

City of Charlevoix
City Council Regular Meeting Minutes
Monday, April 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: Aaron Hagen, Janet Kalbfell, Phil Parr, Richard Spring

Members Absent: Shane Cole, Mark Knapp

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Parr, seconded by Hagen to approve the consent agenda as presented.

Yeas: Spring, Hagen, Kalbfell, Parr

Nays: None

Absent: Knapp, Cole

Motion carried.

A. City Council Meeting Minutes - April 1, 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
04/03/2024	Special Accounts Payable Run	\$2,445.94
04/12/2024	Payroll (net pay)	\$119,101.63
04/12/2024	Payroll Transmittal Checks	\$5,881.11
04/16/2024	Regular Accounts Payable	\$175,531.18
04/01/2024-04/12/2024	ACH/WIRE Payments	\$130,861.49
04/16/2024	Tax Disbursement	\$29,132.56
Grand Total		\$462,953.91

The entire accounts payable and payroll check registers, [can be viewed on the website.](#)

C. 2024 Hydrant Painting Contract with Giant for \$38,640

Motion to accept the bid from Giant for \$38,640 and authorize the City Manager to sign any required documents.

D. Airport Professional Consulting Services Selection

Motion to approve RS&H as the airport's professional consulting firm and authorize the airport manager to send letters to the two companies advising them of the selection committee's decision.

E. Island Airways Terminal Lease Renewal

Motion to authorize the Mayor and City Clerk to sign the lease renewal agreement for Island Airways from April 1, 2024, through March 31, 2029.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Sale of Parcel south of US 31 S

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the sale of the parcel south of US 31.

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

Motion by Kalbfell, seconded by Spring to authorize the City Manager and City Clerk to sign the sale agreement on 004-034-027-20 in exchange for \$20,000 and the conditions stipulated within the agreement.

Yeas: Spring, Hagen, Kalbfell, Parr

Nays: None

Absent: Knapp, Cole

Motion carried.

B. Community Development Licensing and Enforcement Software

City Manager Heydlauff presented information on the community development licensing and enforcement software.

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

Motion by Hagen, seconded by Par to approve the community development licensing and enforcement software agreement with Civic Plus and authorize the City Manager to sign all necessary documents.

Yeas: Spring, Hagen, Kalbfell, Parr

Nays: None

Absent: Knapp, Cole

Motion carried.

8. Reports and Communications

A. Public Comment

- Tom Left stated his concerns about a short-term rental near his home, which included

concerns about parking and a torn-up sidewalk

- Annemarie Conway shared an update from the County Parks Department

B. City Manager's Comments

- The next Council meeting will be on Wednesday, May 8, 2024, due to the May 7th Election
- The U.S. Army Corps of Engineers began to dredge the Pine River Channel
- Large item collection is scheduled for the first week of May

C. Mayor and Council Comments

9. Other Council Business

Council Member Kalbfell presented information about Planning Commission Member Janet Coltman missing three consecutive regularly scheduled meetings.

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

Motion by Kalbfell, seconded by Hagen to set a public hearing for the next scheduled Council meeting, May 8, 2024, at 6pm in Council Chambers at City Hall for the purpose of removing Janet Coltman from the Planning Commission and additionally request the City Clerk notify Ms. Coltman of the public hearing and its purpose.

Yeas: Spring, Hagen, Kalbfell, Parr

Nays: None

Absent: Knapp, Cole

Motion carried.

10. Adjourn

Mayor Gennett adjourned the meeting at 6:13 p.m.

Sarah J. Dvoracek City Clerk

Lyle Gennett Mayor