

City of Charlevoix
City Council Regular Meeting minutes
Tuesday, July 5, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Mayor Kurtz. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Mayor: Luther Kurtz

Members Present: Greg Bryan, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr

Members Absent: Richard Spring

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation Honoring the Life and Work of James R. Mabee

Luther Kurtz-Mayor

Mayor Kurtz read a proclamation honoring the life and work of James R. Mabee. Mayor Kurtz then presented the proclamation to the Mabee family.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Parr, seconded by Knapp to approve the consent agenda as presented.

Yeas: Bryan, Hagen, Kalbfell, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

A. City Council Meeting Minutes - June 20, 2022

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

<u>Dates</u>	<u>Description</u>	<u>Amount</u>
06/23/2022	Special Accounts Payable Run	\$74,846.65
06/24/2022	Payroll (net pay)	\$128,263.70
06/24/2022	Payroll Transmittal Checks	\$5,293.74
07/06/2022	Regular Accounts Payable	\$144,280.85

06/21/2022 - 06/27/2022	ACH/Wire Payments	\$380,185.59
Grand Total		\$732,870.53
To view the detailed accounts payable and payroll check register reports, please Click here.		

Motion to approve the accounts payable and payroll check registers as presented.

C. 2022 Planning Commission Annual Report

Motion to accept the 2022 Planning Commission Annual Report.

D. Metallurgy Brass Quintet in Odmark Pavilion

Motion to approve the use of Odmark Pavillion for the Metallurgy Brass Quintet on August 7, 2022.

E. Michigan Recreation Passport Grant Program Project Agreement

Motion to authorize the City Manager to sign the Michigan Recreation Passport Grant Program Development Project Agreement committing the City to spend up to \$48,500 (26%) of the project total of \$188,000.

Motion by Parr, seconded by Knapp to approve Resolution 2022-07-01 Michigan Recreation Grant Program Development Project Agreement.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2022-07-01**

MICHIGAN RECREATION PASSPORT GRANT PROGRAM DEVELOPMENT PROJECT AGREEMENT

WHEREAS, the City of Charlevoix previously supported the submission of an application titled “Michigan Beach Upland Renovation and Development” to the Recreation Passport Grant Program for the development of the site improvements at Michigan Beach Park; and

WHEREAS, the City of Charlevoix is committed to increased use and development of trails; and

WHEREAS, the proposed project agreement is supported by the current annual Capital Improvement Plan; and

WHEREAS, the City of Charlevoix has previously made a financial commitment to the project in the amount of \$48,500 matching funds, in cash and/or force account; and

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix does hereby accept the terms of the agreement as received from the Michigan Department of Natural Resources, and that the City of Charlevoix does hereby specifically agree, but not by limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide forty-eight thousand and five hundred dollars, (\$48,500) to match the grant authorized by the Department of Natural Resources.
2. To maintain satisfactory financial accounts, documents, and records to make available to the Department of Natural Resources for auditing at reasonable times.
3. To construct the project and provide funds, services, and materials as may be necessary to satisfy the terms of said Agreement.

4. *To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.*
5. *To comply with any and all terms of said Agreement, including all terms not specifically set forth in the foregoing portions of this Resolution.*

RESOLVED this 5th day of July, 2022 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Bryan, Hagen, Kalbfell, Knapp, Parr

Nays: None

Absent: Spring

F. Investment Update for FY2021-22 and FY 2022-23

Motion to accept the investment reports as presented.

G. Housing Ready Program Support

Motion to approve the agreement with Housing North and authorize the City Manager and City Clerk to sign the agreement for the Housing Ready Coordinator for Charlevoix County.

H. MDOT Sponsor Contract for Airfield Paint Markings and Crack Sealing

Motion by Parr, seconded by Knapp to approve Resolution No. 2022-07-02 for the execution of Contract No. 2022-0764 with the Michigan Department of Transportation for a Federal/State/Local Airport project which includes the airfield paint markings and crack sealing.

CITY OF CHARLEVOIX

RESOLUTION NO. 2022-07-02

**EXECUTION OF SPONSOR CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF
TRANSPORTATION FOR A FEDERAL/STATE/LOCAL AIRPORT PROJECT
(Federal Project No. B-26-0017-0721 MDOT Contract No. 2022-0764)**

WHEREAS, the City is entering into a contract with the State of Michigan Department of Transportation for Airfield Paint Markings and Airfield Crack Sealing and;

WHEREAS, the Contract agreement will be in the amount of forty-one thousand and twenty-nine dollars (\$41,029.00) with the contract agreement funding breakdown of 100% Federal, 0% State (MDOT) and 0% Local match.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the MDOT Sponsor Contract agreement after review by the City Staff and the City Attorney.

RESOLVED this 5th Day of July 2022 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Bryan, Hagen, Kalbfell, Knapp, Parr

Nays: None
Absent: Spring

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- City staff is tracking the approved State's budget, items of interest include pension funding, blight elimination grants, and infrastructure funding
- Met with Charlevoix Township regarding the renewal of the fire agreement
- Met with Jane MacKenzie of Northern Homes, they are working on a housing project that would include six town homes
- There are two continuing educational events in the near future, including RRC training in September and the MML Convention in October, if interested in attending, please let staff know

C. Mayor and Council Comments

- Council Member Parr thanked the Mabree family for attending the meeting

9. Other Council Business

10. Adjourn

Mayor Kurtz adjourned the meeting at 6:09 p.m.

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Mayor