

City of Charlevoix
City Council Regular Meeting Minutes
Monday, December 4, 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, Phil Parr, Richard Spring

Members Absent: Mark Knapp

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Welcome New Employees

Pat Elliott, Public Works Superintendent

Pat Elliott, Public Works Superintendent, introduced Steven Nowka and Justin Ferguson, who are new full-time employees in his department.

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: Hagen, Cole, Kalbfell, Parr, Spring

Nays: None

Absent: Knapp

Motion carried.

A. City Council Meeting Minutes - November 20, 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
11/22/2023	Special Accounts Payable Run	\$53,509.20
11/22/2023	Payroll (net pay)	\$105,491.85
11/22/2023	Payroll Transmittal Checks	\$5,856.97
12/05/2023	Regular Accounts Payable	\$405,852.57

11/20/2023-12/01/2023	ACH/WIRE Payments	\$393,514.00
11/28/2023	Special A/P Tax Disbursement	\$31,324.69
Grand Total		\$995,549.28
To view the entire accounts payable and payroll check registers, Click here .		

C. MDOT Annual Permit

Motion to approve the MDOT proposed road closures and direct the City Manager to advise event organizer of street closure plans for 2024

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing Zoning Ordinance Amendments-Housing Related

Jonathan Scheel, Zoning Administrator

Jonathan Scheel explained the revised changes to Council.

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

Motion by Hagen, seconded by Kalbfell to set a public hearing for Monday, December 18, 2023, at 6pm in the Council Chambers of City Hall regarding the proposed zoning ordinance amendments related to housing.

Yeas: Hagen, Cole, Kalbfell, Parr, Spring

Nays: None

Absent: Knapp

Motion carried.

7. All Other Actions and Requests

A. Homeowner Rehabilitation Grant Funding Opportunity

Jonathan Scheel, Zoning Administrator

Jonathan Scheel, Zoning Administrator, stated the grant will allow the City to assist residents in solving some of their blight issues.

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

Motion by Spring, seconded by Cole to authorize staff to submit a Letter of Intent for the Homeowner Rehabilitation program of the MSHDA CHILL Program.

Yeas: Hagen, Cole, Kalbfell, Parr, Spring

Nays: None

Absent: Knapp

Motion carried.

B. Deer Cull Permit and Payment

Jill McDonnell, Chief of Police

Chief McDonnell explained the deer cull program and answered questions from Council.

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

Motion by Kalbfell, seconded by Hagen to authorize the Chief of Police and City Manager to

give final approval for all documents relative to a deer cull in the City of Charlevoix and authorize the payment of not more than \$15, 014 to the USDA.

Yeas: Hagen, Cole, Kalbfell, Parr, Spring

Nays: None

Absent: Knapp

Motion carried.

C. Petition from Charlevoix County for Annexation

Mark Heydlauff, City Manager

City Manager Heydlauff explained the second request from Charlevoix County for annexation.

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

Motion by Parr, seconded by Hagen to approve Resolution 2023-12-01 to annex from the Township of Charlevoix a portion of land currently owned by the County of Charlevoix and authorize the Mayor and City Clerk to sign all necessary documents.

CITY OF CHARLEVOIX

RESOLUTION NO. 2023-12-01

ANNEXATION OF COUNTY OWNED PARCEL (REVISED)

RECITALS

A. The County of Charlevoix has filed a Petition to annex a portion of the property owned by the County, currently located in Charlevoix Township, into the City of Charlevoix, as evidenced by the Petition attached hereto and incorporated herein by reference; and

B. Pursuant to Section 9(8) of the Home Rule Cities Act, MCL 117.9(8), the annexation may be accomplished by the affirmative majority vote of the Charlevoix City Council and the approval of the Township Board; and

C. The Charlevoix City Council desires to approve the requested annexation by the adoption of this Resolution.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Charlevoix City Council hereby approves the annexation into the City of Charlevoix of that portion of the property owned by the County of Charlevoix, described as:

In the Township of Charlevoix, Charlevoix County, Michigan, Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1519.29 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the POINT OF BEGINNING; thence continuing along said 1/4 line and centerline North 89°26'22" West 460.49 feet to the East line of the plat of Homeland Subdivision as monumented; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence South 89°45'39" East 460.68 feet; thence South 0°14'19" West 834.61 feet to the POINT OF BEGINNING; being a part of the Southwest 1/4 of the Northeast 1/4 of Section 23, Township 34 North, Range 8 West and containing 8.811 acres

which is depicted on the map attached to the Petition as Exhibit C (the Property to be Annexed) and incorporated herein by reference.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix agrees to accept annexation of the requested parcel into its jurisdiction with approval by resolution of the Township of Charlevoix.

FURTHER, BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption by the Charlevoix City Council.

RESOLVED this 4th day of December 2023 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Cole, Kalbfell, Parr, Spring

Nays: None

Absent: Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Thanked Council Member Parr for co-chairing the Holiday Parade

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:24 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor