

City of Charlevoix
City Council Regular Meeting Minutes

Monday, July 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: Janet Kalbfell, Mark Knapp, Richard Spring

Members Absent: Shane Cole, Aaron Hagen, Phil Parr

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation: Designation of July as Park and Recreation Month

Lyle Gennett

Mayor Gennett read a Mayoral Proclamation designing July as Park and Recreation Month.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

Yeas: Kalbfell, Spring, Knapp,

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

A. City Council Meeting Minutes - June 16, 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
06/16/2025	Special Accounts Payable Run	\$10,000.00
06/20/2025	Payroll (net pay)	\$141,535.10
06/20/2025	Payroll Remittance Checks	\$6,331.27
06/23/2025	Special Accounts Payable Run	\$65,179.40
07/08/2025	Regular Accounts Payable	\$225,332.24
06/16/2025-06/30/2025	ACH/WIRE Payments	\$505,333.77

07/08/2025	Tax Disbursement	\$25,246.36
Grand Total		\$978,958.14
The detailed accounts payable and payroll check registers can be viewed on the City's website .		

- C. Request to use Odmark Pavilion: Hubbardston Irish Dance Troupe
Motion to allow the Hubbardston Irish Dance Troupe to use the Odmark Pavilion as requested.
- D. Investment Update from City Treasurer (7/07/2025)
Motion to approve the investment report as presented.
- E. Michigan Township Participating Plan Grant Application-In Vehicle Cameras
Motion by Kalbfell, seconded by Spring to approve the application for the Michigan Township Participating Plan Grant for \$5,000 for the Police Department's In-Vehicle Camera Systems.

CITY OF CHARLEVOIX

RESOLUTION NO. 2025-07-01

Michigan Township Participating Plan Grant Application Approval

WHEREAS, the City of Charlevoix City Council wishes to apply for a Risk Reduction Grant through the Michigan Township Participating Plan (Par Plan) to assist in covering the cost of in-vehicle cameras which will complement our BWCs by providing additional perspectives that enhance officer accountability, transparency, and safety during traffic stops and other incidents.

WHEREAS, the City of Charlevoix Police Department is seeking a grant contribution of \$5,000.00; and

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council supports submittal of an application to the Michigan Township Participating Plan for a \$5,000.00 grant to assist in covering the cost of the in-vehicle cameras.

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

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. 2025 Venetian Festival Approvals
City Manager Heydlauff presented information on the 2025 Venetian Festival Approvals.

Council Member Spring requested the Venetian Committee consider creating designated areas

for people with disabilities to enjoy Venetian especially the concerts. Dan Barron answered questions from Council Members.

Council concurred to discuss creating designated areas for people with disabilities for the next Venetian.

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

Motion by Spring, seconded by Knapp to authorize the Mayor to sign the contract between the City of Charlevoix and the Charlevoix Venetian Festival, including the payment of \$15,000 to the Venetian Festival.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

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

Motion by Kalbfell, seconded by Spring to approve the Mass Gathering Permit as presented.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

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

Motion by Knapp, seconded by Kalbfell to authorize the City Clerk to issue the fireworks permit for the 2025 Venetian Festival fireworks displays and authorize the City Manager to sign the Hold Harmless Agreement with Colonial Fireworks Special Effects, LLC pending approval by required parties.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

B. Establishment of Ball Field Rental Fee

Kent Knorr, Recreation Director

Recreation Director Knorr presented information on the establishment of ball field rental fee.

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

Motion by Kalbfell, seconded by Spring to set a daily rental fee of \$200 per field at the Carpenter Street Ball Fields and an hourly rate of \$25 per hour for use of lights for any evening games.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

C. Commercial Dockage for the Harbor Princess

Kent Knorr, Recreation Director

Recreation Director Knorr presented information on the Commercial Dockage for the Harbor Princess.

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

Motion by Spring, seconded by Knapp to approve the City Manager to sign an agreement to allow Harbor Princess to dock and operate from the City Marina from September 22 to October 13, 2025, with the option to extend through October 19 weather permitting and require Harbor Princess to pay a daily rate of \$105.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

D. City Hall Roof Replacement-Contract Approval

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the City Hall Roof Replacement-Contract Approval.

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

Motion by Kalbfell, seconded by Spring to approve the contract between KJP Roofing and Sheet Metal and the City of Charlevoix pending final approval of contractor selection by the State Historic Preservation Office and authorize the City Manager to make reasonable adjustments as may be directed by SHPO.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

E. T-Hangar Short Term Rental Agreement

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the T-Hangar Short Term Rental Agreement.

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

Motion by Kalbfell, seconded by Spring to approve the pilot T-Hangar Short Term Rental Agreement as presented.

Yeas: Kalbfell, Spring, Knapp

Nays: None

Absent: Cole, Hagen, Parr

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway as a Board Member of North Country Community Mental Health, provided an update of upcoming projects and future issues

B. City Manager's Comments

- Highlighted the new fuel spill kits at the Marina, appreciate Harbor Master McDermott for his forward thinking
- Over the holiday weekend, the Airport did run out parking, staff was quick to find other solutions

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:44 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor