



**Agenda**  
**City of Charlevoix City Council Regular Meeting**  
**Monday, August 21, 2023 - 6:00 PM**  
**Council Chambers, 210 State Street, Charlevoix, MI**

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- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
  - A. Police Department Update  
Jill McDonnell, Chief of Police
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
  - A. City Council Meeting Minutes - August 7, 2023
  - B. Accounts Payable and Payroll Check Registers
  - C. Michigan Municipal League Annual Meeting Notice-Designation of Voting Delegate
  - D. 50 kVA Transformer Purchase
  - E. Odmark Pavilion Request for Use
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
  - A. Van Pelt Alley Reconstruction  
Mark Heydlauff, City Manager
- 8. Reports and Communications**
  - A. Public Comment
  - B. City Manager's Comments
  - C. Mayor and Council Comments
- 9. Other Council Business**
  - A. Closed Session: City Manager's Annual Performance Review (MCL 15.268 (1a))
- 10. Adjourn**

**Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email [clerk@charlevoixmi.gov](mailto:clerk@charlevoixmi.gov). A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all**

**reasonable accommodations requests.**

# Charlevoix City Council

## Presentations

**Title:** Police Department Update

**Date:** August 21, 2023

**Presented By:** Jill McDonnell, Chief of Police

**Background:**

Chief McDonnell will be presenting an update on the Police Department and discussing the steps toward departmental accreditation.

**Recommendation:**

**Attachments:**

None

# Charlevoix City Council

## Consent Agenda

**Title:** City Council Meeting Minutes - August 7, 2023

**Date:** August 21, 2023

**Presented By:**

**Background:**

**Recommendation:**

Motion to approve the minutes as presented.

**Attachments:**

1. City Council Draft Meeting Minutes 08/07/2023

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Monday, August 7, 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, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

**3. Presentations**

**4. Inquiry Regarding Conflicts of Interest**

**5. Consent Agenda**

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

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

Nays: None

Absent: None

**Motion carried.**

**A. City Council Meeting Minutes - July 17, 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         |
|-----------------------|------------------------------|----------------|
| 07/21/2023            | Special Accounts Payable Run | \$84,888.00    |
| 07/21/2023            | Payroll (net pay)            | \$141,678.78   |
| 07/21/2023            | Payroll Transmittal Checks   | \$5,371.10     |
| 08/04/2023            | Payroll (net pay)            | \$149,686.37   |
| 08/04/2023            | Payroll Transmittal Checks   | \$5,572.10     |
| 08/08/2023            | Regular Accounts Payable     | \$1,282,423.41 |
| 07/17/2023-08/04/2023 | ACH/WIRE Payments            | \$571,896.34   |
| 07/17/2023            | Special A/P Tax Disbursement | \$883,257.92   |

|                                                                                                     |                              |                       |
|-----------------------------------------------------------------------------------------------------|------------------------------|-----------------------|
| 07/27/2023                                                                                          | Special A/P Tax Disbursement | \$863,905.86          |
| <b>Grand Total</b>                                                                                  |                              | <b>\$3,988,679.88</b> |
| To view the entire accounts payable and payroll check registers, <a href="#">please Click here.</a> |                              |                       |

C. Compensation Commission Report

Motion to accept the Compensation Commission's recommendation.

D. Resolution to Adopt the Annual Exemption Option in PA 152 for the 2023-24 Medical Benefit Plan Coverage Year

Motion by Parr, seconded by Spring to approve Resolution 2023-08-01 adopting the annual exemption option as set forth in PA 152 for the City's medical benefit plan coverage year October 1, 2023 through September 31, 2024.

**CITY OF CHARLEVOIX**

**RESOLUTION NO. 2023-08-01**

RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

**WHEREAS**, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011; and

**WHEREAS**, the Act contains three options for complying with the requirements of the Act; and

**WHEREAS**, the three options are as follows:

1. Section 3 - "Hard Caps" Option - limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
2. Section 4 - "80%/20%" Option - limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3. Section 8 - "Exemption" Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body; and

**WHEREAS**, the City Council has decided to adopt the annual Exemption option as its choice of compliance under the Act.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Charlevoix elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year October 1, 2023 through October 31, 2024.

**RESOLVED** this 7th day of August, 2023 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Absent: None

**Motion carried.**

- E. Request for use of Odmark Pavilion on August 13, 2023

Motion to approve use of Odmark Pavilion for a concert on 08/13/23.

- F. 2023/24 Road Salt Purchase for \$18,377.50

Motion to approve the 2023-24 road salt purchase in the amount of \$18,377.50 (from the State of Michigan's MiDeal program).

- G. Landscape Planting Contract with Site Planning Development, Inc. for \$19,120.00

Motion to accept the proposal as submitted by Site Plan Development for \$19,120 and authorize the City Manager to sign all required documents.

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

- A. Citizen-Initiated Ordinance to Enhance and Preserve Ferry Beach

Mark Heydlauff, City Manager

Mayor Gennett opened the public hearing at 6:03 p.m.; nine were heard. Mayor Gennett closed the public hearing at 6:19 p.m.

Motion by Kalbfell, seconded by Knapp to decline to adopt the Citizen-Initiated Ordinance to Enhance and Preserve Ferry Beach and place question on {the November} ballot.

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

Nays: None

Absent: None

**Motion carried.**

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

Motion by Spring, seconded by Hagen to approve Resolution 2023-08-05 Use of 229 Stover Road as a Park Ballot Language.

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

Nays: None

Absent: None

**Motion carried.**

## **7. All Other Actions and Requests**

- A. Ballot Question for Citizen-initiated Ordinance to Use of 229 Stover Road for Housing

Mark Heydlauff, City Manager

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

Motion by Spring, seconded by Kalbfell to approve Resolution No. 2023-08-03 Use of 229 Stover Road for Housing Ballot Language.

**CITY OF CHARLEVOIX**

**RESOLUTION NO. 2023-08-03**

**USE OF 229 STOVER ROAD FOR HOUSING BALLOT LANGUAGE**

**WHEREAS**, ballot petitions have been submitted to the City of Charlevoix with sufficient signatures and in compliance with Article VI of the City Charter to request approval by voters of an Ordinance regulating the use of the property located at 229 Stover Road, Charlevoix, MI 49720; and

**WHEREAS**, the stated purpose of the Ordinance is as follows” A December 2021 joint working session of the Planning Commission and City Council found the City of Charlevoix’s housing supply is not adequate to meet the housing needs for year-round residents at all income levels. Meanwhile, the City owns vacant property suitable for development for housing. The City intends to use the property for the purpose of providing year-round housing by either (i) selling the property to a Developer who intends to develop year-round housing on the property, or (ii) selling the property to any third-party and using the proceeds thereof to promote the development of year-round housing within the City”; and

**WHEREAS**, state law requires that the ballot language be phrased as a question and be no more than 100 words in length; and

**WHEREAS**, the City Council is required to provide ballot language for the proposed amendment consistent with state law through adoption by resolution; and

**WHEREAS**, the City Attorney has crafted ballot language that is consistent with the language on the petition initiative but is also consistent with the requirements of state law.

**NOW THEREFORE BE IT RESOLVED**, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential adoption of a City Ordinance designating the property at 229 Stover for year round housing and directs the Clerk to take appropriate action to put the question on the ballot for the November 2016 general election:

*Shall the City of Charlevoix adopt an ordinance that provides for the use of City-owned vacant property at 229 Stover Road for the purpose of providing year-round housing within the City by (i) soliciting offers to purchase the property by a Developer who intends and commits to develop year-round housing on the property, or (ii) using the property in any way that substantially benefits year-round housing within the City?*

**RESOLVED** this 7th day of August 2023 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Absent: None

**Motion carried.**

**B. Purchase of Foreclosed Parcel on Antrim Street (052-270-001-50)**

Mark Heydlauff, City Manager

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

Motion by Kalbfell, seconded by Hagen to authorize the City Treasurer to acquire the tax

foreclosed parcel 052-270-001-50 for the total of \$1,041.97 and authorize the Mayor and City Clerk to execute all necessary documents.

**CITY OF CHARLEVOIX**

**RESOLUTION NO. 2023-08-02**

**AUTHORIZATION TO PURCHASE FORECLOSED PROPERTY**

**WHEREAS**, the City of Charlevoix hereby notifies the Charlevoix County Treasurer of their intent to purchase foreclosed property commonly known as parcel number 052-270-001-50 and legal description of DDA 1984 R2 W 30 FT OF LOT 1 OF UPRIGHT & HURLBUTS ADDITION ALSO NLY 20 FT OF VACATED NEWMAN ST ABUTTING SD LOT RECD L296 P301; and

**WHEREAS**, the City of Charlevoix wishes to exercise its First Right of Refusal as stated in Public Act 123, as amended; and

**WHEREAS**, the City of Charlevoix agrees to the purchase price of \$1,006.64, which the amount is the minimum bid as defined in MCL 211.78m(1) as well as a \$35.33 recovery and deed recording fee totaling \$1,041.97; and

**WHEREAS**, the City of Charlevoix agrees to indemnify, defend, save and hold harmless Charlevoix County and Betty Simon, individually and/or as Charlevoix County Treasurer and/or as Foreclosing Governmental Unit, from any and all claims, liabilities, damages, losses, suits, fines, penalties, demands and expenses, including costs of suit and attorney fees, which Charlevoix County and/or Betty Simon, individually and/or as Charlevoix County Treasurer and/or as Foreclosing Governmental Unit incurred because of or related to the election of the City of Charlevoix to purchase the property above described.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Charlevoix authorizes the City Mayor and City Clerk to sign the Notice to Charlevoix County Treasurer, Betty Simon, the Foreclosing Government Unit, of Election to Purchase Foreclosed Property.

**RESOLVED** this 7th day of August 2023 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Absent: None

**Motion carried.**

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

Motion by Parr, seconded by Kalbfell to authorize the City Manager to request the transfer of parcel 052-270-002-00 from the County of Charlevoix to the City of Charlevoix to effectuate mutual goals of housing development and support.

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

Nays: None

Absent: None

**Motion carried.**

C. Petition from Charlevoix County for Annexation

Mark Heydlauff, City Manager

Mayor Gennett opened the item for public comment, three were heard.

Motion by Spring, seconded by Kalbfell to approve Resolution 2023-08-04 to annex from the Township of Charlevoix a portion of land currently owned by the County of Charlevoix and authorize the Mayor and City Clerk to sign all necessary documents.

**CITY OF CHARLEVOIX**

**RESOLUTION NO. 2023-08-04**

**ANNEXATION AND REVERSION OF COUNTY OWNED PARCEL**

**WHEREAS**, the parcel owned by Charlevoix County, formerly identified as 004-023-014-00, has been split into two parcels with the intent to annex one parcel into the jurisdiction of the City of Charlevoix while retaining one parcel within the jurisdiction of Charlevoix Township; and

**WHEREAS**, Charlevoix County has requested that the single parcel, now legally described as:

In the Township of Charlevoix, Charlevoix County, Michigan, Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1519.29 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the POINT OF BEGINNING; thence continuing along said 1/4 line and centerline North 89°26'22" West 460.49 feet to the East line of the plat of Homeland Subdivision as monumented; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence South 89°45'39" East 460.68 feet; thence South 0°14'19" West 834.61 feet to the POINT OF BEGINNING; being a part of the Southwest 1/4 of the Northeast 1/4 of Section 23, Township 34 North, Range 8 West and containing 8.811 acres. Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

Subject to a 16 foot wide easement for ingress and egress described as Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1979.78 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the East line of the plat of Homeland Subdivision as monumented and the POINT OF BEGINNING; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence South 89°45'39" East 16.00 feet; thence South 0°13'31" West 832.12 feet to said 1/4 line and centerline; thence North 89°26'22" West 16.00 feet to the POINT OF BEGINNING,

be annexed into the City of Charlevoix; and

**WHEREAS**, the single parcel, now legally described as:

In the Township of Charlevoix, Charlevoix County, Michigan, Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1979.78 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the East line of the plat of Homeland Subdivision as monumented; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West) to the POINT OF BEGINNING; thence continuing along said monumented subdivision line North

0°13'31" East 488.69 feet to the South line of Beechwoods Subdivision and the North 1/8 line of said Section 23 as monumented; thence along said monumented subdivision and 1/8 line South 89°05'38" East 662.94 feet to the East 1/8 line of said Section 23 as monumented; thence along said monumented East 1/8 line South 0°26'04" West 1032.30 feet; thence North 89°26'22" West 198.58 feet (recorded as 198 feet); thence North 0°14'19" East 550.20 feet; thence North 89°45'39" West 460.68 feet to the POINT OF BEGINNING; being a part of the Southwest 1/4 of the Northeast 1/4 of Section 23, Township 34 North, Range 8 West and containing 9.891 acres. Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

Together with a 16 foot wide easement for ingress and egress described as Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1979.78 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the East line of the plat of Homeland Subdivision as monumented and the POINT OF BEGINNING; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence South 89°45'39" East 16.00 feet; thence South 0°13'31" West 832.12 feet to said 1/4 line and centerline; thence North 89°26'22" West 16.00 feet to the POINT OF BEGINNING

will remain within the jurisdiction of Charlevoix Township; and

**WHEREAS**, Charlevoix County shall record a "Reversion of Annexation" which will return jurisdiction of the above described annexation parcel back to Charlevoix Township pursuant to events and terms identified therein; and

**NOW THEREFORE BE IT RESOLVED** that the City of Charlevoix agrees to accept annexation of the requested parcel (with associated Reversion of Annexation) into its jurisdiction with approval by resolution of the Township of Charlevoix.

**RESOLVED** this 7th day of August 2023 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Absent: None

**Motion carried.**

D. Mayoral Appointments

Mayor Lyle Gennett

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

Motion by Parr, seconded by Kalbfell to appoint Nedina Stark to the Charlevoix Housing Commission for a term to expire April 2026.

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

Nays: None

Absent: None

**Motion carried.**

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

Motion by Cole, seconded by Hagen to appoint Janet Coltman to the Planning Commission for a term to expire April 2026.

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

Nays: None

Absent: None

**Motion carried.**

**8. Reports and Communications**

A. Public Comment

B. City Manager's Comments

- Attended Rural Leadership Submit in Gaylord
- Acknowledged Police Officer Barb Orban for her great work in a recent incident
- Acknowledged our Water and Waste Water Treatment Plant employees for their dedication in working long hours by keeping up with supply and demand

C. Mayor and Council Comments

**9. Other Council Business**

**10. Adjourn**

Mayor Gennett adjourned the meeting at 6:34 p.m.

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Sarah J. Dvoracek

City Clerk

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Lyle Gennett

Mayor

# **Charlevoix City Council**

## **Consent Agenda**

**Title:** Accounts Payable and Payroll Check Registers

**Date:** August 21, 2023

**Presented By:**

**Background:**

**Recommendation:**

**Attachments:**

1. Check Registers 08-21-23 Agenda

| Pay Period Date | Check Issue Date | Check Number | Payee                | Emp ID | Description                    | Amount   |
|-----------------|------------------|--------------|----------------------|--------|--------------------------------|----------|
| 08/12/2023      | 08/18/2023       | 140252       | 4FRONT CREDIT UNION  | 9024   | HSA-EMPLOYEE CONTRIB-4FR       | 947.98   |
| 08/12/2023      | 08/18/2023       | 140253       | AMERICAN FAMILY LIFE | 9011   | AMERICAN FAMILY LIFE-POST T    | 86.90    |
| 08/12/2023      | 08/18/2023       | 140253       | AMERICAN FAMILY LIFE | 9011   | AMERICAN FAMILY LIFE-PRETA     | 390.05   |
| 08/12/2023      | 08/18/2023       | 140254       | CHARLEVOIX STATE BAN | 9017   | HSA - EMPLOYEE CONTRIB - C     | 1,220.00 |
| 08/12/2023      | 08/18/2023       | 140255       | COMMUNICATION WORK   | 9004   | CWA UNION DUES Pay Period:     | 641.14   |
| 08/12/2023      | 08/18/2023       | 140256       | MI STATE DISBURSEMEN | 9012   | FRIEND OF THE COURT Pay Pe     | 116.55   |
| 08/12/2023      | 08/18/2023       | 140257       | PRIORITY HEALTH      | 392358 | PRIORITY HEALTH Pay Period:    | 1,591.01 |
| 08/12/2023      | 08/18/2023       | 140258       | THE HARTFORD         | 9035   | LIFE - VOLUNTARY Pay Period:   | 201.00   |
| 08/12/2023      | 08/18/2023       | 140258       | THE HARTFORD         | 9035   | SPOUSE LIFE Pay Period: 8/12/  | 28.48    |
| 08/12/2023      | 08/18/2023       | 140258       | THE HARTFORD         | 9035   | CHILD LIFE Pay Period: 8/12/20 | 9.58     |
| 08/12/2023      | 08/18/2023       | 140258       | THE HARTFORD         | 9035   | AD&D - VOLUNTARY Pay Period    | 22.61    |
| 08/12/2023      | 08/18/2023       | 140258       | THE HARTFORD         | 9035   | SPOUSE AD&D Pay Period: 8/12   | 4.70     |
| 08/12/2023      | 08/18/2023       | 140258       | THE HARTFORD         | 9035   | CHILD AD&D Pay Period: 8/12/2  | 4.05     |
| Grand Totals:   |                  | 13           |                      |        |                                | 5,264.05 |

km

### Summary of Check Registers & ACH Payments

#### HUNTINGTON NATIONAL BANK - CHECKS ISSUED

08/18/23 Payroll Transmittal Checks \$ 5,264.05  
 08/18/23 Payroll (net pay) \$ 143,844.42  
 08/22/23 Regular Accounts Payable \$ 358,482.26

Checks Sub-Total: \$ 507,590.73

#### HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

08/03/23 AMG Payment Solutions \$ 1,028.14  
 08/03/23 Payment Service Network Inc \$ 246.70  
 08/07/23 MI Public Power Agency \$ 38,978.81  
 08/10/23 State of MI (Sales Tax) \$ 36,318.17  
 08/11/23 DTE Energy \$ 2,327.08  
 08/14/23 MI Public Power Agency \$ 41,237.31  
 08/18/23 IRS (Payroll Tax Deposit) \$ 51,185.26  
 08/18/23 Alerus Financial (HCSP) \$ 558.00  
 08/18/23 Vantagepoint (401 Plan) \$ 1,091.41  
 08/18/23 Vantagepoint (457 Plan) \$ 21,113.38  
 08/18/23 Vantagepoint (Roth IRA) \$ 1,170.76  
 08/18/23 State of MI (Withholding Tax) \$ 7,699.52  
 08/18/23 MERS (Defined Benefit Plan) \$ 59,608.29

ACH Sub-Total: \$ 262,562.83

Huntington National Bank Total: \$ 770,153.56

#### CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

08/10/23 Special A/P Tax Disbursement \$ 1,088,284.05

Charlevoix State Bank Total: \$ 1,088,284.05

Grand Total: \$ 1,858,437.61

APPROVED:




CITY CLERK

| Pay Period<br>Date | Journal<br>Code | Check<br>Issue Date | Check<br>Number | Payee                 | Emp<br>ID | Description | Amount   |
|--------------------|-----------------|---------------------|-----------------|-----------------------|-----------|-------------|----------|
| 08/12/2023         | PC              | 08/18/2023          | 37943           | HEYDLAUFF, MARK L.    | 102       |             | 3,484.73 |
| 08/12/2023         | PC              | 08/18/2023          | 37944           | DVORACEK, SARAH J.    | 105       |             | 2,321.15 |
| 08/12/2023         | PC              | 08/18/2023          | 37945           | DEROSIA, PATRICIA E.  | 107       |             | 902.06   |
| 08/12/2023         | PC              | 08/18/2023          | 37946           | DOTSON, LINDSEY J.    | 109       |             | 1,507.73 |
| 08/12/2023         | PC              | 08/18/2023          | 37947           | KLOOSTER, ALIDA K.    | 121       |             | 1,927.46 |
| 08/12/2023         | PC              | 08/18/2023          | 37948           | BARNEVELD, RICHELLE   | 123       |             | 1,357.65 |
| 08/12/2023         | PC              | 08/18/2023          | 37949           | SCHULZ, GINNY L.      | 125       |             | 1,528.10 |
| 08/12/2023         | PC              | 08/18/2023          | 37950           | BRADLEY, KATHLEEN R.  | 126       |             | 1,326.94 |
| 08/12/2023         | PC              | 08/18/2023          | 37951           | MILLER, FAITH G.      | 142       |             | 242.39   |
| 08/12/2023         | PC              | 08/18/2023          | 37952           | MCGINN, KELLY A.      | 146       |             | 2,296.62 |
| 08/12/2023         | PC              | 08/18/2023          | 37953           | SCHEEL, JONATHAN D.   | 149       |             | 1,799.50 |
| 08/12/2023         | PC              | 08/18/2023          | 37954           | MCDONNELL, JILL L.    | 202       |             | 2,242.88 |
| 08/12/2023         | PC              | 08/18/2023          | 37955           | SCHOLEY, ROBERT W.    | 204       |             | 2,012.92 |
| 08/12/2023         | PC              | 08/18/2023          | 37956           | UMULIS, MATTHEW T.    | 205       |             | 1,506.98 |
| 08/12/2023         | PC              | 08/18/2023          | 37957           | ORBAN, BARBARA K.     | 209       |             | 1,374.04 |
| 08/12/2023         | PC              | 08/18/2023          | 37958           | RILEY, DENISE M.      | 213       |             | 554.60   |
| 08/12/2023         | PC              | 08/18/2023          | 37959           | MUNK, CHRISTOPHER J.  | 215       |             | 1,862.22 |
| 08/12/2023         | PC              | 08/18/2023          | 37960           | STEWART, MORGAN J.    | 217       |             | 1,488.74 |
| 08/12/2023         | PC              | 08/18/2023          | 37961           | CHRISTIANSEN, BRIAN D | 218       |             | 1,876.69 |
| 08/12/2023         | PC              | 08/18/2023          | 37962           | YOUNG, KRISTEN L.     | 230       |             | 1,485.11 |
| 08/12/2023         | PC              | 08/18/2023          | 37963           | CONWAY, PATRICK G.    | 239       |             | 871.52   |
| 08/12/2023         | PC              | 08/18/2023          | 37964           | BINGHAM, LARRY E.     | 240       |             | 719.59   |
| 08/12/2023         | PC              | 08/18/2023          | 37965           | MACGILLIVRAY, ROGER   | 244       |             | 874.11   |
| 08/12/2023         | PC              | 08/18/2023          | 37966           | DOTSON, WILLIAM R.    | 249       |             | 239.64   |
| 08/12/2023         | PC              | 08/18/2023          | 37967           | WURST, RANDALL W.     | 411       |             | 1,981.48 |
| 08/12/2023         | PC              | 08/18/2023          | 37968           | HILLING, NICHOLAS A.  | 413       |             | 2,034.69 |
| 08/12/2023         | PC              | 08/18/2023          | 37969           | MEIER III, CHARLES A. | 421       |             | 1,799.84 |
| 08/12/2023         | PC              | 08/18/2023          | 37970           | ZACHARIAS, STEVEN B.  | 422       |             | 1,575.07 |
| 08/12/2023         | PC              | 08/18/2023          | 37971           | NEWMAN, MARK J.       | 424       |             | 2,284.55 |
| 08/12/2023         | PC              | 08/18/2023          | 37972           | LOUGHMILLER, JOHN A.  | 425       |             | 1,773.72 |
| 08/12/2023         | PC              | 08/18/2023          | 37973           | GRIFFITH, JOHN J.     | 500       |             | 2,531.86 |
| 08/12/2023         | PC              | 08/18/2023          | 37974           | EATON, BRAD A.        | 515       |             | 2,624.47 |
| 08/12/2023         | PC              | 08/18/2023          | 37975           | WILSON, TIMOTHY J.    | 516       |             | 2,946.94 |
| 08/12/2023         | PC              | 08/18/2023          | 37976           | LAVOIE, RICHARD L.    | 519       |             | 2,486.13 |
| 08/12/2023         | PC              | 08/18/2023          | 37977           | STEVENS, BRANDON C.   | 521       |             | 3,034.94 |
| 08/12/2023         | PC              | 08/18/2023          | 37978           | WHITLEY, ANDREW T.    | 522       |             | 2,787.01 |
| 08/12/2023         | PC              | 08/18/2023          | 37979           | DRAVES, MARTIN J.     | 523       |             | 4,813.48 |
| 08/12/2023         | PC              | 08/18/2023          | 37980           | FARRELL, MITCHELL L.  | 524       |             | 2,276.92 |
| 08/12/2023         | PC              | 08/18/2023          | 37981           | ANDERSON, ELIZABETH   | 526       |             | 1,401.92 |
| 08/12/2023         | PC              | 08/18/2023          | 37982           | KENWABIKISE, DAVID L. | 528       |             | 1,239.32 |
| 08/12/2023         | PC              | 08/18/2023          | 37983           | ELLIOTT, PATRICK M.   | 600       |             | 3,201.04 |
| 08/12/2023         | PC              | 08/18/2023          | 37984           | SCHWARTZFISHER, JOS   | 603       |             | 1,199.23 |
| 08/12/2023         | PC              | 08/18/2023          | 37985           | BRADLEY, KELLY R.     | 614       |             | 1,511.33 |
| 08/12/2023         | PC              | 08/18/2023          | 37986           | HART II, DELBERT W.   | 616       |             | 1,916.01 |
| 08/12/2023         | PC              | 08/18/2023          | 37987           | JONES, ROBERT F.      | 618       |             | 1,548.69 |
| 08/12/2023         | PC              | 08/18/2023          | 37988           | THORP JR, WILLIAM D.  | 623       |             | 1,612.30 |
| 08/12/2023         | PC              | 08/18/2023          | 37989           | LEITNER, RYAN S.      | 624       |             | 1,790.75 |
| 08/12/2023         | PC              | 08/18/2023          | 37990           | REID, ROB A.          | 632       |             | 1,200.62 |
| 08/12/2023         | PC              | 08/18/2023          | 37991           | DORAN, JUSTIN J.      | 634       |             | 2,378.61 |
| 08/12/2023         | PC              | 08/18/2023          | 37992           | HART III, DELBERT W.  | 657       |             | 1,032.26 |
| 08/12/2023         | PC              | 08/18/2023          | 37993           | PERSONS, CHLOE M.     | 659       |             | 634.33   |
| 08/12/2023         | PC              | 08/18/2023          | 37994           | CONWAY, ANNEMARIE     | 668       |             | 620.27   |
| 08/12/2023         | PC              | 08/18/2023          | 37995           | FINNERTY, HOLLY E.    | 669       |             | 1,207.70 |
| 08/12/2023         | PC              | 08/18/2023          | 37996           | WILSON, SAMUEL J.     | 672       |             | 495.55   |
| 08/12/2023         | PC              | 08/18/2023          | 37997           | POIROT, KENNETH R.    | 673       |             | 988.70   |
| 08/12/2023         | PC              | 08/18/2023          | 37998           | VENTZKE, COLE C.      | 674       |             | 1,046.46 |
| 08/12/2023         | PC              | 08/18/2023          | 37999           | WILSON, GARRETT L.    | 687       |             | 871.70   |

| Pay Period<br>Date | Journal<br>Code | Check<br>Issue Date | Check<br>Number | Payee                  | Emp<br>ID | Description | Amount     |
|--------------------|-----------------|---------------------|-----------------|------------------------|-----------|-------------|------------|
| 08/12/2023         | PC              | 08/18/2023          | 38000           | HIGGINS, THERESE M.    | 689       |             | 628.70     |
| 08/12/2023         | PC              | 08/18/2023          | 38001           | MOOAR, ISAAK S.        | 690       |             | 576.53     |
| 08/12/2023         | PC              | 08/18/2023          | 38002           | CRANDELL, ZACKARY R.   | 691       |             | 721.91     |
| 08/12/2023         | PC              | 08/18/2023          | 38003           | RABIDEAU, JACOB L.     | 696       |             | 1,016.02   |
| 08/12/2023         | PC              | 08/18/2023          | 38004           | BORTHS, MICHAEL J.     | 698       |             | 905.67     |
| 08/12/2023         | PC              | 08/18/2023          | 38005           | POP, ELIZABETH S.      | 699       |             | 600.98     |
| 08/12/2023         | PC              | 08/18/2023          | 38006           | KNORR, KENT J.         | 700       |             | 2,223.40   |
| 08/12/2023         | PC              | 08/18/2023          | 38007           | ANZELL, BETH A.        | 702       |             | 1,546.15   |
| 08/12/2023         | PC              | 08/18/2023          | 38008           | STEWART, SPENCER P.    | 720       |             | 1,173.35   |
| 08/12/2023         | PC              | 08/18/2023          | 38009           | MCDERMOTT, DENNIS J.   | 732       |             | 2,046.05   |
| 08/12/2023         | PC              | 08/18/2023          | 38010           | JASURDA, DONALD J.     | 748       |             | 945.40     |
| 08/12/2023         | PC              | 08/18/2023          | 38011           | DORST, KRISTA M.       | 749       |             | 868.53     |
| 08/12/2023         | PC              | 08/18/2023          | 38012           | PARRISH, SAMANTHA K.   | 750       |             | 401.56     |
| 08/12/2023         | PC              | 08/18/2023          | 38013           | WHITE III, MARCUS W.   | 754       |             | 958.56     |
| 08/12/2023         | PC              | 08/18/2023          | 38014           | CARUSELLO, JACOB M.    | 755       |             | 697.37     |
| 08/12/2023         | PC              | 08/18/2023          | 38015           | SNYDER, JACOB M.       | 756       |             | 825.91     |
| 08/12/2023         | PC              | 08/18/2023          | 38016           | CUNNINGHAM, ABIGAIL A. | 759       |             | 986.75     |
| 08/12/2023         | PC              | 08/18/2023          | 38017           | JAREMA, CAROLINE J.    | 760       |             | 1,265.82   |
| 08/12/2023         | PC              | 08/18/2023          | 38018           | ELGART, SARAH N.       | 769       |             | 224.67     |
| 08/12/2023         | PC              | 08/18/2023          | 38019           | WALKER, MEREDITH A.    | 771       |             | 1,647.40   |
| 08/12/2023         | PC              | 08/18/2023          | 38020           | SMITH, ANNA K.         | 773       |             | 1,101.26   |
| 08/12/2023         | PC              | 08/18/2023          | 38021           | JAREMA, ALISON, K.     | 774       |             | 983.09     |
| 08/12/2023         | PC              | 08/18/2023          | 38022           | LEVY, JAYDEE L.        | 775       |             | 548.26     |
| 08/12/2023         | PC              | 08/18/2023          | 38023           | DOWDS, LILLIAN J.      | 777       |             | 750.31     |
| 08/12/2023         | PC              | 08/18/2023          | 38024           | SAUER, JOHN V.P.       | 778       |             | 1,052.12   |
| 08/12/2023         | PC              | 08/18/2023          | 38025           | BOLLMANN, JOSIE J.     | 779       |             | 910.53     |
| 08/12/2023         | PC              | 08/18/2023          | 38026           | PETROSKY, TAYLOR G.    | 780       |             | 787.80     |
| 08/12/2023         | PC              | 08/18/2023          | 38027           | PHILP, DAVAYAH A.      | 781       |             | 730.55     |
| 08/12/2023         | PC              | 08/18/2023          | 38028           | MAY, MADALYNE M.       | 792       |             | 279.83     |
| 08/12/2023         | PC              | 08/18/2023          | 38029           | WAGNER, KIRSTEN M.     | 793       |             | 915.56     |
| 08/12/2023         | PC              | 08/18/2023          | 38030           | BIRD, SPENCER H.       | 794       |             | 715.39     |
| 08/12/2023         | PC              | 08/18/2023          | 38031           | STEVENS, JEFFREY W.    | 798       |             | 283.71     |
| 08/12/2023         | PC              | 08/18/2023          | 38032           | DRENTH, DOUGLAS A.     | 838       |             | 922.25     |
| 08/12/2023         | PC              | 08/18/2023          | 38033           | GILL, DAVID R.         | 856       |             | 1,064.40   |
| 08/12/2023         | PC              | 08/18/2023          | 38034           | LABLANCE, MAUREEN J.   | 863       |             | 214.98     |
| 08/12/2023         | PC              | 08/18/2023          | 38035           | LIVINGSTON, BRIAN D.   | 866       |             | 2,135.26   |
| 08/12/2023         | PC              | 08/18/2023          | 38036           | STANLEY, MARK J.       | 867       |             | 180.77     |
| 08/12/2023         | PC              | 08/18/2023          | 38037           | KLOOSTER, PATRICK H.   | 868       |             | 507.04     |
| 08/12/2023         | PC              | 08/18/2023          | 38038           | WAY, KRISTINA M.       | 870       |             | 198.79     |
| 08/12/2023         | PC              | 08/18/2023          | 38039           | DIETRICH, ARLENE M.    | 871       |             | 706.59     |
| 08/12/2023         | PC              | 08/18/2023          | 38040           | PARKER, SCOTT W.       | 873       |             | 191.17     |
| 08/12/2023         | PC              | 08/18/2023          | 38041           | PETROSKY, TIMOTHY D.   | 874       |             | 111.00     |
| 08/12/2023         | PC              | 08/18/2023          | 38042           | CUDD, ROBERT M.        | 875       |             | 625.20     |
| 08/12/2023         | PC              | 08/18/2023          | 38043           | EWALT, BRIAN W.        | 901       |             | 2,449.14   |
| 08/12/2023         | PC              | 08/18/2023          | 38044           | OLIVER, GRANT T.       | 915       |             | 1,335.36   |
| 08/12/2023         | PC              | 08/18/2023          | 38045           | POSTMUS, ANTHONY H.    | 916       |             | 1,400.68   |
| 08/12/2023         | PC              | 08/18/2023          | 38046           | DOUGLAS, MARK          | 935       |             | 1,561.89   |
| 08/12/2023         | PC              | 08/18/2023          | 38047           | FRATRICK, JOSEPH W.    | 940       |             | 869.52     |
| 08/12/2023         | PC              | 08/18/2023          | 38048           | PAALMAN, STEPHEN J.    | 942       |             | 1,246.59   |
| 08/12/2023         | PC              | 08/18/2023          | 140250          | MORRISON, KEVIN P.     | 601       |             | 1,841.88   |
| 08/12/2023         | PC              | 08/18/2023          | 140251          | COX, RONALD L.         | 869       |             | 311.51     |
| Grand Totals:      |                 |                     | 108             |                        |           |             | 143,844.42 |

| Check Number      | Payee                          | Amount     |
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| <b>08/22/2023</b> |                                |            |
| 140259            | ACE HARDWARE                   | 5,851.01   |
| 140260            | ALLEN SUPPLY                   | 1,205.92   |
| 140261            | AMAZON CAPITAL SERVICES        | 190.52     |
| 140262            | APEX SOFTWARE                  | 335.00     |
| 140263            | AT YOUR SERVICE PLUS INC       | 7,775.00   |
| 140264            | AUTO-WARES GROUP               | 468.60     |
| 140265            | AVFUEL CORPORATION             | 122,392.55 |
| 140266            | AXON ENTERPRISE INC            | 495.00     |
| 140267            | BELL EQUIPMENT COMPANY         | 1,560.00   |
| 140268            | BLASTEK LLC                    | 7,330.00   |
| 140269            | BRADFORD MASTER DRYCLEANERS    | 18.75      |
| 140270            | BRADY'S CARPET CLEANING INC    | 936.00     |
| 140271            | CABELA, MINER                  | 28.98      |
| 140272            | CDW GOVERNMENT                 | 1,631.56   |
| 140273            | CEDAM                          | 25.00      |
| 140274            | CHARLEVOIX AREA CHAMBER OF CO  | 15,000.00  |
| 140275            | CHARLEVOIX COUNTY TREASURER    | 1,041.97   |
| 140276            | CHARLEVOIX VENETIAN FESTIVAL   | 21,492.77  |
| 140277            | CHARTER COMMUNICATIONS         | 149.98     |
| 140278            | CHARTER COMMUNICATIONS OPERA   | 78.18      |
| 140279            | CITY OF CHARLEVOIX - MISC      | 968.56     |
| 140280            | CITY OF CHARLEVOIX - UTILITIES | 68,610.81  |
| 140281            | CONWAY PROFESSIONAL SERVICES   | 8,784.00   |
| 140282            | COOPER, MELANIE S              | 250.00     |
| 140283            | CUMMINS SALES AND SERVICE      | 1,870.48   |
| 140284            | DHASELEER EVENTS BARN          | 135.00     |
| 140285            | DVORACEK, SARAH                | 324.88     |
| 140286            | ECKHOLD, DUNCAN                | 75.00      |
| 140287            | ECONO SIGNS LLC                | 163.35     |
| 140288            | EDGEWATER RESOURCES LLC        | 1,775.00   |
| 140289            | ELLSWORTH FARMERS EXCHANGE     | 940.50     |
| 140290            | FAMILY FARM AND HOME           | 29.98      |
| 140291            | FARMER WHITE'S                 | 377.00     |
| 140292            | FOLKLORE WINE & CIDER          | 15.00      |
| 140293            | FREEDOM MAILING SERVICES INC   | 2,684.85   |
| 140294            | GATEHOUSE MEDIA MICHIGAN HOLDI | 410.40     |
| 140295            | GERBER'S HOMEMADE SWEETS       | 185.00     |
| 140296            | GFL ENVIRONMENTAL              | 145.80     |
| 140297            | GORDON FOOD SERVICE            | 43.71      |
| 140298            | GRAINGER                       | 65.90      |
| 140299            | GREAT LAKES ASPHALT SERVICES   | 1,100.00   |
| 140300            | GREAT LAKES ELEVATOR LLC       | 473.39     |
| 140301            | GRIFFITH, JOHN J               | 379.97     |
| 140302            | GRP ENGINEERING INC            | 1,053.94   |
| 140303            | GUNTZVILLER BERRY FARM         | 897.00     |
| 140304            | HACH COMPANY                   | 1,207.34   |
| 140305            | HOMAN, TYLER                   | 75.00      |
| 140306            | HUGHES, LAURIE                 | 350.00     |

| Check Number | Payee                           | Amount    |
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| 140307       | HUTSON INC                      | 1,780.36  |
| 140308       | HYDE SERVICES LLC               | 255.95    |
| 140309       | HYDROCORP                       | 2,077.00  |
| 140310       | INTEGRITY BUSINESS SOLUTIONS    | 192.57    |
| 140311       | INTERWATER FARMS INC            | 282.00    |
| 140312       | IPS GROUP INC                   | 4,499.15  |
| 140313       | JOLI COCHON                     | 44.00     |
| 140314       | KRAFT BUSINESS SYSTEMS          | 281.41    |
| 140315       | KSS ENTERPRISES                 | 1,140.82  |
| 140316       | LASER PRINTER TECHNOLOGIES      | 1,094.00  |
| 140317       | LEIDAL, BRUCE                   | 223.22    |
| 140318       | LITTLE TRAVERSE DISPOSAL LLC    | 31.00     |
| 140319       | MANTHEI CONSTRUCTION            | 85.68     |
| 140320       | MCCARDEL CULLIGAN WATER COND    | 55.50     |
| 140321       | MICHAEL MURPHY IV PHOTOGRAPHY   | 350.00    |
| 140322       | MICHIGAN PIPE & VALVE           | 80.00     |
| 140323       | MIDWEST COMMUNICATION SERVICE   | 358.06    |
| 140324       | MIKE'S MUSTARD                  | 86.00     |
| 140325       | MUELLER, VICTORIA               | 30.00     |
| 140326       | MUNK, CHRISTOPHER J.            | 30.00     |
| 140327       | MWEA                            | 190.00    |
| 140328       | NCL OF WISCONSIN INC            | 250.89    |
| 140329       | NUCO2 LLC                       | 234.55    |
| 140330       | NW MI COG                       | 2,171.58  |
| 140331       | OLESON'S FOOD STORES            | 536.93    |
| 140332       | OLSON BZDOK & HOWARD PC         | 1,503.50  |
| 140333       | OMS COMPLIANCE SERVICES INC     | 329.00    |
| 140334       | ON DUTY GEAR LLC                | 9,119.43  |
| 140335       | PENCHURA LLC                    | 1,870.85  |
| 140336       | PENINSULA FIBER NETWORK LLC     | 940.00    |
| 140337       | PLUNKETT COONEY                 | 500.00    |
| 140338       | POWER LINE SUPPLY               | 2,013.34  |
| 140339       | POWER SYSTEM ENGINEERING INC    | 14,488.99 |
| 140340       | QUILL LLC                       | 256.43    |
| 140341       | R & R PRODUCTS INC              | 331.15    |
| 140342       | RANGE TELECOMMUNICATIONS        | 156.00    |
| 140343       | REHMANN LLC                     | 11,025.00 |
| 140344       | RICKER, JOY                     | 75.00     |
| 140345       | SPARTAN STORES LLC              | 181.95    |
| 140346       | SWEET MARIA'S LLC               | 290.00    |
| 140347       | TARCY'S TREATS                  | 6.00      |
| 140348       | TELE-RAD INC                    | 5,140.00  |
| 140349       | TELNET WORLDWIDE                | 171.56    |
| 140350       | TILLIE'S TAFEL                  | 124.00    |
| 140351       | TRACE ANALYTICAL LABORATORIES I | 423.00    |
| 140352       | TRANSUNION RISK AND ALTERNATIV  | 75.00     |
| 140353       | UNIFIRST CORPORATION            | 493.74    |
| 140354       | VILLAGE GRAPHICS INC            | 72.00     |
| 140355       | WARD BROTHERS BOATS INC         | 44.16     |

| Check Number      | Payee                    | Amount     |
|-------------------|--------------------------|------------|
| 140356            | WATERS EDGE DOCK & HOIST | 525.00     |
| 140357            | WELLS TOWING LLC         | 50.00      |
| 140358            | WEX BANK                 | 7,176.28   |
| 140359            | WILBERT BURIAL VAULT CO  | 721.92     |
| 140360            | ZIXCORP                  | 2,619.64   |
| Total 08/22/2023: |                          | 358,482.26 |
| Grand Totals:     |                          | 358,482.26 |

| Check Number      | Payee                        | Amount   |
|-------------------|------------------------------|----------|
| <b>08/03/2023</b> |                              |          |
| 80323001          | AMG PAYMENT SOLUTIONS        | 1,028.14 |
| 80323002          | PAYMENT SERVICE NETWORK INC. | 246.70   |
| Total 08/03/2023: |                              | 1,274.84 |
| Grand Totals:     |                              | 1,274.84 |

| Check Number      | Payee                        | Amount    |
|-------------------|------------------------------|-----------|
| <b>08/07/2023</b> |                              |           |
| 80723001          | MICHIGAN PUBLIC POWER AGENCY | 38,978.81 |
| Total 08/07/2023: |                              | 38,978.81 |
| Grand Totals:     |                              | 38,978.81 |

| Check Number      | Payee             | Amount    |
|-------------------|-------------------|-----------|
| <b>08/10/2023</b> |                   |           |
| 81023001          | STATE OF MICHIGAN | 36,318.17 |
| Total 08/10/2023: |                   | 36,318.17 |
| Grand Totals:     |                   | 36,318.17 |

| Check Number      | Payee      | Amount   |
|-------------------|------------|----------|
| <b>08/11/2023</b> |            |          |
| 81123001          | DTE ENERGY | 2,327.08 |
| Total 08/11/2023: |            | 2,327.08 |
| Grand Totals:     |            | 2,327.08 |

| Check Number      | Payee                        | Amount    |
|-------------------|------------------------------|-----------|
| <b>08/14/2023</b> |                              |           |
| 81423001          | MICHIGAN PUBLIC POWER AGENCY | 41,237.31 |
| Total 08/14/2023: |                              | 41,237.31 |
| Grand Totals:     |                              | 41,237.31 |

| Check<br>Issue Date | Check<br>Number | Payee                           | Amount    |
|---------------------|-----------------|---------------------------------|-----------|
| <b>81823001</b>     |                 |                                 |           |
| 08/18/2023          | 81823001        | **EFTPS* Payroll Taxes          | 13,362.35 |
| 08/18/2023          | 81823001        | **EFTPS* Payroll Taxes          | 13,362.35 |
| 08/18/2023          | 81823001        | **EFTPS* Payroll Taxes          | 3,125.03  |
| 08/18/2023          | 81823001        | **EFTPS* Payroll Taxes          | 3,125.03  |
| 08/18/2023          | 81823001        | **EFTPS* Payroll Taxes          | 18,210.50 |
| Total 81823001:     |                 |                                 |           |
|                     | 5               |                                 | 51,185.26 |
| <b>81823002</b>     |                 |                                 |           |
| 08/18/2023          | 81823002        | Alerus Financial                | 558.00    |
| Total 81823002:     |                 |                                 |           |
|                     | 1               |                                 | 558.00    |
| <b>81823003</b>     |                 |                                 |           |
| 08/18/2023          | 81823003        | MissionSquare - 401 Plan 109153 | 1,091.41  |
| Total 81823003:     |                 |                                 |           |
|                     | 1               |                                 | 1,091.41  |
| <b>81823004</b>     |                 |                                 |           |
| 08/18/2023          | 81823004        | MissionSquare - 457 Plan 300959 | 4,571.00  |
| 08/18/2023          | 81823004        | MissionSquare - 457 Plan 300959 | 2,724.47  |
| 08/18/2023          | 81823004        | MissionSquare - 457 Plan 300959 | 4,630.44  |
| 08/18/2023          | 81823004        | MissionSquare - 457 Plan 300959 | 9,187.47  |
| Total 81823004:     |                 |                                 |           |
|                     | 4               |                                 | 21,113.38 |
| <b>81823005</b>     |                 |                                 |           |
| 08/18/2023          | 81823005        | MissionSquare - Roth IRA 706117 | 1,170.76  |
| Total 81823005:     |                 |                                 |           |
|                     | 1               |                                 | 1,170.76  |
| <b>81823006</b>     |                 |                                 |           |
| 08/18/2023          | 81823006        | STATE OF MICHIGAN               | 7,699.52  |
| Total 81823006:     |                 |                                 |           |
|                     | 1               |                                 | 7,699.52  |
| Grand Totals:       |                 |                                 |           |
|                     | 13              |                                 | 82,818.33 |

| Check Number      | Payee | Amount    |
|-------------------|-------|-----------|
| <b>08/18/2023</b> |       |           |
| 81823007          | MERS  | 59,608.29 |
| Total 08/18/2023: |       | 59,608.29 |
| Grand Totals:     |       | 59,608.29 |

| Check Number      | Payee                          | Amount       |
|-------------------|--------------------------------|--------------|
| <b>08/10/2023</b> |                                |              |
| 4015              | CHARLEVOIX COUNTY TREASURER    | 219.49       |
| 4016              | CHARLEVOIX COUNTY TREASURER    | 320,298.27   |
| 4017              | CHARLEVOIX PUBLIC SCHOOLS      | 405,921.88   |
| 4018              | CITY OF CHARLEVOIX - TAXES DUE | 360,658.46   |
| 4019              | STATE OF MICHIGAN              | 1,183.77     |
| 4020              | SUN PRINT MANAGEMENT           | 2.18         |
| Total 08/10/2023: |                                | 1,088,284.05 |
| Grand Totals:     |                                | 1,088,284.05 |

**CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT**

# Charlevoix City Council

## Consent Agenda

**Title:** Michigan Municipal League Annual Meeting Notice-Designation of Voting Delegate

**Date:** August 21, 2023

**Presented By:**

**Background:**

Pursuant to the provisions of the Michigan Municipal League Bylaws, we are asked to designate an official representative attending the MML Fall Convention to cast the City's vote at the annual meeting on October 17, 2023. The meeting will be held for the following purposes: election of trustees, policy, and other business. Mayor Lyle Gennett will be attending the MML Convention held at Grand Traverse Resort in October.

**Recommendation:**

Motion to designate Mayor Lyle Gennet to cast the vote of the City of Charlevoix at the MML's Annual Meeting held on October 18, 2023.

**Attachments:**

1. Michigan Municipal League Annual Meeting Notice

July 10, 2023

**Michigan Municipal League Annual Meeting Notice**

**(Please present at the next Council, Commission or Board Meeting)**

Dear Official:

The Michigan Municipal League Annual Convention will be held in Traverse City, October 18-20, 2023. The League's "**Annual Meeting**" is scheduled for 4:30 pm on Wednesday, October 18 in Governors' Hall A at the Grand Traverse Resort & Spa. The meeting will be held for the following purposes:

1. **Election of Trustees.** To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. **Policy.** A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Druksis at the League at 800-653-2483.

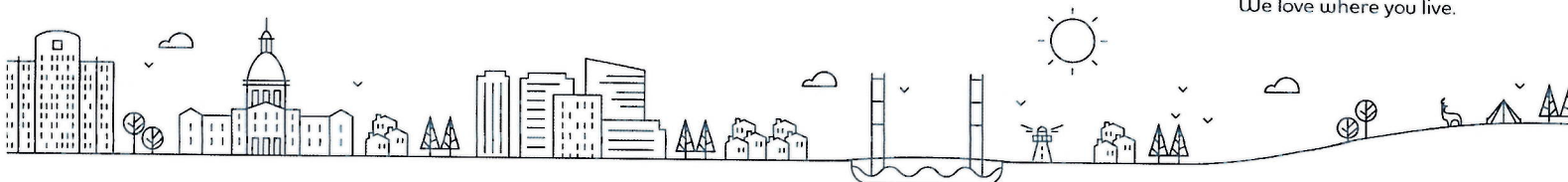
**B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on.** (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **September 18, 2023.**

3. **Other Business.** To transact such other business as may properly come before the meeting.

**Designation of Voting Delegates**

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than September 18, 2023.**



We love where you live.

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

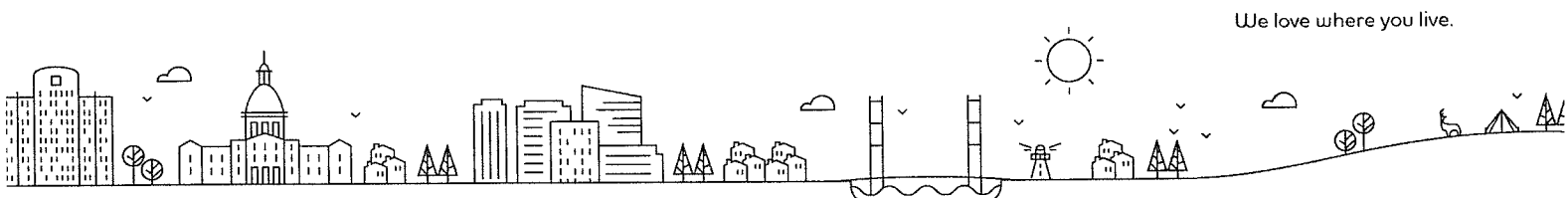
#### 1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

#### 2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **September 18, 2023**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.



### 3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, October 17, 2023 at the Grand Traverse Resort & Spa for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

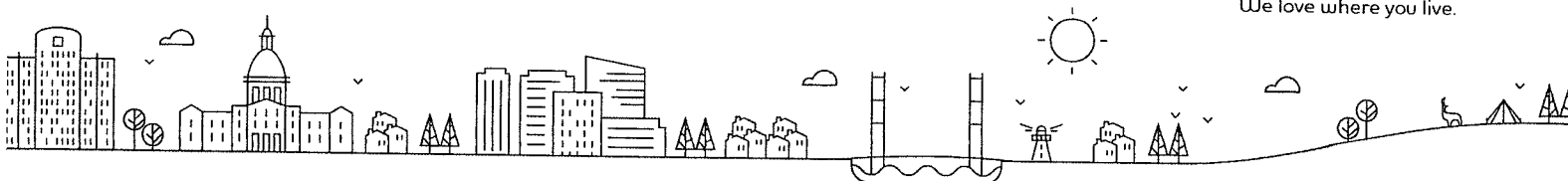
Sincerely,



Barbara Ziarko  
President  
Councilmember, City of Sterling Heights



Daniel P. Gilmartin  
Executive Director & CEO



We love where you live.



# Charlevoix City Council

## Consent Agenda

**Title:** 50 kVA Transformer Purchase

**Date:** August 21, 2023

**Presented By:**

**Background:**

The Department needs to start building up its inventory to have adequate material on hand for maintenance and new construction. Bids were received from three (3) manufacturers through Power Line Supply for six (6) 50 kVA pole mount transformers. The transformers supplied by SETI have the lowest delivery price with an acceptable delivery timeline.

**Recommendation:**

Motion to approve the proposal from Power Line Supply for six (6) SETI 50 kVA pole mount transformers in the amount of \$24,480 and a delivery of 20 – 24 weeks.

**Attachments:**

1. 50 kVA Pole Mount Transformers 06.20.2023

City of Charlevoix  
Electric Department

Six 50 kVA Pole Mount Transformers

| Bidder              | Manufacturer        | Delivery<br>(weeks) | Unit Cost   | Extension    | Freight     | Total Cost   | Comments            |
|---------------------|---------------------|---------------------|-------------|--------------|-------------|--------------|---------------------|
| Power Line Supply   | SETI <sup>(1)</sup> | 20 - 24             | \$ 4,080.00 | \$ 24,480.00 | \$ -        | \$ 24,480.00 | New units           |
| Power Line Supply   | Midwest             | 6 - 8               | \$ 5,053.00 | \$ 30,318.00 | \$ 1,500.00 | \$ 31,818.00 | New units           |
| Emerald Transformer | N/A                 | 55 - 57             | \$ 1,924.00 | \$ 11,544.00 | \$ 3,950.00 | \$ 15,494.00 | Reconditioned units |
|                     |                     |                     |             |              |             |              |                     |

(1) Recommended Bid - price and delivery

# Charlevoix City Council

## Consent Agenda

**Title:** Odmark Pavilion Request for Use

**Date:** August 21, 2023

**Presented By:**

**Background:**

The Church has requested the use of the Odmark Pavilion on Sunday, 9/3/23 from 10:00 am-2:00 pm. They would like to hold a morning service, followed by food and fellowship. They are not requesting any assistance from the City.

**Recommendation:**

Approve the use of Odmark Pavilion for a service on 9/3/23.

**Attachments:**

1. Odmark Request for Use 9/3/23



## ODMARK/EAST PARK PERFORMANCE PAVILION USE REQUEST

Name of proposed act/event: The Church (Church Service)  
Date of proposed use: 9/03/23 Time of proposed use: Start 10:00 am End 2:00 pm  
Expected number of attendees: 60

Is applicant a not-for-profit organization?

(Proof of non-profit status is required for consideration of reservation fee waiver.)

☒ Yes

☐ No

Is the proposed use directly associated with another event occurring simultaneously in Charlevoix?

☐ Yes

☒ No

If yes, indicate name of associated event: \_\_\_\_\_

If applicant is a performance act, please provide three references.

Name

Telephone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly summarize your proposed use:

The Church would like to have a morning service followed by Food and Fellowship for a time afterwards  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

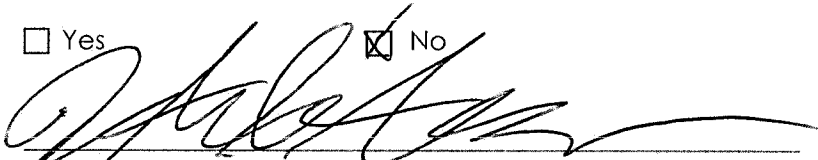
CONTACT INFORMATION

Applicant Name: Jack Sharow Organization: The Church  
Email Address (required): jsharow1@gmail.com  
Mailing Address: 5829 Barnard RD  
City: Charlevoix State: Michigan Zip: 49720  
Telephone Number: 231-350-9397 Cell Number (day of event): 231-350-9397

Has applicant or anyone significantly associated with the applicant been convicted within the past seven (7) years of a misdemeanor or felony involving violence, theft, criminal sexual conduct or dishonesty?

☐ Yes

☒ No

  
Signature of Applicant

8-14-23  
Date

This form must be submitted at least two (2) weeks in advance of requested use date. Please contact the Charlevoix Recreation Department at 231-547-3253 with any questions.

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Chief of Police

Date

Recreation Department

Date

☐ Approved

☐ Denied

☐ Approved

☐ Denied

Fee: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_

## Charlevoix City Council

### All Other Actions and Requests

**Title:** Van Pelt Alley Reconstruction

**Date:** August 21, 2023

**Presented By:** Mark Heydlauff, City Manager

#### **Background:**

This spring, work in Van Pelt Alley required portions of the asphalt to be removed. With the successful completion of the decorative alley work adjacent to Mason Street, it seems like a good demonstration of the design elements of the Alley Corridor Vision and Plan we've been working on for a few years. Rather than just replace the asphalt, we are proposing to make a decorative, brick paver intersection adjacent to Cherry Republic and Bloom Floral. This would mirror the style used in the alley east of the parking lot that was reconstructed this spring off Mason Street. We plan to do this work in the fall season to minimize business disruptions in the area. All other open areas of Van Pelt Alley would be repaved.

The total cost for this work is about \$70,000 but \$25,000 was set aside in the original project for repaving. I would propose splitting this additional \$45,000 with the DDA. They could consider this later in the month.

#### **Recommendation:**

Motion to approve Van Pelt Alley reconstruction of a brick paver intersection by Team Elmer's Construction for \$69,440.00 conditioned on a cost split with the Downtown Development Authority of \$22,500 and authorize the City Manager to sign all necessary documents.

#### **Attachments:**

1. Revised Park St. Alley Proposal 2023

# PROPOSAL



P.O. Box 6150 Traverse City, MI 49696-6150  
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax  
www.TeamElmers.com  
EOE/AA

Proposal submitted to:

City of Charlevoix  
Attn. Pat Elliot  
401 W. Carpenter Ave.  
Charlevoix, MI 49720

6/11/2023  
231-547-3275  
[pate@charlevoixmi.gov](mailto:pate@charlevoixmi.gov)  
Job # 530757

We hereby submit specifications and estimates for:

**Provide all Labor, Equipment, and Materials to perform the following work at:  
Park St. Alley Charlevoix**

Mobilization and Traffic control  
Sawcut ,remove and dispose existing asphalt roadway  
Grade and compact existing road gravel  
Supply and install two layers of 1 1/2" HMA per drawing  
Supply and install brick pavers and concrete ribbon curb per drawing

**Total \$ 69,440.00**

Proposal excludes permits, surveying, soil testing and aggregate base  
Proposal is based off drawing supplied by City of Charlevoix

**I can be reached directly at 231-642-1824 or [jk340@teamelmers.com](mailto:jk340@teamelmers.com)**

**Thank you for the opportunity to bid this project**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

TEAM Elmers Authorized Signature

Name: **Justin Kelenske**

Note: This proposal may be withdrawn by us if not accepted within **30** days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature \_\_\_\_\_  
(Sign and return copy upon acceptance)

Date of Acceptance \_\_\_\_\_

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

## When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

**Fully Bonded & Insured • Daily quality control checks for all products**

# Charlevoix City Council

## Reports and Communications

**Title:** City Manager's Comments

**Date:** August 21, 2023

**Presented By:**

**Background:**

### **A. Housing Commission Update**

I met recently with Mitts Lee and Annessa Haist the chair and executive director (respectively) of the Charlevoix Housing Commission. They are working to settle with the EPA for the sale of their storage building on the northside of Garfield Street. Once this is complete, they'll have cash to use to engage a developer to consider future housing on the site and upgrades to the current complex. This will allow current residents to stay in place but receive a different funding stream through HUD. It may also allow the Commission to partner with a private developer to add additional housing geared toward those who otherwise struggle to afford market-rate options. In short, the Commission will be able to stay true to their mission and add additional units to the needed housing supply. This process will take time but they are moving forward. As always, I offered any support or assistance the City could offer.

### **B. Downtown Fire**

As I noted for you on Saturday morning, our fire department and others worked quickly to extinguish a small blaze above the Taffy Barrel downtown early Saturday morning. Though a small fire in terms of the scale downtown, this is certainly a set back for the Taffy Barrel and the building owner. I understand the fire investigators were on site this week; the final cause has not been fully determined yet but it is not suspicious. In addition to our fire department, we received great assistance from the Boyne City and East Jordan Fire Departments along with the Lake Charlevoix EMS Department and the Charlevoix County Sherriff's Department. Chief McDonnell was already on scene when I arrived shortly before 5am and she was personally directing traffic downtown. Officer Chris Munk reported the fire around 4:30am along with a baker for That French Place.

We took steps a few years ago to improve our fire safety and, at this point, I'm not sure what could have been done differently in this case. A sprinkler system was installed in the building this spring and we provided assistance for this with our water department. Unfortunately, since the building was still actively being renovated, the system was not yet operational. A quick response by first responders and clear access around the building certainly aided in the timely extinguishment of the flames.

### **C. Thin Blue Line Shore Ride**

The Thin Blue Line Shore Ride visited Charlevoix on August 17 as part of their annual bike ride honoring the memory of fallen police officers in our state. They held their lunch stop in our garage area and honored CPD Officer Earl Crandell who died in the line of duty here in Charlevoix back in 1966.

**Recommendation:**

**Attachments:**

1. Housing Commission Meeting Minutes from 07/18/2023

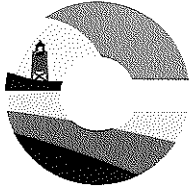


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## **REGULAR MEETING**

## **CHARLEVOIX HOUSING COMMISSION**

Tuesday, July 18, 2023

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Mitts Lee, R.J. Waddell, Joan Buday, Annie Oosthuizen

Commissioners Absent: None

Others Present: Dan Murray CHC-Maintenance Supervisor, Annessa Haist-Director MPHC/CHC, Cindy Morris CHC-Occupancy Specialist and Residents of Pine River Place.

**Chairperson Mitts Lee called the Meeting to Order at 2:02 p.m.**

**ADDITIONS TO THE AGENDA:** Director's Report / Tokio Marine HCC

Approval of the June 20, 2023 Meeting Minutes and Payables with Financials.

**Motion by Commissioner Buday, seconded by Commissioner Waddell to approve and accept the regular meeting minutes and payables with financials as presented for June 20, 2023.**

**Ayes:** Lee, Buday, Waddell, Oosthuizen

**Nays:** None

**Absent:** None

**OLD BUSINESS:** Section 18 Disposition – Appraisal & HUD update. Director MPHC/CHC, Annessa Haist spoke giving a timeline moving forward. Pending with HUD at this point in time. Upon their response we will move forward. Second appraisal was higher, sent in pending the counter offer at this moment in time.

**NEW BUSINESS:** Resolution VII-23 Approval of Smoke Free Housing Policy Revision

Annessa Haist-Director MPH/C/CHC let the Commissioners be aware there was a Public Hearing prior to the Board Meeting today. Residents, staff and commissioners were present. Discussion was had with all of those present. Questions were asked and answered entirely at the close of the public hearing. Pending full Board approval in agreement with the change of the policy.

**Motion by Commissioner Waddell to move forward accepting Resolution VII-23 Smoke-Free Housing Policy Revision as written. Seconded by Commissioner Buday.**

**Ayes: Lee, Buday, Waddell, Oosthuizen**

**Nays: None**

**Absent: None**

Executive Director's Report - IT Switch update was given by the Director MPH/C/CHC Annessa Haist. New IT tech will start in July, 2023.

RAD Update – 5YR Annual Planning was briefly spoke about, by Annessa Haist-Director MPH/C/CHC to the commissioners reminding them of the deadline December, 2023.

Annessa Haist-Director MPH/C/CHC made mention of the bank fee changes moving forward.

August and September 2023 Board Meeting schedule was discussed by the Director MPH/C/CHC Annessa Haist. Changes were made to the schedule on both monthly meetings. Will email the City of Charlevoix to have them posted on the website. Regular Meeting changes NEW for August 8, 2023/ September 12, 2023. Located at Pine River Place, 210 W. Garfield in Charlevoix Michigan, Community Room.

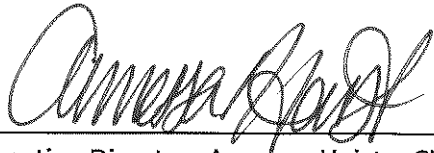
Director MPH/C/CHC – Annessa Haist reminded all commissioners the deadline is soon for attendance confirmation on attending the conference.

Tokio Marine HCC were at our building site in person, walk through for our insurance updates. Director spoke on their recommendations, updates and concerns with the commissioners. Giving full details of the visit, sharing the email received.

Public Comment on subjects unrelated to Agenda Items: Elevator project was mentioned by a resident, asking if there were any updates? Did the CHC have a start date? Director MPH/C/CHC Annessa Haist and Dan Murray CHC-Maintenance Supervisor each spoke briefly stating the project is a go, moving forward. The tentative start date roughly will be in November, 2023.

Adjournment: Commissioner Lee Adjourn the meeting at 2:40 p.m.

Respectfully submitted and approved by:

A handwritten signature in black ink, appearing to read 'Annessa Haist', written over a horizontal line.

Executive Director, Annessa Haist – CHC/MPHC

The next Board Meeting is August 8, 2023 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720.

# Charlevoix City Council

## Reports and Communications

**Title:** Mayor and Council Comments

**Date:** August 21, 2023

**Presented By:**

**Background:**

**Recommendation:**

**Attachments:**

None

# Charlevoix City Council

## Other Council Business

**Title:** Closed Session: City Manager's Annual Performance Review (MCL 15.268 (1a))

**Date:** August 21, 2023

**Presented By:**

**Background:**

Honorable Mayor and Council:

My employment agreement with the City stipulates an annual performance evaluation. Pursuant to my right under the Open Meetings Act, I request this be held in Closed Session.

Very truly yours,  
Mark L. Heydlauff  
City Manager

**Recommendation:**

Motion to enter closed session for the purpose of evaluating the City Manager's performance pursuant to MCL 15.268, section 1a.

**Attachments:**

None