

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, July 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, Janet Kalbfell, Mark Knapp, Phil Parr, Brian Slater
Members Absent: Aaron Hagen
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 – July 6, 2021
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – July 20, 2021
 - b. ACH Payments – July 2, 2021 to July 12, 2021
 - c. Payroll Check Register – July 9, 2021
 - d. Payroll Transmittal – July 9, 2021
- C. MML Worker's Compensation Fund Board – authorize City Clerk to cast a ballot
- D. Designate Representative to MML Annual Meeting – appoint representative Mayor Kurtz and alternate City Manager Heydlauff
- E. Water Treatment Plant Preliminary Engineering Study - \$13,800 approve Prein&Newhof not to exceed amount
- F. MDOT Contract to Build Public Deck at 101 Bridge Street

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-07-05
EXECUTION OF MDOT CONTRACT NO. 21-5281
INSTALLATION OF PUBLIC DECK AT 101 HIGHWAY US-31 (BRIDGE STREET)

WHEREAS, the City of Charlevoix is proposing the installation of a public deck within the trunkline roadway right-of-way; and

WHEREAS, MDOT has determined it to be acceptable to have the City construct the proposed work; and

WHEREAS, the City and MDOT have reached an understanding with each other regarding the performance of project work and the maintenance and operation of the facility to be constructed.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the Mayor and City Manager to execute the MDOT Contract No. 21-5281 for the for the installation of a public deck at 101 Highway US-31 (Bridge Street).

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following yeas and nays vote:

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

G. Council Rules of Procedure Amendment

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-07-04
AMENDMENT TO THE RULES OF PROCEDURE FOR CITY COUNCIL

WHEREAS, the Charlevoix City Council adopted "Rules of Procedure for City Council" on November 4, 1996 and has subsequently amended them from time to time; and

WHEREAS, pursuant to Rule 20 of the Rules, they may be amended by resolution voted upon at any meeting but shall be tabled until the next regular meeting thereof or at such other time as the Council shall determine; and

WHEREAS, the COVID-19 pandemic caused the Governor to declare a State of Emergency and public health authorities recommended social distancing guidelines including virtual meetings. Subsequently, the legislature and governor enacted revisions to the Open Meetings Act limiting the applicability for virtual meetings and remote participation.

NOW THEREFORE BE IT RESOLVED, Rule 2 of the "Rules of Procedure for City Council" shall be amended as follows: Strike all language so that Rule 2 should read:

Four members of the City Council (which may include the Mayor) shall be present in the appointed meeting location to constitute a quorum for the transaction of business. Members may participate remotely only when the Open Meetings Act may specifically allow it; virtual meetings shall likewise only be permitted in circumstances allowed by law or a State of Emergency.

In the absence of a constituted quorum, two or more members may adjourn any regular or special meeting to a later date. In the event of such adjournment, the City Clerk shall notify the absent members, and as soon as reasonably possible, but failure of such other members to receive notice shall not excuse them from attending such adjourned meeting.

*Issues requiring a majority of Council require four votes to enact and, when applicable, are shown herein as **majority**. Issues requiring only a majority of the quorum present are shown as majority. Members present via remote means shall be deemed present in both circumstances.*

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell

Nays: None

Absent: Hagen

- H. Shade Tree & Park Commission Resignation – Mark Pawlicki accept resignation
- I. American Rescue Plan of 2021 Funds Acceptance – approve Option One to accept CLFRF state funding
- J. Charter Amendments Ballot Language – approve November 2 ballot language for five amendments

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-07-06**

COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF SECTION 2.15G BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition; and

WHEREAS, the proposed amended language of Section 2.15 of the City Charter is attached to this Resolution;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2021 general election:

Shall Article II Section 2.15g Council - Meetings - Minutes and Notices Thereof of the City Charter be amended to delete the entire paragraph and thereby remove the requirement to publish Council proceedings, showing the substance of each separate action of Council, in a newspaper of general circulation within ten days after each meeting of the Council?

RESOLVED this 19th day of July, 2021 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell

Nays: None

Absent: Hagen

Section 2.15 COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF

- a* An organizational meeting of the Council shall be held at the first meeting of the Council after the November General Election. The meeting shall be held for the purpose of organization at the usual place for holding meetings of the legislative body of the City, at seven o'clock in the evening (7:00 p.m.), or the first day thereafter that is not a legal holiday, except as provided in Article XIV. At the organizational meeting, the Council may consider matters in addition to organizational matters. **ANNOTATION: AS AMENDED BY VOTE OF ELECTORS NOVEMBER 7, 2006.**
- b* The regular meetings of the Council shall be held at least twice each month. These meetings shall be held at the City Hall unless otherwise provided for by ordinance.
- c* Special meetings of the Council may be called by the City Clerk upon a request of the Mayor, or Deputy Mayor, or any three (3) Council members. The City Clerk shall notify all Council members of any special meeting and the business to be transacted at that meeting. This notice shall be given to all Council members in writing at least twelve (12) hours before the time of the special meeting. Notice shall be served personally or delivered to the residence of the Council member. However, any special meeting of the Council at which all members of the Council are present or have, in writing, waived the notice requirement of this sub-section and at which a quorum of the Council is present, shall be a legal meeting, so long as the other provisions of this section regarding public notice have been properly completed.
- d* The City Clerk shall post a notice of the times established for regular scheduled meetings of the Council in a conspicuous public area of the City Hall at such times so as to comply with the laws of the State, and in no event fewer than three (3) days prior to the first (1st) regular scheduled meeting of the Council. The City Clerk also shall post a notice of all special meetings and their purposes in a conspicuous public area of the City Hall at such times so as to comply with the laws of the State, but in no event fewer than twelve (12) hours prior to the time of the meeting. No business shall be transacted at a special meeting of the Council except as set forth in the notice of the special meeting.
- e* Four (4) Council members shall be a quorum for the holding of all meetings of the Council, but, in the absence of a quorum, two (2) Council members may adjourn any regular or special meeting to a later date. When reconvening an adjourned meeting, notice of the time and place of that meeting shall be given in the manner required of a special meeting, as set out in sub-section d, except that in the case of an adjourned regular meeting no statement of the business to be transacted need be included in the notice.
- f* The Council may adopt rules and by-laws for its procedures that are not inconsistent with this Charter or the laws of the State. The Council shall keep a journal of its proceedings, written in English.
- ~~*g* The proceedings of the Council shall be published in a local newspaper of general circulation in the city within ten (10) days after each meeting of the Council. The publication of a synopsis of these proceedings, prepared by the City Clerk, showing the substance of each separate action of the Council, shall constitute compliance with the requirements of this provision.~~
- h* All regular and special meetings of the Council and all records of the municipality shall be open to the public.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-07-07**

COUNCIL - OVERALL CONTROL OF MUNICIPAL OPERATIONS SECTION 2.18 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition; and

WHEREAS, the proposed amended language of Section 2.18 of the City Charter is attached to this Resolution;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential

amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2021 general election:

Shall Article II Section 2.18 Council - Overall Control of Municipal Operations - of the City Charter be amended to delete the requirement for the council to set guidelines for the management of the city while retaining its provisions directing the Council to provide for the management of the city by way of setting the compensation and number of staff in annual budget and other directives the Council may give to the City Manager and requiring the City Manager to promptly report to the Council, at the Council's request, on management affairs?

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell

Nays: None

Absent: Hagen

Section 2.18 COUNCIL - OVERALL CONTROL OF MUNICIPAL OPERATIONS

In keeping with its authority to set and control the budget for the City and its various entities, the Council shall effect management by way of setting compensation and number of staff in the annual budget and directives it may give to the City Manager from time to time. When requested by Council, the City Manager shall promptly report to Council on such management affairs including but not limited to: the organizational structure of the government; job descriptions; employee benefits; and, employee compensation. ~~The Council shall effect the development of, and the periodic updating of, such management guidelines as may be deemed appropriate for the proper exercise of its authority over and discharge of its responsibility for all municipal operations. Such management guidelines are to include but are not to be limited to organization charts with lines of authority and responsibility, job descriptions and qualifications, procedures, reporting, and personnel rules. These shall be sufficiently detailed to serve adequately as parameters for daily operations but not so tightly drawn as to stifle initiative or impose inflexibility.~~

~~The Council may call upon the experience of city officials and employees, and of the City Manager, in developing and subsequently updating such guidelines.~~

~~The agenda for the first meeting in January of each year shall call for the setting of an early date for Council review of all such management guidelines, as a fitting introduction of new Council members to the inner workings of the City for which they now share the ultimate responsibility.~~

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-07-08**

CITY MANAGER - APPOINTMENT SECTION 3.3 AND CITY MANAGER – REMOVAL SECTION 3.4 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition; and

WHEREAS, the proposed amended language of Section 3.3 and 3.4 of the City Charter is attached to this Resolution;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2021 general election:

Shall Article III Sections 3.3 City Manager - Appointment and 3.4 City Manager -- Removal of the City Manager be combined and amended to provide for the appointment of a City Manager solely on the basis of professional merit and ability by majority vote of the entire Council, to provide that the Council may enter into a contract with the City Manager, and to provide that the Council may terminate the City Manager's contract upon its expiration or with a vote of not less than 2/3 of

the entire Council?

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell

Nays: None

Absent: Hagen

Section 3.3 CITY MANAGER - APPOINTMENT

~~Upon a majority vote of the entire Council, the City Council shall appoint a City Manager solely on the basis professional merit and ability. The Council may enter into a contract with the City Manager in the customary manner for such positions. The Council may terminate this contract upon its expiration or with a vote of not less than 2/3 of the entire Council.~~

~~The City Manager shall be appointed for a term of up to three (3) years by a majority of the entire Council. This provision shall apply to the appointment of the next City Manager after the effective date of this Charter provision and the appointment of all future City Managers. The appointment shall be solely on the basis of executive and administrative qualifications. The Council shall fix his compensation.~~

~~ANNOTATION: AS AMENDED BY VOTE OF ELECTORS NOVEMBER 7, 2006.~~

Section 3.4 CITY MANAGER - REMOVAL

~~The City Council may remove the City Manager from office in accordance with the following procedure:~~

~~a. The Council shall adopt by a majority vote of the entire Council a preliminary resolution stating the reasons for removal. The resolution may suspend the City Manager from duty for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered to the City Manager within five (5) days.~~

~~b. Within five (5) days after a copy of the resolution is delivered to the City Manager, the City Manager may file with the Council a written request for a public hearing. This hearing shall be held at a Council meeting not earlier than fifteen (15) days nor later than thirty (30) days after the request is filed. The City Manager shall receive at least ten (10) days notice of this hearing in writing. The City Manager may file with the Council a written reply not later than five (5) days before the hearing.~~

~~c. If the City Manager has not requested a public hearing, the Council may adopt a final resolution of removal, which may be made effective at once, by a majority vote of the entire Council at any time after five (5) days from the date when a copy of the preliminary resolution was delivered to the City Manager. If the City Manager has requested a public hearing, the final resolution of removal may be adopted at any time after the hearing.~~

~~d. The City Manager shall continue to receive full compensation until the effective date of the final resolution of removal. The action of the Council in suspending or removing the City Manager in accordance with this Charter shall not be subject to review by any court~~

CITY OF CHARLEVOIX RESOLUTION NO. 2021-07-09

CITY MANAGER - FILLING VACANCY SECTIONS 3.5 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition; and

WHEREAS, the proposed amended language of Section 3.5 of the City Charter is attached to this Resolution;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2021 general election:

Shall Article III Sections 3.5 City Manager - Filling Vacancy be amended, to increase the time an Acting City Manager may serve from six months to one year, to retain the ability of Council to appoint or remove an Acting City Manager by a majority vote of Council, and to eliminate references to Section 3.4 of the charter?

RESOLVED this 19th day of July, 2021 A.D.

Resolution was adopted by the following yeas and nays vote:

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

Section 3.5 CITY MANAGER - FILLING VACANCY

Upon the occurrence of a vacancy in the office of City Manager, or upon his ~~suspension or removal~~~~suspension pursuant to Section 3.4~~, the Council, while it is attempting to fill the office, may appoint an Acting City Manager for a period not to exceed ~~six-one (61) months~~~~year~~, during which the Acting City Manager shall serve at the will of the Council and may be immediately removed ~~without compliance with Section 3.4~~. ~~Appointment and removal shall be effected~~ by majority vote of the entire Council.

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-07-10
ASSESSMENT NOTICE SECTION 8.8 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition; and

WHEREAS, the proposed amended language of Section 8.8 of the City Charter is attached to this Resolution;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2021 general election:

Shall Article VIII Section 8.8 Assessment - Notice of Change to Owners of the City Charter be amended to provide that notice of changes in assessment shall be delivered to property owners in the form and manner prescribed by State law, and that the failure of property owners to receive notice shall not invalidate an assessment roll or an assessment on property?

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following yeas and nays vote:

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

SECTION 8.8 ASSESSMENT - NOTICE OF CHANGE TO OWNERS

Notices of changes in assessment shall be delivered to respective property owners. Such notice shall be delivered in the form and manner prescribed by the laws of this State. The failure of the property owner to receive notice shall not invalidate an assessment roll or an assessment on property. ~~In each case where the assessed value is increased or property is added to the rolls, the City Assessor shall give notice thereof to the respective property owners. This notice shall be mailed by first class mail to the addresses of such owners as shown on the last assessment roll, and shall be mailed not later than ten (10) days before the first meeting of the Board of Review. The failure of the property owner to receive notice shall not invalidate an assessment roll or an assessment on property.~~

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

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

6 Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Appoint City Clerk-Designate

City Manager Heydlauff expressed his appreciation for the work Clerk Golding has done for the last seven years. He gave a brief overview of Clerk-Designate Sarah Dvoracek's work history and he highly recommended her for the position of City Clerk after several rounds of interviews. Ms. Dvoracek will onboard on September 1st to work alongside Clerk Golding. This will afford the City a smooth transition at the end of the year.

Ms. Dvoracek introduced her family and stated that she is looking forward to the opportunity and being a part of the Charlevoix community.

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

Motion by Kalbfell, second by Knapp appoint Sarah Dvoracek as City Clerk-Designate for the City of Charlevoix. Motion carried by unanimous voice vote.

B. Appoint Short Term Rentals Appeals Board

City Manager Heydlauff recalled that the City enacted an ordinance to limit and regulate Short Term Rentals in 2020. As part of this ordinance, an appeals board was included to hear appeals when the enforcement officer may penalize or revoke a license for cause.

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

Motion by Bryan, second by Parr to approve Resolution 2021-07-03 and appoint Tim Kish, Shirley Gibson, and Carol Sullivan to the board.

CITY OF CHARLEVOIX RESOLUTION NO. 2021-07-03 SHORT TERM RENTALS APPEALS BOARD

WHEREAS, *the City of Charlevoix has adopted an ordinance to regulate short-term rentals within the City; and*

WHEREAS, *the City of Charlevoix Short-Term Rentals Ordinance provides for a procedure to appeal from the denial, suspension, or revocation of a short-term rental registration; and*

WHEREAS, *the City of Charlevoix Short-Term Rentals Ordinance provides that the Short Term Rentals Appeals Board shall conduct show cause hearings as to why short-term rental registrations shall not be revoked; and*

WHEREAS, *the Charlevoix City Council wishes to establish the Short Term Rentals Appeals Board consisting of three persons who serve at the pleasure of the City Council.*

NOW THEREFORE BE IT RESOLVED, *that the Charlevoix City Council hereby establishes the Short Term Rentals Appeals Board, whose initial members shall be Tim Kish, Shirley Gibson, and Carol Sullivan and whose appointment shall take effect immediately.*

RESOLVED *this 19th day of July 2021 A.D.*

Resolution was adopted by the following yea and nay vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell

Nays: None

Absent: Hagen

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- Former Councilmember Dennis Kusina passed away and the Mayor called for a moment of silence
- EMS vehicles were transferred to the Lake Charlevoix EMS Authority; the Authority takes over operations on July 26
- Aquapalooza was a successful kickoff to Venetian week

C. Mayor & Council Comments

- Council collectively wished everyone a Happy Venetian Festival

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 6:14 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Regular Accounts Payable – 07/20/2021

ABRAMOWSKI, DWAIN M.	50.00	MCCARDEL CULLIGAN-PETOSKEY	51.50
ACCUMED GROUP, THE	2,714.73	MDC CONTRACTING LLC	2,100.00
AIRGAS USA LLC	78.86	MERIT NETWORK INC	3,150.00
ALL-PHASE ELECTRIC	1,017.10	MICHAUD, CHRISTINE	53.49
AMAZON CAPITAL SERVICES	4,027.34	MICHIGAN ASSOCIATION OF PLANNING	675.00
APOLLO FIRE EQUIPMENT	169.22	MICHIGAN MUSHROOM MARKET LLC	105.00
AT YOUR SERVICE PLUS INC	125.00	MIKE'S GLASS	150.00
AT&T	71.65	MYNORTH MEDIA	2,000.00
AVFUEL CORPORATION	123,941.59	NAVIA BENEFIT SOLUTIONS	50.00
BAKER VEHICLE SYSTEMS	183.12	New Pig Corporation	834.63
BANDIT INDUSTRIES INC	458.32	NEXT-LEVEL SANDBAG	940.00
BAUM, DON	35.37	NORTHERN MICHIGAN DUST CONTROL	1,870.00
BLARNEY CASTLE OIL CO	552.50	NORTHWEST FIRE	216.30
BOUND TREE MEDICAL LLC	895.67	OHM ADVISORS	10,222.25
BOX WHEELCHAIRS/AMDF INC	132.81	OLESON'S FOOD STORES	247.43
BOYNE CITY POLICE DEPARTMENT	100.00	O'REILLY AUTOMOTIVE INC	47.44
CCP INDUSTRIES INC	293.40	OTEC	35.00
CHARLEVOIX SCREEN MASTERS INC	1,020.25	OUDBIER INSTRUMENT CO	749.00
CHARLEVOIX VENETIAN FESTIVAL	15,000.00	PEARSALL CONSTRUCTION	3,670.56
CINTAS	109.91	PERFORMANCE ENGINEERS INC	460.00
CINTAS CORPORATION	121.06	PICOTTE, DIANE	30.00
CITY OF CHARLEVOIX - UTILITIES	37,668.90	POWER LINE SUPPLY	3,869.44
D & D ELECTRONICS	1,901.63	PREIN & NEWHOF	300.00
DAGWELL, JAMES C III	600.00	PRESTON FEATHER	212.88
EJ USA INC.	4,625.52	PROTEC	314.13
ELECTIONSOURCE	125.00	SAUL, GINNIE	200.00
ELLSWORTH FARMER'S EXCHANGE	1,609.66	SCHAEFER, RICHARD	82.66
EMERGENCY MEDICAL PRODUCTS	53.55	SHARROW MASONRY INC	650.00
EMMET COUNTY SHERIFF'S OFFICE	600.00	SHINDORF BUILDERS	3,693.00
E-Z-GO A TEXTRON COMPANY	1,744.80	SKEEL, AMANDA	53.49
FARMER WHITE'S	386.00	SMITH, HALEY	75.00
GALLS LLC	107.70	SPARTAN DISTRIBUTORS INC	89.21
GANNETT HOLDINGS- OHIO	239.20	SPARTAN STORES LLC	91.04
GOLDEN HILLS MAPLE SYRUP	23.00	SPRINGFIELD INC.	1,338.00
GREAT LAKES ELEVATOR LLC	429.38	STATE AND MASON LLC	1,000.00
GREAT LAKES ENERGY	233.38	SWANSON K & D INC	2,280.00
GRP ENGINEERING INC.	3,167.50	TELNET WORLDWIDE	256.00
GUNTZVILLER, RHONDA	1,072.00	Tillie's Tafel	31.00
HACH COMPANY	928.43	TRI-LAKES APPLIANCE REPAIR INC	421.00
HALLBERG, JASON	15.00	TUBERGEN, JANET	100.00
HOGARTH'S PEST CONTROL INC.	300.00	UNIFIRST CORPORATION	523.17
HYDE SERVICES LLC	326.08	UNIVERSAL CREDIT SERVICES INC	32.66
HYDRO CORP	539.50	USA BLUE BOOK	3,116.24
IDEXX DISTRIBUTION INC.	1,141.72	UTILITIES INSTRUMENTATION SERVICE	1,510.44
IPS GROUP INC	855.00	VILLAGE GRAPHICS INC.	142.85
JACKLIN STEEL SUPPLY CO	233.30	WEST MARINE PRO	425.70
JACOBS, MARC	50.00	WILMOT ELECTRIC INC	253.32
KENDALL ELECTRIC INC.	2,868.27	WORK 'N PLAY SHOP	325.05
KSS ENTERPRISES	2,194.81	XEROX FINANCIAL SERVICES	168.84
LAKESHORE COUNTRY FARM	32.00	ZIIBIMIJWANG INC	318.00
LANDSCAPE FORMS INC	3,120.00	LAKE CHARLEVOIX EMS AUTHORITY	66,036.39
LASER PRINTER TECHNOLOGIES	547.00	TOTAL	335,021.34
LOTTIE'S BAGELS	418.00		
MARCO LLC	200.00		

ACH Payments – 07/02/2021 to 07/12/2021

PROXIMITY SPACE INC	111.92	STATE OF MI (WITHHOLDING TAX)	7,518.43
AMG PAYMENT SOLUTIONS	660.68	VANTAGEPOINT (401 ICMA PLAN)	912.08
MI PUBLIC POWER AGENCY	25,476.87	VANTAGEPOINT (457 ICMA PLAN)	20,333.25
PAYMENT SERVICE NETWORK INC	244.10	VANTAGEPOINT (ROTH IRA)	1,180.76
DTE ENERGY	2,204.52	MI PUBLIC POWER AGENCY	22,961.21
STATE OF MI (SALES TAX)	25,490.90	TOTAL	156,928.97
IRS (PAYROLL TAX DEPOSIT)	49,484.25		
ALERUS FINANCIAL (HCSP)	350.00		

Payroll Net Pay – Check Date 07/09/2021

KURTZ, LUTHER J.	886.56	BRYAN JR, GREGORY T.	433.89
HAGEN, AARON W.	524.08	SLATER, JOHN B.	367.81
KALBFELL, JANET P.	489.45	PARR, PHILIP M.	334.78

KNAPP, MARK D.	334.78	MCDERMOTT, DENNIS J.	1,856.11
HEYDLAUFF, MARK L.	3,175.97	EVANS JR, HALBERT K.	562.62
GOLDING, JOYCE M.	2,221.28	JASURDA, DONALD J.	766.65
DEROSIA, PATRICIA E.	988.86	DORST, KRISTA M.	735.26
DOTSON, LINDSEY J.	1,455.09	PARRISH, SAMANTHA K.	702.47
KLOOSTER, ALIDA K.	2,175.68	MEEHAN, MAXIMUS M.	709.20
GOLOVICH, KAREN J.	974.82	WHITE III, MARCUS W.	950.49
BARNEVELD, RICHELLE L.	1,243.38	CUNNINGHAM, ABIGAIL A.	753.86
SCHULZ, GINNY L.	1,462.22	JAREMA, CAROLINE J.	843.22
MILLER, FAITH G.	25.46	PRIMAK, JACOB L.	858.68
MCGINN, KELLY A.	2,120.12	CURTIS, LILY E.	851.36
SCHEEL, CRESTON R.	430.89	MAY, MEREDITH A.	1,244.65
DOAN, GERARD P.	2,466.10	PETROSKY, JACOB D.	527.95
SCHOLEY, ROBERT W.	1,627.58	SPRAGUE, CHEYENNE L.	793.86
UMULIS, MATTHEW T.	918.73	WALKER, SAVANNAH P.	905.31
ORBAN, BARBARA K.	1,358.87	SHRIFT, EMILY K.	714.15
RILEY, DENISE M.	454.74	KIRINOVIC, THOMAS F.	345.92
MUNK, CHRISTOPHER J.	1,341.55	WAGNER, KIRSTEN M.	632.06
SCHICK, TIELER R.	1,346.47	SHEETS, SOPHIA R.	724.82
STEWART, MORGAN J.	1,456.22	MOOAR, ISAAK S.	443.45
MATELSKI, KRISTEN L.	1,382.24	COFFEY, JASON J.	462.16
BINGHAM, LARRY E.	943.07	DRENTH, DOUGLAS A.	183.47
MACGILLIVRAY, ROGER	736.93	RITTER, DAVID M.	532.88
WESTRICK, AARON J.	443.45	GILL, DAVID R.	956.89
MILLER, ZACHARY S.	908.99	MASSON, DONALD J.	519.47
WURST, RANDALL W.	1,363.98	LABLANCE, MAUREEN J.	325.58
HILLING, NICHOLAS A.	2,157.73	LIVINGSTON, BRIAN D.	1,814.94
MEIER III, CHARLES A.	1,606.13	STANLEY, MARK J.	57.71
ZACHARIAS, STEVEN B.	2,034.05	KLOOSTER, PATRICK H.	468.66
NEWMAN, MARK J.	1,743.65	WAY, KRISTINA M.	143.37
GRIFFITH, JOHN J.	2,995.57	DIETRICH, ARLENE M.	185.31
EATON, BRAD A.	2,711.64	BERRY, ROBERT J.	106.38
WILSON, TIMOTHY J.	3,153.33	WYMAN, MATTHEW A.	1,710.07
LAVOIE, RICHARD L.	2,308.70	MILLER, WILLIAM S.	1,711.21
STEVENS, BRANDON C.	2,996.94	DOUGLAS, MARK	1,398.84
DRAVES, MARTIN J.	2,365.98	MCCRANEY, RUSSELL R.	198.28
ANDERSON, ELIZABETH A.	1,234.97	FRATRICK, JOSEPH W.	701.64
KENWABIKISE, DAVID L.	1,106.38	CARSON, SAWYER J.	154.17
ELLIOTT, PATRICK M.	3,065.84	PAALMAN, STEPHEN J.	1,078.47
SCHWARTZFISHER, JOSEPH	1,320.82	MC MULLEN, DONALD R.	1,802.20
BRADLEY, KELLY R.	1,281.76	SILVA, JESSE L.A.	1,502.82
HART II, DELBERT W.	1,715.17	JOHNSON, MELISSA A.	1,328.18
JONES, ROBERT F.	1,368.56	STEPHENS, LYON G.	3.07
FARRELL, MITCHELL L.	1,396.54	TRAVERS, MANUEL J.	2,574.35
THORP JR, WILLIAM D.	1,408.41	HOSLER, ERIK R.	1,264.15
LEITNER, RYAN S.	1,618.37	MOYER, NATHAN I.	2,008.23
FERGUSON, ROYCE L.	1,556.13	HOLLOWACH, ROGER E.	2,106.21
DORAN, JUSTIN J.	2,173.13	AZZOPARDI, ANTHONY J.	1,417.06
NEDWICK, DAVID J.	149.61	RILEY, CASEY W.	485.30
FREY, DYLAN V.	762.35	JONES, LARRY M.	507.62
HART III, DELBERT W.	899.50	MOYER, DAVID T.	231.03
DOTSON, WILLIAM R.	353.73	WHEELER, MICHAEL W.	249.49
BEMIS, JACKSON R.	775.45	CORNELL, BRITTA J.	1,326.79
FINNERTY, HOLLY E.	876.58	PECK, JARICA L.	385.44
CRANDELL, ZACKARY R.	752.33	FALKENBERG, AMANDA M.	672.37
BLAIN, TAYLOR W.	498.13	WELLS, JANINNA J.	201.53
FRANCE JR, JAMES A.	1,403.04	JOSLIN, ISABELLE G.	523.90
RABIDEAU, JACOB L.	759.62	WHITLEY, ANDREW T.	2,276.80
MORGRIDGE, ALEXANDER J.	685.57	MORRISON, KEVIN P.	1,604.14
SPEER, KEEGAN L.	775.59	SNYDER, JACOB M.	743.27
KNORR, KENT J.	1,999.54	TOTAL	143,734.70
ANZELL, BETH A.	1,345.76		
STEBE, LAURA A.	138.52		

Payroll Transmittal – 07/09/2021

4FRONT CREDIT UNION	1,118.00	EQUITABLE FINANCIAL LIFE INSURANCE	348.78
4FRONT CREDIT UNION	427.00	INSTANT CASH	159.03
AMERICAN FAMILY LIFE	479.51	MI STATE DISBURSEMENT UNIT	429.88
CALIF STATE DISBURSEMENT UNIT	92.19	POLICE OFFICERS LABOR COUNCIL	251.25
CHAR EM UNITED WAY	70.00	PRIORITY HEALTH	1,535.31
CHARLEVOIX STATE BANK	632.00	TOTAL	7,336.45
CHARLEVOIX STATE BANK	867.00		
COMMUNICATION WORKERS OF AMER	652.33		
DISCOVER BANK	274.17		