

City of Charlevoix
City Council Regular Meeting Minutes
Monday, June 17, 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

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 Spring to approve the consent agenda as presented.

Yeas: Parr, Spring, Knapp, Cole, Hagen

Nays: None

Absent: Kalbfell

Motion carried.

A. City Council Meeting Minutes - June 3, 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
06/07/2024	Payroll Transmittal Checks	\$6,366.86
06/07/2024	Payroll (net pay)	\$135,568.71
06/18/2024	Regular Accounts Payable	\$531,046.14
06/03/2024-06/10/2024	ACH/WIRE Payments	\$167,781.05
06/18/2024	Tax Disbursement	\$18,005.53
Grand Total		\$858,768.29
The entire accounts payable and payroll check registers can be viewed on the City's website.		

C. LIEAF Opt-out Resolution

Motion to opt out of Public Act 95 of 2013 for the 2024-2025 heating season.

D. Transformer purchase: \$14,745.15

Motion to approve the purchase of one SETI 75 kVA three phase pad mounted transformers from the Holland Board of Public Works in the amount of \$14,745.15.

E. Airport Professional Engineering Services Contract

Motion to approve the contract and authorize the City Manager to sign the general engineering service contract with RS&H.

F. Water Tower Maintenance Engineering for the amount of \$14,000

Motion to accept the proposal as presented by Dixon Engineering for the amount of \$14,000 and authorize the City Manager to sign any required documents.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Pinebridge Place PILOT & Development Agreement

Mark Heydlauff, City Manager

Jane MacKenzie

City Manager Heydlauff and Jane MacKenzie, Northern Homes Community Development Corporation presented information on the Pinebridge Place PILOT and Development Agreement.

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

Motion by Cole, seconded by Spring to set a public hearing for July 15, 2024, in the Council Chamber of City Hall to consider Ordinance 851, a Payment in Lieu of Tax Ordinance for Pinebridge Place Nonprofit Housing Corporation.

Yeas: Parr, Spring, Knapp, Cole, Hagen

Nays: None

Absent: Kalbfell

Motion carried.

B. Outdoor Storage Zoning Ordinance Discussion

Mark Heydlauff, City Manager

Jonathan Scheel, Zoning Administrator

City Manager Heydlauff and Director of Planning and Zoning Jonathan Scheel presented information on the outdoor storage zoning ordinance.

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

After discussing the items listed in the staff report, Council concurred and directed staff to prepare a draft ordinance.

7. All Other Actions and Requests

A. Distributed Energy Resource (DER) Documents

John Griffith, Electric Department Director

John Griffith, Electric Department Director, presented information on the Distributed Energy Resource (DER) documents.

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

Motion by Spring, seconded by Cole to approve the Distributed Energy Resource documents as presented.

Yeas: Parr, Spring, Knapp, Cole, Hagen

Nays: None

Absent: Kalbfell

Motion carried.

B. Mayoral Appointments

Lyle Gennett-Mayor

Mayor Gennett presented information on his mayoral appointments.

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

Motion by Parr, seconded by Cole to confirm the Mayor's appointment of Cole Oosthuizen to the Recreation Advisory Committee with a term expiring December 2026.

Yeas: Parr, Spring, Knapp, Cole, Hagen

Nays: None

Absent: Kalbfell

Motion carried.

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

Motion by Hagen, seconded by Knapp to confirm the Mayor's appointment of Jill Dipert to the Recreation Advisory Committee with a term expiring December 2024.

Yeas: Parr, Spring, Knapp, Cole, Hagen

Nays: None

Absent: Kalbfell

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Toured the Coast Guard Station with Senator Damoose and Sheriff Vondra which together, the County, Coast Guard, local law enforcement and fire departments are looking at a new multi-use emergency response boat which would be funded by a FEMA grant

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor