

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 20, 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 Gabe Campbell.

1. Pledge of Allegiance

2. Roll Call

Mayor: Gabe Campbell
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw
Members Absent: None
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

None.

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 – June 6, 2016 Regular Meeting
- B. Special Accounts Payable Check Register – June 8, 2016
- C. Regular Accounts Payable Check Register – June 21, 2016
- D. ACH Payments – June 6, 2016 to June 17, 2016
- E. Payroll Check Register – June 17, 2016
- F. Payroll Transmittal – June 17, 2016
- G. Tax Disbursement – June 21, 2016
- H. Resignation of Amy Lalewicz – Standing Historic District Study Committee
- I. Venetian Festival Funding Contract for up to \$15,000
- J. Venetian Festival Fireworks Permit and Hold Harmless Agreement
- K. Venetian Festival Tiki Tent Waiving Restriction on Alcohol in East Park

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

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Opt-out of PA 95 of 2013

Electric Superintendent Swem explained that Public Act 95 of 2013 created the Low-Income Energy Assistance Fund to provide money to low income households for heating assistance. The Act requires the City to either participate in the fund or to officially opt-out of participation. To participate, the City would be required to collect a surcharge of one dollar or less from retail billing meters every month and forward to the State. The total amount collected in a year would be roughly \$36,000 and would be used in this geographic area. The other choice is to opt-out, which means the City would not collect any money and would not be a part of this fund. As a result, from November 1 to April 15 our customers would not be eligible for emergency assistance with their utility bills from this fund, but at the same time the City would be prevented from shutting off any residential service for non-payment.

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

Motion by Councilmember Cole, second by Councilmember Kurtz, to opt-out of PA 95 of 2013 and authorize City Staff to sign all necessary documents.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

B. Charlevoix Area Chamber of Commerce Lease Agreement

City Manager Heydlauff stated that for the past 10 years, the City leased the 109 Mason Street building to the Charlevoix Area Chamber of Commerce. As part of the renewal agreement with the Chamber, we have included a provision for the Charlevoix Convention & Visitors Bureau (CVB) to be a named as a sub-tenant of the Chamber. We have also agreed to a significant increase in the amount the Chamber pays into a maintenance fund for the building. City Manager Heydlauff confirmed that the CVB and Chamber have their own agreement for shared services with regards to the building.

Mayor Campbell 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 lease agreement with the Charlevoix Area Chamber of Commerce and authorize the Mayor and City Clerk to sign all necessary documents.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

C. EMS Incentive Pay

Chief Doan indicated that the Charlevoix EMS Department has difficulty staffing primary and secondary ambulances. This becomes more challenging as summer approaches and with the influx of people and traffic, staffing a third ambulance becomes necessary. He stated that this pay incentive is directed toward holidays and special events to ensure that the primary and secondary ambulance

shifts are covered and it is patterned after Boyne City. He explained that holiday pay would be double time for 12 hour standby shifts and any calls worked; special event pay would be straight hourly wage plus a \$50 dollar stipend. Chief Doan said that if the shifts were not filled by City employees, he would solicit Boyne City and East Jordan EMS.

Chief Doan stated that he has approximately eight EMS staff and he reviewed the recent pay increase implemented when the Fire and EMS departments were combined. Councilmember Gibson questioned whether it was a money issue or a lack of desire to work the holidays. Chief Doan responded that employees wanted to be home with their families and that Boyne City and East Jordan were experiencing the same issue. He said there is not enough qualified staff in the area, therefore the cities are sharing personnel. Chief Doan explained how staff is scheduled for Councilmember Gibson. She questioned whether the City or other communities have a scheduling policy based on seniority. Councilmember Gibson noted that personnel "deserve whatever we can give them." Chief Doan responded that even if he had a seniority policy, the problem he is facing is that he does not have sufficient personnel to fill the schedule.

Councilmember Kurtz questioned why there is such a staff shortfall. The Chief responded that staffing issues are apparent in all area businesses, not just first responders. City Manager Heydlauff agreed.

Chief Doan explained the EMS standby personnel pay structure and parameters for Councilmember Supernaw.

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

Motion by Councilmember Supernaw, second by Councilmember Kurtz, to approve the EMS Holiday and Incentive Pay categories as presented.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

D. Memorial Bench and Table Donation Plan

City Manager Heydlauff recalled that City Council approved a Donation Acceptance Policy, which included memorial bench and table donations. The Planning Commission recommended a comprehensive placement plan for future donated benches at its meeting on June 13. City Council expressed a desire to avoid placing additional benches in East Park, therefore the proposed benches are spread throughout our beach areas and parks where there is room.

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

Motion by Councilmember Kurtz, second by Councilmember Perron, to approve the Memorial Bench and Table Donation Plan as presented.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

E. Mayoral/Council Appointments

The City has one vacancy on the Library Board. The Library Board Member must be a City resident and is appointed by the Mayor with approval by Council for a three year term.

The City has one vacancy on the Historic District Commission. Per City Ordinance, one member of the Commission must be an architect and is appointed by Council.

Motion by Councilmember Gibson, second by Councilmember Hagen, to appoint Mary Heid to the Library Board, term expiring June 2019.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

Motion by Councilmember Hagen, second by Councilmember Cole, to re-appoint Hans Weimer as Architect Member to the Historic District Commission, term expiring June 2019.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

8. **Reports & Communications**

A. Public Comments
None.

B. City Manager Comments

City Manager Heydlauff expressed his thanks to all first responders and firefighters assisting with the Charlevoix Country Club fire over the weekend. He also gave kudos to City employees Randy Wurst, Steve Zacharias, Nick Hilling, and Kevin Morrison for their emergency support at the lift station. Construction is moving smoothly on St. Mary's Drive with paving scheduled for next week; construction on Alice Street will continue for the next couple of months.

C. Mayor & Council Comments

Councilmember Supernaw suggested to several residents in the area of the fire to write letters of appreciation to the City for jobs well done.

9. **Other Council Business**

None.

10. **Adjourn**

Motion by Councilmember Kurtz second by Councilmember Cole, to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 7:25 p.m.

Joyce M. Golding	City Clerk	Gabe Campbell	Mayor
Special Accounts Payable – 06/08/2016			
CHARTER COMMUNICATIONS	111.62	TOTAL	111.62
Regular Accounts Payable – 06/21/2016			
ABC LANDSCAPE	423.00	HOLM, MARY	146.99
ACE HARDWARE	3,796.99	HYDE SERVICES LLC	146.76
ALL-PHASE ELECTRIC SUPPLY CO.	446.21	HYDRO CORP	1,705.00
AMERICAN WASTE INC.	2,188.76	JACK DOHENY SUPPLIES INC	101.44
ANDY'S CLEANING SYSTEMS	25.00	JOHNNY MAC'S SPORTING GOODS	367.31
ANYBATTERY INC.	200.55	KITCHEN, ALLISON	28.61
ARROW UNIFORM-TAYLOR L.L.C.	1,362.77	KMart	48.15
ASPLUNDH TREE EXPERT CO	8,980.00	KORTH, PAM	45.69
AT&T	2,740.60	KSS ENTERPRISES	600.49
AUTO VALUE	206.72	LAKE SHORE TIRE & AUTO SERVICE	42.50
AVFUEL CORPORATION	14,553.04	LOTTIE'S BAGELS	85.00
BEIJO DE CHOCOLAT LLC	43.00	MACDONALD GARBER	750.00
BERG, REBECCA	60.00	MANAGEMENT AND BEHAVIOR	825.00
BERGER CHEVEROLET	48,214.50	MCCARDEL CULLIGAN-PETOSKEY	50.00
BLARNEY CASTLE OIL CO	737.76	MDC CONTRACTING LLC	60.00
BOB MATHERS FORD	232.30	MICHIGAN MUSHROOM MARKET LLC	107.00
CARQUEST OF CHARLEVOIX	422.50	MICHIGAN OFFICEWAYS INC	1,255.08
CENTRAL DRUG STORE	74.09	MILAN, JANE	32.20
CHARLEVOIX COUNTY NEWS	35.00	MUNSON OCC HEALTH & MEDICINE	134.60
CHARLEVOIX COURIER	59.00	MYER, ELIZABETH A.	20.12
CHARLEVOIX DISTRICT LIBRARY	295.00	NETSOURCE ONE INC.	539.00
CHARLEVOIX SCREEN MASTERS INC	529.00	NORTHERN CREDIT BUREAU	109.82
CHARTER COMMUNICATIONS	1,023.76	NORTHERN FIRE & SAFETY INC.	300.00
CINTAS CORPORATION	60.54	NORTHERN LAKES	3,500.00
CINTAS CORPORATION #729	246.49	NORTHERN MICHIGAN REVIEW INC.	975.59
CIRCLE K SERVICE	2,254.68	OAKLAND COMMUNITY COLLEGE	250.00
CITY OF CHARLEVOIX	700.00	OLESON'S FOOD STORES	310.51
CITY OF CHARLEVOIX - UTILITIES	26,556.05	OLSON BZDOK & HOWARD	2,398.48
CMP DISTRIBUTORS INC.	298.30	OMS COMPLIANCE SERVICES INC	78.75
CONSUMERS ENERGY	1,850.00	ORBAN, BARBARA	14.00
COOK FAMILY FARMS	25.00	OTEC	1,699.35
CRE8TIVE CUPCAKE	46.00	OUDBIER INSTRUMENT CO	549.00
DeROSIA, PATTY	18.57	P.K. CONTRACTING	13,173.05
DITCH WITCH SALES OF MICHIGAN	178.31	PARASTAR INC.	1,664.44
EJ EQUIPMENT INC	3,770.86	PERFORMANCE ENGINEERS INC	12,755.00
EJ USA INC.	1,683.01	POND HILL FARM LLC	142.00
ELLSWORTH FARMER'S EXCHANGE	29.10	POWER LINE SUPPLY	1,212.15
EMERGENCY MEDICAL PRODUCTS INC	708.20	PRESTON FEATHER	365.27
ETNA SUPPLY	3,540.00	PRO WEB MARKETING LLC	71.67
FAMILY FARM & HOME	1,180.04	QUICK CARE MEDICAL CENTER	240.00
FARMER WHITE'S	97.00	RANGE TELECOMMUNICATIONS	129.60
FASTENAL COMPANY	186.05	REHMANN-ROBSON & CO	3,900.00
FISHER SCIENTIFIC	152.95	RUSTIC BAKER	67.00
FLEMING & ASSOCIATES INC	400.00	SEARS COMMERCIAL ONE	64.99
FOX CHARLEVOIX	1,372.52	SECURITY SANITATION INC.	285.00
FREEDOM MAILING SERVICES INC.	2,158.20	SILBERHORN, WILLIAM	165.00
GCSAA	375.00	SITE PLANNING DEVELOPMENT INC	1,600.00
GERBER HOMEMADE SWEETS	103.00	SMOKE ON THE WATER	26.00
GERRISH TOWNSHIP POLICE DEPT	200.00	SPARTAN STORES LLC	47.25
GIANT MAINTENANCE & RESTORATION	15,015.00	SPICER GROUP INC	1,852.65
GINOP SALES INC	20.48	STATE OF MICHIGAN	43.95
GORDON FOOD SERVICE	300.55	SUPERIOR MECHANICAL	709.20
GREAT LAKES ELEVATOR LLC	335.48	TASER INTERNATIONAL	477.63
GREAT LAKES PIPE & SUPPLY	100.68	TERMINAL SUPPLY CO	111.72
GRIFFIN BEVERAGE CO	84.00	THE COOKIES ENTERTAINMENT LLC	2,500.00
GRULER'S FARM SUPPLY INC	133.34	UP NORTH PROPERTY SERVICES LLC	2,436.75
GUNTZVILLER, RHONDA	49.00	USA BLUE BOOK	241.60
HANKINS, SCOTT	64.00	VILLAGE GRAPHICS INC.	141.55
HARRELL'S	5,221.13	WILBERT BURIAL VAULT CO	611.04
HART, DELBERT	60.00	WORK & PLAY SHOP	14.85
HEADY, KATE	50.05		
HOLIDAY COMPANIES	4,811.06	TOTAL	223,409.99
ACH Payments – 06/06/2016 to 06/17/2016			
MI PUBLIC POWER AGENCY	17,674.31	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	237.70	STATE OF MI (WITHHOLDING TAX)	5,621.98
STATE OF MI (SALES TAX)	15,553.01	VANTAGEPOINT (401 ICMA PLAN)	699.94
DTE	3,886.00	VANTAGEPOINT (457 ICMA PLAN)	12,754.47
MI PUBLIC POWER AGENCY	15,184.86	VANTAGEPOINT (ROTH IRA)	721.53
MATSON DRISCOLL, ET AL FOR DEVERE	60,323.02	MERS (DEFINED BENEFIT PLAN)	28,374.27
IRS (PAYROLL TAX DEPOSIT)	38,941.88	TOTAL	200,392.97
Payroll Net Pay – Pay Period Ending 06/11/2016 (Paid 06/17/2016)			
WELLER, LINDA JO	1,481.57	DOYLE, ANNE E.	1,026.60
HEYDLAUFF, MARK L.	2,118.60	LOY, EVELYN R.	1,029.15
GOLDING, JOYCE M.	1,082.62	KLOOSTER, ALIDA K.	1,554.09
DEROSIA, PATRICIA E.	894.15	GOLOVICH, KAREN J.	960.42

SPENCLEY, PATRICIA L.	1,227.39	SMITH, ALEXIS M.	459.54
PANOFF, ZACHARY R.	1,180.04	KIRINOVIC, THOMAS F.	726.65
LEESE, MERRI C.	389.77	STEBE, LAURA A.	187.00
MCGINN, KELLY A.	1,492.91	BITELY, KATHERINE A.	443.65
DOAN, GERARD P.	1,558.33	MILAN, JANE E.	812.82
SCHLAPPI, JAMES L.	1,312.06	KIRINOVIC, CHANDLER E.	22.47
UMULIS, MATTHEW T.	1,418.42	BERNIER, RACHEL M.	89.93
HANKINS, SCOTT A.	1,912.48	SABSOOK, SARA E.	87.24
ORBAN, BARBARA K.	1,448.29	PARKER-DROST, HERO	87.24
TRAEGER, JASON A.	1,344.73	HOLECHECK, JENNACA R.	98.96
FLICKEMA, ANDREW M.	1,555.51	HEID, THOMAS J	1,272.04
MATELSKI, KIMBERLY A.	1,118.59	LEESE, ALAN K.	504.80
EVANS JR, HALBERT K.	1,468.90	GRUNCH, RONALD J.	283.42
KLOOSTER, PATRICK H.	745.12	DAVIS, RONALD L.	192.18
BEARINGER, ASHLEY L.	665.32	FAIRCHILD, GALEN W.	249.84
ENGSTROM, TYLER A.	682.06	DAKROUB, JOSEPH E.	133.47
GROSBERG, ASHLEY M.	849.54	MASSON, DONALD J.	538.52
SOFIA, KELSEY L.	1,022.72	KUSINA, DENNIS W.	205.94
VANLOO, JORDAN C.	732.58	LABLANCE, MAUREEN J.	271.42
GREENE, GLORIA C.	297.61	MYER, ELIZABETH A.	1,653.03
DAVIS, LEAH R.	571.76	VANLOO, JOSEPH G.	799.25
TELGENHOF, WILL G.	749.94	WYMAN, MATTHEW A.	1,061.73
GREYERBIEHL, KELLY M.	387.17	SCHRADER, LOU ANN	742.28
ROLOFF, ROBERT P.	3,656.28	BOSS, RYDER S.	921.32
RILEY, DENISE M.	436.41	MILLER, WILLIAM S.	1,016.06
WURST, RANDALL W.	1,131.45	HOUSER, JAMES F.	499.32
MAYER, SHELLEY L.	1,770.10	FUNKEY, KRAIG R.	170.85
HILLING, NICHOLAS A.	1,238.90	MEGGISON, JERRY B.	133.47
MEIER III, CHARLES A.	1,326.73	RILEY, CASEY W.	414.63
ZACHARIAS, STEVEN B.	1,504.46	JONES, LARRY M.	1,171.63
EATON, BRAD A.	1,657.87	BEAN, PETER J.	690.41
WILSON, TIMOTHY J.	1,962.89	OCHS, THOMAS F	57.71
LAVOIE, RICHARD L.	1,754.76	TRAVERS, MANUEL J.	645.07
STEVENS, BRANDON C.	1,668.11	RILEY, DANIEL A.	813.85
DRAVES, MARTIN J.	1,682.83	LALEWICZ, AMELIA	46.17
BROWN, STEPHANIE C.	1,020.24	KLINGER, LUCAS D.	454.56
SOMERVILLE, DAVID A.	1,241.69	KLINGER, BRADLEY W.	297.61
ELLIOTT, PATRICK M.	1,961.37	SWEM, DONALD L.	1,833.27
SCHWARTZFISHER, JOSEPH L.	1,284.85	WHITLEY, ANDREW T.	1,759.98
BRADLEY, KELLY R.	1,481.35	MORRISON, KEVIN P.	891.57
HART II, DELBERT W.	1,296.08	HODGE, MICHAEL J.	1,252.30
JONES, ROBERT F.	1,204.09	JOHNSON, STEVEN P.	1,204.91
DORAN, JUSTIN J.	1,481.67	BISHAW, JAMES H.	654.22
MANKER JR, DAVID W.	462.61	PETERS, MEGAN M.	27.08
MANKER SR, DAVID W.	667.56	GILL, DAVID R.	1,016.65
BECKER, MICHAEL S.	580.50	TODD, RICHARD D.	307.20
SHEPARD, ZACHARY N.	499.32	STEVENS, JEFFREY W.	505.25
MCGHEE, ROBERT R.	1,010.72	ROLOFF, AUDREY M.	1,775.57
STANTS, JACOB W.	607.88	MATTER, DAWSON K.	2,731.90
BLOOMER, GABRIELLE J.	517.58	SCOTT JR., WINFIELD	55.05
STEWART, SAMUEL D.	456.44	TOTAL	102,114.21

Payroll Transmittal – 06/17/2016

4FRONT CREDIT UNION	248.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	232.08	COMMUNICATION WORKERS OF AMER	489.93
AMERICAN FAMILY LIFE	379.74	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,993.12
CHARLEVOIX STATE BANK	1,286.16	TOTAL	5,237.32

Tax Disbursement – 06/21/2016

CHARLEVOIX COUNTY TREASURER	245.05	CHARLEVOIX PUBLIC SCHOOLS	0.93
CHARLEVOIX DISTRICT LIBRARY	44.78	CITY OF CHARLEVOIX - TAXES DUE	190.83
CHARLEVOIX PUBLIC SCHOOLS	73.76	RECREATIONAL AUTHORITY	7.98
CHARLEVOIX PUBLIC SCHOOLS	23.36	STATE OF MICHIGAN	12.76
CHARLEVOIX PUBLIC SCHOOLS	0.90	TOTAL	611.90
CHARLEVOIX PUBLIC SCHOOLS	11.55		