

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 15, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Mayor Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
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 – January 2, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – January 16, 2018
 - b. ACH Payments – January 2, 2018 to January 12, 2018
 - c. Payroll Check Register – January 12, 2018
 - d. Payroll Transmittal – January 12, 2018
 - e. Tax Disbursement – January 16, 2018
- C. McSauba Trail Signs – Authorize \$10,000 payment
- D. Renew Planning Services Contract – Approve one additional year
- E. Groundhog Shadowfest Event Planning - Approve event as presented

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

Yeas: Hagen, Bryan, Kalbfell, Cole, Perron, Oleksy

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Solid Waste Ad Hoc Committee Report and Recommendation

Staff Planner Lucas stated that in 2017, City Council created the Solid Waste Ad Hoc Committee to identify issues and concerns within the City's existing collection system, review case studies of collection systems in other Northwest Michigan communities, and develop recommended solutions/actions. She stated that the Committee recommended adoption of an ordinance that will allow the City to implement a single-hauler residential waste collection system and she gave a brief overview of their discussions. Staff Planner Lucas also explained the timeline should Council wish to proceed. Council spent considerable time debating the pros and cons of this issue and voiced their opinions. Staff Planner Lucas answered several questions along with DPW Superintendent Elliott.

Mayor Kurtz opened the item to public comment.

Wes Fogel, property manager, questioned whether the proposed ordinance would pertain to condominiums. It was noted that condos were an exception from the single-hauler requirement.

The item was closed to the public.

Council came to a consensus and directed the City Manager to forward the draft ordinance to the City Attorney for his review.

B. Zoning Administration Contract with Networks Northwest

City Manager Heydlauff stated that for the past year, we had a very successful partnership with Networks Northwest for providing our planning services. During this time, we lost our full-time employee who handled zoning administration. City Manager Heydlauff felt that this role interacts with the planning function and the Planning Commission; it seemed some continuity made sense. He stated that we have a tentative plan for Networks Northwest to hire an employee who would work three days per week in Charlevoix. This would tie the planners to the zoning administrator and also lower our employment costs.

Mayor Kurtz opened the item to public comment. There was no comment and the item was closed.

Motion by Cole, second by Kalbfell, to approve the Zoning Administration Contract with Networks Northwest and authorize the City Manager and City Clerk to sign the contract and any other necessary arrangements.

Yeas: Hagen, Bryan, Kalbfell, Cole, Perron, Oleksy

Nays: None

C. Public Services Facility Preliminary Design Contract

Amanda Porath, OHM (previously Northwest Design Group), stated that in December, they presented the Conceptual Design for a new, combined public services facility to be shared by the Public Works and Electric Departments. After extensive research OHM recommended the Carpenter site as best suited to our needs. To conduct preliminary design services to take us to project bidding, OHM proposed a fee of \$240,000 for the Carpenter Avenue site. Alternatively, if we opted for the dump site off US-31 we would need to design the entrance road, ensure we have enough space to build it, and evaluate the current property on Carpenter Avenue for sale. To design the project at the dump site off US-31, the fee is \$260,000; additionally, they have quoted \$5,000 to conduct a Phase 1 environmental review which would be needed in order to sell the current electric shop.

City Manager Heydlauff also requested that OHM provide a bid alternate to incorporate LEED into the building. LEED is the industry standard for sustainability and could help address long-term operational costs. He stated that this would be a \$150,000 additional fee at either site. Even if we opt against obtaining LEED certification, he strongly recommended we include energy saving features

in the building like panels to let in natural light, motion sensing lights, and LED lighting.

Council discussed the pros and cons of both sites extensively and Ms. Porath answered their questions. Council was in favor of using LEED methods but, questioned the \$150,000 price tag to become certified. Their consensus was to make a site selection at this time and direct Staff to obtain additional information regarding LEED to be presented at a future meeting to determine whether the certificate was something that Council wished to pursue.

Mayor Kurtz opened the item to public comment.

Bob Timms, was in favor of the Carpenter site and not in favor of the LEED certification. He suggested moving the parking area away from the residences on Charlo in the proposed design.

The item was closed to the public.

Motion by Hagen, second by Oleksy, to approve the Design Service Agreement with OHM in the amount of \$240,000 to design a public services facility on Carpenter Avenue, authorize the City Manager to sign the agreement, and begin researching financing options.

Yeas: Hagen, Bryan, Kalbfell, Cole, Oleksy

Nays: Perron

D. Council Chambers AV Update

City Manager Heydlauff stated that Council had discussion over the past several months about making improvements to the audio quality and presentation viewing capacity in Council Chambers. Dan Buday of Buday's Sound Advice worked on the system in the past and gave us several options to consider. City Manager Heydlauff felt that the effort to make these improvements is a good one however; we did not specifically include them in the budget. Mr. Buday explained his proposals and answered Council's questions.

Mayor Kurtz opened the item to public comment.

Maureen Owens suggested making the audio improvements but foregoing the \$8,000 LED screen at this time. Hagen questioned why the LED screen was so expensive and Mr. Buday explained the technical aspects of the screen.

The item was closed to the public.

Motion by Kalbfell, second by Hagen, to approve the video portion of the proposal without buying the TV and approve the WiFi portion and approve the new microphone stanchions.

Yeas: Hagen, Bryan, Kalbfell, Cole, Perron, Oleksy

Nays: None

E. Redesign of City Website

City Manager Heydlauff stated that in January 2017, Council noted as a priority the redesign of the City's website. After a request for proposal this fall, Staff reviewed bids looking for a strong background in municipal service, as well as technical and aesthetic elements. City Manager Heydlauff recommended retaining CivicPlus. He felt they had a good record of building other municipal websites in Michigan and we could streamline some services for our residents, notably utility payments and agenda packets. This project was budgeted for \$15,000 and should be complete in late summer.

Mayor Kurtz opened the item to public comment. There was no comment and the item was closed.

Motion by Perron, second by Kalbfell, to approve the web design proposal from CivicPlus in the amount of \$14,165 and authorize the City Manager to make all necessary arrangements.

Yeas: Hagen, Bryan, Kalbfell, Cole, Perron, Oleksy

Nays: None

F. Adopt Council Goals & Action Steps

City Manager Heydlauff stated that Council discussed a range of goals, action steps and potential projects during their December 18 Work Session. He revised the document to reflect his understanding of Council's intentions but welcomed further discussion. Mayor Kurtz recalled that Council agreed that amending the Shade Tree Ordinance should not be included. He also suggested that in addition to enhancing the McSaubia ice rink, language could be added to further explore a downtown ice rink/warming station.

Mayor Kurtz opened the item to public comment. There was no comment and the item was closed.

Council directed the City Manager to make the two changes and return a draft to Council at their next meeting.

G. Council Appointments

Council has two Zoning Board of Appeals vacancies to fill, both partial terms expiring December 2018.

Motion by Kalbfell, second by Bryan, to appoint Timothy Kish to the Zoning Board of Appeals, term expiring December 2018.

Yeas: Hagen, Bryan, Kalbfell, Cole, Perron, Oleksy

Nays: None

Motion by Hagen, second by Cole, to appoint Richard Hodgson to the Zoning Board of Appeals, term expiring December 2018.

Yeas: Hagen, Bryan, Kalbfell, Cole, Perron, Oleksy

Nays: None

8. **Reports & Communications**

A. Public Comments

Bob Timms suggested turning down the HVAC blower to allow the audience to hear Council better.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Chief Thorp met with an outside firm that tests fire suppression equipment as well as the Harbor Springs Fire Chief to consider additional safety measures
- Appreciation for City crews working the emergency events

C. Mayor & Council Comments

Oleksy felt that the City should adopt a fire code which would require annual inspections and updated equipment. City Manager Heydlauff responded that the City follows the federal code however; a local ordinance would provide more robust requirements. Council requested an agenda item to further explore this proposal.

Bryan noted that currently fire officials have no authority to require a business to resolve safety issues. He felt that a tubing run at McSaubas would be beneficial. Kalbfell felt there should be incentives for good grades with discounted lift tickets at McSaubas.

The Mayor questioned whether a sign could be posted at the section of damaged pier. Staff has attempted to contact the State regarding the damage but with no success. City Manager Heydlauff stated he will follow up on this issue.

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 8:13 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 01/16/2018			
ACE HARDWARE	1,750.65	KSS ENTERPRISES	35.64
AMERICAN WASTE INC.	3,101.95	LIVE FROM CHARLEVOIX INC	2,500.00
APX INC.	33.39	MCCARDEL CULLIGAN-PETOSKEY	50.00
AT YOUR SERVICE PLUS INC	345.00	McGINN, KELLY A.	32.40
AUTO VALUE	916.10	MDC CONTRACTING LLC	1,051.95
BEHAN WINDOW CLEANING	175.00	MI ASSOC OF AIRPORT EXECUTIVES	600.00
BELL EQUIPMENT COMPANY	1,001.10	MICHIGAN ASSN OF MUNICIPAL CLERKS	150.00
CARQUEST OF CHARLEVOIX	1,184.16	MICHIGAN MUNICIPAL LEAGUE	290.92
CHARLEVOIX AREA CHAMBER OF COMM	900.00	NCL OF WISCONSIN INC.	852.07
CHARLEVOIX DISTRICT LIBRARY	50.00	NORTHERN MICHIGAN REVIEW INC.	765.88
CHARLEVOIX GROUNDHOG SHADOW	500.00	NORTHWEST HYDRAULICS & ENGRG.	443.85
CHARLEVOIX TOWNSHIP	15.23	OLESON'S FOOD STORES	64.37
CHARLEVOIX UNITED METHODIST CH	1,612.80	OMS COMPLIANCE SERVICES INC	263.25
CHARTER COMMUNICATIONS	1,069.35	PHYSICIAN'S CLINIC OF CHARLEVOIX	75.00
CINTAS CORPORATION #729	30.00	POWER LINE SUPPLY	901.05
CITY OF CHARLEVOIX - UTILITIES	34,495.04	PRO WEB MARKETING LLC	30.00
CIVIC SYSTEMS	9,354.00	PTM DOCUMENT SYSTEMS	193.95
CRYSTAL FLASH ENERGY	1,396.08	PURITY CYLINDER GASES INC	49.78
DERRER OIL & PROPANE CO	1,718.11	SEARS COMMERCIAL ONE	17.99
ECONO SIGNS LLC	203.50	SHORELINE POWER SERVICES INC.	96,761.63
ELLSWORTH FARMER'S EXCHANGE	809.80	SPOK INC	78.99
ETNA SUPPLY	281.05	SULLIVAN, LAWRENCE R	3,800.00
FAMILY FARM & HOME	259.56	SUPERIOR MECHANICAL	90.00
FASTENAL COMPANY	102.01	SYN-TECH SYSTEMS INC.	33.75
GRP ENGINEERING INC.	2,000.00	THAYER POWER & COMMUNICATION	4,102.11
HACH COMPANY	940.77	TRUCK & TRAILER SPECIALTIES	252.11
HEALTH DEPT OF NW MICHIGAN	238.00	UNIFIRST CORPORATION	729.57
HEIDER, MICHAEL	600.00	VILLAGE GRAPHICS INC.	585.75
HYDE SERVICES LLC	9,070.00	WHITLEY'S FLOOR COVERING	945.07
IDEXX DISTRIBUTION INC.	1,102.20	TOTAL	191,001.93
ACH Payments – 01/02/2018 to 01/12/2018			
MI PUBLIC POWER AGENCY	20,101.04	ALERUS FINANCIAL (HCSP)	420.00
MI PUBLIC POWER AGENCY	24,624.77	STATE OF MI (WITHHOLDING TAX)	5,770.86
STATE OF MI (SALES TAX)	19,022.01	VANTAGEPOINT (401 ICMA PLAN)	742.50
PAYMENT SERVICE NETWORK	256.50	VANTAGEPOINT (457 ICMA PLAN)	13,911.13
DTE ENERGY	8,162.18	VANTAGEPOINT (ROTH IRA)	1,186.53
IRS (PAYROLL TAX DEPOSIT)	40,772.34	TOTAL	134,969.86
Payroll Net Pay – Pay Period Ending 01/06/2018 (Paid 01/12/2018)			
PERRON, LEON R.	383.89	WILSON, TIMOTHY J.	2,244.21
KURTZ, LUTHER J.	748.03	LAVOIE, RICHARD L.	1,071.69
HAGEN, AARON W.	339.38	STEVENS, BRANDON C.	2,114.23
OLEKSY, THOMAS M.	290.72	DRAVES, MARTIN J.	1,585.35
KALBFELL, JANET P.	420.19	BROWN, STEPHANIE C.	1,018.43
BRYAN JR, GREGORY T.	133.81	ANDERSON, ELIZABETH A.	1,112.49
WELLER, LINDA JO	1,496.31	ELLIOTT, PATRICK M.	3,272.10
HEYDLAUFF, MARK L.	2,543.08	SCHWARTZFISHER, JOSEPH L.	1,626.55
GOLDING, JOYCE M.	1,654.18	BRADLEY, KELLY R.	1,734.17
DEROSIA, PATRICIA E.	1,203.65	HART II, DELBERT W.	1,222.63
DOTSON, LINDSEY J.	1,444.91	JONES, ROBERT F.	1,631.23
LOY, EVELYN R.	1,048.93	DORAN, JUSTIN J.	2,061.98
KLOOSTER, ALIDA K.	1,912.55	FARRELL, MITCHELL L.	1,592.71
GOLOVICH, KAREN J.	948.18	KIRINOVIC, THOMAS F.	96.72
SPENCLEY, PATRICIA L.	957.36	ANZELL, BETH A.	759.87
MILLER, FAITH G.	28.07	BOSS, SHERRY M.	597.66
MCGINN, KELLY A.	1,616.81	HAGEN, MADISON L.	184.70
JOLLETTE, MELISSA N.	58.18	CRANDELL, ZACKARY R.	351.16
DOAN, GERARD P.	1,596.21	WHITE III, MARCUS W.	396.70
SCHLAPPI, JAMES L.	1,482.72	SAYWARD, MADISON E.	352.49
UMULIS, MATTHEW T.	1,784.15	BERTINELLI, DAVID P.	595.55
HANKINS, SCOTT A.	1,515.75	BOSS, BEAU J.	849.92
ORBAN, BARBARA K.	1,663.77	DVORACEK, HAYDEN R.	507.01
FLICKEMA, ANDREW M.	2,328.07	HEID, THOMAS J	1,246.88
MATELSKI, KIMBERLY A.	1,185.34	VANLOO, JOSEPH G.	859.40
RILEY, DENISE M.	438.74	WYMAN, MATTHEW A.	1,426.90
MATELSKI, RYAN G.	1,116.00	BOSS, RYDER S.	471.32
WURST, RANDALL W.	1,535.96	MILLER, WILLIAM S.	1,471.17
MAYER, SHELLEY L.	1,813.23	DOUGLAS, MARK	691.29
HILLING, NICHOLAS A.	1,439.15	HASTINGS, MICHAEL A.	491.56
MEIER III, CHARLES A.	1,457.47	TRAVERS, MANUEL J.	2,037.48
ZACHARIAS, STEVEN B.	1,738.94	STEVENS, JEFFREY W.	590.76
NEWMAN, MARK J.	696.22	RILEY, CASEY W.	560.74
SWEM, DONALD L.	1,875.31	JONES, LARRY M.	1,225.06
EATON, BRAD A.	2,187.67	WILLSON, BRENDA R.	1,237.40

BEAN, PETER J.	1,080.56	HANKINS, SCOTT A.	229.61
RILEY, REBECCA J.	125.99	ORBAN, BARBARA K.	676.71
MCCALIB, RACHELLE L.	194.34	WURST, RANDALL W.	1,023.51
MCMULLEN, DONALD R.	158.38	MAYER, SHELLEY L.	742.63
MC FARLAND, JONATHAN A.	808.92	HILLING, NICHOLAS A.	454.72
SILVA, JESSE L.A.	546.19	WHITLEY, ANDREW T.	2,050.17
BASSETT, FREDERICK A.	2,234.91	MORRISON, KEVIN P.	1,840.49
COLE, SHANE	581.80	JOHNSON, STEVEN P.	1,723.90
WELLER, LINDA JO	583.93	BOSS JR, DALE E.	1,212.17
HEYDLAUFF, MARK L.	548.23	HOLM, ARTHUR R.	957.97
LOY, EVELYN R.	636.90	HEID, THOMAS J	9.00
KLOOSTER, ALIDA K.	630.66	WYMAN, MATTHEW A.	689.97
DOAN, GERARD P.	785.84	MATTER, DAWSON K.	3,383.07
SCHLAPPI, JAMES L.	700.36		
UMULIS, MATTHEW T.	288.80	TOTAL	107,272.17

Payroll Transmittal – 01/12/2018

4FRONT CREDIT UNION	628.84	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
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	52.00	PRIORITY HEALTH	1,653.95
CHARLEVOIX STATE BANK	1,260.77	TOTAL	5,369.87

Tax Disbursement – 01/16/2018

CHARLEVOIX COUNTY TREASURER	457,309.42	CITY OF CHARLEVOIX - TAXES DUE	117,502.92
CHARLEVOIX DISTRICT LIBRARY	163,517.77	CORELOGIC	240.84
CHARLEVOIX PUBLIC SCHOOLS	18,144.22	GOLDBLATT, STUART	10.00
CHARLEVOIX PUBLIC SCHOOLS	3,671.45	LEFANOWICZ, MARK	400.00
CHARLEVOIX PUBLIC SCHOOLS	734.22	NOBLE, JEFFREY	2,709.45
CHARLEVOIX PUBLIC SCHOOLS	734.22	RECREATIONAL AUTHORITY	30,664.36
CHARLEVOIX STATE BANK	1,490.91	TOTAL	797,129.78