

City of Charlevoix
City Council Regular Meeting Minutes
Monday, October 2, 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

Staff Absent: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Recreation Department Fall Presentation

Kent Knorr, Recreation Director

Recreation Director Kent Knorr highlighted the Parks and Recreation Department's summer activities and events. Director Knorr answered questions from Council.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

A. City Council Meeting Minutes - September 18, 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
09/25/2023	Special Accounts Payable Run	\$72,926.81
09/29/2023	Payroll (net pay)	\$116,769.79
09/29/2023 & 10/02/2023	Payroll Transmittal Checks	\$112,621.67
10/03/2023	Regular Accounts Payable	\$299,537.81
09/18/2023-09/29/2023	ACH/WIRE Payments	\$499,736.44

09/27/2023	Special A/P Tax Disbursement	\$253,883.19
Grand Total		\$1,355,475.71
To view the entire accounts payable and payroll check registers, please Click here.		

C. MECA Safety Program for 2024-2026

Motion to approve the MECA Safety Program for 2024-2026 in the amount of \$17,900, with a cost not to exceed 5%, as presented.

D. Refusal of All Hydrant Painting Bids

Motion to reject all bids associated with the 2023 hydrant painting project and rebid project in the Spring of 2024.

E. Refuse Pick Up Contract With Little Traverse Disposal

Motion to accept the bid, as presented by Little Traverse Disposal and authorize the City Manager to sign any required documents.

6. Public Hearings and Actions Requiring Public Hearings

A. Set a Public Hearing for Ordinance Amendment-Work in Environmental Impaired Areas

Sarah Dvoracek, City Clerk

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

Motion by Spring, seconded by Hagen to set a public hearing for Monday, October 16, 2023 at 6pm in the Council Chambers of City Hall regarding the proposed ordinance amendment to add the section Working in Environmental Impaired Areas Ordinance to the City Code.

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

B. Set Public Hearing Zoning Ordinance Amendments-Housing Related

Sarah Dvoracek, City Clerk

Mayor Gennett opened the item for public comment. Two were heard.

Motion by Hagen, seconded by Parr to set a public hearing for Monday, October 16, 2023 at 6pm in the Council Chambers of City Hall regarding the proposed zoning ordinance amendments related to housing.

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

C. Set Public Hearing for Rezoning

Sarah Dvoracek, City Clerk

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

Motion by Parr, seconded by Knapp to set a public hearing for Monday, October 16, 2023 at 6pm in the Council Chambers of City Hall regarding the proposed zoning ordinance amendments related to rezoning of multiple parcels.

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

7. All Other Actions and Requests

A. Marina Rules and Regulations

Kent Knorr, Recreation Director

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

Motion by Spring, seconded by Hagen to approve the Marina Rules and Regulations as presented.

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

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

Motion by Parr, seconded by Hagen to approve the Marina Event Policy and application as presented.

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

B. Marina Fees and Rates

Kent Knorr, Recreation Director

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

Motion by Spring, seconded by Hagen to approve the 2024 fees for the Marina as presented.

Yeas: Knapp, Spring, Hagen Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

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

Motion by Parr, seconded by Spring to increase the number of 45 day stay slips from 12 to 15.

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

C. Golf Fees and Rates

Kent Knorr, Recreation Director

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

Motion by Hagen, seconded by Kalbfell to approve rates and fees for the Charlevoix Golf Club as presented.

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

D. Early Voting Site Agreement with Charlevoix County

Sarah Dvoracek, City Clerk

Mayor Gennett opened the item for public comment. One was heard.

Motion by Kalbfell, seconded by Spring to approve the early voting site agreements for Ward 1, 2, and 3 with Charlevoix County.

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

E. Temporary Easement for Environmental Remediation

Sarah Dvoracek, City Clerk

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

Motion by Parr, seconded by Spring to sell and grant to the United States of America and its assigns, for the amount of \$23,100 Dollars, a temporary work easement on McLeod Place, Newman Street and Grant Street, which is City property, for the purposes of conducting remediation and authorize the City Manager to execute the temporary work easement along with all other closing documents to effectuate the temporary transfer of this City property to the United States.

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

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

Motion by Parr, seconded by Hagen to designate the received funds of \$23,100 to the Infrastructure Improvement Fund.

Yeas: Knapp, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: Cole

Motion carried.

8. Reports and Communications

A. Public Comment

- Linda Yarrow voiced her concerns about the citizens' initiative proposals on the November ballot
- David Nedwick voiced his concerns about the citizens' initiative proposals on the

November ballot

- Shirley Roloff voiced her concerns about the citizens' initiative proposals on the November ballot
- Shirley Gibson commented on City Manager Heydlauff's absence
- Denny McDermott thanked the City Council for their support

B. City Manager's Comments

C. Mayor and Council Comments

- Council thanked the audience for attending the meeting

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 7:30 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor