CITY OF CHARLEVOIX

Agenda
City of Charlevoix City Council Regular Meeting
Monday, August 18, 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 - August 4, 2025
   B. Accounts Payable and Payroll Check Registers
   C. PA 152 Exemption for Medical Benefit Plan
   D. MERS 2025 Officer and Employee Delegate Certification Form
   E. Colorado Club Edge Restoration
   F. Kubota Tractor for WWTP: $19,905
6. **Public Hearings and Actions Requiring Public Hearings**
   A. Public Hearing on Ordinance 860 of 2025: Amend Short-term Rental Registration Process and Procedure
      Mark Heydlauff, City Manager
   B. Public Hearing on Ordinance 861 of 2025: Amend Boat Launch Name and Regulations
   C. Public Hearing on Ordinance 862 of 2025: Feeding of Wild Animals Prohibited
      Jill McDonnell, Chief of Police
7. **All Other Actions and Requests**
   A. Charlevoix Adventure LLC Request to Modify Concession Agreement
      Kent Knorr, Recreation Director
   B. 109 Mason Street Redevelopment Proposal
      Mark Heydlauff, City Manager
   C. Mayoral Appointment
      Mayor Lyle Gennett
8. **Reports and Communications**
   A. Public Comment
   B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - August 4, 2025
Date: August 18, 2025

Presented By:

Background:

Recommendation:
Motion to approve the minutes as presented.
Attachments:
1. 2025.08.04 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, August 4, 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 Kalbfell to approve the consent agenda as presented.
Yeas: Hagen, Cole, Kalbfell, Parr, Spring, Knapp
Nays: None
Motion carried.

A. City Council Meeting Minutes - July 21, 2025
Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers
Motion to approve the accounts payable and payroll check registers as presented.

Dates	Description	Amount
07/21/2025	Special Accounts Payable Run	$118,058.06
08/01/2025	Payroll (net pay)	$178,436.77
08/01/2025	Payroll Transmittal Checks	$6,535.21
08/05/2025	Regular Accounts Payable	$243,677.96
07/10/2025-08/01/2025	ACH/WIRE Payments	$484,289.69
07/29/2025	Special A/P Tax Disbursement	$1,524,538.57
Grand Total		**$2,555,536.26**
The entire accounts payable and payroll check registers can be viewed on our website.		

C. Michigan Municipal League Annual Meeting Notice-Designate Voting Delegate and Alternate
Motion to designate Mayor Gennett to cast the vote of the City of Charlevoix at the MML's

DRAFT

Annual Meeting held on September 16, 2025 and Council Member Kalbfell as the alternate.

D. Pinebridge Development 75 kVA Transformer $12,395

Motion 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.

E. 1500 kVA Emergency Transformer

Motion 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.

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

City Manager Heydlauff presented information on amending the Short-term Rental Registration Process and Procedure Ordinance 860 of 2025.

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

Motion by Kalbfell, seconded by Spring to set a public hearing to amend the short-term rental registration process and procedure Ordinance 860 of 2025 on August 18, 2025 at 6pm in the Council Chambers 210 State St. Charlevoix, MI.

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

Nays: None

Motion carried.

B. Set Public Hearing: Amend Boat Launch Ordinance 861 of 2025

City Manager Heydlauff presented information on amending the Boat Launch Ordinance 861 of 2025.

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

Motion by Cole, seconded by Hagen to set a public hearing to amend the boat launch Ordinance 860 of 2025 on August 18, 2025 at 6pm in the Council Chambers 210 State St. Charlevoix, MI.

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

Nays: None

Motion carried.

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

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Feeding of Wild Animals Prohibited, Ordinance 862 of 2025.

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

Motion by Kalbfell, seconded by Hagen 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.

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

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Nays: None

Motion carried.

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

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Rezone of State Street at Carpenter Street, Ordinance 863 of 2025.

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

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

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

Nays: None

Motion carried.

7. All Other Actions and Requests

A. Northern Symphonic Winds Concert Pavilion Use request

City Manager Heydlauff presented information on the Northern Symphonic Winds Concert Pavilion Use Request.

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

Motion by Spring, seconded by Cole to approve the request for the use of Odmark Pavilion on August 24, 2025 for the Northern Symphonic Winds.

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

Nays: None

Motion carried.

B. Work Session Topics and Scheduling

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Work Session Topics and Scheduling.

Council concurred to schedule a work session on Monday, October 6, 2025 at 4 p.m.

8. Reports and Communications

A. Public Comment

- Shirley Gibson stated her concerns about ordinance 153.153 outdoor storage
- Tim Kish stated Pat Elliott's crew does a faunistic job at keeping the downtown pristine

B. City Manager's Comments

- The goats were at Michigan Beach last week
- Staff is preparing for the potential reimbursement for the ice storm from the federal government

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C. Mayor and Council Comments

- Mayor Gennett thanked all the City Staff on how they handled all the events during Venetian week

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:38 p.m.

_____ _____

Sarah J. Dvoracek City Clerk Lyle Gennett Mayor

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Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers
Date: August 18, 2025

Presented By:

Background:

Recommendation:
Motion to approve the accounts payable and payroll check registers as presented.
Attachments:
1. Accounts Payable and Payroll Check Registers

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/06/2025 - 08/06/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
08/06/2025	145583	DAVID MAGGRETT	750.00
08/06/2025	145584	JACOB SHARROW	1,250.00
08/06/2025	145585	JOSHUA HALL	1,500.00
08/06/2025	145586	SARAH HARRIER	375.00
1 TOTALS:			
Total of 4 Checks:			3,875.00
Less 0 Void Checks:			0.00
Total of 4 Disbursements:			3,875.00

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

08/06/25	Special Accounts Payable Run	$	3,875.00
08/15/25	Payroll (net pay)	$	161,597.85
08/15/25	Payroll Remittance Checks	$	6,057.09
08/19/25	Regular Accounts Payable	$	1,041,487.51
	Checks Sub-Total:	$	1,213,017.45

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

08/04/25	AMG Payment Solutions	$	1,093.26
08/04/25	AMG Payment Solutions	$	34.99
08/04/25	MI Public Power Agency	$	15,835.23
08/07/25	DTE Energy	$	2,653.28
08/07/25	State of MI (Sales Tax)	$	35,258.83
08/11/25	iSolved Inc.	$	75.00
08/11/25	MI Public Power Agency	$	18,684.04
08/15/25	IRS (Payroll Tax Deposit)	$	58,264.97
08/15/25	Alerus Financial (HCSP)	$	558.00
08/15/25	Vantagepoint (401 Plan)	$	1,276.39
08/15/25	Vantagepoint (457 Plan)	$	26,236.11
08/15/25	Vantagepoint (Roth IRA)	$	1,385.00
08/15/25	State of MI (Withholding Tax)	$	8,828.10
	ACH Sub-Total:	$	170,183.20
	Huntington National Bank Total:	$	1,383,200.65

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

		$	-
	Charlevoix State Bank Total:	$	-
	Grand Total:	$	1,383,200.65

APPROVED: _____ CITY MANAGER _____ CITY TREASURER _____ CITY CLERK

08/12/2025 11:36 AM

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	08/15/2025	6,009.39	4,052.27
DVORACEK, SARAH J.	08/15/2025	3,283.44	2,331.96
KLOOSTER, ALIDA K.	08/15/2025	3,016.00	2,062.30
BARNEVELD, RICHELLE L.	08/15/2025	2,064.37	1,458.07
SCHULZ, GINNY L.	08/15/2025	2,267.20	1,629.63
JENKINS, JESSICA-RAE A.	08/15/2025	2,240.00	1,781.99
MILLER, FAITH G.	08/15/2025	1,069.08	709.30
MCGINN, KELLY A.	08/15/2025	5,757.18	3,731.02
SCHEEL, JONATHAN D.	08/15/2025	3,182.40	2,235.27
MCDONNELL, JILL L.	08/15/2025	3,711.10	2,167.59
UMULIS, MATTHEW T.	08/15/2025	3,236.10	1,941.72
ORBAN, BARBARA K.	08/15/2025	3,016.98	1,631.76
RILEY, DENISE M.	08/15/2025	746.12	606.52
MUNK, CHRISTOPHER J.	08/15/2025	2,893.41	1,812.87
CHRISTIANSEN, BRIAN D.	08/15/2025	2,328.80	1,622.24
MARTIN, DONALD L.	08/15/2025	2,538.19	1,647.13
YOUNG, KRISTEN L.	08/15/2025	2,163.19	1,547.88
CONWAY, PATRICK G.	08/15/2025	892.63	726.90
MACGILLIVRAY, ROGER	08/15/2025	1,242.50	1,013.58
DOTSON, WILLIAM R.	08/15/2025	864.00	732.47
KALLMAN, ARIN J.	08/15/2025	790.50	696.43
WURST, RANDALL W.	08/15/2025	3,550.11	1,874.47
HILLING, NICHOLAS A.	08/15/2025	3,803.42	2,358.30
MEIER III, CHARLES A.	08/15/2025	3,022.28	1,833.98
ZACHARIAS, STEVEN B.	08/15/2025	3,780.41	2,304.44
NEWMAN, MARK J.	08/15/2025	3,092.87	2,022.80
LOUGHMILLER, JOHN A.	08/15/2025	3,197.13	2,275.68
GRIFFITH, JOHN J.	08/15/2025	5,111.51	2,787.55
EATON, BRAD A.	08/15/2025	4,344.90	2,615.67
WILSON, TIMOTHY J.	08/15/2025	4,396.03	3,175.79
LAVOIE, RICHARD L.	08/15/2025	3,275.02	2,000.69
STERRETT, PHILLIP R.	08/15/2025	3,036.07	1,994.84
STEVENS, BRANDON C.	08/15/2025	5,369.05	3,271.50
WHITLEY, ANDREW T.	08/15/2025	4,857.26	2,851.41
FARRELL, MITCHELL L.	08/15/2025	1,085.18	604.02
ANDERSON, ELIZABETH A.	08/15/2025	2,173.61	1,553.53
KENWABIKISE, DAVID L.	08/15/2025	2,370.77	1,660.79
ELLIOTT, PATRICK M.	08/15/2025	5,107.72	3,505.00
MORRISON, KEVIN P.	08/15/2025	3,374.35	2,074.97
FURGESON, JUSTIN L.	08/15/2025	4,313.00	3,011.41
BRADLEY, KELLY R.	08/15/2025	3,786.24	2,332.19
HART II, DELBERT W.	08/15/2025	3,308.98	2,085.47
JONES, ROBERT F.	08/15/2025	2,647.01	1,666.65
THORP, WILLIAM D.	08/15/2025	2,724.65	1,739.00
LEITNER, RYAN S.	08/15/2025	2,906.42	1,881.86
NOWKA, STEPHEN P.	08/15/2025	3,276.18	2,378.03
RILEY, DANIEL A.	08/15/2025	3,016.21	2,147.29
REID, ROB A.	08/15/2025	2,313.60	1,591.48
DORAN, JUSTIN J.	08/15/2025	3,447.12	2,611.65
NEDWICK, DAVID J.	08/15/2025	522.00	478.85
CONWAY, ANNEMARIE	08/15/2025	513.00	451.96
FINNERTY, HOLLY E.	08/15/2025	1,556.31	1,262.77
POIROT, KENNETH R.	08/15/2025	954.94	812.98
PARRISH, JASON P.	08/15/2025	561.75	494.91
SPEER, LIAM M.	08/15/2025	1,233.38	1,017.01
SOBER, FLYNN C.	08/15/2025	816.00	704.47
HOFFMAN, MICHAEL G.	08/15/2025	544.00	419.26
BURNS, ELIJAH M.	08/15/2025	764.00	654.37
WOOD, DIANA G.	08/15/2025	940.63	792.33
HIGGINS, THERESE M.	08/15/2025	364.50	321.13
CRANDELL, ZACKARY R.	08/15/2025	1,163.75	953.65
GRYBAUSKAS, BRAYLON L.	08/15/2025	896.00	757.47
RABIDEAU, JACOB L.	08/15/2025	1,472.19	1,198.73
BORTHS, MICHAEL J.	08/15/2025	1,313.25	1,077.79
KNORR, KENT J.	08/15/2025	4,418.58	3,080.93
ANZELL, BETH A.	08/15/2025	2,333.21	1,729.44
STEBE, LAURA A.	08/15/2025	23.25	21.46
STEWART, SPENCER P.	08/15/2025	1,344.25	1,101.37
MCDERMOTT, DENNIS J.	08/15/2025	2,999.20	2,305.00
BLECKE, SKYLAR T.	08/15/2025	992.00	800.50
LAVOIE, AUBREY J.	08/15/2025	914.50	720.79
SUSTIC, HANNAH L.	08/15/2025	1,116.00	874.14
LLEWELLYN, OLIVIA M.	08/15/2025	953.25	776.82

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000027

Name	Check Date	Gross	Net
WHITE, MARCUS W.	08/15/2025	370.00	313.59
GALSTERER, CAROLINE R.	08/15/2025	1,821.25	1,379.29
LAWRENCE, JEFFREY A.	08/15/2025	182.75	161.00
BEECHERL, GRACE M.	08/15/2025	1,615.00	1,216.11
CUNNINGHAM, ABIGAIL A.	08/15/2025	1,840.00	1,468.28
JAREMA, CAROLINE J.	08/15/2025	688.50	595.40
WALKER, MEREDITH A.	08/15/2025	1,913.43	1,609.77
JASINSKI, HAYLEE G.	08/15/2025	1,316.88	1,080.56
SMITH, ANNA K.	08/15/2025	1,321.25	1,083.87
JAREMA, ALISON K.	08/15/2025	1,252.88	998.90
SOVA, MARGARET F.	08/15/2025	1,194.38	987.34
ROSIER, OLIVIA J.	08/15/2025	1,316.88	1,080.56
PETROSKY, JACOB D.	08/15/2025	127.50	112.32
BOLLMANN, JOSIE J.	08/15/2025	1,386.88	1,133.83
SUSTIC, LORELEI M.	08/15/2025	704.38	607.81
PHILP, DAVAYAH A.	08/15/2025	1,280.00	1,002.93
HOSLER, ISABELLA C.	08/15/2025	1,062.50	886.96
GERLACH, MAREN R.	08/15/2025	1,100.75	916.06
MAY, MADALYNE M.	08/15/2025	603.50	529.02
WAGNER, KIRSTEN M.	08/15/2025	573.13	504.93
BIRD, SPENCER H.	08/15/2025	26.25	24.24
ELGART, SARAH N.	08/15/2025	187.00	172.69
GILL, DAVID R.	08/15/2025	1,203.23	1,005.49
LABLANCE, MAUREEN J.	08/15/2025	452.00	403.63
LIVINGSTON, BRIAN D.	08/15/2025	3,167.28	2,425.59
WHITLEY, BENJAMIN W.	08/15/2025	652.00	566.91
KLOOSTER, PATRICK H.	08/15/2025	635.25	453.83
COX, RONALD L.	08/15/2025	272.25	189.85
WAY, KRISTINA M.	08/15/2025	108.00	99.75
DRENTH, MAXWELL R.	08/15/2025	97.50	85.91
PARKER, SCOTT W.	08/15/2025	200.00	184.70
PETROSKY, TIMOTHY D.	08/15/2025	192.00	169.16
NISWANDER, WILLIAM M.	08/15/2025	1,286.25	1,041.73
DOAN, RALPH W.	08/15/2025	427.50	376.62
MOORE, GARY G.	08/15/2025	318.75	290.29
METZGER, CHARLES R.	08/15/2025	296.25	270.48
SCHOLEY, ROBERT W.	08/15/2025	4,169.23	2,863.13
MCCRANEY, RUSSELL R.	08/15/2025	3,253.20	2,446.41
POSTMUS, ANTHONY H.	08/15/2025	2,887.60	2,032.15
REECE, DANIEL A.	08/15/2025	3,337.60	2,479.44
GRAY, DAVID A.	08/15/2025	2,553.75	1,914.96
WADKINS, LOGAN M.	08/15/2025	2,180.00	1,502.94
TRAVERS, MANUEL J.	08/15/2025	2,186.00	1,771.93
Totals: 116		230,470.35	161,597.85

Approved By: _____ Date: 8/12/25

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/15/2025 - 08/15/2025

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			
08/15/2025	145588	4FRONT CREDIT UNION	1,280.58
08/15/2025	145589	AMERICAN FAMILY LIFE	532.65
08/15/2025	145590	CHARLEVOIX STATE BANK	1,555.00
08/15/2025	145591	COMMUNICATION WORKERS OF AMER	673.67
08/15/2025	145592	MI STATE DISBURSEMENT UNIT	116.55
08/15/2025	145593	PRIORITY HEALTH	1,503.45
08/15/2025	145594	THE HARTFORD	395.19
1 TOTALS:			
Total of 7 Checks:			6,057.09
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			6,057.09

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/19/2025 - 08/19/2025

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			
08/19/2025	145595	ACE HARDWARE	5,087.05
08/19/2025	145596	ALISON K JAREMA	91.51
08/19/2025	145597	AMAZON CAPITAL SERVICES	992.64
08/19/2025	145598	ANNA KATE SMITH	23.44
08/19/2025	145599	APEX SOFTWARE	335.00
08/19/2025	145600	ART'S AUTO & TRUCK PARTS	1,106.76
08/19/2025	145601	AT YOUR SERVICE PLUS INC	7,950.00
08/19/2025	145602	AT&T MOBILITY	85.12
08/19/2025	145603	AUTO-WARES GROUP	1,570.08
08/19/2025	145604	AUTOMATIC DOOR SERVICE INC	378.00
08/19/2025	145605	AVFUEL CORPORATION	94,360.59
08/19/2025	145606	AW & SONS SERVICES LLC	354.56
08/19/2025	145607	BANDIT INDUSTRIES INC	114.07
08/19/2025	145608	BIRCH N LAVENDER APOTHECARY	25.00
08/19/2025	145609	BOSS LANDSCAPE & SUPPLY	108.00
08/19/2025	145610	BS& A SOFTWARE	68,639.00
08/19/2025	145611	CDW GOVERNMENT	24.63
08/19/2025	145612	CHARLEVOIX CHEESE COMPANY	109.00
08/19/2025	145613	CHARLEVOIX COURIER #8004	6.07
08/19/2025	145614	CHARLEVOIX VENETIAN FESTIVAL	6,400.00
08/19/2025	145615	CHARTER COMMUNICATIONS	1,290.86
08/19/2025	145616	CINTAS CORPORATION	260.31
08/19/2025	145617	CONWAY PROFESSIONAL SERVICES	13,938.90
08/19/2025	145618	DAVID MAGGRETT	300.00
08/19/2025	145619	DHASELEER EVENTS BARN	248.00
08/19/2025	145620	DROST LANDSCAPE	2,580.00
08/19/2025	145621	EJ USA INC.	2,490.89
08/19/2025	145622	ELLSWORTH FARMERS EXCHANGE	20.00
08/19/2025	145623	ELMER'S CRANE & DOZER INC	603.19
08/19/2025	145624	EVA SIEGRIST	121.00
08/19/2025	145625	FAMILY FARM AND HOME	722.93
08/19/2025	145626	FARMER WHITE'S	678.00
08/19/2025	145627	FREEDOM MAILING SERVICES INC	2,675.01
08/19/2025	145628	GANNETT MICHIGAN LOCALIQ	118.04
08/19/2025	145629	GERBER'S HOMEMADE SWEETS	71.00
08/19/2025	145630	GFL ENVIRONMENTAL	8,388.83
08/19/2025	145631	GINOP SALES INC	1,645.46
08/19/2025	145632	GORDON FOOD SERVICE	316.13
08/19/2025	145633	GREAT LAKES ELEVATOR LLC	473.39
08/19/2025	145634	GUNTZVILLERS FARM LLC	784.00
08/19/2025	145635	HACH COMPANY	758.00
08/19/2025	145636	HAGGARD PLUMBING & HEATING	378.00
08/19/2025	145637	HARRELL'S LLC	1,738.00
08/19/2025	145638	HILLSIDE HARVEST FARM LLC	237.00
08/19/2025	145639	HYDE SERVICES LLC	437.77
08/19/2025	145640	HYDROCORP	2,243.50
08/19/2025	145641	IDI	95.40
08/19/2025	145642	IPS GROUP INC	5,077.00
08/19/2025	145643	IR ELECTRIC MOTOR SERVICE	1,216.50
08/19/2025	145644	JACOB SHARROW	500.00
08/19/2025	145645	JILL JACK ENTERPRISES	1,200.00
08/19/2025	145646	JOHN E GREEN COMPANY	255.50
08/19/2025	145647	JOJO'S COOKIE COMPANY LLC	81.00
08/19/2025	145648	JORDAN'S CRAFT TEAS	125.00
08/19/2025	145649	KALAMAZOO SANITARY SUPPLY LLC	1,448.81
08/19/2025	145650	KK'S FARM	329.00
08/19/2025	145651	KRAFT BUSINESS SYSTEMS INC	48.00
08/19/2025	145652	KRISTA DORST	250.00
08/19/2025	145653	LAKE FOREST BAKING COMPANY	40.00
08/19/2025	145654	LASER PRINTER TECHNOLOGIES	1,527.99
08/19/2025	145655	LAURIE HUGHES	657.00
08/19/2025	145656	MACQUEEN EQUIPMENT LLC	744.20
08/19/2025	145657	MANTHEI CONSTRUCTION	614.00
08/19/2025	145658	MCCARDEL CULLIGAN WATER COND	55.50
08/19/2025	145659	MELANIE S COOPER	43.00
08/19/2025	145660	MIKE'S MUSTARD	64.00
08/19/2025	145661	MINERAL MASTERS	3,712.50
08/19/2025	145662	MUTT MITT	3,071.67
08/19/2025	145663	NICHOLS, WEITZER, THOMAS LLP	559.40
08/19/2025	145664	NORTHWEST ELECTRONICS & REPAI	129.98

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/19/2025 - 08/19/2025

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			
08/19/2025	145665	NUCO2 LLC	499.19
08/19/2025	145666	OLESON'S FOOD STORES	350.68
08/19/2025	145667	OMS COMPLIANCE SERVICES INC	68.00
08/19/2025	145668	PENCHURA LLC	4,984.00
08/19/2025	145669	PENINSULA FIBER NETWORK LLC	360.00
08/19/2025	145670	PHILLIP R STERRETT	214.83
08/19/2025	145671	POWER LINE SUPPLY	445.00
08/19/2025	145672	POWER SYSTEM ENGINEERING INC	175.00
08/19/2025	145673	PRESTON FEATHER	466.66
08/19/2025	145674	PROVIDENCE FARM LLC	200.00
08/19/2025	145675	RANGE TELECOMMUNICATIONS	247.35
08/19/2025	145676	SPARTAN DISTRIBUTORS INC	239.06
08/19/2025	145677	STANDISH MILLING	394.50
08/19/2025	145678	STATE OF MICHIGAN	3,443.18
08/19/2025	145679	SWANSON K & D INC	4,200.00
08/19/2025	145680	TARGET SPECIALTY PRODUCTS	904.00
08/19/2025	145681	TELNET WORLDWIDE	189.97
08/19/2025	145682	TERMINAL SUPPLY CO	173.11
08/19/2025	145683	UNIFIRST CORPORATION	455.89
08/19/2025	145684	US BANK ST PAUL	741,800.00
08/19/2025	145685	USABLUEBOOK	579.05
08/19/2025	145686	VILLAGE GRAPHICS INC	267.00
08/19/2025	145687	WEX BANK	9,968.86
08/19/2025	145688	WINDEMULLER ELECTRIC	17,654.00
08/19/2025	145689	WITT FAMILY FARM	84.00
1 TOTALS:			
Total of 95 Checks:			1,041,487.51
Less 0 Void Checks:			0.00
Total of 95 Disbursements:			1,041,487.51

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/04/2025 - 08/04/2025

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			
08/04/2025	269(E)	AMG PAYMENT SOLUTIONS	1,093.26
08/04/2025	270(E)	AMG PAYMENT SOLUTIONS	34.99
08/04/2025	271(E)	MICHIGAN PUBLIC POWER AGENCY	15,835.23
1 TOTALS:			
Total of 3 Checks:			16,963.48
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			16,963.48

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/07/2025 - 08/07/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
08/07/2025	272(E)	DTE ENERGY	2,653.28
08/07/2025	273(E)	STATE OF MICHIGAN	35,258.83
1 TOTALS:			
Total of 2 Checks:			37,912.11
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			37,912.11

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/11/2025 - 08/11/2025

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			
08/11/2025	274(E)	ISOLVED INC.	75.00
08/11/2025	275(E)	MICHIGAN PUBLIC POWER AGENCY	18,684.04
1 TOTALS:			
Total of 2 Checks:			18,759.04
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			18,759.04

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/15/2025 - 08/15/2025

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			
08/15/2025	276(E)	**EFTPS* Payroll Taxes	58,264.97
08/15/2025	277(E)	Alerus Financial	558.00
08/15/2025	278(E)	MissionSquare - 401 Plan 1091	1,276.39
08/15/2025	279(E)	MissionSquare - 457 Plan 3009	26,236.11
08/15/2025	280(E)	MissionSquare - Roth IRA 7061	1,385.00
08/15/2025	281(E)	STATE OF MICHIGAN	8,828.10
1 TOTALS:			
Total of 6 Checks:			96,548.57
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			96,548.57

Charlevoix City Council

Consent Agenda

Title: PA 152 Exemption for Medical Benefit Plan
Date: August 18, 2025

Presented By:

Background:
Public Act 152 (PA 152) or the Publicly Funded Health Insurance Contribution Act limits the amount public employers pay toward employee medical benefits.
The City has three options for complying with the requirements of PA 152, which it must do on an annual basis. The three options are:

1. "Hard Cap" Option – limits the amount the City may contribute annually to employees' medical benefit plans based on coverage levels, as defined by the State Treasury on an annual basis. The contribution limits for CY 2025 are included in your agenda packets.
2. "80%/20%" Option – limits the City's share of total annual health care costs to not more than 80%. This option requires a majority vote by the Council annually.
3. "Exemption" or "Opt Out" Option – the City may exempt itself from the requirements of PA 152 by an annual 2/3 vote of Council.

Since the law has been in effect, Council has voted unanimously to exempt the City from the requirements of PA 152. For the upcoming 2025-26 medical benefit plan coverage year, which starts October 1st, staff recommends Council again vote to exempt the City from the PA 152 requirements.

The Health Care Committee met multiple times in July 2025 to review the upcoming insurance rate changes and agreed to make some modifications:
The City of Charlevoix uses a hybrid approach to sharing costs with employees. Non-union, FOPLC, and CWA employees will continue to pay 20% for the higher-cost plan and 5% for the lower cost HSA plan. For the 2025-26 insurance plan year, the City will still maintain two insurance plans.

HSA Plan: Continuing with the same Priority Health HSA plan, costs would increase 19.6%. The Health Care Committee agreed to modify the current HSA Plan by moving away from Priority Health to Blue Cross Blue Shield of Michigan. Changes include the following:

- Priority Health HMO HSA plan to BCBSM PPO HSA Plan
- Deductible increase from $2000/$4000 to $2500/$5000
- Co-Insurance After Deductible from 30% to 20%
- RX Copays from 15/15/50/80/50/80 to 15/50/50% ($70-$100)
- Riders from Diabetic Supplies/Legacy weight loss to IRS Preventative
- Annual Cost Increase $123,022 (19.60%) to Annual Cost Increase of $47,627 (7.60%)

Traditional HMO Plan: Continuing with the same Priority Health Traditional plan, costs would increase

19.8%. The Health Care Committee agreed to modify the current Traditional Plan by moving away from Priority Health to Blue Cross Blue Shield of Michigan. Changes to Traditional Plan include:

- Priority Health HMO Traditional plan to BCBSM PPO Traditional Plan
- Out of pocket Max from $7350/$14700 to $8150/$16300
- Copays from 15/30/75/150AD/150AD to 30/30/30/150/20% AD
- RX Copays from 15/15/50/80/50/80 to 4/15/40/80/200/300
- Annual Cost Increase $5,664 (19.80%) to Annual Cost Decrease of $1,811 (-6.3%)

Recommendation:

Motion to approve Resolution No. 2025-08-01 adopting the annual exemption option as set forth in PA 152 for the City's medical benefit plan coverage year October 1, 2025 through September 30, 2026 in order to comply with the requirements of PA 152.

Attachments:

1. 2025 and 2026 Public Employer Contribution to Medical Benefit Plans
2. Resolution 2025-08-01 PA 152

STATE OF MICHIGAN
DEPARTMENT OF TREASURY

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

March 28, 2025

PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS ANNUAL COST LIMITATIONS – CALENDAR YEAR 2026

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2025, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- $7,718.26 times the number of employees and elected public officials with single-person coverage
- $16,141,28 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- $21,049.85 times the number of employees and elected public officials with family coverage.

The limits for 2026 equal the 2025 limits increased by **2.9 percent**. The 2.9 percent is the percentage change in the medical care component from the period March 2023-February 2024 to the period March 2024-February 2025.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2026, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- $7,942.09 times the number of employees and elected public officials with single-person coverage
- $16,609.38 times the number of employees and elected public officials with individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- $21,660.30 times the number of employees and elected public officials with family coverage.

Rachael Eubanks
State Treasurer

March 28, 2025

CITY OF CHARLEVOIX
RESOLUTION NO. 2025-08-01
RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152,
THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011; and

WHEREAS, the Act contains three options for complying with the requirements of the Act; and

WHEREAS, the three options are as follows:

1) Section 3 - "Hard Caps" Option - limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
2) Section 4 - "80%/20%" Option - limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3) Section 8 - "Exemption" Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body; and

WHEREAS, the City Council has decided to adopt the annual Exemption option as its choice of compliance under the Act.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year October 1, 2025 through September 30, 2026.

RESOLVED this 18th day of August, 2025 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

Charlevoix City Council

Consent Agenda

Title: MERS 2025 Officer and Employee Delegate Certification Form
Date: August 18, 2025

Presented By:

Background:
Annually, the Municipal Employee Retirement System of Michigan (MERS) requires City Council approval of the Officer and Employee Delegate Certification Form. Both an Employee and an Officer Delegate will represent the City of at the annual MERS Conference on October 16, 2025. Employees elected are Justin Ferguson as the Employee Delegate (Ryan Leitner as the alternate) and Alida Klooster (Kelly McGinn as the alternate) will serve as the Officer Delegate.

Recommendation:
Motion to approve the MERS 2025 Officer and Employee Delegate Certification Form as presented.

Attachments:
1. hr_2025080716072516

MERS
Municipal Employees' Retirement System

Municipal Employees' Retirement System of Michigan
1134 Municipal Way • Lansing, MI 48917
800.767.6377
www.mersofmich.com

2025 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | October 2025

Please print clearly • **Scan and attach this file when you register online** • Retain a copy for your records

IMPORTANT: If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please ***DO NOT*** submit this form. A **delegate** is ***NOT*** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name
Alida Klooster

Officer Alternate name
Kelly McGinn

Officer delegate and alternate listed above were appointed to serve during the 2025 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on October 16, 2025.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name
Justin Ferguson

Employee Alternate name
Ryan Leitner

Employee delegate and alternate listed above were elected to serve during the 2025 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on October 16, 2025.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*	Municipality number*	Email address
City of Charlevoix	1505	jessicaj@charlevoixmi.gov

Employer address	Employer city	Employer state	Employer zip code
210 State St.	Charlevoix	MI	49720

Printed name	Title of authorized authority*
Mark Heydlauff	City Manager

Authorized signature*	Date

* Required field

2 ways to submit

1. Fill out a printed version, then scan and save it to your computer. Upload it when requested during the conference registration process. – OR –
2. Visit the conference website and download the form. Fill it out (an electronic signature is permissible), then save and upload it when requested during the conference registration process.

Charlevoix City Council

Consent Agenda

Title: Colorado Club Edge Restoration

Date: August 18, 2025

Presented By:

Background:

The Colorado Club access drive was paved in the spring of 2025 by Reith Riley after new electric, communication, and natural gas conduits were installed. The cost of this work was $31,960. The Edge Restoration being requested will make the shoulders level with the pavement for better control of runoff and improve safety during winter conditions. Manthei's quote is $10,992 making the total cost to date $42,952. The capital budget for this project is $52,000.

Recommendation:

Motion to approve the proposal from Manthei Construction for the Colorado Club Edge Restoration in the amount of $10,992 as presented.

Attachments:

1. Colorado Club
2. 6822 BASE-C-100

PROPOSAL

Manthei Construction, L.L.C.
05481 U.S. 31 SOUTH
CHARLEVOIX, MI 49720
PHONE (231) 547-6595

SUBMITTED TO	PHONE	FAX	DATE
City Of Charlevoix			8/7/25
STREET	JOB NAME		
210 State Street	Colorado Club		
Charlevoix, MI 49720	JOB LOCATION Charlevoix		
ATTENTION	ARCHITECT / ENGINEER		DATE OF PLANS
John Griffith	N/A		N/A

Colorado Club Edge Restoration

Road Edge Restoration ..... $10,992.00 lump sum

Work Includes:

- Place approximately 20 syd of stone riprap in the existing retention basins
- Add gravel along the edge of the asphalt for an approximate 45 ft section
- Excavate shallow basin at the "wye", topsoil & seed.
- Place topsoil, seed & mulch along approximately 600 lft of the asphalt

Payment to be made as follows:
Net due within 30 days of invoice. A 1.5% per month late fee charge will be applied to all overdue balances.

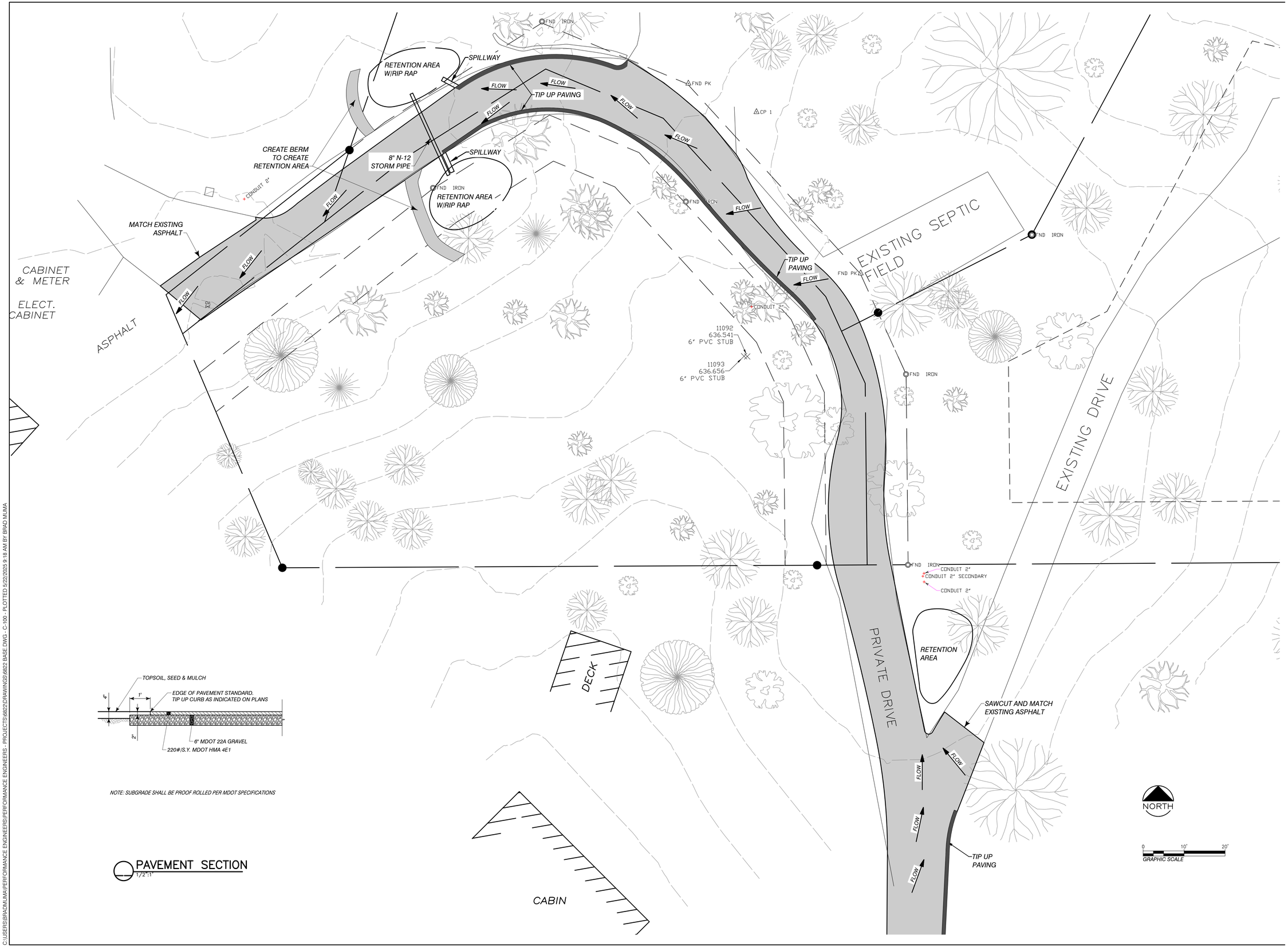
All work to be completed in workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance. Our workers are fully covered by workmen's compensation insurance. We, at our option, may cease work and/or terminate this contract if we feel insecure about receiving payment as hereinabove provided. Upon such ceasing and/or termination of work, we shall be entitled to retain and/or receive all monies paid or due us for work performed prior to such ceasing and/or termination as such monies shall be deemed fully earned by all parties to this contract. No other party shall perform work covered by this contract until we have been paid all monies due us.

Authorized Signature _____
Vince Carpenter

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature _____



NOTE: SUBGRADE SHALL BE PROOF ROLLED PER MDOT SPECIFICATIONS

PAVEMENT SECTION
1/2"=1'

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

CONSULTANTS

COLORADO CLUB
PAVING

OWNER

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

PROJECT NO:	25-6822
CAD DWG FILE:	6822 BASE
DRAWN BY:	-
DESIGNED BY:	-
CHECKED BY:	

SEAL

SHEET TITLE

DRAINAGE PLAN

C-100

SHEET 1 OF 1

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

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Charlevoix City Council

Consent Agenda

Title: Kubota Tractor for WWTP: $19,905

Date: August 18, 2025

Presented By:

Background:

After 14 years of use, our lawn tractor at the WWTP is worn out and needs a replacement. After doing some research, we believe that a Kubota lawn tractor is built a little more robust than a John Deere tractor of the same size. We received several quotes and Skinner's in Pickford came in with the best price. The quote covers the tractor, bagger, snow blower, front broom and a cab (we will install the cab). Skinner's is offering a 10% discount on all items except for the cab. They will deliver the tractor and amenities to us free of charge. The tractor is included in the budget for this year.

Recommendation:

Motion to approve the quote from Skinners in the amount of $19,095.

Attachments:

1. Kubota Tractor Quote - Skinners

Land Pride · AGCO · Massey Ferguson · Simplicity · GEHL

SKINNERS

4142 Pleasant Avenue • Pickford, MI 49774
Phone: 906/647-5655
Fax: 906/647-2603

Kubota · Husqvarna · Ariens · Kawasaki · STIHL · Bush Hog · KUHN

Quotation

Honorable for 30 days

Customer: City of Charlevoix

Randy W @ CharlevoixMI.Gov

Phone: 231-547-3274 Date: 7/31/25

Kubota GR Series Tractor	Kubota	
	GR 2020 G-48	14,299
	w/ Turf-Rears Loaded	
	GCK54-GR	2118
	Grass Catcher	
	GR2846A-46"	4000
	Snow Thrower	
	w/ GR 2700 Bi-tek	
	w/ GR 2R2700 Driveknt	
	GR2847 47"	2660
	Broom	
	Orange offer market Cab	
	w/ Heater - Wiper - Light	1925-
	You install	
	we install - $4000ea	

email: skinners5655@gmail.com

Full Service Dealer • In Business for Over 50 Years

$ 19,095 with delivery.

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

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

Date: August 18, 2025

Presented By: Mark Heydlauff, City Manager

Background:

When this ordinance was set for a public hearing on August 4, there was feedback about how to make it better. Consistent with this feedback, the ordinance draft has been reworked to put the onus on short-term rental owners and those wishing to be on the wait list to ensure their information is updated and accurate. This change will also increase transparency as the lists will be publicly available as they are updated each fall to give all parties knowledge of where they stand on the lists.

Recommendation:

Motion to approve amendment of the short-term rental registration process and procedure Ordinance 860 of 2025 as presented.

Attachments:

1. 860 of 2025 STR Registration Process and Procedure- REVISED
2. Red Lined Verison of Ordinance No. 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 (A, 2) of the City of Charlevoix Code shall repealed and replaced and shall read as follows:

> **(2) When a license becomes available, the first person on the waitlist shall be given 30 days to accept a license, pay all necessary fees, and schedule their inspection for a date within 90 days. Failure to act within this time period shall move the person to the bottom of the relevant category of the waitlist. Waitlist holders will be contacted using the information found on the waitlist; failure to properly advise the City of updates and corrections to waitlist information shall be deemed a failing on the part of the waitlisted person.**

Section 2:. 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. Waitlist forms and methods shall be provided by the city and must be maintained after payment of a one-time, non-refundable waitlist fee.**
>
> > **(1) Annually on or before November 30, the City shall publish on their website the list of licensed properties and the current waiting list separated by categories. Persons wishing to remain on the waitlist shall, using a form and method directed by the city, affirm the accuracy of their listing or provide updated information no later than noon local time on December 31. Failure to affirm and/or correct the waitlist information shall remove someone from the list.**
> > **(2) Council shall, from time to time by resolution, set the fee.**

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. 860 was adopted on the 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

§ 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.~~

When a license becomes available, the first person on the waitlist shall be given 30 days to accept a license, pay all necessary fees, and schedule their inspection for a date within 90 days. Failure to act within this time period shall move the person to the bottom of the relevant category of the waitlist. Waitlist holders will be contacted using the information found on the waitlist; failure to properly advise the City of updates and corrections to waitlist information shall be deemed a failing on the part of the waitlisted person.

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

~~(1) The deposit will be used as partial payment for registration.~~

~~(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 fee.~~

Waitlist forms and methods shall be provided by the city and must be maintained after payment of a one-time, non-refundable waitlist fee.

(1) Annually on or before November 30, the City shall publish on their website the list of licensed properties and the current waiting list separated by categories. Persons wishing to remain on the waitlist shall, using a form and method directed by the city, affirm the accuracy of their listing or provide updated information no later than noon local time on December 31. Failure to affirm and/or correct the waitlist information shall remove someone from the list.

(2) Council shall, from time to time by resolution, set the fee.

(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.

(Ord. 815, passed 2-17-2020; Ord. 846, passed 3-4-2024)

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing on Ordinance 861 of 2025: Amend Boat Launch Name and Regulations
Date: August 18, 2025

Presented By: Jill McDonnell, Chief of Police

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.

Since this ordinance was set for a public hearing, we have heard feedback and reviewed it again to provide more clarity. We have always prohibited commercial use of the fish cleaning station. While that had not changed in the ordinance draft presented, it is understandable that there was confusion about whether this prohibited users of a commercial charter from cleaning their fish at the fish cleaning station. As such, the ordinance has been clarified to prohibit fish which are to be sold or resold from being cleaned at the station, regardless of how one may catch the fish. As has always been the case, folks who fish with a charter or fish on their own may clean their fish at the fish cleaning station for their personal use.

We have also updated the ordinance to reflect the prohibition (which has also long existed) on renting boats at either the launch or Ferry Beach. A clause has been added that this is prohibited except for concessions granted by the City.

A couple of other typos and grammatical clarifications were also made.

Recommendation:
Motion to approve the boat launch Ordinance 861 of 2025 as presented.

Attachments:
1. Red Lined Version of Ordinance 861 of 2025 Final
2. 861 of 2025 Boat Launch Amendment Revised

CHAPTER 71: TRAFFIC AND PARKING

Section

Ferry Beach Parking and Boat Control

71.01 Short title

71.02 Definitions

71.03 Parking

71.04 Permit required

71.05 Term of parking

71.06 Use of boat launching ramps

71.07 Boat rental prohibited

71.08 Exemptions

71.09 Written regulations

71.10 Fish cleaning station; commercial use prohibited

71.11 Mooring boats; terms

71.99 Penalty

FERRY BEACH PARKING AND BOAT CONTROL

§ 71.01 SHORT TITLE.

~~This subchapter shall be known and may be cited as the "Ferry Beach Parking and Boat Control Ordinance".~~

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.

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

§ 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 City of Charlevoix 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.~~

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

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.

§ 71.03 PARKING.

~~Parking in the Ferry Beach 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)

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.

§ 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 City of Charlevoix Municipal 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.

(Prior Code, § 10.84) (Ord. 490, passed 4-18-1988; Ord. 526, passed 5-7-1990) Penalty, see § 71.99

§ 71.05 TERM OF PARKING.

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

There shall be no parking at 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.

(Prior Code, § 10.85) (Ord. 490, passed 4-18-1988) Penalty, see § 71.99

§ 71.06 USE OF BOAT LAUNCHING RAMPS.

~~It shall be unlawful for any person to moor or tie up at the Ferry Beach 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 Manager, 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.~~

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.

(Prior Code, § 10.86) (Ord. 490, passed 4-18-1988; Ord. 546, passed 5-20-1991) Penalty, see § 71.99

§ 71.07 BOAT RENTAL PROHIBITED.

~~No person shall conduct any boat rental business on or at the Ferry Beach parking lot or Ferry Beach launching docks.~~

No person shall conduct any boat rental business on or at the Ferry Beach park or the City of Charlevoix Municipal launch except with an approved concession agreement from the City of Charlevoix.

(Prior Code, § 10.87) (Ord. 490, passed 4-18-1988) Penalty, see § 71.99

§ 71.08 EXEMPTIONS.

~~Persons using 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 lunch. The requirement for parking permits to be obtained for the parking of vehicles within the Ferry Beach 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.~~

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 City of Charlevoix Municipal 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.

(Prior Code, § 10.88) (Ord. 490, passed 4-18-1988)

§ 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.

(Prior Code, § 10.89) (Ord. 490, passed 4-18-1988)

§ 71.10 FISH CLEANING STATION; COMMERCIAL USE PROHIBITED.

~~No person shall use the fish cleaning station located or to be located at the Ferry Beach parking lot for the cleaning of fish for resale or commercial purposes.~~

No person shall use the fish cleaning station at the City of Charlevoix Municipal Launch for the purpose of cleaning fish for commercial sale or resale.

(Prior Code, § 10.90) (Ord. 490, passed 4-18-1988) Penalty, see § 71.99

§ 71.11 MOORING BOATS; TERMS.

~~It shall be unlawful to moor or anchor a boat or other vessel capable of travel on water withing 250 feet from the shore of Ferry Beach between the hours of 2:00 a.m. and 4:00 a.m. The City Manager, 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. Subject to the procedures set forth below, these 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. Prior to the removal of a boat which is in violation of this subchapter, an agent of the city shall place a violation notice on the boat. If the boat remains 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 above. The violation notice shall state that the boat is in violation of a city ordinance and is subject to removal after 48 hours.~~

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.

(Prior Code, § 10.91) (Ord. 546, passed 5-20-1991) Penalty, see § 71.99

§ 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.~~

~~(Prior Code, § 10.92)~~

~~(2) Any person violating §§ 71.04 or 71.05 of this chapter or any traffic-control order issued pursuant to § 71.09 of this chapter shall be responsible for a civil infraction. Any person violating §§ 71.06, 71.07 or 71.10 of this chapter shall be responsible for municipal civil infraction pursuant to § 10.99 of this code of ordinances.~~

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.

(Prior Code, § 10.091)

(Ord. 490, passed 4-18-1988; Ord. 526, passed 5-7-1990; Ord. 652, passed 9-20-1999)

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 City of Charlevoix Municipal 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 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 except with an approved concession agreement from the City of Charlevoix.

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 City of Charlevoix Municipal 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 at the City of Charlevoix Municipal Launch for the purpose of cleaning fish for commercial sale or resale.

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:

_____ _____

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

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

Date: August 18, 2025

Presented By: Jill McDonnell, Chief of Police

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 approve Feeding of Wild Animals Prohibited, Ordinance 862 of 2025, 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

All Other Actions and Requests

Title: Charlevoix Adventure LLC Request to Modify Concession Agreement
Date: August 18, 2025

Presented By: Kent Knorr, Recreation Director

Background:
On February 28, 2023, the City entered into a Concession Agreement with Charlevoix Adventure Co. LLC for the operation of kayak and paddleboard rentals, as well as concession sales, at Ferry Beach and Depot Beach. On May 20, 2024, City Council approved an addendum to the agreement, modifying the revenue share from 12% to 5% of gross sales. The term of the agreement remained unchanged and is set to expire on October 31, 2025.

Charlevoix Adventure Co. operator Marcel Gensler has submitted two proposals for City Council consideration:

1. **Transfer of Operations:** Request to transfer the concession agreement from Charlevoix Adventure Co. LLC to JALN Enterprises, LLC, effective August 19, 2025.
    - JALN Enterprises, LLC would assume all responsibilities and operations as outlined in the existing agreement.
    - The new operators would be Jason and Amy Thomas.
2. **Extension of Agreement:** Proposal from JALN Enterprises, LLC to extend the current concession agreement for an additional five years beyond the current expiration date of October 31, 2025.

The request to transfer the concession agreement is consistent with the concession agreement in that Charlevoix Adventure Company cannot transfer the concession without Council approval. Staff recommends this be approved subject to final payment for current concession fees under the agreement.

As for the request to extend the agreement for an additional five years. We routinely put out the concession for proposals every three to five years and there was competition when Charlevoix Adventure Company obtained the concession in 2023. We recommend Council consider this for a year or two but an additional five years would be inconsistent with past practice though it is Council's decision.

Recommendation:
Motion to approve the transfer of the concession agreement from Charlevoix Adventure Co LLC to JALN Enterprises, LLC for the remainder of the current agreement through October 31, 2025 after payment for current concession fees by Charlevoix Adventure Company, LLC.

Discussion and direction in regard to the request to extend the operations agreement with JALN Enterprises beyond October 31, 2025.

Attachments:
1. Transfer of Operation Request

2. Charlevoix Adventure Co. City Proposal 2-1
3. Concession Agreement
4. ADDENDUM-Charlevoix Adventure Concessions MAY 20 2024-1

Transfer of Operation Request – Ferry Beach Concession

Dear Council (and whom it may concern),

We are formally requesting that the operation of the Ferry Beach Concession be transferred to the new owners of Charlevoix Adventure Co. LLC — **JALN Enterprises, LLC**. The proposed date for the transfer and closing of the full membership interest is **August 19, 2025**.

The new owners have agreed to maintain all current operations as outlined in our existing contract. In addition, they plan to expand offerings to the community and public, including:

- A wider variety of food items
- Special events
- Additional recreational equipment
- Extended operating hours

We believe this transition will continue to serve the public interest and further enhance the experience at Ferry Beach.

Thank you for your consideration.

Sincerely,
Marcel Gensler-Charlevoix Advenure Co.
Owner
231-632-3292

Charlevoix Adventure Co. – Proposal for Tourism Growth, Community Engagement & Waterfront Enhancement

Our Mission

Charlevoix Adventure Co. will be a family-owned and operated business, run by our family of five, committed to creating memorable, family-friendly experiences that bring joy to both visitors and residents. We put our heart and soul into everything we do — because this business is not only our livelihood but our passion.

Our goal is to grow Ferry Beach into a vibrant hub for recreation, relaxation, and community connection, while boosting local tourism and supporting other small businesses.

Why This Proposal Matters

By expanding our offerings and activities, we will:

- Increase tourism and attract repeat visitors to Charlevoix.
- Give back to the community through events, inclusive activities, and collaborations with local businesses.
- Create a safe, welcoming, and fully staffed space for all ages.
- Support economic growth by partnering with other local vendors and service providers.

Proposed Offerings & Amenities

Adventure & Rentals

- Expanded bike rentals for all ages and skill levels.
- Additional kayaks to meet seasonal demand.
- Snorkeling gear for water exploration.
- Daily and nightly kayak tours to showcase the beauty of Charlevoix from the water.

Food & Beverage

- More flavors of ice cream.
- Slushies/smoothies for summer refreshment.
- Hot and iced coffee options.
- Healthy alternatives including gluten-free, dairy-free, and sugar-free treats.
- Ice machines for beachgoers and boaters.
- Fall seasonal favorites such as cider donuts and fresh apple cider.

Events & Activities

- Fiesta Nights with themed food, music, and activities.
- Music on the Water showcasing local talent.
- Kids' activities designed to engage all ages and genders.

Beach Essentials & Retail

- Lotions, towels, sunglasses, and other beach-day necessities.

Our Values

- Family-driven service that's warm, personal, and community-minded.
- Innovation with fresh ideas year after year.
- Collaboration with local businesses to foster shared success.
- Consistency with a team that is always staffed and ready to serve.

Partnership Proposal – 5-Year Contract Extension

We believe that a **5-year contract extension** with the City of Charlevoix will:

- Provide stability for long-term planning and investment.
- Allow time for the development and growth of new events, rentals, and amenities.
- Ensure consistent, high-quality service and maintenance of Ferry Beach's attractions.
- Strengthen the community-business partnership and help establish Charlevoix Adventure Co. as a signature part of the city's tourism appeal.

With a multi-year agreement, we can confidently invest in equipment, infrastructure, and events that will benefit the community for years to come.

Our Vision for Ferry Beach

We envision Ferry Beach as a vibrant, welcoming, and activity-rich destination where locals and tourists alike can enjoy the natural beauty of Charlevoix while supporting the local economy. Through expanded rentals, diverse food offerings, seasonal events, and strong community partnerships, Charlevoix Adventure Co. will help make that vision a reality.

CONCESSION AGREEMENT

AGREEMENT is made this 28th day of February, 2023 between the CITY OF CHARLEVOIX, a Michigan municipal corporation (the "City"), of 210 State Street, Charlevoix, Michigan 49720, and Charlevoix Adventure Co. LLC ("Concessionaire") 204 Bridge Street, Charlevoix, Michigan 49720 as follows:

In consideration of Concessionaire's annual payment to the City of Business License fee at the time of signing this agreement, the City grants to Concessionaire the privilege and right of conducting concession ad rental sales on the grounds of Depot Beach and Ferry Beach. The Concessionaire shall pay the City 12% of gross sales, less sales tax on all proceeds made from the operation. Payment shall be made by the 15th of each month from which they were generated. Payments can be paid to the City of Charlevoix, 210 State Street, Attention Finance Clerk. Failure to pay by the 15th day of each month will result in a late fee of $100. Payment of any late fees shall be included along with the percentage payments. No other business is to be performed on the premises. Concessionaire shall send a detailed sales report, which shall include the previous month's amount of concession/rental sales on the 15th day of the following month. The concessionaire will provide the City adequate record of sufficient detailed and accepted accounting practices that include the amount and type of sales made. The City retains the right to audit all such records upon demand.

Either party may terminate this Agreement without cause upon 7 days written notice to the other party. This Agreement, which includes the license granted by the Agreement, shall terminate on October 31, 2025.

1. The space presently set aside for kayak and paddleboard rentals at the venue mentioned above is not being leased to the Concessionaire. The Concessionaire is a licensee and not a lessee thereof. The Concessionaire's shall comply with all of the requirements of this Agreement. If the Concessionaire defaults in strict and prompt performance of any portion of this Agreement, in lieu of terminating this Agreement without cause upon 7 days notice as described below, the City may immediately or at any time after such default close up and take possession of said area designated for and presently utilized for concession sales at said beach and any improvements made thereon, and the license to Concessionaire shall be forfeited together with all privileges to occupy or use any part of said area.

2. Concessionaire shall have no authority whatsoever, nor any power to permit any other person or party to have any interest in or use any part of the premises, building space, or space covered by this concession for any purpose whatsoever. It is the purpose of this Agreement to grant said concession and privilege solely to the Concessionaire and neither directly nor indirectly to any other person or party.

3. Concessionaire shall supply and have ready for rent sufficient quantities of non motorized watercraft, specifically kayaks and paddleboards, to satisfy the demands of the patrons at the venue mentioned previously. Hours of Operation will be mutually agreed upon between the Recreation Director on behalf of the City and the Concessionaire within the parameters as follows below:

   Ferry Beach beginning no earlier than May 1 and ending no later than October 14th of each year. Weather permitting, the operation will open no later than 11:00 a.m. and close no earlier than 5:00 p.m. each business day. Concessionaire shall submit proposed hours of operations prior to the start of the season.

4. It shall be the responsibility of the Concessionaire to maintain the premises in a clean and neat fashion, to assume maintenance of the grounds in the immediate area of the boat rental with respect to any trash or other evidence of concession sales and to insure the efficient operation of said concession by staffing with responsible employees. It shall be the duty of the Concessionaire to inspect the premises, including equipment, grounds and appurtenances and promptly report in writing to the Recreation Director or Street Superintendent any portion of the premises in need of repair.

5. Concessionaire, as well as any persons named above, shall be personally responsible for the management of said concession including but not limited to such important management functions as maintenance of inventory, security of premises, and designation of qualified and responsible employees of Concessionaire. Concessionaire shall post signs indicating that the facility is operated by the name of the contractor along with a phone number.

6. The City will be responsible for maintaining the building's electricity and plumbing.

7. Concessionaire will have use of all City owned equipment and supplies at the facility. Concessionaire will maintain this equipment in working order and will be responsible for replacing or repairing any equipment damaged or lost due to age, accident, or negligence. Should non fixed equipment need replacement as it ages out of service, the concessionaire shall be responsible for replacement. At the time of replacement, the concessionaire would assume ownership of the new equipment. Should fixed equipment such as shelves, counter tops, lighting, sink, or fryer hood need replaced, those pieces will be owned by the city. Any changes to the physical structure must have prior approval of the City.

8. Concessionaire shall at their own cost and expense procure all necessary licenses and official permits necessary for carrying out the provisions of this Agreement. The Concessionaire shall comply with the terms of the Michigan Public Health Department license and the applicable sections of the Public Health Code during the term of this Agreement.

9. The Concessionaire shall be responsible for installing any special equipment, telephones, or service connections needed at the facility. Any additions or remodeling of the concession space must be approved by the City. Any installation must meet with applicable City, County, State Ordinances, and statutes or federal codes. Design and Placement of Kayak Storage units must be approved by the City.

10. All Proposed signage, including permanent or temporary must be approved by the City prior to installation.

11. Other than equipment that is left on the approved storage racks, all equipment must be stored in the concession building or removed off site during non-business hours.

12. All notices and orders given to Concessionaire shall be served by delivering a copy thereof to them in person, or by leaving same addressed to Concessionaire at Charlevoix Adventures Co., 209 Belvedere Ave, with any person then in charge of same.

13. Concessionaire shall conduct the business of Kayak and Paddleboard Rentals, at all times, in a courteous, respectful and business-like manner, and the premises shall be kept in a neat, clean and sanitary manner. All employees shall wear company identification, t shirts or hat or name tag.

14. The CITY OF CHARLEVOIX agrees that it will not, during the existence of this Agreement grant like or similar privileges hereby granted to any other person(s) or corporations to locate and/or operate at Ferry Beach, or Depot Beach, with the exception that additional concessionaires may be permitted during the Venetian Festival.

15. Concessionaire shall not improve or alter the improvements set aside for kayak and paddleboat rentals at Ferry Beach or Depot Beach in any manner without the prior written consent of the Manager of the City of Charlevoix. All fixed improvements or alterations so approved and erected or made on the premises shall belong to the City upon expiration or sooner termination of this Agreement.

16. The CITY OF CHARLEVOIX shall not be liable, and Concessionaire waives all claims, for injury or damage to persons or property sustained by Concessionaire or any occupant of the space presently set aside for kayak or paddleboard rentals at Ferry Beach, and Depot Beach and surrounding areas resulting from:

(A) Any injury or damage resulting directly or indirectly from any act or negligence of Concessionaire.

17. Concessionaire indemnifies the City against all liability, loss, costs, damage, or expense sustained by the City, including reasonable attorney fees and other expenses of litigation arising prior to the termination of this Agreement even if such claims are made after the termination of this Agreement:

(A) On account of or which relate to the Concessionaire's exercise of the rights and privileges granted in this Agreement; and/or

(B) Arising out of, or directly or indirectly due to, any failure of Concessionaire in any respect promptly and faithfully to satisfy their obligations under this Agreement.

This indemnification provision shall be effective regardless of whether such claims are proximately caused by an act or omission of the Concessionaire (such as a food-related illness that the Concessionaire asserts was caused by a supplier or other third party) and regardless of any such claims resulted from a wrongful act or omission of the Concessionaire. As used in this Agreement, "claims" include, but are not limited to any damage to real or personal property and the injury, illness or death of a person or animal.

18. The City shall not be responsible for any claims arising from any act or omission in connection with the Concessionaire's operation. Concessionaire shall assume all such liability and indemnify the City against any liability arising there from. The Concessionaire shall purchase and therefore maintain such insurance as will protect it and the City from claims which may arise out of or result from Concessionaires operations under this agreement. Concessionaire must provide proof of Commercial General Liability Policy for Each Occurrence for bodily injury, personal injury, property damage, contractual liability, product/completed operations at a minimum of $1,000,000 for each occurrence.

19. The Concessionaire shall inspect all equipment or grounds owned by the City and which is being used by the Concessionaire and shall promptly notify the City in writing if any repairs are needed. If repairs are needed to any equipment or property, then such equipment shall not be used without written permission of the City until all repairs have been made.

20. The City shall have no obligation to issue a new license to Concessionaire or enter into a new agreement with Concessionaire in the future.

21. The Concessionaire shall undergo a standard background check as is required by all City employees or volunteers who have contact with the public. If the results of that background check are unsatisfactory to the City, then City may

terminate this contract immediately and without prior notice. This shall be in addition to the right of either party to terminate this contract as described in paragraph 3.

22. The Concessionaire shall not employ or accept the services of another person as a volunteer on the premises unless the person has been approved in advance by the City. Any person whom the Concessionaire proposes to perform services on the premises shall undergo a standard background check as is required by all City employees or volunteers who have contact with the public.

CITY OF CHARLEVOIX

Dated: March 1, 2023

By: _____
Mark Heydlauff
Its: City Manager

CONCESSIONAIRE

Dated: 2-28-23

By: _____
Marcel Gensler

ADDENDUM TO CONCESSION AGREEMENT
WITH CHARLEVOIX ADVENTURE CO. LLC

This addendum between the City of Charlevoix and Charlevoix Adventure Co. LLC amends the Concession Agreement that commenced on February 28, 2023 and terminates on October 31, 2025. In consideration of Concessionaire's annual payment to the City's Business License fee at the time of signing this agreement, the City grants to Concessionaire the privilege and right of conducting concession ad rental sales on the grounds of Ferry Beach and Depot Beach.

Charlevoix Adventure Co. LLC has agreed to pay the City 5% of the gross sales, less sales tax on all proceeds made from the operation. Payment shall be made by the 15th day of each month from which they were generated. Payments can be paid to the City of Charlevoix, 210 State Street, Attention Finance Clerk. Failure to pay by the 15th day of each month will result in a late fee of $100. Payment of any late fees shall be included along with the percentage payments. No other business is to be performed on the premises. The Concessionaire shall send a detailed sales report, which shall include the previous month's amount of concession sales on the 15th day of the following month. The Concessionaire will provide the City adequate record of sufficient detailed and accepted accounting practices that include the amount and type of sales made. The City retains the right to audit all such records upon demand.

This Addendum shall expire on October 31, 2025. All terms and conditions of the Concession Agreement shall remain in full effect and are incorporated into this addendum by reference. This addendum is intended to allow Charlevoix Adventure Co. LLC to incorporate this new fee schedule into the existing Concession Agreement as described above.

Both parties have executed this document as set forth below.

THE CITY OF CHARLEVOIX

Dated: _____ _____

By: Mark L. Heydlauff, City Manager

CHARLEVOIX ADVENTURE CO. LLC

Dated: _____ _____

By: Marcel Gensler

Charlevoix City Council

All Other Actions and Requests

Title: 109 Mason Street Redevelopment Proposal
Date: August 18, 2025

Presented By: Mark Heydlauff, City Manager

Background:
Last October, City Council approved a request for proposals to redevelop 109 Mason Street as part of the Redevelopment Ready Communities program of the Michigan Economic Development Corporation. MEDC provided us resources and contracted architectural firm Smith Group to assist in drawing renderings and designs for a building that would continue to house the Chamber of Commerce and Visit Charlevoix within a smaller office footprint and also add housing units on a second and third floor. The RFP approved by Council reflected this work and was based on our current zoning rules and expectations for a building that would "fit" within the character of downtown Charlevoix.

We released this RFP twice. This past winter, we received no proposals. Last week, following a second release of the RFP, we received one proposal from Layton Construction of Sany, Utah. Alex Drecksel is their director of development and has family ties to Michigan where the firm is interested in expanding. They have significant experience in the western US building relevant housing projects and developments. They have been in contact with the Michigan State Housing Development Authority on ways to leverage state funding incentives for housing construction. As you can see in their proposal, they are targeting the creation of 12-14 residential units at 109 Mason Street and would maintain the Chamber and CVB presence in the building for at least 10 years.

In return for the rent-restricted housing being proposed and maintaining the Chamber/CVB presence in the building for the initial term, they are seeking a sale of the property for $1. This is likely to be conditional on receiving the funding from MSHDA.

For the applications to be submitted to MSHDA, Layton Construction needs some feedback from the City on our willingness to engage this development ahead of an October 1 grant application deadline for them to submit to MSHDA. I do not believe you need to make a decision on Monday regarding this project but at one of your September meetings, it would be important to decide whether or not to pursue this project.

Recommendation:
Council discussion and direction.

Attachments:
1. Charlevoix RFQ Submittal

109 MASON
CHARLEVOIX, MICHIGAN

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LETTER OF INTEREST

PROPOSAL NARRATIVE FOR 109 MASON STREET, CHARLEVOIX, MI

Thank you for the opportunity to submit this proposal for the 109 Mason Street property in Charlevoix, Michigan. I am Alex Drecksel, a developer based in Salt Lake City, Utah, with deep personal ties to Northern Michigan through my wife's family. Our frequent visits to the region have cultivated a profound passion for this community, and the 109 Mason opportunity allows me to combine this commitment with my professional expertise to address the area's pressing housing needs. I would like to express my gratitude to the numerous individuals and organizations who have gone above and beyond to assist with this submission, embodying the true spirit of Midwest hospitality. Their genuine kindness, willingness to help, and strong sense of community—qualities increasingly rare today—further reinforce my confidence in the project's potential for success.

QUALIFICATIONS AND EXPERIENCE

I currently lead development efforts for a prominent contractor and development group headquartered in Utah, managing a pipeline of over 1,800 residential units across Utah, Colorado, and Idaho over the past five years. This diverse portfolio encompasses rental townhomes, single-family homes, apartments, and mixed-use projects. Recently, I have driven public-private partnership initiatives in housing-constrained Western U.S. markets, utilizing funding sources such as Low-Income Housing Tax Credits (LIHTC) and Tax Increment Financing (TIF), alongside innovative deal structures with local municipalities to deliver mixed-income housing.

While this project will not be executed under my current employer, it represents a passion project for myself and a select group of partners. Upon selection, we will establish a new entity to develop 109 Mason, leveraging my extensive experience to ensure its successful execution. Recognizing the value of local expertise in unfamiliar markets, I have collaborated with regional consultants to identify financing opportunities. I have worked closely with Zach Sompels of Housing North and Dan Leonard of the Michigan Economic Development Corporation (MEDC), who have proven invaluable in shaping a viable plan. Despite discovering this opportunity in late June with only six weeks until the submission deadline, their support, combined with insights from Tony Lentych (MSHDA Chief Housing Investment Officer), Mac McClelland (Charlevoix Brownfield Authority), Joe Lavender (City of Charlevoix), and Dan Kinkead (SmithGroup), enabled us to expedite discussions and prepare this proposal efficiently.

FINANCING STRATEGY

Through these consultations, the primary housing grant identified is MSHDA's Mi Neighborhood Grant program, offering up to $100,000 per unit and serving as a cornerstone of the capital stack. The next funding round, opening in October 2025, requires prompt action post-selection to submit a competitive application, with compliance to MSHDA design standards potentially necessitating plan modifications, as outlined later. According to Dan Leonard, MEDC grant funding is limited for this cycle, though attractive gap lending terms remain available as a secondary option to address any financing shortfalls. Another vital component is the Housing Tax Increment Financing (HTIF) program through the County's Brownfield Authority, with Joe Lavender providing a high-level assessment of the building's future cash value and Mac McClelland assisting in establishing a preliminary HTIF target—both essential for project viability.

Furthermore, Tony Lentych introduced a new MSHDA loan program secured by HTIF revenue, featuring two interest rate structures: (1) a construction rate with an anticipated transition to permanent financing, and (2) a long-term rate linked to MSHDA's bond program, which varies depending on funding sources. The TIF revenue will be assigned to MSHDA to facilitate loan repayment. Preliminary terms are outlined in the financing section, with a comprehensive term sheet to be developed as the HTIF process progresses. Tony has indicated a tentative commitment from MSHDA to finance this project, contingent upon HTIF approval. Upon selection, I will collaborate with the County Brownfield Authority to define the TIF parameters, a necessary step for MSHDA to complete their review and finalize the HTIF loan term sheet.

PROJECT EXECUTION AND BUDGET

The success of this development relies heavily on effective construction execution and cost management. To this end, I engaged Daniel Escobar Bercini, a former Project Manager with Wolverine Building Group, who led preconstruction for Petoskey's Lofts and Lumber Square—the most comparable recent project in the region, albeit larger than 109 Mason. His expertise informed a high-level budget based on the current design and footprint from the RFQ, which initially indicates the project is not yet feasible. However, through value engineering in collaboration with SmithGroup and the City, we can align costs with the project summary budget while adhering to Charlevoix's design standards. Further details are provided in the project design section for reference.

COMMUNITY BENEFITS / TRANSFER OF OWNERSHIP

A central element of this project is providing dedicated space for the Chamber of Commerce and Visit Charlevoix. Upon selection, I will partner with these organizations to evaluate their specific requirements and offer them occupancy in the retail space at no base rent, with their responsibility limited to covering their proportionate share of utility usage. I propose an initial 10-year lease term with a 5-year renewal option, ensuring a sustainable long-term solution within a contemporary facility. Based on a $16 per square foot annual market lease rate for a 1,500-square-foot space with 3% annual rent escalations, this arrangement is projected to contribute approximately $275,000 in value to these essential community organizations over the term.

The financial viability of this project depends on a land purchase price of $1 from the City of Charlevoix, as a higher cost would jeopardize feasibility, particularly considering the abated rent for the Chamber of Commerce and Visit Charlevoix. It is assumed that the property transfer will take place following the successful award of both the Mi Neighborhood Grant and Brownfield HTIF approval.

Sincerely,

Alex Drecksel
Drecksel_alex@hotmail.com

I have read and understands the RFQ and
accept the written instructions contained with it.

109 MASON
CONCEPT PLAN & DESIGN

The concept plan for 109 Mason aligns closely with the City of Charlevoix's goals to address the region's housing shortage while providing a sustainable solution for the Chamber of Commerce and Visit Charlevoix. In line with the designs and intent outlined in the RFQ, the project envisions a 3-story, elevator-served structure that complies with Charlevoix design standards, objectives, and the Michigan Building Code.

The first floor will feature ground-floor commercial space dedicated to the Chamber of Commerce and Visit Charlevoix, potentially including publicly accessible restrooms. Upon selection, I intend to work with the design team to conduct a thorough spatial analysis to ensure these spaces meet the operational needs of these organizations, with this priority guiding the planning process.

The second and third floors will be reserved for rental residential housing, targeting the workforce supporting local businesses, as agreed with the City and aligned with the RFQ's housing goals. With the rising cost of for-sale housing and persistent high interest rates rendering homeownership unaffordable for many, this project aims to offer a new, clean, and respectable rental option for a population in dire need of housing diversity. To comply with MSHDA's Mi Neighborhood Grant and Brownfield Housing TIF policies, the units will target households at or below 120% of the area median income (AMI), with MSHDA's stricter requirement mandating that at least 20% (approximately 3-4 units) be offered to those at or below 60% AMI. A lien restriction, in the form of a recorded lien or regulatory agreement, will be imposed on all assisted units for a minimum of five years to ensure affordability, a factor integrated into the financial analysis without compromising project viability given Charlevoix County's current income standards.

Adherence to MSHDA design standards is critical for securing the Mi Neighborhood Grant and potential TIF loan, necessitating compliance with unit sizing requirements: 750 square feet for two-bedroom units, 450 square feet for one-bedroom units, and 350 square feet for studios. Discussions with Tony Lentych suggest that waivers may be considered on a case-by-case basis, though deviations could jeopardize funding eligibility. The current high-level site plan provided by the City shows all residential units out of compliance, requiring modification. I have engaged Dan Kinkead of SmithGroup to review these standards and develop alternative site plans, detailed below for both the ground floor and upper residential floors.

109 MASON
GROUND FLOOR SITE PLAN

GROUND FLOOR MODIFICATIONS

To maximize housing capacity, the updated Ground Floor site plan repurposes the rear portion of the building to accommodate two additional residential units. This option is preferred as it expands the residential footprint, increases the net rentable floor area, and offers the Chamber of Commerce and Visit Charlevoix a highly visible office space along Mason Street. This modification represents the most effective approach to enhancing the project's efficiency and financial viability.

109 MASON
RESIDENTIAL FLOORS SITE PLAN

RESIDENTIAL SITE PLAN MODIFICATIONS

The revised site plan by SmithGroup for the second and third floors is largely compliant with MSHDA standards. According to Tony Lentych, the most problematic units from the original design were the 597-square-foot two-bedroom units, which are unlikely to receive approval or waivers. Well-designed studio and one-bedroom units are more likely to be approved even if slightly undersized, positioning the two-bedroom units as the primary design constraint within the current footprint and limiting overall density. This updated plan maximizes the residential unit count while maintaining substantial compliance with MSHDA standards.

109 MASON
CONCEPT PLAN & DESIGN

Due to the limited time available to prepare this response to the RFQ, specific design considerations and modifications have not yet been fully developed. Based on the costing analysis conducted with Daniel Escobar Bercini and an evaluation of the project's financial targets, it is likely that design adjustments will be necessary, potentially diverging from the City of Charlevoix's conceptual renderings in the RFQ. My primary goal is to deliver a project that fully complies with the City's design standards and the Michigan Building Code, resulting in an exceptional final product that embodies the architectural and aesthetic essence of the region's coastal communities along Lake Michigan.

One aspect of the project that has captured my interest is the unique design influence of the area, which seamlessly blends traditional and contemporary elements. This approach integrates charm with practical functionality, prioritizing sustainability, community integration, and a nod to the region's resort-town identity, ensuring that the building enhances the coastal landscape rather than detracting from it. To frame the inspiration for this project, I have included imagery of current developments across the region.

I am deeply committed to collaborating with the City of Charlevoix to develop a plan that garners community support and aligns with the RFQ's intent. This overview, informed by thorough research and consultations with various experts, seeks to provide the City with a comprehensive perspective on the options available to maximize benefits for the community, local businesses, and future residents. I look forward to a transparent and collaborative process with the City and community to finalize a plan that meets the RFQ's objectives while remaining financially viable.

SAWMILL LOFTS – GRAYLING

"THE CURRENT" APARTMENTS – GRAND RAPIDS

TAKE TWO CONDOS – HARBOR SPRINGS

DEVELOPMENT EXPERIENCE
PAST PROJECTS

VICTORY FLATS

BOISE, ID

Class A, market-rate multifamily development.

Located in the city of Boise, Victory Flats consists of 301 residential units on 15 acres. The range of housing types, from townhome-style rental options to apartments, helps bridge the gap between traditional rental options and for-sale single-family housing. The building arrangement and site design create an attractive, urban-feeling landscape. Internal driveways and pathways provide connectivity and integration to surrounding properties. The highly amenitized community includes a clubhouse and fitness facility with a rooftop patio, an outdoor lap swimming pool, a playground and two dog parks.

SIZE	536,140 SF
CONTRACT VALUE	$95.5M

Development Summary

Single Family Home	50'x90' lot	3-4 bedrm.	13 units
Single Family Home	40'x90' lot	3-4 bedrm.	3 units
Single Family Home	32'x80' lot	2-4 bedrm.	92 units
Single Family Home	32'x70' lot	2-3 bedrm.	27 units
Townhome	22'x70' lot	3 bedrm.	32 units
Townhome	22'x70' lot	2 bedrm.	26 units
Townhome	22'x45' lot	2 bedrm.	84 units
Apartments		Studio	155 units
		1 bedrm.	398 units
		2 bedrm.	63 units
		Total	616 units
Grand Total			893 units
Commercial / Flex (at ground floor)		Food & Beverage	4200 sf
		Office / Co-working	3800 sf
		Total	8000 sf

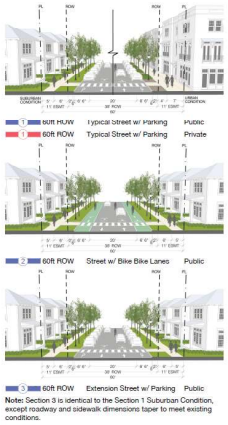
Note: Commercial / Flex space categories depict the maximum values to demonstrate parking compliance.

Unit Mix

Studio	155 units	17.4%
1 Bedroom	398 units	44.6%
2 Bedroom	173 units	19.4%
3 Bedroom	32 units	3.6%
Single Family Detached (2-4 bedrm.)	135 units	15.0%

Density

Total Dwelling Units	893 du
Net Developable Area	32.14 ac
Maximum Density	43.50 du/ac
Proposed Density	27.78 du/ac



Note: Section 3 is identical to the Section 1 Suburban Condition, except roadway and sidewalk dimensions taper to meet existing conditions.

Central street looking towards the New York Canal
Central street looking northeast from the New York Canal linear greenway
South Annett Street looking south towards the clubhouse
South Columbus Street entry looking southeast
South Annett street looking east from townhomes towards single family homes

VISTA POINT

BOISE, ID

Class A, market-rate mixed-use residential community.

Located just outside downtown Boise, Vista Point is an 892 unit development on 44 acres. With an ideal location situated in close proximity to the downtown core, Boise State University, and Micron's headquarters, this project presented a unique opportunity to design and cater toward a broad spectrum of future residents. Layton engaged renowned urban planning experts, DPZ CoDesign, to thoughtfully design a one-of-a-kind mixed-use community that blended high density apartments, townhomes and for-rent single family detached units.

Through a year long public engagement process, Layton, along with our development partner, achieved unanimous support from the city of Boise and a successful rezone and PUD approval for the project. Key aspects of this project to garner support from the city and the community included extending public trail access and connectivity, emphasizing walkability, bikeability, human scale design and density transitions, offsite traffic mitigation measures and public open space.

SIZE	808,060 SF
CONTRACT VALUE	$230M

AVANTERRA BLACK FOREST

COLORADO SPRINGS, CO

Residential single-family development.

Avanterra Black Forest is a pioneering single-family home rental community, offering a unique blend of maintenance-free living with the privacy and space of detached homes. The development features 123 homes, ranging from one to four bedrooms, each designed with open-concept layouts, large gourmet kitchens, abundant storage, private backyards, and driveway and garage parking.

Located just 20 minutes north of Colorado Springs, Avanterra Black Forest provides residents with small-town charm and big-city conveniences. The community includes resort-style amenities such as a pool, 24-hour fitness center, community clubhouse, and a leash-free dog park with a pet spa. This innovative approach to community living combines the best of both worlds—private, spacious homes with the convenience and amenities of apartment-style living.

SIZE	231,500 SF
YEAR COMPLETED	2025
CONTRACT VALUE	$45.3M

THE SPRINGS AT NORTHGATE

COLORADO SPRINGS, CO

Wood-framed multifamily housing development on 15 acres.

The Springs at Northgate features 12 buildings with 20 units each, totaling 240 units. The gated community offers an equal mix of studio, one-bedroom, two-bedroom, and three-bedroom units with washers, dryers, walk-in closets, and full kitchens. Units also include patios or balconies, smart doorbells, and heated garages. Community amenities include a clubhouse, fitness center, pool, spa, outdoor kitchen with grilling stations, dog park, bicycle storage, and two acres of open space.

REFERENCES

- Tim Keane – Former Planning Director, City of Boise, Calgary & Charleston
  keanet@charleston-sc.gov

- Nicholas Rumanes – Executive Vice President, Live Nation Entertainment. Former Head of Strategic Development, Welltower Inc.
  nicholas@rumanes.com

- Jake Pinto – Vice President of Development, Alpine Start Development
  (949)422-1574

FISCAL CAPACITY

Several key assumptions and clarifications underpin this proforma analysis for the 109 Mason Street Project. The financial model assumes the implementation of both "Site Plan A" for the ground floor and the upper residential floors, an approach designed to maximize the project's financial feasibility. Any deviation from this assumption would necessitate additional financial support. I have incorporated the complete budget prepared by Daniel Escobar Bercini, including a buildout schedule and an overview of the challenges and constraints associated with constructing this development. As noted in the letter of interest, this budget is based on a cost estimate derived from the conceptual floor plans and renderings provided by the City in the RFQ. As currently structured, this budget poses execution challenges; therefore, for the purposes of this proforma, I have assumed a 10% reduction in vertical construction costs. Based on my discussions with Daniel and my general construction expertise, there is a realistic pathway to achieve these cost savings while ensuring full compliance with the City of Charlevoix's design standards and delivering a high-quality project. Additionally, without a comprehensive site and utility analysis, this budget presumes that all utilities are stubbed to the property with sufficient capacity to support the development, and that no significant site, soil, or environmental remediation issues—beyond standard site development costs—will arise.

To ensure compliance with the Mi Neighborhood Grant and Brownfield Housing Tax Increment Financing (HTIF) requirements, I have incorporated the applicable income and rent limits into this proforma for reference. The efficient unit designs result in all-in rent figures that are significantly below the Charlevoix rent limits for 120% of the Area Median Income (AMI), providing ample flexibility to adjust rents based on demand and project execution. Regarding the Mi Neighborhood Grant's mandate to allocate 20% of the units (approximately 3-4 units) to individuals earning no more than 60% AMI, the projected pricing for studio units aligns closely with the 60% AMI maximum. For clarity, tenants will need to qualify based on income limits, not merely rental rates; however, given the limited number of units and the strong housing demand, I do not expect this requirement to significantly impact the proforma's rent assumptions or compliance.

In conclusion, I would like to underscore that the funding period for the Mi Neighborhood Grant is scheduled to open on October 1st, contingent on funding availability, which has yet to be finalized by the state. These grants are awarded on a first-come, first-served basis and are subject to the readiness of the application. Therefore, it is in the City's best interest to make its selection promptly, allowing the prospective developer sufficient time to navigate the application process effectively. I hope to have demonstrated my ability to act swiftly and decisively, supported by an established team, consultants, and relationships ready to hit the ground running, positioning this project for optimal success.

PRELIMINARY BUDGET

ESCOBAR BERCINI CONSULTING

Conceptual Budget (NOT FOR CONTRACTING)

Project: 109 Madison, Charlevoix — Date: 7/20/25
Client: Alex Drecksel — Commercial SF: 4,284
Site: 0.24 Acres — Residential SF: 8,568 — # Units: 16
Gross SF: 12,852

ID	Scope of Work	Unit	Quantity	$/Unit	Subtotal	$/GSF	Comments
1	Project/Field Managment	Months	10.00	$ 25,000	$ 250,000	$ 19.45	
2	Demolition (Allowance)	LS	1.00	$ 100,000	$ 100,000	$ 7.78	Unsure if you will be needing this or not.
3	Cast-in-place Concrete						
	Footings & Foundations	SF	4,284.00	$ 20	$ 85,680	$ 6.67	
	Gypcrete	SF	8,568.00	$ 3.5	$ 29,988	$ 2.33	
4	Masonry						
	Shafts (Stairs & Elevator)	EA	3.00	$ 95,000	$ 285,000	$ 22.18	
	Brick Veneer	SF	10,080.00	$ 55	$ 554,400	$ 43.14	Im assuming that the building is approximately 40ft x 100ft.
5	Structural Steel	SF	12,852.00	$ 1.5	$ 19,278	$ 1.50	
	Canopy (Allowance)	EA	1.00	$ 50,000	$ 50,000	$ 3.89	At first floor facade.
	Dumpster Gates & Bollards	EA	1.00	$ 15,000	$ 15,000	$ 1.17	
	Balconies Steel Railing (Allowance)	Unit	2.00	$ 8,000	$ 16,000	$ 1.24	In the rendering it looks like there are two units with a balcony.
6	Carpentry						
	General Trades	Unit	16.00	$ 12,000	$ 192,000	$ 14.94	
	Rough Carpentry	SF	12,852.00	$ 26	$ 334,152	$ 26.00	
	Finish Carpentry	SF	12,852.00	$ 2.0	$ 25,704	$ 2.00	
7	Thermal Protection						
	Membrane Roofing	SF	4,284.00	$ 22	$ 94,248	$ 7.33	
	Insulation	SF	12,852.00	$ 2.5	$ 32,130	$ 2.50	
	Caulking & Fire Stopping	SF	12,852.00	$ 1	$ 12,852	$ 1.00	
8	Doors & Windows						
	Doors, Frames, & Hardware	Unit	16.00	$ 4,500	$ 72,000	$ 5.60	This includes unit entry doors and all interior unit doors.
	Storefronts (Allowance)	LS	1.00	$ 120,000	$ 120,000	$ 9.34	This includes all of the first floor glass.
	Windows	Unit	16.00	$ 3,700	$ 59,200	$ 4.61	
9	Gypsum Board- Residential	SF	8,568.00	$ 5	$ 42,840	$ 3.33	Assuming whitebox on commercial floor
	Gypsum Board- Commercial	SF	4,284.00	$ 3	$ 12,852	$ 1.00	
	Flooring & tile	SF	8,568.00	$ 5.5	$ 47,124	$ 3.67	Assuming you will leave the commercial floor with just concrete.
	Painting	SF	8,568.00	$ 5	$ 42,840	$ 3.33	
	Blinds	Unit	16.00	$ 650	$ 10,400	$ 0.81	
	Cleaning	SF	12,852.00	$ 1	$ 12,852	$ 1.00	
10	Specialties						
	Code Reqiured Signs (Allowance)	LS	1.00	$ 2,500	$ 2,500	$ 0.19	
	Fire Extinguisher & Cabinets	Unit	16.00	$ 300	$ 4,800	$ 0.37	
	Mailboxes	Unit	16.00	$ 150	$ 2,400	$ 0.19	
	Closet Shelving	Unit	16.00	$ 900	$ 14,400	$ 1.12	
	Bath Accessories	Unit	16.00	$ 500	$ 8,000	$ 0.62	
12	Furnishings						
	Cabinets & Countertops	Unit	16.00	$ 6,500	$ 104,000	$ 8.09	
11	Equipment						
	Residential Appliances	Unit	16.00	$ 5,500	$ 88,000	$ 6.85	
14	Conveying Equipment						
	Elevators	Stop	3.00	$ 45,000	$ 135,000	$ 10.50	
21	Fire Suppression	SF	12,852.00	$ 5	$ 64,260	$ 5.00	Design-build contract.
22	Plumbing	SF	12,852.00	$ 18	$ 231,336	$ 18.00	Design-build contract.
23	HVAC	SF	12,852.00	$ 20	$ 257,040	$ 20.00	Design-build contract.
26	Electrical	SF	12,852.00	$ 16	$ 205,632	$ 16.00	Design-build contract.
	Fire Alarm	SF	12,852.00	$ 2	$ 25,704	$ 2.00	Design-build contract.
28	Communications, Access Control, and S	SF	12,852.00	$ 1.5	$ 19,278	$ 1.50	Design-build contract.
31	Earthwork & Underground Utilities	Acre	0.24	$ 250,000	$ 60,000	$ 4.67	
32	Exterior Improvements						
	Landscaping (Allowance)	Acre	0.24	$ 50,000	$ 12,000	$ 0.93	
	Sidewalks, curbs & gutters	Acre	0.24	$ 100,000	$ 24,000	$ 1.87	
	Subtotal:				$ 3,774,890	$ 293.72	

General Liability Insurance	1%	$ 37,748.90
Builders Risk Insurance		Not Included
Payment and Performance Bond		Not Included

PRELIMINARY SCHEDULE

Conceptual Construction Schedule

Project: 109 Madison, Charlevoix

Client: Alex Drecksel

Activity	Duration		1	2	3	4	5	6	7	8	9	10
	Unit	Quantity	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Demolitions	Mo	1										
Excavating	Weeks	3										
Footings & Foundations	Weeks	2										
Underground utilities	Weeks	3										
Building Slab	Weeks	1										
Framing	Months	2										
Roofing	Weeks	2										
Brick Veneer	Months	2										
Windows	Weeks	2										
Interior Construction	Months	3										
Sitework	Months	1										
Punch list	Weeks	2										

Disclaimer:

This conceptual schedule is not intended for contracting. It is based on historical information from a similar project.

MAJOR RISKS AND CHALLENGES

This report is based on preliminary information received on Monday, July 4, 2025. Its purpose is to provide a professional assessment of potential risks and challenges associated with construction in Northern Michigan, particularly in Charlevoix. While informed by our experience in the region, this document should not be considered an exhaustive list of all possible issues.

1. WEATHER CONDITIONS

Charlevoix's location between Lake Michigan and Lake Charlevoix significantly impacts local weather patterns, particularly in the winter months. Snowfall in the area is typically higher due to lake-effect conditions, and the winter season often begins as early as October and may extend through April. In some years, snowfall has occurred into May. These extended winter conditions pose several challenges to construction, including:

- Increased costs for temporary heating and snow removal.
- The need for frequent salting and site maintenance.
- Reduced labor productivity due to cold weather.
- Higher cost of some activities like excavating and concrete.

2. LIMITED AVAILABILITY OF COMMERCIAL TRADE CONTRACTORS

There is a limited pool of qualified commercial trade contractors in the Charlevoix area. While some firms are based in nearby Traverse City, few contractors from larger markets such as Grand Rapids or Detroit are willing to travel north without significant cost premiums. This constraint may affect both pricing and project timelines.

3. LIMITED MATERIAL SUPPLY OPTIONS

Similarly, there are only a small number of construction material suppliers serving the region. This lack of competition often leads to:

- Higher material costs.
- Potential delays in sourcing specific products or equipment.
- Reduced flexibility in procurement and logistics.

4. HIGH COST OF TEMPORARY HOUSING DURING TOURIST SEASON

The peak tourist season in Charlevoix, which runs from May through September, brings a significant increase in temporary living costs. For construction teams requiring housing and meals during this period, expect elevated expenses related to:

- Short-term rental accommodations.
- Food and daily living expenses.

5. TRANSPORTATION AND ACCESSIBILITY

Traveling to Charlevoix from major cities in lower Michigan—such as Detroit or Grand Rapids—requires the use of predominantly two-lane highways. During peak tourist months, these routes experience substantial traffic congestion, which can delay travel.

RESUME
ALEX DRECKSEL

ALEX DRECKSEL

DIRECTOR OF DEVELOPMENT

YEARS OF EXPERIENCE
13 years

EDUCATION
Bachelor of Arts,
Finance and Accounting.
Westminster University

PROFESSIONAL AFFILIATIONS
Urban Land Institute

NAIOP

Alex Drecksel has over 12 years of real estate and development experience, leading the Layton Development Services Group since 2021 with a primary focus on residential and mixed use development. Under his direction, Layton's Development Services Group has been directly responsible for sourcing and acquiring over $65M worth of land, entitling and designing over 1800 units with a total project value of $550M throughout the Intermountain West. His primary responsibilities include land acquisition, community and civic engagement, entitlement, design and financing. Alex prides himself on developing genuine relationships with community stakeholders, creating an open line of communication and transparency in the process – the key to building trust and yielding the best results for everyone involved. Alex holds a BA, Summa Cum Laude, from Westminster University. He is actively involved in NAIOP and ULI.

RELEVANT PROJECTS
Kayne Anderson Real Estate | Multifamily Development | Salt Lake City, UT

Vista Point | Multifamily Development |

Victory Road | Class A, Market Rate Multifamily Development |

Kuna Flats | Multifamily Development |

Innovation Point| Multifamily & BTR Development | Idaho Falls, ID

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointment
Date: August 18, 2025

Presented By: Mayor Lyle Gennett

Background:
Mayor Gennett requested consideration of Jennifer Reynolds for appointment to the Shade Tree & Park Commission for a term to expire on December 31, 2027.

Recommendation:
Motion to confirm the Mayor's appointment of Jennifer Reynolds to the Shade Tree & Park Commission for a term to expire December of 2027.

Attachments:
1. Reynolds Jennifer STC

Outlook

Online Form Submittal: Volunteer Boards and Committees Application

From noreply@civicplus.com <noreply@civicplus.com>
Date Tue 6/17/2025 8:34 PM
To Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	Shade Tree & Park Commission
Name	Jennnifer Reynolds
Email Address	jenreynolds49424@gmail.com
Address	12299 Waller Road
Home Phone	2313571786
Cell Phone	2313571786
Are you a registered voter in the City?	No
How long have you lived in the City?	Township-3 years
Educational Background	BA in English/History-Secondary Education, MA in Humanities
Professional Qualifications and / or Work Experience	Certification with National Park Service as a sawyer (tree removal), training in removing invasive plants, life guard at Charlevoix Community Pool--certified in CPR/First Aid.
Community Activities and / or Other Experience	Volunteer with Little Traverse Conservancy as a preserve steward (trail maintenance, removing invasive species, documenting rare wildlife/plants, reporting any problems, etc.), trail adopter for section of North Country Scenic Trail.
Have you served on a board / committee or held a civic position in the past?	Yes

If yes, please explain.	Charlevoix County Humane Society, in the early 2000s.
Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	I am passionate about providing an environmentally-friendly habitat that is enjoyable for our local citizens. I donate a significant amount of time clearing trails, removing invasive plants, doing highway and road clean ups for our local preserves, but would love to be involved in projects that are more Charlevoix-centric.
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	No
Electronic Signature Agreement	I agree.
Electronic Signature	Jennifer B Reynolds
Date	6/17/2025

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Charlevoix City Council

Reports and Communications

Title: City Manager's Comments
Date: August 18, 2025

Presented By:

Background:

A. Match on Main Grant Received

Dockside Books was selected as a recipient of the Match on Main business development grant from the Michigan Economic Development Corporation. Stiggs Brewery's new location on Petoskey Avenue also applied but was not selected.

B. North Pier/Revetment Work

We met virtually this week with staff from the Army Corps of Engineers. They are working on a plan to update and replace the structures along the north side of the Pine River Channel including the walkway and the the some of the underground electrical services. I am unsure on timeline but they are designing the project now for future construction.The walkway is deteriorating so this will be a good improvement when it is completed. As you might imagine, there are a number of unknowns beneath the surface from various projects completed by the Army Corps, the City, and others over the years.

C. Work Session

At your last meeting, there was an agenda item recommending a work session to discuss two topics: Special Events and Mass Violence Response Planning. Council set a work session for these on October 6 at 4pm. There was also discussion of a work session to discuss short term rentals. I understand there was some confusion that this was also set for a work session. If you would like to discuss this, please either amend the work session topics you set for October 6 or, more appropriately, set a date for this topic specifically.

Recommendation:

Attachments:

1. Monthly Police Report July 2025
2. Planning Commission Meeting Minutes 07/14/2025

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF

JULY 2025

ITEM	TOTAL THIS MONTH	MONTH YEAR PRIOR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	40	31	89	179
TRAFFIC WARNINGS	86	104	408	394
TRAFFIC CONTACTS	118	113	483	520
MOTORIST/CITIZEN ASSIST	30	31	122	91
POLICE ASSIST	35	15	131	179
MEDICAL RESPONSE	2	6	17	39
PAPER SERVICE	1	1	19	4
RESIDENTIAL/COMMERCIAL	0 / 45	6	26 / 317	74
FELONY ARRESTS	0	2	3	7
MISDEMEANOR/NTA ARRESTS	4	6	18	41
WARRANT ARRESTS	1	1	8	12
WARRANT ATTEMPTS	1	0	3	5
TRAFFIC CRASH 9300-1	15	26	61	43
TRAFFIC CRASH 9300-2	1	10	9	25
GENERAL ASSISTS/OTHER	205	202	929	934
FUNERAL ESCORTS	0	1	2	3
ALARMS	3	1	16	25
SCHOOL PATROL	0	0	14	71
SCHOOL PRESENTATIONS	0	0	3	0
PARKING/SNOW TICKETS	87	72	191	165
PARKING METER TICKETS	674	382	1,396	874
LIQUOR INSPECTIONS	4	75	35	99
ORIGINAL COMPLAINTS	72	64	289	211
CLOSED COMPLAINTS	58	18	217	131
FOLLOW-UP/SUPPLEMENTS	40	18	268	127
MENTAL HEALTH INCIDENTS	0	0	0	6
PATROL MILES	5,102	2,975	22,655	25,013.2

TOTAL MILEAGE #87-1 679

TOTAL MILEAGE #87-4 3,197

TOTAL MILEAGE #87-3 1,226

Jill McDonnell

Jill McDonnell
Chief of Police

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, July 14, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

Chair:	Jennifer Muladore
Members Present:	Shelley Boehmer, Toni Felter, Christine Galbreath, Kristin Jones, Maureen Radke
Members Absent:	Scott Beatty
Staff Present:	Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Radke, seconded by Member Felter to approve the agenda as presented.
Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Planning Commission Minutes of June 9, 2025

   Member Radke stated that in the second and third paragraphs under Old Business it indicated Member Boehmer when it should be Member Radke.

   Motion by Member Boehmer, seconded by Member Radke to approve the minutes of June 9, 2025 as amended.
   Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. Public Hearings

1. Public Hearing for rezone of 1202,1206,1210,1212, 1214, 1220, and 1224 State Street

   Chair Muladore opened the Public Hearing at 6:03 p.m.

   Jonathan Scheel, Director of Planning & Zoning, stated 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. Recently, the Planning Commission received a request to rezone a parcel at 1202 State Street and the opportunity arose to review the adjacent neighborhood for rezoning.

   Chair Muladore stated that they had received a letter from Gilda Mottarelli with her opinion on the rezone.

Cindy Whitley, 1206 State Street, expressed her concern about having neighbors so close and did not support the rezone.

Debra Lord, 1210 State Street, stated that she also bought property on that street because of the large lots and the character of the neighborhood, and she was strongly opposed to the rezone.

Janell Whitely, 1209 State Street, spoke of her opposition to the rezone.

Michael Hoffman, 1202 State Street, stated that he did not think the rezoning would change the size of the lots significantly and that it was a benefit to the City to have more buildable lots and the R-2 sizing requirements support the ability to build smaller homes.

William Dupont, 1214 State Street, via phone call, stated he agreed with Ms. Mottarelli stated that during his 35 years of ownership of his property he had never had anyone approach him with regard to subdividing or splitting his property, he expressed his opposition to the rezone.

The public hearing was closed at 6:15 p.m.

Director Scheel reviewed the public notice process for the rezoning request. Mr. Scheel reviewed the Future Land Use Map and the Neighborhood Residential and the City Central categories, and the key characteristics of each. Member Boehmer questioned how the change from R-1 to R-2 would affect property owners and Director Scheel stated the change is twofold in that the setbacks in R-2 are 8' rather than 10', and the minimum lot would go from 9,000 sq. ft. to 6,000 sq. ft. minimum in R-2.

Motion by Felter, seconded by Jones to approve the rezoning change for 1202 State Street from R-1 to R-2.

Yeas: Jones

Nays: Boehmer, Felter, Galbreath, Radke, Muladore

Absent: Beatty

Motion failed.

Motion by Radke, seconded by Boehmer to rezone the seven (7) properties on State Street (listed in the public hearing) from R-1 to R-2 zoning.

Yeas: Boehmer, Felter, Galbreath, Radke, Muladore

Nays: Jones

Absent: Beatty

Motion carried.

Director Scheel stated the rezone would be recommended to the City Council for their consideration.

H. New Business

I. Old Business

1. Residential Design Guidebook Review

   Director Scheel stated the Planning Commission has been rezoning areas of the City and some of the concerns that the residents expressed that evening would be alleviated with the Residential Design Guidebook. The Planning Commission is working on the Guidebook to basically state that the homes built in all neighborhoods have to reflect those neighborhoods, have to be built to scale and be semi-architecturally similar.

   Mr. Scheel and Members reviewed Components 1 through 5 of the proposed Guidebook in detail. No changes were made to the recommended language included in the Guidebook.

   After discussion, the Commission agreed to review Components 6 through 9 at the August meeting as time permits. There may be two site plan reviews coming forward at the next meeting for the properties located at the top of the hill on Hurlbut. Director Scheel briefly described the two projects and the potential variances needed for both.

J. Staff Updates

1. Zoning Administrator Report for June 2025

K. Requests For Next Months Agenda or Research Items

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

Chair Muladore adjourned the meeting at 8:00 p.m.

_____ _____

Sarah J. Dvoracek/fgm City Clerk Jennifer Muladore Chair

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments
Date: August 18, 2025

Presented By:

Background:

Recommendation:

Attachments:
None