

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 2, 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, Brian Slater
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 Special Meeting Minutes – February 14, 2020
- ~~B. City Council Meeting Minutes – February 17, 2020~~
- C. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – March 3, 2020
 - b. ACH Payments – February 18, 2020 to February 25, 2020
 - c. Payroll Check Register – February 21, 2020
 - d. Payroll Transmittal – February 21, 2020
 - e. Tax Disbursement – March 3, 2020
- D. Vendor Managed Inventory Alliance
- E. Purchase Electric Department Bucket Truck: \$226,986
- F. EMS-Stryker Power Load System

Darlene Klien requested that the February 17 draft minutes be remove from the Consent Agenda to be discussed in Other Council Business.

Motion by Kalbfell, second by Oleksy to approve the Consent Agenda as amended.

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

6. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing: Conditional Rezone Request for 904 May Street

Zoning Administrator Scheel stated that this is a request for a Conditional Rezone of a large R-1 Single Family lot located at 904 May Street to R-4 Multi Family High Density. The proposed conditional rezone is for the west 122 feet of the 213 foot lot existing parcel. The subject lot is approximately 100' x 122' or 12,233.52 square feet. An approximate 1,200 square foot building exists on the lot. The conditions of the rezone consist of: the size of the existing building will not change, the existing building will have new siding installed, maximum of three apartments in the existing building, and new landscaping to meet ordinance standards will be installed. If approved, the project must meet all regulations of the R-4 zoning district. The City of Charlevoix Planning Commission recommended approval.

Deputy Mayor Cole opened the item to public comment at 6:03 p.m. and none was heard. The public hearing was closed at 6:06 p.m.

Clerk's Note: Pursuant to the City Charter, all Council members are required to be in attendance in order to vote on an ordinance. The vote will be rescheduled to the March 16th meeting.

7. All Other Actions & Requests

A. Fuel Supply Proposal

Airport Manager Wyman stated that for the last two decades, Avfuel Corporation has supplied the Charlevoix Municipal Airport with its aviation fuels. In recent months, we've expressed our desire to reduce costs by owning some of the leased equipment. In response to our concerns, Avfuel put together a favorable proposal that addresses our concerns. Although we will continue to lease the fuel trucks from Avfuel, the new lease payments will save the City \$14,750 annually and \$103,250 over the duration of the term. The Airport received a second proposal from Phillips 66 but the terms from Avfuel and their regional use cause us to recommend staying with Avfuel.

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

Motion by Oleksy, second by Hagen to approve Resolution 2020-03-01 authorizing the City Manager to sign the Avfuel agreement after review by Staff and the City Attorney.

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-03-01
EXECUTION OF FUEL SUPPLY AGREEMENT WITH AVFUEL CORPORATION

WHEREAS, the City of Charlevoix enters into a fuel supply and equipment lease agreement with Avfuel Corporation; and

WHEREAS, Avfuel Corporation agrees to provide the Charlevoix Airport with Aviation fuels; Avgas and Jet A fuel with additive; and

WHEREAS, the City of Charlevoix agrees to pay Avfuel Corporation, a lease payment of seven thousand dollars and zero cents (\$7,000.00) annually for two Jet A tankers and one 100LL Avgas tanker; and

WHEREAS, the fuel supply agreement is effective on March 1, 2020 and expires on March 1, 2027.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the Fuel Supply Agreement after review by City Staff and the City Attorney.

RESOLVED this 2nd day of March, 2020 A.D.

Resolution was adopted by the following yeas and nays vote:

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

B. Fuel Farm Expansion Bid

Airport Manager Wyman stated that during the past few years, we've seen traffic into our Airport steadily increasing. With this, increased fuel demand has pushed us at times beyond our in-ground fuel capacity limit of 10,000 gallons. The fuel farm expansion will give us an additional 20,000 gallons of storage capacity.

On February 27th, sealed bids were opened and after review, RS&H recommended Spence Brothers for the project. The breakdown of the project funding is 90% Federal 5% State and 5% Local. The total project cost including engineering services is \$825,595. The federal portion of the project is \$743,035. However, we only have \$703,493 in entitlement funding. The City would have to make up the \$39,542 difference in addition to the City's local match of \$41,280. The City's total out of pocket cost for this project will be \$80,822 of which, \$39,542 will be reimbursed once the next grant becomes available.

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

Motion by Kalbfell, second by Bryan to approve the fuel farm expansion bid from Spence Brothers in the amount of \$778,695 and Resolution 2020-03-02 Execution of Amendment No.1 to the Agreement for Professional Engineering Services, pending legal and State review and authorize the City Manager to sign all necessary documents.

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

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-03-02
EXECUTION OF AMENDMENT NO.1 TO THE AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, the City is approving an amendment to the Contract for Professional Engineering Services with RS&H Michigan, Inc. for the Fuel Farm Expansion; and

WHEREAS, the scope of the construction administration (CA) includes review of all contractor submittals, requests of information, testing information, change orders, attending weekly construction progress meetings as well as providing staff visit for construction oversight, and production of construction and FAA grant documentation; and

WHEREAS, the contract cost for CA services will be Twenty Three Thousand Four Hundred Dollars and zero cents (\$23,400.00).

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the Amendment No.1 to the Agreement for Professional Engineering Services for the Fuel Farm Expansion project which includes construction administration, after review by City Staff and the City Attorney.

RESOLVED this 2nd day of March, 2020 A.D.

Resolution was adopted by the following yea and nay vote: entitlement

Yeas: Bryan, Oleksy, Cole, Kalbfell, Hagen

Nays: None

Absent: Slater

C. Deer Management Update

Chief Doan stated that he recently spoke with Big Rapids Public Safety who conducted a deer cull in January within the city of Big Rapids utilizing the services of the United States Department of Wild Life Services. He explained that the Department conducts several deer culls in the state of Michigan every year. He stated they usually do a site visit to determine the best locations and could conduct a deer survey to recommend how many deer would be harvested followed up with a two night cull. Permits would be obtained through the Michigan DNR. The meat is typically donated to the Michigan Sportsman Against Hunger but it could be donated locally. Chief Doan estimated a cost of \$7,500 to conduct a cull.

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

At Council's direction, Chief Doan will arrange a time for Earl Krum from the United States Department of Wild Life Services to attend a public hearing in September.

D. Downtown Reserved Parking Spaces

City Manager Heydlauff recalled that we have long charged a fee for reserved parking spaces downtown. Until last year, this practice was limited to the Acacia Lot but it was then spread to the Kusina and DeWitt Lots; Council previously discussed eliminating reserved spaces at the foot of Antrim Street by the performance pavilion. He noted some items to consider:

- Rate of \$1,250 per season (May 1-October 31) or a bid rate of at least that amount
- Limiting spaces to one per buyer at a time
- Preference for business operators
- Limiting length of vehicles parked in these spaces to aid traffic flow
- Prohibit additional signage

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

Council directed the City Manager to revise the policy and they will re-address the topic at their March 16th meeting.

E. Telephone Upgrade Proposal

City Manager Heydlauff recalled that last fall, we retained Abilita to assist us in assessing our telephone needs and drafting a request for proposals for a new system. We received eight proposals and narrowed it down to two finalists. Staff along with Abilita consultants interviewed two finalists and we recommend Telnet as the provider of phones and service going forward.

Staff felt there will be significant annual service savings by converting to a VoIP system from our current AT&T system. We anticipate savings will be around \$1,000 a month once fully implemented. The bid amount is right about \$32,000 though we expect this will go up or down slightly depending on final equipment selection.

Deputy Mayor Cole opened the item to public comment and one was heard.

Motion by Kalbfell, second by Hagen to authorize Telnet as the City's telephone vendor based on their proposal and the recommendation of Abilita and authorize the City Manager to sign all necessary documents and order equipment based on final installation requirements. Motion carried by unanimous voice vote.

Yeas: Bryan, Oleksy, Cole, Kalbfell, Hagen

Nays: None

Absent: Slater

8. Reports & Communications

A. Public Comments

- Bob Timms expressed concern regarding the short term rental registration fee

B. City Manager Comments

- Performance Engineers are working pro bono on the Brookside Chapel restoration
- Draft ordinance to regulate placement of construction waste on the right-of-way will be discussed at the March 16 meeting

C. Mayor & Council Comments

- Kalbfell requested that we coordinate with Charlevoix Township regarding large item refuse
- Bryan noted that the street crew did a great job of removing snow this year
- Oleksy read a prepared statement regarding the appointment of Council member Brian Slater and a perceived lack of transparency
- Cole felt the community breakfast at the new Charlevoix Township fire hall was a success

9. Other Council Business

Darlene Klien felt that Hagen and Cole had a conflict of interest regarding the event policy discussion. She read a prepared statement relative to ethics.

Motion by Kalbfell, second by Oleksy to approve the February 17, 2020 City Council Minutes.

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

10. Adjourn

The Deputy Mayor adjourned the meeting at 6:58 p.m.

Joyce M. Golding	City Clerk	Shane Cole	Deputy Mayor
Special Accounts Payable – 02/20/2020			
AT&T	4,810.03	RANGE TELECOMMUNICATIONS	160.00
CHARLEVOIX STATE BANK	11,149.63	STANDARD INSURANCE CO	2,591.65
CHARTER COMMUNICATIONS	1,204.81	STATE OF MICHIGAN	600.00
DELTA DENTAL	3,237.56	VERIZON WIRELESS	170.16
GREAT LAKES ENERGY	337.53	VSP INSURANCE CO. (CT)	517.36
HOLIDAY COMPANIES	7,714.38	WEX BANK	1,189.08
MONY LIFE INSURANCE	476.55	TOTAL	74,924.76
POWERPLAN	1,133.53		
PRIORITY HEALTH	39,632.49		
Regular Accounts Payable – 03/03/2020			
5 ALARM FIRE & SAFETY	26,871.00	KLOOSTER, PATRICK H.	50.00
AIRGAS USA LLC	136.06	KNORR, KENT J.	50.00
ALTEC INDUSTRIES INC	2,882.52	KODIAK EMERGENCY VEHICLES	360.72
AMERICAN WASTE INC.	806.76	LASER PRINTER TECHNOLOGIES	449.00
ANDERSON, ELIZABETH A.	50.00	LAVENDER, JOSEPH E.	50.00
ANZELL, BETH A.	50.00	LEMON, THOMAS	55.00
AT YOUR SERVICE PLUS INC	345.00	LUTTRELL WELL DRILLING INC.	3,310.00
AVFUEL CORPORATION	20,675.33	MACGREGOR PLUMBING & HEATING	1,118.00
BELL EQUIPMENT COMPANY	693.27	MAYER, SHELLEY L.	50.00
BRADFORD'S	61.75	McGINN, KELLY A.	50.00
CENTRAL DRUG STORE	29.37	McMULLEN, DONALD R.	50.00
CHARLEVOIX STATE BANK	969.75	MILLER, WILLIAM S.	50.00
CHERRY REPUBLIC	75.00	MUNSON HEALTHCARE CHX HOSPITAL	305.00
CINTAS	30.00	MURRAY'S CREATIONS	110.00
CRYSTAL FLASH ENERGY	1,028.57	NORTHERN CREDIT SERVICES	200.89
CUMMINS BRIDGEWAY LLC	863.25	NORTHWEST FIRE	371.00
DeROSIA, PATRICIA E.	50.00	NYSTROM, JIM	450.00
DITCH WITCH SALES OF MICHIGAN	5,860.04	PAUL'S METER TESTING LLC	3,082.00
DOAN, GERARD P.	50.00	PHYSICIAN'S CLINIC OF CHARLEVOIX	391.00
DORNBOS SIGN INC.	1,250.82	PLUNKETT & COONEY	2,146.54
DOTSON, LINDSEY J.	119.99	POSTMASTER	144.90
EDGEWATER RESOURCES LLC	2,835.92	POWER LINE SUPPLY	1,161.31
EJ USA INC.	546.84	PRESTON FEATHER	34.31
ELECTIONSOURCE	856.29	PRO WEB MARKETING LLC	20.00
ELLIOTT, PATRICK M.	50.00	PURITY CYLINDER GASES INC	192.26
ELLSWORTH FARMER'S EXCHANGE	1,018.02	QUALITY CAR & TRUCK REPAIR INC	80.71
EMERGENCY MEDICAL PRODUCTS INC	234.86	QUILL CORP	541.87
ETNA SUPPLY	150.00	SIGNATURE FORD L-M	46,256.00
FAMILY FARM & HOME	329.31	SILVA, JESSE L.A.	50.00
FASTENAL COMPANY	4.14	SPARTAN STORES LLC	54.47
FEYEN ZYLSTRA LLC	38,996.93	STATE OF MICHIGAN	95.00
GBS INC.	285.55	STEPHENS, LYON G.	50.00
GOLDING, JOYCE M.	50.00	SWEM, DONALD L.	50.00
GORDON FOOD SERVICE	229.44	TELE-RAD INC	98.38
GRAINGER	1,100.64	THE BANK OF NEW YORK MELLON N.A.	503,807.03
GRP ENGINEERING INC.	1,094.80	UNIFIRST CORPORATION	337.72
HALVERSON, DENNIS	78.00	US BANK	113,100.00
HANKINS, SCOTT A.	50.00	USA BLUE BOOK	440.21
HEYDLAUFF, MARK L.	50.00	UTILITIES INSTRUMENTATION SERVICE	5,809.00
HYDRO CORP	539.50	VILLAGE GRAPHICS INC.	10.00
INDEPENDENT DRAFTING SERVICES	1,406.00	WORK & PLAY SHOP	75.12
INDUSTRIAL MARKETING	36.94	WURST, RANDALL W.	50.00
JOHNSON, MELISSA A.	50.00	WYMAN, MATTHEW A.	50.00
KLOOSTER, ALIDA K.	50.00	TOTAL	798,149.10

ACH Payments – 02/18/2020 to 02/25/2020

MI PUBLIC POWER AGENCY	29,478.71	VANTAGEPOINT (ROTH IRA)	1,286.52
IRS (PAYROLL TAX DEPOSIT)	37,769.99	MERS (DEFINED BENEFIT PLAN)	52,532.38
ALERUS FINANCIAL (HCSP)	350.00	MI PUBLIC POWER AGENCY	20,530.29
STATE OF MI (WITHHOLDING TAX)	5,645.10	MI PUBLIC POWER AGENCY	193,492.66
VANTAGEPOINT (401 ICMA PLAN)	858.02	TOTAL	361,184.71
VANTAGEPOINT (457 ICMA PLAN)	19,241.04		

Payroll Net Pay – Check Date 02/21/2020

HEYDLAUFF, MARK L.	2,724.04	REDMAN, SEAN M.	155.20
GOLDING, JOYCE M.	1,842.02	PORATH, JACOB P.	174.27
DEROSIA, PATRICIA E.	1,345.02	WHITLEY, NICHOLAS J.	105.72
DOTSON, LINDSEY J.	1,391.56	HAGEN, MADISON L.	60.95
KLOOSTER, ALIDA K.	1,723.23	WHITE III, MARCUS W.	341.07
GOLOVICH, KAREN J.	985.70	BERTINELLI, DAVID P.	374.43
BARNEVELD, RICHELLE L.	1,140.77	FOSTER, WILLIAM P.	424.65
SPENCLEY, PATRICIA L.	1,601.10	MATTACK, JEFFREY C.	520.22
MCGINN, KELLY A.	2,042.31	MATTACK, ANNE E.	639.33
LAVENDER, JOSEPH E.	1,695.44	MAY, MEREDITH A.	111.00
DOAN, GERARD P.	2,358.46	DOE-NIMPHIE, MASON K.	370.76
UMULIS, MATTHEW T.	1,191.70	BOSS, BEAU J.	1,139.01
HANKINS, SCOTT A.	1,735.74	WYMAN, MATTHEW A.	1,614.05
ORBAN, BARBARA K.	1,147.36	MILLER, WILLIAM S.	937.29
FLICKEMA, ANDREW M.	1,507.10	DOUGLAS, MARK	951.46
RILEY, DENISE M.	475.41	PRIOR, ERIN C.	928.35
MUNK, CHRISTOPHER J.	1,274.59	CERTA, BRIAN	517.07
MATELSKI, KRISTEN L.	1,299.58	MCMULLEN, DONALD R.	1,690.61
WURST, RANDALL W.	1,114.49	SILVA, JESSE L.A.	1,690.07
MAYER, SHELLEY L.	1,606.20	JOHNSON, MELISSA A.	1,240.79
HILLING, NICHOLAS A.	1,677.62	STEPHENS, LYON G.	1,765.62
MEIER III, CHARLES A.	1,490.54	STEVENS, JEFFREY W.	275.58
ZACHARIAS, STEVEN B.	1,281.76	RILEY, CASEY W.	467.30
NEWMAN, MARK J.	797.01	JONES, LARRY M.	741.00
SWEM, DONALD L.	2,025.14	FLORE, ROBERT A.	612.99
EATON, BRAD A.	2,350.57	MATZ, EMILY S.	1,386.19
WILSON, TIMOTHY J.	2,098.86	MOYER, DAVID T.	291.82
LAVOIE, RICHARD L.	2,225.14	WHEELER, MICHAEL W.	1,670.58
STEVENS, BRANDON C.	2,573.01	CORNELL, BRITTA J.	179.16
DRAVES, MARTIN J.	2,479.55	MISHLER, MICHAEL J.	1,806.25
ANDERSON, ELIZABETH A.	1,234.58	AZZOPARDI, ANTHONY J.	1,684.42
KENWABIKISE, DAVID L.	1,097.59	DEKORNE, ELIZABETH A.	464.98
ELLIOTT, PATRICK M.	2,333.20	MCCRANEY, RUSSELL R.	447.50
SCHWARTZFISHER, JOSEPH	1,582.75	DIETZ, AMANDA M.	817.96
BRADLEY, KELLY R.	1,596.60	WELLS, JANINNA J.	42.28
HART II, DELBERT W.	1,521.47	MOYER, NATHAN I.	650.14
JONES, ROBERT F.	1,584.03	WHITLEY, ANDREW T.	1,984.17
FARRELL, MITCHELL L.	1,333.65	MORRISON, KEVIN P.	1,317.25
THORP JR, WILLIAM D.	1,410.79	BOSS JR, DALE E.	1,529.38
LEITNER, RYAN S.	1,426.57	HILLIGAN, ABIGAIL B.	302.55
FERGUSON, ROYCE L.	1,361.01	MATTER, DAWSON K.	153.29
KNORR, KENT J.	1,920.23	HOLM, ARTHUR R.	1,178.99
ANZELL, BETH A.	1,068.07	TOTAL	103,023.61
BOSS, SHERRY M.	394.29		
DOE-NIMPHIE, SETH K.	202.06		

Payroll Transmittal – 02/21/2020

4FRONT CREDIT UNION	932.01	COMMUNICATION WORKERS OF AMER	659.38
AMERICAN FAMILY LIFE	633.18	MI STATE DISBURSEMENT UNIT	209.65
CHAR EM UNITED WAY	90.00	MONY LIFE INSURANCE	326.65
CHARLEVOIX STATE BANK	1,172.00	PRIORITY HEALTH	1,433.15
CHEMICAL BANK	175.00	TOTAL	5,631.02

Tax Disbursement – 03/03/2020

CHARLEVOIX COUNTY TREASURER	870.22	CHARLEVOIX PUBLIC SCHOOLS	25.68
CHARLEVOIX COUNTY TREASURER	550.58	CHARLEVOIX-EMMET ISD	253,427.33
CHARLEVOIX COUNTY TREASURER	171,158.76	CITY OF CHARLEVOIX - TAXES DUE	75,312.57
CHARLEVOIX DISTRICT LIBRARY	115,543.82	RECREATIONAL AUTHORITY	22,388.55
CHARLEVOIX PUBLIC SCHOOLS	718.61	STATE OF MICHIGAN	2,956.94
CHARLEVOIX PUBLIC SCHOOLS	308.28	TOTAL	643,406.90
CHARLEVOIX PUBLIC SCHOOLS	85.63		
CHARLEVOIX PUBLIC SCHOOLS	59.93		