

City of Charlevoix
City Council Regular Meeting Minutes
Monday, January 6, 2025 - 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, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Presentation: Kirby Dipert

Mayor Gennett read a Mayoral Proclamation honoring Kirby Dipert for his years of service on the DDA Board of Directors.

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 Cole to approve the consent agenda as presented.

Yeas: Kalbfell, Cole, Hagen, Spring, Knapp, Parr

Nays: None

Motion carried.

A. City Council Meeting Minutes - December 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
12/19/2024	Special Accounts Payable Run	\$74,261.53
12/20/2024	Payroll (longevity net pay)	\$12,914.11
12/20/2024	Payroll (net pay)	\$106,777.19
12/20/2024	Payroll Transmittal Checks	\$6,503.81
01/03/2025	Payroll (net pay)	\$121,122.27

01/03/2025	Payroll Transmittal Checks	\$6,411.55
01/07/2025	Regular Accounts Payable	\$234,121.63
12/16/2024-01/07/2025	ACH/WIRE Payments	\$562,382.82
01/02/2025	Special A/P Tax Disbursement	\$515,995.85
Grand Total		\$1,640,490.76
The entire accounts payable and payroll check registers can be viewed at the City's website.		

C. 2025 MDOT Road Closures for Special Events

Motion to approve road closures as listed above for the MDOT Annual application submittal.

D. American Rescue Plan Act (ARPA) of 2021 Grant Funding

Motion to approve the Airport Manager to apply for the ARPA funds and authorize the City Manager to sign all necessary documents for the execution of the grant.

E. Quarterly Investment Report

Motion to approve the investment report as presented.

6. Public Hearings and Actions Requiring Public Hearings

A. Public Hearing: Amendment to Fines Ordinance 856 of 2025

Mark Heydlauff, City Manager

Jill McDonnell, Chief of Police

City Manager Heydlauff and Chief Jill McDonnell presented information on the amendment to the fine ordinance 856 of 2025.

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

Motion by Cole, seconded by Knapp to approve Ordinance 856 of 2025 as presented.

CITY OF CHARLEVOIX

ORDINANCE NO. 856 of 2025

AN ORDINANCE TO AMEND TITLE I, CHAPTER 10, RULES OF CONSTRUCTION; GENERAL PENALTY, SECTION 10.99 GENERAL PENALTY OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Title I, Chapter 10, Section 10.99 General Penalty (10) Schedule of Civil Fines of the Charlevoix City Code is hereby amended as follows:

(10) Schedule of civil fines. The City Council may adopt by ordinance a fine schedule and/or an ordinance may specify a fine for a violation of that particular ordinance. If no other fine amount is specified by an ordinance of the City Council, the fines for violations shall be as follows:

Offense	Fine
First Offense	\$100

Second offense within \$300
2 years of initial
offense
Third or subsequent \$500
offense within 2 years
of initial offense

SECTION 2. Severability

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 3. Effective Date

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 856 was adopted on the 6th day of January 2025 A.D., by the Charlevoix City Council as follows:

Yeas: Kalbfell, Cole, Hagen, Spring, Knapp, Parr

Nays: None

Motion carried.

7. All Other Actions and Requests

A. Police Department Accreditation

Jill McDonnell, Chief of Police

Chief McDonnell presented information on the Police Department's Accreditation progress. Chief McDonnell answered questions from Council.

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

Motion by Spring, seconded by Knapp to approve the Mission, Vision, Values Statements for the Charlevoix Police Department.

Yeas: Kalbfell, Cole, Hagen, Spring, Knapp, Parr

Nays: None

Motion carried.

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

Motion by Cole, seconded by Hagen to approve Resolution 2025-01-01 to apply for \$5,000 from the Par Plan Risk Reduction Grant Program.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-01-01

Michigan Township Participating Plan Grant Application Approval

WHEREAS, the City of Charlevoix City Council wishes to apply for a Risk Reduction Grant

through the Michigan Township Participating Plan (Par Plan) to assist in cover the cost of the Power DMS Software, which will enhance the Police Department's capabilities in policy management, compliance tracking, and documentation.

WHEREAS, the City of Charlevoix Police Department is seeking a grant contribution of \$5,000.00.; and

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council supports submittal of an application to the Michigan Township Participating Plan for a \$5,000.00 grant to assist in cover the cost of the Power DMS Software.

RESOLVED this.

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Cole, Hagen, Spring, Knapp, Parr

Nays: None

Motion carried.

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

Motion by Kalbfell, seconded by Spring to authorize the purchase of PowerDMS modules as presented upon successful receipt of the Par Plan Risk Reduction Grant.

Yeas: Kalbfell, Cole, Hagen, Spring, Knapp, Parr

Nays: None

Motion carried.

B. Match on Main Selection Policy Revision

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Match on Main Selection Policy Revision.

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

Motion by Parr, seconded by Kalbfell to adopt the revised Match on Main Selection Policy as presented.

Yeas: Kalbfell, Cole, Hagen, Spring, Knapp, Parr

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway provided Council with County Commission's projects status updates.

B. City Manager's Comments

- McSauba Ski Hill reopened and thanked staff for their hard work keeping things moving
- In process of refreshing the City's website and hope to finish by spring
- DDA is meeting tomorrow night, overall transition with the Chamber has been

successful

- DDA's Gift Local Raffle ticket campaign was a success

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:33 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor