

City of Charlevoix
City Council Regular Meeting Minutes
Monday, November 20, 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. 2022-2023 Fiscal Year Financial Audit Presentation

Will Love, Audit Manager from Rehmann provided Council with an overview of the audited financial statements from the fiscal year ending March 31, 2023. Mr. Love answered questions from Council.

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: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

A. City Council Meeting Minutes - November 6, 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
11/09/2023	Payroll Transmittal Checks	\$6,012.97
11/09/2023	Payroll (net pay)	\$105,063.94
11/21/2023	Regular Accounts Payable	\$434,475.31
11/02/2023-11/13/2023	ACH/WIRE Payments	\$124,631.54

11/06/2023	Special A/P Tax Disbursement	\$30,284.87
Grand Total		\$700,468.63
To view the entire accounts payable and payroll check registers, please Click here.		

- C. Water Treatment Plant-High Service Pump Repair: \$22,671.73
Motion to approve the proposal from Northern Pump & Well to repair high service pump #3 in the amount of \$22,671.73 and authorize the City Manager to sign all necessary documents.
- D. Set Work Session for November 30, 2023
Motion to set a City Council Work Session at 4:00 p.m. on November 30, 2023 in the Council Chambers of City Hall for the purpose of discussing the Short Term Rental Program.
- E. Accept the Audit Report
Motion to accept the audit report as presented.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. Future Disposition of 229 Stover Road
Mark Knapp
Janet Kalbfell
Richard Spring
Mayor Gennett opened the item for public comment. Four were heard.
Motion by Knapp, seconded by Kalbfell to direct City Manager to gather information and bring back to Council for consideration and for Council to resume discussion of 229 Stover Road after December 1, 2024.
Yeas: Knapp, Parr, Kalbfell, Hagen, Spring
Nays: None
Absent: Cole
Motion carried.
 - B. Organizational Meeting
Sarah Dvoracek, City Clerk
Mayor Gennett opened the item for public comment. None were heard.
Motion by Spring, seconded by Kalbfell to set 2024 City Council meetings for the first and third Mondays of the month at 6:00 p.m.
Yeas: Knapp, Parr, Kalbfell, Hagen, Spring
Nays: None
Absent: Cole
Motion carried.
- Mayor Gennett opened the item for public comment. None were heard.
Motion by Parr, seconded by Spring to appoint Aaron Hagen as Deputy Mayor.
Yeas: Knapp, Parr, Kalbfell, Hagen, Spring
Nays: None

Absent: Cole

Motion carried.

C. Council Members Appointment to Board of Review

Sarah Dvoracek, City Clerk

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

Motion by Hagen, seconded by Spring to appoint Council Members Parr and Kalbfell to the Board of Review with a term expiring in November 30, 2024.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

D. Council Appointments

Janet Kalbfell

1st Ward Council Member

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

Motion by Kalbfell, seconded by Spring to appoint Brenda Bryan to the Board of Review for a term to expire December 31, 2026.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

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

Motion by Kalbfell, seconded by Parr to appoint Shirley Gibson to the Zoning Board of Appeals term expiring on December 31, 2026.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- The variable frequency drive project at the Water Plant started this week
- Thanked the Public Works staff for working extra hours cleaning up leaves

C. Mayor and Council Comments

- Mayor Gennett thanked Public Works Department for their leaf clean up efforts

9. Other Council Business

- A. Outdoor Recreational Storage Parking-Council Member Kalbfell
Discussion was held.

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

Motion by Kalbfell, seconded by Spring to direct the City Manager and City staff including the Chief of Police to look into changing the {outdoor recreational storage parking} code to not allow storage of any type of recreational vehicles or trailers on any City street.

Yeas: Hagen, Kalbfell, Parr, Spring

Nays: Knapp

Absent: Cole

Motion carried.

- B. Closed Session: Discussion of Attorney-Client Privileged Communication and Strategy for Potential Litigation

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

Motion by Parr, seconded by Hagen to enter into closed session for the purpose of discussing strategy for potential litigation pursuant to MCL 15.268, section 8, part H {beginning at 6:47 p.m.}

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

Motion by Parr, seconded by Spring to return to open session {ending at 6:57 p.m.}

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

Motion by Spring, seconded by Parr to approve the closed session meeting minutes as stated by Clerk Dvoracek.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Cole

Motion carried.

Motion by Spring, seconded by Kalbfell to direct the City Attorney to send a cease and desist letter regarding use of the City's logo.

Yeas: Hagen, Kalbfell, Knapp, Parr, Spring

Nays: None

Absent: Cole

Motion carried.

10. Adjourn

Mayor Gennett adjourned the meeting at 6:58 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor