

City of Charlevoix
City Council Regular Meeting Minutes
Monday, June 15, 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, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell, Mark Knapp

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Arbor Day Poster Contest Winner

Mayor Gennett presented information about the Arbor Day Poster Contest Winner.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

Yeas: Halverson, Parr, Spring, Hagen

Nays: None

Absent: Kalbfell, Knapp

Motion carried.

A. City Council Meeting Minutes - June 1, 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
06/04/2026	Special Accounts Payable Run	\$3,340.76
06/05/2026	Payroll (regular payroll net pay)	\$153,941.93
06/05/2026	Payroll Transmittal Checks	\$6,819.11
06/16/2026	Regular Accounts Payable	\$451,418.33
06/01/2026-06/09/2026	ACH/WIRE Payments	\$168,824.82
Grand Total		\$784,344.95

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

C. Fire Services Agreement with Charlevoix Township

Motion to approve the fire services agreement with Charlevoix Township as presented.

D. Power Purchase Commitment Authorization

Motion to approve the Zonal Resource Credit Power Purchase Commitment Authorization for plan year 2030-2031 and authorize the MPPA designated representative to sign all necessary documents.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Ferry Avenue Water Main Upgrade and Extension

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Ferry Avenue Water Main Upgrade and Extension.

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

Motion by Spring, seconded by Hagen to authorize the City Manager to sign all necessary documents for the construction of the Ferry Avenue water main extension project for a total of \$934,741.00.

Yeas: Halverson, Parr, Spring, Hagen

Nays: None

Absent: Kalbfell, Knapp

Motion carried.

B. Rules for Temporary and Occasional Tours

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Rules for Temporary and Occasional Tours.

City Manager Heydlauff answered questions from Council.

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

Motion by Halverson, seconded by Parr to approve Exhibit A (Resolution 2026-06-01) as written and, after a year of implementation have a future review.

CITY OF CHARLEVOIX

RESOLUTION NO. 2026-06-01

APPROVING RULES FOR TEMPORARY AND OCCASIONAL TOURS

WHEREAS, Ordinance 873 of 2026 requires the City Council to define and regulate temporary and occasional tours as set forth in Section 115.09; and

WHEREAS, the City Council has reviewed the proposed rules and definition for temporary and occasional tours, attached as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Charlevoix hereby approves and adopts the rules and definitions for temporary and occasional tours as shown in Exhibit A; and

BE IT FURTHER RESOLVED that these rules shall take effect immediately and shall govern the licensing and operation of temporary and occasional tours within the City.

RESOLVED on this 15th day of June, 2026 A.

Exhibit A

Temporary and Occasional Tours

As directed by section 115.09 of Ordinance 873 of 2026, temporary and occasional tours shall be defined and regulated as follows:

Temporary and occasional tours are limited to those tours which may operate no more than twice per day. Tours which may operate more frequently than this shall obtain a license under the requirements of Ordinance 873.

Temporary and occasional tours shall obtain a license; the fee for such license shall be \$100 paid in advance.

In the application for said license, the occasional and temporary tour operator shall:

- Define (with a map) the route(s) within the City of Charlevoix for such tours and the method of conveyance; buses and motor coaches are prohibited
- Shall specify the times and dates of tours; whether they are one time or on a regular schedule
- The nature of the tour

Rules for temporary and occasional tours:

- No group shall contain more than 15 adult patrons
- Voice and sound amplification is not permitted
- No solicitation by tour guides or tour companies is permitted on the streets, sidewalks, or other public ways and property within the city
- Tours may not begin before 9am and must be concluded by 10pm
- Tour operators shall meet the insurance and indemnification requirements of section 115.06.

A license for a temporary and occasional tour may be denied or canceled for failure to comply with the above rules, for non-compliance with any other City ordinance, or if the temporary and occasional tour is likely to cause conflict with a fully licensed tour already permitted by the City. Such conflicts may include repetition of the same routes, conveyances, or other activity

which would reasonably interfere with previously licensed tours.

Tours for field trips for school children and youth, a college or university, or any other governmental unit shall be exempt from this requirement but they must observe traffic laws and conduct their activities in a safe manner that respects private property.

Resolution was adopted by the following yea and nay vote:

Yeas: Halverson, Parr, Spring, Hagen

Nays: None

Absent: Kalbfell, Knapp

Motion carried.

C. Charter Amendment Referendum on Council Terms

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Charter Amendment Referendum on Council Terms.

City Manager Heydlauff answered questions from Council.

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

Motion by Parr, seconded by Hagen to send the Charter Amendment to the Attorney General's Office to review the plan and then for Governor Whitmer to authorize the voters of the City to consider this change at the election in November.

CITY OF CHARLEVOIX

RESOLUTION NO. 2026-06-02

COUNCIL – TERMS BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2026 general election:

Shall Article II Section 2.4 Council – Terms, Article IV Section 4.8 Election of Council Members of the City Charter, and Article XIV Initial Election and Terms of Office be amended to increase the term for each Council member from 2 years to 4 years?

PROPOSED REVISIONS TO THE CITY CHARTER TO BE PUBLISHED ALONG WITH CITY OF CHARLEVOIX

RESOLUTION NO. 2026-06-02

Section 2.4 COUNCIL - TERMS The Council members shall be elected for a term of four (4) years. The term of each Council member shall start on the first regular City Council meeting after their election, except as provided for in Article XIV, Section 14.3.

Section 4.8 ELECTION OF COUNCIL MEMBERS One (1) candidate from each ward shall be elected at the annual General Election for a four (4) year term on the City Council by the balloting of the electors of their respective wards. Their terms shall be as set forth in Article II, Section 2.4, except as provided in Article XIV, Section 14.3.

Section 14.3 INITIAL ELECTION AND TERMS OF OFFICE

- a. The first election of City Council members under this Charter shall take place on the first Tuesday after the first Monday in November, 1978. Three (3) Council members shall be elected on that occasion, being one (1) Council member from each of the wards of the City, each of whom shall take office on the second (2nd) Monday in April, 1979, and serve through December 31, 1980. The nomination and election of such Council members shall be in accordance with the provisions of this Charter. The first meeting of the Council under this Charter shall be held on the first (1st) Monday of July, 1978.
- b. The Mayor elected in November, 1978, shall take office on the second (2nd) Monday in April, 1979, and serve through December 31, 1979.
- c. The City clerk elected in November, 1978, shall take office on the second (2nd) Monday in April, 1979, and serve through December 31, 1979.
- d. The City Council members elected in November, 1979, shall take office on the second (2nd) Monday in April, 1980, and serve through December 31, 1981.
- e. The office of Treasurer under the Fourth Class Cities Act shall be abolished and terminated upon the appointment of a Treasurer as hereinbefore provided,

such Treasurer to be appointed on the second (2nd) Monday in April, 1979.

f. City Council members elected in November, 2026 shall serve a term of two (2) years. City Council members elected in November of 2027 shall serve a term of three (3) years. City Council members elected in 2028 and beyond shall serve a term of four (4) years as provided in Article II Section 2.4 and Article IV, Section 4.8. The purpose of the staggered terms in this subparagraph is to facilitate the change from two year terms to four year terms for members of Council.

RESOLVED this 15th day of June 2026 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Parr, Spring, Hagen

Nays: Halverson

Absent: Kalbfell, Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Bay Township is interested in joining the Lake Charlevoix EMS Authority
- Shared how bad actors tried to take advantage of a Zoning Board of Appeals applicant

C. Mayor and Council Comments

- Discussed the billing charges from GFL

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:51 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor