

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 1, 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 Hanalei, HI)
Members Present: Mark Knapp (from Kissimmee, FL), Greg Bryan, Aaron Hagen, Janet Kalbfell, Phil Parr, Brian Slater (all other members from Charlevoix)
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

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 – February 15, 2021
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – March 2, 2021
 - b. ACH Payments – February 16, 2021 to February 22, 2021
 - c. Payroll Check Register – February 19, 2021
 - d. Payroll Transmittal – February 19, 2021
 - e. Tax Disbursement – March 2, 2021
- C. Assignment of MPPA Authorized Representative

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-03-01
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 Charlevoix Electric Department Director John Griffith 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 1st day of March, 2021 A.D.*

Resolution was adopted by the following yea and nay vote:

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

- D. Networks Northwest Contract Renewals – City Planner \$48,840 year one, \$49,800 year two, \$50,780 year three; City Zoning Administrator: \$50,490 year one, \$51,500 year two, \$52,525 year three
- E. Approve Agreement with ParkMobile for Parking Payment – three-year contract \$0.35 user fee/transaction
- F. Approve Agreement with Granicus for STR Registration Processing - \$13,343.97 one-year contract

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

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

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Easter Egg Hunt Event Request

The Chamber of Commerce requested permission to hold the annual Easter Egg Hunt in East Park on Saturday, April 3, 2021. In accord with the Special Events Policy, all events in East Park require City Council authorization.

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

Motion by Bryan, second by Parr to authorize the Annual Easter Egg Hunt for April 3, 2021 in East Park.

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

B. Board Appointment for Lake Charlevoix EMS Authority

City Manager Heydlauff recalled that Council needed to appoint a member to the Board of Directors of the Lake Charlevoix EMS Authority. Pursuant to the founding document of the authority, the appointee from the City of Charlevoix will serve an initial one-year term before the standard three-year term so that there is staggered membership of the board. The appointee must be a resident of the City of Charlevoix.

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

Motion by Kalbfell, second by Slater to appoint Shane Cole to represent the City of Charlevoix on the Lake Charlevoix EMS Authority Board for a one-year term ending on March 31, 2022.

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

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- Airport is receiving more CARES Act money
- New Airport fuel tank being installed tomorrow at the fuel farm

C. Mayor & Council Comments

- Bryan and Parr noted the amount of folks in town; looks to be busy this summer
- Mayor thanked the local waitstaff for great service

9. Other Council Business

A. Closed Session: Consider the Purchase of Real Property MCL 15.268(d)

Motion by Kalbfell, second by Hagen to enter Closed Session pursuant to MCL 15.268(d) to consider the purchase of real property.

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

Council moved into Closed Session at 6:15 p.m. Council resumed Open Session at 6:26 p.m.

City Manager Heydlauff stated that the City has been negotiating the purchase of a five-acre property on Carpenter near the Airport. He explained that this property could be used for a variety of things including affordable housing. At Council's direction, the City Manager negotiated with property owner James Hater (Project Investments, LLC) and agreed upon a purchase price of \$130,000.

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

Motion by Kalbfell, second by Knapp to allow the Mayor and City Clerk to sign the Purchase Agreement with Project Investments, LLC for the purchase of property in the amount of \$130,000.

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

10. Adjourn

The Mayor adjourned the meeting at 6:32 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 03/02/2021			
ABILITA	4,551.51	KNORR, KENT J.	50.00
AIRGAS USA LLC	137.33	MATELSKI, KRISTEN	50.00
AMERICAN WASTE INC.	570.00	MAYER, SHELLEY L.	50.00
ANDERSON, ELIZABETH A.	50.00	McGINN, KELLY A.	50.00
ANZELL, BETH A.	50.00	MCMULLEN, DONALD R.	50.00
AT YOUR SERVICE PLUS INC	250.00	MICHAEL MURPHY IV PHOTOGRAPHY	1,250.00
AVFUEL CORPORATION	30,907.37	MICH DEPT OF HEALTH & HUMAN SVCS	344.02
AZZOPARDI, ANTHONY J.	50.00	MICHIGAN WATER ENV ASSOC	350.00
BEHAN, DEAN	165.00	MILLER, WILLIAM S.	50.00
BLAZING AVIATION	484.41	MURRAY'S CREATIONS	100.00
BLUE WATER MANAGEMENT SOLUTIONS	165.00	NORTHERN CREDIT SERVICES	56.88
BOUND TREE MEDICAL LLC	689.88	NORTHERN MICHIGAN REVIEW INC.	580.43
BRADFORD'S	44.25	OHM ADVISORS	40,425.58
CENTRAL DRUG STORE	80.04	OLSON BZDOK & HOWARD	1,132.50
CONWAY PROFESSIONAL SERVICES	370.00	OMS COMPLIANCE SERVICES INC	248.50
CRYSTAL FLASH ENERGY	949.33	PAUL'S METER TESTING LLC	3,040.60
CUMMINS BRIDGEWAY LLC	2,059.02	PENINSULA FIBER NETWORK LLC	470.00
DELL MARKETING L P	2,856.90	PLUNKETT & COONEY	6,306.09
DeROSIA, PATRICIA E.	50.00	POSTMASTER	175.90
DIGITAL DOLPHIN	559.85	POWER LINE SUPPLY	17,468.45
DITCH WITCH SALES OF MICHIGAN	1,685.00	PURITY CYLINDER GASES INC	115.58
DOAN, GERARD P.	50.00	RCL CONSTRUCTION CO INC	421,119.52
DORNBOS SIGN INC.	765.54	RESOLUTION G2 LLC	4,585.46
DOTSON, LINDSEY J.	50.00	SCHOLEY, ROBERT W.	50.00
EDGEWATER RESOURCES LLC	235.00	SILVA, JESSE L.A.	50.00
ELLIOTT, PATRICK M.	50.00	SPARTAN STORES LLC	100.76
ELLSWORTH FARMER'S EXCHANGE	707.50	STATE AND MASON LLC	1,000.00
FASTENAL COMPANY	226.92	STEPHENS, LYON G.	50.00
FAULKNER, CHRISTOPHER	50.00	SUPERIOR MECHANICAL	354.00
GOLDING, JOYCE M.	50.00	THE BANK OF NEW YORK MELLON N.A.	508,807.03
GRIFFITH, JOHN J	50.00	TIMMS, ROBERT	245.00
GRP ENGINEERING INC.	3,339.50	TRAVERS, MANUEL J.	50.00
HACH COMPANY	1,026.86	UP NORTH ASSESSING INC	5,100.00
HARBOR FENCE COMPANY	1,600.00	USA BLUE BOOK	1,878.51
HEYDLAUFF, MARK L.	50.00	UTILITIES INSTRUMENTATION SERVICE	21,045.00
HILLING, NICHOLAS A.	48.61	UTILITY FINANCIAL SOLUTIONS	19,500.00
IDEXX DISTRIBUTION INC.	1,622.27	WURST, RANDALL W.	50.00
INDEPENDENT DRAFTING SERVICES	1,760.00	WYMAN, MATTHEW A.	50.00
JACKLIN STEEL SUPPLY CO	1,259.25	TOTAL	1,116,481.15
JOHN E. GREEN COMPANY	165.00		
KALBFELL, JOHN	150.00		
KLOOSTER, ALIDA K.	50.00		
KLOOSTER, PATRICK H.	50.00		
ACH Payments – 02/16/2021 to 02/22/2021			
MI PUBLIC POWER AGENCY	13,368.48	MERS (DEFINED BENEFIT PLAN)	51,225.38
IRS (PAYROLL TAX DEPOSIT)	37,740.18	MI PUBLIC POWER AGENCY	21,605.24
ALERUS FINANCIAL (HCSP)	350.00	TOTAL	152,718.58
STATE OF MI (WITHHOLDING TAX)	5,601.75		
VANTAGEPOINT (401 ICMA PLAN)	912.08		
VANTAGEPOINT (457 ICMA PLAN)	20,634.71		
VANTAGEPOINT (ROTH IRA)	1,280.76		
Payroll Net Pay – Check Date 02/19/2021			
HEYDLAUFF, MARK L.	2,887.53	MCGINN, KELLY A.	1,628.05
GOLDING, JOYCE M.	1,714.63	DOAN, GERARD P.	2,416.03
DEROSIA, PATRICIA E.	1,195.27	SCHOLEY, ROBERT W.	1,741.54
DOTSON, LINDSEY J.	1,423.60	UMULIS, MATTHEW T.	1,013.26
KLOOSTER, ALIDA K.	1,756.59	ORBAN, BARBARA K.	1,181.01
GOLOVICH, KAREN J.	982.15	RILEY, DENISE M.	460.04
BARNEVELD, RICHELLE L.	1,163.84	MUNK, CHRISTOPHER J.	1,270.06
EDWARDS, MACKENZIE R.	1,352.89	SCHICK, TIELER R.	1,355.60
MILLER, FAITH G.	34.93	STEWART, MORGAN J.	1,433.06

MATELSKI, KRISTEN L.	1,358.74	BEMIS, GARRETTSON G.	424.72
WURST, RANDALL W.	1,634.93	COFFEY, JASON J.	396.56
MAYER, SHELLEY L.	1,500.37	WYMAN, MATTHEW A.	1,649.54
HILLING, NICHOLAS A.	1,608.70	MILLER, WILLIAM S.	916.11
MEIER III, CHARLES A.	1,317.73	DOUGLAS, MARK	958.83
ZACHARIAS, STEVEN B.	1,308.70	FRATRICK, JOSEPH W.	698.32
NEWMAN, MARK J.	1,092.33	CARSON, SAWYER J.	848.65
GRIFFITH, JOHN J.	2,937.39	MCMULLEN, DONALD R.	1,804.72
EATON, BRAD A.	2,548.39	SILVA, JESSE L.A.	1,594.65
WILSON, TIMOTHY J.	2,673.23	JOHNSON, MELISSA A.	78.78
LAVOIE, RICHARD L.	2,274.39	STEPHENS, LYON G.	1,132.36
STEVENS, BRANDON C.	2,652.15	TRAVERS, MANUEL J.	1,278.84
DRAVES, MARTIN J.	2,253.93	FAULKNER, CHRISTOPHER J.	2,532.99
ANDERSON, ELIZABETH A.	1,234.96	STEVENS, JEFFREY W.	92.35
KENWABIKISE, DAVID L.	1,106.38	RILEY, CASEY W.	442.35
ELLIOTT, PATRICK M.	2,741.56	JONES, LARRY M.	99.55
SCHWARTZFISHER, JOSEPH	1,546.05	LEPIRD, KATIE A.	1,091.46
BRADLEY, KELLY R.	1,366.24	MOYER, DAVID T.	95.37
HART II, DELBERT W.	1,526.90	CORNELL, BRITTA J.	238.72
JONES, ROBERT F.	1,763.32	MISHLER, MICHAEL J.	855.62
FARRELL, MITCHELL L.	1,349.13	AZZOPARDI, ANTHONY J.	2,013.46
THORP JR, WILLIAM D.	1,859.86	PECK, JARICA L.	370.91
LEITNER, RYAN S.	1,991.25	DIETZ, AMANDA M.	205.75
FERGUSON, ROYCE L.	1,806.77	WELLS, JANINNA J.	183.32
KNORR, KENT J.	1,965.65	MOYER, NATHAN I.	1,151.15
ANZELL, BETH A.	1,320.37	HOSLER, ERIK R.	125.03
BOSS, SHERRY M.	249.74	BYRNE, RYAN M.	162.76
DOE-NIMPHIE, SETH K.	89.86	WHITLEY, ANDREW T.	2,291.29
PORATH, JACOB P.	196.72	MORRISON, KEVIN P.	1,996.01
WHITLEY, NICHOLAS J.	71.89	BOSS JR, DALE E.	1,560.25
HAGEN, MADISON L.	248.68	HILLIGAN, ABIGAIL B.	440.39
WHITE III, MARCUS W.	478.67	MATTER, DAWSON K.	129.40
BERTINELLI, DAVID P.	134.79	HOLM, ARTHUR R.	1,202.78
FOSTER, WILLIAM P.	393.58	WILLSON, BRENDA R.	140.18
MATTACK, JEFFREY C.	668.28	TOTAL	104,769.83
MAY, MEREDITH A.	122.90		
BOSS, BEAU J.	1,162.05		

Payroll Transmittal – 02/19/2021

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	288.34
AMERICAN FAMILY LIFE	540.72	MI STATE DISBURSEMENT UNIT	209.65
CALIF. STATE DISBURSEMENT UNIT	92.19	MONEY LIFE INSURANCE	353.12
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,584.57
CHARLEVOIX STATE BANK	867.00	TOTAL	5,718.61
COMMUNICATION WORKERS OF AMER	675.02		

Tax Disbursement – 03/02/2021

CHARLEVOIX COUNTY TREASURER	150.17	CHARLEVOIX-EMMET ISD	273,767.16
CHARLEVOIX COUNTY TREASURER	172,050.65	CITY OF CHARLEVOIX - TAXES DUE	74,719.74
CHARLEVOIX DISTRICT LIBRARY	114,721.15	RECREATIONAL AUTHORITY	22,228.98
CHARLEVOIX PUBLIC SCHOOLS	1,715.30	ROMIG, NEALE	11.20
CHARLEVOIX PUBLIC SCHOOLS	72.97	TOTAL	659,581.81
CHARLEVOIX PUBLIC SCHOOLS	51.09		
CHARLEVOIX PUBLIC SCHOOLS	21.89		
CHARLEVOIX PUBLIC SCHOOLS	71.51		