

City of Charlevoix
City Council Regular Meeting Minutes
Monday, April 7, 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, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Shane Cole

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation recognizing Sexual Assault Awareness Month

Mayor Lyle Gennett

Mayor Gennett read a proclamation recognizing April as Sexual Assault Awareness Month.

4. Inquiry Regarding Conflicts of Interest

Council Member Hagen stated he does not think there is a conflict of interest regarding items 7B. and 7D. but for full transparency, he stated he owns the taproom and his wife is a vendor at the Farmers Market. Council concurred that there is no conflict of interest for either item.

5. Consent Agenda

A. City Council Meeting Minutes - March 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
03/24/2025	Special Accounts Payable Run	\$76,073.45
03/28/2025	Payroll (net pay)	\$108,521.02
03/28/2025	Payroll Remittance Checks	\$6,064.53
04/08/2025	Regular Accounts Payable	\$183,234.29
03/12/2025-03/31/2025	ACH/WIRE Payments	\$997,847.17
Grand Total		\$1,371,740.46
The entire accounts payable and payroll check registers, can be viewed on the City's website .		

C. Investment Update from City Treasurer

Motion to approve the investment report as presented.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Ice Storm Review and Follow-up Steps

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the ice storm and the next follow-up steps. Council discussed the storm and thanked Mark and City Staff for all their hard work.

B. Farmers Market Policy and Advisory Committee

Kent Knorr, Recreation Director

Recreation Director Kent Knorr presented information on the Farmers Market Policy and Advisory Committee.

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

Motion by Knapp, seconded by Spring to establish a 6-member Farmers Market Advisory Committee and approve the policies and application process for the Farmers Market.

Yeas: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

C. Sale of Property: Southside Storage Yard

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the sale of property on the south side storage yard.

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

Motion by Kalbfell, seconded by Spring to conditionally approve the sale of property owned by the City of Charlevoix as described in the proposal, except for the additional condition regarding the provision of utilities, and authorize the City Manager, City Attorney, and City Clerk to perform due diligence requirements toward bringing a final sale agreement to City Council.

Yeas: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

D. Local Government Approval for On-Premises Tasting Room License-Stiggs Brewing Company

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the local government approval for an on-premises tasting room license for Stiggs Brewing Company.

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

Motion by Hagen, seconded by Kalbfell to approve Resolution 2025-04-01 recommending approval of the on-premises tasting room license for Stiggs Brewing Company.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-04-01

LOCAL GOVERNMENT APPROVAL FOR ON-PREMISES TASTING ROOM PERMIT

A. At a regular meeting of the City of Charlevoix called to order by Mayor Lyle Gennett on April 7, 2025, at 6:00 p.m. the following resolution was offered:

B. Motion by Hagen, seconded by Kalbfell that the application from Stiggs Brewing Company for a NEW ON-PREMISES TASTING ROOM LICENSE to be located at 743 Petoskey Ave. Charlevoix, MI 49720.

C. It is the consensus of this body that it recommends this application be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 7th day of April 2025 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

E. Notice of Intent to Issue Bonds for the Purchase of a Fire Apparatus

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Notice of Intent to issue bonds for the purchase of a fire apparatus.

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

Motion by Spring, seconded by Kalbfell to adopt resolution 2024-04-02, the resolution of intent to issue bonds for the funding of fire apparatus acquisition and authorize the City Clerk and City Manager to make all necessary legal notices and actions.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-04-02

NOTICE OF INTENT RESOLUTION

CAPITAL IMPROVEMENT BONDS

WHEREAS, the City of Charlevoix, County of Charlevoix, State of Michigan (the "City") intends to issue general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in an aggregate principal amount of not to exceed One Million Seven Hundred Thousand Dollars (\$1,700,000) (the "Bonds"), for the purpose of paying part of the cost of acquiring and equipping a new aerial ladder fire truck for use by the Charlevoix Township Fire Department (the "Project"); and

WHEREAS, a notice of intent to issue the Bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the City intends at this time to state its intentions to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the City for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Notice of Intent Authorized. The City Clerk is authorized and directed to publish a notice of intent to issue bonds in the Charlevoix Courier, a newspaper of general circulation in the City.
2. Form of Notice of Intent. The notice of intent shall be published as a display advertisement not less than one-quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.
3. Approval of Notice of Intent and Publication. The City Council does hereby determine that the foregoing form of Notice of Intent to Issue Bonds and the manner of publication directed is the method best calculated to give notice to the City's electors and taxpayers residing in the boundaries of the City of the City's intent to issue the Bonds, the maximum amount of the Bonds, the purpose of the Bonds, the source of payment for the Bonds and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.
4. Reimbursement Declaration. The City may incur expenditures for the Project prior to receipt of proceeds of the Bonds and may advance moneys for that purpose from the Fire Department Fund or other funds available to the City, to be reimbursed from proceeds of the Bonds when available. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:
 - a. The City reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Project which were paid or will be paid from the general fund or other available funds of the City subsequent to sixty (60) days prior to today.
 - b. The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$1,700,000. A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the City's use of the proceeds of the Bonds to reimburse the City for a capital expenditure made pursuant to this resolution.
 - c. Bond Counsel. Miller, Canfield, Paddock and Stone, P.L.C. is hereby approved as bond counsel to the City in connection with the issuance of the Bonds.

d. Municipal Advisor. MFCI, LLC, is hereby approved as municipal advisor to the City in connection with the issuance of the Bonds.

e. Rescission. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

RESOLUTION DECLARED ADOPTED.

RESOLVED this 7th day of April 2025 A.D.

Resolution was adopted by the following yea and nay vote:

Motion by Spring, seconded by Kalbfell to approve Resolution 2024-04-02 as presented.

Yeas: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

F. Mayoral Appointments

Mayor Lyle Gennett

Mayor Gennett presented information on his mayoral appointment recommendations.

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

Motion by Parr, seconded by Hagen to confirm the mayor's appointments of Christine Galbraith and Kristin Jones to the Planning Commission for terms to expire on April 30, 2028.

Yeas: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

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

Motion by Hagen, seconded by Kalbfell to approve the reappointment of Scott Beatty to the Planning Commission for a term to expire April 30, 2028.

Yeas: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Thanked all City Staff for their hard work in handling the ice storm and power outage
- Highlighted the work of Randy Wurst, Nick Hilling, and their Staff for their hard work and dedication in keeping the water and wastewater systems up and running during the

entire power outage

- Thanked Ellsworth Farmers Exchange for their efforts in delivering fuel to us during the entire event

C. Mayor and Council Comments

- Council Member Knapp thanked Officer Orban for all her hard work in handling the ice storm and power outage
- Council collectively thanked the Police Department for all their efforts in handling the event
- Mayor Gennett congratulated Council Spring in receiving the Lifetime Achievement Award for school social services

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:37 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor