

**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, April 2, 2018 – 6:00 p.m.**  
Council Chambers, 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, Shane Cole, Aaron Hagen, Tom Oleksy, Leon Perron  
Members Absent: Janet Kalbfell  
City Manager: Mark L. Heydlauff  
City Clerk: Joyce Golding

**3. Presentations**

**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 – March 19, 2018
- B. Accounts Payable and Payroll Check Registers
  - a. Special Accounts Payable Check Register – March 22, 2018
  - b. Regular Accounts Payable Check Register – April 3, 2018
  - c. ACH Payments – March 15, 2018 to March 2, 2018
  - d. Payroll Check Register – March 23, 2018
  - e. Payroll Transmittal – March 23, 2018
  - f. Tax Disbursement – April 3, 2018
- C. Appoint Mayor as Michigan Township Participating Plan Representative – Approve Resolution 2018-04-01

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2018-04-01**

*APPOINTMENT OF MEMBER REPRESENTATIVE TO THE MICHIGAN TOWNSHIP PARTICIPATING PLAN*

**WHEREAS,** *the Municipal Board of the Municipality of the City of Charlevoix, County of Charlevoix, State of Michigan has independent power to manage risk and acquire insurance coverage to protect the interests of the residents of the Municipality; and*

**WHEREAS,** *Section 5 of Chapter 124 of the Michigan Compiled Laws (P.A. No. 38, 1982, Section 2) authorizes local units of government, including townships to contract jointly to provide cooperative action relative to enumerated insurance coverages and risk management services; and*

**WHEREAS,** *several municipalities of the State of Michigan have joined together to form a risk management and insurance program under the name of "Michigan Township Participating Plan" in accordance with an Agreement entitled "Michigan Township Participating Plan Cooperative Action Agreement" (the "Agreement"), originally dated as of April 1, 1985; and*

**WHEREAS,** *from time to time it is necessary to appoint an elected official of the municipality to serve as the municipality's Member Representative to the Michigan Township Participating Plan; and*

**NOW THEREFORE BE IT RESOLVED,** *the Municipality hereby appoints Mayor Luther Kurtz to serve as the municipality's Member Representative. All immunities and privileges of the governmental office held by the municipality's Member Representative shall apply to the decisions of the municipality's Member Representative while acting as a municipal Member Representative to the Michigan township Participating Plan. This designate does not nominate your board member as an official candidate for election. Nominations must be cast on the official nomination form.*

**RESOLVED** *this 2nd day of April, 2018 A.D.*

*Resolution was adopted by the following yea and nay vote:*

*Yeas: Bryan, Oleksy, Cole, Hagen, Perron*  
*Nays: None*  
*Absent: Kalbfell*

Motion by Cole, second by Oleksy, to approve the Consent Agenda.

Yeas: Bryan, Oleksy, Cole, Hagen, Perron

Nays: None  
Absent: Kalbfell

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

**7. All Other Actions & Requests**

**A. Fire Suppression Fee Waiver Policy**

City Manager Heydlauff recalled that as we evaluated fire safety measures, one item that was recurring is the benefit of fire suppression systems like sprinklers. One way the City can concretely support the installation of sprinkler systems is to waive fees we ordinarily charge when a tap is made on the main line. He stated that while these fees are not a major driver of the cost of a system, waiving them is one thing we can do toward lowering the burden for a property owner who chooses to install them or is required to by virtue of the building code. The actual value of the fee waiver will vary depending on the size of the line installed.

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

Motion by Hagen, second by Cole, to adopt Resolution No. 2018-04-02.

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2018-04-02**  
**WAIVING FEE FOR FIRE SUPPRESSION WATER TAP POLICY**

**WHEREAS,** *the City of Charlevoix is consciously concerned with regards to fire safety for their residents and building owners; and*

**WHEREAS,** *the City of Charlevoix wishes to encourage property owners to consider installing fire suppression systems in their buildings; and*

**WHEREAS,** *as an incentive to install such fire suppression systems, the City Manager (or his/her designee) may waive tap fees to the main line that would feed the fire suppression water lines; and*

**WHEREAS,** *the property owner will still be responsible for the cost of all pipe materials, all excavation costs, and the full cost for routine domestic water taps to complete the fire suppression system installation.*

**NOW THEREFORE BE IT RESOLVED,** *that it is the policy of the City of Charlevoix to authorize the City Manager (or his/her designee) to evaluate and potentially waive tap fees and other appropriate related fees as a tangible incentive to encourage the installation of a fire suppression systems.*

**RESOLVED** *this 2nd day of April, 2018 A.D.*

*Resolution was adopted by the following yea and nay vote:*

*Yeas: Bryan, Oleksy, Cole, Hagen, Perron*

*Nays: None*

*Absent: Kalbfell*

**B. Park Avenue Traffic Discussion**

Council Members Bryan, Oleksy, and Perron requested that this topic be placed on tonight's agenda. Perron gave a brief history of the situation which included safety concerns and perceived speeding. Oleksy noted the traffic challenges along Park Avenue and recommended restoring the original stop sign on Park Avenue at Antrim. Council spent considerable time discussing how the area could be improved. City Manager encouraged Council to define the actual problem before offering possible solutions. He also suggested that Council take a holistic approach to their solution, noting that making traffic flow changes without thorough consideration of the entire area may cause additional safety concerns.

Mayor Kurtz opened the item to public comment.

- Bob Timms felt the stop sign should be in front of Mason Street and also felt the boulder on the traffic island was a visual hazard.

The item was closed to the public.

The general consensus of Council was to have the City Manager review the situation with Chief Doan and bring recommendations back to Council.

**8. Reports & Communications**

**A. Public Comments**

**B. City Manager Comments**

City Manager Heydlauff reported on the following:

- Army Corps of Engineers (USACE) is attempting to remedy the gap in the pier walkway; USACE has funds available to repaint the pier railing provided they select the color

Motion by Cole, second by Oleksy, to direct the City Manager to work with the Army Corps of Engineers to obtain their monies to paint the railings whatever color they choose.

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

- Grant application was submitted for Michigan Beach Park improvements
- Thanks to Stephanie Brown for her employment with the City; she has taken a new position
- With Council's approval, the City Manager will present a proposal for expanding public art memorials throughout town
- Welcome Kent Knorr, new Recreation Director
- Planned power outage for 30 minutes downtown on April 8<sup>th</sup> to replace a transformer
- Reminded Council that they directed Ferry Beach not be dredged and signs be removed

C. Mayor & Council Comments

- Perron questioned when the fire debris will be cleaned up in the Oleson's plaza; City Manager Heydlauff reported that Brad Oleson indicated that cleanup was scheduled for this week, with July 1 as a re-open date for storefronts not fire damaged

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 6:57 p.m.

