

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, July 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, 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 – July 2, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – July 17, 2018
 - b. ACH Payments – July 2, 2018 to July 13, 2018
 - c. Payroll Check Register – July 13, 2018
 - d. Payroll Transmittal – July 13, 2018
- C. Purchase Trailer Mounted Vacuum Excavator – Approve purchase from Vermeer Vac Trailer for \$72,994
- D. Bridge Park Pump Rebuild – Authorize Flygt pump repair by Kennedy Industries for \$11,460.
- E. MERS 2018 Annual Conference Officer Delegate Appointment – Appoint Alida Klooster as delegate and Kelly McGinn as alternate

Mayor Kurtz opened the item to public comment.

- Greg Stevens questioned what size truck was needed to pull the vacuum excavator and who would be driving the truck.

The item was closed to the public.

Motion by Kalbfell, second by Oleksy, 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. Purchase of Two Cardiac Monitors/Defibrillators

Chief Doan stated that the EMS Department owns four cardiac monitor/defibrillators which are fifteen years old and have been experiencing chronic maintenance issues. He requested the purchase of two new monitors to replace the units in the first two ambulances. Two of the old units will be used as trade-ins.

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 purchase of two cardiac monitor/defibrillators from Physio Control, Inc. for the amount of \$45,869.80.

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

Nays: None

B. Moose Sculpture Donation

On July 9th, the Planning Commission reviewed a proposed donation of a life-sized moose sculpture specifically to East Park. Pursuant to the Donation Acceptance Policy, the Commission unanimously recommended to not accept the donation for aesthetic and safety reasons. City Manager Heydlauff stated that the final decision rests with Council.

Mayor Kurtz opened the item to public comment.

- Maureen Owens questioned the City's liability if someone were to be injured climbing on the sculpture but, she felt the sculpture was beautiful and suggested finding another location.
- Greg Stevens felt Michigan Beach Park was a good location.

The item was closed to the public.

Motion by Kalbfell, second by Hagen, to have the City Manager reach out to the donors to see if they would consider Mt. McSauba or Michigan Beach Park [as a location for the moose statue] or Water Tower Park as an alternative and tentatively set a public hearing for August 6th [if the donors agree with another location].

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

Nays: None

C. Assessor & GIS Coordinator Job Description

City Manager Heydlauff stated that at the end of August, our current contract for assessing services will end. He proposed we shift from the model of a very part-time contractual assessor to an assessor who is employed by the City and who performs other functions, namely to coordinate and track our GIS system. Recent proposals for this service would have us pay roughly \$60,000 per year for, at most, one day per week of service if shared with other municipalities. He felt the City could retain a full-time Staff member for roughly \$65,000 (plus benefits) and have more regular service for the public, faster responses to inquiries, and accomplish more work while reducing contractor costs in the utilities.

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

Motion by Oleksy, second by Cole, to approve the Assessor and GIS Coordinator Job Description as presented.

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

Nays: None

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- Kudos to area first responders for their team work during the bridge malfunction.

C. Mayor & Council Comment

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 6:28 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 07/17/2018			
ABILITA	2,731.81	KURCHINSKI, DIANE	2.01
ABRAMOWSKI, DWAIN M.	200.00	LAKE FOREST BAKING COMPANY	61.00
ACE HARDWARE	5,655.97	LAKESHORE TIRE & AUTO SERVICE	56.95
ACUSHNET COMPANY	84.04	LIVE FROM CHARLEVOIX INC	2,000.00
ARCADIA BENEFITS GROUP INC	25.00	LOTTIE'S BAGELS	116.00
AUTO VALUE	1,230.92	MCCARDEL CULLIGAN-PETOSKEY	50.00
AVFUEL CORPORATION	19,556.51	MCMULLEN, DONALD R	76.12
BARUZZINI GENERAL CONTRACTORS	2,985.00	MICHIGAN ASSN/CHIEFS OF POLICE	115.00
BEIJO DE CHOCOLAT LLC	27.00	MICHIGAN BOATING INDUSTRIES ASSOC	295.00
BERGER CHEVEROLET	37,259.00	MICHIGAN MUNICIPAL LEAGUE	3,868.28
BOUND TREE MEDICAL LLC	1,078.69	MICHIGAN MUSHROOM MARKET LLC	40.00
CARQUEST OF CHARLEVOIX	1,288.21	MICHIGAN PIPE & VALVE	436.80
CCI SOUTH LLC	52.50	MICHIGAN RURAL WATER ASSN	690.00
CDW GOVERNMENT INC.	117.50	MILAN, JANE	71.21
CHAPDELAINE, EMILY	100.00	MITCHELL, MICHAEL & IRENE	147.24
CHARLEVOIX SCREEN MASTERS INC	633.00	NORTHERN PUMP SERVICE INC.	980.00
CHARLEVOIX TOWNSHIP	15.00	NORTHERN SAFETY CO INC	44.08
CHARLEVOIX VENETIAN FESTIVAL	16,000.00	NYE UNIFORM CO	187.22
CHARTER COMMUNICATIONS	221.24	OSAGE INDUSTRIES INC	189.90
CINTAS CORPORATION #729	36.03	PEASE, RIVER FAITH	100.00
CITY OF CHARLEVOIX - UTILITIES	53,238.89	PERSONAL GRAPHICS	490.32
CIVIC SYSTEMS	9,354.00	PETOSKEY BAND BOOSTERS	2,000.00
COOK FAMILY FARMS	111.00	POLLARD WATER	68.92
CUMMINS, SCOTT	75.00	POND HILL FARM LLC	260.00
DHASELEER, CARL	53.00	POWERPLAN	708.90
DONEGAL INSURANCE	613.61	PRESTON FEATHER	3,140.08
E-CONOLIGHT	279.98	PURITY CYLINDER GASES INC	127.30
ELHORN ENGINEERING COMPANY	815.00	R & R PRODUCTS INC	96.46
ELLSWORTH FARMER'S EXCHANGE	60.00	R B LYONS INC	1,870.00
FAMILY FARM & HOME	533.80	REHMANN-ROBSON & CO	10,500.00
FARMER WHITE'S	164.00	RIETH-RILEY CONST CO INC	962.35
FASTENAL COMPANY	243.48	RUSTIC BAKER	201.00
FREEDOM MAILING SERVICES INC.	2,273.25	SINGER, JOHN	1.62
GBS INC.	101.20	SPARTAN STORES LLC	49.75
GERBER HOMEMADE SWEETS	43.00	SPOK INC	15.97
GOLDING, JOYCE M.	189.11	TELE-RAD INC	575.77
GRAINGER	149.46	THE MOXIE STRINGS	1,250.00
GRIFFIN BEVERAGE CO	56.00	THORP, ELIZABETH	100.00
GRP ENGINEERING INC.	331.14	TOBY'S INSTRUMENT SHOP INC.	375.75
GUNTZVILLER, RHONDA	515.00	TOP QUALITY GLOVE	54.50
HARRELL'S	1,292.00	UP NORTH PROPERTY SERVICES LLC	4,567.50
HEP'S HOMEBAKED GRANOLA	34.00	USA BLUE BOOK	660.96
HERSEY, BRADFORD	100.00	VILLAGE GRAPHICS INC.	621.05
HERZOG ELECTRIC	324.85	WASHBURNE, BRENDA	82.00
HYDE SERVICES LLC	1,767.50	WILLIAMS, HOMER	5,000.00
HYDRODYNAMICS INC.	312.00	WINDER POLICE EQUIPMENT	167.24
IRISH BOAT SHOP	250.99	WITTHOEFT, CHARLES	150.00
JERRY'S TIRE	532.08	WORK & PLAY SHOP	519.92
JOE'S PROFESSIONAL SERVICES LLC	220.00		
KSS ENTERPRISES	1,285.63	TOTAL	208,760.56
ACH Payments – 07/02/2018 to 07/13/2018			
MI PUBLIC POWER AGENCY	17,976.96	ALERUS FINANCIAL (HCSP)	400.00
PAYMENT SERVICE NETWORK	240.10	STATE OF MI (WITHHOLDING TAX)	6,813.29
MI PUBLIC POWER AGENCY	13,349.34	VANTAGEPOINT (401 ICMA PLAN)	742.50
STATE OF MI (SALES TAX)	23,363.38	VANTAGEPOINT (457 ICMA PLAN)	15,664.41
DTE ENERGY	1,703.12	VANTAGEPOINT (ROTH IRA)	1,186.53
IRS (PAYROLL TAX DEPOSIT)	44,232.23	TOTAL	125,671.86
Payroll Net Pay – Pay Period Ending 07/07/2018 (Paid 07/13/2018)			
PERRON, LEON R.	372.88	JONES, JANET M.	436.26
KURTZ, LUTHER J.	782.66	DOAN, GERARD P.	1,697.64
HAGEN, AARON W.	374.02	SCHLAPPI, JAMES L.	913.73
OLEKSY, THOMAS M.	323.76	UMULIS, MATTHEW T.	1,492.38
KALBFELL, JANET P.	339.38	HANKINS, SCOTT A.	1,588.38
BRYAN JR, GREGORY T.	290.72	ORBAN, BARBARA K.	1,313.87
HEYDLAUFF, MARK L.	2,648.97	WILLIAMS, ASHLEY M.	1,446.69
GOLDING, JOYCE M.	2,181.13	FLICKEMA, ANDREW M.	1,935.12
DEROSIA, PATRICIA E.	962.92	RILEY, DENISE M.	470.26
DOTSON, LINDSEY J.	1,457.31	MATELSKI, KRISTEN L.	1,078.75
LOY, EVELYN R.	1,086.31	BINGHAM, LARRY E.	1,072.84
KLOOSTER, ALIDA K.	2,013.70	MATELSKI, RYAN G.	915.45
GOLOVICH, KAREN J.	969.63	VANLOO, MEAGAN E.	707.60
SPENCLEY, PATRICIA L.	972.74	MACGILLIVRAY, ROGER	764.67
MILLER, FAITH G.	11.94	WURST, RANDALL W.	1,258.80
MCGINN, KELLY A.	1,670.38	MAYER, SHELLEY L.	2,595.68

HILLING, NICHOLAS A.	1,661.37	VRONDRAN, LARISSA M.	511.82
MEIER III, CHARLES A.	1,317.09	BAILEY, ALYSSA M.	394.53
ZACHARIAS, STEVEN B.	1,472.19	KIRINOVIC, THOMAS F.	460.67
NEWMAN, MARK J.	1,144.43	DUTCHER, ROBERT G.	314.52
SWEM, DONALD L.	1,975.53	KLOOSTER, SUSAN E.	27.27
EATON, BRAD A.	2,068.00	HEID, THOMAS J	1,317.16
WILSON, TIMOTHY J.	2,314.98	LEESE, ALAN K.	393.26
LAVOIE, RICHARD L.	1,734.43	HART, DAVID R.	46.07
STEVENS, BRANDON C.	2,491.37	GRUNCH, RONALD J.	386.18
DRAVES, MARTIN J.	1,902.93	DAVIS, RONALD L.	226.92
ANDERSON, ELIZABETH A.	1,240.03	FAIRCHILD, GALEN W.	433.93
LEITNER, RYAN S.	1,067.28	MASSON, DONALD J.	517.04
ELLIOTT, PATRICK M.	2,167.95	KUSINA, DENNIS W.	374.64
SCHWARTZFISHER, JOSEPH L.	1,391.91	LABLANCE, MAUREEN J.	311.45
BRADLEY, KELLY R.	1,240.45	LIVINGSTON, BRIAN D.	792.84
HART II, DELBERT W.	1,221.95	VANLOO, JOSEPH G.	1,021.16
JONES, ROBERT F.	1,281.55	WYMAN, MATTHEW A.	1,604.77
DORAN, JUSTIN J.	1,271.33	MILLER, WILLIAM S.	1,640.21
FARRELL, MITCHELL L.	1,532.64	DOUGLAS, MARK	770.76
THORP JR, WILLIAM D.	1,277.37	PRIOR, ERIN C.	496.99
MANKER JR, DAVID W.	428.51	CERTA, BRIAN	519.28
MANKER SR, DAVID W.	675.60	MCMULLEN, DONALD R.	1,886.81
BECKER, MICHAEL S.	671.53	TRAVERS, MANUEL J.	2,888.43
NEDWICK, DAVID J.	412.39	STEVENS, JEFFREY W.	807.18
FREY, DYLAN V.	511.92	BIXBY, JAMES R.	131.37
SHEPARD, ZACHARY N.	114.29	RILEY, CASEY W.	410.43
HART III, DELBERT W.	562.61	JONES, LARRY M.	1,407.15
BOEHM, NOAH A.	598.02	WILLSON, BRENDA R.	1,901.20
MCGHEE, ROBERT R.	1,038.23	BEAN, PETER J.	1,134.69
MUMICH, BARRY J.	586.01	RILEY, REBECCA J.	529.19
CRANDELL, ZACKARY R.	847.53	ERWIN, RACHELLE L.	562.76
SEESE, GARRETT R.	474.09	SILVA, JESSE L.A.	858.34
FERGUSON, ROYCE L.	766.06	SEHL, JENNA R.	295.00
MUELLER, JASON C.	598.02	RILEY, DANIEL A.	882.42
BOSS, SHERRY M.	569.81	WHEELER, MICHAEL W.	880.35
SAYWARD, MADISON E.	535.80	SNYDER, CORY G.	751.85
ROSENTHAL, GABRIEL M.	844.58	PEARSALL, KRISTA M.	198.81
NOVOTNY, RAIGAN I.	560.91	DRAKE, WILLIAM F.	686.46
KNORR, KENT J.	1,958.07	JOHNSON, MELISSA A.	1,308.38
STEBE, LAURA A.	161.61	COLE, SHANE	616.43
MILAN, JANE E.	1,260.85	GERBER, SAMUEL A.	72.03
ANZELL, BETH A.	768.57	WHITLEY, ANDREW T.	2,186.62
MACGILLIVRAY, RAYMOND L.	777.24	MORRISON, KEVIN P.	1,395.87
ITTER, MATTHEW R.	592.90	JOHNSON, STEVEN P.	1,581.09
MCCULLOUGH, SAVHANA C.	288.90	BISHAW, JAMES H.	580.18
CALO, LEAH M.	575.74	ZIPP, BRANDON M.	578.86
KLOOSTER, PATRICK H.	1,465.01	KLINGER, BRADLEY W.	678.86
EVANS JR, HALBERT K.	667.30	WILLIAMS, SYDNEY K.	689.34
GREENE, GLORIA C.	754.96	ITTER, DAVID M.	627.98
DAVIS, LEAH R.	678.86	PETERSON, BENJAMIN D.	657.37
TELGENHOF, WILL G.	678.86	GILL, DAVID R.	1,254.88
WILLIAMS, BRANDON S.	454.96	STANLEY, MARK J.	60.95
CARLSON, JOSHUA A.	583.73		
HOLECHECK, JENNACA R.	694.08	TOTAL	132,141.65
Payroll Transmittal – 07/13/2018			
4FRONT CREDIT UNION	558.84	CHEMICAL BANK	150.00
4FRONT CREDIT UNION	1,243.00	COMMUNICATION WORKERS OF AMER	550.41
AMERICAN FAMILY LIFE	198.66	MI STATE DISBURSEMENT UNIT	679.30
AMERICAN FAMILY LIFE	372.78	POLICE OFFICERS LABOR COUNCIL	201.00
BARRY COUNTY TRIAL COURT	20.00	PRIORITY HEALTH	1,749.22
CHAR EM UNITED WAY	52.00		
CHARLEVOIX STATE BANK	1,200.77	TOTAL	6,975.98