

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Tuesday, January 2, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Deputy Mayor Shane Cole.

1. Pledge of Allegiance

2. Roll Call

Deputy Mayor: Shane Cole
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Mayor Luther Kurtz
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 – December 18, 2017
- B. Redevelopment Ready Communities Certification Resolution– Approve resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-01-01
RESOLUTION AUTHORIZING THE IMPLEMENTATION OF RECOMMENDATIONS NECESSARY
TO RECEIVE REDEVELOPMENT READY COMMUNITIES CERTIFICATION FROM THE
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC)

WHEREAS, the City of Charlevoix has engaged in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Community Assessment Report and Evaluation of Findings dated August 2017; and

WHEREAS, the MEDC has developed a program for certifying Redevelopment Ready Communities and the City of Charlevoix desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

WHEREAS, the City of Charlevoix is currently updating its Master Plan and will utilize recommendations and technical assistance to ensure that development readiness is appropriately addressed in that document; and

WHEREAS, the program includes evaluating the strong partnerships with City boards and commissions related to development including the City Council, Planning Commission, Zoning Board of Appeals and Downtown Development Authority/Main Street; and

WHEREAS, after review of the Redevelopment Ready Community Assessment Report, the City of Charlevoix is willing to complete the tasks as outlined, which will involve interaction with the aforementioned City commissions and boards; and

WHEREAS, certain recommendations have been and will be made by the MEDC that are required in order for the City to attain Redevelopment Ready Communities Certification.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix, through its City Council, authorizes the implementation of recommendations made by MEDC which are necessary to receive Redevelopment Ready Communities Certification from MEDC.

RESOLVED this 2nd day of January, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Kalbfell, Perron, Bryan, Cole, Oleksy, Hagen
Nays: None

- C. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – December 20, 2017
 - b. Regular Accounts Payable Check Register – January 3, 2018
 - c. ACH Payments – December 18, 2017 to December 29, 2017
 - d. Payroll Check Register – December 29, 2017
 - e. Payroll Transmittal – December 29, 2017
 - f. Tax Disbursement – January 3, 2018

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

Yeas: Kalbfell, Perron, Bryan, Cole, Oleksy, Hagen
Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

8. Reports & Communications

A. Public Comments

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Transfer Liquor License process is much easier by eliminating Council approval
- Water Treatment Plant generator is being installed

C. Mayor & Council Comments

General discussion ensued regarding keeping sidewalks clear of snow, the purchase of the elementary school by Charlevoix County, and the proposed location of the new Public Works facility. The Public Works facility will be discussed in greater detail at the January 15th Council meeting. City Manager Heydlauff also briefly touched on a new proposal for audio visual enhancements in Council Chambers that may prove more cost effective.

9. Other Council Business

10. Adjourn

The Deputy Mayor adjourned the meeting at 6:15 p.m.

Joyce M. Golding	City Clerk	Shane Cole	Deputy Mayor
Special Accounts Payable – 12/20/2017			
AT&T	2,773.57	GREAT LAKES ENERGY	160.74
AT&T LONG DISTANCE	76.38	METLIFE SMALL BUSINESS CENTER	703.12
AT&T MOBILITY	88.79	PRIORITY HEALTH	42,337.66
BARTLETT'S HOME INTERIORS INC.	4,270.71	VERIZON WIRELESS	56.72
CHARLEVOIX STATE BANK	5,298.63	VISION SERVICE PLAN	486.57
DELTA DENTAL	3,350.03	TOTAL	59,602.92
Regular Accounts Payable – 01/03/2018			
AIRGAS USA LLC	66.30	MACDONALD GARBER	499.00
ALL-PHASE ELECTRIC SUPPLY CO.	231.16	MATELSKI, KIMBERLY A.	14.00
ALTEC INDUSTRIES INC	129.74	MAYER, SHELLEY L.	50.00
AMERICAN WASTE INC.	3,170.80	MCGINN, KELLY A.	50.00
AVFUEL CORPORATION	1,520.00	MILLER, WILLIAM S.	50.00
BIGGERSTAFF, JEREMY	1,800.00	MODERN MARKETING	219.63
BRADLEY, KELLY R.	347.26	MUNSON HEALTHCARE CHARLEVOIX	325.69
CENTRAL DRUG STORE	66.06	MUTT MITT	848.13
CHARLEVOIX AREA HOSPITAL	525.26	NEOPOST USA INC.	1,704.00
CHARLEVOIX COUNTY NEWS	70.00	ORBAN, BARBARA K.	48.67
CHARTER COMMUNICATIONS	877.44	PARKS AUTO PARTS	100.00
CHEMICAL SYSTEMS INC.	2,240.00	PHYSICIAN'S CLINIC OF CHARLEVOIX	107.00
CINTAS CORPORATION	129.24	POWER LINE SUPPLY	5,504.33
CITY OF CHARLEVOIX - PETTY CASH	578.95	PREIN & NEWHOF	39,817.40
CRYSTAL FLASH ENERGY	937.66	PRO WEB MARKETING LLC	60.00
DCASSESSING SERVICES	4,371.08	PURITY CYLINDER GASES INC	37.90
DCL INC.	4,000.00	QUILL CORP	89.48
DeROSIA, PATRICIA E.	50.00	R B LYONS INC	3,360.00
DOAN, GERARD P.	50.00	SCIENTIFIC BRAKE & EQUIP CO	60.89
DOTSON, LINDSEY J.	50.00	SHELDON, GALE	79.84
ELHORN ENGINEERING COMPANY	1,476.00	SHORELINE POWER SERVICES INC.	3,306.25
ELLIOTT, PATRICK M.	50.00	STANDARD ELECTRIC CO	121.92
ELLSWORTH FARMER'S EXCHANGE	80.33	STATE OF MICHIGAN	180.00
EMERGENCY MEDICAL PRODUCTS INC	530.21	STATE OF MICHIGAN	1,413.52
EMMET COUNTY SHERIFF'S OFC	400.00	STATE OF MICHIGAN	30.00
ETNA SUPPLY	89.84	studioMI LLC	65.00
FREEDOM MAILING SERVICES INC.	2,291.24	SWANSON K & D INC	300.00
GOLDING, JOYCE M.	50.00	SWEM, DONALD L.	50.00
HACH COMPANY	161.20	SYSTEMS SPECIALISTS INC	1,565.00
HANKINS, SCOTT A.	50.00	T.C. RECORD EAGLE	657.00
HART II, DELBERT W.	114.00	TELE-RAD INC	2,079.62
HEALTH CARE LOGISTICS	112.42	TRAVERS, MANUEL J.	50.00
HEID, THOMAS J.	50.00	UNIFIRST CORPORATION	337.28
HERZOG ELECTRIC	263.40	UPPER CASE PRINTING INK.	1,105.30
HEYDLAUFF, MARK L	50.00	USA BLUE BOOK	2,382.62
HOLIDAY COMPANIES	5,601.22	VILLAGE GRAPHICS INC.	233.35
INDEPENDENT DRAFTING SERVICES	1,750.00	WAGNER, ROSINA	99.15
IRISH BOAT SHOP	66.95	WELLER, LINDA J.	50.00
JERRY'S TIRE	600.24	WURST, RANDALL W.	50.00
KIRINOVIC, THOMAS F.	50.00	WYMAN, MATTHEW A.	50.00
KLOOSTER, ALIDA K.	50.00	ZEITLER, DALE	29.46
KOORSEN FIRE & SECURITY	63.75	TOTAL	102,541.30
KSS ENTERPRISES	198.12		
ACH Payments – 12/18/2017 to 12/29/2017			
MI PUBLIC POWER AGENCY	33,784.40	VANTAGEPOINT (401 ICMA PLAN)	742.50
MI PUBLIC POWER AGENCY	18,898.21	VANTAGEPOINT (457 ICMA PLAN)	12,607.71
MI PUBLIC POWER AGENCY	278,434.92	VANTAGEPOINT (ROTH IRA)	1,186.53
IRS (PAYROLL TAX DEPOSIT)	31,064.61	MERS (DEFINED BENEFIT PLAN)	45,308.73
ALERUS FINANCIAL (HCSP)	420.00	TOTAL	426,953.24
STATE OF MI (WITHHOLDING TAX)	4,505.63		
Payroll Net Pay – Pay Period Ending 12/23/2017 (Paid 12/29/2017)			
WELLER, LINDA JO	1,496.32	MATELSKI, KIMBERLY A.	1,185.34
HEYDLAUFF, MARK L.	2,259.85	RILEY, DENISE M.	438.74
GOLDING, JOYCE M.	1,132.70	MATELSKI, RYAN G.	1,037.06
DEROSIA, PATRICIA E.	710.74	WURST, RANDALL W.	1,085.45
DOTSON, LINDSEY J.	1,444.90	MAYER, SHELLEY L.	1,561.73
LOY, EVELYN R.	1,048.93	HILLING, NICHOLAS A.	1,493.27
KLOOSTER, ALIDA K.	1,567.40	MEIER III, CHARLES A.	1,267.02
GOLOVICH, KAREN J.	948.18	ZACHARIAS, STEVEN B.	1,159.85
SPENCLEY, PATRICIA L.	957.36	NEWMAN, MARK J.	589.57
MILLER, FAITH G.	39.77	SWEM, DONALD L.	1,875.31
MCGINN, KELLY A.	1,616.81	EATON, BRAD A.	1,761.80
DOAN, GERARD P.	1,596.21	WILSON, TIMOTHY J.	1,981.25
SCHLAPPI, JAMES L.	1,066.05	LAVOIE, RICHARD L.	1,626.62
UMULIS, MATTHEW T.	1,256.85	STEVENS, BRANDON C.	1,873.33
HANKINS, SCOTT A.	1,515.76	DRAVES, MARTIN J.	1,832.16
ORBAN, BARBARA K.	1,134.46	BROWN, STEPHANIE C.	1,018.43
FLICKEMA, ANDREW M.	1,428.98	ANDERSON, ELIZABETH A.	1,112.49

ELLIOTT, PATRICK M.	2,000.49	HASTINGS, MICHAEL A.	473.46
SCHWARTZFISHER, JOSEPH L.	1,186.46	TRAVERS, MANUEL J.	1,637.63
BRADLEY, KELLY R.	1,243.55	STEVENS, JEFFREY W.	509.54
HART II, DELBERT W.	1,281.04	RILEY, CASEY W.	772.72
JONES, ROBERT F.	1,231.52	JONES, LARRY M.	1,369.87
DORAN, JUSTIN J.	1,582.00	WILLSON, BRENDA R.	604.01
FARRELL, MITCHELL L.	1,285.56	BEAN, PETER J.	450.79
KIRINOVIC, THOMAS F.	319.95	FENNELL, DREW M.	747.88
ANZELL, BETH A.	644.68	MCCALIB, RACHELLE L.	221.67
BOSS, SHERRY M.	110.82	BOYCE, REBECCA L.	1,258.11
CRANDELL, ZACKARY R.	85.19	MCFARLAND, JONATHAN A.	665.65
SAYWARD, MADISON E.	79.13	SILVA, JESSE L.A.	387.20
BERTINELLI, DAVID P.	158.58	BASSETT, FREDERICK A.	1,580.67
BOSS, BEAU J.	849.92	TIMMS, ROBERT N	46.17
DVORACEK, HAYDEN R.	354.29	WHITLEY, ANDREW T.	1,743.02
HEID, THOMAS J	1,246.88	MORRISON, KEVIN P.	1,257.10
KUSINA, DENNIS W.	44.04	JOHNSON, STEVEN P.	1,151.47
VANLOO, JOSEPH G.	665.76	BOSS JR, DALE E.	1,212.17
WYMAN, MATTHEW A.	1,426.91	HOLM, ARTHUR R.	957.97
BOSS, RYDER S.	455.99	MATTER, DAWSON K.	1,924.89
MILLER, WILLIAM S.	1,071.32		
DOUGLAS, MARK	636.46	TOTAL	81,053.22

Payroll Transmittal – 12/29/2017

4FRONT CREDIT UNION	550.00	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	541.06
AMERICAN FAMILY LIFE	380.52	MI STATE DISBURSEMENT UNIT	323.45
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	1,653.95
CHARLEVOIX STATE BANK	1,260.77	TOTAL	5,077.03

Tax Disbursement – 01/03/2018

CHARLEVOIX COUNTY TREASURER	255.56	CITY OF CHARLEVOIX/DDA	92,786.26
CHARLEVOIX COUNTY TREASURER	180,758.71	KUTTNAUER, ANNETTE	1,667.31
CHARLEVOIX DISTRICT LIBRARY	45,411.89	LERETA LLC	382.27
CHARLEVOIX PUBLIC SCHOOLS	11,877.83	NORTH STAR BREAKFAST CLUB	824.02
CHARLEVOIX PUBLIC SCHOOLS	2,772.36	RECREATIONAL AUTHORITY	8,242.90
CHARLEVOIX PUBLIC SCHOOLS	554.40	SEELEY'S PRINTING SERVICE	166.77
CHARLEVOIX PUBLIC SCHOOLS	554.40	SHINDORF, MATTHEW	982.04
CITY OF CHARLEVOIX - TAXES DUE	41,792.98	TOTAL	389,029.70