| Joyce M. Golding                             | City Clerk | Luther Kurtz                   | Mayor            |
|--|------------|--------------------------------|------------------|
| <b>Special Accounts Payable – 03/22/2018</b> |            |                                |                  |
| AT&T   | 2,809.98   | METLIFE SMALL BUSINESS CENTER  | 721.72           |
| AT&T LONG DISTANCE                           | 88.14      | PRIORITY HEALTH                | 45,826.50        |
| AT&T MOBILITY                                | 89.03      | VERIZON WIRELESS               | 56.72            |
| CHARLEVOIX STATE BANK                        | 8,986.21   | VISION SERVICE PLAN            | 509.51           |
| DELTA DENTAL                                 | 3,622.02   |                                |                  |
| GREAT LAKES ENERGY                           | 242.75     | <b>TOTAL</b>                   | <b>62,952.58</b> |
| <b>Regular Accounts Payable – 4/03/2018</b>  |            |                                |                  |
| a5 Branding & Design                         | 528.84     | FISHER SCIENTIFIC              | 694.94           |
| ACCESS LOCKSMITHING INC                      | 107.50     | FOX CHARLEVOIX                 | 27.50            |
| AIRGAS USA LLC                               | 69.08      | FREIDINGER, REED               | 323.00           |
| ARCADIA BENEFITS GROUP INC                   | 25.00      | GOLDING, JOYCE M.              | 594.48           |
| AT YOUR SERVICE PLUS INC                     | 115.00     | GOVERNMENT FINANCE             | 160.00           |
| AVFUEL CORPORATION                           | 1,795.95   | GRAINGER                       | 678.39           |
| BIOMEDICAL SOLUTIONS                         | 154.62     | GREAT LAKES COCA-COLA          |                  |
| BOSS JR, DALE E.                             | 159.99     | DISTRIBUTION                   | 316.80           |
| BRADLEY, KELLY R.                            | 150.00     | GREEN GUARD                    | 104.09           |
| BRADY'S CARPET CLEANING                      | 2,672.08   | GREENVIEW DATA INC             | 137.35           |
| BROWE, KELLY                                 | 25.00      | GRP ENGINEERING INC.           | 1,500.00         |
| CCI SOUTH LLC                                | 52.50      | HANKINS, SCOTT A.              | 50.00            |
| CHARLEVOIX COUNTY EQUALIZATION               | 1,605.77   | HART II, DELBERT W.            | 150.00           |
| CHARLEVOIX GLASS INC.                        | 143.44     | HARTFORD, THE                  | 203.49           |
| CHARLEVOIX SCREEN MASTERS INC                | 195.00     | HEID, THOMAS J.                | 200.00           |
| CHARTER COMMUNICATIONS                       | 890.19     | HEYDLAUFF, MARK L              | 50.00            |
| CHRISTENSEN, SHELIA                          | 155.77     | HILLING, NICHOLAS A.           | 150.00           |
| CINTAS CORPORATION #729                      | 18.50      | HOLIDAY COMPANIES              | 5,568.69         |
| CITY OF CHARLEVOIX - PETTY CASH              | 631.00     | JACKLIN STEEL SUPPLY CO        | 44.68            |
| CLEAR WATER PLUMBING & HEATING               | 1,040.00   | JOHN E. GREEN COMPANY          | 5,649.48         |
| CONSUMER OFFICE FURNITURE                    | 475.00     | JOHNNY MAC'S SPORTING GOODS    | 747.71           |
| DeROSIA, PATRICIA E.                         | 50.00      | JOHNSON, STEVEN P.             | 150.00           |
| DETROIT AIR COMPRESSOR                       | 887.88     | JONES, ROBERT F.               | 150.00           |
| DITCH WITCH SALES OF MICHIGAN                | 353.42     | KASSBOHRER ALL TERRAIN VEHICLE | 30.48            |
| DOAN, GERARD P.                              | 50.00      | KIRINOVIC, THOMAS F.           | 50.00            |
| DORAN, JUSTIN J.                             | 150.00     | KLOOSTER, ALIDA K.             | 50.00            |
| DOTSON, LINDSEY J.                           | 50.00      | KNORR, KENT                    | 1,550.00         |
| DRAVES, MARTIN J.                            | 150.00     | KOORSEN FIRE & SECURITY        | 1,740.92         |
| EATON, BRAD A.                               | 150.00     | KSS ENTERPRISES                | 182.05           |
| EDGEWATER RESOURCES LLC                      | 12,999.07  | LAVOIE, RICHARD L.             | 150.00           |
| ELLIOTT, PATRICK M.                          | 200.00     | LEMON, THOMAS                  | 32.00            |
| EMERGENCY MEDICAL PRODUCTS INC               | 194.88     | LOUIS A. HOFFMAN NURSERY INC   | 49,944.00        |
| ENERGIS HIGH VOLTAGE RESOURCES               | 7,708.43   | LUTTRELL WELL DRILLING INC.    | 3,565.00         |
| ERDAHL, JUDY                                 | 80.00      | MAYER, SHELLEY L.              | 200.00           |
| FARRELL, MITCHELL L.                         | 150.00     | McGINN, KELLY A.               | 50.00            |
| FASTENAL COMPANY                             | 30.22      | MCMULLEN, DONALD R             | 463.65           |

|                                  |          |                                |                   |
|----------------------------------|----------|--------------------------------|-------------------|
| MDC CONTRACTING LLC              | 2,919.54 | RON'S AUTO & WRECKER           | 500.00            |
| MEIER III, CHARLES A.            | 150.00   | SCHWARTZFISHER, JOSEPH L.      | 150.00            |
| MERIT NETWORK INC                | 3,150.00 | SHORELINE POWER SERVICES INC.  | 8,400.00          |
| MICHIGAN MUNICIPAL LEAGUE        | 9,717.44 | STEVENS, BRANDON C.            | 150.00            |
| MILLER, WILLIAM S.               | 50.00    | SUPERIOR MECHANICAL            | 180.00            |
| MILLS, KATHRINE                  | 74.02    | SWEM, DONALD L.                | 200.00            |
| MORRISON, KEVIN P.               | 150.00   | TELEDYNE INSTRUMENTS INC       | 875.35            |
| MURRAY'S CREATIONS               | 240.00   | TRAVERS, MANUEL J.             | 50.00             |
| N M A C P                        | 75.00    | TRUCK & TRAILER SPECIALTIES    | 44.84             |
| NEWMAN, MARK J.                  | 150.00   | UNIFIRST CORPORATION           | 487.17            |
| NORTH COUNTRY POWER GENERATION   | 1,243.50 | UP NORTH PROPERTY SERVICES LLC | 464.00            |
| NORTHERN LIGHTS FAMILY           | 318.00   | USA BLUE BOOK                  | 189.73            |
| PERSONAL GRAPHICS                | 1,024.53 | WHITLEY, ANDREW T.             | 173.00            |
| PHYSICIAN'S CLINIC OF CHARLEVOIX | 460.00   | WHITLEY'S FLOOR COVERING       | 4,049.86          |
| POLYDYNE INC                     | 514.80   | WILMOT ELECTRIC INC            | 120.00            |
| POWER LINE SUPPLY                | 7,017.95 | WILSON, TIMOTHY J.             | 150.00            |
| PREMIER SAFETY                   | 1,025.00 | WORK & PLAY SHOP               | 636.63            |
| PRO WEB MARKETING LLC            | 30.00    | WURST, RANDALL W.              | 200.00            |
| QUICK CARE MEDICAL CENTER        | 30.00    | WYMAN, MATTHEW A.              | 50.00             |
| RILEY, DANIEL                    | 105.84   | ZACHARIAS, STEVEN B.           | 150.00            |
| ROHRER, CONRAD                   | 95.00    | <b>TOTAL</b>                   | <b>155,634.03</b> |

**ACH Payments – 03/15/2018 to 03/27/2018**

|                               |           |                           |                   |
|-------------------------------|-----------|---------------------------|-------------------|
| DTE ENERGY                    | 9,659.93  | VANTAGEPOINT (ROTH IRA)   | 1,186.53          |
| MI PUBLIC POWER AGENCY        | 31,965.24 | MERS DEFINED BENEFIT PLAN | 30,505.33         |
| IRS (PAYROLL TAX DEPOSIT)     | 30,241.50 | MI PUBLIC POWER AGENCY    | 16,085.76         |
| ALERUS FINANCIAL (HCSP)       | 400.00    | MI PUBLIC POWER AGENCY    | 201,757.28        |
| STATE OF MI (WITHHOLDING TAX) | 4,666.23  | MERS DEFINED BENEFIT PLAN | 120,000.00        |
| VANTAGEPOINT (401 ICMA PLAN)  | 742.50    |                           |                   |
| VANTAGEPOINT (457 ICMA PLAN)  | 13,628.34 | <b>TOTAL</b>              | <b>460,838.64</b> |

**Payroll Net Pay – Pay Period Ending 03/17/2018 (Paid 03/23/2018)**

|                           |          |                        |          |
|---------------------------|----------|------------------------|----------|
| HEYDLAUFF, MARK L.        | 2,358.07 | BOSS, SHERRY M.        | 648.24   |
| GOLDING, JOYCE M.         | 1,547.18 | BRADLEY, JOHN P.       | 110.82   |
| DEROSIA, PATRICIA E.      | 963.87   | DIXON, MIKAYA S.       | 105.72   |
| DOTSON, LINDSEY J.        | 1,477.97 | NIMPHIE, NOAH J.D.     | 110.82   |
| LOY, EVELYN R.            | 1,086.31 | PORATH, JACOB P.       | 217.98   |
| KLOOSTER, ALIDA K.        | 1,623.87 | WHITLEY, NICHOLAS J    | 88.10    |
| GOLOVICH, KAREN J.        | 969.62   | HAGEN, MADISON L.      | 129.29   |
| SPENCLEY, PATRICIA L.     | 916.72   | CRANDELL, ZACKARY R.   | 372.95   |
| MCGINN, KELLY A.          | 1,653.10 | WHITE III, MARCUS W.   | 96.90    |
| JOLLETTE, MELISSA N.      | 182.85   | SAYWARD, MADISON E.    | 209.47   |
| DOAN, GERARD P.           | 1,650.59 | BERTINELLI, DAVID P.   | 264.30   |
| SCHLAPPI, JAMES L.        | 1,110.80 | NIMPHIE, MASON K.D.    | 105.72   |
| UMULIS, MATTHEW T.        | 1,483.52 | BOSS, BEAU J.          | 876.72   |
| HANKINS, SCOTT A.         | 1,557.25 | DVORACEK, HAYDEN R.    | 450.65   |
| ORBAN, BARBARA K.         | 1,165.16 | HEID, THOMAS J         | 1,285.80 |
| WILLIAMS, ASHLEY M.       | 1,231.86 | KUSINA, DENNIS W.      | 132.14   |
| FLICKEMA, ANDREW M.       | 1,598.87 | VANLOO, JOSEPH G.      | 633.71   |
| MATELSKI, KIMBERLY A.     | 1,213.17 | WYMAN, MATTHEW A.      | 1,459.48 |
| RILEY, DENISE M.          | 448.66   | BOSS, RYDER S.         | 227.35   |
| WURST, RANDALL W.         | 1,190.08 | MILLER, WILLIAM S.     | 1,088.80 |
| MAYER, SHELLEY L.         | 1,598.08 | DOUGLAS, MARK          | 503.82   |
| HILLING, NICHOLAS A.      | 1,498.11 | HASTINGS, MICHAEL A.   | 413.65   |
| MEIER III, CHARLES A.     | 1,350.52 | TRAVERS, MANUEL J.     | 1,951.36 |
| ZACHARIAS, STEVEN B.      | 1,781.16 | STEVENS, JEFFREY W.    | 741.31   |
| NEWMAN, MARK J.           | 914.53   | BIXBY, JAMES R.        | 371.54   |
| SWEM, DONALD L.           | 1,928.82 | RILEY, CASEY W.        | 246.61   |
| EATON, BRAD A.            | 2,050.99 | JONES, LARRY M.        | 985.70   |
| WILSON, TIMOTHY J.        | 2,331.90 | FLORE, ROBERT A.       | 569.60   |
| LAVOIE, RICHARD L.        | 1,928.23 | WILLSON, BRENDA R.     | 912.72   |
| STEVENS, BRANDON C.       | 2,323.04 | BEAN, PETER J.         | 416.82   |
| DRAVES, MARTIN J.         | 1,777.11 | RILEY, REBECCA J.      | 334.43   |
| BROWN, STEPHANIE C.       | 1,040.30 | MCCALIB, RACHELLE L.   | 1,110.72 |
| ANDERSON, ELIZABETH A.    | 1,132.69 | MC MULLEN, DONALD R.   | 3,331.73 |
| ELLIOTT, PATRICK M.       | 2,056.97 | MCFARLAND, JONATHAN A. | 387.46   |
| SCHWARTZFISHER, JOSEPH L. | 1,304.40 | SILVA, JESSE L.A.      | 607.72   |
| BRADLEY, KELLY R.         | 1,273.74 | NEWINGTON, BENJAMIN K. | 240.07   |
| HART II, DELBERT W.       | 1,638.71 | SEHL, JENNA R.         | 272.35   |
| JONES, ROBERT F.          | 1,294.01 | RILEY, DANIEL A.       | 861.50   |
| DORAN, JUSTIN J.          | 1,241.49 | WHEELER, MICHAEL W.    | 376.62   |
| FARRELL, MITCHELL L.      | 1,313.74 | SNYDER, CORY G.        | 221.59   |
| KIRINOVIC, THOMAS F.      | 377.43   | TIMMS, ROBERT N        | 184.70   |
| MILAN, JANE E.            | 68.57    | DIPERT, LEWIS K.       | 184.70   |
| ANZELL, BETH A.           | 726.44   | GERBER, SAMUEL A.      | 18.47    |

|                    |          |                   |                  |
|--------------------|----------|-------------------|------------------|
| WHITLEY, ANDREW T. | 1,582.67 | MATTER, DAWSON K. | 106.61           |
| MORRISON, KEVIN P. | 1,043.18 | HOLM, ARTHUR R.   | 976.16           |
| JOHNSON, STEVEN P. | 1,018.71 |                   |                  |
| BOSS JR, DALE E.   | 1,235.16 | <b>TOTAL</b>      | <b>88,203.14</b> |

**Payroll Transmittal – 03/23/2018**

|                       |          |                               |                 |
|-----------------------|----------|-------------------------------|-----------------|
| 4FRONT CREDIT UNION   | 628.84   | CHEMICAL BANK                 | 150.00          |
| 4FRONT CREDIT UNION   | 1,061.00 | COMMUNICATION WORKERS OF AMER | 541.72          |
| AMERICAN FAMILY LIFE  | 158.28   | MI STATE DISBURSEMENT UNIT    | 323.45          |
| AMERICAN FAMILY LIFE  | 380.52   | PRIORITY HEALTH               | 1,739.42        |
| CHAR EM UNITED WAY    | 52.00    |                               |                 |
| CHARLEVOIX STATE BANK | 1,160.77 | <b>TOTAL</b>                  | <b>6,196.00</b> |

**Tax Disbursement – 04/03/2018**

|                                |        |                        |               |
|--------------------------------|--------|------------------------|---------------|
| CHARLEVOIX COUNTY TREASURER    | 362.50 | RECREATIONAL AUTHORITY | 25.13         |
| CHARLEVOIX DISTRICT LIBRARY    | 134.14 |                        |               |
| CITY OF CHARLEVOIX - TAXES DUE | 80.82  | <b>TOTAL</b>           | <b>602.59</b> |