



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, February 7, 2022- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. 2022 Poverty Exemption Policy and Guidelines
 - B. City Council Meeting Minutes - January 17, 2022
 - C. Keep Charlevoix Beautiful Flower Basket Maintenance Agreement
 - D. Renew Agreement for Short Term Rental Registration Processing
 - E. Planning Commission Resignation - David Gray
 - F. Accounts Payable and Payroll Check Registers
 - G. City Hall Generator Repair
- 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: 2022 Poverty Exemption Policy and Guidelines

DATE: February 7, 2022

BACKGROUND:

MCL 211.7u states that the governing body of the local assessing unit shall determine and make available to the public a policy and guidelines used for the granting of exemptions under this section. MCL 211.7u was revised by Public Act 253 of 2020 and the policy attached reflects those changes. The Board of Review is required to follow the policy and guidelines adopted by the City Council in granting and denying a poverty exemption. The Board of Review is not permitted to deviate from the adopted policy and guidelines.

RECOMMENDATION:

Motion to approve the 2022 Poverty Exemption Policy and Guidelines as presented.

ATTACHMENTS:

- ▢ 2022 Poverty Exemption Policy and Guidelines

2022 POVERTY EXEMPTION POLICY & GUIDELINES

The following ***policy and guidelines***, adopted by the City Council, shall be followed by the City Board of Review when considering ***poverty exemptions*** according to section 211.7u of the Michigan Compiled Laws (MCL).

Application Guidelines: To be eligible for a Poverty Exemption; The applicant must:

1. File Form 5737 Application for MCL 211.7u Poverty Exemption
2. File Form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty
3. Own and occupy the property as a principal residence. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons residing in the principal residence. (disclosure of the income of an owner who is not residing in the principal residence is not required.) Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, *Poverty Exemption Affidavit* may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year
4. Produce a valid drivers license or other form of identification, if requested
5. Produce a deed, land contract or other evidence of ownership of the property, if requested.
6. Meet the income guidelines of this policy
7. Meet the asset level test of this policy

Income Test

- Total Annual Household Income shall not exceed the following amount applicable to the number of persons living in the household:

Number of Persons	Poverty Income Level for 2022
1	\$12,880
2	\$17,240
3	\$21,960
4	\$29,500
5	\$31,040
6	\$35,580
7	\$40,120
8	\$44,660
For each additional person	\$4,540

- Total Annual Household Income shall be based on Federal Poverty Income Guidelines and will be adjusted annually to agree to the federally established amount.

Potential income and asset sources are (non-inclusive):

Income from all sources	Interest and dividends
Salaries & wages before deductions	Pensions
Net receipts from self-employment	Supplemental Security Income
Veteran payments	Net rental income
Royalties	Scholarships & grants
Unemployment compensation	Insurance
Workers compensation	Retirement accounts
Alimony	Child support
General assistance	IRA/Keogh annuities
Social Security	New or reverse mortgages
Cash	Stocks & bonds
Checking & savings accounts	Investments
Money market accounts	Gifts
Assets in trust accounts	Deferred compensation

Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption.
 - a. Applicant's principal residence
 - b. One motor vehicle per working adult
 - c. Essential household goods
 - d. Personal assets of any nature with a total value up to \$10,000.
2. Things of value that the Board of Review can consider in determining what percent exemption to grant:
 - a. Real estate other than the principal residence
 - b. Personal property
 - c. Motor vehicles in excess of one per working adult
 - d. Recreational vehicles and equipment
 - e. Certificate of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds, etc.
3. The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant. Assets (except those exempt from consideration as listed above), shall not exceed \$10,000.

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions.
2. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
3. All information is subject to verification.

Granting full or partial poverty exemptions. MCL 211.7u(5) states that if a person claiming poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption in whole or in part as follows:

- a) A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted; or
- b) A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted; or
- c) A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

No other method of calculating taxable value may be utilized, except for those percentage reductions specifically authorized by statute

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - January 17, 2022

DATE: February 7, 2022

RECOMMENDATION:

Motion to approve the minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 17, 2022 – 6:00 p.m.
210 State Street, Charlevoix, MI 49720

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Philip Parr, Richard Spring, Mark Knapp, Greg Bryan, Janet Kalbfell, Aaron Hagen
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Meeting Minutes – January 3, 2022
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – January 18, 2022
 - b. ACH Payments – January 3, 2022 to January 11, 2022
 - c. Payroll Check Register – January 7, 2022
 - d. Payroll Transmittal – January 7, 2022
 - e. Tax Disbursement – January 18, 2022
 - f. Special Accounts Payable—December 30, 2021
- C. Approval of Deputy Clerk Appointment-Ginny Schutz
- D. Building Authority Commission Appointment: Clerk Dvoracek-Term will expire in June 2024
- E. Revised Pump Replacement Proposal for Water Treatment Plant \$1,400-The original proposal was for \$55,422.41 which was approved in December by Council. Northern Pump and Well had to revise their quote due to supply chain issues and increased the proposal by \$1,400.

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

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

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

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

- A. Public Hearing: 211 Bridge Street Associates, LLC Commercial Facilities Exemption Certificate

City Manager Heydlauff stated 211 Bridge Street Associates, LLC has applied for a Commercial Facilities Exemption Certificate, and he explained this type of certificate is similar to an Industrial Facilities Tax Exemption. City Manager Heydlauff stated the project will include rehabbing the second-floor story into three short term rentals which is allowed per the statute as commercial use.

Andrew Margulies owner of 211 Bridge St. stated he purchased the building in October of 2021. Mr. Margulies stated the existing businesses will continue to occupy the space which consist of the Taffy Barrel and Elements. Mr. Margulies explained the project will include creating three hotel like rooms, a rooftop patio if permitting is allowed, and rehabilitation of the alleyway and façade. Mr. Margulies explained that the elevator will be constructed in the back of the building, and he stated all improvements will be conscious of the historic nature of the building. Mr. Margulies is also researching converting the basement into livable spaces.

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

Motion by Bryan, second by Hagen to approve a Commercial Facility Exemption Certificate for 211 Bridge Street Associates for a period of 12 years as presented. Motion carried by voice vote with one opposed.

B. Property Maintenance Ordinance

City Manager Heydlauff explained this item has been on the agenda for several months and that council adopted the Enforcement Policy and Guidelines in October to help guide staff. Council discussion was held.

Mayor Kurtz opened the item to public comment and three were heard in opposition and one in favor.

**CITY OF CHARLEVOIX
ORDINANCE NO. 828 of 2022
PROPERTY MAINTENANCE ORDINANCE**

An ordinance adopting by reference the most recent edition of the International Property Maintenance Code, except as provided herein; regulating and governing the conditions and maintenance of all property, buildings and structures; by providing standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for human occupation and use; and the condemnation of buildings and structures in the City; providing the issuance of permits and collection of fees therefor; and repealing and all other ordinances and parts of ordinances within.

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title IX, Chapter 91, Section 91.70 of the City of Charlevoix Code is hereby added to read as follows:

Purpose. The purpose of this ordinance is to adopt a property maintenance code to regulate and govern the conditions and maintenance of all property, buildings and structures, to provide uniform standards for occupation and use to ensure that they are safe, sanitary and fit.

SECTION 2.

Title. This Ordinance shall be known and cited as "The City of Charlevoix Property Maintenance Code."

SECTION 3.

Adoption. Pursuant to MCL 117.3 (k), that certain document marked and designated as The International Property Maintenance Code, most recently adopted edition, as published by the International Code Council, is hereby adopted as the Housing/Property Maintenance Code of the City, and each and all of the provisions of such code are hereby referred to, adopted and made a part hereof as if fully set out in this chapter, save and except such provisions as hereinafter amended or deleted.

SECTION 4.

Definitions. Wherever the term "building official," "administrative authority" or "code official" appears in the International Property Maintenance Code, as adopted in Section 3, it shall be deemed to mean the Authorized City Official (as defined in the City Code of Ordinances, as amended) and also includes the City Planner and City Zoning Administrator, or his or her duly authorized agent. Wherever the term "Municipality," "City" or "local jurisdiction" appears in such Code, it shall be deemed to mean the City of Charlevoix. Wherever the term "Board of Appeals" appears in such Code, it shall be deemed to mean the Zoning Board of Appeals of the City of Charlevoix.

SECTION 5.

Revisions. The following sections of the International Property Maintenance Code, as adopted in Section 3 above, are also hereby revised:

101.1 Insert: City of Charlevoix

103.5 Insert: Fees shall be as currently established or as hereafter adopted by resolution of the city council from time to time.

106.3 Insert: Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed responsible for a municipal civil infraction and subject to the civil fines set forth in the City of Charlevoix Code. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

106.4. Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be responsible for a municipal civil infraction and subject to the civil fines set forth in the City of Charlevoix Code. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

111.2.4. Secretary: The secretary of the appeals board will be the city clerk.

112.4. Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be responsible for a municipal civil infraction and subject to the civil fines set forth in the City of Charlevoix Code.

302.4 Insert: Ten (10) inches

304.14 Insert: Insect screens are required from April 1 through November 1

602.3 Insert: Heat shall be supplied from January 1 through December 31

602.4 Insert: Heat shall be supplied from January 1 through December 31

602.4. Occupiable Work Spaces. Insert: January 1 through December 31

SECTION 6.

File Copies. Printed copies of the International Property Maintenance Code, as adopted in Section 3, shall be kept in the office of the City Clerk, available for review and inspection by the public at all times.

SECTION 7. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 8. Inconsistent Ordinances.

Where a provision of the International Property Maintenance Code, as adopted in this Ordinance is found to be in conflict with a provision of any zoning, housing, fire, safety, or health law of the City, the County or the State, the provision which establishes the higher standard or assumes the higher jurisdiction for the promotion and protection of the health, safety and welfare of the City shall prevail.

SECTION 9. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 828 was adopted on the 17th day of January 2022 A.D., by the Charlevoix City Council as follows:

Motion by: Parr
Second by: Spring
Yeas: Parr, Spring, Kalbfell, Hagen
Nays: Knapp, Bryan

State of Michigan } §
City of Charlevoix

C. Amendment to Membership of the Shade Tree and Parks Commission Ordinance

City Manager Heydlauff explained the amendment would allow a non-city resident that holds professional knowledge in the field the ability to be appointed to the Commission.

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

CITY OF CHARLEVOIX ORDINANCE NO. 829 of 2022

AN ORDINANCE TO AMEND TITLE III, CHAPTER 32, SECTION 32.055 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title III, Chapter 32, Section 32.055 is hereby repealed and replaced in its entirety as follows:

The Shade Tree and Park Commission of the City shall contain five members. Members shall be appointed by the Mayor with the approval of the Council. At least one member of the board should be appointed on the basis of professional or educational ability in the field of arboriculture, horticulture, invasive species management, landscape architecture, or related field. Not less than four of the members shall be citizens and residents of the City; a non-resident may be appointed if he or she possesses unique professional knowledge helpful to the board.

SECTION 2. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 3. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 829 was adopted on the 17th day of January 2022 A.D., by the Charlevoix City Council as follows:

Motion by: Spring
Seconded by: Hagen
Yeas: Parr, Spring, Knapp, Bryan, Kalbfell, Hagen
Nays: None

State of Michigan }
City of Charlevoix } §

D. Set Public Hearing: Budget Amendment for FY 2022

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

Motion by Hagen, second by Kalbfell to set a public hearing for the 2021-22 Budget Amendment Ordinance for February 21, 2022 at 6 pm in the City Council Chamber, 210 State Street, Charlevoix, MI. Motion passed by unanimous voice vote.

E. Set Public Hearing: Budget Ordinance 2022-23

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

Motion by Hagen, second by Kalbfell to set a public hearing for 6 pm on February 21, 2022 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI. Motion passed by unanimous voice vote.

7. **All Other Actions & Requests**

A. Mason Street Parking Lot Engineering

Pat Elliott, Public Works Superintendent explained in FY 2022 that the two major infrastructure projects scheduled are Mason Street and Antrim Street. Staff considered adding the engineering for the parking lot improvements to potentially help save the City money with mobilization costs as well as having a project shovel ready for any future grants that may be available.

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

Motion by Spring, second by Kalbfell to approve the proposal as submitted by Performance Engineers, Inc and authorize the City Manager to sign all needed contracts. Motion passed by unanimous voice vote.

B. Charlevoix County Park Millage Funding Resolution

Kent Knorr, Recreation Director stated the City has applied for County Park Millage funds in the past for many projects. The County Park Millage is designed to fund projects that demonstrate a direct recreational benefit to the community. The entire project is estimated to cost \$13,600; the City is requesting \$10,000 to be funded by the County Park Millage and the City would be responsible for the \$3,600 which is included in the City's budget.

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

Motion by Kalbfell, second by Knapp, to adopt Resolution 2022-01-01, as follows:

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

**APPLICATION TO CHARLEVOIX COUNTY PARKS MILLAGE FUNDING FOR PARKS AND RECREATION KAYAK DROP OFF
AND WALKWAY TO THE FERRY BEACH ACCESSIBLE KAYAK LAUNCH**

WHEREAS, the City of Charlevoix wishes to increase access and visibility of parks and recreation assets in the City of Charlevoix; and

WHEREAS, the City of Charlevoix is requesting a \$10,000 appropriation from the County Board of Commissioners; and

WHEREAS, the City of Charlevoix will upon appropriation of the County Board of Commissioners County Parks Millage Funding, commit \$3,600 towards this project; and

WHEREAS, the City of Charlevoix desires to construct a designated kayak drop-off location and accessible walkway to the Ferry Beach Kayak Launch to meet the needs of recreation users in Charlevoix County.

NOW THEREFORE BE IT RESOLVED, by the City of Charlevoix that pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED that the City Manager of the City of Charlevoix is hereby authorized and directed to cause the necessary data to be prepared and the application to be signed and filed with the County of Charlevoix.

RESOLVED this 17th day of January, 2022 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

C. 2022 City Council Goals

City Manager Heydlauff stated the Council met last week to discuss the 2022 City Council Goals. The 2022 City Council Goals reflected the feedback Council provided at the work session.

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

Motion by Kalbfell, second by Hagen to adopt the 2022 City Council Goals. Motion passed by unanimous voice vote.

D. Mayoral Appointment

Mayor Kurtz stated Jennifer Fruk is currently the Chair of the Recreation Advisory Committee and she has done a great job on the Committee.

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

Motion by Spring, second by Hagen to confirm the mayoral reappointment of Jennifer Fruk to the Recreation Advisory Committee, term expiring December 2024. Motion passed by unanimous voice vote.

8. **Reports & Communications**

A. Public Comments

- Michael Seitz expressed his concerns about an incident that occurred several years ago regarding him being punished for cutting trees down in the City. Mr. Seitz stated he settled with the City for \$30,000. Mr. Seitz requested the City refund him back the \$30,000 and requested the newspaper retract the article.

B. City Manager Comments

- City Manager Heydlauff stated there could be potential grant funding for water infrastructure through the Tip of the Mitt Watershed Council
- Requested Council direction for New Year holiday schedule for 2023

C. Mayor & Council Comments

- Council collectively thanked the public for attending the meeting
- Council Member Kalbfell stated at their monthly Commission on Aging Meeting, she had several announcements:
-The County Veterans Office is encouraging all veterans and their families receiving benefits to make an appointment for a review of their account
and to make any changes, they are also giving out a \$50 food voucher
-Seniors are encouraged to get their taxes completed for free through the Commission of Aging

9. **Other Council Business**

10. **Adjourn**

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

Sarah J. Dvoracek	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 12/30/2021			
CHARLEVOIX STATE BANK	9,967.96		
CHARLEVOIX TOWNSHIP TREASURER	78.59	TOTAL	10,307.65
GREAT LAKES ENERGY	261.10		
Regular Accounts Payable – 01/18/2022			
ACE HARDWARE	2,312.50	AMERICAN LEGAL PUBLISHING CORP	1,000.00
ALGER-BERGMANN, JODIE	100.00	AT&T LONG DISTANCE	0.57
ALL-PHASE ELECTRIC SUPPLY CO	1,522.16	AVFUEL CORPORATION	1,166.12
AMAZON CAPITAL SERVICES	1,174.16	BALLARD'S PLUMBING AND HEATING	4,989.00

BEAVER RESEARCH COMPANY	30.94	INDEPENDENT DRAFTING SERVICES	1,880.00
BEHAN WINDOW CLEANING	420.00	IVEY, MARY	23.48
BELL EQUIPMENT COMPANY	833.30	KASSBOHRER ALL TERRAIN VEHICLES	1,404.97
BOGART, NICHOLAS	100.00	KENDALL, DAVID	50.00
CENTRAL DRUG STORE	125.15	KSS ENTERPRISES	177.43
CHARLEVOIX COUNTY EQUALIZATION	1,432.00	LASER PRINTER TECHNOLOGIES	560.00
CVX GROUNDHOG SHADOW FEST	5,000.00	MCCARDEL CULLIGAN-PETOSKEY	51.50
CHARLEVOIX SCREEN MASTERS INC	12.00	MICHIGAN MUNICIPAL LEAGUE	9,309.00
CHARTER COMMUNICATIONS	144.98	MICHIGAN MUNICIPAL LEAGUE	471.85
CHIRCO TITLE AGENCY INC	24.94	MURRAY'S CREATIONS	65.00
CITY OF CHARLEVOIX - UTILITIES	38,096.91	NAVIA BENEFIT SOLUTIONS	50.00
CIVIC SYSTEMS LLC	9,451.00	NW MI COG	24,832.50
CRYSTAL FLASH ENERGY	726.34	OLESON'S FOOD STORES	40.68
DETROIT AIR COMPRESSOR	668.19	OMS COMPLIANCE SERVICES INC	599.75
DVORACEK, SARAH	138.60	O'REILLY AUTOMOTIVE INC	30.29
EDGEWATER RESOURCES LLC	1,838.00	POWER LINE SUPPLY	34,767.94
EJ USA INC.	1,096.70	PREIN & NEWHOF	150.00
ELECTIONSOURCE	1,365.00	PRO COMM INC	120.00
ELLSWORTH FARMERS EXCHANGE	1,240.00	SEELY, STEVE	1,431.18
ETNA SUPPLY	40.80	STATE OF MICHIGAN	180.00
F.H. BLACK & COMPANY INCORPORATED	337.50	SUMMIT FIRE PROTECTION	450.00
FAMILY FARM AND HOME	467.92	TELE-RAD INC	185.00
FREEDOM MAILING SERVICES INC	2,386.25	TERMINAL SUPPLY CO	14.01
GATEHOUSE MEDIA MI HOLDINGS	416.22	TESSMER, RICHARD	12.51
GOLDING, JOYCE M.	249.99	UNIFIRST CORPORATION	1,206.27
GRAINGER	274.32	UPPER CASE PRINTING INK.	1,131.00
GREAT LAKES ELEVATOR LLC	429.38	USA BLUE BOOK	689.86
GREAT LAKES REGION CAP MAGAZINE	95.00	VILLAGE GRAPHICS INC	1,887.47
GRP ENGINEERING INC	4,755.00	WORK 'N PLAY SHOP	34.12
HACH COMPANY	2,628.87	ZIXCORP	1,109.00
HERITAGE-CRYSTAL CLEAN LLC	25.00		
HOLIDAY LIGHTING SERVICE	740.00	TOTAL	185,957.12
HOLLAND ENGINEERING	10,000.00		
HOUSING NORTH	4,625.00		
HYDROCORP	562.50		

ACH Payments – 01/03/2022 to 01/11/2022

MI PUBLIC POWER AGENCY	19,256.81	VANTAGEPOINT (ROTH IRA)	1,080.76
AMG PAYMENT SOLUTIONS	24.99	MI PUBLIC POWER AGENCY	14,540.88
PAYMENT SERVICE NETWORK, INC	259.30	DTE ENERGY	6,590.70
IRS (PAYROLL TAX DEPOSIT)	44,393.12	STATE OF MI (SALES TAX)	21,458.37
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	6,268.97	TOTAL	136,312.65
VANTAGEPOINT (401 ICMA PLAN)	957.68		
VANTAGEPOINT (457 ICMA PLAN)	21,131.07		

Payroll Net Pay – Check Date 01/07/2022

KURTZ, LUTHER J.	978.91	YOUNG, KRISTEN L.	1,867.26
HAGEN, AARON W.	601.05	WURST, RANDALL W.	1,431.60
KALBFELL, JANET P.	612.59	HILLING, NICHOLAS A.	1,743.38
BRYAN JR, GREGORY T.	507.32	MEIER III, CHARLES A.	1,553.80
PARR, PHILIP M.	408.20	ZACHARIAS, STEVEN B.	2,218.72
KNAPP, MARK D.	408.20	NEWMAN, MARK J.	1,837.22
SPRING, RICHARD C.	240.50	LOUGHMILLER, JOHN A.	1,781.51
FLANDERS, FRANCIS B.	44.04	GRIFFITH, JOHN J.	2,998.09
BRYAN, BRENDA L.	46.17	EATON, BRAD A.	2,317.07
HEYDLAUFF, MARK L.	3,357.94	WILSON, TIMOTHY J.	3,192.91
DVORACEK, SARAH J.	2,244.03	LAVOIE, RICHARD L.	2,284.23
GOLDING, JOYCE M.	10,000.93	STEVENS, BRANDON C.	2,443.49
DEROSIA, PATRICIA E.	675.62	DRAVES, MARTIN J.	2,975.65
DOTSON, LINDSEY J.	1,386.42	ANDERSON, ELIZABETH A.	1,338.42
KLOOSTER, ALIDA K.	2,198.52	KENWABIKISE, DAVID L.	1,184.64
GOLOVICH, KAREN J.	1,013.26	ELLIOTT, PATRICK M.	3,083.00
BARNEVELD, RICHELLE L.	1,295.67	SCHWARTZFISHER, JOSEPH	1,326.00
SCHULZ, GINNY L.	1,464.52	BRADLEY, KELLY R.	1,746.91
MILLER, FAITH G.	76.36	HART II, DELBERT W.	1,841.22
MCGINN, KELLY A.	2,154.14	JONES, ROBERT F.	1,368.25
DOAN, GERARD P.	2,432.48	FARRELL, MITCHELL L.	1,400.64
SCHOLEY, ROBERT W.	1,632.71	THORP JR, WILLIAM D.	1,737.19
UMULIS, MATTHEW T.	1,888.50	LEITNER, RYAN S.	1,570.52
ORBAN, BARBARA K.	1,800.32	FERGUSON, ROYCE L.	2,418.62
RILEY, DENISE M.	425.77	KNORR, KENT J.	2,026.00
MUNK, CHRISTOPHER J.	2,186.57	ANZELL, BETH A.	1,367.26
SCHICK, TIELER R.	2,080.85	BOSS, SHERRY M.	610.22
STEWART, MORGAN J.	2,195.96	DOE-NIMPHIE, SETH K.	401.50

HAGEN, MADISON L.	108.80	PAALMAN, STEPHEN J.	658.99
BERTINELLI, DAVID P.	566.13	TIMMS, ROBERT N	46.17
JOY, ANNE E.	561.79	LAVOIE, RICHARD L.	188.82
MATTACK, JEFFREY C.	1,090.53	STEVENS, BRANDON C.	188.82
HILLIGAN, ABIGAIL B.	512.55	WHITLEY, ANDREW T.	2,231.30
PEARSALL, KRISTA M.	165.18	MORRISON, KEVIN P.	1,353.94
BOSS, BEAU J.	1,537.64	BOSS JR, DALE E.	1,296.79
BEMIS, GARRETTSON G.	394.85	MATTER, DAWSON K.	101.90
COFFEY, JASON J.	947.41	HOLM, ARTHUR R.	1,263.77
WYMAN, MATTHEW A.	1,809.70	WILLSON, BRENDA R.	215.13
MILLER, WILLIAM S.	1,461.55		
DOUGLAS, MARK	1,479.46	TOTAL	116,097.28
MCCRANEY, RUSSELL R.	1,493.19		

Payroll Transmittal – 01/07/2022

4FRONT CREDIT UNION	885.00	MI STATE DISBURSEMENT UNIT	116.55
AMERICAN FAMILY LIFE	521.59	POLICE OFFICERS LABOR COUNCIL	251.25
CAL STATE DISBURSEMENT UNIT	92.19	PRIORITY HEALTH	1,505.35
CHARLEVOIX STATE BANK	915.00		
COMMUNICATION WORKERS OF AMER	691.95	TOTAL	5,365.10
EQUITABLE FINANCIAL LIFE INSURANCE	386.22		

Tax Disbursement – 01/18/2022

CHARLEVOIX COUNTY TREASURER	425.73	CITY OF CHARLEVOIX - MISC	155.99
CHARLEVOIX COUNTY TREASURER	120,715.45	CITY OF CHARLEVOIX - TAXES DUE	68,159.04
CHARLEVOIX DISTRICT LIBRARY	97,656.46	LAKE CHARLEVOIX EMS AUTHORITY	86,066.73
CHARLEVOIX PUBLIC SCHOOLS	1,012.21	LERETA LLC	1,353.26
CHARLEVOIX PUBLIC SCHOOLS	505.87	RECREATIONAL AUTHORITY	18,874.64
CHARLEVOIX PUBLIC SCHOOLS	886.15		
CHARLEVOIX PUBLIC SCHOOLS	157.16	TOTAL	628,004.12
CHARLEVOIX PUBLIC SCHOOLS	186.06		
CHARLEVOIX-EMMETT ISD	231,849.37		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Keep Charlevoix Beautiful Flower Basket Maintenance Agreement

DATE: February 7, 2022

BACKGROUND:

Keep Charlevoix Beautiful has been responsible for all watering and the maintenance of downtown petunia baskets. This arrangement worked very well and we would like to mutually continue this practice in perpetuity.

You'll recall that we no longer have to prepare the planting beds for the in-ground flowers as we have done in the past as well and I believe this is a way the City can support this point of community pride going forward.

RECOMMENDATION:

Motion to authorize the City Manager to enter an agreement on the City's behalf with Keep Charlevoix Beautiful for the provision of water and flowers in public spaces for \$10,000.

ATTACHMENTS:

- Memo of Understanding with Keep Charlevoix Beautiful



Memorandum of Understanding
City of Charlevoix and Keep Charlevoix Beautiful

Keep Charlevoix Beautiful has had a long and distinguished record of beautifying the City of Charlevoix by raising funds and organizing volunteers to plant and maintain flowers along with the highways and streets of the city. This mission has evolved over time to presently be focused on the planting and maintaining of flower baskets.

The City of Charlevoix has an obligation to maintain public ways and desires these be attractive and well maintained.

Given the mutual interests of Keep Charlevoix Beautiful and the City of Charlevoix, the City of Charlevoix contracts with Keep Charlevoix Beautiful to plant and maintain flower baskets in public ways. In return for this work of public benefit, the City of Charlevoix agrees to pay Keep Charlevoix Beautiful \$10,000 for the 2022 planting season. This amount was approved by City Council on February XX, 2022.

For the City of Charlevoix:

For Keep Charlevoix Beautiful:

Mark L. Heydlauff
City Manager

By: Bo Boss

It's: Co-President

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Renew Agreement for Short Term Rental Registration Processing

DATE: February 7, 2022

BACKGROUND:

Since the adoption of the Short Term Rental Registration Ordinance, we have used an online registration and payment processing system to register and enforce the ordinance. This service is due for renewal. Costs for this service are covered by fees from short term rentals.

RECOMMENDATION:

Motion to approve the annual short term rental registration and enforcement proposal from Granicus for an amount of \$13,343.97.

ATTACHMENTS:

- ▣ Granicus Subscription



408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

THIS IS NOT AN INVOICE

Order Form
Prepared for
Charlevoix, MI

Granicus Budgetary Proposal for Charlevoix, MI

Please note: This is not an invoice. This is a budgetary proposal that outlines the products and fees associated with the subscription renewal. Please inform the Granicus Contact listed below if you wish to issue a PO against this budgetary proposal.

ORDER DETAILS

Prepared By: Jessica Shubbie
Phone:
Email: jessica.shubbie@granicus.com
Order #: Q-169735
Prepared On: 01/18/2022
Expires On: 02/28/2022

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription
End Date: 02/28/2022
Period of Performance: 03/01/2022 - 02/28/2023

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Address Identification	Annual	1 Each	\$5,769.44
Compliance Monitoring	Annual	1 Each	\$953.37
Mobile Permitting & Registration	Annual	1 Each	\$5,350.00
Rental Activity Monitoring	Annual	1 Each	\$1,271.16
SUBTOTAL:			\$13,343.97

TERMS & CONDITIONS

- The terms and conditions set forth in the Agreement effective 03-01-2020 are incorporated herein by reference.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Charlevoix, MI to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.
- Renewal pricing for Address Identification, Compliance Monitoring, Rental Activity Monitoring, 24/7 Hotline, Tax Collection, and Mobile Permitting & Registration is based on the average volume of rental listings or units for the preceding 10-12 months and is subject to volume-based pricing adjustments as described herein.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Planning Commission Resignation - David Gray

DATE: February 7, 2022

BACKGROUND:

David Gray submitted his letter of resignation from the Planning Commission. His term expires this spring but he is unable to attend the meetings due to scheduling conflicts for the last two meetings.

RECOMMENDATION:

Motion to accept David Gray's resignation from the Planning Commission.

ATTACHMENTS:

- ▯ Resignation

From: [luther kurtz](#)
To: [Mark Heydlauff](#); [Sarah Dvoracek](#)
Subject: Fwd: Planning and Zoning Committee term
Date: Monday, January 17, 2022 4:03:37 PM

David is resigning from Planning commission.

----- Forwarded message -----

From: **David Gray** <GM@belvedereclub.net>
Date: Mon, Jan 17, 2022 at 8:19 AM
Subject: Planning and Zoning Committee term
To: luther kurtz

Good morning Luther,

Hope all is well with you and the family! I understand my 3-year term as a member of the Planning and Zoning Committee will be completed in April of this year. However, due to my upcoming personal schedule, I will not be able to attend the meetings on February 14th and March 14th, so I wanted to let you know in advance for the planning of my replacement.

This was the first opportunity for me to serve in any city government capacity, so I appreciated the chance you gave me to do so. Perhaps somewhere down the road, I'll make the time to do it again. The last 3 years only strengthened my thoughts of the yeoman's work you and many others put in for the City of Charlevoix.

Again, thanks for the opportunity and I hope to see you and Mary soon.

Best,

David

David J. Gray, CCM

General Manager

Belvedere Club and Belvedere Golf Club

O: 231-547-2512

C: 231-675-8066

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: February 7, 2022

RECOMMENDATION:

Motion to approve the check registers.

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
01/20/2022		
135610	AT&T	1,570.00
135611	AT&T MOBILITY	757.90
135612	CHARLEVOIX STATE BANK	11,879.71
135613	CHARTER COMMUNICATIONS	726.16
135614	DELTA DENTAL	3,404.63
135615	EQUITABLE FINANCIAL LIFE INSURAN	1,192.37
135616	GREAT LAKES ENERGY	365.65
135617	PRIORITY HEALTH	44,504.81
135618	RANGE TELECOMMUNICATIONS	191.00
135619	STANDARD INSURANCE CO	2,638.64
135620	TELNET WORLDWIDE	202.29
135621	VSP INSURANCE CO. (CT)	548.43
135622	WEX BANK	8,226.98
Total 01/20/2022:		76,208.57
Grand Totals:		76,208.57

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

01/20/22 Special Accounts Payable Run	\$	76,208.57
01/21/22 Payroll (net pay)	\$	133,925.83
01/21/22 Payroll Transmittal Checks	\$	5,114.31
02/01/22 Special Accounts Payable Run	\$	44,690.19
02/04/22 Payroll (net pay)	\$	97,572.02
02/04/22 Payroll Transmittal Checks	\$	5,365.56
02/08/22 Regular Accounts Payable	\$	145,206.05
Checks Sub-Total:	\$	508,082.53

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

01/18/22 MI Public Power Agency	\$	13,902.81
01/20/22 Michigan Municipal Electric	\$	9,377.00
01/21/22 IRS (Payroll Tax Deposit)	\$	50,147.51
01/21/22 Alerus Financial (HCSP)	\$	350.00
01/21/22 State of MI (Withholding Tax)	\$	7,246.96
01/21/22 Vantagepoint (401 Plan)	\$	957.68
01/21/22 Vantagepoint (457 Plan)	\$	19,563.45
01/21/22 Vantagepoint (Roth IRA)	\$	1,080.76
01/21/22 MERS (Defined Benefit Plan)	\$	53,184.73
01/24/22 MI Public Power Agency	\$	6,617.75
01/25/22 MI Public Power Agency	\$	268,011.17
01/31/22 MI Public Power Agency	\$	10,851.35
02/04/22 IRS (Payroll Tax Deposit)	\$	35,971.10
02/04/22 Alerus Financial (HCSP)	\$	350.00
02/04/22 State of MI (Withholding Tax)	\$	5,274.65
02/04/22 Vantagepoint (401 ICMA Plan)	\$	957.68
02/04/22 Vantagepoint (457 ICMA Plan)	\$	19,776.02
02/04/22 Vantagepoint (Roth IRA)	\$	1,080.76

ACH Sub-Total: \$ 504,701.38

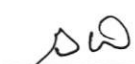
Huntington National Bank Total: \$ 1,012,783.91

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

02/08/22 Tax Disbursement	\$	453,349.25
Charlevoix State Bank Total:	\$	453,349.25

Grand Total: \$ 1,466,133.16

APPROVED:


POLICE CHIEF FOR CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/15/2022	PC	01/21/2022	34658	HEYDLAUFF, MARK L.	102		3,069.50
01/15/2022	PC	01/21/2022	34659	DVORACEK, SARAH J.	105		2,244.03
01/15/2022	PC	01/21/2022	34660	DEROSIA, PATRICIA E.	107		988.02
01/15/2022	PC	01/21/2022	34661	DOTSON, LINDSEY J.	109		1,386.42
01/15/2022	PC	01/21/2022	34662	KLOOSTER, ALIDA K.	121		1,795.97
01/15/2022	PC	01/21/2022	34663	GOLOVICH, KAREN J.	122		938.14
01/15/2022	PC	01/21/2022	34664	BARNEVELD, RICHELLE	123		1,224.04
01/15/2022	PC	01/21/2022	34665	SCHULZ, GINNY L.	125		1,546.47
01/15/2022	PC	01/21/2022	34666	MILLER, FAITH G.	142		38.17
01/15/2022	PC	01/21/2022	34667	MCGINN, KELLY A.	146		1,690.69
01/15/2022	PC	01/21/2022	34668	DOAN, GERARD P.	201		2,432.49
01/15/2022	PC	01/21/2022	34669	SCHOLEY, ROBERT W.	204		1,616.30
01/15/2022	PC	01/21/2022	34670	UMULIS, MATTHEW T.	205		1,251.51
01/15/2022	PC	01/21/2022	34671	ORBAN, BARBARA K.	209		1,550.20
01/15/2022	PC	01/21/2022	34672	RILEY, DENISE M.	213		375.53
01/15/2022	PC	01/21/2022	34673	MUNK, CHRISTOPHER J.	215		1,349.52
01/15/2022	PC	01/21/2022	34674	SCHICK, TIELER R.	216		1,681.73
01/15/2022	PC	01/21/2022	34675	STEWART, MORGAN J.	217		1,346.17
01/15/2022	PC	01/21/2022	34676	YOUNG, KRISTEN L.	230		1,438.27
01/15/2022	PC	01/21/2022	34677	WURST, RANDALL W.	411		1,890.10
01/15/2022	PC	01/21/2022	34678	HILLING, NICHOLAS A.	413		1,538.30
01/15/2022	PC	01/21/2022	34679	MEIER III, CHARLES A.	421		1,415.34
01/15/2022	PC	01/21/2022	34680	ZACHARIAS, STEVEN B.	422		1,469.64
01/15/2022	PC	01/21/2022	34681	NEWMAN, MARK J.	424		1,483.25
01/15/2022	PC	01/21/2022	34682	LOUGHMILLER, JOHN A.	425		1,796.04
01/15/2022	PC	01/21/2022	34683	GRIFFITH, JOHN J.	500		2,998.09
01/15/2022	PC	01/21/2022	34684	EATON, BRAD A.	515		2,418.46
01/15/2022	PC	01/21/2022	34685	WILSON, TIMOTHY J.	516		2,768.06
01/15/2022	PC	01/21/2022	34686	LAVOIE, RICHARD L.	519		2,145.75
01/15/2022	PC	01/21/2022	34687	STEVENS, BRANDON C.	521		2,501.36
01/15/2022	PC	01/21/2022	34688	DRAVES, MARTIN J.	523		2,390.87
01/15/2022	PC	01/21/2022	34689	ANDERSON, ELIZABETH	526		1,338.42
01/15/2022	PC	01/21/2022	34690	KENWABIKISE, DAVID L.	528		1,184.64
01/15/2022	PC	01/21/2022	34691	ELLIOTT, PATRICK M.	600		3,083.00
01/15/2022	PC	01/21/2022	34692	SCHWARTZFISHER, JOS	603		1,155.15
01/15/2022	PC	01/21/2022	34693	BRADLEY, KELLY R.	614		1,537.64
01/15/2022	PC	01/21/2022	34694	HART II, DELBERT W.	616		1,805.81
01/15/2022	PC	01/21/2022	34695	JONES, ROBERT F.	618		1,315.68
01/15/2022	PC	01/21/2022	34696	FARRELL, MITCHELL L.	622		1,400.64
01/15/2022	PC	01/21/2022	34697	THORP JR, WILLIAM D.	623		1,592.74
01/15/2022	PC	01/21/2022	34698	LEITNER, RYAN S.	624		1,634.20
01/15/2022	PC	01/21/2022	34699	FERGUSON, ROYCE L.	625		1,461.19
01/15/2022	PC	01/21/2022	34700	KNORR, KENT J.	700		2,026.00
01/15/2022	PC	01/21/2022	34701	ANZELL, BETH A.	702		1,367.26
01/15/2022	PC	01/21/2022	34702	BOSS, SHERRY M.	730		178.01
01/15/2022	PC	01/21/2022	34703	DOE-NIMPHE, SETH K.	738		56.62
01/15/2022	PC	01/21/2022	34704	PORATH, JACOB P.	741		186.50
01/15/2022	PC	01/21/2022	34705	HAGEN, MADISON L.	752		598.39
01/15/2022	PC	01/21/2022	34706	KUPPE II, KENNETH N.	763		227.96
01/15/2022	PC	01/21/2022	34707	BERTINELLI, DAVID P.	764		330.24
01/15/2022	PC	01/21/2022	34708	JOY, ANNE E.	765		428.61
01/15/2022	PC	01/21/2022	34709	MATTACK, JEFFREY C.	767		821.62
01/15/2022	PC	01/21/2022	34710	HILLIGAN, ABIGAIL B.	769		254.76
01/15/2022	PC	01/21/2022	34711	PEARSALL, KRISTA M.	784		44.04
01/15/2022	PC	01/21/2022	34712	WELLS, JANINNA J.	785		45.28
01/15/2022	PC	01/21/2022	34713	BOSS, BEAU J.	788		1,537.64
01/15/2022	PC	01/21/2022	34714	BEMIS, GARRETTSON G.	797		405.02

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/15/2022	PC	01/21/2022	34715	COFFEY, JASON J.	798		702.91
01/15/2022	PC	01/21/2022	34716	WYMAN, MATTHEW A.	927		1,809.69
01/15/2022	PC	01/21/2022	34717	MILLER, WILLIAM S.	933		1,000.98
01/15/2022	PC	01/21/2022	34718	DOUGLAS, MARK	935		1,018.31
01/15/2022	PC	01/21/2022	34719	MCCRANEY, RUSSELL R.	936		1,055.46
01/15/2022	PC	01/21/2022	34720	FRATRICK, JOSEPH W.	940		527.59
01/15/2022	PC	01/21/2022	34721	PAALMAN, STEPHEN J.	942		179.72
01/15/2022	PC	01/21/2022	135575	HEYDLAUFF, MARK L.	102	Annual Sick Leave Payout	2,038.15
01/15/2022	PC	01/21/2022	135576	KLOOSTER, ALIDA K.	121	Annual Sick/Frozen Bank Payout	3,846.04
01/15/2022	PC	01/21/2022	135577	MCGINN, KELLY A.	146	Annual Sick Leave Payout	1,186.71
01/15/2022	PC	01/21/2022	135578	DOAN, GERARD P.	201	Annual Sick/Frozen Bank Payout	3,847.41
01/15/2022	PC	01/21/2022	135579	ORBAN, BARBARA K.	209	Annual Sick Leave Payout	794.10
01/15/2022	PC	01/21/2022	135580	MUNK, CHRISTOPHER J.	215	Annual Sick Leave Payout	693.55
01/15/2022	PC	01/21/2022	135581	YOUNG, KRISTEN L.	230	Annual Sick Leave Payout	170.44
01/15/2022	PC	01/21/2022	135582	WURST, RANDALL W.	411	Annual Sick/Frozen Bank Payout	7,367.43
01/15/2022	PC	01/21/2022	135583	HILLING, NICHOLAS A.	413	Annual Sick/Frozen Bank Payout	5,959.81
01/15/2022	PC	01/21/2022	135584	MEIER III, CHARLES A.	421	Annual Sick/Frozen Bank Payout	5,536.24
01/15/2022	PC	01/21/2022	135585	ZACHARIAS, STEVEN B.	422	Annual Sick Leave Payout	1,046.02
01/15/2022	PC	01/21/2022	135586	NEWMAN, MARK J.	424	Annual Sick Leave Payout	957.98
01/15/2022	PC	01/21/2022	135587	EATON, BRAD A.	515	Annual Sick Leave Payout	874.89
01/15/2022	PC	01/21/2022	135588	WHITLEY, ANDREW T.	522		2,494.95
01/15/2022	PC	01/21/2022	135589	ELLIOTT, PATRICK M.	600	Annual Sick Leave Payout	1,653.27
01/15/2022	PC	01/21/2022	135590	MORRISON, KEVIN P.	601		1,543.12
01/15/2022	PC	01/21/2022	135591	MORRISON, KEVIN P.	601	Annual Sick Leave Payout	525.31
01/15/2022	PC	01/21/2022	135592	BRADLEY, KELLY R.	614	Annual Sick/Frozen Bank Payout	1,216.58
01/15/2022	PC	01/21/2022	135593	FARRELL, MITCHELL L.	622	Annual Sick Leave Payout	869.63
01/15/2022	PC	01/21/2022	135594	KNORR, KENT J.	700	Annual Sick Leave Payout	1,088.65
01/15/2022	PC	01/21/2022	135595	BOSS JR, DALE E.	701		1,296.79
01/15/2022	PC	01/21/2022	135596	MCDERMOTT, DENNIS J.	732		370.02
01/15/2022	PC	01/21/2022	135597	MATTER, DAWSON K.	786		249.09
01/15/2022	PC	01/21/2022	135598	HOLM, ARTHUR R.	791		1,263.77
01/15/2022	PC	01/21/2022	135599	WILLSON, BRENDA R.	799		45.28
01/15/2022	PC	01/21/2022	135600	WYMAN, MATTHEW A.	927	Annual Sick Leave Payout	1,224.84
01/15/2022	PC	01/21/2022	135601	DOUGLAS, MARK	935	Annual Sick Leave Payout	675.61
Grand Totals:			91				133,925.83

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
01/15/2022	01/21/2022	135602	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	885.00
01/15/2022	01/21/2022	135603	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
01/15/2022	01/21/2022	135603	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	434.69
01/15/2022	01/21/2022	135604	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
01/15/2022	01/21/2022	135605	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	915.00
01/15/2022	01/21/2022	135606	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	692.41
01/15/2022	01/21/2022	135607	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	277.90
01/15/2022	01/21/2022	135607	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 1/15/	51.98
01/15/2022	01/21/2022	135607	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 1/15/20	4.40
01/15/2022	01/21/2022	135607	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	37.78
01/15/2022	01/21/2022	135607	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 1/15	10.83
01/15/2022	01/21/2022	135607	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 1/15/2	3.33
01/15/2022	01/21/2022	135608	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
01/15/2022	01/21/2022	135609	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,505.35
Grand Totals:		14				5,114.31



Check Number	Payee	Amount
02/01/2022		
135639	CHARLEVOIX STATE BANK	390.19
135640	WOLVERINE POWER SYSTEMS	44,300.00
Total 02/01/2022:		44,690.19
Grand Totals:		44,690.19

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/29/2022	PC	02/04/2022	34722	HEYDLAUFF, MARK L.	102		3,357.94
01/29/2022	PC	02/04/2022	34723	DVORACEK, SARAH J.	105		2,244.03
01/29/2022	PC	02/04/2022	34724	DEROSIA, PATRICIA E.	107		952.18
01/29/2022	PC	02/04/2022	34725	DOTSON, LINDSEY J.	109		1,386.42
01/29/2022	PC	02/04/2022	34726	KLOOSTER, ALIDA K.	121		2,198.52
01/29/2022	PC	02/04/2022	34727	GOLOVICH, KAREN J.	122		784.79
01/29/2022	PC	02/04/2022	34728	BARNEVELD, RICHELLE	123		1,224.04
01/29/2022	PC	02/04/2022	34729	SCHULZ, GINNY L.	125		1,464.52
01/29/2022	PC	02/04/2022	34730	MILLER, FAITH G.	142		25.46
01/29/2022	PC	02/04/2022	34731	MCGINN, KELLY A.	146		2,154.13
01/29/2022	PC	02/04/2022	34732	DOAN, GERARD P.	201		2,432.49
01/29/2022	PC	02/04/2022	34733	SCHOLEY, ROBERT W.	204		1,599.89
01/29/2022	PC	02/04/2022	34734	UMULIS, MATTHEW T.	205		1,396.90
01/29/2022	PC	02/04/2022	34735	ORBAN, BARBARA K.	209		1,123.48
01/29/2022	PC	02/04/2022	34736	RILEY, DENISE M.	213		370.75
01/29/2022	PC	02/04/2022	34737	MUNK, CHRISTOPHER J.	215		1,261.22
01/29/2022	PC	02/04/2022	34738	SCHICK, TIELER R.	216		1,361.75
01/29/2022	PC	02/04/2022	34739	STEWART, MORGAN J.	217		1,512.51
01/29/2022	PC	02/04/2022	34740	YOUNG, KRISTEN L.	230		1,867.26
01/29/2022	PC	02/04/2022	34741	WURST, RANDALL W.	411		1,431.60
01/29/2022	PC	02/04/2022	34742	HILLING, NICHOLAS A.	413		2,226.69
01/29/2022	PC	02/04/2022	34743	MEIER III, CHARLES A.	421		1,745.87
01/29/2022	PC	02/04/2022	34744	ZACHARIAS, STEVEN B.	422		1,469.64
01/29/2022	PC	02/04/2022	34745	NEWMAN, MARK J.	424		1,390.89
01/29/2022	PC	02/04/2022	34746	LOUGHMILLER, JOHN A.	425		1,702.84
01/29/2022	PC	02/04/2022	34747	GRIFFITH, JOHN J.	500		2,998.09
01/29/2022	PC	02/04/2022	34748	EATON, BRAD A.	515		3,284.29
01/29/2022	PC	02/04/2022	34749	WILSON, TIMOTHY J.	516		3,173.81
01/29/2022	PC	02/04/2022	34750	LAVOIE, RICHARD L.	519		2,145.74
01/29/2022	PC	02/04/2022	34751	STEVENS, BRANDON C.	521		2,916.27
01/29/2022	PC	02/04/2022	34752	DRAVES, MARTIN J.	523		2,378.56
01/29/2022	PC	02/04/2022	34753	ANDERSON, ELIZABETH	526		1,338.42
01/29/2022	PC	02/04/2022	34754	KENWABIKISE, DAVID L.	528		1,184.64
01/29/2022	PC	02/04/2022	34755	ELLIOTT, PATRICK M.	600		3,083.00
01/29/2022	PC	02/04/2022	34756	SCHWARTZFISHER, JOS	603		1,536.07
01/29/2022	PC	02/04/2022	34757	BRADLEY, KELLY R.	614		1,481.29
01/29/2022	PC	02/04/2022	34758	HART II, DELBERT W.	616		1,807.28
01/29/2022	PC	02/04/2022	34759	JONES, ROBERT F.	618		1,869.29
01/29/2022	PC	02/04/2022	34760	FARRELL, MITCHELL L.	622		1,425.95
01/29/2022	PC	02/04/2022	34761	THORP JR, WILLIAM D.	623		1,653.77
01/29/2022	PC	02/04/2022	34762	LEITNER, RYAN S.	624		1,863.02
01/29/2022	PC	02/04/2022	34763	FERGUSON, ROYCE L.	625		2,003.43
01/29/2022	PC	02/04/2022	34764	KNORR, KENT J.	700		2,026.00
01/29/2022	PC	02/04/2022	34765	ANZELL, BETH A.	702		1,367.26
01/29/2022	PC	02/04/2022	34766	BOSS, SHERRY M.	730		234.62
01/29/2022	PC	02/04/2022	34767	DOE-NIMPHIE, SETH K.	738		217.48
01/29/2022	PC	02/04/2022	34768	PORATH, JACOB P.	741		245.95
01/29/2022	PC	02/04/2022	34769	HAGEN, MADISON L.	752		359.03
01/29/2022	PC	02/04/2022	34770	KUPPE II, KENNETH N.	763		321.68
01/29/2022	PC	02/04/2022	34771	BERTINELLI, DAVID P.	764		377.42
01/29/2022	PC	02/04/2022	34772	JOY, ANNE E.	765		576.05
01/29/2022	PC	02/04/2022	34773	MATTACK, JEFFREY C.	767		457.77
01/29/2022	PC	02/04/2022	34774	HILLIGAN, ABIGAIL B.	769		484.95
01/29/2022	PC	02/04/2022	34775	PEARSALL, KRISTA M.	784		44.04
01/29/2022	PC	02/04/2022	34776	WELLS, JANINNA J.	785		45.28
01/29/2022	PC	02/04/2022	34777	BOSS, BEAU J.	788		1,537.64
01/29/2022	PC	02/04/2022	34778	BEMIS, GARRETTSON G.	797		490.97

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/29/2022	PC	02/04/2022	34779	COFFEY, JASON J.	798		953.52
01/29/2022	PC	02/04/2022	34780	WYMAN, MATTHEW A.	927		1,809.69
01/29/2022	PC	02/04/2022	34781	MILLER, WILLIAM S.	933		1,461.55
01/29/2022	PC	02/04/2022	34782	DOUGLAS, MARK	935		1,018.31
01/29/2022	PC	02/04/2022	34783	MCCRANEY, RUSSELL R.	936		1,046.14
01/29/2022	PC	02/04/2022	34784	FRATRICK, JOSEPH W.	940		566.60
01/29/2022	PC	02/04/2022	34785	PAALMAN, STEPHEN J.	942		259.01
01/29/2022	PC	02/04/2022	135623	WHITLEY, ANDREW T.	522		2,254.08
01/29/2022	PC	02/04/2022	135624	MORRISON, KEVIN P.	601		1,484.13
01/29/2022	PC	02/04/2022	135625	BOSS JR, DALE E.	701		1,296.79
01/29/2022	PC	02/04/2022	135626	MCDERMOTT, DENNIS J.	732		158.58
01/29/2022	PC	02/04/2022	135627	MATTER, DAWSON K.	786		203.82
01/29/2022	PC	02/04/2022	135628	HOLM, ARTHUR R.	791		1,263.77
01/29/2022	PC	02/04/2022	135629	WILLSON, BRENDA R.	799		181.16
Grand Totals:			71				97,572.02

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
01/29/2022	02/04/2022	135630	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	885.00
01/29/2022	02/04/2022	135631	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
01/29/2022	02/04/2022	135631	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	434.69
01/29/2022	02/04/2022	135632	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
01/29/2022	02/04/2022	135633	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	915.00
01/29/2022	02/04/2022	135634	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	692.41
01/29/2022	02/04/2022	135635	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	277.90
01/29/2022	02/04/2022	135635	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 1/29/	51.98
01/29/2022	02/04/2022	135635	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 1/29/20	4.40
01/29/2022	02/04/2022	135635	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	37.78
01/29/2022	02/04/2022	135635	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 1/29	10.83
01/29/2022	02/04/2022	135635	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 1/29/2	3.33
01/29/2022	02/04/2022	135636	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
01/29/2022	02/04/2022	135637	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	251.25
01/29/2022	02/04/2022	135638	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,505.35
Grand Totals:		15				5,365.56

Check Number	Payee	Amount
02/08/2022		
135641	AIRGAS USA LLC	164.46
135642	AMAZON CAPITAL SERVICES	613.65
135643	ANDERSON, ELIZABETH A.	50.00
135644	ANZELL, BETH A.	50.00
135645	APWA MEMBERSHIP	420.00
135646	AT YOUR SERVICE PLUS INC	340.00
135647	AVFUEL CORPORATION	520.00
135648	BD ELECTRICAL INC	6,145.00
135649	BECKETT & RAEDER	905.00
135650	BELL EQUIPMENT COMPANY	2,331.58
135651	BILL'S FARM MARKET	2,461.60
135652	BITELY, KATHERINE A.	111.63
135653	BOSS, BEAU	120.00
135654	BRADFORD MASTER DRYCLEANERS	48.75
135655	CARQUEST OF CHARLEVOIX	1,668.95
135656	CENTRAL DRUG STORE	99.92
135657	CHARLEVOIX CONVENTION &	7,500.00
135658	CHARLEVOIX COUNTY TREASURER	330.13
135659	CHARLEVOIX SCREEN MASTERS INC	35.00
135660	CHARLEVOIX TOWNSHIP TREASURE	27.66
135661	CHARLEVOIX VENETIAN FESTIVAL	5,000.00
135662	CINTAS CORPORATION	112.86
135663	CIVICPLUS	3,307.50
135664	CONWAY PROFESSIONAL SERVICES	2,205.00
135665	DeROSIA, PATRICIA E.	50.00
135666	DOAN, GERARD P.	50.00
135667	DOTSON, LINDSEY J.	50.00
135668	DROST LANDSCAPE	4,375.00
135669	DVORACEK, SARAH	50.00
135670	EDWARDS, EMILY	16.00
135671	ELLIOTT, PATRICK M.	50.00
135672	ELLSWORTH FARMERS EXCHANGE	2,864.32
135673	ESRI	6,100.00
135674	F.H. BLACK & COMPANY INCORPORA	787.50
135675	FASTENAL COMPANY	366.85
135676	GFL ENVIRONMENTAL	215.90
135677	GRAINGER	1,529.34
135678	GRAND TRAVERSE GARAGE DOOR C	171.29
135679	GRAND TRAVERSE MOBILE COMMUN	2,255.63
135680	GREAT LAKES ELEVATOR LLC	2,400.00
135681	GRIFFITH, JOHN J	169.84
135682	GRP ENGINEERING INC	1,565.00
135683	HACH COMPANY	379.54
135684	HERZOG ELECTRIC	399.23
135685	HEYDLAUFF, MARK L.	448.50
135686	HILLING, NICHOLAS A.	50.00
135687	IDEXX DISTRIBUTION INC	1,537.37
135688	KASSBOHRER ALL TERRAIN VEHICLE	471.91

Check Number	Payee	Amount
135689	KAUFFMAN'S FURNITURE AND APPLI	1,900.00
135690	KIWANIS CLUB OF CHARLEVOIX	40.00
135691	KLOOSTER, ALIDA K.	50.00
135692	KNORR, KENT J.	50.00
135693	KSS ENTERPRISES	366.17
135694	LITTLE TRAVERSE DISPOSAL LLC	1,750.00
135695	MALPELI, CAMILLE	40.00
135696	MATTS LLC	4,308.75
135697	MCDERMOTT, DENNIS J.	50.00
135698	McGINN, KELLY A.	50.00
135699	MILLER, WILLIAM S.	50.00
135700	MYNORTH MEDIA	700.00
135701	NAVIA BENEFIT SOLUTIONS	50.00
135702	NORTHERN PUMP SERVICE INC	5,824.32
135703	OLSON BZDOK & HOWARD	1,426.00
135704	OMS COMPLIANCE SERVICES INC	317.00
135705	PAUL'S METER TESTING LLC	4,607.15
135706	PENINSULA FIBER NETWORK LLC	470.00
135707	PERFORMANCE ENGINEERS INC	2,125.00
135708	POWER LINE SUPPLY	1,207.41
135709	POWER SYSTEM ENGINEERING INC	2,689.50
135710	POWERPLAN	1,020.81
135711	PREIN & NEWHOF	4,055.29
135712	R B LYONS INC	7,470.00
135713	RESOLUTION G2 LLC	5,853.65
135714	ROBINSON'S LANDSCAPING & NURS	665.00
135715	ROTARY CLUB OF CHARLEVOIX	37.50
135716	SCHOLEY, ROBERT W.	50.00
135717	SIGMA-ALDRICH INC	322.70
135718	SMOKE ON THE WATER	25,000.00
135719	SPARTAN STORES LLC	25.06
135720	STANDARD ELECTRIC COMPANY INC	757.69
135721	STATE OF MICHIGAN	190.00
135722	TRUCK & TRAILER SPECIALTIES	1,625.57
135723	UNIFIRST CORPORATION	776.79
135724	UNIVERSAL CREDIT SERVICES INC	80.00
135725	UP NORTH ASSESSING INC	5,200.00
135726	USA BLUE BOOK	2,606.81
135727	VILLAGE GRAPHICS INC	104.05
135728	WORK 'N PLAY SHOP	221.92
135729	WURST, RANDALL W.	50.00
135730	WYMAN, MATTHEW A.	50.00
135731	YOUNG, KRISTEN L.	50.00
Total 02/08/2022:		145,206.05
Grand Totals:		145,206.05

Check Number	Payee	Amount
01/18/2022		
11822001	MICHIGAN PUBLIC POWER AGENCY	13,902.81
Total 01/18/2022:		13,902.81
Grand Totals:		13,902.81

Check Number	Payee	Amount
01/20/2022		
12022001	MICHIGAN MUNICIPAL ELECTRIC	9,377.00
Total 01/20/2022:		9,377.00
Grand Totals:		9,377.00

Check Issue Date	Check Number	Payee	Amount
12122001			
01/21/2022	12122001	**EFTPS* Payroll Taxes	12,472.14
01/21/2022	12122001	**EFTPS* Payroll Taxes	12,472.14
01/21/2022	12122001	**EFTPS* Payroll Taxes	2,916.94
01/21/2022	12122001	**EFTPS* Payroll Taxes	2,916.94
01/21/2022	12122001	**EFTPS* Payroll Taxes	19,369.35
Total 12122001:			
	5		50,147.51
12122002			
01/21/2022	12122002	Alerus Financial	350.00
Total 12122002:			
	1		350.00
12122003			
01/21/2022	12122003	STATE OF MICHIGAN	7,246.96
Total 12122003:			
	1		7,246.96
12122004			
01/21/2022	12122004	Vantagepoint - 401 Plan 109153	957.68
Total 12122004:			
	1		957.68
12122005			
01/21/2022	12122005	Vantagepoint - 457 Plan 300959	5,263.00
01/21/2022	12122005	Vantagepoint - 457 Plan 300959	2,300.00
01/21/2022	12122005	Vantagepoint - 457 Plan 300959	4,119.91
01/21/2022	12122005	Vantagepoint - 457 Plan 300959	7,880.54
Total 12122005:			
	4		19,563.45
12122006			
01/21/2022	12122006	Vantagepoint - Roth IRA 706117	1,080.76
Total 12122006:			
	1		1,080.76
Grand Totals:			
	13		79,346.36

Check Number	Payee	Amount
01/21/2022		
12122007	MERS	53,184.73
Total 01/21/2022:		53,184.73
Grand Totals:		53,184.73

Check Number	Payee	Amount
01/24/2022		
12422001	MICHIGAN PUBLIC POWER AGENCY	6,617.75
Total 01/24/2022:		6,617.75
Grand Totals:		6,617.75

Check Number	Payee	Amount
01/25/2022		
12522001	MICHIGAN PUBLIC POWER AGENCY	268,011.17
Total 01/25/2022:		268,011.17
Grand Totals:		268,011.17

Check Number	Payee	Amount
01/31/2022		
13122001	MICHIGAN PUBLIC POWER AGENCY	10,851.35
Total 01/31/2022:		10,851.35
Grand Totals:		10,851.35

Check Issue Date	Check Number	Payee	Amount
20422001			
02/04/2022	20422001	**EFTPS* Payroll Taxes	9,481.01
02/04/2022	20422001	**EFTPS* Payroll Taxes	9,481.01
02/04/2022	20422001	**EFTPS* Payroll Taxes	2,217.36
02/04/2022	20422001	**EFTPS* Payroll Taxes	2,217.36
02/04/2022	20422001	**EFTPS* Payroll Taxes	12,574.36
Total 20422001:			
	5		35,971.10
20422002			
02/04/2022	20422002	Alerus Financial	350.00
Total 20422002:			
	1		350.00
20422003			
02/04/2022	20422003	STATE OF MICHIGAN	5,274.65
Total 20422003:			
	1		5,274.65
20422004			
02/04/2022	20422004	Vantagepoint - 401 Plan 109153	957.68
Total 20422004:			
	1		957.68
20422005			
02/04/2022	20422005	Vantagepoint - 457 Plan 300959	5,263.00
02/04/2022	20422005	Vantagepoint - 457 Plan 300959	2,268.90
02/04/2022	20422005	Vantagepoint - 457 Plan 300959	4,111.99
02/04/2022	20422005	Vantagepoint - 457 Plan 300959	8,132.13
Total 20422005:			
	4		19,776.02
20422006			
02/04/2022	20422006	Vantagepoint - Roth IRA 706117	1,080.76
Total 20422006:			
	1		1,080.76
Grand Totals:			
	13		63,410.21

Check Number	Payee	Amount
02/08/2022		
3758	CHARLEVOIX COUNTY TREASURER	100.06
3759	CHARLEVOIX COUNTY TREASURER	91,140.61
3760	CHARLEVOIX DISTRICT LIBRARY	64,383.82
3761	CHARLEVOIX PUBLIC SCHOOLS	12,066.37
3762	CHARLEVOIX PUBLIC SCHOOLS	1,552.35
3763	CHARLEVOIX PUBLIC SCHOOLS	2,719.43
3764	CHARLEVOIX PUBLIC SCHOOLS	482.31
3765	CHARLEVOIX PUBLIC SCHOOLS	571.00
3766	CHARLEVOIX-EMMET ISD	152,854.75
3767	CITY OF CHARLEVOIX - TAXES DUE	58,292.47
3768	LAKE CHARLEVOIX EMS AUTHORITY	56,742.14
3769	RECREATIONAL AUTHORITY	12,443.94
Total 02/08/2022:		453,349.25
Grand Totals:		453,349.25

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Hall Generator Repair

DATE: February 7, 2022

BACKGROUND:

The City Hall generator was inspected on January 12, 2022 and did not pass inspection. The radiator to the generator has developed coolant leaks and is in need of repair. At this time the generator is not operational. A proposal from Cummings Sales and Service is included in this agenda item. This company services our generators for the City. The estimated time of repair is four to sixteen weeks.

RECOMMENDATION:

Motion to approve the proposal from Cummings Sales and Service to repair the City Hall generator with an estimated cost of \$7,665.16.

ATTACHMENTS:

- ▣ Generator Repair Estimate



Payment terms are 30 days from invoice date unless otherwise
agreed upon in writing. Remit to:
#774494
4494 Solutions Center
Chicago, IL 60677-4004

SAGINAW MI BRANCH
722 N. OUTER DR.
SAGINAW, MI 48601-
(989)752-5200

INVOICE NO

ESTIMATE

TO PAY ONLINE LOGON TO
customerpayment.cummins.com

BILL TO

CITY OF CHARLEVOIX
210 STATE ST.
CHARLEVOIX, MI 49720-1345

OWNER

CHARLEVOIX, CITY OF
101 BRIDGE PARK DR
CHARLEVOIX, MI 49720-1397
RANDY WURST - 231 547-3274

PAGE 1 OF 2

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
01-FEB-2022			96A00673-S		GENERAC
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
197225		12-JAN-2022	2025899		GEN SET
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
152333					210 STATE ST.

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
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OSN/MSN/VIN 2025899

COMPLAINT

WHILE ON SITE FOR ANNUAL PM SERVICE, THE TECHNICIAN NOTED THE
FOLLOWING SHOULD BE REPLACED:

RADIATOR, BATTERY + COOLANT

5	0	CC2825	ES COMP EG	FLG		14.75	73.75
1	0	C34-HC	PA12VHCG34,CCA800,RC110	NABS		88.59	88.59
1	0	A-CORE-D	CORE	CLEAN		22.50	22.50
-1	0	A-CORE-D	CORE	DIRTY		22.50	- 22.50
1	0	A0000106639	RADIATOR ASSEMBLY	E1-OTHER		6,568.82	6,568.82

PARTS:	6,731.16
PARTS COVERAGE CREDIT:	0.00CR
TOTAL PARTS:	6,731.16
SURCHARGE TOTAL:	0.00
LABOR:	547.20
LABOR COVERAGE CREDIT:	0.00CR
TOTAL LABOR:	547.20
TRAVEL:	136.80
TRAVEL COVERAGE CREDIT:	0.00CR
TOTAL TRAVEL:	136.80
MISC.:	250.00
MISC. COVERAGE CREDIT:	0.00CR
TOTAL MISC.:	250.00
HAZ WASTE DISPOSAL	34.20
FREIGHT	250.00
HAZ WASTE DISPOSAL CREDIT	- 34.20

Completion date : 13-Jan-2022 09:06AM. Estimate expires : 11-Feb-2022 09:06AM.

Billing Inquiries? Call (877)480-6970

APPENDIX A IS ATTACHED AND INCORPORATED HEREIN. IN APPENDIX A THERE ARE
ADDITIONAL CONTRACT TERMS AND CONDITIONS, INCLUDING LIMITATION ON
WARRANTIES AND LIABILITIES WHICH ARE EXPRESSIVELY INCORPORATED HEREIN AND
WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ, FULLY UNDERSTOOD AND
ACCEPTED.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



Payment terms are 30 days from invoice date unless otherwise
agreed upon in writing. Remit to:
#774494
4494 Solutions Center
Chicago, IL 60677-4004

SAGINAW MI BRANCH
722 N. OUTER DR.
SAGINAW, MI 48601-
(989)752-5200

INVOICE NO

ESTIMATE

TO PAY ONLINE LOGON TO
customerpayment.cummins.com

BILL TO

CITY OF CHARLEVOIX
210 STATE ST
CHARLEVOIX, MI 49720-1345

OWNER

CHARLEVOIX, CITY OF
101 BRIDGE PARK DR
CHARLEVOIX, MI 49720-1397
RANDY WURST - 231 547-3274

PAGE 2 OF 2

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
01-FEB-2022			96A00673-S		GENERAC
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
197225		12-JAN-2022	2025899		GEN SET
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
152333					210 STATE ST.

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
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OSN/MSN/VIN 2025899

TAX EXEMPT NUMBERS:

LOCAL 0.00

Completion date : 13-Jan-2022 09:06AM. Estimate expires : 11-Feb-2022 09:06AM.

Billing Inquiries? Call (877)480-6970

APPENDIX A IS ATTACHED AND INCORPORATED HEREIN. IN APPENDIX A THERE ARE
ADDITIONAL CONTRACT TERMS AND CONDITIONS, INCLUDING LIMITATION ON
WARRANTIES AND LIABILITIES WHICH ARE EXPRESSIVELY INCORPORATED HEREIN AND
WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ, FULLY UNDERSTOOD AND
ACCEPTED.

SUB TOTAL: 7,665.16

TOTAL TAX: 0.00

TOTAL AMOUNT: US \$ 7,665.16

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: February 7, 2022

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Breakwall Walkway Repair

The US Army Corps of Engineers is responsible for the walkway along the channel. They have allocated \$850,000 for repairs to the walkway. We assume this will be the fix for the walkway to the lighthouse. Charlevoix Area Chamber of Commerce President Sarah Van Horn has been actively engaging with the staff from Senator Stabenow and Senator Peters on this issue and I appreciate her advocacy on our behalf. While it is frustrating the way we have seen the Army Corps manage this issue, I am glad we will see progress.

ATTACHMENTS:

- ▣ Charlevoix County Community Foundation Fund Statements
- ▣ DDA Executive Minutes
- ▣ DDA Minutes
- ▣ Police Activity Report for January 2022
- ▣ Housing Commission Minutes 11.16.2021

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

Brookside Cemetery Improvement Fund
 Designated - Endowed
 Quarterly Fund Statement
 October 01, 2021 through December 31, 2021

	Current Period	Year-to-Date
Beginning Fund Balance – January 01		\$15,873.05
Contributions and Income		
Interest/Dividend Income	598.16	791.71
Realized Gains (Losses)	0.00	185.35
Unrealized Gains (Losses)	317.49	1,633.77
Distributions and Expenses		
Foundation Administrative Fees	(46.92)	(182.00)
Grant/Scholarship Distributions	(0.00)	(630.00)
ENDING FUND BALANCE – December 31, 2021		\$17,671.88
Principal Balance		\$8,800.00

No grants were made this period.

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

Charlevoix Canopy Fund
Designated - Non-Endowed
Quarterly Fund Statement
October 01, 2021 through December 31, 2021

	Current Period	Year-to-Date
Beginning Fund Balance – January 01		\$15,213.81
Contributions and Income		
Interest/Dividend Income	596.77	789.70
Realized Gains (Losses)	0.00	183.97
Unrealized Gains (Losses)	316.73	1,623.63
Distributions and Expenses		
Foundation Administrative Fees	(46.81)	(180.86)
ENDING FUND BALANCE – December 31, 2021		\$17,630.25
Principal Balance		\$0.00

No grants were made this period.

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

City of Charlevoix Dog Park Endowment
Designated - Endowed
Quarterly Fund Statement
October 01, 2021 through December 31, 2021

	Current Period	Year-to-Date
Beginning Fund Balance – January 01		\$ 0.00
Contributions and Income		
Interest/Dividend Income	259.85	291.79
Unrealized Gains (Losses)	1,696.57	923.54
Distributions and Expenses		
Foundation Administrative Fees	(7.08)	(7.08)
Interfund Transfer	(0.00)	-(50,440.69)
ENDING FUND BALANCE – December 31, 2021		\$51,648.94
Principal Balance		\$30,440.69

No grants were made this period.

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

Mt. McSauba Recreational Area Fund
Designated - Endowed
Quarterly Fund Statement
October 01, 2021 through December 31, 2021

	Current Period	Year-to-Date
Beginning Fund Balance – January 01		\$8,145.97
Contributions and Income		
Gifts Received	0.00	4,050.00
Interest/Dividend Income	463.64	590.95
Realized Gains (Losses)	0.00	98.85
Unrealized Gains (Losses)	246.08	934.69
Distributions and Expenses		
Credit Card Processing Fee	(0.00)	(1.75)
Foundation Administrative Fees	(36.37)	(121.43)
ENDING FUND BALANCE – December 31, 2021		\$13,697.28
Principal Balance		\$10,050.00

No grants were made this period.

427 Bridge Street, Charlevoix, Michigan

City Council Regular Meeting -

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Tuesday, December 14, 2021 at 5:30 p.m.
Council Chambers, City Hall

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens
Members Present: Sean Bradley – participated remotely, Kirby Dipert, Mayor Luther Kurtz, Annie Oosthuizen, Paul Silva
– participated remotely, Ron Way, Amanda Wilkin
Members Absent: Sam Bingham
Non-Voting Student: Liam Dreyer
City Staff: Lindsey Dotson, Executive Director

4. Inquiry Regarding Potential Conflicts of Interest

Chair Owens recused herself from Item A. New Business Shadow Fest as she will be presenting the item and she is the representative for the Shadow Fest Committee.

5. Consent Agenda

- A. Minutes
- B. Committee Minutes
- C. DDA Financials
- D. 2022 Board Meeting Schedule

Board discussed meeting minutes from November 16, 2021, however no formal action was taken to amend the minutes.

Motion by Member Dipert, second by Member Wilkin to approve the Consent Agenda. Motion passed by unanimous voice vote.

6. Reports

- A. Director's Report
- B. Annual Impact Report

7. Old Business

A. 109 Bridge Park Drive Update

Director Dotson reviewed the two (2) formal proposals from That French Place and J. Bird Provisions who wish to share the space at 109/111 Bridge Park Drive. Jessica Nagel of J. Bird Provisions participated virtually. Brian & Emily Freund had sent a link to a recorded video presentation regarding their proposal. Ms. Nagel responded to concerns about separate leases for the space and shared utilities between the two entities.

After considerable discussion, Chair Owens stated that the Board has decided not to move forward with the seasonal housing concept in this space and the Board concurred.

Motion by Member Wilkin, second by Member Way to have the Executive Committee negotiate John Murray's role as Property Manager for this property and give the Executive Committee the leeway to sign a contract with Mr. Murray at a rate up to 10% of the rent rate. Motion passed by unanimous voice vote.

B. Chamber Agreement for Downtown Promotions

Sarah VanHorn, President, Charlevoix Area Chamber of Commerce stated she wanted to clarify some details regarding the DDA's proposed monetary contribution to the chamber. She asked the board to consider 70-80% of the original contribution request rather than the proposed 50% contribution.

C. 2022-2023 Draft Budget

Director Dotson explained the minor changes made to the proposed budget since the last meeting. Chair Owens stated there was a shortfall of \$2,000. After discussion, the Board agreed to reduce the Concert Series line from \$9,250 to \$7,250 and to raise the contribution to the Chamber of Commerce for events from \$5,000 to \$7,500.

Motion by Member Wilkin, second by Member Dipert to approve the 2022-2023 budget as revised and presented. Motion passed by unanimous voice vote.

Chair Owens recused herself from the next agenda item.

8. New Business

A. Shadow Fest Request

Maureen Owens stated the Charlevoix Ground Hog Shadow Fest Committee is requesting \$2,500 from the DDA as a Platinum Level sponsor for the festival. She described the events planned for the festival. She stated she could amend the request to \$5,000 for two (2) years from this year's DDA budget and agreed to not make a request from the 2022/2023 budget.

Motion by Member Dipert, second by Member Bradley to contribute this year to Shadow Fest a total of \$5,000 {from current budget} in lieu of their agreement not to request funding in budget year 2022/2023, and that they are also required to have a Shadow Fest next year. Motion passed by unanimous voice vote.

Chair Owens returned to the dais.

B. Destination Creation Course Registration Purchase

Director Dotson stated the Schallert Group, Inc. recently sent out an email indicating the price is going to increase for the Destination Creation Course from \$149 to \$179 per participant. Director Dotson stated earlier this year she became certified to instruct the course.

Motion by Member Wilkin, second by Member Oosthuizen to approve pre-purchasing four (4) registrations to the Destination Creation Course at the rate of \$149 before December 31, 2021, to pass on savings to businesses who register for the local workshop to be hosted this winter. Motion passed by a 5 to 1 voice vote with one member opposing.

9. Public Comments

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Motion by Chair Owens to adjourn the meeting at 6:47 p.m.

Sarah J. Dvoracek/fgm

Maureen Owens

Chair

CITY OF CHARLEVOIX

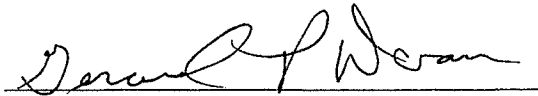
Police Activity Report for the Month of January 2022

ITEM	NUMBER THIS MONTH	THIS MONTH LAST YEAR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	9	6	9	6
TRAFFIC WARNINGS	98	45	98	45
MOTORIST/CITIZEN ASSIST	19	12	19	12
ASSIST OTHER DEPT	16	21	16	21
FELONY ARRESTS	0	1	0	1
MISDEMEANOR ARRESTS	1	3	1	3
TRAFFIC CRASH: 9300-1	7	4	7	4
TRAFFIC CRASH: 9300-2	0	2	0	2
GENERAL ASSISTS	305	92	305	92
MEDICAL RESPONSES	8	2	8	2
LIQUOR INSPECTIONS	13	0	13	0
ORIGINAL COMPLAINTS	16	12	16	12
COMPLAINTS CLOSED	15	7	15	7
COMMERICAL/RESIDENTIAL	41	46	41	46
PARKING/SNOW TICKETS	83	10	83	10
METER TICKETS	0	15	0	15
PATROL MILES	4703	2371	4703	2371

TOTAL MILEAGE #87-1 1834

TOTAL MILEAGE #87-2 174

TOTAL MILEAGE #17 2695



Gerard Doan
Chief of Police

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, November 16, 2021

@ 2:00 p.m.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Mitts Lee, Laurene Crandall, R.J. Waddell, Lillian Left, Joan Buday
Commissioners Absent: None

Others Present: Pat Kerr CHC-Maintenance Supervisor, Annessa Haist-Director MPH/C/CHC,
Cindy Morris CHC-Occupancy Specialist/Administrative Assistant and Residents of Pine River
Place.

Chairperson Mitts Lee called the Meeting to Order at 2:00 p.m.

ADDITIONS TO THE AGENDA: Evaluation of the Director, forms were handed out to all
Commissioners.

Approval of the October 19, 2021 Meeting Minutes and Payables.

**Motion by Commissioner Left, seconded by Commissioner Waddell to approve and accept the
payables as presented for October 19, 2021.**

**Motion by Commissioner Waddell, seconded by Commissioner Crandall to approve and
accept the regular meeting minutes as presented for October 19, 2021.**

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

OLD BUSINESS: CARES Act Funding Update

Annessa Haist-Director MPH/C/CHC gave a final update on monies used in finalizing the use of.

NEW BUSINESS: Resolution #XI-21 – ACOP Addendum for Interim Rent Adjustments

Annessa Haist-Director MPH/C/CHC gave an extensive presentation on the Resolution #XI-21 Explaining in full detail with discussion prior to the commissioners' vote.

Motion by Commissioner Waddell, seconded by Commissioner Buday to approve the Resolution #XI-21 – ACOP Addendum for Interim Rent Adjustments.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

EXECUTIVE DIRECTORS REPORT:

MHDA Conference Follow up – Commissioner Waddell spoke on the conference giving updated information along with Commissioner Crandall and Annessa Haist, Director MPH/C/CHC.

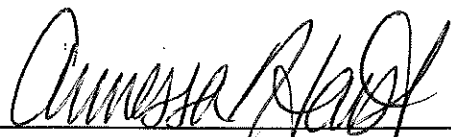
Developer Meeting Follow Up – Annessa Haist, Director MPH/C/CHC presented with a good turnout for the site walk through here on the Pine River Place grounds.

Annessa Haist-Director MPH/C/CHC discussed with the Commissioners on a December, 2021 Meeting. Outcome was they would cancel the December, 2021 Meeting and re convene again in the New Year. January 18, 2022 @ 2p.m. Pine River Place Community Room on 210 W. Garfield, Charlevoix, MI. 49720.

Public Comment on subjects unrelated to Agenda items: A New Resident of Pine River Place asked if clarification on 2022 Rent Increases for Flat Rent could be explained. Discussion was had with the Director, Annessa Haist-MPH/C/CHC. Questions were answered.

Adjournment: Meeting was adjourned at 3:10 p.m.

Respectfully submitted and approved by:



Executive Director, Annessa Haist – MPH/C/CHC

The next Board Meeting is January 18, 2022 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451

PROJECT
PINE RIVER PLACE

Regular Meetings of the Charlevoix Housing Commission Board

The Charlevoix Housing Commission is required to post the dates, times, and place of the regular meetings scheduled in any given calendar year as stated in the Michigan Open Meetings Act 267 of 1976. The Commission normally meets the third Tuesday of every month, but may meet at such other times and/or places as it may from time to time designate.

TIME: 2:00 p.m.

PLACE: Pine River Place Community Room

January 18, 2022

February 15, 2022

March 15, 2022

April 19, 2022 **ANNUAL MEETING**

May 17, 2022

June 21, 2022

July 19, 2022 (As Needed)

August 16, 2022

September 20, 2022

October 18, 2022

November 15, 2022

December 20, 2022 (As Needed)

Schedule approved by vote on January 18, 2022