

**AGENDA**  
**CITY OF CHARLEVOIX CITY COUNCIL MEETING**

Monday, October 3, 2016 - 7:00 p.m.  
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
  - A. Wastewater Treatment Plant Project Overview - Mark Prein, PE
- 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 - September 19, 2016 Regular Meeting PG 1-5
  - B. Accounts Payable Check Registers & Payroll Check Registers PG 6-18
- 6. Public Hearings & Actions Requiring Public Hearings**
- 7. All Other Actions & Requests**
  - A. Road Salt Purchase PG 19
  - B. Property & Liability Insurance Renewal PG 20
- 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 29, 2016 4:00 p.m.

**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 how 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 29<sup>th</sup> 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. McSauba 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
<b>Special Accounts Payable – 08/31/2016</b>			
AT&T CWO	500.00	<b>TOTAL</b>	<b>500.00</b>
<b>Regular Accounts Payable – 09/20/2016</b>			
ACE HARDWARE	3,281.19	EAST JORDAN FAMILY HEALTH CTR	126.00
AMERICAN WASTE INC	2,498.40	ELLSWORTH FARMER'S EXCHANGE	790.00
ANYBATTERY INC.	200.55	EMERGENCY MEDICAL PRODUCTS INC	264.70
ARROW UNIFORM-TAYLOR L.L.C.	1,279.97	ETNA SUPPLY	1,813.25
ASPLUNDH TREE EXPERT CO	8,980.00	EVANS, HAL	12.28
AT YOUR SERVICE PLUS INC	11,230.00	FAMILY FARM & HOME	1,214.40
AUTO VALUE	400.68	FARMER WHITE'S	339.00
AVFUEL CORPORATION	46,688.67	FASTENAL COMPANY	15.99
BERG, REBECCA	268.00	FISHER SCIENTIFIC	173.08
BLARNEY CASTLE OIL CO	687.53	FREEDOM MAILING SERVICES INC.	2,211.66
BOB MATHERS FORD	52.00	GBS INC.	48.96
BRADFORD'S	39.00	GELDERBLOM, PAUL	50.00
BULBS.COM	149.84	GERBER HOMEMADE SWEETS	69.00
BY THE BAY WINDOW CLEANING SVCS	357.00	GREAT LAKES PIPE & SUPPLY	232.00
CARQUEST OF CHARLEVOIX	900.16	GRIFFIN BEVERAGE CO	40.00
CHARLEVOIX AREA CHAMBER	240.00	GUNTZVILLER, RHONDA	257.00
CHARLEVOIX AREA HOSPITAL	55.73	HACH COMPANY	1,102.65
CHARLEVOIX DISTRICT LIBRARY	50.00	HARBOR HOUSE PUBLISHERS	2,295.10
CHARTER COMMUNICATIONS	1,082.68	HARRELL S	90.00
CHEMICAL SYSTEMS INC.	2,196.00	HUGH'S EXCAVATING LLC	1,125.00
CINTAS CORPORATION #729	69.50	HYDRO CORP	514.70
CITY OF CHARLEVOIX - UTILITIES	43,882.74	IDEXX DISTRIBUTION INC.	1,276.63
CLEAR WATER PLUMBING & HEATING	471.91	INDUSTRIAL CHEM LAB & SVCS INC	80.78
COOK FAMILY FARMS	122.00	J & B MEDICAL SUPPLY INC.	440.84
DHASELEER, CARL	180.00	JONES, BOB	535.00
DITCH WITCH SALES OF MICHIGAN	2,104.59	KSS ENTERPRISES	653.65

LAKESHORE TIRE & AUTO SERVICE	213.90	ROYAL FARMS INC	100.00
LAKESIDE TOWING	200.00	RUSTIC BAKER	50.00
LEESE, M. CHRIS	247.00	SECURITY SANITATION INC.	285.00
LONG DAY COFFEE LLC	52.00	SHARROW, JACOB	750.00
LOTTIE'S BAGELS	93.00	SIEGRIST, DAVID	57.00
MCCARDEL CULLIGAN-PETOSKEY	50.00	SPARTAN STORES LLC	156.33
MDS OF MICHIGAN INC	714.69	SPICER GROUP INC	475.00
MICHIGAN OFFICEWAYS INC	1,597.35	STATE OF MICHIGAN	57.00
MORAN, REBECCA	106.60	STATE OF MICHIGAN	3,428.41
NEALIS ENGINEERING	4,900.00	STATE OF MICHIGAN	95.00
NORTH CENTRAL	80.00	STATE OF MICHIGAN	130.00
NORTH COUNTRY CRITTERS	61.00	STEVENS, GREG	5.94
NORTHERN BROADCAST INC.	1,049.58	STRIKER SUPPLY	160.00
NORTHERN FIRE & SAFETY INC.	141.95	TERMINAL SUPPLY CO	87.72
NORWOOD FARM LLC	55.00	UP NORTH PROPERTY SERVICES LLC	3,755.50
OLESON'S FOOD STORES	611.02	UPBEAT INC.	2,000.00
OLIVER, STEPHANIE	75.00	USA BLUE BOOK	350.15
POND HILL FARM LLC	153.00	WASHBURNE, BRENDA	137.00
POWER LINE SUPPLY	1,014.06	WELLER, LINDA	30.50
RANGE TELECOMMUNICATIONS	180.00	WILLCOME TREE SERVICE	13,825.00
REHMANN-ROBSON & CO	3,000.00	WORK & PLAY SHOP	26.83
ROCKY TOP FARMS	18.00	<b>TOTAL</b>	<b>183,815.34</b>

**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	<b>TOTAL</b>	<b>207,849.34</b>

**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	STEEB, 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	<b>TOTAL</b>	<b>87,232.27</b>

	<b>Payroll Transmittal – 09/09/2016</b>		
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
CHARLEM UNITED WAY	56.00	PRIORITY HEALTH	1,960.77
CHARLEVOIX STATE BANK	1,286.16		
CHEMICAL BANK	150.00	<b>TOTAL</b>	<b>5,362.14</b>

	<b>Tax Disbursement – 09/20/2016</b>		
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	<b>TOTAL</b>	<b>3,427,058.07</b>

Check Number	Payee	Amount
<b>09/21/2016</b>		
118055	AT&T	2,647.39
118056	AT&T MOBILITY	87.99
118057	CHARTER COMMUNICATIONS	805.37
118058	DELTA DENTAL	3,523.02
118059	GREAT LAKES ENERGY	192.59
118060	METLIFE SMALL BUSINESS CENTER	727.93
118061	US BANK	636,877.50
Total 09/21/2016:		644,861.79
Grand Totals:		644,861.79

**Summary of Check Registers & ACH Payments  
FIRSTMERIT BANK - CHECKS ISSUED**

09/21/16 Special Accounts Payable Run	\$	644,861.79
09/23/16 Payroll	\$	95,253.47
09/23/16 Payroll Transmittal Checks	\$	73,071.67
09/27/16 Special Accounts Payable Run	\$	14,171.38
10/04/16 Regular Accounts Payable	\$	587,071.51
<b>Checks Sub-Total:</b>	<b>\$</b>	<b>1,414,429.82</b>

**FIRSTMERIT BANK - ACH/WIRE PAYMENTS**

09/19/16 MI Public Power Agency	\$	43,204.70
09/23/16 IRS (Payroll Tax Deposit)	\$	37,283.36
09/23/16 Alerus Financial (HCSP)	\$	420.00
09/23/16 State of MI (Withholding Tax)	\$	5,338.86
09/23/16 Vantagepoint (401 ICMA Plan)	\$	699.94
09/23/16 Vantagepoint (457 ICMA Plan)	\$	12,977.73
09/23/16 Vantagepoint (Roth IRA)	\$	911.53
09/23/16 MERS Defined Benefit Plan	\$	28,634.84
09/26/16 MI Public Power Agency	\$	15,003.28
09/26/16 MI Public Power Agency	\$	257,733.41
<b>ACH Sub-Total:</b>	<b>\$</b>	<b>402,207.65</b>

First Merit Bank Total: \$ 1,816,637.47

**CHARLEVOIX STATE BANK - CHECKS ISSUED**

<small>(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)</small>		
10/04/16 Tax Disbursement	\$	283,060.39
<b>Charlevoix State Bank Total:</b>	<b>\$</b>	<b>283,060.39</b>

**Grand Total: \$ 2,099,697.86**

APPROVED:

  
CITY MANAGER

  
CITY TREASURER

  
CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/17/2016	PC	09/23/2016	22148	WELLER, LINDA JO	101		1,481.58
09/17/2016	PC	09/23/2016	22149	HEYDLAUFF, MARK L.	102		2,118.59
09/17/2016	PC	09/23/2016	22150	GOLDING, JOYCE M	106		1,082.62
09/17/2016	PC	09/23/2016	22151	DEROSIA, PATRICIA E.	107		1,029.35
09/17/2016	PC	09/23/2016	22152	LOY, EVELYN R.	117		1,047.66
09/17/2016	PC	09/23/2016	22153	KLOOSTER, ALIDA K.	121		1,554.09
09/17/2016	PC	09/23/2016	22154	GOLOVICH, KAREN J.	122		977.04
09/17/2016	PC	09/23/2016	22155	SPENCLEY, PATRICIA L.	136		1,155.98
09/17/2016	PC	09/23/2016	22156	PANOFF, ZACHARY R.	141		1,180.04
09/17/2016	PC	09/23/2016	22157	LEESE, MERRI C.	145		389.77
09/17/2016	PC	09/23/2016	22158	MCGINN, KELLY A.	146		1,492.91
09/17/2016	PC	09/23/2016	22159	JONES, JANET M.	148		429.94
09/17/2016	PC	09/23/2016	22160	DOAN, GERARD P.	201		1,558.34
09/17/2016	PC	09/23/2016	22161	SCHLAPPI, JAMES L.	204		1,200.25
09/17/2016	PC	09/23/2016	22162	UMULIS, MATTHEW T.	205		1,621.45
09/17/2016	PC	09/23/2016	22163	HANKINS, SCOTT A.	208		1,508.59
09/17/2016	PC	09/23/2016	22164	ORBAN, BARBARA K.	209		1,569.22
09/17/2016	PC	09/23/2016	22165	TRAEGER, JASON A.	210		1,329.10
09/17/2016	PC	09/23/2016	22166	FLICKEMA, ANDREW M.	211		1,458.92
09/17/2016	PC	09/23/2016	22167	MATELSKI, KIMBERLY A.	212		1,118.60
09/17/2016	PC	09/23/2016	22168	EVANS JR, HALBERT K.	214		1,468.90
09/17/2016	PC	09/23/2016	22169	KLOOSTER, PATRICK H.	216		802.25
09/17/2016	PC	09/23/2016	22170	CARLSON, JOSHUA A.	249		212.69
09/17/2016	PC	09/23/2016	22171	ZAHNER, ANNA O.	250		191.40
09/17/2016	PC	09/23/2016	22172	FUCHS, TYLER S A	251		107.05
09/17/2016	PC	09/23/2016	22173	GREYERBIEHL, KELLY M.	260		183.80
09/17/2016	PC	09/23/2016	22174	ROLOFF, ROBERT P.	304		3,875.47
09/17/2016	PC	09/23/2016	22175	RILEY, DENISE M.	306		418.25
09/17/2016	PC	09/23/2016	22176	WURST, RANDALL W.	411		1,493.67
09/17/2016	PC	09/23/2016	22177	MAYER, SHELLEY L.	412		1,602.88
09/17/2016	PC	09/23/2016	22178	HILLING, NICHOLAS A.	413		1,154.28
09/17/2016	PC	09/23/2016	22179	MEIER III, CHARLES A.	421		2,082.80
09/17/2016	PC	09/23/2016	22180	ZACHARIAS, STEVEN B.	422		1,307.44
09/17/2016	PC	09/23/2016	22181	EATON, BRAD A.	515		2,257.07
09/17/2016	PC	09/23/2016	22182	WILSON, TIMOTHY J.	516		2,019.81
09/17/2016	PC	09/23/2016	22183	LAVOIE, RICHARD L.	519		1,626.34
09/17/2016	PC	09/23/2016	22184	STEVENS, BRANDON C.	521		2,111.47
09/17/2016	PC	09/23/2016	22185	DRAVES, MARTIN J.	523		1,586.75
09/17/2016	PC	09/23/2016	22186	BROWN, STEPHANIE C.	524		1,039.07
09/17/2016	PC	09/23/2016	22187	SOMERVILLE, DAVID A.	525		1,316.78
09/17/2016	PC	09/23/2016	22188	ELLIOTT, PATRICK M.	600		1,961.37
09/17/2016	PC	09/23/2016	22189	SCHWARTZFISHER, JOS	603		1,378.32
09/17/2016	PC	09/23/2016	22190	BRADLEY, KELLY R.	614		1,614.57
09/17/2016	PC	09/23/2016	22191	HART II, DELBERT W.	616		1,544.42
09/17/2016	PC	09/23/2016	22192	JONES, ROBERT F.	618		1,299.00
09/17/2016	PC	09/23/2016	22193	DORAN, JUSTIN J.	621		1,564.52
09/17/2016	PC	09/23/2016	22194	MANKER JR, DAVID W.	638		436.30
09/17/2016	PC	09/23/2016	22195	MANKER SR, DAVID W.	639		642.95
09/17/2016	PC	09/23/2016	22196	BECKER, MICHAEL S.	641		482.43
09/17/2016	PC	09/23/2016	22197	MCGHEE, ROBERT R.	663		953.42
09/17/2016	PC	09/23/2016	22198	STEWART, SAMUEL D.	668		289.81
09/17/2016	PC	09/23/2016	22199	KIBLER, RYLEE A.	677		255.69
09/17/2016	PC	09/23/2016	22200	KIRINOVIC, THOMAS F.	700		552.71
09/17/2016	PC	09/23/2016	22201	BITELY, KATHERINE A.	704		459.18
09/17/2016	PC	09/23/2016	22202	CRANDELL, ZACKARY R.	753		468.92
09/17/2016	PC	09/23/2016	22203	HEID, THOMAS J	802		1,272.04
09/17/2016	PC	09/23/2016	22204	LEESE, ALAN K.	835		427.12

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/17/2016	PC	09/23/2016	22205	GRUNCH, RONALD J.	844		231.47
09/17/2016	PC	09/23/2016	22206	DAVIS, RONALD L.	853		54.02
09/17/2016	PC	09/23/2016	22207	FAIRCHILD, GALEN W.	855		226.60
09/17/2016	PC	09/23/2016	22208	DAKROUB, JOSEPH E.	860		128.13
09/17/2016	PC	09/23/2016	22209	MASSON, DONALD J.	861		496.84
09/17/2016	PC	09/23/2016	22210	KUSINA, DENNIS W.	862		123.56
09/17/2016	PC	09/23/2016	22211	LABLANCE, MAUREEN J.	863		234.90
09/17/2016	PC	09/23/2016	22212	GLOWNEY, TRAVIS T.	865		190.23
09/17/2016	PC	09/23/2016	22213	MYER, ELIZABETH A.	900		1,653.03
09/17/2016	PC	09/23/2016	22214	VANLOO, JOSEPH G.	902		522.66
09/17/2016	PC	09/23/2016	22215	WYMAN, MATTHEW A.	927		1,171.38
09/17/2016	PC	09/23/2016	22216	SCHRADER, LOU ANN	929		664.97
09/17/2016	PC	09/23/2016	22217	BOSS, RYDER S.	932		667.31
09/17/2016	PC	09/23/2016	22218	MILLER, WILLIAM S.	933		1,070.88
09/17/2016	PC	09/23/2016	22219	FUNKEY, KRAIG R.	1034		73.88
09/17/2016	PC	09/23/2016	22220	MEGGISON, JERRY B.	1036		228.17
09/17/2016	PC	09/23/2016	22221	RILEY, CASEY W.	1052		345.11
09/17/2016	PC	09/23/2016	22222	JONES, LARRY M.	1057		1,298.47
09/17/2016	PC	09/23/2016	22223	WILLSON, BRENDA R.	1059		225.54
09/17/2016	PC	09/23/2016	22224	BEAN, PETER J.	1060		1,291.19
09/17/2016	PC	09/23/2016	22225	FAUSER, HOPE E.	1064		362.02
09/17/2016	PC	09/23/2016	22226	WHITLEY, TYLER J.	1065		206.19
09/17/2016	PC	09/23/2016	22227	OCHS, THOMAS F.	1068		23.09
09/17/2016	PC	09/23/2016	22228	TRAVERS, MANUEL J.	1071		686.47
09/17/2016	PC	09/23/2016	22229	RILEY, DANIEL A.	1079		490.08
09/17/2016	PC	09/23/2016	22230	WOLLETZ, JOSHUA D.	1080		59.46
09/17/2016	PC	09/23/2016	118030	GERBER, SAMUEL A.	147		9.23
09/17/2016	PC	09/23/2016	118031	KLINGER, BRADLEY W.	244		196.48
09/17/2016	PC	09/23/2016	118032	SWEM, DONALD L.	512		1,833.27
09/17/2016	PC	09/23/2016	118033	WHITLEY, ANDREW T.	522		2,264.88
09/17/2016	PC	09/23/2016	118034	MORRISON, KEVIN P.	601		1,076.18
09/17/2016	PC	09/23/2016	118035	HODGE, MICHAEL J.	606		1,274.60
09/17/2016	PC	09/23/2016	118036	JOHNSON, STEVEN P.	617		1,257.30
09/17/2016	PC	09/23/2016	118037	BISHAW, JAMES H.	633		627.23
09/17/2016	PC	09/23/2016	118038	GILL, DAVID R.	856		912.12
09/17/2016	PC	09/23/2016	118039	TODD, RICHARD D.	859		352.33
09/17/2016	PC	09/23/2016	118040	STEVENS, JEFFREY W.	1028		745.40
09/17/2016	PC	09/23/2016	118041	ROLOFF, AUDREY M.	1037		2,071.61
09/17/2016	PC	09/23/2016	118042	MATTER, DAWSON K.	1038		2,093.76
09/17/2016	PC	09/23/2016	118043	SCOTT JR., WINFIELD	1072		48.45
Grand Totals:			97				95,253.47

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## Report Criteria:

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

Check Issue Date	Check Number	Payee	Description	Amount
09/23/2016	118044	4FRONT CREDIT UNION	HSA-EMPLOYEE CONTRIB-4FR	228.46
09/23/2016	118045	AMERICAN FAMILY LIFE	AMERICAN FAMILY LIFE-POST	166.74
09/23/2016	118045	AMERICAN FAMILY LIFE	AMERICAN FAMILY LIFE-PRETA	379.74
09/23/2016	118046	CHAR EM UNITED WAY	UNITED WAY Pay Period: 9/17/2	56.00
09/23/2016	118047	CHARLEVOIX STATE BANK	HSA - EMPLOYEE CONTRIB - C	1,286.16
09/23/2016	118048	CHEMICAL BANK	HSA - EMPLOYEE CONTRIB - C	150.00
09/23/2016	118049	COMMUNICATION WORKERS OF AME	CWA UNION DUES Pay Period:	541.97
09/23/2016	118050	MI STATE DISBURSEMENT UNIT	FRIEND OF THE COURT Pay P	401.83
09/23/2016	118051	PRIORITY HEALTH	PRIORITY HEALTH Pay Period:	1,960.77
09/30/2016	118052	4FRONT CREDIT UNION	Lump Sum Employer Contribution	18,850.00
09/30/2016	118053	CHARLEVOIX STATE BANK	Lump Sum Employer Contribution	46,550.00
09/30/2016	118054	CHEMICAL BANK	Lump Sum Employer Contribution	2,500.00
Grand Totals:				
	<u>12</u>			<u>73,071.67</u>

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Check Number	Payee	Amount
<b>09/27/2016</b>		
118062	CHARLEVOIX STATE BANK	3,427.89
118063	MJS PAINTING INC	9,950.00
118064	STATE OF MICHIGAN	225.00
118065	VERIZON WIRELESS	56.72
118066	VISION SERVICE PLAN	511.77
Total 09/27/2016:		14,171.38
Grand Totals:		14,171.38

Check Number	Payee	Amount
<b>10/04/2016</b>		
118067	AIRGAS USA LLC	63.22
118068	ALTEC INDUSTRIES INC	347.00
118069	AMERICAN WASTE INC.	46.76
118070	ARCADIA BENEFITS GROUP INC	25.00
118071	ASPLUNDH TREE EXPERT CO	3,367.50
118072	AT&T LONG DISTANCE	47.05
118073	AVFUEL CORPORATION	35,279.50
118074	B & L SOUND INC	383.89
118075	BEHAN WINDOW CLEANING	245.00
118076	BEIJO DE CHOCOLAT LLC	22.00
118077	BERG, REBECCA	122.00
118078	BROPHY, GEORGE	51.14
118079	CENTRAL DRUG STORE	61.04
118080	CHARLEVOIX TOWNSHIP	15.00
118081	CINTAS CORPORATION	163.33
118082	CINTAS CORPORATION #729	66.74
118083	CITY OF CHARLEVOIX - MISC	9,445.53
118084	COCA-COLA REFRESHMENTS	159.90
118085	COOK FAMILY FARMS	95.00
118086	DCASSESSING SERVICES	4,371.08
118087	DELL MARKETING L P	1,206.80
118088	DENNIS FARM'S VINEYARD/	15.00
118089	DeROSIA, PATTY	41.00
118090	DHASELEER, CARL	139.00
118091	DOAN, GERARD	41.00
118092	DORNBOS SIGN INC.	278.62
118093	EATON CORPORATION	1,321.85
118094	EJ USA INC.	2,323.34
118095	ELLIOTT, PATRICK M.	41.00
118096	ETNA SUPPLY	1,200.00
118097	EVANS, HAL	41.00
118098	FARMER WHITE'S	97.00
118099	FASTENAL COMPANY	15.98
118100	GINOP SALES INC	331.30
118101	GOLDING, JOYCE	41.00
118102	GOLF ASSOCIATION OF MICHIGAN	100.00
118103	GREAT LAKES ELEVATOR LLC	335.48
118104	GREAT LAKES ENVIRONMENTAL	650.00
118105	GREENSKEEPER LANDSCAPE MAINT	1,015.00
118106	GRP ENGINEERING INC.	161.06
118107	HANKINS, SCOTT	41.00
118108	HEID, THOMAS J.	41.00
118109	HEYDLAUFF, MARK L	126.35
118110	HOLIDAY COMPANIES	4,129.79
118111	HOLIDAY LIGHTING SERVICES INC.	10,160.00
118112	HOOKER, HARRY	3.83
118113	INTERWATER FARMS INC	562.00
118114	J & B MEDICAL SUPPLY INC.	61.03

Check Number	Payee	Amount
118115	JACK DOHENY SUPPLIES INC	242.17
118116	JACOBSEN	284.30
118117	KEVIN'S METER TESTING	1,472.12
118118	KEYSER, LELAND	9.00
118119	KIRINOVIC, THOMAS	41.00
118120	KLOOSTER, ALIDA K.	609.60
118121	KMart	58.43
118122	KSS ENTERPRISES	544.20
118123	LOTTIE'S BAGELS	20.00
118124	MARTIN, TAYLOR	20.87
118125	MAYER, SHELLEY L.	41.00
118126	McGINN, KELLY	41.00
118127	MDC CONTRACTING LLC	456,557.74
118128	MICHIGAN MUNICIPAL LEAGUE	5,249.92
118129	MICHIGAN MUSHROOM MARKET LLC	35.00
118130	MICHIGAN NURSERY LANDSCAPE AS	130.00
118131	MYER, ELIZABETH A.	73.80
118132	NORTH COUNTRY CRITTERS	20.00
118133	NORTHERN CREDIT BUREAU	305.11
118134	NORTHERN FIRE & SAFETY INC.	387.00
118135	NORTHERN MICHIGAN DUST CONTR	1,632.00
118136	NORTHERN MICHIGAN TRUCK &	226.77
118137	NORTHWEST DESIGN GROUP	2,617.75
118138	OLSON BZDOK & HOWARD	1,938.30
118139	OLSTROM EXCAVATING AND PAVING	2,466.00
118140	OMS COMPLIANCE SERVICES INC	210.00
118141	PANOFF, ZACH	130.64
118142	PERFORMANCE ENGINEERS INC	13,944.00
118143	PHONE GUIDE	291.00
118144	PIGS EATIN' RIBS	275.00
118145	POLYDYNE INC	379.50
118146	POND HILL FARM LLC	64.00
118147	POWER LINE SUPPLY	3,815.97
118148	PREFERRED WASTE 2 LLC	250.00
118149	PRIORITY HEALTH	418.40
118150	PRO WEB MARKETING LLC	60.00
118151	PVS TECHNOLOGIES INC	6,316.03
118152	RESIDEX LLC	592.80
118153	RIZE, KEVIN N.	200.00
118154	ROLOFF, ROBERT	41.00
118155	RUSTIC BAKER	38.00
118156	SECURITY SANITATION INC.	95.00
118157	SHINDORF BUILDERS	320.00
118158	SITE PLANNING DEVELOPMENT INC	1,815.00
118159	SPARTAN DISTRIBUTORS INC	372.62
118160	STRICKER'S OUTDOOR POWER EQUI	30.20
118161	SWEM, DONALD L.	41.00
118162	SYN-TECH SYSTEMS INC.	266.00
118163	TERMINAL SUPPLY CO	94.30

Check Number	Payee	Amount
118164	UP NORTH PROPERTY SERVICES LL	2,319.50
118165	VENETIAN FESTIVAL	250.00
118166	WASHBURNE, BRENDA	30.00
118167	WELLER, LINDA	41.00
118168	WILBERT BURIAL VAULT CO	367.36
118169	WURST, RANDALL W.	41.00
118170	WYMAN, MATTHEW A.	41.00
Total 10/04/2016:		587,071.51
Grand Totals:		587,071.51

<u>Check Number</u>	<u>Payee</u>	<u>Amount</u>
<b>09/19/2016</b>		
91916001	MICHIGAN PUBLIC POWER AGENCY	43,204.70
Total 09/19/2016:		43,204.70
Grand Totals:		43,204.70

Check Issue Date	Check Number	Payee	Amount
<b>92316001</b>			
09/23/2016	92316001	**EFTPS* Payroll Taxes	8,968.30
09/23/2016	92316001	**EFTPS* Payroll Taxes	8,968.30
09/23/2016	92316001	**EFTPS* Payroll Taxes	2,097.43
09/23/2016	92316001	**EFTPS* Payroll Taxes	2,097.43
09/23/2016	92316001	**EFTPS* Payroll Taxes	15,151.90
Total 92316001:			
	5		37,283.36
<b>92316002</b>			
09/23/2016	92316002	Alerus Financial	420.00
Total 92316002:			
	1		420.00
<b>92316003</b>			
09/23/2016	92316003	STATE OF MICHIGAN	5,338.86
Total 92316003:			
	1		5,338.86
<b>92316004</b>			
09/23/2016	92316004	Vantagepoint - 401 Plan 109153	699.94
Total 92316004:			
	1		699.94
<b>92316005</b>			
09/23/2016	92316005	Vantagepoint - 457 Plan 300959	4,884.95
09/23/2016	92316005	Vantagepoint - 457 Plan 300959	590.17
09/23/2016	92316005	Vantagepoint - 457 Plan 300959	1,737.53
09/23/2016	92316005	Vantagepoint - 457 Plan 300959	5,765.08
Total 92316005:			
	4		12,977.73
<b>92316006</b>			
09/23/2016	92316006	Vantagepoint - Roth IRA 706117	911.53
Total 92316006:			
	1		911.53
Grand Totals:			
	13		57,631.42

Check Number	Payee	Amount
<b>09/23/2016</b>		
92316007	MERS	28,634.84
Total 09/23/2016:		28,634.84
Grand Totals:		28,634.84

Check Number	Payee	Amount
<b>09/26/2016</b>		
92616001	MICHIGAN PUBLIC POWER AGENCY	15,003.28
92616002	MICHIGAN PUBLIC POWER AGENCY	257,733.41
Total 09/26/2016:		272,736.69
Grand Totals:		272,736.69

Check Number	Payee	Amount
<b>10/04/2016</b>		
2776	AME MANAGEMENT LLC	71.65
2777	CHARLEVOIX COUNTY TREASURER	79,169.19
2778	CHARLEVOIX PUBLIC SCHOOLS	90,552.25
2779	CHARLEVOIX PUBLIC SCHOOLS	12,826.63
2780	CHARLEVOIX PUBLIC SCHOOLS	1,348.49
2781	CHARLEVOIX PUBLIC SCHOOLS	1,944.60
2782	CITY OF CHARLEVOIX - MISC	10.00
2783	CITY OF CHARLEVOIX - TAXES DUE	91,107.62
2784	LERETA LLC	5,971.64
2785	SCHARRER, DAVID	58.32
Total 10/04/2016:		283,060.39
Grand Totals:		283,060.39

**CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT**

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Road Salt Purchase

**DATE:** October 3, 2016

**PRESENTED BY:** Patrick Elliott, DPW Superintendent

**ATTACHMENTS:** None

**BACKGROUND INFORMATION:** In the 2016/17 budget, we have allocated money to purchase winter maintenance materials including road salt. Each year we submit the quantity we estimate that we will use to the MiDEAL program and they competitively bid the purchase.

This year, I submitted a request for 200 tons of material. The price for the City this year is \$51.32 per ton or \$10,264.00 total. This is a little over \$15.00 per ton less expensive than last year.

The money to purchase this material is budgeted through the Major and Local Street Funds.

**RECOMMENDATION:** Motion to authorize the purchase of 200 tons of road salt from North American Salt for \$51.32 per ton.

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Property & Liability Insurance Renewal

**DATE:** October 3, 2016

**PRESENTED BY:** Mark L. Heydlauff, City Manager

**ATTACHMENTS:** None.

**BACKGROUND INFORMATION:** The City has received its renewal quote for its general liability and property insurance policy with the Michigan Township Participating Plan (Par Plan) for the year beginning November 1, 2016. The City has been with the Par Plan for the past six years. Their renewal quote was \$92,231, an increase of \$1,380.00 over last year's cost. Earlier this year, the City received a \$6,264.69 dividend from the Par Plan, which would make the cost of the plan be \$85,966.31. The dividend fluctuates each year.

We solicited two other quotes this year to check the rates:

- Michigan Municipal League Property and Liability Pool \$88,394 (dividend is possible)
- Peterson McGregor of Harbor Springs \$110,725

The quoted insurance policy covers over \$54 million of property and equipment and over \$5 million in vehicle fleet coverage.. The coverage is quoted for \$5 million of liability and property coverage with a \$0 deductibles on liability and \$500 on our fleet coverage, property, inland marine and EDP (computer equipment). This year's premium again includes boiler insurance with Travelers Property Casualty with a \$2,500 deductible.

**RECOMMENDATION:** Motion to authorize the renewal of the City's property and liability insurance policy with the Michigan Township Participating Plan for \$92,231 for one year.