



Agenda
City of Charlevoix City Council Regular Meeting
Monday, March 16, 2026 - 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 - March 2, 2026
 - B. Accounts Payable and Payroll Check Registers
 - C. 2026/27 Restroom Cleaning Contract
 - D. Lease agreement with Enterprise Fleet for a 2026 GMC Pickup Truck
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Contract with Manthei Construction, LLC for New Composting Facility
 - B. Purchase of Light Poles & Fixtures for \$62,610.00
 - C. Special Event Requests: Chamber Annual Events
Mark Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - March 2, 2026

Date: March 16, 2026

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2026.03.02 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, March 2, 2026 - 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: Aaron Hagen, Dennis Halverson, Janet Kalbfell, Phil Parr, Richard Spring
Members Absent: Mark Knapp
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: Hagen, Halverson, Spring, Kalbfell, Parr
Nays: None
Absent: Knapp

Motion carried.

A. City Council Meeting Minutes - February 16, 2026

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
02/19/2026	Special Accounts Payable Run	\$25,918.40
02/27/2026	Payroll (regular payroll net pay)	\$119,314.93
02/27/2026	Payroll Remittance Checks	\$7,067.81
03/03/2026	Regular Accounts Payable	\$205,740.02
02/10/2026-02/27/2026	ACH/WIRE Payments	\$458,607.64
02/17/2026	Special A/P Tax Disbursement	\$1,087,907.92
Grand Total		\$1,904,556.72

The detailed accounts payable and payroll check registers can be viewed on the City's

[website.](#)

C. City Hall Electric Repairs and Upgrade

Motion to approve the outlined phased City Hall modernization plan as presented and include the remaining upgrades in the 2026/27 budget.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Professional Engineering Service Contract for the Airport Layout Plan (ALP)

Robert Scholey, Airport Manager

Rob Scholey, Airport Manager, presented information on the Professional Engineering Service Contract for the Airport Layout Plan (ALP). City Manager Heydlauff and Airport Manager Scholey answered questions from Council.

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

Motion by Spring, seconded by Hagen to approve the contract and authorize the City Manager to sign the engineering service contract for the ALP Project with RS&H.

Yeas: Hagen, Halverson, Spring, Kalbfell, Parr

Nays: None

Absent: Knapp

Motion carried.

Council concurred to schedule a work session on Monday, April 6, 2026 at 5 p.m. to discuss the Airport Layout Plan with RS&H.

B. 2026 Schedule of Rates and Fees

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the 2026 Schedule of Rates and Fees. City Manager Heydlauff answered questions from City Council.

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

Motion by Kalbfell, seconded by Hagen to approve the amended golf rates as presented by Council Member Halverson.

Yeas: Hagen, Halverson, Spring, Kalbfell, Parr

Nays: None

Absent: Knapp

Motion carried.

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

Motion by Parr, seconded by Spring to adopt Resolution 2026-03-01 Rates & Fees Associated with the 2026-27 Budget, as amended.

**CITY OF CHARLEVOIX RESOLUTION NO. 2026-03-01
RATES & FEES ASSOCIATED WITH THE 2026-27 BUDGET**

WHEREAS, the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and

WHEREAS, the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and

WHEREAS, the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2026.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2026-27 Proposed Budget with changes to the rates and fees for the following areas: airport, cemetery, Short Term Rental, recreation, miscellaneous, and Utility Rates which includes water, wastewater, and electric rates.

RESOLVED, this 2nd day of March, 2026 A.D.
Resolution adopted by the following yeas and nays votes:

Yeas: Hagen, Halverson, Spring, Kalbfell, Parr

Nays: None

Absent: Knapp

Motion carried.

C. Mayoral Appointment

Lyle Gennett

Mayor

Mayor Gennett presented information on his Mayoral Appointment.

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

Motion by Kalbfell, seconded by Hagen to confirm the Mayor's appointment of Megan Cassada to the Shade Tree & Park Commission for a term to expire December 31, 2029.

Yeas: Hagen, Halverson, Spring, Kalbfell, Parr

Nays: None

Absent: Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

- Elizabeth Postmus commented about the upcoming project on Hurlbut St.
- Dave Coen commented about how the dog park is not maintained in the winter

B. City Manager's Comments

- The EPA and EGLE notified the City of an initiative titled “Get the Lead Out,” designed to expedite the replacement of lead service lines, the City has confirmed its participation in this program
- In the fall, the lift stations’ communication systems were transitioned from copper telephone lines to a cellular-based platform, this modernization has already demonstrated clear operational benefits

C. Mayor and Council Comments

- Council Member Halverson commented on the size of the new Andy's sign and City Manager Heydlauff stated the Zoning Administrator is addressing the issue

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:42 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

DRAFT

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: March 16, 2026

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 03-16-26 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/05/2026 - 03/05/2026

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			
03/05/2026	146880	HARTFORD, THE	2,942.89
1 TOTALS:			
Total of 1 Checks:			2,942.89
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			<u>2,942.89</u>

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

03/05/26	Special Accounts Payable Run	\$ 2,942.89
03/13/26	Payroll (regular payroll net pay)	\$ 134,010.96
03/13/26	Payroll Remittance Checks	\$ 9,177.42
03/17/26	Regular Accounts Payable	\$ 303,943.36
Checks Sub-Total:		\$ 450,074.63

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

03/02/26	MI Public Power Agency	\$ 7,049.15
03/03/26	AMG Payment Solutions	\$ 37.96
03/03/26	AMG Payment Solutions	\$ 34.99
03/09/26	MI Public Power Agency	\$ 26,983.98
03/13/26	IRS (Payroll Tax Deposit)	\$ 55,361.26
03/13/26	Empower Trust Co LLC (HCSP)	\$ 558.00
03/13/26	Vantagepoint (401 Plan)	\$ 1,276.39
03/13/26	Vantagepoint (457 Plan)	\$ 28,364.82
03/13/26	Vantagepoint (Roth IRA)	\$ 1,685.00
03/13/26	State of MI (Withholding Tax)	\$ 7,505.34

ACH Sub-Total: \$ 128,856.89

Huntington National Bank Total: \$ 578,931.52

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

02/26/26	Special A/P Tax Disbursement	\$ 515,810.52
03/03/26	Special A/P Tax Disbursement	\$ 27,769.52
Charlevoix State Bank Total:		\$ 543,580.04

Grand Total: \$ 1,122,511.56

APPROVED: _____

CITY MANAGER


CITY TREASURER

CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 000000044

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	03/13/2026	6,509.39	4,407.15
DVORACEK, SARAH J.	03/13/2026	3,794.56	2,710.97
KLOOSTER, ALIDA K.	03/13/2026	3,758.40	2,515.39
BARNEVELD, RICHELLE L.	03/13/2026	2,197.00	1,554.55
SCHULZ, GINNY L.	03/13/2026	2,267.20	1,521.36
JENKINS, JESSICA-RAE A.	03/13/2026	2,330.00	1,863.80
MCGINN, KELLY A.	03/13/2026	4,469.18	2,916.37
SCHEEL, JONATHAN D.	03/13/2026	3,894.40	2,796.51
MCDONNELL, JILL L.	03/13/2026	4,423.09	2,636.97
UMULIS, MATTHEW T.	03/13/2026	5,703.18	3,461.94
ORBAN, BARBARA K.	03/13/2026	2,734.00	1,330.84
RILEY, DENISE M.	03/13/2026	746.12	611.56
MUNK, CHRISTOPHER J.	03/13/2026	2,525.60	1,492.29
CHRISTIANSSEN, BRIAN D.	03/13/2026	2,566.46	1,757.44
MARTIN, DONALD L.	03/13/2026	4,008.28	2,737.07
YOUNG, KRISTEN L.	03/13/2026	2,875.19	2,090.95
CONWAY, PATRICK G.	03/13/2026	407.00	297.40
WURST, RANDALL W.	03/13/2026	3,622.43	1,950.19
HILLING, NICHOLAS A.	03/13/2026	3,219.60	2,026.91
MEIER III, CHARLES A.	03/13/2026	3,255.07	2,020.95
ZACHARIAS, STEVEN B.	03/13/2026	2,727.20	1,646.07
NEWMAN, MARK J.	03/13/2026	2,809.21	1,854.92
LOUGHMILLER, JOHN A.	03/13/2026	2,823.20	2,038.43
COLLINS, TIMOTHY E.	03/13/2026	2,316.80	1,669.01
GRIFFITH, JOHN J.	03/13/2026	24,854.73	15,187.71
GOWARD, JEFFERY D.	03/13/2026	5,434.62	3,557.74
EATON, BRAD A.	03/13/2026	4,315.20	2,599.77
WILSON, TIMOTHY J.	03/13/2026	4,423.20	3,165.28
LAVOIE, RICHARD L.	03/13/2026	4,119.48	2,652.33
STERRETT, PHILLIP R.	03/13/2026	3,897.00	2,200.65
STEVENS, BRANDON C.	03/13/2026	4,758.59	2,816.33
WHITLEY, ANDREW T.	03/13/2026	4,760.45	2,870.63
FARRELL, MITCHELL L.	03/13/2026	3,668.20	2,367.99
BACHMANN, ELIZABETH A.	03/13/2026	2,332.40	1,657.96
KENWABIKISE, DAVID L.	03/13/2026	2,080.00	1,425.42
ELLIOTT, PATRICK M.	03/13/2026	5,434.62	3,733.88
MORRISON, KEVIN P.	03/13/2026	2,949.44	1,770.54
FURGESON, JUSTIN L.	03/13/2026	3,747.53	2,626.20
BRADLEY, KELLY R.	03/13/2026	2,839.20	1,598.95
HART II, DELBERT W.	03/13/2026	3,127.81	2,008.43
JONES, ROBERT F.	03/13/2026	2,437.27	1,516.39
THORP, WILLIAM D.	03/13/2026	2,743.48	1,721.07
LEITNER, RYAN S.	03/13/2026	2,447.21	1,535.43
NOWKA, STEPHEN P.	03/13/2026	2,387.20	1,741.39
RILEY, DANIEL A.	03/13/2026	2,467.20	1,704.09
REID, ROB A.	03/13/2026	2,429.60	1,676.46
KNORR, KENT J.	03/13/2026	3,468.59	2,484.94
BOSS JR, DALE E.	03/13/2026	1,922.74	1,600.85
ANZELL, BETH A.	03/13/2026	2,383.21	1,773.48
BOSS, SHERRY M.	03/13/2026	1,036.50	862.42
HAGEN, MADISON L.	03/13/2026	243.00	224.41
MAILLOUX, AIDEN M.	03/13/2026	305.50	269.15
CUNNINGHAM, ABIGAIL A.	03/13/2026	50.00	50.00
CULBERTSON, CRISTIN E.	03/13/2026	953.25	816.06
JOHNSTONE, HUNTER S.	03/13/2026	561.00	494.24
BEMIS, ADDISON J.	03/13/2026	224.25	197.56
LOPEZ, VANESSA M.	03/13/2026	539.25	484.73
WILLSON, ALEXANDER J.	03/13/2026	449.50	396.01
WALKER, MEREDITH A.	03/13/2026	70.04	61.71
WILLSON, WESTYN E.	03/13/2026	387.50	341.38
POTT, RACHEL G.	03/13/2026	189.00	166.51
HALBERG, EMI K.	03/13/2026	189.00	166.50
PEARSALL, KRISTA M.	03/13/2026	272.00	239.63
BOSS, BEAU J.	03/13/2026	2,472.10	1,900.91
ARNOLD, REMI C.	03/13/2026	336.00	305.66
LUECKE, ANDREW L.	03/13/2026	270.00	249.35
BEMIS, GARRETTSON G.	03/13/2026	465.75	419.98
WILLSON, BRENDA R.	03/13/2026	289.00	254.61
LIVINGSTON, BRIAN D.	03/13/2026	50.00	50.00
SCHOLEY, ROBERT W.	03/13/2026	3,319.23	2,209.81
MCCRANEY, RUSSELL R.	03/13/2026	2,853.20	2,124.03
POSTMUS, ANTHONY H.	03/13/2026	2,137.60	1,522.95
REECE, DANIEL A.	03/13/2026	708.08	398.40

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000044

Name	Check Date	Gross	Net
KISSINGER, BRADY A.	03/13/2026	2,799.60	1,902.00
Totals: 74		<u>202,581.88</u>	<u>134,010.96</u>

Approved By:  Date: 3/9/26

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/13/2026 - 03/13/2026

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			
03/13/2026	146881	4FRONT CREDIT UNION	1,711.92
03/13/2026	146882	4FRONT CREDIT UNION	2,049.00
03/13/2026	146883	AMERICAN FAMILY LIFE	721.22
03/13/2026	146884	BLUE CROSS BLUE SHIELD OF MIC	1,523.72
03/13/2026	146885	CHARLEVOIX STATE BANK	1,695.00
03/13/2026	146886	COMMUNICATION WORKERS OF AMER	702.90
03/13/2026	146887	FOPLC	207.00
03/13/2026	146888	MI STATE DISBURSEMENT UNIT	116.55
03/13/2026	146889	THE HARTFORD	450.11
1 TOTALS:			
Total of 9 Checks:			9,177.42
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			9,177.42

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/17/2026 - 03/17/2026

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			
03/17/2026	146890	ACE HARDWARE	1,808.34
03/17/2026	146891	ACLARA TECHNOLOGIES LLC	1,490.60
03/17/2026	146892	ALL-PHASE ELECTRIC SUPPLY CO	371.63
03/17/2026	146893	AMAZON CAPITAL SERVICES	1,204.83
03/17/2026	146894	AMERICAN LEGAL PUBLISHING COR	1,527.96
03/17/2026	146895	ANYWHERE DOT EXAMS PLLC	770.00
03/17/2026	146896	APPRIVER LLC	2,755.20
03/17/2026	146897	ARGENT INSTITUTIONAL TRUST CO	112,250.00
03/17/2026	146898	AT YOUR SERVICE PLUS INC	280.00
03/17/2026	146899	AT&T MOBILITY	85.16
03/17/2026	146900	AUTO-WARES GROUP	1,573.92
03/17/2026	146901	AVFUEL CORPORATION	520.00
03/17/2026	146902	AVSURANCE CORPORATION	6,521.00
03/17/2026	146903	BALLARD'S PLUMBING AND HEATIN	18,166.00
03/17/2026	146904	BCM ONE	13.16
03/17/2026	146905	BLARNEY CASTLE OIL CO	229.52
03/17/2026	146906	BLUE CROSS BLUE SHIELD OF MIC	57,718.74
03/17/2026	146907	CENTURYLINK	0.18
03/17/2026	146908	CHARLEVOIX COURIER #8004	6.07
03/17/2026	146909	CHARLEVOIX SCREEN MASTERS INC	24.00
03/17/2026	146910	CHARLEVOIX TOWNSHIP TREASURER	106.01
03/17/2026	146911	CHARTER COMMUNICATIONS	149.99
03/17/2026	146912	CINTAS CORPORATION	73.09
03/17/2026	146913	CONWAY PROFESSIONAL SERVICES	1,352.00
03/17/2026	146914	DROST LANDSCAPE	4,025.00
03/17/2026	146915	ECONO SIGNS LLC	606.06
03/17/2026	146916	ELLSWORTH FARMERS EXCHANGE	2,591.53
03/17/2026	146917	ETNA SUPPLY	4,987.24
03/17/2026	146918	FAMILY FARM AND HOME	108.38
03/17/2026	146919	FICK & SONS DIESEL GARAGE	857.00
03/17/2026	146920	FREDERICK VAN DUYNÉ MD	218.00
03/17/2026	146921	FREEDOM MAILING SERVICES INC	2,519.13
03/17/2026	146922	GFL ENVIRONMENTAL	933.73
03/17/2026	146923	HACH COMPANY	3,798.39
03/17/2026	146924	HYDROCORP	2,243.50
03/17/2026	146925	IDI	75.00
03/17/2026	146926	INTEGRITY BUSINESS SOLUTIONS	414.00
03/17/2026	146927	IPS GROUP INC	1,035.92
03/17/2026	146928	JEFF ARNOLD	15.14
03/17/2026	146929	JOINT APPRENTICESHIP & TRAINI	6,500.00
03/17/2026	146930	JULIE UPTON	96.11
03/17/2026	146931	KNIGHTS TOOLS LLC	23.50
03/17/2026	146932	LAKE CHARLEVOIX MARINERS	27.19
03/17/2026	146933	MACQUEEN EQUIPMENT LLC	3,452.25
03/17/2026	146934	MANTHEI CONSTRUCTION	69.69
03/17/2026	146935	MCCARDEL CULLIGAN WATER COND	55.50
03/17/2026	146936	MICHAEL ZYNDA	171.34
03/17/2026	146937	MICHIGAN MUNICIPAL LEAGUE	2,317.00
03/17/2026	146938	NORTHWEST FIRE	615.50
03/17/2026	146939	NUCO2 LLC	262.81
03/17/2026	146940	OLSON & HOWARD PC	1,449.50
03/17/2026	146941	OMS COMPLIANCE SERVICES INC	374.75
03/17/2026	146942	PENINSULA FIBER NETWORK LLC	360.00
03/17/2026	146943	PERFORMANCE ENGINEERS INC	328.50
03/17/2026	146944	POWER LINE SUPPLY	12,071.63
03/17/2026	146945	POWER SYSTEM ENGINEERING INC	3,640.00
03/17/2026	146946	POWERPLAN	3,269.73
03/17/2026	146947	PRO IMAGE DESIGN - PETOSKEY	351.23
03/17/2026	146948	RANGE TELECOMMUNICATIONS	50.00
03/17/2026	146949	SNAP-ON CREDIT LLC	94.00
03/17/2026	146950	STAPLES	249.74
03/17/2026	146951	STATE OF MICHIGAN	5,714.07
03/17/2026	146952	STATE OF MICHIGAN	740.47
03/17/2026	146953	STOOPS FREIGHTLINER	226.95
03/17/2026	146954	SUMMIT FIRE PROTECTION	3,036.00
03/17/2026	146955	TELNET WORLDWIDE	155.84
03/17/2026	146956	TODD CARPENTER	20.00
03/17/2026	146957	TRACE ANALYTICAL LABORATORIES	275.49
03/17/2026	146958	TRUCK & TRAILER SPECIALTIES	89.74
03/17/2026	146959	UNIFIRST CORPORATION	390.17

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/17/2026 - 03/17/2026

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			
03/17/2026	146960	USA TODAY MEDIA CORP	1,158.60
03/17/2026	146961	VERIZON WIRELESS	425.00
03/17/2026	146962	VILLAGE GRAPHICS INC	1,729.18
03/17/2026	146963	VISION METERING LLC	2,950.00
03/17/2026	146964	WEX BANK	5,537.98
03/17/2026	146965	WHIPPO BROTHERS PLUMBING & HE	350.00
03/17/2026	146966	WINDEMULLER ELECTRIC	11,618.00
03/17/2026	146967	ZAREMBA EQUIPMENT INC	270.48
1 TOTALS:			
Total of 78 Checks:			303,943.36
Less 0 Void Checks:			0.00
Total of 78 Disbursements:			<u>303,943.36</u>

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/02/2026 - 03/02/2026

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			
03/02/2026	447(E)	MICHIGAN PUBLIC POWER AGENCY	7,049.15
1 TOTALS:			
Total of 1 Checks:			7,049.15
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			7,049.15

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/03/2026 - 03/03/2026

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			
03/03/2026	448(E)	AMG PAYMENT SOLUTIONS	37.96
03/03/2026	449(E)	AMG PAYMENT SOLUTIONS	34.99
1 TOTALS:			
Total of 2 Checks:			72.95
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			<u>72.95</u>

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/09/2026 - 03/09/2026

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			
03/09/2026	450(E)	MICHIGAN PUBLIC POWER AGENCY	26,983.98
1 TOTALS:			
Total of 1 Checks:			26,983.98
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			26,983.98

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/13/2026 - 03/13/2026

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			
03/13/2026	451(E)	**EFTPS* Payroll Taxes	55,361.26
03/13/2026	452(E)	EMPOWER TRUST COMPANY LLC	558.00
03/13/2026	453(E)	MissionSquare - 401 Plan 1091	1,276.39
03/13/2026	454(E)	MissionSquare - 457 Plan 3009	28,364.82
03/13/2026	455(E)	MissionSquare - Roth IRA 7061	1,685.00
03/13/2026	456(E)	STATE OF MICHIGAN	7,505.34
1 TOTALS:			
Total of 6 Checks:			94,750.81
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			94,750.81

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/26/2026 - 02/26/2026

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			
02/26/2026	4346	CHARLEVOIX COUNTY TREASURER	100,707.44
02/26/2026	4347	CHARLEVOIX DISTRICT LIBRARY	59,828.92
02/26/2026	4348	CHARLEVOIX PUBLIC SCHOOLS	3,998.41
02/26/2026	4349	CHARLEVOIX-EMMET ISD	206,797.59
02/26/2026	4350	CITY OF CHARLEVOIX - TAXES DU	57,437.87
02/26/2026	4351	LAKE CHARLEVOIX EMS AUTHORITY	70,728.92
02/26/2026	4352	RECREATIONAL AUTHORITY	16,311.37
2 TOTALS:			
Total of 7 Checks:			515,810.52
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			<u>515,810.52</u>

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 03/03/2026 - 03/03/2026

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			
03/03/2026	4353	CHARLEVOIX COUNTY TREASURER	5,774.33
03/03/2026	4354	CHARLEVOIX DISTRICT LIBRARY	2,805.87
03/03/2026	4355	CHARLEVOIX PUBLIC SCHOOLS	1,526.85
03/03/2026	4356	CHARLEVOIX-EMMET ISD	9,698.45
03/03/2026	4357	CITY OF CHARLEVOIX - TAXES DU	3,881.95
03/03/2026	4358	LAKE CHARLEVOIX EMS AUTHORITY	3,317.13
03/03/2026	4359	RECREATIONAL AUTHORITY	764.94
2 TOTALS:			
Total of 7 Checks:			27,769.52
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			27,769.52

Charlevoix City Council

Consent Agenda

Title: 2026/27 Restroom Cleaning Contract

Date: March 16, 2026

Presented By:

Background:

In mid-February, we advertised for sealed bids for the restroom cleaning throughout the City and on March 6 we opened one sealed bid from Conway Professional Services (see attachment). This work includes restroom cleaning at all of the City owned facilities throughout the year (ballfields, beaches, PSF etc).

We have worked with Conway Professional Services for many years now and overall have been very happy with them. They understand the seasonality of our area and the high usage and requirements it takes to keep our bathrooms cleaned and stocked throughout the year.

The fee has not changed from the previous contract.

Recommendation:

Motion to approve the proposal as submitted by Conway Professional Services and authorize the City Manager to sign any required documents.

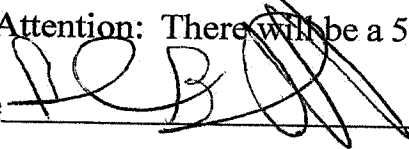
Attachments:

1. 2026 bid tab

Pricing is on a per location Hr. basis – Year 2026
Miscellaneous Cleanings will be - \$60.00 Per location

Location:		Women	Men	Urinals
1. \$40 per location	Boat Launch	2	1	1
2. \$40 per location	Depot Beach	2	1	1
3. \$65 per location	Harbormaster	7	2	3
4. \$63 per location	Pavilion – Band	4	1	2
5. \$46 per location	Bridge Park	Open Space		
6. \$42 per location	Ferry Beach	2	1	1
7. \$42 per location	Michigan Beach	2	1	1
8. \$63 per location	Beaver Island Boat Co.			
9. \$50 per location	Electric Plant			
10. \$48 per location	Ball Field			
11. \$63 per location	Pavilions			

**** Attention: There will be a 5% increase in Year Two (2) (2026) if bid is extended.

Signature  Date: 3-6-26

Charlevoix City Council

Consent Agenda

Title: Lease agreement with Enterprise Fleet for a 2026 GMC Pickup Truck

Date: March 16, 2026

Presented By:

Background:

In the approved 2025/26 budget we allocated money for one additional leased vehicle, through the Enterprise Fleet Leasing program. This vehicle is a general use vehicle for the Electric Department and the Electric Department Director. This is a crew cab, 4 cylinder, 2.7 liter turbo very similar to the truck that the DPW Superintendent normally drives.

Recommendation:

Motion to approve the lease agreement with Enterprise Fleet and authorize the City Manager to sign any required documents.

Attachments:

1. HPD_260310080006



Prepared For: City of Charlevoix
Elliott, Pat

Date 02/19/2026
AE/AM AB3/rbr

Unit #
Year 2026 Make GMC Model Sierra 1500
Series Pro 4x4 Crew Cab 5.75 ft. box 147.4 in. WB

LINEMEN
TRUCK

Vehicle Order Type Ordered Term 24 State MI Customer# 607192

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Summit White
Interior Color	Jet Black w/Vinyl Seat Trim
Lic. Plate Type	Title Only
GVWR	0

\$ 42,507.35	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax <u>0.0000%</u> State <u>MI</u>
\$ 103.00 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 600.00	Other: (See Page 2)
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Security Deposit
\$ 0.00	Taxes

\$ 43,107.35	Total Capitalized Amount (Delivered Price)
\$ 689.72	Depreciation Reserve @ <u>1.6000%</u>
\$ 308.05	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 997.77 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

\$ 0.00	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00 Physical Damage Management

\$ 0.00 Full Maintenance Program ³ Contract Miles 0
Incl: # Brake Sets (1 set = 1 Axle) 0

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.00 Per Mile

Tires 0

Loaner Vehicle Not Included

\$ 0.00 Additional Services SubTotal

\$ 0.00 Tax 0.0000% State MI

\$ 997.77 Total Monthly Rental Including Additional Services

\$ 26,554.07 Reduced Book Value at 24 Months

\$ 475.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 9,100
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE City of Charlevoix
BY

TITLE

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 300.00
Courtesy Delivery Fee	C	\$ 300.00
Total Other Charges Billed		\$ 0.00
Total Other Charges Capitalized		\$ 600.00
Other Charges Total		\$ 600.00

VEHICLE INFORMATION:

2026 GMC Sierra 1500 Pro 4x4 Crew Cab 5.75 ft. box 147.4 in. WB - US

Series ID: TK10543

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$45,647.5	\$47,500.00
Total Options	\$31.85	\$35.00
Destination Charge	\$2,795.00	\$2,795.00
Total Price	\$48,474.35	\$50,330.00

SELECTED COLOR:

Exterior: GAZ-(0 P) Summit White

Interior: H2G-Jet Black w/Vinyl Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
1SA	Preferred Equipment Group 1SA	NC	NC
1SZ	2.7L Turbo Engine Credit	\$-1,228.50	\$-1,350.00
A2S	4-Way Manual Driver Seat Adjuster	Included	Included
A7E	4-Way Manual Passenger Seat Adjuster	Included	Included
AED	Power Front Windows w/Passenger Express Down	Included	Included
AEQ	Power Rear Windows w/Express Down	Included	Included
AKO_	Deep-Tinted Glass	Included	Included
AQQ	Remote Keyless Entry	Included	Included
AU3	Power Door Locks	Included	Included
AXG	Power Front Windows w/Driver Express Up/Down	Included	Included
AZ3	Front 40/20/40 Split-Bench Seat	Included	Included
BTM	Push Button Start	Included	Included
C49_	Electric Rear-Window Defogger	Included	Included
C5W	GVWR: 7,000 lbs (3,175 Kg)	STD	STD
CGN	Spray-on Pickup Bedliner	\$495.95	\$545.00
DLF	Heated Power-Adjustable Outside Mirrors	Included	Included
GAZ_01	(0 P) Summit White	NC	NC
GRILLE	Chrome Header w/Flat Black Grille Insert Bars	Included	Included
GU6	3.42 Rear Axle Ratio	STD	STD
H2G_02	Jet Black w/Vinyl Seat Trim	NC	NC
IOR	Radio: GMC Infotainment Audio System	STD	STD
KW5	220 Amp Alternator	Included	Included
L3B	Engine: TurboMax	Included	Included
MFC	Transmission: 8-Speed Automatic	STD	STD
NP0	Single Speed Transfer Case	Included	Included
PAINT	Solid Paint	STD	STD
PCI	Convenience Package	\$764.40	\$840.00
PDI	GMC Pro Safety	Included	Included
PPW	Wireless Apple CarPlay/Wireless Android Auto	Included	Included
QBN	Tires: 255/70R17 as BW	STD	STD
QT5	EZ Lift Power Lock & Release Tailgate	Included	Included
RD6	Wheels: 17" X 8" Silver Painted Steel	Included	Included
STDTM	Vinyl Seat Trim	STD	STD

CODE	DESCRIPTION	INVOICE	MSRP
T8Z	Buckle to Drive	Included	Included
TQ5	IntelliBeam Automatic High Beam On/Off	Included	Included
UBJ	2 Charge/Data USB Ports	Included	Included
UE1	OnStar Services Capable	Included	Included
UE4	Following Distance Indicator	Included	Included
UEU	Forward Collision Alert	Included	Included
UF2	LED Cargo Area Lighting	Included	Included
UHX	Lane Keep Assist w/Lane Departure Warning	Included	Included
UHY	Automatic Emergency Braking	Included	Included
UKJ	Front Pedestrian Braking	Included	Included
UQF	6-Speaker Audio System Feature	Included	Included
UVB	HD Rear Vision Camera	Included	Included
V76	Front Frame-Mounted Black Recovery Hooks	Included	Included
VV4	Wi-Fi Hotspot Capable	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
Z85	Standard Suspension Package	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:

- Number Of Doors 4
- Rear Cargo Door Type: tailgate
- Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
- Convex Driver Mirror: convex driver and passenger mirror
- Door Handles: black
- Front And Rear Bumpers: chrome front and rear bumpers with black rub strip
- Rear Step Bumper: rear step bumper
- Front Tow Hooks: 2 front tow hooks
- Bed Liner: bed liner
- Box Style: regular
- Body Material: galvanized steel/aluminum body material
- Fender Flares: black fender flares
- Grille: black w/chrome surround grille

Convenience Features:

- Air Conditioning manual air conditioning
- Console Ducts: console ducts
- Cruise Control: cruise control with steering wheel controls
- Power Windows: power windows with front and rear 1-touch down
- Remote Keyless Entry: yes remote keyless entry
- Illuminated Entry: illuminated entry
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Passive Entry: proximity key
- Trunk FOB Controls: keyfob trunk/hatch/door release
- Window FOB Controls: remote window controls
- Steering Wheel: steering wheel with manual tilting
- Day-Night Rearview Mirror: day-night rearview mirror
- Emergency SOS: OnStar emergency communication system
- Front Cupholder: front cupholder
- Overhead Console: mini overhead console with storage
- Glove Box: locking glove box
- Driver Door Bin: driver and passenger door bins
- Rear Door Bins: rear door bins
- Dashboard Storage: dashboard storage
- IP Storage: covered bin instrument-panel storage
- Front Underseat Storage Tray: locking front underseat storage tray
- Driver Footrest: driver's footrest
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 1 12V DC power outlet

Entertainment Features:

- radio with seek-scan
- Radio Data System: radio data system
- Speakers: 6 speakers
- Internet Access: Wi-Fi Hotspot capable internet access
- TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions
- 1st Row LCD: 1 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

- Headlamp Type delay-off projector beam LED low/high beam headlamps
- Auto-Dimming Headlights: IntelliBeam auto high-beam headlights
- Cab Clearance Lights: cargo bed light

Front Wipers: variable intermittent wipers
Rear Window Defroster: rear window defroster
Tinted Windows: deep-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog appearance
Tachometer: tachometer
Voltmeter: voltmeter
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Front Pedestrian Braking: front pedestrian detection
Following Distance Indicator: following distance alert
Forward Collision Alert: forward collision
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: digital clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Oil Level Warning: low-oil-level warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning
Brake Pad Wear: brake pad wear

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars

Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: immobilizer
Panic Alarm: panic alarm
Tracker System: tracker system
Electronic Stability: StabiliTrak w/Proactive Roll Avoidance electronic stability stability control with anti-rollover
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: vinyl front and rear seat upholstery
Door Trim Insert: vinyl door panel trim
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Cabbback Insulator: cabbback insulator
Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert
Shift Knob Trim: urethane shift knob
Interior Accents: chrome interior accents

Standard Engine:

Engine 310-hp, 2.7-liter I-4 (regular gas)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual

Charlevoix City Council

All Other Actions and Requests

Title: Contract with Manthei Construction, LLC for New Composting Facility

Date: March 16, 2026

Presented By: Pat Elliott, Public Works Superintendent

Background:

Due to the sale of our old stock yard and composting facility, we are relocating all of those operations to our property located at the end of Carpenter Road. For phase one of the project, the stockyard relocation, we reached out to Elmers and Manthei Construction to give us a quote for the clearing, grading and graveling. Manthei Construction was the only contractor to submit a proposal for this work, and had the availability last fall to complete the work. The entire stockyard project is complete and operational at this point.

For phase two of this project, the composting facility, our approach to pricing this out has been a design/build due to a number of circumstances. These circumstances are as follows: We do not have any topography mapping of the site, no soil borings or any construction drawings available to be able to bid apples to apples. Furthermore, the early snowfall around Thanksgiving and the winter that we have had has eliminated the ability to actually access this area. Lastly, the timeframe in which we need to have this site operational did not afford the opportunity to wait until spring to gather the information listed previously and create any documents that could be bid apples to apples.

By using this approach to pricing we have also eliminated, at minimum, \$30,000.00 in engineering, survey, topography and bidding fees along with expediting the actual construction timeframe.

We budgeted \$235,000.00 for this work, but we have also budgeted an additional \$75,000.00 for the use of a tub grinder to manage the wood material that accumulates at the composting site. Since that time, I have reached out to a few places that cut and sell firewood. Instead of us hauling that wood to our facility to then pay for it to go into the tub grinder we will be hauling that material directly to their sites. This will reduce the amount of money needed for the tub grinder and will offset the added cost of construction.

We have worked with Manthei Construction on numerous projects throughout the years and have had great success with their workmanship. Most recently they completed phase one of the project and we are now proposing to complete the second phase. I have reviewed their proposal and feel this is a fair contract price and is actually a little less, per square foot, than phase one was.

In speaking with Manthei they also feel confident that they would be able to complete the project in time so that we could start using this facility in the spring. The completion date does hinge on when they are actually authorized to commence the project.

Recommendation:

Motion to approve the Manthei Construction proposal for \$295,760.00 and authorize the City Manager to sign any required documents.

Attachments:

1. HPD_260310062414

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> 3/9/26
<u>STREET</u> 210 State Street Charlevoix, MI 49720	<u>JOB NAME</u> Carpenter Street Compost Yard		
	<u>JOB LOCATION</u> Charlevoix		
<u>ATTENTION</u> Pat Elliott	<u>ARCHITECT / ENGINEER</u> N/A	<u>DATE OF PLANS</u> N/A	

Compost Collection Yard – Carpenter Street

Entrance Drive and Compost Collection Yard..... \$295,760.00 lump sum
Construct an entrance drive from Carpenter Street along the west property line to the southwest corner of the new fence. Clear, grade and place gravel to construct a compost collection yard on the southern half of the property (approximately 380 ft x 470 ft).

\$1.65/SF.

Work Includes:

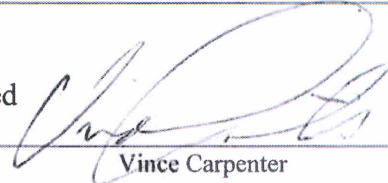
- Clearing of approximately 4 acres. Includes hauling out brush, logs and stumps.
- Strip topsoil and haul away
- Place sand subbase to allow the top surface to be flush with surrounding surface
- Place pit run gravel on the yard waste collection area (from south edge of the fence to the south property line).
- Place 6" of gravel on the entrance drive from Carpenter Street to the southwest corner of the new fence.

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

All Other Actions and Requests

Title: Purchase of Light Poles & Fixtures for \$62,610.00

Date: March 16, 2026

Presented By: Jeff Goward, Electric Department Director

Background:

Last fall, Mr. Griffith initiated a test pole and fixture replacement on West Dixon to evaluate a new lighting style. The test installation was approved by City Council and completed successfully. This style of light fixture and pole was selected to be in keeping with our lighting ordinance, to maintain and historic look throughout the city, and to be consistent for future residential street installation.

We have had growing issues with tile old lights located on along the channel. When staff conducted an inventory of available parts to make repairs, we discovered that none of the existing components were compatible or usable. We then requested quotes for replacement parts, which came back at a significantly higher cost than the brand-new fixtures recently installed on West Dixon.

As we examined the channel fixtures more closely, it also became clear that the current design presents serious safety concerns. Many of the fixtures extend directly over the water, requiring linemen to lean backward from an A-frame ladder positioned at the edge. Due to the inherent danger of this setup, I directed staff not to proceed with repairs until safer alternatives could be explored.

Based on these findings, the City is launching a comprehensive, multi-year lighting replacement program. The plan will begin this year with the first 30 fixtures and will continue over the next six years.

The goals of this phased approach are to:

- Replace outdated and unsafe fixtures
- Improve energy efficiency across City infrastructure
- Reduce ongoing maintenance needs and costs
- Ensure consistent, high-quality lighting throughout public spaces

By spreading this work over six years, the City can manage costs responsibly while completing upgrades in a prioritized, organized manner.

Recommendation:

Motion to approve the purchase of thirty lighting fixtures in the amount of \$62,610.00 from Holophane.

Attachments:

1. Charlevoix River Channel Quote 26-14097-9



Quoted To: Charlevoix Power Utilities
Charlevoix, MI

Job Name: Charlevoix River Channel
 Quote #: 2006-26-14097-9
 Quote Label: Budget cost J. Goward
 Job Location: Charlevoix, Michigan
 Issue Date: 3/2/2026
 Good Through: 4/1/2026
 Bid Date: 2/20/2026

Quoted By: Dave Smith
 616-662-0354
 DSmith@holophane.com

Quoted For: Charlevoix
MI

Type	Qty	Catalog #	Unit \$	Ext \$
FIXTURE	30	AUCL3 P20 30K MVOLT FC3 BK SK FRGL PR7 CLHSSGL34 Utility Arlington Full Cutoff LED 3, P20 performance package, 3000K, 120-277V, Full cutoff, type III, Black, Spike finial, 10% Frosted tempered glass lens, 7 pin NEMA dimmable photocontrol receptacle, Glass, Type 3 & Type 4 - Louvered house side shield	\$1,076.00	\$32,280.00
POLE	30	WDA 10 F4C 17S C03 BK ABG GRD Wadsworth aluminum pole, 10FT, Shaft, 4IN diameter fluted, .125 wall, 17IN Base, Square Pattern Bolt Circle, Tenon, 3.00 O.D. x 3IN tall, Black, Anchor bolt (galvanized steel), 1/2 copper grounding lug 8 WEEK LEAD TIME	\$1,011.00	\$30,330.00
QUOTE VALID UNTIL 4-03-2026 ANCHOR BOLTS INCLUDED BUDGET PRICE INCLUDES DISTRIBUTOR MARK-UP INTERNAL P7 RECEPTACLE QUOTED				

Estimated Lead Time: 6 to 8 weeks Grand Total: \$62,610.00

- Notes**
- * Quote is based on quantities and types indicated by customer. Changes in counts or types may affect prices.
 - * Quote valid for 60 days.
 - * Lead time begins the day the order is released and is based on working days. Five working days per week.
 - * Quote Number MUST Be Written On Purchase Order

Terms

Please reference the Acuity Brands Terms & Conditions at: <https://www.acuitybrands.com/support/warranty/terms-and-conditions>. Shipment lead times begin the day after the order is released and are based on working days only. Shipments are FOB Shipping Point on all orders. Holophane shall pay freight on orders of \$3,000 or more (\$750 for replacement ballast kits) to all points in the continental United States and Canada. Upon release of your order, poles and non-standard material cannot be canceled or returned. Terms are subject to revision.

Charlevoix City Council

All Other Actions and Requests

Title: Special Event Requests: Chamber Annual Events

Date: March 16, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Dear Mayor and Members of City Council,

On behalf of the Charlevoix Chamber, we are writing to formally request City Council's approval and support for the Charlevoix Chamber events which include:

- Summer Art Show
- Art & Craft Show
- Summer Sidewalk Sales
- Apple Fest
- Holiday Parade & Tree Lighting

Our events are a long-standing, family-friendly community events that brings together local families, and visitors to shop, eat and dine in Charlevoix.

We are committed to working closely with City staff to ensure the event meets all City requirements and prioritizes public safety. Our events are offered at no cost to attendees and aligns with our goals of fostering community engagement and supporting downtown vitality.

Thank you for your consideration of this request. We appreciate Council's continued support of community events and would be happy to provide additional information or attend a meeting to answer any questions.

Sincerely,

Sarah Van Horn, President

Caitlin Cole, Programs and Engagement Manager

Recommendation:

Motion to approve the events as presented by the Charlevoix Chamber of Commerce.

Attachments:

1. Planning WKST Summer Art Show-1
2. Planning WKST Art & Craft Show-1
3. Planning WRKST APPLE26-1
4. SummerSidewalkSalesCITYPLAN-1
5. City Planning WRKST-Holiday Parade-1



Event Planning Worksheet/Schedule

Name of Event: 27th Annual Summer Art Show

Event Contact Person (Available the day of the event): Caitlin Cole, 231-330-2621

Date(s): Saturday, June 27 & Sunday, June 28, 2026

Time(s):

Chamber Set-up: Thurs June 25 1pm-5pm

Vendor Set-up: Fri June 26 10am-9pm; Sat June 27 7am-10am; Sun June 28 7am-10am

Show Hours: Sat June 27 10am-6pm; Sun June 28 10am-4pm

Location(s): East Park

List of items/support needed:

- Parking: Fri – Sun, Request tall stanchions/traffic cones placed to block east side of Bridge Street, between Antrim and Clinton for loading/unloading purposes. Request police tape to deter cone removal & pull-ins. Area to be a pedestrian walkway on Sat & Sun. Chamber and NorthStar Executive Protection will monitor and enforce.
- Parking: Fri – Sun, Request tall stanchions/traffic cones placed to block the parking spaces on East Clinton and East Antrim for exhibitor loading/unloading zone. Request police tape to deter cone removal and pull-ins. Chamber and NorthStar Executive Protection will enforce.
- Electricity: Request for all electrical boxes/outlets to be turned on and available for use in East Park along Bridge Street. Please place additional electric “spider” boxes as shown on event map.
- Event Banners: Request to have banners advertising the show displayed north and south of town. Charlevoix Screen Masters will hang the banners prior to the event and take them down following the event.
- Banner Sponsors: The Chamber will hang sponsor banners downtown in East Park during the event. Chamber staff will hang the banners on Friday and take them down on Sunday.



- Sprinklers: Request for sprinkler system in East Park to be turned off Friday, Saturday, and Sunday.
- Sanitation: Request for extra trash barrels in park.
- Restrooms: Request all restrooms to be cleaned and ready for heavy usage. Chamber staff to check restrooms during event and restock supplies as needed; City staff to check pre-post event.
- Odmark Pavilion: Chamber Staff & Ambassadors will set up tables under the pavilion and serve as vendor welcome/registration 8am – 10am on Saturday & Sunday. Request pavilion keys for storage purposes.

The Chamber will call MIS DIGG to stake out location of underground utilities in the park at least three business days prior to set-up. No tent stakes will be placed until lines are marked.

The Charlevoix Area Chamber of Commerce has hired NorthStar Executive Protection to provide security services as follows:

Fri, June 26	7:00pm – Midnight	Overnight Security
Sat, June 27	Midnight – 10am	Overnight Security/A.M. Loading Zone Enforcement
	10am – 6:00pm	Parking Enforcement
	6:00pm – Midnight	Overnight Security
Sun, June 28	Midnight – 10am	Overnight Security/A.M. Loading Zone Enforcement
	10am – 5:00pm	Parking Enforcement

NorthStar Executive Protection
 Mr. Jason Siegert
 1505 Hubert Rd
 Hubbard Lake, MI 49747
 844-625-3723 | 989-727-3842

All Hazards Mitigation Plan

In case of potential disruptions, staff and volunteers will make announcements to event attendees. Staff and volunteers will assist in any evacuation needs. First responders will be notified of any disruptions. Communication methods include cell phones, face-to-face instructions, social media updates, and coordination with City officials.



Event Planning Worksheet/Schedule

Name of Event: 57th Annual Art & Craft Show

Event Contact Person (Available the day of the event): Caitlin Cole, 231-330-2621

Date(s): Saturday, July 11 & Sunday, July 12, 2026

Time(s):

Chamber Set-up: Thurs July 9 1pm-5pm

Vendor Set-up: Fri July 10 10am-9pm; Sat July 11 7am-10am; Sun July 12 7am-10am

Show Hours: Sat July 11 10am-6pm; Sun July 12 10am-4pm

Location(s): East Park

List of items/support needed:

- Parking: Fri – Sun, Request tall stanchions/traffic cones placed to block east side of Bridge Street, between Antrim and Clinton for loading/unloading purposes. Request police tape to deter cone removal & pull-ins. Area to be a pedestrian walkway on Sat & Sun. Chamber and NorthStar Executive Protection will monitor and enforce.
- Parking: Fri – Sun, Request tall stanchions/traffic cones placed to block the parking spaces on East Clinton and East Antrim for exhibitor loading/unloading zone. Request police tape to deter cone removal and pull-ins. Chamber and NorthStar Executive Protection will enforce.
- Electricity: Request for all electrical boxes/outlets to be turned on and available for use in East Park along Bridge Street. Please place additional electric “spider” boxes as shown on event map.
- Event Banners: Request to have banners advertising the show displayed north and south of town. Charlevoix Screen Masters will hang the banners prior to the event and take them down following the event.
- Banner Sponsors: The Chamber will hang sponsor banners downtown in East Park during the event. Chamber staff will hang the banners on Friday and take them down on Sunday.



- Sprinklers: Request for sprinkler system in East Park to be turned off Friday, Saturday, and Sunday.
- Sanitation: Request for extra trash barrels in park.
- Restrooms: Request all restrooms to be cleaned and ready for heavy usage. Chamber staff to check restrooms during event and restock supplies as needed; City staff to check pre-post event.
- Odmark Pavilion: Chamber Staff & Ambassadors will set up tables under the pavilion and serve as vendor welcome/registration 8am – 10am on Saturday & Sunday. Request pavilion keys for storage purposes.

The Chamber will call MIS DIGG to stake out location of underground utilities in the park at least three business days prior to set-up. No tent stakes will be placed until lines are marked.

The Charlevoix Area Chamber of Commerce has hired NorthStar Executive Protection to provide security services as follows:

Fri, July 10	7:00pm – Midnight	Overnight Security
Sat, July 11	Midnight – 10am	Overnight Security/A.M. Loading Zone Enforcement
	10am – 6:00pm	Parking Enforcement
	6:00pm – Midnight	Overnight Security
Sun, July 12	Midnight – 10am	Overnight Security/A.M. Loading Zone Enforcement
	10am – 5:00pm	Parking Enforcement

NorthStar Executive Protection
 Mr. Jason Siegert
 1505 Hubert Rd
 Hubbard Lake, MI 49747
 844-625-3723 | 989-727-3842

All Hazards Mitigation Plan

In case of potential disruptions, staff and volunteers will make announcements to event attendees. Staff and volunteers will assist in any evacuation needs. First responders will be notified of any disruptions. Communication methods include cell phones, face-to-face instructions, social media updates, and coordination with City officials.



Event Planning Worksheet/Schedule

Name of Event: 47th Annual Apple Fest

Event Contact Person (Available the day of the event): Caitlin Cole 231-330-2621
Sarah Van Horn 231-675-0141

Date(s): Friday, October 9, Saturday, October 10 & Sunday, October 11, 2026

Times:	Chamber Set-up:	Wed, October 7	12:00 pm – 5:00 pm
		Thur, October 8	8:00 am – 10:00 am
Trailers)	Non-Profit Set-up:	Wed, October 7	12:00 pm – 3:00pm (Lions & Kiwanis)
	Orchard Set-up:	Wed, October 7	3:00 pm – 7:00pm
		Thur, October 8	10:00 am – 7:00 pm
	Vendor Set-up:	Thu, October 8	10:00 am – 7:00 pm
		Fri, October 9	7:00 am – 10:00 am
		Sat, October 10	7:00 am – 10:00 am
		Sun, October 11	7:00 am – 10:00 am
	Show Hours:	Fri, October 9	10:00 pm – 6:00 pm
		Sat, October 10	10:00 am – 6:00 pm
		Sun, October 11	10:00 am – 4:00 pm

Location(s): East Park -- Craft Show & Vendor Booths
Mason Street - - Craft Show & Vendor Booths, Face Painting, Petting Zoo,
Twister Joe
East Park Performance Pavilion - Vendor Coffee & Donuts

List of items/support needed:

- **Loading Zones – East Park:**

- **Wednesday – Sunday:** Request tall stanchions/traffic cones placed to block the parking spaces on:

The East side of Bridge Street, between Antrim and Clinton for loading/unloading purposes. This lane will be used for product storage and remain clear of vehicles during show hours.



We are encouraging the orchards to get their tents up on Wednesday to alleviate parking congestion on Thursday when the rest of the vendors arrive. Lions and Kiwanis are also encouraged to get their trailers in place on Wednesday.

- **Loading Zones – East Park:**

- **Thursday – Sunday:** Request tall stanchions/traffic cones placed to block the parking spaces on:

The East end of Clinton for loading/unloading purposes. This area will be used as a loading and restocking zone by orchards/growers, non-profit organizations and craft show exhibitors.

The East end of Antrim Street for loading/unloading purposes. This area will be used as a loading and restocking zone by orchards/growers, non-profit organizations and craft show exhibitors.

- **Orchard Parking:** During show hours orchards/growers may park a small truck in Chamber assigned parking spaces on either East Clinton or East Antrim. Parking permits will be issued for this purpose.

Participating orchards/growers may park their larger trucks/trailers in the White parking lot during the event. Chamber staff will contact orchards prior to the event to determine the number of trucks/trailers that will utilize the lot. Chamber staff will use cones to reserve parking spaces for the orchards.

Chamber requests **20 short cones** to be dropped behind the Chamber office prior to the event. These cones will be used to reserve parking spaces in the White lot and on Mason and Antrim Streets for orchards/growers.

- **Mason Street Road Closure & Activities:**

- **Road Closure:** Thursday – Sunday: Request the East end of Mason Street between Bridge Street and the parking lots to be closed to accommodate Vendor Booths. Chamber Staff will mark spaces at 8:00am on Thursday morning, so road must be closed Wednesday night or very early Thursday.
- **Picnic Tables, Trash Barrels and Benches:** The petting farm and children's activities will also be located on Mason Street on Saturday and Sunday. These activities will be offered during show hours on Saturday and Sunday only. Request picnic tables, trash barrels and benches to be placed on Mason Street as shown on attached map.



- **Banners:** Charlevoix Screen Masters will hang event banners on the north and south sides of town.
- **Electricity:** Thursday – Sunday, Request availability of all electrical outlets in East Park. Please place “spiders” as shown on attached map.
- **Water:** Request water hook up for the fire hydrant located on the corner of Bridge and Clinton Street (nearest the stop light). The Lions Club runs a hose to the hydrant during the event.
- **Picnic Tables:** Request placement of tables & benches as shown on attached maps.
Note:
- **Sanitation:** Request for extra trash barrels in parks and on Mason Street. City to check trash receptacles throughout event. Chamber has extra trash bags and will empty barrels if needed.
- **Restrooms:** Request for all public restrooms to be cleaned and ready for heavy usage. City to check restrooms throughout the event and restock supplies as needed. Chamber staff can restock restrooms as needed if City leaves a supply of toilet paper and paper towels in the performance pavilion.
- **Sprinklers:** Request for sprinkler system in East Park and Bridge Park to be turned off Wednesday, Thursday, Friday, Saturday and Sunday.
- **Odmark Pavilion:** Request keys to the pavilion for storage purposes.
- **Dumpsters:** Request 2 dumpsters - one to be placed in the eastern most parking space on East Clinton Street and one to be placed in the eastern most parking space on East Antrim Street. Dumpsters will be used by orchards, non-profits and art show vendors.
- **Sponsor Banners:** Chamber staff will hang event sponsor banners in East Park during the festival – see attached map for banner placement locations. Banners will be put up on Thursday and will be taken down at the end of the event on Sunday.
- **Mis Digg:** The Chamber will call MIS DIGG at 800-482-7171 or 811 to mark locations of underground utilities in East Park at least three days prior to set-up. No tent stakes will be placed until lines are marked.
- **Security: Northstar Executive Group will provide security service as follows:**

Thu, Oct 8

7:00pm – midnight

Overnight Security



Fri, Oct 9 Enforcement	midnight – 10:00am	Overnight Security/A.M. Loading Zone
	10:00am – 12:00pm	Parking Enforcement
	12:00pm – 5:00pm	<i>Break – No security needed</i>
	5:00pm – midnight	Overnight Security
Sat, Oct 10 Enforcement	midnight - 10:00am	Overnight Security/A.M. Loading Zone
	10:00am - 12:00pm	Parking Enforcement
	12:00 – 5:00pm	<i>Break – No security needed</i>
	5:00pm – Midnight	Overnight Security
Sun, Oct 11 Enforcement	midnight – 10:00am	Overnight Security/A.M. Loading Zone
	10:00am - 5:00pm	Parking Enforcement

Northstar Executive Group, Mr. Jason Siegert
 1505 Hubert Rd
 Hubbard Lake, MI 49747
 844-625-3723 989-727-3842

All Hazards Mitigation Plan

In case of potential disruptions, staff and volunteers will make announcements to event attendees. Staff and volunteers will assist in any evacuation needs. First responders will be notified of any disruptions. Communication methods include cell phones, face-to-face instructions, social media updates, and coordination with City officials.



Event Planning Worksheet/Schedule

Name of Event: Charlevoix Summer Sidewalk Sales

Event Contact Person (Available the day of the event): Caitlin Cole 231-330-2621

Date(s): August 14-16, 2025

Time(s): 9:00 a.m. – 6:00 p.m.

Locations: Downtown Charlevoix – Participating merchants will set up their sales racks on the sidewalk in front of their stores each morning during the event. The merchants are responsible for the set up and removal of their display items.

List of items/support needed:

- Request for downtown sidewalks to be cleaned prior to the event.
- Early Thursday morning: Request tall stanchions placed to block all parking spaces on the west side of Bridge Street from Antrim Street to the Bridge. The area will be used for pedestrians.
- Early Thursday morning: Request tall stanchions placed to block all parking spaces on the east side of Bridge Street from Clinton Street to Schulman Paddleworks. The area will be used for pedestrians.
- Early Thursday morning: Request tall stanchions placed to block the parking spaces on the east end of Mason Street, and The Clothing Company may choose to block the parking spaces in front of their storefronts as needed to accommodate their sales.
- Request all City restrooms to be open and available for heavy usage.
- Request to hang two banners – one at M-66 and US 31 and one at the Municipal Golf Course.

All Hazards Mitigation Plan

In case of potential disruptions, staff and volunteers will make announcements to event attendees. Staff and volunteers will assist in any evacuation needs. First responders will be notified of any disruptions. Communication methods include cell phones, face-to-face instructions, social media updates, and coordination with City officials.



Event Planning Worksheet/Schedule

Name of Event: 15th Annual Holiday Parade & Tree Lighting

Event Contact Person (Available the day of the event): Caitlin Cole 231-330-2621
Sarah Van Horn 231-675-0141

Date(s): Friday, November 27, 2026

Times & Locations:

- 3:00-5:00pm: Children's Craft Activities at Charlevoix Circle of Arts
- 3:00-5:00pm: Photos with Santa and snacks at Charlevoix State Bank
- 5:30-6:00pm: Holiday Parade downtown – East Hurlbut, to Bridge Street to Clinton Street
- 6:00pm: Community Tree Lighting in East Park, corner of Bridge & Clinton

List of items/support needed:

PRE-EVENT PREPARATION:

HOLIDAY PARADE, 5:30-6:00pm:

- **US 31 Road Closure:** Request permission from MDOT to close US 31 from Upright to Park for one hour – between 5:15 and 6:15pm.
- **East Hurlbut Road Closure:** Request permission to close east Hurlbut between Bridge and May Street from 4:30 to 5:30pm for the parade line up.
- **Parade Line-Up Cones:** Request 30 small cones to be dropped off on East Hurlbut prior to the event (the kind with the hole on top so that we can put signs in them.)
- **East Park Electrical Needs:** Request use of an electric box near center plaza in East Park for parade announcement purposes.



- **Parking Cones:** Request tall cones to be placed on the east and west sides of Bridge Street between Clinton and Antrim the morning of the event. Chamber staff and merchants will begin blocking parking spaces in the afternoon in order to provide a safer viewing environment for the parade. Chamber staff will pull the cones when the event is over.
- **Fire Trucks:** Request fire trucks/police cars at the beginning and end of the parade.

Parade Details and Tree Lighting:

- **Parade Announcement Stand:** The Chamber will hire an MC to play music and make announcements leading up to and during the parade. The announcement table and equipment will be set up along Bridge Street near the community tree.
- **Line Up:** Entrants will line up on East Hurlbut between 4:30 and 5:30pm.
- **Parade Route:** The parade will start at 5:30pm. Participants will turn north onto Bridge Street and then west onto Clinton Street (where the parade will end, and participants will disperse).
- **Tree Lighting:** Santa will be the last entry in the parade. He will be dropped off on the corner of Bridge and Clinton so that he can light the tree.

GENERAL EVENT NEEDS:

- **Tree Lights:** City Electric Department to place Christmas lights on Community Tree prior to event.
- **Banners:** Charlevoix Screen Masters will hang event banners on either end of town prior to the event and take them down following the event.
- **Odmark Pavilion:** Request permission to use the sound system in the band shell to play holiday music during the day.
- **Electricity:** Santa will need access to the electric box to switch the tree lights on at 6:00pm.
- **Restrooms:** Request all public restrooms to be open until 6:30pm.



Overview of activities on November 27th:

All Day: Merchants will offer great Black Friday Deals

3:00-5:00pm: Children's craft activity at the Charlevoix Circle of Arts

3:00-5:00pm: Photos with Santa and snacks at Charlevoix State Bank

5:00pm: Hot Cocoa in the Park compliments of The Weathervane

5:30-6:00pm: Holiday Parade

6:00pm: Santa will light the Community Tree

All Hazards Mitigation Plan

In case of potential disruptions, staff and volunteers will make announcements to event attendees. Staff and volunteers will assist in any evacuation needs. First responders will be notified of any disruptions. Communication methods include cell phones, face-to-face instructions, social media updates, and coordination with City officials.

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: March 16, 2026

Presented By:

Background:

A. MDOT Proposed Changes for US 31

As you know, MDOT held a public meeting or present their proposal to change the traffic pattern and design in downtown to improve safety and flow of traffic. I know they have received feedback both at this meeting and since. I will be meeting with them next week to discuss what the next steps are in their review process for this project and when they may present further details to City Council.

B. Northside Bike Trail

There is an unexpected issue for the bike trail in that the easements were obtained as a donation rather than purchased. Our engineers are working with MDOT to ensure we can continue with these since federal rules tied to the MDOT grant have changed since they were obtained.

Recommendation:

Attachments:

None

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: March 16, 2026

Presented By:

Background:

Recommendation:

Attachments:

None