

City of Charlevoix
City Council Regular Meeting Minutes
Monday, May 4, 2026 - 12:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 12:00 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. Recreation Department Winter Recap

Kent Knorr, Recreation Director

Kent Knorr, Recreation Director, presented information on the Recreation Department Winter Recap of events.

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 Kalbfell to approve the consent agenda as presented.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes — April 20, 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 |
|-----------------------|-----------------------------------|--------------|
| 04/20/2026 | Special Accounts Payable Run | \$13,058.87 |
| 04/24/2026 | Payroll (regular payroll net pay) | \$124,779.71 |
| 04/24/2026 | Payroll Transmittal Checks | \$6,804.87 |
| 05/05/2026 | Regular Accounts Payable | \$313,793.19 |
| 04/20/2026-04/27/2026 | ACH/WIRE Payments | \$501,143.67 |

| | | |
|---|------------------|---------------------|
| 05/05/2026 | Tax Disbursement | \$7,764.92 |
| Grand Total | | \$967,345.23 |
| The detailed accounts payable and payroll check registers can be viewed on the City's website . | | |

- C. Hubbardston Irish Dance Troupe
Motion to approve the use of Odmark Pavilion for a performance on August 15 by Hubbardston Irish Dance Troupe.
- D. Annual Cleaning for Bridge Park Lift Station
Motion to approve the proposal from GFL Environment for cleaning the Bridge Park Life Station in the amount of \$24,300 and authorize the City Manager to sign any necessary documents.
- E. Approval of Employee-Purchased Retirement Credits
Motion to authorize Sgt. Orban to purchase 5 years of service credits from MERS in keeping with the Application for Additional Service Credits and authorize the Mayor to sign the agreement.
- F. Michigan Department of Transportation Aeronautics State / Local Grant FY 2026
Motion by Parr, seconded by Kalbfell to authorize the Airport Manager and City Manager to continue participation in the State/Local Grant Program application process and to approve Resolution 2026-05-04.

CITY OF CHARLEVOIX

RESOLUTION NO. 2026-05-01

APPROVAL OF GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION OFFICE OF AERONAUTICS FOR THE FISCAL YEAR (FY) 2026 STATE/LOCAL AIRPORT PROGRAM

WHEREAS, the City is applying for the Fiscal Year 2026 State/Local Airport Program with the State of Michigan Department of Transportation, and;

WHEREAS, the grant amount being applied for will be in the amount of seventy thousand dollars (\$70,000).

WHEREAS, the City will use the funds to purchase a new zero-turn mower for airport operations and;

WHEREAS, the City agrees to follow all the necessary and required laws and guidelines per the program and;

WHEREAS, the City Council is in full support of the City applying for the Fiscal Year 2026 State/Local Airport Program.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Airport Manager to apply for the grant funds offered by the Fiscal Year 2026 State/Local Airport Program and authorize the City Manager and sign all required documents.

RESOLVED this 4th day of May A.D. 2026

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Motion carried.

G. Rural Heritage Partnership Grant Application — City Hall Basement Window Well and Window Rehab

Motion by Parr, seconded by Kalbfell to approve the attached resolution and authorize City Staff to submit the Rural Heritage Partnership Grant Application.

CITY OF CHARLEVOIX RESOLUTION NO. 2026-05-02

AUTHORIZATION TO APPLY FOR RURAL HERITAGE PARTNERSHIP GRANT PROGRAM

WHEREAS, the City of Charlevoix (the “Applicant”) desires to file an application (the “Grant Application”) with the Michigan State Historic Preservation Office (the “SHPO”) for the Rural Heritage Partnership Grant Program (the “RHP Program”) in the amount of \$100,000 (the “Grant Request”) for the rehab and replacement of windows and window wells in basement of City Hall (the “Project”) to be completed on a property located at (210 State St. Charlevoix, MI) (the “Property”);

WHEREAS, the Applicant is the owner of the Property;

WHEREAS, the Applicant anticipates that the cost of the Project will be \$(115,000) (the total “Project Cost”);

WHEREAS, the RHP Program is an expense reimbursement program and the Applicant will be responsible for paying invoices relating to the Project Cost as they become due and that reimbursements may be made, upon request, at fifty percent (50%) completion following SHPO receipt of a reimbursement request and SHPO audit and acceptance of related financial documentation and that the remainder will be reimbursed upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds;

WHEREAS, the RHP Program requires the Applicant to execute, and record at its own expense, a historic preservation easement on the Property upon completion of the Project (the “Easement”);

WHEREAS, the RHP Program requires a local match (the “Local Match”) from the Applicant’s own funds towards the Project Cost, and the Applicant wishes to make a Local Match in the amount of (fifteen thousand dollars and no cents) \$(15,000) towards the Project Cost;

WHEREAS, the Applicant shall designate an authorized officer (the “Authorized Officer”) who shall be authorized to file the Grant Application, to sign the grant agreement, including any necessary grant agreement amendments, and other agreement-related documents; and

WHEREAS, the Applicant shall designate a grant project manager (the “Grant Project Manager”) who will oversee the day-to-day grant management and grant administration duties, including

vendor selection and coordinating the payment of vendor invoices.

NOW, THEREFORE, Be It Resolved by the Applicant:

1. The Project is hereby authorized, including expenditures for the Project in an amount not to exceed the Project Cost using funds from the Building Capital Project—Improvement Fund.
2. Mark L. Heydlauff, City Manager, is hereby designed as the Authorized Officer. The Authorized Officer is directed to file the Grant Application on behalf of the Application with SHPO in the amount of the Grant Request.
3. (Fifteen thousand dollars and no cents) \$(15,000) in applicant funds is hereby authorized as the Local Match.
4. The Authorized Officer is hereby authorized to sign the Grant Application, the grant agreement, any grant agreement amendments, any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.
5. The Authorized Officer is hereby authorized to sign and record the Easement with the appropriate Register of Deeds upon the completion of the Project.
6. Sarah Dvoracek, City Clerk/Assistant to the City Manager, is hereby appointed as the Applicant's Grant Project Manager.
7. The Grant Project Manager is hereby authorized to oversee the day-to-day grant management and grant administration duties, including but not limited to vendor selection and coordinating the payment of vendor invoices.

RESOLVED this 4th day of May, 2026 A.D.

The resolution was adopted by the following yea and nay vote:

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

Nays: None

Motion carried.

H. DNR Great Lakes Research Vessel Christening

Motion to approve the use of Bridge Park for DNR use on June 25, 2026.

6. Public Hearings and Actions Requiring Public Hearings

A. Action: Ordinance 870- Bus and Motor Coach Limitations

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Ordinance 870-Bus and Motor Coach Limitations.

City Manager Heydlauff and Chief Jill McDonnell answered questions from Council.

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

Motion by Halverson, seconded by Kalbfell to adopt the following amendments (to Ordinance No. 870): *Section 4. Permitted Motor Coach and Large Bus Operation:* Motor coaches and large buses may only operate on the following roads: US-31, M-66, side streets between State Street and Bridge Street bounded to south by Hurlbut Street and to the north by Park Avenue (inclusive of such streets), Pine River Lane, downtown arc (Bridge Park Dr) and spaces which may be designated therein and *Section 6. Signage and Designation:* Chief of Police may designate and have marked spaces for loading, unloading, and parking for a designated term.

Yeas: Knapp, Halverson, Kalbfell, Parr

Nays: Hagen, Spring

Motion carried.

Motion by Halverson, seconded by Kalbfell to approve Ordinance 870 as amended:

CITY OF CHARLEVOIX

ORDINANCE NO. 870 of 2026

AN ORDINANCE TO PROHIBIT MOTOR COACHES AND LARGE BUSES ON RESIDENTIAL STREETS

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Purpose and Intent

The City Council of the City of Charlevoix finds that the operation of motor coaches and large buses on residential streets creates safety concerns, traffic congestion, roadway damage, noise impacts, and diminished quality of life for residents.

The purpose of this ordinance is to regulate where motor coaches and large buses may operate within the City in a manner that balances tourism, commerce, and residential quality of life, while providing clear standards for operators and enforcement personnel.

Section 2. Definitions

For purposes of this ordinance, the following definitions apply:

A. Motor Coach and Large Bus

A motor vehicle designed or used to transport more than 15 passengers, including but not limited to Motor coaches, Charter buses, Tour buses, Commercial passenger buses.

This definition does not include:

- School buses engaged in school transportation;
- Public transit vehicles operated by or under contract with a governmental entity.

B. Downtown Area:

The area of the City bound to the west by State Street, to the east by Round Lake, to the south by Hurlbut Street, and to the north by Dixon Ave.

C. Residential Street

Any public street or roadway located within a zoning district designated primarily for residential use, including local and neighborhood streets designated by the City and excluding arterial or collector roadways (M-66 and US 31)

Section 3. Parking:

- A. Within the city limits, a motor coach or large bus shall not be stopped, parked, or left standing, attended or unattended, upon the paved or main traveled part of a highway, when it is possible to stop, park, or to leave the motor coach or large bus off the paved or main traveled part of the roadway.
- B. Parking for motor coaches and large buses may only be on State Street North of Hurlbut, south of Park Avenue in a manner that does not obstruct vehicle traffic.
- C. Passenger Loading and Unloading
 - 1. Motor coaches and large buses may stop temporarily for the sole purpose of loading or unloading passengers.
 - 2. Such stops shall:
 - Remain attended at all times by the person responsible for the motor coach or large bus;
 - Be limited to the time reasonably necessary to load or unload passengers; and
 - Not obstruct traffic, pedestrian movement, driveways, or emergency access.
- D. Overnight and Extended Parking

Overnight or extended parking of motor coaches and large buses on public streets or rights-of-way within the City is prohibited unless expressly authorized by the City.

E. Special Events

Temporary exceptions to this section may be granted by the Chief of Police or designee for permitted special events when necessary for public safety or traffic management.

F. Enforcement

Motor coaches and large buses parked or stopped in violation of this section may be cited, removed, or towed at the owner's expense in accordance with applicable law.

Section 4. Permitted Motor Coach and Large Bus Operation

Motor coaches and large buses may only operate on the following roads: US-31 , M-66, side streets between State Street and Bridge Street bounded to south by Hurlbut Street and to the north by Park Avenue (inclusive of such streets), Pine River Lane, downtown arc (Bridge Park Dr) and spaces which may be designated therein.

Prohibited Operation

Except as provided in this ordinance, no motor coach or large bus shall be operated, driven, or parked, staged on any residential street located:

- 1. West of State Street

2. East of US-31/Bridge Street

Section 5. Exceptions

The following exceptions apply:

1. Emergency Vehicles and Emergency Response

Motor coaches and large buses used for emergency evacuation, disaster response, or other public safety purposes.

2. School Transportation

School buses engaged in transporting students for various activities.

3. Governmental Use

Motor coaches or large buses operated by or on behalf of a federal, state, or local governmental entity while performing official duties.

4. Authorized Routes or Locations

Motor coaches or large buses operating on streets or at locations specifically designated by the City for bus travel, loading, unloading, or staging.

5. Temporary Authorization

Motor coaches or large buses grant written authorization by the Chief of Police, or their designee for special events, construction detours, or unique circumstances.

Section 6. Signage and Designation of Approved Routes

The City may install signage and adopt maps identifying approved motor coach and large bus routes, loading zones, or staging areas consistent with this ordinance. The Chief of Police may designate and have marked spaces for loading, unloading, and parking for a designated term. The absence of signage shall not preclude enforcement where the restriction is otherwise clearly established.

Section 7. Enforcement

This ordinance may be enforced by the Charlevoix Police Department. A violation of this ordinance constitutes a municipal civil infraction.

Section 8. Penalties

A person who violates this ordinance is responsible for a civil infraction punishable by:

- A civil fine of not less than \$500 and not more than \$1500, plus costs;
- Each day a violation continues constitutes a separate offense.

Section 9. Severability

If any portion of this ordinance is found invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

Section 10. Effective Date

This ordinance shall take effect 30 days after approval by council.

Ordinance No. 870 was adopted on the 4th day of May 2026 A.D., by the Charlevoix City Council as follows:

Motion by: Halverson

Seconded by: Kalbfell

Yeas: Knapp, Halverson, Kalbfell, Parr

Nays: Hagen, Spring

Motion carried.

- B. Action: 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 Ordinance 871 and 872 for Payment in Lieu of Tax Ordinances—Lighthouse Gardens and Charlevoix Apartments. Mr. Heydlauff requested the City Attorney develop an agreement for implementation with the owners and recommends holding action until this is ready. Mr. Heydlauff answered questions from Council. Council concurred to wait to take action until all the requested documents are received.

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

- C. Set Public Hearing for Ordinance 873: Regulation of Tours

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on setting a Public Hearing for Ordinance 873: Regulation of Tours. Mr. Heydlauff answered questions from Council.

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

Motion by Kalbfell, seconded by Halverson to set a public hearing for Ordinance 873 on Monday, May 18, 2026 at 6pm in the Council Chambers.

Yeas: Halverson, Kalbfell, Parr, Gennett

Nays: Hagen, Knapp, Spring

Motion carried.

- D. Public Hearing: 2026 Capital Improvement Plan

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the 2026 Capital Improvement Plan.

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

Motion by Hagen, seconded by Spring to approve the 2026 Capital Improvement Plan as presented.

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

Nays: None

Motion carried.

7. All Other Actions and Requests

A. Senior Banner Request

Kendall Hayes

City Manager Heydlauff presented information on the Senior Banner Request. Kendall Hayes answered questions from Council.

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

Motion by Halverson, seconded by Spring to approve the request from two parents for inclusion of banners recognizing their children in the same manner and practice of the CHS banners.

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

Nays: None

Motion carried.

B. Special Event Request: Waterfront Art Fair

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Request: Waterfront Art Fair.

City Manager Heydlauff answered questions from Council.

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

Motion by Spring, seconded by Hagen to approve the Waterfront Art Fair Committee's request to host the Art Fair on August 8, 2026.

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

Nays: None

Motion carried.

C. Special Event Request: 2026 Venetian Festival

Mark Heydlauff, City Manager

Dan Barron, Venetian Festival President, presented information on the Special Event Request: 2026 Venetian Festival.

Mr. Barron answered questions from Council.

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

Motion by Knapp, seconded by Kalbfell to approve the Venetian Festival as presented with noted changes.

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

Nays: None

Motion carried.

D. Special Event Request: Charlevoix Marathon Events

Mark Heydlauff, City Manager

City Manager Heydlauff and Sheriff Vondra presented information on the Special Event Request: Charlevoix Marathon Events.

Mr. Heydlauff answered questions from Council.

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

Motion by Knapp, seconded by Halverson to approve half marathon, 10k, and 5k races with stipulations listed in the background which includes:

- No last minute "rescheduling" of the full marathon
- Radio must be provided to the police for the day of communication.
- Named emergency captain for start/finish line.
- CCE Central Dispatch must be notified 30 days before the race.
- Organizers to have a contact phone number for Sherriff Vondra other than an office phone (day of the race contact).
- MCL 257.657a prohibits the use of motorized vehicles on sidewalks or bike paths and this will be enforced.
- City police will have 2 police officers at start/finish line and 2 employees at 111 Bridge for crosswalk control.
- Residents along Michigan Ave to Pine River Lane must be notified with door hanger at least one week in advance by Good Boy Events.
- Invoice for City services must be paid in full at least one week prior to event. This is currently estimated at \$10,853.19 inclusive of parking spaces and labor.
- **Additions:**
 - Course map for all races.
 - Charlevoix County Sheriff Vondra has the authority to cancel the event.
 - Require copies of shelter in place for locations and approvals.
 - Year-to-year approval.

Yeas: Hagen, Knapp, Halverson, Spring, Kalbfell

Nays: Parr

Motion carried.

E. Mason Street Parking Lot

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Mason Street Parking Lot.

Mr. Heydlauff answered questions from Council. Council concurred and directed City Manager to inquire about purchasing the lot.

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

Motion by Kalbfell, seconded by Spring to authorize City Staff to move forward with a joint-operating agreement for parking at 301 Mason Street with Charlevoix County.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

- Carol Kranz stated her concerns about the historical tours
- Amanda Wilkin stated her concerns about PORCH's comments and tourism

B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 3:23 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor