

**CITY OF CHARLEVOIX  
REGULAR CITY COUNCIL MEETING MINUTES  
Monday, July 18, 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**

Councilmember Hagen recused himself from the Bridge Street Blooms discussion as his wife is an employee there.

**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 – July 5, 2016 Regular Meeting
- B. Regular Accounts Payable Check Register – July 19, 2016
- C. ACH Payments – July 5, 2016 to July 15, 2016
- D. Payroll Check Register – July 15, 2016
- E. Payroll Transmittal – July 15, 2016
- F. Accept Energy Optimization 2015 Annual Report
- G. Accept Renewable Energy Annual Report
- H. Release 2016 Draft Land Use Master Plan for Public Review

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

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

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

None.

**7. All Other Actions & Requests**

**A. Site Plan Review: Bridge Street Blooms (1403 Bridge Street)**

Interim Planner Panoff stated on July 11, the Planning Commission held a Public Hearing to review the proposed expansion of Bridge Street Blooms. He said the applicants, Chris and Mary Helstrom, requested to install a 24' x 100' addition to their permanent greenhouse at 1403 Bridge Street. The Planning Commission unanimously recommended approval with conditions regarding future lighting of the property.

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 Project 2016-07 SP for 1403 Bridge Street with conditions, as recommended by the Planning Commission.

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

**B. Light Pole Painting**

Electric Superintendent Swem stated that the street light poles downtown are in need of maintenance; the paint is cracked and peeling in several places. MJS Painting, Inc., Williamsburg, MI, submitted the low bid and provided good local references.

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

Motion by Councilmember Kurtz, second by Councilmember Gibson, to award the light pole painting project to MJS Painting, Inc. for an amount not to exceed \$17,230.

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

C. Mt. McSauba Snow Gun Purchase

Ski Hill Manager Boss stated that we have an opportunity to purchase two more snow making guns for Mt. McSauba. He indicated that we have a good relationship with Jim Bartlett at Nub's Nob who has supplied our other snowmaking equipment. Staff proposed the purchase of two more portable guns at a cost of \$14,000 each which will complete our snow making system. These two guns will increase labor efficiency as well as enhance the ability to make snow on the sledding hill.

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

Motion by Councilmember Supernaw, second by Councilmember Hagen, to authorize the purchase of two 2016 snow guns from Nub's Nob in an amount not to exceed \$28,000 and authorize the City Manager to sign all necessary documents.

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

D. Mt. McSauba Activity Focus Group

City Manager Heydlauff recalled that at the July 5<sup>th</sup> meeting, Council asked Staff to develop a formal recommendation for a committee to study programming and activities at Mt. McSauba. Staff proposed the following:

Purpose: Working with the Recreation Advisory Committee (RAC) and the Recreation Director, a focus group of users and leaders engaged in activities at the Mt. McSauba Recreational Area will meet on an occasional basis for dialogue regarding activities, events, and organized uses of the area. The focus group is intended to foster strong communication among different user types at the facility and to help City Staff communicate with the wider user groups.

Structure: The focus group will be comprised of a roughly equal number of stakeholders from the following three user types: disc golf; walkers/nature enthusiasts; and day camp/ski hill staff. Members will be selected by the RAC after interest is expressed using the Volunteer Boards/Committees Application. In addition to the purpose outlined above, further direction for the focus group will be provided by the RAC. The focus group will report their findings and progress to the RAC; as necessary, the RAC and Recreation Director will update Council.

Councilmember Gibson questioned what the new group might do. City Manager Heydlauff responded the RAC looks holistically at all programs in the City and this group would focus on McSauba as well as getting stakeholders together for discussion. Councilmember Gibson felt that experts should be involved to make important decisions regarding site capabilities.

City Manager Heydlauff confirmed that this group would be an extension of the RAC and would work with them. He also stated that the group would not be making decisions or taking action, but would make recommendations to the RAC.

Mayor Campbell opened the item to public comment.

Jeff Porter, 1<sup>st</sup> Ward, recalled that the City had a Parks Commission and a Recreation Commission in the past. He suggested that the City should return to this format. Dr. Porter felt that a group focused only on Mt. McSauba is a "terrible mistake."

The item was closed to the public.

Councilmember Kurtz commented that the proposed group may be short term or long term. He advised proceeding with the focus group as offered, and monitor its progress to determine whether a more permanent group should be established as suggested by Dr. Porter. Council generally agreed. Councilmember Gibson suggested expanding the Shade Tree Commission in the future to encompass a Park Commission.

Motion by Councilmember Kurtz, second by Councilmember Cole, to approve the Mt. McSauba Focus Group as presented.

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

**8. Reports & Communications**

A. Public Comments

None.

B. City Manager Comments

City Manager Heydlauff indicated that the Fire Department owns a small donated boat which is used infrequently, that now requires maintenance. In order to facilitate a county-wide dive team, the City plans to sell the boat to East Jordan for one dollar, including it as part of the dive team assets. The City's financial audit is underway this week.

C. Mayor & Council Comments

None.

**9. Other Council Business**

None.

**10. Adjourn**

Council generally agreed to adjourn at 7:19 p.m.

	Joyce M. Golding City Clerk	Gabe Campbell Mayor	
<b>Regular Accounts Payable – 07/19/2016</b>			
ACE HARDWARE	2,897.22	FREEDOM MAILING SERVICES INC.	2,273.13
ALL-PHASE ELECTRIC SUPPLY CO.	577.98	GERBER HOMEMADE SWEETS	70.00
AMERICAN WASTE INC.	59.04	GINOP SALES INC	9.69
APX INC.	52.41	GOLDING, JOYCE	41.00
ARROW UNIFORM-TAYLOR L.L.C.	1,141.13	GRAINGER	321.77
ASPLUNDH TREE EXPERT CO	8,980.00	GRAND TRAVERSE GARAGE DOOR	205.50
AT YOUR SERVICE PLUS INC	805.00	GRIFFIN BEVERAGE CO	106.00
AUTO VALUE	1,346.83	GRP ENGINEERING INC.	614.34
AVFUEL CORPORATION	12,677.91	GUNTZVILLER, RHONDA	273.00
B & L SOUND INC	324.93	HACH COMPANY	105.58
BEIJO DE CHOCOLAT LLC	25.00	HALL, JOSHUA	800.00
BERG, REBECCA	25.00	HARBOR HOUSE PUBLISHERS	1,250.00
BLUETARP FINANCIAL	167.48	HARRELL'S	2,798.74
BRADFORD'S	74.75	HARWOOD GOLD	208.00
BULBS.COM	149.40	HERZOG ELECTRIC	73.89
BY THE BAY WINDOW CLEANING SVCS.	357.00	HYDRO CORP	515.00
CARQUEST OF CHARLEVOIX	1,504.29	J & J GARAGE DOOR SERVICE INC.	460.00
CENTRAL DRUG STORE	56.01	JACOBSEN	212.97
CENTRAL LAKE ARMOR EXPRESS	1,093.00	JESS CONSTRUCTION CO. INC.	314.78
CHARLEVOIX COUNTY FIRE	560.00	KLETKE, ASHLEY	210.00
CHARLEVOIX COUNTY TREASURER	65,964.09	KSS ENTERPRISES	1,363.52
CHARLEVOIX CRAFT BEER FESTIVAL	2,600.00	LAKE FOREST BAKING COMPANY	38.00
CHARLEVOIX GLASS INC.	100.00	LAKESHORE TIRE & AUTO SERVICE	12.50
CHARLEVOIX SCREEN MASTERS INC	480.00	LOTTIE'S BAGELS	186.00
CHARTER COMMUNICATIONS	1,889.69	LUNDTEIGEN, GUNNAR	1,118.89
CINTAS CORPORATION	117.48	LUTTRELL WELL DRILLING INC.	368.75
CINTAS CORPORATION #729	180.33	LYNCH, BRANDON	18.00
CIRCLE K SERVICE	711.90	MACMILLAN, MICHAEL	27.50
CITY OF CHARLEVOIX - UTILITIES	31,440.34	MCCARDEL CULLIGAN-PETOSKEY	50.00
CIVIC SYSTEMS	9,354.00	MICHIGAN MUSHROOM MARKET LLC	60.00
COCA-COLA REFRESHMENTS	309.30	MICHIGAN OFFICEWAYS INC	1,188.38
COOK FAMILY FARMS	75.00	MYER, ELIZABETH A.	160.36
DHASELEER, CARL	48.00	NORTH COAST FASTENERS LLC	30.50
DITCH WITCH SALES OF MICHIGAN	1,837.43	NORTH COUNTRY CRITTERS	25.00
EAST JORDAN PUBLIC SCHOOL	90.00	NORTHERN BROADCAST INC.	349.86
ELHORN ENGINEERING COMPANY	628.00	NORWOOD FARM LLC	10.00
EMERGENCY MEDICAL PRODUCTS INC	13.50	OLESON'S FOOD STORES	745.97
ETNA SUPPLY	1,900.00	O'REILLY AUTOMOTIVE INC	95.10
FAMILY FARM & HOME	606.77	OTEC	98.00
FARMER WHITE'S	426.00	PERFORMANCE ENGINEERS INC	12,079.25
FARMER WHITE'S	4.00	POND HILL FARM LLC	277.00
FASTENAL COMPANY	109.34	PORT SUPPLY	119.94
FISHER SCIENTIFIC	588.44	POWER LINE SUPPLY	934.70

PRESTON FEATHER	304.18	TERMINAL SUPPLY CO	207.13
PURITY CYLINDER GASES INC	300.58	THOMAS ELECTRICAL SERVICES LLC	394.62
QUICK CARE MEDICAL CENTER	80.00	TOP QUALITY GLOVE	139.80
R & R PRODUCTS INC	92.05	TRUCK & TRAILER SPECIALTIES	2,119.90
RANGE TELECOMMUNICATIONS	115.20	TWO ACRE FARM LLC	132.00
ROCKY TOP FARMS	16.00	UP NORTH PROPERTY SERVICES LLC	4,018.00
RUSTIC BAKER	49.00	UPPER CASE PRINTING INK.	1,098.52
SECURITY SANITATION INC.	285.00	WALTERS SHARPENING SVC. INC.	90.00
SIEGRIST, DAVID	206.00	WASHBURNE, BRENDA	88.00
SMOKE ON THE WATER	300.00	WILBERT BURIAL VAULT CO	128.40
SOCIAL ECONOMIC ENTERPRISES	250.00	WORK & PLAY SHOP	420.83
SPARTAN DISTRIBUTORS INC	234.93		
SWANSON K & D INC	4,390.00	<b>TOTAL</b>	<b>198,028.74</b>

**ACH Payments – 07/05/2016 to 07/15/2016**

MI PUBLIC POWER AGENCY	17,240.65	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	236.50	STATE OF MI (WITHHOLDING TAX)	6,173.03
STATE OF MI (SALES TAX)	20,108.62	VANTAGEPOINT (401 ICMA PLAN)	699.94
MI PUBLIC POWER AGENCY	21,326.87	VANTAGEPOINT (457 ICMA PLAN)	12,866.25
DTE ENERGY	1,559.25	VANTAGEPOINT (ROTH IRA)	721.53
IRS (PAYROLL TAX DEPOSIT)	42,982.23	<b>TOTAL</b>	<b>124,334.87</b>

**Payroll Net Pay – Pay Period Ending 07/09/2016 (Paid 07/15/2016)**

WELLER, LINDA JO	1,481.57	SOMERVILLE, DAVID A.	1,069.91
HEYDLAUFF, MARK L.	2,118.60	ELLIOTT, PATRICK M.	1,961.37
GOLDING, JOYCE M.	1,082.62	SCHWARTZFISHER, JOSEPH L.	1,436.45
DEROSIA, PATRICIA E.	885.71	BRADLEY, KELLY R.	1,455.78
LOY, EVELYN R.	1,029.16	HART II, DELBERT W.	1,262.93
KLOOSTER, ALIDA K.	1,554.09	JONES, ROBERT F.	1,359.58
GOLOVICH, KAREN J.	960.42	DORAN, JUSTIN J.	1,687.39
SPENCLEY, PATRICIA L.	1,177.96	MANKER JR, DAVID W.	423.13
PANOFF, ZACHARY R.	1,180.04	MANKER SR, DAVID W.	667.56
MILLER, FAITH G.	55.91	BECKER, MICHAEL S.	615.21
LEESE, MERRI C.	389.77	SHEPARD, ZACHARY N.	444.69
MCGINN, KELLY A.	1,492.92	MCGHEE, ROBERT R.	953.42
JONES, JANET M.	486.96	STANTS, JACOB W.	255.48
DOAN, GERARD P.	1,558.33	BLOOMER, GABRIELLE J.	481.65
SCHLAPPI, JAMES L.	1,302.94	STEWART, SAMUEL D.	483.67
UMULIS, MATTHEW T.	1,420.90	SMITH, ALEXIS M.	375.20
HANKINS, SCOTT A.	1,494.68	ALDEN, CAMDEN D.	501.21
ORBAN, BARBARA K.	1,380.46	MUMICH, BARRY J.	504.50
TRAEGER, JASON A.	1,276.03	SKROCKI, JACOB D.	408.28
FLICKEMA, ANDREW M.	1,560.85	RUSSELL, JEFFREY S.	400.75
MATELSKI, KIMBERLY A.	1,118.59	DEYOUNG III, OLIVER A.	233.57
EVANS JR, HALBERT K.	1,468.90	KIBLER, RYLEE A.	132.98
KLOOSTER, PATRICK H.	745.12	KIRINOVIC, THOMAS F.	473.63
BEARINGER, ASHLEY L.	849.54	STEBE, LAURA A.	99.73
ENGSTROM, TYLER A.	638.20	BITELY, KATHERINE A.	407.41
GROSBERG, ASHLEY M.	849.54	MILAN, JANE E.	951.84
SOFIA, KELSEY L.	879.44	BERNIER, RACHEL M.	548.68
VANLOO, JORDAN C.	732.58	MACGILLIVRAY, RAYMOND L.	538.45
GREENE, GLORIA C.	571.76	SABSOOK, SARA E.	533.32
DAVIS, LEAH R.	571.76	CRANDELL, ZACKARY R.	329.49
TELGENHOF, WILL G.	670.44	PARKER-DROST, HERO	470.55
WILLIAMS, BRANDON S.	452.51	HOLECHECK, JENNACA R.	534.57
GREYERBIEHL, KELLY M.	601.00	BARNEVELD, VLADIMIR R.	86.75
ROLOFF, ROBERT P.	4,219.47	HEID, THOMAS J	1,272.04
RILEY, DENISE M.	464.66	LEESE, ALAN K.	413.85
WURST, RANDALL W.	1,529.05	GRUNCH, RONALD J.	296.98
MAYER, SHELLEY L.	2,155.23	DAVIS, RONALD L.	244.22
HILLING, NICHOLAS A.	1,314.75	FAIRCHILD, GALEN W.	284.70
MEIER III, CHARLES A.	1,112.34	DAKROUB, JOSEPH E.	261.60
ZACHARIAS, STEVEN B.	1,931.86	MASSON, DONALD J.	498.19
EATON, BRAD A.	1,657.87	KUSINA, DENNIS W.	146.03
WILSON, TIMOTHY J.	1,971.86	LABLANCE, MAUREEN J.	283.03
LAVOIE, RICHARD L.	1,571.72	MYER, ELIZABETH A.	1,817.51
STEVENS, BRANDON C.	2,218.97	VANLOO, JOSEPH G.	721.30
DRAVES, MARTIN J.	1,933.00	WYMAN, MATTHEW A.	1,226.20
BROWN, STEPHANIE C.	1,020.24	SCHRADER, LOU ANN	750.87

BOSS, RYDER S.	1,107.19	SWEM, DONALD L.	1,833.28
MILLER, WILLIAM S.	1,125.70	WHITLEY, ANDREW T.	1,836.69
HOUSER, JAMES F.	683.90	MORRISON, KEVIN P.	1,188.18
FUNKEY, KRAIG R.	23.09	HODGE, MICHAEL J.	1,252.30
MEGGISON, JERRY B.	302.18	JOHNSON, STEVEN P.	1,276.09
RILEY, CASEY W.	596.90	BISHAW, JAMES H.	456.11
JONES, LARRY M.	1,410.67	PETERS, MEGAN M.	589.03
WILLSON, BRENDA R.	86.33	MILAN, BAC P.	28.39
BEAN, PETER J.	953.11	GILL, DAVID R.	1,162.01
OCHS, THOMAS F.	108.51	TODD, RICHARD D.	243.35
TRAVERS, MANUEL J.	450.25	STEVENS, JEFFREY W.	892.62
RILEY, DANIEL A.	616.22	ROLOFF, AUDREY M.	2,162.99
KLINGER, LUCAS D.	609.74	MATTER, DAWSON K.	2,781.24
KLINGER, BRADLEY W.	504.13	SCOTT JR., WINFIELD	94.70
WILLIAMS, SYDNEY K.	452.51	<b>TOTAL</b>	<b>112,273.38</b>

**Payroll Transmittal – 07/15/2016**

4FRONT CREDIT UNION	228.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	166.74	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	1,960.77
CHARLEVOIX STATE BANK	1,286.16	<b>TOTAL</b>	<b>5,119.63</b>