

**City of Charlevoix**  
**City Council Regular Meeting minutes**  
**Monday, December 19, 2022 - 6:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**1. Pledge of Allegiance**

The meeting was called to order at 6:00 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

**2. Roll Call**

Mayor: Lyle Gennett

Members Present: Shane Cole, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Aaron Hagen

City Manager: Mark L. Heydlauff

City Clerk: Absent

**3. Presentations**

**A. Life Saving Awards**

Robert Scholey, Interim Chief of Police

Interim Chief of Police Scholey presented three lifesaving awards to Sgt. William Webster, Camryn Vron dran, and Justin Jordan for an event that took place on November 11, 2022.

**4. Inquiry Regarding Conflicts of Interest**

**5. Consent Agenda**

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

Motion by Parr, seconded by Kalbfell to approve the consent agenda as presented.

Yeas: Cole, Kalbfell, Parr, Spring, Knapp

Nays: None

Absent: Hagen

**Motion carried.**

**A. City Council Meeting Minutes - December 5, 2022**

Motion to approve the minutes as presented.

**B. Accounts Payable and Payroll Check Registers**

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

| Dates                 | Description                | Amount       |
|-----------------------|----------------------------|--------------|
| 12/09/2022            | Payroll Transmittal Checks | \$5,869.89   |
| 12/09/2022            | Payroll (net pay)          | \$129,785.86 |
| 12/20/2022            | Regular Accounts Payable   | \$428,796.09 |
| 12/05/2022-12/12/2022 | ACH/WIRE Payments          | \$144,311.64 |

|                                                                                                     |  |                     |
|-----------------------------------------------------------------------------------------------------|--|---------------------|
| <b>Grand Total</b>                                                                                  |  | <b>\$708,763.48</b> |
| To view the entire accounts payable and payroll check registers, <a href="#">please Click here.</a> |  |                     |

- C. MPPA Purchase Power Commitment Authorized Representative  
 Motion to adopt Resolution 2022-12-01 to Authorize the Execution of Power Purchase Commitments by Charlevoix' Member Authorized Representative.

**CITY OF CHARLEVOIX  
 RESOLUTION NO. 2022-12-01  
 AUTHORIZING THE EXECUTION OF POWER PURCHASE COMMITMENTS BY CHARLEVOIX'S  
 MEMBER AUTHORIZED REPRESENTATIVE**

**WHEREAS**, on March 11, 2009, the Michigan Public Power Agency ("MPPA") Board of Commissioners, by action in open meeting, created the Energy Services Project ("Project"); and  
**WHEREAS**, a Member joining the Project must execute an Energy Services Agreement ("ESA"); and  
**WHEREAS**, Section 2 of the ESA requires the Member's Governing Body to designate a Member Authorized Representative ("MAR"); and  
**WHEREAS**, the MAR is delegated the responsibility of binding the Member into Power Purchase Commitments ("PPC") with MPPA.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Charlevoix, that:

1. John J. Griffith, Electric Department Director, is designated to be the Member Authorized Representative ("MAR").
2. The MAR has been delegated with the authority to approve and execute PPCs with MPPA so long as the PPCs are within the term and quantity parameters of MPPA's Power Supply Risk Management Policy.

**RESOLVED** this 19<sup>th</sup> day of December, 2022 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Cole, Kalbfell, Parr, Spring, Knapp

Nays: None

Absent: Hagen

**Motion carried.**

- D. Transformer Painting: \$15,152.00  
 Motion to approve the bid from Blastek, LLC, to paint the Westenbroek Substation Power Transformers in the amount of \$15,152 as presented.
- E. Annual Substation Maintenance: \$106,815.74 (spent over five years)  
 Motion to approve the five (5) year maintenance bid from Premier Power Maintenance, as presented, in the amount of \$106,815.74 and authorize the City Manager to sign all necessary documents.
- F. MDOT Annual Permit  
 Motion to approve the MDOT proposed road closures and direct the City Manager to advise

event organizers of street closure plans for 2023.

G. Water Treatment Plant-Low Service Pump Improvements: \$19,700.00

Motion to approve the proposal from Prein & Newhoff for construction administration for the Water Treatment Plant Low Service Pump Improvements for a cost of \$19,700.

H. Schedule Special Council Meeting and Work Session Dates

Mark Heydlauff, City Manager

Motion to set a City Council Work Session for Monday, January 2 at 4pm in the Council Chambers of City Hall for the purposes of discussion and review of the Special Events Policy and the Fiscal Year 2024 Budget.

Motion to set a Special Meeting for Wednesday, January 18 at 2pm in the Council Chambers of City Hall for the purpose of interviewing and discussing candidates for Chief of Police.

**6. Public Hearings and Actions Requiring Public Hearings**

A. Set Public Hearing: Ordinance Amendment: Section 31.02- Designate City Manager as Purchasing Agent

Mark Heydlauff, City Manager

City Manager Heydlauff stated the monetary thresholds for purchasing in the City's Code have not been changed since 1994. City Staff utilized the Department of Treasury's Fiscally Ready Communities Best Practices as a guide for the proposed ordinance amendment along with a proposed revised purchasing policy. City staff will present a new purchasing policy as well as a resolution for the Council's consideration on January 2, 2023, in combination with the public hearing.

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

Motion by Spring, seconded by Kalbfell to set a public hearing for Monday, January 2, 2023 at 6pm in the Council Chambers of City Hall regarding the proposed ordinance amendments for Section 31.02 City Manager and Section 31.06 Purchasing Agent.

Yeas: Cole, Kalbfell, Parr, Spring, Knapp

Nays: None

Absent: Hagen

**Motion carried.**

**7. All Other Actions and Requests**

A. Council Appointments

Janet Kalbfell-1st Ward Council Member

Mark Heydlauff, City Manager

Council Member Kalbfell stated Francis Flanders has been on the Board of Review for several years now and does a great job, she is recommending his reappointment to the board.

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

Motion by Kalbfell, seconded by Spring to (re)appoint Francis Flanders to the Board of Review for a term to expire on December 31, 2025.

Yeas: Cole, Kalbfell, Parr, Spring, Knapp

Nays: None  
Absent: Hagen  
**Motion carried.**

Mayor Gennett opened the item for public comment. None were heard.  
Motion by Parr, seconded by Knapp to (re)appoint Council Members Kalbfell and Hagen to the Board of Review for a term to expire on November 2023.  
Yeas: Cole, Kalbfell, Parr, Spring, Knapp  
Nays: None  
Absent: Hagen  
**Motion carried.**

Mayor Gennett opened the item for public comment. None were heard.  
Motion by Cole, seconded by Parr to (re)appoint Council Member Kalbfell to the Recreation Authority Board for a term to expire on November 2025.  
Yeas: Cole, Parr, Spring, Knapp  
Nays: None  
Abstained: Kalbfell  
Absent: Hagen  
**Motion carried.**

B. Mayoral Appointments

Lyle Gennett-Mayor  
Mayor Gennett opened the item for public comment. None were heard.  
Motion by Kalbfell, seconded by Spring to confirm the appointment of Brenda Bryan to the Recreation Advisory Committee with a term to expire in December 2025.  
Yeas: Cole, Kalbfell, Parr, Spring, Knapp  
Nays: None  
Absent: Hagen  
**Motion carried.**

Mayor Gennett opened the item for public comment. None were heard.  
Motion by Parr, seconded by Knapp to confirm the appointment of Scott Kelly to the Recreation Advisory Committee with a term to expire in December 2025.  
Yeas: Cole, Kalbfell, Parr, Spring, Knapp  
Nays: None  
Absent: Hagen  
**Motion carried.**

Mayor Gennett opened the item for public comment. None were heard.  
Motion by Spring, seconded by Cole to confirm the appointment of Ameilia Drenth to the Recreation Advisory Committee (non-voting student) with a term to expire in June 2024.  
Yeas: Cole, Kalbfell, Parr, Spring, Knapp  
Nays: None  
Absent: Hagen

**Motion carried.**

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

Motion by Cole, seconded by Kalbfell to confirm the appointment of Perry Irish Hodgson to the Shade Tree & Parks Commission with a term to expire in December 2025.

Yeas: Cole, Kalbfell, Parr, Spring, Knapp

Nays: None

Absent: Hagen

**Motion carried.**

**8. Reports and Communications**

A. Public Comment

B. City Manager's Comments

- Gave recognition of thanks to the Recipients of the Living Saving Awards presented tonight
- The Treasury Department is updating their accounting and software programs with more details coming in the next couple of weeks
- Celebrated the First Night of Hanukkah last night with residents
- Wished everyone a Merry Christmas, Happy Hanukkah, and a very Happy New Year

C. Mayor and Council Comments

- Council collectively wished everyone a Merry Christmas and Happy New Year
- Council Member Kalbfell thanked the Recipients of the Life Saving Awards
- Mayor Gennett thanked the Council and City Manager

**9. Other Council Business**

**10. Adjourn**

Mayor Gennett adjourned the meeting at 6:20 p.m.

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Sarah J. Dvoracek

City Clerk

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Lyle Gennett

Mayor