Bill Insert ☐ Event ☐ Contractor ☐ Newspaper ☐ Radio			
Name of Installing Contractor	Contractor Name		
Address	City	State	ZIP Code
Contractor Phone	Contractor Email		
Certifications and Signature I hereby certify that: 1. The information contained in this application is accurate and complete. 2. All rules of this incentive program have been followed. 3. I have read and understand the Terms and Conditions included with this document. I agree to verification of equipment installation which may include a site inspection by a City of Charlevoix representative. I understand that I am not allowed to receive more than one incentive from this program for any one piece of equipment. I hereby agree to indemnify, hold harmless and release the utility from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages. I understand that my submittal of the requested information is for the sole purpose of my program participation. I further understand that this information will be treated as confidential to the extent permitted by law.			
Customer Signature	Print Name	Date Submitted	

Complete section below only if rebate will be paid to the Contractor or Landlord.

Payee Legal Name (as shown on income tax return):	Payee Business Name (if different than payee legal name):		
Payee Legal Address:	City:	State:	ZIP:
Mail Check to: ☐ Payee Legal Address ☐ Job Site Address ☐ Alternate Address (complete below):			
Alternate Pay Address (optional):	City:	State:	ZIP:
Payee Federal Tax Classification (check ONE only): ☐ Corporation ☐ Partnership ☐ Sole Proprietor/Individual ☐ LLC ☐ Other tax exempt organization or gov't agency			
Payee Taxpayer Identification Number (TIN) (Must match payee legal name above): FEIN #: _____ - _____			
Payee Signature:	Print Name:	Title:	Date:

For Internal Use Only

Date Received	Post Inspection	Incentive Approval	Date Approval
	Post Inspection Required? ☐ Yes ☐ No	☐ Yes ☐ No	



Incentive Worksheet

Please see Equipment Specifications & Documentation Requirements found on page 6 of this document for details, including quantity limitations.

Measure	Specs	Quantity	Incentive	Total Incentive
Air Conditioning				
Central AC 15.2 SEER2	The indoor coil and outdoor condenser must be listed in AHRI together as a set and installed on the same date to be eligible.		\$125.00	
Central AC 16 SEER2			\$150.00	
Central AC 17 SEER2			\$200.00	
Central AC 18 SEER2			\$250.00	
ASHP 15.2 SEER2			\$125.00	
ASHP 16 SEER2			\$150.00	
ASHP 17 SEER2			\$250.00	
ASHP 18 SEER2			\$350.00	
Cold Climate ASHP – 15.2 SEER2/8.4 HSPF2			\$600.00	
Minisplit Heat Pump System	Tier 1 15.2 SEER or SEER2 / 7.8 HSPF or HSPF2	Outdoor Units < 2.5 tons	\$60 per outdoor unit	
		Outdoor Units ≥ 2.5 tons	\$100 per outdoor unit	
	Tier 2 18 SEER or SEER2 / 9.3 HSPF or HSPF2	Outdoor Units < 2.5 tons	\$180 per outdoor unit	
		Outdoor Units ≥ 2.5 tons	\$370 per outdoor unit	
ENERGY STAR® certified Whole Home Dehumidifier			\$250.00	

Please provide the following information about the existing equipment:

Primary Heating system fuel/type: ☐ Natural Gas ☐ Heat Pump ☐ Electric Resistance ☐ Other: _____

Primary Cooling system type: ☐ Central AC/ASHP ☐ ___ Room AC ☐ ___ No cooling ☐ Other: _____

Please provide the following information about the new, installed equipment: (required)

Manufacturer:	Model Number:	Serial Number:

Measure	Specs	Quantity	Incentive	Total Incentive
Water Heater				
ENERGY STAR certified High Efficiency Heat Pump Water Heater (Replacing Electric Water Heater)	≤ 55 gallons, ENERGY STAR certified		\$300.00	

Measure	Specs	Quantity	Incentive	Total Incentive
Appliances and Other Equipment				
ENERGY STAR certified Refrigerator	ENERGY STAR certified		\$35.00	
ENERGY STAR certified Freezer	ENERGY STAR certified		\$25.00	
ENERGY STAR certified Smart Thermostat	ENERGY STAR certified		\$100.00	
ENERGY STAR certified Clothes Washer	ENERGY STAR certified; must have electric water heater and/or electric clothes dryer Dryer fuel: ☐ Natural Gas ☐ Electric Water heater fuel: ☐ Natural Gas ☐ Electric		\$35.00	
ENERGY STAR certified Electric Clothes Dryer	ENERGY STAR certified		\$25.00	
ENERGY STAR certified Heat Pump Clothes Dryer	ENERGY STAR certified		\$75.00	



Incentive Worksheet

Please see Equipment Specifications & Documentation Requirements found on page 6 of this document for details, including quantity limitations.

Measure	Specs	Quantity	Incentive	Total Incentive
Appliances and Other Equipment, cont.				
ENERGY STAR certified Room AC	ENERGY STAR certified		\$15.00	
ENERGY STAR® certified Inverter Driven Room AC	ENERGY STAR certified with inverter		\$45.00	
ENERGY STAR certified Portable Air Purifier	ENERGY STAR certified		\$40.00	
ENERGY STAR certified Dehumidifier	ENERGY STAR certified		\$30.00	
ENERGY STAR PC certified (Personal Computer)	ENERGY STAR certified		\$15.00	
ENERGY STAR certified Monitor	ENERGY STAR certified		\$15.00	
ENERGY STAR certified TV	ENERGY STAR certified		\$30.00	
Intelligent Surge Protector			\$10.00	

Measure	Specs	Quantity	Incentive	Total Incentive
Electric Transportation Rebates				
Connected EV Charger	Must be a Level 2 Charger. Must be 240 volts and hard-wired. Must have wifi connectivity. Subject to funding availability. Multiple chargers at MPPA members approval.		\$80/kW capped at \$500 per charger.	

Measure	Specs	Unit	Quantity	Incentive	Total Incentive
Building Envelope					
Building Envelope measures are only available for customers with central cooling and/or electric heat. Not available for new construction projects. Insulation – must add a minimum of R10 unless specified differently					
Ceiling Insulation	Existing Insulation level must be R-19 or less.	Square Foot Ceiling Insulated		\$0.18	
<i>Existing Ceiling Insulation Detail</i>		Inches:	Material:	R-Value:	
<i>Added Ceiling Insulation Detail</i>		Inches:	Material:	R-Value:	
Attic Hatch Insulation	Must be ≥ R38	Each		\$3.00	
Wall Insulation	Existing insulation must be R10 or less.	Square Foot Wall Insulated		\$0.10	
<i>Existing Wall Insulation Detail</i>	Material:	Inches:	R-Value:		Final R-Value:
<i>Added Wall Insulation Detail</i>	Material:	Inches:	R-Value:		
Basement Wall Insulation	Existing insulation must be R10 or less.	Square Foot Basement Wall Insulated		\$0.10	
<i>Existing Basement Wall Insulation Detail</i>	Material:	Inches:	R-Value:		Final R-Value:
<i>Added Basement Wall Insulation Detail</i>	Material:	Inches:	R-Value:		
Crawlspace Wall Insulation	Existing insulation must be R10 or less.	Square Foot Crawlspace Wall Insulated		\$0.05	
<i>Existing Crawlspace Wall Insulation Detail</i>	Material:	Inches:	R-Value:		Final R-Value:
<i>Added Crawlspace Wall Insulation Detail</i>	Material:	Inches:	R-Value:		
Rim Joist Foam Insulation		Square Foot of Conditioned Floor Space		\$0.02	
<i>Existing Rim Joist Insulation Detail</i>	Material:	Inches:	R-Value:		Final R-Value:
<i>Added Rim Joist Insulation Detail</i>	Material:	Inches:	R-Value:		



Incentive Worksheet

Please see Equipment Specifications & Documentation Requirements found on page 6 of this document for details, including quantity limitations.

Measure	Specs	Quantity	Incentive	Total Incentive
Windows and Doors				
ENERGY STAR® certified Windows	U-Factor ≤ 0.22 and SHGC ≥ 0.17 OR equivalent to ENERGY STAR Northern Climate Zone		\$15.00	
ENERGY STAR certified Patio Glass Doors	U-Factor ≤ 0.3 / SHGC ≤ 0.4		\$30.00	
ENERGY STAR certified Doors	U-Factor ≤ 0.17		\$20.00	
Infiltration Reduction				
Door Weatherstripping	Door		\$4.00	

R-Value Table	
Material	R-Value
Cellulose	3.7/in
Fiberglass Batts	3.0/in
Fiberglass, Loose Fill	2.8/in
Rockwool	3.0/in
Open Cell Spray Foam	3.7/in
Closed Cell Spray Foam	6.0/in
Rigid Insulation	6.0/in

Window Qualification Equivalency Table		
U-Factor	SHGC	Category
≤ 0.22	≥ 0.17	Prescriptive
0.23	≥ 0.35	Equivalent Energy Performance
0.24	≥ 0.35	
0.25	≥ 0.40	
0.26	≥ 0.40	

Total Incentives:	\$
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Equipment Specifications & Documentation Requirements

GENERAL PROGRAM RULES

This offer is valid only for City of Charlevoix residential electric customers for a limited time. Offer is good while funds are available, on a first-come, first-served basis. Program begins January 1, 2025 and expires December 31, 2025. City of Charlevoix reserves the right to withdraw or change this offer without notice. Incentives may not exceed purchase price. Ineligible incentive requests are subject to denial or repayment to program. Incentive requests must be received by November 30, 2025. Call 877-NRG-SAV1 (877-674-7281) for more information.

EQUIPMENT SPECIFICATIONS

Central Air Conditioning/Heat Pumps: AHRI Certificate required to verify efficiency. SEER2 15.2 or above required.

Cold Climate Heat Pump: AHRI Certificate required to verify efficiency. Must meet both heating and cooling efficiencies. SEER2 15.2 / HSPF2 8.5 or above required.

Minisplit Heat Pump System: AHRI Certificate required to verify efficiency. Incentive is per outdoor unit and is based on the efficiency and capacity of the outdoor unit. Tier 1 qualifications are 15.2 SEER / SEER2 AND 7.8 HSPF / HSPF2. Tier 2 qualifications are 18 SEER / SEER2 and 9.3 HSPF / HSPF2.

ENERGY STAR certified Room/Window AC Unit, Dehumidifier, Refrigerator, Freezer, TV, Monitor, Air Purifier and Personal Computer Products: To verify purchase, please send in a copy of the receipt with the product model numbers on it.

ENERGY STAR certified Heat Pump Water Heater: To verify purchase, please send in a copy of the receipt with the product model numbers on it. Limit 1 incentive per customer.

ENERGY STAR certified Clothes Washer: Must use electric for either water heat or as dryer fuel.

ENERGY STAR certified Electric Clothes Dryer /Heat Pump Clothes Dryer: Must replace a standard efficiency electric clothes dryer. New unit must be high efficiency.

Intelligent Surge Protectors: Does not require ENERGY STAR® certification. The Intelligent Surge Protector must be new and have one or more outlets that have integrated automatic (controlled) shut-off, when connected equipment is not being used (automatic control used to save energy). A copy of the receipt from the store where the intelligent surge protector was purchased is required. Limit 4 rebates per customer.

ENERGY STAR certified Smart Thermostat: Must replace a non-smart thermostat.

Insulation/Air Sealing: Invoice documenting added insulation levels or air sealing activity by area is required.

Windows/Doors: Invoice/receipt with window specification information / equipment model numbers is required.



CITY OF CHARLEVOIX

Residential Income Qualified Energy Efficiency Program

2025 Incentive Application

Ready to start your project? Follow these 4 simple steps.

Step #1: Check Your Eligibility

Complete the Customer Information section on page 2, including the highlighted section. Verify that your number of household occupants and annual pre-tax income meets the 2025 income guidelines as outlined on page 6.

Step #2: Make Sure Your Project is Eligible

Check the specifications listed in this application and/or speak with an Energy Smart advisor by calling **877-NRG-SAV1** (877-674-7281) to make sure your project is eligible for Energy Smart incentives.

All equipment must be new and installed or operated in a residential dwelling, whose electric service is provided by City of Charlevoix.

Step #3: Complete Your Project

Install your new, energy-efficient equipment, following the specifications listed in this application.

Step #4: Apply for Your Cash Incentive

Once your project is complete, it's time to request your cash incentive. You must submit:

1. A completed and signed application
2. Itemized invoice(s) for contractor-installed equipment, including installation date, costs for equipment installed and installation labor
3. A copy of the invoice or receipt for products purchased by the customer
4. The ENERGY STAR[®] logo for ENERGY STAR certified products or equipment

Your completed application and the required materials listed above must be received by November 30, 2025.

Limited funds are available. Please allow 8-10 weeks to receive your Energy Smart incentive check from the time your completed application is received.

Have Questions?
Call 877-NRG-SAV1



Please submit your documents one of two ways:

Fax 517-203-0658

Email energysmart@franklinenergy.com



Customer Information

Customer Name	Phone	Email	
Mailing Address	City	State	ZIP Code
Installation Address	City	State	ZIP Code
Do you believe you're eligible for income qualified programs? ☐ Yes or ☐ No # of Home Occupants _____ Annual Household Income Before Taxes \$ _____	City of Charlevoix Electric Account Number		Fuel type for space heating: ☐ Natural Gas ☐ Electric ☐ LP (Propane) ☐ Oil
How did you learn about the program? ☐ My Utility ☐ Utility Website ☐ Online Ad ☐ Mail/Bill Insert ☐ Event ☐ Contractor ☐ Newspaper ☐ Radio			
Name of Installing Contractor	Contractor Name		
Address	City	State	ZIP Code
Contractor Phone	Contractor Email		
Certifications and Signature I hereby certify that: 1. The information contained in this application is accurate and complete. 2. All rules of this incentive program have been followed. 3. I have read and understand the Terms and Conditions included with this document. I agree to verification of equipment installation which may include a site inspection by a City of Charlevoix representative. I understand that I am not allowed to receive more than one incentive from this program for any one piece of equipment. I hereby agree to indemnify, hold harmless and release the utility from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages. I understand that my submittal of the requested information is for the sole purpose of my program participation. I further understand that this information will be treated as confidential to the extent permitted by law.			
Customer Signature	Print Name	Date Submitted	

Complete section below only if rebate will be paid to the Contractor or Landlord.

Payee Legal Name (as shown on income tax return):	Payee Business Name (if different than payee legal name):		
Payee Legal Address:	City:	State:	ZIP:
Mail Check to: ☐ Payee Legal Address ☐ Job Site Address ☐ Alternate Address (complete below):			
Alternate Pay Address (optional):	City:	State:	ZIP:
Payee Federal Tax Classification (check ONE only): ☐ Corporation ☐ Partnership ☐ Sole Proprietor/Individual ☐ LLC ☐ Other tax exempt organization or government agency			
Payee Taxpayer Identification Number (TIN) (Must match payee legal name above): FEIN #: _____ - _____			
Payee Signature:	Print Name:	Title:	Date:

For Internal Use Only

Date Received	Post Inspection	Incentive Approval	Date Approval
	Post Inspection Required? ☐ Yes ☐ No	☐ Yes ☐ No	



Incentive Worksheet

Please see Equipment Specifications & Documentation Requirements found on page 6 of this document for details, including quantity limitations.

Measure	Specs	Quantity	Incentive	Total Incentive
Air Conditioning				
Central AC 15.2 SEER2	The indoor coil and outdoor condenser must be listed in AHRI together as a set and installed on the same date to be eligible.		\$175.00	
Central AC 16 SEER2			\$200.00	
Central AC 17 SEER2			\$250.00	
Central AC 18 SEER2			\$300.00	
ASHP 15.2 SEER2			\$175.00	
ASHP 16 SEER2			\$225.00	
ASHP 17 SEER2			\$325.00	
ASHP 18 SEER2			\$425.00	
Cold Climate ASHP – 15.2 SEER2/8.4 HSPF2			\$650.00	
Minisplit Heat Pump System	Tier 1 15.2 SEER or SEER2 / 7.8 HSPF or HSPF2	Outdoor Units < 2.5 tons	\$100 per outdoor unit	
		Outdoor Units ≥ 2.5 tons	\$150 per outdoor unit	
	Tier 2 18 SEER or SEER2 / 9.3 HSPF or HSPF2	Outdoor Units < 2.5 tons	\$230 per outdoor unit	
		Outdoor Units ≥ 2.5 tons	\$420 per outdoor unit	
ENERGY STAR® certified Whole Home Dehumidifier			\$300.00	

Please provide the following information about the existing equipment:

Primary Heating system fuel/type: ☐ Natural Gas ☐ Heat Pump ☐ Electric Resistance ☐ Other: _____

Primary Cooling system type: ☐ Central AC/ASHP ☐ ___ Room AC ☐ ___ No cooling ☐ Other: _____

Please provide the following information about the new, installed equipment: (required)

Manufacturer:	Model Number:	Serial Number:

Measure	Specs	Quantity	Incentive	Total Incentive
Water Heater				
ENERGY STAR certified High Efficiency Heat Pump Water Heater (Replacing Electric Water Heater)	≤ 55 gallons, ENERGY STAR certified		\$350.00	

Measure	Specs	Quantity	Incentive	Total Incentive
Appliances and Other Equipment				
ENERGY STAR certified Refrigerator	ENERGY STAR certified		\$60.00	
ENERGY STAR certified Freezer	ENERGY STAR certified		\$50.00	
ENERGY STAR certified Smart Thermostat	ENERGY STAR certified		\$100.00	
ENERGY STAR certified Clothes Washer	ENERGY STAR certified; must have electric water heater and/or electric clothes dryer. Dryer fuel: ☐ Natural Gas ☐ Electric Water heater fuel: ☐ Natural Gas ☐ Electric		\$60.00	
ENERGY STAR certified Electric Clothes Dryer	ENERGY STAR certified		\$50.00	
ENERGY STAR certified Heat Pump Clothes Dryer	ENERGY STAR certified		\$100.00	



Incentive Worksheet

Please see Equipment Specifications & Documentation Requirements found on page 6 of this document for details, including quantity limitations.

Measure	Specs	Quantity	Incentive	Total Incentive
Appliances and Other Equipment				
ENERGY STAR certified Room AC	ENERGY STAR certified		\$30.00	
LED Lamp	A-Lamp, Globe, Flood, PAR		\$2.00	
ENERGY STAR® certified Inverter Driven Room AC	ENERGY STAR certified with inverter		\$70.00	
ENERGY STAR certified Portable Air Purifier	ENERGY STAR certified		\$65.00	
ENERGY STAR certified Dehumidifier	ENERGY STAR certified		\$55.00	
ENERGY STAR certified PC (Personal Computer)	ENERGY STAR certified		\$30.00	
ENERGY STAR certified Monitor	ENERGY STAR certified		\$30.00	
ENERGY STAR certified TV	ENERGY STAR certified		\$55.00	
Intelligent Surge Protector			\$20.00	

Measure	Specs	Quantity	Incentive	Total Incentive
Electric Transportation Rebates				
Connected EV Charger	Must be a Level 2 Charger. Must be 240 volts and hard-wired. Must have wifi connectivity. Subject to funding availability. Multiple chargers at MPPA members approval.		\$80/kW capped at \$500 per charger.	

Measure	Specs	Unit	Quantity	Incentive	Total Incentive
Building Envelope					
Building Envelope measures are only available for customers with central cooling and/or electric heat. Not available for new construction projects. Insulation – must add a minimum of R10 unless specified differently					
Ceiling Insulation	Existing Insulation level must be R-19 or less.	Square Foot Ceiling Insulated		\$0.18	
<i>Existing Ceiling Insulation Detail</i>		Inches:	Material:	R-Value:	
<i>Added Ceiling Insulation Detail</i>		Inches:	Material:	R-Value:	
Attic Hatch Insulation	Must be ≥ R38	Each		\$3.00	
Wall Insulation	Existing insulation must be R10 or less.	Square Foot Wall Insulated		\$0.10	
<i>Existing Wall Insulation Detail</i>	Material:	Inches:	R-Value:		Final R-Value:
<i>Added Wall Insulation Detail</i>	Material:	Inches:	R-Value:		
Basement Wall Insulation	Existing insulation must be R10 or less.	Square Foot Basement Wall Insulated		\$0.10	
<i>Existing Basement Wall Insulation Detail</i>	Material:	Inches:	R-Value:		Final R-Value:
<i>Added Basement Wall Insulation Detail</i>	Material:	Inches:	R-Value:		
Crawlspace Wall Insulation	Existing insulation must be R10 or less.	Square Foot Crawlspace Wall Insulated		\$0.05	
<i>Existing Crawlspace Wall Insulation Detail</i>	Material:	Inches:	R-Value:		Final R-Value:
<i>Added Crawlspace Wall Insulation Detail</i>	Material:	Inches:	R-Value:		
Rim Joist Foam Insulation		Square Foot of Conditioned Floor Space		\$0.02	
<i>Existing Rim Joist Insulation Detail</i>	Material:	Inches:	R-Value:		Final R-Value:
<i>Added Rim Joist Insulation Detail</i>	Material:	Inches:	R-Value:		



Incentive Worksheet

Please see Equipment Specifications & Documentation Requirements found on page 6 of this document for details, including quantity limitations.

Measure	Specs	Quantity	Incentive	Total Incentive
Windows and Doors				
ENERGY STAR® certified Windows	U-Factor ≤ 0.22 and SHGC ≥ 0.17 OR equivalent to ENERGY STAR Northern Climate Zone		\$30.00	
ENERGY STAR certified Patio Glass Doors	U-Factor ≤ 0.3 / SHGC ≤ 0.4		\$55.00	
ENERGY STAR certified Doors	U-Factor ≤ 0.17		\$40.00	
Infiltration Reduction				
Door Weatherstripping	Door		\$8.00	

Building Envelope measures are eligible for an enhanced incentive of an additional 50% for income qualified customers.

R-Value Table		Window Qualification Equivalency Table		
Material	R-Value	U-Factor	SHGC	Category
Cellulose	3.7/in	≤ 0.22	≥ 0.17	Prescriptive
Fiberglass Batts	3.0/in	0.23	≥ 0.35	Equivalent Energy Performance
Fiberglass, Loose Fill	2.8/in	0.24	≥ 0.35	
Rockwool	3.0/in	0.25	≥ 0.40	
Open Cell Spray Foam	3.7/in	0.26	≥ 0.40	
Closed Cell Spray Foam	6.0/in			
Rigid Insulation	6.0/in			

Total Incentives: \$



Equipment Specifications & Documentation Requirements

GENERAL PROGRAM RULES

This offer is valid only for City of Charlevoix residential electric customers for a limited time. Offer is good while funds are available, on a first-come, first-served basis. Program begins January 1, 2025 and expires December 31, 2025. City of Charlevoix reserves the right to withdraw or change this offer without notice. Incentives may not exceed purchase price. Ineligible incentive requests are subject to denial or repayment to program. Incentive requests must be received by November 30, 2025. Call 877-NRG-SAV1 (877-674-7281) for more information.

INCOME ELIGIBILITY

To be eligible for the Energy Smart Income Qualified Residential Incentive Program, customers must meet income eligibility guidelines:

Household/ Family Size	Annual Household Income Before Taxes
1 person	\$31,300
2 people	\$42,300
3 people	\$53,300
4 people	\$64,300
5 people	\$75,300
6 people	\$86,300
7 people	\$97,300
8 people	\$108,300

EQUIPMENT SPECIFICATIONS

Central Air Conditioning/Heat Pumps: AHRI Certificate required to verify efficiency. SEER2 15.2 or above required.

Cold Climate Heat Pump: AHRI Certificate required to verify efficiency. Must meet both heating and cooling efficiencies. SEER2 15.2 / HSPF2 8.5 or above required.

Minisplit Heat Pump System: AHRI Certificate required to verify efficiency. Incentive is per outdoor unit and is based on the efficiency and capacity of the outdoor unit. Tier 1 qualifications are 15.2 SEER / SEER2 AND 7.8 HSPF / HSPF2. Tier 2 qualifications are 18 SEER / SEER2 and 9.3 HSPF / HSPF2.

ENERGY STAR certified Room/Window AC Unit, Dehumidifier, Refrigerator, Freezer, TV, Monitor, Air Purifier and Personal Computer Products: To verify purchase, please send in a copy of the receipt with the product model numbers on it.

ENERGY STAR certified Heat Pump Water Heater: To verify purchase, please send in a copy of the receipt with the product model numbers on it. Limit 1 incentive per customer.

ENERGY STAR certified Clothes Washer: Must use electric for either water heat or as dryer fuel.

ENERGY STAR certified Electric Clothes Dryer /Heat Pump Clothes Dryer: Must replace a standard efficiency electric clothes dryer. New unit must be high efficiency.

Intelligent Surge Protectors: Does not require ENERGY STAR® certification. The Intelligent Surge Protector must be new and have one or more outlets that have integrated automatic (controlled) shut-off, when connected equipment is not being used (automatic control used to save energy). A copy of the receipt from the store where the intelligent surge protector was purchased is required. Limit 4 rebates per customer.

ENERGY STAR certified Smart Thermostat: Must replace a non-smart thermostat.

Insulation/Air Sealing: Invoice documenting added insulation levels or air sealing activity by area is required.

Windows/Doors: Invoice/receipt with window specification information / equipment model numbers is required.

LED Lamp: Must be an A-Lamp, globe, flood, or PAR LED replacing an incandescent bulb.

Charlevoix City Council

All Other Actions and Requests

Title: City Hall Customer Service Options

Date: June 2, 2025

Presented By: Mark Heydlauff, City Manager

Background:

This week, we have begun the new hybrid position for Jessica Jenkins filling both the part-time HR role while continuing in the Receipts Clerk position she's held for a few years. This means we will be reducing the hours the window will be open for payments downstairs. We know that about 60% of our utility payments are already made using some form of electronic payment. Many folks also use the drop box or mail their payments.

Here are challenges we have and potential ways to solve them:

- Misdirected calls- Because of the similarity in names, many folks call us when they actually are looking for Charlevoix County or sometimes Charlevoix Township. We frequently receive calls seeking juror information, road commission questions, county clerk issues, and various other matters which are not ours. We could institute a broader use of an auto-answering system so screen out these calls and let people choose who they actually need and want to speak with. I've been loathe to recommend this before because it does reduce the friendly voice of assistance we can provide but we also inundated with questions and calls we simply cannot assist with aside from pointing folks to the County. This would save time and be a more efficient use of staff time for our work rather than playing directory assistance for non-City matters.
- Online Bill Pay Options- We do have the capability for many transactions to occur online but we have, frankly, not communicated them well and we have confusing directions. I've started a brainstorm group this week with a couple of our residents who have experience in utilities and IT resources to get feedback on how to improve. I think we have opportunities to make this better and this will be part of a solution but we need to improve it before pushing it harder.
- Eliminate fees for credit cards- We currently charge, as many governmental entities do, a fee for the use of a credit card for payments. We do not charge this when funds are directly debited from a bank account. This fee may deter folks from using some electronic or online payment methods. Typically this costs us 2-5%. We could chose to absorb this fee as a cost of doing business which may be a way to reduce some human and paper-based transactions.
- Charge fees/offer credits for some transactions- If we correct some of the issues described above, we could further push away from paper-based transactions by charging a fee for paper bills or giving a credit for paperless/automatic transactions. This would be something to consider in the medium or long-term.

I wanted to discuss this topic with Council to know if there are additional ideas you have or if there are items you would not want to consider further. Making our transactions more efficient is certainly one opportunity to cut labor costs and thereby reduce fees and rates for our customers but customer

service is also something we value.

Recommendation:

Council discussion and direction.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Downtown Pole Banners

Date: June 2, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Prior to 2020, we had not installed banners on downtown light poles for many years. With the cancellation of graduation due to Covid, the school proposed placing senior banners on the poles and we consented as part of the parade and alternative festivities. We have in recent weeks received at least one request for additional pole banners.

I would like to clearly understand Council's direction on this. I recommend we either discontinue the use altogether or limit it only to a short window for the graduating senior banners.

- We do not install the banners--even for the school. If we installed them for the school or anyone else, I would strongly urge we charge the full cost for this. Given the equipment required for our crews to do this safely, it would be disruptive to traffic and relatively expensive.
- The older light poles are quite frankly not designed for this kind of activity. The new poles limit the banners but the phase-in is a multi-year project.
- If we open the door further, we get into questions of what activities get a banner, when they are placed, and, with great complication, how we decide what is permitted and what isn't.
- Aesthetically, the clean look without banners augments the beauty of the trees and the lights throughout the summer.

Recommendation:

Motion to confirm the prohibition on downtown pole banners except for graduating senior recognition.

OR

Motion to discontinue all downtown pole banner placement after the recognition of graduating 2025 seniors.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: June 2, 2025

Presented By: Mayor Lyle Gennett

Background:

Mayor Gennett requested consideration of the following appointments:

- Megan Cassada to the District Library Board for a term to expire June 30, 2028

Mayor Gennett also requested consideration of the following reappointment:

- Mandy Thompson (Vendor) to the Farmers Market Advisory Committee for a term to expire April 30, 2028
- Jennifer Haf (Downtown Business Representative) to the Farmers Market Advisory Committee for a term to expire April 30, 2028

Recommendation:

Motion to confirm the mayor's appointment of Megan Cassada to the District Library Board for a term to expire June 30, 2028.

Motion to confirm the mayor's appointments of Mandy Thompson and Jennifer Haf to the Farmers Market Advisory for terms to expire on April 30, 2028.

Attachments:

1. CASSADA LIBRARY
2. THOMPSON FMAC
3. HAF FMAC
4. EDWARDS FMAC

Online Form Submittal: Volunteer Boards and Committees Application

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

Date Wed 4/16/2025 8:47 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	Other
Other	Board of Trustees, Charlevoix City Representative, Charlevoix Public Library when a vacancy is created in July 2025
Name	Megan Cassada
Email Address	megancassada@gmail.com
Address	118 Belvedere Ave. Charlevoix, MI
Home Phone	N/A
Cell Phone	2075225883
Are you a registered voter in the City?	Yes
How long have you lived in the City?	I grew up here for 18 years (1975-1993) and returned full time 10/2022
Educational Background	BA in English and Communications, University of Michigan 1997 and Masters in Secondary English Education, University of Southern Maine 2003
Professional Qualifications and / or Work Experience	Taught middle school English in Maine and High School English in Maryland for several years. Freelance writing and editing for many years. Beginning work for Dockside Books in May when they open.
Community Activities and / or Other Experience	Currently serving on the Shade Tree Committee for the city of Charlevoix, assisting with Human Resource needs as a

volunteer for Lake Charlevoix Mariners and served as Secretary and Treasurer of the Astronaut Spouses Group in Houston, Texas for ten years.

Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	Shade Tree Committee for Charlevoix
Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	Lifelong lover of the public library as a public service and also specific to Charlevoix. The current library is a treasure for the city that has great potential for serving a wide variety of needs for many residents with continued potential for wider enrichment.
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	Megan E. Cassada
Date	4/16/2025

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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	☐ 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: Mandy Thompson
ADDRESS: 2825 Barnard Rd. Charlevoix, MI 49720
HOME PHONE: 231-675-7417 CELL PHONE: 231-675-7417
EMAIL: mandy@charlevoixcheese.com
ARE YOU A REGISTERED VOTER IN THE CITY? In Marion Twp HOW LONG HAVE YOU LIVED IN THE CITY? ~~25~~ 35 yrs

EDUCATIONAL BACKGROUND: Bachelor of Science in Nursing (BSN); Master of Science in Nursing - Healthcare System Management (MSN)

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Currently: Owner + operators at Boss Dairy Farms dba Charlevoix Cheese Co; 2012-2023 Health Department of Northwest Michigan (Public Health Nurse, → Nursing Supervisor → Director of Family Health → Interim Deputy Health Officer); 2008-2012 Registered Nurse at Mayo Clinic in Rochester, MN.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Volunteer at Community Reformed Church on the worship team, volunteer as a coach or helper for youth athletics (have 4 children that attend CPS). 4th generation dairy farm/business in Charlevoix.

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

Served on many committees during my employment at the Health Dept, including participation as an employee with the Board of Health. Currently serve on the Michigan Cheese & Dairy Guild Committee.

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:

As a lifelong resident, and current business owner in Charlevoix, the farmers market is an integral component of a thriving community. The success of the farmers market provides an avenue for agriculture to showcase their products and allow residents the opportunity to obtain fresh, healthy and local food that is made right in Northern Michigan. It also is an avenue to assist the community Medicaid population through the Double Up Food Bucks program. The ^{market} program needs to stay strong & focused on its mission.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? yes
SIGNATURE: Mandy Thompson DATE: 5/10/25

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

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☐ 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: Jennifer Haf
ADDRESS: 210 Nichols Street, Charlevoix
HOME PHONE: 231-675-9017 CELL PHONE: same
EMAIL: jennifer@bloomfloraldesign.com
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 2+ years

EDUCATIONAL BACKGROUND: BS Michigan State University + Grad Program University of Denver
Early Elementary + Child Development + Global Floral Design Education ongoing

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE:

local floral design company owner for 17 yrs. supporting local growers/farmers
since inception

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE:

Chamber board member - executive + president past terms
Charlevoix Children's House board member - secretary + president

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

YES... See above
also helped (founding member) of non-profit ... Flower House Mexico

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:

would like to be part of any positive changes Charlevoix is
considering with a creative mind and global vision I believe my
ideas would be a positive asset to the CFM advisory committee

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? YES 2x/yr.

SIGNATURE: Jennifer Haf

DATE: 5/19/25

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



**CITY OF
CHARLEVOIX**

CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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☐ 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: Emily Edwards

ADDRESS: 3882 Loeb Rd

HOME PHONE: _____ CELL PHONE: 513-607-6250

EMAIL: info@charlevoixrunning.com

ARE YOU A REGISTERED VOTER IN THE CITY? No HOW LONG HAVE YOU LIVED IN THE CITY? _____

EDUCATIONAL BACKGROUND: B.S. Environmental Biology/Zoology, Associates in Child Development,
Certified Elementary Teacher

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Own Charlevoix Running Company in downtown Charlevoix.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Taught at Charlevoix Elementary (7 years), Volunteer at school,
Fundraise for school events through runs, community running
and walking events

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
No, my husband used to be on Planning Commission.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
Its a small town so there are always overlaps.

REASON(S) YOU WISH TO SERVE: Our market has been so special to our family. I have been taking my kiddos since
they came into the world. It provide a supportive, healthy place for young parents
and
their families. I loved doing story time and the market in the same day!
Local farms and food are the backbone of our community and it really fits in with
our business and family mission for a healthier, outdoor oriented community.

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

SIGNATURE: Emily Edwards DATE: 5-8-25

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: June 2, 2025

Presented By:

Background:

A. Southside Property Sale

Various due diligence projects are underway for the sale of the land on the south side of town. We have received a survey for the parcel and are comfortable with our continued operation of the stump dump based on the revised property lines needed in the sale. AKT Peerless has also had staff on-site this week conducting the environmental review. As things stand, this transaction remains on track for success.

B. Campbell 3 Power Plant

Last weekend the Secretary of Energy ordered the Campbell coal-fired power plant to remain open until August in spite of the planned closure on May 31. Through MPPA, we have a small ownership stake in this facility. It is unclear at this time how this order will impact our electricity and whether we will incur more costs for the plant or power already under contract for the summer. Any impact is likely minor but it is unplanned.

Recommendation:

Attachments:

1. Letter from the Charlevoix Public Library to the DDA Board



The Charlevoix Public Library
220 W. Clinton St.
Charlevoix, MI 49720

May 5, 2025

Dear Members of the Downtown Development Authority,

On behalf of Board of Trustees of the Charlevoix Public Library, I would like to extend our heartfelt thanks for fulfilling the pledge of support generously made by the Authority in 2004. The DDA's cumulative contribution of \$600,000 has made a tremendous difference in our community.

Specifically, your investment helped sustain the life of a beloved, historic facility while also contributing towards its transformation into a library that strives to be an education beacon and cultural anchor for the community. The long-standing partnership between the Library and the Downtown Development Authority is a phenomenal example of what can be accomplished when we work together for the benefit of the community.

We deeply value your commitment to enriching our community and appreciate your recognition of the role the library plays in that vision. Thank you once again for your generous support and for believing in the power of libraries to transform lives.

With sincere appreciation,

Julia Drost,

President, Charlevoix Public Library Board of Trustees

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: June 2, 2025

Presented By:

Background:

Recommendation:

Attachments:

None