

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 18, 2022– 6:00 p.m.
210 State Street, Charlevoix, MI 49720

The meeting was called to order at 6:00 p.m. by Deputy Mayor Hagen.

1. Pledge of Allegiance

2. Roll Call

Deputy Mayor: Aaron Hagen
Members Present: Greg Bryan, Mark Knapp, Phil Parr, Richard Spring
Members Absent: Janet Kalbfell, Mayor Luther Kurtz
City Manager: Mark L. Heydlauff
City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayor Proclamation for Arbor Day

Deputy Mayor Hagen read a proclamation declaring April 29, 2022 as National Arbor Day.

B. Spring Recreation Department Update

Kent Knorr, Recreation Director presented a PowerPoint presentation and showcased the department's various programs and highlights of the Winter Programs and gave a summary of the upcoming Spring Programs available to our residents and community members.

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 – April 4, 2022

B. Accounts Payable and Payroll Check Registers

- a. Payroll Transmittal Checks–April 14, 2022 **(\$5,040.75)**
- b. Payroll (net pay)–April 14, 2022 **(\$94,045.27)**
- c. Regular Accounts Payable–April 19, 2022 **(\$135,357.73)**
- d. ACH/WIRE Payments—April 4, 2022 through April 14, 2022 **(\$163,939.20)**
- e. Tax Disbursement—April 19, 2022 **(\$6,571.51)**

To view the entire accounts payable and payroll check registers reports, click here.

C. Use of Bridge Park for Charlevoix Marathon

The Charlevoix Marathon was granted permission to use Bridge Park for the event.

D. Approval of 2022 Restroom Cleaning Proposal

Conway Professional Services' cleaning proposal was accepted for various restroom locations through the City.

E. Michigan Beach Concession RFP

Bywater Café LLC was awarded the concession agreement at Michigan Beach for \$500 per month.

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

Motion by Parr, seconded by Spring to approve the Consent Agenda.

Yeas: Bryan, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

6. 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.

7. All Other Actions & Requests

A. Airport Terminal Interior Painting

Matthew Wyman, Airport Manager stated the airport terminal building was constructed in 2002 and since then there has been very little maintenance done to the interior. Most of the interior walls are covered in wallpaper which is peeling. In February, the City published a request for proposals for the removal of wallpaper and interior painting of the building. CertaPro's proposal was the lowest bid for \$25,500 plus an additional \$800 for the repainting and wire brushing of the bathroom stalls. Airport Manager Wyman stated CertaPro's references provided many positive comments.

Deputy Mayor Hagen opened the item to public comment, none were heard.

Motion by Knapp, seconded by Parr to award the airport terminal interior painting {proposal} to CertaPro Painters {total amount \$26,350.00}.

Yeas: Bryan, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

B. Skate Park Operational Hours and Admission Fee Consideration

Kent Knorr, Recreation Director stated last year's admission revenue generated was \$2,451. Recreation Director Knorr requested Council consider not charging an admission fee but rather suggest donations to help offset the cost of the skate park. Discussion was held.

Deputy Mayor Hagen opened the item to public comment, none were heard.

Motion by Spring, seconded by Parr to direct the Recreation Department to waive admission fees at the Skate Park for the 2022 season.

Yeas: Bryan, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

C. Visitor Center Gathering Space

Lindsey Dotson, Main Street/DDA Executive Director stated instead of storing the Adirondack chairs and string lights used in the Winter Igloos, she is seeking permission to place them in the grassy area adjacent to the Chamber/Visitors Bureau building to spruce up an otherwise underutilized space in the summer. There would be no cost involved in this effort since the chairs and lights are in the City's possession. Discussion was held.

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

Motion by Spring to allow placement of Adirondack chairs and string light in the grassy lot adjacent to the 109 Mason Street building. Motion not seconded; motion failed.

D. Draft Revised Donation Acceptance Policy

City Manager Heydlauff stated Council requested he review the Donation Acceptance Policy and add more detailed direction for the Planning Commission. City Manager Heydlauff stated the Draft Revised Donation Acceptance Policy should be reviewed annually and he included more precise language that will better assist the Planning Commission in their decision making as well as provide clear guidelines on how to donate to the City. Council concurred with his recommendation to review the policy annually. Discussion was held.

Deputy Mayor Hagen opened the item to public comment, none were heard.

Motion by Parr, seconded by Spring to approve the Revised Donation Acceptance Policy as presented.

Yeas: Bryan, Hagen, Knapp, Parr, Spring

Nays: None

Absent: Kalbfell

Motion carried.

8. **Reports & Communications**

A. Public Comments

- Jonathan Scheel stated his last day as Zoning Administrator for the City will be on Friday. Mr. Scheel stated he is running for State Representative District 107.
- William Hindle introduced himself to Council and stated he is running for State Senate District 37.
- Dr. Jeff Porter stated he read the articles in the Charlevoix Courier regarding John Kalbfell, and he questioned the City's actions regarding the case.
- Liam Dreyer thanked Council for the appointment and opportunity.

B. City Manager Comments

- Large item pickup is scheduled for May 9th.
- Hydrant flushing started this week.
- Pat Elliott will present his annual report to Council next meeting.

C. Mayor & Council Comments

- Council collectively thanked everyone for attending the meeting and Jonathon Scheel.

9. Other Council Business

Council Member Bryan requested the item of the Reconsideration of the Mayoral Appointment from last Council meeting be added to Other Council Business.

A. Reconsideration of the Mayoral Appointment (from the Regular Council Meeting April 4, 2022)

Motion by Bryan to reconsider the action of the Mayoral Appointment (from the Council Meeting on April 4, 2022). Motion not seconded; motion failed.

10. Adjourn

Deputy Mayor Hagen adjourned the meeting at 7:04 p.m.

Sarah J. Dvoracek

City Clerk

Aaron Hagen

Deputy Mayor

PAYROLL TRANSMITTAL CHECKS 04/14/2022

4FRONT CREDIT UNION	\$935.00
AMERICAN FAMILY LIFE	\$504.97
CALIFORNIA STATE DISBURSEMENT UNIT	\$92.19
CHARLEVOIX STATE BANK	\$890.00
COMMUNICATION WORKERS OF AMER	\$678.21
EQUITABLE FINANCIAL LIFE INSURANCE	\$354.85
MI STATE DISBURSEMENT UNIT	\$116.55
PRIORITY HEALTH	\$1,468.98
	<u>\$5,040.75</u>

PAYROLL (NET PAY) 04/14/2022

HEYDLAUFF, MARK L.	\$3,069.50
DVORACEK, SARAH J.	\$2,277.47
DEROSIA, PATRICIA E.	\$1,031.75
DOTSON, LINDSEY J.	\$1,401.54
KLOOSTER, ALIDA K.	\$1,819.89
BARNEVELD, RICHELLE L.	\$1,352.60
SCHULZ, GINNY L.	\$1,490.05
MILLER, FAITH G.	\$38.17
MCGINN, KELLY A.	\$1,732.33
DOAN, GERARD P.	\$2,478.45
SCHOLEY, ROBERT W.	\$1,896.63
UMULIS, MATTHEW T.	\$1,274.08
ORBAN, BARBARA K.	\$1,148.75
RILEY, DENISE M.	\$466.86
MUNK, CHRISTOPHER J.	\$1,338.24
SCHICK, TIELER R.	\$1,436.80
STEWART, MORGAN J.	\$1,741.67
YOUNG, KRISTEN L.	\$1,463.17
WURST, RANDALL W.	\$1,826.76
HILLING, NICHOLAS A.	\$1,545.91
MEIER III, CHARLES A.	\$1,353.99
ZACHARIAS, STEVEN B.	\$1,677.59
NEWMAN, MARK J.	\$1,489.29
LOUGHMILLER, JOHN A.	\$1,924.05
GRIFFITH, JOHN J.	\$2,851.49
EATON, BRAD A.	\$2,345.46
WILSON, TIMOTHY J.	\$2,756.28
LAVOIE, RICHARD L.	\$337.20
STEVENS, BRANDON C.	\$2,967.21
DRAVES, MARTIN J.	\$2,631.20
ANDERSON, ELIZABETH A.	\$1,338.42
KENWABIKISE, DAVID L.	\$1,184.64
ELLIOTT, PATRICK M.	\$3,074.33
SCHWARTZFISHER, JOSEPH L.	\$1,083.55

PAYROLL (NET PAY) 04/14/2022 (CONT)

BRADLEY, KELLY R.	\$1,750.74
HART II, DELBERT W.	\$1,986.86
JONES, ROBERT F.	\$1,283.80
FARRELL, MITCHELL L.	\$1,778.49
THORP JR, WILLIAM D.	\$1,293.96
LEITNER, RYAN S.	\$1,589.20
FERGUSON, ROYCE L.	\$1,395.53
DORAN, JUSTIN J.	\$1,116.34
FREY, DYLAN V.	\$484.58
FINNERTY, HOLLY E.	\$199.64
CRANDELL, ZACKARY R.	\$416.32
FRANCE JR, JAMES A.	\$602.56
RABIDEAU, JACOB L.	\$277.51
KNORR, KENT J.	\$2,057.11
ANZELL, BETH A.	\$1,388.63
MAY, MEREDITH A.	\$224.11
BOSS, BEAU J.	\$794.89
COFFEY, JASON J.	\$203.83
DRENTH, DOUGLAS A.	\$356.36
GILL, DAVID R.	\$670.41
LIVINGSTON, BRIAN D.	\$1,607.06
WYMAN, MATTHEW A.	\$1,791.85
MILLER, WILLIAM S.	\$985.16
DOUGLAS, MARK	\$1,116.37
MCCRANEY, RUSSELL R.	\$1,186.65
FRATRICK, JOSEPH W.	\$357.26
PAALMAN, STEPHEN J.	\$84.58
DOAN, GERARD P.	\$183.52
SCHOLEY, ROBERT W.	\$175.35
UMULIS, MATTHEW T.	\$174.81
ORBAN, BARBARA K.	\$949.44
MUNK, CHRISTOPHER J.	\$949.44
SCHICK, TIELER R.	\$943.83
STEWART, MORGAN J.	\$169.30
WHITLEY, ANDREW T.	\$2,664.08
MORRISON, KEVIN P.	\$1,646.37
BOSS JR, DALE E.	\$686.86
HOLM, ARTHUR R.	\$657.15

TOTAL	<u>\$94,045.27</u>
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REGULAR ACCOUNTS PAYABLE 04/19/2022

ACE HARDWARE	\$2,540.83
ALL-PHASE ELECTRIC SUPPLY CO	\$1,082.64
AMAZON CAPITAL SERVICES	\$496.55
AMERICAN LEGAL PUBLISHING CORP	\$1,357.47
AT YOUR SERVICE PLUS INC	\$375.00
AVFUEL CORPORATION	\$520.00
AXON ENTERPRISE INC	\$80.40
BONNEY, JAMES	\$75.00
BRADY'S CARPET CLEANING INC	\$502.50
BREWER, JOHN	\$1,260.00
CAFE MERIA	\$25,000.00
CARQUEST OF CHARLEVOIX	\$2,142.81
CHAPERON, JESSICA	\$145.50
CHARLEVOIX COUNTY EQUALIZATION	\$1,553.79
CHARLEVOIX SEWER & DRAIN	\$300.00
CHARTER COMMUNICATIONS OPERATING LLC	\$180.97
CINTAS CORPORATION	\$207.90
CITY OF CHARLEVOIX - PETTY CASH	\$32.33
CITY OF CHARLEVOIX - UTILITIES	\$41,537.91
CONTRACTORS SUPPLY INC	\$161.70
CONWAY PROFESSIONAL SERVICES	\$1,767.50
COSENS, MARK	\$150.00
CUMMINS SALES AND SERVICE	\$5,045.30
DELL MARKETING LP	\$1,389.26
DOTSON, LINDSEY J.	\$686.20
DVORACEK, SARAH	\$197.20
ELLSWORTH FARMERS EXCHANGE	\$1,319.77
ETNA SUPPLY	\$4,246.50
FAMILY FARM AND HOME	\$195.56
GAUTHIER, STEVEN	\$6.56
GFL ENVIRONMENTAL	\$57.66
GORDON FOOD SERVICE	\$212.82
GRAINGER	\$1,499.25
GRP ENGINEERING INC	\$3,862.50
HABEL, CHARMAIN	\$213.40
HACH COMPANY	\$186.43
HARDY DIAGNOSTICS	\$211.90
HARRELL'S LLC	\$894.00
HYDROCOP	\$562.50
IDEXX DISTRIBUTION INC	\$1,217.26
INSTRUMENT MANUFACTURING CO	\$9,089.60
KSS ENTERPRISES	\$682.84
LASER PRINTER TECHNOLOGIES	\$359.00
LEINONEN, VALARIE	\$75.00

REGULAR ACCOUNTS PAYABLE 04/19/2022 (CONT)

LEWIS, LINDSEY	\$75.00
MACK-GRIFFIN, CAROL	\$325.00
MAILLOUX, TRACI	\$75.00
MCCARDEL CULLIGAN-PETOSKEY	\$54.50
MCCLURE, TIM	\$225.00
MICHIGAN DOWNTOWN ASSOCIATION	\$500.00
MICHIGAN STATE POLICE	\$30.00
MIGDA, BROOKE	\$48.50
MYNORTH MEDIA	\$350.00
NAVIA BENEFIT SOLUTIONS	\$50.00
NCL OF WISCONSIN INC	\$36.66
NMLIFESTYLE	\$2,600.00
OHM ADVISORS	\$234.00
OTEC	\$140.00
OTIS, MARY GRACE	\$75.00
P.I.W. CORPORATION	\$1,130.00
POWER LINE SUPPLY	\$6,253.68
POWERPLAN	\$3,876.69
PREIN & NEWHOF	\$75.00
PRO IMAGE DESIGN - PETOSKEY	\$501.05
QUILL LLC	\$413.18
SKEEL,AMANDA	\$75.00
TRANSUNION RISK AND ALTERNATIVE	\$75.00
TRIPP, DAVID	\$300.00
UNIFIRST CORPORATION	\$1,048.79
UPPER CASE PRINTING INK.	\$1,209.00
US BANK	\$500.00
USABUEBOOK	\$588.40
VILLAGE GRAPHICS INC	\$577.26
WOJAN PLUMBING & HEATING	\$150.29
WORK 'N PLAY SHOP	\$84.42

TOTAL	\$135,357.73
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ACH/WIRE PAYMENTS 04/04/2022-04/14/2022

AMG PAYMENT SOLUTIONS	\$24.99
PAYMENT SERVICE NETWORK INC	\$264.25
MI PUBLIC POWER AGENCY	\$33,388.58
DTE ENERGY	\$9,010.68
STATE OF MI (SALES TAX)	\$20,651.58
MI PUBLIC POWER AGENCY	\$38,555.95
IRS (PAYROLL TAX DEPOSIT)	\$34,584.65
ALERUS FINANCIAL (HCSP)	\$350.00
STATE OF MI (WITHHOLDING TAX)	\$5,077.30
VANTAGEPOINT (401 PLAN)	\$957.68
VANTAGEPOINT (457 PLAN)	\$20,017.78
VANTAGEPOINT (ROTH IRA)	\$1,055.76
TOTAL	\$163,939.20

TAX DISBURSEMENT 04/19/2022

CHARLEVOIX COUNTY TREASURER	\$776.86
CHARLEVOIX DISTRICT LIBRARY	\$204.08
CHARLEVOIX PUBLIC SCHOOLS	\$134.29
CHARLEVOIX PUBLIC SCHOOLS	\$235.24
CHARLEVOIX PUBLIC SCHOOLS	\$41.72
CHARLEVOIX PUBLIC SCHOOLS	\$49.40
CHARLEVOIX-EMMET ISD	\$484.50
CITY OF CHARLEVOIX - TAXES DUE	\$1,548.56
LAKE CHARLEVOIX EMS AUTHORITY	\$179.85
RECREATIONAL AUTHORITY	\$39.45
STATE OF MICHIGAN	\$2,877.56
TOTAL	\$6,571.51