

City of Charlevoix
City Council Regular Meeting Minutes
Monday, July 20, 2026 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:02 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

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 Knapp to approve the consent agenda as presented.

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

Nays: None

Motion carried.

A. City Council Meeting Minutes — July 6, 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
07/17/2026	Payroll Remittance Checks	\$6,764.00
07/17/2026	Payroll (regular payroll net pay)	\$173,061.84
07/21/2026	Regular Accounts Payable	\$428,944.95
07/03/2026-07/17/2026	ACH/WIRE Payments	\$173,448.23
07/21/2026	Tax Refund Disbursement	\$7,921.49
Grand Total		\$790,140.51

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

C. Fire/EMS Garage Trench Repair/Replacement

Motion to award the contract to Stevens Concrete Company in the amount of \$76,080.00 for the replacement of the trench floor drain system and authorize the City Manager to sign the proposal.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Lake Charlevoix EMS Authority Articles of Incorporation Amendment

Mark Heydlauff, City Manager

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

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

Motion by Spring, seconded by Hagen to approve the amendments to the Lake Charlevoix EMS Articles of Incorporation and the inclusion of Bay Township as an incorporating member of the Authority.

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

Nays: None

Motion carried.

B. Chamber of Commerce Building Lease

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Chamber of Commerce Building Lease.

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

Motion by Knapp, seconded by Spring to approve the lease between the City of Charlevoix and the Charlevoix Area Chamber of Commerce as presented.

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

Nays: None

Motion carried.

C. Engineer's Contract Amendment: Northside Trail Project

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Engineer's Contract Amendment: Northside Trail Project.

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

Motion by Hagen, seconded by Kalbfell to approve the PSA Amendment #4 in the amount of \$20,850.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- City Manager won the croquet tournament against Charlevoix Township
- City has disconnected all copper AT&T lines
- Large branch from a willow tree broke in Ferry Beach and the tree may have to be removed
- Safety electric education materials will be distributed to the public in the near future as a preventive measure

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:21 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor