

**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, November 6, 2017 – 7:00 p.m.**  
Council Chambers, 210 State Street, 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**

A. 2016-17 Fiscal Year Financial Audit Presentation

The City's auditor, Rehmman Robson, completed their audit of the City's financial statements for the year ended March 31, 2017. Their audit encompassed the financial statements of the City's governmental activities, business-type activities, DDA, each major fund and the aggregate remaining fund information. Mike Sparling presented Rehmman's findings and answered questions.

B. Shirley Gibson

Mayor Kurtz and former Mayor Campbell presented Councilmember Gibson with a proclamation for her ten years of service on City Council.

**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. 2016-17 Fiscal Year Financial Audit – Accept audit findings
- B. Planning Commission Resignation – Accept resignation of John Elzinga
- C. City Council Meeting Minutes – October 16, 2017 Regular Meeting
- D. Accounts Payable and Payroll Check Registers
  - a. Special Accounts Payable Check Register – October 20, 2017
  - b. Regular Accounts Payable Check Register – November 7, 2017
  - c. ACH Payments – October 16, 2017 to November 3, 2017
  - d. Payroll Check Register – October 20, 2017
  - e. Payroll Transmittal – October 20, 2017
  - f. Payroll Check Register – November 3, 2017
  - g. Payroll Transmittal – November 3, 2017
  - h. Tax Disbursement – November 7, 2017
- E. Water Treatment Plant Valve Upgrades – Approve contract with Northern Pump and Well for a cost not to exceed \$13,000
- F. Compensation Commission Report – Accept recommendation by Commission

Motion by Councilmember Perron, second by Councilmember Cole, to approve the Consent Agenda.

Yeas: Oleksy, Gibson, Perron, Hagen, Cole, Kalbfell

Nays: None

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

**7. All Other Actions & Requests**

A. Lake Michigan Beach Park Design

City Manager Heydlauff stated that in late September, we received proposals for design of improvements to Lake Michigan Beach Park. After review of these proposals, Staff recommended Edgewater Resources of St. Joseph, Michigan. Assuming we are pleased with their work upon presentation of a final conceptual design, we could retain them on a time and materials basis to complete a build design for the project. City Manager Heydlauff felt that this was an efficient and cost effective way to complete the project.

Gregory Weykamp of Edgewater Resources discussed his firm as well as a brief summary of how the design process would work. Ken Polakowski, Shade Tree Commission, highly recommended Edgewater Resources.

Mayor Kurtz opened the item to public comment.

Mike Doherty stressed that this was a deeded park and advised Edgewater Resources to listen to the public.

The item was closed to the public.

Motion by Councilmember Kalbfell, second by Councilmember Hagen, to accept the proposal by Edgewater Resources of St. Joseph, Michigan for design of the Lake Michigan Beach Park for a cost of \$24,620 plus costs as outlined in the proposal and authorize the City Manager to sign all necessary documents.

Yeas: Oleksy, Gibson, Perron, Hagen, Cole, Kalbfell

Nays: None

B. Recreation Director Job Description

City Manager Heydlauff stated that Recreation Director Kirinovic is retiring early next year and proposed a reorganization of the Recreation Department to include management oversight over all City recreational areas/activities, including the addition of the Marina and the Golf Course. We will still have a seasonal Harbormaster and Tom Heid will continue his management of the golf course. With this increased responsibility, the City Manager recommended that we change the Recreation Director position from a part-time position to a full-time position.

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

Motion by Councilmember Hagen, second by Councilmember Kalbfell, to approve the revised Recreation Director Job Description.

Yeas: Oleksy, Gibson, Perron, Hagen, Cole, Kalbfell

Nays: None

8. **Reports & Communications**

A. Public Comments

Mike Doherty expressed concerned with the Sewer Fund balance and felt that there should be an end date for the sewer increase.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Explained water/sewer rates, how the bonds will be repaid, and future improvements
- Nearing the end of infrastructure work for 2017; final course of asphalt will be applied in the spring
- City has planted 200 trees this fall
- Extended his appreciation to Councilmember Gibson for her many years of service.

C. Mayor & Council Comments

Council and the Mayor reflected on their experiences with Councilmember Gibson and thanked her for her service to the City.

Councilmember Kalbfell recommended that the public attend the final SBEI meeting regarding the alleyway design concepts hosted by Michigan State at the library November 13<sup>th</sup>.

Mayor Kurtz noted that \$4,000 was raised for the preliminary bridge lighting design.

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 7:38 p.m.

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Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
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**Special Accounts Payable – 10/20/2017**

AT&T	2,782.42	METLIFE SMALL BUSINESS CENTER	703.12
AT&T MOBILITY	93.59	PRIORITY HEALTH	41,808.08
CHARLEVOIX STATE BANK	4,764.03	STATE OF MICHIGAN	925.00
DELTA DENTAL	3,258.95	VERIZON WIRELESS	56.72
GREAT LAKES ENERGY	177.87	VISION SERVICE PLAN	479.14
HOLIDAY COMPANIES	5,370.90	<b>TOTAL</b>	<b>60,419.82</b>

**Regular Accounts Payable – 11/07/2017**

ABRAMOWSKI, DWAIN M.	25.00	APOLLO FIRE EQUIPMENT	792.15
AIRGAS USA LLC	66.30	ARCADIA BENEFITS GROUP INC	25.00
ALL-PHASE ELECTRIC SUPPLY CO.	185.10	AT&T CWO	500.00
ALTEC INDUSTRIES INC	1,283.61	AT&T LONG DISTANCE	73.20
AMERICAN WASTE INC.	3,678.06	AVFUEL CORPORATION	49,073.06

BEAR EARTH HERBALS	13.00	MDC CONTRACTING LLC	314,725.39
BEAVER RESEARCH COMPANY	174.02	MERIT NETWORK INC	3,670.57
BEIJO DE CHOCOLAT LLC	15.00	MICHAEL'S LOCKSMITH SERVICE	172.50
BERG, REBECCA	44.00	MILLER, WILLIAM S.	50.00
BRADFORD'S	73.60	MINKIN, EDNA	5.92
CENTRAL DRUG STORE	94.24	MJS PAINTING INC	4,470.00
CENTRAL INTERCONNECT INC	26.25	MORRISON, KEVIN P.	23.00
CHARLEVOIX SCREEN MASTERS INC	1,220.00	MUNETRIX LLC	4,538.55
CHARLEVOIX SEWER & DRAIN	296.00	MUTT MITT	848.13
CHARLEVOIX TOWNSHIP	15.76	NORTHERN CREDIT BUREAU	87.39
CHARTER COMMUNICATIONS	816.40	NORTHWEST DESIGN GROUP	1,847.25
CINTAS CORPORATION	141.74	NW MI COG	13,700.00
CINTAS CORPORATION #729	243.56	OLD DOMINION BRUSH	1,374.91
CITY OF CHARLEVOIX - MISC	2,529.13	OLSON BZDOK & HOWARD	764.50
CITY OF CHARLEVOIX - UTILITIES	39,904.32	OMS COMPLIANCE SERVICES INC	90.00
COMPASS MINERALS AMERICA	6,801.86	O'REILLY AUTOMOTIVE INC	109.56
COOK FAMILY FARMS	90.00	P.I.W. CORPORATION	25.00
CRYSTAL FLASH ENERGY	965.07	PARKER, MICHAEL	6.00
CSI EMERGENCY APPARATUS LLC	1,222.93	PARKS AUTO PARTS	315.00
DCASSESSING SERVICES	4,371.08	PERFORMANCE ENGINEERS INC	33,822.25
DeROSIA, PATRICIA E.	50.00	PERSONAL GRAPHICS	658.62
DITCH WITCH SALES OF MICHIGAN	193.89	PHYSICIAN'S CLINIC OF CHARLEVOIX	305.00
DIXON ENGINEERING INC	2,500.00	POSTMASTER	225.60
DOAN, GERARD P.	50.00	POWER LINE SUPPLY	1,742.77
DOMINIC, JESSICA	25.00	PRECISION DATA PRODUCTS	74.00
DORN, MARK	1.55	PREFERRED WASTE 2 LLC	1,100.00
DOTSON, LINDSEY J.	50.00	PREIN & NEWHOF	18,058.97
DROST LANDSCAPE INC.	1,500.00	PRO WEB MARKETING LLC	30.00
EJ USA INC.	2,588.56	PROVIDENCE FARM LLC	101.00
ELLIOTT, PATRICK M.	50.00	RECDESK LLC	2,150.00
EMERGENCY MEDICAL PRODUCTS INC	611.46	RECORD AUTOMATIC DOORS INC	2,075.19
ETNA SUPPLY	1,282.40	ROTARY CLUB OF CHARLEVOIX	75.00
EXELBY, DONALD	15.00	RUSTIC BAKER	29.00
FARM BUREAU INSURANCE	434.04	SAUL, GINNIE	125.00
FARMER WHITE'S	15.00	SHORELINE POWER SERVICES INC.	67,469.27
FASTENAL COMPANY	212.11	SIEGRIST, DAVID	94.00
FERGUSON & CHAMBERLAIN	2,100.00	SIGNATURE FORD L-M	49,111.00
FREDERICKSON, PHILLIP	630.00	SIRMONS, BRYAN	26.64
GERBER HOMEMADE SWEETS	34.00	SITE PLANNING DEVELOPMENT INC	11,500.00
GINOP SALES INC	27.30	SNAP-ON	44.50
GIVE 'EM A BRAKE SAFETY	240.00	STANDARD ELECTRIC CO	6,795.40
GOLDING, JOYCE M.	50.00	STATE OF MICHIGAN	472.31
GOODMAN, TERRI	36.14	STRICKER'S OUTDOOR POWER EQUIP	3,485.00
GOVERNMENTAL PRODUCTS INC.	615.22	SWANSON K & D INC	1,200.00
GRAINGER	140.84	SWEM, DONALD L.	50.00
GRP ENGINEERING INC.	8,000.00	SYSTEMS SPECIALISTS INC	5,440.00
GUNTZVILLER, RHONDA	11.00	TERMINAL SUPPLY CO	1,233.32
HADDAD, ALBERT	24.63	THAO, STEVEN	16.61
HANKINS, SCOTT A.	50.00	TIMMS, ROBERT	200.00
HARRELL'S	3,598.30	TOWNHOUSE PARTNERS LLC	2,811.00
HEID, THOMAS J.	50.00	TRAVERS, MANUEL J.	50.00
HEYDLAUFF, MARK L	50.00	U S BANK	161.63
HILLING, NICHOLAS A.	106.89	UNIFIRST CORPORATION	733.59
HOLBEN ENVIRONMENTAL	150.00	UP NORTH PROPERTY SERVICES LLC	4,466.00
HYDRO CORP	530.00	UPPER CASE PRINTING INK.	1,105.30
ICMA-MEMBERSHIP RENEWAL	881.55	USA BLUE BOOK	716.88
KIRINOVIC, THOMAS F.	50.00	VALLEY TRUCK - GAYLORD	495.81
KLOOSTER, ALIDA K.	50.00	VILLAGE GRAPHICS INC.	600.40
KMart	76.00	VINCENT, BRIAN	6.71
KOORSEN FIRE & SECURITY	1,253.95	WELLER, LINDA J.	50.00
KSS ENTERPRISES	1,326.93	WOOD SHOP, THE	925.00
LEESE, M. CHRIS	32.00	WORK & PLAY SHOP	290.16
MAYER, SHELLEY L.	50.00	WURST, RANDALL W.	50.00
McGINN, KELLY A.	50.00	WYMAN, MATTHEW A.	50.00
MCGRUFF SAFE KIDS	353.60	<b>TOTAL</b>	<b>711,953.40</b>

