

**CITY OF CHARLEVOIX  
REGULAR CITY COUNCIL MEETING MINUTES  
Monday, June 20, 2016 – 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.

**1. Pledge of Allegiance**

**2. Roll Call**

Mayor: Gabe Campbell  
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw  
Members Absent: None  
City Manager: Mark Heydlauff  
City Clerk: Joyce Golding

**3. Presentations**

None.

**4. Inquiry Regarding Conflicts of Interest**

None.

**5. Consent Agenda**

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Meeting Minutes – June 6, 2016 Regular Meeting
- B. Special Accounts Payable Check Register – June 8, 2016
- C. Regular Accounts Payable Check Register – June 21, 2016
- D. ACH Payments – June 6, 2016 to June 17, 2016
- E. Payroll Check Register – June 17, 2016
- F. Payroll Transmittal – June 17, 2016
- G. Tax Disbursement – June 21, 2016
- H. Resignation of Amy Lalewicz – Standing Historic District Study Committee
- I. Venetian Festival Funding Contract for up to \$15,000
- J. Venetian Festival Fireworks Permit and Hold Harmless Agreement
- K. Venetian Festival Tiki Tent Waiving Restriction on Alcohol in East Park

Motion by Councilmember Gibson, second by Councilmember Cole, to approve the Consent Agenda.

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

**6. Public Hearings & Actions Requiring Public Hearings**

None.

**7. All Other Actions & Requests**

**A. Opt-out of PA 95 of 2013**

Electric Superintendent Swem explained that Public Act 95 of 2013 created the Low-Income Energy Assistance Fund to provide money to low income households for heating assistance. The Act requires the City to either participate in the fund or to officially opt-out of participation. To participate, the City would be required to collect a surcharge of one dollar or less from retail billing meters every month and forward to the State. The total amount collected in a year would be roughly \$36,000 and would be used in this geographic area. The other choice is to opt-out, which means the City would not collect any money and would not be a part of this fund. As a result, from November 1 to April 15 our customers would not be eligible for emergency assistance with their utility bills from this fund, but at the same time the City would be prevented from shutting off any residential service for non-payment.

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

Motion by Councilmember Cole, second by Councilmember Kurtz, to opt-out of PA 95 of 2013 and authorize City Staff to sign all necessary documents.

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

B. Charlevoix Area Chamber of Commerce Lease Agreement

City Manager Heydlauff stated that for the past 10 years, the City leased the 109 Mason Street building to the Charlevoix Area Chamber of Commerce. As part of the renewal agreement with the Chamber, we have included a provision for the Charlevoix Convention & Visitors Bureau (CVB) to be named as a sub-tenant of the Chamber. We have also agreed to a significant increase in the amount the Chamber pays into a maintenance fund for the building. City Manager Heydlauff confirmed that the CVB and Chamber have their own agreement for shared services with regards to the building.

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

Motion by Councilmember Gibson, second by Councilmember Hagen, to approve the lease agreement with the Charlevoix Area Chamber of Commerce and authorize the Mayor and City Clerk to sign all necessary documents.

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

C. EMS Incentive Pay

Chief Doan indicated that the Charlevoix EMS Department has difficulty staffing primary and secondary ambulances. This becomes more challenging as summer approaches and with the influx of people and traffic, staffing a third ambulance becomes necessary. He stated that this pay incentive is directed toward holidays and special events to ensure that the primary and secondary ambulance shifts are covered and it is patterned after Boyne City. He explained that holiday pay would be double time for 12 hour standby shifts and any calls worked; special event pay would be straight hourly wage plus a \$50 dollar stipend. Chief Doan said that if the shifts were not filled by City employees, he would solicit Boyne City and East Jordan EMS.

Chief Doan stated that he has approximately eight EMS staff and he reviewed the recent pay increase implemented when the Fire and EMS departments were combined. Councilmember Gibson questioned whether it was a money issue or a lack of desire to work the holidays. Chief Doan responded that employees wanted to be home with their families and that Boyne City and East Jordan were experiencing the same issue. He said there is not enough qualified staff in the area, therefore the cities are sharing personnel. Chief Doan explained how staff is scheduled for Councilmember Gibson. She questioned whether the City or other communities have a scheduling policy based on seniority. Councilmember Gibson noted that personnel "deserve whatever we can give them." Chief Doan responded that even if he had a seniority policy, the problem he is facing is that he does not have sufficient personnel to fill the schedule.

Councilmember Kurtz questioned why there is such a staff shortfall. The Chief responded that staffing issues are apparent in all area businesses, not just first responders. City Manager Heydlauff agreed.

Chief Doan explained the EMS standby personnel pay structure and parameters for Councilmember Supernaw.

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

Motion by Councilmember Supernaw, second by Councilmember Kurtz, to approve the EMS Holiday and Incentive Pay categories as presented.

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

D. Memorial Bench and Table Donation Plan

City Manager Heydlauff recalled that City Council approved a Donation Acceptance Policy, which included memorial bench and table donations. The Planning Commission recommended a comprehensive placement plan for future donated benches at its meeting on June 13. City Council expressed a desire to avoid placing additional benches in East Park, therefore the proposed benches are spread throughout our beach areas and parks where there is room.

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

Motion by Councilmember Kurtz, second by Councilmember Perron, to approve the Memorial Bench and Table Donation Plan as presented.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw  
Nays: None

Absent: None

E. Mayoral/Council Appointments

The City has one vacancy on the Library Board. The Library Board Member must be a City resident and is appointed by the Mayor with approval by Council for a three year term.

The City has one vacancy on the Historic District Commission. Per City Ordinance, one member of the Commission must be an architect and is appointed by Council.

Motion by Councilmember Gibson, second by Councilmember Hagen, to appoint Mary Heid to the Library Board, term expiring June 2019.

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

Motion by Councilmember Hagen, second by Councilmember Cole, to re-appoint Hans Weimer as Architect Member to the Historic District Commission, term expiring June 2019.

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

8. **Reports & Communications**

A. Public Comments

None.

B. City Manager Comments

City Manager Heydlauff expressed his thanks to all first responders and firefighters assisting with the Charlevoix Country Club fire over the weekend. He also gave kudos to City employees Randy Wurst, Steve Zacharias, Nick Hilling, and Kevin Morrison for their emergency support at the lift station. Construction is moving smoothly on St. Mary's Drive with paving scheduled for next week; construction on Alice Street will continue for the next couple of months.

C. Mayor & Council Comments

Councilmember Supernaw suggested to several residents in the area of the fire to write letters of appreciation to the City for jobs well done.

9. **Other Council Business**

None.

10. **Adjourn**

Motion by Councilmember Kurtz second by Councilmember Cole, to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 7:25 p.m.

---

Joyce M. Golding City Clerk Gabe Campbell Mayor

	<b>Special Accounts Payable – 06/08/2016</b>		
CHARTER COMMUNICATIONS	111.62	<b>TOTAL</b>	<b>111.62</b>

	<b>Regular Accounts Payable – 06/21/2016</b>		
ABC LANDSCAPE	423.00	AVFUEL CORPORATION	14,553.04
ACE HARDWARE	3,796.99	BEIJO DE CHOCOLAT LLC	43.00
ALL-PHASE ELECTRIC SUPPLY CO.	446.21	BERG, REBECCA	60.00
AMERICAN WASTE INC.	2,188.76	BERGER CHEVEROLET	48,214.50
ANDY'S CLEANING SYSTEMS	25.00	BLARNEY CASTLE OIL CO	737.76
ANYBATTERY INC.	200.55	BOB MATHERS FORD	232.30
ARROW UNIFORM-TAYLOR L.L.C.	1,362.77	CARQUEST OF CHARLEVOIX	422.50
ASPLUNDH TREE EXPERT CO	8,980.00	CENTRAL DRUG STORE	74.09
AT&T	2,740.60	CHARLEVOIX COUNTY NEWS	35.00
AUTO VALUE	206.72	CHARLEVOIX COURIER	59.00

CHARLEVOIX DISTRICT LIBRARY	295.00	LOTTIE'S BAGELS	85.00
CHARLEVOIX SCREEN MASTERS INC	529.00	MACDONALD GARBER	750.00
CHARTER COMMUNICATIONS	1,023.76	MANAGEMENT AND BEHAVIOR	825.00
CINTAS CORPORATION	60.54	MCCARDEL CULLIGAN-PETOSKEY	50.00
CINTAS CORPORATION #729	246.49	MDC CONTRACTING LLC	60.00
CIRCLE K SERVICE	2,254.68	MICHIGAN MUSHROOM MARKET LLC	107.00
CITY OF CHARLEVOIX	700.00	MICHIGAN OFFICEWAYS INC	1,255.08
CITY OF CHARLEVOIX - UTILITIES	26,556.05	MILAN, JANE	32.20
CMP DISTRIBUTORS INC.	298.30	MUNSON OCC HEALTH & MEDICINE	134.60
CONSUMERS ENERGY	1,850.00	MYER, ELIZABETH A.	20.12
COOK FAMILY FARMS	25.00	NETSOURCE ONE INC.	539.00
CRE8TIVE CUPCAKE	46.00	NORTHERN CREDIT BUREAU	109.82
DeROSIA, PATTY	18.57	NORTHERN FIRE & SAFETY INC.	300.00
DITCH WITCH SALES OF MICHIGAN	178.31	NORTHERN LAKES	3,500.00
EJ EQUIPMENT INC	3,770.86	NORTHERN MICHIGAN REVIEW INC.	975.59
EJ USA INC.	1,683.01	OAKLAND COMMUNITY COLLEGE	250.00
ELLSWORTH FARMER'S EXCHANGE	29.10	OLESON'S FOOD STORES	310.51
EMERGENCY MEDICAL PRODUCTS INC	708.20	OLSON BZDOK & HOWARD	2,398.48
ETNA SUPPLY	3,540.00	OMS COMPLIANCE SERVICES INC	78.75
FAMILY FARM & HOME	1,180.04	ORBAN, BARBARA	14.00
FARMER WHITE'S	97.00	OTEC	1,699.35
FASTENAL COMPANY	186.05	OUDBIER INSTRUMENT CO	549.00
FISHER SCIENTIFIC	152.95	P.K. CONTRACTING	13,173.05
FLEMING & ASSOCIATES INC	400.00	PARASTAR INC.	1,664.44
FOX CHARLEVOIX	1,372.52	PERFORMANCE ENGINEERS INC	12,755.00
FREEDOM MAILING SERVICES INC.	2,158.20	POND HILL FARM LLC	142.00
GCSAA	375.00	POWER LINE SUPPLY	1,212.15
GERBER HOMEMADE SWEETS	103.00	PRESTON FEATHER	365.27
GERRISH TOWNSHIP POLICE DEPT	200.00	PRO WEB MARKETING LLC	71.67
GIANT MAINTENANCE & RESTORATION	15,015.00	QUICK CARE MEDICAL CENTER	240.00
GINOP SALES INC	20.48	RANGE TELECOMMUNICATIONS	129.60
GORDON FOOD SERVICE	300.55	REHMANN-ROBSON & CO	3,900.00
GREAT LAKES ELEVATOR LLC	335.48	RUSTIC BAKER	67.00
GREAT LAKES PIPE & SUPPLY	100.68	SEARS COMMERCIAL ONE	64.99
GRIFFIN BEVERAGE CO	84.00	SECURITY SANITATION INC.	285.00
GRULER'S FARM SUPPLY INC	133.34	SILBERHORN, WILLIAM	165.00
GUNTZVILLER, RHONDA	49.00	SITE PLANNING DEVELOPMENT INC	1,600.00
HANKINS, SCOTT	64.00	SMOKE ON THE WATER	26.00
HARRELL'S	5,221.13	SPARTAN STORES LLC	47.25
HART, DELBERT	60.00	SPICER GROUP INC	1,852.65
HEADY, KATE	50.05	STATE OF MICHIGAN	43.95
HOLIDAY COMPANIES	4,811.06	SUPERIOR MECHANICAL	709.20
HOLM, MARY	146.99	TASER INTERNATIONAL	477.63
HYDE SERVICES LLC	146.76	TERMINAL SUPPLY CO	111.72
HYDRO CORP	1,705.00	THE COOKIES ENTERTAINMENT LLC	2,500.00
JACK DOHENY SUPPLIES INC	101.44	UP NORTH PROPERTY SERVICES LLC	2,436.75
JOHNNY MAC'S SPORTING GOODS	367.31	USA BLUE BOOK	241.60
KITCHEN, ALLISON	28.61	VILLAGE GRAPHICS INC.	141.55
KMart	48.15	WILBERT BURIAL VAULT CO	611.04
KORTH, PAM	45.69	WORK & PLAY SHOP	14.85
KSS ENTERPRISES	600.49		
LAKESHORE TIRE & AUTO SERVICE	42.50	<b>TOTAL</b>	<b>223,409.99</b>

**ACH Payments – 06/06/2016 to 06/17/2016**

MI PUBLIC POWER AGENCY	17,674.31	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	237.70	STATE OF MI (WITHHOLDING TAX)	5,621.98
STATE OF MI (SALES TAX)	15,553.01	VANTAGEPOINT (401 ICMA PLAN)	699.94
DTE	3,886.00	VANTAGEPOINT (457 ICMA PLAN)	12,754.47
MI PUBLIC POWER AGENCY	15,184.86	VANTAGEPOINT (ROTH IRA)	721.53
MATSON DRISCOLL, ET AL FOR DEVERE	60,323.02	MERS (DEFINED BENEFIT PLAN)	28,374.27
IRS (PAYROLL TAX DEPOSIT)	38,941.88	<b>TOTAL</b>	<b>200,392.97</b>

**Payroll Net Pay – Pay Period Ending 06/11/2016 (Paid 06/17/2016)**

WELLER, LINDA JO	1,481.57	KLOOSTER, ALIDA K.	1,554.09
HEYDLAUFF, MARK L.	2,118.60	GOLOVICH, KAREN J.	960.42
GOLDING, JOYCE M.	1,082.62	SPENCLEY, PATRICIA L.	1,227.39
DEROSIA, PATRICIA E.	894.15	PANOFF, ZACHARY R.	1,180.04
DOYLE, ANNE E.	1,026.60	LEESE, MERRI C.	389.77
LOY, EVELYN R.	1,029.15	MCGINN, KELLY A.	1,492.91

DOAN, GERARD P.	1,558.33	STEBE, LAURA A.	187.00
SCHLAPPI, JAMES L.	1,312.06	BITELY, KATHERINE A.	443.65
UMULIS, MATTHEW T.	1,418.42	MILAN, JANE E.	812.82
HANKINS, SCOTT A.	1,912.48	KIRINOVIC, CHANDLER E.	22.47
ORBAN, BARBARA K.	1,448.29	BERNIER, RACHEL M.	89.93
TRAEGER, JASON A.	1,344.73	SABSOOK, SARA E.	87.24
FLICKEMA, ANDREW M.	1,555.51	PARKER-DROST, HERO	87.24
MATELSKI, KIMBERLY A.	1,118.59	HOLECHECK, JENNACA R.	98.96
EVANS JR, HALBERT K.	1,468.90	HEID, THOMAS J	1,272.04
KLOOSTER, PATRICK H.	745.12	LEESE, ALAN K.	504.80
BEARINGER, ASHLEY L.	665.32	GRUNCH, RONALD J.	283.42
ENGSTROM, TYLER A.	682.06	DAVIS, RONALD L.	192.18
GROSBURG, ASHLEY M.	849.54	FAIRCHILD, GALEN W.	249.84
SOFIA, KELSEY L.	1,022.72	DAKROUB, JOSEPH E.	133.47
VANLOO, JORDAN C.	732.58	MASSON, DONALD J.	538.52
GREENE, GLORIA C.	297.61	KUSINA, DENNIS W.	205.94
DAVIS, LEAH R.	571.76	LABLANCE, MAUREEN J.	271.42
TELGENHOF, WILL G.	749.94	MYER, ELIZABETH A.	1,653.03
GREYERBIEHL, KELLY M.	387.17	VANLOO, JOSEPH G.	799.25
ROLOFF, ROBERT P.	3,656.28	WYMAN, MATTHEW A.	1,061.73
RILEY, DENISE M.	436.41	SCHRADER, LOU ANN	742.28
WURST, RANDALL W.	1,131.45	BOSS, RYDER S.	921.32
MAYER, SHELLEY L.	1,770.10	MILLER, WILLIAM S.	1,016.06
HILLING, NICHOLAS A.	1,238.90	HOUSER, JAMES F.	499.32
MEIER III, CHARLES A.	1,326.73	FUNKEY, KRAIG R.	170.85
ZACHARIAS, STEVEN B.	1,504.46	MEGGISON, JERRY B.	133.47
EATON, BRAD A.	1,657.87	RILEY, CASEY W.	414.63
WILSON, TIMOTHY J.	1,962.89	JONES, LARRY M.	1,171.63
LAVOIE, RICHARD L.	1,754.76	BEAN, PETER J.	690.41
STEVENS, BRANDON C.	1,668.11	OCHS, THOMAS F	57.71
DRAVES, MARTIN J.	1,682.83	TRAVERS, MANUEL J.	645.07
BROWN, STEPHANIE C.	1,020.24	RILEY, DANIEL A.	813.85
SOMERVILLE, DAVID A.	1,241.69	LALEWICZ, AMELIA	46.17
ELLIOTT, PATRICK M.	1,961.37	KLINGER, LUCAS D.	454.56
SCHWARTZFISHER, JOSEPH L.	1,284.85	KLINGER, BRADLEY W.	297.61
BRADLEY, KELLY R.	1,481.35	SWEM, DONALD L.	1,833.27
HART II, DELBERT W.	1,296.08	WHITLEY, ANDREW T.	1,759.98
JONES, ROBERT F.	1,204.09	MORRISON, KEVIN P.	891.57
DORAN, JUSTIN J.	1,481.67	HODGE, MICHAEL J.	1,252.30
MANKER JR, DAVID W.	462.61	JOHNSON, STEVEN P.	1,204.91
MANKER SR, DAVID W.	667.56	BISHAW, JAMES H.	654.22
BECKER, MICHAEL S.	580.50	PETERS, MEGAN M.	27.08
SHEPARD, ZACHARY N.	499.32	GILL, DAVID R.	1,016.65
MCGHEE, ROBERT R.	1,010.72	TODD, RICHARD D.	307.20
STANTS, JACOB W.	607.88	STEVENS, JEFFREY W.	505.25
BLOOMER, GABRIELLE J.	517.58	ROLOFF, AUDREY M.	1,775.57
STEWART, SAMUEL D.	456.44	MATTER, DAWSON K.	2,731.90
SMITH, ALEXIS M.	459.54	SCOTT JR., WINFIELD	55.05
KIRINOVIC, THOMAS F.	726.65	<b>TOTAL</b>	<b>102,114.21</b>

**Payroll Transmittal – 06/17/2016**

4FRONT CREDIT UNION	248.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	232.08	COMMUNICATION WORKERS OF AMER	489.93
AMERICAN FAMILY LIFE	379.74	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,993.12
CHARLEVOIX STATE BANK	1,286.16	<b>TOTAL</b>	<b>5,237.32</b>

**Tax Disbursement – 06/21/2016**

CHARLEVOIX COUNTY TREASURER	245.05	CHARLEVOIX PUBLIC SCHOOLS	0.93
CHARLEVOIX DISTRICT LIBRARY	44.78	CITY OF CHARLEVOIX - TAXES DUE	190.83
CHARLEVOIX PUBLIC SCHOOLS	73.76	RECREATIONAL AUTHORITY	7.98
CHARLEVOIX PUBLIC SCHOOLS	23.36	STATE OF MICHIGAN	12.76
CHARLEVOIX PUBLIC SCHOOLS	0.90	<b>TOTAL</b>	<b>611.90</b>
CHARLEVOIX PUBLIC SCHOOLS	11.55		