

City of Charlevoix
City Council Regular Meeting Minutes
Monday, July 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. Sail Charlevoix Presentation

Andy Allen- Sail Charlevoix

Andy Allen presented information about Sail Charlevoix's proposal regarding moving locations from Depot Beach to Ferry Beach.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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 - June 15, 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
06/16/2026	Special Accounts Payable Run	\$5,103.64
06/18/2026	Payroll (regular payroll net pay)	\$153,751.06
06/18/2026	Payroll Transmittal Checks	\$7,292.01
06/22/2026	Special Accounts Payable Run	\$27,543.01
07/02/2026	Payroll (net pay)	\$173,979.96

07/02/2026	Payroll Remittance Checks	\$7,012.00
07/07/2026	Regular Accounts Payable	\$512,871.61
06/15/2026-07/02/2026	EFT/WIRE Payments	\$599,033.90
07/07/2026	Tax Disbursement	\$19,903.03
Grand Total		\$1,506,490.22
The detailed accounts payable and payroll check registers can be viewed on the City's website .		

- C. Request to Amend City Street Plan to Include Uptown Lane
Motion to approve Resolution 2026-07-01 as presented.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2026-07-01**

AMEND CITY STREET PLAN TO INCLUDE UPTOWN LANE

WHEREAS, the City of Charlevoix City Code requires that the naming of any new street be done by resolution; and

WHEREAS, the City approved 14 site condominium units, consisting of two-seven-unit buildings located on the corner of West Hurlbut Street and State Street named Uptown Village on October 13, 2025.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby amends the City Street Plan to include a roadway named *Uptown Lane*.

RESOLVED this 6th day of July 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.

- D. Special Event Request: Homecoming Parade

Motion to approve the Homecoming Parade to take place on Oct 2, 2026.

- E. Special Event Request: Story Time in Bridge Park

Motion to approve the use of Bridge Park for story hour hosted by Dockside Books.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. Special Event Request: Apple Fest

Mark Heydlauff, City Manager

City Manager Heydlauff and Chamber President Sarah Van Horn presented information on the Special Event Request: Apple Fest.

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

Motion by Kalbfell, seconded by Spring to approve 2026 Apple Fest as presented and will not close Bridge Street for the event.

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

Nays: None

Motion carried.

B. Renewal of Lake Charlevoix EMS Lease

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the renewal of Lake Charlevoix EMS Lease.

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

Motion by Parr, seconded by Kalbfell to approve the lease for a five-year term as presented and authorize the City Manager and City Clerk to sign the agreement.

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

Nays: None

Motion carried.

C. Compost Site Rules and Procedures

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Compost Site Rules and Procedures.

City Manager Heydlauff answered questions from Council.

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

Motion by Kalbfell, seconded by Halverson to adopt the rules and regulations for the City Compost Site as presented.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

- John Jordan, 319 Antrim St., stated his concerns about the condition of Antrim St.
- Sue Kahn, 312 Clinton St., stated her concerns about the Mushroom House tours
- Murray Kahn, 312 Clinton St., stated his concerns about the Mushroom House tours

B. City Manager's Comments

- The goats will be here at the end of August

- The reading of the Declaration of Independence will be on July 8, at 6pm at the pavilion

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:52 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor