AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, October 20, 2014 - 7:00 p.m.
210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

I. Invocation or Pledge of Allegiance

II. Roll Call of Members Present

III. Inquiry Regarding Possible Conflicts of Interest

IV. Consent Agenda

A.	City Council Meeting Minutes – October 6, 2014	**PG 1-7**
B.	Accounts Payable Check Registers & Payroll Check Registers	**PG 8-19**
C.	City Treasurer Resignation - Joe Zielinski	**PG 20**

V. Public Hearings

A.	Public Hearing on the Amendment to Airport Layout Plan (ALP)	**PG 21-23**

VI. Reports

VII. Requests, Petitions and Communications and Actions Thereon

A.	Consideration of Approval for Ground Hog Shadow Fest	**PG 24-27**
B.	Consideration of Approval for the 3rd Annual Bridge Drop	**PG 28-31**
C.	New Year's Eve Bridge Drop Fireworks	**PG 32-45**
D.	Keweenaw Star Dock Lease	**PG 46-51**
E.	General Liability & Property Insurance 2014-15	**PG 52-54**

VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action

IX. Resolutions

X. Ordinances

XI. Miscellaneous Business

XII. Audience – Non-Agenda Input (written requests take precedent)

XIII. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

Posted October 16, 2014 4:00 p.m..

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, October 6, 2014 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Mayor Norman L. Carlson Jr.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor:	Norman L. Carlson Jr.
City Manager:	Robert Straebel
City Clerk:	Joyce Golding
Members Present:	Councilmembers Peggy Brennan, Shane Cole, Shirley Gibson, Lyle Gennett, Leon Perron, and Jeff Porter
Absent:	None

III. Inquiry Regarding Possible Conflicts of Interest
None.

IV. Consent Agenda
The following items were approved and filed:
A. Approval of Minutes – September 15, 2014 Regular Meeting Minutes
B. Approval of Minutes – September 23, 2014 Special Meeting Minutes
C. Special Accounts Payable Check Registers – September 18, 2014 and September 19, 2014
D. Accounts Payable Check Register – October 7, 2014
E. ACH Payments – September 11, 2014 – September 29, 2014
F. Tax Disbursement – October 7, 2014
G. Payroll Check Register – September 26, 2014
H. Payroll Transmittal – September 26, 2014

V. Public Hearings
None.

VI. Reports
City Manager Straebel stated that, at the most recent Airport Advisory Committee meeting, Councilmember Gibson requested to be a member of the interview committee for the new Airport Manager. Council had no objection.

City Manager Straebel suggested that Mr. Harry Burkholder, Land Institute Access Association (LIAA) present educational information regarding the development of recreation districts at a future Council meeting. Council was in favor of the idea. City Manager Straebel will invite neighboring townships to attend the presentation in November.

VII. Requests, Petitions and Communications and Actions Thereon

A. Electric Department Safety Meeting Agreement
Michigan Electric Cooperative Association (MECA) training has been conducted with the Electric Department for the last three years. City Staff is very satisfied with the quality of training and recommends extending the contract with MECA for an additional three years at $15,610 per year (a 4% increase over the last contract).

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

Motion by Councilmember Cole, second by Councilmember Gennett, to approve the extension of the MECA Safety Program Agreement for the next three years at a cost of $15,610 per year.

Yeas: Perron, Porter, Brennan, Cole, Gennett, Gibson
Nays: None
Absent: None

B. Consideration to Approve an Amendment to the City of Charlevoix and Army Corps of Engineers (ACE) Management/Operations Agreement
The Charlevoix Downtown Development Authority (DDA) and Keep Charlevoix Beautiful are proposing to expand plans for current projects. Expanding these plans requires additional language in the City's Management/Operations Agreement with the Army Corps of Engineers. Specifically, the DDA would like to revise the plan to include the authorization of fireworks on ACE property: Keep Charlevoix Beautiful would like to include language that would allow them to install petunia planters or baskets along the Pine River Channel. The draft amendment to the Management/Operations Agreement has been approved by ACE.

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

Motion by Councilmember Brennan, second by Councilmember Gennett, to approve the amendment as written to the Management/Operations Agreement between the City of Charlevoix and the U.S. Army Corps of Engineers

Yeas: Perron, Porter, Brennan, Cole, Gennett, Gibson
Nays: None
Absent: None

C. Update on the DDA's Downtown Public Mural

The Charlevoix DDA was awarded two grants in the 2013-2014 year totaling $3,300 for a public art project. Several artists were solicited for an outdoor mural and a selection committee recommended Katherine Larson's five-panel design at a cost of $10,750. The DDA will be paying the down payment of $5,000 out of the 2014-2015 fiscal year budget and the remainder out of the next fiscal year's budget. CEDD Director Pearson is working with the artist to complete a final sketch which will better showcase Downtown Charlevoix.

Councilmember Gibson asked for clarification regarding the vessels depicted in the mural sketches.

Councilmember Porter stated that Liz Ahrens, Executive Director of Crooked Tree Art Center, felt that the initial cost of a mural is low compared to the ongoing maintenance costs. He indicated that the DDA is facing a shortfall of funds in the next 2-3 years. Councilmember Porter felt that the DDA did not have the funds for the initial purchase of the mural in addition to continued maintenance. CED Director Pearson stated that these concerns were addressed with the DDA and Ms. Larson. Projected ongoing maintenance costs are $3,500 every ten years and this cost would be within the DDA budget. In addition, grant funding may be available. CED Director Pearson indicated that the full $10,750 will be accounted for in both this year's and next year's budget.

CED Director Pearson stated that the final mural sketch will be checked for accuracy by the Historical Society. The mural will be portable should the Ochs' building not be available for display in the future.

Councilmember Gibson questioned whether the DDA will pay the library what they owe. CED Director Pearson stated that there is no agreement in writing between the DDA and the library. She stated the DDA intends to pay their library contribution when the DDA can afford to. At this point, the DDA is earmarking funds to repay the East Park bond debt. CED Director Pearson also stated that the library will not lose $30,000 because of the adjustable millage; the library will always be assured the same amount of funding.

Mayor Carlson opened the item to public comment.

Mary Eveleigh, 1st Ward, commented that the Michigan Department of Transportation (MDOT) may have safety concerns with the mural because it is adjacent to the highway. CED Director Pearson will confirm with MDOT that the mural will not be a safety hazard.

The item was closed to the public.

D. Consideration to Approve New Recreation Assistant Job Description

City Staff is seeking approval of the new Recreation Assistant Job Description, a part time (15 hours a week), year-round position. The Recreation Assistant will support the Recreation Director administratively. There will be no increase in the Recreation Department's personnel costs as the Recreation Director will be reducing his work hours to cover the cost of the assistant position. This new arrangement will also increase office hours in the Department.

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

Motion by Councilmember Gibson, second by Councilmember Porter, to approve the Recreation Assistant Job Description [dated October 6, 2014].

Yeas: Perron, Porter, Brennan, Cole, Gennett, Gibson
Nays: None
Absent: None

E. Consideration to Approve State Disaster Contingency Fund Grant (Section 19) Resolution

Due to the freeze damage resulting from the 2014 winter, the City incurred costs to repair or replace frozen/broken water lines in the public right of way and road repair in the amount of $250,000. City Staff intends to submit a grant application for disaster assistant funding up to $100,000. As part of the grant application, Council is required to approve a resolution which requests the Governor to authorize a grant to the City and to authorize City Manager Straebel to execute the application on behalf of the City.

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

Action by Resolution.

F. Consideration to Approve Seventh Amendment to the City Manager's Contract

During the past six years, based upon a favorable annual performance review, City Council has amended the City Manager's contract adding an additional year. The seventh amendment includes an expiration date of October 6, 2017, and a 2% increase (consistent with the increase non-union employees received) in his salary, based on a satisfactory performance evaluation.

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

Councilmember Gibson questioned extending the contract and stated that it may be premature. Mayor Carlson indicated that with a contract the City Manager can be terminated 'at will' with a 2/3 vote of Council with three month's severance. He felt that amending the contract gives the City Manager a vote of confidence from Council.

Motion by Councilmember Gennett, second by Councilmember Cole, to approve the Seventh Amendment to the City Manager's contract.

Yeas: Brennan, Cole, Gennett, Gibson
Nays: Perron, Porter
Absent: None

G. Discussion Regarding Hiring a Professional Facilitator to Develop a Strategic Plan/City Goals

At a previous council meeting, City Council suggested developing a different budgetary process for the 2015-16 fiscal budget. To this end, many municipalities hire a professional facilitator to develop a Strategic Plan and Annual Goals that are the foundation for an annual budget. The process involves hiring a neutral, third party facilitator to work with the Mayor, City Council, Department Heads and the City Manager in the development of a Strategic Plan. City Manager Straebel solicited two proposals from facilitators highly recommended by both city managers and the Michigan Municipal League.

Councilmember Perron clarified that he had suggested a budget working session with Council. He stated that, although Staff did a wonderful job on the budget, the Budget Work Session group was too large. Councilmember Perron does not want to spend money on a facilitator.

A Council work session will be scheduled within the first two weeks of November to discuss City goals using the 2013-14 budget as a reference.

VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action

A. Public Hearing on the Amendment of the Airport Layout Plan (ALP)

The City of Charlevoix Municipal Airport is experiencing an increase in the number of Category C airport operations. Once the threshold of 500 operations in a calendar year is met, the FAA will mandate that the City follow the current airport plan. As written, the Airport Layout Plan (ALP) will result in condemnation of several private homes and businesses as well as a portion of State Street. The Airport Advisory Committee voted unanimously to recommend the removal of pages 4 of 15 and 5 of 15 of the Charlevoix ALP. Although not required, holding a public hearing is recommended.

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

Motion by Councilmember Perron, second by Councilmember Gennett, to hold a public hearing during the next City Council meeting on October 20, 2014 to discuss the amendment of the Charlevoix Airport Layout Plan.

Yeas: Perron, Porter, Brennan, Cole, Gennett, Gibson
Nays: None
Absent: None

IX. Resolutions

A. Consideration to Approve State Disaster Contingency Fund Grant (Section 19) Resolution

Motion by Councilmember Brennan, seconded by Councilmember Cole, to approve Resolution 2014-10-01, as follows:

CITY OF CHARLEVOIX
RESOLUTION 2014-10-01
STATE DISASTER CONTIGENCY FUND GRANT RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHARLEVOIX,

WHEREAS, the City of Charlevoix, Michigan, is a political subdivision within the State of Michigan with an official Emergency Operations Plan in compliance with Section 19 of the Emergency Management Act, Act 390, Public Acts of 1976, as amended; and

WHEREAS, the City of Charlevoix sustained severe losses of major proportions brought on by the deep freeze occurring during the 2014 winter resulting in the following conditions:

a. Frozen and/or broken water lines in the public right of way in over 90 locations throughout the City; and
b. Damage to major and local streets due to repairs made to frozen and/or broken water lines; and
c. Damage to docks in the City Marina; and
d. The City issuing a city-wide "run water" mandate; and

WHEREAS, the City Council certifies that the County Emergency Operations Plan was implemented at the onset of the disaster at April 25, 2014 and all applicable disaster relief forces identified therein were exhausted; and

WHEREAS, as a direct result of the disaster, public damage and expenditures were extraordinary and place an unreasonably great financial burden on the City of Charlevoix totaling approximately $118,000.

NOW THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF CHARLEVOIX requests the Governor to authorize a grant to the City of Charlevoix from the State Disaster Contingency Fund pursuant to Section 19, Act 390, Public Acts of 1976, as amended.

BE IT FURTHER RESOLVED THAT, Rob Straebel, City Manager, is authorized to execute for and on behalf of the City of Charlevoix the application for financial assistance and to provide to the State any information required for that purpose.

RESOLVED, this 6th day of October, A.D. 2014.

Resolution was adopted by the following yea and nay vote:

Yeas:	Perron, Porter, Brennan, Cole, Gennett, Gibson
Nays:	None
Absent:	None

X. Ordinances

None.

XI. Miscellaneous Business

Councilmember Gennett asked if there are any preventative measures to be taken if the City experiences another severe winter. City Manager Straebel and DPW Superintendent Elliott will monitor weather closely and will have a strategy in place to disseminate information to the public.

Councilmember Porter questioned the status of the Phillip's property. City Manager Straebel stated that Planner Spencer has been in communication with the City Attorney and is prepared to contact the property owner once the 30 day ordinance approval window has been met.

Councilmember Gibson requested a report of money spent for the marina expansion project thus far. City Manager Straebel will supply Council with the consultant fees to date. Councilmember Gibson also questioned whether the City has received any letters regarding the airport, specifically letters from Al Ranger and Zach Taylor. City Manager Straebel will look into the matter.

XII. Audience - Non-agenda Input (written requests take precedent)

Larry Sullivan, County Commissioner, discussed the Parks Millage and Veterans Affairs Millage, which will both be on the November ballot.

CED Director Pearson has availability for two Councilmembers to attend interviews with the Chesapeake Group on October 7th.

XIII. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn.
There were no objections.
Meeting adjourned at 7:56 p.m.

Joyce M. Golding City Clerk

Norman L. Carlson Jr. Mayor

Special Accounts Payable – 09/18/2014

STATE OF MICHIGAN	70.00	**TOTAL**	**70.00**

Special Accounts Payable – 09/19/2014

AT&T	1,870.65	GREAT LAKES ENERGY	178.78
AT&T MOBILITY	81.07	L AND S TREE SERVICE	120.00
AVFUEL CORPORATION	21,071.73	METLIFE SMALL BUSINESS CENTER	747.38
CHARLEVOIX STATE BANK	4,671.53	VERIZON WIRELESS	56.72
DELTA DENTAL	4,164 18	VISION SERVICE PLAN	525.01
FIRSTMERIT BANK N.A.	18,162 24	**TOTAL**	**51,649.29**

Accounts Payable – 10/07/2014

AIRGAS USA LLC	174.02	HERZOG ELECTRIC	214.80
AIRNAV LLC	176.00	HILTI INC	1,687.79
ALTEC INDUSTRIES INC	178,987.00	HOLIDAY COMPANIES	9,437.77
AMERICAN WASTE INC.	339.88	HYDE SERVICES LLC	250.76
AMERICAN WATER WORKS ASSN	174.00	HYDRO DESIGNS INC.	515.00
AMERIGAS - PETOSKEY	449.93	INDEPENDENT DRAFTING SERVICES	1,952.00
AT&T LONG DISTANCE	11.08	INDUSTRIAL MARKETING	1,102.15
AUTO VALUE	513.02	JACK DOHENY SUPPLIES INC	572.82
AVFUEL CORPORATION	76,084.98	JOE'S PROFESSIONAL SERVICES LLC	112 50
B & L SOUND INC	10.00	KEWEENAW EXCURSIONS	172.00
BAKKER, KAREN	24.00	KIRINOVIC, THOMAS	41.00
BERG, REBECCA	167.00	KLOOSTER, ALIDA K.	41.00
BEST, MARVIN	141.00	KMART	37.75
BLARNEY CASTLE OIL CO	1,054.99	KOGER, CHARLOTTE	75.00
BRADFORD'S	6.50	KSS ENTERPRISES	830.71
BRADLEY, KELLY R.	60.00	LEUSINK, DAVID	49.43
CENTRAL DRUG STORE	61.15	LOTTIE'S BAGELS	84.00
CHARLEVOIX AGENCY	144.00	LUCAS, TAWNIE	9.65
CHARLEVOIX COUNTY SHERIFF'S DEPT.	295.00	LUTTRELL WELL DRILLING INC.	1,955 00
CHARLEVOIX SCREEN MASTERS INC	340.50	MCMASTER-CARR	256.98
CHARLEVOIX TOWNSHIP	16.21	MDC CONTRACTING LLC	6,121.75
CHEMICAL SYSTEMS INC.	1,872 00	MICHIGAN HISTORIC PRESERVATION	206.50
CHESAPEAKE GROUP INC.	6,000.00	MICHIGAN MUNICIPAL LEAGUE	18,202.25
COVEYOU FARMS LLC	101.00	MICHIGAN MUSHROOM MARKET LLC	16.00
DAVE KRING CHEVROLET	372.57	MIKE'S GLASS	685.00
DCASSESSING SERVICES	4,371.08	MILLER,CANFIELD, PADDOCK & STONE	35,000.00
DeROSIA, PATTY	58.97	MODERN MARKETING	519.22
DHASELEER, CARL	179.00	MOSORYAK, JOHN MATTHEW	46.00
DITCH WITCH SALES OF MICHIGAN	83.32	NCL OF WISCONSIN INC	141.80
DOAN, GERARD	41.00	NETSOURCE ONE INC.	30.00
DTE ENERGY	1,778.90	NORTH COAST FASTENERS LLC	318.60
ELLIOTT, PATRICK M.	41.00	NORTHEAST WISCONSIN TECHNICAL	150.00
ERNO, LEE	18.00	NORTHERN CREDIT BUREAU	257.34
ETNA SUPPLY	5,880.00	NORTHERN FIRE & SAFETY INC.	327.00
EVANS, HAL	41.00	NORTHERN MICHIGAN JANITORIAL	176.30
FARMER WHITE'S	269.00	NORTHERN MICHIGAN REVIEW INC.	3,911 81
FARMER'S DAUGHTER	780.00	NORTHERN PUMP SERVICE INC.	665.00
FASTENAL COMPANY	762.44	NORTHERN SAFETY CO INC	675 81
FERGUSON ENTERPRISES #2000	575.04	NYE UNIFORM CO	100.54
FIRMAN IRRIGATION & LANDSCAPE	125.73	OLESON'S FOOD STORES	745.98
FREEDOM MAILING SERVICES INC.	2,454.88	OLSON BZDOK & HOWARD	5,010.50
GARY BALCH RENTALS	14.92	OMLAND, FORREST	100.00
GAUTHIER, WILLIAM	22.00	OMS COMPLIANCE SERVICES INC	48.75
GEMPLER'S	145.35	OSTRUM-BERROU, TARA	80.00
GERBER HOMEMADE SWEETS	13.00	OTEC	1,437.65
GOLDING, JOYCE	82 00	OVERHEAD DOOR COMPANY	94.87
GORDON FOOD SERVICE	39.98	PARASTAR INC.	1,528.51
GRAVES-WESOLOSKY, ROBERT	41.37	PARKS AUTO PARTS	100.00
GREAT LAKES PIPE & SUPPLY	623.37	PEARSON, BETHANY	41.00
GRIFFIN BEVERAGE CO	84.00	PHONE GUIDE	291.00
GRIFFITH, CATHERINE	100.00	PHYSIO-CONTROL INC.	398.04
GRP ENGINEERING INC.	2,298.84	PLUNKETT & COONEY	420.00
GUNTZVILLER, RHONDA	135.00	POLLARDWATER.COM - EAST	529.20
HACH COMPANY	733.17	POND HILL FARM LLC	140.00
HANKINS, SCOTT	41.00	POWER LINE SUPPLY	2,976.44
HEID, THOMAS J.	41.00	PREFERRED WASTE 2 LLC	670.00
HENRY, KENROY	75 00	PREIN & NEWHOF	8,118.75

RAY, JAMES	22.66	SWEM, DONALD L.	41.00
ROBERT W. BAIRD & CO.	14,500.00	TEUNIS, STEVEN	41.00
SCHWAGER, EDWARD J.	41.00	TOP QUALITY GLOVE	139.80
SECURITY SANITATION INC.	285.00	TRI-TURF	1,964.00
SHARROW MASONRY INC	1,438.44	UP NORTH PROPERTY SERVICES LLC	5,859.00
SHINDORF BUILDERS	586.00	VILLAGE GRAPHICS INC.	203.80
SIEGRIST, DAVID	80.00	WASHBURNE, BRENDA	108.00
SKILLPATH SEMINARS	149.00	WELLER, LINDA	41.00
SMOKE ON THE WATER	10.00	WHITLEY, ANDREW	15.60
SPEEDWRENCH INC.	79.25	WILLIAMS, GLORIA JEAN	12.00
SPENCER, MICHAEL	41.00	WORK & PLAY SHOP	1,525.01
STATE OF MICHIGAN	25.00	WYMAN, MATTHEW A.	41.00
STOLT, ROBERT	124.85	ZIELINSKI, JOSEPH A.	41.00
STRAEBEL, ROBERT J.	68.00	ZOLL MEDICAL CORPORATION	735.00
SUPERIOR MECHANICAL	499.59		
SWANSON K & D INC	6,250.00	**TOTAL**	**434,171.91**

Tax Disbursement – 10/07/2014

CHARLEVOIX COUNTY TREASURER	1,828.22	CITY OF CHARLEVOIX - TAXES DUE	1,273,923.26
CHARLEVOIX COUNTY TREASURER	1,095,070.21	FOSTER, STEVEN AND STACEY	40.00
CHARLEVOIX PUBLIC SCHOOLS	1,262,700.65	HARBOR INDUSTRIES INC.	89.96
CHARLEVOIX PUBLIC SCHOOLS	198,106.21	STATE OF MICHIGAN	8,191.10
CHARLEVOIX PUBLIC SCHOOLS	14,533.97		
CHARLEVOIX PUBLIC SCHOOLS	91,157.39	**TOTAL**	**3,945,640.97**

ACH Payments – 09/11/2014 – 09/29/2014

First Merit Bank	51.51	State of MI (Withholding Tax)	4,985.08
MI Public Power Agency	24,827.65	Vantagepoint (401 ICMA Plan)	728.06
MI Public Power Agency	35,419.76	Vantagepoint (457 ICMA Plan)	13,186.22
MI Public Power Agency	286,115.01	MERS (Defined Benefit Plan)	24,750.60
IRS (Payroll Tax Deposit)	34,195.61	MI Public Power Agency	22,006.35
Alerus Financial (HCSP)	270.00	**TOTAL**	**446,535.85**

PAYROLL: NET PAY

Pay Period Ending 09/20/2014 – Paid 09/26/2014

WELLER, LINDA JO	1,367.08	FRYE, EDWARD J.	958.86
STRAEBEL, ROBERT J.	2,186.47	JONES, TERRI L.	833.79
GOLDING, JOYCE M.	1,053.34	EATON, BRAD A.	2,013.70
DEROSIA, PATRICIA E.	871.03	WILSON, TIMOTHY J.	1,909.45
LOY, EVELYN R.	1,017.15	LAVOIE, RICHARD L.	1,329.92
KLOOSTER, ALIDA K.	1,404.26	STEVENS, BRANDON C.	1,230.91
BROWN, STEPHANIE C.	1,067.74	DRAVES, MARTIN J.	1,592.86
SPENCER, MICHAEL D.	1,296.68	ELLIOTT, PATRICK M.	1,732.19
SPENCLEY, PATRICIA L.	1,211.67	WELLS JR., DONALD E.	1,377.15
PANOFF, ZACHARY R.	436.51	BRADLEY, KELLY R.	1,476.92
PEARSON, BETHANY S.	1,248.39	WILSON, RICHARD J.	1,198.92
ZIELINSKI, JOSEPH A.	1,735.63	HART II, DELBERT W.	789.29
DOAN, GERARD P.	1,613.56	JONES, ROBERT F.	1,203.86
SHRIFT, PETER R.	1,141.93	DORAN, JUSTIN J.	1,416.29
SCHLAPPI, JAMES L.	1,000.89	MARTINEZ, STANLEY A.	518.50
UMULIS, MATTHEW T.	1,194.20	MANKER JR, DAVID W.	463.84
HANKINS, SCOTT A.	1,490.16	MANKER SR, DAVID W.	700.76
ORBAN, BARBARA K.	1,246.90	NEUMANN, DANA L.	527.51
TRAEGER, JASON A.	1,130.15	BECKER, MICHAEL S.	594.16
WARNER, JANINE M.	986.17	NICHOLS, RUSSELL N.	289.81
EVANS JR, HALBERT K.	1,424.26	HAWKINS, JAMES S.	415.23
LEE, LOREN G.	250.75	MCGHEE, ROBERT R.	987.07
FLICKEMA, ANDREW M.	441.52	STANTS, JACOB W.	483.91
BINGHAM, LARRY E.	644.67	BLOOMER, GABRIELLE J	364.00
SCHWARTZFISHER, JOSEPH L.	1,016.95	KIRINOVIC, THOMAS F.	751.93
ROLOFF, ROBERT P.	2,115.31	HEID, THOMAS J	1,273.19
BRODIN, WILLIAM C.	1,296.03	WESCOTT, DENNIS M.	113.23
RILEY, DENISE M.	508.61	STEIN, DONNA E.	215.34
TEUNIS, STEVEN L.	1,758.35	GRUNCH, RONALD J.	109.49
WURST, RANDALL W.	1,322.22	RYPSTRA III, BART	96.08
MAYER, SHELLEY L.	1,332.27	MACLEOD, SAMUEL R.	361.31
HILLING, NICHOLAS A.	1,108.49	STEIN, MARK G.	31.72
MEIER III, CHARLES A.	1,850.69	VANLOO, JOSEPH G.	521.45
ZACHARIAS, STEVEN B.	1,200.00	TABER, HOLLY S.	259.58
NISWANDER, JOSEPH F.	1,358.17	WYMAN, MATTHEW A.	1,381.00

DRAVES, MICHAEL J.	757.04	SWEM, DONALD L.	1,667.39
SCHRADER, LOU ANN	549.77	WHITLEY, ANDREW T.	1,262.67
SCHWAGER, EDWARD J.	967.93	MORRISON, KEVIN P.	916.44
HUESING, HENRY A.	132.14	HODGE, MICHAEL J.	1,089.24
FUNKEY, KRAIG R.	193.93	JOHNSON, STEVEN P.	1,188.87
RILEY, TIMOTHY C.	171.04	BISHAW, JAMES H.	669.96
RAMSEY, KYLE J.	108.22	CURTIS, DENNIS E.	657.27
RILEY, CASEY W.	280.66	BOOTHE, STEVEN A.	163.79
HUNTER, DESMOND J.	33.04	DAVIS, RONALD L.	61.50
THORMAN, MIKAYLA R.	179.07	GILL, DAVID R.	909.16
JONES, LARRY M.	1,008.07	TODD, RICHARD D.	270.18
TRAVERS, MANUEL J.	320.36	STEVENS, JEFFREY W.	483.68
SILVA, JESSE L.	39.65	ROLOFF, AUDREY M.	1,240.98
COLLINS, CHAD M.	817.97	MATTER, DAWSON K.	607 79
RILEY, DANIEL A.	1,053.17	MARSH JR., JAMES D.	23.55
WHITLEY, ADAM	356.41	MCCRANEY, RUSSELL R.	13.21
SCHOOF, WILLIAM R.	720.86	SCOTT JR., WINFIELD	33 04
KLOOSTER, PATRICK H.	218.40	KITELEY, FISHER L.	66 07
LABELLE, DAVIS B.	150.14	BERGMANN, DOUGLAS M.	105.72
GREYERBIEHL, KELLY M.	499.55	**TOTAL:**	**91,839.35**

PAYROLL: TRANSMITTAL
09/20/2014

AMERICAN FAMILY LIFE	182.40	COMMUNICATION WORKERS OF AMER	530 60
AMERICAN FAMILY LIFE	269.17	MI STATE DISBURSEMENT UNIT	546.29
BAY WINDS FEDERAL CREDIT UNION	110.00	NORTHWESTERN BANK	150.00
BAY WINDS FEDERAL CREDIT UNION	13,000.00	NORTHWESTERN BANK	2,000.00
CHAR EM UNITED WAY	65.50	PRIORITY HEALTH	1,523.14
CHARLEVOIX STATE BANK	41,968.13		
CHARLEVOIX STATE BANK	941.16	**TOTAL:**	**61,286.39**

Check Number	Payee	Amount
10/03/2014		
111317	DTE ENERGY	400.34
111318	PRIORITY HEALTH	43,564.22
Total 10/03/2014:		43,964.56
Grand Totals:		43,964.56

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

10/03/14	Special Accounts Payable Run	$	43,964.56
10/10/14	Payroll	$	89,795.23
10/10/14	Payroll Transmittal Checks	$	5,130.29
10/21/14	Regular Accounts Payable	$	253,984.69
	Checks Sub-Total:	$	392,874.77

FIRSTMERIT BANK - ACH PAYMENTS

10/06/14	MI Public Power Agency	$	14,752.45
10/06/14	Payment Service Network	$	212.90
10/09/14	State of MI (Sales Tax)	$	24,553.57
10/10/14	IRS (Payroll Tax Deposit)	$	33,439.30
10/10/14	Alerus Financial (HCSP)	$	270.00
10/10/14	State of MI (Withholding Tax)	$	4,730.73
10/10/14	Vantagepoint (401 ICMA Plan)	$	728.06
10/10/14	Vantagepoint (457 ICMA Plan)	$	13,122.52
10/13/14	MI Public Power Agency	$	12,519.04
		$	-
	ACH Sub-Total:	$	104,328.57

First Merit Bank Total: $ 497,203.34

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

10/21/14	Tax Disbursement	$	73,659.45
	Charlevoix State Bank Total:	$	73,659.45

Grand Total: $ 570,862.79

APPROVED: _____ CITY MANAGER _____ CITY TREASURER _____ CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/04/2014	PC	10/10/2014	18472	GIBSON, SHIRLEY J.	43		858.85
10/04/2014	PC	10/10/2014	18473	PORTER, JEFFREY L.	44		378.82
10/04/2014	PC	10/10/2014	18474	PERRON, LEON R.	45		466.92
10/04/2014	PC	10/10/2014	18475	BRENNAN, PEGGY L.	53		766.50
10/04/2014	PC	10/10/2014	18476	WELLER, LINDA JO	101		1,278.99
10/04/2014	PC	10/10/2014	18477	STRAEBEL, ROBERT J.	102		2,528.30
10/04/2014	PC	10/10/2014	18478	GOLDING, JOYCE M.	106		1,053.34
10/04/2014	PC	10/10/2014	18479	DEROSIA, PATRICIA E.	107		871.03
10/04/2014	PC	10/10/2014	18480	LOY, EVELYN R.	117		1,017.15
10/04/2014	PC	10/10/2014	18481	KLOOSTER, ALIDA K.	121		1,632.15
10/04/2014	PC	10/10/2014	18482	BROWN, STEPHANIE C.	126		1,067.74
10/04/2014	PC	10/10/2014	18483	SPENCER, MICHAEL D.	132		1,524.76
10/04/2014	PC	10/10/2014	18484	SPENCLEY, PATRICIA L.	136		1,063.89
10/04/2014	PC	10/10/2014	18485	MILLER, FAITH G.	142		27.96
10/04/2014	PC	10/10/2014	18486	PEARSON, BETHANY S.	143		1,248.39
10/04/2014	PC	10/10/2014	18487	ZIELINSKI, JOSEPH A.	144		1,735.63
10/04/2014	PC	10/10/2014	18488	DOAN, GERARD P.	201		1,758.02
10/04/2014	PC	10/10/2014	18489	SHRIFT, PETER R.	203		1,123.38
10/04/2014	PC	10/10/2014	18490	SCHLAPPI, JAMES L.	204		1,124.51
10/04/2014	PC	10/10/2014	18491	UMULIS, MATTHEW T.	205		1,282.84
10/04/2014	PC	10/10/2014	18492	HANKINS, SCOTT A.	208		1,490.16
10/04/2014	PC	10/10/2014	18493	ORBAN, BARBARA K.	209		1,329.85
10/04/2014	PC	10/10/2014	18494	TRAEGER, JASON A.	210		1,219.29
10/04/2014	PC	10/10/2014	18495	WARNER, JANINE M.	213		1,188.62
10/04/2014	PC	10/10/2014	18496	EVANS JR, HALBERT K.	214		1,424.26
10/04/2014	PC	10/10/2014	18497	LEE, LOREN G.	217		172.65
10/04/2014	PC	10/10/2014	18498	FLICKEMA, ANDREW M.	222		499.76
10/04/2014	PC	10/10/2014	18499	BINGHAM, LARRY E.	224		579.07
10/04/2014	PC	10/10/2014	18500	BRANDI, MAURA E.	236		92.35
10/04/2014	PC	10/10/2014	18501	ACHARYA, VARUN R.K.	242		86.75
10/04/2014	PC	10/10/2014	18502	SCHWARTZFISHER, JOS	303		1,076.91
10/04/2014	PC	10/10/2014	18503	ROLOFF, ROBERT P.	304		1,094.84
10/04/2014	PC	10/10/2014	18504	BRODIN, WILLIAM C.	305		2,025.82
10/04/2014	PC	10/10/2014	18505	RILEY, DENISE M.	306		483.13
10/04/2014	PC	10/10/2014	18506	TEUNIS, STEVEN L.	402		1,701.00
10/04/2014	PC	10/10/2014	18507	WURST, RANDALL W.	411		1,440.65
10/04/2014	PC	10/10/2014	18508	MAYER, SHELLEY L.	412		1,210.99
10/04/2014	PC	10/10/2014	18509	HILLING, NICHOLAS A.	413		1,091.78
10/04/2014	PC	10/10/2014	18510	MEIER III, CHARLES A.	421		1,612.15
10/04/2014	PC	10/10/2014	18511	ZACHARIAS, STEVEN B.	422		1,357.76
10/04/2014	PC	10/10/2014	18512	NISWANDER, JOSEPH F.	504		1,301.28
10/04/2014	PC	10/10/2014	18513	FRYE, EDWARD J.	508		922.44
10/04/2014	PC	10/10/2014	18514	JONES, TERRI L.	511		749.65
10/04/2014	PC	10/10/2014	18515	EATON, BRAD A.	515		1,714.48
10/04/2014	PC	10/10/2014	18516	WILSON, TIMOTHY J.	516		2,137.53
10/04/2014	PC	10/10/2014	18517	LAVOIE, RICHARD L.	519		1,426.72
10/04/2014	PC	10/10/2014	18518	STEVENS, BRANDON C.	521		1,188.72
10/04/2014	PC	10/10/2014	18519	DRAVES, MARTIN J.	523		1,718.31
10/04/2014	PC	10/10/2014	18520	ELLIOTT, PATRICK M.	600		1,732.19
10/04/2014	PC	10/10/2014	18521	WELLS JR., DONALD E.	609		1,572.55
10/04/2014	PC	10/10/2014	18522	BRADLEY, KELLY R.	614		1,230.69
10/04/2014	PC	10/10/2014	18523	WILSON, RICHARD J.	615		1,171.93
10/04/2014	PC	10/10/2014	18524	HART II, DELBERT W.	616		742.43
10/04/2014	PC	10/10/2014	18525	JONES, ROBERT F.	618		1,253.44
10/04/2014	PC	10/10/2014	18526	DORAN, JUSTIN J.	621		1,325.97
10/04/2014	PC	10/10/2014	18527	MARTINEZ, STANLEY A.	634		284.99
10/04/2014	PC	10/10/2014	18528	MANKER JR, DAVID W.	638		415.59

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
							700.76
10/04/2014	PC	10/10/2014	18529	MANKER SR, DAVID W.	639		508.87
10/04/2014	PC	10/10/2014	18530	NEUMANN, DANA L.	640		594.17
10/04/2014	PC	10/10/2014	18531	BECKER, MICHAEL S.	641		527.15
10/04/2014	PC	10/10/2014	18532	NICHOLS, RUSSELL N.	661		359.31
10/04/2014	PC	10/10/2014	18533	HAWKINS, JAMES S.	662		910.80
10/04/2014	PC	10/10/2014	18534	MCGHEE, ROBERT R.	663		435.78
10/04/2014	PC	10/10/2014	18535	STANTS, JACOB W.	664		472.22
10/04/2014	PC	10/10/2014	18536	BLOOMER, GABRIELLE J.	665		644.47
10/04/2014	PC	10/10/2014	18537	KIRINOVIC, THOMAS F.	700		1,273.19
10/04/2014	PC	10/10/2014	18538	HEID, THOMAS J	802		18.94
10/04/2014	PC	10/10/2014	18539	STEIN, DONNA E.	830		40.03
10/04/2014	PC	10/10/2014	18540	RYPSTRA III, BART	852		325.65
10/04/2014	PC	10/10/2014	18541	MACLEOD, SAMUEL R.	857		23.79
10/04/2014	PC	10/10/2014	18542	STEIN, MARK G.	858		521.45
10/04/2014	PC	10/10/2014	18543	VANLOO, JOSEPH G.	902		243.00
10/04/2014	PC	10/10/2014	18544	TABER, HOLLY S.	924		1,377.55
10/04/2014	PC	10/10/2014	18545	WYMAN, MATTHEW A.	927		553.47
10/04/2014	PC	10/10/2014	18546	DRAVES, MICHAEL J.	928		546.25
10/04/2014	PC	10/10/2014	18547	SCHRADER, LOU ANN	929		1,152.40
10/04/2014	PC	10/10/2014	18548	SCHWAGER, EDWARD J.	930		132.68
10/04/2014	PC	10/10/2014	18549	RILEY, DANIEL A.	1079		1,766.39
10/04/2014	PC	10/10/2014	111319	CARLSON JR., NORMAN	37		616.43
10/04/2014	PC	10/10/2014	111320	COLE, SHANE	50		698.19
10/04/2014	PC	10/10/2014	111321	GENNETT, LYLE E.	51		260.78
10/04/2014	PC	10/10/2014	111322	KLOOSTER, PATRICK H.	216		86.75
10/04/2014	PC	10/10/2014	111323	BOSS, JOHN M.	232		209.53
10/04/2014	PC	10/10/2014	111324	LABELLE, DAVIS B.	234		88.10
10/04/2014	PC	10/10/2014	111325	KLINGER, LUCAS D.	235		92.35
10/04/2014	PC	10/10/2014	111326	SPEGELE, GREYSON H.	237		86.75
10/04/2014	PC	10/10/2014	111327	GLENNY, GRACE A.	241		600.61
10/04/2014	PC	10/10/2014	111328	GREYERBIEHL, KELLY M.	260		1,667.39
10/04/2014	PC	10/10/2014	111329	SWEM, DONALD L.	512		1,462.99
10/04/2014	PC	10/10/2014	111330	WHITLEY, ANDREW T.	522		1,120.81
10/04/2014	PC	10/10/2014	111331	MORRISON, KEVIN P.	601		1,093.83
10/04/2014	PC	10/10/2014	111332	HODGE, MICHAEL J.	606		1,120.34
10/04/2014	PC	10/10/2014	111333	JOHNSON, STEVEN P.	617		525.67
10/04/2014	PC	10/10/2014	111334	BISHAW, JAMES H.	633		906.72
10/04/2014	PC	10/10/2014	111335	CURTIS, DENNIS E.	831		39.24
10/04/2014	PC	10/10/2014	111336	BOOTHE, STEVEN A.	832		8.94
10/04/2014	PC	10/10/2014	111337	DAVIS, RONALD L.	853		877.06
10/04/2014	PC	10/10/2014	111338	GILL, DAVID R.	856		228.56
10/04/2014	PC	10/10/2014	111339	TODD, RICHARD D.	859		
Grand Totals:			99				89,795.23

Report Criteria:
- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Void checks included

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/04/2014	10/10/2014	111340	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
10/04/2014	10/10/2014	111340	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	269.17
10/04/2014	10/10/2014	111341	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	198.46
10/04/2014	10/10/2014	111342	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 10/4/2	65.50
10/04/2014	10/10/2014	111343	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,171.16
10/04/2014	10/10/2014	111344	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	531.24
10/04/2014	10/10/2014	111345	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
10/04/2014	10/10/2014	111346	NORTHWESTERN BANK	9016	HSA - EMPLOYEE CONTRIB - N	150.00
10/04/2014	10/10/2014	111347	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	382.00
10/04/2014	10/10/2014	111348	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,778.53
Grand Totals:		10				5,130.29

Check Number	Payee	Amount
10/21/2014		
111350	ACE HARDWARE	2,451.12
111351	ADVANCED BUILDING	202.50
111352	AIRGAS USA LLC	1,113.28
111353	ALL-PHASE ELECTRIC SUPPLY CO.	428.91
111354	AMERICAN CEMETERY SUPPLIES INC	387.80
111355	AMERICAN WASTE INC.	2,300.60
111356	ANYBATTERY INC.	131.97
111357	APOLLO FIRE EQUIPMENT	535.89
111358	APX INC.	51.71
111359	AUTO VALUE	324.21
111360	AVFUEL CORPORATION	29,458.36
111361	B & L SOUND INC	305.92
111362	BEHAN WINDOW CLEANING	245.00
111363	BERG, REBECCA	64.00
111364	BEST, MARVIN	72.00
111365	BRADFORD'S	45.50
111366	BRADLEY, KELLY R.	335.28
111367	CARDINAL CARPET CLEANING	437.50
111368	CARQUEST OF CHARLEVOIX	1,601.54
111369	CHARLEVOIX CVB BRIDGE DROP	1,000.00
111370	CHARLEVOIX GLASS INC.	13,497.20
111371	CHARLEVOIX SCREEN MASTERS INC	177.00
111372	CHARLEVOIX SEWER & DRAIN	610.00
111373	CHARTER COMMUNICATIONS	953.60
111374	CHEMICAL SYSTEMS INC.	1,872.00
111375	CINTAS CORPORATION	138.26
111376	CIRCLE K SERVICE	1,893.30
111377	CITY OF CHARLEVOIX - MISC	2,585.13
111378	CITY OF CHARLEVOIX - UTILITIES	38,514.12
111379	COAST TO COAST COMPUTER	294.97
111380	COOK FAMILY FARMS	54.00
111381	CORRADI, ROSEMARY	26.97
111382	DHASELEER, CARL	83.00
111383	EARTH ART	2,800.00
111384	EJ USA INC.	1,554.70
111385	ELHORN ENGINEERING COMPANY	1,608.00
111386	ELLSWORTH FARMER'S EXCHANGE	799.65
111387	FAMILY FARM & HOME	309.60
111388	FARMER WHITE'S	106.00
111389	FASTENAL COMPANY	75.31
111390	FREEDOM MAILING SERVICES INC.	2,383.35
111391	GRAND TRAVERSE GARAGE DOOR	156.25
111392	GUNTZVILLER, RHONDA	51.00
111393	HERRIMAN, RANDY	39.94
111394	HYDE SERVICES LLC	4,749.00
111395	HYDRO DESIGNS INC.	515.00
111396	IDEXX DISTRIBUTION INC.	1,149.92
111397	INDEPENDENT DRAFTING SERVICES	1,344.00

Check Number	Payee	Amount
111398	INTERSTATE ALL BATTERY CTRS	294.88
111399	J & B MEDICAL SUPPLY INC.	17.50
111400	JACOBSON/MICHIGAN	232.41
111401	KIWANIS CLUB OF CHARLEVOIX	39.00
111402	KLOOSTER, ALIDA K.	327.55
111403	KORTHASE FLINN	387.05
111404	KSS ENTERPRISES	458.80
111405	LAKESHORE TIRE & AUTO SERVICE	25.90
111406	LANDSCAPE FORMS INC.	5,890.00
111407	LEADERSHIP CHARLEVOIX COUNTY	1,100.00
111408	MCVEIGH'S TRUCK SPRINGS INC.	954.90
111409	MICHIGAN DOWNTOWN ASSOCIATIO	150.00
111410	MICHIGAN OFFICEWAYS INC	1,274.70
111411	MICHIGAN WATER ENV ASSOC	62.00
111412	MIRACLE, JENNIFER	75.00
111413	MUNICIPAL UNDERWRITERS OF MIC	88,519.00
111414	NFIRS ONLINE	495.00
111415	NORTH COUNTRY POWER GENERATI	2,766.50
111416	NORTHERN MICHIGAN JANITORIAL	77.95
111417	NORTHERN MICHIGAN REVIEW INC.	2,620.33
111418	OMS COMPLIANCE SERVICES INC	202.50
111419	OTEC	335.90
111420	PARASTAR INC.	1,226.55
111422	PERFORMANCE ENGINEERS INC	10,771.50
111423	PERSONAL GRAPHICS	421.50
111424	POLLUTION CONTROL SERVICES INC	2,755.72
111425	POND HILL FARM LLC	189.00
111426	POWER LINE SUPPLY	431.00
111427	PURITY CYLINDER GASES INC	336.58
111428	QUILL CORP	282.78
111429	R & R PRODUCTS INC	730.79
111430	RAMEY, PAUL	33.00
111431	ROLYAN BUOYS	591.00
111432	ROTARY CLUB OF CHARLEVOIX	75.00
111433	RTI LABORATORIES INC.	280.00
111434	SAXON INCORPORATED	43.89
111435	SCHMUCKAL OIL CO	677.60
111436	SECURITY SANITATION INC.	380.00
111437	SHINDORF BUILDERS	566.00
111438	SIEGRIST, DAVID	36.00
111439	SPARTAN DISTRIBUTORS INC	268.63
111440	SPOK INC	70.06
111441	STANDARD ELECTRIC CO	952.18
111442	STATE OF MICHIGAN	50.00
111443	STRIKER SUPPLY	140.00
111444	SWIDORSKI, RAYMOND	99.00
111445	TIMMS, ROBERT	200.00
111446	TRI-TURF	264.96
111447	UNITED HEALTHCARE SERVICES INC	1.29

Check Number	Payee	Amount
111448	UP NORTH PROPERTY SERVICES LL	3,500.00
111449	UPPER CASE PRINTING INK.	1,247.64
111450	USA BLUE BOOK	171.98
111451	VILLAGE GRAPHICS INC.	376.40
111452	WASHBURNE, BRENDA	33.00
111453	WHITLEY, ANDREW	14.00
111454	WILBERT BURIAL VAULT CO	157.84
111455	ZIELINSKI, JOSEPH A.	468.57
Total 10/21/2014:		253,984.69
Grand Totals:		253,984.69

Check Number	Payee	Amount
10/06/2014		
100614001	MICHIGAN PUBLIC POWER AGENCY	14,752.45
100614002	PAYMENT SERVICE NETWORK INC.	212.90
Total 10/06/2014:		14,965.35
Grand Totals:		14,965.35

Check Number	Payee	Amount
10/09/2014		
100914001	STATE OF MICHIGAN	24,553.57
Total 10/09/2014:		24,553.57
Grand Totals:		24,553.57

Check Issue Date	Check Number	Payee	Amount
101014001			
10/10/2014	10101400	**EFTPS* Payroll Taxes	8,379.26
10/10/2014	10101400	**EFTPS* Payroll Taxes	8,379.26
10/10/2014	10101400	**EFTPS* Payroll Taxes	1,959.68
10/10/2014	10101400	**EFTPS* Payroll Taxes	1,959.68
10/10/2014	10101400	**EFTPS* Payroll Taxes	12,761.42
Total 101014001: 5			33,439.30
101014002			
10/10/2014	10101400	Alerus Financial	270.00
Total 101014002: 1			270.00
101014003			
10/10/2014	10101400	STATE OF MICHIGAN	4,730.73
Total 101014003: 1			4,730.73
101014004			
10/10/2014	10101400	Vantagepoint - 401 Plan 109153	728.06
Total 101014004: 1			728.06
101014005			
10/10/2014	10101400	Vantagepoint - 457 Plan 300959	5,520.67
10/10/2014	10101400	Vantagepoint - 457 Plan 300959	220.65
10/10/2014	10101400	Vantagepoint - 457 Plan 300959	1,697.74
10/10/2014	10101400	Vantagepoint - 457 Plan 300959	5,683.46
Total 101014005: 4			13,122.52
Grand Totals: 12			52,290.61

Check Number	Payee	Amount
10/13/2014		
101314001	MICHIGAN PUBLIC POWER AGENCY	12,519.04
Total 10/13/2014:		12,519.04
Grand Totals:		12,519.04

Check Number	Payee	Amount
10/21/2014		
2419	BUCHMAN, CLIFFORD	122.18
2420	CHARLEVOIX COUNTY TREASURER	20,732.26
2421	CHARLEVOIX COUNTY TREASURER	258.90
2422	CHARLEVOIX DISTRICT LIBRARY	99.28
2423	CHARLEVOIX PUBLIC SCHOOLS	22,327.30
2424	CHARLEVOIX PUBLIC SCHOOLS	3,683.09
2425	CHARLEVOIX PUBLIC SCHOOLS	271.21
2426	CHARLEVOIX PUBLIC SCHOOLS	1,696.11
2427	CITY OF CHARLEVOIX - TAXES DUE	24,393.65
2428	NORTHERN QUARTERS LLC	57.68
2429	RECREATIONAL AUTHORITY	17.79
Total 10/21/2014:		73,659.45
Grand Totals:		73,659.45

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Joseph Zielinski
11059 Summerhill Way
Charlevoix, MI 49720
(248) 408-4581
joseph.anthony.zielinski@gmail.com

October 14, 2014

Rob Straebel
City Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

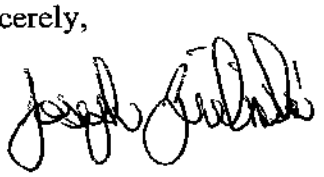
Dear Mr. Straebel:

This is my formal notification that I am resigning as Treasurer from the City of Charlevoix. My last day of employment will be November 3.

I want to thank you for giving me the opportunity to serve the City of Charlevoix. It has been a great experience and I have greatly enjoyed working for you. However, I have chosen to pursue another opportunity that is more closely aligned with my career aspirations.

Please be sure that I will do everything I can to make this transition as smooth as possible. Additionally, I will gladly make myself available after I leave to answer any questions and to provide support when I can.

Sincerely,



Joseph Zielinski

cc: Patty DeRosia, HR Assistant
Mayor
City Council

CHARLEVOIX CITY COUNCIL

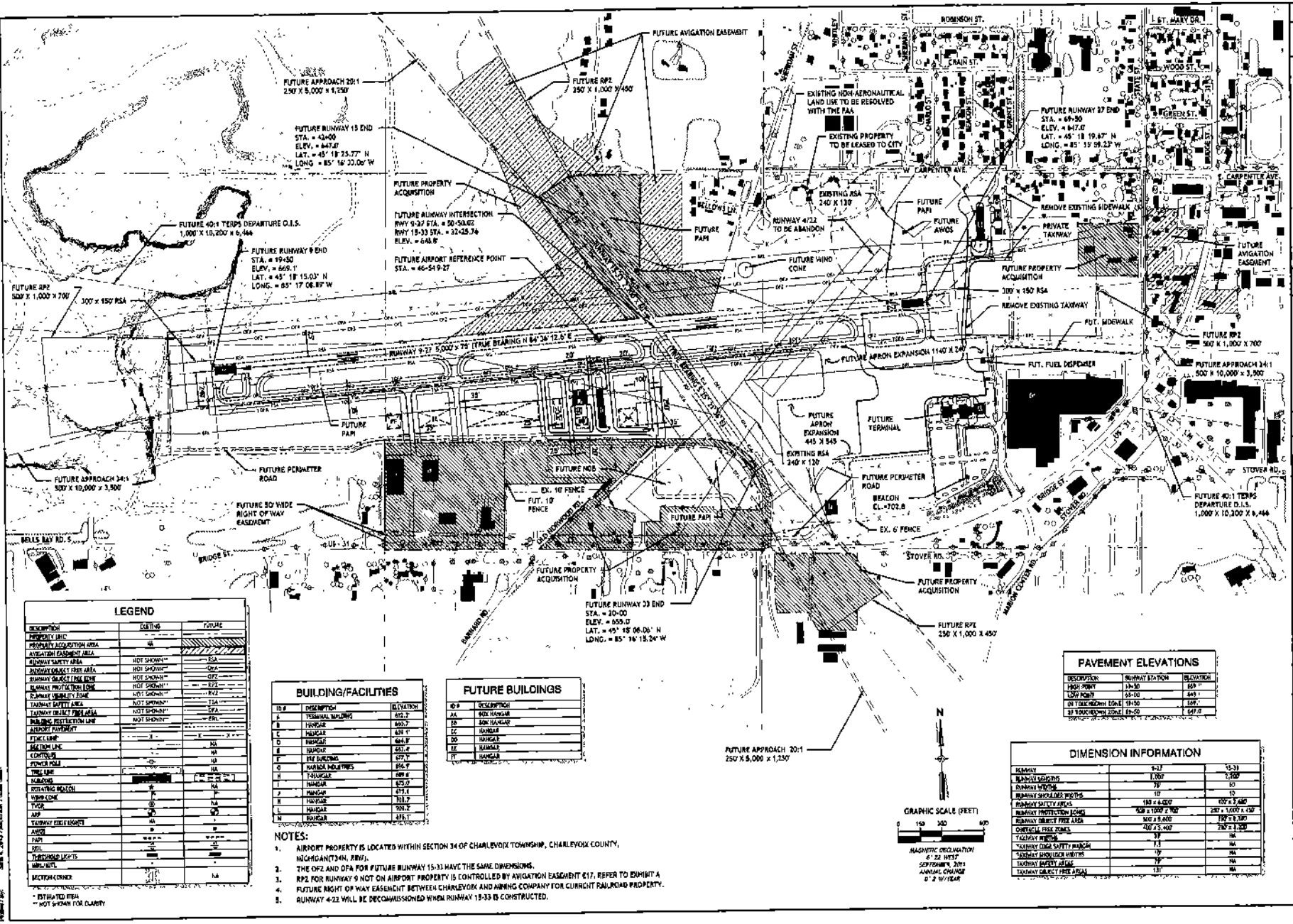
AGENDA ITEM

AGENDA ITEM TITLE:	Public Hearing on the Amendment of the Airport Layout Plan (ALP)
DATE:	October 20, 2014
PRESENTED BY:	Matthew Wyman
ATTACHMENTS:	1. Pages 4 of 15 and 5 of 15 of the ALP

BACKGROUND INFORMATION: The City of Charlevoix Municipal Airport has been seeing an increasing number of category C aircraft operations. Once the threshold of 500 operations in a calendar year (An operation is one landing or one departure) have been met, the FAA will mandate that we follow our current airport plan. This in turn, will cause unneeded challenges for the City of Charlevoix. A number of private homes, businesses, as well as a portion of State Street will have to be condemned, resulting in the loss of tax revenue to the city and an increase in the number of unemployed.

The Airport Advisory Committee voted unanimously to recommend City Council, to consider removing pages 4 of 15 and 5 of 15 of the Charlevoix ALP.

RECOMMENDATION: A motion to remove pages 4 of 15 and 5 of 15 of the Charlevoix Airport Layout Plan.



LEGEND

DESCRIPTION	EXISTING	FUTURE
PROPERTY LINE		
PROPERTY ACQUISITION AREA		
AVIGATION EASEMENT AREA		
RUNWAY SAFETY AREA	NOT SHOWN**	RSA
RUNWAY OBJECT FREE AREA	NOT SHOWN**	OFA
RUNWAY OBJECT FREE ZONE	NOT SHOWN**	OFZ
RUNWAY PROTECTION ZONE	NOT SHOWN**	RPZ
RUNWAY USABILITY ZONE	NOT SHOWN**	RVZ
TAXIWAY SAFETY AREA	NOT SHOWN**	TSA
TAXIWAY OBJECT FREE AREA	NOT SHOWN**	OFA
BUILDING RESTRICTION LINE	NOT SHOWN**	BRL
AIRPORT PAVEMENT		
FENCE LINE	X	X
SECTION LINE		NA
CONTOURS		NA
POWER POLE		NA
TREE LINE		NA
BUILDING		
ROTATING BEACON		NA
WIND CONE		
TVOR		NA
AWOS		
TAXIWAY EDGE LIGHTS	NA	
AWOS		
PAPI		
REIL		
THRESHOLD LIGHTS		
MIRL/MITL		
SEGMENTED CIRCLE		NA

* ESTIMATED RSA
** NOT SHOWN FOR CLARITY

BUILDING/FACILITIES

ID #	DESCRIPTION	ELEVATION
A	TERMINAL BUILDING	692.7
B	HANGAR	680.7
C	HANGAR	679.1'
D	HANGAR	684.8'
E	HANGAR	683.4'
F	FBO BUILDING	677.7'
G	HARBOR INDUSTRIES	684.9'
H	T-HANGAR	689.8'
I	HANGAR	675.0'
J	HANGAR	679.4'
K	HANGAR	701.7'
L	HANGAR	700.2'
N	HANGAR	696.1'

FUTURE BUILDINGS

ID #	DESCRIPTION
AA	BOX HANGAR
BB	BOX HANGAR
CC	HANGAR
DD	HANGAR
EE	HANGAR
FF	HANGAR

PAVEMENT ELEVATIONS

DESCRIPTION	RUNWAY STATION	ELEVATION
HIGH POINT	19+50	669.1'
LOW POINT	69+00	649.1'
0.9 TDZE HIGH on RWY 9 END	19+50	669.'
0.9 TDZE HIGH on RWY 27 END	69+50	649.0

DIMENSION INFORMATION

RUNWAY	9-27	15-33
RUNWAY LENGTH	5,000'	3,500'
RUNWAY WIDTH	75'	60'
RUNWAY SHOULDER WIDTHS	10'	10'
RUNWAY SAFETY AREAS	150' x 600'	120' x 240'
RUNWAY PROTECTION ZONES	500' x 1000' x 700'	250' x 1,000' x 450'
RUNWAY OBJECT FREE AREA	500' x 900'	120' x 240'
OBSTACLE FREE ZONES	400' x 5,400'	250' x 1,250'
TAXIWAY WIDTHS	35'	NA
TAXIWAY EDGE SAFETY MARGIN	7.5'	NA
TAXIWAY SHOULDER WIDTHS	10'	NA
TAXIWAY SAFETY AREAS	79'	NA
TAXIWAY OBJECT FREE AREAS	131'	NA

NOTES:

1. AIRPORT PROPERTY IS LOCATED WITHIN SECTION 34 OF CHARLEVOIX TOWNSHIP, CHARLEVOIX COUNTY, MICHIGAN(T34N, R8W).
2. THE OFZ AND OFA FOR FUTURE RUNWAY 15-33 HAVE THE SAME DIMENSIONS.
3. RPZ FOR RUNWAY 9 NOT ON AIRPORT PROPERTY IS CONTROLLED BY AVIGATION EASEMENT #17, REFER TO EXHIBIT A
4. FUTURE RIGHT OF WAY EASEMENT BETWEEN CHARLEVOIX AND MINING COMPANY FOR CURRENT RAILROAD PROPERTY.
5. RUNWAY 4-22 WILL BE DECOMMISSIONED WHEN RUNWAY 15-33 IS CONSTRUCTED.

REV	DATE	DESCRIPTION
	9 / 2013	DRAFT

AIRPORT LAYOUT PLAN
FUTURE AIRPORT LAYOUT PLAN
CHARLEVOIX MUNICIPAL AIRPORT
CHARLEVOIX, MI

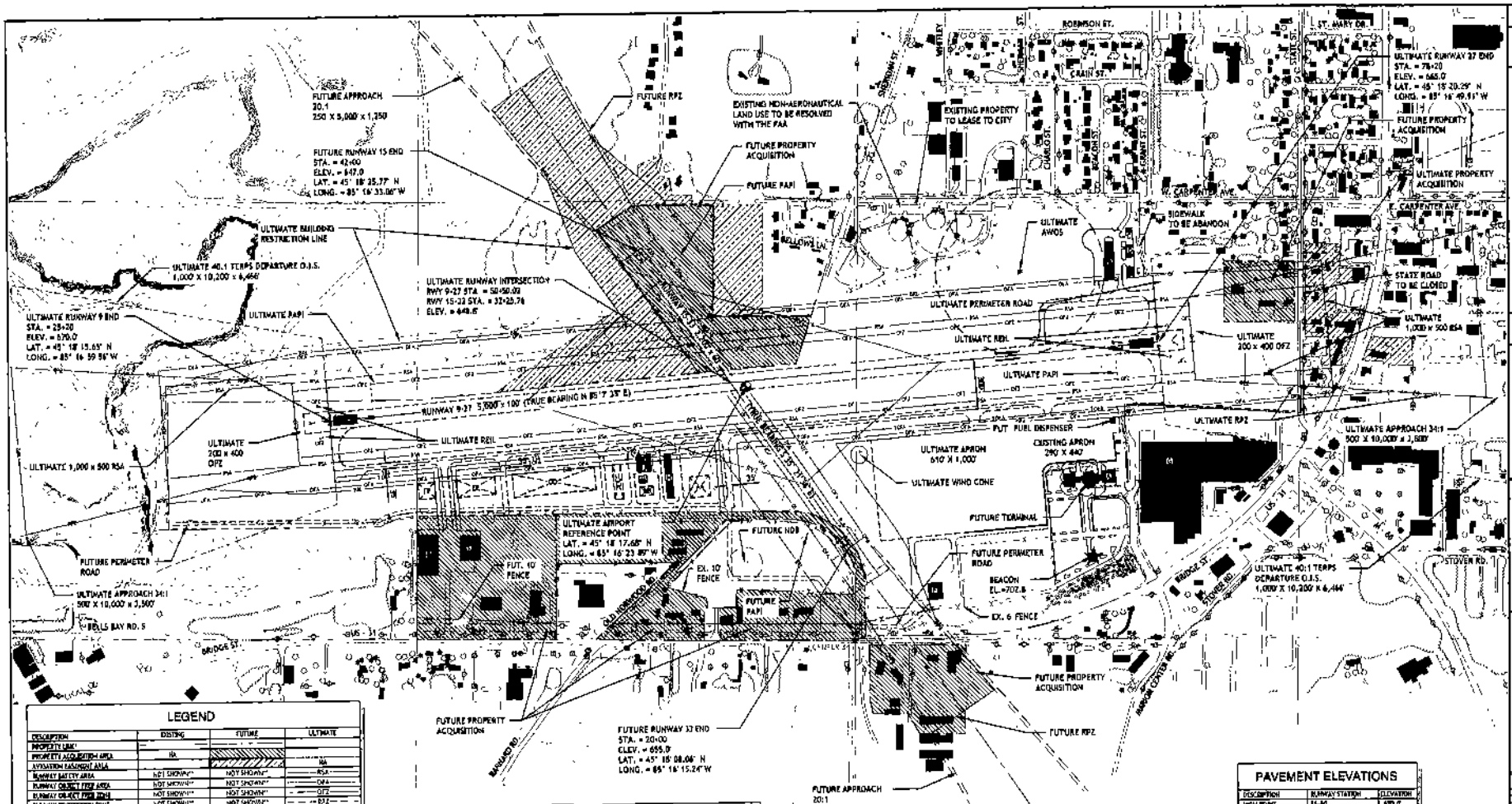
DESIGNED	DRAWN	CHECKED	APPROVED
RTS	SDS	RTS	RLB

CONTRACT NO.
DATE: 4-15-13

QoE CONSULTING
ARMSTRONG

4 OF 15

22



LEGEND

DESCRIPTION	EXISTING	FUTURE	ULTIMATE
PROPERTY LINE*			
PROPERTY ACQUISITION AREA	HA	HA	
AVIGATION EASEMENT AREA			HA
RUNWAY SAFETY AREA	NOT SHOWN**	NOT SHOWN**	RSA
RUNWAY OBJECT FREE AREA	NOT SHOWN**	NOT SHOWN**	OFA
RUNWAY OBJECT FREE ZONE	NOT SHOWN**	NOT SHOWN**	OFZ
RUNWAY PROTECTION ZONE	NOT SHOWN**	NOT SHOWN**	RPZ
RUNWAY VISIBILITY ZONE	NOT SHOWN**	NOT SHOWN**	RVZ
TAXIWAY SAFETY AREA	NOT SHOWN**	NOT SHOWN**	TSA
TAXIWAY OBJECT FREE AREA	NOT SHOWN**	NOT SHOWN**	OFA
BUILDING RESTRICTION LINE	NOT SHOWN**	NOT SHOWN**	BRL
AIRSPACE SURFACE			
FENCE LINE*	— X — X —	— X — X —	— X — X —
SECTION LINE		NA	NA
CONTOURS		NA	NA
POWER POLE		NA	NA
TREE LINE		NA	NA
BUILDING			NA
ROTATING BEACON		NA	NA
WIND CONE		NA	NA
TVOR		NA	NA
ASP			
TAXIWAY EDGE LIGHTS	NA	NA	NA
APRON			
REIL			NA
THRESHOLD LIGHTS			NA
MIRL/MITL			NA
SECTION CORNER		NA	NA

* ESTIMATED ITEM.
** NOT SHOWN FOR CLARITY

BUILDING/FACILITIES

ID #	DESCRIPTION	ELEVATION
A	TERMINAL BUILDING	678.3
B	HANGAR	668.7
C	HANGAR	669.1
D	HANGAR	666.9'
E	HANGAR	663.4'
F	FIRE BUILDING	677.7'
G	HARBOR INDUSTRIES	696.9'
H	T-HANGER	668.6'
I	HANGAR	675.4'
J	HANGAR	675.1'
K	HANGAR	788.7'
L	HANGAR	709.2'
M	HANGAR	675.1'

FUTURE BUILDINGS

ID #	DESCRIPTION
AA	BOX HANGAR
BB	BOX HANGAR
CC	HANGAR
DD	HANGAR
EE	HANGAR
FF	HANGAR

PAVEMENT ELEVATIONS

DESCRIPTION	RUNWAY STATION	ELEVATION
HIGH POINT	15-50	670.0'
LOW POINT	50-00	640.0'
09 TOUCHDOWN ZONE	15+50	670.0'
27 TOUCHDOWN ZONE	66+50	665.0'

DIMENSION INFORMATION

	9-27	15-33
RUNWAY	9-27	15-33
RUNWAY LENGTHS	5,000	2,500
RUNWAY WIDTHS	100'	60'
RUNWAY SHOULDER WIDTHS	10'	10'
RUNWAY SAFETY AREAS	600' x 1,000'	120' x 1,440'
RUNWAY PROTECTION ZONES	800' x 1,700' x 1,010'	1,510' x 1,000' x 930'
RUNWAY OBJECT FREE AREA	800' x 1,000'	790' x 1,390'
OBSTACLE FREE ZONES	400' x 1,000'	250' x 1,390'
TAXIWAY WIDTHS	35'	NA
TAXIWAY EDGE SAFETY MARGIN	7.5'	NA
TAXIWAY SHOULDER WIDTHS	10'	NA
TAXIWAY SAFETY AREAS	79'	NA
TAXIWAY OBJECT FREE AREAS	131'	NA
HOLD LINE FROM RUNWAY CENTERLINE	250	250

NOTES:

1. AIRPORT PROPERTY IS LOCATED WITHIN SECTION 34 OF CHARLEVOIX TOWNSHIP, CHARLEVOIX COUNTY, MICHIGAN (T34N, R6W).
2. RUNWAY 9-18 BEING SHIFTED 670' TO THE EAST.
3. RUNWAY 9/27 IS BEING WIDEN FROM 75' TO 100'
4. HANGAR I AND H TO BE RELOCATED OR MODIFIED TO MEET OFA.

DRAFT 1-7-2015

BY	DESCRIPTION	DATE

ARMSTRONG

QoE CONSULTING

AIRPORT LAYOUT PLAN

POTENTIAL ULTIMATE AIRPORT LAYOUT PLAN

CHARLEVOIX, MI

CHARLEVOIX MUNICIPAL AIRPORT

CONTRACT NO. n/a

DESIGNED	DRAWN	REVIEWED	APPROVED	DATE
SDS	MDS	PDS	MLB	4-15-15

SHEET 5 OF 15

23

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE:	Consideration of Approval for Ground Hog Shadow Fest Activities
DATE:	October 20, 2014
PRESENTED BY:	Tim Fore
ATTACHMENTS:	Ground Hog Shadow Fest Schedule of Events Ground Hog Shadow Fest East Park map

BACKGROUND INFORMATION:

Local resident Tim Fore has been organizing a new event for downtown Charlevoix that will take place on February 6, 7 and 8, 2015 called Ground Hog Shadow Fest. The event will offer a direct economic benefit to community businesses by offering an enjoyable family activity in our downtown area. Local hotels and motels will be offering room discounts.

The preliminary schedule of events includes a chili cook off, a beer tent, music, kids games, snow sculptures, snowshoe kayak races, horse drawn carriage rides and Cinema III showings of "Ground Hog Day". The Elk's Lodge will be hosting a pancake breakfast. The Charlevoix County Humane Society is sponsoring a beer tent which will be open from 12:00 to 7:00 p.m. Tim Fore and the Charlevoix County Humane Society are working closely with the CVB, DDA and the City's Police & Fire Chief and City Manager's office to ensure a safe event.

As you know, City of Charlevoix City Code, Section 3.14 (alcoholic beverages—consumption prohibited in certain places), states:

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

RECOMMENDATION: City staff is seeking Council's support of Ground Hog Shadow Fest and asks that the City Council to pass a motion authorizing the City Manager to waive alcohol restrictions as outlined in City of Charlevoix City Code, Title III, Chapter 31, Section 3.14.

CHARLEVOIX

Ground Hog Day Shadow Fest

February 6-7-8 2015

Schedule of Events

Friday

All Day	Shadow Fest sales at Stores
	Snow Sculptures created in East Park
	Ground Hog Cookies for sale at Johans
3:00 pm	Festival Booth opens
4:00 pm	Movie "Ground Hog Day" shown free @Cinema III
6:00 pm - 8:00 pm	Horse drawn wagon rides (downtown)
Evening	Live Entertainment at Bars and Restaurants

Saturday

All Day	Shadow Fest Sales at Stores
	Ground Hog Cookies for sale at Johans
7:30 am - 10:00 am	Pancake Breakfast Elks Club
10:00 am	Opening Ceremony - East Park Tent
11:00 am	Movie "Ground Hog Day" shown Free @Cinema III

11:00 am - 2:00 pm	Chili Cook Off - East Park
12:00 pm - 7:00 pm	Beer Tent Opens - East Park
12:00 PM - 2:30 PM	Kids games w/prizes - East Park
1:30 pm	Movie "Ground Hog Day" shown Free @Cinema III
2:30 pm	Snow Shoe Kayak race - East Park
3:00 pm	Official Shadow Fest Cocktail /Judging - Local Bars
3:00 pm - 4:30 pm	Kids Magic Show & TV 7 & $ Weather Presentation - Library
4:30 pm	Judging on Snow Sculptures - East Park
5:00 pm - 7:00 pm	Petoskey Steel Drum Band - East Park Tent
6:00 pm - 8:00 pm	Horse drawn Wagon Rides - Downtown
Evening	Live Entertainment at Bars / Restaurants

Sunday

All Day	Shadow Fest Sales at Stores
	Ground Hog cookies for sale at Johans

Customers will be given a card when they visit a store. The card will list all stores who are participating in the event. Customers must **visit (not required to purchase) each store listed to have their card stamped. Winning Cards will be drawn for $250 - $100 - $50 Charlevoix Dollars on Sunday**

Hotels and Motels will be offering exceptional discounts on rooms for the weekend

3-4 Porta Johns
Beer Tent
30 x 45
Main Event Tent
30 x 60
Parking
Closed
Kids Games
Snow Shoe Kayak Race
Snow Sculptures
Close off
3-4 Parking spaces
Wagon rides

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE: Consideration of approval for the 3rd Annual Bridge Drop

DATE: October 20, 2014

PRESENTED BY: Dan Barron and Rick Randall

ATTACHMENTS: Bridge Drop Site Plan

BACKGROUND INFORMATION: The Charlevoix Bridge Drop Committee is working hard to plan the 2014 Charlevoix Bridge Drop and is seeking City Council's approval of the event.

The Bridge Drop will take place on December 31st and commence on January 1st, shortly after midnight. It is the goal of the committee to create an exciting event during this holiday time that will spur economic traffic for Charlevoix businesses during the off season.

One of the major goals of this event is to sustainably grow over the years in a managed way. In addition to last year's activities, this year we are proposing the addition of:

- Closure of Park Ave- the home base of the event will be set up on Park Avenue from Bridge Street to the West side of Hoffmann Park. (Permission has been granted from property owners to close down the dirt parking lot behind Scovies.)
- A heated tent- the tent will house live entertainment, beer sales and consumption, and merchandise. The tent will be open from 3pm-11:45pm.
- Live entertainment- live music will be played in the tent from 3pm-11:45pm.
- Alcohol sales- the Bridge Street Tap Room will be on hand serving beer and wine from their licensed trailer. The DDA will be filing for the temporary permit. A double fence, ID verification with wristbands, and security volunteers will be used to help monitor safety and appropriate consumption. We will be working with Chief Doan to ensure that he is comfortable with our safety measures and complying with all of his requests.
- Fireworks raffle- to help support the cost of the fireworks show we will be selling raffle tickets. The Charlevoix CVB has applied for the license for this portion of the event.
- Expanded children's activities- a free movie, arts and crafts, s'mores, snowman contest, and traditional cold weather animals are planned to keep children and families happily entertained.

Restaurants and shops will be encouraged to stay open late, provide entertainment, specials, and late night menus.

Ten minutes prior to midnight the Memorial Bridge will open as a warning to spectators waiting for the fireworks. Once the bridge closes, pedestrians will be allowed to step on and view a spectacular fireworks show down the Pine River Channel. If required, emergency vehicles will be escorted over the bridge. The fireworks show will end at 12:05am.

The Bridge Drop Committee is working with Colonial Fireworks Company and Dan Barron on the fireworks show. Colonial Fireworks Company is one of the leading pyrotechnics in the country and is responsible for the Venetian Festival Fireworks. The proper paperwork for the fireworks permit approval will be presented in a different agenda item at this meeting. Fire and Police Chief Doan has looked over the paperwork and finds it complete and to his standards.

This event has been endorsed by the Charlevoix Area Chamber of Commerce, Charlevoix Downtown Development Authority, and the Charlevoix Convention and Visitors Bureau.

The Committee is asking for the following City ordinances to be waived for the evening and permissions granted:

Music- Various restaurant downtown to have live music at their establishment, as well as entertainment and announcements from within the tent. Section 6.21(9) of the City Code does not permit music between the hours of 11:00pm and 7:00am. We would like the ordinance to be waived from 11pm-12:05am

Alcohol Sales- The Event Sponsors would like to have a beer tent in Downtown Charlevoix from 5pm until 11:30pm. Section 3.14 of the City Code prohibits the consumption of alcoholic beverages in any part of any park which lies within 1000 feet of US 31. However, City Council may give permission to the City Manager to waive that regulation.

Road Closure- The Event Sponsors would like permission to close Park Avenue from Bridge Street to the western side of Hoffmann Park. Additionally, permission is needed to file a road closure permit with MDOT for the closure of US 31 during the fireworks show from 11:50pm-12:05am.

RECOMMENDATION: Motion by City Council to:

1. Support the 2014 Charlevoix Bridge Drop event.
2. Revoke the noise ordinance for December 31st from 11pm until January 1st at 12:05am.
3. Allow the City Manager to grant permission for alcohol sales within 1000 feet of US 31
4. Allow the City Manager's office to file a permit with MDOT for the closure of US 31 from 11:50pm-12:05am,
5. Close Park Avenue from 6am on December 31 until 7:00am. on January 1 from Bridge Street to the west side of Hoffmann Park.

Alternative Parking
Small Tent
Food Vendors
Heated Tent
Burn Barrels
Port-O-Potty
Entry/ID Gates
Picnic Tables

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE:	New Year's Eve Bridge Drop Fireworks
DATE:	October 20, 2014
PRESENTED BY:	Fire Chief Gerard Doan and Dan Barron
ATTACHMENTS:	Fireworks Permit and Accompanying Documents

BACKGROUND INFORMATION: The Charlevoix Area Convention and Visitors Bureau are requesting to sponsor the second annual New Year's Eve fireworks display. The display is planned to be located on the south pier of the Pine River Channel. Frank Loffredo of Colonial Fireworks Company will be conducting the fireworks display. Mr. Loffredo has conducted several fireworks displays in the past in the City of Charlevoix, as well as conducting last year's show in approximately the same location.

NFPA standards 1123 of 2014 will be used to determine the proper setbacks to insure spectator safety. The setbacks will be enforced by members of the Charlevoix City Fire Department and the Charlevoix City Police Department. In the event of inclement weather, the decision to cancel the fireworks display will be made by Mr. Loffredo and myself.

RECOMMENDATION: It is my recommendation to move forward and authorized the permit to allow the fireworks display on the south pier of the Pine River Channel on December 31, 2014. NFPA safety standards will be utilized to insure proper setbacks to allow for spectator safety.

The following language has been recommended if Council desires:

1. Motion to authorize the City Clerk to issue the fireworks permit for the 2014 Bridge Drop fireworks display.
2. Motion to authorize the Mayor to sign the hold harmless agreement with Colonial Fireworks Company.

BARRON & ENGSTROM, P.L.C.
ATTORNEYS AND COUNSELORS AT LAW

309 PETOSKEY AVENUE
P.O. BOX 309
CHARLEVOIX, MICHIGAN 49720
beplc@barronengstrom.com

DANIEL B. BARRON
EDWARD F. ENGSTROM

TELEPHONE: (231) 547-9950
TELEFAX: (231) 547-2977

October 15, 2014
"HAND DELIVERED"

Fire Chief Gerard Doan
Charlevoix Fire Department
210 State Street
Charlevoix, Michigan 49720

RE: Bridge Drop Fireworks Display

Dear Chief Doan:

The Charlevoix Area Convention & Visitors Bureau is again acting as the sponsoring organization for the proposed Bridge Drop/New Year's Eve fireworks display. I have enclosed the following materials in such regards:

- Application for Fireworks (Michigan Licensing & Regulatory Affairs form)
- Application for Marine Event (Department of Homeland Security form)
- Correspondence to USCG Commander
- Fireworks Site Plan
- Certificate of Liability Insurance
- Hold Harmless Agreement
- Pyrotechnic/Fireworks Information Sheet
- Lead Pyrotechnician References

The proposed display will be staged and fired in similar manner to the display which was shot last year on New Year's Eve. The display will comprise arena/stadium style fireworks as well as aerial display shells (2.5"), all of which will be fired on the banks of and south of the Pine River Channel, arching over the Channel towards Lake Michigan. The display will commence approximately 20 seconds prior to midnight on New Year's Eve, and conclude approximately 4-5 minutes later. The ability to conduct the display will, of course, be weather dependent.

The master pyrotechnician overseeing the displays is Frank Loffredo, Jr., the same individual who has overseen the Venetian fireworks displays since 1999. Mr. Loffredo is the owner and master pyrotechnician of Colonial Fireworks Company. I have enclosed a Summary of Experience, to confirm references which you already possess relative to Mr. Loffredo.

In addition to the foregoing, I would like to confirm the following matters relating to the proposed fireworks display:

1. The maximum shell size is 2.5", requiring a clear zone radius of 175 feet pursuant to NFPA standards.

2. Colonial technicians will help maintain and enforce the clear zone perimeter. Additional security personnel may be mobilized at your discretion.

3. The set-up for the display will commence on Wednesday morning, December 31, 2014. Equipment and materials will be removed at the conclusion of the display.

4. There will be no manual ignition of fireworks. Such ignition shall be effected via computer and/or electronically.

5. In addition to cell phone communication, radio communication may be effected with the pyrotechnicians, at your discretion.

6. We will promptly provide to you an original copy of the Hold Harmless Agreement which will be executed by Colonial Fireworks Company.

Please feel free to contact me with any questions or comments.

Sincerely,

BARRON & ENGSTROM, PLC

Daniel B. Barron

DBB/jlm
Enclosures
xc: USCG Commander (Marine Events)
USCG BMC John Tribfelner
Frank Loffredo, Jr.
Jason Lynch
Robert Straebel
Amanda Wilkin
Bethany Pearson

BARRON & ENGSTROM, P.L.C.

ATTORNEYS AND COUNSELORS AT LAW

309 PETOSKEY AVENUE
P.O. BOX 309
CHARLEVOIX, MICHIGAN 49720
beplc@barronengstrom.com

DANIEL B. BARRON
EDWARD F. ENGSTROM

TELEPHONE: (231) 547-9950
TELEFAX: (231) 547-2977

October 15, 2014
VIA UPS NEXT DAY AIR

Commander (Marine Events)
Coast Guard Sector Sault Ste. Marie
337 Water Street
Sault Ste. Marie, Michigan 49783

RE: 3rd Annual Charlevoix Bridge Drop

Dear Commander:

The Charlevoix Area Convention & Visitors Bureau is again sponsoring a fireworks display, to be held in conjunction with the 3rd Annual Charlevoix Bridge Drop. The proposed display is scheduled for midnight on New Year's Eve, Wednesday, December 31, 2014.

The proposed display will be staged and fired in similar manner to the display which was shot last year on New Year's Eve. The display will comprise arena/stadium style fireworks, as well as aerial display shells (2.5"), all of which will be fired south of the Pine River Channel, arching over the Channel towards Lake Michigan. The display will commence approximately 20 seconds prior to midnight on New Year's Eve, and conclude approximately 4-5 minutes later. The ability to conduct the display will, of course, be weather dependent.

The display will be conducted by Frank Loffredo, Jr., the owner and master pyrotechnician of Colonial Fireworks Company. Mr. Loffredo has extensive experience with firework displays within our region. Mr. Loffredo and myself, in conjunction with the Former Charlevoix Fire Chief Paul Ivan and current Fire Chief Gerard Doan, have staged and overseen the Venetian Festival marine oriented fireworks displays for the past 15 years. Mr. Loffredo also conducts many other marine oriented fireworks displays within our area, including those staged at Harbor Springs, Bay Harbor and Mackinac Island.

We are again seeking approval of the display from the City of Charlevoix, and we are additionally seeking the endorsement of and assistance from the United States Coast Guard. We have enclosed the following materials in such regards:

- Application for Marine Event (Department of Homeland Security form)
- Application for Fireworks (Michigan Licensing & Regulatory Affairs form)
- Correspondence to Charlevoix Fire Chief Doan
- Fireworks Site Plan
- Lead Pyrotechnician References

Please feel free to contact me with any questions or comments.

Sincerely,

BARRON & ENGSTROM, PLC

Daniel B. Barron

DBB/jlm
Enclosures
xc: Charlevoix Fire Chief Gerard Doan
U.S.C.G. - BMC John Tribfelner
Frank Loffredo, Jr.
Jason Lynch
Robert Straebel
Amanda Wilkin
Bethany Pearson

COLONIAL FIREWORKS
CHARLEVOIX BRIDGE DROP
DECEMBER 31, 2014

Candles, Mines, Comets (max 80ft high); Multi-shot barrage items (cakes) up to 2.5"

350' diameter circle (no unauthorized vehicles or personnel (175' radius))

Statement: *Fireworks display to be electrically-fired in accordance with NFPA 1123 and all state and local regulations and ordinances.*

37

2014

Application for Fireworks Other Than Consumer or Low Impact

Michigan Department of Licensing & Regulatory Affairs
Bureau of Fire Services
P.O. Box 30700
Lansing MI 48909
(517) 241-8847

Authority: 2011 PA 256 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

☐ Agricultural or wildlife fireworks ☐ Articles Pyrotechnic ☐ Display Fireworks
☐ Special effects manufactured for outdoor pest control or agricultural purposes ☒ Public Display ☐ Private Display

NAME OF APPLICANT Charlevoix Area Convention & Visitors Bureau, Inc.	ADDRESS 109 Mason Street Charlevoix, MI 49720	AGE (18 or over) 29
IF A CORPORATION, NAME OF PRESIDENT Amanda Wilkin, Executive Director	ADDRESS	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT	ADDRESS	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Frank Loffredo, Jr.	ADDRESS 25 Marlindale, Boardman, OH 44572	AGE (18 or over) 54
NO. YEARS EXPERIENCE 35 + / NO. DISPLAYS 1,000 +	WHERE	
NAME OF ASSISTANT Richard Loffredo	ADDRESS 6480 Tomer Rd., Clayton, MI 49235	AGE 65
NAME OF OTHER ASSISTANT	ADDRESS	AGE

EXACT LOCATION OF PROPOSED DISPLAY
Pine River Channel

DATE OF PROPOSED DISPLAY December 31, 2014	TIME OF PROPOSED DISPLAY midnight

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS
PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

Colonial Fireworks Company vehicle

AMOUNT OF BOND OR INSURANCE (To be set by local government) $6,000,000.00	NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton-Gallagher & Associates

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY
6240 SOM Center Road, Cleveland, OH 44139

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED
TBD	Candles, max height of 80', Mines and Comets, max heights of 80', includes both 1.3 G and 1.4 G, Multi-shot barrage items (cakes), up to 2.5", 1.3 G and 1.4 G
	break now product, max height of 165'

SIGNATURE OF APPLICANT Amanda Wilkin	Amanda Wilkin, Executive Director Charlevoix Area Convention & Visitors Bureau, Inc.	DATE 10/15/2014

BFS 999 rev. 01/09/2014

DEPARTMENT OF HOMELAND SECURITY

APPLICATION FOR MARINE EVENT

OMB Number: 1625-0008
Expires: 09/30/2017

Date Submitted: 10/15/2014

FORM INSTRUCTIONS

1. Please, complete on a computer, a typewriter, or print in black ink to permit reproduction. You may also submit online at: http://homeport.uscg.mil.
2. This application must reach the appropriate USCG Sector at least 135 days prior to the event. A list of sectors may be found here: http://www.uscg.mil/top/units/.
3. Attach a section of a chart or a scale drawing showing boundaries and/or courses and markers contemplated.
4. Submit a copy of your entry requirements and any special rules pertaining to equipment, rigs, or procedures.

1. Name of Event	3rd Annual Charlevoix Bridge Drop	2. Date of Event	01/01/2015
3. Location of Event	Pine River Channel, Charlevoix, MI	4. Time: From 12:00 am To 12:05	
5. Name and Address of Sponsoring Organization *(Include Zip Code)* Charlevoix Area Convention & Visitors Bureau, Inc. 109 Mason Street Charlevoix, MI 49720		6. No. of Participants 0	7. Sizes of Boats N/A
8. Types of Boats N/A			9. No. of Spectator Craft unknown

10. Description of Events

Fireworks display to occur at midnight on New Year's Eve. Aerial display shells (2.5"), as well as arena/stadium style fireworks, will be fired along the banks of and south of the Pine River Channel, arching over the Channel towards Lake Michigan.

11. Will This Event Interfere or Impede the Natural Flow of Traffic? ____ NO ✓ YES

11a. If YES, briefly explain: See Paragraph 10 above.

12. What Extra or Unusual Hazard *(to participants or non-participants)* Will Be Introduced Into the Regatta Area?

Fireworks display which is described in Paragraph 10.

39

13. Have any Objections Been Received from Other Interested Parties? ✓ NO ____ YES

13a. If YES, briefly explain:

14. Vessels Provided by Sponsoring Organization for Safety Purposes *(number and description)*
No vessels to be provided by sponsoring organization.

15. Does the Sponsoring Organization Deem their Patrol Adequate for Safety Purposes? *____ NO ____ YES * unknown

15a. If NO, briefly explain: Safety patrol vessels of USCG are requested.

16. Is a Coast Guard or Coast Guard Auxiliary Patrol Requested for Control of Spectator and/or Commercial Traffic? ____ NO __X__ YES

16a. If YES, how many vessels do you recommend and why? Defer to USCG expertise

17. Person In Charge	Frank Loffredo, Jr. Master Pyrotechnician	18. Where Will 'Person In Charge' be During the Event?	location at display site along Pine River Channel
19. How Can 'Person In Charge' be Contacted During the Event?	cell phone 419-392-1600		

20. Person to be Contacted for Further Details *(Name, Address, Zip Code)*	20a. Area Code and Phone No.: (231) 547-9950
Daniel B. Barron, Esq., PO Box 309, Charlevoix, MI 49720	20b. Email Address: dbarron@barronengstrom.com

The undersigned has full authority to represent the sponsoring organization.

21. Name: Amana Wilkin	22. Title: Executive Director
23. Address *(Include Zip Code)* 109 Mason Street Charlevoix, MI 49720	23a. Area Code and Phone No.: 231-547-2101 23b. Email Address: info@visitcharlevoix.com

24. Signature: Amana Wilkin

PRIVACY ACT STATEMENT

Privacy Act Notice

Authority: 33 U.S.C. §1233 authorizes the collection of this information.
Purpose: The Coast Guard will use this information to determine whether an event poses an extra or unusual hazard to the safety of life and whether or not, and under which conditions, to permit the event on the navigable waters of the United States.
Routine Uses: The information will be used by and disclosed to Coast Guard personnel to evaluate the request. Additionally, the Coast Guard may share the information with facility operators, law enforcement or other government agencies as necessary to promote public safety during the requested marine event.
Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the approval of the requested marine event.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: United States Coast Guard, Commandant (WWM-1) Stop 7509, 2703 Martin Luther King Jr. Ave SE, Washington, DC, 20593-7509 or Office of Management and Budget, Paperwork Reduction Project (1625-0008), Washington, DC 20503.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/22/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Britton Gallagher
One Cleveland Center, Floor 30
1375 East 9th Street
Cleveland OH 44114

CONTACT NAME:
PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No): 216-658-7101
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE — NAIC #
INSURER A: Everest Indemnity Insurance Co. — 10851
INSURER B: Everest National Insurance Company — 10120
INSURER C: Axis Surplus Ins Company
INSURER D:
INSURER E:
INSURER F:

INSURED
Colonial Fireworks Company
6480 Tomer Road
Clayton MI 49235

COVERAGES — CERTIFICATE NUMBER: 272575104 — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC			SIBML00094-141	2/15/2014	2/15/2015	EACH OCCURRENCE $1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) $500,000 MED EXP (Any one person) $ PERSONAL & ADV INJURY $2,000,000 GENERAL AGGREGATE $2,000,000 PRODUCTS - COMP/OP AGG $2,000,000 $
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			SIBCA00045-141	2/15/2014	2/15/2015	COMBINED SINGLE LIMIT (Ea accident) $1,000,000 BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $ $
C	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			EAU705977	2/15/2014	2/15/2015	EACH OCCURRENCE $4,000,000 AGGREGATE $4,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT $ E.L. DISEASE - EA EMPLOYEE $ E.L. DISEASE - POLICY LIMIT $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

SHOW NO. 2014-076 DISPLAY DATE: DECEMBER 31, 2014
LOCATION: DOWNTOWN CHARLEVOIX BRIDGE DROP
ADDITIONAL INSURED: CHARLEVOIX AREA CONVENTION AND VISITORS BUREAU; CHARLEVOIX AREA CHAMBER OF COMMERCE; CITY OF CHARLEVOIX; CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY; DANIEL B. BARRON; ARMY CORPS OF ENGINEERS; MICHIGAN DEPARTMENT OF TRANSPORTATION; ALL AGENTS, REPRESENTATIVES, VOLUNTEERS AND EMPLOYEES OF EACH THEREOF

CERTIFICATE HOLDER

CHARLEVOIX AREA CONVENTION AND VISITORS BUREAU
ATTN: DAN BARRON
109 MASON STREET
CHARLEVOIX MI 49720

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

COLONIAL FIREWORKS COMPANY
HOLD HARMLESS AGREEMENT

Indemnity Provisions (Re: Bridge Drop - 12/31/14 to 1/1/2015)

Colonial Fireworks Company (hereinafter the "Vendor") agrees to indemnify and save harmless the Charlevoix Area Convention and Visitors Bureau, Inc. and the Charlevoix Area Chamber of Commerce (hereinafter collectively the "Indemnitees") and their agents, representatives and employees from any and all charges, claims and causes of action by third persons, including but not limited to, agents, representatives and employees of the Vendor and of the Indemnitees, based upon or arising out of any damages, losses, expenses, charges, cost, injuries or illnesses, including death, sustained or incurred by such person or persons resulting from or in any way, directly or indirectly connected with the performance or non performance of this Agreement, and Vendor's associated services, which includes only the Vendor's setup and exhibiting of the fireworks, provided, however, that notwithstanding the foregoing, the Vendor does not agree to indemnify and save harmless the Indemnitees, their agents, representatives and employees from any charges, claims or actions based upon or arising out of any damages, losses, claims, expenses, charges, costs, injuries or illnesses including death, sustained or incurred as a sole result of the negligence of the Indemnitees, their agents, representatives or employees. In the event a claim is filed against the Indemnitees for which the Vendor is to be held liable under the terms of this Agreement, the Indemnitees will promptly notify the Vendor of such claim and will not settle such claim without the prior written consent of the Vendor, which shall not be unreasonably withheld. The obligation of Vendor for reimbursement/indemnification hereunder shall encompass and include all reasonable attorney fees and costs of litigation which may be incurred by the Indemnitees.

"VENDOR"
Colonial Fireworks Company

_____

By: Frank Loffredo, Jr.
Its: Vice President
Date: _____

"INDEMNITEES"
Charlevoix Area Convention and Visitors Bureau, Inc.

_____

By:
Its:
Date: _____

"INDEMNITEES"
Charlevoix Area Chamber of Commerce

_____

By:
Its:

COLONIAL FIREWORKS COMPANY
HOLD HARMLESS AGREEMENT

Indemnity Provisions (Re: Bridge Drop - 12/31/14 to 1/1/2015)

Colonial Fireworks Company (hereinafter the "Vendor") agrees to indemnify and save harmless the City of Charlevoix and the Charlevoix Downtown Development Authority (hereinafter collectively the "Indemnitees") and their agents, representatives and employees from any and all charges, claims and causes of action by third persons, including but not limited to, agents, representatives and employees of the Vendor and of the Indemnitees, based upon or arising out of any damages, losses, expenses, charges, cost, injuries or illnesses, including death, sustained or incurred by such person or persons resulting from or in any way, directly or indirectly connected with the performance or non performance of this Agreement, and Vendor's associated services, which includes only the Vendor's setup and exhibiting of fireworks, provided, however, that notwithstanding the foregoing, the Vendor does not agree to indemnify and save harmless the Indemnitees, their agents, representatives and employees from any charges, claims or actions based upon or arising out of any damages, losses, claims, expenses, charges, costs, injuries or illnesses including death, sustained or incurred as a sole result of the negligence of the Indemnitees, their agents, representatives or employees. In the event a claim is filed against the Indemnitees for which the Vendor is to be held liable under the terms of this Agreement, the Indemnitees will promptly notify the Vendor of such claim and will not settle such claim without the prior written consent of the Vendor, which shall not be unreasonably withheld. The obligation of Vendor for reimbursement/indemnification hereunder shall encompass and include all reasonable attorney fees and costs of litigation which may be incurred by the Indemnitees.

"VENDOR"
Colonial Fireworks Company

_____

By: Frank Loffredo, Jr.
Its: Vice President
Date: _____

"INDEMNITEES"
City of Charlevoix

_____

By:
Its:
Date: _____

"INDEMNITEES"
Charlevoix Downtown Development Authority

_____

By:
Its:

U.S. Department of Homeland Security
United States Coast Guard

Commander
United States Coast Guard
Sector Sault Sainte Marie

337 Water Street
Sault Ste. Marie, MI 49783
Phone: (906) 635-3304
Fax: (906) 635-3344

PYROTECHNIC / FIREWORKS INFORMATION SHEET

Company Name and Address
COLONIAL FIREWORKS
6480 TOMER RD
CLAYTON MI 49235
Phone (419) 478-4945
Fax (419) 476-0929

Company Representative
FRANK LOFFREDO, JR.

Name of Person in Charge
FRANK LOFFREDO, JR.

Years of Experience: 35+

Exact Location of Setup / Loading: Land-based shoot along Pine River Channel south-side only (see diagram), weather permitting.

Date: DEC 31, 2014 **And Time:** 10:30AM **of Setup and Loading**

Alternate Plans: Dependent upon weather conditions.

Fire Dept. at Loading Site:
CHARLEVOIX FIRE DEPT
Phone (231) 547-3279

Fire Dept. at Display Site:
SAME
Phone ( )

Vessels Involved: N/A - LAND-BASED SHOOT
Tug:
Official No.:
Call Sign:

Barge:
Official No.:
Radio on Board: YES / NO

Proper Shipping Name of Pyrotechnic / Hazard Class / Weight of each item:

1. UN0335 1.3G TBD
2. UN0336 1.4G TBD
3.
4.
5.

Net Explosive Radius of Total Load: 60 YARDS Yards
See proper distances: http://www.uscg.mil/d9/sault/mso/waterways/nfpa distances.jpg
Maximum Shell Size: 2.5" (Diameter in inches)

Personnel Authorized to Enter Loading / Setup Area

1. FRANK LOFFREDO JR
2. WILLIAM SHAFFER
3. AARON DUSSEAU
4. RICHARD LOFFREDO
5. WESLEY BUTLER
6. COLONIAL FIREWORKS PERSONNEL
7. DAN BARRON
8.
9.
10.

October 14, 2014

LEAD PYROTECHNICIAN

FRANK LOFFREDO, JR.
25 MARLINDALE AVENUE
BOARDMAN, OH 44512

Mr. Loffredo has 35 years experience as a pyrotechnician. He has experience in electronic and manual firing. Mr. Loffredo has worked on numerous barge shows as well as roof top firings.

Some of the shows Mr. Loffredo has been involved with include: Charlevoix Venetian Festival, City of Harbor Springs, Bay Harbor, Sommerset Pointe, City of Saginaw, First Night Providence; Governor's Conference/Providence; Air and Sea Show in Fort Lauderdale and Thunder Over Louisville which is the kick off for the Kentucky Derby Festival. "Thunder" is fired from 6 barges and a 3,000 foot bridge that crosses the Ohio River and is one of the largest fireworks displays produced annually in the United States,

Mr. Loffredo has fired over 1000 outdoor and indoor displays throughout the United States and has an excellent safety record.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion Regarding Keweenaw Star Dock Lease

DATE: October 20, 2014

PRESENTED BY: Rob Straebel
Craig Funkey, Keweenaw Excursions

ATTACHMENTS: Draft Commercial Dock Lease

BACKGROUND INFORMATION: The two-year dock lease between the City and Keweenaw Excursions is set to expire on November 5, 2014. Staff has asked for input from City Council members receiving a suggestion from one Council member. The suggestion was a five year lease. Staff has also met with owners of the company to negotiate what we feel is a fair and equitable agreement.

The City has had a commercial slip agreement with Keweenaw Excursions Inc. for the past five years. All lease agreements have been similar; although, the annual fees have changed over the years. The maximum term of the past lease agreements has been 2 years.

Below is a summary of annual docking fees the City has charged the company:

2010 $15,000

2011 $10,000

2012 $10,000

2013 $10,000

2014 $10,500

As you are aware, the Keweenaw Star is currently moored at the proposed site of the dock expansion project that is being reviewed by appropriate agencies. It is uncertain at this point whether the dock will receive the appropriate permits or if City Council will ultimately approve the dock expansion project. If the City receives all the permits and Council approves the dock expansion, the Keweenaw Star will need to be moored on the north side of the new dock. Because of the size and weight of the Keweenaw Star, pilings will need to be installed in the bottomlands to tie off the large vessel. Dock engineers strongly recommend that the vessel not be moored directly to any new floating dock. The estimated costs of the pilings are $45,000.

Whether Keweenaw Excursions should pay for any or all costs associated with the installation of the pilings is a Council policy decision.

Considering the outstanding issues of the dock expansion project, City officials and Keweenaw Excursions representatives have come up with the following:

- One year lease starting November 2014 ending in November 2015.
- 2% increase in dockage fees from $10,500 to $10,710.

The remaining issue that Staff needs direction on is where to dock the Star if the dock expansion project proceeds in 2015. Keweenaw Star owners oppose a City proposal to dock their vessel on the end of Dock A while the new dock is being installed in the tourist season (June 1-October 15). They state that fueling and off-loading sewage wastes could be a challenge. Additionally, if moored at the end of Dock A, stairs would need to be installed to board their vessel negating handicap accessibility for their customers.

One option to consider is identifying a window of time that the new dock would be installed. Owners stated that they could accept this option if construction is completed before June 1 or commences after October 15. Under this scenario, Keweenaw Excursions representatives state they could temporarily use Dock A.

In discussions with project engineers, they are doubtful we could commence construction on a new dock in Spring of 2014. If we used the window mentioned above, construction would commence in either the Fall of 2015 or Spring of 2016.

If the dock is not constructed, the agreement states that the City and Keweenaw Excursions owners would negotiate in good faith and in a timely manner to develop a multi-year agreement. Council would not be obligated to approve any future agreements though.

RECOMMENDATION: Discussion with direction to Staff. With appropriate direction, Staff will revise draft agreement and bring forward to City Council at the next meeting on November 3, 2014.

City of Charlevoix

Commercial Agreement/Seasonal Slip

Amount Due $10,710 2015

Name (owner) Jason Funkey	Slip Acacia Dock
Address, City, State, Zip P. O. Box 370, Charlevoix, MI 49720	Telephone Home: (231) 237-9365 Cell: (231) 715-6622
Boat Name: Keweenaw Star	Boat Make/Year/Registration Number/Length (include accessories) 1981 Camcraft 98'
Power Yes	Sail Beam/Draft
Insurance Company Name Great American (Insurance certificate to be given to City)	Policy Number OMH 349-23-02-07

This permit agreement, entered into this ____ day of _____, 2014 between the City of Charlevoix, and Keweenaw Excursions, Inc., a Michigan corporation (PERMITTEE), is subject to the following terms and conditions:

Grant of Permit: PERMITTEE is hereby granted rental of a boat slip for the 2015 boating season starting November 3, 2014 and ending November 3, 2015. Said boat slip shall be docked initially at the "Acacia Slip", and shall include the provision of electric and water.

The City is currently working with the MDEQ and Army Corps of Engineers to obtain all necessary permits to construct a new dock on the north side of the City Marina. If approved by City Council, the new dock would be located in the same general area where the Keweenaw Star is currently moored. During the construction period of the aforementioned proposed new dock, the City will allow the PERMITEE to dock their vessel at the end of Dock A at the City Marina that shall include the provision of water and electric. PERMITEE shall move their vessel upon written notice by the City specifying when the move must occur. The City's notice shall allow at least 10 days for the PERMITEE to move the vessel.

It is further agreed that if the Charlevoix City Council votes to not proceed with a new dock on the north side of the marina, PERMITTEE and City officials will meet in a timely fashion to negotiate in good faith a potential proposed multi-year agreement for dockage at the Acacia Slip for City Council's consideration. However, nothing in this agreement shall obligate City Council to approve any future agreements with PERMITTEE.

Assignment: This permit is granted to a specific PERMITTEE, owner of the specific boat described above, and is not assignable to any other person, entity, or boat without the advance written consent of the City of Charlevoix. Partial disposition of ownership by the PERMITTEE

must be reported to and accepted in writing by the City of Charlevoix to continue the grant of this Permit in full force and effect.

1. Limited Use of Permit. It is agreed that the purpose of this Permit is to allow the PERMITTEE to moor the boat described herein at the subject harbor for the purpose of charter boat tour/cruises.

2. Payment of Dockage Fees. The PERMITTEE shall pay to the City of Charlevoix dockage fee payments according to the following payment schedule for 2015:

2015	
June 1st, 2015	$2,677
July 1st, 2015	$2,677
August 1st, 2015	$2,678
September 1st, 2015	$2,678

3. Auxiliary Craft. Dinghies or other auxiliary craft of a size suitable to be carried on board the boat may be water-stored in the slip so long as this storage does not extend beyond the limits of the assigned slip, and providing the dinghy is removed from the slip when the boat is out of the subject harbor for more than one day.

4. Rental to Transients. To maximize public utilization of the boating facility, PERMITTEE agrees to notify the Harbormaster of PERMITTEE planned departure and return dates whenever a boat trip will result in a slip vacancy of 48 hours or more. The City reserves the right to rent the slip described to transient users during slip vacancy with no remuneration to the PERMITTEE. PERMITTEE shall provide Harbormaster 48 hours advance notice prior to return to slip from such vacancy.

5. Limitation of Liability. PERMITTEE covenants not to sue the City of Charlevoix, or any of its departments, boards, commissions, officers, employees or agents for any claims whether legal or equitable, arising under, or in a manner related, to the privileges granted in this Permit. PERMITTEE hereby releases, waives and discharges the City of Charlevoix and all its departments, boards, commissions, officers, employees, and agents from any and all liability to PERMITTEE, its officers, employees, and agents, for all losses, injury damage to person or property, or death, and any claims or demands therefore, arising under, or in any manner related to, the privileges granted in this permit, except for and to the extent that all or some portion of such damages or liability is adjudged to have arisen from the acts or omissions of the City, its agents or employees.

6. Indemnification. PERMITTEE covenants and agrees to defend, indemnify and save harmless the City of Charlevoix, and all of their departments, agencies, boards, commissions, officers, employees, and agents from any and all claims, demands, judgments, and expenses, including attorney fees, for any and all losses, damages, or injuries to person(s) or property, or death arising under, or in any manner related to (a) this permit, (b) the activities authorized by this permit, or (c) the use or occupancy of the premises that are the subject of this permit, as well as any other City owned lands. This indemnification and save harmless agreement is intended to

and shall extend to all loss, damage, injury to person or property, or death, for and to the extent that all or some portion of such damages or liability is adjudged to have arisen from the acts or omissions of the City, its agents or employees.

7. Insurance. PERMITTEE agrees to arrange for the boat to be covered by a marine insurance policy (hull coverage and protection and indemnity liability coverage) to identify PERMITTEE insurance company and the relevant policy number on the first page of this Permit, and to provide the City of Charlevoix with a proof of insurance certificates on demand.

8. Default. In the event of any failure to perform by either party hereto, the injured party shall promptly and in writing, notify the other of any real or alleged default and specify a period of time, or not less than 15 days, to cure the same. The parties hereto shall otherwise possess all legal and equitable remedies available in the event of any such default. If either party must commence litigation to enforce its respective rights under this Agreement as owner or tenant or for any other reason related to this Agreement then the prevailing party shall be entitled to collect reasonable attorney fees plus all costs related to the litigation.

9. Termination by PERMITTEE. The PERMITTEE shall have the right to terminate this Permit by giving notice to the City of Charlevoix at least 72 hours in advance of such termination. PERMITTEE shall not be entitled to any refunds pertaining to the payment schedule in Part 2 of this agreement.

10. Removal of Vessel. Upon Termination of Permit. PERMITTEE agrees to remove or cause the boat and equipment thereon to be removed within ten (10) days after the expiration of this Permit. If the PERMITTEE fails to remove the vessel, the City of Charlevoix shall have the option of:

    a. Charging PERMITTEE daily rent upon a prorated basis for the space occupied; or

    b. Pursuing any other remedy available under the law.

11. Possessory Lien. The City of Charlevoix shall be entitled to a possessory lien on said boat for any and all monies owed by the PERMITTEE to the City of Charlevoix for said slip, storage, work performed, services rendered and materials furnished to the PERMITTEE or his/her boat.

12. Compliance with Local Ordinances. PERMITTEE agrees to comply with all laws and with all police, fire and sanitary regulations and all other Ordinances of the Municipality, the County, the State of Michigan, and any other governmental authority having jurisdiction over the City of Charlevoix premises.

13. Waiver. Waiver of a violation of any of the foregoing terms and provisions shall not be construed as a waiver of any subsequent violation or violations.

14. Severability. It is mutually understood and agreed that all terms and provisions contained in this Permit are severable, and that in the event any provision shall be held invalid by a competent court, this Permit shall be interpreted as if such invalid term or provision were not contained in this Permit.

15. Construction. This permit shall be construed and interpreted according to the federal, state and local laws and regulations.

16. Rules and Regulations. The PERMITTEE agrees to comply with the terms and conditions of this Permit, and the rules and regulations governing use of the City of Charlevoix facilities and such other reasonable regulations as the City of Charlevoix may publish, post, and/or distribute from time to time.

17. License. The PERMITTEE is required to present to the City of Charlevoix a copy of his/her Charter Passenger License with this signed lease and to provide copies of required inspections.

18. Parking. PERMITTEE will be allowed one parking space in the existing parking lot. Additional parking for staff and customers will be allowed in general public parking areas designated for general public. Parking rules and regulations apply.

19. Advertisement. PERMITTEE may not advertise (except by brochure in the harbormaster building) on the docks or other marina property. PERMITTEE will be allowed to display one (1) advertising sign on the charter vessel no larger than 30 square feet.

20. Equipment. All equipment related to the charter tour business must be stored on the vessel. No storage of equipment will be allowed on the dock.

21. Noise. PERMITTEE will conduct business in such a fashion as to not disrupt occupants in adjacent slips.

24. The Michigan Clean Marina program promotes and celebrates voluntary adoption of measures to prevent and reduce pollution from marinas and the surrounding areas. As a pledging partner, PERMITEE pledges to do my part to improve and maintain Michigan's waterways by reducing and eliminating releases and discharges of harmful pollutants, sediments, nutrients, general refuse and anything else that may negatively impact aquatic environments. PERMITTEE also pledges to strive for continuous improvement in daily environmental stewardship practices.

Specific Harbor Instructions to Boaters

_____

_____

I certify that the information listed above is true and correct to the best of my knowledge.

_____ _____

Signature of Boat Owners/Permittee Date

_____ _____

City of Charlevoix Date

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: General Liability & Property Insurance 2014-15 Renewal

DATE: October 20, 2014

PRESENTED BY: Joe Zielinski, City Treasurer

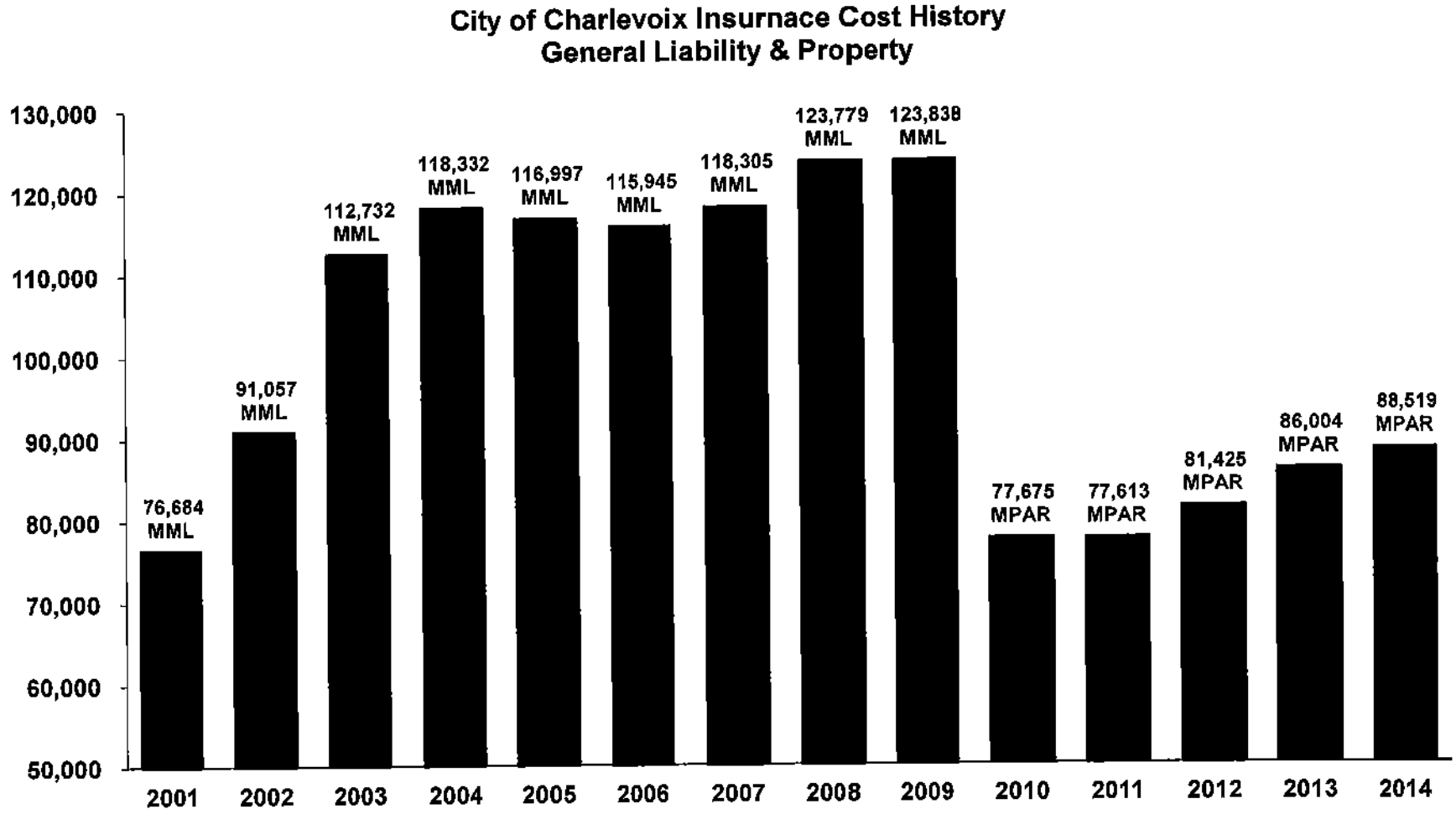
ATTACHMENTS: 1) General Liability & Property Insurance Cost History
2) 2014-15 Premium Breakdown By Fund

BACKGROUND INFORMATION: The City has received its renewal quote for its general liability and property insurance policy with the Michigan Township Participating Plan (PAR Plan) for the year beginning November 1, 2014. The City has been with the Michigan Township Participating Plan for the past four years. The quote is for $88,519, which is a 2.9% increase over last year's cost. However, this is still less than the City's cost in 2002 with the Michigan Municipal League and over $35,000 less than the City's last year with the MML in 2009 despite the policies offering similar coverage.

The quoted insurance policy covers property and equipment valued at over $55,000,000 and fleet coverage for vehicles valued over $4,800,000. The coverage is quoted for $5 million of liability and property coverage and has deductibles of zero on liability and $500 on our fleet coverage, property, inland marine and EDP (computer equipment). This year's premium again includes Boiler Insurance with Travelers Property Casualty with a $2,500 deductable, which is the same coverage the City has had in the past with the PAR Plan.

RECOMMENDATION: Approve the renewal of the City's general liability and property insurance policy with the Michigan Township Participating Plan for $88,519 for one year (November 1, 2014 - October 31, 2015).

		Michigan Township Participating Plan					
Fund	Account #	Property	Liability	Autos	Inland Marine	Other	Total
General-Clerk	101-215-910.000	-	-	-	-	100	**100**
General-Treasury	101-253-910.000	-	-	-	-	256	**256**
General-Police	101-305-910.000	-	3,965	4,000	-	-	**7,965**
General-Fire	101-336-910.000	1,458	-	8,000	349	-	**9,807**
General-Ambulance	101-651-910.000	-	-	5,000	-	-	**5,000**
General-Ski Hill	101-778-910.000	197	500	-	140	-	**837**
General-Miscellaneous	101-965-910.000	3,281	5,652	-	209	188	**9,330**
Total General		4,936	10,117	17,000	698	544	**33,295**
Major Streets	202-483-910.000	-	-	-	-	-	**-**
Local Streets	203-483-910.000	-	-	-	-	-	**-**
DDA	255-255-910.000	873	500	-	-	-	**1,373**
Airport	581-581-910.000	1,639	1,000	-	1,859	-	**4,498**
Electric	582-540-910.000	565	5,000	10,000	-	-	**15,565**
Sewer	590-560-910.000	6,714	2,000	3,000	-	-	**11,714**
Sewer-Lifts	590-561-910.000	502	-	-	-	-	**502**
Total Sewer		7,216	2,000	3,000	-	-	**12,216**
Water	591-580-910.000	3,915	500	-	-	-	**4,415**
Marina	594-784-910.000	1,101	1,000	-	698	-	**2,799**
Motor Pool	661-895-910.000	276	-	10,350	3,732	-	**14,358**
TOTAL		20,521	20,117	40,350	6,987	544	**88,519**


City of Charlevoix Insurnace Cost History
General Liability & Property
130,000
120,000
110,000
100,000
90,000
80,000
70,000
60,000
50,000
76,684 MML
91,057 MML
112,732 MML
118,332 MML
116,997 MML
115,945 MML
118,305 MML
123,779 MML
123,838 MML
77,675 MPAR
77,613 MPAR
81,425 MPAR
86,004 MPAR
88,519 MPAR
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014