

City of Charlevoix
City Council Regular Meeting Minutes

Monday, June 2, 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, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Tree City USA Proclamation and Poster Contest

Lyle Gennett

Mayor Gennett read the Tree City USA Proclamation.

B. Charlevoix Public Library Annual Report

Ryan Deery

Charlevoix District Library Director

Ryan Deery, Library Director, presented information on the Charlevoix Public Library's Annual Report.

4. Inquiry Regarding Conflicts of Interest

Council Member Hagen stated he has a conflict with the consent agenda, specifically item 5C. Council Member Hagen stepped down from the dais at 6:09 p.m.

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: Knapp, Cole, Spring, Parr

Nays: None

Absent: Kalbfell

Abstain: Hagen

Motion carried.

A. City Council Meeting Minutes - May 19, 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
05/23/2025	Special Accounts Payable Run	\$73,794.21

05/23/2025	Payroll (net pay)	\$134,242.90
05/23/2025	Payroll Remittance Checks	\$6,806.14
06/03/2025	Regular Accounts Payable	\$230,150.62
05/12/2025-05/27/2025	ACH/WIRE Payments	\$505,091.79
Grand Total		\$950,085.66
The entire accounts payable and payroll check registers can be viewed on the City's website .		

C. Bridge Street Tap Room Request For Live Music

Motion to approve the use of Bridge Park for live music sponsored by the Bridge Street Tap Room on all dates listed above with the exception of Wednesday, July 23, 2025.

D. Airport REIL Light Repair Invoice

Motion to approve payment of Windmuller Invoice in the amount of \$20,409.69.

E. Airport Layout Plan Project

Motion to approve the local match of \$26,719 for the Airport Layout Plan project by RS&H as presented and authorize the City Manager and Airport Manager to sign all necessary documents.

Council Member Hagen returned to the dais at 6:10 p.m.

6. Public Hearings and Actions Requiring Public Hearings

A. Public Hearing: Marek Properties LLC Commercial Facilities Exemption Certificate Transfer

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Marek Properties, LLC Commercial Facilities Exemption Certificate Transfer request.

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

Motion by Cole, seconded by Spring to approve Marek Properties, LLC Commercial Facilities Exemption Certificate Transfer request as presented.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-06-01

Resolution Approving TRANSFER OF A Commercial Facilities Exemption Certificate Application for MAREK PROPERTIES LLC located at 217 Bridge Street, Charlevoix, Michigan (PA 255 of 1978 as amended)

WHEREAS, the City of Charlevoix legally established the Charlevoix Main Street Commercial Redevelopment District No.1 on October 17, 2016, after a public hearing held on October 17, 2016; and

WHEREAS, on April 3, 2017, the Charlevoix City Council granted Celebrate Me Home LLC a Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 101 Van Pelt Place, for a period of 12

years, beginning December 31, 2017, and ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended; and

WHEREAS, a Commercial Facilities Exemption Certificate may be transferred and assigned by the holder of the certificate to a new owner of the facility with the approval of the local governmental unit after application by the new owner and with a properly noticed public hearing; and

WHEREAS, the applicant, Marek Properties, LLC purchased the property on April 16, 2025; and

WHEREAS, the applicant, Marek Properties, LLC has provided answers to all required questions under Section 6(1) of PA 255 of 1978 to the City of Charlevoix; and

WHEREAS, the City Assessor certified that the property is eligible to be covered by the exemption; and

WHEREAS, the application for transferring the Commercial Facilities Exemption Certificate was considered at a public hearing as provided by section 6(2) of Public Act 255 of 1978 on June 2, 2025.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix, that Marek Properties, LLC is granted a transfer of the Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 101 Van Pelt Place, for a period of 12 years ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended.

RESOLVED this 2nd day of June 2025 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

7. All Other Actions and Requests

A. Deer Management and Concerns

City Council

City Council presented information on the Deer Management and Concerns.

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

No action was taken.

B. Residential Streetlights

City Manager Heydlauff presented information on Residential Streetlights.

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

Motion by Spring, seconded by Hagen to approve the residential street lighting field test pilot program on W. Dixon as presented.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

C. Energy Waste Reduction Program

City Manager Heydlauff presented information on the Energy Waste Reduction Program.

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

Motion by Hagen, seconded by Cole to adopt the MPPA ENergy Waste Reduction Plan as presented.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

D. City Hall Customer Service Options

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on City Hall Customer Service Options. Council discussed the options presented.

No action was taken.

E. Downtown Pole Banners

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Downtown Pole Banners.

Jeanne Cotanch presented information on a request for the use of banners on Bridge Street on behalf of the Daughters of the American Revolution. City Manager Heydlauff answered questions from Council.

Mayor Gennett opened the item for public comment, three were heard.

Motion by Knapp, seconded by Hagen to confirm the prohibition on downtown pole banners except for graduating senior recognition.

Yeas: Knapp, Cole, Spring, Hagen

Nays: Parr

Absent: Kalbfell

Motion carried.

F. 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 Hagen, seconded by Spring to confirm the Mayor's appointment of Megan Cassada

to the District Library Board for a term to expire June 30, 2028.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

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

Motion by Hagen, seconded by Cole to confirm the Mayor's appointment of Mandy Thompson and Jennifer Haf to the Farmers Market Advisory for terms to expire on April 30, 2028.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Met with Chief Thorp and he was able to go down to the factory where they are assessing the 30-year-old ladder truck and no brakes were needed
- June 26 will be the ribbon-cutting ceremony at McSauba more details will follow
- Congratulations to Patty DeRosia on her retirement and thanked her for her 11 years of service with the City

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 7:04 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor