

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 16, 2020 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Mayor Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Brian Slater
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 – March 2, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – March 17, 2020
 - b. ACH Payments – March 2, 2020 to March 10, 2020
 - c. Payroll Check Register – March 6, 2020
 - d. Payroll Transmittal – March 6, 2020
 - e. Tax Disbursement – March 17, 2020
- C. Purchase Ditch Witch Bore Rig \$146,957.44

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Approval of the Tentative Agreement Between the City of Charlevoix and the Police Officers Labor Council (POLC)
City Manager Heydlauff recalled that we have been negotiating a renewal of the collective bargaining agreement with the Police Officers Labor Council who represent our patrol officers. As usual, we had a positive and productive dialogue about employment matters and reached a proposed agreement which has been approved by the union members. The agreement would see officers receiving the following increases over the next four years: 2020 5%, 2021 3%, 2022 3%, and 2023 2.5%. He felt that this was a fair settlement and keeps our pay competitive with area peer departments and Staff found value in extending to a four year agreement.

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

Motion by Oleksy, second by Kalbfell to approve the agreement with the POLC and authorize the City Manager and City Clerk to sign the agreement. Motion passed by unanimous voice vote.

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

Nays: None

- B. COVID-19 Emergency Responses

City Manager Heydlauff stated that given the unprecedented conditions posed by the COVID-19 outbreak, he requested Council grant him authority to act in some unique situations that would otherwise require Council approval and consent. There are already provisions for emergency purchases but this would clarify for the intervening period his authority to take action. He noted that with the President's National Emergency Declaration last week, we have begun tracking virus related expenses in hopes of receiving reimbursement under the Stafford Act.

City Manager Heydlauff explained that Public Act 390 is the State of Michigan Emergency Management Act. It authorizes inter-local agreements and mutual aid to ensure orderly government is continued during an emergency. Pursuant to this, he requested Council's permission to enter such agreements without Council authorization (it should be noted we have several agreements already in place for fire, EMS and law enforcement).

He also requested authorization to modify the functioning of City government by closing buildings to the public, modifying work schedules, cross-training staff, and instituting other measures deemed advisable according to public health authorities.

In light of the economic challenges and in consultation with the City Treasurer, City Manager Heydlauff recommended the waiving of late fees that would ordinarily be in effect on utility bills effective today through May 31, 2020 and cease utility shut-offs for nonpayment until May 31, 2020.

City Manager Heydlauff noted that City Council was not scheduled to meet again until April 6, 2020. He suggested Council authorize the Mayor to postpone this meeting if, in his judgement, holding this meeting would run counter to the advice of public health authorities at the time. City Manager Heydlauff intends to not bring any substantive business (beyond consent agenda items) to Council until at least April 20, 2020. He also suggested that Council postpone meetings of the DDA, Planning Commission, ZBA, and Shade Tree and Parks Commission until at least April 20, 2020.

Mayor Kurtz opened the item to public comment and one was heard

Motion by Kalbfell, second by Bryan to authorize the City Manager to take all necessary and reasonable actions in line with the recommendations of public health authorities to procure services and supplies for the good operation of City government and emergency measures as may be needed until April 30, 2020 and waive specific authorization from Council where otherwise required. Motion passed by unanimous voice vote.

Motion by Slater, second by Bryan to authorize the City Manager to take all necessary actions including entering into inter-local agreements and other actions as may be contemplated pursuant to the Stafford Act and Emergency Management Act until April 30, 2020. Motion passed by unanimous voice vote.

Motion by Bryan, second by Kalbfell to authorize the City Manager to modify the hours, practices, and personnel policies of the City in order to protect the health of residents and employees in ensuring continuity of operations. Motion passed by unanimous voice vote.

Motion by Cole, second by Kalbfell to waive utility late fees from March 16, 2020 until May 31, 2020 and cease utility shut-offs for non-payment during the same period. Motion passed by unanimous voice vote.

Motion by Oleksy, second by Kalbfell to authorize the Mayor to determine if the regular City Council meetings scheduled after March 17, 2020 should be postponed and direct the various boards and commissions of the City to not meet until at least April 20, 2020. Motion passed by unanimous voice vote.

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- City Hall will be closed to walk-in traffic starting at 8am on March 17th until further notice
- EMS has protocols in place for first responder virus screening
- City Hall has been cordoned off to avoid potential contamination from first responders and the rest of the staff
- Coordination between municipalities in the event that key personnel are affected by the virus
- Proactive safeguards are in place for the Water Plant and Wastewater Treatment Plant

C. Mayor & Council Comments

- Council collectively wished good health to all and requested that residents keep supporting local businesses
- Kalbfell stated that the Commission on Aging intends on fully supporting seniors

9. Other Council Business

10. Adjourn

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

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 03/17/2020			
ABILITA	1,461.50	AUTO VALUE	683.18
ACCUMED GROUP, THE	2,784.34	BAKER COLLEGE OF CADILLAC	31.00
ACE HARDWARE	1,917.53	BOUND TREE MEDICAL LLC	518.82
ALPENA SUPPLY COMPANY	290.55	BRADFORD'S	113.40
AMERICAN WASTE INC.	760.00	BY THE BAY WINDOW CLEANING SVCS	357.00
ARENA WAREHOUSE	1,975.00	CARQUEST OF CHARLEVOIX	1,569.30
AT&T LONG DISTANCE	97.34	CDW GOVERNMENT INC.	623.11
AUDUBON INTERNATIONAL	300.00	CHARLEVOIX APARTMENTS	15.06

CHARLEVOIX COMMUNITY SHOPPER	189.00	NAVIA BENEFIT SOLUTIONS	50.00
CHARLEVOIX COUNTY TREASURER	797.55	NORTHERN MICHIGAN REVIEW INC.	1,895.95
CHARLEVOIX GLASS INC.	116.00	NORTHWEST FIRE	63.50
CHARLEVOIX TOWNSHIP	33,099.25	OHM ADVISORS	32,929.75
CINTAS	39.39	OLESON'S FOOD STORES	36.40
CINTAS CORPORATION	134.13	OLSON BZDOK & HOWARD	8,825.40
CITY OF CHARLEVOIX - PETTY CASH	503.02	ONE BEAT CPR	1,005.00
CITY OF CHARLEVOIX - UTILITIES	41,087.65	O'REILLY AUTOMOTIVE INC	17.35
CORNER STONE HOMES TC LLC	141.39	PARASTAR INC.	149.01
CROSSROADS MOBILE MAINTENANCE	4,545.00	PINE COVE APARTMENTS	54.91
DETROIT PUMP & MFG CO	510.89	POWER LINE SUPPLY	1,165.46
DIGITAL DOLPHIN	613.83	POWERPLAN	415.22
EJ USA INC.	2,144.65	PREIN & NEWHOF	17,012.35
ELECTIONSOURCE	84.29	PURITY CYLINDER GASES INC	74.65
FASTENAL COMPANY	25.87	RS&H MICHIGAN INC	9,400.00
FEYEN ZYLSTRA LLC	3,201.69	SHAPACK, RICHARD	781.53
FREEDOM MAILING SERVICES INC.	2,304.63	SILVA, JESSE L.A.	25.00
GINOP SALES INC	133.52	SPARTAN STORES LLC	71.26
GRAINGER	472.98	STAR OF LIFE INSTITUTE	100.00
GREAT LAKES ELEVATOR LLC	2,475.00	STATE AND MASON LLC	750.00
GREEN GUARD	249.22	STATE OF MICHIGAN	728.00
HAGUE EQUIP. CO. OF MICH. INC.	3,532.22	STATE OF MICHIGAN	200.00
HEALTH DEPT OF NW MICHIGAN	869.00	STATE OF MICHIGAN	60.00
HUNTINGTON NATIONAL BANK	79,814.99	SUN BADGE CO.	115.75
HYDRO CORP	539.50	TASTE THE LOCAL DIFFERENCE	100.00
JACKLIN STEEL SUPPLY CO	304.68	TELEFLEX LLC	677.50
KEIE, JAMES	161.01	TELE-RAD INC	3,200.00
KSS ENTERPRISES	469.09	TERMINAL SUPPLY CO	112.65
LAKE HARBOR APTS	17.49	TRUCK & TRAILER SPECIALTIES	208.95
LAMAR COMPANIES	750.00	UNIFIRST CORPORATION	797.53
LEELANAU COFFEE ROASTING CO INC	188.10	UPPER CASE PRINTING INK.	1,406.62
LUTTRELL WELL DRILLING INC.	1,050.00	USA BLUE BOOK	978.79
MACGREGOR PLUMBING & HEATING	2,803.64	UTILITY FINANCIAL SOLUTIONS	45,500.00
MAILLOUX, JACQUELINE	100.00	VERIBANC INC.	432.00
MANAGEMENT AND BEHAVIOR	800.00	VERMEER OF MICHIGAN INC	53.62
MCCARDEL CULLIGAN-PETOSKEY	50.50	WHEELER, MICHAEL	330.00
MCMULLEN, DONALD R.	246.67	WHITLEY, ANDREW T.	73.04
MERCURY MEDICAL	321.12	WILLIAMS, TERRY LYNN	34.90
MICHIGAN OFFICEWAYS INC	2,380.06	WORK & PLAY SHOP	113.67
MICHIGAN RURAL WATER ASSN	310.00	XEROX FINANCIAL SERVICES	168.84
MICHIGAN WATER ENV ASSOC	154.00	TOTAL	331,647.75
MUNSON MEDICAL CENTER	305.00		

ACH Payments – 03/02/2020 to 03/10/2020

MI PUBLIC POWER AGENCY	10,157.33	VANTAGEPOINT (457 ICMA PLAN)	19,301.74
PAYMENT SERVICE NETWORK	248.30	VANTAGEPOINT (ROTH IRA)	1,286.52
PROXIMITY SPACE INC	99.00	MI PUBLIC POWER AGENCY	21,401.13
NEOFUNDS BY NEOPOST (POSTAGE)	5,000.00	STATE OF MI (SALES TAX)	18,685.26
IRS (PAYROLL TAX DEPOSIT)	40,460.96	TOTAL	123,864.12
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	6,015.86		
VANTAGEPOINT (401 ICMA PLAN)	858.02		

Payroll Net Pay – Check Date 03/06/2020

HEYDLAUFF, MARK L.	3,012.48	HILLING, NICHOLAS A.	1,393.98
GOLDING, JOYCE M.	2,274.27	MEIER III, CHARLES A.	1,329.58
DEROSIA, PATRICIA E.	1,689.58	ZACHARIAS, STEVEN B.	1,609.75
DOTSON, LINDSEY J.	1,391.56	NEWMAN, MARK J.	1,071.66
KLOOSTER, ALIDA K.	2,098.69	SWEM, DONALD L.	2,025.15
GOLOVICH, KAREN J.	985.70	EATON, BRAD A.	2,612.82
BARNEVELD, RICHELLE L.	1,151.92	WILSON, TIMOTHY J.	3,025.23
SPENCLEY, PATRICIA L.	1,341.16	LAVOIE, RICHARD L.	2,322.13
MILLER, FAITH G.	24.47	STEVENS, BRANDON C.	2,718.26
MCGINN, KELLY A.	2,474.55	DRAVES, MARTIN J.	2,366.41
LAVENDER, JOSEPH E.	1,695.43	ANDERSON, ELIZABETH A.	1,234.58
DOAN, GERARD P.	2,358.46	KENWABIKISE, DAVID L.	1,097.59
UMULIS, MATTHEW T.	1,094.03	ELLIOTT, PATRICK M.	2,333.20
HANKINS, SCOTT A.	1,735.74	SCHWARTZFISHER, JOSEPH	1,175.52
ORBAN, BARBARA K.	1,071.03	BRADLEY, KELLY R.	1,719.90
FLICKEMA, ANDREW M.	1,863.03	HART II, DELBERT W.	1,265.59
RILEY, DENISE M.	475.41	JONES, ROBERT F.	1,304.34
MUNK, CHRISTOPHER J.	1,706.64	FARRELL, MITCHELL L.	1,709.10
MATELSKI, KRISTEN L.	1,299.59	THORP JR, WILLIAM D.	1,529.41
WURST, RANDALL W.	1,130.43	LEITNER, RYAN S.	1,376.65
MAYER, SHELLEY L.	1,525.68	FERGUSON, ROYCE L.	1,756.88

KNORR, KENT J.	1,920.23	RILEY, CASEY W.	700.53
ANZELL, BETH A.	920.28	JONES, LARRY M.	286.24
BOSS, SHERRY M.	392.71	FLORE, ROBERT A.	464.22
DOE-NIMPHIE, SETH K.	170.82	MATZ, EMILY S.	1,482.37
REDMAN, SEAN M.	170.82	RILEY, DANIEL A.	327.02
PORATH, JACOB P.	116.36	WHEELER, MICHAEL W.	1,553.58
WHITLEY, NICHOLAS J.	176.20	MISHLER, MICHAEL J.	1,621.51
HAGEN, MADISON L.	243.80	AZZOPARDI, ANTHONY J.	2,139.84
WHITE III, MARCUS W.	195.03	DEKORNE, ELIZABETH A.	210.65
BERTINELLI, DAVID P.	352.40	MCCRANEY, RUSSELL R.	177.85
FOSTER, WILLIAM P.	505.51	DIETZ, AMANDA M.	901.35
MATTACK, JEFFREY C.	684.24	WELLS, JANINNA J.	126.86
MATTACK, ANNE E.	803.33	MOYER, NATHAN I.	1,460.19
MAY, MEREDITH A.	47.57	SPREEMAN, ASHLEY M.	342.64
DOE-NIMPHIE, MASON K.	408.24	WHITLEY, ANDREW T.	2,464.10
BOSS, BEAU J.	1,139.01	MORRISON, KEVIN P.	1,245.92
WYMAN, MATTHEW A.	1,614.05	BOSS JR, DALE E.	1,529.38
MILLER, WILLIAM S.	1,369.55	HILLIGAN, ABIGAIL B.	330.67
DOUGLAS, MARK	868.63	MATTER, DAWSON K.	380.60
PRIOR, ERIN C.	940.78	HOLM, ARTHUR R.	1,178.99
CERTA, BRIAN	522.49		
FRATRICK, JOSEPH W.	158.58	TOTAL	109,553.15
MCMULLEN, DONALD R.	1,690.61		
SILVA, JESSE L.A.	1,745.14		
JOHNSON, MELISSA A.	2,086.72		
STEPHENS, LYON G.	2,007.96		

Payroll Transmittal – 03/06/2020

4FRONT CREDIT UNION	932.01	MI STATE DISBURSEMENT UNIT	209.65
AMERICAN FAMILY LIFE	633.18	MONY LIFE INSURANCE	326.65
CHAR EM UNITED WAY	90.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHARLEVOIX STATE BANK	1,172.00	PRIORITY HEALTH	1,433.15
CHEMICAL BANK	175.00		
COMMUNICATION WORKERS OF AMER	659.38	TOTAL	5,832.02

Tax Disbursement – 03/17/2020

CHARLEVOIX COUNTY TREASURER	7,992.65	CHARLEVOIX PUBLIC SCHOOLS	32.01
CHARLEVOIX DISTRICT LIBRARY	3,879.89	CHARLEVOIX-EMMET ISD	8,509.89
CHARLEVOIX PUBLIC SCHOOLS	1,811.10	CITY OF CHARLEVOIX - TAXES DUE	5,035.64
CHARLEVOIX PUBLIC SCHOOLS	384.57	RECREATIONAL AUTHORITY	751.74
CHARLEVOIX PUBLIC SCHOOLS	106.84	TOTAL	28,579.09
CHARLEVOIX PUBLIC SCHOOLS	74.76		