

City of Charlevoix
City Council Regular Meeting Minutes
Monday, April 6, 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, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation recognizing Sexual Assault Awareness Month

Mayor Lyle Gennett

Mayor Gennett read the Mayoral Proclamation recognizing April as Sexual Assault Awareness Month.

4. Inquiry Regarding Conflicts of Interest

Council Member Hagen recused himself from item 7D. Special Event Request: Bridge Park Live Music from Bridge Street Tap Room.

5. Consent Agenda

Motion by Parr, seconded by Knapp to approve the consent agenda as presented.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

A. City Council Meeting Minutes - March 18, 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
03/17/2026	Special Accounts Payable Run	\$450.00
03/19/2026	Special Accounts Payable Run	\$15,402.35
03/27/2026	Payroll (regular payroll net pay)	\$124,599.19
03/27/2026	Payroll Remittance Checks	\$6,921.42

04/07/2026	Regular Accounts Payable	\$152,029.24
03/10//2026-03/30/2026	ACH/WIRE Payments	\$1,201,867.58
Grand Total		\$1,501,269.78
The detailed accounts payable and payroll check registers can be viewed on the City's website..		

- C. Renewal of Assessing Agreement with Joe Lavender and Up North Assessing, Inc.
Motion to approve the agreement as presented with Up North Assessing and allow the City Manager and City Clerk to sign all necessary documents.
- D. MERS Authorized Signatories
Motion by Parr, seconded by Knapp, to authorize the MERS Signatory Resolution to designate the Mayor as the authorized signer on the City's behalf.

**CITY OF CHARLEVOIX RESOLUTION NO. 2026-04-01
ESTABLISHING AUTHORIZED SIGNATORIES FOR MERS CONTRACTS AND SERVICE CREDIT
PURCHASE APPROVALS**

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution is being adopted by the governing body of the participating entity and applies to all reporting units of said participating entity.

WHEREAS the City of Charlevoix ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

WHEREAS MERS requires the signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

WHEREAS the Employer wishes to designate certain job position(s), the holder(s) of may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body; and

WHEREAS this Resolution is not intended to apply to MERS forms or any MERS document except as specifically mentioned herein,

NOW THEREFORE BE IT RESOLVED that the Governing Body resolves:

The holders of the following job position(s) are hereby authorized officials that can sign: (1) MERS Adoption Agreements, Resolutions, Participating Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the

Employer with respect to Employer's participation in any MERS-administrated product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. Mayor

This resolution may be revoked in writing or amended by the Governing Body at any time provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

RESOLVED, this 6th day of April, 2026 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Bus and Motor Coach Ordinance

Mark Heydlauff, City Manager

Jill McDonnell, Chief of Police

City Manager Heydlauff presented information on the Set Public Hearing: Bus and Motor Coach Ordinance.

Mr. Heydlauff and Chief McDonnell answered questions from Council.

Mayor Gennett opened the item for public comment, two were heard.

Motion by Kalbfell, seconded by Spring to set a public hearing for Ordinance 870 for Monday, April 20, 2026 at 6pm in the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

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

Motion by Kalbfell, seconded by Parr to direct City Staff and the City Attorney to prepare a draft ordinance to prohibit commercial tours being conducted for any type of compensation within residential-zoned neighborhoods.

Yeas: Kalbfell, Parr, Knapp, Gennett

Nays: Spring, Hagen, Halverson

Motion carried.

B. Set Public Hearing: Ordinances 871 and 872 for Payment in Lieu of Tax Ordinances- Lighthouse Gardens and Charlevoix Apartments

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Ordinances 871 and 872 for Payment in Lieu of Tax Ordinances—Lighthouse Gardens and Charlevoix Apartments.

Mr. Heydlauff answered questions from Council.

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

Motion by Hagen, seconded by Spring to set a public hearing on Ordinance 871 and 872 for PILOTs for the Lighthouse Gardens and Charlevoix Apartments for Monday, April 20, 2026 at 6pm in the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

7. All Other Actions and Requests

A. MDOT Proposal for Local Streets Connected to US 31

Matt Radulski- MDOT

Jason Gailitis- MDOT

Andrew Krzysnik- MDOT

Matt Radulski and Andrew Krzysnik, representatives from MDOT, presented information on the Proposal for Local Streets Connected to US 31.

Discussion was held. Mr. Radulski and Mr. Krzysnik answered questions from Council.

Mayor Gennett opened the item for public comment, four were heard.

Motion by Halverson, seconded by Spring to approve the proposed one-way conversion on Mason Street and Clinton Street as presented.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

B. 5 Year Parks and Recreation Master Plan

Kent Knorr, Recreation Director

Kent Knorr, Recreation Director, presented information on the 5 Year Parks and Recreation Master Plan.

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

Motion by Knapp, seconded by Kalbfell to approve entering into an agreement with Beckett & Raeder to complete the 5 Year Parks and Recreation Plan in the amount of \$11,700 and authorize the City Manager to sign all necessary documents.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

C. Special Event Request: "Gather and Give" A Farm to table dinner

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Request: Gather and Give-A Farm to table dinner.

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

Motion by Spring, seconded by Hagen to approve Gather and Give on Friday, July 17, 2026 in East Park as presented.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

D. Special Event Request: Bridge Park Live Music from Bridge Street Tap Room

Mark Heydlauff, City Manager

Council Member Hagen stepped down from the dais at 7:10 p.m.

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

Motion by Parr, seconded by Spring to approve the Bridge Street Tap Room request for live music in Bridge Park {as presented}.

Yeas: Spring, Kalbfell, Parr, Knapp, Halverson

Nays: None

Abstain: Hagen

Motion carried.

Council Member Hagen returned to the dais at 7:12 p.m.

E. Special Event Request: Boyne Thunder

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Request for Boyne Thunder.

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

Motion by Hagen, seconded by Parr to approve the use of Bridge Park and the Charlevoix Marina for Boyne Thunder.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

F. Special Event Request: Apple Fest

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Request: Apple Fest.

Sarah Van Horn, Chamber President, answered from Council.

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

Council concurred to direct Staff and the Chamber to reorganize Apple Fest with no road closures and bring back a revised plan at a later date.

G. Alice Street Construction Contract with Manthei Construction for a total of \$140,444.00

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Alice Street Construction Contract with Manthei Construction for a total of \$140,444.

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

Motion by Kalbfell, seconded by Hagen to approve the proposal from Manthei Construction in the amount of \$140,444.00 for storm sewer and related construction on Alice Street contingent on a written cost-share agreement with the LaHavre Association.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

H. Northside Trail Easement Documentation

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Northside Trail Easement Documentation.

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

Motion by Spring, seconded by Kalbfell to approve the Professional Services Amendment with OHM Advisors for the Northside Trail Project in the amount of \$24,400 and authorize the City Manager to sign all necessary documents.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

I. Amendment to the Articles of Incorporation for the Lake Charlevoix EMS Authority

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Amendment to the Articles of Incorporation for the Lake Charlevoix EMS Authority.

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

Motion by Knapp, seconded by Kalbfell to approve the amendments to the Lake Charlevoix EMS Articles of Incorporation and the inclusion of Norwood Township as an incorporating member of the Authority.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

J. America 250 Recognition

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the America 250 Recognition.

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

Motion by Kalbfell, seconded by Parr to approve the America 250 recognition as presented.

Yeas: Spring, Kalbfell, Hagen, Parr, Knapp, Halverson

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- One-day only refuse collection for large items will occur on May 2
- Thanked Police Officers for assisting elderly residents by clearing out their heat and dryer vents during the blizzard
- The Special Event Policy needs a revision regarding postponements
- Due to weather, the Chamber Easter Egg Hunt has been rescheduled on April 11

C. Mayor and Council Comments

- Council Member Halverson thanked the audience for attending the meeting

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 7:49 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of the minutes approved by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on April 20, 2026 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act 267 of the Michigan Public Acts of 1976.

Dated: 04/21/2026

Sarah J. Dvoracek, City Clerk

