

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, December 5, 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 Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Councilmembers Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Councilmember Shirley Gibson
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

Carissa Mullaney, Charlevoix Area Community Pool Marketing Coordinator discussed the pool capital campaign project goals, improvements and objectives. She explained that this project is being funded through donations and grants, not the millage.

Anna Boruszewski, Michigan State University forestry student, presented draft findings for the development of a Forestry Management Plan which includes Lake Michigan Beach Forest and Mt. McSaubia Forest and discussed these in depth. City Manager Heydlauff explained the process of moving forward with the proposed plans. Councilmembers asked for and received clarification from Ms. Boruszewski on several items in the presentation including the status of the dune area and the disc golf course. Ken Polakowski, Shade Tree Commission, explained the challenges of preserving the Park Avenue corridor at Lake Michigan Beach Park during the City's future infrastructure improvements in that area and how preservation alternatives were presented.

4. Inquiry Regarding Conflicts of Interest

Mayor Kurtz disclosed that he has a business at the Airport but, Council agreed that he had no conflict with this item [C. Voluntary Airport Quiet Hours Policy].

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 – November 21, 2016 Regular Meeting
- B. Special Accounts Payable Check Register – November 18, 2016
- C. Special Accounts Payable Check Register – November 28, 2016
- D. Regular Accounts Payable Check Register – December 6, 2016
- E. ACH Payments – November 21, 2016 to December 2, 2016
- F. Payroll Check Register – December 2, 2016
- G. Payroll Transmittal – December 2, 2016
- H. Approve Grand Traverse Band of Ottawa and Chippewa Indians grant applications for Colorado Challenge, Joppa House, Third Day Fellowship, Fire Department Dive Equipment, Police Department Gym Equipment, Recreation Department Lake Michigan Beach Playground Equipment, and Recreation Department Mt. McSaubia/Camp McSaubia Scholarships
- I. Accept resignation of Charles Duerr from the Shade Tree Commission
- J. Schedule a public hearing for December 19, 2016 at 7:00 p.m. in Council chambers regarding the adoption of the 2016 Charlevoix Master Plan

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

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

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Bridge Drop Fireworks Permit

Dan Barron, Bridge Drop Planning Committee, stated that the Committee is again requesting permission to launch fireworks from Depot Beach and described the planned events. This year, they propose displays at both 9 p.m. and midnight. The proposed fireworks professional is the same company who has launched the Venetian Festival fireworks since 1999.

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

Motion by Councilmember Hagen, second by Councilmember Cole, to authorize the Bridge Drop Fireworks Permit for December 31, 2016 with the condition that it may be revoked should the Fire Chief determine weather conditions may cause debris to drift or any other unsafe conditions and authorize the City Manager to sign the Hold Harmless Agreement and all other necessary documents.

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

B. Purchase 2016 Ditch Witch Trencher

Electric Superintendent Swem stated that the Electric Department has been looking for a replacement trencher. Ditch Witch is offering a demo machine at a significant discount for a price of \$129,000 and is within budget. He estimated that the old trencher could be sold for \$10,000–\$15,000.

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

Motion by Councilmember Cole, second by Councilmember Oleksy, to authorize the purchase of the Ditch Witch RT120 Trencher for a cost not to exceed \$129,000.

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

Absent: Gibson

C. Voluntary Airport Quiet Hours Policy

Airport Manager Myer stated that the Airport Advisory Committee and City Council were presented with a petition regarding aircraft noise issues during the late evening and early morning. To address citizen concerns, the Committee recommended initiating a voluntary quiet hour's program for the Airport. She stated that she and the City Manager held a conference call with the FAA, who indicated it would violate our grant assurances to close the Airport overnight; but that we could recommend pilots consider noise when landing in calm winds overnight.

Airport Manager Myer indicated that a letter will be sent to pilots explaining the policy: "The established voluntary quiet hours will be 11:00 p.m. to 7:00 a.m. daily and during these times, pilots and operators are encouraged to limit their flights so that people in the neighboring community are not disturbed during sleeping hours." She stated that a complaint process will be implemented as well.

Mayor Kurtz opened the item to public comment.

Brenda Bryan questioned how many people actually land during the overnight hours. Airport Manager Myer explained that they do not have an accurate count at this time and fines for violators are not permitted.

The item was closed to the public.

Motion by Councilmember Oleksy, second by Councilmember Kalbfell, to approve the Voluntary Quiet Hours Policy as presented and authorize the mailing of letters, updating of the City website, and other communication methods to disseminate this information.

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

D. Mayoral and Council Appointments

The following list includes Council member vacancies which expire this month:

- Board of Review – current Councilmember Leon Perron, Council appointment
- Board of Review – Councilmember Vacancy, Council appointment
- Charlevoix Community Pool Recreation Authority – Councilmember Vacancy, Mayoral appointment/Council approval

Motion by Councilmember Cole, second by Councilmember Oleksy, to re-appoint Councilmember Perron to the Board of Review, term expiring December 2017.

Yeas: Cole, Oleksy, Hagen, Kalbfell
Nays: None
Absent: Gibson
Abstain: Perron

Motion by Councilmember Hagen, second by Councilmember Cole, to appoint Councilmember Kalbfell to the Board of Review, term expiring December 2017.

Yeas: Perron, Cole, Oleksy, Hagen
Nays: None
Absent: Gibson
Abstain: Kalbfell

Motion by Councilmember Cole, second by Councilmember Perron, to appoint Councilmember Kalbfell to the Charlevoix Community Pool Recreation Authority (no term).

Yeas: Perron, Cole, Oleksy, Hagen
Nays: None
Absent: Gibson
Abstain: Kalbfell

8. **Reports & Communications**

A. Public Comments

None.

B. City Manager Comments

City Manager Heydlauff updated Council on two bill packages pending in Lansing: the first being retiree insurance for municipalities which does not apply to the City as we do not offer insurance for our retirees; the second involves additional reporting requirements for the DDA and TIF districts.

On November 28, City Manager Heydlauff submitted the state required Economic Vitality Incentive Program documents in order to qualify for \$175,000 of revenue sharing.

He thanked the Chamber, merchants, and restaurants for participating in the Open House and he encouraged folks to patronize the Live Life Local shopping campaign.

Congratulations were extended to the Charlevoix Hospital Foundation for a great Holly Daze fundraiser at Castle Farms.

C. Mayor & Council Comments

Mayor Kurtz recalled that during his campaign he discussed how Council interacts amongst themselves and with the public. He suggested that now may be a good time to hold a workshop or training to improve communication. Goal setting and follow through was also discussed. Council agreed and City Manager Heydlauff will bring some options back to Council in a couple of weeks.

9. **Other Council Business**

None.

10. **Adjourn**

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections. Meeting adjourned at 7:58 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 11/18/2016			
AT&T	1,692.23	METLIFE SMALL BUSINESS CENTER	715.78
AT&T MOBILITY	86.90	PRIORITY HEALTH	37,338.03
CHARLEVOIX STATE BANK	2,695.05	VERIZON WIRELESS	56.72
DELTA DENTAL	3,444.14	VISION SERVICE PLAN	507.57
GREAT LAKES ENERGY	191.99	TOTAL	46,728.41
Special Accounts Payable – 11/28/2016			
LYNDSEY J. DOTSON)	1,500.00	TOTAL	1,500.00
Regular Accounts Payable – 12/06/2016			
AIRGAS USA LLC	63.22	KSS ENTERPRISES	367.75
AIS CONSTRUCTION EQUIPMENT	668.84	LAKE FOREST BAKING COMPANY	122.00
ALL-PHASE ELECTRIC SUPPLY CO.	55.62	LAKESHORE TIRE & AUTO SERVICE	316.75
ARCADIA BENEFITS GROUP INC	25.00	LIPSHAW, JEFF	55.00
AT&T LONG DISTANCE	36.52	LONG DAY COFFEE LLC	29.00
B & L SOUND INC	210.92	LOUIS A. HOFFMAN NURSERY INC	31,801.00
BANDIT INDUSTRIES INC	998.22	MAYER, SHELLEY L.	41.00
BARUZZINI GENERAL CONTRACTORS	2,750.00	MCCI	950.00
BEAR EARTH HERBALS	102.00	McGINN, KELLY	41.00
BEIJO DE CHOCOLAT LLC	14.00	MDC CONTRACTING LLC	1,225.92
BILL'S FARM MARKET	2,082.50	MITCHELL GRAPHICS INC.	290.00
BIOTECH AGRONOMICS INC	34,375.00	MYER, ELIZABETH A.	41.00
BLUETARP FINANCIAL	39.99	NORTH COUNTRY CRITTERS	14.00
BRADFORD'S	56.35	NORTHERN FIRE & SAFETY INC.	40.00
CHARLEVOIX COMMUNITY SHOPPER	184.00	NORTHERN MICHIGAN REVIEW INC.	757.05
CHARLEVOIX TOWNSHIP	15.23	NORTHERN PUMP SERVICE INC.	522.00
CHEMICAL SYSTEMS INC.	1,952.00	NORTHWEST DESIGN GROUP	4,367.25
CINTAS CORPORATION	86.01	OLSON BZDOK & HOWARD	272.90
CINTAS CORPORATION #729	44.33	PANOFF, ZACH	41.00
COOK FAMILY FARMS	136.00	PARASTAR INC.	1,917.28
CREWS, KEN	57.72	PLUNKETT & COONEY	2,060.00
DCASSESSING SERVICES	4,371.08	POND HILL FARM LLC	82.00
DeROSIA, PATTY	41.00	POWER LINE SUPPLY	815.58
DOAN, GERARD	41.00	PREFERRED WASTE 2 LLC	120.00
DOTSON, LINDSEY J.	41.00	PREIN & NEWHOF	12,429.39
EAST JORDAN FAMILY HEALTH CTR	126.00	PROVIDENCE FARM LLC	143.00
EJ USA INC.	180.48	R & R PRODUCTS INC	307.62
ELLIOTT, PATRICK M.	41.00	REHMANN-ROBSON & CO	7,952.46
EMERGENCY MEDICAL PRODUCTS INC	504.16	ROLOFF, ROBERT	41.00
ERIE MARKING INC	161.74	RUSTIC BAKER	64.00
EVANS, HAL	41.00	S&W HEALTHCARE CORPORATION	407.42
EYES ONLY MEDIA LLC	258.40	SECURITY SANITATION INC.	95.00
FARMER WHITE'S	109.00	SHORELINE POWER SERVICES INC.	5,819.00
FASTENAL COMPANY	251.93	SIEGRIST, DAVID	5.00
FERGUSON ENTERPRISES #2000	1,517.82	SITE PLANNING DEVELOPMENT INC	250.00
FISHER SCIENTIFIC	513.96	SOCIETY FOR HUMAN RESOURCE MGT	175.00
GELDERBLOM, PAUL	50.00	SPECTER INSTRUMENTS	495.00
GERBER HOMEMADE SWEETS	13.00	STATE OF MICHIGAN	435.00
GINOP SALES INC	103.74	SWANSON K & D INC	400.00
GOLDING, JOYCE	41.00	SWEM, DONALD L.	41.00
GRP ENGINEERING INC.	882.29	TAYLOR RENTAL	342.50
HAMILTON ELECTRIC COMPANY	498.00	THE LAKE HOUSE	650.35
HANKINS, SCOTT	41.00	TIME EMERGENCY EQUIPMENT	77.30
HEADY, KATE	96.39	TRI-COUNTY EXCAVATING GROUP	24,000.00
HEALTH CARE LOGISTICS	113.64	ULINE	126.15
HEID, THOMAS J.	41.00	USA BLUE BOOK	630.26
HEYDLAUFF, MARK L	41.00	VANDENBELDT, JON	88.00
HOLIDAY COMPANIES	4,904.01	VILLAGE GRAPHICS INC.	95.60
J & B MEDICAL SUPPLY INC.	97.36	WELLER, LINDA	41.00
J & J GARAGE DOOR SERVICE INC.	160.00	WORK & PLAY SHOP	618.43
JACK DOHENY SUPPLIES INC	70.99	WURST, RANDALL W.	41.00
KIRINOVIC, THOMAS	41.00	WYMAN, MATTHEW A.	41.00
KLOOSTER, ALIDA K.	41.00		
KODIAK EMERGENCY VEHICLES	245.73	TOTAL	161,735.15
ACH Payments – 11/21/2016 to 12/02/2016			
MI PUBLIC POWER AGENCY	17,757.64	STATE OF MI (WITHHOLDING TAX)	4,420.80
MI PUBLIC POWER AGENCY	283,708.31	VANTAGEPOINT (401 ICMA PLAN)	699.94
MI PUBLIC POWER AGENCY	9,053.28	VANTAGEPOINT (457 ICMA PLAN)	12,649.59
IRS (PAYROLL TAX DEPOSIT)	30,534.27	VANTAGEPOINT (ROTH IRA)	911.53
ALERUS FINANCIAL (HCSP)	420.00	TOTAL	360,155.36
Payroll Net Pay – Pay Period Ending 11/26/2016 (Paid 12/02/2016)			
WELLER, LINDA JO	1,463.42	SPENCLEY, PATRICIA L.	1,194.55
HEYDLAUFF, MARK L.	2,396.23	PANOFF, ZACHARY R.	1,169.52
GOLDING, JOYCE M.	1,082.62	MILLER, FAITH G.	66.53
DEROSIA, PATRICIA E.	644.74	LEESE, MERRI C.	389.77
LOY, EVELYN R.	1,049.78	McGINN, KELLY A.	1,563.31
KLOOSTER, ALIDA K.	1,735.26	DOAN, GERARD P.	1,558.54
GOLOVICH, KAREN J.	966.91	SCHLAPPI, JAMES L.	1,231.30

UMULIS, MATTHEW T.	1,557.21	WELLER, LINDA JO	461.48
HANKINS, SCOTT A.	1,609.39	LOY, EVELYN R.	427.88
ORBAN, BARBARA K.	1,505.19	KLOOSTER, ALIDA K.	176.20
TRAEGER, JASON A.	1,432.23	SPENCLEY, PATRICIA L.	92.35
FLICKEMA, ANDREW M.	2,052.01	DOAN, GERARD P.	523.60
MATELSKI, KIMBERLY A.	1,143.04	SCHLAPPI, JAMES L.	310.76
ROLOFF, ROBERT P.	1,674.13	UMULIS, MATTHEW T.	176.99
RILEY, DENISE M.	416.23	HANKINS, SCOTT A.	423.38
WURST, RANDALL W.	1,009.92	ORBAN, BARBARA K.	85.23
MAYER, SHELLEY L.	1,949.21	ROLOFF, ROBERT P.	423.38
HILLING, NICHOLAS A.	1,520.12	RILEY, DENISE M.	86.75
MEIER III, CHARLES A.	1,111.42	WURST, RANDALL W.	347.45
ZACHARIAS, STEVEN B.	1,160.51	MAYER, SHELLEY L.	257.35
EATON, BRAD A.	1,727.83	HILLING, NICHOLAS A.	159.70
WILSON, TIMOTHY J.	2,552.47	MEIER III, CHARLES A.	89.35
LAVOIE, RICHARD L.	1,437.61	SWEM, DONALD L.	152.74
STEVENS, BRANDON C.	2,023.24	SWEM, DONALD L.	1,833.32
DRAVES, MARTIN J.	1,700.82	EATON, BRAD A.	138.91
BROWN, STEPHANIE C.	1,041.41	WILSON, TIMOTHY J.	89.35
ELLIOTT, PATRICK M.	1,961.50	LAVOIE, RICHARD L.	89.35
SCHWARTZFISHER, JOSEPH L.	1,165.14	STEVENS, BRANDON C.	89.35
BRADLEY, KELLY R.	1,275.29	WHITLEY, ANDREW T.	1,566.45
HART II, DELBERT W.	1,437.04	BROWN, STEPHANIE C.	170.45
JONES, ROBERT F.	1,206.32	ELLIOTT, PATRICK M.	182.74
DORAN, JUSTIN J.	1,597.02	MORRISON, KEVIN P.	393.52
MANKER JR, DAVID W.	456.02	MORRISON, KEVIN P.	941.39
BECKER, MICHAEL S.	505.87	SCHWARTZFISHER, JOSEPH L.	310.76
MCGHEE, ROBERT R.	953.42	HODGE, MICHAEL J.	385.52
STEWART, SAMUEL D.	177.35	HODGE, MICHAEL J.	1,447.96
KIRINOVIC, THOMAS F.	505.26	BRADLEY, KELLY R.	140.45
BITELY, KATHERINE A.	355.63	JOHNSON, STEVEN P.	255.68
CRANDELL, ZACKARY R.	364.64	JOHNSON, STEVEN P.	1,026.90
BOSS, BEAU J.	440.18	JONES, ROBERT F.	85.23
HEID, THOMAS J	1,272.05	BISHAW, JAMES H.	510.15
MASSON, DONALD J.	258.43	BOSS JR, DALE E.	640.74
MYER, ELIZABETH A.	1,881.11	HOLM, ARTHUR R.	465.24
VANLOO, JOSEPH G.	462.32	HEID, THOMAS J	343.17
WYMAN, MATTHEW A.	993.04	GILL, DAVID R.	517.10
SCHRADER, LOU ANN	345.73		
BOSS, RYDER S.	419.41		
MILLER, WILLIAM S.	1,189.29		
BEAN, PETER J.	438.54		
		TOTAL	80,615.39

Payroll Transmittal – 12/02/2016

4FRONT CREDIT UNION	307.69	COMMUNICATION WORKERS OF AMER	519.37
AMERICAN FAMILY LIFE	228.78	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	461.64	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,860.96
CHARLEVOIX STATE BANK	1,304.62		
CHEMICAL BANK	150.00	TOTAL	5,491.89