

AGENDA

CITY OF CHARLEVOIX CITY COUNCIL MEETING

Tuesday, September 6, 2016 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

Revised - September 6, 2016

1. Pledge of Allegiance
2. Roll Call
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 - August 15, 2016 Regular Meeting | PG 1-6 |
| B. City Council Meeting Minutes - August 23, 2016 Special Meeting | PG 7-8 |
| C. Accounts Payable Check Registers & Payroll Check Registers | PG 9-24 |
| D. Resolution Recognizing Michigan Municipal Executives | PG 25-26 |
| E. D & R Sports' Request for Free Parking at Launch Ramp | PG 27-29 |
| F. Adopt Annual Exemption Option in PA 152 for the 2016-17 Medical Benefit Plan Coverage Year | PG 30-31 |
| G. D & R Sports' Request for Free Parking at Launch Ramp | PG 29-31 |
| H. <u>G.</u> Purchase Tires for Airport Loader in the amount of \$11,179.84 | PG 32 |

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- | | |
|---|----------|
| A. Eaton Avenue Retaining Wall Bid | PG 33-34 |
| B. Charlevoix County Community Foundation Grant Request | PG 35 |

8. Reports & Communications

- A. Public Comments
- B. City Manager Comments
- C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

Posted September 1, 2016 4:00 p.m.

AGENDA

CITY OF CHARLEVOIX CITY COUNCIL MEETING

Tuesday, September 6, 2016 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

1. Pledge of Allegiance
2. Roll Call
3. Presentations
4. Inquiry regarding conflicts of interest

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Posted September 1, 2016 4:00 p.m.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, August 15, 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

Councilmember Kurtz recused himself from the hangar construction discussion.

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 – August 1, 2016 Regular Meeting
- B. Regular Accounts Payable Check Register – August 16, 2016
- C. ACH Payments – August 1, 2016 to August 12, 2016
- D. Payroll Check Register – August 12, 2016
- E. Payroll Transmittal – August 12, 2016
- F. Tax Disbursement – August 16, 2016
- G. Appoint City Manager Mark Heydlauff as delegate to represent the City at the Michigan Municipal League Annual Meeting

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

Yeas: Perron, Gibson, Cole, Supernaw, Hagen, Kurtz

Nays: None

Absent: None

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Private Hangar Construction

Airport Manager Myer stated that Kermit Sutton is requesting permission to construct a 90x80 aircraft hangar at the Charlevoix Municipal Airport in the vicinity of the mid-field hangars. He is seeking Council approval prior to the site plan approval by the Planning Commission. The proposed structure was submitted to the FAA for an airspace study and meets their requirements. Airport Consultant RS&H has also reviewed the proposed project without objections. She stated that the hangar will be built by a company which specializes in airport hangar construction and building expenses would be paid by Mr. Sutton. Mr. Sutton would enter into a 25 year land lease agreement with the City. City Attorney Howard reviewed the agreement and his suggested changes have been made.

Councilmember Gibson questioned why the plan was not brought before the Airport Advisory Committee (AAC). Airport Manager Myer responded that the proposed construction was discussed at the AAC and it was her understanding that the proposal should be "processed through." Councilmember Gibson responded that hangar "development" was discussed and felt that the AAC may have better alternatives for both Mr. Sutton and the City. She questioned why the Planning Commission needs to be involved with Airport development. City Manager Heydlauff commented that past practice was to have the Planning Commission review hangar construction site plans. He suggested that Council may want to ask the Planning Commission whether the practice is still necessary. Councilmember Gibson stated that the AAC has experts that the Planning Commission does not have and the plan should have gone to the AAC.

Councilmember Supernaw asked whether people are waitlisted to build new hangars and Airport Manager Myer responded affirmatively. She stated that it was imperative to build more hangars to increase the revenue base. Councilmember Supernaw thanked Mr. Sutton for his interest and investment in Charlevoix.

Mayor Campbell opened the item to public comment.

Ken Tough, Scott Woody and Don Seeley, AAC members, presented a collaborative statement. They support Airport hangar development. Mr. Tough recalled that at the June AAC meeting, the Airport Manager stated that nothing could be done until the FAA completed an airspace study and the AAC requested a written follow up from the Airport Manager. He stated that the AAC agreed to carry the business to their next meeting on August 19th. Mr. Tough requested that this matter be carried over until it can be discussed in greater detail at the AAC meeting.

Don Exelby, Eaton Street, stated that he represented his neighbors. He felt that noise will increase indirectly by building a hangar. Mr. Exelby recalled that the hangar was discussed at the June AAC meeting. He is concerned with whom the operators are and will they abide by the preferred noise abatement procedures. He is also concerned with increased volume at the Airport and some pilots not following proper procedures. Mr. Exelby requested that this matter be addressed by the AAC before a final determination by Council.

The item was closed to the public.

Airport Manager Myer commented that she did not receive feedback from the City Manager who attended the AAC meetings, regarding her submitted agenda item. She felt that if there was an issue with the agenda item, it would have been brought up prior to this meeting.

Del Terrell, Eaton Street, stated that the 3rd Ward is impacted by Airport noise which will be a major issue for the 3rd Ward in the upcoming election.

Mayor Campbell questioned whether there was a rush to build the hangar. He suggested that the AAC could review the plan, forward it to the Planning Commission and then to Council in September.

Motion by Councilmember Gibson, second by Councilmember Perron, to approve the hangar building proposal pending final approval of the City Attorney, City Manager, and Airport Advisory Committee.

City Manager Heydlauff confirmed that the AAC was scheduled to meet on August 19th and the Planning Commission was scheduled to meet on September 12th.

Councilmember Supernaw asked whether postponing the decision would be a hardship for Mr. Sutton and he responded "no."

Mayor Campbell agreed with the motion on the table.

Councilmember Supernaw questioned whether it was likely that the AAC would approve the plan. Councilmember Gibson responded that the AAC may have better alternatives for Mr. Sutton that would also benefit the City. Mr. Sutton responded that he was unaware of any alternatives, but was open to suggestion. Airport Manager Myer noted that if the size or location of the hangar were changed, a new FAA airspace study would be required which may take approximately nine months. She further explained the FAA approval process and confirmed for Councilmember Supernaw that no grant funding is in jeopardy. Airport Manager Myer recalled that the airspace study application was submitted November 2015. Councilmember Gibson questioned why the study was not included in the agenda packet. Airport Manager Myer indicated that she would forward the study to Council.

Councilmember Hagen questioned whether the motion should include words to the effect of having the City Manager execute the agreement.

City Manager Heydlauff stated that in order to veto the plan, the Planning Commission would have to find a violation of the Zoning Code. It was agreed that the AAC could not veto the plan as they operate in an advisory capacity only.

Mr. Sutton indicated that he would like to start construction this fall, but understands the dynamics of the AAC and Council.

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

B. Water Treatment Plant Standby Generator Replacement

City Manager Heydlauff stated that the Water Treatment Plant has a standby generator that can maintain pumping and treatment capacity at the plant in the case of a power failure. Our current generator was a surplus unit dating to World War II and in recent years, it has been prone to frequent malfunction. He indicated that Prein & Newhof identified replacing this generator in the Water Plant Reliability Study they performed in 2015. Engineering services will cost \$23,600 along with the generator purchase of approximately \$250,000.

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

Motion by Councilmember Supernaw, second by Councilmember Hagen, to accept the engineering services proposal from Prein & Newhof for the installation of a standby generator at the Water Treatment Plant for a cost not to exceed \$23,600 plus environmental costs, if needed.

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

8. Reports & Communications

A. Public Comments

Phillip Crooks discussed the possibility of a major fire under the right conditions in our forests and what this would do to the surrounding housing. He requested that Council consider hiring a consultant to advise what preventative measures can be taken to prevent a tragedy.

John Campbell, Shade Tree Commission, stated that the management plan for Lake Michigan Beach Park and Mt. McSaubia will be completed on October 31st which may address Mr. Crooks' concerns.

B. City Manager Comments

City Manager Heydlauff commented that he toured the American Waste Recycling facility in Traverse City. Burns Street construction started today.

At the recommendation of City Manager Heydlauff, Mayor Campbell called a Special Meeting for August 23rd at 6:00 p.m. to hear presentations and discuss four finalist proposals for the Public Service Facility Conceptual Design.

C. Mayor & Council Comments

Mayor Campbell thanked everyone for attending the memorial service for former mayor David Novotny.

Clerk Golding stated that the conservation easement ballot language was approved by the Attorney General and Governor therefore the proposal will be included on the November ballot.

Councilmember Supernaw commented that seven of his constituents received warning letters from the Zoning Enforcement Officer that were perceived as having a threatening tone. He felt that from a public relations perspective the letters were confrontational. City Manager Heydlauff suggested that the citizens call the office to discuss the situation.

9. Other Council Business

A. Closed Session on the Sale/Purchase of Real Property pursuant to MCL 15.268, Section 8(d)

Motion by Councilmember Cole, second by Councilmember Kurtz, to meet in Closed Session [under Section 15.268 8(d) of the Open Meetings Act, sale/purchase of real property.]

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

Council moved into Closed Session at 7:36 p.m. Council resumed Open Session at 7:52 p.m.

Councilmember Supernaw recalled that he suggested selling the Bridge Park Building. City Manager Heydlauff responded saying that the Bridge Park Building would not be on the top of the list to sell due to the mechanicals and configuration of the building.

Councilmember Hagen commented that having an inventory list of City properties would be helpful to entice development for new industries. Councilmember Gibson felt that selling property "has to be thoughtful".

Motion by Councilmember Kurtz, second by Councilmember Cole, directing the City Manager to seek an appraisal and advertise 1522 Bridge Street.

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

10. Adjourn

Motion by Councilmember Kurtz, second by Councilmember Perron to adjourn. Motion passed by unanimous voice vote. Council adjourned at 7:56 p.m.

Joyce M. Golding	City Clerk	Gabe Campbell	Mayor
Regular Accounts Payable – 08/16/2016			
229 BRIDGE LLC	53.28	INTERWATER FARMS INC	282.00
ACE HARDWARE	2,453.43	JACK DOHENY SUPPLIES INC	662.33
ALL-PHASE ELECTRIC SUPPLY CO.	201.68	KSS ENTERPRISES	2,811.80
AMERICAN WASTE INC	4,976.46	LAKE FOREST BAKING COMPANY	271.00
ARCADIA BENEFITS GROUP INC	25.00	LIVE FROM CHARLEVOIX INC	5,000.00
ARCHAMBAULT, JON	600.00	LOTTIE'S BAGELS	144.00
ASPLUNDH TREE EXPERT CO	6,735.00	LYNCH, BRANDON	36.00
AT YOUR SERVICE PLUS INC	230.00	MCCARDEL CULLIGAN-PETOSKEY	50.00
AUTO VALUE	1,374.62	MDC CONTRACTING LLC	327,805.86
AVFUEL CORPORATION	39,009.85	MICHIGAN MUSHROOM MARKET LLC	35.00
B & L SOUND INC	44.99	MICHIGAN OFFICEWAYS INC	2,084.21
BEIJO DE CHOCOLAT LLC	25.00	MICHIGAN WATER ENV ASSOC	270.00
BERG, REBECCA	160.00	MILAN, JANE	50.07
BOSS, LINDA K.	810.00	MITCHELL GRAPHICS INC.	2,046.00
BRADFORD'S	61.75	NAPONT, MARILYN	75.00
CARQUEST OF CHARLEVOIX	1,211.88	NORTH COUNTRY CRITTERS	43.00
CENTRAL LAKE ARMOR EXPRESS	509.00	NORTHERN CREDIT BUREAU	284.84
CHARLEVOIX AREA CHAMBER	70.00	NORTHERN LIGHTS FAMILY	470.00
CHARLEVOIX PARTNERS FOR YOUTH	5,421.37	NORTHERN MICHIGAN REVIEW INC.	835.00
CHARLEVOIX SCREEN MASTERS INC	781.75	NORWOOD FARM LLC	10.00
CHARTER COMMUNICATIONS	1,084.32	OLD DOMINION BRUSH	57.97
CHEMICAL SYSTEMS INC.	1,952.00	PERFORMANCE ENGINEERS INC	9,524.25
CINTAS CORPORATION	129.95	POND HILL FARM LLC	280.00
CINTAS CORPORATION #729	114.93	POWER LINE SUPPLY	809.75
CITY OF CHARLEVOIX - MISC	6,190.07	PRO WEB MARKETING LLC	80.00
CITY OF CHARLEVOIX - UTILITIES	38,030.17	PROVIDENCE FARM LLC	363.00
CLARK, CHELSEA	75.00	R & R PRODUCTS INC	392.21
COCA-COLA REFRESHMENTS	503.62	RANGE TELECOMMUNICATIONS	163.20
COOK FAMILY FARMS	49.00	RAYMER	27,525.00
DHASELEER, CARL	169.00	RESCO	202.80
DITCH WITCH SALES OF MICHIGAN	192.16	ROAD WEASEL ENTERPRISES LLC	37.00
DORNBOS SIGN INC	42.59	ROCKY TOP FARMS	29.00
EATON CORPORATION	1,161.93	RUSTIC BAKER	26.00
ELLSWORTH FARMER'S EXCHANGE	1,601.42	SEARS COMMERCIAL ONE	749.97
EMERGENCY MEDICAL PRODUCTS INC	251.07	SECURITY SANITATION INC.	285.00
ENMET CORP	608.92	SHINDORF BUILDERS	1,023.00
ETNA SUPPLY	7,904.50	SHORELINE POWER SERVICES INC.	4,533.00
FAMILY FARM & HOME	249.65	SIEGRIST, DAVID	43.00
FARMER WHITE'S	260.00	SMOKE ON THE WATER	64.00
FASTENAL COMPANY	43.96	SORIANO JR, ALFREDO	163.00
FISHER, TANNER	75.00	SPARTAN DISTRIBUTORS INC	226.22
FREEDOM MAILING SERVICES INC.	2,275.43	SPARTAN STORES LLC	110.50
GELDERBLUM, PAUL	25.00	SPEIGL, AMY	75.00
GERBER HOMEMADE SWEETS	47.00	SPICER GROUP INC	1,350.00
GINOP SALES INC	62.99	STATE OF MICHIGAN	336.28
GOLDING, JOYCE	170.06	STATE OF MICHIGAN	260.00
GOLOVICH, RENEE	65.00	STATE OF MICHIGAN	70.00
GORDON FOOD SERVICE	37.98	SYN-TECH SYSTEMS INC.	625.00
GREAT LAKES PIPE & SUPPLY	170.11	SYSTEMS SPECIALISTS INC	200.00
GRIFFIN BEVERAGE CO	40.00	TROMBONES PLUS	1,000.00
GUNTZVILLER, RHONDA	192.00	TWO ACRE FARM LLC	306.00
HACH COMPANY	791.06	UP NORTH PROPERTY SERVICES LLC	8,250.50
HART II, DELBERT W.	183.00	UPPER CASE PRINTING INC.	240.35
HEP'S HOMEBAKED GRANOLA	26.00	USA BLUE BOOK	380.46
HERZOG ELECTRIC	432.88	VILLAGE GRAPHICS INC.	67.50
HEYDLAUFF, MARK L	204.35	WAGNER, JODI	162.00
HODGE, MICHAEL J	48.00	WEATHERVANE TERRACE INN	5,689.12
HYDE SERVICES LLC	9.44	WORK & PLAY SHOP	92.61
HYDRO CORP	515.00		
IDEXX DISTRIBUTION INC.	202.06	TOTAL	540,000.48

ACH Payments – 08/01/2016 to 08/12/2016

MI PUBLIC POWER AGENCY	28,045.30	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	232.10	STATE OF MI (WITHHOLDING TAX)	5,388.45
MI PUBLIC POWER AGENCY	28,963.05	VANTAGEPOINT (401 ICMA PLAN)	699.94
DTE ENERGY	1,394.33	VANTAGEPOINT (457 ICMA PLAN)	12,495.47
STATE OF MI (SALES TAX)	25,447.55	VANTAGEPOINT (ROTH IRA)	721.53
IRS (PAYROLL TAX DEPOSIT)	37,246.37	TOTAL	141,054.09

Payroll Net Pay – Pay Period Ending 08/06/2016 (Paid 08/12/2016)

WELLER, LINDA JO	1,481.57	SMITH, ALEXIS M.	382.21
HEYDLAUFF, MARK L.	2,402.53	ALDEN, CAMDEN D.	410.75
GOLDING, JOYCE M.	1,082.62	MUMICH, BARRY J.	576.88
DEROSIA, PATRICIA E.	894.15	SKROCKI, JACOB D.	233.57
LOY, EVELYN R.	1,029.15	DEYOUNG III, OLIVER A.	412.40
KLOOSTER, ALIDA K.	1,750.97	KIBLER, RYLEE A.	406.82
GOLOVICH, KAREN J.	960.42	HESS, ISABEL L.	547.27
SPENCLEY, PATRICIA L.	1,348.27	KIRINOVIC, THOMAS F.	631.77
PANOFF, ZACHARY R.	1,180.04	STEBE, LAURA A.	93.50
MILLER, FAITH G.	45.17	BITELY, KATHERINE A.	386.70
LEESE, MERRI C.	389.77	MILAN, JANE E.	951.84
MCGINN, KELLY A.	1,492.91	KIRINOVIC, CHANDLER E.	534.11
JONES, JANET M.	486.96	BERNIER, RACHEL M.	579.60
DOAN, GERARD P.	1,558.33	MACGILLIVRAY, RAYMOND L.	581.54
SCHLAPPI, JAMES L.	1,144.10	SABSOOK, SARA E.	561.61
UMULIS, MATTHEW T.	1,269.64	RAMSEY, BURKE H.	73.24
HANKINS, SCOTT A.	1,494.68	CRANDELL, ZACKARY R.	283.03
ORBAN, BARBARA K.	1,129.67	PARKER-DROST, HERO	534.52
TRAEGER, JASON A.	4.61	HOLECHECK, JENNACA R.	584.43
FLICKEMA, ANDREW M.	1,703.59	HEID, THOMAS J.	1,272.04
MATELSKI, KIMBERLY A.	1,118.59	LEESE, ALAN K.	534.04
EVANS JR, HALBERT K.	1,468.90	GRUNCH, RONALD J.	245.63
KLOOSTER, PATRICK H.	873.53	DAVIS, RONALD L.	233.45
BEARINGER, ASHLEY L.	726.74	FAIRCHILD, GALEN W.	289.67
ENGSTROM, TYLER A.	645.52	DAKROUB, JOSEPH E.	326.32
GROSBERG, ASHLEY M.	522.06	MASSON, DONALD J.	649.72
VANLOO, JORDAN C.	772.05	KUSINA, DENNIS W.	243.37
GREENE, GLORIA C.	571.76	LABLANCE, MAUREEN J.	201.25
DAVIS, LEAH R.	612.33	GLOWNEY, TRAVIS T.	244.89
TELGENHOF, WILL G.	637.54	MYER, ELIZABETH A.	1,881.11
WILLIAMS, BRANDON S.	473.60	VANLOO, JOSEPH G.	806.78
GREYERBIEHL, KELLY M.	601.00	WYMAN, MATTHEW A.	1,171.37
ROLOFF, ROBERT P.	1,674.13	SCHRADER, LOU ANN	639.18
RILEY, DENISE M.	476.77	BOSS, RYDER S.	909.44
WURST, RANDALL W.	1,510.10	MILLER, WILLIAM S.	1,353.77
MAYER, SHELLEY L.	2,011.01	HOUSER, JAMES F.	493.51
HILLING, NICHOLAS A.	1,156.26	BEAN, PETER J.	497.11
MEIER III, CHARLES A.	1,440.69	DROST, PATRICIA A.	92.50
ZACHARIAS, STEVEN B.	1,935.11	CARLSON, JOANNE E.	95.00
EATON, BRAD A.	1,962.33	COLT, JUDITH C.	85.00
WILSON, TIMOTHY J.	2,463.24	FRANCIS, CATHERINE A.	90.00
LAVOIE, RICHARD L.	1,650.17	HUNTLEY, ROSALYNN R.	105.00
STEVENS, BRANDON C.	1,886.03	LALONDE, SANDRA L.	95.00
DRAVES, MARTIN J.	1,803.73	GORDON, JUDITH A.	90.00
BROWN, STEPHANIE C.	816.21	BASEY, HEATHER N.	95.00
SOMERVILLE, DAVID A.	1,241.69	VILLERMAIN-SHEA, MICHELLE	95.00
ELLIOTT, PATRICK M.	1,961.36	GERBER, SAMUEL A.	18.47
SCHWARTZFISHER, JOSEPH L.	1,340.45	KLINGER, LUCAS D.	640.99
BRADLEY, KELLY R.	1,635.71	KLINGER, BRADLEY W.	436.52
HART II, DELBERT W.	1,560.85	WILLIAMS, SYDNEY K.	587.04
JONES, ROBERT F.	1,366.17	SWEM, DONALD L.	1,833.27
DORAN, JUSTIN J.	1,512.55	WHITLEY, ANDREW T.	1,540.34
MANKER JR, DAVID W.	508.66	MORRISON, KEVIN P.	1,002.35
MANKER SR, DAVID W.	757.76	HODGE, MICHAEL J.	1,313.19
BECKER, MICHAEL S.	697.35	JOHNSON, STEVEN P.	1,218.13
SHEPARD, ZACHARY N.	454.45	BISHAW, JAMES H.	756.64
MCGHEE, ROBERT R.	1,037.85	PETERS, MEGAN M.	641.49
STANTS, JACOB W.	695.98	MILAN, BAC P.	294.95
BLOOMER, GABRIELLE J.	439.48	LABELLE, DAVIS B.	29.44
STEWART, SAMUEL D.	537.40	GILL, DAVID R.	1,225.13

TODD, RICHARD D	284.05	PICOTTE, DIANE M.	95.00
RUDOLPH, JOELLEN B.	178.50	LALEWICZ, AMELIA M.	92.50
LEFT, LILLIAN M.	95.00	CIUK, JULIA A.	85.00
BUDAY, JOAN E.	145.00	OCHS, GRACE L.	55.00
STEPHAN, MARY ANN	55.00		
CAMPBELL, KAREN L.	201.25	TOTAL	102,831.45

Payroll Transmittal - 08/12/2016

4FRONT CREDIT UNION	228.46	COMMUNICATION WORKERS OF AMER	509.29
AMERICAN FAMILY LIFE	166.74	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	379.74	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,960.77
CHARLEVOIX STATE BANK	1,286.16		
CHEMICAL BANK	150.00	TOTAL	5,339.99

Tax Disbursement - 08/16/2016

BECK HOSPITALITY INC	1,847.71	CHARLEVOIX STATE BANK	1,886.50
CHARLEVOIX COUNTY TREASURER	243.11	CITY OF CHARLEVOIX - TAXES DUE	374,676.35
CHARLEVOIX COUNTY TREASURER	423,972.48	CITY OF CHARLEVOIX/DDA	298,857.20
CHARLEVOIX PUBLIC SCHOOLS	562,227.20	GARNER, MELISSA	204.40
CHARLEVOIX PUBLIC SCHOOLS	82,355.95	HOGAN, H MICHAEL	36.00
CHARLEVOIX PUBLIC SCHOOLS	8,657.50	STATE OF MICHIGAN	634.20
CHARLEVOIX PUBLIC SCHOOLS	12,484.47	TOTAL	1,768,083.07

CITY OF CHARLEVOIX
SPECIAL CITY COUNCIL MEETING MINUTES
Tuesday, August 23, 2016 – 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 6:00 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

None.

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Proposal Presentations: Public Service Facility Conceptual Design

City Manager Heydlauff recalled that the City received 10 proposals for the service of site selection, needs analysis, and conceptual design for a new public services facility that would combine the DPW and Electric Department facilities. He stated that Electric Superintendent Swern, DPW Superintendent Elliott, and himself reviewed the proposals and selected the top four to make a personal presentation to Council.

Each of the candidates described their firm's background, business partners and qualifications. Candidates cited several examples of past projects and described their key features as well as the project process itself. Council's questions were answered. The four presentations included:

- Environment Architects – Ray Kendra and Scott Jozwiak
- John Dziurman Architects Ltd – John Dziurman and Brad Funkhouser
- Northwest Design Group – Lucas Porath, Rob Atkins, and Ed Hunt
- Straub Pettitt & Yaste/Beckett & Raeder – Stuart Pettitt and Tim Knutsen

B. Council Discussion and Action to Award Bid

Both Superintendent Swern and Elliott felt that each of the firms could perform equally as well and stated that they did not have a clear favorite. City Manager Heydlauff agreed and added his comments on the merits of each.

Council deliberated and John Dziurman along with Northwest Design Group proved to be the favorites. They agreed that their preference would be to award the contract to a local firm if possible. Discussion continued regarding the availability of financing or grant funding, the full scope of the project, budget contingencies, and preliminary research regarding site selection.

Mayor Campbell opened the item to public comment.

Greg Stevens, 2nd Ward, preferred John Dziurman and discussed his interpretation of the 20% contingency.

Bob Timms, 1st Ward, asked several questions regarding the project and City Manager Heydlauff answered.

The item was closed to the public.

Motion by Councilmember Supernaw, second by Councilmember Cole, to direct the City Manager to sign the agreement with Northwest Design Group at a fee of \$17,500.

Yeas: Kurtz, Perron, Gibson, Cole, Supernaw, Hagen

Nays: None
Absent: None

C. Bridge Drop Fundraising Event

City Manager Heydlauff stated that normally special events in the park are not brought to Council for consideration but he wanted to bring this one since this was a new event and included a charitable gaming component. The Bridge Drop Committee would like to hold a "camel race" fundraising event using wooden camels in Bridge Park.

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

Motion by Councilmember Gibson, second by Councilmember Kurtz, to authorize the use of Robert Bridge Memorial Park for the Bridge Drop Camel Race on September 24, 2016.

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

8. **Reports & Communications**

A. Public Comments
None.

B. City Manager Comments
None.

C. Mayor & Council Comments

Councilmember Supernaw confirmed that letters were going out regarding the location of campaign signs. City Manager Heydlauff responded that this was normal practice.

9. **Other Council Business**

Councilmember Cole stated that in light of an article in the newspaper and several phone calls he received regarding EMS Director Roloff's salary and on-call pay, he would like to request an external audit. He noted that "Bob does an awesome job and I don't want it to be construed that something is wrong". He agreed with City Manager Heydlauff's suggestion of a "double-check" approach. Councilmember Gibson indicated that she received phone calls as well and agreed with Councilmember Cole. City Manager Heydlauff will provide Council with further information at the September 6th meeting.

10. **Adjourn**

Motion by Councilmember Kurtz, second by Councilmember Hagen to adjourn. Motion passed by unanimous voice vote. Council adjourned at 8:02 p.m.

Joyce M. Golding

City Clerk

Gabe Campbell

Mayor

Check Number	Payee	Amount
08/23/2016		
117737	AT&T	2,416.06
117738	AT&T LONG DISTANCE	130.15
117739	AT&T MOBILITY	90.09
117740	CHARLEVOIX STATE BANK	6,807.39
117741	CHARLEVOIX TOWNSHIP	15.23
117742	CHARTER COMMUNICATIONS	805.37
117743	DELTA DENTAL	3,788.21
117744	FEDERAL AVIATION ADMINISTRATIO	6,230.08
117745	GREAT LAKES ENERGY	198.42
117746	METLIFE SMALL BUSINESS CENTER	727.93
117747	PRIORITY HEALTH	39,508.34
117748	VERIZON WIRELESS	56.72
117749	VISION SERVICE PLAN	489.49
Total 08/23/2016:		61,263.48
Grand Totals:		61,263.48

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

08/23/16 Special Accounts Payable Run	\$	61,263.48
08/26/16 Payroll	\$	115,967.53
08/26/16 Payroll Transmittal Checks	\$	5,138.99
09/07/16 Regular Accounts Payable	\$	383,619.46

Checks Sub-Total: \$ 565,989.46

FIRSTMERIT BANK - ACH/WIRE PAYMENTS

08/15/16 MI Public Power Agency	\$	67,852.27
08/22/16 MI Public Power Agency	\$	24,647.95
08/25/16 MI Public Power Agency	\$	266,061.52
08/26/16 IRS (Payroll Tax Deposit)	\$	44,557.98
08/26/16 Alerus Financial (HCSP)	\$	420.00
08/26/16 State of MI (Withholding Tax)	\$	6,392.35
08/26/16 Vantagepoint (401 ICMA Plan)	\$	699.94
08/26/16 Vantagepoint (457 ICMA Plan)	\$	12,814.84
08/26/16 Vantagepoint (Roth IRA)	\$	721.53
08/26/16 MERS (Defined Benefit Plan)	\$	28,838.44
08/29/16 MI Public Power Agency	\$	18,852.76

ACH Sub-Total: \$ 471,859.58

First Merit Bank Total: \$ 1,037,849.04

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

09/07/16 Tax Disbursement	\$	3,016,991.53
Charlevoix State Bank Total:	\$	3,016,991.53

Grand Total: \$ 4,054,840.57

APPROVED:


CITY MANAGER


CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/20/2016	PC	08/26/2016	21957	WELLER, LINDA JO	101		1,481.57
08/20/2016	PC	08/26/2016	21958	HEYDLAUFF, MARK L.	102		2,118.59
08/20/2016	PC	08/26/2016	21959	GOLDING, JOYCE M.	106		1,082.62
08/20/2016	PC	08/26/2016	21960	DEROSIA, PATRICIA E.	107		894.15
08/20/2016	PC	08/26/2016	21961	LOY, EVELYN R.	117		1,029.15
08/20/2016	PC	08/26/2016	21962	KLOOSTER, ALIDA K.	121		1,554.10
08/20/2016	PC	08/26/2016	21963	GOLOVICH, KAREN J.	122		960.42
08/20/2016	PC	08/26/2016	21964	SPENCLEY, PATRICIA L.	136		1,166.97
08/20/2016	PC	08/26/2016	21965	PANOFF, ZACHARY R.	141		1,180.04
08/20/2016	PC	08/26/2016	21966	MILLER, FAITH G.	142		34.41
08/20/2016	PC	08/26/2016	21967	LEESE, MERRI C.	145		310.49
08/20/2016	PC	08/26/2016	21968	MCGINN, KELLY A.	146		1,492.91
08/20/2016	PC	08/26/2016	21969	JONES, JANET M.	148		486.96
08/20/2016	PC	08/26/2016	21970	DOAN, GERARD P.	201		1,558.33
08/20/2016	PC	08/26/2016	21971	SCHLAPPI, JAMES L.	204		1,348.01
08/20/2016	PC	08/26/2016	21972	UMULIS, MATTHEW T.	205		1,232.17
08/20/2016	PC	08/26/2016	21973	HANKINS, SCOTT A.	208		1,926.41
08/20/2016	PC	08/26/2016	21974	ORBAN, BARBARA K.	209		1,168.13
08/20/2016	PC	08/26/2016	21975	TRAEGER, JASON A.	210		2.67
08/20/2016	PC	08/26/2016	21976	FLICKEMA, ANDREW M.	211		1,696.75
08/20/2016	PC	08/26/2016	21977	MATELSKI, KIMBERLY A.	212		1,118.59
08/20/2016	PC	08/26/2016	21978	EVANS JR, HALBERT K.	214		1,468.90
08/20/2016	PC	08/26/2016	21979	KLOOSTER, PATRICK H.	216		745.12
08/20/2016	PC	08/26/2016	21980	BEARINGER, ASHLEY L.	222		849.54
08/20/2016	PC	08/26/2016	21981	ENGSTROM, TYLER A.	225		645.52
08/20/2016	PC	08/26/2016	21982	GROSBERG, ASHLEY M.	226		183.59
08/20/2016	PC	08/26/2016	21983	VANLOO, JORDAN C.	239		864.16
08/20/2016	PC	08/26/2016	21984	GREENE, GLORIA C.	243		571.76
08/20/2016	PC	08/26/2016	21985	DAVIS, LEAH R.	245		571.76
08/20/2016	PC	08/26/2016	21986	TELGENHOF, WILL G.	246		571.76
08/20/2016	PC	08/26/2016	21987	WILLIAMS, BRANDON S.	248		452.51
08/20/2016	PC	08/26/2016	21988	GREYERBIEHL, KELLY M.	260		601.00
08/20/2016	PC	08/26/2016	21989	ROLOFF, ROBERT P.	304		5,754.05
08/20/2016	PC	08/26/2016	21990	RILEY, DENISE M.	306		377.91
08/20/2016	PC	08/26/2016	21991	WURST, RANDALL W.	411		1,534.74
08/20/2016	PC	08/26/2016	21992	MAYER, SHELLEY L.	412		1,589.95
08/20/2016	PC	08/26/2016	21993	HILLING, NICHOLAS A.	413		1,733.06
08/20/2016	PC	08/26/2016	21994	MEIER III, CHARLES A.	421		1,987.67
08/20/2016	PC	08/26/2016	21995	ZACHARIAS, STEVEN B.	422		1,642.15
08/20/2016	PC	08/26/2016	21996	EATON, BRAD A.	515		2,108.59
08/20/2016	PC	08/26/2016	21997	WILSON, TIMOTHY J.	516		2,259.30
08/20/2016	PC	08/26/2016	21998	LAVOIE, RICHARD L.	519		1,571.72
08/20/2016	PC	08/26/2016	21999	STEVENS, BRANDON C.	521		2,096.95
08/20/2016	PC	08/26/2016	22000	DRAVES, MARTIN J.	523		1,558.64
08/20/2016	PC	08/26/2016	22001	BROWN, STEPHANIE C.	524		1,020.24
08/20/2016	PC	08/26/2016	22002	SOMERVILLE, DAVID A.	525		1,226.07
08/20/2016	PC	08/26/2016	22003	ELLIOTT, PATRICK M.	600		1,961.37
08/20/2016	PC	08/26/2016	22004	SCHWARTZFISHER, JOS	603		1,146.98
08/20/2016	PC	08/26/2016	22005	BRADLEY, KELLY R.	614		1,373.35
08/20/2016	PC	08/26/2016	22006	HART II, DELBERT W.	616		1,691.67
08/20/2016	PC	08/26/2016	22007	JONES, ROBERT F.	618		1,283.58
08/20/2016	PC	08/26/2016	22008	DORAN, JUSTIN J.	621		1,517.90
08/20/2016	PC	08/26/2016	22009	MANKER JR, DAVID W.	638		508.66
08/20/2016	PC	08/26/2016	22010	MANKER SR, DAVID W.	639		667.56
08/20/2016	PC	08/26/2016	22011	BECKER, MICHAEL S.	641		674.52
08/20/2016	PC	08/26/2016	22012	SHEPARD, ZACHARY N.	656		479.84
08/20/2016	PC	08/26/2016	22013	MCGHEE, ROBERT R.	663		1,049.92

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/20/2016	PC	08/26/2016	22014	STANTS, JACOB W	664		627.71
08/20/2016	PC	08/26/2016	22015	BLOOMER, GABRIELLE J	665		400.82
08/20/2016	PC	08/26/2016	22016	STEWART, SAMUEL D.	668		557.14
08/20/2016	PC	08/26/2016	22017	MUMICH, BARRY J.	671		440.36
08/20/2016	PC	08/26/2016	22018	KIBLER, RYLEE A.	677		452.51
08/20/2016	PC	08/26/2016	22019	HESS, ISABEL L.	678		324.96
08/20/2016	PC	08/26/2016	22020	KIRINOVIC, THOMAS F.	700		312.79
08/20/2016	PC	08/26/2016	22021	STEBE, LAURA A.	703		8.31
08/20/2016	PC	08/26/2016	22022	BITLEY, KATHERINE A.	704		340.10
08/20/2016	PC	08/26/2016	22023	MILAN, JANE E.	711		589.46
08/20/2016	PC	08/26/2016	22024	KIRINOVIC, CHANDLER E	717		226.07
08/20/2016	PC	08/26/2016	22025	BERNIER, RACHEL M.	718		359.99
08/20/2016	PC	08/26/2016	22026	MACGILLIVRAY, RAYMO	720		310.85
08/20/2016	PC	08/26/2016	22027	SABSOOK, SARA E.	721		315.14
08/20/2016	PC	08/26/2016	22028	CRANDELL, ZACKARY R.	753		228.26
08/20/2016	PC	08/26/2016	22029	PARKER-DROST, HERO	775		292.26
08/20/2016	PC	08/26/2016	22030	HOLECHECK, JENNACA	777		313.87
08/20/2016	PC	08/26/2016	22031	HEID, THOMAS J	802		1,272.04
08/20/2016	PC	08/26/2016	22032	LEESE, ALAN K.	835		479.84
08/20/2016	PC	08/26/2016	22033	GRUNCH, RONALD J.	844		310.49
08/20/2016	PC	08/26/2016	22034	DAVIS, RONALD L.	853		272.93
08/20/2016	PC	08/26/2016	22035	FAIRCHILD, GALEN W.	855		246.52
08/20/2016	PC	08/26/2016	22036	DAKROUB, JOSEPH E.	860		90.76
08/20/2016	PC	08/26/2016	22037	MASSON, DONALD J.	861		589.41
08/20/2016	PC	08/26/2016	22038	KUSINA, DENNIS W.	862		291.78
08/20/2016	PC	08/26/2016	22039	LABLANCE, MAUREEN J.	863		243.21
08/20/2016	PC	08/26/2016	22040	GLOWNEY, TRAVIS T.	865		221.47
08/20/2016	PC	08/26/2016	22041	MYER, ELIZABETH A.	900		1,653.03
08/20/2016	PC	08/26/2016	22042	VANLOO, JOSEPH G.	902		618.21
08/20/2016	PC	08/26/2016	22043	WYMAN, MATTHEW A.	927		1,061.72
08/20/2016	PC	08/26/2016	22044	SCHRADER, LOU ANN	929		384.49
08/20/2016	PC	08/26/2016	22045	BOSS, RYDER S.	932		735.65
08/20/2016	PC	08/26/2016	22046	MILLER, WILLIAM S.	933		1,180.53
08/20/2016	PC	08/26/2016	22047	HOUSER, JAMES F.	934		470.07
08/20/2016	PC	08/26/2016	22048	FUNKEY, KRAIG R.	1034		92.35
08/20/2016	PC	08/26/2016	22049	MEGGISON, JERRY B.	1036		282.36
08/20/2016	PC	08/26/2016	22050	RILEY, CASEY W.	1052		400.56
08/20/2016	PC	08/26/2016	22051	JONES, LARRY M.	1057		1,857.31
08/20/2016	PC	08/26/2016	22052	WILLSON, BRENDA R.	1059		920.20
08/20/2016	PC	08/26/2016	22053	BEAN, PETER J.	1060		1,854.07
08/20/2016	PC	08/26/2016	22054	FENNELL, DREW M.	1062		110.13
08/20/2016	PC	08/26/2016	22055	RILEY, REBECCA J.	1063		123.34
08/20/2016	PC	08/26/2016	22056	FAUSER, HOPE E.	1064		315.84
08/20/2016	PC	08/26/2016	22057	WHITLEY, TYLER J.	1065		92.51
08/20/2016	PC	08/26/2016	22058	OCHS, THOMAS F.	1068		27.70
08/20/2016	PC	08/26/2016	22059	TRAVERS, MANUEL J.	1071		1,574.85
08/20/2016	PC	08/26/2016	22060	RILEY, DANIEL A.	1079		655.26
08/20/2016	PC	08/26/2016	22061	WOLLETZ, JOSHUA D.	1080		35.24
08/20/2016	PC	08/26/2016	117711	KLINGER, LUCAS D.	235		609.74
08/20/2016	PC	08/26/2016	117712	KLINGER, BRADLEY W.	244		368.89
08/20/2016	PC	08/26/2016	117713	WILLIAMS, SYDNEY K.	247		241.63
08/20/2016	PC	08/26/2016	117714	SWEM, DONALD L.	512		1,833.28
08/20/2016	PC	08/26/2016	117715	WHITLEY, ANDREW T.	522		1,758.25
08/20/2016	PC	08/26/2016	117716	MORRISON, KEVIN P.	601		1,154.75
08/20/2016	PC	08/26/2016	117717	HODGE, MICHAEL J.	606		1,252.30
08/20/2016	PC	08/26/2016	117718	JOHNSON, STEVEN P.	617		1,134.25
08/20/2016	PC	08/26/2016	117719	BISHAW, JAMES H.	633		663.23

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/20/2016	PC	08/26/2016	117720	PETERS, MEGAN M.	738		349.87
08/20/2016	PC	08/26/2016	117721	MILAN, BAC P.	740		232.90
08/20/2016	PC	08/26/2016	117722	LABELLE, DAVIS B.	778		47.10
08/20/2016	PC	08/26/2016	117723	GILL, DAVID R.	856		1,446.08
08/20/2016	PC	08/26/2016	117724	TODD, RICHARD D.	859		266.43
08/20/2016	PC	08/26/2016	117725	STEVENS, JEFFREY W.	1028		783.67
08/20/2016	PC	08/26/2016	117726	ROLOFF, AUDREY M.	1037		4,290.21
08/20/2016	PC	08/26/2016	117727	MATTER, DAWSON K.	1038		4,586.80
08/20/2016	PC	08/26/2016	117728	SCOTT JR, WINFIELD	1072		198.23
Grand Totals:			123				115,967.53

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Report Criteria:

Computed checks included
Manual checks included
Supplemental checks included
Termination checks included
Void checks included

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/20/2016	08/26/2016	117729	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	228.46
08/20/2016	08/26/2016	117730	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
08/20/2016	08/26/2016	117730	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	379.74
08/20/2016	08/26/2016	117731	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 8/20/2	56.00
08/20/2016	08/26/2016	117732	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,286.16
08/20/2016	08/26/2016	117733	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
08/20/2016	08/26/2016	117734	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	509.29
08/20/2016	08/26/2016	117735	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
08/20/2016	08/26/2016	117736	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,960.77
Grand Totals:		9				5,138.99

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Check Number	Payee	Amount
09/07/2016		
117750	ABRAMOWSKI, DWAIN M.	25.00
117751	AIRGAS USA LLC	168.21
117752	AIS CONSTRUCTION EQUIPMENT	157.95
117753	ALL-PHASE ELECTRIC SUPPLY CO.	1,070.02
117754	AMERICAN LEGION AUXILLARY	140.00
117755	AMERICAN WASTE INC.	83.16
117756	APEX SOFTWARE	235.00
117757	ARCADIA BENEFITS GROUP INC	25.00
117758	ARROW UNIFORM-TAYLOR L.L.C.	1,043.03
117759	ASPLUNDH TREE EXPERT CO	13,470.00
117760	AVFUEL CORPORATION	87,035.77
117761	BARINGER, ROGER	160.00
117762	BERG, REBECCA	312.00
117763	BITELY, KATHERINE A.	6.34
117764	BLUE BOOK	24.95
117765	BLUE EARTH LABS LLC	1,346.22
117766	BOB MATHERS FORD	16.50
117767	BORTHS, JOE	18.81
117768	BOYNE AREA MEDICAL CENTER	100.00
117769	BRADLEY, KELLY R.	14.00
117770	CCP INDUSTRIES INC	406.33
117771	CENTRAL DRUG STORE	27.47
117772	CHARLEVOIX BOYS SOCCER CLUB	1,535.80
117773	CHARLEVOIX GLASS INC.	202.90
117774	CHARLEVOIX PEST CONTROL LLC	80.00
117775	CHARLEVOIX SCREEN MASTERS INC	744.75
117776	CHARLEVOIX SEWER & DRAIN	135.00
117777	CINTAS CORPORATION	159.67
117778	CINTAS CORPORATION #729	118.20
117779	CIRCLE K SERVICE	365.57
117780	CLEAR WATER PLUMBING & HEATIN	1,773.60
117781	COACHING SYSTEMS LLC	109.99
117782	COCA-COLA REFRESHMENTS	157.49
117783	COMPASS MINERALS AMERICA	6,825.85
117784	COOK FAMILY FARMS	217.00
117785	DCASSESSING SERVICES	4,371.08
117786	DeROSIA, PATTY	41.00
117787	DEZURIK	1,737.00
117788	DHASELEER, CARL	147.00
117789	DITCH WITCH SALES OF MICHIGAN	106.17
117790	DOAN, GERARD	41.00
117791	EAST JORDAN FAMILY HEALTH CTR	126.00
117792	EATON CORPORATION	1,502.72
117793	EJ USA INC.	1,042.88
117794	ELLIOTT, PATRICK M.	108.40
117795	ELLSWORTH FARMER'S EXCHANGE	367.08
117796	EMERGENCY MEDICAL PRODUCTS I	115.52
117797	ETNA SUPPLY	4,030.71

Check Number	Payee	Amount
117798	EVANS, HAL	41.00
117799	FARMER WHITE'S	362.00
117800	FASTENAL COMPANY	30.63
117801	FERGUSON & CHAMBERLAIN	489.00
117802	FISCHER, DAVID	2.42
117803	FISHER SCIENTIFIC	1,129.63
117804	GELDERBLOM, PAUL	25.00
117805	GERBER HOMEMADE SWEETS	96.00
117806	GINOP SALES INC	430.06
117807	GOLDING, JOYCE	41.00
117808	GOLOVICH, RENEE	14.00
117809	GRAINGER	318.00
117810	GRP ENGINEERING INC.	220.23
117811	GRULER'S FARM SUPPLY INC	138.24
117812	GUNTZVILLER, RHONDA	309.00
117813	HACH COMPANY	743.78
117814	HAND, DONALD	220.00
117815	HANKINS, SCOTT	41.00
117816	HARBOR HOUSE PUBLISHERS	325.00
117817	HARRELL'S	2,550.77
117818	HART II, DELBERT W.	14.00
117819	HARWOOD GOLD	299.00
117820	HEID, THOMAS J.	41.00
117821	HEP'S HOMEBAKED GRANOLA	68.00
117822	HEYDLAUFF, MARK L	41.00
117823	HIMEBAUCH, MARC	75.00
117824	HOGARTH'S PEST CONTROL INC.	225.00
117825	HOLIDAY COMPANIES	5,791.26
117826	HYDRODYNAMICS INC.	7,030.24
117827	INTERWATER FARMS INC	588.00
117828	J & B MEDICAL SUPPLY INC.	359.26
117829	J & J GARAGE DOOR SERVICE INC.	1,435.00
117830	JACK DOHENY SUPPLIES INC	178.97
117831	KIRINOVIC, THOMAS	41.00
117832	KLOOSTER, ALIDA K.	41.00
117833	KNAPHEIDE TRUCK EQUIPMENT	1,270.00
117834	KSS ENTERPRISES	1,481.42
117835	LAKE FOREST BAKING COMPANY	153.00
117836	LAKESHORE TIRE & AUTO SERVICE	12.50
117837	LANDSCAPE FORMS INC.	2,355.00
117838	LOTTIE'S BAGELS	209.00
117839	LUNDTEIGEN, GUNNAR	895.38
117840	MATTHEWS, ELLEN W	13.22
117841	MAYER, SHELLEY L.	41.00
117842	McGINN, KELLY	41.00
117843	MCMASTER-CARR	44.98
117844	MICHANOWICZ, GENEVIEVE	34.50
117845	MICHIGAN MUNICIPAL LEAGUE	18,813.00
117846	MICHIGAN MUNICIPAL LEAGUE	193.20

Check Number	Payee	Amount
117847	MICHIGAN MUSHROOM MARKET LLC	37.00
117848	MICHIGAN RURAL WATER ASSN	450.00
117849	MICHIGAN WATER ENV ASSOC	130.00
117850	MILAN, JANE	20.29
117851	MITCHELL GRAPHICS INC.	268.00
117852	MYER, ELIZABETH A.	266.00
117853	NORTHERN BROADCAST INC.	1,399.44
117854	NORTHERN FIRE & SAFETY INC.	377.00
117855	NORTHERN PUMP & WELL	1,360.00
117856	NORTHERN PUMP SERVICE INC.	370.00
117857	NORTHERN SAFETY CO INC	207.04
117858	NORTHWEST DESIGN GROUP	160.00
117859	NORWOOD FARM LLC	51.00
117860	OLD DOMINION BRUSH	681.62
117861	OLESON'S FOOD STORES	1,575.93
117862	OLSON BZDOK & HOWARD	2,139.00
117863	ORVIS, FRANCES	3.15
117864	OTEC	286.75
117865	PANOFF, ZACH	41.00
117866	PARASTAR INC.	1,163.14
117867	PERFORMANCE ENGINEERS INC	16,241.00
117868	POND HILL FARM LLC	308.00
117869	POWER LINE SUPPLY	1,880.44
117870	PREFERRED WASTE 2 LLC	1,005.00
117871	PREIN & NEWHOF	24,880.88
117872	PRESTON FEATHER	316.09
117873	PRO WEB MARKETING LLC	61.25
117874	PROVIDENCE FARM LLC	130.00
117875	QUICK CARE MEDICAL CENTER	80.00
117876	RICK-BIDDICK, MICHELLE	2,846.39
117877	ROAD WEASEL ENTERPRISES LLC	27.00
117878	ROLOFF, ROBERT	41.00
117879	ROYAL FARMS INC	44.00
117880	RUSTIC BAKER	33.00
117881	SAUL, GINNIE	100.00
117882	SECURITY SANITATION INC.	95.00
117883	SEVENSKI, KENNETH	30.69
117884	SHINDORF BUILDERS	605.00
117885	SIEGRIST, DAVID	69.00
117886	SIGMA-ALDRICH RTC	101.50
117887	SITE PLANNING DEVELOPMENT INC	1,600.00
117888	SKYDIVE HARBOR SPRINGS	528.00
117889	SMOKE ON THE WATER	18.00
117890	SPARTAN DISTRIBUTORS INC	540.19
117891	STANLEY STEEMER OF NW MI INC	195.00
117892	STATE OF MICHIGAN	216.00
117893	STATE OF MICHIGAN	25.00
117894	STORAGE BATTERY SYSTEMS LLC	4,831.00
117895	SUTPHEN CORPORATION	1,400.00

Check Number	Payee	Amount
117896	SWEM, DONALD L.	41.00
117897	SYN-TECH SYSTEMS INC.	270.00
117898	SYSTEMS SPECIALISTS INC	350.00
117899	TEMPERATURE CONROL INC.	140.00
117900	THE BANK OF NEW YORK MELLON N.	110,505.19
117901	THIELEN TURF IRRIGATION INC	8,091.00
117902	TRUCK & TRAILER SPECIALTIES	63.40
117903	TWO ACRE FARM LLC	119.00
117904	UP NORTH PROPERTY SERVICES LL	8,863.50
117905	UPPER CASE PRINTING INK.	1,094.24
117906	VILLAGE GRAPHICS INC.	563.00
117907	WAGNER, JODI	185.00
117908	WELLER, LINDA	41.00
117909	WHITLEY, ANDREW	255.04
117910	WINNELL, CHARLES	2,250.00
117911	WORK & PLAY SHOP	100.47
117912	WURST, RANDALL W.	41.00
117913	WYMAN, MATTHEW A.	41.00
117914	ZIETZ, LONNY	11.00
Total 09/07/2016:		383,619.46
Grand Totals:		383,619.46

Check Number	Payee	Amount
08/15/2016		
81516001	MICHIGAN PUBLIC POWER AGENCY	67,852.27
Total 08/15/2016:		67,852.27
Grand Totals:		67,852.27

Check Number	Payee	Amount
08/22/2016		
82216001	MICHIGAN PUBLIC POWER AGENCY	24,647.95
Total 08/22/2016:		24,647.95
Grand Totals:		24,647.95

Check Number	Payee	Amount
08/25/2016		
82516001	MICHIGAN PUBLIC POWER AGENCY	266,061.52
Total 08/25/2016:		266,061.52
Grand Totals:		266,061.52

Check Issue Date	Check Number	Payee	Amount
82616001			
08/26/2016	82616001	**EFTPS* Payroll Taxes	10,613.58
08/26/2016	82616001	**EFTPS* Payroll Taxes	10,613.58
08/26/2016	82616001	**EFTPS* Payroll Taxes	2,482.26
08/26/2016	82616001	**EFTPS* Payroll Taxes	2,482.26
08/26/2016	82616001	**EFTPS* Payroll Taxes	18,366.30
Total 82616001:			
	5		44,557.98
82616002			
08/26/2016	82616002	Alerus Financial	420.00
Total 82616002:			
	1		420.00
82616003			
08/26/2016	82616003	STATE OF MICHIGAN	6,392.35
Total 82616003:			
	1		6,392.35
82616004			
08/26/2016	82616004	Vantagepoint - 401 Plan 109153	699.94
Total 82616004:			
	1		699.94
82616005			
08/26/2016	82616005	Vantagepoint - 457 Plan 300959	4,840.03
08/26/2016	82616005	Vantagepoint - 457 Plan 300959	581.01
08/26/2016	82616005	Vantagepoint - 457 Plan 300959	1,708.44
08/26/2016	82616005	Vantagepoint - 457 Plan 300959	5,685.36
Total 82616005:			
	4		12,814.84
82616006			
08/26/2016	82616006	Vantagepoint - Roth IRA 706117	721.53
Total 82616006:			
	1		721.53
Grand Totals:			
	13		65,606.64

dm

Check Number	Payee	Amount
08/26/2016		
82616007	MERS	28,838.44
Total 08/26/2016:		28,838.44
Grand Totals:		28,838.44

Check Number	Payee	Amount
08/29/2016		
82916001	MICHIGAN PUBLIC POWER AGENCY	18,852.76
Total 08/29/2016:		18,852.76
Grand Totals:		18,852.76

Check Number	Payee	Amount
09/07/2016		
2759	BANK OF AMERICA	3,781.61
2760	CHARLEVOIX COUNTY TREASURER	843,038.98
2761	CHARLEVOIX PUBLIC SCHOOLS	1,009,468.86
2762	CHARLEVOIX PUBLIC SCHOOLS	136,807.15
2763	CHARLEVOIX PUBLIC SCHOOLS	14,382.56
2764	CHARLEVOIX PUBLIC SCHOOLS	20,739.82
2765	CITY OF CHARLEVOIX - TAXES DUE	983,950.38
2766	NATIONSTAR MORTGAGE LLC	1,670.66
2767	WELLS FARGO HOME MORTGAGE	3,151.51
Total 09/07/2016:		3,016,991.53
Grand Totals:		3,016,991.53

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Resolution Recognizing Michigan Municipal Executives

DATE: September 6, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS: Resolution

BACKGROUND INFORMATION:

The Michigan Local Government Management Association is the association of city, village, and township leaders across the state and serves as a critical source for professional development in local government management. Recently, the Board and the membership agreed to rename the group as Michigan Municipal Executives (MME). As part of this and in an effort to better publicize the profession of local government management, MME has requested Council approve the included resolution.

RECOMMENDATION: Approve the resolution recognizing Michigan Municipal Executives as presented.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2016-09-01**

MICHIGAN LOCAL GOVERNMENT MANAGEMENT ASSOCIATION IS NOW MICHIGAN MUNICIPAL EXECUTIVES

- WHEREAS,** the Michigan Local Government Management Association (MLGMA) is the state affiliate of the International City/County Management Association (ICMA), and
- WHEREAS,** the Board of Directors and Membership of the MLGMA have conducted a vast overhaul to create a new branding image under the new name Michigan Municipal Executives, and
- WHEREAS,** the mission statement of the Michigan Municipal Executives is, "Michigan's Municipal Executives are dedicated to keeping communities running smoothly. By doing all of the things large and small, we are stewards of our cities, working in the background to make sure your home is highly livable, highly desirable, and built on a solid ground for the future. We make Michigan's cities go.", and
- WHEREAS,** Michigan Municipal Executives seek to support optimistic, humble, adaptable, and driven municipal executives through professional development and other resources, and
- WHEREAS,** your local government manager or administrator, acting in his/her role as the Chief Administrative Officer of the community, does so in the best interest of the overall community to create the highest quality of life for all of its citizens, and
- WHEREAS,** the Charlevoix City Council and the City of Charlevoix do hereby support the Michigan Municipal Executives in their efforts to develop the municipal executive career and support municipal executives throughout the state.
- NOW THEREFORE BE IT RESOLVED,** that the Charlevoix City Council does hereby recognize Michigan Municipal Executives and support the organization for the professional development and extraordinary services provided to professional managers throughout the State of Michigan.

RESOLVED this 6th day of September, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: D & R Sports' Request for Free Parking at Launch Ramp

DATE: September 6, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS: Event Planning Work Sheet - D & R Sports Center
Draft Resolution

BACKGROUND INFORMATION:

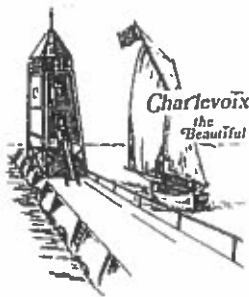
D & R Sports Center is asking that the City Council waive the parking fees at Ferry Launch Ramp for the Tracker/Mercury D & R Sports Center Championship on October 7th, 8th and 9th, 2016.

The Charlevoix City Code, Title X, Chapter 148, Section 10.84 states: "The city council, by resolution, may revise or waive fees for special or public events. The term "special or public events" shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the city council, benefit the city economically or by virtue of the publicity surrounding the event."

RECOMMENDATION:

Approve the attached resolution waiving parking fees for the Tracker/Mercury D & R Sports Center Championship on October 7th, 8th and 9th, 2016.

Attn Linda - lindaw@cityofcharlevoix.org



City of Charlevoix
210 State Street, Charlevoix, Michigan 49720
231-547-3270
mgr@cityofcharlevoix.org

Event Planning Worksheet/Schedule

Bass fishing Tournament

Name of Event: O & R Sports Center Tournament Series Championship

Event Contact Person (Available the day of the event): Randy Van Dam cell- 269-330-2300
Phone Number: Randy Van Dam
Cell 269-330-2300

Date(s): October 7, 8, 9 Friday, Saturday Sunday

Time(s): Approx 7³⁰ am till 5³⁰ pm each day

Location(s): City Ramp and parking lot on Stover Rd

Attach a sketch showing the area you wish to hold the event (i.e., location, size of area, etc.)

List of items/support needed: Would request the elimination of "ramp fees" for the participating Tournament teams (74 Boats - 148 people approx) for the 3 event days

Many teams will "practice" for the month prior to the tournament event and we expect them to pay any normal fees associated with using the facility during that time

By eliminating the fee's it will greatly facilitate the flow and parking for the event. I'm hoping the large influx of hotel rooms, gas, cabins, restaurants etc both during the event and for the prior month practice's will more than make up for the ramp fee's

Please contact me with any questions - Thank You

Date of Event Coordination Meeting: As Needed

CITY OF CHARLEVOIX
RESOLUTION NO. 2016-09-02
WAIVE PARKING FEES FOR THE TRACKER/MERCURY D & R SPORTS CENTER CHAMPIONSHIP

WHEREAS, D& R Sports Center is hosting the championship for their fishing tournament on October 7th, 8th and 9th, 2016; and

WHEREAS, the D& R Sports Center is requesting that parking fees be waived for the tournament; and

WHEREAS, the City Code permits the City Council to waive parking fees for special or public events.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix, hereby waives parking fees for the Tracker/Mercury D & R Sports Center Championship on October 7th, 8th and 9th, 2016; and

RESOLVED, this 6th day of September, 2016, A.D.

Resolution adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:



**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Adopt the Annual Exemption Option in PA 152 for the 2016-17 Medical Benefit Plan Coverage Year

DATE: September 5, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS: PA 152 Annual Exemption Resolution

BACKGROUND INFORMATION:

Public Act 152 (PA 152) or the Publicly Funded Health Insurance Contribution Act limits the amount public employers pay toward employee medical benefit plans.

The City has three options for complying with the requirements of PA 152, which it must do on an annual basis. The three options are:

1. "Hard Cap" Option – limits the amount the City may contribute annually to employees' medical benefit plans based on coverage levels, as defined by the State Treasurer on an annual basis.
2. "80%/20%" Option – limits the City's share of total annual health care costs to not more than 80%. This option requires a majority vote by the Council annually.
3. "Exemption" or "Opt Out" Option – the City may exempt itself from the requirements of PA 152 by an annual 2/3 vote of Council.

Since the law has been in effect, Council has voted unanimously to exempt the City from the requirements of PA 152. For the upcoming 2016-17 medical benefit plan coverage year which starts October 1, staff recommends Council again vote to exempt the City from the PA 152 requirements.

The City of Charlevoix uses something of a hybrid approach to share costs with employees. Non-union and CWA employees pay 20% for our most expensive plan, 10% for our medium plan, and 5% for our HSA plan; POLC members pay 10% for all plans. Most employees choose the HSA plan which is the least expensive for the City and complies with the hard-cap amounts.

RECOMMENDATION: Approve resolution adopting the annual exemption option as set forth in PA 152 for the City's medical benefit plan coverage year October 1, 2016 through September 30, 2017 in order to comply with the requirements of PA 152.

CITY OF CHARLEVOIX
RESOLUTION NO. 2016-09-03
RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152,
THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011; and

WHEREAS, the Act contains three options for complying with the requirements of the Act; and

WHEREAS, the three options are as follows:

- 1) Section 3 - "Hard Caps" Option - limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - "80%/20%" Option - limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - "Exemption" Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body; and

WHEREAS, the City Council has decided to adopt the annual Exemption option as its choice of compliance under the Act.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year October 1, 2016 through September 30, 2017.

RESOLVED this 6th day of September, 2016 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Purchase Tires for the Airport Loader

DATE: September 6, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS: none

BACKGROUND INFORMATION:

The loader used primarily for snow removal at the Charlevoix Municipal Airport is in need of new tires. Airport Manager Myer has worked with City Mechanic Mike Hodge on this and has found a new set through usual tire vendor for the City. The set of four will cost \$11,179.84.

This is a routine purchase but the cost of the tires exceeds the threshold for purchasing products without specific Council approval.

RECOMMENDATION:

Authorize the purchase of four tires for the Airport loader for a cost not to exceed \$11,179.84 from Belleroc Tire Service of Gaylord, MI.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Eaton Avenue Retaining Wall Bid

DATE: September 6, 2016

PRESENTED BY: Patrick Elliott, DPW Superintendent

ATTACHMENTS: Bid Tabulation

BACKGROUND INFORMATION:

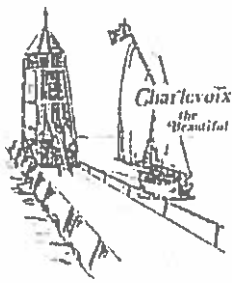
In the approved, 2016/17 budget, we allocated \$28,000.00 to remove the existing wood retaining wall on Eaton Avenue and replace it with a modular concrete block retaining wall system.

During the month of August we advertised for this work and on August 25th we opened five sealed bids (see bid tab). As you can see the low bidder for the project was Tri County Excavating, out of Harbor Springs and they were \$4,000.00 under the budgeted amount. The second low bidder was Boss Lawn & Landscape out of Charlevoix. Due to the difference in pricing, the Local Bidder Preference Policy does not come into effect.

After checking references for Tri County Excavating, I feel comfortable that they have the expertise, manpower and the equipment to complete this project. The deadline for the project is December 1, 2016. In discussions with Tri County Excavating, they have no issue meeting this deadline.

This project is budgeted within the local street budget.

RECOMMENDATION: Motion to accept the proposal as presented by Tri County Excavating and enter into an agreement with them for a total price of \$24,000.00 to complete the work as specified.



CITY OF CHARLEVOIX
Eaton Avenue Retaining Wall
Bid Opening
City Hall, Upper Level
August 25, 2016 – 1:00 p.m.

Bidder Name & Contact Info	Total Cost
Harbor Springs Excavating, Inc. Harbor Springs, MI	\$45,277.87
K.P. Landscaping Inc. Charlevoix, MI	\$39,600
Tri County Excavating Group Harbor Springs, MI	\$24,000
Boss Lawn & Landscape Charlevoix, MI	\$27,000
Team Elmer's Petoskey, MI	\$44,400

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Charlevoix County Community Foundation Grant Request

DATE: September 6, 2016

PRESENTED BY: Mark Heydlauff, City Manager

ATTACHMENTS: None

BACKGROUND INFORMATION:

Each year the Recreation Department receives numerous inquiries and applications for scholarship funding for Camp McSaubia and Mt. McSaubia. Scholarships are a wonderful way to provide children with the opportunity to attend a week of summer camp or learn how to ski or snowboard. This past year 92 children were able to attend summer camp and/or learned to ski and snowboard as a result of the scholarship support of the Charlevoix County Community Foundation.

The Recreation Department is submitting a grant request to the Charlevoix County Community Foundation. As in years past, the grant deadline for this application is October 3, 2016. It is imperative that this application be submitted to help area children.

RECOMMENDATION: Motion to authorize City Staff to apply for a grant of \$6,000 from the Charlevoix County Community Foundation to support scholarships for Camp McSaubia and Mt. McSaubia.

