

City of Charlevoix
City Council Regular Meeting Minutes
Monday, May 15, 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: Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Shane Cole

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Introduction: Brian Ewalt, Airport Manager

Brian Ewalt, Airport Manager, introduced himself and provided a brief history of his work experience. Mr. Ewalt provided Council with an update about the Airport's current operations and projects.

B. Introduction of New Police Officers

Jill McDonnell, Chief of Police

Jill McDonnell, Chief of Police, introduced Brian Christian as the new police officer to the department. Chief McDonnell provided a brief history of Officer Christian's work experience.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

Yeas: Spring, Hagen, Knapp, Kalbfell, Parr

Nays: None

Absent: Cole

Motion carried.

A. City Council Meeting Minutes - May 1, 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
05/12/2023	Payroll Transmittal Checks	\$6,408.67

05/12/2023	Payroll (net pay)	\$111,058.30
05/16/2023	Regular Accounts Payable	\$301,006.28
05/01/2023-05/12/2023	ACH/WIRE Payments	\$138,573.34
Grand Total		\$557,046.59
To view the entire accounts payable and payroll check registers, please Click here.		

C. Boyne Thunder

Motion to approve the use of Bridge Park on July 8, 2023 for Boyne Thunder.

D. Revised MERS HCSP Participation Agreement - Jill McDonnell

Motion to approve the revised MERS Health Care Savings Program Participation Agreement for the Position of Chief of Police per the request of Jill McDonnell.

E. L-4029 Tax Rate Request Forms and Millage Collection Procedure Verification

Motion to approve the City of Charlevoix and Charlevoix DDA L-4029 Tax Rate Request Forms for 2023.

Motion to approve the Millage Collection Procedure Verification Form for 2023 and to be signed by the City Clerk.

F. Annual Bridge Park Lift Station Cleaning by GFL: estimated \$19,000

Motion to approve the time and material estimate from GFL for cleaning and annual maintenance at the Bridge Park Lift Station.

G. Accept Planning Commission Annual Report

Motion to accept the Planning Commission annual report as presented.

H. Resolution 2023-05-02: MDOT Contract for Airport AWOS

Motion by Parr, seconded by Spring to approve Resolution 2023-05-02 and authorize the City Manager to execute the contract and all relevant documents.

CITY OF CHARLEVOIX

RESOLUTION NO. 2023-05-02

EXECUTION OF MDOT CONTRACT NO. 2023-0312

WEATHER OBSERVATION SYSTEM AND DATA DISSEMINATION SYSTEM

WHEREAS, the Charlevoix Municipal Airport operates and maintains a Weather Observation and Data Dissemination System; and

WHEREAS, the system is made up of three components (a) the Weather Briefing System, (b) Automated Weather Observation System (AWOS), and (c) a system to collect the AWOS data for national dissemination (Data Collection System); and

WHEREAS, the continued operation and maintenance of the Weather Observation and Data Dissemination system is required by the Federal Aviation Agency (FAA) and the Michigan Department of Transportation's Office of Aeronautics (MDOT) for aviation safety and efficiency.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix City Council hereby authorizes

the City Manager to execute the MDOT Contract No. 2023-0312 for the Weather Observation System and Data Dissemination System Contract after review by the City Attorney.

RESOLVED this 15th day of May, 2023 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Spring, Hagen, Knapp, Kalbfell, Parr

Nays: None

Absent: Cole

Motion carried.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- There may be a mayor exchange with South Haven in September more details will follow
- Northern Lakes Economic Alliance Board is working on a revolving loan fund program
- Summer hiring is almost complete
- We are working with building owners to add options for future fire suppression in both Van Pelt Alley and Mason Street, this is intended to take advantage of the streets being already opened to avoid future construction work

C. Mayor and Council Comments

- Mayor Gennett stated the glow ball golf event at the Golf Course was a success
- Council Member Kalbfell stated the Charlevoix Commission on Aging received recognition from the State of Michigan regarding their policies, procedures, and programs were highly rated and they are a model for the rest of the State

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:11 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor