

City of Charlevoix
City Council Regular Meeting Minutes
Wednesday, March 18, 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, Phil Parr, Richard Spring
Members Absent: Aaron Hagen, 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: Halverson, Parr, Kalbfell, Spring
Nays: None
Absent: Hagen, Knapp

Motion carried.

A. City Council Meeting Minutes - March 2, 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
03/05/2026	Special Accounts Payable Run	\$2,942.89
03/13/2026	Payroll (regular payroll net pay)	\$134,010.96
03/13/2026	Payroll Remittance Checks	\$9,177.42
03/17/2026	Regular Accounts Payable	\$303,943.36
03/02/2026-03/13/2026	ACH/WIRE Payments	\$128,856.89
02/26/2026	Special A/P Tax Disbursement	\$515,810.52
03/03/2026	Special A/P Tax Disbursement	\$27,769.52
Grand Total		\$1,122,511.56

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

C. 2026/27 Restroom Cleaning Contract

Motion to approve the proposal as submitted by Conway Professional Services and authorize the City Manager to sign any required documents.

D. Lease agreement with Enterprise Fleet for a 2026 GMC Pickup Truck

Motion to approve the lease agreement with Enterprise Fleet and authorize the City Manager to sign any required documents.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Contract with Manthei Construction, LLC for New Composting Facility

Pat Elliott, Public Works Superintendent

Pat Elliott, Public Works Superintendent, presented information on the Contract with Manthei Construction, LLC for a New Composting Facility.

Mr. Elliott answered questions from Council.

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

Motion by Spring, seconded by Halverson to approve the Manthei Construction proposal for \$295,760.00 and authorize the City Manager to sign any required document.

Yeas: Halverson, Parr, Kalbfell, Spring

Nays: None

Absent: Hagen, Knapp

Motion carried.

The Council collectively thanked Pat and his staff for their hard work during the blizzard and for the outstanding job they have done in managing the cleanup afterward.

B. Purchase of Light Poles & Fixtures for \$62,610.00

Jeff Goward, Electric Department Director

Jeff Goward, Electric Department Director, presented information on the purchase of Light Poles & Fixtures for \$62,610.00.

Mr. Goward answered questions from Council.

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

Motion by Kalbfell, seconded by Parr to approve the purchase of thirty lighting fixtures in the amount of \$62,610.00 from Holophane.

Yeas: Halverson, Parr, Kalbfell, Spring

Nays: None

Absent: Hagen, Knapp

Motion carried.

C. Special Event Requests: Chamber Annual Events

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Requests: Chamber Annual Events.

Mr. Heydlauff answered questions from Council.

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

Motion by Parr, seconded by Kalbfell to approve the following events: Summer Art Show, Art & Craft Show, Summer Sidewalk Sales, and Holiday Parade & Tree Lighting as presented by the Chamber of Commerce.

Yeas: Halverson, Parr, Kalbfell, Spring

Nays: None

Absent: Hagen, Knapp

Motion carried.

Council concurred to discuss Apple Fest at the next Council meeting.

8. Reports and Communications

A. Public Comment

- Stephen Korn, representing PORCH, read a letter from Tim Toohey and stated concerns about tourism and the Earl Young homes and requested Council have a work session regarding a solution
- Dan Ulrich, Charlevoix Township Supervisor, stated his concerns about tourism in Boulder Park

B. City Manager's Comments

- Since the easements in the Wheelway were donated, MDOT can't approve the easements as they are written due to federal rules, the State is working on an alternative
- There are two proposed election changes that are getting some movement in the Senate and the House, the first would change the August primary to May and the second would require millages be placed on the November General ballot
- Senator Slotkin's office announced earmarked funds for recreation projects, we are submitting the pickleball project on Carpenter St. for potential funding
- The President reversed course and approved the FEMA funds for the ice storm and now the utilities are included; we are revising our submittal for reimbursement
- It's National Tornado Drill Day, and we attempted to conduct a drill however the siren was frozen
- Thanked Staff for their hard work managing the storm

C. Mayor and Council Comments

- Council concurred to review a draft ordinance prohibiting commercial tour buses at the next meeting
- Council Member Kalbfell questioned the next steps in the proposed MDOT project, and City Manager stated MDOT will most likely be present at next meeting
- Council Member Halverson stated that the public MDOT meeting was overall positive

9. Other Council Business

- Council concurred to task the City Manager to find a way to show appreciation for the City Staff that worked during the blizzard

10. Adjourn

Mayor Gennett adjourned the meeting at 7:36 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor