

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Monday, January 15, 2024 - 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**

**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 Knapp 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 - January 2, 2024**

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                |
|-----------------------|------------------------------|-----------------------|
| 01/08/2024            | Special Accounts Payable Run | \$3,264.88            |
| 01/05/2024            | Payroll (net pay)            | \$107,611.43          |
| 01/05/2024            | Payroll Transmittal Checks   | \$6,051.11            |
| 01/16/2024            | Regular Accounts Payable     | \$161,513.86          |
| 01/02/2024-01/10/2024 | ACH/WIRE Payments            | \$121,641.78          |
| 12/29/2023            | Special A/P Tax Disbursement | \$825,255.93          |
| <b>Grand Total</b>    |                              | <b>\$1,225,308.99</b> |

|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
| The entire accounts payable and payroll check registers <a href="#">can be viewed on our website</a> . |
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C. 2024 Poverty Exemption Policy and Guidelines

Motion to approve the 2024 Poverty Exemption Policy and Guidelines as presented.

D. Emergency Purchase of Substation Switches \$11,150

Motion to approve the emergency purchase of three voltage regulator bypass switches from Newkirk Electric Associates, Muskegon, Michigan, in the amount of \$11,150 as presented.

E. DTE Energy Gate Valve Easement Offer of Compensation

Motion to approve the offer of \$16,500 for the gate valve easement from DTE Energy and authorize the City Manager to sign all necessary documents.

F. Airport Parking Space Lease Agreement

Motion to approve the lease agreement with Hess Automotive, LLC and authorize the City Manager to sign the agreement.

G. Certified Local Government Grant Application

Motion by Parr, seconded by Knapp to approve Resolution 2024-01-01, the letter of support and authorize the City Manager to sign and submit the Certified Local Government Grant Application.

**CITY OF CHARLEVOIX**

**RESOLUTION NO. 2024-01-01**

**AUTHORIZATION TO APPLY FOR CERTIFIED LOCAL GOVERNMENT GRANT**

**WHEREAS**, the City of Charlevoix will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of \$100,000 for the Roof Replacement for the City Hall located at 210 State Street Charlevoix, MI 49720 and;

**WHEREAS**, the City of Charlevoix acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The City of Charlevoix authorizes expenditures in the amount of one hundred thirty thousand four hundred dollars, \$130,400 for the total project cost, which includes the \$30,400 local match, with City funds from the capital improvement fund, and;

**WHEREAS**, the City of Charlevoix acknowledges that reimbursement will be made upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

**WHEREAS**, upon approval of the application by the SHPO, the City Manager shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

**WHEREAS**, Mark Heydlauff, the City Manager, is appointed as the Grant Project Manager who will oversee the day- to-day grant management and grant administration duties, including vendor selection and coordinating the payment of vendor invoices;

**WHEREAS**, upon completion of the project, the City Manager shall be required to and is authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the

grant reimbursement will be processed by the SHPO;

**RESOLVED**, that the City of Charlevoix directs the City Manager to file an application for a grant from the SHPO Certified Local Government Grant Program for \$100,000 and

**RESOLVED**, that the City Manager be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution; and

**RESOLVED**, that the City Manager be authorized to sign the required historic preservation easement and record it at the County Register of Deeds.

RESOLVED this 15<sup>th</sup> day of January 2024 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Absent: None

**Motion carried.**

## **6. Public Hearings and Actions Requiring Public Hearings**

## **7. All Other Actions and Requests**

### **A. Council Appointments**

Janet Kalbfell-1st Ward Council Member

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

Motion by Hagen, seconded by Parr to appoint Ann Gorney to the Zoning Board of Appeals for a term to expire on December 30, 2026.

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

Nays: None

Absent: None

**Motion carried.**

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

Motion by Cole, seconded by Hagen to appoint Shelley Boehmer and William Dupont to the Historic District Commission for a term to expire on June 30, 2026.

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

Nays: None

Absent: None

**Motion carried.**

### **B. Fiscal Year 2025 Budget Review**

Mark Heydlauff, City Manager

City Manager Heydlauff provided Council with a summary of the FY25 Budget. Highlights included:

- Lead Service Lines
- AMI Meter Project
- APRA Funds
- MSHDA Grant Funds
- Housing Fund
- Future contracts
- Fire Truck Replacement
- Marina Debt
- Budgeting depreciation

City Manager Heydlauff answered questions from Council. Mr. Heydlauff will bring a final budget and a proposed fee schedule to the next Council meeting.

## **8. Reports and Communications**

### **A. Public Comment**

### **B. City Manager's Comments**

- Provided update on MSHDA Chill Grant
- Variable frequency drive project is moving along
- High service pump will return to service
- City made an offer to fiber company for small parcel behind Krist gas station
- Met with Warren Creamer from MFCL to prepare for bond rating review
- Thanked Public Works crews for their efforts in snow removal
- Provided update on deer cull

### **C. Mayor and Council Comments**

- Council collectively thanked the City Staff for all their efforts in handling the snow

## **9. Other Council Business**

## **10. Adjourn**

Mayor Gennett adjourned the meeting at 6:45 p.m.

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Sarah J. Dvoracek

City Clerk

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Lyle Gennett

Mayor