

City of Charlevoix
City Council Regular Meeting Minutes
Monday, April 21, 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

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

Motion by Parr, seconded by Spring to approve the consent agenda as presented.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - April 7, 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
04/09/2025	Special Accounts Payable Run	\$2,913.67
04/11/2025	Payroll (net pay)	\$138,730.46
04/11/2025	Payroll Transmittal Checks	\$7,406.47
04/22/2025	Regular Accounts Payable	\$442,026.79
03/31/2025-04/11/2025	ACH/WIRE Payments	\$154,391.12
Grand Total		\$745,468.51

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

C. Trout Tournament Parking Request

Motion by Parr, seconded by Spring to adopt Resolution No. 2025-04-03 to waive parking fees at Ferry Boat Launch for Charlevoix Area Trout Tournament participants on the requested

days.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-04-03

WAIVE LAUNCH FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 13-15, 2025; and

WHEREAS, the Lake Charlevoix Area Trout Tournament is requesting that boat launch fees be waived for the tournament and the June 12 practice fishing day; and

WHEREAS, Title VII, Chapter 71, Section 71.04 of the City Code permits City Council to waive boat launch fees for special or public events.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix hereby waives launch fees for the Lake Charlevoix Area Trout Tournament from June 12 to June 15, 2025.

RESOLVED this 21st day of April 2025 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Motion carried.

D. 2025 Loader/Backhoe Purchase for \$165,158

Motion to approve the quote, as presented, for \$165,158 and authorize the City Manager to sign any required documents.

E. Airport Utility Tractor

Motion by Parr, seconded by Spring to approve Resolution 2025-04-04.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-04-04

**APPROVAL OF EXECUTED CONTRACT WITH THE MICHIGAN DEPARTMENT OF
TRANSPORTATION OFFICE OF AERONAUTICS FOR THE FISCAL YEAR (FY) 2025 STATE/LOCAL
AIRPORT PROGRAM TO PURCHASE TRACTOR**

WHEREAS, the City has received notice from MDOT that the Charlevoix Municipal Airport has been selected to participate in the 2025 State Local Program;

WHEREAS, the amount being awarded is eighty-nine thousand three hundred and thirty-three dollars (\$89,333.00) with no local match;

WHEREAS, the City will use the funds to purchase a new snow removal tractor for airport operations from the Ida Store Inc. and;

WHEREAS, the City agrees to follow all the necessary and required laws and guidelines per the program and;.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City to accept the grants funds offered by the Fiscal Year 2025 State/Local Airport Program and authorize the City Manager as the authorized contract signer and sign all required documents.

RESOLVED this 21st day of April A.D. 2025.

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

Nays: None

Motion carried.

F. Bridge Park Lift Station Cleaning

Motion to approve the time and materials quote from GFL Environmental as presented and authorize the City Manager to sign all necessary paperwork.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Fire Truck Acquisition

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the fire truck acquisition. City Manager Heydlauff answered questions from Council.

B. Council Appointment

Janet Kalbfell-1st Ward Council Member

Council Member Kalbfell presented information on the council appointment.

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

Motion by Kalbfell, seconded by Hagen to appoint Dan Reed to the Zoning Board of Appeals for a term to expire December 31, 2027.

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

Nays: None

Motion carried.

C. Mayoral Appointments

Mayor Lyle Gennett

Mayor Gennett presented information on the mayoral appointments.

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

Motion by Kalbfell, seconded by Hagen to confirm the Mayor's appointment of Maureen Owens and Annie Oosthuizen to the Downtown Development Authority Board for terms to expire on April 30, 2029.

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

Nays: None

Motion carried.

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

Motion by Kalbfell, seconded by Hagen to confirm the Mayor's appointment of Robert Miller to the Housing Commission for a term to expire April 30, 2030.

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

Nays: None

Motion carried.

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

Motion by Parr, seconded by Kalbfell to approve the presented revised Charlevoix Farmers Market Advisory Committee Policy.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

- Cory Livingood stated he is looking for a site for an ice maze. Mr. Livingood presented Council with photographs of his previous work. The project needs a fire hydrant, electricity, drainage, and parking.

B. City Manager's Comments

- Mt. McSauba Playground installation project is happening on May 9 and 10 sign up is available
- On May 17, the Fire Department is hosting a fundraiser at the Elk's Lodge

C. Mayor and Council Comments

- Council Member Parr questioned the clean-up at McSauba and the golf course

9. Other Council Business

A. Closed Session: Annual City Manager Performance Review (MCL 15.268(1a))

Motion by Parr, seconded by Knapp to enter Closed Session for the purpose of conducting the City Manager's performance evaluation pursuant to MCL 15.268 (1a) at 6:34 p.m.

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

Nays: None

Motion carried.

Motion by Hagen, seconded by Spring to enter into regular session at 7:23 p.m.

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

Nays: None

Motion carried.

Motion by Knapp, seconded by Spring to approve a 6% salary increase for Mark Heydlauff, City Manager, based on merit and cost of living.

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

Nays: None

Motion carried.

10. Adjourn

Mayor Gennett adjourned the meeting at 7:24 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor