

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, August 20, 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

Council agreed that Perron did not have a conflict of interest regarding the recycling grant opportunity as this was not geared toward business owners.

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 – August 6, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – August 21, 2018
 - b. ACH Payments – August 6, 2018 to August 14, 2018
 - c. Payroll Check Register – August 10, 2018
 - d. Payroll Transmittal – August 10, 2018
 - e. Tax Disbursement – August 21, 2018
- C. Designate Representative to MML Annual Meeting – Appoint Council member Kalbfell and City Manager Heydlauff
- D. City Investment Depositories – Approve updated City Investment Depositories and Comerica Corporate Resolution Certification
- E. Resolution to Amend City Street Plan to Include Peppervine Place

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-08-05
AMEND CITY STREET PLAN TO INCLUDE PEPPERVINE PLACE

WHEREAS, *the City of Charlevoix City Code requires that the naming of any new street be done by resolution; and*

WHEREAS, *the City approved a 21-unit site condominium project located off of Division Street named Peppervine Place on June 4, 2018.*

NOW THEREFORE BE IT RESOLVED, *that the City of Charlevoix hereby amends the City Street Plan to include a roadway named Peppervine Place.*

RESOLVED *this 20th day of August, 2018 A.D.*

Resolution was adopted by the following yeas and nays vote:

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

Nays: None

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing for Zoning Ordinance Amendment

Previously, City Council agreed that they want to shift some zoning approval processes to the Planning Commission and felt that the Planning Commission was the appropriate body to determine if these applications meet the requirements of the Ordinance. By eliminating the second round of review and approval by the City Council the process would be streamlined for both the City and the applicant. Those approvals include: special land use permits, site plan reviews, site condo approvals, and planned unit development approvals. Perron noted that he was not in favor of this change.

Motion by Cole, second by Kalbfell, to set a Public Hearing to consider an amendment to the Zoning Ordinance on September 17, 2018 [at 6:00 p.m.]

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

7. All Other Actions & Requests

A. Appointment of City Assessor

City Manager Heydlauff stated that since 2012, we have been in a joint relationship with Boyne City and East Jordan to retain one part-time assessor who has chosen not to continue her contract. In order to fill the vacancy, the three cities again posted a joint Request for Proposals and interviewed firms and candidates. The City also posted our own full-time position for Assessor and GIS Coordinator. Going forward, he noted that we will continue our cooperation with the neighboring cities and we will have a full-time in-house assessor who will also coordinate and help us develop our GIS capabilities. Pursuant to the City Charter, the Assessor is appointed by the City Council and City Manager Heydlauff formally recommended Council appoint Joe Lavender as such.

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

Motion by Hagen, second by Kalbfell, to appoint Joe Lavender as City Assessor.

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

B. Public Services Facility Update

City Manager Heydlauff stated that over the past several months, OHM Advisors began the final engineering and design of our proposed Public Services Facility. As you will recall, a site selection was completed and a conceptual design and budget were presented to Council in December 2017. Council approved a design contract with OHM Advisors for \$240,000 to complete preliminary and final design services. He noted that OHM Advisors recently completed the preliminary design phase. The current recommended budget for construction is \$10.9 million, drastically up from the \$4.8 million that was originally estimated. The increase in estimated costs due to the desired scope of work not being captured (inside vehicle storage), some costs like temporary facilities, furniture and contingencies not included and some increased construction costs (notably the steep increase in steel).

Amanda Porath and Lucas Porath, OHM Advisors, presented a brief overview and status of the project, and attempted to explain the \$6.1 million increase. They noted that they are confident that they have captured the full scope of the project now and had a third party review the project and budget. OHM is willing to pay the cost of another independent review of the project with a firm selected by the City. They answered several questions for Council.

Mayor Kurtz opened the item to public comment several times.

- Greg Bryan questioned the material storage areas such as salt, sand and, gravel.
- Bob Timms felt that current facilities could be expanded.
- Leilani Durbin cautioned Council to consider the domino effect that this building will have on local residents' taxes.

The item was closed to the public.

Council agreed that a new facility was needed. They requested specific numbers regarding the \$6.1 million increase and OHM will share a line item driven cost sheet to explain the discrepancy. They will continue discussion at the September 4th Council meeting.

C. Sale of Old Street Signs

City Manager Heydlauff stated that Silver Linings Charlevoix is the sponsor group for the effort to light the bridge and they requested Council give them the old wooden street signs in storage. They would attempt to sell them as a fundraiser for this project. By selling them to Silver Linings for \$1, we are able to transfer the asset to them and support the bridge lighting project.

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 sale of old Charlevoix street signs to Silver Linings Charlevoix for the amount of \$1.

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

D. Tentative CBA with the Communications Workers of America (CWA) 2018-2021

City Manager Heydlauff stated that the CWA agreement was voted on and passed by union members on August 14, 2018. Highlights of the agreement include: wages increased by 2 1/2%, 2% and 2% for the three years, modified leaves to align with non-union and POLC members, short and long term disability, increased City ICMA contribution by 1.8% and City ICMA Match by 1.5%, and ended lifetime accrual of sick leave paid at present day's wages.

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 tentative agreement between City of Charlevoix and Communications Workers of America, dated September 2, 2018 through September 1, 2021.

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

Nays: None

E. Employee Handbook Revisions

City Manager Heydlauff proposed revisions to the City of Charlevoix Employee Handbook. The changes are due to a desire to afford non-union employees similar benefits as some union members, and other necessary modifications and corrections.

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

Motion by Kalbfell, second by Perron, to approve the revisions to the City of Charlevoix Employee Handbook with a revision date of September 1, 2018.

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

Nays: None

F. Community Growth Grant Options

City Manager Heydlauff stated that Networks Northwest released a grant program seeking proposals of not more than \$25,000 plus a 25% local match to aid communities in making progress on pre-existing plans. He explained two potential projects: "smart" trash/recycle compactor receptacles for downtown and ADA accessible kayak launches at Ferry or Depot beach. Both of these proposals align with City Council Goals. Council vetted both options thoroughly and commented that both were very worthy.

Mayor Kurtz opened the item to public comment.

- Maureen Owens noted that there is an option to "wrap" the receptacles with graphics.

The item was closed to the public.

Motion by Perron, second by Kalbfell, to select the "smart" trash receptacles project for the Community Growth Grants Program and authorize City Staff to submit the proposal and commit the local match as needed and seek an additional grant for the kayak launches.

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

Nays: None

8. Reports & Communications

A. Public Comments

- Bob Timms questioned whether other downtown workers received a 2.5% raise this year. He wondered if Council reconsidered the paving of a walking path on Park Avenue.
- Maureen Owens thanked Council for the new stairway at Michigan Beach Park.

B. City Manager Comments

- Reviewed upcoming presentations for Council
- Noted that the budget work session would be scheduled January 7, 2019, and final budget adoption on February 18
- State of the Community is September 11
- City Manager evaluation forms will be distributed this week
- Kay Heise researched the history of the bridge railing

C. Mayor & Council Comment

- Kalbfell also noted the new steps at the beach and pier jumping at Ferry Beach
- Cole commended EMS Director McMullen

9. Other Council Business

Mayor Kurtz stated that resident Dennis Kusina agreed to be appointed to the Zoning Board of Appeals as an Alternate Member. This appointment would allow the ZBA to have the required attendees for the scheduled August 22 meeting. Council concurred that Mr. Kusina would be a good choice. *Clerk's Note: The search for someone to fill this vacancy has been exhaustive and it has been a challenge for the ZBA to perform their duties due to member attendance issues. The Zoning Ordinance does not require that an application be submitted for the position. However, before being sworn in, Mr. Kusina will submit an application.*

Motion by Hagen, second by Kalbfell, to appoint Dennis Kusina as Alternate Member on the Zoning Board of Appeals [term expiring December 2020].

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

Nays: None

10. Adjourn

The Mayor adjourned the meeting at 7:42 p.m.

Regular Accounts Payable – 08/21/2018

ACE HARDWARE	4,745.37	KOURY, CHRIS	100.00
ACUSHNET COMPANY	264.94	KSS ENTERPRISES	1,856.69
AIRGAS USA LLC	70.51	LANGE, JEFFREY	150.00
ALL AREA TOWING	75.00	LOTTIE'S BAGELS	134.00
AMERICAN WASTE INC.	4,290.80	LUNDTEIGEN, GUNNAR	1,090.76
AMERIGAS - PETOSKEY	445.62	MCCARDEL CULLIGAN-PETOSKEY	50.00
APEX SOFTWARE	235.00	METTLER TOLEDO INC	458.77
ASPEN WIRELESS	1,770.00	MICHIGAN MUSHROOM MARKET LLC	18.00
AT&T	581.62	MILAN, JANE	6.67
AUTO VALUE	656.31	MUNSON HEALTHCARE CVX HOSPITAL	684.39
AVFUEL CORPORATION	97,944.14	MUNSON MEDICAL CENTER	40.00
BC/BS OF MI REFUNDS	267.88	NCL OF WISCONSIN INC.	207.55
BERG, REBECCA	265.00	NORTHERN CREDIT BUREAU	158.68
BERGER CHEVEROLET	26,689.00	OHM ADVISORS	67,372.50
BOB MATHERS FORD	335.00	OLESON'S FOOD STORES	425.76
BRADFORD'S	29.25	OLSEN, SUZANNE	320.13
BREWER, JOHN	210.00	OLSON BZDOK & HOWARD	2,341.10
CARQUEST OF CHARLEVOIX	1,865.93	PARASTAR INC.	1,695.71
CCI SOUTH LLC	105.00	PARKS AUTO PARTS	65.00
CHARLEVOIX COUNTY TREASURER	903.03	PEASE, RIVER FAITH	50.00
CHARLEVOIX DISTRICT LIBRARY	30,000.00	PERFORMANCE ENGINEERS INC	2,585.00
CHARLEVOIX SCREEN MASTERS INC	2,959.00	PHYSIO-CONTROL INC.	45,869.80
CHARLEVOIX VENETIAN FESTIVAL	6,672.30	PLUNKETT & COONEY	440.00
CHARTER COMMUNICATIONS	1,851.86	POND HILL FARM LLC	279.00
CINTAS CORPORATION #729	108.52	POWER LINE SUPPLY	5,602.18
CITY OF CHARLEVOIX - UTILITIES	35,017.79	PREFERRED WASTE 2 LLC	1,260.00
CURREY FARMS LLC	79.00	PREIN & NEWHOF	40,371.74
ELLSWORTH FARMER'S EXCHANGE	241.85	PRESTON FEATHER	567.63
EMERGENCY MEDICAL PRODUCTS INC	468.75	PROVIDENCE FARM LLC	511.00
ENVIRONMENTAL SYSTEMS RESEARCH	11,100.00	RAECKE, MICHAEL	10.59
ETNA SUPPLY	230.00	RANGE TELECOMMUNICATIONS	179.81
FAMILY FARM & HOME	478.68	REHMANN-ROBSON & CO	3,900.00
FARMER WHITE'S	253.00	RICK-BIDDICK, MICHELLE	1,868.84
FASTENAL COMPANY	783.30	RS&H MICHIGAN INC	4,980.00
FILARSKI, JACOB THOMAS	1,000.00	RUSTIC BAKER	76.00
FOREMOST MEDICAL EQUIPMENT	11,030.00	SIEGRIST, DAVID	47.00
FREEDOM MAILING SERVICES INC.	2,437.99	SILVERMAN, JUDI	15.00
FULLFORD, LARA	75.00	SLADICS, MARCIE	96.80
GERBER HOMEMADE SWEETS	133.00	SNIVELY, KIRBY	75.00
GINOP SALES INC	183.75	SPARTAN DISTRIBUTORS INC	975.45
GOLDING, JOYCE M.	45.02	SPARTAN STORES LLC	121.42
GOLDSTICK, JON	50.00	SPENCLEY, PATRICIA L.	26.25
GOLF ASSOCIATION OF MICHIGAN	20.00	SPIEGEL, JOZEF	10.00
GOLSKI, HARRY	39.00	SPOK INC	9.99
GORDON FOOD SERVICE	194.91	STANDARD ELECTRIC CO	314.54
GREAT LAKES PIPE & SUPPLY	339.48	STATE OF MICHIGAN	50.00
GREAT LAKES PIPE & SUPPLY	19.08	STRYKER SALES CORPORATION	2,041.99
GUNTZVILLER, RHONDA	390.00	SUTTON, BARBARA	275.90
HAGGARD'S INC	3,324.45	T.C. RECORD EAGLE	150.00
HARBOR HOUSE PUBLISHERS	1,306.99	TELE-RAD INC	445.00
HARRELL'S	340.00	TERMINAL SUPPLY CO	46.87
HEADY, KATE	100.00	THE TROPHY CASE	35.00
HEAVEN SENT ADOPTION SERVICES	135.95	TRUCK & TRAILER SPECIALTIES	95.00
HEYDLAUFF, MARK L	515.60	UNIFIRST CORPORATION	667.19
HOLECHECK, ERWIN	183.00	UP NORTH PROPERTY SERVICES LLC	8,004.00
HOLIDAY COMPANIES	8,541.84	UPPER CASE PRINTING INK.	1,260.07
HYDRO CORP	530.00	USA BLUE BOOK	683.55
HYDRODYNAMICS INC.	562.00	VILLAGE GRAPHICS INC.	73.71
IDEXX DISTRIBUTION INC.	434.47	WASHBURNE, BRENDA	44.00
INDEPENDENT DRAFTING SERVICES	1,976.00	WILBERT BURIAL VAULT CO	65.36
INTERWATER FARMS INC	655.00	WILKS, DESTINY	28.12
JOE'S PROFESSIONAL SERVICES LLC	1,850.00	WINNIE'S ORIGINAL LLC	60.00
JOHN E. GREEN COMPANY	6,834.65	WITTHOEFT, CHARLES	150.00
JORDAN VALLEY EMS AUTHORITY	518.75		
KENNEDY INDUSTRIES INC	11,460.00	TOTAL	488,813.89

ACH Payments – 08/06/2018 to 08/14/2018

MI PUBLIC POWER AGENCY	17,657.96	VANTAGEPOINT (401 ICMA PLAN)	742.50
PAYMENT SERVICE NETWORK	240.90	VANTAGEPOINT (457 ICMA PLAN)	16,009.66
STATE OF MI (SALES TAX)	27,761.23	VANTAGEPOINT (ROTH IRA)	936.53
IRS (PAYROLL TAX DEPOSIT)	46,940.35	MI PUBLIC POWER AGENCY	16,269.44
ALERUS FINANCIAL (HCSP)	400.00	DTE ENERGY	1,428.41
STATE OF MI (WITHHOLDING TAX)	7,229.81	TOTAL	135,616.79

Payroll Net Pay – Pay Period Ending 08/04/2018 (Paid 08/10/2018)

HEYDLAUFF, MARK L.	2,648.97	ANZELL, BETH A.	727.82
GOLDING, JOYCE M.	2,181.12	MACGILLIVRAY, RAYMOND L.	793.22
DEROSIA, PATRICIA E.	508.51	ITTER, MATTHEW R.	592.90
DOTSON, LINDSEY J.	1,457.31	MCCULLOUGH, SAVHANA C.	645.39
LOY, EVELYN R.	1,086.31	CALO, LEAH M.	573.75
KLOOSTER, ALIDA K.	2,013.71	KLOOSTER, PATRICK H.	1,465.01
GOLOVICH, KAREN J.	969.63	EVANS JR, HALBERT K.	845.37
SPENCLEY, PATRICIA L.	978.18	GREENE, GLORIA C.	695.60
MILLER, FAITH G.	35.79	DAVIS, LEAH R.	789.31
MCGINN, KELLY A.	1,670.39	TELGENHOF, WILL G.	777.03
JONES, JANET M.	436.26	WILLIAMS, BRANDON S.	641.40
JOLLETTE, MELISSA N.	33.25	CARLSON, JOSHUA A.	483.86
DOAN, GERARD P.	1,697.63	HOLECHECK, JENNACA R.	654.85
SCHLAPPI, JAMES L.	1,225.19	VRONDRAN, LARISSA M.	619.69
UMULIS, MATTHEW T.	1,351.78	BAILEY, ALYSSA M.	320.39
HANKINS, SCOTT A.	1,890.13	KIRINOVIC, THOMAS F.	508.62
ORBAN, BARBARA K.	1,237.18	DUTCHER, ROBERT G.	191.18
WILLIAMS, ASHLEY M.	1,788.52	KLOOSTER, SUSAN E.	212.27
FLICKEMA, ANDREW M.	2,431.81	HEID, THOMAS J.	1,317.16
RILEY, DENISE M.	476.82	LEESE, ALAN K.	468.44
MATELSKI, KRISTEN L.	1,078.75	HART, DAVID R.	41.21
BINGHAM, LARRY E.	941.64	GRUNCH, RONALD J.	332.88
MATELSKI, RYAN G.	1,031.31	DAVIS, RONALD L.	317.13
VANLOO, MEAGAN E.	753.26	FAIRCHILD, GALEN W.	364.80
MACGILLIVRAY, ROGER	804.63	MASSON, DONALD J.	538.13
WURST, RANDALL W.	1,113.73	KUSINA, DENNIS W.	360.77
MAYER, SHELLEY L.	1,984.39	LABLANCE, MAUREEN J.	303.25
HILLING, NICHOLAS A.	1,979.98	LIVINGSTON, BRIAN D.	1,170.30
MEIER III, CHARLES A.	1,388.95	STANLEY, MARK J.	60.95
ZACHARIAS, STEVEN B.	1,740.47	VANLOO, JOSEPH G.	898.79
NEWMAN, MARK J.	1,025.05	WYMAN, MATTHEW A.	1,661.84
SWEM, DONALD L.	1,975.53	MILLER, WILLIAM S.	1,697.28
EATON, BRAD A.	1,820.22	DOUGLAS, MARK	989.33
WILSON, TIMOTHY J.	2,319.72	PRIOR, ERIN C.	430.77
LAVOIE, RICHARD L.	1,801.14	CERTA, BRIAN	575.35
STEVENS, BRANDON C.	1,893.24	MCMULLEN, DONALD R.	1,886.81
DRAVES, MARTIN J.	1,796.98	TRAVERS, MANUEL J.	2,131.08
ANDERSON, ELIZABETH A.	1,240.03	STEVENS, JEFFREY W.	931.87
LEITNER, RYAN S.	1,114.77	RILEY, CASEY W.	887.58
ELLIOTT, PATRICK M.	2,167.95	JONES, LARRY M.	586.30
SCHWARTZFISHER, JOSEPH L.	1,364.96	WILLSON, BRENDA R.	2,034.31
BRADLEY, KELLY R.	1,331.25	BEAN, PETER J.	732.26
HART II, DELBERT W.	1,635.91	RILEY, REBECCA J.	131.37
JONES, ROBERT F.	1,650.37	ERWIN, RACHELLE L.	247.57
DORAN, JUSTIN J.	2,016.57	SILVA, JESSE L.A.	2,185.14
FARRELL, MITCHELL L.	1,596.16	SEHL, JENNA R.	461.21
THORP JR, WILLIAM D.	1,634.19	RILEY, DANIEL A.	1,113.58
MANKER JR, DAVID W.	581.19	WHEELER, MICHAEL W.	1,708.10
MANKER SR, DAVID W.	846.51	SNYDER, CORY G.	637.76
BECKER, MICHAEL S.	870.50	PEARSALL, KRISTA M.	316.80
NEDWICK, DAVID J.	647.63	DRAKE, WILLIAM F.	613.23
FREY, DYLAN V.	558.73	JOHNSON, MELISSA A.	2,914.85
HART III, DELBERT W.	630.87	AZZOPARDI, ANTHONY J.	699.95
BOEHM, NOAH A.	704.56	VOUSBOUKIS, AUTUMN M.	487.75
MCGHEE, ROBERT R.	1,102.92	GERBER, SAMUEL A.	38.79
MUMICH, BARRY J.	701.08	WHITLEY, ANDREW T.	2,324.13
CRANDELL, ZACKARY R.	810.85	MORRISON, KEVIN P.	1,827.82
SEESE, GARRETT R.	687.43	JOHNSON, STEVEN P.	1,409.01
FERGUSON, ROYCE L.	917.78	BISHAW, JAMES H.	805.02
MUELLER, JASON C.	707.42	ZIPP, BRANDON M.	643.55
BOSS, SHERRY M.	395.50	KLINGER, BRADLEY W.	781.13
SAYWARD, MADISON E.	659.07	WILLIAMS, SYDNEY K.	697.33
ROSENTHAL, GABRIEL M.	941.14	ITTER, DAVID M.	632.43
NOVOTNY, RAIGAN I.	650.31	PETERSON, BENJAMIN D.	600.30
KNORR, KENT J.	1,958.07	GILL, DAVID R.	1,253.22
STEBE, LAURA A.	27.70		
MILAN, JANE E.	1,260.85	TOTAL	137,766.04

Payroll Transmittal – 08/10/2018

4FRONT CREDIT UNION	558.84	CHAR EM UNITED WAY	52.00
4FRONT CREDIT UNION	560.00	CHARLEVOIX STATE BANK	1,200.77
AMERICAN FAMILY LIFE	198.66	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	372.78	COMMUNICATION WORKERS OF AMER	568.36
BARRY COUNTY TRIAL COURT	20.00	MI STATE DISBURSEMENT UNIT	679.30

POLICE OFFICERS LABOR COUNCIL	201.00		
PRIORITY HEALTH	1,740.91	TOTAL	6,302.62
Tax Disbursement – 08/21/2018			
CHARLEVOIX COUNTY TREASURER	242.28	CHARLEVOIX PUBLIC SCHOOLS	3,028.45
CHARLEVOIX COUNTY TREASURER	252,938.44	CHARLEVOIX PUBLIC SCHOOLS	12,118.24
CHARLEVOIX COUNTY TREASURER	19.75	CHARLEVOIX STATE BANK	12,251.24
CHARLEVOIX DISTRICT LIBRARY	7.32	CITY OF CHARLEVOIX - TAXES DUE	296,673.23
CHARLEVOIX PUBLIC SCHOOLS	297,873.78	RECREATIONAL AUTHORITY	1.37
CHARLEVOIX PUBLIC SCHOOLS	48,961.01	TOTAL	924,115.11