

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 15, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

All members participated in person.

Mayor: Luther Kurtz

Members Present: Mark Knapp, Aaron Hagen, Janet Kalbfell, Phil Parr, Brian Slater

Members Absent: Greg Bryan

City Manager: Mark L. Heydlauff

City Clerk: Joyce Golding

3. Presentations

Tom Asp, Power System Engineering presented findings of their high-level evaluation of the potential for the City of Charlevoix Electric Department to enter the broadband business as well as a magnitude cost estimate of implementing and operating a broadband business. The financial projections in the analysis are intended to assist Charlevoix in deciding whether or not to investigate broadband any further.

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 – March 1, 2021
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – February 25, 2021
 - b. Regular Accounts Payable Check Register – March 16, 2021
 - c. ACH Payments – February 25, 2021 to March 10, 2021
 - d. Payroll Check Register – March 5, 2021
 - e. Payroll Transmittal – March 5, 2021
 - f. Tax Disbursement – March 16, 2021
- C. Planning Commission Resignation – Dennis Halverson
- D. Internal Loan Agreement – loan \$130,000 from Electric Fund to General Fund to purchase property on W. Carpenter Street
- E. Keep Charlevoix Beautiful Watering Agreement - \$10,000 to provide water and flowers in public spaces

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

Yeas: Kalbfell, Hagen, Slater, Knapp, Parr

Nays: None

Absent: Bryan

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Proposed Deck Located at 101 Bridge Street

City Manager Heydlauff stated that the applicants and owners, David Levy and Chuck Schilling (Pine River, LLC) are seeking permission to occupy a portion of the vacant space located just north of 101 Bridge Street, adjacent to the Pine River Channel. The applicants wish to build a raised deck to be used for outdoor dining and the property is owned by the Michigan Department of Transportation. He stated that MDOT would likely allow a license to be executed for the construction within their right-of-way. Use of the deck would then be subject to the City's outdoor dining rules and in accord with MDOT.

City Manager Heydlauff stated that the next step was final approval of a license to use the MDOT right-of-way by the City for the construction of the deck by the private owners. Should the owners cease to own the business or choose to no longer use it, the deck would remain the property of the City and could be used for free public enjoyment or be removed at the City's expense should it choose to no longer maintain it. The Planning Commission reviewed the proposal and found it to be generally in keeping with the City's placemaking goals.

Mayor Kurtz opened the item to public comment, and six were heard (five in favor, one against).

Motion by Parr, second by Kalbfell to approve the request from Pine River, LLC for a license to use the MDOT right-of-way adjacent to 101 Bridge Street subject to final review by the City Attorney and licensing agreement with the State of Michigan [and to consider public usage of the deck when the business is closed in addition to landscaping the base of the deck.] Motion carried by unanimous voice vote.

B. Report and Partnership Renewal with Visit Charlevoix

Amanda Wilkin, Visit Charlevoix, stated that the City of Charlevoix has had a long relationship with Visit Charlevoix, and she reviewed the past year's marketing focus. Last year, we tweaked the agreement so that our funding was more closely tied to the promotion of the City's recreational amenities-some of which derive revenue for the City. This agreement renews these terms for an additional three years.

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

Motion by Kalbfell, second by Slater to approve the partnership agreement with Visit Charlevoix as presented. Motion carried by unanimous voice vote.

C. Donation Proposal: Bridge Street Planter Boxes

City Manager Heydlauff stated that Todd and Pam Wyett proposed donating movable, concrete planters to the City for placement at the former crosswalk on the north side of Clinton Street at Bridge Street. They believe this would help deter pedestrians crossing there and also beautify the intersection. The placement of these planters will likely require the consent of MDOT. He stated in the long-term, the City would be responsible to maintain the planters including watering and weeding. Council agreed on the planters but felt that they should be used on a trial basis at the intersection. If this wasn't successful, they could be located elsewhere in the City.

Mayor Kurtz opened the item to public comment, and two were heard, both against.

Motion by Knapp, second by Hagen to accept the donation of planter boxes (Option 1) and direct City Staff to obtain necessary approval from MDOT. Motion carried by unanimous voice vote.

D. First Fridays Promotion Request

DDA Director Dotson stated that Charlevoix Main Street DDA is requesting permission to host a new promotion to increase foot traffic in the downtown when it needs it most: January - May. She explained the concept to Council.

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

Motion by Hagen, second by Slater to approve the First Fridays Promotion to begin in April. Motion carried by unanimous voice vote.

E. Recreation Master Plan

Recreation Director Knorr stated that they issued a Request for Proposals for the development of a new Master Plan. The Recreation Director and chairs of both the Recreation Advisory Committee and the Shade Tree and Parks Committee interviewed the top three candidates and they recommended Beckett & Raeder at a cost of \$12,620.

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

Motion by Kalbfell, second by Parr to authorize the City Manager to sign the necessary agreement between the City of Charlevoix and Beckett & Raeder for the completion of the new City of Charlevoix 5-year Recreation Master Plan. Motion carried by unanimous voice vote.

F. Dog Park Approval

Recreation Director Knorr recalled that he presented Council with a concept plan to develop a dog park behind the existing ball fields on Carpenter Street. He recommended moving forward on fencing to secure the area. The Dog Park Committee will meet to create rules and user guidelines. He noted that maintenance of the area is already covered by the existing budget and administrative expenses will be part of the existing Recreation Department budget.

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

Motion by Parr, second by Kalbfell to designate the area between the Carpenter Street Ball Fields and the Airport as the "City of Charlevoix Dog Park". Motion carried by unanimous voice vote.

G. Ferry Avenue Boat Launch Dock Improvements

Recreation Director Knorr stated that the four Ferry Beach Boat Launch skid piers need to be replaced as they have reached the end of their life expectancy. Specifications for each pier would meet MDNR design criteria, and include painted frames, longitudinal tubes and installation. He stated that by adopting the following resolution, we will be applying for a Michigan Waterways Program Grant with a required match of \$37,375. The total project is estimated to cost \$74,750 and would be completed later this year.

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

Motion by Hagen, second by Kalbfell to approve Resolution 2021-03-02 to authorize the City Manager to file the Grant Application with the Michigan Department of Natural Resources Waterways Commission and direct the City Manager to modify the 2021 Capital Improvement Plan accordingly.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-03-02**

MICHIGAN DEPARTMENT OF NATURAL RESOURCES WATERWAYS COMMISSION PROGRAM GRANT APPLICATION

WHEREAS, the City of Charlevoix supports the submission of an application titled "Ferry Beach Boat Launch and Skid Pier Improvements" to the Waterways Program Grant for site improvements at Ferry Beach; and

WHEREAS, the City of Charlevoix is committed to maintaining and improving public access to bodies of water including Round Lake, Lake Charlevoix, and Lake Michigan; and

WHEREAS, the proposed application is supported by the City of Charlevoix Recreation Master Plan; and

WHEREAS, the City of Charlevoix is hereby making a financial commitment to the project in the amount of \$37,375 matching funds, in cash and/or force account.

NOW THEREFORE BE IT RESOLVED, the City of Charlevoix City Council authorizes submission of a Waterways Program Grant application for \$74,750; and

BE IT FURTHER RESOLVED, the City of Charlevoix will make available its financial obligation amount of \$37,375 (50%) of the total \$74,750 project during the 2021-2022 fiscal year.

RESOLVED this 15th day of March, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Hagen, Slater, Knapp, Parr

Nays: None

Absent: Bryan

H. Ferry Beach Kayak Launch

Recreation Director Knorr recalled that Edgewater Resources completed initial design, engineering, and permitting for an Accessible Kayak Launch at Ferry Beach. He stated that the final design work and quote for a Kayak Launch and its installation cost was \$50,784. Leadership Charlevoix raised \$25,000 for this project and the City will be paying the difference.

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

Motion by Parr, second by Kalbfell to approve the quote from EZ Dock to construct and install the EZ Dock Kayak Launch at Ferry Beach for an amount not to exceed \$50,784 and authorize the City Manager to sign acceptance of this quote. Motion carried by unanimous voice vote.

I. Northside Trail Development Engineering Agreement

City Manager Heydlauff recalled that Council approved a non-motorized trail for the northside of town to connect the Little Traverse Wheelway at Waller Road to Division Street. This would fill the missing link between the end of the Wheelway to a sidewalk network connecting to downtown Charlevoix. All easements have been secured for this land at no cost to the City. This proposal from OHM Advisors would do final engineering design and prepare the project for grant funding and construction bidding.

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

Motion by Kalbfell, second by Slater to approve the proposal from OHM Advisors for the engineering of the Northside Trail in the amount of \$65,000 and authorize the City Manager to sign the agreement. Motion carried by unanimous voice vote.

J. Mayoral Appointments

Motion by Parr, second by Kalbfell to re-appoint Jennifer Muladore to the Planning Commission, term expiring April 2024. Motion carried by unanimous voice vote.

Motion by Kalbfell, second by Slater to re-appoint Mary Millington to the Planning Commission, term expiring April 2024. Motion carried by unanimous voice vote.

Motion by Hagen, second by Kalbfell to re-appoint Lillian Left to the Housing Commission, term expiring April 2026. Motion carried by unanimous voice vote.

8. Reports & Communications

A. Public Comments

- Tom Richards had high praise for Electric Department Director Griffith

B. City Manager Comments

- Commended Lil Left for her years of volunteerism
- Summer recreation activities will continue

- City Staff received vaccines this week
- Health Department and EMS are collaborating to vaccinate homebound residents
- Water usage was cut in half and electric reduced by 33% with the new golf course configuration
- Recognized the many achievements of Recreation Director Knorr on his third year with the City

C. Mayor & Council Comments

- Hagen and Slater thanked Recreation Director Knorr and noted it was good to be meeting in Council Chambers
- Kalbfell noted that Little Traverse Bay Band of Odawa Indians was offering vaccines to tribal and non-tribal essential workers

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 8:06 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 02/25/2021			
AT&T MOBILITY	915.62	GREAT LAKES ENERGY	231.29
CHARLEVOIX STATE BANK	2,992.86	US BANK	101,800.00
CHARLEVOIX TOWNSHIP	35.58	TOTAL	105,975.35
Regular Accounts Payable – 03/16/2021			
ACCUMED GROUP, THE	3,025.27	MICHIGAN ASSOC OF PLANNING	590.00
ACE HARDWARE	3,570.67	MICHIGAN WATER ENV ASSOC	294.00
ALL AREA TOWING	225.00	MILLINGTON, MARY F.	69.40
AMERICAN WASTE INC.	938.40	NAVIA BENEFIT SOLUTIONS	50.00
AT YOUR SERVICE PLUS INC	250.00	NORTH CENTRAL MICHIGAN COLLEGE	66.00
AUTO VALUE	867.58	NORTHERN MICHIGAN MEDCENTER - N	128.00
BOUND TREE MEDICAL LLC	123.74	NYE UNIFORM CO	280.00
BRADFORD'S	39.00	OHM ADVISORS	14,442.04
CARLSON - DIMOND & WRIGHT INC	5,305.94	OTEC	703.00
CDW GOVERNMENT INC.	422.67	POWER LINE SUPPLY	8,473.47
CINTAS CORPORATION	109.73	PRESTON FEATHER	2,065.48
CITY OF CHARLEVOIX - MISC	727.62	PURITY CYLINDER GASES INC	107.69
CLOTHING COMPANY, THE	125.00	QUILL CORP	72.76
CONWAY PROFESSIONAL SERVICES	220.00	R L DEPPMANN CO	131.51
CUMMINS BRIDGEWAY LLC	1,393.35	SIGMA-ALDRICH INC.	118.83
DEERE & COMPANY	8,385.58	STATE OF MICHIGAN	310.00
DHILLON, SCHARNJEET	75.00	STATE OF MICHIGAN	363.00
DREBENSTEDT, ROBERT	1,000.00	STEVENS, JEFF	180.00
F.H. BLACK & COMPANY	717.50	SYSTEMS SPECIALISTS INC	1,485.00
FAMILY FARM & HOME	100.54	TARGETSOLUTIONS LEARNING LLC	1,734.70
FANTER, ANDREA	15.70	TERMINAL SUPPLY CO	175.00
FASTENAL COMPANY	72.06	TRUCK & TRAILER SPECIALTIES	762.62
GALLS AN ARAMARK COMPANY	1,331.99	UNIFIRST CORPORATION	1,087.90
GRANICUS	13,343.97	UPPER CASE PRINTING INK.	1,131.00
GRP ENGINEERING INC.	10,000.00	USA BLUE BOOK	388.92
HEALTH DEPT OF NW MICHIGAN	945.00	UTILITIES INSTRUMENTATION SERVICE.	3,904.00
HUNTINGTON NATIONAL BANK	135,550.00	VERIBANC INC.	432.00
HYDRO CORP	539.50	WARNER, KELLY	39.49
JONES, NEIL & JOANNE	75.00	WORK & PLAY SHOP	306.52
JOPPA HOUSE MINISTRIES PROGRAM	14,000.00	XEROX FINANCIAL SERVICES	168.84
KSS ENTERPRISES	521.54	TOTAL	245,041.71
LAMAR COMPANIES	770.00		
LAWRENCE, KAILEY	31.32		
MCCARDEL CULLIGAN-PETOSKEY	51.50		
MEDLINE INDUSTRIES INC	110.37		
ACH Payments – 02/25/2021 to 03/10/2021			
MI PUBLIC POWER AGENCY	197,668.58	VANTAGEPOINT (401 ICMA PLAN)	912.07
MI PUBLIC POWER AGENCY	12,830.82	VANTAGEPOINT (457 ICMA PLAN)	20,152.40
PROXIMITY SPACE INC	99.00	VANTAGEPOINT (ROTH IRA)	1,080.76
AMG PAYMENT SOLUTIONS	24.99	DTE ENERGY	9,110.82
NEOFUNDS BY NEOPOST	5,000.00	STATE OF MI (SALES TAX)	21,413.02
PAYMENT SERVICE NETWORK INC	247.50	TOTAL	315,048.50
IRS (PAYROLL TAX DEPOSIT)	40,155.81		
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	6,002.73		

Payroll Net Pay – Check Date 03/05/2021

HEYDLAUFF, MARK L.	3,175.96	PORATH, JACOB P.	234.46
GOLDING, JOYCE M.	2,161.34	WHITLEY, NICHOLAS J.	305.53
DEROSIA, PATRICIA E.	1,094.85	HAGEN, MADISON L.	310.85
DOTSON, LINDSEY J.	1,423.60	WHITE III, MARCUS W.	255.73
KLOOSTER, ALIDA K.	2,144.59	BERTINELLI, DAVID P.	471.78
GOLOVICH, KAREN J.	982.16	FOSTER, WILLIAM P.	433.40
BARNEVELD, RICHELLE L.	1,163.85	MATTACK, JEFFREY C.	668.28
EDWARDS, MACKENZIE R.	1,763.06	MAY, MEREDITH A.	67.40
MCGINN, KELLY A.	2,074.77	BOSS, BEAU J.	1,162.05
DOAN, GERARD P.	2,416.02	BEMIS, GARRETTSON G.	460.06
SCHOLEY, ROBERT W.	1,666.46	COFFEY, JASON J.	396.56
UMULIS, MATTHEW T.	1,069.84	WYMAN, MATTHEW A.	1,675.04
ORBAN, BARBARA K.	1,387.85	MILLER, WILLIAM S.	1,362.82
RILEY, DENISE M.	457.75	DOUGLAS, MARK	906.31
MUNK, CHRISTOPHER J.	1,695.93	FRATRICK, JOSEPH W.	526.25
SCHICK, TIELER R.	1,733.68	CARSON, SAWYER J.	698.84
STEWART, MORGAN J.	1,447.15	MC MULLEN, DONALD R.	1,804.72
MATELSKI, KRISTEN L.	1,358.74	SILVA, JESSE L.A.	1,512.15
WURST, RANDALL W.	1,204.50	JOHNSON, MELISSA A.	534.81
MAYER, SHELLEY L.	1,500.37	STEPHENS, LYON G.	1,590.96
HILLING, NICHOLAS A.	1,946.64	TRAVERS, MANUEL J.	2,167.39
MEIER III, CHARLES A.	1,495.25	FAULKNER, CHRISTOPHER J.	2,002.86
ZACHARIAS, STEVEN B.	1,308.70	STEVENS, JEFFREY W.	622.39
NEWMAN, MARK J.	1,279.82	RILEY, CASEY W.	276.27
GRIFFITH, JOHN J.	2,937.39	JONES, LARRY M.	405.05
EATON, BRAD A.	2,331.20	LEPIRD, KATIE A.	847.94
WILSON, TIMOTHY J.	3,085.21	CORNELL, BRITTA J.	584.71
LAVOIE, RICHARD L.	2,274.39	MISHLER, MICHAEL J.	1,001.48
STEVENS, BRANDON C.	2,356.50	AZZOPARDI, ANTHONY J.	1,602.32
DRAVES, MARTIN J.	2,427.73	PECK, JARICA L.	657.06
ANDERSON, ELIZABETH A.	1,234.96	DIETZ, AMANDA M.	1,358.86
KENWABIKISE, DAVID L.	1,106.38	WELLS, JANINNA J.	140.18
ELLIOTT, PATRICK M.	2,741.55	MOYER, NATHAN I.	1,774.52
SCHWARTZFISHER, JOSEPH	1,461.17	HOSLER, ERIK R.	978.40
BRADLEY, KELLY R.	1,450.40	BYRNE, RYAN M.	304.98
HART II, DELBERT W.	1,640.99	HOLLOWACH, ROGER E.	352.48
JONES, ROBERT F.	1,529.70	WHITLEY, ANDREW T.	2,330.55
FARRELL, MITCHELL L.	1,372.84	MORRISON, KEVIN P.	1,332.94
THORP JR, WILLIAM D.	1,450.00	BOSS JR, DALE E.	1,560.25
LEITNER, RYAN S.	1,488.53	HILLIGAN, ABIGAIL B.	452.34
FERGUSON, ROYCE L.	1,909.69	MATTER, DAWSON K.	140.18
KNORR, KENT J.	1,965.65	HOLM, ARTHUR R.	1,202.78
ANZELL, BETH A.	1,320.37	WILLSON, BRENDA R.	172.54
BOSS, SHERRY M.	365.55	TOTAL	112,462.31
DOE-NIMPHIE, SETH K.	206.38		
REDMAN, SEAN M.	206.38		

Payroll Transmittal – 03/05/2021

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	323.96
AMERICAN FAMILY LIFE	507.21	MI STATE DISBURSEMENT UNIT	429.88
CALIF STATE DISBURSEMENT UNIT	92.19	MONY LIFE INSURANCE	353.12
CHAR EM UNITED WAY	90.00	POLICE OFFICERS LABOR COUNCIL	251.25
CHARLEVOIX STATE BANK	867.00	PRIORITY HEALTH	1,584.57
COMMUNICATION WORKERS OF AMER	675.02	TOTAL	6,192.20

Tax Disbursement – 03/16/2021

CHARLEVOIX COUNTY TREASURER	887.37	CHARLEVOIX-EMMET ISD	25,801.88
CHARLEVOIX COUNTY TREASURER	17,104.29	CITY OF CHARLEVOIX - MISC	3.89
CHARLEVOIX DISTRICT LIBRARY	10,812.04	CITY OF CHARLEVOIX - TAXES DUE	9,933.36
CHARLEVOIX PUBLIC SCHOOLS	1,597.17	RECREATIONAL AUTHORITY	2,094.90
CHARLEVOIX PUBLIC SCHOOLS	127.63	STATE OF MICHIGAN	3,043.16
CHARLEVOIX PUBLIC SCHOOLS	89.33	TOTAL	71,658.37
CHARLEVOIX PUBLIC SCHOOLS	38.28		
CHARLEVOIX PUBLIC SCHOOLS	125.07		