

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, September 20, 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. 2020-21 Fiscal Year Financial Audit Presentation

A representative from the City's auditor, Rehmann Robson presented the findings of the audit for the year ended March 31, 2021, as well as a general overview of the financial health of 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 – September 7, 2021
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – September 21, 2021
 - b. ACH Payments – September 2, 2021 to September 17, 2021
 - c. Payroll Check Register – September 17, 2021
 - d. Payroll Transmittal – September 17, 2021
 - e. Tax Disbursement – September 21, 2021
- C. Annual Electric Meter Testing for \$15,000 – Paul's Meter Testing
- D. MPPA Capacity Purchase for \$174,000
- E. Accept FY 2021 Audit Report
- F. Employee Handbook Update, Dated September 20, 2021

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

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

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing: International Property Maintenance Code Ordinance

Zoning Administrator Scheel stated that currently the City does not have any type of property maintenance code. The only tool the City has to address dilapidated structures is the City's Dangerous Building's Ordinance. To initiate an action using the Dangerous Building Ordinance a structure must be significantly degraded or damaged, usually to the point that it is economically unfeasible to repair or restore the structure. He noted that the Planning Commission has reviewed the International Property Maintenance Code and recommended approval by City Council. Zoning Administrator Scheel discussed a draft policy on how to administer the code.

Mayor Kurtz opened the item to public comments, and two were heard.

Motion by Kalbfell, second by Slater to set a public hearing to receive input regarding the adoption of the International Property Maintenance Code for October 18, 2021, at 6 p.m. in Council Chambers of City Hall. Motion carried by unanimous voice vote.

B. Public Hearing: Winter Parking Ordinance

The public hearing was opened at 6:46 p.m. City Manager Heydlauff recalled that last winter, the Planning Commission reviewed overnight, on-street parking rules. He noted that if Council agrees to adopt this, we can have signage (as needed) ready by December 1 when this would go into effect for most streets. DPW Superintendent Elliott offered some language updates from the draft Council first reviewed and the City Manager recommended that Council adopt this version of the ordinance.

Mayor Kurtz opened the item to public comments, and four were heard.

AN ORDINANCE TO AMEND TITLE VII, CHAPTER 70.04, SECTION (X) 8.25 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title VII, Chapter 70.04, Section (X) 8.25 of the City of Charlevoix Code is hereby repealed and replaced as follows:

Sec.8.25. All Night Parking

- (1) *Time and manner of permitted parking. Unless otherwise marked, the following standards apply between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1, on-street parking for vehicles (motorized and non-motorized), trailers, equipment, etc., here after referred to as vehicles, shall only be permitted on all public streets within the city only as follows, unless otherwise authorized by the city manager:*
 - a. *Odd-numbered dates. On all odd-numbered dates, all vehicles shall be parked on the odd-numbered side of the street. Odd-numbered dates shall mean the first, third, fifth, seventh, ninth, 11th, 13th, 15th, 17th, 19th, 21st, 23rd, 25th, 27th, 29th and 31st days of each month.*
 - b. *Even-numbered dates. On all even-numbered dates, all vehicles shall be parked on the even-numbered side of the street. Even-numbered dates shall mean the second, fourth, sixth, eighth, 10th, 12th, 14th, 16th, 18th, 20th, 22nd, 24th, 26th, 28th, and 30th days of each month.*
 - c. *Odd-numbered side of street. The "odd-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by odd-numbered addresses. Odd-numbered addresses shall be those that end with a digit that is a 1, 3, 5, 7, or 9.*
 - d. *Even-numbered side of street. The "even-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by even-numbered addresses. Even-numbered addresses shall be those that end with a digit that is a 0, 2, 4, 6, or 8.*
- (2) *Central business district exception. The provisions in this section shall not apply to public streets within the Central Business District zone. Within the Central Business District zone, no vehicle shall be parked on any public street between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1.*
- (3) *Overnight parking not allowed on specific streets at any time. Overnight parking is not allowed on the following streets between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1: Belvedere Ave./Ferry Ave., Burns St. from Petoskey Ave. (US-31) to Division St., W. Carpenter St., Division St., W. Garfield Ave. from Bridge St. to Grant St., Grant St., W. Hurlbut Ave. between Bridge St. and State St., May St. between E. Carpenter Ave. from Bridge St. to May St. and E. Garfield Ave. Bridge St. to May St., Meech St., Michigan Ave. between Division St. and Petoskey Ave. (US-31), and State St.*
- (4) *Overnight parking in City lots. Overnight parking in designated city lots may be allowed by permit only.*
 - a. *Permits issued. Residents who reside in the Central Business District (north of Antrim Street and east of State Street to the Pine River Channel and Round Lake) may receive permits for their vehicles.*
 - b. *Maximum time for parking. The maximum time limit for parking in City lots shall be 24 hours.*
 - c. *Overnight parking lots. Residents with a parking permit may park overnight in marked areas in the Dewitt lot; the Central lot; and the Kusina lot.*
- (5) *Violations. Any person who violates any provision herein shall be responsible for a civil infraction, the fine for which City Council may, from time to time, set by resolution.*

SECTION 2. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 3. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 827 was adopted on the 20th day of September 2021 A.D., by the Charlevoix City Council as follows:

Motion by: Parr

Second by: Hagen

Yeas: Hagen, Kalbfell, Parr, Slater, Knapp

Nays: Bryan

Absent: None

State of Michigan }
City of Charlevoix } §

The public hearing was closed at 6:55 p.m.

7. All Other Actions & Requests

A. Grant Application to Support Winter Vibrancy

DDA Director Dotson requested permission for Charlevoix Main Street DDA, Recreation Department and Visit Charlevoix to apply for

a Charlevoix County Community Foundation grant to support “winter vibrancy” initiatives. The requested amount will be \$10,000 with required matching funds being split between the partnering entities.

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

Motion by Kalbfell, second by Hagen to approve submitting a grant application to the Charlevoix Community Foundation to support winter vibrancy placemaking initiatives. Motion carried by unanimous voice vote.

8. Reports & Communications

- Public Comments
 - Leilani Durbin felt that several sidewalks were unusable due to encroaching landscaping
- City Manager Comments
 - Thank you to two more generous donors for the dog park
 - Absentee ballots were mailed today for the November election
 - There is interest in the Bridge Street property RFP
- Mayor & Council Comments
 - Bryan recalled that former Councilmember Perron would have been excited for this evening’s Lions vs. Packers game
 - Kalbfell stated that the winter snow removal program for seniors will be implemented again, and a senior flu vaccination clinic is scheduled for October 21st

9. Other Council Business

Motion by Kalbfell, second by Parr to accept Richard Christner's resignation from the DDA. Motion carried by unanimous voice vote.

Motion by Parr, second by Hagen to appoint Annie Oosthuizen to the DDA [term expiring April 2025]. Motion carried by unanimous voice vote.

10. Adjourn

The Mayor adjourned the meeting at 7:10 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 09/21/2021			
ABRAMOWSKI, DWAIN M.	50.00	EJ USA INC.	2,296.26
ACE HARDWARE	4,740.47	ETNA SUPPLY	20,927.07
ADVANCED PAVEMENT MARKING LLC	8,544.00	EZ DOCK OIM	17,792.20
Airport Lighting Company	2,773.84	FARMER WHITE'S	329.00
AIS CONSTRUCTION EQUIPMENT	48.35	FASTENAL COMPANY	434.46
ALTEC INDUSTRIES INC	1,253.48	FIDELITY GOLF SERVICES LLC	284.00
AMAZON CAPITAL SERVICES	154.79	FLETCH'S	93.63
AT YOUR SERVICE PLUS INC	500.00	GINOP SALES INC	294.11
AT&T of Charlevoix	465.94	GOLDEN HILLS MAPLE SYRUP	42.00
AVFUEL CORPORATION	30,910.77	GOLF ASSOCIATION OF MICHIGAN	1,000.00
BE SLIGHTLY BETTER BAKERY	101.00	GORDON FOOD SERVICE	268.24
BELL EQUIPMENT COMPANY	1,570.00	GRAINGER	1,162.05
BRADY'S CARPET CLEANING INC	1,723.84	GREAT LAKES PIPE & SUPPLY	358.00
CARQUEST OF CHARLEVOIX	9,681.70	GRIFFITH, JOHN J	245.28
CB RUTKOW ENTERPRISES LLC	25,000.00	GUNTZVILLER, RHONDA	451.00
CHARLEVOIX PUBLIC LIBRARY	30,000.00	HACH COMPANY	638.34
CHARLEVOIX SCREEN MASTERS INC	497.50	HARRELL'S LLC	2,196.60
CHARLEVOIX STATE BANK	26,885.72	HOLIDAY LIGHTING SERVICE	13,594.00
CHARLEVOIX TOWNSHIP	33,099.25	HUNTINGTON NATIONAL BANK	350,550.00
CHARTER COMMUNICATIONS	59.43	HYDRO CORP	539.50
CINTAS	117.64	IPS GROUP INC	1,194.00
CITY OF CHARLEVOIX - MISC	73,134.82	JESS CONSTRUCTION CO. INC.	2,575.00
CITY OF CHARLEVOIX - MISC	13,922.51	KSS ENTERPRISES	262.97
CITY OF CHARLEVOIX - UTILITIES	54,305.11	LAKE CHARLEVOIX EMS AUTHORITY	48,755.82
CLOTHING COMPANY, THE	100.00	LAKE FOREST BAKING COMPANY	89.00
CONSTANT CONTACT INC	378.00	LASER PRINTER TECHNOLOGIES	89.00
CONWAY PROFESSIONAL SERVICES	10,488.00	LEADERSHIP CHARLEVOIX COUNTY	950.00
CRYSTAL FLASH ENERGY	1,413.14	LITTLE TRAVERSE DISPOSAL LLC	2,275.00
DARRAH, ERICKA	182.17	LOTTIE'S BAGELS	237.00
DHASELEER, CARL	405.00	LOUGHMILLER, JOHN	429.47
DORNBOS SIGN INC	1,165.00	MACGREGOR PLUMBING & HEATING	1,033.00
DRENTH, DOUGLAS A	150.00	MARTINCHEK, DEBRA	209.45
DUTCH OVEN BAKERY, THE	539.00	MCDERMOTT, DENNIS J.	167.01
DVORACEK, SARAH	241.92	MICHAEL MURPHY IV PHOTOGRAPHY	250.00

MICHIGAN OFFICEWAYS INC	1,263.55	REVOLUTION BIKE LLC	4,104.90
MIKE'S MUSTARD	70.00	SASSE, SHAWN	92.00
MUNSON HOME SERVICES	3,844.30	STAFFORD'S WEATHERVANE	50.00
MYNORTH MEDIA	2,350.00	STATE OF MICHIGAN	701.76
NAVIA BENEFIT SOLUTIONS	50.00	STATE OF MICHIGAN	270.00
NMICHIGAN HEALTH LOGISTICS SVCS	1,870.00	STIMPSON, JOHN	208.00
NORTH COUNTRY CRITTERS	38.00	STRICKER'S OUTDOOR POWER EQUIP	229.20
NORTHERN A-1 ENVIRONMENTAL SVCS	976.66	STRYKER SALES LLC	155.18
NORTHWEST FIRE	285.50	TARGET SPECIALTY PRODUCTS	259.71
OAKLEY, KEN	88.75	TERMINAL SUPPLY CO	346.19
OHM ADVISORS	10,110.00	Tillie's Tafel	100.00
OLESON'S FOOD STORES	780.60	TRUCK & TRAILER SPECIALTIES	681.54
OLSON BZDOK & HOWARD	5,239.00	UNIFIRST CORPORATION	142.18
ORBAN, BARBARA K.	308.40	USA BLUE BOOK	3,459.40
OSCAR W LARSON COMPANY	675.44	VERDIN COMPANY, THE	1,099.00
POWER LINE SUPPLY	1,875.97	VILLAGE GRAPHICS INC	755.54
PREIN & NEWHOF	990.00	WILBERT BURIAL VAULT CO	1,516.08
PRO IMAGE DESIGN - PETOSKEY	4,275.00	WINNIE'S ORIGINALS LLC	91.00
PROVIDENCE FARM LLC	945.00	WORK 'N PLAY SHOP	238.38
Q1 SPORT	214.60	XEROX FINANCIAL SERVICES	168.84
QUILL LLC	373.45	ZIIBIMIJWANG INC	207.00
RAECKE, MICHAEL	40.00	TOTAL	1,185,692.62
RCL CONSTRUCTION CO INC	327,537.65		

ACH Payments – 09/02/2021 to 09/17/2021

PROXIMITY SPACE INC	104.09	ALERUS FINANCIAL (HCSP)	350.00
AMG PAYMENT SOLUTIONS	906.94	STATE OF MI (WITHHOLDING TAX)	8,278.68
PAYMENT SERVICE NETWORK INC	246.50	VANTAGEPOINT (401 ICMA PLAN)	957.68
MI PUBLIC POWER AGENCY	15,263.29	VANTAGEPOINT (457 ICMA PLAN)	23,587.60
NEOFUNDS BY NEOPOST	2,000.00	VANTAGEPOINT (ROTH IRA)	1,080.76
DTE ENERGY	1,937.33	MERS (DEFINED BENEFIT PLAN)	62,300.11
STATE OF MI (SALES TAX)	38,871.45	TOTAL	238,401.34
MI PUBLIC POWER AGENCY	23,328.45		
IRS (PAYROLL TAX DEPOSIT)	67,188.46		

Payroll Net Pay – Check Date 09/17/2021

HEYDLAUFF, MARK L.	3,061.66	KENWABIKISE, DAVID L.	1,200.04
DVORACEK, SARAH J.	1,936.47	ELLIOTT, PATRICK M.	3,065.84
GOLDING, JOYCE M.	1,920.62	SCHWARTZFISHER, JOSEPH	1,070.49
DEROSIA, PATRICIA E.	988.86	BRADLEY, KELLY R.	1,606.35
DOTSON, LINDSEY J.	1,455.10	HART II, DELBERT W.	1,580.51
KLOOSTER, ALIDA K.	1,787.66	JONES, ROBERT F.	582.86
GOLOVICH, KAREN J.	1,067.26	FARRELL, MITCHELL L.	1,577.59
BARNEVELD, RICHELLE L.	1,257.83	THORP JR, WILLIAM D.	1,553.91
SCHULZ, GINNY L.	1,462.22	LEITNER, RYAN S.	1,369.74
MCGINN, KELLY A.	1,673.43	FERGUSON, ROYCE L.	1,643.71
SCHEEL, CRESTON R.	416.79	DORAN, JUSTIN J.	2,173.13
DOAN, GERARD P.	2,466.09	FREY, DYLAN V.	473.34
SCHOLEY, ROBERT W.	2,087.34	HART III, DELBERT W.	805.14
UMULIS, MATTHEW T.	1,191.73	DOTSON, WILLIAM R.	155.06
ORBAN, BARBARA K.	1,564.23	FINNERTY, HOLLY E.	795.63
RILEY, DENISE M.	447.74	CRANDELL, ZACKARY R.	482.57
MUNK, CHRISTOPHER J.	1,532.81	FRANCE JR, JAMES A.	1,149.62
SCHICK, TIELER R.	1,769.62	RABIDEAU, JACOB L.	676.19
STEWART, MORGAN J.	1,657.61	KNORR, KENT J.	1,999.54
MATELSKI, KRISTEN L.	1,382.25	ANZELL, BETH A.	1,345.75
BINGHAM, LARRY E.	803.86	STEBE, LAURA A.	40.41
MACGILLIVRAY, ROGER	713.81	MCDERMOTT, DENNIS J.	1,856.11
WESTRICK, AARON J.	319.80	WHITE III, MARCUS W.	847.76
WURST, RANDALL W.	1,996.73	PISCHNER, JONATHON M.E.	142.22
HILLING, NICHOLAS A.	1,829.24	KIRINOVIC, THOMAS F.	569.46
MEIER III, CHARLES A.	1,627.17	SMITH, ELLERY S.	247.46
ZACHARIAS, STEVEN B.	1,722.09	MOOAR, ISAAK S.	96.90
NEWMAN, MARK J.	1,533.74	COFFEY, JASON J.	580.49
LOUGHMILLER, JOHN A.	1,822.48	DRENTH, DOUGLAS A.	469.78
GRIFFITH, JOHN J.	2,995.57	RITTER, DAVID M.	419.36
EATON, BRAD A.	2,773.84	GILL, DAVID R.	1,065.87
WILSON, TIMOTHY J.	2,770.79	LABLANCE, MAUREEN J.	256.45
LAVOIE, RICHARD L.	2,271.45	LIVINGSTON, BRIAN D.	1,891.80
STEVENS, BRANDON C.	3,202.23	STANLEY, MARK J.	51.94
DRAVES, MARTIN J.	2,745.50	KLOOSTER, PATRICK H.	548.32
ANDERSON, ELIZABETH A.	1,330.70	WAY, KRISTINA M.	116.83

DIETRICH, ARLENE M.	84.97	MCMULLEN, DONALD R.	31,805.59
BERRY, ROBERT J.	233.02	WHITLEY, ANDREW T.	2,624.97
WYMAN, MATTHEW A.	1,976.43	MORRISON, KEVIN P.	1,730.54
MILLER, WILLIAM S.	1,422.36	COX, RONALD L.	311.87
DOUGLAS, MARK	1,336.14	TOTAL	140,809.19
MCCRANEY, RUSSELL R.	1,664.43		
FRATRICK, JOSEPH W.	921.03		
PAALMAN, STEPHEN J.	603.35		

Payroll Transmittal – 09/17/2021

4FRONT CREDIT UNION	1,068.00	DISCOVER BANK	347.40
AMERICAN FAMILY LIFE	479.51	EQUITABLE FINANCIAL LIFE INSURANCE	305.78
CALIF STATE DISBURSEMENT UNIT	92.19	MI STATE DISBURSEMENT UNIT	116.55
CHAR EM UNITED WAY	20.00	PRIORITY HEALTH	1,552.98
CHARLEVOIX STATE BANK	785.00	TOTAL	5,445.49
COMMUNICATION WORKERS OF AMER	678.08		

Tax Disbursement – 09/21/2021

CHARLEVOIX COUNTY TREASURER	2,985.48	CHARLEVOIX PUBLIC SCHOOLS	29,425.24
CHARLEVOIX COUNTY TREASURER	736,533.83	CITY OF CHARLEVOIX - TAXES DUE	860,933.74
CHARLEVOIX PUBLIC SCHOOLS	920,753.60	CORELOGIC CENTRALIZED REFUNDS	8,629.37
CHARLEVOIX PUBLIC SCHOOLS	79,997.07	O'REILLY AUTOMOTIVE INC	1,618.77
CHARLEVOIX PUBLIC SCHOOLS	140,139.85	STATE OF MICHIGAN	15,198.22
CHARLEVOIX PUBLIC SCHOOLS	24,853.77	TOTAL	2,821,068.94