

# AGENDA CITY OF CHARLEVOIX CITY COUNCIL MEETING

**Monday, June 20, 2016 - 7:00 p.m.**

210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Presentations**
4. **Inquiry regarding conflicts of interest**
5. **Consent Agenda**

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- |    |   |          |
|----|---|----------|
| A. | City Council Meeting Minutes - June 6, 2016 Regular Meeting           | PG 1-9   |
| B. | Accounts Payable Check Registers & Payroll Check Registers            | PG 10-24 |
| C. | Standing Historic District Study Committee Resignation - Amy Lalewicz | PG 25    |
| D. | Charlevoix Venetian Festival  |          |
|    | 1. Funding Contract for up to \$15,000                                | PG 26-29 |
|    | 2. Fireworks Permit and Hold Harmless Agreement                       | PG 30-44 |
|    | 3. Tiki Tent Approval Waiving Restriction on Alcohol in East Park     | PG 45    |

6. **Public Hearings & Actions Requiring Public Hearings**

7. **All Other Actions & Requests**

- |    |   |          |
|----|---|----------|
| A. | Opt-out of PA 95 of 2013                            | PG 46-47 |
| B. | Charlevoix Area Chamber of Commerce Lease Agreement | PG 48-53 |
| C. | EMS Incentive Pay                                   | PG 54-56 |
| D. | Memorial Bench and Table Donation Plan              | PG 57-66 |
| E. | Mayoral/Council Appointments                        | PG 67-68 |

8. **Reports & Communications**

- |    |                            |
|----|----------------------------|
| A. | Public Comments            |
| B. | City Manager Comments      |
| C. | Mayor and Council Comments |

9. **Other Council Business**

10. **Adjourn**

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

Posted June 16, 2016 4:00 p.m.

**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, June 6, 2016 – 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 Deputy Mayor Shane Cole.

**1. Pledge of Allegiance**

**2. Roll Call**

Deputy Mayor: Shane Cole  
City Manager: Mark Heydauff  
City Clerk: Joyce Golding  
Members Present: Councilmembers Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw  
Members Absent: Mayor Gabe Campbell

**3. Presentations**

None

**4. Inquiry Regarding Conflicts of Interest**

Councilmember Kurtz recused himself from items 7(C -- F.)

**5. Consent Agenda**

- A. City Council Meeting Minutes -- May 16, 2016 Regular Meeting
- B. Special Accounts Payable Check Register -- May 19, 2016
- C. Special Accounts Payable Check Register -- May 23, 2016
- D. Regular Accounts Payable Check Register -- June 7, 2016
- E. ACH Payments -- May 16, 2016 to June 3, 2016
- F. Payroll Check Register -- May 20, 2016
- G. Payroll Transmittal -- May 20, 2016
- H. Payroll Check Register -- June 3, 2016
- I. Payroll Transmittal -- June 3, 2016

Motion by Councilmember Gibson, second by Councilmember Kurtz, to approve the Consent Agenda.

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

**6. Public Hearings & Actions Requiring Public Hearings**

None

**7. All Other Actions & Requests**

**A. Huron Wind Power Purchase Commitment**

Electric Superintendent Swem gave a brief history of renewable energy requirements, specifically wind energy. He stated that a new goal set by the State may be to require a combination renewables/energy savings of 35% by the year 2025. The price for wind power has dropped over 60% in the last decade. Superintendent Swem noted that we are not purchasing the wind farm and there would be no gaps in electric coverage if wind energy was unavailable. He stated that wind power is cheaper than other renewables at this time.

Deputy Mayor Cole opened the item to public comment.

Maurien Owens questioned where the wind farm was located and Superintendent Swem responded that it was situated in Michigan's thumb area.

The item was closed to the public.

Motion by Councilmember Supernaw, second by Councilmember Hagen, to authorize the Michigan Public Power Agency to enter into a Purchase Power Commitment (PPC) with Huron Wind LLC so that the City of Charlevoix will be entitled to 4.06% of all energy, capacity, and Environmental Attributes under the PPC and will be responsible to cover 4.06% of all of MPPA's financial obligations under the PPC.

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

Nays: None  
Absent: None

B. 2016 Infrastructure: Change Order #1

DPW Superintendent Elliott stated that the 2016 Infrastructure Project is moving along smoothly, and is on time and within budget. Staff proposed that Council approve Change Order #1, which consists of replacing an existing sanitary sewer line on East Garfield. This includes the installation of two new manholes, new road surface and any other restoration work that is needed due to construction activities. Superintendent Elliott said that MDC Contracting used the same unit pricing that was originally bid on the project. The total for the change order is \$28,453.48. Even with adding this new project to the contract, we are approximately \$37,100 under the engineer's original estimate.

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

Motion by Councilmember Kurtz, second by Councilmember Gibson, to approve Change Order #1 in the amount of \$28,453.48 with MDC Contracting

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

C. 2016 Airport Improvement Project: Construction Contract for Runway 9-27 Friction Improvement

Airport Operations Manager Wyman stated the City executed a design contract with RS&H for Runway 9-27 Friction Improvement, Lighting Rehabilitation and RSA Sidewalk Removal. RS&H recommended awarding the construction contract to Elmer's Crane and Dozer, Inc. for the bid amount of \$1,169,431.24. Project funding breakdown is 90% Federal, 5% State (MDOT) and 5% Local match (approximately \$70,000). He explained that friction improvement will increase drainage by installing grooves across the runway which will enhance braking action for aircraft.

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

Motion by Councilmember Perron, second by Councilmember Gibson, to adopt Resolution 2016-06-01 and authorize the City Manager to execute the construction contract with Elmer's Crane and Dozer, Inc. in the amount of \$1,169,431.24.

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

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2016-06-01**

**EXECUTION OF CONSTRUCTION CONTRACT FOR RUNWAY 9-27 FRICTION IMPROVEMENT  
(Federal Project Number 3-26-0017-1915/2016)**

**WHEREAS,** the City is approving a construction contract with Elmer's Crane and Dozer, Inc. in the amount of one million one hundred sixty-nine thousand four hundred thirty-one dollars and twenty-four cents (\$1,169,431.24) for the Runway 9-27 Friction Improvement project resulting from the project bid opening on May 26, 2016 and RS&H Michigan, Inc.'s recommendation to award the construction contract to Elmer's Crane and Dozer, Inc., and

**WHEREAS** the proposed construction start date is September of 2016, and

**WHEREAS,** this contract will also be included in the FAA AIP Grant, 3-26-0032-2016 with project funding breakdown of 90% Federal, 5% State (MDOT) and 5% Local match.

**NOW THEREFORE BE IT RESOLVED,** that the City of Charlevoix City Council hereby authorizes the City Manager to execute the construction contract with Elmer's Crane and Dozer, Inc. for the Runway 9-27 Friction Improvement project in the amount of one million one hundred sixty-nine thousand four hundred thirty-one dollars and twenty-four cents (\$1,169,431.24) after review by City Staff and the City Attorney.

**RESOLVED** this 6th day of June, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Ferron, Gibson, Cole, Supernaw, Hagen  
Nays: None  
Absent: None  
Abstain: Kurtz

- D. 2016 Airport Improvement Project: Amendment No. 1 to Runway 9-27 Friction Improvement Design Contract  
Operations Manager Wyman explained that Amendment No. 1 is to the RS&H Design Contract for the Runway 9-27 Friction Improvement, Lighting Rehabilitation and RSA Sidewalk Removal. The additional design is for the replacement of a navigational aid (PAP) on Runway 9.

Motion by Councilmember Gibson, second by Councilmember Hagen, to adopt Resolution 2016-06-02 and authorize the City to execute Amendment No. 1 to the Runway 9-27 Friction Design contract, which includes construction administration and the additional design scope upon receipt.

Yeas: Ferron, Gibson, Cole, Supernaw, Hagen  
Nays: None  
Absent: None  
Abstain: Kurtz

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2016-06-02**  
**EXECUTION OF AMENDMENT NO.1 TO THE RUNWAY 9-27 FRICTION IMPROVEMENT**  
**AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**  
*(Federal Project Number 3-26-0017-1915/2016)*

**WHEREAS,** *the City is approving an amendment to the Contract for Professional Engineering Services with RS&H Michigan, Inc. for the Runway 9-27 Friction Improvement, Lighting Rehabilitation and RSA Sidewalk removal that includes the construction administration and additional design scope; and*

**WHEREAS,** *the additional design is for replacement of a navigational aid (PAP) on runway 09; and*

**WHEREAS,** *the scope of the construction administration includes review of all contractor submittals, requests of information, testing information, change orders, attending weekly construction progress meetings as well as providing full-time construction staff, and production of construction and FAA grant documentation; and*

**WHEREAS,** *an independent cost analysis has been performed by MDOE Aeronautics and the cost was found to be reasonable for the services provided; and*

**WHEREAS,** *this contract will also be included in the FAA AIF Grant, 3-26-0032-2016 with project funding breakdown of 90% Federal, 5% State (MDOE) and 5% Local match.*

**NOW THEREFORE BE IT RESOLVED,** *that the City of Charlevoix City Council hereby authorizes the City Manager to execute the amendment to the friction design contract which includes construction administration and the additional design scope upon receipt, pending review by City Staff and the City Attorney*

**RESOLVED** *this 6th day of June, 2016 A.D.*

Resolution was adopted by the following yea and nay vote:

Yeas: Ferron, Gibson, Cole, Supernaw, Hagen  
Nays: None  
Absent: None  
Abstain: Kurtz

- E. 2016 Airport Improvement Project: Contract for Professional Services for Taxiway A Rehabilitation  
Operations Manager Wyman indicated that the scope of this RS&H contract includes the design of Taxiway A pavement and edge lighting rehabilitation, as well as the design of new pavement, as required to meet the latest FAA requirements scheduled for the fall of 2017.

Motion by Councilmember Hagen, second by Councilmember Gibson, to adopt Resolution 2016-06-03 and authorize the City Manager to execute the Professional Services Contract with RS&H for the Taxiway A Rehabilitation Project in the amount of \$92,200.

Yeas: Ferron, Gibson, Cole, Supernaw, Hagen  
Nays: None  
Absent: None  
Abstain: Kurtz

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2016-06-03**  
**EXECUTION OF PROFESSIONAL ENGINEERING SERVICES CONTRACT**  
**FOR TAXIWAY A PAVEMENT AND LIGHTING REHABILITATION**  
*(Federal Project Number 3-26-0017-1915/2016)*

**WHEREAS,** *the City is approving a new Professional Engineering Service Contract with RS&H Michigan, Inc. for design and bidding services for the Taxiway A Rehabilitation Project; and*

**WHEREAS,** *the scope of this contract includes the design of Taxiway A pavement and edge lighting rehabilitation as well as the design of new pavement required to meet the latest FAA requirements; and*

**WHEREAS,** *an independent cost analysis has been performed by MDOT Aeronautics and the cost was found to be reasonable for the services provided; and*

**WHEREAS,** *this contract will also be included in the FAA AIP Grant, 3-26-0032-2016 with project funding breakdown of 90% Federal, 5% State (MDOT) and 5% Local match.*

**NOW THEREFORE BE IT RESOLVED,** *that the City of Charlevoix City Council hereby authorizes the City Manager to execute the Contract for Professional Engineering Service with RS&H Michigan, Inc. for the Taxiway A Rehabilitation Project in the amount of ninety-two thousand two hundred dollars and zero cents (\$92,200.00) after review by City Staff and the City Attorney.*

**RESOLVED** *this 6th day of June, 2016 A.D.*

*Resolution was adopted by the following yea and nay vote:*

Yeas: Ferron, Gibson, Cole, Supernaw, Hagen  
Nays: None  
Absent: None  
Abstain: Kurtz

- F. 2016 Airport Improvement Project: Resolution for FAA Grant Submittal  
Operations Manager Wyman stated that this grant will include the construction contract for Runway 9-27 Friction Improvement, Amendment No.1 (CA/RRP) to the Professional Services Contract for Runway 9-27 Friction Improvement and the Professional Services Contract for the design of Taxiway A Rehabilitation (anticipated for 2017).

Motion by Councilmember Gibson, second by Councilmember Hagen, to adopt Resolution 2016-06-04 and authorize the City Manager to execute the FAA Grant Application 3-26-0032-2016 and sign the FAA and MDOT grant agreements upon receipt.

Yeas: Ferron, Gibson, Cole, Supernaw, Hagen  
Nays: None  
Absent: None  
Abstain: Kurtz

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2016-06-04**  
**EXECUTION OF GRANT APPLICATION**  
*(Federal Project No. 3-26-0017-1915/2016)*

**WHEREAS,** the City is submitting a grant application to the Federal Aviation Administration (FAA) for the Runway 9-27 Friction Improvement Construction Contract, Amendment No. 1 (CA/RPR) to the Professional Services Contract for Runway 9-27 Friction Improvement and the Professional Services Contract for the Design Taxiway A Rehabilitation; and

**WHEREAS,** the FAA and MDOT will provide the City with a grant application agreement; and

**WHEREAS,** the grant agreement will be in the amount of one million three hundred sixty-eight thousand eight hundred thirty-one dollars and twenty-four cents (\$1,368,831.24) with the grant agreement funding breakdown of 90% Federal, 5% State (MDOT) and 5% Local match; and

**WHEREAS,** the City of Charlevoix Local share of the grant will be sixty-eight thousand four hundred forty-one dollars and fifty-six cents (\$68,441.56).

**NOW THEREFORE BE IT RESOLVED,** that the City of Charlevoix City Council hereby authorizes the City Manager to execute the FAA and MDOT grant application and grant agreement after review by City Staff and the City Attorney.

**RESOLVED** this 6th day of June, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

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

**G. Dale Boss Request**

City Manager Heydlauff recalled that Dale Boss passed away last week. Mr. Boss led the Keep Charlevoix Beautiful effort, among numerous other contributions to the City throughout his lifetime. Mr. Boss' final wishes included a request for a community celebration rather than a funeral. His family requested that we consider permitting a classic car cruise and public gathering in East Park. City Manager Heydlauff stated that the proposal is very fitting for a man of Mr. Boss' stature and recommended Council approval.

Deputy Mayor Cole opened the item to public comment.

Bo Boss discussed the developing plans for the celebration including a parade from 6-8pm and the gathering in East Park.

Councilmember Gibson commented that Dale Boss was the longest unpaid City Ambassador.

The item was closed to the public.

Motion by Councilmember Kurtz, second by Councilmember Supernaw, to authorize City Staff to make all necessary arrangements to plan the Celebration of Life for Dale Boss.

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

**B. Reports & Communications**

**1. Public Comments**

Diane Fress, daughter of Dale Boss, expressed her appreciation to Council for allowing the celebration in honor of her father. She commented on how people have rallied around the Boss Family and felt blessed to live in Charlevoix.

2. City Manager Comments

City Manager Heydlauff expressed his condolences to the Boss Family and shared his first experience with Operation Potomac.

3. Mayor & Council Comments

Councilmember Kurtz recalled a newspaper article regarding the "Friends of Avalanche", a group of people representing Avalanche Preserve recreational area in Boyne City and explained its mission and members. He suggested that having a similar "Friends of Mt. McSaubia" group may be beneficial. Councilmember Cole questioned whether this would be a subcommittee of the Recreation Advisory Committee. Discussion ensued. It was generally agreed to task the City Manager and Recreation Director to present ideas for this concept at the July 5<sup>th</sup> Council meeting.

Councilmember Supernaw stated that the Council Work Session with Howard Kohn was informative and wondered if there was a written study. City Manager Heydlauff replied that an Executive Summary of the downtown study was distributed to Council. Councilmember Supernaw questioned how we can prevent the study from just sitting "on a shelf in somebody's office". City Manager Heydlauff explained that recommendations from the study will be addressed by various boards, such as the Planning Commission or Main Street Committees. He indicated that the Planning Commission will be reviewing ordinances this summer and making recommendations for any changes. Councilmember Supernaw requested a periodic update from the City Manager. City Manager Heydlauff replied affirmatively and suggested that reviewing minutes of the various boards and committees would offer additional information.

Deputy Mayor Cole proclaimed that flags will be lowered to half-staff on Wednesday, June 8<sup>th</sup>, in honor of Dale Boss' 85<sup>th</sup> birthday.

9. **Other Council Business**

None.

10. **Adjourn**

Motion by Councilmember Cole, second by Councilmember Parron, to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 7:40 p.m.

Joyce M. Golding	City Clerk	Shane Cole	Deputy Mayor
<b>Special Accounts Payable – 05/19/2016</b>			
AARMOR SEAL	1,050.00	HERZOG ELECTRIC	4,479.36
AT&T	1,512.65	METLIFE SMALL BUSINESS CENTER	750.78
AT&T LONG DISTANCE	38.71	PRIORITY HEALTH	38,649.32
AT&T MOBILITY	73.15	SOUTH ARM CONSTRUCTION LLC	4,984.00
CHARLEVOIX STATE BANK	4,749.80	VERIZON WIRELESS	56.78
DELTA DENTAL	3,750.85	VISION SERVICE PLAN	453.62
GREAT LAKES ENERGY	218.74	<b>TOTAL</b>	<b>60,195.76</b>
<b>Special Accounts Payable – 05/23/2016</b>			
RUSSELL, JACK	1,000.00	<b>TOTAL</b>	<b>1,000.00</b>
<b>Regular Accounts Payable – 06/07/2016</b>			
AARMOR SEAL	125.00	CHARLEVOIX GLASS INC.	260.00
AIRGAS USA LLC	61.60	CHARLEVOIX LITTLE LEAGUE	5,435.55
ALL PHASE ELECTRIC SUPPLY CO.	392.46	CHARLEVOIX SCREEN MASTERS INC	1,056.00
AMERICAN WASTE INC.	3,880.76	CHARLEVOIX TOWNSHIP	15.45
ANYBATTERY INC.	578.52	CINTAS CORPORATION	117.30
ARCADIA BENEFITS GROUP INC	25.00	CINTAS CORPORATION #729	127.63
ARROW UNIFORM-TAYLOR L.L.C.	4,141.26	CITY OF CHARLEVOIX - PETTY CASH	989.18
ASPLUNDH TREE EXPERT CO	22,238.80	CITY OF CHARLEVOIX - UTILITIES	31,711.48
AT YOUR SERVICE PLUS INC	1,500.00	COCA-COLA REFRESHMENTS	127.09
AVFUEL CORPORATION	48,007.75	COOK FAMILY FARMS	193.00
B & L SOUND INC	153.95	CRYSTAL FLASH ENERGY	847.88
BELL EQUIPMENT COMPANY	1,267.08	DEASSESSING SERVICES	4,371.08
BERNIER, RACHEL M	35.00	DEROSIA, PATTY	41.00
BRADFORD'S	35.75	CHASELEER, CARL	42.00
CENTRAL DRUG STORE	29.48	DITCH WITCH SALES OF MICHIGAN	1,151.25
CERTIFIED LABORATORIES	51.56	DOAN, GERARD	233.06
CHARLEVOIX DISTRICT LIBRARY	90.00	DXE MEDICAL INC	289.00

EJ EQUIPMENT INC	238.61	MICHIGAN POLICE EQUIPMENT	825.00
EJ USA INC	650.54	MIGCSA	100.00
ELLIOTT PATRICK M	41.00	MORLO ELLEN	25.25
EMERGENCY MEDICAL PRODUCTS INC	549.39	MOSORYAK, JENNIFER	100.00
ETNA SUPPLY	2,080.00	MYER, ELIZABETH A.	41.00
EVANS, HAL	41.00	NATIONAL HOSE TESTING SPECIALTIES	2,473.20
EYES ONLY MEDIA LLC	288.90	NORTH COAST FASTENERS LLC	27.80
FARMER WHITE'S	53.00	NORTH COUNTRY CRITTERS	20.00
FASTENAL COMPANY	142.35	NORTHEAST WISCONSIN TECHNICAL	325.00
FISHER SCIENTIFIC	978.82	NORTHERN A-1 ENVIRONMENTAL SVC	9,170.00
FLUCKEMA, ANDREW	66.00	NORTHERN CREDIT BUREAU	150.46
GSS INC	102.98	NORTHERN MICHIGAN HARDWOODS	35.00
GELDERBLOM, PAUL	75.00	NORTHERN MICHIGAN REVIEW INC.	144.00
GERBER HOMEMADE SWEETS	30.00	NORTHERN PUMP SERVICE INC	940.00
GINOP SALES INC	15.63	NORTHERN SAFETY CO INC	240.00
GLOBAL EQUIPMENT COMPANY	634.32	NORTHWEST DESIGN GROUP	709.25
GOLDING, JOYCE	41.00	OLD DOMINION BRUSH	138.52
GOLF SUPPLY HOUSE USA INC	85.87	OLSON BZDOK & HOWARD	1,119.93
GRABER MANUFACTURING INC	776.95	PALMER, JACK	75.00
GRAINGER	9.84	PANOFF, ZACH	41.00
GRIFFIN BEVERAGE CO	84.00	PARASTAR INC.	1,007.83
GUHTZVILLER, RHONDA	67.00	FEARSALL, MICHAEL	550.00
HACH COMPANY	1,738.29	PERFORMANCE ENGINEERS INC	45,102.71
HAF, JENNIFER	5.00	PELUNKETT & COONEY	1,540.00
HANKINS, SCOTT	41.00	POND HILL FARM LLC	110.00
HARBOR FENCE COMPANY	15.00	PORT SUPPLY	252.75
HARRELL'S	12,968.51	POWER LINE SUPPLY	4,221.83
HARWOOD GOLD	123.00	PREIN & NEUHOFF	37,142.12
HEID, THOMAS J	41.00	PURITY CYLINDER GASES INC	91.95
HERZOG ELECTRIC	1,197.80	QUILL CORP	305.87
HEYDLAUFF, MARK L	41.00	ROLOFF, ROBERT	41.00
HILLING, NICHOLAS A	142.00	S&W HEALTHCARE CORPORATION	256.74
HOLIDAY COMPANIES	7,281.05	SAUL, GINNIE	100.00
HOLIDAY LIGHTING SERVICES INC.	4,200.00	SCHLEBEN, JENNY	75.00
HYDE SERVICES LLC	51.20	SECURITY SANITATION INC.	95.00
IDEXX DISTRIBUTION INC.	1,291.88	SITE PLANNING DEVELOPMENT INC	1,600.00
KENS, KIRK	99.00	SPARTAN DISTRIBUTORS INC	875.13
INDUSTRIAL MARKETING	53.68	SPICER GROUP INC	1,597.50
INTEGRIS EQUIPMENT	219.95	STATE OF MICHIGAN	2,646.67
J & B MEDICAL SUPPLY INC	925.72	STEVENS, GREG	8.64
JACK COHENY SUPPLIES INC	5,250.92	SUPERIOR MECHANICAL	1,048.29
JACKSON-HIRSH INC	108.67	SWANSON K & D INC	2,582.50
JACOBSEN	53.07	SWEM, DONALD L.	41.00
JOE'S PROFESSIONAL SERVICES LLC	150.00	TERMINAL SUPPLY CO	73.00
JTHOMAS PARTS	107.54	THOMPSON, ERIC	137.50
KIRINOVIC, THOMAS	41.00	TNT CONSTRUCTION	8,010.00
KLOOSTER, ALIDA K	60.01	TOP QUALITY GLOVE	179.70
KBS ENTERPRISES	710.43	TRI-TURF	80.68
KULLY SUPPLY	293.46	ULTRAMAX	706.00
LAMONT, JOHN	200.00	UP NORTH PROPERTY SERVICES LLC	1,947.25
LOTTIE'S BAGELS	65.00	WARD BROTHERS BOATS INC	183.68
LUNDEKSEN, ERIK	15.00	WELDON, GLENN JR	75.00
LYNCH, BRANDON	11.00	WELLER, LINDA	41.00
MAYER, SHELLEY L.	41.00	WHOLLY GRANOLY LLC	21.00
MCCARTHY, JUSTIN	31.82	WOJAN PLUMBING & HEATING	7,670.10
MCCLEARY, DAVID	60.50	WORK & PLAY SHOP	689.66
MCGINN, KELLY	64.65	WURST RANDALL W.	41.00
MO SOLUTIONS	69.10	WYMAN, MATTHEW A.	41.00
MDC CONTRACTING LLC	334,075.57	YENNOR, SAMUEL	45.15
MEIER II, CHARLES A.	149.00	YP	210.00
MICHIGAN MUNICIPAL ELECTRIC	10.00	ZACHARIAS, STEVEN B.	245.91
MICHIGAN MUNICIPAL LEAGUE	1,707.00		
MICHIGAN MUSHROOM MARKET LLC	100.00	<b>TOTAL</b>	<b>650,784.45</b>

**ACH Payments -- 05/16/2016 to 06/03/2016**

MI PUBLIC POWER AGENCY	19,661.83	MERS (DEFINED BENEFIT PLAN)	26,229.92
DTE	4,172.76	MI PUBLIC POWER AGENCY	26,541.24
IRS (PAYROLL TAX DEPOSIT)	33,962.16	MI PUBLIC POWER AGENCY	218,603.10
ALERUS FINANCIAL (HCSP)	420.00	MI PUBLIC POWER AGENCY	23,958.72
STATE OF MI (WITHHOLDING TAX)	4,895.86	IRS (PAYROLL TAX DEPOSIT)	33,348.13
VANTAGEPOINT (401 (K)MA PLAN)	899.94	ALERUS FINANCIAL (HCSP)	420.00
VANTAGEPOINT (457 (K)MA PLAN)	12,440.60	STATE OF MI (WITHHOLDING TAX)	4,844.39
VANTAGEPOINT (ROTH IRA)	727.53	VANTAGEPOINT (401 (K)MA PLAN)	699.94

VANTAGEPOINT (457 ICMA PLAN)	12,818.49		
VANTAGEPOINT (ROTH IRA)	721.53	<b>TOTAL</b>	<b>421,663.33</b>

**Payroll Net Pay – Pay Period Ending 05/14/2016 (Paid 05/20/2016)**

WELLER, LINDA JO	1,481.58	STEWART, SAMUEL D.	337.28
HEYDLAUFF, MARK L.	2,318.59	KIRKOVIC, THOMAS F	742.47
GOLDING, JOYCE M	1,082.62	STEBE, LAURA A.	149.61
DEROSIA, PATRICIA E.	1,322.29	BITELY, KATHERINE A.	324.56
DOYLE, ANNE E.	1,331.17	MILAN, JANE E.	515.24
LOY, EVELYN R.	1,029.15	HEID, THOMAS J	1,272.04
KLOOSTER, ALIDA K.	1,554.16	LEESE, ALAN K.	438.45
GOLOVICH, KAREN J.	960.42	GRUNCH, RONALD J	141.71
SPENCLEY, PATRICIA L.	1,057.68	DAVIS, RONALD L.	103.21
PANOFF, ZACHARY R.	1,180.04	FAIRCHILD, GALEN W.	163.79
MILLER, FAITH G.	32.25	DAKROUB, JOSEPH E.	213.56
LEESE, MERRIC.	521.23	MASSON, DONALD J.	523.18
MCGINN, KELLY A.	1,492.91	RUSINA, DENNIS W.	164.75
DOAN, GERARD P	1,558.33	LABLANCHE, MAUREEN J.	125.60
SCHLAPPI, JAMES L.	1,175.83	MYER, ELIZABETH A.	1,653.03
UMULIS, MATTHEW T	1,313.16	VANLOO, JOSEPH G.	737.14
HANKINS, SCOTT A.	1,434.68	WYMAN, MATTHEW A.	1,061.72
ORBAN, BARBARA K.	1,167.24	SCHRADER, LOU ANN	406.29
TRAEGER, JASON A.	1,283.71	MILLER, WILLIAM S.	960.02
FLICKEMA, ANDREW M.	1,470.95	HOUZER, JAMES F	552.32
MATELSKI, KIMBERLY A.	1,118.59	KUNKEY, CRAIG R	59.79
EVANS JR, HALBERT K	1,468.96	MEGGISON, JERRY B	103.95
KLOOSTER, PATRICK H	318.69	RILEY, CASEY W.	361.91
GREENE, GLORIA C	218.16	JONES, LARRY M.	1,253.51
TEIGENHOF, WILL G.	124.23	WILLSON, BRENDA R.	518.91
GREYERBEHL, KELLY M	100.03	BEAN, PETER J.	299.91
ROLOFF, ROBERT P	3,567.72	TRIVERS, MANUEL J.	786.04
RILEY, DENISE M.	418.25	RILEY, DANIEL A.	783.52
LOPER II, GARY D	600.93	DROST, PATRICIA A.	155.60
WURST, RANDALL W	1,142.21	CARLSON, JOANNE E.	155.00
MAYER, SHELLEY L.	1,333.96	COLT, JUDITH C	162.75
HILLING, NICHOLAS A	1,175.81	FRANCIS, CATHERINE A.	75.00
MEIER III, CHARLES A.	1,423.73	LALONDE, SANDRA L.	89.00
ZACHARIAS, STEVEN B	1,351.37	KLINGER, LUCAS D.	100.43
EATON, BRAD A	1,865.69	SWEM, DONALD L.	1,833.28
WILSON, TIMOTHY J	1,985.55	WHITLEY, ANDREW T	1,540.34
LAVIDE, RICHARD L.	1,753.15	MORRISON, KEVIN P	1,146.67
STEVENS, BRANDON C.	1,645.46	HODGE, MICHAEL J.	1,252.30
DRAVES, MARTIN J	1,695.57	JOHNSON, STEVEN P	1,140.12
BROWN, STEPHANIE C.	1,020.24	BISHAW, JAMES H.	609.20
ELLIOTT, PATRICK M	1,961.37	GILL, DAVID R	962.66
SCHWARTZFISHER, JOSEPH L.	1,034.69	TODD, RICHARD D.	185.70
BRADLEY, KELLY R	1,283.73	STEVENS, JEFFREY W	369.46
HART K, DELBERT W.	1,501.05	ROLOFF, AUDREY M.	1,669.57
JONES, ROBERT F.	1,079.70	MATTER, DAWSON K	1,008.75
DORAN, JUSTIN J.	1,218.07	SCOTT JR., WINFIELD	22.03
MANKER JR, DAVID W.	482.34	RUDOLPH, JOELLEN B.	162.75
MANKER SR, DAVID W	688.05	LEFT, LILLIAN M.	155.00
BECKER, MICHAEL S	558.56	BUDAY, JOAN E.	162.75
SHEPARD, ZACHARY N	493.27	CAMPBELL, KAREN L	184.00
MCGHEE, ROBERT R.	1,049.92	PICOTTE, DIANE M.	80.00
STANTS, JACOB W.	634.32		
BLOOMER, GABRIELLE J.	494.33	<b>TOTAL</b>	<b>89,383.23</b>

**Payroll Transmittal – 05/20/2016**

AFRONT CREDIT UNION	249.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	166.74	COMMUNICATION WORKERS OF AMER	409.93
AMERICAN FAMILY LIFE	379.74	MI STATE DISBURSEMENT UNIT	705.51
CHAR EMUNITED WAY	56.00	PRIORITY HEALTH	1,825.52
CHARLEVOIX STATE BANK	1,286.16	<b>TOTAL</b>	<b>5,308.06</b>

**Payroll Net Pay – Pay Period Ending 05/28/2016 (Paid 06/03/2016)**

WELLER, LINDA JO	1,481.57	DOYLE, ANNE E.	1,387.89
HEYDLAUFF, MARK L.	2,402.53	LOY, EVELYN R.	1,029.15
GOLDING, JOYCE M.	1,082.62	KLOOSTER, ALIDA K.	1,758.97
DEROSIA, PATRICIA E.	1,088.23	GOLOVICH, KAREN J.	960.42

SPENCLEY PATRICIA L.	1,320.80	BITELY KATHERINE A.	405.14
FANGOFF ZACHARY R.	1,180.04	MILAN, JANE E.	662.86
MILLER, FAITH G.	23.85	KIRINGVIC, CHANDLER E	59.90
LEESE, MERRIC C.	389.77	BERNIER, RACHEL M	256.91
MCCINN KELLY A	1,492.92	MACGILLIVRAY, RAYMOND L	74.50
DOAN, GERARD P	1,658.33	SABSOCK, SARA E.	11.57
SCHLAPPI, JAMES L.	878.47	PARKER-DROST, HERO	61.66
UMILIS, MATTHEW T	1,216.19	KOLECHECK, JENNACA R.	65.19
HANKINS, SCOTT A.	1,745.35	HEID, THOMAS J	1,272.04
ORBAN, BARBARA K.	1,128.67	LEESE, ALAN K.	489.41
TRAEGER, JASON A	1,082.82	GRUNCH, RONALD J.	292.47
FLICKEMA, ANDREW M.	1,818.68	DAVIS, RONALD L.	177.82
MATELSKI, KIMBERLY A.	1,118.59	FAIRCHILD, GALEN W.	191.89
EVANS JR, HALBERT K.	1,468.90	DAKROUB, JOSEPH E.	350.46
KLOODSTER, PATRICK H	582.68	MASSON, DONALD J	502.25
ENGSTROM, TYLER A.	339.28	KUSINA, DENNIS W.	232.14
GROSSBERG, ASHLEY M	74.00	LABLANCE, MAUREEN J	190.01
VANLOO, JORDAN C.	965.92	MYER, ELIZABETH A.	1,881.11
GREENE, GLORIA C.	463.58	VANLOO, JOSEPH G	839.48
DAVIS, LEAH R.	239.63	WYMAN, MATTHEW A.	1,006.69
TELGEMHOF, WILL G.	517.66	SCHRADER, LOU ANN	632.75
GREYERBIEM, KELLY M.	100.03	BOSS, RYDER S.	430.74
ROLOFF, ROBERT P.	1,074.13	MILLER, WILLIAM S.	1,129.29
RILEY, DENISE M.	420.27	HOUSER, JAMES F	534.04
WURST RANDALL W	1,449.53	JONES, LARRY M	129.05
MAYER, SHELLEY L.	1,499.48	VANMETER-SANDERSON, KIMBERLY K	(132.14)
HILLING, NICHOLAS A.	1,070.20	WILSON, TIMOTHY J.	(89.35)
MEIER II, CHARLES A	1,081.36	MACGILLIVRAY, RAYMOND L.	(76.48)
ZACHARIAS, STEVEN B	1,310.36	KLINGER, BRADLEY W.	(294.31)
EATON, BRAD A.	2,189.95	BOSS, RYDER S.	(51.66)
WILSON, TIMOTHY J.	2,285.46	VANMETER-SANDERSON, KIMBERLY K	132.14
LAVOIE, RICHARD L.	1,721.65	GERBER, SAMUEL A.	50.79
STEVENS, BRANDON C.	1,922.63	SCHLAPPI, JAMES L.	872.06
DRAVES, MARTIN J	1,553.42	UMILIS, MATTHEW T	175.84
BROWN, STEPHANIE C	1,020.24	ORBAN, BARBARA K.	632.51
SOMERVILLE, DAVID A.	1,241.89	TRAEGER, JASON A.	158.55
ELLIOTT, PATRICK M.	1,961.37	FLICKEMA, ANDREW M.	169.30
SCHWARTZFISHER, JOSEPH L.	1,129.80	KLINGER, LUCAS D.	380.37
BRADLEY, KELLY R	1,286.23	KLINGER, BRADLEY W	294.21
HART II, OELBERT W	1,695.66	KLINGER, BRADLEY W.	124.23
JONES, ROBERT F	1,249.73	SWEM, DONALD L.	1,033.28
DORAN, JUSTIN J.	1,406.68	WILSON, TIMOTHY J	29.35
MANKER JR, DAVID W.	493.86	WHITLEY, ANDREW T	1,977.89
MANKER SR, DAVID W.	733.16	MORRISON, KEVIN P	961.81
BECKER, MICHAEL S.	580.50	HODGE, MICHAEL J	1,264.48
SHEPARD, ZACHARY N	987.04	JOHNSON, STEVEN P.	1,138.97
MCGHEE, ROBERT R.	1,267.03	BISHAW, JAMES H.	717.26
STANTS, JACOB W	665.15	MACGILLIVRAY, RAYMOND L.	76.48
BLOOMER, GABRIELLE J.	630.67	GILL, DAVID R.	1,099.71
STEWART, SAMUEL D.	616.44	TODD, RICHARD D.	243.35
SMITH, ALEXIS M	587.04	BOSS, RYDER S.	61.66
KIRINGVIC, THOMAS F	853.18	STEVENS, JEFFREY W	204.77
STEBE, LAURA A.	151.69	<b>TOTAL</b>	<b>90,393.11</b>

**Payroll Transmittal -- 06/03/2016**

AFRONT CREDIT UNION	248.46	COMMUNICATION WORKERS OF AMER	469.93
AMERICAN FAMILY LIFE	232.08	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	379.74	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNLIMITED WAY	56.00	PRIORITY HEALTH	1,993.12
CHARLEVOIX STATE BANK	1,288.16		
CHEMICAL BANK	150.00	<b>TOTAL</b>	<b>5,438.32</b>

Check Number	Payee	Amount
<b>06/08/2016</b>		
116954	CHARTER COMMUNICATIONS	111.62
Total 06/08/2016:		111.62
Grand Totals:		111.62

### Summary of Check Registers & ACH Payments

#### FIRSTMERIT BANK - CHECKS ISSUED

06/06/16	Special Accounts Payable Run	\$ 111.62
06/17/16	Payroll	\$ 102,114.21
06/17/16	Payroll Transmittal Checks	\$ 5,237.32
06/21/16	Regular Accounts Payable	\$ 223,409.99

Checks Sub-Total: \$ 330,873.14

#### FIRSTMERIT BANK - ACH/WIRE PAYMENTS

06/06/16	MI Public Power Agency	\$ 17,674.31
06/06/16	Payment Service Network	\$ 237.70
06/06/16	State of MI (Sales Tax)	\$ 15,653.01
06/09/16	DTE	\$ 3,886.00
06/13/16	MI Public Power Agency	\$ 15,184.86
06/15/16	Matson Driscoll, et al for DeVere	\$ 60,323.02
06/17/16	IRS (Payroll Tax Deposit)	\$ 38,941.88
06/17/16	Alerus Financial (HCSP)	\$ 420.00
06/17/16	State of MI (Withholding Tax)	\$ 5,621.96
06/17/16	Vantagepoint (401 K/403A Plan)	\$ 609.94
06/17/16	Vantagepoint (457 K/403A Plan)	\$ 12,754.47
06/17/16	Vantagepoint (Roth IRA)	\$ 721.53
06/17/16	MERS (Defined Benefit Plan)	\$ 28,374.27

ACH Sub-Total: \$ 260,392.97

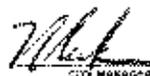
First Merit Bank Total: \$ 591,266.11

#### CHARLEVOIX STATE BANK - CHECKS ISSUED

<u>PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES</u>		
06/21/16	Tax Disbursement	\$ 611.90
Charlevoix State Bank Total:		\$ 611.90

Grand Total: \$ 591,878.01

APPROVED:

  
CITY MANAGER

  
CITY TREASURER

  
CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/11/2016	PC	06/17/2016	21454	WELLER, LINDA JO	101		1,481.67
06/11/2016	PC	06/17/2016	21455	HEYDELAUFF, MARK L.	102		2,118.60
06/11/2016	PC	06/17/2016	21456	GOLDING, JOYCE M.	106		1,082.62
06/11/2016	PC	06/17/2016	21457	DEROSIA, PATRICIA E.	107		894.15
06/11/2016	PC	06/17/2016	21458	DOYLE, ANNE E.	108		1,028.60
06/11/2016	PC	06/17/2016	21459	LOY, EVELYN R.	117		1,029.15
06/11/2016	PC	06/17/2016	21460	KLOOSTER, ALIDA K.	121		1,554.09
06/11/2016	PC	06/17/2016	21461	GOLOVICH, KAREN J.	122		960.42
06/11/2016	PC	06/17/2016	21462	SPENCLEY, PATRICIA L.	135		1,227.39
06/11/2016	PC	06/17/2016	21463	PANOFF, ZACHARY R.	141		1,169.04
06/11/2016	PC	06/17/2016	21464	LEESE, MERRI C.	145		389.77
06/11/2016	PC	06/17/2016	21465	MCGINN, KELLY A.	146		1,492.91
06/11/2016	PC	06/17/2016	21466	DOAN, GERARD P.	201		1,558.33
06/11/2016	PC	06/17/2016	21467	SCHLAPPI, JAMES L.	204		1,312.06
06/11/2016	PC	06/17/2016	21468	UMULIS, MATTHEW T.	205		1,418.42
06/11/2016	PC	06/17/2016	21469	HANKINS, SCOTT A.	208		1,912.48
06/11/2016	PC	06/17/2016	21470	ORBAN, BARBARA K.	209		1,448.29
06/11/2016	PC	06/17/2016	21471	TRAEGER, JASON A.	210		1,344.73
06/11/2016	PC	06/17/2016	21472	FLICKEMA, ANDREW M.	211		1,555.51
06/11/2016	PC	06/17/2016	21473	MATELSKI, KIMBERLY A.	212		1,118.59
06/11/2016	PC	06/17/2016	21474	EVANS JR, HALBERT K.	214		1,468.90
06/11/2016	PC	06/17/2016	21475	KLOOSTER, PATRICK H.	216		745.12
06/11/2016	PC	06/17/2016	21476	BEARINGER, ASHLEY L.	222		665.32
06/11/2016	PC	06/17/2016	21477	ENGSTROM, TYLER A.	225		662.06
06/11/2016	PC	06/17/2016	21478	GROSBERG, ASHLEY M.	226		849.54
06/11/2016	PC	06/17/2016	21479	SOFIA, KELSEY L.	227		1,022.72
06/11/2016	PC	06/17/2016	21480	VANLOO, JORDAN C.	239		732.58
06/11/2016	PC	06/17/2016	21481	GREENE, GLORIA C.	243		297.61
06/11/2016	PC	06/17/2016	21482	DAVIS, LEAH R.	245		571.76
06/11/2016	PC	06/17/2016	21483	TELGENHOF, WILL G.	246		749.94
06/11/2016	PC	06/17/2016	21484	GREYERBIEHL, KELLY M.	260		387.17
06/11/2016	PC	06/17/2016	21485	ROLOFF, ROBERT P.	304		3,656.28
06/11/2016	PC	06/17/2016	21486	RILEY, DENISE M.	306		435.41
06/11/2016	PC	06/17/2016	21487	WURST, RANDALL W.	411		1,131.45
06/11/2016	PC	06/17/2016	21488	MAYER, SHELLEY L.	412		1,779.10
06/11/2016	PC	06/17/2016	21489	HILLING, NICHOLAS A.	413		1,239.90
06/11/2016	PC	06/17/2016	21490	MEIER III, CHARLES A.	421		1,326.73
06/11/2016	PC	06/17/2016	21491	ZACHARIAS, STEVEN B.	422		1,504.46
06/11/2016	PC	06/17/2016	21492	EATON, BRAD A.	515		1,657.87
06/11/2016	PC	06/17/2016	21493	WILSON, TIMOTHY J.	516		1,962.89
06/11/2016	PC	06/17/2016	21494	LAVOIE, RICHARD L.	519		1,754.76
06/11/2016	PC	06/17/2016	21495	STEVENS, BRANDON C.	521		1,668.11
06/11/2016	PC	06/17/2016	21496	DRAVES, MARTIN J.	523		1,682.83
06/11/2016	PC	06/17/2016	21497	BROWN, STEPHANIE C.	524		1,029.24
06/11/2016	PC	06/17/2016	21498	SOMERVILLE, DAVID A.	525		1,241.69
06/11/2016	PC	06/17/2016	21499	ELLIOTT, PATRICK M.	600		1,961.37
06/11/2016	PC	06/17/2016	21500	SCHWARTZFISHER, JOS	603		1,284.85
06/11/2016	PC	06/17/2016	21501	BRADLEY, KELLY R.	614		1,481.35
06/11/2016	PC	06/17/2016	21502	HART II, DELBERT W.	616		1,269.08
06/11/2016	PC	06/17/2016	21503	JONES, ROBERT F.	618		1,204.09
06/11/2016	PC	06/17/2016	21504	DORAN, JUSTIN J.	621		1,481.67
06/11/2016	PC	06/17/2016	21505	MANKER JR, DAVID W.	638		462.61
06/11/2016	PC	06/17/2016	21506	MANKER SR, DAVID W.	639		667.56
06/11/2016	PC	06/17/2016	21507	BECKER, MICHAEL S.	641		580.50
06/11/2016	PC	06/17/2016	21508	SHEPARD, ZACHARY N.	656		499.32
06/11/2016	PC	06/17/2016	21509	MCGHEE, ROBERT R.	683		1,010.72
06/11/2016	PC	06/17/2016	21510	STANTS, JACOB W.	654		697.88

