

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, August 19, 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, 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 – August 5, 2019
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – August 20, 2019
 - b. ACH Payments – August 5, 2019 to August 14, 2019
 - c. Payroll Check Register – August 9, 2019
 - d. Payroll Transmittal – August 9, 2019
 - e. Tax Disbursement – August 20, 2019
- C. Revised Employee Handbook, dated August 19, 2019 – approve handbook

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

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

Nays: None

Kalbfell stated that she would like to amend the agenda to include Zoning Board of Appeals and Historic District Commission appointments.

Motion by Kalbfell, second by Cole, to amend the agenda to include ZBA and Historic District Commission appointments. Motion carried by unanimous voice vote.

6. Public Hearings & Actions Requiring Public Hearings

A. Set Zoning Ordinance Amendments Public Hearings

City Manager Heydlauff stated that the Planning Commission proposed three distinct amendments to the Zoning Code. The first deals with Council's request to expand housing opportunities in the City and also clarify definitions around boarding houses and room rentals. The second amendment deals with the issue of outdoor storage of vehicles and recreation equipment. The final amendment considers revisions to parking rules by generally reducing the number of spaces required for various uses and continuing to encourage the use of shared parking spaces rather than consuming land with parking.

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

Motion by Kalbfell, second by Cole, to set Public Hearings for Tuesday, September 3, 2019 at 6:00 p.m. in Council Chambers to consider Ordinances 805, 806, and 807. Motion carried by unanimous voice vote.

7. All Other Actions & Requests

A. Parking Meter and Pay Station Purchase

City Manager Heydlauff stated that since January, Council has been discussing the prospect of purchasing new parking meters for the spaces on Bridge Street and adding pay stations for the Acacia Lot. The quote from IPS Group has been revised based on their current pricing as Council requested in mid-July. Chief Doan discussed the parking enforcement aspect of the proposal and Council held a lengthy discussion involving Bridge Street parking headed by Bryan. City Manager Heydlauff stated that Charlevoix State Bank provided terms of a potential lease-purchase agreement we could execute to pay for the new meters. He noted that Act 99 was a provision in state law that allows municipalities to get a loan with a tax-advantaged interest rate without pursuing bond funding.

Mayor Kurtz opened the item to public comment.

- Leilani Durbin felt that the City did not have a parking problem

- John Jordan felt that Council's parking discussion was "crazy"
- The item was closed to the public.

Motion by Kalbfell, second by Perron, to accept the [IPS Group] quote for the pay stations and the enforcement.

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

Nays: None

Motion by Perron, second by Hagen, to purchase and modernize our meter system on Bridge Street [96 meters from the IPS Group.]

Yeas: Kalbfell, Hagen, Perron, Oleksy, Cole

Nays: Bryan

Motion by Kalbfell, second by Cole, to accept the Charlevoix State Bank proposal for financing the parking meters [and authorize the City Attorney and City Manager to negotiate the agreement details.] Motion carried by unanimous voice vote.

B. Apple Fest Street Closure Decision

City Manager Heydlauff recalled that there was Council discussion of reducing or eliminating the street closure for Apple Fest weekend. Sarah Hagen, Chamber of Commerce recommended not closing Bridge Street. Council directed City Manager Heydlauff to discuss pedestrian crossing issues with Chief Doan and come up with a safety plan.

Mayor Kurtz opened the item to public comment.

- John Jordan suggested making Antrim and State a four-way stop for pedestrian safety
- The item was closed to the public.

Motion by Perron, second by Cole, to close Bridge Street (Festival Mode) on Saturday of Apple Fest from 7am to 6pm. Motion carried by unanimous voice vote.

C. Set Short Term Rental Work Session

City Manager Heydlauff recalled that Council discussed holding a Work Session on September 16 to discuss short term rentals and potential changes to our regulatory structure for them.

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

Motion by Kalbfell, second by Hagen, to set a Work Session for September 16th at 3pm to discuss short term rentals. Motion carried by unanimous voice vote.

D. Appointments

Motion by Kalbfell, second by Cole, to appoint Shirley Gibson to the Zoning Board of Appeals, term expiring December 2020. Motion carried by voice vote with Bryan dissenting.

Motion by Kalbfell, second by Perron, to appoint Carol Kranz to the Historic District Commission, term expiring June 2022. Motion carried by unanimous voice vote.

8. **Reports & Communications**

A. Public Comments

- Leilani Durbin suggested Council should look at long term in addition to short term rentals
- John Jordan questioned whether we have a burn ordinance and how to contact 911 from out of state

B. City Manager Comments

- Good Historical Society presentation on the historical signs that were installed
- September 3rd Council Work Session at 4:30pm with Charlevoix Township Board to discuss deer management

C. Mayor & Council Comments

- Bryan thanked the township fire department for their work at American Waste
- Oleksy questioned American Waste's hours of operation
- Mayor noted that the City of Holland expressed their thanks for the Mayors Exchange event

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 7:29 p.m.

Regular Accounts Payable – 08/20/2019

ACE HARDWARE	6,416.72	LOTTIE'S BAGELS	186.00
AMERICAN WASTE INC.	3,555.40	MACGREGOR PLUMBING & HEATING	2,158.83
APEX SOFTWARE	235.00	MCCARDEL CULLIGAN-PETOSKEY	50.50
AT YOUR SERVICE PLUS INC	115.00	METAL HEAD WELDING LLC	48.84
AT&T	599.87	MICHIGAN MUNICIPAL LEAGUE	19,632.00
AUTO VALUE	709.01	MICHIGAN OFFICEWAYS INC	2,248.69
AVFUEL CORPORATION	125,203.59	MILAN, JANE	67.91
B & L SOUND INC	612.85	MUNSON HEALTHCARE CVX HOSPITAL	1,861.57
BASTIANELLI, ANN	8.46	MY TCBD	695.00
BEIJO DE CHOCOLAT LLC	60.00	NAVIA BENEFIT SOLUTIONS	50.00
BELL EQUIPMENT COMPANY	438.23	NEALIS ENGINEERING	250.00
BERG, REBECCA	215.00	NORTHERN A-1 ENVIRONMENTAL SVCS	909.00
BOUND TREE MEDICAL LLC	164.90	NORTHERN CREDIT BUREAU	227.56
BRADFORD'S	60.05	NORTHERN LAKES	500.00
CARQUEST OF CHARLEVOIX	2,255.83	NORTHERN MICHIGAN REVIEW INC.	500.00
CCP INDUSTRIES INC	281.74	NORTHERN PUMP SERVICE INC.	1,765.70
CENTRAL DRUG STORE	41.73	NORTHERN SAFETY CO INC	122.62
CHAPDELAINE, EMILY	75.00	OLESON'S FOOD STORES	456.75
CHARLEVOIX COUNTY TREASURER	292.79	OLSON BZDOK & HOWARD	3,853.10
CHARLEVOIX SCREEN MASTERS INC	1,808.89	OUDBIER INSTRUMENT CO	7,550.00
CHARLEVOIX TOWNSHIP	660.23	PARASTAR INC.	2,905.43
CHARTER COMMUNICATIONS	1,179.18	POWER LINE SUPPLY	759.09
CINTAS	54.09	PREIN & NEWHOF	240.00
CITY OF CHARLEVOIX - UTILITIES	38,077.38	PRESTON FEATHER	420.34
COOK FAMILY FARMS	128.00	PROVIDENCE FARM LLC	337.00
CREMONTE, TERESA	50.00	PURE NORTH GOLF CARTS	4,100.00
CURREY FARMS LLC	183.00	PURITY CYLINDER GASES INC	94.77
DELL MARKETING L P	1,401.77	R & R PRODUCTS INC	695.78
DHASELEER, CARL	260.00	RANGE TELECOMMUNICATIONS	281.35
DITCH WITCH SALES OF MICHIGAN	264.89	RON'S AUTO & WRECKER	385.00
DOMINIC, JESSICA	75.00	ROTARY CLUB OF CHARLEVOIX	37.50
DORAN, JUSTIN J.	50.00	RS&H MICHIGAN INC	1,175.00
DORNBOS SIGN INC.	262.57	RYAN, KATHERINE	100.00
ECONO SIGNS LLC	245.65	SHINDORF BUILDERS	364.00
ELLSWORTH FARMER'S EXCHANGE	1,212.00	SNIVELY, KIRBY	75.00
EMBROIDME	678.35	SPARTAN DISTRIBUTORS INC	1,210.88
EMERGENCY MEDICAL PRODUCTS INC	118.20	SPARTAN STORES LLC	174.30
ETNA SUPPLY	3,000.00	STAFFORD'S WEATHERVANE	984.71
FAMILY FARM & HOME	569.57	STANDARD ELECTRIC CO	300.00
FARMER WHITE'S	218.00	STATE AND MASON LLC	1,000.00
FASTENAL COMPANY	65.08	STATE OF MICHIGAN	57.00
FEYEN ZYLSTRA LLC	337.82	STATE OF MICHIGAN	454.61
FLORIGEN GREENHOUSES	36.10	STATE OF MICHIGAN	225.00
FOX CHARLEVOIX	195.76	STRIKER SUPPLY	44.00
FREEDOM MAILING SERVICES INC.	2,288.73	SYN-TECH SYSTEMS INC.	179.55
FULLFORD, LARA	50.00	THE ACCUMED GROUP	1,319.71
GOLOVICH, RENEE	65.00	THOMAS, DOUG	740.00
GORDON FOOD SERVICE	190.03	THORP, ELIZABETH	50.00
GRAINGER	51.84	TOP LINE	495.00
GRIFFIN BEVERAGE CO	150.00	TRAVERSE CITY RECORD EAGLE	339.00
GUNTZVILLER, RHONDA	537.00	TROPHY CASE, THE	40.00
HACH COMPANY	1,193.66	UNIFIRST CORPORATION	701.59
HARBOR FENCE COMPANY	1,900.00	USA BLUE BOOK	949.88
HARRELL'S	2,376.29	VILLAGE GRAPHICS INC.	162.85
HYDE SERVICES LLC	250.38	WASHBURNE, BRENDA	45.00
HYDRO CORP	530.00	WILMOT ELECTRIC INC	702.68
JONES & JONES GARAGE DOOR SVCS	110.00	ZIIBIMIJWANG INC	405.00
KSS ENTERPRISES	2,512.55	TOTAL	271,162.27
LASER PRINTER TECHNOLOGIES	799.00		

ACH Payments – 08/05/2019 to 08/14/2019

MI PUBLIC POWER AGENCY	20,801.66	VANTAGEPOINT (401 ICMA PLAN)	802.64
PAYMENT SERVICE NETWORK	246.90	VANTAGEPOINT (457 ICMA PLAN)	19,131.22
STATE OF MI (SALES TAX)	22,915.43	VANTAGEPOINT (ROTH IRA)	955.76
IRS (PAYROLL TAX DEPOSIT)	50,629.33	MI PUBLIC POWER AGENCY	18,001.84
ALERUS FINANCIAL (HCSP)	350.00	DTE ENERGY	1,852.77
STATE OF MI (WITHHOLDING TAX)	7,638.31	TOTAL	143,325.86

Payroll Net Pay – Pay Period Ending 08/03/2019 (Paid 08/09/2019)

HEYDLAUFF, MARK L.	2,845.62	DOTSON, LINDSEY J.	1,388.96
GOLDING, JOYCE M.	2,260.16	KLOOSTER, ALIDA K.	2,104.05
DEROSIA, PATRICIA E.	580.87	GOLOVICH, KAREN J.	996.81

BARNEVELD, RICHELLE L.	1,167.96	KLOOSTER, PATRICK H.	1,621.93
SPENCLEY, PATRICIA L.	1,236.28	EVANS JR, HALBERT K.	841.79
MILLER, FAITH G.	14.67	GREENE, GLORIA C.	787.52
MCGINN, KELLY A.	2,468.89	DAVIS, LEAH R.	799.80
JONES, JANET M.	447.20	TELGENHOF, WILL G.	799.80
LAVENDER, JOSEPH E.	1,483.90	WHITE III, MARCUS W.	782.58
SCHULMAN, BLAKE B.	632.66	CARLSON, JOSHUA A.	782.58
DOAN, GERARD P.	2,041.12	GREYERBIEHL, KELLY M.	920.32
SCHLAPPI, JAMES L.	1,296.17	CAREY, MADISON Q.	350.44
UMULIS, MATTHEW T.	1,417.70	CUNNINGHAM, ABIGAIL A.	629.93
HANKINS, SCOTT A.	2,014.32	CURTIS, LILY E.	871.36
ORBAN, BARBARA K.	1,451.64	MAY, MEREDITH A.	711.99
FLICKEMA, ANDREW M.	2,453.42	PETROSKY, JACOB D.	615.16
RILEY, DENISE M.	477.53	WARRINER, RYAN T.	679.18
STEWART, SAMUEL D.	764.83	CHAPDELAINE, EMILY C.	522.97
MUNK, CHRISTOPHER J.	1,664.22	VIRONDRAN, LARISSA M.	709.80
MATELSKI, KRISTEN L.	1,329.54	KIRINOVIC, THOMAS F.	566.30
BINGHAM, LARRY E.	974.69	SNYDER, JOSHUAH D.	96.97
VANLOO, MEAGAN E.	788.79	WISDOM, ADAM W.	217.68
MACGILLIVRAY, ROGER	641.34	HART, DAVID R.	489.28
FLOHE, STETHEN R.	1,072.14	SHANAHAN, CHERYL J.	943.45
WURST, RANDALL W.	1,273.31	GRUNCH, RONALD J.	294.71
MAYER, SHELLEY L.	2,051.58	DAVIS, RONALD L.	292.24
HILLING, NICHOLAS A.	1,517.39	MASSON, DONALD J.	540.73
MEIER III, CHARLES A.	1,131.19	KUSINA, DENNIS W.	256.81
ZACHARIAS, STEVEN B.	1,632.24	LABLANCE, MAUREEN J.	342.95
NEWMAN, MARK J.	1,250.56	LIVINGSTON, BRIAN D.	1,390.93
SWEM, DONALD L.	306.29	STANLEY, MARK J.	61.07
EATON, BRAD A.	1,786.14	WYMAN, MATTHEW A.	1,600.09
WILSON, TIMOTHY J.	2,994.43	MILLER, WILLIAM S.	1,796.44
LAVOIE, RICHARD L.	1,755.23	DOUGLAS, MARK	1,034.75
STEVENS, BRANDON C.	1,899.49	PRIOR, ERIN C.	1,455.84
DRAVES, MARTIN J.	2,037.87	CERTA, BRIAN	549.00
ANDERSON, ELIZABETH A.	1,210.74	SEAUVER, WILLIAM F.	700.76
KENWABIKISE, DAVID L.	1,081.25	MCMULLEN, DONALD R.	1,772.93
ELLIOTT, PATRICK M.	2,332.82	SILVA, JESSE L.A.	1,827.87
SCHWARTZFISHER, JOSEPH	1,628.18	WILLSON, BRENDA R.	1,925.53
BRADLEY, KELLY R.	1,498.45	STEVENS, JEFFREY W.	514.21
HART II, DELBERT W.	1,267.86	RILEY, CASEY W.	924.07
JONES, ROBERT F.	1,865.89	JONES, LARRY M.	1,174.45
DORAN, JUSTIN J.	2,789.59	FLORE, ROBERT A.	818.32
FARRELL, MITCHELL L.	1,675.92	MATZ, EMILY S.	1,331.18
THORP JR, WILLIAM D.	1,696.03	STEPHENS, LYON G.	1,724.07
LEITNER, RYAN S.	1,806.40	BEAN, PETER J.	342.64
MANKER SR, DAVID W.	813.71	TRAVERS, MANUEL J.	747.49
NEDWICK, DAVID J.	196.24	MOYER, DAVID T.	418.69
FREY, DYLAN V.	766.12	RILEY, DANIEL A.	260.63
HART III, DELBERT W.	682.22	WHEELER, MICHAEL W.	1,135.12
STOREY, JAMES W.	207.91	DRAKE, WILLIAM F.	1,838.66
SLADEK, RYLYNN S.	586.93	JOHNSON, MELISSA A.	1,930.20
DOTSON, WILLIAM R.	296.02	AZZOPARDI, ANTHONY J.	1,606.87
BOEHM, NOAH A.	420.21	DEKORNE, ELIZABETH A.	505.96
LOUISELLE, ELLIE N.	622.32	MATHERS, AMANDA L.	486.25
KUNKLE, KENNETH E.	660.37	MATHERS, BENJAMIN H.	278.77
BEMIS, JACKSON R.	647.05	PORTMAN, BROOKE A.	253.60
MUMICH, BARRY J.	618.30	WELLS, JANNINA J.	232.37
CRANDELL, ZACKARY R.	635.44	GERBER, SAMUEL A.	88.66
FERGUSON, ROYCE L.	1,333.02	WHITLEY, ANDREW T.	1,864.66
MUELLER, JASON C.	634.65	MORRISON, KEVIN P.	1,762.57
ROSENTHAL, GABRIEL M.	826.08	BISHAW, JAMES H.	811.74
NOVOTNY, RAIGAN I.	668.52	KISH, ANASTASIA L.	694.68
KNORR, KENT J.	1,917.26	KLINGER, BRADLEY W.	322.14
ANZELL, BETH A.	975.17	PETERSON, BENJAMIN D.	745.98
STEBE, LAURA A.	210.55	GILL, DAVID R.	966.49
MILAN, JANE E.	1,309.69	WATTS, TIMOTHY L.	364.90
MCCULLOUGH, SAVHANA C.	691.96	TOTAL	145,578.55
CALO, LEAH M.	625.63		

Payroll Transmittal – 08/09/2019

4FRONT CREDIT UNION	926.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	148.82	COMMUNICATION WORKERS OF AMER	603.73
AMERICAN FAMILY LIFE	525.04	MI STATE DISBURSEMENT UNIT	533.10
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	90.00	PRIORITY HEALTH	1,391.58
CHARLEVOIX STATE BANK	1,161.00	TOTAL	5,751.11

CHARLEVOIX COUNTY TREASURER	192,026.80	CHARLEVOIX PUBLIC SCHOOLS	6,443.79
CHARLEVOIX PUBLIC SCHOOLS	270,456.74	CHARLEVOIX PUBLIC SCHOOLS	2,761.19
CHARLEVOIX PUBLIC SCHOOLS	33,143.28	CITY OF CHARLEVOIX - TAXES DUE	224,950.56
CHARLEVOIX PUBLIC SCHOOLS	9,205.94	TOTAL	738,988.30