

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 21, 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, Mark Knapp, Phil Parr, Richard Spring
Members Absent:	Greg Bryan
City Manager:	Mark L. Heydlauff
City Clerk:	Sarah J. Dvoracek

3. Presentations

A. Mayor Proclamation

Mayor Kurtz read a proclamation honoring and celebrating the life of city employee Karen Golovich.

4. Inquiry Regarding Conflicts of Interest

Council Member Knapp recused himself from item ~~7B. Marina Commercial Dock RFP~~ 7D Proposed Donation of Landscaping on the Pine River Channel. Council Member Kalbfell recused herself from items 7B. Marina Commercial Dock RFP and 7C. Little Traverse Charters, LLC Commercial Slip Lease.

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 – March 7, 2022

B. Purchase of Toro Walk Behind Greensmaster-Purchase approved for a 2022 Toro Greensmaster 10 in the amount of \$13,646.13.

C. Accounts Payable and Payroll Check Registers

- a. Payroll Transmittal Checks – March 18, 2022 **(\$5,089.31)**
- b. Payroll (net pay) – March 18, 2022 **(\$93,471.30)**
- c. Regular Accounts Payable – March 22, 2022 **(\$303,026.87)**
- d. ACH/WIRE Payments—March 3, 2022 through March 18, 2022 **(\$201,556.11)**
- e. Tax Disbursement – March 9, 2022 **(\$58,965.04)**

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

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

Yeas: Hagen, Kalbfell, Parr, Spring, Knapp

Nays: None

Absent: Bryan

Motion carried.

6. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing: Ordinance to Amend Ward Boundaries

The entire Council must be present to vote on an ordinance amendment therefore no action was taken.

7. All Other Actions & Requests

A. Request for Gate Valve Easement from DTE Energy

Chris Hackbarth and Tim Proos representatives from DTE Energy explained the request for the easement would allow DTE Energy to upgrade equipment and create necessary redundancy which would allow them to do regular maintenance on their system without any disruption to services.

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

Motion by Hagen, seconded by Spring to authorize the City Manager to execute the Gate Valve Easement Agreement with DTE Energy as presented. **Motion carried unanimously.**

B. Marina Commercial Dock RFP

Council Member Kalbfell and Council Member Knapp stepped down from the dais.
Discussion was held.

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

Motion by Spring, seconded by Hagen to award Sunshine Charters the Commercial Dockage and authorize the City Manager to move forward with signing a Boat Docking agreement with the selected vendor. **Motion carried unanimously.**
Council Member Knapp returned to the dais.

C. Little Traverse Charters, LLC Commercial Slip Lease

Scott Howard, City Attorney, advised Council they should postpone the item until the next council meeting.

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

Motion by Hagen, seconded by Spring to postpone the item until the next meeting {April 4, 2022}. **Motion carried unanimously.**
Council Member Kalbfell returned to the dais.

D. Proposed Donation of Landscaping on the Pine River Channel

Scott Philp presented Council with his proposed landscaping plans for the Pine River Channel and provided a material and native plant selection list. Discussion was held.

City Manager Heydlauff stated the Donation Policy could be revised to provide better direction in the future for instances like this. Council concurred and requested City Manager Heydlauff revise the Donation Policy.

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

Motion by Hagen, seconded by Kalbfell to decline the offer {of the proposed donation of landscaping on the Pine River Channel}. **Motion carried unanimously.**

E. Council Appointment

Council Member Kalbfell requested consideration of Dan Reed for appointment as an alternate to the Zoning Board of Appeals.

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

Motion by Kalbfell, seconded by Parr to appoint Dan Reed as an alternate member to the Zoning Board of Appeals for a term to expire in December 2024. **Motion carried unanimously.**

Motion by Hagen, seconded by Kalbfell to appoint Mark Knapp to the {Lake Charlevoix} EMS Authority Board {for a term to expire in March 2025}. **Motion carried unanimously.**

8. **Reports & Communications**A. Public Comments

- Lyle Gannett suggested fundraising for a memorial bench in honor of Karen Golovich.

B. City Manager Comments

- He thanked Shane Cole for his service on the EMS Authority Board.
- He stated he met with Denise Fate, President of the Charlevoix Historical Society, regarding the Lighthouse Maintenance Agreement with the City.
- He stated that he and staff met with CivicPlus regarding the new agenda management software which will be converted at the end of April.
- He gave his condolences to the Golovich family and shared a memory of Karen.

C. Mayor & Council Comments

- Mayor and Council collectively gave their condolences to the Golovich family.
- Council Member Spring stated he appreciated Scott Philp and his efforts.
- Council Member Kalbfell announced that the Senior Centers are now open.

9. **Other Council Business**A. Marina Commercial Dock

Council Member Kalbfell stepped down from the dais. Discussion was held.

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

Motion by Hagen, seconded by Spring to award Whitecap Charters the 3rd Commercial Dockage and authorize the City Manager to move forward with signing a Boat Docking agreement. **Motion carried unanimously.**

10. Adjourn

Mayor Kurtz adjourned the meeting at 7:14 p.m.

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Mayor

PAYROLL TRANSMITTAL CHECKS 03/18/2022

4FRONT CREDIT UNION	\$885.00
AMERICAN FAMILY LIFE	\$521.59
CALIFORNIA STATE DISBURSEMENT UNIT	\$92.19
CHARLEVOIX STATE BANK	\$890.00
COMMUNICATION WORKERS OF AMER	\$692.41
EQUITABLE FINANCIAL LIFE INSURANCE	\$386.22
MI STATE DISBURSEMENT UNIT	\$116.55
PRIORITY HEALTH	\$1,505.35
	<u>\$5,089.31</u>

PAYROLL (NET PAY) 03/18/2022

HEYDLAUFF, MARK L.	\$3,069.50
DVORACEK, SARAH J.	\$2,244.03
DEROSIA, PATRICIA E.	\$921.43
DOTSON, LINDSEY J.	\$1,386.42
KLOOSTER, ALIDA K.	\$1,795.97
GOLOVICH, KAREN J.	\$259.23
BARNEVELD, RICHELLE L.	\$1,265.82
SCHULZ, GINNY L.	\$1,464.52
MCGINN, KELLY A.	\$1,690.69
DOAN, GERARD P.	\$2,432.49
SCHOLEY, ROBERT W.	\$1,599.88
UMULIS, MATTHEW T.	\$1,251.52
ORBAN, BARBARA K.	\$1,173.73
RILEY, DENISE M.	\$385.09
MUNK, CHRISTOPHER J.	\$1,311.47
SCHICK, TIELER R.	\$1,412.00
STEWART, MORGAN J.	\$1,424.83
YOUNG, KRISTEN L.	\$1,438.27
WURST, RANDALL W.	\$1,359.21
HILLING, NICHOLAS A.	\$1,938.06
MEIER III, CHARLES A.	\$1,755.00
ZACHARIAS, STEVEN B.	\$1,462.05
NEWMAN, MARK J.	\$1,348.58
LOUGHMILLER, JOHN A.	\$1,702.84
GRIFFITH, JOHN J.	\$2,998.09
EATON, BRAD A.	\$2,643.61
WILSON, TIMOTHY J.	\$2,756.01
LAVOIE, RICHARD L.	\$2,290.80
STEVENS, BRANDON C.	\$2,542.21
DRAVES, MARTIN J.	\$2,778.51
ANDERSON, ELIZABETH A.	\$1,338.42
KENWABIKISE, DAVID L.	\$1,184.64
ELLIOTT, PATRICK M.	\$3,083.00
SCHWARTZFISHER, JOSEPH L.	\$1,453.64

PAYROLL (NET PAY) 03/18/2022 (CONT)

BRADLEY, KELLY R.	\$1,367.56
HART II, DELBERT W.	\$1,837.02
JONES, ROBERT F.	\$1,563.02
FARRELL, MITCHELL L.	\$1,400.64
THORP JR, WILLIAM D.	\$1,454.83
LEITNER, RYAN S.	\$1,516.65
FERGUSON, ROYCE L.	\$1,441.49
KNORR, KENT J.	\$2,026.00
ANZELL, BETH A.	\$1,367.26
WASHBURN, MICHAEL J.	\$195.84
BOSS, SHERRY M.	\$118.69
MCDERMOTT, DENNIS J.	\$996.09
DOE-NIMPHIE, SETH K.	\$113.23
HAGEN, MADISON L.	\$65.28
KUPPE II, KENNETH N.	\$123.34
BERTINELLI, DAVID P.	\$141.53
JOY, ANNE E.	\$590.32
MATTACK, JEFFREY C.	\$595.79
HILLIGAN, ABIGAIL B.	\$437.27
MAY, MEREDITH A.	\$130.38
PEARSALL, KRISTA M.	\$44.04
WELLS, JANINNA J.	\$90.59
BOSS, BEAU J.	\$1,537.64
BEMIS, GARRETTSON G.	\$425.37
COFFEY, JASON J.	\$953.52
GILL, DAVID R.	\$450.26
LIVINGSTON, BRIAN D.	\$647.27
WYMAN, MATTHEW A.	\$1,809.69
MILLER, WILLIAM S.	\$1,000.98
DOUGLAS, MARK	\$1,018.31
MCCRANEY, RUSSELL R.	\$1,167.07
FRATRICK, JOSEPH W.	\$503.21
PAALMAN, STEPHEN J.	\$169.16
WHITLEY, ANDREW T.	\$2,904.81
MORRISON, KEVIN P.	\$1,250.66
BOSS JR, DALE E.	\$1,296.79
MATTER, DAWSON K.	\$249.09
HOLM, ARTHUR R.	\$1,263.77
WILLSON, BRENDA R.	\$45.28
	<u>\$93,471.30</u>

REGULAR ACCOUNTS PAYABLE 03/22/2022

ACE HARDWARE	\$2,215.04
ACME SPORTS INC	\$1,021.95
AMAZON CAPITAL SERVICES	\$591.91
ASPEN WIRELESS TECHNOLOGIES INC	\$1,122.00
AUTO-WARES GROUP	\$28.63
AVFUEL CORPORATION	\$18,107.83
BARNUM, JILL	\$29.10
BELL EQUIPMENT COMPANY	\$1,040.08
BRADFORD MASTER DRYCLEANERS	\$26.00
CAREY, LEAH	\$145.50
CARQUEST OF CHARLEVOIX	\$2,246.61
CDW GOVERNMENT	\$793.13
CENTRAL DRUG STORE	\$126.26
CHARLEVOIX SEWER & DRAIN	\$275.00
CHARLEVOIX TOWNSHIP TREASURER	\$86.88
CINTAS CORPORATION	\$169.36
CITY OF CHARLEVOIX - UTILITIES	\$48,439.81
CLEAR WATER PLUMBING & HEATING	\$150.00
COLE, SAMANTHA	\$75.00
CONWAY PROFESSIONAL SERVICES	\$1,362.50
DOTSON, LINDSEY J.	\$304.22
EDGEWATER RESOURCES LLC	\$4,356.75
ELMER'S CRANE & DOZER INC	\$1,893.75
FAMILY FARM AND HOME	\$279.29
FASTENAL COMPANY	\$182.80
FERGUSON & CHAMBERLAIN	\$225.00
FERGUSON'S	\$201.02
GINOP SALES INC	\$1,742.41
GRAINGER	\$2,144.78
HACH COMPANY	\$174.91
HUNTINGTON NATIONAL BANK	\$131,250.00
HYDROCORP	\$562.50
JOPPA HOUSE MINISTRIES PROGRAM	\$21,500.00
KILKENNY, PATRICK	\$429.71
KSS ENTERPRISES	\$188.61
LITTLE TRAVERSE DISPOSAL LLC	\$60.00
MAKI, KARI	\$29.10
MCCARDEL CULLIGAN-PETOSKEY	\$51.50
MICHIGAN OFFICEWAYS INC	\$1,842.99
MOSCA DESIGN	\$645.00
NAVIA BENEFIT SOLUTIONS	\$50.00
NCL OF WISCONSIN INC	\$820.19
OLESON'S FOOD STORES	\$21.14
OLSON BZDOK & HOWARD	\$961.00
OMS COMPLIANCE SERVICES INC	\$60.00

REGULAR ACCOUNTS PAYABLE 03/22/2022 (CONT)

PENINSULA FIBER NETWORK LLC	\$470.00
PERFORMANCE ENGINEERS INC	\$13,715.00
PLUNKETT COONEY	\$200.00
POWER LINE SUPPLY	\$907.00
PREIN & NEWHOF	\$1,165.00
SCIENTIFIC BRAKE - GAYLORD	\$325.03
STRICKER'S OUTDOOR POWER EQUIPMENT	\$61.00
SUPERIOR MECHANICAL OF CHARLEVOIX LLC	\$216.11
TELEDYNE INSTRUMENTS INC	\$1,365.43
TEUSCHER, MATT	\$75.00
TRANSUNION RISK AND ALTERNATIVE	\$75.00
UNIFIRST CORPORATION	\$666.17
UNIVERSAL CREDIT SERVICES INC	\$10.00
USABUEBOOK	\$1,707.61
UTILITIES INSTRUMENTATION SERVICE INC.	\$2,256.85
UTILITY FINANCIAL SOLUTIONS	\$21,436.25
VERIBANC INC	\$500.00
WEX BANK	\$8,737.66
ZIXCORP	\$1,108.50
	\$303,026.87

ACH/WIRE PAYMENTS 03/03/2022-03/18/2022

AMG PAYMENT SOLUTIONS	\$24.99
PAYMENT SERVICE NETWORK INC	\$258.40
MI PUBLIC POWER AGENCY	\$17,951.46
DTE ENERGY	\$10,161.18
STATE OF MI (SALES TAX)	\$22,492.46
MI PUBLIC POWER AGENCY	\$40,357.71
IRS (PAYROLL TAX DEPOSIT)	\$33,971.12
ALERUS FINANCIAL (HCSP)	\$350.00
STATE OF MI (WITHHOLDING TAX)	\$5,024.15
VANTAGEPOINT (401 PLAN)	\$957.68
VANTAGEPOINT (457 PLAN)	\$19,327.31
VANTAGEPOINT (ROTH IRA)	\$1,080.76
MERS (DEFINED BENEFIT PLAN)	\$49,598.89
	\$201,556.11

TAX DISBURSEMENT 03/09/2022

CHARLEVOIX COUNTY TREASURER	\$4,592.00
CHARLEVOIX DISTRICT LIBRARY	\$3,851.53
CHARLEVOIX PUBLIC SCHOOLS	\$34,264.06
CHARLEVOIX-EMMET ISD	\$9,144.08
CITY OF CHARLEVOIX - TAXES DUE	\$2,974.48
LAKE CHARLEVOIX EMS AUTHORITY	\$3,394.49
RECREATIONAL AUTHORITY	\$744.40
	\$58,965.04