

City of Charlevoix
City Council Regular Meeting Minutes
Monday, October 6, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:05 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: Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Shane Cole

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Domestic Abuse Awareness Month Proclamation

Mayor Lyle Gennett

Mayor Gennett read the proclamation declaring October as Domestic Abuse Awareness Month.

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: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

A. City Council Meeting Minutes - September 15, 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
09/18/2025	Special Accounts Payable Run	\$399,577.63
09/24/2025	Special Accounts Payable Run	\$60,456.83
09/26/2025	Payroll (net pay)	\$129,853.66
09/26/2025	Payroll Remittance Checks	\$6,353.76
10/01/2025	Payroll Remittance Checks	\$112,200.00
10/07/2025	Regular Accounts Payable	\$518,055.61

09/15/2025-09/29/2025	ACH/WIRE Payments	\$606,482.94
09/15/2025	Special A/P Tax Disbursement	\$2,980,648.25
09/26/2025	Special A/P Tax Disbursement	\$1,776,754.53
Grand Total		\$6,590,383.21
The entire accounts payable and payroll check registers can be viewed on the City's website .		

C. Investment Update from City Treasurer

Motion to accept the investment report as presented.

D. Police Body-Worn Cameras: \$9,392.00

Motion to approve payment to Lenslock in the amount of \$9,392 for body-worn cameras, in-car cameras, data storage, redaction and software to cover period from 09/01/2025-08/31/2026 contract.

E. Police Department's Carpet Replacement: \$12,687.80

Motion to approve Bartlett's quote in the amount of \$12,687.80 for the replacement of carpet in the Police Department and approve the City Manager to sign any necessary documents.

F. 2025 Fall Tree Planting Contract with Louis A. Hoffman for \$35,630.00

Motion to accept the bid from Louis A. Hoffman in the amount of \$35,630.00 and authorize the City Manager to sign any required documents.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Bridge Drop New Year's Eve Event

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Bridge Drop New Year's Eve Event.

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

Motion by Kalbfell, seconded by Hagen to authorize the Bridge Drop event to take place in downtown Charlevoix.

Yeas: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

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

Motion by Hagen, seconded by Spring to entertain a commercial fireworks display application at Depot Beach on New Year's Eve at no cost to the City.

Yeas: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

B. Golf Course Deer Management

Jill McDonnell, Chief of Police

Chief McDonnell presented information on the Golf Course Deer Management.

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

Motion by Spring, seconded by Parr to approve regulated bow hunting on city-owned golf course property after it closes for the season, under the oversight and administration of the Chief of Police.

Yeas: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

City Manager Heydlauff stated he attended the MML Conference, and he attended a session on tree management. He thanked John Campbell for all his hard work and dedication to the Shade Tree & Park Commission because the City is doing everything correctly. Mayor Gennett and Council Members thanked John Campbell for his work on the Shade Tree & Park.

C. Bill Insert Requests

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Bill Insert Requests.

Council concurred not to move forward with the bill insert requests.

D. Wastewater Lift Station Controls Change

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Wastewater Lift Station Controls Changes.

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

Motion by Kalbfell, seconded by Hagen to approve the purchase and installation of Mission Control systems for our lift stations for a cost not to exceed \$99,907.00 and authorize the City Manager to sign all necessary agreements.

Yeas: Kalbfell, Hagen, Spring, Knapp, Parr

Nays: None

Absent: Cole

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- The State Budget is almost approved; it seems that State Revenue Sharing will be flat for this coming year

- The good news is there may be more funding for Major and Local Street Funds

C. Mayor and Council Comments

Council concurred to set another work session on Monday, October 20, 2025 at 5 p.m. to discuss special events.

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:55 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor