

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 16, 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, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Shane Cole
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

- A. John Campbell
John Campbell received a Mayoral Proclamation recognizing him for his years of service on the Planning Commission and Shade Tree Commission.
- B. Tree City USA Designation
Mayoral proclamation in recognition of National Arbor Day and Earth Day and supporting the City's continuing certification as a Tree City USA.

4. Inquiry Regarding Conflicts of Interest

Mayor Kurtz disclosed he operates a business at the Airport but, he felt he did not have a conflict with the Airport consultant item.

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 – April 2, 2018
B. Accounts Payable and Payroll Check Registers
 a. Special Accounts Payable Check Register – April 3, 2018
 b. Regular Accounts Payable Check Register – April 17, 2018
 c. ACH Payments – April 2, 2018 to April 10, 2018
 d. Payroll Check Register – April 6, 2018
 e. Payroll Transmittal – April 6, 2018
 f. Tax Disbursement – April 17, 2018
C. Purchase Computer Backup System for WTP for \$11,125

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

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Site Plan Review: Silva Property Management (The Lodge) 120 Michigan Avenue
Zoning Administrator Scheel stated that the Planning Commission conducted a site plan review on a request from Shoreline Architecture and Design on behalf of Lodge Development Co. LLC. The request is to add a third story to the building at 120 Michigan Ave. The third story would create a net increase of sixteen motel units, and the footprint of the building will remain the same. The Planning Commission found that the submitted site plan meets the standards of the zoning ordinance and is recommending approval with two modifications:
 a. Zoning Administrator will work with applicant to install landscaping to minimize site and sound to the adjacent property owner on the east side of the project. This will include both deciduous and non-deciduous trees of varying heights.
 b. The entrance to the inner parking lot will be a minimum of 20 feet wide per the request of the Charlevoix Township Fire Department.

Mike Pattullo, Shoreline Architecture & Design, reviewed the site plans and answered questions from Council. He noted that Mr. Silva's goal was to convert this hotel into a first class destination and to be respectful of the building as an Earl Young designed property. Paul Silva, property owner, commented that the timeline will allow for a Spring 2019 re-opening. City Manager Heydlauff recommended approval of the plan.

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

Motion by Hagen, second by Kalbfell, to approve the site plan for Silva Property Management (The Lodge) 120 Michigan Avenue as recommended by the Planning Commission which includes the Commission's two conditions of approval.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

B. Selection of Airport Consultant

City Manager Heydlauff stated that as part of the Airport Capital Improvement Plan, the FAA and the State of Michigan require airport sponsors go through a consultant selection process every five years. To comply with the requirements set forth by the FAA and MDOT, the airport advertised and received Statements of Qualifications from two consulting firms. After reviewing the SOQ's, the consultant selection committee made the unanimous recommendation to continue working with RS&H.

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

Motion by Oleksy, second by Kalbfell, to approve the continuation of RS&H as the airport consultants and engineers through 2023.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

C. Electric Green Pricing Programs

Electric Superintendent Swem stated that Michigan passed legislation requiring all electric utilities to offer a "Green Pricing Program". Customers will be able to choose between 25%, 50%, 75%, and 100% of their power to come from renewable (green) sources, such as wind, solar, hydro or landfill gas and pay the additional cost at \$0.01 per kWh of their monthly usage times the percentage chosen. He stated that the program is completely voluntary.

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

Motion by Perron, second by Kalbfell, to amend the 2018-2019 fee schedule to add provisions for the "Green Pricing Program" as described.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

D. Recreation Program Discounts

Recreation Director Knorr stated that staff identified a need in the community, as an incentive, to offer discounts as they apply to program marketing, multi-sibling and/or multi-week program participation. He stated that the savings could encourage families to participate in additional weeks during the summer. Additionally, we may offer discounts through social media promotions or partnerships. He noted that any offered discount will be tracked through the Rec Desk software and used to evaluate outcomes. The intent is to create value and increase attendance.

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

Motion by Kalbfell, second by Perron, to authorize the Recreation Director to offer program discounts or fee reductions for our activities and services beyond the previously set rates.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

E. Technology Improvements

City Manager Heydlauff proposed the second phase of technology work be completed which continues to build out the City's internal fiber optic network. This allows us to better secure our information and also builds the backbone toward providing public, high-speed wireless internet service. He commented that we will be coupling this work with staff training on how to be savvy with data security and ways to improve. City Manager Heydlauff commented that while these improvements will not likely be seen publicly, it is important that the internal functions of our organization are safe and secure.

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

Motion by Kalbfell, second by Hagen, to authorize the technology updates as described for \$129,707.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

F. Purchase of ESRI GIS Software

City Manager Heydlauff stated that over the years, we have worked toward more complete mapping details for our utility services (geographic information systems or GIS.) ESRI is the largest provider of GIS information and would host our data and make it

accessible for a wide variety of uses. Beyond the traditional utilities, GIS data can be used for economic development functions and land use planning. Staff will be able to use tablets in the field to track the flow of lines and plan for repairs. They will also be able to track repairs and improvements made to the systems over time and graphically show where we are seeing system problems. City Manager Heydlauff stated that the cost for this package is \$25,650 but, we believe we can charge this expense to our SAW grant and just pay a 10% match.

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

Motion by Kalbfell, second by Hagen, to authorize the City Manager to approve an agreement with ESRI for GIS services for \$25,650 in accord with their proposal and authorize this expense be charged to SAW [City pays 10%].

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

8. Reports & Communications

A. Public Comment

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Water Department received very positive comments from the DEQ inspection
- Thanks to DPW for the exhaustive snowplowing efforts over the weekend
- Chief Doan is contemplating a change to the parking ordinance to accommodate special restrictions due to heavy storms
- Annual MPPA Stakeholders meeting is May 23 in Grand Rapids
- Draft public participation plan as a part of the Redevelopment Ready Communities scheduled for May
- Draft remote participation policy for boards/committees scheduled for May

C. Mayor & Council Comments

- Oleksy cautioned folks that he had a flat tire due to parking near the construction site.
- Mayor Kurtz congratulated Desiree Linden who took first place in the Boston Marathon. Ms. Linden has a home in Charlevoix.

9. Other Council Business

A. Closed Session – Pending Union Negotiations

City Manager Heydlauff requested that Pursuant to MCL 15.268(c), Council enter closed session for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement. We will begin negotiation of a new CBA with the Communication Workers of America next week.

Motion by Kalbfell, second by Hagen, to enter Closed Session in accord with MCL 15.268(c) for the purpose of discussion strategy related to a collective bargaining agreement.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

Council moved into Closed Session at 6:49 p.m. Council resumed Open Session at 7:08 p.m.

10. Adjourn

The Mayor adjourned the meeting at 7:08 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
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	Special Accounts Payable – 04/03/2018	
DCASSESSING SERVICES	4,371.08	TOTAL 4,371.08

	Regular Accounts Payable – 04/17/2018	
ACCESS LOCKSMITHING INC	326.00	BAKER COLLEGE OF CADILLAC 45.00
ACE HARDWARE	1,521.49	BEAVER ISLAND BOAT CO 4,927.31
ACME SPORTS INC	2,491.94	BIOMEDICAL SOLUTIONS 1,330.60
ALL-PHASE ELECTRIC SUPPLY CO.	213.58	BOUND TREE MEDICAL LLC 85.58
AMERICAN WASTE INC.	3,062.76	BRADFORD'S 39.00
APX INC.	82.72	CARQUEST OF CHARLEVOIX 858.25
ARBOR DAY FOUNDATION	20.00	CCI SOUTH LLC 105.00
AUTO VALUE	816.18	CDW GOVERNMENT INC. 1,178.33
AVFUEL CORPORATION	17,784.70	CHARLEVOIX AREA CHAMBER OF COMM 10,000.00
B & L SOUND INC	258.90	CHARLEVOIX COUNTY FIRE 78.00

