

City of Charlevoix
City Council Regular Meeting Minutes
Monday, May 20, 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, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Recreation Department Spring Update

Kent Knorr, Recreation Director

Recreation Director Kent Knorr presented information about the Recreation Department's winter, spring, and summer activities.

4. Inquiry Regarding Conflicts of Interest

Council Member Hagen recused himself from the consent agenda.

Council Member Hagen stepped down from the dais at 6:15 p.m.

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: Cole, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

Council Member Hagen returned to the dais at 6:18 p.m.

A. City Council Meeting Minutes - May 8, 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
05/10/2024	Payroll Transmittal Checks	\$5,817.54
05/10/2024	Payroll (net pay)	\$122,179.51

05/21/2024	Regular Accounts Payable	\$159,207.03
04/26/2024-05/13/2024	ACH/WIRE Payments	\$167,555.29
Grand Total		\$454,759.37
The entire accounts payable and payroll check registers can be viewed on our website.		

C. Electric Tariffs

Motion to adopt the electric tariffs as presented.

D. Request from Great Lakes Center for the Arts: The Concert Truck in East Park on August 8

Motion to approve the Great Lakes Center for Arts request for a Concert Truck to visit Charlevoix on August 8, 2024 in East Park.

E. Bridge Street Tap Room request for Music in Bridge Park

Motion to approve the listed dates for live music in Bridge Park hosted by the Bridge Street Tap Room.

6. Public Hearings and Actions Requiring Public Hearings

A. Public Hearing: Proposed Amendment Bridge Park Drive Signage

Mark Heydlauff, City Manager

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

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

No action was taken because Council Member Kalbfell was absent. Item will be on the next agenda.

B. Public Hearing: Proposed Amendments to Outdoor Storage

Mark Heydlauff, City Manager

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

Council discussed the electricity clause 153.153 A (2) and discussed the camping language 153.153 A (8).

Mayor Gennett opened the item for public comment, two were heard.

No action was taken because Council Member Kalbfell was absent. Item will be on the next agenda.

7. All Other Actions and Requests

A. Mayoral Appointments

Lyle Gennett-Mayor

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

Motion by Hagen, seconded by Parr to confirm the Mayor's appointment of Jennifer Muladore

and Maureen Radke to the Planning Commission with terms expiring April of 2027.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

Motion carried.

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

Motion by Spring, seconded by Cole to confirm the Mayor's appointment of Ron Way to the Downtown Development Authority Board of Directors with terms expiring April of 2028.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

Motion carried.

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

Motion by Parr, seconded by Spring to confirm the Mayor's appointment of RJ Waddell to the Housing Commission with a term ending April of 2029.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

Motion carried.

B. Michigan Beach Concession Operations

Kent Knorr, Recreation Director

Kent Knorr, Recreation Director, presented information on Michigan Beach Concession Operations.

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

Motion by Cole, seconded by Hagen to direct the City Manager to sign a one-year concession agreement with J. Bird Provisions to operate the Michigan Beach Concession stand through September 2024 at the rate of 5% of gross revenue.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

Motion carried.

C. Ferry Beach Concession Proposed Addendum

Kent Knorr, Recreation Director presented information about the request for the Ferry Beach concession proposed addendum.

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

Motion by Hagen, seconded by Parr to authorize the City Manager to sign an addendum to the Concession Agreement with Charlevoix Adventure Company to set a revenue share of 5% based on gross sales. Monthly revenue reports would continue to be submitted on the 15th of

each month.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

Motion carried.

8. Reports and Communications

A. Public Comment

- Shirley Gibson commented on the City Manager's evaluation

B. City Manager's Comments

- Staff is working on closing documents for the parcel of land sold to Peninsula Fiber Network
- There will be a scheduled power outage early Wednesday morning in parts of downtown for maintenance related to Mason Street project
- The EV charger project is near completion
- Attended a meeting hosted by Senator Mallory McMorrow and Senator John Damoose shared highlights
- Memorial Day Parade on Monday

C. Mayor and Council Comments

- Mayor Gennett asks about the fire truck being used to fix the flag pole at Michigan Beach

9. Other Council Business

A. Closed Session: City Manager Annual Evaluation (MCL 15.268 (1a))

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

Motion by Cole, seconded by Parr to enter Closed Session for the purpose of conducting the City Manager's performance evaluation pursuant to MCL 15.268 (1a) at 6:58 p.m.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

Motion carried.

Motion by Spring, seconded by Parr to re-enter into open session at 7:31 p.m.

Yeas: Cole, Knapp, Parr, Hagen, Spring

Nays: None

Absent: Kalbfell

Motion carried.

Motion by Parr, seconded by Hagen to approve the closed session meeting minutes as read by City Clerk.

Yeas: Cole, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

10. Adjourn

Mayor Gennett adjourned the meeting at 7:31 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor