

City of Charlevoix
City Council Regular Meeting Minutes
Monday, May 19, 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

A. Carpenter Street Recreation Complex Improvements

Chris Degood

Beckett & Raeder

Kent Knorr, Recreation Director

Recreation Director Knorr provided Council with a brief update of the McSaubia Playground build. Director Knorr thanked the public for all their volunteerism. City Manager Heydlauff thanked Director Knorr and staff for all their handwork with the build.

Director Knorr, presented a brief overview of the Carpenter Street Recreation Complex Improvements.

Chris Degood, Beckett & Raeder, presented a detailed overview of the proposed improvements.

City Manager Heydlauff and Director Kent answered questions from Council.

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

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 Cole to approve the consent agenda as presented.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - May 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
05/07/2025	Special Accounts Payable Run	\$3,100.47
05/09/2025	Payroll (net pay)	\$130,359.37
05/09/2025	Payroll Transmittal Checks	\$7,060.06
05/202025	Regular Accounts Payable	\$222,667.98
05/05/2025-05/12/2025	ACH/WIRE Payments	\$137,334.41
Grand Total		\$500,522.29
The entire accounts payable and payroll check registers can be viewed on our website .		

C. Charlevoix County Hazard Mitigation Plan Adoption

Motion by Parr, seconded by Cole to approve the Charlevoix County Hazard Mitigation Plan Adoption as presented.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-05-03

CHARLEVOIX COUNTY HAZARD MITIGATION PLAN ADOPTION

WHEREAS, all jurisdictions within Charlevoix County have exposure to natural, technological and human-induced hazards that may damage or destroy life, property, the environment, or local economy; and

WHEREAS, proactive mitigation of known hazards before a disaster event can reduce or eliminate damages and impacts to life, property, the environment or local economy; and

WHEREAS, the Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390) established new requirements for pre- and post- disaster hazard mitigation programs; and

WHEREAS, the 2024 Charlevoix County Natural Hazard Mitigation Plan 5-Year Update has been developed in accordance with the DMA of 2000 to reflect the concerns of the citizens and stakeholders of Charlevoix County; and

WHEREAS, the City of Charlevoix affirmed participation in the maintenance of the 2024 Charlevoix County Natural Hazard Mitigation Plan and committed to participating in the update of the Plan no less than once every 5 years; and

WHEREAS, the 2024 Charlevoix County Natural Hazard Mitigation Plan provides a set of actions to reduce risk from natural hazards through education and outreach programs, establishes a foundation for coordination among agencies in Charlevoix County, identifies future mitigation projects, and meets the qualifications for federal assistance programs in order to be eligible for FEMA pre-disaster and post-disaster mitigation grant funding;

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix Council does hereby adopt the

2024 Charlevoix County Natural Hazard Mitigation Plan 5 Year Update as an official plan of the City of Charlevoix.

RESOLVED this 19th day of May A.D. 2025.

Resolution was adopted by the following yeas and nays vote:

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

Nays: None

Motion carried.

D. L-4029 Tax Rate Request Forms and Millage Collection Procedure Verification for 2025

Motion to approve the City of Charlevoix's and the DDA's L-4029 Tax Rate Request Forms for 2025.

Motion to approve the Millage Collection Procedure Verification Form for 2025 and authorize the City Clerk to sign the form.

E. Radar Speed Trailer Purchase

Motion to authorize the City Manager to sign the purchase order for the SpeedAlert 24 Radar Changeable Message Sign from All Traffic Solutions in the amount of \$18,671.65 and to accept the Office of Highway Safety Planning Grant in the amount of \$47,275.93, which will cover the cost of the trailer as well as personnel time for deployment and data analysis.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Marek Properties LLC Commercial Facilities Exemption Certificate Transfer
Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Marek Properties LLC requests for the Commercial Facilities Exemption Certificate Transfer.

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

Motion by Hagen, seconded by Spring to set a public hearing for Monday, June 2, 2025 at 6 p.m. in Council Chambers, 210 State St. Charlevoix, MI to consider the Commercial Facilities Exemption Certification transfer request from Marek Properties, LLC.

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

Nays: None

Motion carried.

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

- John Kurtz, 703 Dixon Avenue, stated his concerns about the deer population and requested the deer population be placed on an upcoming agenda
- Connie Saltonstall, 11362 Boyne City Road, stated her concerns about the City's special events
- Jeff Porter, Ward 1, stated his concerns about the deer population and requested the topic be added to an upcoming agenda

- Linda Weston stated her concerns about the deer population
- Nancy Porter stated her concerns about the deer population

B. City Manager's Comments

- Thanked the community for coming out supporting the McSauba Playground build
- Continuing to work with a fiber internet company on a possible project here in the City
- Upcoming Memorial Day Parade preparations are underway
- Fire Department Fundraiser Event on Saturday went well
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Council Member Kalbfell had questions about the short-term rentals for airport hangars. City Manager Heydlauff answered questions.

C. Mayor and Council Comments

Council discussed the deer population concerns, and they concurred to add the topic to a future agenda.

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:57 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor