

City of Charlevoix
City Council Regular Meeting Minutes
Monday, August 4, 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 Kalbfell to approve the consent agenda as presented.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - July 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
07/21/2025	Special Accounts Payable Run	\$118,058.06
08/01/2025	Payroll (net pay)	\$178,436.77
08/01/2025	Payroll Transmittal Checks	\$6,535.21
08/05/2025	Regular Accounts Payable	\$243,677.96
07/10/2025-08/01/2025	ACH/WIRE Payments	\$484,289.69
07/29/2025	Special A/P Tax Disbursement	\$1,524,538.57
Grand Total		\$2,555,536.26
The entire accounts payable and payroll check registers can be viewed on our website .		

C. Michigan Municipal League Annual Meeting Notice-Designate Voting Delegate and Alternate

Motion to designate Mayor Gennett to cast the vote of the City of Charlevoix at the MML's

Annual Meeting held on September 16, 2025 and Council Member Kalbfell as the alternate.

D. Pinebridge Development 75 kVA Transformer \$12,395

Motion to approve the purchase of one ERMCO 75 kVA, three phase, pad mount transformer from RESCO in the amount of \$12, 395, with an estimated delivery of 12 weeks, as presented.

E. 1500 kVA Emergency Transformer

Motion to approve the purchase of one used GEC Alsthom Balteau 1,500 kVA, three phase, pad mount transformer from the Zeeland Board of Public Works in the amount of \$12,000 as presented.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Amend Short-term Rental Registration Process and Procedure Ordinance 860 of 2025

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on amending the Short-term Rental Registration Process and Procedure Ordinance 860 of 2025.

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

Motion by Kalbfell, seconded by Spring to set a public hearing to amend the short-term rental registration process and procedure Ordinance 860 of 2025 on August 18, 2025 at 6pm in the Council Chambers 210 State St. Charlevoix, MI.

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

Nays: None

Motion carried.

B. Set Public Hearing: Amend Boat Launch Ordinance 861 of 2025

City Manager Heydlauff presented information on amending the Boat Launch Ordinance 861 of 2025.

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

Motion by Cole, seconded by Hagen to set a public hearing to amend the boat launch Ordinance 860 of 2025 on August 18, 2025 at 6pm in the Council Chambers 210 State St. Charlevoix, MI.

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

Nays: None

Motion carried.

C. Set Public Hearing: Feeding of Wild Animals Prohibited, Ordinance 862 of 2025

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Feeding of Wild Animals Prohibited, Ordinance 862 of 2025.

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

Motion by Kalbfell, seconded by Hagen to set a public hearing on Ordinance 862 of 2025 for Monday, August 18, 2025 at the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan as presented.

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

Nays: None

Motion carried.

D. Set Public Hearing: Rezone for State Street at Carpenter Street, Ordinance 863 of 2025

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Rezone of State Street at Carpenter Street, Ordinance 863 of 2025.

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

Motion by Parr, seconded by Knapp to reject to set a public hearing on Ordinance 863 of 2025 to rezone a portion of State Street of August 18, 2025 at 6pm on the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan.

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

Nays: None

Motion carried.

7. All Other Actions and Requests

A. Northern Symphonic Winds Concert Pavilion Use request

City Manager Heydlauff presented information on the Northern Symphonic Winds Concert Pavilion Use Request.

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

Motion by Spring, seconded by Cole to approve the request for the use of Odmark Pavilion on August 24, 2025 for the Northern Symphonic Winds.

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

Nays: None

Motion carried.

B. Work Session Topics and Scheduling

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Work Session Topics and Scheduling.

Council concurred to schedule a work session on Monday, October 6, 2025 at 4 p.m.

8. Reports and Communications

A. Public Comment

- Shirley Gibson stated her concerns about ordinance 153.153 outdoor storage
- Tim Kish stated Pat Elliott's crew does a fantastic job at keeping the downtown pristine

B. City Manager's Comments

- The goats were at Michigan Beach last week
- Staff is preparing for the potential reimbursement for the ice storm from the federal government

C. Mayor and Council Comments

- Mayor Gennett thanked all the City Staff on how they handled all the events during Venetian week

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:38 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor