

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 19, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

- A. Proclamation – Tree City USA Designation
Mayor Kurtz read a proclamation in recognition of National Arbor Day and Earth Day and supporting the City's continuing certification as a Tree City USA.
- B. Spring Recreation Department Update
Recreation Director Knorr highlighted some of our successes, challenges, partnerships, grants, and recreation trends in 2020 and he previewed some of the new programs and opportunities for 2021. He congratulated Bo Boss celebrated 45 years working at Mt. McSaubia. Pat Klooster is retiring as Harbormaster but continuing to work for the City.

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 – April 5, 2021
B. Accounts Payable and Payroll Check Registers
a. Special Accounts Payable Check Register – April 9, 2021
b. Regular Accounts Payable Check Register – April 20, 2021
c. ACH Payments – April 2, 2021 to April 16, 2021
d. Payroll Check Register – April 16, 2021
e. Payroll Transmittal – April 16, 2021
f. Tax Disbursement – April 20, 2021
C. Electric Manhole Survey: \$10,000 Holland Engineering
D. Bridge Park Drive Lift Station Annual Cleaning – for time and material Northern A-1 Environmental Services
E. Purchase of Seasonal Back Up Road Salt: \$16,360 from Compass Minerals
F. Mt. McSaubia Ski Purchase: \$10,300 from Ski Train Depot

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Demolition of 229 Stover Road Facility: \$43,669
City Manager Heydlauff explained this work includes removal of all existing structures and re-grading the site to drain properly and installing soil and grass seed. In late April we advertised for sealed bids for this work. Due to the wide range in pricing, we completed additional due diligence on the two low bidders using OHM Advisors. OHM ultimately recommended the demolition company Bolle Contracting.

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

Motion by Knapp, second by Parr to accept the low bid from Bolle Contracting for the demolition of 229 Stover Road and enter into a contract with them for a total of \$43,669. Motion carried by unanimous voice vote.

- B. Live on the Lake – COVID Preparedness Plan
DDA Director Dotson stated that the Live on the Lake committee drafted a plan to implement for staff, volunteer, performer, and guest safety during the event series. These ideas were drafted based on reported guidelines for businesses and gatherings during COVID-19. She stated that she would be in contact with the Health Department and should circumstances change, she was prepared to adapt the plan accordingly.

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

Motion by Parr, second by Hagen to approve the Live on the Lake Summer Concert Series to begin in July 2021 and the COVID Preparedness Plan. Motion carried by unanimous voice vote.

C. Chamber of Commerce Summer Event Requests

Chamber of Commerce President Sarah Hagen stated that they are requesting use of East Park for the Summer Art Show (June 26-27) and the Art and Craft Show (July 10-11) along with the accompanying time to set-up and tear down the events.

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

Motion by Parr, second by Slater to authorize the Summer Art Show for East Park on June 26-27, the Art and Craft Show for July 10-11, and the Chamber Appreciation Event at Ferry Beach on September 15. Motion carried by unanimous voice vote.

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- DTE requested Miss Dig flags on Bridge Street
- Blight Elimination Grant Proposal was submitted today for the 229 Stover Road demolition project

C. Mayor & Council Comments

- Council collectively expressed their appreciation for the Recreation Department, especially Director Knorr, Bo Boss and Pat Klooster
- Knapp felt that local artists and crafters should have preference to participate in the art shows
- Kalbfell noted that an appointment is not necessary for a COVID vaccine at the Health Department

9. Other Council Business

Council concurred to continue discussing the future of the Stover Road property. City Manager Heydlauff will present additional information at the May 3rd meeting, including a proposal for Edgewater Resources to facilitate a public engagement process.

10. Adjourn

The Mayor adjourned the meeting at 7:01 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 04/09/2021			
BARON TITLE	131,171.50	TOTAL	131,171.50
Regular Accounts Payable – 04/20/2021			
ACCUMED GROUP, THE	3,995.27	FAMILY FARM & HOME	583.32
ACE HARDWARE	2,813.33	FASTENAL COMPANY	51.27
ALL-PHASE ELECTRIC	680.00	FELS, JACK	33.83
AMERICAN LEGAL PUBLISHING CORP	2,843.62	FREEDOM MAILING SERVICES INC.	2,272.11
AMERICAN WASTE INC.	988.40	GALLS AN ARAMARK COMPANY	176.27
AT YOUR SERVICE PLUS INC	375.00	GOVERNMENT FINANCE	160.00
AVFUEL CORPORATION	72,833.59	GREAT LAKES ELEVATOR LLC	429.38
BELL EQUIPMENT COMPANY	4,924.47	HACH COMPANY	3,453.04
BOUND TREE MEDICAL LLC	10.98	HYDRO CORP	539.50
BRADFORD'S	61.75	JARRETT, JAMIE	100.00
CARQUEST OF CHARLEVOIX	643.48	JONES & JONES GARAGE DOOR SVCS	110.00
CDW GOVERNMENT INC.	166.77	KEYES, WENDY	100.00
CHARLEVOIX SCREEN MASTERS INC	59.50	KINNAIRD, CHARLES	41.06
CHARTER COMMUNICATIONS	144.98	KIWANIS CLUB OF CHARLEVOIX	40.00
CINTAS CORPORATION	103.89	LEGENDS AUTO GLASS	65.00
CITY OF CHARLEVOIX - PETTY CASH	120.00	MCCARDEL CULLIGAN-PETOSKEY	51.50
CITY OF CHARLEVOIX - UTILITIES	37,111.04	MI-AWWA	85.00
CONWAY PROFESSIONAL SERVICES	220.00	MICHIGAN ASSOC OF PLANNING	300.00
DeROSIA, PATRICIA E.	153.27	MICHIGAN AVIAN EXPERIENCE	400.00
DIGITAL DOLPHIN	129.95	MICHIGAN MUNICIPAL LEAGUE	12,399.30
EDGEWATER RESOURCES LLC	3,678.85	MICHIGAN OFFICEWAYS INC	718.70
ELLSWORTH FARMER'S EXCHANGE	1,544.77	MODIANO, SUSAN & SAUL	100.00
EMBROIDME	283.83	NAVIA BENEFIT SOLUTIONS	50.00
EMMET COUNTY EMS	250.00	NORTH COAST FASTENERS LLC	475.94
ESRI	6,100.00	NORTHERN CREDIT SERVICES	608.19
ETNA SUPPLY	10,520.00	NORTHERN MICHIGAN REVIEW INC.	1,360.02
EZ DOCK OIM	17,292.20	NORTHERN SAFETY CO INC	121.20

NORTHWEST ELECTRONICS & REPAIR	395.78	TAYLOR 12501 LLC	4,417.50
NW MI COG	24,345.00	TELNET WORLDWIDE	227.77
OLESON'S FOOD STORES	16.75	TRUCK & TRAILER SPECIALTIES	463.54
P.I.W. CORPORATION	300.00	TUCKER, HANNAH	17.13
POIRIER-HALL, MITCHELL	100.00	U S BANK	500.00
POWER LINE SUPPLY	18,827.11	UNIFIRST CORPORATION	1,297.66
PREIN & NEWHOF	365.00	USA BLUE BOOK	522.85
PRO IMAGE DESIGN INC	4,085.40	UTILITIES INSTRUMENTATION SERVICE	16,621.00
PURITY CYLINDER GASES INC	298.87	VERMEER OF MICHIGAN INC	1,348.94
QUALITY CAR & TRUCK REPAIR INC	959.34	VILLAGE GRAPHICS INC.	65.75
RANGE TELECOMMUNICATIONS	160.00	WATERS EDGE DOCK & HOIST	7,850.00
RCL CONSTRUCTION CO INC	424,578.08	WHARFSIDE ENT. LTD.	1,750.00
REHMANN-ROBSON & CO	1,750.00	WILEY, CHRIS	100.00
SCHWEITZER ENGINEERING	2,456.40	ZAREMBA EQUIPMENT INC	425.26
SIGMA-ALDRICH INC.	268.06	TOTAL	707,686.67
SILVA, JESSE L.A.	59.91		
SUPERIOR MECHANICAL	240.00		

ACH Payments – 04/02/2021 to 04/16/2021

PROXIMITY SPACE INC	99.00	ALERUS FINANCIAL (HCSP)	350.00
MI PUBLIC POWER AGENCY	11,749.29	STATE OF MI (WITHHOLDING TAX)	6,051.17
AMG PAYMENT SOLUTIONS	25.41	VANTAGEPOINT (401 ICMA PLAN)	912.07
PAYMENT SERVICE NETWORK INC	255.30	VANTAGEPOINT (457 ICMA PLAN)	20,240.65
STATE OF MI (SALES TAX)	18,755.40	VANTAGEPOINT (ROTH IRA)	1,080.76
DTE ENERGY	7,653.98	TOTAL	118,913.02
MI PUBLIC POWER AGENCY	11,092.86		
IRS (PAYROLL TAX DEPOSIT)	40,647.13		

Payroll Net Pay – Check Date 04/16/2021

HEYDLAUFF, MARK L.	2,887.52	KNORR, KENT J.	1,987.24
GOLDING, JOYCE M.	1,737.70	ANZELL, BETH A.	1,338.15
DEROSIA, PATRICIA E.	1,429.99	MATTACK, JEFFREY C.	524.90
DOTSON, LINDSEY J.	1,445.64	MAY, MEREDITH A.	91.18
KLOOSTER, ALIDA K.	1,778.34	BOSS, BEAU J.	593.97
GOLOVICH, KAREN J.	974.82	COFFEY, JASON J.	396.56
BARNEVELD, RICHELLE L.	1,209.28	SHANAHAN, CHERYL J.	73.88
EDWARDS, MACKENZIE R.	1,477.00	GILL, DAVID R.	968.31
MCGINN, KELLY A.	1,659.83	MASSON, DONALD J.	392.95
DOAN, GERARD P.	2,451.08	LIVINGSTON, BRIAN D.	1,814.94
SCHOLEY, ROBERT W.	1,617.32	KLOOSTER, PATRICK H.	283.42
UMULIS, MATTHEW T.	920.31	WYMAN, MATTHEW A.	1,902.83
ORBAN, BARBARA K.	1,442.96	MILLER, WILLIAM S.	238.24
RILEY, DENISE M.	468.45	DOUGLAS, MARK	1,103.55
MUNK, CHRISTOPHER J.	1,765.03	CARSON, SAWYER J.	944.53
SCHICK, TIELER R.	1,917.46	MCMULLEN, DONALD R.	1,790.39
STEWART, MORGAN J.	1,760.45	SILVA, JESSE L.A.	1,442.27
MATELSKI, KRISTEN L.	1,375.19	JOHNSON, MELISSA A.	66.27
WURST, RANDALL W.	1,330.40	STEPHENS, LYON G.	1,087.37
MAYER, SHELLEY L.	1,500.37	TRAVERS, MANUEL J.	1,742.01
HILLING, NICHOLAS A.	1,919.36	STEVENS, JEFFREY W.	228.25
MEIER III, CHARLES A.	1,562.70	RILEY, CASEY W.	470.52
ZACHARIAS, STEVEN B.	1,308.70	JONES, LARRY M.	768.77
NEWMAN, MARK J.	1,383.41	FAULKNER, CHRISTOPHER J.	612.29
GRIFFITH, JOHN J.	2,978.12	CORNELL, BRITTA J.	1,891.70
EATON, BRAD A.	2,296.98	MISHLER, MICHAEL J.	140.54
WILSON, TIMOTHY J.	2,657.34	AZZOPARDI, ANTHONY J.	1,776.26
LAVOIE, RICHARD L.	2,291.91	PECK, JARICA L.	273.10
STEVENS, BRANDON C.	2,478.26	DIETZ, AMANDA M.	1,088.24
DRAVES, MARTIN J.	2,435.27	WELLS, JANINNA J.	224.65
ANDERSON, ELIZABETH A.	1,234.96	MOYER, NATHAN I.	1,583.94
KENWABIKISE, DAVID L.	1,106.38	HOSLER, ERIK R.	1,729.09
ELLIOTT, PATRICK M.	2,975.42	HOLOWACH, ROGER E.	3,178.06
SCHWARTZFISHER, JOSEPH	1,171.40	JOSLIN, ISABELLE G.	92.51
BRADLEY, KELLY R.	1,559.64	DOAN, GERARD P.	183.36
HART II, DELBERT W.	1,612.74	SCHOLEY, ROBERT W.	175.35
JONES, ROBERT F.	1,553.32	UMULIS, MATTHEW T.	173.10
FARRELL, MITCHELL L.	1,360.98	ORBAN, BARBARA K.	946.36
THORP JR, WILLIAM D.	1,271.35	MUNK, CHRISTOPHER J.	946.36
LEITNER, RYAN S.	1,339.34	SCHICK, TIELER R.	169.30
FERGUSON, ROYCE L.	1,317.14	STEWART, MORGAN J.	169.30
DORAN, JUSTIN J.	2,173.13	WHITLEY, ANDREW T.	2,237.81
HART III, DELBERT W.	512.92	MORRISON, KEVIN P.	1,154.42
FINNERTY, HOLLY E.	493.36	BOSS JR, DALE E.	821.04

HOLM, ARTHUR R. 624.94
TOTAL 112,585.49

Payroll Transmittal – 04/16/2021

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	315.54
AMERICAN FAMILY LIFE	507.21	MI STATE DISBURSEMENT UNIT	429.88
CALIFORNIA STATE DISBURSEMENT	92.19	MONY LIFE INSURANCE	352.12
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,557.66
CHARLEVOIX STATE BANK	867.00	TOTAL	5,904.62
COMMUNICATION WORKERS OF AMER	675.02		

Tax Disbursement – 04/20/2021

CHARLEVOIX COUNTY TREASURER	103.46	CHARLEVOIX PUBLIC SCHOOLS	0.35
CHARLEVOIX DISTRICT LIBRARY	14.45	CHARLEVOIX PUBLIC SCHOOLS	0.15
CHARLEVOIX PUBLIC SCHOOLS	32.46	CHARLEVOIX PUBLIC SCHOOLS	0.49
CHARLEVOIX PUBLIC SCHOOLS	8.91	CITY OF CHARLEVOIX - TAXES DUE	80.08
CHARLEVOIX PUBLIC SCHOOLS	0.54	RECREATIONAL AUTHORITY	2.73
CHARLEVOIX PUBLIC SCHOOLS	2.71	TOTAL	246.33