

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Tuesday, January 3, 2017 – 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 Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

Councilmember Hagen disclosed that he holds a Liquor License. Mayor Kurtz recused himself from the Cantina Restaurant Group, LLC Redevelopment Liquor License Application item.

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 – December 5, 2016 Regular Meeting
- B. City Council Meeting Minutes – December 19, 2016 Regular Meeting
- C. Special Accounts Payable Check Register – December 21, 2016
- D. Regular Accounts Payable Check Register – January 4, 2017
- E. ACH Payments – December 19, 2016 to December 30, 2016
- F. Payroll Check Register – December 30, 2016
- G. Payroll Transmittal – December 30, 2016
- H. Tax Disbursement – January 04, 2017
- I. Accepted John Kurtz's resignation from the Downtown Development Authority
- J. Set a Public Hearing for January 16, 2017 at 7 p.m. in Council Chambers of City Hall to consider Ordinance #779 of 2017 to amend certain provisions of Chapter 77 Liquor Licenses

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

Yeas: Cole, Oleksy, Hagen, Kalbfell, Perron, Gibson
Nays: None
Absent: None

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Trademark Properties Building Fire Briefing

Chief Doan described in great detail the events of the Christmas Eve fire at the Trademark Properties Building. He provided both a timeline and narrative of how the City Fire Department handled the response which included calling for immediate mutual aid from Charlevoix Township, Boyne City, and East Jordan and then subsequent aid from Petoskey, Resort Bear Creek Township, and Banks Township. He noted that he and EMS Director Roloff were dual commanders on scene and their immediate concern was the gas meter fire at the back of the building. Chief Doan expressed his personal gratitude to everyone involved, both to first responders and to community members who provided food and beverages for those on scene. He stated that the fire started at the rear of the building and remains under investigation. He noted that there is no relation between the November fire and this one.

Councilmember Kalbfell asked multiple questions of Chief Doan to better understand the mechanisms during a fire emergency. The Chief explained how a fire commander is established, personnel scheduling, how the 911 call was handled, how the determination is made as to which trucks go out, and the use of a fire ground channel for communication. The Chief also described the response to the rekindling of the fire on Christmas Day. Councilmember Kalbfell asked Chief Doan if he saw any need for changes or what he could do better to prevent future fires. He suggested that business owners could contact a fire consultant who would perform a fire evaluation and would recommend improvements regarding fire suppression systems, etc.

Councilmember Perron commented that "it made me pause when I heard this description" of the fire at the gas line.

Councilmember Gibson asked several more questions. Chief Doan explained the fire command structure in more detail, fire training, and personnel scheduling, and why specific equipment was on scene. Councilmember Gibson commented that she received multiple questions from the public regarding the fire and "it is all about community safety" to her. She felt that there may be other areas downtown that could be susceptible to fire. Chief Doan indicated that no one performs fire safety inspections downtown. Councilmember Gibson suggested that some changes should be made so the City is better prepared for a fire emergency.

Chief Doan noted that his department was not involved with establishing the temporary gas line when questioned by Councilmember Cole.

Councilmember Oleksy asked whether there is a requirement for public buildings to have a fire prevention system. Chief Doan responded that there was not. Councilmember Gibson stated that she would like this changed.

Councilmember Hagen asked if a firefighter from another jurisdiction could operate our trucks. The Chief replied that trucks are different and personnel need to be trained to operate a specific vehicle.

When questioned by Mayor Kurtz, Chief Doan stated that the responding Fire Chiefs held a debriefing on scene when the fire was cleared and he noted that they concurred with the way the fire was handled.

Mayor Kurtz stated that he and the City Manager had conversations with State Senator Wayne Schmidt with regard to rebuilding opportunities. The Mayor commented that the City Manager was also involved with doing some marketing for the community to lift people's spirits.

Mayor Kurtz opened the item to public comment.

Maureen Owens thanked the Fire Department for working very hard and doing a great job.

JoAnne Beemon commented that it was difficult to believe the scope of the fire and she noted the effect that the fire had on Christmas Eve shoppers. She suggested that basic fire safety information should be distributed to the business owners.

The item was closed to the public.

City Manager Heydlauff suggested that the City could look at different options for fire prevention and he outlined his conversation with Senator Schmidt involving State programs which may apply and potentially establishing a miniature Renaissance Zone in the affected area of town. The City Manager extended his personal thanks to the Senator for reaching out to both he and the Mayor over the Christmas holiday. City Manager Heydlauff explained the marketing outreach which is planned with the Main Street Executive Director, Chamber President and the Convention and Visitors Bureau Director emphasizing that downtown is open for normal business. He noted that additional marketing will take place prior to the bridge closure in mid-March underscoring that 99% of the time the bridge will remain open.

City Manager Heydlauff stated that barring a City Ordinance change, fire suppression requirements for downtown structures are governed by the County Building Code.

Mayor Kurtz thanked Senator Schmidt for calling and visiting Charlevoix after the fire. He felt the near term marketing efforts will bring people to Charlevoix and lift the spirits of the community. Mayor Kurtz thanked the Chief and his department for their efforts as well as thanking the assisting fire departments.

B. Cantina Restaurant Group, LLC Redevelopment Liquor License Application

Mayor Kurtz recused himself and requested that Deputy Mayor Cole facilitate this discussion.

Cantina Restaurant Group, LLC sought support from City Council to obtain a Redevelopment Liquor License to be located at 101 Van Pelt Place. City Manager Heydlauff stated that a Redevelopment Liquor License requires a minimum property investment of \$75,000 and no other liquor licenses were available within the jurisdiction. He noted that a revised and approved site plan was distributed to Council due to requirements by the Plumbing Inspector. During their regularly scheduled meeting on December 20th, the DDA approved the Cantina's Redevelopment Application citing that it would be a welcome addition to the area and was in keeping with the Main Street investment goals.

Councilmember Gibson questioned whether there will be any fire suppression in the building. Evan Chappuies, Cantina Restaurant Group, LLC owner, stated that per the Building Code and Health Department there will be fire suppression equipment in the cooking area while will be none in any other areas of the building.

MICHIGAN LIQUOR CONTROL COMMISSION LOCAL GOVERNMENT LIQUOR LICENSE APPROVAL
(Authorized by MCL 436.1501)

At a REGULAR meeting of the City of Charlevoix City Council called to order by Mayor Luther Kurtz, on January 3, 2017 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember Kalbfell and supported by Councilmember Hagen that the application from Cantina Restaurant Group, LLC for the following license(s): SDM License, Class C License, and Redevelopment License to be located at 101 Van Pelt Place, Charlevoix, MI 49720

be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 3rd day January, 2017 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Cole, Oleksy, Hagen, Kalbfell, Perron, Gibson
Nays: None
Absent: None

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

Motion by Councilmember Kalbfell, second by Councilmember Hagen, to approve Resolution 2017-01-01, Michigan Liquor Control Commission Local Government Approval for Cantina Restaurant Group, LLC.

Yeas: Cole, Oleksy, Hagen, Kalbfell, Perron, Gibson
Nays: None
Absent: None

8. Reports & Communications

A. Public Comments

JoAnne Beemon noted that downtown sales were good on New Year's Eve and she received good comments regarding the day's events. She stated that Water and Air Team Charlevoix (WATCH) was holding a public forum on January 26th at 6:30 p.m. in the Library to discuss pipelines and clean energy initiatives.

B. City Manager Comments

City Manager Heydlauff requested Council's permission to approve the use of a beer tent in East Park for the Groundhog Shadow Fest in February. Permission was granted.

He noted that a productive Main Street wayfinding meeting was held today. A community meeting was scheduled for January 18th with A5 at the Library to gather public input regarding branding.

City Manager Heydlauff stated that Council will receive a draft of the 2017-2018 Budget this week.

C. Mayor & Council Comments

Councilmember Gibson discussed the adoption of a resolution by the Traverse City Commission supporting alternative energy sources. She wanted to add a similar initiative to our goals and felt that energy specialist Kate Madigan should talk to Council regarding this opportunity. City Manager Heydlauff will add a goals discussion to Council's Work Session on January 10th.

9. Other Council Business

None.

10. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections. Meeting adjourned at 7:55 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Special Accounts Payable – 12/21/2016

AT&T LONG DISTANCE
AT&T MOBILITY

27.66
89.80

CHARLEVOIX STATE BANK
DELTA DENTAL

6,588.39
3,572.06

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|-------------------------------|-----------|---------------------|------------------|
| GREAT LAKES ENERGY | 168.14 | VERIZON WIRELESS | 56.72 |
| METLIFE SMALL BUSINESS CENTER | 776.53 | VISION SERVICE PLAN | 518.88 |
| PRIORITY HEALTH | 43,659.80 | TOTAL | 55,457.98 |

Regular Accounts Payable – 01/04/2017

| | | | |
|-------------------------------------|------------|-------------------------------|-------------------|
| AIRGAS USA LLC | 61.60 | KSS ENTERPRISES | 158.73 |
| ALL-PHASE ELECTRIC SUPPLY CO. | 541.39 | MACDONALD GARBER | 459.00 |
| ARMSTRONG, THOMAS | 20.18 | MAYER, SHELLEY L. | 41.00 |
| ARROW UNIFORM-TAYLOR L.L.C. | 1,159.48 | McGINN, KELLY | 41.00 |
| AVFUEL CORPORATION | 1,520.00 | McGREGOR, DAVID | 82.50 |
| B & L SOUND INC | 501.91 | MCVEIGH'S TRUCK SPRINGS INC. | 83.10 |
| BOB MATHERS FORD | 1,263.90 | MDC CONTRACTING LLC | 430,260.36 |
| BUNKER, JENNIFER | 30.00 | MICHIGAN MUSHROOM MARKET LLC | 14.00 |
| BUSK, KRISTINE | 1.03 | MICHIGAN WATER ENV ASSOC | 560.00 |
| CCP INDUSTRIES INC | 279.88 | MOELLERING, HEINZE | 7.48 |
| CENTRAL DRUG STORE | 113.42 | MYER, ELIZABETH A. | 258.21 |
| CHARLEVOIX COUNTY TREASURER | 312.39 | NORTHERN BROADCAST INC. | 336.00 |
| CHARLEVOIX SCREEN MASTERS INC | 86.00 | NORTHERN MICHIGAN REVIEW INC. | 121.00 |
| CINTAS CORPORATION | 120.18 | OMS COMPLIANCE SERVICES INC | 379.00 |
| CITY OF CHARLEVOIX - PETTY CASH | 429.01 | PANOFF, ZACH | 41.00 |
| CRYSTAL FLASH ENERGY | 1,014.04 | PARASTAR INC. | 925.35 |
| DCASSESSING SERVICES | 4,371.08 | PARSONS, SARAH | 12.69 |
| DeROSIA, PATTY | 41.00 | POWER LINE SUPPLY | 1,724.00 |
| DITCH WITCH SALES OF MICHIGAN | 129,000.00 | PREFERRED WASTE 2 LLC | 425.00 |
| DOAN, GERARD | 41.00 | ROBINSON, DAVID | 20.18 |
| DORNBOS SIGN INC. | 149.30 | ROLOFF, ROBERT | 41.00 |
| DOTSON, LINDSEY J. | 41.00 | ROLYAN BUOYS | 462.00 |
| ELLIOTT, PATRICK M. | 41.00 | RYLANDER, DONALD | 44.45 |
| EMERGENCY MEDICAL PRODUCTS INC | 389.78 | SCHWEITZER ENGINEERING | |
| ETNA SUPPLY | 497.29 | LABORATORIES INC | 15,820.00 |
| EVANS, HAL | 41.00 | SHARROW MASONRY INC | 615.00 |
| FASTENAL COMPANY | 532.07 | STATE OF MICHIGAN | 60.00 |
| FERGUSON & CHAMBERLAIN | 283.00 | STATE OF MICHIGAN | 69,691.00 |
| FOX CHARLEVOIX FORD | 165.00 | STATE OF MICHIGAN | 3,000.00 |
| GALLS AN ARAMARK COMPANY | 272.99 | SUPERIOR MECHANICAL | 780.00 |
| GOLDING, JOYCE | 41.00 | SWANSON K & D INC | 400.00 |
| HACH COMPANY | 1,331.15 | SWEM, DONALD L. | 41.00 |
| HAGGARD'S INC | 391.16 | SYSTEMS SPECIALISTS INC | 950.00 |
| HANKINS, SCOTT | 41.00 | T & R ELECTRIC | 1,958.00 |
| HEID, THOMAS J. | 41.00 | TEMPERATURE CONROL INC. | 1,260.55 |
| HEYDLAUFF, MARK L | 41.00 | TRAILER DELIVERY SERVICE | 500.00 |
| INDEPENDENT DRAFTING SERVICES | 175.00 | TRUCK & TRAILER SPECIALTIES | 23.06 |
| J & N CONSTRUCTION | 6,850.00 | USA BLUE BOOK | 1,227.00 |
| JOB, BOB | 140.59 | WEATHERVANE TERRACE INN | 2,856.46 |
| JONES & JONES GARAGE DOOR SVCS INC. | 115.50 | WELLER, LINDA | 70.70 |
| KEVIN'S METER TESTING | 1,997.80 | WOOD, BARRY | 51.87 |
| KIRINOVIC, THOMAS | 41.00 | WORK & PLAY SHOP | 82.26 |
| KLEINHENN, BETTY | 9.74 | WPS TRICARE FOR LIFE | 90.12 |
| KLOOSTER, ALIDA K. | 41.00 | WURST, RANDALL W. | 41.00 |
| KRELL, MARY | 125.00 | WYMAN, MATTHEW A. | 41.00 |
| | | TOTAL | 690,757.93 |

ACH Payments – 12/19/2016 to 12/30/2016

| | | | |
|---------------------------|------------|-------------------------------|-------------------|
| MI PUBLIC POWER AGENCY | 16,060.58 | STATE OF MI (WITHHOLDING TAX) | 4,231.78 |
| MATSON DRISCOLL DAMICO | 186,062.08 | VANTAGEPOINT (401 ICMA PLAN) | 699.94 |
| MI PUBLIC POWER AGENCY | 282,100.78 | VANTAGEPOINT (457 ICMA PLAN) | 13,195.07 |
| MI PUBLIC POWER AGENCY | 4,141.75 | VANTAGEPOINT (ROTH IRA) | 911.53 |
| IRS (PAYROLL TAX DEPOSIT) | 29,969.01 | MERS DEFINED BENEFIT PLAN | 44,003.39 |
| ALERUS FINANCIAL (HCSP) | 420.00 | TOTAL | 581,795.91 |

Payroll Net Pay – Pay Period Ending 12/24/2016 (Paid 12/30/2016)

| | | | |
|----------------------|----------|-----------------------|----------|
| CAMPBELL, GABRIEL M. | 437.44 | LOY, EVELYN R. | 1,049.78 |
| WELLER, LINDA JO | 1,463.42 | KLOOSTER, ALIDA K. | 1,538.39 |
| HEYDLAUFF, MARK L. | 2,112.28 | GOLOVICH, KAREN J. | 966.90 |
| GOLDING, JOYCE M. | 1,082.62 | SPENCLEY, PATRICIA L. | 1,155.89 |
| DEROSIA, PATRICIA E. | 885.71 | PANOFF, ZACHARY R. | 1,169.53 |
| DOTSON, LINDSEY J. | 1,392.51 | MILLER, FAITH G. | 59.64 |

| | | | |
|---------------------------|----------|----------------------|------------------|
| MCGINN, KELLY A. | 1,563.31 | KIRINOVIC, THOMAS F. | 473.63 |
| DOAN, GERARD P. | 1,558.56 | BITELY, KATHERINE A. | 500.07 |
| SCHLAPPI, JAMES L. | 1,118.92 | BOSS, SHERRY M. | 120.05 |
| UMULIS, MATTHEW T. | 1,615.31 | HAGEN, MADISON L. | 46.17 |
| HANKINS, SCOTT A. | 1,456.20 | CRANDELL, ZACKARY R. | 50.79 |
| ORBAN, BARBARA K. | 1,343.10 | BERTINELLI, DAVID P. | 975.63 |
| TRAEGER, JASON A. | 1,563.80 | BOSS, BEAU J. | 849.54 |
| FLICKEMA, ANDREW M. | 1,666.55 | HEID, THOMAS J. | 1,272.06 |
| MATELSKI, KIMBERLY A. | 1,143.04 | MYER, ELIZABETH A. | 1,653.03 |
| ROLOFF, ROBERT P. | 1,446.06 | VANLOO, JOSEPH G. | 590.55 |
| RILEY, DENISE M. | 418.25 | WYMAN, MATTHEW A. | 1,148.78 |
| WURST, RANDALL W. | 1,199.00 | SCHRADER, LOU ANN | 441.59 |
| MAYER, SHELLEY L. | 1,780.77 | BOSS, RYDER S. | 512.52 |
| HILLING, NICHOLAS A. | 1,186.11 | MILLER, WILLIAM S. | 960.02 |
| MEIER III, CHARLES A. | 1,064.69 | STEVENS, JEFFREY W. | 44.32 |
| ZACHARIAS, STEVEN B. | 1,412.05 | BEAN, PETER J. | 487.35 |
| EATON, BRAD A. | 1,882.45 | TIMMS, ROBERT N | 46.17 |
| WILSON, TIMOTHY J. | 2,033.24 | SWEM, DONALD L. | 1,833.31 |
| LAVOIE, RICHARD L. | 1,629.43 | WHITLEY, ANDREW T. | 2,035.37 |
| STEVENS, BRANDON C. | 2,556.73 | MORRISON, KEVIN P. | 1,435.08 |
| DRAVES, MARTIN J. | 2,086.37 | HODGE, MICHAEL J. | 1,358.18 |
| BROWN, STEPHANIE C. | 1,041.42 | JOHNSON, STEVEN P. | 1,678.13 |
| ANDERSON, ELIZABETH A. | 1,107.24 | BOSS JR, DALE E. | 1,211.41 |
| ELLIOTT, PATRICK M. | 1,961.50 | STEBE JR, JOHN M. | 96.90 |
| SCHWARTZFISHER, JOSEPH L. | 1,485.93 | STEBE, CATHERINE M. | 88.10 |
| BRADLEY, KELLY R. | 1,620.76 | HOLM, ARTHUR R. | 898.72 |
| HART II, DELBERT W. | 1,165.27 | MATTER, DAWSON K. | 48.45 |
| JONES, ROBERT F. | 1,704.46 | | |
| DORAN, JUSTIN J. | 1,521.84 | TOTAL | 77,502.39 |

Payroll Transmittal – 12/30/2016

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|-----------------------|----------|-------------------------------|-----------------|
| 4FRONT CREDIT UNION | 307.69 | CHEMICAL BANK | 150.00 |
| AMERICAN FAMILY LIFE | 228.78 | COMMUNICATION WORKERS OF AMER | 519.37 |
| AMERICAN FAMILY LIFE | 461.64 | MI STATE DISBURSEMENT UNIT | 323.45 |
| CHAR EM UNITED WAY | 56.00 | PRIORITY HEALTH | 2,014.96 |
| CHARLEVOIX STATE BANK | 1,304.62 | TOTAL | 5,366.51 |

Tax Disbursement – 01/04/2017

| | | | |
|--------------------------------|------------|-------------------------|-------------------|
| CHARLEVOIX COUNTY TREASURER | 465.20 | CORELOGIC | 546.49 |
| CHARLEVOIX COUNTY TREASURER | 320,587.94 | DURBIN, LEILANI | 31.07 |
| CHARLEVOIX COUNTY TREASURER | 397.87 | FIFTH THIRD BANK | 1,142.82 |
| CHARLEVOIX DISTRICT LIBRARY | 87,101.23 | HEARTLAND FOOD PRODUCTS | 53.77 |
| CHARLEVOIX PUBLIC SCHOOLS | 18,188.21 | HOLM, BILLIE JEAN | 31.96 |
| CHARLEVOIX PUBLIC SCHOOLS | 2,896.00 | HOYT, DAVID & LISA | 734.32 |
| CHARLEVOIX PUBLIC SCHOOLS | 302.24 | LERETA LLC | 737.77 |
| CHARLEVOIX PUBLIC SCHOOLS | 23.10 | NOVOTNY, WILLIAM | 10.00 |
| CHARLEVOIX PUBLIC SCHOOLS | 431.62 | RECREATIONAL AUTHORITY | 17,551.94 |
| CITY OF CHARLEVOIX - TAXES DUE | 79,112.85 | STATE OF MICHIGAN | 1,370.11 |
| CITY OF CHARLEVOIX/DDA | 93,280.67 | TOTAL | 624,997.18 |