

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, July 2, 2012 — 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: Linda Weller, Acting City Manager
City Clerk: Carol A. Ochs
Members Present: Council members Lyle Gennett, Dennis Kusina, Jill Picha, Greg Stevens, Bryan Vollmer, Shane Cole
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – June 18, 2012 Regular Meeting Minutes
- B. Accounts Payable Check Register – June 22, 2012
- C. Accounts Payable Check Register – July 3, 2012
- D. ACH Payments – June 18, 2012 – June 25, 2012
- E. Payroll Check Register – June 22, 2012
- F. Payroll Transmittal – June 22, 2012
- G. Purchase Order Report – March 1, 2012 – June 20, 2012

V. Public Hearings

None.

VI. Reports

The City Clerk gave an update on the beach concessions. Julie Mann will now only be running the Michigan Beach concession. Chris LaCroix has applied to run the Ferry Beach concession, and staff is working with him to get up and running as soon as possible.

VII. Requests, Petitions and Communications and Actions Thereon

A. Presentation on Investigation of Site 20UM723, Northern Lake Michigan [LaSalle-Griffon Project]

Kenneth Vrana, President of the Center for Maritime & Underwater Resource Management (CMURM), gave a Power Point history and update presentation on the archaeological site investigation of a wreck believed to be *Le Griffon*. No action required.

B. Charlevoix Venetian Festival Fireworks Permit and Hold Harmless Agreement

Dan Barron, President of Venetian Festival, Inc. and Fire Chief Paul Ivan were available to review the items and answer questions from Council.

Motion by Councilmember Jill Picha, seconded by Councilmember Shane Cole, to authorize the Clerk to issue the fireworks permit for the 2012 Venetian Festival fireworks displays.

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

Motion by Councilmember Dennis Kusina, seconded by Councilmember Bryan Vollmer, to authorize the Mayor to sign the Hold Harmless agreement with Colonial Fireworks Company.

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

C. Consideration to Approve Contract for Donation to the Venetian Festival

The Mayor reviewed that the \$12,000 is the budget amount allotted this year for the Venetian Festival. The Attorney has reviewed the contract.

Motion by Councilmember Greg Stevens, seconded by Councilmember Lyle Gennett, to authorize the Mayor to sign the 2012 Funding Contract with Venetian Festival, Inc. in the amount of \$12,000.

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

D. Consideration to Approve a Resolution Establishing Rental Car Parking Fees at the Municipal Airport

Airport Manager Matt Bailey was available to review the item and answer questions for Council. The resolution sets a fee for rental car parking and assigns them spaces at the airport. Action by resolution.

E. FAA Memorandum of Agreement for Non-Directional Beacon (NDB)

Airport Manager Matt Bailey reviewed the item for Council. A non-directional beacon (NDB) is a navigation tool used by pilots during cloudy or overcast skies. With GPS and other new technologies, NDBs will eventually be phased out, but currently several planes based out of the municipal airport still use NDBs. This will update our agreement with the FAA for use and maintenance of the NDB. The agreement has been reviewed and approved by the City Attorney.

Motion by Councilmember Jill Picha, seconded by Councilmember Bryan Vollmer, to adopt the FAA Memorandum of Agreement, NDB OMM Manual and Technician Designation Letter and authorize Airport Manager Matt Bailey to be the FAA Designated Representative for these documents, per approval by the City Attorney.

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

F. Emergency Repairs & Specialty Services for Jet Fuel Storage Tank at Charlevoix Municipal Airport

Airport Manager Matt Bailey reviewed the details of the need for this repair and answered questions from Council. Existing underground tank flanges, which are about 12 years old, did not seal properly with the new parts. This repair is the best and most economical solution to correct the problem.

Motion by Councilmember Dennis Kusina, seconded by Councilmember Lyle Gennett, to approve the quote from Fuel Tech dated June 27, 2012 in the amount of \$21,180 and authorize these underground jet tank repairs be started immediately. If wastewater from the operation is required to be disposed of in an environmentally approved manner, the City Council approves additional charges of up to \$1,500.

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

G. Raffle License Application, Charlevoix Circle of Arts

Nancy Suzor from the Charlevoix Circle of Arts was available to answer questions regarding the item. The State now requires that these applications to be run through a local governmental unit. Ms. Suzor reviewed the details for the cash raffle. Action by resolution.

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

A. Airport Fee Resolution – Rental Car

Motion by Councilmember Lyle Gennett, seconded by Councilmember Shane Cole, to adopt Resolution 2012-07-01 as follows:

**CITY OF CHARLEVOIX
RESOLUTION 2012-07-01**

A RESOLUTION TO ADOPT ADDITIONAL FEES ASSOCIATED WITH THE CITY OF CHARLEVOIX MUNICIPAL AIRPORT FOR THE REMAINDER OF 2012-13 BUDGET YEAR

WHEREAS, the City of Charlevoix manages and operates the Charlevoix Municipal Airport;

WHEREAS, the City endeavors to minimize General Fund transfers to fund maintenance and operation at the Municipal Airport;

WHEREAS, to minimize General Fund transfers the City requires that airport users pay fees to offset the costs of operating the airport;

WHEREAS, there is no established fee for parking and staging of off-site rental cars at the Charlevoix Municipal Airport;

WHEREAS, the City desires to adopt parking fees for off-site rental car companies at the Charlevoix Municipal Airport;

NOW, THEREFORE BE IT RESOLVED, THAT THE CITY OF CHARLEVOIX CITY COUNCIL HEREBY adopts an annual fee of \$100 per parking space for all off-site rental car companies parking and/or staging vehicles at the Charlevoix Municipal Airport. All other rates and fees formally adopted through Resolution 2012-02-04 shall remain in effect.

RESOLVED, this 2nd day of July, A.D. 2012.

Resolution adopted by the following yea and nay vote:

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

B. Circle of Arts Raffle License Resolution

Motion by Councilmember Bryan Vollmer, seconded by Councilmember Jill Picha, to adopt Resolution 2012-07-02 as follows:

**CITY OF CHARLEVOIX
RESOLUTION 2012-07-02**

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

At a Regular meeting of the City of Charlevoix City Council called to order by Mayor Norman L. Carlson, Jr. on July 2, 2012 at 7:00 p.m. the following resolution was offered:

Moved by Councilmember Bryan Vollmer and supported by Councilmember Jill Pica that the request from Charlevoix Circle of Arts of City of Charlevoix, County of Charlevoix, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses, be considered for Approval.

RESOLVED, this 2nd day of July, A.D. 2012.

Resolution adopted by the following yea and nay vote:

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

X. Ordinances

None.

XI. Miscellaneous Business

Councilmember Lyle Gennett asked for an update on the trees by the benches in East Park. Ms. Weller stated that City Planner Mike Spencer is preparing a Photoshop presentation showing different species of trees and how they would affect the view corridor. Council should expect to see that in the next 2-3 weeks.

The Clerk stated the Liquor Control Commission has received the City's paperwork for the redevelopment liquor licenses and that the decision from the State is still a couple weeks away.

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

Fire Chief Paul Ivan informed Council that the new aerial truck has arrived if Council would like to stop by and take a look. The truck will also be out and available before the next Council meeting.

The Mayor stated that the Redevelopment Liquor License committee would be meeting Thursday, July 5 at 9:00 a.m.

Charlevoix County Commissioner Shirlene Tripp informed the City Council that they had received word that the Charlevoix County Community Foundation would be donating \$250,000 toward the deficit for the non-motorized trail from Charlevoix Township to Camp Sea-Gull.

XIII. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn.

There were no objections.

Meeting adjourned at 7:42 p.m.

Carol A. Ochs	City Clerk	Norman L. Carlson, Jr.	Mayor
Accounts Payable – 06/22/2012			
AT&T MOBILITY	144.10	STANDARD INSURANCE CO	1,404.93
Information Only Check	-	SUTPHEN CORPORATION	2,600.00
CHARLEVOIX STATE BANK	3,091.07	VERIZON WIRELESS	56.72
DELTA DENTAL	4,395.51	VISION SERVICE PLAN	535.17
GREAT LAKES ENERGY	181.82		
PRIORITY HEALTH	36,131.49	TOTAL	48,540.81
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Accounts Payable – 07/03/2012			
AIRGAS USA LLC	121.10	KENMARK INC	8,025.01
AMERICAN SAFETY UTILITY CORP	371.35	KING PAR LLC	200.91
AMERICAN WATER WORKS ASSN	70.00	KMart	65.78
ANYBATTERY INC.	313.29	KORTHASE FLINN	12.75
APPLIED INDUSTRIAL TECH	101.37	KSS ENTERPRISES	656.27
ARTFORM FABRICATING &	985.00	KUSINA, DENNIS	28.85
AT&T	50.67	LACAL EQUIPMENT	92.80
AT&T LONG DISTANCE	317.03	LANDSCAPE FORMS INC.	900.00
AVFUEL CORPORATION	28,408.96	LSL PLANNING INC.	3,823.23
B & L SOUND INC	68.16	MANSEN, JIM	30.00
BAILEY, MATTHEW L.	86.21	MARVIN'S GARDENS INC	14.95
BOSS LAWN & LANDSCAPE	1,250.00	MAS MODERN MARKETING	303.39
BRANDI, RICHARD	41.00	MDC CONTRACTING LLC	12,115.17
CALDWELL, JAMES P.	41.00	MIDWEST ARBORIST SUPPLIES	959.21
CAREY, KEITH	41.00	MITCHELL GRAPHICS INC.	925.00
CHAIN O' LAKES DISC GOLF CLUB	1,225.00	NASH, JENNIFER	41.00
CHARLEVOIX COUNTY EQUALIZATION	60,060.00	NETSOURCE ONE INC.	1,182.00
CHARLEVOIX GLASS INC.	114.56	NORTH COAST FASTENERS LLC	60.35
CHARLEVOIX LETTERING	275.00	NORTHERN CREDIT BUREAU	144.32
CHARLEVOIX SCREEN MASTERS INC	2,495.00	NORTHERN MICHIGAN	290.00
CHEMICAL SYSTEMS INC.	1,832.00	NORTHERN MICHIGAN DUST CONTROL	1,104.00
CINTAS FAS LOCKBOX 636525	90.14	NORTHERN MICHIGAN JANITORIAL	175.88
CONWAY TOWING & RECOVERY	475.00	NORTHERN PUMP SERVICE INC.	695.00
DOAN, GERARD	41.00	NORTHERN SAFETY CO INC	736.37
DORNBOSS SIGN & SAFETY INC.	142.31	NYE UNIFORM CO	480.63
DTE ENERGY	1,853.66	OLD DOMINION BRUSH	1,474.67
DUKE OF UKE MUSIC INC.	750.00	OTEC	138.75
DVORACEK, DANA J.	41.00	PERFORMANCE ENGINEERS INC	2,082.00
EATON CORPORATION	3,168.00	PINE HILL NURSERY	201.20
EJ USA INC.	428.32	PINE RIVER MEDICAL ASSOCIATES	180.00
ELLIOTT, PATRICK M.	41.00	PLUNKETT & COONEY	146.35
ELLSWORTH FARMER'S EXCHANGE	244.30	POWER LINE SUPPLY	1,413.40
EMMET COUNTY SHERIFF'S OFC	250.00	PRECISION DATA PRODUCTS	221.46
EVANS, HAL	41.00	PREIN & NEWHOF	3,698.50
FREIDINGER M.D., REED K.	85.00	PRESTON FEATHER	160.92
GORDON FOOD SERVICE	81.19	QUILL CORP	96.60
GRAINGER	139.40	ROLOFF, ROBERT	252.00
GREAT LAKES ENVIRONMENTAL	400.00	RTI LABORATORIES INC.	100.00
GSK ENTERPRISES LLC	150.00	S & S WORLDWIDE	789.72
HACH COMPANY	469.90	SEELEY'S PRINTING SERVICE	236.00
HAGGARD'S INC	1,430.00	SITE PLANNING DEVELOPMENT INC	100.00
HANKINS, SCOTT	41.00	SOUND ENVIRONMENTS	651.50
HART, TERESA	41.00	SPARTAN DISTRIBUTORS INC	50.80
HEID, THOMAS J.	41.00	SPENCER, MICHAEL	41.00
HI-LINE UTILITY SUPPLY	187.29	STANDARD ELECTRIC CO	471.42
HILTON, BOB	145.00	STATE INDUSTRIAL PRODUCTS	209.43
HSBC BUSINESS SOLUTIONS	227.35	STRAEBEL, ROBERT J.	41.00
HYDE SERVICES LLC	357.96	STRYKER SALES CORPORATION	514.07
HYDRO DYNAMICS	421.22	SUPERIOR MECHANICAL	75.00
IDEXX DISTRIBUTION INC.	153.63	SWANK MOTION PICTURES	421.00
INDUSTRIAL MARKETING	102.70	SWANSON K & D INC	100.00
ISLANDS INSURANCE CENTER	437.00	SWEM, DONALD L.	41.00
IVAN, PAUL	41.00	SYSTEMS SPECIALISTS INC	190.00

TRI-TURF	1,940.88	WHITE, BETTY	20.58
UP NORTH PROPERTY SERVICES LLC	3,948.00	WOOD SHOP, THE	3,500.00
USA BLUE BOOK	1,030.70	WORK & PLAY SHOP	68.04
VILLAGE GRAPHICS INC.	620.48	YOUNG GRAHAM	8,315.48
VOSS LIGHTING	303.24		
WELLER, LINDA	41.00	TOTAL	177,734.13

ACH Payments – 06/18/2012 – 06/25/2012

STATE OF MI – WITHHOLDING	9,051.47	MI PUBLIC POWER AGENCY	279,323.78
STATE OF MI – SALES TAX	17,513.16	MI PUBLIC POWER AGENCY	19,325.39
MI PUBLIC POWER AGENCY	27,413.51	MERS	24,462.06
INTERNAL REVENUE SERVICE	33,596.31	TOTAL	410,685.68

PAYROLL: NET PAY

Pay Period Ending 06/16/2012 – Paid 06/22/2012

WELLER, LINDA JO	1,259.61	FAUST, ERICKA N.	458.51
STRAEBEL, ROBERT J.	2,010.82	DRURY JR., DAVID C.	104.73
BRANDI, RICHARD M.	1,761.62	BROWN, MELINA M.	106.14
LOY, EVELYN R.	1,005.72	CRAIN, CODY A.	848.84
KLOOSTER, ALIDA K.	1,268.54	BOAL, DAVID W.	911.21
BROWN, STEPHANIE C.	1,087.35	MILLIGAN, DESMOND E.	253.74
OCHS, CAROL A.	915.66	WESCOTT, DENNIS M.	367.15
CAREY, KEITH V.	1,160.07	DURRENBERGER, LARRY J.	238.84
SPENCER, MICHAEL D.	1,525.30	RYPSTRA III, BART	277.76
SPENCLEY, PATRICIA L.	1,023.13	BAILEY, MATTHEW L.	1,658.09
NASH, JENNIFER B.	507.55	DVORACEK, DANA J.	1,197.06
CASTIGLIONE, BENJAMIN	629.13	SCHERPING, CHARLES L.	474.82
SHRIFT, PETER R.	1,185.70	STEIN, DONNA E.	410.69
SCHLAPPI, JAMES L.	1,224.11	TOUGH, KENDALL J.	554.96
UMULIS, MATTHEW T.	1,313.31	GENGLE, SUE E.	329.76
ORBAN, BARBARA K.	1,253.03	HAZEL, TENA S.	397.14
TRAEGER, JASON A.	1,192.18	RAMSEY, KYLE J.	92.27
EVANS, HALBERT K.	1,421.10	RILEY, CASEY W.	61.33
KAMINSKI, SARAH M.	412.75	TRAVERS, MANUEL J.	37.98
BINGHAM, LARRY E.	819.96	SILVA, JESSE L.	84.12
CALDWELL, MARY K.	737.61	RILEY, DANIEL	615.35
BRANDI, MAURA E.	423.46	O'CONNOR, BRUCE E.	610.12
WITHROW, KATHERINE S.	326.26	WHITLEY, ADAM	198.88
GREYERBIEHL, KEVIN M.	595.53	SCHOOOF, WILLIAM R.	834.84
HASKE, CHELSEY K.	475.18	DOAN, GERARD P.	1,253.63
KALBFELL, ELLE L.	240.82	HANKINS, SCOTT A.	1,431.99
IVAN, PAUL M.	1,704.33	KLOOSTER, PATRICK H.	390.19
SCHWARTZFISHER, JOSEPH	1,100.49	LEE, LOREN G.	857.13
ROLOFF, ROBERT P.	2,621.83	WHELAN, ERIC J.	863.84
BRODIN, WILLIAM C.	1,630.99	BOSS, JOHN M.	458.14
RILEY, DENISE M.	449.08	COPPOCK, TIMOTHY M.	1,361.00
CALDWELL, JAMES P.	1,390.46	BLANCHARD, SCOTT W.	1,983.10
WURST, RANDALL W.	1,528.94	SWEM, DONALD L.	1,637.80
MAYER, SHELLEY L.	1,322.26	WHITLEY, ANDREW T.	1,243.41
HILLING, NICHOLAS A.	1,277.79	MORRISON, KEVIN P.	1,236.28
MEIER III, CHARLES A.	1,640.53	HODGE, MICHAEL J.	1,094.25
NISWANDER, JOSEPH F.	1,553.69	JOHNSON, STEVEN P.	1,020.78
FRYE, EDWARD J.	1,018.60	ZIPP, DONALD R.	1,418.45
WELLS JR., DONALD E.	1,255.28	BISHAW, JAMES H.	722.99
JONES, TERRI L.	230.44	TOWSLEY, CALVIN J.	543.24
BRADLEY, KELLY R.	1,252.22	OSHABEN, NICHOLAS D.	502.75
EATON, BRAD A.	2,077.88	SCAFIDI, DAVID J.	459.57
WILSON, TIMOTHY J.	1,866.63	MIELKE, LAUREN K.	444.25
HART II, DELBERT W.	591.15	WALDRON, DANIEL C.	372.10
LAVOIE, RICHARD L.	1,132.19	LUDWIG, BRETT M.	317.07
STEVENS, BRANDON C.	1,219.55	MORLEY, ANDREW J.	115.42
DRAVES, MARTIN J.	749.06	HEID, THOMAS J.	1,341.78
ELLIOTT, PATRICK M.	1,467.22	GRUNCH, RONALD J.	191.99
WILSON, RICHARD J.	1,421.03	DAVIS, RONALD L.	312.88
JONES, ROBERT F.	1,333.40	GILL, DAVID R.	903.82
MANKER JR, DAVID W.	537.25	SARASIN, CHRISTIAN M.	400.38
NISWANDER, LOGAN J.	635.12	HAND, HEATHER K.	297.88
SIEGMUND, CHRISTOPHER	728.76	WENZEL, PEGGY A.	549.13
BROWE, RAYMOND L.	635.12	SCHNEIDER, DENNIS R.	411.96
RAMSEY, ARIEL M.	539.13	BAGINSKI, JORDAN R.	314.66
CHRISTENSEN-DIEHL, CLAUDE	285.07	STEVENS, JEFFREY W.	170.26
MCGHEE, ROBERT R.	1,024.58	ROLOFF, AUDREY M.	860.20
VANLOO, JOSEPH G.	745.19	MATTER, DAWSON K.	437.76
BRADLEY, ASHLIE D.	554.57	MARSH JR., JAMES D.	32.08
HART, TERESA M.	919.43	RILEY, TIMOTHY	54.00
STEBE, LAURA A.	175.34	SCOTT JR., WINFIELD	94.50
AMSTUTZ, LINDA J.	851.96	WINNELL, CHARLES J.	89.17
PETERS, BRIDGET R.	498.44	BERGMANN, DOUGLAS M.	121.50
KLOOSTER, TRAVIS F.	325.07	MACDONALD, BRIAN K.	622.74
CRICK, HAILEY C.	77.02		
PETERSON, ELIZABETH A.	483.64	TOTAL	104,684.63

PAYROLL: TRANSMITTAL

06/22/2012

AMERICAN FAMILY LIFE	402.61	MI STATE DISBURSEMENT	596.19
CHAR EM UNITED WAY	91.00	NORTHWESTERN BANK	352.00
CHARLEVOIX STATE BANK	1,193.47	PRIORITY HEALTH	775.67
COMMUNICATION WORKERS	499.95	Vantagepoint Transfer 457	12,305.25
INDIANA STATE	80.00	Vantagepoint Transfer 401	699.79
MERS	390.00	TOTAL	17,385.93