

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 3, 2022 – 6:00 p.m.
210 State Street, Charlevoix, MI 49720

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: Aaron Hagen, Janet Kalbfell, Phil Parr, Richard Spring, Mark Knapp
Members Absent: Greg Bryan
City Manager: Mark L. Heydlauff
City Clerk: Sarah J. Dvoracek

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 – December 20, 2021
- B. Purchase of six (6) Power Partners 37.5 kVA Pad Mount Transformers through Power Line Supply in the amount of \$21,960
- C. Charlevoix Groundhog Shadow Fest-Approval of a special liquor license on City property
- D. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – January 4, 2022
 - b. Payroll Check Register – December 22, 2021
 - c. Payroll Transmittal – December 22, 2021
 - d. Tax Disbursement – January 4, 2022
 - e. Special Accounts Payable—December 22, 2021
 - f. ACH Payments—December 20, 2021 to December 27, 2021

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

Yeas: Hagen, Kalbfell, Parr, Spring, Knapp

Nays: None

Absent: Bryan

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. City Clerk Appointment/Oath of Office

City Manager Heydlauff stated earlier this fall Sarah Dvoracek was appointed as the Deputy City Clerk during the transitional and training period with City Clerk Golding. Now that City Clerk Golding has officially retired the next steps are for Council to officially appoint Sarah to the position of City Clerk.

Mayor Kurtz opened the item to public comment, none were heard.

Motion by Spring, second by Kalbfell to appoint Sarah Dvoracek to the position of City Clerk. Motion carried by unanimous voice vote.

Mayor Kurtz gave City Clerk Dvoracek her Oath of Office.

B. Mayoral Appointment

Mayor Kurtz made the following mayoral appointments and requested Council's approval for:

- Liam Dreyer to the DDA/Main Street Board
- Paige Pemble to the Recreation Advisory Committee
- Claire Scholten to the Recreation Advisory Committee
- Maureen Radke to the Planning Commission
- Sarah Matye to the Recreation Advisory Committee

Mayor Kurtz opened the item to public comment, none were heard.

Motion by Parr, second by Hagen to confirm the mayoral appointment of Liam Dreyer (non-voting student member) to the Downtown Development Authority/Main Street Board, term expiring December 2023. Motion carried by unanimous voice vote.

Mayor Kurtz opened the item to public comment, none were heard.

Motion by Knapp, second by Parr to confirm the mayoral appointment of Paige Pemble (voting student member) to the Recreation Advisory Committee, term expiring December 2022. Motion carried by unanimous voice vote.

Mayor Kurtz opened the item to public comment, none were heard.

Motion by Spring, second by Parr to confirm the mayoral appointment of Claire Scholten (non-voting student member) to the Recreation Advisory Committee, term expiring December 2022. Motion carried by unanimous voice vote.

Mayor Kurtz opened the item to public comment, none were heard.

Motion by Parr, second by Kalbfell to confirm the mayoral appointment of Maureen Radke to the Planning Commission, term expiring April 2024. Motion carried by unanimous voice vote.

Mayor Kurtz opened the item to public comment, none were heard.

Motion by Hagen, second by Kalbfell to confirm the mayoral appointment of Sarah Matye to the Recreation Advisory Committee, term expiring December 2024. Motion carried by unanimous voice vote.

8. Reports & Communications

A. Public Comments

B. City Manager Comments

C. Mayor & Council Comments

- Council concurred the goal setting work session will be scheduled for January 11, 2022 at 6:00 pm, if time permits the Council will also discuss the 2022-2023 budget
- Council collectively wished everyone a Happy New Year and congratulated newly appointed City Clerk Dvoracek

9. Other Council Business

10. Adjourn

Mayor Kurtz adjourned the meeting at 6:15 p.m.

