

City of Charlevoix
City Council Regular Meeting Minutes
Monday, March 6, 2023 - 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, Aaron Hagen, Mark Knapp, Phil Parr, Richard Spring

Members Absent: Janet Kalbfell

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation-In Recognition of the Life and Work of Gabriel M. Campbell

Mayor Lyle Gennett

Mayor Gennett read a proclamation honoring the Life and Work of Gabriel M. Campbell.

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 Hagen to approve the consent agenda as presented.

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

A. City Council Meeting Minutes - February 20, 2023

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
02/22/2023	Special Accounts Payable Run	\$57,980.78
02/28/2023	Special Accounts Payable Run	\$2,104.89
03/03/2023	Payroll (net pay)	\$115,868.08
03/03/2023	Payroll Transmittal Checks	\$5,741.79
03/07/2023	Regular Accounts Payable	\$265,792.89
02/21/2023-03/03/2023	ACH/WIRE Payments	\$365,824.87
Grand Total		\$813,313.30

To view the entire accounts payable and payroll check registers, [please Click here.](#)

C. Neil Jorgensen Special Event Request

Motion to approve the use of City property for a birthday celebration on Saturday, July 8, 2023.

D. Rock the Dock Event Request

Motion to approve Knee Deep to perform in Odmark Pavilion on June 17, 2023 for Rock the Dock Event.

E. Lease of Patrol Vehicle

Motion to authorize the City Manager to sign the agreements as presented by Enterprise Fleet Management.

F. Contract for BS&A Cloud Software and Services

Motion to approve the BS&A Proposal for Software and Services for BS&A Cloud and authorize the City Manager to sign the contract.

G. Building Capital Improvement Fund Policy

Motion to approve the Building Capital Improvement Fund Policy as presented.

H. Defined Benefit Plan Adoption Agreement Addendum

Motion to authorize the City Treasurer to sign the MERS Revised Agreement and Addendum as presented.

6. Public Hearings and Actions Requiring Public Hearings

A. Ordinance 837: Adoption of Amended 2022-23 Budget

Mark Heydlauff, City Manager

Mayor Gennett opened the public hearing at 6:06 p.m.. None were heard. The public hearing was closed at 6:06 p.m

CITY OF CHARLEVOIX

ORDINANCE NO. 837 OF 2023

AN ORDINANCE TO AMEND THE 2022-23 FISCAL YEAR BUDGET

The budget for the fiscal year beginning April 1, 2022 shall be amended for operating the City of Charlevoix. Ordinance 837 of 2023 Budget Appropriation Act of 2022-23, is hereby amended as follows:

		Orginal Budget	Amended Budget	Net Change
General Fund	RV Total	3,754,200	3,837,586,	83,386
-Legislative	EX Total	57,700	62,420	4,720
-General Government	EX Total	709,700	756,287	46,587
-Public Safety	EX Total	1,106,900	1,208,243	101,343
-Public Works	EX Total	352,900	358,105	5,205

-Health and Welfare	EX Total	0	0	0
-Recreation & Culture	EX Total	1,409,550	1,574,645	165,095
-Other	EX Total	21,000	30,178	9,178
-Fund Transfers	EX Total	48,300	22,276	(26,024)
Major Street Fund	RV Total	751,004	424,296	(326,709)
	EX Total	910,071	703,633	(206,438)
Local Street Fund	RV Total	204,954	191,741	(13,213)
	EX Total	146,800	157,797	10,997
EMS Fund	RV Total	0	0	0
	EX Fund	0	0	0
Parking Services Fund	RV Total	96,900	133,181	36,281
	EX Fund	93,400	117,039	23,639
Housing Initiatives Fund	RV Total	6,000	6,020	20
	EX Total	0	4,625	4,625
DDA Fund	RV Total	612,300	631,459	19,159
	EX Total	591,900	600,004	8,104
Airport Fund	RV Total	1,982,949	2,473,338	490,389
	EX Total	1,808,350	2,601,687	793,337

PI#1 - Fire Replacement Fund	RV Total	57,037	57,012	(26)
PI#6 - Infrastructure Improvements Fund	RV Total	429,300	1,374,613	945,313
	EX Total	521,200	287,526	(233,674)
PI#7 - Street Improvements	RV Total	254,900	271,453	16,553
	EX Total	430,000	482,750	52,750
PI#12 - Mt. McSaubia Rec. Improvements Fund	RV Total	7,020	7,030	10
PI#14 - Public Services Facility Fund	RV Total	0	23,692	23,692
	EX Total	0	66,483	66,483
PI#15 - Trail Development-Improvement Fund	RV Total	1,194,000	50,100	(1,143,900)
	EX Total	1,316,500	2,299	(1,314,201)
PI#17 - Building Capital Improvement Fund	RV Total	0	1,107,614	1,107,614
	EX Total	0	72,415	72,415
Electric Fund	RV Total	7,695,736	7,640,436	(55,300)
	EX Total	9,480,900	8,798,650	(682,250)

Sewer Fund	RV Total	2,498,380	2,498,680	300
	EX Total	3,639,400	3,869,389	229,989
Water Fund	RV Total	1,724,400	1,696,200	(28,200)
	EX Total	2,287,900	2,607,653	319,753
Marina Fund	RV Total	901,540	927,382	25,842
	EX Total	1,564,900	1,599,542	34,642
DPW Site Fund	RV Total	0	0	0
	EX Total	51,000	1,157,614	1,106,614
Employee Fringe Benefit Fund	RV Total	2,885,00	2,897,032	12,032
	EX Total	2,887,600	2,990,635	103,035
Motor Pool Fund	RV Total	1,177,187	1,153,079	(24,108)
	EX Total	1,178,800	1,089,321	(89,479)
Perpetual Care Trust Fund	RV Total	6,000	11,500	5,500

<u>Bad Debt Write-offs</u>	
General Fund/EMS	69,224
Electric Fund	9,313
Water Fund	3,515

Sewer Fund	4,963
2022-2023 TOTAL:	87,014
2021-22	146,992
2020-21	244,662
2019-20	164,129
2018-19	40,680
2017-18	47,070
2016-17	40,120

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

Ordinance No. 837 was adopted on the 6th day of March, 2023 A.D.; by the Charlevoix City Council as follows:

Motion by: Spring

Seconded by: Cole

Yeas: Knapp, Cole Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

B. Ordinance 838: Adoption of 2023-24 Budget

Mark Heydlauff, City Manager

City Manager Heydlauff thanked City staff for their hard work in preparing the 2023-24 Budget. Mr. Heydlauff and City Treasurer McGinn stated they were happy to answer any questions regarding the budget.

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

Motion by Spring, seconded by Hagen to approve Resolution 2023-03-01 adopting Rates and Fees associated with the 2023-24 budget as presented.

CITY OF CHARLEVOIX

RESOLUTION NO. 2023-03-01

RATES & FEES ASSOCIATED WITH THE 2023-24 BUDGET

WHEREAS, the City of Charlevoix must annually adopt a balanced budget to comply with the City Charter; and

WHEREAS, the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and

WHEREAS, the City of Charlevoix defines all of their rates and fees in the rate section of the

proposed budget; and

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2023.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2023-24 Proposed Budget with changes to the rates and fees for the following areas: airport, cemetery, parking, planning and zoning, recreation, Mt. McSaubia, golf, miscellaneous, and Utility Rates which includes water, wastewater, and electric rates.

RESOLVED, this 6th day of March, 2023 A.D.

Resolution adopted by the following yeas and nays vote:

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

Mayor Gennett opened the public hearing at 6:07 p.m.. None were heard. The public hearing was closed at 6:08 p.m.

CITY OF CHARLEVOIX

ORDINANCE NO. 837 OF 2023

AN ORDINANCE TO ADOPT 2023-24 FISCAL YEAR BUDGET

The City of Charlevoix ordains:

WHEREAS, the City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith.

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2023 and ending March 31, 2024 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

TOTAL REVENUES:	\$4,410,650
TOTAL EXPENSE:	\$4,410,650

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 10.6052 mills (9.4052 mills operating and 1.2000 mills infrastructure) for the period of April 1, 2023 through March 31, 2024 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.3252 mills for the period April 1, 2023 through March 31, 2024 on all real and eligible personal

property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2023 through March 31, 2024 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2023 through March 31, 2024 in the amounts set forth below by fund:

FUND	REVENUE	EXPENSE
Major Street Fund	\$437,725	\$417,676
Local Street Fund	197,888	167,900
Parking Services	133,800	118,900
Housing Initiatives	6,000	0
Electric Fund	10,236,200	10,236,200
Sewer Fund	3,610,800	3,610,800
Water Fund	2,635,900	2,635,900
Marina Fund	1,598,400	1,598,400
Airport Fund	2,704,457	2,614,150
Downtown Development Authority	709,800	709,800
Employee Fridge Benefit	3,197,100	3,078,800
Motor Vehicle Fund	1,213,700	1,213,700
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund - Infrastructure	322,500	322,500
General Debt Service Fund - New Services Facility	489,500	489,400
Fire Fund	55,786	0
Sewer Tap-in Fund*	15,080	0
Northside/Southside Sewer Fund*	4,500	0

Infrastructure Improvement	1,272,200	1,272,200
Road Improvements	271,500	200,000
Industrial Park Fund	7,570	5,000
Mt. McSaubu Recreation Fund	10,000	10,000
Trail Development-Improvement Fund	1,027,300	1,027,300
Building Capital Project-Improvement Fund	73,700	73,700
*These funds are part of the Sewer Fund		

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

Ordinance No. 838 was adopted on the 6th day of March, 2023 A.D., by the Charlevoix City Council as follows:

Motion by: Parr

Seconded by: Cole

Yeas: Knapp, Cole, Spring, Hagen, Parr

Nays: None

Absent: Kalbfell

Motion carried.

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Contacted DTE early this morning regarding the over abundance of unnecessary signage for the Mason St. project
- Congratulations to the Parks and Recreation Department, Lindsey Dotson, and Bo Boss for receiving Chamber of Commerce Awards
- Gave condolences to the Campbell Family and shared memories of Gabe Campbell

C. Mayor and Council Comments

- Mayor Gennett shared memories of Gabe Campbell
- Council Member Hagen shared memories of Gabe Campbell

- Council collectively gave their condolences to the Campbell Family

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:15 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor