



Agenda
City of Charlevoix City Council Regular Meeting
Monday, July 21, 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 - July 7, 2025
 - B. Accounts Payable and Payroll Check Registers
 - C. Red Fox Regatta and Nucore Triangle Request
 - D. MML Workers' Compensation Fund Board
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Painted Electrical Boxes and Transformers
Mark Heydlauff, City Manager
 - B. Use of Odmark Pavilion: Foghorn Jazz Band Practice
- 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 - July 7, 2025

Date: July 21, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.07.07 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, July 7, 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: Janet Kalbfell, Mark Knapp, Richard Spring

Members Absent: Shane Cole, Aaron Hagen, Phil Parr

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation: Designation of July as Park and Recreation Month

Lyle Gennett

Mayor Gennett read a Mayoral Proclamation designating July as Park and Recreation Month.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

Yeas: Kalbfell, Spring, Knapp,

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

A. City Council Meeting Minutes - June 16, 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
06/16/2025	Special Accounts Payable Run	\$10,000.00
06/20/2025	Payroll (net pay)	\$141,535.10
06/20/2025	Payroll Remittance Checks	\$6,331.27
06/23/2025	Special Accounts Payable Run	\$65,179.40
07/08/2025	Regular Accounts Payable	\$225,332.24
06/16/2025-06/30/2025	ACH/WIRE Payments	\$505,333.77

07/08/2025	Tax Disbursement	\$25,246.36
Grand Total		\$978,958.14
The detailed accounts payable and payroll check registers can be viewed on the City's website .		

- C. Request to use Odmark Pavilion: Hubbardston Irish Dance Troupe
Motion to allow the Hubbardston Irish Dance Troupe to use the Odmark Pavilion as requested.
- D. Investment Update from City Treasurer (7/07/2025)
Motion to approve the investment report as presented.
- E. Michigan Township Participating Plan Grant Application-In Vehicle Cameras
Motion by Kalbfell, seconded by Spring to approve the application for the Michigan Township Participating Plan Grant for \$5,000 for the Police Department's In-Vehicle Camera Systems.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-07-01

Michigan Township Participating Plan Grant Application Approval

WHEREAS, the City of Charlevoix City Council wishes to apply for a Risk Reduction Grant through the Michigan Township Participating Plan (Par Plan) to assist in covering the cost of in-vehicle cameras which will complement our BWCs by providing additional perspectives that enhance officer accountability, transparency, and safety during traffic stops and other incidents.

WHEREAS, the City of Charlevoix Police Department is seeking a grant contribution of \$5,000.00; and

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council supports submittal of an application to the Michigan Township Participating Plan for a \$5,000.00 grant to assist in covering the cost of the in-vehicle cameras.

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

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. 2025 Venetian Festival Approvals
City Manager Heydlauff presented information on the 2025 Venetian Festival Approvals.

Council Member Spring requested the Venetian Committee consider creating designated areas

for people with disabilities to enjoy Venetian especially the concerts. Dan Barron answered questions from Council Members.

Council concurred to discuss creating designated areas for people with disabilities for the next Venetian.

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

Motion by Spring, seconded by Knapp to authorize the Mayor to sign the contract between the City of Charlevoix and the Charlevoix Venetian Festival, including the payment of \$15,000 to the Venetian Festival.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

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

Motion by Kalbfell, seconded by Spring to approve the Mass Gathering Permit as presented.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

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

Motion by Knapp, seconded by Kalbfell to authorize the City Clerk to issue the fireworks permit for the 2025 Venetian Festival fireworks displays and authorize the City Manager to sign the Hold Harmless Agreement with Colonial Fireworks Special Effects, LLC pending approval by required parties.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

B. Establishment of Ball Field Rental Fee

Kent Knorr, Recreation Director

Recreation Director Knorr presented information on the establishment of ball field rental fee.

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

Motion by Kalbfell, seconded by Spring to set a daily rental fee of \$200 per field at the Carpenter Street Ball Fields and an hourly rate of \$25 per hour for use of lights for any evening games.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

C. Commercial Dockage for the Harbor Princess

Kent Knorr, Recreation Director

Recreation Director Knorr presented information on the Commercial Dockage for the Harbor Princess.

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

Motion by Spring, seconded by Knapp to approve the City Manager to sign an agreement to allow Harbor Princess to dock and operate from the City Marina from September 22 to October 13, 2025, with the option to extend through October 19 weather permitting and require Harbor Princess to pay a daily rate of \$105.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

D. City Hall Roof Replacement-Contract Approval

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the City Hall Roof Replacement-Contract Approval.

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

Motion by Kalbfell, seconded by Spring to approve the contract between KJP Roofing and Sheet Metal and the City of Charlevoix pending final approval of contractor selection by the State Historic Preservation Office and authorize the City Manager to make reasonable adjustments as may be directed by SHPO.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

E. T-Hangar Short Term Rental Agreement

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the T-Hangar Short Term Rental Agreement.

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

Motion by Kalbfell, seconded by Spring to approve the pilot T-Hangar Short Term Rental Agreement as presented.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway as a Board Member of North Country Community Mental Health, provided an update of upcoming projects and future issues

B. City Manager's Comments

- Highlighted the new fuel spill kits at the Marina, appreciate Harbor Master McDermott for his forward thinking
- Over the holiday weekend, the Airport did run out parking, staff was quick to find other solutions

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:44 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

DRAFT

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: July 21, 2025

Presented By:

Background:

Recommendation:

Motion to approve the accounts payable and payroll check registers.

Attachments:

1. Accounts Payable and Payroll Check Registers

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/01/2025 - 07/01/2025

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			
07/01/2025	145356	HARTFORD, THE	2,925.52
07/01/2025	145357	INA STORE INC	44,666.50
1 TOTALS:			
Total of 2 Checks:			47,592.02
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			47,592.02

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

07/01/25 Special Accounts Payable Run	\$	47,592.02
07/03/25 Payroll (net pay)	\$	171,080.68
07/03/25 Payroll Remittance Checks	\$	6,535.21
07/18/25 Payroll (net pay)	\$	164,382.65
07/18/25 Payroll Remittance Checks	\$	6,301.21
07/08/25 Regular Accounts Payable	\$	378,007.01
Checks Sub-Total:	\$	773,898.78

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

07/03/25 IRS (Payroll Tax Deposit)	\$	59,633.80
07/03/25 Alerus Financial (HCSP)	\$	558.00
07/03/25 Vantagepoint (401 Plan)	\$	1,276.39
07/03/25 Vantagepoint (457 Plan)	\$	26,517.02
07/03/25 Vantagepoint (Roth IRA)	\$	1,285.00
07/03/25 State of MI (Withholding Tax)	\$	9,180.89
07/03/25 AMG Payment Solutions	\$	34.99
07/03/25 AMG Payment Solutions	\$	764.01
07/07/25 MI Public Power Agency	\$	6,458.24
07/09/25 DTE Energy	\$	4,599.87
07/11/25 State of MI (Sales Tax)	\$	27,083.84
07/18/25 IRS (Payroll Tax Deposit)	\$	58,059.83
07/18/25 Alerus Financial (HCSP)	\$	558.00
07/18/25 Vantagepoint (401 Plan)	\$	1,276.39
07/18/25 Vantagepoint (457 Plan)	\$	26,735.90
07/18/25 Vantagepoint (Roth IRA)	\$	1,285.00
07/18/25 State of MI (Withholding Tax)	\$	8,835.19
07/18/25 MERS (Defined Benefit Plan)	\$	75,028.68
ACH Sub-Total:	\$	309,171.04

Huntington National Bank Total: \$ 1,083,069.82

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

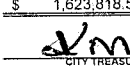
07/08/25 Tax Disbursement	\$	540,748.72
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Charlevoix State Bank Total: \$ 540,748.72

Grand Total: \$ 1,623,818.54

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000024

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	07/03/2025	6,509.38	4,390.74
DVORACEK, SARAH J.	07/03/2025	3,333.44	2,545.96
DeROSIA, PATRICIA E.	07/03/2025	114.04	105.32
KLOOSTER, ALIDA K.	07/03/2025	3,709.00	2,537.31
BARNEVELD, RICHELLE L.	07/03/2025	2,045.80	1,444.51
SCHULZ, GINNY L.	07/03/2025	2,267.21	1,629.65
JENKINS, JESSICA-RAE A.	07/03/2025	2,290.00	1,831.98
MILLER, FAITH G.	07/03/2025	1,432.90	928.83
MCGINN, KELLY A.	07/03/2025	4,376.51	2,854.69
SCHEEL, JONATHAN D.	07/03/2025	3,875.40	2,774.58
MCDONNELL, JILL L.	07/03/2025	4,404.10	2,629.75
UMULIS, MATTHEW T.	07/03/2025	2,661.35	1,557.16
ORBAN, BARBARA K.	07/03/2025	2,910.13	1,628.25
RILEY, DENISE M.	07/03/2025	750.46	609.82
MUNK, CHRISTOPHER J.	07/03/2025	2,703.18	1,634.98
CHRISTIENSEN, BRIAN D.	07/03/2025	2,503.46	1,710.77
RAMIREZ, CHARLES V.	07/03/2025	2,310.40	1,578.80
MARTIN, DONALD L.	07/03/2025	3,297.18	2,214.71
YOUNG, KRISTEN L.	07/03/2025	2,856.19	2,061.31
CONWAY, PATRICK G.	07/03/2025	1,082.25	893.96
MACGILLIVRAY, ROGER	07/03/2025	1,273.13	1,036.89
DOTSON, WILLIAM R.	07/03/2025	333.00	293.38
KALLMAN, ARIN J.	07/03/2025	765.00	673.97
WURST, RANDALL W.	07/03/2025	3,752.05	2,038.32
HILLING, NICHOLAS A.	07/03/2025	4,105.73	2,568.04
MEIER III, CHARLES A.	07/03/2025	2,792.72	1,666.37
ZACHARIAS, STEVEN B.	07/03/2025	2,691.83	1,615.22
NEWMAN, MARK J.	07/03/2025	2,875.11	1,884.94
LOUGHMILLER, JOHN A.	07/03/2025	3,488.86	2,457.76
GENNETT, LYLE E.	07/03/2025	1,035.00	911.84
COLE, SHANE D.	07/03/2025	605.00	558.72
GRIFFITH, JOHN J.	07/03/2025	5,161.51	2,837.54
EATON, BRAD A.	07/03/2025	6,463.54	4,088.27
WILSON, TIMOTHY J.	07/03/2025	5,159.64	3,715.64
LAVOIE, RICHARD L.	07/03/2025	4,666.27	2,990.97
STERRETT, PHILLIP R.	07/03/2025	4,694.92	3,067.54
STEVENS, BRANDON C.	07/03/2025	5,262.85	3,200.80
WHITLEY, ANDREW T.	07/03/2025	4,534.19	2,614.09
FARRELL, MITCHELL L.	07/03/2025	1,085.18	604.03
ANDERSON, ELIZABETH A.	07/03/2025	2,305.12	1,520.32
KENWABIKISE, DAVID L.	07/03/2025	1,980.80	1,376.07
HAGEN, AARON W.	07/03/2025	867.50	801.14
KALBFELL, JANET P.	07/03/2025	830.00	431.22
ELLIOTT, PATRICK M.	07/03/2025	5,157.72	3,555.01
MORRISON, KEVIN P.	07/03/2025	2,742.07	1,613.31
PARR, PHILIP M.	07/03/2025	680.00	599.08
FURGESON, JUSTIN L.	07/03/2025	3,770.77	2,687.90
BRADLEY, KELLY R.	07/03/2025	2,784.30	1,590.47
HART II, DELBERT W.	07/03/2025	3,740.89	2,364.16
JONES, ROBERT F.	07/03/2025	2,656.73	1,715.63
KNAPP, MARK D.	07/03/2025	680.00	599.08
THORP, WILLIAM D.	07/03/2025	2,787.66	1,785.64
LEITNER, RYAN S.	07/03/2025	2,610.47	1,755.91
NOWKA, STEPHEN P.	07/03/2025	2,547.78	1,841.86
RILEY, DANIEL A.	07/03/2025	2,712.16	1,922.39
SPRING, RICHARD C.	07/03/2025	642.50	566.04
REID, ROB A.	07/03/2025	2,313.60	1,591.47
DORAN, JUSTIN J.	07/03/2025	3,497.12	2,661.65
NEDWICK, DAVID J.	07/03/2025	1,372.50	1,141.84
CONWAY, ANNEMARIE	07/03/2025	999.00	837.90
FINNERTY, HOLLY E.	07/03/2025	1,480.00	1,204.68
WILSON, SAMUEL J.	07/03/2025	1,382.50	1,139.96
POIROT, KENNETH R.	07/03/2025	1,056.00	891.48
PORATH, MEGAN C.	07/03/2025	300.00	264.30
PARRISH, JASON P.	07/03/2025	504.00	444.02
SPEER, LIAM M.	07/03/2025	1,056.00	882.02
SOBER, FLYNN C.	07/03/2025	1,360.00	1,122.84
HOFFMAN, MICHAEL G.	07/03/2025	544.00	419.26
POHL, ALAN J.	07/03/2025	136.00	119.82
BURNS, ELIJAH M.	07/03/2025	556.00	489.84
WOOD, DIANA G.	07/03/2025	1,168.13	967.34
HIGGINS, THERESE M.	07/03/2025	688.50	606.57
CRANDELL, ZACKARY R.	07/03/2025	1,176.88	963.63

06/30/2025 05:14 PM

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CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/03/2025 - 07/03/2025

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			
07/03/2025	145348	4FRONT CREDIT UNION	1,510.58
07/03/2025	145349	AMERICAN FAMILY LIFE	532.65
07/03/2025	145350	CHARLEVOIX STATE BANK	1,555.00
07/03/2025	145351	COMMUNICATION WORKERS OF AMER	673.67
07/03/2025	145352	FOPLC	234.00
07/03/2025	145353	MI STATE DISBURSEMENT UNIT	116.55
07/03/2025	145354	PRIORITY HEALTH	1,517.57
07/03/2025	145355	THE HARTFORD	395.19
1 TOTALS:			
Total of 8 Checks:			6,535.21
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			6,535.21

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000025

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	07/18/2025	6,009.39	4,052.28
DVORACEK, SARAH J.	07/18/2025	3,283.44	2,495.96
DeROSIA, PATRICIA E.	07/18/2025	162.92	150.46
KLOOSTER, ALIDA K.	07/18/2025	3,016.01	2,062.31
BARNEVELD, RICHELLE L.	07/18/2025	2,166.50	1,532.65
SCHULZ, GINNY L.	07/18/2025	2,267.21	1,629.65
JENKINS, JESSICA-RAE A.	07/18/2025	2,240.00	1,781.99
MILLER, FAITH G.	07/18/2025	985.12	658.12
MCGINN, KELLY A.	07/18/2025	3,683.51	2,379.64
SCHEEL, JONATHAN D.	07/18/2025	3,182.40	2,235.27
MCDONNELL, JILL L.	07/18/2025	3,711.09	2,167.59
UMULIS, MATTHEW T.	07/18/2025	3,302.52	1,983.77
ORBAN, BARBARA K.	07/18/2025	3,279.26	1,914.13
RILEY, DENISE M.	07/18/2025	746.11	606.50
MUNK, CHRISTOPHER J.	07/18/2025	3,283.28	2,111.86
CHRISTIANSEN, BRIAN D.	07/18/2025	2,678.12	1,877.30
RAMIREZ, CHARLES V.	07/18/2025	2,858.94	2,008.56
MARTIN, DONALD L.	07/18/2025	2,831.96	1,894.19
YOUNG, KRISTEN L.	07/18/2025	2,163.18	1,547.86
CONWAY, PATRICK G.	07/18/2025	841.75	682.09
MACGILLIVRAY, ROGER	07/18/2025	1,356.25	1,100.15
DOTSON, WILLIAM R.	07/18/2025	828.00	704.36
KALLMAN, ARIN J.	07/18/2025	926.50	816.23
UMULIS, NOAH T.	07/18/2025	30.00	27.70
WURST, RANDALL W.	07/18/2025	4,169.47	2,325.25
HILLING, NICHOLAS A.	07/18/2025	4,291.56	2,677.83
MEIER III, CHARLES A.	07/18/2025	3,235.62	1,997.00
ZACHARIAS, STEVEN B.	07/18/2025	3,334.77	2,022.29
NEWMAN, MARK J.	07/18/2025	4,096.16	2,655.41
LOUGHMILLER, JOHN A.	07/18/2025	2,756.69	1,985.03
GRIFFITH, JOHN J.	07/18/2025	5,111.52	2,787.54
EATON, BRAD A.	07/18/2025	4,338.35	2,609.44
WILSON, TIMOTHY J.	07/18/2025	4,263.40	3,076.05
LAVOIE, RICHARD L.	07/18/2025	3,848.18	2,405.87
STERRETT, PHILLIP R.	07/18/2025	3,659.78	2,394.24
STEVENS, BRANDON C.	07/18/2025	5,213.12	3,171.92
WHITLEY, ANDREW T.	07/18/2025	4,631.40	2,692.31
FARRELL, MITCHELL L.	07/18/2025	1,085.18	604.02
ANDERSON, ELIZABETH A.	07/18/2025	2,173.60	1,410.81
KENWABIKISE, DAVID L.	07/18/2025	1,990.09	1,382.85
ELLIOTT, PATRICK M.	07/18/2025	5,107.72	3,505.00
MORRISON, KEVIN P.	07/18/2025	3,231.02	1,981.91
FURGESON, JUSTIN L.	07/18/2025	3,105.70	2,239.72
BRADLEY, KELLY R.	07/18/2025	3,584.45	2,184.88
HART II, DELBERT W.	07/18/2025	2,897.07	1,820.38
JONES, ROBERT F.	07/18/2025	2,855.93	1,819.20
THORP, WILLIAM D.	07/18/2025	2,569.45	1,637.35
LEITNER, RYAN S.	07/18/2025	3,205.98	2,078.06
NOWKA, STEPHEN P.	07/18/2025	2,449.28	1,767.04
RILEY, DANIEL A.	07/18/2025	2,889.04	2,051.53
REID, ROB A.	07/18/2025	2,313.60	1,591.48
DORAN, JUSTIN J.	07/18/2025	3,447.12	2,611.65
NEDWICK, DAVID J.	07/18/2025	135.00	124.67
CONWAY, ANNEMARIE	07/18/2025	891.00	753.56
FINNERTY, HOLLY E.	07/18/2025	1,332.00	1,092.06
WILSON, SAMUEL J.	07/18/2025	1,185.63	990.15
POIROT, KENNETH R.	07/18/2025	1,089.00	916.62
PORATH, MEGAN C.	07/18/2025	300.00	264.30
PARRISH, JASON P.	07/18/2025	945.00	832.55
SPEER, LIAM M.	07/18/2025	1,163.25	963.63
SOBER, FLYNN C.	07/18/2025	1,083.75	912.60
HOFFMAN, MICHAEL G.	07/18/2025	272.00	179.64
BURNS, ELIJAH M.	07/18/2025	924.00	779.33
WOOD, DIANA G.	07/18/2025	1,155.00	957.35
HIGGINS, THERESE M.	07/18/2025	760.50	670.00
CRANDELL, ZACKARY R.	07/18/2025	1,233.75	1,006.93
GRYBAUSKAS, BRAYLON L.	07/18/2025	1,148.00	952.02
SOBLESKI, TREVOR L.	07/18/2025	1,273.50	1,047.53
RABIDEAU, JACOB L.	07/18/2025	1,260.00	1,037.26
BORTHS, MICHAEL J.	07/18/2025	1,207.00	996.92
KNORR, KENT J.	07/18/2025	3,384.73	2,399.12
ANZELL, BETH A.	07/18/2025	2,333.21	1,729.44
STEBE, LAURA A.	07/18/2025	19.38	17.90

07/14/2025 06:16 PM

Page: 1/2

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/18/2025 - 07/18/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
07/18/2025	145360	4FRONT CREDIT UNION	1,510.58
07/18/2025	145361	AMERICAN FAMILY LIFE	532.65
07/18/2025	145362	CHARLEVOIX STATE BANK	1,555.00
07/18/2025	145363	COMMUNICATION WORKERS OF AMER	673.67
07/18/2025	145364	MI STATE DISBURSEMENT UNIT	116.55
07/18/2025	145365	PRIORITY HEALTH	1,517.57
07/18/2025	145366	THE HARTFORD	395.19
1 TOTALS:			
Total of 7 Checks:			6,301.21
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			6,301.21

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/22/2025 - 07/22/2025

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			
07/22/2025	145367	ACE HARDWARE	6,306.61
07/22/2025	145368	ACLARA TECHNOLOGIES LLC	1,263.16
07/22/2025	145369	ALAN FOSTER	226.68
07/22/2025	145370	ALL-PHASE ELECTRIC SUPPLY CO	362.60
07/22/2025	145371	AMAZON CAPITAL SERVICES	1,268.71
07/22/2025	145372	AMERICAN LEGAL PUBLISHING COR	768.03
07/22/2025	145373	APX INC - 9551	111.62
07/22/2025	145374	AT YOUR SERVICE PLUS INC	140.00
07/22/2025	145375	AT&T MOBILITY	85.12
07/22/2025	145376	AUTO-WARES GROUP	1,339.79
07/22/2025	145377	AVFUEL CORPORATION	99,396.87
07/22/2025	145378	BALLARD'S PLUMBING AND HEATIN	385.00
07/22/2025	145379	BARBARA DUBENSKY	13.50
07/22/2025	145380	BARUZZINI AQUATICS	13,115.00
07/22/2025	145381	BEAVER RESEARCH COMPANY	994.37
07/22/2025	145382	BERGMANN MARINE	675.00
07/22/2025	145383	BRADFORD MASTER DRYCLEANERS	15.30
07/22/2025	145384	CCP INDUSTRIES INC	322.92
07/22/2025	145385	CHARLES A MEIER III	380.00
07/22/2025	145386	CHARLEVOIX COURIER #8004	6.07
07/22/2025	145387	CHARLEVOIX SCREEN MASTERS INC	1,041.50
07/22/2025	145388	CHARLEVOIX TOWNSHIP TREASURER	38,875.00
07/22/2025	145389	CHARTER COMMUNICATIONS	1,845.16
07/22/2025	145390	CINTAS CORPORATION	569.58
07/22/2025	145391	COMMONWEALTH ASSOCIATES INC	940.00
07/22/2025	145392	CONWAY PROFESSIONAL SERVICES	16,238.89
07/22/2025	145393	CORY HAIGHT II	68.34
07/22/2025	145394	DHASELEER EVENTS BARN	274.00
07/22/2025	145395	DROST LANDSCAPE	31,020.60
07/22/2025	145396	ELLSWORTH FARMERS EXCHANGE	8,581.43
07/22/2025	145397	ETNA SUPPLY	2,087.66
07/22/2025	145398	FAITH LAWN AND PROPERTY MAINT	15,108.00
07/22/2025	145399	FAMILY FARM AND HOME	496.59
07/22/2025	145400	FARMER WHITE'S	847.00
07/22/2025	145401	FERGUSON'S	43.69
07/22/2025	145402	FOLKLOR WINE & CIDER	55.00
07/22/2025	145403	FREEDOM MAILING SERVICES INC	2,698.60
07/22/2025	145404	GANNETT MICHIGAN LOCALIQ	320.44
07/22/2025	145405	GFL ENVIRONMENTAL	1,901.13
07/22/2025	145406	GORDON FOOD SERVICE	34.78
07/22/2025	145407	GRAINGER	345.00
07/22/2025	145408	GRAND TRAVERSE GARAGE DOOR CO	196.58
07/22/2025	145409	GRP ENGINEERING INC	1,560.00
07/22/2025	145410	GUNTZVILLERS FARM LLC	876.00
07/22/2025	145411	HACH COMPANY	3,183.06
07/22/2025	145412	HAGGARD PLUMBING & HEATING	378.00
07/22/2025	145413	HARDY DIAGNOSTICS	101.06
07/22/2025	145414	HARRELL'S LLC	550.00
07/22/2025	145415	HAYLEE JASINSKI	250.00
07/22/2025	145416	HERZOG ELECTRIC	7,036.73
07/22/2025	145417	HYDROCORP	2,243.50
07/22/2025	145418	IDEXX DISTRIBUTION INC	1,573.69
07/22/2025	145419	IDI	75.00
07/22/2025	145420	IPS GROUP INC	2,946.95
07/22/2025	145421	J.BIRD PROVISIONS LLC	53.00
07/22/2025	145422	JANSON EQUIPMENT COMPANY	48.42
07/22/2025	145423	JOHN KALBFELL	500.00
07/22/2025	145424	JORDAN'S CRAFT TEAS	32.00
07/22/2025	145425	KALAMAZOO SANITARY SUPPLY LLC	4,272.67
07/22/2025	145426	KIWANIS CLUB OF CHARLEVOIX	40.00
07/22/2025	145427	KK'S FARM	212.00
07/22/2025	145428	KRAFT BUSINESS SYSTEMS INC	19.13
07/22/2025	145429	LAKE FOREST BAKING COMPANY	121.00
07/22/2025	145430	LASER PRINTER TECHNOLOGIES	778.94
07/22/2025	145431	LAURIE HUGHES	636.00
07/22/2025	145432	MACQUEEN EQUIPMENT LLC	167.09
07/22/2025	145433	MANTHEI CONSTRUCTION	880.38
07/22/2025	145434	MCCARDEL CULLIGAN WATER COND	55.50
07/22/2025	145435	MELISSA BOZESKY	29.41
07/22/2025	145436	MEREDITH A WALKER	38.34

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/03/2025 - 07/03/2025

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			
07/03/2025	240(E)	**EFTPS* Payroll Taxes	59,633.80
07/03/2025	241(E)	Alerus Financial	558.00
07/03/2025	242(E)	MissionSquare - 401 Plan 1091	1,276.39
07/03/2025	243(E)	MissionSquare - 457 Plan 3009	26,517.02
07/03/2025	244(E)	MissionSquare - Roth IRA 7061	1,285.00
07/03/2025	245(E)	STATE OF MICHIGAN	9,180.89
07/03/2025	246(E)	AMG PAYMENT SOLUTIONS	34.99
07/03/2025	247(E)	AMG PAYMENT SOLUTIONS	764.01
1 TOTALS:			
Total of 8 Checks:			99,250.10
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			99,250.10

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 07/07/2025 - 07/07/2025

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			
07/07/2025	248(E)	MICHIGAN PUBLIC POWER AGENCY	6,458.24
1 TOTALS:			
Total of 1 checks:			6,458.24
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			6,458.24

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/09/2025 - 07/09/2025

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			
07/09/2025	249(E)	DTE ENERGY	4,599.87
1 TOTALS:			
Total of 1 Checks:			4,599.87
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			4,599.87

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/11/2025 - 07/11/2025

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

Check Date	Check	Vendor Name	Amount
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Bank 1 GENERAL CASH - HUNTINGTON BANK

07/11/2025	250(E)	STATE OF MICHIGAN	27,083.84
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1 TOTALS:

Total of 1 Checks:	27,083.84
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Less 0 Void Checks:	0.00
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Total of 1 Disbursements:	27,083.84
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CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/18/2025 - 07/18/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
07/18/2025	251(E)	**EFTPS* Payroll Taxes	58,059.83
07/18/2025	252(E)	Alerus Financial	558.00
07/18/2025	253(E)	MissionSquare - 401 Plan 1091	1,276.39
07/18/2025	254(E)	MissionSquare - 457 Plan 3009	26,735.90
07/18/2025	255(E)	MissionSquare - Roth IRA 7061	1,285.00
07/18/2025	256(E)	STATE OF MICHIGAN	8,835.19
07/18/2025	257(E)	MERS	75,028.68
1 TOTALS:			
Total of 7 Checks:			171,778.99
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			171,778.99

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/15/2025 - 07/15/2025

BANK CODE: 2 - TAX CASH - CSB - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 2 TAX CASH - CSB			
07/15/2025	4247	CHARLEVOIX COUNTY TREASURER	165,327.47
07/15/2025	4248	CHARLEVOIX DISTRICT LIBRARY	314.54
07/15/2025	4249	CHARLEVOIX PUBLIC SCHOOLS	360,310.14
07/15/2025	4250	CHARLEVOIX-EMMET ISD	1,296.89
07/15/2025	4251	CITY OF CHARLEVOIX - TAXES DU	7,357.63
07/15/2025	4252	LAKE CHARLEVOIX EMS AUTHORITY	443.88
07/15/2025	4253	RECREATIONAL AUTHORITY	97.33
07/15/2025	4254	STATE OF MICHIGAN	5,600.84
2 TOTALS:			
Total of 8 Checks:			540,748.72
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			540,748.72

Charlevoix City Council

Consent Agenda

Title: Red Fox Regatta and Nucore Triangle Request

Date: July 21, 2025

Presented By:

Background:

Charlevoix Yacht Club is hosting the 55th Red Fox Regatta and Nucore Triangle over the Labor Day weekend. Our sailors begin arriving on Friday, August 29th and will be leaving on Sunday the 1st of September. They will be launching Friday afternoon/evening and Saturday morning, and all will be hauling out on Sunday afternoon.

We would appreciate City Council approval of the following:

- Up to 30 launch/parking permits for Ferry Beach launch ramp valid from Aug 29th- Sep 1st. (likely closer to 15 but want to be covered in case of strong attendance)
- Approval to store and launch Catamarans Friday evening and Saturday morning on the North end of Ferry Beach and the haul them out again on Sunday.

We appreciate the City's long tradition of supporting the Red Fox Regatta. We believe the benefits include a strong influx of sailors renting rooms, eating at restaurants and spending money in our stores.

Recommendation:

Motion to approve the Charlevoix Yacht Club's request for launch permits and storage of boats at the north end of Ferry Beach from August 29 through September 1.

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: MML Workers' Compensation Fund Board

Date: July 21, 2025

Presented By:

Background:

The City has long been a member of the Michigan Municipal League Workers' Compensation Fund. Election for board members to govern the fund is made by the members. You will see attached the recommended slate of members to be elected.

Recommendation:

Motion to authorize the City Manager to cast the ballot for the City of Charlevoix for the slate of members nominated to the Michigan Municipal League Workers' Compensation Fund.

Attachments:

1. MML Work Comp Board

To: Members of the MML Workers' Compensation Fund
From: Michael J. Forster, Fund Administrator
Date: June 23, 2025
Subject: Fund Trustee Election

Dear Fund Member:

Enclosed is your ballot for this year's Board of Trustees election. Two appointees have agreed to seek election to their first term, as well as two incumbent Trustees are seeking re-election. You may also write in one or more candidates if you wish.

A brief biographical sketch of the candidates is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than August 8th. Alternately, you may complete your ballot online:

Go to www.mml.org. At the top of the page, hover over *Programs & Services* and select *Risk Management* from the drop-down list. Next, look for the *Jump To* panel and select *Workers' Compensation Fund*. The ballot link is on the next page, in the *Jump To* panel, under *Online Forms*.

The MML Workers' Compensation Fund is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Fund, and for participating in the election of your governing board.

Sincerely,



Michael J. Forster
Fund Administrator
mforster@mml.org

THE CANDIDATES

Four-year terms beginning October 1, 2025



Brian Boggs, City Councilmember, City of Durand

Brian has more than 18 years' experience in local government and is currently the Shiawassee County Administrator and a longtime member of the Durand City Council. Brian is an Assistant Professor for the Hubert H. Humphrey Fellowship Programs in International Studies and Programs at Michigan State University. He has written extensively on educational organizational complexity, specifically as it affects urban schools and policy. He has most recently been published in Teacher's College Record at Columbia with a piece titled, "Conceptualizing Virtual Instructional Resource Enactment in an Era of Greater Centralization, Specification of Quality Instructional Practices, and Proliferation of Instructional Resources." Further, he has published book chapters in: Handbook of Urban Education Leadership; Handbook of Education Politics and Policy; School to Prison Pipeline; Emerging Issues and

Trends in Education; Beyond Marginality; and Educational Policy Goes to School. He has also been published in the Journal of School Public Relations. Brian holds a Ph.D. in educational policy from Michigan State University and is currently finishing his J.D. from Mitchell Hamline School of Law. He holds an MA in Rhetoric and a BA in English from the University of Michigan. Brian is seeking re-election to his second term.



Maureen Donker, Mayor, City of Midland

Maureen has more than sixteen years' experience as a municipal official, having served as mayor of Midland since 2009. She has been the Executive Director of The Reece Endeavor of Midland, a community program providing homes for individuals with special needs, since 1998.

Maureen is also active in the Midland community, serving on various local and regional civic organizations. Maureen is seeking re-election to her fourth term.



Craig Stolsonburg, Village Manager, Village of Middleville

Craig has been Village Manager of Middleville since 2022. Prior to joining the village, he was a Business Solutions Professional with West Michigan Works! for six years, and began his career with twenty years in real estate. He has previously served on the Barry County Board of Commissioners for eight years, including five years as Chair.

A lifelong resident of the Middleville area, Craig is actively involved in his community, including membership in the Middleville Rotary Club and the Thornapple Area Enrichment Foundation (Past President), and sitting on the Boards of Directors for the Thornapple Credit Union and Barry County United Way. Additionally, he has coached for the Thornapple Kellogg High School wrestling and football programs,

and volunteers as a public address announcer at school sporting events. Craig is married with two adult children and enjoys spending time with family, golfing, and rooting for the Detroit Lions. Craig is seeking election to his first term.

THE CANDIDATES

Four-year terms beginning October 1, 2025

Deborah Stuart, City Manager, Mason City



Deborah Stuart has served as City Manager of Mason City since January 2016. She has more than 20 years of local and state experience in community and economic development, most recently in her role as Community Development Incentives Director for the Michigan Economic Development Corporation (MEDC). Previously, she served the MEDC as its Community Assistance Team Specialist and the City of Jackson in various economic development roles.

Deborah currently sits on the Boards of Directors for three statewide entities: the Michigan Municipal League, the Michigan Municipal League Foundation and the Michigan Municipal Executives. In addition, she is an active contributor to the 16/50 Project in Michigan, focused on increasing the number of women in local government executive positions through training, mentoring, and promotion of the field to undergraduates. Deborah holds a Bachelor's degree in Communication from

Central Michigan University and a Master's degree in Public Administration from Western Michigan University. She is a proud resident of the City of Mason with her husband and her two children. Deborah is seeking election to her first term.

Charlevoix City Council

All Other Actions and Requests

Title: Painted Electrical Boxes and Transformers

Date: July 21, 2025

Presented By: Mark Heydlauff, City Manager

Background:

This past week, I was approached by a business owner seeking permission to have the electrical transformer near their business painted by a mural artist. Currently, we would not permit this. I have not yet spoken with John Griffith on the merits from an electrical standpoint but there is precedent in other communities who have an organized process for mural artists to add bits of public art in this venue. [Fort Collins, Colorado](#) is perhaps the most noteworthy example.

If this is something you're interested in having us pursue, we can work out some details and bring it back to you. If you don't think it's worth exploring, we won't expend the effort. In the past, we have been approached about decorative painting for fire hydrants and have said no because of safety and maintenance reasons but this might be a different opportunity.

Recommendation:

Council discussion and direction.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Use of Odmark Pavilion: Foghorn Jazz Band Practice

Date: July 21, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Foghorn Jazz is a county-wide community jazz ensemble that specializes in Big Band music from the 1930s and 1940s. The group has been rehearsing indoors at the elementary school throughout the summer and is now requesting permission to rehearse outdoors at the Odmark Performance Pavilion in East Park on Wednesday afternoons from 12:30 p.m. to 2:30 p.m., beginning July 31 and continuing through September.

The group does not require use of the City's lighting or sound equipment. They hope to create a welcoming atmosphere by opening their rehearsals to the public, encouraging community members and visitors to gather in the park and enjoy live music.

In accordance with City policy, Foghorn Jazz has submitted a completed Event Planning Worksheet. As they are not requesting any City services, their use of the space is expected to be a low-impact, mutually beneficial addition to the park's programming.

On a related note, the Foghorn Jazz Band is also scheduled to participate in the upcoming Jazz Festival on September 12th as part of the DDA's Live on the Lake Concert Series.

Recommendation:

Motion to approve the Foghorn Jazz Band to perform scheduled public practices at the Odmark Pavilion 12:30 p.m. to 2:30 p.m. Wednesdays through September at no cost to the City.

Attachments:

1. Foghorn Bandshell App



Event Planning Worksheet/Schedule

Name of Event: WEEKLY OPEN REHEARSAL - FOGHORN JAZZ

Event Contact Person (Available the day of the event): COLE OOSTHOUIZEN

Phone Number: 630-624-0325

Date(s): WEDNESDAY'S 12:30-2:30 (12-3) JUNE-SEPT

Time(s): _____

Location(s): ODMARK PAVILLION

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

List of items/support needed: WOULD ONLY NEED ACCESS TO THE
STANDS AND CHAIRS USED FOR CITY BAND.

ONE POWER OUTLET FOR ELECTRIC INSTRUMENTS

Date of Event Coordination Meeting: _____

Send to liza@charlevoixmi.gov

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: July 21, 2025

Presented By:

Background:

A. SHPO Grant

At your last meeting, you approved an agreement for a new roof for City Hall. As we processed this contract with the Michigan State Historic Preservation Office for their grant which we were awarded for a portion of this project, they offered to add an additional \$16,000 of funds; this will lower our cost for the project—reducing our obligation from roughly \$120,000 to \$104,000. Our City Clerk has had a productive relationship with SHPO in the past and I believe this relationship assisted us in obtaining this extra funding.

B. Campbell Coal Plant

The Michigan Public Power Agency is continuing to monitor the various aspects of the Department of Energy order to keep the Campbell Coal Plant open. The plant is owned primarily by Consumers Energy but a portion is owned by MPPA and thus the City of Charlevoix. With current projections for power demand, there may be a need for this but the plant was slated for closure earlier this year; it is possible the DOE will continue the order for it to remain open. On one hand, the continued operating costs may actually increase the cost of energy but this is not yet known. We will keep you updated as things develop.

Recommendation:

Attachments:

1. Planning Commission Meeting Minutes 06/09/2025
2. Police Department Report-June 2025
3. Housing Commission Meeting Minutes 07/15/2025

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, June 9, 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 Vice Chair Beatty followed by the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore (arrived at 6:51 p.m.)
Vice Chair: Scott Beatty
Members Present: Shelley Boehmer, Christine Galbreath, Maureen Radke
Members Absent: Toni Felter, Kristin Jones
Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Boehmer, seconded by Member Galbreath to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of May 12, 2025

Motion by Member Boehmer, seconded by Member Radke to approve the minutes of May 12, 2025 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. Public Hearings

H. Old Business

1. Residential Design Guidebook Review

Director Scheel presented information on the Residential Design Guidebook. He described how such guidelines were working in other communities.

Director Scheel stated he was seeking input on the guidelines. Member ~~Boehmer~~ Radke stated the direction last month was that the Commission would go through the guidelines in three sections: Appendix A, Introduction and then the Using the Guidebook sections.

The Commission started with a discussion related to Appendix A Background. Director Scheel stated that once the Commission was comfortable with the Background section, he would ask the Historical Society to review the history portion. Member ~~Boehmer~~ Radke suggested the

language describing Charlevoix's geographical boundaries could be further described and Mr. Scheel agreed to expand the language. Member ~~Boehmer~~ Radke questioned why the historical significance of the Earl Young homes were not included in the History section of the Appendix and Director Scheel stated he would figure out where the homes should be referenced in the document.

The Commission moved on to a review of Appendix B with discussion regarding the flowchart in the Process section. Director Scheel stated he did not support the portion of the potential review by the Design Reviewer, Zoning Administrator and the Planning Commission and the timeline involved. He stated the flowchart would need further review. Vice Chair Beatty stated he was not comfortable with some of the terminology regarding design professionals. Discussion followed regarding who would be the Design Professional and Design Reviewer.

The Commission began a review of the Introduction section of the Guidebook.

Chair Muladore arrived at the meeting at 6:51 p.m.

Discussion followed regarding the diversity of Charlevoix neighborhoods, housing styles, current homes under construction or renovations, common elements of each neighborhood, distinctive neighborhoods and neighborhood patterns.

The Commission concurred to review Components 1 through 5 of the Neighborhood Compatibility Guidelines at the next meeting.

I. New Business

1. Discussion of rezoning parcels 1202 State through 1224 State Street from R-1 to R-2

Director Scheel stated the property owner at 1202 State Street wanted to split his R1 parcel to produce two 6,600 sq. ft. lots which are large enough for R2, but not the 9,000 sq. ft. needed for R1. Mr. Scheel stated this area is sandwiched between general commercial on the east, all the very large lots to the west are industrial, and everything north of Carpenter on the east side of State Street is R1. He stated that all the lots have the same characteristics in how they sit between industrial and general commercial and how they are being used which are single-family residential with varied lot sizes.

Director Scheel stated the Commission had two choices: the property owner could request a rezone of just the one parcels, or the Commission could generate a rezoning of all the applicable parcels to R2 zoning.

Motion by Member Galbreath, seconded by Member Boehmer to schedule a public hearing on the rezoning of seven (7) homes on State Street from R1 to R2 zoning at the July 14 meeting.

Motion carried by unanimous voice vote.

J. Staff Updates

1. Zoning Administrator's Report

Director Scheel reviewed his report and mentioned some of the challenges with the code enforcement activities this year.

Director Scheel stated that an interesting plan for property located on the corner of State Street and Hurlbut Avenue for a proposed residential condominium plan has come forward and may be scheduled for site plan review in July.

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 7:53 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

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

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, June 24, 2025

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners' Present: R.J. Waddell, Nedina Stark, Joan Buday, Rob Miller
Commissioners Absent: Annie Oosthuizen

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

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

ADDITIONS TO THE AGENDA – None

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

Motion by Commissioner Stark, seconded by Commissioner Miller to approve and accept the May payables, May Bank Statements, May Meeting Minutes, May Financials.

Ayes: Waddell, Stark, Miller, Buday

Nays: None

Absent: Oosthuizen

Correspondence: AGRiP E-mail

Old Business: None

New Business:

ACOP Chapter 7 review. Commissioner Waddell proposed the formation of a subcommittee to establish preferences for the waitlist.

Commissioners Stark and Wadell volunteered to collaborate with the occupancy specialist (staff), Nina Romero.

Executive Director's Report:

The monetary value for the 2025 CFP will remain unchanged from the previous year Meeting with Insurance company out of Grand Rapids on potential options to reduce premiums with same coverage.

Public Comment on subjects unrelated to Agenda Items:

An inquiry about the property across from the airport that was just sold.

Adjournment: Commissioner Waddell Adjourn the meeting at 3:05 p.m.

Respectfully submitted and approved by:



Executive Director, Annessa Haist – CHC/MPHC

The next Board Meeting is July, 19th 2024 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720.

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: July 21, 2025

Presented By:

Background:

Recommendation:

Attachments:

None