

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, August 15, 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 Kurtz recused himself from the hangar construction discussion.

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 – August 1, 2016 Regular Meeting
- B. Regular Accounts Payable Check Register – August 16, 2016
- C. ACH Payments – August 1, 2016 to August 12, 2016
- D. Payroll Check Register – August 12, 2016
- E. Payroll Transmittal – August 12, 2016
- F. Tax Disbursement – August 16, 2016
- G. Appoint City Manager Mark Heydlauff as delegate to represent the City at the Michigan Municipal League Annual Meeting

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

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

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Private Hangar Construction

Airport Manager Myer stated that Kermit Sutton is requesting permission to construct a 90x80 aircraft hangar at the Charlevoix Municipal Airport in the vicinity of the mid-field hangars. He is seeking Council approval prior to the site plan approval by the Planning Commission. The proposed structure was submitted to the FAA for an airspace study and meets their requirements. Airport Consultant RS&H has also reviewed the proposed project without objections. She stated that the hangar will be built by a company which specializes in airport hangar construction and building expenses would be paid by Mr. Sutton. Mr. Sutton would enter into a 25 year land lease agreement with the City. City Attorney Howard reviewed the agreement and his suggested changes have been made.

Councilmember Gibson questioned why the plan was not brought before the Airport Advisory Committee (AAC). Airport Manager Myer responded that the proposed construction was discussed at the AAC and it was her understanding that the proposal should be "processed through." Councilmember Gibson responded that hangar "development" was discussed and felt that the AAC may have better alternatives for both Mr. Sutton and the City. She questioned why the Planning Commission needs to be involved with Airport development. City Manager Heydlauff commented that past practice was to have the Planning Commission review hangar construction site plans. He suggested that Council may want to ask the Planning Commission whether the practice is still necessary. Councilmember Gibson stated that the AAC has experts that the Planning Commission does not have and the plan should have gone to the AAC.

Councilmember Supernaw asked whether people are waitlisted to build new hangars and Airport Manager Myer responded affirmatively. She stated that it was imperative to build more hangars to increase the revenue base. Councilmember Supernaw thanked Mr. Sutton for his interest and investment in Charlevoix.

Mayor Campbell opened the item to public comment.

Ken Tough, Scott Woody and Don Seeley, AAC members, presented a collaborative statement. They support Airport hangar development. Mr. Tough recalled that at the June AAC meeting, the Airport Manager stated that nothing could be done until the FAA completed an airspace study and the AAC requested a written follow up from the Airport Manager. He stated that the AAC agreed to carry the business to their next meeting on August 19th. Mr. Tough requested that this matter be carried over until it can be discussed in greater detail at the AAC meeting.

Don Exelby, Eaton Street, stated that he represented his neighbors. He felt that noise will increase indirectly by building a hangar. Mr. Exelby recalled that the hangar was discussed at the June AAC meeting. He is concerned with whom the operators are and will they abide by the preferred noise abatement procedures. He is also concerned with increased volume at the Airport and some pilots not following proper procedures. Mr. Exelby requested that this matter be addressed by the AAC before a final determination by Council.

The item was closed to the public.

Airport Manager Myer commented that she did not receive feedback from the City Manager who attended the AAC meetings, regarding her submitted agenda item. She felt that if there was an issue with the agenda item, it would have been brought up prior to this meeting.

Del Terrell, Eaton Street, stated that the 3rd Ward is impacted by Airport noise which will be a major issue for the 3rd Ward in the upcoming election.

Mayor Campbell questioned whether there was a rush to build the hangar. He suggested that the AAC could review the plan, forward it to the Planning Commission and then to Council in September.

Motion by Councilmember Gibson, second by Councilmember Perron, to approve the hangar building proposal pending final approval of the City Attorney, City Manager, and Airport Advisory Committee.

City Manager Heydlauff confirmed that the AAC was scheduled to meet on August 19th and the Planning Commission was scheduled to meet on September 12th.

Councilmember Supernaw asked whether postponing the decision would be a hardship for Mr. Sutton and he responded "no."

Mayor Campbell agreed with the motion on the table.

Councilmember Supernaw questioned whether it was likely that the AAC would approve the plan. Councilmember Gibson responded that the AAC may have better alternatives for Mr. Sutton that would also benefit the City. Mr. Sutton responded that he was unaware of any alternatives, but was open to suggestion. Airport Manager Myer noted that if the size or location of the hangar were changed, a new FAA airspace study would be required which may take approximately nine months. She further explained the FAA approval process and confirmed for Councilmember Supernaw that no grant funding is in jeopardy. Airport Manager Myer recalled that the airspace study application was submitted November 2015. Councilmember Gibson questioned why the study was not included in the agenda packet. Airport Manager Myer indicated that she would forward the study to Council.

Councilmember Hagen questioned whether the motion should include words to the effect of having the City Manager execute the agreement.

City Manager Heydlauff stated that in order to veto the plan, the Planning Commission would have to find a violation of the Zoning Code. It was agreed that the AAC could not veto the plan as they operate in an advisory capacity only.

Mr. Sutton indicated that he would like to start construction this fall, but understands the dynamics of the AAC and Council.

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

B. Water Treatment Plan Standby Generator Replacement

City Manager Heydlauff stated that the Water Treatment Plant has a standby generator that can maintain pumping and treatment capacity at the plant in the case of a power failure. Our current generator was a surplus unit dating to World War II and in recent years, it has been prone to frequent malfunction. He indicated that Prein & Newhof identified replacing this generator in the Water Plant Reliability Study they performed in 2015. Engineering services will cost \$23,600 along with the generator purchase of approximately \$250,000.

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 accept the engineering services proposal from Prein & Newhof for the installation of a standby generator at the Water Treatment Plant for a cost not to exceed \$23,600 plus environmental costs, if needed.

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

8. Reports & Communications

A. Public Comments

Phillip Crooks discussed the possibility of a major fire under the right conditions in our forests and what this would do to the surrounding housing. He requested that Council consider hiring a consultant to advise what preventative measures can be taken to prevent a tragedy.

John Campbell, Shade Tree Commission, stated that the management plan for Lake Michigan Beach Park and Mt. McSauba will be completed on October 31st which may address Mr. Crooks' concerns.

B. City Manager Comments

City Manager Heydlauff commented that he toured the American Waste Recycling facility in Traverse City. Burns Street construction started today.

At the recommendation of City Manager Heydlauff, Mayor Campbell called a Special Meeting for August 23rd at 6:00 p.m. to hear presentations and discuss four finalist proposals for the Public Service Facility Conceptual Design.

C. Mayor & Council Comments

Mayor Campbell thanked everyone for attending the memorial service for former mayor David Novotny.

Clerk Golding stated that the conservation easement ballot language was approved by the Attorney General and Governor therefore the proposal will be included on the November ballot.

Councilmember Supernaw commented that seven of his constituents received warning letters from the Zoning Enforcement Officer that were perceived as having a threatening tone. He felt that from a public relations perspective the letters were confrontational. City Manager Heydlauff suggested that the citizens call the office to discuss the situation.

9. Other Council Business

A. Closed Session on the Sale/Purchase of Real Property pursuant to MCL 15.268, Section 8(d)

Motion by Councilmember Cole, second by Councilmember Kurtz, to meet in Closed Session [under Section 15.268 8(d) of the Open Meetings Act, sale/purchase of real property.]

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

Council moved into Closed Session at 7:36 p.m. Council resumed Open Session at 7:52 p.m.

Councilmember Supernaw recalled that he suggested selling the Bridge Park Building. City Manager Heydlauff responded saying that the Bridge Park Building would not be on the top of the list to sell due to the mechanicals and configuration of the building.

Councilmember Hagen commented that having an inventory list of City properties would be helpful to entice development for new industries. Councilmember Gibson felt that selling property "has to be thoughtful".

Motion by Councilmember Kurtz, second by Councilmember Cole, directing the City Manager to seek an appraisal and advertise 1522 Bridge Street.

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

10. Adjourn

Motion by Councilmember Kurtz, second by Councilmember Perron to adjourn. Motion passed by unanimous voice vote. Council adjourned at 7:56 p.m.

Joyce M. Golding	City Clerk	Gabe Campbell	Mayor
Regular Accounts Payable – 08/16/2016			
229 BRIDGE LLC	53.28	INTERWATER FARMS INC	282.00
ACE HARDWARE	2,453.43	JACK DOHENY SUPPLIES INC	662.33
ALL-PHASE ELECTRIC SUPPLY CO.	201.68	KSS ENTERPRISES	2,811.80
AMERICAN WASTE INC.	4,976.46	LAKE FOREST BAKING COMPANY	271.00
ARCADIA BENEFITS GROUP INC	25.00	LIVE FROM CHARLEVOIX INC	5,000.00
ARCHAMBAULT, JON	600.00	LOTTIE'S BAGELS	144.00
ASPLUNDH TREE EXPERT CO	6,735.00	LYNCH, BRANDON	36.00
AT YOUR SERVICE PLUS INC	230.00	MCCARDEL CULLIGAN-PETOSKEY	50.00
AUTO VALUE	1,374.62	MDC CONTRACTING LLC	327,805.86
AVFUEL CORPORATION	39,009.85	MICHIGAN MUSHROOM MARKET LLC	35.00
B & L SOUND INC	44.99	MICHIGAN OFFICEWAYS INC	2,084.21
BEIJO DE CHOCOLAT LLC	25.00	MICHIGAN WATER ENV ASSOC	270.00
BERG, REBECCA	160.00	MILAN, JANE	50.07
BOSS, LINDA K.	810.00	MITCHELL GRAPHICS INC.	2,046.00
BRADFORD'S	61.75	NAPONT, MARILYN	75.00
CARQUEST OF CHARLEVOIX	1,211.88	NORTH COUNTRY CRITTERS	43.00
CENTRAL LAKE ARMOR EXPRESS	509.00	NORTHERN CREDIT BUREAU	284.84
CHARLEVOIX AREA CHAMBER	70.00	NORTHERN LIGHTS FAMILY	470.00
CHARLEVOIX PARTNERS FOR YOUTH	5,421.37	NORTHERN MICHIGAN REVIEW INC.	835.00
CHARLEVOIX SCREEN MASTERS INC	781.75	NORWOOD FARM LLC	10.00
CHARTER COMMUNICATIONS	1,084.32	OLD DOMINION BRUSH	57.97
CHEMICAL SYSTEMS INC.	1,952.00	PERFORMANCE ENGINEERS INC	9,524.25
CINTAS CORPORATION	129.95	POND HILL FARM LLC	280.00
CINTAS CORPORATION #729	114.93	POWER LINE SUPPLY	809.75
CITY OF CHARLEVOIX - MISC	6,190.07	PRO WEB MARKETING LLC	80.00
CITY OF CHARLEVOIX - UTILITIES	38,030.17	PROVIDENCE FARM LLC	363.00
CLARK, CHELSEA	75.00	R & R PRODUCTS INC	392.21
COCA-COLA REFRESHMENTS	503.62	RANGE TELECOMMUNICATIONS	163.20
COOK FAMILY FARMS	49.00	RAYMER	27,525.00
DHASELEER, CARL	169.00	RESCO	202.80
DITCH WITCH SALES OF MICHIGAN	192.16	ROAD WEASEL ENTERPRISES LLC	37.00
DORNBOS SIGN INC.	42.59	ROCKY TOP FARMS	29.00
EATON CORPORATION	1,161.93	RUSTIC BAKER	26.00
ELLSWORTH FARMER'S EXCHANGE	1,601.42	SEARS COMMERCIAL ONE	749.97
EMERGENCY MEDICAL PRODUCTS INC	251.07	SECURITY SANITATION INC.	285.00
ENMET CORP	608.92	SHINDORF BUILDERS	1,023.00
ETNA SUPPLY	7,904.50	SHORELINE POWER SERVICES INC.	4,533.00
FAMILY FARM & HOME	249.65	SIEGRIST, DAVID	43.00
FARMER WHITE'S	260.00	SMOKE ON THE WATER	64.00
FASTENAL COMPANY	43.96	SORIANO JR, ALFREDO	163.00
FISHER, TANNER	75.00	SPARTAN DISTRIBUTORS INC	226.22
FREEDOM MAILING SERVICES INC.	2,275.43	SPARTAN STORES LLC	110.50
GELDERBLOM, PAUL	25.00	SPEIGL, AMY	75.00
GERBER HOMEMADE SWEETS	47.00	SPICER GROUP INC	1,350.00
GINOP SALES INC	62.99	STATE OF MICHIGAN	336.28
GOLDING, JOYCE	170.06	STATE OF MICHIGAN	260.00
GOLOVICH, RENEE	65.00	STATE OF MICHIGAN	70.00
GORDON FOOD SERVICE	37.98	SYN-TECH SYSTEMS INC.	625.00
GREAT LAKES PIPE & SUPPLY	170.11	SYSTEMS SPECIALISTS INC	200.00
GRIFFIN BEVERAGE CO	40.00	TROMBONES PLUS	1,000.00
GUNTZVILLER, RHONDA	192.00	TWO ACRE FARM LLC	306.00
HACH COMPANY	791.06	UP NORTH PROPERTY SERVICES LLC	8,250.50
HART II, DELBERT W.	183.00	UPPER CASE PRINTING INK.	240.35
HEP'S HOMEMAKED GRANOLA	26.00	USA BLUE BOOK	380.46
HERZOG ELECTRIC	432.88	VILLAGE GRAPHICS INC.	67.50
HEYDLAUFF, MARK L	204.35	WAGNER, JODI	162.00
HODGE, MICHAEL J.	48.00	WEATHERVANE TERRACE INN	5,689.12
HYDE SERVICES LLC	9.44	WORK & PLAY SHOP	92.61
HYDRO CORP	515.00		
IDEXX DISTRIBUTION INC.	202.06	TOTAL	540,000.48

ACH Payments – 08/01/2016 to 08/12/2016

MI PUBLIC POWER AGENCY	28,045.30	ALERUS FINANCIAL (HCSP)	420.00
PAYMENT SERVICE NETWORK	232.10	STATE OF MI (WITHHOLDING TAX)	5,388.45
MI PUBLIC POWER AGENCY	28,963.05	VANTAGEPOINT (401 ICMA PLAN)	699.94
DTE ENERGY	1,394.33	VANTAGEPOINT (457 ICMA PLAN)	12,495.47
STATE OF MI (SALES TAX)	25,447.55	VANTAGEPOINT (ROTH IRA)	721.53
IRS (PAYROLL TAX DEPOSIT)	37,246.37	TOTAL	141,054.09

Payroll Net Pay – Pay Period Ending 08/06/2016 (Paid 08/12/2016)

WELLER, LINDA JO	1,481.57	SMITH, ALEXIS M.	382.21
HEYDLAUFF, MARK L.	2,402.53	ALDEN, CAMDEN D.	410.75
GOLDING, JOYCE M.	1,082.62	MUMICH, BARRY J.	576.88
DEROSIA, PATRICIA E.	894.15	SKROCKI, JACOB D.	233.57
LOY, EVELYN R.	1,029.15	DEYOUNG III, OLIVER A.	412.40
KLOOSTER, ALIDA K.	1,750.97	KIBLER, RYLEE A.	406.82
GOLOVICH, KAREN J.	960.42	HESS, ISABEL L.	547.27
SPENCLEY, PATRICIA L.	1,348.27	KIRINOVIC, THOMAS F.	631.77
PANOFF, ZACHARY R.	1,180.04	STEBE, LAURA A.	93.50
MILLER, FAITH G.	45.17	BITELY, KATHERINE A.	386.70
LEESE, MERRI C.	389.77	MILAN, JANE E.	951.84
MCGINN, KELLY A.	1,492.91	KIRINOVIC, CHANDLER E.	534.11
JONES, JANET M.	486.96	BERNIER, RACHEL M.	579.60
DOAN, GERARD P.	1,558.33	MACGILLIVRAY, RAYMOND L.	581.54
SCHLAPPI, JAMES L.	1,144.10	SABSOOK, SARA E.	561.61
UMULIS, MATTHEW T.	1,269.64	RAMSEY, BURKE H.	73.24
HANKINS, SCOTT A.	1,494.68	CRANDELL, ZACKARY R.	283.03
ORBAN, BARBARA K.	1,129.67	PARKER-DROST, HERO	534.52
TRAEGER, JASON A.	4.61	HOLECHECK, JENNACA R.	584.43
FLICKEMA, ANDREW M.	1,703.59	HEID, THOMAS J	1,272.04
MATELSKI, KIMBERLY A.	1,118.59	LEESE, ALAN K.	534.04
EVANS JR, HALBERT K.	1,468.90	GRUNCH, RONALD J.	245.63
KLOOSTER, PATRICK H.	873.53	DAVIS, RONALD L.	233.45
BEARINGER, ASHLEY L.	726.74	FAIRCHILD, GALEN W.	289.67
ENGSTROM, TYLER A.	645.52	DAKROUB, JOSEPH E.	326.32
GROSBERG, ASHLEY M.	522.06	MASSON, DONALD J.	649.72
VANLOO, JORDAN C.	772.05	KUSINA, DENNIS W.	243.37
GREENE, GLORIA C.	571.76	LABLANCE, MAUREEN J.	201.25
DAVIS, LEAH R.	612.33	GLOWNEY, TRAVIS T.	244.89
TELGENHOF, WILL G.	637.54	MYER, ELIZABETH A.	1,881.11
WILLIAMS, BRANDON S.	473.60	VANLOO, JOSEPH G.	806.78
GREYERBIEHL, KELLY M.	601.00	WYMAN, MATTHEW A.	1,171.37
ROLOFF, ROBERT P.	1,674.13	SCHRADER, LOU ANN	639.18
RILEY, DENISE M.	476.77	BOSS, RYDER S.	909.44
WURST, RANDALL W.	1,510.10	MILLER, WILLIAM S.	1,353.77
MAYER, SHELLEY L.	2,011.01	HOUSER, JAMES F.	493.51
HILLING, NICHOLAS A.	1,156.26	BEAN, PETER J.	497.11
MEIER III, CHARLES A.	1,440.69	DROST, PATRICIA A.	92.50
ZACHARIAS, STEVEN B.	1,935.11	CARLSON, JOANNE E.	95.00
EATON, BRAD A.	1,962.33	COLT, JUDITH C.	85.00
WILSON, TIMOTHY J.	2,463.24	FRANCIS, CATHERINE A.	90.00
LAVOIE, RICHARD L.	1,650.17	HUNTLEY, ROSALYNN R.	105.00
STEVENS, BRANDON C.	1,886.03	LALONDE, SANDRA L.	95.00
DRAVES, MARTIN J.	1,803.73	GORDON, JUDITH A.	90.00
BROWN, STEPHANIE C.	816.21	BASEY, HEATHER N.	95.00
SOMERVILLE, DAVID A.	1,241.69	VILLERMAIN-SHEA, MICHELLE	95.00
ELLIOTT, PATRICK M.	1,961.36	GERBER, SAMUEL A.	18.47
SCHWARTZFISHER, JOSEPH L.	1,340.45	KLINGER, LUCAS D.	640.99
BRADLEY, KELLY R.	1,635.71	KLINGER, BRADLEY W.	436.52
HART II, DELBERT W.	1,560.85	WILLIAMS, SYDNEY K.	587.04
JONES, ROBERT F.	1,366.17	SWEM, DONALD L.	1,833.27
DORAN, JUSTIN J.	1,512.55	WHITLEY, ANDREW T.	1,540.34
MANKER JR, DAVID W.	508.66	MORRISON, KEVIN P.	1,002.35
MANKER SR, DAVID W.	757.76	HODGE, MICHAEL J.	1,313.19
BECKER, MICHAEL S.	697.35	JOHNSON, STEVEN P.	1,218.13
SHEPARD, ZACHARY N.	454.45	BISHAW, JAMES H.	756.64
MCGHEE, ROBERT R.	1,037.85	PETERS, MEGAN M.	641.49
STANTS, JACOB W.	695.98	MILAN, BAC P.	294.95
BLOOMER, GABRIELLE J.	439.48	LABELLE, DAVID B.	29.44
STEWART, SAMUEL D.	537.40	GILL, DAVID R.	1,225.13

TODD, RICHARD D.	284.05	PICOTTE, DIANE M.	95.00
RUDOLPH, JOELLEN B.	178.50	LALEWICZ, AMELIA M.	92.50
LEFT, LILLIAN M.	95.00	CIUK, JULIA A.	85.00
BUDAY, JOAN E.	145.00	OCHS, GRACE L.	55.00
STEPHAN, MARY ANN	55.00		
CAMPBELL, KAREN L.	201.25	TOTAL	102,831.45

Payroll Transmittal – 08/12/2016

4FRONT CREDIT UNION	228.46	COMMUNICATION WORKERS OF AMER	509.29
AMERICAN FAMILY LIFE	166.74	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	379.74	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,960.77
CHARLEVOIX STATE BANK	1,286.16		
CHEMICAL BANK	150.00	TOTAL	5,339.99

Tax Disbursement – 08/16/2016

BECK HOSPITALITY INC	1,847.71	CHARLEVOIX STATE BANK	1,886.50
CHARLEVOIX COUNTY TREASURER	243.11	CITY OF CHARLEVOIX - TAXES DUE	374,676.35
CHARLEVOIX COUNTY TREASURER	423,972.48	CITY OF CHARLEVOIX/DDA	298,857.20
CHARLEVOIX PUBLIC SCHOOLS	562,227.20	GARNER, MELISSA	204.40
CHARLEVOIX PUBLIC SCHOOLS	82,355.95	HOGAN, H MICHAEL	36.00
CHARLEVOIX PUBLIC SCHOOLS	8,657.50	STATE OF MICHIGAN	634.20
CHARLEVOIX PUBLIC SCHOOLS	12,484.47	TOTAL	1,768,083.07