

City of Charlevoix
City Council Regular Meeting Minutes
Tuesday, September 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, 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 Spring to approve the consent agenda as presented.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - August 18, 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
08/21/2025	Special Accounts Payable Run	\$12,753.58
08/27/2025	Special Accounts Payable Run	\$13,412.08
08/29/2025	Payroll (net pay)	\$142,491.59
08/29/2025	Payroll Remittance Checks	\$6,353.76
08/29/2025	Special Accounts Payable Run	\$48,556.42
09/03//2025	Regular Accounts Payable	\$207,095.67
08/18/2025-08/29/2025	ACH/WIRE Payments	\$616,465.59
08/13/2025	Special A/P Tax Disbursement	\$1,544,242.82
Grand Total		\$2,591,371.51

The entire accounts payable and payroll check registers can be viewed on the City's website .

C. Winter Ice Control Salt Purchase

Motion to approve the winter salt purchase as presented and authorize the City Manager to sign any required documents.

D. Michigan Association of Municipal Clerks ADA Grant Agreement

Motion to approve the grant agreement with the Michigan Association of Municipal Clerks as presented and authorize the City Manager to sign the agreement.

E. Upfit of 2025 Tahoe Police Cruiser

Motion to approve the upfit of the 2025 Police Chevrolet Tahoe including the MDC and emergency equipment purchase and installation in the amount of \$16,342.45 and authorize the City Manager to sign the quotes and any related documents.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Sale of Southside Storage Property

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Sale of the Southside Storage Property.

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

Motion by Knapp, seconded by Cole to approve the Grant of Easement and authorize the City Manager and City Clerk to execute all necessary documents to close on the sale of property described herein.

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

Nays: None

Motion carried.

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

Motion by Kalbfell, seconded by Spring to allocate the proceeds from the Sale of the Southside Storage Property to the General Fund.

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

Nays: None

Motion carried.

B. 109 Mason Street Redevelopment Proposal

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the 109 Mason Street Redevelopment Proposal.

Mayor Gennett opened the item for public comment; eight were heard.

Motion by Knapp, seconded by Kalbfell to deny the 109 Mason Street Redevelopment Proposal.

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

Nays: None

Motion carried.

C. Compensation Commission

Sarah Dvoracek, City Clerk

Clerk Dvoracek presented information on the Compensation Commission. Council did not take any action to reject the Commission's decision.

8. Reports and Communications

A. Public Comment

- Dave Coen stated his concerns about parking on Grant Street and provided an update on the EPA clean-up project on the corner of Grant St. and Antrim St.
- Leilani Durbin stated her concerns about code enforcement regarding long grass, property owners not maintaining the overgrowth along the sidewalks and pedestrians using the crosswalk under the bridge
- Dave Coen stated the name of Dodger's Hill was named after CS Dodge Dry Cleaners

B. City Manager's Comments

- A cell tower company contacted the City and they're interested in purchasing property at the stump dump location, more details will follow
- EPA has taken down the building located at the corner Grant St. and Antrim St., and the next steps include capping the water service lines
- One day only, on September 13, 2025, there will be the City-wide large item pickup; residents should have items out the night before
- Happy Anniversary to Mayor Gennett and Gayle

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 7:01 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor