

City of Charlevoix
City Council Regular Meeting Minutes
Monday, January 5, 2026 - 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: Dennis Halverson, Janet Kalbfell, Mark Knapp, Richard Spring
Members Absent: Aaron Hagen, Phil Parr
City Manager: Mark L. Heydlauff
City Clerk: Sarah J. Dvoracek

3. Presentations

A. Northside Trail Development Update

Chris Powell- PE OHM Advisors

Chris Powell, PE from OHM Advisors, presented information on the Northside Trail Development Project.

Mr. Powell and City Manager Heydlauff answered questions from Council Members.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Spring, seconded by Kalbfell to approve the consent agenda as presented.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

A. City Council Meeting Minutes — December 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
12/17/2025	Special Accounts Payable Run	\$72,989.65
12/19//2026	Payroll (longevity net pay)	\$13,916.65
12/19/2026	Payroll (regular payroll net pay)	\$113,332.10
12/19/2025	Payroll Remittance Checks	\$7,256.49

01/02/2026	Payroll (net pay)	\$122,152.95
01/02/2026	Payroll Remittance Checks	\$7,455.11
01/06/2026	Regular Accounts Payable	\$178,490.64
12/10/2025-01/02/2026	ACH/WIRE Payments	\$532,404.52
12/15/2025	Special A/P Tax Disbursement	\$536,135.28
Grand Total		\$1,584,133.39
The detailed accounts payable and payroll check registers can be viewed on the City's website .		

- C. Ladder Truck Repair Invoices:\$103,379.85
Motion to approve the invoices for Heritage Fire Equipment totaling \$103,379.85.
- D. Planning Commission Resignation—Toni Felter
Motion to accept Toni Felter's resignation from the Planning Commission effective January 13, 2026.

6. Public Hearings and Actions Requiring Public Hearings

- A. Set Public Hearing: Zoning Ordinance Amendments Section 153.116 Accessory Buildings and Uses
Jonathan Scheel, Director of Planning & Zoning

Jonathan Scheel, Director of Planning and Zoning, presented information on the Zoning Ordinance Amendments Section 153.116 Accessory Buildings and Uses.

Mr. Scheel answered questions from Council Members.

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

Motion by Spring, seconded by Knapp to set a public hearing for Monday, January 19, 2026, at 6 p.m. in the Council Chambers of City Hall for the proposed Ordinance Amendment 863 of 2026.

Yeas: Spring, Knapp, Halverson

Nays: Kalbfell

Absent: Hagen, Parr

Motion carried.

- B. Set Public Hearing: Zoning Ordinance Amendments Section 153.118 and Section 153.160 Residential Raised Decks
Jonathan Scheel, Director of Planning & Zoning

Jonathan Scheel, Director of Planning and Zoning, presented information on Zoning Ordinance Amendments Section 153.118 and Section 153.160 Residential Raised Decks.

Mr. Scheel answered questions from Council Members.

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

Motion by Spring, seconded by Kalbfell to set a public hearing for Monday, January 19, 2026, at 6 p.m. in the Council Chambers of City Hall for proposed Ordinance Amendment 864 of 2026.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

- C. Set Public Hearing: Zoning Ordinance Amendment Section 153.171 Landscaping
Jonathan Scheel, Director of Planning & Zoning

Director Scheel presented information on Zoning Ordinance Amendment Section 153.171 Landscaping.

Director Scheel answered questions from Council Members.

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

Motion by Knapp, seconded by Spring to set a public hearing for Monday, January 19, 2026, at 6 p.m. in the Council Chambers of City Hall for the proposed Ordinance Amendment 865 of 2026.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

- D. Set Public Hearing: Zoning Ordinance Amendment Adding Section Mixed Use
Jonathan Scheel, Director of Planning & Zoning

Jonathan Scheel, Director of Planning and Zoning, presented information on the Zoning Ordinance Amendment Adding Section Mixed Use.

Mr. Scheel answered questions from Council Members.

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

Motion by Kalbfell, seconded by Spring to set a public hearing for Monday, January 19, 2026, at 6 p.m. in the Council Chambers of City Hall for proposed Ordinance Amendment 866 of 2026.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

- E. Set Public Hearing: Amend Chapter 70 Traffic Code
Jill McDonnell, Chief of Police

Jill McDonnell, Chief of Police, presented information on the amendment to the Chapter 70 Traffic Code.

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

Motion by Kalbfell, seconded by Spring to set a public hearing on an amendment to Chapter 70 {Ordinance Amendment 867} of the City Code for Monday, January 19, 2026 at 6 p.m. in the Council Chambers of City Hall.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

7. All Other Actions and Requests

A. Budget Policy for Supporting Special Events

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Budget Policy for Supporting Special Events.

Mr. Heydlauff answered questions from Council Members.

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

Motion by Kalbfell, seconded by Spring to approve the {Budget} Policy for Supporting Special Events as presented.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

B. Council Appointment

Phil Parr

3rd Ward Council Member

In Council Member Parr's absence, Council Member Kalbfell presented information on the Council Appointment of Shirley Gibson to the Board of Review.

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

Motion by Kalbfell, seconded by Knapp to appoint Shirley Gibson to the Board of Review for a term to expire on December 31, 2028.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Requested further clarification on Council's direction regarding the trail project. Council requested more information on the maintenance costs of the trail and to research the possibilities of more funding sources and then have the item brought back to them at their next meeting.
- Jeff Goward, the new Electric Department Director, will be starting on January 12.
- The Sidewalk Sales aren't technically a special event and Council concurred to have the DDA incur any costs associated with them.

C. Mayor and Council Comments

9. Other Council Business

Council Member Kalbfell and Mayor Gennett had questions regarding the firework display on New Year's Eve. Discussion was held regarding how the firework display occurred when Council denied the permit several weeks ago.

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

Motion by Halverson, seconded by Knapp to authorize the Charlevoix City Police Chief to conduct a thorough and complete investigation of the New Year's Eve firework situation and report back to Council at the conclusion with the finding of facts.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

City Manager Heydlauff referenced the Charter Section 2.17 Council-Investigations, which allows the Council to request such an investigation.

10. Adjourn

Mayor Gennett adjourned the meeting at 8:05 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor