



Agenda
City of Charlevoix City Council Regular Meeting
Monday, May 4, 2026 - 12:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. Recreation Department Winter Recap
Kent Knorr, Recreation Director
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes — April 20, 2026
 - B. Accounts Payable and Payroll Check Registers
 - C. Hubbardston Irish Dance Troupe
 - D. Annual Cleaning for Bridge Park Lift Station
 - E. Approval of Employee-Purchased Retirement Credits
 - F. Michigan Department of Transportation Aeronautics State / Local Grant FY 2026
 - G. Rural Heritage Partnership Grant Application — City Hall Basement Window Well and Window Rehab
 - H. DNR Great Lakes Research Vessel Christening
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Action: Ordinance 870- Bus and Motor Coach Limitations
Mark Heydlauff, City Manager
 - B. Action: 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 Ordinance 873: Regulation of Tours
Mark Heydlauff, City Manager
 - D. Public Hearing: 2026 Capital Improvement Plan
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**

- A. Senior Banner Request
Kendall Hayes
- B. Special Event Request: Waterfront Art Fair
Mark Heydlauff, City Manager
- C. Special Event Request: 2026 Venetian Festival
- D. Special Event Request: Charlevoix Marathon Events
Mark Heydlauff, City Manager
- E. Mason Street Parking Lot
Mark Heydlauff, City Manager
Jill McDonnell, Chief of Police

8. Reports and Communications

- A. Public Comment
- B. City Manager's Comments
- C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

Charlevoix City Council

Presentations

Title: Recreation Department Winter Recap

Date: May 4, 2026

Presented By: Kent Knorr, Recreation Director

Background:

The Recreation Department will present an overview of the past winter season, highlighting key accomplishments, challenges encountered, and considerations for next season's operational planning. The summary will also provide a brief preview of ongoing preparations and priorities for the upcoming summer season.

This winter brought several unexpected challenges, including a significant groomer breakdown during our snow-making operations, multiple unsuccessful attempts to create a stable ice rink, and rapidly shifting weather patterns that delivered a wide range of winter conditions—sometimes all within a single day.

Looking ahead, the department plans to further evaluate a list of deferred maintenance needs at the ski hill, such as improvements to outdoor lighting, parking lot conditions, and lodge updates, as well as continued assessment of the difficulties associated with operating an outdoor ice rink. While the ski hill remains a well-loved community asset, we are exploring strategies to increase winter visitation and to ensure long-term protection and sustainability of the property.

Recommendation:

Attachments:

1. Recreation Winter Recap Presentation



2025- 2026 Season Review



Continuing a long
tradition of winter
activities in Charlevoix



Amazing Staff 2025/26

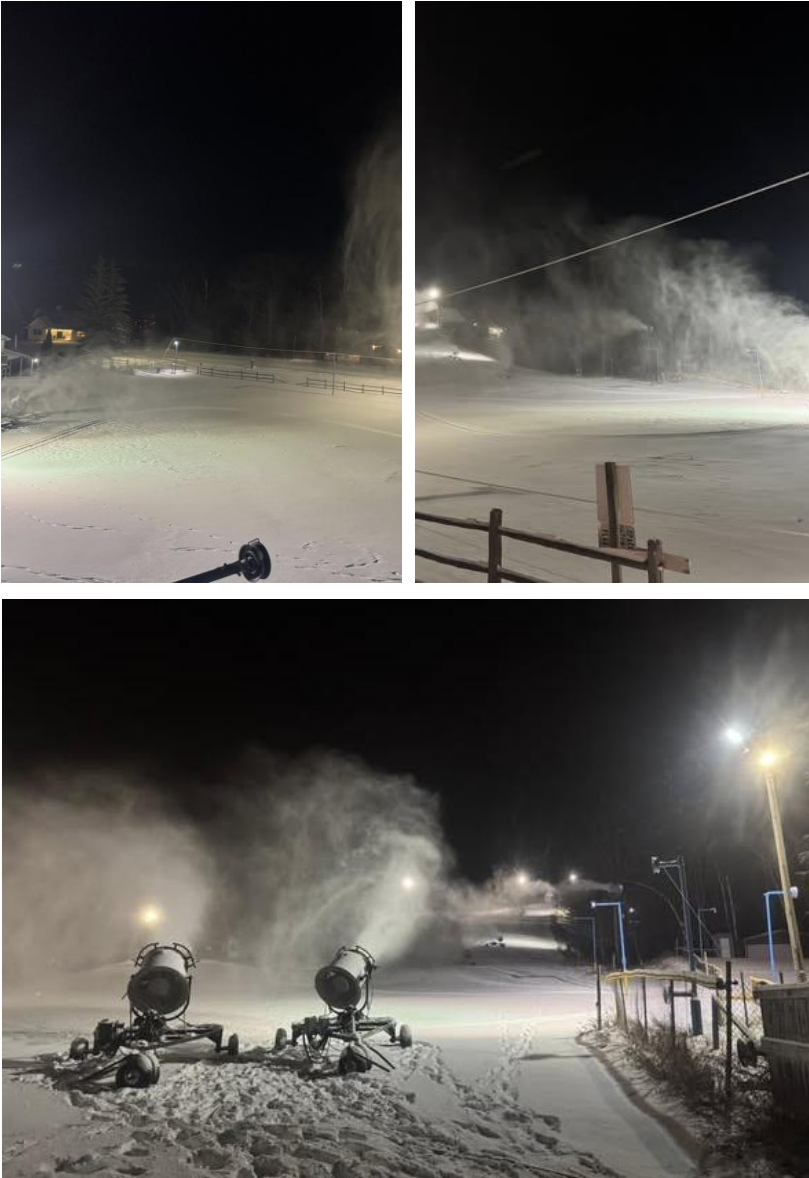


Snow Making Operations



Testing began at the
end of November

Snow Guns Were At Full Force In Mid December





Challenges December 8

A red snowcat with a yellow blade is pushing a large pile of snow in a snowy landscape. The snowcat is positioned on the left side of the frame, and the snow pile is in the center. The background features a line of bare trees and a single evergreen tree on the right. The sky is overcast and grey. The text "December 20" is overlaid in the center of the image.

December 20

Opening December 22!





2025/2026 Holiday Hours

OPENING DAY: Monday December 22, 11:00am-4:00pm

Tuesday December 23, 11:00am-4:00pm

Wednesday December 24, 11:00am-4:00pm

CLOSED CHRISTMAS DAY

Friday December 26, 4:00pm-9:00pm (*night skiing*)

Saturday December 27, 11:00am-4:00pm

Sunday December 28, 11:00am-4:00pm

Monday December 29, 4:00-9:00pm (*night skiing*)

Tuesday December 30, 11:00am-4:00pm

Wednesday December 31, 11:00am-4:00pm

CLOSED NEW YEAR'S DAY

Friday January 2, 4:00pm-9:00pm (*night skiing*)

Saturday January 3, 11:00am-4:00pm

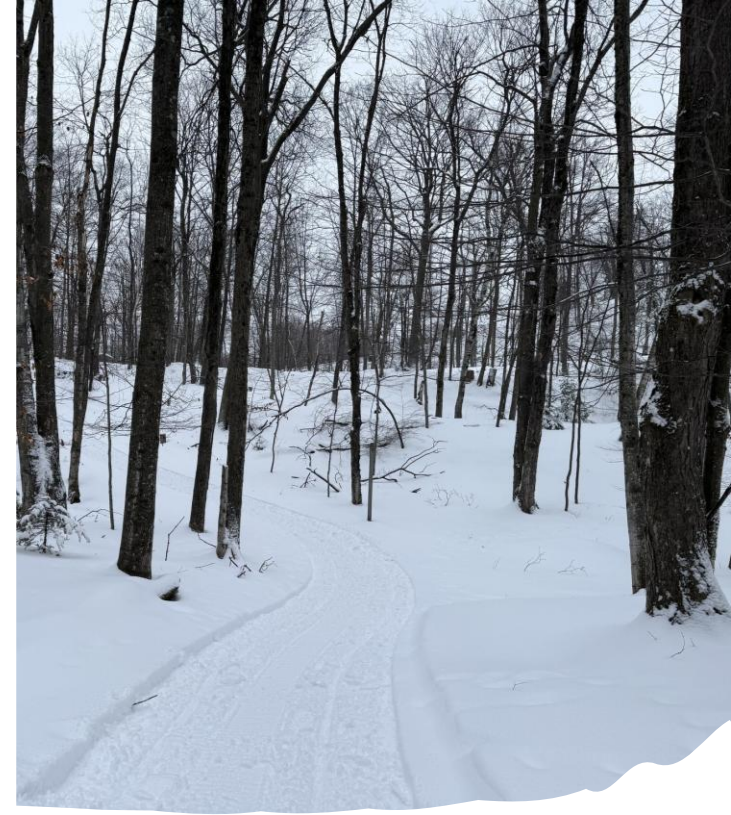
Sunday January 4, 12:00noon-4:00pm

REGULAR SEASON HOURS WILL START ON JANUARY 5TH!

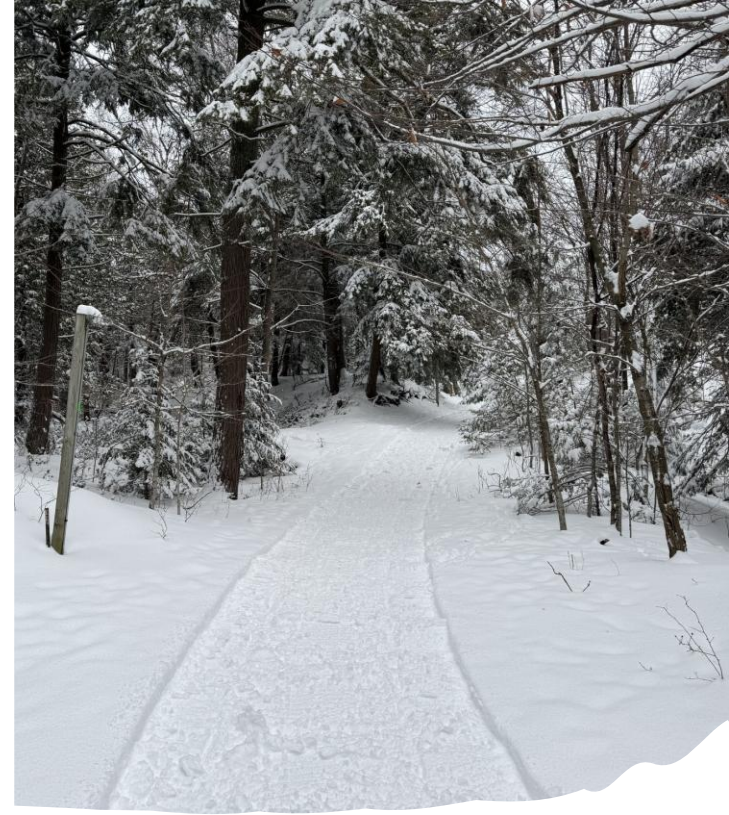
Open Before ANY
other small ski hill
in Northern
Michigan



January 2nd 100%
open.



We again groomed
the Northside of the
Golf Course beginning
January 5th



As well as trails at
McSauba



2 Sessions of Ski/Snow Board Lessons



Session One 155 Kids



Session Two 136 Kids

101-778-830.000	INSURANCE & BONDS	1,749.00	0.00	1,800.00	51.00	97.17 %
101-778-853.000	TELEPHONE	196.95	0.00	200.00	3.05	98.48 %
101-778-920.000	UTILITIES	23,364.03	0.00	27,400.00	4,035.97	85.27 %
101-778-702.000	SALARIES & WAGES	389.08	0.00	2,700.00	2,310.92	14.41 %
101-778-702.001	WAGES (ICMA)	11.27	0.00	300.00	288.73	3.76 %
101-778-703.000	SALARIES & WAGES - TEM...	102,075.96	0.00	95,783.00	(6,292.96)	106.57 %
101-778-719.000	EMPLOYEE FRINGE BENEF...	15,643.04	0.00	16,500.00	856.96	94.81 %
101-778-740.000	OPERATING SUPPLIES	9,510.18	0.00	11,000.00	1,489.82	86.46 %
101-778-818.000	CONTRACTUAL SERVICES	13,710.07	0.00	17,600.00	3,889.93	77.90 %
101-778-931.000	BUILDING MAINTENANCE	18.65	0.00	1,000.00	981.35	1.87 %
101-778-933.000	EQUIPMENT MAINTENAN...	3,559.43	0.00	4,000.00	440.57	88.99 %
101-778-943.000	EQUIPMENT RENTAL	7,576.98	0.00	7,900.00	323.02	95.91 %
101-778-977.000	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	N/A
101-778-730.000	MCSAUBA MERCHANDISE...	2,700.00	0.00	2,000.00	(700.00)	135.00 %
		180,504.64	0.00	188,183.00	7,678.36	95.92 %

1 - 14 of 14 items

- 2024/25 Ski Hill Expenses \$180,504

CODE	DESCRIPTION	25-26 ACTIVITY	25-26 BUDGET	25-26 VARIANCE	25-26 % OF BUDGET
101-778-830.000	INSURANCE & BONDS	1,734.00	1,734.00	0.00	100.00 %
101-778-853.000	TELEPHONE	217.64	400.00	182.36	54.41 %
101-778-920.000	UTILITIES	25,193.33	28,770.00	3,576.67	87.57 %
101-778-702.000	SALARIES & WAGES	504.45	1,544.00	1,039.55	32.67 %
101-778-702.001	WAGES (ICMA)	0.00	0.00	0.00	N/A
101-778-703.000	SALARIES & WAGES - TEMPORARY	99,816.37	104,592.00	4,775.63	95.43 %
101-778-719.000	EMPLOYEE FRINGE BENEFITS	15,415.98	17,055.00	1,639.02	90.39 %
101-778-740.000	OPERATING SUPPLIES	6,612.91	11,000.00	4,387.09	60.12 %
101-778-818.000	CONTRACTUAL SERVICES	9,278.25	12,200.00	2,921.75	76.05 %
101-778-931.000	BUILDING MAINTENANCE	8,342.68	9,200.00	857.32	90.68 %
101-778-933.000	EQUIPMENT MAINTENANCE	9,626.60	9,200.00	(426.60)	104.64 %
101-778-943.000	EQUIPMENT RENTAL	7,449.96	7,600.00	150.04	98.03 %
101-778-977.000	MACHINERY & EQUIPMENT	0.00	0.00	0.00	N/A
101-778-730.000	MCSAUBA MERCHANDISE FOR SALE	3,455.00	3,000.00	(455.00)	115.17 %

2025/26 Expenses \$187,647

		187,647.17	206,295.00	18,647.83	90.96 %
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Ski Hill

Revenue by the Numbers

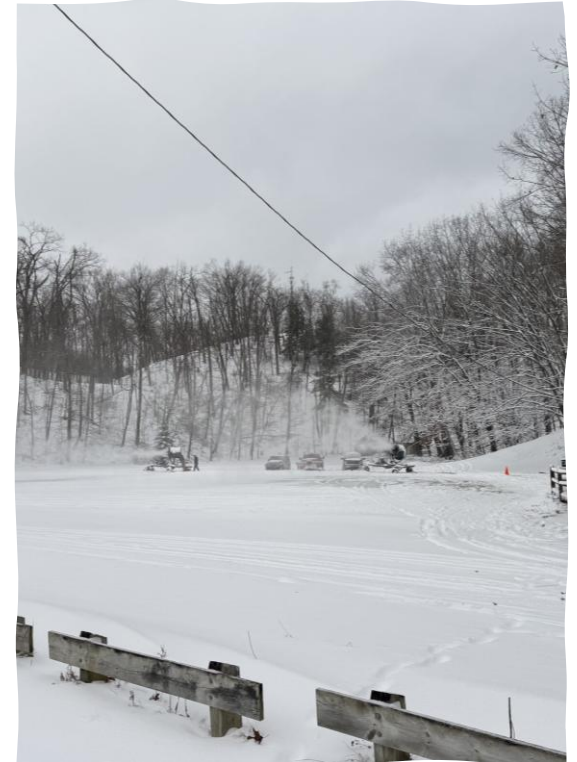
Year	POS-Admissions, Daily Rentals and Merchandise	Ski School and Seasonal Ski Rentals
2024/25	\$47,942	\$25,813
2025/26	\$50,709	\$26,576



2026/27

New programming to include a ski team club

Snow making for our ice rink started December 31st





January 12-26
On and off again but we got
enough ice built for
Winterfest broomball...



Mt. McSaubia Ice Rink

WELCOME! THE ICE IS OPEN TO THE PUBLIC DURING THE

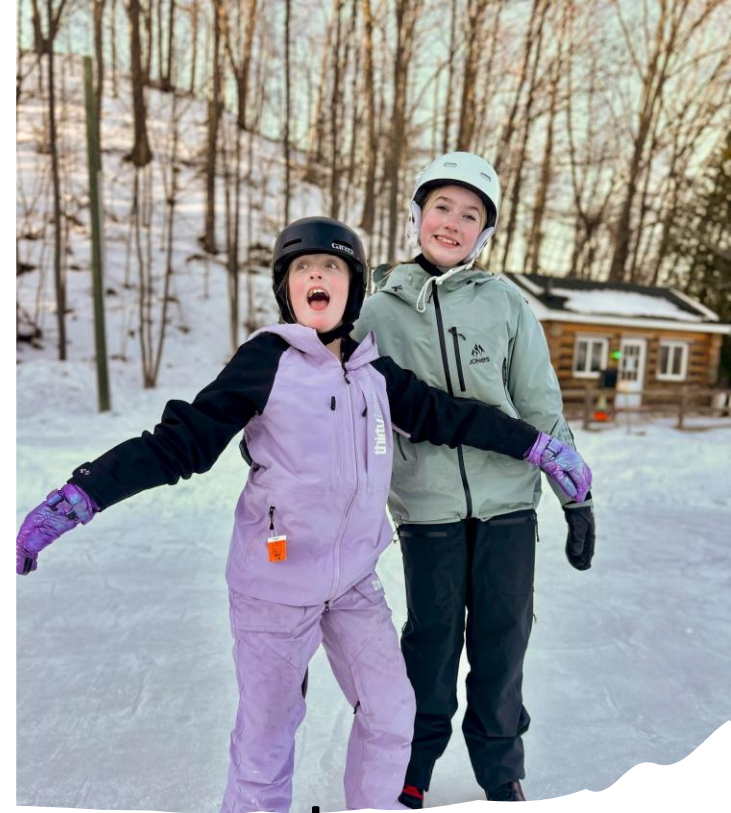
HOURS OF OPERATION

MON, THURS, FRI 4 - 8 p.m.

Saturday 12-8 Sunday 12-6

**Ice Rink Maintenance
during other daytime hours
PLEASE STAY OFF THE ICE**

3rd Times a charm-Ice Rink Officially
opened on January 29th



And we stayed open
through March
2nd...unfortunately
only 18 days total due
to weather variables



Ice Rink

By the Numbers

Year	Attendance	Revenue	Staffing Hours
2024/25	480	\$2436	
2025/26	228	\$1140	200*

* Does not include hours from salaried manager and asst. manager easily 15-20 hrs total per week





2025/26 Candle Light Hikes
Over 2100 participants!
We had 8 total hikes.



Spring and Summer Preview

CHARLEVOIX FARMERS MARKET

The logo features a red barn with a white door and a white square window, set against a light blue circular background. Below the barn is a green field with blue diagonal stripes. A yellow banner with the text "2006 - 2026" is draped across the field. Below the banner is a dark blue banner with the text "20 YEARS AND GROWING" in white, flanked by two yellow stars.

2006 - 2026

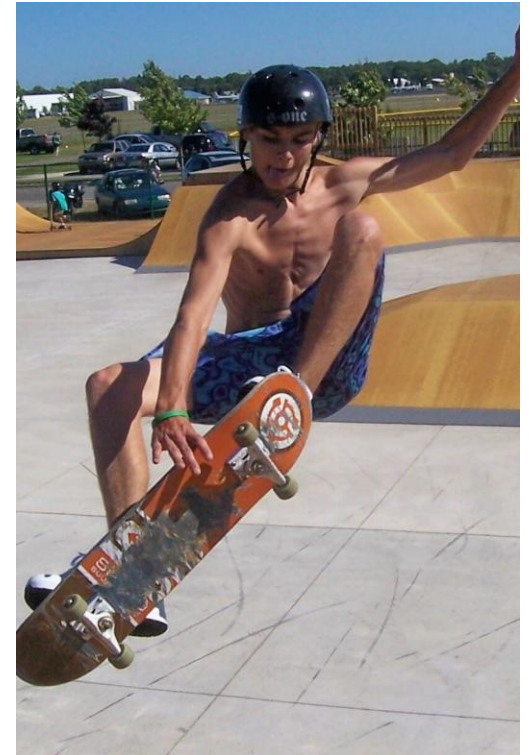
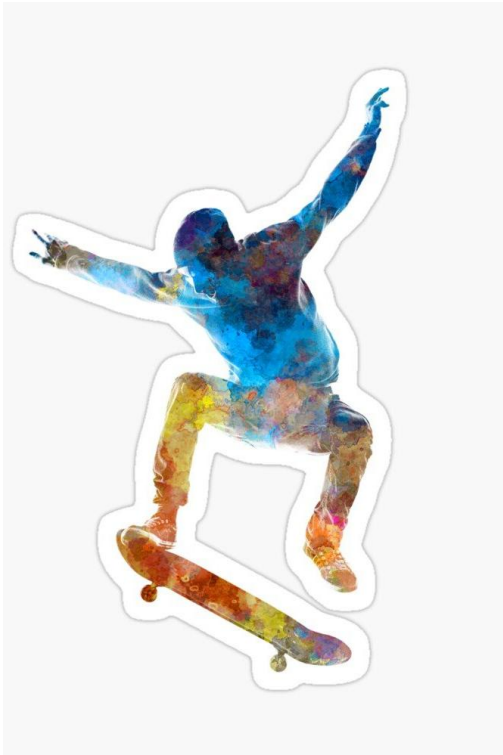
★ 20 YEARS AND GROWING ★

Farmers Market May 21-October 15
20 Weeks of Give Aways



Tball Starts June
15th

Skate Park 2006-2026



Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes — April 20, 2026

Date: May 4, 2026

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2026.04.20 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, April 20, 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, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Dennis Halverson

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Tree City USA Proclamation and Poster Contest

Lyle Gennett

Mayor Gennett presented information on the Tree City USA Proclamation and Poster Contest.

Mayor Gennett then read the proclamation.

4. Inquiry Regarding Conflicts of Interest

None.

5. Consent Agenda

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

Motion by Parr, seconded by Kalbfell to approve the amended consent agenda by moving item 5E. 2026 Pavement Marking Contract to 7. All Other Actions and Requests.

Yeas: Kalbfell, Parr, Knapp, Spring, Hagen

Nays: None

Absent: Halverson

Motion carried.

A. City Council Meeting Minutes - April 6 & 14 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
04/06/2026	Special Accounts Payable Run	\$2,924.12
04/10/2026	Payroll (regular payroll net pay)	\$124,731.57
04/10/2026	Payroll Remittance Checks	\$7,011.87

04/21/2026	Regular Accounts Payable	\$351,755.74
04/03/2026-04/13/2026	ACH/WIRE Payments	\$196,658.29
Grand Total		\$683,081.59
The detailed accounts payable and payroll check registers can be viewed on the City's website .		

C. Airport Through-Put Fee

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.

D. Purchase of a 2026 Front End Loader for \$255,529.40

Motion to 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.

F. 2026 Manhole Lining Contract with Advanced Rehabilitation Technology

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

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

City Manager Heydlauff presented information on the Public Hearing: Ordinance 870-Bus and Motor Coach Limitations.

Mr. Heydlauff and Chief McDonnell answered questions from Council.

Mayor Gennett opened the item for public comment; 20 were heard.

No action was taken. All Council Members are required to be present for a vote to occur.

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

City Manager Heydlauff and Steve Lyman, Naked Capital LLC presented information on the Public Hearing: Ordinances 871 and 872 Payment in Lieu of Tax—Lighthouse Gardens and Charlevoix Apartments.

Mr. Heydlauff and Steve Lyman, Naked Capital LLC answered questions from Council.

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

No action was taken. All Council Members are required to be present for a vote to occur.

C. Set Public Hearing for 873: Prohibition on Commercial Tours

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Set Public Hearing for 873: Prohibition on Commercial Tours.

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

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

Motion dies no second.

Motion by Kalbfell, seconded by Spring to direct City Staff and the City Attorney to draft a regulatory ordinance for commercial tours to ensure the privacy, safety and well-being of the citizens and the City of Charlevoix.

Yeas: Kalbfell, Parr, Knapp, Spring, Hagen

Nays: None

Absent: Halverson

Motion carried.

D. Capital Improvement Plan

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Capital Improvement Plan.

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

Yeas: Kalbfell, Parr, Knapp, Spring, Hagen

Nays: None

Absent: Halverson

Motion carried.

7. All Other Actions and Requests

A. Mayoral Appointments

Lyle Gennett

Mayor

Mayor Gennett presented information on his Mayoral Appointments: Shelley Boehmer for reappointment to the Planning Commission for a term ending April 30, 2029 and Nedina Stark to the Housing Commission for a term ending April 30, 2031.

Motion by Hagen, seconded by Spring to confirm the Mayor's appointments as presented.

Yeas: Kalbfell, Parr, Knapp, Spring, Hagen

Nays: None

Absent: Halverson

Motion carried.

E. 2026 Pavement Marking Contract for \$29,952.54

City Manager Heydlauff presented information on the 2026 Pavement Marking Contract.

Mr. Heydlauff stated that he would recommend adding pavement parking line markers on Belvedere, Mason, and Clinton.

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

Motion by Knapp, seconded by Spring to approve the pavement marking proposal with Advanced Pavement Markings as amended and authorize the City Manager to sign any required documents.

Yeas: Kalbfell, Parr, Knapp, Spring, Hagen

Nays: None

Absent: Halverson

Motion carried.

8. Reports and Communications

A. Public Comment

- Larry Sullivan stated his concerns about the corner of Garfield St. and Bridge St., park maintenance including down tree limbs, and the enforcement of public roads

B. City Manager's Comments

- Thanked Staff for their efforts handling the excessive rain
- Thanked the Shade Tree & Park Commission for their hard work

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 7:28 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: May 4, 2026

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 05-04-26 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/20/2026 - 04/20/2026

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

Check Date	check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
04/20/2026	147147	AT&T	1,434.33
04/20/2026	147148	AT&T MOBILITY	860.73
04/20/2026	147149	CHARLEVOIX STATE BANK	5,968.91
04/20/2026	147150	DELTA DENTAL	3,681.87
04/20/2026	147151	GREAT LAKES ENERGY COOPERATIV	551.85
04/20/2026	147152	VSP INSURANCE CO. (CT)	561.18
1 TOTALS:			
Total of 6 Checks:			13,058.87
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			13,058.87

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

04/20/26 Special Accounts Payable Run	\$	13,058.87
04/24/26 Payroll (regular payroll net pay)	\$	124,779.71
04/24/26 Payroll Remittance Checks	\$	6,804.87
05/05/26 Regular Accounts Payable	\$	313,793.19
Checks Sub-Total:	\$	458,436.64

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

04/20/26 Enterprise FM Trust (fleet lease)	\$	9,874.82
04/20/26 MI Public Power Agency	\$	33,011.53
04/24/26 IRS (Payroll Tax Deposit)	\$	50,222.39
04/24/26 Empower Trust Co LLC (HCSP)	\$	558.00
04/24/26 Vantagepoint (401 Plan)	\$	1,276.39
04/24/26 Vantagepoint (457 Plan)	\$	29,312.37
04/24/26 Vantagepoint (Roth IRA)	\$	1,685.00
04/24/26 State of MI (Withholding Tax)	\$	7,012.89
04/24/26 MERS (Defined Benefit Plan)	\$	78,696.07
04/27/26 MI Public Power Agency	\$	261,664.47
04/27/26 MI Public Power Agency	\$	27,829.74
ACH Sub-Total:	\$	501,143.67

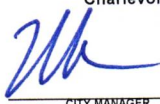
Huntington National Bank Total: \$ 959,580.31

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

05/05/26 Tax Disbursement	\$	7,764.92
Charlevoix State Bank Total:	\$	7,764.92

Grand Total: \$ 967,345.23

APPROVED:


 CITY MANAGER

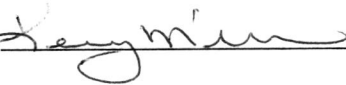

 CITY TREASURER


 CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000047

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	04/24/2026	6,009.38	4,068.70
DVORACEK, SARAH J.	04/24/2026	3,483.40	2,475.65
KLOOSTER, ALIDA K.	04/24/2026	3,137.79	2,081.88
BARNEVELD, RICHELLE L.	04/24/2026	2,109.25	1,490.48
SCHULZ, GINNY L.	04/24/2026	2,335.22	1,569.58
JENKINS, JESSICA-RAE A.	04/24/2026	2,348.40	1,861.71
MCGINN, KELLY A.	04/24/2026	3,869.90	1,981.52
SCHEEL, JONATHAN D.	04/24/2026	3,277.87	2,313.82
MCDONNELL, JILL L.	04/24/2026	4,022.43	2,356.27
UMULIS, MATTHEW T.	04/24/2026	4,019.20	2,546.48
ORBAN, BARBARA K.	04/24/2026	4,185.92	2,323.98
RILEY, DENISE M.	04/24/2026	772.97	632.39
MUNK, CHRISTOPHER J.	04/24/2026	3,813.60	2,463.71
CHRISTIANSEN, BRIAN D.	04/24/2026	2,854.18	2,000.87
MARTIN, DONALD L.	04/24/2026	3,268.64	2,234.27
KORTZ, DAKOTA T.	04/24/2026	960.00	811.68
YOUNG, KRISTEN L.	04/24/2026	2,228.08	1,599.37
CONWAY, PATRICK G.	04/24/2026	740.00	592.77
WURST, RANDALL W.	04/24/2026	3,910.26	2,146.85
HILLING, NICHOLAS A.	04/24/2026	3,169.60	1,976.91
MEIER III, CHARLES A.	04/24/2026	2,799.20	1,677.94
ZACHARIAS, STEVEN B.	04/24/2026	3,297.59	2,009.82
NEWMAN, MARK J.	04/24/2026	3,082.72	2,028.09
LOUGHMILLER, JOHN A.	04/24/2026	3,382.57	2,399.15
COLLINS, TIMOTHY E.	04/24/2026	2,316.80	1,669.01
GOWARD, JEFFERY D.	04/24/2026	5,546.16	3,603.82
EATON, BRAD A.	04/24/2026	4,913.07	3,036.31
WILSON, TIMOTHY J.	04/24/2026	4,996.32	3,583.73
LAVOIE, RICHARD L.	04/24/2026	16,990.72	10,814.07
STERRETT, PHILLIP R.	04/24/2026	4,338.91	2,469.84
STEVENS, BRANDON C.	04/24/2026	5,807.78	3,475.33
WHITLEY, ANDREW T.	04/24/2026	5,287.55	3,251.33
FARRELL, MITCHELL L.	04/24/2026	3,844.37	2,471.67
BACHMANN, ELIZABETH A.	04/24/2026	2,282.40	1,607.96
KENWABIKISE, DAVID L.	04/24/2026	2,080.00	1,425.42
ELLIOTT, PATRICK M.	04/24/2026	5,546.16	3,790.94
MORRISON, KEVIN P.	04/24/2026	2,531.09	1,457.84
FURGESON, JUSTIN L.	04/24/2026	3,246.01	2,296.77
BRADLEY, KELLY R.	04/24/2026	3,060.83	1,765.10
HART II, DELBERT W.	04/24/2026	2,934.20	1,876.82
JONES, ROBERT F.	04/24/2026	2,556.09	1,603.15
THORP, WILLIAM D.	04/24/2026	2,671.22	1,665.40
LEITNER, RYAN S.	04/24/2026	2,447.22	1,535.44
NOWKA, STEPHEN P.	04/24/2026	2,390.20	1,743.64
RILEY, DANIEL A.	04/24/2026	2,561.20	1,777.50
REID, ROB A.	04/24/2026	2,429.60	1,676.46
DORAN, JUSTIN J.	04/24/2026	1,842.50	1,412.69
CONWAY, ANNEMARIE	04/24/2026	189.63	167.06
KNORR, KENT J.	04/24/2026	3,521.14	2,497.96
ANZELL, BETH A.	04/24/2026	2,403.22	1,773.10
CUNNINGHAM, ABIGAIL A.	04/24/2026	35.00	32.32
GILL, DAVID R.	04/24/2026	1,512.34	1,255.37
LIVINGSTON, BRIAN D.	04/24/2026	3,325.65	2,547.51
SCHOLEY, ROBERT W.	04/24/2026	4,267.31	2,913.55
MCCRANEY, RUSSELL R.	04/24/2026	3,112.30	2,304.92
POSTMUS, ANTHONY H.	04/24/2026	2,201.72	1,560.90
REECE, DANIEL A.	04/24/2026	729.32	411.14
KISSINGER, BRADY A.	04/24/2026	2,451.73	1,661.75
Totals: 58		189,447.93	124,779.71

Approved By: 

Date: 4/20/26

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/24/2026 - 04/24/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
04/24/2026	147153	4FRONT CREDIT UNION	1,711.92
04/24/2026	147154	AMERICAN FAMILY LIFE	721.22
04/24/2026	147155	BLUE CROSS BLUE SHIELD OF MIC	1,523.72
04/24/2026	147156	CHARLEVOIX STATE BANK	1,695.00
04/24/2026	147157	COMMUNICATION WORKERS OF AMER	702.90
04/24/2026	147158	THE HARTFORD	450.11
1 TOTALS:			
Total of 6 Checks:			6,804.87
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			6,804.87

