

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 18, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

The virtual meeting was called to order at 6:00 p.m. by Mayor Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz (from Charlevoix)
Members Present: Greg Bryan, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Brian Slater (all members participating from Charlevoix)
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

A. Staff Introductions

City Manager Heydlauff and Chief Doan introduced recently hired staff to Council: Electric Department Director John Griffith, Deputy Police Chief Rob Scholey, Patrol Officer Morgan Stewart and Patrol Officer Tieler Schick.

4. Inquiry Regarding Conflicts of Interest

Kalbfell stated she would recuse herself from Item 7.A. Knapp disclosed that he wrote a letter of recommendation for Walstrom Marine but did not feel that he had a conflict; Council concurred.

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Meeting Minutes – January 4, 2021
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – January 19, 2021
 - b. ACH Payments – January 4, 2021 to January 11, 2021
 - c. Payroll Check Register – January 8, 2021
 - d. Payroll Transmittal – January 8, 2021
 - e. Tax Disbursement – January 19, 2021
- C. Electric Department Trailer: Ditch Witch for \$19,889.98
- D. Appointment of Michigan Public Power Agency Commissioners

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-01-01
APPOINTMENT OF MICHIGAN PUBLIC POWER AGENCY COMMISSIONERS

WHEREAS, the City of Charlevoix is a member of the Board of Commissioners for the Michigan Public Power Agency; and

WHEREAS, the City of Charlevoix needs to be represented by an authorized voting delegate at MPPA meetings.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby appoints Electric Department Director John Griffith as its Commissioner and City Manager Mark Heydlauff as its Alternate Commissioner.

RESOLVED this 18th day of January, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Bryan, Kalbfell, Parr, Slater, Knapp
Nays: None

E. Assignment of MPPA Authorized Representative

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-01-02
RESOLUTION APPROVING THE APPOINTMENT OF AUTHORIZED REPRESENTATIVE

WHEREAS, the City of Charlevoix is a member municipality of the Michigan Public Power Agency ("MPPA"), a joint action agency organized and existent pursuant to Act 448 of the Michigan Public Acts of 1976, as amended; and

WHEREAS, *MPPA has created the Energy Services Project and Project Committee pursuant to its Bylaws to allow participating MPPA members to obtain energy services to meet their customers' needs; and*

WHEREAS, *the City of Charlevoix believes it is in the best interest of the City and its customers for the City to control the risks associated with the transactions conducted through the MPPA's Energy Services Project; and*

WHEREAS, *the City of Charlevoix must appoint an Authorized Representative to follow the rules of the City of Charlevoix Power Supply Risk Management Policy when approving authorized transactions through the MPPA Energy Services Project.*

NOW THEREFORE BE IT RESOLVED, *by the City Council of the City of Charlevoix appoints the Charlevoix Electric Department Director as the Authorized Representative under the MPPA Power Supply Risk Management Policy and authorizes this individual to approve energy, capacity, transmission and related transactions that have a length of up to one year.*

RESOLVED *this 18th day of January, 2021 A.D.*

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Bryan, Kalbfell, Parr, Slater, Knapp

Nays: None

Motion by Kalbfell, second by Parr to approve the Consent Agenda.

Yeas: Hagen, Bryan, Kalbfell, Parr, Slater, Knapp

Nays: None

6 Public Hearings & Actions Requiring Public Hearings

A. Charlevoix Tomorrow 2021

City Manager Heydlauff stated that the City Charter and state law require an updated capital improvements plan or capital budget. The Charter requires that this plan be submitted to Council by February 15 of the given year and that Council adopt it no later than October 15 with or without amendment.

Mayor Kurtz opened the item to public comment and none was heard.

Motion by Parr, second by Hagen to set a public hearing on the proposed capital budget for February 15, 2021 at 6pm in the manner the Council may then be meeting.

7. All Other Actions & Requests

A. City Marina Commercial RFP

Kalbfell recused herself. Recreation Director Knorr stated that the City has the opportunity to fill the third of three commercial slips. He recalled that the Commercial Dockage RFP was reissued, and we received two responses. Walstrom Marine proposed use of the space to show various vessels that would be available for sale to clients as well as partnering with local realtors to show properties by water, but this proposal did not include a bid amount. Boyne Watersports proposed rental of 8 jet skis at the Marina using a floating dock system in a 65-foot slip for \$6,420.

Harbormaster Klooster expressed concern on the size of the slip requested by Boyne Watersports which is at a premium and answered questions from Council. Both bidders explained their proposals and answered questions from Council.

Mayor Kurtz opened the item to public comment and two were heard who were not in favor of a third commercial slip.

Council generally agreed to continue this discussion in a month after the Harbormaster and Recreation Director work with the bidders to determine more specific details.

B. City Charter Review

Kalbfell returned to the meeting. City Manager Heydlauff stated that potential changes to the City Charter was included for January in the recently adopted City Council Annual Calendar. Council agreed to discuss the substantive changes to the Charter that were determined back in 2019 but not put on the ballot. Council consented to further discussion.

Mayor Kurtz opened the item to public comment and one was heard.

C. Mayoral Appointment

Motion by Hagen, second by Parr to appoint Cole Oosthuizen to the Recreation Advisory Committee, term expiring December 2023.

Yeas: Hagen, Bryan, Kalbfell, Parr, Slater, Knapp

Nays: None

8. Reports & Communications

A. Public Comments

- Shirley Gibson shared history regarding the Waterways Commission and the marina

B. City Manager Comments

- Toured the Public Services Facility last week and noted that local contractors are working on the project

C. Mayor & Council Comments

- Kalbfell welcomed the new City employees
- Parr supported the appointment of Mr. Oosthuizen to the Recreation Advisory Committee

9. **Other Council Business**

10. **Adjourn**

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

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 01/19/2021			
ACCUMED GROUP, THE	3,243.68	LEELANAU COFFEE ROASTING CO INC	116.95
ACE HARDWARE	2,872.69	MASIMO AMERICAS INC	9.00
ALL-PHASE ELECTRIC	184.59	MATT LAFONTAINE FORD	1,007.22
AMERICAN LEGAL PUBLISHING CORP	1,030.00	MEDLINE INDUSTRIES INC	333.00
AMERICAN WASTE INC.	1,090.00	METAL HEAD WELDING LLC	1,101.37
APX INC.	32.58	MICHIGAN FARMERS MARKET ASSOC	250.00
AT YOUR SERVICE PLUS INC	250.00	MICHIGAN MUNICIPAL LEAGUE	1,256.57
AUTO VALUE	545.92	MOSES, ERICA	129.87
AVFUEL CORPORATION	26,743.32	MUNSON HEALTHCARE CHX HOSPITAL	509.95
AZZOPARDI, ANTHONY J.	50.00	NAVIA BENEFIT SOLUTIONS	50.00
BARNES, LINDA	75.00	NEXVORTEX INC	99.45
BEHAN WINDOW CLEANING	170.00	NORTHERN MICHIGAN REVIEW INC.	56.25
CHARLEVOIX COUNTY TREASURER	318.84	NORTHERN SAFETY CO INC	743.33
CHARLEVOIX ROD & GUN CLUB	195.00	NW MI COG	24,345.00
CHARLEVOIX SCREEN MASTERS INC	1,414.00	OLESON'S FOOD STORES	8.89
CHARLEVOIX SEWER & DRAIN	185.00	OLSON BZDOK & HOWARD	1,488.00
CHARLEVOIX TOWNSHIP	29.31	O'REILLY AUTOMOTIVE INC	269.87
CINTAS CORPORATION	64.18	OTEC	300.00
CITY OF CHARLEVOIX - UTILITIES	31,407.25	PHYSICIAN'S CLINIC OF CHARLEVOIX	150.00
CONWAY PROFESSIONAL SERVICES	355.00	PLUNKETT & COONEY	160.00
CRYSTAL FLASH ENERGY	562.55	POWER LINE SUPPLY	4,359.22
DIGITAL DOLPHIN	259.90	PREIN & NEWHOF	1,005.00
DROST LANDSCAPE INC.	3,960.00	PURITY CYLINDER GASES INC	297.01
ELLSWORTH FARMER'S EXCHANGE	1,049.12	QUILL CORP	344.88
FAMILY FARM & HOME	547.57	R & R PRODUCTS INC	822.50
FASTENAL COMPANY	97.52	R L DEPPMANN CO	7,179.20
FREEDOM MAILING SERVICES INC.	2,248.61	RADAR ENGINEERS	354.07
GALLS AN ARAMARK COMPANY	669.79	RCL CONSTRUCTION CO INC	313,090.74
GREAT LAKES ELEVATOR LLC	429.38	STATE OF MICHIGAN	250.00
GRIFFITH, JOHN J	50.00	SYSTEMS SPECIALISTS INC	1,870.00
GROSS, JOHN	51.21	TAYLOR 12501 LLC	4,417.50
HACH COMPANY	2,054.44	TELNET WORLDWIDE	228.01
HARRELL'S	496.02	TRUCK & TRAILER SPECIALTIES	1,656.42
HYDRO CORP	539.50	UNIFIRST CORPORATION	841.58
JOHN E. GREEN COMPANY	1,707.75	USA BLUE BOOK	1,050.72
JONES & JONES GARAGE DOOR SVCS	130.00	ZIXCORP	112.50
KSS ENTERPRISES	367.34	TOTAL	456,511.13
LAMAR COMPANIES	770.00		
ACH Payments – 01/04/2021 to 01/11/2021			
AMG PAYMENT SOLUTIONS	26.25	VANTAGEPOINT (457 ICMA PLAN)	21,803.76
MI PUBLIC POWER AGENCY	18,658.03	VANTAGEPOINT (ROTH IRA)	1,280.76
PAYMENT SERVICES NETWORK	267.90	MI PUBLIC POWER AGENCY	15,017.65
DTE ENERGY	6,790.24	STATE OF MI (SALES TAX)	17,295.51
IRS (PAYROLL TAX DEPOSIT)	47,199.81	TOTAL	136,421.47
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	6,819.48		
VANTAGEPOINT (401 ICMA PLAN)	912.08		
Payroll Net Pay – Check Date 01/08/2021			
KURTZ, LUTHER J.	851.92	KNAPP, MARK D.	146.57
HAGEN, AARON W.	489.45	FLANDERS, FRANCIS B.	44.04
KALBFELL, JANET P.	454.82	BRYAN, BRENDA L.	46.17
BRYAN JR, GREGORY T.	356.81	HEYDLAUFF, MARK L.	3,175.97
SLATER, JOHN B.	290.72	GOLDING, JOYCE M.	2,101.82
PARR, PHILIP M.	146.57	DEROSIA, PATRICIA E.	1,029.58

DOTSON, LINDSEY J.	1,423.59	HAGEN, MADISON L.	82.89
KLOOSTER, ALIDA K.	2,748.44	WHITE III, MARCUS W.	206.54
GOLOVICH, KAREN J.	982.15	FOSTER, WILLIAM P.	303.98
BARNEVELD, RICHELLE L.	1,175.21	MATTACK, JEFFREY C.	1,002.86
EDWARDS, MACKENZIE R.	1,711.59	MATTACK, ANNE E.	413.37
MILLER, FAITH G.	19.97	MAY, MEREDITH A.	51.53
MCGINN, KELLY A.	2,074.77	BOSS, BEAU J.	1,162.05
DOAN, GERARD P.	2,416.02	CULBERTSON, CRISTIN E.	355.39
SCHOLEY, ROBERT W.	1,617.61	WYMAN, MATTHEW A.	2,769.14
UMULIS, MATTHEW T.	1,034.22	MILLER, WILLIAM S.	1,362.82
HANKINS, SCOTT A.	1,693.77	DOUGLAS, MARK	1,020.09
ORBAN, BARBARA K.	1,787.89	FRATRICK, JOSEPH W.	785.03
RILEY, DENISE M.	460.03	CARSON, SAWYER J.	854.99
MUNK, CHRISTOPHER J.	1,917.99	MCMULLEN, DONALD R.	3,040.89
SCHICK, TIELER R.	1,764.59	SILVA, JESSE L.A.	2,038.93
STEWART, MORGAN J.	1,893.89	JOHNSON, MELISSA A.	1,660.30
MATELSKI, KRISTEN L.	1,358.74	STEPHENS, LYON G.	1,643.96
WURST, RANDALL W.	1,990.42	TRAVERS, MANUEL J.	3,555.36
MAYER, SHELLEY L.	1,500.37	FAULKNER, CHRISTOPHER J.	3,443.09
HILLING, NICHOLAS A.	1,765.05	STEVENS, JEFFREY W.	232.51
MEIER III, CHARLES A.	1,412.15	RILEY, CASEY W.	369.91
ZACHARIAS, STEVEN B.	1,430.16	JONES, LARRY M.	190.96
NEWMAN, MARK J.	1,306.34	MATZ, EMILY S.	117.17
SWEM, DONALD L.	3,092.04	LEPIRD, KATIE A.	1,475.37
EATON, BRAD A.	2,557.71	WHEELER, MICHAEL W.	1,585.04
WILSON, TIMOTHY J.	3,220.34	MISHLER, MICHAEL J.	868.68
LAVOIE, RICHARD L.	2,334.14	AZZOPARDI, ANTHONY J.	1,592.76
STEVENS, BRANDON C.	2,747.19	PECK, JARICA L.	642.54
DRAVES, MARTIN J.	2,238.73	DIETZ, AMANDA M.	1,298.89
ANDERSON, ELIZABETH A.	1,234.96	WELLS, JANINNA J.	43.13
KENWABIKISE, DAVID L.	1,106.38	MOYER, NATHAN I.	1,494.33
ELLIOTT, PATRICK M.	2,741.55	TIMMS, ROBERT N	46.17
SCHWARTZFISHER, JOSEPH	1,320.99	WHITLEY, ANDREW T.	2,761.73
BRADLEY, KELLY R.	1,268.63	MORRISON, KEVIN P.	1,772.81
HART II, DELBERT W.	2,101.36	BOSS JR, DALE E.	1,560.25
JONES, ROBERT F.	1,571.08	HILLIGAN, ABIGAIL B.	335.25
FARRELL, MITCHELL L.	1,325.41	MATTER, DAWSON K.	161.76
THORP JR, WILLIAM D.	1,615.64	HOLM, ARTHUR R.	1,202.78
LEITNER, RYAN S.	1,821.97	WILLSON, BRENDA R.	107.84
FERGUSON, ROYCE L.	2,066.06	TOTAL	126,541.35
KNORR, KENT J.	1,965.65		
ANZELL, BETH A.	1,320.37		
BOSS, SHERRY M.	461.94		
PORATH, JACOB P.	196.72		

Payroll Transmittal – 01/08/2021

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	312.08
AMERICAN FAMILY LIFE	540.72	MI STATE DISBURSEMENT UNIT	209.65
CHAR EM UNITED WAY	90.00	MONEY LIFE INSURANCE	393.87
CHARLEVOIX STATE BANK	1,992.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHARLEVOIX STATE BANK	992.00	PRIORITY HEALTH	1,513.63
COMMUNICATION WORKERS OF AMER	675.02	TOTAL	7,937.97

Tax Disbursement – 01/19/2021

CHARLEVOIX COUNTY TREASURER	402.48	CHARLEVOIX-EMMET ISD	215,231.39
CHARLEVOIX COUNTY TREASURER	143,983.84	CITY OF CHARLEVOIX - TAXES DUE	69,349.31
CHARLEVOIX DISTRICT LIBRARY	90,191.49	CORELOGIC	2,997.66
CHARLEVOIX PUBLIC SCHOOLS	13,764.82	D'ANNA, ANTHONY	300.00
CHARLEVOIX PUBLIC SCHOOLS	488.27	RECREATIONAL AUTHORITY	17,475.71
CHARLEVOIX PUBLIC SCHOOLS	341.75	TOTAL	555,151.66
CHARLEVOIX PUBLIC SCHOOLS	146.44		
CHARLEVOIX PUBLIC SCHOOLS	478.50		