

City of Charlevoix
City Council Regular Meeting Minutes
Monday, January 20, 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

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 Kalbfell to approve the consent agenda as presented.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - January 6, 2025

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
01/17/2025	Payroll Transmittal Checks	\$7,427.24
01/17/2025	Payroll (sick leave payout net pay)	\$20,993.95
01/17/2025	Payroll (net pay)	\$114,993.81
01/21/2025	Regular Accounts Payable	\$177,863.42
01/03/2025-01/21/2025	ACH/WIRE Payments	\$140,788.07
Grand Total		\$462,066.49

The entire accounts payable and payroll check registers can be viewed on the City's [website](#).

C. Rock the Dock with Knee Deep

Motion to approve the use of Odmark Pavilion for Knee Deep to perform on June 21, 2025.

D. 2025 Poverty Exemption Policy and Guidelines

Motion to approve the 2025 Poverty Exemption Policy and Guidelines as presented.

E. Extension of Agreement with Biotech Agronomics

Motion to approve the agreement with Biotech Agronomics as presented and authorize the City Manager to sign the agreement.

6. Public Hearings and Actions Requiring Public Hearings

A. Fiscal Year 2026 Budget

City Manager Heydlauff presented information about the Fiscal Year 2026 Budget. City Manager Heydlauff answered questions from Council. Council discussed the budget in detail. No action was taken.

7. All Other Actions and Requests

A. Council Appointment

Janet Kalbfell-1st Ward Council Member

Council Member Kalbfell presented information on the Council appointment.

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

Motion by Kalbfell, seconded by Spring to appoint Richard Hodgson to the Zoning Boards of Appeals for a term to expire on December 31, 2027.

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

Nays: None

Motion carried.

B. Mayoral Appointment

Mayor Lyle Gennett

Mayoral Gennett presented information on the Mayoral appointment for Jessica Nagel.

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

Motion by Spring, seconded by Hagen to confirm the Mayor's appointment of Jessica Nagel to the Downtown Development Authority Board for a term to expire April of 2026.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- In the budget presented, there was an issue with the formatting of the account numbers

however the budgeted numbers are correct

- The State of Michigan requires the City to utilize a standardized Chart of Accounts
- Submitted the Match on Main Grants for Stiggs Brewery and Dockside Books
- Will submit the RAP Grant (1.5 million) to hopefully finish the Alley Corridor Vision Plan
- Congrats to Dean Martin for his recent promotion to Village Manager for the Village of Mackinaw City

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:50 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor