

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Monday, October 7, 2024 - 6:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**1. Pledge of Allegiance**

The meeting was called to order at 6:03 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, Mark Knapp, Phil Parr, Richard Spring  
Members Absent: Aaron Hagen, Janet Kalbfell  
City Manager: Mark L. Heydlauff, absent  
City Clerk: Sarah J. Dvoracek

**3. Presentations**

A. Domestic Abuse Awareness Month

Mayor Lyle Gennett

Mayor Gennett read the proclamation declaring October as Domestic Abuse Awareness Month.

**4. Inquiry Regarding Conflicts of Interest**

Council Member Knapp stated he has a conflict of interest with item 6A. Conditional Rezone of a portion of 743 Petoskey Avenue.

**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: Spring, Knapp, Parr, Cole

Nays: None

Absent: Hagen, Kalbfell

**Motion carried.**

A. City Council Meeting Minutes - September 16, 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       |
|------------|------------------------------|--------------|
| 09/20/2024 | Special Accounts Payable Run | \$65,909.96  |
| 09/27/2024 | Payroll (net pay)            | \$128,822.57 |
| 09/27/2024 | Payroll Transmittal Checks   | \$5,405.19   |
| 09/27/2024 | Special Accounts Payable Run | \$50.00      |

|                                                                                             |                            |                       |
|---------------------------------------------------------------------------------------------|----------------------------|-----------------------|
| 10/01/2024                                                                                  | Payroll Transmittal Checks | \$112,291.00          |
| 10/08/2024                                                                                  | Regular Accounts Payable   | \$464,372.41          |
| 09/16/2024-09/30/2024                                                                       | ACH/WIRE Payments          | \$446,684.07          |
| 09/27/2024                                                                                  | Tax Disbursement           | \$241,541.53          |
| <b>Grand Total</b>                                                                          |                            | <b>\$1,465,076.73</b> |
| The entire accounts payable and payroll check registers <a href="#">can be viewed here.</a> |                            |                       |

C. MPPA Power Purchase Commitment Authorization

Motion to approve the amended and restated PPC that terminates the provisions of the previous PPC tied to the Capacity Purchase and Sale Agreement and replaces it with the provisions contained in the Replacement Zonal Resource Confirmation as presented.

D. Lease of Police Patrol Vehicle 2025

Motion to authorize the Chief of Police to order a 2025 Tahoe through Enterprise Fleet Management and the City Manager to sign the agreements as presented by Enterprise Fleet Management.

E. 2024 ROW Tree Planting Bid

Motion to accept the bid from Shades of Green Landscaping in the amount of \$16,987.50 and authorize the City Manager to sign any required documents.

F. AI Policy

Motion to approve the City of Charlevoix AI Policy as presented.

G. Institute for Responsive Government Grant

Motion to accept the Institute for Responsive Government Grant in the amount of \$6,000 and authorize the City Manager to sign all required documents.

**6. Public Hearings and Actions Requiring Public Hearings**

A. Conditional Rezone of a portion of 743 Petoskey Avenue

Jonathan Scheel, Director of Planning & Zoning

Council Member Knapp stepped down from the dais (6:07 p.m.).

Jonathan Scheel, Director of Planning and Zoning, presented information on the Conditional Rezone of a portion of 743 Petoskey Avenue. Mr. Scheel answered questions from Council Members.

Mayor Gennett opened the public hearing for public comment. None were heard. No action was taken due to the absence of Council Members Hagen and Kalbfell.

Council Member Knapp returned to the dais (6:13 p.m.).

**7. All Other Actions and Requests**

A. Deer Cull

Jill McDonnell, Chief of Police

Chief McDonnell presented information on the deer cull. Chief McDonnell answered questions from the Council.

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

No action was taken due to the absence of Council Members Hagen and Kalbfell.

B. 109 Mason Street Redevelopment Ready Proposal

Mark Heydlauff, City Manager

Director of Planning and Zoning Scheel presented information on the 109 Mason Street Redevelopment Ready Proposal.

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

Motion by Spring, seconded by Cole to approve the draft RFP for the Redevelopment of 109 Mason Street as presented.

Yeas: Spring, Knapp, Parr, Cole

Nays: None

Absent: Hagen, Kalbfell

**Motion carried.**

C. Revised LCEMSA Articles of Incorporation

Mark Heydlauff, City Manager

Mark Knapp

Council Member Knapp presented information on the revised LCEMSA Articles of Incorporation.

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

Motion by Cole, seconded by Spring to approve the amendment to the Lake Charlevoix EMS Authority Articles of Incorporation and authorize the Mayor to sign the document.

**CITY OF CHARLEVOIX**

**RESOLUTION NO. 2024-10-01**

**ADOPTING LCEMSA ARTICLES OF INCORPORATION AMENDMENT**

At a duly scheduled meeting of the City Council of the City of Charlevoix held in the Council Chambers of City Hall located at 210 State Street Charlevoix, MI on the 7th day of October, 2024 at 6 p.m.

Present: Cole, Knapp, Parr, Spring

Absent: Hagen, Kalbfell

The following resolution was offered by Council Member Cole and supported by Council Member Spring.

WHEREAS, the City of Charlevoix is an Incorporating Municipality or Approved Contracting Municipality of the Lake Charlevoix Emergency Medical Service Authority ("LCEMSA"), which is an emergency services authority organized under Act 57 of 1988, MCL 124.601, et. seq., ("Act

57”) providing EMS service to various municipalities; and

WHEREAS, the Board of Directors of the LCEMSA believes it is in the best interests of LCEMSA to amend its Articles of Incorporation to: (1) add Eveline Township as an Approved Contracting Municipality; (2) include a provision as to membership on the LCEMSA Board of Directors intended to prevent dual representation of one member municipality on two Board of Director seats; and (3) make miscellaneous administrative changes. (“Articles Amendment”); and

WHEREAS, to comply with MCL 124.603(2) the City Council of the City of Charlevoix desires to adopt this resolution to approve of the Articles Amendment to comply with Act 57 including MCL 124.603(2).

NOW THEREFORE BE IT RESOLVED:

1. The Charlevoix City Council approves of the Articles Amendment as attached as Exhibit A and allows an officer of the City of Charlevoix to coordinate with the LCEMSA Board of Directors to execute the Articles Amendment and assist with all filing and administrative requirements of Act 57.

2. Once signed by all relevant parties, the LCEMSA shall take all actions necessary to file and/or complete the Articles Amendment per Act 57.

3. All resolution or parts of resolutions insofar as they are inconsistent with this resolution shall be hereby repealed.

Yeas: Spring, Knapp, Cole, Parr

Nays: None

Absent: Hagen, Kalbfell

**Motion carried.**

## **8. Reports and Communications**

A. Public Comment

B. City Manager's Comments

C. Mayor and Council Comments

## **9. Other Council Business**

## **10. Adjourn**

Mayor Gennett adjourned the meeting at 6:57 p.m.