CHECK REGISTER FOR CITY OF CHARLEVOIX

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

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
05/05/2026	147159	13th CIRCUIT COURT	500.00
05/05/2026	147160	ACLARA TECHNOLOGIES LLC	126,514.13
05/05/2026	147161	AIRPORT LIGHTING COMPANY	7,093.47
05/05/2026	147162	ALL-PHASE ELECTRIC SUPPLY CO	1,461.40
05/05/2026	147163	AMAZON CAPITAL SERVICES	947.43
05/05/2026	147164	APPRIVER LLC	2,825.10
05/05/2026	147165	AT YOUR SERVICE PLUS INC	420.00
05/05/2026	147166	AVFUEL CORPORATION	66,484.26
05/05/2026	147167	AW & SONS SERVICES LLC	78.95
05/05/2026	147168	AXON ENTERPRISE INC	91.02
05/05/2026	147169	BEAVER RESEARCH COMPANY	1,297.91
05/05/2026	147170	BLARNEY CASTLE OIL CO	1,797.32
05/05/2026	147171	BLOXSOM ROOFING & SIDING CO.	1,180.00
05/05/2026	147172	BS& A SOFTWARE	655.00
05/05/2026	147173	CHARLEVOIX TOWNSHIP TREASURER	93.74
05/05/2026	147174	CHEMICAL SYSTEMS INC.	5,376.00
05/05/2026	147175	CINTAS CORPORATION	34.84
05/05/2026	147176	CONWAY PROFESSIONAL SERVICES	576.50
05/05/2026	147177	ELLSWORTH FARMERS EXCHANGE	598.24
05/05/2026	147178	ETNA SUPPLY	2,053.73
05/05/2026	147179	FARLEY PROMO	745.90
05/05/2026	147180	FISHER SCIENTIFIC	737.62
05/05/2026	147181	FLIGHT LIGHT INC	122.00
05/05/2026	147182	GALLS LLC	59.74
05/05/2026	147183	GRP ENGINEERING INC	560.00
05/05/2026	147184	HACH COMPANY	5,764.69
05/05/2026	147185	HARBOR FENCE COMPANY	360.00
05/05/2026	147186	HARDY DIAGNOSTICS	84.76
05/05/2026	147187	HARTFORD, THE	2,924.12
05/05/2026	147188	IDEXX DISTRIBUTION INC	2,353.73
05/05/2026	147189	IPS GROUP INC	3,579.08
05/05/2026	147190	JEFFERY D. GOWARD	129.00
05/05/2026	147191	JOHN E GREEN COMPANY	197.00
05/05/2026	147192	KALAMAZOO SANITARY SUPPLY LLC	674.84
05/05/2026	147193	LAKESHORE TIRE & AUTO SERVICE	10.00
05/05/2026	147194	MACQUEEN EQUIPMENT LLC	4,580.30
05/05/2026	147195	MICHIGAN CHAMBER SERVICES INC	337.00
05/05/2026	147196	NEWS-REVIEW #8004	300.03
05/05/2026	147197	NORTHERN MICHIGAN HARDWOODS	4,038.00
05/05/2026	147198	NUCO2 LLC	262.81
05/05/2026	147199	O'REILLY AUTOMOTIVE INC	86.99
05/05/2026	147200	OMS COMPLIANCE SERVICES INC	83.25
05/05/2026	147201	PLUNKETT COONEY	160.00
05/05/2026	147202	POWER LINE SUPPLY	30,946.76
05/05/2026	147203	POWER SYSTEM ENGINEERING INC	4,662.50
05/05/2026	147204	PREIN & NEWHOF	4,298.50
05/05/2026	147205	PRESTON FEATHER	699.50
05/05/2026	147206	REVELS TURF AND TRACTOR LLC	14,572.22
05/05/2026	147207	SNAP-ON CREDIT LLC	99.64
05/05/2026	147208	STATE OF MICHIGAN	160.00
05/05/2026	147209	STATE OF MICHIGAN	290.00
05/05/2026	147210	TARGET SPECIALTY PRODUCTS	1,172.55
05/05/2026	147211	TODD WYETT	1,659.68
05/05/2026	147212	UNIFIRST CORPORATION	396.09
05/05/2026	147213	UNIVERSAL CREDIT SERVICES INC	805.85
05/05/2026	147214	UP NORTH ASSESSING INC	5,800.00
1 TOTALS:			
Total of 56 Checks:			313,793.19
Less 0 Void Checks:			0.00
Total of 56 Disbursements:			313,793.19

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/20/2026 - 04/20/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
04/20/2026	486(E)	ENTERPRISE FM TRUST	9,874.82
04/20/2026	487(E)	MICHIGAN PUBLIC POWER AGENCY	33,011.53
1 TOTALS:			
Total of 2 Checks:			42,886.35
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			42,886.35

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/24/2026 - 04/24/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
04/24/2026	488(E)	**EFTPS* Payroll Taxes	50,222.39
04/24/2026	489(E)	EMPOWER TRUST COMPANY LLC	558.00
04/24/2026	490(E)	MissionSquare - 401 Plan 1091	1,276.39
04/24/2026	491(E)	MissionSquare - 457 Plan 3009	29,312.37
04/24/2026	492(E)	MissionSquare - Roth IRA 7061	1,685.00
04/24/2026	493(E)	STATE OF MICHIGAN	7,012.89
04/24/2026	494(E)	MERS	78,696.07
1 TOTALS:			
Total of 7 Checks:			168,763.11
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			168,763.11

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 04/27/2026 - 04/27/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
04/27/2026	495(E)	MICHIGAN PUBLIC POWER AGENCY	261,664.47
04/27/2026	496(E)	MICHIGAN PUBLIC POWER AGENCY	27,829.74
1 TOTALS:			
Total of 2 Checks:			289,494.21
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			289,494.21

CHECK REGISTER FOR CITY OF CHARLEVOIX

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

BANK CODE: 2 - TAX CASH - CSB - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Amount
Bank 2 TAX CASH - CSB			
05/05/2026	4360	CHARLEVOIX COUNTY TREASURER	969.98
05/05/2026	4361	CHARLEVOIX DISTRICT LIBRARY	154.93
05/05/2026	4362	CHARLEVOIX PUBLIC SCHOOLS	264.55
05/05/2026	4363	CHARLEVOIX-EMMET ISD	638.77
05/05/2026	4364	CITY OF CHARLEVOIX - TAXES DU	1,845.41
05/05/2026	4365	LAKE CHARLEVOIX EMS AUTHORITY	215.25
05/05/2026	4366	RECREATIONAL AUTHORITY	47.94
05/05/2026	4367	STATE OF MICHIGAN	3,628.09
2 TOTALS:			
Total of 8 Checks:			7,764.92
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			7,764.92

Charlevoix City Council

Consent Agenda

Title: Hubbardston Irish Dance Troupe

Date: May 4, 2026

Presented By:

Background:

The Hubbardston Irish Dance Troupe requests permission to use the Odmark Pavilion on August 15, 2026, for a performance scheduled from 2:00 p.m. to 3:00 p.m. The group is not seeking any support or services from the City. If approved, this event will mark their third annual performance in Charlevoix. The troupe consists of Irish dancers ranging in age from 3 to 18.

Recommendation:

Motion to approve the use of Odmark Pavilion for a performance on August 15 by Hubbardston Irish Dance Troupe.

Attachments:

1. [Untitled]-20



ODMARK/EAST PARK PERFORMANCE PAVILION USE REQUEST

Name of proposed act/event: Hubbardston Irish Dance Troupe

Date of proposed use: 8-15-26 Time of proposed use: Start 2:00 End 3:00

Expected number of attendees: 40

Is applicant a not-for-profit organization?

(Proof of non-profit status is required for consideration of reservation fee waiver.)

☐ Yes

☒ No

Is the proposed use directly associated with another event occurring simultaneously in Charlevoix?

☐ Yes

☒ No

If yes, indicate name of associated event: _____

If applicant is a performance act, please provide three references.

Name

Jerry Belanger - Gaylord, MI
Pub Runners

Bill Lynch - MI Irish.com

Dan O'Shea - Grand Ledge
Opera House

Telephone

989-858-2002

616-902-5151

517-627-0758

Briefly summarize your proposed use:

We are a performance group of Irish dancers
ranging in age 3-18. We would put on a lively show
of Irish music and dance, including original
choreography and upbeat Irish music for all to enjoy.

We have been here in 2024 and 2025 - hoping to make
this an annual event.

CONTACT INFORMATION

Applicant Name: Emma Jandernoa Organization: Hubbardston Irish Dance Troupe

Email Address (required): hidt94@gmail.com

Mailing Address: 607 Kent St.

City: Portland State: MI Zip: 48875

Telephone Number: 517-526-0048 Cell Number (day of event): 517-526-0048

Has applicant or anyone significantly associated with the applicant been convicted within the past seven (7) years of a misdemeanor or felony involving violence, theft, criminal sexual conduct or dishonesty?

☐ Yes

☒ No

Emma Jandernoa
Signature of Applicant

4-19-20
Date

This form must be submitted at least two (2) weeks in advance of requested use date. Please contact the Charlevoix Recreation Department at 231-547-3253 with any questions.

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Chief of Police

Date

Recreation Department

Date

☐ Approved

☐ Denied

☐ Approved

☐ Denied

Fee: _____

Receipt No.: _____

Date: _____

Charlevoix City Council

Consent Agenda

Title: Annual Cleaning for Bridge Park Lift Station

Date: May 4, 2026

Presented By:

Background:

Attached is a proposal from GFL Environmental for the annual cleaning of the Bridge Park lift station wet well. This service includes the removal and disposal of accumulated grease and debris to ensure optimal lift station performance during the peak summer season.

GFL is the only contractor in the region equipped to perform work of this scope, and the City has contracted with them for many years with consistently satisfactory results.

Recommendation:

Motion to approve the proposal from GFL Environment for cleaning the Bridge Park Life Station in the amount of \$24,300 and authorize the City Manager to sign any necessary documents.

Attachments:

1. Charlevoix WWTP - Clean Lift Station



3947 US 131 North, P.O. Box 1030 / Kalkaska, Michigan 49646 / Tel. (231) 258-9961 / Fax (231) 258-9971
1680 Peach Street/ Whitehall, Michigan 49461 / Tel (231) 893-1173/ Fax (231) 893-1193
2510 Saidla Road/ Kalamazoo, Michigan 49001 / Tel (269) 359-7503 / Fax (231) 893-1193

City of Charlevoix
Mr. Randy Wurst
210 State Street
Charlevoix, Michigan 49720

April 20, 2026

Re: Cost to Clean Lift Station

Dear Mr. Wurst,

GFL Environmental is pleased to provide you with an outline of the costs involved for the above referenced project. GFL will provide equipment/personnel to clean the lift station on bridge street in Charlevoix, Michigan. Approximately 11,000 gallons of non-hazardous waste material will be transported to and disposed of at the GFL facility in Kalkaska. All costs are portal to portal and are as follows:

Combo Unit w/Operator	\$ 345.00/Hour
(2) Cusco Tanker w/Operator	\$ 300.00/Hour/Tanker
Laborer	\$ 71.50/Hour
Disposal of Non-Hazardous Material (\$350.00 Minimum).....	\$ 1.10/Gallon
Overtime After 8 Hours (Monday – Friday or After 5:00PM)	\$ 33.00/Hour/Man
Miscellaneous Supplies/ PPE Supplies/Etc	Billed as Needed
EERF Surcharge	5.5%
Fuel Surcharge (Currently 22.15%).....	To Be Determined

The estimated total based on eight (8) hours to complete the work will be between \$ 23,300.00 and \$ 24,300.00.

Please keep in mind that this project will be billed on a time and materials basis with actual hours and actual quantities if applicable.

All costs are based on standard rates, if NMA or Prevailing Wages are required, a cost re-evaluation will be required and additional charges will apply.

If the material is shown to be other than described and/or if site conditions are found to be such that additional equipment or services are required for safe removal of these materials, a cost re-evaluation will be required.

A fuel surcharge will be applied to all fuel consuming items, the operator and subcontractors. The percentage is subject to change based on current market. Currently the fuel surcharge is 13.55%, this rate changes weekly based on the DOE.

This pricing is valid for 30 Business Days. Any pricing fluctuations in steel, energy or similar markets may result in a price adjustment.

If you accept the terms of this proposal, please sign below and **return a copy** to my attention via fax or mail. All work referenced above in this proposal will be invoiced directly to you, unless GFL Environmental Company is otherwise instructed. If you have any questions or comments, please feel free to give me a call. Thank you for the opportunity to provide you with this quote.

PROPOSAL SUBMITTED BY: Pat Ray, Email: pray@gflenv.com, Cell (231) 384-0574

PR/dr

ACCEPTANCE OF PROPOSAL

Purchaser: _____
Company Name

By: _____
Specify Title

TERMS AND CONDITIONS

The following Terms and Conditions governing the work to be performed by NORTHERN A-1 SERVICES, INC. (A-1) as specified in the Proposal on the front side hereof together with any attachments or addendum thereof (hereinafter the "Agreement") are as described hereinafter. By accepting this Agreement or authorizing or accepting all or any portion of the work to be done by A-1, the Customer shall be deemed to have accepted these Terms and Conditions.

1. In performing its service under this Agreement, A-1 shall be deemed to be acting solely as an independent contractor and only to the extent and for the specific purpose expressly set forth herein and in the Agreement. Nothing contained or implied in this Agreement shall at any time be construed to designate either party or any of its employees or representatives as representatives, partners, agents or joint venturers of the other party. Further, when executed, the Agreement does not transfer any liability of the Customer as a generator (as defined in 40 CFR) to A-1, all of said responsibility remaining with Customer.

2. A-1 shall use commercially reasonable efforts in performing services in accordance with this Agreement, including completing such services by mutually agreed-upon completion dates, provide that A-1 shall not be responsible for any untimely provision of or failure to perform its services if there is any failure to provide or delay in providing A-1 with reasonable access to premises or property, necessary documentation, information, materials or contractors retained by Customer or its representatives, or if due to any act of God, labor problems, fire, inclement weather, act of governmental authority, failure of transportation or equipment, accident or any other cause beyond A-1's reasonable control and without its negligence or willful misconduct. In the event of any of the foregoing circumstances, payment of money for services already rendered shall not be excused and A-1's time for completion of this Agreement shall be extended accordingly.

3. CUSTOMER ACKNOWLEDGES THAT A-1 HAS MADE NO IMPLIED OR EXPRESS REPRESENTATION, WARRANTY, OR CONDITION WITH RESPECT TO THE SERVICES, EQUIPMENT, OR MATERIALS TO BE PROVIDED BY A-1 HEREUNDER, EXCEPT AS EXPRESSLY SET FORTH HEREIN. A-1 WARRANTS THAT THE SERVICES, EQUIPMENT OR MATERIALS PROVIDED TO CUSTOMER HEREUNDER WILL BE PERFORMED AND/OR PROVIDED IN ACCORDANCE WITH CUSTOMARY PROCEDURES AND PRACTICES GENERALLY IN A-1'S PROFESSION FOR USE IN SIMILAR UNDERTAKINGS, AND A-1 SHALL INDEMNIFY AND HOLD HARMLESS CUSTOMER FROM AND AGAINST LOSSES, COSTS, EXPENSES AND LIABILITIES WHICH ARE ATTRIBUTABLE TO THE BREACH OF SUCH WARRANTY, BUT IN NO EVENT SHALL A-1 BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY DAMAGES OTHER THAN THOSE DIRECTLY, APPROXIMATELY AND FORESEEABLY ARISING FROM SUCH BREACH, LIABILITY FOR LOSSES IN TRANSIT SHALL BE LIMITED TO THOSE DIRECTLY RELATED TO SUCH LOSS AND ATTRIBUTABLE TO A-1'S NEGLIGENT OR WILLFUL MISCONDUCT.

4. Customer warrants and represents that:

- (a) Customer has complied with all applicable federal, state and local laws and regulations, ordinances and orders, including, but without limitation, those requiring proper waste characterization and preparation of manifest and shipping papers.
- (b) Customer has fully and accurately disclosed all such information as shall be required to enable A-1 to perform its services hereunder, including but without limitation, the hazardous constituents to be handled as specified in this Agreement.
- (c) All materials tendered to or otherwise to be handled by A-1 as specified in this Agreement will conform with the information disclosed pursuant to this Agreement.
- (d) Customer has sole title to and is under no legal restraint or order which would prohibit transfer of possession or title to all materials covered by this Agreement.
- (e) All waste containers supplied or tendered by Customer will meet container specifications and marketing and labeling requirements of all applicable federal, state and local statutes, regulations, ordinances and orders.

5. Customer shall indemnify and hold harmless A-1 from and against any and all losses, costs, expenses and liabilities, including attorneys fees which are incurred by A-1 and are directly or indirectly attributable to (i) the breach of any warranty specified in this Agreement, (ii) any act or omission of Customer, (iii) any negligent or willful misconduct of the Customer in connection with the performance of this Agreement, (iv) any condition which exists on or at the site, or (v) any act or omission of the Customer's agents, contractors or subcontractors.

6. Customer agrees that all specifications and decisions regarding the methods, manners, facilities and/or locations of disposal or other disposition of any materials handled or to be handled pursuant to this Agreement have been or will be made by and are the sole responsibility of the Customer. Customer will also be responsible for making the above decisions and specifications with regard to the disposal or other disposition of waste material handled by any subcontractor. The Customer hereby indemnifies A-1 against, and holds it harmless from, any and losses, claims, expenses and liabilities, including attorney fees incurred by A-1 which are directly or indirectly related to Customer's obligations under this paragraph. The subcontractor is expressly prohibited from violating this provision.

7. A-1 shall use commercially reasonable efforts to comply with all federal, state and local statutes, regulations, ordinances or orders, including but not limited to those related to environmental, fire, transportation, safety and health matters applying to the performance of its services pursuant to this Agreement, but shall not be liable to Customer for failure to so comply unless such noncompliance is

due to the negligence or willful misconduct of A-1.

8. A-1 shall not be responsible for activities of any contractors or subcontractors or their employees or agents at Customer's site unless retained by A-1 (in which event A-1 shall be responsible solely for their supervision in accordance with generally accepted practices of A-1's profession).

9. A-1 shall invoice Customer and Customer shall pay to A-1 for its services under this Agreement as follows:

- (a) Fees and all other charges will be billed to Customer as provided in the Agreement or as otherwise mutually agreed in writing.
- (b) Fees shall be paid net within thirty (30) days of being invoiced by A-1 to Customer. If such invoice is not paid within such period, Customer shall be liable to A-1 for a late charge accruing from the date of such invoice to the date of payment at the lower of eighteen (18%) percent per annum or the maximum rate allowed by law. All taxes applicable to the proceeds received by A-1 hereunder shall be the liability of A-1 and Customer shall not be required to withhold or pay any amounts for federal, state or local income tax, social security, unemployment, or worker's compensation.
- (c) Customer hereby agrees that the balance as stated on the billing from A-1 to Customer shall be deemed to be correct conclusive and binding on the Customer unless Customer notifies A-1 in writing of the particular item that is alleged to be incorrect within twenty (20) days from the date of receipt of the billing.
- (d) If Customer fails to pay any invoice in full within thirty (30) days after invoice date, A-1 may, at any time and without waiving any other rights or claims against Customer and without thereby incurring any liability to Customer, elect to terminate performance of services. Notwithstanding any such termination of services, Customer shall pay to A-1 in full for all services rendered by A-1 to the date of termination of services, plus all interest, termination cost and expenses incurred by A-1 and related to such termination. Customer shall reimburse A-1 for all costs and expenses of collection, including attorneys fees.

10. Failure of either party to enforce any of its rights hereunder shall not constitute a waiver of such rights or any other rights hereunder.

11. This Agreement constitutes the full Agreement of the parties and may only be amended, added to, superseded or waived in writing signed by both parties. Reference by A-1 to any purchase or work order number supplied by customer shall be for accounting identification purposes only and any terms or conditions therein or in any acknowledgement, confirmation or other communication by customer which are in addition to or in conflict with this Agreement and Terms and Conditions are rejected.

12. If any provision of this Agreement is held invalid or unenforceable, such provision shall thereon be deemed modified only to the extent necessary to render the same invalid or excluded from this Agreement, as the situation may require, and this Agreement shall be enforced and construed as if such provision has been included herein as so modified or not been included herein as the case may be.

13. All claims, disputes and other matters in question between Customer and A-1 arising out of or relating to this Agreement shall be decided by arbitration in accordance with the then current Rules of the American Arbitration Association. This agreement to arbitrate shall be specifically enforceable under the prevailing law. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with other party to this Agreement and with the American Arbitration Association within a reasonable time after the claim, dispute or other matter in question has arisen, and in no event shall it be made after (i) the date when filing a claim with the American Arbitration Association would be barred by the statute of limitations established by the American Arbitration Association, or (ii) the date when institution of legal or equitable court proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations, whichever shall first occur.

14. If any legal action or arbitration or other proceedings is brought for the enforcement of this Agreement or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Agreement, the successful or prevailing party shall be entitled to recover attorneys fees and other costs incurred in that action or proceeding, in addition to any other relief to which it may be entitled and subject to the limitations expressed elsewhere in this Agreement.

15. The validity, interpretation and performance of this Agreement shall be governed and construed in accordance with the laws of the State of Michigan.

16. Written acceptance of the Agreement may be delivered via facsimile, receipt of which shall be the equivalent of receipt of the original Agreement, for all purposes.

17. All notices to either party hereto shall be deemed to be duly given if and when mailed, with postage prepaid, to the respective address of the parties appearing on the front hereof, or if and when delivered personally or via facsimile.

18. The Agreement shall be binding on the parties, their respective heirs, executors, administrators, assigns and personal representatives.

ACCEPTANCE OF PROPOSAL AND TERMS & CONDITIONS

Customer Signature: _____

Title: _____

Date: Page 53 of 223

Charlevoix City Council

Consent Agenda

Title: Approval of Employee-Purchased Retirement Credits

Date: May 4, 2026

Presented By:

Background:

Sergeant Barb Orban is requesting permission to purchase 5 years of service credits from MERS. This effectively gives her 5 more years of time as if she had worked them. The cost for this purchase is on her but the long-term pension benefit is otherwise treated the same. Based on many variables, there is a potential of some increased cost for the City but it is minimal. It appears the City Council was last approached for a service credit purchase in 2009 and it granted the request. Those minutes note that this practice has been done twice previous to 2009 as well.

Recommendation:

Motion to authorize Sgt. Orban to purchase 5 years of service credits from MERS in keeping with the Application for Additional Service Credits and authorize the Mayor to sign the agreement.

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: Michigan Department of Transportation Aeronautics State / Local Grant FY 2026

Date: May 4, 2026

Presented By:

Background:

The airport is currently evaluating the replacement of its aging 2006 Kubota zero-turn mower. Staff has been in contact with MDOT regarding a Fiscal Year 2026 funding opportunity through the State Office of Aeronautics. This program has approximately \$5 million available for airports to apply toward the procurement of equipment such as the mower we are seeking.

The program is similar in structure to the FY 2025 MDOT grant we were awarded last year. If awarded, this funding would provide 100% coverage for the purchase and allow us to upgrade to a larger, more efficient mower, significantly enhancing our vegetation management operations. No match is required.

Due to the May 1, 2026, application deadline, I have submitted the grant package without a formal commitment from the City at this time. I will continue to advance the application process, pending City Council approval to proceed. Attached is the quote received from Spartan Distributors, which reflects government pricing through Sourcewell, as well as a copy of the submitted grant package. The estimated cost of the new zero-turn mower is approximately \$70,000.

Recommendation:

Motion to authorize the Airport Manager and City Manager to continue participation in the State/Local Grant Program application process and to approve Resolution 2026-05-04.

Attachments:

1. Council Packet MDOT Aeronautics State-Local Grant Application FY 2026 - 04-28-26
2. City of Charlevoix Resolution No. 2026-05-04



May 1, 2026

MDOT Office of Aeronautics
2700 Port Lansing Road.
Lansing, MI 48906

Mr. Hartman,

Please find attached this packet of information along with the completed 1579 form as the Charlevoix Municipal Airport's intent to apply for grant funding under the State/Local Airport Program for Fiscal Year (FY) 2026.

We are requesting funding to purchase a new zero-turn mower to replace our current aging equipment. Securing this grant would allow us to upgrade to a larger, more efficient mower, enabling us to better manage a greater area of vegetation. This improvement would enhance our ability to maintain safe, clear runways and more effectively mitigate wildlife hazards.

Please feel free to contact me if you require any additional information to complete the review of our application.

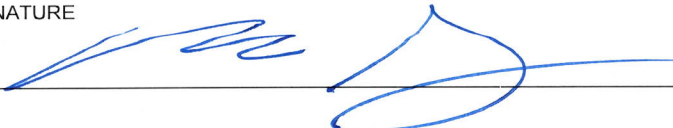
Respectfully Submitted,

Rob Scholey
Airport Manager

STATE LOCAL PROGRAM APPLICATION

This information is required to apply for State Local Program funding

INSTRUCTIONS: Use a separate form for each category of requested assistance. Complete all sections below, using additional sheets as necessary, sign and date the form. Retain a copy for your records. Return completed form to James Hartman at Michigan Department of Transportation, Office of Aeronautics, 2700 Port Lansing Road, Lansing, Michigan 48906 or e-mail HartmanJ1@Michigan.gov.

AIRPORT NAME Charlevoix Municipal Airport		LOCATION ID KCVX	TELEPHONE NUMBER (231) 547-3605
ADDRESS 111 Airport Dr. Charlevoix, MI 49720		ASSOCIATED CITY City of Charlevoix	
CONTACT PERSON Rob Scholey	TITLE Manager	E-MAIL ADDRESS roberts@charlevoixmi.gov	
PROJECT CATEGORY OF GRANT REQUEST ☐ Maintenance ☐ Capital Improvement ☐ Revenue - Generating ☒ Equipment			
DESCRIPTION OF PROPOSED PROJECT - include details as appropriate. (Use additional pages as necessary.) The Charlevoix Municipal Airport is a 200-acre facility located within both the City of Charlevoix and Charlevoix Township in Charlevoix County, Michigan. The airport is served by two year-round aviation operators, Island Airways and Fresh Air Aviation, which provide charter flights to Beaver Island, Mackinac Island, and other regional destinations. In addition, Skydive Charlevoix operates a seasonal skydiving business and maintains a strong level of activity on the airfield during its operating months. See attached document for further.			
PROJECT NARRATIVE WITH JUSTIFICATION AND EXPECTED BENEFITS (Use additional pages as necessary.) The airport maintains the majority of its 200-acre property year-round through an active vegetation management program. Having the appropriate equipment is essential to effectively support the operational needs of the aircraft we serve. Acquiring this equipment will enable us to sustain and enhance our vegetation management efforts, which have significantly improved wildlife control and overall airfield safety for arriving and departing aircraft. In addition, these efforts contribute to maintaining the overall appearance and professionalism of the airport. See attached document for further.			
ADDITIONAL INFORMATION YOU WISH THE OFFICE OF AERONAUTICS TO CONSIDER IN EVALUATING THE PROPOSED PROJECT (Use additional pages as necessary. Provide letters of support for proposed projects.) The City of Charlevoix City Council, which represents our community, has consistently demonstrated strong support for the airport. Attached is a copy of the resolution unanimously approved by the Council members present, authorizing the application for the 2025 grant that was ultimately awarded. A similar resolution will be submitted following the May 4, 2026 City Council meeting. This resolution affirms the City's commitment to comply with all requirements governing the grant, including adherence to all application and procurement procedures.			
STATE LOCAL PROGRAM FUNDS REQUESTED		ESTIMATED TOTAL COST OF PROJECT \$75000	
ESTIMATED START DATE		ESTIMATED COMPLETION DATE 09/30/2026	
HAS OTHER FUNDING BEEN APPLIED FOR UNDER ANY OTHER FUNDING SOURCE? ☐ YES ☒ NO		IF YES, WHAT SOURCE?	
I understand that I may be required to gather and submit to the Office of Aeronautics appropriate information concerning project results, so that the effectiveness of projects in achieving State Local Program goals can be monitored and documented. I further understand that no state funds are committed prior to execution of an agreement, and that no costs which are incurred prior to agreement execution are eligible for reimbursement.			
I acknowledge that I have read and understand the requirements noted above and included in the specific year call for projects.	SIGNATURE 		DATE 05/01/2026

DESCRIPTION OF PROPOSED PROJECT – Section 1 Continued:

We have 14 privately owned midfield box hangars located along the south boundary of our property. In addition, there are 10 City-owned T-hangars currently leased as rentals, as well as four privately owned box hangars located in the northeast corner of the airport property. We also have three privately owned through-the-fence operations: two on the southern perimeter, operated by Latitude 45 Aviation and RCI Aviation, and one on the eastern perimeter owned by a private individual.

The airport is currently in the process of replacing its aging 2006 Kubota zero turn mower with a new larger Toro 7500-D 144” deck Model #72144 zero turn mower.

I have been in communication with MDOT aeronautics regarding a potential funding opportunity through the State Office of Aeronautics for Fiscal Year 2026. This program includes approximately \$5 million in available funding for airport equipment purchases, which may be applicable to this project.

Based on discussions with MDOT, we believe this funding source would allow us to proceed with the purchase of the new zero turn mower. This would streamline the procurement process and allow us to acquire equipment that better meets the operational needs of the airport.

We have attached a copy of the quote received from Spartan Distributors. The pricing reflects government contract pricing through Sourcewell, with an estimated total cost of \$70,000.

Acquisition of the zero-turn mower will proceed upon approval of the grant by the City. Possession of the equipment will occur once the vendor is able to complete delivery. The quoted zero-turn mower is currently available, with an estimated lead time of 2-4 weeks for delivery.

PROJECT NARRATIVE WITH JUSTIFICATION AND EXPECTED BENEFITS Section 2 continued:

Acquiring this equipment will enable us to continue effectively maintaining our vegetation management program, which includes our 200-acre facility including hangar access areas and approach paths.

ADDITIONAL INFORMATION YOU WISH THE OFFICE OF AERONAUTICS TP CONSIDER IN EVALUATING THE PROPOSED PROJECT Section 3:

No further information.

PROPOSAL

Charlevoix Airport Source...

 **Preview**

 **Download
PDF**

Prepared by **Spartan Distributors** for **Russ Mc
Craney Charlevoix Airport.**

STATUS

Sent

FINALIZED

Apr 28, 2026

EXPIRES

May 28, 2026



QUOTE PREVIEW

PREVIEW BEFORE DOWNLOAD

 **Download**

Spartan
Turf Products
ESTIMATE ONLY
1050 N. Opdyke Rd., Auburn Hills, MI 48326
(248) 373-8800 <https://spartandistributors.com/>

QUOTE
#9H7R8R

Issued Apr 28, 2026
Expires May 28, 2026

QUOTE FOR
Russ Mc Craney Charlevoix Airport

(231) 675-9192
russm@charlevoixmi.gov

PRODUCT
144" ZMaster 7500D Yanmar Turbo Diesel 44 - RD

Product subtotal
\$69,349.27



Item
144" ZMaster 7500D (72144)
— US Bid Assist

Qty × Unit
1 × **\$94,999.00**
\$-25,649.73

SUBTOTAL
\$69,349.27

NOTES
Pricing and availability may change. Taxes shown are estimates and may vary by jurisdiction. This quote is not a binding contract until accepted.

TOTALS
Subtotal **\$69,349.27**
Tax **\$0.00**
Total **\$69,349.27**

Questions? Please contact me
Robert Rumpitz
(248) 373-8800
rob.rumpitz@spartandist.com

Thank you for the opportunity.

If the preview doesn't load on your device, use **Download**.

SALES MATERIALS

1 item

Z MASTER
PRO SERIES
MASSIVE
144-INCH WING-DECK



HORIZON
44" COMPATIBLE

 **Preview**

up to 17 MPH, then folds down to handle your biggest jobs in less time than comparable mowers. Powerful engines deliver all the speed and maneuverability of a zero-turn, along with the superior cut quality you expect from Toro.

POWER THROUGH the toughest mowing jobs with a Yanmar diesel engine or optional 24-HP gas engine.

MAXIMIZE PRODUCTIVITY with wide and rear discharge commercial cutting decks ranging from 60 to 144 inches.

HOW SMARTER with Max-Load Technology.



Z Master 7500 Series S...



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Website



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Instant delivery



Distributor

LOCATIONS

Auburn Hills, MI

1050 N. Opdyke Rd.
Auburn Hills, MI 48326



Call



Email



Directions

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CITY OF CHARLEVOIX
RESOLUTION NO. 2026-05-04
APPROVAL OF GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION OFFICE OF
AERONAUTICS FOR THE FISCAL YEAR (FY) 2026 STATE/LOCAL AIRPORT PROGRAM

WHEREAS, the City is applying for the Fiscal Year 2026 State/Local Airport Program with the State of Michigan Department of Transportation, and;

WHEREAS, the grant amount being applied for will be in the amount of seventy thousand dollars (\$70,000).

WHEREAS, the City will use the funds to purchase a new zero-turn mower for airport operations and;

WHEREAS, the City agrees to follow the all necessary and required laws and guidelines per the program and;

WHEREAS, the City Council is in full support of the City applying for the Fiscal Year 2026 State/Local Airport Program.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Airport Manager to apply for the grants funds offered by the Fiscal Year 2026 State/Local Airport Program and authorize the City Manager and sign all required documents.

RESOLVED this 4nd day of May A.D. 2026

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

Charlevoix City Council

Consent Agenda

Title: Rural Heritage Partnership Grant Application — City Hall Basement Window Well and Window Rehab

Date: May 4, 2026

Presented By:

Background:

Staff is requesting Council authorization to submit an application to the Rural Heritage Partnership Grant Program, administered by the State Historic Preservation Office (SHPO). The proposed project includes replacing the deteriorated basement windows and rehabilitating the associated window wells at City Hall. These improvements qualify as eligible “bricks-and-mortar” rehabilitation activities under the grant program and are necessary to address ongoing structural, safety, and energy-efficiency concerns. The City intends to request the maximum grant amount of \$100,000. The project requires a City match of \$15,000, for a total estimated project cost of \$115,000. Approval of this request will enable the City to pursue external funding to complete essential repairs, preserve City Hall’s historic character, and support its continued use as a community asset.

Recommendation:

Motion to approve the attached resolution and authorize City Staff to submit the Rural Heritage Partnership Grant Application.

Attachments:

1. 2026.05.01 Resolution Approval of Rural Heritage Partnership Program Grant Application

CITY OF CHARLEVOIX RESOLUTION NO. 2026-05-01
AUTHORIZATION TO APPLY FOR RURAL HERITAGE PARTNERSHIP GRANT PROGRAM

- WHEREAS,** the City of Charlevoix (the "Applicant") desires to file an application (the "Grant Application") with the Michigan State Historic Preservation Office (the "SHPO") for the Rural Heritage Partnership Grant Program (the "RHP Program") in the amount of \$100,000 (the "Grant Request") for the rehab and replacement of windows and window wells in basement of City Hall (the "Project") to be completed on a property located at (210 State St. Charlevoix, MI) (the "Property");
- WHEREAS,** the Applicant is the owner of the Property;
- WHEREAS,** the Applicant anticipates that the cost of the Project will be \$(115,000) (the total "Project Cost");
- WHEREAS,** the RHP Program is an expense reimbursement program and the Applicant will be responsible for paying invoices relating to the Project Cost as they become due and that reimbursements may be made, upon request, at fifty percent (50%) completion following SHPO receipt of a reimbursement request and SHPO audit and acceptance of related financial documentation and that the remainder will be reimbursed upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds;
- WHEREAS,** the RHP Program requires the Applicant to execute, and record at its own expense, a historic preservation easement on the Property upon completion of the Project (the "Easement");
- WHEREAS,** the RHP Program requires a local match (the "Local Match") from the Applicant's own funds towards the Project Cost, and the Applicant wishes to make a Local Match in the amount of (fifteen thousand dollars and no cents) \$(15,000) towards the Project Cost;
- WHEREAS,** the Applicant shall designate an authorized officer (the "Authorized Officer") who shall be authorized to file the Grant Application, to sign the grant agreement, including any necessary grant agreement amendments, and other agreement-related documents; and
- WHEREAS,** the Applicant shall designate a grant project manager (the "Grant Project Manager") who will oversee the day-to-day grant management and grant administration duties, including vendor selection and coordinating the payment of vendor invoices.

NOW, THEREFORE, Be It Resolved by the Applicant:

1. The Project is hereby authorized including expenditures for the Project in an amount not to exceed the Project Cost using funds from (Building Capital Project-Improvement Fund)).
2. Mark L. Heydlauff, City Manager, is hereby designated as the Authorized Officer. The Authorized Officer is directed to file the Grant Application on behalf of the Applicant with the SHPO in the amount of the Grant Request.
3. (Fifteen thousand dollars and no cents) \$(15,000) in Applicant funds is hereby authorized as the Local Match.
4. The Authorized Officer is hereby authorized to sign the Grant Application, the grant agreement, any grant agreement amendments, any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.
5. The Authorized Officer is hereby authorized to sign and record the Easement with the appropriate Register of Deeds upon the completion of the Project.
6. Sarah Dvoracek, City Clerk/Assistant to the City Manager is hereby appointed as the Applicant's Grant Project Manager.
7. The Grant Project Manager is hereby authorized to oversee the day-to-day grant management and grant administration duties, including but not limited to vendor selection and coordinating the payment of vendor invoices.

AYES:

NAYS:

The undersigned, Sarah Dvoracek , the duly qualified and acting City Clerk of the City of Charlevoix, does hereby certify that the foregoing resolution:

- (1) was adopted at a meeting of the Charlevoix City Council held on May 4, 2026;
- (2) constitutes a true and complete copy of a resolution adopted by the Applicant;
- (3) has not been amended, altered or revoked; and (4) is in full force and effect.

SEAL

Signature of (Sarah J. Dvoracek, City Clerk)

Charlevoix City Council

Consent Agenda

Title: DNR Great Lakes Research Vessel Christening

Date: May 4, 2026

Presented By:

Background:

The DNR has completed construction of a new Great Lakes Research Vessel and plans to hold a christening ceremony at the Marina on June 25, 2026. The event will include a ceremony, a luncheon with refreshments, and a 2–3 hour open house during which attendees may tour the vessel. Attendance is estimated at 50–75 people.

In the event of inclement weather, the DNR is requesting the use of Bridge Park, where a tent would be installed for the luncheon. The only services requested from the City are the delivery of water barrels for tent support.

Recommendation:

Motion to approve the use of Bridge Park for DNR use on June 25, 2026.

Attachments:

None

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Action: Ordinance 870- Bus and Motor Coach Limitations

Date: May 4, 2026

Presented By: Mark Heydlauff, City Manager

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.

Council posted for and held a public hearing on this ordinance on April 20.

Recommendation:

Motion to adopt Ordinance 870 as presented.

Attachments:

1. 870 of 2026 Ordinance Charlevoix Bus and Motor Coach Ordinance

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:
 - o Remain attended at all times by the person responsible for the motor coach or large bus;
 - o Be limited to the time reasonably necessary to load or unload passengers; and
 - o 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

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

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

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

Date: May 4, 2026

Presented By: Mark Heydlauff, City Manager

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:

I've asked the City Attorney to develop an agreement for implementation with the owners. I recommend holding action until this is ready.

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

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
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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

By: Steve Lyman

Its: Authorized Representative

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing for Ordinance 873: Regulation of Tours

Date: May 4, 2026

Presented By: Mark Heydlauff, City Manager

Background:

As Council requested, the City Attorney has drafted an ordinance you may consider to license and regulate commercial tours in the City. Like any other ordinance, you can review it, modify, and set a Public Hearing before adoption.

Recommendation:

Motion to set a Public Hearing for Ordinance 873- Regulation of Commercial Tours on Monday, May 18, 2026 at 6pm in the Council Chambers of City Hall, 210 State Street, Charlevoix, MI.

Attachments:

1. Draft Ordinance 873- Tour Regulations

CITY OF CHARLEVOIX
ORDINANCE NO. ____ of 2026

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF CHARLEVOIX BY AMENDING ADDING A NEW CHAPTER, WHICH NEW CHAPTER SHALL BE DESIGNATED AS CHAPTER 115 OF TITLE XI – BUSINESS REGULATIONS REGULATIONS OF SAID CODE, TO REGULATE AND REQUIRE THE A TOUR GUIDE OR COMPANY TO OBTAIN A LICENCE TO OPERATE WITHIN THE BOUNDARIES OF THE CITY AND FOLLOW THE REGULATIONS PERATAINING TO THE LICENCED OPERATION, TO PROVIDE PENALTIES FOR VIOLATION OF THIS ORDINANCE; TO PROVIDE FOR SEVERABILITY; TO REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND TO PROVIDE AN EFFECTIVE DATE.

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XI, Chapter 115, Sections 115.01 through 115.12 of the City Code are hereby added as follows:

ARTICLE XXI. - TOUR GUIDES AND TOUR COMPANIES

DIVISION 1. - GENERALLY

§ 115.01 Purpose.

The purpose of this chapter shall be to protect the health, safety and welfare of the citizens of the city by regulating tour guides and tour operators within the City.

§115.02 - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Tour company means any person, party, or legal entity that is engaged in, selling, scheduling, arranging, or organizing tours to be conducted on the streets, sidewalks, banquettes, or other public ways of the City of Charlevoix and employes tour guides to perform tours.

Tour guide means any person duly licensed by the City to conduct one or more persons to any of the city's points of interest and/or historic buildings, parks or sites, for the purpose of explaining, describing or generally relating the facts of importance thereto, and receiving any form of compensation or remuneration for the guide's activities.

§115.03. – License Required

All tour guides, tour planners, tour companies, or other tour businesses shall not operate within the City without first obtaining a license in compliance with the provisions of this chapter. Both a tour company and a tour guide must be licensed as provided in this ordinance.

§115.04 – Application for a License

Tour companies and persons required to obtain a license shall apply for it at the office of the City Clerk. One application shall be made to authorize one or more persons to provide tours within the City; provided that, all such persons identified by such license application are employed by the same person, firm or corporation. The content of the application form shall be prescribed by the City Clerk.

§ 115.05 Fees Required and Number of Licenses within the City.

An annual license fee of \$1,000.00 shall be paid in full prior to issuance of the license. Payment of the annual fee must be made to the City prior to starting any tours. No more than two Tour companies may be granted a license to operate within the City at any one time. Council may alter the fee and/or number of tour operating companies licensed to operate within the City by resolution.

§115.06 – Indemnity and Insurance

Any tour company operating within the City must agree to defend, indemnify and hold harmless the City of Charlevoix for any and all claims, liabilities, awards, judgments and causes of action of any kind (including but not limited to actual attorney's fees) related to the operation of the tour company. All tour companies shall obtain and maintain general liability insurance with policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. The City shall be included in the policy as an additional insured, and the City shall be notified prior to any change in coverage by the tour company. Proof of insurance is required to be delivered along with the application for a license and any request for renewal. The tour company must also provide proof of insurance at any time requested by the City. Failure to maintain insurance shall automatically revoke the license.

§115.07 -- Tour guide rules and regulations.

The following rules and regulations shall apply to all tours:

- (1) Tour guides and tour companies must be licensed to operate within the City.
- (2) Tour guides shall not be allowed to use voice amplifiers on tours.
- (3) All tours shall use headphones to allow participants to hear the guide and so as to limit any nuisance noise from the tour guide.
- (4) During a tour narration, tour groups shall maintain a distance of 50 feet from another tour group. Each tour group shall set an itinerary with areas of interest with the City as part of the permitting process and space out tours so that there is a gap of at least 45 minutes between each group at any area of interest.
- (5) Tour groups shall be limited to 10 patrons per tour.
- (6) No solicitation by tour guides or tour companies is permitted on the streets, sidewalks, or other public ways and property within the city.
- (7) Tour groups may operate within the hours of 12pm and 4pm. All tour groups shall be disbanded by 4 p.m. daily.
- (8) No Tour groups shall operate on Sunday of each week and on any federally recognized holiday.

§115.08 - Identification.

Tour guides shall display their city tour guide license at all times. In addition, tour guides must display identification of the name of the company by which they are employed.

§115.09. - General or attempted noncompliance; penal provisions.

Failure to comply with these provisions shall result in the suspension or revocation of the license to operate. The noncompliance with any mandatory or prohibitory provision of this article shall constitute a municipal civil infraction subject to a fee up to \$500.00 per occurrence or any other punishment authorized by law.

§115.10. - Enforcement.

The Chief of Police hereby authorized to enforce this provision and also grant enforcement and citation powers to officers employed by the police department.

§115.11 -- Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

§115.12 -- Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

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

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan)
) ss
City of Charlevoix)

Sarah Dvoracek

Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: 2026 Capital Improvement Plan

Date: May 4, 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. City Council can adopt this plan following the public hearing; it is not an ordinance.

Recommendation:

Motion to approve the 2026 Capital Improvement Plan as presented.

Attachments:

1. 2026 CIP Update



Combined Capital Improvement Plan

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: Senior Banner Request

Date: May 4, 2026

Presented By: Kendall Hayes

Background:

During the spring of 2020 when graduation for Charlevoix High School was significantly scaled-down due to COVID-19 gathering restrictions, we permitted Charlevoix High School to hang banners with graduating seniors on light poles downtown and have a senior parade. These practices have continued through today. As you will find in the attached request, two Charlevoix area seniors are graduating who attend St. Michael's and their parents would like to similarly recognize--at their own expense--these graduates in the same manner as students from Charlevoix High School. We do not provide, install, or design the banners--we simply permit Charlevoix Public Schools staff to affix them to our poles with brackets we purchased back in 2020. The parents, in this case, would be providing the same function.

Recommendation:

Motion to approve the request from two parents for inclusion of banners recognizing their children in the same manner and practice of the CHS banners.

Attachments:

1. Banner Request

Kendall Hayes
11960 Evergreen Lane
Charlevoix, MI 49720
Phone: 231-675-4708 | Email: kendallhayes@gmail.com

April 27, 2026

Charlevoix City Council
210 State Street
Charlevoix, MI 49720

Council Members:

I am writing to request approval to hang two “senior banners” downtown for Charlevoix residents Sloane Hayes and Josie Kolka, who are graduating this spring from St. Michael Catholic High School in Petoskey. The banners would be displayed along with the Charlevoix High School senior banners scheduled to be installed sometime in May.

Sloane and Josie have grown up in Charlevoix—attending grade school here, participating in local recreation sports, and working in the community. Although they attend high school in Petoskey, Charlevoix is their hometown and they would be honored to participate in this community tradition.

We will follow all requirements set by the City of Charlevoix (including any Public Works Department parameters) for banner design, size, materials, placement, installation, and removal. We will ensure the banners match the Charlevoix High School banners in size and style, and we will coordinate installation and takedown to occur within the same schedule.

Thank you for your time and consideration. Please let me know the appropriate next steps, any required application/fees, and who we should contact to coordinate details.

Sincerely,

Kendall Hayes

Charlevoix City Council

All Other Actions and Requests

Title: Special Event Request: Waterfront Art Fair

Date: May 4, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Dear Charlevoix Mayor and City Council Members,

The Charlevoix Waterfront Art Fair/The Charlevoix Council for the Arts committee is requesting approval for the upcoming art fair, on August 8, 2026.

Our mission for the event is to provide inspiration and opportunity for local artists and to foster appreciation for the arts. Established in 1958, the Charlevoix Waterfront Art Fair has provided artistic excellence and expression for our community.

The Charlevoix Council for the Arts is a non-profit organization, funded by the Charlevoix Waterfront Art Fair, which is dedicated to bringing the arts to students and residents of our community. The fair is organized and run by 100% volunteers, with no paid staff. For patrons, the show is free to attend. The proceeds go 100% back to the community through student scholarships for college and camps, and by bringing art education/exposure programs for students at the Charlevoix Schools and our residents.

The fair is always held on the second Saturday in August from 9 am to 6 pm and draws many art lovers to Charlevoix. It is the second-oldest juried art fair in Michigan. Fostering local businesses is also at the forefront of our mission.

Set up is Friday, August 7, from 7:00 am to 9:00 pm. When artists arrive, they first must see the volunteers at the registration booth, located in East Park near Plaza A. Here, they are given a packet which includes a copy of our Rules and Regs, a map showing where restrooms and AED equipment can be found and a detailed map showing where handicap parking spaces and artist parking spaces are. They are then directed when and where they may park to unload. Artists with larger loads are offered the help of volunteers and asked to temporarily park on East Clinton or East Antrim. Artists with less to unload are allowed to pull into one of the coned-off spaces in front of East Park. Artists are asked to be conscious of traffic flow and always use crosswalks when available.

We will continue to work with the City to ensure that the patrons, volunteers and artists will have a safe experience. Before the event, we will contact Lake Charlevoix EMS to be sure they are aware of the number of people expected at the fair. In case of inclement weather or immediate emergency, the CWAFA committee will reach out by text or phone call to direct vendors of cancellations. They are also asked not to block fire lanes and reminded to dial 911 for emergencies.

It is our privilege to be associated with so many people who work to keep the arts and integral part of everyday life. THANK YOU!

Thank you for your consideration.

Sincerely,

The Charlevoix Waterfront Art Fair Committee

Recommendation:

Motion to approve the Waterfront Art Fair Committee's request to host the Art Fair on August 8, 2026.

Attachments:

1. event planning worksheet 2026
2. 2026 Map



Event Planning Worksheet/Schedule

Name of Event: **Charlevoix Waterfront Art Fair**

Event Contact Person (Available the day of the event):

Mary Beth McGraw cell phone: 231-330-0308 email: mcgraw30@gmail.com

Art Fair cell phone: 231-547-2675 email: cwaf14@gmail.com

Cathy Silberhorn cell phone: 231-330-1491

Security --TBD

Dates: Friday, August 7th – Setup

Saturday, August 8th – Show

Times: August 7th: Set up from 7:00 a.m. to 9:00 p.m.

August 8th from setup 6:00 - 6:00 p.m.

Take down from 6:00 p.m. to 9:00 p.m.

Location: East Park – Odmark Performance Pavilion

List of items/support needed:

- East Park sprinklers to be turned off on early Thursday afternoon, off until Sunday afternoon
- Additional **garbage containers-10** total in park
- Relocate picnic tables (some can stay in park located near the pavilion) Leave **2** picnic tables in the north end of the park between sites **50 & 76** (northeast of the Christmas tree) **SEE MAP**
- They may need help relocating the picnic tables presently in the park on Friday morning.
- Banners to be placed at M-66 & US 31 and at the Golf Course
- Cone parking spaces - East side of Bridge Street – between Clinton & Antrim; South side of East Clinton Street and north side of East Antrim Street (excluding handicap parking spaces) for Friday setup & Saturday
- Electric in band shell for coffee.
- Access to water to make coffee
- Police support 6:00 p.m. Saturday for loading



City asks that:

- **Emergency access to the marina and the park must remain open at all times. Vehicles left in emergency access will be towed at the owner's expense.**

- **If the tents you are erecting require stakes to be placed in the ground, MISS DIG must be contacted by dialing 811 to stake out the location of underground utilities in the park at least five business days prior to set-up. No tent stakes are to be placed until the underground lines are marked. The address at East Park is 100 East Clinton.**

- Vendors shall not block streets when loading or unloading merchandise.
- Police Department can contact Charlevoix Waterfront Art Fair to obtain information on any vehicles parked inappropriately.
- Vendors may park their vehicles at the following locations:
 1. White parking lot (next to Harbor Health & Fitness)
 2. Marina parking lot (next to Charlevoix Public Library)
 3. Along the side streets (Park, Clinton, Mason Streets— west of State Street)
 4. County Building Parking lots (Saturday)

***The City of Charlevoix, the Police Chief, Fire Chief or EMS Director shall reserve the right to cancel and/or modify any approved event if the event organizers fail to follow any of the requirements outlined by the City and/or for health and safety reasons weather, or other conditions. ***

Contact Liz with any questions or problems. 547-3273 or lizb@charlevoixmi.gov



CITY USE ONLY

RECREATION	Reserve Odmark Pavilion Request access to mop sink in Pavilion Restroom
ELECTRIC	Place 6 spiders in park, see map. Use of outlets in Odmark Pavilion
MARINA	Use of marina carts
POLICE	FRIDAY AM: Place cones to block parking spaces on E Clinton, Bridge St (between Clinton and Antrim on East side only) and E Antrim Request assistance with traffic flow on Sat evening at 6 pm for take town Spaces along E side of Bridge will be empty during event.
DPW	Turn Sprinklers off Thurs, keep off Friday and Saturday Thursday -Place cones on E Clinton, Bridge and E Antrim to block all spots, see map Additional trash cans in East Park-10 TOTAL Extra toilet paper in storage room in mop sink area Thursday -Relocate picnic tables for set up. Please leave some by the pavilion, leave 2 on north end of park between site 50 & 76-see map (NE of the Christmas tree)



Below is information on the various park rules and regulations:

- City beaches are open from 6:00 a.m. to midnight – City resolution 88-6-6
- The City Code allows alcoholic beverages in public parks until 11:00 p.m. – City ordinance IX, Chapter 94, Section 30

Hours of consumption limited. Alcoholic beverages may not be consumed in public places between the hours of 11:00 pm and 10:00 am

- The playing of music is regulated by the following sections of the City Code. If the City Police receive a complaint from a neighbor that the music is too loud, you may be asked to turn the speakers down.

(3) *Sound Amplifiers.* Use of any loudspeaker, amplifier or other instrument or device, whether stationary or mounted on a vehicle for any purpose except one which is non-commercial in character and when so used shall be subject to the following restrictions:

(e) The volume of sound shall be controlled so that it will not be audible for a distance in excess of one hundred (100) feet from the sound amplifying equipment and so that the volume is not unreasonably loud, raucous, jarring, disturbing, or a nuisance to persons within the area of audibility.

(9) *Radio and Musical Instruments.* The playing of any radio, television set, phonograph, or any musical instrument in such a manner or with such volume, particularly during the hours between 11 o'clock P.M. and 7 o'clock A.M., or the making of any such noise at any time so as to annoy or disturb the quiet, comfort, or repose of persons in any school, place of worship, or office, or in any dwelling, hotel, or other type of residence, or of any persons in the vicinity.

Harbor Master Office



Fountain



Round Lake



2026

East Park
Charlevoix, Michigan

Clinton Street

Orange Cones
Orange Cones
Orange Cones
Orange Cones
Orange Cones

1
2
3
4

Picnic Table
Picnic Table

76 77 78 79 80 81 82 83 84 85 86 87 88

Electric Spider

50 51 52 53 54 55 56 57 58 59 60 61 62

Trash Can

63 64 65 66 67 68 69 70 71 72 73 74 75

Electric Spider

24 25 26 27 28

29 30 31 32 33 34

35 36 37 38 39 40 41 42 43 44 45 46 47

Electric Spider

5

6

7

8

9

10

11

12

13

14

15

CWAF

16

17

18

19

20

21

22

23

Orange Cones

Orange Cones

Orange Cones

Orange Cones

Orange Cones

Orange Cones

Orange Cones

Orange Cones

Orange Cones

Orange Cones

Orange Cones

Orange Cones

Orange Cones

Orange Cones

100 99

Band Shell

Orange Cones down behind Band Shell on Antrim Street

49

48

Bridge Street



Mason Street



Charlevoix City Council

All Other Actions and Requests

Title: Special Event Request: 2026 Venetian Festival

Date: May 4, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Attached is the request from Charlevoix Venetian Festival to hold the annual event July 18-22, 2026. Please note a "soft opening" change on Wednesday, July 22 with an evening of less entertainment planned. The road closure will begin at 8:00 am (as opposed to 9:00 am which is listed in the packet) on Thursday, July 23 and end after fireworks on Saturday, July 25.

As has been our practice, I'll also advise restaurants and bars of their ability to extend service to the center line of Bridge Street within the closed area. I would suggest we limit this to the linear space of their storefront unless they have the consent of neighboring businesses. I think this is a reasonable approach that permits freedom of use while protecting neighboring establishments. This was a point of conflict during previous closure events.

Recommendation:

Motion to approve the Venetian Festival as presented with noted changes.

Attachments:

1. 2026-CVF-Special-Event-Request_Redacted

CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-3872 / FAX 231-547-2977
www.venetianfestival.com E-mail: info@venetianfestival.com

April 16, 2026
VIA E-MAIL

Charlevoix City Council
c/o Mark Heydlauff
City Manager
210 State Street
Charlevoix, Michigan 49720

RE: 2026 Venetian Festival/Special Event Request

Dear Members of Council:

Pursuant to the recently adopted Special Event Policy, Charlevoix Venetian Festival, Inc. is hereby submitting its request to host the 2026 Venetian Festival.

The staging format is generally similar to that of the past several years with the exception of downtown staging. We are proposing a "soft opening" on Wednesday night and we will not feature the traditional main stage national act concert. In its place, the Queen's Coronation Ceremony will take place with a low-key musical accompaniment by a local duo. Likewise, the Tiki Tent will not open until Thursday and the Bridge Street closure will also not occur until Thursday morning.

Numerous materials are attached in support of our request. Additional items such as insurance certificate will be provided per annual protocol. The attached documents reflect the organization and planning for the Festival as established and evolved over the past 27 years, facilitated by our partnership with the City of Charlevoix and the United States Coast Guard:

1. 2026 Event Schedule
2. Street Closure notice and map
3. Application for Marine Event/United States Coast Guard (with supporting materials)
4. Fireworks Application/City of Charlevoix (draft with supporting materials)
5. Additional City Permit Applications (drafts)

6. MLCC Special License Application (draft)
7. Proposed Contract with City of Charlevoix (draft)
8. Proposed City Event Planning Worksheets:
 - a. Aquapalooza
 - b. Disc Golf
 - c. Tiki Tent
 - d. Carnival
 - e. Kid's Day
 - f. Family Fun Zone
 - g. Car Show
 - h. Lion's Chicken Dinner
 - i. Drenth Memorial Foot Races
 - j. Street Parade
 - k. Boat Parade
9. Incident Action Plan
10. Security Requirements (private Venetian security)
11. Accommodation Plan (individuals with disabilities)

Venetian looks forward to its ongoing community partnership with the City.

Sincerely,



Dan Barron
President

DBB/alk

xc: Jill McDonnell (via e-mail)
Dan Thorp (via e-mail)
Pat Elliott (via e-mail)
Sarah Dvoracek (via e-mail)

2026 Event Schedule

July 18 - July 25, 2026

Theme:

HAPPY 250th BIRTHDAY USA!



"pre-Venetian"

KLING TENNIS TOURNAMENT

Stroud Park Courts

Begins: July 17, Finals: July 23
Singles & Doubles open to all ages
Reg: venetianfestival.com/games

SATURDAY - 7/18

AQUAPALOOZA

Beach & Boating Party
Ferry Beach: 12-6 pm
Music Commences @ 2pm

MUSICAL ENTERTAINMENT

TBD

"CORNETIAN" CORN TOSS

Ferry Beach: 12 pm
\$20/person, no double needed
Reg: On-site 10:30 am

VOLLEYBALL

Ferry Beach: 11 am
6 member co-ed, \$80/team
Reg: venetianfestival.com/games

SUNDAY - 7/19

RAYDER ROUNDBALL CLASSIC

Chx Middle-High School: 9 am
3-v-3 teams, \$100/team

Reg: venetianfestival.com/games

DISC GOLF DOUBLES

Mt. McSaubia: 11 am
Bring a partner - best shot doubles
\$40 Rec Team - \$60 Advanced Team
Reg: On-site 10 am

COMMUNITY SERVICE & VOLUNTEER FAIR

East Park: 5 - 7 pm

"WORSHIP ON THE WATER"

Odmark East Park Pavilion: 7 pm
MUSICAL ENTERTAINMENT
TBD

MONDAY - 7/20

KLING YOUTH TENNIS CLINIC

Stroud Park Courts, Shanahan Field: 9 am
Free for ages 10-18

Reg: On-site, free for all ages

COTTAGE CROQUET TOURNEY

East Park: 1:30 pm
Reg: On-site

BOCCE BALL

Glass Baseball Diamond, Shanahan Field: 6 pm
Reg: On-site, free for all ages

TUESDAY - 7/21

JUNIOR SAILING REGATTA

Depot Beach
BINGO

Community Reformed Church - 12 pm
Free & open to all ages
No registration needed

Hosted by American House Senior Living-Chx

CHX TWP FIRE DEPT OPEN HOUSE

Charlevoix Township Fire House, 4 - 7 pm

VENETIAN RHYTHMS

Odmark East Pavilion: 8 pm

CHARLEVOIX CITY BAND

3-on-3 SOCCER TOURNAMENT

Shanahan Field: 5:30 pm
Youth, High School, Adult, Over 35
\$60/team

Reg: venetianfestival.com/games

WEDNESDAY - 7/22

3 CLUB GOLF TOURNAMENT

Charlevoix Municipal Course: 1 pm
Youth - \$12/player; Adult - \$25/player
Reg: venetianfestival.com/games

SAILING REGATTA

Lake Charlevoix - Ferry Beach
Many Fleets: Personal boats and crews
Spectator Viewing 5:30 pm - dusk

Wii BOWLING

American House Chx: 2-4 pm
Reg: venetianfestival.com/games

FOOD CONCESSIONS

East Park: Varies by vendor
Daily: Wed 7/23 - Sat 7/26

VENETIAN MERCHANDISE

East Park: 6-10 pm

ANDERSON CARNIVAL

Downtown: 5-11 pm

VENETIAN RHYTHMS

Odmark East Park Pavilion: 7 pm

VENETIAN ART AUCTION

MISS CHARLEVOIX CORONATION

MUSICAL ENTERTAINMENT

TBD

THURSDAY - 7/23

CHARLEVOIX FARMER'S MARKET

Ferry Beach: 8 am-1 pm

KID'S DAY

Downtown: 10 am - 2 pm
Free & amband activities for families
Armband: \$15 (scholarships available)

FREE MOVIE

Charlevoix Cinema III: 10:00 am

ANDERSON CARNIVAL

Downtown: Noon - 11 pm

VENETIAN MERCHANDISE

East Park: 6-10 pm

TIKI TENT

East Park: 6pm-Midnight

MUSICAL ENTERTAINMENT

VENETIAN RHYTHMS

Odmark East Park Pavilion: 7 pm

MUSICAL ENTERTAINMENT

TBD

MUSICAL ENTERTAINMENT

TBD

FRIDAY - 7/24

ANDERSON CARNIVAL

Downtown: 12-11 pm

BRIDGE STREET BLOCK PARTY

Bridge Street at noon

FAMILY FUN ZONE

Bridge St - North of the light, 12 - 4pm
Various family-friendly activities for all ages

CAR SHOW

Bridge St - South of light
Noon - 4 pm

"PEACHES 'N CREAM" CORN TOSS

Bridge Park - 1:30 pm

Cost: \$40/team

Reg: On-site Noon

VENETIAN MERCHANDISE

East Park: Noon - 10 pm

TIKI TENT

East Park: 6pm-Midnight

MUSICAL ENTERTAINMENT

VENETIAN RHYTHMS

Ferry Beach: 7-10 pm

PINE RIVER JAZZ BIG BAND

Swing/Jazz - Charlevoix, MI

VENETIAN RHYTHMS

Depot Beach 8:30 - 10 p.m.

MUSICAL ENTERTAINMENT

TBD

(Friday continued)

VENETIAN RHYTHMS

Odmark East Park Pavilion: After Airshow

MUSICAL ENTERTAINMENT

TBD

"NIGHT SKY" WORLD CLASS FIREWORKS

Dusk on Lake Charlevoix
Ferry Beach, Depot Beach, East Park

SATURDAY - 7/25

DRENTH MEMORIAL FOOTRACE

Bridge St: 9 am (prior to Street Parade)

Family Mile, 5k & 10k - all ages

Reg: venetianraces.com

VENETIAN MERCHANDISE

East Park: 10-8 pm

RYAN SHAY MILE

Bridge St: 10:30 am

Championship competition by invitation only

STREET PARADE

Bridge St: 11 am

ANDERSON CARNIVAL

Downtown: 12-11 pm

CHARLEVOIX ALL CLASS REUNION

Inside Tiki Tent: 12:30-3 pm

VENETIAN RHYTHMS

"ROCKIN' THE TOWNHOUSE"

Nashville Style Street Concert
Bridge St, north of light: 3:30-6:30 pm

MUSICAL ENTERTAINMENT

TBD

TIKI TENT

East Park: 6pm-Midnight

MUSICAL ENTERTAINMENT

VENETIAN RHYTHMS

Odmark East Park Pavilion: 7 pm

MUSICAL ENTERTAINMENT

TBD

MUSICAL ENTERTAINMENT

TBD

VENETIAN LIGHTED BOAT PARADE

Dusk on Round Lake

SPECTACULAR HARBOR FIREWORKS

Immediately following the Boat Parade

Schedule is subject to change - check out our website
& Facebook page for the most up-to-date information

To register for the Venetian Games, visit
www.venetianfestival.com/games

VENETIAN FESTIVAL ROAD CLOSURE

PLEASE NOTE
THAT BRIDGE
STREET WILL
RE-ROUTE
TRAFFIC
DURING THE
FOLLOWING
TIMES:

THURSDAY
7/23 @ 9AM

through

SATURDAY
7/25
AFTER
FIREWORKS

BRIDGE
STREET WILL
BE OPEN TO
TRAFFIC AT
ALL OTHER
TIMES

The street closure significantly elevates the safety of pedestrians as downtown Bridge Street bisects the carnival grounds, situated in the parking lots west of Bridge Street, from East Park and the large concert crowds.

The Festival has been advised by various City and other officials that the street closure improves the flow of vehicular traffic, as vehicles otherwise traveling on downtown Bridge Street would be reduced to a slow crawl due to the amount of pedestrians in this vicinity.



CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-3872 / FAX 231-547-2977
www.venetianfestival.com E-mail: info@venetianfestival.com

April 14, 2026

VIA UPS NEXT DAY AIR

VIA E-MAIL: Charles.B.Palmer@uscg.mil
ssmprevention@uscg.mil

Coast Guard Sector Sault Ste. Marie
c/o CWO Charles Palmer
337 Water Street
Sault Ste. Marie, Michigan 49783

RE: 96th Annual Charlevoix Venetian Festival

Dear CWO Palmer:

The Charlevoix Venetian Festival will be staging two nights of fireworks similar to the displays which have been produced since 2000. The displays will once again be conducted by Frank Loffredo Jr., the master pyrotechnician of Colonial Fireworks Special Effects, LLC/Great Lakes. Barge and tug operations will once again be conducted by the St. James Marine Co.

The Festival will not be hosting an airshow in 2026.

I have attached the following materials in the present regards:

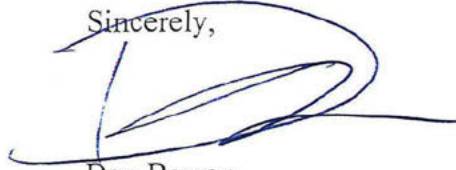
- USCG Application For Approval of Marine Event and Supplement
- USCG depiction of Lake Charlevoix fireworks display site with waypoints
- USCG depiction of Round Lake fireworks display site with waypoints
- Venetian Festival Boat Parade Route
- Itinerary/Colonial Fireworks Special Effects, LLC

In light of some concerns prompted by the 2025 Saturday evening Round Lake staging, we may submit a proposal for an expanded safety zone encompassing additional navigable waters westerly of the fireworks launch site.

We will acquire and forward to you a Certificate of Liability Insurance, as well as a Fireworks Permit issued by the City of Charlevoix.

Please feel free to contact me if you should have any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Dan Barron', written over the word 'Sincerely,'.

Dan Barron
President

DBB/alk

Enclosures

xc: Frank Loffredo, Jr. (via e-mail)
BMC Nicholas Long (USCG Life Station/Charlevoix)
Dan Thorp (Charlevoix Township Fire Chief)
Jill McDonnell (City of Charlevoix Police Chief)
Sienna Wenz (via e-mail)
Mark Heydlauff (Charlevoix City Manager)

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

APPLICATION FOR MARINE EVENT

OMB Number: 1625-0008

Date Submitted: 04/15/2026

Tracking No:

FORM INSTRUCTIONS

1. Please, complete on a computer, a typewriter, or print in black ink to permit reproduction. You may also submit online at: <http://homeport.uscg.mil>.
2. This application must reach the appropriate USCG Sector at least 135 days prior to the event. A list of sectors may be found here: <https://homeport.uscg.mil/Pages/sector-directory.aspx>.
3. Attach a section of a chart or scale drawing showing boundaries and/or courses and markers contemplated.
4. Submit a copy of your entry requirements, and any special rules pertaining to equipment, rigs or procedures.

1. Name of Event 96th Annual Charlevoix Venetian Festival	2. Date of Event 7/24/2026 & 7/25/2026	
3. Location of Event Lake Charlevoix (7/24/2026) & Round Lake (7/25/2026)	4. Time From: See Item 10 below	
5. Name and Address of Sponsoring Organization (Include Zip Code) Charlevoix Venetian Festival, Inc. PO Box 120 Charlevoix, MI 49720	6. No. of Participants 6a. No. of Vessels: see below 6b. No. of Craft: below 6c. No. of Swimmers: -0-	7. Sizes of Boats assorted spectator pleasure craft
8. Types of Boats a. Fireworks - Tug: Wendy Anne (a/k/a Jennifer Anne) and barge #150; b. Boat Parade - approximately 12 decorated pleasure craft		9. No. of Spectator Craft 300 - 7/24/2026 150 - 7/25/2026
10. Description of Events a. Fireworks (7/24/2026) shot from barge in Lake Charlevoix in vicinity of Depot Beach, approx 10:15-10:35 p.m. b. Boat Parade (7/25/2026) lighted pleasure craft to circle Round Lake Harbor (approx 12 vessels), approx 10:00 p.m. c. Fireworks (7/25/2026) shot from barge in Round Lake, approx 10:30-10:45 p.m.		
11. Will This Event Interfere or Impede the Natural Flow of Traffic? Yes		

11a. If YES briefly explain: Due to required safety zone parameters, marine patrol will enforce such boundaries.	
12. What Extra or Unusual Hazard (to participants or non-participants) Will Be Introduced Into the Regatta Area? - Fireworks (7/24/2026) maximum shell size is 12". Gross explosive weight on barge of approx 4,000 lbs. - Fireworks (7/25/2026) low level aerial product and 3" maximum shell size. Gross explosive weight on barge of approx 3,000 lbs. Net explosive weight on barge of approx 1,500 lbs.	
13. Have any Objections Been Received from Other Interested Parties? No	
13a. If YES briefly explain:	
14. Vessels Provided by Sponsoring Organization for Safety Purposes (number and description) Boat parade committee boat, fireworks barge and tug.	
15. Does the Sponsoring Organization Deem their Patrol Adequate for Safety Purposes? No	
15a. If NO briefly explain: Defer to USCG experience and expertise	
16. Is a Coast Guard or Coast Guard Auxiliary Patrol Requested for Control of Spectator and/or Commercial Traffic? Yes	
16a. If YES how many vessels do you recommend and why?: Defer to USCG experience and expertise	
17. Person In Charge Daniel B Barron	18. Where Will 'Person In Charge' be During Event? East Park and Depot Beach (7/24/2026)/Bridge Park or other proximity to Round Lake Harbor (7/25/2026)
19. How Can 'Person In Charge' be Contacted During the Event? Radio or cell phone [REDACTED]	

20. Person to be Contacted for Further Details (Name, Address, Zip Code) Daniel B. Barron PO Box 120 Charlevoix, MI 49720		20a. Area Code and Phone No.: 231-547-9950
		20b. Email Address: dbarron@barronengstrom.com
The undersigned has full authority to represent the sponsoring organization.		
21. Name: Daniel B. Barron		22. Title: President
23. Address (Include Zip Code) PO Box 120 309 Petoskey Avenue Charlevoix, MI 49720		23a. Area Code and Phone No.: 231-547-9950
		20b. Email Address: dbarron@barronengstrom.com
24. The person submitting the form certified that they have full authority to represent the sponsoring organization.		
25. COTP Zone Submitted:		
PRIVACY ACT STATEMENT		
Privacy Act Notice Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form. AUTHORITY: 14 U.S.C § 70041 authorizes the collection of this information. PURPOSE: The Coast Guard will use this information to determine whether a marine event poses an extra or unusual hazard to the safety of life and whether or not, and under which conditions, to permit the event on the navigable waters of the United States. ROUTINE USES: Authorized USCG personnel will use this information to evaluate the marine event request. Any external disclosures of information within this record will be made in accordance with DHS/USCG-013, Marine Information for Safety and Law Enforcement (MISLE), 74 Federal Register 30305 (June 25, 2009). CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Furnishing this information is strictly voluntary. However, failure to provide this information may delay or prevent the approval of the marine event.		
An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this collection of information is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: United States Coast Guard, Commandant (CG-WWM-1), Stop 7509, 2703 Martin Luther King Jr. Ave SE, Washington, DC, 20593-7509 or Office of Management and Budget, Paperwork Reduction Project (1625-0008), Washington, DC 20593.		



U. S. Coast Guard Sector Sault Sainte Marie Supplement to Fireworks Marine Event Application

Company Name and Address Colonial Fireworks Special Effects, LLC 25 Marlindale Avenue Boardman, OH 44512	Pyrotechnic Company Representative Frank Loffredo, Jr.	Local Fire Dept Contact Daniel Thorp
Phone: 	Pyrotechnic Person in Charge: Frank Loffredo, Jr.	Phone: Permit No.:
Fax:	Years of Experience: 46	Is the loading site different than the event site? If yes, where? ☒ N Ironton Stone Dock
Onsite Cell Number or VHF Radio Channel: 	Event Date and Time: 07/24/2026 and 07/25/2026	If yes, Responsible Fire Dept Charlevoix Township Fire Department
	Inclement Weather Date and Time: N/A	Phone: Loading Site Permit No.:

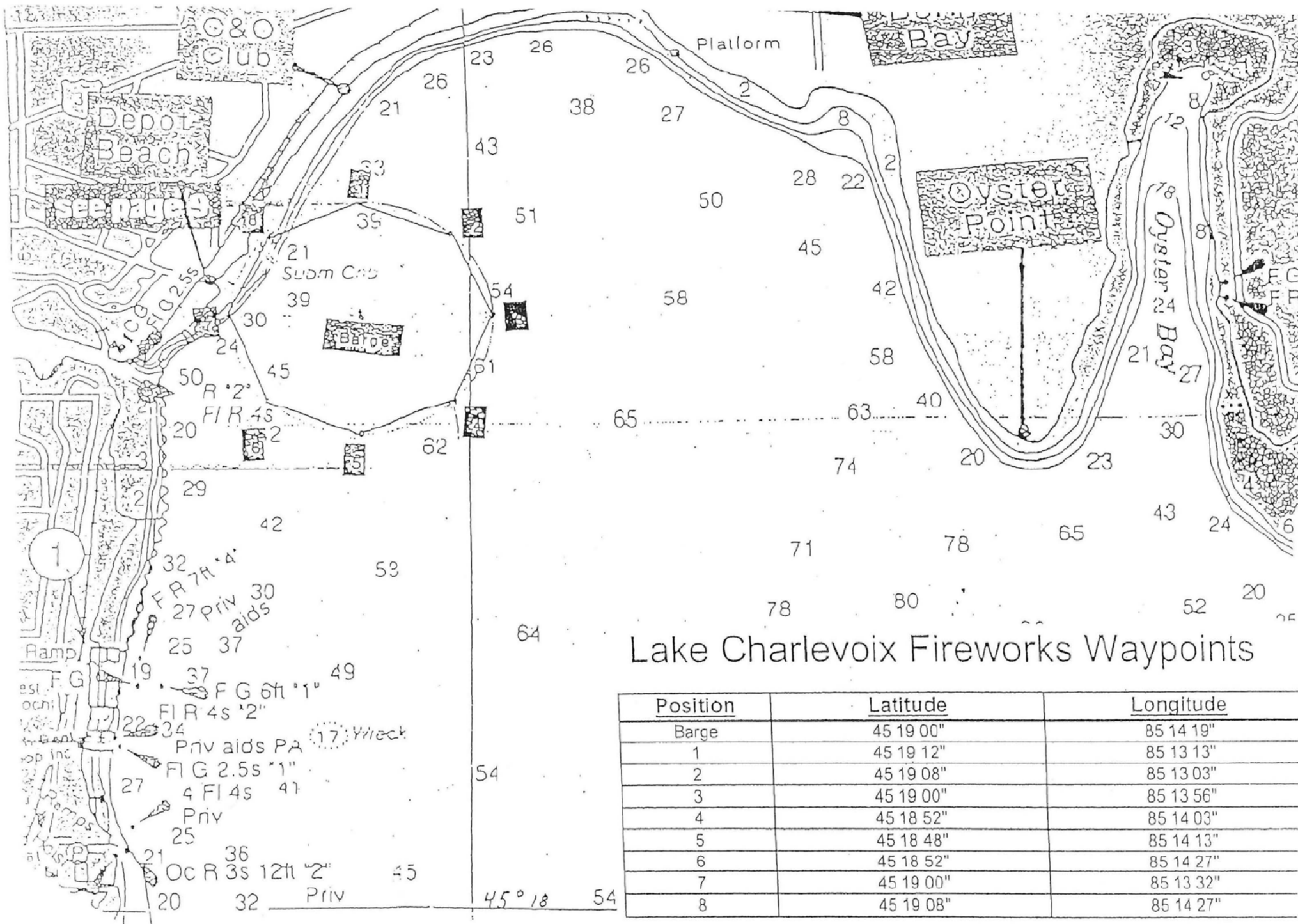
Personnel Authorized to Enter Loading Area		Supplier of Fireworks
Name and Position	Age	Name:
1 Frank Loffredo, Jr. / Lead Pyro	66	Colonial Fireworks Special Effects, LLC
2 Aaron Dusseu / Asst. Pyro	37	Address:
3 Matt Fogg, St. James Marine Co.,	48	25 Marlindale Avenue
4 Daniel B. Barron, Charlevoix Venetian Festival	70	Boardman, OH 44512
5 Colonial Fireworks personnel		Phone:
6 St. James Marine personnel		Event Information
7 Security personnel		Point of Contact:
8		Charlevoix Venetian Festival/Daniel Barron, President
9		Address:
10		309 Petoskey Avenue, PO Box 120
11		Charlevoix, MI 49720
12		Phone:
13		Loading Site Information
Does the pyrotechnic involve a floating platform or vessel? If the pyrotechnic is a land shoot, skip this box. Yes		Loading Site Address: Ironton Stone Dock, 03600 Lake Street, Charlevoix, MI
Name of Vessel(s) involved: Tug - Wendy Anne (a/k/a Jennifer Anne)		Loading Date: July 19, 2026 through July 25, 2026
Size of barge or vessel (sq ft): barge # 150		Loading Time: 9:00 a.m. to 5:00 p.m.
Contact for Vessel/Barge: Matt Fogg, St. James Marine Co.		Phone Number for Loading Site:
Phone: 231-838-0254 age: 48		Net Explosive Radius (70 ft per inch of largest shell diameter) see Application for Marine Event

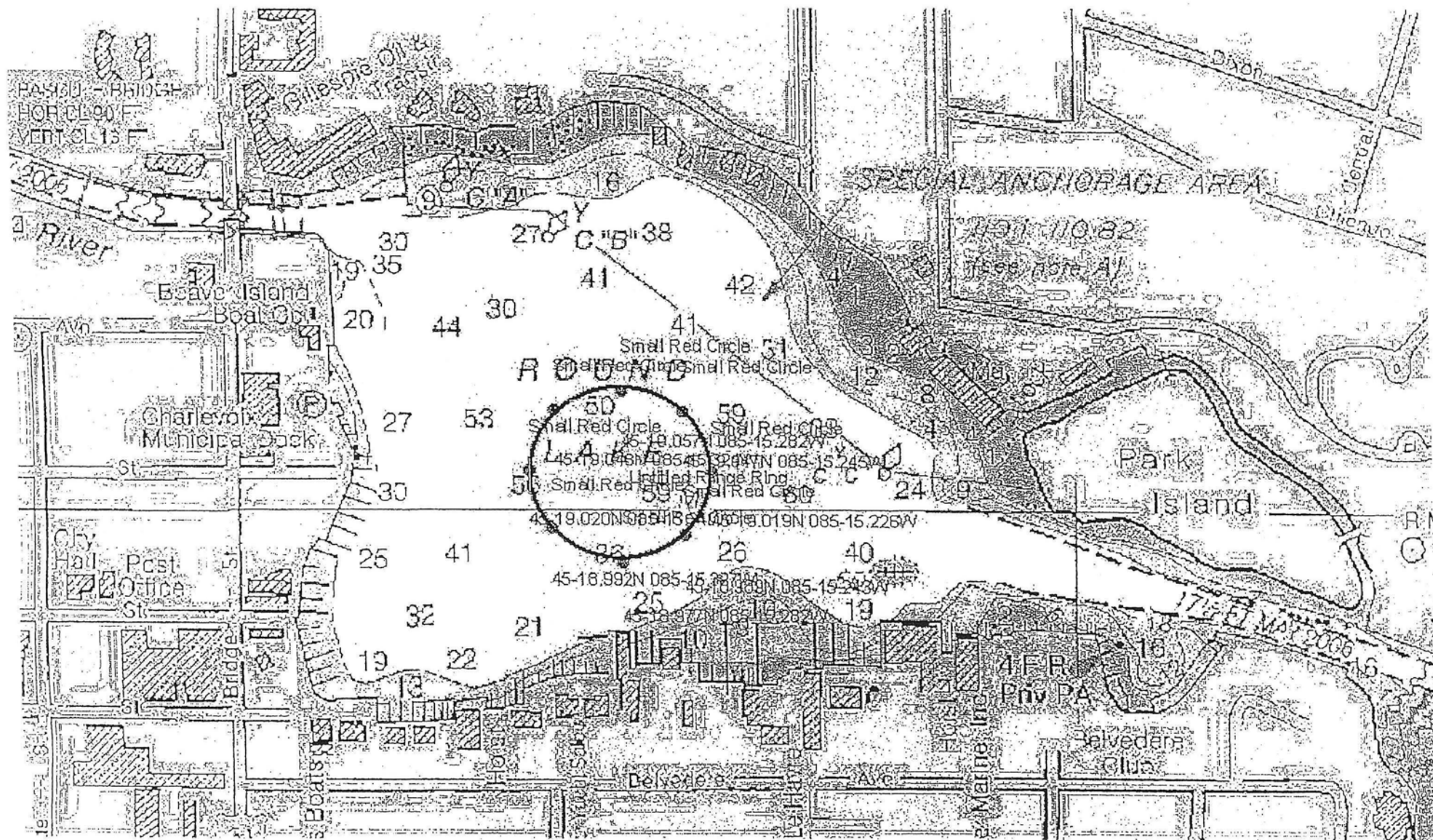
Size of Aerial Shells (Diameter)	Approx. Number of Shells to be Fired	Hazard Class	Net Weight
1) 07/24/2026 300 pcs 4"; 300 pcs 5";	200 pcs 6"; 30 pcs 8"; 15 pcs 10"; 30 pcs 12"	* *	* *
2) 07/25/2026 500 pcs 3" shells; 300 mm candles; 15 fans of 3; 25 pcs 1.4G 2" cake items		* *	* *
3)			
4)		* * See Application	

Directions: Information on company representative, person in charge, and other authorized personnel pertains to the company contracted to set-up/display the pyrotechnics. Information on net explosive radius, proper shipping name, hazard class, and weight may be obtained from the company contracted to set-up/display the pyrotechnics.

Attach a site map or diagram with dimensions of the loading site with desired spectator viewing area, parking areas, fall-out areas, and associated separation distances. The map or diagram of the event should also show the location of all buildings, roads, waterways, overhead lines, and other overhead obstructions.

**PLEASE ENSURE THIS SUPPLEMENTAL FORM IS SUBMITTED WITH THE ENTIRE APPLICATION PACKAGE TO THE
U.S. COAST GUARD SECTOR SAULT SAINTE MARIE MARINE EVENTS COORDINATOR.**

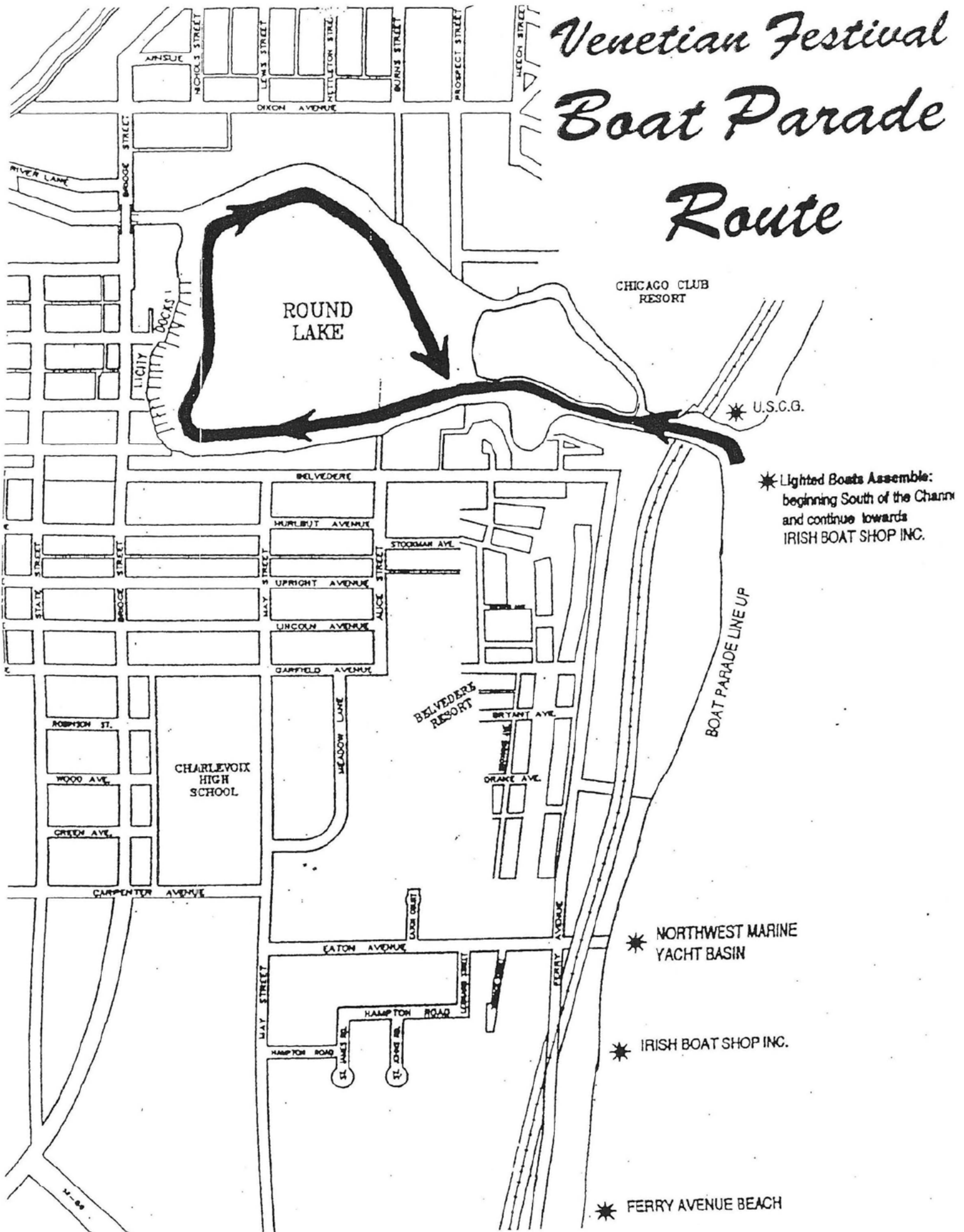




North - 45-19.057N 085-15.282W
 South - 45-18.977N 085-15.282W
 East - 45-19.019N 085-15.226W
 West - 45-19.020N 085-15.340W

NE - 45-19.047N 085-15.245W
 SE - 45-18.989N 085-15.243W
 SW - 45-18.992N 085-15.327W
 NW - 45-19.048N 085-15.324W

Venetian Festival Boat Parade Route



**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC
ITINERARY**

JULY 24 AND JULY 25, 2026 DISPLAYS

**CHARLEVOIX VENETIAN FESTIVAL
CHARLEVOIX, MICHIGAN**

***Please Note:** Colonial Fireworks Special Effects, LLC must be permitted to follow all guidelines set forth in their entirety by NFPA 1123 and 1124 - 2000 Edition, as revised.*

Monday, July 20, 2026

12:00 to 5:00 PM Colonial equipment truck arrives at "Port Ironton" Facility.
Pre-barge loading meeting with City of Charlevoix Police Chief McDonnell, Charlevoix Township Fire Chief Dan Thorp, USCG Life Station Chief and Colonial technicians. Colonial technicians begin off loading and setting up, equipment only, onto barge.

5:00 PM Security arrives (24 hours/day of private security and/or Colonial technicians), from this time through July 26, 2026

Tuesday, July 21, 2026

8:00 AM - 5:00 PM Set up of equipment continues.

9:00 AM Operations staging meeting at USCG Life Station - Charlevoix.

Wednesday, July 22, 2026

8:00 AM - 5:00 PM Loading of fireworks into mortars begins.

Thursday, July 23, 2026

8:00 AM - 5:00 PM Loading of fireworks into mortars continues.

Friday, July 24, 2026

6:00 - 8:00 PM Barge towed from Port Ironton to Charlevoix - approximately two (2) hour trip - loading of live material to continue.

8:00 PM Barge anchored at firing location - loading of live material continues and connection of electrical system begins.

9:00 PM Final hookup of electrical system and final testing completed.

10:15 PM Firing begins (time approximate).

10:35 PM Firing ends (time approximate).

11:00 PM Barge is towed back to Ironton - inspection of equipment takes place.

Saturday, July 25, 2026

1:00 AM Barge arrives in Ironton to begin tearing down of aerial show. Begin loading of low aerial program for Round Lake on evening of July 25, 2026.

8:00 AM Continue loading of low level program.

4:00 - 6:00 PM Barge towed to Charlevoix - approximately two (2) hour trip - loading of live material to continue.

6:00 PM Barge anchored at firing location - loading of live material continues and connection of electrical system begins.

9:00 PM Final hookup of electrical system and final testing completed.

10:00 PM Initial fireworks barrage begins with start of boat parade (approximately 10:00 p.m.).

10:45 PM Primary fireworks display begins and concludes (approximately 15 minutes), subsequent to conclusion of boat parade (time approximate).

11:30 PM Barge is towed back to Ironton - inspection of equipment takes place (time approximate).

Sunday, July 26, 2026

1:30 AM Barge arrives in Ironton and electrical system is removed from barge (time approximate).

8:00 AM Unloading of equipment begins.

1:00 PM Colonial truck departs for Clayton, Michigan.

WEATHER CONTINGENCY PLANS

1. Friday "rain out." The "large" (Lake Charlevoix) show will not be displayed in 2026, and on Saturday evening in Round Lake (i) the "low aerial" Harbor show will be displayed and (ii) the lighted boat parade will be staged.
2. Saturday "rain out." The "low aerial" Harbor show will not be displayed in 2026.

2026 Application for Fireworks Other Than Consumer or Low Impact

DRAFT

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks
- ☒ Public Display ☐ Private Display
- ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Charlevoix Venetian Festival, Inc		ADDRESS OF APPLICANT PO Box 120, Charlevoix, MI 49720	AGE OF APPLICANT 18 YEARS OR OLDER ☒ YES ☐ NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Daniel B Barron, President		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER PO Box 120, Charlevoix, MI 49720	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER 231-547-9950
NAME OF PYROTECHNIC OPERATOR Frank Loffredo, Jr.		ADDRESS OF PYROTECHNIC OPERATOR 5225 Telegraph Rd, Toledo, OH 43612	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER ☒ YES ☐ NO
NO. YEARS EXPERIENCE 47	NO. DISPLAYS 1000+	WHERE Throughout US, Canada and Virgin Islands	
NAME OF ASSISTANT Aaron Dusseau		ADDRESS OF ASSISTANT 5225 Telegraph Rd, Toledo, OH 43612	AGE OF ASSISTANT 18 YEARS OR OLDER ☒ YES ☐ NO
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER ☐ YES ☐ NO

EXACT LOCATION OF PROPOSED DISPLAY

7/24/2026 - Lake Charlevoix; and 7/25/2026 - Round Lake

DATE OF PROPOSED DISPLAY

See above

TIME OF PROPOSED DISPLAY

Approximately 10:00 p.m. to 11:00 p.m.

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

Colonial Fireworks Special Effects/Great Lakes Truck with 24 hour security at Port Ironton facility

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$5,000,000.00	NAME OF BONDING CORPORATION OR INSURANCE COMPANY Acisure Great Lakes Partners Insurance Services
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 223 West Grand River Avenue, #1, Howell, MI 48843	

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
7/24/2026	300 pcs 4"; 300 pcs 5"; 200 pcs 6"; 30 pcs 8"; 16 pcs 10"; 30 pcs 12"
7/25/2026	500 pcs 3" shells; 300 mm candles; 15 fans of 3; 26 pcs 1.4G 2" cake items

SIGNATURE OF APPLICANT Daniel B Barron, President	DATE June , 2026
--	-------------------------



Colonial Fireworks Special Effects LLC/Great Lakes

April 2026

LEAD PYROTECHNICIAN



Mr. Loffredo has 47 years experience as a pyrotechnician. He has experience in electronic and manual firing. Mr. Loffredo has worked on numerous barge shows as well as roof top firings.

Some of the shows Mr. Loffredo has been involved with include: Charlevoix Venetian Festival, City of Harbor Springs, Bay Harbor, Sommerset Pointe, City of Saginaw, First Night Providence; Governor's Conference/Providence; Air and Sea Show in Fort Lauderdale and Thunder Over Louisville which is the kick off for the Kentucky Derby Festival. "Thunder" is fired from 6 barges and a 3,000 foot bridge that crosses the Ohio River and is one of the largest fireworks displays produced annually in the United States.

Mr. Loffredo has fired over 1,000 outdoor and indoor displays throughout the United States and has an excellent safety record.



**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC
HOLD HARMLESS AGREEMENT**

Indemnity Provisions (Re: 2026 Venetian Festival Fireworks Displays):

Colonial Fireworks Special Effects, LLC (hereinafter "Vendor") agrees to indemnify and save harmless **the City of Charlevoix**, a Michigan municipal Corporation, (hereinafter "Indemnatee") and its agents, representatives and employees from any and all charges, claims and causes of action by third persons, including but not limited to, agents, representatives and employees of the Vendor and of the Indemnatee, based upon or arising out of any damages, losses, expenses, charges, cost, injuries or illnesses, including death, sustained or incurred by such person or persons resulting from or in any way, directly or indirectly connected with the performance or non performance of this Agreement, this includes only the Vendor's setup and exhibiting of the fireworks, of these vending services; provided, however, that notwithstanding the foregoing, the Vendor does not agree to indemnify and save harmless the Indemnatee, its agents, representatives and employees from any charges, claims or actions based upon or arising out of any damages, losses, claims, expenses, charges, costs, injuries or illnesses including death, sustained or incurred as a sole result of the negligence of the Indemnatee, its agents, representatives or employees. In the event a claim is filed against the Indemnatee for which the Vendor is to be held liable under the terms of this Agreement, the Indemnatee will promptly notify the Vendor of such claim and will not settle such claim without the prior written consent of the Vendor, which shall not be unreasonably withheld. The obligation of Vendor for reimbursement/indemnification hereunder shall encompass and include all reasonable attorney fees and costs of litigation which may be incurred by the Indemnatee.

The Corporation also requires extension of additional insured coverage, in the manner and amount set forth within that certain Certificate of Liability Insurance issued by Acrisure Great Lakes Partners Insurance Services, as the "Producer," dated _____, Policy Numbers: _____, _____ and _____.

Signed:

Signed:

For the "Vendor"
Colonial Fireworks Special Effects, LLC
Brenda Loffredo, President
Date: _____

For the "Corporation"
City of Charlevoix
Date: _____



MASS GATHERING PERMIT APPLICATION

For outdoor events of 2,000+ people held on public or private land in the City

Event Name: Charlevoix Venetian Festival

Organization Name: Charlevoix Venetian Festival, Inc. Non-profit: ☒ YES* ☐ NO

Contact Person: Daniel Barron / Joan Miller

(231) 547-3872 Office

Telephone: (231) 547-3872 Email: info@venetianfestival.com

Date(s) of Event: July 18, 2026 through July 25, 2026 Hours: Various-per attached schedule

Type of Gathering: Festival, Musical Event, Athletic Competitions, Adult & Children's Activities and Events

Location: Ferry Ave Beach, East Park, Bridge Park, Depot Beach Est. Attendance: 10,000+

Downtown Bridge Street and westerly parking lots

Consent Statement from property owner if located on private property:

N/A

N/A

Signature of Property Owner

Is event on City Property? Yes If yes, the City must be listed as additional insured on insurance policy and a copy of policy must be attached to this application.

Is event using the East Park performance pavilion? If yes, has a written request to use the pavilion been made to the DDA Director? Yes Has it been approved? Yes

Will merchandise be sold at this event? Yes If yes, briefly describe merchandise:

Various consumer merchandise, including Venetian T-shirts, Sweatshirts, Coffee mugs, tumblers, beach towels, Venetian artwork and posters

I hereby swear that I have answered all questions truthfully and I understand all rules pertaining to this permit.

Daniel B Barron, President 5/4/2026

Organization Representative	Date	City Clerk	Date Road
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APPROVALS

City Treasurer	Approved/Denied	Police Chief	Approved/Denied
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City Manager	Approved/Denied	\$Fee / Receipt Number	Date
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*No fee for non-profit organizations



CITY OF CHARLEVOIX

Office of Planning and Zoning
210 State Street Charlevoix, MI. 49720
planner@charlevoixmi.gov
www.charlevoixmi.gov
(231)547-3265

Date Received: _____ Permit# _____
Decision Date: _____

TEMPORARY BANNER PERMIT APPLICATION

Daniel B Barron, President July 1 - July 25, 2026
Applicant /Agent Requested Placement

309 Petoskey Ave., PO Box 120, Charlevoix, MI 49720
Address (City/State/Zip)

Charlevoix Venetian Festival, Inc July 18 - July 25, 2026
Organization Name (If different than applicant) Date of Event

309 Petoskey Ave., PO Box 120, Charlevoix, MI 49720
Organization Address (City/State/Zip) (If different than address of subject property)

Organization Phone Email
(231) 547-3872 info@venetianfestival.com

Agent Phone Email
(231) 547-9950 dbarron@barronengstrom.com

Charlevoix Venetian Festival
Name of Event

Please provide a brief description of how your event provides a substantial benefit to the city residents:

96 years of free entertainment and community unity

Height of the proposed banner: _____ Width of banner: _____

Square footage of all proposed signage: _____ (Maximum of 30 square feet)

*Banners may be erected not more than two (2) weeks before the event and must be removed within two (2) days after the event.

AFFIDAVIT

I hereby certify I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application are true, and if found not to be true, any sign permit issued may be void. I also agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree that any permit that may be issued is issued with the understanding that the individual(s) or organization(s) named or represented on that permit will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to remove any sign that does not comply with any rule, regulation or ordinance. I understand that it is the responsibility of the City of Charlevoix to have the sign installed at the appropriate location. Finally, I understand that this is a sign permit application (not a sign permit) and that a sign permit, if issued, conveys only a right of sign placement, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction, or other property rights.

Agent Signature: _____

Date: _____

Zoning Administrator Signature: _____

Date: _____





DRAFT

Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: Charlevoix Venetian Festival		
Applicant address: 309 Petoskey Avenue, PO Box 120		
City: Charlevoix		Zip Code: 49720
Contact name: Daniel B Barron	Phone: 231-547-9950	Email: dbarron@barronengstrom.com
Alternate contact name: Joan L Miller	Phone: 231-547-9950	Email: dbarron@barronengstrom.com
1. Has the applicant organization previously received a Special License? ☒ Yes ☐ No		Leave Blank - MLCC Use Only
<i>Michigan organizations must provide current articles of incorporation filed with Michigan Corporations Division.</i> <i>Out-of-state organizations must provide: (a) current articles of incorporation from state of issuance; (b) current certificate of good standing from state of incorporation; and (c) current Certificate of Authority to Transact Business in Michigan issued by the Michigan Corporations Division.</i>		
2. Has the applicant organization been established for one (1) year or longer? ☒ Yes ☐ No Date the applicant organization was established (month/day/year): 3/11/1999		
3. Is the applicant organization a municipality? ☐ Yes ☒ No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: Tiki Tent situated in East Park, Bridge Street	
City, township, or village where event will be held: Charlevoix	County: Charlevoix
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> ☒ Yes ☐ No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? ☒ Yes ☐ No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) ☒ Yes ☐ No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) ☐ Yes ☒ No	
5. Is the event location outdoors or partially outdoors? ☐ Yes ☐ No If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form. 40 feet X 110 feet = 4,400 square feet Width Length Describe type and height of the barrier that will be used to enclose the outdoor area: Two parallel runs of 48" high snow fencing, spaced 48" apart	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Private security personnel from Crowd Management Solutions will monitor entrants and provide armbands only to those who are at least 21 years of age and provide a photo ID. No others will be allowed entry.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☒ No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☒ No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☐ Yes ☒ No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Will marijuana be sold and consumed under a Temporary Marihuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed? ☐ Yes ☒ No

11. Is the event location within the commons area of a Social District? ☐ Yes ☒ No
If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to [MCL 436.1551\(3\)](#). Submit the documentation and the diagram with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	7/23/2026		Describe event being held: Charlevoix Venetian Festival is a community event including free concerts in East Park	
	Date			
	5:00 pm	12:00 am	Special License will be used for: ☒ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☒ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☒ No	

2	7/24/2026		Describe event being held: Charlevoix Venetian Festival is a community event including free concerts in East Park	
	Date			
	5:00 pm	12:00 am	Special License will be used for: ☒ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☒ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☒ No	

3	7/25/2026		Describe event being held: Charlevoix Venetian Festival is a community event including free concerts in East Park	
	Date			
	5:00 pm	12 am	Special License will be used for: ☒ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☒ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☒ No	

4			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

5			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

6			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

12. Special license date information Continued from Page 2.

7			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	
8			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	
LCC-110 (01-23)				
9			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	
10			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	
11			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	
12			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	\$25.00	If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses. Make checks payable to: State of Michigan	Leave Blank - MLCC Use Only
x Number of Special Licenses:	3		
= Special License Fees: <i>MLCC Fee Code: 4008</i>	\$75.00		
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>			
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>			
= TOTAL FEES DUE:	\$75.00		

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of my knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. By signing this application, we are freely and voluntarily consenting and submitting to inspections of the licensed premises in accordance with MCL 436.1217(2)-(3) and R 436.1011(4). We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Daniel B Barron 231-547-9950 , 2026

Print Name and <u>Phone Number</u> of President	Signature of President	Date
---	------------------------	------

Joan L Miller , 2026

Print Name of Notary	Signature of Notary	Date
----------------------	---------------------	------

Notary Public, State of Michigan, County of Charlevoix	Acting in the County of Charlevoix
My commission expires 7/22/2029	

Ron Bindi [REDACTED] , 2026

Print Name and <u>Phone Number</u> of Secretary	Signature of Secretary	Date
---	------------------------	------

Joan L Miller , 2026

Print Name of Notary	Signature of Notary	Date
----------------------	---------------------	------

Notary Public, State of Michigan, County of Charlevoix	Acting in the County of Charlevoix
My commission expires 7/22/2029	

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: City of Charlevoix Police Department	
Name & title of reviewing officer: Chief Jill McDonnell	
Phone number of officer: 231-547-3258	Email of officer: jillm@charlevoixmi.gov
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☒ No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☒ No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
_____ Signature of Reviewing Officer	
_____ Date	

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
_____ Signature of Clergy Member or Superintendent	
_____ Date	

****Please note: the Commission has the sole and only right to approve or deny this request for a Special License.***

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
_____ Signature of Authorized Signer for Licensee	
_____ Date	



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☒ Board of Directors

called to order by Daniel B Barron on _____, 2026 at 2:30 p.m.
(Date) (Time)

the following resolution was offered:

Moved by Daniel B Barron and supported by Ron Bindi

that the application from Charlevoix Venetian Festival, Inc.
(Name of Organization)

for a Special License to serve alcohol on July 23, 24, and 25, 2026
(Event Date or Dates)

to be located at Tiki Tent situated in East Park, Bridge Street, Charlevoix, MI 49720
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be Recommended for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

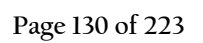
Yeas: 4
Nays: 0
Absent: 2

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☒ Board of Directors at a ☐ Regular ☒ Special meeting held on _____, 2026
(Date)

Daniel B Barron, President _____, 2026
Print Name & Title of Authorized Officer Signature of Authorized Officer Date





Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of
the Michigan Liquor Control
Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

*** IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED ***

Name on Card: Daniel B Barron Payment Amount: \$75.00
Billing Address: PO Box 309 Card Number:
City: Charlevoix State: MI Zip Code: 49720 Check One:
Phone: 231-547-9950 ☐ MasterCard ☒ Visa ☐ Discover ☐ American Express
Email: dbarron@barronengstrom.com Security Code/CVV Code: 455
Applicant/Licensee Name: Request or Business ID #: Expiration Date: 03/28
Charlevoix Venetian Festival, Inc. Bus. ID 10655551

Payment is for:

Charlevoix Venetian Festival

Signature

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
☐ Inspection Fee(s):		4036
☒ Special License Fee(s):	\$75.00	4008
☐ Temporary Authorization Fee:		4037
☐ License Renewal Fee(s):		4004
☐ Manufacturer License(s):		4038
☐ Wholesaler License(s):		4085
☐ New Retailer License(s):		4012
☐ Transfer Retailer License(s):		4034
☐ Conditional License		4012
☐ New Add Bar ☐ Transfer Add Bar:		4012/4034
☐ Sunday Sales Permit (AM):		4033
☐ Sunday Sales Permit (PM):		4032
☐ Catering Permit:		4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

DRAFT

CONTRACT

THIS CONTRACT is effective as of the _____ day of _____, 2026, between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 ("City") and the Charlevoix Venetian Festival, Inc., a Michigan nonprofit corporation, whose address is 309 Petoskey Avenue, P.O. Box 120, Charlevoix, Michigan 49720 (the "Festival").

RECITALS

- A. Pursuant to MCLA 117.3(j) and Article I, Section 1.6 of the City Charter, the City is authorized to provide for the peace and health and for the safety of persons and property within the City and to expend funds for that purpose.
- B. The Festival will provide numerous recreational activities during the 96th Annual Charlevoix Venetian Festival, being held July 18-25, 2026.
- C. Except for private donations from businesses and individuals, event registration fees, proceeds from the carnival and similar amusements and food & art concessionaire fees, the Festival charges no fees in connection with the multitude of music entertainment, public activities and recreation which it provides within the City (the "Gratis Entertainment").
- D. The parties desire to act cooperatively in providing the Gratis Entertainment cited above, to the citizens and visitors in the City.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises contained in this Contract, the parties hereby agree as follows:

- 1. The City shall pay to the Festival the sum of \$15,000.00 relative to the 96th Annual Charlevoix Venetian Festival.
- 2. The Festival shall use the subject funds to defray the expense of the activities and events of the 96th Annual Charlevoix Venetian Festival.
- 3. The Festival shall charge no fees for the Gratis Entertainment to spectators or event participants within the City, without the prior approval of the City Manager. This prohibition shall not apply to concessions where items or services (such as food, beverages, merchandise or carnival or amusement type rides or activities) are sold, nor shall it apply to fees charged to concession operators, or to registration fees charged for participation in athletic events.

"CITY"
CITY OF CHARLEVOIX

Date: _____, 2026

By: _____
Lyle Gennett, Mayor

"FESTIVAL"
CHARLEVOIX VENETIAN FESTIVAL, INC.

Date: _____, 2026

By: _____
Daniel B. Barron, President



Event Planning Worksheet/Schedule AquaPalooza Beach & Boat Party

Event Contact Person (Available the day of the event):

Volleyball Tournament: Audra Randall – [REDACTED]

Time: 12 pm – End

Cornetian Corn Toss: Boogie Carlson – [REDACTED]

Registration: 10:30 am

Play: 12 pm – End

AquaPalooza Party:

John P. Kunitzer, Irish – [REDACTED]

Edward B. Bartoszewski, Irish – [REDACTED]

Mark Walter, Sound Environments – [REDACTED]

Amy Kurtz, Venetian – [REDACTED]

Date(s): Saturday, 18 July 2026

Time(s): 12 pm – 6 pm; Music: 1 pm – 5 pm

Location(s): Ferry Avenue Beach

List of items/support needed:

- Restrooms - Use of Ferry Beach and Launch Ramp restrooms
- Request extra restroom cleanings
- Extra off-site parking to be made available (i.e. Wojan, Old Co-op site, Yacht Club, etc.)
- 4 Porta Johns - 2 ADA
- Extra trash cans with liners
- Proposed setup on Friday evening
- Boats to raft together and listen to music
- Request electric connection near pier for music
- Restrooms - Use of Ferry Beach and Launch Ramp restrooms
- Swimming area to be temporarily removed on north side of the pier during the event. Buoys replaced by 9:00 p.m. (Irish Boat Shop)
- 2nd set of buoys to be erected to keep boats 100' away from swimming area on the south side of the pier (Irish Boat Shop)
- Clean beach sand
- Cut down tall grasses
- Request additional Police patrols during event

<u>Department</u>	<u>Item</u>	<u>Confirmation</u>
Electric	Request electric in park for music near the pier by 12-noon on Friday	
Police	Request additional patrol in beach area	
Recreation	Irish Boat Shop to relocate swimming buoys and return the buoys to their original location at the end of the evening.	
DPW	Cut tall grass around the walkway to the pier and the beach/groom beach Wash pier Sweep parking lot Clean up beach area (preferably Thursday or Friday morning before the tent is set up) Extra cleanings for restrooms Place extra garbage cans, with liners near pavilion #2, have dumpster delivered Friday, removed Sunday 4 porta johns - 2 ADA (near pavilion #3)	



Event Planning Worksheet/Schedule **Disc Golf Doubles**

Event Contact Person (Available the day of the event):

Spencer Bryan – [REDACTED]
Katie Bryan – katies80@me.com

Date(s): Sunday, 19 July 2026

Time(s): Check-in begins at 10 am; Play begins at 11 am
Registration on-site

Location(s): Mt. McSauba Disc Golf Course

List of items/support needed:

- Check-In to be held on picnic tables next to Lodge.
- Access to McSauba Lodge Restroom area
- Porta John at the base of the sledding hill.
- Mow paths for disc golf



Event Planning Worksheet/Schedule Tiki Tent

Event Contact Person (Available the day of the event):

Ron Bindi – [REDACTED]

Date(s): Erect: Monday, 20 July 2026

Open: Thursday (7/23), Friday (7/24), and Saturday (7/25) evenings

Time(s): 6 pm – 11:30 pm

Location(s): East Park

List of items/support needed:

- If tent stakes are to be used, MISS DIG (811) needs to be called to ensure that tent stakes do not damage underground utilities (City has called in past)
- City will be manually watering grass when the park is not in use.
Request that all items be secured
- Require double fence, not rope, around the perimeter of the Tiki Tent area. Fences to be 5' apart.
- Stage area to be elevated and relocated nightly to prevent killing the grass.
- Storage of trailers along East Clinton near Harbormaster's office - Plan to use electric plugs located near Community Christmas Tree
- Schedule additional restroom cleanings
- Additional trash containers
- Electric for Tiki Tent -- 2 spiders
 - check connections by pine tree closest to the stoplight where the ice machine is plugged into electric source
- Turn fountain music off when bands are playing
- Block parking along East Clinton for loading and unloading area on Monday for Tiki setup
- Block seven (7) parking spaces at the south end of Bridge Park Drive
- Wooden lids for garbage barrels



<u>Department</u>	<u>Item</u>	<u>Confirmation</u>
Electric	Electric Service Tiki Tent -- 2 Spiders,	
Marina	Turn off fountain music when bands are playing	
DPW	Place tall stanchions/traffic cones to be placed along east side of Bridge Street from Antrim to Clinton for loading/unloading. Area to be used till Sunday morning. Place tall stanchions/traffic cones to be placed along East Clinton early Monday morning for loading/unloading. Area to be used until Sunday morning. Place tall stanchions/traffic cones to be placed along East Antrim for loading/unloading. Area to be used till Sunday morning. Place tall stanchions at south end of Bridge Park Drive to block seven (7) parking spaces. Area to be used till Sunday morning. Schedule additional restroom cleanings.	

CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue

P.O. Box 120

Charlevoix, Michigan 49720

PH 231-547-3872 / FAX 231-547-2977

www.venetianfestival.com Email: info@venetianfestival.com

VENETIAN TIKI TENT STAGING PLAN FOR EAST PARK

Thursday, Friday and Saturday

July 23, 2026 through July 25, 2026

5:00 p.m. - 11:30 p.m.

The sale and consumption of beer and wine will transpire only within the "Tiki Tent Premises" so designated in the attached Site Plan. The "Tiki Tent Premises" will be cordoned so that general ingress and egress is limited to one access point. Private security will be present within the "Tiki Tent Premises" to insure that no person may enter unless they are at least 21 years of age and to prevent sales to visibly intoxicated persons. No alcoholic beverages may be brought into or removed from the "Tiki Tent Premises."

Dated: _____, 2026

Dan Barron

President

Charlevoix Venetian Festival, Inc.

EAST PARK MAP



HARBOR MASTER



Exhibitor Loading
Clinton Street

TIKI TENT PREMISES
APPROXIMATE 40' X 100' AREA

Walkway

Walkway



Walkway

Walkway

Walkway

Walkway

Loading & Unloading Zone/Pedestrian Walkway

Bridge Street / US 31

BRIDGE ST



Event Planning Worksheet/Schedule Venetian Carnival

Event Contact Person (Available the day of the event):

Peggy – Anderson Midways ([REDACTED])

Jason Anderson ([REDACTED])

Date(s): Set Up – Late Monday night, July 21, 2025; Carnival – Wednesday, 22 July 2026 until Saturday, 25 July, 2026

Time(s): 12 noon – 11 pm nightly

Location(s): West side of Erber Parking Lot, White Parking Lot, and Mason Street

- **The Carnival will not block access to Beacon Center parking lot, the entrance to the Kusina parking lot, or rear of the businesses located at 107 Mason Street. A traffic lane will be maintained on Mason Street allowing vehicles to travel from the Kusina Parking lot to the Beacon Center Parking Lot.**
- **City to authorize placement of semi-trailer in White Parking Lot Monday evening.**
- **All pedestrian walkways are to be maintained. Do not block sidewalks.**
- **Do not block visibility of Charlevoix Area Chamber of Commerce's sign.**
- **Two dumpsters to be placed near intersection of State & Mason Streets.**
- **Possible additional porta johns on Mason Street – City Hall restrooms will not be available.**

List of items/support needed:

- Electric Department will install temporary electric for carnival at the transformer next to Hoopskirt Alley, White Parking lot and between City Hall and the Chamber.
- Place extra trash barrels in parking lots, Hoopskirt alley and on Mason Street.
- Two dumpsters for Carnival
- 9 porta johns in White Lot -- 8 regular and 1 ADA
- 4-5 Porta Johns on Mason Street -- 4 regular and 1 ADA
- Drop off signs indicating "NO OVERNIGHT PARKING" at White and Erber parking lots on Monday morning.
- Carnival will start setting up on Monday night, July 20.
- Road closed barricades for intersection of Mason & Bridge Streets and Mason & State Streets to be erected by 8:00 pm Monday night.
- Schedule additional restroom cleanings.



- Liability insurance.
- Subway, Beacon Center Businesses and the Bike Shop authorized to use Carnival dumpster.
- Carnival can place trucks and equipment at City garden.

<u>Department</u>	<u>Item</u>	<u>Confirmation</u>
Electric	Install temp electric for carnival's use at the transformer next to Hoopskirt Alley, White Parking Lot, and between City Hall & Chamber.	
Police	Monday morning, July 20: • Please place "No Overnight Parking" signs at White, Mason, and Erber Parking Lots. • Cars must be out of Lots by Monday Night, July 20. Monday night, between 8 pm and 10 pm Please place "Road Closed" barricades at Mason & Bridge Street and also at Mason & State Street.	
DPW	• Order dumpsters for Carnival/deliver trash cans • Barricades delivered for Mason St Road Closure at Bridge and State • Deliver "No overnight parking" signs for White, mason and Erber lots • 9 Porta Johns to be placed in White Lot (8 regular, 1 ADA) 5 Porta Johns to be placed on Mason Street (4 regular and 1 ADA) • Please place 2 picnic tables parallel to curb by café Maria. • Note on website "car chargers not available"	



Event Planning Worksheet/Schedule Kid's Day

Event Contact Person (Available the day of the event):

Anell Roach – [REDACTED]

Date(s): Thursday, 23 July 2026

Time(s): 10 am – 2:00 pm

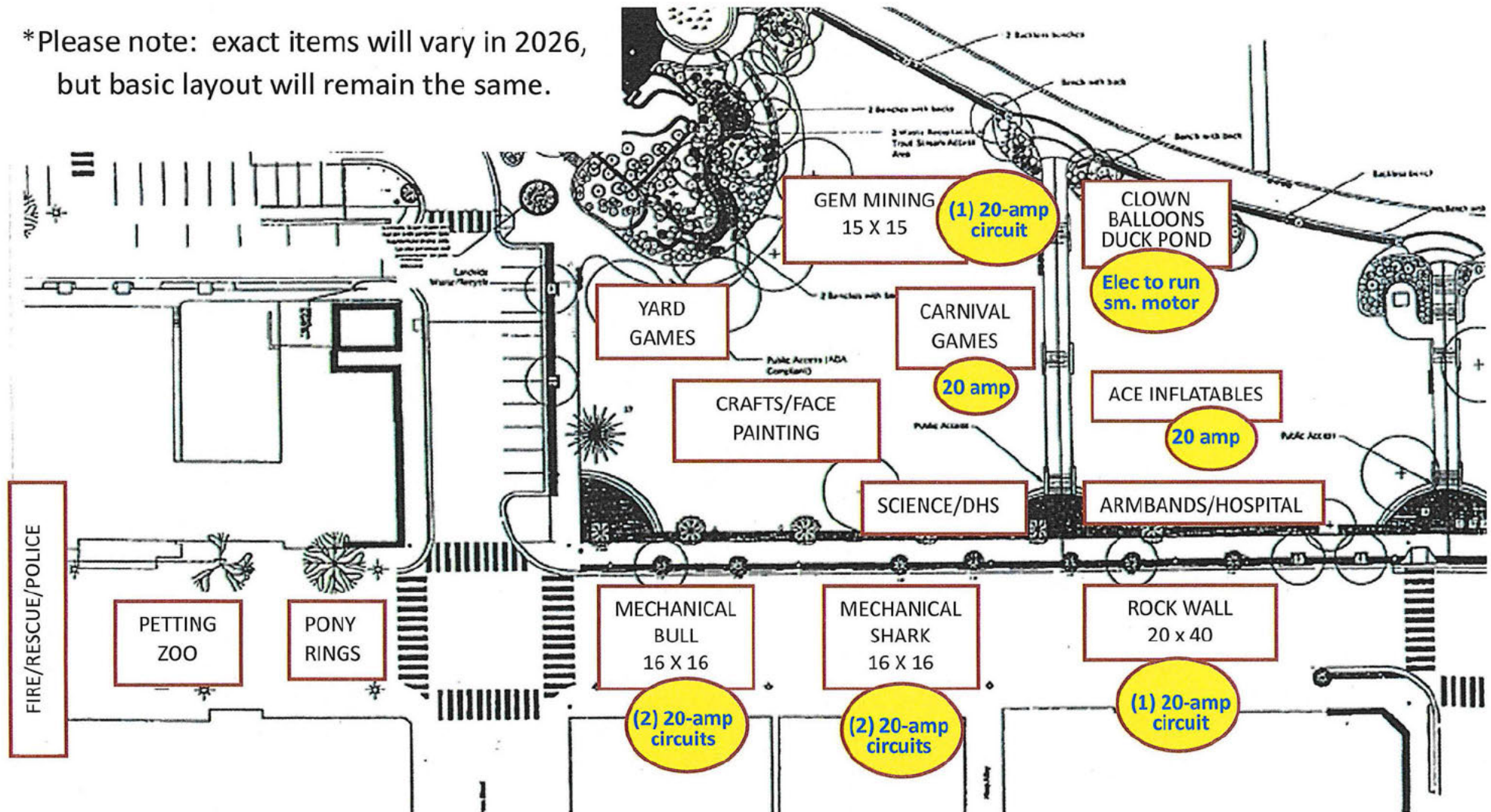
Location(s): East Park & Bridge Street

Staging arrangements to be discussed at Pre-Operational Staging Meeting.

<u>Department</u>	<u>Item</u>	<u>Confirmation</u>
Electric	- Request four (4) 20 amp power panels to be placed, per the map - Power for bounce houses (need four generators)	
Police/Fire	Ensure barricades from Antrim to Park	
DPW	- Additional restroom cleanings - Cone parking area for horse trailer on upper Bridge Park Drive intersecting with Clinton - Hose hook-up to clean after horses	

5

*Please note: exact items will vary in 2026,
but basic layout will remain the same.





Event Planning Worksheet/Schedule Family Fun Zone

Event Contact Person – Breann Winnell – [REDACTED]

Date(s): Friday, 24 July 2026

Time(s): 12:00 noon – 4 pm

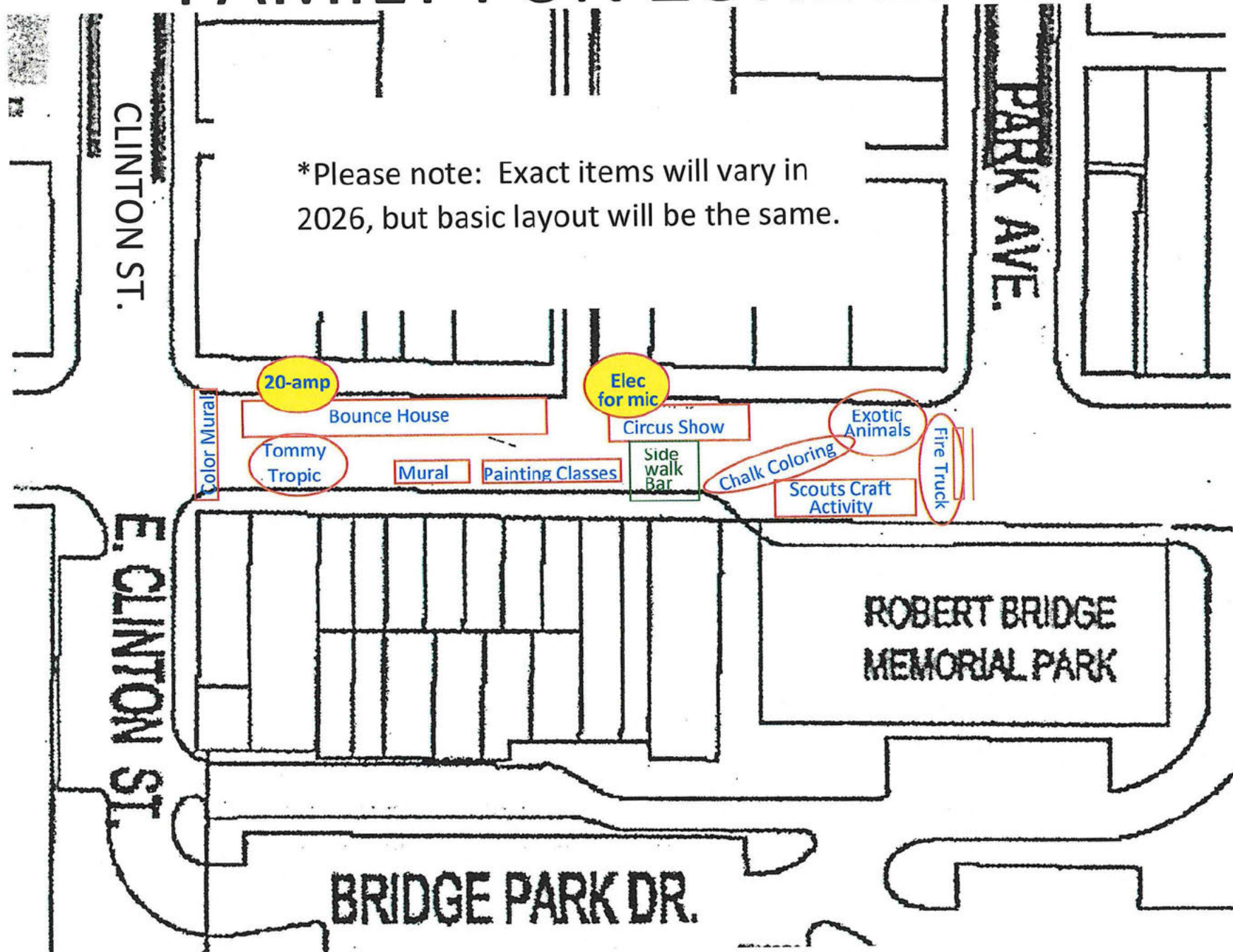
Location(s): Bridge Street – North of the light

Staging arrangements to be discussed at Pre-Operational Staging Meeting.

<u>Department</u>	<u>Item</u>	<u>Confirmation</u>
Electric	• Electric for Bounce House & Games	
Police/Fire	• Ensure barricades from Antrim to Park • Temporary barricade during Car Show participant entry at Clinton and Bridge (10:30 a.m. – Noon), and again during exit	

FAMILY FUN ZONE 2026

*Please note: Exact items will vary in 2026, but basic layout will be the same.





Event Planning Worksheet/Schedule Car Show

Event Contact Person – John Young – [REDACTED]
Emily White - [REDACTED]

Date(s): Friday, 24 July 2026

Time(s): 12 – 4 pm

Location(s): Bridge Street – 1 block South of the light

John Young will pick up 4 cones from DPW to aid in organization

<u>Department</u>	<u>Item</u>	<u>Confirmation</u>
Police/Fire	• Open Clinton and Bridge as Entry Gate for participants from 10:30 a.m. – Noon • Open gate for exit	

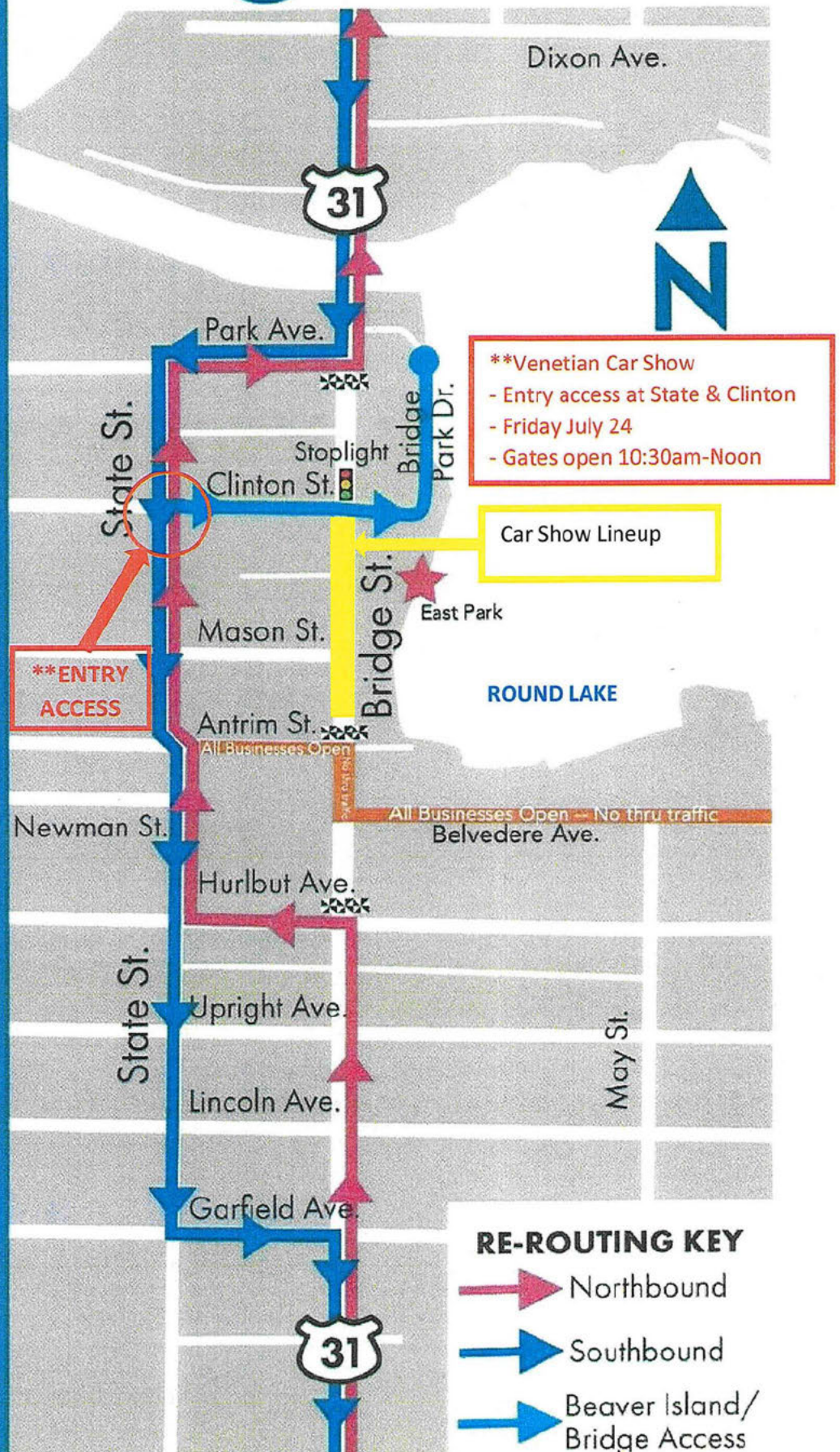
VENETIAN FESTIVAL ROAD CLOSURE

PLEASE NOTE
THAT BRIDGE
STREET WILL
RE-ROUTE
TRAFFIC
DURING THE
FOLLOWING
TIMES:
THURSDAY 7/23
@ 9 AM
through
SATURDAY
7/25
AFTER
FIREWORKS

**BRIDGE
STREET WILL
BE OPEN TO
TRAFFIC AT
ALL OTHER
TIMES**



**CITY OF
CHARLEVOIX**





Event Planning Worksheet/Schedule **Lion's Chicken Dinner**

Event Contact Person (Available the day of the event): Roger Nesburg [REDACTED]
Lion's Club

Date(s): Saturday, 25 July 2026

Time(s): 6 am – 3 pm
Cooking begins before 6 am
Lunch served from 11:30 am – 2 pm

Location(s): East Park

List of items/support needed:

- Request use of northern portion of East Park to cook and serve lunch.
- Event fee for the use of the park is waived as event part of the Charlevoix Venetian Festival.
- Request access to fire hydrant near harbormaster's office.
- Provide ash barrel and 3 blocks to put it on, also extra trash cans for Lions club



Event Planning Worksheet/Schedule **Drenth Memorial Foot Races** **5k, 10k, Family Mile, and Ryan Shay Miles**

Event Contact Person (Available the day of the event):

Matt Peterson – [REDACTED]

Date(s): Registration – Friday & Saturday, 24 & 25 July 2026; Races – Saturday, 25 July 2026

Time(s): Friday Registration – 4 pm to 7 pm; Saturday Registration – 6:30 am – 8:30 am at the
5k & 10k -- 9 am // Family Mile -- 10 am // Ryan Shay Mile -- 10:30 am and 10:45 am

Location(s): Race Registration to be held at First Congregational Church of Charlevoix
5k & 10k races begin on the corner of Park Avenue & Grant Street
Family Mile will start and finish north of the intersection of Clinton & Bridge Streets
Ryan Shay Mile will start at the intersection of Bridge Street (US 31) and M-66

List of items/support needed:

- Race participants to park their vehicles at Lake Michigan Beach.
- Registration at First Congregational Church -- Friday afternoon & Saturday morning.
- Plan to erect inflatable starting line near 210 Park Avenue (CVF to request power from UCC).
- Lake Michigan Beach restrooms to be available for participants. Participants will start arriving by 6:30 am.
- Place (2) Porta Johns in Water Tower Park on Friday afternoon. Porta Johns to be removed on Saturday afternoon.
- Request a garbage can to be placed at Water Tower Park.
- Block 3 spaces adjacent to south end of Bridge Park.
- Two small tents to be erected in Bridge Park on Saturday morning for food for race participants and awards. Tent stakes are NOT allowed.
- Request that Park Avenue from State to Grant Streets will be closed to traffic from 8:30 am to the start of the race at 9 am.
- CVF/Charlevoix Police Department personnel will verify that Bridge Street is barricaded prior to the start of the 5k and 10k races.
- Request electric access near Round Lake Bookstore for inflatable finish line.



- At 9 am, Bridge Street (US 31) to be blocked from Park Avenue to Hurlbut Avenue, including all side streets (Clinton-Mason-Antrim). Vehicles on Belvedere can turn only left (south) -- Indian Trails Bus to still go through roughly around 10 am.
- 5k and 10k runners will be running along the Pine River Channel, under the Drawbridge and along the Marina bulkhead.
- CVF/Charlevoix Police Department personnel will verify that Bridge Street is barricaded prior to the start of the Family Mile & Ryan Shay Mile.
- At 9:50 am, Bridge Street (US 31) to be blocked from Hurlbut Avenue to State Street (Park to Hurlbut closed at 9 am).
- Charlevoix Police Department personnel will assist with traffic control at the start of the Ryan Shay races.
- Charlevoix Police car to be in front of Shay runners.

➤ An access drive to the Water Treatment Plant will be retained.

➤ Access to Bridge Park Drive will also be retained.

<u>Department</u>	<u>Item</u>	<u>Confirmation</u>
Electric	Request electric access near Round Lake Bookstore for inflatable finish line.	
Police/Fire	Close Park Avenue from State Street to Grant Street from 8:30 am to 9 am. Verify Bridge Street is barricaded prior to start of 5k & 10k races. Coordinate multiple road closures throughout the day. Assist with traffic control at the start of Ryan Shay. Charlevoix Police car to be in front of Shay runners.	
DPW	Place (2) Porta Johns and trash can in Water Tower Park on Friday afternoon.	



Event Planning Worksheet/Schedule Venetian Street Parade

Event Contact Person (Available the day of the event): Spencer Bryan – [REDACTED]

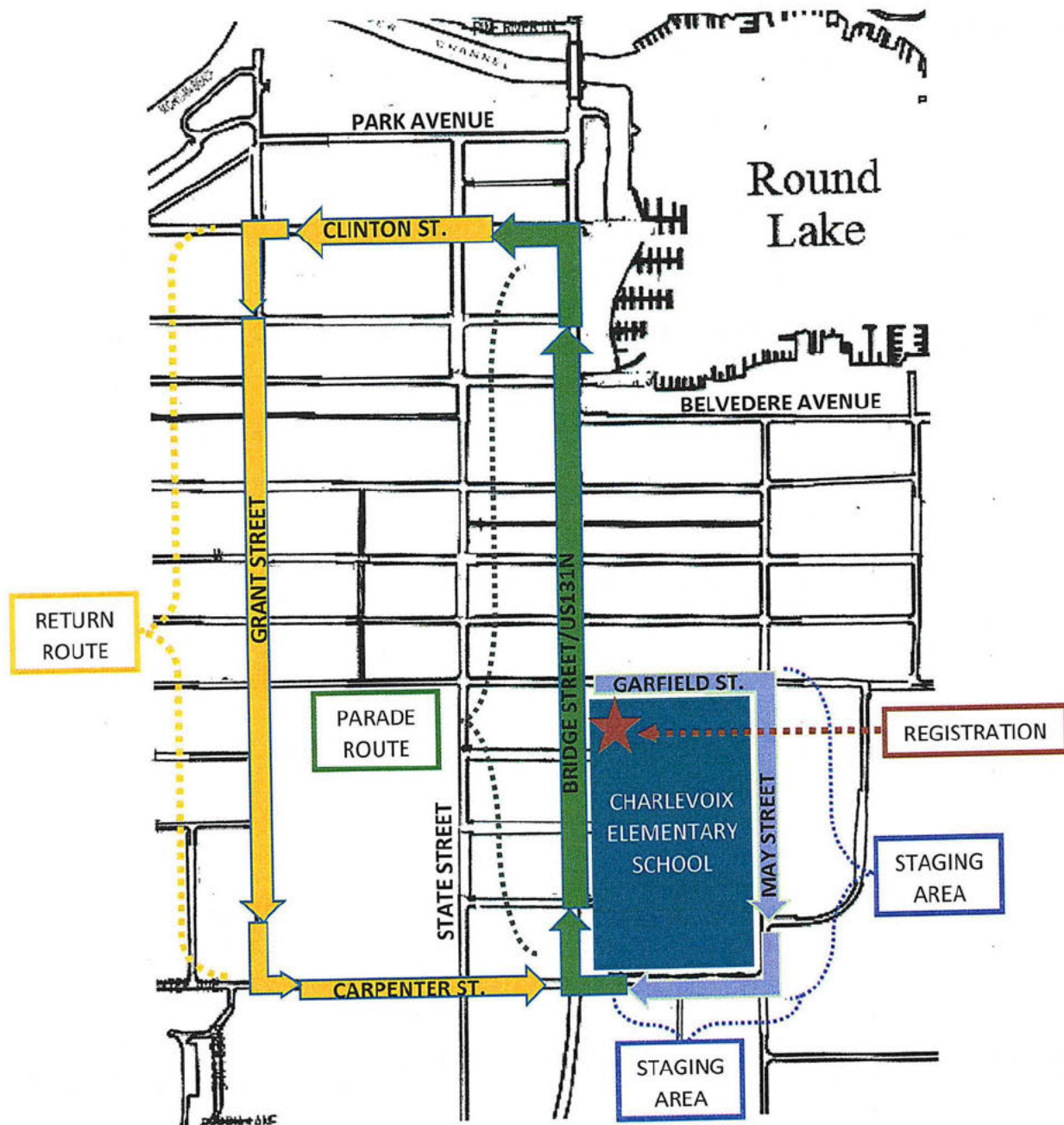
Date(s): Saturday, 25 July 2026

Time(s): 11 am – 12:30 pm; line-up begins at 9 am

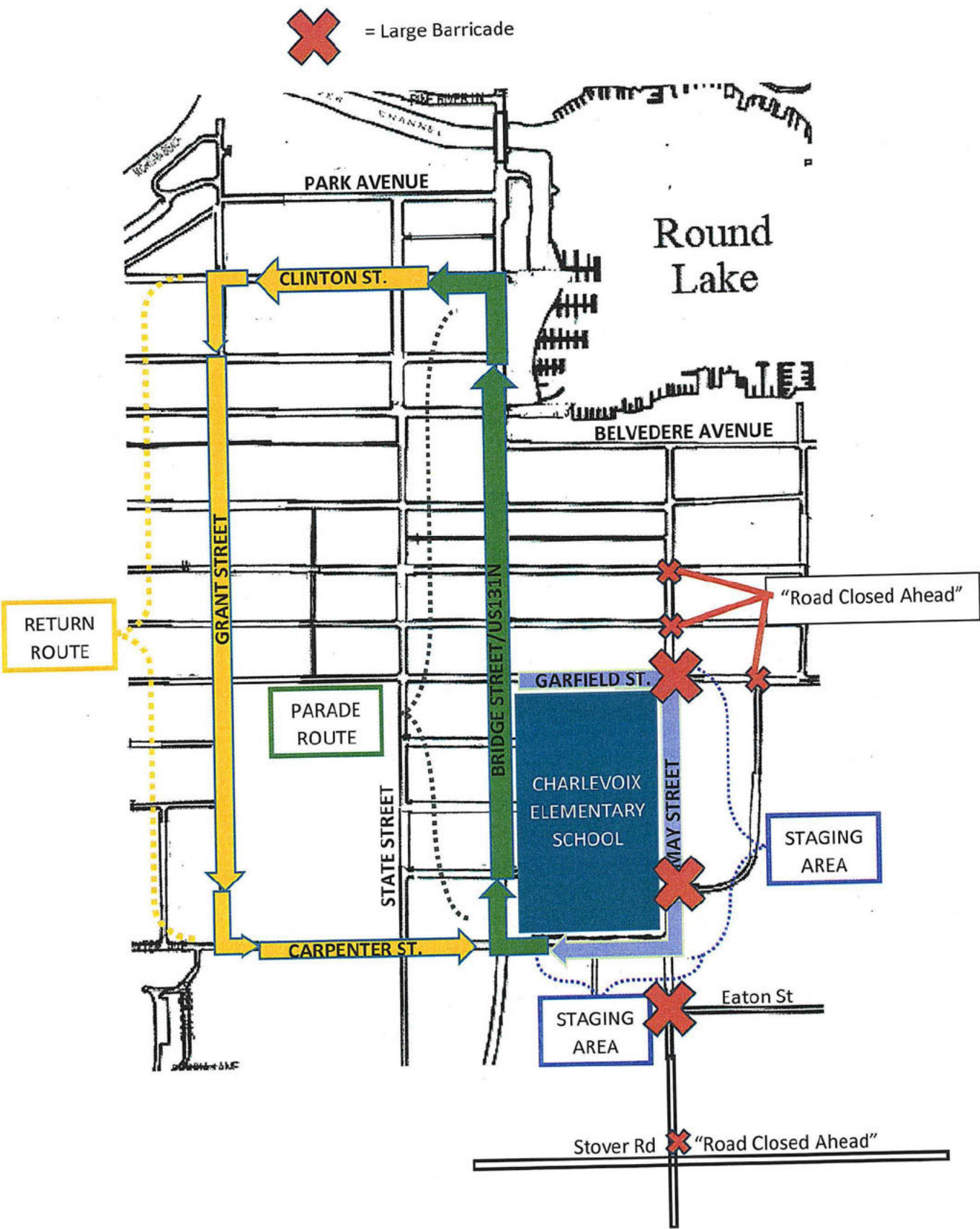
Location(s): US 31, specifically Carpenter Street to Clinton Street

List of items/support needed:

- Obtain MDOT permit to close US 31.
- Venetian Organizers/City Police & Fire Department to erect road closed barricade for parade route -- including all side streets.
- Detour Bridge Street (US 31) traffic to Park Avenue and to State Street is barricaded prior to the start of the parade.
- Charlevoix Police Department vehicle will be at the beginning of the parade.
- Request 2 porta johns to be placed on East Carpenter and 2 porta johns on corner of May & Garfield for the parade participants.
- Place "no parking" signs along the parade line up area (East Carpenter, 500 block of May Street and 100 block of East Garfield).
- Place two tall stanchions near intersection of Bridge & East Garfield.
- Block off parking spaces at intersection of Hurlbut & Bridge (near Pat O'Brien office) to create truck turning lane.
- Block off parking spaces at intersection of Park & State to create truck turning lane.
- Block off parking spaces at intersection of State & Hurlbut to create truck turning lane.



2026 Charlevoix Venetian Festival Street Parade Staging





Event Planning Worksheet/Schedule Venetian Boat Parade

Event Contact Person (Available the day of the event):

John Szczepanski - [REDACTED]

John P. Kunitzer, Irish - [REDACTED]

Edward B. Bartoszewski, Irish - [REDACTED]

Date(s): Saturday, 25 July 2026

Time(s): Approximately 10 pm In case of rain – event cancelled.

Skipper's Meeting at Harbormaster's office on Saturday, July 25 at 2 pm

Location(s): Round Lake

List of items/support needed:

- John Kunitzer of Irish Boat Shop to assist in placing buoys at both Depot Beach site and Round Lake site. Buoys delineate the fireworks safety zones.
 - If Saturday's event is not held due to weather, boat parade is cancelled.
 - If participants fail to attend Skipper's meeting, they will not be permitted to be in the parade.
 - City to provide radios to Frankie and the Chief for communication.
 - Saturday Evening
 - City Police Chief and USCG Chief to be at BIBCO dock. If boats drift into fireworks zone, the shot will be halted.
 - John Kunitzer to have access to small area of A dock to off load technicians.
 - Sheriff & DNR to patrol fireworks safety zone. They will use spotlights to get the attention of parade participants.
1. Lead boat to be USCG 45'.
 2. Boat parade participants to stay in areas A, B or C (depending on wind conditions) during the fireworks shot.
 3. Boats are not to return to dock area until after the fireworks are finished. Participants to monitor radio channel to receive the all clear.



Charlevoix Venetian Festival Incident Action Plan

JULY 18- JULY 25, 2026



This document outlines the safety plan for the Charlevoix Venetian Festival.

Introduction

Purpose

The purpose of the Incident Action Plan for the Venetian Festival is to reduce the risk to life, health, and safety of attendees, participants, spectators, staff, volunteers, and emergency services personnel. This Plan sets forth the procedures and planning guidelines for responding to an incident during the Venetian Festival. Use of this Incident Action Plan should be coordinated with local responding agencies and personnel. It is imperative that the Venetian Festival and volunteers work in conjunction with and assist emergency response personnel and volunteers as directed or instructed.

Flexibility must be exercised when implementing this Plan because of the wide variety of potential hazards that exist for the festival. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, Lost persons, or situations where Law Enforcement is required.

Goal

The Incident Action Plan for the Venetian Festival aims to provide for the safety and security of participants, spectators, staff, volunteers, and the public during the Venetian Festival and affiliated events.

Objectives

1. To educate and prepare staff, volunteers, emergency services personnel, and other key stakeholders on their roles and responsibilities before, during, and after an incident.
2. To empower staff, volunteers, emergency services personnel, and other key stakeholders to act quickly and knowledgeably during an incident through the development, maintenance, and exercising of the incident action plan.
3. To assure Venetian Festival participants, spectators, and other community members that the festival has established guidelines and procedures to effectively respond to incidents and hazards.
4. To maintain a normal level of emergency response resources (law, Fire, EMS, 911) to the rest of the community during the Venetian Festival.

Assumptions

The possibility of an emergency is present at the festival. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police. It is also assumed that the organizers, management, operations, volunteer personnel, and attendees have a level of reasonable understanding of what to do during an emergency.

Interagency Coordination

This Incident Action Plan was developed to coordinate with and support other official emergency plans related to the Venetian Festival, which are attached and referenced as appropriate.

Authorities and References

Federal

1. National Response Framework, October 28, 2019
2. Presidential Policy Directive 5, National Incident Management System
3. Presidential Policy Directive 8, National Preparedness

State

1. Michigan Public Act 390, the Michigan Emergency Management Act as amended
2. Michigan Emergency Operations Plan, September 2018

Local

1. Charlevoix County Emergency Operations Plan, March 2024
2. Local National Incident Management System Resolution

Plan Implementation

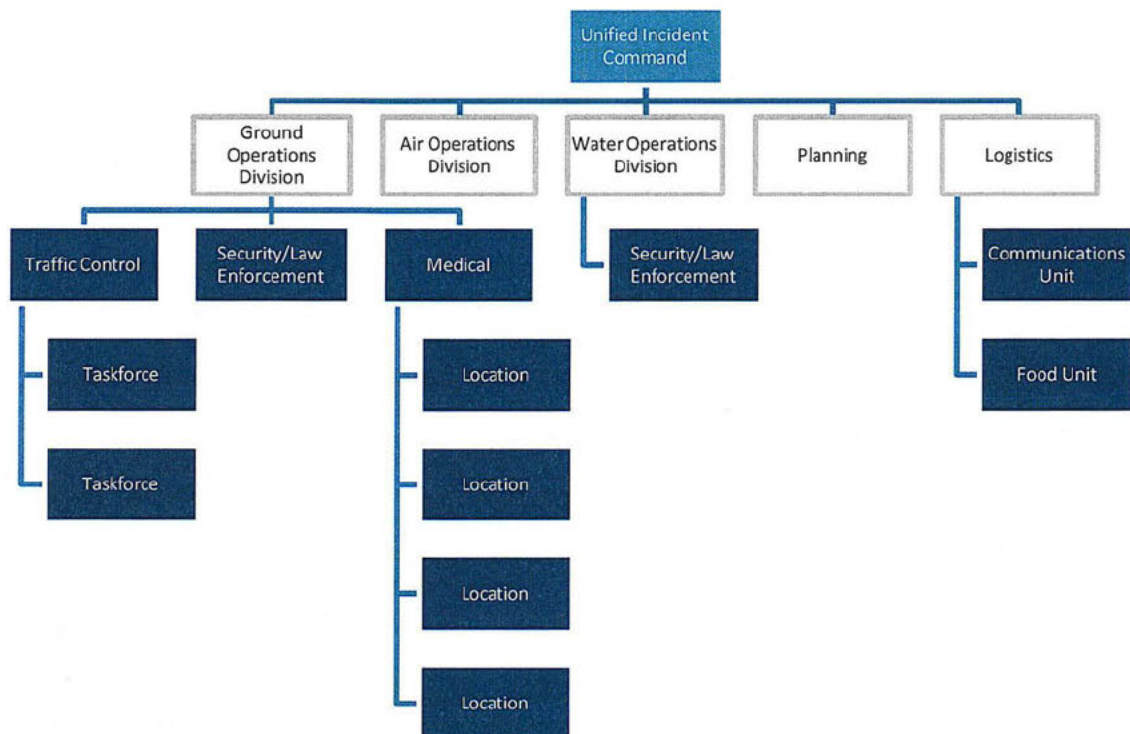
The National Incident Management System (NIMS) and utilization of the incident command system is recognized as the standard for incident management within Charlevoix County. All jurisdictions within Charlevoix County operate in accordance with the principles and concepts of NIMS and the Incident Command System (ICS). The Incident Command System (ICS) is used to manage all incidents and major planned events. An Incident Action Plan is developed to identify potential emergency conditions during an incident or event and describe the recommended procedures to be followed to minimize or minimize or prevent loss of life and property.

Event Information:

The Venetian Festival is an annual event held in Charlevoix, Michigan, attended by approximately 8,000 to 10,000 people in public areas on a daily basis. The seven-day festival includes over 30 events and activities, including family activities, concerts, foot races, and fireworks, and a boat parade.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) and utilization of the Incident Command System (ICS) is recognized as the standard for incident management in Charlevoix County. All agencies supporting this event will operate in accordance with the principles and concepts of the NIMS and the ICS. The use of this system allows the event staff, volunteers, and emergency first responders to be readily integrated into the emergency response system used by local emergency services agencies throughout Charlevoix County and Region 7.



Section	Description
Incident Command	• Has the authority to provide overall safety and leadership for the event • Ensure incident safety • Sets priorities and determines incident objectives and strategies to be followed • Approves resource requests • Authorizes information released to the media for safety/response
Division Supervisors	• Manages all tactical operations during the event within the Division • Assure the safety of all tactical operations within the Division • Supervise the execution of the operational portions of the Incident Action Plan • Request additional resources to support tactical operations within the Division • Approve release of resources from active operational assignments
Traffic Control Taskforce	• Reports to the Division Supervisor • Manages all traffic control and parking assignments within the Division • Assures the safety of traffic control and parking assignments within the Division
Medical	• Assist with Triage • Provide needed medical care
Planning	• Collect and manage all incident-relevant operational data. • Conduct and facilitate planning meetings (operational period briefings) • Compile and display incident status information • Assemble information on alternative strategies. • Report significant changes in incident status. • Ensure all assigned personnel and other resources have checked in at the incident. • Maintain a system for keeping track of the current location and status of all assigned resources. • Maintains a master list of all resources committed to incident operations. • Develop a staffing plan for the next operational period
Logistics	• Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, and food and medical services for incident personnel. • Manage all incident logistics
Communications Unit	• Develops and manages the Communications Plan and assigns communication resources to carry out the plan
Food Unit	• Manages and facilitates all food and water requirements for incident personnel. • Coordinates foodservice to operations personnel unable to leave their assignments.

Incident Command/Unified Command Post

A Command Post will be located on the Charlevoix City Hall (210 State St, Charlevoix, MI 49720) and will be ready if it needs to be stood up at any time during the event. The command post will also serve as a first-aid station and a rallying point for people reporting lost parties.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

49720).

In the event of a critical incident, the department representative for each department and the event coordinator(s) will meet a police officer at the command post.

Incident Commander

The Incident Commander for a specific incident may change depending on the discipline required to handle the incident.

Emergency Situations and Responsibilities

Event Postponement or Cancellation

Police and Fire commanders shall collaborate with the Event Coordinator when considering postponing or canceling the event due to inclement weather or an emergency. Considering the public's safety is the number one priority, the event will be canceled when it is determined that the public's safety would be at risk if the event continued under the existing conditions.

Fire / E.M.S. Related Critical Incidents

Medical Emergencies, reports of Fire, hazardous materials situations, or traffic crashes with injury.

No fire department staff will be assigned to this event apart from the duties specified by fire chief. If there is a medical emergency, Fire, or hazardous materials situation, call 911. The CCE-911 center will send the proper fire personnel to the scene.

First Aid

First Aid will be located at Charlevoix Twp. Fire/Lake Charlevoix E.M.S. Station (210 State St, Charlevoix, MI 49720) should only be used for minor injuries during the event. For serious injuries or EMS, call 9-1-1

Police Related Critical Incidents

Responsibilities

The Police Department will dedicate a police officer to the event site for security and any criminal situations. Police personnel will assist with directing pedestrians should there be a need to evacuate the site.

Criminal Activity

Any suspicious or criminal behavior shall be reported to the on-site police officer. If unable to contact the on-site officer, the reporting party shall call 9-1-1 and report the emergency to dispatch.

Bomb Threat

Any reports of a bomb threat will be directed to the on-site police officer. The police officer will coordinate with a police supervisor, evaluate the threat, and determine if an evacuation of the area is necessary.

Unclaimed Package

Any reports of an unclaimed package left within the vicinity of the event shall be reported to the on-site police officer. The police officer will evaluate the situation, coordinate with the police supervisor, and advise if an evacuation of the area is necessary.

Lost Children / Family Members

Any reports of lost children or family members will be immediately reported to the police officer. The event personnel/volunteer receiving a missing child report should stay with the reporting party until a police officer arrives. Suppose a police officer is not immediately available. In that case, the person should be escorted to the corner of Clinton and Bridge Streets. Do not leave the reporting party alone until they have made contact with a police officer.

The person receiving the report should obtain a description of the missing person for immediate broadcast to all personnel. (Name, age, clothing description, hair, eye color, and last place they were seen)

Separated parties:

If adult parties are separated, direct them to the southeast corner of Clinton and Bridge St. to wait for and be reunited with the person they are separated from.

Hazard Management

Anticipated Safety Hazards

It is essential to identify the potential hazards to ensure that proper preparation occurs.

The following hazards have been identified as anticipated safety concerns:

Hazard	Responsible Agency
Inclement weather	Incident Command
Medical emergencies	Medical Operations
Mass Casualty Incident	Medical Operations & Law Enforcement
Traffic incident	Law and EMS.
Public health incident	Health Department of Northwest Michigan Health Department
Boat accident	Water Operations
Crowd control	Incident Command
Missing person	Incident Command
Aircraft accident	Air Operations

Emergency Call Off

Incident Command is responsible for maintaining the safety and security of participants, staff, and volunteers during all Venetian Festival events. Should Incident Command identify a safety issue, Incident Command has the ultimate authority to implement emergency protective actions, which may include:

- Delaying the start of an event
- Changing event routes
- Canceling an event
- Moving an event to an alternate day

If Incident Command needs to implement emergency protective action and there is no immediate life safety issue, the Venetian Festival will coordinate the decision before implementation. The Venetian Festival is expected to adhere to and assist with implementing all emergency protective actions and safety recommendations made by Incident Command. Specific actions are identified in the following sections.

Should the Venetian Festival choose not to adhere to the emergency protection actions or safety recommendations made by Incident Command, the Venetian Festival may assume any liability associated with property loss, injury, or death of a participant, staff, or volunteer.

Hazardous Weather Procedures Purpose

The purpose of these Hazardous Weather Procedures is to guide Incident Command and the Venetian Festival coordinator during a hazardous weather incident, such as lightning, severe thunderstorm, tornado, or flash flood, which requires the Venetian Festival to take emergency protective measures.

Scope

The National Weather Service uses a multi-tier system of weather statements to notify the public of threatening weather conditions. These statements are used in conjunction with specific weather events.

- **Outlook** - A Hazardous Weather Outlook is issued daily to indicate that hazardous weather may occur in the next several days. The outlook will include information about potential thunderstorms, heavy rain or flooding, extremes of heat or cold, etc., that may develop over the next day.
- **Advisory or Special Weather Statement** - An advisory is issued when hazardous weather occurs, is imminent, or is likely. Advisories are for conditions below warning criteria that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life or property.
- **Watch** - A watch is used when the risk of hazardous weather has increased significantly, but its occurrence, location, or timing is still uncertain. A watch means that hazardous weather is possible.
- **Warning** - A warning is issued when hazardous weather occurs, is imminent, or is likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action.

In the event of predictions of stormy weather, Event Staff should monitor the weather alerts. CCE-911, NWS-Gaylord, and Charlevoix County Emergency Management will be made aware of this event.

Personnel shall utilize the cable weather channel and the appropriate website (weather.gov) for tracking weather patterns that may impact this event.

Site Evacuation

If an evacuation of the event site becomes necessary, all event staff and volunteers will assist with the evacuation. Charlevoix City Hall and the Fire/EMS Station will be designated storm shelter locations. An announcement will be made utilizing the sound system on the main stage and emergency vehicles. If this is not possible due to an electrical storm in the area, police and fire personnel can use the PA system in their emergency vehicles to direct people out of the area.

High Winds/ Rain / Lightning

Personnel shall monitor the weather for high winds, lightning, and rain. Suppose dispatch or any other personnel recognize any storms where winds are expected to be 60 MPH or greater. In that case, they shall notify the Venetian Event Organizers and the Police Chief. High winds could cause a collapse of temporary structures such as tents, stages, or decorations. **The on-duty police officer/event coordinator shall order an evacuation of the site if weather reports indicate wind speeds of 60 mph or greater in the immediate area. If lightning is reported in the area, the tents shall be evacuated. If evacuation is ordered, the Event Coordinator, Police Chief, Fire Chief, and Emergency Manager shall be notified as soon as possible.**

Charlevoix County Emergency Management will be made aware of the Venetian Festival event and advised that they will immediately notify the **Event Organizer, Chief of Police, and Fire Chief.**

Lightning- Outdoor activities should cease for 30 minutes after the sighting.

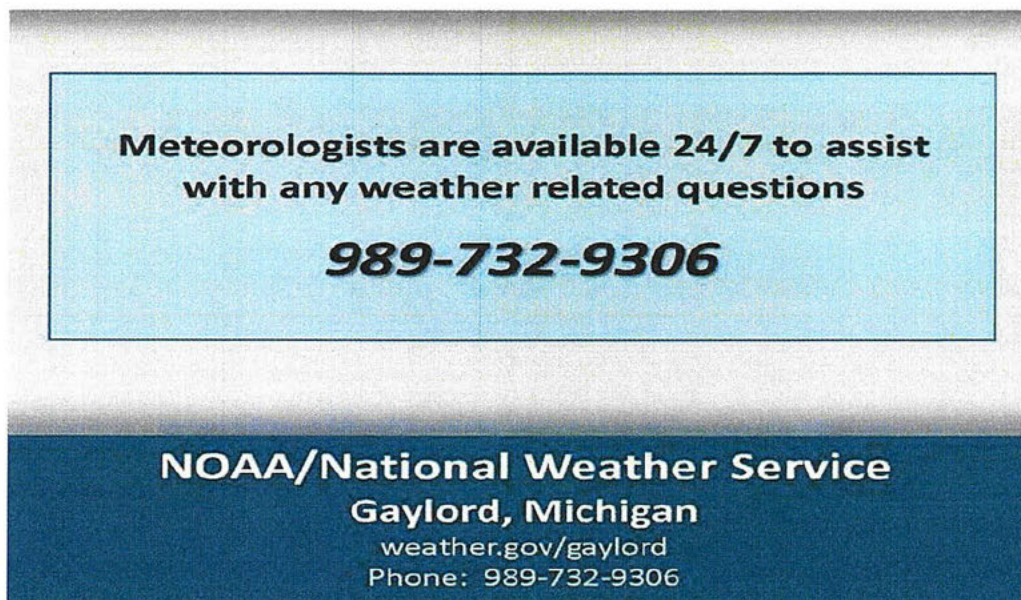
Be Alert: A polygon will be drawn for IPAW messaging for the Venetian Festival area.

WEATHER FORECAST:

Will be in contact with NOAA before the event date and time, and monitoring throughout the event.

URL for National Weather Service Venetian Festival

<https://www.weather.gov/forecastpoints?lat=45.31668&lon=-85.25942>



The graphic is a rectangular box with a light blue background and a dark blue footer. The text is centered and reads: "Meteorologists are available 24/7 to assist with any weather related questions" followed by the phone number "989-732-9306" in a larger, bold font. The footer contains the text "NOAA/National Weather Service Gaylord, Michigan" followed by the website "weather.gov/gaylord" and the phone number "Phone: 989-732-9306".

**Meteorologists are available 24/7 to assist
with any weather related questions**

989-732-9306

NOAA/National Weather Service
Gaylord, Michigan
weather.gov/gaylord
Phone: 989-732-9306

Communications

Police and Fire Personnel

Police shall utilize [REDACTED] ([REDACTED])

Marine/USCG shall utilize [REDACTED] ([REDACTED])

Fire Personnel shall utilize [REDACTED]

EMS Personnel shall utilize [REDACTED]

Fireworks and airshow will utilize Event Channel: [REDACTED]

Special Event Channel:

LAW Interoperability- [REDACTED]

EMS Interoperability- [REDACTED]

FIRE Interoperability- [REDACTED]

[REDACTED]

Emergency Communications

In an emergency, the responding department may be moved to another channel as deemed necessary by the Incident Command (ie, [REDACTED])

Road Closures / Emergency Response

A portion of Bridge Street (US-31) will be closed with barricades from 8:30 am Thursday through 11:59 pm Saturday

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]

Communication List

205/205A

Incident Assigned Position	Name	Methods of Contact
Emergency Management	Sienna L. Wenz, Emergency Management Coordinator	
Local Law Enforcement	Chief Jill McDonnell, Charlevoix PD	
Local Law Enforcement	Charlevoix PD	
FIRE	Dan Thorpe	
EMS	Jesse Silva	
USCG	Chief Jennifer Williamson	
DNR	Chad Baldwin	
Charlevoix County Marine Patrol	TBD	
Charlevoix County Dive Team	Dan Thorpe	
Charlevoix County Sheriff's Office	Sheriff Vondra	
CCE-911	-----	
Colonial Fireworks Pyro Tech	Frank/Aaron	
Fogg Towing & Marine	Matt Fogg	
Fireworks Security	Jeremy	
Venetian Festival Coordinators	Dan Barron	
Venetian Festival Coordinators	Amy Kurtz	
Venetian Festival Coordinators	Joan Miller	
N.W. Health Department	Shannon Klonowski	
Charlevoix Public Works	Pat Elliot	
Munson Charlevoix Hospital	John McDonald	

SCHEDULE OF EVENTS

Saturday, July 18, 2026

- Aquapalooza: Ferry Beach 12 pm- 6 pm
- "Cornetian" Corn Toss Tourney: Ferry Beach 12 pm- end
- Volleyball: Ferry Beach 11 am- end

Sunday, July 19, 2026

- Rayder Roundball Classic; 3-on-3 Basketball: Chx Middle-High School 9 am- end
- Disc Golf Doubles: Mt. McSauba Disc Course 11 am- end
- "Worship on the Water": Odmark East Park Pavilion 7 pm

Monday, July 20, 2026

- Kling Youth Tennis Clinic: Stroud Park Courts 9 am
- Cottage Croquet Tourney: East Park 1:30 pm
- Bocce Ball: Shanahan Field 6 pm

Tuesday, July 21, 2026

- Junior Sailing Regatta: Depot Beach 10:30 am
- BINGO: Community Reformed Church 12 pm
- Charlevoix Twp. Fire Dept Open House: Chx Twp Fire Dept. 4 pm
- 3-on-3 Soccer Tournament: Shanahan Fields 5:30 pm
- Venetian Rhythms: Odmark East Park Pavilion, 8 pm

Wednesday, July 22, 2026

- 3-club Golf Tournament: Charlevoix Municipal Golf Course 1 pm
- Sailing Regatta: Lake Charlevoix; Ferry Beach 5:30 pm- Dusk
- Wii BOWLING: American House; 2 pm
- East Park Activities- Various Times
 - Food Concessions- Various Times
 - Venetian Merchandise 6 pm-10 pm
 - Venetian Art Auction
 - Miss Charlevoix Coronation- 7pm
- Venetian Rhythms: Odmark East Park Pavilion: 7pm
- Carnival: Downtown 5 pm-11 pm

Thursday, July 23, 2026

- Charlevoix Farmers Market: Ferry Beach 8 am-1 pm
- Kids Day: Downtown Charlevoix 10 am- 2 pm
- Carnival: Downtown 12 pm-11 pm
- East Park Activities- Various Times

- Tiki Tent 6 pm-11:30 pm
- Food Concessions- Various Times
- Venetian Merchandise 6 pm-10 pm
- Venetian Rhythms:
 - Odmark East Park Pavilion: 7 pm

Friday, July 24, 2026

- Carnival: Downtown 12 pm-11 pm
- Bridge Street Block Party- 12 pm
 - Family Fun Zone
 - "Peaches 'N' Cream" Corn Toss Tourney: Bridge Park 1:30 pm
 - Venetian Car Show: Bridge St., South of Light 12 pm- 4 pm
- East Park Activities- Various Times
 - Tiki Tent 6 pm-11:30 pm
 - Food Concessions- Various Times
 - Venetian Merchandise 12 pm-10 pm
- Venetian Rhythms
 - Odmark East Park: - 7 pm
 - Ferry Beach: Pine River Jazz Big Band - 7 pm- 10 pm
 - Depot Beach: Live music 8:30 pm-10 pm
- "Night Sky" World Class Fireworks
 - Depot Beach Fireworks at **DUSK**

Saturday, July 25, 2026

- Drenth Memorial Footrace: Bridge St., 9 am
- Venetian Merchandise 10 am-8 pm
- Ryan Shay Mile run 10:30 am
- Street Parade: Bridge St 11 am
- Carnival: Downtown 12 pm-11 pm
- Charlevoix ALL Class Reunion: Tiki Tent 12:30 pm-3 pm
- Venetian Rhythms
 - Bridge St.: North of light 3 pm- 6 pm
 - Odmark East Park- 7 pm
- East Park Activities- Various Times
 - Tiki Tent 6 pm-11:30 pm
 - Food Concessions- Various Times
- Boat Parade: Round Lake, approx. 10 pm
- Fireworks: Round Lake immediately following the Boat Parade

VENETIAN FESTIVAL ROAD CLOSURE

PLEASE NOTE
THAT BRIDGE
STREET WILL
RE-ROUTE
TRAFFIC
DURING THE
FOLLOWING
TIMES:

THURSDAY
7/23 @ 9AM

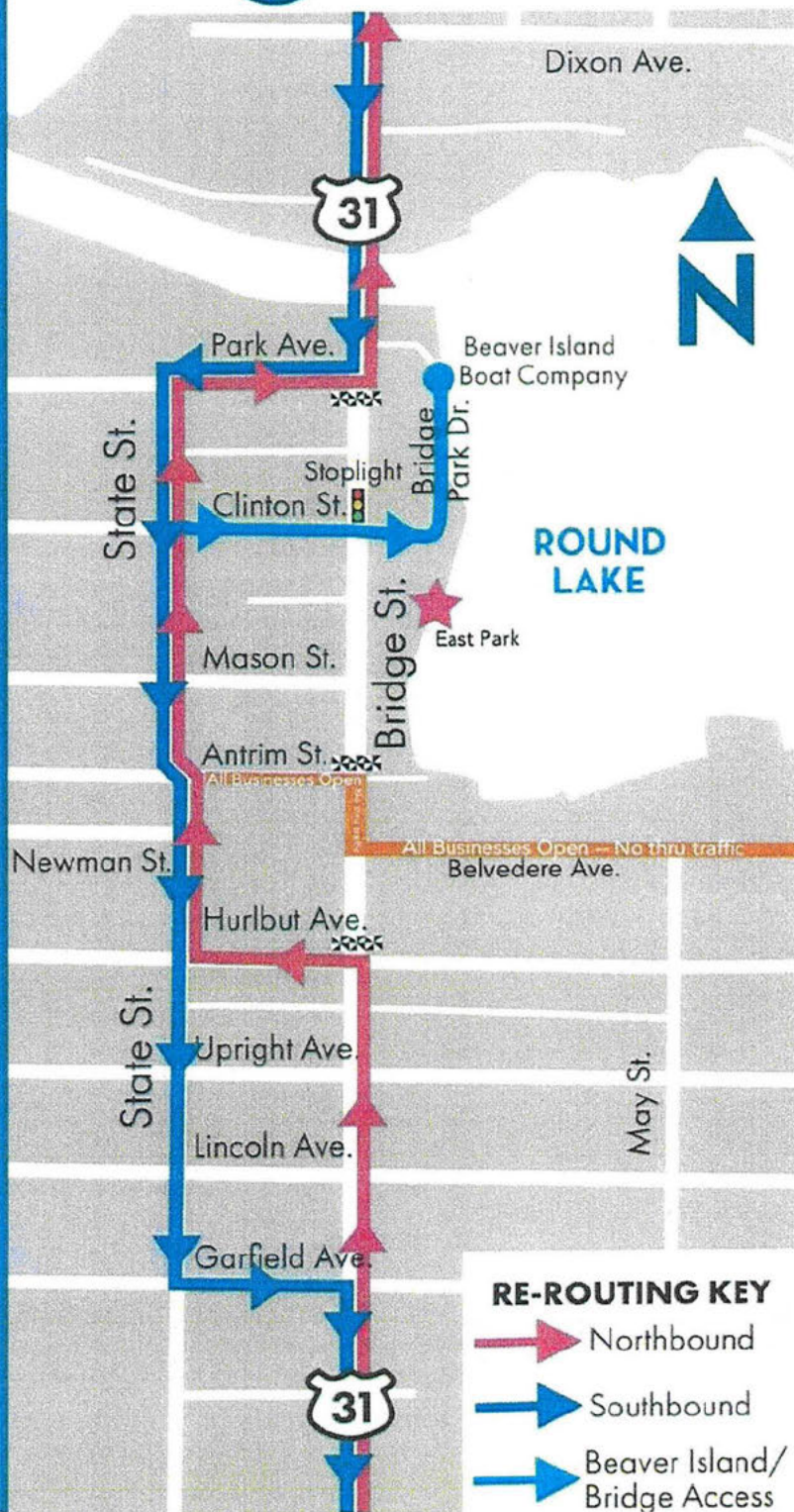
through

SATURDAY
7/25
AFTER
FIREWORKS

BRIDGE
STREET WILL
BE OPEN TO
TRAFFIC AT
ALL OTHER
TIMES

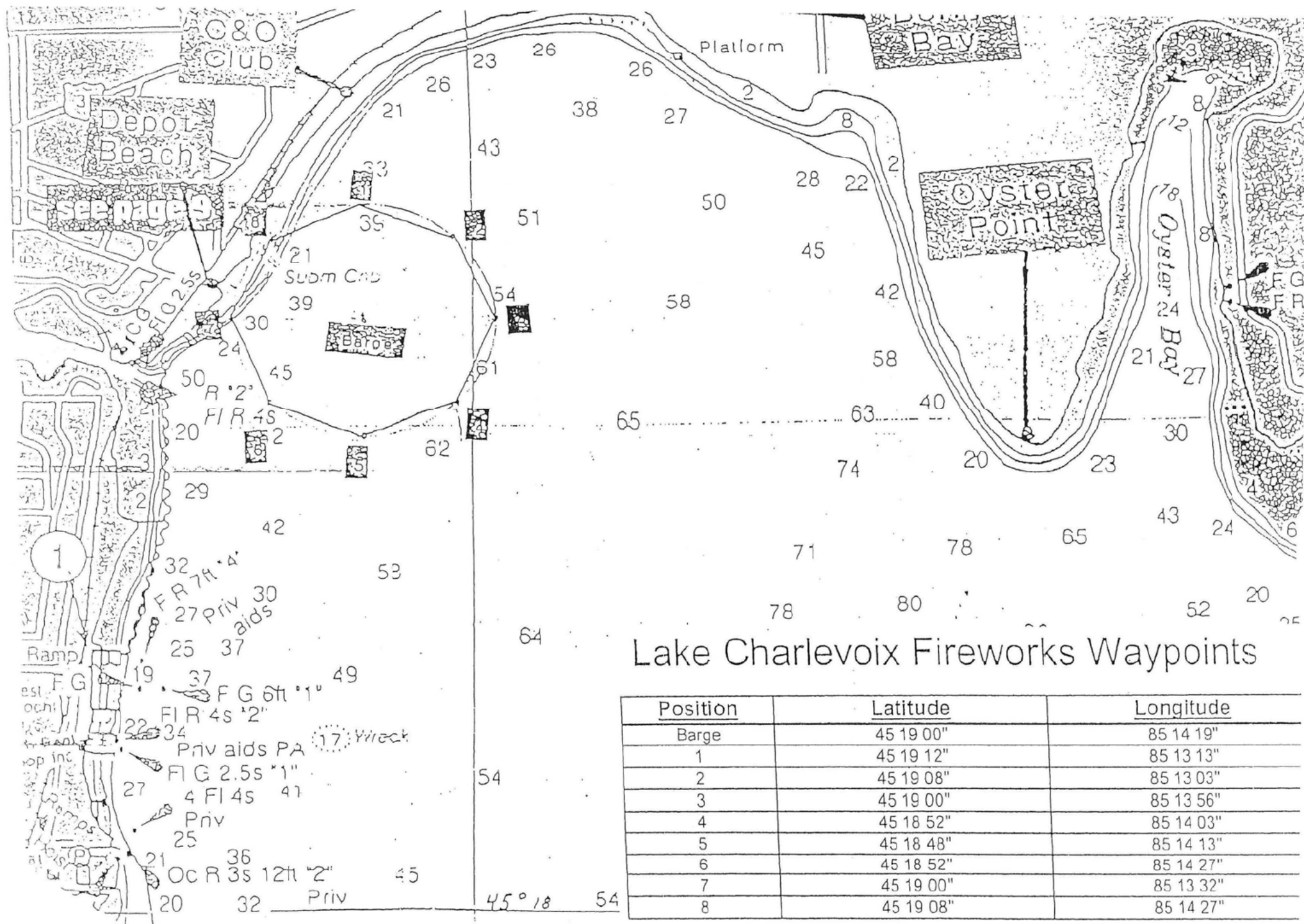


CITY OF
CHARLEVOIX



Activities at Ferry Beach





MEDICAL PLAN (ICS 206)

