



Agenda
City of Charlevoix City Council Regular Meeting
Monday, September 15, 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 — September 2, 2025
 - B. Accounts Payable and Payroll Check Registers
 - C. Extension of Contract with GFL for Waste Collection at all City Locations
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. 2025 Homecoming Parade
Mark Heydlauff, City Manager
 - B. Storage Yard Construction on West Carpenter
- 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 — September 2, 2025

Date: September 15, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.09.02 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Tuesday, September 2, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

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

2. Roll Call

Mayor: Lyle Gennett

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

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - August 18, 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
08/21/2025	Special Accounts Payable Run	\$12,753.58
08/27/2025	Special Accounts Payable Run	\$13,412.08
08/29/2025	Payroll (net pay)	\$142,491.59
08/29/2025	Payroll Remittance Checks	\$6,353.76
08/29/2025	Special Accounts Payable Run	\$48,556.42
09/03//2025	Regular Accounts Payable	\$207,095.67
08/18/2025-08/29/2025	ACH/WIRE Payments	\$616,465.59
08/13/2025	Special A/P Tax Disbursement	\$1,544,242.82
Grand Total		\$2,591,371.51

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

C. Winter Ice Control Salt Purchase

Motion to approve the winter salt purchase as presented and authorize the City Manager to sign any required documents.

D. Michigan Association of Municipal Clerks ADA Grant Agreement

Motion to approve the grant agreement with the Michigan Association of Municipal Clerks as presented and authorize the City Manager to sign the agreement.

E. Upfit of 2025 Tahoe Police Cruiser

Motion to approve the upfit of the 2025 Police Chevrolet Tahoe including the MDC and emergency equipment purchase and installation in the amount of \$16,342.45 and authorize the City Manager to sign the quotes and any related documents.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Sale of Southside Storage Property

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Sale of the Southside Storage Property.

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

Motion by Knapp, seconded by Cole to approve the Grant of Easement and authorize the City Manager and City Clerk to execute all necessary documents to close on the sale of property described herein.

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

Nays: None

Motion carried.

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

Motion by Kalbfell, seconded by Spring to allocate the proceeds from the Sale of the Southside Storage Property to the General Fund.

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

Nays: None

Motion carried.

B. 109 Mason Street Redevelopment Proposal

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the 109 Mason Street Redevelopment Proposal.

Mayor Gennett opened the item for public comment; eight were heard.

Motion by Knapp, seconded by Kalbfell to deny the 109 Mason Street Redevelopment Proposal.

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

Nays: None

Motion carried.

C. Compensation Commission

Sarah Dvoracek, City Clerk

Clerk Dvoracek presented information on the Compensation Commission. Council did not take any action to reject the Commission's decision.

8. Reports and Communications

A. Public Comment

- Dave Coen stated his concerns about parking on Grant Street and provided an update on the EPA clean-up project on the corner of Grant St. and Antrim St.
- Leilani Durbin stated her concerns about code enforcement regarding long grass, property owners not maintaining the overgrowth along the sidewalks and pedestrians using the crosswalk under the bridge
- Dave Coen stated the name of Dodger's Hill was named after CS Dodge Dry Cleaners

B. City Manager's Comments

- A cell tower company contacted the City and they're interested in purchasing property at the stump dump location, more details will follow
- EPA has taken down the building located at the corner Grant St. and Antrim St., and the next steps include capping the water service lines
- One day only, on September 13, 2025, there will be the City-wide large item pickup; residents should have items out the night before
- Happy Anniversary to Mayor Gennett and Gayle

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 7:01 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: September 15, 2025

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 09-15-25 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 09/10/2025 - 09/10/2025

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			
09/10/2025	145809	HARTFORD, THE	2,439.97
1 TOTALS:			
Total of 1 Checks:			2,439.97
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			2,439.97

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

09/10/25 Special Accounts Payable Run	\$ 2,439.97
09/12/25 Payroll (net pay)	\$ 141,342.66
09/12/25 Payroll Remittance Checks	\$ 6,548.77
09/16/25 Regular Accounts Payable	\$ 189,796.07
Checks Sub-Total:	\$ 340,127.47

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

09/02/25 MI Public Power Agency	\$ 28,525.72
09/03/25 AMG Payment Solutions	\$ 1,086.66
09/03/25 AMG Payment Solutions	\$ 34.99
09/08/25 MI Public Power Agency	\$ 4,525.43
09/09/25 State of MI (Sales Tax)	\$ 41,163.57
09/09/25 iSolved Inc.	\$ 75.00
09/10/25 DTE Energy	\$ 2,469.72
09/12/25 IRS (Payroll Tax Deposit)	\$ 54,857.65
09/12/25 Alerus Financial (HCSP)	\$ 558.00
09/12/25 Vantagepoint (401 Plan)	\$ 1,276.39
09/12/25 Vantagepoint (457 Plan)	\$ 26,472.29
09/12/25 Vantagepoint (Roth IRA)	\$ 1,385.00
09/12/25 State of MI (Withholding Tax)	\$ 8,038.50

ACH Sub-Total: \$ 170,468.92

Huntington National Bank Total: \$ 510,596.39

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

08/28/25 Special A/P Tax Disbursement	\$ 3,759,615.40
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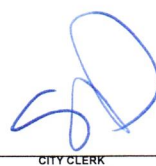
Charlevoix State Bank Total: \$ 3,759,615.40

Grand Total: \$ 4,270,211.79

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

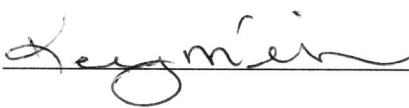
Payroll: 0000000029

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	09/12/2025	6,509.38	4,414.97
DVORACEK, SARAH J.	09/12/2025	3,333.44	2,381.96
KLOOSTER, ALIDA K.	09/12/2025	3,709.00	2,537.32
BARNEVELD, RICHELLE L.	09/12/2025	1,980.80	1,397.06
SCHULZ, GINNY L.	09/12/2025	2,267.20	931.15
JENKINS, JESSICA-RAE A.	09/12/2025	2,290.00	1,831.99
MILLER, FAITH G.	09/12/2025	671.67	463.11
MCGINN, KELLY A.	09/12/2025	4,450.19	2,899.96
SCHEEL, JONATHAN D.	09/12/2025	3,875.40	2,774.59
MCDONNELL, JILL L.	09/12/2025	4,404.10	2,629.75
UMULIS, MATTHEW T.	09/12/2025	4,115.00	2,484.83
ORBAN, BARBARA K.	09/12/2025	3,261.71	1,771.70
RILEY, DENISE M.	09/12/2025	746.11	606.50
MUNK, CHRISTOPHER J.	09/12/2025	2,525.60	1,505.32
CHRISTIENSEN, BRIAN D.	09/12/2025	2,888.78	1,720.64
MARTIN, DONALD L.	09/12/2025	4,906.67	3,383.53
YOUNG, KRISTEN L.	09/12/2025	2,856.19	2,061.31
CONWAY, PATRICK G.	09/12/2025	1,082.25	893.97
MACGILLIVRAY, ROGER	09/12/2025	1,041.25	860.43
DOTSON, WILLIAM R.	09/12/2025	288.00	253.74
KALLMAN, ARIN J.	09/12/2025	909.50	801.28
WURST, RANDALL W.	09/12/2025	3,999.92	2,212.03
HILLING, NICHOLAS A.	09/12/2025	3,376.82	2,106.54
MEIER III, CHARLES A.	09/12/2025	2,914.47	1,758.16
ZACHARIAS, STEVEN B.	09/12/2025	3,624.50	2,216.20
NEWMAN, MARK J.	09/12/2025	2,960.97	1,943.23
LOUGHMILLER, JOHN A.	09/12/2025	2,891.03	2,070.09
GRIFFITH, JOHN J.	09/12/2025	5,161.51	2,837.54
EATON, BRAD A.	09/12/2025	4,949.54	3,067.28
WILSON, TIMOTHY J.	09/12/2025	4,933.40	3,572.41
LAVOIE, RICHARD L.	09/12/2025	4,194.40	2,646.44
STERRETT, PHILLIP R.	09/12/2025	4,092.60	2,683.57
STEVENS, BRANDON C.	09/12/2025	4,760.48	2,881.42
WHITLEY, ANDREW T.	09/12/2025	4,655.55	2,702.67
FARRELL, MITCHELL L.	09/12/2025	3,585.00	2,313.24
ANDERSON, ELIZABETH A.	09/12/2025	2,223.60	1,603.52
KENWABIKISE, DAVID L.	09/12/2025	1,980.80	1,376.07
ELLIOTT, PATRICK M.	09/12/2025	5,157.72	3,555.00
MORRISON, KEVIN P.	09/12/2025	2,720.03	1,600.11
FURGESON, JUSTIN L.	09/12/2025	3,595.36	2,567.41
BRADLEY, KELLY R.	09/12/2025	3,390.25	2,044.50
HART II, DELBERT W.	09/12/2025	2,841.93	1,780.11
JONES, ROBERT F.	09/12/2025	2,595.11	1,628.77
THORP, WILLIAM D.	09/12/2025	2,536.59	1,617.68
LEITNER, RYAN S.	09/12/2025	3,350.73	2,173.65
NOWKA, STEPHEN P.	09/12/2025	2,363.84	1,704.65
RILEY, DANIEL A.	09/12/2025	2,712.16	1,922.39
REID, ROB A.	09/12/2025	2,313.60	725.64
DORAN, JUSTIN J.	09/12/2025	3,497.12	2,661.63
NEDWICK, DAVID J.	09/12/2025	238.50	220.25
CONWAY, ANNEMARIE	09/12/2025	684.00	591.89
FINNERTY, HOLLY E.	09/12/2025	1,332.00	1,092.04
POIROT, KENNETH R.	09/12/2025	1,105.50	929.17
PARRISH, JASON P.	09/12/2025	504.00	444.02
SPEER, LIAM M.	09/12/2025	1,039.50	869.46
HOFFMAN, MICHAEL G.	09/12/2025	459.00	344.38
BURNS, ELIJAH M.	09/12/2025	432.00	380.58
WOOD, DIANA G.	09/12/2025	354.38	312.21
HIGGINS, THERESE M.	09/12/2025	373.50	329.06
CRANDELL, ZACKARY R.	09/12/2025	1,050.00	867.09
GRYBAUSKAS, BRAYLON L.	09/12/2025	636.00	554.39
RABIDEAU, JACOB L.	09/12/2025	1,190.00	983.99
BORTHS, MICHAEL J.	09/12/2025	939.25	791.24
KNORR, KENT J.	09/12/2025	3,801.92	2,674.77
ANZELL, BETH A.	09/12/2025	2,383.22	1,779.45
STEBE, LAURA A.	09/12/2025	19.38	17.90
MCDERMOTT, DENNIS J.	09/12/2025	3,049.20	2,355.00
BLECKE, SKYLAR T.	09/12/2025	496.00	435.94
LAVOIE, AUBREY J.	09/12/2025	620.00	523.30
LLEWELLYN, OLIVIA M.	09/12/2025	248.00	212.41
WHITE, MARCUS W.	09/12/2025	148.00	130.40
GALSTERER, CAROLINE R.	09/12/2025	248.00	212.41
LAWRENCE, JEFFREY A.	09/12/2025	204.00	179.72

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000029

Name	Check Date	Gross	Net
CUNNINGHAM, ABIGAIL A.	09/12/2025	1,840.00	1,468.28
PHILP, DAVAYAH A.	09/12/2025	1,136.00	897.64
ELGART, SARAH N.	09/12/2025	187.00	172.70
GILL, DAVID R.	09/12/2025	1,250.65	1,042.53
LABLANCE, MAUREEN J.	09/12/2025	312.00	284.34
LIVINGSTON, BRIAN D.	09/12/2025	3,217.28	2,475.59
WHITLEY, BENJAMIN W.	09/12/2025	452.00	398.22
KLOOSTER, PATRICK H.	09/12/2025	387.75	241.61
COX, RONALD L.	09/12/2025	198.00	124.43
WAY, KRISTINA M.	09/12/2025	176.00	162.54
PARKER, SCOTT W.	09/12/2025	96.00	88.66
NISWANDER, WILLIAM M.	09/12/2025	929.25	767.93
DOAN, RALPH W.	09/12/2025	266.25	234.56
HALVERSON, DENNIS S.	09/12/2025	97.50	85.91
MOORE, GARY G.	09/12/2025	187.50	173.16
METZGER, CHARLES R.	09/12/2025	176.25	162.76
SCHOLEY, ROBERT W.	09/12/2025	4,944.23	3,455.28
MCCRANEY, RUSSELL R.	09/12/2025	3,878.20	2,933.98
POSTMUS, ANTHONY H.	09/12/2025	3,378.88	2,402.86
REECE, DANIEL A.	09/12/2025	4,984.04	3,707.55
TRAVERS, MANUEL J.	09/12/2025	2,820.00	2,254.00
Totals: 94		207,961.40	141,342.66

Approved By: 

Date: 9/18/25

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 09/12/2025 - 09/12/2025

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			
09/12/2025	145800	4FRONT CREDIT UNION	1,280.58
09/12/2025	145801	AMERICAN FAMILY LIFE	532.65
09/12/2025	145802	BLUE CROSS BLUE SHIELD OF MIC	1,503.45
09/12/2025	145803	CHARLEVOIX STATE BANK	1,555.00
09/12/2025	145804	COMMUNICATION WORKERS OF AMER	673.67
09/12/2025	145805	FOPLC	195.00
09/12/2025	145806	MI STATE DISBURSEMENT UNIT	116.55
09/12/2025	145807	THE HARTFORD	395.19
09/12/2025	145808	VELO LAW OFFICE	296.68
1 TOTALS:			
Total of 9 Checks:			6,548.77
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			6,548.77

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 09/16/2025 - 09/16/2025

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			
09/16/2025	145810	ACE HARDWARE	3,707.06
09/16/2025	145811	AIRPORT LIGHTING COMPANY	2,011.39
09/16/2025	145812	ALL STATE CRANE & RIGGING	393.00
09/16/2025	145813	ALL-PHASE ELECTRIC SUPPLY CO	355.35
09/16/2025	145814	AMAZON CAPITAL SERVICES	747.56
09/16/2025	145815	ART'S AUTO & TRUCK PARTS	665.70
09/16/2025	145816	AT&T MOBILITY	85.12
09/16/2025	145817	AUTO-WARES GROUP	1,105.26
09/16/2025	145818	AVFUEL CORPORATION	79,162.79
09/16/2025	145819	BECKETT & RAEDER	1,316.25
09/16/2025	145820	CHARLEVOIX CHEESE COMPANY	196.00
09/16/2025	145821	CHARLEVOIX COUNTY CLERK	3,150.00
09/16/2025	145822	CHARLEVOIX COURIER #8004	6.07
09/16/2025	145823	CHARLEVOIX LAVENDER LLC	85.00
09/16/2025	145824	CINTAS CORPORATION	184.30
09/16/2025	145825	CONWAY PROFESSIONAL SERVICES	10,365.50
09/16/2025	145826	DETROIT SALT COMPANY	20,592.54
09/16/2025	145827	DHASELEER EVENTS BARN	337.00
09/16/2025	145828	DROST LANDSCAPE	520.71
09/16/2025	145829	ECONO SIGNS LLC	3,006.51
09/16/2025	145830	EJ USA INC.	741.10
09/16/2025	145831	FAMILY FARM AND HOME	704.41
09/16/2025	145832	FARMER WHITE'S	280.00
09/16/2025	145833	FASTENAL COMPANY	42.96
09/16/2025	145834	FREEDOM MAILING SERVICES INC	2,646.20
09/16/2025	145835	GANNETT MICHIGAN LOCALIQ	535.12
09/16/2025	145836	GUNTZVILLERS FARM LLC	426.00
09/16/2025	145837	HACH COMPANY	2,326.25
09/16/2025	145838	HOTSY OF MID MICHIGAN INC	69.02
09/16/2025	145839	HYDROCORP	2,243.50
09/16/2025	145840	IDEXX DISTRIBUTION INC	1,575.83
09/16/2025	145841	INTERSTATE BILLING SERVICE IN	412.94
09/16/2025	145842	IPS GROUP INC	1,449.23
09/16/2025	145843	J.BIRD PROVISIONS LLC	20.00
09/16/2025	145844	JANSON EQUIPMENT COMPANY	155.86
09/16/2025	145845	JOHN E GREEN COMPANY	1,109.78
09/16/2025	145846	JOJO'S COOKIE COMPANY LLC	36.00
09/16/2025	145847	KALAMAZOO SANITARY SUPPLY LLC	1,077.52
09/16/2025	145848	KK'S FARM	423.00
09/16/2025	145849	LAURIE HUGHES	605.00
09/16/2025	145850	M32 ENTERPRISES	164.25
09/16/2025	145851	MACQUEEN EQUIPMENT LLC	1,752.11
09/16/2025	145852	MAYE DAHER	13.50
09/16/2025	145853	MCCARDEL CULLIGAN WATER COND	55.50
09/16/2025	145854	MICHIGAN DOWNTOWN ASSOCIATION	650.00
09/16/2025	145855	MICHIGAN ELECTRIC	19,735.00
09/16/2025	145856	MICHIGAN PIPE AND VALVE	722.00
09/16/2025	145857	NCL OF WISCONSIN INC	531.23
09/16/2025	145858	NORTH COAST FASTENERS LLC	286.34
09/16/2025	145859	NORTHERN SAFETY CO INC	115.08
09/16/2025	145860	NORTHWEST ELECTRONICS & REPAI	39.99
09/16/2025	145861	O'REILLY AUTOMOTIVE INC	8.99
09/16/2025	145862	OLESON'S FOOD STORES	281.07
09/16/2025	145863	OSMOSE UTILITIES SERVICES INC	977.21
09/16/2025	145864	PENINSULA FIBER NETWORK LLC	360.00
09/16/2025	145865	POWER LINE SUPPLY	2,756.50
09/16/2025	145866	POWER SYSTEM ENGINEERING INC	1,955.00
09/16/2025	145867	POWERPLAN	826.68
09/16/2025	145868	PRESTON FEATHER	501.58
09/16/2025	145869	PRINTING SYSTEMS INC	152.04
09/16/2025	145870	PROVIDENCE FARM LLC	247.00
09/16/2025	145871	R & R PRODUCTS INC	121.95
09/16/2025	145872	RANGE TELECOMMUNICATIONS	164.00
09/16/2025	145873	STATE OF MICHIGAN	100.00
09/16/2025	145874	THRU GLASS CLEANING CO	2,368.10
09/16/2025	145875	TRACE ANALYTICAL LABORATORIES	232.50
09/16/2025	145876	TRUCK & TRAILER SPECIALTIES	7,595.20
09/16/2025	145877	UNIFIRST CORPORATION	393.11
09/16/2025	145878	UNIFIRST CORPORATION	10.35
09/16/2025	145879	VILLAGE GRAPHICS INC	383.88

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 09/16/2025 - 09/16/2025

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			
09/16/2025	145880	WILBERT BURIAL VAULT CO	1,300.08
09/16/2025	145881	WINNIE'S ORIGINALS LLC	30.00
09/16/2025	145882	WITT FAMILY FARM	93.00
1 TOTALS:			
Total of 73 Checks:			189,796.07
Less 0 Void Checks:			0.00
Total of 73 Disbursements:			189,796.07

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 09/02/2025 - 09/02/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
09/02/2025	293(E)	MICHIGAN PUBLIC POWER AGENCY	28,525.72
1 TOTALS:			
Total of 1 Checks:			28,525.72
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			28,525.72

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 09/03/2025 - 09/03/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
09/03/2025	303(E)	AMG PAYMENT SOLUTIONS	1,086.66
09/03/2025	304(E)	AMG PAYMENT SOLUTIONS	34.99
1 TOTALS:			
Total of 2 Checks:			1,121.65
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			1,121.65

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 09/08/2025 - 09/08/2025

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			
09/08/2025	294(E)	MICHIGAN PUBLIC POWER AGENCY	4,525.43
1 TOTALS:			
Total of 1 Checks:			4,525.43
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			4,525.43

CHECK REGISTER FOR CITY OF CHARLEVOIX

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

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
09/09/2025	295(E)	STATE OF MICHIGAN	41,163.57
09/09/2025	305(E)	ISOLVED INC.	75.00
1 TOTALS:			
Total of 2 Checks:			41,238.57
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			41,238.57

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 09/12/2025 - 09/12/2025

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			
09/12/2025	297(E)	**EFTPS* Payroll Taxes	54,857.65
09/12/2025	298(E)	Alerus Financial	558.00
09/12/2025	299(E)	MissionSquare - 401 Plan 1091	1,276.39
09/12/2025	300(E)	MissionSquare - 457 Plan 3009	26,472.29
09/12/2025	301(E)	MissionSquare - Roth IRA 7061	1,385.00
09/12/2025	302(E)	STATE OF MICHIGAN	8,038.50
1 TOTALS:			
Total of 6 Checks:			92,587.83
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			92,587.83

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 09/10/2025 - 09/10/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
09/10/2025	296(E)	DTE ENERGY	2,469.72
1 TOTALS:			
Total of 1 Checks:			2,469.72
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			2,469.72

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 08/28/2025 - 08/28/2025

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

Check Date	Check	Vendor Name	Amount
Bank 2 TAX CASH - CSB			
08/28/2025	4271	CHARLEVOIX COUNTY TREASURER	1,055,967.55
08/28/2025	4272	CHARLEVOIX PUBLIC SCHOOLS	1,553,826.13
08/28/2025	4273	CITY OF CHARLEVOIX - TAXES DU	1,148,030.47
08/28/2025	4274	STATE OF MICHIGAN	1,791.25
2 TOTALS:			
Total of 4 Checks:			3,759,615.40
Less 0 Void Checks:			0.00
Total of 4 Disbursements:			3,759,615.40

Charlevoix City Council

Consent Agenda

Title: Extension of Contract with GFL for Waste Collection at all City Locations

Date: September 15, 2025

Presented By:

Background:

We are closing in on the end of the existing contract with GFL for the collection of all garbage at City facilities. GFL reviewed the existing terms and everything they provide for us will stay at the same cost other than the front-load dumpsters. They are requesting a 5% addition to the existing cost (see attached email). Given the cost increases in most other items, it seems reasonable to extend this contract for one additional year.

Recommendation:

Motion to extend the existing contract with GFL for one year with the same terms except for the 5% increase in front load dumpsters.

Attachments:

1. 2025-2026 GFL Agreement

From: Jill Harris <jill.harris@gflenv.com>
Sent: Wednesday, August 27, 2025 8:51 AM
To: Pat Elliott <pate@charlevoixmi.gov>
Subject: GFL-City of Charlevoix services

Pat,

I discussed your inquiry of services and cost for November 2025-October of 2026 with my GM. Here is what we are going to do for the City:

Front Load dumpsters will be a 5% price increase on the monthly services
Annual Clean-up cost will stay the same as 2025-\$32.00 per yard disposal, \$228.00 per hour per truck, portal to portal and 29% fuel and environmental surcharges.
Temporary dumpsters for events rates will stay the same as 2025. \$125 delivery fee and \$125 removal, \$25.00 per yard disposal and 29% fuel and environmental surcharges.
Roll off rates will stay the same as 2025

Please let me know if you have any questions. I can be reached at 231-564-2553.

Thank you,

Jill

Jill Harris | Account Manager

GFL Environmental

10164 M-32, Elmira, MI 49730

T (231) 547-2162 | D (231) 547-2162 | C (231) 564-2553 | jill.harris@gflenv.com | https://link.edgепilot.com/s/5434faa7/24NbqT_0lku_1q577SOCGA?u=http://www.gflenv.com/

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Charlevoix City Council

All Other Actions and Requests

Title: 2025 Homecoming Parade

Date: September 15, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Several years ago, the Homecoming Parade was held on the Friday evening of Applefest which posed a significant challenge in opening the closed street for the parade and closing it after. It also took up parking spaces used for Applefest activities. After this, Council voted to not permit a downtown Homecoming Parade if Homecoming was chosen for Applefest weekend. This year, the school has opted for a date that again coincides with Applefest and I suggested to the school administration a workaround of routing the parade elsewhere to preserve the tradition.

After much consideration of several routes, the school leadership chose a short but very straightforward route to go from the bus garage to the Kipke Field down May Street. This has the added benefit of giving them a shelter for the floats ahead of the parade. We'll assist them with cones and traffic control for the parade as needed.

As for Applefest, we have applied for a permit to close the highway for Applefest for the past several years due to the volume of pedestrian traffic downtown. We close it on Friday morning when we have more staff at the ready to assist and keep it closed until Saturday evening festivities when the Township Fire Department removes the closure. If Council is no longer comfortable with this arrangement, it is another topic you can discuss. As with the closure this year for Venetian Festival, we'll have water filled barricades and extra law enforcement patrolling and directing traffic and pedestrians on the perimeter.

Recommendation:

Motion to authorize the closure of May Street for the 2025 CHS Homecoming Parade on October 10, 2025 as presented.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Storage Yard Construction on West Carpenter

Date: September 15, 2025

Presented By: Mark Heydlauff, City Manager

Background:

With the sale of our current storage property behind the Krist Oil gas station, we need to have a different location for storage of City materials. This storage area is used to store everything from transformers, utility poles, to garbage cans and other seasonal items. The current site is much larger than needed and the new site, which is located on the southwest corner of Carpenter Street, will be downsized to more efficiently store materials. The City owns the parcel. The new site will need to be cleared, graded and graveled; once that is complete, a new fence can be installed. The new area will be 200'X200' and will meet all township zoning requirements.

MDC Contracting has provided a quote for the clearing, grading and gravel for the storage area along with a 16' wide access road (see attachment).

Harbor Fence Company provided a quote for the fencing and gate (see attachment), and is comfortable completing this work prior to snowfall as long as the grading and gravel work can be done in a reasonable amount of time.

These costs can be paid with the proceeds of the sale of land. Going forward, this location will also be more convenient for our staff to use and improve efficiency.

Recommendation:

Motion to approve the quotes provided by Manthei Construction, LLC and Harbor Fence Company and authorize the City Manager to sign any required documents.

Attachments:

1. Harbor Fence 9-9-25 800 Feet of 6 Foot Tall Galv Chain Link with Double Gate 9 9 2025
2. Manthei Grading Proposal

PROPOSAL

HARBOR FENCE COMPANY

2009 U.S. 31 North ♦ Petoskey, MI 49770
(231)348-5566 ♦ Fax (231) 348-5032 ♦ 800-968-3362
Kent C. Warner

Proposal submitted to: City of Charlevoix

800' of 6' Galvanized Chain Link

Address: 203 Antrim Street – Charlevoix, Michigan 49720

County & Twp. Charlevoix

Crossroads

Sides Flagged

N S E W

Date: 9/9/2025 Phone: (231) 547-3605 Email: pate@charlevoixmi.gov

Specifications for the professional installation of eight hundred lineal feet of six-foot-tall commercial gauge hot dipped galvanized chain link fence with one (30') wide double swing gate. (2-15' Wide Panels =30')

*2-6-5/8" x 9' Sch 40 Galv. 2- 6-5/8" PS Caps. 2- Sets of 6-5/8" malleable hinges. 1-Strongarm latch
2-drop rod assemblies*

1-Commercial frame double swing gate: 6' x 30' ID with 9 ga Galv fill (2-15' panels)

4-1-5/8" ps caps. 4-3" x 9' x ss20 Galv. 4-3" PS caps 79-2-1/2" x 9' x ss20 Galv 79-2-1/2" x 1-5/8" ps loop caps

37-1-5/8" x 21' x ss20 top rails. 16-50' rolls of 2" x 9 ga x 72" Galv kk. 10-6' tension bars. 40-3" tension bands

8-3" brace bands. 10-1-5/8" ps rail ends. 10-6-5/8" tension bands. 2-6-5/8" brace bands. 8-bags 9 ga alum short ties

8-bags 9 ga alum long ties. 1-box 100ct 1-1/4" x 5/16" nuts and bolts

Total cost for all the materials as listed above professionally installed:.....\$30,447.00

Terms: 50% down With the Balance Due upon Installation.

Home Owner Is Responsible for All Local & County Permits Required.

Home Owner Is Also Responsible for Any Needed Variance's.

No returns on vinyl products and special orders.

Shipping and handling fee & 25% restocking fee apply to all other items.

Authorized

Signature _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner According to standard practices. Any alteration or deviation from above specifications involving extra Costs will be executed only upon written orders, and will become an extra charge over and above the Estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to Carry fire, tornado, and other necessary insurance.

Note: A 50 % deposit of total is required upon acceptance, also
This proposal may be withdrawn by us if not accepted within 7 days.

Acceptance of proposal - The above prices, specifications and Conditions are satisfactory and are hereby accepted. You are Authorized to do the work as specified. Payment will be made As outlined above.

Owner is responsible for property lines, Miss Dig, and All buried improvements. (Example – gas lines, high voltage, telephone, cable, irrigation) The Customer Is Also Responsible for Any Approvals or Permissions by Any Local Government Or Associations, Boards or Community Bylaws. No Refunds.

Date of Acceptance _____

Signature _____

Payment to be made as follows: **Balance due upon installation.**
Late charge of 1.8% interest from the date of completion.

PROPOSAL

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

<u>SUBMITTED TO</u> City Of Charlevoix	<u>PHONE</u>	<u>FAX</u>	<u>DATE</u> 9/10/25
<u>STREET</u> 210 State Street	<u>JOB NAME</u> Carpenter Street Storage Lot		
Charlevoix, MI 49720	<u>JOB LOCATION</u> Charlevoix		
<u>ATTENTION</u> Pat Elliott	<u>ARCHITECT / ENGINEER</u> N/A		<u>DATE OF PLANS</u> N/A

Electric Department Storage Lot – Carpenter Street

Gravel Road and Storage Lot \$84,352.00 lump sum

Work Includes:

- Clearing for access road and storage lot. Includes chipping branches on site and hauling out logs and stumps.
- Strip topsoil & stockpile on site
- Place sand subbase to allow gravel surface to be flush with existing surface
- Place 6" gravel base on 16' x 625' access road and 220' x 220' square lot. Grade and compact.

Notes

- Bid includes stockpiling the topsoil that is stripped on the site. Manthei Construction would be interested in purchasing the topsoil and haul it away as we bring in sand and gravel at \$4.00 per cyd (approximately 1,400 cyd).

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 _____

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: September 15, 2025

Presented By:

Background:

A. Northside Trail Update

We have long had a plan in place and a grant from MDOT to construct a trail on the north side linking the end of the Wheelway at Waller Road down to Division Street. The design of the project has been completed in part with grant funds from the Top of Michigan Trails Council and is part of a larger regional project to link various non-motorized trails in northern Michigan. I spoke this week with folks at OHM Advisors who have been designing and managing this project for us. They are prepared to submit the project to MDOT for a permit and anticipate bid letting on the project this winter. Assuming all goes according to plan, Council would consider bids this winter with potential construction next spring. We have set aside funds for this project in a trail development fund and there is roughly a million dollars of MDOT funding waiting to support the project. We will see once bids are received how the cost estimates align with present day construction. The route is no longer slated to go through the golf course but instead would follow Mercer to Division Street. It is noteworthy the County Commission just halted work on the trail intended to connect Charlevoix and Boyne City at their meeting this week. [Article from the Boyne Citizen](#)

B. Live on the Lake Jazz Festival

The summer concert series concludes this weekend with the Live on the Lake Jazz Festival. There will be performances tonight, Friday night and two on Saturday featuring local and regional jazz musicians. This is a new activity of stretching the downtown concert series into the fall season after Labor Day rather than doing it all in June, July and August. While the weather has been a bit unpredictable, this change in timing has seemingly been well-received.

C. Staff Changes

We are preparing to say goodbye to Denny McDermott who will be retiring as Harbormaster at the end of this year. John Griffith also plans to retire at the end of the year as he concludes his long career in public power. I appreciate the work both of them have done for the City over their time with us and wish them all the best in the future. We'll soon be posting openings for these positions.

D. Bridge Street Sewer Work

Earlier this week you may have noticed our crew digging a large hole in front of Pita Cruiser and American Spoon. We have been dealing with a clog in the Pita Cruiser service line off and on for a couple of months. On further investigation, the service lines for three businesses were tied together at some point and we chose to dig this up to try to clear up the problems. Flow was improved after this work but we will continue to monitor it with the businesses. I appreciate the extra effort our staff put in to address the issue this week; we are pouring concrete this morning and anticipate the brick pavers will be reinstalled tomorrow.

E. Planned Power Outage for Saturday, September 13

Consumers Energy has just informed us that a substation they own that is used, in part, to supply power to the City of Charlevoix grid needs to be taken off line for equipment repairs. They have scheduled an outage for 1am Saturday, September 13 and it may last up to 30 minutes.

Recommendation:**Attachments:**

1. Zoning Board of Appeals Meeting Minutes 08/21/2024
2. Planning Commission Meeting Minutes 08/11/2025
3. Monthly Police Department Report for 2025 August
4. Monthly Citation and Revenue Activity Report for August 2025

City of Charlevoix
Zoning Board of Appeals Regular Meeting Minutes
Wednesday, August 21, 2024 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Call to Order

Chair Hodgson called the meeting to order at 6:00 p.m.

2. Roll Call/Pledge of Allegiance

Chair: Richard Hodgson

Members Present: Shirley Gibson, Ann Gorney, Dan Reed (Alternate)

Members Absent: Tim Kish, Patrica Miller

Staff Present: Jonathan Scheel, Zoning Administrator

3. Inquiry Regarding Conflicts of Interest

4. Approval of Agenda

Motion by Member Gibson, seconded by Member Gorney to approve the agenda as presented.

Motion passed by unanimous voice vote.

5. Approval of Minutes

A. April 17, 2024

Motion by Member Gorney, seconded by Member Gibson to approve the minutes of April 17, 2024 as presented.

Motion passed by unanimous voice vote.

6. Old Business

7. New Business

A. Public Hearing for Applicant William and Kelli Lockwood 1209 Bridge Street. Request for two Interior side yard variances of 9'6" and 1' 10"

i. Staff Presentation

Exhibit 1. Variance Application

Exhibit 2. Site pictures and map

Exhibit 3. Site Plan (proposed)

Exhibit 4. Misc documents

ii. Applicant presentation (if requested)

iii. Call for public comment

iv. ZBA determination of findings of fact

v. Motion

Staff presentation: Director Scheel stated the applicants were requesting a variance for parcel ID 052-369-038-00 from Subsection 153.087 of the Zoning Ordinance, which defines the dimensional requirements in the Commercial Mixed Use Zoning District. The variance requested is a 9'6" interior side setback variance and a 1'10" interior side setback. The site's

address is 1209 Bridge Street. The parcel has dimensions of 85' x 60', with an area of 5,100 square feet. The applicant is proposing constructing a residential unit upstairs which is a use by right in the Commercial Mixed Use District. The variance is for the deck and staircase. The legal, non-conforming building was built long before zoning regulations were in place. This is a corner lot on Bridge and Green Streets with two front yards and two side yards.

Applicant presentation: William Lockwood, III, stated he and his wife, Kelli Lockwood, purchased the building in 2016, and they intend to add living quarters upstairs. Mr. Lockwood stated they were looking to keep the parking they had available for the retail downstairs and if they did not get the variance, it would impact their parking. Mr. Lockwood stated they were looking to potentially have two (2) residential units upstairs.

Call for public comment: Phil Parr, concerned citizen, 108 Green Street, stated he had three questions based on the zoning variance: 1) because of the zero lot line would this Board enforce the applicant to add a privacy fence based on the zero lot line; 2) is there already a residential dwelling space upstairs?; and 3) is the residential space going to be used as a short-term rental?

Peggy Wenzel, 104 Wood Street, instead of having an overhang for the stairway at the front of Green Street, could they not have the stairway go up through the deck itself. Director Scheel explained the drawings included in the packet that showed the location of the staircase in the back corner.

Director Scheel stated Sherry Hammond, 101 Green Street (direct adjacent neighbor) came into the office with her concerns about this project, and she wanted him to relay those concerns to the Board including: the need for a privacy fence between the two properties, a fence where the staircase would be, and she doesn't believe there is a hardship for the variance and that it should stay 10' away from the property line, and she was worried about parking. Director Scheel stated there were some A/C units that came out of that building even further onto her property, but again it's legal, non-conforming.

Sherry Hammond, 101 Green Street, stated that on the west side of the building there are two cameras in place, one on each end of the house that do show that they are on her front door and she is still building on her property, but she felt the cameras were an invasion of her privacy. Chair Hodgson stated that he could sympathize, but it was not relevant to the variance request. Ms. Hammond stated she wanted to pursue this because she wanted the cameras taken down.

Member Gibson stated the applicant mentioned they have windows upstairs. Mr. Lockwood stated the windows were on the back side of the building and in 1998 there was a cap built over the building. Mr. Lockwood further explained the building had 2' x 4' walls from the ground up and at that time the back wall was put on their property and two air conditioners were placed on the ground, the units serve the downstairs store area. Mr. Lockwood stated they use the attic for storage, and they have one window air conditioner on the upper floor. Mr. Lockwood stated the cameras are in place to monitor their air conditioners, and he could adjust the cameras to block out anything other than their back wall and air conditioners.

Member Reed asked the applicant to explain more about how putting the deck with the posts out in front improves parking. Kelli Lockwood stated the design of the deck and the placement of the posts was to facilitate the parking that presently exists. Ms. Lockwood stated it was professionally designed, so the spacing would allow for the parking that they have now. Ms. Lockwood stated if they were unable to get the variance, the design would have to be in such a way that it would inhibit parking, which would increase parking on Green Street. Ms. Lockwood stated the way the deck is designed with the variance would allow them to retain the existing parking, it would not limit the parking spaces in the parking lot itself.

Discussion followed regarding the parking situation with the variance which would allow parking under the new deck in between the posts.

Member Reed questioned how they accessed the storage upstairs from the interior of the building. Mr. Lockwood stated they have a hatch that they climb through to go upstairs.

Laurie Azolas, 103 Green Street, referenced the french doors on the building where the stairway to the upstairs would be placed.

Sherry Hammond, 101 Green Street, stated her future plans included adding a driveway on that side of her house and if there were going to be apartments on the subject property she did not want the business on her side and the wooded area would be removed.

ZBA determination of findings of fact: Chair Hodgson began a review of each of the findings of fact. The applicant is requesting two interior side setback variances - one at 9'6" and the second one at 1'10".

(a) Extraordinary circumstances: Member Reed stated he was not sure if the second variance at 1.10' was the result of narrowness of the property. Member Reed stated that the lot had little to do with the property as to where the posts were constructed and has everything to do with the width of the car, so that variance was not really the result of where the property lines were or the size of the building, and it had everything to do with the car and how they could park it underneath. Chair Hodgson stated he thought that issue would come up under (b) Substantial justice. Director Scheel explained some of the challenges, with a small lot below the average lot size in the Commercial Mixed Zoning district.

Member Gibson stated she disagreed and that the property was not unusual without granting this variance, and they could still use the property. Chair Hodgson stated that concern fell under a different finding of fact.

Finding of Approval - #1 & 2: The ZBA finds that the need for the requested variance is due to unique circumstances regarding the property. The minimum lot size is 9,000 sq. ft. and the lot is substantially smaller (5,100 sq. ft) than most lots in the CM District, average 6,700 sq. ft. The ZBA finds that this standard is met as a result of the existing legal non-conforming lot length and area leaves very little room in the remaining yard, which substantially reduces the property's building area. The building is also legal, non-conforming.

Substantial Justice: Member Gorney stated she did not see that the 9'6'" would unreasonably

prevent the use of the property. Member Reed questioned if it was substantial justice to eliminate a parking spot that they would presumably need for living or business. Member Gorney stated that the posts were 6' apart on the north end of the building and the deck overhangs farther than the posts. Chair Hodgson read language from the Zoning Code: "No non-conforming building or structure may be enlarged or altered in a way that increases its non-conformity except in cases in which the setback of the building or structure is non-conforming by 50% or less of the distance required by this chapter. Only in these cases may the non-conforming setback be extended along the same plane as the existing non-conforming setback provided that in doing so the setback itself is not further reduced." Chair Hodgson stated, per the Code, the Board could not increase the non-conformity of a property. ~~Member Reed stated there would not be the same utilization of the property in the sense that real estate is going to be reduced with a solution that reduces or eliminates the variance.~~

Discussion followed regarding whether parking was something the Board should consider.

Chair Hodgson questioned if he articulated correctly that the variance request #1 didn't pass because it could be less and the conflict with the Code on increasing a non-conformity. Chair Hodgson stated that variance request #2 was the same, but without the conflict with the Code, because a similar result could be accomplished without a variance.

Motion by Member Gibson, seconded by Member Reed to deny Project ZBA 24-02 a 1'10" interior side setback variance based on specific findings of fact that prove the project does not meet the review standards in 153.038 (F)(2)(b).

Motion passed by unanimous voice vote.

Motion by Member Gibson, seconded by Member Reed to deny project ZBA 24-02 a 9'6" interior side setback variance based on specific findings of fact that prove the project does not meet the review standards in 153.038(F)(2)(b).

Motion passed by unanimous voice vote.

8. Other

A. Zoning Administrator's Report

Director Scheel provided the Board with a brief update on the current projects throughout the City.

9. Public Comment

10. Adjourn

Chair Hodgson adjourned the meeting at 7:20 p.m.

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, August 11, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

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

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. Approval of July 14, 2025 Minutes

Motion by Member Felter, seconded by Vice Chair Beatty to approve the minutes of July 14, 2025 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

Shirley Gibson stated that several meetings ago, there was discussion and comment on the single-family seasonal home being built on Grant Street across from the library. Most of the Commission complained about the structure being built right up to the setback with no green space. Ms. Gibson agreed that the home does not fit into that neighborhood, so she requested that the setbacks be changed in R-1 and R-2 zones and also requested the height of buildings in those zones be lowered to 20'.

Ms. Gibson also referenced the building project on May Street and questioned if the Planning Commission Members go and look at the sites before they are approved, and once the site plan is approved she questioned if the members go and look at the construction. Ms. Gibson referenced the Findings of Fact under standard B, which requires the project to be harmonious to the neighborhood. Ms. Gibson asked all the Members to go look at the project and see if it fits in with the surrounding older residential neighborhood.

G. New Business

Vice Chair Beatty questioned if the Planning Commission could do something more about the maximum sizes, square footage and heights of homes being built in R-1 and R-2 zones. Director Scheel stated this issue has come up before and is very complex and could be discussed further at a later date.

H. Old Business

1. Neighborhood Design Guidebook

Director Scheel continued to review of the proposed Neighborhood Design Guidebook and responded to questions from the Commission members as warranted. No changes were made to the Guidebook at this time.

I. Staff Updates

1. Zoning Administrator Report

Director Scheel stated that the number of permits is decreasing, which is normal for this time of the year.

Mr. Scheel stated they had three (3) ZBA requests that are going to be in front of the ZBA this month, including the old school on top of the hill on West Hurlbut which the applicant is requesting two (2) stories above the existing building which will require side and front yard variances, and variances for parking, and a 4' height variance. If the variances aren't approved, the applicant has already given a conditional rezone application to ~~a change to~~ a central business district. The other variance requests were from two (2) neighbors wanting to build a shared garage.

Director Scheel stated the developers were still working on the design for the project on the empty lot on State Street and Hurlbut Street.

Mr. Scheel further described a conditional rezone process in the standards for a Central Business District.

J. Requests For Next Months Agenda or Research Items

Director Scheel stated the agenda will include continued discussion on the Neighborhood Design Guidebook, and preliminary information on the maximum size of buildings/houses in R-1 and R-2 zones.

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

Vice Chair Beatty adjourned the meeting at 6:55 p.m.

Sarah J. Dvoracek/fgm

City Clerk

Scott Beatty

Vice Chair

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF

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

TOTAL MILEAGE #87-1

TOTAL MILEAGE #87-4

TOTAL MILEAGE #87-3

Jill McDonnell

Jill McDonnell

Chief of Police

Monthly Citation and Revenue Activity Report

8/1/2025 12:00 AM thru 9/1/2025 12:00 AM

Run by Kristen Young

Citation

Description	Count	Value
Citations Issued	574	\$6,050.00
HandHeld Citations Issued	459	\$4,325.00
Voided Citations	45	\$535.00
Dismissed Citations	4	\$40.00
DMV Holds Placed	0	-

Revenue

Source	Total Collected	NSF	Refund
AGENCY	\$120.00	\$0.00	\$0.00
FINANCE	\$1,835.00	\$0.00	\$0.00
LOCKBOX	\$10.00	\$0.00	\$0.00
MAIL	\$580.00	\$0.00	\$0.00
WEBSITE	\$5,280.00	\$0.00	\$0.00

Correspondence



Prepared by IPS Group Inc. 1-858-218-0279

Email: enforcement@ipsgroupinc.com

Page: 1 of 2

Monthly Citation and Revenue Activity Report

8/1/2025 12:00 AM thru 9/1/2025 12:00 AM

Run by Kristen Young

Description	Count
NOTICE	48
DISPOSITION	4



Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: September 15, 2025

Presented By:

Background:

Recommendation:

Attachments:

None