

**CITY OF CHARLEVOIX  
REGULAR CITY COUNCIL MEETING MINUTES  
Monday, November 21, 2016 – 7:00 p.m.**

210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Mayor Luther Kurtz.

**1. Pledge of Allegiance**

**2. Roll Call**

Mayor: Luther Kurtz  
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron  
Members Absent: None  
City Manager: Mark Heydlauff  
City Clerk: Joyce Golding

**3. Presentations**

Former Mayor Gabe Campbell was presented with a City flag for his service. Former 2<sup>nd</sup> Ward Councilmember Bill Supernaw was unable to attend this meeting and will be presented with a Certificate of Appreciation at a later date.

**4. Inquiry Regarding Conflicts of Interest**

None.

**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 – November 7, 2016 Regular Meeting
- B. Regular Accounts Payable Check Register – November 22, 2016
- C. ACH Payments – November 4, 2016 to November 18, 2016
- D. Payroll Check Register – November 18, 2016
- E. Payroll Transmittal – November 18, 2016
- F. Tax Disbursement – November 22, 2016
- G. Approve the November 2016 local election results
- H. Approve Resolution 2016-11-03 designating the City Manager as Surplus Property Donee and Custodian

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2016-11-03**

**STATE OF MICHIGAN BOARD RESOLUTION - FEDERAL SURPLUS ASSISTANCE PROGRAM**

**WHEREAS,** the City of Charlevoix, State of Michigan has met all other State and Federal requirements for participation in the Federal Assistance Program under Public Law 94-519; and

**WHEREAS,** it is a requirement that a resolution be adopted by the governing body specifically designating a coordinator as Surplus Property Donee and Custodian, to be responsible for the acceptance and accountability and authorized to sign for surplus property.

**NOW THEREFORE BE IT RESOLVED:**

1. that the Governing Body for the City of Charlevoix of the State of Michigan, hereby designates Mark L. Heydlauff, who is the authorized coordinator as the person responsible for accepting Federal Surplus Property, with the power and full authority to sign for such surplus property; and
2. the coordinator named above is to be held responsible for the accountability and will maintain the necessary records for all surplus property obtained for public purposes until relieved from accountability by State and/or Federal authorities; and
3. that money is available to pay service charges for surplus property obtained; and
4. that the coordinator is further hereby authorized to direct payment of service charges for surplus property to complete all transactions.

**RESOLVED** this 21st day of November, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Perron, Gibson, Cole, Oleksy, Hagen  
Nays: None  
Absent: None

Motion by Councilmember Gibson, second by Councilmember Hagen, to approve the Consent Agenda.

Yeas: Kalbfell, Perron, Gibson, Cole, Oleksy, Hagen  
Nays: None  
Absent: None

**6. Public Hearings & Actions Requiring Public Hearings**

None.

**7. All Other Actions & Requests**

**A. Organizational Meeting**

City Clerk Golding reported that the City Charter requires that Council hold an organizational meeting at the first Council meeting after the November Election. Council needs to decide on their regularly scheduled meeting time, as well as selecting a Councilmember to serve as Deputy Mayor.

Motion by Councilmember Hagen, second by Councilmember Gibson, to set 2017 City Council meetings for the first and third Mondays of the month at 7:00 p.m.

Yeas: Kalbfell, Perron, Gibson, Cole, Oleksy, Hagen  
Nays: None  
Absent: None

Motion by Councilmember Gibson second by Councilmember Hagen, to appoint Councilmember Cole as Deputy Mayor.

Yeas: Kalbfell, Perron, Gibson, Oleksy, Hagen  
Nays: None  
Absent: None  
Abstain: Cole

**B. Purchase Police Cruiser**

Chief Doan stated that the 2016 budget includes the purchase of a new patrol car and equipment. The new patrol car will be replacing a 2009 Ford Crown Victoria with 101,201 miles on it, which is the oldest car in the fleet. He commented that by selecting a 2017 Chevrolet Tahoe 4 WD Police Package he is opting for more room, practicality of a SUV, reliability and safety. Chief Doan indicated that Fox Charlevoix was able to bid lower than the MI Deal state bid. He stated that there was a three year powertrain warranty on the vehicle and the Crown Victoria would be used as a training vehicle as well as for City business.

Mayor Kurtz opened the item to public comment. There was no comment, and the item was closed.

Motion by Councilmember Gibson, second by Councilmember Cole, to authorize the purchase of a 2017 Chevrolet Tahoe (police package, pursuit-rated 4WD) in an amount not to exceed \$39,142.21 from Fox Charlevoix.

Yeas: Kalbfell, Perron, Gibson, Cole, Oleksy, Hagen  
Nays: None  
Absent: None

**C. EMS Mutual Aid Agreements**

Chief Doan stated that as a condition of state licensing, we are obligated to have mutual aid agreements with neighboring EMS departments in order to have a clear line of service in case of extreme emergency. He recommended entering into three such agreements: one with Emmet County EMS, Jordan Valley EMS, and Beaver Island EMS. The City Attorney reviewed the agreements with no concerns.

Councilmember Kalbfell questioned whether these were new agreements. The Chief responded that Emmet County and Jordan Valley were renewals and Beaver Island was a new agreement.

Mayor Kurtz opened the item to public comment. There was no comment, and the item was closed.

Motion by Councilmember Cole, second by Councilmember Gibson, to EMS Mutual Aid Agreements with Beaver Island EMS, Emmet County EMS, and Jordan Valley EMS, as presented.

Yeas: Kalbfell, Perron, Gibson, Cole, Oleksy, Hagen  
Nays: None  
Absent: None

D. Volunteer Board & Committee Policy

City Manager Heydlauff explained that with several vacancies and term expirations coming in the near future on various boards, committees, and commissions, Mayor Kurtz requested a standardized policy so that Council would be informed in advance of appointments when applicable. The City Manager recommended adopting this policy now but, would also recommend creating a comprehensive committee handbook in the future.

Mayor Kurtz noted that this policy would provide better communication amongst Council and more transparency with the application process. City Manager Heydlauff commented that this policy does not apply to Council member appointments.

Mayor Kurtz opened the item to public comment. There was no comment, and the item was closed.

Motion by Councilmember Gibson, second by Councilmember Hagen, to approve the Volunteer Boards and Committee Appointment Policy as presented.

Yeas: Kalbfell, Perron, Gibson, Cole, Oleksy, Hagen  
 Nays: None  
 Absent: None

8. **Reports & Communications**

A. Public Comments

None.

B. City Manager Comments

City Manager Heydlauff commended the crews fighting the fire on Sunday and thanked Charlevoix Township, East Jordan, and Boyne City for their assistance. He noted that the community response was overwhelming both during the tragedy and afterwards. He encouraged residents to support the affected businesses as they re-open.

City Manager Heydlauff toured DCL, Midwest International, and Michigan Scientific last week.

City Manager Heydlauff indicated that he and Clerk Golding are researching software to help streamline the creation of agenda packets and their distribution.

He noted that a consultant has been retained to assist with becoming a Redevelopment Ready Community certified by the Michigan Economic Development Corporation and he projects that this process will be completed in the next two months.

Superintendents Elliott and Swem are working on the Public Facilities Building needs assessment with Northwest Design Group.

C. Mayor & Council Comments

None.

9. **Other Council Business**

None.

10. **Adjourn**

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections. Meeting adjourned at 7:19 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

**Regular Accounts Payable – 11/22/2016**

ACE HARDWARE	1,301.76	BREATHING AIR SYSTEMS	95.90
AMERICAN WASTE INC.	2,400.12	BS& A SOFTWARE	1,128.00
ANDRESKY, MARK	128.14	CALIFORNIA CONTRACTORS	159.60
ARROW UNIFORM-TAYLOR L.L.C.	1,048.74	CARQUEST OF CHARLEVOIX	1,060.46
ASPLUNDH TREE EXPERT CO	8,980.00	CENTRAL DRUG STORE	67.05
AUTO VALUE	603.54	CHARLEVOIX AREA CHAMBER OF COMM	178.67
AVFUEL CORPORATION	25,444.06	CHARLEVOIX DISTRICT LIBRARY	30,000.00
BALLARD'S	4,800.00	CHARLEVOIX SEWER & DRAIN	725.00
BELL EQUIPMENT COMPANY	184.88	CHARTER COMMUNICATIONS	794.99
BIOMEDICAL SOLUTIONS	160.00	CHRISTENSEN, ROGER	110.00
BLECKE, SCOTT	55.00	CITY OF CHARLEVOIX - UTILITIES	30,234.87
BOSS, NATHAN	84.72	CLEES, JENNIFER	32.24

CROSS III, JOHN H.	6,500.00	NEFF, GALE	11.00
DEGRIECK, JEFFERY	220.00	NFIRS ONLINE	395.00
DETROIT SALT COMPANY	10,504.17	NORTH COUNTRY POWER GENERATION	1,260.00
DILLON, ANN	44.00	NORTHERN CREDIT BUREAU	146.30
DITCH WITCH SALES OF MICHIGAN	368.56	NORTHERN MICHIGAN REVIEW INC.	3,380.50
EJ USA INC.	3,265.49	OLESON'S FOOD STORES	51.02
EMERGENCY MEDICAL PRODUCTS INC	1,802.82	OLSON BZDOK & HOWARD	1,676.80
ETNA SUPPLY	1,680.00	O'NEILL, EDWARD	25.00
FAMILY FARM & HOME	380.41	PEABODY, GREG	220.00
FASTENAL COMPANY	81.09	PERFORMANCE ENGINEERS INC	21,618.75
FREEDOM MAILING SERVICES INC.	2,200.77	PHYSICIAN'S CLINIC OF CHARLEVOIX	300.00
FREIGHTLINER OF GRAND RAPIDS	52.23	POWER LINE SUPPLY	951.66
GARDNER, LAWRENCE	31.78	PREIN & NEWHOF	59,782.13
GILMORE, PATRICK	115.50	PUTMAN, EVERETT	47.62
GOLDING, JOYCE	55.45	RAECKE, MICHAEL	22.00
GRAINGER	1,617.50	RANGE TELECOMMUNICATIONS	175.20
GREAT LAKES ELEVATOR LLC	400.00	RICK-BIDDICK, MICHELLE	2,037.80
GUTHRE, JAMES	66.00	ROSIN, GLENN	127.09
HACH COMPANY	1,114.15	RUNDBLAD, TED	187.00
HALVERSON, DENNIS	13.77	SEARS COMMERCIAL ONE	99.99
HANKINS, SCOTT	90.00	SECURITY SANITATION INC.	285.00
HEALTH CARE LOGISTICS	221.54	SHELDON, GALE	66.00
HEERES, KENNETH	14.82	SIMONS, MITCHELL	77.00
HILLING, NICHOLAS A.	46.98	SITE PLANNING DEVELOPMENT INC	4,028.50
HYDRO CORP	515.00	SMITH, GEORGE	75.00
INDUSTRIAL MARKETING	355.05	SOUND ENVIRONMENTS	435.00
J & B MEDICAL SUPPLY INC.	779.10	SPICER GROUP INC	954.00
JACKLIN STEEL SUPPLY CO	81.36	SPOK INC	9.99
JONES, JANET	454.14	STATE OF MICHIGAN	1,278.78
KODIAK EMERGENCY VEHICLES	123.50	THORP, JOSEPH	44.00
KSS ENTERPRISES	264.13	TIMMS, ROBERT	200.00
MATYE, ELIZABETH	34.88	TRAVERSE MAGAZINE	300.00
MAYS, SCOTT	26.00	U S BANK	161.63
MCBRIDE, KRISTY	220.00	UP NORTH PROPERTY SERVICES LLC	1,305.00
MCCARDEL CULLIGAN-PETOSKEY	50.00	UPPER CASE PRINTING INK.	1,105.30
MCMASTER-CARR	93.66	USA BLUE BOOK	2,037.51
MCVEIGH'S TRUCK SPRINGS INC.	91.98	VILLAGE GRAPHICS INC.	117.11
MEYERING, JACK	121.00	WEST SHORE FIRE INC	167.98
MICHIGAN ELECTRIC	15,610.00	WILBERT BURIAL VAULT CO	185.60
MICHIGAN MUNICIPAL LEAGUE	8,259.00	WILKINS, TERI	75.00
MICHIGAN OFFICEWAYS INC	966.50	WILLIAMS, CAROLYN	75.00
MICHIGAN STATE UNIVERSITY	29.80	WILSON, RICHARD J.	75.00
MIDWEST INDUSTRIAL LIGHTING	400.00	WOLVERINE POWER SYSTEMS	201.85
MJS PAINTING INC	14,929.00	WORK & PLAY SHOP	2,994.22
MONTGOMERY, PAIGE	22.94	<b>TOTAL</b>	<b>292,861.14</b>

**ACH Payments – 11/04/2016 to 11/18/2016**

PAYMENT SERVICE NETWORK	241.20	STATE OF MI (WITHHOLDING TAX)	4,420.37
MI PUBLIC POWER AGENCY)	13,886.52	VANTAGEPOINT (401 ICMA PLAN)	699.94
STATE OF MI (SALES TAX)	15,661.92	VANTAGEPOINT (457 ICMA PLAN)	12,410.63
DTE ENERGY	1,674.67	VANTAGEPOINT (ROTH IRA)	911.53
MI PUBLIC POWER AGENCY	11,738.43	MERS DEFINED BENEFIT PLAN	26,890.97
IRS (PAYROLL TAX DEPOSIT)	30,635.35		
ALERUS FINANCIAL (HCSP)	420.00	<b>TOTAL</b>	<b>119,591.53</b>

**Payroll Net Pay – Pay Period Ending 11/12/2016 (Paid 11/18/2016)**

WELLER, LINDA JO	1,463.42	DOAN, GERARD P.	1,558.56
HEYDLAUFF, MARK L.	2,112.28	SCHLAPPI, JAMES L.	1,028.73
GOLDING, JOYCE M.	1,082.62	UMULIS, MATTHEW T.	1,229.95
DEROSIA, PATRICIA E.	762.11	HANKINS, SCOTT A.	1,470.12
LOY, EVELYN R.	1,049.78	ORBAN, BARBARA K.	1,177.94
KLOOSTER, ALIDA K.	1,538.38	TRAEGER, JASON A.	1,157.21
GOLOVICH, KAREN J.	966.90	FLICKEMA, ANDREW M.	1,277.74
SPENCLEY, PATRICIA L.	1,287.96	MATELSKI, KIMBERLY A.	1,143.04
PANOFF, ZACHARY R.	1,169.52	ROLOFF, ROBERT P.	3,161.29
MILLER, FAITH G.	75.71	RILEY, DENISE M.	426.32
LEESE, MERRI C.	237.79	WURST, RANDALL W.	1,150.25
MCGINN, KELLY A.	1,563.31	MAYER, SHELLEY L.	1,363.07
JONES, JANET M.	74.44	HILLING, NICHOLAS A.	1,104.40

MEIER III, CHARLES A.	1,173.22	WHITLEY, TYLER J.	319.44
ZACHARIAS, STEVEN B.	1,439.04	TRAVERS, MANUEL J.	824.32
EATON, BRAD A.	1,872.99	RILEY, DANIEL A.	578.73
WILSON, TIMOTHY J.	1,832.38	DROST, PATRICIA A.	155.00
LAVOIE, RICHARD L.	1,816.98	CARLSON, JOANNE E.	155.00
STEVENS, BRANDON C.	1,628.62	COLT, JUDITH C.	80.00
DRAVES, MARTIN J.	1,762.74	FRANCIS, CATHERINE A.	84.00
BROWN, STEPHANIE C.	1,041.41	HUNTLEY, ROSALYNN R.	80.00
ELLIOTT, PATRICK M.	1,961.51	LALONDE, SANDRA L.	80.00
SCHWARTZFISHER, JOSEPH L.	986.78	GORDON, JUDITH A.	75.00
BRADLEY, KELLY R.	1,386.57	BASEY, HEATHER N.	80.00
HART II, DELBERT W.	1,231.49	VILLERMAIN-SHEA, MICHELLE M.	72.50
JONES, ROBERT F.	1,254.95	DALY, SUZETTE M.	117.50
DORAN, JUSTIN J.	1,173.25	GOLDING, RICKY W.	80.00
MANKER JR, DAVID W.	502.08	GERBER, SAMUEL A.	55.41
BECKER, MICHAEL S.	675.43	SWEM, DONALD L.	1,833.32
MCGHEE, ROBERT R.	1,049.92	WHITLEY, ANDREW T.	1,566.44
STEWART, SAMUEL D.	346.05	MORRISON, KEVIN P.	999.70
KIRINOVIC, THOMAS F.	262.09	HODGE, MICHAEL J.	1,258.89
BITELY, KATHERINE A.	509.75	JOHNSON, STEVEN P.	1,169.59
CRANDELL, ZACKARY R.	539.90	BISHAW, JAMES H.	726.27
HEID, THOMAS J	1,272.06	GILL, DAVID R.	948.95
LEESE, ALAN K.	115.44	STEVENS, JEFFREY W.	348.81
MASSON, DONALD J.	625.61	ROLOFF, AUDREY M.	1,216.35
MYER, ELIZABETH A.	1,653.04	MATTER, DAWSON K.	1,493.29
VANLOO, JOSEPH G.	369.57	SCOTT JR., WINFIELD	22.03
WYMAN, MATTHEW A.	993.05	RUDOLPH, JOELLEN B.	78.75
SCHRADER, LOU ANN	268.20	LEFT, LILLIAN M.	88.00
BOSS, RYDER S.	230.41	BUDAY, JOAN E.	162.75
MILLER, WILLIAM S.	960.02	STEPHAN, MARY ANN	40.00
MEGGISON, JERRY B.	140.07	CAMPBELL, KAREN L.	162.75
RILEY, CASEY W.	168.64	LALEWICZ, AMELIA M.	75.00
JONES, LARRY M.	752.77	CIUK, JULIA A.	70.00
WILLSON, BRENDA R.	238.75	OCHS, GRACE L.	75.00
BEAN, PETER J.	1,232.71		
FAUSER, HOPE E.	158.85	<b>TOTAL</b>	<b>79,431.97</b>

**Payroll Transmittal – 11/18/2016**

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	228.78	COMMUNICATION WORKERS OF AMER	519.37
AMERICAN FAMILY LIFE	461.64	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,860.96
CHARLEVOIX STATE BANK	1,304.62	<b>TOTAL</b>	<b>5,290.89</b>

**Tax Disbursement – 11/22/2016**

CHARLEVOIX COUNTY TREASURER	10,653.99	CHARLEVOIX PUBLIC SCHOOLS	261.67
CHARLEVOIX PUBLIC SCHOOLS	15,344.91	CITY OF CHARLEVOIX - TAXES DUE	12,661.69
CHARLEVOIX PUBLIC SCHOOLS	1,726.11		
CHARLEVOIX PUBLIC SCHOOLS	181.45	<b>TOTAL</b>	<b>40,829.82</b>