

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 1, 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
Interim City Manager: Mike Spencer
City Clerk: Joyce Golding
Members Present: Councilmembers Shane Cole, Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter, Bill Supernaw
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – May 18, 2015 Regular Meeting Minutes
- B. Special Accounts Payable Check Register – May 21, 2015
- C. Regular Accounts Payable Check Register – June 2, 2015
- D. ACH Payments – May 18, 2015 – May 26, 2015
- E. Payroll Check Register – May 22, 2015
- F. Payroll Transmittal – May 22, 2015
- G. Certificates of Appreciation – Todd Wyett, Jim Jinsky, Keith Sherwood
Mayor Campbell presented certificates of appreciation to Todd Wyett for his service on the DDA, to Jim Jinsky for his service on the Housing Commission, and Keith Sherwood for his service on the Planning Commission.

V. Public Hearings

None.

VI. Reports

Interim City Manager Spencer stated that Airport Manager Myer was instrumental in working with the FAA in order to receive full grant funding for the airport.

VII. Requests, Petitions and Communications and Actions Thereon

A. MI Scientific Site Plan Review (Project #2015-03SP)

City Planner Spencer presented Project #2015-03SP, approval of a variance for Michigan Scientific Corporation. The applicant is proposing a 9,760 square foot building expansion at the rear of the 8500 Ance Road property in order to accommodate future production demands. This Charlevoix Industrial Park lot is zoned Industrial. After thorough review, the Planning Commission unanimously recommended approval with no conditions.

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

Motion by Councilmember Perron, second by Councilmember Gibson, to approve Project #2015-03SP–Michigan Scientific with no conditions.

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

B. Westenbroek Substation Repairs

Electric Superintendent Swem stated that several items were identified needing repair or maintenance during a recent inspection of the transformers and regulators at the Westenbroek Substation. GRP Engineering, Inc. solicited bids for the work required and Premier Power Maintenance, Indianapolis, was the low bidder. The substation maintenance work is within this year's budget and needs to be completed as soon as possible as the transformer is out of service at this time.

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

Motion by Councilmember Supernaw, second by Councilmember Cole, to award the bid for the transformer and regulator maintenance work to Premier Power Maintenance as outlined in their proposal for "City of Charlevoix Regulator Repairs" #150652 dated May 13, 2015 for a total of \$36,841.

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

C. Purchase Fork Lift

Electric Superintendent Swem indicated that the Electric Department would like to replace their aging fork lift. He found several used fork lifts on the internet that would meet the department's needs. The 2015/16 motor pool budget includes \$69,500 for this purchase.

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

Motion by Councilmember Gibson, second by Councilmember Cole, to approve the purchase of a 2007 Case 586G [fork lift] from Morrison Industrial Equipment for \$45,900.

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

D. Discussion Regarding Future Infrastructure Upgrades

At the direction of City Council, Staff gathered information regarding future infrastructure improvement projects and options for financing. DPW Superintendent Elliott estimated the cost to upgrade 12 water mains to be \$1,450,000 with asphalt replacement only where the street was disturbed during construction. If these same 12 projects included sanitary, storm, curb/gutter and drive surface, he estimated the cost to be \$6,000,000. These 12 projects are the worst areas of concern within the City and the estimates do not include burying utilities. In order to update the water, storm and sewer in the entire City, Superintendent Elliott roughly estimates the complete project to be \$20,000,000.

Superintendent Elliott stated that it was important to note that the comprehensive infrastructure replacement plan created by Performance Engineering needs to be updated as well as obtaining formal estimates for particular projects based on actual pipe size, depth of pipe, and any other specific requirements.

Superintendent Elliott anticipates continued issues with the water distribution system in its current aged stated. He does not recommend replacing all 4" pipe at this time, as some pipe is still serviceable.

Mayor Campbell recommended replacing both the water and sewer lines concurrently. Superintendent Elliott suggested hypothetically that six projects could be completed as soon as the Spring of 2016 and the remaining six could be completed in the Fall of 2016.

Treasurer McGinn explained what funds were available with the current levied roads and infrastructure millage. The current millage expires in 2024. She will continue her discussion with Miller Canfield with regards to potential funding options.

The general consensus of Council was to move forward with further investigation on the complete upgrade of the 12 critical areas recommended by Superintendent Elliott. Councilmember Gibson requested that underground electrical be added as a line item to the request for proposal as well. The electrical line item could be removed from the bid if funding was unavailable. Staff will map the 7,500 lineal feet affected as well as the remainder of the City, prioritize the 12 projects and work with Performance Engineering to create more accurate cost estimates, including realistic timelines for project completion.

E. Main Street Program Update

CEDD Doyle reviewed the Charlevoix Main Street Baseline Assessment and Visioning Process that took place May 13-15, 2015. She stated that approximately 145 people attended 19 meetings during the event. CEDD Doyle summarized basic goals created by the DDA/Main Street Board and subsequent action items created by the Design, Economic, Promotions, and Organization Teams.

Beginning in July, there will be regularly scheduled Team meetings each month in addition to the monthly DDA/Main Street Board meeting.

F. Discussion on DDA/Main Street Membership

Per the direction of Council, CEDD Doyle discussed expanding the number of DDA Board members at the DDA/Main Street meeting on May 27th. The DDA/Main Street Board proposed the following considerations and recommendations:

- Stagger new member seats to lessen the collective impact
- Increase in membership is not essential to the success of the Main Street Program or to current operations
- A larger board may present quorum challenges
- Candidates should be participants in the Main Street Program, be provided with a job description including time and participation commitments, and represent stakeholder groups/demographics not represented on the board

Councilmember Porter stated that a larger board would require more administrative time with the increase in work load. He

suggested that term limits could be implemented to allow for membership turnover. CEDD Doyle confirmed that adding term limits was suggested during the Main Street Assessment.

Mayor Campbell agreed with the DDA's considerations and recommendations as presented by CEDD Doyle. He feels that it is important to have young entrepreneurs on the DDA/Main Street Board. Interim City Manager Spencer stated that the City Code would need to be changed in order to accommodate additional members. Councilmember Gibson doesn't feel the DDA membership should be increased. She stated that if people want to participate, they can join one of the Main Street sub-committees. Councilmember Perron agreed with Councilmember Gibson.

CEDD Doyle stated that the DDA/Main Street Board is ready and able to move forward with the Main Street Program.

Councilmember Kurtz suggested expanding the Board by two members who served on the Main Street Steering Committee.

Jodi Bingham, 1st Ward business owner, feels that the Board membership should not be increased and supports term limits.

Interim City Manager Spencer feels that the membership should not be increased, but agrees that term limits should be implemented. He also feels that members of the Main Street Steering Committee should be participating on the DDA/Main Street Board.

CEDD Doyle suggested that term limits could be discussed further at the joint Council – DDA budget meeting. Council generally agreed to take a 'wait and see' attitude for the time being.

G. Consideration to Approve the Employment Agreement for City Manager – Mark Heydlauff

HR Assistant DeRosia stated that at a Special Council Meeting on May 12, 2015, the Charlevoix City Council agreed to offer the City Manager position to Mark Heydlauff contingent upon successful contract negotiations. Mayor Campbell and City Staff are recommending the approval of the Employment Agreement for the City Manager dated June 1, 2015.

Mayor Campbell stated that the benefit package offered to Mr. Heydlauff was very similar to what previous Charlevoix City Managers have received.

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

Motion by Councilmember Supernaw, second by Councilmember Cole, to approve the three-year City Manager Employment Agreement for Mark Heydlauff with an annual salary of \$84,000.

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

H. Renewal of AWOS Contract for the Airport

The renewal contract between the Charlevoix Municipal Airport and the Michigan Department of Transportation for the Automated Weather Observation System (AWOS) requires a resolution to be passed that specifically names the officials authorized to sign the contract.

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

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. Renewal of AWOS Contract for the Airport

Motion by Councilmember Porter, second by Councilmember Gibson, to adopt Resolution 2015-06-01 Execution of MDOT Contract No. 2015-0265 Weather Observation System and Data Dissemination System, authorizing the Mayor and City Clerk to sign the renewal contract, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2015-06-01**

EXECUTION OF MDOT CONTRACT NO. 2015-0265
WEATHER OBSERVATION SYSTEM AND DATA DISSEMINATION SYSTEM

WHEREAS, the Charlevoix Municipal Airport operates and maintains a Weather Observation and Data Dissemination System (SYSTEM); and

WHEREAS, the system is made up of three components (a) the Weather Briefing System, (b) Automated Weather Observation System (AWOS), and (c) a system to collect the AWOS data for national dissemination (Data Collection System); and

WHEREAS, the continued operation and maintenance of the Weather Observation and Data Dissemination System (SYSTEM) is required by the Federal Aviation Agency (FAA) and the Michigan Department of Transportation's Office of Aeronautics (MDOT) for aviation safety and efficiency.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes Mayor Gabe Campbell and City Clerk Joyce Golding to execute the MDOT Contract No. 2015-0265 for the Weather Observation System and Data Dissemination System contract after review by the City Attorney.

RESOLVED this 1st day of June, A.D. 2015.

Resolution was adopted by the following yea and nay vote:

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

X. Ordinances
None.

XI. Miscellaneous Business

Councilmember Porter took issue with \$15 parking tickets being handed out downtown. The cost of the ticket is bad for business. Ms. Bingham suggested that business owners could provide parking tokens or sponsor a courtesy meter during the holidays similar to the City of Petoskey. Interim City Manager Spencer will create an agenda item for the June 15th meeting for further discussion.

Councilmember Supernaw is not in favor of the native dune grass adjacent to the DNR building at Michigan Beach.

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 9:01 p. m.

Joyce Golding	City Clerk	Gabe Campbell	Mayor
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Special Accounts Payable – 05/21/2015

AT&T MOBILITY	73.01	PREIN & NEWHOF	33,577.68
CHARLEVOIX STATE BANK	5,017.62	PRIORITY HEALTH	43,651.99
DELTA DENTAL	4,492.62	VERIZON WIRELESS	56.72
DEVERE CONSTRUCTION COMPANY	1,251,690.89	VISION SERVICE PLAN	538.62
GREAT LAKES ENERGY	207.16	WHITLEY'S FLOOR COVERING	3,797.88
METLIFE SMALL BUSINESS CENTER	727.44	TOTAL	1,343,831.63

Regular Accounts Payable – 06/02/2015

ABRAMOWSKI, DWAIN	25.00	BEAR EARTH HERBALS	14.00
AIRGAS USA LLC	172.58	BOB MATHERS FORD	331.45
ALL STAR PRO GOLF INC	182.79	BULBS.COM	181.78
ALL-PHASE ELECTRIC SUPPLY CO.	384.70	CENTRAL DRUG STORE	52.45
ALTEC INDUSTRIES INC	759.00	CHARLEVOIX CITY BAND	3,000.00
AMERICAN SAFETY UTILITY CORP	298.47	CINTAS CORPORATION	118.14
AMERICAN WASTE INC.	69.46	CINTAS CORPORATION #729	90.00
ANDY'S CLEANING SYSTEMS	397.00	COOK FAMILY FARMS	77.00
AVFUEL CORPORATION	17,919.34	DAMOUR, DAVID	14.00
BARUZZINI GENERAL CONTRACTORS	2,675.00	DCASSESSING SERVICES	4,371.08

DeROSIA, PATTY	41.00	MID STATES BOLT & SCREW CO	152.52
DITCH WITCH SALES OF MICHIGAN	207.74	MILLARD, CHARLES LAWRENCE	25.00
DOAN, GERARD	41.00	MILLIGAN, DES	400.00
DOYLE, ANNIE	41.00	MUNICIPAL UNDERWRITERS OF MICH	50.00
EJ USA INC.	5,907.22	MYER, ELIZABETH A.	305.07
ELLIOTT, PATRICK M.	41.00	NATIONAL HOSE TESTING SPECIALTIES	1,083.50
ELLSWORTH FARMER'S EXCHANGE	75.31	NORTH COAST FASTENERS LLC	211.00
EMERGENCY MEDICAL PRODUCTS INC	205.50	NORTHERN CREDIT BUREAU	381.37
ETNA SUPPLY	3,915.00	NORTHERN FIRE & SAFETY INC.	1,230.00
EVANS, HAL	41.00	NORTHERN MICHIGAN DUST CONTROL	912.00
FAMILY FARM & HOME	1,499.41	NORTHERN MICHIGAN TRUCK &	118.79
FASTENAL COMPANY	23.52	NORTHERN SAFETY CO INC	252.78
FUHRMAN, DANIEL	15.83	OLSON BZDOK & HOWARD	573.50
GELDERBLOM, PAUL	25.00	PARASTAR INC.	1,007.05
GERBER HOMEMADE SWEETS	21.00	PEARSALL, MICHAEL	600.00
GOLDING, JOYCE	41.00	PERFORMANCE ENGINEERS INC	19,902.75
GORDON FOOD SERVICE	66.26	PIGS EATIN' RIBS	8.00
GRAINER	582.00	POLLARD WATER	74.79
GREAT LAKES ENERGY	750.00	POND HILL FARM LLC	53.00
GREAT LAKES PIPE & SUPPLY	623.37	POWER LINE SUPPLY	2,357.60
GREAT LAKES PIPE & SUPPLY	86.58	R & R FIRE TRUCK REPAIR INC.	2,261.68
GUNTZVILLER, RHONDA	80.00	REHMANN-ROBSON & CO	10,000.00
HANKINS, SCOTT	41.00	RESIDEX LLC	840.50
HARBOR STEEL & SUPPLY CORP	236.30	RIETH-RILEY CONST CO INC	129.38
HEID, THOMAS J.	41.00	ROCKY TOP FARMS	6.00
HI-LINE	549.95	RS TECHNICAL SERVICES	126.67
HOLIDAY COMPANIES	6,451.45	SCHWAGER, EDWARD J.	41.00
INDEPENDENT DRAFTING SERVICES	1,856.00	SECURITY SANITATION INC.	380.00
INTELLIGENT PRODUCTS INC	1,591.99	SPARTAN DISTRIBUTORS INC	554.08
J & B MEDICAL SUPPLY INC.	181.24	SPENCER, MICHAEL	41.00
JOHNNY MAC'S SPORTING GOODS	241.99	STANDARD ELECTRIC CO	644.00
KENNEDY INDUSTRIES INC	6,920.00	STATE OF MICHIGAN	245.00
KIRINOVIC, THOMAS	41.00	STATE OF MICHIGAN	95.00
KLOOSTER, ALIDA K.	282.50	SWEM, DONALD L.	41.00
KSS ENTERPRISES	661.67	TEUNIS, STEVEN	41.00
LAKESHORE TIRE & AUTO SERVICE	21.85	UNITED STATES PLASTIC CORP.	78.48
LOTTIE'S BAGELS	42.00	UP NORTH PROPERTY SERVICES LLC	1,744.00
McGINN, KELLY	41.00	WELLER, LINDA	41.00
MDC CONTRACTING LLC	6,720.00	WORK & PLAY SHOP	86.34
MEGGISON, LEE	46.36	WYMAN, MATTHEW A.	60.00
MEIER III, CHARLES A.	58.96	YP	204.00
MICHIGAN MUSHROOM MARKET LLC	256.00	TOTAL	119,104.09

ACH Payments – 05/18/2015 – 05/26/2015

MI PUBLIC POWER AGENCY	11,148.90	VANTAGEPOINT (401 ICMA PLAN)	13,503.92
IRS (PAYROLL TAX DEPOSIT)	35,769.67	MERS (DEFINED BENEFIT PLAN)	25,906.41
ALERUS FINANCIAL (HCSP)	370.00	MI PUBLIC POWER AGENCY	257,465.19
STATE OF MI (WITHHOLDING TAX)	5,210.66	TOTAL	349,374.75

PAYROLL: NET PAY

Pay Period Ending 05/16/2015 – Paid 05/22/2015

WELLER, LINDA JO	1,620.72	ORBAN, BARBARA K.	1,190.15
GOLDING, JOYCE M.	1,059.15	TRAEGER, JASON A.	1,140.39
DEROSIA, PATRICIA E.	880.34	WARNER, JANINE M.	851.52
DOYLE, ANNE E.	1,385.05	EVANS JR, HALBERT K.	1,442.49
LOY, EVELYN R.	1,017.73	BINGHAM, LARRY E.	265.55
KLOOSTER, ALIDA K.	1,447.08	VANLOO, JORDAN C.	184.97
SPENCER, MICHAEL D.	2,076.83	GREYERBIEHL, KELLY M.	332.18
SPENCLEY, PATRICIA L.	1,739.21	SCHWARTZFISHER, JOSEPH L.	1,231.74
PANOFF, ZACHARY R.	626.91	ROLOFF, ROBERT P.	3,368.86
LEESE, MERRI C.	389.77	BRODIN, WILLIAM C.	1,652.24
MCGINN, KELLY A.	1,585.98	RILEY, DENISE M.	392.58
DOAN, GERARD P.	1,664.94	TEUNIS, STEVEN L.	1,681.68
SHRIFT, PETER R.	1,119.84	WURST, RANDALL W.	1,301.33
SCHLAPPI, JAMES L.	1,117.79	MAYER, SHELLEY L.	1,606.95
UMULIS, MATTHEW T.	1,293.77	HILLING, NICHOLAS A.	1,375.31
HANKINS, SCOTT A.	1,489.79	MEIER III, CHARLES A.	1,210.05

ZACHARIAS, STEVEN B.	1,245.97	DRAVES, MICHAEL J.	535.39
NISWANDER, JOSEPH F.	1,283.76	SCHRADER, LOU ANN	485.88
EATON, BRAD A.	1,812.87	SCHWAGER, EDWARD J.	861.37
WILSON, TIMOTHY J.	2,177.63	FUNKEY, KRAIG R.	90.04
LAVOIE, RICHARD L.	1,751.13	RILEY, TIMOTHY C.	13.21
STEVENS, BRANDON C.	2,156.28	RAMSEY, KYLE J.	3.21
DRAVES, MARTIN J.	1,547.85	RILEY, CASEY W.	236.17
BROWN, STEPHANIE C.	1,023.65	THORMAN, MIKAYLA R.	22.03
ELLIOTT, PATRICK M.	1,762.40	JONES, LARRY M.	1,206.41
WELLS JR., DONALD E.	1,412.79	LOPER II, GARY D.	509.65
BRADLEY, KELLY R.	1,753.41	WILLSON, BRENDA R.	432.57
WILSON, RICHARD J.	1,306.83	TRAVERS, MANUEL J.	472.22
HART II, DELBERT W.	846.94	RILEY, DANIEL A.	928.66
JONES, ROBERT F.	1,194.81	DROST, PATRICIA A.	162.75
DORAN, JUSTIN J.	1,319.88	COLT, JUDITH C.	162.75
MANKER JR, DAVID W.	493.95	FRANCIS, CATHERINE A.	80.00
MANKER SR, DAVID W.	679.32	HEDDLE, JULIA E.	135.00
NEUMANN, DANA L.	542.71	LALONDE, SANDRA L.	80.00
BECKER, MICHAEL S.	609.65	KLOOSTER, PATRICK H.	232.98
SHEPARD, ZACHARY N.	551.87	KLINGER, LUCAS D.	417.85
HAWKINS, JAMES S.	504.04	SWEM, DONALD L.	1,808.24
MCGHEE, ROBERT R.	1,038.32	WHITLEY, ANDREW T.	1,725.10
STANTS, JACOB W.	470.44	MORRISON, KEVIN P.	899.62
BLOOMER, GABRIELLE J.	472.56	HODGE, MICHAEL J.	1,270.61
KIRINOVIC, THOMAS F.	651.19	JOHNSON, STEVEN P.	999.94
FORRESTER, KATHERINE A.	544.88	BISHAW, JAMES H.	640.93
SROUFE, MARC E.	83.11	HERRIMAN, COBY M.	274.39
AMSTUTZ, LINDA J.	239.12	CURTIS, DENNIS E.	825.28
SROUFE, PAMELA B.	73.88	GILL, DAVID R.	1,125.74
DUTCHER, ROBERT G.	229.06	TODD, RICHARD D.	409.93
ROCKAFELLOW, SARAH C.	15.70	STEVENS, JEFFREY W.	646.60
HEID, THOMAS J	1,252.44	ROLOFF, AUDREY M.	2,479.41
STEIN, DONNA E.	140.16	MATTER, DAWSON K.	1,466.42
BOOTHE, STEVEN A.	235.77	SCOTT JR., WINFIELD	26.42
GRUNCH, RONALD J.	259.60	BERGMANN, DOUGLAS M.	26.42
RYPSTRA III, BART	226.57	RUDOLPH, JOELLEN B.	155.00
DAVIS, RONALD L.	120.83	LEFT, LILLIAN M.	189.75
MACLEOD, SAMUEL R.	363.61	BUDAY, JOAN E.	162.75
DAKROUB, JOSEPH E.	14.98	STEPHAN, MARY ANN	40.00
MYER, ELIZABETH A.	1,622.72	CAMPBELL, KAREN L.	75.00
VANLOO, JOSEPH G.	814.23	LEWIS, LORNA MAE	95.00
WYMAN, MATTHEW A.	955.66	TOTAL	97,956.15

PAYROLL: TRANSMITTAL – 05/22/2015

4FRONT CREDIT UNION	218.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	145.20	COMMUNICATION WORKERS OF AMER	496.16
AMERICAN FAMILY LIFE	271.20	MI STATE DISBURSEMENT UNIT	502.40
CHAR EM UNITED WAY	32.00	PRIORITY HEALTH	1,685.60
CHARLEVOIX STATE BANK	1,021.16	TOTAL	4,522.18