

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, May 3, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Clerk Golding.

1. Pledge of Allegiance

2. Roll Call

Members Present: Greg Bryan, Janet Kalbfell, Mark Knapp, Phil Parr, Brian Slater
Members Absent: Mayor Luther Kurtz, Deputy Mayor Aaron Hagen
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

Clerk Golding stated that with the absence of the mayor and deputy mayor, Council needed to elect a member to chair the meeting.

Motion by Bryan, second by Knapp, to elect Member Kalbfell as chair. Motion passed by unanimous voice vote with Kalbfell abstaining.

3. Presentations

Chair Kalbfell read a mayoral proclamation honoring Water Treatment Plant Chief Operator Shelley Mayer on her retirement from the City after 23 years of service.

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 19, 2021
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – April 20, 2021
 - b. Regular Accounts Payable Check Register – May 4, 2021
 - c. ACH Payments – April 19, 2021 to April 30, 2021
 - d. Payroll Check Register – April 30, 2021
 - e. Payroll Transmittal – April 30, 2021
 - f. Tax Disbursement – May 4, 2021

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

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

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing: CDBG Water Related Infrastructure Grant, May 17, 2021

City Manager Heydlauff stated that we plan to apply for a grant from the MEDC's Community Development Block Grant Water Related Infrastructure Grant Program. The grant would eliminate the Industrial Park lift station, replace and upgrade the Depot Beach lift station, improve water lines along Ance Road, and generally improve water and wastewater system reliability. He stated that a public hearing is required prior to grant submittal.

Chair Kalbfell opened the item to public comment, and none was heard.

Motion by Slater, second by Parr to set a public hearing for Monday, May 17, 2021 at 6pm in the Council Chambers of City Hall to consider public comment on a CDBG Water Related Infrastructure Grant.

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

7. All Other Actions & Requests

A. Event Request: Charlevoix Marathon, June 19, 2021

Jeff Suffolk, Charlevoix Marathon, stated that the Charlevoix Marathon has long been part of the June line-up of events in Charlevoix and COVID safety protocols would be in place.

Chair Kalbfell opened the item to public comment, and none was heard.

Motion by Knapp, second by Bryan to authorize the Charlevoix Marathon to use Bridge Park for a major event on June 19, 2021 and the closure of various streets to accommodate the runners.

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

B. Engineering Contract for Antrim and Mason Streets

DPW Superintendent Elliott stated in the approved 2021/22 budget, we allocated money for the initial engineering for the complete reconstruction of Antrim Street from State Street to Park Avenue. While discussing this project with Performance Engineers Inc. we discovered that if the Antrim Street construction were to happen alone it would create a storm capacity issue on Mason Street. Staff recommended that due to these findings it would be best to engineer both projects at once with the construction timeline to be determined.

Chair Kalbfell opened the item to public comment, and one was heard.

Motion by Parr, second by Knapp to approve the contract with Performance Engineers for the initial engineering of Antrim and Mason Streets for a total of \$156,000.

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

C. Fireworks at Kipke Field, June 6, 2021

Erin Nickel, Senior Safety Net, stated that the group is planning a fun night of drug and alcohol- free activities for the graduating class of 2021 including fireworks at Kipke Field. Charlevoix Public Schools Superintendent Mike Ritter indicated that the school board gave their consent if City Council, Fire, Airport and Law Enforcement all support/approve the request.

Chief Doan and Chief Thorp expressed potential safety concerns, manpower requirements, and answered several questions from Council.

Chair Kalbfell opened the item to public comment, and two were heard not in favor.

After discussion, Council chose not to make a motion, therefore the permit request was denied.

D. Event Request: Boyne Thunder, July 10, 2021

City Manager Heydlauff stated that the Special Events policy contemplates the ability for City Council to approve up to four major events in Bridge Park from Memorial Day to Labor Day. The Boyne Thunder luncheon and sales booth have long been part of the annual calendar of the City and are centered in Bridge Park. As such, approval of this by Council would be one of the four.

Chair Kalbfell opened the item to public comment, and one was heard.

Motion by Parr, second by Slater to authorize Boyne Thunder for the use of Bridge Park for a major event on July 10, 2021.

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

E. Future of 229 Stover Road

City Manager Heydlauff recalled that Council wanted to have additional discussion about future steps for the current DPW Site now that demolition is on the horizon. He and Edgewater Resources suggested that we follow an open process. The City Manager will offer a proposal for Council's consideration at the next meeting.

Chair Kalbfell opened the item to public comment, and three were heard.

F. Recreational Authority Board Appointments

City Manager Heydlauff stated that the Charlevoix Recreational Authority was created in 2004 by Charlevoix and Hayes Townships and the City of Charlevoix for the primary purpose of funding some of the operating expenses of the Charlevoix Area Community Pool. Pursuant to the Authority's Articles of Incorporation, the City of Charlevoix appoints three members--at least one of whom must be a member of the City Council. In 2016, Councilmember Kalbfell was appointed to fill this role and this leaves two additional vacancies. This is a Council appointment and terms are three years in length; appointees must reside within the City. Council agreed to appoint the City Manager as one board member and advertise for the other member.

Chair Kalbfell opened the item to public comment, and none was heard.

Motion by Parr, second by Bryan to appoint Mark Heydlauff to the Recreational Authority Board for a term to expire March 31, 2023.

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

G. Mayoral Appointment

Chair Kalbfell stated that this was a mayoral appointment, and the item would be considered at the next meeting.

8. Reports & Communications

A. Public Comments

- Tom Kapanoske felt a left turn arrow was appropriate for Clinton Street
- Darlene Klien expressed safety concerns at the Park and Antrim intersection

B. City Manager Comments

- Congratulations to the DDA for filling all storefronts this summer
- Public Services Facility is on budget and on schedule with an approximate move-in date of June 1

C. Mayor & Council Comments

- Bryan felt the yield to pedestrian signs were ugly and ineffective
- Parr felt that safety on Park Avenue could be addressed with the DNR Michigan Beach Park grant and engineering study
- Knapp and Slater thanked attendees
- Kalbfell stated that there would be a public engagement process for the 229 Stover Road property

9. Other Council Business

10. Adjourn

The Chair adjourned the meeting at 7:21 p.m.

Joyce M. Golding	City Clerk	Janet Kalbfell	Chair
Special Accounts Payable – 04/20/2021			
AT&T	85.41	PRIORITY HEALTH	41,776.16
CHARLEVOIX STATE BANK	4,967.92	STANDARD INSURANCE CO	2,564.70
CHARTER COMMUNICATIONS	706.07	VERIZON WIRELESS	88.29
DELTA DENTAL	3,558.12	VSP INSURANCE CO. (CT)	560.47
GREAT LAKES ENERGY	285.80	WEX BANK	862.01
HARTFORD, THE	554.43	TOTAL	61,931.19
HOLIDAY COMPANIES	5,836.23		
MONEY LIFE INSURANCE	85.58		
Regular Accounts Payable – 05/04/2021			
AIRGAS USA LLC	78.86	GEMINI GROUP LLC	2,863.00
ALL-PHASE ELECTRIC	78.57	GENE'S AUTO PARTS OF TRAVERSE CITY	757.00
ANDERSON, ELIZABETH A.	50.00	GOLDING, JOYCE M.	50.00
ANZELL, BETH A.	50.00	GRANICUS	4,950.00
AT YOUR SERVICE PLUS INC	125.00	GRIFFITH, JOHN J	50.00
AT&T MOBILITY	806.45	GRP ENGINEERING INC.	4,192.00
AUTO VALUE	776.55	GUSTAVUS, MIKE	100.00
AVFUEL CORPORATION	32,338.15	HACH COMPANY	1,553.23
AXON ENTERPRISE INC.	9,967.27	HEYDLAUFF, MARK L.	50.00
AZZOPARDI, ANTHONY J.	50.00	HILLING, NICHOLAS A.	100.00
BAY AREA CLEAN CARE	1,750.00	HYDE SERVICES LLC	112.84
BEHAN WINDOW CLEANING	120.00	IDEXX DISTRIBUTION INC.	1,326.03
BIERER & ASSOCIATES, INC.	2,705.00	INDEPENDENT DRAFTING SERVICES	1,920.00
BLUE BOOK	88.95	JOHN E. GREEN COMPANY	2,322.00
BOUND TREE MEDICAL LLC	998.43	JOHNSON, MELISSA A.	50.00
BS&A SOFTWARE	1,811.00	KLOOSTER, ALIDA K.	50.00
BUREAU OF COMMUNITY AND HEALTH	100.00	KNORR, KENT J.	50.00
CENTRAL DRUG STORE	73.45	KSS ENTERPRISES	336.07
CHARLEVOIX AGENCY	401.80	LANDSCAPE FORMS INC.	250.00
CHARLEVOIX COUNTY TREASURER	165.01	LASER PRINTER TECHNOLOGIES	899.00
CHARLEVOIX SCREEN MASTERS INC	285.00	LIVINGSTON, BRIAN D.	50.00
CHARLEVOIX TOWNSHIP	29.14	MATELSKI, KRISTEN L.	50.00
CINTAS	72.39	MAY, MEREDITH A.	50.00
CONWAY PROFESSIONAL SERVICES	708.00	MCDERMOTT, DENNIS J.	100.00
CROSSROADS MOBILE MAINTENANCE	5,586.50	McGINN, KELLY A.	50.00
DELL MARKETING L P	1,818.69	MCLAREN CORPORATE SERVICES SYST	128.00
DeROSIA, PATRICIA E.	50.00	MCMULLEN, DONALD R.	50.00
DOAN, GERARD P.	50.00	MEDLINE INDUSTRIES INC	113.52
DORAN, JUSTIN J.	50.00	METAL HEAD WELDING LLC	1,230.84
DORNBOS SIGN INC.	71.76	MICHIGAN ASSOC OF PLANNING	300.00
DOTSON, LINDSEY J.	50.00	MILLER, WILLIAM S.	50.00
ECONO SIGNS LLC	203.04	MUNICIPAL UNDERWRITERS OF MICH	1,650.00
ELLIOTT, PATRICK M.	50.00	NORTHERN A-1 ENVIRONMENTAL SVCS	12,341.50
ELLSWORTH FARMER'S EXCHANGE	259.12	OHM ADVISORS	22,254.25
FASTENAL COMPANY	22.22	OLSON BZDOK & HOWARD	2,170.00
FIDELITY GOLF SERVICES LLC	284.00	OTHERSIDE FERTILIZER COMPANY, THE	2,520.00

P.K. CONTRACTING	3,416.88	STEPHENS, LYON G.	50.00
PENINSULA FIBER NETWORK LLC	470.00	SUPERIOR MECHANICAL	1,104.18
PLUNKETT & COONEY	3,080.00	TARGET SPECIALTY PRODUCTS	588.50
POSTMASTER	72.05	TELNET GROUP INC	300.00
POWER LINE SUPPLY	3,866.28	TRAVERS, MANUEL J.	50.00
PREIN & NEWHOF	680.00	UNIFIRST CORPORATION	121.15
PRESTON FEATHER	1,294.75	UP NORTH ASSESSING INC	5,100.00
PVS TECHNOLOGIES INC	6,813.20	USA BLUE BOOK	626.11
QUALITY CAR & TRUCK REPAIR INC	2,409.68	VILLAGE GRAPHICS INC.	422.17
QUILL CORP	114.49	WURST, RANDALL W.	50.00
SCHOLEY, ROBERT W.	50.00	WYMAN, MATTHEW A.	50.00
SHANAHAN, CHERYL J.	50.00	XEROX FINANCIAL SERVICES	168.84
SHARROW MASONRY INC	1,875.00	TOTAL	161,351.91
SHOOKS, MICHELLE	235.00		
SILVA, JESSE L.A.	50.00		
STATE AND MASON LLC	1,000.00		
STATE OF MICHIGAN	30.00		

ACH Payments – 04/19/2021 to 04/30/2021

MI PUBLIC POWER AGENCY	27,807.26	VANTAGEPOINT (401 ICMA PLAN)	912.08
MI PUBLIC POWER AGENCY	22,630.94	VANTAGEPOINT (457 ICMA PLAN)	20,508.16
MI PUBLIC POWER AGENCY	230,584.57	VANTAGEPOINT (ROTH IRA)	1,080.76
IRS (PAYROLL TAX DEPOSIT)	46,202.20	MERS (DEFINED BENEFIT PLAN)	74,486.21
ALERUS FINANCIAL (HCSP)	350.00	TOTAL	430,939.50
STATE OF MI (WITHHOLDING TAX)	6,377.32		

Payroll Net Pay – Check Date 04/30/2021

HEYDLAUFF, MARK L.	2,887.53	HART III, DELBERT W.	177.63
GOLDING, JOYCE M.	1,748.81	FINNERTY, HOLLY E.	878.33
DEROSIA, PATRICIA E.	1,234.68	CRANDELL, ZACKARY R.	823.11
DOTSON, LINDSEY J.	1,455.10	FRANCE JR, JAMES A.	626.21
KLOOSTER, ALIDA K.	1,787.66	KNORR, KENT J.	1,999.54
GOLOVICH, KAREN J.	974.83	ANZELL, BETH A.	1,345.76
BARNEVELD, RICHELLE L.	1,163.85	STEBE, LAURA A.	98.12
EDWARDS, MACKENZIE R.	1,882.32	MAY, MEREDITH A.	162.54
MILLER, FAITH G.	48.36	MOOAR, ISAAK S.	19.38
MCGINN, KELLY A.	1,673.43	COFFEY, JASON J.	354.38
DOAN, GERARD P.	2,466.10	SHANAHAN, CHERYL J.	237.07
SCHOLEY, ROBERT W.	1,627.57	GILL, DAVID R.	850.27
UMULIS, MATTHEW T.	968.97	MASSON, DONALD J.	487.85
ORBAN, BARBARA K.	1,225.80	LIVINGSTON, BRIAN D.	1,814.94
RILEY, DENISE M.	468.72	KLOOSTER, PATRICK H.	491.39
MUNK, CHRISTOPHER J.	1,307.20	WYMAN, MATTHEW A.	1,871.78
SCHICK, TIELER R.	1,509.53	MILLER, WILLIAM S.	155.88
STEWART, MORGAN J.	1,560.62	DOUGLAS, MARK	898.24
MATELSKI, KRISTEN L.	1,382.24	FRATRICK, JOSEPH W.	87.99
WURST, RANDALL W.	1,230.50	CARSON, SAWYER J.	1,467.29
MAYER, SHELLEY L.	10,545.66	MCMULLEN, DONALD R.	1,802.20
HILLING, NICHOLAS A.	1,520.24	SILVA, JESSE L.A.	1,601.78
MEIER III, CHARLES A.	1,426.93	JOHNSON, MELISSA A.	189.01
ZACHARIAS, STEVEN B.	1,721.70	STEPHENS, LYON G.	623.16
NEWMAN, MARK J.	1,590.43	TRAVERS, MANUEL J.	1,439.05
GRIFFITH, JOHN J.	2,995.57	STEVENS, JEFFREY W.	189.49
EATON, BRAD A.	2,331.49	RILEY, CASEY W.	333.40
WILSON, TIMOTHY J.	2,908.48	JONES, LARRY M.	553.09
LAVOIE, RICHARD L.	2,274.39	CORNELL, BRITTA J.	995.61
STEVENS, BRANDON C.	2,427.64	MISHLER, MICHAEL. J.	88.10
DRAVES, MARTIN J.	2,459.37	AZZOPARDI, ANTHONY J.	1,120.64
ANDERSON, ELIZABETH A.	1,234.96	PECK, JARICA L.	239.05
KENWABIKISE, DAVID L.	1,106.38	DIETZ, AMANDA M.	712.67
ELLIOTT, PATRICK M.	3,065.84	WELLS, JANINNA J.	267.61
SCHWARTZFISHER, JOSEPH	1,078.99	MOYER, NATHAN I.	1,531.62
BRADLEY, KELLY R.	1,598.42	HOSLER, ERIK R.	1,332.26
HART II, DELBERT W.	1,704.42	HOLOWACH, ROGER E.	3,273.25
JONES, ROBERT F.	1,171.12	WHITLEY, ANDREW T.	2,386.58
FARRELL, MITCHELL L.	1,360.98	MORRISON, KEVIN P.	1,047.30
THORP JR, WILLIAM D.	1,444.94	TOTAL	114,902.48
LEITNER, RYAN S.	1,278.46		
FERGUSON, ROYCE L.	1,538.53		
DORAN, JUSTIN J.	2,173.13		
FREY, DYLAN V.	767.02		

Payroll Transmittal – 04/30/2021

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	274.18
AMERICAN FAMILY LIFE	507.21	MI STATE DISBURSEMENT UNIT	429.88
CALIFORNIA STATE DISBURSEMENT	92.19	MONY LIFE INSURANCE	356.90
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,574.25
CHARLEVOIX STATE BANK	867.00	TOTAL	5,887.81
COMMUNICATION WORKERS OF AMER	678.20		

Tax Disbursement – 05/04/2021

CHARLEVOIX COUNTY TREASURER	1,917.82	CHARLEVOIX-EMMET ISD	1,120.08
CHARLEVOIX COUNTY TREASURER	8.77	CITY OF CHARLEVOIX - TAXES DUE	3,582.48
CHARLEVOIX DISTRICT LIBRARY	470.28	RECREATIONAL AUTHORITY	91.11
CHARLEVOIX PUBLIC SCHOOLS	3.06	STATE OF MICHIGAN	6,576.96
CHARLEVOIX PUBLIC SCHOOLS	137.28	TOTAL	14,179.62
CHARLEVOIX PUBLIC SCHOOLS	96.08		
CHARLEVOIX PUBLIC SCHOOLS	41.18		
CHARLEVOIX PUBLIC SCHOOLS	134.52		