[illegible]

**2026 CHARLEVOIX VENETIAN FESTIVAL
SECURITY REQUIREMENTS
(Private Venetian Security)**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Number of Security Persons Needed</u>	<u>Description</u>
Saturday, 7/18/26 Aquapalooza	11 am - 6 pm	[REDACTED] F [REDACTED] [REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
	[REDACTED]	[REDACTED] [REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
	[REDACTED]	[REDACTED]	1	[REDACTED]
Sunday, 7/19/26 Worship on the Water	[REDACTED]	[REDACTED]	1	[REDACTED] [REDACTED] [REDACTED]
	[REDACTED]	[REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
	[REDACTED]	[REDACTED]	1	[REDACTED] [REDACTED]

**2026 CHARLEVOIX VENETIAN FESTIVAL
SECURITY REQUIREMENTS
(Private Venetian Security)**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Number of Security Persons Needed</u>	<u>Description</u>
Monday, 7/20/26	[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED] by Colonial Fireworks)
	[REDACTED]	[REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Tuesday, 7/21/26	[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

2026 CHARLEVOIX VENETIAN FESTIVAL
SECURITY REQUIREMENTS
(Private Venetian Security)

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Number of Security Persons Needed</u>	<u>Description</u>
<u>STREET CLOSURE WEDNESDAY 9AM UNTIL SATURDAY 11PM</u>				
Wednesday, 7/22/26	7 am - 8 am	East Park tiers	2	

**2026 CHARLEVOIX VENETIAN FESTIVAL
SECURITY REQUIREMENTS
(Private Venetian Security)**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Number of Security Persons Needed</u>	<u>Description</u>
	3 pm - 10 am (or until arrival of pyrotechnicians)	[REDACTED]	1	[REDACTED]
Prestaging mtg w/ staff	5:30 pm - midnight	[REDACTED]	1	[REDACTED]
	6 pm - 10:30 pm	[REDACTED]	1	[REDACTED]
Wednesday, 7/22/26 (cont)	7 pm - 10:30 pm	[REDACTED]	1	[REDACTED]
	10:30 pm – 8 am	[REDACTED]	1	[REDACTED]
	6am (Thu)			[REDACTED]
Thursday,	7 am - 8 am	[REDACTED]	1	[REDACTED]

**2026 CHARLEVOIX VENETIAN FESTIVAL
SECURITY REQUIREMENTS
(Private Venetian Security)**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Number of Security Persons Needed</u>	<u>Description</u>
7/23/26				East Park
	8 am - 10 pm	[REDACTED]	1	[REDACTED]
	8 am - 10 pm	[REDACTED]	1	[REDACTED]
Thursday, 7/23/26 (cont) KID'S DAY	9:30 am - 2 pm	[REDACTED]	1	[REDACTED]
	3 pm - 10 am (or until arrival of pyrotechnicians)	[REDACTED]	1	[REDACTED]
	6 pm - 10:30 pm	[REDACTED]	1	[REDACTED]
Prestaging mtg w/ staff	5:30 pm - midnight	[REDACTED]	1	[REDACTED]

**2026 CHARLEVOIX VENETIAN FESTIVAL
SECURITY REQUIREMENTS
(Private Venetian Security)**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Number of Security Persons Needed</u>	<u>Description</u>
	[REDACTED]	[REDACTED]	1	[REDACTED]
				[REDACTED]
	[REDACTED]	[REDACTED]	1	[REDACTED]
	[REDACTED]			[REDACTED]
Friday, 7/24/26	[REDACTED]	[REDACTED]	1	[REDACTED]
	[REDACTED]	[REDACTED]	1	[REDACTED]
	[REDACTED]	[REDACTED]	1	[REDACTED]
CAR SHOW	[REDACTED]	[REDACTED]	1	[REDACTED]
	[REDACTED]	[REDACTED]	1	[REDACTED]

**2026 CHARLEVOIX VENETIAN FESTIVAL
SECURITY REQUIREMENTS
(Private Venetian Security)**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Number of Security Persons Needed</u>	<u>Description</u>
		Bridge Street		requested/appropriate distance from the vehicles.
FAMILY FUN ZONE	noon - 4 pm	[REDACTED] [REDACTED] [REDACTED]	1	[REDACTED] [REDACTED]
	3 pm - 10 am (or until arrival of pyrotechnicians)	[REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
	6 pm - 10:30 pm	[REDACTED]	1	[REDACTED] [REDACTED]
Prestaging mtg w/ staff	5:30 pm - midnight	[REDACTED] [REDACTED]	1	[REDACTED] [REDACTED] [REDACTED]
Friday, 7/24/26 (cont)	7 pm - 10:30 pm	[REDACTED] [REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

**2026 CHARLEVOIX VENETIAN FESTIVAL
SECURITY REQUIREMENTS
(Private Venetian Security)**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Number of Security Persons Needed</u>	<u>Description</u>
	[REDACTED] [REDACTED]	[REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Saturday, 7/25/26	[REDACTED]	[REDACTED]	1	[REDACTED] [REDACTED]
	[REDACTED]	[REDACTED]	1	[REDACTED] [REDACTED]
	[REDACTED]	[REDACTED]	1	[REDACTED] [REDACTED] [REDACTED]
	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]	1	[REDACTED] [REDACTED] [REDACTED]
Saturday, 7/25/26 (cont)				
Prestaging mtg w/ staff	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]	1	[REDACTED] [REDACTED] [REDACTED]
	[REDACTED]	[REDACTED]	1	[REDACTED] [REDACTED] [REDACTED]

**2026 CHARLEVOIX VENETIAN FESTIVAL
SECURITY REQUIREMENTS
(Private Venetian Security)**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Number of Security Persons Needed</u>	<u>Description</u>
				[REDACTED]
	7 pm - 10:30 pm	[REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
	10:30 pm - 8 am	[REDACTED]	1	[REDACTED] [REDACTED] [REDACTED]
	3 pm - 10 am (or until arrival of pyrotechnicians)	[REDACTED] [REDACTED] [REDACTED]	1	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

CHARLEVOIX VENETIAN FESTIVAL, INC.

REQUEST FOR REASONABLE ACCOMMODATIONS

The Charlevoix Venetian Festival welcomes all people with disabilities. We are dedicated to continually improving our efforts to ensure attendees have access to all Festival goods and services, regardless of ability.

The Festival will strive to accommodate all requests. You should request accommodations as far as possible in advance of the Festival, and no later than July 10, 2026. To request accommodations, complete and return this form to info@venetianfestival.com or mail to P.O. Box 120, Charlevoix, MI 49720. If you need help completing this form, call (231) 547-3872, or email info@venetianfestival.com for assistance. To properly evaluate your request, the Festival may ask you for more information.

Today's Date

Applicant Information (to be kept confidential)

Name

Email Address

Address

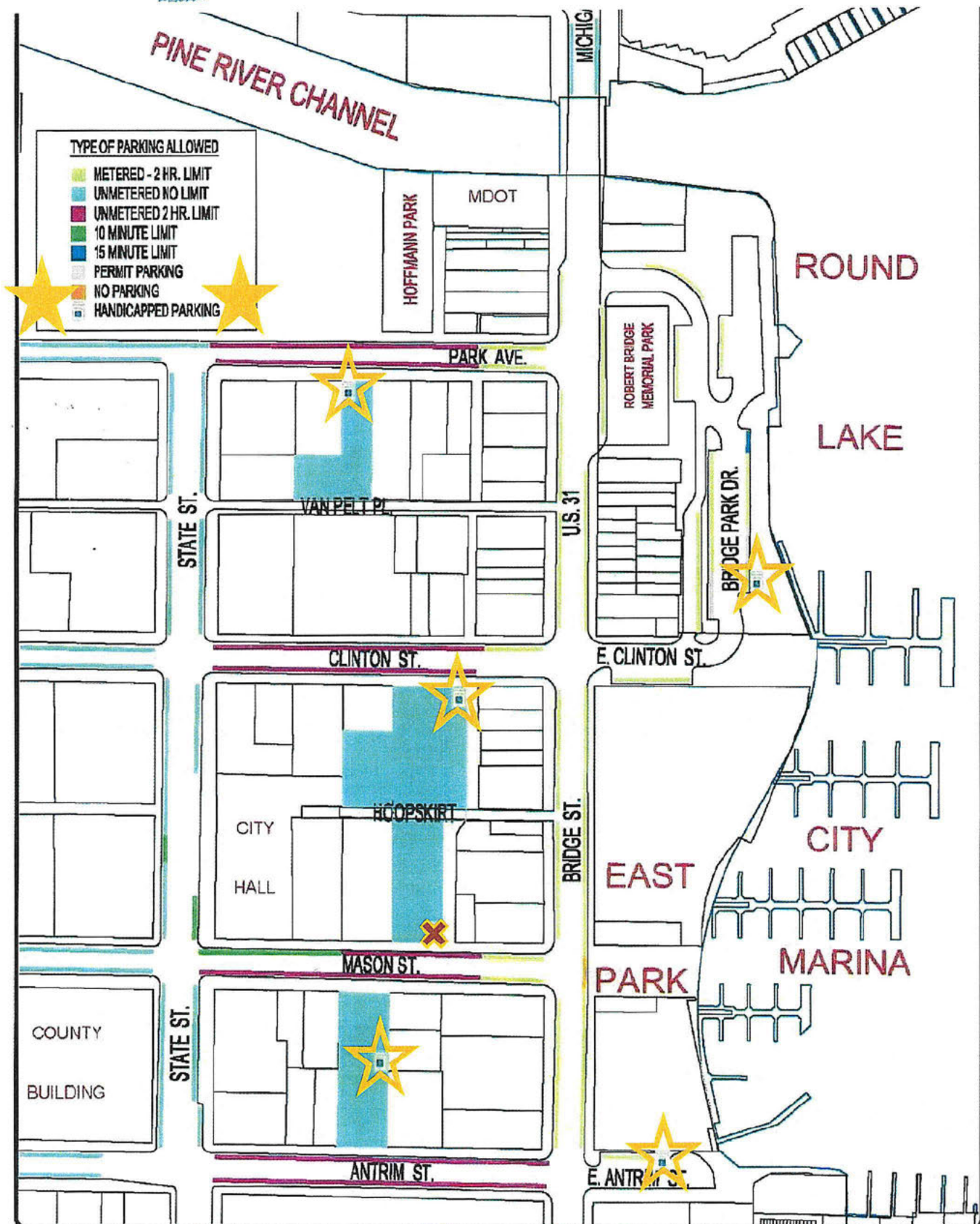
1. For what type of Festival activity do you request accommodation?
2. On what dates do you need accommodation?
3. For what impairment do you need accommodation?
4. What type of accommodation do you need?

Venetian Board of Directors

Dan Barron Ron Bindi Dean Davenport Anne Golski John Winn
Event Manager & Coordinator - Amy L. Kurtz

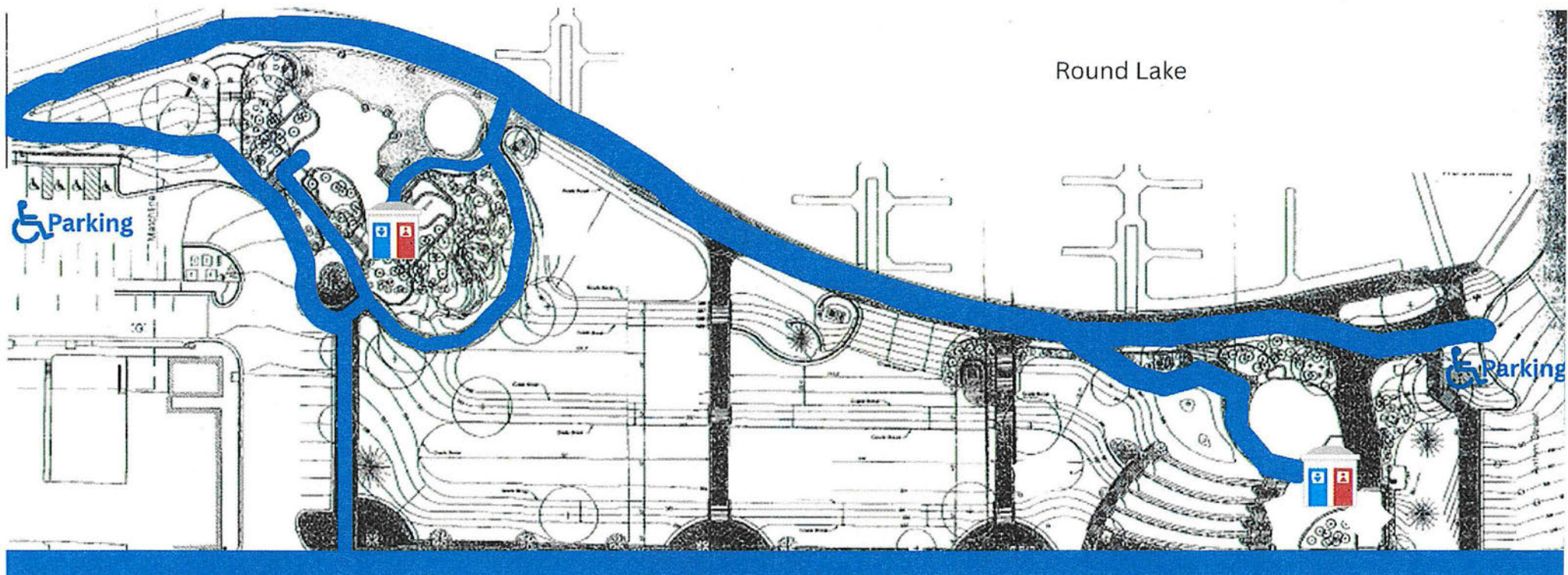


Handicapped Parking





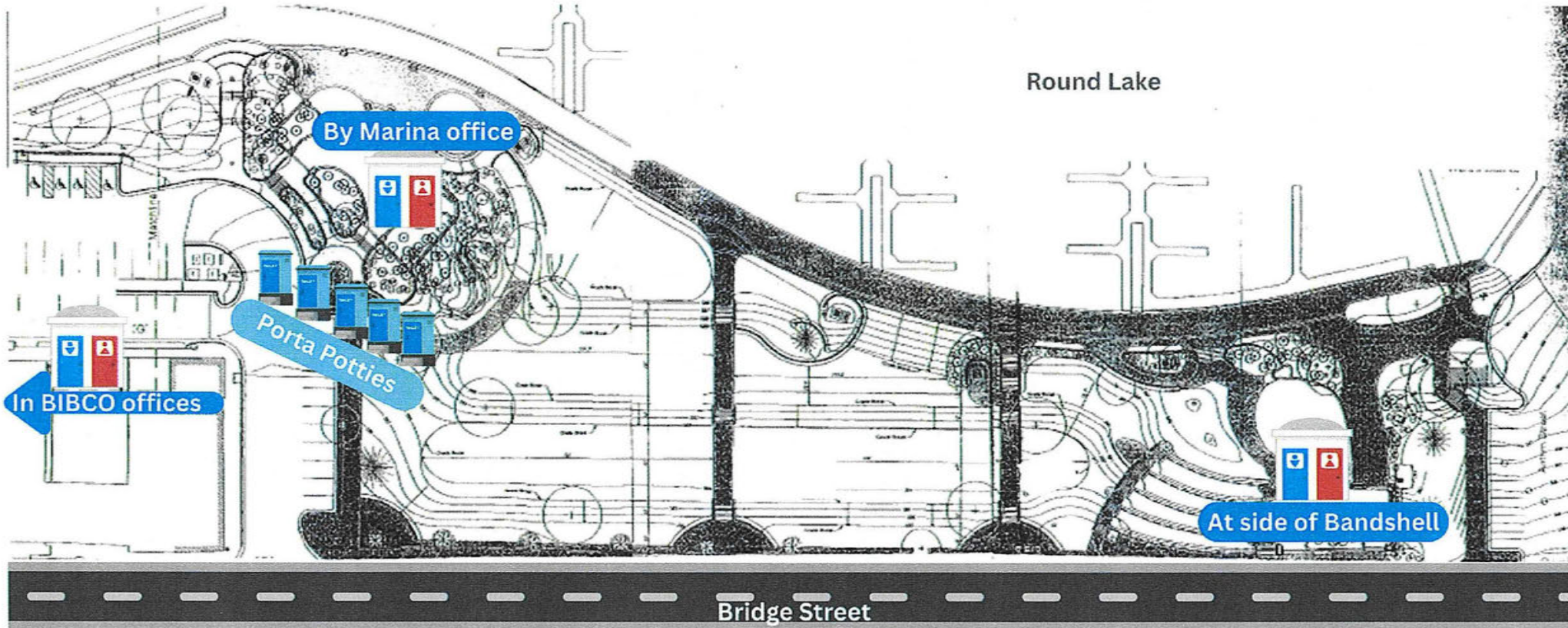
East Park Wheelchair Accessibility



Bridge Street



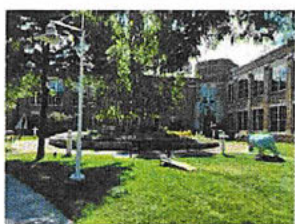
East Park Restrooms





Break Time!

Some quiet places to rest & recharge



(1) Public Library



(2) Circle of the Arts



(3) Top of Marina Office



(4) Veteran's Park



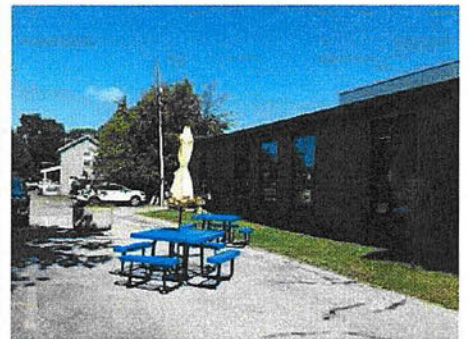
(1) Public Library



M-Th 10am-8pm; F-Sat 10am-5pm
Outdoor grounds offer benches, shade, playground



(2) Circle of the Arts



Tables with umbrella on side parking lot



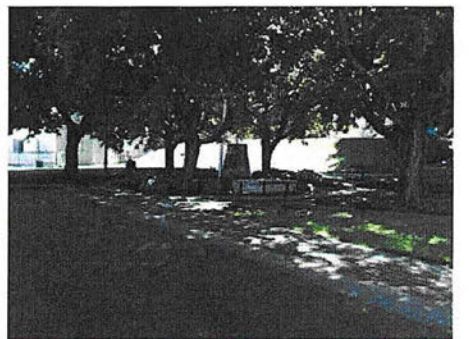
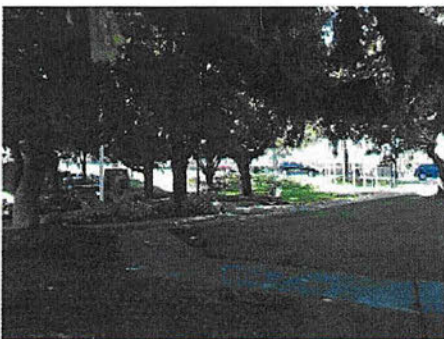
(3) Top of Marina Office



Ramp leading up, view of stage, sometimes busy



(4) Veteran's Park

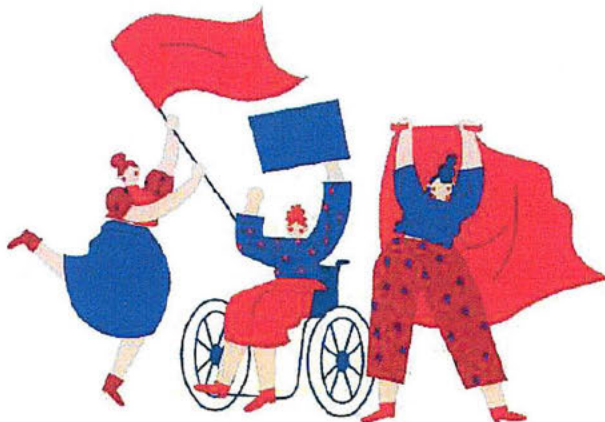


Quiet park right behind bandshell, benches, shade, ramp access



Festival Tips for People with Different Abilities

- Bring ear plugs or other noise cancelling device
- Prepare for long lines with fidget toys, books, snacks
- If your child fits in a stroller, consider using it
- Create a visual schedule of your Festival plans
- Keep routine as much as possible
- Bring snacks
- Review the “Rest & Recharge” locations
- Festival activities with lower sensory stimulation:
 - Cottage Croquet
 - Bingo
 - Fire Department Open House
 - Free movie
 - Carnival tends to be less crowded earlier in the day
 - Family Fun Zone
 - Meet the Airshow Pilots



Charlevoix City Council

All Other Actions and Requests

Title: Special Event Request: Charlevoix Marathon Events

Date: May 4, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Good Boy Events has submitted the attached plan for a half-marathon to take place on Saturday, June 20. The full marathon has been postponed for 2026 due to the route selection.

City Staff suggests the following items be added to the plan contingent on approval:

- No last minute "rescheduling" of the full marathon
- Radio must be provided to the police for the day of communication.
- Named emergency captain for start/finish line.
- CCE Central Dispatch must be notified 30 days before the race.
- Organizers to have a contact phone number for Sherriff Vondra other than an office phone (day of the race contact).
- MCL 257.657a prohibits the use of motorized vehicles on sidewalks or bike paths and this will be enforced.
- City police will have 2 police officers at start/finish line and 2 employees at 111 Bridge for crosswalk control.
- Residents along Michigan Ave to Pine River Lane must be notified with door hanger at least one week in advance by Good Boy Events.
- Invoice for City services must be paid in full at least one week prior to event. This is currently estimated at \$10,853.19 inclusive of parking spaces and labor.

Recommendation:

Motion to approve half marathon, 10k, and 5k races with stipulations listed in background.

Attachments:

1. 2026 Charlevoix Marathon Council Packet — FINAL 2 (1)_Redacted

CHARLEVOIX HALF MARATHON 20TH ANNIVERSARY

CITY OF CHARLEVOIX COUNCIL PACKET — 2026

Event Date: Saturday, June 20, 2026

Location: Bridge Park, Bridge Street, Weathervane Parking Lot, and various City and County streets

Distances: 13.1 Half Marathon, 6.2 (10K), and 3.1 (5K) — Full Marathon postponed for 2026

Race Director: Ron Suffolk — [REDACTED]

Submitted by: Jeff Suffolk, Charlevoix Marathon Organization

For: City of Charlevoix Council, Chief Jill McDonnell, City Manager Mark Heydlauff

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1. Executive Summary & 2026 Changes
2. History
3. Economic Impact
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6. Weather & Environmental Safety
7. Medical & EMS Coordination
8. Aid Station Roster
9. Shelter Plan
10. Course Clearance
11. Traffic Control, Barriers & Vehicles
12. Course Evacuation Protocol
13. Communications Plan
14. Pre-Race Coordination Meeting
15. City Service Requests
16. Set Up / Break Down Schedule
17. Department Task List
18. Parking & Dedicated Space
19. Inclusion & Accessibility
20. 3-Year Review Request
21. Emergency Contacts
22. Appendices

1. EXECUTIVE SUMMARY & 2026 CHANGES

What is being requested

City Council approval of the 2026 Charlevoix Marathon, scaled to **Half Marathon (13.1), 10K (6.2), and 5K (3.1)** distances only.

Why the change from prior years

The full marathon (26.2) is postponed for 2026 while we work through the MDOT permitting process required for the boardwalk-bypass detour. **No US-31 highway shoulder running is part of the 2026 event.** All 2026 distances stay on the previously approved Half/10K/5K footprint with the addition of a half mile on Waller Road west of Old Orchard.

What is unchanged from prior approvals

- Single road closure: Southbound Michigan Avenue West Lane only, 4:00 AM – 1:00 PM
- Start/Finish: 111 Pine River Lane, Charlevoix
- City service footprint, parking footprint, and police support unchanged
- 19-year safety record (zero serious incidents)

Why this matters

The Charlevoix Marathon is the largest single-day independent revenue-generating event on the City's calendar — \$3.08 million in direct economic impact in 2025 with a 2,858:1 return on city service investment. A 2026 cancellation would forfeit incremental revenue that downtown lodging and restaurants depend on during shoulder season, and would jeopardize the 20th-anniversary milestone. The scaled-back format preserves the event without introducing any new risk to the City.

2. HISTORY

The Charlevoix Marathon was created in 2005 by the Suffolk family, 405 W. Hurlbut in downtown Charlevoix. The Suffolks have produced some of the world's largest participatory events, including The Color Run™ (over seven million runners worldwide), The Denver Oktoberfest, the Las Vegas Oktoberfest, and Ironman Arizona Triathlon™ events.

When the event was first proposed to the City Manager, Council, and Mayor in 2005, the intent was to drive stable tourism revenue prior to July 4th — a period when Charlevoix historically operated at 20% capacity or less. Two decades later, the Marathon has become the community's largest independent revenue-generating weekend of the year.

The event has been recognized as:

- "Best Small Town Marathon in the United States" — Runner's World Magazine
- "Top Ten Bucket List Small Town Marathons"

3. ECONOMIC IMPACT

2025 Direct Economic Impact

Category	Figure
Registered runners	2,509
Local registered	384

Category	Figure
Traveling registered	2,125
Average travel party size	3.5
Total visiting spectators	7,437
Geographic reach	41 states, 5 countries
Average length of stay	2.1 nights
Annual lodging impact	\$1,926,312
Food and beverage impact	\$752,250
Miscellaneous impact	\$318,750
Local runner impact	\$28,800
Total direct impact	\$3,026,112
ROI on city services	2,858:1

Methodology: Calculations based on participant registration data, lodging rate surveys, and merchant feedback, consistent with USNEI tourism economic impact methodology. The City is invited to independently verify with any downtown hotel or restaurant owner.

Shoulder-Season Context

- Hotels: No available inventory race weekend
- Restaurants: At capacity — characterized by three downtown operators as the "largest weekend of the year"
- Retail: Equivalent to Apple Fest weekend; Venetian +20%, Boyne Thunder +50%
- Pre-event baseline (2019 survey): 20% occupancy
- Marathon weekend: 100% occupancy
- Adjacent June weekends: 50% occupancy
- Capacity: Downtown can absorb 9,500 visitors without displacement

Charity & Community

- \$210,000+ raised for charity over event lifetime
- 20,000+ items of clothing donated
- Wheelchair accessible
- Ages 1 month to 91 years old have participated
- All 50 states represented over 20 years
- 15 countries represented (international tourism marketing value)
- Only major non-alcohol event on the City's calendar — focus on health and wellness

Takeaway

- 400% increase in occupancy compared to pre-event baseline
- 2× higher occupancy than adjacent June weekends
- Single-day event (6 AM – 1 PM)
- \$3.08M is almost entirely incremental revenue

4. EVENT OVERVIEW & SCHEDULE

Detail	2026 Plan
Date	Saturday, June 20, 2026
Location	Bridge Park, Bridge Street, Weathervane Parking Lot, City/County streets
Distances	Half Marathon (13.1), 10K (6.2), 5K (3.1)
Total estimated participation	~2,500 runners + ~7,000 visiting spectators
Half Marathon Start	6:30 AM
10K Start	7:00 AM
5K Start	7:15 AM
Course clearance deadline	2:00 PM (per Chief McDonnell directive)
Streets reopened	1:00 PM target
Setup begins	Wednesday, June 17 (Bridge Park)
Cleanup complete	Saturday, June 20 by 4:00 PM

Full marathon: Postponed for 2026. No 26.2 distance, no US-31 highway shoulder running, no boardwalk bypass detour.

5. RACE HEADQUARTERS / UNIFIED COMMAND

The event will operate from a centralized **Race Headquarters (Race HQ) / Unified Command Post located at the Registration Tent in Bridge Park**. Race HQ is the single point of unified command for the duration of the event and is co-located with registration operations and the announcer's stand at Bridge Park.

Authority Structure

Role	Person	Call Sign	Phone
Race Director (Final Authority)	Ron Suffolk	Race 1	[REDACTED]
Medical Director	Meghan Powell	Medical 1	[REDACTED]
Course Marshal Lead	Marty Gaut	Course 1	[REDACTED]
Emergency Manager	Sienna Wentz	—	[REDACTED]
Communications Lead	Jeff Suffolk	Comms 1	[REDACTED]

Suspension Authority

Any of the following may delay, suspend, modify, or cancel the event for safety reasons:

- Charlevoix Police Chief (Jill McDonnell)
- Lake Charlevoix EMS Director

- Charlevoix Township Fire Chief (Dan Thorpe)
- Race Director (Ron Suffolk)

Day-of Communication

The following agencies will have direct radio and phone access to Race HQ on race day:

- Charlevoix Police Department (CPD)
- Charlevoix Township Fire Department (CFD)
- Lake Charlevoix EMS
- Charlevoix County Sheriff's Office (Sheriff Charles Vondra, [REDACTED])
- Emmet County 911 Dispatch (notified 72 hours prior)

6. WEATHER & ENVIRONMENTAL SAFETY

6.1 Weather Monitoring Officer (WMO)

Item	Detail
Name	Ron Suffolk (Race Director also serves as WMO)
Phone	[REDACTED]
Monitoring tools	NWS Gaylord, local radar, lightning detection, heat index
Monitoring start	48 hours pre-race
Reporting interval	Every 30 minutes day-of
Final go/no-go decision	5:00 AM race day

6.2 Lightning Safety Policy

Distance from Course	Action
Lightning within 10 miles	Heightened awareness — WMO begins continuous monitoring
Lightning within 8 miles	Suspend race operations; notify field
Lightning within 6 miles	Immediate shelter-in-place

Race operations may resume only after **30 minutes with no lightning strikes within 8–10 miles**.

Notification procedures:

- PA system at start/finish
- Race app push notification to all registered runners
- Social media (Facebook, Instagram, race website)
- Aid station radios (Channel 3)
- Mobile EMTs verbal announcement on course

Runner accountability:

- Aid station volunteers track runners passing through

- Sweep vehicles deployed if shelter-in-place triggered

6.3 Heat Index Response Protocol

Heat Index	Response
80–85°F	Increased hydration messaging and monitoring
86–90°F	Additional medical staging
91–95°F	Consider delayed start; increased medical monitoring
96°F+ or Wet Bulb threshold exceeded	Event postponement or cancellation

Required documentation includes: cooling capability at finish line, ice supply, medical staging locations, hospital notification.

6.4 Other Weather Triggers

Condition	Trigger	Action
Tornado Watch	NWS issues watch	Continuous monitoring; prepare evacuation
Tornado Warning	NWS issues warning	Immediate suspension; direct to nearest shelter
Extreme Cold	Wind chill < 0°F	Cancel or delay; warming stations activated

7. MEDICAL & EMS COORDINATION

7.1 On-Course Coverage (6:00 AM – 1:00 PM)

- 3 EMTs / First Responders — mobile, roving the course on EMS-approved medical carts
- 1 Ambulance (ALS) — staged at Finish Line
- 8 Aid Stations — every 1.5 miles on the Half Marathon course
- **Medical staging timing: EMS on site no later than 6:00 AM — 30 minutes prior to first race start at 6:30 AM (per Chief McDonnell directive)**

7.2 Hospital Notification

Hospital	Distance	Notification
Charlevoix Hospital	1 mile from start	Notified 72 hours prior of date and participant count
McLaren Northern Michigan (Petoskey)	17 miles	Notified 72 hours prior of date and participant count; primary trauma destination
Munson Hospital	Per Chief directive	Notified 72 hours prior of date and participant count

7.3 Medical Response Procedures

Severity	Response
Minor (blisters, scrapes)	Treated at aid station
Moderate (sprains, dehydration)	Mobile EMT responds; transport to finish line tent or aid station
Serious / Cardiac	911 activated; ambulance dispatched to McLaren Northern Michigan or Charlevoix Hospital depending on location

8. AID STATION ROSTER

#	Mile	Location	Organization	Captain	Phone
Start	0.0	Start Line — 111 Pine River	Registration Volunteers	Sienna Wentz	[REDACTED]
1	1.56	McSaubia and Pleasant (5K)	Knights of Columbus	Don Jasurda	[REDACTED]
2	3.1	10K Turn — Township Fire	CVX Township Fire / CVX Track	Dan Thorpe / John Boss	[REDACTED]
3	4.2	Stone Bridge Drive	EJ Girls BB Team & CVX Boys	Irene Ferguson / John Boss	[REDACTED]
4	5.5	Pa Be Shaun & Kingsfield	ZONTA	[TBD]	[TBD]
NA	7.0	Old Orchard	CVX Track Team	John Boss	[REDACTED]
NA	8.5	Equestrian	Relay for Life	[TBD]	[TBD]
NA	10.5	Waller Road	CVX Track Team	John Boss	[REDACTED]
NA	12.0	Bay & Mercer	ZONTA	[TBD]	[TBD]
Finish	13.1	204 Michigan Avenue	Race Operations / Medical Tent	Meghan Powell (Medical 1)	[TBD]

9. SHELTER PLAN

The four facilities below have agreed in writing to be open and accessible on race day as designated shelters for lightning, severe weather, cooling, or medical overflow. Letters of agreement are attached as Appendix C.

#	Facility	Address	Contact	Phone	Status
1	Charlevoix Township	12491 Waller Rd	Dan Thorpe	██████████	Confirmed open for race
2	AmericInn	11800 US-31	Dan, GM	██████████	Confirmed open for race
3	Charlevoix Pool	11905 US-31	Kathy Wells	██████████	Confirmed open for race
4	Charlevoix Country Club (Barn or Clubhouse)	9600 Clubhouse Drive	Michelle	██████████ / ██████████	Confirmed open for race day

9.1 Shelter Activation Procedures

- **Trigger:** Lightning within 6 miles, tornado warning, heat index 96°F+, or any Police / EMS / Fire / Race Director directive
- **Notification:** Race app push, social media, PA system, aid station radios (Channel 3), mobile EMT verbal announcements
- Aid station volunteers direct runners to the nearest of the 4 confirmed shelters based on their location on course
- Sweep vehicles and Mitchell Bus Company shuttles transport runners between course and shelters as needed

9.2 Pre-Race / Spectator Sheltering

Spectators arriving with vehicles will be directed back to vehicles in the event of a pre-race weather hold. Spectators who arrived by drop-off without a vehicle will be directed to AmericInn (11800 US-31) or the Charlevoix Township Building (12491 Waller Rd) depending on proximity.

10. COURSE CLEARANCE

Per Chief McDonnell's directive, **all races, divisions, and participants must be completely off the course no later than 2:00 PM**. This requirement applies regardless of weather delays, lightning suspensions, modified start times, or adjusted race distances.

10.1 Course Clearance Plan

Time	Action
11:30 AM	Course sweep vehicles deploy starting at Mile 13.1 working backwards
12:00 PM	Aid stations begin breakdown after final runner
12:30 PM	Course Marshal Lead (Marty Gaut) confirms all runners accounted for
1:00 PM	Streets reopened
2:00 PM	Hard deadline — all participants off course

10.2 Runner Removal Protocol

Runners on pace to miss the 2:00 PM cutoff will be:

1. Notified by mobile EMT at the most recent aid station
2. Offered transport to Finish Line via sweep vehicle or Mitchell Bus Company shuttle
3. Recorded as DNF (Did Not Finish) for results purposes
4. Confirmed accounted-for by Race HQ before street reopening

11. TRAFFIC CONTROL, BARRIERS & VEHICLES

11.1 Road Closures

- **Southbound Michigan Avenue West Lane** — closed 4:00 AM – 1:00 PM (single road closure for the entire event)
- No other road closures of any City of Charlevoix street

11.2 Full Wave-Start Closures (Michigan Ave, ~5 minutes each)

Time	Wave
6:30 AM	Half Marathon start
7:00 AM	10K start
7:15 AM	5K start

11.3 Finish Line Barrier Plan (204 Michigan Avenue)

- West Side Curb Lane plus southbound furthest west lane closed 4:00 AM – 1:00 PM
- Barricade line: hard fencing from 120 Michigan Ave to 55 Michigan Ave
- 300 linear feet of hard fencing with banners recommended — no gaps permitted
- Safety record: only 4 jaywalkers out of 8,500 attendees in 2025

11.4 Michigan Ave (North End) — 520 Michigan Ave

- Cones, 1 closure sign
- Michigan Avenue closed to one-way traffic southbound 4:00 AM – 1:00 PM

11.5 US-31 Traffic Control — 402 Petoskey Ave (Westbound 31)

- North Side Curb Lane closed 4:00 AM – 1:00 PM
- Hard sign at Burns and 31 informing drivers to merge left (single lane ahead)
- Candlestick barriers from 100 ft west of Burns to 55 Michigan Ave (10 yards apart)

11.6 Vehicle Rules (per Chief McDonnell directive)

- **Golf carts and ATVs are not authorized within City limits.** EMS-approved medical cart is the sole exception.
- Golf cart / ATV use on county roads, sidewalks, or trails outside City limits subject to those municipalities' rules
- All race vehicles clearly marked
- All race personnel obey traffic laws

12. COURSE EVACUATION PROTOCOL

If a course evacuation is triggered (lightning within 6 miles, tornado warning, or other Chief / EMS / Fire / Race Director directive), the following sequence executes:

1. **Decision** — Race Director (Ron Suffolk) at Race HQ (Bridge Park Registration Tent)
2. **App push notification** to all registered runners (Race HQ Communications Lead)
3. **Text to emergency contacts** of all registered runners
4. **On-course verbal announcements** by mobile EMTs
5. **Aid station volunteers direct runners to the nearest of the 4 confirmed shelters** (§9)
6. **Social media + website post** by Communications Lead
7. **Mitchell Bus Company deployment** for mass transport from confirmed shelter locations back to Finish Line

Sweep vehicles collect any runners between aid stations and transport to the nearest confirmed shelter or Finish Line as conditions permit.

13. COMMUNICATIONS PLAN

13.1 Radio

- [REDACTED] — primary race radio frequency
- All aid stations, course marshals, EMS, sweep vehicles, and Race HQ on [REDACTED]
- Life-threatening emergencies: call 911 first, then notify Race HQ

13.2 Phone Tree

- Race HQ → Police Chief, EMS Director, Fire Chief
- Race HQ → Sheriff Vondra
- Race HQ → Hospitals (McLaren, Charlevoix, Munson)

13.3 Public Communication Channels

- Race app push notifications
- Social media (Facebook, Instagram, charlevoixmarathon.com)
- PA system at start/finish
- Pre-race email blast to registrants

14. PRE-RACE COORDINATION MEETING

A coordination meeting will be held 30 days prior to the race, hosted by Chief Jill McDonnell at City of Charlevoix Council Chambers (per offer). **Date confirmation to be provided under separate cover; agenda submitted in advance.**

Required Attendees

- Emergency Manager — Charlevoix
- Emergency Manager — Emmet County

- Lake Charlevoix EMS Director
- City of Charlevoix Police — Chief Jill McDonnell
- Charlevoix Township Fire Chief — Dan Thorpe
- Charlevoix Township Administration
- Charlevoix County Sheriff — Charles Vondra [REDACTED]
- McLaren Northern Michigan Hospital
- Emmet County EMS
- Munson Hospital
- Hayes Township Supervisor
- Little Traverse Wheelway
- Petoskey Public Safety
- Petoskey Administration

Meeting Agenda (Submitted in Advance)

1. Route walkthrough — Half, 10K, 5K maps
2. Day-of logistics — start times, aid stations, sweep schedule
3. Emergency mitigation plan walkthrough
4. Lightning, heat, tornado response triggers and notification procedures
5. Shelter activation procedures and confirmed facility list
6. Medical / EMS coordination — staging, hospital notification, transport
7. Communications — radio channels, command structure, escalation
8. Traffic control — closures, barriers, vehicle rules
9. Course clearance — 2:00 PM deadline, sweep schedule
10. Q&A and any agency-specific concerns

15. CITY SERVICE REQUESTS

15.1 DPW

Item	Quantity / Detail
Candlestick barriers	50
Lane closure signs	1
Type II barricades	At Burns/Division and Crouse/Michigan
"Right Lane Closed Ahead" sign	On Petoskey Ave
"Road Closed to Through Traffic" sign	At Burns/Division
Tall stanchion cones	35 (Nettleton/Petoskey to W. Dixon)
Water barrels	22 (delivered Tuesday)
Sweeping	Michigan Ave, Friday

15.2 Electric

- Power extension cord at 55 Michigan Ave (3rd light pole north of Pine River Lane)

- Lights energized so cords have power

15.3 Garbage (Updated per Chief McDonnell)

- 10 bins in Bridge Park
- 20 trash liners
- **Two (2) dumpsters total** — placement at Bridge Park Drive
- Recycling: Waste Management
- 31 portajohns located on Bridge Park Drive

15.4 Police

Detail	Time
1 Officer at Finish Line for crosswalk control	5:00 AM – 12:00 PM
1 Officer at 111 Bridge for crosswalk control	6:00 AM – 12:00 PM
Notify residents along Michigan Ave from Pine River Lane to Burns Street (per Chief McDonnell directive)	Pre-event
Block 6 Bridge St spots, 4 Bridge Park Dr spots	Wednesday AM
Block west side Michigan Ave spots (Pine River to Dixon) for sweeping	Thursday PM
Place signs at Petoskey/Meech and Burns/Division	Saturday early AM
Spectator control on Michigan Ave outside barricades	Race-time

15.5 Formal Written Waiver Requests (Updated per Chief McDonnell)

- **Waiver of noise ordinance** for the start/finish area, 4:00 AM – 1:00 PM, June 20
- **Parking:** No advertising of free parking on race day. Downtown parking meters remain in effect and paid parking lots that require payment must be paid. The Marathon will not advertise or imply otherwise to participants or spectators.

15.6 MDOT

- One-lane / parking-lane closure permit on west side of Michigan Ave (US-31), 4:00 AM – 1:00 PM
- Full road closures (5 minutes each) at 6:30, 7:00, 7:15 AM for race starts

15.7 Trailer Restriction

The event trailer **may not remain on Bridge Street post-setup**. The trailer will be removed after setup is complete and may return for tear-down only. Bridge Park Drive trailer parking spots (Spots 3 and 4) remain available per the parking section.

16. SET UP / BREAK DOWN SCHEDULE

Date	Time	Activity
Tuesday, June 16	1:00 PM	Water shut off in Bridge Park
Tuesday, June 16	11:00 AM	DPW: Cones for parking spots (Bridge St / Park Dr); move tables to south end of park; deliver 22 water barrels; turn off
Tuesday, June 16	10:00 AM	Charlevoix Township fills 22 water barrels (with Charlevoix Tent Company)
Wednesday, June 17	6:00 AM	Police block 6 Bridge St spots, 4 Bridge Park Dr spots
Wednesday, June 17	9:00 AM	Bridge Park tent and registration setup begins
Wednesday, June 17	After setup	Trailer removed from Bridge Street (returns for tear-down)
Thursday, June 18	10:00 AM – 5:00 PM	Bridge Park setup continues
Thursday, June 18	5:00 PM	Police block west side Michigan Ave spots (Pine River to Dixon) for sweeping
Thursday, June 18	—	DPW: Place traffic cones on west side of Michigan Ave
Friday, June 19	Early AM	DPW: Sweep Michigan Ave; place class II barricades at Pine River Lane; place 35 stanchion cones; signage
Friday, June 19	10:00 AM – 8:00 PM	Registration opens
Saturday, June 20	4:00 AM	SB Michigan Ave (West) lane closure begins
Saturday, June 20	4:30 AM	Bridge Park building access for restroom cleaning
Saturday, June 20	5:00 AM – 6:00 AM	Race-day registration
Saturday, June 20	6:00 AM	EMS on site (30 minutes prior to first race start)
Saturday, June 20	6:30 AM	Half Marathon start
Saturday, June 20	7:00 AM	10K start
Saturday, June 20	7:15 AM	5K start
Saturday, June 20	1:00 PM	Bridge Park cleanup begins; Michigan Ave reopened; trailer returns for tear-down

Date	Time	Activity
Saturday, June 20	2:00 PM	All participants off course (hard deadline)
Saturday, June 20	4:00 PM	Cleanup complete

17. DEPARTMENT TASK LIST

17.1 DPW (June 16 – 20)

- **Tuesday:** Place cones for parking spots (Bridge St / Park Dr); move tables to south end of park; deliver 22 water barrels; turn off sprinklers
- **Thursday:** Place traffic cones on west side of Michigan Ave
- **Friday:** Sweep Michigan Ave; place class II barricades at Pine River Lane; place 35 tall stanchion cones (Nettleton/Petoskey to W. Dixon); place "Road Closed to Through Traffic" sign at Burns/Division
- **Signs:** "RIGHT LANE CLOSED AHEAD" on Petoskey Ave; Type II barricades at Burns/Division and Crouse/Michigan

17.2 Electric

- Electric drop at 3rd pole from Pine River Lane
- Turn on lights so cords have power

17.3 Fire / Ambulance

- Three ambulances staged
- One rig kept south of bridge for 911 calls
- Man the EMS-approved medical cart unit
- **EMS on site no later than 6:00 AM** (30 minutes before first race start, per Chief McDonnell directive)

17.4 Marina

- Use of Marina showers for runners

17.5 Police

- **Notify residents along Michigan Ave from Pine River Lane to Burns Street pre-event** (per Chief McDonnell directive)
- Wednesday AM: Block 6 Bridge St spots, 4 Bridge Park Dr spots
- Thursday PM: Block west side Michigan Ave spots (Pine River to Dixon) for sweeping
- Saturday early AM: Place signs at Petoskey/Meech and Burns/Division
- 1 Officer at Finish Line crosswalk (5:00 AM – 12:00 PM)
- 1 Officer at 111 Bridge crosswalk (6:00 AM – 12:00 PM)

17.6 Charlevoix Township

- Fill 22 water barrels Wednesday 10:00 AM (coordinated with Charlevoix Tent Company)

17.7 City Liaison

18. PARKING & DEDICATED SPACE

18.1 Bridge Park

- Reserved June 17, 18, 19, and 20, 2026
- All 6 spots blocked in front of Bridge Park
- Spots 3 and 4 reserved for event trailer (Bridge Park Drive)
- 3 spots on Bridge Park Drive for dumpster / trucks

18.2 Trailer Placement (per Chief McDonnell)

- **Trailer is not permitted to remain on Bridge Street after setup.** Trailer will be removed post-setup and returns only for tear-down.
- Trailer parking remains permitted in the designated Bridge Park Drive spots (Spots 3 and 4).

18.3 Tents

- No stakes in any City property
- Barrels provided by City; GBE (race organizer) provides barrel covers

18.4 Michigan Ave

- West side closed Friday early AM through Saturday 1:00 PM
- Full closures (~5 minutes) at race start times: 6:30, 7:00, 7:15 AM

18.5 Public Parking (per Chief McDonnell)

- **No advertising of free parking on race day.**
- Downtown parking meters remain in effect.
- Paid parking lots that require payment must be paid by spectators and participants.
- Marathon communications, signage, social media, and registration confirmations will not advertise or imply free downtown parking on race day.

19. INCLUSION & ACCESSIBILITY

- Wheelchair accessible course on all distances
- Ages 1 month to 91 years old have participated
- Non-alcohol event, focused on health and wellness

20. 3-YEAR REVIEW REQUEST (2026 – 2028)

The Charlevoix Marathon Organization requests Council approval of a 3-year framework approval (2026, 2027, 2028) with the following accountability structure:

20.1 Annual Review Requirements

- Formal mid-year review with City Manager and Chief of Police

- Annual economic impact data report submitted to Council
- Annual safety report submitted to Council
- Community feedback summary

20.2 Approval Criteria

- Safety record (zero serious incidents = continued approval)
- Economic impact maintained or grown
- Community feedback positive
- City service costs not exceeded

20.3 Growth Target

- Current: ~2,500 runners
- 2030 target: 2,800 runners
- Growth managed within existing footprint and service levels

20.4 Why a 3-Year Framework Matters

- Runners require 9 months minimum planning lead time
- Registration opens first week of July for the following year's race
- Year-by-year approval creates uncertainty that suppresses out-of-state and international registration — the highest-economic-impact participants
- 3-year approval signals to Boston Marathon qualifying community that Charlevoix is a stable destination
- Council retains full authority to revoke approval at any time based on annual review criteria

21. EMERGENCY CONTACTS

Role	Name	Phone
Race Director	Ron Suffolk	[REDACTED]
Emergency Manager	Sienna Wentz	[REDACTED]
Medical Director	Meghan Powell	[REDACTED]
Course Marshal Lead	Marty Gaut	[REDACTED]
Charlevoix 911	—	911
Charlevoix City Police (non-emergency)	Chief Jill McDonnell	[REDACTED]
Charlevoix County Sheriff	Charles Vondra	[REDACTED]
Charlevoix Township Fire	Dan Thorpe	[REDACTED]
McLaren Northern Michigan ER	—	[REDACTED]
Charlevoix Hospital	—	[TBD]
NWS Gaylord	—	[REDACTED]
Poison Control	—	1-800-222-1222

Role	Name	Phone
Mitchell Bus Company (mass transport standby)	—	[TBD]
City Liaison	Liz Bachmann	[REDACTED]

22. APPENDICES

Appendix	Document	Status
A	Half Marathon (13.1) Course	To be attached
B	5K and 10K Course Maps (unchanged from prior years)	To be attached
C	Shelter Letters of Agreement (4 facilities, all confirmed open for race day)	To be attached
D	Mitchell Bus Company Transportation Agreement	To be confirmed
E	MDOT Correspondence (informational — for 2027)	To be attached
F	Insurance Certificate	To be attached
G	Emergency Mitigation Plan (Sienna Wentz, NCS4 Marathon Best Practices Guide)	Attached
H	Race Vehicle Roster	To be attached
I	Aid Station Detail List	Attached
J	Pre-Race Coordination Meeting	Attached at \$14

Submitted by: Jeff Suffolk, Charlevoix Marathon Organization

P: [REDACTED]

Race Director: Ron Suffolk

P: [REDACTED]

Emergency Manager: Sienna Wentz

P: [REDACTED]

This packet supersedes all prior 2026 Charlevoix Marathon submissions. Drafted in accordance with the operational requirements set forth by Chief Jill McDonnell, City Manager Mark Heydlauff, and the City of Charlevoix Public Works Department.

Charlevoix City Council

All Other Actions and Requests

Title: Mason Street Parking Lot

Date: May 4, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Charlevoix County is basing fewer employees and vehicles at their building downtown and this has left a parking lot on the north side of the 300 block of Mason Street largely unused. I spoke with County Commission Chair Scott Hankins about the prospect of a shared agreement between the City and the County to open this lot for paid public parking with revenue shared with the County and City. The county would maintain ownership and maintain the lot while the City would collect fees and conduct enforcement.

We envision an approach that uses these 30-ish spaces for long-term or short-term paid parking. Currently, long-term parking is not an option downtown except for marina customers. This would expand options for daytime, overnight, and longer-term parking for all users year-round. It has the added benefit of being out of the way of event-related parking closures we see for Apple Fest and Venetian. Vendors could also pay for their spots if they wish to be closer to downtown.

The proposed rate structure is as follows: \$2.00 for up to 3 hours· \$8.00 daily maximum· \$40.00 weekly rate· \$100.00 monthly rate.

Rather than installing meters or pay stations, we propose using a text-to-pay option we have begun utilizing as an option at the Boat Launch. This would be accompanied by signage to clearly indicate procedures and costs.

If Council is interested in pursuing this plan further, we can formalize an operating agreement with Charlevoix County and make the other arrangements. In all likelihood, we could be operational by early summer, assuming the County is agreeable to the next steps.

Recommendation:

Motion to authorize City Staff to move forward with a joint-operating agreement for parking at 301 Mason Street with Charlevoix County.

Attachments:

None

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: May 4, 2026

Presented By:

Background:

A. Tourism Challenges

I included in your packet an article from this past weekend's *New York Times*. While not entirely comparable to our recent discussions, I thought it was informative to see the way other communities and cultures have addressed the issue. If Council would like, I'm happy to travel there to gain perspectives and ideas.

B. DDA Update

At their meeting on Monday, the DDA Board elected Annie Oosthuizen as Chair and Maureen Owens as Vice-Chair. You'll recall that Ms. Owens has served as Chair for the past several years. Thanks to both of them for agreeing to serve.

Also on Monday, the board approved several projects updating public spaces downtown including tree pavers, brick pavers, and a facelift for the Bridge Park Building. The board also began the process to amend and update the tax increment financing plan for the DDA. This update would come to Council later in the year for consideration.

C. Grant and Antrim Restoration

As you'll recall, the Army Corps/EPA project to conduct environmental remediation at Grant and Antrim Street concluded in the fall before road and soil restoration could occur. We learned from them this week that they plan to do this work next week and should be wrapped up by May 13.

D. Alice Street Stormwater Project

This project is scheduled to begin Monday morning and will go from the water's edge south to Belvedere. We do not anticipate any closures of Belvedere at this time.

Recommendation:

Attachments:

1. In Japan, the Fight Is on Against Unruly Tourists - The New York Times
2. DDA Board Meeting Minutes 01/27/26

Huge crowds of visitors during cherry blossom season have put a picturesque Japanese town on edge. Some residents are trying to take charge.



Listen · 8:52 min

By Javier C. Hernández and Kiuko Notoya Visuals by Kentaro Takahashi

Reporting from Fujiyoshida, Japan

April 26, 2026

Just after sunrise on a cloudless spring day, Junichi Horiuchi, wearing a Dodgers cap and hot-pink gloves and carrying a walking stick, was on the hunt.

Mr. Horiuchi, the leader of a civic group, was picking up trash and looking for unruly tourists at Arakurayama Sengen Park in Fujiyoshida, an idyllic town of about 46,000 in the foothills of Mount Fuji. He was joined in his quest by a local radio personality and a professor of medicine. The trio issued polite warnings to tourists who ventured off the designated path.

For Mr. Horiuchi, 54, the mission is personal: He broke almost 30 bones last year, he said, when he crashed his bicycle while trying to avoid a group of tourists taking an Abbey Road-style photo with Mount Fuji in the background.

“I want people to respect Japan’s culture and rules,” he said, surveying the early morning throng of tourists, some of whom had camped out all night for the perfect sunrise shot. “This is a matter of life and death.”



Junichi Horiuchi, center, and his companions on the lookout for unruly tourists at a park in Fujiyoshida. “I want people to respect Japan’s culture and rules,” Mr. Horiuchi said.



Fujiyoshida is at the center of Japan's fight against badly behaved tourists.

Fujiyoshida, which lies southwest of Tokyo, is at the center of Japan's fight against badly behaved tourists. Foreign visitors, spurred in part by a weak yen that makes their money go further in Japan, have poured in: There were roughly 42 million in 2025, double the number a decade ago. Now anti-foreigner sentiment is rising in some parts of the country, and the authorities have faced pressure to limit the number of visitors.

With its fading textile industry, Fujiyoshida once craved more tourists to help rejuvenate its economy.

Not anymore.

There have been widely publicized reports of visitors' using backyards as bathrooms, entering homes without permission, blocking school traffic and leaving behind heaps of trash.

This year, the town took drastic action: It canceled its marquee cherry blossom festival, which began a decade ago, declaring “the peaceful lives of our citizens are being threatened.” Officials also banned news outlets from capturing picturesque scenes that “could contribute to overtourism.”

Mayor Shigeru Horiuchi said the decision to cancel the festival was not about stopping people from seeing cherry blossoms — indeed, officials did not block off any areas. Instead, he said, he was trying to discourage tourism in the busiest areas in response to complaints from residents about congestion. While the town has built more bathrooms and parking spaces, it has struggled to deal with the foot traffic. He also wants tourists to go to parts of Fujiyoshida not familiar from Instagram.

“The patience of residents is reaching its limit,” he said in an interview at City Hall.



This year, the town canceled its marquee cherry blossom festival, declaring that “the peaceful lives of our citizens are being threatened.”



Mayor Shigeru Horiuchi said the decision to cancel the festival was not about stopping people from seeing cherry blossoms.

Despite the cancellation of the festival, tens of thousands of people have continued to flock to the town, lining up for selfies at the Chureito Pagoda and snacking on local specialties like Yoshida udon noodles or strawberry-flavored soft-serve ice cream, colored red to evoke the sunrise over Mount Fuji.

On a recent day, a group of friends from the United States ventured off the main path to snap selfies under the cherry blossoms.

“I saw this gorgeous photo on social media, and I was like, ‘How can I get myself here as fast as possible?’” said Julia Morrow, 26, a retail worker from Ohio. “If you don’t get that photo, it’s like, what’s the point of the trip?”

Some visitors said they had taken time to study Japanese customs before their arrival: No walking and eating at the same time. Carry your own trash bag.

“We’re trying to be respectful,” said Karlene Morgan, a teacher from New Zealand, who was on an 11-day tour of Japan with her partner to see cherry blossoms. “It’s what we would want if someone was coming to our country.”

‘I Want to Escape’

For decades, Fujiyoshida was well off the radar, even for many Japanese. That began to change in 2013, when UNESCO added Mount Fuji to its World Heritage list. With the local weaving industry in decline, the town tried to appeal to a more cosmopolitan crowd. Wine bars and traditional izakaya bars popped up where vacant shops once stood.

Then, after the pandemic, hordes of tourists arrived looking to replicate majestic views of Mount Fuji they had seen online, often set to music by Coldplay, Hans Zimmer and others. “This isn’t a movie set. It’s Fujiyoshida,” reads one on Instagram.

Troubles with overtourism are widespread in the area. In nearby Kawaguchiko, officials put up a billboard-size screen in 2024 to deter tourists from photographing a convenience store that had become a social media phenomenon because it

appeared as if the mountain were sprouting from its roof.

Coji Maeda, the owner of a silk screen printing company, bought a home near the train station serving Fujiyoshida with a view of Mount Fuji in 2000. He was drawn to the neighborhood for its serenity. Now he watches each day as thousands of people march by his home on their way to the park. Sometimes they take a shortcut through his front yard.



Coji Maeda, who bought a home with a view of Mount Fuji in 2000, watches each day as thousands of people march by on their way to the park.

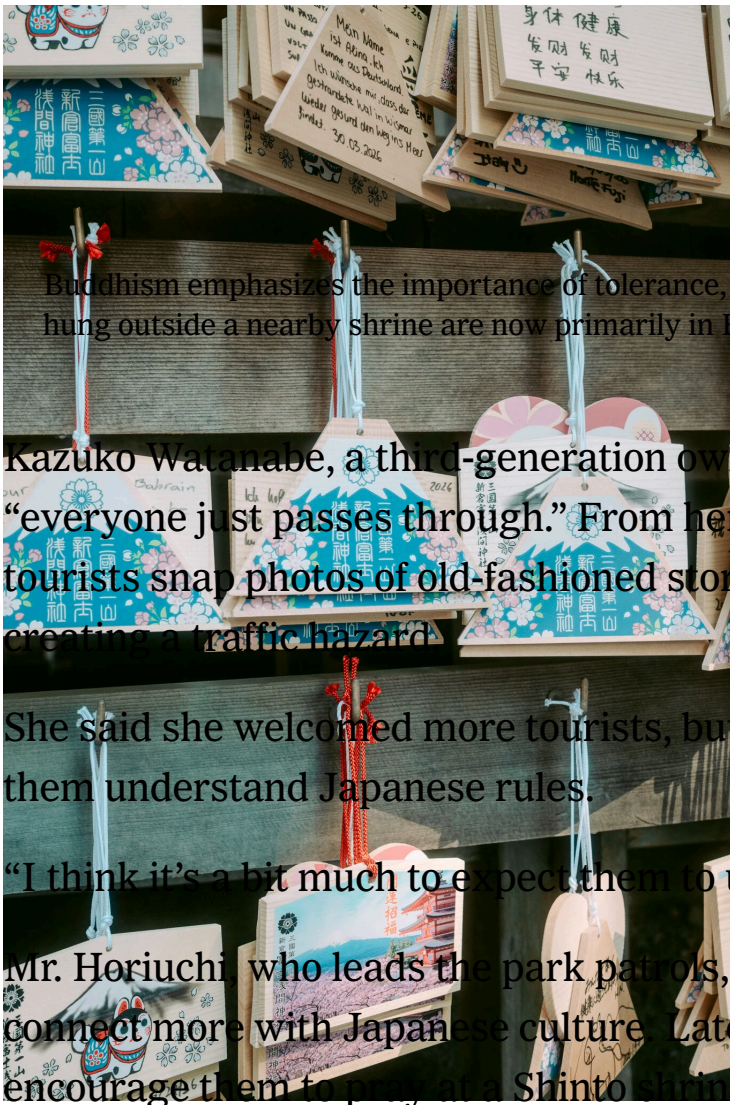
“When I first started seeing tourists, I thought, ‘This is crazy,’” he said. “I really do have this feeling that I want to escape. I want to move.”

Yet some residents have made peace with the influx. Eido Watanabe, the chief priest at the Nyorai temple, near Arakurayama Sengen Park, said Buddhism emphasized the importance of tolerance. Foreigners now far outnumber Japanese visitors to the area. At a nearby shrine, messages written by visitors on amulets that hang outside are now primarily in English.

“It’s hard for anyone to suddenly change their habits, so I think it’s important, in welcoming foreigners, to guide them as much as possible,” he said.

He added, “If you approach people with a kind heart and a smile, your feelings will be conveyed to them.”

Business owners say that Fujiyoshida needs to find ways to get tourists to spend more time and money at local shops, restaurants and hotels. These days, visitors often stay in the town for only a few hours — long enough to get a photo and get out.



Buddhism emphasizes the importance of tolerance, said Eido Watanabe. Messages written on amulets hung outside a nearby shrine are now primarily in English.

Kazuko Watanabe, a third-generation owner of a shoe store downtown, said “everyone just passes through.” From her store window, she watches as crowds of tourists snap photos of old-fashioned storefronts with the backdrop of Mount Fuji, creating a traffic hazard.

She said she welcomed more tourists, but that the town should do more to help them understand Japanese rules.

“I think it’s a bit much to expect them to understand everything,” she said.

Mr. Horiuchi, who leads the park patrols, said he hoped to persuade visitors to connect more with Japanese culture. Lately, he has been stopping tourists to encourage them to pray at a Shinto shrine in the park, following Japanese

tradition, before climbing up the stairs for photos near the pagoda. He tells visitors that for Japanese people, the park is a sacred area.

“You have to adapt to the local people, not just your own manners and feelings,” he said. “I want this place, this area, to be kept clean, in this state, for a long time — even for my grandchildren’s generation.”





Javier C. Hernández is the Tokyo bureau chief for The Times, leading coverage of Japan and the region. He has reported from Asia for much of the past decade, previously serving as China correspondent in Beijing.

Kiuko Notoya is a Tokyo-based reporter and researcher for The Times, covering news and features from Japan.

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, January 26, 2026 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

The meeting was called to order at 5:30 p.m. by Vice Chair Oosthuizen followed by the Pledge of Allegiance.

2. Pledge of Allegiance

3. Roll Call

Vice Chair: Annie Oosthuizen

Members Present: Mayor Lyle Gennett, Jessica Nagel, Danielle Scheller

Members Absent: Sam Bingham, Maureen Owens, Paul Silva

Staff Present: Mark Heydlauff, City Manager/DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

5. Approval of Minutes

A. November 24, 2025

Motion by Member Nagel, seconded by Mayor Gennett to approve the minutes of the November 24, 2025 meeting as presented.

Motion carried by unanimous voice vote.

6. Reports

A. Executive Director's Report

Member Nagel questioned if MDOT had come to any conclusions about potential improvements to the traffic issues on US 31. Mr. Heydlauff stated that MDOT was continuing to look at potential changes to segregate movements as much as possible to negate the impact of competing traffic flows. The next phase will be a public meeting to be held either in late February or March.

There were no questions on the Special Event Policy Update.

B. Chamber Management Report

There was general discussion regarding the Gift Local Program.

7. Old Business

8. New Business

A. Meeting Dates for 2026

Mark Heydlauff, City Manager

Motion by Member Nagel, seconded by Member Scheller to set the meeting dates and times for 2026 as presented.

Motion carried by unanimous voice vote.

B. Boiler Replacement in Bridge Park Building

Mark Heydlauff, City Manager

Member Nagel recused herself from item 8B. Boiler Replacement in Bridge Park Building.

Director Heydlauff stated that the Bridge Park Building has three (3) boilers, all of which are at the end of their useful life, having been installed when the building was constructed and need to be replaced.

Motion by Member Scheller, seconded by Mayor Gennett to accept the proposal from Ballard Plumbing and Heating for all three (3) boiler replacements at a cost of total of \$39,000 in the current fiscal year.

Abstain: Nagel

Motion carried by unanimous voice vote.

Director Heydlauff stated the proposed budget for FY 2026/27 included a \$7,200 expense to update the water metering system so that each tenant can be billed exactly for their actual usage.

C. Holiday Decorations

Mark Heydlauff, City Manager

Director Heydlauff noted that Bill's Farm Market has historically managed the City's downtown Christmas decorations. Mr. Heydlauff added that the City's three-year agreement with the market expired after the most recent holiday season.

Motion by Mayor Gennett, seconded by Member Nagel to extend the contract for holiday decorations for three (3) more years with Bill's Farm Market.

Motion carried by unanimous voice vote.

D. Budget Review

Mark Heydlauff, City Manager

Vice Chair Oosthuizen stated that in the past the Board met for a visioning meeting to discuss the small projects that they could address with the DDA goals in mind. Director Heydlauff stated the budget had to be adopted in February by the City Council and if there were smaller projects, the Board could allocate a set amount of money in their budget for such projects.

Discussion followed regarding items needing more updating or refreshing, redoing the decorative brick pavers in Bridge Park, facade improvements to the Bridge Park Building, trees breaking through the rubber surface surrounding the base of the trees (potential cost \$30,000), and a refresh of Hoop Skirt Alley. Director Heydlauff stated that net revenue over expenses for next year was close to \$52,000 and the ending cash balance for FY 26/27 is estimated to be close to \$500,000.

Eric Huffman questioned if there was a formal assessment of what the DDA is responsible for and is there a list of repairs or improvements.

After discussion, the Board agreed to allocate an additional \$10,000 for exterior building improvements to the Bridge Park building together with the \$10,000 included in the proposed budget for other maintenance issues that may arise during the year. The Board concurred to add \$30,000 to the proposed budget for rubber surface and concrete repairs around the trees in the downtown area. After discussion, Director Heydlauff stated that there was \$22,000 in the proposed budget for the Bridge Park pavers, and the Board concurred to add \$10,000 for repairs or replacement of the brick pavers that run three feet from the curb along Bridge Street sidewalk.

Member Scheller questioned the status of the bathroom construction around Van Pelt Alley and Director Heydlauff stated that the item would be something to discuss as part of a future long-term priority discussion.

Director Heydlauff stated that the TIF is generating enough revenue to cover current operations (\$577,931), but the Board may want to consider lowering or eliminating the levied additional tax on property within the district, which generates approximately \$50,000 a year. After discussion, the Board concurred not to make any changes to the proposed tax on property within the district.

Motion by Member Nagel, seconded by Mayor Gennett to adopt the FY 2026/27 budget with the changes as discussed. Director Heydlauff stated that the Board was adopting a budget with total revenues of \$721,983 and expenditures of \$719,707 for FY 2026/27 as calculated. The budget numbers stated do not account for the shift in the boiler expense from the next year to the current year.

Motion carried by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

The meeting adjourned at 6:45 p.m.

Sarah J. Dvoracek/fgm

City Clerk

Annie Oosthuizen

Vice Chair

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: May 4, 2026

Presented By:

Background:

Recommendation:

Attachments:

None