

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, September 19, 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 – September 6, 2016 Regular Meeting
- B. Special Accounts Payable Check Register – August 31, 2016
- C. Regular Accounts Payable Check Register – September 20, 2016
- D. ACH Payments – September 2, 2016 to September 13, 2016
- E. Payroll Check Register – September 9, 2016
- F. Payroll Transmittal – September 9, 2016
- G. Tax Disbursement – September 20, 2016

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

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

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Charlevoix Pointe Site Plan Review: Project #2016-09SP

Interim Planner Panoff stated that the Planning Commission reviewed the Charlevoix Pointe development site plan. The development is a 7-unit townhome development at 115 Pine River Lane submitted by Midtown Development of Traverse City. This project is essentially identical to what was proposed by the same developer in 2013, but the site plan approval and an extension have expired, so resubmittal was required. Ultimately the Planning Commission recommended approval of the development with 9 conditions and discussed details including a \$30,000 performance bond and an upgrade to the water main.

Councilmember Gibson commented that she hopes the project moves forward this time. She indicated that the report from the Fire Chief should have been included in the packet. Interim Planner Panoff explained the discrepancy with references to acreage. He stated that the developers would like to break ground this fall. Councilmember Gibson suggested that the Zoning Ordinance include a timeline for phased projects.

Interim Planner Panoff answered questions for Councilmember Supernaw regarding the access road to the north.

Mayor Campbell opened the item to public comment.

Kristin Jones, 113 Pine River Lane, questioned whether a \$30,000 bond was sufficient, was there a deadline for the project, and expressed concerns regarding the loss of three parking spaces on Pine River Lane. She recommended requesting more green space. City Manager Heydlauff explained how the performance bond would work.

Del Terrell, discussed the success of Arlington, Virginia. He felt more multi-resident housing was important for Charlevoix's economic development.

The item was closed to the public.

Councilmember Gibson requested that the landscaping on the east side of the project be installed during Phase I prior to occupancy. City Manager Heydlauff suggested that all perimeter landscaping be completed with Phase I.

Councilmember Supernaw questioned whether the developer had a good reputation and Interim Planner Panoff responded that they did. Councilmember Gibson commented that the developers use "smart growth" concepts in Traverse City.

Motion by Councilmember Gibson, second by Councilmember Hagen, to approve the Charlevoix Pointe Development as recommended by the Planning Commission in Project 2016-09SP with the condition that the exterior landscaping be completed after Phase I is completed [along with 9 conditions from the Planning Commission.]

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

B. Electric Department Pick-up Truck Purchase

Electric Superintendent Swem stated that the Electric Department needs a new ¾ ton 4WD pickup truck to haul trailers and equipment. The price quoted through the MiDEAL program for the truck with all accessories is \$25,697.58. As a courtesy, we

asked Fox Charlevoix if they could provide an equal or better price based on these specifications and they declined.

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

Motion by Councilmember Kurtz, second by Councilmember Cole, to authorize the purchase of a ¾ ton Chevrolet pick-up truck from Berger Chevrolet of Grand Rapids for a cost not to exceed \$25,697.58.

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

C. Fall Tree Planting Project

DPW Superintendent Elliott stated that in the 2016/17 budget, \$44,000 was allocated for tree planting within City rights-of-way. We advertised for this work in late August and opened one sealed bid from Louis A. Hoffman Nursery for \$33,915. He stated that Hoffman completed this work for the City in the past and has done a fine job. DPW Superintendent Elliott indicated that approximately 100 trees would be planted in late October or early November.

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

Motion by Councilmember Hagen, second by Councilmember Kurtz, to accept the bid from Louis A. Hoffman Nursery in an amount not to exceed \$33,915 as presented.

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

D. City Clerk Job Description Amendment

City Manager Heydlauff stated that during a routine review of documents, HR Assistant DeRosia noted the City Clerk job description still included references to it being an elected position. This amendment removes those references.

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

Motion by Councilmember Perron, second by Councilmember Hagen, to approve the City Clerk (Part-Time) Job Description as presented.

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

8. **Reports & Communications**

A. Public Comments

Del Terrell felt that Charlevoix needs economic development and he is convinced that high-speed internet will move the City forward and set us apart from other communities. He discussed the current infrastructure and howt high-speed internet would attract home-based businesses and young families. Mr. Terrell suggested that surrounding townships may wish to participate as well.

B. City Manager Comments

City Manager Heydlauff thanked all of the City crews who responded to the water main break on Mercer Wednesday evening. He commented on the spirit of cooperation with Charlevoix Township departments and area contractors. City Manager Heydlauff expressed special thanks to DPW Superintendent Elliott for coordinating the repair effort and his dedication.

City Manager Heydlauff reported that he and Charlevoix Township Supervisor Center briefly discussed collaboration with striping tennis and pickleball courts.

The Waste Water Treatment Plant Open House is Wednesday evening. All are invited.

Main Street will be holding a “Building Basics” seminar on September 29th at the Library.

C. Mayor & Council Comments

Mayor Campbell agreed with Mr. Terrell’s suggestion regarding high-speed internet.

Clerk Golding confirmed that she received two applications for the Mt. McSaubu Focus Group.

Councilmember Supernaw commended the following City employees for their long hours and dedication with the water main break: Kelly Bradley, Del Hart, Andrew Whitley, Brandon Stevens, Chuck Meier, Randy Wurst and Pat Elliott.

9. **Other Council Business**

None.

10. **Adjourn**

Motion by Councilmember Kurtz, second by Councilmember Supernaw to adjourn. Motion passed by unanimous voice vote. Council adjourned at 7:37 p.m.

Joyce M. Golding	City Clerk	Gabe Campbell	Mayor
Special Accounts Payable – 08/31/2016			
AT&T CWO	500.00	TOTAL	500.00
Regular Accounts Payable – 09/20/2016			
ACE HARDWARE	3,281.19	ANYBATTERY INC.	200.55
AMERICAN WASTE INC.	2,498.40	ARROW UNIFORM-TAYLOR L.L.C.	1,279.97

ASPLUNDH TREE EXPERT CO	8,980.00	JONES, BOB	535.00
AT YOUR SERVICE PLUS INC	11,230.00	KSS ENTERPRISES	653.65
AUTO VALUE	400.68	LAKESHORE TIRE & AUTO SERVICE	213.90
AVFUEL CORPORATION	46,688.67	LAKESIDE TOWING	200.00
BERG, REBECCA	268.00	LEESE, M. CHRIS	247.00
BLARNEY CASTLE OIL CO	687.53	LONG DAY COFFEE LLC	52.00
BOB MATHERS FORD	52.00	LOTTIE'S BAGELS	93.00
BRADFORD'S	39.00	MCCARDEL CULLIGAN-PETOSKEY	50.00
BULBS.COM	149.84	MDS OF MICHIGAN INC	714.69
BY THE BAY WINDOW CLEANING SVCS	357.00	MICHIGAN OFFICEWAYS INC	1,597.35
CARQUEST OF CHARLEVOIX	900.16	MORAN, REBECCA	106.60
CHARLEVOIX AREA CHAMBER	240.00	NEALIS ENGINEERING	4,900.00
CHARLEVOIX AREA HOSPITAL	55.73	NORTH CENTRAL	80.00
CHARLEVOIX DISTRICT LIBRARY	50.00	NORTH COUNTRY CRITTERS	61.00
CHARTER COMMUNICATIONS	1,082.68	NORTHERN BROADCAST INC.	1,049.58
CHEMICAL SYSTEMS INC.	2,196.00	NORTHERN FIRE & SAFETY INC.	141.95
CINTAS CORPORATION #729	69.50	NORWOOD FARM LLC	55.00
CITY OF CHARLEVOIX - UTILITIES	43,882.74	OLESON'S FOOD STORES	611.02
CLEAR WATER PLUMBING & HEATING	471.91	OLIVER, STEPHANIE	75.00
COOK FAMILY FARMS	122.00	POND HILL FARM LLC	153.00
DHASELEER, CARL	180.00	POWER LINE SUPPLY	1,014.06
DITCH WITCH SALES OF MICHIGAN	2,104.59	RANGE TELECOMMUNICATIONS	180.00
EAST JORDAN FAMILY HEALTH CTR	126.00	REHMANN-ROBSON & CO	3,000.00
ELLSWORTH FARMER'S EXCHANGE	790.00	ROCKY TOP FARMS	18.00
EMERGENCY MEDICAL PRODUCTS INC	264.70	ROYAL FARMS INC	100.00
ETNA SUPPLY	1,813.25	RUSTIC BAKER	50.00
EVANS, HAL	12.28	SECURITY SANITATION INC.	285.00
FAMILY FARM & HOME	1,214.40	SHARROW, JACOB	750.00
FARMER WHITE'S	339.00	SIEGRIST, DAVID	57.00
FASTENAL COMPANY	15.99	SPARTAN STORES LLC	156.33
FISHER SCIENTIFIC	173.08	SPICER GROUP INC	475.00
FREEDOM MAILING SERVICES INC.	2,211.66	STATE OF MICHIGAN	57.00
GBS INC.	48.96	STATE OF MICHIGAN	3,428.41
GELDERBLOM, PAUL	50.00	STATE OF MICHIGAN	95.00
GERBER HOMEMADE SWEETS	69.00	STATE OF MICHIGAN	130.00
GREAT LAKES PIPE & SUPPLY	232.00	STEVENS, GREG	5.94
GRIFFIN BEVERAGE CO	40.00	STRIKER SUPPLY	160.00
GUNTZVILLER, RHONDA	257.00	TERMINAL SUPPLY CO	87.72
HACH COMPANY	1,102.65	UP NORTH PROPERTY SERVICES LLC	3,755.50
HARBOR HOUSE PUBLISHERS	2,295.10	UPBEAT INC.	2,000.00
HARRELL'S	90.00	USA BLUE BOOK	350.15
HUGH'S EXCAVATING LLC	1,125.00	WASHBURN, BRENDA	137.00
HYDRO CORP	514.70	WELLER, LINDA	30.50
IDEXX DISTRIBUTION INC.	1,276.63	WILLCOME TREE SERVICE	13,825.00
INDUSTRIAL CHEM LAB & SVCS INC	80.78	WORK & PLAY SHOP	26.83
J & B MEDICAL SUPPLY INC.	440.84	TOTAL	183,815.34

ACH Payments – 09/02/2016 to 09/13/2016

MATSTON DRISCOLL DAMICO	89,814.08	VANTAGEPOINT (401 ICMA PLAN)	699.94
MI PUBLIC POWER AGENCY	27,721.61	VANTAGEPOINT (457 ICMA PLAN)	12,493.30
PAYMENT SERVICE NETWORK	240.90	VANTAGEPOINT (ROTH IRA)	721.53
STATE OF MICH (SALES TAX)	26,253.30	MI PUBLIC POWER AGENCY	10,889.42
IRS (PAYROLL TAX DEPOSIT)	32,515.37	DTE ENERGY	1,377.20
ALERUS FINANCIAL (HCSP)	420.00		
STATE OF MI (WITHHOLDING TAX))	4,702.69	TOTAL	207,849.34

Payroll Net Pay – Pay Period Ending 09/03/2016 (Paid 09/09/2016)

WELLER, LINDA JO	1,481.57	MEIER III, CHARLES A.	1,215.53
HEYDLAUFF, MARK L.	2,402.53	ZACHARIAS, STEVEN B.	1,842.48
GOLDING, JOYCE M.	1,082.62	EATON, BRAD A.	1,750.81
DEROSIA, PATRICIA E.	843.36	WILSON, TIMOTHY J.	2,206.95
LOY, EVELYN R.	1,029.15	LAVOIE, RICHARD L.	1,571.72
KLOOSTER, ALIDA K.	1,750.97	STEVENS, BRANDON C.	1,762.26
GOLOVICH, KAREN J.	960.42	DRAVES, MARTIN J.	1,755.68
SPENCLEY, PATRICIA L.	1,134.00	BROWN, STEPHANIE C.	1,030.28
PANOFF, ZACHARY R.	1,180.04	SOMERVILLE, DAVID A.	1,028.77
MILLER, FAITH G.	107.52	ELLIOTT, PATRICK M.	1,961.37
LEESE, MERRI C.	409.59	SCHWARTZFISHER, JOSEPH L.	1,004.09
MCGINN, KELLY A.	1,492.91	BRADLEY, KELLY R.	1,445.57
JONES, JANET M.	486.96	HART II, DELBERT W.	1,484.44
DOAN, GERARD P.	1,558.33	JONES, ROBERT F.	1,440.20
SCHLAPPI, JAMES L.	1,032.17	DORAN, JUSTIN J.	1,380.61
UMULIS, MATTHEW T.	1,181.92	MANKER JR, DAVID W.	487.27
HANKINS, SCOTT A.	1,522.53	MANKER SR, DAVID W.	733.16
ORBAN, BARBARA K.	1,129.67	BECKER, MICHAEL S.	671.77
TRAEGER, JASON A.	1,060.96	SHEPARD, ZACHARY N.	278.73
FLICKEMA, ANDREW M.	1,596.38	MCGHEE, ROBERT R.	953.42
MATELSKI, KIMBERLY A.	1,118.59	STANTS, JACOB W.	88.10
EVANS JR, HALBERT K.	1,468.90	BLOOMER, GABRIELLE J.	344.11
KLOOSTER, PATRICK H.	745.12	STEWART, SAMUEL D.	535.74
BEARINGER, ASHLEY L.	522.06	MUMICH, BARRY J.	516.02
ENGSTROM, TYLER A.	217.98	KIBLER, RYLEE A.	514.68
GROSBERG, ASHLEY M.	183.59	KIRINOVIC, THOMAS F.	394.55
DAVIS, LEAH R.	225.38	STEBE, LAURA A.	8.31
TELGENHOF, WILL G.	326.52	BITELY, KATHERINE A.	334.91
CARLSON, JOSHUA A.	399.79	MILAN, JANE E.	506.44
ZAHNER, ANNA O.	497.92	CRANDELL, ZACKARY R.	283.03
FUCHS, TYLER S A	55.50	HEID, THOMAS J	1,272.04
ROLOFF, ROBERT P.	1,674.13	LEESE, ALAN K.	504.80
RILEY, DENISE M.	422.29	GRUNCH, RONALD J.	283.42
WURST, RANDALL W.	1,365.69	DAVIS, RONALD L.	224.48
MAYER, SHELLEY L.	1,686.57	FAIRCHILD, GALEN W.	289.67
HILLING, NICHOLAS A.	1,291.44	DAKROUB, JOSEPH E.	266.94

MASSON, DONALD J.	547.20	TRAVERS, MANUEL J.	69.26
KUSINA, DENNIS W.	243.37	CHAVEZ, DEBRA L.	440.50
LABLANCE, MAUREEN J.	256.48	KLINGER, BRADLEY W.	416.23
GLOWNEY, TRAVIS T.	260.51	SWEM, DONALD L.	1,833.28
MYER, ELIZABETH A.	1,935.93	WHITLEY, ANDREW T.	1,967.43
VANLOO, JOSEPH G.	809.31	MORRISON, KEVIN P.	1,075.98
WYMAN, MATTHEW A.	1,061.72	HODGE, MICHAEL J.	1,252.30
SCHRADER, LOU ANN	716.51	JOHNSON, STEVEN P.	1,301.25
BOSS, RYDER S.	682.48	BISHAW, JAMES H.	726.28
MILLER, WILLIAM S.	1,298.95	GILL, DAVID R.	1,067.92
HOUSER, JAMES F.	272.87	TODD, RICHARD D.	376.56
JONES, LARRY M.	76.14		
BEAN, PETER J.	526.39	TOTAL	87,232.27

Payroll Transmittal – 09/09/2016

4FRONT CREDIT UNION	228.46	COMMUNICATION WORKERS OF AMER	531.44
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	5,362.14

Tax Disbursement – 09/20/2016

CHARLEVOIX COUNTY TREASURER	1,624.77	CHARLEVOIX PUBLIC SCHOOLS	23,848.60
CHARLEVOIX COUNTY TREASURER	959,558.25	CITY OF CHARLEVOIX - TAXES DUE	1,121,742.16
CHARLEVOIX PUBLIC SCHOOLS	1,143,808.93	STATE OF MICHIGAN	2,628.16
CHARLEVOIX PUBLIC SCHOOLS	157,308.54		
CHARLEVOIX PUBLIC SCHOOLS	16,538.66	TOTAL	3,427,058.07