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/11/2016	PC	06/17/2016	21511	BLOOMER, GABRIELLE J	665		517.58
06/11/2016	PC	06/17/2016	21512	STEWART, SAMUEL D.	668		456.44
06/11/2016	PC	06/17/2016	21513	SMITH, ALEXIS M.	669		459.54
06/11/2016	PC	06/17/2016	21514	KIRINOVIC, THOMAS F	700		726.65
06/11/2016	PC	06/17/2016	21515	STEBE, LAURA A.	703		187.00
06/11/2016	PC	06/17/2016	21516	BITELY, KATHERINE A	704		443.65
06/11/2016	PC	06/17/2016	21517	MILAN, JANE E	711		612.82
06/11/2016	PC	06/17/2016	21518	KIRINOVIC, CHANDLER E	717		22.47
06/11/2016	PC	06/17/2016	21519	BERNIER, RACHEL M.	718		89.93
06/11/2016	PC	06/17/2016	21520	SABSOOK, SARA E.	721		87.24
06/11/2016	PC	06/17/2016	21521	PARKER-DROST, HERO	775		87.24
06/11/2016	PC	06/17/2016	21522	HOLECHECK, JENNACA	777		58.96
06/11/2016	PC	06/17/2016	21523	HEID, THOMAS J	802		1,272.04
06/11/2016	PC	06/17/2016	21524	LEESE, ALAN K.	835		504.80
06/11/2016	PC	06/17/2016	21525	GRUNCH, RONALD J.	844		283.42
06/11/2016	PC	06/17/2016	21526	DAVIS, RONALD L.	853		192.18
06/11/2016	PC	06/17/2016	21527	FAIRCHILD, GALEN W.	855		249.84
06/11/2016	PC	06/17/2016	21528	DAKROUB, JOSEPH E	860		133.47
06/11/2016	PC	06/17/2016	21529	MASSON, DONALD J	861		538.52
06/11/2016	PC	06/17/2016	21530	KUSINA, DENNIS W.	862		208.94
06/11/2016	PC	06/17/2016	21531	LABLANCE, MAUREEN J.	863		271.42
06/11/2016	PC	06/17/2016	21532	MYER, ELIZABETH A.	950		1,553.03
06/11/2016	PC	06/17/2016	21533	VANLOO, JOSEPH G.	902		799.25
06/11/2016	PC	06/17/2016	21534	WYMAN, MATTHEW A.	927		1,081.73
06/11/2016	PC	06/17/2016	21535	SCHRADER, LOU ANN	929		742.28
06/11/2016	PC	06/17/2016	21536	BOSS, RYDER S.	932		921.32
06/11/2016	PC	06/17/2016	21537	MILLER, WILLIAM S.	933		1,016.06
06/11/2016	PC	06/17/2016	21538	HOUSER, JAMES F.	934		469.32
06/11/2016	PC	06/17/2016	21539	FUNKEY, CRAIG R	1034		170.85
06/11/2016	PC	06/17/2016	21540	MEGGISON, JERRY B	1038		133.47
06/11/2016	PC	06/17/2016	21541	RILEY, CASEY W.	1052		414.63
06/11/2016	PC	06/17/2016	21542	JONES, LARRY M.	1057		1,171.63
06/11/2016	PC	06/17/2016	21543	BEAN, PETER J	1060		690.41
06/11/2016	PC	06/17/2016	21544	OCHS, THOMAS F	1068		57.71
06/11/2016	PC	06/17/2016	21545	TRAVERS, MANUEL J.	1071		645.07
06/11/2016	PC	06/17/2016	21546	RILEY, DANIEL A.	1079		813.85
06/11/2016	PC	06/17/2016	116955	LALEWICZ, AMELIA	131		46.17
06/11/2016	PC	06/17/2016	116956	KLINGER, LUCAS D.	235		454.56
06/11/2016	PC	06/17/2016	116957	KLINGER, BRADLEY W.	244		287.61
06/11/2016	PC	06/17/2016	116958	SWEM, DONALD L.	512		1,833.27
06/11/2016	PC	06/17/2016	116959	WHITLEY, ANDREW T.	522		1,759.98
06/11/2016	PC	06/17/2016	116960	MORRISON, KEVIN P	601		891.57
06/11/2016	PC	06/17/2016	116961	HODGE, MICHAEL J.	606		1,252.30
06/11/2016	PC	06/17/2016	116962	JOHNSON, STEVEN P	617		1,204.91
06/11/2016	PC	06/17/2016	116963	BISHAW, JAMES H.	633		654.22
06/11/2016	PC	06/17/2016	116964	PETERS, MEGAN M	738		27.08
06/11/2016	PC	06/17/2016	116965	GILL, DAVID R.	856		1,016.55
06/11/2016	PC	06/17/2016	116966	TODD, RICHARD D.	859		387.20
06/11/2016	PC	06/17/2016	116967	STEVENS, JEFFREY W.	1029		685.25
06/11/2016	PC	06/17/2016	116968	ROLOFF, AUDREY M.	1037		1,775.57
06/11/2016	PC	06/17/2016	116969	MATTER, DAWSON K.	1038		2,731.90
06/11/2016	PC	06/17/2016	116970	SCOTT JR, WINFIELD	1072		55.05

Grand Totals:

109

102,114.21

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Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/11/2016	06/17/2016	116971	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	248.46
06/11/2016	06/17/2016	116972	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	232.08
06/11/2016	06/17/2016	116972	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	379.74
06/11/2016	06/17/2016	116973	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/11/2	56.00
06/11/2016	06/17/2016	116974	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,286.16
06/11/2016	06/17/2016	116975	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
06/11/2016	06/17/2016	116976	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period.	489.93
06/11/2016	06/17/2016	116977	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.53
06/11/2016	06/17/2016	116978	PRIORITY HEALTH	392356	PRIORITY HEALTH Pay Period.	1,993.12
Grand Totals:		9				5,237.32

*km*

Check Number	Payee	Amount
<b>06/21/2016</b>		
116979	ABC LANDSCAPE	423.00
116980	ACE HARDWARE	3,796.99
116981	ALL-PHASE ELECTRIC SUPPLY CO.	446.21
116982	AMERICAN WASTE INC.	2,188.76
116983	ANDY'S CLEANING SYSTEMS	25.00
116984	ANYBATTERY INC.	200.55
116985	ARROW UNIFORM-TAYLOR L.L.C.	1,362.77
116986	ASPLUNDH TREE EXPERT CO	8,980.00
116987	AT&T	2,740.60
116988	AUTO VALUE	206.72
116989	AVFUEL CORPORATION	14,553.04
116990	BEIJO DE CHOCOLAT LLC	43.00
116991	BERG, REBECCA	60.00
116992	BERGER CHEVEROLET	48,214.50
116993	BLARNEY CASTLE OIL CO	737.76
116994	BOB MATHERS FORD	232.30
116995	CARQUEST OF CHARLEVOIX	422.50
116996	CENTRAL DRUG STORE	74.09
116997	CHARLEVOIX COUNTY NEWS	35.00
116998	CHARLEVOIX COURIER	59.00
116999	CHARLEVOIX DISTRICT LIBRARY	295.00
117000	CHARLEVOIX SCREEN MASTERS INC	529.00
117001	CHARTER COMMUNICATIONS	1,023.76
117002	CINTAS CORPORATION	60.54
117003	CINTAS CORPORATION #729	246.49
117004	CIRCLE K SERVICE	2,254.68
117005	CITY OF CHARLEVOIX	700.00
117006	CITY OF CHARLEVOIX - UTILITIES	26,556.05
117007	CMP DISTRIBUTORS INC	298.30
117008	CONSUMERS ENERGY	1,850.00
117009	COOK FAMILY FARMS	25.00
117010	CREBTIVE CUPCAKE	46.00
117011	DeROSIA, PATTY	18.57
117012	DITCH WITCH SALES OF MICHIGAN	178.31
117013	EJ EQUIPMENT INC	3,770.86
117014	EJ USA INC.	1,683.01
117015	ELLSWORTH FARMER'S EXCHANGE	29.10
117016	EMERGENCY MEDICAL PRODUCTS I	708.20
117017	ETNA SUPPLY	3,540.00
117018	FAMILY FARM & HOME	1,180.04
117019	FARMER WHITE'S	97.00
117020	FASTENAL COMPANY	186.05
117021	FISHER SCIENTIFIC	152.95
117022	FLEMING & ASSOCIATES INC	400.00
117023	FOX CHARLEVOIX	1,372.52
117024	FREEDOM MAILING SERVICES INC.	2,158.20
117025	GCSAA	375.00
117026	GERBER HOMEMADE SWEETS	103.00

Check Number	Payee	Amount
117027	GERRISH TOWNSHIP POLICE DEPAR	200.00
117028	GIANT MAINTENANCE & RESTORATI	15,015.00
117029	GINOP SALES INC	20.48
117030	GORDON FOOD SERVICE	300.55
117031	GREAT LAKES ELEVATOR LLC	335.48
117032	GREAT LAKES PIPE & SUPPLY	100.68
117033	GRIFFIN BEVERAGE CO	84.00
117034	GRULER'S FARM SUPPLY INC	133.34
117035	GUNTZVILLER, RHONDA	49.00
117036	HANKINS, SCOTT	64.00
117037	HARRELL'S	5,221.13
117038	HART, DELBERT	60.00
117039	HEADY, KATE	50.05
117040	HOLIDAY COMPANIES	4,811.06
117041	HOLM, MARY	146.99
117042	HYDE SERVICES LLC	146.76
117043	HYDRO CORP	1,705.00
117044	JACK DOHENY SUPPLIES INC	101.44
117045	JOHNNY MAC'S SPORTING GOODS	367.31
117046	KITCHEN, ALLISON	28.61
117047	KMart	48.15
117048	KORTH, PAM	45.69
117049	KSS ENTERPRISES	600.49
117050	LAKESHORE TIRE & AUTO SERVICE	42.50
117051	LOTTIE'S BAGELS	85.00
117052	MACDONALD GARBER	750.00
117053	MANAGEMENT AND BEHAVIOR	825.00
117054	MCCARDEL CULLIGAN-PETOSKEY	50.00
117055	MDC CONTRACTING LLC	60.00
117056	MICHIGAN MUSHROOM MARKET LLC	107.00
117057	MICHIGAN OFFICEWAYS INC	1,255.08
117058	MILAN, JANE	32.20
117059	MUNSON OCCUPATIONAL HEALTH &	134.60
117060	MYER, ELIZABETH A.	20.12
117061	NETSOURCE ONE INC.	539.00
117062	NORTHERN CREDIT BUREAU	109.82
117063	NORTHERN FIRE & SAFETY INC.	300.00
117064	NORTHERN LAKES	3,500.00
117065	NORTHERN MICHIGAN REVIEW INC.	975.59
117066	OAKLAND COMMUNITY COLLEGE	250.00
117067	OLESON'S FOOD STORES	310.51
117068	OLSON BZDOK & HOWARD	2,398.48
117069	OMS COMPLIANCE SERVICES INC	78.75
117070	ORBAN, BARBARA	14.00
117071	OTEC	1,699.35
117072	OUDBIER INSTRUMENT CO	549.00
117073	P.K. CONTRACTING	13,173.05
117074	PARASTAR INC.	1,664.44
117075	PERFORMANCE ENGINEERS INC	12,755.00

Check Number	Payee	Amount
117076	POND HILL FARM LLC	142.00
117077	POWER LINE SUPPLY	1,212.15
117078	PRESTON FEATHER	365.27
117079	PRO WEB MARKETING LLC	71.67
117080	QUICK CARE MEDICAL CENTER	240.00
117081	RANGE TELECOMMUNICATIONS	129.60
117082	REHMANN-ROBSON & CO	3,900.00
117083	RUSTIC BAKER	67.00
117084	SEARS COMMERCIAL ONE	64.99
117085	SECURITY SANITATION INC.	285.00
117086	SILBERHORN, WILLIAM	165.00
117087	SITE PLANNING DEVELOPMENT INC	1,600.00
117088	SMOKE ON THE WATER	26.00
117089	SPARTAN STORES LLC	47.25
117090	SPICER GROUP INC	1,852.65
117091	STATE OF MICHIGAN	43.95
117092	SUPERIOR MECHANICAL	709.20
117093	TASER INTERNATIONAL	477.63
117094	TERMINAL SUPPLY CO	111.72
117095	THE COOKIES ENTERTAINMENT LLC	2,500.00
117096	UP NORTH PROPERTY SERVICES LL	2,436.75
117097	USA BLUE BOOK	241.60
117098	VILLAGE GRAPHICS INC.	141.55
117099	WILBERT BURIAL VAULT CO	611.04
117100	WORK & PLAY SHOP	14.85
Total 06/21/2016:		223,409.99
Grand Totals:		223,409.99

Check Number	Payee	Amount
<b>06/06/2016</b>		
60616001	MICHIGAN PUBLIC POWER AGENCY	17,674.31
60616002	PAYMENT SERVICE NETWORK INC.	237.70
Total 06/06/2016:		17,912.01
Grand Totals:		17,912.01

Check Number	Payee	Amount
<b>06/08/2016</b>		
60816001	STATE OF MICHIGAN	15,553.01
Total 06/08/2016:		15,553.01
Grand Totals:		15,553.01

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Check Number	Payee	Amount
<b>06/09/2016</b>		
60916001	DTE ENERGY	3,886.00
Total 06/09/2016:		3,886.00
Grand Totals:		3,886.00

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Check Number	Payee	Amount
<b>06/13/2016</b>		
61316001	MICHIGAN PUBLIC POWER AGENCY	15,184.86
Total 06/13/2016:		15,184.86
Grand Totals:		15,184.86

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Check Number	Payee	Amount
<b>06/15/2016</b>		
61516001	MATSON DRISCOLL DAMICO LLP	60,323.02
Total 06/15/2016:		60,323.02
Grand Totals:		60,323.02

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Check Issue Date	Check Number	Payee	Amount
<b>61716001</b>			
06/17/2016	61716001	**EFTPS* Payroll Taxes	9,443.99
06/17/2016	61716001	**EFTPS* Payroll Taxes	9,443.99
06/17/2016	61716001	**EFTPS* Payroll Taxes	2,208.73
06/17/2016	61716001	**EFTPS* Payroll Taxes	2,208.73
06/17/2016	61716001	**EFTPS* Payroll Taxes	15,636.44
Total 61716001			
	5		38,941.88
<b>61716002</b>			
06/17/2016	61716002	Aferus Financial	420.00
Total 61716002:			
	1		420.00
<b>61716003</b>			
06/17/2016	61716003	STATE OF MICHIGAN	5,621.98
Total 61716003			
	1		5,621.98
<b>61716004</b>			
06/17/2016	61716004	Vantagepoint - 401 Plan 109153	699.94
Total 61716004:			
	1		699.94
<b>61716005</b>			
06/17/2016	61716005	Vantagepoint - 457 Plan 300959	4,860.03
06/17/2016	61716005	Vantagepoint - 457 Plan 300959	560.30
06/17/2016	61716005	Vantagepoint - 457 Plan 300959	1,738.70
06/17/2016	61716005	Vantagepoint - 457 Plan 300959	5,595.44
Total 61716005:			
	4		12,754.47
<b>61716006</b>			
06/17/2016	61716006	Vantagepoint - Roth IRA 706117	721.53
Total 61716006:			
	1		721.53
Grand Totals:			
	13		59,159.80

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Check Number	Payee	Amount
<b>06/17/2016</b>		
61716007	MERS	28,374.27
Total 06/17/2016		28,374.27
Grand Totals:		28,374.27

Check Number	Payee	Amount
<b>06/21/2016</b>		
2734	CHARLEVOIX COUNTY TREASURER	245.05
2735	CHARLEVOIX DISTRICT LIBRARY	44.78
2736	CHARLEVOIX PUBLIC SCHOOLS	73.76
2737	CHARLEVOIX PUBLIC SCHOOLS	23.36
2738	CHARLEVOIX PUBLIC SCHOOLS	.90
2739	CHARLEVOIX PUBLIC SCHOOLS	11.55
2740	CHARLEVOIX PUBLIC SCHOOLS	.93
2741	CITY OF CHARLEVOIX - TAXES DUE	190.83
2742	RECREATIONAL AUTHORITY	7.98
2743	STATE OF MICHIGAN	12.76
Total 06/21/2016:		611.90
Grand Totals:		611.90

**CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT**

RECEIVED

JUN 13 2016

City of Charlevoix

June 12, 2016

Ms. Joyce Golding, City Clerk  
City of Charlevoix  
210 State Street  
Charlevoix, Michigan 49720

Re: Charlevoix Historic District Study Committee  
Charlevoix Historic District Commission

Dear Ms. Golding,

When the Earl Young Historic District was approved by the Charlevoix City Council on Monday, April 18, 2016, I felt at that time I could retire from the Charlevoix Historic Study Committee, and as Secretary of the Charlevoix Historic Commission effective June 30, 2016.

My responsibility on the Study Committee was to research and write the history of the Charlevoix Business District, and to research and write the history of the Earl Young Homes in order to prepare them to become a Historic District. I began the study on the Business District in November 2007, and completed it in 2008. The study of the Earl Young Homes was begun and completed in 2009, with updates being made as needed until 2015. The Earl Young Homes were finally approved and made a Historic District on April 18, 2016. The research on the Business District is complete, and would only need updating, if the Study Committee should decide to go ahead with that project. I'm glad to have seen the Earl Young Historic District become a reality.

I have enjoyed my work on the Study Committee, and feel because of it, I learned a lot about the history of Charlevoix. I hope the Commission and the Study Committee will continue with the work of preserving Historic Buildings in Charlevoix.

Sincerely,

  
Amy Lalewicz

cc: Ken Polakowski

**CHARLEVOIX CITY COUNCIL**

**CONSENT AGENDA ITEM**

**AGENDA ITEM TITLE:** Venetian Festival Funding Contract

**DATE:** June 20, 2016

**PRESENTED BY:** Consent agenda

**ATTACHMENTS:** Letter from Dan Barron dated June 13, 2016  
2016 Tentative Venetian Activities  
Proposed 2016 Venetian Funding Contract

**BACKGROUND INFORMATION:** Dan Barron, President of Charlevoix Venetian Festival, Inc. has submitted their request for support for the 2016 Venetian Festival. The event schedule is attached. The request includes \$12,000 in general funding and an additional \$3,000 in funding to pay for US 31 closure signage. The proposed contract is attached.

The 2016-17 City Community Promotion Budget includes \$15,000 for Charlevoix Venetian Festival, Inc.

**RECOMMENDATION:** Authorize the Mayor to sign the contact as presented.

RECEIVED

JUN 14 2016

CHARLEVOIX VENETIAN FESTIVAL, INC. CITY OF CHARLEVOIX

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

June 13, 2016  
"HAND DELIVERED"

Mark Heydlauff  
City Manager  
City of Charlevoix  
210 State Street  
Charlevoix, Michigan 49720

RE: 86th Annual Charlevoix Venetian Festival

Dear Mark:

I have enclosed a summaries of activities, a mass gathering application and a proposed Contract, relative to the 86th Annual Charlevoix Venetian Festival. Please note that the downtown activities are similar to those of the past.

With the Festival soon 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



## CONTRACT

**THIS CONTRACT** is effective on the \_\_\_\_ day of June, 2016, 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 86th Annual Charlevoix Venetian Festival, being held during July 16 - 23, 2016.
- 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 86th Annual Charlevoix Venetian Festival, wherein a minimum of \$3,000.00 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: June \_\_\_\_, 2016

By: \_\_\_\_\_  
Gabe Campbell, Mayor

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

Date: June \_\_\_\_, 2016

By: \_\_\_\_\_  
Daniel B. Barron, President

**CHARLEVOIX CITY COUNCIL**  
**CONSENT AGENDA ITEM**

**AGENDA ITEM TITLE:** Venetian Festival Fireworks Permit

**DATE:** June 20, 2016

**PRESENTED BY:** Consent Agenda

**ATTACHMENTS:** Letter addressed to Chief Gerard Doan regarding the 86<sup>th</sup> Annual Venetian Festival Fireworks

Letter addressed to the Commander, U.S.C.G. Sector Sault Ste. Marie regarding the 86<sup>th</sup> 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 86<sup>th</sup> Venetian Festival. The fireworks display is planned for both Friday (July 22<sup>th</sup>) and Saturday (July 23<sup>th</sup>) night. 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 that the City must follow because we do not have a fireworks code of our own. This is by design because we are then not "locked into" a standard/ordinance that will eventually become antiquated. The itinerary submitted by Colonial Fireworks lists the guidelines set forth for NFPA 1123 & 1124 of 2000. The 2014 edition has incorporated several revisions to definitions 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.

Chief Doan recommends 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 compromise safety in any way.

**RECOMMENDATION:**

Authorize the City Clerk to issue the fireworks permit for the 2016 Venetian Festival fireworks displays.

Authorize the Mayor to sign the hold harmless agreement with Colonial Fireworks Company.

RECEIVED

JUN 14 2016

CHARLEVOIX VENETIAN FESTIVAL, INC CITY OF CHARLEVOIX

309 Petoskey Avenue  
P.O. Box 120  
Charlevoix, Michigan 49726  
PH 231-547-9950 / FAX 231-547-2977  
[www.venetianfestival.com](http://www.venetianfestival.com) Email: [info@venetianfestival.com](mailto:info@venetianfestival.com)

June 13, 2016  
"HAND DELIVERED"

Chief Gerard Doan  
210 State Street  
Charlevoix, Michigan 49720

RE: Proposed Fireworks Displays  
86th 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 Special Effects, LLC
- Venetian Festival Boat Parade Route
- 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 the master pyrotechnician of Colonial Fireworks Special Effects, LLC/Great Lakes. I have enclosed a Summary of Experience, to confirm references you already possess relative to Mr. Loffredo. Please note that Mr. Loffredo now possesses 37 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 22, 2016) 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 23, 2016) 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.
3. There will be no manual ignition in either fireworks display. Such ignition shall be effected via computer and/or electronically.

Chief Gerard Doan  
June 13, 2016  
Page 2

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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 copy of the Hold Harmless Agreement, as well as the customary Certificate of Liability Insurance.

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

Sincerely,



Dan Barron  
President

DBB/jlm

Enclosures

xc: Mark Heydlauff, City Manager  
U.S.C.G. - BMC John Tribelner  
Joyce Golding, City Clerk  
Frank Loffredo, Jr.

# 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 236  
 Comments: Voluntary  
 Penalty: Permit will not be issued

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not be responsible against any individual or group because of race, sex, religion, age, marital status, color, ethnic 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 the 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: **60**

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: **25 Marlindale Boardman, OH 44572**      AGE (18 YEARS OR OLDER) OF PYROTECHNIC OPERATOR: **56**

NO. YEARS EXPERIENCE: **37**      NO. DISPLAYS:      WHERE: **throughout the US, Canada, Virgin Islands and Bahamas**

NAME OF ASSISTANT: **Aaron Dusseau**      ADDRESS OF ASSISTANT: **6480 Tower Rd. Clayton, MI 49235**      AGE OF ASSISTANT (18 YEARS OR OLDER): **30**

NAME OF OTHER ASSISTANT: **Richard Loffredo, Sr.**      ADDRESS OF OTHER ASSISTANT: **6480 Tower Rd. Clayton, MI 49235**      AGE OF OTHER ASSISTANT (18 YEARS OR OLDER): **67**

EXACT LOCATION OF PROPOSED DISPLAY: **7/22/2016 - Lake Charlevoix and 7/23/2016 - Round Lake**

DATE OF PROPOSED DISPLAY: **Rain dates: 7/23/2016 and 7/24/2016**      TIME OF PROPOSED DISPLAY: **approximately 10:15 pm to 11:00 pm**

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1128 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT: **Colonial Fireworks Special Effects truck with 24 hour security at Port Ironton facility**

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT): **\$5,000,000.00**      NAME OF BONDING CORPORATION OR INSURANCE COMPANY: **Allied Specialty Insurance, Inc.**

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY: **10451 GULF Boulevard, Treasure Island, FL 33706-4814**

7/22/2016	300 pcs 4"; 300 pcs 5"; 200 pcs 6"; 30 pcs 8"; 15 pcs 10"; 30 pcs 12"
7/23/2016	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: **6/13 /2016**

**Daniel B. Barron, President**

DEPARTMENT OF HOMELAND SECURITY  
APPLICATION FOR MARINE EVENT

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

Date Submitted: 06/13/2016

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://hmsport.usca.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/topnav/mil/>.
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			
3. Location of Event	Lake Charlevoix (7/22/2016) and Round Lake Harbor (7/23/2016)		
4. Time: From	10:15 PM	To	11:00
5. Name and Address of Sponsoring Organization (Include Zip Code)	Charlevoix Venetian Festival, Inc. PO Box 120 Charlevoix, MI 49720		
6. Types of Boats	a. Boat Parade - assorted; b. Fireworks - barges # 150; c. Tug - Wandy Anne		
7. Sizes of Boats			
8. No. of Participants			
9. No. of Spectator Craft	150		

10. Description of Events

a. Fireworks (7/22/2016) shot from barge in Lake Charlevoix, vicinity of Depot Beach  
 b. Boat Parade (7/23/2016) lighted pleasure craft to circle Round Lake Harbor  
 c. Fireworks (7/23/2016) 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 7/22/16 and of (ii) 250 feet to be

12. What Extra or Unusual Hazard (to participants or non-participants) Will Be Introduced into the Regatta Area?  
 Fireworks (7/22/2016) maximum shell size is 12". Gross explosive weight on barge of approximately 4000 lbs. Net explosive weight of approximately 1700 lbs.  
 Fireworks (7/23/2016) low level aerial product and 3" maximum shell size. Gross explosive weight on barge of approximately 2000 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 Coast Guard Auxiliary 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 Vegetation Festival, Inc. Dept Beach (7/22/2016)  
East Park, Charlevoix or on  
St. Ignace barge 7/23/2016

18. Where Will 'Person in Charge' be During the Event?  
radio/cell phone 231-675-4257

19. How Can 'Person in Charge' be Contacted During the Event?  
Daniel B. Barron,  
PO Box 120, 309 Petoskey Avenue, Charlevoix, MI 49720

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

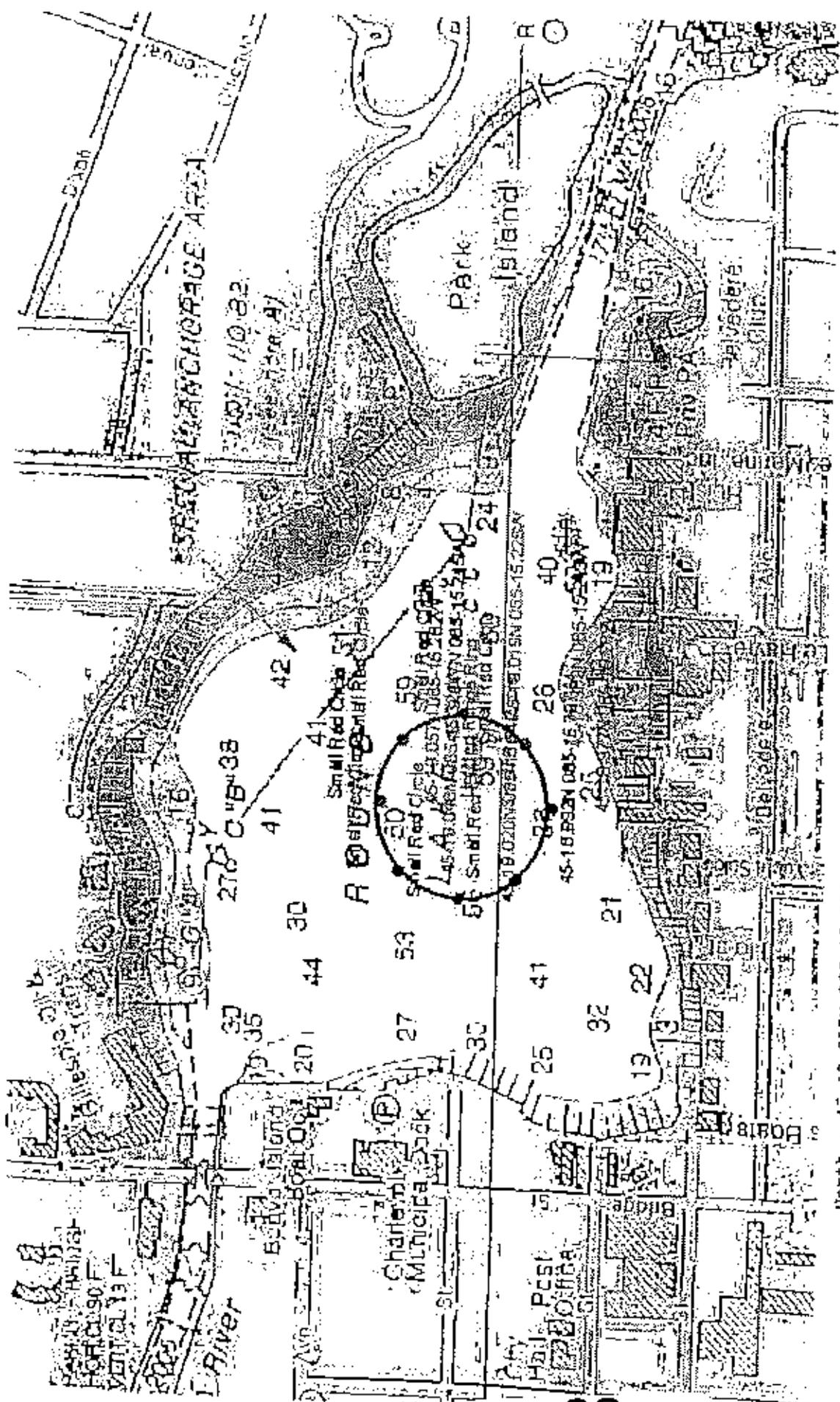
PRIVACY ACT STATEMENT

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 50 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 (WWW-1) Stop 7508, 2703 Martin Luther King Jr. Ave SE, Washington, DC, 20593-7508 or Office of Management and Budget, Paperwork Reduction Project (1625-0008), Washington, DC 20503.





- North - 45-19.057N 085-15.282W
- South - 45-18.977N 085-15.282W
- East - 45-19.019N 085-15.226W
- West - 45-19.020N 085-15.240W
- NZ - 45-19.047N 085-15.245W
- SE - 45-18.969N 085-15.243W
- SW - 45-18.922N 085-15.227W
- NW - 45-19.040N 085-15.324W

**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC  
ITINERARY  
JULY 22 AND 23, 2016 DISPLAYS**

**VENETIAN FESTIVAL  
CHARLEVOIX, MICHIGAN**

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

**Monday, July 18, 2016**

12:00 to 5:00 PM Colonial equipment truck arrives at "Port Ironton" Facility. Pre-barge loading meeting with Charlevoix Public Safety Chief Doan, 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 23, 2016.

**Tuesday, July 19, 2016**

8:00 AM - 5:00 PM Set up of equipment continues.

9:00 AM Operation staging meeting at USCG Life Station - Charlevoix.

**Wednesday, July 20, 2016**

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

**Thursday, July 21, 2016**

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

**Friday, July 22, 2016**

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 23, 2016**

- 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 23, 2016.
- 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.

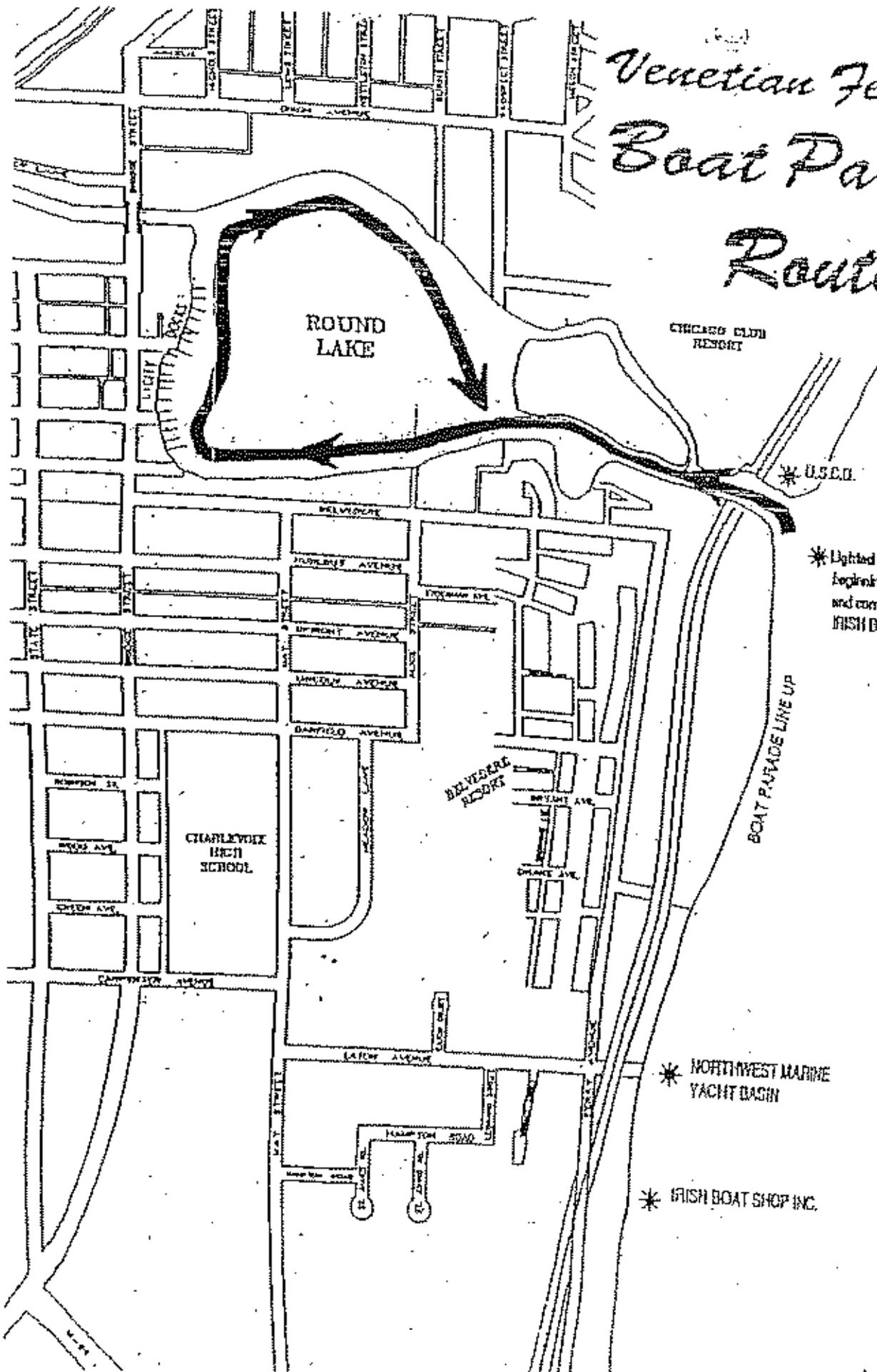
**Sunday, July 24, 2016**

- 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



CHICAGO CLUB RESORT

\* U.S.C.O.

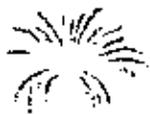
\* Lighted Boats Assemble:  
beginning South of the Channel  
and continue towards  
FISH BOAT SHOP INC.

BOAT PARADE LINE UP

BELVEDERE RESORT

\* NORTHWEST MARINE YACHT BASIN

\* FISH BOAT SHOP INC.



## Colonial Fireworks Special Effects LLC/Great Lakes



May 12, 2016

### LEAD PYROTECHNICIAN

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

D.O.B. [REDACTED]

Mr. Loffredo has 37 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 1,000 outdoor and indoor displays throughout the United States and has an excellent safety record.



Administration: 25 Marlindale Avenue, Boardman, OH 44512



**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC  
HOLD HARMLESS AGREEMENT**

Indemnity Provisions (Re: 2016 Venetian Festival Fireworks Displays):

Colonial Fireworks Special Effects, LLC (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 Special Effects, LLC  
Brenda Loffredo, President  
Date: \_\_\_\_\_

\_\_\_\_\_  
For the "Corporation"  
City of Charlevoix  
Date: \_\_\_\_\_



**CHARLEVOIX CITY COUNCIL**

**CONSENT AGENDA ITEM**

**AGENDA ITEM TITLE:** Charlevoix Venetian Festival Tiki Tent

**DATE:** June 20, 2016

**PRESENTED BY:** Consent Agenda

**ATTACHMENTS:** None

**BACKGROUND INFORMATION:**

The Charlevoix Venetian Festival wishes to erect a "Tiki Tent" for its 86th 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:** Authorize the 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:** Opt-out of PA 95 of 2013  
**DATE:** June 20, 2016  
**PRESENTED BY:** Don Swem  
**ATTACHMENTS:** none

**BACKGROUND INFORMATION:**

Public Act 95 of 2013 created the Low-Income Energy Assistance Fund (LIEAF) within the State Treasury. This fund provides money to low income households for heating assistance. The Act requires the City 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 one dollar or less (last year was \$0.98) from each retail billing meter (but no more than one residential meter per residential site) every month and send all of the money to the State for this fund. The money is supposed to be used back in this geographic area as much as possible. The total amount collected in a year would be roughly \$36,000.

The other choice 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, during the winter from November 1<sup>st</sup> to April 15<sup>th</sup>, 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.

The City must make this choice whether to opt-in or opt-out every year at this time. For the last three years, Charlevoix has opted out of this fund. One of the problems with opting in to the fund is the significant amount of work and expense it would take to code all of our customers' accounts for this surcharge since only one surcharge can be assessed per residential site (so that people with separate garages or boat slips are not double-charged). This would have to be done manually by going through all of our accounts to code them so that they could be billed at separate rates. This would be an ongoing cost to administer.

Another item to note is that although it is impossible to predict how much money would be needed in such a fund next year, we believe \$36,000 is more than we would ever use to help

electric customers in Charlevoix, and therefore our dollars will be subsidizing other utilities and other locations rather than helping our customers.

**RECOMMENDATION:**

Motion to opt-out of PA 95 of 2013 and authorize City Staff to sign all necessary documents.

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Charlevoix Area Chamber of Commerce Lease Agreement

**DATE:** June 20, 2016

**PRESENTED BY:** Mark L. Heydlauff, City Manager

**ATTACHMENTS:** Lease Agreement

**BACKGROUND INFORMATION:**

For the past 10 years, the City has leased the building at 109 Mason Street to the Charlevoix Area Chamber of Commerce. The lease is due for renewal this month. As part of the renewal agreement with the Chamber, we have included a provision for the Charlevoix Convention & Visitors Bureau to be named as a sub-tenant of the Chamber. We have also agreed to a significant increase in the amount the Chamber pays into a maintenance fund for the building.

I believe this arrangement allows us to continue our critical partnership with the Chamber, while making a fiscally prudent leasing arrangement for some of our property.

**RECOMMENDATION:** Approve the Lease Agreement with the Charlevoix Area Chamber of Commerce and authorize the Mayor and City Clerk to sign all necessary documents.

## LEASE AGREEMENT

This Lease Agreement is made on this 20th day of June, 2016 and is to be effective as the date of actual possession between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 (the City) and the Charlevoix Area Chamber of Commerce, a Michigan nonprofit corporation, whose address is 109 Mason Street, Charlevoix, Michigan 49720 (hereafter known as "the tenant").

### Recitals

The City owns the building at 109 Mason Street and has leased it to The Charlevoix Area Chamber of Commerce since 2006. The tenant wishes to continue leasing the premises from the City. The City recognizes the benefit the tenant provides to the economic health of the community and wishes to partner with them by offering office space under the following terms.

### Agreement

Therefore, in consideration of the mutual covenants and promises contained herein the parties agree as follows:

#### 1. DESCRIPTION

The City hereby leases to the tenant the City's real property commonly known as the old Post Office building located at 109 Mason Street, Charlevoix, Michigan (the leased property) under the terms and conditions specified in this Lease Agreement.

#### 2. POSSESSION

The City shall deliver possession of the leased property to the tenant when the parties sign the lease agreement.

#### 3. RENT

The tenant shall pay the City ONE DOLLAR (\$1.00) per year as rent for the leased property.

#### 4. TERM OF LEASE RENEWAL

This Agreement shall last for five (5) years unless it is terminated under the terms of paragraph 17 below. The tenant shall have the first right of refusal to renegotiate the lease at the expiration of this Agreement so long as the tenant requests a lease renewal in writing served personally or by certified mail to the City not less than six (6) months prior to the expiration of this Agreement.

#### 5. SUBLETTING AND ASSIGNMENT

The tenant shall not sublet any or all of the leased property and shall not assign its interests in this Lease Agreement to any other party without prior written approval of the City except for the Charlevoix Convention and Visitors Bureau. Such permission shall extend for the entire term of this agreement.

#### 6. CONDITION OF THE BUILDING

The parties agree the building is in sound condition upon the execution of this lease and the Tenant shall return the building to the City at the expiration of this lease in similar good condition excepting reasonable wear and tear.

**7. ESTABLISHMENT OF REPAIR FUND**

On or about the anniversary of the execution of this Agreement, the tenant shall annually deposit \$4,500 into a repair fund established by the tenant. The tenant may withdraw money from this fund to make repairs or improvements to the leased property. The tenant shall annually provide to the City an accounting of the funds deposited and withdrawn and the repairs or improvements made to the leased property. All funds remaining in the account at the expiration or termination of this agreement shall be remitted to the City within 30 days of the expiration or termination of the agreement.

**8. IMPROVEMENTS & REPAIRS**

The tenant, at their sole expense, shall make repairs to the building, fixtures, and other fixed items of the building and may make any improvements to the leased property deemed necessary. If any improvements are made by the tenant, the improvements shall become and remain the property of the City upon the expiration or termination of this Lease Agreement and any renewal thereof. This provision shall pertain to interior or exterior alterations or additions to the building or land.

The tenant shall be responsible for all improvements and repairs to the building including but not limited to: wall coverings; floor coverings; ceilings; roofs; mechanical equipment; windows and doors; electrical systems; hardware; IT wiring; painting; and, cabinetry. The tenant shall obtain written approval from the City prior to making any structural changes or repairs including any of the following: roofing; exterior siding, painting, or masonry work; structural changes including additions, demolitions, moving or adding interior walls; and, any other repair or improvement not included in either list.

**9. UTILITIES**

The tenant shall be responsible for the payment of all utilities and shall see that those payments are made before any liens attach to the premises for nonpayment.

**10. SNOW REMOVAL**

The tenant shall be responsible to keep the leased property, sidewalks, and all entrances and exits free from unreasonable accumulations of ice and snow.

**11. LAWN MAINTENANCE**

The tenant shall be responsible for all lawn maintenance on the leased property, including the mowing of grass, raking of leaves, and trimming of vegetation.

**12. INDEMNIFICATION**

The tenant shall indemnify and hold harmless the City, its public officials, officers, employees, agents, successors, and assigns from any damages, legal fees or expenses, awards, demands, rights, causes or action, including but not limited to, causes of action for contribution, indemnification, or recovery of any liens of any kinds or nature, losses, claims and actions which may, do, or shall arise out of or grow out of the tenant's use or occupancy of the leased property or which may, do, or shall arise out of or grow out of the use or occupancy of the leased property by an authorized subtenant of the tenant. This provision shall apply to any and all claims by the tenant, their directors, officers, agents, servants, employees, successors or assigns, to any and all claims by any authorized subtenant of the tenant, its directors, officers, agents, servants, employees, successors, assigns, personal representatives, or heirs or to any and all claims by any other third party.

**13. CASUALTY INSURANCE**

The City shall at its sole expense during the term of this Lease Agreement and any renewal thereof obtain and maintain casualty insurance on all buildings now located on or hereafter constructed on the leased property. The casualty insurance shall be for guaranteed replacements value of each building.

**14. LIABILITY INSURANCE; INSURANCE ON PERSONAL PROPERTY**

The tenant shall at their sole expense during the term of this Lease Agreement and any renewal thereof obtain and maintenance public liability insurance for the benefit of the City in the sum of not less than One Million and 00/100 Dollars (\$1,000,000) for damages relating to any one person and Three Million and 00/100 Dollars (\$3,000,000) for damages relating to a single occurrence. The insurance policy shall name the City as an Additional Insured using ISO "Form B-CG2010" and shall contain a provision that the policy cannot be terminated or canceled without thirty (30) days written notice to the City. The tenant shall at their sole expense during the term of this Lease Agreement and any renewal thereof obtain and maintain insurance covering the tenant's personal property and on personal property owned by others in the tenant's possession on the leased property on a replacement cost, no less than 90% coinsurance basis. The tenant shall furnish proof of the required insurance to the City upon request for same.

**15. FIRE OR CASUALTY LOSS**

It is understood and agreed that if the leased property shall be damaged or destroyed in whole or in part by fire or other cause during the term of this Lease Agreement or any renewal thereof, the City shall repair and restore the same to a good, tenantable condition with reasonable dispatch, unless the tenant and the City mutually agrees not to repair and restore the property damaged or destroyed. In such event, the insurance proceeds shall be paid to the City.

**16. WASTE AND NUISANCE**

The tenant shall not commit, or suffer to be committed, any waste on the leased property, nor shall they maintain, commit, or permit the maintenance or commission of any nuisance on the leased property.

**17. DEFAULT**

A default shall be deemed to have occurred if the tenant breaches any provision of this Lease Agreement and such breach continues for thirty (30) days after receipt by the tenant of written notice of the breach. If any default as specified herein occurs, the City shall have the right to re-enter the leased property and regain possession or to take such action as permitted by law.

**18. MISCELLANEOUS**

- A. The leased property shall not be used for any unlawful purpose.
- B. The tenant and any authorized subtenant, if any, shall abide by all federal, state and local laws in respect to the operation of any activity on the leased property and in respect to the manner in which they use the leased property.
- C. The tenant may at its sole expense erect or cause to be erected one (1) outdoor sign advertising the activities and/or organizations using the leased property. The sign shall be of dignified nature and shall not be in violation of any city zoning regulations.
- D. The tenant agrees that if the interest created by this Lease Agreement shall be taken in execution or by other process of law or if the tenant, jointly or separately, shall dissolve, become bankrupt or insolvent, according to law, or any receivership be appointed for the business or property of the Charlevoix Area Chamber of Commerce, then this Lease Agreement and any renewal thereof may be canceled at the option of the City.

- E. This Lease Agreement as of the date made hereof being 20th day of June, 2016 shall be binding upon the successors and assigns of the parties, as of the date hereof.
- F. If any provisions of this Lease Agreement shall be declared invalid or unenforceable, the remainder of the Lease Agreement shall continue in full force and effect.
- G. This Lease Agreement contains the entire agreement between the parties and any subsequent agreement made hereafter shall be ineffective to change, modify or discharge this Lease Agreement, either in whole or in part, unless such an agreement is in writing and signed by the party against whom enforcement of the change, modification or discharge is sought.
- H. This Lease Agreement shall be construed under and in accordance with the laws of the State of Michigan.
- I. No waiver by the parties hereto of any default or breach of any term, condition, or covenant of this Lease Agreement shall be deemed to be a waiver of any other breach of the same or any other term, condition or covenant contained herein.
- J. The City shall be solely responsible for removal of any underground storage tanks and any environmental liabilities.

IN WITNESS WHEREOF, this Lease Agreement has been executed to be effective on this day and year set forth above.

**CITY OF CHARLEVOIX**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gabe Campbell, its Mayor

\_\_\_\_\_  
Joyce Golding, its Clerk

STATE OF MICHIGAN  
COUNTY OF CHARLEVOIX

Acknowledged before me in Charlevoix County, Michigan on the \_\_\_\_ day of \_\_\_\_, 2016 by Gabe Campbell and Joyce Golding, the Mayor and the Clerk of the City of Charlevoix respectively, on behalf of the City.

Notary Public:

\_\_\_\_\_  
Charlevoix County, Michigan  
Acting in Charlevoix County  
My commission expires:\_\_\_\_\_

**CHARLEVOIX AREA CHAMBER OF COMMERCE**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alison Hubbard, its President

\_\_\_\_\_  
Dennis Halverson, its Chairman

STATE OF MICHIGAN  
COUNTY OF CHARLEVOIX

Acknowledged before me in Charlevoix County, Michigan on the \_\_\_\_ day of \_\_\_\_, 2016 by  
\_\_\_\_\_ and \_\_\_\_\_, the President and the  
Chairman of the Board on behalf of the Charlevoix Area Chamber of Commerce respectively, on behalf  
of the corporation.

Notary Public:

\_\_\_\_\_  
Charlevoix County, Michigan  
Acting in Charlevoix County  
My commission expires:

**Charlevoix City Council**

**Agenda Item**

**AGENDA ITEM TITLE:** EMS Incentive Pay  
**DATE:** June 20, 2016  
**PRESENTED BY:** Gerard Doan, Police/Fire Chief  
**ATTACHEMENTS:** Charlevoix Fire/EMS Employee Reimbursement Policy

**BACKGROUND INFORMATION:**

The Charlevoix EMS Department has ongoing difficulties staffing the primary and secondary ambulances. As you may be aware, we have had this problem in the past and it continues to exist. The staffing issue is becoming increasingly more challenging as summer approaches, which will include several special events in town. During this time it can become more difficult to fill the primary and secondary ambulance shifts and due to the influx of people and traffic, having staffing for a third ambulance becomes necessary. This problem not only exists in our community but also in communities throughout the state.

Attached you will see a proposed EMS Incentive pay police. This pay incentive is directed toward holidays and special events to ensure that the primary and secondary ambulance shifts are covered. Holiday pay will be double time for 12 hour standby shifts and any calls worked (specified holidays are listed on the attachment). Special event pay will be straight hourly wage plus a \$50 dollar stipend for that Special Event. Our EMS Department has a core group of highly skilled individuals. This proposal is an incentive to compensate them for the excellent work they do and to potentially expand the EMS Department to the capacity we need to continue to cover the needs of our community.

**RECCOMENDATION:**

Motion to approve the EMS Holiday and Incentive Pay categories as presented.

CHARLEVOIX FIRE DEPARTMENT		
GREEN	ITEM NO. 155.0	PAGE NO. 1
TOPIC: ADMINISTRATIVE POLICIES & PROCEDURES	SUBJECT: EMPLOYEE REIMBURSEMENT	DATE: ISSUED/REVIEWED: 06/10/99, 06/30/01, 04/01/09, 02/09/16 & 06/20/16

SCOPE: All Personnel

PURPOSE: Publish "paid-on-call" wages

155.0 Procedure - "Paid-on-call" personnel shall be paid at the following rates, with half (1/2) hour as the smallest time increment.

155.1 FIREFIGHTER

155.1.1 Alarms/Calls for Service

All Firefighters: \$ 25.00 Hr  
\$ 15.00 each  
additional hour per ½  
hour.

155.1.2 Approved Drills/ Fire Training Hours

Probation Firefighter/Base Diver \$ 10.00 Hr  
Firefighter I/Advanced Diver \$ 13.00 Hr  
Firefighter II/ Ice Diver \$ 15.00 Hr  
Fire Officer I \$ 16.00 Hr  
Fire Officer II \$ 17.00 Hr  
Fire Officer III \$ 18.00 Hr

155.2 EMS PAY PER RUN

155.2.1 Paramedic \$ 30.00 Hr  
Advanced EMT \$ 26.00 Hr  
Basic EMT \$ 24.00 Hr  
First Responder/Drivers \$ 15.00 Hr

**155.3**      **EMS STANDY PAY PER 12 HR SHIFT**

<b>155.3.1</b>	<b><u>Primary Crew</u></b>	
	Solo Paramedic	\$75.00 per 12 Hr
	Shared Paramedic	\$50.00 per 12 Hr
	EMT	\$25.00 per 12 Hr
	Driver	\$15.00 per 12 Hr
<b>155.3.2</b>	<b><u>Back up/Third Crew</u></b>	
	Paramedic	\$20.00 per 12 Hr
	EMT	\$15.00 per 12 Hr
	Driver	\$10.00 per 12 Hr

**155.4**      **EMS INCENTIVE PAY**

- 155.4.1**      Holidays to include New Years Eve 6p-6a, New Years Day 6a-6p, Good Friday, Memorial Day, July 4<sup>th</sup>, Venetian Friday, Venetian Saturday, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Christmas Day.
- 155.4.2**      Pay will be double hourly rate for standby shifts and any calls worked.
- 155.4.3**      EMS incentive Pay will not be paid concurrently while a person is scheduled for a full-time shift.

**155.5**      **EMS SPECIAL EVENT PAY**

- 155.5.1**      Special Event Pay will be paid for special shifts scheduled during events where extra coverage is needed.  
ie: Venetian Fireworks, Marathon races, Apple Fest etc.
- 155.5.2**      Special Event pay will be straight pay for hours worked (No additional pay for calls) Plus a bonus stipend of \$50.00 for the Special Event.
- 155.5.3**      EMS Special Event Pay will not be paid concurrently while a person is scheduled for a full-time shift.

## CHARLEVOIX CITY COUNCIL

### AGENDA ITEM

**AGENDA ITEM TITLE:** Memorial Bench and Table Donation Plan

**MEETING DATE:** June 20, 2016

**PRESENTED BY:** Mark Heydlauff, City Manager

**ATTACHMENTS:** Maps showing the proposed placement of memorial benches and tables in City parks.

#### **BACKGROUND INFORMATION:**

Last October, City Council approved a donation policy covering the acceptance of donations in a variety of forms. One part of that, which had already been present in East Park, was memorial bench and table donations. The Planning Commission recommended a comprehensive placement plan for future donated benches at its meeting on June 13. The included maps show the potential placement of benches and tables in City parks which takes into account the recommendations of City staff and has undergone review by involved department heads. Red dots on the maps are locations already occupied by benches that are either donated or in good enough repair to not need replacing soon, yellow dots show locations already occupied by benches that could be replaced by a donor due to degrading condition, and green dots show potential locations for new donations (hexagons show table locations and follow the same color scheme).

Currently there are 73 permanent benches and tables spread throughout our parks, with 33 of those being memorial benches along the water in East Park. City Council expressed a desire to not see any more benches placed in the area, so all of the proposed new and replacement benches are spread throughout Bridge Park, Hoffmann Park, Water Tower Park, Depot Beach, Ferry Beach, Michigan Beach, the ballfields and the end of West Dixon Avenue. The number of proposed locations at this point, both replacement and new, is 118 benches and tables, spread throughout those 8 locations. If all of those spots are filled and replaced, there will be 165 total benches and tables in City parks.

There are a handful of donors looking to sponsor benches but the proposed locations would be expected to meet the demand for donations for a very long time. The style of bench and table would be the same as is in East Park, either backless or with a back rest. Donors cover the entire cost of the benches while the City provides the labor and any additional materials needed for installation. They are considered City property once they are placed in the ground.

#### **RECOMMENDATION:**

Motion to approve the Memorial Bench and Table Donation Plan as presented.

W. CARPENTER AVE.

OLD NORWOOD RD.

### Ballfields

- New Bench Locations
- New Table Locations
- Bench Replacement Locations
- Existing Benches
- Existing Tables

# Bridge Park

- New Bench Locations
- New Table Locations
- Bench Replacement Locations
- Existing Benches
- Existing Tables

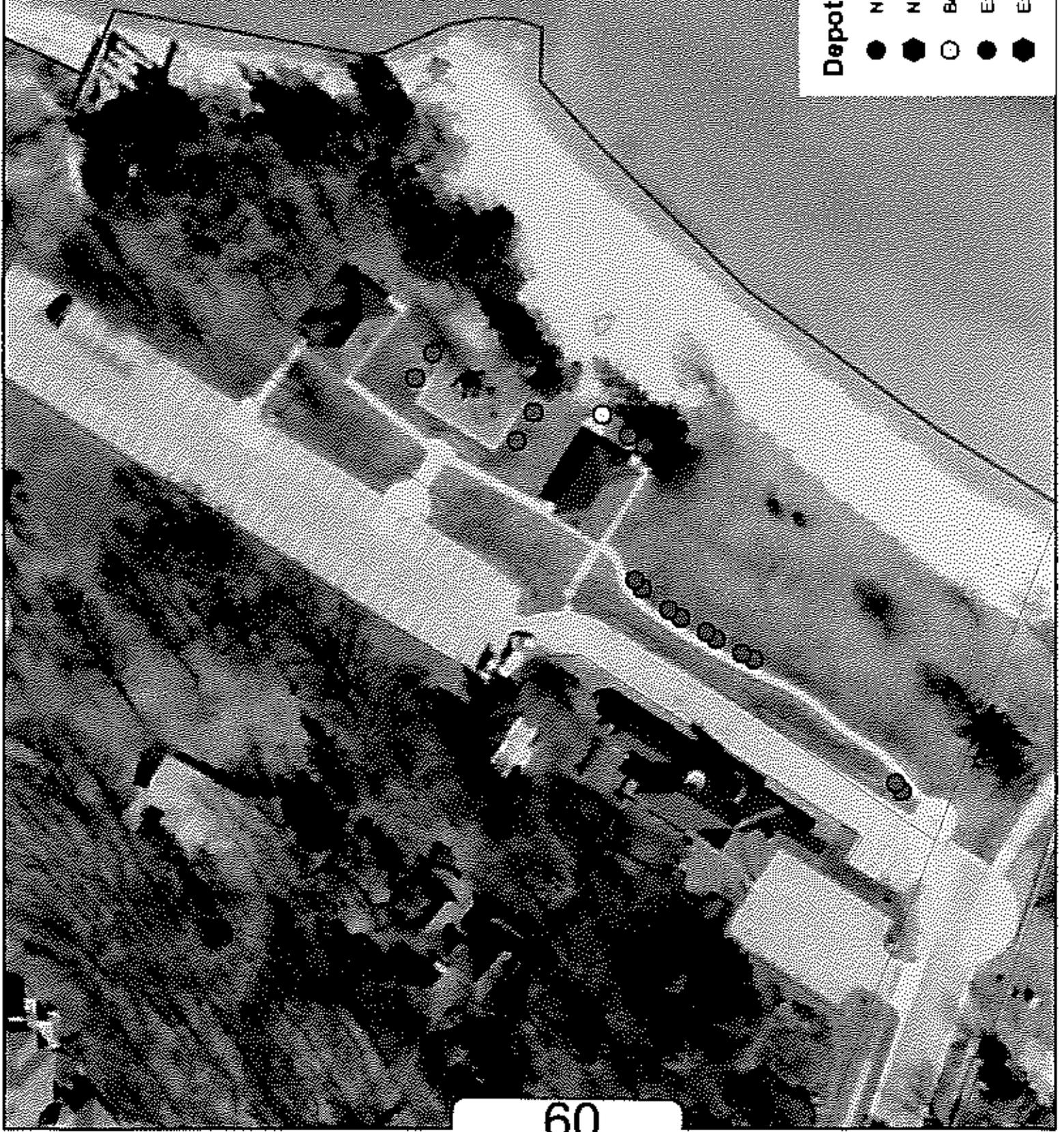


BRIDGE ST

BRIDGE PARK DR

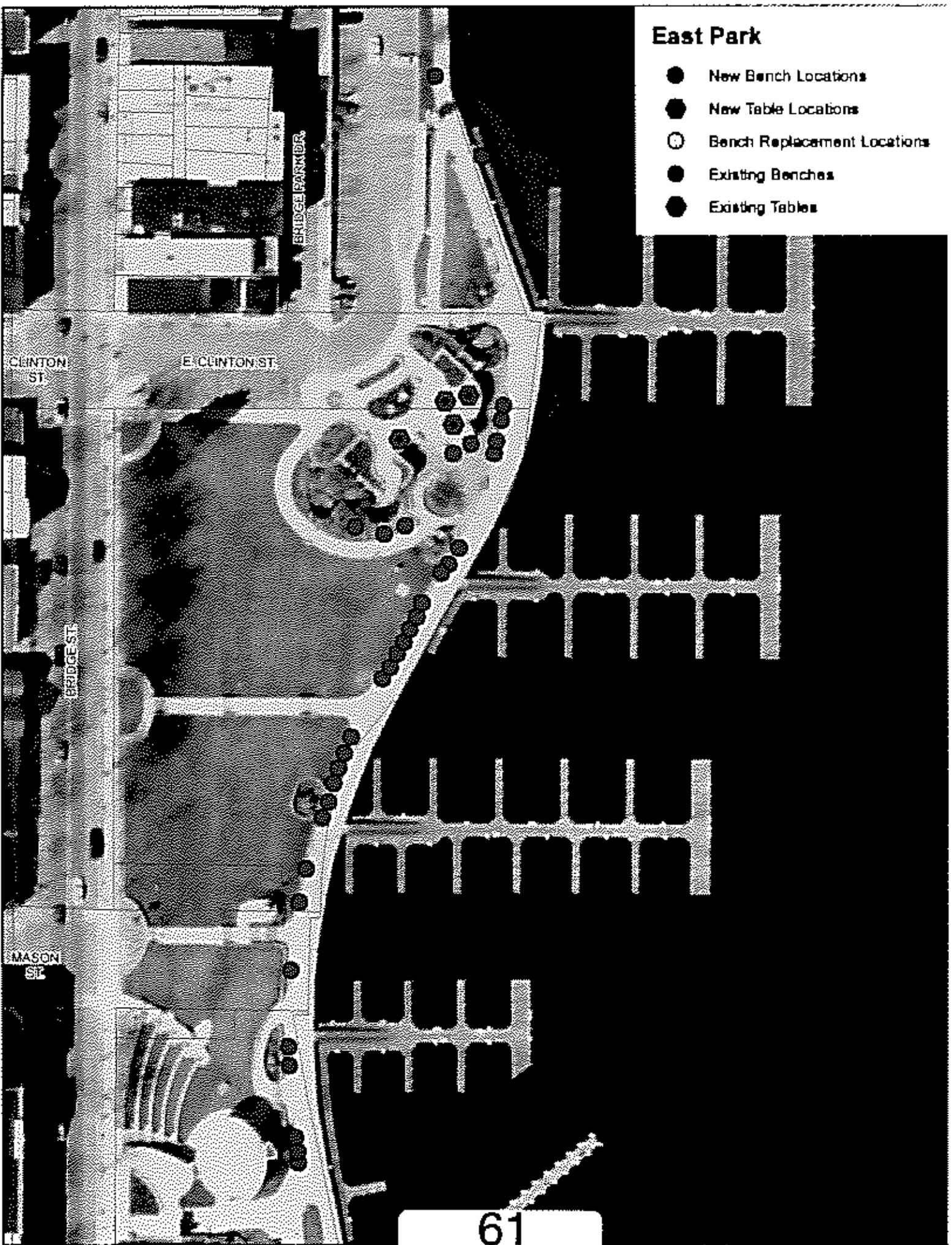
## Depot Beach

- New Bench Locations
- New Table Locations
- Bench Replacement Locations
- Existing Benches
- Existing Tables



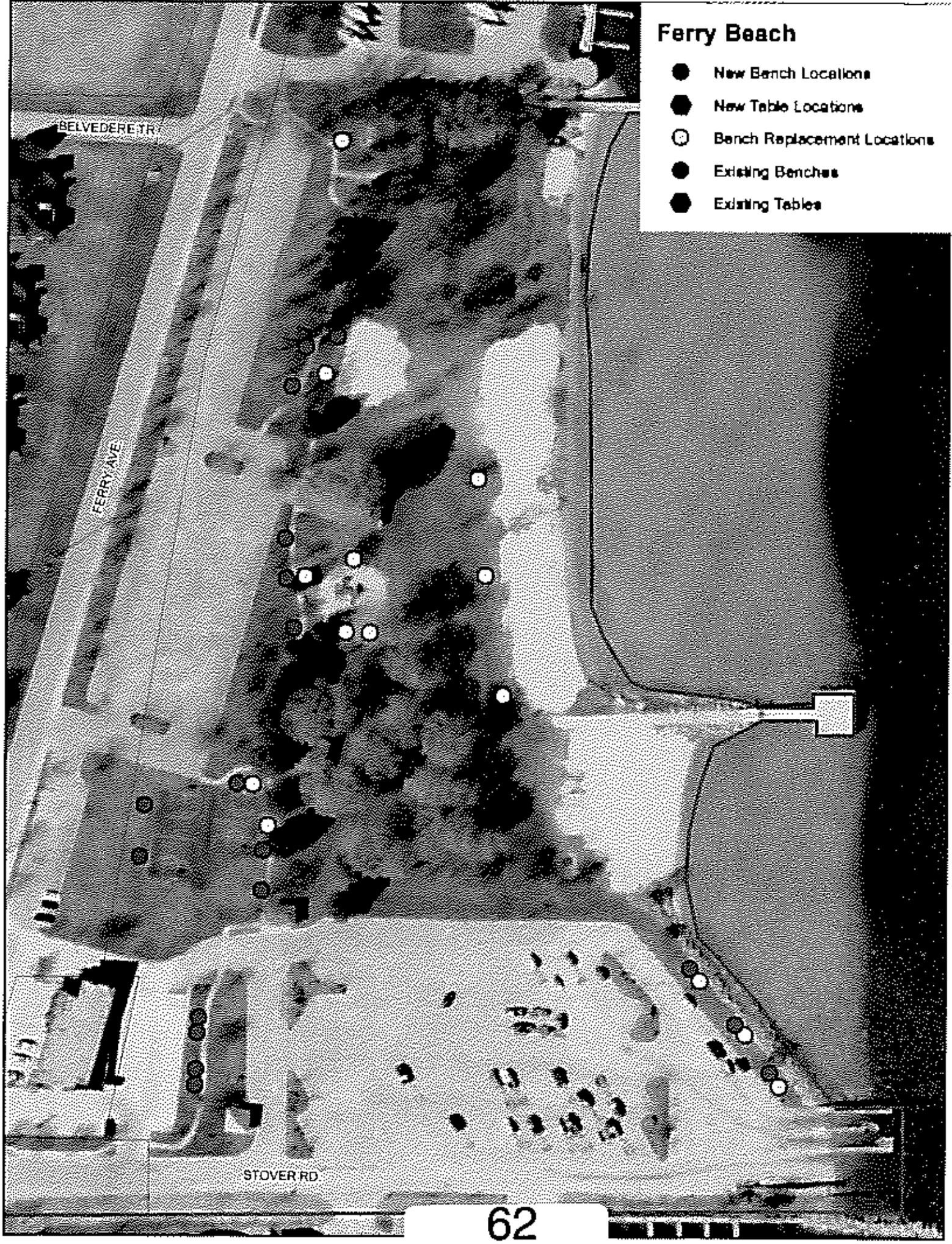
## East Park

- New Bench Locations
- New Table Locations
- Bench Replacement Locations
- Existing Benches
- Existing Tables



# Ferry Beach

- New Bench Locations
- New Table Locations
- Bench Replacement Locations
- Existing Benches
- Existing Tables



## Hoffmann Park

- New Bench Locations
- New Table Locations
- Bench Replacement Locations
- Existing Benches
- Existing Tables



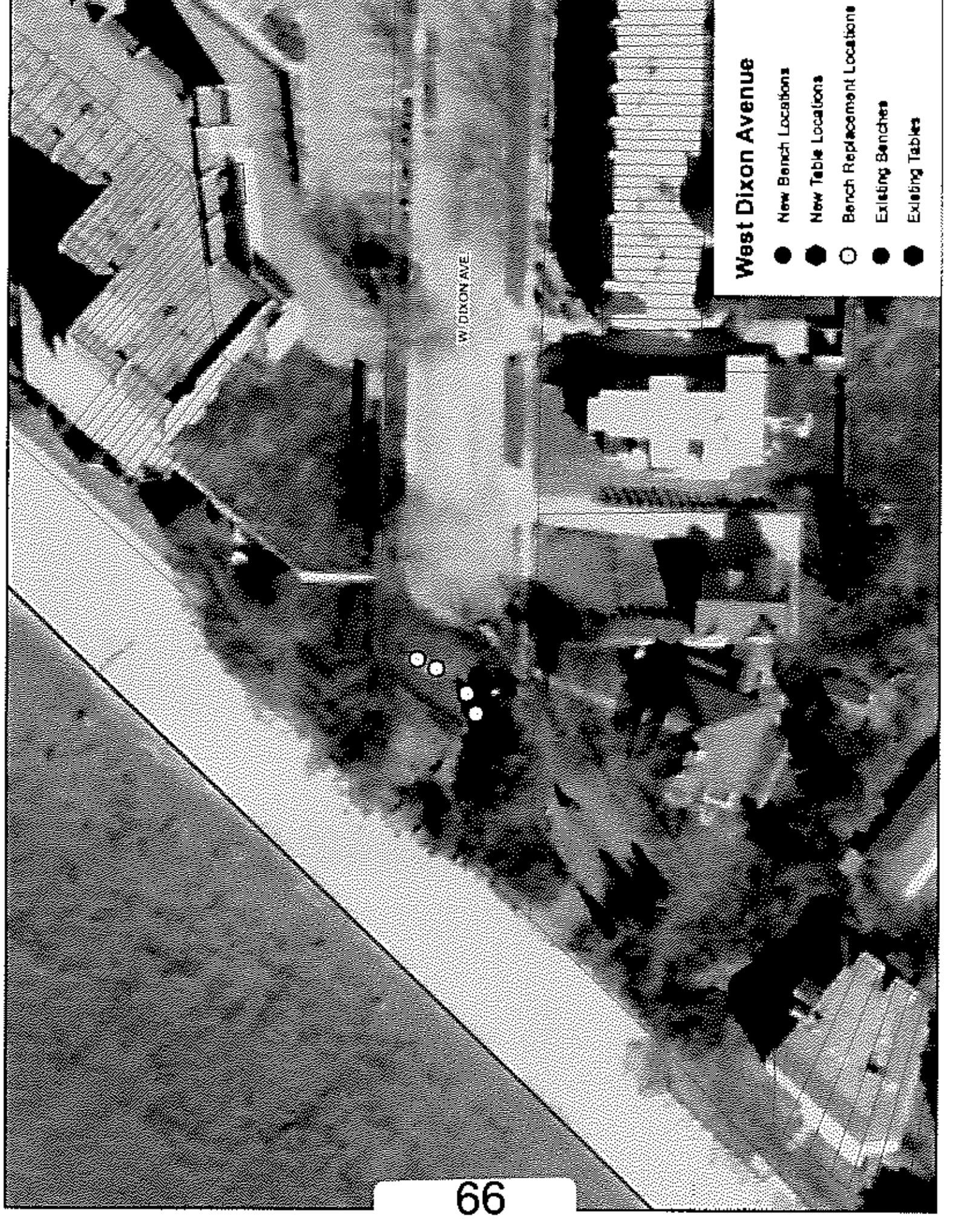
### Lake Michigan Beach

- New Bench Locations
- New Table Locations
- Bench Replacement Locations
- Existing Benches
- Existing Tables

## Water Tower Park

- New Bench Locations
- New Table Locations
- Bench Replacement Locations
- Existing Benches
- Existing Tables





**West Dixon Avenue**

- New Bench Locations
- New Table Locations
- Bench Replacement Locations
- Existing Benches
- Existing Tables

W DIXON AVE

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Mayoral/Council Appointments

**DATE:** June 20, 2016

**PRESENTED BY:** Joyce Golding, City Clerk

**ATTACHMENTS:** Mary Heid Volunteer Boards and Advisory Committees Application

**BACKGROUND INFORMATION:**

The City has one vacancy on the Library Board. The Library Board Member must be a City resident and is appointed by the Mayor with approval by Council for a three year term. The Clerk has one application on file for Mary Heid who was recommended by previous Library Board member Rick Brandi.

The City has one vacancy on the Historic District Commission. Hans Weimer's (Architect Member) position expires June 2016. Per City Ordinance, one member of the Commission must be an architect and is appointed by Council.

**RECOMMENDATIONS:**

Motion to appoint xxx to the Library Board, term expiring June 2019.

Motion to appoint/re-appoint xxx as Architect Member to the Historic District Commission, term expiring June 2019.

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: May 25, 2016

X Library Board

- Planning Commission, Board of Review, Zoning Board of Appeals, Housing Commission, Historic District Commission, Downtown Development Authority, Shade Tree Commission, Compensation Commission, Main Street Program, Historic District Study, No Preference

Name: Mary Lynn Heid

Address: 215 Park Ave. P.O. Box 698 Charlevoix, MI 49720

Phone: 437-3032 Cell Phone: 734-787-1714 Email: rheid221045mi@comcast.net

Business Phone: NA May we call you there?

Describe the reasons you are interested in this position: I find the Charlevoix Library environment stimulating and look forward to contributing to its continues success. I am honored that Rick Brandt is nominating me for the position.

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

Occupation: Retired Teacher of the Speech and Language Impaired
Education: Masters degree in Speech Pathology
Experience: Worked 30+ years, was active at former church, active member of CAGC, Friend of Lib.

(Please attach a detailed resume if desired)

Have you served on any previous boards or in any governmental positions in the past: If yes, please explain: I served two terms on the Session at former Church, and have been on the board the Charlevoix Area Garden Club for 3 years.

Are you available for night meetings? yes Daytime meetings? yes

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain: I do not.

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board? I would check with other boardmembers and if appropriate, remove myself from the discussion.

Please return this application to the City of Charlevoix Offices. It can be returned in person, by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org