



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, August 2, 2021- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - July 19, 2021
 - B. Accounts Payable and Payroll Check Registers
 - C. 2021 MDOT Performance Resolution
 - D. MERS 2021 Officer and Employee Delegate Certificate Form
 - E. Porous Pave Contract with Robinson Landscaping for \$16,475
 - F. Purchase New Sand/Salt Truck Cab & Chassis for \$153,245
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
 - A. Closed Session: City Manager Evaluation MCL 15.268(a)
- 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

Consent Agenda

TITLE: City Council Meeting Minutes - July 19, 2021

DATE: August 2, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, July 19, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Janet Kalbfell, Mark Knapp, Phil Parr, Brian Slater
Members Absent: Aaron Hagen
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

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 – July 6, 2021
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – July 20, 2021
 - b. ACH Payments – July 2, 2021 to July 12, 2021
 - c. Payroll Check Register – July 9, 2021
 - d. Payroll Transmittal – July 9, 2021
- C. MML Worker's Compensation Fund Board – authorize City Clerk to cast a ballot
- D. Designate Representative to MML Annual Meeting – appoint representative Mayor Kurtz and alternate City Manager Heydlauff
- E. Water Treatment Plant Preliminary Engineering Study - \$13,800 approve Prein&Newhof not to exceed amount
- F. MDOT Contract to Build Public Deck at 101 Bridge Street

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-07-05
EXECUTION OF MDOT CONTRACT NO. 21-5281
INSTALLATION OF PUBLIC DECK AT 101 HIGHWAY US-31 (BRIDGE STREET)

WHEREAS, the City of Charlevoix is proposing the installation of a public deck within the trunkline roadway right-of-way; and

WHEREAS, MDOT has determined it to be acceptable to have the City construct the proposed work; and

WHEREAS, the City and MDOT have reached an understanding with each other regarding the performance of project work and the maintenance and operation of the facility to be constructed.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the Mayor and City Manager to execute the MDOT Contract No. 21-5281 for the for the installation of a public deck at 101 Highway US-31 (Bridge Street).

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell
Nays: None
Absent: Hagen

- G. Council Rules of Procedure Amendment

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-07-04
AMENDMENT TO THE RULES OF PROCEDURE FOR CITY COUNCIL

WHEREAS, the Charlevoix City Council adopted "Rules of Procedure for City Council" on November 4, 1996 and has subsequently amended them from time to time; and

WHEREAS, pursuant to Rule 20 of the Rules, they may be amended by resolution voted upon at any meeting but shall be tabled until the next regular meeting thereof or at such other time as the Council shall determine; and

WHEREAS, the COVID-19 pandemic caused the Governor to declare a State of Emergency and public health authorities recommended social distancing guidelines including virtual meetings. Subsequently, the legislature and governor enacted revisions to the Open Meetings Act limiting the applicability for virtual meetings and remote participation.

NOW THEREFORE BE IT RESOLVED, Rule 2 of the "Rules of Procedure for City Council" shall be amended as follows: Strike all language so that Rule 2 should read:

Four members of the City Council (which may include the Mayor) shall be present in the appointed meeting location to constitute a quorum for the transaction of business. Members may participate remotely only when the Open Meetings Act may specifically allow it; virtual meetings shall likewise only be permitted in circumstances allowed by law or a State of Emergency.

In the absence of a constituted quorum, two or more members may adjourn any regular or special meeting to a later date. In the event of such adjournment, the City Clerk shall notify the absent members, and as soon as reasonably possible, but failure of such other members to receive notice shall not excuse them from attending such adjourned meeting.

*Issues requiring a majority of Council require four votes to enact and, when applicable, are shown herein as **majority**. Issues requiring only a majority of the quorum present are shown as majority. Members present via remote means shall be deemed present in both circumstances.*

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following ye and nay vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell

Nays: None

Absent: Hagen

- H. Shade Tree & Park Commission Resignation – Mark Pawlicki accept resignation
- I. American Rescue Plan of 2021 Funds Acceptance – approve Option One to accept CLFRF state funding
- J. Charter Amendments Ballot Language – approve November 2 ballot language for five amendments

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-07-06**

COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF SECTION 2.15G BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition; and

WHEREAS, the proposed amended language of Section 2.15 of the City Charter is attached to this Resolution;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2021 general election:

Shall Article II Section 2.15g Council - Meetings - Minutes and Notices Thereof of the City Charter be amended to delete

the entire paragraph and thereby remove the requirement to publish Council proceedings, showing the substance of each separate action of Council, in a newspaper of general circulation within ten days after each meeting of the Council?

RESOLVED this 19th day of July, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell
Nays: None
Absent: Hagen

Section 2.15 COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF

- a* An organizational meeting of the Council shall be held at the first meeting of the Council after the November General Election. The meeting shall be held for the purpose of organization at the usual place for holding meetings of the legislative body of the City, at seven o'clock in the evening (7:00 p.m.), or the first day thereafter that is not a legal holiday, except as provided in Article XIV. At the organizational meeting, the Council may consider matters in addition to organizational matters. **ANNOTATION: AS AMENDED BY VOTE OF ELECTORS NOVEMBER 7, 2006.**
- b* The regular meetings of the Council shall be held at least twice each month. These meetings shall be held at the City Hall unless otherwise provided for by ordinance.
- c* Special meetings of the Council may be called by the City Clerk upon a request of the Mayor, or Deputy Mayor, or any three (3) Council members. The City Clerk shall notify all Council members of any special meeting and the business to be transacted at that meeting. This notice shall be given to all Council members in writing at least twelve (12) hours before the time of the special meeting. Notice shall be served personally or delivered to the residence of the Council member. However, any special meeting of the Council at which all members of the Council are present or have, in writing, waived the notice requirement of this sub-section and at which a quorum of the Council is present, shall be a legal meeting, so long as the other provisions of this section regarding public notice have been properly completed.
- d* The City Clerk shall post a notice of the times established for regular scheduled meetings of the Council in a conspicuous public area of the City Hall at such times so as to comply with the laws of the State, and in no event fewer than three (3) days prior to the first (1st) regular scheduled meeting of the Council. The City Clerk also shall post a notice of all special meetings and their purposes in a conspicuous public area of the City Hall at such times so as to comply with the laws of the State, but in no event fewer than twelve (12) hours prior to the time of the meeting. No business shall be transacted at a special meeting of the Council except as set forth in the notice of the special meeting.
- e* Four (4) Council members shall be a quorum for the holding of all meetings of the Council, but, in the absence of a quorum, two (2) Council members may adjourn any regular or special meeting to a later date. When reconvening an adjourned meeting, notice of the time and place of that meeting shall be given in the manner required of a special meeting, as set out in sub-section d, except that in the case of an adjourned regular meeting no statement of the business to be transacted need be included in the notice.
- f* The Council may adopt rules and by-laws for its procedures that are not inconsistent with this Charter or the laws of the State. The Council shall keep a journal of its proceedings, written in English.
- ~~*g* The proceedings of the Council shall be published in a local newspaper of general circulation in the city within ten (10) days after each meeting of the Council. The publication of a synopsis of these proceedings, prepared by the City Clerk, showing the substance of each separate action of the Council, shall constitute compliance with the requirements of this provision.~~
- h* All regular and special meetings of the Council and all records of the municipality shall be open to the public.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-07-07**

COUNCIL - OVERALL CONTROL OF MUNICIPAL OPERATIONS SECTION 2.18 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition

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if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition; and

WHEREAS, the proposed amended language of Section 2.18 of the City Charter is attached to this Resolution;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2021 general election:

Shall Article II Section 2.18 Council - Overall Control of Municipal Operations - of the City Charter be amended to delete the requirement for the council to set guidelines for the management of the city while retaining its provisions directing the Council to provide for the management of the city by way of setting the compensation and number of staff in annual budget and other directives the Council may give to the City Manager and requiring the City Manager to promptly report to the Council, at the Council's request, on management affairs?

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell

Nays: None

Absent: Hagen

Section 2.18 COUNCIL - OVERALL CONTROL OF MUNICIPAL OPERATIONS

In keeping with its authority to set and control the budget for the City and its various entities, the Council shall effect management by way of setting compensation and number of staff in the annual budget and directives it may give to the City Manager from time to time. When requested by Council, the City Manager shall promptly report to Council on such management affairs including but not limited to: the organizational structure of the government; job descriptions; employee benefits; and, employee compensation. ~~The Council shall effect the development of, and the periodic updating of, such management guidelines as may be deemed appropriate for the proper exercise of its authority over and discharge of its responsibility for all municipal operations. Such management guidelines are to include — but are not to be limited to — organization charts with lines of authority and responsibility, job descriptions and qualifications, procedures, reporting, and personnel rules. These shall be sufficiently detailed to serve adequately as parameters for daily operations — but not so tightly drawn as to stifle initiative or impose inflexibility.~~

~~The Council may call upon the experience of city officials and employees, and of the City Manager, in developing and subsequently updating such guidelines.~~

~~The agenda for the first meeting in January of each year shall call for the setting of an early date for Council review of all such management guidelines, as a fitting introduction of new Council members to the inner workings of the City — for which they now share the ultimate responsibility.~~

**CITY OF CHARLEVOIX
RESOLUTION NO. 2021-07-08**

CITY MANAGER - APPOINTMENT SECTION 3.3 AND CITY MANAGER – REMOVAL SECTION 3.4 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition; and

WHEREAS, the proposed amended language of Section 3.3 and 3.4 of the City Charter is attached to this Resolution;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential

amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2021 general election:

Shall Article III Sections 3.3 City Manager - Appointment and 3.4 City Manager -- Removal of the City Manager be combined and amended to provide for the appointment of a City Manager solely on the basis of professional merit and ability by majority vote of the entire Council, to provide that the Council may enter into a contract with the City Manager, and to provide that the Council may terminate the City Manager's contract upon its expiration or with a vote of not less than 2/3 of the entire Council?

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell

Nays: None

Absent: Hagen

Section 3.3 CITY MANAGER - APPOINTMENT

~~Upon a majority vote of the entire Council, the City Council shall appoint a City Manager solely on the basis professional merit and ability. The Council may enter into a contract with the City Manager in the customary manner for such positions. The Council may terminate this contract upon its expiration or with a vote of not less than 2/3 of the entire Council.~~

~~The City Manager shall be appointed for a term of up to three (3) years by a majority of the entire Council. This provision shall apply to the appointment of the next City Manager after the effective date of this Charter provision and the appointment of all future City Managers. The appointment shall be solely on the basis of executive and administrative qualifications. The Council shall fix his compensation.~~

~~ANNOTATION: AS AMENDED BY VOTE OF ELECTORS NOVEMBER 7, 2006.~~

Section 3.4 CITY MANAGER - REMOVAL

~~The City Council may remove the City Manager from office in accordance with the following procedure:~~

~~a. The Council shall adopt by a majority vote of the entire Council a preliminary resolution stating the reasons for removal. The resolution may suspend the City Manager from duty for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered to the City Manager within five (5) days.~~

~~b. Within five (5) days after a copy of the resolution is delivered to the City Manager, the City Manager may file with the Council a written request for a public hearing. This hearing shall be held at a Council meeting not earlier than fifteen (15) days nor later than thirty (30) days after the request is filed. The City Manager shall receive at least ten (10) days notice of this hearing in writing. The City Manager may file with the Council a written reply not later than five (5) days before the hearing.~~

~~c. If the City Manager has not requested a public hearing, the Council may adopt a final resolution of removal, which may be made effective at once, by a majority vote of the entire Council at any time after five (5) days from the date when a copy of the preliminary resolution was delivered to the City Manager. If the City Manager has requested a public hearing, the final resolution of removal may be adopted at any time after the hearing.~~

~~d. The City Manager shall continue to receive full compensation until the effective date of the final resolution of removal. The action of the Council in suspending or removing the City Manager in accordance with this Charter shall not be subject to review by any court~~

CITY OF CHARLEVOIX RESOLUTION NO. 2021-07-09

CITY MANAGER - FILLING VACANCY SECTIONS 3.5 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition; and

WHEREAS, the proposed amended language of Section 3.5 of the City Charter is attached to this Resolution;

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NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2021 general election:

Shall Article III Sections 3.5 City Manager - Filling Vacancy be amended, to increase the time an Acting City Manager may serve from six months to one year, to retain the ability of Council to appoint or remove an Acting City Manager by a majority vote of Council, and to eliminate references to Section 3.4 of the charter?

RESOLVED this 19th day of July, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell
Nays: None
Absent: Hagen

Section 3.5 CITY MANAGER - FILLING VACANCY

Upon the occurrence of a vacancy in the office of City Manager, or upon his ~~suspension or removal~~~~suspension pursuant to Section 3.4~~, the Council, while it is attempting to fill the office, may appoint an Acting City Manager for a period not to exceed ~~six-one (61) months~~~~year~~, during which the Acting City Manager shall serve at the will of the Council and may be immediately removed ~~without compliance with Section 3.4~~. ~~Appointment and removal shall be effected~~ by majority vote of the entire Council.

CITY OF CHARLEVOIX RESOLUTION NO. 2021-07-10 ASSESSMENT NOTICE SECTION 8.8 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition; and

WHEREAS, the proposed amended language of Section 8.8 of the City Charter is attached to this Resolution;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2021 general election:

Shall Article VIII Section 8.8 Assessment - Notice of Change to Owners of the City Charter be amended to provide that notice of changes in assessment shall be delivered to property owners in the form and manner prescribed by State law, and that the failure of property owners to receive notice shall not invalidate an assessment roll or an assessment on property?

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell
Nays: None
Absent: Hagen

SECTION 8.8 ASSESSMENT - NOTICE OF CHANGE TO OWNERS

Notices of changes in assessment shall be delivered to respective property owners. Such notice shall be delivered in the form and manner

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prescribed by the laws of this State. The failure of the property owner to receive notice shall not invalidate an assessment roll or an assessment on property. In each case where the assessed value is increased or property is added to the rolls, the City Assessor shall give notice thereof to the respective property owners. This notice shall be mailed by first class mail to the addresses of such owners as shown on the last assessment roll, and shall be mailed not later than ten (10) days before the first meeting of the Board of Review. The failure of the property owner to receive notice shall not invalidate an assessment roll or an assessment on property.

Motion by Parr, second by Slater to approve the Consent Agenda.

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell

Nays: None

Absent: Hagen

6 Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Appoint City Clerk-Designate

City Manager Heydlauff expressed his appreciation for the work Clerk Golding has done for the last seven years. He gave a brief overview of Clerk-Designate Sarah Dvoracek's work history and he highly recommended her for the position of City Clerk after several rounds of interviews. Ms. Dvoracek will onboard on September 1st to work alongside Clerk Golding. This will afford the City a smooth transition at the end of the year.

Ms. Dvoracek introduced her family and stated that she is looking forward to the opportunity and being a part of the Charlevoix community.

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

Motion by Kalbfell, second by Knapp appoint Sarah Dvoracek as City Clerk-Designate for the City of Charlevoix. Motion carried by unanimous voice vote.

B. Appoint Short Term Rentals Appeals Board

City Manager Heydlauff recalled that the City enacted an ordinance to limit and regulate Short Term Rentals in 2020. As part of this ordinance, an appeals board was included to hear appeals when the enforcement officer may penalize or revoke a license for cause.

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

Motion by Bryan, second by Parr to approve Resolution 2021-07-03 and appoint Tim Kish, Shirley Gibson, and Carol Sullivan to the board.

CITY OF CHARLEVOIX RESOLUTION NO. 2021-07-03 SHORT TERM RENTALS APPEALS BOARD

WHEREAS, the City of Charlevoix has adopted an ordinance to regulate short-term rentals within the City; and

WHEREAS, the City of Charlevoix Short-Term Rentals Ordinance provides for a procedure to appeal from the denial, suspension, or revocation of a short-term rental registration; and

WHEREAS, the City of Charlevoix Short-Term Rentals Ordinance provides that the Short Term Rentals Appeals Board shall conduct show cause hearings as to why short-term rental registrations shall not be revoked; and

WHEREAS, the Charlevoix City Council wishes to establish the Short Term Rentals Appeals Board consisting of three persons who serve at the pleasure of the City Council.

NOW THEREFORE BE IT RESOLVED, that the Charlevoix City Council hereby establishes the Short Term Rentals Appeals Board, whose initial members shall be Tim Kish, Shirley Gibson, and Carol Sullivan and whose appointment shall take effect immediately.

RESOLVED this 19th day of July 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Knapp, Bryan, Slater, Parr, Kalbfell

Nays: None

Absent: Hagen

8. Reports & Communications

A. Public Comments

B. City Manager Comments

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- Former Councilmember Dennis Kusina passed away and the Mayor called for a moment of silence
- EMS vehicles were transferred to the Lake Charlevoix EMS Authority; the Authority takes over operations on July 26
- Aquapalooza was a successful kickoff to Venetian week

C. Mayor & Council Comments

- Council collectively wished everyone a Happy Venetian Festival

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 6:14 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 07/20/2021			
ABRAMOWSKI, DWAIN M.	50.00	MARCO LLC	200.00
ACCUMED GROUP, THE	2,714.73	MCCARDEL CULLIGAN-PETOSKEY	51.50
AIRGAS USA LLC	78.86	MDC CONTRACTING LLC	2,100.00
ALL-PHASE ELECTRIC	1,017.10	MERIT NETWORK INC	3,150.00
AMAZON CAPITAL SERVICES	4,027.34	MICHAUD, CHRISTINE	53.49
APOLLO FIRE EQUIPMENT	169.22	MICHIGAN ASSOCIATION OF PLANNING	675.00
AT YOUR SERVICE PLUS INC	125.00	MICHIGAN MUSHROOM MARKET LLC	105.00
AT&T	71.65	MIKE'S GLASS	150.00
AVFUEL CORPORATION	123,941.59	MYNORTH MEDIA	2,000.00
BAKER VEHICLE SYSTEMS	183.12	NAVIA BENEFIT SOLUTIONS	50.00
BANDIT INDUSTRIES INC	458.32	New Pig Corporation	834.63
BAUM, DON	35.37	NEXT-LEVEL SANDBAG	940.00
BLARNEY CASTLE OIL CO	552.50	NORTHERN MICHIGAN DUST CONTROL	1,870.00
BOUND TREE MEDICAL LLC	895.67	NORTHWEST FIRE	216.30
BOX WHEELCHAIRS/AMDF INC	132.81	OHM ADVISORS	10,222.25
BOYNE CITY POLICE DEPARTMENT	100.00	OLESON'S FOOD STORES	247.43
CCP INDUSTRIES INC	293.40	O'REILLY AUTOMOTIVE INC	47.44
CHARLEVOIX SCREEN MASTERS INC	1,020.25	OTEC	35.00
CHARLEVOIX VENETIAN FESTIVAL	15,000.00	OUDBIER INSTRUMENT CO	749.00
CINTAS	109.91	PEARSALL CONSTRUCTION	3,670.56
CINTAS CORPORATION	121.06	PERFORMANCE ENGINEERS INC	460.00
CITY OF CHARLEVOIX - UTILITIES	37,668.90	PICOTTE, DIANE	30.00
D & D ELECTRONICS	1,901.63	POWER LINE SUPPLY	3,869.44
DAGWELL, JAMES C III	600.00	PREIN & NEWHOF	300.00
EJ USA INC.	4,625.52	PRESTON FEATHER	212.88
ELECTIONSOURCE	125.00	PROTEC	314.13
ELLSWORTH FARMER'S EXCHANGE	1,609.66	SAUL, GINNIE	200.00
EMERGENCY MEDICAL PRODUCTS	53.55	SCHAEFER, RICHARD	82.66
EMMET COUNTY SHERIFF'S OFFICE	600.00	SHARROW MASONRY INC	650.00
E-Z-GO A TEXTRON COMPANY	1,744.80	SHINDORF BUILDERS	3,693.00
FARMER WHITE'S	386.00	SKEEL, AMANDA	53.49
GALLS LLC	107.70	SMITH, HALEY	75.00
GANNETT HOLDINGS- OHIO	239.20	SPARTAN DISTRIBUTORS INC	89.21
GOLDEN HILLS MAPLE SYRUP	23.00	SPARTAN STORES LLC	91.04
GREAT LAKES ELEVATOR LLC	429.38	SPRINGFIELD INC.	1,338.00
GREAT LAKES ENERGY	233.38	STATE AND MASON LLC	1,000.00
GRP ENGINEERING INC.	3,167.50	SWANSON K & D INC	2,280.00
GUNTZVILLER, RHONDA	1,072.00	TELNET WORLDWIDE	256.00
HACH COMPANY	928.43	Tillie's Tafel	31.00
HALLBERG, JASON	15.00	TRI-LAKES APPLIANCE REPAIR INC	421.00
HOGARTH'S PEST CONTROL INC.	300.00	TUBERGEN, JANET	100.00
HYDE SERVICES LLC	326.08	UNIFIRST CORPORATION	523.17
HYDRO CORP	539.50	UNIVERSAL CREDIT SERVICES INC	32.66
IDEXX DISTRIBUTION INC.	1,141.72	USA BLUE BOOK	3,116.24
IPS GROUP INC	855.00	UTILITIES INSTRUMENTATION SERVICE	1,510.44
JACKLIN STEEL SUPPLY CO	233.30	VILLAGE GRAPHICS INC.	142.85
JACOBS, MARC	50.00	WEST MARINE PRO	425.70
KENDALL ELECTRIC INC.	2,868.27	WILMOT ELECTRIC INC	253.32
KSS ENTERPRISES	2,194.81	WORK 'N PLAY SHOP	325.05
LAKESHORE COUNTRY FARM	32.00	XEROX FINANCIAL SERVICES	168.84
LANDSCAPE FORMS INC	3,120.00	ZIIBIMIJIWANG INC	318.00
LASER PRINTER TECHNOLOGIES	547.00	LAKE CHARLEVOIX EMS AUTHORITY	66,036.39
LOTTIE'S BAGELS	418.00	TOTAL	335,021.34

ACH Payments – 07/02/2021 to 07/12/2021

PROXIMITY SPACE INC	111.92	STATE OF MI (WITHHOLDING TAX)	7,518.43
AMG PAYMENT SOLUTIONS	660.68	VANTAGEPOINT (401 ICMA PLAN)	912.08
MI PUBLIC POWER AGENCY	25,476.87	VANTAGEPOINT (457 ICMA PLAN)	20,333.25
PAYMENT SERVICE NETWORK INC	244.10	VANTAGEPOINT (ROTH IRA)	1,180.76
DTE ENERGY	2,204.52	MI PUBLIC POWER AGENCY	22,961.21
STATE OF MI (SALES TAX)	25,490.90	TOTAL	156,928.97
IRS (PAYROLL TAX DEPOSIT)	49,484.25		
ALERUS FINANCIAL (HCSP)	350.00		

Payroll Net Pay – Check Date 07/09/2021

KURTZ, LUTHER J.	886.56	CRANDELL, ZACKARY R.	752.33
HAGEN, AARON W.	524.08	BLAIN, TAYLOR W.	498.13
KALBFELL, JANET P.	489.45	FRANCE JR, JAMES A.	1,403.04
BRYAN JR, GREGORY T.	433.89	RABIDEAU, JACOB L.	759.62
SLATER, JOHN B.	367.81	MORGRIDGE, ALEXANDER J.	685.57
PARR, PHILIP M.	334.78	SPEER, KEEGAN L.	775.59
KNAPP, MARK D.	334.78	KNORR, KENT J.	1,999.54
HEYDLAUFF, MARK L.	3,175.97	ANZELL, BETH A.	1,345.76
GOLDING, JOYCE M.	2,221.28	STEBE, LAURA A.	138.52
DEROSIA, PATRICIA E.	988.86	MCDERMOTT, DENNIS J.	1,856.11
DOTSON, LINDSEY J.	1,455.09	EVANS JR, HALBERT K.	562.62
KLOOSTER, ALIDA K.	2,175.68	JASURDA, DONALD J.	766.65
GOLOVICH, KAREN J.	974.82	DORST, KRISTA M.	735.26
BARNEVELD, RICHELLE L.	1,243.38	PARRISH, SAMANTHA K.	702.47
SCHULZ, GINNY L.	1,462.22	MEEHAN, MAXIMUS M.	709.20
MILLER, FAITH G.	25.46	WHITE III, MARCUS W.	950.49
MCGINN, KELLY A.	2,120.12	CUNNINGHAM, ABIGAIL A.	753.86
SCHEEL, CRESTON R.	430.89	JAREMA, CAROLINE J.	843.22
DOAN, GERARD P.	2,466.10	PRIMAK, JACOB L.	858.68
SCHOLEY, ROBERT W.	1,627.58	CURTIS, LILY E.	851.36
UMULIS, MATTHEW T.	918.73	MAY, MEREDITH A.	1,244.65
ORBAN, BARBARA K.	1,358.87	PETROSKY, JACOB D.	527.95
RILEY, DENISE M.	454.74	SPRAGUE, CHEYENNE L.	793.86
MUNK, CHRISTOPHER J.	1,341.55	WALKER, SAVANNAH P.	905.31
SCHICK, TIELER R.	1,346.47	SHRIFT, EMILY K.	714.15
STEWART, MORGAN J.	1,456.22	KIRINOVIC, THOMAS F.	345.92
MATELSKI, KRISTEN L.	1,382.24	WAGNER, KIRSTEN M.	632.06
BINGHAM, LARRY E.	943.07	SHEETS, SOPHIA R.	724.82
MACGILLIVRAY, ROGER	736.93	MOOAR, ISAAK S.	443.45
WESTRICK, AARON J.	443.45	COFFEY, JASON J.	462.16
MILLER, ZACHARY S.	908.99	DRENTH, DOUGLAS A.	183.47
WURST, RANDALL W.	1,363.98	RITTER, DAVID M.	532.88
HILLING, NICHOLAS A.	2,157.73	GILL, DAVID R.	956.89
MEIER III, CHARLES A.	1,606.13	MASSON, DONALD J.	519.47
ZACHARIAS, STEVEN B.	2,034.05	LABLANCE, MAUREEN J.	325.58
NEWMAN, MARK J.	1,743.65	LIVINGSTON, BRIAN D.	1,814.94
GRIFFITH, JOHN J.	2,995.57	STANLEY, MARK J.	57.71
EATON, BRAD A.	2,711.64	KLOOSTER, PATRICK H.	468.66
WILSON, TIMOTHY J.	3,153.33	WAY, KRISTINA M.	143.37
LAVOIE, RICHARD L.	2,308.70	DIETRICH, ARLENE M.	185.31
STEVENS, BRANDON C.	2,996.94	BERRY, ROBERT J.	106.38
DRAVES, MARTIN J.	2,365.98	WYMAN, MATTHEW A.	1,710.07
ANDERSON, ELIZABETH A.	1,234.97	MILLER, WILLIAM S.	1,711.21
KENWABIKISE, DAVID L.	1,106.38	DOUGLAS, MARK	1,398.84
ELLIOTT, PATRICK M.	3,065.84	MCCRANEY, RUSSELL R.	198.28
SCHWARTZFISHER, JOSEPH	1,320.82	FRATRICK, JOSEPH W.	701.64
BRADLEY, KELLY R.	1,281.16	CARSON, SAWYER J.	154.17
HART II, DELBERT W.	1,715.17	PAALMAN, STEPHEN J.	1,078.47
JONES, ROBERT F.	1,368.56	MCMULLEN, DONALD R.	1,802.20
FARRELL, MITCHELL L.	1,396.54	SILVA, JESSE L.A.	1,502.82
THORP JR, WILLIAM D.	1,408.41	JOHNSON, MELISSA A.	1,328.18
LEITNER, RYAN S.	1,618.37	STEPHENS, LYON G.	3.07
FERGUSON, ROYCE L.	1,556.13	TRAVERS, MANUEL J.	2,574.35
DORAN, JUSTIN J.	2,173.13	HOSLER, ERIK R.	1,264.15
NEDWICK, DAVID J.	149.61	MOYER, NATHAN I.	2,008.23
FREY, DYLAN V.	762.35	HOLOWACH, ROGER E.	2,106.21
HART III, DELBERT W.	899.50	AZZOPARDI, ANTHONY J.	1,417.06
DOTSON, WILLIAM R.	353.73	RILEY, CASEY W.	485.30
BEMIS, JACKSON R.	775.45	JONES, LARRY M.	507.62
FINNERTY, HOLLY E.	876.58	MOYER, DAVID T.	231.03

WHEELER, MICHAEL W.	249.49	MORRISON, KEVIN P.	1,604.14
CORNELL, BRITTA J.	1,326.79	SNYDER, JACOB M.	743.27
PECK, JARICA L.	385.44	TOTAL	143,734.70
FALKENBERG, AMANDA M.	672.37		
WELLS, JANINNA J.	201.53		
JOSLIN, ISABELLE G.	523.90		
WHITLEY, ANDREW T.	2,276.80		

Payroll Transmittal – 07/09/2021

4FRONT CREDIT UNION	1,118.00	EQUITABLE FINANCIAL LIFE INSURANCE	348.78
4FRONT CREDIT UNION	427.00	INSTANT CASH	159.03
AMERICAN FAMILY LIFE	479.51	MI STATE DISBURSEMENT UNIT	429.88
CALIF STATE DISBURSEMENT UNIT	92.19	POLICE OFFICERS LABOR COUNCIL	251.25
CHAR EM UNITED WAY	70.00	PRIORITY HEALTH	1,535.31
CHARLEVOIX STATE BANK	632.00	TOTAL	7,336.45
CHARLEVOIX STATE BANK	867.00		
COMMUNICATION WORKERS OF AMER	652.33		
DISCOVER BANK	274.17		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: August 2, 2021

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
07/21/2021		
134023	AT&T	1,590.37
134024	AT&T LONG DISTANCE	20.80
134025	AT&T MOBILITY	848.68
134026	CHARLEVOIX STATE BANK	7,428.46
134027	CHARTER COMMUNICATIONS	871.10
134028	DELTA DENTAL	3,490.12
134029	EQUITABLE FINANCIAL LIFE INSURAN	467.40
134030	GREAT LAKES ENERGY	233.05
134031	HOLIDAY STORES LLC	9,606.08
134032	PRIORITY HEALTH	45,754.44
134033	RANGE TELECOMMUNICATIONS	171.25
134034	STANDARD INSURANCE CO	2,564.65
134035	VERIZON WIRELESS	88.27
134036	VSP INSURANCE CO. (CT)	569.48
134037	WEX BANK	524.74
Total 07/21/2021:		74,228.89
Grand Totals:		74,228.89

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

07/21/21	Special Accounts Payable Run	\$	74,228.89
07/23/21	Payroll (net pay)	\$	140,983.36
07/23/21	Payroll Transmittal Checks	\$	5,999.86
08/03/21	Regular Accounts Payable	\$	289,637.52

Checks Sub-Total: \$ 510,849.63

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

07/19/21	MI Public Power Agency	\$	33,092.07
07/23/21	IRS (Payroll Tax Deposit)	\$	48,822.11
07/23/21	Alerus Financial (HCSP)	\$	350.00
07/23/21	State of MI (Withholding Tax)	\$	7,416.95
07/23/21	Vantagepoint (401 ICMA Plan)	\$	912.07
07/23/21	Vantagepoint (457 ICMA Plan)	\$	20,269.02
07/23/21	Vantagepoint (Roth IRA)	\$	1,180.76
07/23/21	MERS (Defined Benefit Plan)	\$	52,749.59
07/26/21	MI Public Power Agency	\$	201,854.36
07/26/21	MI Public Power Agency	\$	8,725.65

ACH Sub-Total: \$ 376,472.58

Huntington National Bank Total: \$ 886,322.21

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

08/03/21	Tax Disbursement	\$	1,729,356.23
Charlevoix State Bank Total:		\$	1,729,356.23

Grand Total: \$ 2,615,678.44

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/17/2021	PC	07/23/2021	33585	HEYDLAUFF, MARK L.	102		2,927.52
07/17/2021	PC	07/23/2021	33586	GOLDING, JOYCE M.	106		1,920.62
07/17/2021	PC	07/23/2021	33587	DEROSIA, PATRICIA E.	107		824.99
07/17/2021	PC	07/23/2021	33588	DOTSON, LINDSEY J.	109		1,455.09
07/17/2021	PC	07/23/2021	33589	KLOOSTER, ALIDA K.	121		1,787.66
07/17/2021	PC	07/23/2021	33590	GOLOVICH, KAREN J.	122		997.57
07/17/2021	PC	07/23/2021	33591	BARNEVELD, RICHELLE	123		1,163.84
07/17/2021	PC	07/23/2021	33592	SCHULZ, GINNY L.	125		1,462.22
07/17/2021	PC	07/23/2021	33593	MILLER, FAITH G.	142		40.73
07/17/2021	PC	07/23/2021	33594	MCGINN, KELLY A.	146		1,673.43
07/17/2021	PC	07/23/2021	33595	SCHEEL, CRESTON R.	148		402.69
07/17/2021	PC	07/23/2021	33596	DOAN, GERARD P.	201		2,466.09
07/17/2021	PC	07/23/2021	33597	SCHOLEY, ROBERT W.	204		1,627.57
07/17/2021	PC	07/23/2021	33598	UMULIS, MATTHEW T.	205		1,210.08
07/17/2021	PC	07/23/2021	33599	ORBAN, BARBARA K.	209		1,423.22
07/17/2021	PC	07/23/2021	33600	RILEY, DENISE M.	213		450.08
07/17/2021	PC	07/23/2021	33601	MUNK, CHRISTOPHER J.	215		1,758.42
07/17/2021	PC	07/23/2021	33602	SCHICK, TIELER R.	216		1,641.78
07/17/2021	PC	07/23/2021	33603	STEWART, MORGAN J.	217		1,663.68
07/17/2021	PC	07/23/2021	33604	MATELSKI, KRISTEN L.	230		1,382.24
07/17/2021	PC	07/23/2021	33605	BINGHAM, LARRY E.	240		943.07
07/17/2021	PC	07/23/2021	33606	MACGILLIVRAY, ROGER	244		1,164.56
07/17/2021	PC	07/23/2021	33607	WESTRICK, AARON J.	246		623.87
07/17/2021	PC	07/23/2021	33608	MILLER, ZACHARY S.	247		887.69
07/17/2021	PC	07/23/2021	33609	WURST, RANDALL W.	411		2,055.60
07/17/2021	PC	07/23/2021	33610	HILLING, NICHOLAS A.	413		1,826.41
07/17/2021	PC	07/23/2021	33611	MEIER III, CHARLES A.	421		1,570.06
07/17/2021	PC	07/23/2021	33612	ZACHARIAS, STEVEN B.	422		2,102.53
07/17/2021	PC	07/23/2021	33613	NEWMAN, MARK J.	424		2,171.71
07/17/2021	PC	07/23/2021	33614	GRIFFITH, JOHN J.	500		2,995.57
07/17/2021	PC	07/23/2021	33615	EATON, BRAD A.	515		2,346.09
07/17/2021	PC	07/23/2021	33616	WILSON, TIMOTHY J.	516		2,975.43
07/17/2021	PC	07/23/2021	33617	LAVOIE, RICHARD L.	519		2,285.33
07/17/2021	PC	07/23/2021	33618	STEVENS, BRANDON C.	521		2,838.75
07/17/2021	PC	07/23/2021	33619	DRAVES, MARTIN J.	523		2,344.63
07/17/2021	PC	07/23/2021	33620	ANDERSON, ELIZABETH	526		1,234.96
07/17/2021	PC	07/23/2021	33621	KENWABIKISE, DAVID L.	528		1,106.38
07/17/2021	PC	07/23/2021	33622	ELLIOTT, PATRICK M.	600		3,065.84
07/17/2021	PC	07/23/2021	33623	SCHWARTZFISHER, JOS	603		1,312.03
07/17/2021	PC	07/23/2021	33624	BRADLEY, KELLY R.	614		1,430.42
07/17/2021	PC	07/23/2021	33625	HART II, DELBERT W.	616		1,560.90
07/17/2021	PC	07/23/2021	33626	JONES, ROBERT F.	618		1,546.42
07/17/2021	PC	07/23/2021	33627	FARRELL, MITCHELL L.	622		1,432.13
07/17/2021	PC	07/23/2021	33628	THORP JR, WILLIAM D.	623		1,620.24
07/17/2021	PC	07/23/2021	33629	LEITNER, RYAN S.	624		1,697.70
07/17/2021	PC	07/23/2021	33630	FERGUSON, ROYCE L.	625		1,554.35
07/17/2021	PC	07/23/2021	33631	DORAN, JUSTIN J.	634		2,173.13
07/17/2021	PC	07/23/2021	33632	FREY, DYLAN V.	643		657.47
07/17/2021	PC	07/23/2021	33633	HART III, DELBERT W.	657		744.26
07/17/2021	PC	07/23/2021	33634	DOTSON, WILLIAM R.	661		310.12
07/17/2021	PC	07/23/2021	33635	BEMIS, JACKSON R.	667		659.88
07/17/2021	PC	07/23/2021	33636	FINNERTY, HOLLY E.	669		774.04
07/17/2021	PC	07/23/2021	33637	CRANDELL, ZACKARY R.	691		676.99
07/17/2021	PC	07/23/2021	33638	BLAIN, TAYLOR W.	692		422.88
07/17/2021	PC	07/23/2021	33639	FRANCE JR, JAMES A.	695		1,149.63
07/17/2021	PC	07/23/2021	33640	RABIDEAU, JACOB L.	696		619.97
07/17/2021	PC	07/23/2021	33641	MORGRIDGE, ALEXANDE	697		601.21

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/17/2021	PC	07/23/2021	33642	SPEER, KEEGAN L.	698		573.11
07/17/2021	PC	07/23/2021	33643	KNORR, KENT J.	700		1,999.54
07/17/2021	PC	07/23/2021	33644	ANZELL, BETH A.	702		1,345.76
07/17/2021	PC	07/23/2021	33645	STEBE, LAURA A.	703		46.17
07/17/2021	PC	07/23/2021	33646	MCDERMOTT, DENNIS J.	732		1,856.11
07/17/2021	PC	07/23/2021	33647	JASURDA, DONALD J.	748		841.99
07/17/2021	PC	07/23/2021	33648	DORST, KRISTA M.	749		735.26
07/17/2021	PC	07/23/2021	33649	PARRISH, SAMANTHA K.	750		702.47
07/17/2021	PC	07/23/2021	33650	MEEHAN, MAXIMUS M.	751		743.27
07/17/2021	PC	07/23/2021	33651	WHITE III, MARCUS W.	754		939.08
07/17/2021	PC	07/23/2021	33652	CUNNINGHAM, ABIGAIL A.	759		753.86
07/17/2021	PC	07/23/2021	33653	JAREMA, CAROLINE J.	760		806.37
07/17/2021	PC	07/23/2021	33654	PRIMAK, JACOB L.	761		826.58
07/17/2021	PC	07/23/2021	33655	CURTIS, LILY E.	770		753.67
07/17/2021	PC	07/23/2021	33656	MAY, MEREDITH A.	771		1,089.79
07/17/2021	PC	07/23/2021	33657	PETROSKY, JACOB D.	772		869.26
07/17/2021	PC	07/23/2021	33658	SPRAGUE, CHEYENNE L.	773		782.44
07/17/2021	PC	07/23/2021	33659	WALKER, SAVANNAH P.	774		799.11
07/17/2021	PC	07/23/2021	33660	SHRIFT, EMILY K.	783		709.97
07/17/2021	PC	07/23/2021	33661	KIRINOVIC, THOMAS F.	790		193.63
07/17/2021	PC	07/23/2021	33662	WAGNER, KIRSTEN M.	793		429.98
07/17/2021	PC	07/23/2021	33663	SHEETS, SOPHIA R.	794		684.39
07/17/2021	PC	07/23/2021	33664	SMITH, ELLERY S.	795		198.89
07/17/2021	PC	07/23/2021	33665	MOOAR, ISAAK S.	796		339.19
07/17/2021	PC	07/23/2021	33666	COFFEY, JASON J.	798		309.55
07/17/2021	PC	07/23/2021	33667	DRENTH, DOUGLAS A.	838		703.25
07/17/2021	PC	07/23/2021	33668	RITTER, DAVID M.	839		672.28
07/17/2021	PC	07/23/2021	33669	GILL, DAVID R.	856		1,088.12
07/17/2021	PC	07/23/2021	33670	MASSON, DONALD J.	861		429.85
07/17/2021	PC	07/23/2021	33671	LABLANCE, MAUREEN J.	863		316.21
07/17/2021	PC	07/23/2021	33672	LIVINGSTON, BRIAN D.	866		1,891.80
07/17/2021	PC	07/23/2021	33673	STANLEY, MARK J.	867		69.26
07/17/2021	PC	07/23/2021	33674	KLOOSTER, PATRICK H.	868		459.28
07/17/2021	PC	07/23/2021	33675	WAY, KRISTINA M.	870		197.98
07/17/2021	PC	07/23/2021	33676	DIETRICH, ARLENE M.	871		271.42
07/17/2021	PC	07/23/2021	33677	BERRY, ROBERT J.	872		113.98
07/17/2021	PC	07/23/2021	33678	WYMAN, MATTHEW A.	927		1,976.42
07/17/2021	PC	07/23/2021	33679	MILLER, WILLIAM S.	933		1,438.88
07/17/2021	PC	07/23/2021	33680	DOUGLAS, MARK	935		1,393.98
07/17/2021	PC	07/23/2021	33681	MCCRANEY, RUSSELL R.	936		1,390.90
07/17/2021	PC	07/23/2021	33682	FRATRICK, JOSEPH W.	940		623.73
07/17/2021	PC	07/23/2021	33683	PAALMAN, STEPHEN J.	942		1,315.14
07/17/2021	PC	07/23/2021	33684	MCMULLEN, DONALD R.	1000		1,802.20
07/17/2021	PC	07/23/2021	33685	SILVA, JESSE L.A.	1001		1,491.33
07/17/2021	PC	07/23/2021	33686	TRAVERS, MANUEL J.	1006		2,162.07
07/17/2021	PC	07/23/2021	33687	HOSLER, ERIK R.	1014		1,722.91
07/17/2021	PC	07/23/2021	33688	MOYER, NATHAN I.	1015		2,065.64
07/17/2021	PC	07/23/2021	33689	HOLOWACH, ROGER E.	1016		2,197.93
07/17/2021	PC	07/23/2021	33690	AZZOPARDI, ANTHONY J.	1017		1,434.16
07/17/2021	PC	07/23/2021	33691	FALKENBERG, AMANDA	1018		1,263.52
07/17/2021	PC	07/23/2021	33692	JOSLIN, ISABELLE G.	1019		1,158.76
07/17/2021	PC	07/23/2021	33693	RILEY, CASEY W.	1052		337.70
07/17/2021	PC	07/23/2021	33694	JONES, LARRY M.	1057		478.68
07/17/2021	PC	07/23/2021	33695	MOYER, DAVID T.	1073		12.99
07/17/2021	PC	07/23/2021	33696	WHEELER, MICHAEL W.	1103		1,577.77
07/17/2021	PC	07/23/2021	33697	CORNELL, BRITTA J.	1106		517.90
07/17/2021	PC	07/23/2021	33698	PECK, JARICA L.	1114		459.47

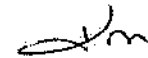
Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/17/2021	PC	07/23/2021	33699	WELLS, JANINNA J.	1117		125.53
07/17/2021	PC	07/23/2021	33700	THAYER, MAELYN E.	1124		223.28
07/17/2021	PC	07/23/2021	134009	WHITLEY, ANDREW T.	522		2,215.53
07/17/2021	PC	07/23/2021	134010	MORRISON, KEVIN P.	601		1,549.03
07/17/2021	PC	07/23/2021	134011	SNYDER, JACOB M.	756		743.27
Grand Totals:			119				140,983.36



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
07/17/2021	07/23/2021	134012	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,068.00
07/17/2021	07/23/2021	134013	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
07/17/2021	07/23/2021	134013	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	392.61
07/17/2021	07/23/2021	134014	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
07/17/2021	07/23/2021	134015	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 7/17/2	30.00
07/17/2021	07/23/2021	134016	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	867.00
07/17/2021	07/23/2021	134017	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	652.33
07/17/2021	07/23/2021	134018	DISCOVER BANK	9032	Garnishment: WWR File #040038	353.51
07/17/2021	07/23/2021	134019	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	237.47
07/17/2021	07/23/2021	134019	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 7/17/	52.09
07/17/2021	07/23/2021	134019	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 7/17/20	4.40
07/17/2021	07/23/2021	134019	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	36.00
07/17/2021	07/23/2021	134019	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 7/17	6.84
07/17/2021	07/23/2021	134019	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 7/17/2	2.96
07/17/2021	07/23/2021	134020	INSTANT CASH	9034	Garnishment: 21-0150SC GARNI	164.73
07/17/2021	07/23/2021	134021	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	429.88
07/17/2021	07/23/2021	134022	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,522.95
Grand Totals:		17				5,999.86



Check Number	Payee	Amount
08/03/2021		
134038	ABRAMOWSKI, DWAIN M.	50.00
134039	ACE HARDWARE	4,962.63
134040	ACTION FLAG CO	778.95
134041	AIRGAS USA LLC	73.70
134042	AIS CONSTRUCTION EQUIPMENT	371.81
134043	ALL-PHASE ELECTRIC	149.32
134044	AMAZON CAPITAL SERVICES	329.01
134045	ANDERSON, ELIZABETH A.	50.00
134046	ANZELL, BETH A.	50.00
134047	APPLIED CONCEPTS INC	1,995.00
134048	APX INC.	31.79
134049	AT YOUR SERVICE PLUS INC	500.00
134050	AVFUEL CORPORATION	87,113.94
134051	BARUZZINI AQUATICS	3,318.10
134052	BLARNEY CASTLE OIL CO	558.42
134053	BOUND TREE MEDICAL LLC	346.65
134054	BRADFORD'S	65.00
134055	BUTZEL LONG	4,665.00
134056	CDW GOVERNMENT	335.99
134057	CHARLEVOIX SCREEN MASTERS INC	893.00
134058	CHARLEVOIX TOWNSHIP	561.43
134059	CINTAS	93.43
134060	CIVIC SYSTEMS LLC	9,451.00
134061	CLAGGETT, BARBARA	153.04
134062	CONWAY PROFESSIONAL SERVICES	11,832.00
134063	CORPORATE SETTLEMENT SOLUTIO	62.58
134064	CORWIN, JASON	19.42
134065	CSI EMERGENCY APPARATUS LLC	860.00
134066	CURTIS, LILLY	100.00
134067	DAUGHERTY, KURT	700.00
134068	DeROSIA, PATRICIA E.	50.00
134069	DIGITAL DOLPHIN	169.95
134070	DITCH WITCH SALES OF MICHIGAN	1,326.18
134071	DOAN, GERARD P.	50.00
134072	DORAN, JUSTIN J.	50.00
134073	DOTSON, LINDSEY J.	50.00
134074	EDGEWATER RESOURCES LLC	4,261.92
134075	EJ USA INC.	144.20
134076	ELLIOTT, PATRICK M.	50.00
134077	ELLSWORTH FARMER'S EXCHANGE	1,326.00
134078	EMMET COUNTY EMS	250.00
134079	ETNA SUPPLY	2,452.88
134080	E-Z-GO A TEXTRON COMPANY	70.68
134081	FARMER WHITE'S	219.00
134082	FASTENAL COMPANY	73.30
134083	FEYEN ZYLSTRA LLC	287.50
134084	FLETCH'S	87.34
134085	GABLE, BRANDON	97.25

Check Number	Payee	Amount
134086	GABRIEL, MATTHEW	700.00
134087	GALLS LLC	280.89
134088	GELDERBLOM, PAUL	50.00
134089	GFL ENVIRONMENTAL	1,336.80
134090	GOLDING, JOYCE M.	50.00
134091	GOLOVICH, RENEE	54.00
134092	GRAINGER	2,919.93
134093	GRIFFITH, JOHN J	50.00
134094	GRP ENGINEERING INC.	3,692.50
134095	GUNTZVILLER, RHONDA	395.00
134096	HALSTEAD, JESSE	18.36
134097	HARRELL'S	3,899.25
134098	HEINE, NICHOLAS	53.49
134099	HEYDLAUFF, MARK L.	416.00
134100	HILLING, NICHOLAS A.	50.00
134101	JAREMA, CAROLINE	100.00
134102	KEEP CHARLEVOIX BEAUTIFUL	10,000.00
134103	KIWANIS CLUB OF CHARLEVOIX	40.00
134104	KLOOSTER, ALIDA K.	50.00
134105	KNORR, KENT J.	50.00
134106	KSS ENTERPRISES	1,934.09
134107	LAKESHORE TIRE & AUTO SERVICE	24.95
134108	LITTLE TRAVERSE DISPOSAL LLC	360.00
134109	LIVINGSTON, BRIAN D.	50.00
134110	LOTTIE'S BAGELS	416.00
134111	MACGREGOR PLUMBING & HEATING	1,315.00
134112	MAGGRET, DAVID	450.00
134113	MATELSKI, KRISTEN L.	50.00
134114	MAY, MEREDITH A.	67.32
134115	MCDERMOTT, DENNIS J.	147.21
134116	McGINN, KELLY A.	162.50
134117	MCMULLEN, DONALD R.	146.60
134118	MDC CONTRACTING LLC	217.50
134119	MICHIGAN ASSN OF MUNICIPAL CLER	60.00
134120	MILLER, WILLIAM S.	50.00
134121	MINERAL MASTERS	3,870.00
134122	MWEA	154.00
134123	NCL OF WISCONSIN INC.	156.69
134124	NORTHWEST ELECTRONICS & REPAIR	465.39
134125	NW MI COG	24,832.50
134126	OHM ADVISORS	3,280.00
134127	OLACH, JONI	67.18
134128	PENINSULA FIBER NETWORK LLC	470.00
134129	POWER LINE SUPPLY	20,197.10
134130	PRO-VISION SOLUTIONS LLC	565.07
134131	QUALITY CAR & TRUCK REPAIR INC	816.42
134132	RCL CONSTRUCTION CO INC	54,832.79
134133	SCHOLEY, ROBERT W.	50.00
134134	SHARROW, JACOB	750.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
134135	SOUND ENVIRONMENTS	678.00
134136	SPARTAN DISTRIBUTORS INC	74.85
134137	SPRAGUE, CHEYENNE	100.00
134138	STREETER, JOSEPH	40.17
134139	TELE-RAD INC	126.80
134140	TERMINAL SUPPLY CO	179.60
134141	Tillie's Tafel	50.00
134142	UNIFIRST CORPORATION	438.51
134143	UNIVERSAL CREDIT SERVICES INC	30.00
134144	UP NORTH ASSESSING INC	5,100.00
134145	VELZY, RYAN	175.05
134146	VILLAGE GRAPHICS INC.	373.00
134147	WALKER, SAVANNAH	32.19
134148	WHITE, HORACE	62.10
134149	WLODARCZAK, ERIC	98.90
134150	WURST, RANDALL W.	50.00
134151	WYMAN, MATTHEW A.	50.00
134152	YUILLE, RONALD	99.41
134153	ZIIBIMIJWANG INC	227.00
Total 08/03/2021:		289,637.52
Grand Totals:		289,637.52

Check Number	Payee	Amount
07/19/2021		
71921001	MICHIGAN PUBLIC POWER AGENCY	33,092.07
Total 07/19/2021:		33,092.07
Grand Totals:		33,092.07

Check Issue Date	Check Number	Payee	Amount
72321001			
07/23/2021	72321001	**EFTPS* Payroll Taxes	12,904.01
07/23/2021	72321001	**EFTPS* Payroll Taxes	12,904.01
07/23/2021	72321001	**EFTPS* Payroll Taxes	3,017.91
07/23/2021	72321001	**EFTPS* Payroll Taxes	3,017.91
07/23/2021	72321001	**EFTPS* Payroll Taxes	16,978.27
Total 72321001:			
	5		48,822.11
72321002			
07/23/2021	72321002	Alerus Financial	350.00
Total 72321002:			
	1		350.00
72321003			
07/23/2021	72321003	STATE OF MICHIGAN	7,416.95
Total 72321003:			
	1		7,416.95
72321004			
07/23/2021	72321004	Vantagepoint - 401 Plan 109153	912.07
Total 72321004:			
	1		912.07
72321005			
07/23/2021	72321005	Vantagepoint - 457 Plan 300959	4,959.00
07/23/2021	72321005	Vantagepoint - 457 Plan 300959	2,649.06
07/23/2021	72321005	Vantagepoint - 457 Plan 300959	4,188.26
07/23/2021	72321005	Vantagepoint - 457 Plan 300959	8,472.70
Total 72321005:			
	4		20,269.02
72321006			
07/23/2021	72321006	Vantagepoint - Roth IRA 706117	1,180.76
Total 72321006:			
	1		1,180.76
Grand Totals:			
	13		78,950.91



Check Number	Payee	Amount
07/23/2021		
72321007	MERS	52,749.59
Total 07/23/2021:		52,749.59
Grand Totals:		52,749.59

Check Number	Payee	Amount
07/26/2021		
72621001	MICHIGAN PUBLIC POWER AGENCY	201,954.36
72621002	MICHIGAN PUBLIC POWER AGENCY	8,725.65
Total 07/26/2021:		210,680.01
Grand Totals:		210,680.01

Check Number	Payee	Amount
08/03/2021		
3633	CHARLEVOIX COUNTY TREASURER	2,295.35
3634	CHARLEVOIX COUNTY TREASURER	389.37
3635	CHARLEVOIX COUNTY TREASURER	388,228.85
3636	CHARLEVOIX DISTRICT LIBRARY	562.66
3637	CHARLEVOIX PUBLIC SCHOOLS	503,999.06
3638	CHARLEVOIX PUBLIC SCHOOLS	591.30
3639	CHARLEVOIX PUBLIC SCHOOLS	51,347.38
3640	CHARLEVOIX PUBLIC SCHOOLS	89,778.73
3641	CHARLEVOIX PUBLIC SCHOOLS	15,950.80
3642	CHARLEVOIX PUBLIC SCHOOLS	18,826.55
3643	CHARLEVOIX-EMMET ISD	1,234.08
3644	CITY OF CHARLEVOIX - TAXES DUE	321,597.25
3645	CITY OF CHARLEVOIX/DDA	323,936.77
3646	RECREATIONAL AUTHORITY	109.03
3647	STATE OF MICHIGAN	10,509.05
Total 08/03/2021:		1,729,356.23
Grand Totals:		1,729,356.23

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: 2021 MDOT Performance Resolution

DATE: August 2, 2021

BACKGROUND:

As you may recall, Council passed a resolution in December 2020 to allow the filing of a permit request with MDOT for a variety of events and activities we expect will occur within the MDOT right of way on US 31 and M-66. This includes activities like tree pruning, maintenance and electrical line work and special event focused things like festivals and parades. MDOT has since made slight revisions to the resolution language and is requiring that the revised resolution be approved by City Council.

RECOMMENDATION:

Motion to approve Resolution 2021-08-01 MDOT Performance Resolution for Municipalities.

ATTACHMENTS:

- ▣ Resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-08-01
PERFORMANCE RESOLUTION FOR MUNICIPALITIES

RESOLVED WHEREAS, the City of Charlevoix hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY:

1. City Manager
2. Electric Department Director
3. DPW Superintendent
4. City Clerk.

RESOLVED this 2nd day of August 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: MERS 2021 Officer and Employee Delegate Certificate Form

DATE: August 2, 2021

BACKGROUND:

We are presenting, for City Council approval, the 2021 MERS Officer and Employee Delegate Certification Form. Both an Employee and Officer Delegate will represent the City of Charlevoix at the Annual MERS Conference which is being held at the Amway Grand Hotel in Grand Rapids on October 7 & 8, 2021. Employees elected Matthew Umulis as their Employee Delegate and Barb Orban as the Alternate Employee Delegate. Kelly McGinn was chosen to serve as the Officer Delegate and Alida Klooster will serve as the Alternate Officer Delegate.

RECOMMENDATION:

Motion to approve the 2021 MERS Officer and Employee Delegate Certification Form.

ATTACHMENTS:

- ▣ 2021 MERS Officer and Employee Delegate Certification Form

2021 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting, October 2021

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

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

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

1. Officer (and alternate) delegate information

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

Officer Delegate name

Kelly McGinn

Officer Alternate name

Alida Klooster

Officer delegate and alternate listed above were appointed to serve during the 2021 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on October 7, 2021.

2. Employee (and alternate) delegate information

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

Employee Delegate name

Matthew Umulis

Employee Alternate name

Barbara Orban

Employee delegate and alternate listed above were elected to serve during the 2021 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on October 7, 2021.

3. Certification

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

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

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

* Required field



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

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Porous Pave Contract with Robinson Landscaping for \$16,475

DATE: August 2, 2021

PRESENTED BY: Patrick M. Elliott, Public Works Superintendent

BACKGROUND:

A couple years ago we contracted with Robinson Landscaping to install porous pavement around the tree bases in our downtown area. This is a material that is flexible and allows rain water to flow through while still allowing a "hard" surface for people to walk on. This also allows us to remove all of the metal grates that are around these trees. The metal grates have issues like creating a trip hazard and damaging the tree bases as they grow into them.

The proposal from Robinson's Landscaping would be to place this material around all of the remaining trees in the downtown area for a completed project.

RECOMMENDATION:

Motion to approve the contract from Robinson's Landscaping in the amount of \$16,475.

ATTACHMENTS:

- ▣ Robinson Proposal



05406 West Rd.
 Boyne City, Mi 49712
 (231) 582-9484/(231) 582-9454 fax
www.robinsonslandscaping.com

Landscape Quote

Date: July 8, 2021

Project: Charlevoix City of
 Charlevoix 49720

Landscaping:

Qty	Units	Item Name	Size/Desc	Unit Price	Ext. Price
31	Each	EXCAVATE AND REMOVE AND PREP BASE, COMPACT 29A STONE AND INSTALL POUROUS PAVE			\$16,475.00.00
Quote Subtotal:					\$16,475.00

Total: \$16,475.00 Initial: _____

Terms and Specifications:

- Landscaped as detailed above.
- Material quantities are estimates only. Actual quantities will be invoiced accordingly.
- Hardscape warranty-two years from date of installation. Warranty does not cover damage from weather conditions, the actions of individuals other than a Robinson's Landscaping employee, chemical spills or other acts of God.
- Unforeseen items or circumstances resulting in additions in labor or materials will be invoiced on a time and material basis.
- A 25% deposit is required at the time of signing for the project to be scheduled.
- Robinson's Landscaping and Nursery Inc. expressly guarantees that all work will be done according to the plans and specifications provided with all materials true to name and all work done in a manner according to standard trade practices.

Approval: _____ Date: _____

Terms: 25% down, Balance upon completion. 1.5% per month late fee.
 Please initial approved category totals, sign, date and return.

- Full service design and construction
- Michigan State University Horticulturist
- Michigan State University Landscape Architect
- Grower of over 30 acres of quality nursery stock
- Highly trained and experienced staff

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Purchase New Sand/Salt Truck Cab & Chassis for \$153,245

DATE: August 2, 2021

BACKGROUND:

In the approved budget for 2021/22 we allocated money to purchase a new cab and chassis for our sand/salt truck. The cab and chassis would be purchased through Zarembo Equipment Inc. for a total of \$96,865. We would then contract with Truck and Trailer Specialties to remove the sander body from the existing truck and fully install and equip the new truck. Truck and Trailer Specialties total is \$56,380. We are working through the MIDEAL program with both of these companies.

The actual sander body that will be installed on the new truck was recently replaced and is in very good working order. The cab and chassis that is being replaced is going on 18 years old and has become less than reliable. The money to purchase this new equipment would be coming out of the motor pool budget.

By making this purchase we would have a much more reliable winter maintenance fleet to insure that roads are plowed and sanded as needed.

RECOMMENDATION:

Motion to approve the cab and chassis purchase from Zarembo Equipment Inc in the amount of \$96,865 and the contract with Truck and Trailer Specialties in the amount of 56,380.

ATTACHMENTS:

- ▣ Zarembo Quote
- ▣ Truck & Trailer Quote



HV507 SFA

Sales Proposal For:
CITY OF CHARLEVOIX

Presented By:
ZAREMBA EQUIP INC

Prepared For:
CITY OF CHARLEVOIX
Joe Schwartzfisher
210 State Street
Charlevoix, MI 49720-
(231)547 - 3276
Reference ID: N/A

Presented By:
ZAREMBA EQUIP INC
JAMES R ZAREMBA
1734 DICKERSON ROAD
GAYLORD MI 49735 -
(989)705-7664

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



Model Profile
2020 HV507 SFA (HV507)

AXLE CONFIG:	4X2
APPLICATION:	Front Plow and Wing with Spreader
MISSION:	Requested GVWR: 39000. Calc. GVWR: 41900 Calc. Start / Grade Ability: 43.72% / 3.29% @ 55 MPH Calc. Geared Speed: 68.6 MPH
DIMENSION:	Wheelbase: 183.00, CA: 108.00, Axle to Frame: 75.00
ENGINE, DIESEL:	{Cummins L9 330} EPA 2021, 330HP @ 2200 RPM, 1000 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 330 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder. Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max. On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-20-133A} Wide Track, I-Beam Type, 20,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-30-185} Single Reduction, 30,000-lb Capacity, Driver Controlled Locking Differential, T Wheel Ends Gear Ratio: 6.14
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 12R22.5 Load Range H G622 RSD (GOODYEAR), 482 rev/mile, 75 MPH, Drive
TIRE, REAR:	(4) 12R22.5 Load Range H G622 RSD (GOODYEAR), 482 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
PAINT:	Cab schematic 100WK Location 1: 9219, Winter White (Std) Chassis schematic N/A

Description

Base Chassis, Model HV507 SFA with 183.00 Wheelbase, 108.00 CA, and 75.00 Axle to Frame.

TOW HOOK, FRONT (2) Frame Mounted

AXLE CONFIGURATION (Navistar) 4x2

Notes

: Pricing may change if axle configuration is changed.

FRAME RAILS Heat Treated Alloy Steel (125,000 PSI Yield); 11.25" x 4.00" x 0.500" (285.75mm x 101.6mm x 12.7mm); 480.8" (12212mm) Maximum OAL

BUMPER, FRONT Omit Item

FRAME, SPECIAL EFFECTS Dimple on Left and Right Top Flange of Frame Rail to Reference Rear Axle Centerline

FRAME EXTENSION, FRONT Integral; 20" In Front of Grille

WHEELBASE RANGE 146" (370cm) Through and Including 195" (495cm)

AXLE, FRONT NON-DRIVING (Meritor MFS-20-133A) Wide Track, I-Beam Type, 20,000-lb Capacity

SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 20,000-lb Capacity, with Shock Absorbers

BRAKE SYSTEM, AIR Dual System for Straight Truck Applications

Includes

: BRAKE LINES Color and Size Coded Nylon

: DRAIN VALVE Twist-Type

: GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster

: PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel

: PARKING BRAKE VALVE For Truck

: QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4

: SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6

TRAILER CONNECTIONS Four-Wheel, with Hand Control Valve and Tractor Protection Valve, for Straight Truck

Notes

: When electronic stability control is ordered with trailer connections on a 4x2 truck, please check the operator manual for trailer weight restrictions.

DRAIN VALVE (Berg) with Pull Chain, for Air Tank

AIR BRAKE ABS (Bendix AntiLock Brake System) 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System, with Automatic Traction Control

AIR DRYER (Wabco System Saver 1200) with Heater

BRAKE CHAMBERS, REAR AXLE (Bendix EverSure) 30/30 SqiN Spring Brake

BRAKE CHAMBERS, FRONT AXLE (Bendix) 24 SqiN

SLACK ADJUSTERS, FRONT (Gunit) Automatic

SLACK ADJUSTERS, REAR (Gunit) Automatic

AIR COMPRESSOR (Cummins) 18.7 CFM

AIR TANK LOCATION (2) Mounted Under Cab, Outside Left Rail, on Step Bracket, with Ground Clearance

AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab

DUST SHIELDS, FRONT BRAKE for Air Cam Brakes

DUST SHIELDS, REAR BRAKE for Air Cam Brakes

Description

BRAKES, REAR (Meritor 16.5X7 P) Air S-Cam Type, Cast Spider, Cast Shoe, Double Anchor Pin, Includes Greaseable and Zinc Coated Anchor Pins, Size 16.5" X 7", 38,000-lb Capacity per Axle

BRAKES, FRONT (Meritor 16.5X6 Q-PLUS CAST) Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 6", 20,000-lb Capacity

STEERING COLUMN Tilting

STEERING WHEEL 4-Spoke; 18" Dia., Black

STEERING GEAR (2) (Sheppard M100/M80) Dual Power

DRIVELINE SYSTEM (Dana Spicer) SPL170, for 4x2/6x2

AFTERTREATMENT COVER Steel, Black

EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab, for Improved Ground Clearance

TAIL PIPE (1) Turnback Type

MUFFLER/TAIL PIPE GUARD (1) Bright Stainless Steel

EXHAUST HEIGHT 10'

ELECTRICAL SYSTEM 12-Volt, Standard Equipment

Includes

- DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab
- HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel
- HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
- PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
- STARTER SWITCH Electric, Key Operated
- STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector
- TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature
- WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
- WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted
- WIRING, CHASSIS Color Coded and Continuously Numbered

CIGAR LIGHTER Includes Ash Cup

ALTERNATOR (Leece-Neville AV1160P2013) Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount, with Remote Sense

BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/Turn

BATTERY SYSTEM (Fleetrite) Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud

2-WAY RADIO Wiring Effects; Wiring with 20 Amp Fuse Protection, Includes Ignition Wire with 5 Amp Fuse, Wire Ends Heat Shrink and 10' Coil Taped to Base Harness

SPEAKERS (2) 6.5" Dual Cone Mounted in Doors

ANTENNA for Increased Roof Clearance Applications

RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input

BACK-UP ALARM Electric, 102 dBA

TRAILER CONNECTION SOCKET (Phillips) 7-Way, Mounted at Rear of Frame, Wired for Turn Signals Independent of Stop, Compatible with Trailers with Amber or Side Turn Lamps

AUXILIARY HARNESS 5.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications

HORN, ELECTRIC Disc Style

BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Right Side Back of Cab

Description

SWITCH, BODY CIRCUITS, MID with Remote Power Module Mounted in Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total, Includes 1 Switch Pack with Momentary Switches

WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time

CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade

TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights

STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection

INDICATOR, LOW COOLANT LEVEL with Audible Alarm

CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses

TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender

HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord

HEADLIGHTS Halogen

LOGOS EXTERIOR Model Badges

LOGOS EXTERIOR, ENGINE Badges

GRILLE Stationary, Chrome

FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV

PAINT SCHEMATIC, PT-1 Single Color, Design 100

Includes

: PAINT SCHEMATIC ID LETTERS "WK"

PAINT TYPE Base Coat/Clear Coat, 1-2 Tone

CUSTOMER IDENTITY for Sourcewell

PROMOTIONAL PACKAGE Government Silver Package

SAFETY TRIANGLES

CLUTCH Omit Item (Clutch & Control)

ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection

BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/B6.7/ISL/L9 Engines

Includes

: BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door

PTO EFFECTS, ENGINE FRONT Less PTO Unit, Includes Adapter Plate on Engine Front Mounted

ENGINE, DIESEL {Cummins L9 330} EPA 2021, 330HP @ 2200 RPM, 1000 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 330 Peak HP (Max)

FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed

Includes

: FAN Nylon

RADIATOR Aluminum, Cross Flow, Front to Back System, 1228 SqIn, with 1167 SqIn Charge Air Cooler, Includes In-Tank Oil Cooler

Includes

: DEAERATION SYSTEM with Surge Tank

: HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps

: RADIATOR HOSES Premium, Rubber

Description

AIR CLEANER Single Element, with Integral Snow Valve and In-Cab Control

EMISSION, CALENDAR YEAR (Cummins L9) EPA, OBD and GHG Certified for Calendar Year 2021

THROTTLE, HAND CONTROL Engine Speed Control, Electronic, Stationary, Variable Speed, Mounted on Steering Wheel

ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use

ENGINE CONTROL, REMOTE MOUNTED No Provision for Remote Mounted Engine Control

CARB IDLE COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations

CARB EMISSION WARR COMPLIANCE Federal, Does Not Comply with CARB Emission Warranty

TRANSMISSION, AUTOMATIC (Allison 3500 RDS) 5th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max. On/Off Highway

TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission

TRANSMISSION OIL Synthetic, 29 thru 42 Pints

ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Construction, Package Number 223

NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released

TRANSMISSION TCM LOCATION Located Inside Cab

SHIFT CONTROL PARAMETERS (Allison) 3000 or 4000 Series Transmissions, Performance Programming

PTO LOCATION Dual, Customer Intends to Install PTO at Left and/or Right Side of Transmission

AXLE, REAR, SINGLE (Meritor RS-30-185) Single Reduction, 30,000-lb Capacity, Driver Controlled Locking Differential, T Wheel Ends, Gear Ratio: 6.14

Notes

• Axle Lead Time is 60 Days

SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs

AXLE, REAR, LUBE (EmGard FE-75W-90) Synthetic Oil, 40 thru 49.99 Pints

FUEL/WATER SEPARATOR (Racor 400 Series) with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine

FUEL TANK Temporary, Top Draw, Non-Polished Aluminum, D-Style, 16" Tank Depth, 50 US Gal (189L), Mounted Left Side, Back of Cab

DEF TANK 7 US Gal (26L) Capacity, Frame Mounted Outside Left Rail, Under Cab

CAB Conventional, Day Cab

AIR CONDITIONER with Integral Heater and Defroster

GAUGE CLUSTER Base Level, English with English Electronic Speedometer

Includes

• GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/Refill for

• GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure

• WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure (Primary and Secondary)

GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission

IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster

Description

SEAT, DRIVER (National 2000) Air Suspension, High Back with Integral Headrest, Cloth, Isolator, 1 Chamber Lumbar, 2 Position Front Cushion Adjust, -3 to +14 Degree Back Angle Adjust

SEAT, PASSENGER (National) Non Suspension, High Back, Fixed Back, Integral Headrest, Cloth

MIRRORS (2) C-Loop, Heated, Black Heads and Arms, 7.5" x 14" Flat Glass, Includes 7.5" x 7" Convex Mirrors, for 102" Load Width

Notes

: Mirror Dimensions are Rounded to the Nearest 0.5"

CAB INTERIOR TRIM Classic, for Day Cab

Includes

: CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket, Located Above Driver and Passenger

: DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted

: SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap

ARM REST, RIGHT, DRIVER SEAT

WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature

FRESH AIR FILTER Attached to Air Intake Cover on Cowl Tray in Front of Windshield Under Hood

CAB REAR SUSPENSION Air Bag Type

INSTRUMENT PANEL Flat Panel

ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab

WHEELS, FRONT (Accuride 29169) DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs

WHEELS, REAR (Accuride 29169) DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs

(2) TIRE, FRONT 12R22.5 Load Range H G622 RSD (GOODYEAR), 482 rev/mile, 75 MPH, Drive

(4) TIRE, REAR 12R22.5 Load Range H G622 RSD (GOODYEAR), 482 rev/mile, 75 MPH, Drive

Cab schematic 100WK

Location 1: 9219, Winter White (Std)

Chassis schematic N/A

Services Section:

WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A

Steel Surcharge

<u>Description</u>	<u>(US DOLLAR)</u>	<u>Price</u>
Factory List Prices:		
Product Items	\$140,270.00	
Service Items	\$0.00	
Total Factory List Price Including Options:		\$140,270.00
Total Goods Purchased:		\$750.00
Freight	\$2,600.00	
Total Freight:		\$2,600.00
Total Factory List Price Including Freight:		\$143,620.00
Less Customer Allowance:		(\$46,770.00)
Total Vehicle Price:		\$96,850.00
Total Sale Price:		\$96,850.00
Total Per Vehicle Sales Price:		\$96,850.00
Total Net Sales Excluding Taxes:		\$96,850.00
Michigan Title	\$15.00	
Total License, Title:		\$15.00
Net Sales Price:		\$96,865.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

President 7/13/2021
Official Title and Date

Jim ZARIMBA
Authorized Signature

Firm or Business Name

Authorized Signature and Date

This proposal is not binding upon the seller without
Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

**TRUCK AND TRAILER SPECIALTIES
OF BOYNE FALLS, INC.
00399 US 131 NORTH – P.O. BOX 473
BOYNE FALLS, MI 49713
Phone: 231-549-3500 – Fax: 231-549-3555 – Toll: 888-603-5506**

May 10, 2021

Quote #: 51021JB

**CITY OF CHARLEVOIX
EQUIPMENT ON SINGLE AXLE TRUCK**

FRONT BUMPER:

- A. Heavy duty structural channel. 12" 20.7 lb., front bumper with flare back and boxed ends. Installed with grade 8 nuts and bolts. All is epoxy primed and painted urethane black.

UNDERBODY SCRAPER:

Monroe model HD 4500 with 2019 Upgrades, Extra Heavy Duty Hanger Board

- A. HANGERBOARD: Designed and engineered for optimum strength. ½" formed plate reinforced by ½" X 7-1/2" flat plate to make full 1" thickness. 3.25"X .344" mechanical tube outer hinge tubes. ¾" bar reinforced full length of the hinge. ¾" thick trunion arms. Outer trunion arms are bolted to hangerboard. Welded on is unacceptable. Includes a Manifold bracket for the grease line kit, one installed each side of the hangerboard.
- B. HINGE SHAFT: 2-1/2" OD X 96" long with (4) grease points and (3) hinge points. The two (2) outer hinges are 3-1/4" OD X 6" long with .344 wall thickness. Each outer hinge has (1) ½" wrap – around gusset, center hinge is 3 ¼" OD X 10 ¾" long with .344 wall and have (2) ½" thick wrap – around gussets, including thrust bearing wear plates to prevent side to side shifting of moldboard.
- C. MOLDBOARD: 1" thick X 20" high X 12' long moldboard. Integral pressed in lower offset. Rolled formed or fabricated moldboards will not be considered where the cutting edge bolts to the moldboard. ½" X 6" double beveled cutting edge with standard highway punched. Install left and right side curb guards Bucyrus #XO71140.
- D. SHOCKS & HOUSINGS: Cushioned by two (2) extra heavy duty spring housings, allow 600 PSI down pressure. Two (2) ½" thick flange retaining plates held by (4) 5/8" bolts with prevailing lock nuts. Housings to be slotted to relieve contaminates. Grease-able

trunion mount bushings are 2-3/4" OD with a .344" wall mechanical tube trunion mount pins are 2" solid rod, bolt in removable and replaceable design.

- E. ACTUATING CYLINDERS: 3-1/2" bore X 10" stroke with 2" socatri 1000 piston rods, with poly pac seals and cast steel heads, 1/2" hoses and piping (supported with poly clamps) to be externally mounted for easy access. Prince in-line relief valve supplied.
- F. CIRCLE: 1" solid one piece with infinite plowing positions (no notches), minimum cut out for power reverse cylinder travel and full front circle ears as to have clamps in full contact of circle at 45 degree angle for maximum circle bearing surface. 5" ID X 6.5" OD X 1" hardened center pin bushing.
- G. CENTER PIN: Heavy Duty 5" diameter, hardened center pin, zinc coated. Grease-able with 3 port grease journal and 5/16" wide X 3/16" deep grease groove around pin. Center pin is piloted into the hangerboard.
- H. CLAMPS: 20.5 long X 7" deep X 1" thick. Shaped to follow the contour of the circle. 3/8" UHMW wear pads. Entire clamps must remain fully on the circle throughout the entire rotation of the scraper.
- I. REVERSE CYLINDERS AND HARDWARE: (2) 4" double – acting cylinders containing 1/2" #8 SAE ports, 2" socatri 1000 rods, poly pac seals, and cast steel heads. 3" OD – 2" ID anchor pivots, 2" hardened zinc coated with spiraled grease groove removable pivot pins (grease-able at each end). Prince Cross over relief valve set at 2200 PSI to protect reversing cylinders from shock impacts.
- J. MOUNTING PLATES: 3/4" thick 26 X 22 full plate steel construction. With 7" X 7" cut out for ease of cleaning. Attached to the truck using 3/4" grade 8 bolts, SAE washers and prevailing lock nuts that are electronically plated for corrosion resistance.
- K. PAINT: Shot-blasted, washed and powder coat paint TGIC polyester black. All parts are powder coated prior to assembly of scraper. Outer 12" of moldboard ends painted high visibility yellow.
- L. SERRATED GRADE SAFETY STEP: 12" x 12" welded to outer end of the moldboard on driver's side, optional 45 degree angle cut passenger side end of moldboard.
- M. GREASE LINE KIT: Remote grease kit that allows grease to be applied at centralized locations outside of the chassis frame. Grease hoses shall be SAE 107 Hytron hose rated at 3000 psi. Grease line kit will incorporate all 15 grease points on the scraper.

HYDRAULIC SYSTEM:

- A. Front mounted load sense piston pump, crank shaft driven, hydraulic system to operate scraper up and down, scraper reverse, sander, conveyor chain and spinner

- B. System consists of a 1300 Series Spicer driveshaft, Oil Gear model FASD45, 6.0 cubic inch per Rev. piston pump.
- C. Rexroth, model M4-12 LS, 4-bank valve, 2 air shift – 2 electronic.
- D. Scraper, scraper reverse 16 GPM each. Valve has LS feature on scraper down circuit.
- E. 2-bank electronic, conveyor chain 16 GPM single acting, spinner 7 GPM single acting.
- F. Valve to be installed in combo tank enclosure.
- G. Electronic valves, 2-bank – auger and spinner shall be controlled by Dickey-john LT manual controller.
 - Conveyor and spinner control through two 20-position knobs.
 - With or without ground speed input, LT control effectively controls material application. Setting the spreader control switch to manual lets drivers adjust material application to the rate of their choice without reprogramming.
 - LT control's momentary blast switch lets you spread at smaller amounts in tricky areas like intersections.
- H. Scraper/scraper reverse are self-centering type controls, air proportional, configured for maximum clearance between handles by using 35/45 degree offsets, mounted on a custom built pedestal between the seats
- I. Hoses, fittings and adaptors: All hoses have crimp type fittings, with swivels each end and have abrasive resistant sleeve covering in high wear areas. All clamps are lined with abrasive resistant sleeve covering. Routing of pressure hoses is on the left side of engine as to stay away from turbo heat, using proper stainless steel extension hangers and to leave room for service of engine filters.
- J. Strainer and filter: Suction strainer is Zinga in tank model 2030-3, return filter is top of tank model RF1215-S-MP-1; filter with drop tube and RE-409-10 micron element.
- K. Hydraulic System shall be filled with AW32 oil, pressures set and system tested.

FUEL & HYDRAULIC COMBINATION RESERVIOR:

- A. Combination fuel / hydraulic oil / valve enclosure, 7 gauge 201 stainless steel construction. Bare unpainted.
 - 85 gallons of fuel capacity.
 - Ball valves on fuel supply and return for ease of changing fuel filters.
 - Isspro Electric fuel sending unit.
 - 38 gallons of oil capacity.
 - Valve enclosure with lockable cover.

- 5" sight/temp gauge on the hydraulic tank.
- 3" suction port on hydraulic tank to accept 2' suction screen.
- Zinga type flange on hydraulic tank for return line oil filter.
- Ball valve shut offs on suction port and case drain port.
- Gems low oil level sensor #15570.

B. ACCESSORIES:

- Non-corrosive serrated grate steps, driver's side end of mounting saddle.
- Decals as to the contents, "Diesel Fuel" or "Hydraulic Oil".
- Low oil light, installed in the cab.
- Momentary over-ride switch installed in the cab.

LIGHTING & ACCESSORIES:

- (2) Front grill mounted Soundoff model EMP200IN-P amber/green.
- Federal 108 LED rubber shock resistant clearance lights and reflectors.
- Oval 60 series lights, configuration top to bottom installed in an stainless steel light box 3-hole enclosures supplied with the sander.
- LED Strobe Soundoff model ENFSRV3PAG amber/green.
- LED stop/tail/turn, Soundoff model ECV06STTLD.
- LED Back-up lights Soundoff model ECV062B2W.
- All wiring have heat shrink connectors run in loom and are terminated in a junction box.
- Betts 18-pin Dri-Seal #35104 junction box with waterproof choke seal installed on left rear outside of the sander body.

FRONT STROBE & WORK LIGHTS:

a) Front Strobes

- Front strobe, Soundoff model ELB45BCHOPC LED amber/green, installed at center of cab guard, to include SS bracket and lens guard.

b) Work Lights

- (4) Work lights to be provided Maxxima model MWL-19A and installed.
- (1) Each side to shine on the underbody scraper.
- (1) Left rear bottom of dump body corner post to shine on spinner discharge.
- (1) Rear mounted wired into back-up circuit.

CHASSIS IN FRAME SPRAY BAR SYSTEM:

- Consisting of one (1) ¼" schedule 80 PVC main run, with approximately twelve (12) nozzles, adjustable style. Clamped in place using stainless steel hardware. To include cam lock and necessary fittings for complete installation. This system shall be installed under the sander poly sheet.

VOYAGER CAMERA SYSTEMS:

- VOM74WP: 7" LCD color monitor, waterproof, 4 camera inputs, single/split/quad view modes, built-in speaker.
- Camera wash with small black NEMA box assembly with banjo remote fill option, includes (30 ft.) tubing kit.
- Stainless steel camera box with 6"adjustable mount.
- Voyager camera CMOS block style, black.
- Double knuckle monitor mount.
- Loomed 34 ft. cable.

Installation: Install monitor in cab with special bracket, install NEMA camera wash tank to the exhaust brace (special custom bracket), run wiring harness and air line in PVC to the rear, make bracket mount SS box and camera, get power off accessory side of ignition switch. Exact location to be determined at installation.

MANUALS, TRAINING AND WARRANTY:

- One repair and parts manuals for the scraper.
- All equipment and hydraulic system includes a 1-year factory approved warranty covering all defects in material and workmanship.

SUBJECT: 2003 STERLING

Run sander, check chain, bearings, chain adjusters, shafts, sprockets, gear box motor drive, spinner disc, motor and coupler, (note: Has stainless steel piping, will have to inspect hoses, and replace as needs, remove sander from chassis, after above inspection will give you a separate quote on refurbish portion and sander installation).

NOTES:

1. These prices are marked up 10%. I think it should cover cost increases if equipment gets ordered in the next 45 days.
2. City of Charlevoix would be invited to the installation shop to go over all phases of placement and installation of equipment and hydraulics and provide hands-on training for the service personnel and operators at time of pick up.

EQUIPMENT PER SPECIFICATION: \$56,380.00 each

Accepted by: _____

Date: _____

Bid submitted by: Butch _____

For Truck and Trailer Specialties of Boyne Falls, Inc.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: August 2, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Green Storm Water Infrastructure

The Tip of the Mitt Watershed Council is working on a project to advance the green storm water design work done last year by seeking EPA funding on a project to reduce runoff from the downtown and pair it with projects in keeping with our vision for the Downtown Alley Corridor Improvements and our desire to engage in sustainable, economically viable projects. The current focus is on parking lot drainage in the DeWitt lot, street trees along Mason Street (as part of our project currently in design), and other improvements in the parking lots.

B. Lake Charlevoix EMS Authority

The Lake Charlevoix EMS Authority successfully began operations this past Monday without an issue. The millage election is Tuesday to provide operational funds for the Authority to cover expenses beyond what insurance reimbursement provides.

C. Recreational Authority

The Recreational Authority Board convened Monday and I was elected it's Chair. We'll be meeting regularly at first to set-up operations and then it should be a relatively uncomplicated operation to help fund the Charlevoix Area Community Pool. City representative Rick Brandi was elected treasurer and Hayes Township Treasurer Julie Collard was elected Secretary. Councilmember Kalbfell also serves on the board representing the City.

D. MDOT Pedestrian Safety Study

I was in the MDOT kick-off meeting for the pedestrian safety study they have commissioned for this summer. Later in August, the consultants retained by MDOT will be onsite evaluating pedestrian conditions in the downtown and collecting data.

ATTACHMENTS:

- ❑ Charlevoix County Community Foundation Fund Statements
- ❑ ZBA Minutes
- ❑ Beautification Award
- ❑ DDA Minutes
- ❑ Recreation Advisory Committee Minutes

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

Brookside Cemetery Improvement Fund

Quarterly Fund Statement

April 01, 2021 through June 30, 2021

	Current Period	Year-to-Date
Beginning Fund Balance – 1.1.2021		\$15,873.05
Contributions and Income		
Interest/Dividend Income	88.11	138.14
Realized Gains (Losses)	119.03	185.35
Unrealized Gains (Losses)	806.61	1,461.87
Distributions and Expenses		
Foundation Administrative Fees	(45.02)	(88.15)
Grant/Scholarship Distributions	(0.00)	(630.00)
ENDING FUND BALANCE – 6.30.2021		\$16,940.26
Principal Balance		\$8,800.00

No grants were made this period.

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

Charlevoix Canopy Fund
Quarterly Fund Statement
April 01, 2021 through June 30, 2021

	Current Period	Year-to-Date
Beginning Fund Balance – 1.1.2021		\$15,213.81
Contributions and Income		
Interest/Dividend Income	87.90	137.65
Realized Gains (Losses)	118.75	183.97
Unrealized Gains (Losses)	804.71	1,452.14
Distributions and Expenses		
Foundation Administrative Fees	(44.91)	(87.23)
ENDING FUND BALANCE – 6.30.2021		\$16,900.34
Principal Balance		\$0.00

No grants were made this period.

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

Mt. McSaubu Recreational Area Fund

Quarterly Fund Statement
April 01, 2021 through June 30, 2021

	Current Period	Year-to-Date
Beginning Fund Balance – 1.1.2021		\$8,145.97
Contributions and Income		
Gifts Received	4,000.00	4,050.00
Interest/Dividend Income	57.72	84.36
Realized Gains (Losses)	63.93	98.85
Unrealized Gains (Losses)	454.82	801.47
Distributions and Expenses		
Foundation Administrative Fees	(26.02)	(48.68)
Credit Card Processing Fee	(0.00)	(1.75)
ENDING FUND BALANCE – 6.30.2021		\$13,130.22
Principal Balance		\$10,050.00

No grants were made this period.

CITY OF CHARLEVOIX
ZONING BOARD OF APPEALS MINUTES
Wednesday, April 21, 2021 – 6:00 p.m.
City Hall Council Chambers
210 State Street, Charlevoix, MI

A) CALL TO ORDER

The meeting was called to order by Chair Hodgson at 6:00 p.m.

B) ROLL CALL/PLEDGE OF ALLEGIANCE

Chair: Richard Hodgson
Vice Chair: Timothy Kish
Members Present: Shirley Gibson, Ann Gorney, Patricia Miller
Members Absent: None
Staff Present: Jonathan Scheel, Zoning Administrator

C) APPROVAL OF AGENDA

Chair Hodgson added the Selection of Chair and Vice Chair to the agenda, added the minutes of 11/20/19 to Item D1, and removed the 1/23/20 minutes from Item D2. Motion by Member Kish, second by Member Gorney to approve the agenda as corrected. Motion passed by unanimous voice vote.

Chair Hodgson volunteered to continue as Chair of the Zoning Board of Appeals and Tim Kish agreed to continue as Vice Chair. Chair Hodgson closed the nominations and all members voted in favor of Richard Hodgson as Chair and Tim Kish as Vice Chair.

D) APPROVAL OF MINUTES

1. Motion to Approve or Amend the Meeting Minutes – 11/20/2019, 7/15/2020 and 8/19/2020

Chair Hodgson stated on the 7/15/20 minutes, they identified the requirements, but were listing the Code applicable to fences in the 2nd line under Staff Presentations 153.145(a) which is for fences and it appears again on page 2 and needs to be corrected to the proper reference. Chair Hodgson stated on the 8/19/20 minutes, under Member Gibson's motion he would like to add "the variance for fence opacity". Chair Hodgson stated on the 11/20/19 minutes under Item G, second line, should read Section 153.145 (a).

Motion by Member Gibson, second by Member Kish to approve the meeting minutes of 11/20/19, 7/15/20 and 8/19/20 as corrected. Motion passed by unanimous voice vote.

2. Re-approval of Chairman Approved Minutes per City Attorney – 2/20/2019 and 4/17/2019

Zoning Administrator Scheel stated that the City Attorney advised that it was best to approve the meeting minutes by motion of the Board rather than by the Chair alone. Chair Hodgson stated on the 4/17/19 minutes the Approval of the Minutes should have been for 2/20/19, not 1/23/19. Motion by Member Gorney, second by Member Gibson to re-approve the meeting minutes of 2/20/2019 and 4/17/2019 as corrected. Motion passed by unanimous voice vote.

E) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

F) CALL FOR GENERAL PUBLIC COMMENT

G) OLD BUSINESS

H) NEW BUSINESS

1. Case 2021-1 ZBA, 3-foot Side Yard Variance, 2-foot Rear Yard Variance – 102 & 104 Upright Street, Applicant – Mark Ostmeyer

a. Staff Presentation

Zoning Administrator Scheel explained that he did not read the Ordinance well enough and provide enough information to the applicant on the side yard variance. He stated that the Zoning Ordinance states on a non-conforming lot you would use 10% of the width of that lot and go that much into the setback. He indicated that these were 30' x 100' lots. Zoning Administrator Scheel stated that the Ordinance allows averaging of the front yard setback. He stated initially when he received this plan it showed the 15' setback and the 2' variance for the rear setback, and after reviewing the plan he spoke to the applicant and asked him if he was willing to move the setback 2' forward so the applicant would meet the provisions of the Ordinance. If the applicant was willing to move the setback and if he was that would dismiss that variance request and Mr. Ostmeyer would withdraw his application and the applicant would have a 13' front yard setback based on the average setback of the properties within the 200' radius of the subject property.

b. Applicant Presentations

Mr. Mark Ostmeyer stated that he had no issues moving forward and removing the need for this whole exercise. He questioned if the average is 11' could he place the building another 2' forward and still not violate any of the restrictions. He stated that one of the issues with the lots was that there was a shared driveway between the properties, and he chose to eliminate that driveway and it was a struggle to fit a garage on the front of these units. Zoning Administrator Scheel responded that he could place the building 2' forward and responded

to questions from the Board members about the calculation for the average setback of the surrounding properties. Mr. Oostmeyer stated that he was willing to withdraw his current application as it was no longer needed.

Member Kish referenced this situation and one he has experienced personally regarding non-standard lots and questioned if the City had a package or at least some detailed explanations that are shared with property owners when they are buying a non-standard lot. He stated that if not it seemed like this type of example showed the need for information to be shared in situations such as these narrow lots and the rules need to be shared in advance with prospective owners. Zoning Administrator Scheel stated that the idea was good, but right now implementation would not work because they have no tie-in to property sales. Discussion followed in general regarding non-conforming lots and how to notify new property owners of the regulations.

I) ADJOURNMENT

Motion by Member Gorney, second by Member Miller to adjourn the meeting at 6:38 p.m. Motion passed by unanimous voice vote.

Joyce M. Golding/fgm

City Clerk

Richard Hodgson

Chair

Charlevoix Area Garden Club

presents the

2021 THIRD PLACE AWARD

for

CIVIC BEAUTIFICATION

to

CHARLEVOIX CROSSWALK PLANTERS

FOR OUTSTANDING CONTRIBUTION TO CIVIC PRIDE

Audrey B. Etienne

Downtown Beautification Committee Chair
July 2021

Martha Lohr

Charlevoix Area Garden Club President
July 2021

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Monday, June 28, 2021 at 5:30 p.m.
Council Chambers, City Hall

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens
Members Present: Sam Bingham, Sean Bradley, Richard Christner, Kirby Dipert, Liam Dreyer, Paul Silva, Amanda Wilkin
Members Absent: Ron Way, Luther Kurtz
City Staff: Lindsey Dotson, Executive Director; Dean Martin, Community Development Fellow

4. Inquiry Regarding Potential Conflicts of Interest

5. Consent Agenda

- A. Minutes
- B. Committee Minutes
- C. Monthly Report
- D. Trail Support Letter

Chair Owens noted on the trail support letter that the last bullet should start with the word "it". Motion by Member Bradley, second by Member Christner to approve the Consent Agenda items as amended. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

Director Dotson stated that there were no other events scheduled for Venetian Wednesday; the staging meeting was scheduled for this Wednesday, so she was still working on the schedule.

Chair Owen stated the adoption of the new Ordinance to allow alcohol in the parks included an exception for Veterans Park and any cemeteries and only during the hours of 10:00 a.m. to 11:00 p.m.

B. MyNorth Cooperative Ad Campaign Performance

Director Dotson gave a brief report on how the DDA ads were performing to date. She stated that the reports that MyNorth were sending do not line up with the analytics on the website. She stated that they were seeing a 60% increase in direct travel to charlevoix.com since last year.

7. Old Business

8. New Business

A. Priority Development Sites Briefing

Fellow Martin explained that with the Redevelopment Ready Community certification accomplished, Charlevoix can begin the process of realizing one of the most direct benefits of the program – marketing the City's Priority Redevelopment. Five selected sites have been engaged for priority redevelopment status. He gave a briefing of the status of the marketing program, streamlined and transparent development process, priority redevelopment sites, and the specifics of the five selected sites. Fellow Martin and Director Dotson responded to questions from the Board members regarding the Redevelopment Program.

Motion by Member Wilkin, second by Member Dipert to support the priority sites selected for eventual submission to MEDC. Motion passed by unanimous voice vote.

B. AEDs in Downtown

Member Dipert advised that during a recent Business Owners meeting the topic of AEDs came up and it was requested that the DDA investigate adding some more in the downtown area so that they are easier to find during an emergency. The cost per unit is approximately \$600. The original discussion considered placement of one unit per block downtown. There are units already installed at City Hall and the Harbor Master Building.

Motion by Member Dipert, second by Member Wilkin to authorize the DDA Director to begin the process to purchase two AED units at a maximum cost of \$2,000 and connecting with the EMS Division and getting approval for two locations on the north and south side of downtown. Motion passed by unanimous voice vote.

C. Accreditation Information Session

Director Dotson stated that the Michigan and National Main Streets are hosting a virtual meeting to discuss the new Accreditation Standards and wish to have two or three Board members from each community plus the DDA Director attend. Members Dreyer and Wilkin volunteered to participate in the virtual meeting. Chair Owen indicated that she would call Michigan Main Street to express her concerns about the timing of the meeting and the reasoning behind why the DDA Director could not attend the meeting and report back to the Board rather than Board members having to attend.

9. Public Comments

John Haggard felt that they should put the word out that our roads are fixed "so come visit us".

10. Request for Future Agenda Items

Member Dreyer stated that in the Special Meeting minutes it indicated that he was against the idea of the alcohol being permitted and he was for it and was explaining opinions of the students he was polling. The Board members concurred that the correction be made to the Special Meeting minutes of June 2, 2021.

11. Board Comments

12. Adjourn

Meeting adjourned at 6:28 p.m.

Joyce Golding/fgm

Maureen Owens

Chair



CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

**Council Chambers and Zoom
Wednesday, April 14, 2021 at 6:00 PM
Meeting Minutes**

I. Call to Order/Roll Call

Chair Seely called the meeting to order at 6:03 PM.

Members Present in person: Seely, Matye, Bryan, Fruk, Oosthuizen
Members Via Zoom: Klinger/Charlevoix
Members Absent: Kelly, Gowell, Pemble
Staff Present: Knorr/Charlevoix, Anzell/Charlevoix

II. Inquiry Regarding Possible Conflicts of Interest

None

III. Determination of a Quorum

Yes

IV. Motion to Approve Minutes

A. December 9, 2020 Meeting Minutes

Chair Seely called for a motion to approve the December 9, 2020 meeting minutes. Motion made by Member Matye, second by Member Fruk. Motion passed by a unanimous voice vote.

All of the Agenda items are addressed in the Directors report below.

***Directors Report
Recreation Advisory Committee
April 2021***

In one word, BUSY. We had a busy fall and winter and I anticipate a busy spring and summer. Just like the weather we have quickly changed our focus to spring and summer. The crews at McSaubia finished end of season responsibilities last week overlapping with the golf crews starting during the same time. Public works is scrambling to get out trash cans and open rest rooms. Snowshoes have been quickly replaced by hiking boots and tennis shoes and the beaches are full of rock hunters and beach chairs. The playgrounds are full, and hammocks are already hanging at the new park.

My hope is that this overview of old and new business will speed up our meetings and lead to more interaction and discussion that is important to each of you as members of the RAC.

I am also highlighting various ways that RAC members might consider volunteering. As we increase programming, it becomes more apparent that we need to increase our volunteer base. For example, each candlelight hike takes 8 hours of volunteers to assist PER evening. That is help with set up, putting out candles, greeting and take down. This summer Beth has some interesting partnership opportunities for our farmers market. We hope to utilize volunteers at the booth, directing traffic flow, and even helping our senior customers carry produce to their car.

Finally, please welcome Cole Oosthuizen, our newest member! You will probably recognize Cole from the Clothing Company. Cole is a golfer, hiker, biker and overall user of parks and beaches. Cole also volunteered last year for our "Dress for Winter Success" classes at McSaubia. Cole and I went for a great hike just after his appointment and I think that he will be a great asset to the RAC.

Kent Knorr
Recreation Director

Old Business

Dog Park Updates

- March 15 City Council formally designated the area behind the ball fields as “City of Charlevoix Dog Park”
- Kent met with the Dog Park Advisory group last week and is working on a draft of rules
- Kent is working on a plan for fund raising with Dean Martin
 - Raising money for benches, trees, waste bags, and water fountain
- The fencing should be starting soon
- Anticipate the Dog Park in its simplest form will open around June 1st

Kayak Launch

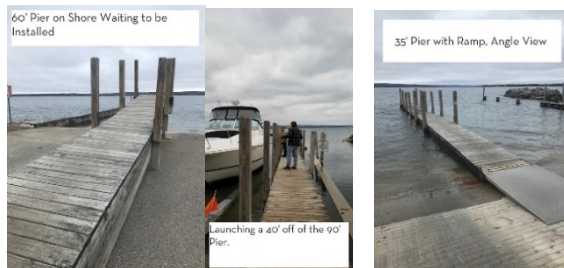
- Final funding was approved by City Council March 15th
- The install should be completed by the end of May
- Kent is working on signage
- Ribbon Cutting Ceremony will be scheduled for early summer

Jr. Main Street Ball Field Project

- Updated funding raising information is forthcoming
- Currently updating quotes for new soil

New Business

- Grants Submitted
 - Waterways Grant Submitted for \$84,000 for skid Piers at Ferry Beach



- Michigan Passport Grant Submitted for Michigan Beach Park Upland area
 - Includes pedestrian walkway, improved parking, 3 rain gardens, improvements to pathway and new overlook
- Ski Hill and Winter Programs Report
 - Attendance at the ski hill was up 20%
 - Staff did amazing work preparing and executing COVID guidelines
 - Candle Light hikes attendance ranged from 300 to 600

Spring and Summer Programs Updates

- T ball and Softball
 - Registration is starting this week for T ball
 - Seeking Coaches and field monitors
 - Softball will start registration next week
- Tennis
 - Lesson registration goes live this week

- We helped the school receive a grant for new tennis equipment from USTA- hopefully we will see increase participation in lessons
- Marina Updates
 - Pat Klooster retired from the Marina. He will assist with the training and start of the 2021 season
 - We have hired Denny McDermott as the new Harbormaster
 - Denny has 30 + years with Michigan DNR, including Petoskey State Park Supervisor
 - Petoskey Harbor Master
 - Harbor Springs Recreational Director
 - Experience developing the CAMIS software that we use at the Marina
 - We will be hiring about 5 new deckhands
- Golf Updates
 - Opened for Play April 9th
 - Honor System in April
 - We will have staff at the clubhouse limited hours in April
 - Junior Golf planning underway
 - Duffers League Wednesday nights
- Farmers Market
 - Beth has been working closely with MIFMA for 2021 guidelines
 - Partnerships in the works include the Health Department and Senior Center
 - Events MAY include live music, kids day, senior day, Jr. Marketeer, etc. More information coming soon
- Day Camp
 - Registration is FULL - waitlist is 20+ each week
 - Per our current guidelines we are limited to 60 children
 - The number is determined by the available space in the building to ensure social distancing, especially during a storm event
- Recreation Master Plan
 - We have selected Beckett & Raeder to complete our Master Plan
 - I had my initial meeting last week with B & R
 - I would like to have 2-3 members of our RAC serve as part of an advisory group to meet with B & R 2-3 times before the end of the year. This group will work with me to review and give input on the planning process
 - The full RAC will be involved in helping with promoting surveys and with assisting with public meetings.
 - There will be many opportunities to provide input.
 - Members Fruk, Matye and Oosthuizen said they would help with the 5-year master plan process.
- Inland Seas Fundraiser Idea
 - Inland Seas will be here on July 1 and will be taking out 45 day camp kids on expeditions through Round Lake and Lake Charlevoix
 - We have opportunity to rent the vessel that evening for \$600
 - Idea is to do a fundraiser for Day Camp Scholarships
 - 21 passengers
 - We will sell 15 tickets at \$100
 - Includes a pre-cruise dessert
 - Silent auction
 - Sunset cruise from 8:30-10:00

- We will sell approx. 25 tickets to the pre-cruise dessert at \$50
 - Includes the dessert
 - Silent Auction
 - Chance to bid on the 6 remaining spots on the cruise
- All proceeds will go the scholarship fund
- Maureen Owens from DDA has volunteered to help plan the event. Members Fruk and Matye also offered to help.
- Opportunity for RAC members to volunteer at the event and planning

V. Miscellaneous Business

Chair Seely commented that he liked the new Director's Report. Having the report ahead of time makes for quicker meetings. The Committee agreed they liked this new format.

Member Matye asked if the Recreation Department had applied for the Recreation Millage Grant. Director Knorr reported that due to timing issues, we did not apply this year.

Member Fruk asked if the stolen 4-wheeler had been replaced. Knorr told the committee that yes, we did replace the McSaubu 4-wheeler.

Matye asked about the repair to the pier at Lake Michigan Beach. Knorr informed the group that the pier is the responsibility of the Army Corp of Engineers.

Member Bryan asked about the Hammock Park. Fruk and Knorr reported on the process of checking the hammocks out from the Library.

Bryan asked if Beth could send the RAC a copy of the Friends of Ferry Beach Plan.

Seely asked Beth to remind the RAC Members of their term expirations.

Chair Seely welcomed new member Cole Oosthuizen.

VI. Call for Public Comment

None

VII. Adjournment

With no other business to discuss, Chairperson Seely called for a motion to adjourn at 7:10 PM. Motion made by Member Bryan, second Member Fruk. Motion passed by a unanimous voice vote.

Future meeting schedule: June 9, September 8 and December 8, 2021.

CHARLEVOIX CITY COUNCIL

Other Council Business

TITLE: Closed Session: City Manager Evaluation MCL 15.268(a)

DATE: August 2, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

It is the time for my annual personnel evaluation and pursuant to my right under the Michigan Open Meetings Act, I request Council enter closed session for purposes of conducting a periodic personnel evaluation of a public officer.

RECOMMENDATION:

Motion to enter Closed Session pursuant to MCL 15.268(a) for the purpose of conducting the annual evaluation of the City Manager pursuant to his request.