

City of Charlevoix
City Council Regular Meeting Minutes
Monday, November 3, 2025 - 12:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 12:00 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

A. 2024-25 Fiscal Year Financial Audit Presentation

Will Love

Will Love, Audit Manager from Rehmann provided Council with an overview of the audited financial statements from the fiscal year ending March 31, 2025.

B. 2025 Summer and Fall Recreation Department Presentation

Kent Knorr, Recreation Director

Director Kent Knorr presented information on the 2025 Summer and Fall Recreation Department activities.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - October 20, 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
10/22/2025	Special Accounts Payable Run	\$18,062.24
10/24/2025	Payroll (net pay)	\$133,229.04
10/24/2025	Payroll Remittance Checks	\$7,360.34

11/04/2025	Regular Accounts Payable	\$293,431.16
10/20/2025-10/27/2025	ACH/WIRE Payments	\$436,189.61
10/28/2025	Special A/P Tax Disbursement	\$37,447.57
Grand Total		\$925,719.96
The entire accounts payable and payroll check registers can be viewed on City's website .		

C. Accept 2024-2025 Audit Report

Motion to accept the 2024-2025 Audit as presented.

D. Lease of 2025 Tahoe

Motion to approve the lease of a 2025 Chevrolet Tahoe police package vehicle and authorize the City Manager and Police Chief to sign all necessary documents.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Recreation Department Fee Updates

Kent Knorr, Recreation Director

Director Knorr presented information on the Recreation Department Fee Updates.

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

Motion by Hagen, seconded by Kalbfell to approve changes in Recreational Fees as presented.

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

Nays: None

Motion carried.

B. Park Avenue Work Session Scheduling

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Park Avenue Work Session Scheduling.

Motion by Hagen, seconded by Cole to schedule a work session on December 1, 2025, at 5pm to discuss Park Avenue.

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

Nays: None

Motion carried.

C. Election Security and Accessibility Update

Sarah Dvoracek, City Clerk

City Clerk Dvoracek presented information on the Election Security and Accessibility Update.

8. Reports and Communications

A. Public Comment

- Dave Coen stated his concerns about the guided City tours and thanked Pat Elliott and

his team for their hard work in keeping the town beautiful

- Shirley Gibson thanked Council Member Cole for his service on Council

B. City Manager's Comments

- Congratulations to Boy's Cross County Team and Coach Drenth for winning the Division 3 State Championship and thanked the Fire, EMS, and Sheriff and Police Departments for assisting in the celebration parade

C. Mayor and Council Comments

9. Other Council Business

Council Member Spring suggested the possibility of inviting certain groups to the work session scheduled on December 1, 2025. Council discussed Park Avenue in depth.

10. Adjourn

Mayor Gennett adjourned the meeting at 1:22 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor