



Agenda
City of Charlevoix City Council Regular Meeting
Monday, May 18, 2026 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - May 4, 2026
 - B. Accounts Payable and Payroll Check Registers
 - C. MECA Safety Program for 2027-2029
 - D. Tax Rate Request Forms and Millage Collection Procedure Verification
 - E. Investment Update
 - F. Use of Odmark Pavilion: Foghorn Jazz Band Public Practices
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing for Ordinance 873: Regulation of Tours
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
- 7. All Other Actions and Requests**
 - A. Special Event Request: Latest Request from Charlevoix Marathon
Jeff Suffolk- Charlevoix Marathon
 - B. Extension to Boat Dockage Lease with Whitecap Charters
Mark Heydlauff, City Manager
 - C. Mayoral Appointments
Lyle Gennett
Mayor
 - D. Council Appointment
Janet Kalbfell-1st Ward Council Member
- 8. Reports and Communications**

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

9. Other Council Business

10. Adjourn

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - May 4, 2026

Date: May 18, 2026

Presented By:

Background:

Recommendation:

Motion to approve the meeting minutes as presented.

Attachments:

1. 2026.05.04 CC DRAFT

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

1. Pledge of Allegiance

The meeting was called to order at 12:00 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Mayor: Lyle Gennett

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

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Recreation Department Winter Recap

Kent Knorr, Recreation Director

Kent Knorr, Recreation Director, presented information on the Recreation Department Winter Recap of events.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

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

Nays: None

Motion carried.

A. City Council Meeting Minutes — April 20, 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
04/20/2026	Special Accounts Payable Run	\$13,058.87
04/24/2026	Payroll (regular payroll net pay)	\$124,779.71
04/24/2026	Payroll Transmittal Checks	\$6,804.87
05/05/2026	Regular Accounts Payable	\$313,793.19
04/20/2026-04/27/2026	ACH/WIRE Payments	\$501,143.67

05/05/2026	Tax Disbursement	\$7,764.92
Grand Total		\$967,345.23
The detailed accounts payable and payroll check registers can be viewed on the City's website .		

- C. Hubbardston Irish Dance Troupe
Motion to approve the use of Odmark Pavilion for a performance on August 15 by Hubbardston Irish Dance Troupe.
- D. Annual Cleaning for Bridge Park Lift Station
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.
- E. Approval of Employee-Purchased Retirement Credits
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.
- F. Michigan Department of Transportation Aeronautics State / Local Grant FY 2026
Motion by Parr, seconded by Kalbfell 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.

CITY OF CHARLEVOIX

RESOLUTION NO. 2026-05-01

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 all the 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 grant funds offered by the Fiscal Year 2026 State/Local Airport Program and authorize the City Manager and sign all required documents.

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

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Motion carried.

G. Rural Heritage Partnership Grant Application — City Hall Basement Window Well and Window Rehab

Motion by Parr, seconded by Kalbfell to approve the attached resolution and authorize City Staff to submit the Rural Heritage Partnership Grant Application.

CITY OF CHARLEVOIX RESOLUTION NO. 2026-05-02

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 the Building Capital Project—Improvement Fund.
2. Mark L. Heydlauff, City Manager, is hereby designed as the Authorized Officer. The Authorized Officer is directed to file the Grant Application on behalf of the Application with 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.

RESOLVED this 4th day of May, 2026 A.D.

The resolution was adopted by the following yea and nay vote:

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

Nays: None

Motion carried.

H. DNR Great Lakes Research Vessel Christening

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

6. Public Hearings and Actions Requiring Public Hearings

A. Action: Ordinance 870- Bus and Motor Coach Limitations

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Ordinance 870-Bus and Motor Coach Limitations.

City Manager Heydlauff and Chief Jill McDonnell answered questions from Council.

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

Motion by Halverson, seconded by Kalbfell to adopt the following amendments (to Ordinance No. 870): *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, side streets between State Street and Bridge Street bounded to south by Hurlbut Street and to the north by Park Avenue (inclusive of such streets), Pine River Lane, downtown arc (Bridge Park Dr) and spaces which may be designated therein and *Section 6. Signage and Designation:* Chief of Police may designate and have marked spaces for loading, unloading, and parking for a designated term.

Yeas: Knapp, Halverson, Kalbfell, Parr

Nays: Hagen, Spring

Motion carried.

Motion by Halverson, seconded by Kalbfell to approve Ordinance 870 as amended:

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 a manner that does not obstruct vehicle traffic.
- C. Passenger Loading and Unloading
 - 1. Motor coaches and large buses may stop temporarily for the sole purpose of loading or unloading passengers.
 - 2. Such stops shall:
 - Remain attended at all times by the person responsible for the motor coach or large bus;
 - Be limited to the time reasonably necessary to load or unload passengers; and
 - Not obstruct traffic, pedestrian movement, driveways, or emergency access.
- D. Overnight and Extended Parking

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

E. Special Events

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

F. Enforcement

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

Section 4. Permitted Motor Coach and Large Bus Operation

Motor coaches and large buses may only operate on the following roads: US-31 , M-66, side streets between State Street and Bridge Street bounded to south by Hurlbut Street and to the north by Park Avenue (inclusive of such streets), Pine River Lane, downtown arc (Bridge Park Dr) and spaces which may be designated therein.

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 Chief of Police may designate and have marked spaces for loading, unloading, and parking for a designated term. 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 4th day of May 2026 A.D., by the Charlevoix City Council as follows:

Motion by: Halverson

Seconded by: Kalbfell

Yeas: Knapp, Halverson, Kalbfell, Parr

Nays: Hagen, Spring

Motion carried.

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

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Ordinance 871 and 872 for Payment in Lieu of Tax Ordinances—Lighthouse Gardens and Charlevoix Apartments. Mr. Heydlauff requested the City Attorney develop an agreement for implementation with the owners and recommends holding action until this is ready. Mr. Heydlauff answered questions from Council. Council concurred to wait to take action until all the requested documents are received.

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

- C. Set Public Hearing for Ordinance 873: Regulation of Tours

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on setting a Public Hearing for Ordinance 873: Regulation of Tours. Mr. Heydlauff answered questions from Council.

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

Motion by Kalbfell, seconded by Halverson to set a public hearing for Ordinance 873 on Monday, May 18, 2026 at 6pm in the Council Chambers.

Yeas: Halverson, Kalbfell, Parr, Gennett

Nays: Hagen, Knapp, Spring

Motion carried.

- D. Public Hearing: 2026 Capital Improvement Plan

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the 2026 Capital Improvement Plan.

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

Motion by Hagen, seconded by Spring to approve the 2026 Capital Improvement Plan as presented.

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

Nays: None

Motion carried.

7. All Other Actions and Requests

A. Senior Banner Request

Kendall Hayes

City Manager Heydlauff presented information on the Senior Banner Request. Kendall Hayes answered questions from Council.

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

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

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

Nays: None

Motion carried.

B. Special Event Request: Waterfront Art Fair

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Request: Waterfront Art Fair.

City Manager Heydlauff answered questions from Council.

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

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

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

Nays: None

Motion carried.

C. Special Event Request: 2026 Venetian Festival

Mark Heydlauff, City Manager

Dan Barron, Venetian Festival President, presented information on the Special Event Request: 2026 Venetian Festival.

Mr. Barron answered questions from Council.

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

Motion by Knapp, seconded by Kalbfell to approve the Venetian Festival as presented with noted changes.

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

Nays: None

Motion carried.

D. Special Event Request: Charlevoix Marathon Events

Mark Heydlauff, City Manager

City Manager Heydlauff and Sheriff Vondra presented information on the Special Event Request: Charlevoix Marathon Events.

Mr. Heydlauff answered questions from Council.

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

Motion by Knapp, seconded by Halverson to approve half marathon, 10k, and 5k races with stipulations listed in the background which includes:

- 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.
- **Additions:**
- Course map for all races.
- Charlevoix County Sheriff Vondra has the authority to cancel the event.
- Require copies of shelter in place for locations and approvals.
- Year-to-year approval.

Yeas: Hagen, Knapp, Halverson, Spring, Kalbfell

Nays: Parr

Motion carried.

E. Mason Street Parking Lot

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Mason Street Parking Lot.

Mr. Heydlauff answered questions from Council. Council concurred and directed City Manager to inquire about purchasing the lot.

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

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

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

- Carol Kranz stated her concerns about the historical tours
- Amanda Wilkin stated her concerns about PORCH's comments and tourism

B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 3:23 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

DRAFT

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: May 18, 2026

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 05-18-26 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/08/2026 - 05/08/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
05/08/2026	147216	4FRONT CREDIT UNION	1,711.92
05/08/2026	147217	AMERICAN FAMILY LIFE	696.61
05/08/2026	147218	BLUE CROSS BLUE SHIELD OF MIC	1,479.32
05/08/2026	147219	CHARLEVOIX STATE BANK	1,620.00
05/08/2026	147220	COMMUNICATION WORKERS OF AMER	653.11
05/08/2026	147221	FOPLC	207.00
05/08/2026	147222	THE HARTFORD	436.61
1 TOTALS:			
Total of 7 Checks:			6,804.57
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			6,804.57

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

05/08/26 Payroll Remittance Checks	\$	6,804.57
05/08/26 Payroll (regular payroll net pay)	\$	131,772.74
05/19/26 Regular Accounts Payable	\$	457,466.46
Checks Sub-Total:	\$	596,043.77

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

05/04/26 AMG Payment Solutions	\$	40.68
05/04/26 AMG Payment Solutions	\$	34.99
05/04/26 MI Public Power Agency	\$	20,595.45
05/08/26 IRS (Payroll Tax Deposit)	\$	48,951.67
05/08/26 Empower Trust Co LLC (HCSP)	\$	558.00
05/08/26 Vantagepoint (401 Plan)	\$	1,276.39
05/08/26 Vantagepoint (457 Plan)	\$	27,614.23
05/08/26 Vantagepoint (Roth IRA)	\$	1,475.00
05/08/26 State of MI (Withholding Tax)	\$	7,136.51
05/08/26 State of MI (Sales Tax)	\$	27,781.82
05/11/26 MI Public Power Agency	\$	32,069.30
05/12/26 DTE Energy	\$	11,527.59
05/12/26 iSolved Inc.	\$	75.00
ACH Sub-Total:	\$	179,136.63

Huntington National Bank Total: \$ 775,180.40

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

05/19/26 Tax Disbursement	\$	20,040.25
Charlevoix State Bank Total:	\$	20,040.25
Grand Total:	\$	795,220.65

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

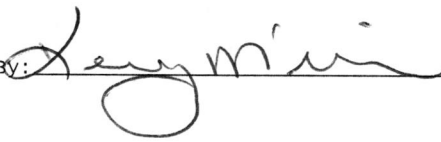
Payroll: 0000000048

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	05/08/2026	6,509.39	4,407.17
DVORACEK, SARAH J.	05/08/2026	3,533.40	2,525.64
KLOOSTER, ALIDA K.	05/08/2026	3,849.79	2,569.45
BARNEVELD, RICHELLE L.	05/08/2026	2,128.75	1,504.71
SCHULZ, GINNY L.	05/08/2026	2,335.21	1,569.57
JENKINS, JESSICA-RAE A.	05/08/2026	2,398.40	1,911.71
MCGINN, KELLY A.	05/08/2026	4,581.90	2,469.11
SCHEEL, JONATHAN D.	05/08/2026	3,989.87	2,867.59
MCDONNELL, JILL L.	05/08/2026	4,534.43	2,703.27
UMULIS, MATTHEW T.	05/08/2026	4,077.52	2,559.75
ORBAN, BARBARA K.	05/08/2026	3,244.24	1,694.73
RILEY, DENISE M.	05/08/2026	772.97	632.39
MUNK, CHRISTOPHER J.	05/08/2026	2,613.60	1,546.55
CHRISTIANSSEN, BRIAN D.	05/08/2026	3,048.49	2,078.78
MARTIN, DONALD L.	05/08/2026	3,755.14	2,547.40
KORTZ, DAKOTA T.	05/08/2026	1,920.00	1,544.97
YOUNG, KRISTEN L.	05/08/2026	2,940.08	2,130.82
CONWAY, PATRICK G.	05/08/2026	850.25	689.89
MACGILLIVRAY, ROGER	05/08/2026	477.00	427.56
DOTSON, WILLIAM R.	05/08/2026	425.50	374.87
KALLMAN, ARIN J.	05/08/2026	332.50	292.93
WURST, RANDALL W.	05/08/2026	3,711.77	2,011.05
HILLING, NICHOLAS A.	05/08/2026	4,053.76	2,564.21
MEIER III, CHARLES A.	05/08/2026	3,170.01	1,954.49
ZACHARIAS, STEVEN B.	05/08/2026	3,109.06	1,889.16
NEWMAN, MARK J.	05/08/2026	2,727.20	1,800.37
LOUGHMILLER, JOHN A.	05/08/2026	2,994.01	2,146.58
COLLINS, TIMOTHY E.	05/08/2026	2,316.80	1,669.01
GOWARD, JEFFERY D.	05/08/2026	5,596.15	3,653.81
EATON, BRAD A.	05/08/2026	4,567.66	2,789.91
WILSON, TIMOTHY J.	05/08/2026	4,518.36	3,234.77
STERRETT, PHILLIP R.	05/08/2026	3,969.55	2,245.26
STEVENS, BRANDON C.	05/08/2026	4,487.04	2,636.54
WHITLEY, ANDREW T.	05/08/2026	5,915.51	3,654.16
FARRELL, MITCHELL L.	05/08/2026	4,378.75	2,819.18
BACHMANN, ELIZABETH A.	05/08/2026	2,417.99	1,720.44
KENWABIKISE, DAVID L.	05/08/2026	2,080.00	1,425.42
ELLIOTT, PATRICK M.	05/08/2026	5,596.15	3,840.93
MORRISON, KEVIN P.	05/08/2026	2,794.65	1,660.42
FURGESON, JUSTIN L.	05/08/2026	3,474.52	2,450.73
BRADLEY, KELLY R.	05/08/2026	3,228.11	1,891.62
HART II, DELBERT W.	05/08/2026	2,927.79	1,867.78
JONES, ROBERT F.	05/08/2026	2,392.45	1,483.68
THORP, WILLIAM D.	05/08/2026	2,421.20	1,478.51
LEITNER, RYAN S.	05/08/2026	2,682.21	1,714.25
NOWKA, STEPHEN P.	05/08/2026	2,387.20	1,741.39
RILEY, DANIEL A.	05/08/2026	2,467.20	1,704.10
REID, ROB A.	05/08/2026	2,429.61	1,676.47
DORAN, JUSTIN J.	05/08/2026	3,635.01	2,777.47
NEDWICK, DAVID J.	05/08/2026	1,285.75	1,081.59
CONWAY, ANNEMARIE	05/08/2026	453.25	399.32
FINNERTY, HOLLY E.	05/08/2026	1,453.50	1,189.96
POIROT, KENNETH R.	05/08/2026	1,360.00	1,128.45
JOHNSON, RANDY J.	05/08/2026	1,434.50	1,244.19
SPEER, LIAM M.	05/08/2026	1,360.00	1,118.81
KUHN, JAMES A.	05/08/2026	690.00	600.80
CRANDELL, ZACKARY R.	05/08/2026	1,413.00	1,148.93
BORTHS, MICHAEL J.	05/08/2026	1,120.00	936.17
KNORR, KENT J.	05/08/2026	3,571.15	2,547.96
ANZELL, BETH A.	05/08/2026	2,453.21	1,823.09
STEBE, LAURA A.	05/08/2026	12.00	11.09
CUNNINGHAM, ABIGAIL A.	05/08/2026	1,450.00	1,189.04
WALKER, MEREDITH A.	05/08/2026	145.51	134.15
GILL, DAVID R.	05/08/2026	1,512.34	1,255.39
LIVINGSTON, BRIAN D.	05/08/2026	3,375.65	2,597.51
WHITLEY, BENJAMIN W.	05/08/2026	742.50	641.80
KLOOSTER, PATRICK H.	05/08/2026	774.00	566.41
COX, RONALD L.	05/08/2026	396.00	298.88
DRENTH, MARK E.	05/08/2026	792.00	707.40
NISWANDER, WILLIAM M.	05/08/2026	1,133.00	930.70
SCHOLEY, ROBERT W.	05/08/2026	3,542.31	2,377.36
MCCRANEY, RUSSELL R.	05/08/2026	2,937.29	2,183.69
POSTMUS, ANTHONY H.	05/08/2026	2,429.94	1,739.39

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000048

Name	Check Date	Gross	Net
REECE, DANIEL A.	05/08/2026	729.32	412.14
KISSINGER, BRADY A.	05/08/2026	2,893.56	1,957.95
Totals: 75		194,227.93	131,772.74

Approved By: 

Date: 5/4/26

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 05/19/2026 - 05/19/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
05/19/2026	147223	ACE HARDWARE	5,434.89
05/19/2026	147224	ACLARA TECHNOLOGIES LLC	11,691.00
05/19/2026	147225	ALL-IN-ONE PAINT & STAIN	11,197.50
05/19/2026	147226	ALL-PHASE ELECTRIC SUPPLY CO	1,378.68
05/19/2026	147227	AMAZON CAPITAL SERVICES	1,182.48
05/19/2026	147228	AT&T MOBILITY	170.28
05/19/2026	147229	AUTO-WARES GROUP	2,752.42
05/19/2026	147230	AVFUEL CORPORATION	16,295.88
05/19/2026	147231	BCM ONE	134.13
05/19/2026	147232	BLUE CROSS BLUE SHIELD OF MIC	49,401.06
05/19/2026	147233	CHARLEVOIX AGENCY	614.46
05/19/2026	147234	CHARLEVOIX ELECTRIC LLC	2,442.63
05/19/2026	147235	CHARLEVOIX SCREEN MASTERS INC	70.00
05/19/2026	147236	CHARTER COMMUNICATIONS	149.99
05/19/2026	147237	CINTAS CORPORATION	92.25
05/19/2026	147238	CITY OF CHARLEVOIX - PETTY CA	900.00
05/19/2026	147239	CONRAD ROHRER	35.00
05/19/2026	147240	CONWAY PROFESSIONAL SERVICES	576.50
05/19/2026	147241	CUMMINS SALES AND SERVICE	4,924.13
05/19/2026	147242	D&D ELECTRONICS	500.00
05/19/2026	147243	ECONO SIGNS LLC	249.14
05/19/2026	147244	FAITH LAWN AND PROPERTY MAINT	10,000.00
05/19/2026	147245	FAITH LAWN AND PROPERTY MAINT	10,000.00
05/19/2026	147246	FAMILY FARM AND HOME	528.21
05/19/2026	147247	FISHER SCIENTIFIC	1,117.69
05/19/2026	147248	FREEDOM MAILING SERVICES INC	2,492.93
05/19/2026	147249	GALLS LLC	761.93
05/19/2026	147250	GFL ENVIRONMENTAL	1,515.41
05/19/2026	147251	GRAINGER	1,081.32
05/19/2026	147252	GRAY MANUFACTURING CO INC	2,100.00
05/19/2026	147253	GREAT LAKES ELEVATOR LLC	473.39
05/19/2026	147254	HACH COMPANY	687.70
05/19/2026	147255	HOGARTH'S PEST CONTROL INC	650.00
05/19/2026	147256	HYDE SERVICES LLC	216.04
05/19/2026	147257	HYDROCORP	2,243.50
05/19/2026	147258	IDI	75.00
05/19/2026	147259	IPS GROUP INC	1,473.70
05/19/2026	147260	JACKLIN STEEL SUPPLY CO	243.90
05/19/2026	147261	JILL L MCDONNELL	35.00
05/19/2026	147262	JOHN E GREEN COMPANY	2,199.86
05/19/2026	147263	KALAMAZOO SANITARY SUPPLY LLC	2,641.80
05/19/2026	147264	KELLY A MCGINN	56.26
05/19/2026	147265	KNIGHTS TOOLS LLC	264.50
05/19/2026	147266	LEXIPOL LLC	1,568.70
05/19/2026	147267	LUTTRELL WELL DRILLING INC	1,685.00
05/19/2026	147268	MACQUEEN EQUIPMENT LLC	2,681.75
05/19/2026	147269	MANTHEI CONSTRUCTION	221,820.00
05/19/2026	147270	MATTHEW T UMULIS	195.00
05/19/2026	147271	MCCARDEL CULLIGAN WATER COND	55.50
05/19/2026	147272	MICHELLE CRANDELL	90.00
05/19/2026	147273	MICHIGAN ASSOCIATION OF PLANN	775.00
05/19/2026	147274	MICHIGAN PIPE AND VALVE	562.00
05/19/2026	147275	MINERAL MASTERS	2,475.00
05/19/2026	147276	NORTHERN PUMP SERVICE INC	500.00
05/19/2026	147277	NORTHWEST ELECTRONICS & REPAI	1,186.89
05/19/2026	147278	NUCO2 LLC	153.19
05/19/2026	147279	O'REILLY AUTOMOTIVE INC	52.08
05/19/2026	147280	OLSON & HOWARD PC	4,826.40
05/19/2026	147281	PENINSULA FIBER NETWORK LLC	360.00
05/19/2026	147282	POWER LINE SUPPLY	2,813.20
05/19/2026	147283	POWERPLAN	4,738.63
05/19/2026	147284	PRESTON FEATHER	14.12
05/19/2026	147285	PVS TECHNOLOGIES INC	11,413.88
05/19/2026	147286	RANGE TELECOMMUNICATIONS	234.30
05/19/2026	147287	ROBERT F JONES	66.35
05/19/2026	147288	ROTARY CLUB OF CHARLEVOIX	45.00
05/19/2026	147289	SCIENTIFIC BRAKE - GAYLORD	85.53
05/19/2026	147290	SCOTT WEBB	1,804.50
05/19/2026	147291	SITE PLANNING DEVELOPMENT INC	4,680.38
05/19/2026	147292	SOUND ENVIRONMENTS LLC	991.40

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/19/2026 - 05/19/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
05/19/2026	147293	STAPLES	1,209.25
05/19/2026	147294	STATE OF MICHIGAN	5,713.57
05/19/2026	147295	SUMMIT FIRE PROTECTION	18,100.00
05/19/2026	147296	TARGET SPECIALTY PRODUCTS	948.60
05/19/2026	147297	TELNET WORLDWIDE	168.41
05/19/2026	147298	TOP LINE ELECTRIC LLC	600.00
05/19/2026	147299	TRUCK & TRAILER SPECIALTIES	8.04
05/19/2026	147300	UNIFIRST CORPORATION	530.16
05/19/2026	147301	USA TODAY MEDIA CORP	274.84
05/19/2026	147302	VILLAGE GRAPHICS INC	663.88
05/19/2026	147303	WEX BANK	7,774.85
05/19/2026	147304	WILLIAM D THORP JR	50.01
05/19/2026	147305	WINDEMULLER ELECTRIC	4,500.49
1 TOTALS:			
Total of 83 Checks:			457,466.46
Less 0 Void Checks:			0.00
Total of 83 Disbursements:			457,466.46

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/04/2026 - 05/04/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
05/04/2026	497(E)	AMG PAYMENT SOLUTIONS	40.68
05/04/2026	498(E)	AMG PAYMENT SOLUTIONS	34.99
05/04/2026	499(E)	MICHIGAN PUBLIC POWER AGENCY	20,595.45
1 TOTALS:			
Total of 3 Checks:			20,671.12
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			20,671.12

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/08/2026 - 05/08/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
05/08/2026	500(E)	**EFTPS* Payroll Taxes	48,951.67
05/08/2026	501(E)	EMPOWER TRUST COMPANY LLC	558.00
05/08/2026	502(E)	MissionSquare - 401 Plan 1091	1,276.39
05/08/2026	503(E)	MissionSquare - 457 Plan 3009	27,614.23
05/08/2026	504(E)	MissionSquare - Roth IRA 7061	1,475.00
05/08/2026	505(E)	STATE OF MICHIGAN	7,136.51
05/08/2026	506(E)	STATE OF MICHIGAN	27,781.82
1 TOTALS:			
Total of 7 Checks:			114,793.62
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			114,793.62

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/11/2026 - 05/11/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
05/11/2026	507(E)	MICHIGAN PUBLIC POWER AGENCY	32,069.30
1 TOTALS:			
Total of 1 Checks:			32,069.30
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			32,069.30

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/12/2026 - 05/12/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
05/12/2026	508(E)	DTE ENERGY	11,527.59
05/12/2026	509(E)	ISOLVED INC.	75.00
1 TOTALS:			
Total of 2 Checks:			11,602.59
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			11,602.59

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 05/19/2026 - 05/19/2026

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

Check Date	Check	Vendor Name	Amount
Bank 2 TAX CASH - CSB			
05/19/2026	4368	CHARLEVOIX COUNTY TREASURER	2,503.37
05/19/2026	4369	CHARLEVOIX DISTRICT LIBRARY	399.87
05/19/2026	4370	CHARLEVOIX PUBLIC SCHOOLS	682.77
05/19/2026	4371	CHARLEVOIX-EMMET ISD	1,648.59
05/19/2026	4372	CITY OF CHARLEVOIX - TAXES DU	4,762.75
05/19/2026	4373	LAKE CHARLEVOIX EMS AUTHORITY	555.54
05/19/2026	4374	RECREATIONAL AUTHORITY	123.72
05/19/2026	4375	STATE OF MICHIGAN	9,363.64
2 TOTALS:			
Total of 8 Checks:			20,040.25
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			<u>20,040.25</u>

Charlevoix City Council

Consent Agenda

Title: MECA Safety Program for 2027-2029

Date: May 18, 2026

Presented By:

Background:

The Charlevoix Electric Department safety program is administered through the Michigan Electric Cooperative Association (MECA). MECA provides regular training on required topics as well as general safety training. Each meeting begins with a review of accidents and near-misses across the industry. This reinforces the importance of consistent safety practices and makes the linemen aware of the hazards of complacency in the workplace. The agreement is year-to-year with annual cost adjustments, not to exceed 5%. For 2027, the price is \$20,723.

Recommendation:

Motion to approve the MECA safety program for 2027-2029 in the amount of \$20,723, with a cost not to exceed 5%, as presented and authorize City Manager to sign any required documents.

Attachments:

1. Charlevoix Letter
2. MECA Safety Program Agreement 2027 (002)
3. 2027 - 2029 Exhibit A Charlevoix



April 30, 2026

City of Charlevoix
401 W. Carpenter
Charlevoix, MI 49720

Re: Notice of 2027-2029 Safety Program Pricing

Thank you for your commitment to workplace safety, and your continued participation in the Michigan Electric Cooperative Association (MECA) safety training program. Consistent with the Safety Program Agreement between our two organizations, we are writing to inform you there will be a 5% increase for the 2027 calendar year program. The annual fee for City of Charlevoix will be \$20,723 for the first year (2027) of the 3-year term, with future price adjustments not to exceed 5% annually for the 3-year term. Your investment provides: 6 traditional safety meetings, plus safety workshops, mutual aid support, accident investigation and other safety support (see Exhibit A, attached). This amount will continue to be payable in advance to MECA by Dec. 1 of each proceeding program year. The 2027 pricing formula is:

- Standard (6-meeting) site fee will be \$12,676. All utilities receiving services as part of a group share the site fee equally (e.g., if there are three utilities sharing a site, each pays one third of the site fee).
- Individual utility fees will be \$17,248 (large utility) and \$8,046 (small utility).

This notice of pricing change is being made in accordance with Section 2 of our signed safety program agreement (attached). If you have any questions, please direct them to Joe McElroy, MECA Director of Safety & Loss Control, at jmcelroy@meca.coop or 517-331-4459.

The success of our safety program is based on a foundation of partnership between our electric cooperative members and municipal/private utility partners. We look forward to continuing this strategic partnership. Thank you for your participation in the MECA safety program.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Kran".

John Kran
President/CEO

A handwritten signature in blue ink, appearing to read "Joe McElroy".

Joe McElroy
Director of Safety & Loss Control

Michigan Electric Cooperative Association

SAFETY PROGRAM AGREEMENT

The undersigned municipal utility ("Utility") hereby subscribes to participate in the Employee Safety Program described below (the "Program") and provided by the Michigan Electric Cooperative Association ("MECA").

Program services shall be provided, or the annual payment shall be refunded to the Utility

The Utility and MECA hereby agree as follows:

Agreement. The annual fee is subject to change for each renewal term by written notice to the Utility as provided in Section 2.

1. The Program.

MECA shall provide the Program services to the Utility as more particularly set forth on Exhibit "A" attached to this Agreement and incorporated herein by reference.

If the Utility fails to make payment of the annual fee due, and MECA institutes action to collect, the Utility shall be responsible for the reasonable costs of collection including reasonable attorneys' fees.

The Program will be provided at a time scheduled by MECA in a single location within the Utility's service territory or in reasonably close proximity. MECA provides the Program services to multiple utilities and, for efficiency, reserves the right to combine the Utility's Program services with other utilities' participation at a more central location.

4. Liability.

The Utility remains responsible for its compliance with all applicable safety requirements and recommendations. Nothing in this Agreement or in the provision of the Program services to the Utility and its employees shall cause MECA to assume any responsibility or any liability to any third party or to the Utility or its employees for the Utility's compliance with any applicable federal, state, local or industry standards or requirements.

2. Term.

The initial term of this Agreement is three (3) years beginning January 1, 2027. The Agreement shall thereafter automatically renew for successive three (3) year renewal terms unless either party provides written notice of non-renewal to the other party not less than six (6) months prior to the expiration of the initial term or any renewal term. MECA may change the fees for the Program services for any subsequent renewal term by providing written notice to the Utility not less than eight (8) months prior to the expiration of the then-current term of this Agreement.

The Utility hereby agrees to indemnify and hold MECA, and its directors, members, employees, contractors and agents, harmless from and against any claims made against MECA for any injury, death or damages, including all costs of defense against any such claim, arising out of or made in connection with the Utility's or its employees' failure to properly comply with any applicable safety standard or requirement.

The Agreement may be earlier terminated by either party at any time (i) upon a material default of the other party after written notice of the default and failure to cure the default within 30 days after receipt of the notice; or (ii) MECA ceasing to provide the Program services.

Neither party shall be liable to the other party for any indirect, incidental, or consequential damages related to either party's performance or nonperformance of their obligations under this Agreement.

Upon an early termination, MECA ceasing to provide the Program, all pre-paid.

5. Assignment.

3. Fees

The annual fee for the Program shall be \$20,000, payable in advance to MECA by December 1 of each preceding calendar year during the term of this

This Agreement shall be binding upon the parties hereto and their respective successors and permitted assigns; provided, however, that this Agreement may not be assigned by the Utility to any unaffiliated person without the prior written consent of MECA.

6. Notices.

Any notice required or permitted to be given under this Agreement shall be in writing and shall be sent by first class mail, postage prepaid, to the addresses set forth below. Notice shall be deemed to be given upon mailing.

7. No Agency.

By entering into this Agreement and performing its obligations hereunder, MECA is acting solely as an independent contractor and shall not be, and shall not be deemed to be, an agent of the Utility for any purpose.

8. Entire Agreement.

This Agreement contains the entire agreement of the parties with respect to the provision of the Program services and supersedes all prior correspondence, conversations, and negotiations with respect thereto. Except as otherwise provided herein, this Agreement may be changed or otherwise modified only in writing and signed by both parties hereto.

9. Governing Law.

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan.

The undersigned parties have caused this Agreement to be executed by their duly authorized officers or representatives as of the date accepted and executed by MECA below.

UTILITY

By: _____

Its: _____

Address: _____

Accepted: _____, 20____

Michigan Electric Cooperative Association

By: _____

Address: 201 Townsend St., Suite 900
Lansing, MI 48933



EXHIBIT “A”

Description of Employee Safety Program Services

<p>SEGMENT PARTICIPANTS:</p> <p>Charlevoix Electric Dept. 2027 Program Investment: \$20,723 2028 Program Investment not to exceed: \$21,759 2029 Program Investment not to exceed: \$22,846</p>	<p>INCLUDED PROGRAM DELIVERABLES:</p> <ul style="list-style-type: none"> • Six (6) Traditional Safety Meetings All safety meetings to be delivered at designated host location, topics to be selected from an approved list of available programs. Up to two (2) meetings can be substituted for an equal number of Block Training or Crew Observation a la carte items. • Safety Workshops Attendance for up to two (2) utility employees per workshop per year. Pricing for additional participants to be determined. To be held jointly with other safety program participants. • Continued Participant Advantages <ul style="list-style-type: none"> • Mutual Aid Support • Accident Investigation • Accident and Near-Miss Review and Discussion • Reliable Public Power Provider (RP3) and/or Rural Electric Safety Achievement Program (RESAP) Support and Assistance 	<p>A LA CARTE OPTIONS: Annual safety investment amount DOES NOT include the following a la carte items, available upon request:</p> <ul style="list-style-type: none"> • Block Training Hourly Rate: (TBD) • Crew Observations Hourly Rate: (TBD) • Additional Workshop Participants Cost Per Additional Participant: (TBD)
<p>Proposed Host Location: Charlevoix, MI</p>		
<p>Term: 2027-2029</p>		

2027 Program pricing calculated as follows: \$12,676 site location fee plus a utility fee of \$17,248 (large utility) or \$8,046 (small utility).

Charlevoix City Council

Consent Agenda

Title: Tax Rate Request Forms and Millage Collection Procedure Verification

Date: May 18, 2026

Presented By:

Background:

The City completes Form L-4029 Tax Rate Request in May each year for the City and the DDA. The form is issued under the authority of MCL Sections 211.24e (Truth in Taxation), 211.34 (Truth in County Equalization and Truth in Assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment). The filing is mandatory. Certification each year is completed by representatives of the local governmental unit.

For 2026, a Millage Collection Procedure Verification Form is required. This form has been included and is required to be signed by the City Clerk. On February 16, 2026, and in accordance with the Uniform Budgeting & Accounting Act, the City Council set the millage rate levy after the required annual Budget Public Hearing. The City of Charlevoix has met all the requirements as specified in the attached form. The Millage Collection Procedure Verification Form also requires form L-4029 to be approved at a City Council meeting.

Recommendation:

Motion to approve the City of Charlevoix and DDA L-4029 Tax Rate Request Forms for 2026 and Millage Collection Procedure Verification Form for 2026 and authorize the City Clerk and Mayor to sign both forms.

Attachments:

1. L-4029 for 2026 City for Council Approval
2. L-4029 for 2026 DDA for Council Approval
3. Millage Collection Procedure Verification Form 2026 for Council Approval

2026 Tax Rate Request (This form must be completed and submitted on or before September 30, 2026)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Charlevoix	2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026 367,029,790
Local Government Unit Requesting Millage Levy City of Charlevoix	For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2026 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2026 Current Year "Headlee" Millage Reduction Fraction	(7) 2026 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter	Gen Oper	6-5-78	15.0000	10.2075	.9776	9.9788	1.0000	9.9788	8.7788		
	Infra								1.2000		
PA213	Refuse	3-15-04	3.0000	2.5902	.9776	2.5321	1.0000	2.5321	1.0000		

Prepared by Kelly McGinn	Telephone Number (231) 547-3251	Title of Preparer Treasurer	Date 5-18-26
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		Sarah Dvoracek	5-18-26
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		Lyle Gennett	5-18-26

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2026 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Instructions For Completing Form 614 (L-4029) 2026 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2026 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2025 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2025 permanently reduced rate can be found in column 7 of the 2025 Form L-4029. For operating millage approved by the voters after April 30, 2025, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2026 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2026 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2026. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2026 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2026 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2026 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2026. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2026 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2026. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

2026 Tax Rate Request (This form must be completed and submitted on or before September 30, 2026)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Charlevoix	2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026 40,379,546
Local Government Unit Requesting Millage Levy City of Charlevoix DDA	For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2026 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2026 Current Year "Headlee" Millage Reduction Fraction	(7) 2026 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
PA197	DDA		2.0000	1.2685	.9878	1.2530	1.0000	1.2530	1.2530		

Prepared by Kelly McGinn	Telephone Number (231) 547-3251	Title of Preparer Treasurer	Date 5-18-26
------------------------------------	---	---------------------------------------	------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		Sarah Dvoracek	5-18-26
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		Lyle Gennett	5-18-26

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2026 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Instructions For Completing Form 614 (L-4029) 2026 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2026 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2025 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2025 permanently reduced rate can be found in column 7 of the 2025 Form L-4029. For operating millage approved by the voters after April 30, 2025, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2026 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2026 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2026. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2026 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2026 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2026 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2026. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2026 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2026. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

Millage Collection Procedure Verification Form

Taxing Unit Name: City of Charlevoix

This form is used to assist the County Equalization department on behalf of the County Board of Commissioners in ensuring the proceedings necessary to authorize the raising of money have been conducted appropriately. MCL 211.37

This list is not all-inclusive of the steps and approvals needed to collect millage revenues. Please seek legal and/or financial advice to ensure compliance with all state and local laws and regulations.

Truth in Taxation Section

By signing below the taxing unit listed above verifies they have complied with the requirements of MCL 211.24e to levy an Operating Rate which exceeds the Base Tax Rate.

Our township/city/school district/ISD/library/authority has complied with MCL 211.24e by:

- Does not apply because 1 mill or less was levied in the concluding fiscal year per MCL 211.24e(12)

If this box is checked, jump to the Tax Rate Request Section.

OR

- Section 16 of the Uniform Budgeting & Accounting Act was complied with by addressing the millage rate to be levied at the Annual Budget Hearing held on 2-16-2026 (enter date). Please confirm each of the following statements by checking the associated box:

- Notice of the public hearing was given by publication in a newspaper of general circulation within the local unit at least 6 days before the hearing per MCL 141.412
- This publication included the statement "The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing." in 11-point boldfaced type per MCL 141.412
- A resolution was passed, or alternative method described in charter was used, to adopt a general fund budget and if needed, subsidiary fund budgets, per MCL 141.436(1)
- The adopted budget(s) includes the amount of each millage approved to be levied and the purpose of it, per MCL 141.436(2). ALL millages included on the L-4029 form are listed in the adopted budget, except those approved specifically to cover a debt obligation.

If this sub-section is completed, jump to the Tax Rate Request Section

OR

- A Truth in Taxation Hearing was held on _____ (enter date). Please confirm each of the following statements by checking the associated box:
- Prior to conducting the public hearing, the PROPOSED additional millage rate to be levied, being a rate within the authorized millage rate, was established by a resolution adopted by the governing body of the taxing unit per MCL 211.24e(7)
 - Notice of the public hearing was given in accordance with MCL 211.24e(6) (please provide a copy)
 - Timely written notice of the time, date, and place of a public hearing to be held was sent to all newspapers of general circulation within the local unit per MCL 211.24e(9)
 - Not more than 10 days after the public hearing, the final additional millage rate approved to be levied, which cannot be greater than the proposed millage rate, was established by resolution or ordinance per MCL 211.24(8)
 - It's recommended, the adopted resolution or ordinance lists the total number of mills approved to be levied for EVERY millage to be included on the taxing unit's L-4029 form, except those approved specifically to cover a debt obligation.

Tax Rate Request Section

By signing below, the taxing unit listed above verifies that the L-4029 form was approved by the taxing unit's board/council at a meeting held on 05-18-2026 (enter date). Please confirm each of the following statements, if applicable, by checking the associated box:

- The millages requested on the L-4029 do not exceed the amounts approved in the budget resolution or ordinance which was passed, even when a millage is newly approved by voters (Not applicable if Truth in Taxation did not apply because 1 mill or less was levied in the concluding fiscal year)
- Debt millage has been re-calculated by your municipal advisor to ensure only necessary and/or allowable funds are collected (Not applicable if no debt millages are being levied)

Signed:

Supervisor and/or Clerk

Date: 05-18-2026

Charlevoix City Council

Consent Agenda

Title: Investment Update

Date: May 18, 2026

Presented By:

Background:

The City of Charlevoix Investment Policy authorizes the City Treasurer to establish procedures and internal controls for depositing City monies and carrying out investment decisions and activities consistent with the Investment Policy. Per the Investment Policy, the Treasurer will report investment information to the City Manager and Council as to the type, rate and terms of the investments, total interest received, annual rate of returns with benchmark comparisons, bank ratings and other related information which enables the governing body to monitor and measure the success of the investment portfolio.

I have included the Investment Schedule as of FYE 2026-27. There have been no changes since my last reporting to Council in February 2026. We have 6 CD's maturing in 2026 beginning in July. I have highlighted the maturity dates in red for those maturing in 2026.

Recommendation:

Motion to approve the investment report as presented

Attachments:

1. Investments FY 2026-27 as of 5-18-26

CITY OF CHARLEVOIX
SCHEDULE OF FISCAL YEAR 2026-27 INVESTMENTS
As of May 18, 2026

ACCOUNT# / CUSIP	BANK	AMOUNT	INVEST DATE	MATURITY DATE	CASHED?	ANNUAL RATE	TIME DAYS	EST TOTAL PROCEEDS	EST 26-27 PROCEEDS
1030694097	CIBC - Private Bank	250,000	2/27/2025	2/25/2027	NO	4.200%	728	20,942	9,522
1029548761	CIBC - Private Bank CDARS	250,000	8/22/2024	8/20/2026	NO	4.150%	728	20,693	4,036
1030786544	CIBC - Private Bank CDARS	630,000	3/8/2025	3/8/2027	NO	4.200%	730	52,920	24,793
33847GJS2	Huntington - Flagstar	250,000	7/11/2024	7/10/2026	NO	4.850%	729	24,217	3,355
38151PBZ3	Huntington -Goldman Sachs	250,000	11/4/2025	11/4/2027	NO	3.650%	730	18,250	9,125
02007G-3S-0	Huntington - Ally Bank	250,000	9/28/2024	9/28/2026	NO	3.800%	730	19,000	4,711
05612LAR3	Huntington - BMW Bank North America	250,000	7/12/2024	7/12/2026	NO	4.700%	730	23,500	3,316
61776NRM7	Huntington - Morgan Stanley Pvt Bank	250,000	4/30/2025	4/30/2027	NO	4.050%	730	20,250	10,125
32110YP90	Huntington - 1st Natl Bank of America	250,000	10/30/2024	10/30/2026	NO	3.800%	730	19,000	5,544
61690D4C9	Huntington - Morgan Stanley Bank NA	250,000	5/7/2025	5/7/2027	NO	4.050%	730	20,250	10,125
1029548737	CIBC - Private Bank CDARS	250,000	8/21/2024	8/19/2026	NO	4.150%	728	20,693	4,008
TOTALS:		\$3,130,000				Average Days & Totals:	729	259,716	88,659

Charlevoix City Council

Consent Agenda

Title: Use of Odmark Pavilion: Foghorn Jazz Band Public Practices

Date: May 18, 2026

Presented By:

Background:

Foghorn Jazz is a county-wide community jazz ensemble that specializes in Big Band music from the 1930s and 1940s. The group has been rehearsing indoors at the elementary school throughout the winter and spring and is now requesting permission to rehearse outdoors at the Odmark Performance Pavilion in East Park on Wednesday afternoons from 12:30 p.m. to 2:30 p.m., beginning June 3rd and continuing through September.

The group does not require use of the City's lighting or sound equipment. They hope to create a welcoming atmosphere by opening their rehearsals to the public, encouraging community members and visitors to gather in the park and enjoy live music. It should be noted that they did the same thing late last summer and these lunchtime practices offered a very nice background for people in the downtown area.

In accordance with City policy, Foghorn Jazz has submitted a completed Event Planning Worksheet. As they are not requesting any City services, their use of the space is expected to be a low-impact, mutually beneficial addition to the park's programming.

On a related note, the Foghorn Jazz Band is also scheduled to participate in the upcoming Jazz Session on September 3 as part of the DDA's Live on the Lake Concert Series.

Recommendation:

Motion to approve the Foghorn Jazz Band to perform scheduled public practices at the Odmark Pavilion 12:30 p.m. to 2:30 p.m. Wednesdays through September at no cost to the City.

Attachments:

1. Foghorn Bandshell Application



Event Planning Worksheet/Schedule

Name of Event: WEEKLY OPEN REHEARSAL - FOGHORN JAZZ

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

Phone Number: 630-624-0325

Date(s): WEDNESDAY'S 12:30-2:30 (12-3) JUNE-SEPT

Time(s): _____

Location(s) ODMARK PAVILLION

Attach a sketch showing the area you wish to hold the event (i.e., location, size of area, etc.)

List of items/support needed: WOULD ONLY NEED ACCESS TO THE STANDS AND CHAIRS USED FOR CITY BAND.

- ONE POWER OUTLET FOR ELECTRIC INSTRUMENTS

Date of Event Coordination Meeting: _____

Send to liza@charlevoixmi.gov

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing for Ordinance 873: Regulation of Tours

Date: May 18, 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 it, and set a Public Hearing before adoption.

Recommendation:

Council discussion, amendment, and direction.

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

Date: May 18, 2026

Presented By: Mark Heydlauff, City Manager

Background:

As Council is aware, the PILOTs would provide tax advantages to the owners in return for obligations to only rent to tenants who are income restricted. The City Attorney is finalizing a draft agreement with the owners to stipulate the nature of improvements that would be made and the verification requirements. Failure to follow either provision would be deemed a material fault in the performance of the owner's obligations and subject them to termination of the PILOT. We are hopeful we can finalize this draft with the owners ahead of Monday and I'll forward updated drafts for Council if they become available in advance. This would allow Council to act on Monday or you can delay until June 1.

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.

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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").
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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.

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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.

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Motion by:

Seconded by:

Yeas:

Nays:

State of Michigan } §
City of Charlevoix

Sarah J. Dvoracek Clerk

Lyle Gennett Mayor

CERTIFICATION

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

Dated: XX/XX/2026

Sarah J. Dvoracek, City Clerk

Acknowledged and agreed to by:

LG CHARLEVOIX 2 LIMITED DIVIDEND

HOUSING ASSOCIATION, LLC,

a Michigan limited liability company

By: Steve Lyman

Its: Authorized Representative

Charlevoix City Council

All Other Actions and Requests

Title: Special Event Request: Latest Request from Charlevoix Marathon

Date: May 18, 2026

Presented By: Jeff Suffolk- Charlevoix Marathon

Background:

You'll recall that at your May 4 meeting you gave approval for three race events as part of the Charlevoix Marathon. We scheduled the safety pre-staging meeting for Friday, May 15. Late last week, the organizer informed me that they were exploring a route suggestion I made back in March to run the marathon to Fisherman's Island State Park. On Monday evening, they submitted a plan for this including the shift of the start/finish line to Park Avenue between Bridge and State. We reviewed this quickly on Tuesday morning and provided them feedback on the plan; we felt it was mostly in order and also suggested moving the staging of the tent, portapotties, and other operations from Bridge Park to the DeWitt Lot at no charge. This would facilitate bringing all the activities closer together and minimize pedestrian movements across the highway unnecessarily. I requested a schematic for the set-up on Park Avenue Tuesday afternoon. Staff continued to review the plan and shared it with the Sheriff and Charlevoix Township.

We just received a plan for Park Avenue though they are requesting to keep some activities in Bridge Park and other for the start/finish area but we have, as you can see in the list of stipulations that outdoor dining by restaurants on Park Avenue not be affected. We are also continuing to review how to direct traffic on Park Avenue up to Lake Street to ensure proper separation between vehicles and runners; previously traffic was fully prohibited from the start line, up Michigan Avenue, to Division.

I'm sure the organizers can answer the remaining questions you may have on Monday.

Separately, Sheriff Vondra has advised that he has been told by marathon organizers that they are moving the event to Boyne City—as recently as this morning (May 14). We are also still working through the final charge for services since arrangements have changed day-by-day in the past week.

Recommendation:

Council discussion and direction.

Attachments:

1. Cvx Marathon Required Updates 5-12-26
2. Park Avenue Plan
3. 2026 Charlevoix Marathon Council Packet — FINAL (2)_Redacted

Please update the Marathon South Plan Map and operational plan with the following revisions and provide updated documentation for review:

1. **Start/Finish Area – Park Avenue West of State Street**

We need a schematic of the start/finish setup on Park Avenue that does not utilize the sidewalks for any race-related activity, including spectators. The plan must also account for:

- Adequate runner runout space after crossing the finish line and not extending into Bridge Street
- Proper staging areas for race starts
- Maintaining pedestrian and business access and safety
- You must plan for your finish line and spectators to fit within the curb to curb space on Park Avenue from the alley to Bridge Street. You **MAY NOT** plan to encroach on the outdoor dining spaces provided by private businesses nor should spectators believe they are entitled to these spaces without being normal customers of the establishments.

2. **Relocation of Activities from Bridge Park**

All activity currently planned for Bridge Park shall be relocated to the DeWitt parking lot off Park Avenue. This includes:

- Merchandise tent
- Packet pickup
- Portable restrooms
- Trash cans
- Dumpsters

3. **Race Marshals / Course Control**

Assign race marshals at the following intersections to ensure runners remain on the designated path along the north side of Park Avenue:

- Grant Street and Park Avenue
- Clinton Street and Park Avenue
- Mason Street and Park Avenue
- Sherman Street and Park Avenue
- Antrim Street and Park Avenue
- Lake Street and Park Avenue

4. **Coordination Beyond Lake Street- immediately**

Please provide a traffic control and operational plan, along with confirmation of agreement and coordination with Charlevoix Township and the Charlevoix County Sheriff's Office for the race route extending past Park Avenue and Lake Street, as the walking path ends at Antrim Street.

5. **Notifications to Affected Businesses and Residents- as soon as plan is approved**

The following businesses, agencies, and residents will need to be notified due to route impacts and traffic disruptions:

- Smoke on the Water
- Margarita's
- Berkshire Hathaway
- Businesses and properties backing up to the alley behind Berkshire Hathaway through Van Pelt Alley
- DNR Fisheries Station
- Palmer Street residents
- All Park Avenue residents through Boulder Park residents

6. **EMS / Hospital Coordination-immediately**

Notification and coordination must also occur with:

- Munson Healthcare Charlevoix Hospital
- Lake Charlevoix EMS

As the race route affects access routes to the hospital, coordination is critical.

7. **Traffic Control Measures**

City staff recommends the following to City Council:

- Type III barricades at Park Avenue and US-31/Bridge Street
- Block Right hand Turn Lane on SB Bridge at Park
- Van Pelt Alley by the Cantina
- Van Pelt Alley at the driveways to the DeWitt lot
- Northbound State Street at Park Avenue
- Westbound Park Avenue at State Street
- Cones along the north side of Park Avenue to Grant Street unless runners will be placed on the sidewalk going out and back after State Street
- No parking on Park Avenue from Grant Street to State Street

Law Enforcement staffing and placement

- 2 at Park and Bridge start and Finish
- Crossing at South Side of Bridge
- Crossing at Van Pelt and Bridge
- 1 at State and Park
- 1 Grant and Park Avenue

8. **Correction to Plan Documentation**

Please correct the spelling of Siena Wenz's name throughout the plan documentation. She is currently listed incorrectly as "Sienna Wentz." Additionally, Siena Wenz continues to be identified as Emergency Manager, Start/Finish Captain, and as a submitter of the operational plan alongside you; this is not accurate and was not accurate in the plan you submitted two weeks ago.

9. **Pre-Meeting Revisions**

If this is how the race is going to proceed, the following changes need to be made to the pre-meeting participant list:

- Add Michigan DNR Park Representative

- Remove Emmet County officials
- Remove Little Traverse Wheelway representatives

109

107

Hoffman Park



Smoke On the Water Breakfast

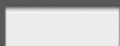
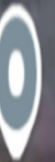


Park Ave

Park Ave

Park Ave

Berkshire Hathaway HomeServices...



= Barricade



= Medical Tent



= Water Tent



= Traffic Cone



= Finish Line



= Comms Tent



= Medal Tent



= Timing Tent

CHARLEVOIX MARATHON 20TH ANNIVERSARY

CITY OF CHARLEVOIX COUNCIL PACKET — 2026

Event Date: Saturday, June 20, 2026

Location: Bridge Park, Bridge Street, Park Avenue Start/Finish Line, and various City and County streets

Distances: 26.2 Marathon, 13.1 Half Marathon, 6.2 (10K), and 3.1 (5K)

Race Director: Ron Suffolk — [REDACTED]

Submitted by: Jeff Suffolk, Charlevoix Marathon Organization

For: City of Charlevoix Council, Fisherman's Island State Park, Chief Jill McDonnell, City Manager Mark Heydlauff

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18. Parking & Dedicated Space
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1. EXECUTIVE SUMMARY & 2026 CHANGES

What is being requested

City Council approval of the 2026 Charlevoix Marathon, including the **26.2 Marathon, Half Marathon (13.1), 10K (6.2), and 5K (3.1)** distances.

What's new for the 20th Anniversary

The full **26.2 Marathon distance is restored** for the 20th Anniversary. The new marathon course heads **south from the Park Avenue start/finish line toward Fisherman's Island State Park** and returns to downtown Charlevoix. This southern route eliminates the previously contemplated boardwalk-bypass detour and any US-31 highway shoulder running, while delivering the full Boston-qualifying 26.2 distance.

- **Start/Finish:** Park Avenue and US-31 in downtown Charlevoix, directly across from registration at Bridge Park
- **Marathon route:** South on Park Avenue toward Fisherman's Island State Park, looping back to the Park Avenue / US-31 start-finish
- **Marathon start time:** 6:00 AM (30 minutes before Half Marathon)

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. Restoring the 26.2 marathon for the 20th Anniversary preserves Boston Marathon qualifying status, reinforces Charlevoix's national tourism positioning, and re-engages the highest-economic-impact registrant cohort (traveling marathon runners with longer lengths of stay).

2. HISTORY

The Charlevoix Marathon was created in 2005 by the Suffolk family, residents at 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 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
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 shoulder season 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
- 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 non-alcohol major event on the City's calendar — focus on health and wellness

Takeaway

- 400% increase in occupancy compared to pre-event baseline
- 2x 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
Start / Finish	103 Park Avenue, downtown Charlevoix (directly across from registration at Bridge Park)
Location	Bridge Park, Bridge Street, Park Avenue, City/County streets, Fisherman's Island State Park access roads
Distances	Marathon (26.2), Half Marathon (13.1), 10K (6.2), 5K (3.1)
Total estimated participation	~2,500 runners + ~7,000 visiting spectators
Marathon Start	6:00 AM
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

4.1 Marathon Course (26.2) — New for 2026

The 26.2 marathon begins at the **Park Avenue / US-31 start line in downtown Charlevoix, directly across from registration at Bridge Park**. Runners head **south on Park Avenue toward Fisherman's Island State Park**, with the southern leg routing through Fisherman's Island State Park access roads and returning north along the planned course back to the Park Avenue finish line. Utilizing trails starting at Grant and Park Ave.

- **Start time:** 6:00 AM (first wave on course; reduces traffic conflicts and aligns marathon finishers with the existing 1:00 PM street reopening)
- **Boston Marathon qualifying:** Yes — restored
- **No US-31 highway shoulder running**
- **No boardwalk-bypass detour required**

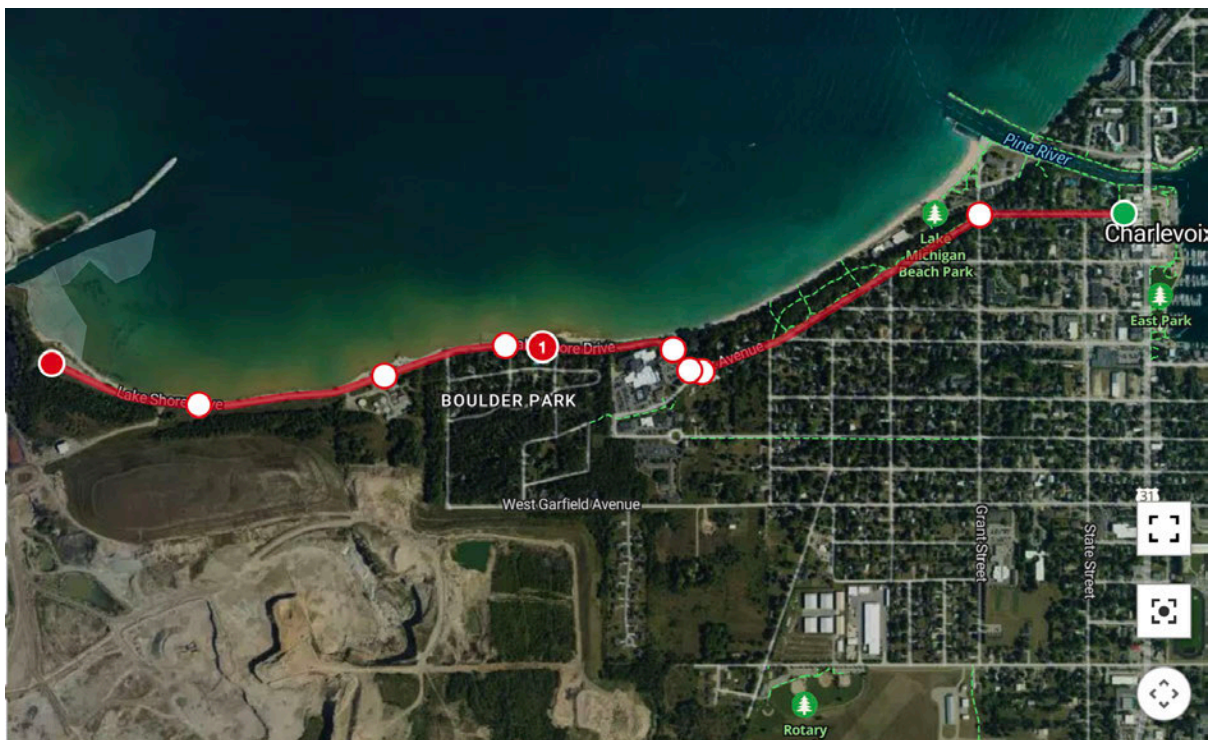
A coordination letter has been sent to Fisherman's Island State Park requesting access and routing approval. Final park-side route details to be confirmed at the Pre-Race Coordination Meeting (§14).

4.2 Marathon and Half Marathon Route Map

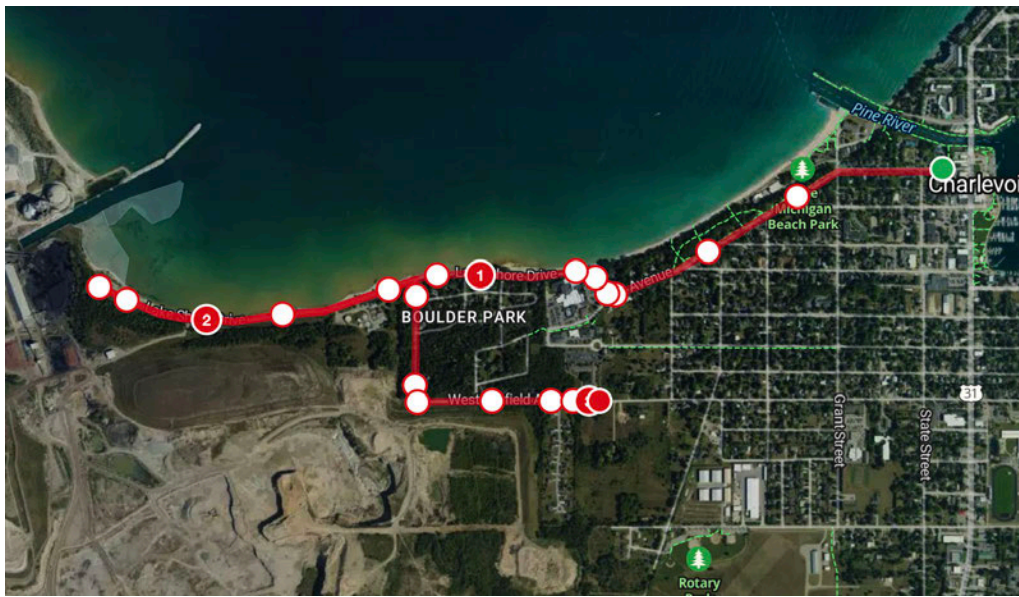
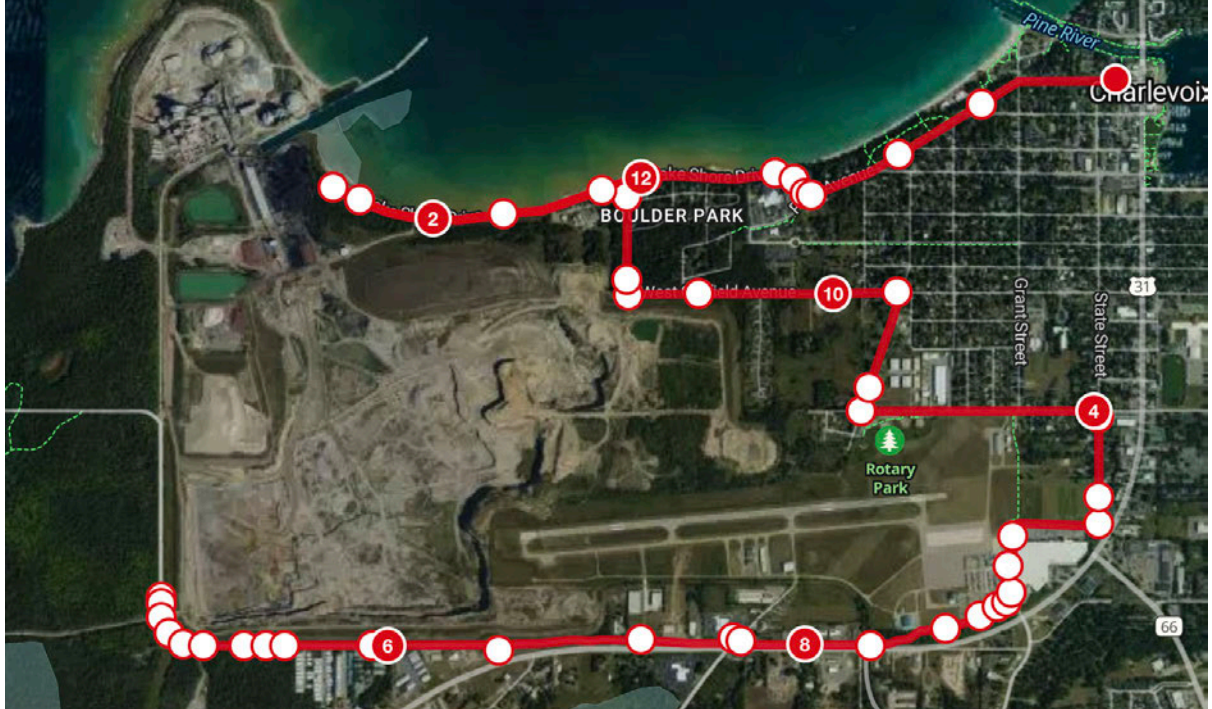


Marathon course starts and ends at 103 Park Avenue. Start Line is built Saturday morning at 3:45 am and down by 1 pm June 20. Runners will stay on Park until the Grant intersection and then utilize the trail.

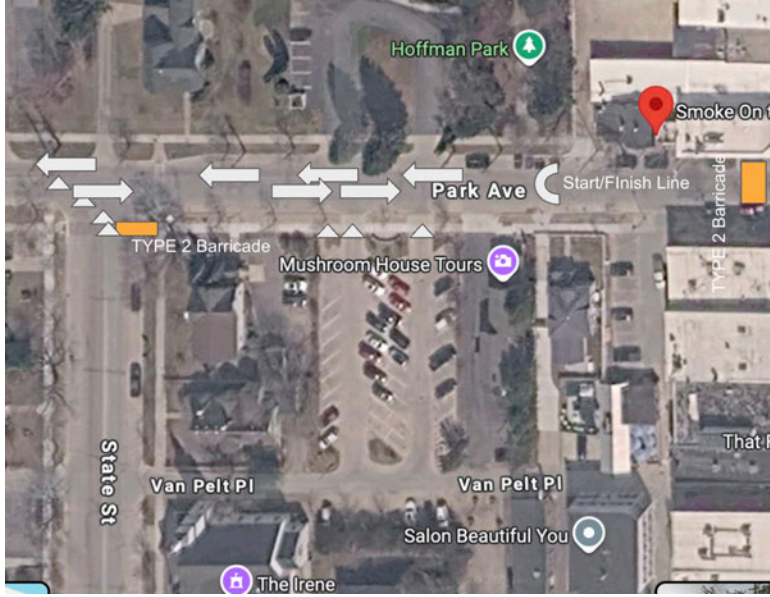
5k Course



Half Marathon Course



10km Course



- Park Avenue Finish Line Flow

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	Ron Suffolk	Race 1	[REDACTED]
Medical Director	Meghan Powell	Medical 1	[TBD]
Course Marshal Lead	Marty Gaut	Course 1	[TBD]
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)
- Sheriff's Office (Chuck Vondra)
- Lake Charlevoix EMS Director
- Charlevoix Township Fire Chief (Dan Thorpe)
- Race Director (Ron Suffolk)
- Emergency Manager (Jeff Suffolk) Finish Line

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, 231-547-4461)
- **Fisherman's Island State Park** (marathon course coordination)
- 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	██████████
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 (advanced from prior years to accommodate 6:00 AM marathon start)

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
- Mitchell Bus Company on standby for mass evacuation
- Marathon runners on southern leg tracked via aid stations on Fisherman's Island route

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
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 (5:30 AM – 1:00 PM)

- 3 EMTs / First Responders — mobile, roving the course on EMS-approved medical carts
- 1 Ambulance (ALS) — staged at Finish Line (Park Avenue / US-31)
- 1 Ambulance (ALS) — roving the marathon southern leg toward Fisherman's Island State Park
- Aid Stations — every 1.5 miles on Half Marathon course; additional southern-leg aid stations on Marathon course
- **Medical staging timing: EMS on site no later than 5:30 AM — 30 minutes prior to first race start at 6:00 AM** (advanced from prior years per Chief McDonnell directive to align with new marathon start time)

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

7.4 Bus Service for Mass Transport

Mitchell Bus Company on standby for mass deployment in the event of weather suspension or course evacuation requiring transport of multiple runners back to the Start/Finish area, including the southern marathon leg.

8. AID STATION ROSTER

#	Mile	Location	Organization	Captain	Phone
Start	0.0	Start Line — Park Ave /	Registration Volunteers	Sienna Wentz	██████████
M1	2.5	5k Turn Around - Lake Shore Drive	Charlevoix Marathon Volunteers	[TBD]	[TBD]
M2	6.0	Fisherman's Island State Park Access	Charlevoix Marathon Volunteers	[TBD]	[TBD]
M3	9.0	Fisherman's Island Turnaround	Charlevoix Marathon Volunteers	[TBD]	[TBD]
M4	12.0	Southern Leg Return	Charlevoix Marathon Volunteers	[TBD]	[TBD]
1	1.56		Knights of Columbus	Don Jasurda	██████████
2	3.1		CVX Township Fire / CVX Track Team	Dan Thorpe / John Boss	██████████ ██████████
3	4.2		EJ Girls BB Team & CVX	Irene Ferguson / John Boss	██████████ /
4	5.5		ZONTA	[TBD]	[TBD]
5	7.0		CVX Track	John Boss	██████████

#	Mile	Location	Organization	Captain	Phone
6	8.5		Relay for Life	[TBD]	[TBD]
7	10.5		CVX Track	John Boss	[REDACTED]
8	12.0		ZONTA	[TBD]	[TBD]
Finish	26.2 / 13.1	Park Avenue & US-31	Race Operations /	Meghan Powell	[TBD]

Marathon southern-leg aid stations (M1–M4) and captain assignments for Stations 4, 6, 8, and Finish to be finalized at the Pre-Race Coordination Meeting.

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. An additional southern-leg shelter coordination is pending with Fisherman's Island State Park.

#	Facility	Address	Contact	Phone	Status
1	Harbor Industries				Confirmed open for race
2	Jim Rhiels Friendly Ford				Confirmed open for race
3	Challenge Fitness (TBD)				
4	Landscape				

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 confirmed shelters based on their location on course
- Marathon runners on the southern leg directed to Fisherman's Island State Park facilities or transported north by Mitchell Bus Company
- 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.

The 6:00 AM marathon start time was selected specifically to ensure marathon runners — the longest-distance participants — can complete the full 26.2 within the 2:00 PM hard deadline.

10.1 Course Clearance Plan

Time	Action
11:30 AM	Course sweep vehicles deploy starting at Mile 26.2 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

- **Park Avenue** — Starting at 103 Park Ave to State Street - Saturday Morning 3:45 AM
- **No other City of Charlevoix street closures**
- Marathon southern leg uses Park Avenue and county/state-park access roads; coordinated with Fisherman's Island State Park, Charlevoix County Sheriff, and MDOT as applicable

11.2 Full Wave-Start Closures (Park Ave / US-31, ~5 minutes each)

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

11.3 Finish Line Barrier Plan (Park Avenue & US-31)

- Start/Finish chute located at 103 Park Avenue & US-31, directly across from registration at Bridge Park
- North Side/West Bound Lane closed until State Street
- Barricade line: hard and soft scape State until HWY 31
- 300 linear feet of hard fencing recommended — no gaps permitted

11.4 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 confirmed shelters (§9)
6. **Marathon southern-leg runners** directed to Fisherman's Island State Park facilities or evacuated by Mitchell Bus Company north to downtown Charlevoix
7. **Social media + website post** by Communications Lead
8. **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

- Channel 3 — primary race radio frequency
- All aid stations, course marshals, EMS, sweep vehicles, southern-leg marathon support, and Race [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 [REDACTED]
- Race HQ → Fisherman's Island State Park duty officer
- 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]
- **Fisherman's Island State Park — Duty officer / park representative**
- 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 — Marathon (26.2), Half, 10K, 5K maps
2. Marathon southern-leg coordination — Fisherman's Island State Park access and routing

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

15. CITY SERVICE REQUESTS

15.1 DPW

Item	Quantity / Detail
Candlestick barriers	0
Lane closure signs	1
Type II barricades	At State and Park Ave
"Lane Closed Ahead" sign	On State
"Road Closed to Through Traffic" sign	On State and Clinton
Tall stanchion cones	0
Water barrels	22 (delivered Tuesday)
Sweeping	Park Ave, Friday

15.2 Electric

- Power extension cord at 103 Park Ave
- 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	4:30 AM – 12:00 PM
1 Officer at 111 Bridge for crosswalk control	5:30 AM – 12:00 PM
1 Officer at Park Ave / US-31 marathon start	5:30 AM – 7:30 AM

Detail	Time
Notify residents along Park Ave through Boulder Park	Pre-event
NA	Wednesday AM
Block Park Friday night from State Street	Friday Night 10 PM
Place signs Park and Clinton	Saturday early AM
Spectator control on at Park and 31	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

- N/A

15.7 Trailer Restriction (per Chief McDonnell)

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	AM	DPW: Cones for parking spots (Bridge St / Park Ave); 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	NA	

Date	Time	Activity
Thursday, June 18	—	DPW: Place traffic cones on
Friday, June 19	Early AM	DPW: Sweep Park Ave; place class II barricades at State and
Friday, June 19	10:00 AM – 8:00 PM	Registration opens
Friday, June 19	PM	Marathon course markings placed on southern leg to Fisherman's Island State Park
Saturday, June 20	4:00 AM	Park Ave Start Line Closure
Saturday, June 20	4:30 AM	Bridge Park building access for restroom cleaning
Saturday, June 20	5:00 AM – 5:45 AM	Race-day registration
Saturday, June 20	5:30 AM	EMS on site (30 minutes prior to first race start)
Saturday, June 20	6:00 AM	Marathon start (Park Ave /
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; Park Ave reopened; trailer returns for tear-down
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 Park Ave
- **Friday:** Sweep Michigan Ave; place class II barricades at State and Park; place 35 tall stanchion cones "Road Closed to Through Traffic" sign at State and Park
- **Signs:** "RIGHT LANE CLOSED AHEAD" on State and Clinton; Type II barricades at Burns/ Division and Crouse/Michigan

17.2 Electric

- Electric drop at Park and 31
- Turn on lights so cords have power

17.3 Fire / Ambulance

- Three ambulances staged
- One rig kept south of bridge for 911 calls
- One ambulance roving the marathon southern leg toward Fisherman's Island State Park
- Man the EMS-approved medical cart unit
- **EMS on site no later than 5:30 AM (30 minutes before first race start at 6:00 AM, per Chief McDonnell directive)**

17.4 Marina

- Use of Marina showers for runners

17.5 Police

- Notify residents along Park Ave to Boulder Park pre-event
- Wednesday AM: Block 6 Bridge St spots, 4 Bridge Park Dr spots
- Thursday PM: Block North Side Park Ave at State
- Saturday early AM: Place signs at State and Park
- 1 Officer at Finish Line crosswalk (4:30 AM – 12:00 PM)
- 1 Officer at 111 Bridge crosswalk (5:30 AM – 12:00 PM)
- 1 Officer at Park Ave / US-31 marathon start (5:30 AM – 7:30 AM)

17.6 Charlevoix Township

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

17.7 Fisherman's Island State Park (Marathon Southern Leg)

- Confirm marathon access and routing through park access roads
- Designate park-side duty officer for race-day coordination
- Confirm shelter availability for southern-leg evacuation contingency

17.8 City Liaison

Liz Bachmann — 231-547-3273 (questions and coordination)

18. PARKING & DEDICATED SPACE

18.1 Bridge Park

- Reserved June 17, 18, 19, and 20th
- 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

18.5 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
- Charity arm has raised over \$210,000
- 20,000+ items of clothing donated
- Non-alcohol event, focused on health and wellness

20. POST EVENT

Post event recap meeting TBD July 2026

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

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]
Fisherman's Island State Park	[TBD]	[TBD]
McLaren Northern Michigan ER	—	[REDACTED]
Charlevoix Hospital	—	911
NWS Gaylord	—	[REDACTED]
Poison Control	—	[REDACTED]
Mitchell Bus Company (mass transport standby)	—	[TBD]
City Liaison	Liz Bachmann	231-547-3273

Submitted by: Jeff Suffolk, Charlevoix Marathon Organization

[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: Extension to Boat Dockage Lease with Whitecap Charters

Date: May 18, 2026

Presented By: Mark Heydlauff, City Manager

Background:

In May 2024, the City entered into a two-year agreement with Whitecap Charter for the lease of a commercial dockage slip at the City Marina. During the review of a requested addendum to include an optional parking space, Recreation Director Knorr identified that the City Recreation Department had not issued a new RFP for this slip as required. Staff had mistakenly believed the agreement remained valid through the 2026 season.

Due to the timing in the current season, staff recommends granting a one-year addendum to extend the existing agreement through the end of the 2026 season. The proposed addendum also includes the requested parking provision for 2026.

This extension will align the expiration of both commercial slip agreements, allowing the City to issue a new RFP for both slips simultaneously at the conclusion of the 2026 season.

Recommendation:

Motion directing the City Manager to sign an addendum for a one-year extension of the Whitecap Charter Lease of Dockage, including designated parking for the 2026 season.

Attachments:

1. Whitecap charter ADDENDUM TO BOAT DOCKAGE LEASE

ADDENDUM TO BOAT DOCKAGE LEASE

This Addendum (“Addendum”) between the **City of Charlevoix** (“CITY”) and **Whitecap Charters** (“Lessee”) modifies and extends the **Boat Dockage Lease** originally executed by the parties, with a commencement date of **May 13, 2024**, and termination date of **October 19, 2025**. All terms of the original Lease remain in full force and effect unless specifically amended herein.

1. Extension of Lease Term

The Lease Term is hereby extended through **October 16, 2026**. All seasonal use requirements, reporting deadlines, operational standards, and compliance obligations outlined in the original Lease continue unchanged.

2. Rent

The annual dockage rent shall **remain unchanged** from the amount stated in the original Lease: **\$4,960.00** (calculated at \$150 per vessel foot), payable in two equal installments as originally required. The first dockage rent installment of \$2,480.50 shall be made by July 15, 2026, with the second annual payment of \$2,480 due by August 1, 2026.

3. Designated Parking Space for Commercial Operations

The CITY shall provide **one (1) dedicated parking space** for the Lessee for use exclusively during **active commercial charter operations**. The fee for the dedicated parking space shall be **\$1,500 per season** and includes the following requirements:

- The City shall allocate one parking space per commercial slip lease held by the Lessee.
- The Lessee shall register vehicles used by the business or its employees who will be using the space with the Charlevoix Police Department. The Lessee retains the right to change the registered vehicle up to two times during a given season (May-September).
- The Lessee shall use the space for bona fide business purposes related to the maintenance, stocking, chartering, or safety actions of the vessel whether the vessel is docked in the marina or not.
- The Lessee shall make payments for the parking space in equal installments of five hundred dollars (\$500) due to the City by July 1, August 1, and September 1 of the year.

This Addendum becomes effective upon execution by both parties and shall be appended to and incorporated into the original Boat Dockage Lease.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date first written above.

CITY OF CHARLEVOIX

By: _____

Mark L. Heydlauff, City Manager

Date: _____

WHITECAP CHARTERS

By: _____

Michael "Kent" Seymour

Date: _____

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: May 18, 2026

Presented By: Lyle Gennett
Mayor

Background:

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

1. Kirby Dipert to the Compensation Commission for a term ending December 31, 2029.
2. Jess Nagel to the Downtown Development Authority Board for a term ending April 30, 2030.

Recommendation:

Motion to confirm the Mayor's appointments as presented.

Attachments:

1. Dipert-Compensation Commission and ZBA Alternate
2. Nagel-DDA Board



CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

- Board of Review
Compensation Commission
DDA Board
Historic District Commission
Housing Commission
Planning Commission
Recreation Advisory Committee
Shade Tree & Park Commission
Zoning Board of Appeals
Farmers Market Advisory Committee
OTHER
NO PREFERENCE

PLEASE PRINT

NAME: Kirby Dipert
ADDRESS: 216 W. Hurlbut St
HOME PHONE: 231-547-7007 CELL PHONE: 231-330-5359
EMAIL: ragmerchant@charlevoix.net
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 6 YRS

EDUCATIONAL BACKGROUND: Associates plus more

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Retired farmer Business owner

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Rotary Club spent 18 yrs on DDA

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: Yes DDA

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN: NO

REASON(S) YOU WISH TO SERVE: community involvement

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE?

SIGNATURE: [Signature] DATE: 4/22/26

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 - EMAIL clerk@charlevoixmi.gov

Online Form Submittal: Volunteer Boards and Committees Application

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

Date Mon 4/27/2026 8:26 AM

To Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	DDA Board
Name	Jessica Nagel
Email Address	jbirdprovisions@gmail.com
Address	6921 Forest Hill Dr
Home Phone	<i>Field not completed.</i>
Cell Phone	2316760048
Are you a registered voter in the City?	No
How long have you lived in the City?	<i>Field not completed.</i>
Educational Background	College Degree
Professional Qualifications and / or Work Experience	Owner - J.bird Provisions
Community Activities and / or Other Experience	Local Business Owner
Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	<i>Field not completed.</i>

Do you foresee any potential conflicts of interest while executing the duties of this position?	Yes
If yes, please explain.	109 Bridge Park Drive Lessee
Reason(s) You Wish to Serve	I enjoyed being a part of the DDA for the last year and would like to continue to serve on the committee
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Jessica Nagel
Date	4/27/2026

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

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Charlevoix City Council

All Other Actions and Requests

Title: Council Appointment

Date: May 18, 2026

Presented By: Janet Kalbfell-1st Ward Council Member

Background:

Council Member Kalbfell requested consideration of Kirby Dipert for appointment to the Zoning Board of Appeals as an alternate member.

Recommendation:

Motion to appoint XXX to the Zoning Board of Appeals as an Alternate Member for a term to expire on December 31, 2028.

Attachments:

1. Dipert-Comp Com & ZBA Alternate



CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

- Board of Review
Compensation Commission
DDA Board
Historic District Commission
Housing Commission
Planning Commission
Recreation Advisory Committee
Shade Tree & Park Commission
Zoning Board of Appeals
Farmers Market Advisory Committee
OTHER
NO PREFERENCE

PLEASE PRINT

NAME: Kirby Dipert
ADDRESS: 216 W. Hurlbut St
HOME PHONE: 231-547-7007 CELL PHONE: 231-330-5359
EMAIL: ragmerchant@charlevoix.net
ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 6 yrs

EDUCATIONAL BACKGROUND: Associates plus more

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Retired farmer Business owner

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Rotary Club spent 18 yrs on DDA

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: Yes DDA

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN: NO

REASON(S) YOU WISH TO SERVE: community involvement

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE?

SIGNATURE: [Handwritten Signature] DATE: 4/22/26

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 - EMAIL clerk@charlevoixmi.gov

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: May 18, 2026

Presented By:

Background:

A. Miss Dig Markings and Flags

it's not uncommon to see the flags and paint markings for miss digs around town but we are seeing a concentration of them now as both Surf Internet begins their installation in the valley and MDOT's contractors are doing soil boring and tests downtown. It is likely this will continue throughout the community during the rest of this year—especially for Surf installations.

B. Airport Layout Plan Update

We are moving forward with the kickoff for the Airport Layout Plan Update in early June. As noted in your work session, this will take months if not years but we are underway and I'll keep Council advised on updates.

Recommendation:

Attachments:

1. Planning Commission Meeting Minutes 03/09/2026

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, March 9, 2026 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

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

C. Inquiry into Potential Conflicts of Interest

None.

D. Approval of Agenda

Member Radke stated she would like to discuss the new MDOT map of the proposed changes downtown. Commission agreed to discuss the map under Commissioner Comments.

Motion by Member Beatty, seconded by Member Radke to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Meeting Minutes from 02/09/2026

Motion by Member Radke, seconded by Member Jones to approve the minutes of February 9, 2026 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

None.

G. New Business

1. Preliminary Site Plan Review of 605 Sheridan Ave

Director Scheel stated John Kurtz was working on a proposed development for 22 homes that would be on Sheridan and Garfield on property both in the City (8 homes) and Charlevoix Township (14 homes). Mr. Scheel stated that this was not an official application at this point, but Members could discuss and ask questions about the proposal.

John Kurtz, Developer, summarized the concept to provide housing for people living and working in Charlevoix with restrictions to include income limits and employment in Charlevoix or Emmet Counties. In order for this to work, they would have to have a follow-up program to make sure that the people living in the development are still employed in Charlevoix or Emmet County. Mr. Kurtz stated that Housing North will administer the program. Mr. Kurtz read the proposal regarding the Brownfield issues and tax increment financing. The project's name is

Sheridan Street Development including condos except for the duplex lots (5 duplex units & 12 single family units) with the first duplex being built in September and these will be rental units.

Mr. Kurtz and Director Scheel responded to questions from the Commission Members. Sherm Chamberlain stated that all lots do comply with the R-2 zoning as far as setbacks are concerned and further explained the details of the layout of the units.

H. Old Business

1. Data Center Zoning Ordinance Regulation

Director Scheel presented an updated list outlining potential criteria and regulations for data centers within the City. The list addressed facility size, zoning standards, appropriate locations, infrastructure impacts, water usage limits, cooling methods, and potential effects on nearby properties. Mr. Scheel reviewed each item as part of a discussion on a future ordinance and noted that data centers should be located in industrial areas under a special use permit rather than permitted by right.

Director Scheel recommended a maximum facility size of 10 MW and stated that existing industrial standards would generally apply. However, he suggested reviewing rear setback requirements and lot coverage allowances for industrial uses. He continued to provide detailed explanations of each proposed development standard.

Chair Muladore referenced property on Waller Road that may have wet conditions but is not officially designated as a wetland. Member Radke commented that after re-reading the University of Michigan Report, she had significant concerns based on statewide trends and previous cases. She noted that even smaller sites can pose substantial risks, particularly related to the use of community resources.

2. 153-185 Off-Street Parking, Loading, Access and Circulation Zoning Ordinance changes

Director Scheel stated he made the changes from the previous meeting and will bring the proposed ordinance back to the next meeting for consideration.

I. Staff Updates

1. Zoning Administrator Report.

Director Scheel stated that next month's meeting will be a dual meeting of the City Council and the Planning Commission. Topics to discuss will include: the City's Master Plan; and Neighborhood Design Guidelines (not an enforceable document, recommendation only) and the joint meeting would be a perfect time to ask the Council how much of, if any, do they want this regulated. Chair Muladore stated that in order to prepare for the joint meeting the Members needed to take a look at the Master Plan especially the goals. Director Scheel stated that the Future Land Use Map would be an issue regarding the Commercial Mixed Use designation in the southeast area of the City.

Discussion followed regarding the MDOT meeting and planned traffic enhancements in Charlevoix.

J. Requests For Next Month's Agenda, Commissioner Comments or Research Items

Director Scheel stated next on his list was downtown issues like height and density and the

Commission agreed that should be a discussion item at the May meeting.

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

Chair Muladore adjourned the meeting at 7:57 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: May 18, 2026

Presented By:

Background:

Recommendation:

Attachments:

None