

City of Charlevoix
City Council Regular Meeting Minutes
Wednesday, May 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: Shane Cole, Aaron Hagen, Janet Kalbfell, Mark Knapp, Richard Spring

Members Absent: Phil Parr

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

Yeas: Hagen, Cole, Kalbfell, Spring, Knapp

Nays: None

Absent: Parr

Motion carried.

A. City Council Meeting Minutes - April 21, 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
04/23/2025	Special Accounts Payable Run	\$64,894.29
04/25/2025	Payroll (net pay)	\$129,828.69
04/25/2025	Payroll Remittance Checks	\$6,809.11
05/08/2025	Regular Accounts Payable	\$102,109.70
04/10/2025-04/28/2025	ACH/WIRE Payments	\$444,607.44
Grand Total		\$748,249.23

The entire accounts payable and payroll check registers can be viewed on our [website](#).

C. Additions to Contract with Lenslock (Body Worn Cameras and In Car Cameras)

Motion to approve the contract amendment with Lenslock to include in-car camera systems

and associated data storage at an increased cost of approximately \$4,000 per year.

D. Charlevoix Marathon Public Space Request

Motion to approve the use of Bridge Park for the Charlevoix Marathon from June 18-June 23.

E. Replacement of Variable Frequency Drive Blower at WWTP: \$17,654

Motion to approve the proposal from Windemuller as presented in the amount of \$17,654 and authorize the City Manager to sign all necessary documents.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. 2025 Venetian Festival

Dan Barron

Charlevoix Venetian Festival

Dan Barron, Charlevoix Venetian Festival, presented information on the 2025 Venetian Festival street closures.

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

Motion by Knapp, seconded by Cole to direct City Staff to seek approval from MDOT for the 2025 festival street closures as presented.

Yeas: Hagen, Cole, Kalbfell, Spring, Knapp

Nays: None

Absent: Parr

Motion carried.

B. Fundraiser Benefit Concert for the Charlevoix Golf Team

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the proposed Fundraiser Benefit Concert for the Charlevoix Golf Team. City Manager Heydlauff answered questions from Council. Council concurred that the concert should be from 3 p.m. to 10 p.m.

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

Motion by Hagen, seconded by Kalbfell to support the Fundraiser Benefit Concert for the Charlevoix Golf Team.

Yeas: Hagen, Cole, Kalbfell, Spring, Knapp

Nays: None

Absent: Parr

Motion carried.

C. Downtown Parking Enforcement Hours Resolution

City Manager Heydlauff presented information on the Downtown Parking Enforcement Hours Resolution.

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

Motion by Cole, seconded by Spring to approve Resolution 2025-05-01 as presented.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-05-01

A RESOLUTION SETTING RULES FOR DOWNTOWN PARKING

WHEREAS, the City Council is authorized to set rates and rules for parking.

NOW THEREFORE BE IT RESOLVED, that the following rules are established for parking in downtown Charlevoix:

- Where meters are placed, hourly parking on Bridge Street, Antrim Street, Clinton Street (west of Bridge Street), Mason Street, and Park Avenue shall be enforced Monday through Saturday from 8am to 6pm with the exception of Memorial Day, Independence Day, and Labor Day. Parking in these locations shall be limited to 2 hours per space.
- Hourly parking in the Acacia Lot, Bridge Park Drive, and Clinton Street (east of Bridge Street), shall be enforced Monday through Saturday from 8am to 6pm with the exception of Memorial Day, Independence Day, and Labor Day. Parking in these spaces shall be limited to 3 hours per space.
- Persons displaying a proper handicap parking sticker or plate shall be exempt from meter rates and time limitations.
- Council shall assess the parking fees from time to time

RESOLVED this 7th day of May, 2025 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Hagen, Cole, Kalbfell, Spring, Knapp

Nays: None

Absent: Parr

Motion carried.

D. Council Appointment

Janet Kalbfell-1st Ward Council Member

Council Member Kalbfell presented information about the Council Appointment.

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

Motion by Kalbfell, seconded by Hagen to appoint Tim Kish to the Zoning Board of Appeals (alternate) with a term to expire on December 31, 2027.

Yeas: Hagen, Cole, Kalbfell, Spring, Knapp

Nays: None

Absent: Parr

Motion carried.

E. Mayoral Appointments

Mayor Lyle Gennett

Mayor Gennett presented information on the Mayoral Appointment applications.

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

Motion by Hagen, seconded by Cole to confirm the Mayor's appointment of Michael Washburne and Leanne Ackert to the Farmers Market Advisory Committee for terms to expire on April 30, 2028.

Yeas: Hagen, Cole, Kalbfell, Spring, Knapp

Nays: None

Absent: Parr

Motion carried.

8. Reports and Communications

A. Public Comment

- John Kurtz stated his concerns about the deer population in the City

B. City Manager's Comments

- The cost of the ice storm totaled \$250,000, Staff is working with FEMA for potential reimbursement
- Due diligence work continues on the parcel the City sold on the south side for the mobile home development, more details will follow
- The golf course is open for the season
- Met with a potential fiber internet service provider, they are interested in expanding their services here in the City

City Manager Heydlauff answered questions from Council regarding the FEMA funds.

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:22 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor