

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Monday, April 20, 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, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring  
Members Absent: Dennis Halverson  
City Manager: Mark L. Heydlauff  
City Clerk: Sarah J. Dvoracek

**3. Presentations**

A. Tree City USA Proclamation and Poster Contest

Lyle Gennett

Mayor Gennett presented information on the Tree City USA Proclamation and Poster Contest.

Mayor Gennett then read the proclamation.

**4. Inquiry Regarding Conflicts of Interest**

None.

**5. Consent Agenda**

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

Motion by Parr, seconded by Kalbfell to approve the amended consent agenda by moving item 5E. 2026 Pavement Marking Contract to 7. All Other Actions and Requests.

Yeas: Kalbfell, Parr, Knapp, Spring, Hagen

Nays: None

Absent: Halverson

**Motion carried.**

A. City Council Meeting Minutes - April 6 & 14 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
04/06/2026	Special Accounts Payable Run	\$2,924.12
04/10/2026	Payroll (regular payroll net pay)	\$124,731.57
04/10/2026	Payroll Remittance Checks	\$7,011.87

04/21/2026	Regular Accounts Payable	\$351,755.74
04/03/2026-04/13/2026	ACH/WIRE Payments	\$196,658.29
<b>Grand Total</b>		<b>\$683,081.59</b>
The detailed accounts payable and payroll check registers can be viewed on the City's <a href="#">website</a> .		

C. Airport Through-Put Fee

Motion to approve \$0.25 per gallon through-put fee applied to all 100LL contract fuel and add this fee to the 2026-2027 Schedule of Rates, Fees, & Charges.

D. Purchase of a 2026 Front End Loader for \$255,529.40

Motion to approve the purchase of a new, 2026, front end loader from AIS Construction Equipment in the amount of \$255,529.40 and authorize the City Manager to sign any required documents.

E. 2026 Pavement Marking Contract for \$29,952.54

City Manager Heydlauff presented information on the 2026 Pavement Marking Contract.

Mr. Heydlauff stated that he would recommend adding pavement parking line markers on Belvedere, Mason, and Clinton.

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

Motion by Knapp, seconded by Spring to approve the pavement marking proposal with Advanced Pavement Markings as amended and authorize the City Manager to sign any required documents.

Yeas: Kalbfell, Parr, Knapp, Spring, Hagen

Nays: None

Absent: Halverson

**Motion carried.**

F. 2026 Manhole Lining Contract with Advanced Rehabilitation Technology

Motion to approve the proposal from Advanced Rehabilitation Technology for \$29,756.00 and authorize the City Manager to sign any required documents.

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

A. Public Hearing: Ordinance 870- Bus and Motor Coach Limitations

Mark Heydlauff, City Manager

Jill McDonnell, Chief of Police

City Manager Heydlauff presented information on the Public Hearing: Ordinance 870-Bus and Motor Coach Limitations.

Mr. Heydlauff and Chief McDonnell answered questions from Council.

Mayor Gennett opened the item for public comment; 20 were heard.

No action was taken. All Council Members are required to be present for a vote to occur.

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

Mark Heydlauff, City Manager  
Steve Lyman- Naked Capital LLC

City Manager Heydlauff and Steve Lyman, Naked Capital LLC presented information on the Public Hearing: Ordinances 871 and 872 Payment in Lieu of Tax—Lighthouse Gardens and Charlevoix Apartments.

Mr. Heydlauff and Steve Lyman, Naked Capital LLC answered questions from Council.

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

No action was taken. All Council Members are required to be present for a vote to occur.

C. Set Public Hearing for 873: Prohibition on Commercial Tours

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Set Public Hearing for 873: Prohibition on Commercial Tours.

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

Motion by Kalbfell to set a public hearing at noon on May 4, 2026 in the Council Chambers of City Hall, 210 State St. Charlevoix, Michigan to consider Ordinance 873: Prohibition of Tours.

**Motion dies no second.**

Motion by Kalbfell, seconded by Spring to direct City Staff and the City Attorney to draft a regulatory ordinance for commercial tours to ensure the privacy, safety and well-being of the citizens and the City of Charlevoix.

Yeas: Kalbfell, Parr, Knapp, Spring, Hagen

Nays: None

Absent: Halverson

**Motion carried.**

D. Capital Improvement Plan

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Capital Improvement Plan.

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 to consider the 2026 Capital Improvement Plan for Monday, May 4, 2026 at noon in the Council Chambers of City Hall.

Yeas: Kalbfell, Parr, Knapp, Spring, Hagen

Nays: None

Absent: Halverson

**Motion carried.**

**7. All Other Actions and Requests**

A. Mayoral Appointments

Lyle Gennett

Mayor

Mayor Gennett presented information on his Mayoral Appointments: Shelley Boehmer for reappointment to the Planning Commission for a term ending April 30, 2029 and Nedina Stark at the Housing Commission for a term ending April 30, 2031.

Motion by Hagen, seconded by Spring to confirm the Mayor's appointments as presented.

Yeas: Kalbfell, Parr, Knapp, Spring, Hagen

Nays: None

Absent: Halverson

**Motion carried.**

**8. Reports and Communications**

A. Public Comment

- Larry Sullivan stated his concerns about the corner of Garfield St. and Bridge St., park maintenance including down tree limbs, and the enforcement of public roads

B. City Manager's Comments

- Thanked Staff for their efforts handling the excessive rain
- Thanked the Shade Tree & Park Commission for their hard work

C. Mayor and Council Comments

**9. Other Council Business**

**10. Adjourn**

Mayor Gennett adjourned the meeting at 7:28 p.m.

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Sarah J. Dvoracek

City Clerk

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Lyle Gennett

Mayor