



**Agenda**  
**City of Charlevoix City Council Regular Meeting**  
**Monday, April 20, 2026 - 6:00 PM**  
**Council Chambers, 210 State Street, Charlevoix, MI**

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- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
  - A. Tree City USA Proclamation and Poster Contest  
Lyle Gennett
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
  - A. City Council Meeting Minutes - April 6 & 14 2026
  - B. Accounts Payable and Payroll Check Registers
  - C. Airport Through-Put Fee
  - D. Purchase of a 2026 Front End Loader for \$255,529.40
  - E. 2026 Pavement Marking Contract for \$29,952.54
  - F. 2026 Manhole Lining Contract with Advanced Rehabilitation Technology
- 6. Public Hearings and Actions Requiring Public Hearings**
  - A. Public Hearing: Ordinance 870- Bus and Motor Coach Limitations  
Mark Heydlauff, City Manager  
Jill McDonnell, Chief of Police
  - B. Public Hearing: Ordinances 871 and 872 for Payment in Lieu of Tax Ordinances- Lighthouse Gardens and Charlevoix Apartments  
Mark Heydlauff, City Manager  
Steve Lyman- Naked Capital LLC
  - C. Set Public Hearing for 873: Prohibition on Commercial Tours  
Mark Heydlauff, City Manager
  - D. Capital Improvement Plan  
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**
  - A. Mayoral Appointments  
Lyle Gennett  
Mayor

**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](mailto: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

## Presentations

**Title:** Tree City USA Proclamation and Poster Contest

**Date:** April 20, 2026

**Presented By:** Lyle Gennett

### **Background:**

The City of Charlevoix has once again been recognized as a Tree City by the Arbor Day Foundation, reflecting our long-standing commitment to maintaining a healthy and sustainable urban forest. To maintain Tree City status, the City must meet several requirements, including operating a tree board, managing tree planting and pruning, and promoting community awareness about the value of trees.

To support this community engagement requirement, the City will sponsor a poster contest for third-grade students at Charlevoix Public Schools and St. Mary's School. This year's Arbor Day theme is "I DIG TREES." Students will create posters illustrating this theme, and submissions will be evaluated based on how effectively the theme is expressed.

The winning poster will be displayed at City Hall, presented at the May 18 City Council meeting, featured on the City's social media platforms, and later framed and returned to the student.

### **Recommendation:**

### **Attachments:**

1. Arbor Day Proclamation 2026



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\*\*\* OFFICIAL PROCLAMATION \*\*\*

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**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, \_\_\_\_\_, Mayor of the City of \_\_\_\_\_, do hereby proclaim \_\_\_\_\_ as **ARBOR DAY**

In the City of \_\_\_\_\_, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

**FURTHER,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED THIS** \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Mayor \_\_\_\_\_

# Charlevoix City Council

## Consent Agenda

**Title:** City Council Meeting Minutes - April 6 & 14 2026

**Date:** April 20, 2026

**Presented By:**

**Background:**

**Recommendation:**

Motion to approve the minutes as presented.

**Attachments:**

1. 2026.04.06 WS CC DRAFT
2. 2026.04.06 CC DRAFT
3. 2026.04.14 WS CC DRAFT

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Monday, April 6, 2026 - 5:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**1. Roll Call**

Mayor: Lyle Gennett

Members Present: Aaron Hagen, Dennis Halverson, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

**2. Presentations**

A. Airport Layout Plan: Current and Future Prospects

Robert Scholey, Airport Manager

David Joye- RS&H

Kelsey Reeves- RS&H

Mark Heydlauff, City Manager, presented information on the Airport Layout Plan (ALP).

David Joye and Kelsey Reeves from RS&H explained the history and purpose of an airport layout plan. Hard copies of the current ALP and the Scope of Services were provided to Council.

Mr. Joye, Mr. Reeves, Mr. Scholey, and Mr. Heydlauff answered questions from Council.

**3. Reports and Communications**

A. Public Comment

**4. Adjourn**

Mayor Gennett adjourned the meeting at 5:53 p.m.

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Sarah J. Dvoracek City Clerk

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Lyle Gennett Mayor

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Monday, April 6, 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, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

**3. Presentations**

A. Mayoral Proclamation recognizing Sexual Assault Awareness Month

Mayor Lyle Gennett

Mayor Gennett read the Mayoral Proclamation recognizing April as Sexual Assault Awareness Month.

**4. Inquiry Regarding Conflicts of Interest**

Council Member Hagen recused himself from item 7D. Special Event Request: Bridge Park Live Music from Bridge Street Tap Room.

**5. Consent Agenda**

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

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

Nays: None

**Motion carried.**

A. City Council Meeting Minutes - March 18, 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
03/17/2026	Special Accounts Payable Run	\$450.00
03/19/2026	Special Accounts Payable Run	\$15,402.35
03/27/2026	Payroll (regular payroll net pay)	\$124,599.19
03/27/2026	Payroll Remittance Checks	\$6,921.42

04/07/2026	Regular Accounts Payable	\$152,029.24
03/10//2026-03/30/2026	ACH/WIRE Payments	\$1,201,867.58
<b>Grand Total</b>		<b>\$1,501,269.78</b>
The detailed accounts payable and payroll check registers can be viewed on the City's <a href="#">website</a> .		

- C. Renewal of Assessing Agreement with Joe Lavender and Up North Assessing, Inc.  
Motion to approve the agreement as presented with Up North Assessing and allow the City Manager and City Clerk to sign all necessary documents.
- D. MERS Authorized Signatories  
Motion by Parr, seconded by Knapp, to authorize the MERS Signatory Resolution to designate the Mayor as the authorized signer on the City's behalf.

**CITY OF CHARLEVOIX RESOLUTION NO. 2026-04-01  
ESTABLISHING AUTHORIZED SIGNATORIES FOR MERS CONTRACTS AND SERVICE CREDIT PURCHASE APPROVALS**

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution is being adopted by the governing body of the participating entity and applies to all reporting units of said participating entity.

**WHEREAS** the City of Charlevoix ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

**WHEREAS** MERS requires the signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

**WHEREAS** the Employer wishes to designate certain job position(s), the holder(s) of may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body; and

**WHEREAS** this Resolution is not intended to apply to MERS forms or any MERS document except as specifically mentioned herein,

**NOW THEREFORE BE IT RESOLVED** that the Governing Body resolves:

The holders of the following job position(s) are hereby authorized officials that can sign: (1) MERS Adoption Agreements, Resolutions, Participating Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the

Employer with respect to Employer's participation in any MERS-administrated product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. Mayor

This resolution may be revoked in writing or amended by the Governing Body at any time provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

**RESOLVED**, this 6th day of April, 2026 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

**Motion carried.**

**6. Public Hearings and Actions Requiring Public Hearings**

A. Set Public Hearing: Bus and Motor Coach Ordinance

Mark Heydlauff, City Manager

Jill McDonnell, Chief of Police

City Manager Heydlauff presented information on the Set Public Hearing: Bus and Motor Coach Ordinance.

Mr. Heydlauff and Chief McDonnell answered questions from Council.

Mayor Gennett opened the item for public comment, two were heard.

Motion by Kalbfell, seconded by Spring to set a public hearing for Ordinance 870 for Monday, April 20, 2026 at 6pm in the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan.

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

Nays: None

**Motion carried.**

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

Motion by Kalbfell, seconded by Parr to direct City Staff and the City Attorney to prepare a draft ordinance to prohibit commercial tours being conducted for any type of compensation within residential-zoned neighborhoods.

Yeas: Kalbfell, Parr, Knapp, Gennett

Nays: Spring, Hagen, Halverson

**Motion carried.**

B. Set Public Hearing: Ordinances 871 and 872 for Payment in Lieu of Tax Ordinances- Lighthouse Gardens and Charlevoix Apartments

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Ordinances 871 and 872 for Payment in Lieu of Tax Ordinances—Lighthouse Gardens and Charlevoix Apartments.

Mr. Heydlauff answered questions from Council.

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

Motion by Hagen, seconded by Spring to set a public hearing on Ordinance 871 and 872 for PILOTs for the Lighthouse Gardens and Charlevoix Apartments for Monday, April 20, 2026 at 6pm in the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan.

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

Nays: None

**Motion carried.**

## 7. All Other Actions and Requests

### A. MDOT Proposal for Local Streets Connected to US 31

Matt Radulski- MDOT

Jason Gailitis- MDOT

Andrew Krzysnik- MDOT

Matt Radulski and Andrew Krzysnik, representatives from MDOT, presented information on the Proposal for Local Streets Connected to US 31.

Discussion was held. Mr. Radulski and Mr. Krzysnik answered questions from Council.

Mayor Gennett opened the item for public comment, four were heard.

Motion by Halverson, seconded by Spring to approve the proposed one-way conversion on Mason Street and Clinton Street as presented.

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

Nays: None

**Motion carried.**

### B. 5 Year Parks and Recreation Master Plan

Kent Knorr, Recreation Director

Kent Knorr, Recreation Director, presented information on the 5 Year Parks and Recreation Master Plan.

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

Motion by Knapp, seconded by Kalbfell to approve entering into an agreement with Beckett & Raeder to complete the 5 Year Parks and Recreation Plan in the amount of \$11,700 and authorize the City Manager to sign all necessary documents.

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

Nays: None

**Motion carried.**

### C. Special Event Request: "Gather and Give" A Farm to table dinner

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Request: Gather and Give-A Farm to table dinner.

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

Motion by Spring, seconded by Hagen to approve Gather and Give on Friday, July 17, 2026 in East Park as presented.

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

Nays: None

**Motion carried.**

D. Special Event Request: Bridge Park Live Music from Bridge Street Tap Room

Mark Heydlauff, City Manager

Council Member Hagen stepped down from the dais at 7:10 p.m.

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

Motion by Parr, seconded by Spring to approve the Bridge Street Tap Room request for live music in Bridge Park {as presented}.

Yeas: Spring, Kalbfell, Parr, Knapp, Halverson

Nays: None

Abstain: Hagen

**Motion carried.**

Council Member Hagen returned to the dais at 7:12 p.m.

E. Special Event Request: Boyne Thunder

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Request for Boyne Thunder.

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

Motion by Hagen, seconded by Parr to approve the use of Bridge Park and the Charlevoix Marina for Boyne Thunder.

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

Nays: None

**Motion carried.**

F. Special Event Request: Apple Fest

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Request: Apple Fest.

Sarah Van Horn, Chamber President, answered from Council.

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

Council concurred to direct Staff and the Chamber to reorganize Apple Fest with no road closures and bring back a revised plan at a later date.

G. Alice Street Construction Contract with Manthei Construction for a total of \$140,444.00

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Alice Street Construction Contract with Manthei Construction for a total of \$140,444.

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

Motion by Kalbfell, seconded by Hagen to approve the proposal from Manthei Construction in the amount of \$140,444.00 for storm sewer and related construction on Alice Street contingent on a written cost-share agreement with the LaHavre Association.

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

Nays: None

**Motion carried.**

H. Northside Trail Easement Documentation

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Northside Trail Easement Documentation.

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

Motion by Spring, seconded by Kalbfell to approve the Professional Services Amendment with OHM Advisors for the Northside Trail Project in the amount of \$24,400 and authorize the City Manager to sign all necessary documents.

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

Nays: None

**Motion carried.**

I. Amendment to the Articles of Incorporation for the Lake Charlevoix EMS Authority

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Amendment to the Articles of Incorporation for the Lake Charlevoix EMS Authority.

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

Motion by Knapp, seconded by Kalbfell to approve the amendments to the Lake Charlevoix EMS Articles of Incorporation and the inclusion of Norwood Township as an incorporating member of the Authority.

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

Nays: None

**Motion carried.**

J. America 250 Recognition

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the America 250 Recognition.

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

Motion by Kalbfell, seconded by Parr to approve the America 250 recognition as presented.

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

Nays: None

**Motion carried.**

**8. Reports and Communications**

A. Public Comment

B. City Manager's Comments

- One-day only refuse collection for large items will occur on May 2
- Thanked Police Officers for assisting elderly residents by clearing out their heat and dryer vents during the blizzard
- The Special Event Policy needs a revision regarding postponements
- Due to weather, the Chamber Easter Egg Hunt has been rescheduled on April 11

C. Mayor and Council Comments

- Council Member Halverson thanked the audience for attending the meeting

**9. Other Council Business**

**10. Adjourn**

Mayor Gennett adjourned the meeting at 7:49 p.m.

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Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

**City of Charlevoix**  
**City Council Work Session with the Planning Commission Minutes**  
**Monday, April 13, 2026 - 6:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**1. Call to Order/Pledge of Allegiance**

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

Mayor: Lyle Gennett  
Members Present: Aaron Hagen, Dennis Halverson, Janet Kalbfell  
Members Absent: Mark Knapp, Phil Parr, Richard Spring  
City Manager: Mark L. Heydlauff  
City Clerk: Sarah J. Dvoracek

Chair: Jennifer Muladore  
Members Present: Scott Beatty, Shelley Boehmer, Christine Galbreath, Kristin Jones, Maureen Radke  
Members Absent: None  
Staff Present: Jonathan Scheel, Director of Planning and Zoning

**2. Roll Call-City Council/Planning Commission**

**3. New Business**

**A. Capital Improvement Plan**

Mark Heydlauff, City Manager

City Manager Heydlauff and Director Scheel presented information on the Capital Improvement Plan.

Mr. Heydlauff and Mr. Scheel answered questions from the Planning Commission and Council.

Mr. Heydlauff explained that the Capital Improvement Plan will need to be approved by the Planning Commission and City Council.

**B. Neighborhood Design Guidebook**

Jonathan Scheel, Director of Planning & Zoning

Director Scheel presented the Neighborhood Design Guidebook. Mr. Scheel and Mr. Heydlauff responded to questions from Council.

Council discussed concerns regarding potential overreach of the guidebook, its subjectivity, options for making certain components enforceable, examples from other communities with similar documents, and approaches to managing residential size and scale.

Mr. Scheel stated that the guidebook is intended as a tool for outside architects and builders to encourage designs that maintain neighborhood character. He reiterated that the guidebook is advisory only and serves as a conversation starter at the beginning of the design process.

Mayor Gennett opened the item for public comment; one comment was received.

C. 2027 Master Plan Update

Jonathan Scheel, Director of Planning & Zoning

Director Scheel presented information on the 2027 Master Plan Update. Chair Muladore added remarks and highlighted the future land use map.

Council discussed parks, legacy and maintenance costs, the future land use map, the community survey, and housing types within the community.

Mr. Scheel noted that the update is in its initial stages and that additional discussions, including opportunities for public input, will occur as the process continues.

4. Public Comment

5. Council or Commissioner Comments or Research Items

**6. Adjourn**

Mayor Gennett and Chair Muladore adjourned the meeting at 8:10 p.m.

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Sarah J. Dvoracek

City Clerk

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Lyle Gennett

Mayor

# Charlevoix City Council

## Consent Agenda

**Title:** Accounts Payable and Payroll Check Registers

**Date:** April 20, 2026

**Presented By:**

**Background:**

**Recommendation:**

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

**Attachments:**

1. Check Registers 04-20-26 Agenda

**CHECK REGISTER FOR CITY OF CHARLEVOIX**

CHECK DATE 04/06/2026 - 04/06/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
04/06/2026	147066	HARTFORD, THE	2,924.12
1 TOTALS:			
Total of 1 Checks:			2,924.12
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			2,924.12

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

04/06/26 Special Accounts Payable Run	\$ 2,924.12
04/10/26 Payroll (regular payroll net pay)	\$ 124,731.57
04/10/26 Payroll Remittance Checks	\$ 7,011.87
04/21/26 Regular Accounts Payable	\$ 351,755.74
<b>Checks Sub-Total:</b>	<b>\$ 486,423.30</b>

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

04/03/26 AMG Payment Solutions	\$ 36.69
04/03/26 AMG Payment Solutions	\$ 34.99
04/06/26 MI Public Power Agency	\$ 38,638.97
04/09/26 DTE Energy	\$ 15,375.13
04/09/26 iSolved Inc.	\$ 9.95
04/10/26 IRS (Payroll Tax Deposit)	\$ 47,057.91
04/10/26 Empower Trust Co LLC (HCSP)	\$ 558.00
04/10/26 Vantagepoint (401 Plan)	\$ 1,276.39
04/10/26 Vantagepoint (457 Plan)	\$ 27,282.18
04/10/26 Vantagepoint (Roth IRA)	\$ 1,685.00
04/10/26 State of MI (Withholding Tax)	\$ 6,938.16
04/10/26 State of MI (Sales Tax)	\$ 27,630.40
04/13/26 iSolved Inc.	\$ 65.05
04/13/26 MI Public Power Agency	\$ 30,069.47
<b>ACH Sub-Total:</b>	<b>\$ 196,658.29</b>

Huntington National Bank Total: \$ 683,081.59

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

Charlevoix State Bank Total:	\$ -
<b>Grand Total:</b>	<b>\$ 683,081.59</b>

APPROVED:

  
CITY MANAGER

  
CITY TREASURER

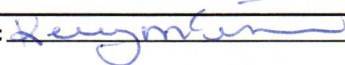
  
CITY CLERK

## CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 000000046

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	04/10/2026	6,509.39	4,407.15
DVORACEK, SARAH J.	04/10/2026	3,462.37	2,475.23
KLOOSTER, ALIDA K.	04/10/2026	3,791.53	2,534.99
BARNEVELD, RICHELLE L.	04/10/2026	2,080.00	1,469.12
SCHULZ, GINNY L.	04/10/2026	2,287.60	1,535.83
JENKINS, JESSICA-RAE A.	04/10/2026	2,350.53	1,878.19
MCGINN, KELLY A.	04/10/2026	4,503.01	2,937.14
SCHEEL, JONATHAN D.	04/10/2026	3,923.04	2,817.83
MCDONNELL, JILL L.	04/10/2026	4,456.50	2,656.87
UMULIS, MATTHEW T.	04/10/2026	3,798.42	2,386.46
ORBAN, BARBARA K.	04/10/2026	4,597.18	2,567.63
RILEY, DENISE M.	04/10/2026	757.36	620.34
MUNK, CHRISTOPHER J.	04/10/2026	2,552.00	1,508.56
CHRISTIANSEN, BRIAN D.	04/10/2026	3,147.56	2,153.87
MARTIN, DONALD L.	04/10/2026	3,847.46	2,619.16
YOUNG, KRISTEN L.	04/10/2026	2,894.66	2,102.93
CONWAY, PATRICK G.	04/10/2026	388.50	280.32
WURST, RANDALL W.	04/10/2026	3,326.00	1,726.49
HILLING, NICHOLAS A.	04/10/2026	3,591.04	2,262.07
MEIER III, CHARLES A.	04/10/2026	2,739.20	1,634.14
ZACHARIAS, STEVEN B.	04/10/2026	3,368.01	2,060.97
NEWMAN, MARK J.	04/10/2026	3,607.20	2,365.38
LOUGHMILLER, JOHN A.	04/10/2026	2,929.21	2,108.17
COLLINS, TIMOTHY E.	04/10/2026	2,316.80	1,669.01
GENNETT, LYLE E.	04/10/2026	1,072.50	944.87
GOWARD, JEFFERY D.	04/10/2026	5,483.08	3,586.57
EATON, BRAD A.	04/10/2026	4,315.20	2,599.77
WILSON, TIMOTHY J.	04/10/2026	4,626.25	3,313.55
LAVOIE, RICHARD L.	04/10/2026	5,416.16	3,588.44
STERRETT, PHILLIP R.	04/10/2026	4,183.10	2,383.10
STEVENS, BRANDON C.	04/10/2026	4,338.45	2,541.16
WHITLEY, ANDREW T.	04/10/2026	4,486.79	2,663.57
FARRELL, MITCHELL L.	04/10/2026	3,605.40	2,326.91
BACHMANN, ELIZABETH A.	04/10/2026	2,332.40	1,657.96
KENWABIKISE, DAVID L.	04/10/2026	2,080.00	1,425.42
HAGEN, AARON W.	04/10/2026	905.00	835.77
KALBFELL, JANET P.	04/10/2026	1,117.50	684.52
ELLIOTT, PATRICK M.	04/10/2026	5,483.09	3,767.37
MORRISON, KEVIN P.	04/10/2026	2,856.23	1,695.23
PARR, PHILIP M.	04/10/2026	967.50	852.37
FURGESON, JUSTIN L.	04/10/2026	3,605.14	2,533.44
BRADLEY, KELLY R.	04/10/2026	3,588.32	2,154.61
HART II, DELBERT W.	04/10/2026	3,070.91	1,967.14
JONES, ROBERT F.	04/10/2026	2,676.98	1,694.32
KNAPP, MARK D.	04/10/2026	717.50	632.12
THORP, WILLIAM D.	04/10/2026	2,573.35	1,586.70
LEITNER, RYAN S.	04/10/2026	2,591.63	1,640.87
NOWKA, STEPHEN P.	04/10/2026	3,073.59	2,254.16
RILEY, DANIEL A.	04/10/2026	2,968.94	2,083.17
SPRING, RICHARD C.	04/10/2026	680.00	599.08
REID, ROB A.	04/10/2026	2,429.60	1,676.47
HALVERSON, DENNIS S.	04/10/2026	530.00	466.93
KNORR, KENT J.	04/10/2026	3,504.48	2,506.98
BOSS JR, DALE E.	04/10/2026	1,922.74	1,600.85
ANZELL, BETH A.	04/10/2026	2,404.21	1,788.37
STEWART, SPENCER P.	04/10/2026	280.25	246.90
BOSS, SHERRY M.	04/10/2026	345.00	313.59
CUNNINGHAM, ABIGAIL A.	04/10/2026	277.50	260.07
WALKER, MEREDITH A.	04/10/2026	324.74	286.10
HUNTER, AVIANA E.	04/10/2026	184.00	162.10
BOSS, BEAU J.	04/10/2026	2,472.10	1,900.91
MAY, MADALYNE M.	04/10/2026	259.25	228.40
PECK, KIRSTEN M.	04/10/2026	275.63	242.83
GILL, DAVID R.	04/10/2026	1,179.52	995.43
LIVINGSTON, BRIAN D.	04/10/2026	643.87	582.84
SCHOLEY, ROBERT W.	04/10/2026	3,348.66	2,231.88
MCCRANEY, RUSSELL R.	04/10/2026	2,878.43	2,141.93
POSTMUS, ANTHONY H.	04/10/2026	2,730.68	1,982.26
REECE, DANIEL A.	04/10/2026	714.46	406.06
KISSINGER, BRADY A.	04/10/2026	2,818.84	1,920.63
Totals: 70		185,563.54	124,731.57

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX  
Payroll: 0000000046

Name	Check Date	Gross	Net
Approved By: <u></u>	Date: <u>4/7/26</u>		

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/10/2026 - 04/10/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
04/10/2026	147067	4FRONT CREDIT UNION	1,711.92
04/10/2026	147068	AMERICAN FAMILY LIFE	721.22
04/10/2026	147069	BLUE CROSS BLUE SHIELD OF MIC	1,523.72
04/10/2026	147070	CHARLEVOIX STATE BANK	1,695.00
04/10/2026	147071	COMMUNICATION WORKERS OF AMER	702.90
04/10/2026	147072	FOPLC	207.00
04/10/2026	147073	THE HARTFORD	450.11
1 TOTALS:			<hr/>
Total of 7 Checks:			7,011.87
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			<hr/> 7,011.87

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/21/2026 - 04/21/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
04/21/2026	147074	ACE HARDWARE	1,972.79
04/21/2026	147075	ACLARA TECHNOLOGIES LLC	58,062.00
04/21/2026	147076	ALL-PHASE ELECTRIC SUPPLY CO	339.86
04/21/2026	147077	AMAZON CAPITAL SERVICES	419.34
04/21/2026	147078	AMY BARTLING	126.00
04/21/2026	147079	ANDREW T WHITLEY	163.00
04/21/2026	147080	APX INC - 9551	82.89
04/21/2026	147081	ART'S AUTO & TRUCK PARTS	477.22
04/21/2026	147082	AUTO-WARES GROUP	1,080.18
04/21/2026	147083	AVFUEL CORPORATION	36,509.53
04/21/2026	147084	AXON ENTERPRISE INC	8,340.60
04/21/2026	147085	BALLARD'S PLUMBING AND HEATIN	504.08
04/21/2026	147086	BCM ONE	132.51
04/21/2026	147087	BLARNEY CASTLE OIL CO	2,057.06
04/21/2026	147088	BLUE CROSS BLUE SHIELD OF MIC	56,845.24
04/21/2026	147089	BOSS, BEAU	616.20
04/21/2026	147090	CDW GOVERNMENT	1,105.26
04/21/2026	147091	CHARLEVOIX COURIER #8004	6.07
04/21/2026	147092	CHARTER COMMUNICATIONS	810.86
04/21/2026	147093	CINTAS CORPORATION	57.11
04/21/2026	147094	CITY OF CHARLEVOIX - PETTY CA	300.00
04/21/2026	147095	CIVICPLUS LLC	10,335.94
04/21/2026	147096	CONWAY PROFESSIONAL SERVICES	2,436.00
04/21/2026	147097	D&D ELECTRONICS	1,161.00
04/21/2026	147098	DELL MARKETING LP	1,814.81
04/21/2026	147099	ELLSWORTH FARMERS EXCHANGE	1,738.60
04/21/2026	147100	ETNA SUPPLY	539.60
04/21/2026	147101	FAMILY FARM AND HOME	23.27
04/21/2026	147102	FIRMAN IRRIGATION AND TREE SE	1,962.00
04/21/2026	147103	FREEDOM MAILING SERVICES INC	2,510.62
04/21/2026	147104	GFL ENVIRONMENTAL	933.73
04/21/2026	147105	GOVERNMENT FINANCE OFFICERS	250.00
04/21/2026	147106	GREAT LAKES ELEVATOR LLC	3,000.00
04/21/2026	147107	HOFFMAN ROTROOETER	190.00
04/21/2026	147108	HYDE SERVICES LLC	212.26
04/21/2026	147109	HYDROCORP	2,243.50
04/21/2026	147110	IDI	75.00
04/21/2026	147111	IPS GROUP INC	232.01
04/21/2026	147112	JEFF ARNOLD	84.86
04/21/2026	147113	JOHN E GREEN COMPANY	3,283.51
04/21/2026	147114	KARI DAVIS	138.48
04/21/2026	147115	KIWANIS CLUB OF CHARLEVOIX	40.00
04/21/2026	147116	KRAFT BUSINESS SYSTEMS INC	17.65
04/21/2026	147117	LEXISNEXIS COPLOGIC SOLUTIONS	938.00
04/21/2026	147118	LONE STAR PRISONER TRANSPORT	3,100.00
04/21/2026	147119	MANAGEMENT AND BEHAVIOR CONSU	880.00
04/21/2026	147120	MCCARDEL CULLIGAN WATER COND	55.50
04/21/2026	147121	NCL OF WISCONSIN INC	244.82
04/21/2026	147122	NORTHWEST ELECTRONICS & REPAI	5.99
04/21/2026	147123	NORTHWEST HYDRAULICS & ENGRG	1,571.81
04/21/2026	147124	NORTHWEST KENT MECHANICAL CO	47,632.00
04/21/2026	147125	OLSON & HOWARD PC	827.00
04/21/2026	147126	PENINSULA FIBER NETWORK LLC	360.00
04/21/2026	147127	POWER LINE SUPPLY	15,655.45
04/21/2026	147128	POWER SYSTEM ENGINEERING INC	6,293.75
04/21/2026	147129	POWERDMS INC	7,750.00
04/21/2026	147130	POWERPLAN	1,535.05
04/21/2026	147131	PRESTON FEATHER	80.55
04/21/2026	147132	QUADIENT INC	180.00
04/21/2026	147133	RANGE TELECOMMUNICATIONS	214.00
04/21/2026	147134	RESCO	25,792.00
04/21/2026	147135	RESOLUTION G2 LLC	6,981.17
04/21/2026	147136	STAPLES	1,041.22
04/21/2026	147137	STATE OF MICHIGAN	5,716.18
04/21/2026	147138	TELE-RAD INC	137.50
04/21/2026	147139	TELNET WORLDWIDE	155.05
04/21/2026	147140	UNIFIRST CORPORATION	529.38
04/21/2026	147141	UP NORTH ASSESSING INC	5,800.00
04/21/2026	147142	US BANK	600.00
04/21/2026	147143	USA TODAY MEDIA CORP	129.44

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/21/2026 - 04/21/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
04/21/2026	147144	VERIBANC INC	500.00
04/21/2026	147145	WEX BANK	13,125.24
04/21/2026	147146	WINDEMULLER ELECTRIC	694.00
1 TOTALS:			
Total of 73 Checks:			351,755.74
Less 0 Void Checks:			0.00
Total of 73 Disbursements:			<u>351,755.74</u>

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/03/2026 - 04/03/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
04/03/2026	473(E)	AMG PAYMENT SOLUTIONS	36.69
04/03/2026	474(E)	AMG PAYMENT SOLUTIONS	34.99
1 TOTALS:			
Total of 2 Checks:			71.68
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			71.68

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/06/2026 - 04/06/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
04/06/2026	472(E)	MICHIGAN PUBLIC POWER AGENCY	38,638.97
1 TOTALS:			
Total of 1 Checks:			38,638.97
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			<u>38,638.97</u>

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/09/2026 - 04/09/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
04/09/2026	475(E)	DTE ENERGY	15,375.13
04/09/2026	483(E)	ISOLVED INC.	9.95
1 TOTALS:			
Total of 2 Checks:			15,385.08
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			15,385.08

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/10/2026 - 04/10/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
04/10/2026	476(E)	**EFTPS* Payroll Taxes	47,057.91
04/10/2026	477(E)	EMPOWER TRUST COMPANY LLC	558.00
04/10/2026	478(E)	MissionSquare - 401 Plan 1091	1,276.39
04/10/2026	479(E)	MissionSquare - 457 Plan 3009	27,282.18
04/10/2026	480(E)	MissionSquare - Roth IRA 7061	1,685.00
04/10/2026	481(E)	STATE OF MICHIGAN	6,938.16
04/10/2026	482(E)	STATE OF MICHIGAN	27,630.40
1 TOTALS:			
Total of 7 Checks:			112,428.04
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			112,428.04

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/13/2026 - 04/13/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
04/13/2026	484(E)	ISOLVED INC.	65.05
04/13/2026	485(E)	MICHIGAN PUBLIC POWER AGENCY	30,069.47
1 TOTALS:			
Total of 2 Checks:			30,134.52
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			<u>30,134.52</u>

# Charlevoix City Council

## Consent Agenda

**Title:** Airport Through-Put Fee

**Date:** April 20, 2026

**Presented By:**

**Background:**

We recently noted that the 25 cent per gallon through-put fee for 100LL fuel at the airport is not on our fee schedule.

Upon further review and consultation with AvFuel, our long-time fuel and billing provider, it was determined that this fee originated during the tenure of former Airport Manager Scott Woody sometime before 2014, who implemented it at that time. Through-put fees of this nature are standard practice within the aviation industry and are used to offset costs associated with fuel storage, fuel farm maintenance, and related fueling infrastructure.

A review of City records was also conducted and no documentation indicating prior Council approval of through-put fees could be located.

Presently, the fee is applied uniformly to all airport operators, including Island Airways, Fresh Air Aviation, and Skydive Charlevoix.

**Recommendation:**

Motion to approve \$0.25 per gallon through-put fee applied to all 100LL contract fuel and add this fee to the 2026-2027 Schedule of Rates, Fees, & Charges.

**Attachments:**

None

# Charlevoix City Council

## Consent Agenda

**Title:** Purchase of a 2026 Front End Loader for \$255,529.40

**Date:** April 20, 2026

**Presented By:**

**Background:**

In the approved 2026/27 budget we have allocated money for the purchase of a new front-end loader. We have been working with AIS Construction Equipment out of Williamsburg, to spec out the new loader and acquire pricing for this unit (see attachment). AIS participates in the MI DEAL program and, as you can see in the quote, this reduces our purchase price by almost \$119,000.00. We have worked with AIS for many years now and have purchased multiple pieces of equipment from them. Their location in Williamsburg is very convenient when parts are needed or service on our machine is required. They have also been very easy to work with regarding any warranty issues.

This new machine will be utilized by most of the departments within the City, including Water, Electric and Public Works for numerous different projects. These projects include water main work, loading trucks, snow removal etc.

This new machine will be replacing our old loader, which is a 2004 with approximately 13,000 hours on it. The old machine has become very unreliable and the cost to keep the old machine running and operational has also become excessive.

The funds for the purchase are allocated in the Motor Pool budget and are within the budgeted amount for this piece of equipment.

**Recommendation:**

Motion approve the purchase of a new, 2026, front end loader from AIS Construction Equipment in the amount of \$255,529.40 and authorize the City Manager to sign any required documents.

**Attachments:**

1. 2026 Loader

2026 LOADER

## 544 P-Tier Wheel Loader

18-Mar-2025

Code	Description	Qty	List Price
6032DW	544 P-Tier Wheel Loader	1	\$300,538.00 USD

### Option Codes

0202	United States	1	No Added Cost
0259	English English language for operator's manual and electronic content	1	No Added Cost
0351	Translated Text Labels Vehicle labels translated to selected language	1	No Added Cost
0400	Standard Loader	1	No Added Cost
0451	Standard Z-BAR	1	No Added Cost
0613	Level 3 Trim	1	\$7,818.00 USD

Includes:

- Flat Black Exhaust
- 140 Amp Alternator
- 15 Amp Converter
- LED Work and Drive Lights
- Premium Seat, Heated and Ventilated with Heavy Duty Air Suspension
- Ride Control

0656	Level 2 Performance	1	\$4,658.00 USD
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This Package is recommended for machines that will be used in unstable or unmaintained ground conditions doing V-pattern loading

Package includes:

- Locking Front Differential
- Locking Rear Differential
- Auto Diff Lock
- Less Throttle Lock
- Pile Slip Assist
- Wheel Spin Control
- 5-Speed Powershift Transmission

0951	Rear Camera (Primary Display) Rear camera with display integrated into monitor	1	No Added Cost
1100	Less Detection System	1	No Added Cost

<b>7822</b>	<b>3.00 YD (2.30 CM) Enhanced Performance</b>	<b>1</b>	<b>\$10,699.00 USD</b>
	Bucket includes curved side cutters, integrated center section spill guard, and weld on skid shoes.		
<b>7458</b>	<b>Bolt-On Cutting Edge</b>	<b>1</b>	<b>\$1,052.00 USD</b>
<b>7500</b>	<b>Less Fork Frame</b>	<b>1</b>	<b>No Added Cost</b>
<b>7700</b>	<b>Less Tines</b>	<b>1</b>	<b>No Added Cost</b>
<b>8500</b>	<b>Cold Weather Package</b>	<b>1</b>	<b>\$526.00 USD</b>

This Package is recommended for machines that will spend extended periods of time working in colder environments

Package includes:

- Block Heater
- Hydrau XR Hydraulic Oil (provides all-season capability in ambient temperatures ranging from -40C to 40C (-40F to 104F))

\* Selection of this package will also require the machine to be equipped with Heated and Powered Exterior Mirrors

<b>5</b>	<b>Heated And Powered Exterior Mirrors</b>	<b>1</b>	<b>\$758.00 USD</b>
<b>8501</b>	<b>Debris Package</b>	<b>1</b>	<b>\$3,476.00 USD</b>

This Package is recommended for machines working in dusty or high debris applications.

Package includes:

- Automatic Reversing Hydraulic Fan
- Cab Fresh Air Precleaner
- Engine Air Intake System with Centrifugal Precleaner

<b>8505</b>	<b>Guards - Transmission &amp; Bottom</b>	<b>1</b>	<b>\$2,167.00 USD</b>
<b>8508</b>	<b>Auxiliary Equipment Package</b>	<b>1</b>	<b>\$1,193.00 USD</b>

Package includes:

- Beacon Light (Amber)
- Seat Belt Indicator Beacon Light (Green)
- Fire Extinguisher
- Slow Moving Vehicle Emblem
- License Plate Bracket

<b>8042</b>	<b>Axle Oil Cooling and Filtration</b>	<b>1</b>	<b>\$2,885.00 USD</b>
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<b>Total</b>			<b>\$371,330.00 USD</b>
LIST			\$371,330.00
MIDEAL 25	32		\$118,825.60
BASE			\$252,504.40



600 AIS Drive S.W.  
Grand Rapids, MI 49548  
(616) 538-2400

3600 N. Grand River Ave.  
Lansing, MI 48906  
(517) 321-8000

65809 Gratiot Avenue  
Lenox, MI 48050  
(586) 727-7502

4600 AIS Drive  
P.O. Box 253  
Bridgeport, MI 48722  
(989) 777-0090

8300 M-72 East  
P.O. Box 190  
Williamsburg, MI 49690  
(231) 267-5060

56555 Pontiac Trail  
New Hudson, MI 48165  
(248) 437-8121

**Ship To:** CITY OF CHARLEVOIX  
401 W CARPENTER ST  
CHARLEVOIX, MI 49720  
  
+45.308937, -85.267653

**Invoice To:** CITY OF CHARLEVOIX  
210 STATE STREET  
CHARLEVOIX MI 49720-0550

**Branch**

T - TRAVERSE CITY  
**Date** 07/11/2024 **Time** 13:19:30 (O) **Page** 1  
**Account No.** 70636 **Phone No.** 2315473259 **Ref. No.** 003064  
**Ship Via** **Purchase Order**  
QUOTE  
**Tax ID No**

GOVERNMENT  
**Salesperson**  
156 / BLB

ESTIMATE EXPIRY DATE: 08/10/2024

**PARTS QUOTE - NOT AN INVOICE**

<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
Hydraulic Tine Separation Kit: Built to fit S/N 0419-12803-1/1 Lead Time: 2-3 weeks					
CFQC-40144A	TINE SEP. KIT		1	3350.00	3350.00
FRT IN	SHIP/HANDLING		1	500.00	500.00
<b>Subtotal:</b>					<b>3850.00</b>
<b>TOTAL:</b>					<b>3850.00</b>

Authorization: \_\_\_\_\_

HYDRAULIC Fork Adjustments  
FOR LOADER

ricing is based on current costs & availability at the time of order. Shipping costs are additional. Thank You.

**FINANCE CHARGE ON OVERDUE ACCOUNTS AT THE RATE OF 1.5% PER MONTH.**

**(SEEREVERSE SIDE FOR IMPORTANT INFRRMATION)**

Cores must be returned within 60 days for full credit (pending inspection)

Customer Name:
Customer Signature:

IMPORTANT PROVISIONS OF CONTRACT ON REVERSE SIDE.

# Charlevoix City Council

## Consent Agenda

**Title:** 2026 Pavement Marking Contract for \$29,952.54

**Date:** April 20, 2026

**Presented By:**

**Background:**

In the approved 2026/27 budget we have allocated funds to complete the yearly pavement marking throughout town. This work generally includes all the pavement markings, long lines, crosswalks, parking T's, etc. These funds are budgeted from the Major and Local Street funds.

We have worked with Advanced Pavement Markings (APM) for a number of years now and have always had good results with their workmanship and their timing for the project. This year APM has merged with PK Contracting. These two companies have completed all of our work together for years. APM would complete the specialty markings and PK Contracting would complete the center line work. During the merger, they reached out to us and committed to holding their unit costs from the 2025 bid if we are to sign on with them. This is the reason that we did not send this item out to bid. It is also important to note that this is a very specialized type of work and there are very few contractors in the State of Michigan that complete this type of work.

**Recommendation:**

Motion to approve the pavement marking proposal with Advanced Pavement Markings in the amount of \$29,952.54, and authorize the City Manager to sign any required documents.

**Attachments:**

1. 2026 Pavement Marking



# 2026 RENEWAL

#2026CHAR-1

12/15/2025

9365 160<sup>th</sup> Ave. West Olive, MI 49460  
 Local: (616) 377-7052  
 National: 1-877-489-0530

TO City of Charlevoix  
 210 State Street  
 Charlevoix, MI 49720

SERVICE			
2026 Pavement Marking Services			

	DESCRIPTION		TOTAL
14,290'	4" Parking line (WHITE)	\$ .32	\$4,572.80
9,494'	4" YELLOW line	\$ .32	\$3,038.08
1,300'	4" WHITE line	\$ .32	\$416.00
977'	6" Crosswalk	\$ .62	\$605.74
511'	24" Stop Bar	\$2.10	\$1,073.10
1	Stop Symbol	\$50.00	\$50.00
12	Left Turn Arrow	\$35.00	\$420.00
15	Right Turn Arrow	\$35.00	\$525.00
14	Combination Arrow	\$41.00	\$574.00
4	ONLY	\$50.00	\$200.00
240	Parking T & L	\$3.00	\$720.00
171	Re-stripe Stalls	\$6.70	\$1,145.70
342	12" x 6' Crosswalk Bars	\$11.18	\$3,823.56
110	12" x 7' Crosswalk Bars	\$6.40	\$704.00
88	12" x 8' Crosswalk Bars	\$7.36	\$647.68
315	12" x 9' Crosswalk Bars	\$8.28	\$2,608.20
18	12" x 13' Crosswalks Bars	\$11.96	\$215.28
734'	Cross Hatching	\$ .32	\$234.88

20	ADA Handicap Symbols	\$45.00	\$900.00
631'	ADA Handicap BLUE parking lines	\$.32	\$201.92
4,424'	Curb Painting	\$.85	\$3,760.40
206'	12" Yellow Line	\$1.20	\$247.20
11	12" x 4' Crosswalk Bars	\$7.80	\$85.80
9.5	Municipal INV Service	\$130.00	\$1,235.00
	Belvedere Club Painting (Curbs & Crosswalks)		\$1,948.20
<b>TOTAL AMOUNT DUE</b>			<b>\$29,952.54</b>

# Charlevoix City Council

## Consent Agenda

**Title:** 2026 Manhole Lining Contract with Advanced Rehabilitation Technology

**Date:** April 20, 2026

**Presented By:**

**Background:**

In the approved 2026/27 budget, we allocated funds for the project of lining certain manholes within our sanitary sewer collection system. This project consists of identifying manholes within our collection system that are taking on groundwater and sealing that manhole from the interior to stop the groundwater from infiltrating. Groundwater infiltration is a major issue for any sanitary collection system and poses numerous problems. These problems consist of overwhelming the actual pipe that should only be carrying waste, along with overwhelming downstream lift stations/pumps, and ultimately the final treatment process. We have identified numerous manholes within the Charlevoix County Club that have significant infiltration issues and are causing capacity issues at the downstream lift stations. Our plan would be to line the worst of the manholes with this initial project and continue to identify other manholes throughout our collection system and line them in future years.

This project did not go out to bid for a number of reasons, but mainly because Advanced Rehabilitation Technology (ART) is the only certified contractor, in the State of Michigan, to complete this process. Their process also comes with a 10-year labor and material warranty, which is unmatched in the industry. This is a multi-layer, poly urea process and from all the research that I have completed, it is the best the industry has to offer.

This project is budgeted in the Sewer Fund and is within the budgeted amount for 2026-27.

**Recommendation:**

Motion to approve the proposal from Advanced Rehabilitation Technology for \$29,756.00 and authorize the City Manager to sign any required documents.

**Attachments:**

1. ART Manhole Rehab



M.H. - BE-HAB  
CCC

# Charlevoix MH Lining

## Job Location: Charlevoix MI

**Charlevoix**  
210 State St  
Charlevoix, MI 49720  
United States

**Advanced Rehabilitation Technology**  
525 Winzeler Drive  
Bryan, Ohio 43506  
United States

**Pat Elliott**  
Superintendent  
pate@charlevoixmi.gov

**Prepared by:**

**Alex Lantz**

**Business Development | Michigan & Northern Indiana**

**Reference:** 20260310-150117255  
Quote created: March 10, 2026  
Quote valid till: April 9, 2026

alex@artcoatingtech.com  
+14197991308

PRODUCTS & SERVICES	UNIT QUANTITY	UNIT PRICE	TOTAL
OBIC Multi Layer System 4' DIA Manhole	86	\$346.00	\$29,756.00

<b>Total</b>	<b>\$29,756.00</b>
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**The OBIC Multi Layer Liner System Provides a 10 Year Labor & Material Limited Warranty  
Lining of 8-10 Manholes of Approximately 86 Vertical Feet.**

**@ \$346.00 per vertical Foot.**

**Total: \$29,756.00**

**Notes:**

- **Owner/Contractor to provide Application Truck access within 100' of the structure.**
- **This proposal is based on one mobilization. If additional mobilizations are required, an additional \$5,000 may be added for each.**
- **Off road locations may require assistance from the owner/contractor to access.**
- **Grout costs \$150.00 per gallon and \$275.00 per hour after first 2 gallons used.**
- **DOT traffic control to be supplied by others if needed. Our crews will supply cones for immediate area.**
- **By-pass pumping is not included.**
- **Owner/Contractor must provide a water supply near the work site via hydrant or spigot (with water meter use free of charge).**

**General Terms and Conditions:**

- **The quoted prices are exclusive of applicable state and local sales taxes.**
- **Payment terms: Net 30 days. Interest may be added to balances outstanding after 30 days.**
- **Pricing is contingent on the work as stated in this proposal. Advanced Rehabilitation Technology (ART) reserves the right to adjust unit rate and/or overall bid proposal accordingly to account for any changes (increase or decrease) from this scope.**
- **ART's bid proposal shall be incorporated into the subcontract agreements. ART will initiate this project upon receipt of this signed proposal as well as, receipt of a subcontract or purchase order agreeing to this proposal.**
- **Pricing does not include working nights, holidays, or weekends. Additional cost will be required for these situations.**
- **Non-weather-related delays (may include job site not prepared to allow ART to begin; road closures due to community, city, or private events; traffic control not ready or any work stoppages outside the control of ART) may result in a \$5,000/day mobilization fee.**

**Purchase Order Number:** \_\_\_\_\_

**Billing Contact Email:** \_\_\_\_\_

**CPR Email (when applicable)**\_\_\_\_\_

**Signature**

---

Signature

---

Printed name

---

Date

# Charlevoix City Council

## Public Hearings and Actions Requiring Public Hearings

**Title:** Public Hearing: Ordinance 870- Bus and Motor Coach Limitations

**Date:** April 20, 2026

**Presented By:** Mark Heydlauff, City Manager  
Jill McDonnell, Chief of Police

**Background:**

As Council has discussed several times, this draft ordinance has been reviewed by the City Attorney and would effectively limit routine motor bus activities to the downtown area or the highways including M-66 and US 31. The ordinance also includes expressed exceptions for public transit and school bus operations. Furthermore, if a bus is going to a specific destination for an event or activity, this could be permitted by the City with advance clearance.

As with all ordinances, this would require Council to set a public hearing no earlier than April 20. It would become effective 30 days after publication.

**Recommendation:**

Public comment and Council direction. All Council members are required to be present for a vote to occur.

**Attachments:**

1. 870 of 2026 Ordinance Charlevoix Bus and Motor Coach Ordinance
2. motorcoach ordinance letter

The Charlevoix City Council met on Monday, April XX, 2026 with Mayor Lyle Gennett presiding. The following is an excerpt from the official records of said meeting.

Motion by XXX, seconded by XXX to approve Ordinance Amendment 870 of 2026.

**CITY OF CHARLEVOIX**  
**ORDINANCE NO. 870 of 2026**  
AN ORDINANCE TO PROHIBIT MOTOR COACHES AND LARGE BUSES ON RESIDENTIAL STREETS

**THE CITY OF CHARLEVOIX ORDAINS:**

**Section 1. Purpose and Intent**

The City Council of the City of Charlevoix finds that the operation of motor coaches and large buses on residential streets creates safety concerns, traffic congestion, roadway damage, noise impacts, and diminished quality of life for residents.

The purpose of this ordinance is to regulate where motor coaches and large buses may operate within the City in a manner that balances tourism, commerce, and residential quality of life, while providing clear standards for operators and enforcement personnel.

**Section 2. Definitions**

For purposes of this ordinance, the following definitions apply:

**A. Motor Coach and Large Bus**

A motor vehicle designed or used to transport **more than 15 passengers**, including but not limited to Motor coaches, Charter buses, Tour buses, Commercial passenger buses.

This definition does **not** include:

- School buses engaged in school transportation;
- Public transit vehicles operated by or under contract with a governmental entity.

**B. Downtown Area:**

The area of the city bound to the west by State Street, to the east by Round Lake, to the south by Hurlbut Street, and to the north by Dixon Ave.

**C. Residential Street**

Any public street or roadway located within a zoning district designated primarily for residential use, including local and neighborhood streets designated by the City and excluding arterial or collector roadways (M-66 and US 31)

**Section 3. Parking:**

- A. Within the city limits, a motor coach or large bus shall not be stopped, parked, or left standing, attended or unattended, upon the paved or main traveled part of a highway, when it is possible to stop, park, or to leave the motor coach or large bus off the paved or main traveled part of the roadway.
- B. Parking for motor coaches and large buses may only be on State Street North of Hurlbut, South of Park Avenue in manner that does not obstruct vehicle traffic.
- C. Passenger Loading and Unloading
  - 1. Motor coaches and large buses may stop temporarily for the sole purpose of loading or unloading passengers.
  - 2. Such stops shall:
    - Remain attended at all times by the person responsible for the motor coach or large bus;
    - Be limited to the time reasonably necessary to load or unload passengers; and
    - Not obstruct traffic, pedestrian movement, driveways, or emergency access.
- D. Overnight and Extended Parking

Overnight or extended parking of motor coaches and large buses on public streets or rights-of-way within the City is prohibited unless expressly authorized by the City.
- E. Special Events

Temporary exceptions to this section may be granted by the Chief of Police or designee for permitted special events when necessary for public safety or traffic management.
- F. Enforcement

Motor coaches and large buses parked or stopped in violation of this section may be cited, removed, or towed at the owner's expense in accordance with applicable law.

**Section 4. Permitted Motor Coach and Large Bus Operation**

Motor coaches and large buses may only operate on the following roads: US-31 , M-66 and downtown arc (Bridge Park Dr).

**Prohibited Operation**

Except as provided in this ordinance, no motor coach or large bus shall be operated, driven, or parked, staged on any residential street located:

1. West of State Street
2. East of US-31/Bridge Street

**Section 5. Exceptions**

The following exceptions apply:

1. **Emergency Vehicles and Emergency Response**  
Motor coaches and large buses used for emergency evacuation, disaster response, or other public safety purposes.
2. **School Transportation**  
School buses engaged in transporting students for various activities.
3. **Governmental Use**  
Motor coaches or large buses operated by or on behalf of a federal, state, or local governmental entity while performing official duties.
4. **Authorized Routes or Locations**  
Motor coaches or large buses operating on streets or at locations specifically designated by the City for bus travel, loading, unloading, or staging.
5. **Temporary Authorization**  
Motor coaches or large buses grant written authorization by the Chief of Police, or their designee for special events, construction detours, or unique circumstances.

**Section 6. Signage and Designation of Approved Routes**

The City may install signage and adopt maps identifying approved motor coach and large bus routes, loading zones, or staging areas consistent with this ordinance.

The absence of signage shall not preclude enforcement where the restriction is otherwise clearly established.

**Section 7. Enforcement**

This ordinance may be enforced by the Charlevoix Police Department. A violation of this ordinance constitutes a **municipal civil infraction**.

**Section 8. Penalties**

A person who violates this ordinance is responsible for a civil infraction punishable by:

- A civil fine of not less than \$500 and not more than \$1500, plus costs;
- Each day a violation continues constitutes a separate offense.

**Section 9. Severability**

If any portion of this ordinance is found invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

**Section 10. Effective Date**

This ordinance shall take effect 30 days after approval by council.

Ordinance No. 870 was adopted on the XX day of XXX 2026 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

State of Michigan } §  
 City of Charlevoix

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Sarah J. Dvoracek Clerk Lyle Gennett Mayor

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 870 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on XXX XX, 2026 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act 267 of the Michigan Public Acts of 1976.

Dated: XX/XX/2026

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Sarah J. Dvoracek, City Clerk

Dear Mayor and Council,

I am unable to attend the meeting on April 20<sup>th</sup>, as I will be out of town for work. Please accept the following thoughts about the motorcoach/large group transportation ordinance specifically.

I want to start by acknowledging what I believe is a shared goal: we all care deeply about preserving the quality of life in Charlevoix, while also supporting a healthy and sustainable tourism economy. Those two priorities shouldn't be in conflict, and quite frankly many people who live in this community rely on our tourism economy.

As you consider the proposed ordinance to restrict motorcoaches on residential streets, I would encourage a deeper look at the specific problem we're trying to solve. Are the concerns primarily related to safety, congestion, noise, idling, specific locations and times/dates? And are these issues widespread, or tied to a smaller number of operators or peak periods? Are there a few bad actors whose behavior is shaping perceptions of an entire sector?

Understanding that distinction could open the door to more targeted and effective solutions.

I also want to raise one potential unintended consequence. If motorcoaches are restricted, it's very possible that tours will shift to using multiple smaller vehicles; such as 10- to 15-passenger vans. In that scenario, we could actually see more vehicles, more frequent trips, and potentially greater impact on the same residential streets. So the question becomes: are we regulating the size of the vehicle, or the actual impact on neighborhoods?

That leads to an opportunity. Rather than a full ban, there may be collaborative approaches that better balance resident concerns with visitor access, such as designated routes, time-of-day or seasonal restrictions, or even a permit system with clear expectations and accountability. These strategies focus on managing behavior and impact, rather than eliminating access entirely.

I would also encourage consideration of the broader tourism ecosystem. Experiences like the Mushroom Houses, along with downtown shopping and dining, are all interconnected pieces of the Charlevoix group travel experience. If one piece of that puzzle is removed or restricted, the ripple effects will be felt by local businesses in the city and region, like the area farm markets, wineries, Castle Farms, that rely on those visitors.

There is also a substantial timing concern. Group tours are planned and booked well in advance, and the itineraries are already set for this summer, trips booked. Implementing changes at this stage could create significant disruption not only for

tour operators, but for local businesses expecting those visitors. Not to mention the unwelcoming vibe the groups will receive.

I would also respectfully note that I have included a list of questions and considerations related to this ordinance after this letter.

So, I would ask: is there an opportunity to bring stakeholders together – including city staff, residents, tour operators, and tourism organizations – to collaboratively and thoughtfully develop and potentially pilot solutions before rushing to adopt a permanent ordinance?

Charlevoix has always been a place that values both its community character and its visitor experience. With a collaborative approach, I'm confident we can protect both.

Thank you for your time and consideration.

Amanda Wilkin  
Executive Director  
Visit Charlevoix

## **Questions to consider before adopting a motorcoach and large vehicle ban:**

### **Evidence & Scale**

1. What data has the city collected to demonstrate that motorcoach tours are causing measurable issues on residential streets?
2. Have accident reports, traffic studies, or formal resident complaints been analyzed to determine the scale of the problem?
3. How many motorcoach tours currently travel through residential areas each season, and over what time period?
4. Has the city evaluated whether the concerns are attributable to a small number of operators, or reflect an industry-wide pattern?

### **Economic Impact**

1. Has the city conducted an economic impact analysis on how this ordinance could affect local businesses, attractions, and tourism revenue?
2. Has the city done a survey of downtown businesses to find out the real economic impact?
3. Has the DDA Board been involved in the discussion of this ordinance?
4. How might limiting motorcoach access affect visitor spending in downtown Charlevoix and the surrounding region?
5. Has the city considered the impact on group travel segments that rely on motorcoach access, including seniors, school groups, and accessibility-focused visitors?
6. What feedback has been gathered from tourism organizations, local businesses, and hospitality partners?
7. Has the city evaluated how restrictions might affect wedding transportation, private group tours, and other organized events that rely on coordinated group travel?

### **Alternatives Considered**

1. Were alternatives explored before a full prohibition was proposed, such as designated routes, time-of-day restrictions, seasonal guidelines, or a permitting system?
2. Could the city establish approved motorcoach corridors rather than banning access entirely?
3. Would a pilot program or trial period be possible before implementing a permanent ordinance, allowing the city to measure real-world impact?
4. Is there a plan to review the ordinance after a defined period to evaluate its effectiveness and unintended consequences?

## **Implementation & Communication**

1. What is the city's plan to notify tour operators and travel companies of the new regulations, particularly for groups already booked for this season?
2. Will GPS routing services and mapping providers be updated to reflect any changes, and who is responsible for that coordination?
3. Will tourism organizations such as Visit Charlevoix be expected to communicate or help enforce these changes, and if so, with what support?
4. What resources will be allocated for enforcement, and is there a plan for addressing ambiguity or visitor confusion in the field?
5. Is there a coordinated messaging strategy to avoid confusion or negative visitor experiences?
6. What is the City's plan to educate visitors about the new rules before they arrive?
7. Is there a risk of increased tension between residents and visitors due to unclear or hard-to-follow rules?

# Charlevoix City Council

## Public Hearings and Actions Requiring Public Hearings

**Title:** Public Hearing: Ordinances 871 and 872 for Payment in Lieu of Tax Ordinances- Lighthouse Gardens and Charlevoix Apartments

**Date:** April 20, 2026

**Presented By:** Mark Heydlauff, City Manager  
Steve Lyman- Naked Capital LLC

### Background:

Naked Capital has acquired Charlevoix Apartments and Lighthouse Gardens Apartments on May Street. Both properties previously had active PILOT (payment in lieu of tax) agreements; however, those PILOTs expired under prior ownership and were not renewed. Both developments remain bound by MSHDA Regulatory Agreements that:

- Impose income restrictions
- Limit operating flexibility
- Remain in effect until 2038 (Lighthouse Gardens) and 2046 (Charlevoix Apartments)

### Reason for New PILOT Request

The new ownership group has requested reinstatement of PILOTs to:

- Preserve long-term affordability
- Provide financial stability
- Allow redirection of tax savings toward substantial reinvestment in the properties

### Proposed Improvements

Based on email communications from Managing Member Steve Lyman, the following reinvestment is proposed as part of the PILOT-supported capital plan:

- Interior upgrades, including:
  - Kitchen renovations
  - Bathroom updates
  - Flooring replacements
  - Interior painting

These improvements are intended to preserve the affordability and livability of the properties while addressing deferred capital needs accumulated over previous ownership periods.

### Required Documentation

Per State and City requirements, the following items accompany or are expected for the PILOT request:

- A letter of need explaining financial and regulatory justification

- The draft PILOT ordinance for Council consideration
- A State-required PILOT application

#### Considerations for Council

The Council may want to require a separate agreement stipulating the exact improvements that will be made to the units in return for the PILOT considerations. This would be verified by inspections and completion timelines.

#### **Recommendation:**

Public comment. All Council members are required to be present for the consideration of approval.

#### **Attachments:**

1. 871 of 2026 Payment in Lieu of Tax Ordinance-Lighthouse Gardens
2. 872 of 2026 Payment in Lieu of Tax Ordinance Charlevoix Apartments

**CITY OF CHARLEVOIX  
ORDINANCE NO. 871 of 2026**

AN ORDINANCE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A HOUSING PROJECT FOR LOW INCOME PERSONS AND FAMILIES TO BE FINANCED WITH A FEDERALLY AIDED MORTGAGE LOAN PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (PUBLIC ACT 346 OF 1966, AS AMENDED; MCL §125.1401 ET SEQ.; THE "ACT").

**THE CITY OF CHARLEVOIX ORDAINS:**

**Section 1. Title.**

This Ordinance shall be known and cited as the "City of Charlevoix Tax Exemption Ordinance – Lighthouse Gardens"

**Section 2. Findings & Purpose.**

The City Council of the City of Charlevoix ("City") hereby finds, determines, and acknowledges that it is a proper public purpose of the State of Michigan and its political subdivisions (including the City) to provide housing for its low-income persons and families and to encourage the development of such housing by providing for a service charge for public services in lieu of property taxes (a "payment in lieu of taxes" or "PILOT") in accordance with the Act. It is further determined and acknowledged that housing for persons of low income is a public necessity, and as the City will be benefitted and improved by such housing, the encouragement of same by providing certain real estate tax exemption(s) for such housing is a valid public purpose. It is further determined and acknowledged that the continuation of the provisions of this Ordinance for tax exemption and the service charge in lieu of all ad valorem taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing development project that is to be developed and financed in reliance upon such tax exemption and service charge.

The City acknowledges that LG Charlevoix Limited Dividend Housing Association, LLC (the "Sponsor") has formed a limited dividend housing association limited liability company, and has offered, subject to receipt of an allocation under the Low Income Housing Tax Credit (LIHTC) Program (as defined in this Agreement) to own and operate the housing development project identified as "Lighthouse Gardens" on certain property located at 1001 May St within the City to serve low income persons and families, and that the Sponsor has offered to pay the City on account of this housing project an annual service charge for public services in lieu of all ad valorem property taxes.

**Section 3. Definitions.**

1. "Act" means Michigan's State Housing Development Authority Act (Michigan Public Act 346 of 1966, as amended; codified at MCL §125.1401 et seq.);
2. "Annual Shelter Rent" means the total collections during an agreed annual period from or paid on behalf of all low-income occupants of a Housing Development representing rent or occupancy charges, exclusive of charges for Utilities, as defined in this Agreement.
3. "Authority" (or "MSHDA") means the Michigan State Housing Development Authority, as referred to in Section 21 of the Act (MCL §125.1421).
4. "City" means the City of Charlevoix, a Michigan municipal corporation.
5. "Housing Development" at the Housing Development Location, means and refers to a building to include qualified low-income residential apartment units, including fifty-four (54) units reserved for Low Income Persons, and such commercial, recreational, industrial, communal, and educational facilities as the Authority determines will improve the quality of the Housing Development Project as it relates to housing for persons of low income.
6. "Housing Development Location" means the following parcels of real estate within the City:
  - a. Parcel 1: Beginning 660 feet East and 660 feet South of the Northwest corner of Section 35, Township 34 North, Range 8 West, City of Charlevoix, Charlevoix County, Michigan; thence East 165 feet; thence North 176 feet; thence West 165 feet; thence South 176 feet to the point of beginning.

- b. Parcel 2: Commencing at the Northwest corner of Section 35, Township 3 4 North, Range 8 West, City of Charlevoix, Charlevoix County, Michigan; thence East along the North line of said Section, 1117 feet; thence South 183 feet to point of beginning; thence West 105 feet; thence South 147 feet; thence West 187 feet to a point being 825 feet (50 rods) East of the West line of said Section; thence South 330 feet (20 rods); thence East 495 feet to the West 1/8 line of said Section; thence North along said 1/8 line, 264 feet; thence West parallel with said North Section line, 183 feet; thence North parallel with said West 1/8 line, 126 feet; thence West 20 feet; thence North, 87 feet to the point of beginning, being a part of the Northwest 1/4 of the Northwest 1/4 of said Section 35.

7. "Housing Development Project" means the Housing Development after completion of construction and issuance of certificates of occupancy for all units.

8. "Federally funded" means the Housing Development must be participating in the Low Income Housing Tax Credit (LIHTC) program, which restricts residency to persons of low income through a regulatory agreement between the Housing Development and the Authority.

9. "Persons of low income" (or "Low Income Persons and/or Families") means persons and families whose household incomes qualify for and meet those income limitations set by the federal government through the Department of Housing and Urban Development ("HUD").

10. "Utilities" means charges for fuel, water, heat, sanitary sewer service and/or electrical service furnished to the occupants which are paid by the Housing Development Project as defined in the Act.

All terms referenced in the Act but not defined in this Ordinance shall have the meanings given to them in the Act.

#### **Section 4. Class of Housing Development.**

It is determined that the class of Housing Developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be Housing Developments which are financed or assisted pursuant to the Act. It is further determined that Lighthouse Gardens (the Housing Development Project) is of this class.

#### **Section 5. Establishment of Annual Service Charge in lieu of property taxes.**

1. Subject to the provisions of this Ordinance, the Housing Development Project known and identified as Lighthouse Gardens and the real property on which it is situated shall be exempt from all ad valorem property taxes from and after the commencement of construction for the period set forth in Section 9 below. The City acknowledges that the Sponsor and the Authority have established the economic feasibility of the Housing Development Project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the Housing Development Project for the exemption from all ad valorem property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to construct, own, and operate the Housing Development Project, the City agrees to accept payment of an annual service charge for public services in lieu of all ad valorem property taxes.
2. The annual service charge shall be equal to four (4%) percent of the difference between the Annual Shelter Rents actually collected and Utilities.

#### **Section 6. Limitation on the Payment of the Annual Service Charge.**

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the Housing Development Project that is tax exempt and occupied by other than Low Income Persons shall be equal to the full amount of the taxes that would otherwise be due and payable on that portion of the Housing Development Project if the project were not tax exempt.

#### **Section 7. Payment of Service Charge.**

The Annual Service Charge in lieu of taxes as determined under this Ordinance shall be payable in the same manner as general property taxes are payable to the City and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year, except that the annual payment shall be paid on or before July 1 of the year following the year upon

which such charge is calculated. Collection procedures shall be in accordance with the provisions of Michigan's General Property Tax Act (Public Act 206 of 1893, as amended; codified at MCL §211.1 et seq).

**Section 8. Contractual effect of Ordinance.**

Notwithstanding the provisions of Section 15a(5) of the Act (MCL §125.1415a(5)) to the contrary, a contract between the City and the Sponsor with the Authority as a third-party beneficiary under said contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by the enactment of this Ordinance.

**Section 9. Duration; Commencement of Construction.**

This Ordinance shall remain in effect and shall not terminate for fifteen (15) years, commencing with and including tax year 2026, provided that the Sponsor complies with the requirements of the Act and this Ordinance, and further provided that the Housing Development continues to be rented to Low Income Persons at rents determined under the low income housing tax credit program, as the same maybe further amended or superseded, or the authority or HUD has an interest in the property; but in no event beyond December 31, 2041.

**Section 10. Severability.**

The various sections and provisions of this Ordinance shall be deemed to be severable and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

**Section 11. Inconsistent Ordinances.**

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

**Section 12. Effective Date.**

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 871 was adopted on the XX day of XXX 2026 A.D., by the Charlevoix City Council as follows:

Motion by:  
Seconded by:  
Yeas:  
Nays:

State of Michigan } §  
City of Charlevoix

---

Sarah J. Dvoracek

Clerk

---

Lyle Gennett

Mayor

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 870 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on XXX XX, 2026 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act 267 of the Michigan Public Acts of 1976.

Dated: XX/XX/2026

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Sarah J. Dvoracek, City Clerk

Acknowledged and agreed to by:

LG CHARLEVOIX LIMITED DIVIDEND

HOUSING ASSOCIATION, LLC,

a Michigan limited liability company

---

By: Steve Lyman

Its: Authorized Representative

**CITY OF CHARLEVOIX  
ORDINANCE NO. 872 of 2026**

AN ORDINANCE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A HOUSING PROJECT FOR LOW INCOME PERSONS AND FAMILIES TO BE FINANCED WITH A FEDERALLY AIDED MORTGAGE LOAN PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (PUBLIC ACT 346 OF 1966, AS AMENDED; MCL §125.1401 ET SEQ.; THE "ACT").

**THE CITY OF CHARLEVOIX ORDAINS:**

**Section 1. Title.**

This Ordinance shall be known and cited as the "City of Charlevoix Tax Exemption Ordinance – Charlevoix Apartments"

**Section 2. Findings & Purpose.**

The City Council of the City of Charlevoix ("City") hereby finds, determines, and acknowledges that it is a proper public purpose of the State of Michigan and its political subdivisions (including the City) to provide housing for its low-income persons and families and to encourage the development of such housing by providing for a service charge for public services in lieu of property taxes (a "payment in lieu of taxes" or "PILOT") in accordance with the Act. It is further determined and acknowledged that housing for persons of low income is a public necessity, and as the City will be benefitted and improved by such housing, the encouragement of same by providing certain real estate tax exemption(s) for such housing is a valid public purpose. It is further determined and acknowledged that the continuation of the provisions of this Ordinance for tax exemption and the service charge in lieu of all ad valorem taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing development project that is to be developed and financed in reliance upon such tax exemption and service charge.

The City acknowledges that LG Charlevoix 2 Limited Dividend Housing Association, LLC (the "Sponsor") has formed a limited dividend housing association limited liability company, and has offered, subject to receipt of an allocation under the Low Income Housing Tax Credit (LIHTC) Program (as defined in this Agreement) to own and operate the housing development project identified as "Charlevoix Apartments" on certain property located at 1003 May St within the City to serve low income persons and families, and that the Sponsor has offered to pay the City on account of this housing project an annual service charge for public services in lieu of all ad valorem property taxes.

**Section 3. Definitions.**

1. "Act" means Michigan's State Housing Development Authority Act (Michigan Public Act 346 of 1966, as amended; codified at MCL §125.1401 et seq.);
2. "Annual Shelter Rent" means the total collections during an agreed annual period from or paid on behalf of all low-income occupants of a Housing Development representing rent or occupancy charges, exclusive of charges for Utilities, as defined in this Agreement.
3. "Authority" (or "MSHDA") means the Michigan State Housing Development Authority, as referred to in Section 21 of the Act (MCL §125.1421).
4. "City" means the City of Charlevoix, a Michigan municipal corporation.
5. "Housing Development" at the Housing Development Location, means and refers to a building to include qualified low-income residential apartment units, including forty (40) units reserved for Low Income Persons, and such commercial, recreational, industrial, communal, and educational facilities as the Authority determines will improve the quality of the Housing Development Project as it relates to housing for persons of low income.
6. "Housing Development Location" means the following parcel of real estate within the City:  
  
Beginning 660 feet South and 660 feet East of the Northwest corner of Section 35, Township 34 North, Range 8 West, City of Charlevoix, Charlevoix County, Michigan; thence South 165 feet; thence East 432 feet; thence North 105 feet; thence East 228 feet; thence North 60 feet; thence West 660 feet to the point of beginning, being a part of the Northwest 1/4 of the Northwest 1/4 of said Section 35
7. "Housing Development Project" means the Housing Development after completion of construction and issuance of certificates of occupancy for all units.

8. "Federally funded" means the Housing Development must be participating in the Low Income Housing Tax Credit (LIHTC) program, which restricts residency to persons of low income through a regulatory agreement between the Housing Development and the Authority.
9. "Persons of low income" (or "Low Income Persons and/or Families") means persons and families whose household incomes qualify for and meet those income limitations set by the federal government through the Department of Housing and Urban Development ("HUD").
10. "Utilities" means charges for fuel, water, heat, sanitary sewer service and/or electrical service furnished to the occupants which are paid by the Housing Development Project as defined in the Act.

All terms referenced in the Act but not defined in this Ordinance shall have the meanings given to them in the Act.

#### **Section 4. Class of Housing Development.**

It is determined that the class of Housing Developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be Housing Developments which are financed or assisted pursuant to the Act. It is further determined that Charlevoix Apartments (the Housing Development Project) is of this class.

#### **Section 5. Establishment of Annual Service Charge in lieu of property taxes.**

1. Subject to the provisions of this Ordinance, the Housing Development Project known and identified as Charlevoix Apartments and the real property on which it is situated shall be exempt from all ad valorem property taxes from and after the commencement of construction for the period set forth in Section 9 below. The City acknowledges that the Sponsor and the Authority have established the economic feasibility of the Housing Development Project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the Housing Development Project for the exemption from all ad valorem property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to construct, own, and operate the Housing Development Project, the City agrees to accept payment of an annual service charge for public services in lieu of all ad valorem property taxes.
2. The annual service charge shall be equal to four (4%) percent of the difference between the Annual Shelter Rents actually collected and Utilities.

#### **Section 6. Limitation on the Payment of the Annual Service Charge.**

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the Housing Development Project that is tax exempt and occupied by other than Low Income Persons shall be equal to the full amount of the taxes that would otherwise be due and payable on that portion of the Housing Development Project if the project were not tax exempt.

#### **Section 7. Payment of Service Charge.**

The Annual Service Charge in lieu of taxes as determined under this Ordinance shall be payable in the same manner as general property taxes are payable to the City and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year, except that the annual payment shall be paid on or before July 1 of the year following the year upon which such charge is calculated. Collection procedures shall be in accordance with the provisions of Michigan's General Property Tax Act (Public Act 206 of 1893, as amended; codified at MCL §211.1 et seq).

#### **Section 8. Contractual effect of Ordinance.**

Notwithstanding the provisions of Section 15a(5) of the Act (MCL §125.1415a(5)) to the contrary, a contract between the City and the Sponsor with the Authority as a third-party beneficiary under said contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by the enactment of this Ordinance.

#### **Section 9. Duration; Commencement of Construction.**

This Ordinance shall remain in effect and shall not terminate for fifteen (15) years, commencing with and including tax year 2026, provided that the Sponsor complies with the requirements of the Act and this Ordinance, and further provided that the Housing Development continues to be rented to Low Income Persons at rents determined under the low income housing tax credit program, as the same maybe further amended or superseded, or the authority or HUD has an interest in the property; but in no event beyond December 31, 2041.

**Section 10. Severability.**

The various sections and provisions of this Ordinance shall be deemed to be severable and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

**Section 11. Inconsistent Ordinances.**

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

**Section 12. Effective Date.**

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 872 was adopted on the XX day of XXX 2026 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

State of Michigan } §  
City of Charlevoix

\_\_\_\_\_  
Sarah J. Dvoracek Clerk

\_\_\_\_\_  
Lyle Gennett Mayor

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 870 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on XXX XX, 2026 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act 267 of the Michigan Public Acts of 1976.

Dated: XX/XX/2026

\_\_\_\_\_  
Sarah J. Dvoracek, City Clerk

Acknowledged and agreed to by:

LG CHARLEVOIX 2 LIMITED DIVIDEND

HOUSING ASSOCIATION, LLC,

a Michigan limited liability company

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By: Steve Lyman

Its: Authorized Representative

# Charlevoix City Council

## Public Hearings and Actions Requiring Public Hearings

**Title:** Set Public Hearing for 873: Prohibition on Commercial Tours

**Date:** April 20, 2026

**Presented By:** Mark Heydlauff, City Manager

**Background:**

On April 6, Council directed the drafting of an ordinance to prohibit tours in order to preserve order and safety. The text for this has been reviewed by the City Attorney. As with all ordinances, Council must set a public hearing and give notice of the same before voting on potential adoption. The outcome of this ordinance is quite simple: conducting tours for any kind of payment on any of the alleys, streets, sidewalks, or trails of the City would be prohibited.

**Recommendation:**

If Council wishes to proceed:

Motion to set a public hearing at noon on May 4, 2026 in the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan to consider Ordinance 873: Prohibition of Tours.

Council can also review and discuss further.

**Attachments:**

1. 873 of 2026 Prohibition Public Tours



Dated: XX/XX/2026

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Sarah J. Dvoracek, City Clerk

# Charlevoix City Council

## Public Hearings and Actions Requiring Public Hearings

**Title:** Capital Improvement Plan

**Date:** April 20, 2026

**Presented By:** Mark Heydlauff, City Manager

### **Background:**

The Capital Improvement Plan is a document that outlines the future large-scale projects of the City. This is largely developed as a technical plan to recognize system improvements and maintenance projects over time. The draft included for review acknowledges the items included in the current operating budget that was adopted by City Council back in February but also looks forward to the projects of the future. While unexpected, changes in the Master Plan overtime would direct changes in this document. Largely, the Master Plan has not recognized items that would dramatically change the capital planning for the City but that is the intent behind the process.

The Planning Commission has been particularly interested in streetlights over the past couple of years. This plan outlines our expectation of replacement in the neighborhoods based on the need to update and alignment of projects where multiple pieces of infrastructure can be addressed at once.

More than most, this document is intended to live and breathe. You'll see some items recognize a cost without a specific action. This acknowledges that some issues are addressed based on periodic inspections or as conditions change. We also do our best to project a cost but knowing the future is difficult. Cost for a project may increase or decrease or may be funded in conjunction with another project.

The Planning Commission reviewed and approved this document on April 13. Council will need to set a public hearing and then formally consider adoption.

### **Recommendation:**

Motion to set a Public Hearing to consider the 2026 Capital Improvement Plan for Monday, May 4, 2026 at noon in the Council Chambers of City Hall.

### **Attachments:**

1. 2026 CIP Update



**CITY OF  
CHARLEVOIX**

# Combined Capital Improvement Plan

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*FY 2026–2032 and Future Projects*

April 2026

## Key Highlights

### Coordination Opportunities

- Align Antrim Street work (FY 27–28 & 28–29) as budget will allow; anticipated \$5 million or more
- Bundle lead service line (LSL) replacement and street work to reduce repeat digs.
- Coordinate streetlighting with Major Streets/DDA projects.

### FY 2026–2027 (projects included in annual budget)

#### Electric

- Substation Control Panel Replacement—\$776,500; significant system improvements for reliability; rate funded and State of MI Grant (applied)
- Streetlighting — \$350,000; channel, Kusina Lot, Hoffmann Park, Clinton Street Parking Lot, Veterans Park, Depot Beach, Mercer; rate funded
- S&C Pad Mount Switch—\$40,000; system controls and reliability; rate funded
- Mason Street Parking Lot Power Pedestal—\$45,000; power for special events; rate funded
- GIS — \$50,000; continued system design and updates; rate funded/possible grant
- AMI Install — \$562,000; continued system installation; rate funded

#### Water

- Plant Monitoring — \$250,000; plant safety and operations; rate funded
- Electric Gear — \$300,000; plant electrical systems; rate funded
- Chlorine system updates— \$25,000; sanitizing chlorine; rate funded
- Rapid Mixer Piping—\$30,000; plant safety and maintenance; rate funded
- LSL Replacement — \$175,000; project as needed to comply with state rules; rate funded
- Ferry Ave. Replacement and Loop— \$525,000; replace line on Ferry over Stover Creek; extend to loop with existing line on M66; rate funded

#### Sewer & Storm Sewer

- Plant Boiler replacement—\$45,000; rate funded
- Standby Emergency Generators for lift stations—\$250,000; rate funded
- Alice Street Sewer— \$80,000; storm sewer improvement/discharge into Round Lake; street fund (shared project with La Havre Association)
- County Club Manhole Sealing—\$35,000; prevent groundwater infiltration; rate funded

#### Motor Pool

- Fleet & Equipment — \$589,000; vehicle replacements; rate, fee, or tax funded depending on use

## Recreation

- Northside Wheelway Extension—\$1,100,000; extend wheelway from Waller Road to Division Street; MDOT grant and infrastructure levy
- Park Building Roofs—\$7,000; reroof dugouts

## General Public Works

- New Storage Yard and Compost Pit (W. Carpenter)— \$320,000; replace old compost and storage area due to sale; funded with proceeds of land sale and yard waste levy

## Downtown Development Authority

- Brick pavers, sidewalk joints and tree curbs— \$75,000; mitigate trip hazards from settling; TIF
- Bridge Park Building Maintenance—\$25,000; mechanical and aesthetic updates; lease revenue and TIF

## FY 2027–28

### Electric

- 12 kV Upgrades — \$40,000
- Streetlighting — \$372,500; M-66, Mason, Park & Clinton, Hampton Village, Terrace, Meech, Grant & Carpenter neighborhood; rate funded
- AMI Maintenance — \$97,000
- Antrim Reconstruction Engineering — \$100,000

### Water

- LSL Replacement — \$175,000; project as needed to comply with state rules; rate funded
- Misc — \$200,000

### Sewer

- Normal Capital — \$750,000
- Manhole sealing—\$40,000, reduce infiltration; rate funded

### Motor Pool

- Fleet & Equipment — \$522,000
- Electric contribution — \$310,000

## FY 2028–29

### Electric

- 12 kV Upgrades — \$2,519,000
- Streetlighting — \$372,500; Belvedere and Ferry; rate funded

- GIS — \$50,000
- AMI Maintenance — \$62,000
- Antrim Reconstruction — \$400,000

### Water

- LSL Replacement — \$175,000; project as needed to comply with state rules; rate funded
- Misc — \$300,000
- Tower Inspection — \$40,000

### Sewer

- Normal Capital — \$750,000
- Manhole sealing—\$40,000, reduce infiltration; rate funded

### Motor Pool

- Fleet & Equipment — \$480,000
- Electric contribution — \$280,000

## FY 2029–30

### Electric

- Streetlighting — \$372,500; Ferry Beach and boat launch; rate funded
- GIS — \$50,000
- AMI Maintenance — \$62,000

### Water

- LSL Replacement — \$175,000; project as needed to comply with state rules; rate funded
- Misc — \$200,000

### Sewer

- Normal Capital — \$750,000

### Motor Pool

- Fleet & Equipment — \$200,000

## FY 2030–31

### Electric

- Streetlighting — \$372,500; Dixon, Prospect, Michigan, Pine River Lane; rate funded
- GIS — \$50,000

## Water

- LSL Replacement — \$175,000; project as needed to comply with state rules; rate funded
- Misc — \$300,000

## Sewer

- No specified capital

## Motor Pool

- Fleet & Equipment — \$200,000

## FY 2031–32

### Electric

- Streetlighting — \$372,500; Antrim, Bridge Park Drive/BIBCO, Marina, Garfield; rate funded
- GIS — \$50,000

### Water

- No specified capital

### Sewer

- No specified capital

### Motor Pool

- No specified capital

### General Construction

- Burns Street Reconstruction (north of US 31)—\$1.2 million; full reconstruct to be broken down by fund for water, sewer, electric and street funds; rate, taxes, and potential grant funded

## Future

### Electric

- Palmer St Underground — \$200,000
- Fiber projects
- Sauber equipment

### Water

- Install 300k gal Water Tower — \$5,000,000

- LSL Replacement continues until 2042

### **Sewer**

- No specified capital

### **Motor Pool**

- Reserve — \$200,000

### **Sources**

- 590 Sewer 26-27 Budget Capital.pdf (Dec 16, 2025)
- 591 Water 26-27 Budget Capital Revised 12-17-25.pdf (Dec 17, 2025)
- 661 Motor Pool 26-27 Capital.pdf (Dec 12, 2025)
- FYE 2027 Electric Capital Budget Draft Final 12-10-25.pdf (Dec 10, 2025)

# Charlevoix City Council

## All Other Actions and Requests

**Title:** Mayoral Appointments

**Date:** April 20, 2026

**Presented By:** Lyle Gennett  
Mayor

**Background:**

Mayor Gennett submitted the following reappointment recommendations for City Council consideration:

1. Shelly Boehmer to the Planning Commission for a term ending April 30, 2029.
2. Nedina Stark to the Housing Commission for a term ending April 30, 2031.

