

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 3, 2011 — 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 Norman L. Carlson, Jr.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Norman L. Carlson, Jr.
City Attorney: Bryan Graham
City Manager: Rob Straebel
City Clerk: Carol A. Ochs
Members Present: Council members Greg Stevens, Bryan Vollmer, Shane Cole, Lyle Gennett, Dennis Kusina, Jill Picha
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – December 20, 2010 Regular Meeting Minutes
- B. Accounts Payable Check Register – December 16, 2010
- C. Accounts Payable Check Register – December 27, 2010
- D. Accounts Payable Check Register – January 4, 2011
- E. Tax Disbursement – January 4, 2011
- F. Payroll Check Register – December 22, 2010
- G. Payroll Transmittal – December 22, 2010

V. Public Hearings

None.

VI. Reports

The City Manager reported that there had been a serious accident at the sledding hill. Staff has reviewed the circumstances of the accident and is working on measures to help prevent any future accidents.

The Manager also stated that staff is hoping to have a budget work session next week. Budgets should be delivered later this week.

VII. Requests, Petitions and Communications and Actions Thereon

A. Consideration to Approve Renewables and Energy Efficiency for Local Governments Program 2010-2011

1. Discussion

The City has applied for and been selected to receive a grant for \$40,000 from the Northwest Michigan Council of Governments (NWMCOG). In order to receive the funds, the City needs to adopt a resolution committing to the grant activities. Action by resolution.

2. Appointment of Green Energy Team Ad Hoc Committee

The NWMCOG is also requesting that the current Green Energy Team be established as an ad hoc committee.

Motion by Councilmember Shane Cole, second by Councilmember Bryan Vollmer, to establish the Green Energy Team as an ad hoc committee consisting of the following members: Roger Knutson, Mike Spencer, Keith Carey, Hal Evans, Tom Heid, and Robert Straebel.

Yeas: Stevens, Vollmer, Cole, Gennett, Kusina, Picha

Nays: None

Absent: None

VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action

None.

IX. Resolutions

B. Consideration to Approve Renewable and Energy Efficiency for Local Governments Program 2010-2011

Motion by Councilmember Dennis Kusina, seconded by Councilmember Greg Stevens, to approve Resolution 2011-01-01 as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2011-01-01
DRAFT RESOLUTION OF AGREEMENT
RENEWABLES AND ENERGY EFFICIENCY FOR LOCAL GOVERNMENTS PROGRAM 2010-2011

WHEREAS, the City of Charlevoix is committed to pursuing greater energy cost savings through energy efficiency improvements and conservation measures, demonstrate energy technologies to taxpayers/community, and create economic opportunities for regionally based and Michigan businesses;

WHEREAS, the City of Charlevoix has been competitively selected to participate in the Northwest Michigan Council of Governments "Renewables and Energy Efficiency for Local Governments Program," that has been made possible through a grant awarded to the Northwest Michigan Council of Governments from the Michigan Public Service Commission;

WHEREAS, the "Renewables and Energy Efficiency for Local Governments Program" will make available up to \$40,000 for energy audits and/or implementation of energy efficiency improvements at public facilities that are owned by the City, effective January 1, 2011 through September 30, 2011;

THEREFORE, BE IT RESOLVED THAT the City of Charlevoix agrees to the following action activities that will be required:

January – September 2011: Complete the Green Energy Team membership in January 2011 and hold meetings at least once per month and possibly twice through September 2011. Team Members will consist of at least five (5) members and represent the following: Government – elected, appointed and staff (administration, buildings/facilities/maintenance); and if the government chooses to do so, a member of the public with relevant background experience.

January 2011: Green Energy Team's first meeting. Government staff will take part in the training, if needed, for the US Environmental Protection Agency Energy Star Portfolio Manager software tool and to input at least one complete year of electric and natural/propane gas usage and cost data for City facilities that will receive energy improvements. Government staff will also collect information about the amounts of waste and recycling produced by those facilities.

February 2011: The Energy Star Portfolio Manager baseline energy use and waste assessment will be developed by the NWMCOG for the City facilities that are to receive energy improvements.

March – August 2011: The Green Energy Team will prioritize and select the energy efficiency and conservation measures for implementation. The NWMCOG and government staff will work together on the procurement process and implementation schedule to install energy conservation measures. The government will receive an Energy Efficiency and Conservation Measures Action Plan for adoption, including the action to contribute at least 50% of the energy savings associated with the grant investment into an energy savings account (as a line item within the City's budget) to be designated for future energy conservation measures.

August/September 2011: Completion of the Project. Government staff will provide the NWMCOG with all documentation necessary to process the \$40,000 grant reimbursement, including completion of all activities referenced above (e.g., up-to-date Energy Star Portfolio Manager account, baseline energy use and waste assessment, adopted action plan) and bids from contractors, signed contracts for services, invoices from contractors, and an invoice from the City to the NWMCOG for the amount of reimbursement. The NWMCOG is only able to submit requests for reimbursement from the State every two months. To minimize the amount of time for reimbursement, the NWMCOG suggests submitting all documentation and the invoice by these dates (to get in the next immediate reimbursement cycle): March 10, May 10, July 8, and September 9, which is the absolute last date in which invoices/documentation may be submitted.

RESOLVED this 3rd day of January, A.D. 2011.

Motion adopted by the following yea and nay votes:

Yeas: Stevens, Vollmer, Cole, Gennett, Kusina, Picha
 Nays: None
 Absent: None

X. Ordinances

None.

XI. Miscellaneous Business

Councilmember Jill Picha stated that she had heard about the accident at Mt. McSauba and complimented staff's handling of the situation. Council discussed possible options for improving safety. The Manager said that they are looking at installing breakaway fencing along 200 feet on each side of the hill. They are working to get something accomplished this week.

XII. Audience - Non-agenda Input (written requests take precedent)

None.

XIII. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn.
 There were no objections.
 Meeting adjourned at 7:13 p.m.

Carol A. Ochs	City Clerk	Norman L. Carlson, Jr.	Mayor
Accounts Payable – 12/16/2010			
AT&T MOBILITY	200.88	STATE OF MICHIGAN	14,711.85
PRIORITY HEALTH	36,922.81	TOTAL	51,835.54
Accounts Payable – 12/27/2010			
CHARLEVOIX DISTRICT LIBRARY	516.35	VISION SERVICE PLAN	500.45
DELTA DENTAL	4,128.83		
STANDARD INSURANCE CO	1,359.57	TOTAL	6,505.20
Accounts Payable – 01/04/2011			
ALL-PHASE ELECTRIC SUPPLY CO.	464.07	DITCH WITCH SALES OF MICHIGAN	158.32
AT&T LONG DISTANCE	82.10	DOAN, GERARD	41.00
BAILEY, MATT	41.00	DTE ENERGY	10,543.56
BARIBEAU, DOUG	78.82	DUBOIS COOPER ASSOCIATES	3,590.00
BIOTECH AGRONOMICS INC	12,855.44	DUNHAM, ERNEST	228.65
BRANDI, RICHARD	41.00	EAST JORDAN IRON WORKS	153.06
BREWER, JOHN	1,110.00	EATON, BRAD	25.30
BY THE BAY CLEANING LLC	357.00	ELLIOTT, PATRICK	41.00
CABELA'S MKTG & BRAND MGT INC.	278.94	ELMER'S	2,634.79
CALDWELL, JAMES	41.00	EVANS, HAL	41.00
CAREY, KEITH	41.00	FISHER SCIENTIFIC	513.69
CHARLEVOIX COUNTY FIRE	2,875.00	FOX CHARLEVOIX FORD	658.40
CHARLEVOIX GLASS INC.	165.00	GRAND TRAVERSE GARAGE DOOR	960.40
CHARLEVOIX TOWNSHIP	10.50	GREAT LAKES ENERGY	159.38
CHERRINGTON ENTERPRISES INC.	850.80	GRP ENGINEERING INC.	862.51
CITY OF CHARLEVOIX - UTILITIES	31,682.58	HACH COMPANY	717.00

HANKINS, SCOTT	41.00	PARKS AUTO PARTS	23.40
HART, TERESA	41.00	PERFORMANCE ENGINEERS INC	2,828.50
HD SUPPLY UTILITIES LTD	1,431.50	PLUNKETT & COONEY	3,201.54
HEID, THOMAS	41.00	POSTMASTER - CHARLEVOIX	3,500.00
HOLIDAY COMPANIES	6,303.69	POWER LINE SUPPLY	2,340.33
HYDRO DESIGNS INC.	900.00	PRESTON FEATHER	15.21
IDEXX DISTRIBUTION INC.	809.27	QUARTERMASTER	111.98
INDEPENDENT DRAFTING SERVICES	1,408.00	QUILL CORP	775.92
IVAN, PAUL	41.00	R B LYONS INC	2,520.00
J & B MEDICAL SUPPLY INC.	687.65	RELIABLE OFFICE SUPPLIES	116.19
KIRTLAND COMMUNITY COLLEGE	239.50	SKI TRAIN DEPOT	4,487.72
KSS ENTERPRISES	209.83	SPARTAN DISTRIBUTORS INC	178.47
LAKESHORE TIRE & AUTO SERVICE	15.00	SPEEDWRENCH INC.	710.61
MCMASTER-CARR	39.24	SPENCER, MICHAEL	41.00
MDC CONTRACTING LLC	462.50	STATE OF MICHIGAN	1,678.06
MED-TECH RESOURCE INC	249.40	STRAEBEL, ROBERT J.	41.00
MIAPWA	184.00	SWEM, DONALD	41.00
MICHIGAN MUNICIPAL LEAGUE	1,587.45	THOMSON REUTERS	110.00
MICHIGAN PUBLIC POWER AGENCY	73,917.06	UP NORTH PROPERTY SERVICES LLC	631.00
MID STATES BOLT & SCREW CO	25.79	USA BLUE BOOK	172.18
NASH, JENNIFER	41.00	VILLAGE GRAPHICS INC.	83.45
NEOPOST INC	1,629.69	VOSS LIGHTING	291.06
NORTHERN CREDIT BUREAU	254.86	WATER SOLUTIONS UNLIMITED INC.	1,313.39
NORTHWEST DESIGN GROUP	192.00	YOUNG GRAHAM	8,727.00
PARASTAR	1,138.12	TOTAL	198,130.87

Accounts Payable – 01/04/2011**Tax Disbursements**

CHARLEVOIX COUNTY TREASURER	211,335.43	CHARLEVOIX PUBLIC SCHOOLS	3,571.61
CHARLEVOIX DISTRICT LIBRARY	73,377.48	CITY OF CHARLEVOIX - TAXES DUE	66,216.47
CHARLEVOIX PUBLIC SCHOOLS	25,530.93	RECREATIONAL AUTHORITY	12,848.33
CHARLEVOIX PUBLIC SCHOOLS	1,785.72	TOTAL	394,665.97

PAYROLL: NET PAY**Pay Period Ending 12/18/2010 – Paid 12/22/2010**

WELLER, LINDA JO	1,236.57	TRAVERS, MANUEL J.	125.63
STRAEBEL, ROBERT J.	2,040.43	SILVA, JESSE L.	227.53
BRANDI, RICHARD M.	1,700.83	RILEY, JEFFERY C	294.80
LOY, EVELYN R.	947.86	O'CONNOR, BRUCE E.	29.56
KLOOSTER, ALIDA K.	1,131.49	SCHOOFF, WILLIAM R.	468.90
BROWN, STEPHANIE C.	1,031.50	TIMMS, ROBERT N	46.17
OCHS, CAROL A.	877.30	STALEY, ARLENE L	46.17
CAREY, KEITH V.	1,153.17	SHRIFT, PETER R.	1,136.18
SPENCER, MICHAEL D.	1,459.24	DOAN, GERARD P.	1,723.47
SPENCLEY, PATRICIA L.	1,061.34	HANKINS, SCOTT A.	1,409.18
NASH, JENNIFER B.	706.13	COPPOCK, TIMOTHY M.	1,283.93
BAILEY, MATTHEW L.	1,142.04	WURST, RANDALL W.	1,143.96
UMULIS, MATTHEW T.	1,375.44	WHITLEY, JOHN F.	1,896.00
METDEPENNINGEN, SARAH	1,191.26	BLANCHARD, SCOTT W.	1,533.31
WARNER, JANINE M.	943.38	FRYE, EDWARD J.	1,018.53
SCHLAPPI, JAMES L.	1,192.75	SWEM, DONALD L.	1,763.00
ORBAN, BARBARA K.	1,377.79	ROTTA, RUSSELL	1,263.85
IVAN, PAUL M.	1,808.22	MORRISON, KEVIN P.	1,295.56
SCHWARTZFISHER, JOSEPH	1,129.09	HODGE, MICHAEL J.	1,101.57
ROLOFF, ROBERT P.	2,857.55	JOHNSON, STEVEN P.	1,462.20
BRODIN, WILLIAM C.	1,245.43	JONES, ROBERT F.	1,359.56
RILEY, DENISE M.	358.90	ZIPP, DONALD R.	1,434.92
CALDWELL, JAMES P.	1,281.89	BOSS JR, DALE E.	1,097.98
MAYER, SHELLEY L.	1,255.20	BOSS, JAMES W.	910.23
HILLING, NICHOLAS A.	1,262.72	STEBE JR, JOHN M.	112.76
MEIER III, CHARLES A.	1,578.79	BOSS, SHERRY M.	83.80
RAMSEY, KYLE J.	22.00	HOLM, ARTHUR R.	1,010.79
JACOBS, DOUGLAS R.	1,729.29	HEID, THOMAS J	1,344.46
NISWANDER, JOSEPH F.	1,207.19	STEVENS, JEFFREY W.	29.09
WELLS JR., DONALD E.	1,275.08	ROLOFF, AUDREY M.	474.49
JONES, TERRI L.	660.95	MATTER, DAWSON K.	555.24
BRADLEY, KELLY R.	1,219.44	CESARO, JASON M.	39.60
EATON, BRAD A.	1,177.79	MARSH JR., JAMES D.	54.95
WILSON, TIMOTHY J.	1,526.05	RILEY, TIMOTHY	33.00
ELLIOTT, PATRICK M.	1,820.84	MACMILLAN, RACHEL A.	56.17
WILSON, RICHARD J.	1,252.46	SCOTT JR., WINFIELD	46.20
STEVENS, BRANDON C.	58.97	RILEY, DANIEL	372.36
GILLESPIE, MURPHY L.	94.00	BARRETT, SCOTT T.	884.86
HART, TERESA M.	853.82	BERGMANN, DOUGLAS M.	59.39
HOPKINS, ZACHARY D.	104.71	MACDONALD, BRIAN K.	746.01
STEVENS, WILLIAM J.	121.44	RILEY, ANDREW P.	76.24
HAND, REBECCA J.	265.63	TOTAL	76,787.57

PAYROLL: TRANSMITTAL**12/22/2010**

**EFTPS* Payroll Taxes	27,165.38	ICMA RETIREMENT TRUST 457	5,821.78
AMERICAN FAMILY LIFE	34.60	MI STATE DISTRICT UNIT	128.28
CHAR EM UNITED WAY	40.00	NORTHWESTERN BANK	372.76
CHARLEVOIX STATE BANK	619.21	PRIORITY HEALTH	199.03
COMMUNICATION WORKERS	513.70	STATE OF MICHIGAN	4,118.78
ICMA RETIREMENT TRUST 401	692.86	TOTAL	39,706.38