

City of Charlevoix
City Council Regular Meeting minutes
Monday, November 7, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:01 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: Shane Cole, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

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 Kalbfell to approve the consent agenda as presented.

Yeas: Cole, Hagen, Kalbfell, Knapp, Parr, Spring

Nays: None

Absent: None

Motion carried.

A. City Council Meeting Minutes - October 17, 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
10/20/2022	Special Accounts Payable Run	\$70,164.70
10/28/2022	Payroll (net pay)	\$108,787.26
10/28/2022	Payroll Transmittal Checks	\$5,715.48
10/31/2022	Specials Accounts Payable Run	\$8,151.99
11/08/2022	Regular Accounts Payable	\$330,212.77

10/17/2022-10/28/2022	ACH/WIRE Payments	\$466,773.74
10/13/2022	Special A/P Tax Disbursement	\$69,200.41
10/27/2022	Special A/P Tax Disbursement	\$51,739.25
Grand Total		\$1,110,745.60
To view the entire accounts payable and payroll check registers, please Click here.		

C. Updated Control Systems for Water Treatment Plant: \$12,800.00

Motion to approve the control system improvements for the Water Treatment Plant by Shoreline Power Services in an amount not to exceed \$12,800 and authorize the City Manager to sign all necessary documents.

D. General Liability & Property Insurance 2022-23 Renewal

Motion to approve the renewal of the City's general liability and property insurance policy and Cyber liability insurance with the Michigan Township Participating Plan for \$129,851 for one year (November 1, 2022 - October 31, 2023).

E. MPPA Energy Waste Reduction and Clean Energy Plan

Motion to participate in MPPA's 2023-2023 Clean Energy Program with an annual budget of \$90,000 and authorize the City Manager to sign all required documents.

F. Grand Traverse Band of Ottawa & Chippewa Indians Grant Application

Motion to authorize the City Manager to sign the 2% allocation grant application for Joppa House and forward it to the Grand Traverse Band of Ottawa and Chippewa Indians Tribal Council for their consideration.

G. Approval of Fuel Contract with Circle K Holiday

Motion to accept the bid, as presented by Circle K Holiday and authorize the City Manager to sign all required documents.

H. Low Service Pump Electrical Improvements: \$63,966.00

Motion to award construction of Water Treatment Plant Low Service Pump Electrical Upgrades to J Ranck Electric for an amount not to exceed \$63,966.00 and authorize the City Manager to sign all necessary documents.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Hold Deer Cull

Rob Scholey- Acting Police Chief

Acting Chief of Police Scholey provided the Council with the brief history of the proposed deer cull.

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

Motion by Kalbfell, seconded by Spring to set a hearing for Monday, November 21, 2022 at 6pm in the Council Chambers of City Hall on the potential of holding a deer cull.

Motion carried by unanimous voice vote.

7. All Other Actions and Requests

A. Appointment of Interim Police Chief and Future Chief Search

Mark Heydlauff, City Manager

City Manager Heydlauff stated that Chief Doan retired on November 1 and he appointed Deputy Chief Rob Scholey as Acting Chief of Police on November 2. Mr. Heydlauff stated the City Attorney advised that Council appoint Mr. Scholey as Interim Chief of Police during the transition period. Mr. Heydlauff stated he is hopeful that the position will be fulfilled by January 1 and suggested bringing in an outside firm to provide guidance and assistance on finding a replacement. Mr. Heydlauff stated there are organizations like the Michigan Municipal League or the Michigan Association of Chief of Police which could provide guidance on consultants specializing in law enforcement.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Parr, seconded by Cole to appoint Robert Scholey as the Interim Chief of Police.

Motion carried by unanimous voice vote.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Kalbfell, seconded by Spring to allow the City Manager to engage with a third party professional recruitment and search firm for the position of Chief of Police for Charlevoix.

Motion carried by unanimous voice vote.

B. Mayoral Appointments

Luther Kurtz- Mayor

Mayor Kurtz stated he would like to nominate downtown business owner, Danielle Scheller to the DDA Board.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Hagen, seconded by Kalbfell to appoint Danielle Scheller to the Downtown Development Authority Board of Directors with a term to expire April of 2023.

Motion carried by unanimous voice vote.

Mayor Kurtz stated he should have disclosed under inquiry regarding conflicts of interest that one of his nominations is his father. Mayor Kurtz stated he does not feel like his nomination would be a conflict, since after the election he will no longer be Mayor, but he will leave that up to the Council to decide. Mayor Kurtz stated he does not have any near future projects that would require Planning Commission approval.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Kalbfell, seconded by Cole to appoint John Kurtz to the Planning Commission with a term to expire April of 2025.

Motion carried by unanimous voice vote.

Mayor Kurtz stated he would like to nominate Scott Beatty to the Planning Commission, Mr. Beatty is a true professional, long-term resident, and attorney, which would make him a great fit for the commission.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Parr, seconded by Hagen to appoint Scott Beatty to the Planning Commission with a term to expire April of 2025.

Motion carried by unanimous voice vote.

8. Reports and Communications

A. Public Comment

- Shirley Gibson thanked Mayor Kurtz for his service to the City

B. City Manager's Comments

- After meeting with the Tip of the Mitt Watershed Council due to timelines, the Mason Street Project would not be a good fit for the green storm water infrastructure grant, however they are shifting focus and now exploring the storm water runoff at Ferry Beach for a potential future project
- Thanked Clerk Dvoracek for her efforts and preparation for the election
- Welcomed back Council Member Cole
- Congratulated Mayor Kurtz and thanked him and Mary Kurtz

C. Mayor and Council Comments

- Council collectively thanked Mayor Kurtz for his service to the City and thanked all election officials and election workers
- Mayor Kurtz stated he enjoyed working with the Council and City Staff and enjoyed debating and brainstorming ways to bring the City into the future, he will miss everyone

9. Other Council Business

Council Member Cole inquired about the status of Chief Doan's investigation and City Manager Heydlauff stated he is hopeful he will have the findings soon.

Mayor Kurtz stated that he filed a notice of intent to file an initiative petition for an ordinance regarding regulating the future use of the old DPW building site. Mayor Kurtz explained the purpose is only to utilize the property for year-round housing or sell the property to a developer who intends to develop year-round housing and then use the proceeds to promote the development of year-round housing. Mayor Kurtz provided the Council with a copy of the proposed ordinance and stated the Council will have the ability to adopt the ordinance or if the Council does not do anything, then the ordinance could possibly go to the vote of the people. Mayor Kurtz stated that the Committee would be circulating the petitions for signatures.

10. Adjourn

Mayor Kurtz adjourned the meeting at 6:38 p.m.

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Mayor