



Agenda

City of Charlevoix Shade Tree & Parks Commission Regular Meeting

Thursday, September 11, 2025 - 11:00 AM

2nd Floor Conference Room, 210 State Street, Charlevoix, MI

- 1. Call to Order and Roll Call**
- 2. Approval of Minutes**
 - A. July 10, 2025
- 3. Old Business**
 - A. Update from Pat on Recent Tree/Park Activity
- 4. New Business**
 - A. Establish Dates and Actions Needed to Complete 2026 ROW Planting
 - B. Discuss Potential ROW Planting at New Construction
- 5. Public Comment**
- 6. 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 Shade Tree & Parks Commission

Approval of Minutes

Title: July 10, 2025

Date: September 11, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. STP Draft Minutes from 07/11/2025

City of Charlevoix
Shade Tree & Parks Commission Regular Meeting Minutes
Thursday, July 10, 2025 - 10:00 AM

2nd Floor Conference Room, 210 State Street, Charlevoix, MI

1. Call to Order and Roll Call

Chair Hodgson called the meeting to order at 10:01 a.m.

| | |
|--------------------|--------------------------------------------------------------------------------------|
| Chair: | Perry Irish Hodgson |
| Members Present: | Megan Cassada, David Levy, Jennifer Muladore |
| Members Absent: | None |
| Staff: | Pat Elliott, Department of Public Works Superintendent; Mark Heydlauff, City Manager |
| Members of Public: | John Campbell |

2. Approval of Minutes

A. May 13, 2025

Motion by Muladore, seconded by Cassada to approve the minutes of May 13, 2025 as presented.

Motion carried by unanimous voice vote.

3. Old Business

A. Recent Tree/Park Activities

The Commission discussed current conditions around the City and stated the town was looking good and displayed the pride of the community. There was also discussion of locations where the highly invasive plant of garlic mustard has been popping up; this will be addressed and disposed of as appropriate.

4. New Business

A. 2025 Planting Sites

The Commission discussed upcoming tree plantings, including various varieties to consider for the future.

B. Tree Maintenance

i. Request from 503 Sherman Street

John Campbell of Site Planning presented a request to the Commission on behalf of his client at 503 Sherman Street to prune trees to enhance sunlight on the property. The Commission discussed this request and wanted to understand how the ordinance affects this request, specifically 152.02 of the City Code.

Motion by Levy, seconded by Cassada to approve the pruning of three Norway maple trees at 503 Sherman Street of up to 25% of each tree for the purpose of increasing sunlight on the property with the caveat that the City of Charlevoix will not now nor will be responsible in the future for pruning in this regard, that all such costs shall be borne by the property

owner, and that no further pruning shall be permitted without the expressed permission of the Shade Tree Commission given in writing.

Motion carried by unanimous voice vote.

C. Veteran's Park

D. Lake Charlevoix Mariners at Ferry Beach

Mr. Heydlauff discussed current discussions with the Lake Charlevoix Mariners to move their sailing school to Ferry Beach. The Commission discussed the project further.

5. Public Comment

6. Adjourn

Chair Hodgson adjourned the meeting at 11:00 a.m.

Charlevoix Shade Tree & Parks Commission

Old Business

Title: Update from Pat on Recent Tree/Park Activity

Date: September 11, 2025

Presented By:

Background:

Recommendation:

Attachments:

None

Charlevoix Shade Tree & Parks Commission

New Business

Title: Establish Dates and Actions Needed to Complete 2026 ROW Planting

Date: September 11, 2025

Presented By:

Background:

Recommendation:

Attachments:

None

Charlevoix Shade Tree & Parks Commission

New Business

Title: Discuss Potential ROW Planting at New Construction

Date: September 11, 2025

Presented By: Jen Muladore

Background:

Recommendation:

Attachments:

None