

City of Charlevoix
City Council Regular Meeting Minutes
Monday, November 17, 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: Aaron Hagen, Dennis Halverson, 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 Kalbfell to approve the consent agenda as presented.

Yeas: Parr, Kalbfell, Halverson, Hagen, Spring

Nays: None

Absent: Knapp

Motion carried.

A. City Council Meeting Minutes - November 3, 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
10/28/2025	Special Accounts Payable Run	\$169,264.00
11/07/2025	Payroll (net pay)	\$121,163.59
11/07/2025	Payroll Remittance Checks	\$7,399.29
11/18/2025	Regular Accounts Payable	\$361,163.08
11/03/2025-11/10/2025	ACH/WIRE Payments	\$147,666.17
Grand Total		\$806,656.13

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

C. Public Service Facility, Building 15 Heat: \$24,983

Motion to approve Ballard's Heating and Plumbing Proposal in the amount of \$24,983 to

replace the heating system in Building 15 as presented.

D. General Shutoff Rules for Electric Service

Motion to approve the General Shutoff Rules for Residential Service as presented.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Accreditation Consultant

Chief of Police Jill McDonnell presented information on the Accreditation Consultant Proposal. Chief McDonnell answered questions from Council.

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

Motion by Spring, seconded by Hagen to authorize the City Manager to enter into and sign a contract with The Rossow Group for accreditation consulting services to complete the accreditation process and support ongoing compliance management.

Yeas: Parr, Kalbfell, Hagen, Spring

Nays: Halverson

Absent: Knapp

Motion carried.

B. Special Event Policy Revision

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Policy Revision. City Manager Heydlauff answered questions from Council.

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

Motion by Spring, seconded by Hagen to direct the City Manager to establish a \$75,000 cap on City expenses for (special event) activities throughout the year and accomplish this by establishing fees for parking, transient vendors, and by reducing vendor expenses, etc.

Yeas: Parr, Kalbfell, Halverson, Hagen, Spring

Nays: None

Absent: Knapp

Motion carried.

C. New Year's Eve Fireworks

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the New Year's Eve Fireworks proposal. City Manager Heydlauff answered questions from Council.

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

Motion by Parr, seconded by Kalbfell to deny the New Year's Eve Fireworks application.

Yeas: Parr, Kalbfell, Halverson, Hagen, Spring

Nays: None

Absent: Knapp

Motion carried.

D. MDOT Annual Permit

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the MDOT Annual Permit.

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

Motion by Hagen, seconded by Spring to approve the 2026 annual MDOT road closures as presented.

Yeas: Parr, Kalbfell, Halverson, Hagen, Spring

Nays: None

Absent: Knapp

Motion carried.

E. Sale of Yard Waste Pit

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Sale of Yard Waste Pit.

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

Motion by Kalbfell, seconded by Halverson to approve the purchase agreement to sell parcel 004-034-026-00 as split for \$200,000 and authorize the City Manager to sign the agreement and close on the parcel.

Yeas: Parr, Kalbfell, Halverson, Hagen, Spring

Nays: None

Absent: Knapp

Motion carried.

F. Organizational Meeting/Council Appointments to Boards

Sarah Dvoracek, City Clerk

City Clerk Dvoracek presented information on the Organizational Meeting and Council Appointment to Boards.

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

Motion by Parr, seconded by Kalbfell to appoint Council Member Halverson to the Recreational Authority Board for a term to expire on March 31, 2027.

Yeas: Parr, Kalbfell, Halverson, Hagen, Spring

Nays: None

Absent: Knapp

Motion carried.

Motion by Spring, seconded by Kalbfell to appoint Council Member Hagen as Deputy Mayor.

Yeas: Parr, Kalbfell, Halverson, Hagen, Spring

Nays: None

Absent: Knapp

Motion carried.

Motion by Hagen, seconded by Spring to appoint Council Members Parr and Kalbfell to the Board of Review for a term to expire in November 2026.

Yeas: Parr, Kalbfell, Halverson, Hagen, Spring

Nays: None

Absent: Knapp

Motion carried.

Motion by Parr, seconded by Spring to set 2026 City Council Meeting for the first and third Mondays of the month at 6:00 p.m. except on Wednesday, August 5, 2026, at 6 p.m. and on Monday, November 2, 2026, at 12 p.m. to accommodate for election day.

Yeas: Parr, Kalbfell, Halverson, Hagen, Spring

Nays: None

Absent: Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- MDOT is doing a traffic study survey, the link to the survey was included in the packet under City Manager's comments
- The initial FEMA reimbursement request, totaling \$88,000 for expenses related to the recent ice storm, was successfully completed today

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 8:17 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor