



Agenda
City of Charlevoix City Council Regular Meeting
Monday, June 16, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - June 2, 2025
 - B. Accounts Payable and Payroll Check Registers
 - C. Colorado Club Paving Project: \$31,960
 - D. Boyne Thunder Request
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Mayoral Appointments
Mayor Lyle Gennett
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - June 2, 2025

Date: June 16, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.06.02 CC DRAFT

**City of Charlevoix
City Council Regular Meeting Minutes**

Monday, June 2, 2025 - 6:00 PM

Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

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

2. Roll Call

Mayor: Lyle Gennett

Members Present: Shane Cole, Aaron Hagen, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Tree City USA Proclamation and Poster Contest

Lyle Gennett

Mayor Gennett read the Tree City USA Proclamation.

B. Charlevoix Public Library Annual Report

Ryan Deery

Charlevoix District Library Director

Ryan Deery, Library Director, presented information on the Charlevoix Public Library's Annual Report.

4. Inquiry Regarding Conflicts of Interest

Council Member Hagen stated he has a conflict with the consent agenda, specifically item 5C. Council Member Hagen stepped down from the dais at 6:09 p.m.

5. Consent Agenda

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

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

Yeas: Knapp, Cole, Spring, Parr

Nays: None

Absent: Kalbfell

Abstain: Hagen

Motion carried.

A. City Council Meeting Minutes - May 19, 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
05/23/2025	Special Accounts Payable Run	\$73,794.21

05/23/2025	Payroll (net pay)	\$134,242.90
05/23/2025	Payroll Remittance Checks	\$6,806.14
06/03/2025	Regular Accounts Payable	\$230,150.62
05/12/2025-05/27/2025	ACH/WIRE Payments	\$505,091.79
Grand Total		\$950,085.66
The entire accounts payable and payroll check registers can be viewed on the City's website .		

C. Bridge Street Tap Room Request For Live Music

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, July 23, 2025.

D. Airport REIL Light Repair Invoice

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

E. Airport Layout Plan Project

Motion to approve the local match of \$26,719 for the Airport Layout Plan project by RS&H as presented and authorize the City Manager and Airport Manager to sign all necessary documents.

Council Member Hagen returned to the dais at 6:10 p.m.

6. Public Hearings and Actions Requiring Public Hearings

A. Public Hearing: Marek Properties LLC Commercial Facilities Exemption Certificate Transfer

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Marek Properties, LLC Commercial Facilities Exemption Certificate Transfer request.

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

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

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 (PA 255 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 yeas and nays vote:

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

7. All Other Actions and Requests

A. Deer Management and Concerns

City Council

City Council presented information on the Deer Management and Concerns.

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

No action was taken.

B. Residential Streetlights

City Manager Heydlauff presented information on Residential Streetlights.

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

Motion by Spring, seconded by Hagen to approve the residential street lighting field test pilot program on W. Dixon as presented.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

C. Energy Waste Reduction Program

City Manager Heydlauff presented information on the Energy Waste Reduction Program.

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

Motion by Hagen, seconded by Cole to adopt the MPPA ENergy Waste Reduction Plan as presented.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

D. City Hall Customer Service Options

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on City Hall Customer Service Options. Council discussed the options presented.

No action was taken.

E. Downtown Pole Banners

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Downtown Pole Banners.

Jeanne Cotanch presented information on a request for the use of banners on Bridge Street on behalf of the Daughters of the American Revolution. City Manager Heydlauff answered questions from Council.

Mayor Gennett opened the item for public comment, three were heard.

Motion by Knapp, seconded by Hagen to confirm the prohibition on downtown pole banners except for graduating senior recognition.

Yeas: Knapp, Cole, Spring, Hagen

Nays: Parr

Absent: Kalbfell

Motion carried.

F. Mayoral Appointments

Mayor Lyle Gennett

Mayor Gennett presented information on the Mayoral Appointments.

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

Motion by Hagen, seconded by Spring to confirm the Mayor's appointment of Megan Cassada

to the District Library Board for a term to expire June 30, 2028.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

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

Motion by Hagen, seconded by Cole to confirm the Mayor's appointment of Mandy Thompson and Jennifer Haf to the Farmers Market Advisory for terms to expire on April 30, 2028.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Met with Chief Thorp and he was able to go down to the factory where they are assessing the 30-year-old ladder truck and no brakes were needed
- June 26 will be the ribbon-cutting ceremony at McSauba more details will follow
- Congratulations to Patty DeRosia on her retirement and thanked her for her 11 years of service with the City

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 7:04 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: June 16, 2025

Presented By:

Background:

Recommendation:

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

Attachments:

1. Accounts Payable and Payroll Check Registers

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 06/05/2025 - 06/05/2025

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			
06/05/2025	145139	AT&T MOBILITY	85.12
06/05/2025	145140	CIVIC SYSTEMS LLC	1,470.00
06/05/2025	145141	HARTFORD, THE	2,998.57
06/05/2025	145142	MICHIGAN MUNICIPAL LEAGUE	10,324.00
06/05/2025	145143	TELNET WORLDWIDE	184.62
1 TOTALS:			
Total of 5 Checks:			15,062.31
Less 0 Void Checks:			0.00
Total of 5 Disbursements:			15,062.31

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

06/05/25 Special Accounts Payable Run	\$	15,062.31
06/06/25 Payroll (net pay)	\$	145,733.56
06/06/25 Payroll Remittance Checks	\$	6,874.28
06/17/25 Regular Accounts Payable	\$	437,302.26
Checks Sub-Total:	\$	604,972.41

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

06/02/25 MI Public Power Agency	\$	11,443.99
06/03/25 AMG Payment Solutions	\$	34.99
06/03/25 AMG Payment Solutions	\$	376.73
06/06/25 IRS (Payroll Tax Deposit)	\$	53,049.69
06/06/25 Alerus Financial (HCSP)	\$	558.00
06/06/25 Vantagepoint (401 Plan)	\$	1,276.39
06/06/25 Vantagepoint (457 Plan)	\$	26,298.40
06/06/25 Vantagepoint (Roth IRA)	\$	1,285.00
06/06/25 State of MI (Withholding Tax)	\$	7,802.15
06/09/25 MI Public Power Agency	\$	19,501.71
06/10/25 DTE Energy	\$	8,529.39
06/10/25 State of MI (Sales Tax)	\$	24,365.82
06/10/25 iSolved Inc.	\$	75.00
ACH Sub-Total:	\$	154,597.26

Huntington National Bank Total: \$ 759,569.67

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

Charlevoix State Bank Total: \$ -

Grand Total: \$ 759,569.67

APPROVED: _____

CITY MANAGER

CITY TREASURER

CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000022

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	06/06/2025	6,509.39	4,390.73
DVORACEK, SARAH J.	06/06/2025	3,333.44	2,545.96
DeROSIA, PATRICIA E.	06/06/2025	2,319.66	1,543.65
KLOOSTER, ALIDA K.	06/06/2025	3,709.00	2,537.31
BARNEVELD, RICHELLE L.	06/06/2025	2,129.36	1,505.52
SCHULZ, GINNY L.	06/06/2025	2,267.21	1,629.65
JENKINS, JESSICA-RAE A.	06/06/2025	2,290.00	1,831.99
MILLER, FAITH G.	06/06/2025	794.81	508.05
MCGINN, KELLY A.	06/06/2025	4,376.51	2,854.67
SCHEEL, JONATHAN D.	06/06/2025	3,875.40	2,774.60
MCDONNELL, JILL L.	06/06/2025	4,404.10	2,629.76
UMULIS, MATTHEW T.	06/06/2025	3,255.15	1,969.82
ORBAN, BARBARA K.	06/06/2025	3,344.09	1,960.54
RILEY, DENISE M.	06/06/2025	746.11	606.50
MUNK, CHRISTOPHER J.	06/06/2025	3,215.57	2,009.08
CHRISTIANSEN, BRIAN D.	06/06/2025	3,027.44	2,066.55
RAMIREZ, CHARLES V.	06/06/2025	2,623.96	1,807.74
MARTIN, DONALD L.	06/06/2025	3,649.74	2,478.75
YOUNG, KRISTEN L.	06/06/2025	2,856.19	2,061.32
CONWAY, PATRICK G.	06/06/2025	208.13	113.75
MACGILLIVRAY, ROGER	06/06/2025	1,194.38	976.96
DOTSON, WILLIAM R.	06/06/2025	1,224.00	1,009.86
KALLMAN, ARIN J.	06/06/2025	663.00	584.09
WURST, RANDALL W.	06/06/2025	3,408.24	1,782.94
HILLING, NICHOLAS A.	06/06/2025	4,042.24	2,537.00
MEIER III, CHARLES A.	06/06/2025	3,075.72	1,880.25
ZACHARIAS, STEVEN B.	06/06/2025	2,616.80	1,228.66
NEWMAN, MARK J.	06/06/2025	3,056.92	1,998.73
LOUGHMILLER, JOHN A.	06/06/2025	2,505.60	1,812.78
GRIFFITH, JOHN J.	06/06/2025	5,161.51	2,837.54
EATON, BRAD A.	06/06/2025	4,537.19	2,757.52
WILSON, TIMOTHY J.	06/06/2025	4,933.03	3,572.17
LAVOIE, RICHARD L.	06/06/2025	4,233.72	2,675.15
STERRETT, PHILLIP R.	06/06/2025	3,741.40	2,454.66
STEVENS, BRANDON C.	06/06/2025	4,967.19	3,022.77
WHITLEY, ANDREW T.	06/06/2025	4,295.28	2,436.73
FARRELL, MITCHELL L.	06/06/2025	3,276.01	2,115.00
ANDERSON, ELIZABETH A.	06/06/2025	2,223.60	1,460.81
KENWABIKISE, DAVID L.	06/06/2025	1,999.37	1,389.62
DVORACEK, BRIAN N.	06/06/2025	320.00	225.52
ELLIOTT, PATRICK M.	06/06/2025	5,157.72	3,555.00
MORRISON, KEVIN P.	06/06/2025	2,631.45	1,535.44
FURGESON, JUSTIN L.	06/06/2025	3,288.32	2,373.26
BRADLEY, KELLY R.	06/06/2025	3,393.90	2,045.72
HART II, DELBERT W.	06/06/2025	3,070.51	1,942.34
JONES, ROBERT F.	06/06/2025	2,805.54	1,831.53
THORP, WILLIAM D.	06/06/2025	2,079.76	1,277.39
LEITNER, RYAN S.	06/06/2025	3,078.66	2,130.45
NOWKA, STEPHEN P.	06/06/2025	2,453.78	1,770.33
RILEY, DANIEL A.	06/06/2025	2,623.72	1,857.82
REID, ROB A.	06/06/2025	2,197.92	1,510.19
DORAN, JUSTIN J.	06/06/2025	3,497.12	2,661.64
NEDWICK, DAVID J.	06/06/2025	576.00	526.42
CONWAY, ANNEMARIE	06/06/2025	162.00	142.72
FINNERTY, HOLLY E.	06/06/2025	1,332.00	1,092.04
WILSON, SAMUEL J.	06/06/2025	1,260.00	1,046.74
POIROT, KENNETH R.	06/06/2025	1,188.00	991.94
PARRISH, JASON P.	06/06/2025	945.00	832.55
SPEER, LIAM M.	06/06/2025	1,056.00	882.02
SOBER, FLYNN C.	06/06/2025	459.00	413.85
HOFFMAN, MICHAEL G.	06/06/2025	527.00	464.29
POHL, ALAN J.	06/06/2025	391.00	344.47
WOOD, DIANA G.	06/06/2025	1,260.00	1,037.26
CRANDELL, ZACKARY R.	06/06/2025	962.50	800.49
GRYBAUSKAS, BRAYLON L.	06/06/2025	1,152.00	955.08
SOBLESKI, TREVOR L.	06/06/2025	1,287.00	1,057.80
RABIDEAU, JACOB L.	06/06/2025	1,260.00	1,037.26
KNORR, KENT J.	06/06/2025	3,434.73	2,449.12
ANZELL, BETH A.	06/06/2025	2,383.21	1,779.44
STEBE, LAURA A.	06/06/2025	34.88	32.22
STEWART, SPENCER P.	06/06/2025	425.50	374.87
MCDERMOTT, DENNIS J.	06/06/2025	3,049.20	2,355.00
LAVOIE, AUBREY J.	06/06/2025	15.50	13.66

06/02/2025 05:17 PM

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CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 06/06/2025 - 06/06/2025

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			
06/06/2025	145130	4FRONT CREDIT UNION	1,510.58
06/06/2025	145131	AMERICAN FAMILY LIFE	532.65
06/06/2025	145132	CHARLEVOIX STATE BANK	1,555.00
06/06/2025	145133	COMMUNICATION WORKERS OF AMER	673.67
06/06/2025	145134	FOPLC	234.00
06/06/2025	145135	MI STATE DISBURSEMENT UNIT	116.55
06/06/2025	145136	PRIORITY HEALTH	1,517.57
06/06/2025	145137	THE HARTFORD	395.19
06/06/2025	145138	VELO LAW OFFICE	339.07
1 TOTALS:			
Total of 9 Checks:			6,874.28
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			6,874.28

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 06/17/2025 - 06/17/2025

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			
06/17/2025	145144	ABC LANDSCAPE	525.00
06/17/2025	145145	ACE HARDWARE	6,739.60
06/17/2025	145146	ALAN FOSTER	56.67
06/17/2025	145147	ALL TRAFFIC SOLUTIONS INC	18,671.65
06/17/2025	145148	AMAZON CAPITAL SERVICES	291.74
06/17/2025	145149	AMAZON CAPITAL SERVICES	1,185.45
06/17/2025	145150	APPRIVER LLC	2,496.30
06/17/2025	145151	ART'S AUTO & TRUCK PARTS	2,889.54
06/17/2025	145152	AT YOUR SERVICE PLUS INC	140.00
06/17/2025	145153	AUDUBON INTERNATIONAL	400.00
06/17/2025	145154	AUTO-WARES GROUP	1,718.43
06/17/2025	145155	AVFUEL CORPORATION	47,070.69
06/17/2025	145156	BANDIT INDUSTRIES INC	203.09
06/17/2025	145157	BLARNEY CASTLE OIL CO	1,115.40
06/17/2025	145158	BLOOM FLORAL DESIGN LLC	500.00
06/17/2025	145159	BOSS LANDSCAPE & SUPPLY	540.00
06/17/2025	145160	CHARLEVOIX AREA CHAMBER OF CO	7,500.00
06/17/2025	145161	CHARLEVOIX CHEESE COMPANY	58.00
06/17/2025	145162	CHARLEVOIX COUNTY EQUALIZATIO	1,972.74
06/17/2025	145163	CHARLEVOIX COURIER #8004	6.06
06/17/2025	145164	CHARLEVOIX SCREEN MASTERS INC	8,507.20
06/17/2025	145165	CHARTER COMMUNICATIONS	149.99
06/17/2025	145166	CINTAS	459.07
06/17/2025	145167	CINTAS CORPORATION	83.26
06/17/2025	145168	CONWAY PROFESSIONAL SERVICES	6,698.50
06/17/2025	145169	DENNIS HALVERSON	315.00
06/17/2025	145170	DENNIS J MCDERMOTT	24.97
06/17/2025	145171	DROST LANDSCAPE	520.71
06/17/2025	145172	ELHORN ENGINEERING COMPANY	790.00
06/17/2025	145173	FAMILY FARM AND HOME	773.69
06/17/2025	145174	FARMER WHITE'S	212.00
06/17/2025	145175	FLIGHT LIGHT INC	1,301.00
06/17/2025	145176	FREEDOM MAILING SERVICES INC	2,673.06
06/17/2025	145177	GANNETT MICHIGAN LOCALIQ	139.70
06/17/2025	145178	GEMINI GROUP LLC	3,862.00
06/17/2025	145179	GFL ENVIRONMENTAL	31,953.74
06/17/2025	145180	GFL ENVIRONMENTAL / Northern	3,857.50
06/17/2025	145181	GINOP SALES INC	1,914.75
06/17/2025	145182	GOVERNMENTJOBS.COM, INC.	2,970.00
06/17/2025	145183	GRAND TRAVERSE GARAGE DOOR CO	231.00
06/17/2025	145184	GREAT LAKES ASPHALT SERVICES	1,000.00
06/17/2025	145185	HARRELL'S LLC	6,882.34
06/17/2025	145186	HYDE SERVICES LLC	355.05
06/17/2025	145187	HYDROCOP	2,243.50
06/17/2025	145188	IDEXX DISTRIBUTION INC	934.00
06/17/2025	145189	IDI	75.00
06/17/2025	145190	IPS GROUP INC	2,780.70
06/17/2025	145191	KALAMAZOO SANITARY SUPPLY LLC	1,965.76
06/17/2025	145192	KEEP CHARLEVOIX BEAUTIFUL	10,000.00
06/17/2025	145193	KK'S FARM	51.00
06/17/2025	145194	LASER PRINTER TECHNOLOGIES	157.85
06/17/2025	145195	LAURIE HUGHES	274.00
06/17/2025	145196	LUTTRELL WELL DRILLING INC	1,375.00
06/17/2025	145197	M32 ENTERPRISES	170.68
06/17/2025	145198	MACGREGOR PLUMBING & HEATING	2,387.00
06/17/2025	145199	MACQUEEN EQUIPMENT LLC	70,898.00
06/17/2025	145200	MCCARDEL CULLIGAN WATER COND	55.50
06/17/2025	145201	METTLER TOLEDO INC	396.00
06/17/2025	145202	MICHAEL MURPHY IV PHOTOGRAPHY	775.00
06/17/2025	145203	MICHIGAN MUNICIPAL LEAGUE	2,402.00
06/17/2025	145204	MICHIGAN PIPE AND VALVE	418.00
06/17/2025	145205	MWEA	200.00
06/17/2025	145206	NORTHWEST ELECTRONICS & REPAI	25.98
06/17/2025	145207	NUCO2 LLC	509.95
06/17/2025	145208	OLESON'S FOOD STORES	39.13
06/17/2025	145209	OTC INDUSTRIAL TECHNOLOGIES	760.48
06/17/2025	145210	PENCHURA LLC	2,492.00
06/17/2025	145211	PENINSULA FIBER NETWORK LLC	360.00
06/17/2025	145212	PERFORMANCE ENGINEERS INC	2,626.40
06/17/2025	145213	POWER LINE SUPPLY	34,456.35

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 06/02/2025 - 06/02/2025

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			
06/02/2025	221(E)	MICHIGAN PUBLIC POWER AGENCY	11,443.99
1 TOTALS:			
Total of 1 Checks:			11,443.99
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			11,443.99

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 06/03/2025 - 06/03/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
06/03/2025	226(E)	AMG PAYMENT SOLUTIONS	34.99
06/03/2025	227(E)	AMG PAYMENT SOLUTIONS	376.73
1 TOTALS:			
Total of 2 Checks:			411.72
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			411.72

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 06/06/2025 - 06/06/2025

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			
06/06/2025	215(E)	**EFTPS* Payroll Taxes	53,049.69
06/06/2025	216(E)	Alerus Financial	558.00
06/06/2025	217(E)	MissionSquare - 401 Plan 1091	1,276.39
06/06/2025	218(E)	MissionSquare - 457 Plan 3009	26,298.40
06/06/2025	219(E)	MissionSquare - Roth IRA 7061	1,285.00
06/06/2025	220(E)	STATE OF MICHIGAN	7,802.15
1 TOTALS:			
Total of 6 Checks:			90,269.63
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			90,269.63

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 06/09/2025 - 06/09/2025

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			
06/09/2025	222(E)	MICHIGAN PUBLIC POWER AGENCY	19,501.71
1 TOTALS:			
Total of 1 Checks:			19,501.71
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			19,501.71

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 06/10/2025 - 06/10/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
06/10/2025	223(E)	DTE ENERGY	8,529.39
06/10/2025	224(E)	STATE OF MICHIGAN	24,365.82
06/10/2025	225(E)	ISOLVED INC.	75.00
1 TOTALS:			
Total of 3 Checks:			32,970.21
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			32,970.21

Charlevoix City Council

Consent Agenda

Title: Colorado Club Paving Project: \$31,960

Date: June 16, 2025

Presented By:

Background:

The 2021 GRP Engineering's Electric Distribution System Study recommended replacement of the underground electric facilities in the Colorado Club on Mount McSaubia Road. Over the past two years, the City has been working with the property owners, DTE Energy, and Spectrum to coordinate the replacement of underground facilities by all utilities to minimize inconvenience and more economically upgrade the varying services.. In exchange for the trenching and conduit placement paid by other utilities, the Electric Department will cover the cost of replacing the asphalt. Rieth-Riley's June 3, 2025, quote for the project is \$31,960. The capital budget for this project is \$52,000. By combining work, we have saved money on this project and improved the service.

Recommendation:

Motion to approve Rieth-Riley's June 3, 2025, proposal to repave the access drive into the Colorado Club in the amount of \$31,960 as presented.

Attachments:

1. Rieth-Riley Terms Conditions
2. Colorado Club (City of Chx) 06.03.2025
3. 6822 BASE-C-100

STANDARD TERMS & CONDITIONS OF THIS PROPOSAL

The following terms and conditions are part of this Proposal:

1. ~~This Proposal's prices are based on the current average posted price for asphalt cement as listed in the "Asphalt Weekly Monitor" published by Potent & Partners, Inc. If this average posted price increases at the time Contractor commences performance of the work covered by this Proposal, we reserve the right to adjust the Proposal prices consistent with the increase in the price of the asphalt cement.~~ *ME.*
2. All material is warranted to be as specified. All work is to be completed according to this Proposal and in a workmanlike manner. Unless otherwise provided in this Proposal, Customer, at its expense, shall provide a properly compacted and stable subgrade or subbase (proof rolling or other testing satisfactory to Contractor) upon which any material is to be placed.
3. Other than as expressly provided for in this Proposal, Contractor makes no express or implied warranties, including warranties of merchantability or fitness for a particular purpose. Customer's sole remedy for breach of warranty is limited exclusively to removal and replacement of the defective work. Other than removal and replacement, Rieth-Riley has no other liability for any type of damage, whether incidental, consequential or otherwise.
4. Any express performance warranty provided in this Proposal shall be waived in the event Customer, either verbally or in writing, directs Contractor to place its paving materials over a subgrade or a subbase the condition of which Rieth-Riley has advised Customer is unacceptable.
5. Contractor will not be liable for delays caused by labor disturbances, weather conditions, acts of God, acts of governmental agencies, accidents, shortages of necessary materials and supplies, or any other cause beyond our control.
6. Any damage to or caused by appurtenances, including but not limited to stumps, buried concrete slabs or footing, septic tanks, sprinkler systems or utilities not specifically described on the plans or accurately marked on the jobsite so as to make us aware of their exact location and depth, will be the Customer's responsibility; and any extra work involved will become an extra charge over the quoted price.
7. Extra work not included in this Proposal will be performed at the direction of the Customer or his authorized representative. Customer shall promptly issue an appropriate written change order to cover the authorized work.
8. Sales tax is included in this Proposal. Customer is required to provide a valid sales tax exemption certificate if no sales tax is to be included.
provided on the reverse side.
9. Contractor will not proceed with the work as specified in this Proposal until satisfied of the Customer's ability and intent to pay according to the terms outlined herein.
10. Payment is due upon customer's receipt of invoices issued, unless stated otherwise, whether progress or final, for work completed to date. If prompt payment is not received, Contractor will suspend work in progress.
11. Nothing herein contained shall be construed as a waiver or modification of Contractors statutory lien rights, which lien rights Contractor will exercise if payment by Customer is not promptly made.
12. A service charge of 1½% per month, which is an annual percentage rate of 18% per annum, will be made on all account balances not paid as provided for herein, together with costs of collection and reasonable attorney fees and expenses.
13. Customer represents and warrants that there are no hazardous substances or hazardous wastes located on or within the jobsite. Customer agrees to defend, indemnify, and hold harmless Contractor, its officers and employees from any type of loss and/or liability, including reasonable attorney fees and expenses, arising from a breach of this representation or warranty or Customer's violation of environmental law, regulation or policy.
14. The following sentence only applies if the parties intend that their contractual relationship will be governed by a written contract other than this Proposal. This Proposal is submitted subject to entering into a written contract, the terms and conditions of which are acceptable to both parties.

"LICENSE NO. 2106176414 A residential builder or a residential maintenance and alteration contractor is required to be licensed under Article 24 of the occupational code, 1980 PA 299, MCL 339.2401 to 339.2412. An electrician is required to be licensed under the electrical administrative act, 1956 PA 217, MCL 338.881 to MCL 338.3511 to 338.3569. A mechanical contractor is required to be licensed under the Forbes mechanical contractor act, 1984 PA 192, MCL 338.971 to 338.988.



Proposal

06795 US 31 North Charlevoix, MI 49720 Phone: (231) 439-5757 Fax: (231) 347-8862 www.rieth-riley.com

Submitted To:

Date: June 3, 2025

Colorado Club
Attn: John Griffith
210 State St
Charlevoix, MI 49720

Job Name: Colorado Club
Location: Colorado Club
Charlevoix, MI 49720

Rieth-Riley Construction Co., Inc ("Contractor") submits to Owner/ General Contractor ("Customer") this Proposal based on plans and specifications prepared by **Performance Engineers, Inc., dated 05/22/2025** and the following addenda, if any: n/a

Included

<u>Yes/No</u>	<u>Item of Work</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description of Items</u>
Yes	Excavation	9	Cyd	Retention Ponds/Berm
Yes	8" Pipe	1	LS	Per Plans
Yes	Rip Rap	1	LS	Per plan
Yes	Add Gravel	39	Ton	22A Road gravel for proper slope/drainage
Yes	Fine Grade and Compact	5915	Sft	Prepare the gravel for paving
Yes	Asphalt Paving	5915	Sft	2.0 Inch Tier 1 HMA 4EL
Yes	Asphalt Curbing	1	LS	Per plan

Notes:

- Pricing is based on plans from Performance engineers and stated quantities / scope.
- Price includes excavating retention areas, installing pipe, adding gravel for slope, fine grading of aggregate base and asphalt paving.
- Proposal assumes existing base to be adequate; includes adding gravel for slope only.
- Asphalt to be placed in one lift, averaging 2.0" compacted thickness.
- Pricing is based on paving being completed during our 2025 season
- Does not include: 1. Subbase excavation 2. Incidental gravel or paving 3. Shoulder gravel 4. Restoration or landscaping to edges. 5. Any work relating to retaining walls. 6. Top soil, seed or mulch in retention areas. 7. Tree or stump removal 8 Utility relocation
- Pricing assumes completion in one mobilization with full access to site; temporary delays or closure should be expected.

Total Bid Price: \$31,960.00

THIS PROPOSAL SHALL REMAIN VALID ONLY FOR 15 DAYS FROM THE ABOVE PROPOSAL DATE.

**THIS PROPOSAL INCLUDES ALL OF THE STANDARD
TERMS & CONDITIONS SET FORTH ON THE
REVERSE SIDE OF THIS DOCUMENT.**

Rieth Riley Construction Co., Inc.

By: Jacob Wasylewski
Jake Wasylewski, Project Manager
jwasylewski@rieth-riley.com

ACCEPTANCE OF PROPOSAL

I (we) have read the above Proposal, including the standard terms & conditions on the reverse side, and hereby accept this Proposal. You are hereby authorized to begin the work as proposed.

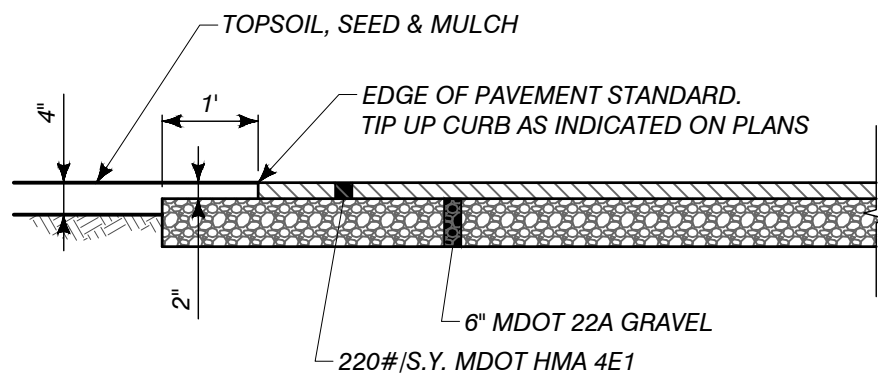
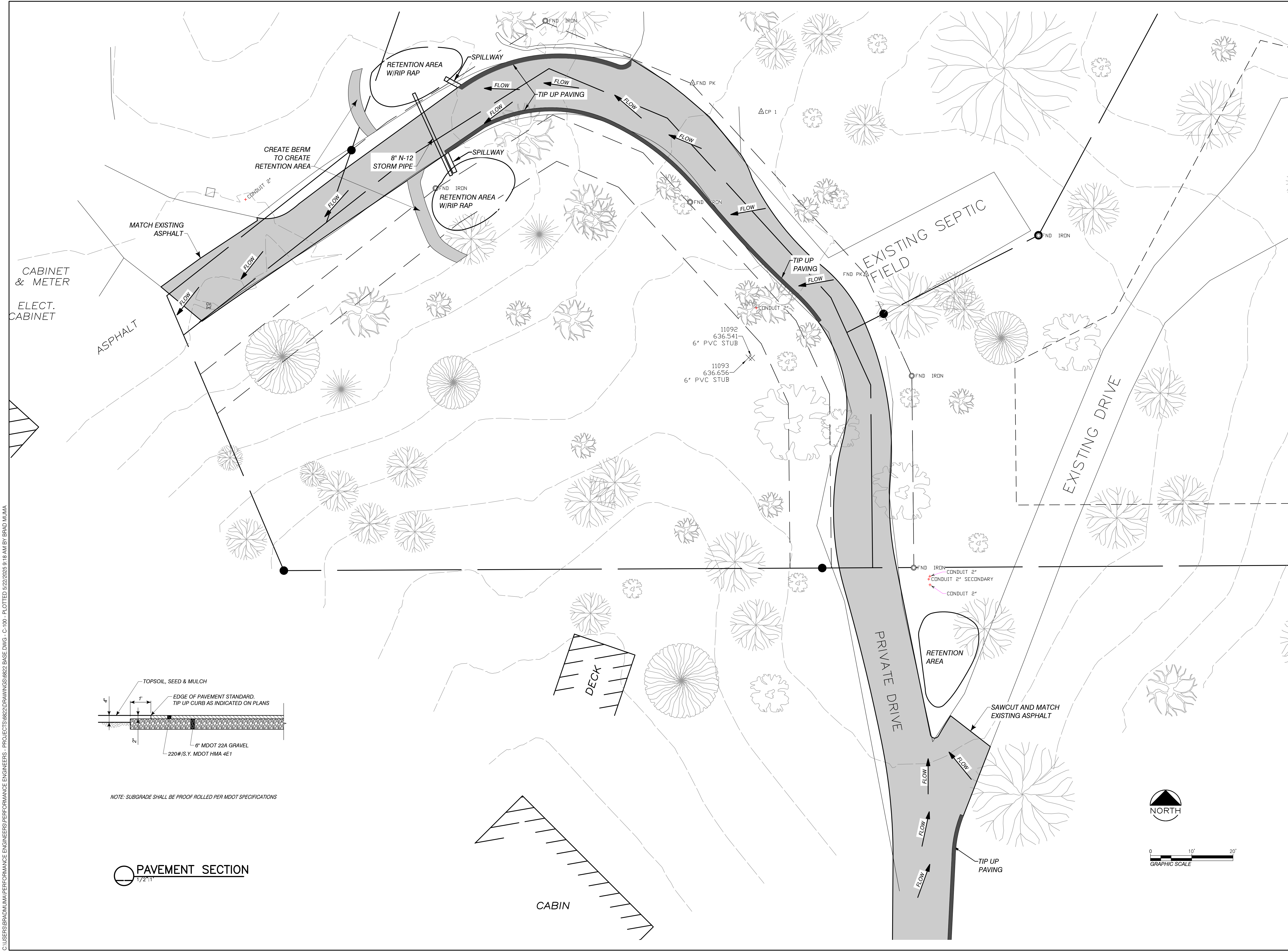
Colorado Club

By: _____
(Authorized Signature)

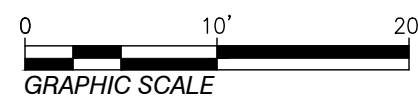
(Date Signed)

(Printed Name & Title)

C:\USERS\BRAD\MUM\A\PERFORMANCE ENGINEERS\PERFORMANCE ENGINEERS - PROJECTS\6822\DRAWINGS\6822 BASE.DWG - C-100 - PLOTTED 5/22/2025 9:18 AM BY BRAD MUMA



NOTE: SUBGRADE SHALL BE PROOF ROLLED PER MDOT SPECIFICATIONS



Performance Engineers, Inc.
Civil / Structural Engineering
406 Petoskey Avenue
Charlevoix, Michigan 49720
Phone: (231) 547-2121
Fax: (231) 547-0084
www.performanceeng.com

CONSULTANTS

COLORADO CLUB PAVING

OWNER

MARK	DATE	DESCRIPTION
0	05/21/2025	ORIGINAL ISSUE
1	5/22/25	CITY COMMENTS

PROJECT NO: 25-6822

CAD DWG FILE: 6822 BASE

DRAWN BY: -

DESIGNED BY: -

CHECKED BY: -

SEAL

SHEET TITLE

DRAINAGE PLAN

SHEET

C-100

1 OF 1

Copyright: Performance Engineers, Inc. 2021

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Charlevoix City Council

Consent Agenda

Title: Boyne Thunder Request

Date: June 16, 2025

Presented By:

Background:

Camp Quality is requesting the use of Bridge Park on Saturday, July 12 for Boyne Thunder. The Boyne Thunder Poker Run is a non-profit fundraiser with the proceeds supporting Camp Quality Michigan (serving children with cancer), Challenge Mountain (serving children and adults with disabilities) and Boyne MainStreet. Boyne Thunder was established in 2004 and has grown to 120 boats, providing an exciting and community-based weekend for towns across Northern Michigan. This year, we are celebrating our 20th annual event. The poker run leaves Boyne City at 10 am on Saturday, July 12, traveling through Lake Charlevoix to Elk Rapids, Northport, Charlevoix (stop for lunch), Bay Harbor, Harbor Springs, and Horton Bay. The boats arrive back in Boyne City around 3:30 pm to turn in their poker cards.

The boaters will stop in Charlevoix around 12:00 pm for lunch. There will be approximately 400 boaters (120 boats). They have a staggered arrival. A boxed lunch is served by the Lions Club of Charlevoix. Boaters will be congregating in the Robert Bridge Memorial Park under several tents. Boaters will depart Charlevoix at around 1:30 pm. The event committee will ensure portable restrooms are provided for event participants.

Boyne Thunder Poker Run has become a well-visited event with hundreds of community members and tourists lining around the lake, Pine River channel, and Michigan Beach to watch the boats enter and leave Charlevoix. This brings an influx of people to Charlevoix who will then eat in our restaurants and visit our downtown businesses. The event is also supported by the Local Lions Club of Charlevoix, who provides the boaters' lunches.

Recommendation:

Motion to approve the use of Bridge Park for Boyne Thunder Poker Run.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: June 16, 2025

Presented By: Mayor Lyle Gennett

Background:

Mayor Gennett requested consideration of the following appointment:

- Terrie Paulson (Vendor) to the Farmers Market Advisory Committee for a term to expire April 30, 2028

Recommendation:

Motion to confirm the mayor's appointment of Terrie Paulson to the Farmers Market Advisory for terms to expire on April 30, 2028.

Attachments:

1. Paulson Terrie FMAC



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

PLEASE PRINT

NAME: Terrie Paulson
ADDRESS: 1030 Hoffman St., Petoskey, MI 49770
HOME PHONE: _____ CELL PHONE: 248.672.3908
EMAIL: terrie@petpawps.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 10 years

EDUCATIONAL BACKGROUND: MPA Public Administration (concentration in Law)/Oakland University, BA Political Science/University of Windsor, Travel & Tourism Degree/Westervelt Business College (London, Ontario, Canada)

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Owner of Pet Pawps, a pet treat company, since 2017; Prior positions include Educational Research Analyst for Oakland University (14 years) and Oakland Community College (3 years), Automotive Research Manager & Analyst for the following companies: Ispos-Ford Customer Satisfaction & Loyalty Research Team (formerly RDA Group), JD Power, and General Motors; Freelance Research Analyst; Guest Teacher for Holly Area Schools: See resume

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Holly Little League Coach; Holly Area Schools PTO Secretary position; founding member of Holly Area Schools CORE Foundation (Creating Opportunities to Reach and Educate); Kidz Theatre Kompany board member.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Yes. Founding member of Holly Area Schools CORE Foundation (Creating Opportunities to Reach and Educate), created to secure monetary funding for local educational programs for the Holly School District. Board member for local non-profit children's theatre company.

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

REASON(S) YOU WISH TO SERVE: I am eager to leverage my expertise and experience to contribute to the positive advancement of the community.

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

SIGNATURE:  DATE: 6/2/2025

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

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: June 16, 2025

Presented By:

Background:

A. Planters Planted

Thanks for Bloom Floral Design who donated their time to plant the planters in Van Pelt Alley and Ken and Carol Kranz who donated their time to plant and maintain the planters in Hoop Skirt Alley. It's very nice to have folks like this willing to help out to beautify these places in our community.

B. South Side Property Sale

In furtherance of the sale of land we own by behind the south side Krist Station, I signed an application for Charlevoix Township to split our existing parcel and combine it with the new parcel the buyers are creating. Environmental review has occurred in the past couple of weeks as well.

C. Water Plant Repairs

This past week, one of the lines that feeds chemicals in the water plant broke. Staff were able to immediately switch to a redundant chemical feeding system while we had Northern Pump and Well make the repairs. We are not sure at this point the cost of these repairs but we confirmed with EGLE how we handled this issue. They had no concerns and the water remained safe through the process. By Wednesday of this week, we had the lines repaired and had returned operations to the normal chemical mixing system. Going forward, we plan to have all similar valves and pipe fittings inspected since they are part of the original hardware of the plant.

D. Congratulations to Mark Andresky

Mark Andresky lives in Charlevoix and has been a long-time member of the Charlevoix Rotary Club. On Monday, he will begin a term as district governor for the Rotary Club covering a large portion of Michigan and parts of Ontario. Mark was very helpful in securing funds from the Rotary Foundation for the playground improvements and construction the club has done here over the years.

E. Power Pole Replacement

This week, Consumers Energy is replacing a significant power pole on Stover Road. They will be able to conduct this change without de-energizing the line. Our staff have prepared the necessary equipment to effectuate this change.

F. Playground Ribbon Cutting

We have confirmed the time and date for the ribbon cutting at the new playground at Mt. McSaub. Please join us at 9am on June 26 for this event which will include the Rotary Club, Camp McSaub campers, and others who helped make this project a reality.

Recommendation:

Attachments:

1. Police Department Report-May 2025
2. Planning Commission Meeting Minutes 05/12/2025

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF

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

TOTAL MILEAGE #87-1

TOTAL MILEAGE #87-4

TOTAL MILEAGE #87-3

Jill McDonnell

Jill McDonnell

Chief of Police

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, May 12, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Chair Muladore followed by the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore
Members Present: Scott Beatty, Shelley Boehmer, Toni Felter, Christine Galbreath, Kristin Jones, Maureen Radke
Members Absent: None
Staff Present: Jonathan Scheel, Director of Planning and Zoning

Chair Muladore welcomed new members Christine Galbreath and Kristin Jones. Each new member provided a brief history of their backgrounds.

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Chair Muladore stated Director Scheel had noted the Public Hearing did not make it on the agenda for the landscaping ordinance item. Chair Muladore stated there were options to discuss and vote on the item that evening or table it at the next meeting.

The Commission agreed to add an item to select a Vice Chair to the Staff Updates as Item J-2.

Motion by Member Felter, seconded by Member Boehmer to approve the agenda as amended with the addition of Item J-2.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

Motion by Member

1. Approval of Planning Commission regular Meeting Minutes April 14, 2025

Motion by Member Boehmer, seconded by Member Felter to approve the minutes of April 14, 2025 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

John Kurtz, 712 E. Dixon, stated he would be working on three (3) items. Mr. Kurtz stated he attended the last Council meeting and voiced his concerns about the deer population and fencing. Mr. Kurtz stated that he was also working on a possible development on the Sheridan property. Mr. Kurtz stated he spoke with the City Manager about the Stover/Ferry Beach property with his understanding that the Council wanted to come back last fall with appraisals, surveys, studies about groundwater contamination and whether housing could be built on the property, and he is going to email the City a FOIA request for the information.

G. Public Hearings

1. Public Hearing for Section 153.171 Landscaping

Director Scheel stated in March the Commission reviewed the first draft of the changes to the landscaping requirements and the revised version in April. The landscaping ordinance changes were a general cleanup of language, including extra and repetitive language, and he also wanted to make the ordinance easier and more earth-friendly with natural and native landscaping.

The public hearing opened at 6:13 p.m. and closed at 6:14 p.m., there were no public comments.

Director Scheel briefly reviewed the red-lined version of the proposed ordinance changes.

Motion by Member Radke, seconded by Member Felter to recommend approval of the Landscaping Ordinance changes to the City Council.

Motion carried by unanimous voice vote.

H. New Business

1. Residential Design Guidebook Review

Director Scheel stated there have been some concerns about the different residential buildings being built and the changes happening in the City's neighborhoods. Mr. Scheel stated the Anderson house on East Dixon (7 lots combined and built a 22,700 sq. ft. house) is a good example of this which occurred many years ago. Mr. Scheel stated that recently a smaller 1,000 sq. ft. home was torn down across from the library on Grant Street and the new house is exactly 8' away from side lot lines, 26' in height, and lot coverage is to an inch of how much is allowed, which is all legal, but many people think the home is out of scale for the neighborhood.

Director Scheel stated he looked at several residential guidelines from other cities to formulate the draft guidelines presented. Mr. Scheel stated he was not looking for approval at the meeting, but a consensus to see if the basic concept was something the Commission wanted to consider. Mr. Scheel stated this would be a guideline, not a zoning document that would be enforceable and is a very similar project to the Mixed Use Guidelines which supported the zoning changes, but this is just a guideline for R-1, R-2 and R-4 zoning districts.

Discussion was held regarding the costs of the Guidelines pertaining to workforce housing, developers' investment in the community, and the timing of the Guidelines.

Mr. Scheel reminded the Commission that in ordinance language there is always an intent section at the beginning and if a case ever goes to court, a judge will always look at the intent to see if the City is regulating something that they have the authority to regulate.

Chair Muladore stated it appeared that there was a consensus to keep going through the Guidelines to formulate a set of standards to be included in the Zoning Ordinance. Director Scheel asked the Members to go through the Guidelines and flag anything that doesn't seem to

fit Charlevoix. Mr. Scheel suggested reviewing the Guidelines in three (3) sections over three (3) meetings, so the first review would be about 29 pages. After discussion, the Commission concurred to review Appendix A, the Introduction and Using the Guidebook sections at the next meeting.

I. Old Business

J. Staff Updates

1. Zoning Administrator Report for April 2025

Selection of Vice Chair.

Member Felter nominated Member Boehmer for the Vice Chair position. Member Radke nominated Member Beatty for the Vice Chair position.

Roll call vote:

Member Radke - Beatty
Member Jones - Beatty
Member Boehmer - Boehmer
Member Felter - Boehmer
Member Galbrath - Boehmer
Member Beatty - Beatty
Chair Muladore - Beatty

Member Beatty was selected as Vice Chair for the remainder of the one-year term 4-3 vote.

Zoning Administrator Report:

Director Scheel reviewed permits issued during April. Mr. Scheel stated he had reached out to the Township again to schedule the joint meeting, but a date has not been confirmed yet.

K. Requests For Next Months Agenda or Research Items

L. Adjournment by 8:00 p.m. unless extended by a motion

Chair Muladore adjourned the meeting at 7:32 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: June 16, 2025

Presented By:

Background:

Recommendation:

Attachments:

None