



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, April 5, 2021- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

- A. Zoom log-in for Remote Participation

2. Roll Call

3. Presentations

- A. Proclamation - Sexual Assault Awareness Month
Luther Kurtz, Mayor
- B. Proclamation - Tree City USA Designation
Luther Kurtz, Mayor

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - March 15, 2021
- B. City Council Special Meeting Minutes - March 30, 2021
- C. Accounts Payable and Payroll Check Registers
- D. Kerite Conductor Purchase: \$22,350
- E. Revised Deficit Elimination Plan for the Ambulance Fund
- F. Harbormaster and Dock Attendant Job Descriptions
- G. Revision of Chief Operator - Wastewater Treatment Plant and WTP/WWTP Apprentice Operator Job Descriptions
- H. Golf Course Greens Mower Purchase: \$29,154
- I. Pavement Marking Proposal: \$16,664.96

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

- A. MPPA Power Purchase Commitment
John Griffith, Electric Department Director
- B. Odmark Pavilion Request - Trout Tournament
Chris Mikulski

- C. Odmark Pavilion Request - Walk, Run, Cure
Kim Stevens
- D. Odmark Pavilion Request - City Band
Evelyn Wujcik
- E. Mayoral Appointments
Luther Kurtz, Mayor

8. Reports and Communications

- A. Public Comment
- B. City Manager's Comments
- C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CHARLEVOIX CITY COUNCIL

Pledge of Allegiance

TITLE: Zoom log-in for Remote Participation

DATE: April 5, 2021

BACKGROUND:

The meeting will be held in-person under the direction of the MDHHS. Social distancing and masks are required and the capacity should be limited to 25. For those wishing to participate remotely, a Zoom link is available.

Topic: Charlevoix City Council Remote Participation

Time: Apr 5, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

Meeting ID: 927 0713 2997

Passcode: 720085

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Proclamation - Sexual Assault Awareness Month

DATE: April 5, 2021

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

April is Sexual Assault Awareness Month and for positive change to occur, it will take a combination of awareness and action in our community.

ATTACHMENTS:

- ▣ Proclamation

PROCLAMATION

SEXUAL ASSAULT AWARENESS MONTH ~ APRIL 2021

WHEREAS, sexual assault affects women, children and men of all racial, cultural and economic backgrounds; and

WHEREAS, in addition to the immediate physical and emotional costs, sexual assault may also have associated consequences of post-traumatic stress disorder, substance abuse, depression, homelessness, eating disorders and suicide; and

WHEREAS, sexual assault can be devastating for not only the survivor, but also for the family and friends of the survivor; and

WHEREAS, no one person, organization, agency or community can eliminate sexual assault on their own, but we can work together to educate our entire population about what can be done to prevent sexual assault, support victims/survivors and their significant others and increase support for agencies providing services to victims/survivors; and

WHEREAS, Sexual Assault Awareness Month provides an excellent opportunity for citizens to learn more about preventing sexual violence before it can start and to show support for the numerous organizations and individuals who provide critical advocacy, services and assistance to sexual assault survivors; and

WHEREAS, The City of Charlevoix strongly supports the efforts of national, state, and local partners, and of every citizen, to actively engage in public and private efforts to prevent sexual violence. It's time for all of us to start conversations, take appropriate action and support one another to create safe and thriving communities.

NOW, THEREFORE BE IT RESOLVED, that I, Luther Kurtz, Mayor of the City of Charlevoix, support efforts to eliminate sexual assault and hereby declare April 2021 to be in our city

Sexual Assault Awareness Month

Dated this 1st day of April, 2021.

Mayor Luther Kurtz
City of Charlevoix

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Proclamation - Tree City USA Designation

DATE: April 5, 2021

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Mayoral proclamation in recognition of National Arbor Day and Earth Day and supporting the City's continuing certification as a Tree City USA.

ATTACHMENTS:

▣ Proclamation



MAYORAL PROCLAMATION

WHEREAS, in 2020 the City planted, pruned and encouraged our citizens to care for our street trees and encouraged citizens to participate in our Adopt-A-Tree program; and

WHEREAS, in 2020 the City was once again certified as a "Tree City USA*" for the twenty-ninth time; and

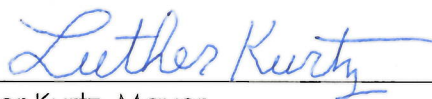
WHEREAS, the City has met the four standards necessary to become a Tree City USA Community.

BE IT SO RESOLVED THAT THE MAYOR OF THE CITY OF CHARLEVOIX, supports the observance and celebration of National Arbor Day on April 30, 2021 and Earth Day on April 22, 2021; and

BE IT FURTHER RESOLVED, that the City of Charlevoix is a Green Community and supports the City's continuing certification as a Tree City USA; and

BE IT FURTHER RESOLVED, residents are encouraged to continue planting and protecting the young City trees adjoining their properties.




Luther Kurtz, Mayor

April 5, 2021

* Tree City USA is a nationwide awards program sponsored by the Arbor Day Foundation, supported by the USDA Forestry Service and the National Association of State Foresters including our own Michigan foresters.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - March 15, 2021

DATE: April 5, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 15, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

The alternate participation meeting was called to order at 6:00 p.m. by Mayor Kurtz.

1. Pledge of Allegiance

2. Roll Call

All members participated in person.

Mayor: Luther Kurtz

Members Present: Mark Knapp, Aaron Hagen, Janet Kalbfell, Phil Parr, Brian Slater

Members Absent: Greg Bryan

City Manager: Mark L. Heydlauff

City Clerk: Joyce Golding

3. Presentations

Tom Asp, Power System Engineering presented findings of their high-level evaluation of the potential for the City of Charlevoix Electric Department to enter the broadband business as well as a magnitude cost estimate of implementing and operating a broadband business. The financial projections in the analysis are intended to assist Charlevoix in deciding whether or not to investigate broadband any further.

4. Inquiry Regarding Conflicts of Interest

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 – March 1, 2021
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – February 25, 2021
 - b. Regular Accounts Payable Check Register – March 16, 2021
 - c. ACH Payments – February 25, 2021 to March 10, 2021
 - d. Payroll Check Register – March 5, 2021
 - e. Payroll Transmittal – March 5, 2021
 - f. Tax Disbursement – March 16, 2021
- C. Planning Commission Resignation – Dennis Halverson
- D. Internal Loan Agreement – loan \$130,000 from Electric Fund to General Fund to purchase property on W. Carpenter Street
- E. Keep Charlevoix Beautiful Watering Agreement - \$10,000 to provide water and flowers in public spaces

Motion by Kalbfell, second by Hagen to approve the Consent Agenda.

Yeas: Kalbfell, Hagen, Slater, Knapp, Parr

Nays: None

Absent: Bryan

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Proposed Deck Located at 101 Bridge Street

City Manager Heydlauff stated that the applicants and owners, David Levy and Chuck Schilling (Pine River, LLC) are seeking permission to occupy a portion of the vacant space located just north of 101 Bridge Street, adjacent to the Pine River Channel. The applicants wish to build a raised deck to be used for outdoor dining and the property is owned by the Michigan Department of Transportation. He stated that MDOT would likely allow a license to be executed for the construction within their right-of-way. Use of the deck would then be subject to the City's outdoor dining rules and in accord with MDOT.

City Manager Heydlauff stated that the next step was final approval of a license to use the MDOT right-of-way by the City for the construction of the deck by the private owners. Should the owners cease to own the business or choose to no longer use it, the deck would remain the property of the City and could be used for free public enjoyment or be removed at the City's expense should it choose to no longer maintain it. The Planning Commission reviewed the proposal and found it to be generally in keeping with the City's placemaking goals.

Mayor Kurtz opened the item to public comment, and six were heard (five in favor, one against).

Motion by Parr, second by Kalbfell to approve the request from Pine River, LLC for a license to use the MDOT right-of-way adjacent to 101 Bridge Street subject to final review by the City Attorney and licensing agreement with the State of Michigan [and to consider public usage of the deck when the business is closed in addition to landscaping the base of the deck.] Motion carried by unanimous voice vote.

B. Report and Partnership Renewal with Visit Charlevoix

Amanda Wilkin, Visit Charlevoix, stated that the City of Charlevoix has had a long relationship with Visit Charlevoix, and she reviewed the past year's marketing focus. Last year, we tweaked the agreement so that our funding was more closely tied to the promotion of the City's recreational amenities-some of which derive revenue for the City. This agreement renews these terms for an additional three years.

Mayor Kurtz opened the item to public comment, and none was heard.

Motion by Kalbfell, second by Slater to approve the partnership agreement with Visit Charlevoix as presented. Motion carried by unanimous voice vote.

C. Donation Proposal: Bridge Street Planter Boxes

City Manager Heydlauff stated that Todd and Pam Wyatt proposed donating movable, concrete planters to the City for placement at the former crosswalk on the north side of Clinton Street at Bridge Street. They believe this would help deter pedestrians crossing there and also beautify the intersection. The placement of these planters will likely require the consent of MDOT. He stated in the long-term, the City would be responsible to maintain the planters including watering and weeding. Council agreed on the planters but felt that they should be used on a trial basis at the intersection. If this wasn't successful, they could be located elsewhere in the City.

Mayor Kurtz opened the item to public comment, and two were heard, both against.

Motion by Knapp, second by Hagen to accept the donation of planter boxes (Option 1) and direct City Staff to obtain necessary approval from MDOT. Motion carried by unanimous voice vote.

D. First Fridays Promotion Request

DDA Director Dotson stated that Charlevoix Main Street DDA is requesting permission to host a new promotion to increase foot traffic in the downtown when it needs it most: January - May. She explained the concept to Council.

Mayor Kurtz opened the item to public comment, and none was heard.

Motion by Hagen, second by Slater to approve the First Fridays Promotion to begin in April. Motion carried by unanimous voice vote.

E. Recreation Master Plan

Recreation Director Knorr stated that they issued a Request for Proposals for the development of a new Master Plan. The Recreation Director and chairs of both the Recreation Advisory Committee and the Shade Tree and Parks Committee interviewed the top three candidates and they recommended Beckett & Raeder at a cost of \$12,620.

Mayor Kurtz opened the item to public comment, and none was heard.

Motion by Kalbfell, second by Parr to authorize the City Manager to sign the necessary agreement between the City of Charlevoix and Beckett & Raeder for the completion of the new City of Charlevoix 5-year Recreation Master Plan. Motion carried by unanimous voice vote.

F. Dog Park Approval

Recreation Director Knorr recalled that he presented Council with a concept plan to develop a dog park behind the existing ball fields on Carpenter Street. He recommended moving forward on fencing to secure the area. The Dog Park Committee will meet to create rules and user guidelines. He noted that maintenance of the area is already covered by the existing budget and administrative expenses will be part of the existing Recreation Department budget.

Mayor Kurtz opened the item to public comment, and none was heard.

Motion by Parr, second by Kalbfell to designate the area between the Carpenter Street Ball Fields and the Airport as the "City of Charlevoix Dog Park". Motion carried by unanimous voice vote.

G. Ferry Avenue Boat Launch Dock Improvements

Recreation Director Knorr stated that the four Ferry Beach Boat Launch skid piers need to be replaced as they have reached the end of their life expectancy. Specifications for each pier would meet MDNR design criteria, and include painted frames, longitudinal tubes and installation. He stated that by adopting the following resolution, we will be applying for a Michigan Waterways Program Grant with a required match of \$37,375. The total project is estimated to cost \$74,750 and would be completed later this year.

Mayor Kurtz opened the item to public comment, and none was heard.

Motion by Hagen, second by Kalbfell to approve Resolution 2021-03-02 to authorize the City Manager to file the Grant Application with the Michigan Department of Natural Resources Waterways Commission and direct the City Manager to modify the 2021 Capital Improvement Plan accordingly.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-03-02**

MICHIGAN DEPARTMENT OF NATURAL RESOURCES WATERWAYS COMMISSION PROGRAM GRANT APPLICATION

WHEREAS, the City of Charlevoix supports the submission of an application titled "Ferry Beach Boat Launch and Skid Pier Improvements" to the Waterways Program Grant for site improvements at Ferry Beach; and

WHEREAS, the City of Charlevoix is committed to maintaining and improving public access to bodies of water including Round Lake, Lake Charlevoix, and Lake Michigan; and

WHEREAS, the proposed application is supported by the City of Charlevoix Recreation Master Plan; and

WHEREAS, the City of Charlevoix is hereby making a financial commitment to the project in the amount of \$37,375 matching funds, in cash and/or force account.

NOW THEREFORE BE IT RESOLVED, the City of Charlevoix City Council authorizes submission of a Waterways Program Grant application for \$74,750; and

BE IT FURTHER RESOLVED, the City of Charlevoix will make available its financial obligation amount of \$37,375 (50%) of the total \$74,750 project during the 2021-2022 fiscal year.

RESOLVED this 15th day of March, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Kalbfell, Hagen, Slater, Knapp, Parr

Nays: None

Absent: Bryan

H. Ferry Beach Kayak Launch

Recreation Director Knorr recalled that Edgewater Resources completed initial design, engineering, and permitting for an Accessible Kayak Launch at Ferry Beach. He stated that the final design work and quote for a Kayak Launch and its installation cost was \$50,784. Leadership Charlevoix raised \$25,000 for this project and the City will be paying the difference.

Mayor Kurtz opened the item to public comment, and none was heard.

Motion by Parr, second by Kalbfell to approve the quote from EZ Dock to construct and install the EZ Dock Kayak Launch at Ferry Beach for an amount not to exceed \$50,784 and authorize the City Manager to sign acceptance of this quote. Motion carried by unanimous voice vote.

I. Northside Trail Development Engineering Agreement

City Manager Heydlauff recalled that Council approved a non-motorized trail for the northside of town to connect the Little Traverse Wheelway at Waller Road to Division Street. This would fill the missing link between the end of the Wheelway to a sidewalk network connecting to downtown Charlevoix. All easements have been secured for this land at no cost to the City. This proposal from OHM Advisors would do final engineering design and prepare the project for grant funding and construction bidding.

Mayor Kurtz opened the item to public comment, and one was heard in favor.

Motion by Kalbfell, second by Slater to approve the proposal from OHM Advisors for the engineering of the Northside Trail in the amount of \$65,000 and authorize the City Manager to sign the agreement. Motion carried by unanimous voice vote.

J. Mayoral Appointments

Motion by Parr, second by Kalbfell to re-appoint Jennifer Muladore to the Planning Commission, term expiring April 2024. Motion carried by unanimous voice vote.

Motion by Kalbfell, second by Slater to re-appoint Mary Millington to the Planning Commission, term expiring April 2024. Motion carried by unanimous voice vote.

Motion by Hagen, second by Kalbfell to re-appoint Lillian Left to the Housing Commission, term expiring April 2026. Motion carried by unanimous voice vote.

8. Reports & Communications

A. Public Comments

- Tom Richards had high praise for Electric Department Director Griffith

B. City Manager Comments

- Commended Lil Left for her years of volunteerism

DRAFT

- Summer recreation activities will continue
- City Staff received vaccines this week
- Health Department and EMS are collaborating to vaccinate homebound residents
- Water usage was cut in half and electric reduced by 33% with the new golf course configuration
- Recognized the many achievements of Recreation Director Knorr on his third year with the City

C. Mayor & Council Comments

- Hagen and Slater thanked Recreation Director Knorr and noted it was good to be meeting in Council Chambers
- Kalbfell noted that Little Traverse Bay Band of Odawa Indians was offering vaccines to tribal and non-tribal essential workers

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 8:06 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 02/25/2021			
AT&T MOBILITY	915.62	GREAT LAKES ENERGY	231.29
CHARLEVOIX STATE BANK	2,992.86	US BANK	101,800.00
CHARLEVOIX TOWNSHIP	35.58	TOTAL	105,975.35
Regular Accounts Payable – 03/16/2021			
ACCUMED GROUP, THE	3,025.27	MICHIGAN ASSOC OF PLANNING	590.00
ACE HARDWARE	3,570.67	MICHIGAN WATER ENV ASSOC	294.00
ALL AREA TOWING	225.00	MILLINGTON, MARY F.	69.40
AMERICAN WASTE INC.	938.40	NAVIA BENEFIT SOLUTIONS	50.00
AT YOUR SERVICE PLUS INC	250.00	NORTH CENTRAL MICHIGAN COLLEGE	66.00
AUTO VALUE	867.58	NORTHERN MICHIGAN MEDCENTER - N	128.00
BOUND TREE MEDICAL LLC	123.74	NYE UNIFORM CO	280.00
BRADFORD'S	39.00	OHM ADVISORS	14,442.04
CARLSON - DIMOND & WRIGHT INC	5,305.94	OTEC	703.00
CDW GOVERNMENT INC.	422.67	POWER LINE SUPPLY	8,473.47
CINTAS CORPORATION	109.73	PRESTON FEATHER	2,065.48
CITY OF CHARLEVOIX - MISC	727.62	PURITY CYLINDER GASES INC	107.69
CLOTHING COMPANY, THE	125.00	QUILL CORP	72.76
CONWAY PROFESSIONAL SERVICES	220.00	R L DEPPMANN CO	131.51
CUMMINS BRIDGEWAY LLC	1,393.35	SIGMA-ALDRICH INC.	118.83
DEERE & COMPANY	8,385.58	STATE OF MICHIGAN	310.00
DHILLON, SCHARNJEET	75.00	STATE OF MICHIGAN	363.00
DREBNSTEDT, ROBERT	1,000.00	STEVENS, JEFF	180.00
F.H. BLACK & COMPANY	717.50	SYSTEMS SPECIALISTS INC	1,485.00
FAMILY FARM & HOME	100.54	TARGETSOLUTIONS LEARNING LLC	1,734.70
FANTER, ANDREA	15.70	TERMINAL SUPPLY CO	175.00
FASTENAL COMPANY	72.06	TRUCK & TRAILER SPECIALTIES	762.62
GALLS AN ARAMARK COMPANY	1,331.99	UNIFIRST CORPORATION	1,087.90
GRANICUS	13,343.97	UPPER CASE PRINTING INK.	1,131.00
GRP ENGINEERING INC.	10,000.00	USA BLUE BOOK	388.92
HEALTH DEPT OF NW MICHIGAN	945.00	UTILITIES INSTRUMENTATION SERVICE.	3,904.00
HUNTINGTON NATIONAL BANK	135,550.00	VERIBANC INC.	432.00
HYDRO CORP	539.50	WARNER, KELLY	39.49
JONES, NEIL & JOANNE	75.00	WORK & PLAY SHOP	306.52
JOPPA HOUSE MINISTRIES PROGRAM	14,000.00	XEROX FINANCIAL SERVICES	168.84
KSS ENTERPRISES	521.54	TOTAL	245,041.71
LAMAR COMPANIES	770.00		
LAWRENCE, KAILEY	31.32		
MCCARDEL CULLIGAN-PETOSKEY	51.50		
MEDLINE INDUSTRIES INC	110.37		
ACH Payments – 02/25/2021 to 03/10/2021			
MI PUBLIC POWER AGENCY	197,668.58	VANTAGEPOINT (401 ICMA PLAN)	912.07
MI PUBLIC POWER AGENCY	12,830.82	VANTAGEPOINT (457 ICMA PLAN)	20,152.40
PROXIMITY SPACE INC	99.00	VANTAGEPOINT (ROTH IRA)	1,080.76
AMG PAYMENT SOLUTIONS	24.99	DTE ENERGY	9,110.82
NEOFUNDS BY NEOPOST	5,000.00	STATE OF MI (SALES TAX)	21,413.02
PAYMENT SERVICE NETWORK INC	247.50	TOTAL	315,048.50
IRS (PAYROLL TAX DEPOSIT)	40,155.81		
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	6,002.73		

DRAFT

Payroll Net Pay – Check Date 03/05/2021

HEYDLAUFF, MARK L.	3,175.96	PORATH, JACOB P.	234.46
GOLDING, JOYCE M.	2,161.34	WHITLEY, NICHOLAS J.	305.53
DEROSIA, PATRICIA E.	1,094.85	HAGEN, MADISON L.	310.85
DOTSON, LINDSEY J.	1,423.60	WHITE III, MARCUS W.	255.73
KLOOSTER, ALIDA K.	2,144.59	BERTINELLI, DAVID P.	471.78
GOLOVICH, KAREN J.	982.16	FOSTER, WILLIAM P.	433.40
BARNEVELD, RICHELLE L.	1,163.85	MATTACK, JEFFREY C.	668.28
EDWARDS, MACKENZIE R.	1,763.06	MAY, MEREDITH A.	67.40
MCGINN, KELLY A.	2,074.77	BOSS, BEAU J.	1,162.05
DOAN, GERARD P.	2,416.02	BEMIS, GARRETTSON G.	460.06
SCHOLEY, ROBERT W.	1,666.46	COFFEY, JASON J.	396.56
UMULIS, MATTHEW T.	1,069.84	WYMAN, MATTHEW A.	1,675.04
ORBAN, BARBARA K.	1,387.85	MILLER, WILLIAM S.	1,362.82
RILEY, DENISE M.	457.75	DOUGLAS, MARK	906.31
MUNK, CHRISTOPHER J.	1,695.93	FRATRICK, JOSEPH W.	526.25
SCHICK, TIELER R.	1,733.68	CARSON, SAWYER J.	698.84
STEWART, MORGAN J.	1,447.15	MCMULLEN, DONALD R.	1,804.72
MATELSKI, KRISTEN L.	1,358.74	SILVA, JESSE L.A.	1,512.15
WURST, RANDALL W.	1,204.50	JOHNSON, MELISSA A.	534.81
MAYER, SHELLEY L.	1,500.37	STEPHENS, LYON G.	1,590.96
HILLING, NICHOLAS A.	1,946.64	TRAVERS, MANUEL J.	2,167.39
MEIER III, CHARLES A.	1,495.25	FAULKNER, CHRISTOPHER J.	2,002.86
ZACHARIAS, STEVEN B.	1,308.70	STEVENS, JEFFREY W.	622.39
NEWMAN, MARK J.	1,279.82	RILEY, CASEY W.	276.27
GRIFFITH, JOHN J.	2,937.39	JONES, LARRY M.	405.05
EATON, BRAD A.	2,331.20	LEPIRD, KATIE A.	847.94
WILSON, TIMOTHY J.	3,085.21	CORNELL, BRITTA J.	584.71
LAVOIE, RICHARD L.	2,274.39	MISHLER, MICHAEL J.	1,001.48
STEVENS, BRANDON C.	2,356.50	AZZOPARDI, ANTHONY J.	1,602.32
DRAVES, MARTIN J.	2,427.73	PECK, JARICA L.	657.06
ANDERSON, ELIZABETH A.	1,234.96	DIETZ, AMANDA M.	1,358.86
KENWABIKISE, DAVID L.	1,106.38	WELLS, JANINNA J.	140.18
ELLIOTT, PATRICK M.	2,741.55	MOYER, NATHAN I.	1,774.52
SCHWARTZFISHER, JOSEPH	1,461.17	HOSLER, ERIK R.	978.40
BRADLEY, KELLY R.	1,450.40	BYRNE, RYAN M.	304.98
HART II, DELBERT W.	1,640.99	HOLOWACH, ROGER E.	352.48
JONES, ROBERT F.	1,529.70	WHITLEY, ANDREW T.	2,330.55
FARRELL, MITCHELL L.	1,372.84	MORRISON, KEVIN P.	1,332.94
THORP JR, WILLIAM D.	1,450.00	BOSS JR, DALE E.	1,560.25
LEITNER, RYAN S.	1,488.53	HILLIGAN, ABIGAIL B.	452.34
FERGUSON, ROYCE L.	1,909.69	MATTER, DAWSON K.	140.18
KNORR, KENT J.	1,965.65	HOLM, ARTHUR R.	1,202.78
ANZELL, BETH A.	1,320.37	WILLSON, BRENDA R.	172.54
BOSS, SHERRY M.	365.55	TOTAL	112,462.31
DOE-NIMPHIE, SETH K.	206.38		
REDMAN, SEAN M.	206.38		

Payroll Transmittal – 03/05/2021

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	323.96
AMERICAN FAMILY LIFE	507.21	MI STATE DISBURSEMENT UNIT	429.88
CALIF STATE DISBURSEMENT UNIT	92.19	MONY LIFE INSURANCE	353.12
CHAR EM UNITED WAY	90.00	POLICE OFFICERS LABOR COUNCIL	251.25
CHARLEVOIX STATE BANK	867.00	PRIORITY HEALTH	1,584.57
COMMUNICATION WORKERS OF AMER	675.02	TOTAL	6,192.20

Tax Disbursement – 03/16/2021

CHARLEVOIX COUNTY TREASURER	887.37	CHARLEVOIX-EMMET ISD	25,801.88
CHARLEVOIX COUNTY TREASURER	17,104.29	CITY OF CHARLEVOIX - MISC	3.89
CHARLEVOIX DISTRICT LIBRARY	10,812.04	CITY OF CHARLEVOIX - TAXES DUE	9,933.36
CHARLEVOIX PUBLIC SCHOOLS	1,597.17	RECREATIONAL AUTHORITY	2,094.90
CHARLEVOIX PUBLIC SCHOOLS	127.63	STATE OF MICHIGAN	3,043.16
CHARLEVOIX PUBLIC SCHOOLS	89.33	TOTAL	71,658.37
CHARLEVOIX PUBLIC SCHOOLS	38.28		
CHARLEVOIX PUBLIC SCHOOLS	125.07		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Special Meeting Minutes - March 30, 2021

DATE: April 5, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

**CITY OF CHARLEVOIX
SPECIAL CITY COUNCIL MEETING MINUTES
Tuesday, March 30, 2021 – 11:00 a.m.
210 State Street, Charlevoix, MI**

The meeting was called to order at 11:00 a.m. by Deputy Mayor Hagen.

1. Pledge of Allegiance

2. Roll Call

All members participated in person except Kalbfell and Bryan.

Deputy Mayor: Aaron Hagen

Members Present: Greg Bryan (Alligator Point, FL), Mark Knapp, Janet Kalbfell (Madison, WI), Phil Parr, Brian Slater

Members Absent: Luther Kurtz

Acting City Manager: Gerard Doan

City Clerk: Joyce Golding

3. Inquiry Regarding Conflicts of Interest

7. All Other Actions & Requests

A. Michigan Beach Recreation Passport Grant

Recreation Director Knorr recalled that upon completion of the Michigan Beach Park Master Plan the City applied for a Michigan Recreation Passport Grant in April 2018 and again in 2019 but was unsuccessful. The Recreation Department would like to again apply for this grant. He noted that improvements include ADA accessibility, parking, sidewalks and rain gardens.

Deputy Mayor Hagen opened the item to public comment, and none were heard.

Motion by Parr, second by Knapp to approve Resolution 2021-03-03 to authorize the City Manager to file the Grant Application with the Michigan Department of Natural Resources and direct the City Manager to modify the 2021 Capital Improvement Plan accordingly.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-03-03
RECREATION PASSPORT GRANT PROGRAM AUTHORIZATION**

WHEREAS, *the City of Charlevoix supports the submission of an application titled "Michigan Beach Park" to the Recreation Passport Grant Program for development of 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 application is supported by the current annual Capital Improvement Plan; and*

WHEREAS, *the City of Charlevoix is hereby making a financial commitment to the project in the amount of \$48,500 matching funds, in cash and/or force account.*

NOW THEREFORE BE IT RESOLVED, *that the City of Charlevoix through the City Council, authorizes submission of a Passport Grant Program Application for \$193,500; and*

BE IT FURTHER RESOLVED, *that the City of Charlevoix will make available its financial obligation amount of \$48,500 (25%) of the total \$193,000 project cost during the 2021-22 fiscal year.*

RESOLVED *this 30th day of March, 2021 A.D.*

Resolution was adopted by the following yea and nay vote:

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

Nays: None

B. Michigan Waterways Grant Update

Recreation Director Knorr recalled that Council passed a resolution supporting a DNR Waterways Commission Grant for replacement of the Ferry Beach Boat Launch skid piers at the value of \$74,750. Since that time, the Commission recommended that the City consider requesting an amount that includes contingency funding. He stated that should the construction cost go over the grant amount, the City would be responsible for the full amount above what we apply for. However, if we build contingency amounts into the application and costs exceed the quote, they would be split 50/50 up to the full amount of the grant application. Recreation Director Knorr recommended an additional 10%.

Deputy Mayor Hagen opened the item to public comment, and none was heard.

DRAFT

Motion by Slater, second by Knapp to apply with the Michigan Waterways Commission at the projected cost of \$82,000 and thus set the City's committed match at \$41,000 and to authorize the City Manager to file the Grant Application with the Michigan Department of Natural Resources Waterways Commission and direct the City Manager to modify the 2021 Capital Improvement Plan accordingly. Motion carried by unanimous voice vote.

10. Adjourn

Motion by Parr, second by Slater, to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 11:15 a.m.

Joyce M. Golding

City Clerk

Aaron Hagen

Deputy Mayor

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: April 5, 2021

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/13/2021	03/19/2021	132943	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,018.00
03/13/2021	03/19/2021	132944	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
03/13/2021	03/19/2021	132944	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	420.31
03/13/2021	03/19/2021	132945	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
03/13/2021	03/19/2021	132946	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 3/13/2	90.00
03/13/2021	03/19/2021	132947	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	867.00
03/13/2021	03/19/2021	132948	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	675.02
03/13/2021	03/19/2021	132949	DISCOVER BANK	9032	Garnishment: WWR File #040038	276.47
03/13/2021	03/19/2021	132950	MI STATE DISBURSEMENT	9012	FRIEND OF THE COURT Pay Pe	429.88
03/13/2021	03/19/2021	132951	MONEY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	246.84
03/13/2021	03/19/2021	132951	MONEY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 3/13/	52.09
03/13/2021	03/19/2021	132951	MONEY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 3/13/20	4.40
03/13/2021	03/19/2021	132951	MONEY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	39.99
03/13/2021	03/19/2021	132951	MONEY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 3/13	6.84
03/13/2021	03/19/2021	132951	MONEY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 3/13/2	2.96
03/13/2021	03/19/2021	132952	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,584.57
Grand Totals:		16				5,893.46

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

03/19/21 Payroll Transmittal Checks	\$ 5,893.46
03/19/21 Payroll (net pay)	\$ 106,634.20
03/22/21 Special Accounts Payable Run	\$ 106,897.72
04/01/21 Payroll (net pay)	\$ 112,569.28
04/01/21 Payroll Transmittal Checks	\$ 5,967.75
04/06/21 Regular Accounts Payable	\$ 551,004.91
Checks Sub-Total:	\$ 888,967.32

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

03/15/21 MI Public Power Agency	\$ 21,258.25
03/19/21 IRS (Payroll Tax Deposit)	\$ 37,570.18
03/19/21 Alerus Financial (HCSP)	\$ 350.00
03/19/21 State of MI (Withholding Tax)	\$ 5,654.14
03/19/21 Vantagepoint (401 ICMA Plan)	\$ 912.08
03/19/21 Vantagepoint (457 ICMA Plan)	\$ 19,859.24
03/19/21 Vantagepoint (Roth IRA)	\$ 1,080.76
03/19/21 MERS (Defined Benefit Plan)	\$ 46,486.16
03/22/21 MI Public Power Agency	\$ 15,302.04
03/25/21 MI Public Power Agency	\$ 219,959.35
03/25/21 MERS (Defined Benefit Plan)	\$ 150,000.00
03/29/21 MI Public Power Agency	\$ 13,788.76
04/01/21 IRS (Payroll Tax Deposit)	\$ 39,841.61
04/01/21 Alerus Financial (HCSP)	\$ 350.00
04/01/21 State of MI (Withholding Tax)	\$ 5,906.81
04/01/21 Vantagepoint (401 ICMA Plan)	\$ 912.08
04/01/21 Vantagepoint (457 ICMA Plan)	\$ 19,418.53
04/01/21 Vantagepoint (Roth IRA)	\$ 1,080.76

ACH Sub-Total: \$ 599,730.75

Huntington National Bank Total: \$ 1,488,698.07

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

Tax Disbursement	\$ -
Charlevoix State Bank Total:	\$ -

Grand Total: \$ 1,488,698.07

APPROVED:


POLICE CHIEF FOR CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/13/2021	PC	03/19/2021	32735	FLANDERS, FRANCIS B.	90		132.14
03/13/2021	PC	03/19/2021	32736	BRYAN, BRENDA L.	91		92.35
03/13/2021	PC	03/19/2021	32737	HEYDLAUFF, MARK L.	102		2,887.53
03/13/2021	PC	03/19/2021	32738	GOLDING, JOYCE M.	106		1,714.63
03/13/2021	PC	03/19/2021	32739	DEROSIA, PATRICIA E.	107		1,260.54
03/13/2021	PC	03/19/2021	32740	DOTSON, LINDSEY J.	109		1,423.60
03/13/2021	PC	03/19/2021	32741	KLOOSTER, ALIDA K.	121		1,756.59
03/13/2021	PC	03/19/2021	32742	GOLOVICH, KAREN J.	122		1,050.35
03/13/2021	PC	03/19/2021	32743	BARNEVELD, RICHELLE	123		1,163.84
03/13/2021	PC	03/19/2021	32744	EDWARDS, MACKENZIE	124		1,340.62
03/13/2021	PC	03/19/2021	32745	MILLER, FAITH G.	142		44.91
03/13/2021	PC	03/19/2021	32746	MCGINN, KELLY A.	146		1,628.05
03/13/2021	PC	03/19/2021	32747	DOAN, GERARD P.	201		2,416.03
03/13/2021	PC	03/19/2021	32748	SCHOLEY, ROBERT W.	204		1,677.15
03/13/2021	PC	03/19/2021	32749	UMULIS, MATTHEW T.	205		977.65
03/13/2021	PC	03/19/2021	32750	ORBAN, BARBARA K.	209		1,235.77
03/13/2021	PC	03/19/2021	32751	RILEY, DENISE M.	213		460.04
03/13/2021	PC	03/19/2021	32752	MUNK, CHRISTOPHER J.	215		1,434.33
03/13/2021	PC	03/19/2021	32753	SCHICK, TIELER R.	216		1,489.95
03/13/2021	PC	03/19/2021	32754	STEWART, MORGAN J.	217		1,406.79
03/13/2021	PC	03/19/2021	32755	MATELSKI, KRISTEN L.	230		1,358.74
03/13/2021	PC	03/19/2021	32756	WURST, RANDALL W.	411		1,180.13
03/13/2021	PC	03/19/2021	32757	MAYER, SHELLEY L.	412		1,500.37
03/13/2021	PC	03/19/2021	32758	HILLING, NICHOLAS A.	413		1,425.78
03/13/2021	PC	03/19/2021	32759	MEIER III, CHARLES A.	421		1,428.02
03/13/2021	PC	03/19/2021	32760	ZACHARIAS, STEVEN B.	422		1,639.53
03/13/2021	PC	03/19/2021	32761	NEWMAN, MARK J.	424		1,481.08
03/13/2021	PC	03/19/2021	32762	GRIFFITH, JOHN J.	500		2,937.39
03/13/2021	PC	03/19/2021	32763	EATON, BRAD A.	515		2,658.10
03/13/2021	PC	03/19/2021	32764	WILSON, TIMOTHY J.	516		2,705.30
03/13/2021	PC	03/19/2021	32765	LAVOIE, RICHARD L.	519		2,274.39
03/13/2021	PC	03/19/2021	32766	STEVENS, BRANDON C.	521		2,658.17
03/13/2021	PC	03/19/2021	32767	DRAVES, MARTIN J.	523		2,238.73
03/13/2021	PC	03/19/2021	32768	ANDERSON, ELIZABETH	526		1,234.96
03/13/2021	PC	03/19/2021	32769	KENWABIKISE, DAVID L.	528		1,106.38
03/13/2021	PC	03/19/2021	32770	ELLIOTT, PATRICK M.	600		2,741.56
03/13/2021	PC	03/19/2021	32771	SCHWARTZFISHER, JOS	603		1,082.17
03/13/2021	PC	03/19/2021	32772	BRADLEY, KELLY R.	614		1,385.12
03/13/2021	PC	03/19/2021	32773	HART II, DELBERT W.	616		1,368.13
03/13/2021	PC	03/19/2021	32774	JONES, ROBERT F.	618		1,151.56
03/13/2021	PC	03/19/2021	32775	FARRELL, MITCHELL L.	622		1,372.84
03/13/2021	PC	03/19/2021	32776	THORP JR, WILLIAM D.	623		1,488.85
03/13/2021	PC	03/19/2021	32777	LEITNER, RYAN S.	624		1,278.46
03/13/2021	PC	03/19/2021	32778	FERGUSON, ROYCE L.	625		1,538.52
03/13/2021	PC	03/19/2021	32779	KNORR, KENT J.	700		1,965.65
03/13/2021	PC	03/19/2021	32780	ANZELL, BETH A.	702		1,320.37
03/13/2021	PC	03/19/2021	32781	BOSS, SHERRY M.	730		386.27
03/13/2021	PC	03/19/2021	32782	DOE-NIMPHE, SETH K.	738		206.38
03/13/2021	PC	03/19/2021	32783	REDMAN, SEAN M.	739		206.38
03/13/2021	PC	03/19/2021	32784	PORATH, JACOB P.	741		253.33
03/13/2021	PC	03/19/2021	32785	WHITLEY, NICHOLAS J	742		305.53
03/13/2021	PC	03/19/2021	32786	HAGEN, MADISON L.	752		165.79
03/13/2021	PC	03/19/2021	32787	BERTINELLI, DAVID P.	764		539.18
03/13/2021	PC	03/19/2021	32788	FOSTER, WILLIAM P.	765		433.40
03/13/2021	PC	03/19/2021	32789	MATTACK, JEFFREY C.	767		668.28
03/13/2021	PC	03/19/2021	32790	MAY, MEREDITH A.	771		122.90
03/13/2021	PC	03/19/2021	32791	BOSS, BEAU J.	788		1,162.05

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/13/2021	PC	03/19/2021	32792	BEMIS, GARRETTSON G.	797		337.50
03/13/2021	PC	03/19/2021	32793	COFFEY, JASON J.	798		396.56
03/13/2021	PC	03/19/2021	32794	GILL, DAVID R.	856		512.35
03/13/2021	PC	03/19/2021	32795	LIVINGSTON, BRIAN D.	866		1,814.94
03/13/2021	PC	03/19/2021	32796	WYMAN, MATTHEW A.	927		1,675.04
03/13/2021	PC	03/19/2021	32797	MILLER, WILLIAM S.	933		690.19
03/13/2021	PC	03/19/2021	32798	DOUGLAS, MARK	935		964.15
03/13/2021	PC	03/19/2021	32799	FRATRICK, JOSEPH W.	940		435.43
03/13/2021	PC	03/19/2021	32800	CARSON, SAWYER J.	941		366.94
03/13/2021	PC	03/19/2021	32801	MCMULLEN, DONALD R.	1000		1,804.72
03/13/2021	PC	03/19/2021	32802	SILVA, JESSE L.A.	1001		1,968.42
03/13/2021	PC	03/19/2021	32803	JOHNSON, MELISSA A.	1004		46.25
03/13/2021	PC	03/19/2021	32804	STEPHENS, LYON G.	1005		1,438.98
03/13/2021	PC	03/19/2021	32805	TRAVERS, MANUEL J.	1006		1,605.50
03/13/2021	PC	03/19/2021	32806	STEVENS, JEFFREY W.	1028		250.28
03/13/2021	PC	03/19/2021	32807	RILEY, CASEY W.	1052		446.65
03/13/2021	PC	03/19/2021	32808	JONES, LARRY M.	1057		320.11
03/13/2021	PC	03/19/2021	32809	FAULKNER, CHRISTOPH	1060		2,424.89
03/13/2021	PC	03/19/2021	32810	LEPIRD, KATIE A.	1061		1,067.11
03/13/2021	PC	03/19/2021	32811	CORNELL, BRITTA J.	1106		173.61
03/13/2021	PC	03/19/2021	32812	AZZOPARDI, ANTHONY J.	1108		1,603.20
03/13/2021	PC	03/19/2021	32813	PECK, JARICA L.	1114		914.86
03/13/2021	PC	03/19/2021	32814	DIETZ, AMANDA M.	1115		559.47
03/13/2021	PC	03/19/2021	32815	WELLS, JANINNA J.	1117		289.04
03/13/2021	PC	03/19/2021	32816	MOYER, NATHAN I.	1118		1,501.54
03/13/2021	PC	03/19/2021	32817	HOSLER, ERIK R.	1122		663.57
03/13/2021	PC	03/19/2021	32818	HOLOWACH, ROGER E.	1124		937.32
03/13/2021	PC	03/19/2021	132935	TIMMS, ROBERT N	92		138.52
03/13/2021	PC	03/19/2021	132936	WHITLEY, ANDREW T.	522		2,203.33
03/13/2021	PC	03/19/2021	132937	MORRISON, KEVIN P.	601		1,055.23
03/13/2021	PC	03/19/2021	132938	BOSS JR, DALE E.	701		1,560.25
03/13/2021	PC	03/19/2021	132939	HILLIGAN, ABIGAIL B.	769		433.23
03/13/2021	PC	03/19/2021	132940	MATTER, DAWSON K.	786		86.27
03/13/2021	PC	03/19/2021	132941	HOLM, ARTHUR R.	791		1,202.78
03/13/2021	PC	03/19/2021	132942	WILLSON, BRENDA R.	799		183.32
Grand Totals:			92				106,634.20

Report Criteria:

☐ Computed checks included
☐ Manual checks included
☐ Supplemental checks included
☐ Termination checks included
☐ Void checks included

Check Number	Payee	Amount
03/22/2021		
132953	AT&T	2,844.89
132954	CHARLEVOIX STATE BANK	1,962.63
132955	CHARTER COMMUNICATIONS	851.05
132956	CITY OF CHARLEVOIX - UTILITIES	42,399.46
132957	DELTA DENTAL	3,286.62
132958	HOLIDAY COMPANIES	7,696.94
132959	MONY LIFE INSURANCE	456.99
132960	PRIORITY HEALTH	42,596.95
132961	RANGE TELECOMMUNICATIONS	176.25
132962	STANDARD INSURANCE CO	2,658.01
132963	VERIZON WIRELESS	88.29
132964	VSP INSURANCE CO. (CT)	536.06
132965	WEX BANK	1,343.58
Total 03/22/2021:		106,897.72
Grand Totals:		106,897.72

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/27/2021	PC	04/01/2021	32819	KURTZ, LUTHER J.	54		886.56
03/27/2021	PC	04/01/2021	32820	HAGEN, AARON W.	56		616.43
03/27/2021	PC	04/01/2021	32821	KALBFELL, JANET P.	58		581.80
03/27/2021	PC	04/01/2021	32822	BRYAN JR, GREGORY T.	59		389.83
03/27/2021	PC	04/01/2021	32823	SLATER, JOHN B.	60		323.76
03/27/2021	PC	04/01/2021	32824	PARR, PHILIP M.	61		290.72
03/27/2021	PC	04/01/2021	32825	KNAPP, MARK D.	62		290.72
03/27/2021	PC	04/01/2021	32826	HEYDLAUFF, MARK L.	102		3,175.97
03/27/2021	PC	04/01/2021	32827	GOLDING, JOYCE M.	106		2,161.35
03/27/2021	PC	04/01/2021	32828	DEROSIA, PATRICIA E.	107		1,476.69
03/27/2021	PC	04/01/2021	32829	DOTSON, LINDSEY J.	109		1,423.60
03/27/2021	PC	04/01/2021	32830	KLOOSTER, ALIDA K.	121		2,144.59
03/27/2021	PC	04/01/2021	32831	GOLOVICH, KAREN J.	122		930.81
03/27/2021	PC	04/01/2021	32832	BARNEVELD, RICHELLE	123		1,163.84
03/27/2021	PC	04/01/2021	32833	EDWARDS, MACKENZIE	124		1,763.06
03/27/2021	PC	04/01/2021	32834	MILLER, FAITH G.	142		19.97
03/27/2021	PC	04/01/2021	32835	MCGINN, KELLY A.	146		2,074.77
03/27/2021	PC	04/01/2021	32836	DOAN, GERARD P.	201		2,416.03
03/27/2021	PC	04/01/2021	32837	SCHOLEY, ROBERT W.	204		1,677.16
03/27/2021	PC	04/01/2021	32838	UMULIS, MATTHEW T.	205		375.61
03/27/2021	PC	04/01/2021	32839	ORBAN, BARBARA K.	209		1,130.76
03/27/2021	PC	04/01/2021	32840	RILEY, DENISE M.	213		460.04
03/27/2021	PC	04/01/2021	32841	MUNK, CHRISTOPHER J.	215		1,548.36
03/27/2021	PC	04/01/2021	32842	SCHICK, TIELER R.	216		1,415.84
03/27/2021	PC	04/01/2021	32843	STEWART, MORGAN J.	217		1,303.97
03/27/2021	PC	04/01/2021	32844	MATELSKI, KRISTEN L.	230		1,358.74
03/27/2021	PC	04/01/2021	32845	WURST, RANDALL W.	411		1,571.98
03/27/2021	PC	04/01/2021	32846	MAYER, SHELLEY L.	412		1,500.37
03/27/2021	PC	04/01/2021	32847	HILLING, NICHOLAS A.	413		1,632.29
03/27/2021	PC	04/01/2021	32848	MEIER III, CHARLES A.	421		1,274.87
03/27/2021	PC	04/01/2021	32849	ZACHARIAS, STEVEN B.	422		1,308.70
03/27/2021	PC	04/01/2021	32850	NEWMAN, MARK J.	424		1,424.77
03/27/2021	PC	04/01/2021	32851	GRIFFITH, JOHN J.	500		2,937.39
03/27/2021	PC	04/01/2021	32852	EATON, BRAD A.	515		2,383.06
03/27/2021	PC	04/01/2021	32853	WILSON, TIMOTHY J.	516		3,095.65
03/27/2021	PC	04/01/2021	32854	LAVOIE, RICHARD L.	519		2,283.14
03/27/2021	PC	04/01/2021	32855	STEVENS, BRANDON C.	521		2,378.19
03/27/2021	PC	04/01/2021	32856	DRAVES, MARTIN J.	523		2,510.39
03/27/2021	PC	04/01/2021	32857	ANDERSON, ELIZABETH	526		1,234.96
03/27/2021	PC	04/01/2021	32858	KENWABIKISE, DAVID L.	528		1,106.38
03/27/2021	PC	04/01/2021	32859	ELLIOTT, PATRICK M.	600		2,741.55
03/27/2021	PC	04/01/2021	32860	SCHWARTZFISHER, JOS	603		1,020.82
03/27/2021	PC	04/01/2021	32861	BRADLEY, KELLY R.	614		1,463.58
03/27/2021	PC	04/01/2021	32862	HART II, DELBERT W.	616		1,637.24
03/27/2021	PC	04/01/2021	32863	JONES, ROBERT F.	618		1,165.80
03/27/2021	PC	04/01/2021	32864	FARRELL, MITCHELL L.	622		1,384.69
03/27/2021	PC	04/01/2021	32865	THORP JR, WILLIAM D.	623		1,338.10
03/27/2021	PC	04/01/2021	32866	LEITNER, RYAN S.	624		1,436.06
03/27/2021	PC	04/01/2021	32867	FERGUSON, ROYCE L.	625		1,730.61
03/27/2021	PC	04/01/2021	32868	KNORR, KENT J.	700		1,965.65
03/27/2021	PC	04/01/2021	32869	ANZELL, BETH A.	702		1,320.37
03/27/2021	PC	04/01/2021	32870	BOSS, SHERRY M.	730		433.26
03/27/2021	PC	04/01/2021	32871	DOE-NIMPHIE, SETH K.	738		112.32
03/27/2021	PC	04/01/2021	32872	REDMAN, SEAN M.	739		103.34
03/27/2021	PC	04/01/2021	32873	PORATH, JACOB P.	741		196.72
03/27/2021	PC	04/01/2021	32874	WHITLEY, NICHOLAS J	742		17.97
03/27/2021	PC	04/01/2021	32875	BERTINELLI, DAVID P.	764		314.52

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/27/2021	PC	04/01/2021	32876	FOSTER, WILLIAM P.	765		224.31
03/27/2021	PC	04/01/2021	32877	MATTACK, JEFFREY C.	767		835.57
03/27/2021	PC	04/01/2021	32878	MAY, MEREDITH A.	771		83.25
03/27/2021	PC	04/01/2021	32879	BOSS, BEAU J.	788		1,162.05
03/27/2021	PC	04/01/2021	32880	BEMIS, GARRETTSON G.	797		172.70
03/27/2021	PC	04/01/2021	32881	COFFEY, JASON J.	798		150.97
03/27/2021	PC	04/01/2021	32882	GILL, DAVID R.	856		591.38
03/27/2021	PC	04/01/2021	32883	LIVINGSTON, BRIAN D.	866		1,814.94
03/27/2021	PC	04/01/2021	32884	KLOOSTER, PATRICK H.	868		97.61
03/27/2021	PC	04/01/2021	32885	WYMAN, MATTHEW A.	927		1,675.04
03/27/2021	PC	04/01/2021	32886	MILLER, WILLIAM S.	933		609.75
03/27/2021	PC	04/01/2021	32887	DOUGLAS, MARK	935		1,030.73
03/27/2021	PC	04/01/2021	32888	FRATRICK, JOSEPH W.	940		514.29
03/27/2021	PC	04/01/2021	32889	CARSON, SAWYER J.	941		879.29
03/27/2021	PC	04/01/2021	32890	MCMULLEN, DONALD R.	1000		1,804.72
03/27/2021	PC	04/01/2021	32891	SILVA, JESSE L.A.	1001		1,865.30
03/27/2021	PC	04/01/2021	32892	JOHNSON, MELISSA A.	1004		534.81
03/27/2021	PC	04/01/2021	32893	STEPHENS, LYON G.	1005		1,282.66
03/27/2021	PC	04/01/2021	32894	TRAVERS, MANUEL J.	1006		2,264.86
03/27/2021	PC	04/01/2021	32895	STEVENS, JEFFREY W.	1028		383.31
03/27/2021	PC	04/01/2021	32896	RILEY, CASEY W.	1052		203.59
03/27/2021	PC	04/01/2021	32897	JONES, LARRY M.	1057		611.99
03/27/2021	PC	04/01/2021	32898	FAULKNER, CHRISTOPH	1060		343.70
03/27/2021	PC	04/01/2021	32899	LEPIRD, KATIE A.	1061		847.94
03/27/2021	PC	04/01/2021	32900	CORNELL, BRITTA J.	1106		612.02
03/27/2021	PC	04/01/2021	32901	AZZOPARDI, ANTHONY J.	1108		1,577.43
03/27/2021	PC	04/01/2021	32902	PECK, JARICA L.	1114		432.91
03/27/2021	PC	04/01/2021	32903	DIETZ, AMANDA M.	1115		1,282.29
03/27/2021	PC	04/01/2021	32904	WELLS, JANINNA J.	1117		380.48
03/27/2021	PC	04/01/2021	32905	MOYER, NATHAN I.	1118		1,583.17
03/27/2021	PC	04/01/2021	32906	MARIHUGH, ANDREW J.	1119		214.34
03/27/2021	PC	04/01/2021	32907	HOSLER, ERIK R.	1122		1,184.24
03/27/2021	PC	04/01/2021	32908	HOLOWACH, ROGER E.	1124		1,951.38
03/27/2021	PC	04/01/2021	133095	WHITLEY, ANDREW T.	522		2,292.18
03/27/2021	PC	04/01/2021	133096	MORRISON, KEVIN P.	601		1,321.89
03/27/2021	PC	04/01/2021	133097	BOSS JR, DALE E.	701		1,560.25
03/27/2021	PC	04/01/2021	133098	HILLIGAN, ABIGAIL B.	769		239.93
03/27/2021	PC	04/01/2021	133099	MATTER, DAWSON K.	786		86.27
03/27/2021	PC	04/01/2021	133100	HOLM, ARTHUR R.	791		1,202.78
03/27/2021	PC	04/01/2021	133101	WILLSON, BRENDA R.	799		237.24
Grand Totals:			97				112,569.28

Report Criteria:

Computed checks included
 Manual checks included
 Supplemental checks included
 Termination checks included
 Void checks included

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/27/2021	04/01/2021	133102	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,018.00
03/27/2021	04/01/2021	133103	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
03/27/2021	04/01/2021	133103	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	420.31
03/27/2021	04/01/2021	133104	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
03/27/2021	04/01/2021	133105	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 3/27/2	90.00
03/27/2021	04/01/2021	133106	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	867.00
03/27/2021	04/01/2021	133107	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	675.02
03/27/2021	04/01/2021	133108	DISCOVER BANK	9032	Garnishment: WWR File #040038	82.54
03/27/2021	04/01/2021	133109	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	429.88
03/27/2021	04/01/2021	133110	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	246.84
03/27/2021	04/01/2021	133110	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 3/27/	52.09
03/27/2021	04/01/2021	133110	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 3/27/20	4.40
03/27/2021	04/01/2021	133110	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	26.03
03/27/2021	04/01/2021	133110	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 3/27	6.84
03/27/2021	04/01/2021	133110	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 3/27/2	2.96
03/27/2021	04/01/2021	133111	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 3	251.25
03/27/2021	04/01/2021	133112	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,615.50
Grand Totals:		17				5,967.75



Check Number	Payee	Amount
04/06/2021		
132966	ACME SPORTS INC	415.00
132967	AIRGAS USA LLC	69.74
132968	AMERICAN WASTE INC.	560.00
132969	AMERIGAS PROPANE LP	511.26
132970	ANDERSON, ELIZABETH A.	50.00
132971	ANZELL, BETH A.	50.00
132972	AT YOUR SERVICE PLUS INC	125.00
132973	AT&T MOBILITY	743.27
132974	AUDUBON INTERNATIONAL	400.00
132975	AVFUEL CORPORATION	520.00
132976	AVSURANCE CORPORATION	4,725.00
132977	AZZOPARDI, ANTHONY J.	50.00
132978	BEAVER ISLAND BOAT CO	4,172.50
132979	BELL EQUIPMENT COMPANY	145.69
132980	BERRY, ROBERT	100.00
132981	BOUND TREE MEDICAL LLC	462.96
132982	BRADFORD MASTER DRYCLEANERS	613.32
132983	BRADLEY, KELLY R.	150.00
132984	BREWER, JOHN	500.00
132985	BUCKINGHAM, TIFFANY	318.77
132986	CADILLAC CULVERT INC	1,300.00
132987	CARQUEST OF CHARLEVOIX	2,115.91
132988	CENTRAL DRUG STORE	190.24
132989	CHARLEVOIX COUNTY EQUALIZATIO	1,913.74
132990	CHARLEVOIX SCREEN MASTERS INC	530.00
132991	CHARLEVOIX TOWNSHIP	20,599.25
132992	CHARLEVOIX TOWNSHIP	33.38
132993	CITY OF CHARLEVOIX - PETTY CASH	465.83
132994	CONWAY PROFESSIONAL SERVICES	410.00
132995	CUMMINS BRIDGEWAY LLC	1,126.37
132996	DELL MARKETING L P	50.39
132997	DeROSIA, PATRICIA E.	50.00
132998	DITCH WITCH SALES OF MICHIGAN	1,144.47
132999	DOAN, GERARD P.	50.00
133000	DORAN, JUSTIN J.	50.00
133001	DOTSON, LINDSEY J.	50.00
133002	DRAVES, MARTIN J.	150.00
133003	EATON, BRAD A.	150.00
133004	ELECTIONSOURCE	73.25
133005	ELLIOTT, PATRICK M.	200.00
133006	EMERGENCY MEDICAL PRODUCTS IN	235.54
133007	F.H. BLACK & COMPANY	358.75
133008	FARRELL, MITCHELL L.	150.00
133009	FASTENAL COMPANY	219.35
133010	FERGUSON, ROYCE L	150.00
133011	FREEDOM MAILING SERVICES INC.	2,285.73
133012	GOLDING, JOYCE M.	50.00
133013	GREAT LAKES ENERGY	294.52

Check Number	Payee	Amount
133014	GREAT LAKES PIPE & SUPPLY	33.27
133015	GRIFFITH, JOHN J	200.00
133016	GRP ENGINEERING INC.	11,622.00
133017	HACH COMPANY	2,064.22
133018	HART II, DELBERT W.	150.00
133019	HEYDLAUFF, MARK L.	50.00
133020	HILLING, NICHOLAS A.	150.00
133021	JACKLIN STEEL SUPPLY CO	408.45
133022	JOHN E. GREEN COMPANY	4,679.26
133023	JONES, ROBERT F.	150.00
133024	KENWABIKISE, DAVID L.	150.00
133025	KLOOSTER, ALIDA K.	50.00
133026	KLOOSTER, PATRICK H.	50.00
133027	KNORR, KENT J.	50.00
133028	KSS ENTERPRISES	786.65
133029	LAKESHORE TIRE & AUTO SERVICE	81.95
133030	LANDSCAPE FORMS INC.	3,120.00
133031	LAVOIE, RICHARD L.	150.00
133032	LEELANAU COFFEE ROASTING CO IN	222.95
133033	LEITNER, RYAN S.	150.00
133034	LIVINGSTON, BRIAN D.	50.00
133035	MATELSKI, KRISTEN	50.00
133036	MAYER, SHELLEY L.	200.00
133037	McGINN, KELLY A.	50.00
133038	MCMULLEN, DONALD R.	120.56
133039	MDC CONTRACTING LLC	222.75
133040	MEIER III, CHARLES A.	150.00
133041	MICHIGAN CHAMBER SERVICES INC	344.00
133042	MICHIGAN OFFICEWAYS INC	572.26
133043	MILLER, WILLIAM S.	50.00
133044	MORRISON, KEVIN P.	150.00
133045	MUNSON HEALTHCARE CHARLEVOIX	455.00
133046	N M A C P	75.00
133047	NEWMAN, MARK J.	150.00
133048	NEXVORTEX INC	116.27
133049	NORTH CENTRAL MICHIGAN COLLEG	1,026.00
133050	OHM ADVISORS	11,067.00
133051	OLESON'S FOOD STORES	14.37
133052	OLSON BZDOK & HOWARD	3,828.50
133053	OSCAR W LARSON COMPANY	522.66
133054	OTEC	778.00
133055	PAUL'S METER TESTING LLC	3,951.85
133056	PEET, DOUGLAS	100.00
133057	PENINSULA FIBER NETWORK LLC	470.00
133058	PERFORMANCE ENGINEERS INC	1,925.00
133059	PLUNKETT & COONEY	1,460.00
133060	POWER LINE SUPPLY	4,818.75
133061	PREIN & NEWHOF	365.00
133062	PREMIER SAFETY	1,260.00

Check Number	Payee	Amount
133063	PRESTON FEATHER	532.16
133064	PUGH, SCOTT & ROBIN	100.00
133065	PURITY CYLINDER GASES INC	76.02
133066	RCL CONSTRUCTION CO INC	421,565.22
133067	RICHTER, JOHN & DEB	100.00
133068	SCHOLEY, ROBERT W.	50.00
133069	SCHWARTZFISHER, JOSEPH L.	150.00
133070	SILVA, JESSE L.A.	50.00
133071	SIMPSON, TRISTAN	280.00
133072	STATE AND MASON LLC	1,000.00
133073	STATE OF MICHIGAN	830.76
133074	STATE OF MICHIGAN	200.00
133075	STEPHENS, LYON G.	50.00
133076	STEVENS, BRANDON C.	150.00
133077	SUMMIT COMPANIES	390.00
133078	TAYLOR 12501 LLC	4,417.50
133079	TELNET WORLDWIDE	242.42
133080	THE FENCE CO OF NORTHERN MICH	5,364.89
133081	THORP JR, WILLIAM D.	150.00
133082	TRAVERS, MANUEL J.	50.00
133083	UP NORTH ASSESSING INC	5,100.00
133084	VANHALL, TOM & JULIE	100.00
133085	VILLAGE GRAPHICS INC.	270.00
133086	VIRTUAL ACADEMY	315.00
133087	WHITLEY, ANDREW T.	150.00
133088	WILMOT ELECTRIC INC	473.27
133089	WILSON, TIMOTHY J.	150.00
133090	WORK & PLAY SHOP	387.88
133091	WURST, RANDALL W.	200.00
133092	WYMAN, MATTHEW A.	50.00
133093	XEROX FINANCIAL SERVICES	168.84
133094	ZACHARIAS, STEVEN B.	150.00
Total 04/06/2021:		551,004.91
Grand Totals:		551,004.91

Check Number	Payee	Amount
03/15/2021		
31521001	MICHIGAN PUBLIC POWER AGENCY	21,258.25
Total 03/15/2021:		21,258.25
Grand Totals:		21,258.25

Check Issue Date	Check Number	Payee	Amount
31921001			
03/19/2021	31921001	**EFTPS* Payroll Taxes	10,126.86
03/19/2021	31921001	**EFTPS* Payroll Taxes	10,126.86
03/19/2021	31921001	**EFTPS* Payroll Taxes	2,368.41
03/19/2021	31921001	**EFTPS* Payroll Taxes	2,368.41
03/19/2021	31921001	**EFTPS* Payroll Taxes	12,579.64
Total 31921001:			
	5		37,570.18
31921002			
03/19/2021	31921002	Alerus Financial	350.00
Total 31921002:			
	1		350.00
31921003			
03/19/2021	31921003	STATE OF MICHIGAN	5,654.14
Total 31921003:			
	1		5,654.14
31921004			
03/19/2021	31921004	Vantagepoint - 401 Plan 109153	912.08
Total 31921004:			
	1		912.08
31921005			
03/19/2021	31921005	Vantagepoint - 457 Plan 300959	5,111.00
03/19/2021	31921005	Vantagepoint - 457 Plan 300959	2,498.11
03/19/2021	31921005	Vantagepoint - 457 Plan 300959	4,234.11
03/19/2021	31921005	Vantagepoint - 457 Plan 300959	8,016.02
Total 31921005:			
	4		19,859.24
31921006			
03/19/2021	31921006	Vantagepoint - Roth IRA 706117	1,080.76
Total 31921006:			
	1		1,080.76
Grand Totals:			
	13		65,426.40



Check Number	Payee	Amount
03/19/2021		
31921007	MERS	46,486.16
Total 03/19/2021:		46,486.16
Grand Totals:		46,486.16

Check Number	Payee	Amount
03/22/2021		
32221001	MICHIGAN PUBLIC POWER AGENCY	15,302.04
Total 03/22/2021:		15,302.04
Grand Totals:		15,302.04

Check Number	Payee	Amount
03/25/2021		
32521001	MICHIGAN PUBLIC POWER AGENCY	219,959.35
32521002	MERS	150,000.00
Total 03/25/2021:		369,959.35
Grand Totals:		369,959.35

Check Number	Payee	Amount
03/29/2021		
32921001	MICHIGAN PUBLIC POWER AGENCY	13,788.76
Total 03/29/2021:		13,788.76
Grand Totals:		13,788.76

Check Issue Date	Check Number	Payee	Amount
40121001			
04/01/2021	40121001	**EFTPS* Payroll Taxes	10,589.70
04/01/2021	40121001	**EFTPS* Payroll Taxes	10,589.70
04/01/2021	40121001	**EFTPS* Payroll Taxes	2,476.67
04/01/2021	40121001	**EFTPS* Payroll Taxes	2,476.67
04/01/2021	40121001	**EFTPS* Payroll Taxes	13,708.87
Total 40121001:			
	5		39,841.61
40121002			
04/01/2021	40121002	Alerus Financial	350.00
Total 40121002:			
	1		350.00
40121003			
04/01/2021	40121003	STATE OF MICHIGAN	5,906.81
Total 40121003:			
	1		5,906.81
40121004			
04/01/2021	40121004	Vantagepoint - 401 Plan 109153	912.08
Total 40121004:			
	1		912.08
40121005			
04/01/2021	40121005	Vantagepoint - 457 Plan 300959	5,111.00
04/01/2021	40121005	Vantagepoint - 457 Plan 300959	2,430.42
04/01/2021	40121005	Vantagepoint - 457 Plan 300959	4,105.58
04/01/2021	40121005	Vantagepoint - 457 Plan 300959	7,771.53
Total 40121005:			
	4		19,418.53
40121006			
04/01/2021	40121006	Vantagepoint - Roth IRA 706117	1,080.76
Total 40121006:			
	1		1,080.76
Grand Totals:			
	13		67,509.79



CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Kerite Conductor Purchase: \$22,350

DATE: April 5, 2021

BACKGROUND:

The Charlevoix Electric Department has used Kerite underground primary cable exclusively for over thirty years. Kerite is highly reliable and comes with a lifetime warranty. Okonite Company manufactures a competitive product. It, too, is highly reliable, but does not offer the same warranty. The Electric Department requested quotes from distributors for each manufacturer. The Okonite cable was quoted by Power Line Supply at \$2.43 per foot for three 2,500-foot reels, or \$18,225 in total. For three 2,750-foot reels, the Okonite cost would be \$20,047.50. The Kerite cable was quoted through RESCO at \$2.58 per foot for three 2,750-foot reels, or \$21,285 in total. This expenditure is covered in the Capital Supplies Budget.

The Department feels the \$1,237.50 premium for the Kerite cable is reasonable and warrants its recommendation. Both manufacturers have the cable in stock, subject to prior sale. The Electric Department will continue to get quotes from both manufacturers to maintain competitive pricing. The amount of cable on each reel can vary by $\pm 5\%$ so this was added to determine the not-to-exceed price in the recommendation.

RECOMMENDATION:

Motion to approve the purchase of three 2,750-foot reels of Kerite primary underground cable from RESCO in the amount not to exceed \$22,350 as presented.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Revised Deficit Elimination Plan for the Ambulance Fund

DATE: April 5, 2021

BACKGROUND:

The City of Charlevoix discussed and approved the deficit elimination plan for the Ambulance Fund on December 12, 2020. Since then, there was a modification needed to the Contractual Services Expense. This was understated in the original deficit elimination plan by \$31,000. Ambulance Contract Revenue would also need to be increased by \$31,000. As was stated in December, the Ambulance Fund has a \$45,580 deficit fund balance. The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government that end their fiscal year in a deficit condition shall formulate a deficit elimination plan.

RECOMMENDATION:

Motion to approve Resolution 2021-04-01 to modify the deficit elimination plan for the Ambulance Fund.

ATTACHMENTS:

- ▣ Resolution 2021-04-01 Ambulance Deficit

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-04-01**

RESOLUTION TO ADOPT THE DEFICIT ELIMINATION PLAN FOR THE AMBULANCE FUND
PER THE GLENN STEIL STATE REVENUE SHARING ACT OF 1971, PUBLIC ACT 140 OF 1971, SECTION 21(2)

WHEREAS, the City of Charlevoix Ambulance Fund has a \$45,580.00 deficit fund balance on March 31, 2020; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix adopts the following as the City of Charlevoix Ambulance Fund Deficit Elimination Plan; and

CITY OF CHARLEVOIX AMBULANCE FUND					
	2019-20	2019-20	2019-20	2020-21 Projected	2021-22
	Original Budget	Amended Budget	Actual	Amended Budget	Projected Budget
UNRESTRICT NET POSITION (DEFICIT) APRIL 1	\$ -	\$ -	\$ -	\$ (45,490)	-
REVENUES					
GRANTS	-	-	-	43,633	-
AMBULANCE RUNS - INSURANCE	-	1,204,564	839,125	840,000	882,000
AMBULANCE RUNS - PRIVATE PAY	-	4,115	5,759	17,000	10,000
AMBULANCE CONTRACTS	-	344,148	498,269	658,634	655,300
INTEREST EARNINGS	-	14	14	10	-
SALE OF FIXED ASSETS	-	12,700	12,700	10,000	-
CONTRIBUTIONS AND DONATIONS - PRIVATE SOURCES	-	17,050	-	2,000	2,000
REFUNDS AND REBATES - INSURANCE	-	7,578	7,578	1,988	-
MISCELLANEOUS	-	35	365	200	-
TOTAL REVENUES	\$ -	\$ 1,590,204	\$ 1,363,810	\$ 1,573,465	\$ 1,549,300
EXPENSES					
SALARIES & WAGES	\$ -	\$ 294,624	\$ 252,001	\$ 370,415	376,700
WAGES (ICMA)	-	30,936	19,068	38,894	39,600
SALARIES & WAGES - TEMPORARY	-	10,215	6,534	1,647	1,700
EMPLOYEE FRINGE BENEFITS	-	283,550	260,751	345,420	352,300
SALARIES & WAGES - PAID ON CALL	-	348,070	421,400	375,000	388,000
OFFICE SUPPLIES	-	5,000	9,745	5,200	5,200
OPERATING SUPPLIES	-	50,000	51,680	36,000	41,000
LICENSES & STATE FEES	-	3,000	3,931	5,000	5,000
UNIFORMS	-	8,250	8,618	5,000	6,000
FUEL	-	48,000	25,599	28,000	30,000
CONTRACTUAL SERVICES	-	60,228	65,357	47,032	5,000
TELEPHONE	-	5,060	8,901	9,000	7,000
CONFERENCES & TRAVEL	-	8,800	5,459	5,000	5,000
INSURANCE & BONDS	-	5,900	5,819	6,000	6,100
APPARATUS MAINTENANCE & REPAIR	-	34,762	46,275	27,988	25,000
BUILDING RENTAL	-	22,661	-	42,661	42,700
MISCELLANEOUS	-	7,350	4,926	5,000	5,500
EDUCATION & TRAINING	-	15,000	9,046	15,200	15,000
BAD DEBT EXPENSE	-	150,000	32,968	59,000	46,500
MACHINERY & EQUIPMENT	-	55,000	57,222	20,000	30,000
TRANSFER TO AMBULANCE CAPITAL PROJECT FUND	-	114,000	114,000	75,000	114,000
TOTAL EXPENSES	\$ -	\$ 1,560,406	\$ 1,409,300	\$ 1,522,457	\$ 1,547,300
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ 29,798	\$ (45,490)	\$ 51,008	\$ 2,000
UNRESTRICT NET POSITION (DEFICIT) MARCH 31	\$ -	\$ 29,798	\$ (45,490)	\$ 5,518	\$ 2,000
Explanation: Townships have agreed to be charged sufficient to eliminate any deficit. Consideration is also being made to form an Ambulance Authority. Transfers to cover capital outlay in Ambulance Capital Project Fund could be reduced.					
CA-CL (DEFICIT) APRIL 1			\$ -	\$ (45,490)	5,518
REVENUES			1,363,810	1,573,465	1,549,300
EXPENSES			(1,409,300)	(1,522,457)	(1,547,300)
Projected CA-CL (DEFICIT) MARCH 31			\$ (45,490)	\$ 5,518	\$ 7,518
BALANCE SHEET DEFICIT PER REQUEST FOR IMPROVEMENT OF DEFICIENCIES					
CURRENT ASSETS (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA			\$ 42,231		
LESS: CURRENT LIABILITIES (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA			(87,811)		
DEFICIT PER MI DEPARTMENT OF TREASURY			(45,580)		
ADD BACKS PER					
CURRENT PORTION OF BOND AND NOTES PAYABLE (PER AUDITED FINANCIAL STATEMENT OF NET POSITION - PROPRIETARY FUNDS - MARINA			-		
ACTUAL CASH POSITION (DEFICIT) AT MARCH 31, 2020			\$ (45,580)		

BE IT FURTHER RESOLVED that the City of Charlevoix submits the Ambulance Fund Deficit Elimination Plan to the Michigan Department of Treasury for Certification.

RESOLVED, this 5th day of April, A.D. 2021.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Harbormaster and Dock Attendant Job Descriptions

DATE: April 5, 2021

BACKGROUND:

Requesting approval of a revision to the Harbormaster and Dock Attendant Job Descriptions to add "Ability to pass the Dock Hand Certification".

ATTACHMENTS:

- ▣ Harbormaster
- ▣ Dock Attendant

CITY OF CHARLEVOIX

Title: Harbormaster **FLSA:** Exempt
STATUS: Seasonal Summer
Department: Marina
Reports To: Recreation Manager
Date: April 5, 2021

Position Purpose and Objectives

Responsible for planning, organizing, and managing the employees and work activities of the Marina. Provide continuous effort to develop a user-friendly Marina.

Scope and Environment

Work performed at the City Marina. Marina open from May 1 to October 15. Works in all types of summer weather.

Essential Job Functions

- Plan, organize, and manage all operations of the Marina.
- Supervise all Marina employees including hiring, training, scheduling, time reporting, goal setting, performance reviews, and disciplinary actions.
- Submit recommendations to the Recreation Director regarding maintenance and repairs necessary to maintain all City-owned Marina property in a safe functioning manner.
- Collect, account for, and deposit all Marina monies and fees.
- Maintain and/or direct the maintenance of departmental records, activity reports. For example, submit a year-end report of all Marina activities, including fees collected and expenses.
- Maintain and submit records required by the Waterways Commission of the State of Michigan.
- Develop, implement, and revise internal policies and procedures: issues general instruction regarding water traffic control, public safety, theft prevention, et al.
- Review and resolve complaints.
- Prepare departmental budget, confer with, and submit to Recreation Director.
- Attend staff meetings. As required, attend City Council meetings, and submit reports.
- Assist boaters with docking and undocking.
- Walk an assigned area on foot to ensure public compliance with existing marina ordinances.
- Troubleshoot docks for replacement and repair and/or direct attendants to perform same.
- Maintain and/or direct others to maintain harbormaster building and docks, including restrooms, showers, daily trash removal, and harbormaster's office area in a neat, clean, and professional appearance.

Knowledge, Skills and Abilities Required

- Knowledge of Michigan Waterways Commission regulations.
- Ability to pass the Dock Hand Certification.
- Working familiarity with boating.
- Able to work outdoors in all types of summer weather.
- Strong management and interpersonal skills and able to interact with people of all ages.
- Positive attitude.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Minimum Qualifications

- High school graduate or equivalent; college preferred.
- Possess a minimum of five (5) years of related experience in resort environment (high value boats), preferred.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities, or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending City Council Approval

CITY OF CHARLEVOIX

Title: Dock Attendant **FLSA:** Non-exempt
STATUS: Seasonal Summer
Department: Marina
Reports To: Harbormaster
Date: April 5, 2021

Position Purpose and Objectives

Walks assigned areas of the marina to assist boaters and collect monies.

Scope and Environment

Work performed at the City Marina. Works in all types of summer weather. Works under the supervision of the harbormaster or assistant harbormaster.

Essential Job Functions

- Assist boaters in docking and undocking; for example, catches mooring hawsers and ties them around dock posts to secure vessels. Removes lines from vessels and casts off hawsers.
- Collect, receipt, record, and deposit fees and fines.
- Walk an assigned area on foot to ensure public compliance with existing marina ordinances; report non-compliance to harbormaster.
- Clean oil and waste matter from dock and troubleshoot docks for replacement and repair.
- Empty recycle bins and maintain harbormaster building, including restrooms, showers, and harbormaster's office area.
- Presents a neat, clean, and professional appearance and poised demeanor.

Knowledge, Skills and Abilities Required

- Ability to pass the Dock Hand Certification.
- Responsible student at least 16 years old.
- Working familiarity with boating.
- Able to work outdoors in all types of summer weather.
- Able to swim.
- Able to exercise initiative.
- Able to interact with people of all ages.
- Positive attitude.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

Council Approval

City Council Approval: Pending City

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Revision of Chief Operator - Wastewater Treatment Plant and WTP/WWTP Apprentice Operator Job Descriptions

DATE: April 5, 2021

BACKGROUND:

With the upcoming retirement of our Chief Operator of the Water Treatment Plant, we anticipate that one of our current Water Operators will be appointed to this position. As a result, we are revising the job description of the Chief Operator of the Wastewater Treatment Plant job description to add mentoring duties to the Chief Operator of the Water Treatment Plant. We are also revising the WTP/WWTP Apprentice Operator job to update the supervisory reporting relationship.

ATTACHMENTS:

- ▢ JD - WTP/WWTP Apprentice Operator
- ▢ JD - Chief Operator - Wastewater Treatment Plant

CITY OF CHARLEVOIX

Title: WTP/WWTP Apprentice Operator

FLSA: Non-exempt
STATUS: Full-time, Union

Department: WTP/WWTP

Reports to: WTP/WWTP Chief Operators

Date: April 5, 2021

Position Purpose and Objectives

Learns to and/or operates and controls an entire process or system of machines through the use of control boards or direct physical activity, to transfer and treat water and liquid waste.

Scope and Environment

Apprentice works under the direct supervision of the WTP/WWTP Chief Operators or their designee: does not make independent decisions; rather obtains direction from Water/Wastewater Operators and Chief Operators.

Higher operator levels demonstrate greater knowledge and skill proficiency; spend more time performing observation, analysis and control functions, receive less supervision (general to limited); supervise less experienced staff; possess greater latitude for independent action; but may make decision in absence of Chief Operators.

Work is performed at the City's Water Treatment Plant and Wastewater Treatment Plant or where designated by the Chief Operators. May be scheduled "on-call" for consecutive 24-hour periods. Shifts fluctuate and require weekend work as part of regular schedule. Prompt and regular attendance required.

Trains to and/or performs any or all of the following essential job functions:

- Operate and maintain pumps, valves, chlorinators, and other mechanical equipment. Repair and lubricate equipment, using hand tools and power tools.
- Operate emergency equipment in case of power failure.
- Add and adjust process chemicals.
- Collect and test water and sewage samples, using test equipment and color analysis standards.
- Accurately record routine operational data, personnel in attendance, and meter and gauge readings, including rates of water flow, pressure, temperature, atmospheric conditions, chemical and power usage, et al.
- Assist in the preparation of various reports; relay pertinent data to co-workers in oral, written, and electronic form.
- Operate/drive vehicles and mechanized equipment.
- Practice all OSHA, MIOSHA, and City safety protocols.
- Observe gauge levels and other instruments to determine conditions.
- Operate and adjust controls to purify/clarify water, process or dispose of sewage and generate power and other mechanical equipment needed to operate the plants.

- Inspect equipment – monitor conditions and equipment to determine load requirements and to detect malfunctions.
- Supervise subordinate personnel at direction of Chief Operator.

Knowledge, Skills, and Abilities

- High school graduate or equivalent.
- 18 years old or older.
- Valid driver's license/safe driving record.
- Responsible attitude/commitment to safety.
- Mathematical and mechanical aptitudes.
- Ability to work in adverse weather conditions/exposed to variety of physical substances.
- Attention to detail; ability to comprehend detailed instructions and communicate clearly.
- Positive attitude and respectful of property and personnel/ability to deal with public.
- Ability to protect a positive public image of the City of Charlevoix.
- Ability to see details at close range.
- Physical (static and trunk) strength, dexterity, and coordination to safely handle drums of chemicals as needed.
- To make precisely coordinated movements (control mechanisms and vehicles).

Apprentice Program Requirements – see current union agreement; language from CWA Agreement attached as reference.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change.

City Council Approval: Pending City Council
Approval

Reference – WTP/WWTP Apprentice Job Description
Agreement Between City of Charlevoix & Communication Workers of America, AFL-CIO, June 1, 2012 – May 31, 2015

SEWAGE AND WATER TREATMENT PLANT APPRENTICE PROGRAM

The City offers a program to comply with State laws for ST/WTP operators. It combines independent correspondence studies, currently through California State University, on-the-job-training (OJT) hours and experience and completion of State of Michigan licensing. Successful completion of CSU testing requires a minimum grade of 70%. Successful completion of State licensing is determined by the State of Michigan. Timing for each step is the maximum allowed for successful completion of the program.

The Apprentice program shall be completed upon successful completion of the OJT hours and experience, CSU testing, acquisition of "F-4 Water" and "D Wastewater" State of Michigan licensing and all related requirements, and recommendation of the Department Head.

Step 1

-Complete six (6) documented months OJT at the Water Plant or Wastewater Plant

- Complete State testing for an "F-4 Water" license at the first available testing date (set by the State of MI)
- Within nine (9) months - Complete correspondence, coursework and testing required by the CSU, Volume I "Operation of Wastewater Treatment Plants" and Volume I "Water Treatment Plant Operation."

Step 2

- Complete twelve (12) documented months OJT at the Wastewater Treatment Plant or Water Plant
- Complete State testing for a "D Wastewater" License at the first available testing date (set by the State of MI)
- Within eighteen (18) months - Complete correspondence coursework and testing required by the CSU, Volume II "Operation of Wastewater Treatment Plants" and Volume II "Water Treatment Plant Operation."

CITY OF CHARLEVOIX

Title: Chief Operator – Wastewater Treatment Plant **FLSA:** Hourly
Status: Full-time, Union
Department: Wastewater Treatment Plant
Reports To: City Manager
Date: April 5, 2021

Position Purpose and Objectives

Under direction, supervises and participates in the safe and effective operation of the Wastewater Treatment Plant (WWTP), and the sewage pump stations (collectively, “the facilities”). Under direction, mentors the Chief Operator of the Water Treatment Plant on the safe and effective operations of the Water Treatment Plant.

Scope and Environment

The Chief Operator must maintain a close working relationship with the City Manager and City Council, Michigan Department of Environmental Quality (MDEQ), Department of Public Works Superintendent, Chief Operator of the Water Treatment Plant, the ratepayers, and others affected directly or indirectly by the operation of the facilities: He/she must present a positive image of the City at all times. The Chief Operator may be scheduled “on-call” for consecutive 24-hour periods and is required to maintain prompt response-time and regular staffing of the facilities.

Essential Job Functions

- Under direction, supervises and participates in the safe and effective operation and maintenance of the Wastewater Treatment Plant.
- Under direction, mentors the Chief Operator of the Water Treatment Plant with the safe and effective operations of the Water Treatment Plant and development of scheduling and direction for personnel assigned to both plants.
- Operate and maintain pumps, valves, and other mechanical equipment. Repair and lubricate equipment, using hand tools and power tools.
- Operate emergency equipment in case of power failure.
- Add and adjust process chemicals.
- Collect and test water and sewage samples using test equipment and color analysis standards.
- Accurately record routine operational data, personnel in attendance, and meter and gauge readings, including rates of water flow, pressure, temperature, atmospheric conditions, chemical and power usage, et al.
- Assist in the preparation of various reports; relay pertinent data to co-workers in oral, written, and electronic form.
- Practice all OSHA, MIOSHA, and City safety protocols.
- Higher levels observe gauge levels and other instruments to determine conditions.
- Operate and adjust controls to purify/clarify water, process or dispose of sewage and generate power and other mechanical equipment needed to operate the plants.
- Inspect equipment – monitor conditions and equipment to determine load requirements and to detect malfunctions.

- Comply with MDEQ Discharge Permits
- Oversee and perform general plant maintenance work.
- Organize and direct activities of employees in the operation and maintenance of wastewater filtration plants, including scheduling shift crews and work requirements.
- Develop and maintain written procedures such as process control strategies that ensure proper operation of the WWTP. These procedures include step-by-step direction of the sequence to be followed and documentation required. For example, the process control strategies identify the purpose of the unit process, the factors that affect the performance of the process, and the values (or range of values) that the operators will target. The strategies will also discuss the interrelationships between the various unit processes.
- Develop plans and procedures to respond to mechanical malfunctions, wastewater quality, and the like. Decides remedial action in emergency situations.
- Develop, implement, and maintain a Quality Assurance / Quality Control (QA/QC) program that meets all requirements of the MDEQ and which guarantees the legal defensibility of the analytical results. Monitor operations for adherence to established water purity standards.
- Analyze and evaluate operational data; initiates and directs operational changes and practices.
- Prepare monthly reports sent to regulatory agencies, such as the State of Michigan, to fulfill requirements of the permits under which the WWTP operate. Write letters to the MDEQ that explain any violations or deviations from approved practices.
- Implement a comprehensive maintenance management program that ensures equipment operability and process flexibility. Maintain a system of recurring, preventive maintenance work orders and documentation of all repairs that occur.
- Prepare detailed budget recommendations (for review and approval by the City Manager) that accurately reflect the anticipated costs for the proper operation of the facilities. Prepare summary reports that allow a comparison of budgeted costs versus actual costs. Prepare bids and requisitions for plant equipment, materials, supplies, and services.
- Inspects and monitors performance of contractors, when assigned.
- Obtain necessary permits to perform required work.
- Ensure that employees follow safety practices in work methods and procedures; enforce proper safety procedures while working in dangerous situations (i.e. confined space (lift stations, hazardous materials, etc.) Educate employees on rules, regulations, codes, safe work habits and potential hazards presented by their work.
- Revise and maintain a health and safety program that includes frequent training, regular inspections, and timely documentation remediation of unsafe conditions and unsafe acts.
- Interview job candidates and recommend candidate(s) for employment. Supervise, train and direct activities of employees. Prepare and conduct employee performance evaluations, issue commendations, and when warranted advise the City Manager of issues that may require employee disciplinary action. Review and approve employee time records.
- At the City Manager's request, attend City Council meetings to explain details of plant operations, permits, budgets, etc.

- Keep current on emerging wastewater treatment strategies and technologies.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of maintenance needs of wastewater plant equipment and machinery.
- Comprehensive knowledge of state and federal wastewater quality requirements and standards.
- Comprehensive knowledge of methods and techniques, materials, tools and equipment used in wastewater treatment plants.
- Operation of an activated sludge wastewater treatment plant and lift stations.
- Ability to maintain records, analyze data, understand and communicate complex information orally as well as in written form (technical reports).
- Mathematical and mechanical aptitudes.
- Diagrams, and blueprints.
- Computer software used in wastewater facilities.
- Physical (static and trunk) strength, dexterity, and coordination to safely handle drums of chemicals as needed.
- To make precisely coordinated movements (control mechanisms and vehicles).
- Attention to detail; ability to comprehend detailed instructions and communicate clearly.
- Ability to see details at close range.
- Ability to supervise and direct activities of wastewater treatment plant employees.
- Responsible attitude/commitment to safety.
- Ability to communicate with the general public.
- Strong interpersonal skills and the ability to maintain effective working relationships with stakeholders.
- Ability to project a positive public image of the City of Charlevoix.
- Positive attitude and respectful of property and employees.
- Drive or operate assigned equipment and vehicles.
- Ability to work in adverse weather conditions/exposed to variety of physical substances.
- Ability to maintain licenses/certification.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Graduation from high school or equivalent. College level training or experience in supervision is highly desirable.

Experience: Five years' experience in the operation and maintenance of a similar-size wastewater treatment facility, plus three or more years in a supervisory/lead capacity is highly desirable.

License or Certificate

- Possession of an active Class B (or higher) Sewage Treatment Works certificate.
- Possession of a valid Michigan driver's license.

NOTE: This job description is subject to change with a change in the MDEQ plants classification for the City of Charlevoix.

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Approval

City Council Approval: Pending City Council

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Golf Course Greens Mower Purchase: \$29,154

DATE: April 5, 2021

BACKGROUND:

The 2021 budget include the purchase of a new Riding Greens Mower for the City Golf course. The Golf Course currently has two Greens Mowers. The first of those was purchased in 1995. The other in 1999. We are intending to replace the 1999 mower which has 6058 hours of use on the equipment. Using the United States Golf Association industry standards, this would convert to nearly 465,000 miles on a road vehicle. The longevity and continued use of this mower is a testament to the hard work of our golf course mechanic Dave Gill.

Unfortunately, this mower has exceeded its life expectancy and replacement parts are very difficult to find any longer. We are spending increased time and resources to keep this running.

Golf Course greens mowers are a highly specialized piece of mowing equipment. MiDeals did not have a vendor selling greens mowers. We then requested bids from vendors directly. We have received two bids.

We are recommending the purchase of the Toro Greenmaster 3150-Q (#04358) at the purchase price of \$29,154. Purchase would be from Spartan Distributors from Sparta Michigan. It would be available for immediate delivery. The Toro is the same manufacturer of our current mower. We would note that Baker Vehicle in Macedonia Ohio bid on a Jacobson Mower at special price of \$24,788. This was appealing to us, but the vendor could not guarantee delivery before September of 2021.

RECOMMENDATION:

Motion to approve the purchase of one 2021 Toro Greenmaster 3150-Q for the amount of \$29,154.

ATTACHMENTS:

- ▣ Toro Spartan Dist Bid
- ▣ Jacobson Baker Bid
- ▣ USGA Hours Calculator

KENT

March 10, 2021

487 W Division Street
PO Box 246
Sparta, MI 49345
616.887.7301
Fax: 616.887.6288

1050 Opdyke Road
Auburn Hills, MI 48326
248.373.8800
Fax: 248.373.8899

Charlevoix Municipal Golf Club
Attn: Brian Livingston
210 State Street
Charlevoix, MI 49720

Dear Brian,

We are pleased to provide a quote on the following equipment:

(1) Toro Greensmaster 3150-Q (#04358)

\$ 29,154.00

- 11 Blade DPA Cutting Units
- Narrow Wiehle Rollers
- Optional LED Lights \$ 454.00

Pricing is firm for 30 days from date of quotation.

DELIVERY: As Arranged

TERMS: Net 30 Days

Thank you for your interest in our line of equipment. If you have any questions, please feel free to call me at 616-340-4143.

Sincerely,

Aj Rings

Aj Rings
Commercial Sales

PURE *M*ICHIGAN®



BAKER
VEHICLE SYSTEMS INC.

QUOTATION

9035 Freeway Drive • Macedonia, OH 44056
Phone: 330-467-2250 • Fax: 330-467-8308
Serving Golf, Turf & Industry since 1940

TO: Charlevoix Golf Club
790 Petoskey Ave
Charlevoix, MI 49720
Attn: Brian Livingston
231-330-5960

DATE: 10-Mar-21

Prices quoted are those in effect at the time of quotation. This quotation is subject to acceptance within 15 days.

SALESPERSON	F.O.B.	DELIVERY	PAYMENT TERMS
CORY		TBD	TBD

QUANTITY	ITEM	DESCRIPTION	Reg	Total
1	062306G01	Greens King IV Plus, 18 hp Vanguard Gas engine,	\$27,675.00	\$19,373.00
2	62845	TrueSet Cutting r 11 blade reels rh	\$2,226.00	\$3,115.00
1	62846	TrueSet Cutting 11 blade reels lh	\$2,226.00	\$1,558.00
3	68673	22" Grooved segmented machined aluminum rll	\$353.00	\$742.00

Notes: municipal course

SUBTOTAL	\$24,788.00
TAX RATE	0.00%
SALES TAX	\$0.00
TRADE-IN ALLOWANCE	
TOTAL	\$24,788.00

BY: _____

To accept this quotation, sign here and return: _____ *Date:* _____

For the golf course to reach its potential, everyone knows that good agronomic and cultural practices must be employed. Although these practices vary from course to course and from one part of the country to another, there is one factor that remains constant. Turf quality is greatly enhanced through the use of modern equipment. The problem with modern equipment is that it is expensive to buy, expensive to repair, and it does not last as long as equipment used in the past.

In South Florida the useful life expectancy of frequently used turf equipment (mowers, sand trap rakes, utility and transportation vehicles) is 1,800 hours. Once one of these units gets above 1,800 hours, repairs and down time increase significantly. If a unit surpasses its useful life expectancy then employee productivity is reduced, therefor sensible money management is sacrificed.

So that you understand how hours compare to miles on an automobile, I have provided you with a chart created by the USGA.

Hours to Miles Cart Provided by USGA

Most turf equipment is used daily and operates at high Rpm's. Turf equipment operates in wet dusty conditions, and it is frequently exposed corrosive chemicals and fertilizers. In order to drive traction units and implements such as reels, blades and pumps, turf equipment uses hydraulics. In order for the hydraulics to function properly its engine must run at speeds that exceed 3,000 rpm's. Even the non implement units such as transportation and utility vehicles operate at high rpm's because they use two or four cycle single cylinder engines. The follow chart coverts hours into miles using the formula 1 hour = 77 miles. That figure is derived from the average automobile driven at 3,000 RPM will travel at speeds of 70 miles per hour. Add 10% for the harsh conditions turf equipment encounters.

500 Hours	=	38,500 Miles
1,000 Hours	=	77,000 Miles
1,500 Hours	=	115,500 Miles
2,000 Hours	=	154,000 Miles
3,000 Hours	=	231,000 Miles
4,000 Hours	=	308,000 Miles
5,000 Hours	=	385,000 Miles
6,000 Hours	=	462,000 Miles
7,000 Hours	=	539,000 Miles

So, the realization of purchasing new equipment is that it will not last forever. Turf equipment needs to be replaced and should be replaced on a regular basis. About 75% of our equipment is many years past its useful replacement time. The USGA agronomists have developed a rule of thumb for the replacement of equipment. Assuming the equipment inventory has been kept current (which ours has not), 15% of the total replacement value should be spent toward the purchase of new machinery each season. This replacement program needs to start one year after the initial purchase of equipment. The replacement value of our equipment at Foxfire is about 1.1 million dollars. Therefor \$165,000 per year worth of equipment should have been replaced each year in order for our fleet to have remained current and efficient.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Pavement Marking Proposal: \$16,664.96

DATE: April 5, 2021

BACKGROUND:

In the approved 2021/2022 budget we have allocated money for the yearly service of pavement marking. This service generally consists of marking all of our parking spaces, stop bars, cross walks, yellow curbing, etc.

We advertised for sealed bids and received one bid on March 29. This bid was from PK Contracting out of Cadillac. PK Contracting is the company we have worked with for several years for this project. They are timely and very professional. The bid provided is within the budgeted amount. This year's pavement marking will be the same as last year's.

RECOMMENDATION:

Motion to approve the 2021 Pavement Marking plan as proposed and authorize PK Contracting to complete the work for a cost of \$16,664.96.

ATTACHMENTS:

- ▣ Pavement Marking Bid Tab



**CITY OF
CHARLEVOIX**

PAVEMENT MARKING

Bid Opening at City Hall
March 29, 2021 – 2:00pm

Bidder Name	Total Cost
PK Contracting Inc Lake City	\$16,664.96

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: MPPA Power Purchase Commitment

DATE: April 5, 2021

PRESENTED BY: John Griffith, Electric Department Director

BACKGROUND:

In the late 1970s, the Michigan Public Power Agency was formed following the passage of Public Act 448. The legislation allowed municipal electric utilities to pool financial resources to purchase a portion of the power supplied by large central generation stations. After joining the agency, Charlevoix executed contracts that entitled them to a portion of the generation from Detroit Edison's Belle River Plant and Consumers Energy's Campbell Plant. Since then, MPPA has taken advantage of the legislation to purchase electricity from other projects, including wind, solar and landfill gas. As an active member, Charlevoix continues to have access to generation sources that would not be available on its own.

Per Public Act 341 of 2016, MPPA members are required to secure 95% of their resource adequacy (capacity) requirements for four Planning Years out. The Planning Year for the Midcontinent Independent System Operator (MISO) is June 1 through May 31. To help meet this requirement, MPPA staff is recommending execution of the attached Power Purchase Commitment Authorization (PPC) for Charlevoix. The PPC prices are not-to-exceed values. The PPC secures a portion of Charlevoix's capacity requirements for Planning Years 2025/2026 through 2034/2035. The executed PPC is to be returned to Mr. Steve Donkersloot by April 30, 2021.

RECOMMENDATION:

Motion to approve the MPPA Power Purchase Commitment Authorization and its execution by John Griffith, Charlevoix's Member Authorized Representative, as presented.

ATTACHMENTS:

- ▣ Agreement



March 12, 2021

Subject: **Power Purchase Commitment Authorization**

The City of Charlevoix ("Charlevoix"), through its Member Authorized Representative, hereby authorizes a Capacity purchase by Michigan Public Power Agency ("MPPA") on behalf of Charlevoix at the following Quantity, Term and not to exceed price levels that is intended to help meet the resource adequacy requirements of the State of Michigan under Public Act 341 and MISO. These transactions, if executed by MPPA, are Power Purchase Commitments under the Energy Services Agreement between MPPA and Charlevoix and will result in the Capacity being delivered into the MISO Local Resource Zone 7.

Planning Year	Up to Capacity per Month (kW)	Maximum Authorized Weighted Average Purchase Price (per kW Month)	Maximum Total \$ for Planning Year	% of Forecasted MISO Capacity Requirement
PY 25/26	1,500	\$4.50	\$81,000	10.5%
PY 26/27	1,700	\$4.50	\$91,800	11.9%
PY 27/28	1,700	\$4.50	\$91,800	11.9%
PY 28/29	1,000	\$4.50	\$54,000	7.0%
PY 29/30	1,000	\$4.50	\$54,000	7.0%
PY 30/31	1,200	\$4.50	\$64,800	8.4%
PY 31/32	1,200	\$4.50	\$64,800	8.5%
PY 32/33	1,200	\$4.50	\$64,800	8.5%
PY 33/34	1,200	\$4.50	\$64,800	8.5%
PY 34/35	1,200	\$4.50	\$64,800	8.5%

The purchase transactions outlined above account for the identified percentages of Charlevoix's forecasted MISO capacity requirements in the applicable forward planning years. The total of all purchases represents a maximum commitment of \$696,600.

Member Authorized Representative:

Signature

Printed

Date

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Odmark Pavilion Request - Trout Tournament

DATE: April 5, 2021

PRESENTED BY: Chris Mikulski

BACKGROUND:

The Charlevoix Trout Tournament is requesting use of the Odmark Pavilion for their event June 9 - June 13, 2021.

Additionally, the Tournament organizers are requesting launch fees to be waived for tournament participants on the dates of the event, also June 8 for a practice fishing day.

Section 71.04 of chapter VII of the City Code states:

Any person launching a boat from the Ferry Beach boat launch or parking a vehicle with or without trailer or parking a single trailer shall be required to obtain a permit from the city and display the permit on their vehicle. Charges for the permit shall be set by resolution of the City Council. The City Council, by resolution, may revise or waive fees for special or public events. The term SPECIAL OR PUBLIC EVENTS shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the City Council, benefit the city economically or by virtue of the publicity surrounding the event.

RECOMMENDATION:

Motion to approve the Trout Tournament Event in East Park/Odmark Pavilion on April 9-13, 2021 and approve Resolution 2021-04-02 waiving launch fees for participants on the event/practice days.

ATTACHMENTS:

- ▣ Odmark Pavilion Request and Letter Requesting to Waive Launch Fees
- ▣ Resolution 2021-04-02



Charlevoix Trout Tournament Inc.

March 26, 2021

Mark Heydlauff, City Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Dear Mark,

The Charlevoix Area Trout Tournament will take place June 11th through the 13th. The tournament is once again requesting the launch fees to be waived for tournament participants the dates of the tournament and also on June 10th for a practice fishing day.

Thank you for your consideration on this matter and please feel free to contact me if you have any questions regarding the tournament.

Sincerely,

Charlevoix Trout Tournament
Chris Mikulski, Vice President

P.O. Box 616

A NON-PROFIT ORGANIZATION

Charlevoix, MI 49720



ODMARK/EAST PARK PERFORMANCE PAVILION USE REQUEST

Name of proposed act/event: CHARLEVOIX TROUT TOURNAMENT

Date of proposed use: 6/9/21 - 6/13/21 Time of proposed use: Start _____ End _____

Expected number of attendees: _____

Is applicant a not-for-profit organization?

(Proof of non-profit status is required for consideration of reservation fee waiver.)

☒ Yes

☐ No

Is the proposed use directly associated with another event occurring simultaneously in Charlevoix?

☐ Yes

☒ No

If yes, indicate name of associated event: _____

If applicant is a performance act, please provide three references.

Name

Telephone

Briefly summarize your proposed use:

Tournament headquarters: Registration, Captains Mtg,
Weigh-in, Awards.

CONTACT INFORMATION

Applicant Name: CHRIS MIKULSKI Organization: CHARLEVOIX TROUT TOURNAMENT

Email Address (required): chrismikulski@gmail.com

Mailing Address: PO BOX 616

City: Charlevoix State: MI Zip: 49720

Telephone Number: (231) 330 0867 Cell Number (day of event): 231 330 0867

Has applicant or anyone significantly associated with the applicant been convicted within the past seven (7) years of a misdemeanor or felony involving violence, theft, criminal sexual conduct or dishonesty?

☐ Yes

☒ No


Signature of Applicant

3/24/21
Date

This form must be submitted at least two (2) weeks in advance of requested use date. Please contact the Charlevoix Recreation Department at 231-547-3253 with any questions.

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Chief of Police _____ Date _____ Recreation Department _____ Date _____

☐ Approved

☐ Denied

☐ Approved

☐ Denied

Fee: _____ Receipt No.: _____ Date: _____

Revised November 2018

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-04-02
WAIVE LAUNCH FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 11-13, 2021; and

WHEREAS, the Lake Charlevoix Area Trout Tournament is requesting that boat launch fees be waived for the tournament and the June 10 practice fishing day; and

WHEREAS, Title VII, Chapter 71, Section 71.04 of the City Code permits City Council to waive boat launch fees for special or public events.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby waives launch fees for the Lake Charlevoix Area Trout Tournament from June 10 to June 13, 2021.

RESOLVED this 5th day of April, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Odmark Pavilion Request - Walk, Run, Cure

DATE: April 5, 2021

PRESENTED BY: Kim Stevens

BACKGROUND:

The Sue DeYoung/Judy Edger Walk, Run, Cure organizers are requesting use of the Odmark Pavilion on Saturday May 8, 2021 for their event.

RECOMMENDATION:

Motion to approve the use of the Odmark Pavilion for the Run, Walk, Cure event on May 8, 2021.

ATTACHMENTS:

- ▣ Walk, Run, Cure Odmark Use Request



ODMARK/EAST PARK PERFORMANCE PAVILION USE REQUEST

Name of proposed act/event: Walk, Run, Cure - Sue DeYoung/Judy Eger Walk/Run
Date of proposed use: Sat., May 8, 2021 Time of proposed use: Start 7:00 am End 12:00 pm
Expected number of attendees: 100 approx.

Is applicant a not-for-profit organization?

(Proof of non-profit status is required for consideration of reservation fee waiver.)

☒ Yes

☐ No

Is the proposed use directly associated with another event occurring simultaneously in Charlevoix?

☐ Yes

☒ No

If yes, indicate name of associated event: _____

If applicant is a performance act, please provide three references.

Name

Telephone

_____	_____
_____	_____
_____	_____

Briefly summarize your proposed use:

We would like to use tables and a few
Chairs to set up for registration. This
is a 5K Walk/Run Cancer fundraiser
that has been ongoing for the past 27 years.

CONTACT INFORMATION

Applicant Name: Kim Stevens Organization: Walk Run Cure Sue DeYoung / Judy Edger Memorial Breast Cancer 5k Walk Run
Email Address (required): rod.kim.stevens@gmail.com
Mailing Address: 510 west upright St.
City: Charlevoix State: MI Zip: 49720
Telephone Number: Kim Stevens 231-675-5757 Cell Number (day of event): Sandy Novotny 231-675-4210

Has applicant or anyone significantly associated with the applicant been convicted within the past seven (7) years of a misdemeanor or felony involving violence, theft, criminal sexual conduct or dishonesty?

☐ Yes

☒ No

Kim Stevens
Signature of Applicant

3-8-2021
Date

This form must be submitted at least two (2) weeks in advance of requested use date. Please contact the Charlevoix Recreation Department at 231-547-3253 with any questions.

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Chief of Police

Date

Recreation Department

Date

☐ Approved

☐ Denied

☐ Approved

☐ Denied

Fee: _____

Receipt No.: _____

Date: _____

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Odmark Pavilion Request - City Band

DATE: April 5, 2021

PRESENTED BY: Evelyn Wujcik

BACKGROUND:

The Charlevoix City Band is requesting use of the Odmark Pavilion every Tuesday from July 6, 2021 through August 24, 2021 to perform concerts.

RECOMMENDATION:

Motion to authorize the use of the Odmark Pavilion for the Charlevoix City Band to perform weekly concerts during the summer of 2021.

ATTACHMENTS:

- ▣ City Band Odmark Pavilion Use Request



ODMARK/EAST PARK PERFORMANCE PAVILION USE REQUEST

Name of proposed act/event: Charlevoix City Band

Date of proposed use: 7/6/21 - 8/29/21 Time of proposed use: Start 6:30 End 9:15

Expected number of attendees: performers - 50

Is applicant a not-for-profit organization?

(Proof of non-profit status is required for consideration of reservation fee waiver.)

☒ Yes

☐ No

Is the proposed use directly associated with another event occurring simultaneously in Charlevoix?

☐ Yes

☒ No

If yes, indicate name of associated event: _____

If applicant is a performance act, please provide three references.

Name

Telephone

Briefly summarize your proposed use:

Band Concert

CONTACT INFORMATION

Applicant Name: Evelyn Wujcik Organization: Charlevoix City Band

Email Address (required): petapocket1@yahoo.com

Mailing Address: 6685 Mide N Lot 135

City: Charlevoix State: MI Zip: 49720

Telephone Number: 231 675 0857 Cell Number (day of event): Same

Has applicant or anyone significantly associated with the applicant been convicted within the past seven (7) years of a misdemeanor or felony involving violence, theft, criminal sexual conduct or dishonesty?

☐ Yes

☒ No

Evelyn Wujcik
Signature of Applicant

3/15/2021
Date

This form must be submitted at least two (2) weeks in advance of requested use date. Please contact the Charlevoix Recreation Department at 231-547-3253 with any questions.

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Chief of Police

Date

Recreation Department

Date

☐ Approved

☐ Denied

☐ Approved

☐ Denied

Fee: _____

Receipt No.: _____

Date: _____

City Band Concert Plan for the Summer of 2021

The Charlevoix City Band will hopefully be able to perform concerts in the Odmark Pavilion this summer. The Band's plan is to follow the health safety guidelines set by the state, as well as local guidelines and preferences. We recognize that guidelines will continue to change and we will adapt to those changes as they happen.

At this time, we plan to implement a smaller group for the summer. Hopefully we will have around forty-five members safely distributed on the stage, and if need be, have instrument bells covered. Members will be wearing masks during set up, but obviously remove them when playing. We will try to spray sanitize stands and sound equipment after each concert. As an added request, we would require other groups performing on the stage to follow the same protocols.

We have found in past summers, some of the groups carelessly left the back stage area unkempt, e.g. empty water bottles strewn about, half empty pizza boxes, chairs not stacked, wrappers etc. So, for safety reasons, we would expect proper clean up and sanitizing to take place.

Before implementing our safety criteria, we would like to see what the city has as a safety protocol for the summer concert season.

The Band plans to begin the summer concert season on Tuesday July 6, and play every Tuesday evening through August 24. We rehearse on the Pavilion from 6:30 to 7:30 and concerts begin at 8:00.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointments

DATE: April 5, 2021

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

Emma Suarez Pawlicki submitted an application for Planning Commission. Richard Christner and Maureen Owens requested reappointment to the DDA.

RECOMMENDATION:

Motion to appoint Emma Suarez Pawlicki to the Planning Commission, term expiring April 2024.

Motion to re-appoint Richard Christner to the Downtown Development Authority board, term expiring April 2025.

Motion to re-appoint Maureen Owens to the Downtown Development Authority board, term expiring April 2025.

ATTACHMENTS:

▣ Applications

Volunteer Boards and Committees Application - Submission #878

Date Submitted: 3/21/2021

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For

- | | | | |
|--|---|---|--|
| ☐ Board of Review | ☐ Historic District Commission | ☐ Recreation Advisory Committee | ☐ No Preference |
| ☐ Compensation Commission | ☐ Housing Commission | ☐ Shade Tree & Park Commission | ☐ Other |
| ☐ DDA / Main Street Board | ☒ Planning Commission | ☒ Zoning Board of Appeals | |

Other

Name

Emma Suarez Pawlicki

Email Address

emmasuarezsq@outlook.com

Address

714 E. Dixon Avenue

Home Phone

Cell Phone

5306046206

Are you a registered voter in the City?

- ☒ Yes
☐ No

How long have you lived in the City?

2 years

Educational Background

B.A. Political Science Lewis and Clark College
J.D. University of the Pacific McGeorge School of Law

Professional Qualifications and / or Work Experience

Served 15 years Vice President Central Valley Flood Protection Board managing flood control system in California's Central Valley.

Associate Solicitor U.S. Department of Interior.

Community Relations Representative Pacific Gas and Electric Company.

Community Activities and / or Other Experience

Docent Santa Fe Opera

Volunteer Charlevoix Candlelight hikes

Member St. Mary's Parish Pastoral Council.

Have you served on a board / committee or held a civic position in the past?

☒ Yes

☐ No

If yes, please explain.

Do you foresee any potential conflicts of interest while executing the duties of this position?

☐ Yes

☒ No

If yes, please explain.

Reason(s) You Wish to Serve

Support efforts of City to effectively implement community programs that need the participation of residents for success.

Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?

☒ Yes

☐ No

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Emma Suarez Pawlicki

Date

3/22/2021

Volunteer Boards and Committees Application - Submission #880

Date Submitted: 3/23/2021

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For

- | | | | |
|---|---|--|--|
| ☐ Board of Review | ☐ Historic District Commission | ☐ Recreation Advisory Committee | ☐ No Preference |
| ☐ Compensation Commission | ☐ Housing Commission | ☐ Shade Tree & Park Commission | ☐ Other |
| ☒ DDA / Main Street Board | ☐ Planning Commission | ☐ Zoning Board of Appeals | |

Other

Name

Richard Christner

Email Address

christner.richard@gmail.com

Address

00188 North Ranney Road, East Jordan, MI 49727

Home Phone

Cell Phone

231-350-1208

Are you a registered voter in the City?

- ☐ Yes
☒ No

How long have you lived in the City?

N/A I do not live in the City of Charlevoix

Educational Background

Accounting

Professional Qualifications and / or Work Experience

Finance background

Community Activities and / or Other Experience

Have you served on a board / committee or held a civic position in the past?

☒ Yes

☐ No

If yes, please explain.

DDA and Main Street

Do you foresee any potential conflicts of interest while executing the duties of this position?

☐ Yes

☒ No

If yes, please explain.

Reason(s) You Wish to Serve

Re-appointment

Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?

☒ Yes

☐ No

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Richard Christner

Date

3/23/2021

Volunteer Boards and Committees Application - Submission #907

Date Submitted: 4/5/2021

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For

- | | | | |
|---|---|--|--|
| ☐ Board of Review | ☐ Historic District Commission | ☐ Recreation Advisory Committee | ☐ No Preference |
| ☐ Compensation Commission | ☐ Housing Commission | ☐ Shade Tree & Park Commission | ☐ Other |
| ☒ DDA / Main Street Board | ☐ Planning Commission | ☐ Zoning Board of Appeals | |

Other

Name

Maureen Owens

Email Address

maureen-owens@hotmail.com

Address

205 Park Ave, Unit 4

Home Phone

Cell Phone

231-622-3238

Are you a registered voter in the City?

- ☒ Yes
☐ No

How long have you lived in the City?

15 Years

Educational Background

Professional Qualifications and / or Work Experience

Current Chair of the DDA

Community Activities and / or Other Experience

I have been a member of every one of the Main Street committees

Have you served on a board / committee or held a civic position in the past?

☒ Yes

☐ No

If yes, please explain.

DDA

Do you foresee any potential conflicts of interest while executing the duties of this position?

☐ Yes

☒ No

If yes, please explain.

Reason(s) You Wish to Serve

I believe the DDA has done a great deal for the Community and I would like to continue to participate.

Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?

☒ Yes

☐ No

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Maureen B. Owens

Date

3/31/2021

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: April 5, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. COVID Relief Funds

We are monitoring the rule making and promulgation process for the recent federal COVID Relief package since there is roughly \$245,000 allocated for the City of Charlevoix. It is still somewhat uncertain how these funds may be used and the types of restrictions on them. We expect to receive half of the money in the next 45 days and the remaining half in a year.

B. Condolences

Long-time seasonal employee Jimmy Bishaw passed unexpectedly this week. Many know his smile and his hard work as driver of the brush collection rig in the summer. Jimmy was always a cheerful man and worked hard for the City. He will be missed for his kindness and work ethic.

ATTACHMENTS:

- ▣ Shade Tree Minutes
- ▣ DDA Minutes
- ▣ Housing Commission Minutes

Shade Tree and Parks Commission

Meeting Minutes

January 14, 2021

Members Present: Chair Perry Hodgson (Charlevoix, MI); David Levy (Charlevoix, MI); Jennifer Muladore (Charlevoix, MI); Mark Pawlicki (Charlevoix, MI); Ken Polakowski (Pawleys Island, SC)

Members Absent: None

Also Present: Mark L. Heydlauff, City Manager; Pat Elliott, DPW Superintendent; Kent Knorr, Recreation Director

Chair Hodgson called the meeting to order at 11:01am.

The Commission reviewed the minutes of November 14, 2020. Motion by Polakowski, second by Muladore.

Motion carried.

Mr. Elliott updated the Commission on some trimming along Park Avenue; if the winter continues mildly, this will likely be done before spring. He also indicated water levels are decreasing which is reducing flooding in the parks and restoring beach areas. He advised DTE is planning to add a natural gas pipeline under the Pine River Channel.

Chair Hodgson reviewed the proposed 2021 Meeting Dates. Motion by Levy, second by Muladore to approve the meeting schedule as presented.

Motion carried.

Chair Hodgson discussed a letter received from William Thom regarding a request for tree cutting along Park Avenue. The letter referenced restoring a "million dollar view" and the Commission discussed what this meant and how it should consider a request on this topic.

Mr. Polakowski suggested hiring a firm to develop a trimming plan to enhance the view and this should include a landscape architect and an arborist.

The Commission discussed the request and how best to proceed. Chair Hodgson will follow-up with Mr. Thom to better understand his request and review further with the Commission to determine how a study and subsequent action may be approached.

Chair Hodgson introduced more information about the Recreation Master Plan. Mr. Knorr provided an overview of this and indicated a request for proposals will be released later this week. Chair Hodgson will represent the Shade Tree and Parks Commission in the master plan process.

There was no public comment.

Chair Hodgson adjourned the meeting at 11:45am.

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Thursday, February 25, 2021 at 5:30 p.m.
Zoom Meeting

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens (from Charlevoix)
Members Present: Sam Bingham (from Charlevoix), Sean Bradley (from Princeton, NJ), Kirby Dipert (from Santa Rosa Beach, FL), Luther Kurtz (5:45 p.m. from Hanalei, HI), Amanda Wilkin (from Ellsworth)
Members Absent: Richard Christner, Paul Silva, Ron Way
Non-Voting Member: Liam Dreyer (from Charlevoix)
City Staff: Lindsey Dotson, Executive Director; Mark Heydlauff, City Manager.

4. Inquiry Into Potential Conflicts of Interest

5. Consent Agenda

- A. Board Minutes
- B. Committee Minutes
- C. Monthly Report

Member Bingham agreed to replace Member Dipert on the Building Committee.

Motion by Member Bradley, second by Member Bingham to approve the Consent Agenda items as presented. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

There were no questions or comments from the Board or the public.

A. Long Road Distillers Update

Director Dotson reported that they now had a fully executed lease that was reviewed by the City Attorney and signed by Long Road Distillers. Member Wilkin expressed appreciation to Vice Chair Christner for his efforts and work regarding this lease.

B. Housing Memo

Director Dotson noted that there was a housing memo from the City Manager in the agenda packet.

7. Old Business

A. Holiday Lighting/Tree Lights Contract

Director Dotson explained that there were some modifications to the plan that was outlined in the packet and a representative from Holiday Lighting Services responded to questions from the Board members. Mayor Kurtz joined the meeting at this time.

Motion by Member Dipert, second by Member Bradley to approve signing the phased Tree Light Replacement Contract with Holiday Lighting Services to include the mention of the 200 block as well as the 300/400 block. Motion passed by unanimous voice vote.

B. Alleyway Improvement Grant Program Guidelines

Director Dotson stated that the Design Committee created guidelines for a grant program that will help spur private investment in the downtown that aligns with recommendations made in the Alley Corridor Improvement Plan. She stated that there was \$10,000 allotted to this Program. Denise Fate stated that the Design Committee was very excited to get the Program out to the businesses and that the Committee members did a great job putting the guidelines together.

Motion by Member Bingham, second by Member Wilkin to approve the Alleyway Improvement Grant Program guidelines pending City Attorney review. Motion passed by unanimous voice vote.

8. New Business

A. First Fridays Promotion Work Plan

Director Dotson stated that this was a draft plan that she and Chamber President Sarah Hagen had been discussing for quite some time. She described the basic details of the plan and stated that there were no funds needed for this program.

Motion by Member Bradley, second by Mayor Kurtz to approve the First Fridays Promotion Work Plan to begin in March. Motion passed by unanimous voice vote.

B. 2021-2022 Cooperative Ad Campaign

Director Dotson described the details of the proposed ad campaign and stated that the DDA's financial contribution to the campaign remained at \$5,000. Meg Lau, MyNorth, described their community outreach efforts. Member Dipert commended Director Dotson and Ms. Lau for putting this package together as he had spoken to some merchants who were very positive about the campaign.

Motion by Member Dipert, second by Member Bingham to approve entering into a contract with My North Media for the 2021-2022 Cooperative Advertising Campaign. Motion passed by unanimous voice vote.

C. Match on Main Street Grant Application

Mayor Kurtz recused himself from this discussion because Nomi Sushi was his tenant. Director Dotson stated that the Economic Vitality Committee selected the top two businesses: Nomi Sushi and Bentley Hill Bakehouse. Each business was applying for a \$25,000 grant. Director Dotson noted that the DDA was a pass through for this grant program.

Motion by Member Wilkin, second by Member Bradley to authorize Director Dotson to apply for the Match on Main grant through the MEDC on behalf of Nomi Sushi and Bentley Hill Bakehouse in the amount of \$25,000 each. Motion passed by roll call vote with Mayor Kurtz abstaining.

D. Charlevoix Easter Egg Hunt

Mayor Kurtz returned to the meeting. Ms. Hagen stated that the event was quite pared down from the 2020 event given the current COVID restrictions.

Motion by Member Bingham, second by Member Wilkin to support the Charlevoix Area Chamber of Commerce in moving forward with the Easter Egg Hunt Event on April 3, 2021. Motion passed by unanimous voice vote.

9. Public Comments

10. Request for Future Agenda Items

11. Board Comments

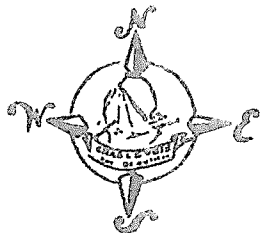
12. Adjourn

Motion by Member Bradley, second by Member Dipert to adjourn the meeting at 6:09 p.m.

Joyce Golding/fgm

Maureen Owens

Chair



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451

PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

TUESDAY, FEBRUARY 16, 2021 2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of January Payables and Meeting Minutes from January

Old Business: CARES Act Funding Update

New Business: **Res. #I-21** Intergovernmental Management Agreement

Res. # II-21 Approval of Updated Handbook & Personnel
Policy With Revisions

Executive Director's Report -

New HUD Administration

Budget Prep, March Approval

Public Comment on subjects unrelated to Agenda Items

Adjournment

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, February 16, 2021

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Mitts Lee, Laurene Crandall, R.J. Waddell, Joan Buday
Commissioners Absent: Lillian Left

Others Present: Pat Kerr CHC – Maintenance Supervisor, Mark Little MPHC – Maintenance Supervisor, Annessa Halst – Director, Mt. Pleasant Housing Commission (MPHC), Cindy Morris – Occupancy Specialist – Charlevoix Housing Commission (CHC) and Residents of Pine River Place.

Chairperson Mitts Lee called the meeting to order at 2:00 p.m.

ADDITIONS TO THE AGENDA: None

Approval of Meeting Minutes and Payables for January 19, 2021.

Laurene Crandall moved, seconded by Joan Buday to accept the regular meeting minutes for January 19, 2021 and payables as presented.

Ayes: Lee, Crandall, Waddell, Buday

Nays: None

Absent: Left

OLD BUSINESS:

CARES Act Funding was discussed by the Director of MPHC, Annessa Halst. Update was given with minimal amount of discussion.

Compactor for garbage was brought to discussion by board member R.J. Waddell. (Old Business) asking for an update from the staff/director. Discussion was had and all members agreed to move forward with procurement on the subject. Noted the topic was in the Budget on the 5 year plan.

NEW BUSINESS:

RESOLUTION #I-21 Intergovernmental Management Agreement

Joan Buday made motion to accept the Intergovernmental Management Agreement making change to the correct Date/Year. Laurene Crandall seconded the motion adding as written after date change.

Ayes: Lee, Crandall, Waddell, Buday
Nays: None
Absent: Left

RESOLUTION #II-21 Approval of Updated Handbook & Personnel Policy with Revisions

R.J. Waddell made motion to accept the Approval of the Updated Handbook & Personnel Policy with Revisions. Seconded by Joan Buday.

Ayes: Lee, Crandall, Waddell, Buday
Nays: None
Absent: Left

Executive Director's Report : Annessa Halst, Director MPHC spoke on the New HUD Administration. Noted we should be receiving updates soon.

Annessa Halst, Director MPHC spoke on the Budget prep for discussion, pending a March 2021 approval moving forward.

Updating Procedures and Policies moving forward in 2021 is an interest that the Director, Annessa Halst would like to see. Positive discussion was had by all the board members agreeing with her interest.

Public Comment on subjects unrelated to the Agenda Items: None

Adjournment: Meeting was adjourned at 2:27 p.m.

Respectfully submitted and approved by:

A handwritten signature in black ink, appearing to read "Annessa Halst", written over a horizontal line.

Executive Director, Annessa Halst – CHC/MPHC

The next Board Meeting is March 16, 2021 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720.

