

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, September 21, 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: Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Brian Slater
Members Absent: Greg Bryan
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 – September 8, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – September 22, 2020
 - b. ACH Payments – September 2, 2020 to September 18, 2020
 - c. Payroll Check Register – September 18, 2020
 - d. Payroll Transmittal – September 18, 2020
 - e. Tax Disbursement – September 22, 2020

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

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

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearings for Ordinances 821 and 822

City Manager Heydlauff stated that the Planning Commission held a public hearing on August 10, 2020 for two proposed Zoning Ordinance Amendments and are recommending these for adoption. He stated that the first relates to Rooftop Uses and the second proposed amendment is a review of the Site Plan Review section of the ordinance. The next step in considering adopting these amendments, is for the City Council to hold a public hearing for each of the amendments.

Motion by Kalbfell, second by Cole to set public hearings for Ordinances 821 and 822 for October 5, 2020 at 6:00 p.m. in the location and manner which City Council may then be meeting. Motion carried by unanimous voice vote.

7. All Other Actions & Requests

A. Council Goals for Golf Course Property Housing

Mayor Kurtz stated Council is clear that they have a goal of creating more year-round housing for residents who work and live in our community. He noted that setting more specific goals for this project will help people to know what to expect when they vote for this ballot proposal on November 3rd. After lengthy discussion, Council agreed to the following goals:

- The City would work with a professional to best develop the property
- The project should allow for multiple price points which can include the following types of housing
 - Single family housing
 - Row housing (townhomes)
 - Apartments
- This project is to support year-round housing: every housing unit will be limited to year round use by deed restriction
- Most housing units should be limited to use by the work force through deed restriction and preference will be applied
- Understanding that there will be a visual impact on the surrounding recreation areas, steps should be taken to minimize that impact with appropriate plantings, etc.
- Understanding that many trees will need to be cut, steps should be taken to keep the character of the woodland feel while still putting in as many housing units as possible; this would involve the Shade Tree and Parks Commission along with an arborist

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

Motion by Hagen, second by Cole to request that the City Manager draft a resolution [encompassing the above stated Council ballot initiative goals.] Motion carried by unanimous voice vote.

B. Boat Launch Stormwater Retrofits

City Manager Heydlauff recalled that in May, Council approved a program with the Great Lakes Protection Fund to accept a fully-funded grant to make stormwater retrofits at the Ferry Avenue Boat Launch. He stated that we advertised public bids for the project in accord with our bidding policies and based on the specs the Great Lakes Protection Fund established for the project. We received one bid from Inhabitect who did the same project with the same grant funding in Elk Rapids last year.

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

Motion by Kalbfell, second by Slater to authorize the City Manager to execute the retrofits at the Ferry Avenue Boat launch by signing an agreement with Inhabitect for \$64,077.60 and a reimbursement agreement for the same with the Great Lakes Protection Fund administered by the University of Michigan. Motion carried by unanimous voice vote.

C. 2020 Large Item Collection Review

City Manager Heydlauff recalled that with American Waste's decision to no-bid the continuous bimonthly large item collection service, we transitioned to a semiannual collection with a spring and fall clean up and he felt that this has been a positive change. Council suggested that the spring date be moved prior to Memorial Day if possible.

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

Council directed the City Manager to continue working with Little Traverse Disposal going forward.

8. **Reports & Communications**

A. Public Comments

- Darlene Klien shared COVID numbers and felt the apple event should be shut down
- Tom Kapanoske questioned whether Council was compromised by the Mayor's opinion of the proposed fall market event at the last meeting
- Bob Banner, District Court Judge candidate, introduced himself

B. City Manager Comments

C. Mayor & Council Comments

- Oleksy felt two Council members had a conflict of interest regarding the fall market and should not have voted on the item at the last meeting
- Mayor felt Council had a good discussion regarding the ballot initiative goals

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 7:32 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 09/22/2020			
ACCUMED GROUP, THE	2,729.45	CONWAY, ANNEMARIE	472.21
ACE HARDWARE	2,641.32	COOPER, MELANIE SUE	222.00
ACUSHNET COMPANY	83.88	DITCH WITCH SALES OF MICHIGAN	1,999.23
AIRGAS USA LLC	71.15	EJ USA INC.	373.88
ALL-PHASE ELECTRIC	3,294.38	ELECTIONSOURCE	960.00
ALTEC INDUSTRIES INC	364.75	ELLSWORTH FARMER'S EXCHANGE	884.00
AMERICAN WASTE INC.	1,646.76	EMERGENCY MEDICAL PRODUCTS INC	22.98
AT YOUR SERVICE PLUS INC	1,250.00	ETNA SUPPLY	1,850.00
AUTO VALUE	940.98	FAMILY FARM & HOME	539.14
AVFUEL CORPORATION	48,365.42	FARMER WHITE'S	290.00
BD SERVICES	500.00	FASTENAL COMPANY	133.71
BELL EQUIPMENT COMPANY	1,260.70	FEYEN ZYLSTRA LLC	5,378.87
BOUND TREE MEDICAL LLC	52.20	FLETCHER, EDWARD	5.42
BRADFORD'S	48.75	FOX CHARLEVOIX	1,559.88
CDW GOVERNMENT INC.	84.33	FREEDOM MAILING SERVICES INC.	2,249.14
CHARTER COMMUNICATIONS	147.15	GORDON FOOD SERVICE	71.68
CHEMICAL SYSTEMS INC.	3,576.00	GRAINGER	196.31
CINTAS	126.52	GREAT LAKES PIPE & SUPPLY	154.89
CITY OF CHARLEVOIX - MISC	1,873.29	GUNTZVILLER, RHONDA	198.00
CITY OF CHARLEVOIX - UTILITIES	51,742.98	HACH COMPANY	291.00
CONNORS, PAULA	65.25	HAGGARD'S INC	2,250.00
CONWAY PROFESSIONAL SERVICES	10,865.00	HAM, ENNIS	118.63

HANKINS, SCOTT A.	28.00	PERFORMANCE ENGINEERS INC	8,341.95
HARRELL'S	772.50	PERSONAL GRAPHICS	3,215.30
HOLIDAY LIGHTING SERVICES INC.	4,578.24	PLUNKETT & COONEY	940.00
HUNTINGTON NATIONAL BANK	405,850.00	POWER LINE SUPPLY	6,846.89
IPS GROUP INC	8,333.00	PREIN & NEWHOF	1,277.00
JACK DOHENY COMPANIES	1,942.10	PROVIDENCE FARM LLC	99.00
KSS ENTERPRISES	1,430.75	PURITY CYLINDER GASES INC	118.70
LAKE FOREST BAKING COMPANY	179.00	QUILL CORP	295.90
LAMAR COMPANIES	770.00	RANGE TELECOMMUNICATIONS	822.83
LANDSCAPE FORMS INC.	2,880.00	RCL CONSTRUCTION CO INC	539,779.96
LITTLE TRAVERSE DISPOSAL LLC	455.00	SIEGRIST, DAVID	157.00
LOTTIE'S BAGELS	76.00	SILVA, LORI	7.10
MASSOGILA, MICHAEL	17.00	SOS ANALYTICAL	550.00
MATELSKI, KRISTEN	72.55	SPARTAN STORES LLC	149.77
MCGINN, KELLY A.	72.00	SPENCE BROTHERS	43,656.00
MCMMASTER-CARR	47.44	SYSTEMS SPECIALISTS INC	5,522.00
MICHIGAN OFFICEWAYS INC	363.26	TAYLOR 12501 LLC	4,417.50
MUNCHERS ON HOOVES LLC	2,050.00	TERMINAL SUPPLY CO	123.49
MUNETRIX LLC	4,188.55	TRI-TURF SOILS INC.	1,093.35
MUNSON HEALTHCARE CHX HOSPITAL	81.00	TRUCK & TRAILER SPECIALTIES	134.14
MUNSON OCCUPATIONAL HEALTH & MED	134.50	UNIFIRST CORPORATION	684.63
NEXVORTEX INC	1,102.94	UPPER CASE PRINTING INK.	1,091.35
NORTHERN CREDIT SERVICES	439.38	VILLAGE GRAPHICS INC.	350.70
NORTHERN MICHIGAN REVIEW INC.	911.72	WELLS TOWING LLC	75.00
NORTHWEST ELECTRONICS & REPAIR	529.85	WILBERT BURIAL VAULT CO	682.24
OLSON BZDOK & HOWARD	943.00	WILMOT ELECTRIC INC	1,455.00
O'REILLY AUTOMOTIVE INC	15.99	ZIIBIMIJWANG INC	173.00
OTWELL MAWBY GEOTECHNICAL PC	500.00	TOTAL	1,213,262.80
PARASTAR INC.	18.00		
PENINSULA FIBER NETWORK LLC	470.00		

ACH Payments – 09/02/2020 to 09/18/2020

PROXIMITY SPACE INC	120.26	STATE OF MI (WITHHOLDING TAX)	6,824.36
AMG PAYMENT SOLUTIONS	846.22	VANTAGEPOINT (401 ICMA PLAN)	912.08
PAYMENT SERVICE NETWORK INC	255.70	VANTAGEPOINT (457 ICMA PLAN)	20,954.95
MI PUBLIC POWER AGENCY	12,180.56	VANTAGEPOINT (ROTH IRA)	1,155.76
DTE ENERGY	1,666.34	MERS (DEFINED BENEFIT PLAN)	50,577.18
STATE OF MI (SALES TAX)	26,148.17	TOTAL	182,593.71
MI PUBLIC POWER AGENCY	13,268.31		
IRS (PAYROLL TAX DEPOSIT)	47,333.80		
ALERUS FINANCIAL (HCSP)	350.00		

Payroll Net Pay – Check Date 09/18/2020

HEYDLAUFF, MARK L.	2,883.03	STEVENS, BRANDON C.	3,754.23
GOLDING, JOYCE M.	1,653.60	DRAVES, MARTIN J.	2,914.04
DEROSIA, PATRICIA E.	615.08	ANDERSON, ELIZABETH A.	1,229.73
DOTSON, LINDSEY J.	1,422.45	KENWABIKISE, DAVID L.	1,101.70
KLOOSTER, ALIDA K.	1,753.72	ELLIOTT, PATRICK M.	2,704.53
GOLOVICH, KAREN J.	1,002.25	SCHWARTZFISHER, JOSEPH	1,215.27
BARNEVELD, RICHELLE L.	1,158.77	BRADLEY, KELLY R.	1,274.15
EDWARDS, MACKENZIE R.	1,299.42	HART II, DELBERT W.	1,287.49
MCGINN, KELLY A.	2,085.82	JONES, ROBERT F.	1,803.08
LAVENDER, JOSEPH E.	1,990.22	FARRELL, MITCHELL L.	1,354.33
DOAN, GERARD P.	2,407.55	THORP JR, WILLIAM D.	1,534.71
UMULIS, MATTHEW T.	1,394.39	LEITNER, RYAN S.	1,430.20
HANKINS, SCOTT A.	1,725.83	FERGUSON, ROYCE L.	1,418.72
ORBAN, BARBARA K.	1,404.05	DORAN, JUSTIN J.	2,107.26
FLICKEMA, ANDREW M.	1,644.34	MANKER SR, DAVID W.	689.50
RILEY, DENISE M.	454.71	NEDWICK, DAVID J.	382.03
MUNK, CHRISTOPHER J.	1,928.12	FREY, DYLAN V.	475.08
SCHICK, TIELER R.	1,550.19	HART III, DELBERT W.	828.75
MATELSKI, KRISTEN L.	1,356.19	BEMIS, JACKSON R.	239.02
BINGHAM, LARRY E.	1,006.88	FINNERTY, HOLLY E.	599.11
MACGILLIVRAY, ROGER	505.57	CRANDELL, ZACKARY R.	630.17
AZZOPARDI, LAUREN E.	136.46	KNORR, KENT J.	1,953.46
WURST, RANDALL W.	1,140.97	ANZELL, BETH A.	1,318.58
MAYER, SHELLEY L.	1,685.59	STEBE, LAURA A.	33.25
HILLING, NICHOLAS A.	2,117.58	KLOOSTER, PATRICK H.	1,655.71
MEIER III, CHARLES A.	1,509.96	EVANS JR, HALBERT K.	655.47
ZACHARIAS, STEVEN B.	1,447.94	DAVIS, LEAH R.	722.59
NEWMAN, MARK J.	1,142.85	TELGENHOF, WILL G.	543.76
SWEM, DONALD L.	3,032.96	WHITE III, MARCUS W.	585.23
EATON, BRAD A.	2,561.88	GREYERBIEHL, KELLY M.	415.27
WILSON, TIMOTHY J.	3,339.83	KIRINOVIC, THOMAS F.	408.89
LAVOIE, RICHARD L.	2,276.60	HART, DAVID R.	298.60

MCDONNELL, JENNA N.	716.11	FAULKNER, CHRISTOPHER J.	3,435.62
GILL, DAVID R.	828.52	STEVENS, JEFFREY W.	41.48
MASSON, DONALD J.	553.79	RILEY, CASEY W.	484.10
KUSINA, DENNIS W.	157.04	JONES, LARRY M.	951.68
LABLANCE, MAUREEN J.	250.92	VANZANDT, ZORRAN C.	354.35
LIVINGSTON, BRIAN D.	1,708.92	MATZ, EMILY S.	839.39
STANLEY, MARK J.	66.50	LEPIRD, KATIE A.	620.79
WAY, KRISTINA M.	194.20	MOYER, DAVID T.	216.49
WYMAN, MATTHEW A.	1,886.22	WHEELER, MICHAEL W.	1,964.06
MILLER, WILLIAM S.	1,258.68	MISHLER, MICHAEL J.	1,099.28
DOUGLAS, MARK	1,275.36	AZZOPARDI, ANTHONY J.	1,810.19
PRIOR, ERIN C.	1,143.49	PECK, JARICA L.	874.54
FRATRICK, JOSEPH W.	639.90	DIETZ, AMANDA M.	1,391.15
RICKETSON, BRET J.	343.23	MOYER, NATHAN I.	1,486.80
MC MULLEN, DONALD R.	1,850.91	WHITLEY, ANDREW T.	2,746.74
SILVA, JESSE L.A.	1,655.01	MORRISON, KEVIN P.	1,339.35
JOHNSON, MELISSA A.	1,272.08	BISHAW, JAMES H.	748.86
STEPHENS, LYON G.	0.56	TOTAL	127,210.74
TRAVERS, MANUEL J.	1,805.72		

Payroll Transmittal – 09/18/2020

4FRONT CREDIT UNION	927.01	MONEY LIFE INSURANCE	350.85
4FRONT CREDIT UNION	206.00	PRIORITY HEALTH	1,501.59
AMERICAN FAMILY LIFE	608.28	4FRONT CREDIT UNION	40,600.00
CHAR EM UNITED WAY	90.00	CHARLEVOIX STATE BANK	44,250.00
CHARLEVOIX STATE BANK	967.00	CHEMICAL BANK	3,850.00
CHEMICAL BANK	25.00	TOTAL	94,257.85
COMMUNICATION WORKERS OF AMER	672.47		
MI STATE DISBURSEMENT UNIT	209.65		

Tax Disbursement – 09/22/2020

AMROCK LLC - CHASE SIX	164.25	CITY OF CHARLEVOIX - TAXES DUE	993,965.20
CHARLEVOIX COUNTY TREASURER	3,016.98	LERETA LLC	2,190.80
CHARLEVOIX COUNTY TREASURER	843,960.72	NOIROT, ALVA	9.93
CHARLEVOIX PUBLIC SCHOOLS	1,045,220.39	STATE OF MICHIGAN	16,394.14
CHARLEVOIX PUBLIC SCHOOLS	40,816.25	TOTAL	3,026,550.61
CHARLEVOIX PUBLIC SCHOOLS	28,570.02		
CHARLEVOIX PUBLIC SCHOOLS	12,242.35		
CHARLEVOIX PUBLIC SCHOOLS	39,999.58		