

City of Charlevoix
City Council Regular Meeting Minutes
Monday, December 2, 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, Phil Parr, Richard Spring

Members Absent: Shane Cole, Janet Kalbfell, Mark Knapp

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Recreation Department Fall Presentation

Kent Knorr, Recreation Director

Kent Knorr, Recreation Director, presented information on the Recreation Department's past seasons' activities, including the department's transition to Civic Rec, the golf course, the farmer's market, and the marina. Recreation Director Knorr answered questions from Council.

4. Inquiry Regarding Conflicts of Interest

Council Member Parr stated he doesn't think that there is a conflict of interest to item 7B. Local Government Approval for an Off-Premises Tasting Room License-Grand Traverse Distillery since they provide their own alcohol, Council concurred.

5. Consent Agenda

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

Yeas: Spring, Hagen, Parr

Nays: None

Absent: Cole, Kalbfell, Knapp

Motion carried.

A. City Council Meeting Minutes - November 18, 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
11/19/2024	Special Accounts Payable Run	\$1,037.50
11/19/2024	Special Accounts Payable Run	\$77,440.88
11/20/2024	Payroll (net pay)	\$113,197.59

11/22/2024	Payroll Transmittal Checks	\$6,011.87
12/03/2024	Regular Accounts Payable	\$251,114.02
11/18/2024-11/25/2024	ACH/WIRE Payments	\$392,109.08
Grand Total		\$840,910.94
The entire accounts payable and payroll check registers can be viewed on the City's website.		

C. MPPA Power Purchase Commitment Authorization

Motion to authorize John Griffith, its Member Authorized Representative, to execute the MPPA Energy + REC Power Purchase Commitment (PPC) Authorization-Charlevoix, as presented.

D. Electric Department Vehicles

Motion to approve the purchase of one Altec AA55E aerial device and chassis in the amount of \$308,177 for delivery in 2027 and one Altec AT48M aerial device and chassis in the amount of \$279,349 for delivery in 2028 as presented.

E. State Grant for Snow Removal Equipment

Motion by Parr, seconded by Spring to approve the City Manager to sign the necessary documents to apply for the MDOT grant and approve the attached resolution.

CITY OF CHARLEVOIX

RESOLUTION NO. 2024-12-02

APPROVAL OF GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION
OFFICE OF AERONAUTICS FOR THE FISCAL YEAR (FY) 2025 STATE/LOCAL AIRPORT PROGRAM

WHEREAS, the City is applying for the Fiscal Year 2025 State/Local Airport Program with the State of Michigan Department of Transportation, and;

WHEREAS, the grant amount being applied for will be in the amount of ninety thousand dollars (\$90,000).

WHEREAS, the City will use the funds to purchase a new snow removal tractor for airport operations and;

WHEREAS, the City agrees to follow all the necessary and required laws and guidelines per the program and;

WHEREAS, the City Council is in full support of the City applying for the Fiscal Year 2025 State/Local Airport Program.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Airport Manager to apply for the grants funds offered by the Fiscal Year 2025 State/Local Airport Program and authorize the City Manager to sign all required documents.

RESOLVED this 2nd day of December A.D. 2024

Resolution was adopted by the following yea and nay vote:

Yeas: Spring, Hagen, Parr
Nays: None
Absent: Cole, Kalbfell, Knapp
Motion carried.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Amend Membership on the Planning Commission

Mark Heydlauff, City Manager

City Manager Heydlauff presented information about the amendment to membership on the Planning Commission.

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

Motion by Hagen, seconded by Spring to set a public hearing for Ordinance 855 of 2024 for Monday, December 16, 2024, at 6 pm in the Council Chambers for City Hall, 210 State Street, Charlevoix, MI.

Yeas: Spring, Hagen, Parr

Nays: None

Absent: Cole, Kalbfell, Knapp

Motion carried.

7. All Other Actions and Requests

A. Burns Street Dock Application and Requirements

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Burns Street Dock application and requirements. City Manager Heydlauff answered questions from Council.

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

Motion by Parr, seconded by Hagen to adopt the Burns Street Dock applications and requirements as presented.

Yeas: Spring, Hagen, Parr

Nays: None

Absent: Cole, Kalbfell, Knapp

Motion carried.

B. Local Government Approval for Off-Premises Tasting Room License-Grand Traverse Distillers, LLC

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the local government approval for an off-premises tasting room license for Grand Traverse Distillers, LLC.

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

Motion by Spring, seconded by Parr to approve Resolution 2024-12-01 recommending approval for an off-premises tasting room license for Grand Traverse Distillery, LLC.

CITY OF CHARLEVOIX

RESOLUTION NO. 2024-12-01

LOCAL GOVERNMENT APPROVAL FOR OFF-PREMISES TASTING ROOM LICENSE

A. At a regular meeting of the City of Charlevoix called to order by Mayor Lyle Gennett on December 2, 2024, at 6:00 p.m. the following resolution was offered:

B. Motion by Parr, seconded by Spring that the application from Grand Traverse Distillery LLC. for a NEW OFF-PREMISES TASTING ROOM LICENSE to be located at: 216 Bridge Street, Charlevoix, MI 49720.

C. It is the consensus of this body that it recommends this application be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 2nd day of December 2024 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Spring, Hagen, Parr

Nays: None

Absent: Cole, Kalbfell, Knapp

Motion carried.

C. Match on Main Grant Policy & Process

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Match on Main Grant Policy and Process. City Manager Heydlauff answered questions from Council.

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

Motion by Parr, seconded by Spring to adopt the Match on Main Policy and Process as presented.

Yeas: Spring, Hagen, Parr

Nays: None

Absent: Cole, Kalbfell, Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway provided the Council with a brief update on the County Commissioners' current and upcoming projects

B. City Manager's Comments

- Met with Fire Chief Thorp regarding the current ladder truck, they are researching the possibility of sending the truck back to the manufacturer for some upgrades while working on funding for a new truck
- Winter season is upon us with the tree lighting and parade last week

- Thanked the public works crew for their handwork clearing snow and leaves

C. Mayor and Council Comments

9. Other Council Business

Council Member Parr stated he spoke with the DNR Enforcement regarding hunting within a 450 feet (150 yards) safety zone, and this only applies to firearm equipment, not archery equipment. Council Member Parr stated he misspoke about the 150 yards in a previous meeting and the ordinance doesn't go into effect until December 18, 2024. Mr. Parr stated Council may want to revisit the topic at a later date with this new information. No Council action was taken.

10. Adjourn

Mayor Gennett adjourned the meeting at 6:47 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor