

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Monday, February 2, 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  
Members Absent: Aaron Hagen, Phil Parr, Richard Spring  
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 Kalbfell, seconded by Knapp to approve the consent agenda as presented.  
Yeas: Halverson, Kalbfell, Knapp  
Nays: None  
Absent: Hagen, Parr, Spring

**Motion carried.**

A. City Council Meeting Minutes — January 19, 2026

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
01/21/2026	Special Accounts Payable Run	\$17,185.04
01/30/2026	Payroll (regular payroll net pay)	\$120,255.38
01/30/2026	Payroll Remittance Checks	\$6,898.41
02/03/2026	Regular Accounts Payable	\$111,404.09
01/20/2026-01/30/2026	ACH/WIRE Payments	\$487,233.49
01/14/2026	Special A/P Tax Disbursement	\$679,642.88
<b>Grand Total</b>		<b>\$1,422,619.27</b>

The detailed accounts payable and payroll check registers can be viewed on the City's

[website.](#)

- C. Investment Update  
Motion to approve the investment report as presented.
- D. Replacement of Underground Electric Line Locators: \$22,623  
Motion to approve the purchase of three (3) Radio Detection RD7200 locators in the amount of \$22,623.
- E. Special Event Request: Charlevoix High School 2026 Senior Parade  
Motion to approve the Charlevoix High School Senior parade request to take place on Sunday, May 31, 2026.
- F. Special Event Request: Sue DeYoung/Judy Edger Memorial Breast Cancer 5K Walk & Run  
Motion to approve the Walk, Run, Cure event on May 9, 2026.
- G. MPPA Required Resolutions for Director Transition  
Motion by Kalbfell, seconded by Knapp to adopt Resolution 2026-02-01, as follows:

**CITY OF CHARLEVOIX**

**RESOLUTION NO. 2026-02-01**

**RESOLUTION APPOINTING COMMISSIONERS TO THE MICHIGAN PUBLIC POWER AGENCY**

**WHEREAS**, the Michigan Public Power Agency (“MPPA”) is a public political body and corporate of the State of Michigan created in late 1978 under act 448, Public Acts of Michigan, 1976 as amended, to help members realize the benefits of joint action in the planning, development, acquisition, and management of energy-related assets and services; and

**WHEREAS**, the City of Charlevoix is a member of the MPPA which is governed by a Board of Commissioners consisting of one appointee from each member pursuant to MPPA by-laws as follows:

**ARTICLE II**

**BOARD OF COMMISSIONERS**

**Section 2.1 Board of Commissioners and Alternate Commissioners.** The Agency shall be governed by a Board of Commissioners appointed by the respective governing bodies of the municipalities which are members of the Agency. The governing body of each member municipality shall by resolution appoint one commissioner. The governing body of each member municipality may by resolution appoint an Alternate Commissioner who shall be entitled to vote only in the absence of the Commissioner. If a 2nd Alternate Commissioner is appointed in the resolution of the governing body of the member municipality, the resolution shall designate who shall be the 1st Alternate Commissioner and the 2nd Alternate Commissioner. In the event more than one Alternate Commissioner attends a meeting of the Agency, including any of its committees, the Alternate Commissioner with the highest designation shall be recognized and entitled to vote in the absence of the Commissioner.

**NOW, THEREFORE BE IT RESOLVED:**

1. That the City of Charlevoix appoints Mark L. Heydlauff, City Manager to the MPPA Board of Commissioners as a Commissioner effective as of the date of this resolution.
2. That the City of Charlevoix appoints Jeff Goward, Electric Department Director to the MPPA Board of Commissioners as an Alternate Commissioner effective as of the date of

this resolution.

3. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

**RESOLVED** this 2<sup>nd</sup> day of February, 2026 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

**Motion carried.**

Motion by Kalbfell, seconded by Knapp to adopt Resolution 2026-02-02, as follows:

**CITY OF CHARLEVOIX**

**RESOLUTION NO. 2026-02-02**

**DESIGNATION OF THE MEMBER AUTHORIZED REPRESENTATIVE FOR MPPA**

**WHEREAS**, on March 11, 2009, the Michigan Public Power Agency (MPPA) Board of Commissioners by action in open meeting created the Energy Services Project (“Project”); and

**WHEREAS**, a Member joining the Project, must execute an Energy Services Agreement (“ESA”) and

**WHEREAS**, Section 2 of the ESA requires the Member’s Governing Body to designate a Member Authorized Representative (“MAR”) and

**WHEREAS**, the MAR is delegated the responsibility of binding the Member into Power Purchase Commitments (“PPC”) with MPPA

**NOW, THEREFORE**, for and in consideration the mutual covenants and agreements herein contained, it is agreed by and between the parties hereto as follows:

1. The Council hereby ratifies and confirms:
  1. Designate Mark L. Heydlauff to be the Member Authorized Representative (“MAR”)
  2. Delegate the authority to the MAR to approve PPC with MPPA if the PPC is within guidelines of the MPPA Power Supply Risk Management Policy

**RESOLVED** this 2<sup>nd</sup> day of February 2026 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

**Motion carried.**

H. Request from County Equalization Department-Parcel Search Software

Motion by Kalbfell, seconded by Knapp to approve Resolution 2026-02-03 as follows:

**CITY OF CHARLEVOIX**

**RESOLUTION NO. 2026-02-03**

**RESOLUTION TO SHARE ASSESSING AND TAX INFORMATION WITH THE COUNTY TO BE USED IN NEW PROPERTY INFORMATION AND PARCEL MAP WEBSITE**

**WHEREAS**, On October 8, 2025, the Charlevoix County Board of Commissions accepted an agreement submitted by Pivot Point Partners, LLC, to create a parcel information and mapping website (the “database”) for the County, in an effort for the County to provide additional transparency and access to public information; and,

**WHEREAS**, the database will include an online GIS property viewer, and provide public access to information concerning a property including, but not limited to, the property’s real estate information, sales history, property taxes, and include a GIS property viewer; and,

**WHEREAS**, the County desires for the software to be as comprehensive as possible to provide the public the most complete and up-to-date records possible; and,

**WHEREAS**, the County has requested that the City, through the City Assessor and City Treasurer, share relevant assessing and tax information to be compiled into the database; and,

**WHEREAS**, the City recognizes that in order for the County’s software to have accurate information concerning City properties the County requires property assessment and tax information from the City; and,

**WHEREAS**, the City finds it in the best interest of its residents to share assessing and tax information with the County for use in the database.

**NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:**

1. The City hereby directs the City Assessor and City Treasurer to work with the Charlevoix County Equalization Department and Charlevoix County Treasurer Department to provide assessment and tax information for properties in City of Charlevoix.
2. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.
3. The City shall, to the fullest extent permitted by law, fully indemnify and hold the County, and its officials, officers, boards, committees, commissions, agents and employees harmless from and against any and all expenses, losses, claims, demands, lawsuits, actions, liability and judgments for damages arising out or related to data sharing permitted by this Resolution.

**RESOLVED** this 2<sup>nd</sup> day of February 2026 A.D.

Resolution was adopted by the following ye and nay vote:

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

**Motion carried.**

- I. Emergency Repair: Trackless Snowblower Unit  
Motion to approve the emergency repairs to the trackless McQueen unit as presented.

**6. Public Hearings and Actions Requiring Public Hearings**

- A. Set Public Hearing: Ordinance 868 of 2026: Budget Amendment for Fiscal Year 2025-2026  
City Manager Heydlauff presented information on setting a public hearing for Ordinance 868 of 2026: Budget Amendments for Fiscal year 2025-2026.

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

Motion by Knapp, seconded by Halverson to set a public hearing for the 2025-26 Budget Amendment Ordinance for February 16, 2026, at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

**Motion carried.**

- B. Set Public Hearing: Ordinance 869 of 2026: 2026-27 Budget  
City Manager Heydlauff presented information on setting a public hearing for Ordinance 869 of 2026: 2026-2027 Budget.

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

Motion by Kalbfell, seconded by Halverson to set a public hearing for the 2026-2027 Budget Ordinance for February 16, 2026, at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

**Motion carried.**

**7. All Other Actions and Requests**

- A. City Charter Review

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the City Charter Review. Mr. Heydlauff stated he would have the City Attorney review the Charter for any other legal recommended amendments during this process as well.

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

Motion by Kalbfell, seconded by Knapp to direct the City Manager and City Attorney to review and prepare a Charter amendment changing the Mayor and Council Members' terms from two to four years, with elections held in even-numbered years, and place the amendment on the November ballot.

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Hagen

**Motion carried.**

B. 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 Halverson to confirm the Mayor's appointment of Eric Huffman to the Downtown Development Authority for a term to expire on April 30, 2028.

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

**Motion carried.**

C. Council Appointment

Aaron Hagen

First Ward Council Member

Council Member Kalbfell presented information on the Council Appointment.

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

Motion by Kalbfell, seconded by Knapp to appoint Pat Miller to the Zoning Board of Appeals for a term to expire on December 31, 2028.

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

**Motion carried.**

## 8. Reports and Communications

A. Public Comment

- Annemarie Conway provided Council with several updates about the County's current projects, including the discussion about Charlevoix County withdrawing from CCE 911 Central Dispatch

B. City Manager's Comments

- Several staff members participated in career day at the elementary school
- John Griffith is transitioning to retirement and is working on some last final projects before his departure
- Attended the County Brownfield Authority Meeting last week and John Kurtz is working on a Brownfield/TIF project; there are many steps that need to occur first but more details will follow
- One apartment entity on May St. inquired about a payment in lieu of taxes
- On March 4, MDOT scheduled a meeting to discuss the US 31 Corridor
- The DNR is auctioning off their old research boat

- On June 25, the DNR plans to conduct a christening ceremony for their new research boat at the marina for the public to tour

C. Mayor and Council Comments

- Mayor Gennett and Council expressed consensus that discontinuing participation in the CCE 911 Central Dispatch would not serve the community's best interests and could result in significant fiscal challenges
- Council Member Kalbfell inquired about the police investigation Council requested regarding the fireworks on New Year's Eve and City Manager Heydlauff responded that the investigation is ongoing

**9. Other Council Business**

**10. Adjourn**

Mayor Gennett adjourned the meeting at 6:45 p.m.

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Sarah J. Dvoracek

City Clerk

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Lyle Gennett

Mayor

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**RESOLVED** this 2<sup>nd</sup> day of February, 2026 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

Motion carried/denied.

**CITY OF CHARLEVOIX  
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Yeas:

Nays:

Absent:

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