

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 16, 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: Aaron Hagen, Dennis Halverson, Janet Kalbfell, Mark Knapp, Phil Parr
Members Absent: Richard Spring
City Manager: Mark L. Heydlauff
City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

Council Member Parr stated he participates in the Trout Tournament. Council concurred that there was not a conflict of interest.

5. Consent Agenda

Mayor Gennett opened the item for public comment. None were heard.
Motion by Kalbfell, seconded by Parr to approve the consent agenda as presented.

Yeas: Kalbfell, Knapp, Halverson, Hagen, Parr

Nays: None

Absent: Spring

Motion carried.

A. City Council Meeting Minutes — February 2 and 5, 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
02/04/2026	Special Accounts Payable Run	\$2,498.47
02/13/2026	Payroll (regular payroll net pay)	\$124,104.23
02/13/2026	Payroll Remittance Checks	\$9,596.41
02/17/2026	Regular Accounts Payable	\$230,864.29
02/02/2026-02/13/2026	ACH/WIRE Payments	\$166,676.09
01/29/2026	Special A/P Tax Disbursement	\$397,584.56
Grand Total		\$931,324.05

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

- C. Special Event Request: Memorial Day Parade
Motion to approve the Memorial Day Parade Request as presented.
- D. Planning Commission Annual Report
Motion to accept the Planning Commission Annual Report as presented.

6. Public Hearings and Actions Requiring Public Hearings

- A. Ordinance 868: Adoption of Amended 2025-26 Budget
Mark Heydlauff, City Manager
City Manager Heydlauff presented information on Ordinance 868: Adoption of Amended 2025-26 Budget.

Mayor Gennett opened the item for public comment. None were heard.
Motion by Knapp, seconded by Kalbfell to approve Ordinance Amendment 868 of 2026 as presented.

**CITY OF CHARLEVOIX
ORDINANCE NO. 868 of 2026
2025-26 BUDGET AMENDMENT #1**

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: The budget for the fiscal year beginning April 1,2025 shall be amended for operating the City of Charlevoix. Ordinance 868 of 2026 Budget Appropriation Act of 2025-26 is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	4,596,213	4,745,805	149,592
- Legislative	EX Total	64,045	62,268	(1,777)
- General Government	EX Total	874,460	892,813	18,353
- Public Safety	EX Total	1,531,518	1,467,363	(64,155)
- Public Works	EX Total	459,000	429,105	(29,895)
- Recreation & Culture	EX Total	1,680,435	1,696,120	15,685
- Other	EX Total	24,200	54,315	30,115
- Fund Transfers	EX Total	48,882	36,000	(12,882)
Major Street Fund	RV Total	481,223	437,532	(43,691)

Major Street Fund	EX Total	472,128	436,748	(35,380)
Local Street Fund	RV Total	225,943	188,535	(37,408)
Local Street Fund	EX Total	180,278	208,222	27,944
Parking Services Fund	RV Total	163,700	181,000	17,300
Parking Services Fund	EX Total	156,539	140,986	(15,553)
Housing Initiatives Fund	RV Total	360,200	6,200	(354,000)
Housing Initiatives Fund	EX Total	300,000	0	(300,000)
Boat Launch Fund	RV Total	45,200	48,100	2,900
Boat Launch Fund	EX Total	45,128	38,115	(7,013)
DDA Fund	RV Total	723,305	720,943	(2,362)
DDA Fund	EX Total	644,990	692,081	47,091
Airport Fund	RV Total	2,152,123	2,092,907	(59,216)
Airport Fund	EX Total	2,646,726	2,820,912	174,186
Debt Service Infrastructure	RV Total	323,000	323,400	400
Debt Service New Facility	RV Total	489,500	486,300	(3,200)
Fire Replacement Fund	RV Total	60,600	191,600	131,000
Fire Replacement Fund	EX Total	500,000	583,380	83,380
Sewer Capital Fund-Tap Ins	RV Total	16,200	60,200	44,000
Sewer Capital Fund-North&South Side	RV Total	3,700	1,700	(2,000)
Infrastructure Improvements Fund	RV Total	380,168	392,436	12,268
Street Improvements	RV Total	313,264	327,078	13,814
Business Park Fund	EX Total	5,000	3,500	(1,500)
Mt. McSauba Recreation Improvement Fund	RV Total	8,200	9,518	1,318
Trail Development-Improvement Fund	RV Total	659,371	1,600	(657,771)
Trail Development-Improvement Fund	EX Total	958,328	10,000	(948,328)
Building Capital Improvement Fund	RV Total	0	570,994	570,994
Building Capital Improvement Fund	EX Total	0	672,654	672,654
Electric Fund	RV Total	9,698,528	9,271,659	(426,869)
Electric Fund	EX Total	10,628,012	10,342,388	(285,624)

Sewer Fund	RV Total	2,936,800	3,031,143	94,343
Sewer Fund	EX Total	3,793,014	3,220,237	(572,777)
Water Fund	RV Total	2,201,500	2,254,983	53,483
Water Fund	EX Total	3,736,231	1,964,695	(1,771,536)
Marina Fund	RV Total	1,058,616	1,029,368	(29,248)
Marina Fund	EX Total	1,540,389	1,527,622	(12,767)
Employee Fringe Benefit Fund	RV Total	3,187,825	3,358,756	170,931
Employee Fringe Benefit Fund	EX Total	3,194,900	3,320,533	125,633
Motor Pool Fund	RV Total	1,361,495	1,421,587	60,092
Motor Pool Fund	EX Total	1,797,200	1,889,788	92,588
Perpetual Care Trust Fund	RV Total	6,000	18,512	12,512

Bad Debt Write-Offs

General Fund/EMS	2,496
Electric Fund	22,383
Water Fund	3,597
Sewer Fund	4,894
DDA Fund	4,568
Misc	<u>270</u>
2025-26 TOTAL:	38,208
2024-25	\$52,113
2023-24	\$43,279
2022-23	\$90,459
2021-22	\$146,992

Section 2. Severability.

1. No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

Section 3. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 868 was adopted on the 16th day of February 2026 A.D., by the Charlevoix City Council as follows:

Motion by: Knapp

Seconded by: Kalbfell

Yeas: Kalbfell, Knapp, Halverson, Hagen, Parr

Nays: None

Absent: Spring

Motion carried.

B. Ordinance 869: Adoption of the 2026-27 Budget

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Ordinance 869: Adoption of the 2026-27 Budget.

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

Motion by Parr, seconded by Hagen to approve Ordinance Amendment 869 of 2026 as presented.

CITY OF CHARLEVOIX

ORDINANCE NO. 869 of 2026

BUDGET APPROPRIATION ACT

THE CITY OF CHARLEVOIX ORDAINS:

Section 1:

WHEREAS, the City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith.

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2026 and ending March 31, 2027 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

TOTAL REVENUES: \$4,712,948

TOTAL EXPENSE: \$4,712,948

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 10.2075 mills (9.0075 mills operating and 1.2000 mills infrastructure) for the period of April 1, 2026 through March 31, 2027 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the

general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.2685 mills for the period April 1, 2026 through March 31, 2027 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2026 through March 31, 2027 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2026 through March 31, 2027 in the amounts set forth below by fund:

FUND	REVENUE	EXPENSE
Major Street Fund	\$ 461,997	\$ 461,997
Local Street Fund	214,456	208,130
Parking Services	181,600	148,476
Boat Launch	48,100	43,900
Housing Initiatives	183,200	150,000
Electric Fund	10,766,041	10,766,041
Sewer Fund	3,411,097	3,411,097
Water Fund	3,596,972	3,596,972
Marina Fund	1,555,084	1,555,084
Airport Fund	2,772,162	2,772,162
Downtown Development Authority	721,984	684,707
Employee Fringe Benefit	3,428,881	3,419,147
Motor Vehicle Fund	1,848,049	1,848,049
Perpetual Care Trust Fund	17,900	0
General Debt Service Fund - Infrastructure	323,150	323,100
General Debt Service Fund – New Services Facility	486,300	485,000
Building Capital Improvement	142,000	142,000
Fire Fund	32,000	0

Sewer Tap-in Fund*	60,500	0
Northside/Southside Sewer Fund*	1,700	0
Infrastructure Improvement	921,700	812,800
Road Improvements	329,900	200,000
Industrial Park Fund	7,700	3,500
Mt. McSauba Recreation Fund	9,788	0
Trail Development—Improvement Fund	1,010,789	1,010,789
*These funds are part of the Sewer Fund		

Section 2. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

Section 3. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 869 was adopted on the 16th day of February 2026 A.D., by the Charlevoix City Council as follows:

Motion by: Parr

Seconded by: Hagen

Yeas: Kalbfell, Knapp, Halverson, Hagen, Parr

Nays: None

Absent: Spring

Motion carried.

7. All Other Actions and Requests

A. Council Appointment-Recreational Authority Board

Sarah Dvoracek, City Clerk

Clerk Dvoracek presented information on the Council Appointment—Recreational Authority Board.

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

Motion by Parr, seconded by Kalbfell to appoint Mark L. Heydlauff to the Recreational Authority Board for a term to expire March 31, 2029.

Yeas: Kalbfell, Halverson, Hagen, Parr

Nays: Knapp

Absent: Spring

Motion carried.

B. Special Event Request: Trout Tournament

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Request: Trout Tournament.

Chris Mikulski, Vice President of the Charlevoix Trout Tournament, introduced himself to Council and explained the organization's history in the community.

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

Motion by Hagen, seconded by Knapp to approve the Trout Tournament Special Event and waive launch fees and overnight parking fees as requested.

Yeas: Kalbfell, Knapp, Halverson, Hagen, Parr

Nays: None

Absent: Spring

Motion carried.

C. Fresh Air Aviation Parking Agreement

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Fresh Air Aviation Parking Agreement. Mr. Heydlauff answered questions from Council.

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

Motion by Kalbfell, seconded by Knapp to approve the parking MOU with Fresh Air Aviation as presented.

Yeas: Kalbfell, Knapp, Halverson, Hagen, Parr

Nays: None

Absent: Spring

Motion carried.

8. Reports and Communications

A. Public Comment

- Dave Coen, Antrim Street, provided some insight on the EPA project and some issues with neighboring houses

B. City Manager's Comments

- Thanked the Friends of Ferry Beach for their generous donation to the park
- Regarding the EMS agreement, there is a possibility of more municipalities joining, more information in the future
- Bill Gnodtke passed away, he sat on the Lake Charlevoix EMS Board, gave condolences to his family
- The sidewalk plow is now fixed
- Staff is researching Council's request to update the fees for the golf course and airport, more information will follow next meeting

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:27 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor