

City of Charlevoix
City Council Regular Meeting Minutes
Monday, November 6, 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, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

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: Cole, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Kalbfell

Motion carried.

A. City Council Meeting Minutes - October 16, 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
10/24/2023	Special Accounts Payable Run	\$85,016.48
10/27/2023	Payroll (net pay)	\$110,225.75
10/27/2023	Payroll Transmittal Checks	\$5,748.08
11/07/2023	Regular Accounts Payable	\$344,218.07
10/16/2023-10/30/2023	ACH/WIRE Payments	\$436,332.52
10/26/2023	Special A/P Tax Disbursement	\$57, 223.74
Grand Total		\$1,038,764.64

To view the entire accounts payable and payroll check registers, please Click here.

C. Renewal of Assessing Agreement with Up North Assessing, Inc.

Motion to approve the agreement as presented with Up North Assessing and allow the City Manager and City Clerk to sign all necessary documents.

D. Lease of Police Patrol Vehicle 2024

Motion to authorize the Chief of Police to order a 2024 Tahoe through Enterprise Fleet Management and the City Manager to sign the agreements as presented by Enterprise Fleet Management.

E. Purchase of JCB Scissor Lift for \$22,312

Motion to approve the purchase of one JCB Scissor Lift for \$22,312.

F. Updated transient and special event rates for the City Marina

Motion to approve the updated transient rate sheet provided by Michigan DNR for transient and special events at the City Marina for 2024.

G. Grand Traverse Band of Ottawa & Chippewa Indians Grant Application

Motion to authorize the City Manager to sign the 2% allocation grant application for Joppa House and forward it to the Grand Traverse Band of Ottawa and Chippewa Indians Tribal Council for their consideration.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Recreation Department Software Purchase

Kent Knorr, Recreation Director

Recreation Director Kent Knorr provided Council with a brief summary of the department's process in obtaining the recommendation of new recreation department software.

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

Motion by Parr, seconded by Cole to authorize the City Manager to sign a statement of work with CivicPlus Master Services for the purchase of service for Civic Plus and CivicRec for use by the Recreation Department.

Yeas: Cole, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Kalbfell

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway, County Commissioner, provided a brief summary of the County Commission's recent events and projects

B. City Manager's Comments

- There will be a Council Work Session on November 30 at 4 pm to discuss short-term rentals
- The presentation given at the National Rural Housing Conference in Washington D.C. was a success
- The temporary lift station project at Bridge Park Drive has been completed ahead of schedule saving the City funds
- There will be a planned power outage for early Wednesday morning in the downtown area

C. Mayor and Council Comments

- Mayor Gennett stated the new Park Avenue trail turned out very good

9. Other Council Business

10. Adjourn

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

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor