

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, October 18, 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: Aaron Hagen, Janet Kalbfell, Brian Slater
Members Absent: Phil Parr, Greg Bryan, Mark Knapp
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding
Deputy Clerk: Sarah Dvoracek

3. Presentations

- A. Recognize Officer Barbara Orban
Chief Doan presented Officer Barbara Orban with the Lifesaving Award for her heroic actions regarding the fire at the Captains Watch condominiums complex. Council and the public showed their appreciation to Officer Orban.
- B. Report on Short Term Rental Ordinance
Zoning Administrator Scheel presented the annual report to Council per the Short-Term Rental Ordinance (STR). The 80 STR rental licenses took approximately ten months to fill and there are currently seven property owners on the wait list. Zoning Administrator Scheel stated overall the STR has been successful however enforcing takes about 40-50% of his time, the seasonal enforcement officer was an extreme help. Four properties took up most of the enforcement issues which all have now been resolved. The most common complaints were trash cans being left out, fires, noise, and parking. There were 40 illegal rental actions notices sent out to property owners and now to date there are only four properties that are in enforcement action.

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 – October 4, 2021
B. Accounts Payable and Payroll Check Registers
 a. Regular Accounts Payable Check Register – October 15, 2021
 b. Payroll Check Register – October 15, 2021
 c. Payroll Transmittal – October 15, 2021
 d. Tax Disbursement – October 19, 2021
C. General Liability & Property Insurance 2021-22 Renewal - Policy with the Michigan Township Participating Plan
D. Audit Contract Extension – Rehmann Robson Extension Letter 2022-2025

Kalbfell stated there was an error in the draft minutes from October 4, 2021, under Mayor & Council Comments, the minutes stated, Kalbfell suggested the DNR review the city's marina this fall, but when in fact Kalbfell stated that Council should meet and discuss the marina as a whole in regard to the DNR presentation that was given a year ago as recommended by the DNR.

Motion by Hagen, second by Slater to approve the Consent Agenda with the amendment to the draft minutes as stated above.

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

6. Public Hearings & Actions Requiring Public Hearings

- A. Public Hearing: International Property Maintenance Code (IPMA) Ordinance
The Mayor opened the public hearing at 6:14 p.m. Zoning Administrator Scheel stated blight has been a concern in the city. The blight ordinance has been successful in some cases but lacks the necessary processes to address buildings that need repair, the purpose of the IPMA is to enforce repairs prior to the building needing to be demolished. City Manager Heydlauff stated all council members were required to vote on an ordinance, so he suggested adopting the enforcement policy tonight and then consider the ordinance at a later date.

Mayor Kurtz opened the item to public comment and two people were in favor. The public hearing was closed at 6:23 p.m.

Motion by Kalbfell, second by Hagen to approve the Code Enforcement Policy for the International Property Maintenance Code. Motion carried by unanimous voice vote.

7. All Other Actions & Requests

A. Compensation Commission Recommendation

Pursuant to the Charlevoix City Charter (Section 2.11) and the Charlevoix City Code (Title III, Chapter 32), the Compensation Commission met recently. City Manager Heydlauff stated the Commission recommended to increase the Mayor's base salary by \$600 and the Council's base salary by \$800. He noted if Council agrees with the recommended amounts provided by the Compensation Commission no action is needed.

Mayor Kurtz opened the item to public comment, and two were heard in favor.

Council took no action.

8. Reports & Communications

A. Public Comments

- Lelani Durbin stated Petoskey constructs 1,000 feet of sidewalk annually, she suggested the City do something similar since we market ourselves as a walkable community.
- Shirley Gibson suggested instead of constructing sidewalks and gardens the city should build more local homes.

B. City Manager Comments

- Thanked Officer Orban for heroic actions and for her being a great example to our community.
- Thanked Chief Doan for filling in for him at the last meeting while he attended the ICMA Convention in Portland, OR.
- Interesting themes from the conference included the shift in economic development.
- Ferry Beach Corridor Study will occur on Thursday, October 21st at 5:30 pm, the public is welcome.

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

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 6:37 p.m.

Sarah J. Dvoracek

Deputy City Clerk

Luther Kurtz

Mayor

Regular Accounts Payable – 10/15/2021

3MPH PLANNING AND CONSULTING	1,200.00	CITY OF CHARLEVOIX - MISC	639.67
ACE HARDWARE	2,023.06	CITY OF CHARLEVOIX - PETTY CASH	353.25
ALL-PHASE ELECTRIC	706.29	CITY OF CHARLEVOIX - UTILITIES	59,525.73
ALTEC INDUSTRIES INC	297.12	CLEAR WATER PLUMBING & HEATING	346.30
ALWORDEN, KANDYCE	75.00	CONWAY PROFESSIONAL SERVICES	13,708.00
AMAZON CAPITAL SERVICES	320.45	COWBOY KILLERS LLC	700.00
AMERICAN LEGAL PUBLISHING CORP	20.00	CROSS CUT CONCRETE CUTTING	150.00
APX INC.	31.79	CURREY FARMS LLC	47.00
AT YOUR SERVICE PLUS INC	875.00	DELL MARKETING LP	1,112.95
AVFUEL CORPORATION	125,432.36	DHASELEER, CARL	174.00
AXON ENTERPRISE INC	1,560.03	DIGITAL DOLPHIN	349.90
BARRON TITLE AGENCY	296.39	DUKE, TOM	48.29
BEAVER RESEARCH COMPANY	88.16	DVORACEK, SARAH	34.05
BECKETT & RAEDER	1,667.92	EASYPOND POND PRODUCTS	179.58
BELL EQUIPMENT COMPANY	285.06	EJ USA INC.	583.67
BERG, REBECCA	183.00	ETNA SUPPLY	1,970.00
BERGMANN MARINE	250.00	FAMILY FARM & HOME	1,653.65
BRYAN, GREG	166.80	FASTENAL COMPANY	852.08
CARBONELL, JUAN	91.06	FLETCH'S	445.91
CCH INCORPORATED	719.95	FREEDOM MAILING SERVICES INC	2,400.63
CDW GOVERNMENT	2,680.03	GATEHOUSE MEDIA MI HOLDINGS	130.32
CHARLEVOIX AUTO	418.48	GRAINGER	70.75
CHARLEVOIX COUNTY TREASURER	498.37	GRAND TRAVERSE SAUCE COMPANY	118.00
CHARLEVOIX LAVENDER	81.00	GREAT LAKES ELEVATOR LLC	429.38
CHARLEVOIX SCREEN MASTERS INC	419.50	HACH COMPANY	2,169.00
CHARLEVOIX TOWNSHIP TREASURER	70.74	HEYDLAUFF, MARK L.	489.84
CHARTER COMMUNICATIONS	59.43	HYDE SERVICES LLC	205.60
CHEMICAL SYSTEMS INC.	3,840.00	HYDRO CORP	562.50
CINTAS	251.16	IDEXX DISTRIBUTION INC.	462.80

INDEPENDENT DRAFTING SERVICES	1,400.00	POWER LINE SUPPLY	14,334.45
JACK DOHENY COMPANY	25.03	PREIN & NEWHOF	1,640.00
JOHN E. GREEN COMPANY	279.03	PRESTON FEATHER	1,137.91
KALBFELL, JANET P.	253.60	PRO IMAGE DESIGN INC	460.28
KIRK, ARTHUR	614.94	PV BUSINESS SOLUTIONS	298.50
KSS ENTERPRISES	3,361.42	QT PETROLEUM ON DEMAND	1,425.00
KURTZ, LUTHER	152.80	QUILL LLC	475.85
LASER PRINTER TECHNOLOGIES	1,398.00	RANGE TELECOMMUNICATIONS	167.50
LITTLE TRAVERSE DISPOSAL LLC	680.00	RAPHAEL, HELEN	39.12
LOCAL DIFFERENCE LLC	100.00	REGULATORY COMPLIANCE SERVICES	8,803.55
LOTTIE'S BAGELS	35.00	RIETH-RILEY CONST CO INC	161.25
MANTHEI CONSTRUCTION	1,621.80	ROBINSON'S LANDSCAPING & NURSERY	12,630.00
MCCARDEL CULLIGAN-PETOSKEY	51.50	RON'S AUTO & WRECKER	607.00
METAL HEAD WELDING LLC	313.99	SPARTAN DISTRIBUTORS INC	950.65
METTLER TOLEDO INC	841.33	STATE OF MICHIGAN	57.00
MI MUNICIPAL TREASURERS ASSOC	150.00	STATE OF MICHIGAN	50.00
MICHIGAN CAT	8,451.97	STEVENS, PAULA	38.97
MICHIGAN ELECTRIC	17,900.00	SUMMIT FIRE PROTECTION	195.00
MICHIGAN OFFICEWAYS INC	937.25	TARGET SPECIALTY PRODUCTS	593.40
MILLER, JOSHUA	64.53	TELE-RAD INC	460.00
MONTEITH'S CARPET CLEANING	825.00	TELNET WORLDWIDE	216.96
MUNCHERS ON HOOVES LLC	1,875.00	TERMINAL SUPPLY CO	300.69
MURRAY'S CREATIONS	60.00	U.S. SAWS	1,643.35
MUTT MITT	1,939.75	UNIFIRST CORPORATION	1,875.11
MYNORTH MEDIA	350.00	UPPER CASE PRINTING INK.	1,131.00
NAVIA BENEFIT SOLUTIONS	50.00	VILLAGE GRAPHICS INC	108.00
NORTHERN LIGHTS FAMILY OUTFITTERS	618.00	WATERS EDGE DOCK & HOIST	7,850.00
NORTHWEST FIRE	74.00	WAY BUILDING CONTRACTORS INC	97.00
NW MI COG	24,832.50	WORK 'N PLAY SHOP	868.63
OLESON'S FOOD STORES	22.75	ZIIBIMIJWANG INC	66.00
OLSON BZDOK & HOWARD	5,654.51	ZIXCORP	11.25
O'REILLY AUTOMOTIVE INC	89.84		
PARIS, JIM	59.02	TOTAL	369,752.98
PERFORMANCE ENGINEERS INC	1,201.00		
PETALS	255.00		

ACH Payments – 10/04/2021 to 10/15/2021

MI PUBLIC POWER AGENCY	33,310.14	STATE OF MI (WITHHOLDING TAX)	5,598.15
AMG PAYMENT SOLUTIONS	626.85	VANTAGEPOINT (401 ICMA PLAN)	957.68
PAYMENT SERVICE NETWORK INC	249.30	VANTAGEPOINT (457 ICMA PLAN)	20,160.14
PROXIMITY SPACE INC	103.75	VANTAGEPOINT (ROTH IRA)	1,080.76
DTE ENERGY	2,222.32		
MI PUBLIC POWER AGENCY	26,867.72	TOTAL	153,997.29
STATE OF MI (SALES TAX)	24,827.71		
IRS (PAYROLL TAX DEPOSIT)	37,642.77		
ALERUS FINANCIAL (HCSP)	350.00		

Payroll Net Pay – Check Date 10/15/2021

HEYDLAUFF, MARK L.	3,058.50	WURST, RANDALL W.	1,298.27
DVORACEK, SARAH J.	2,239.35	HILLING, NICHOLAS A.	1,474.38
GOLDING, JOYCE M.	1,920.62	MEIER III, CHARLES A.	1,501.91
DEROSIA, PATRICIA E.	129.73	ZACHARIAS, STEVEN B.	1,782.57
DOTSON, LINDSEY J.	1,455.24	NEWMAN, MARK J.	1,555.35
KLOOSTER, ALIDA K.	1,787.52	LOUGHMILLER, JOHN A.	1,335.60
GOLOVICH, KAREN J.	997.94	GRIFFITH, JOHN J.	2,993.90
BARNEVELD, RICHELLE L.	1,233.42	EATON, BRAD A.	2,327.94
SCHULZ, GINNY L.	1,462.28	WILSON, TIMOTHY J.	2,781.50
MILLER, FAITH G.	33.08	LAVOIE, RICHARD L.	2,302.11
MCGINN, KELLY A.	1,662.58	STEVENS, BRANDON C.	2,436.17
SCHEEL, CRESTON R.	449.90	DRAVES, MARTIN J.	2,602.33
DOAN, GERARD P.	2,428.13	ANDERSON, ELIZABETH A.	1,322.90
SCHOLEY, ROBERT W.	1,709.81	KENWABIKISE, DAVID L.	1,170.59
UMULIS, MATTHEW T.	1,097.13	ELLIOTT, PATRICK M.	3,065.95
ORBAN, BARBARA K.	1,302.05	SCHWARTZFISHER, JOSEPH	1,305.10
RILEY, DENISE M.	452.41	BRADLEY, KELLY R.	1,761.57
MUNK, CHRISTOPHER J.	1,307.28	HART II, DELBERT W.	1,758.10
SCHICK, TIELER R.	1,415.78	JONES, ROBERT F.	1,265.59
STEWART, MORGAN J.	1,490.42	FARRELL, MITCHELL L.	1,430.94
MATELSKI, KRISTEN L.	1,388.85	THORP JR, WILLIAM D.	1,721.53
BINGHAM, LARRY E.	652.53	LEITNER, RYAN S.	1,576.02
WESTRICK, AARON J.	387.64	FERGUSON, ROYCE L.	1,948.07

DORAN, JUSTIN J.	2,173.13	LIVINGSTON, BRIAN D.	1,891.80
NEDWICK, DAVID J.	224.41	STANLEY, MARK J.	66.38
FREY, DYLAN V.	729.72	KLOOSTER, PATRICK H.	401.74
HART III, DELBERT W.	805.14	WAY, KRISTINA M.	132.76
DOTSON, WILLIAM R.	368.25	DIETRICH, ARLENE M.	90.27
FINNERTY, HOLLY E.	1,056.22	BERRY, ROBERT J.	91.18
CRANDELL, ZACKARY R.	755.75	WYMAN, MATTHEW A.	1,710.21
FRANCE JR, JAMES A.	1,255.21	MILLER, WILLIAM S.	1,198.48
RABIDEAU, JACOB L.	796.14	DOUGLAS, MARK	1,149.39
KNORR, KENT J.	1,997.23	MCCRANEY, RUSSELL R.	1,111.40
ANZELL, BETH A.	1,364.84	FRATRICK, JOSEPH W.	643.30
WHITE III, MARCUS W.	630.87	PAALMAN, STEPHEN J.	344.47
PISCHNER, JONATHON M.E.	375.64	WHITLEY, ANDREW T.	2,833.66
KIRINOVIC, THOMAS F.	524.95	MORRISON, KEVIN P.	1,490.05
SMITH, ELLERY S.	108.70	MCDERMOTT, DENNIS J.	1,856.11
COFFEY, JASON J.	756.46	COX, RONALD L.	306.58
DRENTH, DOUGLAS A.	390.50		
RITTER, DAVID M.	314.52	TOTAL	103,865.66
GILL, DAVID R.	1,039.89		
LABLANCE, MAUREEN J.	99.73		

Payroll Transmittal – 10/15/2021

4FRONT CREDIT UNION	785.00	DISCOVER BANK	316.97
AMERICAN FAMILY LIFE	479.51	EQUITABLE FINANCIAL LIFE INSURANCE	374.99
CA STATE DISBURSEMENT UNIT	92.19	MI STATE DISBURSEMENT UNIT	116.55
CHAR EM UNITED WAY	20.00	PRIORITY HEALTH	1,505.35
CHARLEVOIX STATE BANK	915.00		
COMMUNICATION WORKERS OF AMER	678.08	TOTAL	5,283.64

Tax Disbursement – 10/19/2021

CHARLEVOIX COUNTY TREASURER	14,674.50	CHARLEVOIX PUBLIC SCHOOLS	578.43
CHARLEVOIX PUBLIC SCHOOLS	13,280.34	CITY OF CHARLEVOIX - TAXES DUE	16,978.02
CHARLEVOIX PUBLIC SCHOOLS	1,572.63	DEALAU II, BARRY	70.00
CHARLEVOIX PUBLIC SCHOOLS	2,755.04		
CHARLEVOIX PUBLIC SCHOOLS	488.53	TOTAL	50,397.49