**ACH Payments – 10/16/2017 to 11/03/2017**

MI PUBLIC POWER AGENCY	20,973.06	VANTAGEPOINT (457 ICMA PLAN)	13,124.42
IRS (PAYROLL TAX DEPOSIT)	35,368.43	VANTAGEPOINT (ROTH IRA)	1,161.53
ALERUS FINANCIAL (HCSP)	420.00	MERS (DEFINED BENEFIT PLAN)	30,579.83
STATE OF MI (WITHHOLDING TAX)	5,102.76	MI PUBLIC POWER AGENCY	12,712.96
VANTAGEPOINT (401 ICMA PLAN)	742.50	MI PUBLIC POWER AGENCY	289,700.09

MI PUBLIC POWER AGENCY	13,936.03	VANTAGEPOINT (401 ICMA PLAN)	742.50
IRS (PAYROLL TAX DEPOSIT)	32,257.46	VANTAGEPOINT (457 ICMA PLAN)	12,619.26
ALERUS FINANCIAL (HCSP)	420.00	VANTAGEPOINT (ROTH IRA)	1,161.53
STATE OF MI (WITHHOLDING TAX)	4,647.13	<b>TOTAL</b>	<b>475,669.49</b>

**Payroll Net Pay – Pay Period Ending 10/14/2017 (Paid 10/20/2017)**

WELLER, LINDA JO	1,496.31	MANKER JR, DAVID W.	596.77
HEYDLAUFF, MARK L.	2,259.85	MANKER SR, DAVID W.	710.69
GOLDING, JOYCE M.	1,132.69	BECKER, MICHAEL S.	800.62
DEROSIA, PATRICIA E.	976.85	NEDWICK, DAVID J.	521.68
DOTSON, LINDSEY J.	1,435.09	FREY, DYLAN V.	499.04
LOY, EVELYN R.	1,048.93	MCGHEE, ROBERT R.	1,079.93
KLOOSTER, ALIDA K.	1,567.40	CRANDELL, ZACKARY R.	415.22
GOLOVICH, KAREN J.	948.18	LEITNER, RYAN S.	710.23
SPENCLEY, PATRICIA L.	1,231.96	FERGUSON, ROYCE L.	792.20
MILLER, FAITH G.	56.16	BOSS, SHERRY M.	552.35
LEESE, MERRI C.	402.98	KIRINOVIC, THOMAS F.	481.27
MCGINN, KELLY A.	1,620.47	ANZELL, BETH A.	638.82
JONES, JANET M.	496.47	HEID, THOMAS J.	1,246.88
DOAN, GERARD P.	1,596.21	LEESE, ALAN K.	379.48
SCHLAPPI, JAMES L.	945.72	GRUNCH, RONALD J.	38.79
UMULIS, MATTHEW T.	1,439.28	DAVIS, RONALD L.	73.15
HANKINS, SCOTT A.	1,743.04	FAIRCHILD, GALEN W.	94.75
ORBAN, BARBARA K.	1,496.37	MASSON, DONALD J.	372.26
FLICKEMA, ANDREW M.	1,753.86	KUSINA, DENNIS W.	79.28
MATELSKI, KIMBERLY A.	1,185.34	LIVINGSTON, BRIAN D.	828.65
RILEY, DENISE M.	438.74	VANLOO, JOSEPH G.	673.45
EVANS JR, HALBERT K.	1,470.62	WYMAN, MATTHEW A.	1,500.48
KLOOSTER, PATRICK H.	1,050.59	BOSS, RYDER S.	568.69
BINGHAM, LARRY E.	543.52	MILLER, WILLIAM S.	1,116.52
MATELSKI, RYAN G.	966.88	DOUGLAS, MARK	654.02
DAVIS, LEAH R.	140.05	TRAVERS, MANUEL J.	1,637.63
CARLSON, JOSHUA A.	136.93	STEVENS, JEFFREY W.	273.92
GREYERBIEHL, KELLY M.	425.94	RILEY, CASEY W.	491.74
WURST, RANDALL W.	1,085.44	JONES, LARRY M.	922.25
MAYER, SHELLEY L.	1,669.13	WILLSON, BRENDA R.	329.49
HILLING, NICHOLAS A.	1,129.18	BEAN, PETER J.	473.09
MEIER III, CHARLES A.	1,536.21	MCCALIB, RACHELLE L.	243.15
ZACHARIAS, STEVEN B.	1,198.96	MCMULLEN, DONALD R.	1,320.96
SWEM, DONALD L.	1,875.30	BOYCE, REBECCA L.	963.89
EATON, BRAD A.	1,809.40	MCFARLAND, JONATHAN A.	274.64
WILSON, TIMOTHY J.	2,027.54	SILVA, JESSE L.A.	207.22
LAVOIE, RICHARD L.	1,637.74	BASSETT, FREDERICK A.	296.86
STEVENS, BRANDON C.	1,625.81	WURST, RANDALL W.	2,574.12
DRAVES, MARTIN J.	1,644.03	MAYER, SHELLEY L.	2,350.44
BROWN, STEPHANIE C.	1,018.43	WHITLEY, ANDREW T.	1,765.69
ANDERSON, ELIZABETH A.	1,112.49	MORRISON, KEVIN P.	1,234.08
ELLIOTT, PATRICK M.	2,000.49	JOHNSON, STEVEN P.	987.48
SCHWARTZFISHER, JOSEPH L.	1,118.87	BISHAW, JAMES H.	768.97
BRADLEY, KELLY R.	1,478.58	HOLM, ARTHUR R.	252.69
HART II, DELBERT W.	1,204.63	GILL, DAVID R.	1,012.67
JONES, ROBERT F.	1,366.48	MATTER, DAWSON K.	1,134.34
DORAN, JUSTIN J.	1,468.65		
FARRELL, MITCHELL L.	1,254.29	<b>TOTAL</b>	<b>94,208.62</b>

**Payroll Transmittal – 10/14/2017**

4FRONT CREDIT UNION	550.00	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	541.06
AMERICAN FAMILY LIFE	394.32	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	1,632.43
CHARLEVOIX STATE BANK	1,260.77	<b>TOTAL</b>	<b>5,147.69</b>

**Payroll Net Pay – Pay Period Ending 10/28/2017 (Paid 11/03/2017)**

WELLER, LINDA JO	1,496.31	KLOOSTER, ALIDA K.	1,901.19
HEYDLAUFF, MARK L.	2,543.08	GOLOVICH, KAREN J.	948.18
GOLDING, JOYCE M.	1,132.69	SPENCLEY, PATRICIA L.	957.36
DEROSIA, PATRICIA E.	483.25	MILLER, FAITH G.	16.38
DOTSON, LINDSEY J.	1,432.75	LEESE, MERRI C.	317.09
LOY, EVELYN R.	1,048.93	MCGINN, KELLY A.	1,616.81

JONES, JANET M.	340.24	LEITNER, RYAN S.	657.61
DOAN, GERARD P.	1,596.21	FERGUSON, ROYCE L.	666.45
SCHLAPPI, JAMES L.	991.73	BOSS, SHERRY M.	534.79
UMULIS, MATTHEW T.	1,196.51	KIRINOVIC, THOMAS F.	497.39
HANKINS, SCOTT A.	1,515.75	ANZELL, BETH A.	568.54
ORBAN, BARBARA K.	1,145.31	BOSS, BEAU J.	440.56
FLICKEMA, ANDREW M.	1,753.41	HEID, THOMAS J.	1,246.88
MATELSKI, KIMBERLY A.	1,185.34	LEESE, ALAN K.	352.83
RILEY, DENISE M.	438.74	DAVIS, RONALD L.	118.25
EVANS JR, HALBERT K.	213.15	FAIRCHILD, GALEN W.	182.61
KLOOSTER, PATRICK H.	92.49	MASSON, DONALD J.	268.98
MATELSKI, RYAN G.	975.66	LIVINGSTON, BRIAN D.	782.61
WURST, RANDALL W.	1,316.05	VANLOO, JOSEPH G.	622.17
MAYER, SHELLEY L.	1,509.96	WYMAN, MATTHEW A.	1,424.58
HILLING, NICHOLAS A.	1,143.41	BOSS, RYDER S.	468.55
MEIER III, CHARLES A.	1,217.34	MILLER, WILLIAM S.	1,558.04
ZACHARIAS, STEVEN B.	1,427.50	DOUGLAS, MARK	599.19
SWEM, DONALD L.	1,875.30	TRAVERS, MANUEL J.	2,024.33
EATON, BRAD A.	1,940.84	STEVENS, JEFFREY W.	197.28
WILSON, TIMOTHY J.	2,273.83	RILEY, CASEY W.	321.88
LAVOIE, RICHARD L.	1,644.41	JONES, LARRY M.	757.04
STEVENS, BRANDON C.	2,084.44	WILLSON, BRENDA R.	727.71
DRAVES, MARTIN J.	1,742.84	BEAN, PETER J.	876.24
BROWN, STEPHANIE C.	1,018.44	MCMULLEN, DONALD R.	313.53
ANDERSON, ELIZABETH A.	1,112.49	BOYCE, REBECCA L.	616.67
ELLIOTT, PATRICK M.	2,000.49	MCFARLAND, JONATHAN A.	403.88
SCHWARTZFISHER, JOSEPH L.	1,076.03	SILVA, JESSE L.A.	155.28
BRADLEY, KELLY R.	1,249.99	BASSETT, FREDERICK A.	767.41
HART II, DELBERT W.	1,293.01	GERBER, SAMUEL A.	55.41
JONES, ROBERT F.	1,354.85	WHITLEY, ANDREW T.	1,804.40
DORAN, JUSTIN J.	1,432.93	MORRISON, KEVIN P.	1,138.66
FARRELL, MITCHELL L.	1,451.17	JOHNSON, STEVEN P.	1,197.21
MANKER JR, DAVID W.	481.62	BISHAW, JAMES H.	583.88
MANKER SR, DAVID W.	625.37	BOSS JR, DALE E.	555.23
BECKER, MICHAEL S.	718.20	HOLM, ARTHUR R.	824.89
NEDWICK, DAVID J.	549.80	GILL, DAVID R.	1,037.53
FREY, DYLAN V.	321.25	MATTER, DAWSON K.	359.00
MCGHEE, ROBERT R.	980.51		
CRANDELL, ZACKARY R.	413.21	<b>TOTAL</b>	<b>85,301.33</b>

**Payroll Transmittal – 11/03/2017**

4FRONT CREDIT UNION	550.00	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	541.06
AMERICAN FAMILY LIFE	394.32	MI STATE DISBURSEMENT UNIT	401.83
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	1,657.36
CHARLEVOIX STATE BANK	1,260.77	<b>TOTAL</b>	<b>5,393.62</b>

**Tax Disbursement – 11/07/2017**

CHARLEVOIX COUNTY TREASURER	5,995.32	CHARLEVOIX PUBLIC SCHOOLS	286.80
CHARLEVOIX PUBLIC SCHOOLS	7,894.85	CITY OF CHARLEVOIX - TAXES DUE	6,987.72
CHARLEVOIX PUBLIC SCHOOLS	1,434.31		
CHARLEVOIX PUBLIC SCHOOLS	286.80	<b>TOTAL</b>	<b>22,885.80</b>