

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 2, 2012 — 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 Deputy Clerk Stephanie C. Brown.

I. Pledge of Allegiance

II. Roll Call of Members Present

City Attorney: Bryan Graham
City Manager: Rob Straebel
City Clerk: Stephanie C. Brown
Members Present: Council members Greg Stevens, Bryan Vollmer, Shane Cole, Lyle Gennett, Dennis Kusina
Absent: Mayor Norman L. Carlson, Jr., Jill Picha

Deputy Clerk Stephanie Brown asked Council for motion to appoint a Mayor Pro-tem for the evening's meeting.

Motion by Councilmember Cole, second by Councilmember Kusina, to appoint Councilmember Stevens as Mayor Pro-tem for the April 2, 2012 meeting.

Yeas: Stevens, Vollmer, Cole, Gennett, Kusina
Nays: None
Absent: Picha

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – March 19, 2012 Regular Meeting Minutes
- B. Accounts Payable Check Register – March 23, 2012
- C. Accounts Payable Check Register – April 3, 2012
- D. ACH Payments – March 16, 2012 – March 28, 2012
- E. Payroll Check Register – March 30, 2012
- F. Payroll Transmittal – March 30, 2012

V. Public Hearings

None.

VI. Reports

City Manager Robert Straebel reported that the City has met with the Federal Aviation Administration and has found that the FAA will not fund a general aviation terminal, only a commercial terminal. The City will need to redesign the plans accordingly. The Airport Advisory committee will tentatively meet on April 11, 2012 at 2 p.m. to begin this process, which must move quickly to take advantage of grant funds that have already been allocated to the project. City Manager Straebel also reported that the City's matching portion of the grant has increased from two and one-half percent (2.5%) to a five percent (5%) match.

City Manager Straebel provided copies of the Clinton Street Improvements bid tab to City Council. MDC was the low bidder. Due to the number of bid options and the fact that 2011-12 fund balances have not been finalized, City Staff needs additional time to evaluate bid options and will bring the matter to Council for consideration at the next meeting, April 16. Staff anticipates having the project underway in late summer or early fall. The Clinton Street project will go from Bridge Street to Grant and will include the White parking lot. Due to concerns about the longevity of porous pavement, Staff does not anticipate using this type of pavement but instead will increase storm water management. The project will include conduit for an electric charging station and grants are being pursued to offset some of the costs.

VII. Requests, Petitions and Communications and Actions Thereon

A. Revised Lease Agreement for the Use of Charlevoix's North and South Piers with the Army Corps of Engineers

City Manager Rob Straebel was available to address the item and answer questions from Council. City Staff has been working with Army Corps of Engineers representatives on the adoption of regulations pertaining to swimming in the Pine River Channel. According to the Corps, the City must adopt a revised Management/Development Plan. This plan enacts policing powers on the pier to enforce regulations for "no swimming" in the channel and also calls for signage and possibly surveillance cameras.

Mayor Pro-Tem Stevens opened the item to public comment at 7:11 p.m. There was no comment. The item was closed to public comment at 7:11 p.m.

Motion by Councilmember Vollmer, second by Councilmember Kusina to approve the Army Corps of Engineers Supplemental Agreement No. 1 to the Department of the Army Lease No. DACW35-1-08-3003 and to authorize the City Manager to sign said Supplemental Agreement.

Yeas: Stevens, Vollmer, Cole, Gennett, Kusina
Nays: None
Absent: Picha

B. Amendment to the Recreation Advisory By-Laws

Recreation Director Teresa Hart was available to address the item and answer questions from Council. The proposed amendments address member attendance and quorum requirements to allow the board to continue to meet and fulfill the goals and objectives set forth in the By-Laws.

Mayor Pro-Tem Stevens opened the item to public comment at 7:15 p.m. There was no comment. The item was closed to public comment at 7:15 p.m.

Motion by Councilmember Cole, seconded by Councilmember Gennett, to approve the amendments to the Parks and Recreation Advisory By-Laws.

Yeas: Stevens, Vollmer, Cole, Gennett, Kusina
Nays: None
Absent: Picha

VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action

A. A Proposed Ordinance to Amend Chapter 118, Title IX of the Charlevoix Code Concerning the Pine River and Its Piers
City Manager Straebel was available to address the item and answer questions from Council.

Motion by Councilmember Kusina, seconded by Councilmember Vollmer, to set a public hearing on April 16, 2012 at 7:00 p.m. in Council Chambers of City Hall on a proposed ordinance to amend Chapter 118, Title IV of the Charlevoix City Code Concerning the Pine River and Its Piers.

Yeas: Stevens, Vollmer, Cole, Gennett, Kusina
Nays: None
Absent: Picha

IX. Resolutions

None.

X. Ordinances

None.

XI. Miscellaneous Business

Council members Brian Vollmer and Shane Cole will not be present at the April 16, 2012 regular Council meeting.

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

None.

XIII. Adjourn

The Mayor Pro-Tem Stevens stated if there were no objections, the meeting would adjourn.

There were no objections.

Meeting adjourned at 7:18 p.m.

Stephanie C. Brown

Deputy City Clerk

Greg Stevens

Mayor Pro-Tem

Carol A. Ochs

City Clerk

Accounts Payable – 03/23/2012

| | | | |
|-----------------------|----------|-----------------------|------------------|
| AT&T | 3,347.55 | PRIORITY HEALTH | 36,692.87 |
| AT&T MOBILITY | 148.56 | STANDARD INSURANCE CO | 1,340.13 |
| CHARLEVOIX STATE BANK | 4,100.67 | VERIZON WIRELESS | 56.74 |
| DELTA DENTAL | 4,041.60 | VISION SERVICE PLAN | 447.49 |
| GREAT LAKES ENERGY | 175.56 | TOTAL | 50,351.17 |

Accounts Payable – 04/03/2012

| | | | |
|-------------------------------|-----------|--------------------------------|-------------------|
| ACTIVE INDUSTRIAL SUPPLY | 15.05 | JERRY'S TIRE | 438.44 |
| ADVANCED BUILDING | 355.00 | JOHNSON, STEVEN P. | 50.00 |
| AIRGAS USA LLC | 783.54 | JONES, ROBERT F. | 50.00 |
| ASSOC OF PUBLIC TREASURERS | 46.67 | KEEN TECHNICAL SOLUTIONS LLC | 1,488.44 |
| AT&T LONG DISTANCE | 240.19 | KEVIN'S METER TESTING | 1,980.00 |
| AVFUEL CORPORATION | 30,393.40 | KMart | 71.92 |
| B & L SOUND INC | 269.96 | LAVOIE, RICHARD | 59.54 |
| BAILEY, MATTHEW L. | 41.00 | LSL PLANNING INC. | 4,483.80 |
| BAKER COLLEGE OF CADILLAC | 855.00 | MAYER, ANDREW | 34.11 |
| BEHAN WINDOW CLEANING | 105.00 | MAYER, SHELLEY L. | 50.00 |
| BLANCHARD, SCOTT W. | 50.00 | MED-TECH RESOURCE INC | 254.14 |
| BLUE WATER REALTY | 40.82 | MEIER III, CHARLES A. | 50.00 |
| BLUEGLOBES LLC | 550.50 | MICHIGAN MUNICIPAL LEAGUE | 42,409.52 |
| BRADLEY, KELLY R. | 50.00 | MID STATES BOLT & SCREW CO | 102.64 |
| BRANDI, RICHARD | 272.99 | MISS DIG SYSTEM INC | 79.13 |
| CALDWELL, JAMES P. | 143.89 | MORRISON, KEVIN P. | 50.00 |
| CAREY, KEITH | 41.00 | NASH, JENNIFER | 41.00 |
| CENTRAL DRUG STORE | 119.61 | NETSOURCE ONE INC. | 330.00 |
| CHARLEVOIX DISTRICT LIBRARY | 1,954.16 | NFPA | 165.00 |
| CHARLEVOIX SCREEN MASTERS INC | 81.00 | NISWANDER, JOSEPH F. | 50.00 |
| CHARLEVOIX TOWNSHIP | 10.50 | NORTH CENTRAL EMS COOPERATIVE | 75.00 |
| CHARLEVOIX-EMMET ISD | 2,755.00 | NORTHERN MICHIGAN JANITORIAL | 265.45 |
| COPPOCK, TIMOTHY M. | 50.00 | NORTHERN MICHIGAN REVIEW INC. | 151.00 |
| CRYSTAL FLASH ENERGY | 1,717.45 | NORTHERN TECH SUPPLY | 52.06 |
| DELL MARKETING L P | 150.00 | OTEC | 60.00 |
| DOAN, GERARD | 41.00 | PERFORMANCE ENGINEERS INC | 23,293.00 |
| DTE ENERGY | 7,332.19 | PICTURE THIS | 152.00 |
| DVORACEK, DANA J. | 41.00 | PLUNKETT & COONEY | 440.00 |
| EATON, BRAD A. | 50.00 | POWER LINE SUPPLY | 112.10 |
| ELLIOTT, PATRICK M. | 91.00 | PREIN & NEWHOF | 1,433.00 |
| ELLSWORTH FARMER'S EXCHANGE | 35.00 | PRESTON FEATHER | 50.65 |
| EMERGENCY MEDICAL PRODUCTS | 1,082.95 | PURITY CYLINDER GASES INC | 139.13 |
| EMERGENCY RESPONSE & GLOBAL | 800.00 | PVS TECHNOLOGIES INC | 6,190.64 |
| ENMET CORP | 3,149.54 | ROLOFF, ROBERT | 360.00 |
| EVANS, HAL | 41.00 | RTI LABORATORIES INC. | 83.00 |
| FASTENAL COMPANY | 78.29 | SPENCER, MICHAEL | 41.00 |
| FEYEN ZYLSTRA LLC | 433.25 | STEVENS, BRANDON | 59.01 |
| FISHER SCIENTIFIC | 258.36 | STRAEBEL, ROBERT J. | 41.00 |
| FRISCHMAN APPRAISAL & | 1,000.00 | SUPERIOR MECHANICAL | 1,402.50 |
| FRYE, EDWARD J. | 50.00 | SWEM, DONALD L. | 91.00 |
| GALLS AN ARAMARK COMPANY | 422.94 | T & R ELECTRIC | 5,376.00 |
| GOVERNMENT FINANCE | 160.00 | TRUCK & TRAILER SPECIALTIES | 1,343.01 |
| GRP ENGINEERING INC. | 1,545.36 | U.S. BANK N.A./MMBA | 9,456.25 |
| HACH COMPANY | 702.14 | UP NORTH PROPERTY SERVICES LLC | 1,203.00 |
| HANKINS, SCOTT | 41.00 | USA BLUE BOOK | 118.86 |
| HART, TERESA | 41.00 | VERIBANC INC. | 396.00 |
| HEID, THOMAS J. | 91.00 | VILLAGE GRAPHICS INC. | 20.00 |
| HERZOG ELECTRIC | 1,653.44 | WELLER, LINDA | 41.00 |
| HI-LINE UTILITY SUPPLY | 3,371.10 | WELLS JR., DONALD E. | 50.00 |
| HILLING, NICHOLAS A. | 50.00 | WILSON, RICHARD J. | 50.00 |
| HODGE, MICHAEL J. | 50.00 | WILSON, TIMOTHY J. | 50.00 |
| HOLIDAY COMPANIES | 6,016.75 | WORK & PLAY SHOP | 139.20 |
| IDEXX DISTRIBUTION INC. | 1,113.73 | WURST, RANDALL W. | 50.00 |
| INDUSTRIAL MARKETING | 864.36 | ZIPP, DONALD R. | 50.00 |
| IVAN, PAUL | 138.52 | | |
| J & S PORTABLE RESTROOMS | 204.00 | TOTAL | 177,113.19 |

ACH Payments – 03/16/2012 – 03/28/2012

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|------------------------|-----------|--------------------|--------|
| NEOPOST | 5,000.00 | CITIZEN'S BANK | 841.81 |
| MI PUBLIC POWER AGENCY | 29,406.53 | AVFUEL CORPORATION | 20.00 |

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|------------------------|------------|--------------------|------------|
| AVFUEL CORPORATION | 1.44 | AVFUEL CORPORATION | 24.00 |
| MI PUBLIC POWER AGENCY | 195,478.87 | MERS OF MICHIGAN | 44,911.23 |
| MI PUBLIC POWER AGENCY | 29,819.97 | TOTAL | 305,503.85 |

PAYROLL: NET PAY

Pay Period Ending 03/24/2012 – Paid 03/30/2012

| | | | |
|------------------------|----------|------------------------------|-----------|
| WELLER, LINDA JO | 1,346.31 | ELLIOTT, PATRICK M. | 1,452.09 |
| STRAEBEL, ROBERT J. | 2,010.82 | WILSON, RICHARD J. | 1,087.08 |
| BRANDI, RICHARD M. | 1,741.58 | JONES, ROBERT F. | 1,279.72 |
| LOY, EVELYN R. | 983.98 | NISWANDER, LOGAN J. | 331.47 |
| KLOOSTER, ALIDA K. | 1,151.47 | HART, TERESA M. | 325.31 |
| BROWN, STEPHANIE C. | 1,076.44 | GILLESPIE, MURPHY L. | 37.95 |
| OCHS, CAROL A. | 892.67 | HOPKINS, ZACHARY D. | 26.97 |
| CAREY, KEITH V. | 1,156.18 | STEVENS, WILLIAM J. | 48.60 |
| SPENCER, MICHAEL D. | 1,505.93 | BAILEY, MATTHEW L. | 1,718.05 |
| SPENCLEY, PATRICIA L. | 1,036.41 | DVORACEK, DANA J. | 1,180.48 |
| NASH, JENNIFER B. | 949.12 | SCHERPING, CHARLES L. | 371.06 |
| CUNNINGHAM, BEVERLY S. | 123.47 | STEIN, DONNA E. | 288.56 |
| SHRIFT, PETER R. | 1,114.74 | TOUGH, KENDALL J. | 244.59 |
| SCHLAPPI, JAMES L. | 1,010.47 | VANMETER-SANDERSON, KIMBERLY | 180.00 |
| UMULIS, MATTHEW T. | 1,230.83 | TIMMS, ROBERT N. | 188.70 |
| ORBAN, BARBARA K. | 1,221.82 | STALEY, ARLENE L. | 188.70 |
| TRAEGER, JASON A. | 1,183.34 | DOAN, GERARD P. | 1,142.92 |
| WARNER, JANINE M. | 989.25 | HANKINS, SCOTT A. | 1,390.63 |
| IVAN, PAUL M. | 1,682.35 | COPPOCK, TIMOTHY M. | 1,334.58 |
| SCHWARTZFISHER, JOSEPH | 1,073.59 | BLANCHARD, SCOTT W. | 1,627.69 |
| ROLOFF, ROBERT P. | 2,869.05 | SWEM, DONALD L. | 1,647.95 |
| BRODIN, WILLIAM C. | 1,507.62 | MORRISON, KEVIN P. | 1,061.54 |
| RILEY, DENISE M. | 346.08 | HODGE, MICHAEL J. | 1,096.17 |
| CALDWELL, JAMES P. | 1,382.73 | JOHNSON, STEVEN P. | 1,103.27 |
| WURST, RANDALL W. | 1,438.31 | ZIPP, DONALD R. | 1,297.23 |
| MAYER, SHELLEY L. | 1,231.49 | BISHAW, JAMES H. | 377.07 |
| HILLING, NICHOLAS A. | 1,187.07 | TOWSLEY, CALVIN J. | 317.07 |
| MEIER III, CHARLES A. | 1,392.40 | BOSS JR, DALE E. | 1,115.78 |
| NISWANDER, JOSEPH F. | 1,276.83 | BOSS, JAMES W. | 919.35 |
| FRYE, EDWARD J. | 1,001.88 | STEBE JR, JOHN M. | 51.23 |
| WELLS JR., DONALD E. | 1,316.31 | BOSS, SHERRY M. | 39.30 |
| JONES, TERRI L. | 968.57 | STEVENS, JEFFREY W. | 50.00 |
| BRADLEY, KELLY R. | 1,242.81 | HEID, THOMAS J | 1,323.63 |
| EATON, BRAD A. | 1,675.75 | GILL, DAVID R. | 369.90 |
| WILSON, TIMOTHY J. | 1,995.80 | SARASIN, CHRISTIAN M. | 259.06 |
| LAVOIE, RICHARD L. | 1,162.37 | | |
| STEVENS, BRANDON C. | 1,177.07 | TOTAL | 72,126.61 |

PAYROLL: TRANSMITTAL

03/30/2012

| | | | |
|---------------------------|----------|-----------------------|-----------|
| AMERICAN FAMILY LIFE | 402.61 | MERS | 390.00 |
| CHAR EM UNITED WAY | 93.00 | MI STATE DISBURSEMENT | 692.28 |
| CHARLEVOIX STATE BANK | 2,393.47 | NORTHWESTERN BANK | 852.00 |
| COMMUNICATION WORKERS | 490.47 | PRIORITY HEALTH | 745.71 |
| ICMA RETIREMENT TRUST 401 | 699.79 | | |
| ICMA RETIREMENT TRUST 457 | 7,174.38 | TOTAL | 13,933.71 |