

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, August 16, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

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: Greg Bryan, Janet Kalbfell, Mark Knapp, Phil Parr, Brian Slater
Members Absent: Aaron Hagen
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

- A. Community Development Fellowship Wrap-up
Community Development Fellow Dean Martin recalled his work with the City over the last fifteen months. Council expressed their appreciation for a job well done. The Mayor presented him with a proclamation honoring Fellow Martin's accomplishments.

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 – August 2, 2021
B. Accounts Payable and Payroll Check Registers
a. Regular Accounts Payable Check Register – August 17, 2021
b. ACH Payments – August 2, 2021 to August 10, 2021
c. Payroll Check Register – August 6, 2021
d. Payroll Transmittal – August 6, 2021
e. Tax Disbursement – August 17, 2021
C. Private Road Policy and Procedure – approval of 07.2021 draft
D. August 2021 Special Election Results
The results of the August special election to fund the Lake Charlevoix EMS Authority through a 1.5 mills assessment are as follows:
WARD 1: Yes 175 No 46
WARD 2: Yes 94 No 34
WARD 3: Yes 133 No 41
E. Ferry Avenue Boat Launch Skid Pier: Accept Waterways Grant for \$41,000 and Flotation Docking Systems of Michigan Proposal for \$79,400

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-08-02

MICHIGAN DEPARTMENT OF NATURAL RESOURCES WATERWAYS COMMISSION PROGRAM GRANT APPLICATION

RESOLVED, that the City of Charlevoix, Michigan, accepts the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City agrees, but not by way of limitation, as follows:

1. *To appropriate the sum of Forty-one Thousand dollars (\$41,000.00) to match the Forty-one Thousand dollars (\$41,000.00) State grant authorized by the Department.*
2. *To maintain satisfactory financial accounts, documents, and records, and to make them available to the Department for auditing at reasonable times.*
3. *To construct the facilities and provide the funds, services, and materials as may be necessary to satisfy the terms of the Agreement.*
4. *To ensure that all premises, buildings, and equipment related procedures comply with all applicable State and Federal regulations.*
5. *To establish and appoint the Charlevoix Police Department to regulate the use of the facilities constructed under this Agreement to assure the use thereof by the public on equal and reasonable terms.*
6. *To enforce all State statutes and local ordinances pertaining to marine safety and to enforce statutes of the State of Michigan within the confines of the City pertaining to the licensing of watercraft. Watercraft not fully complying with the laws of the State of Michigan relative to licensing shall not be permitted to use the facility until full compliance with those laws has been made.*
7. *To comply with all terms of the Agreement, including all terms not specifically set forth in the foregoing portions of this Resolution.*

RESOLVED this 16th day of August 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Bryan, Slater, Knapp, Parr

Nays: None

Absent: Hagen

F. City Band Support for Public Entertainment for \$5,000

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

Yeas: Kalbfell, Bryan, Slater, Knapp, Parr

Nays: None

Absent: Hagen

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing: Winter Parking Ordinance

City Manager Heydlauff recalled that last winter, the Planning Commission and Council reviewed overnight, on-street parking rules. He noted that a public hearing was required for adoption and suggested holding it on September 20, 2021 at 6pm.

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

Motion by Kalbfell, second by Knapp to set a Public Hearing on Ordinance 827 for Monday, September 20, 2021 at 6 p.m. in the Council Chambers of City Hall. Motion carried by unanimous voice vote.

7. All Other Actions & Requests

A. Fall 2021 Paving Projects

Public Works Superintendent Elliott stated that in the approved 2021/22 budget we allocated money for asphalt paving improvements to Park Avenue, the gravel alley located off of Burns Street, and one-half of the boat launch area. He recommended low bidder Rieth Riley for a total amount of \$153,985. Council spent considerable time discussing options for Park Avenue.

Mayor Kurtz opened the item to public comment, and two were heard in favor.

Motion by Parr, second by Knapp to approve the proposal from Rieth Riley in the amount of \$153,985 and authorize the City Manager to sign the required documents.

Yeas: Kalbfell, Bryan, Knapp, Parr

Nays: Slater

Absent: Hagen

8. Reports & Communications

• Public Comments

- Shirley Gibson reviewed Council's performance
- Bob Timms felt the Winter Parking Ordinance would cause more work for the Public Works Department

• City Manager Comments

- Goats have returned to Michigan Beach Park
- Universally accessible kayak launch is installed at Ferry Beach
- Officer Tieler Schick joined the Charlevoix Township Fire Department
- Appreciation and best wishes to Community Development Fellow Dean Martin

• Mayor & Council Comments

- Kalbfell updated Council with regards to the Commission on Aging

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 7:06 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Regular Accounts Payable – 08/17/2021

ACE HARDWARE	4,931.48	ALPENA SUPPLY COMPANY	520.00
ACUSHNET COMPANY	60.88	AMAZON CAPITAL SERVICES	37.98
AIS CONSTRUCTION EQUIPMENT	43.60	AT YOUR SERVICE PLUS INC	14,489.96

AVFUEL CORPORATION	90,893.10	IPS GROUP INC	1,135.11
BAKER VEHICLE SYSTEMS INC	271.62	JACK DOHENY COMPANIES	109.28
BARLOW, CAROLINE M.	50.00	JOHN E. GREEN COMPANY	1,442.47
BE SLIGHTLY BETTER BAKERY	61.00	K & J SEPTIC SERVICE LLC	1,170.00
BERENDSOH, MICHAEL	600.00	KASSBOHRER ALL TERRAIN VEHICLES	210.00
BERG, REBECCA	304.00	KSS ENTERPRISES	873.25
BOUND TREE MEDICAL LLC	330.13	LAKE FOREST BAKING COMPANY	189.00
CHARLEVOIX COUNTY TREASURER	311.13	LASER PRINTER TECHNOLOGIES	309.00
CHARLEVOIX LAVENDER	89.00	LEELANAU COFFEE ROASTING CO INC	339.96
CHARLEVOIX SCREEN MASTERS INC	2,037.00	LOTTIE'S BAGELS	224.00
CHARLEVOIX TOWNSHIP	35.66	MATT LAFONTAINE FORD	594.29
CHARTER COMMUNICATIONS	158.43	MICHIGAN OFFICEWAYS INC	1,899.31
CINTAS	117.64	MIKE'S MUSTARD	60.00
CINTAS CORPORATION	205.89	MINERAL MASTERS	943.54
CITY OF CHARLEVOIX - UTILITIES	51,897.86	MISSION COMMUNICATIONS LLC	347.40
COMPASS MINERALS AMERICA INC	16,317.46	NORTH COUNTRY CRITTERS	145.00
CONWAY PROFESSIONAL SERVICES	8,158.00	NORTHERN MICHIGAN REVIEW INC.	120.60
COOPER, MELANIE SUE	110.00	OHM ADVISORS	2,280.00
CURREY FARMS LLC	167.00	O'REILLY AUTOMOTIVE INC	44.98
D & D ELECTRONICS	150.00	PERFORMANCE ENGINEERS INC	7,891.00
DETROIT AIR COMPRESSOR	379.98	PLUNKETT COONEY	20.00
DETROIT PUMP & MFG CO	4,103.91	POWER LINE SUPPLY	13,017.74
DIGITAL DOLPHIN	349.90	PREIN & NEWHOF	605.00
DIVERSIFIED INSPECTIONS ITL INC	1,210.25	PRO COMM INC	2,250.00
DORNBOS SIGN INC	71.76	PURITY CYLINDER GASES INC	290.23
DROST LANDSCAPE	4,280.00	QUALITY CAR & TRUCK REPAIR INC	793.29
ELECTIONSOURCE	158.50	QUILL LLC	33.28
ELLSWORTH FARMER'S EXCHANGE	152.33	RESOLUTION G2 LLC	11,602.88
ELMER'S CRANE & DOZER INC	27,496.79	ROTARY CLUB OF CHARLEVOIX	37.50
EMMET COUNTY EMS	250.00	S&W HEALTHCARE CORPORATION	244.81
FAMILY FARM & HOME	245.31	SAUL, GINNIE	200.00
FASTENAL COMPANY	1,557.00	SPARTAN DISTRIBUTORS INC	307.39
FILARSKI, JACOB THOMAS	1,200.00	SPARTAN STORES LLC	119.73
FREEDOM MAILING SERVICES INC.	2,277.56	STATE OF MICHIGAN	515.41
GALLS LLC	85.05	SYSTEMS SPECIALISTS INC	2,227.50
GEMPLER'S	132.97	TELEDYNE INSTRUMENTS INC	602.93
GERBER HOMEMADE SWEETS	191.00	Tillie's Tafel	41.00
GOLDEN HILLS MAPLE SYRUP	22.00	UNIFIRST CORPORATION	792.01
GOLDING, JOYCE M.	73.92	USA BLUE BOOK	185.01
GRAINGER	906.63	WELLS, IVY L	67.50
GUNTZVILLER, RHONDA	537.00	WINNIE'S ORIGINALS LLC	49.00
HACH COMPANY	1,692.09	WISNIEWSKI, BRETT	1,200.00
HARBOR HOUSE PUBLISHERS	1,813.15	ZIIBIMIJWANG INC	337.00
HOUSING NORTH	2,312.50	TOTAL	301,821.22
IDEXX DISTRIBUTION INC.	185.40		
INDEPENDENT DRAFTING SERVICES	1,920.00		

ACH Payments – 08/02/2021 to 08/10/2021

DTE ENERGY	2,348.88	VANTAGEPOINT (401 ICMA PLAN)	912.08
MI PUBLIC POWER AGENCY	14,194.53	VANTAGEPOINT (457 ICMA PLAN)	23,608.05
PROXIMITY SPACE INC	111.22	VANTAGEPOINT (ROTH IRA)	1,180.76
AMG PAYMENT SOLUTIONS	892.71	MI PUBLIC POWER AGENCY	14,126.38
PAYMENT SERVICE NETWORK	248.50	STATE OF MI (SALES TAX)	27,001.00
IRS (PAYROLL TAX DEPOSIT)	53,194.33	TOTAL	146,097.75
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	7,929.31		

Payroll Net Pay – Check Date 08/06/2021

BRYAN, BRENDA L.	46.17	MUNK, CHRISTOPHER J.	2,024.54
HEYDLAUFF, MARK L.	3,215.97	SCHICK, TIELER R.	1,901.66
GOLDING, JOYCE M.	2,367.34	STEWART, MORGAN J.	1,965.40
DEROSIA, PATRICIA E.	534.87	MATELSKI, KRISTEN L.	1,382.24
DOTSON, LINDSEY J.	1,455.10	BINGHAM, LARRY E.	943.07
KLOOSTER, ALIDA K.	2,175.68	MACGILLIVRAY, ROGER	770.32
GOLOVICH, KAREN J.	997.57	WESTRICK, AARON J.	844.08
BARNEVELD, RICHELLE L.	1,163.85	MILLER, ZACHARY S.	1,026.18
SCHULZ, GINNY L.	1,462.22	WURST, RANDALL W.	2,005.47
MILLER, FAITH G.	40.73	HILLING, NICHOLAS A.	2,192.92
MCGINN, KELLY A.	2,120.12	MEIER III, CHARLES A.	1,231.07
SCHEEL, CRESTON R.	456.16	ZACHARIAS, STEVEN B.	1,751.15
DOAN, GERARD P.	2,466.10	NEWMAN, MARK J.	1,997.96
SCHOLEY, ROBERT W.	2,169.44	LOUGHMILLER, JOHN A.	2,085.55
UMULIS, MATTHEW T.	1,363.50	GRIFFITH, JOHN J.	2,995.57
ORBAN, BARBARA K.	1,654.98	EATON, BRAD A.	3,056.99
RILEY, DENISE M.	454.74	WILSON, TIMOTHY J.	3,261.80

LAVOIE, RICHARD L.	2,274.39	WAGNER, KIRSTEN M.	679.22
STEVENS, BRANDON C.	2,891.91	SHEETS, SOPHIA R.	743.85
DRAVES, MARTIN J.	2,865.10	SMITH, ELLERY S.	175.76
ANDERSON, ELIZABETH A.	1,234.96	MOOAR, ISAAK S.	416.71
KENWABIKISE, DAVID L.	1,106.38	COFFEY, JASON J.	415.30
ELLIOTT, PATRICK M.	3,065.84	DRENTH, DOUGLAS A.	456.57
SCHWARTZFISHER, JOSEPH	1,411.97	RITTER, DAVID M.	893.54
BRADLEY, KELLY R.	1,513.20	GILL, DAVID R.	1,221.68
HART II, DELBERT W.	1,683.66	MASSON, DONALD J.	556.38
JONES, ROBERT F.	1,635.94	LABLANCE, MAUREEN J.	272.31
FARRELL, MITCHELL L.	1,455.83	LIVINGSTON, BRIAN D.	1,891.80
THORP JR, WILLIAM D.	1,809.92	STANLEY, MARK J.	34.63
LEITNER, RYAN S.	1,702.52	KLOOSTER, PATRICK H.	529.57
FERGUSON, ROYCE L.	1,822.87	WAY, KRISTINA M.	190.38
DORAN, JUSTIN J.	2,173.13	DIETRICH, ARLENE M.	215.70
NEDWICK, DAVID J.	62.33	BERRY, ROBERT J.	182.37
FREY, DYLAN V.	838.08	WYMAN, MATTHEW A.	2,043.01
HART III, DELBERT W.	707.74	MILLER, WILLIAM S.	1,851.68
DOTSON, WILLIAM R.	469.22	DOUGLAS, MARK	1,282.52
BEMIS, JACKSON R.	808.84	MCCRANEY, RUSSELL R.	1,257.31
FINNERTY, HOLLY E.	1,013.27	FRATRICK, JOSEPH W.	776.09
CRANDELL, ZACKARY R.	663.31	PAALMAN, STEPHEN J.	1,019.49
BLAIN, TAYLOR W.	451.27	MCMULLEN, DONALD R.	1,257.13
FRANCE JR, JAMES A.	1,619.43	SILVA, JESSE L.A.	3,002.69
RABIDEAU, JACOB L.	864.62	STEPHENS, LYON G.	705.38
MORGRIDGE, ALEXANDER J.	741.34	TRAVERS, MANUEL J.	1,155.35
SPEER, KEEGAN L.	798.42	HOSLER, ERIK R.	1,183.11
KNORR, KENT J.	1,999.54	MOYER, NATHAN I.	1,236.02
ANZELL, BETH A.	1,345.76	HOLOWACH, ROGER E.	1,272.16
MCDERMOTT, DENNIS J.	1,856.11	AZZOPARDI, ANTHONY J.	871.41
EVANS JR, HALBERT K.	61.08	FALKENBERG, AMANDA M.	657.38
JASURDA, DONALD J.	848.27	JOSLIN, ISABELLE G.	832.66
DORST, KRISTA M.	973.83	RILEY, CASEY W.	324.81
PARRISH, SAMANTHA K.	814.70	JONES, LARRY M.	169.49
MEEHAN, MAXIMUS M.	831.17	MOYER, DAVID T.	46.90
WHITE III, MARCUS W.	1,110.31	WHEELER, MICHAEL W.	871.35
CUNNINGHAM, ABIGAIL A.	872.00	CORNELL, BRITTA J.	506.15
JAREMA, CAROLINE J.	795.67	PECK, JARICA L.	409.67
PRIMAK, JACOB L.	837.28	WELLS, JANINNA J.	132.14
CURTIS, LILY E.	764.80	THAYER, MAELYN E.	158.58
MAY, MEREDITH A.	1,244.65	TIMMS, ROBERT N	46.17
PETROSKY, JACOB D.	917.50	WHITLEY, ANDREW T.	2,308.18
SPRAGUE, CHEYENNE L.	757.33	MORRISON, KEVIN P.	1,832.66
WALKER, SAVANNAH P.	834.97	SNYDER, JACOB M.	856.28
SHRIFT, EMILY K.	675.68	TOTAL	148,243.44
KIRINOVIC, THOMAS F.	495.25		

Payroll Transmittal – 08/06/2021

4FRONT CREDIT UNION	1,118.00	EQUITABLE FINANCIAL LIFE INSURANCE	313.23
4FRONT CREDIT UNION	501.00	MI STATE DISBURSEMENT UNIT	429.88
AMERICAN FAMILY LIFE	479.51	POLICE OFFICERS LABOR COUNCIL	251.25
CALIF STATE DISBURSEMENT UNIT	92.19	PRIORITY HEALTH	1,528.79
CHAR EM UNITED WAY	30.00	TOTAL	6,685.62
CHARLEVOIX STATE BANK	867.00		
COMMUNICATION WORKERS OF AMER	652.33		
DISCOVER BANK	422.44		

Tax Disbursement – 08/17/2021

CHARLEVOIX COUNTY TREASURER	319,697.92	CHARLEVOIX PUBLIC SCHOOLS	12,603.05
CHARLEVOIX PUBLIC SCHOOLS	427,640.47	CITY OF CHARLEVOIX - TAXES DUE	369,274.53
CHARLEVOIX PUBLIC SCHOOLS	60,022.79	HOFFMAN, ROBERT	90.00
CHARLEVOIX PUBLIC SCHOOLS	10,645.16	TOTAL	1,199,973.92