

City of Charlevoix
City Council Regular Meeting Minutes
Monday, October 20, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:03 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 Knapp to approve the consent agenda as presented.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - October 7, 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
10/10/2025	Payroll Remittance Checks	\$7,580.50
10/10/2025	Payroll (net pay)	\$136,149.25
10/21/2025	Regular Accounts Payable	\$255,404.15
10/03/2025-10/14/2025	ACH/WIRE Payments	\$154,109.62
10/14/2025	Special A/P Tax Disbursement	\$61,387.93
Grand Total		\$614,631.45

The entire accounts payable and payroll check registers can be viewed on the city's [website](#).

C. Grand Traverse Band of Ottawa & Chippewa Indians Grant Application

Motion to authorize the City Manager to sign the 2% allocation grant application for Joppa House and forward it to the Grand Traverse Band of Ottawa and Chippewa Indians Tribal

Council for their consideration.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Marina Fee Recommendations

Kent Knorr, Recreation Director

Recreation Director Kent Knorr presented information on the Marina Fee Recommendations.

Mr. Knorr answered questions from Council.

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

Motion by Kalbfell, seconded by Hagen to approve the 2026 proposed fees for the City Marina and Burn Street Dock as presented.

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

Nays: None

Motion carried.

B. Water Treatment Plant- High Service Pressure Monitoring and Relief Improvements

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Water Treatment Plant's High Service Pressure Monitoring and Relief Improvements.

City Manager Heydlauff answered questions from Council.

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

Motion by Hagen, seconded by Cole to approve the High Service Pressure Monitoring Improvement Project at the Water Treatment Plant and award the project to Northwest Kent Mechanical for a cost not to exceed \$47,632.00 and authorize the City Manager to sign all necessary documents.

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

Nays: None

Motion carried.

C. General Liability & Property Insurance 2025-26 Renewal

City Manager Heydlauff presented information on the General Liability & Property Insurance 2025-26 Renewal.

Motion by Parr, seconded by Kalbfell to authorize the City Manager and City Treasurer to select the insurance plan for a cost not to exceed \$172,000.00.

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

Nays: None

Motion carried.

D. Mayoral Appointment

Mayor Lyle Gennett

Mayor Gennett presented information on his Mayoral Appointment.

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

Motion by Kalbfell, seconded by Spring to confirm the Mayor's appointment of Maxwell Drenth to the Recreation Advisory Committee for a term to expire June 30, 2027.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway provided Council with an update regarding the County Commission
- Tim Toohey, owner of the Thatch Mushroom House, stated his concerns about the tour commercial operations and the public invading his privacy and trespassing on his property and on other properties located near Park Avenue

B. City Manager's Comments

- Chief McDonnell and I met with Mr. Toohey a couple of weeks ago and there may be future opportunities to help solve the issue; a future work session could be a possibility
- Surf Internet, a fiber internet company, will be expanding in Charlevoix and Petoskey, more details will follow

C. Mayor and Council Comments

- Council Member Kalbfell stated if any seniors need assistance with snow removal, please contact the Commission On Aging

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:39 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor