

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, February 4, 2019 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Deputy Mayor Shane Cole.

1. Pledge of Allegiance

2. Roll Call

Deputy Mayor: Shane Cole
Members Present: Greg Bryan, Aaron Hagen, Tom Oleksy, Leon Perron
Members Absent: Mayor Luther Kurtz, Janet Kalbfell
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 – January 21, 2019
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – January 23, 2019
 - b. Regular Accounts Payable Check Register – February 5, 2019
 - c. ACH Payments – January 22, 2019 to January 28, 2019
 - d. Payroll Check Register – January 25, 2019
 - e. Payroll Transmittal – January 25, 2019
 - f. Tax Disbursement – February 5, 2019
- C. Annual Poverty Exemption Resolution 2019-02-01

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-02-01

ESTABLISH POLICY AND GUIDELINES FOR USE BY THE BOARD OF REVIEW FOR GRANTING POVERTY EXEMPTIONS

WHEREAS, *MCL 211.7u and State Tax Commission Bulletin 6 of 2017 requires the Charlevoix City Council to annually adopt a policy, including an asset test, used to approve or deny poverty exemptions; and*

WHEREAS, *the principal residence of persons, who the City of Charlevoix Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and*

WHEREAS, *pursuant to PA 390 of 1994, the City of Charlevoix, Charlevoix County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;*

To be eligible, a person shall do all the following on an annual basis:

- 1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.*
- 2. File a claim with the City Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.*
- 3. File a claim reporting that the combined assets of all persons (except those exempt from consideration as listed below) do not exceed one-half the current federal poverty income guidelines.*
 - a. Assets exempt from consideration in determining eligibility for poverty exemption are the applicant's principal residence, one motor vehicle per working adult, essential household goods, personal assets of any nature with a total value up to one-half the annual federal poverty income guidelines listed below.*
 - b. Assets the Board of Review can consider include but are not limited to, real estate other than the principal residence, personal property, motor vehicles other than one vehicle per working adult, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.*
- 4. Produce a valid driver's license or other form of identification if requested.*
- 5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.*

6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the **2019** federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

FEDERAL POVERTY GUIDELINES USED IN THE DETERMINATION OF POVERTY EXEMPTIONS

Number of Persons	2019 Income Limit
1 (owner)	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
more than 8 persons, add \$4,420 each additional person	

NOW THEREFORE BE IT RESOLVED, that the City Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying any exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

RESOLVED this 4th day of February, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

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

- E. Purchase 900 amp Switches for \$12,804.32
- F. Renew Networks Northwest Planning Services Contract – not to exceed \$47,880
- G. Taxiway A Rehabilitation Contract Amendment – approve Resolution 2019-02-02 for \$378.40

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-02-02
EXECUTION OF CONTRACT AMENDMENT WITH THE STATE OF MICHIGAN
(Contract No.2017-0716/A1)

WHEREAS, the City of Charlevoix entered into a contract agreement with the State of Michigan (Contract No. 2017-0716) dated September 7, 2017 for the rehabilitation of Taxiway Alpha and rehabilitation of Taxiway Alpha lighting; and

WHEREAS, MDOT and the City of Charlevoix desire to amend the contract to increase the amount to cover higher than anticipated construction costs associated with the project; and

WHEREAS, the original contract amount will be increased by Seven Thousand Five Hundred Sixty-Eight Dollars (\$7,568.00), for a revised total Contract amount of One Million Three Hundred Fourteen Thousand Eight Hundred Ninety-Three Dollars (\$1,314,893.00); and

WHEREAS, the City of Charlevoix local share of the contract increase is 5% or, Three Hundred Seventy-Eight Dollars and Forty Cents (\$378.40).

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the Contract Amendment No. 2017-0716/A1 after review by City Staff and the City Attorney.

RESOLVED this 4th day of February, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

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

- H. Paid On-Call Emergency Medical Responder (EMR) Job Description
- I. Revised 2019 EMS Billing Rates

**CITY OF CHARLEVOIX
RESOLUTION NO. 2019-02-03
EMS BILLING RATES**

WHEREAS, the City of Charlevoix provides emergency medical services to its residents and those of surrounding communities; and

WHEREAS, the City of Charlevoix charges for these services which include Basic Life Support (BLS), Advanced Life Support (ALS), Transports (hospital to hospital), Treatment and Release, Lift Assists and Oxygen Delivery; and

WHEREAS, the City of Charlevoix has an established fee schedule for these services and utilizes Parastar, Inc., a third-party billing agent, to manage our billing and receivables; and

WHEREAS, the City of Charlevoix reviews these billing rates annually and adjusts them to reflect market conditions driven by changes in government and commercial reimbursement.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix approves the below billing rates to become effective immediately upon approval:

<u>Service Type</u>	<u>Current Fee</u>	<u>Fee Change</u>
ALS EMERGENCY	\$ 765.00	\$ 810.00
ALS II EMERGENCY	\$ 1,025.00	\$ 1,300.00
ALS NON-EMERGENCY	\$ 595.00	\$ 675.00
BLS EMERGENCY	\$ 610.00	\$ 675.00
BLS NON- EMERGENCY	\$ 610.00	\$ 675.00
LALS EMERGENCY	\$ 810.00	\$ 810.00
MILEAGE	\$ 15.75	\$ 16.75
OXYGEN	\$ 48.00	\$ 50.00
LIFT ASSIST	\$ 150.00	\$ 225.00
BLS TRANSFER	\$ 525.00	\$ 675.00
ALS TRANSFER	\$ 600.00	\$ 810.00
TREATMENT/NO TRANSPORT	\$ 485.00	\$ 485.00

RESOLVED this 4th day of February 2019 A.D.

Resolution was adopted by the following yea and nay vote:

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

Motion by Perron, second by Hagen, to approve the Consent Agenda as presented except removing D. Transformer for Hotel Earl [for further discussion.]

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

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing for Code Book Re-codification Ordinance

City Manager Heydlauff stated that Section 5.7 of the City Charter requires that the City Code be codified at least every 10 years. American Legal Publishing has completed their work. The next step in the process is to set a Public Hearing to consider Ordinance 799 of 2019 which would approve and implement the revised City Code.

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

Motion by Hagen, second by Oleksy, to set a Public Hearing for February 18, 2019 at 6:00 pm in Council Chambers of City Hall to consider the re-codification of the City Code, Ordinance 799 of 2019.

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

7. All Other Actions & Requests

A. 2019-2020 Council Goals

City Manager Heydlauff recalled that at Council's last Work Session, they discussed the draft list of goals and action steps and also expressed an interest in recognizing the importance of housing and year-round jobs as part of the area-wide Charlevoix Agenda.

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

Motion by Hagen, second by Bryan, to approve the 2019-2020 City Council Goals as presented.

Yeas: Perron, Hagen, Oleksy, Cole, Bryan

Nays: None

Absent: Kalbfell

D. Transformer for Hotel Earl

Deputy Mayor Cole stated that he and the City Manager conferred regarding a way to incentivize development by abating a portion of specific project infrastructure costs such as the Hotel Earl transformer. City Manager Heydlauff suggested that a policy could be crafted with a point system similar in concept to tax abatements which would be in line with Council Goals. Council agreed.

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

Motion by Oleksy, second by Perron, to approve the purchase of the 750 KVA transformer from T&R Electric Supply Company for a cost of \$10,218 and have City Staff explore an incentive program.

Yeas: Perron, Hagen, Oleksy, Cole, Bryan

Nays: None

Absent: Kalbfell

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- Going forward, requests for updates to Rates and Fees will be done by department as needed, rather once per year
- Request for Qualifications Parking Meters and Payment Solutions is due February 27, 2019
- Thanks to Staff for their diligent work during last week's hazardous weather

C. Mayor & Council Comments

- Oleksy expressed his concern for garbage not being picked up last week. City Manager Heydlauff explained that the City has no leverage regarding private contracts with waste haulers and he advocated for a single hauler for the City.

9. Other Council Business

10. Adjourn

The Deputy Mayor adjourned the meeting at 6:23 p.m.

Joyce M. Golding	City Clerk	Shane Cole	Deputy Mayor
Special Accounts Payable – 01/23/2019			
AT&T	4,106.46	PRIORITY HEALTH	45,780.06
AT&T MOBILITY	179.16	STANDARD INSURANCE CO	2,295.60
CHARLEVOIX STATE BANK	8,421.66	VERIZON WIRELESS	56.72
DELTA DENTAL	3,814.56	VISION SERVICE PLAN	571.50
GREAT LAKES ENERGY	325.72		
METLIFE SMALL BUSINESS CENTER	594.66	TOTAL	66,146.10
Regular Accounts Payable – 02/05/2019			
AIRGAS USA LLC	70.51	CHANTELLE YOU	55.76
ALL-PHASE ELECTRIC SUPPLY CO.	241.42	CHARLEVOIX AREA CHAMBER OF COMM	240.00
ALTA CONSTRUCTION EQUIP LLC	188.39	CHARLEVOIX FITNESS CENTER	60.00
ALTEC INDUSTRIES INC	66.53	CHARLEVOIX SCREEN MASTERS INC	335.75
AMERICAN LEGAL PUBLISHING CORP	4,902.00	CHARLEVOIX TOWNSHIP	15.99
AMERICAN PUBLIC WORKS ASSN	390.00	CITY OF FARMINGTON HILLS	75.00
AMERICAN TOTAL SECURITY INC	148.00	COMPASS MINERALS AMERICA	3,811.26
ANZELL, BETH	322.60	DELL MARKETING L P	1,043.16
ARCADIA BENEFITS GROUP INC	25.00	DeROSIA, PATRICIA E.	50.00
AVFUEL CORPORATION	1,520.00	DOAN, GERARD P.	50.00
BOB MATHERS FORD	1,312.00	DOTSON, LINDSEY J.	50.00
BOLANDER, FREDERICK	109.19	EATON, BRAD A.	60.00
CDW GOVERNMENT INC.	1,174.31	ELLIOTT, PATRICK M.	50.00

ELLSWORTH FARMER'S EXCHANGE	800.53	MCMULLEN, DONALD R.	50.00
EMMET COUNTY EMS	750.00	MDC CONTRACTING LLC	565.38
ESENTHER, DEBORA	50.00	MICHIGAN CHAMBER SERVICES, INC	344.00
ETNA SUPPLY	2,400.00	MILLER, WILLIAM S.	50.00
FAMILY FARM & HOME	872.61	MURRAY, BRUCE	165.00
FASTENAL COMPANY	142.75	NCL OF WISCONSIN INC.	338.91
FOX CHARLEVOIX FORD	551.87	PLANNING & ZONING NEWS	185.00
FREDRICKSON SUPPLY	81,276.76	POWER LINE SUPPLY	18,262.47
GOLDING, JOYCE M.	50.00	PREIN & NEWHOF	38,622.35
GRAND TRAVERSE DIESEL INC.	398.27	PRO WEB MARKETING LLC	40.00
GREAT LAKES ELEVATOR LLC	389.46	PRODUCTIVITY PLUS ACCOUNT	821.56
GREENVIEW DATA INC	458.10	PRYOR, RANDY	78.61
HACH COMPANY	572.00	PURITY CYLINDER GASES INC	51.23
HAGGARD'S INC	12,390.00	RICK-BIDDICK, MICHELLE	1,265.00
HANKINS, SCOTT A.	50.00	SHIPPY, WILLIAM	2.85
HEID, THOMAS J.	50.00	SILVA, JESSE L.A.	50.00
HEYDLAUFF, MARK L.	50.00	SPORTS SPECIALISTS	682.08
HOLIDAY COMPANIES	5,911.32	STATE OF MICHIGAN	245.00
HYDE SERVICES LLC	412.01	STATE OF MICHIGAN	721.59
HYDRO CORP	530.00	STEVENS, BRANDON C.	69.91
JACKLIN STEEL SUPPLY CO	229.80	SWEET, MARI	14.26
JOPPA HOUSE MINISTRIES PROGRAM	10,000.00	SWEM, DONALD L.	50.00
KENDALL ELECTRIC INC.	63.49	T & R ELECTRIC	24,948.00
KIWANIS CLUB OF CHARLEVOIX	40.00	THE LAKE HOUSE	20.00
KLOOSTER, ALIDA K.	50.00	THIRD DAY FELLOWSHIP	3,000.00
KLOOSTER, PATRICK H.	50.00	THISTLE	40.00
KNORR, KENT J.	50.00	UNIFIRST CORPORATION	701.11
KSS ENTERPRISES	403.99	USA BLUE BOOK	2,155.42
KUSTOM SIGNALS INC.	98.00	VILLAGE GRAPHICS INC.	35.00
LASER PRINTER TECHNOLOGIES	999.00	WAY, RON	3.20
LAVENDER, JOSEPH E.	50.00	WHITLEY, KIM	34.97
LEELANAU COFFEE ROASTING CO INC	210.35	WURST, RANDALL W.	50.00
MAYER, SHELLEY L.	50.00	WYMAN, MATTHEW A.	50.00
McGINN, KELLY A.	50.00	TOTAL	230,530.08

ACH Payments – 01/22/2019 to 01/28/2019

MI PUBLIC POWER AGENCY	33,516.14	VANTAGEPOINT (ROTH IRA)	936.53
IRS (PAYROLL TAX DEPOSIT)	35,874.39	MERS DEFINED BENEFIT PLAN	45,173.03
ALERUS FINANCIAL (HCSP)	400.00	MI PUBLIC POWER AGENCY	241,046.07
STATE OF MI (WITHHOLDING TAX)	5,421.22	MI PUBLIC POWER AGENCY	19,849.58
VANTAGEPOINT (401 ICMA PLAN)	802.64	TOTAL	401,882.38
VANTAGEPOINT (457 ICMA PLAN)	18,862.78		

Payroll Net Pay – Pay Period Ending 01/19/2019 (Paid 01/25/2019)

HEYDLAUFF, MARK L.	2,557.16	ANDERSON, ELIZABETH A.	1,210.74
GOLDING, JOYCE M.	1,764.16	KENWABIKISE, DAVID L.	1,144.55
DEROSIA, PATRICIA E.	1,082.12	ELLIOTT, PATRICK M.	2,228.16
DOTSON, LINDSEY J.	1,351.30	SCHWARTZFISHER, JOSEPH L.	1,014.91
LOY, EVELYN R.	1,091.81	BRADLEY, KELLY R.	1,415.55
KLOOSTER, ALIDA K.	1,652.48	HART II, DELBERT W.	1,335.74
GOLOVICH, KAREN J.	996.81	JONES, ROBERT F.	1,159.98
SPENCLEY, PATRICIA L.	1,199.60	DORAN, JUSTIN J.	1,269.34
MCGINN, KELLY A.	1,941.35	FARRELL, MITCHELL L.	1,376.20
LAVENDER, JOSEPH E.	1,725.99	THORP JR, WILLIAM D.	1,569.99
DOAN, GERARD P.	2,049.77	LEITNER, RYAN S.	1,249.74
SCHLAPPI, JAMES L.	1,301.13	KNORR, KENT J.	1,853.36
UMULIS, MATTHEW T.	1,240.50	ANZELL, BETH A.	952.78
HANKINS, SCOTT A.	1,573.05	BOSS, SHERRY M.	663.23
ORBAN, BARBARA K.	1,140.19	BRADLEY, JOHN P.	147.76
WILLIAMS, ASHLEY M.	1,431.57	DIXON, MIKAYA S.	163.00
FLICKEMA, ANDREW M.	1,468.29	NIMPHIE, NOAH J.D.	165.77
RILEY, DENISE M.	453.38	PORATH, JACOB P.	110.82
MATELSKI, KRISTEN L.	1,301.60	HAGEN, MADISON L.	335.23
WURST, RANDALL W.	1,517.62	CRANDELL, ZACKARY R.	359.11
MAYER, SHELLEY L.	1,668.98	WHITE III, MARCUS W.	395.94
HILLING, NICHOLAS A.	1,368.72	BERTINELLI, DAVID P.	506.57
MEIER III, CHARLES A.	1,187.45	FOSTER, WILLIAM P.	342.64
ZACHARIAS, STEVEN B.	1,232.48	BEMIS, ADDISON J.	286.01
NEWMAN, MARK J.	854.76	NIMPHIE, MASON K.D.	155.20
SWEM, DONALD L.	1,976.17	HERBOLDSHEIMER, HANNAH M.	155.20
EATON, BRAD A.	1,768.92	BOSS, BEAU J.	1,111.70
WILSON, TIMOTHY J.	2,442.54	HEID, THOMAS J.	1,316.87
LAVOIE, RICHARD L.	1,755.23	WYMAN, MATTHEW A.	1,495.27
STEVENS, BRANDON C.	1,889.74	MILLER, WILLIAM S.	1,109.87
DRAVES, MARTIN J.	2,037.87	DOUGLAS, MARK	885.98

PRIOR, ERIN C.	942.11	PEARSALL, KRISTA M.	292.52
CERTA, BRIAN	245.06	DRAKE, WILLIAM F.	1,270.18
MCMULLEN, DONALD R.	1,990.42	JOHNSON, MELISSA A.	1,112.90
SILVA, JESSE L.A.	1,681.35	AZZOPARDI, ANTHONY J.	648.77
WILLSON, BRENDA R.	2,312.64	DEKORNE, ELIZABETH A.	468.47
BEAN, PETER J.	1,233.13	VOUSBOUKIS, AUTUMN M.	768.06
TRAVERS, MANUEL J.	1,643.70	MCCRANEY, RUSSELL R.	17.62
STEVENS, JEFFREY W.	398.43	BELMONTE, ANTONIO F.	910.12
RILEY, CASEY W.	738.32	WHITLEY, ANDREW T.	1,645.33
JONES, LARRY M.	1,187.89	MORRISON, KEVIN P.	1,136.28
RILEY, REBECCA J.	1,401.90	BOSS JR, DALE E.	1,493.16
ERWIN, RACHELLE L.	91.76	MATTER, DAWSON K.	293.81
RILEY, DANIEL A.	1,001.94	HOLM, ARTHUR R.	1,151.08
WHEELER, MICHAEL W.	1,291.49	TOTAL	101,878.39

Payroll Transmittal – 01/25/2019

4FRONT CREDIT UNION	801.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	148.82	COMMUNICATION WORKERS OF AMER	584.25
AMERICAN FAMILY LIFE	525.04	MI STATE DISBURSEMENT UNIT	676.10
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,582.76
CHARLEVOIX STATE BANK	1,061.00	TOTAL	5,619.81

Tax Disbursement – 02/05/2019

CHARLEVOIX COUNTY TREASURER	152,140.92	CHARLEVOIX PUBLIC SCHOOLS	41.93
CHARLEVOIX DISTRICT LIBRARY	42,523.86	CITY OF CHARLEVOIX - TAXES DUE	27,091.73
CHARLEVOIX PUBLIC SCHOOLS	861.08	LERETA LLC	530.84
CHARLEVOIX PUBLIC SCHOOLS	169.38	RECREATIONAL AUTHORITY	7,960.71
CHARLEVOIX PUBLIC SCHOOLS	10.47	TOTAL	231,330.92