

City of Charlevoix
City Council Regular Meeting Minutes
Wednesday, May 8, 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, Phil Parr, Richard Spring

Members Absent: Mark Knapp

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation Honoring Joe Schwartzfisher

Lyle Gennett-Mayor

Mayor Gennett read a Mayoral Proclamation honoring Joe Schwartzfisher and wished him well in his retirement.

B. Election Emergency Response Plan and Security Update

Sarah Dvoracek, City Clerk

City Clerk Dvoracek presented information about the Election Emergency Response Plan and Security Update.

4. Inquiry Regarding Conflicts of Interest

Council Member Hagen stated he will be recusing himself from item 7B.

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, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

A. City Council Meeting Minutes - April 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
04/24/2024	Special Accounts Payable Run	\$74,773.3
04/26/2024	Payroll (net pay)	\$113,020.84

04/26/2024	Payroll Transmittal Checks	\$5,775.11
04/29/2024	Special Accounts Payable Run	\$3,016.94
05/09/2024	Regular Accounts Payable	\$229,805.98
04/11/2024-04/29/2024	ACH/WIRE Payments	\$437,685.62
05/09/2024	Tax Disbursement	\$26,669.84
Grand Total		\$890,747.63
The entire accounts payable and payroll check registers can be viewed at the City's website.		

C. EV Charging Rates

Motion to approve EV rates and fees recommended by Utility Financial Solutions of \$0.37 per kWh, \$1.00 per charging session and \$1.50 per quarter-hour idle time as presented.

D. Renewal of Automated Weather Observation System (AWOS) Contract with MDOT

Motion by Parr, seconded by Cole to approve resolution for the renewal of the AWOS contract with MDOT.

CITY OF CHARLEVOIX

RESOLUTION NO. 2024-05-01

MDOT AERO CONTRACT 2024-0538 CHARLEVOIX AWOS

WHEREAS, the City of Charlevoix enters into contracts, grants, and certifications through Federal and State programs;

WHEREAS, Mark L. Heydlauff, City Manager, has the authority to execute airport sponsors between the City of Charlevoix and the State of Michigan Department of Transportation, Office of Aeronautics and;

WHEREAS, if the Designated Signer has changed, the City of Charlevoix will contact the State of Michigan Department of Transportation, Office of Aeronautics with the changes.

NOW THEREFORE BE IT RESOLVED, that Mark L. Heydlauff, City Manager of the City of Charlevoix, be authorized and directed to execute airport sponsor contracts with the State of Michigan Department of Transportation, Office of Aeronautics on behalf of the Charlevoix Municipal Airport.

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

E. Quarterly Investment Update

Motion to approve the investment report as presented.

F. Approval of L-4029 Tax Rate Request Forms and Millage Collection Procedure Verification Form for 2024

Motion to approve the City of Charlevoix and DDA L-4029 Tax Rate Forms for 2024.

Motion to approve the Millage Collection Procedure Verification Form for 2024 and to be signed by the City Clerk.

G. Recreation Advisory Committee Resignation-Jennifer Fruk

Motion to accept Jennifer Fruk's resignation from the Recreation Advisory Committee.

H. Roof Replacement Contract with Edgewater Roofing Inc. for \$33,366.22

Motion to accept the bid as provided by Edgewater Roofing Inc for a total of \$33,366.22 and authorize the City Manager to sign all required documents.

I. Truck Lease through Enterprise Fleet

Motion to approve the lease agreement with Enterprise Fleet and authorize the City Manager to sign all required documents.

J. Roof Replacement at Charlevoix Train Depot Contract

Motion to approve the contract between Cosier Roofing LLC and the City of Charlevoix pending final approval of contractor selection by the State Historic Preservation Office and authorize the City Manager to make reasonable adjustments as may be directed by SHPO.

6. Public Hearings and Actions Requiring Public Hearings

A. Public Hearing: Planning Commission Member Janet Coltman

Mark Heydlauff, City Manager

City Manager Heydlauff presented information about the public hearing for Planning Commission Member Janet Coltman regarding her missing three consecutive meetings for the Planning Commission.

Mayor Gennett opened the item for public comment, one was heard.

Motion by Kalbfell, seconded by Spring to remove Member Janet Coltman from the Planning Commission due to misfeasance of office.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

B. Set a Public Hearing: Proposed Amendment Bridge Park Drive Signage

Mark Heydlauff, City Manager

City Manager presented information on the proposed amendment regarding Bridge Park Drive signage.

Discussion was held and Council concurred that the City Manager bring back modified language regarding additional standards for the sign.

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

Motion by Parr, seconded by Kalbfell to set a public hearing for Monday, May 20, 2024, at 6pm in the Council Chamber of City Hall, 210 State Street, Charlevoix, MI for the proposed Bridge Park Drive sign zoning ordinance amendment.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

C. Set a Public Hearing: Proposed Amendments to Outdoor Storage

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the proposed amendments to outdoor storage.

Mayor Gennett opened the item for public comment, one was heard.

Motion by Kalbfell, seconded by Cole to add the following language to the proposed outdoor storage ordinance amendment, which shall read, the open parking or storage of any recreational vehicle not owned by a resident or owner of the property on which it is located shall not be permitted.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

Motion by Cole, seconded by Spring to set a public hearing for Monday, May 20, 2024, at 6pm in the Council Chamber of City Hall, 210 State Street, Charlevoix, MI for the proposed outdoor storage zoning ordinance amendments.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

7. All Other Actions and Requests

A. Request for use of Bridge Park: Boyne Thunder

City Manager Heydlauff presented information on the request for use of Bridge Park for Boyne Thunder.

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

Motion by Kalbfell, seconded by Spring to approve the use of Bridge Park on July 13, 2024 for the 20th Annual Boyne Thunder Poker Run.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

B. Request for use of Bridge Park: Bridge Street Tap Room Anniversary Event

Mark Heydlauff, City Manager

Council Member Hagen stepped down from the dais at 6:52 p.m.

City Manager Heydlauff presented information on the request for use of Bridge Park for the Bridge Street Tap Room Anniversary Event.

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

Motion by Spring, seconded by Parr to approve the use of Bridge Park by the Bridge Street Tap Room for an event on June 22, 2024, and authorize City staff to make all other necessary arrangements including the charging for requested parking spaces and any other licensing requirements for MLCC.

Yeas: Kalbfell, Cole, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

Council Member Hagen returned to the dais at 6:54 p.m.

C. Request for Paid Parking Space: Acacia Lot

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the request for paid parking space in the Acacia Lot.

Mayor Gennett opened the item for public comment, one was heard.

Council concurred to take no action on the request.

D. Request for Parking Spaces: Antique Car Cruise

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the request for parking spaces for the antique car cruise.

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

Motion by Spring, seconded by Kalbfell to decline the request and leave the car cruise to find their own spaces when they arrive in the City.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

- Shirley Gibson thanked Joe Schartzfisher for his service to the City
- LuAnne Kozma stated her concerns about an outstanding invoice from the City of Charlevoix to Hayes Township as well as her concerns about the EMS Authority

B. City Manager's Comments

- Shared information regarding special elections

- Thanked Joe Schwartzfisher
- Officer Charlie Ramirez started on Monday with the police department
- Parking meters will soon be turned on

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 7:16 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor