

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 3, 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: Aaron Hagen, Mark Knapp, Phil Parr

Members Absent: Shane Cole, Janet Kalbfell, Richard Spring

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 Hagen to approve the consent agenda as presented.

Yeas: Hagen, Parr, Knapp

Nays: None

Absent: Cole, Kalbfell, Spring

Motion carried.

A. City Council Meeting Minutes - January 20, 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
01/23/2025	Special Accounts Payable Run	\$64,214.66
01/28/2025	Special Accounts Payable Run	\$4,907.08
01/31/2025	Payroll (net pay)	\$108,821.19
01/31/2025	Payroll Transmittal Checks	\$6,350.86
02/04/2025	Regular Accounts Payable	\$86,627.53
01/21/2025-01/31/2025	ACH/WIRE Payments	\$453,557.06
01/16/2025	Special A/P Tax Disbursement	\$720,593.90
Grand Total		\$1,445,072.28

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

- C. Updated Intergovernmental Data Sharing Agreement
Motion to approve the updated Intergovernmental Data Sharing Agreement as presented and authorize the City Manager to sign the agreement.
- D. Confirm Emergency Repair of High Service Pump #2: \$23,738
Motion to confirm the emergency purchase and rebuild of High Service Pump #2 as stated in the proposal from Northern Pump and Well in the amount of \$23, 738.

6. Public Hearings and Actions Requiring Public Hearings

- A. Budget Amendment for Fiscal Year 2025
Mark Heydlauff, City Manager
City Manager Heydlauff presented information on the Budget Amendment for Fiscal Year 2025.

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

Motion by Knapp, seconded by Parr to set public hearing for the 2024-25 Budget Amendment Ordinance for February 17, 2025 at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

Yeas: Hagen, Parr, Knapp

Nays: None

Absent: Cole, Kalbfell, Spring

Motion carried.

- B. 2025-26 Budget Ordinance
Mark Heydlauff, City Manager
City Manager Heydlauff presented information on the 2025-26 Budget Ordinance.

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

Motion by Parr, seconded by Hagen to set the Budget Public Hearing for 6 p.m. on February 17, 2025, in the City Hall Council Chambers, 210 State, Charlevoix, MI.

Yeas: Hagen, Parr, Knapp

Nays: None

Absent: Cole, Kalbfell, Spring

Motion carried.

7. All Other Actions and Requests

8. Reports and Communications

- A. Public Comment

- B. City Manager's Comments

- Phase 1 of the meter replacement project will start this week and include installation of 325 meters which will test continuity and communication, residents effected were noticed last week

- Received a lovely comment regarding Sgt. Orban assisting one of our residents and helping them get their vehicle unstuck from the hill by Michigan Beach

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:08 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor