

City of Charlevoix
City Council Regular Meeting Minutes
Monday, March 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, 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

Council Member Spring stated in the minutes on item 7C. there was an error in the amount of the agreement which Council discussed, the minutes should state approved as amended, not as presented.

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

Motion by Parr, seconded by Kalbfell to approve the amended consent agenda as corrected.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - March 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
03/10/2025	Special Accounts Payable Run	\$2,878.12
03/14/2025	Payroll (net pay)	\$114,636.17
03/14/2025	Payroll Remittance Checks	\$6,831.63
03/18/2025	Regular Accounts Payable	\$198,167.46
03/03/2025-03/14/2025	ACH/WIRE Payments	\$164,364.17
03/03/2025	Special A/P Tax Disbursement	\$334,528.93
Grand Total		\$821,406.48

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

- C. 2025 Pavement Marking Contract for \$28,545.30
Motion to approve the bid from Advanced Pavement Markings as presented for a total of \$28,545.30, and authorize the City Manager to sign any required documents.

- D. Planning Commission 2024 Annual Report
No action required.

6. Public Hearings and Actions Requiring Public Hearings

- A. Public Hearing: Ordinance 859: Revised Historic District Ordinance
Mark Heydlauff, City Manager
City Manager Heydlauff presented information on the Public Hearing: Ordinance 859: Revised Historic District Ordinance.

Mayor Gennett opened the item for public comment. None were heard.
Motion by Spring, seconded by Cole to approve Ordinance 859 of 2025 as presented.

**CITY OF CHARLEVOIX
ORDINANCE NO. 859 of 2025**

AN ORDINANCE TO AMEND TITLE III, CHAPTER 35: HISTORIC PRESERVATION OF THE CHARLEVOIX CITY CODE BY REPEALING THE EXISTING CHAPTER AND REPLACING IT WITH REVISED LANGUAGE

Whereas, the historic preservation of the City of Charlevoix is an important public policy priority, and,

Whereas, the City of Charlevoix has previously appointed a Historic District Commission and created the Earl Young Local Historic District, and,

Whereas, eliminating duplicate language and adhering to state law helps for the orderly promulgation of historic preservation policy and maintenance of historic resources.

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Strike Existing Chapter.

Title III, Chapter 35 of the Charlevoix City Code shall be struck in its entirety and replaced with the following language.

Section 2. Purpose.

The purpose of this ordinance is to safeguard the heritage of the City of Charlevoix by preserving historic districts that reflect elements of the City's history, architecture, and culture; stabilize and improve property values; promote civic beauty; strengthen the local economy; and foster educational and cultural opportunities.

Section 3. Definitions.

For purposes of this ordinance, the terms defined in Section 1a of the Local Historic Districts

Act (Act 169 of 1970; MCL 399.201a) shall have the same meaning.

Section 4. Historic District Commission.

A. The Historic District Commission (HDC) and those members presently serving shall continue to administer the provisions of this ordinance. The HDC shall adhere to all requirements and procedures set forth in the Local Historic Districts Act (Act 169 of 1970).

B. The HDC shall consist of five members, with qualifications and terms as prescribed in MCL 399.204. Terms of the membership shall be staggered as best as possible to ensure continuity of membership and terms of three years each. Vacancies on the Commission shall be filled in the same manner as original appointments.

C. The HDC shall only have the authority to review and act upon permit applications, as detailed in Section 5 of this ordinance and such other duties and responsibilities as statute or the City Council may from time to time obligate them.

Section 5. Establishment of Historic Districts.

A. The City of Charlevoix has previously established the Earl Young Local Historic District Depot Historic District. and the Central Historic District.

B. The boundaries of each historic district shall be described in an official map and legal description filed with the City Clerk once approved by City Council.

C. Before establishing or modifying any historic district, a Historic District Study Committee shall be appointed to conduct the review process in accordance with MCL 399.203. The Historic District Commission shall fulfill this role unless Council determines a separate study committee is advisable. The study for potential creation of a new historic district shall only occur if the Council requests it by resolution outlining the potential properties and need for the district or if the Council approves a proposal from the Historic District Commission prescribing the same.

Section 6. Permit Requirements.

A. No person shall perform any work affecting the exterior appearance of a resource within a historic district without first obtaining a permit issued under this ordinance.

B. The HDC shall review applications based on the Secretary of the Interior's Standards for Rehabilitation, 36 C.F.R. Part 67, and applicable local design guidelines if such guidelines may be created and approved by City Council.

C. A certificate of appropriateness or a notice to proceed must be issued by the HDC before any work begins.

D. All other terms in Section MCL 399.205 through MCL 399.215 shall apply to the ordinance.

Section 7. Demolition by Neglect and Enforcement.

A. Property owners within a historic district must maintain their properties to prevent demolition by neglect.

B. Violations of this ordinance shall be subject to fines and penalties as provided in MCL 399.215.

Section 8. Appeals.

A. Any decision of the HDC may be appealed to the State Historic Preservation Review Board as provided in MCL 399.205(2).

B. Further appeals may be filed with the Circuit Court of the County of Charlevoix in accordance with MCL 399.211.

Section 9. Penalties.

A. A person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this chapter is responsible for a civil violation and may be fined not more than \$5,000.

B. A person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this chapter may be ordered by the court to pay the costs to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated or demolished.

Section 10. 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 11. Effective Date.

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

Ordinance No. 859 was adopted on the 17th day of March 2025 A.D., by the Charlevoix City Council as follows:

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

Nays: None

Motion carried.

7. All Other Actions and Requests

A. Resolution 2025-03-01: Rates and Fees

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Resolution 2025-03-01 Rates and Fees.

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

Motion by Knapp, seconded by Hagen to adopt Resolution 2025-03-01 Rates & Fees associated with the 2025-26 budget as presented.

CITY OF CHARLEVOIX RESOLUTION NO. 2025-03-01

RATES & FEES ASSOCIATED WITH THE 2025-26 BUDGET

WHEREAS, the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and

WHEREAS, the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and

WHEREAS, the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2025.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2025-26 Proposed Budget with changes to the rates and fees for the following areas: airport, cemetery, parking, recreation, miscellaneous, and Utility Rates which includes water, wastewater, and electric rates.

RESOLVED, this 17th day of March, 2025 A.D.

Resolution adopted by the following yea and nay votes:

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

Nays: None

Motion carried.

B. Resolution 2025-03-02: Purchase Policy Revisions

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Resolution 2025-03-02 Purchase Policy Revisions.

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

Motion by Kalbfell, seconded by Cole to approve Resolution 2025-03-02 adopting the revised Purchase Policy and Procedures.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-03-02

RESOLUTION ADOPTING PURCHASE POLICY AND PROCEDURES

WHEREAS, per Section 7.17 of the City Charter, the Council shall prescribe by resolution a general framework of necessary procedures governing financial and contractual dealings with the City; and

WHEREAS, in 1994 the Charlevoix City Council amended the City Ordinance (Ord. 611) regarding the purchase of goods and services for the City including setting dollar amount thresholds; and

WHEREAS, specific changes to purchasing policy and procedures have been recommended to reflect increases in dollar values as a result of inflation, and other changing circumstances; and

WHEREAS, these recommended changes will facilitate the operation of the City's Treasury Department by streamlining various approval processes; and

WHEREAS, these recommended charges are consistent with the purchasing policies and procedures of other city governmental organizations within the State of Michigan and adhere to the best practices as prescribed by the Michigan Department of Treasury; and

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby approves the Purchasing Policy as presented (see attached).

RESOLVED this 17th day of March 2025 A.D.

Resolution was adopted by the following yeas and nays vote:

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

Nays: None

Motion carried.

C. Mt. McSauba Future Improvement Planning

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Mt. McSauba's Future Improvement Planning.

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

Motion by Parr, seconded by Hagen to direct staff to do a comprehensive review of the Mount McSauba property in regard to capital improvement plans.

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

Nays: None

Motion carried.

D. Council Appointment for Lake Charlevoix EMS Authority Board

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Council appointment for the Lake Charlevoix EMS Authority Board.

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

Motion by Kalbfell, seconded by Spring to appoint Mark Knapp to represent the City of Charlevoix on the Lake Charlevoix EMS Authority Board for a three-year term ending on March 31, 2028.

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

Nays: None

Motion carried.

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

Motion by Kalbfell, seconded by Spring to reappoint Shirley Gibson to the Recreational

Authority Board for a term ending March 2028.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway updated Council on the County Commission's projects

B. City Manager's Comments

C. Mayor and Council Comments

- Council Member Kalbfell asked questions about the fire truck replacement project

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:24 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor