

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, February 2, 2015 – 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 Gabe Campbell.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Gabe Campbell
City Manager: Robert Straebel
City Clerk: Joyce Golding
Members Present: Councilmembers Shane Cole, Shirley Gibson, Luther Kurtz, Leon Perron, and Bill Supernaw
Absent: Councilmember Jeff Porter

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – January 19, 2015 Regular Meeting Minutes
- B. Special Accounts Payable Check Register – January 15, 2015
- C. Special Accounts Payable Check Register – January 22, 2015
- D. Regular Accounts Payable Check Register – February 3, 2015
- E. ACH Payments – January 20, 2015 – January 30, 2015
- F. Tax Disbursement – February 3, 2015
- G. Payroll Check Register – January 30, 2015
- H. Payroll Transmittal – January 30, 2015

V. Public Hearings

None.

VI. Reports

None.

VII. Requests, Petitions and Communications and Actions Thereon

A. Consideration to Authorize SAW Related Work with Prein&Newhof

In 2013, the City selected Prein&Newhof to assist in applying for a SAW (Stormwater, Asset Management, and Wastewater) grant application. This grant application and subsequent work will help fund the creation of the City's sanitary and stormwater asset management plans. The SAW Grant is a 90% reimbursement program. The City anticipates funding to be authorized in the fall of 2015 and the project to take approximately three years to complete. For the first year of matching funding, the City's portion would be approximately \$34,000 and this amount is accounted for in the sewer fund budget.

Mayor Campbell opened the item to public comment. There was no comment and the item was closed to the public.

Motion by Councilmember Supernaw, second by Councilmember Gibson, to authorize Prein&Newhof to proceed with SAW related work, as coordinated with Staff [and] in accordance with the grant application, work plan, and the master agreement.

Yeas: Supernaw, Cole, Gibson, Kurtz, Perron
Nays: None
Absent: Porter

B. Consideration to Amend Proposed Parking Fee Rate Increase

Airport Manager Myer is recommending that only the daily rate airport parking pass be increased from \$3.00 to \$4.00 in the 2015-16 budget, and that all other parking rates remain the same. With a new parking pass accounting system now in place, she will determine whether or not additional rate changes are needed in the 2016-17 budget.

Councilmember Gibson recommended not changing the daily fee until after Airport Manager Myer can make an accurate recommendation regarding adjusting any parking fees for the next fiscal year. Airport Manager Myer was agreeable with this recommendation.

Mayor Campbell opened the item to public comment. There was no comment and the item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Cole, to not approve only the daily airport parking pass increase of \$3.00 to \$4.00 for the fiscal year 2015-16 budget.

Yeas: Supernaw, Cole, Gibson, Kurtz, Perron
Nays: None
Absent: Porter

C. Authorization of Bank Signature Cards

Due to the hiring of Kelly A. McGinn as City Treasurer, the banks the City uses for its business accounts require a City Council resolution to designate staff allowed to be on signature cards to deposit funds and write checks on City accounts. Staff is proposing check signatories as Joyce M. Golding, City Clerk and Kelly A. McGinn, City Treasurer.

Mayor Campbell opened the item to public comment. There was no comment and the item was closed to the public.

Action by Resolution.

D. Approval of Airport Committee Positions and Proposed Membership

On January 19, 2015, Councilmember Gibson, Airport Manager Myer, and City Manager Straebel met to discuss the recently abolished Airport Advisory Committee, and are recommending the following committee membership for a newly established committee: Airport Manager, Assistant Airport Manager, Airport User-City Resident, Airport User-Non-Resident, City Council Member, and City Manager. Terms for each member and a committee name were discussed as well as changing the Airport User-Non-Resident to Airport User which could be either a resident or not. As an advisory committee, the group will bring recommendations forward to Council for their consideration.

Mayor Campbell opened the item to public comment. There was no comment and the item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Perron, to approve a new airport committee named "Airport Advisory Committee."

Yeas: Supernaw, Cole, Gibson, Kurtz, Perron
Nays: None
Absent: Porter

Motion by Councilmember Gibson, second by Councilmember Cole, to approve the Airport Advisory Committee, comprised of the following types of members: Airport Manager, Assistant Airport Manager, Airport User-City Resident, Airport User (resident or non-resident), City Council Member, and City Manager.

Yeas: Supernaw, Cole, Gibson, Kurtz, Perron
Nays: None
Absent: Porter

Motion by Councilmember Gibson, second by Councilmember Kurtz, to appoint the following members to the Airport Advisory Committee: Airport Manager – Liz Myer, Assistant Airport Manager – Matt Wyman, Airport User-City Resident – Don Seelye, Airport User (resident or non-resident) – Open, City Councilmember – Shirley Gibson, and City Manager – Rob Straebel.

Yeas: Supernaw, Cole, Gibson, Kurtz, Perron
Nays: None
Absent: Porter

Motion by Councilmember Gibson, second by Councilmember Cole, to set term limits for the following positions: Airport User – Resident – 2 years, Airport User (resident or non-resident) – 2 years, City Council Member – 2 years.

Yeas: Supernaw, Cole, Gibson, Kurtz, Perron
Nays: None
Absent: Porter

E. Discussion Regarding Funding the Community Economic Development Director Position

At the January 26, 2015 DDA meeting, Mayor Campbell stated his interest in reducing the full-time position of Community Economic Development Director (CEDD) to a part-time position. At this meeting, the DDA voted to maintain the funding partnership with the City (75% DDA/25% City for salary and fringes) and not make any changes to their proposed budget for this line item.

On November 3, 2014, City Council unanimously supported the Select Level Main Street Program. A requirement of the program is have one full-time employee to oversee the Main Street Program.

The City has experienced many successes since the DDA and City partnered together to fund the CEDD position. The City needs to aggressively seek out opportunities to retain, recruit and expand businesses that will assist in job creation and community growth and these efforts require a full-time director to oversee economic development on a comprehensive, community-wide basis. The City Manager strongly supports continued funding for a full-time position.

Councilmember Kurtz indicated that splitting the CED director's duties between the City and DDA was noted on the Select Main Street Program application.

Councilmember Cole stated that partnering with the DDA to fund the CEDD was a benefit for the City. Councilmember Gibson agreed. She requested a monthly written report from the CEDD be provided to Council encompassing recruiting, creation, retention, and expansion of community-wide economic development.

Mayor Campbell opened the item to public comment.

Phil Parr, Bridge Street Tap Room and Main Street Committee Chair, discussed a presentation scheduled for February 11th for the Michigan Main Street program Select Level. Mr. Parr stated that the Main Street program will have community-wide benefits. The Main Street program requires an active and involved DDA, along with a full time director and most importantly, broad-based community support for both the DDA and the Main Street Program.

Dan Barron, DDA Chairman, stated that providing funding for a full-time CEDD is a top priority for the DDA.

The item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Supernaw, to approve the 25% funding from the City for the full-time DDA Director [CEDD] position.

Yeas: Supernaw, Cole, Gibson, Kurtz, Perron
Nays: None
Absent: Porter

VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action

IX. Resolutions

A. Authorization of Bank Signature Cards

Motion by Councilmember Cole, second by Councilmember Kurtz, to adopt Resolution 2015-02-01, Authorized Bank Signatories, as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2015-02-01
AUTHORIZED BANK SIGNATORIES

WHEREAS, City Council has approved the Charlevoix State Bank and FirstMerit Bank as depositories for the City business accounts during the City Council meeting of November 3, 2014; and

WHEREAS, these banks are required to comply with Michigan P.A. 20 and have agreed to follow our adopted investment policy; and

WHEREAS, the appointment of a new City Treasurer has required changes be made to the staff which are allowed to authorize receipts and payments to these banks.

NOW THEREFORE BE IT RESOLVED, that any and all funds standing to the credit of the City of Charlevoix with these banks in their main checking and/or sweep accounts may be withdrawn with checks, drafts, notices for the payment of money, when signed by any of the following:

Check signors: Joyce M. Golding, City Clerk, Kelly A. McGinn, City Treasurer
Account Signature Cards at Banks: Joyce M. Golding, Alida K. Klooster, Kelly A. McGinn

RESOLVED this 2nd day of February, A.D. 2015.

Resolution was adopted by the following yea and nay vote:

Yeas: Supernaw, Cole, Gibson, Kurtz, Perron
 Nays: None
 Absent: Porter

X. Ordinances
 None.

XI. Miscellaneous Business

Councilmember Kurtz will be representing the Council at the Main Street presentation on February 11th and he asked for and received unanimous support from Council.

Councilmember Supernaw requested an update regarding the marina expansion. City Manager Straebel stated that the application with the Department of Environmental Quality (DEQ) will be finalized within two weeks and the Army Corps of Engineers application is complete. Once both applications have been submitted, a public hearing will be held and a determination will be made as to the feasibility of the project. City Manager Straebel stated that there are contractual costs involved at this stage to pay the consultant assisting with the applications. Councilmember Supernaw questioned whether Council still wanted to proceed through this phase of the approval process. City Manager Straebel stated that Council had agreed to move through the feasibility phase of the project to receive a determination whether the marina expansion was even possible. Finishing the review process would be in the best interest of the community overall, regardless of whether Council decides to support the expansion or forgo it altogether. Council concurred.

City Manager Straebel read his formal letter of resignation from the City of Charlevoix, citing his final day of work as March 20, 2015. He has accepted the position of City Manager of Petoskey. He expressed his appreciation for having the opportunity to work for the City and commended City Staff.

Motion by Councilmember Supernaw, second by Councilmember Kurtz, that with the deepest regret, we accept the resignation of Rob Straebel as City Manager and appropriately thank him.

Yeas: Supernaw, Cole, Gibson, Kurtz, Perron
 Nays: None
 Absent: Porter

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 7:50 p.m.

Joyce M. Golding City Clerk Gabe Campbell Mayor

	Special Accounts Payable – 01/15/2015		
DEVERE CONSTRUCTION COMPANY	165,607.41	TOTAL	165,607.41

	Special Accounts Payable – 01/22/2015		
AT&T MOBILITY	72.68	METLIFE SMALL BUSINESS CENTER	715.29
CHARLEVOIX STATE BANK	3,928.19	PRIORITY HEALTH	45,502.62
CHARLEVOIX TOWNSHIP	15.23	VERIZON WIRELESS	56.74
DELTA DENTAL	4,557.00	VISION SERVICE PLAN	536.14
GREAT LAKES ENERGY	343.53	TOTAL	55,727.42

Accounts Payable – 02/03/2015

AETNA INSURANCE	202.69	LAVOIE, RICHARD	14.00
AIRGAS USA LLC	174.02	MASON, MARGUERITE	75.00
ALL-PHASE ELECTRIC SUPPLY CO.	300.75	McGINN, KELLY	41.00
AMERICAN WASTE INC.	2,081.67	MICH ASSOC OF MUNICIPAL CLERKS	600.00
AT&T LONG DISTANCE	33.73	MICHIGAN CAT	675.37
AVFUEL CORPORATION	15,651.77	MICHIGAN MUNICIPAL ELECTRIC	9,240.00
B & L SOUND INC	189.41	MICHIGAN OFFICEWAYS INC	1,597.05
BC/BS OF MI REFUNDS	548.10	MICHIGAN RURAL WATER ASSN	390.00
BCBS MEDICARE PLUS BLUE	348.27	MICHIGAN SECTION AWWA	530.00
BREWER, JOHN	1,000.00	MLIVE MEDIA GROUP	145.00
CARQUEST OF CHARLEVOIX	1,121.56	MYER, ELIZABETH A.	41.00
CATT DEVELOPMENT	71.30	NEOFUNDS BY NEOPOST	30.25
CENTRAL DRUG STORE	36.22	NETSOURCE ONE INC.	24.00
CHAMPION CHARTER	65.00	NORTH COUNTRY POWER GENERATION	811.90
CHARLEVOIX COUNTY FIRE	250.00	NORTHERN CREDIT BUREAU	306.35
CHESAPEAKE GROUP INC.	13,000.00	NORTHERN PUMP SERVICE INC.	1,380.00
CINTAS CORPORATION	61.42	NORTHERN SAFETY CO INC	131.41
CITY OF CHARLEVOIX - UTILITIES	42,788.77	NYE UNIFORM CO	159.74
COAST TO COAST COMPUTER	238.07	OLSON BZDOK & HOWARD	2,982.00
DAVIS, MARGARET	74.80	PANOFF, ZACH	52.64
DCASSESSING SERVICES	4,371.08	PARASTAR INC.	3,535.86
DeROSIA, PATTY	41.00	PERFORMANCE ENGINEERS INC	8,216.25
DEVERE CONSTRUCTION COMPANY	396,067.50	POWER LINE SUPPLY	752.97
DOAN, GERARD	41.00	PREIN & NEWHOF	55,090.60
EAST JORDAN COMMUNITY POOL	300.00	PURITY CYLINDER GASES INC	189.66
ELLIOTT, PATRICK M.	41.00	QUICK CARE MEDICAL CENTER	105.00
EMERGENCY MEDICAL PRODUCTS INC	427.37	QUILL CORP	147.04
EVANS, HAL	41.00	ROTARY CLUB OF CHARLEVOIX	37.50
FERGUSON & CHAMBERLAIN	2,856.00	RUNDBLAD, TED	27.50
FISHER SCIENTIFIC	954.49	S&W HEALTHCARE CORPORATION	248.04
GINOP SALES INC	66.00	SCHMIDT, GERTRUDE	48.20
GOLDING, JOYCE	41.00	SEELEY'S PRINTING SERVICE	551.42
GORDON FOOD SERVICE	112.64	SEELYE, DON	90.00
GRAINGER	379.05	SHORELINE POWER SERVICES INC.	400.87
GREAT LAKES PIPE & SUPPLY	623.37	SMITH, STEVE	291.68
GRULER'S FARM SUPPLY INC	319.20	SPENCER, MICHAEL	264.44
HACH COMPANY	984.55	STATE INDUSTRIAL PRODUCTS	551.86
HANKINS, SCOTT	41.00	STRAEBEL, ROBERT J.	41.00
HEID, THOMAS J.	41.00	SWEM, DONALD L.	41.00
HESCO	2,097.66	SYSTEMS SPECIALISTS INC	120.00
HOLIDAY COMPANIES	5,248.26	TEUNIS, STEVEN	41.00
INDEPENDENT DRAFTING SERVICES	1,280.00	TOP QUALITY GLOVE	139.80
J & B MEDICAL SUPPLY INC.	408.35	TRUCK & TRAILER SPECIALTIES	7,948.59
JACK DOHENY SUPPLIES INC	325.98	UNITED SERVICES AUTOMOBILE ASSOC.	100.00
JOHN CURTIS VIDEOGRAPHY	1,500.00	UP NORTH PROPERTY SERVICES LLC	812.00
KIRINOVIC, THOMAS	41.00	USA BLUE BOOK	75.22
KIWANIS CLUB OF CHARLEVOIX	39.00	VILLAGE GRAPHICS INC.	507.05
KLOOSTER, ALIDA K.	41.00	VOICE ENVIRONMENTAL GROUP LLC	897.00
KMart	97.31	WELLER, LINDA	61.70
KORTHASE FLINN	22.50	WINDER POLICE EQUIPMENT	142.79
KRAUSE, KAY	75.00	WORK & PLAY SHOP	54.80
KSS ENTERPRISES	528.22	WYMAN, MATTHEW A.	41.00
KUSTOM SIGNALS INC.	531.38	TOTAL	599,020.01

ACH Payments – 01/20/2015 – 01/30/2015

MI Public Power Agency	35,410.43	State of MI (Withholding Tax)	4,084.96
MI Public Power Agency	254,765.35	Vantagepoint (401 ICMA Plan)	742.62
MI Public Power Agency	19,929.72	Vantagepoint (457 ICMA Plan)	12,696.98
IRS (Payroll Tax Deposit)	28,148.90	MERS (Defined Benefit Plan)	38,625.29
Alerus Financial (HCSP)	270.00	TOTAL	394,674.25

Tax Disbursement – 02/03/2015

CHARLEVOIX COUNTY TREASURER	420.82	CHARLEVOIX PUBLIC SCHOOLS	279.79
CHARLEVOIX COUNTY TREASURER	75,853.70	CITY OF CHARLEVOIX - TAXES DUE	20,161.07
CHARLEVOIX DISTRICT LIBRARY	27,714.25	MOSORYAK, MARY	10.00
CHARLEVOIX PUBLIC SCHOOLS	3,664.80	RECREATIONAL AUTHORITY	5,025.55
CHARLEVOIX PUBLIC SCHOOLS	607.57	TOTAL	133,782.30
CHARLEVOIX PUBLIC SCHOOLS	44.75		

PAYROLL: NET PAY
Pay Period Ending 01/24/2015 – Paid 01/30/2015

WELLER, LINDA JO	1,316.97	WELLS JR., DONALD E.	1,320.98
STRAEBEL, ROBERT J.	2,277.92	BRADLEY, KELLY R.	1,381.17
GOLDING, JOYCE M.	1,048.92	WILSON, RICHARD J.	1,468.08
DEROSIA, PATRICIA E.	872.47	JONES, ROBERT F.	1,416.00
LOY, EVELYN R.	1,017.73	DORAN, JUSTIN J.	1,289.24
KLOOSTER, ALIDA K.	1,723.07	KIRINOVIC, THOMAS F.	706.45
BROWN, STEPHANIE C.	1,068.70	FORRESTER, KATHERINE A.	645.05
SPENCER, MICHAEL D.	1,298.13	MURPHY IV, MICHAEL J.	243.15
SPENCLEY, PATRICIA L.	1,009.51	BERTINELLI, DAVID P.	870.74
PANOFF, ZACHARY R.	621.31	ARNOLD, HAILEE M.	477.42
MILLER, FAITH G.	32.25	WITTHOEFT, MARVIN J.	147.76
DOAN, GERARD P.	1,760.75	BOSS, BEAU J.	307.57
SHRIFT, PETER R.	1,183.98	BARNEVELD, VLADIMIR R.	218.90
SCHLAPPI, JAMES L.	972.90	THOMPSON, MONTANA J.	241.19
UMULIS, MATTHEW T.	1,305.34	HEID, THOMAS J	1,276.56
HANKINS, SCOTT A.	1,491.60	MYER, ELIZABETH A.	1,607.96
ORBAN, BARBARA K.	1,182.45	VANLOO, JOSEPH G.	611.46
TRAEGER, JASON A.	1,096.89	TABER, HOLLY S.	297.56
WARNER, JANINE M.	989.33	WYMAN, MATTHEW A.	946.43
SCHWARTZFISHER, JOSEPH L.	872.72	DRAVES, MICHAEL J.	371.79
ROLOFF, ROBERT P.	1,809.32	SCHRADER, LOU ANN	477.91
BRODIN, WILLIAM C.	1,356.04	SCHWAGER, EDWARD J.	547.02
RILEY, DENISE M.	384.90	SWEM, DONALD L.	1,669.13
TEUNIS, STEVEN L.	1,702.44	WHITLEY, ANDREW T.	1,283.08
WURST, RANDALL W.	1,476.35	MORRISON, KEVIN P.	928.85
MAYER, SHELLEY L.	1,366.70	HODGE, MICHAEL J.	1,123.23
HILLING, NICHOLAS A.	1,092.80	JOHNSON, STEVEN P.	1,164.56
MEIER III, CHARLES A.	1,210.05	BOSS JR, DALE E.	1,116.30
ZACHARIAS, STEVEN B.	1,284.87	STEBE JR, JOHN M.	432.70
NISWANDER, JOSEPH F.	1,416.51	BOSS, SHERRY M.	555.52
FRYE, EDWARD J.	923.02	BEHAN, DEAN T.	358.79
JONES, TERRI L.	961.45	STEBE, CATHERINE M.	341.79
EATON, BRAD A.	1,678.00	HOLM, ARTHUR R.	739.19
WILSON, TIMOTHY J.	1,873.26	FICHTNER, KRISTIE S.	374.28
LAVOIE, RICHARD L.	1,475.37	STEVENS, JEFFREY W.	377.96
STEVENS, BRANDON C.	1,212.58	ROLOFF, AUDREY M.	79.28
DRAVES, MARTIN J.	1,564.20		
ELLIOTT, PATRICK M.	1,743.91	TOTAL:	75,089.76

PAYROLL: TRANSMITTAL
01/30/2015

4FRONT CREDIT UNION	198.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	182.40	COMMUNICATION WORKERS OF AMER	532.43
AMERICAN FAMILY LIFE	236.11	MI STATE DISBURSEMENT UNIT	424.02
CHAR EM UNITED WAY	32.00	PRIORITY HEALTH	1,819.54
CHARLEVOIX STATE BANK	1,131.16	TOTAL:	4,706.12