

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, February 3, 2020 – 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 Cole.

1. Pledge of Allegiance

2. Roll Call

Deputy Mayor: Shane Cole
Members Present: Greg Bryan, Aaron Hagen, Janet Kalbfell, Tom Oleksy
Members Absent: Mayor Luther Kurtz
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 20, 2020
- B. City Council Special Meeting Minutes – January 22, 2020
- C. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – January 16, 2020
 - b. Special Accounts Payable Check Register – January 22, 2020
 - c. Regular Accounts Payable Check Register – February 4, 2020
 - d. ACH Payments – January 15, 2020 to January 27, 2020
 - e. Payroll Check Register – January 24, 2020
 - f. Payroll Transmittal – January 24, 2020
 - g. Tax Disbursement – February 4, 2020
- D. Board of Review Resignation – Kirby Dipert

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

Yeas: Kalbfell, Bryan, Hagen, Oleksy, Cole

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing for CDBG Grant Proposal

City Manager Heydlauff stated that Prein&Newhof advised us of a grant opportunity to make improvements to our sanitary sewer system identified in our recently completed Asset Management Plan. We noticed the public hearing in accord with our standard practice but learned from our engineers on January 29 that it is necessary to use a special template from the federal government and use this form at least 5 days in advance of the Public Hearing; because of this, it will be necessary to delay this public hearing. In consultation with the Deputy Mayor, we have determined February 6 at 5pm would be a time to hold a special meeting to hold this public hearing and act on the grant application.

Deputy Mayor Cole opened the item to public comment and none was heard.

B. Set FY 2019-2020 Budget Amendment Public Hearing

The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2019-20 to our best estimate.

Deputy Mayor Cole opened the item to public comment and none was heard.

Motion by Kalbfell, second by Hagen to set public hearing for the 2019-20 Budget Amendment Ordinance for February 17, 2020 at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

Yeas: Kalbfell, Bryan, Hagen, Oleksy, Cole

Nays: None

C. Set FY 2020-21 Budget Ordinance Public Hearing

City Manager Heydlauff stated City Council needs to have a public hearing for the 2020-21 Budget, which also sets the millage rates to support the budget. The public hearing also fulfills the Truth in Taxation hearing required to levy the tax millage each year.

Deputy Mayor Cole opened the item to public comment and none was heard.

Motion by Kalbfell, second by Bryan to set the Budget Public Hearing for 6 p.m. on February 17, 2020 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI.

Yeas: Kalbfell, Bryan, Hagen, Oleksy, Cole

Nays: None

D. Set Public Hearing for Short Term Rental Ordinance

City Manager Heydlauff stated that Council has been working for several months on the development of a regulatory ordinance regarding Short Term Rentals. Based on our understanding of the ordinance and Council's intent, the annual fee would be \$450 to \$600 depending on whether an inspection is needed in a given year.

Deputy Mayor Cole opened the item to public comment and none was heard.

Motion by Kalbfell, second by Hagen to set a Public Hearing for February 17, 2020 at 6 p.m. in the Council Chambers of City Hall to consider the Short Term Rental Ordinance.

Yeas: Kalbfell, Bryan, Hagen, Oleksy, Cole

Nays: None

7. **All Other Actions & Requests**

A. Mercer Avenue Property Sale

City Manager Heydlauff stated that at your January 6th meeting, Council discussed the offer made by John and Glenda Ferguson to purchase a small lot owned by the City next to their residence on Mercer Avenue. At that time, Council decided to advertise for sealed bids for this parcel. One bid was opened on January 28th from Haggard's Plumbing. Council agreed to move this item to the February 17th meeting for further discussion.

Deputy Mayor Cole opened the item to public comment and none was heard.

B. Housing Support Resolution

City Manager Heydlauff stated that Council has long discussed efforts to expand housing and make traditional housing options in our community more affordable.

Deputy Mayor Cole opened the item to public comment and none was heard.

Motion by Oleksy, second by Bryan approve Resolution 2020-02-01 in support of the urgent need for greater tax incentive options to support our region's housing development needs.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2020-02-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHARLEVOIX IN SUPPORT OF
THE URGENT NEED FOR GREATER TAX INCENTIVE OPTIONS TO SUPPORT OUR REGION'S HOUSING DEVELOPMENT NEEDS**

WHEREAS, *the City of Charlevoix, like many communities in our region, struggles to find the needed housing for workers in our year-round economy while various reports indicate the need for more housing units; and*

WHEREAS, *the need for housing has repeatedly been supported both in anecdotal accounts from business owners and residents and also from formal sources like the 2020 Residential Target Market Analysis which found an additional 251 newly built and rehabbed houses are needed going forward to adequately handle the future demand for housing; and*

WHEREAS, *local efforts are only as effective as state law allows them to be and current tax law limits the ability of the City Council to incent the creation of new housing units on a market-driven scale.*

NOW THEREFORE, *the City Charlevoix City Council resolves to strongly encourage state leaders to grant tax incentive authority to local leaders to support housing growth much as current law allows commercial and industrial expansion; and*

FURTHERMORE, *the City Council encourages state leaders to expand the Homestead Exemption to rental properties where the tenant signs leases not less than 12 months; and*

FURTHERMORE, *the City Council believes local control over housing policy is vitally important to build and maintain strong communities, vibrant neighborhoods, and a robust economy.*

RESOLVED *this 3rd day of February, 2020 A.D.*

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Bryan, Hagen, Oleksy, Cole

Nays: None

C. Council Appointments

Clerk Golding stated with the resignation of Leon Perron, Council needs to appoint another Councilmember to the Board of Review. The City received two applications for Board of Review to fill the vacancies created by Dennis Kusina (term expires 12/2022) and Kirby Dipert (term expires 12/2020).

Motion by Kalbfell, second by Oleksy to appoint Council member Aaron Hagen to the Board of Review, term expiring November 2020.

Yeas: Kalbfell, Bryan, Oleksy, Cole

Nays: None

Abstain: Hagen

Motion by Kalbfell, second by Bryan to appoint Brownie Flanders to the Board of Review, term expiring December 2022.

Yeas: Kalbfell, Bryan, Hagen, Oleksy, Cole

Nays: None

Bryan recused himself.

Motion by Kalbfell, second by Hagen to appoint Brenda Bryan to the Board of Review, term expiring December 2020. Motion carried by unanimous voice vote.

Yeas: Kalbfell, Hagen, Oleksy, Cole

Nays: None

Abstain: Bryan

8. Reports & Communications

A. Public Comments

- Mike Doherty felt that he should be prioritized to the top of the 2nd Ward candidate list because he ran in the last election

B. City Manager Comments

- Congratulations to Officer Jim Schlappi on his retirement

C. Mayor & Council Comments

- Oleksy noted that the City Charter defines how a vacant Council seat should be filled

9. Other Council Business

Kalbfell suggested that Council should revisit the approved Charter amendments that did not make it to last year's ballot. It was generally agreed to put this item on the February 17th agenda for discussion.

10. Adjourn

The Deputy Mayor adjourned the meeting at 6:30 p.m.

Joyce M. Golding	City Clerk	Shane Cole	Deputy Mayor
Special Accounts Payable – 01/16/2020			
AT&T	4,208.89	DELTA DENTAL	3,234.18
AT&T LONG DISTANCE	62.85	MICHIGAN MUNICIPAL LEAGUE	786.57
AT&T MOBILITY	156.87	MONY LIFE INSURANCE	433.87
CHARLEVOIX TOWNSHIP	22.77	STANDARD INSURANCE CO	2,679.23
CHARTER COMMUNICATIONS	1,057.04	TOTAL	12,642.27
Special Accounts Payable – 01/22/2020			
AT&T LONG DISTANCE	72.07	MICHIGAN ASSN OF MUNICIPAL CLERKS	60.00
AT&T MOBILITY	156.67	PRIORITY HEALTH	40,325.04
CHARLEVOIX STATE BANK	4,865.24	VSP INSURANCE CO. (CT)	509.67
GRANICUS	4,950.00	WEX BANK	686.37
GREAT LAKES ENERGY	392.77	TOTAL	58,711.42
HOLIDAY COMPANIES	6,693.59		
Regular Accounts Payable – 02/04/2020			
313 & 315 BELVEDERE LLC	16,628.19	BELL EQUIPMENT COMPANY	911.11
ABILITA	1,012.50	BILL'S FARM MARKET	2,130.86
AIRGAS USA LLC	70.51	BRADFORD'S	35.75
ALTA CONSTRUCTION EQUIP LLC	450.21	CCE OFFICE OF EMERGENCY MGMT	25.00
AMERICAN WASTE INC.	46.76	CCP INDUSTRIES INC	281.69
ANDERSON, ELIZABETH A.	50.00	CENTRAL DRUG STORE	44.06
ANZELL, BETH A.	50.00	CERTIFIED LABORATORIES	193.07
ARBOR DAY FOUNDATION	30.00	CHARLEVOIX COMMUNITY SHOPPER	189.00
AVFUEL CORPORATION	7,705.30	CHARLEVOIX ROD & GUN CLUB	390.00
AZZOPARDI, ANTHONY	27.02	CHARLEVOIX SCREEN MASTERS INC	468.75

CHARLEVOIX STATE BANK	249.00	MCMULLEN, DONALD R.	50.00
CHARLEVOIX TOWNSHIP	33,115.21	MICHIGAN OFFICEWAYS INC	726.11
CHEMICAL SYSTEMS INC.	3,480.00	MILLER, WILLIAM S.	50.00
CITY OF CHARLEVOIX - MISC	15,930.52	MISHLER, MIKE	27.02
CITY OF FARMINGTON HILLS	100.00	MORRIS, STEFANI	150.00
CIVICPLUS	3,000.00	MUTT MITT	1,001.22
CLOTHING COMPANY, THE	1,394.25	NISWANDER, JOSEPH F.	25.00
CRYSTAL FLASH ENERGY	949.31	NORTH COAST FASTENERS LLC	123.40
DAMAN, TAMRA	47.25	NORTHERN CREDIT SERVICES	133.84
DeROSIA, PATRICIA E.	50.00	NORTHERN MI LAW ENFORCEMENT	125.00
DOAN, GERARD P.	50.00	NORTHERN PUMP SERVICE INC.	2,180.00
DOTSON, LINDSEY J.	50.00	NOWAK, PAUL	50.00
DROST LANDSCAPE INC.	4,720.00	PARASTAR INC.	392.12
ELLIOTT, PATRICK M.	50.00	PAUL'S METER TESTING LLC	5,703.55
ELLSWORTH FARMER'S EXCHANGE	927.50	POSTMASTER	66.82
EMMET COUNTY EMS	250.00	POWER LINE SUPPLY	2,395.22
FISHER SCIENTIFIC	603.88	PRESTON FEATHER	762.62
GOLDING, JOYCE M.	50.00	PRO WEB MARKETING LLC	40.00
GRAINGER	1,593.45	QUALITY CAR & TRUCK REPAIR INC	589.95
GRAND TRAVERSE GARAGE DOOR	260.97	QUILL CORP	69.97
GREAT LAKES ELEVATOR LLC	408.93	ROTARY CLUB OF CHARLEVOIX	37.50
HACH COMPANY	1,469.00	SAFARILAND	217.00
HANKINS, SCOTT A.	50.00	SEEDS	3,000.00
HARDY DIAGNOSTICS	200.69	SIGMA-ALDRICH INC.	411.79
HEYDLAUFF, MARK L.	50.00	SILVA, JESSE L.A.	50.00
INDEPENDENT DRAFTING SERVICES	608.00	SOUTH ARM CONSTRUCTION LLC	620.65
INDIAN RIVER SPORTS CENTER	177.96	STATE INDUSTRIAL PRODUCTS	367.63
JOB, BOB	21.00	STEPHENS, LYON G.	50.00
JOHNSON, MELISSA A.	50.00	SWEM, DONALD L.	50.00
KASSBOHRER ALL TERRAIN VEHICLE	389.30	T & R ELECTRIC	40.00
KIWANIS CLUB OF CHARLEVOIX	40.00	TELE-RAD INC	1,280.00
KLINGER, SUSAN/TODD	50.00	TELREPCO	545.00
KLOOSTER, ALIDA K.	50.00	TERMINAL SUPPLY CO	115.97
KLOOSTER, PATRICK H.	50.00	THUNDER BAY TREE SERVICE LLC	6,917.50
KNORR, KENT J.	50.00	TRUCK & TRAILER SPECIALTIES	52.67
KSS ENTERPRISES	322.28	UNIFIRST CORPORATION	578.66
LAKESHORE TIRE & AUTO SERVICE	10.00	USA BLUE BOOK	1,497.88
LANDSCAPE FORMS INC.	4,880.00	VILLAGE GRAPHICS INC.	190.19
LASER PRINTER TECHNOLOGIES	190.00	WEBER, KRYSTAL	150.00
LAVENDER, JOSEPH E.	50.00	WOLTERS KLUWER LAW & BUSINESS	777.89
LEELANAU COFFEE ROASTING CO INC	151.80	WORK & PLAY SHOP	117.15
LOUIS A. HOFFMAN NURSERY INC	82,560.00	WURST, RANDALL W.	50.00
MAYER, SHELLEY L.	50.00	WYMAN, MATTHEW A.	50.00
McGINN, KELLY A.	50.00	XEROX FINANCIAL SERVICES	168.84
MCLEAN ENGINEERING CO INC	1,282.00	TOTAL	222,820.24

ACH Payments – 01/15/2020 to 01/27/2020

DTE ENERGY)	7,075.05	MERS (DEFINED BENEFIT PLAN)	53,323.38
MI PUBLIC POWER AGENCY	31,107.09	MI PUBLIC POWER AGENCY	180,426.41
IRS (PAYROLL TAX DEPOSIT)	38,388.89	MI PUBLIC POWER AGENCY	21,385.67
ALERUS FINANCIAL (HCSP)	350.00	TOTAL	360,560.87
STATE OF MI (WITHHOLDING TAX)	5,697.16		
VANTAGEPOINT (401 ICMA PLAN)	858.02		
VANTAGEPOINT (457 ICMA PLAN)	20,662.68		
VANTAGEPOINT (ROTH IRA)	1,286.52		

Payroll Net Pay – Check Date 01/24/2020

HEYDLAUFF, MARK L.	2,724.04	MATELSKI, KRISTEN L.	1,299.58
GOLDING, JOYCE M.	1,842.02	WURST, RANDALL W.	1,114.49
DEROSIA, PATRICIA E.	1,236.72	MAYER, SHELLEY L.	1,498.05
DOTSON, LINDSEY J.	1,391.56	HILLING, NICHOLAS A.	1,521.38
KLOOSTER, ALIDA K.	1,723.23	MEIER III, CHARLES A.	1,278.79
GOLOVICH, KAREN J.	985.71	ZACHARIAS, STEVEN B.	1,770.54
BARNEVELD, RICHELLE L.	1,140.77	NEWMAN, MARK J.	1,022.67
SPENCLEY, PATRICIA L.	1,075.96	SWEM, DONALD L.	2,025.14
MCGINN, KELLY A.	2,042.30	EATON, BRAD A.	2,302.71
LAVENDER, JOSEPH E.	1,695.43	WILSON, TIMOTHY J.	2,724.51
DOAN, GERARD P.	2,035.00	LAVOIE, RICHARD L.	2,310.28
SCHLAPPI, JAMES L.	1,081.00	STEVENS, BRANDON C.	2,667.19
UMULIS, MATTHEW T.	1,144.28	DRAVES, MARTIN J.	2,449.62
HANKINS, SCOTT A.	1,635.24	ANDERSON, ELIZABETH A.	1,234.58
ORBAN, BARBARA K.	1,134.32	KENWABIKISE, DAVID L.	1,097.59
FLICKEMA, ANDREW M.	1,441.92	ELLIOTT, PATRICK M.	2,333.20
RILEY, DENISE M.	495.59	SCHWARTZFISHER, JOSEPH	1,442.12
MUNK, CHRISTOPHER J.	1,224.52	BRADLEY, KELLY R.	1,333.60

HART II, DELBERT W.	1,547.93	JOHNSON, MELISSA A.	1,332.17
JONES, ROBERT F.	1,575.54	STEPHENS, LYON G.	1,599.82
FARRELL, MITCHELL L.	1,368.55	STEVENS, JEFFREY W.	375.14
THORP JR, WILLIAM D.	1,801.68	RILEY, CASEY W.	224.20
LEITNER, RYAN S.	1,547.82	JONES, LARRY M.	969.81
FERGUSON, ROYCE L.	1,891.63	FLORE, ROBERT A.	748.45
KNORR, KENT J.	1,920.23	MATZ, EMILY S.	1,119.44
ANZELL, BETH A.	1,293.68	MOYER, DAVID T.	230.39
BOSS, SHERRY M.	430.60	WHEELER, MICHAEL W.	1,504.01
DOE-NIMPHIE, SETH K.	183.32	MISHLER, MICHAEL. J.	901.61
PORATH, JACOB P.	211.28	AZZOPARDI, ANTHONY J.	1,649.37
WHITLEY, NICHOLAS J	105.72	DEKORNE, ELIZABETH A.	818.85
HAGEN, MADISON L.	386.02	MCCRANEY, RUSSELL R.	161.89
WHITE III, MARCUS W.	366.85	DIETZ, AMANDA M.	611.86
BERTINELLI, DAVID P.	220.24	WELLS, JANINNA J.	137.44
FOSTER, WILLIAM P.	434.17	MOYER, NATHAN I.	1,147.15
MATTACK, JEFFREY C.	555.37	WHITLEY, ANDREW T.	2,118.45
MATTACK, ANNE E.	592.47	MORRISON, KEVIN P.	1,465.29
DOE-NIMPHIE, MASON K.	417.62	BOSS JR, DALE E.	1,529.38
BOSS, BEAU J.	1,139.01	REDMAN, SEAN M.	202.06
WYMAN, MATTHEW A.	1,614.05	HILLIGAN, ABIGAIL B.	433.77
MILLER, WILLIAM S.	960.68	MATTER, DAWSON K.	222.02
DOUGLAS, MARK	975.89	HOLM, ARTHUR R.	1,178.99
PRIOR, ERIN C.	895.18	TOTAL	104,194.75
CERTA, BRIAN	338.27		
MCMULLEN, DONALD R.	1,690.61		
SILVA, JESSE L.A.	1,573.13		

Payroll Transmittal – 01/24/2020

4FRONT CREDIT UNION	932.01	COMMUNICATION WORKERS OF AMER	659.38
AMERICAN FAMILY LIFE	673.86	MI STATE DISBURSEMENT UNIT	533.10
CHAR EM UNITED WAY	90.00	MONY LIFE INSURANCE	326.65
CHARLEVOIX STATE BANK	1,247.00	PRIORITY HEALTH	1,428.29
CHEMICAL BANK	175.00	TOTAL	6,065.29

Tax Disbursement – 02/04/2020

CHARLEVOIX COUNTY TREASURER	2,204.44	CHARLEVOIX-EMMET ISD	67,025.73
CHARLEVOIX COUNTY TREASURER	46,154.56	CITY OF CHARLEVOIX - TAXES DUE	24,983.17
CHARLEVOIX DISTRICT LIBRARY	30,575.84	JOHNSON, TINA	5.32
CHARLEVOIX PUBLIC SCHOOLS	337.99	RECREATIONAL AUTHORITY	5,920.85
CHARLEVOIX PUBLIC SCHOOLS	39.44	STATE OF MICHIGAN	7,496.44
CHARLEVOIX PUBLIC SCHOOLS	233.93	TOTAL	185,053.87
CHARLEVOIX PUBLIC SCHOOLS	53.32		
CHARLEVOIX PUBLIC SCHOOLS	22.84		