

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, December 1, 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 – November 17, 2014 PG 1 - 9
 - B. City Council Meeting Minutes – November 18, 2014 PG 10
 - C. Accounts Payable Check Registers & Payroll Check Registers PG 11-23
 - D. Downtown Development Authority Board Resignation - Luther Kurtz PG 24
- V. Public Hearings**
 - A. Outdoor Dining Ordinance and Outdoor Dining Program PG 25-30
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Presentation on Recreation Authorities PG 31
 - B. Golf Course Advisory Committee Presentation PG 32-70
 - C. Consideration of Lake Charlevoix Brewing Company's Request to Use Bridge Park PG 71-88
 - D. Grand Traverse Band of Ottawa and Chippewa Indians Grant PG 89-109
 - 1. Colorado Challenge
 - 2. Third Day Fellowship
 - 3. Joppa House
 - 4. Lake to Lake Trail
 - E. Ambulance Service Mutual Aid Agreement between Emmet county EMS and Charlevoix Fire/EMS Dept PG 110-113
 - F. Consideration of a Resolution of Commitment and Cooperation with the Michigan Main Street Program in Becoming a Select Main Street Community PG 114-115
 - G. Appointments PG 116
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
 - A. Consideration of a Resolution of commitment and Cooperation with the Michigan Main Street Program in Becoming a Select Main Street Community PG 115
- X. Ordinances**
 - A. Outdoor Dining Ordinance PG 27
- 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 November 26, 2014 5:00 p.m.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 17, 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 Gabe Campbell.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Gabe Campbell
City Manager: Robert Straebel
City Attorney: Scott Howard
City Clerk: Joyce Golding
Members Present: Councilmembers Shane Cole, Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter, and Bill Supernaw
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – November 3, 2014 Regular Meeting Minutes
- B. Accounts Payable Check Register – November 18, 2014
- C. ACH Payments – October 31, 2014 – November 10, 2014
- D. Tax Disbursement – November 18, 2014
- E. Payroll Check Register – November 7, 2014
- F. Payroll Transmittal – November 7, 2014
- G. Board of Review Resignation – Arlene Staley

- H. Election Results – Board of Canvassers' Report
The canvass results are summarized as follows:

Whole number of votes given for the office of Mayor	1136
Persons receiving the votes:	
Gabe Campbell	597
Norman L. Carlson Jr.	534
Write-in votes	5

Gabe Campbell, having received a sufficient number of votes, is elected to the office of Mayor.

Whole number of votes given for the office of Ward 1 Council Member	442
Persons receiving the votes:	
Lyle E. Gennett	56
Luther Kurtz	250
Mary Eveleigh	118
Write-in votes	18

Luther Kurtz, having received a sufficient number of votes, is elected to the office of Ward 1 Council Member.

Whole number of votes given for the office of Ward 2 Council Member	302
Persons receiving the votes:	
Peggy Brennan	127
Bill Supernaw	168
Write-in votes	7

Bill Supernaw, having received a sufficient number of votes, is elected to the office of Ward 2 Council Member.

Whole number of votes given for the office of Ward 3 Council Member	286
Persons receiving the votes:	
Shane Cole	280
Write-in votes	6

Shane Cole, having received a sufficient number of votes, is elected to the office of Ward 3 Council Member.

V. Public Hearings

None.

VI. Reports

City Manager Straebel reminded Council of the special meeting scheduled for Tuesday, November 18 at 5 p.m. to discuss City goals and the 2015/16 budget.

Mayor Campbell stated that there was no truth to the rumor that he will be resigning.

VII. Requests, Petitions and Communications and Actions Thereon

A. Organizational Meeting

Section 2.15 of the City Charter requires that Council hold an organization meeting at the first meeting of the Council after the November General Election. This organizational meeting includes the election of a Councilmember to serve as Deputy Mayor, the setting of Council meeting dates and times, and the filling of vacant positions on the Board of Review.

Motion by Councilmember Gibson, second by Councilmember Cole, to nominate Councilmember Porter as Deputy Mayor.

Yeas: Cole, Gibson, Kurtz, Perron, Supernaw
Nays: None
Absent: None
Abstain: Porter

Motion by Councilmember Kurtz, second by Councilmember Gibson, to set the dates and time for 2015 City Council meetings: first and third Mondays at 7:00 p.m.

Yeas: Cole, Gibson, Kurtz, Perron, Porter, Supernaw
Nays: None
Absent: None

Motion by Councilmember Gibson, second by Councilmember Perron, to appoint citizen June Cross to the Board of Review [to fill the remainder of the term expiring 12/31/2014 and for the term 01/01/2015 through 12/31/2017].

Yeas: Cole, Gibson, Kurtz, Perron, Porter, Supernaw
Nays: None
Absent: None

Motion by Councilmember Gibson, second by Councilmember Cole, to reappoint Councilmember Perron to the Board of Review.

Yeas: Cole, Gibson, Kurtz, Porter, Supernaw
Nays: None
Absent: None
Abstain: Perron

Motion by Councilmember Gibson, second by Councilmember Kurtz, to appoint Councilmember Supernaw to the Board of Review.

Yeas: Cole, Gibson, Kurtz, Perron, Porter
Nays: None
Absent: None
Abstain: Supernaw

B. Charlevoix Historical Society – Request Support for Lighthouse Grant

The Charlevoix Historical Society is seeking the City's support to apply for planning and rehabilitation grants from the State of Michigan's State Historic Preservation Office to repaint the lighthouse. Charlevoix Historical Society President Denise Fate and Lighthouse Chair Mike Bergeon answered questions regarding the color history of the lighthouse and the grant requirements.

Mayor Campbell opened the item to public comment.

Jerry Puhl, Charlevoix Twp. resident, stated the red lighthouse is not visible from the lake and he felt the color should be white.

Julee Roth stated that Round Lake is a harbor of refuge and agrees that the color should be white.

Mike Bergeon stated that if the City pursues the grants, their choice in color is limited. The City will not incur any costs with regard to the grants.

The item was closed to the public.

Action by Resolution.

C. Discussion of Grant Application to the Michigan Township Risk Reduction Grant Program

The Charlevoix Fire/EMS Department is submitting a grant application to the Michigan Township Participating Plan Risk Reduction Grant Program for \$5,000 to equip fire emergency response vehicles with rear view cameras.

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

Action by Resolution.

D. Discussion Regarding the Long-Term Infrastructure Plan

Consistent with the 2014/15 goals of the Public Works Department, Staff has revised and updated the long-term infrastructure plan for the next 10 years for Council's review. The plan is a working document that will be reviewed annually and adjustments made as funding becomes available for these proposed projects. DPW Superintendent Elliott explained the factors used to determine projects and priorities in the overall plan.

Councilmember Porter suggested increasing road construction over the next two years due to the low cost of asphalt. He felt that more residential neighborhoods should be included in the plan.

Councilmembers Gibson and Porter felt that the City should bury utility lines. DPW Superintendent Elliott stated that funds to bury lines would come from the Electric Department and a discussion with Electric Superintendent Swern is necessary to see if this was feasible. Councilmember Gibson also discussed a variety of concerns with May Street, Alice Street, and Stover Creek.

City Manager Straebel stated that the methodology for prioritizing the infrastructure plan is very sound and uses the condition of the underground utilities as a key factor in providing for public safety.

Mayor Campbell opened the item to public comment.

Larry Sullivan, 1st Ward, questioned whether residents will be invited to lend input to changes to the infrastructure plan. Superintendent Elliott stated that planning meetings are posted and open to the public.

Mike Doherty requested an asphalt shoulder along Park Avenue, due to the narrowness of the road, to improve pedestrian safety.

The item was closed to the public.

There was a general consensus among Council to move forward with the long-term infrastructure plan as presented.

E. Consideration to Approve Purchase of Ice Control Salt

The City purchases ice melting salt through a State of Michigan competitive bidding process. \$27,400 was approved for salt in the 2014/15 budget.

Mayor Campbell 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 Kurtz, to approve the unit cost of \$68.41 per ton of salt for a total cost of \$23,943.50.

Yeas: Cole, Gibson, Kurtz, Perron, Porter, Supernaw

Nays: None

Absent: None

F. Consideration to Approve an Urgent Need Grant Agreement for \$114,299 with the Michigan Strategic Fund

The City of Charlevoix has been awarded a Michigan Strategic Fund Grant for \$114,299 to reimburse the City for a portion of the costs associated with water line freezes during the winter of 2013-14. City Manager Straebel stated that no other grants have been received at this point.

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

Motion by Councilmember Supernaw, second by Councilmember Gibson, to approve Grant Agreement No. MSC 214027-UN, a \$114,299 grant between the City of Charlevoix and the Michigan Strategic Fund.

Yeas: Cole, Gibson, Kurtz, Perron, Porter, Supernaw

Nays: None

Absent: None

G. Consideration of a Resolution Related to a Possible Land Swap Between St. Mary's Cement Company and Fisherman's Island State Park

The Department of Natural Resources (DNR) is currently working on revising a Management Plan for Fisherman's Island State Park. Councilmember Porter, along with Councilmembers Gibson and Perron, agree that the City should pass a resolution to state the City's position with regard to the possible land swap between St. Mary's and Fisherman's Island. Charlevoix Township has voted unanimously to support a similar resolution.

Councilmember Kurtz stated that he is in favor of retaining the Bell's Bay entrance portion of the resolution, but not in favor of stating a specific number of acres and would like to wait until there is a firm proposal. Councilmember Cole was also not in favor of specifying acreage in the resolution.

Councilmember Supernaw stated that he has not heard of one person in favor of the land swap.

Mayor Campbell opened the item to public comment.

Jerry Puhl voiced his support for the resolution and asked for support from Council.

The item was closed to the public.

Action by Resolution.

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

None.

IX. **Resolutions**

A. Resolutions of Support for Charlevoix Historical Society's Lighthouse Grants

Motion by Councilmember Gibson, seconded by Councilmember Cole, to approve Resolution 2014-11-05, Charlevoix Historical Society South Pier Lighthouse Planning Grant Application, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-11-05**

CHARLEVOIX HISTORICAL SOCIETY SOUTH PIER LIGHTHOUSE-PLANNING GRANT APPLICATION

WHEREAS, the Charlevoix Historical Society has entered into an agreement with the City of Charlevoix to restore, maintain and preserve the Charlevoix South Pier Lighthouse; and

WHEREAS, the Charlevoix Historical Society will file an application to the Michigan State Housing Development Authority, State Historic Preservation Office (SHPO) for the Michigan Lighthouse Assistance Program (MLAP) in the amount of \$3,600.00 for a planning grant for architectural services to support a project for Repainting the Red Exterior of the Charlevoix South Pier Lighthouse; and

WHEREAS, the Charlevoix Historical Society shall provide the matching funds totaling \$1,800.00, for a total project cost of \$5,400.00. The source of the matching funds shall be the Charlevoix Historical Society; and

WHEREAS, the Charlevoix Historical Society will oversee the MLAP grant management and grant administration duties; and

WHEREAS, the Charlevoix Historical Society will receive and pay vendor invoices related to the grant project; and

WHEREAS, the Charlevoix Historical Society acknowledges that the Michigan Lighthouse Assistance Program (MLAP) is an expense reimbursement program. The Charlevoix Historical Society authorizes expenditures in the amount of \$5,400.00 for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed to the Charlevoix Historical Society upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix as owner of the south Pier Lighthouse supports the Charlevoix Historical Society in the application for a Planning grant dated November 21, 2014.

RESOLVED this 17th day of November, A.D. 2014.

Resolution was adopted by the following yeas and nays vote:

Yeas: Cole, Gibson, Kurtz, Perron, Porter, Supernaw
Nays: None
Absent: None

Motion by Councilmember Perron, seconded by Councilmember Kurtz, to approve Resolution 2014-11-06, Charlevoix Historical Society South Pier Lighthouse Rehabilitation Grant Application, as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2014-11-06
CHARLEVOIX HISTORICAL SOCIETY SOUTH PIER LIGHTHOUSE REHABILITATION GRANT APPLICATION

- WHEREAS,** the Charlevoix Historical Society has entered into an agreement with the City of Charlevoix to restore, maintain and preserve the Charlevoix South Pier Lighthouse; and
- WHEREAS,** the Charlevoix Historical Society will file an application to the Michigan State Housing Development Authority, State Historic Preservation Office (SHPO) for the Michigan Lighthouse Assistance Program (MLAP) in the amount of \$12,700.00 for a Rehabilitation grant for the Repainting the Red Exterior of the Charlevoix South Pier Lighthouse; and
- WHEREAS,** the Charlevoix Historical Society shall provide the matching funds totaling \$6,350.00 (which includes the value of the paint to be supplied by Sherwin-Williams) for a total project cost of \$19,050.00. The source of the matching funds shall be the Charlevoix Historical Society and Sherwin-Williams paint company; and
- WHEREAS,** the Charlevoix Historical Society will oversee the MLAP grant management and grant administration duties; and
- WHEREAS,** the Charlevoix Historical Society will receive and pay vendor invoices related to the grant project; and
- WHEREAS,** the Mayor and City Clerk from the City of Charlevoix are authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO; and
- WHEREAS,** the Charlevoix Historical Society acknowledges that the Michigan Lighthouse Assistance Program (MLAP) is an expense reimbursement program. The Charlevoix Historical Society authorizes expenditures in the amount of \$19,050.00 for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed to the Charlevoix Historical Society upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix as owner of the south Pier Lighthouse supports the Charlevoix Historical Society in the application for a Rehabilitation grant dated November 21, 2014.

RESOLVED this 17th day of November, A.D. 2014.

Resolution was adopted by the following yeas and nays vote:

Yeas: Cole, Gibson, Kurtz, Perron, Porter, Supernaw
Nays: None
Absent: None

- B. Resolution for Grant Application to the Michigan Township Risk Reduction Grant Program
Motion by Councilmember Supernaw, seconded by Councilmember Cole, to approve Resolution 2014-11-07, Approval to Submit Application to the Michigan Township Participating Plan Risk Reduction Grant Program, as follows.

CITY OF CHARLEVOIX
RESOLUTION NO. 2014-11-07
APPROVAL TO SUBMIT APPLICATION TO THE MICHIGAN TOWNSHIP PARTICIPATING PLAN
RISK REDUCTION GRANT PROGRAM

WHEREAS, the Michigan Township Participating Plan Risk Reduction Grant Program (RRGP), established in 2011 will allow the Par Plan to provide its members a concentration of expert services in the public arena. This program further allows

the Par Plan to partner with members and foster cooperation in an effective risk management and loss control program. To the extent that funds are available, the RRGP has been established to assist members in reducing specific risk exposures and to assist our members in their efforts of applying effective risk management and loss control techniques for exposures the Par Plan insures; and

WHEREAS, this program does not participate in funding routine operations. The RRGP is not intended to supplement local funding when member budgets should cover the cost of financing a governmental operation. Addition to staff, or required compliance with state or federal statutes, funding for equipment that may be used to enhance the ability to service the community (i.e., AED's, Jaws of Life, infrared cameras, generators) will not be considered. Building and ground improvements/maintenance will not be considered unless a specific exposure, identified by a Par Plan risk control field representative; and

WHEREAS, the City of Charlevoix desires to make our community safer by continuing to apply effective risk management and loss control techniques; and

WHEREAS, the Charlevoix City Fire Department, being a member since 2009, is requesting a \$5,000 grant to equip all of the emergency response vehicles with a rear view camera system; and

WHEREAS, with the addition of this equipment, the department will be setting the standard in anticipation of rear view camera systems being mandated on all emergency response vehicles by the National Highway Traffic Safety Administration in the near future.

NOW THEREFORE, BE IT RESOLVED, that the City of Charlevoix authorizes the submission of the Risk Reduction Grant application for rear view camera systems for the City's emergency response vehicles.

RESOLVED this 17th day of November, A.D. 2014.

Yeas: Cole, Gibson, Kurtz, Perron, Porter, Supernaw
Nays: None
Absent: None

- C. Consideration of a Resolution Related to a Possible Land Swap Between St. Mary's Cement Company and Fisherman's Island State Park
Motion by Councilmember Kurtz, seconded by Councilmember Cole, to approve Resolution No. 2014-11-08 Fisherman's Island Access with the removal of the words "of the 416.3 acres".

Yeas: Cole, Kurtz, Supernaw
Nays: Gibson, Perron, Porter
Absent: None

Tie Vote.

Mayor Cambell: Nay.
Motion fails.

Motion by Councilmember Gibson, seconded by Councilmember Kurtz, to approve Resolution No. 2014-11-08 Fisherman's Island Access, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-11-08
FISHERMAN'S ISLAND ACCESS**

WHEREAS, the City of Charlevoix has shown leadership, financial commitment and cooperation with Charlevoix Township by committing \$40,000 in matching funds for the development of the Lake to Lake Multi-Use Trail, which will be accessed by the Bells Bay county road; and

WHEREAS, the City of Charlevoix wishes to maintain the existing safe and convenient access to the park and to preserve the campgrounds, trails and recreational land in the northern end of the Fisherman's Island State Park within Charlevoix Township.

NOW, THEREFORE, BE IT RESOLVED, that the City of Charlevoix hereby supports the continued access to Fisherman's Island State Park on Lake Michigan from Bells Bay County Road and the retention of the 416.3 acres of Fisherman's Island State Park as forest and wildlife habitat within Charlevoix Township.

RESOLVED this 17th day of November, A.D. 2014.

Yeas: Cole, Gibson, Kurtz, Perron, Porter, Supernaw
 Nays: None
 Absent: None

X. Ordinances
 None.

XI. Miscellaneous Business

Councilmember Gibson requested an educational opportunity to review the Open Meetings Act and conflict of interest policy after each November election. City Manager Straebel will discuss a proposal with City Attorney Howard and recommend options to Council.

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

Joanne Beernon, 1st Ward, stated that the Friends of Fisherman's Island has a Facebook page and website.

Councilmember Supernaw asked Chief Doan to research Smart 911.

XIII. Closed Session

A. Pending Litigation – Section 15.268(8)(h)

Motion by Councilmember Cole, second by Councilmember Perron, to go into Closed Session for a consultation with the City Attorney, citing Section 15.268(8)(h) of the Open Meetings Act.

Yeas: Cole, Gibson, Kurtz, Perron, Porter, Supernaw
 Nays: None
 Absent: None

Council moved into closed session at 8:28 p.m. Council resumed open session at 9:01 p.m.

XIV. Reconvene, Action to be Taken if Appropriate

Motion by Councilmember Porter, second by Councilmember Gibson, to instruct the City Attorney, City Manager and Police Chief to investigate possible amendments to the Nuisance Noise Ordinance and in light of those amendments, dismiss the case of City of Charlevoix vs. Timothy Dale Russell.

Yeas: Cole, Gibson, Kurtz, Perron, Porter, Supernaw
 Nays: None
 Absent: None

XV. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn.

There were no objections.

Meeting adjourned at 9:03 p.m.

Joyce M. Golding

City Clerk

Gabe Campbell

Mayor

Accounts Payable – 11/18/2014

ACE HARDWARE	1,955.44	BOB MATHERS FORD	318.00
AIRGAS USA LLC	1,112.63	BRADFORD'S	48.75
ALL-PHASE ELECTRIC SUPPLY CO.	985.88	BS& A SOFTWARE	1,107.00
APOLLO FIRE EQUIPMENT	40.52	CARQUEST OF CHARLEVOIX	1,420.30
ARROW UNIFORM-TAYLOR L.L.C.	1,226.27	CHAMPION CHARTER	567.67
AT YOUR SERVICE PLUS INC	115.00	CHARLEVOIX SEWER & DRAIN	125.00
AT&T	1,863.31	CHARTER COMMUNICATIONS	866.47
AT&T LONG DISTANCE	12.20	CINTAS CORPORATION	118.51
AUTO VALUE	303.67	CITY OF CHARLEVOIX - MISC	47.70
AVFUEL CORPORATION	1,483.02	CNA SURETY	50.00
B & L SOUND INC	34.98	COOK FAMILY FARMS	72.00
BARUZZINI GENERAL CONTRACTORS	2,750.00	CROSS III, JOHN H.	6,500.00
BC/BS OF MI REFUNDS	191.95	DHASELEER, CARL	107.00
BELLEROC TIRE/GAYLORD	2,360.00	DTE ENERGY	724.06
BLARNEY CASTLE OIL CO	347.07	ELLSWORTH FARMER'S EXCHANGE	181.00

ETNA SUPPLY	5,173.55	NORTHERN MICHIGAN REVIEW INC.	573.72
FAMILY FARM & HOME	231.96	NORTHERN SAFETY CO INC	106.90
FARMER WHITE'S	65.00	OLESON'S FOOD STORES	114.96
FARMER'S DAUGHTER	1,018.00	OTEC	205.00
FASTENAL COMPANY	70.71	PEARSON, BETHANY	244.35
FLOTATION DOCKING SYSTEMS INC.	1,130.00	PHYSICIANS CLINIC OF CHARLEVOIX	100.00
FREEDOM MAILING SERVICES INC.	2,321.11	POWER LINE SUPPLY	3,142.84
GERBER HOMEMADE SWEETS	7.00	PRO WEB MARKETING LLC	240.00
GINOP SALES INC	103.68	PROVIDENCE FARM LLC	1,164.00
GREAT LAKES PIPE & SUPPLY	7,336.47	PTM DOCUMENT SYSTEMS	208.20
GRP ENGINEERING INC.	5,422.39	RAMBO, RACHEL	22.52
HACH COMPANY	563.52	RESIDEX LLC	145.00
HYDRO DESIGNS INC.	515.00	RIETH-RILEY CONST CO INC	1,242.00
ICMA	870.00	SCHMUCKAL OIL CO	406.42
INDEPENDENT DRAFTING SERVICES	1,984.00	SECURITY SANITATION INC.	95.00
INTELLIGENT PRODUCTS INC	814.65	SEELEY'S PRINTING SERVICE	266.44
JACK DOHENY SUPPLIES INC	508.97	SIEGRIST, DAVID	52.00
JACKSON-HIRSH INC	97.55	STATE OF MICHIGAN	1,227.99
JERRY'S TIRE	513.04	STRAEBEL, ROBERT J.	237.30
KORTHASE FLINN	1,119.86	SUPERIOR MECHANICAL	120.00
KSS ENTERPRISES	164.02	SYSTEMS SPECIALISTS INC	75.00
LANDSCAPE FORMS INC.	5,890.00	TERMINAL SUPPLY CO	94.70
LAVOIE, RICHARD	26.46	TRI-TURF	409.71
LEESE, M. CHRIS	155.00	TRUCK & TRAILER SPECIALTIES	318.30
LOTTIE'S BAGELS	74.00	UP NORTH PROPERTY SERVICES LLC	1,050.00
MDC CONTRACTING LLC	700.00	USA BLUE BOOK	185.59
MEADOWBROOK INSURANCE GROUP	663.75	WHITLEY, ANDREW	130.62
MICHIGAN OFFICEWAYS INC	959.37	WILLCOME TREE SERVICE	24,430.00
MICHIGAN RECREATION & PARK	125.00	WILLIAMS, GLORIA JEAN	12.00
NORTHERN LAKES	10.00	WORK & PLAY SHOP	798.93
NORTHERN MICHIGAN JANITORIAL	222.40	TOTAL	103,311.35

Tax Disbursement – 11/18/2014

CHARLEVOIX COUNTY TREASURER	11,359.91	CHARLEVOIX PUBLIC SCHOOLS	928.96
CHARLEVOIX PUBLIC SCHOOLS	6,395.09	CITY OF CHARLEVOIX - TAXES DUE	13,016.05
CHARLEVOIX PUBLIC SCHOOLS	2,017.19		
CHARLEVOIX PUBLIC SCHOOLS	148.60	TOTAL	33,865.80

ACH Payments – 10/31/2014 – 11/10/2014

MI Public Power Agency	18,225.09	Vantagepoint (401 ICMA Plan)	742.62
Payment Service Network	229.25	Vantagepoint (457 ICMA Plan)	13,011.30
IRS (Payroll Tax Deposit)	30,204.82	MI Public Power Agency	12,788.83
Alerus Financial (HCSP)	270.00	State of MI (Sales Tax)	20,050.83
State of MI (Withholding Tax)	4,308.01	TOTAL	99,830.75

PAYROLL: NET PAY

Pay Period Ending 11/01/2014 – Paid 11/07/2014

WELLER, LINDA JO	1,315.53	FLICKEMA, ANDREW M.	440.20
STRAEBEL, ROBERT J.	2,569.74	SCHWARTZFISHER, JOSEPH L.	885.49
GOLDING, JOYCE M.	1,053.34	ROLOFF, ROBERT P.	1,491.32
DEROSIA, PATRICIA E.	812.39	BRODIN, WILLIAM C.	1,674.42
LOY, EVELYN R.	1,017.15	RILEY, DENISE M.	490.97
KLOOSTER, ALIDA K.	1,659.93	TEUNIS, STEVEN L.	1,701.00
BROWN, STEPHANIE C.	1,092.40	WURST, RANDALL W.	1,178.72
SPENCER, MICHAEL D.	1,524.76	MAYER, SHELLEY L.	1,214.68
SPENCLEY, PATRICIA L.	1,014.64	HILLING, NICHOLAS A.	1,253.31
PANOFF, ZACHARY R.	743.98	MEIER III, CHARLES A.	1,913.98
MILLER, FAITH G.	40.86	ZACHARIAS, STEVEN B.	1,270.69
PEARSON, BETHANY S.	1,248.39	NISWANDER, JOSEPH F.	1,447.22
ZIELINSKI, JOSEPH A.	1,735.63	FRYE, EDWARD J.	922.44
DOAN, GERARD P.	1,758.02	JONES, TERRI L.	815.75
SHRIFT, PETER R.	1,136.68	EATON, BRAD A.	1,663.21
SCHLAPPI, JAMES L.	955.41	WILSON, TIMOTHY J.	2,135.82
UMULIS, MATTHEW T.	1,174.89	LAVOIE, RICHARD L.	1,295.78
HANKINS, SCOTT A.	1,490.16	STEVENS, BRANDON C.	1,150.19
ORBAN, BARBARA K.	1,187.21	DRAVES, MARTIN J.	1,700.35
TRAEGER, JASON A.	1,079.80	ELLIOTT, PATRICK M.	1,732.18
WARNER, JANINE M.	1,201.28	WELLS JR., DONALD E.	1,481.13

BRADLEY, KELLY R.	1,375.52
WILSON, RICHARD J.	1,128.15
HART II, DELBERT W.	679.16
JONES, ROBERT F.	1,086.76
DORAN, JUSTIN J.	1,317.60
MANKER JR, DAVID W.	445.74
MANKER SR, DAVID W.	700.76
NEUMANN, DANA L.	468.48
BECKER, MICHAEL S.	553.59
NICHOLS, RUSSELL N.	451.49
HAWKINS, JAMES S.	334.45
MCGHEE, ROBERT R.	987.07
BLOOMER, GABRIELLE J.	491.31
KIRINOVIC, THOMAS F.	705.87
FORRESTER, KATHERINE A.	130.49
HEID, THOMAS J	1,273.19
WESCOTT, DENNIS M.	86.27

VANLOO, JOSEPH G.	572.37
TABER, HOLLY S.	461.16
WYMAN, MATTHEW A.	1,377.55
DRAVES, MICHAEL J.	264.63
SCHRADER, LOU ANN	395.07
SCHWAGER, EDWARD J.	1,152.40
WILKIN, AMANDA J.	45.87
SWEM, DONALD L.	1,687.39
WHITLEY, ANDREW T.	1,324.89
MORRISON, KEVIN P.	960.40
HODGE, MICHAEL J.	1,093.83
JOHNSON, STEVEN P.	1,091.75
BISHAW, JAMES H.	308.16
CURTIS, DENNIS E.	849.15
GILL, DAVID R.	865.50
TOTAL:	78,317.06

**PAYROLL: TRANSMITTAL
 11/07/2014**

AMERICAN FAMILY LIFE	182.40
AMERICAN FAMILY LIFE	236.11
BAY WINDS FEDERAL CREDIT UNION	198.46
CHAR EM UNITED WAY	68.00
CHARLEVOIX STATE BANK	1,171.16
COMMUNICATION WORKERS OF AMER	531.24

MI STATE DISBURSEMENT UNIT.	401.83
NORTHWESTERN BANK	150.00
POLICE OFFICERS LABOR COUNCIL	382.00
PRIORITY HEALTH	1,819.54
TOTAL:	5,140.74



CITY OF CHARLEVOIX
SPECIAL CITY COUNCIL MEETING MINUTES
Tuesday, November 18, 2014 – 5:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 5:00 p.m. by Mayor Gabe Campbell.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Gabe Campbell
City Manager: Robert Straebel
City Clerk: Joyce Golding
Members Present: Councilmembers Shane Cole, Shirley Gibson, Luther Kuriz, Leon Perron, Jeff Porter, and Bill Supernaw
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. General Business

A. Discuss City Goals

The following potential future City goals were discussed:

- Establish effective working relationships and cooperation between the City and townships
- Establish a Recreation Authority with the townships to share amenities (priority one)
- Explore a merger with the City and Charlevoix Twp. to consolidate services and share assets
- Create a walkable/bike friendly community
- Bury utility lines
- Consider building a deep water fishing dock at Coast Guard Park
- Build hangars for economic development at the airport
- Move Street Department garage on Stover Road and sell property to increase tax base
- Consolidate Street Department and Electric Department on Carpenter Street
- Sell middle school property to increase tax base
- Redirect focus from a tourist town to a resort town
- Advance property values in Ward 2 by improving curb/gutter, resurfacing, sidewalks, shade trees, etc.
- Create a biennial budget process
- Create Director of Public Safety job title for current Police Chief/Fire Chief
- Investigate feasibility of moving the City Clerk position from part time to full time
- Replace shade trees; discuss how to fund; discuss forestry plan
- Discuss downtown tree lighting
- Finalize Lake to Lake Trail and trail connections; place additional directional signage
- Investigate properties adjacent to the golf course for possible expansion

It was agreed to meet again to discuss the priorities and progress of the above goals; however, no meeting was scheduled at this time.

B. Discuss 2015/16 Budget

No discussion.

V. Adjourn

Motion by Councilmember Cole, second by Councilmember Supernaw, to adjourn. Motion passed by unanimous voice vote.
Meeting adjourned at 8:45 p.m.

Joyce M. Golding

City Clerk

Gabe Campbell

Mayor

Check Number	Payee	Amount
11/20/2014		
111733	AT&T MOBILITY	72.66
111734	CHARLEVOIX STATE BANK	4,911.15
111735	DELTA DENTAL	4,682.00
111736	GREAT LAKES ENERGY	291.71
111737	METLIFE SMALL BUSINESS CENTER	760.48
111738	PRIORITY HEALTH	44,450.85
111739	VERIZON WIRELESS	56.72
111740	VISION SERVICE PLAN	542.01
Total 11/20/2014:		55,767.58
Grand Totals:		55,767.58

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

11/20/14	Special Accounts Payable Run	\$	55,767.58
11/21/14	Payroll	\$	85,673.34
11/21/14	Payroll Transmittal Checks	\$	4,753.74
12/02/14	Regular Accounts Payable	\$	160,026.63
Checks Sub-Total:		\$	306,221.29

FIRSTMERIT BANK - ACH PAYMENTS

11/13/14	MERS (Defined Benefit Plan)	\$	5,150.00
11/17/14	MI Public Power Agency	\$	17,496.64
11/21/14	IRS (Payroll Tax Deposit)	\$	31,829.77
11/21/14	Alerus Financial (HCSP)	\$	270.00
11/21/14	State of MI (Withholding Tax)	\$	4,589.85
11/21/14	Vantagepoint (401 ICMA Plan)	\$	742.62
11/21/14	Vantagepoint (457 ICMA Plan)	\$	13,256.29
11/21/14	MERS (Defined Benefit Plan)	\$	25,270.83
11/24/14	MI Public Power Agency	\$	9,850.43
11/25/14	MI Public Power Agency	\$	280,508.62
ACH Sub-Total:		\$	388,965.05

First Merit Bank Total: \$ 695,186.34

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

12/02/14	Tax Disbursement	\$	6,737.07
Charlevoix State Bank Total:		\$	6,737.07
Grand Total:		\$	701,923.41

APPROVED:

RS

CITY MANAGER

POSITION VACANT
CITY TREASURER

[Signature]
CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/15/2014	PC	11/21/2014	18699	WELLER, LINDA JO	101		1,315.53
11/15/2014	PC	11/21/2014	18700	STRAEBEL, ROBERT J.	102		2,271.19
11/15/2014	PC	11/21/2014	18701	GOLDING, JOYCE M.	106		1,053.34
11/15/2014	PC	11/21/2014	18702	DEROSIA, PATRICIA E.	107		838.22
11/15/2014	PC	11/21/2014	18703	LOY, EVELYN R.	117		1,017.15
11/15/2014	PC	11/21/2014	18704	KLOOSTER, ALIDA K.	121		1,692.66
11/15/2014	PC	11/21/2014	18705	BROWN, STEPHANIE C.	126		1,289.43
11/15/2014	PC	11/21/2014	18706	SPENCER, MICHAEL D.	132		1,296.68
11/15/2014	PC	11/21/2014	18707	SPENCLEY, PATRICIA L.	136		1,044.20
11/15/2014	PC	11/21/2014	18708	PANOFF, ZACHARY R.	141		629.94
11/15/2014	PC	11/21/2014	18709	PEARSON, BETHANY S.	143		1,248.39
11/15/2014	PC	11/21/2014	18710	ZIELINSKI, JOSEPH A.	144		2,438.54
11/15/2014	PC	11/21/2014	18711	DOAN, GERARD P.	201		1,758.02
11/15/2014	PC	11/21/2014	18712	SHRIFT, PETER R.	203		1,117.98
11/15/2014	PC	11/21/2014	18713	SCHLAPPI, JAMES L.	204		1,102.51
11/15/2014	PC	11/21/2014	18714	UMULIS, MATTHEW T.	205		1,284.32
11/15/2014	PC	11/21/2014	18715	HANKINS, SCOTT A.	208		1,490.16
11/15/2014	PC	11/21/2014	18716	ORBAN, BARBARA K.	209		1,181.01
11/15/2014	PC	11/21/2014	18717	TRAEGER, JASON A.	210		1,150.80
11/15/2014	PC	11/21/2014	18718	WARNER, JANINE M.	213		985.89
11/15/2014	PC	11/21/2014	18719	FLICKEMA, ANDREW M.	222		441.52
11/15/2014	PC	11/21/2014	18720	SCHWARTZFISHER, JOS	303		1,355.71
11/15/2014	PC	11/21/2014	18721	ROLOFF, ROBERT P.	304		1,771.69
11/15/2014	PC	11/21/2014	18722	BRODIN, WILLIAM C.	305		1,361.52
11/15/2014	PC	11/21/2014	18723	RILEY, DENISE M.	306		469.42
11/15/2014	PC	11/21/2014	18724	TEUNIS, STEVEN L.	402		1,701.00
11/15/2014	PC	11/21/2014	18725	WURST, RANDALL W.	411		1,500.68
11/15/2014	PC	11/21/2014	18726	MAYER, SHELLEY L.	412		1,556.34
11/15/2014	PC	11/21/2014	18727	HILLING, NICHOLAS A.	413		1,111.60
11/15/2014	PC	11/21/2014	18728	MEIER III, CHARLES A.	421		1,609.32
11/15/2014	PC	11/21/2014	18729	ZACHARIAS, STEVEN B.	422		1,263.03
11/15/2014	PC	11/21/2014	18730	NISWANDER, JOSEPH F.	504		1,377.13
11/15/2014	PC	11/21/2014	18731	FRYE, EDWARD J.	508		922.44
11/15/2014	PC	11/21/2014	18732	JONES, TERRI L.	511		855.10
11/15/2014	PC	11/21/2014	18733	EATON, BRAD A.	515		1,589.22
11/15/2014	PC	11/21/2014	18734	WILSON, TIMOTHY J.	516		1,966.36
11/15/2014	PC	11/21/2014	18735	LAVOIE, RICHARD L.	519		1,473.64
11/15/2014	PC	11/21/2014	18736	STEVENS, BRANDON C.	521		1,133.51
11/15/2014	PC	11/21/2014	18737	DRAVES, MARTIN J.	523		1,577.65
11/15/2014	PC	11/21/2014	18738	ELLIOTT, PATRICK M.	600		1,732.18
11/15/2014	PC	11/21/2014	18739	WELLS JR., DONALD E.	609		1,246.02
11/15/2014	PC	11/21/2014	18740	BRADLEY, KELLY R.	614		1,461.21
11/15/2014	PC	11/21/2014	18741	WILSON, RICHARD J.	615		1,407.61
11/15/2014	PC	11/21/2014	18742	HART II, DELBERT W.	616		754.14
11/15/2014	PC	11/21/2014	18743	JONES, ROBERT F.	618		1,297.33
11/15/2014	PC	11/21/2014	18744	DORAN, JUSTIN J.	621		1,202.30
11/15/2014	PC	11/21/2014	18745	MANKER JR, DAVID W.	638		463.84
11/15/2014	PC	11/21/2014	18746	MANKER SR, DAVID W.	639		638.28
11/15/2014	PC	11/21/2014	18747	NEUMANN, DANA L.	640		508.87
11/15/2014	PC	11/21/2014	18748	BECKER, MICHAEL S.	641		594.16
11/15/2014	PC	11/21/2014	18749	NICHOLS, RUSSELL N.	661		451.49
11/15/2014	PC	11/21/2014	18750	MCGHEE, ROBERT R.	663		963.60
11/15/2014	PC	11/21/2014	18751	KIRINOVIC, THOMAS F.	700		690.52
11/15/2014	PC	11/21/2014	18752	FORRESTER, KATHERIN	704		299.19
11/15/2014	PC	11/21/2014	18753	HEID, THOMAS J	802		1,273.19
11/15/2014	PC	11/21/2014	18754	MYER, ELIZABETH A.	900		852.19
11/15/2014	PC	11/21/2014	18755	VANLOO, JOSEPH G.	902		509.26

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/15/2014	PC	11/21/2014	18756	TABER, HOLLY S.	924		461.16
11/15/2014	PC	11/21/2014	18757	WYMAN, MATTHEW A.	927		1,162.09
11/15/2014	PC	11/21/2014	18758	DRAVES, MICHAEL J.	928		509.61
11/15/2014	PC	11/21/2014	18759	SCHRADER, LOU ANN	929		458.39
11/15/2014	PC	11/21/2014	18760	SCHWAGER, EDWARD J.	930		915.55
11/15/2014	PC	11/21/2014	18761	FUNKEY, KRAIG R.	1034		283.97
11/15/2014	PC	11/21/2014	18762	RAMSEY, KYLE J.	1051		26.42
11/15/2014	PC	11/21/2014	18763	RILEY, CASEY W.	1052		174.92
11/15/2014	PC	11/21/2014	18764	HUNTER, DESMOND J.	1053		33.04
11/15/2014	PC	11/21/2014	18765	THORMAN, MIKAYLA R.	1055		39.92
11/15/2014	PC	11/21/2014	18766	JONES, LARRY M.	1057		684.05
11/15/2014	PC	11/21/2014	18767	OCHS, THOMAS F	1068		76.18
11/15/2014	PC	11/21/2014	18768	TRAVERS, MANUEL J.	1071		180.30
11/15/2014	PC	11/21/2014	18769	SILVA, JESSE L.	1073		15.85
11/15/2014	PC	11/21/2014	18770	COLLINS, CHAD M.	1076		620.26
11/15/2014	PC	11/21/2014	18771	RILEY, DANIEL A.	1079		692.19
11/15/2014	PC	11/21/2014	18772	WHITLEY, ADAM	1089		51.37
11/15/2014	PC	11/21/2014	18773	SCHOOOF, WILLIAM R.	1094		481.82
11/15/2014	PC	11/21/2014	18774	DROST, PATRICIA A.	2002		165.00
11/15/2014	PC	11/21/2014	18775	COLT, JUDITH C.	2018		173.25
11/15/2014	PC	11/21/2014	18776	BERWICK, KIRSTEN A.	2028		167.50
11/15/2014	PC	11/21/2014	18777	FRANCIS, CATHERINE A.	2029		80.00
11/15/2014	PC	11/21/2014	18778	HEDDLE, JULIA E.	2030		165.00
11/15/2014	PC	11/21/2014	18779	HUNTLEY, ROSALYNN R.	2031		165.00
11/15/2014	PC	11/21/2014	18780	LALONDE, SANDRA L.	2032		80.00
11/15/2014	PC	11/21/2014	111705	SWEM, DONALD L.	512		1,667.39
11/15/2014	PC	11/21/2014	111706	WHITLEY, ANDREW T.	522		1,268.75
11/15/2014	PC	11/21/2014	111707	MORRISON, KEVIN P.	601		857.17
11/15/2014	PC	11/21/2014	111708	HODGE, MICHAEL J.	606		1,129.67
11/15/2014	PC	11/21/2014	111709	JOHNSON, STEVEN P.	617		1,063.67
11/15/2014	PC	11/21/2014	111710	CURTIS, DENNIS E.	831		741.69
11/15/2014	PC	11/21/2014	111711	GILL, DAVID R.	856		743.02
11/15/2014	PC	11/21/2014	111712	STEVENS, JEFFREY W.	1028		250.93
11/15/2014	PC	11/21/2014	111713	ROLOFF, AUDREY M.	1037		702.19
11/15/2014	PC	11/21/2014	111714	MATTER, DAWSON K.	1038		686.70
11/15/2014	PC	11/21/2014	111715	SCOTT JR., WINFIELD	1072		112.32
11/15/2014	PC	11/21/2014	111716	KITELEY, FISHER L.	1074		46.25
11/15/2014	PC	11/21/2014	111717	BERGMANN, DOUGLAS	1087		39.65
11/15/2014	PC	11/21/2014	111718	RUDOLPH, JOELLEN B.	2008		167.50
11/15/2014	PC	11/21/2014	111719	LEFT, LILLIAN M.	2010		173.25
11/15/2014	PC	11/21/2014	111720	BUDAY, JOAN E.	2011		175.88
11/15/2014	PC	11/21/2014	111721	STEPHAN, MARY ANN	2012		30.00
11/15/2014	PC	11/21/2014	111722	CAMPBELL, KAREN L.	2013		85.00
11/15/2014	PC	11/21/2014	111723	PICOTTE, DIANE M.	2016		201.25
11/15/2014	PC	11/21/2014	111724	DOAN, CECELIA E.	2017		80.00
Grand Totals:			102				85,673.34

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Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/15/2014	11/21/2014	111725	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
11/15/2014	11/21/2014	111725	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	236.11
11/15/2014	11/21/2014	111726	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	198.46
11/15/2014	11/21/2014	111727	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/15/	63.00
11/15/2014	11/21/2014	111728	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,171.16
11/15/2014	11/21/2014	111729	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
11/15/2014	11/21/2014	111730	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	531.24
11/15/2014	11/21/2014	111731	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
11/15/2014	11/21/2014	111732	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,819.54
Grand Totals:		9				4,753.74

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Check Number	Payee	Amount
12/02/2014		
111741	AIRGAS USA LLC	1,286.65
111742	ALL-PHASE ELECTRIC SUPPLY CO.	213.77
111743	AMERICAN WASTE INC.	2,023.40
111744	AT&T LONG DISTANCE	51.85
111745	AVFUEL CORPORATION	38,847.63
111746	BILL'S FARM MARKET	1,732.50
111747	BLARNEY CASTLE OIL CO	1,514.80
111748	BRUDER, JUSTIN	850.00
111749	CCI SOUTH LLC	24.25
111750	CCP INDUSTRIES INC	264.75
111751	CENTRAL DRUG STORE	28.31
111752	CHARLEVOIX TOWNSHIP	15.00
111753	CHEMTRADE	5,180.05
111754	CHESAPEAKE GROUP INC.	9,300.00
111755	CITY OF CHARLEVOIX - UTILITIES	32,380.15
111756	CITY OF CHARLEVOIX TREASURER	3,250.00
111757	COAST TO COAST COMPUTER	273.96
111758	CUMMINS BRIDGEWAY LLC	442.20
111759	DCASSESSING SERVICES	4,371.08
111760	DeROSIA, PATTY	41.00
111761	DITCH WITCH SALES OF MICHIGAN	43.04
111762	DOAN, GERARD	41.00
111763	ELLIOTT, PATRICK M.	41.00
111764	ELLSWORTH FARMER'S EXCHANGE	1,556.70
111765	ENERCO CORPORATION	700.00
111766	EVANS, HAL	41.00
111767	FASTENAL COMPANY	102.15
111768	FELS, JACK	22.00
111769	FIREHOUSE	29.95
111770	FISHER SCIENTIFIC	1,063.74
111771	GAYLORD MACHINE & FABRICATION	187.50
111772	GOLDING, JOYCE	109.67
111773	GREAT LAKES ELEVATOR LLC	304.29
111774	GRP ENGINEERING INC.	1,164.55
111775	HAAS, KURT	150.00
111776	HACH COMPANY	735.46
111777	HAMMERSMITH EQUIPMENT CO	850.00
111778	HANKINS, SCOTT	41.00
111779	HASTINGS, MICHAEL	75.00
111780	HEID, THOMAS J.	41.00
111781	HOLIDAY COMPANIES	8,995.37
111782	INDEPENDENT DRAFTING SERVICES	1,984.00
111783	J & B MEDICAL SUPPLY INC.	151.00
111784	JACKSON, PATRICIA	41.58
111785	KIRINOVIC, THOMAS	41.00
111786	KLOOSTER, ALIDA K.	41.00
111787	KSS ENTERPRISES	63.94
111788	LAVOIE, RICHARD	12.99

Check Number	Payee	Amount
111789	MDC CONTRACTING LLC	913.00
111790	MICH ASSOC OF MUNICIPAL CLERKS	96.00
111791	MICHIGAN CAT	3,794.00
111792	MID STATES BOLT & SCREW CO	437.03
111793	MILLER MARINE SYSTEMS INC.	5,640.00
111794	MLIVE MEDIA GROUP	534.84
111795	MYER, ELIZABETH A.	82.00
111796	NATIONAL FIRE CODES	1,395.00
111797	NCL OF WISCONSIN INC.	166.46
111798	NETSOURCE ONE INC.	672.00
111799	NLMWA	36.00
111800	NORTHERN CREDIT BUREAU	144.07
111801	NORTHERN MICHIGAN JANITORIAL	63.78
111802	NYE UNIFORM CO	254.10
111803	OLSON BZDOK & HOWARD	2,294.00
111804	OTSEGO CRANE & HOIST CO.	252.00
111805	PEARSON, BETHANY	41.00
111806	PERFORMANCE ENGINEERS INC	1,907.50
111807	PERSONAL GRAPHICS	266.46
111808	POWER LINE SUPPLY	6,236.64
111809	PVS TECHNOLOGIES INC	6,192.62
111810	QUILL CORP	240.98
111811	RESCO	720.13
111812	SAENGER, EUGENE	57.19
111813	SCHALLER, ELSA	1.13
111814	SCHULTZ, MARILYN J.	15.21
111815	SECURITY SANITATION INC.	285.00
111816	SHORELINE POWER SERVICES INC.	483.00
111817	SPENCER, MICHAEL	41.00
111818	STRAEBEL, ROBERT J.	41.00
111819	SUPERIOR MECHANICAL	942.78
111820	SWEM, DONALD L.	41.00
111821	SWIDORSKI, KIM	104.93
111822	T & R ELECTRIC	2,124.00
111823	TEUNIS, STEVEN	41.00
111824	TRUCK & TRAILER SPECIALTIES	452.10
111825	U S BANK	150.00
111826	UP NORTH PROPERTY SERVICES LL	980.00
111827	USA BLUE BOOK	697.68
111828	VOSS LIGHTING	339.12
111829	WELLER, LINDA	41.00
111830	WYMAN, MATTHEW A.	41.00
111831	ZACHARIAS, STEVEN B.	47.60
Total 12/02/2014:		160,026.63
Grand Totals:		160,026.63

Check Number	Payee	Amount
11/13/2014		
111314001	MERS	5,150.00
Total 11/13/2014:		5,150.00
Grand Totals:		5,150.00

Check Number	Payee	Amount
11/17/2014		
111714001	MICHIGAN PUBLIC POWER AGENCY	17,496.64
Total 11/17/2014:		17,496.64
Grand Totals:		17,496.64

Check Issue Date	Check Number	Payee	Amount
112114001			
11/21/2014	11211400	**EFTPS* Payroll Taxes	7,918.82
11/21/2014	11211400	**EFTPS* Payroll Taxes	7,918.82
11/21/2014	11211400	**EFTPS* Payroll Taxes	1,851.96
11/21/2014	11211400	**EFTPS* Payroll Taxes	1,851.96
11/21/2014	11211400	**EFTPS* Payroll Taxes	12,288.21
Total 112114001:			
	5		31,829.77
112114002			
11/21/2014	11211400	Alerus Financial	270.00
Total 112114002:			
	1		270.00
112114003			
11/21/2014	11211400	STATE OF MICHIGAN	4,589.85
Total 112114003:			
	1		4,589.85
112114004			
11/21/2014	11211400	Vantagepoint - 401 Plan 109153	742.62
Total 112114004:			
	1		742.62
112114005			
11/21/2014	11211400	Vantagepoint - 457 Plan 300959	5,520.67
11/21/2014	11211400	Vantagepoint - 457 Plan 300959	228.92
11/21/2014	11211400	Vantagepoint - 457 Plan 300959	1,666.21
11/21/2014	11211400	Vantagepoint - 457 Plan 300959	5,840.49
Total 112114005:			
	4		13,256.29
Grand Totals:			
	12		50,688.53

OK
RS

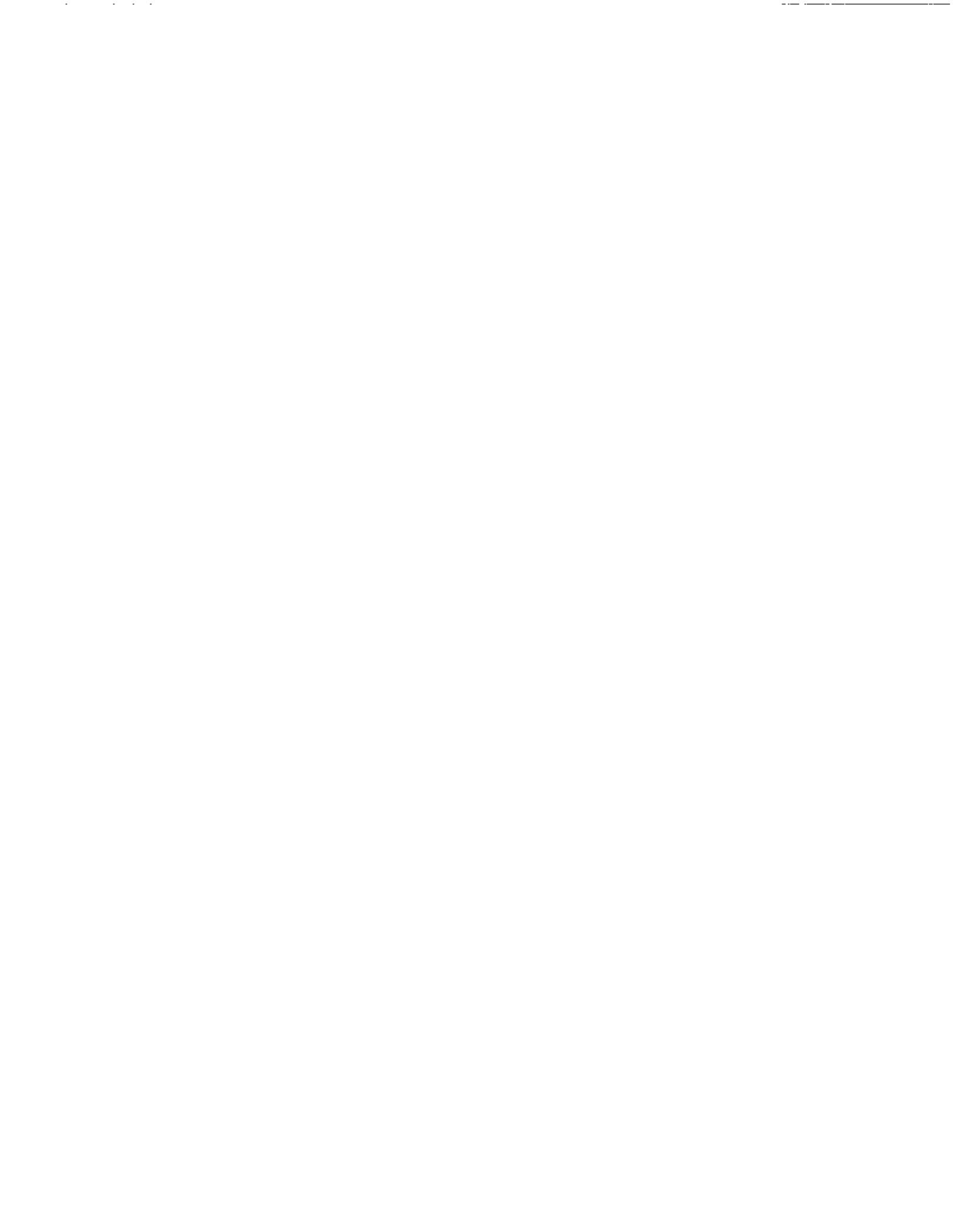
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112114006	MERS	25,270.83
Total 11/21/2014:		25,270.83
Grand Totals:		25,270.83

Check Number	Payee	Amount
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112414001	MICHIGAN PUBLIC POWER AGENCY	9,850.43
Total 11/24/2014:		9,850.43
Grand Totals:		9,850.43

Check Number	Payee	Amount
11/25/2014		
112514001	MICHIGAN PUBLIC POWER AGENCY	280,508.62
Total 11/25/2014:		280,508.62
Grand Totals:		280,508.62

Check Number	Payee	Amount
12/02/2014		
2443	CHARLEVOIX COUNTY TREASURER	1,926.44
2444	CHARLEVOIX COUNTY TREASURER	149.93
2445	CHARLEVOIX DISTRICT LIBRARY	53.21
2446	CHARLEVOIX PUBLIC SCHOOLS	676.22
2447	CHARLEVOIX PUBLIC SCHOOLS	344.72
2448	CHARLEVOIX PUBLIC SCHOOLS	25.31
2449	CHARLEVOIX PUBLIC SCHOOLS	158.79
2450	CITY OF CHARLEVOIX - TAXES DUE	3,393.00
2451	RECREATIONAL AUTHORITY	9.45
Total 12/02/2014:		6,737.07
Grand Totals:		6,737.07

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT



Linda Weller

From: Bethany Pearson
Sent: Thursday, November 20, 2014 6:51 PM
To: Linda Weller; Joyce Golding
Subject: Luther Resignation

Below was all that I received from Luther regarding his resignation.

-----Original Message-----

From: Luther [<mailto:lutherkurtz@hotmail.com>]
Sent: Tuesday, November 18, 2014 4:30 PM
To: Bethany Pearson
Subject: Re: Parklets

Hi Bethany, I have to resign from the DDA. Thanks for the year of downtown fun!

- Luther
231-622-2052
Sent from my iPhone.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration of Approval for an Outdoor Dining Program.

DATE: December 1, 2014

PRESENTED BY: Bethany Pearson and Mike Spencer

ATTACHMENTS: 1. Draft Outdoor Dining Application
2. Draft Ordinance Change

BACKGROUND INFORMATION: The Charlevoix DDA, this past summer, formed an outdoor dining subcommittee comprised of DDA Board Members Todd Wyett, and Luther Kurtz; City Council members Peggy Brennan, Shirley Gibson, and Jeff Porter; and City staff members Bethany Pearson, Rob Straebel, and Mike Spencer.

The committee, with help from MDOT representatives, prepared the attached outdoor dining program guidelines and application to help incorporate more café style dining in the DDA District.

The DDA district is currently very limited in the outdoor dining options that we can provide for the public. We believe that this trend will not only help our current businesses by enabling them to serve more guests during our busiest months of the year, but will also provide an edge when recruiting new business to the district. This program will provide our residents more dining options to choose from and will help to facilitate a vibrant and innovative downtown district.

Since the City Council introduction of this agenda item, the office of Planning and Zoning has sent out a letter to all DDA dining establishments notifying them of the regulations and the public hearing. We have also re-worked the guidelines to include the following items that were discussed at the meeting:

- Added a provision that all outdoor dining barriers and furnishings must be removed between October 31 and April 1.
- Instead of requiring a certain orientation of the seats, we have revised the regulations to read “all chairs must stay in designated outdoor dining area. Business owners are responsible for ensuring chairs do not encroach on pedestrian walkway.”
- Instead of a provision that says no advertising, the document has been revised to read “sign ordinance regulations apply to all outdoor dining areas.”

In addition to allowing this program, the Charlevoix City Council must also amend a part of the City Code found in *Title IV: Chapter 40, Section 4.3 and 4.7(4b)*. The change is section 4.3 replaces the restriction with the DDA District from the Central Business District. The change to

section 4.7(4b) is the addition of the phrase “unless approved under the City of Charlevoix Outdoor Dining Program.”

It is important to note that this program is only applicable to businesses that reside in the DDA District and only to those wishing to operate on City property. Businesses with benches and tables that are solely on private property are exempt from the City’s application process.

We hope to have this program up and running by April 1, 2015. The outdoor dining program will operate each year between April 1 and October 31 and will be administered by City staff.

RECOMMENDATION: Discuss. If Council is comfortable moving forward, City staff would look for two motions:

1. Approve guidelines as presented or with minor changes
2. Approve ordinance changes as follows:
 - a. **Change Title IV: Chapter 40, Section 4.3 to read** “It shall be unlawful for any person, firm, or corporation to erect, place, maintain, or operate, on any public street or sidewalk or in any other public way or place, within the city limits, except in the area designated as the ~~CBD, Central Business District~~ DDA, Downtown Development Authority, ...”
 - b. **Change Title IV: Chapter 40, Section 4.7(4b) to read** “Within eight (8) feet of the back of the street curb unless approved under the City of Charlevoix Outdoor Dining Program.”



City of Charlevoix

Sidewalk Café License Application

SECTION 1: APPLICANT INFORMATION

This is an application for the renewal of an existing license agreement.

This is a new application.

Name of Applicant: _____

Name of Business: _____

Business Address: _____

Phone: _____ E-Mail: _____

By checking this box you acknowledge that you have read the *City of Charlevoix Sidewalk Cafe License Application: Appendix 1- Rules and Regulations* and agree to adhere to all provisions outlined. The City of Charlevoix maintains the right to revoke any license at any time for non-compliant license holders.

Applicant Signature: _____ Date: _____

SECTION 2: PROPERTY OWNER INFORMATION

Check this box if applicant is also the property owner and move on to Section 3.

Name of Property Owner: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

I affirm that I am the owner of the property referenced in Section 1, or the owner's authorized representative, and I hereby grant permission for the Applicant names in Section 1 to operate a sidewalk café at the location stated.

Property Owner Signature: _____ Date: _____

SECTION 3: PERMIT FEES

Application Renewal Annual Fee (\$200)

New/Revised Application Annual Fee (\$250)

SECTION 4: SUPPORTING DOCUMENTATION

Total Number of Tables Proposed: _____ Total Number of Seats Proposed: _____

Hours of Operation for Outdoor Café Area:

April 1-June 1: _____ June 1-September 1: _____

September 1-October 31: _____

Please Include the Following:

- A drawing or site plan (to scale) showing the proposed layout of the café area. The site plan must:
 - Cover the entire area between the curb and the building.
 - Show all existing and proposed obstructions in the area such as trees, tree grates, benches, parking meters, light poles, planters, railings and tables/seating arrangement.
 - Be drawn with sidewalk chalk with the City Planner present before approved.
- If applicant would like to use the space in front of the store immediately adjacent to their business please include a letter of permission from both the business owner and the property owner.
- Please attach a certificate of insurance documenting coverage in the amount of \$1,000,000.00. The City of Charlevoix shall be named as “additional insured” on the certificate. The certificate must be valid for the duration of the season which is April 1- October 31.
- Please attach a completed Special Conditions for Sidewalk Café Permits form (Form 2433) from the Michigan Department of Transportation (*Only if your business is located on US 31*).
- If you would like to serve alcohol outside, attach a completed copy of your Michigan Liquor Control Commission (MLCC) Request for Outdoor Service. If your current liquor license does not include an Outdoor Service Permit, you must submit a written request with a diagram of the proposed service area and an inspection fee to the MLCC. Your outdoor service permit must be submitted with this application.

SECTION 8: APPROVAL PROCESS

- Completed applications will be processed within a timely manner. *Failure to submit all required items may result in a delay processing your application.*
- Businesses will be notified by City staff of their permit status.
- If your application is denied and you would like to appeal the staff decision, the applying business must write a letter stating why they believe an appeal is necessary and submit it to City Staff within 5 business days of being notified of their permit status.
- A meeting of the Outdoor Dining Committee will then be called within 10 business days of the letter being submitted to determine if the appeal will be granted.

SECTION 9: CONTACT INFORMATION

Ms. Bethany Pearson
Community Economic Development Director
City of Charlevoix & Charlevoix DDA
bpearson@cityofcharlevoix.org
231-547-3257

Mr. Mike Spencer
Planning and Zoning Administrator
City of Charlevoix
[mspencer@cityofcharlevoix.org](mailto:m Spencer@cityofcharlevoix.org)
231-547-3265

City of Charlevoix

Sidewalk Café License Application

Appendix 1: Rules and Regulations

ELIGIBLE APPLICANTS

- Applicants must be within the DDA District.
- Applicants must be in the food or beverage industry and must be operating on City Property, applicants who are operating on private property are not required to have a permit.
- Applicants may only use their permitted area for the purpose of outdoor seating, no other outdoor merchandise or services will be allowed.

PUBLIC RIGHT OF WAY

- Business must maintain a minimum of six (6) feet of unobstructed pedestrian walking space between the outside edge of their sidewalk café and the building or between the outside edge of their sidewalk café and the back of the curb.
- Business must maintain a minimum of one-and-a-half (1.5) feet of clearance between the outside edge of their barrier and the curb.
- All chairs must stay in the designated outdoor dining area. Business owners are responsible for ensuring chairs do not encroach on pedestrian walkway.
- All outdoor dining barriers and furnishings must be removed from October 31-April 1.

AESTHETICS

- Tables and chairs may not be made of plastic.
- Tables and chairs should be dark in color (black, dark brown, navy, hunter green) and match.
- Umbrellas will be allowed only in solid colors (hunter green preferred).
- Businesses must serve within and maintain a clearly defined area that is clean, appropriate, safe, and incorporates live vegetation. Flowers are preferred.
- Barriers must not contain any 90 degree corners.

ORDINANCES, PERMITS, INSURANCE AND FEES

- Business may not operate a sidewalk café between the hours of 11pm and 6am.
- Business must obtain a valid permit from the Michigan Department of Transportation.
- Business serving alcohol must obtain a valid permit from the Michigan Liquor Control Commission.
- Business must submit proof of insurance of \$1,000,000 with the City as a named insured.
- Applicants are required to pay a \$250 first time fee and a \$200 renewal fee yearly
- Sign ordinance regulations apply to all outdoor dining areas.

PERMISSIONS

- Businesses applying must have written permission from the property owner.
- Businesses will be allowed to extend their area up to one store length immediately adjacent to their business in either or both directions with written permission from the property and business owner.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Presentation on Recreation Authorities

DATE: December 1, 2014

PRESENTED BY: Harry Burkholder, Land Information Access Association (LIAA)

ATTACHMENTS:

BACKGROUND INFORMATION: Harry Burkholder from the Land Institute Access Association (LIAA) will give a presentation regarding recreation authorities.

Township supervisors and trustees have been invited from Charlevoix, Hayes, Norwood, Marion and Eveline Townships.

RECOMMENDATION: Discussion

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Golf Course Advisory Committee Presentation

DATE: December 1, 2014

PRESENTED BY: Tom Kirinovic/Jennifer Sell/Steve Seely

ATTACHMENTS:

- (1) Committee Report Executive Summary
- (2) Golf Course Business Plan
- (3) Fore Up Summary

BACKGROUND INFORMATION: In early September City Council asked staff to select and utilize an advisory group for the Municipal Golf Course. The committee has met three (3) times and would like to update Council regarding the work that they have been doing.

RECOMMENDATION: No actions are necessary at this time but questions on the information and presentation are welcomed to assist the committee in moving forward.

Golf Course Advisory Committee Executive Summary
Presentation to City Council
December 1, 2014—7pm

- I. Vargo Recommendations--Committee Response
 - a. The Committee **disagreed** with the following Vargo recommendation:
 - i. Recommendation #1 was to reduce the staffing of the maintenance crew.
 - ii. Recommendation #2 in the report was to move the focus of the current Course Manager from the grounds and maintenance to the clubhouse and working behind the counter.
 - b. The Committee **agreed** with the following Vargo recommendations:
 - i. Recommendation #3 referred to the current rate structure and focusing on daily rates, the punch card system, and a customer loyalty program.
 - ii. Recommendation #4 was to allow customers to reserve tee times.
 - iii. Recommendation #5 was to consider the use of golf carts at the course.
 - iv. Recommendation #6 was for the course to explore the purchase and use of a point-of-sale computer system for the clubhouse.
 - v. Recommendation #7 was to develop a marketing budget and a separate web site for the golf course from the City web presence.
- II. Factors for Deficit
 - a. Golf Boom-90's -- Downturn in 2008
 - b. Recession 2008
 - c. Cyclical downturn in the U.S. Golf Industry
 - d. Adverse weather
 - e. Competitor improvements/revenue enhancements vs. CVX focus on expense reductions
 - f. No longer on the Golf Industry's radar
- III. Implications of the deficit
 - a. Course grooming/condition—don't lose it!
 - b. Facilities tired
 - c. Loss of play
- IV. What can we do now?
 - a. Recognize economic value of club—community
 - b. US trend to 9-hole play
 - c. Implementation of an annual marketing plan
 - i. Product
 - ii. Price
 - iii. Place
 - iv. Promotion
- V. What can we do short term?
 - a. Continued meetings of the Golf Course Advisory Committee
 - b. Implement golf course marketing plan 2015
- VI. What can we do in the long term?
 - a. Capital improvements
 - b. Alternative funding
 - c. Sustainable golf solutions

CHARLEVOIX GOLF CLUB-CASE FOR ONGOING OPERATION:

Situation: The Charlevoix Golf Club, aka; the Municipal Golf Course, has been operating in a deficit situation for several years due to:

- The late 1990's golfing boom which led to an overdevelopment of golf courses across the U.S. and Northern Michigan was a prime example of a large number of high quality golf courses.
- The economic recession of 2008 which adversely affected the Michigan economy in a severe manner and the economy is just starting to stabilize. Northern Michigan was especially hard hit by this economic downturn, which affected both the tourist visits and the golf industry in Northern Michigan.
- The significant decline of the area year-round population over the past 10 years. This decline has impacted area businesses, area schools, housing prices, retail sales, and the Charlevoix Golf Club.
- The cyclical downturn of the Golfing industry across the U.S. which has resulted in all major golf industry associations and trade groups addressing the issue to identify strategies for the future.
- The higher expectations of the golfer of 2014: quality, value, pleasant experience, and immediate access to the availability of that experience.

Based upon the City of Charlevoix accounting practices, the Charlevoix Golf Course is currently operating at a deficit of \$77,000 as provided by the City of Charlevoix Management. On a "per round" basis, this amounts to a need to increase rounds played at \$15 per round times 5,000 rounds per year.

There are two factors which contribute to a revenue loss or gain-income and expense. As any golf course has certain fixed expenses which cannot be altered in order to "open for business", the ability to alter these fixed expenses becomes marginal going forward. The Charlevoix Golf Club has been operated on a shoe string budget for at least a decade as expense reductions and capital postponements have caused the golf course to fall further and further behind the golf competition in the area-especially as it pertains to catering to the visiting public.

Contributing to the reduced play has been the adverse weather which impacted opening day play, especially in 2013 and 2014. Over 30 days of lost play were experienced in both years.

Many local golf courses which compete for the entertainment dollar of the public have made significant improvements and enhancements to their value for dollar, and their access and delivery of service. This has resulted in increased competition for the Charlevoix Golf Club-which has not increased its value and service offerings to the same extent due to continued expense reduction focus.

For the Charlevoix Golf Course to alter its revenue stream to a positive, it must be recognized that it needs to retrace its steps of the past ten years and alter its publicly perceived position in this market,

and adapt the latest revenue impacting operations in order to compete for the public entertainment dollar.

Rather than continuing to focus upon a losing proposition of microscoping expense reductions, the Golf Club must be viewed and managed in a manner that will allow revenue increases as the means to resolve the cost imbalance. Increased player involvement and participation is the key to reducing the imbalance between revenue and expense.

How can this be accomplished? Charlevoix Golf Club must re-focus upon the demands of the golfing public and its access and service needs of the 21st century. By the staff's admission, the Golf Club has been forced to operate in a "Mom and Pop" business orientation while the surrounding competition has embraced the major changes which allow future success.

The Club needs a focus upon refreshing the facility, perception, service quality, and image. The Club is an historical gem among its peers and delivers visitor dollars back into the community from an economic standpoint that are not fully realized on a stand-alone balance sheet of its operations. Rather than consider its operating deficit as the sole criteria for valuing its presence in the community, it might be more beneficial to consider what can be done to enhance its value to the community and provide the much needed upgrades to its daily operations to allow a more even playing field with area competitors.

In addition, many area residents rely upon the Charlevoix Golf Club as a major source of summer recreation and fitness activity. A small community such as Charlevoix having the benefit of a beautiful golf club is an enhancement to the overall value of the perception of the community as a whole.

The Charlevoix Golf Club has been home for 20 years to the Charlevoix Junior Golf Program. This 5 week program has "graduated" over 2500 area youth with heightened golf skills, etiquette training and life values afforded by a deeper understanding of the principles embodied in proper golf habits. This program has been ranked in the top 13 Junior golf programs in the United States. The program graduates have gone on to become Charlevoix High School golf team members and, in turn, have made the CHS golf team as a statewide force and consistent league champion. Numerous graduates of both the Junior golf program and CHS golf team have been awarded athletic scholarships at all levels of college athletics, and several more have become professional golfers from their beginnings with this program.

The CHS High School has fielded a Women's' Varsity Golf team for the first time in school history with only one Senior on the roster and a lengthy list of players in waiting. Again-many of these young women were graduates of the Junior golf program.

The Charlevoix Golf Club offers the only viable facility for the participants as the course is a challenge from all tee sets and affords the younger golfer with an easy to walk course-unlike any other area courses.

The economic value to the City of Charlevoix business community must also be a consideration in evaluating the value of the Charlevoix Golf Club.

The Michigan Golf Economic study showing the average golf visitor leaves behind over \$250 per day in non-golf related expenditures. Exact visitor figures are not available but extrapolating data from the available records would indicate that of the 11,500 golf rounds played at the Charlevoix Golf Club, approximately 2,000 were from out of town visitors. Using the Michigan Golf study data, 2,000 visitors to the golf club spending \$250 per day in non-golf purchases would suggest that the presence of the golf club contributes approximately \$500,000 of peripheral value to area restaurants and merchants. Even reducing daily expenditures to one half of the study figures would suggest an economic return from the golf club to the community of approximately \$250,000 per year.

One could further consider the above figures over a 118 year timeframe and the economic value becomes substantial. While we are all subject to the need to be good financial stewards each year, there might be value in recognizing the many years the golf course operated on a profitable return to the community.

Ironically and coincidentally to the perceived deficit (by some) of having "only" a nine hole golf course in the community, the PGA and the USGA have joined forces in a national marketing program to put a greater emphasis on the value and health benefits of playing nine holes of golf in a quality setting, as consumer time constraints have decreased the number of 18 hole rounds across the country.

Charlevoix Golf Club in its 118th year of operation, may be on the leading edge of a national trend. It may be time to address how to best capture and retain the golfing public to re-establish the revenue stream it once enjoyed.

Considerable time and energy has been spent to evaluate the critical needs of the Charlevoix Golf Club in relation to being able to increase the rounds played per year and player retention from one year to the next.

What steps must be taken to accomplish this goal? Implement a comprehensive marketing program for the facility with a critical eye towards increasing visibility, access, and the enjoyment of the experience-leading to repeat visitor business, golf referrals, and an economic return to the business community for food/beverage and retail sales.

Marketing plans encompass 4 "P's": Product; Price; Place; Promotion: A marketing plan for the Charlevoix Golf Club would focus upon addressing items included in those "Four P's of Marketing":

I. PRODUCT:

The Charlevoix Golf Club was established in 1896 and is one of the oldest golf courses in the Midwest.

In the past ten years the course has experienced a turfgrass and irrigation system upgrade revitalization and today boasts a playing surface equal to many country club surfaces.

The golf course is the “product” that is the core of all other elements. How it is perceived and used will dictate the future opportunities to increase rounds played and therefore, increased revenue.

Several items should be addressed to enhance the product:

Course Upgrades:

- Level Tee Boxes and re-seed;
- Add new White tee boxes to two holes
- Formal Practice Area-pitch/chip
- Replace Practice Nets with new (possibly portable) technology
- Move Practice nets to Clubhouse area
- Clean Out Underbrush between 2/4; 4/5; and 6;
- Replace OB stakes on #2; add to #6

Course Maintenance:

- Course must be maintained at current levels of conditioning or better-continued focus on expense reduction will reduce the value of the product and therefore could compromise the very reason this study has been undertaken.

II. PRICE:

-Every industry expert has the same caution for golf course operators-Do not attempt to compete by lowering your price. This creates a “death spiral” which leads to price competition and destroys the value of any sound pricing policy. Instead, the pricing schedule was reviewed for prior season usage and value provided.

-The pricing structure has been revised to an easier to understand structure and one that should encourage frequent visitors to purchase a season membership. The season membership owner provides the best and most consistent base for the operation and loyalty to the Club over time.

The price points for the 2015 Season have been designed to reward frequency of use with seasonal memberships being the best value; 5 pass cards being the next best value, and daily pricing, which will encourage repeat play for visitors.

A separate pricing schedule is attached for review.

III. PLACE:

The Charlevoix Golf Club is significantly behind the technology curve compared to area, regional and State facilities. Compared to the 21st Century golfing access, the Club has fallen off the radar screen.

The issue of public access must be addressed first and foremost in order to begin generating the increased rounds played that will make a difference to the bottom line.

What must be done to allow player access to the Club?

-Tee time reservations must be offered and promoted. Charlevoix Golf Club is one of a handful of courses that does not accept tee times. Lack of tee time reservations in this day and age has caused a loss of revenue as golfers will not wait for an undetermined amount of time for a spot on the tee box.

-A complete golf course management system needs to be installed. These systems include: Stand-alone web site (APART from the City website) with interactive capabilities including online tee time reservations; Point-Of-Sale terminal access; issuance of "smart" cards; comprehensive tracking of play/income; merchant card processing; inventory management and employee work data; information/data gathering capabilities for online outbound marketing; website flyover link of course layout, wireless access in the clubhouse.

-Facilities: The Charlevoix Golf Club has not had any significant upgrades to the facilities for many years. Visitors frequently ask, "what is that golf course on the North side of town"? There is one poorly positioned street sign on US 31 to indicate the Club's presence. There is no signage on the facility itself. There are no directional or information signs to indicate where people are to go or what to do. It is not a welcoming situation to newcomers.

What needs to happen to upgrade the immediate public perception of the Club?

-Signage/upgrades: US 31/Both Corners; Welcome Entrance; Building Facia; First Tee Instructions; Each Tee Box numerically identified and could include paid sponsor signs; US 31 Crossing directional signs For Golfers; Welcome Sign-Clubhouse lobby.

-Plan for future repositioning of the practice putting green and add deck to area with tables/chairs/awnings.

-Plan for future addition of new practice green/pitch/chip practice area/move practice nets to clubhouse area.

-Evaluate replacing current underutilized locker facility with indoor simulators for winter golf leagues-move bag storage to a back room.

-Plan for clubhouse upgrades including: merchandising display areas; Replace carpet with rubberized tiles; add garbage disposal to kitchen; add wide screen TV sets; evaluate obtaining a beer license.

-Have a Ranger/Starter on course every High Season Friday-Sunday to maintain pace of play-exchange for pass.

-Evaluate adding power carts-which may require alterations to the US 31 crossing.

IV. PROMOTION

-The major ongoing marketing and promotion will be tied in and operated through the above mentioned golf course management system from ForeUp management systems. Using the system properly-all golfers will be accorded a reservation in the system-whether walk-up or inbound. Reservations can gather phone and email address. Rates will be touch buttoned into the system, and all golf specials can be programmed into the system-changeable as need dictates. Outbound emails, texts, and promotions can be sent to all contact points of record at any time. Smart cards are available to eliminate the use of "paper" punch cards, loyalty cards etc. At our option, merchant card processing is also available at national processing fee rates. This system is the key to the major marketing initiatives and loyalty/repeat business opportunities which will create increased revenue opportunities.

The ForeUp Golf Club Management System can form the basis for improved customer access to tee times; weather information; directions; rates; daily specials and events.

This system also allows the immediate creation of:

-Direct email marketing campaigns-developed on the spot in minutes

-Text Marketing-developed on the spot and in minutes. Used for special promotions; updates and daily reminders. 94% of all text messages are read and 39% of US consumers prefer text messaging to radio or TV spot advertising.

-Customer tracking-integral component of the ForeUp system is a cloud based tracking system.

The direct cost to produce the direct marketing component of this revenue generator is zero.

-Internet Priority Placement-Upon completion of the new website, a process can be employed to place the Charlevoix Golf Club in a priority return position to search results. The cost to develop the process to achieve these results is minimal.

-Partner with the nationally marketed program through the United States Golf Association and the Professional Golfers of American program "Time For Nine". This is a multi-media

promotional program promoting the benefits of nine hole rounds. The program has numerous promotional materials available and also includes website listings of courses which participate. The opportunity to list the Charlevoix Golf Club on the national Golf Digest list of participating courses is available. The cost to link with this program is zero.

-Brochures-Single page brochures will need to be revised and updated to feature all that has been presented in this report. The brochures will need to be placed in prominent locations in the community such as: Castle Farms; Hotels/Motels; Restaurant "Take One" racks, Chamber of Commerce brochure racks, City of Charlevoix brochure racks. Cost-TBD.

-Affiliation Promotional Opportunities:

-Chamber of Commerce Membership-The Charlevoix Golf Club is a member of the Charlevoix Area Chamber of Commerce. As a member, the Charlevoix Golf Club has a stand-alone listing in the Chamber website. The listing links to the City of Charlevoix website, which then requires another link to the golf course drop down selection in the City website-very cumbersome. With the development of a new golf club website, this multiple linking process can be eliminated in favor of a direct to golf club website.

The Chamber membership also allows the use of the Chamber Calendar of Events which provides interactive events postings.

The Chamber membership also allows the use of the weekly "Biz Blast" which can be used for special announcements, promotion of special events and schedules, etc.

The Chamber also offers sponsorship and promotional opportunities which can be used to have on site visitors. These include: First Friday Business Breakfasts and Business After Hours events. This is a low cost way to have potential memberships and fee players visit the facility.

-City of Charlevoix-The City has periodic mailings which can include newsworthy information to all City residents. This is another no cost way to promote the club.

-USGA, PGA, Golf Association of Michigan, Michigan PGA-All organizations offer promotional tie-ins with their websites, events calendars, links, etc. Cost is zero after member dues are paid.

-Evaluate possible Summer Ad Placement-Courier/News Review/Guide/Express/County News- hard copy and/or online website ads.

-CVX High School Golf Teams-Evaluate holding home golf meets at Charlevoix Golf Club on occasion-especially new Women's Golf Team. Can their "home" course be the Charlevoix Golf Club?

- Social Media-Develop Charlevoix Golf Club Facebook Page; Instagram/Twitter.
- Customer Survey Card – Each golfer provides brief, written feedback on their experience- enter in weekly drawing for replies.
- Leagues-enhance league play-add additional leagues, i.e., Affinity leagues (area churches; service clubs; etc) -get player involvement.
- Tie-ins with area restaurant owners-i.e., 10% off with coupon from course after paid daily fee.
- Adult “Learn To Play” Programs-through CVX Recreation Department.
- Continue Junior Golf Program-Evaluate affiliation. Explore National “First Tee” tie-in.
- Evaluate a food couponing tie-in with new restaurant across from golf course-possible addition of Friday night “Nine With Dine” promotions to increase play.
- Sponsor golf trend events with appropriate publicity-Speed Golf Tournaments, Two Club Tournaments, Vintage Club Tournaments, County golf tournament etc.

FUTURE CONSIDERATIONS

- Capital Expenditure Plan-10 years into future-see attached (NOTE-ATTACH PLAN)
- Recreation Millage-to support ALL Charlevoix recreation opportunities
- Proven fact-cities with full-service recreational facilities attract new residents more so than cities with lesser recreational facilities
- Continued negotiation for tunnels under US 31
- Evaluate a course maintenance study from an outside interest such as: Sustainable Golf Solutions or competitor type companies to determine if there are potential changes to the maintenance plan which could reduce expenses without compromising the quality of play.

The situation facing the City of Charlevoix is not unique-it is occurring throughout the United States.

The focus contained in this report will hopefully present a position that the Charlevoix Golf Club is in need of attention and management to INCREASE REVENUES.

Expense reductions have been made over a decade and have likely caused the golf club to fall behind the industry and local competition at a time when it needed to spend to develop revenues.

There is purposely no revenue projection included in this report. At this time, the emphasis is recommended that the Charlevoix Golf Club has to be re-branded and marketed in a manner consistent with industry practices in the 2015 era. The alternative of “doing nothing” will likely result in an increased loss of player fees and revenue. This course of action is unacceptable to all concerned.

Many cities have CHOSEN to maintain its recreation facilities as a benefit to the community and, acting in concert with all other recreation facilities, has used the total package to attract more visitors and permanent residents seeking a quality of lifestyle commensurate with modern families.

Hopefully, the City of Charlevoix can find a direction that is cost efficient to operate all of its public facilities-beaches, dock ramps, fish cleaning stations, bike trails, golf course, ski hill, with the view that the sum of parts is greater than the whole, and work to improve the quality of such offerings to enhance their use.

We look forward to a positive response to this position report and look forward to rolling out implementation plans as soon as possible.

Version 8: 11.4.14

CHARLEVOIX GOLF CLUB RATES/FEES: 2015

SEASON PASS	RESIDENT COST	NON-RES			
SINGLE	\$320.00	\$465.00			
FAMILY	\$495.00	\$625.00			
STUDENT	\$185.00	\$200.00			
SENIOR SINGLE	\$255.00	\$400.00			
SENIOR DOUBLE	\$385.00	\$535.00			
DAILY RATES					
9 HOLES-MON-THUR			PRE-MEMORIAL DAY	PEAK SEASON	POST LABOR DAY
9 HOLES-FRI-SUN/HOLIDAY			\$14.00	\$15.00	\$13.00
18 HOLES-MON-THUR			\$14.00	\$16.00	\$13.00
18 HOLES-FRI-SUN/HOLIDAY			\$19.00	\$23.00	\$19.00
			\$19.00	\$25.00	\$19.00
PUNCH CARD RATE -5 ROUND			\$60.00	\$60.00	\$60.00
CART RENTAL	\$3.00				
CLUB RENTAL	\$12.00				
LOCKER FEE	\$30.00		UPPER	\$40.00	LOWER



Golf Club Management Software

You are here: Home / Golf Club Management Software

Why You Should Opt for Golf Club Management Software

A great deal goes into the successful management of a pro golf club shop. That is why it is important to surround yourself with the best equipment for your workplace. Armed with the right tools, you'll discover that you have more time to use, as you like. The greatest reason to opt for golf club management software is that it will free up your time. If you've been looking for a way to boost your productivity, then finding a quality management software is the right option for you.

Track Your Inventory Quickly and Easily

Golf club management software allows you to do something quite remarkable. If you find that you or staff is spending a great deal of time keeping track of inventory, then it's essential to realize that there is another way. It is now possible to seamlessly track your entire inventory. After all, tracking inventory the old fashioned way has a lot of problems. First, it is difficult to get a full picture of your inventory from moment to moment, and this factor can ultimately translate into lost revenue. How? Knowing which items are popular and selling quickly can help you boost sales. Likewise, running out of quick selling items means lost revenue. Even worse, it could mean that you've put money into the pocket of a competitor!

Old Fashioned Inventory Management Approaches Just Don't Cut It in the Modern Era

The simple fact is that tracking inventory the old fashioned way is extremely time consuming. Someone has to log every single transaction and then make sure to resupply in prompt fashion. Removing this element from your golf club management equation will increase your efficiency leading to significantly higher revenues.



Inventory Management Should be Seamless and Easy

You want your staff to be focusing on assisting customers and making sales. Do you really want your staff to spend their time worrying about inventory and potential mistakes? There is no longer a reason to worry about these variables when you opt for golf club management software. Effective and professional golf club management software handles everything seamlessly for you so that you can get back to running your business.

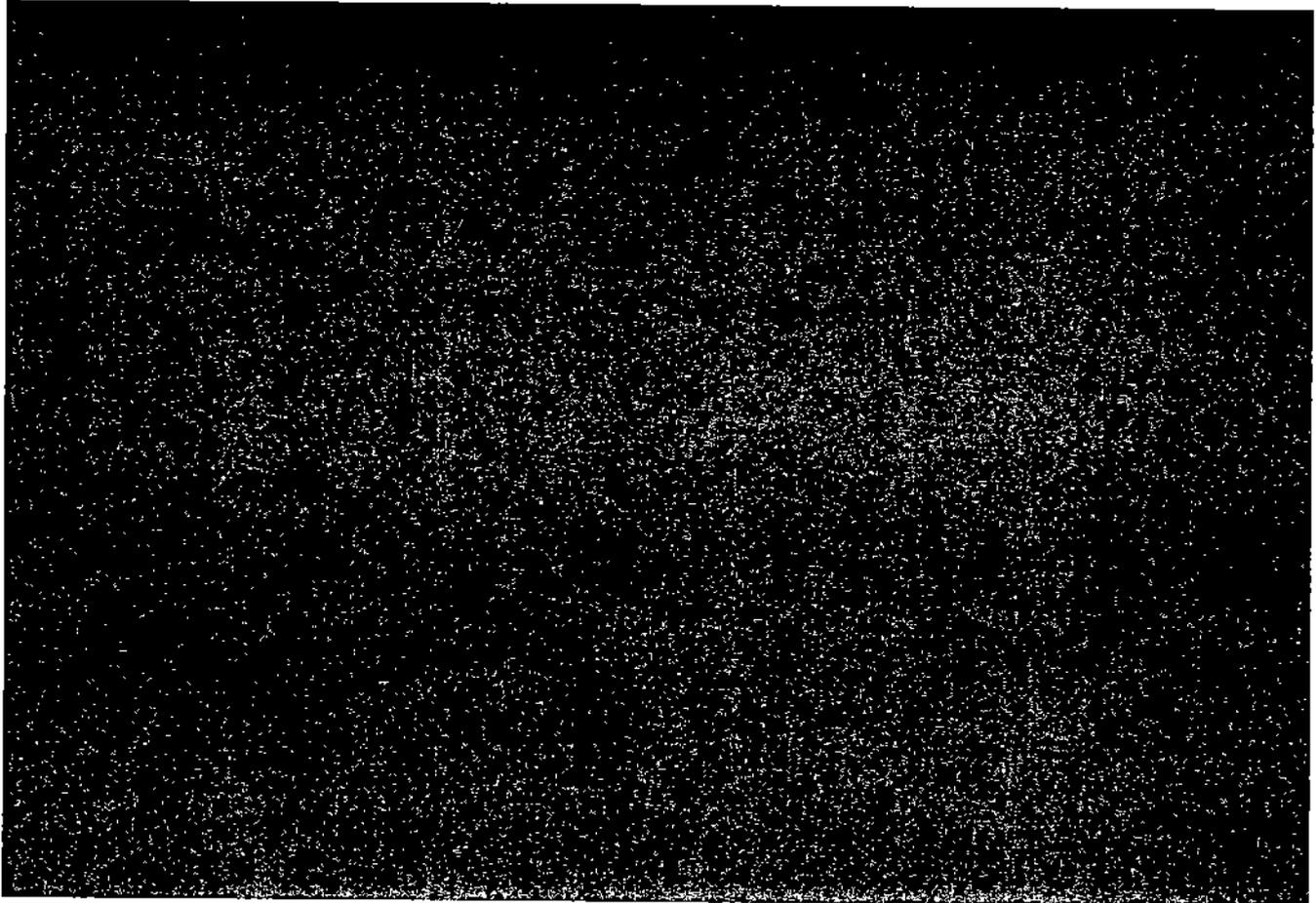
ForeUp Golf POS-Track It All

ForeUP Golf POS keeps track of everything from printed receipts and cash drawers and barcode scanners. The software then puts that invaluable information together in an easy to understand inventory control system that produces back office reports.

Armed with logical reports, you'll know exactly what is happening in your shop at any given time. Additionally, the fact that ForeUp Golf POS can be accessed from any device and is 100% cloud based means that this golf club management software truly does make life significantly easier and your business more productive.

Seamless technology that is easy to integrate into a business can have a transformative effect and a lasting impact. Golf club management software will transform your business, boost revenue and open up more opportunities in the process.

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Golf POS Software to Increase Tee Times

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Use Golf POS Software to Increase Tee Times

ForeUp Golf POS is a cutting-edge and fully integrated system for both pro shop and restaurant sales. The Golf POS system allows you to track and record all inventory being purchased in an intuitive and seamless fashion. If you are looking for a golf POS software system that is easy to understand, easy to implement and easy to use, then ForeUp Golf POS software is exactly what you need.

Making life easier is what ForeUp Golf POS does and more. Inventory control can be a nightmare for some companies, but with the right system, it can actually be a breeze. The golf POS brings vital data together in one place so it can easily be managed and used. Golf POS connects merchant processors, barcode scanners, receipt printers and cash drawers, and puts them all into a fully-integrated system.

You'll find that ForeUp Golf POS software is very quick and reliable and gives you total control over your inventory. At the end of the day, you won't be left wondering about your sales or your inventory as detailed reports are generated. Additionally, security and safety measures means that ForeUp Golf POS allows you to gain a new level of control over your pro shop or restaurant data.

Reporting is essential for proper decision-making, and thanks to ForeUp Golf POS software, you'll have the information you need to make accurate decisions year round. Back office reports provide summary and detailed golf course reports that cover every area of operation. Not only is all inventory tracked and accounted for, but also you'll instantly know what inventory is your top seller and what inventory is providing your best margins. With ForeUp Golf POS, you'll have all the information that your accountant needs at your fingertips. Each and every sales transition made through the golf point of sale is reported and then saved in the system. You'll know exactly what is happening from day to day, and you'll be able to retrieve information when and how you like.

ForeUP Golf POS software can be accessed from any device so you can check vital information literally anywhere in the world. You shouldn't feel that just because you are away from your pro shop that you don't understand what is happening. ForeUP Golf POS is 100% cloud based so you never have to worry about using

servers, backing up important information or downloading irritating or time consuming updates. Everything is handled for you in a seamless fashion.

Want to save time? Want to have your inventory managed for you effortlessly? ForeUP Golf POS software is the answer. This powerful software even allows you to track a range of customer behavior from loyalty points to dues owed, customer transition history and more.

Easy to use and easy to implement, you'll love everything that ForeUP Golf POS can do for your company. Access ForeUP Golf POS software anywhere in the world and instantly gain the exact information that you need anytime.

FOREUP SOLUTIONS

[Tee Time Software](#)

[Golf POS](#)

[Golf Marketing Solutions](#)

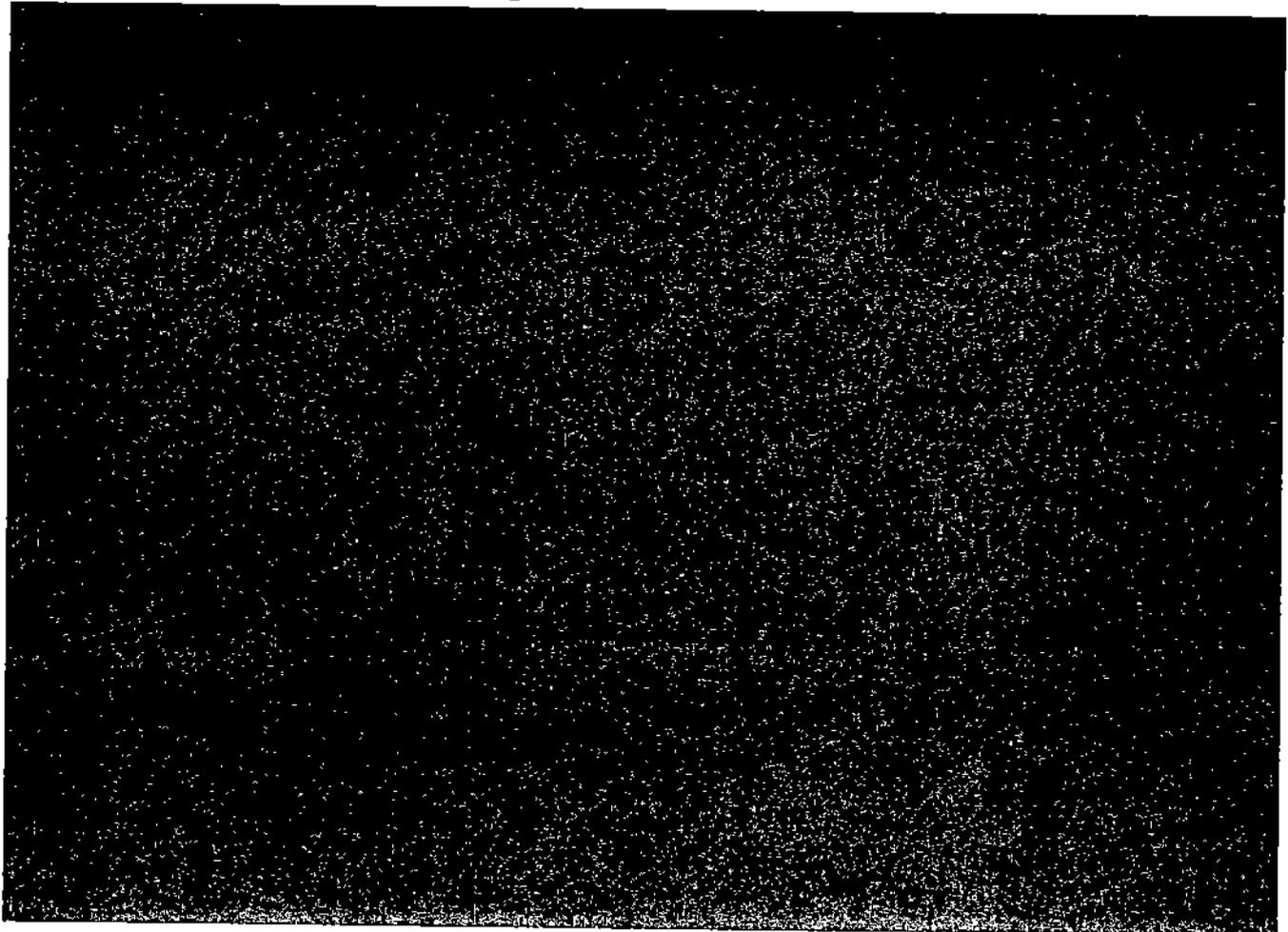
[Email Marketing](#)

[Text Marketing](#)

[Golf Websites](#)

[Smart Phone App](#)

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Streamline Your Golf Course

You are here: [Home](#) / [Streamline Your Golf Course](#)

Streamline Your Golf Course

Looking to get the most out of your golf course? Looking for new ways and new approaches for boosting your revenue? Tee Time Software can help you achieve all of this and much more. The right tools and the optimal approach can help you streamline your golf course for success.

ForeUp Tee Time Software is unique as it was designed to be the fastest and most intuitive tee sheet in the entire golf industry. New software must be easy to use, easy to set up and easy to integrate. ForeUp Tee Time Software can be set up in just minutes and training couldn't be much more straightforward. ForeUp Tee Time Software provides easy to manage tee sheets and intuitive setup and training.

Any tool that can help golf courses decrease the number of no shows and late arrivals is a tool that is worth exploring. ForeUp Tee Time Software was created specifically with those goals in mind. The end result is that ForeUp Tee Time Software will increase golf course efficiency, and that means a boost in revenue. Anyone who owns, operates or works at a golf course knows that no shows and late arrivals create a range of significant problems and serve to decrease revenue. The bottom line is that finding a way to reduce such problems benefit everyone. It is no secret that an efficient golf course functions more smoothly.

Any new software needs to be easy to use and integrate. ForeUp Tee Time Software can be integrated into any point of sale or a la carte depending upon a client's specific needs. Many software options rely upon a time-consuming install and updating process, which means that staff hours must be allocated to installation and updating. However, ForeUp Tee Time Software is far different. Since, the software is completely 100% cloud based there are no updates to worry about.

There is yet an additional significant benefit of opting for a cloud based tee time software option. ForeUp Tee Time Software can be used from any computer, tablet or mobile phone. This means you can literally be anywhere in the world and still manage this cutting edge software solution.

How does ForeUp Tee Time Software easily reduce no shows? The ForeUp Tee Time Software allows customers to book anytime day or night online. Reservation phone calls are time consuming, cost you money and are an

outdated way of doing business. Customers now expect to be able to book online whenever they like, and with ForeUp Tee Time Software they can do this and more. This comprehensive software also sends reminder confirmation emails that serve to remind golfers to cancel when applicable. That means less no-shows for you.

Easy to use, easy to implement and designed to boost revenue and efficiency, ForeUp Tee Time Software is a bold solution to the problem of no shows and late arrivals. Once you've adopted this tee time software solution, you'll see a dramatic positive change in your business.

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[Golf Marketing Solutions](#)

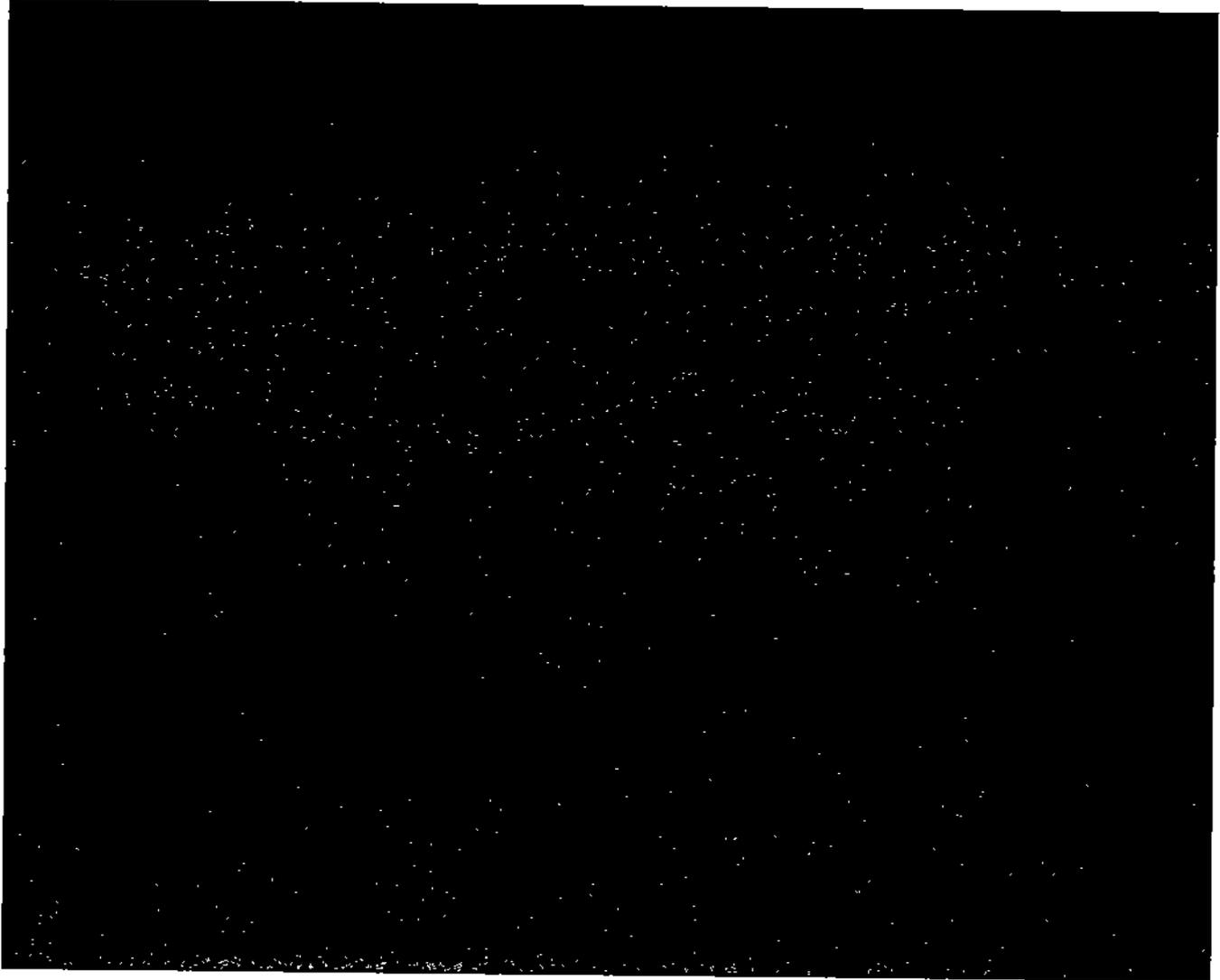
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Benefits of Golf Course Software

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The Benefits of Golf Course Software

Switching to state-of-the-art golf course software could save your business a tremendous amount of money. It could also save you a great deal of time and aggravation. If you've been wishing for a simple and easy way to boost the efficiency of your golf course, then you'll love golf course software.

The right software allows you to dramatically reduce your inventory work and headaches. As any golf course owner or manager already knows, golf club inventory management can be a time consuming and laborious process; however, thanks to advancements in golf course software, there is now a totally different way to address your inventory management needs.

Upgrading to New Technology

If you are still using old fashion methods of inventory management, then it is important that you realize that there is another way. Golf course software, such as ForeUp Golf POS, allows you to quickly implement an easy to understand and use inventory control system that is 100% cloud based. Since the system is in the cloud, you don't have to worry about updating software and time-consuming and complicated software installs. Additionally, there is no need to hire additional IT staff. Business owners love the fact that training existing staff to use ForeUp Golf POS software is fast and easy.

How does ForeUp Golf POS golf course software streamline and change golf course inventory management? Since the software is cloud based and fully-integrated, every key piece of information involving your inventory ranging from recipients and cash drawers to barcode scanners all flows and merges together. In an instant, you'll have access to all of your inventory information? Want to know what items are selling, when and how? You can learn all of this and a great deal more with ForeUp Golf POS golf course software. But that is only part of how new software can transform your business.

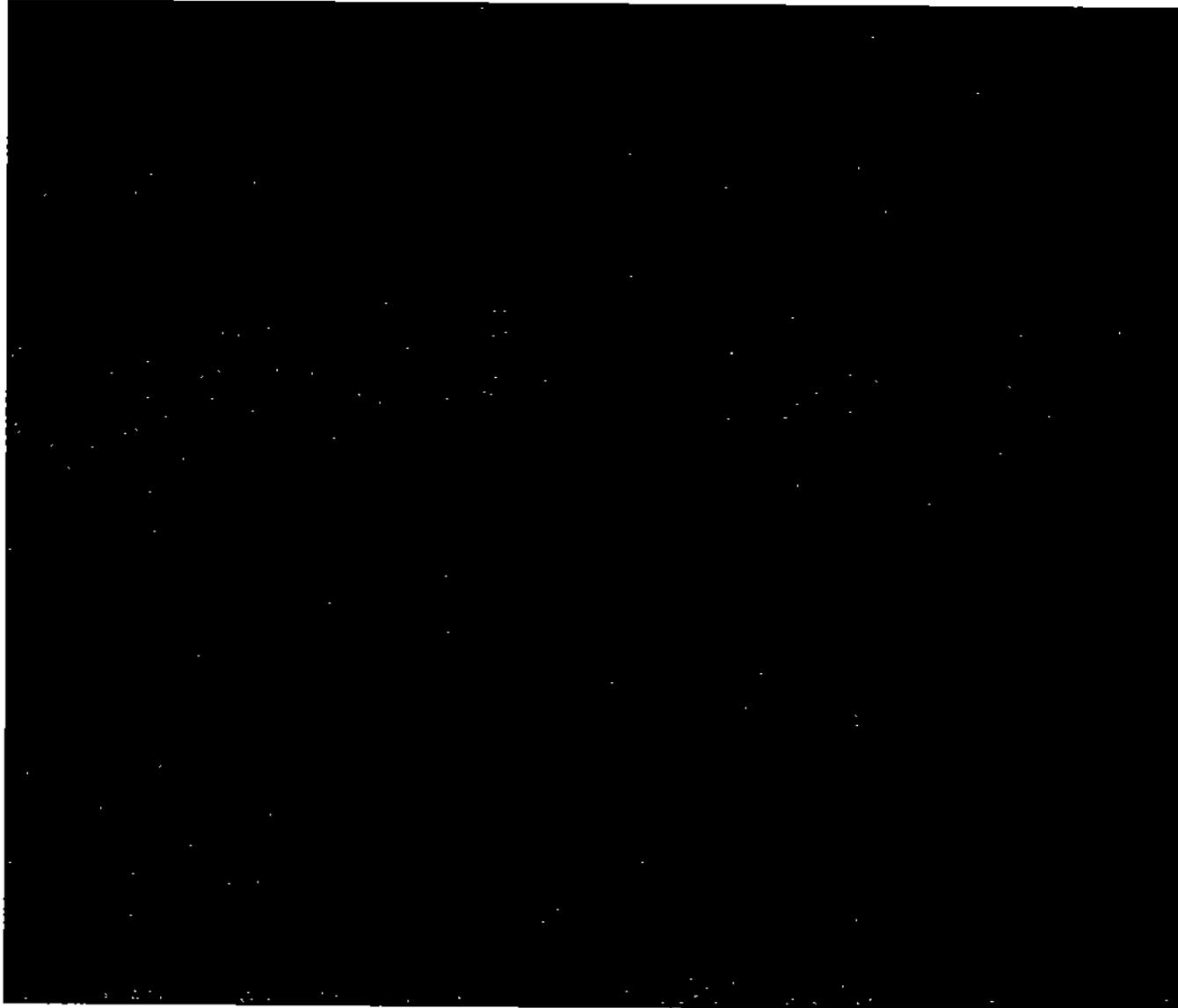
Boosting Golf Course Efficiency

~~Thanks to golf course software, you can also decrease your no shows and late arrivals. ForeUp Tee Time~~

Software was designed to increase golf course efficiency and increase revenues. The easy to use and implement ForeUp Tee Time Software, like ForeUp Golf POS, is also 100% cloud based and can be viewed from any computer, mobile phone or tablet with a connection to the Internet. This powerful golf course software allows your customers to book online 24/7, which decreases no shows and late arrivals. The ForeUp Tee Time Software also sends effective reminder emails so that customers are less likely to forget their tee time.

When it comes to saving time, ForeUP has you covered. You'll spend less time on the phone booking appointments and less time worrying about missed tee times and late arrivals. Through ForeUp Golf POS, you'll enjoy a streamlined and effective inventory management system that is sure to free up your time and staff time while boosting revenue. Golf course software can make a tremendous difference in how your business functions. Adopt the right software, and you will see a boost in revenue and a decrease in problems and headaches. What else can you ask from a golf course software solution?

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The Best-Fit Golf Point of Sale For Your Course

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Choosing the best-fit golf point of sale for your course does not have to be difficult in today's day and age. With the help of internet research and online correspondence, most up-to-date golf point of sale companies are readily willing to provide you with detailed information to help you know key information that you will need to know to determine whether their software will streamline operations and boost revenue at your golf course. Just as a golfer needs to consider their height, weight, strength, and flexibility when selecting clubs or perfecting their swing, there are at least a few things that should not be overlooked when considering a new golf point of sale software.

The Return on Investment from your Golf Point of Sale Software

The majority of today's courses have been using a golf point of sale software for at least ten years. Since various software companies typically place a course under a two to five year contract, many of these courses have neglected to take a second look at the numerous new options and prices for golf point of sale software that have been developed since they started with their initial provider. These courses may be pleasantly surprised to find that better quality golf point of sale software is now available at a lower price! Some courses, who may have heard from a neighbor course how expensive it was for them to get started with software a decade ago, should realize that not only is golf point of sale software going down in cost, but the average cost of a consumer-grade computer has also decreased significantly in the past decade. It should go without saying that switching from paper to digital saves time, money, and is worth the investment.

The Flexibility of the Golf Point of Sale

There is a lot of variety between courses in operation size and needs at each course, and it is important that a golf point of sale fits your courses current needs as well as future needs. It should be the goal of every course manager to expand, or at least optimize, the operations of their course and a golf point of sale needs to be able to continually fit your growing needs as it helps you grow. For example, today your course may only need two computers and six users, but as your operation grows, and as you increase revenue, you may need your golf software to run on ten computers with more than twenty users. Be sure to investigate the capability and cost of any aspect of expansion as there are some golf point of sale providers that will not charge more for additional computers used or employees added.

How User-Friendly and Easy to Learn is the Golf Point of Sale

Getting trained on a new golf point of sale software does not have to be painstaking or difficult. Though some golf point of sale providers may present a large start-up hurdle with installs or equipment costs, there are a number of good golf point of sale companies who have cloud-based technology that will make the start-up training and support a breeze. There are two vital factors in considering which golf point of sale will be easiest to learn and use. First, make sure that when you demo the software you pay close attention to how intuitive the functions and transactions are not only for you but for unexperienced future employees. Second, make sure that if you ever need updates or support with your golf point of sale, that your provider will be as quick and responsive as possible.

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Contact Us: 1 (801) 624-6457

Technology Solutions | Tee Time Software | Golf POS | Marketing Solutions | Golf Websites
foreUP
Mobile App | Contact Us

Email Marketing

Use ForeUP to Create email campaigns within minutes. Drive repeat business to your course and maximize revenues

Text Marketing

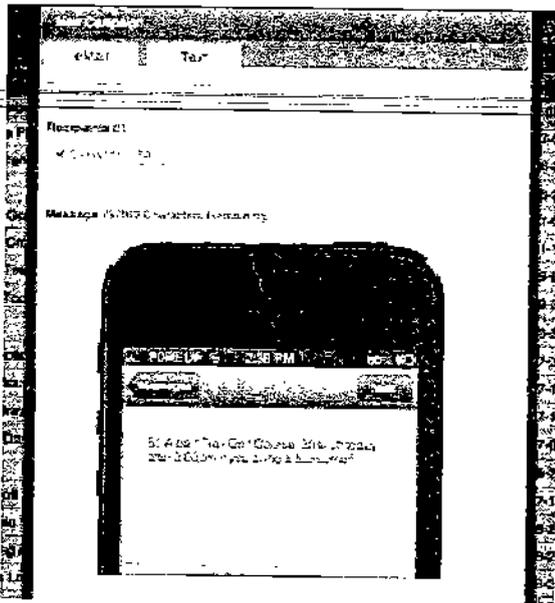
Powerful communication channel with customers for promotions, updates, and reminders

Customer Tracking

We provide you with a customer information tracking system that is fully streamlined into your marketing campaigns

TEXT MARKETING

Text Marketing is the new marketing trend within the industry. On average **94%** of all text messages are read, and **80%** of consumers keep their mobile phone with them all day. When given a choice **39%** of US consumers prefer text messages to radio or TV advertising

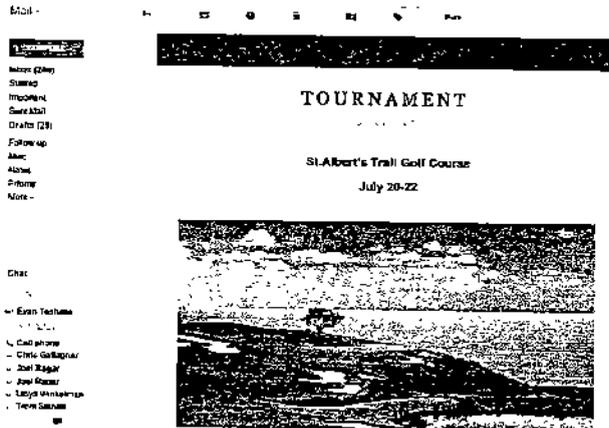


- Create a text message in Seconds. Anyone can do it!
- Send promotions, reminders, and updates to your customers that will be read in minutes
- Fill empty tee times quickly by promoting low use tee times

EMAIL MARKETING

We provide simple tools to craft email campaigns in a matter of minutes. No need to copy and paste email addresses. Your customer database is completely streamlined into your account

- Craft emails in Minutes
- Send promotions, reminders, and course updates to your customers
- Drive revenue and fill empty tee times by marketing the right way



First Name	Last Name	Phone Number	Cell Phone Number	Zip	City	State	Country
John	Smith	555-555-1234	555-555-1234	10000	Atlanta	GA	USA
Jane	Smith	555-555-1234	555-555-1234	10000	Atlanta	GA	USA
John	Smith	555-555-1234	555-555-1234	10000	Atlanta	GA	USA
Jane	Smith	555-555-1234	555-555-1234	10000	Atlanta	GA	USA
John	Smith	555-555-1234	555-555-1234	10000	Atlanta	GA	USA
Jane	Smith	555-555-1234	555-555-1234	10000	Atlanta	GA	USA
John	Smith	555-555-1234	555-555-1234	10000	Atlanta	GA	USA
Jane	Smith	555-555-1234	555-555-1234	10000	Atlanta	GA	USA
John	Smith	555-555-1234	555-555-1234	10000	Atlanta	GA	USA
Jane	Smith	555-555-1234	555-555-1234	10000	Atlanta	GA	USA

CUSTOMER INFO TRACKING

Keep track of all your customers. Build powerful communication channels by collecting emails and phone numbers.

- We help you collect customer info both at the course and online
- Drive repeat business to your course
- Take control of your marketing by building your own communication channels



"The software works amazing! I was able to increase one of my tournament sizes by 50% using the marketing tools."

Judy Flint
Foothill Golf Course



BEST MARKETING PRACTICES

We not only stay up to date with best marketing practices, but are constantly working on new features to help drive new revenue to your golf course

FREE UPDATES & FEATURES

We keep you up-to-date on the most current version of ForeUP. All updates are streamlined into your system without having to download anything

ForeUP has allowed us to maximize our
revenues by helping reach the full potential
of our facility

Brett Watson
East Bay Golf Course

FOREUP SUPPORT TEAM

24/7 Quality Support is given to all of
our customers. We are just 1 phone
call away.

Try ForeUP Free

Call today to test drive our award winning golf course software. You will be amazed at how easy and accurate foreUP makes taking tee times and checking-in customers. Call now 1-800-378-7620.

Cloud Software

Accessible software from anywhere, on any device, at any time. No downloading required, EVER! No more early mornings or late nights stuck on the course computers. Full access 24/7 from home.

Request a Live Demo

Do you have questions? Let's go over a live web demo with a ForeUP Representative. We will have a ForeUP Representative send you a web demo and walk you through the system and any questions you have.

Seely, Steven

From: swscoo@aol.com
Sent: Tuesday, October 28, 2014 3:05 PM
To: Seely, Steven
Subject: Fwd: ForeUP Golf Software Proposal and Materials for Steve at Charlevoix Golf Club
Attachments: Screen Shot 2014-10-28 at 12.31.07 PM.png; ATT00006.htm; Screen Shot 2014-10-28 at 12.32.50 PM.png; ATT00007.htm; Screen Shot 2014-10-28 at 12.37.46 PM.png; ATT00008.htm; z_out.pdf; ATT00009.htm; Charlevoix Golf Club Proposal.pdf; ATT00010.htm

Sent from my iPhone

Begin forwarded message:

From: Richy Damraur <richy@foreup.com>
Date: October 28, 2014 at 2:49:17 PM EDT
To: swscoo@aol.com
Subject: **ForeUP Golf Software Proposal and Materials for Steve at Charlevoix Golf Club**

Hi Steve,

It was a pleasure to meet with you this morning. A formal proposal with additional information, pricing and references is attached. Also attached are some screenshots of the software and a Z-Out report.

If you were to call some of the references provided, you will notice that there are three common things that our partners say:

1. Our software is the easiest to use
2. It is the most technologically advanced
3. Our customer support is second to none

Below are some references and comments:

- Chisholm Hills Golf Club and Branson Bay Golf Club (MI): Steve Ramey - 517-290-2582
- Deer Run Golf Club (MN): Bennett Lang - [952-270-4559](tel:952-270-4559)
- East Bay Golf Course (UT): Brett Watson - [801-473-5970](tel:801-473-5970)

Donna from Honeybrook

We chose to go with ForeUP because we felt that the other golf software are dinosaurs and ForeUP is on the cutting edge. We want to be on the cutting edge to leverage new technology such as tablets to better the experience for our golfers.

Orion Management

We really liked how user friendly the system has been and feel that the cloud is where things are going and they want to be able to offer their courses the best technology.

Here are links to websites and apps that we created in case you would be interested:

<http://ridgesatsandcreek.com/>

<http://parkwaygolf.org/>

<http://heritagegolf.com/>

Apple: <https://itunes.apple.com/us/app/kiahuna-golf-club/id733307481?mt=8>

Android: <https://play.google.com/store/apps/details?id=com.foreup.eastbay&hl=en>

I know that the staff will really enjoy the software once they are trained and using it. Our support staff is amazing and they are ready to get your system set up and you trained as soon as you are ready.

Thanks again, Steve. Talk to you soon.

—

Best Regards,

Richy Damraur
foreUP Golf Software
richy@foreup.com
Direct: 435.760.2470
foreUPgolf.com

Charlevoix Golf Club

10/27/2014

foreUP

Introduction

ForeUP is uniquely positioned to meet your immediate and long-term strategic objectives. ForeUP provides industry-leading technologies and a strong value proposition rooted in a number of key advantages:

1. Fully integrated golf software platform
2. High responsiveness to client feature requests
3. Responsiveness and quality of technical support

Thank you for considering ForeUP.

Richy Damraur | *VP of Business Development*
ForeUP

p: 435-760-2470
e: richy@foreup.com
w: foreup.com



Benefits

How can ForeUP help your course? Here are some reasons why ForeUP will help your bottom line.

How to Decrease Expenses with ForeUP

- **Real-time availability** – don't have your staff spend hours gathering information. Our reports are a 100% up to date.
- **Training Costs** – Our system has a clean user interface and works directly from a web browser. Your staff will feel comfortable using it and you will save time in training.
- **Hardware** – Our system is cloud-based so you don't need to buy any expensive servers or hardware.

How to Increase Revenue with ForeUP

- **Integrated Marketing module** - send emails and text messages to your customer base
- **On-line tee time reservations** – this will drive people to your website and will increase number of rounds played through ease of use and convenience
- **Mobile devices** – Run a beverage cart person and allow them to use our system on iPhones/iPads and you can take credit cards on the course.



Option A: Trades

Service/Product	Par	Birdie	Eagle
Tee Sheet	✓	✓	✓
POS	✓	✓	✓
Website		✓	✓
Mobile App			✓
Tee Time Trades	1 Trade	2 Trades	2 Trades

Free support
Free updates



Option B: Trade & Cash

Service/Product	Par	Birdie	Eagle
Tee Sheet	✓	✓	✓
POS	✓	✓	✓
Website		✓	✓
Mobile App			✓
Tee Time Trade + Cash	1 Trade	\$100	\$200

Free support
Free updates

foreUP

Option C: Cash

Service/Product	Par	Birdie	Eagle
Tee Sheet	✓	✓	✓
POS	✓	✓	✓
Website		✓	✓
Mobile App			✓
Monthly Fee Option	\$300	\$400	\$500

Free support
Free updates



References

Nikki Nash, Marcus Pointe Golf Club
Course: (850) 484-9770

Julie Roberts, Orion Management Company
Course: (816) 220-3673

Brett Watson, East Bay Golf Course
Cell: (801) 473-5970, Course: (801) 852-7529

Kelly Maiden, Cross Creek Golf Course
Cell: (623) 221-4012, Course: (308) 697-4768



-  Tee Sheet
Manage
-  Food & Beverage
Sales Portal
-  Item Kits
Add, Update & Search Kits
-  Customers
Add, Update & Search
-  Suppliers
Add, Update & Search
-  Gift Cards
Add, Update & Search
-  Settings
& Preferences
-  Marketing
Campaign Management
-  Dashboards
Overall Information
-  Sales
& Returns Processing
-  Inventory
Add, Update & Search
-  Employees
Add, Update & Search
-  Reports
View & Generate
-  Receivings
Process Purchase Orders
-  Promotions
Add, Update & Search
-  Invoices
Manage
-  Tournaments
Add & Update
-  Support
Help section

rc.foreupsoftware.com/index.php/teesheets

Tee Sheet

53
Bookings

2
Players Checked in

0
Players Not Checked

Lee Trevino

Championship 18
Week Day

28

TUESDAY
 October, 2014

66°

53°

Highlight Prices
Toggle Back 9
Today

Front

2:46pm		9
4 Woods		
2:56pm		
3:06pm		
3 Bradley - Coopersmith		
3:12pm		9
20 Ladies		
3:20pm - 4:00pm		9
4:00pm		
20 Mens		
4:06pm - 4:56pm		9
4:56pm		

October, 2014
Calendar

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Weather

Tu	We	Th	Fr	Sa
67°	77°	67°	61°	62°
53°	55°	56°	50°	50°

Search
Standby
Notes

Add Note

Owners daughter with 4 friends, comp them

Please notify reservations of punched greens

S Sales

\$221.69
\$44.34

Lee Trevino

Issue Raincheck

Members GF

Tees

My Cool New Button

Nike

GF Specials

Carts

Range

18 Hole rates

Golf Balls

Tournaments

	Item Name	Price	Qty.	Disc %	Total
<input checked="" type="checkbox"/>	Cart 18 Holes	11.03	1	10.00	\$9.93
<input checked="" type="checkbox"/>	18 - Weekday Holiday	25	1	10.00	\$22.50
Sub Total: \$32.43					
2					
					0.000% Sales Tax: \$0.00
					8.000% items sales tax: \$0.79
					Taxable <input checked="" type="checkbox"/>
					Total: \$33.22

Keegan Bradley

foreup@mailinator.com

3334932222

Groups:
Men's League
ForeUP Online Booking

Passes:
Seasonal Pass Exp. 2014-10-31

Bradley, Keegan

Pro Shop: \$207.28

Billing Account: \$0.00

Loyalty Points: 1173

Amount Due: \$33.22

Suspend Sale

Cash Drawer

Close Register

Recent Transactions

10:47 AM 4545802
Bradley \$36.10

More...

Suspended Sales

Table 4 \$5.56

Table 4 \$58.43
Bradley, Keegan

Table 5 \$9.29
Bradley, Keegan

Table 5 \$20.00
Mickelson, Phil

Table 8 \$74.12
Bradley, Keegan

Table 7 \$444.24
Bradley, Keegan

St. Aldeen Golf Club
Z Out Report
for 10/22/2014 - 10/28/2014
Generated
10/28/2014 12:38pm

Debits				Credits		
Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	1,869.78	2.00	1,871.78	6430 Mat.	5.00	0.00
Check	3.33		3.33	Appetizers	1.00	3.00
Punch Card	7.41		7.41	Basic Sides	1.00	2.50
Account Balance Charges	253.38	0.00	253.38	Breakfast	1.00	8.00
Cash Refund	-467.63		-467.63	Burgers	7.00	62.20
				Carts	11.00	64.10
				Category 1	11.00	136.82
				Clubs	1.00	100.00
				Dessert	4.00	0.00
				Drinks	4.00	18.00
				Equipment	2.00	28.50
				Green Fees	19.00	470.48
				Invoice Line Items	6.00	150.00
				Memberships	2.00	575.00
				Merchandise	2.00	2.00
				Product	1.00	430.00
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals		Adjusted Totals	Description		Amount
Revenue Payments Total	1,873.11		1,873.11	8.750 %		40.82
Non Revenue Payments Total	-206.84		-204.84	8.250 %		6.35
				10.000 %		10.00
				7.000 %		4.48
				21.000 %		3.40
				8.000 %		12.23
				1.000 %		0.46
				6.000 %		3.09
				5.000 %		0.28
				Tips		2.00
				Partial Returns		-467.63
Total			1,668.27	Total		-384.52
Difference			0.00			
Drawer Count			1,668.27	Sales		2,050.60
+ Cash Short			0.00	+ Cash Over		0.00
				+ Taxes/Partial Returns		-384.52
Total Debits			1,668.27	Total Credits		1,666.08
*Note - Total Debits includes all non-revenue payments such as Rainchecks and Giftcards.						

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration of Support for the Lake Charlevoix Brewing Company

DATE: December 1, 2014

PRESENTED BY: Bethany Pearson & Phil Parr

ATTACHMENTS: 1. Lake Charlevoix Brewing Company Presentation

BACKGROUND INFORMATION: The Round Lake Group, LLC is seeking support from City Council to move forward on plans for renting out the current storage unit located at 109 Bridge Park Drive.

The Round Lake Group would like to rent out the space from the DDA for the purpose of opening a new brew pub, the Lake Charlevoix Brewing Company. Their plans currently call for about \$15,000 in construction, \$7,000 in engineering, and \$130,000 for furnishings and equipment. When completed, the space will have the ability to brew up to 1000 barrels/year and serve 50 people year round and up to an additional 20-30 in their outdoor dining area which would be required to meet all of the requirements of the proposed Outdoor Dining Program.

One of the major challenges with this project is to make sure there is proper egress in the building. This requires a hallway to be built from the back door that adjoins the space to Unit C to the interior lobby area. This construction would take place this winter so that it does not interfere with Keweenaw Excursions who currently occupies Unit C.

The Round Lake Group LLC will need to apply for a redevelopment liquor license which will be presented at the next DDA meeting and ultimately brought back to the City Council for their approval. The Round Lake Group is seeking general support from the City Council so that they can proceed forward with the redevelopment liquor license application and a lease agreement from the DDA.

At the November 24th meeting the DDA Board of Directors was unanimously supportive of proceeding with this plan. The DDA sees this project as a win-win-win for all parties involved. It will provide the DDA with additional income, revitalize another vacant space in our downtown, generate local jobs and tax revenue for the City, attract a younger demographic of people to our community, and provide the Round Lake Group with a viable and economical space for their operations.

RECOMMENDATION: Discussion. If Council is supportive of the general concept, a motion could be made to direct staff to proceed with developing documents for further consideration.



Lake Charlevoix Brewing Company

CHARLEVOIX DDA PRESENTATION

NOVEMBER 24, 2014



CONFIDENTIAL

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Sustainability of the Brewpub

Continuing Growth in Charlevoix



Update on The Round Lake Group LLC

Since the beginning of our original initiative in January of 2014, our two organizations have worked successfully together to **improve** the Charlevoix Downtown environment and delivery **economic benefit** to our local economy and municipal tax generation.

We have created a new **destination**, that puts Charlevoix on the Map for the booming Craft Beer Industry following, and we are bringing a **new tourism category** that travels to try & taste new styles of great **Michigan Craft Beer**, and who are looking for a fresh & inviting environment

We have also created a new social gathering location for the Charlevoix and Surrounding Communities **LOCALS**, that need a vibrant place to get together, and experience new and fresh flavors and libations from all over the **Great State of Michigan**.

We are providing **family friendly dining** and refreshments, with a great crew of dedicated **local residents that want to work and stay in Charlevoix**.

THIS IS A WIN – WIN for Charlevoix, and the Round Lake Group.



Update on The Round Lake Group LLC con't

The Bridge Street Tap Room has had a phenomenal first 6 months of operations, and we are looking forward to the next "Seasons – Winter & Summer" to bring another level of offerings and service to our patrons and community.

In Review, here are some fun facts on the impact to our local communities economy:

- * Employed over 30 local residents – and when some team members head back to school, another wave of people from our community that are committed to our core values joins our team, and we continue to provide employment year round, with NO LAYOFFS.
- * We have had a significant impact with our spend with local Contractors, Service Providers, Purveyors & Vendors: \$225,000 with construction contractors, electricians, plumbers, painters and equipment installers. Local Foodservice & Farmers \$10,000. Local Entertainers \$42,000, Professional Services – Lawyers, Architects, Accountants/CPA's - \$30,000
- Payroll of over \$250,000 & the corresponding State withholding Tax base that feeds MI Revenue sharing to Charlevoix
- * We will serve over 42,000 patrons that will generate nearly \$ 100K in Sales Tax that provides the revenue sharing funds that supports Charlevoix City coffers.
- * We have expanded our operations to provide catering, event services and private party dining offerings & facilities
- * We are OPEN, and will have CONTINUOUS OPERATIONS – 7 Days a week, 365 days a year – DON'T ROLL UP THE SIDEWALKS!



Lake Charlevoix Brewing Company

The Craft Beer Industry Segment continues to grow at over 30% a year, and the Michigan Craft Beer industry is thriving in all of the communities that have embraced this new entertainment and social gathering phenomenon.

Michigan Residents & our visiting guest are passionate about the unique quality of beverages made out the great water from Michigan, and unique taste and finish that fine Hops, Barley Malts, and local fruit & spice flavors from the farms and orchards of Michigan uniquely provide

As the Bridge Street Taproom business model has proven out, Charlevoix, MI is now a successful destination for locals and tourist traveling into this beautiful town that want Michigan Craft Beers that are served in a beautiful setting, overlooking the lake assets that are unique to this town.

With the success and volume of Michigan Craft Beer Sales we generated in the last 6 months, we taxed many of the brewers ability to supply our demand, and we need additional sources of the products that have made the BSTR a success. We can make great beer to meet our additional needs

This initiative can significantly increase the draw to the waterfront in Charlevoix, expand the outdoor dining experience, and draw additional tourist, and craft beer patrons to our city. **GROWTH IS GOOD!**



Location- 109 Bridge Park Dr.

We have investigated the availability of the current warehouse space located at 109 Bridge Park Dr, at the south end of the building that houses Keweenaw Excursions & the Beaver Island Ferry offices.

The current space (approx. 2,100 sq ft) is utilized as storage for the City of Charlevoix, (Christmas Decorations) The Marine Vendors (Keweenaw & Sunshine Charters) - for boat parts, cleaning supplies, sails, chairs & cushions.

The current warehouse is pour concrete walls, floors, with Aluminum window frames on the east side of the address.

There is an access door into the current space rented by Keweenaw Excursions, and a stairway exit on the southeast end of the room.

This space is currently generating no value to the Charlevoix Community Environment, or a return to our city.

The RLG would like to partner with the DDA to expand this space into a new waterfront attraction, and build a new asset that will benefit Charlevoix in multiple dimensions.



Bridge Park Building – 109 Bridge Park Drive –

Keweenaw Star Excursions & Beaver Island Ferry Building



Location / 109 Bridge Park Dr. - Interior



Southeast Corner & Exit Stairway



Southwest Corner



Northwest Corner & Doorway into
Keweenaw Excursions / backroom

MLCC License Requirements

Due to the separate addresses of the Round Lake Group's – Bridge Street Tap Room @ 202 Bridge St, and the Bridge Park Building being at 109 Bridge Park Dr., Legal Counsel advises us that a separate MLCC Liquor License will be required.

We would like to request Charlevoix DDA & Charlevoix City Council's support & approval for a "Redevelopment License" – so that we can apply to the MLCC to get the process going.

We will be required to research any potential Liquor Licenses that are in Escrow, and with the "Green Light" from DDA on this Initiative, we will begin – Due Diligence on all MLCC required process steps.

With the lessons learned from our Initial MLCC process engagement, and the Liquor License Legal Services we have contracted, we feel we can navigate the process with this initiative in a 90 day-120 day, with DDA & City Council approval.



Investment Requirements / Pro Forma Budget.

Our investment requirements and plans will conform to the “ Redevelopment License “ program requirements.

Architecture / Engineering : \$7,000.00

* Electrical: \$4,000.00

Plumbing: \$6,000.00

Internal Construction : \$ 4,000.00

Furnishings : \$5,000.00

* Brewing Equipment: \$125,000.00

Internal Equipment and Improvements: \$10,000.00



Building Code Requirements for Build-out / Operations

- We have engaged Elaine Keiser Architects & JLK Engineering – to inspect the building for Michigan Building Code Requirements – and what an operation of brewing & Pub service would require under code requirements.
- Initial reviews are positive – that we could operate with existing Electrical, Water, Ventilation, & Egress.
- Extensions to existing floor drains maybe required to handle brewing process and cleaning
- The facility can effectively be transformed into a new business operation for Charlevoix, and the RLG / Bridge Street Tap Room is looking for this type of opportunity to expand our operations in Charlevoix.



Equipment Requirements for Brewing & Conditioning Craft Beer.



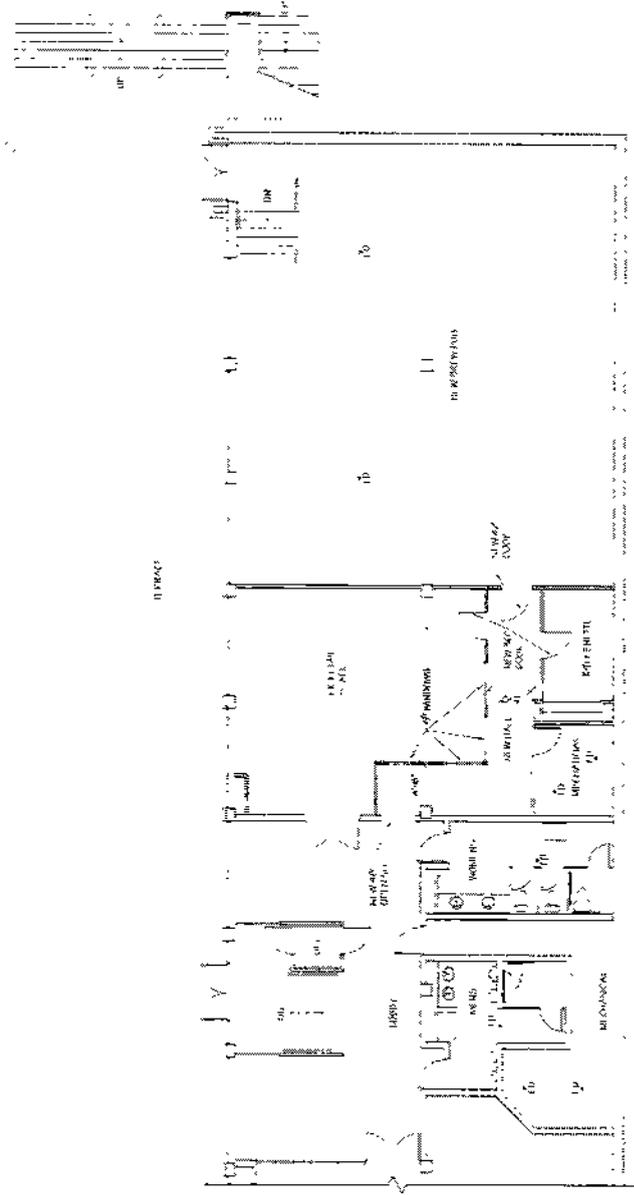
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The critical element for this project once we get approval, is the lead time from Beer production equipment manufactures. We need to get our order in in early December to get the equipment produced in time for a Spring Install & Summer start up.



CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE REGAL GROUP, LLC

Architectural Design / Layout Plan Current Space



Note: New Hallway – thru the current Keweenaw Retail Space

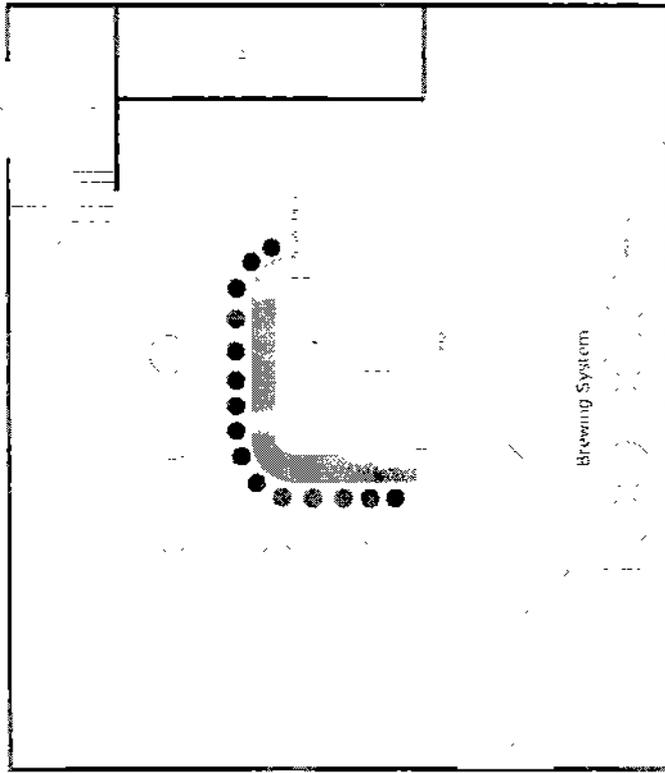
FLOOR PLAN
SCALE: 1/8" = 1'-0"



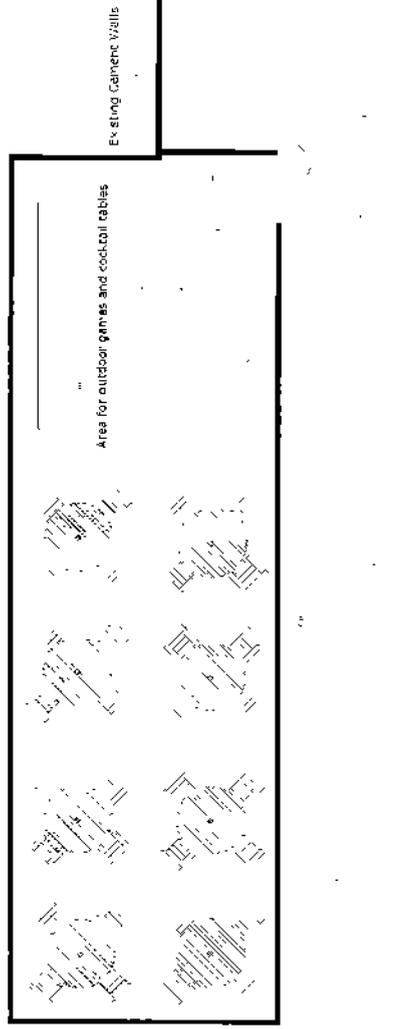
Potential “New Look” for Bridge Park Building – 109 Bridge Park Drive –



Architectural Design / Layout Plan for Brew Pub Operation – Seating for 48 - & outdoor beer garden seating for 20 – 30.



Patio



Brewery



Sustainability & Environmental Considerations

The Round Lake Group, Bridge Street Tap Room & Lake Charlevoix Brewing will maintain our commitment to minimizing environmental impact, and strive to employ Sustainable Practices that protects our local resources, and dispose of Grey Water, Solid Waste, and spent Grains in a manner that has zero impact to local resources, or taxes municipal waste water treatment facilities.

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We will equip our brewing operation with a 200 Gallon Holding Tank, that will capture all of our brewing process grey water, and our equipment wash down water.

We have arrangements under negotiation to disposition our Grey Water to *Roadway Solutions* from our Holding Tank, to their Tank Truck 2-4 times per week. They will utilize our Grey Water in their Dust Control & De-icing Road Solutions.

We will manage the disposition of our Spent Grains to local farmers – for livestock feed, and to the providers of our beef and pork products.

We have had a phone conference with Steve Teunis – Charlevoix Waste Water Operations - to discuss our operations plans, and to gain insight into the Municipal Waste Water Operations, and policies regarding Organic Waste Water Content, and PH Factors from cleaning solutions. He was supportive of our re-cycling / water disposition plan, and we will have more detailed meetings with exact Organic content (DOD) and PH levels of our grey water.



Continuing Growth in Charlevoix

We believe that the Round Lake Group LLC, the DDA, and the City of Charlevoix can work together to create a long-term and year-round draw to Charlevoix with this brewpub project

We are here to create more year-round commerce and employing more citizens of the community

Redeveloping a part of the water front area on beautiful Round Lake which will attract more guests from the surrounding areas. Also, that creates more business traffic to the other downtown business.

The goal of the Round Lake Group LLC is to “Enhance the Northern Michigan Hospitality Experience” and our passion is to better serve the community members of Charlevoix



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to Support Grant Applications for Grand Traverse Band of Ottawa and Chippewa Indians

DATE: December 1, 2014

PRESENTED BY: Michelle Cyr, Colorado Challenge
Ginger Stevens, Joppa House & Third Day Fellowship
Mike Spencer, City Planner

ATTACHMENTS:

1. Grant Application for Colorado Challenge
2. Grant Application for Joppa House
3. Grant Application for Third Day Fellowship
4. Memo Outlining Grant Application for Lake to Lake Trail Construction

BACKGROUND INFORMATION: The Grand Traverse Band of Ottawa and Chippewa Indians requires a local unit of government to endorse all grant submittals. Attached are four grant applications for Council's consideration. Colorado Challenge is seeking \$4,000 to assist in funding their week long adventure camp to the Rocky Mountains. The total budget for the trip is \$27,875. Joppa House is asking for \$18,500 to provide food, insurance and a portion of the utilities for Joppa House. The total budget for the House is \$77,100. Third Day Fellowship is asking the City to support its \$12,000 grant application for its food pantry and benevolence ministry. Third Day's total project budget Day \$57,000. The City would like to apply for a \$20,000 grant to assist in the construction of the Lake to Lake Trail.

RECOMMENDATION: Motion from Council to support the grant applications from Colorado Challenge, Joppa House, Third Day Fellowship and the City's Lake to Lake Trail project and to forward the grant applications to the Grand Traverse Band of Ottawa and Chippewa Indians for their consideration.

9. What are the start and completion dates of the proposed project?

Start 6/27/2015 Completion 7/5/2015

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

YES NO. If yes, please list the start and end dates and amount:

February 2010 - _____ and amounts: \$5000.00

December 2011 - _____ \$2218.45

February 2011 - _____ \$6000.00

11. Are all of the previous allocations expended? YES NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

_____ - _____ _____

12. Is the proposed project new _____ or a continuation project ?

If this is a continuation project, please explain why there is a need to continue funding:

Our desire is take a new group of teenagers each year to camp. Through scholarship support based on need, we try to offset and fully fund some of the cost to allow the teenagers to attend.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Gaming not only provides entertainment, but also provides our communities with jobs. This in turn allows for generous donations to fund programs such as ours by giving back to the community. Our program provides values to teenagers to make them more productive members of society.

14. How will the success of the project be assessed (evaluation plan)? Changed attitudes with a desire

to be more aware of self actions in society, as well as the implications of life choices marks the success of our program.

15. If new staff is required, will preference be given to Native American applicants?
_____ YES _____ NO All staff are volunteer.
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.

BEFORE YOU MAIL, PLEASE REMEMBER TO:

- 1) Execute authorized signature
- 2) Attach 1-page budget
- 3) Submit **before the deadline from the cover letter you received**

Michelle Cyr
Northern Michigan Colorado Challenge President
04099 Lakeshore Drive
Charlevoix, 49720
October 29, 2014

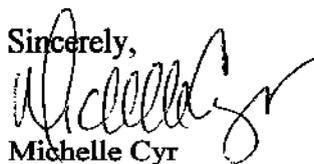
The Grand Traverse Band of Ottawa and Chippewa Indians
2605 N. West Bay Shore Drive
Peshawbestown, MI 49682-9275

Dear Tribal Council Members:

I would like to thank you for your time in considering our grant request for \$4000.00. I would also like to thank you for the time and monies we have received from you in prior years.

Northern Michigan Colorado Challenge was developed in 1998 by an individual who recognized the need and had a heart filled desire to reach out and touch the lives of teenage youth in Northern Michigan in an environment filled with fun, adventure and fellowship. Most of the teenagers come from underprivileged, low-income and foster homes. Many are from broken homes and place very little value on their own personal self. Since 1998, approximately 480 teenage youth have been given the opportunity to participate in this meaningful experience through funds acquired by fundraising, private donations and grant requests. This camp allows the teenagers to step out of the normal bubble of their lives and provides them with valuable building blocks for making decisions that will affect the rest of their lives, as well as helping them to recognize that they are special and valuable. Most of the youth that have gone on this trip find themselves reflecting on their lives and what direction their lives are headed in. There is always a waiting list of teenagers that want to go back to the camp and those that would like to experience it for the first time. With your support, we could ease the cost to many of the teenagers and possibly fully fund those that would not be able to go.

As you consider this grant request, please take time to reflect on the youth in our communities. They are not only our present, but also our future. Any effort made to assist these young people is never an effort wasted. I am enclosing a brochure on our organization, as well as a 3 minute CD taken this past summer of our week at camp. Again, I thank you so much for your time and consideration in this grant request.

Sincerely,

Michelle Cyr

2015 Budget for Colorado Challenge Teen Program

Total cost per student camper for camp- \$675.00

Cost includes food, lodging, activities while at camp, and travel between Michigan and Colorado.

Included in the above costs:

1. Van rental approximately \$1300.00/ van
2. Fuel approximately \$1000.00/van
3. 33 Students /\$675.00 (most requiring some financial assistance)

All chaperones are volunteer.

Grand total with 3 vans and 33 students:

33 students- \$22,275.00

3 vans- \$2,600.00-3,900.00 (One van is usually donated from a church)

3 vans fuel cost- \$3,000.00

Grand Total= \$27,875.00-\$29,175.00

Preparing You For Life:

Let's face it, life is a crazy journey. Colorado

Challenge is your chance to come to Colorado and get equipped for whatever comes next in your life. From crazy new adventures to sitting under a star filled sky with friends. You'll have the chance to engage in life changing experiences and conversations that will help in your life journey.

What's Next?

If you find that you are interested in going to Colorado or learning more out about this awesome experience please contact:

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Lawrence Bergmann (231)547-2152
Chele Cyr (231)675-8588

Check us out on Facebook by searching for: Colorado Challenge - Northern Michigan



Mission Statement

We want to engage students in a faith filled, life impacting experience that points student's hearts' toward Christ, and His love for them-so that they may realize they were created for a purpose and have amazing worth in His eyes.

They are a masterpiece!



Quaker Ridge Campground

<http://quakeridgecamp.org>



COLORADO CHALLENGE

YOUR ADVENTURE
AWAITS

COLORADO CHALLENGE

714 Parsons Road, Charlevoix MI 49720

(231)547-2152

email: coloradochallenge@gmail.com



Friendships, trust, new experiences, laughter, excitement, challenges all in a week!

What is Colorado Challenge?

Colorado Challenge is a not-for-profit group that provides life-changing, adventure based experiences for high school students. These adventures center around the spiritual and personal growth.

If you are in high school, this is an opportunity to step away from the same old routine and really discover yourself. You will be mentored by quality staff, and encouraged by your friends (old & new) as you challenge yourself with activities like rock climbing, rappelling, white water rafting, and so much more.

During down time, the camp has tons of additional activities to choose from such as horseback riding, swimming, rifle ranges, high & low ropes course, mountain biking, paintball and hiking in beautiful Colorado!

BUILDING TRUST IN GOD & RELATIONSHIPS

2015 - 2016 COLORADO CHALLENGE CAMP & SERVICE TRIP



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the utilities for the year (\$21,000) and insurance (\$4,700). Joppa House is currently housing four (4) women and five (5) children and is currently interviewing three (3) other potential candidates for our program. In 2015 we will have up to seven (7) adult residents and their children living full time in Joppa House.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question 9.

(a) Program formula: (1) \$5,000. Per school + (\$1,000 x # of GTB member students) = allocation.

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000 per school, based on the school's GTB membership count.

(b) Recommendation from Parent Committee: _____ YES _____ NO

(c) Describe parent involvement in project: _____

(d) Does the school receive Title IX Indian Education Funds? _ YES _____ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?
Start January 1, 2015 Completion December 31, 2015

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

YES NO. If yes, please list the start and end dates and amount:

January 1, 2013 - December 31, 2013 and amounts: \$7,405

January 1, 2014 - December 31, 2014 \$15,000

11. Are all of the previous allocations expended? YES NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____
_____ - _____
_____ - _____
_____ - _____

12. Is the proposed project new or a continuation project ?

If this is a continuation project, please explain why there is a need to continue funding:

The Joppa House project has been in its developing stages since 2012. We are in need of continued funding for costs including insurance, utilities, food, maintenance, and staffing. Joppa House is additionally utilizing many local donors including individuals and organizations to alleviate these costs; as well as a monthly rent (\$240.00 per month) from each resident of Joppa House. Past funding from the GTB 2% Allocation Fund has been essential in achieving success thus far including use toward the finishing of the housing project and the opening of its doors. We now house 4 women and 5 children plus an on-site Innkeeper, with incoming applications queued for the next rotation of intake interviews.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Gaming in Northern Michigan increases both the permanent and transitory populations. Joppa House transitional housing will offer shelter and employment support to both Casino patrons and employees. The Casino may also become a source of employment for Joppa House residents.

14. How will the success of the project be assessed (evaluation plan)? Evaluation of Joppa House's success will be measured both quantitatively and qualitatively. Joppa House will deterring quantitative success based on the number of persons (women and children) who receive services during a fiscal year. Services received will include residents who were sheltered, non-residents who participated in the Joppa House coursework, and those who were referred to collaborating agencies. In addition, quantitative success will be determined based on the number of participants who become gainfully employed during or within three months after participation in the Joppa House program, as well as the number of participants who sustain independent housing for a minimum of one year after completing program participation. Qualitative success will be evaluated using the participants' written and oral feedback both during and upon their completion of the program. We anticipate that success will increase as the program matures.

15. If new staff is required, will preference be given to Native American applicants?
 YES X NO We will be an equal opportunity employer. Our sister organization does have a history of engaging Native Americans in volunteer work.

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.**

BEFORE YOU MAIL, PLEASE REMEMBER TO:

- 1) Execute authorized signature
- 2) Attach 1-page budget
- 3) Submit before the deadline from the cover letter you received

JOPPA HOUSE MINISTRIES			
2015 PROJECTED BUDGET - \$77,100.00			
INCOME			
RESIDENTS	\$17,280.00		
GRANTS	\$20,000.00		
CHURCH CONTRIBUTIONS	\$5,000.00		
PRIVATE DONATIONS	\$34,820.00		
TOTAL INCOME	\$57,000.00		
EXPENSES			
BUILDING MAINTENANCE		\$2,000.00	
INSURANCE		\$4,700.00	
PROFESSIONAL EXPENSE			
STAFF DEVELOPMENT		\$700.00	
SALARY			
DIRECTOR		\$18,000.00	
INNKEEPER		\$9,000.00	
ASSISTANT INNKEEPER			
DAYCARE DIRECTOR		\$10,400.00	
ASSISTANT DAYCARE DIRECTOR		\$5,200.00	
PAYROLL TAXES		\$6,000.00	
UTILITIES			
ELECTRIC		\$4,800.00	
HEAT		\$4,800.00	
TELEPHONE		\$1,400.00	
SNOW REMOVAL		\$400.00	
LAWN CARE		\$400.00	
TRASH		\$300.00	
FOOD & SUNDRIES		\$9,000.00	
TOTAL EXPENSES		\$77,100.00	

**Tribal Council Allocation of 2% Funds
Application Form**

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL
BE CONSIDERED FOR 2% GRANTS.**

1. Allocation Cycle: _____ June _____ Submission Date – June 30th
 December _____ Submission Date – December 31st

2. Name of Applicant: City of Charlevoix
 Address: 210 State Street
 Charlevoix, Michigan 49720
 Phone #: 231.547.3270 Fax #: 231.547.3617
 Authorized Signature: _____
 Printed Name: Robert Straebel
 Title: City Manager
 Contact person: Name: Robert Straebel
 Telephone #: 231.547.3270 Fax #: 231.547.3617

3. Type of Applicant: Local Government _____ Local Court
 _____ Township _____ County Commissioner _____ Road Commission
 _____ Public School District _____ College _____ Charter School
 _____ Public Library _____ Sheriff/Police Department _____ Fire Department

4. Fiscal Data: Amount Requested: \$ \$12,000.00 Percent: 21 %
 Local Leveraging: \$ \$45,000.00 Percent: 79 %
 (Match)
 Total Budget: \$ \$57,000.00 Percent: 100 %

5. Target Population: Children Adults Elders
 Total GTB member Community _____ Others

(Indicate the number of GTB members): Third Day Fellowship provides assistance to all in need and does not discriminate on the basis of race, color, or religion. We currently serve 95 members of the GTB community, 14.9% of the total peoples served.

6. Counties Impacted: Antrim Benzie Charlevoix
 Grand Traverse Leelanau Manistee

7. Brief Description (purpose of funding); include statement of need:

Since Third Day Fellowship opened in February of 2011, the food ministry has served over 3,900 families giving out food, ministering to Charlevoix's year round population of 3,000 residents as well as the surrounding northern area. Third Day Fellowship has also given out gas cards, grocery cards, laundry certificates, diapers, baby food & formula, and bus passes. Unfortunately as the economy declines our client base increases. Third Day Fellowship has many expenses involved in running a benevolence ministry of this magnitude, such as stocking the food pantry, funding the benevolence ministries, maintaining the Drop-In Center's utility expenses, overhead, and other administrative costs. Third Day Fellowship is currently in the process of expanding our on-site benevolence services by installing laundry capabilities, hair-cutting station, elementary age after school programs and emergency shelter for women who are homeless. It is our hope that this grant will assist us in furthering our service to the community with funding to purchase the necessary food, equipment and furnishings needed to continue serving the people of our communities.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000. Per school + (\$1,000 x # of GTB member students) = allocation.**
Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000 per school, based on the school's GTB membership count.

(b) Recommendation from Parent Committee: YES NO

(c) Describe parent involvement in project: _____

(d) Does the school receive Title IX Indian Education Funds? YES NO
If yes, how much: _____

9. What are the start and completion dates of the proposed project?
Start January 1, 2015 Completion December 31, 2015

10. Has applicant received prior awards through the Tribe's 2% funding allocation?
X YES _____ NO. If yes, please list the start and end dates and amount:

1/1/12 -- 12/31/12 and amounts: \$15,395

1/1/13 - 12/31/13 \$9,000

1/1/14 - 12/31/14 \$15,000

11. Are all of the previous allocations expended? X YES _____ NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____
_____ - _____
_____ - _____
_____ - _____

12. Is the proposed project new _____ or a continuation project X?

If this is a continuation project, please explain why there is a need to continue funding:

Third Day is a food pantry and benevolence ministry that meets the needs of people in our community that are facing economic challenges. We are seeking continuous support in order to continue to offer assistance to those in need.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

It is our hope that the life and recovery skills learned and gained at Third Day Fellowship would increase the pool of dedicated employees for all employers to choose from. We do not base our assistance of the reason for the need and so could not know the impact of gaming on the program.

14. How will the success of the project be assessed (evaluation plan)? Our success will be measured by the number of clients served. Our hope is to see our clients become productive citizens in society and in our communities, and to outgrow their need for assistance.

15. If new staff is required, will preference be given to Native American applicants?
 YES X NO ****We are an equal opportunity employer. We have already used some of our Native American clients with some temporary jobs, when the jobs have been available.**
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.

BEFORE YOU MAIL, PLEASE REMEMBER TO:

- 1) Execute authorized signature
- 2) Attach 1-page budget
- 3) Submit **before the deadline from the cover letter you received**

THIRD DAY FELLOWSHIP			
2015 PROJECTED BUDGET - \$57,000.00			
INCOME			
GENERAL OFFERINGS	\$25,000.00		
SPECIAL EVENTS	\$4,000.00		
GRANTS	\$15,000.00		
OTHER	\$2,500.00		
FOOD PANTRY	\$4,000.00		
FOOD PANTRY GRANT	\$2,500.00		
BENEVOLENCE	\$4,000.00		
BENEVOLENCE GRANT	---		
TOTAL INCOME	\$57,000.00		
EXPENSES			
ACCOUNTING		\$500.00	
ADVERTISING		\$800.00	
BENEVOLENCE			
LAUNDRY CBRTS		\$300.00	
FUEL VOUCHERS		\$3,000.00	
FOOD CARDS		\$200.00	
BUS PASSES		\$200.00	
MEDICAL/RX		\$100.00	
OTHER		\$100.00	
BUILDING MAINTENANCE		\$500.00	
CUSTODIAL/SUPPLIES		\$400.00	
FOOD PANTRY		\$6,300.00	
MUSIC MINISTRY		\$100.00	
OFFICE EQUIPMENT		\$200.00	
OFFICE SUPPLIES		\$750.00	
OUTREACH MINISTRY			
SUPPLIES		\$200.00	
ENCOURAGEMENT		\$150.00	
MATERIALS/CURRIC.		\$800.00	
EQUIP/FURNITURE		\$350.00	
PETTY CASH		\$150.00	
POSTAGE		\$150.00	
PROFESSIONAL EXPENSE			
MINISTERIAL DEV.		\$500.00	
TRAVEL		\$500.00	
CONF/MEETINGS		\$100.00	
DUES		\$800.00	
STAFF DEVELOPMENT		\$240.00	
SALARY			
V. STEVENS		\$18,000.00	
L. STEVENS		\$12,000.00	
SALARY/PAYROLL TAX		\$3,000.00	
SPECIAL EVENTS		\$1,500.00	
SUBSCRIPTIONS/DUES		\$110.00	
TITHES		\$500.00	
UTILITIES			
ELECTRIC		\$1,500.00	
HEAT		\$1,500.00	
TELEPHONE		\$1,500.00	
TOTAL EXPENSES		\$57,000.00	



CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

OFFICE OF PLANNING AND ZONING
Mike Spencer, City Planner/Zoning Administrator
210 State Street Charlevoix, MI. 49720
[mspencer@cityofcharlevoix.org](mailto:m Spencer@cityofcharlevoix.org)
(231)547-3265

MEMORANDUM

TO: City Council
DATE: November 25, 2014
SUBJECT: Grant application for the Lake to Lake Trail.

As you are probably aware we have applied for and received a large amount of grant funding, which is making it possible to construct the Lake to Lake Trail. Further, the construction costs have come back significantly higher than originally anticipated. Below is a summary of grants and donations received to date:

Grand Travers Band of Ottawa and Chippewea Indians (2011):	\$ 20,000 (engineering study)
MDOT Transportation Enhancement Grant (2014-15):	\$314,000
Charlevoix County Community Foundation (2014):	\$ 14,500
Oleson Foundation (2014):	\$ 20,000
Private Donations: (2014):	\$ 2,000

Despite our financial success with grants there is a significant local match that we hope to offset with additional grants and private donations. To continue this fundraising effort we would like approval from City Council to submit a grant request to the Grand Traverse Band of Ottawa and Chippewea Indians for \$20,000 which is due by December 31. We also hope to continue raising funds this spring and summer which includes ideas such as a ground breaking ceremony, spaghetti dinner, and approaching individual donors.

Mike Spencer
City Planner

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Ambulance Service Mutual Aid Agreement between Emmet County EMS and Charlevoix Fire/EMS Dept.

DATE: December 1, 2014

PRESENTED BY: Chief Gerard Doan

ATTACHMENTS: Mutual Aid Agreement

BACKGROUND INFORMATION:

The Charlevoix Fire/EMS Dept. currently had a Mutual Aid Agreement with Allied EMS. Allied EMS provided Advanced Life Support (ALS) transportation (ambulance) services in Emmet County. However, the Ambulance Advisory Committee, of the Emmet County Board of Commissioners, voted to recommend a county-run emergency medical service, severing ties with Allied EMS.

There has been a longstanding cooperative agreement between Emmet County and Charlevoix Fire/EMS. With the development of their own EMS services, Emmet County is requesting a Mutual Aid Agreement between Emmet County EMS and Charlevoix Fire/EMS.

RECOMMENDATION:

To continue to support Emmet County with their new EMS service and sign the Mutual Aid Agreement.

AMBULANCE SERVICE MUTUAL AID AGREEMENT

For the purpose of rendering mutual aid in delivering medical care, the undersigned services hereby enter into a mutual aid agreement upon the following terms and conditions:

Section 1. Definitions:

As used herein:

- a. "Requesting Agency" shall mean the Agency requesting aid
- b. "Responding Agency" shall mean the Agency affording or responding to a call for aid

Section 2. Mutual Aid and Contingency Agreement

The members of Charlevoix Fire Department and Emmet County EMS mutually agree to provide mutual aid and contingency service to each other pursuant to this Agreement.

Section 3. Authority to Respond to Provide Assistance

- a. The authority to make requests for assistance or to provide aid under this Agreement shall reside with the requesting Agency's command personnel and/or command designee. Either Agency shall have the right to request assistance from the other Agency subject to the terms and conditions of this Agreement.
- b. The Emergency Dispatch Center (EDC) will page out the next closest Agency if the primary Agency is unavailable for any reason. Agencies are empowered to set up automatic aid protocols through the EDC for specific circumstances in their service area.

Section 4. Requesting Assistance

An Agency may request assistance from the other Agency if the requesting Agency is unavailable and such assistance is determined to be necessary by the requesting Agency because of the existence of an emergency.

Upon request, a responding Agency shall inform the requesting Agency of its ability to respond to the request. The final decision on whether to provide assistance shall be solely that of the responding agency.

Section 5. Personnel and Equipment Provided

The requesting Agency shall include in its request for assistance, the amount and type of equipment. Also, specify the location where the personnel and equipment is needed. The final decision on the amount and type of equipment needed shall be solely that of the responding Agency.

The responding Agency shall be immune from any liability in connection with all acts associated herewith to the full extent provided by law. No Agency shall make any claim against another Agency for refusal to send the requested personnel or equipment.

Section 6. Command and Control at the Emergency Scene

All Agencies have established Incident Command System (ICS) Standard Operating Procedures (SOPs), and will implement them on all incidents involving mutual aid or contingency responses. The responding Agency's personnel and equipment shall report to the Incident Commander or other appropriate officer of the requesting Agency. The responding Agency will report to Incident Command for briefing and assignment.

The responding Agency's personnel and equipment shall be released by the requesting Agency when their services are no longer required or when the responding Agency's resources are needed in their response area.

It is understood that the purpose of this section is to maintain order at the emergency scene and shall not be construed to establish an employee/employer relationship.

Section 7. Reporting and Record Keeping

Each Agency shall maintain its own individual patient care reports.

Section 8. No Reimbursement for Costs

No agency shall be required to reimburse any other Agency for the cost of providing the services set forth in this Agreement for mutual aid services, except as provided in Section 9. Each Agency shall pay its own costs (i.e. salaries, repairs, materials, compensation etc.) for responding for requests for mutual aid or contingency response.

Section 9. Fees for Ambulance Services

Agencies providing ambulance transport or other services normally billed for will be entitled to their normal fees for service and are responsible for their own billing, insurance filing and collection.

Section 10. Liability

Each requesting Agency hereby waives all claims against each responding Agency for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement. The responding Agency assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this Agreement.

Section 11. Insurance

Each Agency shall procure and maintain such insurance as is required by applicable federal and state law and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including liability insurance, workers' compensation, automobile liability, and property damage.

Section 10. Conflict Resolution

From time to time, personnel from one Agency or another may have some concerns or questions regarding this Agreement or the working relationship of the parties. Should any such issue arise, they should be dealt with by the Agency's chain of command to provide answers or resolution.

Section 13. Term of Agreement

This agreement shall be in full force and effect upon execution by all Agencies hereto. This Agreement shall remain in Effect for a period of one (1) year and shall renew automatically each year unless cancelled by any Agency by giving thirty days written notice. This Agreement may be amended by agreement of all the Agencies.

Emmet County EMS

Charlevoix Fire Department

Larry Hansen, Director

Robert Straebel, City Manager

Date

Date

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration of a Resolution of Commitment and Cooperation with the Michigan Main Street Program in Becoming a Select Main Street Community.

DATE: December 1, 2014

PRESENTED BY: Bethany Pearson

ATTACHMENTS: 1. Resolution 2014-12-XX

BACKGROUND INFORMATION: The Charlevoix DDA is in the final stages of submitting an application to the Michigan Main Street (MMS) Program for consideration to be admitted into the Select Level Program.

Part of the application requirements outline the need for a resolution of commitment and cooperation from the municipal government. This is very similar to the resolution unanimously passed by City Council on 10-01-2013 that supported the DDA's efforts to apply for the Associate Level of the program.

The Select Level Application is due on Friday, December 5th to the MMS offices in Lansing.

RECOMMENDATION: Approve the Resolution No. 2014-06-XX

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-12-XX**

**A RESOLUTION IN SUPPORT OF COMMITMENT AND COOPERATION WITH THE MICHIGAN MAIN STREET PROGRAM IN
BECOMING A SELECT MAIN STREET COMMUNITY**

- WHEREAS,** downtown is vital to our community's identity and quality of life; and
- WHEREAS,** the City of Charlevoix formed the Charlevoix DDA in 1982 to correct and prevent deterioration, encourage historic preservation, create and implement development plans, and to promote economic growth; and
- WHEREAS,** it is the City's intent to support the DDA's efforts to reverse the historic trend which has led to the loss of population, jobs and businesses in the downtown district and to work on the continued improvement, revitalization and development of the community by improving pedestrian access and enhancing the area's aesthetics; and
- WHEREAS,** the Michigan Main Street Center (MMSC) at MSHDA, formed in 2003, provides consulting services for up to three communities that commit to the Main Street Four Point Approach (Design, Organization, Promotion and Economic restructuring) to strengthen commercial activity and improve buildings in a community's downtown; and
- WHEREAS,** the Main Street Approach to downtown revitalization has generated community-wide interest and support; and
- WHEREAS,** the City supports the DDA's desire to become a Michigan Main Street community and the formation of a local Main Street organization to stimulate economic development and historic preservation of the downtown, thereby lessening the burden of local government; and
- WHEREAS,** the City of Charlevoix recognizes its commitment to provide financial support to the local Main Street organization if established, in the amount of \$2,500/year for five years.

NOW THEREFORE, BE IT RESOLVED THAT the Community and its Local Main Street Program agree to these minimum participation standards set forth by the MMSC at MSHDA including a full-time program director, active board of directors and committees, adequate funding and participation at required trainings and services; and

BE IT FURTHER RESOLVED THAT the Community and its local Main Street Program will strive to meet the Ten Standards of Performance set by the National Trust for Historic Preservation's National Main Street Center.

RESOLVED this ___ day of December, A.D. 2014.

Yeas:
Nays:
Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Mayoral and Council Appointments

DATE: December 1, 2014

PRESENTED BY: Joyce M. Golding, City Clerk

ATTACHMENTS:

BACKGROUND INFORMATION:

The following list includes vacancies on various City boards and committees.

	Seat	Term	Appointment	Term Expires
Shade Tree Commission	Member John Campbell	3 years	Mayor	12/31/2014
Downtown Development Authority	Vacancy	4 years	Mayor	12/31/2018
Big Rock Point Citizens Advisory Board	Councilmember Vacancy	none	Council	11/2014
Planning Commission	Member Vacancy	3 years	Mayor	04/2014
Community Pool	Councilmember Vacancy	none	Mayor	11/2014
Housing Commission	Member Mary Campbell	5 years	Mayor	04/2014
Housing Commission	Member Vacancy	5 years	Mayor	04/2015
Airport Advisory Committee	Vacancy			
Compensation Commission	Member John Kurtz	5 years	Mayor	12/31/2014
Historic District Commission	Member John Campbell	3 years	Mayor rec/Council app	06/2014
Historic District Commission	Member Jeannine Wallace	3 years	Mayor rec/Council app	06/2014
Recreation Advisory Committee	Member Jennifer Vollmer	3 years	Mayor rec/Council app	12/05/2014
Recreation Advisory Committee	Student Member Vacancy	1 year	Mayor rec/Council app	12/31/2015

RECOMMENDATION:

Motions to appoint or re-appoint citizens to the various boards.