

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 4, 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 declaring April as Sexual Assault Awareness Month in the City.

B. Assessing Department Annual Report

Joe Lavender, City Assessor provided a brief overview of the major goals of the Assessing Department and the highlights of his annual report.

C. Government for Tomorrow

Liam Dreyer, Founder and CEO of Government for Tomorrow explained the organization's mission is to work with cities and schools to create student board positions in local government. Mr. Dreyer stated that his organization is receiving national recognition for its efforts, and he thanked City Council for their support in being one of the first municipalities allowing student members to serve on some of their boards and commissions.

4. Inquiry Regarding Conflicts of Interest

Council Member Kalbfell recused herself from item 5A. Little Traverse Charters, LLC Commercial Slip Lease. Council Member Kalbfell stepped down from the dais.

5. Actions Laid Upon the Table

A. Little Traverse Charters, LLC Commercial Slip Lease

City Attorney Scott Howard stated that discussions are continuing, and he recommends Council approve the Lease Termination Agreement and request that Little Traverse Charters, LLC sign the agreement voluntarily within thirty (30) days.

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

Motion by Parr, seconded by Spring to authorize the Mayor to sign a Lease Termination Agreement with Little Traverse Charters, LLC and forward to them for consideration. **Motion carried unanimously by voice vote.** Council Member Kalbfell returned to the dais.

6. 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 21, 2022

B. Accounts Payable and Payroll Check Registers

- a. Special Accounts Payable Run–March 22, 2022 **(\$61,276.05)**
- b. Payroll (net pay)–April 1, 2022 **(\$106,529.69)**
- c. Payroll Transmittal Checks–April 1, 2022 **(\$5,240.90)**
- d. Regular Accounts Payable–April 5, 2022 **(\$115,145.17)**
- e. ACH/WIRE Payments—March 21, 2022 through April 1, 2022 **(\$906,484.44)**

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

Council Member Knapp stated in the March 21, 2022 minutes, under Section 4. Inquiry Regarding Conflicts of Interest, it states, "Council Member Knapp recused himself from item 7B. Marina Commercial Dock RFP" when in fact he recused himself from 7D. Proposed Donation of Landscaping.

Motion by Hagen, seconded by Kalbfell to approve the Consent Agenda and the amendment to the minutes.

Yeas: Parr, Spring, Knapp, Kalbfell, Hagen

Nays: None

Absent: Bryan

Motion carried.

7. Public Hearings & Actions Requiring Public Hearings

A. Public Hearing: Ordinance to Amend Ward Boundaries

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

8. All Other Actions & Requests

A. Lake Charlevoix Mariners License and Storage

Kent Knorr, Recreation Director stated that Lake Charlevoix Mariners' sailing instruction program is very successful. Lake Charlevoix Mariners have partnered with the City for many years, and both agreements are renewal agreements for a period of five (5) years. Lynn Smolenyak, Treasurer from Lake Charlevoix Mariners, Inc. gave a brief overview of the sailing programs and thanked Council for their past and future support.

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

Motion by Spring, seconded by Knapp to approve the agreements with Lake Charlevoix Mariners, Inc. as presented and authorize the Mayor and City Clerk to sign all necessary agreements. **Motion carried unanimously by voice vote.**

B. Discussion of Paid Parking

Discussion was held. Council provided City Manager Heydlauff with the following direction for the future of expanding paid parking: the plan must be conscious of business staff/employees, consider a resident parking pass program, must define a resident, include more signage for how to use parking app, and consider the number of kiosks needed.

Mayor Kurtz opened the item to public comment, and two were heard. No action was taken.

C. Mayoral Appointment: Downtown Development Authority Board

Mayor Kurtz nominated Liam Dreyer to the voting position on the Downtown Development Authority Board. Discussion was held.

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

Motion by Spring, seconded by Hagen to confirm the nomination of Liam Dreyer for a term on the Downtown Development Authority Board which will expire in April of 2026.

Yeas: Parr, Spring, Knapp, Hagen

Nays: Kalbfell

Absent: Bryan

Motion carried.

9. Reports & Communications

A. Public Comments

- Lyle Gennett stated the portion of pier walkway that is currently damaged has always been an issue and it should be removed, he is concerned about the boulders once the steel is removed.

B. City Manager Comments

- The \$25,000 grant the City is receiving from the Army Corps is for a safety inspection of the pier walkway however funds most likely will be directed toward other maintenance.
- He will be attending meetings in the future regarding the Super Fund Project.
- There will be a Redevelopment Ready Community meeting in Boyne City on April 11, 2022, if anyone is interested in attending please let him know.
- Karen Golovich's Celebration of Life will take place on April 9, 2022 at 11 am.

C. Mayor & Council Comments

- Council collectively thanked everyone for attending the meeting.

10. Other Council Business

11. Adjourn

Mayor Kurtz adjourned the meeting at 7:21 p.m.

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Mayor

SPECIAL ACCOUNTS PAYABLE RUN 3/22/2022

AT&T	\$1,529.30
AT&T MOBILITY	\$757.90
CHARLEVOIX STATE BANK	\$5,700.34
CHARLEVOIX TOWNSHIP TREASURER	\$160.63
CHARTER COMMUNICATIONS OPERATING LLC	\$923.67
DELTA DENTAL	\$3,404.63
EQUITABLE FINANCIAL LIFE INSURANCE	\$396.49
GREAT LAKES ENERGY	\$378.13
PRIORITY HEALTH	\$44,504.81
RANGE TELECOMMUNICATIONS	\$191.00
STANDARD INSURANCE CO	\$2,575.30
TELNET WORLDWIDE	\$205.42
VSP INSURANCE CO. (CT)	\$548.43
TOTAL	\$61,276.05

PAYROLL (NET PAY) 4/1/2022

KURTZ, LUTHER J.	\$1,105.89
HAGEN, AARON W.	\$928.12
KALBFELL, JANET P.	\$893.48
BRYAN JR, GREGORY T.	\$643.12
PARR, PHILIP M.	\$544.01
KNAPP, MARK D.	\$499.96
SPRING, RICHARD C.	\$466.92
FLANDERS, FRANCIS B.	\$176.20
BRYAN, BRENDA L.	\$46.17
HEYDLAUFF, MARK L.	\$3,357.94
DVORACEK, SARAH J.	\$2,244.03
DEROSIA, PATRICIA E.	\$921.43
DOTSON, LINDSEY J.	\$1,386.42
KLOOSTER, ALIDA K.	\$2,198.52
GOLOVICH, KAREN J.	\$5,286.59
BARNEVELD, RICHELLE L.	\$1,224.04
SCHULZ, GINNY L.	\$1,464.53
MILLER, FAITH G.	\$40.73
MCGINN, KELLY A.	\$2,154.13
DOAN, GERARD P.	\$2,432.49
SCHOLEY, ROBERT W.	\$1,895.45
UMULIS, MATTHEW T.	\$1,201.27
ORBAN, BARBARA K.	\$1,123.48
RILEY, DENISE M.	\$454.46
MUNK, CHRISTOPHER J.	\$1,261.22
SCHICK, TIELER R.	\$1,418.16
STEWART, MORGAN J.	\$1,695.86
YOUNG, KRISTEN L.	\$1,867.26
WURST, RANDALL W.	\$1,359.21
HILLING, NICHOLAS A.	\$1,538.30

PAYROLL (NET PAY) 4/1/2022 (CONT)

MEIER III, CHARLES A.	\$1,559.00
ZACHARIAS, STEVEN B.	\$1,857.66
NEWMAN, MARK J.	\$1,576.46
LOUGHMILLER, JOHN A.	\$1,550.98
GRIFFITH, JOHN J.	\$2,998.09
EATON, BRAD A.	\$2,686.57
WILSON, TIMOTHY J.	\$3,201.36
LAVOIE, RICHARD L.	\$2,022.23
STEVENS, BRANDON C.	\$2,803.91
DRAVES, MARTIN J.	\$2,329.41
ANDERSON, ELIZABETH A.	\$1,338.42
KENWABIKISE, DAVID L.	\$1,184.64
ELLIOTT, PATRICK M.	\$3,083.00
SCHWARTZFISHER, JOSEPH L.	\$1,330.18
BRADLEY, KELLY R.	\$1,697.51
HART II, DELBERT W.	\$1,723.75
JONES, ROBERT F.	\$1,341.40
FARRELL, MITCHELL L.	\$1,659.26
THORP JR, WILLIAM D.	\$1,443.80
LEITNER, RYAN S.	\$1,463.11
FERGUSON, ROYCE L.	\$2,182.79
KNORR, KENT J.	\$2,026.00
ANZELL, BETH A.	\$1,367.26
WASHBURNE, MICHAEL J.	\$87.04
BOSS, SHERRY M.	\$138.47
MCDERMOTT, DENNIS J.	\$859.11
PORATH, JACOB P.	\$124.62
HAGEN, MADISON L.	\$65.28
KUPPE II, KENNETH N.	\$123.34
JOY, ANNE E.	\$308.00
MATTACK, JEFFREY C.	\$533.04
HILLIGAN, ABIGAIL B.	\$96.25
MAY, MEREDITH A.	\$93.72
PEARSALL, KRISTA M.	\$88.10
WELLS, JANINNA J.	\$62.28
BOSS, BEAU J.	\$1,537.64
BEMIS, GARRETTSON G.	\$117.33
COFFEY, JASON J.	\$953.52
GILL, DAVID R.	\$698.41
LIVINGSTON, BRIAN D.	\$1,415.66
WYMAN, MATTHEW A.	\$1,759.69
MILLER, WILLIAM S.	\$1,461.55
DOUGLAS, MARK	\$1,018.31
MCCRANEY, RUSSELL R.	\$1,167.07
FRATRICK, JOSEPH W.	\$517.84

PAYROLL (NET PAY) 4/1/2022 (CONT)

PAALMAN, STEPHEN J.	\$84.58
TIMMS, ROBERT N	\$184.70
WHITLEY, ANDREW T.	\$2,556.44
MORRISON, KEVIN P.	\$1,559.05
BOSS JR, DALE E.	\$1,296.79
MATTER, DAWSON K.	\$22.65
HOLM, ARTHUR R.	\$1,263.77
WILLSON, BRENDA R.	\$79.26
TOTAL	\$106,529.69

PAYROLL TRANSMITTAL 4/1/2022

4FRONT CREDIT UNION	\$885.00
AMERICAN FAMILY LIFE	\$504.97
CALIFORNIA STATE DISBURSEMENT UNIT	\$92.19
CHARLEVOIX STATE BANK	\$890.00
COMMUNICATION WORKERS OF AMER	\$677.11
EQUITABLE FINANCIAL LIFE INSURANCE	\$354.85
MI STATE DISBURSEMENT UNIT	\$116.55
POLICE OFFICERS LABOR COUNCIL	\$251.25
PRIORITY HEALTH	\$1,468.98
TOTAL	\$5,240.90

ACH/WIRE PAYMENTS 3/21/2022-4/1/2022

MI PUBLIC POWER AGENCY	\$ 35,617.86
US BANK BOND CONTROL (WWTP)	\$ 513,682.03
ENTERPRISE FM TRUST (FLEET LEASE)	\$ 1,285.32
MI PUBLIC POWER AGENCY	\$ 252,027.91
MI PUBLIC POWER AGENCY	\$ 37,398.34
IRS (PAYROLL TAX DEPOSIT)	\$ 38,631.36
ALERUS FINANCIAL (HCSP)	\$ 350.00
STATE OF MICHIGAN (W/H TAX)	\$ 5,608.61
VANTAGEPOINT (401 PLAN)	\$ 957.68
VANTAGEPOINT (457 PLAN)	\$ 19,794.57
VANTAGEPOINT (ROTH IRA)	\$ 1,130.76
TOTAL \$	906,484.44

REGULAR ACCOUNTS PAYABLE 4/1/2022

ACCESS LOCKSMITHING INC	\$415.00
AIRGAS USA LLC	\$84.86
AMAZON CAPITAL SERVICES	\$156.08
AMERICAN LEGAL PUBLISHING CORP	\$10.00
ANDERSON, ELIZABETH A.	\$50.00
ANZELL, BETH A.	\$50.00
APPLIED HANDLING INC	\$589.00
AT YOUR SERVICE PLUS INC	\$250.00
ATLAS ELECTRIC INC	\$130.00
BAKER VEHICLE SYSTEMS INC	\$90.13
BEAVER ISLAND BOAT CO	\$4,394.42
BECKETT & RAEDER	\$543.78
BOSS, BEAU	\$225.00
BRADLEY, KELLY R.	\$150.00
CENTRAL DRUG STORE	\$107.55
CHARLEVOIX SCREEN MASTERS INC	\$1,977.78
CHEMICAL SYSTEMS INC.	\$3,936.00
CINTAS CORPORATION	\$151.44
CIVICPLUS	\$9,090.00
CROSS CUT CONCRETE CUTTING	\$300.00
CUMMINS SALES AND SERVICE	\$862.48
DELL MARKETING LP	\$1,100.49
DeROSIA, PATRICIA E.	\$50.00
DOAN, GERARD P.	\$50.00
DORAN, JUSTIN J.	\$50.00
DOTSON, LINDSEY J.	\$50.00
DRAVES, MARTIN J.	\$150.00
DRENTH, DOUGLAS A	\$50.00
DVORACEK, SARAH	\$50.00
EATON, BRAD A.	\$150.00
ELLIOTT, PATRICK M.	\$484.82
ELLSWORTH FARMERS EXCHANGE	\$2,054.08
ETNA SUPPLY	\$7,310.00
FARRELL, MITCHELL L.	\$150.00
FASTENAL COMPANY	\$45.45
FERGUSON, ROYCE L	\$150.00
FREEDOM MAILING SERVICES INC	\$2,373.60
GATEHOUSE MEDIA MICHIGAN HOLDINGS	\$697.54
GOVERNMENTAL PRODUCTS INC	\$420.45
GRAINGER	\$151.00
GRIFFITH, JOHN J	\$305.30
GRP ENGINEERING INC	\$1,655.00
HACH COMPANY	\$448.56
HART II, DELBERT W.	\$150.00

REGULAR ACCOUNTS PAYABLE 4/1/2022 (CONT)

HERZOG ELECTRIC	\$203.91
HEYDLAUFF, MARK L.	\$50.00
HILLING, NICHOLAS A.	\$200.00
JOHN E GREEN COMPANY	\$974.67
JONES, ROBERT F.	\$150.00
KENWABIKISE, DAVID L.	\$150.00
KLOOSTER, ALIDA K.	\$50.00
KNORR, KENT J.	\$151.14
KSS ENTERPRISES	\$414.27
LASER PRINTER TECHNOLOGIES	\$92.06
LAVOIE, RICHARD L.	\$150.00
LEITNER, RYAN S.	\$150.00
LITTLE TRAVERSE DISPOSAL LLC	\$975.50
LIVINGSTON, BRIAN D.	\$50.00
LOUGHMILLER, JOHN A.	\$150.00
MACGREGOR PLUMBING & HEATING INC	\$1,949.00
MCDERMOTT, DENNIS J.	\$50.00
McGINN, KELLY A.	\$50.00
MCLEAN ENGINEERING CO INC	\$247.50
MEIER III, CHARLES A.	\$150.00
MICHIGAN MUNICIPAL LEAGUE	\$321.52
MILLER, WILLIAM S.	\$50.00
MORRISON, KEVIN P.	\$150.00
MUSTAFA, KIM	\$237.65
MYNORTH MEDIA	\$350.00
NEWMAN, MARK J.	\$150.00
NMACP	\$75.00
NORTHERN FORGE AND FABRICATION	\$1,760.92
NORTHERN MICHIGAN LAW ENFORCEMENT	\$150.00
NW MI COG	\$24,832.50
OHM ADVISORS	\$2,077.00
PENCHURA LLC	\$17,067.00
POWER LINE SUPPLY	\$5,807.81
POWER SYSTEM ENGINEERING INC	\$2,135.50
RESOLUTION G2 LLC	\$4,484.50
SCHOLEY, ROBERT W.	\$50.00
SCHWARTZFISHER, JOSEPH L.	\$150.00
SPARTAN DISTRIBUTORS INC	\$82.41
SPARTAN STORES LLC	\$49.49
STEVENS, BRANDON C.	\$150.00
THORP JR, WILLIAM D.	\$150.00
UNIFIRST CORPORATION	\$813.16
UNIVERSAL CREDIT SERVICES INC	\$10.00
UP NORTH ASSESSING INC	\$5,200.00

REGULAR ACCOUNTS PAYABLE 4/1/2022 (CONT)

VILLAGE GRAPHICS INC	\$72.85
WHITLEY, ANDREW T.	\$150.00
WILSON, TIMOTHY J.	\$150.00
WURST, RANDALL W.	\$200.00
WYMAN, MATTHEW A.	\$50.00
YOUNG, KRISTEN L.	\$50.00
ZACHARIAS, STEVEN B.	\$150.00
TOTAL	\$115,145.17