

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, December 17, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:02 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 – December 3, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – December 18, 2018
 - b. ACH Payments – November 30, 2018 to December 14, 2018
 - c. Payroll Check Register – December 14, 2018
 - d. Payroll Transmittal – December 14, 2018
- C. Retirement Fund Contribution for FY 2019 – additional \$180,000 payment to MERS
- D. Bridge Park Building HVAC Upgrades for \$41,300 – contract to Haggard Plumbing
- E. MDC Contracting Invoice Payment of \$11,001.16
- F. Leaf Vacuum Purchase for \$81,276.76 – from Fredrickson Supply
- G. Employee Handbook Revision December 17, 2018 – full-time EMS positions
- H. Lake Michigan Beach Concession Agreement Approval – agreement with Northern Visions (Jack and Annie Russell)
- I. Charlevoix Public Schools Sewer Maintenance Agreement Renewal – five year renewal

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing for Recreational Marijuana Opt-Out

City Manager Heydlauff stated that as Council requested at the last meeting, the City Attorney drafted a proposed ordinance to opt the City out of permitting recreational marijuana establishments contemplated under the law. This opt-out is permitted by the recently approved voter initiated law but does not affect individual use of marijuana as permitted by the law. Additionally, this ordinance will prohibit smoking in public spaces (whether tobacco or marijuana) and within 25 feet of the entrance of a building.

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

Motion by Cole, second by Kalbfell, to set a public hearing to consider Ordinance 796 on January 7, 2019 at 6:00 p.m. in the Council Chambers of City Hall.

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

Nays: None

7. All Other Actions & Requests

A. Bike Trail Improvement Resolution

City Manager Heydlauff stated that at Council's December 3rd meeting, Mayor Kurtz discussed a preliminary plan by the Charlevoix Trail Ambassadors to enhance and expand the multi-use trails in Charlevoix and make better use of bike route flow and connections on the north side. Collaboration would take place with Charlevoix County, Charlevoix Township, Charlevoix Recreation Department, The Top of Michigan Trails Council and the State of Michigan.

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 Resolution 2018-12-01.

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-12-01
SUPPORT OF EXPANDING AND IMPROVING CHARLEVOIX BIKE TRAILS AND ROUTES
TO BETTER CONNECT WITH OTHER AREA TRAILS

- WHEREAS,** *the Charlevoix City Council is interested in providing many ways for area residents and visitors to access downtown Charlevoix including non-motorized trails; and*
- WHEREAS,** *the Charlevoix City Council supports the development of non-motorized trails and connected trail networks for transportation and outdoor recreation; and*
- WHEREAS,** *the Charlevoix City Council and its Recreation Advisory Committee recognizes and values the importance of trails and have included them in past and current Recreation Master Plans; and*
- WHEREAS,** *the Charlevoix City Council feels that improving the local bike trails on the north side will make Charlevoix a more attractive destination for visitors who use the Little Traverse Wheelway, the Boyne City to Charlevoix Trail and the proposed Charlevoix to Traverse City Trail; and*
- WHEREAS,** *the Charlevoix City Council acknowledges that improving the local trails will provide a safer connection between the area trails; and*
- WHEREAS,** *trails have demonstrated a positive impact on residents' quality of life and the local economy; and*
- WHEREAS,** *the Charlevoix Trail Ambassadors committee is moving forward with the development of their trail plan and is seeking support.*
- NOW THEREFORE BE IT RESOLVED** *that the Charlevoix City Council supports the expansion and improvement of Charlevoix bike trails and routes giving Charlevoix City and County residents as well as visitors, better multi-use trails for year round use.*

RESOLVED *this 17th day of December, 2018 A.D.*

Resolution was adopted by the following yea and nay vote:

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

Nays: None

B. Kayak Launch

Recreation Director Knorr stated that the current Recreation Master Plan includes installing ADA accessible kayak launches at Ferry, Lake Michigan and Depot Beach. Leadership Charlevoix would like to take on a fundraising project to donate resources for a kayak launch at Ferry Beach. Lonnie Allen, Leadership Charlevoix County, explained that they have a goal of raising \$25,000 towards the launch and an additional \$15,000 towards accessible mats and wheelchair.

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

Motion by Kalbfell, second by Oleksy, to authorize Leadership Charlevoix County to fundraise and install a kayak launch and accessible mat at Ferry Beach and direct the City Manager to sign all necessary agreements.

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

Nays: None

C. Public Service Facility Design Contract Amendment

City Manager Heydlauff explained that this agreement with OHM Advisors amends the original design agreement in line with the design services needed to plan the facility discussed by Council last month. It is important to note that the \$10.9 million figure reviewed and approved by Council included this amount and the original design scope we have been operating under. These design fees will be paid with cash saved in the DPW Site Fund which has long served as a savings account for this project. He stated that the total amount of this agreement was \$286,700 which includes the design work discussed above as well as interior design.

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

Motion by Perron, second by Cole, to approve the amended agreement with OHM Advisors for \$286,700 and authorize the City Manager to sign the agreement.

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

Nays: None

D. Mayoral and Council Appointments

Richard Hodgson requested re-appointment to the Zoning Board of Appeals. This is a Council appointment for a three year term. Dale Meredith requested re-appointment to the Compensation Commission. This is a Mayoral appointment with Council approval for a five 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 Kalbfell, second by Cole, to re-appoint Richard Hodgson to the Zoning Board of Appeals, term expiring December 31, 2021.

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

Motion by Cole, second by Oleksy, to re-appoint Dale Meredith to the Compensation Commission, term expiring December 31, 2023.

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

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- City Hall will be closed December 24-25 and January 1 for the holidays
- Council Work Session is January 7 at 4:00 p.m.
- DNR and Boy Scouts will be adding informational signage to catch basins
- City Hall welcomed carolers from St. Mary School
- Congratulations to the 2019 Class of Leadership Charlevoix County

C. Mayor & Council Comments

- Kalbfell requested that the City move forward in addressing the deer problem
- Perron and Cole mentioned the new lane striping; manhole covers will be raised in spring
- Bryan spoke with Charlevoix, Marion and Hayes Townships to collaborate on recreational marijuana initiatives

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 6:25 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 12/18/2018			
ACE HARDWARE	2,044.76	ENERCO CORPORATION	700.00
ALTEC INDUSTRIES INC	118.15	ETNA SUPPLY	9,260.00
AMERICAN WASTE INC.	3,173.20	FARMER WHITE'S	4.00
ARCADIA BENEFITS GROUP INC	25.00	FASTENAL COMPANY	702.55
AT&T	580.98	FICHTNER, KRISTIE	118.01
ATCHISON PAPER SUPPLY	135.50	FOX CHARLEVOIX FORD	8,334.63
AUTO VALUE	1,001.34	FREEDOM MAILING SERVICES INC.	2,322.60
AVFUEL CORPORATION	32,231.31	GBS INC.	960.00
BARUZZINI GENERAL CONTRACTORS	1,770.00	GORDON FOOD SERVICE	26.97
BASCOM, CHARLES	33.09	GRAHAM ELECTRIC CO	949.00
BENNETT, STEVE	2.73	GRAINGER	77.37
BOB MATHERS FORD	121.20	GRAND TRAVERSE GARAGE DOOR	77.65
BRADFORD'S	20.50	GREEN GUARD	131.52
BRADY'S CARPET CLEANING	3,062.08	GROUDIS, ROBERT	2.79
CARQUEST OF CHARLEVOIX	1,111.11	HACH COMPANY	1,539.55
CENTRAL DRUG STORE	26.28	HAGGARD'S INC	40.46
CHARLEVOIX BRIDGE DROP	2,500.00	HANKINS, SCOTT A.	76.00
CHARLEVOIX COUNTY TREASURER	311.53	HEYDLAUFF, MARK L.	26.00
CHARLEVOIX TOWNSHIP	33,099.25	HYDRO CORP	530.00
CHARLEVOIX-EMMET ISD	320.00	J & N CONSTRUCTION	9,590.00
CHARTER COMMUNICATIONS	1,032.61	KENDALL ELECTRIC INC.	83.70
CINTAS CORPORATION	139.02	KING, MAXINE	17.14
CINTAS CORPORATION #729	42.06	LASER PRINTER TECHNOLOGIES	239.95
CITY OF CHARLEVOIX - UTILITIES	28,266.45	LOTTIE'S BAGELS	16.00
DeROSIA, PATRICIA E.	162.86	MATELSKI, KRISTEN	14.00
DROST LANDSCAPE INC.	12,377.50	MAYER, SHELLEY L.	54.17
ECONO SIGNS LLC	144.90	MCCARDEL CULLIGAN-PETOSKEY	50.00
EJ USA INC.	148.29	MCLAREN NORTHERN MICHIGAN	75.00
ELLSWORTH FARMER'S EXCHANGE	389.01	MCVEIGH'S TRUCK SPRINGS INC.	5,054.68
EMERGENCY MEDICAL PRODUCTS INC	309.05	MICHIGAN CAT	155.57

MICHIGAN ELECTRIC	17,143.00	RESCO	1,075.00
MICHIGAN OFFICEWAYS INC	812.66	SIEGRIST, DAVID	6.00
MUNSON HOME SERVICES	11.99	SOUTH POINT COLLISION INC	1,789.05
NORTH CENTRAL MICHIGAN COLLEGE	687.50	ST. MARY SCHOOL	2,344.21
NORTHERN MICHIGAN REVIEW INC.	1,517.00	T & R ELECTRIC	6,300.00
NORTHWEST KENT MECHANICAL CO	43,875.43	TIMMS, ROBERT	250.00
OLESON'S FOOD STORES	3.38	TRAVERS, MANUEL J.	75.00
OLSON BZDOK & HOWARD	914.50	TREDROC TIRE SERVICES LLC	447.70
ORBAN, BARBARA K.	28.00	TRUCK & TRAILER SPECIALTIES	2,067.23
O'REILLY AUTOMOTIVE INC	12.83	UNIFIRST CORPORATION	581.32
OTEC	1,650.25	UNITED STATES PLASTIC CORP.	425.02
PARASTAR INC.	2,970.13	USA BLUE BOOK	511.34
PLUNKETT & COONEY	1,240.00	VILLAGE GRAPHICS INC.	255.50
POWER LINE SUPPLY	3,729.35	WILBERT BURIAL VAULT CO	394.24
PREIN & NEWHOF	45,053.19	WILSON, TIMOTHY J.	52.00
PRO WEB MARKETING LLC	20.00	WINDER POLICE EQUIPMENT	515.60
PURITY CYLINDER GASES INC	163.06	WORK & PLAY SHOP	531.29
RANGE TELECOMMUNICATIONS	130.00		
RECORD AUTOMATIC DOORS INC	3,037.10	TOTAL	306,548.94

ACH Payments – 11/30/2018 to 12/14/2018

NEOFUNDS BY NEOPOST (POSTAGE)	5,000.00	ALERUS FINANCIAL (HCSP)	400.00
MI PUBLIC POWER AGENCY	3,973.72	STATE OF MI (WITHHOLDING TAX)	6,058.87
PAYMENT SERVICES NETWORK	242.90	VANTAGEPOINT (401 ICMA PLAN)	802.64
MI PUBLIC POWER AGENCY	9,556.22	VANTAGEPOINT (457 ICMA PLAN)	18,915.72
STATE OF MI (SALES TAX)	16,983.94	VANTAGEPOINT (ROTH IRA)	936.53
DTE ENERGY	5,585.30		
IRS (PAYROLL TAX DEPOSIT)	39,619.81	TOTAL	108,075.65

Payroll Net Pay – Pay Period Ending 12/08/2018 (Paid 12/14/2018)

HEYDLAUFF, MARK L.	2,854.15	ANZELL, BETH A.	955.41
GOLDING, JOYCE M.	2,177.85	BOSS, BEAU J.	1,111.10
DEROSIA, PATRICIA E.	1,254.98	HEID, THOMAS J.	1,315.38
DOTSON, LINDSEY J.	1,348.98	WYMAN, MATTHEW A.	1,492.95
LOY, EVELYN R.	1,091.21	MILLER, WILLIAM S.	1,524.02
KLOOSTER, ALIDA K.	2,009.24	DOUGLAS, MARK	885.38
GOLOVICH, KAREN J.	993.39	PRIOR, ERIN C.	1,295.09
SPENCLEY, PATRICIA L.	1,345.73	CERTA, BRIAN	455.84
MILLER, FAITH G.	76.37	MCMULLEN, DONALD R.	2,011.27
MCGINN, KELLY A.	1,803.02	SILVA, JESSE L.A.	1,468.14
LAVENDER, JOSEPH E.	1,722.03	TRAVERS, MANUEL J.	2,030.04
DOAN, GERARD P.	2,047.46	STEVENS, JEFFREY W.	525.88
SCHLAPPI, JAMES L.	1,007.49	RILEY, CASEY W.	618.19
UMULIS, MATTHEW T.	1,073.78	JONES, LARRY M.	1,294.66
HANKINS, SCOTT A.	1,752.68	WILLSON, BRENDA R.	2,248.16
ORBAN, BARBARA K.	1,126.85	BEAN, PETER J.	485.38
WILLIAMS, ASHLEY M.	1,203.13	RILEY, REBECCA J.	1,047.00
FLICKEMA, ANDREW M.	1,820.08	ERWIN, RACHELLE L.	184.13
RILEY, DENISE M.	459.34	SEHL, JENNA R.	467.87
MATELSKI, KRISTEN L.	1,297.64	RILEY, DANIEL A.	854.84
WURST, RANDALL W.	1,354.50	WHEELER, MICHAEL W.	1,912.18
MAYER, SHELLEY L.	1,663.94	SNYDER, CORY G.	357.29
HILLING, NICHOLAS A.	1,434.81	PEARSALL, KRISTA M.	235.51
MEIER III, CHARLES A.	1,272.87	DRAKE, WILLIAM F.	1,176.37
ZACHARIAS, STEVEN B.	1,229.93	JOHNSON, MELISSA A.	1,120.03
NEWMAN, MARK J.	946.07	AZZOPARDI, ANTHONY J.	1,248.69
SWEM, DONALD L.	1,973.85	DEKORNE, ELIZABETH A.	605.80
EATON, BRAD A.	1,911.97	VOUSBOKIS, AUTUMN M.	577.09
WILSON, TIMOTHY J.	2,547.94	MCRANEY, RUSSELL R.	96.90
LAVOIE, RICHARD L.	1,752.94	HEYDLAUFF, MARK L.	92.35
STEVENS, BRANDON C.	2,207.72	GOLDING, JOYCE M.	88.10
DRAVES, MARTIN J.	1,945.04	DEROSIA, PATRICIA E.	88.10
ANDERSON, ELIZABETH A.	1,208.44	DOTSON, LINDSEY J.	92.35
KENWABIKISE, DAVID L.	1,142.62	LOY, EVELYN R.	588.61
ELLIOTT, PATRICK M.	2,225.84	KLOOSTER, ALIDA K.	352.40
SCHWARTZFISHER, JOSEPH L.	1,039.59	GOLOVICH, KAREN J.	88.10
BRADLEY, KELLY R.	1,480.82	SPENCLEY, PATRICIA L.	270.84
HART II, DELBERT W.	1,203.01	MCGINN, KELLY A.	92.35
JONES, ROBERT F.	1,181.26	LAVENDER, JOSEPH E.	88.10
DORAN, JUSTIN J.	1,371.19	DOAN, GERARD P.	691.72
FARRELL, MITCHELL L.	1,749.24	SCHLAPPI, JAMES L.	468.44
THORP JR, WILLIAM D.	1,437.15	UMULIS, MATTHEW T.	400.98
LEITNER, RYAN S.	1,265.73	HANKINS, SCOTT A.	591.12
MCGHEE, ROBERT R.	429.45	ORBAN, BARBARA K.	258.55
KNORR, KENT J.	1,866.41	WILLIAMS, ASHLEY M.	88.10

FLICKEMA, ANDREW M.	88.10	HART II, DELBERT W.	68.10
RILEY, DENISE M.	248.53	JONES, ROBERT F.	343.78
MATELSKI, KRISTEN L.	88.10	DORAN, JUSTIN J.	258.55
WURST, RANDALL W.	520.78	FARRELL, MITCHELL L.	88.10
MAYER, SHELLEY L.	492.47	THORP JR, WILLIAM D.	92.35
HILLING, NICHOLAS A.	318.91	LEITNER, RYAN S.	92.35
MEIER III, CHARLES A.	356.86	KNORR, KENT J.	92.35
ZACHARIAS, STEVEN B.	243.38	BOSS JR, DALE E.	1,490.86
NEWMAN, MARK J.	88.10	ANZELL, BETH A.	92.35
SWEM, DONALD L.	417.04	HOLM, ARTHUR R.	1,149.66
EATON, BRAD A.	312.24	HEID, THOMAS J.	505.33
WILSON, TIMOTHY J.	350.32	LEESE, ALAN K.	92.35
LAVOIE, RICHARD L.	265.09	GILL, DAVID R.	88.10
STEVENS, BRANDON C.	265.09	MASSON, DONALD J.	92.35
WHITLEY, ANDREW T.	258.55	WYMAN, MATTHEW A.	92.35
WHITLEY, ANDREW T.	1,872.87	MILLER, WILLIAM S.	92.35
DRAVES, MARTIN J.	243.38	DOUGLAS, MARK	92.35
ANDERSON, ELIZABETH A.	92.35	PRIOR, ERIN C.	92.35
KENWABIKISE, DAVID L.	88.10	CERTA, BRIAN	92.35
ELLIOTT, PATRICK M.	358.94	MCMULLEN, DONALD R.	92.35
MORRISON, KEVIN P.	634.21	SILVA, JESSE L.A.	88.10
MORRISON, KEVIN P.	1,211.82	TRAVERS, MANUEL J.	88.10
SCHWARTZFISHER, JOSEPH L.	468.44		
BRADLEY, KELLY R.	313.78	TOTAL	115,122.86

Payroll Transmittal –12/14/2018

4FRONT CREDIT UNION	721.07	CHARLEVOIX STATE BANK	1,061.00
4FRONT CREDIT UNION	3,550.00	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	148.82	COMMUNICATION WORKERS OF AMER	584.25
AMERICAN FAMILY LIFE	525.04	MI STATE DISBURSEMENT UNIT	627.59
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	52.00	PRIORITY HEALTH	1,565.97
CHARLEVOIX STATE BANK	2,618.00	TOTAL	11,824.74