



Agenda
City of Charlevoix City Council Regular Meeting
Monday, August 1, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - July 18, 2022
 - B. Accounts Payable and Payroll Check Registers
 - C. MERS 2022 Officer and Employee Delegate Certification Form
 - D. Change of Employee Life and Disability Insurance Carrier
- 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
 - C. Mayor and Council Comments
- 9. Other Council Business**
 - A. Closed Session: Annual Evaluation of City Manager (pursuant to MCL 15.268(1a))
- 10. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - July 18, 2022

Date: August 1, 2022

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Minutes from July 18, 2022

City of Charlevoix
City Council Regular Meeting minutes
Monday, July 18, 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, Richard Spring

Members Absent:

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

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 Spring to approve the consent agenda as presented.

Yeas: Bryan, Hagen, Kalbfell, Knapp, Parr, Spring

Nays:

Absent:

Motion carried.

A. City Council Meeting Minutes - July 5, 2022

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

<u>Dates</u>	<u>Description</u>	<u>Amount</u>
07/08/2022	Special Accounts Payable Run	\$267.92
07/08/2022	Payroll (net pay)	\$143,586.01
07/08/2022	Payroll Transmittal Checks	\$6,599.99
07/19/2022	Regular Accounts Payable	\$347,005.17
07/05/2022 - 07/11/2022	ACH/Wire Payments	\$143,860.23
Grand Total		\$641,319.32
To view the entire accounts payable and payroll check registers, please Click here.		

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

C. MML Worker's Compensation Fund Trustee Election

Motion to direct the City Clerk to cast a ballot for Lee Kilborn for the MML Worker's Compensation Fund Board of Trustees.

D. Purchase/Lease of Truck for Water Department

Motion to authorize the City Manager to sign the agreements as presented by Enterprise Fleet Maintenance.

E. Confirm Emergency purchase of Marina Water Heater Replacement: \$20,780

Motion to confirm the emergency purchase and installation of a water heater for the Marina on time and material basis plus electrical costs by MacGregor Plumbing and Heating.

F. Charlevoix Housing Commission Resignation-Lillian Left

Motion to accept Lillian Left's resignation from the Charlevoix Housing Commission.

G. Release of Draft 2022 Master Plan

Motion to release the 2022 Draft Master Plan Land Use for the public comment period.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Proposed Donation: Miniature Painted Sailboat Honoring Dale and Marilyn Boss

Linda Boss

Pam Beatty

City Manager Heydlauff stated Council first discussed the proposed donation of the miniature painted sailboat on June 20. The Planning Commission met on July 11 and reviewed the proposed donation per the donation policy. The Planning Commission's draft minutes from their July 11 meeting were added to the agenda packet for Council's review. City Manager Heydlauff stated that both Linda (Boss) and Pam (Beatty) were in attendance if they wanted to comment further. The Planning Commission recommended acceptance of the donation for placement in the Malewitz Parking lot off of Palmer Street, they did not give a specific location. The Planning Commission's Chair was also in the audience and could answer more specific questions if needed.

Pam Beatty addressed City Council and stated she would be happy to answer any questions. She stated she has been encouraged by the process so far and would appreciate Council's consideration.

Mayor Kurtz opened the item for public comment: three were opposed, four were in favor.

Discussion was held.

Motion by Spring to have a public hearing to discuss the miniature sailboat location at the next council meeting. Motion failed, no second offered.

B. AMI Recommendation by Power Systems Engineering

Electric Department Director Griffith provided Council with a brief history stating that over a year ago, Council approved to consult with Power System Engineering (PSE) for their

assistance with updating the City's metering systems.

Kyle Kopczyk presented City Council with a summary of their vetting process for a number of selected vendors. The representatives provided the Council with a summary of the qualifications and the detailed reasons why they are recommending Aclara for the meter project.

Mayor Kurtz opened the item for public comment. One was in favor.

Motion by Hagen, seconded by Kalbfell to authorize Power System Engineering to engage in contract negotiations with Aclara for the City of Charlevoix's Automated Metering Infrastructure Project.

Motion carried by unanimous voice vote.

C. Council Appointments

Janet Kalbfell

1st Ward Council Member

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

Motion by Kalbfell, seconded by Hagen to appoint Frank Campi to the Historic District Commission for a term to expire on June 30, 2025.

Motion carried by unanimous voice vote.

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

Motion by Kalbfell, seconded by Spring to appoint Carol Kranz to the Historic District Commission for a term to expire on June 30, 2025.

Motion carried by unanimous voice vote.

D. Mayoral Appointments

Luther Kurtz

Mayor

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

Motion by Hagen, seconded by Bryan to confirm the Mayor's appointment of Joan Buday to the Housing Commission for a term to expire on April 1, 2027.

Motion carried by unanimous voice vote.

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

Motion by Kalbfell, seconded by Knapp to confirm the Mayor's appointment of Mary Lynn Heid to the District Library Board for a term to expire on June 30, 2025.

Motion carried by unanimous voice vote.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

* Goats will be returning next weekend

* Recognition of Mrs. Lillian Left for all her years of service on the Housing Commission

*Recognition District Library Board President Mary Lynn Heid for her service and the Library Board's positive relationship with the City

*Recognition of Arlene Staley (previous City Clerk) for her years of service, she recently passed away

*Recognition of Clerk Dvoracek, one year today, the Council appointed her to the Clerk's position

*August 1st will be the City Manager's evaluation

*Happy Venetian

C. Mayor and Council Comments

Council collectively wished everyone a Happy Venetian Week.

9. Other Council Business

10. Adjourn

Mayor Kurtz adjourned the meeting at 7:11 pm.

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: August 1, 2022

Presented By:

Background:

Recommendation:

Motion approve the Accounts Payable and Payroll Check Registers as presented.

Attachments:

1. Check Registers - 08-01-22 Agenda

Check Number	Payee	Amount
07/15/2022		
136955	CHARLEVOIX VENETIAN FESTIVAL	15,000.00
Total 07/15/2022:		15,000.00
Grand Totals:		15,000.00

Summary of Check Registers & ACH Payments HUNTINGTON NATIONAL BANK - CHECKS ISSUED

07/15/22 Special Accounts Payable Run	\$ 15,000.00
07/22/22 Payroll (net pay)	\$ 140,073.88
07/22/22 Payroll Transmittal Checks	\$ 5,368.74
07/25/22 Special Accounts Payable Run	\$ 74,602.77
08/02/22 Regular Accounts Payable	\$ 257,959.89
Checks Sub-Total:	\$ 493,005.28

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

07/18/22 AMG Payment Solutions	\$ 782.90
07/18/22 MI Public Power Agency	\$ 26,658.11
07/18/22 Payment Service Network Inc.	\$ 249.40
07/20/22 Enterprise FM Trust (fleet lease)	\$ 1,916.16
07/22/22 IRS (Payroll Tax Deposit)	\$ 50,106.76
07/22/22 Alerus Financial (HCSP)	\$ 350.00
07/22/22 State of MI (Withholding Tax)	\$ 7,650.55
07/22/22 Vantagepoint (401 Plan)	\$ 957.68
07/22/22 Vantagepoint (457 Plan)	\$ 20,486.77
07/22/22 Vantagepoint (Roth IRA)	\$ 1,055.76
07/22/22 MERS (Defined Benefit Plan)	\$ 56,355.98
07/25/22 MI Public Power Agency	\$ 12,171.84
07/25/22 MI Public Power Agency	\$ 248,157.49
ACH Sub-Total:	\$ 426,899.40

Huntington National Bank Total: \$ 919,904.68

CHARLEVOIX STATE BANK - CHECKS ISSUED (PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

07/15/22 Special A/P Tax Disbursement	\$ 1,153,229.76
Charlevoix State Bank Total:	\$ 1,153,229.76

Grand Total: \$ 2,073,134.44

APPROVED:



CITY MANAGER



CITY TREASURER



CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/16/2022	PC	07/22/2022	35648	HEYDLAUFF, MARK L.	102		3,069.50
07/16/2022	PC	07/22/2022	35649	DVORACEK, SARAH J.	105		2,302.83
07/16/2022	PC	07/22/2022	35650	DEROSIA, PATRICIA E.	107		786.98
07/16/2022	PC	07/22/2022	35651	DOTSON, LINDSEY J.	109		1,420.38
07/16/2022	PC	07/22/2022	35652	KLOOSTER, ALIDA K.	121		1,843.53
07/16/2022	PC	07/22/2022	35653	BARNEVELD, RICHELLE	123		1,247.92
07/16/2022	PC	07/22/2022	35654	SCHULZ, GINNY L.	125		1,608.53
07/16/2022	PC	07/22/2022	35655	BRADLEY, KATHLEEN R.	126		1,259.21
07/16/2022	PC	07/22/2022	35656	MILLER, FAITH G.	142		436.61
07/16/2022	PC	07/22/2022	35657	MCGINN, KELLY A.	146		2,329.15
07/16/2022	PC	07/22/2022	35658	DOAN, GERARD P.	201		2,512.65
07/16/2022	PC	07/22/2022	35659	SCHOLEY, ROBERT W.	204		1,652.16
07/16/2022	PC	07/22/2022	35660	UMULIS, MATTHEW T.	205		1,490.65
07/16/2022	PC	07/22/2022	35661	ORBAN, BARBARA K.	209		1,466.09
07/16/2022	PC	07/22/2022	35662	RILEY, DENISE M.	213		570.57
07/16/2022	PC	07/22/2022	35663	MUNK, CHRISTOPHER J.	215		2,073.19
07/16/2022	PC	07/22/2022	35664	SCHICK, TIELER R.	216		1,829.24
07/16/2022	PC	07/22/2022	35665	STEWART, MORGAN J.	217		1,746.64
07/16/2022	PC	07/22/2022	35666	YOUNG, KRISTEN L.	230		1,479.76
07/16/2022	PC	07/22/2022	35667	BINGHAM, LARRY E.	240		874.45
07/16/2022	PC	07/22/2022	35668	MACGILLIVRAY, ROGER	244		1,089.44
07/16/2022	PC	07/22/2022	35669	WESTRICK, AARON J.	246		642.58
07/16/2022	PC	07/22/2022	35670	DOTSON, WILLIAM R.	249		449.69
07/16/2022	PC	07/22/2022	35671	WURST, RANDALL W.	411		1,498.04
07/16/2022	PC	07/22/2022	35672	HILLING, NICHOLAS A.	413		2,385.49
07/16/2022	PC	07/22/2022	35673	MEIER III, CHARLES A.	421		1,645.84
07/16/2022	PC	07/22/2022	35674	ZACHARIAS, STEVEN B.	422		2,589.81
07/16/2022	PC	07/22/2022	35675	NEWMAN, MARK J.	424		1,542.01
07/16/2022	PC	07/22/2022	35676	LOUGHMILLER, JOHN A.	425		1,976.20
07/16/2022	PC	07/22/2022	35677	GRIFFITH, JOHN J.	500		2,887.10
07/16/2022	PC	07/22/2022	35678	EATON, BRAD A.	515		2,780.73
07/16/2022	PC	07/22/2022	35679	WILSON, TIMOTHY J.	516		2,794.85
07/16/2022	PC	07/22/2022	35680	LAVOIE, RICHARD L.	519		2,398.31
07/16/2022	PC	07/22/2022	35681	STEVENS, BRANDON C.	521		2,627.67
07/16/2022	PC	07/22/2022	35682	WHITLEY, ANDREW T.	522		2,765.28
07/16/2022	PC	07/22/2022	35683	DRAVES, MARTIN J.	523		2,828.03
07/16/2022	PC	07/22/2022	35684	FARRELL, MITCHELL L.	524		1,733.92
07/16/2022	PC	07/22/2022	35685	ANDERSON, ELIZABETH	526		1,338.42
07/16/2022	PC	07/22/2022	35686	KENWABIKISE, DAVID L.	528		1,184.64
07/16/2022	PC	07/22/2022	35687	ELLIOTT, PATRICK M.	600		3,116.61
07/16/2022	PC	07/22/2022	35688	SCHWARTZFISHER, JOS	603		1,401.60
07/16/2022	PC	07/22/2022	35689	BRADLEY, KELLY R.	614		1,401.26
07/16/2022	PC	07/22/2022	35690	HART II, DELBERT W.	616		1,754.82
07/16/2022	PC	07/22/2022	35691	JONES, ROBERT F.	618		2,033.88
07/16/2022	PC	07/22/2022	35692	THORP JR, WILLIAM D.	623		1,606.48
07/16/2022	PC	07/22/2022	35693	LEITNER, RYAN S.	624		1,902.23
07/16/2022	PC	07/22/2022	35694	FERGUSON, ROYCE L.	625		1,339.64
07/16/2022	PC	07/22/2022	35695	REID, ROB A.	632		1,409.88
07/16/2022	PC	07/22/2022	35696	DORAN, JUSTIN J.	634		2,265.74
07/16/2022	PC	07/22/2022	35697	NEDWICK, DAVID J.	642		114.51
07/16/2022	PC	07/22/2022	35698	FREY, DYLAN V.	643		977.70
07/16/2022	PC	07/22/2022	35699	HART III, DELBERT W.	657		773.76
07/16/2022	PC	07/22/2022	35700	CONWAY, JAKE P.	658		852.06
07/16/2022	PC	07/22/2022	35701	PERSONS, CHLOE M.	659		612.13
07/16/2022	PC	07/22/2022	35702	CONWAY, ANNEMARIE	668		781.11
07/16/2022	PC	07/22/2022	35703	FINNERTY, HOLLY E.	669		766.26
07/16/2022	PC	07/22/2022	35704	MUMICH, BARRY J.	671		806.40

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/16/2022	PC	07/22/2022	35705	WOOD, DIANA G.	688		711.70
07/16/2022	PC	07/22/2022	35706	HIGGINS, THERESE M.	689		495.55
07/16/2022	PC	07/22/2022	35707	MOOAR, ISAAK S.	690		875.28
07/16/2022	PC	07/22/2022	35708	CRANDELL, ZACKARY R.	691		799.41
07/16/2022	PC	07/22/2022	35709	FRANCE JR, JAMES A.	695		1,101.48
07/16/2022	PC	07/22/2022	35710	RABIDEAU, JACOB L.	696		798.23
07/16/2022	PC	07/22/2022	35711	KNORR, KENT J.	700		2,157.97
07/16/2022	PC	07/22/2022	35712	ANZELL, BETH A.	702		1,406.10
07/16/2022	PC	07/22/2022	35713	STEBE, LAURA A.	703		96.04
07/16/2022	PC	07/22/2022	35714	STEWART, SPENCER P.	720		932.35
07/16/2022	PC	07/22/2022	35715	MCDERMOTT, DENNIS J.	732		1,912.15
07/16/2022	PC	07/22/2022	35716	JASURDA, DONALD J.	748		1,134.99
07/16/2022	PC	07/22/2022	35717	DORST, KRISTA M.	749		585.49
07/16/2022	PC	07/22/2022	35718	PARRISH, SAMANTHA K.	750		881.21
07/16/2022	PC	07/22/2022	35719	MEEHAN, MAXIMUS M.	751		660.30
07/16/2022	PC	07/22/2022	35720	WHITE III, MARCUS W.	754		776.15
07/16/2022	PC	07/22/2022	35721	CUNNINGHAM, ABIGAIL A	759		1,135.83
07/16/2022	PC	07/22/2022	35722	JAREMA, CAROLINE J.	760		924.66
07/16/2022	PC	07/22/2022	35723	PRIMAK, JACOB L.	761		449.29
07/16/2022	PC	07/22/2022	35724	CURTIS, LILY E.	770		1,049.11
07/16/2022	PC	07/22/2022	35725	MAY, MEREDITH A.	771		1,288.22
07/16/2022	PC	07/22/2022	35726	SPRAGUE, CHEYENNE L.	773		968.60
07/16/2022	PC	07/22/2022	35727	GERLACH, MAREN R.	775		694.14
07/16/2022	PC	07/22/2022	35728	MAY, MADALYNE M.	777		991.52
07/16/2022	PC	07/22/2022	35729	LEDUC, NATHAN A.	778		588.09
07/16/2022	PC	07/22/2022	35730	BOLLMANN, JOSIE J.	779		778.26
07/16/2022	PC	07/22/2022	35731	PETROSKY, TAYLOR G.	780		872.05
07/16/2022	PC	07/22/2022	35732	KIRINOVIC, THOMAS F.	790		419.36
07/16/2022	PC	07/22/2022	35733	WAGNER, KIRSTEN M.	793		757.70
07/16/2022	PC	07/22/2022	35734	SMITH, ELLERY S.	795		346.46
07/16/2022	PC	07/22/2022	35735	COFFEY, JASON J.	798		827.80
07/16/2022	PC	07/22/2022	35736	DRENTH, DOUGLAS A.	838		520.14
07/16/2022	PC	07/22/2022	35737	GILL, DAVID R.	856		742.46
07/16/2022	PC	07/22/2022	35738	LABLANCE, MAUREEN J.	863		378.24
07/16/2022	PC	07/22/2022	35739	LIVINGSTON, BRIAN D.	866		1,948.83
07/16/2022	PC	07/22/2022	35740	STANLEY, MARK J.	867		28.06
07/16/2022	PC	07/22/2022	35741	KLOOSTER, PATRICK H.	868		471.35
07/16/2022	PC	07/22/2022	35742	WAY, KRISTINA M.	870		177.32
07/16/2022	PC	07/22/2022	35743	DIETRICH, ARLENE M.	871		801.07
07/16/2022	PC	07/22/2022	35744	PARKER, SCOTT W.	873		124.79
07/16/2022	PC	07/22/2022	35745	PETROSKY, TIMOTHY D.	874		116.51
07/16/2022	PC	07/22/2022	35746	WYMAN, MATTHEW A.	927		2,438.01
07/16/2022	PC	07/22/2022	35747	MILLER, WILLIAM S.	933		1,177.67
07/16/2022	PC	07/22/2022	35748	DOUGLAS, MARK	935		1,542.97
07/16/2022	PC	07/22/2022	35749	MCCRANEY, RUSSELL R.	936		1,831.79
07/16/2022	PC	07/22/2022	35750	FRATRICK, JOSEPH W.	940		1,055.77
07/16/2022	PC	07/22/2022	35751	PAALMAN, STEPHEN J.	942		1,657.57
07/16/2022	PC	07/22/2022	35752	STEVENS, WILLIAM J.	951		926.81
07/16/2022	PC	07/22/2022	136956	FERUCCI, ENZO C.	248		749.53
07/16/2022	PC	07/22/2022	136957	MORRISON, KEVIN P.	601		1,761.99
07/16/2022	PC	07/22/2022	136958	SNYDER, JACOB M.	756		883.15
07/16/2022	PC	07/22/2022	136959	GERLACH, EMMALEE S.	781		55.41
07/16/2022	PC	07/22/2022	136960	COX, RONALD L.	869		194.79
Grand Totals:			110				140,073.88

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/16/2022	07/22/2022	136961	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	960.00
07/16/2022	07/22/2022	136962	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
07/16/2022	07/22/2022	136962	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	418.07
07/16/2022	07/22/2022	136963	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
07/16/2022	07/22/2022	136964	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,040.00
07/16/2022	07/22/2022	136965	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	678.21
07/16/2022	07/22/2022	136966	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	293.14
07/16/2022	07/22/2022	136966	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 7/16/	55.64
07/16/2022	07/22/2022	136966	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 7/16/20	4.80
07/16/2022	07/22/2022	136966	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	36.78
07/16/2022	07/22/2022	136966	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 7/16	10.28
07/16/2022	07/22/2022	136966	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 7/16/2	3.33
07/16/2022	07/22/2022	136967	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
07/16/2022	07/22/2022	136968	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,572.85
Grand Totals:		14				5,368.74

dm

Check Number	Payee	Amount
07/25/2022		
136969	AT&T	1,564.33
136970	AT&T MOBILITY	758.30
136971	CHARLEVOIX STATE BANK	7,139.58
136972	CHARLEVOIX TOWNSHIP TREASURE	18.63
136973	CHARTER COMMUNICATIONS OPERA	830.39
136974	DELTA DENTAL	3,372.94
136975	EQUITABLE FINANCIAL LIFE INSURAN	40.02
136976	GREAT LAKES ENERGY	236.75
136977	PRIORITY HEALTH	43,190.51
136978	RANGE TELECOMMUNICATIONS	51.25
136979	STANDARD INSURANCE CO	3,318.45
136980	VSP INSURANCE CO. (CT)	544.08
136981	WEX BANK	13,537.54
Total 07/25/2022:		74,602.77
Grand Totals:		74,602.77

Check Number	Payee	Amount
08/02/2022		
136982	ABRAMOWSKI, DWAIN M.	75.00
136983	ACME SPORTS INC	609.47
136984	AMAZON CAPITAL SERVICES	401.51
136985	AMERICAN LEGAL PUBLISHING CORP	250.03
136986	ANDERSON, ELIZABETH A.	50.00
136987	ANZELL, BETH A.	50.00
136988	ASTER BRANDS	8,000.00
136989	AT YOUR SERVICE PLUS INC	150.00
136990	BEANE, EVAN MORGAN	600.00
136991	BELL EQUIPMENT COMPANY	3,580.80
136992	BORINTRAGER FAMILY FARM	65.00
136993	BS& A SOFTWARE	1,000.00
136994	BYVILLE, JEROME P	75.00
136995	CCP INDUSTRIES INC	316.05
136996	CHARLEVOIX COUNTY TREASURER	1,300.55
136997	CHARLEVOIX LAVENDER	68.00
136998	CHARLEVOIX SCREEN MASTERS INC	196.00
136999	CINTAS	142.96
137000	CINTAS CORPORATION	189.59
137001	CONWAY PROFESSIONAL SERVICES	6,847.00
137002	DeROSIA, PATRICIA E.	50.00
137003	DIESEL TRUCK SALES	2,757.25
137004	DOAN, GERARD P.	50.00
137005	DORAN, JUSTIN J.	50.00
137006	DOTSON, LINDSEY J.	50.00
137007	DRENTH, DOUGLAS A	50.00
137008	DROST LANDSCAPE	2,880.00
137009	DVORACEK, SARAH	50.00
137010	ECONO SIGNS LLC	112.34
137011	EDELWEISS FARMS	75.00
137012	ELLIOTT, PATRICK M.	50.00
137013	ELLSWORTH FARMERS EXCHANGE	6,863.62
137014	FARMER WHITE'S	628.00
137015	FRANSON, KAREN	40.00
137016	GERBER'S HOMEMADE SWEETS	133.00
137017	GOLOVICH, RENEE	82.00
137018	GRAINGER	1,137.47
137019	GREEN PROJECTS GROUP	300.00
137020	GRIFFITH, JOHN J	50.00
137021	GRP ENGINEERING INC	525.00
137022	GUNTZVILLER, RHONDA	816.00
137023	HACH COMPANY	321.00
137024	HARRIER, KIRK	325.00
137025	HARRIER, SARAH	325.00
137026	HERITAGE-CRYSTAL CLEAN LLC	165.00
137027	HERMAN & ASSOCIATES	175.99
137028	HERZOG ELECTRIC	1,507.82
137029	HEYDLAUFF, MARK L.	50.00

Check Number	Payee	Amount
137030	HILLING, NICHOLAS A.	50.00
137031	HUTSON INC	61.17
137032	IDEXX DISTRIBUTION INC	1,425.31
137033	INTEGRITY BUSINESS SOLUTIONS	32.55
137034	IPS GROUP INC	1,117.30
137035	JACK DOHENY COMPANY	31.67
137036	KANINE, LINDI	145.50
137037	KIESLER POLICE SUPPLY INC	432.54
137038	KLOOSTER, ALIDA K.	50.00
137039	KNORR, KENT J.	50.00
137040	KOPRWICZ, JOSEPH S.	300.00
137041	KRAFT BUSINESS SYSTEMS	32.92
137042	KSS ENTERPRISES	6,793.92
137043	LASER PRINTER TECHNOLOGIES	500.00
137044	LEELANAU COFFEE ROASTING CO IN	241.70
137045	LITTLE TRAVERSE DISPOSAL LLC	44,477.12
137046	LIVINGSTON, BRIAN D.	50.00
137047	LOTTIE'S BAGELS	81.00
137048	LYNN, DANIEL	600.00
137049	MACCONNACHIE, KRYSTIN	276.45
137050	MAGGRET, DAVID	400.00
137051	MANTHEI CONSTRUCTION	386.35
137052	MAY, MEREDITH A.	50.00
137053	MCDERMOTT, DENNIS J.	50.00
137054	McGINN, KELLY A.	50.00
137055	MICHIGAN MUSHROOM MARKET LLC	147.00
137056	MICHIGAN OFFICEWAYS INC	196.29
137057	MIKE'S MUSTARD	26.00
137058	MILLER, FAITH G	27.55
137059	MILLER, WILLIAM S.	50.00
137060	MURRAY'S CREATIONS	65.00
137061	MUSTAFA, KIM	335.00
137062	MUSTANG TOOL SERVICE	278.59
137063	MWEA	160.00
137064	NORTHERN LIGHTS FAMILY OUTFITT	420.00
137065	O'REILLY AUTOMOTIVE INC	15.92
137066	PEASE, RIVER FAITH	225.00
137067	PENCHURA LLC	3,657.50
137068	PENINSULA FIBER NETWORK LLC	470.00
137069	POWER LINE SUPPLY	17,346.69
137070	POWER SYSTEM ENGINEERING INC	7,818.48
137071	PRICE, JESSICA	50.00
137072	REHMANN	10,000.00
137073	RIETH-RILEY CONST CO INC	66,326.25
137074	SCHMALTZ, MARGARET	150.00
137075	SCHOLEY, ROBERT W.	50.00
137076	SCIENTIFIC BRAKE - GAYLORD	282.06
137077	SHARROW, JACOB	600.00
137078	SIGMA-ALDRICH INC	177.87

Check Number	Payee	Amount
137079	SPARTAN DISTRIBUTORS INC	264.03
137080	STEVENS, BRANDON C.	65.00
137081	STRIKER SUPPLY	200.00
137082	SWEET MARIA'S LLC	773.00
137083	THORP, ELIZABETH	150.00
137084	TRUTE, HERB	90.00
137085	UNIFIRST CORPORATION	1,582.99
137086	UNIVERSAL CREDIT SERVICES INC	10.00
137087	UP NORTH ASSESSING INC	5,200.00
137088	USABUEBOOK	5,468.26
137089	UTILITIES INSTRUMENTATION SERVI	2,475.39
137090	UTILITY FINANCIAL SOLUTIONS	26,454.59
137091	VILLAGE GRAPHICS INC	384.00
137092	WHITMAN, LEE A	150.00
137093	WILMOT ELECTRIC INC	1,593.75
137094	WOOD SHOP, THE	1,230.00
137095	WURST, RANDALL W.	50.00
137096	WYMAN, MATTHEW A.	50.00
137097	YOUNG, KRISTEN L.	50.00
137098	ZAREMBA EQUIPMENT INC	1,571.73
Total 08/02/2022:		257,959.89
Grand Totals:		257,959.89

Check Number	Payee	Amount
07/18/2022		
71822001	AMG PAYMENT SOLUTIONS	782.90
71822002	MICHIGAN PUBLIC POWER AGENCY	26,658.11
71822003	PAYMENT SERVICE NETWORK INC.	249.40
Total 07/18/2022:		27,690.41
Grand Totals:		27,690.41

Check Number	Payee	Amount
07/20/2022		
72022001	ENTERPRISE FM TRUST	1,916.16
Total 07/20/2022:		1,916.16
Grand Totals:		1,916.16

Check Issue Date	Check Number	Payee	Amount
72222001			
07/22/2022	72222001	**EFTPS* Payroll Taxes	13,101.86
07/22/2022	72222001	**EFTPS* Payroll Taxes	13,101.86
07/22/2022	72222001	**EFTPS* Payroll Taxes	3,064.12
07/22/2022	72222001	**EFTPS* Payroll Taxes	3,064.12
07/22/2022	72222001	**EFTPS* Payroll Taxes	17,774.80
Total 72222001:			
	5		50,106.76
72222002			
07/22/2022	72222002	Alerus Financial	350.00
Total 72222002:			
	1		350.00
72222003			
07/22/2022	72222003	STATE OF MICHIGAN	7,650.55
Total 72222003:			
	1		7,650.55
72222004			
07/22/2022	72222004	Vantagepoint - 401 Plan 109153	957.68
Total 72222004:			
	1		957.68
72222005			
07/22/2022	72222005	Vantagepoint - 457 Plan 300959	4,525.00
07/22/2022	72222005	Vantagepoint - 457 Plan 300959	2,725.20
07/22/2022	72222005	Vantagepoint - 457 Plan 300959	4,289.75
07/22/2022	72222005	Vantagepoint - 457 Plan 300959	8,946.82
Total 72222005:			
	4		20,486.77
72222006			
07/22/2022	72222006	Vantagepoint - Roth IRA 706117	1,055.76
Total 72222006:			
	1		1,055.76
Grand Totals:			
	13		80,607.52

xm

Check Number	Payee	Amount
07/22/2022		
72222007	MERS	56,355.98
Total 07/22/2022:		56,355.98
Grand Totals:		56,355.98

Check Number	Payee	Amount
07/25/2022		
72522001	MICHIGAN PUBLIC POWER AGENCY	12,171.84
72522002	MICHIGAN PUBLIC POWER AGENCY	248,157.49
Total 07/25/2022:		260,329.33
Grand Totals:		260,329.33

Check Number	Payee	Amount
07/15/2022		
3828	CHARLEVOIX COUNTY TREASURER	402.22
3829	CHARLEVOIX COUNTY TREASURER	220,078.74
3830	CHARLEVOIX PUBLIC SCHOOLS	393,070.34
3831	CHARLEVOIX PUBLIC SCHOOLS	24,655.30
3832	CHARLEVOIX PUBLIC SCHOOLS	28,969.97
3833	CHARLEVOIX PUBLIC SCHOOLS	6,779.10
3834	CHARLEVOIX PUBLIC SCHOOLS	12,326.87
3835	CITY OF CHARLEVOIX - TAXES DUE	101,122.19
3836	CITY OF CHARLEVOIX/DDA	363,125.27
3837	STATE OF MICHIGAN	2,699.76
Total 07/15/2022:		1,153,229.76
Grand Totals:		1,153,229.76

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Charlevoix City Council

Consent Agenda

Title: MERS 2022 Officer and Employee Delegate Certification Form

Date: August 1, 2022

Presented By:

Background:

We are seeking Council approval for the 2022 MERS Officer and Employee Delegate Certification Form. Both an Employee and Officer Delegate will represent the City of Charlevoix at the Annual MERS Conference which is being held at the Grand Traverse Resort in Traverse City on September 26-27, 2022. Employees elected Barbara Orban as their Employee Delegate and Martin Draves as the Alternate Employee Delegate. Sarah Dvoracek was chosen to serve as the Officer Delegate and Kelly McGinn will serve as the Alternate Officer Delegate.

Recommendation:

Motion to approve the MERS 2022 Officer and Employee Delegate Certification Form.

Attachments:

1. 2022 Officer and Employee Delegate Certification Form

2022 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | September 2022

Please print clearly • Scan and attach this file when you register online • Retain a copy for your records

IMPORTANT: If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Sarah Dvoracek

Officer Alternate name

Kelly McGinn

Officer delegate and alternate listed above were appointed to serve during the 2022 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on August 1, _____, 2022.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Barbara Orban

Employee Alternate name

Martin Draves

Employee delegate and alternate listed above were elected to serve during the 2022 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on August 1, _____, 2022.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*		Municipality number*	Email address	
City of Charlevoix		1505	pattyd@charlevoixmi.gov	
Employer address	Employer city	Employer state	Employer zip code	
210 State St	Charlevoix	MI	49720	
Printed name	Title of authorized authority*			
Mark L. Heydlauff	City Manager			
Authorized signature*			Date	

* Required field

2
ways to
complete

1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s) – OR –
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).

Charlevoix City Council

Consent Agenda

Title: Change of Employee Life and Disability Insurance Carrier

Date: August 1, 2022

Presented By:

Background:

We recently requested that our insurance agent look for alternative options for employee disability insurance carriers. We were presented with the attached comparison chart. After careful consideration, we recommend The Hartford group for both our employee life and disability insurance carrier. This change will represent an overall decrease in our annual premiums of 15.1% and will include a two-year guarantee. Equitable, the other comparable carrier, would offer a larger decrease in premiums (23.3 %); however, it would include a pre-existing limitation for the short-term disability policy and only a one-year guarantee. Our current short-term disability plan does not include a pre-existing limitation.

Recommendation:

Motion to approve the change in employee life and disability insurance carriers to The Hartford with the new policy to begin October 1, 2022.

Attachments:

1. Employee Life and Disability Insurance Comparison

COST ANALYSIS

	 EQUITABLE Current	 EQUITABLE Renewal/Proposed	 THE HARTFORD
Life AD&D			
Annual Premium	\$5,248	\$5,248	\$4,937
Rate Guarantee	Expiring	1 Year	2 Years
			
Short Term Disability			
Annual Premium	\$16,370	\$11,528	\$12,451
Rate Guarantee	Expiring	2 Years	2 Years
Long Term Disability			
Annual Premium	\$15,322	\$11,543	\$13,983
Rate Guarantee	Expiring	2 Years	2 Years
Total All Lines			
Annual Premium	\$36,940	\$28,319	\$31,370
Annual Change vs Current		-\$8,621.09	-\$5,569.98
Annual % Change vs Current		-23.3%	-15.1%

This summary is for illustrative purposes only and is not a binding quote.

Pricing Assumes Package Sale unless otherwise noted.

Please refer to carrier proposal for full details.

City of Charlevoix

MARKETS APPROACHED

Carrier	Response	Notes
 EQUITABLE	Inforce carrier for Life. Proposal illustrated for STD and LTD	If the group stays with Equitable the Life and AD&D will reduce to \$0.18/\$0.028
	Inforce carrier	
	Proposal illustrated	
	Proposal received/uncompetitive	Carrier cannot quote the retiree population
	Decline to quote	
	Decline to quote	
	Decline to quote	
	No response	

LIFE AD&D



	Class	Inforce	
Benefit Details			
Life & AD&D Benefit	1	\$25,000	✓
	2	\$25,000	✓
	3	1 x Salary to max of \$50,000	✓
	4	Retirees receiving over \$10,000	✓
	5	Retirees receiving over \$10,000	
Guaranteed Issue (GI)	1	\$25,000	✓
	2	\$25,000	✓
	3	\$50,000	✓
	4	\$10,000	✓
	5	\$18,000	
Reduction Schedule		65% @ 65 50% @ 70	✓
Additional Benefit Details			
Waiver of Premium	1-3	Included	✓
Portability	1-3	Included	✓
Financial			
Employer Contribution Level		100%	100%
Total Covered Lives		60	60
Monthly Volume (estimated for comparison purposes only)		\$1,997,000	\$1,997,000
Life Rate (per \$1,000)		\$0.191	\$0.180
AD&D Rate (per \$1,000)		\$0.028	\$0.026
Rate Guarantee		Expiring	1 Year

COST ANALYSIS

	Current	Renewal	
Monthly Premium	\$437	\$437	\$411
Annual Premium	\$5,248	\$5,248	\$4,937
Annual Change vs Current		\$0	-\$312
Annual % Change vs Current		0.0%	-5.9%
Annual Change vs Renewal			-\$312
Annual % Change vs Renewal			-5.9%

This summary is for illustrative purposes only and is not a binding quote.

Pricing Assumes Package Sale unless otherwise noted.

Please refer to carrier proposal for full details.

Carrier Comments			
Commissions	Current	Current	Flat 10%

VOLUNTARY LIFE AND AD&D



Inforce			
Employee Benefit Schedule			
Employee Increments	\$10,000		✓
Employee Maximum	\$300,000		✓
Salary Limitation	5x		✓
Spouse Benefit Schedule			
Spouse Increments	\$5,000		✓
Spouse Maximum	\$150,000		✓
% of Employee Benefit Limit	50%		✓
Child(ren) Benefit Schedule			
Child Increments	Birth to 15 days: \$500 15 days to 26: \$1,000	Birth to 14 days: \$500 15 days to 26: \$1,000	
Child Maximum	\$10,000		✓
Guaranteed Issue (GI)			
Employee	\$100,000		✓
Spouse	\$25,000		✓
Child(ren)	\$10,000		✓
Additional Benefit Details			
Age Reduction Schedule	65% @ 65 50% @ 70		✓
Waiver of Premium	Included		✓
Portability	Included		✓
Participation Requirement	Current		63%
Rate (per \$1,000)			
Under 20	\$0.070	✓	✓
20 - 24	\$0.070	✓	✓
25 - 29	\$0.061	✓	✓
30 - 34	\$0.085	✓	✓
35 - 39	\$0.092	✓	✓
40 - 44	\$0.133	✓	✓
45 - 49	\$0.210	✓	✓
50 - 54	\$0.327	✓	✓
55 - 59	\$0.515	✓	✓
60 - 64	\$0.699	✓	✓
65 - 69	\$1.280	✓	✓
70 - 74	\$2.089	✓	✓
75 - 79	\$4.469	✓	✓
80+	\$9.937	✓	\$4.469
Child(ren)	\$0.087	✓	\$0.152
Employee AD&D	\$0.024	✓	✓
Spouse AD&D	\$0.024	✓	✓
Child(ren) AD&D	\$0.081	✓	\$0.066
Spouse Rates Match Employee Rates	Yes	✓	✓
Rate Guarantee	Expiring	1 Year	2 Years

This summary is for illustrative purposes only and is not a binding quote.

Pricing Assumes Package Sale unless otherwise noted.

Please refer to carrier proposal for full details.

	Current	Renewal	
Carrier Comments			
Commissions	Current	Current	Flat 10%

SHORT TERM DISABILITY



Class		Inforce		
Benefit Details				
Benefit Percentage		66.67%	✓	✓
Weekly Benefit Maximum		\$1,500	✓	✓
Elimination Period (Accident/Sickness)	1	14/14	✓	✓
Benefit Duration	1	13 Weeks	13 Weeks	13 Weeks
Pre-Existing Limitation		None	3/12	✓
Additional Benefit Details				
Benefit Taxability		Taxable	✓	✓
FICA Match		TBD	Included	Included
W-2 Reporting		TBD	Included	Included
Financial				
Total Covered Lives		47	47	47
Employer Contribution Level		100%	100%	100%
Weekly Volume (estimated for comparison purposes only)		\$38,428	\$38,428	\$38,428
Rate (per \$10)		\$0.355	\$0.250	\$0.270
Rate Guarantee		Expiring 2 Years	2 Years	2 Years

COST ANALYSIS

	Current	Renewal		
Monthly Premium	\$1,364	\$1,364	\$961	\$1,038
Annual Premium	\$16,370	\$16,370	\$11,528	\$12,451
Annual Change vs Current		\$0	-\$4,842	-\$3,920
Annual % Change vs Current		0.0%	-29.6%	-23.9%
Annual Change vs Renewal			-\$4,842	-\$3,920
Annual % Change vs Renewal			-29.6%	-23.9%

This summary is for illustrative purposes only and is not a binding quote.

Pricing Assumes Package Sale unless otherwise noted.

Please refer to carrier proposal for full details.

Carrier Comments				
Commissions	Current	Current	Standard	Flat 10%

LONG TERM DISABILITY



	Inforce		
Benefit Details			
Benefit Percentage	60.00%	✓	✓
Monthly Benefit Maximum	\$5,000	✓	✓
Guaranteed Issue	\$5,000	✓	✓
Elimination Period	90 Days	✓	✓
Own Occupation Duration	2 Year Own Occupation	✓	✓
Earnings Test (Own/Any)	80%/60%	✓	✓
Benefit Duration	SSNRA	✓	✓
Additional Benefit Details			
Residual Disability	Included	✓	✓
Benefit Integration/Social Security Offset	Family	✓	✓
Employee Assistance Program (EAP)	Included	✓	✓
Conversion	Not Included	✓	✓
Limitations			
Mental/Nervous Limitation	24 Months	✓	✓
Drug/Alcohol Limitation	24 Months	✓	✓
Self-Reported Limitation	Unlimited	✓	✓
Pre-Existing Limitation	3/12	✓	✓
Financial			
Total Covered Lives	51	51	51
Employer Contribution Level	100%	100%	100%
Monthly Covered Payroll (estimated for comparison purposes only)	\$247,925	\$247,925	\$247,925
Rate (per \$100)	\$0.515	\$0.540	\$0.388
Rate Guarantee	Expiring	2 Years	2 Years

COST ANALYSIS

	Current	Renewal		
Monthly Premium	\$1,277	\$1,339	\$962	\$1,165
Annual Premium	\$15,322	\$16,066	\$11,543	\$13,983
Annual Change vs Current		\$744	-\$3,778	-\$1,339
Annual % Change vs Current		4.9%	-24.7%	-8.7%
Annual Change vs Renewal			-\$4,522	-\$2,083
Annual % Change vs Renewal			-28.1%	-13.0%

This summary is for illustrative purposes only and is not a binding quote.

Pricing Assumes Package Sale unless otherwise noted.

Please refer to carrier proposal for full details.

Carrier Comments				
Commissions	Current	Current	Standard	Flat 10%

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: August 1, 2022

Presented By: Mark Heydlauff, City Manager

Background:

A. McSauba Covid Exposure

Last night, we learned that one of our McSauba Day Camp staff tested positive for Covid. We notified parents last night and closed camp for today. After consultation with the Health Department of Northwest Michigan and the Michigan Department of Licensing and Regulatory Affairs (who license the camp), we have guidance that may allow us to reopen tomorrow at the earliest depending on staff availability. We do expect, at this point, to return to normal camp activities on Monday. I appreciate Kent Knorr, Meredith May, Patty DeRosia, and Beth Anzell who quickly addressed the situation and contacted parents.

B. Michigan Aeronautics Commission

The Michigan Aeronautics Commission held their regular meeting here in Charlevoix on July 20. We were pleased to have them visit and to show them the great work our staff is doing at the airport for the flying and traveling public. They especially appreciated the assistance of Airport Manager Matthew Wyman and City Clerk/Assistant to the City Manager Sarah Dvoracek, who made the arrangements and welcomed them to Charlevoix.

C. Health Insurance Renewal

We are finalizing our health insurance renewal options now and expect to have a recommendation to Council later this month. Due to unusual utilization over the past year, we did see a significant premium increase, but our Health Insurance Committee worked through the options and found a lower-cost plan we believe will be suitable for our staff while minimizing the increase that would have entailed with the existing plans.

D. DTE Gate Valve Easement

I expect contractors for DTE Energy will soon begin the installation work on the gate valve in the alley near the library. Some residents have expressed concern about this project; I noted that we have long had a gas installation under Hoffmann Park and a similar device will be placed on the airport property with the consent of the FAA. In the case of the alley project, the Planning Commission determined the exterior of the installation needed to be a brick wall with a similar scheme as the library to fit the aesthetics of the community.

E. Successful Venetian

I appreciate all the volunteers, community groups, and our staff who helped make another successful Venetian Festival this year. You might think we hang on loosely, but we don't let go of a good community event in Charlevoix.

Recommendation:

Attachments:

1. DDA/MMS Meeting Minutes 06/27/2022

City of Charlevoix
Downtown Development Authority and Main Street Meeting minutes
Monday, June 27, 2022 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

The meeting was called to order at 5:30 p.m. by Chair Owens.

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Sean Bradley, Sam Bingham, Liam Dreyer, Kirby Dipert, Mayor Luther Kurtz, Annie

Present: Oosthuizen, Paul Silva, Ron Way

Members None

Absent:

City Staff: Mark Heydlauff, City Manager

City Staff Lindsey Dotson, DDA Main Street Director

Absent:

Chair Owens asked for a moment of silence in honor of Jim Mabee who was one of the founding members of the DDA.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Member Dipert, seconded by Member Bradley to approve the remainder of the Consent Agenda as presented.

Motion carried by unanimous voice vote.

A. Approve Minutes for May 23, 2022 Regular Meeting

Member Dreyer stated that his name did not appear in the May 23, 2022 minutes as present and he was present at the meeting.

Motion by Member Dipert, seconded by Member Bradley to approve the minutes for the May 23, 2022 Regular Meeting as amended.

Motion carried by unanimous voice vote.

B. Accreditation - Self Assessment

Motion to approve the accreditation self-assessment as presented and authorize the Executive Director to submit it.

C. National Main Street Trademark Sublicense Agreement

Motion to authorize the Executive Director to sign the National Main Street Center Local Program Accredited Member Sublicensing Agreement as presented.

D. Financial Report

Motion to approve the Financial Report as presented.

6. Reports

A. General Updates

Mark Heydlauff, City Manager

City Manager Heydlauff stated that there has been some maintenance work done at the Bridge Park building and he asked Mr. Murray last week to approve the correction to the fire suppression system that was detected during the build-out for J. Byrd. He stated that there was also the discovery of an HVAC problem on the BIBCO side of the building which to repair will cost \$3,000. He stated that a quote was obtained for a new control system for the building for \$18,000 and Mr. Murray was going to investigate the matter further.

City Manager Heydlauff reported that the Live on Lake concerts will begin on Thursday, June 30th. Cardboard recycling bins and compostable bags have been obtained and volunteers will be setting those out to collect recyclables during the event. The recycling materials will then be taken to the Grant Street recycling center.

7. Old Business

A. TIF Plan Renewal

Mark Heydlauff, City Manager

City Manager Heydlauff stated that the Tax Increment Financing Plan (TIF) is a particularly complex plan, but it's also the key to the DDA's funding for various projects over the years. The current TIF Plan sunsets in October 2026 when the final debt service payment on the Marina and East Park is due. He recommended that the DDA develop an updated TIF Plan using Miller-Canfield, which has been the bond counsel for the financing for all of the City's recent Public Works projects. He recommended that the DDA include funding for the update in next year's budget.

City Manager Heydlauff stated if the Board reads through the variety of things that were considered as projects for the TIF funds and the Plan amendments in the later years, they would see the foresight and vision that leaders had for the community which is now thought of as part of the landscape of the downtown. He recommended that as the Board works through this project they should have a broad view of a variety of things that could occur in the future of the downtown to support the District going forward.

City Manager Heydlauff stated he would contact Miller-Canfield to see when they would be available to attend a DDA meeting to begin the process and to determine an amount to include in the next budget cycle for the TIF Plan update. The Board concurred.

B. Big Belly Information

Mark Heydlauff, City Manager

City Manager Heydlauff stated Director Dotson had been in touch with the sales staff at Big Belly and he was not familiar with this particular information until he received the quote that was provided to the Board members. He encouraged the Board to look at a budget for what they would like to do to add recycling and trash capacity downtown. He stated the easiest

thing would be for the DDA to set the budget and then staff would determine how to implement an expansion of the current program. Discussion followed regarding the proposal, the one unit that the City currently has, and lease option vs. purchase of the units.

Motion by Member Bradley, seconded by Member Oosthuizen to make a financial commitment toward the addition of more Big Belly units downtown. Discussion followed regarding whether or not to include an actual funding amount in the motion and other research needed for this project. Member Bradley amended the motion to include a tentative financial contribution from the DDA of \$25,000 for this project, Member Oosthuizen seconded the amended motion.

Motion carried by unanimous voice vote.

8. New Business

City Manager Heydlauff stated he received a call from a resident in Boulder Park about the traffic they were experiencing around the mushroom houses, and he advised them that if they had concerns they were welcome to contact Charlevoix Township or the Road Commission, but it did occur to him that the resident was concerned that the City was somehow promoting their neighborhood. He stated that one of the wayfinding signs is located across from the hospital and it's outside the DDA district and it actually points to the mushroom houses and he suggested that the sign could be re-purposed. Mayor Kurtz stated he received the same call and he suggested to the resident that they place another sign as they entered their neighborhood that asked visitors to be respectful of the homeowners. Discussion followed regarding whether or not to remove or relocate the sign.

Motion by Member Dipert, seconded by Member Bradley as a show of good faith to the residents of Boulder Park that the City remove the wayfinding sign and use the sign at a later date at a different location. **Motion carried by 8 to 1 voice vote.**

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Meeting adjourned at 6:13 p.m.

Sarah J. Dvoracek/fgm City Clerk

Maureen Owens Chair

CHARLEVOIX MAIN STREET MISSION

The mission of the Charlevoix Main Street program is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: August 1, 2022

Presented By:

Background:

Recommendation:

Attachments:

None

Charlevoix City Council

Other Council Business

Title: Closed Session: Annual Evaluation of City Manager (pursuant to MCL 15.268(1a))

Date: August 1, 2022

Presented By:

Background:

Honorable Mayor and Council:

My employment agreement with the City stipulates an annual performance evaluation. In accord with the consensus of Council on July 20, this evaluation will occur on August 1, 2022. Pursuant to my right under the Open Meetings Act, I request this be held in Closed Session.

Very truly yours,
Mark L. Heydlauff
City Manager

Recommendation:

Motion to enter closed session for the purpose of evaluating the City Manager's performance pursuant to MCL 15.268, section 1a.

Attachments:

None