

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 7, 2022 – 6:00 p.m.
210 State Street, Charlevoix, MI 49720

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

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

Mayor Proclamation

Deputy Mayor Hagen provided a proclamation in support of the people in Ukraine. Deputy Mayor Hagen called on all of Charlevoix to convey their thoughts of support and prayers to the people of Ukraine.

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 – February 21, 2022

B. Accounts Payable and Payroll Check Registers

- a. Regular Accounts Payable Check Register – March 8, 2022 (\$197,381.05)
- b. ACH Payments – February 17, 2022 to March 4, 2022 (\$366,413.00)
- c. Payroll Check Register – March 4, 2022 (\$96,174.75)
- d. Payroll Transmittal – March 4, 2022 (\$5,340.56)
- e. Tax Disbursement – March 8, 2022 (\$457,794.46)
- f. Special Accounts Payable - February 22, 2022 & February 28, 2022 (\$73,642.19)

C. Recreational Authority Board Resignation - Rick Brandi

Deputy Mayor Hagen opened the item to public comment and none were heard.

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

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Bryan

Motion Carried.

6. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing: Ordinance to Amend Ward Boundaries

Deputy Mayor Hagen opened the public hearing at 6:03 p.m.

City Clerk Dvoracek explained that the Ordinance Amendment included the legal descriptions of each proposed ward which was provided by Ferguson & Chamberlain. The entire Council must be present to vote on ordinance amendment therefore no action was taken.

Deputy Mayor Hagen opened the item to public comment, and none were heard.

Deputy Mayor Hagen closed the public hearing at 6:04 p.m.

7. All Other Actions & Requests

A. Council Appointment: Recreational Authority Board

City Manager Heydlauff stated with the recent resignation of Rick Brandi there is a vacancy on the Recreational Authority Board. The City has received one application which was included in the Council's packet. The Recreational Authority Board is currently in active negotiations with Charlevoix Pool.

Deputy Mayor Hagen opened the item to public comment and none were heard.

Motion by Knapp, second by Kalbfell to appoint Shirley Gibson to the Recreational Authority Board, term expiring March 2024.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Bryan

Motion Carried.

B. Adoption of CivicClerk Agenda Management Platform

City Manager Heydlauff stated that staff evaluated our current agenda management program and recommends moving to the platform offered by our website provider. Both the agenda management program as well as the City's website will now be serviced by the same the company and will integrate effectively. CivicClerk's annual subscription will save the City over \$1,000 per year. CivicClerk will allow the City to use the agenda management software for all their boards and commissions. Staff is planning on having the new agenda management platform functional by May 2, 2022.

Deputy Mayor Hagen opened the item to public comment and none were heard.

Motion by Spring, second by Parr to approve the proposal from CivicPlus for agenda management for total not to exceed \$9,090.00 with an annual subscription.

Yeas: Knapp, Parr, Kalbfell, Hagen, Spring

Nays: None

Absent: Bryan

Motion Carried.

8. Reports & Communications

A. Public Comments

B. City Manager Comments

- City Manager Heydlauff wanted to thank the Public Works employees that helped one of our residents out of the ditch. The resident was very impressed with the customer service and modesty displayed by the City employees.

C. Mayor & Council Comments

- Deputy Mayor Hagen requested staff research different sign-up options for Camp McSaubu
- Councilmember Parr stated he appreciated the Michigan Main Street Impact Report
- Councilmember Spring stated he appreciated the Deputy Mayor's Proclamation for Ukraine
- Council collectively thanked the public for their attendance

9. Other Council Business

10. Adjourn

Deputy Mayor Hagen adjourned the meeting at 6:18 p.m.

Sarah J. Dvoracek	City Clerk	Aaron Hagen	Deputy Mayor
Special Accounts Payable – 02/22/2022 & 02/28/2022			
AT&T	1,534.52	STANDARD INSURANCE CO	2,448.62
AT&T MOBILITY	757.90	TRANSUNION RISK AND ALTERNATIVE	150.00
CHARLEVOIX STATE BANK	4,201.03	VSP INSURANCE CO. (CT)	548.43
CHARTER COMM. OPERATING LLC	924.02	WEX BANK	8,800.36
CITY OF CHARLEVOIX - MISC	807.37	CITY OF CHARLEVOIX - MISC	4,827.93
DELTA DENTAL	3,404.63		
EQUITABLE FINANCIAL LIFE INSURANCE	374.59	TOTAL	73,642.19
GREAT LAKES ENERGY	357.98		
PRIORITY HEALTH	44,504.81		
Regular Accounts Payable – 03/08/2022			
ABILITA	6,104.60	ANZELL, BETH A.	50.00
AIRGAS USA LLC	83.28	APPLIED HANDLING INC	567.10
AIS CONSTRUCTION EQUIPMENT	99.35	BAYTEES	160.00
ALL-PHASE ELECTRIC SUPPLY CO	458.02	BELL EQUIPMENT COMPANY	612.65
AMAZON CAPITAL SERVICES	545.26	BOSS, BEAU	225.00
AMERICAN TOTAL SECURITY INC	98.00	CHARLEVOIX TOWNSHIP TREASURER	33,099.25
ANDERSON, ELIZABETH A.	50.00	CONWAY PROFESSIONAL SERVICES	960.00

CUMMINS	1,545.04	MWEA	160.00
D&D ELECTRONICS	305.00	NEXVORTEX INC	96.38
DeROSIA, PATRICIA E.	50.00	NORTHWEST ELECTRONICS & REPAIR	119.97
DETROIT AIR COMPRESSOR	668.19	NORTHWEST FIRE	251.00
DETROIT SALT COMPANY	7,363.53	OHM ADVISORS	1,657.00
DIGITAL DOLPHIN	169.95	OLSON BZDOK & HOWARD	2,294.00
DOAN, GERARD P.	50.00	OSTLUND PEST CONTROL NORTH INC	165.00
DOTSON, LINDSEY J.	50.00	OTEC	225.00
DVORACEK, SARAH	50.00	PENCHURA LLC	3,926.00
ELEMENTS GALLERY	25.00	POWER LINE SUPPLY	2,726.47
ELLIOTT, PATRICK M.	86.00	PREIN & NEWHOF	959.80
ELLSWORTH FARMERS EXCHANGE	980.14	PRESTON FEATHER	472.24
ETNA SUPPLY	170.00	QUILL LLC	444.23
FASTENAL COMPANY	160.48	SCHOLEY, ROBERT W.	50.00
FREEDOM MAILING SERVICES INC	2,377.63	SCIENTIFIC BRAKE - GAYLORD	339.19
GALLS LLC	150.98	SPARTAN STORES LLC	53.06
GATEHOUSE MEDIA MI HOLDINGS	241.52	STATE OF MICHIGAN	440.00
GRAINGER	1,168.60	STATE OF MICHIGAN	135.00
GRANICUS	13,343.97	STATE OF MICHIGAN	680.84
GREAT LAKES PIPE & SUPPLY	454.78	STATE OF MICHIGAN	270.00
GRIFFITH, JOHN J.	300.38	TERMINAL SUPPLY CO	979.42
HACH COMPANY	1,475.74	TRUCK & TRAILER SPECIALTIES	377.68
HEALTH DEPT OF NW MICHIGAN	970.00	U S BANK ST PAUL	90,000.00
HEYDLAUFF, MARK L.	50.00	UNIFIRST CORPORATION	633.70
HILLING, NICHOLAS A.	50.00	UP NORTH ASSESSING INC	5,200.00
HOTSY OF MID MICHIGAN INC	340.54	USABUEBOOK	3,741.38
IDEXX DISTRIBUTION INC	200.20	VILLAGE GRAPHICS INC	177.00
KAUFFMAN'S FURNITURE	1,627.00	VIRTUAL ACADEMY	315.00
KLOOSTER, ALIDA K.	50.00	WORK 'N PLAY SHOP	474.05
KNORR, KENT J.	50.00	WURST, RANDALL W.	50.00
KSS ENTERPRISES	225.46	WYMAN, MATTHEW A.	50.00
LITTLE TRAVERSE DISPOSAL LLC	1,805.00	YOUNG, KRISTEN L.	50.00
LIVINGSTON, BRIAN D.	50.00		
MCDERMOTT, DENNIS J.	50.00	TOTAL	197,381.05
McGINN, KELLY A.	50.00		
MILLER, WILLIAM S.	50.00		

ACH Payments – 02/17/2022 to 03/04/2022

NEOFUNDS BY NEOPOST	2000.00	VANTAGEPOINT (401 ICMA PLAN)	957.68
ENTERPROSE FM TRUST (FLEET LEASE)	8,732.12	VANTAGEPOINT (457 ICMA PLAN)	19,460.10
MI PUBLIC POWER AGENCY	18,607.91	VANTAGEPOINT (ROTH IRA)	1,080.76
MI PUBLIC POWER AGENCY	253,559.77		
MI PUBLIC POWER AGENCY	21,314.45	TOTAL	366,413.00
IRS (PAYROLL TAX DEPOSIT)	35,165.77		
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	5,184.44		

Payroll Net Pay – Check Date 03/04/2022

HEYDLAUFF, MARK L.	3,357.94	WILSON, TIMOTHY J.	3,227.68
DVORACEK, SARAH J.	2,244.03	LAVOIE, RICHARD L.	2,145.75
DEROSIA, PATRICIA E.	414.89	STEVENS, BRANDON C.	2,783.81
DOTSON, LINDSEY J.	1,386.42	DRAVES, MARTIN J.	2,306.61
KLOOSTER, ALIDA K.	2,198.52	ANDERSON, ELIZABETH A.	1,338.42
GOLOVICH, KAREN J.	259.23	KENWABIKISE, DAVID L.	1,250.29
BARNEVELD, RICHELLE L.	1,319.55	ELLIOTT, PATRICK M.	3,083.00
SCHULZ, GINNY L.	1,491.84	SCHWARTZFISHER, JOSEPH	1,375.67
MILLER, FAITH G.	43.27	BRADLEY, KELLY R.	1,537.38
McGINN, KELLY A.	2,154.14	HART II, DELBERT W.	1,674.62
DOAN, GERARD P.	2,432.48	JONES, ROBERT F.	1,620.77
SCHOLEY, ROBERT W.	1,599.88	FARRELL, MITCHELL L.	1,400.64
UMULIS, MATTHEW T.	1,250.16	THORP JR, WILLIAM D.	1,648.34
ORBAN, BARBARA K.	1,123.48	LEITNER, RYAN S.	1,855.06
RILEY, DENISE M.	365.97	FERGUSON, ROYCE L.	1,858.97
MUNK, CHRISTOPHER J.	1,261.22	KNORR, KENT J.	2,026.00
SCHICK, TIELER R.	1,418.16	ANZELL, BETH A.	1,367.26
STEWART, MORGAN J.	1,390.68	BOSS, SHERRY M.	392.76
YOUNG, KRISTEN L.	1,867.26	MCDERMOTT, DENNIS J.	950.43
WURST, RANDALL W.	1,835.81	DOE-NIMPHE, SETH K.	301.12
HILLING, NICHOLAS A.	1,538.30	PORATH, JACOB P.	124.62
MEIER III, CHARLES A.	1,406.57	HAGEN, MADISON L.	413.43
ZACHARIAS, STEVEN B.	1,431.66	KUPPE II, KENNETH N.	243.58
NEWMAN, MARK J.	1,483.25	BERTINELLI, DAVID P.	283.06
LOUGHMILLER, JOHN A.	1,796.04	JOY, ANNE E.	666.42
GRIFFITH, JOHN J.	2,998.09	MATTACK, JEFFREY C.	645.98
EATON, BRAD A.	2,641.28	HILLIGAN, ABIGAIL B.	484.95

PEARSALL, KRISTA M.	93.60	PAALMAN, STEPHEN J.	169.16
WELLS, JANINNA J.	198.15	WHITLEY, ANDREW T.	2,445.55
BOSS, BEAU J.	1,537.64	MORRISON, KEVIN P.	1,853.00
BEMIS, GARRETTSON G.	490.97	BOSS JR, DALE E.	1,296.79
COFFEY, JASON J.	953.52	MATTER, DAWSON K.	90.59
WYMAN, MATTHEW A.	1,809.69	HOLM, ARTHUR R.	1,263.77
MILLER, WILLIAM S.	1,461.55	WILLSON, BRENDA R.	45.28
DOUGLAS, MARK	1,038.44		
MCCRANEY, RUSSELL R.	1,114.47	TOTAL	96,174.75
FRATRICK, JOSEPH W.	595.84		

Payroll Transmittal – 03/04/2022

4FRONT CREDIT UNION	885.00	MI STATE DISBURSEMENT UNIT	116.55
AMERICAN FAMILY LIFE	521.59	POLICE OFFICERS LABOR COUNCIL	251.25
CA. STATE DISBURSEMENT UNIT	92.19	PRIORITY HEALTH	1,505.35
CHARLEVOIX STATE BANK	890.00		
COMMUNICATION WORKERS OF AMER	692.41	TOTAL	5,340.56
EQUITABLE FINANCIAL LIFE INSURANCE	386.22		

Tax Disbursement – 03/08/2022

BELVEDERE CLUB	1,072.19	CHARLEVOIX-EMMET ISD	160,916.46
CHARLEVOIX COUNTY TREASURER	88,899.28	CITY OF CHARLEVOIX - TAXES DUE	53,221.11
CHARLEVOIX DISTRICT LIBRARY	67,779.45	LAKE CHARLEVOIX EMS AUTHORITY	59,734.59
CHARLEVOIX PUBLIC SCHOOLS	10,095.07	RECREATIONAL AUTHORITY	13,100.38
CHARLEVOIX PUBLIC SCHOOLS	867.53		
CHARLEVOIX PUBLIC SCHOOLS	1,519.75	TOTAL	457,794.46
CHARLEVOIX PUBLIC SCHOOLS	269.53		
CHARLEVOIX PUBLIC SCHOOLS	319.12		