**Recommendation:**

Motion to confirm the Mayor's reappointments as presented.

**Attachments:**

1. Boehmer Shelley Planning Commission
2. Stark Nedina Housing Commission

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## Online Form Submittal: Volunteer Boards and Committees Application

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**From** noreply@civicplus.com <noreply@civicplus.com>

**Date** Tue 2/24/2026 11:32 AM

**To** Sarah Dvoracek <clerk@charlevoixmi.gov>

### Volunteer Boards and Committees Application

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

---

Committees and Boards to Apply For	Planning Commission
Name	Shelley Boehmer
Email Address	shelley@airadvantage.net
Address	109 Chicago Ave
Home Phone	<i>Field not completed.</i>
Cell Phone	989-649-5260
Are you a registered voter in the City?	Yes
How long have you lived in the City?	Moved back 5 years ago
Educational Background	BS in Education, plus masters equivalent
Professional Qualifications and / or Work Experience	40 years as a classroom teacher
Community Activities and / or Other Experience	Actively involved with the Charlevoix Farmers Market, volunteering weekly mid May thru mid October. Lead on the community Thanksgiving dinner. On the Historic District Commission .
Have you served on a board / committee or held a civic position in the past?	Yes

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If yes, please explain.	President of MCSSA, an organization comprised of all counties in Michigan MDHHS county boards.
Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	I have served three years. In this time the planners have moved forward on many ordinances for the betterment of our city. I would like to continue helping make Charlevoix the great place it is to live, work and play.
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Shelley A Boehmer
Date	2/24/2026

Email not displaying correctly? [View it in your browser.](#)

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

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**Online Form Submittal: Volunteer Boards and Committees Application**

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**From** noreply@civicplus.com <noreply@civicplus.com>

**Date** Thu 2/5/2026 2:49 PM

**To** Sarah Dvoracek <clerk@charlevoixmi.gov>

## Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	Housing Commission
Name	Jesse Nedina Stark
Email Address	nedina0737@yahoo.com
Address	210 West Garfield Avenue Apt 102
Home Phone	2314878058
Cell Phone	<i>Field not completed.</i>
Are you a registered voter in the City?	<i>Field not completed.</i>
How long have you lived in the City?	Charlevoix
Educational Background	3 yrs college
Professional Qualifications and / or Work Experience	Char-Em ISD 9(rerired), Interim Bay Township clerk, Owner/Operator truck driver, Housing Authority bookkeeper
Community Activities and / or Other Experience	C Coast Guard Auxiliary, Dept Natural Resources, Church secretary/treasurer, various committee and bards
Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	<i>Field not completed.</i>

Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	To continue as tenant representative on Housing Commission Board
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Nedina Stark
Date	2/5/2026

Email not displaying correctly? [View it in your browser.](#)

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

# Charlevoix City Council

## Reports and Communications

**Title:** City Manager's Comments

**Date:** April 20, 2026

### **Presented By:**

### **Background:**

#### **A. Rainfall and Snow Melt**

During the persistent rains this week, we did not experience any wide spread damage in the city but ground water infiltration for our sewer system along with homes that still have sump pumps connected to our sewers did overwhelm some parts of the collection system--especially in the County Club area. Our lift stations worked without fail but the volume of inflow was significant. We know of at least a couple basements in the area that experienced a water back-up. To put the whole system in perspective, our waste water plant treated more than 1 million gallons of water on Tuesday compared with the average of 350,000.

#### **B. Michigan Reads Book Discussion**

I'm happy to be hosting this book discussion at the library next month! Join if you wish but it will be great to welcome Curtis Chin to Charlevoix in collaboration with the Library, Dockside Books and statewide organizations.

Join us for an evening with Great Michigan Read author, Curtis Chin. He will discuss his award winning book, *Everything I Learned, I Learned in a Chinese Restaurant*. Chin's memoir explores themes of identity, family, and the Asian American experience. Don't miss your chance to hear this amazing author and storyteller!

*This author event with Curtis Chin is part of the Great Michigan Read spring tour. The 2025-26 Great Michigan Read is presented by Michigan Humanities. Additional support is provided by national, statewide, and local partners, including the Library of Michigan and MSU Federal Credit Union.*

*Our friends at Dockside Books will be at the library selling copies of the book!*

#### **C. Refuse Collection**

Our spring refuse collection is coming up for City residents on May 2. All material must be at the curb early that morning and all material will be collected that day. There will be no second passes later in the week. We have worked with GFL to set the fall clean-up date for October 3.

#### **D. May 4 Meeting**

As a reminder, Council changed the time for your meeting on May 4 to be noon due to the Special Tax Election called by the CharEm ISD on May 5.

#### **E. Charlevoix Marathon Event**

After trying multiple approaches, the Charlevoix Marathon will be bringing an event proposal to you

on May 4 that includes all their usual running events without the marathon itself due to the closure of the boardwalk north of Charlevoix. They provided alternative routing for the half marathon, 10k, and 5k race but were unable to determine an alternative location for the marathon itself. We'll review this next week along with a couple other events and have them for your consideration on May 4.

**Recommendation:**

**Attachments:**

1. MPPS Spring 2025 Resident Recruitment Final



### MPPS Policy Brief

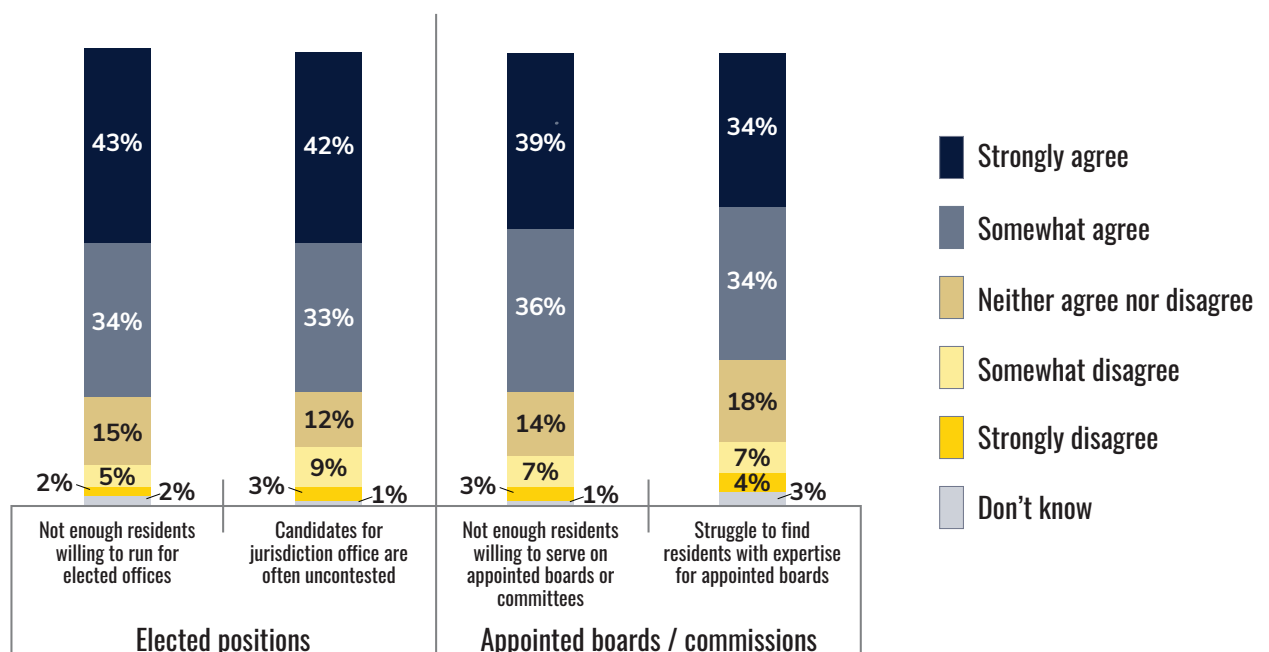
# Many Michigan local governments struggle to find residents willing to run for office or serve on boards

By Natalie Fitzpatrick, Debra Horner, and Stephanie Leiser

The Spring 2025 wave of the Michigan Public Policy Survey (MPPS) asked local government officials a wide range of questions about resident engagement in their communities.<sup>1</sup> Across the state, Michigan local leaders report steep declines in engagement over more than a decade, despite increased outreach efforts to their residents.

One significant area of concern is resident representation on local elected and appointed boards. As shown in *Figure 1a*, local leaders from more than three-quarters of Michigan jurisdictions statewide agree that not enough residents are willing to run for local elected office in their jurisdiction (77%), and that candidacies are often uncontested (75%). Beyond elected offices, a similar proportion of local leaders also say not enough residents are willing to serve on the jurisdiction's appointed boards or committees (75%), such as planning commissions, zoning boards of appeals, downtown development authorities, or advisory boards on parks and recreation. In addition, 68% report that their jurisdiction struggles to find residents with the necessary skills or subject matter expertise for certain appointed boards.

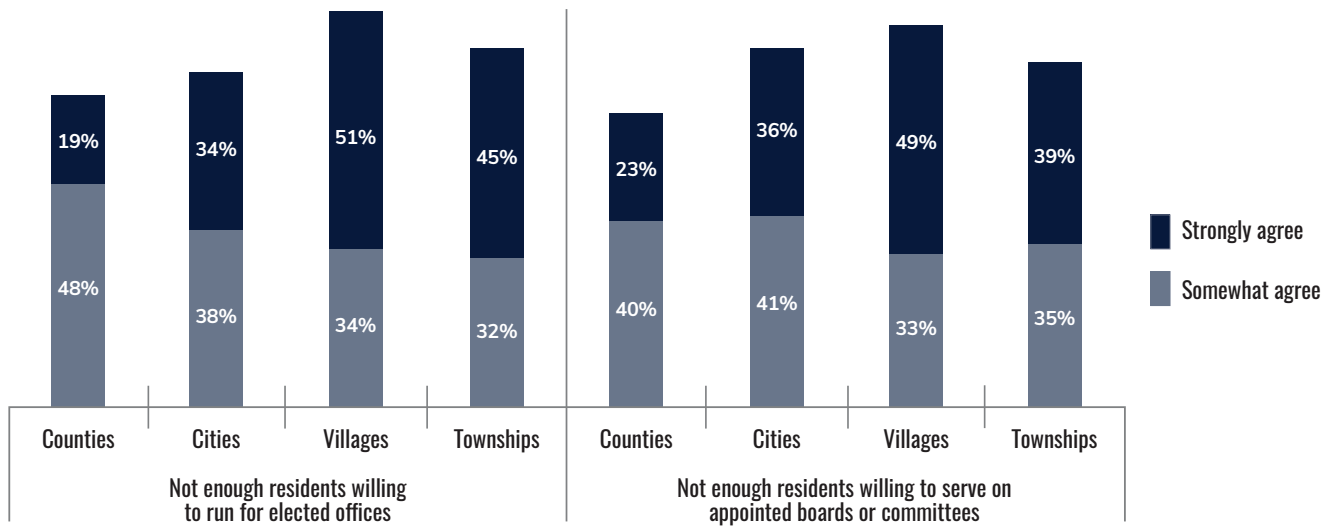
**Figure 1a**  
Percentage of local officials who agree or disagree with concerns over residents running for office or serving on boards



All four of these challenges are widely found in every jurisdiction type, from counties to townships. However, local leaders from the state’s smaller and more rural jurisdictions, particularly villages and townships, are more likely to express strong concerns about them. For example, while 19% of county leaders and 34% of city leaders strongly agree that not enough residents are willing to run for local elected office, that percentage rises to a majority of villages (51%) and nearly half of townships (45%) statewide (see *Figure 1b*). Similarly, approximately a quarter of local leaders from mostly urban and urban communities express significant concerns with resident recruitment to run for office or serve on appointed boards, compared with around twice that percentage in Michigan’s rural communities (see *Figure 1c*).

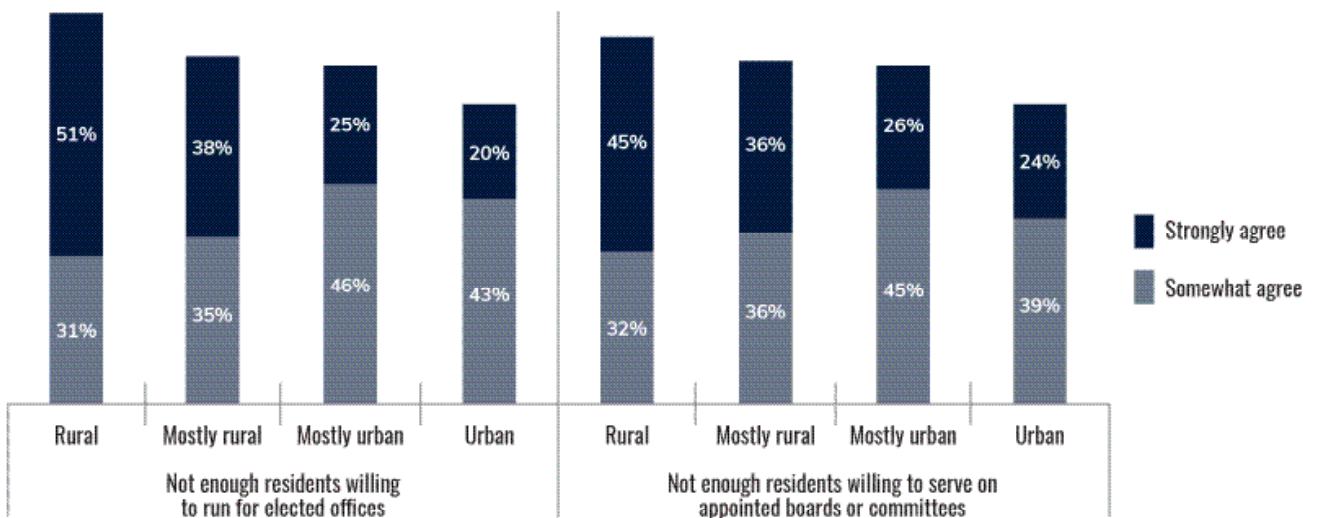
**Figure 1b**

Percentage of local officials who “somewhat” or “strongly” agree with not enough residents running for office or serving on boards, by jurisdiction type



**Figure 1c**

Percentage of local officials who “somewhat” or “strongly” agree with not enough residents running for office or serving on boards, by rural-urban self-assessment

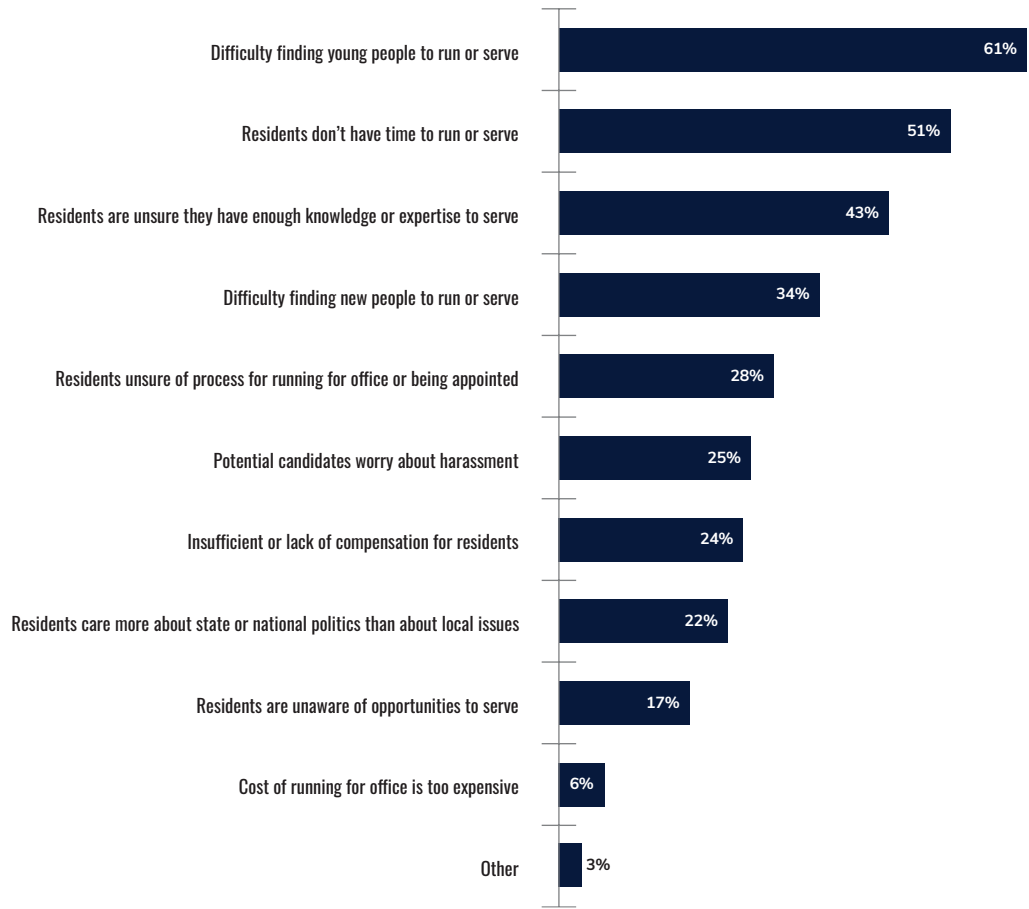


# Local leaders worry about finding young people to run or serve, believe residents don't have time

When asked about specific challenges related to finding residents to run for office or serve on appointed boards, 61% of local officials statewide say it's difficult for their jurisdiction to find young people to run or serve, and 34% say they can't find new people in general (see *Figure 2*). About half feel their jurisdiction's residents don't have time to run or serve, and 43% believe their residents feel unsure that they have enough knowledge or expertise to serve on boards. One quarter believe their residents are deterred from running because of potential harassment, which reflects [earlier MPPS findings from 2022](#) that 47% of local officials say they personally experienced online or in-person harassment while serving in their role in local government.<sup>2</sup>

As shown in *Appendix A*, local leaders who characterize their community as “mostly urban” are more likely to cite problems in several areas compared with officials from either rural or urban places, including residents not having time to run or serve (63%), resident concerns about harassment (44%), difficulty finding new people to run or serve (44%), and residents caring more about state or national politics (38%).

**Figure 2**  
Percentage identifying specific problems related to finding residents to run for office and/or serve on appointed boards

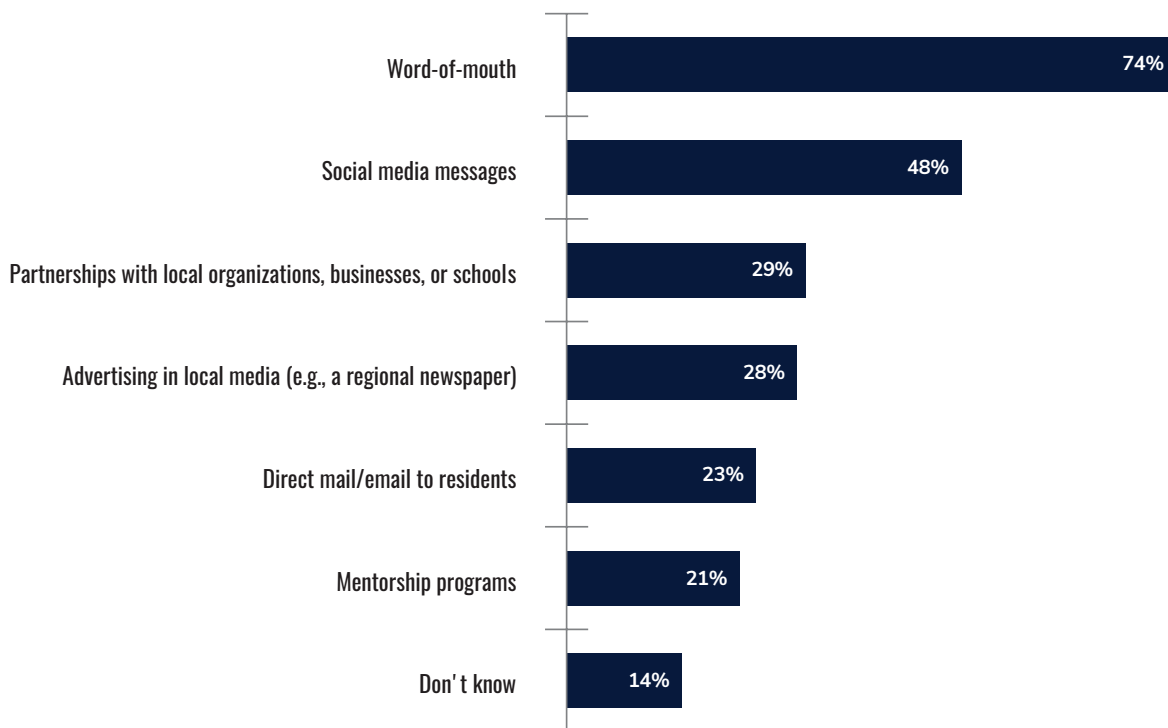


## Word-of-mouth seen as the most effective approach to overcoming recruitment problems

The MPPS also asked local officials what kinds of outreach methods are, or could be, most effective for encouraging residents to run for office or serve on appointed boards. By far the most commonly cited outreach method is simple word-of-mouth, which 74% of local leaders endorse (see *Figure 3*). Almost half of officials (48%) say social media is, or could be, effective in resident recruitment, reflecting broader trends in increased use of social media for resident outreach and engagement. Currently, over half (51%) of local governments say they use social media accounts for some types of resident outreach, compared with just 18% who were doing so in 2012.<sup>3</sup> Local leaders in urban (70%) and mostly urban (68%) communities are especially likely to recommend social media as a strategy to recruit residents (see *Appendix B*).

Other than for social media, there are few significant differences among officials along the rural-urban spectrum on what they believe could be effective in boosting resident recruitment.

**Figure 3**  
Percentage identifying outreach methods most effective in their jurisdiction for encouraging residents to run for office or serve on appointed boards





The MPPS also asked local government officials to describe the ways in which things were either going well or going poorly with their resident engagement, and many included comments about their recruitment of residents to run for office or serve on appointed boards. These comments cite many of the same problems noted in the results above, particularly the cost of running for office and the lack of compensation for serving and volunteering time.

## Voices Across Michigan

### Quotes from local leaders about successes or concerns with resident recruitment to run or serve:

“We need more time and more resources. Board positions are publicly understood to be part-time, 10-15 hours per week. In reality, it is a full-time job paid at only \$21,000/year. So, no one will run, but the public expects the results of a full-time professional in elected positions.”

“All our rural townships have the same problems recruiting new or young people to get involved. It’s mostly the rate of pay.”

“One of the most significant barriers we’ve encountered in encouraging younger participation is compensation. Many younger residents are balancing multiple jobs or family obligations, and unfortunately, our township simply doesn’t have the budget to offer competitive wages for committee work or part-time township positions. State and federal funding cuts have only made that more difficult.”

“As Supervisor, if I have a specific need on a Board or Commission for a candidate with expertise in a particular area (wastewater, assessing, public safety, etc.) I have formed an advisory board (of community leaders) to seek out a list of candidates to ensure that no one person can hand-pick who they want to serve. It allows for the best person for the position to fill it.”

“If we can predict a vacancy, we discuss with appropriate individuals the need for their participation, and it is generally well received.”

“I think it is an overall problem with residents not having enough time, who have young families and are already juggling other duties.”

“The divisiveness in the community keeps good people from running or offering to serve on boards, as they do not want in be harassed.”

“[Running for local office] is largely a closed-door society. If you do not have an in, you likely will not be viewed as a credible candidate... It’s too tough to break in within a large town without large money and a large cast of supportive politicians.”

“More engaged residents could see that serving is a noble cause. It is very rewarding even in today’s fragmented climate.”

## Appendix A

Percentage identifying specific problems related to finding residents to run for office and/or serve on appointed boards, by rural-urban self-identification

	Rural	Mostly Rural	Mostly Urban	Urban	Total
Residents are unaware of opportunities to serve	14%	20%	20%	25%	17%
Residents unsure of process/procedures for running for office or being appointed	27%	34%	26%	23%	28%
Residents don't have time to run or serve	50%	50%	63%	57%	51%
Residents are unsure they have enough knowledge/expertise to serve	43%	44%	42%	41%	43%
Insufficient or lack of compensation for residents to run or serve	27%	22%	20%	24%	24%
Cost of running for office is too expensive	3%	5%	14%	16%	6%
Potential candidates worry about harassment	21%	27%	44%	28%	25%
Residents care more about state or national politics than about local issues	19%	24%	38%	28%	23%
Difficulty finding new people to run or serve	32%	36%	44%	28%	34%
Difficulty finding young people to run or serve	63%	62%	69%	43%	62%
Jurisdiction faces other problems in finding residents to run or serve	4%	2%	2%	5%	3%

## Appendix B

Percentage identifying outreach methods most effective in their jurisdiction for encouraging residents to run for office or serve on appointed boards, by rural-urban self-identification

	Rural	Mostly Rural	Mostly Urban	Urban	Total
Word-of-mouth could encourage residents to run or serve	72%	78%	83%	75%	74%
Social media messages could encourage residents to run or serve	41%	52%	68%	70%	48%
Advertising in local media could encourage residents to run or serve	26%	29%	33%	25%	27%
Direct mail/email to residents could encourage residents to run or serve	21%	24%	29%	27%	23%
Partnership w/ local orgs/bus/school could encourage residents to run or	22%	36%	43%	41%	29%
Mentorship programs could encourage residents to run or serve	18%	23%	31%	34%	21%

## Notes

1. Fitzpatrick, N., Horner, D., and Leiser, S. (October 2025). *Michigan local leaders report alarming declines in resident engagement*. Ann Arbor, MI: Center for Local, State, and Urban Policy at the Gerald R. Ford School of Public Policy, University of Michigan. Retrieved from <https://closup.umich.edu/michigan-public-policy-survey/137/mpps-michigan-local-leaders-report-alarming-declines-resident-engagement>
2. Fitzpatrick, N., Horner, D., and Ivacko, T. (September 2022). *Statewide survey finds a majority of Michigan local governments experiencing harassment or other abuse*. Ann Arbor, MI: Center for Local, State, and Urban Policy at the Gerald R. Ford School of Public Policy, University of Michigan. Retrieved from <https://closup.umich.edu/michigan-public-policy-survey/103/mpps-policy-brief-statewide-survey-finds-majority-michigan-local-governments-experiencing-harassment-abuse>
3. Fitzpatrick, N., Horner, D., and Leiser, S. (October 2025).

## Survey Background and Methodology

The Michigan Public Policy Survey (MPPS) is an ongoing census survey of all 1,856 general-purpose local governments in Michigan conducted since 2009 by the Center for Local, State, and Urban Policy (CLOSUP) at the University of Michigan's Gerald R Ford School of Public Policy. The program is a partnership with Michigan's local government associations. The Spring 2025 wave was conducted April 7 – June 12, 2025. Respondents include county administrators, board chairs, and clerks; city mayors, managers, and clerks; village presidents, managers, and clerks; and township supervisors, managers, and clerks from 1,328 jurisdictions across the state, resulting in a 72% response rate by unit. More information is available at <https://closup.umich.edu/michigan-public-policy-survey/mpps-2025-spring>

See CLOSUP's website for the full question text on the survey questionnaire. Detailed tables of the data in this report, including breakdowns by various community characteristics, are available at <http://mpps.umich.edu>.

*The survey responses presented here are those of local Michigan officials, while further analysis represents the views of the authors. Neither necessarily reflects the views of the University of Michigan, or of other partners in the MPPS.*

# Charlevoix City Council

## Reports and Communications

**Title:** Mayor and Council Comments

**Date:** April 20, 2026

**Presented By:**

**Background:**

**Recommendation:**

**Attachments:**

None