

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 17, 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

Members Absent: Richard Spring

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Parr, seconded by Kalbfell to approve the amended agenda and move item G. Day Camp Residency Registration Clarification for Grandparents to 7(C). All Other Actions and Requests.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

A. City Council Meeting Minutes - February 3, 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
02/11/2025	Special Accounts Payable Run	\$2,446.44
02/14/2025	Payroll (net pay)	\$114,252.41
02/14/2025	Payroll Transmittal Checks	\$6,564.23
02/18/2025	Regular Accounts Payable	\$166,829.30
02/03/2025-02/14/2025	ACH/WIRE Payments	\$163,345.14
01/29/2025	Special A/P Tax Disbursement	\$384,132.93
Grand Total		\$837,570.45

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

C. Renewable Energy Plan

Motion to approve the 2025 Renewable Energy Plan as required by Public Act of 2023 as presented.

D. City Band Support for Public Entertainment

Motion to approve \$5,000 for the Charlevoix City Band for the provision of free, public entertainment for the benefit of the community.

E. Proposal to Extend Auditing Service Contract

Motion to approve a five year agreement with Rehmann for audit services as detailed in the proposal.

F. Low Income Energy Assistance Program

Motion to Opt-in under Public Act 169 of 2024 for the 2025-2026 heating season.

G. Michigan Beach Concession Agreement

Motion to approve J. Bird Provisions to be the Concessionaire at Michigan Beach Park and direct the City Manager to sign the concession agreement.

6. Public Hearings and Actions Requiring Public Hearings

A. Ordinance 857: Adoption of Amended 2024-25 Budget

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the adoption of the Amended 2024-25 Budget. Mr. Heydlauff answered questions from Council.

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

Motion by Cole, seconded by Hagen to approve Ordinance 857 of 2025 as presented.

CITY OF CHARLEVOIX

ORDINANCE NO. 857 OF 2025

2024-25 BUDGET AMENDMENT #1

The Budget for the fiscal year beginning April 1, 2024 shall be amended for operating the City of Charlevoix. Ordinance 857 of 2025 Budget Appropriation Act of 2024-25, is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	4,336,200	4,830,445	494,245
- Legislative	EX Total	61,400	67,845	6,445
- General Government	EX Total	805,600	850,297	44,697
- Public Safety	EX Total	1,370,200	1,412,972	42,772
- Public Works	EX Total	407,500	467,700	60,200
- Recreation & Culture	EX Total	1,582,350	1,953,245	370,895
- Other	EX Total	23,200	45,110	21,910
- Fund Transfers	EX Total	48,700	48,677	(23)
Major Street Fund	RV Total	459,139	532,223	73,084
Major Street Fund	EX Total	441,579	526,454	84,875
Local Street Fund	RV Total	215,512	220,924	5,412
Local Street Fund	EX Total	176,500	181,302	4,802
Parking Services Fund	RV Total	149,200	164,850	15,650

Parking Services Fund	EX Total	137,800	164,568	26,768
Housing Initiatives Fund	RV Total	181,040	6,200	(174,840)
Housing Initiatives Fund	EX Total	175,000	400	(174,600)
DDA Fund	RV Total	686,400	745,335	58,935
DDA Fund	EX Total	666,400	797,106	130,706
Airport Fund	RV Total	2,414,240	2,150,459	(263,781)
Airport Fund	EX Total	2,429,800	2,517,354	87,554
Debt Service Facility	RV Total	485,100	489,500	4,400
Debt Service Facility	EX Total	485,000	484,600	(400)
Fire Replacement Fund	RV Total	59,440	60,540	1,100
Sewer Capital Fund-Tap Ins	RV Total	15,200	60,200	45,000
Sewer Capital Fund-North&South Side	RV Total	4,500	22,285	17,785
Infrastructure Improvements Fund	RV Total	358,200	499,762	141,562
Infrastructure Improvements Fund	EX Total	122,800	258,000	135,200
Street Improvements	RV Total	294,100	303,735	9,635
Street Improvements	EX Total	200,000	223,731	23,731
Industrial Park Fund	RV Total	7,570	7,741	171
Mt. McSauba Recreation Improvement Fund	RV Total	7,320	8,200	880
Mt. McSauba Recreation Improvement Fund	EX Total	0	30,000	30,000
Trail Development-Improvement Fund	RV Total	657,771	1,600	(656,171)
Trail Development-Improvement Fund	EX Total	960,400	2,000	(958,400)
Building Capital Improvement Fund	RV Total	100,000	64,000	(36,000)
Building Capital Improvement Fund	EX Total	228,600	306,928	78,328
Electric Fund	RV Total	9,061,916	9,573,098	511,182
Electric Fund	EX Total	10,919,800	9,882,327	(1,037,473)
Sewer Fund	RV Total	2,806,200	2,860,526	54,326
Sewer Fund	EX Total	3,631,600	3,850,604	219,004
Water Fund	RV Total	2,083,900	2,111,230	27,330
Water Fund	EX Total	2,419,700	2,571,454	151,754
Marina Fund	RV Total	1,005,144	1,054,386	49,242
Marina Fund	EX Total	1,621,000	1,635,825	14,825
Employee Fringe Benefit Fund	RV Total	3,313,300	3,158,600	(154,700)
Employee Fringe Benefit Fund	EX Total	3,131,500	3,132,787	1,287
Motor Pool Fund	RV Total	1,185,790	1,207,486	21,696
Motor Pool Fund	EX Total	1,583,700	1,637,644	53,944
Perpetual Care Trust Fund	RV Total	6,000	9,000	3,000
Bad Debts				
General Fund/EMS	16,553			
Electric Fund	15,936			
Water Fund	1,615			
Sewer Fund	2,104			
DDA Fund	4,568			
Misc	<u>11,337</u>			
2024-2025 TOTAL:	52,113			
2023-24	\$43,279			
2022-23	\$90,459			
2021-22	\$146,992			
2020-21	\$244,662			
2019-20	\$164,129			
2018-19	\$40,680			
2017-18	\$47,070			
2016-17	\$40,120			

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

Ordinance No. 857 was adopted on the 17th day of February 2025 A.D., by the Charlevoix City Council as follows:

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

B. Ordinance 858: Adoption of 2025-26 Budget

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the adoption of the 2025-26 Budget.

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

Motion by Hagen, seconded by Knapp to approve Ordinance 858 of 2025 as presented.

CITY OF CHARLEVOIX

ORDINANCE NO. 858 OF 2025

BUDGET APPROPRIATION ACT

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, the City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith.

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2025 and ending March 31, 2026 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

General Fund	
Total Revenues:	\$4,682,540
Total Expenses:	\$4,682,540

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 10.4736 mills (9.2736 mills operating and 1.2000 mills infrastructure) for the period of April 1, 2025 through March 31, 2026 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.2919 mills for the period April 1, 2025 through March 31, 2026 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2025 through March 31, 2026 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2025 through March 31, 2026 in the amounts set forth below by fund:

Fund	Revenue	Expense
Major Street Fund	\$481,223	\$472,128
Local Street Fund	225,943	180,278
Parking Services	163,700	156,539
Boat Launch	45,200	45,128
Housing Initiatives	360,200	300,000
Electric Fund	10,628,012	10,628,012
Sewer Fund	3,793,014	3,793,014
Water Fund	3,736,231	3,736,231
Marina Fund	1,540,389	1,540,389
Airport Fund	2,642,726	2,642,726
Downtown Development Authority	723,305	644,990
Employee Fringe Benefit	3,194,900	3,194,900
Motor Vehicle Fund	1,797,200	1,797,200
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund-Infrastructure	323,300	323,300
General Debt Service Fund-New Service Facility	489,500	485,000
Fire Fund	500,000	500,000
Sewer Tap-in Fund*	16,200	0
Northside/Southside Sewer Fund*	3,700	0
Infrastructure Improvement	380,168	133,000
Road Improvements	313,264	200,000

Industrial Park Fund	7,700	5,000
Mt. McSauba Recreation Fund	8,200	0
Trail Development-Improvement Fund	958,328	958,328

*These funds are part of the Sewer Fund.

Ordinance 858 was enacted on the 17th day of February 2025 A.D., by the Charlevoix City Council as follows:

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

C. Set Public Hearing: Ordinance 859: Revised Historic District Ordinance

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the proposed revised Historic District Ordinance.

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

Motion by Parr, seconded by Kalbfell to set a public hearing on March 17, 2025, at 6 p.m. in the Council Chambers of City Hall to consider Ordinance 859 of 2025 as presented.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

7. All Other Actions and Requests

A. Council Appointment

Council Member Janet Kalbfell

Council Member Kalbfell presented information on her recommendation of Dennis Halverson to the Board of Review.

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

Motion by Kalbfell, seconded by Cole to appoint Dennis Halverson to the Board of Review for a term to expire December 2027.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

B. Mayoral Appointments

Mayor Lyle Gennett

Mayor Gennett presented information on his recommendations for appointment to the Recreation Advisory Committee.

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

Motion by Knapp, seconded by Hagen to confirm the appointment of Matthew Jarema (voting student) to the Recreation Advisory Committee for a term to expire June 2025.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

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

Motion by Kalbfell, seconded by Hagen to confirm the appointment of Ariahna Kantola (non-voting student) to the Recreation Advisory Committee for a term to expire June 2026.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

C. Day Camp Residency Registration Clarification for Grandparents

City Manager Heydlauff presented information on the Day Camp residency registration clarification for grandparents and provided Council a more detailed policy. City Manager Heydlauff answered questions from Council.

Motion by Parr, seconded by Hagen to approve the policy as amended to include a clause that states returning campers will have an opportunity to sign up for camp before the general public.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- In a recent article published by the MML, the National League of Cities stated that tax-exempt status on municipal bonds may be at risk of ending, we will continue to monitor the situation
- On Sunday, there was a water leak within the Water Plant building, thank you to both the Water and Sewer employees for handling the leak
- Thank you to the Public Works staff for their hard work clearing snow and keeping the

businesses' sidewalks clear

C. Mayor and Council Comments

- Collectively thanked Public Works for their efforts in clearing snow throughout the City

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:34 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor