

City of Charlevoix
City Council Regular Meeting Minutes
Monday, March 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: Shane Cole, Aaron Hagen, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell

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: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

A. City Council Meeting Minutes - February 17, 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
02/19/2025	Special Accounts Payable Run	\$63,040.27
02/28/2025	Payroll (net pay)	\$125,162.87
02/28/2025	Payroll Remittance Checks	\$6,331.08
03/04/2025	Regular Accounts Payable	\$207,718.54
02/11/2025-02/28/2025	ACH/WIRE Payments	\$466,411.48
02/14/2025	Special A/P Tax Disbursement	\$980,707.06
Grand Total		\$1,849,371.30

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

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Reschedule Council Meeting for May Election

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the rescheduling of the May 5 Council Meeting for the May Election.

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

Motion by Hagen, seconded by Spring to adjust the Council Meeting schedule as presented {move the May 5, 2025 Council Meeting to May 7, 2025 at 6pm}.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

B. Revised MOU among the Chamber, Visit Charlevoix, and City of Charlevoix

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the revised Memorandum of Understanding between the Chamber, Visit Charlevoix, and the City of Charlevoix.

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

Motion by Spring, seconded by Hagen to approve the Memorandum of Understanding between the City of Charlevoix, Charlevoix Area of Chamber of Commerce, Visit Charlevoix, and the Charlevoix Downtown Development Authority as presented and authorize the Mayor to sign the agreement.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

C. Service Agreement between the City of Charlevoix and the DDA

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Service Agreement between the City of Charlevoix and the DDA.

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

Motion by Spring, seconded by Parr to adopt the Agreement between the City of Charlevoix and the Charlevoix Downtown Development Authority as **presented** corrected and authorize the Mayor to sign the agreement.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:13 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor