

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, October 1, 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, Tom Oleksy, Leon Perron
Members Absent: Janet Kalbfell, Aaron Hagen
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

A. 2017-18 Audit Presentation

Annette Eustice of Rehmann Robson gave Council a brief update on the 2017-18 Financial Audit.

Mayor Kurtz opened the item to public comment:

- Don Exelby questioned whether the Airport was operating at a deficit. Ms. Eustice noted that the Airport was not operating at a deficit and explained the use of federal funds.

The item was closed to the public.

B. Housing Update

Community Planner Egan provided an update on topics surrounding the housing policy and the needs in our community. She stated that housing has been on the radar of the Planning Commission for some time now. They are well aware of the need for more attainable housing and the impact the lack of housing is having on the community. To that end they have been learning as much as they can and the Planning Commission will discuss this topic in depth over the next several months with the goal of adjusting the Zoning Ordinance to allow for and invite new housing opportunities into the City.

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 – September 17, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – September 21, 2018
 - b. Regular Accounts Payable Check Register – October 2, 2018
 - c. ACH Payments – September 17, 2018 to September 25, 2018
 - d. Payroll Check Register – September 21, 2018
 - e. Payroll Transmittal – September 21, 2018
 - f. Payroll Transmittal – October 1, 2018
 - g. Tax Disbursement – October 2, 2018
- C. Resolution to Waive Penalty Fees for Failure to File a Property Transfer Affidavit

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-10-01

WAIVE PENALTY FEES AND INTEREST FOR FAILURE TO FILE A PROPERTY TRANSFER AFFIDAVIT

WHEREAS, Section 211.27a of the General Property Tax Act requires the buyer, grantee or other transferee of property to file a property transfer affidavit as prescribed by the State Tax Commission, with the appropriate Assessing Officer in the local unit of government in which the property is located; and

WHEREAS, Section 211.27b of the General Property Tax Act imposes penalties for the failure to file a Property Transfer Affidavit after 45 days have elapsed; and

WHEREAS, Section 211.27b of the General Property Tax Act provides that the local governing body may waive, by Resolution, the penalties levied for the failure to file a Property Transfer Affidavit; and

WHEREAS, the City of Charlevoix waives the penalties for the failure to file a Property Transfer Affidavit within 45 days of transfer.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix hereby waives penalties under Section 211.27b of the General Property Tax Act.

IT IS FURTHER RESOLVED, that all resolutions or parts of resolutions in conflict herewith are hereby repealed.

RESOLVED this 1st day of October, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Bryan, Oleksy, Cole, Perron

Nays: None

Absent: Kalbfell, Hagen

- D. EMS Job Descriptions – Approve Paid-on-Call EMT, AEMT, Paramedic and Assistant EMS Director
- E. Accept the 2017-18 Fiscal Year Financial Audit

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

Yeas: Bryan, Oleksy, Cole, Perron

Nays: None

Absent: Kalbfell, Hagen

6. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing for Zoning Ordinance Amendment: Housekeeping Changes

The Mayor opened the Public Hearing at 6:35 p.m. Community Planner Egan stated that the proposed amendments to multiple sections of the Zoning Ordinance were approved by the Planning Commission on September 10, 2018. All of the changes are corrections, clarifications, or minor in nature. Council's vote on these proposed changes will take place at the October 15th meeting when all Council members are present.

Mayor Kurtz opened the item to public comment.

- Rick Wertz questioned whether setbacks are measured from the building wall or overhang.

The Public Hearing was closed at 6:39 p.m.

7. All Other Actions & Requests

A. Historic District Request

City Manager Heydlauff recalled that in 2016, City Council created the Earl Young Historic District to protect the unique history and character of these homes. He explained that he received a letter requesting two homes be removed from this district. He noted that while the district creates the burden to receive approval before modifying the exterior of the home, there is substantial research suggesting local historic districts help maintain or even increase property values in addition to promoting the character and charm of the community.

Mayor Kurtz opened the item to public comment.

- Sydney Feldman, 306 Park Avenue, stated that he and his daughter at 308 Park Avenue were opposed to creating the district in 2016. He felt there was no benefit to homeowners being a part of the district. Mr. Feldman also felt that the future sale of his home may be negatively impacted.
- Greg Stevens felt that the district was "way over-governing."

The item was closed to the public.

Motion by Bryan, second by Oleksy, to refer to the Standing Historic District Commission the request to modify the Earl Young Historic District.

Yeas: Bryan, Oleksy, Cole, Perron

Nays: None

Absent: Kalbfell, Hagen

B. Set Work Session for October 29

City Manager Heydlauff recalled Council's recent work session on the topic of downtown parking where they wished to continue the discussion further. City Manager Heydlauff suggested holding a work session on October 29th to address downtown parking and deer management.

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

Motion by Cole, second by Oleksy, to set a Council Work Session for 6:00 p.m. on October 29, 2018 for the purpose of discussing parking and deer management.

Yeas: Bryan, Oleksy, Cole, Perron

Nays: None

Absent: Kalbfell, Hagen

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- MDOT intends on completing the Bridge Street project this season; there may be a brief closure on Bridge Street to reroute water lines.
- Taxi lane repaving will begin after October 15th.

C. Mayor & Council Comment

- Oleksy stated that the goats have returned to help eradicate invasive species at Lake Michigan Beach.

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 7:01 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
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Special Accounts Payable – 09/21/2018

AT&T	3,958.07	METLIFE SMALL BUSINESS CENTER	543.26
AT&T MOBILITY	89.00	STANDARD INSURANCE CO	4,271.52
CHARLEVOIX STATE BANK	5,956.26	VERIZON WIRELESS	56.72
CHARTER COMMUNICATIONS	1,851.60	VISION SERVICE PLAN	513.34
DELTA DENTAL	3,156.84		
GREAT LAKES ENERGY	216.71	TOTAL	20,613.32

Regular Accounts Payable – 10/02/2018

AIRGAS USA LLC	70.51	HEID, THOMAS J.	50.00
AMERICAN WASTE INC.	106.76	HEP'S HOMEBAKED GRANOLA	27.00
AMERICAN WATER WORKS ASSN	211.00	HEYDLAUFF, MARK L	50.00
ARCADIA BENEFITS GROUP INC	25.00	HOLIDAY COMPANIES	7,765.94
AT YOUR SERVICE PLUS INC	1,840.00	HYDE SERVICES LLC	591.72
AVFUEL CORPORATION	129,433.25	IDEXX DISTRIBUTION INC.	1,361.77
BARUZZINI GENERAL CONTRACTORS	1,770.00	INDEPENDENT DRAFTING SERVICES	1,900.00
BEAN, PETER	20.83	JACK DOHENY SUPPLIES INC	3,375.18
BEIJO DE CHOCOLAT LLC	13.00	JACKLIN STEEL SUPPLY CO	959.70
BERG, REBECCA	156.00	JOB, ROBERT	50.00
BRADLEY, KELLY R.	60.00	KLOOSTER, ALIDA K.	50.00
CDW GOVERNMENT INC.	395.00	KLOOSTER, PATRICK H	50.00
CHARLEVOIX SCREEN MASTERS INC	1,138.60	KNORR, KENT	142.65
CINTAS CORPORATION	145.32	KSS ENTERPRISES	596.68
CINTAS CORPORATION #729	75.60	LAKE FOREST BAKING COMPANY	78.00
CITY OF CHARLEVOIX - UTILITIES	44,878.50	LAVENDER, JOSEPH E.	100.00
CONSUMER OFFICE FURNITURE	136.00	LEAH, ANTON	23.24
COOK FAMILY FARMS	45.00	LETTERS ONLINE	170.00
DeROSIA, PATRICIA E.	50.00	LOTTIE'S BAGELS	106.00
DHASELEER, CARL	192.00	LOUNSBURY SEQUANOTA COTTAGE TR	306.99
DITCH WITCH SALES OF MICHIGAN	488.00	MADDIN, RICHARD	12.00
DIXON ENGINEERING INC	3,800.00	MAILLOUX, SUSIE	25.00
DOAN, GERARD P.	50.00	MAYER, SHELLEY L.	50.00
DORNBOS SIGN INC.	558.13	McGINN, KELLY A.	50.00
DOTSON, LINDSEY J.	50.00	MCMULLEN, DONALD R	423.02
ECONO SIGNS LLC	821.37	MDC CONTRACTING LLC	437.50
EJ USA INC.	898.20	MICHIGAN MUNICIPAL LEAGUE	4,085.49
ELLIOTT, PATRICK M.	50.00	MICHIGAN MUSHROOM MARKET LLC	31.00
FAMILY FARM & HOME	594.68	MILLER, WILLIAM S.	50.00
FARMER WHITE'S	162.00	MOORE MEDICAL LLC	191.83
FASTENAL COMPANY	1,157.36	MUNSON HEALTHCARE CVX HOSPITAL	522.58
GAUTHIER, KARRIE	50.00	MUTT MITT	1,846.38
GBS INC.	960.00	NETWORKS NORTHWEST	225.00
GERBER HOMEMADE SWEETS	121.00	NOIROT, CYNTHIA	30.00
GOLDING, JOYCE M.	50.00	NORRIS, CHARLENE	11.14
GREAT LAKES PIPE & SUPPLY	83.28	NORTH COAST FASTENERS LLC	32.49
GUNTZVILLER, RHONDA	107.00	NORTHERN CREDIT BUREAU	94.78
HANKINS, SCOTT A.	50.00	NORTHERN MICHIGAN REVIEW INC.	718.08
HANSON, VIVIAN	115.00	OLESON'S FOOD STORES	119.14
HARBOR HOUSE PUBLISHERS	910.00	OLSON BZDOK & HOWARD	3,985.76

OMS COMPLIANCE SERVICES INC	52.50	SWEM, DONALD L.	50.00
PARASTAR INC.	2,575.19	SYN-TECH SYSTEMS INC.	267.00
PARKER, MICHAEL	11.00	SYSTEMS SPECIALISTS INC	5,753.50
PHYSICIAN'S CLINIC OF CHARLEVOIX	157.00	TELE-RAD INC	3,715.00
PLUNKETT & COONEY	20.00	TERMINAL SUPPLY CO	224.78
POND HILL FARM LLC	102.00	TIMMS, ROBERT	200.00
POSTMASTER	43.96	TRAVERSE LEGAL PLC	3,800.00
POWER LINE SUPPLY	537.78	UNIFIRST CORPORATION	573.61
RUNDBLAD, TED	16.00	UP NORTH PROPERTY SERVICES LLC	3,378.50
RUSTIC BAKER	67.00	USA BLUE BOOK	462.62
S&W HEALTHCARE CORPORATION	249.93	VILLAGE GRAPHICS INC.	184.40
SNOW MACHINES INC	5,499.70	WADE TRIM OPERATIONS SERVICES	1,319.13
SPARTAN STORES LLC	88.87	WAHOSKI, DAVID	419.97
SPIEGEL, JOZEF	49.00	WATROS, WILLIAM	27.92
STATE OF MICHIGAN	565.82	WURST, RANDALL W.	50.00
STRICKER'S OUTDOOR POWER EQUIP	24.75	WYMAN, MATTHEW A.	50.00
SUMMIT COMPANIES	300.00		
SUPERIOR MECHANICAL	225.00	TOTAL	253,596.38

ACH Payments – 09/17/2018 to 09/25/2018

MI PUBLIC POWER AGENCY	46,436.62	VANTAGEPOINT (ROTH IRA)	936.53
IRS (PAYROLL TAX DEPOSIT)	38,566.86	MERS (DEFINED BENEFIT PLAN)	40,834.32
ALERUS FINANCIAL (HCSP)	400.00	MI PUBLIC POWER AGENCY	14,834.57
STATE OF MI (WITHHOLDING TAX)	5,833.01	MI PUBLIC POWER AGENCY	245,246.03
VANTAGEPOINT (401 ICMA PLAN)	742.50		
VANTAGEPOINT (457 ICMA PLAN)	16,472.11	TOTAL	412,302.55

Payroll Net Pay – Pay Period Ending 09/15/2018 (Paid 09/21/2018)

HEYDLAUFF, MARK L.	2,358.07	MANKER SR, DAVID W.	644.53
GOLDING, JOYCE M.	1,761.58	BECKER, MICHAEL S.	652.40
DEROSIA, PATRICIA E.	1,113.68	NEDWICK, DAVID J.	594.99
DOTSON, LINDSEY J.	1,454.40	FREY, DYLAN V.	461.21
LOY, EVELYN R.	1,089.90	HART III, DELBERT W.	547.01
KLOOSTER, ALIDA K.	1,650.02	MCGHEE, ROBERT R.	999.42
GOLOVICH, KAREN J.	1,012.32	MUMICH, BARRY J.	190.35
SPENCLEY, PATRICIA L.	521.38	CRANDELL, ZACKARY R.	419.41
MILLER, FAITH G.	62.05	FERGUSON, ROYCE L.	508.95
MCGINN, KELLY A.	1,666.30	BOSS, SHERRY M.	646.72
JONES, JANET M.	518.62	SAYWARD, MADISON E.	496.99
LAVENDER, JOSEPH E.	871.82	ZIPP, BRANDON M.	460.91
DOAN, GERARD P.	1,860.52	ROSENTHAL, GABRIEL M.	756.30
SCHLAPPI, JAMES L.	1,168.49	KNORR, KENT J.	1,919.41
UMULIS, MATTHEW T.	1,440.37	ANZELL, BETH A.	417.45
HANKINS, SCOTT A.	1,810.65	KLOOSTER, PATRICK H.	1,465.01
ORBAN, BARBARA K.	1,376.91	EVANS JR, HALBERT K.	968.66
WILLIAMS, ASHLEY M.	1,747.10	KIRINOVIC, THOMAS F.	645.60
FLICKEMA, ANDREW M.	1,701.81	HEID, THOMAS J	1,314.09
RILEY, DENISE M.	457.14	LEESE, ALAN K.	425.47
MATELSKI, KRISTEN L.	1,257.15	GRUNCH, RONALD J.	132.06
BINGHAM, LARRY E.	941.64	DAVIS, RONALD L.	259.15
MATELSKI, RYAN G.	907.16	FAIRCHILD, GALEN W.	174.15
MACGILLIVRAY, ROGER	604.87	MASSON, DONALD J.	498.30
WURST, RANDALL W.	1,609.26	KUSINA, DENNIS W.	194.26
MAYER, SHELLEY L.	2,091.89	LABLANCE, MAUREEN J.	311.45
HILLING, NICHOLAS A.	1,326.77	LIVINGSTON, BRIAN D.	1,030.26
MEIER III, CHARLES A.	1,173.70	STANLEY, MARK J.	35.55
ZACHARIAS, STEVEN B.	1,297.16	WYMAN, MATTHEW A.	1,572.53
NEWMAN, MARK J.	1,097.11	MILLER, WILLIAM S.	1,259.94
SWEM, DONALD L.	1,970.94	DOUGLAS, MARK	932.67
EATON, BRAD A.	1,831.20	PRIOR, ERIN C.	342.25
WILSON, TIMOTHY J.	2,137.97	CERTA, BRIAN	851.83
LAVOIE, RICHARD L.	1,750.55	MCMULLEN, DONALD R.	1,466.58
STEVENS, BRANDON C.	2,216.01	TRAVERS, MANUEL J.	2,463.64
DRAVES, MARTIN J.	1,808.89	STEVENS, JEFFREY W.	823.71
ANDERSON, ELIZABETH A.	1,243.58	RILEY, CASEY W.	764.29
LEITNER, RYAN S.	1,137.16	JONES, LARRY M.	1,369.96
ELLIOTT, PATRICK M.	2,163.46	WILLSON, BRENDA R.	1,337.45
SCHWARTZFISHER, JOSEPH L.	1,019.56	BEAN, PETER J.	1,526.50
BRADLEY, KELLY R.	1,666.35	SILVA, JESSE L.A.	1,675.34
HART II, DELBERT W.	1,212.06	SEHL, JENNA R.	412.69
JONES, ROBERT F.	1,277.88	RILEY, DANIEL A.	131.37
DORAN, JUSTIN J.	1,468.45	WHEELER, MICHAEL W.	1,943.58
FARRELL, MITCHELL L.	1,303.78	SNYDER, CORY G.	300.66
THORP JR, WILLIAM D.	1,549.17	PEARSALL, KRISTA M.	237.53
MANKER JR, DAVID W.	441.12	DRAKE, WILLIAM F.	1,350.02

JOHNSON, MELISSA A.	1,204.71	MORRISON, KEVIN P.	1,275.10
AZZOPARDI, ANTHONY J.	1,272.48	BISHAW, JAMES H.	656.72
DEKORNE, ELIZABETH A.	323.31	KLINGER, BRADLEY W.	282.89
McRANEY, RUSSELL R.	22.03	GILL, DAVID R.	1,517.89
GERBER, SAMUEL A.	33.25		
WHITLEY, ANDREW T.	1,753.63	TOTAL	110,422.58

Payroll Transmittal – 09/21/2018 and 10/01/2018

4FRONT CREDIT UNION	558.84	MI STATE DISBURSEMENT UNIT	679.30
AMERICAN FAMILY LIFE	198.66	PRIORITY HEALTH	1,725.38
AMERICAN FAMILY LIFE	372.78	VELO LAW OFFICE	169.65
CHAR EM UNITED WAY	52.00	4FRONT CREDIT UNION	29,050.00
CHARLEVOIX STATE BANK	1,150.77	CHARLEVOIX STATE BANK	41,550.00
CHEMICAL BANK	150.00	CHEMICAL BANK	2,500.00
COMMUNICATION WORKERS OF AMER	582.62	TOTAL	78,740.00

Tax Disbursement – 10/02/2018

CHARLEVOIX COUNTY TREASURER	126,171.40	CITY OF CHARLEVOIX - TAXES DUE	148,689.89
CHARLEVOIX PUBLIC SCHOOLS	180,669.14	GORMAS, THADDAEUS & MICHELLE	2,722.43
CHARLEVOIX PUBLIC SCHOOLS	24,543.87	SCHULLER, MARTIN & ONEDA	1,224.66
CHARLEVOIX PUBLIC SCHOOLS	1,518.15		
CHARLEVOIX PUBLIC SCHOOLS	6,074.86	TOTAL	491,614.40