

City of Charlevoix
City Council Regular Meeting Minutes
Monday, December 15, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:04 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, 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

Council Member Hagen stated regarding item 7C. Sarah Van Horn, President of Charlevoix Area Chamber, is his sister. Council concurred there is no conflict of interest.

5. Consent Agenda

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

Motion by Parr, seconded by Hagen to approve the consent agenda as presented.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes — December 1, 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
12/05/2025	Payroll Remittance Checks	\$7,465.61
12/052025	Payroll (net pay)	\$121,634.68
12/16/2025	Regular Accounts Payable	\$463,103.31
12/01/2025-12/09/2025	ACH/WIRE Payments	\$169,886.10
12/01/2025	Special A/P Tax Disbursement	\$11,912.89
Grand Total		\$774,002.59

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

C. 25 kVA Pad Mount Transformers for \$25,792

Motion to approve the purchase eight (8) ERMCO 25 kVA pad mount transformers through RESCO, Madison, Wisconsin in the amount of \$25,792.

D. Taser Purchase and Support Contract: \$41,802.53

Motion to approve the purchase of 8 TASERS and a five-year contract with Axon for the Taser 10 with the Pro Package starting in April 2026 for \$41,803.52 and authorize the City Manager to sign any necessary documents.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Community Garden Fence Request

Beth Cowie and Beth Rosenthal
Charlevoix Area Garden Club

City Manager Heydlauff presented information on the Community Garden Fence Request.

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

Motion by Spring, seconded by Hagen to approve the fence proposal as presented.

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

Nays: None

Motion carried.

B. Special Event Policy Revisions

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Policy Revisions.

Mayor Gennett opened the item for public comment; nine were heard.

Motion by Spring, seconded by Parr to approve the Special Event Policy Revisions as presented.

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

Nays: None

Motion carried.

Council concurred to direct City Manager Heydlauff to draft a fee schedule and budget based on supporting the events under \$500 and the largest events, including Waterfront Art Festival, Venetian and Applefest.

C. 2025 Charlevoix Area Chamber of Commerce Report

Sarah Van Horn- Charlevoix Area Chamber of Commerce President

Sarah Van Horn, Charlevoix Area Chamber of Commerce President presented information on the 2025 Charlevoix Area Chamber of Commerce Report.

Council Member Halverson left Council Chambers.

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

Motion by Spring, seconded by Knapp to accept the partnership report and building fund report as presented.

Yeas: Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

Motion carried.

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

Motion by Parr, seconded by Spring to approve a two-year renewal agreement with the Charlevoix Area Chamber of Commerce.

Yeas: Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

Motion carried.

D. Mayoral Appointments

Mayor Lyle Gennett

Mayor Gennett presented information about his recommendations for appointments.

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

Motion by Spring, seconded by Parr to confirm the Mayor's appointment of Perry Hogdson to the Shade Tree & Park Commission for a term to expire December 31, 2028.

Yeas: Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

Motion carried.

Council Member Halverson returned to the dais.

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

Motion by Parr, seconded by Kalbfell to confirm the Mayor's appointments of Scott Kelly and Brenda Bryan to the Recreation Advisory Committee for terms to expire December 31, 2028.

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

Nays: None

Motion carried.

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

Motion by Kalbfell, seconded by Hagen to confirm the Mayor's appointment of Marianne Mast to the Compensation Commission for a term to expire December 31, 2030.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- City is in the final process of phasing out AT&T copper landlines at the Water Treatment Plant and Waste Water Treatment Plant

- City Treasurer is researching some possible changes to the retirement plans that will help reduce costs
- Recommended that City Hall be open limited hours on Friday, December 26, 2025 from 10 a.m. - 4 p.m.

Motion by Hagen, seconded by Spring to approve City Hall be open for limited hours on Friday, December 26, 2025 from 10 a.m. to 4 p.m.

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

Nays: None

Motion carried.

C. Mayor and Council Comments

- Mayor Gennett and Council Members wished everyone a Merry Christmas and Happy New Year!

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 8:11 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor