

**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, November 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: Mark Heydlauff  
City Clerk: Joyce Golding  
Members Present: Councilmembers Shane Cole, Shirley Gibson, Luther Kurtz, Bill Supernaw, Leon Perron, Jeff Porter  
Absent: None

**III. Inquiry Regarding Possible Conflicts of Interest**

Councilmember Gibson stated she has a conflict of interest with agenda item E. Councilmember Supernaw disclosed that he asked his cousin Richard Gillespie to submit an application for the Airport Advisory Committee.

**IV. Consent Agenda**

The following items were approved and filed:

- A. Approval of Minutes – October 19, 2015 Regular Meeting Minutes
- B. Special Accounts Payable Check Register – October 15, 2015
- C. Special Accounts Payable Check Register – October 16, 2015
- D. Special Accounts Payable Check Register – October 21, 2015
- E. Regular Accounts Payable Check Register – November 3, 2015
- F. ACH Payments – October 19, 2015–October 27, 2015
- G. Tax Disbursement – November 3, 2015
- H. Payroll Check Register – October 23, 2015
- I. Payroll Transmittal – October 23, 2015

Mayor Campbell stated that he is calling a special joint meeting with the DDA and Council on November 23, 2015 at 6:30 p.m.

**V. Public Hearings**

None.

**VI. Reports**

City Manager Heydlauff stated he contracted with Abilita for consulting services to review the City's telecommunications system and to submit recommendations for improvements including recommendations for possible savings. Abilita's fee structure is a percentage of savings. City Manager Heydlauff will be meeting with the Michigan Department of Transportation this week to discuss the upcoming bridge project.

City Manager Heydlauff discussed the United Way Day of Caring at Bergmann Center. He extended his kudos to those employees who participated.

**VII. Requests, Petitions and Communications and Actions Thereon**

**A. Presentation from the Recreation Department and the Charlevoix Golf Club**

Recreation Director Kirinovic stated that many changes took place in the Recreation Department this summer including a new marketing plan for the golf course and continued program development for summer camp at Camp McSaubia. He provided City Council with a brief overview regarding recreation activities which occurred during the summer of 2015 including grants and donations and responded to questions from Council.

After meeting with Laura Stebe regarding the skate park, Recreation Director Kirinovic has decided to give one more concerted effort during 2016 to retain the skate park and make it successful. He will return to Council in 2016 with proposed ideas.

Mayor Campbell thanked Recreation Director Kirinovic for his work this year while Councilmember Gibson commented on the correct decision to not privatize the golf course and Mt. McSaubia.

Councilmember Supernaw requested final numbers from the golf course to determine if there was more usage and asked for a status on the proposed ice rink.

Michelle Rick-Biddick presented a brief overview of the bike share program and plans to increase capacity next year. She asked Council to consider adding and/or replacing bike racks around town.

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

B. Report on Recent Changes to the Fire/EMS Departments

Chief Doan recapped the changes to the Fire/EMS Departments over the last year since his appointment to the Fire Chief position. He discussed the elimination of the shift commander positions, creation of an EMS Director position; fire coverage being limited to the City and a portion of Eveline Township; and pay increases for the EMS Department. Chief Doan recalled committee recommendations which included transitioning to a volunteer fire department, cross training police, fire and EMS personnel, hiring a part-time fireman to maintain equipment and perform general maintenance in City Hall and increase pay for on-call EMS personnel.

Chief Doan discussed personnel training and he indicated that he will continue to look for cost savings in all departments, while maintaining the high level of service to residents and visitors of our community.

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

C. Shade Tree Commission Appointment

On September 30, 2015, Jessica Spencer submitted her resignation from the Shade Tree Commission. Mayor Campbell recommended Candyce Klooster Speck as her replacement.

Councilmember Kurtz suggested a future agenda item to increase the size of the committee.

Motion by Councilmember Gibson, second by Councilmember Cole, to appoint Candyce Klooster Speck to fill the vacant seat on the Shade Tree Commission with the term expiring on December 31, 2016.

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

D. Airport Advisory Committee Membership

The Airport Advisory Committee recommended Richard Gillespie as member. Councilmember Gibson felt that with the addition of Mr. Gillespie, the committee was large enough. City Manager Heydlauff explained how various boards and committees originate.

Councilmember Gibson suggested that Councilmember Kurtz had a conflict of interest. Councilmember Kurtz felt he did not have a conflict, but he did disclose that he had a license to operate a business at the airport.

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

Councilmember Kurtz felt that allowing airport operators, himself excluded, to be a member of the committee would provide valuable insight and balance. Councilmembers Cole and Supernaw agreed. Councilmember Gibson said operators were welcome to come to the meetings. Councilmember Porter felt the members should come from the public and not be operators at the airport and Councilmember Gibson agreed.

Councilmember Supernaw commented that there were healthy discussions at the last advisory meeting. He suggested that Council needs additional direction with regards to what defines a conflict of interest and suggested that the City Attorney could assist.

Motion by Councilmember Gibson, second by Councilmember Perron, to add a position and appoint Richard Gillespie to the Airport Advisory Committee [term expiring November 1, 2017.]

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

E. Engineering Contract for 2016 Infrastructure Improvements

DPW Superintendent Elliott stated that the survey work associated with the proposed 2016 infrastructure projects was completed and he presented a proposal from Performance Engineers, Inc. for the engineering of the infrastructure work. The streets being engineered are Wood, Green, St. Mary's Drive, E. Upright (200 block), Alice from Belvedere to Garfield, Burns from E. Dixon to Petoskey Avenue, Nichols from E. Dixon to Petoskey Avenue and State Street (water main only from Garfield to Lincoln).

DPW Superintendent Elliott indicated that the City typically entered into professional agreements with Performance Engineering and paid them on a percent of the construction cost. The company is proposing to use the same percentages and hourly rates as in the past.

City Manager Heydlauff commented that the cost of broken water lines in 2015 was approximately \$0.5 million. He felt this project was a good investment for the future. He stated that the project list should be completed in 2016 barring unforeseen circumstances or construction costs.

Mayor Campbell opened the item to public comment.

Shirley Gibson, 3<sup>rd</sup> Ward, took a poll of E. Upright Street residents and they do not want sidewalks. She stated there is little pedestrian or vehicular traffic. DPW Superintendent Elliott explained the process of determining the need for sidewalks and agreed that sidewalks could not be justified on Alice or Upright Streets.

The item was closed to the public.

Motion by Councilmember Supernaw, second by Councilmember Cole, to approve the proposal from Performance Engineers, Inc. for engineering the 2016 major infrastructure project.

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

At Councilmember Supernaw's request, DPW Superintendent Elliott clarified the rain garden on Park Avenue.

**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.

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

Mary Eveleigh, 1<sup>st</sup> Ward, reviewed Council's accomplishments over the last 2 ½ years and thanked Council for their efforts. Ms. Eveleigh felt that the City needs compliance at the Airport.

**XIII. Adjourn**

Motion by Councilmember Porter, second by Councilmember Cole to adjourn.

Motion passed by unanimous voice vote. Meeting adjourned at 7:58 p.m.

| Joyce Golding                                | City Clerk | Gabe Campbell                  | Mayor             |
|--|------------|--------------------------------|-------------------|
| <b>Special Accounts Payable – 10/15/2015</b> |            |                                |                   |
| DEVERE CONSTRUCTION COMPANY                  | 356,510.59 |                                |                   |
| PREIN & NEWHOF                               | 24,890.33  | <b>TOTAL</b>                   | <b>381,400.92</b> |
| <b>Special Accounts Payable – 10/16/2015</b> |            |                                |                   |
| PRIORITY HEALTH                              | 45,766.48  | <b>TOTAL</b>                   | <b>45,766.48</b>  |
| <b>Special Accounts Payable – 10/21/2015</b> |            |                                |                   |
| AT&T   | 1,469.36   | MICHIGAN OFFICEWAYS INC        | 11,975.00         |
| AT&T MOBILITY                                | 74.89      | MUNICIPAL UNDERWRITERS OF MICH | 90,851.00         |
| CHARLEVOIX STATE BANK                        | 2,384.82   | PRIORITY HEALTH                | 43,594.61         |
| DELTA DENTAL                                 | 4,063.28   | SPOK INC                       | 9.99              |
| GREAT LAKES ENERGY                           | 166.70     | VISION SERVICE PLAN            | 525.33            |
| HOLBEN PROFESSIONAL EH SVCS                  | 300.00     |                                |                   |
| METLIFE SMALL BUSINESS CENTER                | 681.74     | <b>TOTAL</b>                   | <b>156,096.72</b> |

**Regular Accounts Payable – 11/03/2015**

|                                |           |                                |                   |
|--------------------------------|-----------|--------------------------------|-------------------|
| ADVANCED GEOMATICS             | 4,000.00  | KLOOSTER, ALIDA K.             | 41.00             |
| AIRGAS USA LLC                 | 571.09    | KSS ENTERPRISES                | 420.22            |
| ALL-PHASE ELECTRIC SUPPLY CO.  | 207.90    | L & S TREE SERVICE             | 60.00             |
| ALTEC INDUSTRIES INC           | 96.98     | McGINN, KELLY                  | 41.00             |
| AMERICAN WASTE INC.            | 50.00     | MDC CONTRACTING LLC            | 595.50            |
| APOLLO FIRE EQUIPMENT          | 671.60    | MICHIGAN ASSOC OF PLANNING     | 75.00             |
| AT&T LONG DISTANCE             | 44.82     | MICHIGAN CAT                   | 1,769.86          |
| AVFUEL CORPORATION             | 25,238.83 | MID STATES BOLT & SCREW CO     | 55.76             |
| BARNES & THORNBUR LLP          | 1,150.00  | MORRISON, KEVIN P.             | 43.00             |
| BIOTECH AGRONOMICS INC         | 12,172.35 | MURRAY'S CREATIONS             | 100.00            |
| BRADLEY, KELLY R.              | 246.78    | MYER, ELIZABETH A.             | 74.64             |
| CHARLEVOIX APARTMENTS          | 277.89    | NEOFUNDS BY NEOPOST            | 5.67              |
| CHARLEVOIX COURIER             | 59.00     | NFIRS ONLINE                   | 495.00            |
| CHARLEVOIX TOWNSHIP            | 15.98     | NORTHERN FIRE & SAFETY INC.    | 325.00            |
| DAVE KRING CHEVROLET           | 242.50    | OLSON BZDOK & HOWARD           | 3,007.00          |
| DCASSESSING SERVICES           | 4,371.08  | PANOFF, ZACH                   | 41.00             |
| DeROSIA, PATTY                 | 41.00     | PERFORMANCE ENGINEERS INC      | 7,947.50          |
| DITCH WITCH SALES OF MICHIGAN  | 151.15    | PHONE GUIDE                    | 291.00            |
| DOAN, GERARD                   | 41.00     | PLUNKETT & COONEY              | 1,454.80          |
| DOYLE, ANNIE                   | 41.00     | POWER LINE SUPPLY              | 5,816.90          |
| DSS CORPORATION                | 950.00    | PREIN & NEWHOF                 | 437.50            |
| DXE MEDICAL INC                | 1,615.00  | QUILL CORP                     | 219.16            |
| EAST JORDAN FAMILY HEALTH CTR  | 126.00    | R & R PRODUCTS INC             | 427.28            |
| EJ USA INC.                    | 374.00    | RECDESK LLC                    | 2,050.00          |
| ELLIOTT, PATRICK M.            | 41.00     | ROLOFF, ROBERT                 | 41.00             |
| ELLSWORTH FARMER'S EXCHANGE    | 85.00     | ROTARY CLUB OF CHARLEVOIX      | 37.50             |
| EMERGENCY MEDICAL PRODUCTS INC | 124.68    | SCHWARTZFISHER, JOSEPH         | 150.00            |
| EMMET BRICK & BLOCK            | 323.94    | SCIENTIFIC BRAKE & EQUIP CO    | 212.08            |
| ETNA SUPPLY                    | 2,386.08  | SEASCENES LLC                  | 106.83            |
| EVANS, HAL                     | 41.00     | SECURITY SANITATION INC.       | 570.00            |
| FASTENAL COMPANY               | 136.81    | SELPHISH PROPERTIES LLC        | 220.00            |
| GBS INC.                       | 20.50     | SPARTAN DISTRIBUTORS INC       | 837.48            |
| GIC THERMODYNAMICS             | 480.00    | STATE OF MICHIGAN              | 468.88            |
| GOLDING, JOYCE                 | 41.00     | STEVE'S TIRE                   | 4,542.00          |
| GRAND TRAVERSE DIESEL INC.     | 36.00     | SWANSON K & D INC              | 533.33            |
| GRP ENGINEERING INC.           | 1,096.85  | SYSTEMS SPECIALISTS INC        | 208.00            |
| HACH COMPANY                   | 1,238.19  | TERMINAL SUPPLY CO             | 24.82             |
| HANKINS, SCOTT                 | 55.00     | TEUNIS, STEVEN                 | 41.00             |
| HEID, THOMAS J.                | 41.00     | TIMMS, ROBERT                  | 367.00            |
| HEYDLAUFF, MARK L              | 41.00     | UNITED STATES PLASTIC CORP.    | 172.01            |
| HOLIDAY COMPANIES              | 5,692.18  | UP NORTH PROPERTY SERVICES LLC | 2,968.00          |
| HYDE SERVICES LLC              | 451.72    | VERIZON WIRELESS               | 56.72             |
| HYDRO CORP                     | 515.00    | WELLER, LINDA                  | 41.00             |
| INDEPENDENT DRAFTING SERVICES  | 1,225.00  | WEST SHORE FIRE INC            | 1,107.61          |
| J. THOMAS DISTRIBUTORS LLC     | 60.98     | WILLCOME TREE SERVICE          | 2,990.00          |
| KEVIN'S METER TESTING          | 1,984.76  | WORK & PLAY SHOP               | 31.97             |
| KIRINOVIC, THOMAS              | 41.00     | WYMAN, MATTHEW A.              | 41.00             |
| KIWANIS CLUB OF CHARLEVOIX     | 39.00     | <b>TOTAL</b>                   | <b>110,515.66</b> |

**ACH Payments – 10/19/2015 – 10/27/2015**

|                              |           |                              |                   |
|------------------------------|-----------|------------------------------|-------------------|
| MI PUBLIC POWER AGENCY       | 24,374.60 | VANTAGEPOINT (457 ICMA PLAN) | 13,060.29         |
| IRS (PAYROLL TAX DEPOSIT)    | 34,582.29 | MERS (DEFINED BENEFIT PLAN)  | 24,271.20         |
| ALERUS FINANCIAL (HCSP)      | 420.00    | MI PUBLIC POWER AGENCY       | 301,490.12        |
| STATE OF MI (WITHHOLDINGTAX) | 5,064.81  | DTE                          | 1,301.93          |
| VANTAGEPOINT (401 ICMA PLAN) | 686.22    | <b>TOTAL</b>                 | <b>405,251.46</b> |

**Tax Disbursement – 11/03/2015**

|                             |           |                                |                  |
|-----------------------------|-----------|--------------------------------|------------------|
| CHARLEVOIX COUNTY TREASURER | 14,272.23 | CHARLEVOIX PUBLIC SCHOOLS      | 1,233.72         |
| CHARLEVOIX PUBLIC SCHOOLS   | 14,337.56 | CHARLEVOIX PUBLIC SCHOOLS      | 266.66           |
| CHARLEVOIX PUBLIC SCHOOLS   | 2,534.23  | CITY OF CHARLEVOIX - TAXES DUE | 16,328.33        |
| CHARLEVOIX PUBLIC SCHOOLS   | 119.91    | <b>TOTAL</b>                   | <b>49,092.64</b> |

**PAYROLL: NET PAY**

**Pay Period Ending 10/17/2015 – Paid 10/23/2015**

|                      |          |                    |          |
|----------------------|----------|--------------------|----------|
| WELLER, LINDA JO     | 1,648.71 | DOYLE, ANNE E.     | 1,361.40 |
| HEYDLAUFF, MARK L.   | 2,098.91 | LOY, EVELYN R.     | 1,029.34 |
| GOLDING, JOYCE M.    | 1,059.15 | KLOOSTER, ALIDA K. | 1,448.02 |
| DEROSIA, PATRICIA E. | 880.35   | GOLOVICH, KAREN J. | 978.59   |

|                           |          |                         |                  |
|---------------------------|----------|-------------------------|------------------|
| SPENCLEY, PATRICIA L.     | 1,066.75 | BLOOMER, GABRIELLE J.   | 515.20           |
| PANOFF, ZACHARY R.        | 1,026.91 | MCCLANATHAN, BRANDON R. | 412.30           |
| MILLER, FAITH G.          | 15.05    | STEWART, SAMUEL D.      | 327.49           |
| LEESE, MERRI C.           | 73.88    | KIRINOVIC, THOMAS F.    | 651.19           |
| MCGINN, KELLY A.          | 1,625.95 | FORRESTER, KATHERINE A. | 438.56           |
| DOAN, GERARD P.           | 1,514.73 | WEBB, MICHAEL B.        | 29.09            |
| SHRIFT, PETER R.          | 1,171.71 | HEID, THOMAS J.         | 1,244.00         |
| SCHLAPPI, JAMES L.        | 1,026.44 | BOOTHE, STEVEN A.       | 40.41            |
| UMULIS, MATTHEW T.        | 1,250.68 | GRUNCH, RONALD J.       | 37.42            |
| HANKINS, SCOTT A.         | 1,722.60 | RYPSTRA III, BART       | 43.25            |
| ORBAN, BARBARA K.         | 1,286.65 | DAVIS, RONALD L.        | 12.04            |
| TRAEGER, JASON A.         | 1,076.28 | DAKROUB, JOSEPH E.      | 55.50            |
| EVANS JR, HALBERT K.      | 1,312.44 | MASSON, DONALD J.       | 437.38           |
| GODDARD, RYAN D.          | 642.76   | MYER, ELIZABETH A.      | 1,622.72         |
| BINGHAM, LARRY E.         | 590.76   | VANLOO, JOSEPH G.       | 606.58           |
| GREYERBIEHL, KELLY M.     | 107.25   | WYMAN, MATTHEW A.       | 1,042.92         |
| ROLOFF, ROBERT P.         | 3,970.01 | SCHRADER, LOU ANN       | 441.59           |
| RILEY, DENISE M.          | 398.51   | BOSS, RYDER S.          | 281.95           |
| LOPER II, GARY D.         | 1,063.15 | MILLER, WILLIAM S.      | 998.47           |
| TEUNIS, STEVEN L.         | 1,665.09 | FUNKEY, KRAIG R.        | 143.14           |
| WURST, RANDALL W.         | 1,314.18 | MEGGISON, JERRY B.      | 162.10           |
| MAYER, SHELLEY L.         | 1,221.75 | RILEY, CASEY W.         | 206.96           |
| HILLING, NICHOLAS A.      | 1,200.04 | THORMAN, MIKAYLA R.     | 425.29           |
| MEIER III, CHARLES A.     | 1,844.01 | JONES, LARRY M.         | 807.28           |
| ZACHARIAS, STEVEN B.      | 1,276.44 | WILLSON, BRENDA R.      | 443.14           |
| NISWANDER, JOSEPH F.      | 1,444.93 | OCHS, THOMAS F          | 108.51           |
| EATON, BRAD A.            | 1,947.02 | TRAVERS, MANUEL J.      | 323.83           |
| WILSON, TIMOTHY J.        | 1,269.65 | RILEY, DANIEL A.        | 1,069.75         |
| LAVOIE, RICHARD L.        | 1,685.45 | LALEWICZ, AMELIA        | 46.17            |
| STEVENS, BRANDON C.       | 1,599.94 | KLOOSTER, PATRICK H.    | 457.92           |
| DRAVES, MARTIN J.         | 1,656.06 | KLINGER, BRADLEY W.     | 115.07           |
| BROWN, STEPHANIE C.       | 1,035.41 | SWEM, DONALD L.         | 1,789.96         |
| ELLIOTT, PATRICK M.       | 1,738.75 | WHITLEY, ANDREW T.      | 1,341.94         |
| SCHWARTZFISHER, JOSEPH L. | 1,340.24 | MORRISON, KEVIN P.      | 1,206.84         |
| WELLS JR., DONALD E.      | 1,477.96 | HODGE, MICHAEL J.       | 1,252.39         |
| BRADLEY, KELLY R.         | 1,300.55 | JOHNSON, STEVEN P.      | 1,117.29         |
| HART II, DELBERT W.       | 831.16   | BISHAW, JAMES H.        | 667.37           |
| JONES, ROBERT F.          | 1,362.78 | HERRIMAN, COBY M.       | 490.81           |
| DORAN, JUSTIN J.          | 1,549.88 | GILL, DAVID R.          | 923.91           |
| MANKER JR, DAVID W.       | 481.14   | TODD, RICHARD D.        | 222.50           |
| MANKER SR, DAVID W.       | 717.35   | STEVENS, JEFFREY W.     | 449.01           |
| BECKER, MICHAEL S.        | 604.67   | ROLOFF, AUDREY M.       | 2,768.17         |
| BUTLER, SEAN C.           | 641.77   | MATTER, DAWSON K.       | 2,448.28         |
| MCGHEE, ROBERT R.         | 1,038.32 | KITELEY, FISHER L.      | 35.24            |
| STANTS, JACOB W.          | 525.10   | <b>TOTAL</b>            | <b>92,477.55</b> |

**PAYROLL: TRANSMITTAL – 10/23/2015**

|                       |          |                               |                 |
|-----------------------|----------|-------------------------------|-----------------|
| 4FRONT CREDIT UNION   | 248.46   | CHEMICAL BANK                 | 150.00          |
| AMERICAN FAMILY LIFE  | 145.20   | COMMUNICATION WORKERS OF AMER | 525.02          |
| AMERICAN FAMILY LIFE  | 271.20   | MI STATE DISBURSEMENT UNIT    | 401.83          |
| CHAR EM UNITED WAY    | 32.00    | PRIORITY HEALTH               | 2,040.41        |
| CHARLEVOIX STATE BANK | 1,361.16 | <b>TOTAL</b>                  | <b>5,175.28</b> |