

City of Charlevoix
City Council Regular Meeting Minutes
Monday, August 21, 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. Police Department Update

Jill McDonnell, Chief of Police

Chief McDonnell thanked Council and the community for a great first six months. Chief McDonnell provided a detailed report on the department's accreditation status.

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

Nays: None

Absent: None

Motion carried.

A. City Council Meeting Minutes - August 7, 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
08/18/2023	Payroll Transmittal Checks	\$5,264.05
08/18/2023	Payroll (net pay)	\$143,844.42
08/22/2023	Regular Accounts Payable	\$358,482.26
08/03/2023-08/18/2023	ACH/WIRE Payments	\$262,562.83

08/10/2023	Tax Disbursement	\$1,088,284.05
Grand Total		\$1,858,437.61
To view the entire accounts payable and payroll check registers, please Click here.		

- C. Michigan Municipal League Annual Meeting Notice-Designation of Voting Delegate
Motion to designate Mayor Lyle Gennet to cast the vote of the City of Charlevoix at the MML's Annual Meeting held on October 18, 2023.
- D. 50 kVA Transformer Purchase
Motion to approve the proposal from Power Line Supply for six (6) SETI 50 kVA pole mount transformers in the amount of \$24,480 and a delivery of 20 - 24 weeks.
- E. Odmark Pavilion Request for Use
Motion to approve the use of Odmark Pavilion for a service on September 3, 2023.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. Van Pelt Alley Reconstruction
Mark Heydlauff, City Manager
City Manager Heydlauff explained the proposed project in detail.

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

Motion by Spring, seconded by Kalbfell to approve Van Pelt Alley reconstruction of a brick paver intersection by Team Elmer's Construction for \$69,440 conditioned on a cost split with the Downtown Development Authority of \$22,500 and authorize the City Manager to sign all necessary documents.

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

Nays: None

Absent: None

Motion carried.

8. Reports and Communications

A. Public Comment

- Kevin McLennon, of 1003 State Street, had questions about funding for sidewalks and overgrown trees. Mr. McLennon also stated that Antrim Street is also in poor condition.

B. City Manager's Comments

- Thanked the Fire Department and the Police Department for their work in the recent fire over the weekend
- The recent annexation request was submitted to the Office of the Great Seal and was denied, staff contacted the County and requested them to correct

C. Mayor and Council Comments

9. Other Council Business

A. Closed Session: City Manager's Annual Performance Review (MCL 15.268 (1a))

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

Motion by Kalbfell, seconded by Cole to enter closed session for the purpose of evaluating the City Manager's performance pursuant to MCL 15.268. Section 1a {beginning at 6:21 p.m.}.

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

Nays: None

Absent: None

Motion carried.

Motion by Kalbfell, seconded by Spring to return to Open Session {at 7:06 p.m.}.

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

Nays: None

Absent: None

Motion carried.

Motion by Cole, seconded by Kalbfell to approve the closed session minutes {as read by Clerk Dvoracek}.

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

Nays: None

Absent: None

Motion carried.

10. Adjourn

Mayor Gennett adjourned the meeting at 7:07 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor