

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, August 17, 2020 – 6:00 p.m.
Depot Beach, 307 Chicago Avenue, 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, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Brian Slater
Members Absent: Shane Cole
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 3, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – August 18, 2020
 - b. ACH Payments – August 3, 2020 to August 11, 2020
 - c. Payroll Check Register – August 7, 2020
 - d. Payroll Transmittal – August 7, 2020
 - e. Tax Disbursement – August 18, 2020
- C. Designate Representative to MML Annual Meeting – City Manager

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

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

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing: Trademark Properties, LLC CFEC Request

City Manager Heydlauff stated that Public Act 255 of 1978 encourages the replacement, restoration and new construction of commercial property by abating the property taxes generated from new investment for a period up to 12 years in a designated redevelopment district. A facility issued a certificate is exempt from real property taxes and is instead subject to a new commercial facilities tax. He noted that Trademark Properties, LLC submitted an Application for Commercial Facilities Exemption Certificate for their 221 Bridge Street property. A public hearing is part of the application approval process.

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

Motion by Hagen, second by Kalbfell to set a public hearing to receive input on the Application for Commercial Facilities Exemption Certificate submitted by Trademark Properties, LLC for September 8, 2020 at 6:00 pm at Charlevoix City Hall, 210 State Street, Charlevoix, MI, 49720. Motion carried by unanimous voice vote.

7. All Other Actions & Requests

A. Brookside Chapel Update

Leilani Durbin, Silver Linings Charlevoix (SLC), recalled that structural work was completed to support the roof of the Brookside Cemetery chapel. She stated that SLC would like to move forward on chapel restoration work with donated community support and labor. The Phase 2 project would include all main floor restoration. Looking beyond this, SLC would like to create a columbarium in the basement.

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

Motion by Hagen, second by Kalbfell to authorize the City Manager to develop a work plan with Silver Linings Charlevoix for Phase 2 and 3 Brookside Chapel Restoration and accept donations for the agreed improvements. Motion carried by unanimous voice vote.

B. Charlevoix Zoo Mural Project Under Bridge Grant Application

Leilani Durbin and DDA Director Dotson requested permission to apply for a grant through the National Endowment for the Arts to support a public art project. Their concept starts with wood panels that would be mounted under the bridge on the concrete embankment and would be painted with native Michigan species.

Mayor Kurtz opened the item to public comment and two were heard.

Motion by Kalbfell, second by Slater to provide a statement of support for the Our Town Grant Program to support the Charlevoix Zoo mural project under the Memorial Bridge and partner with Silver Linings Charlevoix and the Charlevoix Circle of the Arts on this project. Motion carried by unanimous voice vote.

C. Fall Farmers Market Event Request

Sarah Hagen, Chamber President, stated that the Chamber made the decision to cancel the 2020 Applefest, scheduled in October due to COVID-19. To assist the farmers impacted by the cancellation she requested an extended Farmers Market on the weekend of October 10th, to sell their remaining produce and farm goods. She suggested that the market could be paired with the City's Farmers Market and could include our area orchards and Farmers Market vendors, and local non-profit food trucks.

Mayor Kurtz opened the item to public comment and five were heard.

Some on Council expressed concern regarding a 3-day event feeling like a festival. They requested that Ms. Hagen discuss possible options with area orchards and the Farmers Market Manager, as well as obtain recommendations from the health department.

D. Michigan Avenue Speed Sign Request

City Manager Heydlauff recalled that Council approved a policy allowing residents to request neighborhood enhancements (like digital speed signs) when they agree to cover the cost. We have received a petition from a resident of Michigan Avenue wishing to have the City install a digital speed sign showing southbound drivers their speed. Council concurred that there should be neighborhood input and requested that the opinion of all Michigan Avenue residents be solicited before Council makes a decision. They also requested Staff to provide less obtrusive speed sign alternatives.

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

E. Demolition and Grading for Current DPW Facility

City Manager Heydlauff recommended we retain OHM Advisors to plan and design the site for demolition of the existing structures at 229 Stover Road. This proposal is for them to assess the site, prepare specs for demolition and clean-up and also review environmental conditions of the site. Once complete, we would have a clean site with grass that could be considered for future use by Council.

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

Motion by Slater, second by Kalbfell to accept the proposal from OHM Advisors for design and survey work for the demolition of the DPW Facility at 229 Stover Road for \$22,000 and authorize the City Manager to sign the agreement. Motion carried by unanimous voice vote.

8. Reports & Communications

A. Public Comments

- Shirley Gibson was not in favor of Zoom meetings and thanked Council for hosting in person

B. City Manager Comments

- Tom Kapanoske requested an update on the 102 & 104 W. Upright properties
- Darlene Klien had safety concerns at Clinton and Bridge Streets and at Van Pelt Alley

C. Mayor & Council Comments

- Council collectively thanked the public for attending the meeting and wished them good health

9. Other Council Business

Mayor Kurtz suggested that City picnic tables could be used at the schools in the off season.

Motion by Kalbfell, second by Slater to direct Staff to inform the schools that they can borrow as many picnic tables as the DPW Superintendent and the City Manager deem appropriate.

A. Closed Session: City Manager Evaluation MCL 15.268(a)

City Manager Heydlauff stated that pursuant to his right under the Michigan Open Meetings Act, he requested Council enter Closed Session for purposes of conducting a periodic personnel evaluation of a public officer.

Motion by Bryan, second by Hagen enter Closed Session pursuant to MCL 15.268(a) for the purpose of conducting the annual evaluation of the City Manager pursuant to his request. Motion carried by unanimous voice vote.

Council moved into Closed Session at 7:08 p.m. Council resumed Open Session at 7:29 p.m.

Motion by Slater, second by Hagen to extend the City Manager's contract by one year through September 2023 [and to increase his salary per his current contract.] Motion carried by unanimous voice vote.

10. Adjourn

The Mayor adjourned the meeting at 7:30 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 08/18/2020			
ACCUMED GROUP, THE	4,020.59	MAY, MEREDITH	51.44
ACE HARDWARE	3,919.91	MCCARDEL CULLIGAN-PETOSKEY	50.50
ADVANCED PAVEMENT MARKING LLC	1,952.20	MICHIGAN CAT	552.68
ALL-PHASE ELECTRIC	417.96	MICHIGAN MUNICIPAL LEAGUE	212.64
APEX SOFTWARE	235.00	MICHIGAN MUNICIPAL LEAGUE	17,996.00
AT YOUR SERVICE PLUS INC	75.00	MICHIGAN MUSHROOM MARKET LLC	63.00
AUTO VALUE	627.30	MICHIGAN OFFICEWAYS INC	1,918.02
AVFUEL CORPORATION	46,746.02	MIKE'S MUSTARD	90.00
BELL EQUIPMENT COMPANY	1,715.13	MINERAL MASTERS	2,539.15
BENNETT, MATTHEW	27.85	MUNICIPAL UNDERWRITERS OF MICH	55.00
BERG, REBECCA	249.00	NATIONAL PEN LLC	176.10
BIOTECH AGRONOMICS INC	39,344.80	NAVIA BENEFIT SOLUTIONS	50.00
BLOOM FLORAL DESIGN LLC	3,000.00	NORTH CENTRAL MICHIGAN COLLEGE	3,662.50
BOUND TREE MEDICAL LLC	119.26	NORTHERN MICHIGAN REVIEW INC.	381.96
BRADFORD'S	16.25	NORTHERN PUMP & WELL	26,770.00
CARQUEST OF CHARLEVOIX	1,377.81	NORTHWEST FIRE	65.00
CDW GOVERNMENT INC.	191.40	O'DONNELL, NANCY	107.00
CELESTE MURDICK'S FUDGE	3,000.00	OHM ADVISORS	31,757.35
CHARLEVOIX SCREEN MASTERS INC	546.90	OLESON'S FOOD STORES	232.53
CHARLEVOIX TOWNSHIP	60.35	OLSON BZDOK & HOWARD	3,843.55
CHARTER COMMUNICATIONS	1,133.00	OTEC	70.00
CHEMICAL CONTROL COMPANY	145.00	OVIDO, RUBEN	52.08
CHEMICAL SYSTEMS INC.	3,576.00	PARASCHOS, BILL	100.00
CINTAS	128.30	PARASTAR INC.	113.45
CITY OF CHARLEVOIX - MISC	149,246.74	PERFORMANCE ENGINEERS INC	14,927.31
CITY OF CHARLEVOIX - UTILITIES	39,313.38	PINE COVE APARTMENTS	8.96
CONWAY PROFESSIONAL SERVICES	8,128.00	POWER LINE SUPPLY	2,424.33
D & D ELECTRONICS	75.00	PRIMAK, JAKE	22.82
DETROIT AIR COMPRESSOR	644.92	PROVIDENCE FARM LLC	834.00
DHASELEER, CARL	92.00	PURITY CYLINDER GASES INC	141.65
DORNBOS SIGN INC.	105.70	QUALITY CAR & TRUCK REPAIR INC	2,957.99
DROST LANDSCAPE INC.	225.00	QUICK CARE MEDICAL CENTER	148.00
DUTCH OVEN, THE	427.00	QUILL CORP	52.04
EJ USA INC.	3,772.07	RCL CONSTRUCTION CO INC	272,066.72
ELLSWORTH FARMER'S EXCHANGE	550.24	ROUND LAKE BOOKS	3,000.00
ETNA SUPPLY	27.60	SALAD FORK, THE	3,000.00
FAMILY FARM & HOME	124.04	SAUER, JOHN	34.00
FARMER WHITE'S	530.00	SAUL, GINNIE	200.00
FASTENAL COMPANY	443.86	SELPH, EMILY	92.38
FISHER SCIENTIFIC	678.79	SHINDORF BUILDERS	763.00
FREEDOM MAILING SERVICES INC.	2,255.56	SIEGRIST, DAVID	152.00
GALLS AN ARAMARK COMPANY	20.79	SOUTH POINT COLLISION INC	1,703.50
GAUDIO, LAURIE	20.00	SPARTAN DISTRIBUTORS INC	83.19
GORDON FOOD SERVICE	149.51	SPARTAN STORES LLC	144.16
GRAND TRAVERSE DIESEL INC.	47.86	STATE AND MASON LLC	1,000.00
GRAND TRAVERSE GARAGE DOOR	240.87	STATE OF MICHIGAN	10.00
GUNTZVILLER, RHONDA	672.00	STRICKER'S OUTDOOR POWER EQUIP	54.65
HARRELL'S	1,064.00	STRIKER SUPPLY	22.00
HEYDLAUFF, MARK L.	108.19	THAT FRENCH PLACE	3,000.00
HOTDOGGERS LLC	3,000.00	UNIFIRST CORPORATION	534.43
HYDRO CORP	539.50	USA BLUE BOOK	1,462.66
IDEXX DISTRIBUTION INC.	1,279.12	VILLAGE GRAPHICS INC.	104.05
INDEPENDENT DRAFTING SERVICES	1,900.00	WEATHERVANE TERRACE INN	3,000.00
IPS GROUP INC	5,480.00	WINNIE'S ORIGINAL LLC	49.00
KIWANIS CLUB OF CHARLEVOIX	40.00	WUJCIK, EVELYN	75.00
KRANZ, CAROL	250.00	XEROX FINANCIAL SERVICES	168.84
KSS ENTERPRISES	1,815.74	ZAREMBA EQUIPMENT INC	92,825.00
LASER PRINTER TECHNOLOGIES	899.00	ZIBIMIJWANG INC	362.00
LOTTIE'S BAGELS	335.00	TOTAL	833,579.35
LUGIBHL, KAREN	75.00		
MALPELI, CAMILLE	44.21		

ACH Payments – 08/03/2020 to 08/11/2020

MI PUBLIC POWER AGENCY	21,401.73	VANTAGEPOINT (457 ICMA PLAN)	20,148.26
AMG PAYMENT SOLUTIONS	145.32	VANTAGEPOINT (ROTH IRA)	1,155.76
PAYMENT SERVICE NETWORK	252.90	MI PUBLIC POWER AGENCY	23,279.89
PROXIMITY SPACE	100.90	STATE OF MI (SALES TAX)	26,288.09
IRS (PAYROLL TAX DEPOSIT)	50,837.02	DTE ENERGY	1,546.82
ALERUS FINANCIAL (HCSP)	350.00	TOTAL	153,804.92
STATE OF MI (WITHHOLDING TAX)	7,440.21		
VANTAGEPOINT (401 ICMA PLAN)	858.02		

Payroll Net Pay – Check Date 08/07/2020

FLANDERS, FRANCIS B.	44.04	KLINGER, BRADLEY W.	271.57
BRYAN, BRENDA L.	46.17	DAVIS, LEAH R.	740.47
HEYDLAUFF, MARK L.	3,012.48	TELGENHOF, WILL G.	472.21
GOLDING, JOYCE M.	2,085.85	WHITE III, MARCUS W.	725.25
DEROSIA, PATRICIA E.	481.10	GREYERBIEHL, KELLY M.	847.01
DOTSON, LINDSEY J.	1,422.46	CAREY, MADISON Q.	244.23
KLOOSTER, ALIDA K.	2,129.16	CUNNINGHAM, ABIGAIL A.	691.52
GOLOVICH, KAREN J.	985.70	JAREMA, CAROLINE J.	510.64
BARNEVELD, RICHELLE L.	1,140.77	PRIMAK, JACOB L.	657.52
EDWARDS, MACKENZIE R.	1,674.88	CURTIS, LILY E.	793.08
MCGINN, KELLY A.	2,518.09	MAY, MEREDITH A.	1,119.26
LAVENDER, JOSEPH E.	1,728.90	PETROSKY, JACOB D.	655.34
DOAN, GERARD P.	2,407.55	WARRINER, RYAN T.	700.32
UMULIS, MATTHEW T.	1,344.14	WALKER, SAVANNAH P.	736.05
HANKINS, SCOTT A.	1,784.49	PETERSON, BENJAMIN D.	722.53
ORBAN, BARBARA K.	1,134.77	KIRINOVIC, THOMAS F.	495.65
FLICKEMA, ANDREW M.	1,807.30	WAGNER, KIRSTEN M.	502.28
RILEY, DENISE M.	450.14	SHEETS, SOPHIA R.	536.77
MUNK, CHRISTOPHER J.	1,722.30	MOOAR, ISAAK S.	493.14
SCHICK, TIELER R.	1,511.34	HART, DAVID R.	429.82
MATELSKI, KRISTEN L.	1,356.19	MCDONNELL, JENNA N.	932.25
BINGHAM, LARRY E.	1,006.88	GILL, DAVID R.	761.75
MACGILLIVRAY, ROGER	588.97	MASSON, DONALD J.	546.18
AZZOPARDI, LAUREN E.	91.62	KUSINA, DENNIS W.	136.77
STEWART, MORGAN J.	1,105.08	LABLANCE, MAUREEN J.	287.77
WURST, RANDALL W.	1,297.73	LIVINGSTON, BRIAN D.	1,708.92
MAYER, SHELLEY L.	1,689.11	STANLEY, MARK J.	63.72
HILLING, NICHOLAS A.	2,145.82	MUSILEK, CAMDEN W.	390.47
MEIER III, CHARLES A.	1,636.97	WAY, KRISTINA M.	288.71
ZACHARIAS, STEVEN B.	1,460.40	WYMAN, MATTHEW A.	1,648.39
NEWMAN, MARK J.	1,145.81	MILLER, WILLIAM S.	1,535.23
SWEM, DONALD L.	2,466.16	DOUGLAS, MARK	1,285.10
EATON, BRAD A.	2,646.58	PRIOR, ERIN C.	1,029.43
WILSON, TIMOTHY J.	3,317.91	FRATRICK, JOSEPH W.	593.33
LAVOIE, RICHARD L.	2,297.88	RICKETSON, BRET J.	706.82
STEVENS, BRANDON C.	2,799.35	MCMULLEN, DONALD R.	2,753.32
DRAVES, MARTIN J.	2,413.02	SILVA, JESSE L.A.	1,436.55
ANDERSON, ELIZABETH A.	1,216.00	JOHNSON, MELISSA A.	2,473.03
KENWABIKISE, DAVID L.	1,097.59	STEPHENS, LYON G.	73.91
ELLIOTT, PATRICK M.	2,381.82	TRAVERS, MANUEL J.	1,715.60
SCHWARTZFISHER, JOSEPH	1,326.14	STEVENS, JEFFREY W.	51.72
BRADLEY, KELLY R.	1,319.96	RILEY, CASEY W.	653.86
HART II, DELBERT W.	1,557.82	JONES, LARRY M.	357.00
JONES, ROBERT F.	1,696.00	MATZ, EMILY S.	830.78
FARRELL, MITCHELL L.	1,311.68	LEPIRD, KATIE A.	371.41
THORP JR, WILLIAM D.	1,475.62	MOYER, DAVID T.	90.52
LEITNER, RYAN S.	1,527.43	WHEELER, MICHAEL W.	1,319.58
FERGUSON, ROYCE L.	1,905.30	MISHLER, MICHAEL. J.	1,436.92
DORAN, JUSTIN J.	2,107.26	AZZOPARDI, ANTHONY J.	1,438.83
MANKER SR, DAVID W.	730.91	PECK, JARICA L.	297.96
FREY, DYLAN V.	636.65	DIETZ, AMANDA M.	1,195.54
HART III, DELBERT W.	962.69	MOYER, NATHAN I.	1,101.12
SLADEK, RYLYNN S.	642.45	MARIHUGH, ANDREW J.	102.41
LOUISELLE, ELLIE N.	362.46	SPREEMAN, ASHLEY M.	724.48
BEMIS, JACKSON R.	694.38	FAULKNER, CHRISTOPHER J.	2,969.45
FINNERTY, HOLLY E.	802.17	TIMMS, ROBERT N	46.17
CRANDELL, ZACKARY R.	736.62	WHITLEY, ANDREW T.	2,056.00
KNORR, KENT J.	1,953.46	MORRISON, KEVIN P.	1,608.33
ANZELL, BETH A.	1,318.58	BISHAW, JAMES H.	766.63
STEBE, LAURA A.	22.16	TOTAL	139,174.66
KLOOSTER, PATRICK H.	1,655.71		
EVANS JR, HALBERT K.	706.07		

Payroll Transmittal – 08/07/2020

4FRONT CREDIT UNION	977.01	COMMUNICATION WORKERS OF AMER	659.38
4FRONT CREDIT UNION	515.00	MI STATE DISBURSEMENT UNIT	209.65
AMERICAN FAMILY LIFE	608.28	MONY LIFE INSURANCE	350.85
CHAR EM UNITED WAY	90.00	POLICE OFFICERS LABOR COUNCIL	251.25
CHARLEVOIX STATE BANK	967.00	PRIORITY HEALTH	1,466.44
CHEMICAL BANK	25.00	TOTAL	6,119.86

Tax Disbursement – 08/18/2020

CHARLEVOIX COUNTY TREASURER	288,426.10	CHARLEVOIX PUBLIC SCHOOLS	4,138.54
CHARLEVOIX PUBLIC SCHOOLS	328,595.23	CHARLEVOIX PUBLIC SCHOOLS	13,522.99
CHARLEVOIX PUBLIC SCHOOLS	13,799.11	CITY OF CHARLEVOIX - TAXES DUE	337,901.52
CHARLEVOIX PUBLIC SCHOOLS	9,658.89	TOTAL	996,042.38