

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 5, 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

Members Absent: Richard Spring

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 Cole to approve the consent agenda as presented.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

A. City Council Meeting Minutes - January 15, 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
01/24/2024	Special Accounts Payable Run	\$57,021.36
01/19/2024	Payroll (net pay)	\$120,039.82
01/19/2024	Payroll Transmittal Checks	\$5,883.73
02/02/2024	Payroll (net pay)	\$108,430.65
02/02/2024	Payroll Transmittal Checks	\$6,062.49
02/06/2024	Regular Accounts Payable	\$218,938.47
01/16/2024-02/02/2024	ACH/WIRE Payments	\$510,283.96

01/15/2024	Special A/P Tax Disbursement	\$478,679.00
01/25/2024	Special A/P Tax Disbursement	\$251,676.68
Grand Total		\$1,757,016.16
The entire accounts payable and payroll check registers, can be viewed on our website.		

C. CDBG Authorizing Resolution

Motion by Parr, seconded by Kalbfell to approve Resolution 2024-02-02 Community Development Block Grant (Housing Improving Local Livability Program) and authorize the City Manager to sign all necessary documents.

CITY OF CHARLEVOIX

RESOLUTION NO. 2024-02-02

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

WHEREAS, the Michigan State Housing Development Authority has invited Units of Local Government to apply for its CDBG Housing Improving Local Livability (CHILL) Competitive Funding Round; and

WHEREAS, the City of Charlevoix desires to request \$354,000 in CDBG funds for homeowner rehabilitation, to preserve affordable housing units; and

WHEREAS, the City of Charlevoix commits local funds from its ARRA Funds in the amount of \$50,000; and

WHEREAS, the proposed project is consistent with the local Community Development Plan as described in the Application; and

WHEREAS, the proposed project will benefit homeowner residents of the City of Charlevoix that are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incure costs from the Michigan State Housing Development Authority.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby designates the City Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

RESOLVED this 5th day of February 2024 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

D. Quarterly Investment Update

Motion to approve the investment report as presented.

E. Replacement of Geothermal Unit and expansion tank at the City Marina

Motion to approve the purchase of a Dakin Geothermal Unit and Commerical Expansion Tank and all parts and install by MacGregor Heating at the cost of \$16,500.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: VMB Properties, LLC Commercial Facilities Exemption Certificate Transfer

Mark Heydlauff, City Manager

City Manager Heydlauff explained the Commercial Facilities Exemption Certificate transfer request would not affect the City's taxes. The exemption is simply being transfer into a different entity and per the law it requires a public hearing.

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

Motion by Hagen, seconded by Cole to set a public hearing for Monday, February 19, 2024, at 6:00 p.m. in Council Chambers, 210 State St. Charlevoix, MI to consider the Commercial Facilities Exemption Certificate transfer request from Victoria Boucher of VMB Properties, LLC for 217 Bridge Street.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

B. Set Public Hearing: Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program

Mark Heydlauff, City Manager

City Manager Heydlauff explained the CDBG Grant is to help residents with home improvements and part of the grant's requirement is the opportunity to hold a public hearing for residents to voice their concerns.

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

Motion by Parr, seconded by Kalbfell to set a public hearing for Monday, February 19, 2024, at 6:00 p.m. in Council Chambers, 210 State St. Charlevoix, MI to give low and moderate income residents an opportunity to influence the final local grant rules to benefit the local participants of the grant program.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

C. Set Public Hearing: Budget Amendment #1 for 2023-24

Mark Heydlauff, City Manager

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

Motion by Kalbfell, seconded by Cole to set a public hearing for February 19, 2024, at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI for the 2023-2024 Budget Ordinance Amendment.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

D. Set Public Hearing: 2024-25 Budget Ordinance

Mark Heydlauff, City Manager

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

Motion by Hagen, seconded by Knapp to set the public hearing for Monday, February 19, 2024, at 6 p.m. in the Council Chambers, 210 State St. Charlevoix, MI to adopt the 2024-25 Budget Ordinance.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

E. Set Public Hearing: Short Term Rental Ordinance Amendment

Mark Heydlauff, City Manager

City Manager Heydlauff stated several weeks ago the Council had a work session to discuss the Short Term Ordinance. The proposed ordinance amendment reflects the changes discussed in the work session. Mr. Heydlauff answered questions from Council.

Council directed the City Manager to review the ordinance to ensure the following would be clear in the amended language: maximum of one ADU per lot and ensure that residency is required in either the ADU or the principal residence.

The City Manager advised Council of the recommendation to schedule the public hearing for this ordinance on March 4 due to the anticipated absence of Council Member Spring on February 19.

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

Motion by Parr, seconded by Hagen to set a public hearing for Monday, March 4, 2024, at 6pm in the Council Chamber of City Hall, 210 State Street, Charlevoix, MI for the proposed Short Term Rental Ordinance Amendment.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

- John Cooksey stated his concerns about the Recreation Authority Board
- Dave Coen stated his concerns about the EPA cleaning up 230 Antrim St.
- Shirley Gibson stated her concerns about the Recreation Authority Board

B. City Manager's Comments

- City is moving forward with selling a 100x100 parcel of the City's yard waste dump area
- The variable frequency drive project for the Water Treatment Plant has been successful, all pumps will be tested at full capacity later in the spring
- The weather has not been ideal for Mt. McSauba or the ice rink, but the ski hill has been able to stay open, great job to the Recreation Staff
- The DDA purchased five BigBelly trash/recycle/solar compacting bids which will be in place before the busy season
- Chamber Dinner is in the next few weeks

C. Mayor and Council Comments

- Council Member Kalbfell referred Council to Public Act 321 of 2000 Recreational Authorities Act and stated the Board is following the law
- Council Member Parr requested the Recreation Authority Board's meeting minutes from January 2024
- Mayor Gennett stated he received praise from a resident on the North side regarding the deer cull

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:34 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor