

City of Charlevoix
City Council Regular Meeting minutes
Monday, October 17, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Mayor Kurtz. The Council, staff, and members of the public rose and recited the 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. Mayoral Proclamation Honoring the Life and Work of Gregory Stevens

Mayor Luther Kurtz

Mayor Kurtz read a Mayoral Proclamation Honoring the Life and Work of Gregory Stevens.

B. Mayoral Proclamation Honoring the Life and Work of Ron Archey

Mayor Luther Kurtz

Mayor Kurtz read a Mayoral Proclamation Honoring the Life and Work of Ron Archey.

C. Mayoral Proclamation Recognizing Chamber of Commerce Week

Mayor Kurtz read a Mayoral Proclamation recognizing Chamber of Commerce Week.

D. 2021-22 Fiscal Year Financial Audit Presentation

Annette Eustice-CPA-Rehmann

Annette Eustice, CPA from Rehmann presented Council with an overview of the 2021-22 Fiscal Year Audit. Ms Eustice answered questions from Council Members.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

Motion by Parr, seconded by Spring to approve the consent as presented.

Yeas: Hagen, Kalbfell, Knapp, Parr, Spring

Nays: None

Absent: Bryan

Motion carried.

A. City Council Meeting Minutes - October 3, 2022

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

Motion to approve the accounts payable and payroll check registers as presented.

Dates	Description	Amount
09/30/2022	Special Accounts Payable Run	\$48,597.49
10/14/2022	Payroll (net pay)	\$111,235.64
10/14/2022	Payroll Transmittal Checks	\$6,058.35
10/18/2022	Regular Accounts Payable	\$280,790.45
10/03/2022-10/14/2022	ACH/WIRE Payments	\$108,262.40
Grand Total		\$554,944.33
To view the entire accounts payable and payroll check registers, please Click here.		

C. Accept 2021-22 Fiscal Year Financial Audit

Motion to accept the 2021-22 Fiscal Year Financial Audit as presented.

D. Approve Tree Planting Bid for \$20,380.00

Motion to approve the bid for tree planting for \$20,380.00 (from Louis A. Hoffman Nursery) and authorize the City Manager to sign any related documents.

E. Approve Bridge Park Lift Station Slide Gate Repair and Bypass Improvements Engineering: \$17,500

Motion to approve the proposal from Prein&Newhof for Bridge Park Lift Station Slide Gate Repair and Bypass Improvements in the amount of \$17,500 and authorize the City Manager to sign all necessary documents.

F. Approve GOAB Switches for \$11,609.12

John Griffith, Electric Department Director

Motion to approve the purchase of two (2) Eaton Group Operated Disconnect Switches (GOAB) and one (1) interrupter assembly for a total amount of \$11,609.12 (from Power Line Supply Company).

G. Approve Electric Three Year Line Clearance Contract with Asplundh: up to \$300,000 over three years

Motion to approve the bid from Asplundh Tree Experts, LLC, for line clearance operations in fiscal years 2022-2023 through 2024-2025 as presented (up to \$300,000 over three years).

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Signs in Bridge Park (Ordinance 834)

Mark Heydlauff, City Manager

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

Motion by Parr, seconded by Kalbfell to set a Public Hearing for Monday, November 21, 2022 at 6pm in the Council Chambers of City Hall to consider Ordinance 834 of 2022 to amend the Sign Ordinance.

Motion carried by unanimous voice vote.

B. Set Public Hearing: Building Type Combined Changes (Ordinance 835)

Mark Heydlauff, City Manager

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

Motion by Spring, seconded by Hagen to set a Public Hearing for Monday, November 21, 2022 at 6pm in the Council Chambers of City Hall to consider Ordinance 835 of 2022 to amend the Zoning Ordinance.

Motion carried by unanimous voice vote.

7. All Other Actions and Requests

A. Accept the Resignation of Greg Bryan, Third Ward Council Member

Mark Heydlauff, City Manager

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

Motion by Hagen, seconded by Parr to accept the resignation of Greg Bryan as Council Member from the Third Ward with immediate effect.

Motion carried by unanimous voice vote.

B. Proposed Donation: Improve Channel "Welcome" Sign with pavers and plantings

Steven Anderson

Steven Anderson explained his proposed donation, which included adding pavers at the base of the Welcome to Charevoix sign along the Channel to fulfill his Eagle Scout badge. Mr. Anderson explained the project in detail and answered questions from Council.

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

Motion by Hagen, seconded by Spring to approve the project as presented with final review by City Staff as directed.

Motion carried by unanimous voice vote.

C. City Marina 2023 Fee Recommendations

Kent Knorr, Recreation Director

Kent Knorr, Recreation Director, provided Council with the 2023 City Marina Fee Recommendations. The proposed fees also included the development of an extended stay program. Mr. Knorr stated that the City Staff had conducted a study of the occupancy rates and determined that the Marina could increase occupancy during the shoulder seasons. Mr. Knorr explained the proposed extended stay program and answered questions from the Council.

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

Motion by Hagen, seconded by Knapp to approve the development of the 45-day extended slip program as presented.

Motion carried by unanimous voice vote.

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

Motion by Parr, seconded by Kalbfell to approve the 2023 Marina Fees as presented.

Motion carried by unanimous voice vote.

D. Discussion of Short Term Rental Ordinance

Mark Heydlauff, City Manager
Council did not discuss this item.

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

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Last week the Golf Course exceeded \$150,000 in revenue to date
- Recognized Mr. Knorr and his team for their great work
- There will be a Halloween Candlelit Hike at McSaubia on October 22 from 6pm-8pm
- Thanked Don Swem, Retired Electric Department Director, for his contributions to the new Public Works Facility
- Recognized Linda Weller, Retired Executive Assistant, for attending the Council meeting

C. Mayor and Council Comments

- Council collectively thanked City Staff for all their hard work and thanked everyone for attending the tour of the Public Works Facility
- Council Member Spring thanked the Electric Department, especially Mark, Marty and Brandon for their excellent customer service
- Council Member Kalbfell stated that the Commission on Aging's Snow Removal Program is now available and any interested senior should contact the Commission for details

9. Other Council Business

Council Member Hagen requested the discussion of the vacancy of the Third Ward Council Member be added to other Council business.

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

Motion by Hagen, seconded by Parr to appoint Shane Cole to fulfill the Third Ward Council Member vacancy for a term ending in November 2023.

Motion carried by unanimous voice vote.

10. Adjourn

Mayor Kurtz adjourned the meeting at 7:00 p.m.

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Mayor