



Agenda
City of Charlevoix City Council Regular Meeting
Monday, August 4, 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 21, 2025
 - B. Accounts Payable and Payroll Check Registers
 - C. Michigan Municipal League Annual Meeting Notice-Designate Voting Delegate and Alternate
 - D. Pinebridge Development 75 kVA Transformer\$12,395
 - E. 1500 kVA Emergency Transformer
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Set Public Hearing: Amend Short-term Rental Registration Process and Procedure Ordinance 860 of 2025
Mark Heydlauff, City Manager
 - B. Set Public Hearing: Amend Boat Launch Ordinance 861 of 2025
 - C. Set Public Hearing: Feeding of Wild Animals Prohibited, Ordinance 862 of 2025
Mark Heydlauff, City Manager
 - D. Set Public Hearing: Rezone for State Street at Carpenter Street, Ordinance 863 of 2025
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Northern Symphonic Winds Concert Pavilion Use request
 - B. Work Session Topics and Scheduling
Mark Heydlauff, City Manager
- 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 21, 2025

Date: August 4, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.07.21 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, July 21, 2025 - 6:00 PM

Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

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

2. Roll Call

Mayor: Lyle Gennett

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

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - July 7, 2025

B. Accounts Payable and Payroll Check Registers

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

Dates	Description	Amount
07/01/2025	Special Accounts Payable Run	\$47,592.02
07/03/2025	Payroll (net pay)	\$171,080.68
07/03/2025	Payroll Remittance Checks	\$6,535.21
07/18/2025	Payroll (net pay)	\$164,382.65
07/18/2025	Payroll Remittance Checks	\$6,301.21
07/08/2025	Regular Accounts Payable	\$378,007.01
07/03/2025-07/18/2025	ACH/WIRE Payments	\$309,171.04
07/08/2025	Tax Disbursement	\$540,748.72
Grand Total		\$1,623,818.54

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

C. Red Fox Regatta and Nucore Triangle Request

Motion by Parr, seconded by Spring 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.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-07-02

WAIVE PARKING FEES FOR CHARLEVOIX YACHT CLUB

WHEREAS, the Charlevoix Yacht Club is hosting the Nucore Triangle Race and Red Fox Regatta on August 29-31 and September 1, 2025; and

WHEREAS, the Charlevoix Yacht Club is requesting that parking fees be waived for the races; and

WHEREAS, the City Code permits the City Council to waive parking fees for special or public events.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix, hereby waives parking fees for the Nucore Triangle Race and Red Fox Regatta on August 29-31 and September 1, 2025.

RESOLVED this 21st day of July, 2025 A.D.

Resolution was adopted by the following yeas and nays vote:

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

Nays: None

Motion carried.

D. MML Workers' Compensation Fund Board

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 Worker's Compensation Fund.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Painted Electrical Boxes and Transformers

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the request to paint electrical boxes and transformers.

Council concurred to move forward with further investigation regarding painting the electrical boxes and transformers.

B. Use of Odmark Pavilion: Foghorn Jazz Band Practice

City Manager Heydlauff presented information on the request for the use of Odmark Pavilion for the Foghorn Jazz Band Practice.

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

Motion by Hagen, seconded by Cole to approve the Foghorn Jazz Band to perform scheduled public practices at the Odmark Pavilion 12:30 p.m. to 2:30 p.m. Wednesday through September at no cost to the City.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Provided an update regarding the sale of the property south of the Krist Station

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:11 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: August 4, 2025

Presented By:

Background:

Recommendation:

Attachments:

1. Check Registers 08-04-25 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/21/2025 - 07/21/2025

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			
07/21/2025	145481	AT&T	1,591.65
07/21/2025	145482	AT&T MOBILITY	845.61
07/21/2025	145483	CHARLEVOIX STATE BANK	15,017.60
07/21/2025	145484	CHARLEVOIX TOWNSHIP TREASURER	63.32
07/21/2025	145485	D&D ELECTRONICS	658.00
07/21/2025	145486	DELTA DENTAL	3,467.53
07/21/2025	145487	INA STORE INC	44,666.50
07/21/2025	145488	PRIORITY HEALTH	51,198.03
07/21/2025	145489	VSP INSURANCE CO. (CT)	549.82
1 TOTALS:			
Total of 9 Checks:			118,058.06
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			118,058.06

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

07/21/25 Special Accounts Payable Run	\$	118,058.06
08/01/25 Payroll (net pay)	\$	178,436.77
08/01/25 Payroll Remittance Checks	\$	6,535.21
08/05/25 Regular Accounts Payable	\$	243,677.96
Checks Sub-Total:	\$	546,708.00

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

07/10/25 iSolved Inc.	\$	75.00
07/21/25 Enterprise FM Trust (fleet lease)	\$	8,794.65
07/21/25 MI Public Power Agency	\$	45,913.23
07/25/25 MI Public Power Agency	\$	322,094.34
07/28/25 MI Public Power Agency	\$	2,857.55
08/01/25 IRS (Payroll Tax Deposit)	\$	64,304.95
08/01/25 Alerus Financial (HCSP)	\$	558.00
08/01/25 Vantagepoint (401 Plan)	\$	1,276.39
08/01/25 Vantagepoint (457 Plan)	\$	27,380.04
08/01/25 Vantagepoint (Roth IRA)	\$	1,385.00
08/01/25 State of MI (Withholding Tax)	\$	9,650.54
ACH Sub-Total:	\$	484,289.69

Huntington National Bank Total: \$ 1,030,997.69

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

07/29/25 Special A/P Tax Disbursement	\$	1,524,538.57
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Charlevoix State Bank Total: \$ 1,524,538.57

Grand Total: \$ 2,555,536.26

APPROVED:


CITY MANAGER


CITY TREASURER

CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000026

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	08/01/2025	6,509.38	4,390.74
DVORACEK, SARAH J.	08/01/2025	3,333.44	2,381.96
KLOOSTER, ALIDA K.	08/01/2025	3,709.00	2,537.31
BARNEVELD, RICHELLE L.	08/01/2025	2,110.79	1,491.96
SCHULZ, GINNY L.	08/01/2025	2,267.21	1,629.64
JENKINS, JESSICA-RAE A.	08/01/2025	2,332.00	1,863.77
MILLER, FAITH G.	08/01/2025	1,259.39	825.29
MCGINN, KELLY A.	08/01/2025	4,376.51	2,854.68
SCHEEL, JONATHAN D.	08/01/2025	3,875.40	2,774.60
MCDONNELL, JILL L.	08/01/2025	4,404.10	2,629.75
UMULIS, MATTHEW T.	08/01/2025	4,504.66	2,738.17
ORBAN, BARBARA K.	08/01/2025	4,269.03	2,423.40
RILEY, DENISE M.	08/01/2025	746.12	606.51
MUNK, CHRISTOPHER J.	08/01/2025	4,738.26	3,136.28
CHRISTIANSSEN, BRIAN D.	08/01/2025	3,378.36	2,296.98
RAMIREZ, CHARLES V.	08/01/2025	5,524.38	3,652.71
MARTIN, DONALD L.	08/01/2025	4,576.00	3,163.85
YOUNG, KRISTEN L.	08/01/2025	2,856.19	2,061.32
CONWAY, PATRICK G.	08/01/2025	1,500.81	1,228.02
MACGILLIVRAY, ROGER	08/01/2025	1,472.19	1,188.36
DOTSON, WILLIAM R.	08/01/2025	144.00	126.86
KALLMAN, ARIN J.	08/01/2025	748.00	659.00
WURST, RANDALL W.	08/01/2025	3,734.34	2,018.14
HILLING, NICHOLAS A.	08/01/2025	3,549.98	2,217.46
MEIER III, CHARLES A.	08/01/2025	3,507.90	2,191.44
ZACHARIAS, STEVEN B.	08/01/2025	3,465.71	2,114.35
NEWMAN, MARK J.	08/01/2025	3,107.53	2,034.71
LOUGHMILLER, JOHN A.	08/01/2025	3,446.90	2,422.03
GRIFFITH, JOHN J.	08/01/2025	5,161.51	2,837.53
EATON, BRAD A.	08/01/2025	5,097.67	3,171.10
WILSON, TIMOTHY J.	08/01/2025	4,897.40	3,549.61
LAVOIE, RICHARD L.	08/01/2025	4,110.15	2,588.52
STERRETT, PHILLIP R.	08/01/2025	3,959.26	2,592.61
STEVENS, BRANDON C.	08/01/2025	4,601.36	2,778.06
WHITLEY, ANDREW T.	08/01/2025	5,768.81	3,463.72
FARRELL, MITCHELL L.	08/01/2025	1,085.18	604.02
ANDERSON, ELIZABETH A.	08/01/2025	2,305.12	1,520.32
KENWABIKISE, DAVID L.	08/01/2025	1,999.37	1,389.62
ELLIOTT, PATRICK M.	08/01/2025	5,157.72	3,555.00
MORRISON, KEVIN P.	08/01/2025	3,168.15	1,924.40
FURGESON, JUSTIN L.	08/01/2025	3,782.61	2,686.23
BRADLEY, KELLY R.	08/01/2025	2,698.80	1,528.05
HART II, DELBERT W.	08/01/2025	4,062.89	2,574.58
JONES, ROBERT F.	08/01/2025	3,422.68	2,243.16
THORP, WILLIAM D.	08/01/2025	2,883.92	1,839.83
LEITNER, RYAN S.	08/01/2025	3,318.31	2,145.25
NOWKA, STEPHEN P.	08/01/2025	3,196.88	2,312.88
RILEY, DANIEL A.	08/01/2025	3,499.91	2,504.80
REID, ROB A.	08/01/2025	2,313.60	1,591.48
DORAN, JUSTIN J.	08/01/2025	3,497.12	2,661.64
NEDWICK, DAVID J.	08/01/2025	612.00	554.62
CONWAY, ANNEMARIE	08/01/2025	810.00	690.30
FINNERTY, HOLLY E.	08/01/2025	1,535.50	1,246.91
WILSON, SAMUEL J.	08/01/2025	700.00	613.87
POIROT, KENNETH R.	08/01/2025	1,188.00	991.95
PORATH, MEGAN C.	08/01/2025	281.25	247.79
PARRISH, JASON P.	08/01/2025	1,732.50	1,468.47
SPEER, LIAM M.	08/01/2025	1,243.69	1,024.85
SOBER, FLYNN C.	08/01/2025	1,385.50	1,142.25
HOFFMAN, MICHAEL G.	08/01/2025	544.00	419.26
BURNS, ELIJAH M.	08/01/2025	992.00	832.45
WOOD, DIANA G.	08/01/2025	1,085.00	904.09
HIGGINS, THERESE M.	08/01/2025	436.50	384.56
CRANDELL, ZACKARY R.	08/01/2025	1,126.56	925.35
GRYBAUSKAS, BRAYLON L.	08/01/2025	1,024.00	857.43
RABIDEAU, JACOB L.	08/01/2025	1,452.50	1,183.76
BORTHS, MICHAEL J.	08/01/2025	1,394.00	1,139.23
KNORR, KENT J.	08/01/2025	3,434.74	2,449.12
ANZELL, BETH A.	08/01/2025	2,383.21	1,779.44
STEBE, LAURA A.	08/01/2025	27.13	25.06
STEWART, SPENCER P.	08/01/2025	1,358.50	1,112.23
MCDERMOTT, DENNIS J.	08/01/2025	3,049.20	2,355.01
BLECKE, SKYLAR T.	08/01/2025	1,449.25	1,150.12

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000026

Name	Check Date	Gross	Net
LAVOIE, AUBREY J.	08/01/2025	1,240.00	981.65
SUSTIC, HANNAH L.	08/01/2025	527.00	451.54
LLEWELLYN, OLIVIA M.	08/01/2025	620.00	506.87
WHITE, MARCUS W.	08/01/2025	277.50	241.35
GALSTERER, CAROLINE R.	08/01/2025	1,588.75	1,239.88
LAWRENCE, JEFFREY A.	08/01/2025	187.00	164.75
BEECHERL, GRACE M.	08/01/2025	1,589.50	1,242.13
CUNNINGHAM, ABIGAIL A.	08/01/2025	2,219.50	1,757.08
JAREMA, CAROLINE J.	08/01/2025	774.00	662.18
WALKER, MEREDITH A.	08/01/2025	2,148.09	1,803.46
JASINSKI, HAYLEE G.	08/01/2025	1,299.38	1,067.24
SMITH, ANNA K.	08/01/2025	1,187.81	982.34
JAREMA, ALISON K.	08/01/2025	1,262.63	1,005.35
SOVA, MARGARET F.	08/01/2025	1,393.44	1,138.80
ROSIER, OLIVIA J.	08/01/2025	1,347.51	1,103.85
BOLLMANN, JOSIE J.	08/01/2025	1,120.00	930.72
SUSTIC, LORELEI M.	08/01/2025	962.50	809.40
PHILP, DAVAYAH A.	08/01/2025	1,496.00	1,177.58
HOSLER, ISABELLA C.	08/01/2025	1,309.00	1,074.55
GERLACH, MAREN R.	08/01/2025	726.75	625.29
MAY, MADALYNE M.	08/01/2025	136.00	119.82
WAGNER, KIRSTEN M.	08/01/2025	1,325.63	1,087.21
BIRD, SPENCER H.	08/01/2025	896.88	767.62
ELGART, SARAH N.	08/01/2025	170.00	156.99
GILL, DAVID R.	08/01/2025	1,363.27	1,130.47
LABLANCE, MAUREEN J.	08/01/2025	352.00	319.60
LIVINGSTON, BRIAN D.	08/01/2025	3,217.28	2,475.59
WHITLEY, BENJAMIN W.	08/01/2025	520.00	458.12
KLOOSTER, PATRICK H.	08/01/2025	552.75	386.98
COX, RONALD L.	08/01/2025	288.75	204.40
WAY, KRISTINA M.	08/01/2025	288.00	263.20
DRENTH, MAXWELL R.	08/01/2025	210.00	185.00
PARKER, SCOTT W.	08/01/2025	100.00	92.35
PETROSKY, TIMOTHY D.	08/01/2025	184.00	162.10
NISWANDER, WILLIAM M.	08/01/2025	1,244.25	1,009.75
DOAN, RALPH W.	08/01/2025	397.50	350.21
HALVERSON, DENNIS S.	08/01/2025	252.50	222.46
MOORE, GARY G.	08/01/2025	157.50	145.46
METZGER, CHARLES R.	08/01/2025	315.00	286.99
FLANDERS, FRANCIS B.	08/01/2025	50.00	44.05
SCHOLEY, ROBERT W.	08/01/2025	4,068.09	2,791.02
BRYAN, BRENDA L.	08/01/2025	50.00	46.17
MCCRANEY, RUSSELL R.	08/01/2025	3,253.20	2,458.35
POSTMUS, ANTHONY H.	08/01/2025	2,337.60	1,633.20
REECE, DANIEL A.	08/01/2025	3,212.60	2,403.92
GRAY, DAVID A.	08/01/2025	2,180.00	1,689.58
WADKINS, LOGAN M.	08/01/2025	2,330.00	1,628.51
TRAVERS, MANUEL J.	08/01/2025	2,107.56	1,731.82
Totals: 121		253,517.75	178,436.77

Approved By: Date: July 29, 2025

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/01/2025 - 08/01/2025

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			
08/01/2025	145491	4FRONT CREDIT UNION	1,510.58
08/01/2025	145492	AMERICAN FAMILY LIFE	532.65
08/01/2025	145493	CHARLEVOIX STATE BANK	1,555.00
08/01/2025	145494	COMMUNICATION WORKERS OF AMER	673.67
08/01/2025	145495	FOPLC	234.00
08/01/2025	145496	MI STATE DISBURSEMENT UNIT	116.55
08/01/2025	145497	PRIORITY HEALTH	1,517.57
08/01/2025	145498	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 REGISTER FOR CITY OF CHARLEVOIX

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

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			
08/05/2025	145499	ACLARA TECHNOLOGIES LLC	6,742.00
08/05/2025	145500	AIRPORT IFE SERVICES INC	3,000.00
08/05/2025	145501	AMAZON CAPITAL SERVICES	534.04
08/05/2025	145502	APPRIVER LLC	2,854.42
08/05/2025	145503	ASPEN SMART NETWORKS	8,760.00
08/05/2025	145504	AT YOUR SERVICE PLUS INC	8,650.00
08/05/2025	145505	ATLAS ELECTRIC INC	2,183.57
08/05/2025	145506	AVFUEL CORPORATION	99,551.35
08/05/2025	145507	BECKETT & RAEDER	700.15
08/05/2025	145508	BLARNEY CASTLE OIL CO	1,095.70
08/05/2025	145509	BS& A SOFTWARE	6,959.00
08/05/2025	145510	CDW GOVERNMENT	379.06
08/05/2025	145511	CHARLEVOIX CHEESE COMPANY	184.00
08/05/2025	145512	CHARLEVOIX COUNTY TREASURER	1,774.84
08/05/2025	145513	CHARLEVOIX LAVENDER LLC	95.00
08/05/2025	145514	CHARLEVOIX SCREEN MASTERS INC	915.00
08/05/2025	145515	CHARLEVOIX TOWNSHIP TREASURER	33.13
08/05/2025	145516	CONWAY PROFESSIONAL SERVICES	11,903.00
08/05/2025	145517	ECONO SIGNS LLC	162.30
08/05/2025	145518	ELLSWORTH FARMERS EXCHANGE	1,044.88
08/05/2025	145519	ENVIRONMENTAL RESOURCE ASSOCI	766.72
08/05/2025	145520	FAITH G MILLER	42.00
08/05/2025	145521	FARMER WHITE'S	286.00
08/05/2025	145522	FERGUSON & CHAMBERLAIN ASSOCI	1,800.00
08/05/2025	145523	FICK & SONS DIESEL GARAGE	4,195.22
08/05/2025	145524	FOLKLOR WINE & CIDER	46.00
08/05/2025	145525	GERBER'S HOMEMADE SWEETS	127.00
08/05/2025	145526	GINOP SALES INC	473.12
08/05/2025	145527	GORDON FOOD SERVICE	384.05
08/05/2025	145528	GRAINGER	270.21
08/05/2025	145529	GRAND TRAVERSE GARAGE DOOR CO	1,473.68
08/05/2025	145530	GREAT LAKES ASPHALT SERVICES	2,000.00
08/05/2025	145531	GREAT LAKES ENERGY COOPERATIV	266.39
08/05/2025	145532	GRP ENGINEERING INC	275.00
08/05/2025	145533	GUNTZVILLERS FARM LLC	403.00
08/05/2025	145534	HACH COMPANY	1,042.53
08/05/2025	145535	HARRELL'S LLC	912.00
08/05/2025	145536	HARTFORD, THE	2,923.34
08/05/2025	145537	IPS GROUP INC	1,054.02
08/05/2025	145538	JOHN A LOUGHMILLER	288.80
08/05/2025	145539	JOHN E GREEN COMPANY	1,295.15
08/05/2025	145540	JOJO'S COOKIE COMPANY LLC	52.00
08/05/2025	145541	KALAMAZOO SANITARY SUPPLY LLC	8,485.19
08/05/2025	145542	KIRK HARRIER	375.00
08/05/2025	145543	KK'S FARM	214.00
08/05/2025	145544	LAKE FOREST BAKING COMPANY	35.00
08/05/2025	145545	LAKESHORE TIRE & AUTO SERVICE	20.00
08/05/2025	145546	LASER PRINTER TECHNOLOGIES	1,159.92
08/05/2025	145547	LAURIE HUGHES	339.00
08/05/2025	145548	LEELANAU COFFEE ROASTING CO I	121.00
08/05/2025	145549	LENSLOCK INC	1,332.67
08/05/2025	145550	LERMA INC	165.00
08/05/2025	145551	MARTIN CONCRETE	275.00
08/05/2025	145552	MISSION COMMUNICATIONS LLC	910.80
08/05/2025	145553	NORTH COAST FASTENERS LLC	33.37
08/05/2025	145554	NORTHERN PUMP SERVICE INC	1,055.00
08/05/2025	145555	NORTHWEST ELECTRONICS & REPAI	113.96
08/05/2025	145556	NORTHWEST FIRE	224.50
08/05/2025	145557	NORWOOD CENTENNIAL FARMS	22.00
08/05/2025	145558	NUCO2 LLC	235.05
08/05/2025	145559	O'REILLY AUTOMOTIVE INC	25.88
08/05/2025	145560	ON DUTY GEAR LLC	194.98
08/05/2025	145561	PENCHURA LLC	2,492.00
08/05/2025	145562	POWER LINE SUPPLY	2,025.60
08/05/2025	145563	POWER SYSTEM ENGINEERING INC	6,696.25
08/05/2025	145564	PREIN & NEWHOF	3,200.50
08/05/2025	145565	PRO IMAGE DESIGN - PETOSKEY	1,080.00
08/05/2025	145566	PROVIDENCE FARM LLC	161.00
08/05/2025	145567	PVS TECHNOLOGIES INC	11,339.37
08/05/2025	145568	REHMANN LLC	11,655.00

CHECK REGISTER FOR CITY OF CHARLEVOIX

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

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			
08/05/2025	145569	SCIENTIFIC BRAKE - GAYLORD	659.84
08/05/2025	145570	STATE OF MICHIGAN	464.91
08/05/2025	145571	STATE OF MICHIGAN	305.00
08/05/2025	145572	TRACE ANALYTICAL LABORATORIES	968.25
08/05/2025	145573	TRAVERSE CITY DANCE PROJECT	1,000.00
08/05/2025	145574	UNIFIRST CORPORATION	265.69
08/05/2025	145575	UP NORTH ASSESSING INC	5,500.00
08/05/2025	145576	USABUEBOOK	1,757.64
08/05/2025	145577	VILLAGE GRAPHICS INC	508.00
08/05/2025	145578	WINNIE'S ORIGINALS LLC	48.00
08/05/2025	145579	WITT FAMILY FARM	75.00
08/05/2025	145580	ZAREMBA EQUIPMENT INC	240.92
1 TOTALS:			
Total of 82 Checks:			243,677.96
Less 0 Void Checks:			0.00
Total of 82 Disbursements:			243,677.96

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/10/2025 - 07/10/2025

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			
07/10/2025	258(E)	ISOLVED INC.	75.00
1 TOTALS:			
Total of 1 Checks:			75.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			75.00

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/21/2025 - 07/21/2025

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			
07/21/2025	259(E)	ENTERPRISE FM TRUST	8,794.65
07/21/2025	260(E)	MICHIGAN PUBLIC POWER AGENCY	45,913.23
1 TOTALS:			
Total of 2 Checks:			54,707.88
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			54,707.88

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/25/2025 - 07/25/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
07/25/2025	261(E)	MICHIGAN PUBLIC POWER AGENCY	322,094.34
1 TOTALS:			
Total of 1 Checks:			322,094.34
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			322,094.34

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/28/2025 - 07/28/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
07/28/2025	262(E)	MICHIGAN PUBLIC POWER AGENCY	2,857.55
1 TOTALS:			
Total of 1 Checks:			2,857.55
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			2,857.55

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/01/2025 - 08/01/2025

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			
08/01/2025	263(E)	**EFTPS* Payroll Taxes	64,304.95
08/01/2025	264(E)	Alerus Financial	558.00
08/01/2025	265(E)	MissionSquare - 401 Plan 1091	1,276.39
08/01/2025	266(E)	MissionSquare - 457 Plan 3009	27,380.04
08/01/2025	267(E)	MissionSquare - Roth IRA 7061	1,385.00
08/01/2025	268(E)	STATE OF MICHIGAN	9,650.54
1 TOTALS:			
Total of 6 Checks:			104,554.92
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			104,554.92

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 07/29/2025 - 07/29/2025

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			
07/29/2025	4255	CHARLEVOIX COUNTY TREASURER	2,448.82
07/29/2025	4256	CHARLEVOIX DISTRICT LIBRARY	196.13
07/29/2025	4257	CHARLEVOIX PUBLIC SCHOOLS	3,968.49
07/29/2025	4258	CHARLEVOIX-EMMET ISD	808.63
07/29/2025	4259	CITY OF CHARLEVOIX - TAXES DU	2,469.75
07/29/2025	4260	LAKE CHARLEVOIX EMS AUTHORITY	276.76
07/29/2025	4261	RECREATIONAL AUTHORITY	60.68
07/29/2025	4262	CHARLEVOIX COUNTY TREASURER	299,366.11
07/29/2025	4263	CHARLEVOIX PUBLIC SCHOOLS	455,810.28
07/29/2025	4264	CITY OF CHARLEVOIX - DDA	435,496.06
07/29/2025	4265	CITY OF CHARLEVOIX - TAXES DU	322,453.09
07/29/2025	4266	STATE OF MICHIGAN	1,183.77
2 TOTALS:			
Total of 12 Checks:			1,524,538.57
Less 0 Void Checks:			0.00
Total of 12 Disbursements:			1,524,538.57

Charlevoix City Council

Consent Agenda

Title: Michigan Municipal League Annual Meeting Notice-Designate Voting Delegate and Alternate

Date: August 4, 2025

Presented By:

Background:

Pursuant to the provisions of the Michigan Municipal League Bylaws, we are asked to designate an official representative attending the MML Fall Convention to cast the City's vote at the annual meeting on September 16, 2025 as well as an alternate. The meeting will be held for the following purposes: election of trustees, policy, and other business.

Recommendation:

Motion to designate Mayor Gennett to cast the vote of the City of Charlevoix at the MML's Annual Meeting held on September 16, 2025 and Council Member Kalbfell as the alternate.

Attachments:

1. Michigan Municipal League Annual Meeting Notice

June 27, 2025

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Grand Rapids, September 17-19, 2025. The League's "**Annual Meeting**" is scheduled for 4:30 pm on Wednesday, September 17 in the Pantlind Ballroom at the Amway Grand Plaza Hotel. The meeting will be held for the following purposes:

1. **Election of Trustees.** To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. **Policy. A) To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Druksis at the League at 800-653-2483.

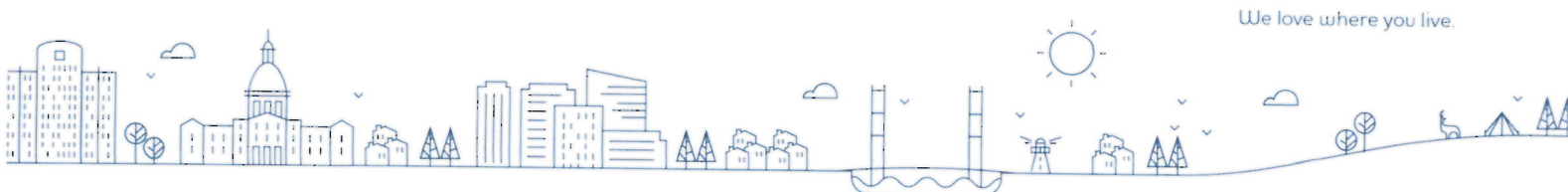
B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 17, 2025.**

3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than August 17, 2025.**



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **August 17, 2025**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.

We love where you live.



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 16, 2025, at the Amway Grand Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

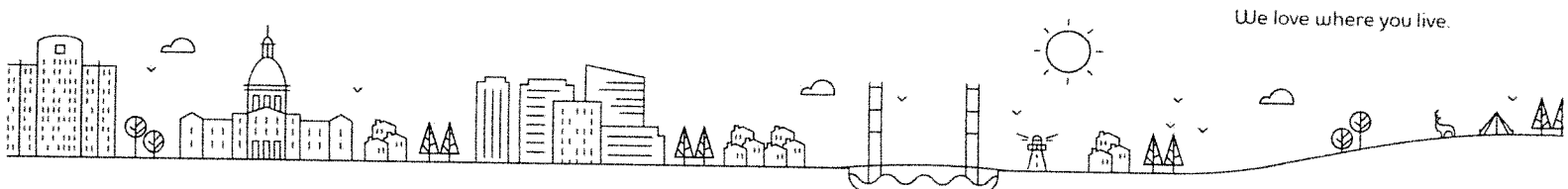
Sincerely,



Donald Gerrie
President
Mayor, Sault Sainte Marie



Daniel P. Gilmartin
Executive Director & CEO



Charlevoix City Council

Consent Agenda

Title: Pinebridge Development 75 kVA Transformer\$12,395

Date: August 4, 2025

Presented By:

Background:

Pinebridge Development is a residential project consisting of two structures each with three residential units. The project is located at the intersection of US-31 South and Marian Center Road. The General Contractor is Northern Homes Construction Services, Boyne City, Michigan. The units are all electric and have been designed to be served with three phase power. A 75 kVA pad mount transformer is required for this project. Bids were solicited from RESCO and Irby. RESCO's bid in the amount of \$12,395 has an estimated delivery of 12 weeks. Stuart Irby's bid was in the amount of \$11,268 has an estimated delivery of 16 weeks. Based on the project's schedule, the bid from RESCO is recommended because of the shorter lead time.

Recommendation:

Move to approve the purchase of one ERMCO 75 kVA, three phase, pad mount transformer from RESCO in the amount of \$12,395, with an estimated delivery of 12 weeks, as presented.

Attachments:

1. Irby GE Prolec Proposal Q-00036373
2. RESCO ERMCO Quotation 764637-00

Quotation

Cust Name:STUART C IRBY, MI
G26020

End User:STUART C IRBY CO
G12161112

Date:07/03/2025

Prop Number: Q-00036373

Cat. Number: QRKB300

Quotation No: 36373

Description: 75 KVA Type ONAN ANSI Three Phase Padmounted Transformer Metallic Drip Item: 000001

12470 GRDY / 7200 - 208Y/120 No Taps in HV 95 kv BIL 60 Hz

Dead Front, Loop feed, Six HV Bushing, Staggered LV

Bayonet Exp. Fuse + ISO Link, Minimum Dims, 20 inch deep Cabinet Metallic Drip 7 PSI Pressure

Temp. Rise: 65°C Bolts:Pentahead

Paint Finish: Munsell 7GY 3.29/1.5 Padmount Green

DOE 2016 Standard Compliant Design. Operation: Step-Down

Price (Each): \$ 11,268.00

Quantity: 1

Lot Price: \$ 11,268.00

Performance:

Type of Losses: Guaranteed

Pallet: Runners

NL Watts: 175

LL Watts: 779

%IZ : 3.93

%Iex : 2.00

TOC : 9690

FACT A : 0.000

FACT B : 0.000

Winding Materials HV:AL LV:AL

Cust Part No:

Shipment Est: 16 Weeks

Ship To: Michigan

Accessories:

BU: C25SM102081

1 - Standard Liquid Level Gauge VIAT

1 - Handhole 8" x 19"

6 - 200 Amp HV Bushing well removable stud 35 kV

4 - 5/8 Stud type with 6 holes blade 830 A - LV Bushing

1 - IFD Device

1 - Thermometer VIAT

3 - Dual Sensing Expulsion Fuse

3 - ISO Link

1 - Vacuum Pressure Gauge VIAT

1 - 1 inch Drain Valve with 3/8 inch sampler in HV

1 - 1 Switch 2 pos. 300 A

1 - Warning Decal Per Nema fig. 1

2 - Danger Decal Per Nema fig. 2

1 - SS Nameplate

3 - Flapper Valve

2 - HJ-Enterprises GRD Connector #10 to #2 AWG

2 - Jacking facilities

140.01 - Oil ASTM Type II

0.75 - Horizontal bar of RUNNER

0.99 - Vertical bar of RUNNER

CSE: ADEX JAHIR GAONA ORONA

PROP Q-00036373
CITY OF CHARLEVOIX
- WE ARE QUOTING PER THREE PHASE PADMOUNT TRANSFORMER SPECIFICATION; NO OTHER SPEC WILL APPLY.
***** EXCEPTIONS *****

-WE ARE PROVIDING INSERTS BRAND CELECO
-WE ARE TAKING EXCEPTION TO COMPLY WITH SPEC II.A PRESSURE RELIEF DEVICE WE ARE PROVIDING IFD
-CORE ARE NOT FIVE-LEGGED
-WE ARE TAKING EXCEPTION TO COMPLY WITH SHOTGUN OPERATED FOR SWITCH PROVIDED, OUR MECANISM PROVIDED IS HOOKSTICK OPERATED
***** COMMENTS *****

- PROLEC GE DESIGNS, MANUFACTURES AND TEST TRANSFORMERS IN ACCORDANCE WITH THE LATEST APPLICABLE SECTIONS OF ANSI, NEMA AND IEEE STANDARDS. WE TAKE EXCEPTIONS TO ALL OTHER CODES AND STANDARDS.

"IN REGARDS TO THE REQUIREMENT OF ""FOB DESTINATION"", WE UNDERSTAND THAT IT IS REQUIRED THE SELLER TO TAKE TRANSPORTATION RESPONSABILITY TO THE SHIPPING LOCACION AS SPECIFIED. FOB DOES NOT APPLY IN THIS CASE AS WE ARE SHIPPING VIA LAND. GE PROLEC'S PROPOSAL IS BASED ON ""DDP"" , WICH MEANS THAT THE SELLER IS RESPONSIBLE FOR DELIVERING THE GOODS TO THE NAMED DESTINATION IN THE BUYER'S COUNTRY, INCLUDING ALL COSTS INVOLVED."

The sale of any product or service by GE-Prolec is expressly conditioned upon Buyer's assent to the terms (Form GE PROLEC 2023)
Prolec GE has reserved manufacturing slots for 2025 by product line at our factory to secure an assigned volume for each customer. These reserved slots have been scheduled throughout 2025. Current prices are valid for shipments in 3Q25. Reserved slots have been assigned by quarter, and if orders are scheduled beyond 3Q25 the price will be adjusted per Prolec GE Price Index (PGPI) depending on the quarter of shipment. PGPI for each quarter is released on the 15th day of the last month of the previous quarter

Quoted prices are exclusive of applicable taxes and duties. Seller reserves the right to recover from Buyer any incurred additional costs and expenses as a result of modifications of such taxes or duties including but not limited to import duties

- WE ARE QUOTING PER ANSI C57.12.34, LOOP FEED, DEAD FRONT, MINIMUM DIMENSIONS.
- WE ARE QUOTING PRIMARY VOLTAGE 12470GRDY/7200.
- WE ARE QUOTING SECONDARY VOLTAGE 208Y/120.
- WE ARE QUOTING NO TAPS.
- WE ARE QUOTING BAYONET EXP FUSE + ISO LINK.
- WE ARE INCLUDING 1 - 2 POSITION SWITCH.
- WE ARE INCLUDING THERMOMETER, LIQUID LEVEL GAUGE, VACUUM PRESSURE GAUGE.

CUSTOMER COPY

QUOTE # 764637-00

QUOTED DATE 6/13/25

BILL TO:

RESCO

P.O. BOX 44430

SHIP TO:

CHARLEVOIX ELEC UTILITY

401 WEST CARPENTER

MADISON

WI53744

CHARLEVOIX

MI49720

DESCRIPTION	PRODUCT NUMBER	QTY	UNIT PRICE	EXT PRICE
TRANSFORMER LOSS DATA IS BASED ON ANSI C57.12.00:				
LOSS GRT: AVE VOLT% : 100				
NL TEMP BASIS: 85 LL TEMP BASIS: 85				
FOB DESTINATION FREIGHT PREPAID AND ALLOWED				
*QUOTED PER RFQ AND CITY OF CHARLEVOIX ELECTRIC				
DEPARTMENT 75 KVA PM THREE PHASE PADMOUNT				
TRANSFORMER SPECIFICATION 01/05/2022.				
-REFERENCE II.K: ERMCO WILL PROVIDE ALUMINUM COIL WINDINGS.				
-REFERENCE II.N:PLEASE SEE THE ATTACHED DRAWING FOR DIMENSIONS ERMCO WILL PROVIDE.				

ITEM 1

ERMCO 3 PHASE PAD TRANSFORMER 3PH-PAD 1 \$ 12,395.00/each

ITEM# : 1.00 Estimated

CORE WGT 370.60 STEEL TYP AM SHIP WGT 3,425.8367 shipping would be

UNIT WGT 3,376.83 C&C WGT 503.5 CORE WDTN SINGLE mid September.

NL= 61 LL= 1001

OPTIONS BEGIN.....

ERMCO ERMCO STD 3PH TRANSFORMER

0075 75 KVA

G GRDY

001G 12470GY/7200 95 BIL

S 2H H0 BUSHING W/GRD STRAP

001 NO TAPS

N NO TAP CHANGER SELECTED

112 208Y/120 LH

S6 ANSI SPECIFIC K DIM=6.5

L LOOP FEED

000 GENERIC STD FIXED STUD WELL

G15 STD INSERT SYSTEM SELECT

000 ELBOW ARRESTERS NOT SELECTED

001 INS.STANDOFF BUSH. CP#ISB215 15KV

000 NO INS. PROTECTIVE CAP SELECTED

S STAGGERED LV BUSHING ARRANGEMENT

000 ERMCO STD STUD LV BUSHINGS

600 6 HOLE NEMA SPADES

0 NO SUPPORTS SELECTED

E58 DUAL SENSING BAYO & LINK (GENERIC)

A00 STD ISOLATION LINK BY CONFIGURATOR

F GENERIC FLAPPER BAYONET HOLDER

000 MILD STEEL TANK & BASE

000 MILD STEEL CABINET & SILL

CUSTOMER COPY

QUOTE # 764637-00
QUOTED DATE 6/13/25BILL TO:
RESCO
P.O. BOX 44430SHIP TO:
CHARLEVOIX ELEC UTILITY
401 WEST CARPENTER

MADISON

WI53744

CHARLEVOIX

MI49720

DESCRIPTION	PRODUCT NUMBER	QTY	UNIT PRICE	EXT PRICE
0	STD CABINET PARTITION			
1	GREEN W/2" BLACK POLYMER UNDERCOAT			
0	STANDARD HARDWARE.			
12	STAINLESS STEEL PENTABOLT			
1	#10-1 1-WAY TIN PLATED 19-01			
0	GROUND BOSS IN PRIMARY & SECONDARY			
00	STANDARD AIR SPACE			
N1	IFD AND .25 PLUG ON FRONT PANEL			
7	HJ DV1004-002 1" DRAIN W/ 1/2"SAMP			
P	DRAIN IN PRIMARY COMPARTMENT			
0	1"NPT FILL PLUG			
Z	SEC ERMCO STD LIQUID LEVEL GAUGE			
Z	ERMCO STD VACUUM GAGE			
Z	ERMCO STD TEMPERATURE GAGE			
21	1 TWO POS. 38KV ERMCO STD LBOR			
0	STD TX OIL			
A	STANDARD TWO NAMEPLATES			
SY	STENCIL KVA YELLOW			
00	DOES NOT REQUIRE PCB DECAL.			
11	DANGER "MR.OUCH" GENERIC (3-52-02)			
02	WARNING "MR OUCH" GENERIC(3-52-01)			
ST	STENCIL PRIMARY VOLTAGE			
ST	STENCIL SECONDARY VOLTAGE			
00	STD ERMCO "E" LOGO DECAL (3-8-151)			
0	STANDARD PALLET			
N	NO SPECIAL TEST NEEDED			
OPTIONS END.....				

SHIP COVERED VAN

100% CTR W/ SHIPMENT

24 HOUR NOTICE

Charlevoix City Council

Consent Agenda

Title: 1500 kVA Emergency Transformer

Date: August 4, 2025

Presented By:

Background:

On June 22, 2025, the 1,000 kVA pad mount transformer supplying the Charlevoix Hospital failed. The Electric Department, with the help of Bergman Marine, replaced the failed transformer with a 1,000 kVA transformer from the Charlevoix Electric Department inventory. That left no transformer in inventory for emergencies. The Michigan Municipal Electric Association and several distributors were contacted in hopes of locating an in-stock 1,500 kVA transformer. Several transformers were located for immediate shipment with prices ranging from \$12,000 for a used unit from the Zeeland Board of Public Utilities to \$85,576 for a new unit through Power Line Supply, Reed City, Michigan. The Zeeland BPW had several standard tests performed on their transformer and no issues were noted. Since this transformer is intended for emergency use and not as a long-term asset, we recommend purchasing this unit from the Zeeland BPW. If approved, the transformer will be picked up by Charlevoix staff and no third-party shipping costs will be incurred.

Recommendation:

Move to approve the purchase of one used GEC Alsthom Balteau 1,500 kVA, three phase, pad mount transformer from the Zeeland Board of Public Works in the amount of \$12,000 as presented.

Attachments:

1. Coots Email 07.18.2025
2. Power Line Supply Quotation 12850018

John Griffith

From: Brian Coots <BCoots@zeelandbpw.com>
Sent: Friday, July 18, 2025 7:57 AM
To: John Griffith
Subject: Re: [External] "VIntage" 1,500 kVA Transformer

John,

Sorry for the delay a price that we would sell the unit for is \$12,000. That does not include the shipping cost. Let me know your thoughts on this.

Thanks, Brian L. Coots



Brian Coots | Zeeland Board of Public Works
Electric Transmission & Distribution Manager

o: 616.772.6212 | **d:** 616.879.2423 | **c:** 616.251.0142

350 E. Washington Avenue | Zeeland, Michigan, 49664

e: bcoots@zeelandbpw.com |

w: https://link.edgepilot.com/s/915dc21c/ldqYzaNwjEqAs8_OWpfM2A?u=http://www.z

From: John Griffith <johng@charlevoixmi.gov>
Sent: Monday, July 14, 2025 1:32 PM
To: Brian Coots <BCoots@zeelandbpw.com>
Subject: Re: [External] "VIntage" 1,500 kVA Transformer

Attention: This email was sent to City of Zeeland / Zeeland BPW from an **external source**. Please be extra vigilant when opening attachments or clicking links.

Brian,

I am interested in a price for this unit as a spare. Thanks.

John Griffith
Electric Department Director
City of Charlevoix
210 State Street
Charlevoix, MI 49720
(231)547-3273 Office
(269)625-0467 Mobile

From: Brian Coots <BCoots@zeelandbpw.com>
Sent: Monday, July 14, 2025 8:47:23 AM
To: John Griffith <johng@charlevoixmi.gov>
Subject: Re: "VIntage" 1,500 kVA Transformer

John,

Passing along the oil tests from that transformer, looks good from the oil tests and the winding test let me know if you are still interested in the unit. I can work on getting you a price in the mean time.

Thanks, Brian L. Coots



Brian Coots | Zeeland Board of Public Works

Electric Transmission & Distribution Manager

o: 616.772.6212 | **d:** 616.879.2423 | **c:** 616.251.0142

350 E. Washington Avenue | Zeeland, Michigan, 49464

e: bcoots@zeelandbpw.com |

w: <https://link.edgepilot.com/s/ee4e1d41/Wa8Zsh7fJ0uKJZ22PJGqYg?u=http://www.z>

From: John Griffith <johng@charlevoixmi.gov>

Sent: Wednesday, July 2, 2025 8:44 AM

To: Brian Coots <BCoots@zeelandbpw.com>

Subject: [External] "VIntage" 1,500 kVA Transformer

Attention: This email was sent to City of Zeeland / Zeeland BPW from an **external source**. Please be extra vigilant when opening attachments or clicking links.

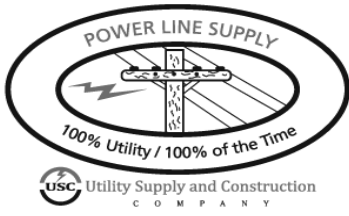
Brian,

The load on the hospital transformer is still a concern so I'm contacting you to see when you expect the test report on your 1,500 kVA unit, assuming you were able to get a contractor to conduct the tests. Thanks, Brian.

John Griffith
Electric Department Director
City of Charlevoix
210 State Street
Charlevoix, MI 49720
(231) 547-3273 Office
(269) 625-0467 Mobile

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

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



Power Line Supply
420 Roth Street Suite A
Reed City, MI 49677
US
231-832-2297

QUOTATION

Order Number	
12850018	
Order Date	Page
06/23/2025 13:35:18	1 of 1

Quote Expires On: 07/23/2025

Bill To:

Charlevoix, City Of
Attn: Accounts Payable
210 State Street
Charlevoix, MI 49720
US
231-547-3260
Attn: Accounts Payable

Ship To:

Charlevoix, City Of
401 W CARPENTER ST
CHARLEVOIX, MI 49720-1688
US

Requested By: Mr. John Griffith

Customer ID: 100146

PO Number	Freight	Carrier	Taker
Transformer Quote-3	Prepaid		JANET_BROWN

Quantities					Item ID Item Description	Pricing UOM/Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				
1.0000	0.0000	1.0000	EA		(001) 1500KVA 3PH PADMT Transformer	EA 1.0	53,039.0000	53,039.00
						Lead Time Days ARO: 0		
1.0000	0.0000	1.0000	EA		(002) 1500KVA 3PH PADMT Transformer	EA 1.0	85,576.0000	85,576.00
						Lead Time Days ARO: 0		

Total Lines: 2 THIS QUOTATION AND/OR ACKNOWLEDGEMENT ARE SUBJECT TO OUR
STANDARD TERMS OF SALE WHICH CAN BE ACCESSED AT:
[HTTPS://DOCS.USCCO.COM/PLS/TOSAGREEMENT.PDF](https://docs.uscco.com/pls/tosagreement.pdf) OR WE WILL SEND
YOU A COPY UPON YOUR REQUEST BY CALLING 1-800-832-2297

SUB-TOTAL: 138,615.00
TAX: 0.00

Please note: Due to extreme market volatility surrounding Sections 232 and 301 tariffs, all quoted prices are
subject to confirmation at time of order shipment. We continue to monitor the changing market conditions and
appreciate your understanding during these unprecedented times.

AMOUNT DUE: 138,615.00
U.S. Dollars



Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Amend Short-term Rental Registration Process and Procedure Ordinance 860 of 2025

Date: August 4, 2025

Presented By: Mark Heydlauff, City Manager

Background:

This ordinance makes two small changes to the wait list for Short Term Rental Licenses. First, it continues to standardize the timing for the list to January 1 as we have done with other licenses. Second, it requires an annual payment to stay on the waitlist which accounts for the administrative work necessary to monitor and update it depending on the type of waitlist a property is on. This annual maintenance list payment is akin to the procedure we have long used at the marina.

Recommendation:

Motion to set a public hearing to amend the short-term rental registration process and procedure Ordinance 860 of 2025 on July 21, 2025 at 6pm in the Council Chambers 210 State St. Charlevoix, MI.

Attachments:

1. 860 of 2025 STR Registration Process and Procedure
2. Red Lined Version of Ord 860 of 2025

CITY OF CHARLEVOIX
ORDINANCE NO. 860 of 2025
AN ORDINANCE AMENDMENT TO AMEND TITLE XI, BUSINESS REGULATIONS, CHAPTER 114: SHORT-TERM RENTALS, SECTION 114.04 REGISTRATION PROCESS AND PROCEDURE

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Title XI, Chapter 114, Section 114.04 Registration Process and Procedure item (B) of the City of Charlevoix Code shall repealed and replaced and shall read as follows:

- B. A deposit will be required to be on the waiting list.**
 (1) An annual maintenance fee will be collected on January 1st of each year to remain on the wait list.
 (2) Council shall, from time to time by resolution, set the deposit and maintenance fees.

Section 2. Severability.
No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

Section 3. Effective Date.
This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 860 was adopted on the day of June 2025 A.D., by the Charlevoix City Council as follows:
Motion by:
Seconded by:
Yeas:
Nays:

State of Michigan } §
City of Charlevoix

_____ Sarah J. Dvoracek	_____ Clerk	_____ Lyle Gennett	_____ Mayor
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114.04 REGISTRATION PROCESS AND PROCEDURE.

(A) New applications will be placed on a waiting list in the order of when a complete application is received by the city.

(1) Applicants whose principle residence exemption is for a property located in the City of Charlevoix will get preference and be moved to the top of the list of new applicants.

(2) If the applicant is contacted and offered to register and refuses, they will be moved to bottom of the waiting list.

(B) A deposit will be required to be on the waiting list.

(1) ~~The deposit will be used as partial payment for registration.~~ An annual maintenance fee will be collected January 1st of each year to remain on the wait list.

(2) ~~The deposit is non-refundable when the applicant refuses registration or when the applicant voluntarily withdraws from the waiting list.~~

(3) Council shall, from time to time by resolution, set the deposit and maintenance fees.

(C) The Enforcement Officer is empowered to develop a method for registration in accordance with this provision.

(D) Short-term rental shall follow applicable regulations found within chapter 153 of the Charlevoix City Code.

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Amend Boat Launch Ordinance 861 of 2025

Date: August 4, 2025

Presented By: Mark Heydlauff, City Manager

Background:

The ordinance was reviewed and revised to clean up outdated language and clarify the identification of the boat launch site, changing references from “Ferry Beach Launch” to “Charlevoix Municipal Launch” for consistency and accuracy. In addition, a definition for commercial use of the boat launch was added to clearly distinguish between recreational and commercial activities, ensuring appropriate regulation and enforcement. The City Attorney reviewed the language presented.

Recommendation:

Motion to set a public hearing to amend the boat launch Ordinance 860 of 2025 on July 21, 2025 at 6pm in the Council Chambers 210 State St. Charlevoix, MI.

Attachments:

1. 861 of 2025 Boat Launch Amendment
2. Red Lined Version of Ordinance 861 of 2025

CITY OF CHARLEVOIX
ORDINANCE NO. 861 of 2025
AN ORDINANCE AMENDMENT TO AMEND TITLE VII, TRAFFIC CODE, CHAPTER 71: TRAFFIC AND PARKING

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Title VII, Chapter 71, Section 71.01 Short Title of the City of Charlevoix Code shall repealed and replaced and shall read as follows:

This subchapter shall be known and may be cited as the "City of Charlevoix Municipal Launch and Parking Ordinance".

The City of Charlevoix Municipal Launch and Parking as established by the City of Charlevoix shall be under the supervision of the Chief of Police as directed by the City Council.

Section 2. Title VII, Chapter 71, Section 71.02 Definitions shall be repealed and replaced and shall read as follows:

When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BOAT. Any watercraft, including sea planes when not airborne, in or upon, or docked or moored at any place in any waterway or upon trailers within the boundaries of the city.

FERRY BEACH PARKING LOT. The contiguous or nearly contiguous area generally located between the limits of Ferry Avenue, Stover Road, the waters of Lake Charlevoix, and the south side of Ferry Beach Park.

TRAILER or BOAT TRAILER. Any vehicle or devise so designed and constructed in such a manner as to allow the transport of a boat.

COMMERICAL USE ACTIVITIES.

For the purposes of this ordinance, Commercial Use Activities include any operations conducted for profit or as part of a business venture, whether by an individual, company, or organization. Such activities may include, but are not limited to: launching or retrieving watercraft; performing watercraft test runs associated with repair, maintenance, or service work; installing or removing piers, docks, boat hoists, or similar structures.

Commercial Use Activities are subject to all applicable regulations, restrictions, and permitting requirements outlined in this ordinance.

Section 3. Title VII, Chapter 71, Section 71.03 Parking shall be repealed and replaced and shall read as follows:

Parking in the City of Charlevoix Municipal Launch parking lot, including, but not limited to, the parking of vehicles and/or trailers, shall be regulated by traffic-control orders issued by the city's traffic engineer. The term TRAFFIC ENGINEER is as defined in the Uniform Traffic Code, as amended.

Section 4. Title VII, Chapter 71, Section 71.04 Permit Required shall be repealed and replaced and shall read as follows:

It shall be unlawful to enter or use the City of Charlevoix Municipal Launch without first obtaining a permit from the City of Charlevoix and displaying it in the vehicle. A permit is required for any person launching a boat, retrieving watercraft, parking a vehicle (with or without an attached trailer), or parking a trailer alone at the City of Charlevoix Municipal Launch.

No person shall park a vehicle (with or without an attached trailer) or park a trailer alone in any designated Ferry Beach Boat Launch parking area unless the vehicle and/or trailer was used to actively launch or retrieve a watercraft on that same day. Proof of launch activity may be required upon request by enforcement personnel.

Charges for the permit shall be set by resolution of the City Council, which may also revise or waive fees for special or public events. "Special or Public Events" shall mean tournaments, festivals, or other events—whether open to public participation or observation—that, in the judgment of the City Council, provide an economic benefit to the City, serves a public purpose to the City and its residents, or generate positive publicity for the City.

All launch permits issued by the City shall be affixed to the vehicle for which the permit was purchased. The permit must be permanently and visibly displayed on the driver's side of the front windshield or in another location designated by the City. Permits are non-transferable and valid only for the specific vehicle identified at the time of purchase.

Section 5. Title VII, Chapter 71, Section 71.05 Term of Parking shall be repealed and replaced and shall read as follows:

There shall be no parking at the Ferry Beach or Charlevoix Municipal Boat Launch parking lots of any vehicles or trailers between the hours of 2:00 a.m. and 4:00 a.m.

Section 6. Title VII, Chapter 71, Section 71.06 Use of Boat Launching Ramps shall be repealed and replaced and shall read as follows:

It shall be unlawful for any person to moor or tie up at the City of Charlevoix Municipal launching docks unless the moorage is associated with the launching of a boat and in no case shall said moorage exceed 15 minutes in length. The City Police Chief or, his or her designee, or a member of the city's Police Department (hereafter referred to as "city agents") shall have the authority to board any boat moored in violation of any provision of this chapter. These city agents may move the boat which is in violation of this subchapter themselves or may cause it to be moved by an independent contractor. These city agents may hold or cause the boat to be held until all costs incurred in the removal and/or storage have been paid.

Section 7. Title VII, Chapter 71, Section 71.07 Boat Rental Prohibited shall be repealed and replaced and shall read as follows:

No person shall conduct any boat rental business on or at the Ferry Beach park or the City of Charlevoix Municipal launch.

Section 8. Title VII, Chapter 71, Section 71.08 Exemptions shall be repealed and replaced and shall read as follows:

Persons parking in the Ferry Beach parking lot for use of the Ferry Beach public beach shall not require a parking permit for their vehicle under § 71.04 of this chapter. This exemption for parking permit contained in this section shall not apply to persons launching a boat from the Ferry Beach boat launch. The requirement for parking permits to be obtained for the parking of vehicles within the City of Charlevoix Municipal launch parking lot shall not apply to single attended vehicles parked in such a manner to allow the viewing of Lake Charlevoix. Notwithstanding anything to the contrary, no permit shall be required for usage of the Ferry Beach parking lot or boat launch for the time period of November 1 through May 1.

Section 9. Title VII, Chapter 71, Section 71.10 Fish Cleaning Station; Commercial Use Prohibited shall be repealed and replaced and shall read as follows:

No person shall use the fish cleaning station located or to be located at the City of Charlevoix Municipal Launch parking lot for the cleaning of fish for resale or commercial purposes.

Section 10. Title VII, Chapter 71, Section 71.11 Mooring Boats; Terms shall be repealed and replaced and shall read as follows:

It shall be unlawful to moor or anchor a boat or other vessel capable of travel on water within 250 feet from the shore of Ferry Beach. Police Chief, his or her designee, or a member of the city’s Police Department (hereafter referred to as “city agents”) shall have the authority to board any boat moored in violation of any provision authority to board any boat moored in violation of any provision of this subchapter. Prior to the removal of a boat which is moored in violation of this subchapter, an agent of the city shall place a violation notice on the boat specifying the date and time of the violation. The violation notice shall state that the boat is in violation of a city ordinance and is subject to removal after 48 hours.

If the boat remains moored in violation of this subchapter for 48 hours after the placement of the violation notice, then the boat is subject to removal and storage as described below. Upon expiration of the 48 hours, the city agents may move the boat which is in violation of this subchapter themselves or cause it to be moved by an independent contractor. These city agents may hold or cause the boat to be held until all costs incurred in the removal and/or storage have been paid. § 71.99 PENALTY.

Section 11. Title VII, Chapter 71, Section 71.99 Penalty shall be repealed and replaced and shall read as follows:

- (A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99 of this code of ordinances.
- (B) Any person violating a traffic control order regarding the parking of motor vehicles and/or trailers, as regulated by §§ 71.01 through 71.10 of this chapter, shall be guilty of a civil infraction with the penalty amount set pursuant to § 10.99 of the codes adopted in § 70.01 of this traffic code. Any person violating a provision of §§ 71.01 through 71.10 unrelated to the parking of motor vehicles and/or trailers shall be guilty of a misdemeanor and subject to the penalty prescribed by state law for a misdemeanor. Every day that §§ 71.06 or 71.11 is violated shall constitute a separate offense and be punished as a separate offense. The term "person," as used in §§ 71.01 through 71.10, includes corporations, partnerships, and associations as well as individuals. Additionally, the violator shall pay costs, which may include all direct or indirect expenses incurred by the City in connection with the violation, with such costs not being less than \$9.00 or more than \$500.00. A violator shall also be subject to any additional sanctions, remedies, and judicial orders authorized under Michigan law. Each day a violation of this ordinance constitutes a separate violation.

Section 12. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

Section 13. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 861 was adopted on the XX day of July 2025 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

State of Michigan } §
City of Charlevoix

Sarah J. Dvoracek	Clerk	Lyle Gennett	Mayor
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§ 71.01 SHORT TITLE.

This subchapter shall be known and may be cited as the “~~Ferry Beach Parking and Boat Control~~ City of Charlevoix Municipal Launch and Parking Ordinance”.

(Prior Code, § 10.81) (Ord. 490, passed 4-18-1988)

XXXXXXX. The City of Charlevoix Municipal Launch and Parking as established by the City of Charlevoix shall be under the supervision of the Chief of Police as directed by the City Council.

§ 71.02 DEFINITIONS.

When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BOAT. Any watercraft, including sea planes when not airborne, in or upon, or docked or moored at any place in any waterway or upon trailers within the boundaries of the city.

FERRY BEACH PARKING LOT. The contiguous or nearly contiguous area generally located between the limits of Ferry Avenue, Stover Road, the waters of Lake Charlevoix, and the south side of Ferry Beach Park.

TRAILER or BOAT TRAILER. Any vehicle or devise so designed and constructed in such a manner as to allow the transport of a boat.

Commercial Use Activities:

For the purposes of this ordinance, Commercial Use Activities include any operations conducted for profit or as part of a business venture, whether by an individual, company, or organization. Such activities may include, but are not limited to:

- **Launching or retrieving watercraft;**
- **Performing watercraft test runs associated with repair, maintenance, or service work;**
- **Installing or removing piers, docks, boat hoists, or similar structures.**

Commercial Use Activities are subject to all applicable regulations, restrictions, and permitting requirements outlined in this ordinance.

(Prior Code, § 10.82) (Ord. 490, passed 4-18-1988)

§ 71.03 PARKING.

Parking in the City of Charlevoix Municipal Launch parking lot, including, but not limited to, the parking of vehicles and/or trailers, shall be regulated by traffic-control orders issued by the city's Traffic Engineer. The term TRAFFIC ENGINEER is as defined in the Uniform Traffic Code, as amended.

(Prior Code, § 10.83) (Ord. 490, passed 4-18-1988; Ord. 526, passed 5-7-1990)

§ 71.04 PERMIT REQUIRED.

~~Any person launching a boat from the Ferry Beach boat launch or parking a vehicle with or without trailer or parking a single trailer shall be required to obtain a permit from the city and display the permit on their vehicle. Charges for the permit shall be set by resolution of the City Council. The City Council, by resolution, may revise or waive fees for special or public events. The term SPECIAL OR PUBLIC EVENTS shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the City Council, benefit the city economically or by virtue of the publicity surrounding the event.~~

It shall be unlawful to enter or use the City of Charlevoix Municipal Launch without first obtaining a permit from the City of Charlevoix and displaying it in the vehicle. A permit is required for any person launching a boat, retrieving watercraft, parking a vehicle (with or without an attached trailer), or parking a trailer alone at the City of Charlevoix Municipal Launch.

No person shall park a vehicle (with or without an attached trailer) or park a trailer alone in any designated Ferry Beach Boat Launch parking area unless the vehicle and/or trailer was used to actively launch or retrieve a watercraft on that same day. Proof of launch activity may be required upon request by enforcement personnel.

Charges for the permit shall be set by resolution of the City Council, which may also revise or waive fees for special or public events. "Special or Public Events" shall mean tournaments, festivals, or other events—whether open to public participation or observation—that, in the judgment of the City Council, provide an economic benefit to the City, serves a public purpose to the City and its residents, or generate positive publicity for the City.

All launch permits issued by the City shall be affixed to the vehicle for which the permit was purchased. The permit must be permanently and visibly displayed on the driver's side of the front windshield or in another location designated by the City. Permits are non-transferable and valid only for the specific vehicle identified at the time of purchase.

§ 71.05 TERM OF PARKING.

There shall be no parking in the Ferry Beach ~~or Charlevoix Municipal Boat Launch~~ parking lots of any vehicles or trailers between the hours of 2:00 a.m. and 4:00 a.m.

§ 71.06 USE OF BOAT LAUNCHING RAMPS.

It shall be unlawful for any person to moor or tie up at the ~~Ferry Beach~~ City of Charlevoix Municipal ~~launch-city~~ launching docks unless the moorage is associated with the launching of a boat and in no case shall said moorage exceed 15 minutes in length. The City Police Chief or, his or her designee, or a member of the city's Police Department (hereafter referred to as "city agents") shall have the authority to board any boat moored in violation of any provision of this chapter. These city agents may move the boat which is in violation of this subchapter themselves or may cause it to be moved by an independent contractor. These city agents may hold or cause the boat to be held until all costs incurred in the removal and/or storage have been paid.

§ 71.07 BOAT RENTAL PROHIBITED.

No person shall conduct any boat rental business on or at the Ferry Beach park or the City of Charlevoix Municipal launch ~~lot or Ferry Beach launching docks~~.

§ 71.08 EXEMPTIONS.

Persons parking in the Ferry Beach parking lot for use of the Ferry Beach public beach shall not require a parking permit for their vehicle under § 71.04 of this chapter. This exemption for parking permit contained in this section shall not apply to persons launching a boat from the Ferry Beach boat launch. The requirement for parking permits to be obtained for the parking of vehicles within the ~~Ferry Beach~~ City of Charlevoix Municipal launch parking lot shall not apply to single attended vehicles parked in such a manner to allow the viewing of Lake Charlevoix. Notwithstanding anything to the contrary, no permit shall be required for usage of the Ferry Beach parking lot or boat launch for the time period of November 1 through May 1.

§ 71.09 WRITTEN REGULATIONS.

The city's Police Chief or his or her designee is authorized to establish all written regulations and traffic-control devices, including the placement of traffic-control devices, necessary to implement and enforce the provisions of this subchapter.

§ 71.10 FISH CLEANING STATION; COMMERCIAL USE PROHIBITED.

No person shall use the fish cleaning station located or to be located at the City of Charlevoix Municipal Launch parking lot for the cleaning of fish for resale or commercial purposes.

§ 71.11 MOORING BOATS; TERMS.

It shall be unlawful to moor or anchor a boat or other vessel capable of travel on water within 250 feet from the shore of Ferry Beach ~~between the hours of 2:00 a.m. and 4:00 a.m.~~ The Police Chief, his or her designee, or a member of the city's Police Department (hereafter referred to as "city agents") shall have the authority to board any boat moored in

violation of any provision authority to board any boat moored in violation of any provision of this subchapter. Prior to the removal of a boat which is moored in violation of this subchapter, an agent of the city shall place a violation notice on the boat specifying the date and time of the violation. The violation notice shall state that the boat is in violation of a city ordinance and is subject to removal after 48 hours.

If the boat remains moored in violation of this subchapter for 48 hours after the placement of the violation notice, then the boat is subject to removal and storage as described below. Upon expiration of the 48 hours, the city agents may move the boat which is in violation of this subchapter themselves or cause it to be moved by an independent contractor. These city agents may hold or cause the boat to be held until all costs incurred in the removal and/or storage have been paid. § 71.99 PENALTY.

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99 of this code of ordinances.

~~—(B) (1) Any person violating a traffic control order regarding the parking of motor vehicles as regulated by §§ 71.01 through 71.10 of this chapter shall be guilty of a civil infraction with the amount of penalty to be set pursuant to § 10.56 of the codes adopted in § 70.01 of this traffic code. Any person violating a provision of §§ 71.01 through 71.10 of this chapter unrelated to the parking of motor vehicles shall be guilty of a misdemeanor and shall be subject to such penalty as is prescribed by state law for a misdemeanor. Every day in which §§ 71.06 or 71.11 of this chapter is violated shall constitute a separate offense and shall be punished as a separate offense. The term PERSON, as used in §§ 71.01 through 71.10 of this chapter, shall include corporations, partnerships and associations as well as human beings.~~

Any person violating a traffic control order regarding the parking of motor vehicles and/or trailers, as regulated by §§ 71.01 through 71.10 of this chapter, shall be guilty of a civil infraction with the penalty amount set pursuant to § 10.99 of the codes adopted in § 70.01 of this traffic code. Any person violating a provision of §§ 71.01 through 71.10 unrelated to the parking of motor vehicles and/or trailers shall be guilty of a misdemeanor and subject to the penalty prescribed by state law for a misdemeanor. Every day that §§ 71.06 or 71.11 is violated shall constitute a separate offense and be punished as a separate offense. The term "person," as used in §§ 71.01 through 71.10, includes corporations, partnerships, and associations as well as individuals. Additionally, the violator shall pay costs, which may include all direct or indirect expenses incurred by the City in connection with the violation, with such costs not being less than \$9.00 or more than \$500.00. A violator shall also be subject to any additional sanctions, remedies, and judicial orders authorized under Michigan law. Each day a violation of this ordinance constitutes a separate violation

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Feeding of Wild Animals Prohibited, Ordinance 862 of 2025

Date: August 4, 2025

Presented By: Mark Heydlauff, City Manager

Background:

We have occasional problems with residents who feed feral cats. This activity, while well intended, also attracts other nuisance animals and spreads disease among animals. This ordinance would clarify and confirm that the practice is prohibited. The feeding of deer is already prohibited under state law but this could also apply to that situation as needed.

Recommendation:

Motion to set a public hearing on Ordinance 862 of 2025 for Monday, August 18, 2025 at the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan as presented.

Attachments:

1. Ordinance 862 of 2025

**CITY OF CHARLEVOIX
ORDINANCE NO. 862 of 2025**

AN ORDINANCE TO AMEND CHAPTERS 90 AND 91 TO PROHIBIT THE FEEDING OF CERTAIN WILD ANIMALS

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Title IX, Chapter 90, shall be amended by adding a section 90.06 and read as follows:

Sec. 90.06. – Feeding of wild animals and birds prohibited except the feeding of birds and squirrels by means of an elevated feeder.

(a) It shall be unlawful for any person to feed any wild animal in any area in the city. Wild animals shall include all raccoons, skunks, rodents, rabbits, crows, wild birds, including without limitation, pigeons, doves, and seagulls, feral cats, mice, fowl, waterfowl, gophers, groundhogs, moles, opossums, squirrels, and every other wild animal.

(b) All ground feeding is prohibited. The scattering of food or food scraps on the ground by an individual shall be prima facie evidence that the individual intended to provide the food or food scraps for ground feeding. Feeding fish in the City's trout pond with food obtained from an approved feeder shall not be a violation of this chapter.

(c) This prohibition shall not apply to the feeding of wild birds or squirrels provided that such feeding is done only from containers and supports which prohibit access by other rodents and/or wild animals, and are elevated at least 48 inches above ground level.

Section 2: Title IX, Chapter 91, Section 91.03(N) shall be amended by including a reference to Section 90.06:

(N) Keeping, housing or feeding any wild or domestic animals or wild or domestic fowl within the city other than dogs, cats, birds or animals commonly classified as pets. For the purposes of this division (N), the term **DOG** shall include the male and female of the dog family or genus canis, and "Feeding Wild Animals" shall be as defined in Section 90.06;

Section 3. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

Section 4. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 862 was adopted on the XX day of August 2025 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

State of Michigan }
City of Charlevoix } §

Sarah J. Dvoracek

Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Rezone for State Street at Carpenter Street, Ordinance 863 of 2025

Date: August 4, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Over the last couple of years, the Planning Commission has been reviewing the city's Zoning Map for potential changes to incentivize housing development and adopt the city's Master Plan Future Land Use Map. With a recent request to rezone a parcel at 1202 State Street, the opportunity arose to review the adjacent neighborhood for rezoning. Included in the packet is the existing zoning map, future land use map, and relevant master plan excerpts.

The Planning Commission approved recommending this change to City Council after a public hearing was held at the Commission's meeting on July 18. There was some resident opposition to the change but some property owners also were supportive. Like a regular ordinance, an amendment to the Zoning Map requires City Council approval following the approval already obtained by the Planning Commission.

Recommendation:

Motion to set a public hearing on Ordinance 863 of 2025 to rezone a portion of State Street for August 18, 2025 at 6pm in the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan.

Attachments:

1. 863of 2025 Rezone of Portion of State Street
2. Rezone Background Material

**CITY OF CHARLEVOIX
ORDINANCE NO. 863 of 2025**

AN ORDINANCE TO AMEND TITLE XV: LAND USAGE; SECTION 153.055; THE OFFICIAL ZONING MAP OF THE CITY OF CHARLEVOIX

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.055 (B) of the City of Charlevoix Code is hereby amended to change the following parcels and zoning districts as follows:

SECTION 2. Description of the amended zone districts:

Rezoning the following parcels, fully described from R-1 Residential District to R-2 Residential District: in the City of Charlevoix, Charlevoix County, Michigan,

1. **1202 State Street** 052-335-001-10 COM 33 FT E & 33 FT S OF NW COR OF SEC 35 T34N R8W FOR POB TH S 132 FT TH E 100 FT TH N 132 FT TH W 100 FT TO POB BEING PT OF NW 1/4 OF NW1/4 SEC 35-34-8 92SP FROM 335-001-00
2. **1206 State Street** 052-335-004-00 COM AT NW COR SEC 35 T34N R8W TH S 165 FT TO POB TH CONT S 100 FT TH E 233 FT TH N 100 FT TH W 233 FT TO POB PT OF NW OF NW1/4 SEC 35-34-8 L208 P744
3. **1210 State Street** 052-335-003-10 COM AT NW COR OF SEC 35 T34N R8W TH AL W LI OF SD SEC S0DEG31'41"W 264.98FT (RECD AS S265FT) TO PT IN C/L OF STATE ST BEING POB TH S89DEG04'03"E (RECD AS E)233.12 FT TH S0DEG32'34"W 129.15FT (RECD AS S128.95FT) TH N89DEG53'07"W (RECD AS W) 55.94 FT TH N0DEG29'25"E 10 FT TH N89DEG53'07"W 177.14FT TO SD SEC LI TH AL SD SEC LI & AL C/L OF SD ST N0DEG31'41"E (RECD AS N) 122.48FT TO POB BEING PT OF NW1/4 OF NW1/4 SEC 35-34-8, 0.659A SPLIT ON 12/18/2009 FROM 052-335-003-00, 052-335-007-00
4. **1212 State Street** 052- 335-007-10 COM AT NW COR OF SEC 35 T34N R8W TH AL W LI OF SD SEC S0DEG31'41"W (RECD AS S) 387.46FT TO PT IN C/L OF STATE ST BEING POB TH S89DEG53'07"E 177.14FT TH S0DEG29'25"W 10FT TH CONT S0DEG29'25"W 100.13FT (RECD AS S 98FT & S0DEG0'17"E 100.14FT) TH N88DEG58'41"W (RECD AS W) 177.21FT TO SEC LI TH AL SD SEC LI & C/L OF SD ST N0DEG31'41"W 107.33FT TO POB BEING PT OF NW1/4 OF NW1/4 SEC 35-34-8, 0.442A SPLIT ON 12/18/2009 FROM 052-335-003-00, 052-335-007-00
5. **1214 State Street** 052- 335-008-00 1214 STATE ST BEG ON W LI SEC 35 T34N R8W 495 FT S NW COR E 212FT S 10 RODS W 212FT TO SEC LI N TO BEG PT NW1/4 OF NW1/4 SEC 35-34-8
6. **1220 State Street** 052-335-010-00 COM AT A PT ON W LI SEC 35 T34N R8W 660 FT S OF NW COR SEC 35 TH E 33FT FOR POB TH S 165FT TH AT ANG TO LT 89DEG TO IR ST 165FT W OF NWLY LI HWY US 31 TH NELY TO IR ST 165FT N OF LAST DESC CRSE & 165FT W OF HWY LI TH W TO POB BEING PT OF NW1/4 OF NW1/4 SEC 35-34-8 L209 P45 & 46
7. **1224 State Street** 052- 335-013-00 BEG 825 FT S & 33 FT E NW COR SEC 35 T34N R8W TH E TO PT 150 FT W NWLY LI HWY US 31 TH S PARA WI W LI SEC 110 FT TH W TO PT 33 FT W OF E LI SEC TH N 110 FT TO POB

SECTION 3. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 4. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. XXX was adopted on the XX day of XXX 2025 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan

} §

City of Charlevoix

Sarah J. Dvoracek

Clerk

Lyle Gennett

Mayor

NOTICE OF PUBLIC HEARING
CITY OF CHARLEVOIX PLANNING COMMISSION
210 State Street, City Council Chambers, Second Floor, City Hall, Charlevoix, MI.

The City of Charlevoix Planning Commission will hold a public hearing on Monday, July 14, 2025, 6:00 PM in the City Council Chambers at Charlevoix City Hall, 210 State Street, Charlevoix, Michigan 49720 to accept public input on the proposed rezone of multiple properties in the city.

All forms of public comment are welcome and appreciated. Written comments may be emailed, faxed, or sent to the following by July 14, 2025, 4:00 PM

Jonathan Scheel Zoning Administrator
210 State Street
Charlevoix, MI 49720
231-547-3265 or cell 231-550-2401

Fax: (231)547-3617
planner@charlevoixmi.gov

The following parcels are proposed to be rezoned:

The City of Charlevoix Planning Commission is proposing to rezone the following parcels, from R-1 Single Family Residential District to R-2 Single Family Residential District: In the City of Charlevoix, Charlevoix County, Michigan, 1202, 1206, 1210, 1212, 1214, 1220, 1224 State Street. Tax ID. 15-052-335-001-10, 335-004-00, 335-003-10, 335-007-10, 335-008-00, 335-010-00, 335-013-00.



Submitted by Jonathan Scheel Planning Director, City of Charlevoix



35 letters sent



Office of Planning and Zoning
210 State Street, Charlevoix, MI 49720

planner@charlevoixmi.gov

Phone: (231)547-3265

Cell: (231)550-2401

Fax: (231)237-0329

NOTICE OF PUBLIC MEETINGS
Charlevoix City Hall – Council Chambers 2nd
Floor
210 State Street
Charlevoix, MI 49720

June 24, 2025

City Planning Commission

July 14, 2025, 6:00PM

CASE NUMBER: RZ 2025-01
APPLICANT: City of Charlevoix
SUBJECT PROPERTIES: 1202, 1206, 1210, 1212, 1214, 1220, 1224 State Street.
PROPERTY TAX NO.: 15-052-335-001-10, 335-004-00, 335-003-10, 335-007-10, 335-008-00, 335-010-00, 335-013-00

Dear Property Owner/Tenant:

You are receiving this notice because you are located within 300 feet of the above identified properties for which a Rezoning Hearing will take place before the Planning Commission on the respective date indicated above. The specific request is to **Rezone 7 Residential 1 (R1) properties to Residential 2 (R2)**. You are not required to respond to this notice.

The City of Charlevoix Planning Commission will hold a public meeting on **Monday July 14, 2025, at 6:00 p.m.** in the Charlevoix City Hall Council Chambers to evaluate the Rezoning application. The Planning Commission may approve the Rezone, deny the Rezone or table action on the Rezone. The Planning Commission then recommends their action to the City Council.

Written and oral comments from the public are welcome. Oral comments may be presented at the hearing. Written comments may be mailed, emailed, faxed or hand delivered to the City Planning Department no later than 4:00 PM on the evening of the hearings at the above address. The case file and plans may be viewed at the City Planning Office at City Hall or see the agenda at charlevoixmi.gov after July 9, 2025. Please call or email with any questions or concerns you may have.

Jonathan D. Scheel
Director of Planning and Zoning



Neighborhood Residential

Key Characteristics: The Neighborhood Residential future land use community character area is largely located in the Petoskey Avenue District and South US 31 Mixed Use Community Character Areas. It is a low intensity area that is intended to support primarily residential activity with secondary, complementary home occupations. The intensity of this neighborhood area shall be low due to the primarily day time activity, lower levels of traffic and pedestrian movement, and reduced building mass compared to other neighborhoods in the city. The Neighborhood Residential area's unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures.

Appropriate Land Uses: Uses in the Neighborhood Residential area should be primarily residential in nature. Home occupations and mixed use spaces may be appropriate. Uses that support and enhance residential neighborhoods may be appropriate such as public institutions, day care centers, parks, and other neighborhood commercial uses with a residential component.

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. New construction and infill buildings should match the feel and character of existing buildings including the use of materials similar to or complementary to existing facades. The site design and building orientation of residential uses should permit an accompanying accessory dwelling unit. Setbacks should be similar to those of surrounding buildings and garages should not dominate the front façade of the home.

Housing Character: Residential uses should be a mix of housing types and a variety of building and unit sizes. Housing types may include single family attached and detached units, accessory units, and single family homes converted into home occupation spaces or multiple-family units. Mixed use buildings may be appropriate along the perimeter of the neighborhood adjacent to more intense areas. Housing should include rental- and owner-occupied units primarily intended for permanent residents. Housing should be attainable for occupants at various income levels.

Transportation and Mobility: The residential streets located within the Neighborhood Residential area should be designed for slow traffic and easy pedestrian and bicycle usage. However, they should form a connected, logical pattern with as many connections to the existing street system as possible. Cul-de-sacs are highly discouraged. An expanded sidewalk network is encouraged to increase pedestrian access and connections to surrounding areas.

Natural Features: Both public and private property should provide natural features in the Neighborhood Residential area. Street trees, rain gardens, and plantings of native grasses and wildflowers located in the public right of way are opportunities to incorporate natural features while creating a welcoming streetscape. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and pollinator habitats.

Planned Character



Source: City of Royal Oak

Read Chapter 5 Housing and Neighborhoods
page 75

City Center Residential

Key Characteristics: The City Center Residential future land use community character area is aligned with the Central City Neighborhood District Community Character Area. The neighborhood character is made up of primarily residential uses with secondary, complementary home occupations spaces. Activity in this area is typically during the day with some evening and night activity. Proximity to the downtown core and downtown edge areas and ease of accessibility through the city's historic grid network of streets and sidewalks encourages a more active environment. The mixture of uses generates by a medium level of intensity. The City Center Residential area has the City's oldest neighborhoods as well as the City's only residential historic district. The neighborhood's historic resources should be protected through the preservation, rehabilitation, or adaptive reuse.

Appropriate Land Uses: Uses in the City Center Residential area should be primarily residential in nature. Home occupations and other mixed uses such as public institutions, day care centers, and parks that may be appropriate.

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Infill of new buildings or onto existing buildings should match the character of surrounding buildings. New single family structures are encouraged to provide an accessory unit on site. Buildings should be oriented towards the street with lot line setbacks similar to those of surrounding buildings. Garages should not dominate the front façade of the home. The architecture and design should be residential in nature and building materials should be similar to or complementary to existing facades. Signs should be minimal and not detract from the neighborhood character.

Housing Character: Residential uses should be a mix of housing types and a variety of building and unit sizes. Housing types may include single family attached and detached units with an accompanying accessory unit, multi-story, single family, attached units, and single family homes converted into home occupation spaces or multiple-family units. Multi-family units incorporated into multi-story mixed use buildings may be appropriate on the periphery of the neighborhood where use intensity increases. Housing should be attainable for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units. Future development should include a variety of unit types and sizes.

Transportation and Mobility: The City Center Residential area should maintain connections with surrounding areas and be highly accessible by a variety of transportation options. Roads within the City Center Residential area follow Charlevoix's historic grid network and also have common elements including sidewalks, pedestrian scale lighting, and a tree canopy. The network of alleys, sidewalks, and bicycle lanes support connectivity within the area and in between adjacent areas and the use of alternative forms of transportation. Expanded sidewalks in this area should help guide people to the downtown area and other key destinations and create a welcoming streetscape. On-street parking provides an alternative parking option for residents and business owners who do not have onsite parking.

Natural Features: Natural features in the City Center Residential area should promote community connection as well as provide active and passive recreation opportunities. Street trees, rain gardens, and plantings of native grasses and wildflowers should be incorporated into the streetscape to encourage walkability, diverse wildlife habitat, and beautification of the urban environment. The City should consider opportunities to install community gardens, parklets, and urban forest arboreturns to support a variety of purposes such as active play, passive recreation, rest areas, and wildlife habitats.

For comparison only

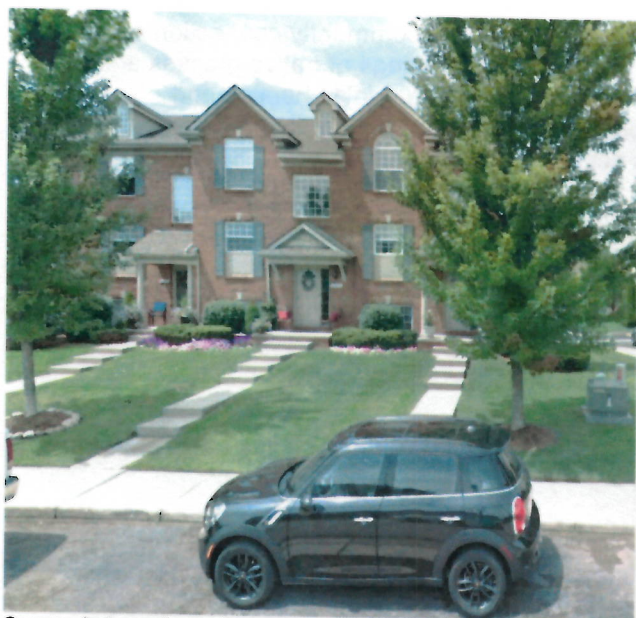
Planned Character



Source: Missing Middle Pattern Book, City of Norfolk



Source: Form-Based Code, City of Traverse City



Source: Independence Township



City of Charlevoix Library

Charlevoix City Council

All Other Actions and Requests

Title: Northern Symphonic Winds Concert Pavilion Use request

Date: August 4, 2025

Presented By:

Background:

Gary Stutzman has requested the use of Odmark Pavilion on 8/24/25 from 2:00 pm-6:00 pm for a concert by the Northern Symponic Winds. No other information was provided at the time of the request. There are no other events planned for East Park that day. If approved, it would be conditional on the City providing no additional services for the activity.

Recommendation:

Approve the request for the use of Odmark Pavilion on August 24, 2025 for the Northern Symphonic Winds.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Work Session Topics and Scheduling

Date: August 4, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Based on Council's availability, I'd like to suggest scheduling some work sessions of a couple of topics over the next couple of months:

- Special Event Feedback and Policy Discussion
- Mass Casualty Response Plan

I would tend to assume both topics will require some follow-up after an initial discussion. You could schedule a work session ahead of your regular meeting on August 18 and/or September 15. Other logical times include the evenings of September 22 and/or September 29.

Recommendation:

Council discussion and direction.

Attachments:

None

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: August 4, 2025

Presented By:

Background:

A. Live on the Lake Series

The Live on the Lake Concert Series kicks off this evening in the Odmark Pavillion with the Traverse City Dance Project. Thursday night concerts will continue through September 11 and the mini Jazz Festival will occur the evening of September 12 and 13. This is the series sponsored and operated by the Downtown Development Authority and is timed this year to avoid the busier peak of summer and provide local entertainment in the pavilion past Labor Day.

July 31st	Traverse City Dance Project 6:30 Kids Dance 7:30 Performance
August 7th	Delilah Dewylde
August 14th	Galactic Sherpas
August 21st	Jill Jack Band
August 28th	Levigator
September 4th	Sweet Dee and the Wild Honeys
September 11th	Hannah Lane
September 12th	Christopher Pitts Trio
September 13th	5:30-6:30 Fog Horn Jazz Band 7:00-9:00 Cat Daddy

All shows 7:00-9:00 unless otherwise noted.

B. Health Insurance Renewal

The City's health insurance renewal premiums from Priority Health came in this past month with a 20% increase. Our Health Insurance Committee comprised of union leaders and city management reviews plans and, pursuant to our bargaining agreements, selects coverage for the coming year. After an extensive review, we have opted to switch from Priority Health to Blue Cross Blue Shield with a different plan design that will make the increase about 7% overall. This is a good compromise by our employees and softens the intensity of the increase.

C. EPA Environmental Remediation

We anticipate continued work on building demolition over the next couple of weeks--especially at Grant and Antrim Streets with Grant Street expected to be closed during the day for a few days between Hurlbut and Antrim. The EPA contractor advised they would open the street each day as they are able. They did break a manhole cover earlier in July; this has been fixed and they will pay this cost.

Recommendation:

Attachments:

None

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: August 4, 2025

Presented By:

Background:

Recommendation:

Attachments:

None