

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 1, 2019 – 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 Clerk: Joyce Golding

3. Presentations

- A. Proclamation – Sexual Assault Awareness Month April 2019
- B. Proclamation – Tree City USA Designation

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 – March 18, 2019
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – March 20, 2019
 - b. Regular Accounts Payable Check Register – April 2, 2019
 - c. ACH Payments – March 18, 2019 to March 25, 2019
 - d. Payroll Check Register – March 22, 2019
 - e. Payroll Transmittal – March 22, 2019
- C. Charlevoix City Band Contract for \$5,000
- D. WWTP Hach Three-Year Service Plan for \$10,828

Motion by Kalbfell, second by Hagen, to approve the Consent Agenda as presented.

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

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Bridge Lighting Plaque
Leilani Durbin, Silver Linings Charlevoix, stated that they would like to install a donor plaque near the bridge tender building to recognize the generous individuals and groups who have helped make this idea a reality.

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 a donor plaque for the bridge lighting project in Bridge Park as described.

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

- B. Rates and Fees – Permit Parking

City Manager Heydlauff recalled that at the March 18, 2019 Council meeting, downtown permit parking was discussed. To that end he explained the proposed changes for reserved parking with the following rates: Reserved Permit Parking \$1,000 and Unreserved Permit Parking \$500. This proposal could be re-evaluated at anytime by Council. Deputy Chief Hankins answered questions from Council.

Motion by Kalbfell to return the two reserved spaces noted currently as “harbormaster” and “reserved” to the parking pool as two-hour parking. Motion died for lack of support.

Mayor Kurtz opened the item to public comment.

- Tim Kish encouraged Council to look at the parking situation holistically.

- Tom Kennedy noted the use of loading and unloading spaces and felt the harbormaster should retain his space.
- Greg Stevens asked for a definition of "parking pool".
- Leilani Durban felt parking was not a huge problem.

The item was closed.

Motion by Hagen, second by Bryan, to approve Resolution 2019-04-01 as presented.

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-04-01
AMENDED RATES, FEES & CHARGES ASSOCIATED WITH THE FISCAL BUDGET

WHEREAS, the City of Charlevoix assumes the adoption of rates, fees and charges for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and

WHEREAS, the City of Charlevoix defines these amounts in the Schedule of Rates, Fees & Charges; and

WHEREAS, the Charlevoix City Council wishes to incorporate in one Resolution all amendments to fees, rates and charges under the purview of the City Police Chief.

NOW THEREFORE BE IT RESOLVED that the Charlevoix City Council hereby establishes the following amendments to the Schedule of Rates, Fees & Charges, effective April 1, 2019:

Annual Downtown Permit Parking:

- | | |
|------------------------------|------------|
| a. Reserved Permit Parking | \$1,000.00 |
| b. Unreserved Permit Parking | \$ 500.00 |

RESOLVED, this 1st day of April, 2019 A.D.

Resolution adopted by the following yea and nay votes:

Yeas: Perron, Oleksy, Bryan, Kalbfell, Hagen

Nays: None

Absent: Cole

Motion by Perron, second by Oleksy, to approve the 2019 Permit Parking Rules and authorize the sale of permits as presented.

Yeas: Perron, Oleksy, Bryan, Kalbfell, Hagen

Nays: None

Absent: Cole

The Mayor disclosed that his father John Kurtz was a BISCO board member, but felt this did not pose a conflict of interest.

C. TEDF Grant Application Approval – May Street Repaving

City Manager Heydlauff stated that the City is applying for a Transportation Economic Development Fund grant to complete a crush and shape project on May Street from Stover Road to E. Garfield. The total estimated cost for this project is \$233,000 (\$116,500 to be paid by the City).

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

Motion by Bryan, second by Kalbfell, to approve Resolution 2019-04-02 for the TEDF Grant Application for \$116,500, authorize the City Manager to sign all documents, and commit \$116,500 from the Infrastructure and Major Street Funds toward the local match.

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-04-02

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR RESURFACING OF MAY STREET FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

WHEREAS, the City of Charlevoix is applying for \$116,500.00 in funding through MDOT from the Transportation Economic Development Category B Program to resurface May Street; and

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix has authorized Mark L. Heydlauff, City Manager, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award; and

BE IT FURTHER RESOLVED THAT, that the City of Charlevoix attests to the existence of, and commits to, providing at least \$116,500.00 toward the construction costs of the project(s), and all costs for design , permit fees, administration costs, and cost overruns; and

BE IT FURTHER RESOLVED THAT, that the City of Charlevoix commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

RESOLVED this 1st day of April, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Perron, Oleksy, Bryan, Kalbfell, Hagen

Nays: None

Absent: Cole

D. Water Treatment Plant Filter Rehab Phase II

City Manager Heydlauff stated that Phase I Filter Rehabilitation of the Water Treatment Plant was completed in December. Phase II will consist of replacing filter media, painting the cell walls and inspection of the underdrain system. The completion of this project is recommended by the Michigan Department of Environmental Quality. The proposal with Prein&Newhof is in keeping with our master agreement with them for pricing of design and engineering services.

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

Motion by Kalbfell, second by Oleksy, to approve the design and engineering services from Prein&Newhof for a total of \$15,900 and authorize the City Manager to sign all necessary documents.

Yeas: Perron, Oleksy, Bryan, Kalbfell, Hagen

Nays: None

Absent: Cole

E. Mayoral Appointments

Motion by Hagen, second by Perron, to reappoint Sherm Chamberlain to the Planning Commission, term expiring April 2022.

Yeas: Perron, Oleksy, Bryan, Kalbfell, Hagen

Nays: None

Absent: Cole

Motion by Kalbfell, second by Perron, to appoint David Gray to the Planning Commission, term expiring April 2022.

Yeas: Perron, Oleksy, Bryan, Kalbfell, Hagen

Nays: None

Absent: Cole

Motion by Kalbfell, second by Bryan, to reappoint Paul Silva to the DDA, term expiring April 2023.

Yeas: Perron, Oleksy, Bryan, Kalbfell, Hagen

Nays: None

Absent: Cole

Motion by Hagen, second by Kalbfell, to reappoint Brian Gelb to the Planning Commission, term expiring April 2022.

Yeas: Perron, Oleksy, Bryan, Kalbfell, Hagen

Nays: None

Absent: Cole

Motion by Kalbfell, second by Oleksy, to appoint Leon Perron to the Housing Commission, term expiring April 2024.

Yeas: Perron, Oleksy, Bryan, Kalbfell, Hagen

Nays: None

Absent: Cole

8. Reports & Communications

A. Public Comments

- Bob Timms was not in favor of moving BIBCO to the Ferry Beach area.
- Tom Kennedy was not in favor of moving BIBCO due to safety concerns.
- Greg Stevens discussed recent Housing Commission issues.
- Linda Sawyer questioned whether BIBCO was a done deal.

B. City Manager Comments

- Council's Parking Proposal Work Session is Wednesday at 2:00 p.m.
- Holland Mayor exchange dates: Charlevoix visits Holland May 30-31 and Holland visits Charlevoix August 9

C. Mayor & Council Comments

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 7:25 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 03/20/2019			
AT&T	4,568.34	PRIORITY HEALTH	43,558.60
AT&T MOBILITY	89.78	STANDARD INSURANCE CO	2,345.93
AVSURANCE CORPORATION	4,725.00	VERIZON WIRELESS	56.72
CHARLEVOIX STATE BANK	9,776.71	VISION SERVICE PLAN	565.15
CHARLEVOIX TOWNSHIP	17.03	ZAREMBA EQUIPMENT INC	89,575.00
CHARTER COMMUNICATIONS	918.99	TOTAL	160,737.57
DELTA DENTAL	3,640.10		
GREAT LAKES ENERGY	314.75		
METLIFE SMALL BUSINESS CENTER	585.47		
Regular Accounts Payable – 04/02/2019			
a5 Branding & Design	4,500.00	HYDE SERVICES LLC	159.01
AIRGAS USA LLC	64.93	HYDRODYNAMICS INC.	2,153.59
AIS CONSTRUCTION EQUIPMENT	249.74	IDEXX DISTRIBUTION INC.	1,688.18
ALTEC INDUSTRIES INC	559.08	INDEPENDENT DRAFTING SERVICES	1,406.00
AMERICAN WASTE INC.	46.76	JONES & JONES GARAGE DOOR SVCS	2,825.00
AMERIGAS PROPANE LP	505.21	JONES, ROBERT F.	150.00
ANDERSON, ELIZABETH A.	100.00	KLOOSTER, ALIDA K.	50.00
ANZELL, BETH A.	50.00	KLOOSTER, PATRICK H.	50.00
AT YOUR SERVICE PLUS INC	106.86	KNORR, KENT J.	50.00
AVFUEL CORPORATION	11,560.83	KSS ENTERPRISES	164.93
BAKER COLLEGE OF CADILLAC	20.00	LAKESHORE TIRE & AUTO SERVICE	43.90
BEAVER ISLAND BOAT CO	4,007.77	LAVENDER, JOSEPH E.	50.00
BEAVER RESEARCH COMPANY	159.36	LAVOIE, RICHARD L.	150.00
BELL EQUIPMENT COMPANY	1,477.03	LEELANAU COFFEE ROASTING CO INC	76.45
BOUND TREE MEDICAL LLC	209.38	LEITNER, RYAN S.	150.00
BRADFORD'S	35.75	LIVINGSTON, BRIAN D.	100.00
BRADLEY, KELLY R.	150.00	MAYER, SHELLEY L.	200.00
BREWER, JOHN	1,120.00	McGINN, KELLY A.	50.00
CDW GOVERNMENT INC.	3,350.53	MCMULLEN, DONALD R.	50.00
CENTRAL DRUG STORE	14.47	MEIER III, CHARLES A.	150.00
CHARLEVOIX COUNTY EQUALIZATION	1,598.04	MERIT NETWORK INC	3,150.00
CROSSROADS MOBILE MAINTENANCE	4,060.00	MICHAEL MURPHY IV PHOTOGRAPHY	525.00
CRYSTAL FLASH ENERGY	828.94	MICHIGAN MUNICIPAL LEAGUE	11,069.67
CUMMINS BRIDGEWAY LLC	4,868.25	MILLER, WILLIAM S.	50.00
DeROSIA, PATRICIA E.	50.00	MORRISON, KEVIN P.	150.00
DEYOUNG, GERI	150.00	MUNSON HEALTHCARE CHX HOSPITAL	628.62
DIMARTINO, FRED	4,029.16	NEWMAN, MARK J.	150.00
DITCH WITCH SALES OF MICHIGAN	5,390.15	NORTHERN PUMP & WELL	1,200.00
DOAN, GERARD P.	50.00	NORTHERN SAFETY CO INC	50.94
DORAN, JUSTIN J.	150.00	NORTHWEST KENT MECHANICAL CO	14,623.00
DOTSON, LINDSEY J.	50.00	NW MI COG	12,916.68
DRAVES, MARTIN J.	150.00	OVERHEAD DOOR COMPANY	294.00
DRY HARBOUR MARINE/MOTOR SPORT	2,764.80	PARASTAR INC.	3,083.92
EATON, BRAD A.	150.00	PAUL'S METER TESTING LLC	2,253.35
ELLIOTT, PATRICK M.	200.00	PERFORMANCE ENGINEERS INC	4,903.00
ELLSWORTH FARMER'S EXCHANGE	1,719.73	PLUNKETT & COONEY	620.00
FARRELL, MITCHELL L.	150.00	POLLARDWATER	289.95
FASTENAL COMPANY	96.59	POWER LINE SUPPLY	1,867.17
FOX CHARLEVOIX FORD	76.95	PURITY CYLINDER GASES INC	72.51
GBS INC.	190.38	SAFETY BOX	5,802.00
GOLDING, JOYCE M.	221.68	SCHWARTZFISHER, JOSEPH L.	150.00
GRAHAM ELECTRIC CO	498.00	SILVA, JESSE L.A.	50.00
GRAINGER	118.82	STATE OF MICHIGAN	363.00
GREAT LAKES COCA-COLA DISTR	345.60	STATE OF MICHIGAN	200.00
GRP ENGINEERING INC.	520.00	STEVENS, BRANDON C.	150.00
HANKINS, SCOTT A.	50.00	SUMMIT COMPANIES	701.07
HART II, DELBERT W.	150.00	SWEM, DONALD L.	90.25
HEYDLAUFF, MARK L.	50.00	SYSTEMS SPECIALISTS INC	6,957.00
HILLING, NICHOLAS A.	150.00	TERMINAL SUPPLY CO	51.00
HOLIDAY COMPANIES	3,557.90	THORP JR, WILLIAM D.	150.00

TOP LINE	1,675.94	WORK & PLAY SHOP	195.75
TRUCK & TRAILER SPECIALTIES	35,544.36	WURST, RANDALL W.	200.00
UNIFIRST CORPORATION	523.29	WYMAN, MATTHEW A.	50.00
VILLAGE GRAPHICS INC.	260.70	ZACHARIAS, STEVEN B.	150.00
WHITLEY, ANDREW T.	150.00		
WILSON, TIMOTHY J.	150.00	TOTAL	181,851.92

ACH Payments – 03/18/2019 to 03/25/2019

MI PUBLIC POWER AGENCY	31,765.71	VANTAGEPOINT (ROTH IRA)	955.76
IRS (PAYROLL TAX DEPOSIT)	36,430.75	MERS DEFINED BENEFIT PLAN	45,613.02
ALERUS FINANCIAL (HCSP)	300.00	MI PUBLIC POWER AGENCY	25,400.69
STATE OF MI (WITHHOLDING TAX)	5,510.93	MI PUBLIC POWER AGENCY	203,196.87
VANTAGEPOINT (401 ICMA PLAN)	802.64		
VANTAGEPOINT (457 ICMA PLAN)	18,447.89	TOTAL	368,424.26

Payroll Net Pay – Pay Period Ending 03/16/2019 (Paid 03/22/2019)

HEYDLAUFF, MARK L.	2,557.16	PORATH, JACOB P.	340.21
GOLDING, JOYCE M.	1,764.16	CRANDELL, ZACKARY R.	424.17
DEROSIA, PATRICIA E.	1,218.73	WHITE III, MARCUS W.	281.13
DOTSON, LINDSEY J.	1,351.30	BERTINELLI, DAVID P.	793.73
KLOOSTER, ALIDA K.	1,652.48	FOSTER, WILLIAM P.	403.55
GOLOVICH, KAREN J.	996.81	BEMIS, ADDISON J.	246.97
BARNEVELD, RICHELLE L.	1,134.32	NIMPHIE, MASON K.D.	280.16
SPENCLEY, PATRICIA L.	1,031.23	HERBOLDSHEIMER, HANNAH M.	373.88
MCGINN, KELLY A.	1,941.35	BOSS, BEAU J.	1,111.70
LAVENDER, JOSEPH E.	1,725.99	KUSINA, DENNIS W.	132.14
DOAN, GERARD P.	2,049.77	LIVINGSTON, BRIAN D.	566.31
SCHLAPPI, JAMES L.	956.06	WYMAN, MATTHEW A.	1,495.27
UMULIS, MATTHEW T.	1,240.50	MILLER, WILLIAM S.	965.67
HANKINS, SCOTT A.	1,603.22	DOUGLAS, MARK	1,008.51
ORBAN, BARBARA K.	1,140.19	PRIOR, ERIN C.	889.08
WILLIAMS, ASHLEY M.	1,238.01	CERTA, BRIAN	324.35
FLICKEMA, ANDREW M.	1,366.01	MCMULLEN, DONALD R.	1,801.98
RILEY, DENISE M.	459.94	SILVA, JESSE L.A.	1,854.84
MATELSKI, KRISTEN L.	1,301.60	WILLSON, BRENDA R.	1,859.07
WURST, RANDALL W.	1,101.44	BEAN, PETER J.	1,154.22
MAYER, SHELLEY L.	1,670.94	RILEY, REBECCA J.	1,863.84
HILLING, NICHOLAS A.	1,702.47	STEVENS, JEFFREY W.	560.47
MEIER III, CHARLES A.	1,369.11	RILEY, CASEY W.	917.97
ZACHARIAS, STEVEN B.	1,232.48	JONES, LARRY M.	764.98
NEWMAN, MARK J.	725.68	FLORE, ROBERT A.	718.62
SWEM, DONALD L.	1,976.17	MATZ, EMILY S.	730.70
EATON, BRAD A.	1,974.27	STEPHENS, LYON G.	417.24
WILSON, TIMOTHY J.	2,107.69	TRAVERS, MANUEL J.	26.42
LAVOIE, RICHARD L.	1,755.23	SEHL, JENNA R.	482.37
STEVENS, BRANDON C.	2,066.35	RILEY, DANIEL A.	524.60
DRAVES, MARTIN J.	1,970.25	WHEELER, MICHAEL W.	1,519.21
ANDERSON, ELIZABETH A.	1,210.74	PEARSALL, KRISTA M.	131.76
KENWABIKISE, DAVID L.	1,209.74	DRAKE, WILLIAM F.	1,576.44
ELLIOTT, PATRICK M.	2,228.16	JOHNSON, MELISSA A.	861.53
SCHWARTZFISHER, JOSEPH L.	1,206.61	AZZOPARDI, ANTHONY J.	977.93
BRADLEY, KELLY R.	1,606.69	DEKORNE, ELIZABETH A.	641.97
HART II, DELBERT W.	1,481.78	VOUSBOUKIS, AUTUMN M.	760.35
JONES, ROBERT F.	1,645.69	MCCRANEY, RUSSELL R.	79.28
DORAN, JUSTIN J.	1,277.56	MATHERS, AMANDA L.	151.97
FARRELL, MITCHELL L.	1,341.97	MATHERS, BENJAMIN H.	6.42
THORP JR, WILLIAM D.	1,364.82	TIMMS, ROBERT N	138.52
LEITNER, RYAN S.	1,692.89	WHITLEY, ANDREW T.	1,736.78
KNORR, KENT J.	1,853.36	MORRISON, KEVIN P.	1,190.99
ANZELL, BETH A.	952.78	BOSS JR, DALE E.	1,493.16
MILAN, JANE E.	77.93	MATTER, DAWSON K.	283.68
BOSS, SHERRY M.	766.91	HOLM, ARTHUR R.	1,151.08
BRADLEY, JOHN P.	420.65	GILL, DAVID R.	496.91
DIXON, MIKAYA S.	105.72		
NIMPHIE, NOAH J.D.	201.01	TOTAL	103,538.05

Payroll Transmittal – 03/22/2019

4FRONT CREDIT UNION	906.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	148.82	COMMUNICATION WORKERS OF AMER	565.84
AMERICAN FAMILY LIFE	525.04	MI STATE DISBURSEMENT UNIT	464.37
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,540.17
CHARLEVOIX STATE BANK	1,071.00	TOTAL	5,462.08