CHARLEVOIX SEWER & DRAIN	225.00	NORTHERN PUMP & WELL	10,215.00
CHARLEVOIX TOWNSHIP	3,703.50	NORTHWEST HYDRAULICS & ENGRG.	411.77
CHARTER COMMUNICATIONS	221.99	OHM ADVISORS	10,040.00
CHEMICAL SYSTEMS INC.	3,360.00	OLESON'S FOOD STORES	26.25
CINTAS CORPORATION	105.55	OLSON BZDOK & HOWARD	558.00
CITY OF CHARLEVOIX - MISC	13,341.60	OMS COMPLIANCE SERVICES INC	78.75
CITY OF CHARLEVOIX - UTILITIES	33,615.88	OTEC	294.00
CPSM	5,000.00	PARASTAR INC.	931.74
DELL MARKETING L P	3,394.59	PHYSICIAN'S CLINIC OF CHARLEVOIX	115.00
DITCH WITCH GLOBAL ACCOUNTS	16,516.82	POLLARD WATER	67.80
DROST, MATTHEW	48.42	POWER LINE SUPPLY	7,158.49
E-CONOLIGHT	299.98	POWERPLAN	982.99
EJ USA INC.	1,345.32	PREIN & NEWHOF	48,039.99
ELLSWORTH FARMER'S EXCHANGE	268.77	PRESTON FEATHER	277.55
EMERGENCY MEDICAL PRODUCTS INC	642.07	PURITY CYLINDER GASES INC	126.84
FAMILY FARM & HOME	1,302.35	RANGE TELECOMMUNICATIONS	139.20
FASTENAL COMPANY	202.72	RILEY, DANIEL	132.00
FREEDOM MAILING SERVICES INC.	2,274.83	RS&H MICHIGAN INC	9,960.00
GOLDING, JOYCE M.	174.23	SCHWARTZFISHER, JOSEPH L.	73.08
HACH COMPANY	717.45	SEARS COMMERCIAL ONE	34.99
HERZOG ELECTRIC	183.80	SHORELINE POWER SERVICES INC.	5,176.50
HYDRO CORP	530.00	SPARTAN DISTRIBUTORS INC	145.10
J. BIGGERSTAFF BUILDER	910.00	SPAULDING MFG. INC.	1,779.46
JOHNNY MAC'S SPORTING GOODS	222.86	SPOK INC	566.85
KEVIN'S METER TESTING	2,847.24	STANDARD ELECTRIC CO	26.69
KMart	72.75	STANLEY, MARK	40.00
KOBET, KEITH	150.00	STATE OF MICHIGAN	345.00
KOORSEN FIRE & SECURITY	185.27	STATE OF MICHIGAN	25.00
KSS ENTERPRISES	145.56	STATE OF MICHIGAN	100.00
LABLANCE, LUKE	30.00	STEVENS, BRANDON C.	65.00
LAVOIE, RICHARD L.	80.00	STONECROFT FARMS LLC	3,285.00
MCCARDEL CULLIGAN-PETOSKEY	50.00	STRYKER SALES CORPORATION	2,005.29
MCMMASTER-CARR	180.46	TERMINAL SUPPLY CO	350.91
MEIR, CHRISTIE	466.04	TOP LINE	585.00
MI-AWWA	330.00	TRAP-IT	160.00
MICHIGAN APPRAISAL CO INC	1,200.00	TRAVERSE CITY RECORD EAGLE	957.00
MICHIGAN ASSN OF MUNICIPAL CLERKS	525.00	U S BANK	500.00
MICHIGAN CAT	258.77	UP NORTH PROPERTY SERVICES LLC	319.00
MICHIGAN OFFICEWAYS INC	2,727.94	USA BLUE BOOK	2,304.17
MODE DETAILING	600.00	UTILITY FINANCIAL SOLUTIONS	29,800.00
MUTT MITT	1,629.51	VILLAGE GRAPHICS INC.	381.32
NORTHERN CREDIT BUREAU	354.15	WORK & PLAY SHOP	82.51
NORTHERN MICHIGAN REVIEW INC.	8,463.50	TOTAL	292,792.50

ACH Payments – 04/02/2018 to 04/10/2018

MI PUBLIC POWER AGENCY	23,614.36	VANTAGEPOINT (457 ICMA PLAN)	14,147.84
IRS (PAYROLL TAX DEPOSIT)	33,083.37	VANTAGEPOINT (ROTH IRA)	1,186.53
ALERUS FINANCIAL (HCSP)	400.00	STATE OF MI (SALES TAX)	17,802.16
STATE OF MI (WITHHOLDING TAX)	5,003.74	MI PUBLIC POWER AGENCY	23,872.56
VANTAGEPOINT (401 ICMA PLAN)	742.50	TOTAL	119,863.06

Payroll Net Pay – Pay Period Ending 03/31/2018 (Paid 04/06/2018)

PERRON, LEON R.	593.12	FLICKEMA, ANDREW M.	2,121.54
KURTZ, LUTHER J.	828.84	MATELSKI, KIMBERLY A.	1,213.18
HAGEN, AARON W.	420.19	RILEY, DENISE M.	448.67
OLEKSY, THOMAS M.	367.81	WURST, RANDALL W.	1,337.19
KALBFELL, JANET P.	570.26	MAYER, SHELLEY L.	1,873.34
BRYAN JR, GREGORY T.	334.78	HILLING, NICHOLAS A.	1,466.50
HEYDLAUFF, MARK L.	2,648.97	MEIER III, CHARLES A.	1,090.22
GOLDING, JOYCE M.	2,149.64	ZACHARIAS, STEVEN B.	1,318.07
DEROSIA, PATRICIA E.	584.72	NEWMAN, MARK J.	858.39
DOTSON, LINDSEY J.	1,477.97	SWEM, DONALD L.	1,928.82
LOY, EVELYN R.	1,086.31	EATON, BRAD A.	1,755.64
KLOOSTER, ALIDA K.	1,985.43	WILSON, TIMOTHY J.	2,312.89
GOLOVICH, KAREN J.	969.62	LAVOIE, RICHARD L.	1,819.81
SPENCLEY, PATRICIA L.	858.37	STEVENS, BRANDON C.	2,134.60
MILLER, FAITH G.	21.06	DRAVES, MARTIN J.	1,650.56
MCGINN, KELLY A.	1,653.10	BROWN, STEPHANIE C.	4,094.09
JOLLETTE, MELISSA N.	330.24	ANDERSON, ELIZABETH A.	1,240.04
DOAN, GERARD P.	1,650.59	ELLIOTT, PATRICK M.	2,056.97
SCHLAPPI, JAMES L.	1,330.83	SCHWARTZFISHER, JOSEPH L.	1,138.91
UMULIS, MATTHEW T.	1,433.27	BRADLEY, KELLY R.	1,302.97
HANKINS, SCOTT A.	1,557.25	HART II, DELBERT W.	1,258.95
ORBAN, BARBARA K.	1,114.91	JONES, ROBERT F.	1,158.71
WILLIAMS, ASHLEY M.	1,502.16	DORAN, JUSTIN J.	1,478.92

FARRELL, MITCHELL L.	1,525.44	MCMULLEN, DONALD R.	2,227.33
KIRINOVIC, THOMAS F.	239.97	MC FARLAND, JONATHAN A.	235.16
MILAN, JANE E.	74.81	SILVA, JESSE L.A.	800.55
ANZELL, BETH A.	732.14	SEHL, JENNA R.	264.28
BOSS, BEAU J.	876.72	RILEY, DANIEL A.	944.26
HEID, THOMAS J.	1,285.80	WHEELER, MICHAEL W.	1,377.28
VANLOO, JOSEPH G.	365.27	COLE, SHANE	662.61
WYMAN, MATTHEW A.	1,459.48	DOAN, GERARD P.	181.89
BOSS, RYDER S.	232.29	SCHLAPPI, JAMES L.	1,580.38
MILLER, WILLIAM S.	1,505.31	UMULIS, MATTHEW T.	175.84
DOUGLAS, MARK	528.94	HANKINS, SCOTT A.	175.35
HASTINGS, MICHAEL A.	422.01	ORBAN, BARBARA K.	943.86
TRAVERS, MANUEL J.	2,265.16	WILLIAMS, ASHLEY M.	169.30
STEVENS, JEFFREY W.	46.17	FLICKEMA, ANDREW M.	169.30
BIXBY, JAMES R.	268.06	WHITLEY, ANDREW T.	1,798.31
RILEY, CASEY W.	344.04	MORRISON, KEVIN P.	1,068.76
JONES, LARRY M.	948.02	JOHNSON, STEVEN P.	1,019.43
FLORE, ROBERT A.	240.07	BOSS JR, DALE E.	1,235.16
WILLSON, BRENDA R.	2,440.94	HOLM, ARTHUR R.	976.16
BEAN, PETER J.	384.42		
MCCALIB, RACHELLE L.	425.82	TOTAL	95,144.51

Payroll Transmittal – 04/06/2018

4FRONT CREDIT UNION	628.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	544.22
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	1,702.37
CHARLEVOIX STATE BANK	1,160.77	TOTAL	5,321.45

Tax Disbursement – 04/17/2018

CHARLEVOIX COUNTY TREASURER	2,378.38	CHARLEVOIX PUBLIC SCHOOLS	128.51
CHARLEVOIX COUNTY TREASURER	1.92	CITY OF CHARLEVOIX - TAXES DUE	3,365.09
CHARLEVOIX DISTRICT LIBRARY	457.52	RECREATIONAL AUTHORITY	85.80
CHARLEVOIX PUBLIC SCHOOLS	642.56	STATE OF MICHIGAN	6,156.52
CHARLEVOIX PUBLIC SCHOOLS	128.51	TOTAL	13,344.81