

**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, March 21, 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: Assistant City Attorney Bryan Graham  
City Manager: Rob Straebel  
City Clerk: Carol A. Ochs  
Members Present: Council members Jill Picha, Greg Stevens, Bryan Vollmer, Shane Cole, Lyle Gennett, Dennis Kusina  
Absent: None

**III. Inquiry Regarding Possible Conflicts of Interest**

None.

**IV. Consent Agenda**

The following items were approved and filed:

- A. Approval of Minutes – March 7, 2011 Regular Meeting Minutes
- B. Accounts Payable Check Register – February 25, 2011
- C. Accounts Payable Check Register – March 22, 2011
- D. Tax Disbursement – March 22, 2011
- E. ACH Payments – March 7-14, 2011
- F. Payroll Check Register – March 18, 2011
- G. Payroll Transmittal – March 18, 2011

**V. Public Hearings**

None.

**VI. Reports**

The City Manager informed Council that staff had decided to use blue signs with white trim for private road signs, which is consistent with the County's color choice. There were no objections from Council.

The Manager stated that negotiations have begun and are continuing with the Police Officers Labor Council (POLC).

Interviews will be conducted for apprentice lineman. The City has received almost 70 applications, with several good candidates.

The Manager handed out a copy of the Governor's report. There is information regarding tying State revenues to employee sharing of health care costs and pension changes. Although this is not actual legislation, this is the general direction given to all municipalities in Michigan. The City will see how this aligns or doesn't align with the POLC negotiations.

The Manager reviewed the new airport terminal hours. Staff is working hard toward the April 1 transfer of operations to the City.

The Attorney reviewed that the Supreme Court had made its decision on Klooster Tax Tribunal case.

**VII. Requests, Petitions and Communications and Actions Thereon**

A. Presentation of 2010 Annual Report from Charlevoix Public Library  
Library Director Valerie Meyerson was available to present the annual Library report. She reviewed use of the library in terms of patronage, circulation, meeting rooms, and classes. For the most part the Charlevoix Library exceeds the national average in terms of visits and collection turnover. Ms. Meyerson discussed how the Library hopes to implement use of electronic books.

B. Request from Dean Spencley to Discuss Supporting Local Businesses  
Dean Spencley from Active Industrial Supplies spoke, encouraging Council to shop locally. Mr. Spencley has invested in Charlevoix, starting and growing three different businesses. He stated that when the City sends its business out of town, it also sends the money it spends out of town. He is frustrated and thinks Council is making a mistake in that they are pushing businesses away from Charlevoix. Mr. Spencley pointed out that local businesses tend to give back to their own respective communities, i.e., Charlevoix businesses give back to Charlevoix events and charities, outside businesses give back to their own communities rather than Charlevoix. Mr. Spencley spoke regarding the janitorial supply contract to be awarded, and encouraged Council to consider his bid, as the only local bid, even though it is not the lowest bid. He also asked that he still be considered for incidental purchases and other items not on the bid list throughout the year, even if he is not awarded the contract.

Council discussed the local bidder's policy, and why they had agreed on the percentages for the policy and various experiences with bidders work. The Mayor pointed out that they would wait to discuss the janitorial supply contract when it is presented by staff as an agenda item. Mr. Spencer pointed out that percentages and community are two different things; encouraging businesses to grow is good for the City. The Mayor stated that he, too, tries to shop locally, and he understands that it is more expensive to own a business in Charlevoix.

C. Discussion on Surveillance Cameras  
Police Chief Gerard Doan reviewed that he had received a grant from the Grand Traverse Tribe of Ottawa and Chippewa Indians for the purchase and installation of cameras in patrol cars and that he had money left over. The tribe stated that he could keep the money and use it for installation of cameras at a few various remote locations that, due to limited manpower, they are unable to patrol sufficiently. Possible locations discussed were the Michigan Beach area, the lakeshore side of the water plant, near the intersection of Clinton & Bridge, or as a channel monitor. The cameras will not be hidden and hopefully will also act as a deterrent. Council was generally agreeable to installing the cameras. Locations are still to be decided.

D. Consideration to Extend Our Fuel Purchase Agreement  
Street Superintendent Pat Elliott reviewed the item and discussed the possibility of extending the current contract with Holiday for fuel, which would lock in the current discount. Holiday is generally the only provider who has bid on the contract in the past, and is currently the only station that provides the needed 24/7 service. The Attorney stated, based on the amount of the purchase annually, extending the contract would conflict with the current ordinance. There is not currently any language in the Code regarding the case of a sole provider. Staff will look into the current contract wording; the item may still need to be bid out.

**E. Consideration to Approve Tree, Limb and Stump Removal Bid**

Street Superintendent Pat Elliott was available to review the item and answer questions from Council. Willcome, the only bidder, is the current provider and has provided excellent service for several years.

Motion by Councilmember Shane Cole, seconded by Councilmember Dennis Kusina, to accept the pricing provided by Willcome Tree Service and enter into a two-year agreement with them, as outlined on p. 23 of the packet.

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

**F. Approval of Job Descriptions**

Council had been presented with 12 job descriptions in their packet, most of which are seasonal. Council had no questions regarding the descriptions. The Mayor listed some of the job descriptions: Mt. MsSauba Camp Director, Camp Counselors, Lifeguards, Sports Field Maintenance Operator, Cemetery Sexton, Parks Foreman, Parks/Cemetery Maintenance Crew, Boat Launch Attendant, Meter Officer, Seasonal Police Officer, Water Department Assistant, and a full-time Apprentice Lineman.

Motion by Councilmember Dennis Kusina, seconded by Councilmember Jill Picha, to adopt the 12 job descriptions as outlined on pp. 24-39 of the packet.

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

None.

**X. Ordinances**

None.

**XI. Miscellaneous Business**

Councilmember Jill Picha discussed the Nate Klooster Tax Tribunal outcome and possible impacts. Mr. Graham reviewed the Supreme Court ruling.

The Mayor reminded everyone he will be absent from the April 4, 2011 Council meeting. Councilmember Bryan Vollmer and City Clerk Carol Ochs will also be gone.

**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 8:00 p.m.

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Carol A. Ochs City Clerk Norman L. Carlson, Jr. Mayor

<b>Accounts Payable – 02/25/2011</b>			
GARRY D. ZACHRITZ	4,000.00		
<b>TOTAL</b>	<b>41,053.50</b>		
<b>Accounts Payable – 03/22/2011</b>			
ACE HARDWARE	1,362.30	CINTAS FIRST AID & SAFETY	57.24
AIRGAS GREAT LAKES INC.	687.44	CITY OF CHARLEVOIX - MISC	472.00
ALL-PHASE ELECTRIC SUPPLY CO.	271.12	CLARK HILL P.L.C.	854.50
ALP LIGHTING COMPONENTS	2,336.00	ELLSWORTH FARMER'S EXCHANGE	2,080.83
AMERICAN WASTE INC.	3,937.60	ELMER'S	1,487.52
AMERIGAS - PETOSKEY	698.76	FALCON INS AGCY - HOUSTON INC.	2,822.00
ARBOR DAY FOUNDATION	10.00	FAMILY FARM & HOME	65.37
ARROW UNIFORM-TAYLOR L.L.C.	935.94	FISHER SCIENTIFIC	610.36
AT&T	2,188.07	GLAWE INC. and	38,047.16
AUTO VALUE	319.14	GLAWE INC. and	500.00
B & L SOUND INC	81.95	GLAWE INC. and	14,214.22
BAILEY, MATT	256.34	GLAWE INC. and	24,283.91
BANC OF AMERICA LEASING	115,936.68	GLAWE INC. and	5,121.18
BRADFORD'S	98.50	GRAINGER	336.78
CAREY, KEITH	12.75	GRAND TRAVERSE GARAGE DOOR	238.87
CARQUEST OF CHARLEVOIX	628.06	GREAT LAKES PIPE & SUPPLY	33.00
CDW GOVERNMENT INC.	143.70	GRP ENGINEERING INC.	678.19
CENTRAL DRUG STORE	34.26	HACH COMPANY	557.38
CHAMPION CHARTER	1,976.94	HAGGARD'S INC	335.60
CHARLEVOIX AGENCY	594.34	HEID, THOMAS J.	49.98
CHARLEVOIX CAR WASH	48.60	HOLIDAY COMPANIES	4,920.48
CHARLEVOIX COUNTY TREASURER	806.72	INDEPENDENT DRAFTING SERVICES	1,984.00
CHARLEVOIX SCREEN MASTERS INC	25.00	INTERNATIONAL INSTITUTE	610.00
CHARLEVOIX STATE BANK	5,407.96	J & B MEDICAL SUPPLY INC.	647.70
CHARTER COMMUNICATIONS	762.87	J & S PORTABLE RESTROOMS	190.00

JOHNSTONE SUPPLY #234	254.60	POWER LINE SUPPLY	6,266.79
JP HEATING OF NORTHERN MI LLC	4,235.00	PRESTON FEATHER	439.00
KARAFI, MARY	47.56	PROGRESSIVE MEDICAL INT'L	446.53
KEVIN'S METER TESTING	5,575.12	PURITY CYLINDER GASES INC	108.44
KORTHASE FLINN	502.92	S&W HEALTHCARE CORPORATION	217.50
KSS ENTERPRISES	112.87	S.A. MORMAN & CO.	90.00
KUSINA, DENNIS	51.00	SEARS COMMERCIAL ONE	15.99
MICHIGAN OFFICEWAYS INC	998.31	SILVA, JESSE	202.00
MID STATES BOLT & SCREW CO	137.37	STANDARD ELECTRIC CO	50.10
MISS DIG SYSTEM INC	59.59	STATE OF MICHIGAN	32.00
NETSOURCE ONE INC.	3,063.16	STATE OF MICHIGAN	600.00
NFPA	150.00	SYN-TECH SYSTEMS, INC.	38.00
NORTHERN CREDIT BUREAU	779.60	TRANSACT TECHNOLOGIES INC	47.95
NORTHERN MICHIGAN REVIEW INC.	1,717.73	TRUCK & TRAILER SPECIALTIES	21.24
NORTHERN SAFETY CO INC	558.25	US BANK	108,997.50
NORTHWEST MICHIGAN	25.00	USA MOBILITY WIRELESS INC.	15.46
OCHS, CAROL	54.06	VAN'S BUSINESS MACHINES	106.83
OLESON'S FOOD STORES	100.62	WARD, OSCAR	75.00
PARASTAR INC.	800.98	WILLCOME TREE SERVICE	385.00
PARKS AUTO PARTS	100.00	WINNELL, CHARLES	116.72
PERFORMANCE ENGINEERS INC	8,770.00	ZOLL MEDICAL CORPORATION	792.82
PINE RIVER MEDICAL ASSOCIATES	110.00		
POLYDYNE INC	379.50	Total 3/22/2011	388,407.42

**Accounts Payable – 03/22/2011****Tax Disbursements**

BARTON TRUST, ELIZABETH NELL	3.94	JOHNSON, RONALD & NICOLE	10.50
CHARLEVOIX COUNTY TREASURER	7,259.41	MATHEWS, JACK & MARY	86.78
CHARLEVOIX DISTRICT LIBRARY	1,778.94	MILEWSKI, VICTOR & CAROL	6.64
CHARLEVOIX PUBLIC SCHOOLS	3,370.38	RECREATIONAL AUTHORITY	311.47
CHARLEVOIX PUBLIC SCHOOLS	232.91	SARK PROPERTIES	0.81
CHARLEVOIX PUBLIC SCHOOLS	465.86		
CITY OF CHARLEVOIX - TAXES DUE	4,692.85	Total 3/22/2011	18,220.49

**ACH Payments – 03/07/2011-03/14/2011**

MI PUBLIC POWER AGENCY	34,781.50		
MI PUBLIC POWER AGENCY	38,114.46	<b>TOTAL</b>	<b>283,468.82</b>

**PAYROLL: NET PAY****Pay Period Ending 03/12/2011 – Paid 03/18/2011**

WELLER, LINDA JO	1,244.68	WITTHOEFT, MARVIN J.	188.70
STRAEBEL, ROBERT J.	2,097.16	STEVENS, WILLIAM J.	167.40
BRANDI, RICHARD M.	1,727.60	HAND, REBECCA J.	35.00
LOY, EVELYN R.	960.85	CESARO, JASON M.	193.50
KLOOSTER, ALIDA K.	1,101.34	TRAVERS, MANUEL J.	237.06
BROWN, STEPHANIE C.	1,136.34	SILVA, JESSE L.	299.00
OCHS, CAROL A.	891.84	RILEY, JEFFERY C	11.49
CAREY, KEITH V.	1,160.62	O'CONNOR, BRUCE E.	244.10
SPENCER, MICHAEL D.	1,488.06	SCHOOFF, WILLIAM R.	443.50
SPENCLEY, PATRICIA L.	1,069.61	SHRIFT, PETER R.	1,156.43
NASH, JENNIFER B.	327.38	DOAN, GERARD P.	1,709.90
BAILEY, MATTHEW L.	1,199.65	HANKINS, SCOTT A.	1,759.29
UMULIS, MATTHEW T.	1,270.72	KLOOSTER, JUSTIN N.	104.08
METDEPENNINGEN, SARAH	1,330.29	COPPOCK, TIMOTHY M.	1,327.94
WARNER, JANINE M.	980.89	WHITLEY, JOHN F.	1,642.16
SCHLAPPI, JAMES L.	970.39	BLANCHARD, SCOTT W.	1,648.08
ORBAN, BARBARA K.	1,457.71	FRYE, EDWARD J.	1,108.71
IVAN, PAUL M.	1,730.87	SWEM, DONALD L.	1,722.98
SCHWARTZFISHER, JOSEPH	1,169.79	MORRISON, KEVIN P.	1,314.53
ROLOFF, ROBERT P.	2,956.46	HODGE, MICHAEL J.	991.99
BRODIN, WILLIAM C.	1,321.40	JOHNSON, STEVEN P.	1,240.46
RILEY, DENISE M.	360.50	ZIPP, DONALD R.	661.50
CALDWELL, JAMES P.	1,264.08	BOSS JR, DALE E.	1,103.31
WURST, RANDALL W.	1,496.59	BOSS, JAMES W.	909.25
MAYER, SHELLEY L.	1,335.38	STEBE JR, JOHN M.	415.78
HILLING, NICHOLAS A.	1,092.79	BOSS, SHERRY M.	318.90
MEIER III, CHARLES A.	1,556.95	BEHAN, DEAN T.	150.19
RAMSEY, KYLE J.	168.08	HOFFMAN-KOLT, LEIF E.	150.19
JACOBS, DOUGLAS R.	1,995.03	HOLM, ARTHUR R.	612.98
NISWANDER, JOSEPH F.	1,221.55	HEID, THOMAS J	1,335.37
WELLS JR., DONALD E.	1,223.59	STEVENS, JEFFREY W.	214.09
JONES, TERRI L.	950.50	ROLOFF, AUDREY M.	142.31
BRADLEY, KELLY R.	1,351.60	MATTER, DAWSON K.	720.93
EATON, BRAD A.	1,156.14	MARSH JR., JAMES D.	144.35
WILSON, TIMOTHY J.	1,376.61	RILEY, TIMOTHY	74.24
ELLIOTT, PATRICK M.	1,514.25	MACMILLAN, RACHEL A.	88.18
WILSON, RICHARD J.	1,276.72	SCOTT JR., WINFIELD	128.24
JONES, ROBERT F.	1,338.40	RILEY, DANIEL	699.65
STEVENS, BRANDON C.	220.70	BARRETT, SCOTT T.	729.76
WASHBURNE, MICHAEL J.	113.22	BERGMANN, DOUGLAS M.	40.50
GILLESPIE, MURPHY L.	337.34	MACDONALD, BRIAN K.	678.08
BEHAN, HALEY C.	174.67	RILEY, ANDREW P.	71.96
HART, TERESA M.	851.28		
HOPKINS, ZACHARY D.	365.28	Grand Totals:	77,270.96

**PAYROLL: TRANSMITTAL**

03/04/2011

**EFTPS* Payroll Taxes	25,380.55	MI STATE DISTRICT UNIT	128.28
AMERICAN FAMILY LIFE	34.60	NORTHWESTERN BANK	422.76
CHAR EM UNITED WAY	63.00	PRIORITY HEALTH	199.03
CHARLEVOIX STATE BANK	619.21	STATE OF MICHIGAN	4,078.50
COMMUNICATION WORKERS	486.10	STATE OF MICHIGAN - CD	872.98
ICMA RETIREMENT TRUST 401	692.86		
ICMA RETIREMENT TRUST 457	5,684.62	Grand Totals:	38,662.49

