

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, December 21, 2020 – 6:00 p.m.
210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz (from Charlevoix)
Members Present: Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Brian Slater (all members participating from Charlevoix)
Members Absent: Greg Bryan
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

A. Michigan Waterways Commission Presentation

Linnæ Dawson, Michigan Waterways Commission shared an overview of how the City and Waterways work together including balancing commercial slips, transient slips, and seasonal slips between the needs of the City with the requirements of the Waterway Commission. Ms. Dawson answered several questions from Council.

4. Inquiry Regarding Conflicts of Interest

Kalbfell stated she had a conflict with Item 7.B.

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 – December 7, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – December 22, 2020
 - b. ACH Payments – December 2, 2020 to December 14, 2020
 - c. Payroll Check Register – December 11, 2020
 - d. Payroll Transmittal – December 11, 2020
 - e. Tax Disbursement – December 22, 2020
- C. Deputy Police Chief Job Description – approve as presented

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

Yeas: Kalbfell, Hagen, Slater, Knapp, Parr
Nays: None
Absent: Bryan

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing for Zoning Code Amendments Ordinance 823 of 2021

City Manager Heydlauff stated that the Planning Commission held a public hearing at their December 14, 2020 meeting for several proposed Zoning Ordinance Amendments which they recommended for adoption. The proposed Zoning Ordinance amendments are largely corrections, clarifications, or minor in nature.

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

Motion by Kalbfell, second by Hagen to set a public hearing for Ordinance 823 for January 4, 2021 at 6:00 p.m. in the location and manner which City Council may then be meeting.

Yeas: Kalbfell, Hagen, Slater, Knapp, Parr
Nays: None
Absent: Bryan

7. All Other Actions & Requests

A. Earl Young Historic District Signage

DDA Director Dotson stated that the Charlevoix Historic District Commission in partnership with the Charlevoix Historical Society is working to install signage at 3 entry-points to the district that will serve as educational while also attempting to protect the privacy of homeowners who reside in the district. She stated that the Charlevoix Historic District Commission received private donations and grant dollars to cover the expense of the signs along with installation.

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

Motion by Knapp, second by Kalbfell to support the installation of three signs to mark the entry points to the Earl Young Local Historic District.

Yeas: Kalbfell, Hagen, Slater, Knapp, Parr
Nays: None
Absent: Bryan

B. City Marina Commercial Slip

Kalbfell recused herself. Recreation Director Knorr stated that we published a request for proposals for Commercial Dockage and we received one response from our current vendor, Captain John Kalbfell of Little Traverse Charters LLC. This proposal is primarily intended to cater to the tourist industry in the amount of \$150/foot, for a total of \$6,150.

Recreation Director Knorr recalled that we have the capacity for a total of three commercial slips. He noted that another party expressed interest but did not make the RFP submission deadline. After discussion, Council agreed to reissue the RFP.

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

Motion by Parr, second by Hagen to approve a commercial slip for Little Traverse Charters LLC [in the amount of \$150/foot for a total of \$6,150.]

Yeas: Hagen, Slater, Knapp, Parr
Nays: None
Absent: Bryan
Abstain: Kalbfell

Motion by Parr, second by Hagen to reissue the RFP for the one remaining commercial slip.

Yeas: Hagen, Slater, Knapp, Parr
Nays: None
Absent: Bryan
Abstain: Kalbfell

C. Dog Park Proposal

Kalbfell returned to the meeting. Recreation Director Knorr stated that dog park development was discussed at Recreation Advisory Committee meetings for the past few years. He noted that they have identified a useable space between the Carpenter Street ball fields and the airport property fence. He stated that with Council's approval he will share the proposed plan with the Planning Commission and begin the next steps for development. He anticipated returning to Council with final project cost projections and funding opportunities. Council's consensus was to move forward with the project.

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

D. City Council Annual Calendar

City Manager Heydlauff stated that there is a routine and flow to many City Council actions but beyond being written in portions of the City Charter, state law, or other places, it would be a mystery to the casual observer. He presented a draft for consideration in an effort to create an annual calendar for City Council. He noted that it could be a helpful tool for Council and the public who may wonder how a budget decision is made or when routine appointments are considered.

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

Motion by Slater, second by Kalbfell to approve the annual calendar for City Council [as presented.]

Yeas: Kalbfell, Hagen, Slater, Knapp, Parr
Nays: None
Absent: Bryan

8. **Reports & Communications**

A. Public Comments

B. City Manager Comments

- Weekly COVID meetings continue; some EMS staff vaccinated last week; Health Department is working on next phase of vaccinations
- Bill passed to amend OMA to extend remote meetings until March 31st
- Chamber has a great take-out food guide
- Good meeting with stakeholders regarding a county-wide EMS authority; reconvening in January

C. Mayor & Council Comments

- Mayor and Council thanked City Staff and front-line workers for their dedication, wished all a happy holiday season, and encouraged folks to support local restaurants

9. **Other Council Business**

10. Adjourn

The Mayor adjourned the meeting at 7:29 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 12/22/2020			
ACCESS LOCKSMITHING INC	242.50	HUNTINGTON BANK	500.00
ACCUMED GROUP, THE	4,246.74	HYDRO CORP	539.50
ACE HARDWARE	3,471.65	JOHN E. GREEN COMPANY	888.83
ALL-PHASE ELECTRIC	27.12	KLINGBEIL, DENISE & BILL	300.00
AMERICAN WASTE INC.	961.76	KSS ENTERPRISES	100.68
AT YOUR SERVICE PLUS INC	250.00	LAKE SHORE TIRE & AUTO SERVICE	15.00
AUTO VALUE	637.62	LAMAR COMPANIES	770.00
BANDIT INDUSTRIES INC	371.13	MAJORS, SUZANNE	205.00
BEATTY, SCOTT T.	414.40	MCCARDEL CULLIGAN-PETOSKEY	101.00
BELL EQUIPMENT COMPANY	1,841.40	MDC CONTRACTING LLC	200,907.26
BOUND TREE MEDICAL LLC	363.76	MICHIGAN CAT	5,020.72
CARQUEST OF CHARLEVOIX	1,438.77	MICHIGAN OFFICEWAYS INC	669.59
CCP INDUSTRIES INC	292.44	MORRISON, KEVIN P.	100.00
CDW GOVERNMENT INC.	208.99	MSA SAFETY SALES LLC	600.74
CHARLEVOIX COUNTY SHERIFF'S DEPT.	253.33	MUNSON HEALTHCARE CHX HOSPITAL	1,880.99
CHARLEVOIX GLASS INC.	50.00	NAVIA BENEFIT SOLUTIONS	50.00
CHARLEVOIX SCREEN MASTERS INC	600.00	NCL OF WISCONSIN INC.	270.03
CHARLEVOIX TOWNSHIP	15.14	NORTH CENTRAL MICHIGAN COLLEGE	3,890.00
CHARLEVOIX TOWNSHIP	20,599.25	NORTHERN MICHIGAN REVIEW INC.	842.50
CHARTER COMMUNICATIONS	144.98	OLESON'S FOOD STORES	35.89
CINTAS CORPORATION	118.58	OLSON BZDOK & HOWARD	2,470.00
CITY OF CHARLEVOIX - MISC	59,968.99	PACETTI, ANJA	104.01
CITY OF CHARLEVOIX - PETTY CASH	89.30	PENINSULA FIBER NETWORK LLC	470.00
CITY OF CHARLEVOIX - UTILITIES	34,076.88	PHYSICIAN'S CLINIC OF CHARLEVOIX	150.00
CLEAR WATER PLUMBING & HEATING	150.00	PLUNKETT & COONEY	140.00
CLINE, JOSHUA	100.00	POWER LINE SUPPLY	10,144.20
CONWAY PROFESSIONAL SERVICES	1,775.00	POWERPLAN	3,409.55
CRYSTAL FLASH ENERGY	601.96	PREIN & NEWHOF	530.00
CUMMINS BRIDGEWAY LLC	2,514.34	PRESTON FEATHER	225.48
DELL MARKETING L P	351.18	PTM DOCUMENT SYSTEMS	241.68
DERRER OIL & PROPANE CO	99.00	PURITY CYLINDER GASES INC	52.40
DITCH WITCH SALES OF MICHIGAN	3,935.12	QUALITY CAR & TRUCK REPAIR INC	2,643.80
DIXON, WILLIAM	75.00	QUICK CARE MEDICAL CENTER	276.00
E - Z GOLF CART	1,234.36	RANGE TELECOMMUNICATIONS	252.20
EDGEWATER RESOURCES LLC	4,654.50	RCL CONSTRUCTION CO INC	361,949.57
EJ USA INC.	16.97	RENS, DUSTIN	100.00
ELECTIONSOURCE	960.00	REVOLUTION BIKE LLC	354.11
ELHORN ENGINEERING COMPANY	1,028.50	STANDFEST, BRUCE	75.00
ELLSWORTH FARMER'S EXCHANGE	176.00	STATE OF MICHIGAN	830.76
ELMER'S CRANE & DOZER INC.	79,421.85	STATE OF MICHIGAN	3,000.00
EMBROIDME	754.00	STRYKER SALES CORPORATION	9,000.00
ENERCO CORPORATION	700.00	TELE-RAD INC	3,637.00
FAITH, JO ELLEN	64.56	TELNET WORLDWIDE	201.87
FAMILY FARM & HOME	499.07	TITLE RESOURCE AGENCY	25.31
FASTENAL COMPANY	87.62	TRUCK & TRAILER SPECIALTIES	61.75
FICK & SONS DIESEL GARAGE	1,110.53	UNIFIRST CORPORATION	1,104.46
FREEDOM MAILING SERVICES INC.	2,258.77	UNITED STATES PLASTIC CORP.	192.27
GALLS AN ARAMARK COMPANY	242.99	USA BLUE BOOK	140.57
GINOP SALES INC	132.52	VILLAGE GRAPHICS INC.	810.45
GRAINGER	113.88	WORK & PLAY SHOP	43.10
HACH COMPANY	1,493.00	TOTAL	856,740.72
HARBOR FENCE COMPANY	927.00		
HEALTH DEPT OF NW MICHIGAN	255.00		
ACH Payments – 12/02/2020 to 12/14/2020			
PROXIMITY SPACE INC	99.00	STATE OF MI (WITHHOLDING TAX)	6,976.64
AMG PAYMENT SOLUTIONS	47.13	VANTAGEPOINT (401 ICMA PLAN)	912.08
PAYMENT SERVICE NETWORK INC	243.30	VANTAGEPOINT (457 ICMA PLAN)	20,346.60
MI PUBLIC POWER AGENCY	11,886.69	VANTAGEPOINT (ROTH IRA)	1,080.75
DTE ENERGY	4,797.70	MI PUBLIC POWER AGENCY	8,383.97
STATE OF MI (SALES TAX)	19,006.20	TOTAL	121,196.96
IRS (PAYROLL TAX DEPOSIT)	47,066.89		
ALERUS FINANCIAL (HCSP)	350.00		
Payroll Net Pay – Check Date 12/11/2020			
HEYDLAUFF, MARK L.	3,171.17	DEROSIA, PATRICIA E.	844.36
GOLDING, JOYCE M.	2,085.85	DOTSON, LINDSEY J.	1,421.40

KLOOSTER, ALIDA K.	2,129.16	EDWARDS, MACKENZIE R.	88.10
GOLOVICH, KAREN J.	980.65	MILLER, FAITH G.	277.05
BARNEVELD, RICHELLE L.	1,163.09	MCGINN, KELLY A.	277.05
EDWARDS, MACKENZIE R.	1,674.88	DOAN, GERARD P.	694.48
MCGINN, KELLY A.	2,578.97	UMULIS, MATTHEW T.	402.59
DOAN, GERARD P.	2,413.82	HANKINS, SCOTT A.	670.57
UMULIS, MATTHEW T.	1,743.29	ORBAN, BARBARA K.	343.78
HANKINS, SCOTT A.	2,082.21	RILEY, DENISE M.	327.02
ORBAN, BARBARA K.	1,348.30	MUNK, CHRISTOPHER J.	88.10
RILEY, DENISE M.	461.57	SCHICK, TIELER R.	88.10
MUNK, CHRISTOPHER J.	2,825.95	STEWART, MORGAN J.	88.10
SCHICK, TIELER R.	1,670.57	MATELSKI, KRISTEN L.	88.10
STEWART, MORGAN J.	1,697.29	WURST, RANDALL W.	522.00
MATELSKI, KRISTEN L.	1,355.87	MAYER, SHELLEY L.	494.27
WURST, RANDALL W.	1,161.67	HILLING, NICHOLAS A.	319.30
MAYER, SHELLEY L.	1,633.86	MEIER III, CHARLES A.	359.31
HILLING, NICHOLAS A.	1,383.04	ZACHARIAS, STEVEN B.	243.77
MEIER III, CHARLES A.	2,219.52	NEWMAN, MARK J.	88.10
ZACHARIAS, STEVEN B.	1,305.83	SWEM, DONALD L.	415.27
NEWMAN, MARK J.	1,054.13	EATON, BRAD A.	394.44
SWEM, DONALD L.	3,086.32	WILSON, TIMOTHY J.	351.55
EATON, BRAD A.	2,697.10	LAVOIE, RICHARD L.	266.32
WILSON, TIMOTHY J.	3,045.89	STEVENS, BRANDON C.	266.32
LAVOIE, RICHARD L.	2,272.18	WHITLEY, ANDREW T.	2,710.99
STEVENS, BRANDON C.	2,689.81	WHITLEY, ANDREW T.	258.55
DRAVES, MARTIN J.	2,410.77	DRAVES, MARTIN J.	243.77
ANDERSON, ELIZABETH A.	1,233.97	ANDERSON, ELIZABETH A.	92.35
KENWABIKISE, DAVID L.	1,105.17	KENWABIKISE, DAVID L.	88.10
ELLIOTT, PATRICK M.	2,739.35	ELLIOTT, PATRICK M.	360.16
SCHWARTZFISHER, JOSEPH	1,234.04	MORRISON, KEVIN P.	1,102.55
BRADLEY, KELLY R.	1,565.58	MORRISON, KEVIN P.	635.56
HART II, DELBERT W.	1,287.63	SCHWARTZFISHER, JOSEPH	469.17
JONES, ROBERT F.	1,548.33	BRADLEY, KELLY R.	395.98
FARRELL, MITCHELL L.	1,346.26	HART II, DELBERT W.	88.10
THORP JR, WILLIAM D.	1,406.96	JONES, ROBERT F.	343.78
LEITNER, RYAN S.	1,341.70	FARRELL, MITCHELL L.	88.10
FERGUSON, ROYCE L.	1,756.19	THORP JR, WILLIAM D.	92.35
DORAN, JUSTIN J.	2,107.26	LEITNER, RYAN S.	92.35
KNORR, KENT J.	1,958.91	FERGUSON, ROYCE L.	88.10
ANZELL, BETH A.	1,318.21	KNORR, KENT J.	92.35
MATTACK, JEFFREY C.	1,001.58	BOSS JR, DALE E.	1,558.04
BOSS, BEAU J.	1,161.30	ANZELL, BETH A.	92.35
WYMAN, MATTHEW A.	1,647.34	HOLM, ARTHUR R.	1,201.28
MILLER, WILLIAM S.	1,408.94	GILL, DAVID R.	88.10
DOUGLAS, MARK	1,152.51	WYMAN, MATTHEW A.	272.06
FRATRICK, JOSEPH W.	472.23	MILLER, WILLIAM S.	272.06
CARSON, SAWYER J.	784.23	DOUGLAS, MARK	92.35
MCMULLEN, DONALD R.	1,800.39	FRATRICK, JOSEPH W.	92.35
SILVA, JESSE L.A.	1,471.01	MCMULLEN, DONALD R.	92.35
JOHNSON, MELISSA A.	1,566.98	SILVA, JESSE L.A.	88.10
STEPHENS, LYON G.	950.80	JOHNSON, MELISSA A.	88.10
TRAVERS, MANUEL J.	2,706.55	STEPHENS, LYON G.	88.10
FAULKNER, CHRISTOPHER J.	2,901.72	TRAVERS, MANUEL J.	436.27
RILEY, CASEY W.	441.15	FAULKNER, CHRISTOPHER J.	88.10
JONES, LARRY M.	1,036.46	STEVENS, JEFFREY W.	616.38
VANZANDT, ZORRAN C.	749.59	RILEY, CASEY W.	272.06
MATZ, EMILY S.	812.95	JONES, LARRY M.	248.92
LEPIRD, KATIE A.	1,526.94	VANZANDT, ZORRAN C.	88.10
MOYER, DAVID T.	37.21	MATZ, EMILY S.	88.10
WHEELER, MICHAEL W.	1,753.54	LEPIRD, KATIE A.	92.35
MISHLER, MICHAEL. J.	993.13	MOYER, DAVID T.	88.10
AZZOPARDI, ANTHONY J.	1,082.87	WHEELER, MICHAEL W.	88.10
MCCRANEY, RUSSELL R.	32.49	CORNELL, BRITTA J.	92.35
PECK, JARICA L.	442.54	MISHLER, MICHAEL. J.	88.10
DIETZ, AMANDA M.	671.60	AZZOPARDI, ANTHONY J.	92.35
MOYER, NATHAN I.	1,204.72	MCCRANEY, RUSSELL R.	88.10
HEYDLAUFF, MARK L.	272.06	PECK, JARICA L.	88.10
GOLDING, JOYCE M.	264.30	DIETZ, AMANDA M.	88.10
DEROSIA, PATRICIA E.	264.30	WELLS, JANINNA J.	88.10
DOTSON, LINDSEY J.	92.35	MOYER, NATHAN I.	92.35
KLOOSTER, ALIDA K.	428.19	MARIHUGH, ANDREW J.	88.10
GOLOVICH, KAREN J.	258.55	TOTAL	131,370.07
BARNEVELD, RICHELLE L.	88.10		

4FRONT CREDIT UNION	968.00	DISCOVER BANK	681.63
4FRONT CREDIT UNION	1,202.00	MI STATE DISBURSEMENT UNIT	209.65
AMERICAN FAMILY LIFE	608.28	MONEY LIFE INSURANCE	380.82
CHAR EM UNITED WAY	90.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHARLEVOIX STATE BANK	942.00	PRIORITY HEALTH	1,477.08
COMMUNICATION WORKERS OF AMER	672.47	TOTAL	7,432.93

Tax Disbursement – 12/22/2020

CHARLEVOIX COUNTY TREASURER	52,721.83	CITY OF CHARLEVOIX - TAXES DUE	31,362.17
CHARLEVOIX DISTRICT LIBRARY	29,258.99	CITY OF CHARLEVOIX/DDA	110,382.47
CHARLEVOIX PUBLIC SCHOOLS	15,084.77	RECREATIONAL AUTHORITY	5,668.73
CHARLEVOIX PUBLIC SCHOOLS	439.98	TOTAL	396,388.53
CHARLEVOIX PUBLIC SCHOOLS	307.94		
CHARLEVOIX PUBLIC SCHOOLS	131.93		
CHARLEVOIX PUBLIC SCHOOLS	431.12		
CHARLEVOIX-EMMET ISD	150,598.60		