

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, August 19, 2013 – 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.
Assistant City Attorney: Bryan Graham
City Manager: Rob Straebel
City Clerk: Deputy Clerk Stephanie Brown
Members Present: Council members Shane Cole, Lyle Gennett, Shirley Gibson, Greg Stevens, Jeff Porter, and Gabe Campbell
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest:

None.

IV. Consent Agenda:

The following items were approved and filed:

- A. Approval of Minutes – August 5, 2013 Regular Meeting Minutes
- B. Accounts Payable Check Register – August 14, 2013
- C. Accounts Payable Check Register – August 20, 2013
- D. ACH Payments – August 5, 2013 – August 16, 2013
- E. Tax Disbursement – August 20, 2013
- F. Payroll Check Register – August 16, 2013
- G. Payroll Transmittal – August 16, 2013

- H. Mayor Carlson presented Francis “Brownie” Flanders a Certificate of Appreciation for his years of service (1998 – 2013) on the Planning Commission.

V. Public Hearings:

None.

VI. Reports:

City Manager Rob Straebel briefly reviewed two letters of correspondence from the City's insurance carrier to two City homeowners, M/M Washburn at 508 W. Upright and M/M Stevens at 510 W. Upright. These homeowners filed an insurance claim with the City's carrier due to a sewer backup into their basements in July of 2013. The insurance company has denied the claims. Mrs. Washburn has asked to address City Council at the next meeting, and intends to ask that the City pay for their damages.

The City of Charlevoix has been approved for a grant \$812,700 from the Michigan Department of Environmental Quality (DEQ) towards engineering and planning services related to improvements at the Waste Water Treatment Plant. This accounts for 90 percent of these costs. Additionally, it appears that the City will qualify for the State Revolving Fund Loan, which has been charging between 2.5 and 3.5 percent interest. The City also intends to apply for a Rural Development Grant through the Department of Agriculture, which will help cover costs of construction.

Manager Straebel introduced the new Community Economic Development Director, Bethany Pearson.

VII. Requests, Petitions and Communications and Actions Thereon:

A. Approval of Ride the Path to Health Program

City Manager Rob Straebel briefly described the program before turning the presentation over to Police Department Administrative Assistant Janine Warner and Human Resources Assistant Jennifer Nash. The *Ride the Path to Health* Program, which is starting its fourth year, is undergoing some significant changes for the coming year. This year's program will provide a new health focus each month, increase the likelihood of developing new healthy lifestyle habits, and hold employees more accountable for their wellness efforts. The Wellness Committee is proposing an additional incentive: every employee that fully completes the requirements of the program all year will be entered into a drawing to win five days of vacation.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Campbell, second by Councilmember Cole, to adopt the new *Ride the Path to Health* program rewards [for the benefit year] October 1, 2013 to September 30, 2014, as written and presented.

Yeas: Cole, Gennett, Gibson, Stevens, Porter, Campbell
Nays: None
Absent: None

B. Approval of Annual Health Savings Account Incentive Program for the 2013/14 Benefit Year

City Manager Rob Straebel presented the item and answered questions from Council. One option available to employees during health care open enrollment is a High Deductible Health Plan with Health Savings Account (HSA). Due to the restructuring of the *Ride the Path to Health* (RTPTH) program, the HSA incentive program can be directly tied to this wellness program. The proposed incentives provide another level of rewards for HSA plan participants in addition to what employees can earn through the RTPTH wellness program. It is hoped that this link will encourage more employees into the RTPTH program and the High Deductible/HSA plan. Manager Straebel emphasized that the HSA plan provides for an incentive to carefully consider the costs of medical services.

Councilmember Stevens asked if the funds could be used for anything besides medical expenses. Human Resources Assistant Nash advised that, prior to the age of 65, funds could be used without penalty for a variety of medical, optical, and dental services. After age 65, the funds can be used for anything without penalty.

The Mayor called for public comments.

Mr. Delbert Terrill spoke in favor of the program.

The Mayor closed the item to public comments.

Motion by Councilmember Stevens, second by Councilmember Gennett, to adopt the Annual HSA Incentive Program, from October 1, 2013 – September 30, 2014, as presented

Yeas: Cole, Gennett, Gibson, Stevens, Porter, Campbell
Nays: None
Absent: None

C. Approval of Job Description for Airport Ramp/Fuel Grounds Crew

City Manager Rob Straebel presented the item and answered questions from Council.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Gibson, second by Councilmember Campbell, to adopt the Ramp/Fuel Grounds Crew job description, as written on page 36 of [the agenda] packet.

Yeas: Cole, Gennett, Gibson, Stevens, Porter, Campbell
Nays: None
Absent: None

D. Michigan Municipal League Delegate/Alternate Appointment

City Manager Rob Straebel presented the item and answered questions from Council. The Michigan Municipal League (MML) requests that the City designate a Delegate and an Alternate to represent the City at its Annual meeting. Councilmember Lyle Gennett is the only Councilmember scheduled to attend the convention.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Campbell, second by Councilmember Stevens, to designate Councilmember Gennett as Delegate and to represent the City of Charlevoix at the annual [Michigan Municipal League] meeting.

Yeas: Cole, Gennett, Gibson, Stevens, Porter, Campbell
Nays: None
Absent: None

E. Appointments

Deputy Clerk Stephanie Brown presented the item and answered questions from Council. There are currently six vacancies on various boards: the Downtown Development Authority (DDA) Board, Planning Commission, Recreation Advisory Committee (two vacancies), Airport Ad Hoc Committee, and the Green Team Ad Hoc Committee. At this time, the clerk's office has received two applications for volunteer boards.

Council member Stevens indicated that he would be willing to fill the vacancy on the Airport Ad Hoc Committee.

Motion by Councilmember Gennett, second by Councilmember Cole, to appoint Greg Stevens, acting as a City resident, not a Councilmember, to the Airport Ad Hoc Committee.

Yeas: Cole, Gennett, Gibson, Stevens, Porter, Campbell
 Nays: None
 Absent: None

F. Discussion of City Treasurer Selection Process

City Manager Rob Straebel presented the item and answered questions from Council. City Treasurer Richard Brandi is retiring in January of 2014, and to help ensure a smooth transition, the hiring process will begin soon. Manager Straebel proposes that two or three councilmembers participate on the interview panel.

Councilmembers Gibson, Gennett, and Porter expressed interest in serving, along with Mayor Carlson. The City Manager and Council generally agreed to have these three Council members and Mayor Carlson serve on the interview committee.

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 Gibson asked if the new Zoning Ordinance was required to be published in its entirety. Assistant Attorney Graham noted that, because it is a brand new ordinance and not an amendment, the Notice of Adoption was all that was required.

Mayor Carlson noted that City staff had done a good job notifying residents of the water line break and updates, given the resources available. He also stated that he would like staff to consider a more thorough method in the future, either by texting or phone calls. Mayor Carlson noted that Electric Superintendent Swem had sent out an email about the BE ALERT system. Manager Straebel stated that the Police Chief is investigating options for notifying the public; however, a reverse 911 system is cost prohibitive for a city of Charlevoix's size.

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

Mr. Terrill reported that take off and landings are still happening at unreasonable times.

Additionally, Mr. Terrill opined that non-resident taxpayers should be allowed to serve on the various City volunteer boards.

Ms. Mary Eveleigh read an article entitled *Cooperative planning yields smart growth*, published October 8, 2008 in the Charlevoix Courier and concluded by asking if any of the measures noted in the article were included into the new Zoning Ordinance.

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.

Stephanie Brown	Deputy City Clerk	Norman L. Carlson, Jr.	Mayor
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Accounts Payable – 08/14/2013

AT&T	528.65		
DTE ENERGY	81.51	TOTAL	610.16

Accounts Payable – 08/20/2013

ACE HARDWARE	1,996.98	AMERICAN WASTE INC.	2,926.40
AIRGAS USA LLC	866.60	AMSTUTZ, LINDA	242.53

ARROW UNIFORM-TAYLOR L.L.C.	3,307.89	LUNDTEIGEN, GUNNAR	720.00
AT&T CORPORATION	886.50	M & M PAVEMENT MARKING INC.	12,298.12
AUTO VALUE	453.80	MACKINAW ART & SIGN	259.05
AVFUEL CORPORATION	109,338.03	MAFC	95.00
B & L SOUND INC	389.97	MDC CONTRACTING LLC	2,214.01
BARON, BETTINA	70.00	MICHIGAN LAUNDRY	73.39
BC/BS OF MI REFUNDS	78.48	MICHIGAN OFFICEWAYS INC	1,348.02
BLARNEY CASTLE OIL CO	1,214.95	MID STATES BOLT & SCREW CO	17.08
BOB MATHERS FORD	25,124.00	MPOWER TECHNOLOGIES INC.	420.00
BRADFORD'S	87.75	NFIRS ONLINE	495.00
BULBS.COM	67.89	NORTHERN LIGHTS FAMILY	718.50
CARQUEST OF CHARLEVOIX	868.90	NORTHERN MICHIGAN REVIEW INC.	2,897.88
CENTRAL DRUG STORE	23.13	NORTHERN SAFETY CO INC	95.04
CHAIN O' LAKES DISC GOLF CLUB	2,875.00	OLESON'S FOOD STORES	589.36
CHEMICAL SYSTEMS INC.	1,872.00	OTEC	2,425.25
CINTAS CORPORATION	107.67	POWER LINE SUPPLY	2,849.96
CITY OF CHARLEVOIX - UTILITIES	41,388.82	PREFERRED WASTE 2 LLC	930.00
EJ USA INC.	1,578.86	QUILL CORP	162.19
ELHORN ENGINEERING COMPANY	845.00	ROLYAN BUOYS	417.00
ETNA SUPPLY	1,105.00	S & S WORLDWIDE	65.99
FAMILY FARM & HOME	340.26	SAM MASSA WINTER ENTERPRISES LLC	816.53
FARWEST LINE SPECIALTIES LLC	199.20	SAM SUPERNAW JR & CO PC	25.31
FISHER SCIENTIFIC	1,059.93	SCHMUCKAL OIL CO	66.02
FLETCH'S	122.44	SEARS COMMERCIAL ONE	29.99
GORDON FOOD SERVICE	967.77	SECURITY SANITATION INC.	380.00
GRAINGER	173.10	SEELEY'S PRINTING SERVICE	3.00
GREAT LAKES PIPE & SUPPLY	409.86	SHARROW MASONRY INC	1,250.94
GREAT LAKES PIPE & SUPPLY	641.30	SLO-PITCH UMPIRES FED	780.00
GREAT LAKES PLUMBING HEATING & A/C	992.70	SPARTAN DISTRIBUTORS INC	56.03
GRIFFIN BEVERAGE CO	40.00	STATE OF MICHIGAN	12,268.00
HACH COMPANY	418.57	STEVENS CONCRETE CO	225.00
HARRELL'S	245.00	SUPERIOR MECHANICAL	1,197.39
HARRINGTON INDUSTRIAL PLASTICS LLC	192.90	TURFWORKS INC.	350.00
HYDE SERVICES LLC	16.32	UP NORTH PROPERTY SERVICES LLC	11,648.00
HYDRO DESIGNS INC.	515.00	USA BLUE BOOK	580.58
ISLAND AIRWAYS	56.00	VILLAGE GRAPHICS INC.	243.05
J & B MEDICAL SUPPLY INC.	233.70	VOLLMER, JEN	165.00
KELLY, JONATHAN	336.00	VOSS LIGHTING	900.98
KORTHASE FLINN	1,156.05	WALTERS SHARPENING SVC. INC.	108.00
KSS ENTERPRISES	2,150.36	WORK & PLAY SHOP	322.25
LAKESIDE TOWING	75.00	YA YA'S NATURAL BAKERY	851.00
LEWIS, JENNIFER & STEVEN	170.00	TOTAL	269,585.52

Tax Disbursement – 08/06/2013

CHARLEVOIX COUNTY TREASURER	182,113.21	CHARLEVOIX PUBLIC SCHOOLS	15,773.90
CHARLEVOIX PUBLIC SCHOOLS	223,729.74	CITY OF CHARLEVOIX - TAXES DUE	207,059.77
CHARLEVOIX PUBLIC SCHOOLS	32,402.09	DOOLITTLE, WILLIAM	36.00
CHARLEVOIX PUBLIC SCHOOLS	533.69	TOTAL	662,648.40

ACH Payments –07/15/2013 – 08/02/2013

MI Public Power Agency	41,902.18	MI Public Power Agency	18,844.83
State of MI (Sales Tax)	20,642.31	MI Public Power Agency	235,205.19
IRS (Payroll Tax Deposit)	42,283.82	MI Public Power Agency	18,169.11
State of MI (Withholding Tax)	11,903.28	IRS (Payroll Tax Deposit)	42,869.65
Vantagepoint (401 ICMA Plan)	713.78	Vantagepoint (401 ICMA Plan)	713.78
Vantagepoint (457 ICMA Plan)	13,105.91	Vantagepoint (457 ICMA Plan)	12,891.17
MERS of Michigan	25,909.64	TOTAL	485,154.65

PAYROLL: NET PAY

Pay Period Ending 07/13/2013 – Paid 07/19/2013

WELLER, LINDA JO	1,318.12	MILLER, FAITH G.	31.17
STRAEBEL, ROBERT J.	1,986.92	DOAN, GERARD P.	1,210.87
BRANDI, RICHARD M.	1,795.76	SHRIFT, PETER R.	1,091.53
LOY, EVELYN R.	996.51	SCHLAPPI, JAMES L.	1,271.20
KLOOSTER, ALIDA K.	1,371.66	UMULIS, MATTHEW T.	1,323.72
BROWN, STEPHANIE C.	1,168.46	ORBAN, BARBARA K.	1,260.13
SPENCER, MICHAEL D.	1,514.20	TRAEGER, JASON A.	1,465.43
SPENCLEY, PATRICIA L.	1,084.50	WARNER, JANINE M.	937.61
NASH, JENNIFER B.	923.57	EVANS JR, HALBERT K.	1,407.82
PANOFF, ZACHARY R.	702.10	KLOOSTER, PATRICK H.	548.41

LEE, LOREN G.	86.56	FAUST, DESIREA L.	687.29
WHALEN, ERIC J.	805.58	MIELKE, LAUREN K.	315.99
HUMBLE, NATHAN C.	479.78	HALL, CHASE D.	623.61
TOFIL, MICHAEL E.	258.38	PETERS, MEGAN M.	562.02
BINGHAM, LARRY E.	803.14	FAUST, ERICKA N.	678.61
BOSS, JOHN M.	486.55	RUDOLPH, TRISTAN M.	640.41
BALASZ, JANE T.	480.16	MORLEY, ANDREW J.	389.90
LABELLE, DAVIS B.	509.12	GOLOVICH, SAWYER P.	607.12
KLINGER, LUCAS D.	398.34	ECKHARDT, LOGAN R.	473.24
BRANDI, MAURA E.	570.58	STORM, OLIVIA L.	142.80
SPEGELE, GREYSON H.	526.66	CRAIN, CODY A.	660.52
BREITHAAPT, ROBERT L.	645.01	WESCOTT, DENNIS M.	172.54
GLENNY, GRACE A.	574.90	BAIER, GEORGE A.	315.12
GREYERBIEHL, KELLY M.	464.80	STEIN, DONNA E.	260.37
KALBFELL, ELLE L.	362.07	CURTIS, DENNIS E.	963.71
IVAN, PAUL M.	1,689.17	BOOTHE, STEVEN A.	262.26
SCHWARTZFISHER, JOSEPH L.	1,174.32	GRUNCH, RONALD J.	248.64
ROLOFF, ROBERT P.	2,599.22	DURRENBERGER, LARRY J	349.26
BRODIN, WILLIAM C.	1,809.25	DAVIS, RONALD L.	285.69
RILEY, DENISE M.	566.39	GILL, DAVID R.	946.23
TEUNIS, STEVEN L.	1,697.88	MACLEOD, SAMUEL R.	492.77
WURST, RANDALL W.	1,376.86	STEIN, MARK G.	33.70
MAYER, SHELLEY L.	1,754.01	WOODY, SCOTT R.	1,520.01
HILLING, NICHOLAS A.	1,466.64	VANLOO, JOSEPH G.	563.21
MEIER III, CHARLES A.	1,614.79	TOUGH, KENDALL J.	532.51
ZACHARIAS, STEVEN B.	1,451.83	HAND, HEATHER K.	771.21
NISWANDER, JOSEPH F.	1,491.97	SCHNEIDER, DENNIS R.	305.47
BLANCHARD, SCOTT W.	1,557.69	BAGINSKI, JORDAN R.	896.19
FRYE, EDWARD J.	980.84	AOWN, JOSHUA M.	140.38
SWEM, DONALD L.	1,626.82	CAMERON, DANIELLE Y.	349.79
EATON, BRAD A.	1,980.99	CERTA, OLIVIA K.	531.04
WILSON, TIMOTHY J.	1,835.03	TABER, HOLLY S.	491.66
LAVOIE, RICHARD L.	1,243.19	MARVIN, ANDREW R.	245.88
STEVENS, BRANDON C.	1,305.85	STEVENS, JEFFREY W.	373.38
WHITLEY, ANDREW T.	1,375.96	ROLOFF, AUDREY M.	1,682.64
DRAVES, MARTIN J.	1,859.08	MATTER, DAWSON K.	1,114.01
MORRISON, KEVIN P.	1,211.23	MARSH JR., JAMES D.	109.89
HODGE, MICHAEL J.	1,126.62	RILEY, TIMOTHY	329.86
WELLS JR., DONALD E.	1,697.49	IWEMA, NICHOLE M.	18.00
BRADLEY, KELLY R.	1,903.00	RAMSEY, KYLE J.	154.89
WILSON, RICHARD J.	1,111.56	RILEY, CASEY W.	103.89
HART II, DELBERT W.	1,033.97	THORMAN, MIKAYLA R.	129.96
JOHNSON, STEVEN P.	1,437.58	JONES, LARRY M.	739.33
JONES, ROBERT F.	1,539.75	OCHS, THOMAS F	41.56
DORAN, JUSTIN J.	1,462.58	TRAVERS, MANUEL J.	322.80
BISHAW, JAMES H.	695.23	SCOTT JR., WINFIELD	52.86
TOWSLEY, CALVIN J.	253.87	SILVA, JESSE L.	276.84
MANKER JR, DAVID W.	421.83	KITELEY, FISHER L.	52.86
MANKER SR, DAVID W.	623.88	COLLINS, CHAD M.	431.51
NEUMANN, DANA L.	369.04	RILEY, DANIEL	991.82
BECKER, MICHAEL S.	528.40	BERGMANN, DOUGLAS M.	151.97
ADAMS, JUSTEENA R.	14.10	WHITLEY, ADAM	327.02
HERRIMAN, COBY M.	462.62	RILEY, ANDREW P.	85.69
SHEPARD, ZACHARY N.	544.20	SCHOOF, WILLIAM R.	946.67
LEUSINK, DANIEL L.	471.26	HANKINS, SCOTT A.	1,511.51
MCGHEE, ROBERT R.	1,073.61	JONES, TERRI L.	513.22
WILKIN, AMANDA J.	1,045.66	ELLIOTT, PATRICK M.	2,174.86
KLOOSTER, SUSAN E.	152.87	BRADLEY, ASHLIE D.	609.68
STEBE, LAURA A.	238.78	HEID, THOMAS J	1,245.15
AMSTUTZ, LINDA J.	912.48	DOAN JR, RALPH W.	41.18
PETERS, BRIDGET R.	716.90		
BLACKBURN, JESSICA D.	559.72	TOTAL	115,919.53

PAYROLL: TRANSMITTAL
08/16/2013

AMERICAN FAMILY LIFE	158.34	MERS	380.00
AMERICAN FAMILY LIFE	244.27	MI STATE DISBURSEMENT UNIT	674.57
BAY WINDS FEDERAL CREDIT UNION	50.00	NORTHWESTERN BANK	300.00
CHAR EM UNITED WAY	81.54	PRIORITY HEALTH	827.82
CHARLEVOIX STATE BANK	985.39		
COMMUNICATION WORKERS OF AMER	546.19	TOTAL	4,248.12