

City of Charlevoix
City Council Regular Meeting Minutes
Monday, June 5, 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, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Trees Are Terrific Poster Presentation

Mark Heydlauff, City Manager

City Manager Heydlauff stated one of the criteria for being certified as a Tree City is to bring awareness to the community about the benefits of trees. We asked our local third graders to participate in a poster contest, featuring the theme for this year's Arbor Day celebration, "Trees are terrific in Charlevoix". Brynna Barnum, a third grader from Charlevoix Elementary School, was the winner of the contest. Mayor Gennett presented Ms. Barnum with an award.

B. Housing Progress Report from the Planning Commission

Jonathan Scheel

Jennifer Muladore

Jennifer Muladore, Chair of the Planning Commission, and Jonathan Scheel, Zoning

Administrator, provided the Council with a brief update on the Housing Subcommittee's efforts for more housing opportunities in the City. Ms. Muladore and Mr. Scheel also shared highlights from the Planning Commission's recently submitted annual report.

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

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: Kalbfell, Cole, Hagen, Spring, Knapp, Parr

Nays: None

Absent: None

Motion carried.

A. City Council Meeting Minutes - May 15, 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
05/16/2023	Special Accounts Payable Run	\$3,745.00
05/23/2023	Special Accounts Payable Run	\$76,493.53
05/23/2023	Payroll (net pay)	\$114,938.77
05/26/2023	Payroll Transmittal Checks	\$5,305.62
05/26/2023	Regular Accounts Payable	\$482,332.66
05/15/2023-05/30/2022	ACH/WIRE Payments	\$541,895.55
Grand Total		\$1,224,711.13
To view the entire accounts payable and payroll check registers, please Click here.		

C. Building Authority Commission Reappointment: Treasurer McGinn

Motion to reappoint Treasurer Kelly McGinn to the Building Authority Commission, term expiring June 2026.

D. PA 95 Opt Out

Motion to opt out of the Public Act 95 of 2013 for the 2023-2024 heating season.

E. Set Work Session for 5:15pm on June 19, 2023

Motion to set a Work Session for June 19, 2023 at 5:15pm in the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan for the purpose of discussing long-term operational planning and system design for the Electric Department.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Zoning Ordinance Amendments: Accessory Dwelling Units and Bed and Breakfast Parking Requirements

Mark Heydlauff, City Manager

Jonathan Scheel, Zoning Administrator, answered questions from the Council. Discussion was held. City Manager Heydlauff stated that on June 19, he will have City Staff provide better clarity of the intent of the language for the amendment and chart.

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

Motion by Kalbfell, seconded by Hagen to to set a public hearing for Monday, June 19, 2023 at 6pm in the Council Chambers of City Hall regarding the proposed ordinance amendments for sections 153.071 Schedule of Uses, 153.072 Dimensional Requirements, 153.116 Accessory Buildings and Uses, and 153.187 Parking Requirements and Limiations.

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

Nays: None

Absent: None

Motion carried.

7. All Other Actions and Requests

A. 2023 Venetian Festival Street Closure Request

Dan Barron- Charlevoix Venetian Festival President

Dan Barron, President of the Venetian Festival, requested the same street closures as in years past, which began on Thursday morning through Saturday evening. Mr. Barron reviewed some of this year's festival highlights and activities scheduled, including moving Kid's Day back to the downtown area. Council asked Mr. Barron questions about the street closure. After discussion, Council concurred closing the road on Wednesday would be acceptable if City Staff could work out the logistics.

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

Motion by Knapp, seconded by Parr to approve the Venetian Festival Street Closure for 2023 as early as Wednesday, July 19, 2023 through Saturday, July 22, 2023 and direct City Staff to make all necessary arrangements.

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

Nays: None

Absent: None

Motion carried.

B. Initiative Committee Response to Certificate of Insufficiency

Luther Kurtz

Luther Kurtz explained the Initiative Committee Petition and stated the ordinance was created to generate housing for the community. Discussion was held. Council asked Mr. Kurtz questions. Scott Howard, City Attorney, also answered questions from Council. Mr. Howard explained his legal response to the Initiative Petition and Certificate of Insufficiency. More discussion was held.

Mayor Gennett opened the item to the public, sixteen people were heard.

Motion by Spring, seconded by Parr to deny the appeal of the Initiative Committee and encourage the Initiative Committee to work to resolve the petition concerns in order to meet the requirements of the City Charter.

Yeas: Kalbfell, Spring, Knapp, Parr

Nays: Cole, Hagen

Absent: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Please be mindful of the fire danger with the dry weather conditions
- Reminder that tomorrow there is a Council Work Session scheduled at 1:30pm to tour

both the Water Facility and the Wastewater Facility

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 8:07 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor