

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 18, 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: Jim Young
City Manager: Rob Straebel
City Clerk: Patricia L. Spencley, Deputy Clerk
Members Present: Council members Shane Cole, Lyle Gennett, Dennis Kusina, Greg Stevens, Bryan Vollmer
Absent: Council member Jill Picha

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – June 4, 2012 Regular Meeting Minutes
- B. Accounts Payable Check Register – June 11, 2012
- C. Accounts Payable Check Register – June 19, 2012
- D. Tax Disbursement – June 11, 2012
- E. ACH Payments – June 4, 2012 – June 11, 2012
- F. Payroll Check Register – June 8, 2012
- G. Payroll Transmittal – June 8, 2012

V. Public Hearings

None.

VI. Reports

City Manager Straebel reported that both he and Police Chief Doan have fielded calls about pedestrians crossing Bridge Street. The major concern is whether pedestrians yield to motorists or motorists to pedestrians. Because of the ambiguity, the Manager would like to look into the feasibility of placing signs indicating that motorists yield to pedestrians. Since US 31 is a State trunk line, the Michigan Department of Transportation (MDOT) and Lansing will be involved: Current State law regulates that pedestrians must yield to motorists at intersections where there is not a traffic light. Manager Straebel asked Council for input and general direction. Council made the following points: Yielding to pedestrians is a good idea; however, in the very busy months of July and August this could lead to significant traffic delays. Motorists are good about waiting for pedestrians at crosswalks; however, the problem is people crossing in the middle of the block. When pedestrians step out in the middle of the block, it is unsafe and unfair to motorists. Council discussed having signage instructing pedestrians to yield to motorists while other options are being researched. Council generally agreed that City Staff should pursue options with MDOT to allow signage at crosswalks instructing motorists to yield to pedestrians at crosswalks.

The Manager has received a request by a resident to plant some trees in East Park around the installed sponsored benches to allow some shade. Additionally, the Manager has been offered funding for the trees. The trees would be planted near the promenade on the lower tier in the grassy area. Council suggested planting a greater variety of trees to minimize the impact of species-specific disease. Council also recommended smaller shade trees to minimize the impact to the view corridor.

VII. Requests, Petitions and Communications and Actions Thereon

A. Discussion on Complaint at 103 E. Dixon Concerning an Athletic Court in a Residential Area

City Planner Spencer presented the item and answered questions from Council. The City has received a complaint from Polly Corbin Mittag regarding the aesthetics and drainage issues related to the court and asked that their complaint be addressed by City Council. Planner Spencer received an additional complaint from Jane Hire after the agenda packet was sent out and provided a copy of that e-mail to Council for their review.

Planner Spencer noted that this type of activity and cement structure is not addressed in the zoning ordinance; therefore, the item was taken to the Planning Commission. The Planning Commission determined that, while they did not support the installation of the court, the City lacks the appropriate regulations to prevent the project or pursue zoning violations. Planner Spencer had Drain Commissioner Marc Seelye look at the property after the recent rain and Mr. Seelye did not see any drainage issues. The property owner did agree to plant six-foot hedges around three sides of the court to help shield it from view. Meanwhile, one nearby property owner has asked that the complaint be addressed by Council.

The Mayor opened the item to public comment at 7:23 p.m. There was no public comment. The Mayor closed the item to public comment at 7:23 p.m. No action required.

B. Presentation of a Proposal for a New Bus Service in the City of Charlevoix

Indian Trails Area Manager Jeffrey Hutchinson presented the item and answered questions from Council. Mr. Hutchinson has been working with the City Manager to bring a downtown bus stop to Charlevoix, a service which will bring more visitors to the community and allow for linkage to the Beaver Island Ferry Service. The proposed location is on Bridge Park Drive with stops at 11:10 a.m. and 9:20 p.m. each day and the City will be notified if there is a permanent schedule change. Bus tickets can be purchased at the Beaver Island Ferry terminal.

Mayor Carlson opened the item to public comment at 7:25 p.m.

Mr. Hutchinson asked about signage. The business will be considered a tenant of the building and will be allowed to place a sign at the building, following the City's sign regulations. The City Manager asked about "no parking" and "bus stop" signs, which will also be placed on location.

The item was closed to public comment at 7:28 p.m.

Motion by Councilmember Kusina, second by Councilmember Cole, to approve the Indian Trails proposal to develop an official bus stop area at the proposed location on Bridge Park Drive depicted on the map enclosed in the packet on p. 25.

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

C. Consideration to Approve an Agreement with the Circle of Arts for Public Display of Sculptures

City Manager Straebel presented the item and answered questions from Council. Last fall City Council reviewed a proposal for Art in Public Places and was generally agreeable to the concept. The DDA has also endorsed the program. The agreement allows local artists to place sculptures in public locations, determined by City staff, over the next two summers. The artist will incur shipping costs and the City will incur installation costs. The City Manager will approve all art pieces before placement.

Council asked to be notified regarding specifically what, when, and where the pieces would be placed when final decisions are made.

Mayor Carlson opened the item to public comment at 7:32 p.m. There was no public comment. The item was closed to public comment at 7:32 p.m.

Motion by Councilmember Cole, second by Councilmember Vollmer, to approve the attached agreement with the Circle of Arts for display of sculptures on City-owned land, as outlined on pp. 28-29 of the packet.

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

D. Discussion on Rental Car Parking Spots and Rates at the Municipal Airport

Airport Manager Bailey presented the item and answered questions from Council. The Airport has several offsite car rental companies that stage client vehicles at the Charlevoix Municipal Airport. These companies are currently required to purchase parking passes for their vehicles when parked in the City Airport lot. There is currently no rental car parking rates listed on the Airport's Rates and Charges Schedule. Manager Bailey would like Council to consider adding a discounted fee of \$100 specifically tailored for rental cars. The rental cars would be parked in a spot designated by the company's signage.

Mayor Carlson opened the item to public comment at 7:39 p.m. There was no public comment. The item was closed to public comment at 7:39 p.m.

Council was generally agreeable to the idea of a special rate for rental car parking and directed staff to develop a resolution to add the rate to the list of fees and charges at the airport.

E. Consideration of Appointments to the Redevelopment Liquor License Advisory Committee

Mayor Carlson presented the item and answered questions from Council. All individuals proposed have specifically requested to be appointed to this committee. Mayor Carlson asked that Council members individually call him during the next few days to provide input regarding their expectations of the committee. This committee is advisory only and will be dissolved once Council passes a resolution regarding redevelopment liquor licenses.

Motion by Councilmember Gennett, second by Councilmember Cole, to appoint Terry Left, Vi Keller, Amanda Wilkin, Fred DiMartino, and Gina Whitney as voting members of the Redevelopment Liquor License Advisory Committee, recommending to City Council any regulations, guidelines and conditions associated with granting future Redevelopment Liquor Licenses.

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

F. Discussion Regarding Possible Revisions to the Travel Expense Reimbursement Policy

Mayor Carlson presented the item and answered questions from Council. Several years ago, Council decided that they should follow the same Travel Expense Reimbursement policy that employees follow; however, City employees generally get paid their regular wages when at a conference. Council members who are employed lose wages when they go to a conference. It is the opinion of the Mayor that spouses are as much ambassadors of the City as Council members are.

Council generally agreed that the involvement of spouses is beneficial to the City and that their expenses, when accompanying a Council member, should be covered. The City Manager stated Staff has checked with the auditors to ensure that a lump-sum reimbursement policy for meals is acceptable. The Manager also emphasized that there are controls in place to prevent abuse. Council generally agreed that the daily meal allotment should be \$50.

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

None.

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

Planner Spencer noted that he had provided Council with a copy of the Master Plan and noted that the Parks and Recreation Plan is in the same book, right behind the Master Plan. Mr. Spencer answered a few questions regarding the Master Plan.

XIV. Adjourn

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

There were no objections.

Meeting adjourned at 8:02 p.m.

Patricia L. Spencley/scb Deputy City Clerk Norm Carlson, Jr. Mayor

Carol A. Ochs City Clerk

Accounts Payable – 06/11/2012

STATE OF MICHIGAN 319.41 **TOTAL:** 319.41

Accounts Payable – 06/19/2012

ACAT GLOBAL	5,000.00	JBR GRAPHICS INC.	20.00
ACE HARDWARE	5,868.18	KENDALL ELECTRIC INC.	437.23
ADAMS, SUSAN	100.00	KMart	13.24
AIRGAS USA LLC	665.54	KORTHASE FLINN	777.31
ALL-PHASE ELECTRIC SUPPLY CO.	707.46	KSS ENTERPRISES	287.05
ALTEC NUECO	133.00	KUSINA, DENNIS	57.72
AMERICAN SAFETY UTILITY CORP	1,454.24	LAKESHORE TIRE & AUTO SERVICE	1,161.80
AMERICAN WASTE INC.	191.00	LOCKMASTER, THE	160.00
APOLLO FIRE	49.23	MARVIN'S GARDENS INC	164.72
APPLIED INDUSTRIAL TECH	341.17	MCMaster-CARR	331.76
ARBOR DAY FOUNDATION	10.00	MICH BOATING INDUSTRIES ASSOC.	295.00
ARROW UNIFORM-TAYLOR L.L.C.	1,087.04	MICHIGAN ASSESSOR MAGAZINE	75.00
AT&T	3,708.75	MICHIGAN OFFICEWAYS INC	6,497.71
ATLAS PEN & PENCIL CORP	188.48	MICHIGAN RURAL WATER ASSN	575.00
AUTO VALUE	1,288.01	MICHIGAN WATER ENV ASSOC	58.00
AVFUEL CORPORATION	64,992.26	MISS DIG SYSTEM INC	488.60
B & L SOUND INC	37.47	MUNICIPAL SUPPLY CO	2,886.60
BAILEY, MATTHEW L.	29.75	NETSOURCE ONE INC.	382.00
BANDIT INDUSTRIES INC	1,028.09	NORTH COAST FASTENERS LLC	32.44
BENNETT UPHOLSTERY	80.00	NORTHERN CREDIT BUREAU	44.00
BERGMANN MARINE	1,605.00	NORTHERN FIRE & SAFETY INC.	247.00
BOB MATHERS FORD	120.00	NORTHERN MICHIGAN DUST CONTROL	480.00
BRADFORD'S	129.00	NORTHERN MICHIGAN JANITORIAL	222.40
CARQUEST OF CHARLEVOIX	935.27	NORTHERN MICHIGAN REVIEW INC.	294.55
CCP INDUSTRIES INC	266.35	OLD DOMINION BRUSH	38.63
CENTRAL DRUG STORE	33.67	OLESON'S FOOD STORES	165.23
CHANNING BETE COMPANY INC.	163.50	ORIENTAL TRADING COMPANY INC	542.30
CHARLEVOIX CAR WASH	65.70	PARASTAR INC.	736.87
CHARLEVOIX CONVENTION &	1,262.50	PERFORMANCE ENGINEERS INC	6,824.50
CHARLEVOIX COUNTY TREASURER	109.37	PLUNKETT & COONEY	1,200.00
CHARLEVOIX SCREEN MASTERS INC	1,433.50	POWER LINE SUPPLY	5,666.41
CHARTER COMMUNICATIONS	911.22	PREFERRED WASTE 2 LLC	425.00
CITY OF CHARLEVOIX - UTILITIES	25,471.18	PRESTON FEATHER	73.34
CIVIC SYSTEMS	20,575.00	QoE CONSULTING PLC	34,620.00
COMMAND FIRE APPARATUS	96,750.00	QUICK CARE MEDICAL CENTER	103.00
CROSS CUT CONCRETE CUTTING	200.00	QUILL CORP	555.28
DARGA, RICHARD	150.00	REHMANN-ROBSON & CO	9,000.00
DITCH WITCH SALES OF MICHIGAN	470.40	RESORT BEAR CREEK FIRE DEPT.	4,350.62
DORNBOS SIGN & SAFETY INC.	105.06	RILEY, DANIEL	100.00
DRAGON WAGON LLC	750.00	ROLOFF, BILLY	500.00
DTE ENERGY	462.15	RTC	410.56
EATON CORPORATION	235.00	RTI LABORATORIES INC.	683.00
EJ USA INC.	1,088.42	S&W HEALTHCARE CORPORATION	205.03
ELHORN ENGINEERING COMPANY	620.00	SCHMIDT, MARGE	50.00
ELMER'S	18,330.00	SCOTT, JESSICA	40.22
EMERGENCY MEDICAL PRODUCTS INC	199.30	SKY ELECTRIC OF NORTHERN MI	2,912.00
EMMET BRICK & BLOCK	240.08	SMALL ENGINES UNLTD	19.99
ENVIRONMENTAL RESOURCE ASSOC	217.21	SOBLASKEY, LAWRENCE	75.00
FAMILY FARM & HOME	1,007.94	SOUTH POINT COLLISION INC	3,019.00
FASTENAL COMPANY	84.84	SPARTAN DISTRIBUTORS INC	63.62
FISHER SCIENTIFIC	891.56	STANDARD ELECTRIC CO	257.98
FRALICK, PAULA	150.00	STATE OF MICHIGAN	25.00
GORDON FOOD SERVICE	11.96	STATE OF MICHIGAN	190.00
GRAINGER	426.32	SYSTEMS SPECIALISTS INC	142.50
GREAT LAKES PIPE & SUPPLY	1,144.03	TALLMAN, JANEL	75.00
GRIFFIN BEVERAGE CO	87.40	TRI-TURF	1,070.52
HACH COMPANY	397.34	TRUCK & TRAILER SPECIALTIES	197.44
HARRELL'S	2,975.50	TURFGRASS INC	215.78
HERZOG ELECTRIC	86.00	UP NORTH PROPERTY SERVICES LLC	3,401.00
HICKEY, DIANA	100.00	USA BLUE BOOK	1,680.13
HILL INCORPORATED	10.00	VILLAGE GRAPHICS INC.	34.00
HOLIDAY COMPANIES	9,243.14	VOSS LIGHTING	475.98
HOOPER, PETER	227.00	WARNER, JANINE	524.44
HUGH'S EXCAVATING LLC	820.00	WASTECORP.PUMPS LLC	272.12
HYDE SERVICES LLC	125.50	WHITLEY, ANDREW	60.00
HYDRO DESIGNS INC.	900.00	WILLCOME TREE SERVICE	1,285.00
IDEXX DISTRIBUTION INC.	972.88	WILMOT ELECTRIC INC	164.25
INDEPENDENT DRAFTING SERVICES	640.00	WORK & PLAY SHOP	1,087.48
ISLAND AIRWAYS	94.00		
J & S PORTABLE RESTROOMS	394.00	TOTAL:	380,175.31

Tax Disbursement – 06/11/2012

STATE OF MICHIGAN 12.92 **TOTAL:** 12.92

ACH Payments – 06/04/2012 – 06/11/2012

MI PUBLIC POWER AGENCY 16,193.74 MI PUBLIC POWER AGENCY 20,020.62
 INTERNAL REVENUE SERVICE 30,539.16 **TOTAL** 66,753.52

PAYROLL: NET PAY

Pay Period Ending 06/02/2012 – Paid 06/08/2012

WELLER, LINDA JO	1,435.01	NISWANDER, LOGAN J.	574.54
STRAEBEL, ROBERT J.	2,347.54	SIEGMUND, CHRISTOPHER	658.99
BRANDI, RICHARD M.	1,761.61	BROWE, RAYMOND L.	574.54
LOY, EVELYN R.	991.93	RAMSEY, ARIEL M.	488.14
KLOOSTER, ALIDA K.	1,460.13	MCGHEE, ROBERT R.	1,024.58
BROWN, STEPHANIE C.	1,188.91	VANLOO, JOSEPH G.	679.80
OCHS, CAROL A.	915.66	BRADLEY, ASHLIE D.	461.13
CAREY, KEITH V.	1,160.08	HART, TERESA M.	807.78
SPENCER, MICHAEL D.	1,525.30	STEBE, LAURA A.	49.55
SPENCLEY, PATRICIA L.	1,037.57	AMSTUTZ, LINDA J.	851.96
NASH, JENNIFER B.	760.55	CRAIN, CODY A.	457.31
CASTIGLIONE, BENJAMIN	629.13	BOAL, DAVID W.	867.13
SHRIFT, PETER R.	1,090.39	MILLIGAN, DESMOND E.	205.84
SCHLAPPI, JAMES L.	1,219.47	WESCOTT, DENNIS M.	205.19
UMULIS, MATTHEW T.	1,443.81	DURRENBERGER, LARRY J.	373.73
ORBAN, BARBARA K.	1,637.42	RYPSTRA III, BART	205.10
TRAEGER, JASON A.	1,439.47	BAILEY, MATTHEW L.	1,892.09
WARNER, JANINE M.	1,125.86	DVORACEK, DANA J.	1,337.54
EVANS, HALBERT K.	1,421.10	SCHERPING, CHARLES L.	569.61
KAMINSKI, SARAH M.	187.81	STEIN, DONNA E.	423.03
BINGHAM, LARRY E.	972.32	TOUGH, KENDALL J.	559.67
CALDWELL, MARY K.	599.24	GENGLE, SUE E.	289.47
WITHROW, KATHERINE S.	225.84	HAZEL, TENA S.	425.15
GREYERBIEHL, KEVIN M.	383.14	O'CONNOR, BRUCE E.	525.37
HASKE, CHELSEY K.	434.57	DOAN, GERARD P.	1,424.46
KALBFELL, ELLE L.	508.79	HANKINS, SCOTT A.	1,431.99
IVAN, PAUL M.	1,704.33	KLOOSTER, PATRICK H.	242.36
SCHWARTZFISHER, JOSEPH	1,008.07	COPPOCK, TIMOTHY M.	1,096.38
ROLOFF, ROBERT P.	1,405.11	BLANCHARD, SCOTT W.	1,835.65
BRODIN, WILLIAM C.	1,364.93	SWEM, DONALD L.	1,637.80
RILEY, DENISE M.	348.66	WHITLEY, ANDREW T.	1,536.50
CALDWELL, JAMES P.	1,390.45	MORRISON, KEVIN P.	987.59
WURST, RANDALL W.	1,617.27	HODGE, MICHAEL J.	1,331.47
MAYER, SHELLEY L.	1,361.55	JOHNSON, STEVEN P.	1,274.69
HILLING, NICHOLAS A.	1,666.83	ZIPP, DONALD R.	1,299.91
MEIER III, CHARLES A.	1,502.86	BISHAW, JAMES H.	653.80
NISWANDER, JOSEPH F.	1,243.52	TOWSLEY, CALVIN J.	543.24
FRYE, EDWARD J.	1,003.17	OSHABEN, NICHOLAS D.	502.75
WELLS JR., DONALD E.	1,457.82	SCAFIDI, DAVID J.	427.60
JONES, TERRI L.	544.35	HEID, THOMAS J	1,341.78
BRADLEY, KELLY R.	1,281.72	GRUNCH, RONALD J.	178.28
EATON, BRAD A.	1,641.99	DAVIS, RONALD L.	193.28
WILSON, TIMOTHY J.	2,401.73	GILL, DAVID R.	839.26
HART II, DELBERT W.	607.15	SARASIN, CHRISTIAN M.	394.04
LAVOIE, RICHARD L.	1,323.59	HAND, HEATHER K.	210.67
STEVENS, BRANDON C.	1,072.44	WENZEL, PEGGY A.	484.07
ELLIOTT, PATRICK M.	1,467.22	SCHNEIDER, DENNIS R.	355.19
WILSON, RICHARD J.	1,095.87	BAGINSKI, JORDAN R.	321.47
JONES, ROBERT F.	1,504.43		
MANKER JR, DAVID W.	489.25	TOTAL:	93,458.43

**PAYROLL: TRANSMITTAL
06/08/2012**

AMERICAN FAMILY LIFE	402.61	NORTHWESTERN BANK	252.00
CHAR EM UNITED WAY	93.00	POLICE OFFICERS LABOR	316.75
CHARLEVOIX STATE BANK	743.47	PRIORITY HEALTH	745.71
COMMUNICATION WORKERS	490.47	Vantagepoint Transfer 457	9,665.22
INDIANA STATE CENTRAL	80.00	Vantagepoint Transfer 401	699.79
MERS	390.00		
MI STATE DISBURSEMENT	596.19	TOTAL:	14,475.21