

**AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING**

Monday, July 6, 2015 - 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 - June 15, 2015 Regular Meeting **PG 1-11**
 - B. Accounts Payable Check Registers & Payroll Check Registers **PG 12-35**
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Charlevoix Venetian Festival
 - 1. Consideration of Venetian Festival Funding Contract **PG 36-41**
 - 2. Venetian Festival Fireworks Permit **PG 42-57**
 - 3. Consideration of Charlevoix Venetian Festival's Tiki Tent **PG 58**
 - B. Request by Charlevoix Yacht Club for Free Parking - Nucore Triangle and Red Fox Regatta **PG 59-61**
 - C. Consideration of Approval for Jefferson Beach Yacht Sales Rendezvous July 31 - August 2, 2015 **PG 62**
 - D. Airport Manager Qualifications and Documentation of Changes Implemented at the Charlevoix Municipal Airport **PG 63-74**
 - E. Mandated FOIA Changes **PG 75-94**
- 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. Request by Charlevoix Yacht Club for Free Parking **PG 61**
 - B. Mandated FOIA Changes **PG 76**
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. Closed Session**
 - A. City Attorney Consultation - Section 15.268 (8) (h)
- XIV. 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

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 15, 2015 – 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
Interim City Manager: Mike Spencer
City Clerk: Joyce Goding
Members Present: Councilmembers Shane Cole, Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter, 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 – June 1, 2015 Regular Meeting Minutes
- B. Special Accounts Payable Check Register – May 29, 2015
- C. Special Accounts Payable Check Register – June 4, 2015
- D. Regular Accounts Payable Check Register – June 16, 2015
- E. ACH Payments – June 1, 2015 – June 9, 2015
- F. Payroll Check Register – June 5, 2015
- G. Payroll Transmittal – June 5, 2015

V. Public Hearings

None.

VI. Reports

Interim City Manager Spencer stated that the Donation Acceptance Committee will be meeting on Thursday, June 18, at 5:00 p.m.

VII. Requests, Petitions and Communications and Actions Thereon

- A. Request for Financial Assistance to Pay for Signage During the Closure of Bridge Street on Saturday, July 25, 2015
Venetian Festival President Dan Barron requested that City Council increase its monetary contribution for the 2015 Venetian Festival from \$12,000 to \$15,000 to assist in funding the signage required for the Bridge Street closure on Saturday, July 25th. Last year's street closure was very well received from a safety standpoint. The festival organizers would like to close the highway again this year for a longer period of time. Mr. Barron and Chief Doan have created a mutually agreeable closure plan.

Councilmember Gibson questioned whether Beaver Island Boat Company (BIBCO) was agreeable to the plan. Mr. Barron indicated that the closure plan should accommodate BIBCO traffic. President Barron assured Councilmember Gibson that the additional \$3,000 will be used for the road closure signage. Interim City Manager Spencer stated that the money was available in the General Fund.

Mr. Barron suggested that the Main Street initiative may provide means to purchase signage for future events.

Councilmember Porter stated that the City spends approximately \$73,000 toward the Venetian Festival. Mr. Barron felt the expense was closer to \$20,000.

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

Motion by Councilmember Supernaw, second by Councilmember Kurtz, to increase the 2015 Venetian Festival monetary contribution from \$12,000 to \$15,000 and approve the Bridge Street road closure [on July 25, 2015].

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

- B. Request to Build Second Volleyball Court at Ferry Beach

The volleyball court at Ferry Beach is a highly utilized recreational asset. John Winn, Barney Way, and Kevin Moussaueu offered to donate another volleyball court at Ferry Beach. They have agreed to donate the sand and equipment needed to complete the installation of the court, as well as the labor involved. Recreation Advisory Board members are recommending the approval of the donation.

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

Motion by Councilmember Cole, second by Councilmember Gibson, to accept the donation of a new volleyball court at Ferry Beach.

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

C. Consideration of Weathervane Restaurant's Use of Pine River Lane

Interim City Manager Spencer reported that the Weathervane Restaurant is requesting to redesign the parking spaces on City property adjacent to the restaurant. The proposed design requires that Council approve the removal of one parking space. City Attorney Howard recommended a license agreement with Stafford's.

Mayor Campbell opened the item to public comment.

John Cupps, Cupps Masonry, stated the concrete color would blend with the stone and structure of the building.

The item was closed to the public.

Motion by Councilmember Perron, second by Councilmember Cole, to approve the redesign of the parking spaces on City property adjacent to the Weathervane Restaurant including the removal of one space for a handicap ramp and authorize the Interim City Manager to sign a license agreement [with Stafford's.]

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

D. Request for Free Dockage at City Marina – Sea Scouts

John Young, Sea Scout Ship 11 Executive Officer, would like the City to consider waiving docking fees for the summer months for the 30-foot sloop Korn on the Kob. The Sea Scouts program is consistent with Charlevoix's maritime values and has educational and character building benefits for Charlevoix youth.

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

Motion by Councilmember Kurtz, second by Councilmember Perron, to approve free dockage for the Sea Scouts for the 2015 boating season when the marina is not full, contingent upon approval from the DNR Waterways Commission.

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

E. Industrial Park Substation Maintenance Contract

Electric Superintendent Swain stated that an inspection and maintenance program should be established at the Industrial Park substation. GRP Engineering facilitated a bid request for the work and recommended that the contract be awarded to Premier Power Maintenance, the low bidder.

Motion by Councilmember Gibson, second by Councilmember Cole, to award the contract for Industrial Park Substation Equipment Maintenance, Project No. 15-0750.01, to Premier Power Maintenance for a total price of \$14,921.

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

F. Opt In/Out of PA 95

Michigan's Public Act 95 creates the Low-Income Energy Assistance Fund (UEAF) within the State Treasury. This fund provides money to low income households for heating assistance. The Act requires the City electric utility to either participate in the fund or to officially opt out of participation. To participate, the City would be required to collect a surcharge of a dollar from retail billing meters every month and forward the money to the State fund. The second option is to opt out, which means the City would not collect any money and would not be a part of this fund. As a result, from November 1 to April 15, our customers would not be eligible for emergency assistance with their utility bills from this fund, and at the same time the City would be prevented from shutting off any residential service for non-payment. In 2014, Charlevoix opted out of this fund. City Staff is recommending opting out of this legislation.

Councilmember Supernaw discussed the ramifications of not having enough monetary assistance available for residents. Councilmember Kurtz suggested that the City collect a dollar from each customer and create a City specific fund. Electric Superintendent Swem stated that there is additional assistance available this year.

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

Motion by Councilmember Gibson, second by Councilmember Kurtz, to opt out of Michigan's Public Act 95 [in 2015, saving our electric customers a dollar each month.]

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

G. Approval of Charlevoix Renewable Energy Biennial Plan Update

In 2008, the State of Michigan implemented Public Act 295, The Clean, Renewable and Efficient Energy Act requiring the City to obtain at least 10% of its energy from renewable resources by the year 2015. In order to be compliant, the City invested in landfill gas plants, which provide a nearly constant power output 24 hours a day. Electric Superintendent Swem stated that the City is meeting the requirements of the Act and he reviewed the newly updated plan.

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

Motion by Councilmember Porter, second by Councilmember Supernaw, to approve the Updated Renewable Energy Plan with all public comments being forwarded to the Michigan Public Service Commission.

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

H. Discussion of City of Charlevoix Parking Meter Fines

Chief Doan stated that at the end of the 2014/2015 fiscal year, there were discussions at Staff Meetings regarding ways to increase the revenue in the General Fund, which included increasing parking meter fines from \$10 to \$15. The increased fines were discussed at the annual Council budget work session and the increase was ultimately approved.

As of May 30, 2015, the Parking Enforcement Officer has been issuing parking tickets at the increased rate and Chief Doan has received several complaints regarding the new fee schedule. This agenda item was presented for discussion at the request of Councilmember Porter.

Councilmember Porter questioned whether a projected \$7,500 increase in revenue over last year, was worth the hassle of dealing with irritated downtown visitors. Chief Doan replied that he will support any decision Council makes with regards to parking fines.

Councilmember Supernaw suggested the meter fines should be 11:00 a.m. to 8:00 p.m.

Councilmember Gibson stated that there are three lots with free parking. The purpose of raising the fines was to create turnover on Bridge Street. Councilmembers Kurtz and Cole agreed.

Councilmember Perron would like to see the fine revert back to \$10.

Mayor Campbell opened the item to public comment.

Lyle Gennett, 1st Ward, stated that if people are concerned with a potential ticket, they should park in the free lots.

Tim Fore distributed his parking study document to Council and discussed parking fees in surrounding municipalities.

The item was closed to the public.

Discussion continued regarding alternative solutions to the parking meter fine. Councilmember Supernaw suggested adding 'free' to the directional parking signs downtown. The general consensus was to lower the fine, add 'free' to the parking signs, research meters similar to those used in Petoskey, as well as other options, and discuss again in the future.

Motion by Councilmember Perron, second by Councilmember Supernaw, to amend the agenda [to add a resolution to reduce metered parking fines.]

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

Absent: None

Action by Resolution.

I. Amend City of Charlevoix Ambulance Rates

The 2015/2016 budget for the ambulance rates contains a resident and non-resident fee schedule. In an effort to become more cost effective, Chief Doan has reviewed the budget as well as neighboring ambulance services. He recommended the elimination of the resident and non-resident rate structure and proposed to use the current non-resident rates for Basic Life Support and Advance Life support services.

Mayor Campbell opened the item to public comment.

Barry Wood, Eveline Township, questioned whether the contracted EMS rate would change. Chief Doan stated that the contract price would not change and surrounding township supervisors were agreeable with the change to the non-resident rate.

The item was closed to the public.

Action by Resolution.

J. Volunteer EMS/Fire Staffing

Chief Doan recapped the progress and recommendations of the Volunteer EMS/Fire Staffing Committee established to provide discussion and solutions to the challenge of recruitment and retention of the City's paid on-call fire and EMS volunteers.

The main challenge presented to the committee was to develop a plan to fund the EMS Department. The department was below the norm for paying their employees and, due to the lower wages, volunteer staff was leaving to work for other EMS departments in the area. Chief Doan presented the committee with six different options for review.

While the committee held their three meetings, two of the three full-time Fire Department Shift Commanders resigned from their positions. The resignations created an opportunity to restructure the Fire and EMS Departments from a full-time Fire Department – volunteer EMS Department to a volunteer Fire Department – full-time EMS Department. The committee met on June 9, 2015 to discuss the resignations, the restructuring of the Fire and EMS Departments, and funding options.

The committee approved a motion to support the following recommendations, taking effect in August 2015:

- Transition the full-time Fire Department toward a volunteer Fire Department. Utilize those funds to pay for the on-call EMS personnel.
- Hire an EMS Director to manage the department.
- Cross train police officers in fire and EMS and transition to a Public Safety Department.
- Hire a part-time fireman to work no more than 29 hours per week to maintain the fire equipment, the fire records and perform general maintenance in City Hall.
- Increase the pay for the paid on-call EMS personnel.

Mayor Campbell opened the item to public comment.

Lyle Gennett, clarified that the plan would be put in place in August, volunteer fireman would receive a wage increase now and EMS personnel wage increases would take effect in August.

Doug Bergmann, Bergmann Marge, quoted the newspaper regarding the transition to a volunteer department. He discussed what the City potentially overpaid for ambulance runs and offered suggestions on how to save money. Mr. Bergmann cited areas within the City that were susceptible to fire and the need for quick fire response time.

Barry Wood, Eveline Township, stated that the contract for fire and EMS service between Eveline Township and the City was based on a manned fire station. He was concerned that the township's insurance rates would increase due to a volunteer department. Mr. Wood felt that there were other alternatives to be found. Chief Doan stated that the Eveline Township Supervisor, as well as other area supervisors, was agreeable with the proposed volunteer Fire Department. Chief Doan would be willing to negotiate a new contract, if necessary.

Lyle Gennett, felt that the need to change the fire/EMS staffing was due to a lack of funding for the Fire and EMS Departments and he supported the proposed option.

Dan Thorp, Charlevoix Township Fire Chief, stated that his understanding of fire ratings has to do with distance from the fire station and not whether the fire station is voluntary. Chief Thorp indicated that Charlevoix Township was willing to cooperate with the City and provide fire assistance when needed.

Sherm Chamberlain, 3rd Ward, expressed his concerns regarding sufficient manpower to sustain both the City and Charlevoix Township's volunteer Fire Departments. Chief Doan stated that there is sufficient staffing and mutual aid contracts are in place with surrounding municipalities.

The item was closed to the public.

Councilmember Supernaw requested that the EMS wage increase immediately as opposed to waiting until August. Chief Doan responded that it will take time to determine competitive pay rates.

Councilmember Perron commended Staff and the committee for their ability to come up with a viable solution.

Motion by Councilmember Porter, second by Councilmember Gibson, to accept the Volunteer EMS/Fire Staffing Committee recommendation as follows:

- Transition the full-time Fire Department toward a volunteer Fire Department. Utilize those funds to pay for the on-call EMS personnel.
- Hire an EMS Director to manage the department. A new job description will be brought to Council in the near future.
- Transition the police officers to be crossed trained in fire and EMS and transition to a Public Safety Department.
- Hire a part-time fireman to work no more than 29 hours per week to maintain the fire equipment, the fire records and perform general maintenance in City Hall.
- Increase the pay for the paid on-call EMS personnel at a rate of pay consistent with what other municipalities offer.

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

K. Consideration to Approve Asphalt Paving Agreement

DPW Superintendent Elliott stated that approximately 8,598 square feet of road needs repaving where roadways were disturbed to fix broken water mains in 2015. Olstrom Excavating and Paving was the low bidder in the amount of \$25,794. DPW Superintendent Elliott is recommending that the City accept their proposal for the work with an expected completion date for most of the work prior to July 4, 2015.

Mayor Campbell opened the item to public comment.

Tim Fore, questioned whether Olstrom guarantees that the work will be completed by July 4th. Superintendent Elliott stated that there were no guarantees due to potential weather issues.

The item was closed to the public.

Motion by Councilmember Supernaw, second by Councilmember Kurtz, to accept the proposal from Olstrom Excavating and Paving in the amount of \$25,794 and have the company commence work.

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

L. Consideration to Apply for Charlevoix County Recreation Funds: Lake to Lake Trail and Lake Michigan Beach Playground

Interim City Manager Spencer and Recreation Director Kirinovic requested approval for two grants applications that would be submitted to Charlevoix County who will be allocating a portion of the recently adopted recreation millage to municipality grant applicants.

The first grant application would be \$10,000 for the Lake to Lake Trail. Charlevoix Township has also approved a \$10,000 grant application and the two applications will be filed jointly. The second grant application would be \$10,000 to assist with the local match for playground equipment at Michigan Beach.

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

Action by Resolution.

M. Boards and Committees Appointment

The Airport Advisory Committee has one Airport User membership unfilled. The Airport Manager and the Committee agreed to recommend David Guanci to fill the seat. This is a Council appointment.

Motion by Councilmember Gibson, second by Councilmember Perron, to appoint Scott Woody to the Airport Advisory Committee.

Councilmember Kurtz questioned why Mr. Guanci was not being discussed. Councilmember Gibson stated that she is a member of the Airport Advisory Committee and she changed her mind, offering Scott Woody to fill the vacant seat instead of Mr. Guanci. She stated that Mr. Guanci is not in the area all year, where Mr. Woody is and Mr. Woody knows the airport. Councilmember Gibson indicated that Mr. Guanci would have a conflict of interest on most issues because he is an operator at the airport.

City Attorney Howard confirmed that there was the potential for a conflict on an issue, but there would be no way to estimate how often a conflict may arise. Councilmember Gibson agreed that Airport User Member Don Seelye may have a conflict of interest as well.

Clerk Golding confirmed that the vacant seat was an Airport User, without any residential requirements.

Councilmember Supernaw stated that Mr. Woody's name was offered previously and there was an issue with the Airport Manager. Councilmember Kurtz indicated that he would like to have an opinion from the Airport Manager before appointing Mr. Woody. Councilmember Gibson stated that "it was really not her decision".

Councilmember Porter called for the question.

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

The Historic District Commission has two members, Chair Ken Polakowski and Mary Adams, with terms expiring at the end of June 2015. Members are appointed/re-appointed with a recommendation from the Mayor and approval by Council. Mayor Campbell stated that he did not speak to either Mr. Polakowski or Ms. Adams, but recommended re-appointing both.

Motion by Councilmember Perron, second by Councilmember Kurtz, to re-appoint Ken Polakowski and Mary Adams to the Historic District Commission, terms expiring June 2018.

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

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. Amend City of Charlevoix Ambulance Rates

Motion by Councilmember Porter, second by Councilmember Perron, to adopt Resolution 2015-06-02 Amend City of Charlevoix Ambulance Rates, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2015-06-02
AMEND CITY OF CHARLEVOIX AMBULANCE RATES**

WHEREAS, the City of Charlevoix City Council approved the 2015/2016 budget for the ambulance service rates; and

WHEREAS, the City of Charlevoix ambulance service currently has separate rates for residents and non-residents; and

WHEREAS, the neighboring ambulance services do not differentiate between resident and non-resident, having a single rate structure; and

WHEREAS, declassifying the resident/non-resident rates and charging the non-resident ambulance rate for Basic Life Support and Advanced Life Support would be cost effective.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council increase the resident rate to that of the non-resident rate for Basic Life Support and Advanced Life Support services.

RESOLVED this 15th day of June, 2015 A.D.

Resolution was adopted by the following yea and nay vote:

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

- B. Consideration to Apply for Charlevoix County Recreation Funds: Lake to Lake Trail
Motion by Councilmember Kurtz, second by Councilmember Cole, to adopt Resolution 2015-06-03 A Resolution in Support of Charlevoix County Parks Millage for the Lake to Lake Multi-Use Trail, as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2015-06-03
A RESOLUTION IN SUPPORT OF CHARLEVOIX COUNTY PARKS MILLAGE
FOR THE LAKE TO LAKE MULTI-USE TRAIL

WHEREAS, the City of Charlevoix wishes to construct, operate and maintain the Lake to Lake Multi-Use Trail; and

WHEREAS, the City of Charlevoix is requesting a \$10,000 appropriation from the Charlevoix County Board of Commissioners; and

WHEREAS, the City of Charlevoix desires to build, operate and maintain a new multi-use trail stretching from Fisherman's Island State Park to Ferry Beach Park to meet the recreation needs of users in Charlevoix County.

NOW THEREFORE BE IT RESOLVED by the City of Charlevoix that, pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED that the Interim City Manager of the City of Charlevoix is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the County of Charlevoix.

RESOLVED this 15th day of June, 2015 A.D.

Resolution was adopted by the following ye and nay vote:

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

- C. Consideration to Apply for Charlevoix County Recreation Funds: Lake Michigan Beach Playground
Motion by Councilmember Kurtz, second by Councilmember Cole, to adopt Resolution 2015-06-04 A Resolution in Support of Charlevoix County Parks Millage for Playground Equipment at Lake Michigan Beach Park, as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2015-06-04
A RESOLUTION IN SUPPORT OF CHARLEVOIX COUNTY PARKS MILLAGE FOR PLAYGROUND EQUIPMENT
AT LAKE MICHIGAN BEACH PARK

WHEREAS, the City of Charlevoix wishes to erect new playground equipment at Lake Michigan Beach Park; and

WHEREAS, the City of Charlevoix is requesting a \$10,000 appropriation from the Charlevoix County Board of Commissioners; and

WHEREAS, the City of Charlevoix desires to enhance and build a new playground at Lake Michigan Beach Park to meet the recreation needs of users in Charlevoix County.

NOW THEREFORE BE IT RESOLVED by the City of Charlevoix that, pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED that the Interim City Manager of the City of Charlevoix is hereby authorized and directed to cause the necessary data to be prepared and the application to be signed and filed with the County of Charlevoix.

RESOLVED this 15th day of June, 2015 A.D.

Resolution was adopted by the following ye and nay vote.

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

D. City of Charlevoix Parking Meter Fines

Motion by Councilmember Cole, second by Councilmember Perron, to adopt Resolution 2015-06-05 Amend City of Charlevoix Expired Meter Violation Fine, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2015-06-05
AMEND CITY OF CHARLEVOIX EXPIRED METER VIOLATION FINE**

WHEREAS, the City of Charlevoix City Council approved the 2015/2016 budget for the Police Department's parking violation fines; and

WHEREAS, the City of Charlevoix City Council approved to maintain the parking violation fine for Non-Metered All Violations of \$15; and

WHEREAS, the City of Charlevoix City Council approved to increase the Expired Meter Violation fine from \$10 to \$15, if paid within 24 hours; and

WHEREAS, after consideration by City Staff and City Council, the fine of \$15 for Expired Meter Violations was determined to be inequitable.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council amends the Expired Meter Violation fine to \$10, if paid within 24 hours.

RESOLVED this 15th day of June, 2015 A.D.

Resolution was adopted by the following yea and nay vote:

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

X. **Ordinances**

None.

XI. **Miscellaneous Business**

Mayor Campbell stated that he volunteered to participate in a dunk tank during the Venetian Festival and he requested that Council pay for the expense of the tank. All proceeds from the dunk tank would benefit the City.

Motion by Councilmember Kurtz, second by Councilmember Cole, to direct the City to pay for a dunk tank to dunk the Mayor.

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

Councilmember Supernaw stated that a 2nd Ward resident wanted to plant native dune grass on his residential property. Interim City Planner suggested that the resident could plant other species of grass available that would conform to the City's ordinance and recommended contacting a landscape architect for suggestions.

Councilmember Supernaw thanked Recreation Director Kirinovic and City Staff for their work involving the softball and trout tournaments over the past weekend.

Councilmember Porter felt that the Chamber raffle car parked in Bridge Park is was a travesty and it should be moved to the street.

Councilmember Porter discussed the outdoor dining ordinance and stated that it doesn't include cooking on the streets. Councilmember Porter stated that the Lake Charlevoix Brewing Company has a grill on the City sidewalk. He wanted to "make it clear that the sidewalks of Charlevoix are not to be like a hobo convention where we are out grilling on the street" and felt that cooking should be done inside. Interim City Manager Spencer corrected Councilmember Porter and stated that it was an Outdoor Dining Policy approved by Council, not

an ordinance, and said the policy does not speak to outdoor grilling. He does not feel that outdoor grilling is a violation of any policies or ordinances. Interim City Manager Spencer noted that there are outdoor grills on City property used by businesses, at the fire hall, in the parks, clubs and residential areas. He stated that if Council would like to adopt a separate policy prohibiting outdoor grilling on City property, that topic can be addressed. Councilmember Cole was in favor of outdoor grilling in an effort to support downtown businesses.

Councilmember Supernaw questioned whether food trucks were competing with downtown restaurants during events. Executive Assistant Weller stated that for any given event it is specified whether there will be food trucks. Councilmember Kurtz felt that there was a fine balance between local businesses and temporary food trucks, creating a vibrant atmosphere downtown. Councilmember Kurtz stated he would like to continue the discussion at a later date.

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

Rich Bergmann and Aaron Hagen, Round Lake Group LLC, presented an update on the Lake Charlevoix Brewing Company and the Bridge Street Tap Room. Mr. Bergmann thanked Charlevoix for its support and shared positive statistics regarding their four entities as well as the Second Annual Craft Beer Festival. Mr. Bergmann stated that Round Lake Group is in abeyance of all ordinances. He questioned whether a consistent negative undertone from a member of Council was acceptable behavior. Interim City Manager Spencer indicated that City Staff was required to investigate all complaints whether from the public or from Council. He stated that he was asked to investigate 12-15 times over the past six months, issuing no written violations and he expressed his frustration at this use of Staff's time.

Motion by Councilmember Kurtz, second by Councilmember Supernaw, to recess for five minutes.

Motion carried by unanimous voice vote. Council recessed at 9:42. Council resumed session at 9:48.

XIII. Closed Session

A. City Attorney Consultation – Section 15.268 (8)(h)

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

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

Council moved into closed session at 9:49 p.m. Council resumed open session at 10:21 p.m.

XIV. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections.
 Meeting adjourned at 10:21 p.m.

Joyce Golding	City Clerk	Gabe Campbell	Mayor
Special Accounts Payable – 05/29/2015			
STATE OF MICHIGAN	50.00	TOTAL	50.00
Special Accounts Payable – 06/04/2015			
ARCHAMBAULT, JON	400.00	TOTAL	700.00
KELLERVILLE	300.00		
Regular Accounts Payable – 06/16/2015			
ACE HARDWARE	3,802.82	BLARNEY CASTLE OIL CO	1,661.26
ALL-PHASE ELECTRIC SUPPLY CO.	159.44	BOB MATHERS FORD	65.00
AMERICAN TOTAL SECURITY INC	116.50	BOYNE AREA MEDICAL CENTER	103.00
AMERICAN WASTE INC.	2,113.20	BRADFORD'S	66.05
AMERIGAS - PETOSKEY	333.31	CARQUEST OF CHARLEVOIX	1,235.22
AT&T LONG DISTANCE	50.12	CCP INDUSTRIES INC	596.06
AUTO VALUE	873.09	CHARLEVOIX CONVENTION &	1,000.00
AVFUEL CORPORATION	44,364.15	CHARLEVOIX COURIER	59.00
BEAVER RESEARCH COMPANY	160.61	CHARLEVOIX TOWNSHIP	16.21
BLACK PEARL PLATINUM BRAND	29.00	CHARTER COMMUNICATIONS	999.20

CINTAS CORPORATION	104.53	NORTHERN SAFETY CO INC	246.56
CINTAS CORPORATION #729	90.00	NORTHWEST DESIGN GROUP	1,393.25
CITY OF CHARLEVOIX - UTILITIES	30,986.80	NYE UNIFORM CO	201.68
COOK FAMILY FARMS	203.00	OLESON'S FOOD STORES	444.67
CREBTIVE CUPCAKE	300.00	OTEC	1,340.00
DELL MARKETING L P	1,116.50	PERFORMANCE ENGINEERS INC	13,488.75
DITCH WITCH SALES OF MICHIGAN	101.34	PIGS EATIN RIBS	11.00
EJ USA INC.	2,214.14	POLLARD WATER	418.24
ELHORN ENGINEERING COMPANY	800.00	POLLUTION CONTROL SERVICES INC	8,600.00
EMERGENCY MEDICAL PRODUCTS INC	168.45	POND HILL FARM LLC	116.00
ETNA SUPPLY	1,909.14	POWER LINE SUPPLY	9,957.50
FAMILY FARM & HOME	357.46	QUICK CARE MEDICAL CENTER	160.00
FARMER WHITE'S	47.00	QUILL CORP	139.97
FREEDOM MAILING SERVICES INC.	2,273.73	RAMEY, PAUL	20.00
GILLESPIE, DAN	30.00	REVOLUTION BIKE LLC	382.28
GORDON FOOD SERVICE	33.74	RIETH-RILEY CONST CO INC	1,577.79
GRABOWSKI, JENNY	39.00	ROCKY TOP FARMS	39.00
GRIFFIN BEVERAGE CO	40.00	RUSSELL, RICHARD	75.00
GUNTZVILLER, RHONDA	50.00	S&W HEALTHCARE CORPORATION	219.40
HACH COMPANY	1,092.18	SCHLAPPI, JOSEPH	100.00
HARRELL'S	2,887.78	SEARS COMMERCIAL ONE	139.99
HOGARTH'S PEST CONTROL INC.	225.00	SEELEY'S PRINTING SERVICE	1,585.93
HYDE SERVICES LLC	218.88	SHORELINE POWER SERVICES INC	423.00
IDEXX DISTRIBUTION INC.	1,234.37	SOUND ENVIRONMENTS	716.78
J & B MEDICAL SUPPLY INC.	359.74	SPARTAN DISTRIBUTORS INC	422.74
JAMES, MAYA	13.18	SPAULDING MFG INC.	48.10
JOE'S PROFESSIONAL SERVICES LLC	135.00	STATE OF MICHIGAN	84.29
JTHOMAS PARTS	94.30	STATE OF MICHIGAN	190.00
KLOOSTER, VINCENZA	60.50	STRICKER'S OUTDOOR POWER EQUIPMENT	242.20
KSS ENTERPRISES	264.08	SUTPHEN CORPORATION	1,400.00
LAKESHORE TIRE & AUTO SERVICE	5.00	SWANK MOTION PICTURES	1,967.00
LEESE, M. CHRIS	10.00	SWEM, DONALD L.	250.35
LOTTIE'S BAGELS	109.00	T & R ELECTRIC	5,074.00
LOUIS A. HOFFMAN NURSERY INC	33,172.00	THAT FRENCH PLACE	180.00
MANAGEMENT AND BEHAVIOR	535.00	UP NORTH PROPERTY SERVICES LLC	2,478.00
MI GOLF COURSE SUPERINTENDENTS	100.00	USA BLUE BOOK	75.09
MICHIGAN MUNICIPAL ELECTRIC	75.00	VANLOO, JORDAN	47.65
MICHIGAN MUNICIPAL LEAGUE	1,702.00	VILLAGE GRAPHICS INC.	125.15
MICHIGAN OFFICEWAYS INC	1,585.08	WAGNER, BRIAN	88.00
MICHIGAN POLICE EQUIPMENT	267.45	WARD BROTHERS BOATS INC	150.30
MID STATES BOLT & SCREW CO	61.49	WILBERT BURIAL VAULT CO	191.12
MORRISON INDUSTRIAL	45,900.00	WILLCOME TREE SERVICE	385.00
NORTHERN LAKES	3,500.00	WORK & PLAY SHOP	228.41
NORTHERN MICHIGAN HARDWOODS	140.00	YOUNCE, RYAN	25.00
NORTHERN MICHIGAN REVIEW INC.	688.52	TOTAL	251,863.33
NORTHERN PUMP SERVICE INC	3,313.22		

ACH Payments - 06/01/2015 - 06/09/2015

MI PUBLIC POWER AGENCY	4,727.62	VANTAGEPOINT (457 ICMA PLAN)	13,617.91
PAYMENT SERVICE NETWORK	222.90	MI PUBLIC POWER AGENCY	4,179.29
IRS (PAYROLL TAX DEPOSIT)	34,707.33	STATE OF MI (SALES TAX)	18,242.87
ALERUS FINANCIAL (HCSP)	370.00		
STATE OF MI (WITHHOLDING TAX)	5,023.62	TOTAL	81,091.54

PAYROLL: NET PAY

Pay Period Ending 05/30/2015 - Paid 06/05/2015

WELLER, LINDA JO	1,620.71	MCGINN, KELLY A.	1,585.98
GOLDING, JOYCE M.	1,059.15	DOAN, GERARD P.	1,556.74
DEROSIA, PATRICIA E.	938.33	SHRIFT, PETER R.	1,178.16
DOYLE, ANNE E.	1,385.05	SCHLAPPI, JAMES L.	1,175.95
LOY, EVELYN R.	1,017.73	UMULIS, MATTHEW T.	1,352.70
KLOOSTER, ALIDA K.	1,675.15	HANKINS, SCOTT A.	1,750.82
SPENCER, MICHAEL D.	2,457.72	ORBAN, BARBARA K.	1,264.51
SPENCLEY, PATRICIA L.	1,493.28	TRAEGER, JASON A.	1,184.40
PANOFF, ZACHARY R.	626.91	WARNER, JANINE M.	1,079.61
MILLER, FAITH G.	15.05	EVANS JR, HALBERT K.	1,442.49
LEESE, MERRI C.	257.63	BINGHAM, LARRY E.	1,010.19

VANLOO, JORDAN C.	604.20	HEID, THOMAS J	1,252.44
GREYERBIEHL, KELLY M.	304.06	STEIN, DONNA E.	220.25
SCHWARTZFISHER, JOSEPH L.	1,474.83	BOOTHE, STEVEN A.	293.87
ROLOFF, ROBERT P.	1,469.16	GRUNCH, RONALD J.	285.28
BRODIN, WILLIAM C.	1,326.64	RYPSTRA III, BART	289.44
RILEY, DENISE M.	386.64	DAVIS, RONALD L.	149.23
TEUNIS, STEVEN L.	1,681.69	MACLEOD, SAMUEL R.	363.61
WURST, RANDALL W.	1,211.94	DAKROUB, JOSEPH E.	71.14
MAYER, SHELLEY L.	1,443.17	MASSON, DONALD J.	165.67
HILLING, NICHOLAS A.	1,190.98	MYER, ELIZABETH A.	1,850.79
MEIER III, CHARLES A.	1,906.93	VANLOO, JOSEPH G.	752.02
ZACHARIAS, STEVEN B.	1,374.01	WYMAN, MATTHEW A.	1,066.65
NISWANDER, JOSEPH F.	1,283.76	DRAVES, MICHAEL J.	391.04
EATON, BRAD A.	1,700.81	SCHRADER, LOU ANN	459.67
WILSON, TIMOTHY J.	2,599.20	SCHWAGER, EDWARD J.	729.44
LAVOIE, RICHARD L.	1,748.48	LALEWICZ, AMELIA	46.17
STEVENS, BRANDON C.	1,738.78	SHRIFT, PETER R.	158.75
DRAVES, MARTIN J.	1,797.37	SCHLAPPI, JAMES	872.25
BROWN, STEPHANIE C.	1,023.65	UMULIS, MATTHEW T.	654.63
ELLIOTT, PATRICK M.	1,762.40	ORBAN, BARBARA K.	632.71
WELLS JR., DONALD E.	1,683.83	TRAEGER, JASON A.	158.75
BRADLEY, KELLY R.	1,374.88	KLOOSTER, PATRICK H.	382.94
WILSON, RICHARD J.	1,089.32	LABELLE, DAVIS B.	241.63
HART II, DELBERT W.	714.01	KLINGER, LUCAS D.	580.41
JONES, ROBERT F.	1,259.39	SCHWARTZFISHER, JOSEPH L.	451.63
DORAN, JUSTIN J.	1,521.27	ROLOFF, ROBERT P.	332.89
MANKER JR, DAVID W.	423.59	BRODIN, WILLIAM C.	308.66
MANKER SR, DAVID W.	653.30	SWENSON, DONALD L.	1,808.24
NEUMANN, DANA L.	493.13	WHITLEY, BREW T.	1,527.21
BECKER, MICHAEL S.	571.45	MORRISON, KEVIN P.	1,289.94
SHEPARD, ZACHARY N.	507.34	HODGE, MICHAEL J.	1,270.62
BUTLER, SEAN C.	597.91	JOHNSON, STEVE P.	1,211.95
HAWKINS, JAMES S.	375.75	BISHAW, JAMES H.	544.03
MCGHEE, ROBERT R.	1,014.49	HERRIMAN, COBY M.	478.39
STANTS, JACOB W.	361.10	RILEY, DENISE M.	50.22
BLOOMER, GABRIELLE J.	503.72	PETERS, JESSAN M.	16.73
KIRINOVIC, THOMAS F.	682.20	CURTIS, DENISE E.	879.97
STEBE, LAURA A.	176.88	GILL, DAVID B.	959.55
FORRESTER, KATHERINE A.	553.74	TODD, RICHARD D.	393.63
AMSTUTZ, LINDA J.	207.40		
DUTCHER, ROBERT G.	255.48		
		TOTAL	93,769.58

4FRONT CREDIT UNION	218.46	PATROL - TRANSMITTAL - 06/05/2015	
AMERICAN FAMILY LIFE	145.20	COMMUNICATION WORKERS OF AMER	496.16
AMERICAN FAMILY LIFE	271.20	MI STATE DISBURSEMENT UNIT	502.40
CHAR EM UNITED WAY	122.00	POLICE OFFICERS LABOR COUNCIL	343.00
CHARLEVOIX STATE BANK	122.16	PRIORITY HEALTH	1,685.60
CHEMICAL BANK	450.00		
		TOTAL	4,865.18

Check Number	Payee	Amount
06/11/2015		
113507	BRIAN DIXON PAINTING	920.00
113508	THUNDER BAY RESORT	1,300.00
Total 06/11/2015:		2,220.00
Grand Totals:		2,220.00

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

06/11/15	Special Accounts Payable Run	\$ 2,220.00
06/12/15	Special Accounts Payable Run	\$ 7,500.00
06/19/15	Payroll	\$ 107,900.75
06/19/15	Payroll Transmittal Checks	\$ 4,646.56
06/22/15	Special Accounts Payable Run	\$ 64,619.92
07/01/15	Special Accounts Payable Run	\$ 1,000.00
07/02/15	Payroll	\$ 109,905.80
07/02/15	Payroll Transmittal Checks	\$ 4,687.95
07/07/15	Regular Accounts Payable	\$ 446,946.44
Checks Sub-Total:		\$ 749,427.42

FIRSTMERIT BANK - ACH PAYMENTS

06/15/15	MI Public Power Agency	\$ 9,578.88
06/19/15	IRS (Payroll Tax Deposit)	\$ 39,178.88
06/19/15	Alerus Financial (HCSP)	\$ 370.00
06/19/15	State of MI (Withholding Tax)	\$ 5,753.13
06/19/15	Vantagepoint (457 ICMA Plan)	\$ 13,609.13
06/19/15	MERS (Defined Benefit Plan)	\$ 26,670.84
06/22/15	MI Public Power Agency	\$ 13,374.77
06/25/15	MI Public Power Agency	\$ 258,415.64
06/29/15	MI Public Power Agency	\$ 15,833.59
07/02/15	IRS (Payroll Tax Deposit)	\$ 39,936.48
07/02/15	Alerus Financial (HCSP)	\$ 370.00
07/02/15	State of MI (Withholding Tax)	\$ 5,690.63
07/02/15	Vantagepoint (457 ICMA Plan)	\$ 13,764.46
07/06/15	MI Public Power Agency	\$ 9,908.01
ACH Sub-Total:		\$ 452,454.44

First Merit Bank Total: \$ 1,201,881.86

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

Tax Disbursement	\$ -
Charlevoix State Bank Total:	\$ -
Grand Total:	\$ 1,201,881.86

APPROVED:


INTERNAL CITY MANAGER


CITY TREASURER


CITY CLERK

Check Number	Payee	Amount
06/12/2015		
113509	LARSON, KATHERINE	7,500.00
Total 06/12/2015:		7,500.00
Grand Totals:		7,500.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/13/2015	PC	06/19/2015	19477	WELLER, LINDA JO	101		1,620.71
06/13/2015	PC	06/19/2015	19478	GOLDING, JOYCE M.	106		1,059.15
06/13/2015	PC	06/19/2015	19479	DEROSIA, PATRICIA E.	107		971.47
06/13/2015	PC	06/19/2015	19480	DOYLE, ANNE E.	108		1,385.05
06/13/2015	PC	06/19/2015	19481	LOY, EVELYN R.	117		1,017.73
06/13/2015	PC	06/19/2015	19482	KLOOSTER, ALIDA K.	121		1,447.08
06/13/2015	PC	06/19/2015	19483	GOLOVICH, KAREN J.	122		704.07
06/13/2015	PC	06/19/2015	19484	SPENCER, MICHAEL D.	132		2,238.33
06/13/2015	PC	06/19/2015	19485	SPENCLEY, PATRICIA L.	136		1,561.31
06/13/2015	PC	06/19/2015	19486	PANOFF, ZACHARY R.	141		631.71
06/13/2015	PC	06/19/2015	19487	MILLER, FAITH G.	142		34.41
06/13/2015	PC	06/19/2015	19488	LEESE, MERRI C.	145		284.05
06/13/2015	PC	06/19/2015	19489	MCGINN, KELLY A.	146		1,585.98
06/13/2015	PC	06/19/2015	19490	DOAN, GERARD P.	201		1,644.23
06/13/2015	PC	06/19/2015	19491	SHRIFT, PETER R.	203		1,284.22
06/13/2015	PC	06/19/2015	19492	SCHLAPPI, JAMES L.	204		1,095.23
06/13/2015	PC	06/19/2015	19493	UMULIS, MATTHEW T.	205		1,364.08
06/13/2015	PC	06/19/2015	19494	HANKINS, SCOTT A.	208		1,489.79
06/13/2015	PC	06/19/2015	19495	ORBAN, BARBARA K.	209		1,340.84
06/13/2015	PC	06/19/2015	19496	TRAEGER, JASON A.	210		1,318.50
06/13/2015	PC	06/19/2015	19497	WARNER, JANINE M.	213		851.52
06/13/2015	PC	06/19/2015	19498	EVANS JR, HALBERT K.	214		1,442.49
06/13/2015	PC	06/19/2015	19499	GODDARD, RYAN D.	221		551.33
06/13/2015	PC	06/19/2015	19500	BINGHAM, LARRY E.	224		1,046.00
06/13/2015	PC	06/19/2015	19501	VANLOO, JORDAN C.	239		619.18
06/13/2015	PC	06/19/2015	19502	TELGENHOF, WILL G.	246		261.11
06/13/2015	PC	06/19/2015	19503	GREYERBIEHL, KELLY M.	260		465.22
06/13/2015	PC	06/19/2015	19504	SCHWARTZFISHER, JOS	303		1,617.74
06/13/2015	PC	06/19/2015	19505	ROLOFF, ROBERT P.	304		3,816.73
06/13/2015	PC	06/19/2015	19506	BRODIN, WILLIAM C.	305		1,459.74
06/13/2015	PC	06/19/2015	19507	RILEY, DENISE M.	306		408.40
06/13/2015	PC	06/19/2015	19508	TEUNIS, STEVEN L.	402		1,681.68
06/13/2015	PC	06/19/2015	19509	WURST, RANDALL W.	411		1,657.02
06/13/2015	PC	06/19/2015	19510	MAYER, SHELLEY L.	412		1,557.82
06/13/2015	PC	06/19/2015	19511	HILLING, NICHOLAS A.	413		1,092.80
06/13/2015	PC	06/19/2015	19512	MEIER III, CHARLES A.	421		1,256.45
06/13/2015	PC	06/19/2015	19513	ZACHARIAS, STEVEN B.	422		1,327.51
06/13/2015	PC	06/19/2015	19514	NISWANDER, JOSEPH F.	504		1,382.44
06/13/2015	PC	06/19/2015	19515	EATON, BRAD A.	515		1,896.70
06/13/2015	PC	06/19/2015	19516	WILSON, TIMOTHY J.	516		1,926.77
06/13/2015	PC	06/19/2015	19517	LAVOIE, RICHARD L.	519		2,240.24
06/13/2015	PC	06/19/2015	19518	STEVENS, BRANDON C.	521		1,925.57
06/13/2015	PC	06/19/2015	19519	DRAVES, MARTIN J.	523		1,581.93
06/13/2015	PC	06/19/2015	19520	BROWN, STEPHANIE C.	524		1,023.66
06/13/2015	PC	06/19/2015	19521	ELLIOTT, PATRICK M.	600		1,762.40
06/13/2015	PC	06/19/2015	19522	WELLS JR., DONALD E.	609		1,194.66
06/13/2015	PC	06/19/2015	19523	BRADLEY, KELLY R.	614		1,667.57
06/13/2015	PC	06/19/2015	19524	WILSON, RICHARD J.	615		1,194.33
06/13/2015	PC	06/19/2015	19525	HART II, DELBERT W.	616		828.72
06/13/2015	PC	06/19/2015	19526	JONES, ROBERT F.	618		1,370.66
06/13/2015	PC	06/19/2015	19527	DORAN, JUSTIN J.	621		1,173.48
06/13/2015	PC	06/19/2015	19528	MANKER JR, DAVID W.	638		493.95
06/13/2015	PC	06/19/2015	19529	MANKER SR, DAVID W.	639		717.35
06/13/2015	PC	06/19/2015	19530	NEUMANN, DANA L.	640		536.31
06/13/2015	PC	06/19/2015	19531	BECKER, MICHAEL S.	641		554.09
06/13/2015	PC	06/19/2015	19532	SHEPARD, ZACHARY N.	656		502.73
06/13/2015	PC	06/19/2015	19533	BUTLER, SEAN C.	660		650.90

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/13/2015	PC	06/19/2015	19534	HAWKINS, JAMES S.	662		438.25
06/13/2015	PC	06/19/2015	19535	MCGHEE, ROBERT R.	663		943.00
06/13/2015	PC	06/19/2015	19536	STANTS, JACOB W.	664		494.36
06/13/2015	PC	06/19/2015	19537	BLOOMER, GABRIELLE J.	665		505.36
06/13/2015	PC	06/19/2015	19538	KIRINOVIC, THOMAS F.	700		620.18
06/13/2015	PC	06/19/2015	19539	STEBE, LAURA A.	703		109.14
06/13/2015	PC	06/19/2015	19540	FORRESTER, KATHERIN	704		544.88
06/13/2015	PC	06/19/2015	19541	AMSTUTZ, LINDA J.	706		493.15
06/13/2015	PC	06/19/2015	19542	DUTCHER, ROBERT G.	710		365.01
06/13/2015	PC	06/19/2015	19543	SABSOOK, SARA E.	721		117.05
06/13/2015	PC	06/19/2015	19544	BROSIO, VALERIE L.	722		114.28
06/13/2015	PC	06/19/2015	19545	WEBB, MICHAEL B.	773		205.42
06/13/2015	PC	06/19/2015	19546	PARKER-DROST, HERO	775		74.89
06/13/2015	PC	06/19/2015	19547	HOLECHECK, JENNACA	777		121.70
06/13/2015	PC	06/19/2015	19548	ROCKAFELLOW, SARAH	782		84.38
06/13/2015	PC	06/19/2015	19549	HEID, THOMAS J	802		1,252.44
06/13/2015	PC	06/19/2015	19550	STEIN, DONNA E.	830		252.28
06/13/2015	PC	06/19/2015	19551	BOOTHE, STEVEN A.	832		268.24
06/13/2015	PC	06/19/2015	19552	GRUNCH, RONALD J.	844		294.20
06/13/2015	PC	06/19/2015	19553	RYPSTRA III, BART	852		226.57
06/13/2015	PC	06/19/2015	19554	DAVIS, RONALD L.	853		220.22
06/13/2015	PC	06/19/2015	19555	MACLEOD, SAMUEL R.	857		371.61
06/13/2015	PC	06/19/2015	19556	DAKROUB, JOSEPH E.	860		146.03
06/13/2015	PC	06/19/2015	19557	MASSON, DONALD J.	861		135.41
06/13/2015	PC	06/19/2015	19558	MYER, ELIZABETH A.	900		1,622.72
06/13/2015	PC	06/19/2015	19559	VANLOO, JOSEPH G.	902		796.97
06/13/2015	PC	06/19/2015	19560	WYMAN, MATTHEW A.	927		955.66
06/13/2015	PC	06/19/2015	19561	DRAVES, MICHAEL J.	928		384.68
06/13/2015	PC	06/19/2015	19562	SCHRADER, LOU ANN	929		622.65
06/13/2015	PC	06/19/2015	19563	SCHWAGER, EDWARD J.	930		778.54
06/13/2015	PC	06/19/2015	19564	BOSS, RYDER S.	932		225.34
06/13/2015	PC	06/19/2015	19565	FUNKEY, KRAIG R.	1034		124.67
06/13/2015	PC	06/19/2015	19566	RILEY, TIMOTHY C.	1045		52.86
06/13/2015	PC	06/19/2015	19567	RAMSEY, KYLE J.	1051		3.21
06/13/2015	PC	06/19/2015	19568	RILEY, CASEY W.	1052		472.04
06/13/2015	PC	06/19/2015	19569	THORMAN, MIKAYLA R.	1055		228.47
06/13/2015	PC	06/19/2015	19570	JONES, LARRY M.	1057		968.83
06/13/2015	PC	06/19/2015	19571	LOPER II, GARY D.	1058		702.32
06/13/2015	PC	06/19/2015	19572	WILLSON, BRENDA R.	1059		281.92
06/13/2015	PC	06/19/2015	19573	OCHS, THOMAS F	1068		41.56
06/13/2015	PC	06/19/2015	19574	TRAVERS, MANUEL J.	1071		1,089.31
06/13/2015	PC	06/19/2015	19575	RILEY, DANIEL A.	1079		1,327.43
06/13/2015	PC	06/19/2015	113510	KLOOSTER, PATRICK H.	216		382.94
06/13/2015	PC	06/19/2015	113511	JOHNSON, KYLE W.	223		434.53
06/13/2015	PC	06/19/2015	113512	LABELLE, DAVIS B.	234		333.02
06/13/2015	PC	06/19/2015	113513	KLINGER, LUCAS D.	235		580.41
06/13/2015	PC	06/19/2015	113514	GREENE, GLORIA C.	243		478.39
06/13/2015	PC	06/19/2015	113515	KLINGER, BRADLEY W.	244		208.00
06/13/2015	PC	06/19/2015	113516	DAVIS, LEAH R.	245		314.22
06/13/2015	PC	06/19/2015	113517	SWEM, DONALD L.	512		1,808.24
06/13/2015	PC	06/19/2015	113518	WHITLEY, ANDREW T.	522		1,342.77
06/13/2015	PC	06/19/2015	113519	MORRISON, KEVIN P.	601		868.50
06/13/2015	PC	06/19/2015	113520	HODGE, MICHAEL J.	606		1,270.61
06/13/2015	PC	06/19/2015	113521	JOHNSON, STEVEN P.	617		1,264.89
06/13/2015	PC	06/19/2015	113522	BISHAW, JAMES H.	633		632.13
06/13/2015	PC	06/19/2015	113523	HERRIMAN, COBY M.	654		408.47
06/13/2015	PC	06/19/2015	113524	MACGILLIVRAY, RAYMO	720		79.13

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/13/2015	PC	06/19/2015	113525	HALL, CHASE D.	726		114.59
06/13/2015	PC	06/19/2015	113526	PETERS, MEGAN M.	738		134.99
06/13/2015	PC	06/19/2015	113527	HOLM, ARTHUR R.	791		540.51
06/13/2015	PC	06/19/2015	113528	CURTIS, DENNIS E.	831		781.01
06/13/2015	PC	06/19/2015	113529	GILL, DAVID R.	856		1,008.90
06/13/2015	PC	06/19/2015	113530	TODD, RICHARD D.	859		501.10
06/13/2015	PC	06/19/2015	113531	STEVENS, JEFFREY W.	1028		602.49
06/13/2015	PC	06/19/2015	113532	ROLOFF, AUDREY M.	1037		2,950.91
06/13/2015	PC	06/19/2015	113533	MATTER, DAWSON K.	1038		1,901.58
06/13/2015	PC	06/19/2015	113534	SCOTT JR., WINFIELD	1072		26.42
06/13/2015	PC	06/19/2015	113535	KITELEY, FISHER L.	1074		26.42
06/13/2015	PC	06/19/2015	113536	BERGMANN, DOUGLAS	1087		13.21
Grand Totals:			126				107,900.75

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Report Criteria:

- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Void checks included

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/13/2015	06/19/2015	113537	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	218.46
06/13/2015	06/19/2015	113538	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	145.20
06/13/2015	06/19/2015	113538	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	271.20
06/13/2015	06/19/2015	113539	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/13/2	32.00
06/13/2015	06/19/2015	113540	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,021.16
06/13/2015	06/19/2015	113541	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
06/13/2015	06/19/2015	113542	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	496.16
06/13/2015	06/19/2015	113543	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	502.40
06/13/2015	06/19/2015	113544	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,809.98
Grand Totals:		<u>9</u>				<u>4,646.56</u>

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Check Number	Payee	Amount
06/22/2015		
113545	AT&T	1,917.11
113546	AT&T MOBILITY	72.61
113547	CHARLEVOIX STATE BANK	4,288.35
113548	DELTA DENTAL	4,771.88
113549	DTE ENERGY	6,052.69
113550	GREAT LAKES ENERGY	203.01
113551	METLIFE SMALL BUSINESS CENTER	744.45
113552	PRIORITY HEALTH	45,958.41
113553	VERIZON WIRELESS	56.72
113554	VISION SERVICE PLAN	554.69
Total 06/22/2015:		64,619.92
Grand Totals:		64,619.92

Check Number	Payee	Amount
07/01/2015		
113749	MICHIGAN JAZZ TRAIL BIG BAND	1,000.00
Total 07/01/2015:		1,000.00
Grand Totals:		1,000.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/27/2015	PC	07/02/2015	19576	CAMPBELL, GABRIEL M.	40		932.73
06/27/2015	PC	07/02/2015	19577	GIBSON, SHIRLEY J.	43		689.53
06/27/2015	PC	07/02/2015	19578	PORTER, JEFFREY L.	44		544.01
06/27/2015	PC	07/02/2015	19579	PERRON, LEON R.	45		449.96
06/27/2015	PC	07/02/2015	19580	KURTZ, LUTHER J.	54		443.28
06/27/2015	PC	07/02/2015	19581	SUPERNAW, WILLIAM J.	55		674.15
06/27/2015	PC	07/02/2015	19582	WELLER, LINDA JO	101		1,620.71
06/27/2015	PC	07/02/2015	19583	GOLDING, JOYCE M.	106		1,059.15
06/27/2015	PC	07/02/2015	19584	DEROSIA, PATRICIA E.	107		938.33
06/27/2015	PC	07/02/2015	19585	DOYLE, ANNE E.	108		1,385.05
06/27/2015	PC	07/02/2015	19586	LOY, EVELYN R.	117		1,017.73
06/27/2015	PC	07/02/2015	19587	KLOOSTER, ALIDA K.	121		1,675.15
06/27/2015	PC	07/02/2015	19588	GOLOVICH, KAREN J.	122		891.61
06/27/2015	PC	07/02/2015	19589	SPENCER, MICHAEL D.	132		2,457.72
06/27/2015	PC	07/02/2015	19590	SPENCLEY, PATRICIA L.	136		1,561.31
06/27/2015	PC	07/02/2015	19591	PANOFF, ZACHARY R.	141		626.91
06/27/2015	PC	07/02/2015	19592	LEESE, MERRI C.	145		262.02
06/27/2015	PC	07/02/2015	19593	MCGINN, KELLY A.	146		1,585.98
06/27/2015	PC	07/02/2015	19594	DOAN, GERARD P.	201		1,720.06
06/27/2015	PC	07/02/2015	19595	SHRIFT, PETER R.	203		1,136.19
06/27/2015	PC	07/02/2015	19596	SCHLAPPI, JAMES L.	204		1,040.63
06/27/2015	PC	07/02/2015	19597	UMULIS, MATTHEW T.	205		1,172.31
06/27/2015	PC	07/02/2015	19598	HANKINS, SCOTT A.	208		1,489.79
06/27/2015	PC	07/02/2015	19599	ORBAN, BARBARA K.	209		1,169.15
06/27/2015	PC	07/02/2015	19600	TRAEGER, JASON A.	210		1,295.40
06/27/2015	PC	07/02/2015	19601	WARNER, JANINE M.	213		1,079.60
06/27/2015	PC	07/02/2015	19602	EVANS JR, HALBERT K.	214		1,442.49
06/27/2015	PC	07/02/2015	19603	GODDARD, RYAN D.	221		944.45
06/27/2015	PC	07/02/2015	19604	JOHNSON, KYLE W.	223		662.59
06/27/2015	PC	07/02/2015	19605	BINGHAM, LARRY E.	224		820.38
06/27/2015	PC	07/02/2015	19606	VANLOO, JORDAN C.	239		630.43
06/27/2015	PC	07/02/2015	19607	TELGENHOF, WILL G.	246		528.09
06/27/2015	PC	07/02/2015	19608	GREYERBIEHL, KELLY M.	260		557.33
06/27/2015	PC	07/02/2015	19609	ROLOFF, ROBERT P.	304		2,269.96
06/27/2015	PC	07/02/2015	19610	BRODIN, WILLIAM C.	305		3,417.70
06/27/2015	PC	07/02/2015	19611	RILEY, DENISE M.	306		467.76
06/27/2015	PC	07/02/2015	19612	TEUNIS, STEVEN L.	402		1,681.68
06/27/2015	PC	07/02/2015	19613	WURST, RANDALL W.	411		1,343.62
06/27/2015	PC	07/02/2015	19614	MAYER, SHELLEY L.	412		1,475.12
06/27/2015	PC	07/02/2015	19615	HILLING, NICHOLAS A.	413		1,471.64
06/27/2015	PC	07/02/2015	19616	MEIER III, CHARLES A.	421		1,981.84
06/27/2015	PC	07/02/2015	19617	ZACHARIAS, STEVEN B.	422		1,288.83
06/27/2015	PC	07/02/2015	19618	NISWANDER, JOSEPH F.	504		1,283.76
06/27/2015	PC	07/02/2015	19619	EATON, BRAD A.	515		1,979.58
06/27/2015	PC	07/02/2015	19620	WILSON, TIMOTHY J.	516		2,154.83
06/27/2015	PC	07/02/2015	19621	LAVOIE, RICHARD L.	519		1,924.67
06/27/2015	PC	07/02/2015	19622	STEVENS, BRANDON C.	521		1,650.68
06/27/2015	PC	07/02/2015	19623	DRAVES, MARTIN J.	523		1,547.85
06/27/2015	PC	07/02/2015	19624	BROWN, STEPHANIE C.	524		1,023.65
06/27/2015	PC	07/02/2015	19625	ELLIOTT, PATRICK M.	600		1,762.40
06/27/2015	PC	07/02/2015	19626	SCHWARTZFISHER, JOS	603		1,065.82
06/27/2015	PC	07/02/2015	19627	WELLS JR., DONALD E.	609		1,587.00
06/27/2015	PC	07/02/2015	19628	BRADLEY, KELLY R.	614		1,370.91
06/27/2015	PC	07/02/2015	19629	WILSON, RICHARD J.	615		1,177.64
06/27/2015	PC	07/02/2015	19630	HART II, DELBERT W.	616		821.40
06/27/2015	PC	07/02/2015	19631	JONES, ROBERT F.	618		1,327.31
06/27/2015	PC	07/02/2015	19632	DORAN, JUSTIN J.	621		1,838.33

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/27/2015	PC	07/02/2015	19633	MANKER JR, DAVID W.	638		493.95
06/27/2015	PC	07/02/2015	19634	MANKER SR, DAVID W.	639		717.35
06/27/2015	PC	07/02/2015	19635	NEUMANN, DANA L.	640		542.71
06/27/2015	PC	07/02/2015	19636	BECKER, MICHAEL S.	641		609.65
06/27/2015	PC	07/02/2015	19637	SHEPARD, ZACHARY N.	656		551.87
06/27/2015	PC	07/02/2015	19638	BUTLER, SEAN C.	660		645.43
06/27/2015	PC	07/02/2015	19639	HAWKINS, JAMES S.	662		507.33
06/27/2015	PC	07/02/2015	19640	MCGHEE, ROBERT R.	663		1,074.06
06/27/2015	PC	07/02/2015	19641	STANTS, JACOB W.	664		531.94
06/27/2015	PC	07/02/2015	19642	BLOOMER, GABRIELLE J.	665		570.97
06/27/2015	PC	07/02/2015	19643	MCCLANATHAN, BRAND	666		263.45
06/27/2015	PC	07/02/2015	19644	STEBE, LAURA A.	703		105.38
06/27/2015	PC	07/02/2015	19645	FORRESTER, KATHERIN	704		425.27
06/27/2015	PC	07/02/2015	19646	AMSTUTZ, LINDA J.	706		991.91
06/27/2015	PC	07/02/2015	19647	DUTCHER, ROBERT G.	710		273.10
06/27/2015	PC	07/02/2015	19648	SABSOOK, SARA E.	721		437.61
06/27/2015	PC	07/02/2015	19649	BROSIO, VALERIE L.	722		634.09
06/27/2015	PC	07/02/2015	19650	RUDOLPH, TRISTAN M.	757		59.16
06/27/2015	PC	07/02/2015	19651	WEBB, MICHAEL B.	773		242.43
06/27/2015	PC	07/02/2015	19652	PARKER-DROST, HERO	775		461.28
06/27/2015	PC	07/02/2015	19653	HOLECHECK, JENNACA	777		537.42
06/27/2015	PC	07/02/2015	19654	ROCKAFELLOW, SARAH	782		567.03
06/27/2015	PC	07/02/2015	19655	HEID, THOMAS J	802		1,252.44
06/27/2015	PC	07/02/2015	19656	STEIN, DONNA E.	830		204.23
06/27/2015	PC	07/02/2015	19657	BOOTHE, STEVEN A.	832		269.95
06/27/2015	PC	07/02/2015	19658	GRUNCH, RONALD J.	844		396.82
06/27/2015	PC	07/02/2015	19659	RYPSTRA III, BART	852		281.58
06/27/2015	PC	07/02/2015	19660	DAVIS, RONALD L.	853		220.22
06/27/2015	PC	07/02/2015	19661	MACLEOD, SAMUEL R.	857		416.38
06/27/2015	PC	07/02/2015	19662	DAKROUB, JOSEPH E.	860		162.88
06/27/2015	PC	07/02/2015	19663	MASSON, DONALD J.	861		176.91
06/27/2015	PC	07/02/2015	19664	MYER, ELIZABETH A.	900		1,850.80
06/27/2015	PC	07/02/2015	19665	VANLOO, JOSEPH G.	902		952.92
06/27/2015	PC	07/02/2015	19666	WYMAN, MATTHEW A.	927		1,011.83
06/27/2015	PC	07/02/2015	19667	SCHRADER, LOU ANN	929		660.27
06/27/2015	PC	07/02/2015	19668	SCHWAGER, EDWARD J.	930		503.44
06/27/2015	PC	07/02/2015	19669	BOSS, RYDER S.	932		503.65
06/27/2015	PC	07/02/2015	19670	JONES, LARRY M.	1057		87.14
06/27/2015	PC	07/02/2015	19671	TRAVERS, MANUEL J.	1071		138.52
06/27/2015	PC	07/02/2015	19672	RILEY, DANIEL A.	1079		132.14
06/27/2015	PC	07/02/2015	113555	COLE, SHANE	50		604.89
06/27/2015	PC	07/02/2015	113556	KLOOSTER, PATRICK H.	216		682.84
06/27/2015	PC	07/02/2015	113557	LABELLE, DAVIS B.	234		165.12
06/27/2015	PC	07/02/2015	113558	KLINGER, LUCAS D.	235		514.61
06/27/2015	PC	07/02/2015	113559	GREENE, GLORIA C.	243		528.09
06/27/2015	PC	07/02/2015	113560	KLINGER, BRADLEY W.	244		208.00
06/27/2015	PC	07/02/2015	113561	DAVIS, LEAH R.	245		528.09
06/27/2015	PC	07/02/2015	113562	SWEM, DONALD L.	512		1,808.24
06/27/2015	PC	07/02/2015	113563	WHITLEY, ANDREW T.	522		1,483.38
06/27/2015	PC	07/02/2015	113564	MORRISON, KEVIN P.	601		1,137.33
06/27/2015	PC	07/02/2015	113565	HODGE, MICHAEL J.	606		1,270.61
06/27/2015	PC	07/02/2015	113566	JOHNSON, STEVEN P.	617		997.86
06/27/2015	PC	07/02/2015	113567	BISHAW, JAMES H.	633		737.86
06/27/2015	PC	07/02/2015	113568	HERRIMAN, COBY M.	654		521.87
06/27/2015	PC	07/02/2015	113569	HINDLE, LYDIA R.	667		468.92
06/27/2015	PC	07/02/2015	113570	MACGILLIVRAY, RAYMO	720		652.72
06/27/2015	PC	07/02/2015	113571	HALL, CHASE D.	726		676.84

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/27/2015	PC	07/02/2015	113572	PETERS, MEGAN M.	738		586.57
06/27/2015	PC	07/02/2015	113573	CURTIS, DENNIS E.	831		1,307.86
06/27/2015	PC	07/02/2015	113574	GILL, DAVID R.	856		1,484.51
06/27/2015	PC	07/02/2015	113575	TODD, RICHARD D.	859		517.36
06/27/2015	PC	07/02/2015	113576	STEVENS, JEFFREY W.	1028		138.52
Grand Totals:			119				109,905.80

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Report Criteria:

Computed checks included
Manual checks included
Supplemental checks included
Termination checks included
Void checks included

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/27/2015	07/02/2015	113577	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	218.46
06/27/2015	07/02/2015	113578	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	145.20
06/27/2015	07/02/2015	113578	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	271.20
06/27/2015	07/02/2015	113579	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/27/2	32.00
06/27/2015	07/02/2015	113580	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,021.16
06/27/2015	07/02/2015	113581	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
06/27/2015	07/02/2015	113582	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	497.30
06/27/2015	07/02/2015	113583	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
06/27/2015	07/02/2015	113584	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 6	294.00
06/27/2015	07/02/2015	113585	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,656.80
Grand Totals:		<u>10</u>				<u>4,687.95</u>

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Check Number	Payee	Amount
07/07/2015		
113586	AIRGAS USA LLC	1,280.15
113587	ALL-PHASE ELECTRIC SUPPLY CO.	595.63
113588	AMSTUTZ, LINDA	289.66
113589	ANYBATTERY INC.	112.05
113590	ARROW UNIFORM-TAYLOR L.L.C.	1,036.30
113591	AT&T LONG DISTANCE	43.96
113592	AVFUEL CORPORATION	53,119.02
113593	B & L SOUND INC	471.81
113594	BAILLARGEON, JOSEPH	31.20
113595	BIOTECH AGRONOMICS INC	12,526.16
113596	BLACK PEARL PLATINUM BRAND	25.00
113597	BOB MATHERS FORD	172.91
113598	BOSS, LINDA K.	825.00
113599	BUDAY'S SOUND ADVICE	3,836.06
113600	CALDWELL, THOMAS	82.14
113601	CCI SOUTH LLC	693.50
113602	CENTRAL DRUG STORE	6.59
113603	CHARLEVOIX AGENCY	749.70
113604	CHARLEVOIX SCREEN MASTERS INC	4,560.50
113605	CHARLEVOIX TOWNSHIP	15.00
113606	CHARTER COMMUNICATIONS	999.20
113607	CHEMICAL SYSTEMS INC.	1,872.00
113608	CHESAPEAKE GROUP INC.	5,500.00
113609	COOK FAMILY FARMS	277.00
113610	COVEYOU FARMS LLC	84.00
113611	CSI EMERGENCY APPARATUS LLC	11.27
113612	CUMMINS BRIDGEWAY LLC	2,502.49
113613	DAMOUR, DAVID	26.00
113614	DCASSESSING SERVICES	4,371.08
113615	DeROSIA, PATTY	41.00
113616	DHASELEER, CARL	102.00
113617	DISTRICT 21 SOFTBALL	100.00
113618	DITCH WITCH SALES OF MICHIGAN	1,351.14
113619	DOAN, GERARD	41.00
113620	DOYLE, ANNIE	391.00
113621	DTE ENERGY	55.18
113622	EJ USA INC.	513.05
113623	ELLIOTT, PATRICK M.	41.00
113624	ELMER'S CRANE & DOZER INC.	59,260.00
113625	EMERGENCY MEDICAL PRODUCTS I	112.70
113626	ETNA SUPPLY	1,960.00
113627	EVANS, HAL	41.00
113628	FARMER WHITE'S	160.00
113629	FASTENAL COMPANY	59.63
113630	FERGUSON & CHAMBERLAIN	2,876.00
113631	FISHER SCIENTIFIC	952.05
113632	FORRESTER, KATHERINE	37.10
113633	FUHRMAN, DANIEL	33.71

Check Number	Payee	Amount
113634	GALLAGHER, ART	83.56
113635	GALLIMORE, SARAH	43.00
113636	GALLOUP	1,075.68
113637	GALLS AN ARAMARK COMPANY	275.36
113638	GERBER HOMEMADE SWEETS	45.00
113639	GOLDING, JOYCE	41.00
113640	GORDON FOOD SERVICE	39.97
113641	GRAINGER	148.88
113642	GRAPHIC CONTROLS LEC	427.32
113643	GREAT LAKES ELEVATOR LLC	319.50
113644	GREAT LAKES PIPE & SUPPLY	623.37
113645	GREAT LAKES PIPE & SUPPLY	111.22
113646	GRP ENGINEERING INC.	7,354.96
113647	GSK ENTERPRISES LLC	450.00
113648	GUNTZVILLER, RHONDA	143.00
113649	HAGGARD'S INC	1,763.00
113650	HANKINS, SCOTT	41.00
113651	HARRELL'S	4,730.12
113652	HARWOOD GOLD	249.00
113653	HEID, THOMAS J.	41.00
113654	HI-LINE	125.88
113655	HOLIDAY COMPANIES	7,254.04
113656	HYDE SERVICES LLC	388.81
113657	IDEXX DISTRIBUTION INC.	1,234.37
113658	INDEPENDENT DRAFTING SERVICES	1,260.00
113659	INDUSTRIAL MARKETING	2,248.73
113660	J & B MEDICAL SUPPLY INC.	19.90
113661	JACK DOHENY SUPPLIES INC	469.94
113662	JOHN E. GREEN COMPANY	799.27
113663	JOHNNY MAC'S SPORTING GOODS	140.58
113664	KELLERVILLE	300.00
113665	KERBY, MICHELLE	70.00
113666	KIRINOVIC, THOMAS	41.00
113667	KLOOSTER, ALIDA K.	41.00
113668	KORTHASE FLINN	11.25
113669	KSS ENTERPRISES	2,246.93
113670	LAKESHORE TIRE & AUTO SERVICE	14.95
113671	LERMA INC.	75.00
113672	LEVINE, STUART	53.41
113673	LOTTIE'S BAGELS	109.00
113674	LYONS, SHELIA	59.13
113675	MARSCHNER, JOHN	2,322.23
113676	MATTER, DAWSON	390.00
113677	MCCARDEL CULLIGAN-PETOSKEY	250.00
113678	McGINN, KELLY	72.49
113679	MDC CONTRACTING LLC	630.00
113680	METTLER CONCEPTS & DESIN	325.87
113681	MICHIGAN APPRAISAL CO INC	1,200.00
113682	MICHIGAN BOATING INDUSTRIES AS	295.00

Check Number	Payee	Amount
113683	MICHIGAN MUNICIPAL LEAGUE	5,040.49
113684	MICHIGAN MUSHROOM MARKET LLC	20.00
113685	MICHIGAN POLICE EQUIPMENT	969.65
113686	MID STATES BOLT & SCREW CO	51.04
113687	MYER, ELIZABETH A.	41.00
113688	NORTH COUNTRY POWER GENERATI	235.00
113689	NORTHERN CREDIT BUREAU	290.51
113690	NORTHERN MICHIGAN DUST CONTR	288.00
113691	NORTHERN MICHIGAN JANITORIAL	87.35
113692	NORTHERN SAFETY CO INC	773.25
113693	NORTHWEST DESIGN GROUP	3,974.25
113694	NYE UNIFORM CO	104.45
113695	OLSON BZDOK & HOWARD	2,836.50
113696	OMS COMPLIANCE SERVICES INC	78.75
113697	ORIENTAL TRADING COMPANY INC	1,364.35
113698	OUDBIER INSTRUMENT CO	551.00
113699	PARASTAR INC.	1,058.46
113700	PERFORMANCE ENGINEERS INC	19,109.25
113701	PETOSKEY PUBLIC SCHOOLS	1,000.00
113702	POLLARD WATER	69.48
113703	POND HILL FARM LLC	200.00
113704	POWER LINE SUPPLY	957.47
113705	PREFERRED WASTE 2 LLC	120.00
113706	PREIN & NEWHOF	51,009.76
113707	PRESTON FEATHER	268.65
113708	PROVIDENCE FARM LLC	98.00
113709	QUICK CARE MEDICAL CENTER	144.00
113710	QUILL CORP	246.90
113711	REHMANN-ROBSON & CO	3,900.00
113712	RESIDEX LLC	978.24
113713	RICK-BIDDICK, MICHELLE	1,021.14
113714	RTI LABORATORIES INC.	31.00
113715	RUSTIC BAKER	45.00
113716	S & S WORLDWIDE	1,338.77
113717	SCHWAGER, EDWARD J.	41.00
113718	SEARS COMMERCIAL ONE	650.23
113719	SECURITY SANITATION INC.	380.00
113720	SEELEY'S PRINTING SERVICE	825.00
113721	SMOKE ON THE WATER	20.00
113722	SPARTAN DISTRIBUTORS INC	2,064.22
113723	SPEEDWRENCH INC.	355.34
113724	SPENCER, MICHAEL	41.00
113725	STATE OF MICHIGAN	126,155.21
113726	STATE OF MICHIGAN	50.00
113727	STEIN, DONNA	10.40
113728	SUPERNAW, BILL	20.70
113729	SURE SOURCE	217.09
113730	SWEM, DONALD L.	41.00
113731	T & R SERVICE INC	3,856.00

Check Number	Payee	Amount
113732	TERMINAL SUPPLY CO	470.59
113733	TEUNIS, STEVEN	242.25
113734	THREE OAKS WOODWORKING	451.12
113735	TRAEGER, JASON	142.00
113736	UMULIS, MATTHEW	299.40
113737	UP NORTH PROPERTY SERVICES LL	5,811.00
113738	USA BLUE BOOK	173.87
113739	VILLAGE GRAPHICS INC.	254.45
113740	WALTERS SHARPENING SVC. INC.	72.00
113741	WELLER, LINDA	41.00
113742	WHITLEY, ANDREW	14.00
113743	WHOLLY GRANOLY LLC	9.00
113744	WOJAN WINDOW & DOOR CORP.	18.50
113745	WOOD SHOP, THE	500.00
113746	WORK & PLAY SHOP	187.63
113747	WURST, RANDALL W.	362.12
113748	WYMAN, MATTHEW A.	170.95
Total 07/07/2015:		<u>446,946.44</u>
Grand Totals:		<u><u>446,946.44</u></u>

Check Number	Payee	Amount
06/15/2015		
61515001	MICHIGAN PUBLIC POWER AGENCY	9,578.88
Total 06/15/2015:		9,578.88
Grand Totals:		9,578.88

Check Issue Date	Check Number	Payee	Amount
61915001			
06/19/2015	61915001	**EFTPS* Payroll Taxes	9,775.54
06/19/2015	61915001	**EFTPS* Payroll Taxes	9,775.54
06/19/2015	61915001	**EFTPS* Payroll Taxes	2,286.21
06/19/2015	61915001	**EFTPS* Payroll Taxes	2,286.21
06/19/2015	61915001	**EFTPS* Payroll Taxes	15,055.38
Total 61915001:			
	5		39,178.88
61915002			
06/19/2015	61915002	Alerus Financial	370.00
Total 61915002:			
	1		370.00
61915003			
06/19/2015	61915003	STATE OF MICHIGAN	5,753.13
Total 61915003:			
	1		5,753.13
61915004			
06/19/2015	61915004	Vantagepoint - 457 Plan 300959	5,593.58
06/19/2015	61915004	Vantagepoint - 457 Plan 300959	243.34
06/19/2015	61915004	Vantagepoint - 457 Plan 300959	1,791.37
06/19/2015	61915004	Vantagepoint - 457 Plan 300959	5,980.84
Total 61915004:			
	4		13,609.13
Grand Totals:			
	11		58,911.14

dm

Check Number	Payee	Amount
06/19/2015		
61915005	MERS	26,670.84
Total 06/19/2015:		26,670.84
Grand Totals:		26,670.84

Check Number	Payee	Amount
06/22/2015		
62215001	MICHIGAN PUBLIC POWER AGENCY	13,374.77
Total 06/22/2015:		13,374.77
Grand Totals:		13,374.77

Check Number	Payee	Amount
06/25/2015		
62515001	MICHIGAN PUBLIC POWER AGENCY	258,415.64
Total 06/25/2015:		258,415.64
Grand Totals:		258,415.64

Check Number	Payee	Amount
06/29/2015		
62915001	MICHIGAN PUBLIC POWER AGENCY	15,833.59
Total 06/29/2015:		15,833.59
Grand Totals:		15,833.59

Check Issue Date	Check Number	Payee	Amount
70215001			
07/02/2015	70215001	**EFTPS* Payroll Taxes	9,955.12
07/02/2015	70215001	**EFTPS* Payroll Taxes	9,955.12
07/02/2015	70215001	**EFTPS* Payroll Taxes	2,328.22
07/02/2015	70215001	**EFTPS* Payroll Taxes	2,328.22
07/02/2015	70215001	**EFTPS* Payroll Taxes	15,369.80
Total 70215001:			
	5		39,936.48
70215002			
07/02/2015	70215002	Alerus Financial	370.00
Total 70215002:			
	1		370.00
70215003			
07/02/2015	70215003	STATE OF MICHIGAN	5,690.63
Total 70215003:			
	1		5,690.63
70215004			
07/02/2015	70215004	Vantagepoint - 457 Plan 300959	5,593.58
07/02/2015	70215004	Vantagepoint - 457 Plan 300959	244.90
07/02/2015	70215004	Vantagepoint - 457 Plan 300959	1,809.41
07/02/2015	70215004	Vantagepoint - 457 Plan 300959	6,116.57
Total 70215004:			
	4		13,764.46
Grand Totals:			
	11		59,761.57

Check Number	Payee	Amount
07/06/2015		
70615001	MICHIGAN PUBLIC POWER AGENCY	9,908.01
Total 07/06/2015:		9,908.01
Grand Totals:		9,908.01

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration of Venetian Festival Funding Contract

DATE: July 6, 2015

PRESENTED BY: Dan Barron, President of Charlevoix Venetian Festival, Inc.

ATTACHMENTS: Letter from Dan Barron dated June 25, 2015
2015 Tentative Venetian Activities
Proposed 2015 Venetian Funding Contract
2015-16 Community Promotion Budget
Excerpt from June 15, 2016 City Council Minutes

BACKGROUND INFORMATION: Dan Barron, President of Charlevoix Venetian Festival, Inc. has asked to appear before the City Council to review the 2015 Venetian Festival and its planned activities.

The 2015-16 City Community Promotion Budget includes \$12,000 to Charlevoix Venetian Festival, Inc. A copy of the budget page is attached. On June 15th, the Charlevoix Venetian Festival appeared before the City Council seeking an additional \$3,000 in funding to pay for signage for the closure of US 31. The Charlevoix Venetian Festival has given the City a proposed contract for Council's consideration asking for the \$15,000 donation. The proposed contract is attached.

RECOMMENDATION: If Council desires, pass a motion to authorize the Mayor to sign the 2015 Funding Contract.

CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-3872 / FAX 231-547-2977
www.venetianfestival.com Email: info@venetianfestival.com

June 25, 2015
"HAND DELIVERED"

Michael Spencer
Acting City Manager
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

RE: 85th Annual Charlevoix Venetian Festival

Dear Mike:

I have enclosed summaries of activities, a mass gathering application and a proposed Contract, relative to the 85th Annual Charlevoix Venetian Festival. Please note that the downtown activities are similar to those of the past, other than the proposed downtown closure of Bridge Street for the entirety of Saturday afternoon (7/25/2015).

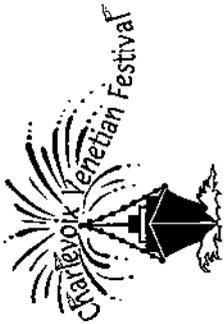
With the Festival fast approaching, I would request the opportunity to appear at the next meeting of the City Council. Thank You.

Sincerely,



Dan Barron
President

DBB/jlm
Enclosures



event schedule

July 18-25, 2015

- MAIN VENETIAN EVENTS
- RYTHMS OF VENETIAN
- VENETIAN GAMES
- VENETIAN TIKI TENT
- VARIOUS VENETIAN

ALL DETAILS SUBJECT TO CHANGE
See website for updates.

"pre- & post-venetian"

JR. GOLF FINALS & CAREY CUP

Municipal Course. Date to be determined
Current Jr. Golf Program Members

TENNIS FINALS

Shamdan Fields/Stroud Park Courts
Begins: July 17, Finals: July 23
Youth, Women, Men, Co-ed, Seniors
Reg. Venetian Office by 7/16, \$8 Fee

ARTISAN'S MARKET: FIBER, FINE ARTS & CRAFTS

Castle Farms
Friday, July 24 10:00 a.m. - 5:00 p.m.
Saturday, July 25 10:00 a.m. - 5:00 p.m.
Sunday, July 26 10:00 a.m. - 4:00 p.m.
Free Shuttle Bus to/from Downtown

saturday, july 18

VOLLEYBALL

Ferry Boat: 12:00 p.m.
6 Member Co-ed, \$50 per team
Reg: Chris Seymour, 231-675-4362

"VENETIAN SHOES"

HORSESHOE TOURNAMENT
Ferry Boat: 1:00 p.m.
\$10 per person, Cash Prizes
Reg: On-site at 12:00 p.m.

AQUAPALOOZA

Ferry Boat: 12:00 - 6:00 p.m.,
A-List Commences at 1:00 p.m.,
Beach and Boating Party

SOUL XPRESS

Funk, Soul - Saginaw, MI

sunday, july 19

BEACH BASH BASKETBALL

Ferry Boat: 9:00 a.m.
3-on-3 Teams, \$80 per team, Up to 4 people
Reg: On-site only at City Rec Dept

VENETIAN JAM

(BIKES, BLADES & BOARDS)
City State Park 1:00 p.m.
Open and Underclass Levels
Reg: On-site at 1:00 p.m., \$15 Fee, Prizes

"WORSHIP ON THE WATER"

On-site East Park Pavilion: 7:00 p.m.
FOR A SEASON
Folk/Soul/Rock/Christian - South Florida

monday, july 20

VENETIAN SWIM MEET

Community Pool, Warmup at 3:15. Meet at 4:00 p.m.
Youth & Adult
Reg: at Charlevoix Area Community Pool

VENETIAN VISION

On-site East Park Pavilion: 7:30 p.m.
WOMAN TROPIC
QUEEN STORY TIME
FAMILY MOVIE
Big Hero 6 (Rated PG)

tuesday, july 21

4-H YOUTH SAILING REGATTA

Dypt Beach - North End of Beach
Ages 8 to 19
Spectator Viewing, 10:30 am
Reg: Tam Ocha, ochaman_moythi@yahoo.com

CASTLE GARDEN GAMES

Castle Farms 1:30 - 4:00 p.m.
Cottage Croquet, Chess, Bocce Ball
Bingo sponsored by American House
Free Shuttle Bus to/from Downtown
Reg: On-site at 1:30 p.m.

3-ON-3 SOCCER TOURNAMENT

Shamdan Fields 5:30 p.m., Finals: July 22
Youth, High School, Adult, Over 35
Reg: On-site at City Rec Dept, Pre-reg: \$50,
Day of: \$100

DOUBLES DISC GOLF

All Michigan 5:30 p.m.
Reg: On-site 5:30 p.m., 6:00 p.m. Start

ARNOLD CARNIVAL*

Downtown/Condition Permitting. Time TBD
East Park. Inaug by Inaug

Tuesday, July 21st continued

VENETIAN MERCHANDISE

East Park 6:00 - 10:00 p.m.
TIKI TENT
East Park 6:00 - 11:00 p.m.
DJ TOM ZIPP

VENETIAN RHYTHMS

On-site East Park Pavilion: 7:00 p.m.
THE ACCIDENTALS
Indie Folk - Interlochen, MI
CHARLEVOIX CITY BAND

wednesday, july 22

SAILING REGATTA

Lake Charlevoix - Ferry Beach
Many Fleets: Personal Boats and Crews
Spectator Viewing: 5:30 to Dark
Reg: City Rec Dept

FOOD CONCESSIONS

East Park. Inaug by Inaug

ARNOLD CARNIVAL

Downtown: 5:00 - 11:00 p.m.
10 rides for \$10
East Park 6:00 - 10:00 p.m.

VENETIAN MERCHANDISE

East Park 6:00 - 11:00 p.m.
TIKI TENT
East Park 6:00 - 11:00 p.m.
DJ: TOM ZIPP

VENETIAN RHYTHMS

On-site East Park Pavilion: 7:00 p.m.
AUDIO CIRCUS
Rock - Charlevoix, MI
STARSHIP FEATURING
MICKEY THOMAS
Original Classic Rock - Sau Francisco, CA

thursday, july 23

KIDS DAY

Lake Michigan Beach: 10:00 a.m. - 5:00 p.m.
Family Fun & Activities: Free & Admission
Beach Armband: \$10 (Scholarships Available)

ARNOLD CARNIVAL

Downtown: 12:00 - 11:00 p.m.
Tickets: \$1.25 each or 20 for \$18
Carnival Armband: \$15 (Good All Day)

CHARLEVOIX FARMERS MARKET

Bridge Park 9:00 a.m. - 1:00 p.m.
FOOD CONCESSIONS
East Park. Inaug by Inaug

Thursday, July 23rd continued

VENETIAN MERCHANDISE

East Park 6:00 - 10:00 p.m.
TIKI TENT
East Park 6:00 - 11:00 p.m.
DJ TOM ZIPP

VENETIAN RHYTHMS

On-site East Park Pavilion: 7:00 p.m.
THE JON ARCHAMBAULT BAND
Blues/Rock - Charlevoix, MI
ANTHONY ORIO AND THE
GOODFELLERS
Country Rock - Nashville, TN

Friday, july 24

INDEPENDENCE BIKE RIDE

"HONORING U.S. MILITARY"
Lodge Terrace (through Trail Head) - Meet at Shamdan
Field 9:00 a.m.
Family / non-motorized bike ride.
Start at Elzinga Park, Resort Township,
or Bay Harbor, East Park. Free, non-
perishable food/pantry donations welcomed.

FOOD CONCESSIONS

East Park. Inaug by Inaug

ARNOLD CARNIVAL

Downtown: 1:00 p.m. - 11:00 p.m.
Tickets: \$1.25 each or 20 for \$18
\$20 Armband Good All Day

VENETIAN MERCHANDISE

East Park. Noon - 10:00 p.m.
TIKI TENT
East Park 6:00 - 11:00 p.m.
TOM ZIPP - LIVE
Rock/Country - Charlevoix, MI

VENETIAN RHYTHMS

On-site East Park Pavilion: 7:00 p.m.
INTRO TO RYAN SHAY RUNNERS
QUEEN CORONATION
VENETIAN ARTWORK AUCTION
CHASE TYLER BAND
Swamp Country/Pop Rock - Louisiana Gulf Coast

VENETIAN RHYTHMS

On-site East Park Pavilion: 7:00 p.m.
VENETIAN RHYTHMS
UP NORTH BIG BAND
Swing/Jazz - Charlevoix, MI
"NIGHT SKY" WORLD CLASS
FIREWORKS
Dark on Lake Charlevoix
Park at Castle Farms and Route 107 Shuttle Service to
and from Downtown: 7:00 p.m. to Midnight

saturday, july 25

DRENTH MEMORIAL FOOTRACE

Bridge Street 9:00 a.m. (Prior to Street Party)
Family Mile, 3k & 10k - All Ages
Reg: www.venetianraces.com - or - Michigan Beach:
Fri, 4:00 - 6:00 p.m., Sat, 6:30 - 8:30 a.m.

VENETIAN MERCHANDISE

East Park 10:00 a.m. - 8:00 p.m.
RYAN SHAY MILE
Bridge Street 10:30 a.m.
Championship Competition by Invitation Only

STREET PARADE

Bridge Street 11:00 a.m.
ARNOLD CARNIVAL
Downtown: 11:00 a.m. - 11:00 p.m.
Tickets: \$1.25 each

FOOD CONCESSIONS

East Park. Inaug by Inaug

VENETIAN RHYTHMS

Bridge Park 12:15 p.m.
PLYMOUTH FIFE & DRUMCORPS
East Park 12:15 p.m.
SAULT STE. MARIE PIPE BAND
CHARLEVOIX ALL CLASS REUNION
Weddmore Restaurant Lower Level, 12:30 - 3:00 p.m.

TIKI TENT

East Park 6:00 - 11:00 p.m.
DJ TOM ZIPP
VENETIAN RHYTHMS
On-site East Park Pavilion: 7:00 p.m.
DOYLE DYKES
American Country/Acoustic Guitar - Jacksonville, FL

THREE MEN AND A TENOR

Pop/A Capella & Comedy - East Lansing, MI

BRIDGE STREET BLOCK PARTY

Downtown Bridge Street, featuring Miscellaneous Street Performers
11 tender. Conditions Permitting
12:45 p.m.

PETOSKEY STEEL DRUM BAND

5:00 p.m.
PRICHARD HARTER
Bluegrass/Americana - Chicago/Iand
6:00 p.m.

NORTH OAKLAND CONCERT BAND

VENETIAN LIGHTED
BOAT PARADE
Dark on Round Lake
SPECTACULAR HARBOR
FIREWORKS
Dark on Round Lake
Park at Castle Farms and Route 107 Shuttle Service to
and from Downtown: 7:00 p.m. to Midnight

CONTRACT

THIS CONTRACT is effective on the 6th day of July, 2015, between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 ("City") and the Charlevoix Venetian Festival, Inc., a Michigan nonprofit corporation, whose address is 309 Petoskey Avenue, P.O. Box 120, Charlevoix, Michigan 49720 (the "Festival").

RECITALS

- A. Pursuant to MCLA 117.3(j) and Article I, Section 1.6 of the City Charter, the City is authorized to provide for the peace and health and for the safety of persons and property within the City and to expend funds for that purpose.
- B. The Festival will provide numerous recreational activities during the 85th Annual Charlevoix Venetian Festival, being held between July 18 - 25, 2015.
- C. Except for private donations from businesses and individuals, event registration fees, proceeds from the carnival, similar amusements and food & art concessionaire fees, the Festival charges no fees in connection with the various music entertainment, public activities and recreation which it provides within the City.
- D. The parties desire to act cooperatively in providing the above activities and entertainment to the citizens and visitors in the City.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises contained in this Contract, the parties hereby agree as follows:

- 1. The City shall pay to the Festival the sum of \$15,000.00.
- 2. The Festival shall use the above money to help defray the expense of the activities and events of the 85th Annual Charlevoix Venetian Festival, \$3,000.00 of which shall be expended for the rental of road closure signage.
- 3. The Festival shall charge no fees to spectators or event participants within the City, without the prior approval of the City Manager. The prohibition shall not apply to concessions where items or services (such as food, beverages, merchandise or carnival or amusement rides or activities) are sold, nor shall it apply to fees charged to concession operators, nor to registration fees for participation in athletic events.

**"CITY"
CITY OF CHARLEVOIX**

Date: July ____, 2015

By: _____
Gabe Campbell, Mayor

**"FESTIVAL"
CHARLEVOIX VENETIAN FESTIVAL, INC.**

Date: July 1, 2015

By: _____
Daniel B. Barron, President

**CITY OF CHARLEVOIX
COMMUNITY PROMOTION BUDGET
December 23, 2014**

	2012-13 Budget	2012-2013 Est Actual	2013-2014 Budget	2013-2014 Est Actual	2014-2015 Proposed	2014-2015 Est Actual	2015-2016 Proposed
Animal Control	500	1,700	2,000	2,100	2,000	1,200	1,200
Chamber Commerce Contract	6,700	13,400	6,700	6,700	0	0	6,700
Venetian	12,000	12,000	12,000	12,000	12,000	13,500	12,000
City Band	4,000	4,800	4,000	4,000	3,000	3,000	3,000
Server Maintenance & Website	2,000	1,413	2,000	2,573	2,700	3,300	3,400
B.A.S.E.S.	0	0	0	0	0	0	0
Entrance/Sign Refurbish	3,200	0	6,500	0	0	0	0
Children's Literature Walk	1,200	0	0	0	0	0	0
Leadership Chx County Grant	0	5,000	0	4,000	0	0	0
Service Club Signs - Channel	7,000	7,000	0	0	0	0	0
Petunia Weeding	0	0	0	0	0	0	0
Main Street Program	0	0	0	0	0	0	2,500
Pure Michigan	0	0	3,000	3,000	3,000	3,000	2,000
Tree Maintenance	0	0	0	0	0	0	25,000
Misc	1,800	160	1,400	3,472	6,700	6,700	1,000
	38,400	45,473	37,300	37,845	29,400	30,700	56,800

	2012-13 Budget	2012-2013 Est Actual	2013-2014 Budget	2013-2014 Est Actual	2014-2015 Proposed	2014-2015 Est Actual	2015-2016 Proposed	
General Fund	\$11,500	\$17,142	\$11,200	\$12,750	\$8,700	\$9,200	\$8,500	15.0%
Electric Fund	21,500	22,665	20,900	\$19,873	\$16,500	\$17,200	\$36,900	65.0%
Sewer Fund	2,700	2,833	2,600	\$2,611	\$2,100	\$2,100	\$8,600	15.0%
Water Fund	2,700	2,833	2,600	\$2,611	\$2,100	\$2,100	\$2,800	5.0%
Totals:	\$38,400	\$45,473	\$37,300	\$37,845	\$29,400	\$30,600	\$56,800	100.0%

DRAFT

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 15, 2015 – 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
Interim City Manager: Mike Spencer
City Clerk: Joyce Golding
Members Present: Councilmembers Shane Cole, Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter, Bill Supernaw
Absent: None

VII. Requests, Petitions and Communications and Actions Thereon

A. Request for Financial Assistance to Pay for Signage During the Closure of Bridge Street on Saturday, July 25, 2015

Venetian Festival President Dan Barron requested that City Council increase its monetary contribution for the 2015 Venetian Festival from \$12,000 to \$15,000 to assist in funding the signage required for the Bridge Street closure on Saturday, July 25th. Last year's street closure was very well received from a safety standpoint. The festival organizers would like to close the highway again this year for a longer period of time. Mr. Barron and the City have created a mutually agreeable closure plan.

Councilmember Gibson questioned whether Beaver Island Boat Company (BIBCO) was agreeable to the plan. Mr. Barron indicated that the closure plan should accommodate BIBCO traffic. President Barron assured Councilmember Gibson that the additional \$3,000 will be used for the road closure signage. Interim City Manager Spencer stated that the money was available in the General Fund.

Mr. Barron suggested that the Main Street initiative may provide means to purchase signage for future events.

Councilmember Porter stated that the City spends approximately \$73,000 toward the Venetian Festival. Mr. Barron felt the expense was closer to \$20,000.

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

Motion by Councilmember Supernaw, second by Councilmember Kurtz, to increase the 2015 Venetian Festival monetary contribution from \$12,000 to \$15,000 and approve the Bridge Street road closure [on July 25, 2015].

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

DRAFT

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Venetian Festival Fireworks Permit

DATE: July 6, 2015

PRESENTED BY: Dan Barron, Charlevoix Venetian Festival

ATTACHMENTS: Letter addressed to Chief Gerard Doan regarding the 85th Annual Venetian Festival Fireworks

Letter addressed to the Commander, U.S.C.G. Sector Sault Ste. Marie regarding the 85th Annual Venetian Festival Fireworks

Dept. of Homeland Security Application for Marine Event

Bureau of Fire Services Application for Fireworks Display

Plot map of the large (Friday night) fireworks display

Plot map of the small (Saturday night) fireworks display

Colonial Fireworks Co. Itinerary

Plot map of the Venetian Festival Boat Parade route

Colonial Fireworks Co. Hold Harmless Agreement

Certificate of Liability Insurance

Colonial Fireworks Summary of Experience

BACKGROUND INFORMATION: The Venetian Committee is requesting permission for a fireworks display as one of the main attractions for the 85th Venetian Festival. The fireworks display is planned for both Friday (July 24th) and Saturday (July 25th) nights. I have reviewed the permits as requested and there are no changes from last year in the setup and size of the displays for either night.

The fireworks company (and their owners), used by the Venetian Festival, has not changed in over a decade and we have developed an excellent working relationship with Frank Loffredo and his staff.

NFPA 1123 of 2014 is the standard (new this year) that the City must follow because we do not have a fireworks code of our own. This is by design so we are not “locked into” a standard/ordinance that will eventually become antiquated. The itinerary submitted by Colonial Fireworks list the guidelines set forth for NFPA 1123 & 1124 of 2000. The 2014 edition has incorporated several definition revisions and has added provisions for separation distances for marine preparation areas. This display meets all NFPA requirements and exceeds the NFPA standard for minimum setbacks for both shows.

RECOMMENDATION: I recommend that the permit be authorized as long as representatives from the Venetian Festival understand that we will take an aggressive stance to stop the display if drifting debris or other unforeseen issues arise that may compromise safety in any way.

The following language has been recommended:

If Council desires:

1. Motion to authorize the City Clerk to issue the fireworks permit for the 2015 Venetian Festival Fireworks displays.
2. Motion to authorize the Mayor to sign the Hold Harmless agreement with Colonial Fireworks Company.

CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-9950 / FAX 231-547-2977
www.venetianfestival.com Email: info@venetianfestival.com

June 25, 2015
"HAND DELIVERED"

Chief Gerard Doan
210 State Street
Charlevoix, Michigan 49720

RE: Proposed Fireworks Displays
85th Annual Charlevoix Venetian Festival

Dear Chief Doan:

I have enclosed an Application for Fireworks Display Permit, together with the following materials:

- Application For Approval of Marine Event (with correspondence to USCG)
- U.S.C.G. depiction of Lake Charlevoix display site with waypoints
- U.S.C.G. depiction of Round Lake display site with waypoints
- Itinerary/ Colonial Fireworks Company
- Venetian Festival Boat Parade Route
- Certificate of Liability Insurance
- Proposed Hold Harmless Agreement
- Summary of Experience / Lead Pyrotechnician

The master pyrotechnician overseeing the displays is once again Frank Loffredo, Jr., the same individual who has overseen the Venetian fireworks displays since 1999. Mr. Loffredo is an owner and the master pyrotechnician of Colonial Fireworks Company. I have enclosed a Summary of Experience, to confirm references you already possess relative to Mr. Loffredo. Please note that Mr. Loffredo now possesses 36 years of experience as a pyrotechnician.

In addition to the foregoing, I would like to confirm the following matters relating to this year's proposal:

1. As you can see from the enclosed materials, the maximum shell size for the Friday night display (July 24, 2015) is 12". A clear zone radius of 1,200 feet will be maintained, which exceeds the NFPA clear zone standard of 840 feet. The maximum shell size for the "harbor" fireworks on Saturday night (July 25, 2015) is 3". A clear zone radius of 250 feet will be maintained, which exceeds the NFPA clear zone standard of 210 feet.
2. St. James Marine Co. of Beaver Island, Michigan, will again be providing the barge and tug services, as they have since 2003.

Chief Gerard Doan
June 25, 2015
Page 2

3. There will be no manual ignition in either fireworks display. Such ignition shall be effected via computer and/or electronically.
4. The buoys marking the clear zone perimeters will once again be set by Irish Boat Shop, based upon data provided by the United States Coast Guard.
5. We will promptly provide to you an originally executed version of the Hold Harmless Agreement.

Please feel free to contact me if you should have any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Barron", written over a horizontal line.

Dan Barron
President

DBB/jlm

Enclosures

xc: Michael Spencer, Acting City Manager
U.S.C.G. - BMC John Tribfelner
Joyce Golding, City Clerk
Frank Loffredo, Jr.

CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue
P.O. Box 120
Charlevoix, Michigan 49720
PH 231-547-3872 / FAX 231-547-2977
www.venetianfestival.com Email: info@venetianfestival.com

June 25, 2015
"UPS OVERNIGHT"

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

RE: 85th Annual Charlevoix Venetian Festival

Dear Commander:

For the 16th consecutive year, the Charlevoix Venetian Festival will be staging two nights of fireworks displays. The displays will once again be conducted by Frank Loffredo Jr., the owner and master pyrotechnician of Colonial Fireworks Company. Barge and tug operations will once again be conducted by the St. James Marine Co. of Beaver Island, Michigan.

Although an Application For Approval of Marine Event is not required, I have nevertheless enclosed the same for informational purposes, together with the following support materials:

- USCG depiction of Lake Charlevoix display site with waypoints
- USCG depiction of Round Lake display site with waypoints
- Itinerary/Colonial Fireworks Co.
- Venetian Festival Boat Parade Route
- Lead pyrotechnician references - Frank Loffredo, Jr.

Please feel free to contact me if you should have any questions or comments.

Sincerely,



Dan Barron
President

DBB/jlm

Enclosures

xc: Frank Loffredo, Jr.
BMC John Tribfelner (USCG Life Station, Charlevoix)

**DEPARTMENT OF HOMELAND SECURITY
APPLICATION FOR MARINE EVENT**

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

Date Submitted: 06/25/2015

FORM INSTRUCTIONS

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

1. Name of Event	85th Annual Charlevoix Venetian Festival		2. Date of Event	7/24/2015 * 7/25/2015 *
3. Location of Event	Lake Charlevoix (7/24/2015) and Round Lake Harbor (7/25/2015)			
5. Name and Address of Sponsoring Organization (include Zip Code)	Charlevoix Venetian Festival, Inc. PO Box 120 Charlevoix, MI 49720		6. No. of Participants	7. Sizes of Boats
8. Types of Boats	* rain/backup-dates: 7/25/2015 7/26/2015		a. Boat Parade 20	a. assorted pleasure craft
a. Boat Parade - assorted;	b. Fireworks - barge # 150;	c. Tug - Wendy Anne	b. Fireworks barge & tug	b. see # 8 below
			9. No. of Spectator Craft	1.50

10. Description of Events

- a. Fireworks (7/24/2015) shot from barge in Lake Charlevoix, vicinity of Depot Beach
- b. Boat Parade (7/25/2015) lighted pleasure craft to circle Round Lake Harbor
- c. Fireworks (7/25/2015) shot from barge in Round Lake Harbor

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

11a. If YES, briefly explain: Clear zone radius of (i) 1200 feet to be maintained for display on 7/24/15 and of (ii) 250 feet to be maintained on 7/25/2015, each of which exceeds NFPA standards.

12. What Extra or Unusual Hazard (to participants or non-participants) Will Be Introduced into the Regatta Area?
Fireworks (7/25/2014) maximum shell size is 12". Gross explosive weight on barge of approximately 4000 lbs. Net explosive weight of approximately 1700 lbs.
Fireworks (7/26/2014) low level aerial product and 3" maximum shell size. Gross explosive weight on barge of approximately 3000 lbs. Net explosive weight of approximately 1500 lbs.

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

13a. If YES, briefly explain:

14. Vessels Provided by Sponsoring Organization for Safety Purposes (number and description)

Boat parade committee boat, fireworks barge and tug

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

15a. If NO, briefly explain: Marine patrols historically provided by USCG, Charlevoix County Sheriff Department and Michigan DNR. Further assistance from US Power Squadron is requested.

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

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

17. Person In Charge
Daniel B. Barron, President
Charlevoix Venetian Festival, Inc.

18. Where Will 'Person In Charge' be During the Event?
Depot Beach (7/24/2015)
East Park, Charlevoix OR on
Fireworks barge (7/25/2015)

19. How Can 'Person In Charge' be Contacted During the Event?
radio/cell phone 231-675-4257

20. Person to be Contacted for Further Details (Name, Address, Zip Code)

Daniel B. Barron,

PO Box 120, 309 Petoskey Avenue, Charlevoix, MI 49720

20a. Area Code and Phone No.: (231) 547-9950

20b. Email Address: dbarron@barronengstrom.com

The undersigned has full authority to represent the sponsoring organization.

21. Name: Daniel B. Barron

22. Title: President

23. Address (Include Zip Code) PO Box 120

309 Petoskey Avenue

Charlevoix, MI 49720

23a. Area Code and Phone No.: (231) 547-9950

23b. Email Address: dbarron@barronengstrom.com

24. Signature:

PRIVACY ACT STATEMENT

Privacy Act Notice

Authority: 33 U.S.C. §1233 authorizes the collection of this information.

Purpose: The Coast Guard will use this information to determine whether an event poses an extra or unusual hazard to the safety of life and whether or not, and under which conditions, to permit the event on the navigable waters of the United States.

Routine Uses: The information will be used by and disclosed to Coast Guard personnel to evaluate the request. Additionally, the Coast Guard may share the information with facility operators, law enforcement or other government agencies as necessary to promote public safety during the requested marine event.

Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the approval of the requested marine event.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: United States Coast Guard, Commandant (VWMM-1) Stop 7509, 2703 Martin Luther King Jr. Ave SE, Washington, DC, 20593-7509 or Office of Management and Budget, Paperwork Reduction Project (1626-0008), Washington, DC 20503.

Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256
 Compliance: Voluntary
 Penalty: Permit will not be issued

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- Agricultural or Wildlife Fireworks Articles Pyrotechnic Display Fireworks
 Public Display Private Display
 Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Charlevoix Venetian Festival, Inc.		ADDRESS OF APPLICANT PO Box 120, Charlevoix, MI 49720	AGE (18 YEARS OR OLDER) OF APPLICANT 59
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Daniel B. Barron, President		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER PO Box 120, Charlevoix, MI 49720	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER 231-547-9950
NAME OF PYROTECHNIC OPERATOR Frank Loffredo, Jr.		ADDRESS OF PYROTECHNIC OPERATOR 5225 Telegraph Road Toldeo, OH 43612	AGE (18 YEARS OR OLDER) OF PYROTECHNIC OPERATOR 55
NO. YEARS EXPERIENCE 36	NO. DISPLAYS	WHERE throughout the US, Canada, Virgin Islands and Bahamas	
NAME OF ASSISTANT Aaron Dusseau		ADDRESS OF ASSISTANT 5225 Telegraph Road Toldeo, OH 43612	AGE OF ASSISTANT (18 YEARS OR OLDER) 29
NAME OF OTHER ASSISTANT Richard Loffredo, Sr.		ADDRESS OF OTHER ASSISTANT 5225 Telegraph Road Toldeo, OH 43612	AGE OF OTHER ASSISTANT (18 YEARS OR OLDER) 66

EXACT LOCATION OF PROPOSED DISPLAY
7/24/2015 - Lake Charlevoix and 7/25/2015 - Round Lake

DATE OF PROPOSED DISPLAY
Rain dates: 7/25/2015 and 7/26/2015

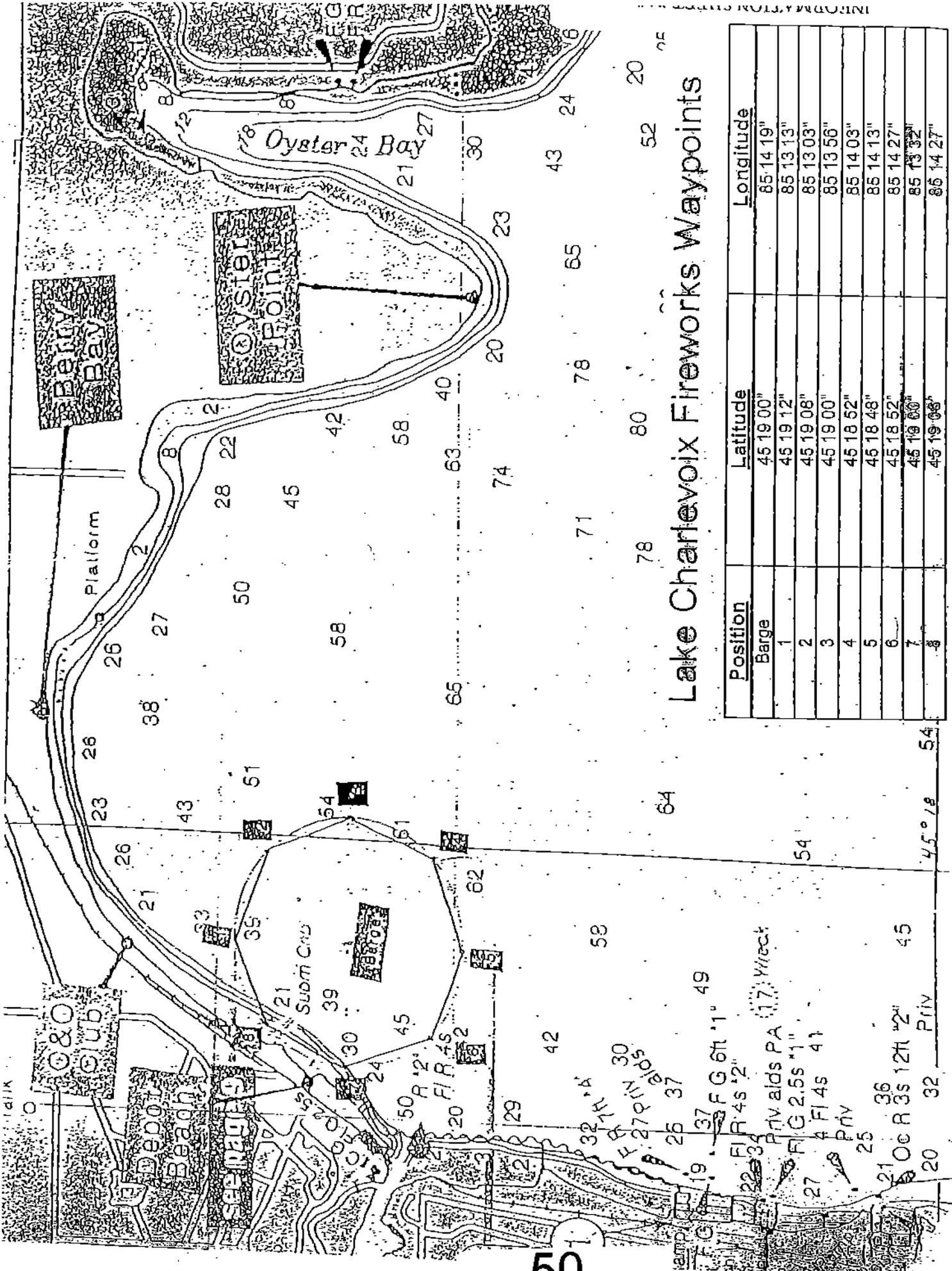
TIME OF PROPOSED DISPLAY
approximately 10:00 pm to 11:00 pm

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT
Colonial Fireworks truck with 24 hour security at Port Iron-ton facility

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$5,000,000.00	NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton-Gallagher
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY One Cleveland Center, Floor 30, 1375 E. 9th Street, Cleveland, OH 44114	

DATE	DESCRIPTION OF FIREWORKS TO BE DISPLAYED
7/25/2015	300 pcs 4"; 300 pcs 5"; 200 pcs 6"; 30 pcs 8"; 15 pcs 10"; 30 pcs 12"
7/26/2015	500 pcs 3" shells; 300mm candles; 15 fans of 3; 25 pcs 1.4G 2" cake items; 1 sponsor set piece

SIGNATURE OF APPLICANT 	DATE 6/24/2015
Daniel B. Barron, President	



Lake Charlevoix Fireworks Waypoints

Position	Latitude	Longitude
Barge	45 19 00"	85 14 19"
1	45 19 12"	85 13 13"
2	45 19 08"	85 13 03"
3	45 19 00"	85 13 56"
4	45 18 52"	85 14 03"
5	45 18 48"	85 14 13"
6	45 18 52"	85 14 27"
7	45 19 00"	85 13 32"
8	45 19 08"	85 14 27"

**COLONIAL FIREWORKS CO.
ITINERARY
JULY 24 AND 25, 2015 DISPLAYS**

**VENETIAN FESTIVAL
CHARLEVOIX, MICHIGAN**

Please Note: Colonial Fireworks Co. must be permitted to follow all guidelines set forth in their entirety by NFPA 1123 and 1124 - 2000 Edition, as revised.

Monday, July 20, 2015

- 12:00 to 5:00 PM Colonial equipment truck arrives at "Port Ironton" Facility. Pre-barge loading meeting with Charlevoix Fire Chief Ivan, USCG Life Station Chief and Colonial technicians. Colonial technicians begin off loading and setting up, equipment only, onto barge.
- 5:00 PM Security arrives (24 hours/day of private security and/or Colonial technicians), from this time through July 25, 2015.

Tuesday, July 21, 2015

- 8:00 AM - 5:00 PM Set up of equipment continues.
- 9:00 AM Operation staging meeting at USCG Life Station - Charlevoix.

Wednesday, July 22, 2015

- 8:00 AM - 5:00 PM Loading of fireworks into mortars begins.

Thursday, July 23, 2015

- 8:00 AM - 5:00 PM Loading of fireworks into mortars continues.

Friday, July 24, 2015

- 6:00 - 8:00 PM Barge towed to Charlevoix - approximately two (2) hour trip - loading of live material to continue.
- 8:00 PM Barge anchored at firing location - loading of live material continues and connection of electrical system begins.
- 9:00 PM Final hookup of electrical system and final testing completed.
- 10:15 PM Firing begins (time approximate).

10:35 PM Firing ends (time approximate).
11:00 PM Barge is towed back to Ironton - inspection of equipment takes place.

Saturday, July 25, 2015

1:00 AM Barge arrives in Ironton to begin tearing down of aerial show. Begin loading of low aerial program for Round Lake on evening of July 25, 2015.
8:00 AM Continue loading of low level program.
6:00 - 8:00 PM Barge towed to Charlevoix - approximately two (2) hour trip - loading of live material to continue.
8:00 PM Barge anchored at firing location - loading of live material continues and connection of electrical system begins.
9:00 PM Final hookup of electrical system and final testing completed.
10:15 PM Firing begins (time approximate).
11:00 PM Firing ends (time approximate).
11:45 PM Barge is towed back to Ironton - inspection of equipment takes place.

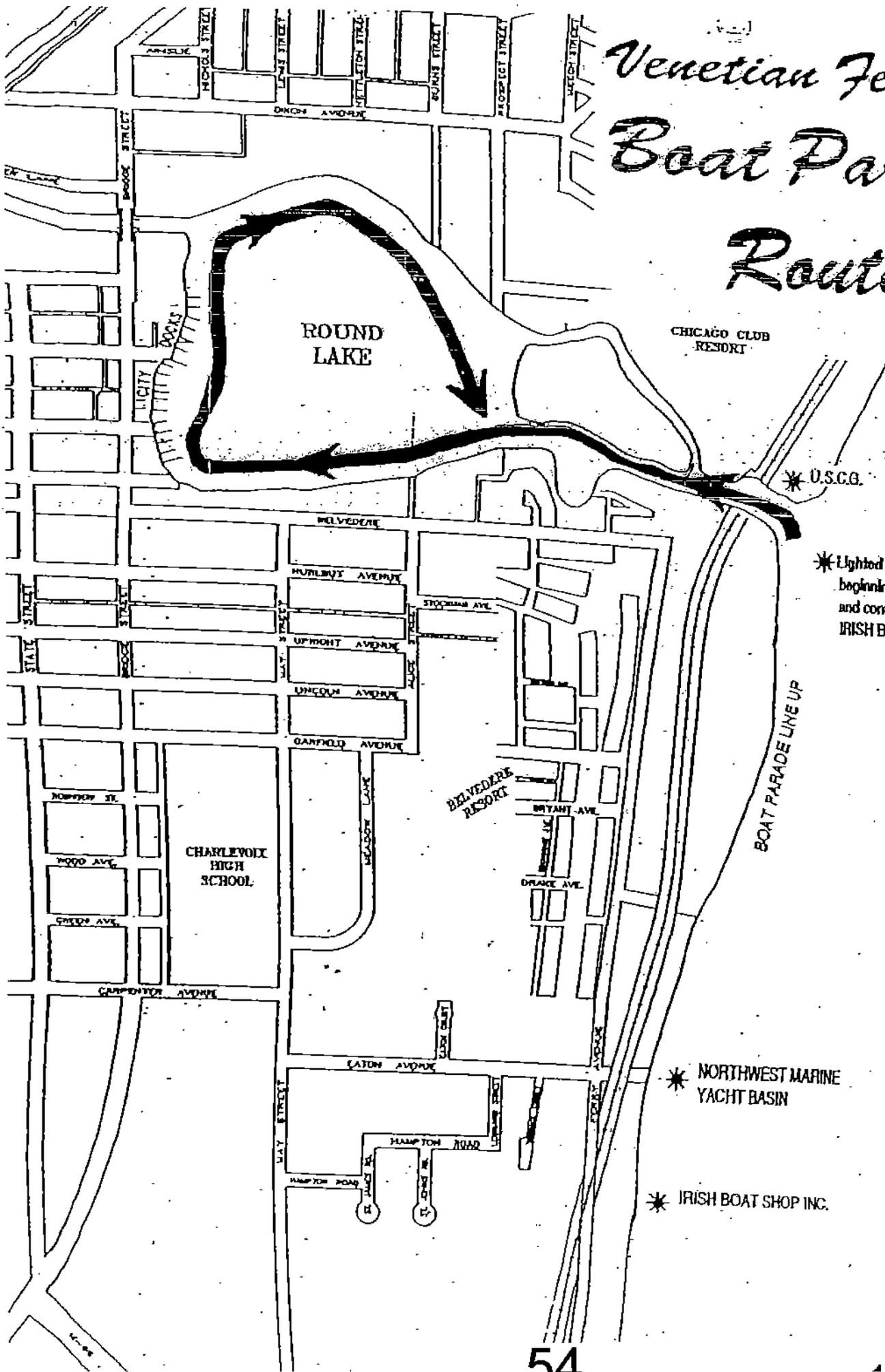
Sunday, July 26, 2015

1:45 AM Barge arrives in Ironton and electrical system is removed from barge.
8:00 AM Unloading of equipment begins.
1:00 PM Colonial truck departs for Clayton, Michigan.

WEATHER CONTINGENCY PLANS

1. Friday "rain out." In such event, on Saturday evening (i) on Lake Charlevoix the "large" (Lake Charlevoix) display will be shot at the venue off of Depot Beach and (ii) the lighted boat parade will be staged in Round Lake Harbor.
2. Friday or Saturday "rain out." On Sunday evening on Round Lake the low aerial show may be displayed (without the boat parade).

Venetian Festival Boat Parade Route



* U.S.C.G.

* Lighted Boats Assemble:
beginning South of the Channel
and continue towards
IRISH BOAT SHOP INC.

* NORTHWEST MARINE
YACHT BASIN

* IRISH BOAT SHOP INC.

**COLONIAL FIREWORKS COMPANY
HOLD HARMLESS AGREEMENT**

Indemnity Provisions (Re: 2015 Venetian Festival Fireworks Displays):

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

Signed:

Signed:

For the "Vendor"
Colonial Fireworks Company
Frank Loffredo, Jr., Vice President
Date: _____

For the "Corporation"
City of Charlevoix
Date: _____

Colonial Fireworks Co.

The New Revolution in Fireworks

April 1, 2015

LEAD PYROTECHNICIAN

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

Mr. Loffredo has 36 years experience as a pyrotechnician. He has experience in electronic and manual firing. Mr. Loffredo has worked on numerous barge shows as well as roof-top firings.

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

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

★ MANUFACTURING - 6480 Torner Rd., Clayton, MI 49235 • 800-882-9323 • Fax 517-436-3269

★ ADMINISTRATION - 5225 Telegraph Rd., Toledo, OH 43612 • 877-257-9977 • Fax 419-476-0929

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration of Charlevoix Venetian Festival's Tiki Tent
DATE: July 6, 2015
PRESENTED BY: Dan Barron, President of Charlevoix Venetian Festival Inc.
ATTACHMENTS: None

BACKGROUND INFORMATION:

The Charlevoix Venetian Festival wishes to erect a "Tiki Tent" for its 85th Annual Venetian Festival. All proceeds from the tent benefit the Venetian Festival. The Tiki Tent is located at the north end of East Park and is open Tuesday to Saturday from 6:00 - 11:00 p.m. and offers beverages and entertainment for its patrons. City staff is working closely with the Charlevoix Venetian Festival to ensure a safe event.

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

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

RECOMMENDATION: City staff is seeking that the City Council to pass a motion authorizing the Interim City Manager to waive the alcohol restrictions as outlined in City of Charlevoix City Code, Title III, Chapter 31, Section 3.14 for the Venetian Festival's Tiki Tent.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Request by Charlevoix Yacht Club for Free Parking – Nucore Triangle and Red Fox Regatta

DATE: July 6, 2015

PRESENTED BY: Linda Jo A. Weller, Executive Assistant

ATTACHMENTS: Letter from Charlevoix Yacht Club
Draft Resolution

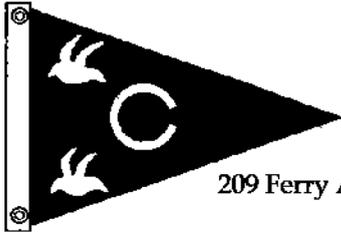
BACKGROUND INFORMATION:

The Charlevoix Yacht Club is asking that the City Council waive the parking fees at Ferry Launch Ramp for the Nucore Triangle on September 4, 2015 and the Red Fox Regatta on September 5th and 6th, 2015.

The Charlevoix City Code, Title X, Chapter 148, Section 10.84 states: "The city council, by resolution, may revise or waive fees for special or public events. The term "special or public events" shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the city council, benefit the city economically or by virtue of the publicity surrounding the event."

RECOMMENDATION:

Motion to approve the attached resolution waiving parking fees for the Charlevoix Yacht Club's Nucore Triangle on September 4, 2015 and the Red Fox Regatta on September 5th and 6th, 2015.



Charlevoix Yacht Club

209 Ferry Avenue · PO Box 522 Charlevoix, MI 49720 · www.CharlevoixYachtClub.org · 231-547-9170

June 9, 2015

Mayor and City Council
City of Charlevoix
210 State Street
Charlevoix, Mi 49720

RE: Use of Boat Launch Facility for Red Fox Regatta

Dear Mayor and Council;

This letter is a request to the City Council to again allow free use of the boat launch ramp at the end of Stover Road on September 4, 5 and 6 of 2015. These are the dates of the Nucore Triangle Race, Friday evening and the annual Red Fox Regatta sailboat race between Charlevoix and Boyne City, Saturday and Sunday, sponsored by the Charlevoix Yacht Club.

We have sailboats participating in these races from out of town that will need to use the launch ramp. Last year there were about thirty launch passes used by out of town sailboats. Local boats are either in the water or already have seasonal launch passes. Participants will be identified by showing a colored card indicating that they are a Red Fox participant.

There will be approximately 80 to 90 boats with anywhere from 1 to 18 people on board. Over half of the race participants come from out of town and will be patronizing Charlevoix restaurants, businesses and motels during their stay. There will be a definite economic benefit to the City of Charlevoix. Charlevoix also received good community exposure as the host of this annual event.

Your consideration and approval of this matter will be appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Judy A. Gordon', written in a cursive style.

Judy A. Gordon
Red Fox Committee
Charlevoix Yacht Club

CITY OF CHARLEVOIX
RESOLUTION NO. 2015-07-XX
WAIVE PARKING FEES FOR CHARLEVOIX YACHT CLUB

WHEREAS, the Charlevoix Yacht Club is hosting the Nucore Triangle Race on September 4th and the Red Fox Regatta on September 5th and 6th, 2015; and

WHEREAS, the Charlevoix Yacht Club is requesting that parking fees be waived for the races; and

WHEREAS, the City Code permits the City Council to waive parking fees for special or public events.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix, hereby waives parking fees for the NucoreTriangle Race on September 4th and the Red Fox Regatta on September 5th and 6th, 2015.

RESOLVED, this 6th day of July, 2015, A.D.

Resolution adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration of Approval for Jefferson Beach Yacht Sales Rendezvous July 31 - August 2, 2015

DATE: July 6, 2015

PRESENTED BY: Linda Jo A. Weller, Executive Assistant

ATTACHMENTS: None

BACKGROUND INFORMATION:

Amy Malow, of Jefferson Beach Yacht Sales (JBYS), a downtown Charlevoix business, wishes to host a boat rendezvous at the Charlevoix City Marina on July 31th - August 2nd, 2015. JBYS is anticipating 20-25 boats to attend the rendezvous. Merry Makers, a Charlevoix event planner, has been hired by JBYS to coordinate the rendezvous' activities.

The Harbormaster has made arrangements with the Waterways Commission's reservation system to reserve slips for the event. The preliminary schedule of events includes registration at the Harbormaster's office and the placement of a tent in Robert Bridge Memorial Park for their meals. JBYS is desirous to serve alcohol during their evening activities. They are working closely with the Harbormaster, Police & Fire Chief and the City Manager's office to ensure a safe event.

As you know, City of Charlevoix City Code, Title III, Chapter 31, Section 3.14 (alcoholic beverages—consumption prohibited in certain places), states:

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

RECOMMENDATION: City staff asking Council to pass a motion authorizing the City Manager to waive alcohol restrictions as outlined in City of Charlevoix City Code, Title III, Chapter 31, Section 3.14.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Airport Manager Qualifications and Documentation of Changes Implemented at the Charlevoix Municipal Airport

DATE: July 6, 2015

PRESENTED BY: Elizabeth Myer, Airport Manager

ATTACHMENTS: Federal Aviation Administration Letter dated January 28, 2015
List of Airport Operation Changes since November 2014

BACKGROUND INFORMATION: The Interim City Manager and I felt it would be appropriate to document and provide City Council an update concerning my background and experience. Also attached is a list of the numerous changes implemented to improve Airport operations and the financial position of the Airport. My goal as Airport Manager, has been to provide a high level of customer service, implement changes that are commonplace at other airports, and establish policies that improve the financial position and overall operation of the Airport. The Council and the general public should be aware of these changes since this is a publicly owned airport that is run with taxpayer dollars, a number of these changes were necessary to protect the City from liability, ensure compliance with FAA standards, and run the Airport like a business.

Qualifications/Background:

I have been a State of Michigan Licensed Assistant Manager or Airport Manager since 1984. I was an airport owner and fixed based operator that provided flight training, aircraft fueling and full service aircraft maintenance.

I also hold the ratings of A&P mechanic, IA Mechanic and Private Pilot.

In 2000, federal funding was used to purchase my airport with Oakland County being the sponsor and I became the contract management company for Oakland Southwest Airport. After approximately one year, Karl Randall, Manager of Aviation for Oakland County, asked me to also manage Oakland Troy Airport since they were impressed with the results of my airport management during my short tenure employed with Oakland County.

I managed both airports concurrently and I held contracts for snow removal and lawn mowing for both of the airfields. I was co-owner of a full service excavating company.

Due to me wealth of experience, I have uncovered a number of items which needed immediate correction. Attached is a list of those items and the action taken to correct the issues.

Attached is a list of 29 Airport operation changes or corrective actions I have taken to improve the financial position and overall operation of the Airport.

I would like to mention that I have only been working for the City of Charlevoix for 7 months.

RECOMMENDATION: Discussion



U.S. Department
of Transportation
**Federal Aviation
Administration**

Detroit Airports District Office
Metro Airport Center
11677 S. Wayne Road, Ste. 107
Romulus, MI 48174

January 28, 2015

Liz Meyer
Airport Manager
Charlevoix Municipal Airport
210 State Street
Charlevoix, MI 49720

Charlevoix Municipal Airport (CVX), Charlevoix, MI
Residential Through-The-Fence- Access Plan Review

Dear Ms. Meyer:

On December 29, 2014, the Federal Aviation Administration (FAA) received your residential through-the-fence (RTTF) access plan.

In our initial review, we identified information that is missing or needs additional clarification. Attached we have provided a comment sheet that outlines our areas of concern. Please provide this information at your earliest convenience so that we can continue with our review of your access plan.

*Please be reminded that on October 1, 2014, airport sponsors with existing residential through-the-fence access agreements must demonstrate evidence of compliance by the submission and ultimate approval of an access plan. We recognize the efforts on the part of the City of Charlevoix to comply with this requirement; however significant progress needs to continue to be made to gain approval of an access plan prior to being eligible to receive Federal Funding in FY 15. *

Our office must complete its initial review of your access plan before it can be forwarded to the Office of Airport Compliance for final review.

If you have any questions or need additional information, please feel free to contact me at (734) 229-2927.

Sincerely,

Alex Erskine
Program Manager
Detroit Airports District Office

Enclosure

cc: Paul Lo, AGL-620

Airport Funding

In order for the airport to be eligible to receive Federal Funding in FY 2015, the airport needed an approved airport access plan, this was due by the Airport Manager October 1, 2014.

*Since I was hired in November of 2014, I immediately began work on the Airport Access Plan for submittal to the FAA

*I made three separate submissions with required revisions to the FAA before the Detroit Airports District Office forwarded the access plan to the Office of Airport Compliance for their final review.

*I received word mid-June that due to the submittal of the Airport Access Plan that the airport will receive the FY 2015 funding, \$1,000,000.00

Fuel Trucks needed repair and updating

Corrective action:

The airport fuel trucks were in need of maintenance and we lease the equipment from Avfuel and the airport is responsible for the maintenance on the vehicles. I negotiated a contract with Avfuel to have a new primary Jet A truck delivered and the other Jet A truck was returned to Avfuel for overhaul. This was done at no expense.

The credit card processing fees were very high for the airport

Corrective action:

*Negotiated with Avfuel to have the credit card processing rate reduced on all credit card processing fees.

*Instituted a \$10.00 minimum credit card charge

*Manually closing credit card batch nightly-this save 1% on fees

*Negotiated a lower rate on POS lease equipment, a reduction of approximately 50%

PARKING PASSES-NO RECEIPT SYSTEM

Corrective action:

*The parking passes were not numbered and there was not a stub being retained by the airport as a receipt for sales. There was no system to reconcile number of tickets sold vs sales totals even though this is by volume, mainly cash sale transactions.

*I had all the passes revised and the airport now retains a stub which shows method of payment and date. The ticket stubs vs sales income are reconciled on a daily basis.

Employees were permitted to return home and leave premises for personal business while working and on City time.

Corrective actions:

* I installed a time clock where employees must punch in and out at the start and end of shift.

*If an employee leaves work to conduct personal business, the employee punches out when the employee leaves work and punch back in when they return. The employee is not paid for this time.

Employees permitted to work on personal vehicles in the City SRE buiding after hours

Corrective action:

*Due to liability issues, I immediately halted this practice and this will not be allowed in the future.

Employees were not cross trained to work office and ramp

Corrective actions:

- *All ramp personnel were cross trained to work in the office as well as ramp side.
- * Revised new position hires as to reflect changes in job description.
- *Worked with HR, Patti DeRosia, the part time employees could work 1180 hours which would allow the part time employees to work full time during peak season (June-Oct)
- *By streamlining operations, this eliminated the two seasonal positions and one part time position. This reflects an annual cost savings of \$18,400 for the seasonal positions elimination and approximately \$24,000 for the part time position elimination.

Trash removal weekly rate was being charged wrong amount

Corrective action:

Contacted American waste and had the airport rate combined with the city contract to receive the discounted rate.

Car rental companies were not being invoiced correctly

Corrective action:

- *Pulling the monthly financials during FY 2012-2013-2014, the airport was invoicing \$400.00 to Budget car rental company for rental of parking spaces. Enterprise was not being billed and this reflects an annual rate of \$600 that was not being collected by the airport.
- *I billed a total of \$1000.00 and the City received \$1000.00 (\$400 from Budget rental car company and \$600 from Enterprise rental car company)

Electric meters

I contacted Alida to see which meters were on the airport bill. I found each individual meter and realized that one meter was not the airport's responsibility. The airport had been paying for this meter since 2004 according to Evelyn's records. Using the time frame of 12/31/2014 to 01/31/2015 the annual fee cost was \$479.84. If we use this figure as a baseline multiplied by 11 years this equals a non- airport expense of \$5278.24.

Corrective action:

* I contacted the current tenant and provided Evelyn with the current meter user's information in order to bill for electric usage.

All hangar leases were expired numerous leases were expired for a year or more

Corrective action:

*Revised all leases which were approved by city council. New leases now require proof of insurance be submitted with lease.

*All leases are now a one year term in order to review fixed costs and adjust rates in a timely manner.

Airport gate security cards-poor security. The airport passes were issued to individuals and their name was put on a "stick-em" note and put in a drawer.

Corrective action:

*Photocopy ID (drivers license) and individual fills out a security form.

*The airport now charges a \$10.00 deposit for the security card pass, previously these were given out free of charge.

*Working with Alida to accurately record deposit system.

*This fall we will have to "erase" the system in order to rid the system of all the pass numbers and re-enter passes once the individual provides proper documentation to access air side facilities.

Aircraft landing after hours without paying landing fees which range between \$60-\$135 per each landing aircraft

Corrective action:

*Installed trail cameras in order to take photos of aircraft entering the ramp area and latitude 45/Pelican ramp. The memory cards are pulled weekly to view and charge aircraft where necessary.

Fuel master pump system extended warranty being paid for

Corrective action:

The extended warranty program has been in effect since Matthew Bailey was airport manager. I cancelled the program and the airport saves the annual expense of \$497.00

Fuel master avgas pump would cease function during rain events

Corrective action:

The underground wire was spliced in two locations and during rain events, the wires would be submersed in rain water runoff rendering the system inoperative. The wire was indoor type phone line.

*Installed one continuous run underground of outdoor wire from the fuel pump island to the terminal building

*Ran correct wire for underground outdoor usage

Unaccounted Fuel inventory

Upon arrival at Charlevoix Airport I asked for a fuel inventory and reconciliation- There was over 2000 gallons of Jet A unaccounted for in the inventory report.

Corrective action:

*Immediately implemented daily and weekly reconciliation of avgas inventory by process of accounting sheets where the office staff can easily track fuel.

*Immediately implemented "daily sheets" as to track daily fuel sales & sales revenues.

*Implemented card system where each aircraft landing at Charlevoix has a card to track fuel purchases and receipt of payments for all services.

Seasonal grass strip runway 04/22 was being snow plowed even though AFD (airport facility directory) also states it is a seasonal runway no snow removal November-April

Corrective action:

*Notam runway closed upon first snow fall that rendered the seasonal runway unusable and reopened runway in spring of 2015

*Runway 04/22 is listed as a seasonal airport runway-the previous management plowed the runway at considerable man hours and equipment usage for very few landings.

*I would like to note that the previous management of the Airport under Island Airways did not plow the seasonal runway also due to expense and time costs.

*According to my calculations, the operational cost to plow the seasonal runway runs between \$6000.00-\$8000.00 per snow event.

Airport management was giving ice and coffee "free" to customers and landing corporate jet traffic according to my figures this reflects an expenditure of over \$2000.00 annually

Corrective action:

*Implemented a "ground service fee" of \$15.00 per each landing Jet traffic aircraft. This fee covers the cost of ice and coffee for their paying passengers.

*Ground service fee covers employee time to take rental cars "ramp side" for landing passengers.

* The ground service fee was implemented in April and through June 18th the airport has collected \$1470 in previous free ice/coffee and ramp side services.

Accounting Avgas fuel purchase numbers were inaccurate on month ending accounting sheets

Discovered that the airport aviation fuel purchase budget amount and monthly City balance sheets included fuel truck lease expense, Holiday fuel purchases, diesel fuel purchases and Northern pump expenditures into the fuel purchase amount.

*Worked with Alida to have accounting sub-line items so that the aviation fuel expense is a stand alone item as to accurately reflect cost vs expense ratio. The other items previously included in with fuel purchase were changed to separate line items. (fuel truck lease, holiday fuel purchases, diesel fuel purchases and Northern Pump)

*Created sub line items in other accounting areas as to accurately track individual expenditures

Charlevoix airport runway 09 and runway 27 have published NDB Approaches

The NDB (Non directional Beacon) has been removed for over 2 years

*Contacted the FAA to have the instrument approach plates immediately revised

Employees being asked to use personal vehicles to provide rides to pilots to town while on City time

Corrective action

*Due to liability and personal use of employee vehicles while on the City's time, this practice was halted.

*Cabs, public transportation, rental cars or bikes are provided for public usage.

Fuel records recording inaccurate

Corrective action

*Per law, we are required to maintain 3 years of fuel testing results-fuel records only dated back 12 months.

*Worked with Mathew Wyman, Assistant Airport Manager, to make sure the airport is in compliance with required paperwork for the underground storage tanks and Avgas trucks.

*We currently passed our annual inspection with no discrepancies noted.

Airport has issue with bird populations on runway/taxiway environment

Corrective action:

*Purchased a bird "cannon" as to alleviate the birds congregating at the airport

Airport rental hangars needed repairs and service

Corrective action:

*Replaced door cables on numerous doors, greased, lubed and adjusted micro-switches on all rental hangars.

Airport terminal building lights being left on continuously

Corrective action:

- *Installed motion controlled lighting in all restrooms

Topsoil from apron expansion project

The topsoil from the apron expansion project equates to approximately 3500 square yards of dirt. Typically this dirt is hauled away from projects.

Corrective action:

- *Working with Elmers to find a buyer of the topsoil, since as a previous excavating business owner, I realize there is a large value in the left over top soil.
- *Sale of the topsoil should cover the expense of a new aircraft tug for the airport in order to move aircraft on the ramp.

Numerous discounts were being given for Jet A fuel/Avfuel trip points

Discounts were being given to various customers and these discounts varied from \$0.15-0.20 per gallon

- *Removed all discounts
- *We do not voluntarily give out Avfuel points unless asked, the Avfuel trip points can cost the Airport several thousand dollars on an annual basis.
- *Removed cash sale discounts

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Mandated FOIA Changes

DATE: July 6, 2015

PRESENTED BY: Joyce M. Golding, Clerk

ATTACHMENTS:

1. Freedom of Information Act – 2014 Changes
2. FOIA Procedures and Guidelines
3. FOIA Summary of Procedures and Guidelines
4. FOIA Request for Public Records form
5. FOIA Fee Itemization form

BACKGROUND INFORMATION:

Beginning July 1, 2015, significant new regulations took effect governing how public bodies administer and respond to requests under the Freedom of Information Act (FOIA), PA 442 of 1976. The changes are the result of HB 4001, which was approved and signed into law by Governor Snyder on January 11, 2105 as PA 563 of 2014. Changes of this magnitude are unprecedented in FOIA's nearly 40-year history. The changes impact nearly every area of FOIA, including local policies required for FOIA administration, fees categories and methods of calculation, good-faith deposits and fee waivers, records available on the public body's website, and the appeal process, including significant new penalties.

The most significant change made by the amendment is that public bodies are required to establish specific written procedures and guidelines to implement FOIA, including a standard fee itemization form, and separate written public summary which must be posted on the City's website.

Another significant area of change is the categories and manner in which fees may be charged. The amendment established six fee components for which a public body may charge, generally requires labor costs to be charged in increments of fifteen minutes and permits a multiplier to be applied to cover part of the cost of fringe benefits.

The Clerk's Office has published the mandatory Procedures and Guidelines and subsequent Summary which have been approved by the City Attorney. The Clerk's Office has also published the required forms, thus adhering to the new legislation. The 2015/2016 budgeted labor FOIA fee should be amended to reflect the new fifteen minute increment.

RECOMMENDATION:
Action by Resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2015-07-xx
MANDATED FOIA REGULATIONS PER PA 563 OF 2014

WHEREAS, significant new regulations took effect on July 1, 2015 governing how public bodies administer and respond to requests under the Freedom of Information Act (FOIA), PA 442 of 1976; and

WHEREAS, the changes are the result of HB 4001, which was signed into law by the governor on January 11, 2015 as PA 563 of 2014; and

WHEREAS, the changes impact nearly every area of FOIA, including local policies required for FOIA administration, fees categories and methods of calculation, good-faith deposits and fee waivers, records available on the public body's website, and the appeal process; and

WHEREAS, that public bodies are required to establish specific written Procedures and Guidelines to implement FOIA, including a standard fee itemization form and separate written public summary and post these on the City's website; and

WHEREAS, the City of Charlevoix City Council approved the 2015/2016 budget for the FOIA labor fees charging for the cost of labor exceeding 30 minutes; and

WHEREAS, the City Clerk has published and made available, the mandated FOIA policies, procedures, documents, fee categories and forms.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts the mandated FOIA policies, procedures, documents, fee categories and forms published by the City Clerk in compliance with PA 563 of 2014; and

BE IT FURTHER RESOLVED that the City of Charlevoix City Council amend the FOIA labor fee charging for the cost of labor exceeding 15 minutes.

RESOLVED, this 6th day of July, 2015 A.D.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

Absent:

Introduction

Michigan governmental entities will face significant new regulations on how they charge for responses to Freedom of Information Act (FOIA) requests beginning July 1, 2015. New legislation approved during the Legislature's final session day of 2014 will require public bodies to establish specific written procedures and guidelines for FOIA requests, including a separate written summary informing the public on how to submit FOIA requests, how to understand the public body's responses to FOIA requests, deposit requirements, fee calculations, and avenues for challenging and appealing the public body's denial of a request. The governor signed the new legislation into law as PA 563 of 2014.

Summary of the legislation

If a public body administers or maintains an internet presence, then it is required to post the procedures, guidelines, and written summary on its website. Public bodies are also required to provide free copies of the procedures, guidelines, and written summary upon request, and are required to include a free copy, or a website link to the policies, in all FOIA responses.

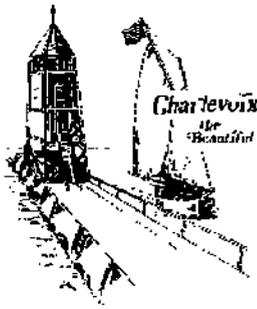
The procedures and guidelines must include a standard form to detail the itemization of any fee the public body estimates or charges under FOIA. The itemization must clearly list and explain each of the six fee components authorized under the new legislation, which include several categories of labor costs associated with producing public records, whether in paper or electronic form; costs of non-paper physical media used to produce public records (e.g., DVDs, flash drives); copying costs; and postage costs.

The new legislation also:

- Allows FOIA requestors to require that the public body provide records on non-paper physical media, by e-mail, or otherwise electronically provided, so long as the public body has the technological capability necessary to provide records on the particular media stipulated by the requestor.
- Prohibits a public body from charging more than \$0.10/sheet for paper copies of public records (excluding labor costs).
- Allows a public body to charge for contractual services required to perform separation and deletion of exempt information from nonexempt information if the public body does not employ a person capable of such activity. The public body may not charge more than an amount equal to six times the state minimum hourly wage rate for such contractual services.
- Allows a public body to add up to 50 percent to the applicable labor charge to cover or partially cover the cost of employee fringe benefits.
- Allows a public body to inform a FOIA requestor that requested information is available on the public body's website, in lieu of providing the public records, so long as the records were available on the website at the time of the request.
- Requires public employees receiving verbal requests for information that is available on the public body's website, to inform the requestor of the pertinent website address.
- Requires a public body, in certain circumstances, to reduce its charges for labor costs in responding to FOIA request if the public body has not responded in a timely manner.

- Allows a public body, under certain circumstances, to require a 100 percent deposit before processing a request from individuals who have not paid the public body for public records acquired pursuant to previous FOIA requests.
- Increases mandatory punitive damages to be awarded to a plaintiff from \$500 to \$1,000, and mandates a new \$1,000 civil fine which a court must award if it finds the public body has arbitrarily and capriciously violated the Act.
- Requires a court to impose an additional civil fine of \$2,500 to \$7,500 if it finds the public body willfully and intentionally failed to comply with the Act or otherwise acted in bad faith.

This publication was provided by the law firm of Miller Canfield.



CITY OF CHARLEVOIX FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES

Preamble: Statement of Principles

It is the policy of the City of Charlevoix that all persons, *except those who are serving a sentence of imprisonment*, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The City of Charlevoix's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The City of Charlevoix acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The City of Charlevoix acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

The City of Charlevoix will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The City of Charlevoix's policy is to disclose public records consistent with and in compliance with State law.

Section 1: General Policies

The City Council acting pursuant to the authority at MCL 15.236 designates the City Attorney as the FOIA Coordinator. He or she is authorized designate other City staff to act on his or her behalf to accept and process written requests for the City's public records and approve denials.

If a request for a public record is received by facsimile or e-mail, the request is deemed to have been received on the following business day. If a request is sent by e-mail and delivered to a City spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator may, at his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The City is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other City staff is obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the City on file for a period of at least one year.

Section 2: Requesting a Public Record

A person requesting to inspect or obtain copies of public records prepared, owned, used, possessed or retained by City of Charlevoix must do so in writing. The request must sufficiently describe a public record so as to enable City personnel to identify and find the requested public record.

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Written requests for public records may be submitted in person or by mail to any City office. Requests may also be submitted electronically by facsimile and e-mail. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, electronically mailed or otherwise provided to him or her in lieu of paper copies. The City will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by the City of Charlevoix on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person who makes a verbal, non-written request for information believed to be available on the City's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, within 5 business days of receipt of a FOIA request the City will issue a response. If a request is received by facsimile, e-mail or other electronic transmission, the request is deemed to have been received on the following business day. The City will respond to the request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the City's website.

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in

full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request. A copy of these Procedures and Guidelines shall be provided to the requestor with the response to a written request for public records, provided however, that if these Procedures and Guidelines, and its Written Public Summary are maintained on the City's website, then a website link to those documents may be provided in lieu of providing paper copies.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If based on a good faith calculation by the City, the cost of processing a FOIA request is expected to exceed \$50, or if the requestor has not fully paid for a previously granted request, the City will require a good-faith deposit before processing the request. In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City to process the request and also provide a best efforts estimate of a time frame it will take the City to provide the records to the requestor. The best efforts estimate shall be nonbinding on the City, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the City; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the City Council or seek judicial review in the Charlevoix County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

The City shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect City records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal City operations.

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation by the City, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fees.

If a request for public records is from a person who has not fully paid the City for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- the final fee for the prior written request is not more than 105% of the estimated fee;
- the public records made available contained the information sought in the prior written request and remain in the City's possession;
- the public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
- 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- the individual is unable to show proof of prior payment to the City; and
- the FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- the person making the request is able to show proof of prior payment in full to the City;
- the City is subsequently paid in full for the applicable prior written request; or
- 365 days have passed since the person made the request for which full payment was not remitted to the City.

Section 5: Calculation of Fees

A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.

The following factors shall be used to determine an unreasonably high cost to the City:

- The particular request incurs costs greater than incurred from the typical or usual request received by the City.
- Volume of the public record requested.
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether public records from more than one City department or various City offices is necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The City may charge for the following costs associated with processing a FOIA request:

- Labor costs directly associated with searching for, locating and examining a requested public

record.

- Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.
- The actual cost of computer discs, computer tapes or other digital or similar media.
- The cost of duplication of publication, not including labor, of paper copies of public records.
- The cost of labor associated with duplication or publication, including making paper copies, making digital copies or transferring digital public records to non-paper physical media or through the Internet or other electronic means.
- The actual cost of mailing or sending a public record.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The City may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs until agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- In order to ensure the integrity and security of the City's technological infrastructure, the City will procure any requested non-paper media and will not accept non-paper media from the requestor.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The City may provide records using double-sided printing, if cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested.

If the FOIA Coordinator does not respond to a written request in a timely manner, the following shall be required:

- Reduce the labor costs by 5% for each day the City exceeds the time permitted under FOIA up to a 50% maximum reduction, if any of the following applies:
 - The late response was willful and intentional.
 - The written request, within the first 250 words of the body of a letter facsimile, e-mail or e-mail attachment conveyed a request for information
 - The written request included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy” or a recognizable misspelling of such, or legal code reference to MCL 15. 231 et seq or 1976 Public Act 442 on the front of an envelope or in the subject line of an e-mail, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because such can be considered as primarily benefitting the general public.

The FOIA Coordinator will waive the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- indigent and receiving specific public assistance; or
- if not receiving public assistance stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- the requestor has previously received discounted copies of public records from the City twice during the calendar year; or
- the requestor requests information in connection with other persons who are offering or providing payment to make the request.

A nonprofit organization designated to by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 200 and the Protection and Advocacy for Individuals with Mental Illness Act, or their successors, if the request meets all of the following requirements:

- is made directly on behalf of the organization or its clients;
- is made for a reason wholly consistent with the mission and provisions of those laws under Section 93 of the Mental Health Code, MCL 330.1931;
- is accompanied by documentation of its designation by the State.

Section 7: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may file an appeal of the denial with the Office of the City Council. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial.

Within 10 business days of receiving the appeal the City Council will respond in writing by:

- reversing the disclosure denial;

- upholding the disclosure denial; or
- reverse the disclosure denial in part and uphold the disclosure denial in part.
- Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records or the need to collect the requested records from numerous facilities located apart from the office receiving or processing the request, the City Council may issue not more than 1 notice of extension for not more than 10 business days to respond to the appeal.

Whether or not a requestor submitted an appeal of a denial to the City Council, he or she may file a civil action in Charlevoix County Circuit Court within 180 days after the City's final determination to deny the request.

If the court determines that the public record is not exempt from disclosure, the court will award the appellant reasonable attorneys' fees, cost and disbursements. If the court determines that the appellant prevails only in part, the court in its discretion may award all or an appropriate portion of reasonable attorneys' fees, costs and disbursements.

If the court determines that the City arbitrarily and capriciously violated the FOIA by refusing or delaying the disclosure of copies of a public record, it shall award the appellant punitive damages in the amount of \$1,000.

Section 8: Appeal of an Excessive FOIA Processing Fee

If a requestor believes that the fee charged by the City to process a FOIA request exceeds the amount permitted by state law, he or she must first submit a written appeal for a fee reduction to the Office of the City Council. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the City Council will respond in writing by:

- waive the fee;
- reduce the fee and issue a written determination indicating the specific basis that supports the remaining fee, accompanied by a certification by the City Council that the statements in the determination are accurate and the reduced fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA;
- uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee, accompanied by a certification by the City Council that the statements in the determination are accurate and the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA; or
- issue a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Council will respond to the written appeal.

Within 45 days after receiving notice of the City Council's determination of a fee appeal, a requestor may commence a civil action in Charlevoix County Circuit Court for a fee reduction. If a civil action is filed appealing the fee, the City is not obligated to process the request for the public record until the Court resolves the fee dispute.

If the court determines that the City required a fee that exceeds the amount permitted, it shall reduce

the fee to a permissible amount. If the appellant in the civil action prevails by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements.

If the court determines that City has acted arbitrarily and capriciously by charging an excessive fee, the court shall also award the appellant punitive damages in the amount of \$500.

Section 9: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by City Council or the City Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the City Council or the City Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the City Council or the City Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the City Council of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 10: Appendix of City of Charlevoix FOIA Forms

- Request Form
- Detailed Itemization of Fees Form



CITY OF CHARLEVOIX FREEDOM OF INFORMATION ACT (FOIA) SUMMARY OF PROCEDURES AND GUIDELINES

Consistent with Public Act 563 of 2014 amending the Michigan Freedom of Information Act (FOIA), the following is the Written Public Summary of the City's FOIA Procedures and Guidelines relevant to the general public.

1. How do I submit a FOIA request to the City of Charlevoix?

- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City of Charlevoix must be submitted in writing.
- A request must sufficiently describe a public record so as to enable the City to find it.
- No specific form to submit a written request is required. However a FOIA Request form for your use and convenience is available on the City's website at www.cityofCharlevoix.org
- Written requests can be made in person by delivery to any City office in person or by mail.
- Requests can also be made by facsimile by dialing (231) 547-3617 for non-Public Safety records and (231)547-3255 for Public Safety records.
- A request may also be submitted by e-mail. To ensure a prompt response, e-mail requests should contain the term "FOIA" or "FOIA Request" in the subject line and be sent to clerk@cityofcharlevoix.org.

Note: If you are serving a sentence of imprisonment in a local, state or federal correctional facility you are not entitled to submit a request for a public record.

2. What kind of response can I expect to my request?

- Within 5 business days of receipt of a FOIA request the City will issue a response. If a request is received by facsimile or e-mail the request is deemed to have been received on the following business day. The City will respond to your request in one of the following ways:
 - Grant the request.
 - Issue a written notice denying the request.
 - Grant the request in part and issue a written notice denying in part the request.
 - Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond.
 - Issue a written notice indicating that the public record requested is available at no charge on the City's website.
- If the request is granted, or granted in part, the City will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available. If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City will require a deposit before processing the request.

3. What are the City's fee deposit requirements?

- If the City has made a good faith calculation that the total fee for processing the request exceeds \$50.00, the City will require that you provide a deposit in the amount of 50% of the total estimated fee. When the City requests the deposit it will provide you a non-binding best efforts estimate of how long it will take to process the request following receipt by the City of your deposit.

- If the City receives a request from a person who has not paid the City for copies of public records made in fulfillment of a previously granted written request, the City will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - the final fee for the prior written request is not more than 105% of the estimated fee;
 - the public records made available contained the information sought in the prior written request and remain in the City's possession;
 - the public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
 - 90 days have passed since the City notified the individual in writing that the public records were available for pickup or mailing;
 - the individual is unable to show proof of prior payment to the City; and
 - the City has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The City will not require the 100% estimated fee deposit if any of the following apply:
 - the person making the request is able to show proof of prior payment in full to the City;
 - the City is subsequently paid in full for all applicable prior written requests; or 365 days have passed since the person made the request for which full payment was not remitted to the City.

4. How does the City calculate FOIA processing fees?

- A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.
- The Michigan FOIA statute permits the City to assess and collect a fee for six designated processing components. The City may charge for the following costs associated with processing a request:
 - Labor costs associated with searching for, locating and examining a requested public record.
 - Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.
 - The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media.
 - The cost of duplication or publication, not including labor, of paper copies of public records.
 - Labor costs associated with duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
 - The cost to mail or send a public record to a requestor.
- Labor Costs
 - All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
 - Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
 - Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- Non-paper Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- Paper Copies
 - Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets will reflect the actual cost of reproduction.
 - The City may provide records using double-sided printing, if cost-saving and available.
- Mailing Costs
 - The cost to mail public records will use a reasonably economical and justified means.
 - The City may charge for the least expensive form of postal delivery confirmation.
 - No cost will be made for expedited shipping or insurance unless requested.

5. How do I qualify for a reduction of the processing fees?

- The City may waive or reduce the fee associated with a request when City determines that to do so is in the public interest because release of the information is considered as primarily benefitting the general public.
- The City will waive the first \$20.00 of the processing fee for a request if you submit an affidavit stating that you are:
 - indigent and receiving specific public assistance; or
 - if not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.
- You are not eligible to receive the \$20.00 waiver if you:
 - have previously received discounted copies of public records from the City twice during the calendar year; or
 - are requesting information on behalf of other persons who are offering or providing payment to you to make the request.
- The City will waive the fee for an nonprofit organization which meets all of the following conditions:
 - the organization is designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act;
 - the request is made directly on behalf of the organization or its clients;
 - the request is made for a reason wholly consistent with the provisions of federal law under Section 931 of the Mental Health Code; and
 - the request is accompanied by documentation of the organization's designation by the State

6. How may I challenge the denial of a public record or an excessive fee?

● Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may file an appeal of the denial with the Office of the City Council. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons you are seeking a reversal of the denial.

Within 10 business days of receiving the appeal the City Council will respond in

writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or
- reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the City Council, you may file a civil action in Charlevoix County Circuit Court within 180 days after the City's final determination to deny your request. Should you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1000.00

- **Appeal of an Excessive FOIA Processing Fee**

If you believe that the fee charged by the City to process your FOIA request exceeds the amount permitted by state law, you must first submit a written appeal for a fee reduction to the Office of the City Council. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. Within 10 business days after receiving the appeal, the City Council will respond in writing by:

- waiving the fee;
- reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Council will respond to the written appeal.

Within 45 days after receiving notice of the City Council's determination of the processing fee appeal, you may commence a civil action in Charlevoix County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.00.

Need more details or information?

This is only a summary of the City of Charlevoix's FOIA Procedures and Guidelines. For more details and information, copies of the City of Charlevoix's FOIA Procedures and Guidelines are available at no charge at the City Clerk's office and on the City's website, www.cityofcharlevoix.org.

Consent to Non-Statutory Extension of City's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the City must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the City's response time for this request until: _____ (month, day, year).

Requestor's Signature

Date

Records Located on City Website

Any public records available to the general public on the City's website at the time of the request are exempt from any labor charges to redact (separate exempt information from non-exempt information).

If the FOIA coordinator knows that all or a portion of the requested information is available on its website, the City must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the City must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the City will provide the public records in the specified format (if the City has the technological capability) and applicable fees will be charged.

I hereby stipulate that, even if some or all of the records are located on a City website, I am requesting that the City make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

I hereby agree and stipulate to the City using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1. Labor to locate/examine
- 2. Labor to redact
- 3. Labor to copy/duplicate

Requestor's Signature

Date

Request for Discount: Indigence

A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request.

Requestor's Signature

Date

FOR OFFICE USE ONLY Affidavit Received Eligible for Discount Ineligible for Discount

Request for Discount: Nonprofit Organization

A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:

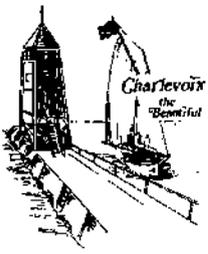
- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the City.

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.

Requestor's Signature

Date

FOR OFFICE USE ONLY Documentation of State Designation Received Eligible for Discount Ineligible for Discount



CITY OF CHARLEVOIX
FREEDOM OF INFORMATION ACT (FOIA) FEE ITEMIZATION

REQUESTOR: _____ DATE: _____

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, the following costs will be charged for responses to FOIA requests in accordance with the City of Charlevoix's FOIA Procedures and Guidelines and fees adopted by City Council. If the City is seeking a 50% deposit prior to providing the public records sought, the estimate is itemized on this form, in sections 1-5 below. The City's FOIA Summary of Procedures and Guidelines can be found on the City's website at www.cityofcharlevoix.org.

Labor costs shall not be more than the hourly wage of the City's lowest paid employee capable of performing the task, regardless of whether that person is available or actually performs the labor. Labor costs will be estimated and charged in 15 minute time increments. All partial time increments will be rounded down. No overtime will be charged unless authorized by the Requestor.

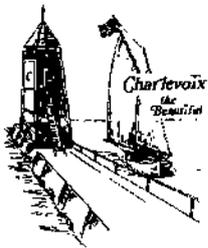
1. EMPLOYEE LABOR COST TO LOCATE & EXAMINE RECORDS		ESTIMATED	ACTUAL
Wage charged (includes fringes) # of 1/4 hour increments x rate	\$28.80/hour or \$7.20/ ¼ hour _____ increments x \$7.20/ ¼ hour	\$ _____	\$ _____
OT Wage if requested (including fringes) # of 1/4 hour increments x rate	\$36.00/hour or \$9.00/ ¼ hour _____ increments x \$9.00/ ¼ hour	\$ _____	\$ _____

2. EMPLOYEE LABOR COST TO REDACT INFORMATION (separate exempt from non-exempt information)		ESTIMATED	ACTUAL
Wage charged (includes fringes) # of 1/4 hour increments x rate	\$28.80/hour or \$7.20/ ¼ hour _____ increments x \$7.20/ ¼ hour	\$ _____	\$ _____
OT Wage if requested (including fringes) # of 1/4 hour increments x rate	\$36.00/hour or \$9.00/ ¼ hour _____ increments x \$9.00/ ¼ hour	\$ _____	\$ _____

3. EMPLOYEE LABOR COST TO COPY, DUPLICATE & TRANSFER RECORDS TO NON-PAPER PHYSICAL MEDIA		ESTIMATED	ACTUAL
Wage charged (including fringes) # of 1/4 hour increments x rate	\$28.80/hour or \$7.20/ ¼ hour _____ increments x \$7.20/ ¼ hour	\$ _____	\$ _____
OT Wage if requested (including fringes) # of 1/4 hour increments x rate	\$36.00/hour or \$9.00/ ¼ hour _____ increments x \$9.00/ ¼ hour	\$ _____	\$ _____

4. COPYING, DUPLICATION AND/OR PRINTING COST		ESTIMATED	ACTUAL
Letter, legal or ledger size paper@\$.10/sheet	# of sheets _____ x \$0.10/sheet	\$ _____	\$ _____
Blueprints duplicated in-house	# of prints _____ x \$3.00/blueprint	\$ _____	\$ _____
Blueprints, etc. contracted for duplication	Actual cost	\$ _____	\$ _____
Actual & most reasonably economical cost of physical digital media	# of flash drives _____ x \$ _____ /drive	\$ _____	\$ _____
	# of discs _____ x \$ _____ /disc	\$ _____	\$ _____
	Other media	\$ _____	\$ _____
SUBTOTAL COPYING		\$ _____	\$ _____

5. MAILING COST		ESTIMATED	ACTUAL
Actual & most reasonably economical cost	Envelope/packaging	\$ _____	\$ _____
	Postage	\$ _____	\$ _____
	Postal delivery confirmation	\$ _____	\$ _____
	Expedited delivery (if requested)	\$ _____	\$ _____
	Insurance (if requested)	\$ _____	\$ _____
SUBTOTAL MAILING		\$ _____	\$ _____



**CITY OF CHARLEVOIX
FREEDOM OF INFORMATION ACT (FOIA) FEE ITEMIZATION**

REQUESTOR: _____ DATE: _____

6. SUBTOTAL FEES BEFORE WAIVER, DISCOUNT OR DEPOSIT		
	ESTIMATED	ACTUAL
1. Labor cost to locate	\$ _____	\$ _____
2. Labor cost to redact	\$ _____	\$ _____
3. Labor cost to copy	\$ _____	\$ _____
4. Copying cost	\$ _____	\$ _____
5. Mailing cost	\$ _____	\$ _____
SUBTOTAL FEES	\$ _____	\$ _____
7. WAIVER, DISCOUNT, REDUCTION OR DEPOSIT		
Waiver: Public interest	Amount determined to be in general public's interest	(\$ _____)
Discount: Indigence	\$20 reduction for indigence	(\$ _____)
Discount: Non-profit organization	\$20 reduction for non-profit	(\$ _____)
Reduction: Late FOIA response	Deduct 5% of fee x _____ days (not to exceed 50%)	(\$ _____)
Good Faith Deposit: If total estimated fee exceeds \$50	\$ _____ est. fee x 50% Deposit paid this date _____ Received by _____ Receipt# _____	(\$ _____)
Fee paid this date _____ Received by _____ Receipt# _____		TOTAL DUE \$ _____