



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, May 7, 2018- 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 - April 16, 2018
 - B. Beer Tent Approval for Round Lake Music Festival
 - C. Renewal of AWOS Contract for the Airport
 - D. Revised MERS Health Care Savings Program Participation Agreements
 - E. Purchase Two Pickup Trucks for \$64,548
 - F. Purchase Front-end Loader for \$147,595
 - G. Purchase 5 Cubic Yard Plow/Dump Truck for \$171,814.61
 - H. Pavement Marking Proposal for \$16,089.30
 - I. Accounts Payable and Payroll Check Registers
- 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**
- 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 - April 16, 2018

DATE: May 7, 2018

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 16, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Shane Cole
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

- A. John Campbell
John Campbell received a Mayoral Proclamation recognizing him for his years of service on the Planning Commission and Shade Tree Commission.
- B. Tree City USA Designation
Mayoral proclamation in recognition of National Arbor Day and Earth Day and supporting the City's continuing certification as a Tree City USA.

4. Inquiry Regarding Conflicts of Interest

Mayor Kurtz disclosed he operates a business at the Airport but, he felt he did not have a conflict with the Airport consultant item.

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 – April 2, 2018
B. Accounts Payable and Payroll Check Registers
 a. Special Accounts Payable Check Register – April 3, 2018
 b. Regular Accounts Payable Check Register – April 17, 2018
 c. ACH Payments – April 2, 2018 to April 10, 2018
 d. Payroll Check Register – April 6, 2018
 e. Payroll Transmittal – April 6, 2018
 f. Tax Disbursement – April 17, 2018
C. Purchase Computer Backup System for WTP for \$11,125

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

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy
Nays: None
Absent: Cole

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Site Plan Review: Silva Property Management (The Lodge) 120 Michigan Avenue
Zoning Administrator Scheel stated that the Planning Commission conducted a site plan review on a request from Shoreline Architecture and Design on behalf of Lodge Development Co. LLC. The request is to add a third story to the building at 120 Michigan Ave. The third story would create a net increase of sixteen motel units, and the footprint of the building will remain the same. The Planning Commission found that the submitted site plan meets the standards of the zoning ordinance and is recommending approval with two modifications:
 a. Zoning Administrator will work with applicant to install landscaping to minimize site and sound to the adjacent property owner on the east side of the project. This will include both deciduous and non-deciduous trees of varying heights.
 b. The entrance to the inner parking lot will be a minimum of 20 feet wide per the request of the Charlevoix Township Fire Department.

Mike Pattullo, Shoreline Architecture & Design, reviewed the site plans and answered questions from Council. He noted that Mr. Silva's goal was to convert this hotel into a first class destination and to be respectful of the building as an Earl Young designed property. Paul Silva, property owner, commented that the timeline will allow for a Spring 2019 re-opening. City Manager Heydlauff recommended approval of the plan.

Mayor Kurtz opened the item to public comment. There was no comment and the item was closed.

Motion by Hagen, second by Kalbfell, to approve the site plan for Silva Property Management (The Lodge) 120 Michigan Avenue as recommended by the Planning Commission which includes the Commission's two conditions of approval.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

B. Selection of Airport Consultant

City Manager Heydlauff stated that as part of the Airport Capital Improvement Plan, the FAA and the State of Michigan require airport sponsors go through a consultant selection process every five years. To comply with the requirements set forth by the FAA and MDOT, the airport advertised and received Statements of Qualifications from two consulting firms. After reviewing the SOQ's, the consultant selection committee made the unanimous recommendation to continue working with RS&H.

Mayor Kurtz opened the item to public comment. There was no comment and the item was closed.

Motion by Oleksy, second by Kalbfell, to approve the continuation of RS&H as the airport consultants and engineers through 2023.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

C. Electric Green Pricing Programs

Electric Superintendent Swem stated that Michigan passed legislation requiring all electric utilities to offer a "Green Pricing Program". Customers will be able to choose between 25%, 50%, 75%, and 100% of their power to come from renewable (green) sources, such as wind, solar, hydro or landfill gas and pay the additional cost at \$0.01 per kWh of their monthly usage times the percentage chosen. He stated that the program is completely voluntary.

Mayor Kurtz opened the item to public comment. There was no comment and the item was closed.

Motion by Perron, second by Kalbfell, to amend the 2018-2019 fee schedule to add provisions for the "Green Pricing Program" as described.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

D. Recreation Program Discounts

Recreation Director Knorr stated that staff identified a need in the community, as an incentive, to offer discounts as they apply to program marketing, multi-sibling and/or multi-week program participation. He stated that the savings could encourage families to participate in additional weeks during the summer. Additionally, we may offer discounts through social media promotions or partnerships. He noted that any offered discount will be tracked through the Rec Desk software and used to evaluate outcomes. The intent is to create value and increase attendance.

Mayor Kurtz opened the item to public comment. There was no comment and the item was closed.

Motion by Kalbfell, second by Perron, to authorize the Recreation Director to offer program discounts or fee reductions for our activities and services beyond the previously set rates.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

E. Technology Improvements

City Manager Heydlauff proposed the second phase of technology work be completed which continues to build out the City's internal fiber optic network. This allows us to better secure our information and also builds the backbone toward providing public, high-speed wireless internet service. He commented that we will be coupling this work with staff training on how to be savvy with data security and ways to improve. City Manager Heydlauff commented that while these improvements will not likely be seen publicly, it is important that the internal functions of our organization are safe and secure.

Mayor Kurtz opened the item to public comment. There was no comment and the item was closed.

Motion by Kalbfell, second by Hagen, to authorize the technology updates as described for \$129,707.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

F. Purchase of ESRI GIS Software

City Manager Heydlauff stated that over the years, we have worked toward more complete mapping details for our utility services (geographic information systems or GIS.) ESRI is the largest provider of GIS information and would host our data and make it

accessible for a wide variety of uses. Beyond the traditional utilities, GIS data can be used for economic development functions and land use planning. Staff will be able to use tablets in the field to track the flow of lines and plan for repairs. They will also be able to track repairs and improvements made to the systems over time and graphically show where we are seeing system problems. City Manager Heydlauff stated that the cost for this package is \$25,650 but, we believe we can charge this expense to our SAW grant and just pay a 10% match.

Mayor Kurtz opened the item to public comment. There was no comment and the item was closed.

Motion by Kalbfell, second by Hagen, to authorize the City Manager to approve an agreement with ESRI for GIS services for \$25,650 in accord with their proposal and authorize this expense be charged to SAW [City pays 10%].

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

8. Reports & Communications

A. Public Comment

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Water Department received very positive comments from the DEQ inspection
- Thanks to DPW for the exhaustive snowplowing efforts over the weekend
- Chief Doan is contemplating a change to the parking ordinance to accommodate special restrictions due to heavy storms
- Annual MPPA Stakeholders meeting is May 23 in Grand Rapids
- Draft public participation plan as a part of the Redevelopment Ready Communities scheduled for May
- Draft remote participation policy for boards/committees scheduled for May

C. Mayor & Council Comments

- Oleksy cautioned folks that he had a flat tire due to parking near the construction site.
- Mayor Kurtz congratulated Desiree Linden who took first place in the Boston Marathon. Ms. Linden has a home in Charlevoix.

9. Other Council Business

A. Closed Session – Pending Union Negotiations

City Manager Heydlauff requested that Pursuant to MCL 15.268(c), Council enter closed session for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement. We will begin negotiation of a new CBA with the Communication Workers of America next week.

Motion by Kalbfell, second by Hagen, to enter Closed Session in accord with MCL 15.268(c) for the purpose of discussion strategy related to a collective bargaining agreement.

Yeas: Hagen, Bryan, Kalbfell, Perron, Oleksy

Nays: None

Absent: Cole

Council moved into Closed Session at 6:49 p.m. Council resumed Open Session at 7:08 p.m.

10. Adjourn

The Mayor adjourned the meeting at 7:08 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

	Special Accounts Payable – 04/03/2018	
DCASSESSING SERVICES	4,371.08	TOTAL 4,371.08

	Regular Accounts Payable – 04/17/2018	
ACCESS LOCKSMITHING INC	326.00	BAKER COLLEGE OF CADILLAC 45.00
ACE HARDWARE	1,521.49	BEAVER ISLAND BOAT CO 4,927.31
ACME SPORTS INC	2,491.94	BIOMEDICAL SOLUTIONS 1,330.60
ALL-PHASE ELECTRIC SUPPLY CO.	213.58	BOUND TREE MEDICAL LLC 85.58
AMERICAN WASTE INC.	3,062.76	BRADFORD'S 39.00
APX INC.	82.72	CARQUEST OF CHARLEVOIX 858.25
ARBOR DAY FOUNDATION	20.00	CCI SOUTH LLC 105.00
AUTO VALUE	816.18	CDW GOVERNMENT INC. 1,178.33
AVFUEL CORPORATION	17,784.70	CHARLEVOIX AREA CHAMBER OF COMM 10,000.00
B & L SOUND INC	258.90	CHARLEVOIX COUNTY FIRE 78.00

CHARLEVOIX SEWER & DRAIN	225.00	NORTHERN PUMP & WELL	10,215.00
CHARLEVOIX TOWNSHIP	3,703.50	NORTHWEST HYDRAULICS & ENGRG.	411.77
CHARTER COMMUNICATIONS	221.99	OHM ADVISORS	10,040.00
CHEMICAL SYSTEMS INC.	3,360.00	OLESON'S FOOD STORES	26.25
CINTAS CORPORATION	105.55	OLSON BZDOK & HOWARD	558.00
CITY OF CHARLEVOIX - MISC	13,341.60	OMS COMPLIANCE SERVICES INC	78.75
CITY OF CHARLEVOIX - UTILITIES	33,615.88	OTEC	294.00
CPSM	5,000.00	PARASTAR INC.	931.74
DELL MARKETING L P	3,394.59	PHYSICIAN'S CLINIC OF CHARLEVOIX	115.00
DITCH WITCH GLOBAL ACCOUNTS	16,516.82	POLLARD WATER	67.80
DROST, MATTHEW	48.42	POWER LINE SUPPLY	7,158.49
E-CONOLIGHT	299.98	POWERPLAN	982.99
EJ USA INC.	1,345.32	PREIN & NEWHOF	48,039.99
ELLSWORTH FARMER'S EXCHANGE	268.77	PRESTON FEATHER	277.55
EMERGENCY MEDICAL PRODUCTS INC	642.07	PURITY CYLINDER GASES INC	126.84
FAMILY FARM & HOME	1,302.35	RANGE TELECOMMUNICATIONS	139.20
FASTENAL COMPANY	202.72	RILEY, DANIEL	132.00
FREEDOM MAILING SERVICES INC.	2,274.83	RS&H MICHIGAN INC	9,960.00
GOLDING, JOYCE M.	174.23	SCHWARTZFISHER, JOSEPH L.	73.08
HACH COMPANY	717.45	SEARS COMMERCIAL ONE	34.99
HERZOG ELECTRIC	183.80	SHORELINE POWER SERVICES INC.	5,176.50
HYDRO CORP	530.00	SPARTAN DISTRIBUTORS INC	145.10
J. BIGGERSTAFF BUILDER	910.00	SPAULDING MFG. INC.	1,779.46
JOHNNY MAC'S SPORTING GOODS	222.86	SPOK INC	566.85
KEVIN'S METER TESTING	2,847.24	STANDARD ELECTRIC CO	26.69
KMart	72.75	STANLEY, MARK	40.00
KOBET, KEITH	150.00	STATE OF MICHIGAN	345.00
KOORSEN FIRE & SECURITY	185.27	STATE OF MICHIGAN	25.00
KSS ENTERPRISES	145.56	STATE OF MICHIGAN	100.00
LABLANCE, LUKE	30.00	STEVENS, BRANDON C.	65.00
LAVOIE, RICHARD L.	80.00	STONECROFT FARMS LLC	3,285.00
MCCARDEL CULLIGAN-PETOSKEY	50.00	STRYKER SALES CORPORATION	2,005.29
MCMMASTER-CARR	180.46	TERMINAL SUPPLY CO	350.91
MEIR, CHRISTIE	466.04	TOP LINE	585.00
MI-AWWA	330.00	TRAP-IT	160.00
MICHIGAN APPRAISAL CO INC	1,200.00	TRAVERSE CITY RECORD EAGLE	957.00
MICHIGAN ASSN OF MUNICIPAL CLERKS	525.00	U S BANK	500.00
MICHIGAN CAT	258.77	UP NORTH PROPERTY SERVICES LLC	319.00
MICHIGAN OFFICEWAYS INC	2,727.94	USA BLUE BOOK	2,304.17
MODE DETAILING	600.00	UTILITY FINANCIAL SOLUTIONS	29,800.00
MUTT MITT	1,629.51	VILLAGE GRAPHICS INC.	381.32
NORTHERN CREDIT BUREAU	354.15	WORK & PLAY SHOP	82.51
NORTHERN MICHIGAN REVIEW INC.	8,463.50	TOTAL	292,792.50

ACH Payments – 04/02/2018 to 04/10/2018

MI PUBLIC POWER AGENCY	23,614.36	VANTAGEPOINT (457 ICMA PLAN)	14,147.84
IRS (PAYROLL TAX DEPOSIT)	33,083.37	VANTAGEPOINT (ROTH IRA)	1,186.53
ALERUS FINANCIAL (HCSP)	400.00	STATE OF MI (SALES TAX)	17,802.16
STATE OF MI (WITHHOLDING TAX)	5,003.74	MI PUBLIC POWER AGENCY	23,872.56
VANTAGEPOINT (401 ICMA PLAN)	742.50	TOTAL	119,863.06

Payroll Net Pay – Pay Period Ending 03/31/2018 (Paid 04/06/2018)

PERRON, LEON R.	593.12	FLICKEMA, ANDREW M.	2,121.54
KURTZ, LUTHER J.	828.84	MATELSKI, KIMBERLY A.	1,213.18
HAGEN, AARON W.	420.19	RILEY, DENISE M.	448.67
OLEKSY, THOMAS M.	367.81	WURST, RANDALL W.	1,337.19
KALBFELL, JANET P.	570.26	MAYER, SHELLEY L.	1,873.34
BRYAN JR, GREGORY T.	334.78	HILLING, NICHOLAS A.	1,466.50
HEYDLAUFF, MARK L.	2,648.97	MEIER III, CHARLES A.	1,090.22
GOLDING, JOYCE M.	2,149.64	ZACHARIAS, STEVEN B.	1,318.07
DEROSIA, PATRICIA E.	584.72	NEWMAN, MARK J.	858.39
DOTSON, LINDSEY J.	1,477.97	SWEM, DONALD L.	1,928.82
LOY, EVELYN R.	1,086.31	EATON, BRAD A.	1,755.64
KLOOSTER, ALIDA K.	1,985.43	WILSON, TIMOTHY J.	2,312.89
GOLOVICH, KAREN J.	969.62	LAVOIE, RICHARD L.	1,819.81
SPENCLEY, PATRICIA L.	858.37	STEVENS, BRANDON C.	2,134.60
MILLER, FAITH G.	21.06	DRAVES, MARTIN J.	1,650.56
MCGINN, KELLY A.	1,653.10	BROWN, STEPHANIE C.	4,094.09
JOLLETTE, MELISSA N.	330.24	ANDERSON, ELIZABETH A.	1,240.04
DOAN, GERARD P.	1,650.59	ELLIOTT, PATRICK M.	2,056.97
SCHLAPPI, JAMES L.	1,330.83	SCHWARTZFISHER, JOSEPH L.	1,138.91
UMULIS, MATTHEW T.	1,433.27	BRADLEY, KELLY R.	1,302.97
HANKINS, SCOTT A.	1,557.25	HART II, DELBERT W.	1,258.95
ORBAN, BARBARA K.	1,114.91	JONES, ROBERT F.	1,158.71
WILLIAMS, ASHLEY M.	1,502.16	DORAN, JUSTIN J.	1,478.92

FARRELL, MITCHELL L.	1,525.44	MCMULLEN, DONALD R.	2,227.33
KIRINOVIC, THOMAS F.	239.97	MCFARLAND, JONATHAN A.	235.16
MILAN, JANE E.	74.81	SILVA, JESSE L.A.	800.55
ANZELL, BETH A.	732.14	SEHL, JENNA R.	264.28
BOSS, BEAU J.	876.72	RILEY, DANIEL A.	944.26
HEID, THOMAS J.	1,285.80	WHEELER, MICHAEL W.	1,377.28
VANLOO, JOSEPH G.	365.27	COLE, SHANE	662.61
WYMAN, MATTHEW A.	1,459.48	DOAN, GERARD P.	181.89
BOSS, RYDER S.	232.29	SCHLAPPI, JAMES L.	1,580.38
MILLER, WILLIAM S.	1,505.31	UMULIS, MATTHEW T.	175.84
DOUGLAS, MARK	528.94	HANKINS, SCOTT A.	175.35
HASTINGS, MICHAEL A.	422.01	ORBAN, BARBARA K.	943.86
TRAVERS, MANUEL J.	2,265.16	WILLIAMS, ASHLEY M.	169.30
STEVENS, JEFFREY W.	46.17	FLICKEMA, ANDREW M.	169.30
BIXBY, JAMES R.	268.06	WHITLEY, ANDREW T.	1,798.31
RILEY, CASEY W.	344.04	MORRISON, KEVIN P.	1,068.76
JONES, LARRY M.	948.02	JOHNSON, STEVEN P.	1,019.43
FLORE, ROBERT A.	240.07	BOSS JR, DALE E.	1,235.16
WILLSON, BRENDA R.	2,440.94	HOLM, ARTHUR R.	976.16
BEAN, PETER J.	384.42		
MCCALIB, RACHELLE L.	425.82	TOTAL	95,144.51

Payroll Transmittal – 04/06/2018

4FRONT CREDIT UNION	628.84	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	158.28	COMMUNICATION WORKERS OF AMER	544.22
AMERICAN FAMILY LIFE	380.52	MI STATE DISBURSEMENT UNIT	323.45
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	52.00	PRIORITY HEALTH	1,702.37
CHARLEVOIX STATE BANK	1,160.77	TOTAL	5,321.45

Tax Disbursement – 04/17/2018

CHARLEVOIX COUNTY TREASURER	2,378.38	CHARLEVOIX PUBLIC SCHOOLS	128.51
CHARLEVOIX COUNTY TREASURER	1.92	CITY OF CHARLEVOIX - TAXES DUE	3,365.09
CHARLEVOIX DISTRICT LIBRARY	457.52	RECREATIONAL AUTHORITY	85.80
CHARLEVOIX PUBLIC SCHOOLS	642.56	STATE OF MICHIGAN	6,156.52
CHARLEVOIX PUBLIC SCHOOLS	128.51	TOTAL	13,344.81

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Beer Tent Approval for Round Lake Music Festival

DATE: May 7, 2018

BACKGROUND:

Live from Charlevoix will be presenting the Round Lake Music Festival on Saturday, May 26th and Sunday, May 27th. Three bands will perform in Odmark Pavilion each day. The event has requested to place a beer tent in the north end of East Park.

The City of Charlevoix City Code, Section 3.14 (alcoholic beverages- consumption prohibited in certain places), states:

It shall be unlawful for any person to consume alcoholic beverages in any part of any park which lies within one thousand (1,000) feet U.S. Highway 31, except that such restriction does not extend to privately owned vessels moored in the yacht basin nor does it extend to any specific function authorized by the city manager, provided, however, that any person or persons or legal entity authorized to control any playground, recreational area or athletic field covered by this chapter which property is not owned, leased or rented by the City of Charlevoix, may extend authority to consume alcoholic beverages on said premises, upon written notification to the city manager.

RECOMMENDATION:

Motion to allow the City Manager to waive the provision in the City Code under *Title III: Parks and Public Grounds, Chapter 31, Section 3.14* for the Round Lake Music Festival.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Renewal of AWOS Contract for the Airport

DATE: May 7, 2018

BACKGROUND:

The airport has a contract with the Michigan Department of Transportation (MDOT) for the Automated Weather Observation System (AWOS). The State of Michigan is requesting a resolution be passed that specifically names the officials authorized to sign the AWOS contract.

RECOMMENDATION:

Motion to adopt Resolution 2018-05-02 authorizing the City Manager to execute the MDOT Contract No. 2018-0390 for the Weather Observation System and Data Dissemination System.

ATTACHMENTS:

- ▣ Resolution 2018-05-02

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-05-02
EXECUTION OF MDOT CONTRACT NO. 2018-0390
WEATHER OBSERVATION SYSTEM AND DATA DISSEMINATION SYSTEM

WHEREAS, the Charlevoix Municipal Airport operates and maintains a Weather Observation and Data Dissemination System;
and

WHEREAS, the system is made up of three components (a) the Weather Briefing System, (b) Automated Weather Observation System (AWOS), and (c) a system to collect the AWOS data for national dissemination (Data Collection System);
and

WHEREAS, the continued operation and maintenance of the Weather Observation and Data Dissemination system is required by the Federal Aviation Agency (FAA) and the Michigan Department of Transportation's Office of Aeronautics (MDOT) for aviation safety and efficiency.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the MDOT Contract No. 2018-0390 for the Weather Observation System and Data Dissemination System Contract after review by the City Attorney.

RESOLVED this 7th day of May, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Revised MERS Health Care Savings Program Participation Agreements

DATE: May 7, 2018

BACKGROUND:

The City of Charlevoix has allowed some employees to participate in a Health Care Savings Program with MERS. This program allows individual employees to put pre-tax money into medical savings account that can be used on medical services after the employee leaves employment with the City of Charlevoix. The City does not contribute to this plan.

The original plans were set up by a person's job title and in some cases by date of hire. When an employee that was participating to this plan left employment with the City of Charlevoix, it was not clear if the new employee would be required to contribute to this program or not. In order to make things consistent and not force new employees to contribute to this program, we had all agreements with MERS revised to reflect the position and date of hire. Any new employees would then be able to make a decision whether they would like to participate in this program or not.

ATTACHMENTS:

- ❑ City Treasurer MERS HCSP Revision
- ❑ Police Chief - MERS HCSP Revision
- ❑ Golf Superintendent - MERS HCSP Revision
- ❑ City Manager - MERS HCSP Revision
- ❑ DPW Superintendent - MERS HCSP Revision

MERS Health Care Savings Program Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

I. PARTICIPATING EMPLOYER

Employer Name: _____
(Name of municipality or court)

Municipality Number: _____ **Division Number:** _____

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:

(Date)

2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: _____

(Date)

The original Health Care Savings Program was effective: _____
(Date)

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/ employee classifications ("Covered Group"), in Health Care Savings Program. **Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator.** If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

(Name/s of HCSP covered group/s)

IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

MERS Health Care Savings Program Participation Agreement

V. EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

The Participating Employer hereby elects to make contributions to the Trust. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the Employer, to be credited to the individual accounts of Eligible Employees as follows:

Check one or more (A, B, and/or C):

- A. ☐ **Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

Contribution structure (specify):

--

Vesting Cycle For Basic Employer Contributions Only. The employer contributions identified in this Participation Agreement are subject to the following vesting cycle.

- ☐ Immediate Vesting upon Participation
- ☐ Cliff Vesting: The participant is 100% vested upon _____ year(s).
(Stated years)
- ☐ Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

FORFEITURE PROVISION. Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall:

Check only one:

- ☐ Remain in the HCSP sub-trust to be reallocated among all Plan participants equally
- ☐ Remain in the HCSP sub-trust to be used to offset future Employer Contributions
- ☐ Be transferred to the Retiree Health Funding Vehicle ("RHFV")

MERS Health Care Savings Program Participation Agreement

- B. ☐ Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify):

--

- C. ☐ Mandatory Leave Conversion (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*

Check one or more:

- | | | | |
|--------------------------|---|--------------------------------|--|
| ☐ | As of _____,
Annual date or X weeks before termination | _____ % of _____
Percentage | Type of Leave Conversion (sick,
vacation, etc.) |
| | must be contributed to the HCSP. | | |
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MERS Health Care Savings Program Participation Agreement

Post-Tax Employee Contributions. Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

VII. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

VIII. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the ____ day of _____, 20__ at the official meeting held by _____.
(Name of approving employer)

Authorized Signature: _____

Title: _____

Witness Signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20__

(Authorized MERS signatory)

MERS Health Care Savings Program Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

I. PARTICIPATING EMPLOYER

Employer Name: _____
(Name of municipality or court)

Municipality Number: _____ **Division Number:** _____

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:

(Date)

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The original Health Care Savings Program was effective: _____
(Date)

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

III. COVERED EMPLOYEE GROUPS

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(Name/s of HCSP covered group/s)

IV. ELIGIBLE EMPLOYEES

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MERS Health Care Savings Program Participation Agreement

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Check one or more (A, B, and/or C):

- A. ☐ **Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

Contribution structure (specify):

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- ☐ Immediate Vesting upon Participation
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- ☐ Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
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MERS Health Care Savings Program Participation Agreement

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Contribution structure (specify):

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Dated: _____, 20__

(Authorized MERS signatory)

MERS Health Care Savings Program Participation Agreement



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www.mersofmich.com

I. PARTICIPATING EMPLOYER

Employer Name: _____
(Name of municipality or court)

Municipality Number: _____ **Division Number:** _____

II. EFFECTIVE DATE

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The original Health Care Savings Program was effective: _____
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MERS Health Care Savings Program Participation Agreement

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MERS Health Care Savings Program Participation Agreement

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Contribution structure (specify):

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MERS Health Care Savings Program Participation Agreement

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(Name of approving employer)

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Title: _____

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Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20__

(Authorized MERS signatory)

MERS Health Care Savings Program Participation Agreement



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www.mersofmich.com

I. PARTICIPATING EMPLOYER

Employer Name: _____
(Name of municipality or court)

Municipality Number: _____ **Division Number:** _____

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MERS Health Care Savings Program Participation Agreement

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Contribution structure (specify):

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(Stated years)
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MERS Health Care Savings Program Participation Agreement

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Contribution structure (specify):

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MERS Health Care Savings Program Participation Agreement

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I. PARTICIPATING EMPLOYER

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Title: _____

Witness Signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20__

(Authorized MERS signatory)

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Purchase Two Pickup Trucks for \$64,548

DATE: May 7, 2018

BACKGROUND:

In the approved 2018/19 budget we have allocated money to purchase two new pickup trucks. One is a four wheel drive truck for the meter reader, and the other is a 3/4 ton four wheel drive. The meter reader truck that we have priced out is a Chevrolet Colorado. This truck is used by the meter reader only and is not expected to haul or tow much, if anything. By going to the smaller truck the gas mileage is better than a larger truck. The Chevrolet, 3/4 ton HD, four wheel drive, will be a truck used by the DPW department for plowing in the winter and general use in the summer. The quote provided includes an 8'2" V-Plow with all of the mounting hardware to operate the plow. Both vehicles include an additional light package for safety. Attached are the specifications for both vehicles that include detailed information along with warranty information.

Through the MI DEAL program we received two prices, one from Berger Chevrolet and one from Todd Wenzel Chevrolet. Berger Chevrolet was low bidder for both vehicles. The bid for the meter reader truck was \$27,289 and the bid for the 3/4 ton was \$37,259. In total we are under budget for these two purchases by \$25,450.

We have purchased a number of vehicles from Berger Chevrolet and have never had any issues with them.

RECOMMENDATION:

Motion to approve the purchase of one Colorado pickup truck from Berger Chevrolet for a total price of \$27,289 and the purchase of one Chevrolet, 3/4 ton HD, pickup for the cost of \$37,259.

ATTACHMENTS:

- ▣ 2018 Colorado Spec.
- ▣ 2018 Plow Truck

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$27,289.00

Vehicle Description:

Number of units 1

Year 2018

Make Chevrolet

Total Bid Amount \$27,289.00

Model Colorado ext cab 4wd

Vendor:

Berger Chevrolet Inc.

Bid Prepared For :

Address 2525 28th Street S.E.

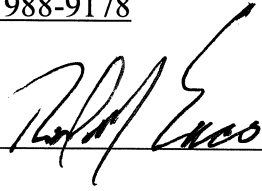
City of Charlevoix

Grand Rapids, MI 49512

Phone (616) 949-5200

Price includes title fee and delivery.

Fax (616) 988-9178

Signature 

Printed Signature Robert M. Evans

Date 4/9/2018



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Charlevoix 2018 Chevrolet Colorado (12M53) Ext Cab

Selected Model and Options

MODEL	
CODE	MODEL
12M53	2018 Chevrolet Colorado 4WD Ext Cab 128.3" Work Truck

COLORS	
CODE	DESCRIPTION
GAZ	Summit White

OPTIONS	
CODE	DESCRIPTION
4WT	Work Truck Preferred Equipment Group includes standard equipment
AR7	Seats, front bucket (STD)
B38	Floor covering, full-length Black vinyl
C5G	GVWR, 5600 lbs. (2540 kg) (Standard on Extended Cab models with (LCV) 2.5L I4 engine only.) (STD)
CGN	Bedliner, Spray-on, Black with Chevrolet logo (Not available with (5VQ) Bedliner with Integral Storage Compartments, LPO, (VZX) Bedliner, LPO, (VBR) rubber bed mat, LPO, (VUK) tailgate liner, LPO or any Ship Thru code.)
FE9	Emissions, Federal requirements
GAZ	Summit White
GT5	Rear axle, 4.10 ratio (Requires (LCV) 2.5L I4 engine. Not included on Crew Cab models.)
H2Q	Jet Black/Dark Ash, Vinyl seat trim
IOB	Audio system, Chevrolet MyLink Radio with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes USB ports, auxiliary jack, Bluetooth streaming audio for music and most phones; featuring Android Auto and Apple CarPlay capability for compatible phone (STD)
LCV	Engine, 2.5L I4, DI, DOHC, VVT (200 hp [149.0 kW] @ 6300 rpm, 191 lb-ft of torque [259 N-m] @ 4400 rpm) (Not included on Crew Cab models.) (STD)



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Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Charlevoix 2018 Chevrolet Colorado (12M53) Ext Cab

OPTIONS	
CODE	DESCRIPTION
MYB	Transmission, 6-speed automatic, HMD, 6L50 (Standard on Extended Cab models. Requires (LCV) 2.5L I4 engine or (LWN) 2.8L Duramax Turbo-Diesel engine. Available on Crew Cab models.) (STD)
QDC	Tire, compact spare T175/80R18, blackwall (Requires (RTX) 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum, compact spare wheel.) (STD)
QJJ	Tires, P265/70R16 all-season, blackwall (STD)
RS2	Wheels, 16" x 7" (40.6 cm x 17.8 cm) Ultra Silver Metallic steel (STD)
ZY1	Solid Paint
Options Total	

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Mark's BODY SHOP

Mark DeHoek mark-time@sbcglobal.net
6503 S. Division Ave. • Grand Rapids, MI 49548
616-455-3025 or 888-455-3025 • FAX 616-455-3788
www.mbs-onlinesales.com

Quote

To BERGER/ CHARLEVOIX
Address COLORADO PICK UP
City _____ State _____ Zip _____
Contact _____ Phone _____

Quote # **12824**
Date **4/5/2018**

Prices Good For 30 Days

**Freight Extra unless
specified otherwise**

Qty	Part	Description
1		S.O.S. AMBER / GREEN LED MINI BAR.
4		CODE 3 ULTMC-AG AMBER / GREEN LEDS FOR GRILLE AND REAR LOWER BOX
1		INSTALL MATERIALS LABOR TO INSTALL



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Charlevoix 2018 Chevrolet Colorado (12M53) Ext Cab

Standard Equipment

Mechanical

Engine, 2.5L I4, DI, DOHC, VVT (200 hp [149.0 kW] @ 6300 rpm, 191 lb-ft of torque [259 N-m] @ 4400 rpm) (Not included on Crew Cab models.) (STD)

Transmission, 6-speed automatic, HMD, 6L50 (Standard on Extended Cab models. Requires (LCV) 2.5L I4 engine or (LWN) 2.8L Duramax Turbo-Diesel engine. Available on Crew Cab models.) (STD)

Rear axle, 4.10 ratio (Requires (LCV) 2.5L I4 engine. Not included on Crew Cab models.)

GVWR, 5600 lbs. (2540 kg) (Standard on Extended Cab models with (LCV) 2.5L I4 engine only.) (STD)

Transfer case, electric, 2-speed

Four wheel drive

Brakes, 4-wheel antilock, 4-wheel disc

Exterior

Pickup box (STD)

Wheels, 16" x 7" (40.6 cm x 17.8 cm) Ultra Silver Metallic steel (STD)

Tires, P265/70R16 all-season, blackwall (STD)

Tire, compact spare T175/80R18, blackwall (Requires (RTX) 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum, compact spare wheel.) (STD)

Recovery hooks, front (Deleted when (PDZ) Chrome Appearance Package, LPO is ordered.)

Wheel, compact spare, 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum (Standard with (LCV) 2.5L I4 engine only. Not included on Crew Cab models.)

Bumper, rear chrome

CornerStep, rear bumper

Moldings, Black beltline

Headlamps, halogen with automatic exterior lamp control

Cargo box light, back of cab

Mirrors, outside remote with manual-folding, Black

Glass, windshield shade band

Door handles, Black

Tailgate, locking

Tailgate handle, Black

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Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Charlevoix 2018 Chevrolet Colorado (12M53) Ext Cab

Entertainment

Audio system, Chevrolet MyLink Radio with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes USB ports, auxiliary jack, Bluetooth streaming audio for music and most phones; featuring Android Auto and Apple CarPlay capability for compatible phone (STD)

Audio system feature, 6-speaker system

Audio system feature, USB port, located on instrument panel

Interior

Seats, front bucket (STD)

Seat adjuster, driver 4-way power with manual recline

Seat adjuster, passenger 2-way manual fore/aft with manual recline

Seats, dual rear with underseat storage (Extended Cab models only.)

Console, floor, front compartment, custom

Floor covering, color-keyed carpeting

Floor mats, carpeted front (Deleted when (B38) full-length Black vinyl floor covering is ordered. Requires (B30) color-keyed carpeting floor covering.)

Floor mats, carpeted rear (Requires (B30) color-keyed carpeting floor covering.)

Steering wheel, urethane

Steering column, tilt, manual

Speedometer, miles/kilometers

Display, driver instrument information enhanced, one color

Windows, power with driver Express-Up and Down

Door locks, power

Theft-deterrent system, immobilization

Air conditioning, single-zone manual climate control

Handles, door release, front and rear, Jet Black

Mirror, inside rearview manual day/night

Visors, driver and front passenger with passenger vanity mirror

Lighting, interior, center dome

Safety-Mechanical

StabiliTrak, stability control system

Traction control, electronic

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Charlevoix 2018 Chevrolet Colorado (12M53) Ext Cab

Safety-Exterior

Daytime Running Lamps

Safety-Interior

Air bags, dual-stage frontal and front-seat-mounted side-impact for driver and front passenger, head-curtain for front and rear outboard seating positions and front Passenger Sensing System (Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Rear Vision Camera

Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report gives you information on your teen's driving habits and helps you to continue to coach your new driver

Tire Pressure Monitor System

WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Years: 2

Maintenance Miles/km: 24,000

Maintenance Note: 2 Visits

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BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$37,259.00

Number of units 1

Total Bid Amount \$37,259.00

Vehicle Description:

Year 2018

Make Chevrolet

Model 2500 Silverado w/t
reg cab 4wd
w/plow and lights

Vendor:

Berger Chevrolet Inc.

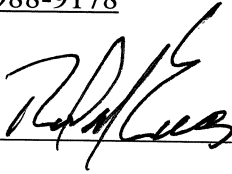
Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Signature



Printed Signature Robert M. Evans

Date 4/9/2018

Bid Prepared For :

City of Charlevoix

Price includes title fee and delivery.



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

JJYU 2018 Chevrolet Silverado 2500HD (CK25903) 4WD Reg Cab

Selected Model and Options

MODEL

CODE	MODEL
CK25903	2018 Chevrolet Silverado 2500HD 4WD Reg Cab 133.6" Work Truck

COLORS

CODE	DESCRIPTION
GAZ	Summit White

OPTIONS

CODE	DESCRIPTION
1WT	Work Truck Preferred Equipment Group includes standard equipment
5H1	Key equipment, two additional keys for single key system Provides two additional spare keys for a total of (4). (Keys will be cut but not programmed) (Not available with (9J4) rear bumper delete or (5Z4) spare wheel, carrier and lock delete. Requires (E63) pickup box.)
9L7	Upfitter switches, (4) Provides 4-30 amp circuits to facilitate installation of aftermarket electrical accessories (Included with (ANQ) Alaskan Snow Plow Special Edition.)
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD) (Upgradeable to (AZ3) front 40/20/40 split-bench seat.)
DF2	Mirrors, outside high-visibility vertical trailing, Black with manual folding and extension and lower convex spotter glass (Not available with (PCR) WT Fleet Convenience Package.)
E63	Pickup box (STD)
FE9	Emissions, Federal requirements
GAZ	Summit White
GEH	GVWR, 9500 lbs. (4309 kg) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine. Not available with CK25943 or CC25903 model.)



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Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

JJYU 2018 Chevrolet Silverado 2500HD (CK25903) 4WD Reg Cab

OPTIONS

CODE	DESCRIPTION
GT5	Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)
H2Q	Dark Ash with Jet Black Interior Accents, Vinyl seat trim
IOB	Audio system, Chevrolet MyLink Radio with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones
JL1	Trailer brake controller, integrated (Included with (PCN) Silverado HD Custom. With (E63) pickup box, requires available (Z82) trailering equipment. Available to order as a free flow option with (ZW9) pickup box delete or (9J4) rear bumper delete.)
K4B	Battery, 730 cold-cranking amps, auxiliary (Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)
KI4	Power outlet, 110-volt AC (Included with (PCN) Silverado HD Custom.)
KW5	Alternator, 220 amps (Included with (VYU) Snow Plow Prep Package when ordered with gas or diesel engines.)
L96	Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm) (STD)
MYD	Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)
NZ4	Wheels, 17" x 7.5" (43.2 cm x 19.1 cm) full-size, steel spare. (Requires 17" wheels and tires.)
NZZ	Underbody Shield, frame-mounted shields includes front underbody shield starting behind front bumper and running to first cross-member, protecting front underbody, oil pan, differential case and transfer case (Included with (VYU) Snow Plow Prep Package.)
PYN	Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. (STD)

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Berger Chevrolet

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JJYU 2018 Chevrolet Silverado 2500HD (CK25903) 4WD Reg Cab

OPTIONS

CODE	DESCRIPTION
QXT	Tires, LT265/70R17E all-terrain, blackwall
TRW	Provision for cab roof-mounted lamp/beacon provides an instrument panel-mounted switch and electrical wiring tucked beneath the headliner for a body upfitter to connect a body-mounted warning or emergency lamp (Included with (VYU) Snow Plow Prep Package.)
U01	Lamps, Smoked Amber roof marker (Included with (ANQ) Alaskan Snow Plow Special Edition. Not available with (YF5) California state emissions requirements.)
UF2	LED Lighting, cargo box with switch on center switch bank (Requires (E63) pickup box. Required with (PCO) Essentials Package, LPO or any tonneau cover.)
VYU	Snow Plow Prep Package includes power feed for backup and roof emergency light, (KW5) 220-amp alternator with gas or diesel engine, forward lamp wiring harness, (TRW) provision for cab roof mounted lamp/beacon, (NZZ) underbody shields and Heavy-Duty front-springs (Only available on 4WD models. Included with (ANQ) Alaskan Snow Plow Special Edition. Upgradeable to (KHB) dual, 150 amps and 220 amps each alternators with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)
Z82	Trailer equipment Trailing hitch platform 2.5" with a 2.0" insert for HD, 7-wire harness with independent fused trailing circuits mated to a 7-way sealed connector to hook up parking lamps, backup lamps, right and left turn signals, an electric brake lead, battery and a ground, The trailer connector also includes the 4-way for use on trailers without brakes - park, brake/turn lamps (Included with (PCN) Silverado HD Custom. Not available with (ZW9) pickup box delete or (9J4) rear bumper delete.)
Z85	Suspension Package, Standard includes 51mm twin tube shock absorbers and 33mm front stabilizer bar (STD)
ZY1	Paint, solid
Options Total	



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B&B Truck Equipment

8505 Piedmont Ind Park Dr

Byron Center, MI 49315

Phone # 616-878-1120 Fax # 616-878-1288

Estimate: 16-4634

Date	4/9/2018
Terms	Net 30
Salesperson	JL

Bill To:

Ship To:

Berger Chevrolet Inc

2525 28th St SE

Grand Rapids, MI 49512

Due Date	Project
5/9/2018	

Qty	Part Number	Description		
1	MM-MSC18082	8'2" Steel DXT V-Blade Crate		
1	MM-MSC15002B	Plow Box - DXT 8'2" / 9'2" (LED Lights)		
1	MM-LTA09201B	UC - GMC 250/350 11+		
1	MM-MSC15100	Handheld Control Kit - V 08+		
1	MM-MSC09142	Light Adapter Kit - Chevy 1500 16+		
1	BB-VSNOW-KIT	V Snow Deflector Kit		
1	MM-MSC09279	Bumper Trim Kit - Chevy 2500/3500 15+		
	Labor	To Install plow & snow flap		
	Municipal Discount	Municipal Discount		

Remit to: PO Box 191 Byron Center, MI 49315

Signature: X

A 3% credit card fee will be assessed for all credit card payments over \$3000, unless otherwise noted. A 15% restocking fee will be charged on all returned goods. A service charge of 1.5% per month/ 18% APR will be added to all overdue accounts. Customer liable for all legal and collection fees.

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www.bb-truck.com

Mark's BODY SHOP

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6503 S. Division Ave. • Grand Rapids, MI 49548
616-455-3025 or 888-455-3025 • FAX 616-455-3788
www.mbs-onlinesales.com

Quote

To BERGER / CHARLEVOIX
Address 2500 PICK UP
City _____ State _____ Zip _____
Contact _____ Phone _____

Quote # **12825**

Date **4/5/2018**

Prices Good For 30 Days

**Freight Extra unless
specified otherwise**

Qty	Part	Description
1		S.O.S. MINI LED BAR, AMBER / GREEN
4		CODE 3 ULTMC-AG AMBER / GREEN LEDS FOR GRILLE AND REAR LOWER BOX
1		BACK RACK WITH LIGHT MOUNT
2		CODE 3 CW2101 LED WORK LIGHTS
1		INSTALL MATERIALS LABOR TO INSTALL



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

JJYU 2018 Chevrolet Silverado 2500HD (CK25903) 4WD Reg Cab

Standard Equipment

Mechanical

Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm) (Does not include E85 capability with (ZW9) pickup box delete.) (STD)

Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)

Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)

Suspension Package, Standard includes 51mm twin tube shock absorbers and 33mm front stabilizer bar (STD)

Pickup box (STD)

GVWR, 9500 lbs. (4309 kg) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine. Not available with CK25943 or CC25903 model.)

Air cleaner, high-capacity

Transfer case, with floor-mounted shifter (Included with 4WD models only.)

Differential, heavy-duty locking rear

Four wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power

Alternator, 150 amps

Frame, fully-boxed, hydroformed front section

Recovery hooks, front, frame-mounted, black

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DuraLife brake rotors

Capless Fuel Fill (Gas engine only. Not available with (ZW9) pickup box delete.)

Exhaust, aluminized stainless-steel muffler and tailpipe

Exterior

Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered (STD)

Tires, LT245/75R17E all-season, blackwall (STD)

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Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

JJYU 2018 Chevrolet Silverado 2500HD (CK25903) 4WD Reg Cab

Exterior

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Not included when (ZW9) pickup box delete or (9J4) rear bumper delete is ordered.)

Bumper, front chrome

CornerStep, rear bumper (Requires (E63) pickup box.)

Bumper, rear chrome with bumper CornerSteps (Requires (E63) pickup box.)

Grille surround, chrome

Headlamps, halogen projector-beam

Lamps, cargo area, cab mounted with switch on center switch bank

Mirrors, outside manual, Black

Glass, solar absorbing, tinted

Door handles, Black

Tailgate and bed rail protection caps, top

Tailgate, locking, utilizes same key as ignition and door (Not available with (AQQ) Remote Keyless Entry.)

Entertainment

Audio system, Chevrolet MyLink Radio with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones

XM Satellite Radio, delete

6-speaker audio system

Bluetooth for phone, personal cell phone connectivity to vehicle audio system

Interior

Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD) (Upgradeable to (AZ3) front 40/20/40 split-bench seat.)

Seat trim, Vinyl

Floor covering, Graphite-colored rubberized-vinyl

Steering column, manual Tilt-Wheel

Steering wheel

Instrumentation, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5-inch diagonal monochromatic display provides warning messages and basic vehicle information

Door locks, power

 At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 5325. Data Updated: Apr 8, 2018 9:30:00 PM PDT.



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

JJYU 2018 Chevrolet Silverado 2500HD (CK25903) 4WD Reg Cab

Interior

Cruise control, steering wheel-mounted
Air conditioning, single-zone
Assist handle, front passenger and driver on A-pillars

Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist

Safety-Interior

Daytime Running Lamps with automatic exterior lamp control

Air bags Double and Regular Cab: Frontal Airbags- Driver single stage and Front Passenger dual-stage; Thorax side-impact, seat mounted, both driver and front passenger; Head-curtain front and rear outboard seating positions; Passenger Sensing System - Infant only suppression for passenger and passenger seat belt reminder status displayed on overhead console (With (ZW9) pickup box delete on Double and Regular Cab you will get single-stage frontal and thorax side-impact, driver and front passenger, and head curtain side-impact, front and rear outboard seating positions. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar, delete also deletes driver information center compass.

Rear Vision Camera (Removed when (ZW9) pickup box delete is ordered.)

Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report gives you information on your teen's driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles
Maintenance Years: 2
Maintenance Miles/km: 24,000
Maintenance Note: 2 Visits

 At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 5325. Data Updated: Apr 8, 2018 9:30:00 PM PDT.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Purchase Front-end Loader for \$147,595

DATE: May 7, 2018

BACKGROUND:

In the approved 2018/19 budget we have allocated \$140,000 for the purchase of a new front-end loader. This piece of equipment is used by the Electric and DPW departments for snow removal, loading trucks, leaf pick up etc.

Again, through the MI DEAL program we received two quotes one from AIS out of Williamsburg and one from Southeastern Equipment Company out of Holt Mi.

The loader that we are proposing to purchase is a John Deere 524K-II. This is a similar size loader to the one that we currently own. Being that it is a John Deere, any service work that is needed can be completed locally in Atwood or in Williamsburg. The Case loader that was quoted by Southeastern would have to be trucked down to Holt, Michigan for any service work that would be needed.

Attached are the actual specifications and quoted price for the loader we are proposing to purchase.

AIS was the low bidder at \$147,595. Even though we are \$7,595 over budget for this particular purchase we are still under budget by \$17,857 for motor pool purchases. That is due to the cost savings we are realizing on the purchase of the two pickup trucks.

For information, we did check with Klooster Machinery, and they do not participate in the MI DEAL program and stated they can not compete with that pricing. If we did not have the MI DEAL program this same loader would cost approximately \$217,000.

RECOMMENDATION:

Motion to approve the purchase of a John Deere front-end loader from AIS for a total of \$147,595.

ATTACHMENTS:

- ▣ 2018 Loader Spec

From: "Novak, Daniel" <DNovak@aisequip.com>
Date: March 30, 2018 at 12:54:18 PM EDT
To: "joes@charlevoixmi.gov" <joes@charlevoixmi.gov>
Subject: Deere 524K MIDEAL

Hello Joe

Attached is an official AIS , MIDEAL quote for a machine that is described in details below

With the Nokian Snow tires it came to \$147,595 delivered to Charlevoix

Lead time 90-120 days.

It has hydraulic coupler, coupler bucket, snow tires, ride control, full fenders, LED lights, 5 speed power shift, Dual differential lock, transmission side and bottom guards, axle coolers, beacon and detent (to run future hydraulic attachments)

Please review the attached quote and a good luck with getting your final approval from your city council.

Let me know if you have any question

And THANK you for the appreciation of Deere equipment and the business opportunity.

Have a good weekend

Dan

Daniel Novak

AIS Construction Equipment Corp.

8300 M72 East

Williamsburg, MI 49690

Cell 231 631 6168

Fax 231 267 5060

From: CFMarketing@johndeere.com [mailto:CFMarketing@johndeere.com]
Sent: Friday, March 30, 2018 12:38 PM
To: Novak, Daniel
Subject: 9609986 Your quote has been sent to the customer

Your quote has been sent to the following customer.

Name: Joe Schwartzfisher
Company: City of Charlevoix
Phone Number:
E-mail Address: joes@charlevoixmi.gov
Deliver To...
Address:
City:

Your quote can be administered by selecting the URL below.
524K-II LOADER

Equipment Details

Print

Prepared For: Joe Schwartzfisher

Email: joes@charlevoixmi.gov

Dealership: Daniel Novak
AIS CONSTRUCTION EQUIP.
8300 M72 East
Williamsburg, MI 49690

Phone: 2316316168
Email: dnovak@aisequip.com

Date March 30, 2018

Offer Expires: 90 days

Display in numeric order.

All amounts are displayed in USD

524K-II LOADER

Code	Description	Qty	List Price
7550DW	524K-II LOADER		

Options

Required Items:

0810	Standard Gathering Group	1
2605	English Labels and Decals	1
0924	John Deere PowerTech Engine John Deere PowerTech PVS 6.8L meets EPA FT4 and EU Stage IV Emissions (141 Net Peak hp) Turbocharged Wet Sleeve Cylinder Liners Automatic Glow Plugs Programmable Auto-Idle and Auto- Shutdown Selected Idle Adjustment from 900- 1250 RPM Starter Protection 4 Valves/Cylinder Cooled Exhaust Gas Recirculation Automatic Derating for Exceeded System Temperatures Electronically Controlled HPCR Fuel Delivery System, B20 Biodiesel Compatible Electrical Fuel Priming System Serpentine Drive Belt with Automatic Tensioner Under Hood Dual Element Air Cleaner with Restriction Indicator Under Hood Exhaust Filter and Catalysts with Curved Exhaust Stack Automatic Exhaust Filter Regeneration Dual-Stage Fuel Filter and Water Separator 500 Hour Vertical Spin-on Oil Filter Cartridge Type Oil Crankcase Filter Automatic Engine Cool-down Timer Remote Start Battery Terminals	1

	100 Amp Alternator	
	Level One Sound Package	
1510	Standard Fan Drive	1
1410	Air Intake system without Precleaner Engine	1
1310	Engine Exhaust with Flat Black Curved Stack	1
1610	Standard Fuel Filter & Water Separator	1
1215	130 amp Alternator For use with FT4 Engine code 0924.	1
2730	24 Volt to 12 Volt - 30 Amp Converter	1
7140	Premium LED Work and Drive Lights All exterior machine lights are LED LED Front Turn/Marker & Rear Turn/Brake Lights	1
2890	No Payload Scale Z-Bar and High Lift Linkage models will be shipped Loadrite ready. AT439717 may be added at a later time to install L2180 Payload Scale.	1
1110	Transmission 5-Speed	1
3049	High Traction - Front & Rear Hydraulically Locking Differential Axles	1
3120	Manual Axle Differential Lock	1
8220	Rear Cast Bumper/Counterweight with Rear Hitch and Locking Pin	1
4004	20.5x25 3pc.Rims Less Tires	1
5550	Full Front and Rear Fenders For Muddy Applications	1
2010	Standard Z-BAR	1
2432	3 Function -- Joystick with FNR and 3rd Function Auxiliary Control Lever 1 lever controls both boom and bucket and 2nd lever controls auxiliary functions. Includes auxiliary hydraulic lines to boom cross tube.	1
2510	Ride Control Bottom Guards are recommended in applications where underside is vulnerable.	1

8422	ROPS Quiet Cab with Air Conditioning Includes: Air conditioner Heater Defroster and pressurizer Front and rear intermittent windshield wipers and washers (1) inside and (2) outside rear view mirrors Left and right rear side windows open 2.5" (65 mm) for ventilation Sun visor	1
5610	Left Side Steps	1
8450	Cab with Air A/C Charge	1
2220	Standard Fabric, Back Rest Extension, Air Suspension Seat Fabric Covered Seat with Back Rest Extension includes full adjustment, Lumbar, and Air Suspension with full damping capability.	1
8310	Standard Outside Mirrors	1
2120	Steering Wheel Only	1
1910	Greased Steering Cylinder Joints	1
170C	JDLink Ultimate Cellular - 5 Years Includes JDLink hardware: integrated cab wiring harness, antenna, 4G LTE modular telematics gateway (MTG), Wi-Fi data transfer, Blue Tooth capability and JDLink Ultimate activation.	1

JDLink utilizes cellular and satellite technology infrastructure that is outside the control of John Deere. Changes to that infrastructure may require customers to purchase compatible JDLink hardware to restore functionality.

Includes 5 year subscription. Annual subscription renewal required after 5 years for continued functionality. JDLink customer account must be created to access JDLink Ultimate data. Go to www.StellarSupport.com to renew or update JDLink subscriptions.
Use of this service, and all rights and obligations of John Deere and the Customer (as identified in the applicable agreement), are

governed by the terms and conditions outlined in the applicable Services and Software agreements available at www.JohnDeere.com/Agreements. If these terms and conditions are not agreeable do not proceed and do not use the service.

1010 Standard Loader 1

Optional Items:

9015 Engine Block Heater 1
Recommend for cold starts below -10 degrees F (-23 C)

9420 Transmission Side Frame Guards 1

9430 Bottom Guards 1

9316 Hydraulic Fluid - Hydrau XR 1
Optional factory fill.
Required for colder climates with operation below -25C (-13F) and extreme cold ambient temperatures down to -40C (-40F).
Provides all-season capability in ambient temperatures ranging from -40C to 40C (-40F to 104F).

9111 Premium AM/FM/Weather Band (WB)/ XM Ready Radio with Bluetooth, Remote Aux and Remote USB Port 1
Not for use with code 2790 (No 24 Volt Power).

8561 Hi-Vis Z-BAR Hydraulic Attachment Coupler 1
When ordered with 3rd function hydraulics, plumbing to coupler included. (Euro adaptable to include Volvo attachments)

8816 2.5 Cu. Yd. (1.9 Cu. M.) 100 in. Wide GP Hi-Vis Coupler Bucket with Bolt-on Cutting Edge 1

9065 Axle Coolers 1
Includes Filtration System
Recommend Axle Coolers for long roading and or heavy braking with stockpile production applications. Strongly recommend bottom guards.

9125 Single Beacon Bracket 1
Bracket has fold down position for transport.

Cannot be ordered with code 9126.

AT337443 Detent kit for 3rd Function	1	
Configuration Total:		\$217,541.00

Summary

Equipment Totals (includes "Other Charges")	Qty	Each	Extended
524K-II LOADER	1	\$217,541.00	\$217,541.00
Total Equipment Group Price:			\$217,541.00
Additional Charges			
PDI		+/-	\$1,183.45
MI DEAL		+/-	(\$78,749.84)
Detent, Beacon (amber/green)		+/-	\$621.00
20.5x25 Nokian SNOW TIRES INSTALLED		+/-	\$6,800.00
Total Additional Charges:			(\$70,145.39)
Additional Information			
MIDEAL 071B7700090			
Total Delivered Price:	1		\$147,395.61

Price and availability subject to change without notice. Taxes, extended warranty and freight charges are extra. Some additional charges may apply.

Disclaimer: No agent, employee, or representative of AIS Construction Equipment Corporation has any authority to bind AIS to any affirmation, promise, representation, or warranty, unless it is expressly made and agreed to in a written and fully executed Sales Contract. No information in this communication shall become part of any contract for sale unless expressly agreed to by AIS in a fully executed Sales Contract.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Purchase 5 Cubic Yard Plow/Dump Truck for \$171,814.61

DATE: May 7, 2018

BACKGROUND:

In the approved 2018/19 budget we have allocated \$150,000 for the purchase of a new 5 cubic yard plow/dump truck. This truck will be used for plowing/sanding in the winter and hauling bulk materials in the other seasons.

We were again able to utilize the MI DEAL program for the pricing on this truck. When purchasing and building a truck of this kind there are two separate prices required. One is for the cab and chassis and the other is for the dump bed, front plow frame, underbody scraper and the slide in sander. The cab and chassis price came from Zaremba Equipment Inc. out of Gaylord and the other components was priced out from Truck and Trailer Specialties out of Boyne Falls. Zaremba Equipment is proposing to supply a 2019 International, model HV507 SFA.

The cab and chassis price is \$89,575 and all of the other equipment to complete the truck build is \$82,239.61, for a total truck cost of \$171,814.61. It is important to note that if we did not have the MI DEAL program the cab and chassis portion alone would cost \$130,385.

As you can see, we are over budget on this purchase by \$21,814.61, but if you take into consideration the cost savings/cost overruns on the two truck purchases and the loader purchase we are only over budget by \$3,957.61. Furthermore in the approved Motor Pool budget we have allocated \$17,500 for roof repairs that staff has decided to not complete this year due to the construction of our new Public Services Building. With all that being said, our overall fund balance in the Motor Pool will be fine at the end of this fiscal year.

RECOMMENDATION:

Motion to approve the purchase of the cab and chassis through Zaremba Equipment Company for a total of \$89,575 and the purchase of the remaining equipment from Truck and Trailer Specialties for a total of \$82,239.61.

ATTACHMENTS:

- ❑ 2018 5 CY Plow Truck Specification
- ❑ Plow Truck Quote



HV507 SFA

Sales Proposal For:
CITY OF CHARLEVOIX

Presented By:
ZAREMBA EQUIP INC

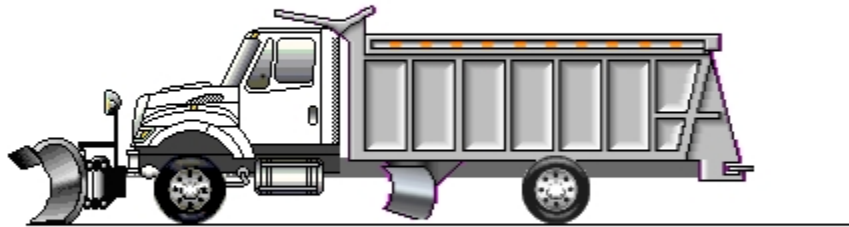
Prepared For:

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
2019 HV507 SFA (HV507)

AXLE CONFIG:	4X2
APPLICATION:	Front Plow and Underbelly Scraper with Spreader
MISSION:	Requested GVWR: 39000. Calc. GVWR: 37780 Calc. Start / Grade Ability: 41.38% / 2.52% @ 55 MPH Calc. Geared Speed: 68.6 MPH
DIMENSION:	Wheelbase: 183.00, CA: 108.00, Axle to Frame: 75.00
ENGINE, DIESEL:	{Cummins L9 300} EPA 2017, 300HP @ 2000 RPM, 860 lb-ft Torque @ 1300 RPM, 2200 RPM Governed Speed, 300 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
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, RR, SPRING, SINGLE:	Vari-Rate; 31,000-lb Capacity, Includes 4500-lb Capacity Multileaf Auxiliary
PAINT:	Cab schematic 100WK Location 1: 9219, Winter White (Std) Chassis schematic N/A

<u>Code</u>	<u>Description</u>	<u>List</u> (US DOLLAR)
HV50700	Base Chassis, Model HV507 SFA with 183.00 Wheelbase, 108.00 CA, and 75.00 Axle to Frame.	\$86,329.00
1570	TOW HOOK, FRONT (2) Frame Mounted	\$84.00
1ANA	AXLE CONFIGURATION {Navistar} 4x2	\$0.00
	<u>Notes</u> : Pricing may change if axle configuration is changed.	
1CGE	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	\$2,318.00
1LLK	BUMPER, FRONT Omit Item	(\$30.00)
1WDS	FRAME EXTENSION, FRONT Integral; 20" In Front of Grille	\$590.00
1WEV	WHEELBASE RANGE 146" (370cm) Through and Including 195" (495cm)	\$0.00
2ARY	AXLE, FRONT NON-DRIVING {Meritor MFS-20-133A} Wide Track, I-Beam Type, 20,000-lb Capacity	\$2,426.00
3AGA	SUSPENSION, FRONT, SPRING Parabolic, Taper Leaf; 20,000-lb Capacity; with Shock Absorbers	\$791.00
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications	\$0.00
4193	BRAKES, FRONT, AIR CAM 16.5" x 6", Includes 24 SqIn Long Stroke Brake Chambers	\$265.00
4619	TRAILER CONNECTIONS Four-Wheel, with Hand Control Valve and Tractor Protection Valve, for Straight Truck	\$542.00
4732	DRAIN VALVE {Berg} with Pull Chain, for Air Tank	\$0.00
4AZJ	AIR BRAKE ABS {Bendix AntiLock Brake System} Full Vehicle Wheel Control System (4-Channel) with Automatic Traction Control	\$210.00
4EBD	AIR DRYER {Wabco System Saver 1200} with Heater	\$497.00
4EXU	BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 Spring Brake	\$0.00
4EXV	BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn	\$0.00
4NDB	BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; Includes 30/30 Sq.In. Long Stroke Brake Chamber and Spring Actuated Parking Brake	\$0.00
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM Capacity	\$0.00
4VHZ	AIR TANK LOCATION (2) Mounted Under Cab, Outside Left Rail, on Step Bracket, with Ground Clearance	\$434.00
4VKC	AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab	\$50.00
4WBX	DUST SHIELDS, FRONT BRAKE for Air Brakes	\$35.00
4WDM	DUST SHIELDS, REAR BRAKE for Air Brakes	\$70.00
5708	STEERING COLUMN Tilting	\$125.00
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black	\$0.00
5PTB	STEERING GEAR (2) {Sheppard M100/M80} Dual Power	\$1,169.00
7BEV	AFTERTREATMENT COVER Steel, Black	\$0.00

<u>Code</u>	<u>Description</u>	<u>List</u> (US DOLLAR)
7BLG	EXHAUST SYSTEM Single Horizontal Aftertreatment Device, Frame Mounted Right Side Under Cab; Includes Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab, for Improved Ground Clearance	\$2,178.00
7WAZ	TAIL PIPE (1) Turnback Type, Non-Bright, for Single Exhaust	\$64.00
7WBS	MUFFLER/TAIL PIPE GUARD (1) Bright Stainless Steel	\$133.00
7WDM	EXHAUST HEIGHT 10'	\$0.00
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment	\$0.00
8518	CIGAR LIGHTER Includes Ash Cup	\$18.00
8GXD	ALTERNATOR {Leece-Neville AVI160P2013} Brush Type; 12 Volt 160 Amp. Capacity, Pad Mount, with Remote Sense	\$0.00
8HAB	BODY BUILDER WIRING Back of Standard or Sleeper Cab at Left Frame or Under 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	\$100.00
8HAG	ELECTRIC TRAILER BRAKE/LIGHTS Accommodation Package to Rear of Frame; for Separate Trailer Stop, Tail, Turn, Marker Light Circuits; Includes Electric Trailer Brake accommodation package with Cab Connections for Mounting Customer Installed Electric Brake Unit, Less Trailer Socket	\$363.00
8MKL	BATTERY SYSTEM {International} Maintenance-Free, (3) 12-Volt 1950CCA Total	\$103.00
8REA	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	\$163.00
8RML	RADIO AM/FM/WB/Clock/Bluetooth/USB Input/3.5MM Auxiliary Input, MP3, Apple Device Play & Control, Bluetooth for Phone & Music	\$483.00
8RMY	SPEAKERS (2) 5.25" Dual Cone Mounted in Both B-Pillars	\$27.00
8THB	BACK-UP ALARM Electric, 102 dBA	\$120.00
8TKK	TRAILER AUXILIARY FEED CIRCUIT for Electric Trailer Brake Accommodation/Air Trailer ABS; with 30 Amp Fuse and Relay, Controlled by Ignition Switch	\$79.00
8TME	TRAILER CONNECTION SOCKET 7-Way; Mounted at Rear of Frame, Wired for Turn Signals Independent of Stop, Compatible with Trailers That Have Amber or Side Turn Lamps	\$439.00
8TNP	AUXILIARY HARNESS 5.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications	\$178.00
8VAY	HORN, ELECTRIC Disc Style	\$0.00
8VUJ	BATTERY BOX Steel with Plastic Cover, 18" Wide, 2, 3, or 4 Battery Capacity, Mounted Right Side Back of Cab	\$101.00
8VZR	SWITCH, BODY CIRCUITS, MID for Bodybuilder, 6 Momentary Switches in Instrument Panel; One Power Module with 6 Channels, 20 Amp Max. Per Channel, 80 Amp Max Output, Switches Control Power Module Through Multiplex Wiring, Mounted in Cab Behind Driver Seat	\$790.00
8WGL	WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time	\$26.00
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade	\$0.00
8WPZ	TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights	\$42.00

<u>Code</u>	<u>Description</u>	<u>List</u> (US DOLLAR)
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt; less Thermal Over-Crank Protection	\$0.00
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm	\$0.00
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses	\$0.00
8XGT	TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender	\$0.00
8XHN	HORN, AIR Black, Single Trumpet, with Lanyard Pull Cord	\$94.00
9AAB	LOGOS EXTERIOR Badges	\$0.00
9AAE	LOGOS EXTERIOR, ENGINE Badges	\$0.00
9HBM	GRILLE Stationary, Chrome	\$0.00
9WBC	FRONT END Tilting, Fiberglass, with Three Piece Construction; for WorkStar/HV	\$0.00
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100	\$0.00
	<u>Includes</u> : PAINT SCHEMATIC ID LETTERS "WK"	
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	\$0.00
10JPA	CUSTOMER IDENTITY for National Joint Powers Alliance	\$0.00
10SLV	PROMOTIONAL PACKAGE Government Silver Package	\$0.00
10WCY	SAFETY TRIANGLES	\$29.00
11001	CLUTCH Omit Item (Clutch & Control)	\$0.00
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection	\$0.00
12849	BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/B6.7/ISL/L9 Engines	\$98.00
12851	PTO EFFECTS, ENGINE FRONT Less PTO Unit, Includes Adapter Plate on Engine Front Mounted	\$353.00
12EHU	ENGINE, DIESEL {Cummins L9 300} EPA 2017, 300HP @ 2000 RPM, 860 lb-ft Torque @ 1300 RPM, 2200 RPM Governed Speed, 300 Peak HP (Max)	\$7,875.00
12THT	FAN DRIVE {Horton Drivemaster} Direct Drive Type, Two Speed with Residual Torque Device for Disengaged Fan Speed	\$0.00
12UWZ	RADIATOR Cross Flow, Series System; 1228 SqIn Aluminum Radiator Core with Internal Water to Oil Transmission Cooler and 1167 In Charge Air Cooler	\$0.00
12VAG	AIR CLEANER Single Element, with Integral Snow Valve and In-Cab Control	\$301.00
12VGN	FEDERAL EMISSIONS {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2018	\$0.00
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel	\$0.00
12VYP	ENGINE CONTROL, REMOTE MOUNTED No Provision Furnished for Remote Mounted Engine Control	\$0.00
12WZE	EMISSION COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations	\$0.00

<u>Code</u>	<u>Description</u>	<u>List</u> (US DOLLAR)
13AVL	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	\$9,976.00
13WET	TRANSMISSION SHIFT CONTROL for Column Mounted Stalk Shifter	\$50.00
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints	\$203.00
13WUC	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS); General Purpose Trucks, Construction	\$0.00
13WYH	TRANSMISSION TCM LOCATION Located Inside Cab	\$141.00
13WYU	SHIFT CONTROL PARAMETERS Allison 3000 or 4000 Series Transmissions, 5th Generation Controls, Performance Programming	\$0.00
13XAM	PTO LOCATION Dual, Left and Right Side of Transmission	\$0.00
14ASD	AXLE, REAR, SINGLE {Meritor RS-30-185} Single Reduction, 30,000-lb Capacity, Driver Controlled Locking Differential, T Wheel Ends . Gear Ratio: 6.14	\$5,409.00
14SAL	SUSPENSION, RR, SPRING, SINGLE Vari-Rate; 31,000-lb Capacity, Includes 4500-lb Capacity Multileaf Auxiliary	\$305.00
14WMH	AXLE, REAR, LUBE {EmGard FE-75W-90} Synthetic Oil; 40 thru 49.99 Pints	\$214.00
15LMR	FUEL/WATER SEPARATOR {Racor 400 Series,} with Primer Pump, Includes Water-in-Fuel Sensor	\$0.00
15LMU	LOCATION FUEL/WATER SEPARATOR Mounted Outside Left Rail, 8" Back of Cab	\$0.00
15SSC	FUEL TANK Temporary, Top Draw, Non-Polished Aluminum, D-Style, 16" Tank Depth, 50 US Gal (189L), with Quick Connect Outlet, Mounted Left Side, Back of Cab	\$0.00
15WDG	DEF TANK 7 U.S. Gal. 26.5L Capacity, Frame Mounted Outside Left Rail, Under Cab	\$0.00
16030	CAB Conventional	\$0.00
16BAM	AIR CONDITIONER with Integral Heater & Defroster	\$923.00
16GDC	GAUGE CLUSTER Base Level; English with English Speedometer and Tachometer, for Air Brake Chassis, Includes Engine Coolant Temperature, Primary and Secondary Air Pressure, Fuel and DEF Gauges, Oil Pressure Gauge, Includes 3 Inch Monochromatic Text Display	\$0.00
16HGH	GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission	\$48.00
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster	\$0.00
16JNV	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	\$157.00
16SMM	SEAT, PASSENGER {National} Non Suspension, High Back, Fixed Back, Integral Headrest, Cloth	\$398.00
16SNM	MIRRORS (2) Thermostatically Controlled Heated Heads, Black Heads, Brackets and Arms, 7.55" x 14.1" Flat Glass, 7.48" x 6.77" Convex Glass Both Sides	\$126.00
16VKB	CAB INTERIOR TRIM Classic, for Day Cab	\$0.00
16WBY	ARM REST, RIGHT, DRIVER SEAT	\$39.00
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature	\$367.00

<u>Code</u>	<u>Description</u>	<u>List</u> (US DOLLAR)
16WLS	FRESH AIR FILTER Attached to Air Intake Cover on Cowl Tray in Front of Windshield Under Hood	\$76.00
16WSK	CAB REAR SUSPENSION Air Bag Type	\$0.00
16XJN	INSTRUMENT PANEL Flat Panel	\$0.00
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps Per Door, for use with Regular and Extended Cabs	\$0.00
27DUK	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	\$84.00
28DUK	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	\$127.00
7382158102	(2) TIRE, FRONT 12R22.5 Load Range H G622 RSD (GOODYEAR), 482 rev/mile, 75 MPH, Drive	\$560.00
7382158102	(4) TIRE, REAR 12R22.5 Load Range H G622 RSD (GOODYEAR), 482 rev/mile, 75 MPH, Drive	\$1,120.00
Total of Product Features		\$130,385.00
Cab schematic 100WK		
Location 1: 9219, Winter White (Std)		
Chassis schematic N/A		
Services Section:		
40128	WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A	\$0.00
Total of Service Features		\$0.00
Total List Price Including Options:		\$130,385.00

From: Jim Zaremba <jim@zarembaequipment.com>
Date: May 1, 2018 at 3:12:10 PM EDT
To: Joe Schwartzfisher <joes@charlevoixmi.gov>
Subject: Revised Truck Proposals from Butch

Good afternoon Joe, I tried getting ahold of Butch but he is out of the office until Thursday, so I went ahead and made the changes

he recommended, attached are two different proposals with the changes, both are identical except for the axle ratings.

Changes are:

- 1) WB to 183" & CA of 108" & AF 75"
- 2) Added Snowplow wiring kit to the front of the truck
- 3) Snow valve W/in cab control, which I had originally
- 4) Power windows and door locks
- 5) Axle Rating change 18,000# F/A & 26,000# R/A (Proposal #2073-03)
- 6) Axle Rating change 20,000# F/A & 30,000# R/A (Proposal #2073-04)

See Attached Proposals

With the NJPA pricing on Proposal #2073-03, List price before freight is \$129,546.00, your price is \$88,998.10 including Freight and Title

Proposal #2073-04, List price before freight is \$130,385.00, your price is \$89,575.00 including Freight and Title.

Please look over and give me a call to discuss.

Thank you,

James Zaremba

Zarembaequipment.com

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Pavement Marking Proposal for \$16,089.30

DATE: May 7, 2018

BACKGROUND:

In the approved 2018/19 budget we have allocated \$17,000 for pavement marking throughout town. This work generally consists of painting the yellow curbs, parking spaces, stop bars, center lines etc.

In late March we advertised for this service and on April 5, 2018 we opened one sealed bid for this work. The one bid was submitted by PK Contracting out of Cadillac, Michigan for a total of \$16,089.30. We have used PK Contracting for a number of years now and have had good results

RECOMMENDATION:

Motion to accept the bid, as presented, by PK Contracting in the amount of \$16,089.30 for 2018 Pavement Marking.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: May 7, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/14/2018	04/20/2018	123316	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	528.84
04/14/2018	04/20/2018	123317	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
04/14/2018	04/20/2018	123317	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	380.52
04/14/2018	04/20/2018	123318	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 4/14/2	52.00
04/14/2018	04/20/2018	123319	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,160.77
04/14/2018	04/20/2018	123320	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
04/14/2018	04/20/2018	123321	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	548.22
04/14/2018	04/20/2018	123322	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
04/14/2018	04/20/2018	123323	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,731.11
Grand Totals:		9				5,033.19



Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

04/20/18 Payroll Transmittal Checks	\$ 5,033.19
04/20/18 Payroll (net pay)	\$ 84,206.51
04/23/18 Special Accounts Payable Run	\$ 50,789.72
05/04/18 Payroll (net pay)	\$ 89,928.30
05/04/18 Payroll Transmittal Checks	\$ 5,574.87
05/08/18 Regular Accounts Payable	\$ 213,369.90
Checks Sub-Total:	\$ 448,902.49

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

04/11/18 Payment Service Network, Inc.	\$ 239.70
04/13/18 DTE Energy	\$ 7,690.98
04/16/18 MI Public Power Agency	\$ 30,923.48
04/19/18 Neofunds by Neopost	\$ 4,950.00
04/20/18 IRS (Payroll Tax Deposit)	\$ 29,329.80
04/20/18 Alerus Financial (HCSP)	\$ 400.00
04/20/18 State of MI (Withholding Tax)	\$ 4,509.51
04/20/18 Vantagepoint (401 ICMA Plan)	\$ 742.50
04/20/18 Vantagepoint (457 ICMA Plan)	\$ 14,003.77
04/20/18 Vantagepoint (Roth IRA)	\$ 1,186.53
04/20/18 MERS (Defined Benefit Plan)	\$ 38,206.91
04/23/18 MI Public Power Agency	\$ 14,000.17
04/25/18 MI Public Power Agency	\$ 203,546.66
04/30/18 MI Public Power Agency	\$ 24,950.90
05/04/18 IRS (Payroll Tax Deposit)	\$ 31,515.09
05/04/18 Alerus Financial (HCSP)	\$ 400.00
05/04/18 State of MI (Withholding Tax)	\$ 4,832.95
05/04/18 Vantagepoint (401 ICMA Plan)	\$ 742.50
05/04/18 Vantagepoint (457 ICMA Plan)	\$ 14,257.17
05/04/18 Vantagepoint (Roth IRA)	\$ 1,186.53
ACH Sub-Total:	\$ 427,615.15

Huntington National Bank Total: \$ 876,517.64

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

05/08/18 Tax Disbursement	\$ -
Charlevoix State Bank Total:	\$ -

Grand Total: \$ 876,517.64

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/14/2018	PC	04/20/2018	25490	HEYDLAUFF, MARK L.	102		2,358.07
04/14/2018	PC	04/20/2018	25491	GOLDING, JOYCE M.	106		1,764.87
04/14/2018	PC	04/20/2018	25492	DEROSIA, PATRICIA E.	107		1,339.77
04/14/2018	PC	04/20/2018	25493	DOTSON, LINDSEY J.	109		1,507.57
04/14/2018	PC	04/20/2018	25494	LOY, EVELYN R.	117		1,086.31
04/14/2018	PC	04/20/2018	25495	KLOOSTER, ALIDA K.	121		1,652.13
04/14/2018	PC	04/20/2018	25496	GOLOVICH, KAREN J.	122		969.62
04/14/2018	PC	04/20/2018	25497	SPENCLEY, PATRICIA L.	136		1,269.65
04/14/2018	PC	04/20/2018	25498	MILLER, FAITH G.	142		42.96
04/14/2018	PC	04/20/2018	25499	MCGINN, KELLY A.	146		1,670.38
04/14/2018	PC	04/20/2018	25500	JOLLETTE, MELISSA N.	149		178.69
04/14/2018	PC	04/20/2018	25501	DOAN, GERARD P.	201		1,697.64
04/14/2018	PC	04/20/2018	25502	SCHLAPPI, JAMES L.	204		1,117.38
04/14/2018	PC	04/20/2018	25503	UMULIS, MATTHEW T.	205		1,382.10
04/14/2018	PC	04/20/2018	25504	HANKINS, SCOTT A.	208		1,709.08
04/14/2018	PC	04/20/2018	25505	ORBAN, BARBARA K.	209		1,197.95
04/14/2018	PC	04/20/2018	25506	WILLIAMS, ASHLEY M.	210		1,494.02
04/14/2018	PC	04/20/2018	25507	FLICKEMA, ANDREW M.	211		1,439.45
04/14/2018	PC	04/20/2018	25508	MATELSKI, KIMBERLY A.	212		1,237.60
04/14/2018	PC	04/20/2018	25509	RILEY, DENISE M.	213		457.14
04/14/2018	PC	04/20/2018	25510	WURST, RANDALL W.	411		1,190.08
04/14/2018	PC	04/20/2018	25511	MAYER, SHELLEY L.	412		1,639.07
04/14/2018	PC	04/20/2018	25512	HILLING, NICHOLAS A.	413		1,686.37
04/14/2018	PC	04/20/2018	25513	MEIER III, CHARLES A.	421		1,299.36
04/14/2018	PC	04/20/2018	25514	ZACHARIAS, STEVEN B.	422		1,207.46
04/14/2018	PC	04/20/2018	25515	NEWMAN, MARK J.	424		744.54
04/14/2018	PC	04/20/2018	25516	SWEM, DONALD L.	512		1,975.53
04/14/2018	PC	04/20/2018	25517	EATON, BRAD A.	515		2,092.29
04/14/2018	PC	04/20/2018	25518	WILSON, TIMOTHY J.	516		2,180.10
04/14/2018	PC	04/20/2018	25519	LAVOIE, RICHARD L.	519		1,829.74
04/14/2018	PC	04/20/2018	25520	STEVENS, BRANDON C.	521		2,305.25
04/14/2018	PC	04/20/2018	25521	DRAVES, MARTIN J.	523		1,832.84
04/14/2018	PC	04/20/2018	25522	ANDERSON, ELIZABETH	526		1,240.03
04/14/2018	PC	04/20/2018	25523	ELLIOTT, PATRICK M.	600		2,167.96
04/14/2018	PC	04/20/2018	25524	SCHWARTZFISHER, JOS	603		1,159.77
04/14/2018	PC	04/20/2018	25525	BRADLEY, KELLY R.	614		1,274.37
04/14/2018	PC	04/20/2018	25526	HART II, DELBERT W.	616		1,360.55
04/14/2018	PC	04/20/2018	25527	JONES, ROBERT F.	618		1,434.14
04/14/2018	PC	04/20/2018	25528	DORAN, JUSTIN J.	621		1,685.51
04/14/2018	PC	04/20/2018	25529	FARRELL, MITCHELL L.	622		1,314.57
04/14/2018	PC	04/20/2018	25530	KNORR, KENT J.	700		1,958.07
04/14/2018	PC	04/20/2018	25531	MILAN, JANE E.	711		62.33
04/14/2018	PC	04/20/2018	25532	ANZELL, BETH A.	712		751.09
04/14/2018	PC	04/20/2018	25533	HEID, THOMAS J	802		1,317.16
04/14/2018	PC	04/20/2018	25534	LEESE, ALAN K.	835		40.63
04/14/2018	PC	04/20/2018	25535	MASSON, DONALD J.	861		132.98
04/14/2018	PC	04/20/2018	25536	LIVINGSTON, BRIAN D.	866		615.62
04/14/2018	PC	04/20/2018	25537	KIRINOVIC, THOMAS F.	867		119.34
04/14/2018	PC	04/20/2018	25538	VANLOO, JOSEPH G.	902		502.28
04/14/2018	PC	04/20/2018	25539	WYMAN, MATTHEW A.	927		1,490.61
04/14/2018	PC	04/20/2018	25540	BOSS, RYDER S.	932		231.89
04/14/2018	PC	04/20/2018	25541	MILLER, WILLIAM S.	933		1,109.79
04/14/2018	PC	04/20/2018	25542	DOUGLAS, MARK	935		590.27
04/14/2018	PC	04/20/2018	25543	HASTINGS, MICHAEL A.	937		438.76
04/14/2018	PC	04/20/2018	25544	TRAVERS, MANUEL J.	1010		1,543.80
04/14/2018	PC	04/20/2018	25545	STEVENS, JEFFREY W.	1028		568.97
04/14/2018	PC	04/20/2018	25546	JONES, LARRY M.	1057		1,006.37

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/14/2018	PC	04/20/2018	25547	FLORE, ROBERT A.	1058		132.14
04/14/2018	PC	04/20/2018	25548	WILLSON, BRENDA R.	1059		1,219.36
04/14/2018	PC	04/20/2018	25549	BEAN, PETER J.	1060		160.28
04/14/2018	PC	04/20/2018	25550	RILEY, REBECCA J.	1063		172.37
04/14/2018	PC	04/20/2018	25551	MCCALIB, RACHELLE L.	1066		556.15
04/14/2018	PC	04/20/2018	25552	MCMULLEN, DONALD R.	1067		2,849.88
04/14/2018	PC	04/20/2018	25553	MCFARLAND, JONATHAN	1071		764.67
04/14/2018	PC	04/20/2018	25554	SILVA, JESSE L.A.	1073		756.74
04/14/2018	PC	04/20/2018	25555	NEWINGTON, BENJAMIN	1084		22.03
04/14/2018	PC	04/20/2018	25556	SEHL, JENNA R.	1101		274.30
04/14/2018	PC	04/20/2018	25557	RILEY, DANIEL A.	1102		1,324.40
04/14/2018	PC	04/20/2018	25558	WHEELER, MICHAEL W.	1103		667.45
04/14/2018	PC	04/20/2018	25559	SNYDER, CORY G.	1104		170.43
04/14/2018	PC	04/20/2018	25560	PEARSALL, KRISTA M.	1105		74.00
04/14/2018	PC	04/20/2018	123312	WHITLEY, ANDREW T.	522		1,759.09
04/14/2018	PC	04/20/2018	123313	MORRISON, KEVIN P.	601		1,311.00
04/14/2018	PC	04/20/2018	123314	JOHNSON, STEVEN P.	617		1,360.99
04/14/2018	PC	04/20/2018	123315	GILL, DAVID R.	856		959.36
Grand Totals:			75				84,206.51



Report Criteria:

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

Check Number	Payee	Amount
04/23/2018		
123324	AT&T	2,878.43
123325	AT&T LONG DISTANCE	85.57
123326	AT&T MOBILITY	88.91
123327	CHARLEVOIX STATE BANK	1,992.89
123328	CHARTER COMMUNICATIONS	864.97
123329	DELTA DENTAL	3,384.79
123330	GREAT LAKES ENERGY	238.85
123331	METLIFE SMALL BUSINESS CENTER	721.72
123332	PRIORITY HEALTH	39,974.79
123333	VERIZON WIRELESS	56.72
123334	VISION SERVICE PLAN	502.08
Total 04/23/2018:		50,789.72
Grand Totals:		50,789.72

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/28/2018	PC	05/04/2018	25561	HEYDLAUFF, MARK L.	102		2,648.97
04/28/2018	PC	05/04/2018	25562	GOLDING, JOYCE M.	106		2,181.12
04/28/2018	PC	05/04/2018	25563	DEROSIA, PATRICIA E.	107		1,141.94
04/28/2018	PC	05/04/2018	25564	DOTSON, LINDSEY J.	109		1,457.31
04/28/2018	PC	05/04/2018	25565	LOY, EVELYN R.	117		1,086.31
04/28/2018	PC	05/04/2018	25566	KLOOSTER, ALIDA K.	121		2,013.70
04/28/2018	PC	05/04/2018	25567	GOLOVICH, KAREN J.	122		969.63
04/28/2018	PC	05/04/2018	25568	SPENCLEY, PATRICIA L.	136		1,077.90
04/28/2018	PC	05/04/2018	25569	MILLER, FAITH G.	142		19.10
04/28/2018	PC	05/04/2018	25570	MCGINN, KELLY A.	146		1,670.39
04/28/2018	PC	05/04/2018	25571	JOLLETTE, MELISSA N.	149		456.37
04/28/2018	PC	05/04/2018	25572	DOAN, GERARD P.	201		1,697.63
04/28/2018	PC	05/04/2018	25573	SCHLAPPI, JAMES L.	204		913.73
04/28/2018	PC	05/04/2018	25574	UMULIS, MATTHEW T.	205		981.08
04/28/2018	PC	05/04/2018	25575	HANKINS, SCOTT A.	208		1,588.38
04/28/2018	PC	05/04/2018	25576	ORBAN, BARBARA K.	209		1,262.75
04/28/2018	PC	05/04/2018	25577	WILLIAMS, ASHLEY M.	210		1,458.97
04/28/2018	PC	05/04/2018	25578	FLICKEMA, ANDREW M.	211		1,736.99
04/28/2018	PC	05/04/2018	25579	MATELSKI, KIMBERLY A.	212		1,237.61
04/28/2018	PC	05/04/2018	25580	RILEY, DENISE M.	213		452.78
04/28/2018	PC	05/04/2018	25581	WURST, RANDALL W.	411		1,129.00
04/28/2018	PC	05/04/2018	25582	MAYER, SHELLEY L.	412		1,505.38
04/28/2018	PC	05/04/2018	25583	HILLING, NICHOLAS A.	413		1,272.21
04/28/2018	PC	05/04/2018	25584	MEIER III, CHARLES A.	421		1,248.98
04/28/2018	PC	05/04/2018	25585	ZACHARIAS, STEVEN B.	422		1,495.75
04/28/2018	PC	05/04/2018	25586	NEWMAN, MARK J.	424		901.38
04/28/2018	PC	05/04/2018	25587	SWEM, DONALD L.	512		1,975.53
04/28/2018	PC	05/04/2018	25588	EATON, BRAD A.	515		1,963.13
04/28/2018	PC	05/04/2018	25589	WILSON, TIMOTHY J.	516		2,312.06
04/28/2018	PC	05/04/2018	25590	LAVOIE, RICHARD L.	519		1,753.48
04/28/2018	PC	05/04/2018	25591	STEVENS, BRANDON C.	521		2,082.44
04/28/2018	PC	05/04/2018	25592	DRAVES, MARTIN J.	523		1,820.97
04/28/2018	PC	05/04/2018	25593	ANDERSON, ELIZABETH	526		1,240.03
04/28/2018	PC	05/04/2018	25594	LEITNER, RYAN S.	527		1,004.47
04/28/2018	PC	05/04/2018	25595	ELLIOTT, PATRICK M.	600		2,167.95
04/28/2018	PC	05/04/2018	25596	SCHWARTZFISHER, JOS	603		1,163.80
04/28/2018	PC	05/04/2018	25597	BRADLEY, KELLY R.	614		1,522.18
04/28/2018	PC	05/04/2018	25598	HART II, DELBERT W.	616		1,196.89
04/28/2018	PC	05/04/2018	25599	JONES, ROBERT F.	618		1,794.31
04/28/2018	PC	05/04/2018	25600	DORAN, JUSTIN J.	621		1,732.09
04/28/2018	PC	05/04/2018	25601	FARRELL, MITCHELL L.	622		1,569.32
04/28/2018	PC	05/04/2018	25602	BECKER, MICHAEL S.	641		409.52
04/28/2018	PC	05/04/2018	25603	MCGHEE, ROBERT R.	663		575.50
04/28/2018	PC	05/04/2018	25604	FERGUSON, ROYCE L.	693		411.48
04/28/2018	PC	05/04/2018	25605	KNORR, KENT J.	700		1,958.07
04/28/2018	PC	05/04/2018	25606	MILAN, JANE E.	711		87.27
04/28/2018	PC	05/04/2018	25607	ANZELL, BETH A.	712		768.57
04/28/2018	PC	05/04/2018	25608	KIRINOVIC, THOMAS F.	790		48.61
04/28/2018	PC	05/04/2018	25609	HEID, THOMAS J	802		1,317.16
04/28/2018	PC	05/04/2018	25610	DAVIS, RONALD L.	853		156.05
04/28/2018	PC	05/04/2018	25611	FAIRCHILD, GALEN W.	855		184.39
04/28/2018	PC	05/04/2018	25612	LIVINGSTON, BRIAN D.	866		489.71
04/28/2018	PC	05/04/2018	25613	VANLOO, JOSEPH G.	902		756.22
04/28/2018	PC	05/04/2018	25614	WYMAN, MATTHEW A.	927		1,490.61
04/28/2018	PC	05/04/2018	25615	BOSS, RYDER S.	932		262.14
04/28/2018	PC	05/04/2018	25616	MILLER, WILLIAM S.	933		1,526.05
04/28/2018	PC	05/04/2018	25617	DOUGLAS, MARK	935		533.23

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
04/28/2018	PC	05/04/2018	25618	HASTINGS, MICHAEL A.	937		353.57
04/28/2018	PC	05/04/2018	25619	DENHOFF, COLIN M.	999		83.11
04/28/2018	PC	05/04/2018	25620	TRAVERS, MANUEL J.	1010		2,159.60
04/28/2018	PC	05/04/2018	25621	STEVENS, JEFFREY W.	1028		459.66
04/28/2018	PC	05/04/2018	25622	RILEY, CASEY W.	1052		442.59
04/28/2018	PC	05/04/2018	25623	JONES, LARRY M.	1057		1,176.45
04/28/2018	PC	05/04/2018	25624	FLORE, ROBERT A.	1058		132.14
04/28/2018	PC	05/04/2018	25625	WILLSON, BRENDA R.	1059		969.48
04/28/2018	PC	05/04/2018	25626	BEAN, PETER J.	1060		777.78
04/28/2018	PC	05/04/2018	25627	RILEY, REBECCA J.	1063		118.93
04/28/2018	PC	05/04/2018	25628	MCCALIB, RACHELLE L.	1066		213.38
04/28/2018	PC	05/04/2018	25629	MCMULLEN, DONALD R.	1067		3,017.01
04/28/2018	PC	05/04/2018	25630	SILVA, JESSE L.A.	1073		1,054.92
04/28/2018	PC	05/04/2018	25631	RILEY, DANIEL A.	1102		1,278.12
04/28/2018	PC	05/04/2018	25632	WHEELER, MICHAEL W.	1103		1,768.92
04/28/2018	PC	05/04/2018	25633	PEARSALL, KRISTA M.	1105		229.79
04/28/2018	PC	05/04/2018	123452	WHITLEY, ANDREW T.	522		1,925.20
04/28/2018	PC	05/04/2018	123453	MORRISON, KEVIN P.	601		1,358.45
04/28/2018	PC	05/04/2018	123454	JOHNSON, STEVEN P.	617		1,674.34
04/28/2018	PC	05/04/2018	123455	GILL, DAVID R.	856		856.27
Grand Totals:			77				89,928.30



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
04/28/2018	05/04/2018	123456	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	558.84
04/28/2018	05/04/2018	123457	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
04/28/2018	05/04/2018	123457	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	380.52
04/28/2018	05/04/2018	123458	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
04/28/2018	05/04/2018	123459	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 4/28/2	52.00
04/28/2018	05/04/2018	123460	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,160.77
04/28/2018	05/04/2018	123461	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
04/28/2018	05/04/2018	123462	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	548.22
04/28/2018	05/04/2018	123463	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	600.92
04/28/2018	05/04/2018	123464	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 4	201.00
04/28/2018	05/04/2018	123465	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,744.32
Grand Totals:		11				5,574.87

Check Number	Payee	Amount
05/08/2018		
123335	AIRGAS USA LLC	74.66
123336	AIS CONSTRUCTION EQUIPMENT	171.87
123337	ALL-PHASE ELECTRIC SUPPLY CO.	133.06
123338	AMERICAN LEGAL PUBLISHING CORP	3,260.00
123339	ARCADIA BENEFITS GROUP INC	25.00
123340	AT YOUR SERVICE PLUS INC	230.00
123341	AVFUEL CORPORATION	21,297.84
123342	BEAVER RESEARCH COMPANY	282.25
123343	BECK, MADELINE	85.00
123344	BELL EQUIPMENT COMPANY	1,626.55
123345	BIOMEDICAL SOLUTIONS	3,380.00
123346	BISHAW, JAMES H.	150.00
123347	BOB MATHERS FORD	1,158.13
123348	BRANOFF, DENNIS	165.00
123349	CCI SOUTH LLC	105.00
123350	CDW GOVERNMENT INC.	652.82
123351	CENTRAL DRUG STORE	43.87
123352	CHARLEVOIX AREA CHAMBER OF CO	500.00
123353	CHARLEVOIX COMMUNITY SHOPPER	184.00
123354	CHARLEVOIX GLASS INC.	286.14
123355	CHARLEVOIX SCREEN MASTERS INC	205.00
123356	CHARLEVOIX TOWNSHIP	30.23
123357	CHARTER COMMUNICATIONS	137.00
123358	CINTAS CORPORATION	41.80
123359	CINTAS CORPORATION #729	30.00
123360	CRYSTAL FLASH ENERGY	2,262.26
123361	DCASSESSING SERVICES	4,371.08
123362	DeROSIA, PATRICIA E.	50.00
123363	DOAN, GERARD P.	50.00
123364	DORAN, JUSTIN J.	129.31
123365	DOTSON, LINDSEY J.	1,675.01
123366	EASYPRO POND PRODUCTS	929.78
123367	ELLIOTT, PATRICK M.	50.00
123368	ELLSWORTH FARMER'S EXCHANGE	522.00
123369	EMERGENCY MEDICAL PRODUCTS I	1,652.06
123370	ENVIRONMENTAL SYSTEMS RESEAR	14,550.00
123371	ETNA SUPPLY	725.35
123372	FASTENAL COMPANY	151.20
123373	FEYEN ZYLSTRA LLC	11,036.00
123374	FICHTNER, KRISTIE	48.25
123375	FISHER SCIENTIFIC	714.33
123376	FLICKEMA, ANDREW M.	42.01
123377	FREIDINGER, REED	8.00
123378	GBS INC.	39.23
123379	GCSAA	380.00
123380	GINOP SALES INC	117.83
123381	GOLDING, JOYCE M.	113.59
123382	GRAHAM, JUANITA	41.04

M = Manual Check, V = Void Check

Check Number	Payee	Amount
123383	GRAND TRAVERSE GARAGE DOOR	144.85
123384	GREAT LAKES ELEVATOR LLC	370.91
123385	GREAT LAKES ENVIRONMENTAL	650.00
123386	HACH COMPANY	1,075.51
123387	HANKINS, SCOTT A.	50.00
123388	HEID, THOMAS J.	50.00
123389	HESS, TOM	150.00
123390	HEYDLAUFF, MARK L	50.00
123391	HIGBEE, JAMES	49.72
123392	HOLIDAY COMPANIES	665.47
123393	HYDE SERVICES LLC	332.50
123394	IDEXX DISTRIBUTION INC.	1,138.30
123395	INDUSTRIAL ARTS INSTITUTE	1,600.00
123396	J. BIGGERSTAFF BUILDER	1,015.00
123397	JACK DOHENY SUPPLIES INC	280.00
123398	KENNEDY INDUSTRIES INC	1,383.25
123399	KIESLER'S POLICE SUPPLY INC	2,320.50
123400	KIWANIS CLUB OF CHARLEVOIX	40.00
123401	KLOOSTER, ALIDA K.	50.00
123402	KLOOSTER, PATRICK H	50.00
123403	KMart	59.22
123404	KNORR, KENT	50.00
123405	KSS ENTERPRISES	1,335.58
123406	LAKESHORE TIRE & AUTO SERVICE	30.00
123407	MACGREGOR PLUMBING & HEATING	5,806.00
123408	MASSON, DONALD J.	130.95
123409	MAYER, SHELLEY L.	50.00
123410	McGINN, KELLY A.	50.00
123411	MCMASTER-CARR	270.87
123412	MCMULLEN, DONALD R	299.67
123413	MICHIGAN MUNICIPAL ELECTRIC	25.00
123414	MICHIGAN MUNICIPAL LEAGUE	17,463.00
123415	MILLER, WILLIAM S.	50.00
123416	MUNSON HEALTHCARE CHARLEVOIX	124.96
123417	NEWMAN, MARK J.	48.29
123418	NORTH COUNTRY POWER GENERATI	479.90
123419	NORTHERN PUMP SERVICE INC.	4,785.16
123420	NW MI COG	11,970.00
123421	OVERHEAD DOOR COMPANY	350.72
123422	POSTAL PRODUCTS UNLIMITED INC	650.00
123423	POSTMASTER	62.76
123424	POWER LINE SUPPLY	491.51
123425	PREIN & NEWHOF	57,132.68
123426	PRESTON FEATHER	1,431.00
123427	PRO WEB MARKETING LLC	30.00
123428	ROTARY CLUB OF CHARLEVOIX	37.50
123429	SIGMA-ALDRICH INC.	219.24
123430	SPENCLEY, PATRICIA L.	63.37
123431	STATE OF MICHIGAN	325.00

Check Number	Payee	Amount
123432	STATE OF MICHIGAN	95.00
123433	STATE OF MICHIGAN	30.00
123434	SUPERIOR MECHANICAL	676.93
123435	SWEM, DONALD L.	50.00
123436	SYNERGY SYSTEMS INC.	732.42
123437	SYSTEMS SPECIALISTS INC	10,836.00
123438	TELE-RAD INC	206.23
123439	TERMINAL SUPPLY CO	484.84
123440	TRAVERS, MANUEL J.	74.29
123441	TRUCK & TRAILER SPECIALTIES	98.26
123442	UNIFIRST CORPORATION	1,237.50
123443	UPPER CASE PRINTING INK.	1,105.30
123444	USA BLUE BOOK	5,167.51
123445	VERIBANC INC.	432.00
123446	VILLAGE GRAPHICS INC.	1,265.15
123447	WALDIE, YOLAND	5.27
123448	WHARFSIDE ENT. LTD.	1,100.00
123449	WORK & PLAY SHOP	471.26
123450	WURST, RANDALL W.	50.00
123451	WYMAN, MATTHEW A.	50.00
Total 05/08/2018:		213,369.90
Grand Totals:		213,369.90

Check Number	Payee	Amount
04/11/2018		
41118001	PAYMENT SERVICE NETWORK INC.	239.70
Total 04/11/2018:		239.70
Grand Totals:		239.70

Check Number	Payee	Amount
04/13/2018		
41318001	DTE ENERGY	7,690.98
Total 04/13/2018:		7,690.98
Grand Totals:		7,690.98

Check Number	Payee	Amount
04/16/2018		
41618001	MICHIGAN PUBLIC POWER AGENCY	30,923.48
Total 04/16/2018:		30,923.48
Grand Totals:		30,923.48

Check Number	Payee	Amount
04/19/2018		
41918001	NEOFUNDS BY NEOPOST	4,950.00
Total 04/19/2018:		4,950.00
Grand Totals:		4,950.00

Check Issue Date	Check Number	Payee	Amount
42018001			
04/20/2018	42018001	**EFTPS* Payroll Taxes	7,885.52
04/20/2018	42018001	**EFTPS* Payroll Taxes	7,885.52
04/20/2018	42018001	**EFTPS* Payroll Taxes	1,844.23
04/20/2018	42018001	**EFTPS* Payroll Taxes	1,844.23
04/20/2018	42018001	**EFTPS* Payroll Taxes	9,870.30
Total 42018001:			
	5		29,329.80
42018002			
04/20/2018	42018002	Alerus Financial	400.00
Total 42018002:			
	1		400.00
42018003			
04/20/2018	42018003	STATE OF MICHIGAN	4,509.51
Total 42018003:			
	1		4,509.51
42018004			
04/20/2018	42018004	Vantagepoint - 401 Plan 109153	742.50
Total 42018004:			
	1		742.50
42018005			
04/20/2018	42018005	Vantagepoint - 457 Plan 300959	5,453.59
04/20/2018	42018005	Vantagepoint - 457 Plan 300959	899.47
04/20/2018	42018005	Vantagepoint - 457 Plan 300959	1,979.17
04/20/2018	42018005	Vantagepoint - 457 Plan 300959	5,671.54
Total 42018005:			
	4		14,003.77
42018006			
04/20/2018	42018006	Vantagepoint - Roth IRA 706117	1,186.53
Total 42018006:			
	1		1,186.53
Grand Totals:			
	13		50,172.11



Check Number	Payee	Amount
04/20/2018		
42018007	MERS	38,206.91
Total 04/20/2018:		38,206.91
Grand Totals:		38,206.91

Check Number	Payee	Amount
04/23/2018		
42318001	MICHIGAN PUBLIC POWER AGENCY	14,000.17
Total 04/23/2018:		14,000.17
Grand Totals:		14,000.17

Check Number	Payee	Amount
04/25/2018		
42518001	MICHIGAN PUBLIC POWER AGENCY	203,546.66
Total 04/25/2018:		203,546.66
Grand Totals:		203,546.66

Check Number	Payee	Amount
04/30/2018		
43018001	MICHIGAN PUBLIC POWER AGENCY	24,950.90
Total 04/30/2018:		24,950.90
Grand Totals:		24,950.90

Check Issue Date	Check Number	Payee	Amount
50418001			
05/04/2018	50418001	**EFTPS* Payroll Taxes	8,404.97
05/04/2018	50418001	**EFTPS* Payroll Taxes	8,404.97
05/04/2018	50418001	**EFTPS* Payroll Taxes	1,965.73
05/04/2018	50418001	**EFTPS* Payroll Taxes	1,965.73
05/04/2018	50418001	**EFTPS* Payroll Taxes	10,773.69
Total 50418001:			
	5		31,515.09
50418002			
05/04/2018	50418002	Alerus Financial	400.00
Total 50418002:			
	1		400.00
50418003			
05/04/2018	50418003	STATE OF MICHIGAN	4,832.95
Total 50418003:			
	1		4,832.95
50418004			
05/04/2018	50418004	Vantagepoint - 401 Plan 109153	742.50
Total 50418004:			
	1		742.50
50418005			
05/04/2018	50418005	Vantagepoint - 457 Plan 300959	5,553.59
05/04/2018	50418005	Vantagepoint - 457 Plan 300959	966.19
05/04/2018	50418005	Vantagepoint - 457 Plan 300959	2,008.00
05/04/2018	50418005	Vantagepoint - 457 Plan 300959	5,729.39
Total 50418005:			
	4		14,257.17
50418006			
05/04/2018	50418006	Vantagepoint - Roth IRA 706117	1,186.53
Total 50418006:			
	1		1,186.53
Grand Totals:			
	13		52,934.24



CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: May 7, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Change in Background Checks

As he is reviewing our practices, Recreation Director Kent Knorr noted that we have not historically been requiring background checks of adults involved with some of our youth sports activities. All other youth sports groups in our community do this and we will be implementing this change with T-Ball this spring.

B. Park Avenue/Lake Michigan Beach Park

Edgewater Resources is nearly ready to present their final recommendation for future improvements at Michigan Beach Park. Also, you'll find attached to this report a memo from Chief Doan regarding stop sign changes in this area. As part of our spring striping work, we plan to stripe a couple of the intersections there for crosswalks and also include the pedestrian crossing signs that we've included elsewhere around town.

ATTACHMENTS:

- ▣ Rehmann Fiscal Engagement Letter
- ▣ March DDA Minutes
- ▣ Park Avenue Update



Rehmann Robson

902 South Huron
Cheboygan, MI 49721
Ph: 231.627.3143
Fx: 231.627.5787
rehmann.com

March 30, 2018

City Council
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

Enclosed is the engagement letter for the *City of Charlevoix, Michigan* for the year ended March 31, 2018. *Government Auditing Standards* (as amended) require that we communicate, during the planning stage of an audit, certain information to the City Council. This information includes the auditors' responsibilities in a financial statement audit, including our responsibilities for testing and reporting on compliance with laws and regulations and internal control over financial reporting. The engagement letter includes the items which must be communicated to the City Council.

Therefore, please make copies of the attached engagement letter and forward the copies to the City Council.

Please sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

Sincerely,

A handwritten signature in black ink that reads "Rehmann Robson LLC".

Enclosures

March 30, 2018

City Council
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

We are pleased to confirm our understanding of the services we are to provide the *City of Charlevoix, Michigan* (the "City") for the year ended March 31, 2018.

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended March 31, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedules of Required by GASB 67 and 68 - Pension Plan
3. Schedules of Funding Progress and Employer Contributions - OPEB Plan

We have also been engaged to report on supplementary information other than RSI, such as combining and individual fund financial statements, that accompanies the City's basic financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

Audit Objectives

The objective of our audit is the expression of opinions as to whether the City's basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our audit of the City's financial statements does not relieve management or those charged with governance of their responsibilities. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our report. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with management in advance. If circumstances occur and come to our attention related to the condition of the City's records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, or we become aware that information provided by the City is incorrect, incomplete, or otherwise unsatisfactory which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

The concept of materiality is inherent in the work of an independent auditor. An independent auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote. For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting and financial reporting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

Audit Procedures and Our Responsibilities—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from the City's attorneys as part of the engagement, and they may bill the City for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from management about the financial statements and related matters.

We have advised the City of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We can, as a separate engagement, perform extended procedures specifically designed to potentially detect defalcations. Management acknowledges that the City has not engaged us to do so and does not wish to do so at this time.

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with the preparation of the City's financial statements and related notes. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that management has reviewed and approved the financial statements and related notes prior to their issuance and has accepted responsibility for them. Management agrees to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, and/or experience to oversee any nonaudit services we provide; evaluate the adequacy and results of these or other

nonattest services provided by our Firm; and understand and accept responsibility for the results of such services.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the City and its business environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures that are appropriate in the circumstances. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control, or to identify significant deficiencies or material weaknesses in internal control, or to express an opinion on the effectiveness of internal control over financial reporting. However, during the audit, we will communicate to the appropriate level of management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*. These matters refer to significant matters related to the financial statement audit that are, in our professional judgment, relevant to the responsibilities of those charged with governance in overseeing the City's financial reporting process. When applicable, we are responsible for communicating certain matters required by laws or regulations, or by additional requirements that may be applicable to this engagement. Auditing standards generally accepted in the United States of America do not require the independent auditor to design or perform procedures for the purpose of identifying other matters to communicate with those charged with governance. Management is responsible for assessing the implications of and correcting any internal control-related matters brought to the City's attention by us.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Management Responsibilities

Management is solely and completely responsible for designing, implementing, and maintaining effective internal control over financial reporting, including ongoing monitoring activities; to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with an acceptable financial reporting framework. Management is responsible for determining, and has determined, that the applicable and appropriate financial reporting framework to be used in the

preparation of the City's financial statements is accounting principles generally accepted in the United States of America (GAAP).

Management is also solely and completely responsible for making all financial records and related information available to us and for ensuring that financial information is reliable and properly recorded. Management is also responsible for providing us with (1) access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request from management for the purpose of the audit, and (3) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

We understand that management will provide us with such information required for our audit, including a reasonably adjusted trial balance, and that management is responsible for the accuracy and completeness of that information. Assistance provided by our Firm in the preparation of a reasonably adjusted trial balance is considered an additional billable service.

We will advise management and the City Council, as necessary, about appropriate accounting principles and their application and may assist in the preparation of the City's financial statements, but the responsibility for the financial statements remains with management with oversight by those charged with governance. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to the City's financial statements. Management is responsible for reviewing the entries, understanding the nature of any proposed entries and the impact they have on the financial statements, and the implications of such entries on the City's internal control over financial reporting. Further, the City is responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these services.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud, suspected fraud, or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for the preparation of the supplementary information that is presented fairly in relation to the basic financial statements. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (1) management is responsible for presentation of the supplementary information in accordance with GAAP; (2) that management believes the supplementary information, including its form and content, is fairly

presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as management's planned corrective actions for the report, and for the timing and format for providing that information.

During the course of our engagement, we will request information and explanations from management regarding the City's operations, internal control over financial reporting, various matters concerning fraud risk, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written management representation letter.

Fees

Our fee for the audit services for the year ended March 31, 2018 will be \$23,900 (\$1,500 - \$2,000 additional if a single audit is required). The City will also be billed for out-of-pocket expenses not to exceed \$1,500 for items such as report production, postage, travel, etc. and an allocation of our technology overhead costs.

Our invoices for these fees are due and payable as follows:

June 29, 2018	\$10,000 + \$500 out-of-pocket expenses
July 31, 2018	10,000 + \$500 out-of-pocket expenses
August 15, 2018	<u>3,900</u> + balance of out-of-pocket expenses (not to exceed \$500, will be billed on a separate invoice)
TOTAL	<u>\$23,900</u> plus out-of-pocket expenses

*In addition to the out-of-pocket costs, the additional \$1,500 - \$2,000 will be billed separately if a Single Audit is required.

This fee is based on the assumption that unexpected circumstances will not be encountered during the audit. This fee is based on anticipated cooperation from the City's personnel, continued readiness and proactive assistance on their part in providing us with complete and accurate information (whether financial or nonfinancial in nature) considered necessary by us to form an appropriate opinion, and the assumption that unexpected circumstances will not be encountered during the audit. Such circumstances include, but are not necessarily limited to significant addition or deletion of funds, component units or related entities and first-time application of significant new professional accounting or auditing pronouncements. In addition, the fee above assumes management will analyze and maintain appropriate support for significant valuation assertions embodied in the financial statements including the valuation of investment securities, the actuarial methods and assumptions used to calculate the net pension and other postemployment benefits liabilities, impairment of capital

assets including those held for sale, the valuation of inventories and land held for resale, allowances for uncollectible receivables, and the estimate for incurred-but-not-reported self insurance claims. If significant additional time is necessary, we will discuss the related circumstances with management and arrive at a new fee estimate, which may or may not occur before we incur the additional time. In these circumstances, we may also issue a change order form (an attached example is provided.)

Engagement Administration, and Other

Management shall discuss any independence matters with Rehmann that, in management's judgment, could bear upon Rehmann's independence.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rehmann and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or grantor agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify management of any such request. If requested, access to such audit documentation will be provided under the supervision of Rehmann personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Our audit engagement and responsibility as auditors ends on delivery of our audit report. Any follow-up services that might be required will be part of a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we provide the City with a copy of our most recent external system review report and any subsequent system review reports received during the period of the contract. Our 2017 peer review report accompanies this letter.

This engagement letter and the attached Rehmann Audit Engagement Letter Terms and Conditions reflect the entire understanding between us relating to the audit services covered by this agreement. This agreement may not be amended or varied except by a written document signed by both parties. It replaces and supersedes any previous proposals, correspondence, and understandings, whether written or oral. The agreements of the City and Rehmann contained in this document shall survive the completion or termination of this engagement. If any term hereof is found unenforceable or invalid, this shall not affect the other terms hereof, all of which shall continue in effect as if the stricken term had not been included.

City Council
City of Charlevoix, Michigan
March 30, 2018
Page 8

We appreciate the opportunity to be of service to the City and believe the arrangements outlined above and in the attached Rehmann Audit Engagement Letter Terms and Conditions accurately summarize the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement, please sign the enclosed copy of this document and return it to us.

Rehmann Robson LLC

Annette Eustice, CPA, CGFM
Principal
Executive responsible for supervising the
engagement and signing our report

ACKNOWLEDGED AND ACCEPTED:

This letter correctly sets forth the understanding of the *City of Charlevoix, Michigan*.

Mark L. Heydlauff

Officer Signature

Mark L. Heydlauff

Printed Name

City Manager

Title

April 4, 2018

Date

Rehmann Audit Engagement Letter and Conditions

ADDITIONAL SERVICES - The City may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with management regarding the scope of the additional services and the estimated separate fees. We also may issue a change order form (an attached example is provided), or a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our attest services will continue to be governed by the terms of this engagement letter.

CODE OF CONDUCT - Management is responsible for identifying any violations by employees of the City's code of conduct.

CHANGES IN STANDARDS, LAWS AND REGULATIONS - We perform services for the City based on present professional standards, laws and regulations. While we may on occasion be able to communicate with management with respect to changes in professional standards, laws and regulations, as a general principle we cannot undertake with clients to advise them of every change that may occur. The City can always obtain reassurance in this regard by contacting us for an updated review of the City's situation.

MANAGEMENT'S REPRESENTATIONS - The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false, misleading, incomplete or omitted representations could cause us to expend unnecessary efforts or could cause material error or a fraud to go undetected by our procedures. In view of the foregoing, the City agrees that we shall not be responsible for any material misstatements in the City's financial statements that we may fail to detect as a result of false, inaccurate, incomplete, or misleading representations that are made to us by management. In addition, the City further agrees to indemnify and hold us harmless for any liability and all reasonable costs, including legal fees, that we may incur as a result of the services performed under this engagement in the event there are false or misleading representations made to us by any member of the City's management.

CLIENT ASSISTANCE - We understand that the City's employees will prepare all cash, accounts receivable, and other confirmations we request and will locate and refile any documents selected by us for testing. In addition, management will provide us with copies of all minutes and other documents that we believe may have a bearing on our evaluation of the City's financial affairs.

WORK SPACE - The City shall provide reasonable work space for Rehmann personnel at audit work sites, as well as occasional clerical support services. The City understands that Rehmann's performance is dependent on the City's timely and effective satisfaction of its own activities and responsibilities in connection with this engagement, as well as timely decisions and approvals by City personnel.

ACCURACY AND COMPLETENESS OF INFORMATION - Management agrees to ensure that all information provided to us is accurate and complete in all material respects, contains no material omissions and is updated on a prompt and continuous basis. In addition, management will also be responsible for obtaining all third-party consents, if any, required to enable Rehmann to access and use any third-party products necessary to our performance.

EMAIL - The City acknowledges that (a) Rehmann, the City and others, if any, participating in this engagement may correspond or convey documentation via Internet e-mail unless the City expressly requests otherwise, (b) no party has control over the performance, reliability, availability, or security of Internet e-mail, and (c) Rehmann shall not be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail due to any reason beyond Rehmann's reasonable control.

OFFERS OF EMPLOYMENT - Professional standards require us to be independent with respect to the City in the performance of our services. Any discussions that management has with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that management inform us prior to any such

discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement letter and for one (1) year after its termination, solicit for hire as an employee, consultant or otherwise any of the other party's personnel without such other party's express written consent. If the City desires to offer employment to a Rehmann associate and the associate is hired in any capacity by the City, a market-driven compensation placement fee may apply.

ADDITIONAL FEES AND BILLING POLICIES - It must be understood that the nature of our engagement requires us to exercise our independent professional judgment with respect to various auditing, accounting and related issues. In reaching our conclusions, we must retain the right to judge the nature and scope of the work required in order to conform to professional standards, as well as the work we deem necessary to enable us to reach the conclusions and form the opinions required of us. If our judgment as to the scope of the work required causes us to reassess our estimate of fees for this engagement, we will so advise the City. We reserve the right to refrain from performing additional work (and thereby incurring additional time charges) unless and until the City has confirmed its understanding of, and agreement to, any additional estimated charges.

Our fee estimate is based upon our discussions with management, in which management has disclosed no unusual problems or issues which would require us to conduct an audit of unusual scope or otherwise expend time and effort in excess of that normally anticipated in an engagement of this type. The estimate also assumes that we will have the full cooperation of City personnel, as required, and that there is a reasonable continuity of City personnel familiar with the matters to which our engagement relates. In addition, our fee is based on the experience level of our personnel, at their respective standard hourly rates, performing certain audit procedures at certain timeframes. If we are caused to vary from that planning formula, additional fees will need to be charged to allow for more experienced personnel performing the work, reallocation of our client priority, overtime, etc. Further, management will provide us with the schedules and records that we request (which ordinarily are detailed in a request list in advance of our fieldwork) and that all such schedules and records will be provided to us timely in accordance with the scheduled fieldwork dates, to be mutually agreed upon. If the requested schedules and records are not provided to us in accordance with the scheduled dates and we are unable to continue our work, we will resume our work as soon as the schedules and records are provided to us and our professionals assigned to the engagement again become available.

As a result of well-publicized events, global economic convergence, and the continued evolution of the accounting profession, accounting and auditing standard setters and regulators are continually evaluating the need for changes that may affect the City. Such changes may result in changes in financial reporting and expanding the nature, timing and scope of activities we are required to perform to provide the services discussed in this letter. Proposed changes and shortened deadlines could result in a reduction of the level of assistance and preparedness the City is able to provide. We expect that our clients may continue to look to us to assist them with these changes. To the extent any changes require us to increase the time required to provide the services described in this letter or to complete new tasks required by such changes, we reserve the right to adjust our fees appropriately. We will endeavor to advise the City of anticipated changes to our fees on a timely basis.

In accordance with our Firm policies, work may be suspended if the City's account becomes 30 days or more overdue and will not be resumed until the account is paid in full or we have a definitive payment agreement approved by our Firm administrator in Saginaw, Michigan. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. The City will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Rehmann Audit Engagement Letter and Conditions

Our terms and conditions impose a late charge of 1.5% per month, which is an annual percentage rate of 18%. Balances not paid within 30 days of the receipt of invoice are past due and a late charge of 1.5% will be applied to the entire past due amount.

CLAIMS - Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, the City agrees that, notwithstanding the statute of limitations of any particular State or U.S. Territory, any claim based on the audit engagement must be filed within 12 months after performance of our service, unless management has previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

TERMINATION OF SERVICES - We reserve the right to suspend or terminate services for reasonable cause such as failure to pay our invoices on a timely basis or failure to provide adequate information in response to our inquiries necessary for successful performance of our audit services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed the audit and issued our signed auditors' report. The City is obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

We acknowledge the City's right to terminate our services at any time, and the City acknowledges our right to withdraw at any time, including, but not limited to, for example, instances where, in our judgment, (a) the conditions in the first paragraph of the Audit Objectives section of this letter exist, (b) our independence has been impaired, (c) we can no longer rely on the integrity of management, (d) management (or the Audit Committee, if applicable) fails to reasonably support our efforts to perform the engagement in accordance with what we believe is necessary to comply with professional standards, or (e) a lack of professionalism exhibited by management demonstrates a lack of respect for our personnel such as that evidenced in inappropriate or threatening language/emails, subject in either case to our right to payment for charges incurred to the date of termination or resignation.

In the event that we determine to resign, and the City seeks damages allegedly resulting from such resignation, our maximum liability to the City in the event we are held liable because of such resignation shall be limited to the fees actually paid to us for current year audit work performed up to the date of resignation.

REPRODUCTION OF FINANCIAL STATEMENTS - If the City voluntarily intends to publish or otherwise reproduce its financial statements concurrently with the original issuance thereon of our audit report and/or make reference to our Firm name, such as for inclusion in an annual report (such as, for example, in a CAFR), prospectus or similar document, the City agrees to provide us with printer's proofs, drafts, or masters for our review and approval before printing. The City also agrees to provide us with a copy of the final reproduced material for our approval before it is distributed. Fees, if any, for issuance or inclusion of our audit report and/or any other reference to our Firm in such other document, will be based on our standard hourly rates.

If the City decides to include, publish or otherwise reproduce the financial statements and our report thereon at a date subsequent to their original issuance, such as for inclusion in a Preliminary or Official Statement in connection with a sale of bonds or notes, or other securities, or in a prospectus or similar offering or other document (hereinafter referred to as the "document"), our Firm is presumed not to be associated with such document, and we have no obligation to perform any procedures with respect to such document. In these circumstances, the City agrees to include in the document a statement that we have not been engaged to perform and have not performed, since the date of our report being reproduced, any procedures on the financial statements contained in such document or on the unaudited financial or other information contained in the document, or on the document itself. If, however, management or the City's agent (such as an underwriter, bond counsel, financial advisor, etc.) requests our involvement, such as engaging us to prepare a written acknowledgement (sometimes referred to as a "consent" or "agree to include") letter prior to including our audit

report in such a document, or engaging us to assist in preparing or reviewing financial or other information contained in such document, our Firm then becomes associated with the document and in accordance with professional standards, we will be required to perform certain limited procedures with respect to this or other unaudited information contained in the document. Fees for reissuance or inclusion of our audit report in such a document will be based on our standard hourly rates. If the City wishes to make reference in such a document to our Firm's role in connection with the purpose of the document, the caption "Independent Auditors" may be used to title or label that section of the document. In accordance with professional standards, the caption "Experts" should not be used, nor should our Firm be referred to as "experts" anywhere in the document.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on the City's Internet Web site, the City understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

INFORMAL ADVICE - As part of our engagement we may provide advice on operating, internal control over financial reporting and other matters that come to our attention. Informal advice is not considered to be a consulting service unless we have entered into a separate engagement.

THIRD PARTY PROCEEDINGS - As a result of our prior or future services to the City, we might be requested or subpoenaed to provide information or documents to management or a third party in a legal, administrative, mediation, or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be billable to the City as a separate engagement. We shall be entitled to compensation for our time at our standard hourly rates and reasonable reimbursement for our expenses (including our legal fees) in complying with this request. For all such requests, we will observe the confidentiality requirements of our profession and will notify management promptly of the request. This paragraph will survive the termination of this agreement for any reason, and will be binding upon successors to the City.

PEER REVIEW - Our Firm, as well as other major accounting firms, participates in a "peer review" program covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the City may be selected by the other firm for their review. If it is, the other firm is bound by professional standards to keep all information confidential. If management objects to having the work we perform for the City reviewed by our peer reviewer, please notify us in writing.

PROMOTIONAL MATERIALS - The City consents to Rehmann's use of your City name and a factual description of the services to be performed by Rehmann under this agreement in Rehmann's advertising and promotional materials and other proposal opportunities.

MEDIATION - If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to binding arbitration or litigation. Costs of any mediation proceeding shall be shared equally by all parties.

GOVERNING LAW - This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to the principles of conflicts of law thereof.



EXAMPLE CHANGE ORDER

Client: **City of Charlevoix** (the "City")

Date:

Project Description (and estimated completion date, if appropriate):

Estimated Additional Fees: \$ _____

We believe it is our responsibility to exceed the City's expectations. This Change Order is being prepared because performance by us of the above project and/or additional service efforts was not anticipated in our original Agreement dated March 30, 2018. The estimated fees for the above project have been mutually agreed upon by the City and Rehmann. It is our goal to ensure that the City is never surprised by the price for any Rehmann service and, therefore, we have adopted the Change Order Policy. The estimated additional amount above is due and payable upon completion of the project described.

If management agrees with the above project description and the estimated fee amount, please authorize and date the Change Order below. A copy is enclosed for the City's records. Thank you for letting us serve the City.

Agreed to and accepted:

Officer Signature

Printed Name

Title

Date



CliftonLarsonAllen LLP
CLAconnect.com

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Principals of Rehmann Robson LLC
The National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Rehmann Robson LLC, a member of Rehmann, LLC (the Firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* (including compliance audits under the Single Audit Act), audits of employee benefit plans, an audit performed under the Federal Deposit Insurance Corporation Improvement Act (FDICIA) and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rehmann Robson LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2017, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Rehmann Robson LLC has received a peer review rating of *pass*.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Minneapolis, Minnesota
September 15, 2017

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, March 26, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert
Members Present: Richard Christner, Fred DiMartino, Tami Gillespie, Carissa Mullaney, Rick Wertz, John Yaroeh
Members Absent: Luther Kurtz, Maureen Owens
City Staff: Mark Heydlauff, City Manager
City Staff Absent: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

A. DDA/Main Street Meeting Minutes – February 26, 2018

Member Christner stated that under Item 7A, second to last sentence should read: "She stated that one of the major revisions they made was that they got rid of the opportunity to phase in projects and they were just welcoming people to re-apply if they have a phased project."

B. Committee Minutes

C. Monthly Report to MEDC – February 2018

Motion by Member Yaroeh, second by Member Christner to approve the Consent Agenda as corrected. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

Chair Dipert indicated that Director Dotson was at the National Main Street Conference. Member Mullaney stated that she had an idea about the sponsorship policy and City Manager Heydlauff replied that this item was part of the Director's Report and not an action item. He suggested that if the members had further feedback they could share that directly with the Director and she could add this as an agenda item at a future meeting.

B. Wayfinding Signage Update

No discussion.

7. Old Business

A. Downtown Parking

City Manager Heydlauff recalled that as a result of the Senior Forum, one topic was a desire for seniors to have more accessibility downtown with some type of shuttle service and/or senior citizen parking spaces. He questioned whether the Board had an opinion on providing preferential parking spaces for different demographics, specifically senior citizens.

City Manager Heydlauff commented that anyone with a handicap sticker can park in any parking spot downtown without paying the meter fee. Member Wertz stated that there were a lot of healthy senior citizens and he didn't see the point of designated special parking for seniors. Member Yaroeh stated that the discussion brings up the need for a comprehensive parking study and possibly a sub-committee to look at the overall parking picture. After discussion, City Manager Heydlauff confirmed that it was the consensus of the DDA not to carve out further specific groups for specialty parking considerations and the Board agreed. He stated that another topic that has come up frequently was whether seasonal boaters should have some consideration. Chair Dipert reiterated the need to have a professional parking study completed.

8. New Business

A. 2018/19 Committee Work Plans

Member Mullaney questioned why there wasn't a Work Plan for the Façade Grant incentive. Denise Fate, Design Committee Member, stated that she had questions regarding that issue as well; she stated that all the Committees were working through the new work plan formats and getting their plans completed.

- Tree Light Maintenance - Member Wertz stated that he did not recall the Board approving a dollar amount for lighting the side streets and up the hill. Chair Dipert recalled that they did approve the expenditure. Motion by Member Wertz, second by Member Yaroch to allow the \$2,500 a year maintenance for the holiday street lighting. Motion passed by unanimous voice vote.
- Organization Committee – Member Christner stated that the Committee discussed printing a newsletter, but decided to publish a bi-annual e-newsletter which would have no associated cost. Motion by Member DiMartino, second by Member Wertz to approve the zero-dollar work plan for the e-newsletter. Motion passed by unanimous voice vote.
- Promotions Committee - Live, Life, Local Campaign. Chair Dipert briefly explained the plan. Motion by Member Christner, second by Member DiMartino to approve the \$1,200 expenditure and Work Plan for the Live, Life, Local Campaign. Motion passed by unanimous voice vote.
- Promotions Committee – Event Support. Motion by Member DiMartino, seconded by Member Gillespie to approve the Work Plan for Event Support. Motion passed by unanimous voice vote.
- Promotions Committee – Movies. Motion by Member DiMartino, seconded by Member Christner to approve the Work Plan for Movies. Motion passed by unanimous voice vote.
- Promotions Committee – April & November Restaurant Weeks. Discussion followed regarding specifics of the Work Plan and associated sponsors. Motion by Member Yaroch, seconded by Member DiMartino to approve the Work Plan for the April & November Restaurant Weeks. Motion passed by unanimous voice vote.
- Promotions Committee – Concerts. Discussion followed regarding the anticipated revenue and sponsorships associated with this Work Plan. Motion by Member DiMartino, seconded by Member Gillespie to approve the Work Plan for Concerts. Motion passed by unanimous voice vote.
- Economic Vitality Committee – Property Inventory, Hospitality Training, and Recruitment Work Plans. City Manager Heydlauff stated that all three Work Plans are intended to support, recruit and sustain the business community and the worker community. Member Mullaney stated that she had a conflict of interest with the Recruitment Work Plan as she was listed as creating templates and print material. Motion by Member DiMartino, second by Member Yaroch to approve all three Economic Vitality Work Plans. Motion passed by unanimous voice vote, except for Member Mullaney who abstained.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Motion by Member Yaroch, seconded by Member DiMartino to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:23 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair



To: Mark Heydlauff

From: Gerard Doan, Chief of Police

Subject: Traffic Report Update on Park Ave

Date: May 1, 2018

Since my last traffic report on March 28, 2018 regarding Park Ave, there has been discussion about moving the stop sign from Park Ave and Sherman to Park Ave and Antrim. I have found that since the stop sign was placed on Park Ave and Sherman, traffic has slowed down. Enforcement efforts have increased in this area as well as the utilization of the Departments speed trailer. I would suggest that the main reason for the decline in speed is due to the placement of the stop sign.

I have been asked to look into possibly relocating the stop sign at Park Ave and Sherman to different location in this area to be more effective and safer. It would appear that the best relocation of the stop sign would be at the intersection of Park Ave and Antrim Street. The recent traffic report indicated that there have been traffic accidents in the area of Park Ave and Lake Street. By relocating the stop sign at Park and Antrim it will force drivers heading to direction of the Hospital to stop and be more cognitive of the intersection close by at Park and Lake Street. The stop sign will also slow traffic down heading to the direction of the hospital which have been some of the main original complaints.

I have spoken with members of the council and residents in this area and they are in support of relocating the stop sign at Park and Sherman to Park and Antrim. They believe this will create a safer environment for both the motorists and pedestrians. There is an anticipation that there will be increased volumes of people visiting this area because of the Earl Young homes and the renovation of the park project and its new and upcoming changes.

In conclusion I would support the idea of relocating the stop sign to Park Ave and Antrim Street. My first thought is that we need a stop sign in this area to slow traffic down and make it a safer environment. The second thought is to listen to the comments and concerns of the people that live in this area and move forward with the information collected for the best result. If you should have any questions feel free to contact me.