

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 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 Attorney: Scott Howard
City Clerk: Joyce Golding
Members Present: Councilmembers Shane Cole, Shirley Gibson, Leon Perron, Jeff Porter and Bill Supernaw
Absent: Luther Kurtz

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – February 16, 2015 Regular Meeting Minutes
- B. Special Accounts Payable Check Register – February 19, 2015
- C. Regular Accounts Payable Check Register – March 3, 2015
- D. ACH Payments – February 17, 2015 – February 27, 2015
- E. Tax Disbursement – March 3, 2015
- F. Payroll Check Register – February 27, 2015
- G. Payroll Transmittal – February 27, 2015
- H. Downtown Development Authority Board Resignation – Todd Wyatt

V. Public Hearings

None.

VI. Reports

City Manager Straebel introduced and welcomed Annie Doyle, the City's new Community Economic Development Director.

VII. Requests, Petitions and Communications and Actions Thereon

A. Consideration to Accept New Hangar Lease Format – Existing Hangar

Current Charlevoix Municipal Airport north side hangar leases are all expired and the new hangar rate increase takes effect April 1, 2015. A new lease format has been drafted and approved by the City Manager and City Attorney.

Councilmember Gibson confirmed with Airport Manager Myer that there will be an agreement with Skydive Harbor Springs for the Charlevoix Airport and the agreement amount will be the standard commercial rate.

Mayor Campbell opened the item to public comment.

Chuck Scherping, Charlevoix Soaring Club, stated that the proposed changes to the lease agreement are unreasonable and cited several paragraphs that he objects to. Mr. Scherping asked Council to delay approval of the new lease for at least a month so the Charlevoix Soaring Club's attorney could review the lease. City Attorney Howard responded that the proposed lease is not out of the ordinary in comparison to other municipal airport hangar leases. He stated that policy decisions would be up to Council's discretion, for instance the City covering the cost of insurance versus the lessees covering the cost.

The item was closed to the public.

Motion by Councilmember Perron, second by Councilmember Supernaw, to table this item for two weeks to give Staff time to communicate with the Airport customers and get feedback from them.

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

B. Consideration to Approve Job Description – Airport Attendant

In an effort to streamline airport operations and to be more cost effective, Airport Manager Myer is proposing to merge the current office and ramp positions into an Airport Attendant position. The Airport Attendant will perform ramp and fueling activities, ground maintenance and work in the office on a rotational basis.

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 approve the job description Airport Attendant in order to post the job vacancy opening under the new job title.

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

C. Festivals and City Event Costs

At the February 16th City Council meeting it was requested that the City Treasurer provide a detailed accounting of all community events in which the City had contributed monetarily or provided City services (such as trash removal, police, etc.).

Councilmember Porter recommended tracking expenses for the six major City events for one year. Council concurred. City expenditure results will be reviewed and discussed in the fall.

The accounting of employee wages and benefits was discussed.

Mayor Campbell opened the item to public comment.

Phil Parr, 1st Ward and business owner, felt that the City should keep supporting the major events, as they are a benefit to both the business owners and the City. He agreed that the event expenditures should be tracked.

The item was closed to the public.

D. Appointment to Downtown Development Authority (DDA)

With the resignation of Todd Wyatt from the DDA, the mayor is required to appoint a member to finish Mr. Wyatt's term, which expires April 2017. Five citizens expressed their desire to sit on the DDA board by submitting their applications.

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 appoint John Kurtz to the Downtown Development Authority [term expiring April 2017].

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

E. Resolution for Application to FEMA, Staffing for Adequate Fire and Emergency Response (SAFER)

The Charlevoix City Emergency Medical Service Department is experiencing a shortage of trained personnel to equip the department. The shortage is mainly due to our neighboring EMS providers paying their personnel more than we offer. Therefore, some of the City's volunteers have sought employment in other communities.

The department is in need of additional paid on-call volunteers in order to provide immediate and professional services to the communities which we service. Chief Doan is submitting a grant application to FEMA, Staffing for Adequate Fire and Emergency Response (SAFER) asking for \$584,000 to assist with recruitment and retention of paid on-call Fire and EMS personnel.

City Manager Straebel stated that he and HR Assistant DeRosia are collaborating with Chief Doan to find a permanent solution to volunteer staffing issues.

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

Action by Resolution.

F. Discussion Regarding the City Manager Recruitment Process

The City is currently recruiting for the City Manager position with all applications due by March 6. City Council stated their intention to review each application. The following process is Staff's recommendation for recruitment of the new manager:

1. Copy and distribute all applications to City Council the week of March 9th for City Council's review.

2. Using a yes/no/maybe rating system, City Council determines the top 5-10 semifinalists at the March 16 City Council meeting. Candidates requesting confidentiality will be discussed in closed session; all others will be discussed in open session.
3. Have semifinalists answer several questions in writing pertaining to local government management and return their responses the week of March 23rd.
4. Based upon qualifications and written responses, Council will select a number of candidates to interview.
5. HR Assistant will check references. Council may elect to call stakeholders or visit the candidate's community for a better grasp of the candidate's management style and accomplishments.
6. Department heads will tour the City with candidates.
7. Hold public interviews. Select the top candidate.
8. Negotiate a contract, salary and start date. City Council to approve the contract.

City Manager Straebel indicated that a discussion was held at the February 23rd department head meeting regarding the hiring process. Staff requested that three members have the opportunity to review the applicants and share their recommendations for semifinalists with Council. Staff agreed to have HR Assistant DeRosia, DPW Superintendent Elliott and Chief Doan as their representatives to determine Staff's selection for the semifinalists. City Manager Straebel felt that there was value in having Staff members give their feedback on the initial applications.

City Attorney Howard stated that applications can be reviewed in closed session if the applicant has requested confidentiality. He suggested that Staff confirm with the candidates whether they would like their application to remain confidential. Depending upon the applicant pool, Council could have a split discussion for confidential and non-confidential applicants. Once the semifinalists are determined, they should be announced and invited to the next step in the selection process in an open session. All interviews will occur in open session. City Attorney Howard reiterated that if Council is reviewing the applications, they need to abide by the OMA; if Staff is reviewing the applications, they do not.

Councilmember Porter suggested that selected Staff could interview the semifinalists the same day that Council does and compare notes with Council.

Councilmember Gibson stated that she did not want Staff interviewing and hiring their potential boss. She felt that there is a confidentiality issue and she has a problem with department heads looking at resumes and applications. Councilmember Gibson stated that "Council is perfectly capable of being their own hiring committee with the help of the HR Assistant."

Councilmember Gibson questioned Sherm Chamberlain, member of the hiring committee for City Manager Straebel, what the hiring process was at the time. Mr. Chamberlain believes that if department heads have any concerns, they should be filtered through the City Manager or the HR Assistant.

Greg Stevens, who also participated in City Manager Straebel's interview, suggested that names be redacted from the applications if the department heads were allowed to review the applications.

Councilmember Supernaw felt that it was a good idea to have Staff review the applications.

Councilmember Perron questioned whether Council should choose which department heads would screen the applicants. City Manager Straebel stated that Staff was comfortable with the three members chosen as their representation during the selection process.

Council came to a consensus to have the HR Assistant, DPW Superintendent and Police/Fire Chief review all applications with names redacted for confidentiality and make their recommendations.

G. Consideration of Supporting Funding for Graduate Medical Education and Obstetrical Funding

The State of Michigan is proposing budget cuts to rural hospitals access pool and the State's Graduate Medical Education Fund. The Governor's 2015-16 budget calls for the elimination of State funding for graduate medical education, financial support for small and rural hospitals, and obstetrical programs at rural hospitals. These budget cuts would have a negative impact on Charlevoix Area Hospital. A letter has been drafted asking Governor Snyder and our State representatives to not allow these budget cuts to take place. Mayor Campbell recommended that all Councilmembers send a letter of concern to the Capitol.

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

Motion by Councilmember Cole, second by Councilmember Gibson, to authorize the attached letter [in the agenda packet] be sent to Governor Snyder and our State representatives and signed by the Mayor.

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

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

A. Introduction of an Ordinance to Amend Title V, Planning and Zoning (multiple sections)

Zoning Ordinances are fluid documents that are constantly changing to reflect modifications to State laws, to correct programs or grey areas, or to ensure the language is better defined and a reflection of what the community wants. The Planning Commission has had two public hearings on these proposed changes and several other public meetings where public comment was heard.

Councilmember Gibson requested clarification regarding sandwich board signage. Councilmember Porter felt that allowing merchandise racks in front of businesses will make the downtown look like there are sidewalk sales six months out of the year. City Planner Spencer explained both items and recommended that Council take action once the public hearing is completed.

Mayor Campbell opened the item to public comment.

Kirby Dipert, downtown business owner, felt that good taste can't be regulated and he prefers to prohibit merchandise displays on downtown sidewalks.

Jodi Bingham, downtown business owner, agreed with Mr. Dipert and stated that nice window displays will encourage customers to shop in stores.

The item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Cole, to set a public hearing on multiple amendments to Title V, Planning and Zoning for March 16, 2015 at 7:00 p.m. in Council Chambers.

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

IX. Resolutions

A. Resolution for Application to FEMA, Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

Motion by Councilmember Supernaw, second by Councilmember Gibson, to adopt Resolution 2015-03-01, Approval to Submit Application to FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2015-03-01
APPROVAL TO SUBMIT APPLICATION TO FEMA
STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT PROGRAM**

WHEREAS, the Staffing for Adequate Fire and Emergency Response (SAFER) grant program intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies; and

WHEREAS, with the enhanced or restored staffing, a SAFER grantee's response time will be reduced sufficiently and an appropriate number of trained personnel will be assembled at the incident scene; and

WHEREAS, the Charlevoix City Fire Department needs to be competitive for paid on-call staffing in order to maintain/increase the level of service to the communities that are served; and

WHEREAS, the Charlevoix City Fire Department, is registered and active in SAM.gov (Systems for Award Management), which is a federal government owned and operated free website that consolidates the capabilities in Central Contractor Registration, Online Representation & Certifications Application and Excluded Parties List System; and

WHEREAS, the Charlevoix City Fire Department is requesting funds in the amount of \$584,000 to assist with the recruitment and retention of paid on-call staff and to be financially competitive with surrounding communities; and

WHEREAS, the funds being requested will cover a four year time frame with 100% of salaries being distributed from the SAFER grant over the first two years and decrease to 50% and 25%, respectively, over the next two years.

NOW THEREFORE, BE IT RESOLVED, that the City of Charlevoix authorizes the submission of the SAFER Grant application to assist with the recruitment and retention of paid on-call volunteers and to be financially competitive with surrounding communities.

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

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

X. Ordinances
 None.

XI. Miscellaneous Business

Councilmember Supernaw questioned whether the City has any influence on Charter Communications rate increases. City Attorney Howard stated that he will review the Charter Communications contract with the City Manager to make a determination.

Councilmember Porter suggested that the City continue to advertise that the Run Water Order is still in effect.

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 8:32 p.m.

Joyce M. Golding

City Clerk

Gabe Campbell

Mayor

Special Accounts Payable 02/19/2015

AT&T	1,897.78	NEOFUNDS BY NEOPOST	1,000.00
AT&T MOBILITY	72.48	PRIORITY HEALTH	47,495.76
CHARLEVOIX STATE BANK	5,367.78	STATE OF MICHIGAN	100.00
DELTA DENTAL	4,687.05	VERIZON WIRELESS	56.72
GREAT LAKES ENERGY	206.21	VISION SERVICE PLAN	552.21
METLIFE SMALL BUSINESS CENTER	776.04	TOTAL	62,212.03

Accounts Payable – 03/03/2015

ACCESS LOCKSMITHING INC	535.00	DeROSIA, PATTY	41.00
AIRGAS USA LLC	206.52	DOAN, GERARD	41.00
ALTEC INDUSTRIES INC	2,144.41	ELLIOTT, PATRICK M.	41.00
AMERICAN WASTE INC.	65.00	ELLSWORTH FARMER'S EXCHANGE	1,088.36
B & L SOUND INC	16.99	EMERGENCY MEDICAL PRODUCTS INC	146.50
BRADFORD'S	19.50	EVANS, HAL	41.00
BULBS.COM	279.90	FREEDOM MAILING SERVICES INC.	2,295.36
CENTRAL DRUG STORE	45.88	FREIGHTLINER OF GRAND RAPIDS	158.18
CHARLEVOIX AREA HOSPITAL	1,004.90	GINOP SALES INC	167.74
CINTAS CORPORATION	83.62	GOLDING, JOYCE	41.00
CUMMINS BRIDGEWAY LLC	109.62	GREAT LAKES PIPE & SUPPLY	623.37
DCASSESSING SERVICES	4,371.08	HANKINS, SCOTT	41.00

HARDY DIAGNOSTICS	172.81	PERFORMANCE ENGINEERS INC	3,822.50
HEID, THOMAS J.	41.00	PETOSKEY NEWS-REVIEW	182.25
HOLIDAY COMPANIES	6,283.31	POWER LINE SUPPLY	4,541.66
INDEPENDENT DRAFTING SERVICES	1,152.00	PRESTON FEATHER	620.68
JACK DOHENY SUPPLIES INC	305.92	PRICE, BRENT	165.00
JEFFREYS, JAMES	8.08	PRO WEB MARKETING LLC	300.00
KEVIN'S METER TESTING	3,573.06	SPENCER, MICHAEL	41.00
KIRINOVIC, THOMAS	41.00	STANDARD ELECTRIC CO	91.70
KLOOSTER, ALIDA K.	41.00	STRAEBEL, ROBERT J.	41.00
KSS ENTERPRISES	206.12	STRYKER SALES CORPORATION	1,105.59
KUSINA, DENNIS	239.20	SWEM, DONALD L.	41.00
L & S TREE SERVICE	120.00	TEUNIS, STEVEN	41.00
LAKE CHARLEVOIX PAINTING	21.43	THIRD DAY FELLOWSHIP-OUTREACH	6,000.00
LAKESHORE TIRE & AUTO SERVICE	12.50	TRAVERSE CITY RECORD EAGLE	343.60
McGINN, KELLY	124.38	UP NORTH PROPERTY SERVICES LLC	553.00
MICHIGAN ASSN/CHIEFS OF POLICE	115.00	VILLAGE GRAPHICS INC.	56.00
MICHIGAN MUNICIPAL LEAGUE	13,297.00	WARNER, JANINE	49.05
MYER, ELIZABETH A.	41.00	WELLER, LINDA	41.00
NETSOURCE ONE INC.	180.00	WHITLEY, ANDREW	14.00
NORTHERN FIRE & SAFETY INC.	226.00	WORK & PLAY SHOP	133.40
NORTHERN SAFETY CO INC	236.32	WURST, RANDALL W.	270.86
OLSON BZDOK & HOWARD	1,674.00	WYMAN, MATTHEW A.	41.00
PARASTAR INC.	1,925.78	TOTAL	62,140.13

ACH Payments – 02/17/2015 – 02/27/2015

MI Public Power Agency	31,085.28	State of MI (Withholding Tax)	4,706.97
MI Public Power Agency	23,969.40	Vantagepoint (401 ICMA Plan)	742.62
MI Public Power Agency	251,788.70	Vantagepoint (457 ICMA Plan)	13,420.78
IRS (Payroll Tax Deposit)	32,611.26	MERS (Defined Benefit Plan)	26,045.79
Alerus Financial (HCSP)	370.00	TOTAL	384,740.80

Tax Disbursement – 03/03/2015

CHARLEVOIX COUNTY TREASURER	129,959.96	CHARLEVOIX PUBLIC SCHOOLS	207.46
CHARLEVOIX DISTRICT LIBRARY	48,473.43	CITY OF CHARLEVOIX - TAXES DUE	31,609.72
CHARLEVOIX PUBLIC SCHOOLS	2,938.79	RECREATIONAL AUTHORITY	8,789.93
CHARLEVOIX PUBLIC SCHOOLS	450.47	TOTAL	222,462.93
CHARLEVOIX PUBLIC SCHOOLS	33.17		

PAYROLL: NET PAY

Pay Period Ending 02/21/2015 – Paid 02/27/2015

WELLER, LINDA JO	1,316.97	ZACHARIAS, STEVEN B.	1,789.23
STRAEBEL, ROBERT J.	2,277.92	NISWANDER, JOSEPH F.	1,627.59
GOLDING, JOYCE M.	1,048.92	FRYE, EDWARD J.	923.02
DEROSIA, PATRICIA E.	864.26	JONES, TERRI L.	961.46
LOY, EVELYN R.	1,017.73	EATON, BRAD A.	1,628.60
KLOOSTER, ALIDA K.	1,433.31	WILSON, TIMOTHY J.	1,911.18
BROWN, STEPHANIE C.	1,023.65	LAVOIE, RICHARD L.	1,412.39
SPENCER, MICHAEL D.	1,298.13	STEVENS, BRANDON C.	1,687.62
SPENCLEY, PATRICIA L.	1,093.25	DRAVES, MARTIN J.	2,030.52
PANOFF, ZACHARY R.	621.31	ELLIOTT, PATRICK M.	1,743.91
MCGINN, KELLY A.	1,639.36	WELLS JR., DONALD E.	1,306.24
DOAN, GERARD P.	1,760.75	BRADLEY, KELLY R.	1,408.00
SHRIFT, PETER R.	1,243.76	WILSON, RICHARD J.	1,301.99
SCHLAPPI, JAMES L.	1,065.41	JONES, ROBERT F.	1,718.87
UMULIS, MATTHEW T.	1,359.30	DORAN, JUSTIN J.	1,303.56
HANKINS, SCOTT A.	1,491.60	KIRINOVIC, THOMAS F.	645.05
ORBAN, BARBARA K.	1,274.96	FORRESTER, KATHERINE A.	645.05
TRAEGER, JASON A.	1,180.26	AMSTUTZ, LINDA J.	55.41
WARNER, JANINE M.	989.33	MURPHY IV, MICHAEL J.	102.57
SCHWARTZFISHER, JOSEPH L.	1,392.89	BERTINELLI, DAVID P.	92.75
ROLOFF, ROBERT P.	2,600.60	ARNOLD, HAILEE M.	286.51
BRODIN, WILLIAM C.	1,145.64	BOSS, BEAU J.	315.39
RILEY, DENISE M.	373.14	BARNEVELD, VLADIMIR R.	158.43
TEUNIS, STEVEN L.	1,702.44	THOMPSON, MONTANA J.	238.00
WURST, RANDALL W.	1,462.11	FICHTNER, KRISTIE S.	120.05
MAYER, SHELLEY L.	1,258.68	HEID, THOMAS J.	1,276.56
HILLING, NICHOLAS A.	1,292.89	MYER, ELIZABETH A.	1,607.96
MEIER III, CHARLES A.	1,540.88	VANLOO, JOSEPH G.	733.50

TABER, HOLLY S.	339.37	WHITLEY, ANDREW T.	1,440.73
WYMAN, MATTHEW A.	946.43	MORRISON, KEVIN P.	1,340.65
DRAVES, MICHAEL J.	338.16	HODGE, MICHAEL J.	1,262.48
SCHRADER, LOU ANN	404.09	JOHNSON, STEVEN P.	1,509.50
SCHWAGER, EDWARD J.	650.12	BOSS JR, DALE E.	1,116.30
FUNKEY, KRAIG R.	166.23	STEBE JR, JOHN M.	317.34
RILEY, TIMOTHY C.	105.72	BOSS, SHERRY M.	290.45
RAMSEY, KYLE J.	79.13	BEHAN, DEAN T.	217.98
RILEY, CASEY W.	195.95	STEBE, CATHERINE M.	247.72
HUNTER, DESMOND J.	66.07	HOLM, ARTHUR R.	530.04
THORMAN, MIKAYLA R.	34.06	STEVENS, JEFFREY W.	632.68
JONES, LARRY M.	853.83	ROLOFF, AUDREY M.	1,343.75
OCHS, THOMAS F	27.70	MATTER, DAWSON K.	1,406.62
TRAVERS, MANUEL J.	241.36	SCOTT JR., WINFIELD	105.72
SILVA, JESSE L.	63.44	KITELEY, FISHER L.	26.42
COLLINS, CHAD M.	431.53	BERGMANN, DOUGLAS M.	105.72
RILEY, DANIEL A.	1,025.72	TOTAL:	85,702.85
WHITLEY, ADAM	369.85		
SWEM, DONALD L.	1,669.13		

PAYROLL: TRANSMITTAL
02/27/2015

4FRONT CREDIT UNION	198.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	182.40	COMMUNICATION WORKERS OF AMER	540.44
AMERICAN FAMILY LIFE	236.11	MI STATE DISBURSEMENT UNIT	424.02
CHAR EM UNITED WAY	32.00	PRIORITY HEALTH	1,965.16
CHARLEVOIX STATE BANK	1,131.16	TOTAL:	4,859.75