

City of Charlevoix
City Council Regular Meeting Minutes
Monday, September 15, 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, Phil Parr, Richard Spring

Members Absent: Mark Knapp

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 Cole to approve the consent agenda as presented.

Yeas: Spring, Hagen, Kalbfell, Parr, Cole

Nays: None

Absent: Knapp

Motion carried.

A. City Council Meeting Minutes — September 2, 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
09/10/2025	Special Accounts Payable Run	\$2,439.97
09/12/2025	Payroll (net pay)	\$141,342.66
09/12/2025	Payroll Remittance Checks	\$6,548.77
09/16/2025	Regular Accounts Payable	\$189,796.07
09/02/2025-09/12/2025	ACH/WIRE Payments	\$170,468.92
08/28/2025	Special A/P Tax Disbursement	\$3,759,615.40
Grand Total		\$4,270,211.79
The entire accounts payable and payroll check registers can be viewed on the City's website.		

C. Extension of Contract with GFL for Waste Collection at all City Locations

Motion to extend the existing contract with GFL for one year with the same terms except for the 5% increase in from load dumpsters.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. 2025 Homecoming Parade

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the 2025 Homecoming Parade.

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

Motion by Hagen, seconded by Kalbfell to authorize the closure of May Street for the 2025 CHS Homecoming Parade on October 10, 2025, as presented.

Yeas: Spring, Hagen, Kalbfell, Parr, Cole

Nays: None

Absent: Knapp

Motion carried.

B. Storage Yard Construction on West Carpenter

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Storage Yard Construction on West Carpenter.

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

Motion by Spring, seconded by Kalbfell to approve the quotes provided by Manthei Construction, LLC and Harbor Fence Company and authorize the City Manager to sign any required documents.

Yeas: Spring, Hagen, Kalbfell, Parr, Cole

Nays: None

Absent: Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway provided Council an update on the County Commission's current projects
- Leilani Durbin stated her concerns about a person owning nine properties within a block and foliage blocking the sidewalks

B. City Manager's Comments

- Congratulated Recreation Director Kent Knorr on a successful Live on the Lake Jazz Festival Series
- City Clerk has been working on mailing out absentee ballots for the November election

- On October 6 at 4pm is the scheduled Council work session
- On November 3, Council will meet at 12 pm and Mr. Knorr will present on recreation activities and perhaps the audit presentation will occur at that time as well

C. Mayor and Council Comments

- Mayor Gennett stated that Pat Elliott and Staff did a great job on handling the sewer back up on Bridge Street

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:21 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor