

City of Charlevoix
City Council Regular Meeting Minutes
Monday, March 20, 2023 - 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 Deputy Mayor Hagen. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Deputy Mayor: Aaron Hagen

Members Present: Shane Cole, Janet Kalbfell, Phil Parr, Richard Spring

Members Absent: Mayor Lyle Gennett, Mark Knapp

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation recognizing Sexual Assault Awareness Month

Mayor Lyle Gennett

Deputy Mayor Hagen read the proclamation recognizing April 2023 as Sexual Assault Awareness Month.

4. Inquiry Regarding Conflicts of Interest

Deputy Mayor Hagen recused himself from item 5. Consent Agenda due to a conflict of interest. Mr. Hagen requested Council Member Kalbfell chair the meeting for the item. Deputy Mayor Hagen stepped down from the dais.

5. Consent Agenda

Council Member Kalbfell opened the item for public comment. None were heard.

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

Yeas: Kalbfell, Cole, Spring, Parr

Nays: None

Absent: Knapp

Abstained: Hagen

Motion carried.

A. City Council Meeting Minutes - March 6, 2023

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
03/13/2023	Special Accounts Payable Run	\$8,598.37
03/17/2023	Payroll (net pay)	\$103,397.70

03/17/2023	Payroll Transmittal Checks	\$6,466.79
03/21/2023	Regular Accounts Payable	\$339,548.42
03/03/2023-03/17/2023	ACH/WIRE Payments	\$669,162.05
03/02/2023	Special A/P Tax Disbursement	\$447,036.27
Grand Total		\$1,574,209.60
To view the entire accounts payable and payroll check registers, please Click here.		

C. Spring and Fall Large Item Refuse Collection Contract

Motion to approve the bid as submitted by Little Traverse Disposal and authorize the City Manager to sign any necessary documents.

D. Bridge Street Tap Room Music Requests

Motion to approve request for music at the Bridge Street Tap Room on dates listed above.

E. Air Conditioning Contract with Ballards Plumbing and Heating for \$14,762.00

Motion to approve the proposal submitted by Ballards's Plumbing and Heating to install air conditioning in the mechanic's bay for a total of \$14,762.00 and authorize the City Manager to sign the contract.

Deputy Mayor Hagen returned to the dais.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Approve Master Agreement between Aclara Technologies and the City of Charlevoix for AMI System Project

John Griffith, Electric Department Director, stated Council had a work session prior to the Council meeting that focused on the Aclara Agreement but he was happy to answer any questions.

Deputy Mayor Hagen opened the item for public comment. None were heard.

Motion by Kalbfell, seconded by Spring to approve the purchase of the Aclara Automated Metering Infrastructure System and authorize the City Manager to sign the Master Agreement based on the budget and expenditure outline as presented.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

B. 2023 Mason Street, Parking Lot and Alley Improvement Project Contract With Elmers Crane and Dozer

Pat Elliott, Public Works Superintendent

Pat Elliott, Public Works Superintendent, explained the project in detail. Mr. Elliott answered questions from Council.

Deputy Mayor Hagen opened the item for public comment. None were heard.

Motion by Spring, seconded by Cole to approve the bid by Elmers Crane and Dozer for the amount of \$1,548,689.71 and authorize the City Manager to sign all required documents.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

C. Electric Infrastructure Improvements: Mason and Bridge Street Projects

John Griffith, Electric Department Director, explained the need to order the materials for the Mason and Bridge Street projects. Mr. Griffith answered questions from Council.

Deputy Mayor Hagen opened the item for public comment. None were heard.

Motion by Parr, seconded by Kalbfell to approve the purchase of conduit and fittings from All-Phase Electric, Petoskey, Michigan for the Mason Street and Van Pelt Alley projects in the total amount of \$59,463.33 as presented.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

Deputy Mayor Hagen opened the item for public comment. None were heard.

Motion by Parr, seconded by Kalbfell to approve the purchase of street lights, poles, and related fixtures from Halophane for \$64,613 as presented.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

D. Bridge Park Lift Station Slide Gates & Bypass Connection

Mark Heydlauff, City Manager

City Manager Heydlauff explained the project. He stated this project is proactive to allow the staff to isolate any potential issues. City Manager answered questions from the Council.

Deputy Mayor Hagen opened the item for public comment. None were heard.

Motion by Spring, seconded by Kalbfell to approve the Notice of Award for the Bridge Park Lift Station Slide Gate and Bypass Connection Project with Grand Traverse Construction in the amount of \$329,700 as presented and authorize the City Manager to sign the agreement.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

E. Sale of Foreclosed Parcel: 052-270-078-60

Mark Heydlauff, City Manager

City Manager Heydlauff stated that Council purchased the parcel last fall from the County Treasurer and, with the Council's direction, staff offered the sale of the parcel to adjoining

property owners, with the requirement of combining the parcel with their own. The City received one bid from Selph Properties, LLC in the amount of \$600.

Deputy Mayor Hagen opened the item for public comment. None were heard.

Motion by Kalbfell, seconded by Cole to authorize the sale of parcel 052-270-078-60 to Selph Properties, LLC for \$600 and require them to formally combine this parcel with parcel 052-270-078-50.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

F. Partnership Agreement Renewal with the Charlevoix Area Chamber of Commerce

Mark Heydlauff, City Manager

City Manager Heydlauff stated that Sarah VanHorn, President of the Chamber, was there to answer any questions. Ms. VanHorn addressed Council and thanked them for the continued support and she stated she looks forward to working with Council towards their common goals.

Deputy Mayor Hagen opened the item for public comment. None were heard.

Motion by Cole, seconded by Hagen to approve the Partnership Agreement between the City of Charlevoix and the Charlevoix Area Chamber of Commerce for 2023-2025 and authorize the Mayor and City Manager to sign the agreement.

Yeas: Kalbfell, Cole, Hagen, Spring, Parr

Nays: None

Absent: Knapp

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Camp McSauba registration was successful
- DTE gas replacement project is going well
- Staff will explore a potential EV vehicle grant opportunity

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Deputy Mayor Hagen adjourned the meeting at 6:47 p.m.

Sarah J. Dvoracek

City Clerk

Aaron Hagen

Deputy Mayor