

City of Charlevoix
City Council Regular Meeting Minutes
Monday, March 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: 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 Spring to approve the consent agenda as presented.

Yeas: Hagen, Halverson, Spring, Kalbfell, Parr

Nays: None

Absent: Knapp

Motion carried.

A. City Council Meeting Minutes - February 16, 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 |
|-----------------------|-----------------------------------|-----------------------|
| 02/19/2026 | Special Accounts Payable Run | \$25,918.40 |
| 02/27/2026 | Payroll (regular payroll net pay) | \$119,314.93 |
| 02/27/2026 | Payroll Remittance Checks | \$7,067.81 |
| 03/03/2026 | Regular Accounts Payable | \$205,740.02 |
| 02/10/2026-02/27/2026 | ACH/WIRE Payments | \$458,607.64 |
| 02/17/2026 | Special A/P Tax Disbursement | \$1,087,907.92 |
| Grand Total | | \$1,904,556.72 |

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

[website.](#)

C. City Hall Electric Repairs and Upgrade

Motion to approve the outlined phased City Hall modernization plan as presented and include the remaining upgrades in the 2026/27 budget.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Professional Engineering Service Contract for the Airport Layout Plan (ALP)

Robert Scholey, Airport Manager

Rob Scholey, Airport Manager, presented information on the Professional Engineering Service Contract for the Airport Layout Plan (ALP). City Manager Heydlauff and Airport Manager Scholey answered questions from Council.

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

Motion by Spring, seconded by Hagen to approve the contract and authorize the City Manager to sign the engineering service contract for the ALP Project with RS&H.

Yeas: Hagen, Halverson, Spring, Kalbfell, Parr

Nays: None

Absent: Knapp

Motion carried.

Council concurred to schedule a work session on Monday, April 6, 2026 at 5 p.m. to discuss the Airport Layout Plan with RS&H.

B. 2026 Schedule of Rates and Fees

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the 2026 Schedule of Rates and Fees. City Manager Heydlauff answered questions from City Council.

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

Motion by Kalbfell, seconded by Hagen to approve the amended golf rates as presented by Council Member Halverson.

Yeas: Hagen, Halverson, Spring, Kalbfell, Parr

Nays: None

Absent: Knapp

Motion carried.

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

Motion by Parr, seconded by Spring to adopt Resolution 2026-03-01 Rates & Fees Associated with the 2026-27 Budget, as amended.

**CITY OF CHARLEVOIX RESOLUTION NO. 2026-03-01
RATES & FEES ASSOCIATED WITH THE 2026-27 BUDGET**

WHEREAS, the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and

WHEREAS, the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and

WHEREAS, the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2026.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2026-27 Proposed Budget with changes to the rates and fees for the following areas: airport, cemetery, Short Term Rental, recreation, miscellaneous, and Utility Rates which includes water, wastewater, and electric rates.

RESOLVED, this 2nd day of March, 2026 A.D.

Resolution adopted by the following yea and nay votes:

Yeas: Hagen, Halverson, Spring, Kalbfell, Parr

Nays: None

Absent: Knapp

Motion carried.

C. Mayoral Appointment

Lyle Gennett

Mayor

Mayor Gennett presented information on his Mayoral Appointment.

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

Motion by Kalbfell, seconded by Hagen to confirm the Mayor's appointment of Megan Cassada to the Shade Tree & Park Commission for a term to expire December 31, 2029.

Yeas: Hagen, Halverson, Spring, Kalbfell, Parr

Nays: None

Absent: Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

- Elizabeth Postmus commented about the upcoming project on Hurlbut St.
- Dave Coen commented about how the dog park is not maintained in the winter

B. City Manager's Comments

- The EPA and EGLE notified the City of an initiative titled “Get the Lead Out,” designed to expedite the replacement of lead service lines, the City has confirmed its participation in this program
- In the fall, the lift stations’ communication systems were transitioned from copper telephone lines to a cellular-based platform, this modernization has already demonstrated clear operational benefits

C. Mayor and Council Comments

- Council Member Halverson commented on the size of the new Andy's sign and City Manager Heydlauff stated the Zoning Administrator is addressing the issue

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:42 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor