

City of Charlevoix
City Council Regular Meeting Minutes
Monday, April 17, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

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

2. Roll Call

Mayor: Lyle Gennett

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

Members Absent: Mark Knapp

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation for National Arbor Day and Earth Day

Mayor Gennett read a Proclamation for National Arbor Day and Earth Day.

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 Cole to approve the consent agenda as presented.

Yeas: Parr, Spring, Cole, Kalbfell, Hagen

Nays: None

Absent: Knapp

Motion carried.

A. City Council Meeting Minutes - April 3, 2023

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
04/14/2023	Payroll Transmittal Checks	\$5,617.27
04/14/2023	Payroll (net pay)	\$110,530.30
04/18/2023	Regular Accounts Payable	\$163,482.64
04/03/2023-04/14/2023	ACH/WIRE Payments	\$141,031.92
Grand Total		\$420,662.13

To view the entire accounts payable and payroll check registers, [please Click here.](#)

C. Trout Tournament East Park/Boat Launch Request

Motion to approve the Trout Tournament Event in East Park with approval of Resolution 2023-04-01 waiving launch fees for participants on the requested days.

CITY OF CHARLEVOIX

RESOLUTION NO. 2023-04-01

WAIVE LAUNCH FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 9-11, 2023; and

WHEREAS, the Lake Charlevoix Area Trout Tournament is requesting that boat launch fees be waived for the tournament and the June 8 practice fishing day; and

WHEREAS, Title VII, Chapter 71, Section 71.04 of the City Code permits City Council to waive boat launch fees for special or public events.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby waives launch fees for the Lake Charlevoix Area Trout Tournament from June 8 to June 11, 2023.

RESOLVED this 17th day of April, 2023 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Parr, Spring, Cole, Kalbfell, Hagen

Nays: None

Absent: Knapp

Motion carried.

D. Rates and Fees for 2023-24

Motion to approve the revised 2023-24 Rates and Fees Schedule for the City of Charlevoix with modifications to Airport, Planning and Zoning, and Sewer Rates as listed above.

E. Pavement Marking Proposal from Advanced Pavement Markings for \$25,107.41

Motion to approve the 2023 pavement marking proposal from Advanced Pavement Markings as presented in the amount of \$25,107.41.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Arbor Day Poster Contest

City Manager Heydlauff stated that in order for the City to be named a Tree City, the City is required to create public awareness around the care and maintenance of trees in the community. Liz Anderson, Public Works Assistant, came up with the idea of a coloring contest for the local third graders in the City. Third graders will be tasked with creating a poster with the theme of Trees are Terrific in Charlevoix.

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

Motion by Spring, seconded by Kalbfell to approve the Arbor Day Poster Contest.

Yeas: Parr, Spring, Cole, Kalbfell, Hagen

Nays: None

Absent: Knapp

Motion carried.

B. Michigan Beach Park Pedestrian Trail Project Bid Update

Mark Heydlauff, City Manager

City Manager Heydlauff stated that staff spoke with the contractor and negotiated a better time frame for the City. After discussing the project with the contractor, it was also discovered that the contractor could modify their bid and save the City money. If approved, the project would begin in August and end in October. City Manager Heydlauff answered questions from Council.

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

Motion by Hagen, seconded by Kalbfell to approve the updated proposal from Tri-County Excavating and direction for the City Manager to sign all construction agreements upon final approval from DNR.

Yeas: Parr, Spring, Cole, Kalbfell, Hagen

Nays: None

Absent: Knapp

Motion carried.

C. Mayoral Appointments

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

Motion by Parr, seconded by Spring to appoint Toni Felter and Shelley Boehmer to the Planning Commission with terms expiring April 2026.

Yeas: Parr, Spring, Cole, Kalbfell, Hagen

Nays: None

Absent: Knapp

Motion carried.

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

Motion by Kalbfell, seconded by Cole to appoint Danielle Scheller, Sam Bingham, Paul Silva to the Downtown Development Authority Board of Directors with terms expiring April 2027.

Yeas: Parr, Spring, Cole, Kalbfell, Hagen

Nays: None

Absent: Knapp

Motion carried.

D. Council Appointments

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

Motion by Kalbfell, seconded by Hagen to appoint Patricia Miller to the Zoning Board of Appeals for a term to expire December of 2025.

Yeas: Parr, Spring, Cole, Kalbfell, Hagen

Nays: None

Absent: Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

- Anne Marie Conway provided Council with many updates on the County Commission's projects

B. City Manager's Comments

- Kent Knorr, Recreation Director, will provide Council with a winter report at the next Council meeting
- Provided updates on all of the current and upcoming infrastructure projects
- Appreciated Council attending the MPPA presentation at their work session

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:32 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor