

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, May 2, 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: Jim Young
Acting City Manager: City Treasurer Rick Brandi
City Clerk: Carol A. Ochs
Members Present: Council members Bryan Vollmer, Shane Cole, Lyle Gennett, Dennis Kusina, Jill Picha, Greg Stevens
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – April 18, 2011 Regular Meeting Minutes
- B. Accounts Payable Check Register – April 25, 2011
- C. Accounts Payable Check Register – May 3, 2011
- D. ACH Payments – April 18-25, 2011
- E. Payroll Check Register– April 29, 2011
- F. Payroll Transmittal – April 29, 2011

V. Public Hearings

None.

VI. Reports

None.

VII. Requests, Petitions and Communications and Actions Thereon

A. Consideration of Lighthouse Restoration and Maintenance Contract

City Treasurer Rick Brandi reviewed the item and answered questions from Council. The agreement allows the Historical Society to apply for grants for restoration and maintenance.

Motion by Councilmember Lyle Gennett, seconded by Councilmember Jill Picha, to authorize the Mayor and Clerk to sign an agreement with the Charlevoix Historical Society to allow them to seek grants and other funding sources to restore and maintain the south pier lighthouse.

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

B. Airport TAC Master Plan – Phase II, Public Presentation

Kevin Clarke from R.W. Armstrong gave a public presentation on the Airport Master Plan and was available to answer questions from Council. No action required.

C. Pre-Authorization for Airport Fuel Orders

Airport Manager Matt Bailey was available to answer questions from Council. City Treasurer Rick Brandi reviewed that based on a purchase earlier this week, staff would like Council to cap the purchases at \$70,000 rather than the \$50,000 stated in the packet, as the cost of fuel is currently unpredictable.

Motion by Councilmember Jill Picha, seconded by Councilmember Shane Cole, to pre-approve the Airport Manager with City Manager/City Treasurer oversight to place orders to purchase any required fuel needed to keep the airport fuel system adequately stocked, up to \$70,000.

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

D. Airport Fuel Farm Repairs/Improvements

Airport Manager Matt Bailey reviewed the item and answered questions from Council. The specialized quote from Northern Pump came in under the budgeted amount of \$23,000. Additionally, Northern Pump may be able to acquire suitable used equipment, which would save additional money.

Motion by Councilmember Dennis Kusina, seconded by Councilmember Greg Stevens, to approve the quotes from Northern Pump Service for Airport Fuel Farm Repairs/Improvements as outlined on the estimates shown on pp. 17-23 of the packet, not to exceed \$17,917.76.

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

E. Consideration to Approve a Support Letter of Northwest Michigan Council of Government Grant

City Treasurer Rick Brandi reviewed the item and answered questions from Council.

Motion by Councilmember Shane Cole, seconded by Councilmember Bryan Vollmer, to authorize the Mayor to sign a letter supporting the Northwestern Michigan Council of Government's Grant for Coastal Stewardship and Economic Opportunity in Northwestern Lower Michigan Cities and Villages.

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

F. Returned Checks and Rejected ACH Payments Policy

City Treasurer Rick Brandi reviewed the policy and answered questions from Council.

Motion by Councilmember Greg Stevens, seconded by Councilmember Lyle Gennett, to approve the returned checks and rejected ACH payments policy as written on pp. 30-31 of the packet.

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

G. Recreation Advisory Committee Appointment

Motion by Councilmember Jill Picha, seconded by Councilmember Shane Cole, to confirm the Mayor's appointment of Amy Putman to the Recreation Advisory Committee to replace Toni Felter.

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

The Mayor will work with the committee members to see which terms they wish to fill (the terms are rolling terms). Council did not object.

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

The Mayor stated that at the previous meeting he had made Council aware his company had done some work on a bathroom at the Electric Department. The Manager had planned to put the fixtures out to bid, but that meant closing out the permit and pulling and paying for another permit. The Mayor agreed to supply the fixtures at cost, install them for free, and close out the permit. The invoice is \$548.38.

Councilmember Jill Picha stated that she had received complaints about the cleanliness of the bathrooms at the Beaver Island Boat Company last summer. Staff will look into the situation.

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 7:47 p.m.

Carol A. Ochs	City Clerk	Norman L. Carlson, Jr.	Mayor
Accounts Payable – 04/25/2011			
AT&T MOBILITY	144.82	STANDARD INSURANCE CO	1,449.48
AVFUEL CORPORATION	23,690.49	VERIZON WIRELESS	57.36
DELTA DENTAL	4,318.50	VISION SERVICE PLAN	522.52
PRIORITY HEALTH	38,418.58	TOTAL	68,601.75
Accounts Payable – 05/03/2011			
AIRGAS GREAT LAKES INC.	118.94	ELLIOTT, PATRICK M.	41.00
ALL-PHASE ELECTRIC SUPPLY CO.	24.39	EVANS, HAL	41.00
AMERICAN WASTE INC.	4,038.40	FASTENAL COMPANY	46.52
AT&T LONG DISTANCE	150.48	FISHER SCIENTIFIC	1,423.63
AVFUEL CORPORATION	44,893.29	FLETCHER'S	106.26
B & D TRUCKS & PARTS	375.00	GRAINGER	284.49
BARCO PRODUCTS	221.05	GREAT LAKES ENERGY	183.75
BRADFORD'S	78.00	GREAT LAKES PIPE & SUPPLY	95.77
BRANDI, RICHARD	59.67	GREAT LAKES PIPE & SUPPLY	18.00
CALDWELL, JAMES P.	41.00	GRIFFIN BEVERAGE CO	418.15
CAREY, KEITH	41.00	GRP ENGINEERING INC.	1,970.07
CENTRAL DRUG STORE	59.32	HACH COMPANY	584.24
CHARLEVOIX AGENCY	100.00	HANKINS, SCOTT	41.00
CHARLEVOIX COLLISION INC.	401.60	HART, TERESA	41.00
CHARLEVOIX GLASS INC.	7.00	HEID, THOMAS J.	41.00
CHARLEVOIX STATE BANK	10,490.01	HOLIDAY COMPANIES	5,204.72
CHARLEVOIX TOWNSHIP	10.50	IDEXX DISTRIBUTION INC.	934.72
CUMMINS BRIDGEWAY LLC	1,715.12	INDEPENDENT DRAFTING SERVICES	1,920.00
DOAN, GERARD	41.00	INTELLIGENT PRODUCTS INC	759.29
DTE ENERGY	12,579.77	INTERNATIONAL INSTITUTE	135.00
DVORACEK, DANA J.	41.00	ISLAND AIRWAYS	1,036.75
EAST JORDAN IRON WORKS	2,312.84	IVAN, PAUL	41.00
EDM PUBLISHERS INC.	257.24	KIWANIS CLUB OF CHARLEVOIX	39.00

KSS ENTERPRISES	1,593.26	RHINO SEED & LANDSCAPE SUPP	360.00
KUSINA, DENNIS	51.00	ROLOFF, ROBERT	325.00
LAKESHORE TIRE & AUTO SERVICE	12.50	RTI LABORATORIES INC.	114.00
LANDSCAPE FORMS INC.	3,498.00	SEELEY'S PRINTING SERVICE	1,136.45
LOY, EVELYN	4.29	SOCIETY FOR HUMAN RESOURCE MGT	180.00
LSL PLANNING INC.	5,000.00	SPARTAN DISTRIBUTORS INC	73.64
MARVIN'S GARDENS INC	267.80	SPENCER, MICHAEL	86.39
MCMMASTER-CARR	70.41	STANDARD ELECTRIC CO	157.15
MDA	271.52	STATE OF MICHIGAN	688.50
MICHIGAN MUNICIPAL ELECTRIC	300.00	STATE OF MICHIGAN	200.00
MICHIGAN MUNICIPAL LEAGUE	50.00	STRAEBEL, ROBERT J.	41.00
MID STATES BOLT & SCREW CO	73.38	SUNRISE ELECTRONICS & SECURITY	186.00
N M A C P	50.00	SUPERIOR MECHANICAL	105.00
NASH, JENNIFER	41.00	SWANSON K & D INC	150.00
NEOPOST INC	260.00	SWEM, DONALD L.	41.00
NETSOURCE ONE INC.	54.00	TEAMINTEL L.L.C.	600.00
NORTHERN FIRE & SAFETY	33.00	UNITED STATES PLASTIC CORP.	323.19
NORTHWEST MICHIGAN	100.00	UP NORTH PROPERTY SERVICES LLC	520.00
NYE UNIFORM CO	712.95	USA BLUE BOOK	59.32
PERFORMANCE ENGINEERS INC	1,898.40	V & S DETROIT GALVANIZING LLC.	295.00
PICHA, JILL	50.16	VILLAGE GRAPHICS INC.	388.93
PLUNKETT & COONEY	20.00	WINNELL, CHARLES	90.00
PRESTON FEATHER	69.68	WORK & PLAY SHOP	128.45
PROGRESSIVE MEDICAL INT'L	50.04		
REVOLUTION BIKE LLC	390.00	TOTAL	114,633.39

ACH Payments – 04/18/2011-04/25/2011

MI PUBLIC POWER AGENCY	36,559.31	MI Public Power Agency	210,171.73
MI PUBLIC POWER AGENCY	26,647.49	TOTAL	273,378.53

PAYROLL: NET PAY**Pay Period Ending 04/23/2011 – Paid 04/29/2011**

WELLER, LINDA JO	1,390.25	WILSON, RICHARD J.	1,181.13
STRAEBEL, ROBERT J.	2,097.16	JONES, ROBERT F.	1,162.54
BRANDI, RICHARD M.	1,734.01	SIEGMUND, CHRISTOPHER	223.56
LOY, EVELYN R.	983.11	EAGLESON, WAYNE L.	273.60
KLOOSTER, ALIDA K.	1,290.04	MCGHEE, ROBERT R.	963.56
BROWN, STEPHANIE C.	1,102.33	VANLOO, JOSEPH G.	202.75
OCHS, CAROL A.	900.00	HART, TERESA M.	633.71
CAREY, KEITH V.	1,160.62	BOAL, DAVID W.	779.81
SPENCER, MICHAEL D.	1,500.84	BENNETT, THOMAS A.	573.62
SPENCLEY, PATRICIA L.	1,032.88	DURRENBERGER, LARRY J	8.21
NASH, JENNIFER B.	934.26	BULLARD, ANDREW D.	754.93
UMULIS, MATTHEW T.	1,496.14	STEIN, DONNA E.	59.28
METDEPENNINGEN, SARAH	1,356.32	BAILEY, MATTHEW L.	1,866.69
WARNER, JANINE M.	990.37	DVORACEK, DANA J.	1,110.87
SCHLAPPI, JAMES L.	1,168.51	GILL, DAVID R.	512.78
ORBAN, BARBARA K.	1,916.04	HAYNES, STEPHANIE L.	546.71
IVAN, PAUL M.	1,706.29	MERRILL JR, CARL J.	500.97
SCHWARTZFISHER, JOSEPH	1,256.43	SHRIFT, PETER R.	1,156.43
ROLOFF, ROBERT P.	1,350.36	DOAN, GERARD P.	1,868.10
BRODIN, WILLIAM C.	1,458.38	HANKINS, SCOTT A.	1,581.31
RILEY, DENISE M.	375.94	COPPOCK, TIMOTHY M.	1,459.10
CALDWELL, JAMES P.	1,349.81	WHITLEY, JOHN F.	1,643.75
WURST, RANDALL W.	1,341.15	BLANCHARD, SCOTT W.	1,840.48
MAYER, SHELLEY L.	1,282.54	FRYE, EDWARD J.	1,092.21
HILLING, NICHOLAS A.	1,420.37	SWEM, DONALD L.	1,701.70
MEIER III, CHARLES A.	1,203.63	MORRISON, KEVIN P.	1,174.07
JACOBS, DOUGLAS R.	1,947.23	HODGE, MICHAEL J.	1,094.25
NISWANDER, JOSEPH F.	1,346.56	JOHNSON, STEVEN P.	1,125.48
WELLS JR., DONALD E.	1,269.85	ZIPP, DONALD R.	1,117.98
JONES, TERRI L.	968.72	BISHAW, JAMES H.	369.58
BRADLEY, KELLY R.	1,464.79	DISHONG, AARON S.	821.07
EATON, BRAD A.	1,590.10	HEID, THOMAS J	1,311.99
WILSON, TIMOTHY J.	1,405.73	GRUNCH, RONALD J.	40.33
HART II, DELBERT W.	606.38	BOOTH, GEORGE E.	106.48
LAVOIE, RICHARD L.	1,199.45	DAVIS, RONALD L.	15.90
STEVENS, BRANDON C.	1,096.14		
ELLIOTT, PATRICK M.	1,528.24	TOTAL	79,095.90

PAYROLL: TRANSMITTAL**04/29/2011**

**EFTPS* Payroll Taxes	26,595.35	MI STATE DISTRICT UNIT	441.26
CHAR EM UNITED WAY	63.00	NORTHWESTERN BANK	422.76
CHARLEVOIX STATE BANK	619.21	PRIORITY HEALTH	202.05
COMMUNICATION WORKERS	504.23	STATE OF MICHIGAN	4,260.68
ICMA RETIREMENT TRUST 401	692.86		
ICMA RETIREMENT TRUST 457	6,523.21	TOTAL	40,324.61