Sarah J. Dvoracek	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 12/22/2021			
AT&T	1,578.92	PRIORITY HEALTH	44,504.81
AT&T MOBILITY	758.25	STANDARD INSURANCE CO	2,602.77
CHARTER COMMUNICATIONS	726.16	VSP INSURANCE CO. (CT)	548.43
DELTA DENTAL	3,404.63		
EQUITABLE FINANCIAL LIFE INSURANCE	32.45	TOTAL	54,156.42
Regular Accounts Payable – 01/04/2022			
AMAZON CAPITAL SERVICES	18.36	HACH COMPANY	2,036.60
ANDERSON, ELIZABETH A.	50.00	HARBOR INDUSTRIES INC.	14,000.00
ANZELL, BETH A.	50.00	HART II, DELBERT W.	50.00
BALLARD'S PLUMBING AND HEATING	100.00	HEYDLAUFF, MARK L.	50.00
BELVEDERE CLUB	2,625.37	HILLING, NICHOLAS A.	50.00
CARQUEST OF CHARLEVOIX	1,391.85	KLOOSTER, ALIDA K.	50.00
CHARLEVOIX AUTO	502.44	KNORR, KENT J.	50.00
CONTROL SOLUTIONS INC	1,855.00	KSS ENTERPRISES	94.42
CONWAY PROFESSIONAL SERVICES	520.00	LANDSCAPE FORMS INC	3,470.00
CRYSTAL FLASH ENERGY	769.71	LITTLE TRAVERSE DISPOSAL LLC	1,599.00
DeROSIA, PATRICIA E.	50.00	MCDERMOTT, DENNIS J.	50.00
DOAN, GERARD P.	50.00	McGINN, KELLY A.	50.00
DORNBOS SIGN INC	1,901.63	MICHIGAN FARMERS MARKET ASSOC	250.00
DOTSON, LINDSEY J.	50.00	MILLER, WILLIAM S.	50.00
DVORACEK, SARAH	50.00	MORROW, JULIE	50.00
EATON, BRAD A.	23.00	MWEA	875.00
ELLIOTT, PATRICK M.	50.00	MYNORTH MEDIA	350.00
ELLSWORTH FARMERS EXCHANGE	2,906.22	OAKLAND COMMUNITY COLLEGE/CREST	400.00
ELMER'S CRANE & DOZER INC	5,975.00	OHM ADVISORS	790.50
FAMILY FARM AND HOME	1,851.52	POWER SYSTEM ENGINEERING	3,719.50
FASTENAL COMPANY	65.31	SCHOLEY, ROBERT W.	50.00
FLETCH'S INC	3,313.92	TOP LINE ELECTRIC LLC	12,901.63
GFL ENVIRONMENTAL	20.00	TRUCK & TRAILER SPECIALTIES	24.99
GRIFFITH, JOHN J	50.00	UNIFIRST CORPORATION	32.31

UP NORTH ASSESSING INC	5,200.00	YOUNG, KRISTEN L.	50.00
VILLAGE GRAPHICS INC	20.00		
WURST, RANDALL W.	50.00	TOTAL	70,653.28
WYMAN, MATTHEW A.	50.00		

ACH Payments – 12/22/2021 to 12/27/2021

MI PUBLIC POWER AGENCY	5,407.77	MI PUBLIC POWER AGENCY	236,231.13
IRS (PAYROLL TAX DEPOSIT)	35,400.98	MI PUBLIC POWER AGENCY	6,230.55
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	5,136.00	TOTAL	366,906.36
VANTAGEPOINT (401 ICMA PLAN)	957.68		
VANTAGEPOINT (457 ICMA PLAN)	20,458.38		
VANTAGEPOINT (ROTH IRA)	1,080.76		
MERS (DEFINED BENEFIT PLAN)	55,653.11		

Payroll Net Pay – Check Date 12/22/2021

HEYDLAUFF, MARK L.	3,096.34	ANDERSON, ELIZABETH A.	1,336.16
DVORACEK, SARAH J.	2,239.35	KENWABIKISE, DAVID L.	1,182.54
GOLDING, JOYCE M.	1,920.63	ELLIOTT, PATRICK M.	3,065.95
DEROSIA, PATRICIA E.	642.53	SCHWARTZFISHER, JOSEPH	1,340.80
DOTSON, LINDSEY J.	1,382.05	BRADLEY, KELLY R.	1,707.20
KLOOSTER, ALIDA K.	1,787.52	HART II, DELBERT W.	1,601.84
GOLOVICH, KAREN J.	1,032.94	JONES, ROBERT F.	1,719.90
BARNEVELD, RICHELLE L.	1,221.95	FARRELL, MITCHELL L.	1,386.74
SCHULZ, GINNY L.	1,462.27	THORP JR, WILLIAM D.	1,464.36
MCGINN, KELLY A.	1,695.71	LEITNER, RYAN S.	1,725.79
DOAN, GERARD P.	2,428.14	FERGUSON, ROYCE L.	1,514.42
SCHOLEY, ROBERT W.	1,595.68	KNORR, KENT J.	1,997.23
UMULIS, MATTHEW T.	1,291.81	ANZELL, BETH A.	1,364.84
ORBAN, BARBARA K.	1,245.64	MATTACK, JEFFREY C.	1,049.65
RILEY, DENISE M.	454.74	BOSS, BEAU J.	1,529.20
MUNK, CHRISTOPHER J.	1,307.28	COFFEY, JASON J.	951.42
SCHICK, TIELER R.	1,409.90	WYMAN, MATTHEW A.	1,805.34
STEWART, MORGAN J.	1,148.05	MILLER, WILLIAM S.	998.72
YOUNG, KRISTEN L.	1,436.18	DOUGLAS, MARK	1,016.21
WURST, RANDALL W.	1,354.85	MCCRANEY, RUSSELL R.	1,043.07
HILLING, NICHOLAS A.	1,929.63	PAALMAN, STEPHEN J.	84.58
MEIER III, CHARLES A.	1,785.16	LAVOIE, RICHARD L.	3,209.92
ZACHARIAS, STEVEN B.	1,461.20	STEVENS, BRANDON C.	3,209.92
NEWMAN, MARK J.	1,340.14	WHITLEY, ANDREW T.	2,470.73
LOUGHMILLER, JOHN A.	1,663.16	MORRISON, KEVIN P.	1,558.28
GRIFFITH, JOHN J.	2,993.90	BOSS JR, DALE E.	1,292.44
EATON, BRAD A.	2,794.56	MCDERMOTT, DENNIS J.	52.86
WILSON, TIMOTHY J.	2,938.48	HOLM, ARTHUR R.	1,259.58
LAVOIE, RICHARD L.	2,021.02		
STEVENS, BRANDON C.	2,674.17	TOTAL	96,798.75
DRAVES, MARTIN J.	2,104.08		

Payroll Transmittal – 12/22/2021

4FRONT CREDIT UNION	785.00	EQUITABLE FINANCIAL LIFE INSURANCE	386.22
AMERICAN FAMILY LIFE	521.59	MI STATE DISBURSEMENT UNIT	116.55
CAL STATE DISBURSEMENT UNIT	92.19	PRIORITY HEALTH	1,505.35
CHAR EM UNITED WAY	20.00		
CHARLEVOIX STATE BANK	915.00	TOTAL	5,033.75
COMMUNICATION WORKERS OF AMER	691.85		

Tax Disbursement – 01/04/2022

BELVEDERE CLUB	2,662.11	CITY OF CHARLEVOIX - TAXES DUE	18,465.84
CHARLEVOIX COUNTY TREASURER	34,317.54	CORELOGIC CENTRALIZED REFUNDS	787.12
CHARLEVOIX DISTRICT LIBRARY	28,726.68	LAKE CHARLEVOIX EMS AUTHORITY	25,317.18
CHARLEVOIX PUBLIC SCHOOLS	122.11	LAKE MICHIGAN CREDIT UNION	1,016.60
CHARLEVOIX PUBLIC SCHOOLS	7.60	RECREATIONAL AUTHORITY	5,552.21
CHARLEVOIX PUBLIC SCHOOLS	13.31	TIMMS, ROBERT	544.55
CHARLEVOIX PUBLIC SCHOOLS	2.36		
CHARLEVOIX PUBLIC SCHOOLS	2.80	TOTAL	185,738.70
CHARLEVOIX-EMMET ISD	68,200.69		