

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, December 3, 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 Attorney: Scott Howard
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

The Mayor disclosed he had a business at the Airport but this was not a conflict with Item 7.B.

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 – November 19, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – November 16, 2018
 - b. Special Accounts Payable Check Register – November 26, 2018
 - c. Regular Accounts Payable Check Register – December 4, 2018
 - d. ACH Payments – November 19, 2018 to November 30, 2018
 - e. Payroll Check Register – November 30, 2018
 - f. Payroll Transmittal – November 30, 2018
 - g. Tax Disbursement – December 4, 2018
- C. 2018 Bridge Drop Fireworks Approval – Issue permit and sign Hold Harmless Agreement
- D. Schedule Work Session for January 7, 2019 at 4:00 p.m. – Budget work session
- E. Club House Intern & Utilities Billing Clerk Job Descriptions – Approve job descriptions

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

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

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Asset Management Plans

City Manager Heydlauff recalled that on November 19, Council held a Work Session with engineers from Prein&Newhof to better understand the work of our recently concluded SAW Grant and infrastructure upgrades. He explained that the details of future proposed projects and the work necessary to maintain our system are outlined in Asset Management Plans. This is directly tied to one of Council's goals and Staff recommended that Council approve these plans for use in future Capital Improvement Plans.

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

Motion by Kalbfell, second by Hagen, to accept and place on file the Asset Management Plans for the water, wastewater, and storm sewer systems.

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

B. Airplane De-Icing Pilot Program

Airport Manager Wyman stated that a frequent summer customer of the Airport proposed purchasing a de-icing unit for Staff to use on his aircraft. Staff would use the customer's de-icing unit and charge the customer a fee for employee time. The pilot de-icing program would allow the Airport to determine its ability to offer a de-icing service to all aircraft in the future.

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

Motion by Kalbfell, second by Hagen, to approve the De-Icing Service Agreement.

Yeas: Bryan, Oleksy, Kalbfell, Hagen, Perron

Nays: None

Absent: Cole

C. Mayoral and Council Appointments

Bob Timms requested re-appointment to the Board of Review. This is a Council appointment for a three year term. Ken Polakowski requested re-appointment to the Shade Tree Commission. This is a Mayoral appointment with Council approval for a three year term. No other applications were received.

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

Motion by Hagen, second by Kalbfell, to re-appoint Bob Timms to the Board of Review, term expiring December 31, 2021.

Yeas: Bryan, Oleksy, Kalbfell, Hagen, Perron

Nays: None

Absent: Cole

Motion by Perron, second by Kalbfell, to re-appoint Ken Polakowski to the Shade Tree Commission, term expiring December 31, 2021.

Yeas: Bryan, Oleksy, Kalbfell, Hagen, Perron

Nays: None

Absent: Cole

D. Recreational Marijuana

Attorney Howard stated that on December 6, the Michigan Regulation and Taxation of Marijuana Act (MRTMA) goes into effect. From that date forward, the consumption, possession and transport of a certain amount of marijuana and marijuana product is legal under Michigan law. He explained the nuances of the new law and answered several questions from Council. Attorney Howard recommended that Council choose whether and/or how to regulate commercial establishments for marijuana contemplated under the Act. After much discussion, Council consented to take a conservative approach at this time by "opting out" of selling recreational marijuana in the City. This decision would allow more time to study other municipalities who have "opted in" to discover unforeseen challenges, if any.

Mayor Kurtz opened the item to public comment.

- Lynn Carson, East Jordan Planning Commission Chair, questioned the voting results in the City (1st Ward – no, 2nd Ward – yes, 3rd Ward – yes). She stated that East Jordan was in the process of "opting out" at this time.

The item was closed to the public.

Motion by Kalbfell, second by Bryan, to have the City Attorney and City Manager draft language for an ordinance to opt-out at this time.

Yeas: Bryan, Oleksy, Kalbfell, Hagen, Perron

Nays: None

Absent: Cole

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- Council should see a proposal for accessible kayak launches at their next meeting.
- The City was awarded eCities 2018 Top Performing Entrepreneurial Community by the UM Dearborn College of Business.

C. Mayor & Council Comments

- Hagen questioned whether Council would be agreeable to explore amending the City Charter to change term lengths from two years to four as a cost savings measure in addition to creating more continuity on Council. They agreed to revisit this topic (as well as other potential Charter changes) at a future meeting.
- Oleksy expressed safety concerns with the two new pedestrian islands on US-31 near the golf course.
 - Jodi Laurent commented that the new center lane is not being cleared of snow which presents a safety issue.
- The Mayor questioned Attorney Howard regarding the failed Solid Waste request for proposal. The City Attorney is in contact with American Waste to better define their objection to the request for proposal.

9. Other Council Business

The Mayor discussed a new multi-use path connecting area trails that was proposed by the Charlevoix Trail Ambassadors and falls in line with one of Council's goals. He asked Council to pass a resolution of support.

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

Motion by Hagen, second by Oleksy, to prepare a resolution showing our support for the trail as laid out in the pamphlet [proposed by the Charlevoix Trail Ambassadors.]

Yeas: Bryan, Oleksy, Kalbfell, Hagen, Perron

Nays: None

Absent: Cole

10. Adjourn

The Mayor adjourned the meeting at 7:14 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 11/16/2018			
AT&T	3,965.80	PRIORITY HEALTH	41,792.33
CHARLEVOIX TOWNSHIP	15.00	STANDARD INSURANCE CO	2,196.06
CHARTER COMMUNICATIONS	1,833.62	STATE OF MICHIGAN	1,338.05
DELTA DENTAL	3,663.15	VISION SERVICE PLAN	552.45
HOLIDAY COMPANIES	15,010.51		
METLIFE SMALL BUSINESS CENTER	569.38	TOTAL	70,936.35
Special Accounts Payable – 11/26/2018			
AT&T MOBILITY	91.18	VERIZON WIRELESS	56.72
CHARLEVOIX STATE BANK	6,656.17		
GREAT LAKES ENERGY	230.22	TOTAL	7,034.29
Regular Accounts Payable – 12/04/2018			
AARTVARK STUDIO	318.18	LAVENDER, JOSEPH E.	50.00
AIRGAS USA LLC	70.51	LEITNER, RYAN	66.14
ALL-PHASE ELECTRIC SUPPLY CO.	428.41	MACDONALD GARBER	499.00
ALTEC INDUSTRIES INC	240.00	MATELSKI, KRISTEN	66.00
ANZELL, BETH	50.00	MAYER, SHELLEY L.	50.00
BLAKE, CARLTON	56.00	McGINN, KELLY A.	50.00
CAMPBELL, JOHN	176.00	MCGOUGH'S INC	2,543.10
CHARLEVOIX MONTESSORI ACADEMY	149.31	MCMULLEN, DONALD R.	652.97
CINTAS CORPORATION	113.02	MICHIGAN FARMERS MARKET ASSOC	300.00
CINTAS CORPORATION #729	84.12	MILLER, WILLIAM S.	50.00
CLEARVIEW	1,385.00	MUNSON HEALTHCARE CVX HOSPITAL	395.06
COOK FAMILY FARMS	350.00	MUTT MITT	219.94
CRYSTAL FLASH ENERGY	1,133.71	NORTH SEAS GALLERY	184.67
DeROSIA, PATRICIA E.	50.00	NORTHERN MICHIGAN REVIEW INC.	1,899.30
DOAN, GERARD P.	50.00	NORTHERN SAFETY CO INC	44.44
DORAN, JUSTIN J.	75.00	ORBAN, BARBARA K.	355.94
DOTSON, LINDSEY J.	50.00	O'REILLY AUTOMOTIVE INC	39.97
ELLIOTT, PATRICK M.	50.00	PERSONAL GRAPHICS	153.52
ELLSWORTH FARMER'S EXCHANGE	143.00	PHYSICIAN'S CLINIC OF CHARLEVOIX	116.00
ELMER'S CRANE & DOZER INC.	59,069.22	POSTMASTER	183.94
FAMILY FARM & HOME	1,164.72	POWER LINE SUPPLY	931.72
GOLDING, JOYCE M.	50.00	PREIN & NEWHOF	8,961.00
GRAINGER	64.60	PRODUCTIVITY PLUS ACCOUNT	871.35
GRAND TRAVERSE GARAGE DOOR	880.72	PTM DOCUMENT SYSTEMS	114.85
GRUBER, DAVID	2.84	QUICK CARE MEDICAL CENTER	160.00
HACH COMPANY	1,357.74	RAECKE, MICHAEL	19.00
HANKINS, SCOTT A.	50.00	RS&H MICHIGAN INC	13,220.00
HEID, THOMAS J.	50.00	SILVA, JESSE L.A.	50.00
HEYDLAUFF, MARK L.	50.00	SUMMIT COMPANIES	354.95
HOLIDAY LIGHTING SERVICES INC.	3,284.00	SWEM, DONALD L.	50.00
INDEPENDENT DRAFTING SERVICES	1,672.00	TERMINAL SUPPLY CO	118.21
JOBA, BOB	305.00	TRUMBLE, DARRELL	75.00
KIWANIS CLUB OF CHARLEVOIX	40.00	UNIFIRST CORPORATION	452.14
KLOOSTER, ALIDA K.	50.00	VILLAGE GRAPHICS INC.	464.26
KLOOSTER, PATRICK H.	50.00	WATERTRONICS LLC	36.93
KNORR, KENT J.	252.57	WURST, RANDALL W.	50.00
KSS ENTERPRISES	150.65	WYMAN, MATTHEW A.	50.00
LAKESHORE TIRE & AUTO SERVICE	214.99		
LASER PRINTER TECHNOLOGIES	499.00	TOTAL	108,129.71
ACH Payments – 11/19/2018 to 11/30/2018			
MI PUBLIC POWER AGENCY	9,622.89	IRS (PAYROLL TAX DEPOSIT)	39,471.88
MI PUBLIC POWER AGENCY	229,534.60	ALERUS FINANCIAL (HCSP)	400.00
MI PUBLIC POWER AGENCY	3,538.36	STATE OF MI (WITHHOLDING TAX)	5,839.47

VANTAGEPOINT (401 ICMA PLAN)	802.64	MERS (DEFINED BENEFIT PLAN)	63,251.49
VANTAGEPOINT (457 ICMA PLAN)	20,249.91		
VANTAGEPOINT (ROTH IRA)	936.53	TOTAL	373,647.77

Payroll Net Pay – Pay Period Ending 11/24/2018 (Paid 11/30/2018)

HEYDLAUFF, MARK L.	2,511.47	NEDWICK, DAVID J.	90.50
GOLDING, JOYCE M.	1,761.59	FREY, DYLAN V.	270.39
DEROSIA, PATRICIA E.	846.89	HART III, DELBERT W.	72.24
DOTSON, LINDSEY J.	1,348.99	MCGHEE, ROBERT R.	787.94
LOY, EVELYN R.	1,091.21	MUMICH, BARRY J.	72.24
KLOOSTER, ALIDA K.	1,647.67	CRANDELL, ZACKARY R.	79.42
GOLOVICH, KAREN J.	993.39	ZIPP, BRANDON M.	216.01
SPENCLEY, PATRICIA L.	1,333.36	KNORR, KENT J.	1,866.41
MCGINN, KELLY A.	1,386.75	ANZELL, BETH A.	963.02
LAVENDER, JOSEPH E.	1,722.03	BOSS, BEAU J.	1,111.10
DOAN, GERARD P.	2,047.46	HEID, THOMAS J.	1,315.39
SCHLAPPI, JAMES L.	1,430.19	WYMAN, MATTHEW A.	1,492.95
UMULIS, MATTHEW T.	1,317.81	MILLER, WILLIAM S.	1,107.75
HANKINS, SCOTT A.	1,571.62	DOUGLAS, MARK	1,196.64
ORBAN, BARBARA K.	1,752.34	PRIOR, ERIN C.	1,015.91
WILLIAMS, ASHLEY M.	1,577.40	CERTA, BRIAN	554.26
FLICKEMA, ANDREW M.	1,773.63	MCMULLEN, DONALD R.	1,466.58
RILEY, DENISE M.	454.97	SILVA, JESSE L.A.	1,963.16
MATELSKI, KRISTEN L.	1,360.73	TRAVERS, MANUEL J.	1,869.80
WURST, RANDALL W.	1,099.13	STEVENS, JEFFREY W.	360.77
MAYER, SHELLEY L.	1,748.49	RILEY, CASEY W.	1,029.88
HILLING, NICHOLAS A.	1,635.07	JONES, LARRY M.	1,105.24
MEIER III, CHARLES A.	1,313.91	WILLSON, BRENDA R.	1,038.74
ZACHARIAS, STEVEN B.	1,776.99	BEAN, PETER J.	1,813.87
NEWMAN, MARK J.	1,300.78	RILEY, REBECCA J.	845.33
SWEM, DONALD L.	1,973.85	ERWIN, RACHELLE L.	152.89
EATON, BRAD A.	1,904.96	SEHL, JENNA R.	91.77
WILSON, TIMOTHY J.	2,355.99	RILEY, DANIEL A.	753.06
LAVOIE, RICHARD L.	1,653.08	WHEELER, MICHAEL W.	2,325.31
STEVENS, BRANDON C.	2,314.91	SNYDER, CORY G.	600.29
DRAVES, MARTIN J.	2,063.34	PEARSALL, KRISTA M.	945.59
ANDERSON, ELIZABETH A.	1,246.48	DRAKE, WILLIAM F.	1,623.50
KENWABIKISE, DAVID L.	1,142.61	JOHNSON, MELISSA A.	1,963.80
ELLIOTT, PATRICK M.	2,225.84	AZZOPARDI, ANTHONY J.	1,030.91
SCHWARTZFISHER, JOSEPH L.	1,441.84	DEKORNE, ELIZABETH A.	170.43
BRADLEY, KELLY R.	1,264.12	VOUSBOUKIS, AUTUMN M.	225.69
HART II, DELBERT W.	1,498.98	MCRANEY, RUSSELL R.	149.76
JONES, ROBERT F.	2,117.12	BELMONTE, ANTONIO F.	135.19
DORAN, JUSTIN J.	1,240.59	WHITLEY, ANDREW T.	2,039.72
FARRELL, MITCHELL L.	1,664.99	MORRISON, KEVIN P.	1,525.51
THORP JR, WILLIAM D.	1,462.02	BOSS JR, DALE E.	1,490.86
LEITNER, RYAN S.	1,738.20	HOLM, ARTHUR R.	1,149.66
MANKER JR, DAVID W.	169.67	GILL, DAVID R.	591.12
MANKER SR, DAVID W.	344.34		
BECKER, MICHAEL S.	317.95	TOTAL	107,615.35

Payroll Transmittal – 11/30/2018

4FRONT CREDIT UNION	661.07	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	148.82	COMMUNICATION WORKERS OF AMER	584.25
AMERICAN FAMILY LIFE	525.04	MI STATE DISBURSEMENT UNIT	1,002.09
CHAR EM UNITED WAY	52.00	PRIORITY HEALTH	1,565.97
CHARLEVOIX STATE BANK	1,028.00	TOTAL	5,717.24

Tax Disbursement – 12/04/2018

CHARLEVOIX COUNTY TREASURER	1,934.87	CHARLEVOIX PUBLIC SCHOOLS	92.55
CHARLEVOIX PUBLIC SCHOOLS	3,332.82	CITY OF CHARLEVOIX - TAXES DUE	2,391.82
CHARLEVOIX PUBLIC SCHOOLS	374.00		
CHARLEVOIX PUBLIC SCHOOLS	23.12	TOTAL	8,149.18