

**AGENDA**  
**CITY OF CHARLEVOIX CITY COUNCIL MEETING**

Monday, July 18, 2016 - 7:00 p.m.  
City Hall Council Chambers, 210 State Street 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.

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|--|----------|
| A. City Council Meeting Minutes - July 5, 2016 Regular Meeting | PG 1-5   |
| B. Accounts Payable Check Registers & Payroll Check Registers  | PG 6-18  |
| C. Accept Reports  | PG 19    |
| a. Energy Optimization 2015 Annual Report                      | PG 20-35 |
| b. Renewable Energy Annual Report                              | PG 36-41 |
| c. Letter to Residential Electric Customers                    | PG 42-43 |
| D. Release 2016 Draft Land Use Master Plan for public review   | PG 44    |

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

**7. All Other Actions & Requests**

- |  |          |
|--|----------|
| A. Site Plan Review: Bridge Street Blooms (1403 Bridge Street) | PG 45-58 |
| B. Light Pole Painting   | PG 59    |
| C. Mt. McSauba Snow Gun Purchase                               | PG 60-62 |
| D. Mt. McSauba Activity Focus Group                            | Pg 63    |

**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 July 14, 2016 4:00 p.m.

CITY OF CHARLEVOIX  
REGULAR CITY COUNCIL MEETING MINUTES  
Tuesday, July 5, 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 Mayor Gabe Campbell.

**1. Pledge of Allegiance**

**2. Roll Call**

Mayor: Gabe Campbell  
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw  
Members Absent: None  
City Manager: Mark Heydlauff  
City Clerk: Joyce Golding

**3. Presentations**

None.

**4. Inquiry Regarding Conflicts of Interest**

Councilmember Kurtz recused himself from the Airport Parking Agreement discussion.

**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 20, 2016 Regular Meeting
- B. Special Accounts Payable Check Register – June 23, 2016
- C. Special Accounts Payable Check Register – June 27, 2016
- D. Regular Accounts Payable Check Register – July 6, 2016
- E. ACH Payments – June 20, 2016 to July 1, 2016
- F. Payroll Check Register – July 1, 2016
- G. Payroll Transmittal – July 1, 2016
- H. Tax Disbursement – July 6, 2016
- I. Resignation of Greg Stevens – Housing Commission
- J. Charlevoix Yacht Club Request for Free Parking at Launch Ramp

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

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

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

None.

**7. All Other Actions & Requests**

**A. Airport Parking Agreement**

Airport Manager Myer proposed to have Island Airways collect parking fees on our behalf. Many of those buying passes fly with them from our terminal. Especially during the winter, it requires one of our staff members to stay until they finish flying for the day in order to collect parking passes. By having Island Airways collect the fees and reimburse us, we reduce the need to staff the terminal during the quieter months at the airport. Under this agreement, Island Airways would keep 30% of the parking pass revenue and would be responsible for providing a monthly reconciled revenue report. The agreement will be reconsidered in April 2017.

Councilmember Cole asked when this would take effect and Airport Manager Myer replied she would transition the process to Angel Welke in the near future. Airport Manager Myer confirmed for Councilmember Supernaw that Island Airways is agreeable with the proposal.

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

Motion by Councilmember Supernaw, second by Councilmember Gibson, to approve the Airport Parking Agreement and authorize the City Manager and Airport Manager to sign the agreement with Island Airways.

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

Absent: None  
Abstain: Kurtz

B. Tennis and Basketball Court Improvements

Recreation Director Kirinovic recalled that we included \$100,000 in this year's budget to resurface the tennis courts. A tennis court surface specialist from Traverse City inspected the courts and recommended a crack-filling treatment that is less expensive. He stated that this treatment could be applied this fall, but would recommend waiting until spring. This same treatment can be used to remove cracks in the basketball courts at Ferry Beach and would be a good way to extend their life as well.

Councilmember Gibson questioned whether the tennis courts are usable this summer and Recreation Director Kirinovic responded that two courts are serviceable. Recreation Director Kirinovic responded to additional questions from Council citing local community references, the lack of a local contractor that could do the same work and estimating 5-7 year lifespan of the treatment.

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

Motion by Councilmember Gibson, second by Councilmember Kurtz, to approve Hentco Tennis Court Specialist to repair the tennis courts for a cost not to exceed \$37,438 and to repair the Ferry Beach basketball courts for a cost not to exceed \$8,988.

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

C. Mt. McSauba Ad-hoc Committee

City Manager Heydlauff recalled that Council asked Staff to consider whether and how a "Friends of Mt. McSauba" group might be formed and what purpose it might serve. Staff recommended that Council consider defining a clear purpose and advisory realm for the group, giving the group a timeline at startup, and focus on a balanced representation of stakeholders for the group.

Mayor Campbell commented that he was happy with the Recreation Director and the Recreation Advisory Committee (RAC), and wondered what topics would be addressed with the new group that could not be handled by the RAC. Recreation Director Kirinovic responded that he would want to ensure that the membership and work of the RAC was respected. He felt that the key is to define the purpose of the group.

Councilmember Gibson commented that we already have the RAC and questioned whether there was something wrong at Mt. McSauba that needs to be addressed by this new group. Councilmember Kurtz responded that there are people of differing viewpoints regarding the use of McSauba and he cited the Food Truck Committee as a good example of members with different opinions finding a common ground for the greater good. He agreed with Staff's recommendation of a diverse membership for the group. Recreation Director Kirinovic commented that communication is important in resolving differences.

Councilmember Hagen questioned whether the RAC received feedback from other recreational areas and Recreation Director Kirinovic responded that the RAC is willing to receive feedback or information regarding a particular area, but seldom receives any. He stated that there is an avenue for communication with the RAC or his office and agreed with Councilmember Kurtz's assessment that somehow communication is missing involving Mt. McSauba.

Councilmembers Cole and Perron suggested that interested parties should contact the RAC with their ideas and suggestions. Mayor Campbell questioned whether the RAC should set a public hearing and City Manager Heydlauff proposed that bringing interested parties together in a meeting may be a more productive approach.

Discussion continued involving various options available. Opinions continued to be voiced regarding the pros and cons of a new group as well as its membership and mission.

Mayor Campbell opened the item to public comment.

John Campbell, 309 E. Dixon Avenue, recalled the inception of the Mt. McSauba ski hill, the Recreation Advisory Committee and the creation of the disc golf course. He announced that the Conservation Easement Committee will hold public forums this fall. Mr. Campbell did not see the need for the committee.

The item was closed to the public.

Motion by Councilmember Kurtz, second by Councilmember Cole to ask Tom [Kirinovic] and Mark [Heydlauff] to put feelers out for interested user groups that may be interested in participating in the committee that would discuss how we are going to communicate with people about the park and how we move forward with the park as well as consulting with the RAC.

Councilmember Perron was not in favor of the committee and stated that they should let the RAC do their job. The RAC's potential perception of the new committee was discussed.

City Manager Heydlauff questioned whether Council would like Staff to create a written plan which included membership for their review at the next meeting. Council agreed.

Motion withdrawn.

**8. Reports & Communications**

**A. Public Comments**

Bob Timms suggested that the proposed playground at Michigan Beach should be stopped now that we have a new playground at the Library.

**B. City Manager Comments**

City Manager Heydlauff thanked those who made the Dale Boss Memorial Celebration a success. The St. Marys Challenger propeller will be delivered tomorrow morning. He also thanked the Huffman Foundation for a \$15,000 contribution to the bike share program.

**C. Mayor & Council Comments**

Mayor Campbell commended the administration and DPW departments for their good work on the street projects and maintenance. Councilmember Perron concurred. City Manager Heydlauff stated that the Shade Tree Commission has not decided on a firm plan yet for Park Avenue improvements.

**9. Other Council Business**

**A. City Manager Evaluation – Closed Session pursuant to MCL 15.268 8(a)**

Motion by Councilmember Cole, second by Councilmember Perron, to meet in Closed Session under Section 15.268 8(a) of the Open Meetings Act, personnel evaluation of a public officer.

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

Council moved into Closed Session at 7:57 p.m. Council resumed Open Session at 8:22 p.m.

Motion by Councilmember Kurtz, second by Councilmember Cole, to extend the City Manager's (employment) contract by one year effective July 27, 2016.

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

**10. Adjourn**

Motion by Councilmember Hagen second by Councilmember Kurtz, to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 8:25 p.m.

Joyce M. Golding	City Clerk	Gabe Campbell	Mayor
<b>Special Accounts Payable – 06/23/2016</b>			
AT&T LONG DISTANCE	39.73	METLIFE SMALL BUSINESS CENTER	740.08
AT&T MOBILITY	96.09	PRIORITY HEALTH	39,305.70
BERGER CHEVEROLET	15,357.50	SPOK INC	699.44
CHARLEVOIX STATE BANK	10,332.38	VERIZON WIRELESS	56.74
DELTA DENTAL	3,915.10	VISION SERVICE PLAN	489.49
GREAT LAKES ENERGY	210.59	<b>TOTAL</b>	<b>71,242.84</b>
<b>Special Accounts Payable – 06/27/2016</b>			
CHARTER COMMUNICATIONS	784.05	P.K. CONTRACTING	2,640.00
KELLEY'S CUSTOM TRAILERS	1,895.00	<b>TOTAL</b>	<b>5,319.05</b>
<b>Regular Accounts Payable – 07/06/2016</b>			
ABRAMOWSKI, DWAIN M.	25.00	AIRGAS USA LLC	194.40

AMERICAN TOTAL SECURITY INC	988.40	MAYER, SHELLEY L.	41.00
ANDY'S CLEANING SYSTEMS	135.30	McGINN, KELLY	41.00
ARCADIA BENEFITS GROUP INC	25.00	MDC CONTRACTING LLC	342,712.93
ASPLUNDH TREE EXPERT CO	12,572.00	MICHIGAN MUNICIPAL LEAGUE	3,222.82
AVFUEL CORPORATION	52,361.45	MID-AMERICAN RESEARCH CHEMICAL	216.61
BAKER COLLEGE OF CADILLAC	250.00	MILAN, JANE	18.53
BARUZZINI GENERAL CONTRACTORS	2,895.00	MYER, ELIZABETH A.	41.00
BEIJO DE CHOCOLAT LLC	19.00	NEALIS ENGINEERING	2,500.00
BOB MATHERS FORD	381.76	NORTHERN FIRE & SAFETY INC	474.00
BRADY'S CARPET CLEANING	295.00	NORTHERN SAFETY CO INC	53.99
CENTRAL ST INDEMNITY CO OF OMAHA	67.67	NORTHWEST DESIGN GROUP	967.50
CHARLEVOIX AGENCY	723.24	NORWOOD FARM LLC	9.00
CHARLEVOIX CONVENTION &	3,000.00	OLSTROM EXCAVATING AND PAVING	420.00
CHARLEVOIX SCREEN MASTERS INC	1,963.75	PANOFF, ZACH	41.00
CHARLEVOIX TOWNSHIP	15.00	PERFORMANCE ENGINEERS INC	11,520.25
CHARLEVOIX VENETIAN FESTIVAL	15,000.00	PETOSKEY BAND BOOSTERS	2,000.00
CHEMICAL SYSTEMS INC.	1,912.00	PETOSKEY NEWS-REVIEW	182.25
CHEMSEARCH	377.24	PLUNKETT & COONEY	3,582.84
CINTAS CORPORATION	101.62	POLLARD WATER	102.71
CINTAS CORPORATION #729	46.84	POND HILL FARM LLC	161.00
COOK FAMILY FARMS	144.00	POWER LINE SUPPLY	4,160.00
CSI EMERGENCY APPARATUS LLC	3,762.95	PREFERRED WASTE 2 LLC	120.00
DCASSESSING SERVICES	4,371.08	PREIN & NEWHOF	50,722.59
DeROSIA, PATTY	59.57	PURITY CYLINDER GASES INC	20.70
DHASELEER, CARL	49.00	PVS TECHNOLOGIES INC	6,363.78
DISTRICT 21 SOFTBALL	100.00	RAVLICH, CHRISTINA	100.00
DOAN GERARD	41.00	RESIDEX LLC	678.30
DORNBOS SIGN INC	208.53	RICK-BIDDICK, MICHELLE	1,848.22
EJ USA INC.	1,671.77	ROAD WEASEL ENTERPRISES LLC	10.00
ELLIOTT, PATRICK M.	41.00	ROLOFF, ROBERT	41.00
ELLSWORTH FARMER'S EXCHANGE	197.79	RUSTIC BAKER	52.00
EMERGENCY MEDICAL PRODUCTS INC	199.90	S.A. MORMAN & CO.	74.17
EMMET COUNTY SHERIFF'S OFC	300.00	SCORSONE, MICHELLE	33.54
EVANS, HAL	41.00	SEARS COMMERCIAL ONE	499.98
FARMER WHITE'S	117.00	SECURITY SANITATION INC	95.00
FASTENAL COMPANY	39.16	SHARROW MASONRY INC	2,037.25
FISHER SCIENTIFIC	741.15	SHORELINE POWER SERVICES INC.	3,472.50
FLOTATION DOCKING SYSTEMS INC.	5,651.11	SHULMAN, NEZA	140.00
GELDERBLUM, PAUL	25.00	SITE PLANNING DEVELOPMENT INC	1,778.00
GERBER HOMEMADE SWEETS	47.00	SOUND ENVIRONMENTS	651.50
GINOP SALES INC	221.58	SPARTAN DISTRIBUTORS INC	88.95
GUNTZVILLER, RHONDA	277.00	SPECTER INSTRUMENTS	395.00
HACH COMPANY	976.92	SPENCLEY, PATTI	371.48
HAGGARD'S INC	2,715.14	SPRINGFIELD INC.	945.00
HANKINS, SCOTT	41.00	STANDARD ELECTRIC CO	353.50
HARDY DIAGNOSTICS	177.21	STATE OF MICHIGAN	345.00
HARRELL'S	1,833.44	STATE OF MICHIGAN	280.00
HEID, THOMAS J.	41.00	STOPPEL, SARAH LOUISE	21.77
HEP'S HOMEBAKED GRANOLA	53.00	SUPERNAW, BILL	29.70
HEYDLAUFF, MARK L	41.00	SWEM, DONALD L.	41.00
HI-LINE	330.11	SYSTEMS SPECIALISTS INC	150.00
IDEXX DISTRIBUTION INC	1,074.57	TERMINAL SUPPLY CO	338.31
INTELLIGENT PRODUCTS INC	1,586.36	UP NORTH PROPERTY SERVICES LLC	3,463.00
JACK DOHENY SUPPLIES INC	495.77	USA BLUE BOOK	213.89
JESS CONSTRUCTION CO. INC.	2,670.00	VILLAGE GRAPHICS INC.	259.15
KELLERVILLE	450.00	WELLER, LINDA	41.00
KIRINOVIC, THOMAS	76.18	WPS TRICARE FOR LIFE	179.86
KLOOSTER, ALIDA K.	41.00	WURST, RANDALL W	41.00
KMart	18.87	WYMAN, MATTHEW A.	41.00
KSS ENTERPRISES	1,030.48		
LOTTIE'S BAGELS	175.00	TOTAL	574,288.88

**ACH Payments – 06/20/2016 to 07/01/2016**

MI PUBLIC POWER AGENCY	17,446.32	STATE OF MI (WITHHOLDING TAX)	5,314.92
MI PUBLIC POWER AGENCY	16,921.40	VANTAGEPOINT (401 ICMA PLAN)	699.94
MI PUBLIC POWER AGENCY	189,934.47	VANTAGEPOINT (457 ICMA PLAN)	12,419.25
IRS (PAYROLL TAX DEPOSIT)	36,478.78	VANTAGEPOINT (ROTH IRA)	721.53
ALERUS FINANCIAL (HCSP)	420.00	TOTAL	280,356.61

**Payroll Net Pay – Pay Period Ending 06/25/2016 (Paid 07/01/2016)**

CAMPBELL, GABRIEL M.	828.84	MANKER JR, DAVID W.	508.66
GIBSON, SHIRLEY J.	554.47	MANKER SR, DAVID W.	733.16
PERRON, LEON R.	394.91	BECKER, MICHAEL S.	607.39
KURTZ, LUTHER J.	431.73	SHEPARD, ZACHARY N.	559.62
SUPERNAW, WILLIAM J.	500.99	MCGHEE, ROBERT R.	1,131.33
HAGEN, AARON W.	397.10	STANTS, JACOB W.	537.40
WELLER, LINDA JO	1,481.57	BLOOMER, GABRIELLE J.	487.70
HEYDLAUFF, MARK L.	2,402.53	STEWART, SAMUEL D.	478.20
GOLDING, JOYCE M.	1,082.62	SMITH, ALEXIS M.	470.07
DEROSIA, PATRICIA E.	894.15	ALDEN, CAMDEN D.	451.88
LOY, EVELYN R.	1,029.15	MUMICH, BARRY J.	399.24
KLOOSTER, ALIDA K.	1,750.97	SKROCKI, JACOB D.	221.09
GOLOVICH, KAREN J.	960.42	KIRINOVIC, THOMAS F.	600.14
SPENCLEY, PATRICIA L.	1,051.59	STEBE, LAURA A.	286.75
PANOFF, ZACHARY R.	1,180.04	BITELY, KATHERINE A.	376.34
MILLER, FAITH G.	30.10	MILAN, JANE E.	951.84
LEESE, MERRI C.	389.77	KIRINOVIC, CHANDLER E.	539.55
MCGINN, KELLY A.	1,492.91	BERNIER, RACHEL M.	677.00
JONES, JANET M.	486.96	MACGILLIVRAY, RAYMOND L.	620.87
DOAN, GERARD P.	1,558.33	SABSOOK, SARA E.	644.44
SCHLAPPI, JAMES L.	890.62	RAMSEY, BURKE H.	80.41
UMULIS, MATTHEW T.	1,370.65	PARKER-DROST, HERO	551.32
HANKINS, SCOTT A.	1,578.22	HOLECHECK, JENNACA R.	568.39
ORBAN, BARBARA K.	1,129.67	HEID, THOMAS J.	1,272.04
TRAEGER, JASON A.	1,103.81	LEESE, ALAN K.	522.89
FLICKEMA, ANDREW M.	1,539.75	GRUNCH, RONALD J.	337.53
MATELSKI, KIMBERLY A.	1,118.59	DAVIS, RONALD L.	220.89
EVANS JR, HALBERT K.	1,468.90	FAIRCHILD, GALEN W.	239.89
KLOOSTER, PATRICK H.	745.12	DAKROUB, JOSEPH E.	316.86
BEARINGER, ASHLEY L.	849.54	MASSON, DONALD J.	559.62
ENGSTROM, TYLER A.	645.52	KUSINA, DENNIS W.	179.72
GROSBERG, ASHLEY M.	849.54	LABLANCE, MAUREEN J.	186.26
SOFIA, KELSEY L.	756.64	MYER, ELIZABETH A.	1,881.12
VANLOO, JORDAN C.	732.58	VANLOO, JOSEPH G.	912.39
GREENE, GLORIA C.	571.76	WYMAN, MATTHEW A.	1,116.55
DAVIS, LEAH R.	571.76	SCHRADER, LOU ANN	677.84
TELGENHOF, WILL G.	692.38	BOSS, RYDER S.	567.34
WILLIAMS, BRANDON S.	382.21	MILLER, WILLIAM S.	1,244.12
GREYERBIEHL, KELLY M.	601.00	HOUSER, JAMES F.	413.45
ROLOFF, ROBERT P.	1,674.13	JONES, LARRY M.	10.05
RILEY, DENISE M.	466.68	TRAVERS, MANUEL J.	96.24
WURST, RANDALL W.	1,551.63	RILEY, DANIEL A.	60.57
MAYER, SHELLEY L.	1,602.55	COLE, SHANE	547.17
HILLING, NICHOLAS A.	1,336.96	GERBER, SAMUEL A.	27.70
MEIER III, CHARLES A.	1,199.07	KLINGER, LUCAS D.	424.88
ZACHARIAS, STEVEN B.	1,600.39	WILLIAMS, SYDNEY K.	521.24
EATON, BRAD A.	1,897.32	SWEM, DONALD L.	1,833.27
WILSON, TIMOTHY J.	2,190.96	WHITLEY, ANDREW T.	1,777.41
LAVOIE, RICHARD L.	1,625.77	MORRISON, KEVIN P.	1,323.74
STEVENS, BRANDON C.	1,722.16	HODGE, MICHAEL J.	1,320.71
DRAVES, MARTIN J.	1,558.64	JOHNSON, STEVEN P.	1,172.01
BROWN, STEPHANIE C.	883.17	BISHAW, JAMES H.	633.96
SOMERVILLE, DAVID A.	1,116.75	PETERS, MEGAN M.	655.53
ELLIOTT, PATRICK M.	1,961.37	GILL, DAVID R.	1,357.20
SCHWARTZFISHER, JOSEPH L.	1,113.91	TODD, RICHARD D.	317.50
BRADLEY, KELLY R.	1,275.12	MORGRIDGE, JAMES D.	411.07
HART II, DELBERT W.	1,478.39	STEVENS, JEFFREY W.	204.77
JONES, ROBERT F.	1,332.59		
DORAN, JUSTIN J.	1,550.77	<b>TOTAL</b>	<b>101,462.06</b>

**Payroll Transmittal – 07/01/2016**

4FRONT CREDIT UNION	228.46	COMMUNICATION WORKERS OF AMER	489.93
AMERICAN FAMILY LIFE	166.74	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	379.74	POLICE OFFICERS LABOR COUNCIL	201.00
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,960.77
CHARLEVOIX STATE BANK	1,286.16		
CHEMICAL BANK	150.00	<b>TOTAL</b>	<b>5,320.63</b>

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/09/2016	07/15/2016	117279	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	228.46
07/09/2016	07/15/2016	117280	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
07/09/2016	07/15/2016	117280	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	379.74
07/09/2016	07/15/2016	117281	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 7/9/20	56.00
07/09/2016	07/15/2016	117282	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,286.16
07/09/2016	07/15/2016	117283	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
07/09/2016	07/15/2016	117284	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	489.93
07/09/2016	07/15/2016	117285	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
07/09/2016	07/15/2016	117286	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,960.77
<b>Grand Totals:</b>						<b>5,119.63</b>

*dm*

**Summary of Check Registers & ACH Payments  
FIRSTMERIT BANK - CHECKS ISSUED**

07/15/16 Payroll Transmittal Checks	\$ 5,119.63
07/15/16 Payroll	\$ 112,273.38
07/19/16 Regular Accounts Payable	\$ 198,028.74
<b>Checks Sub-Total:</b>	<b>\$ 315,421.75</b>

**FIRSTMERIT BANK - ACH/WIRE PAYMENTS**

07/05/16 MI Public Power Agency	\$ 17,240.65
07/06/16 Payment Service Network	\$ 236.50
07/08/16 State of MI (Sales Tax)	\$ 20,108.62
07/11/16 MI Public Power Agency	\$ 21,326.87
07/13/16 DTE Energy	\$ 1,559.25
07/15/16 IRS (Payroll Tax Deposit)	\$ 42,982.23
07/15/16 Alerus Financial (HCSP)	\$ 420.00
07/15/16 State of MI (Withholding Tax)	\$ 6,173.03
07/15/16 Vantagepoint (401 ICMA Plan)	\$ 699.94
07/15/16 Vantagepoint (457 ICMA Plan)	\$ 12,866.25
07/15/16 Vantagepoint (Roth IRA)	\$ 721.53
<b>ACH Sub-Total:</b>	<b>\$ 124,334.87</b>
<b>First Merit Bank Total:</b>	<b>\$ 439,756.62</b>

**CHARLEVOIX STATE BANK - CHECKS ISSUED**

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

07/19/16 Tax Disbursement	\$ -
<b>Charlevoix State Bank Total:</b>	<b>\$ -</b>
<b>Grand Total:</b>	<b>\$ 439,756.62</b>

APPROVED: *Wh*  
CITY MANAGER

*dm*  
CITY TREASURER

*ut*  
CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/09/2016	PC	07/15/2016	21648	WELLER, LINDA JO	101		1,481.57
07/09/2016	PC	07/15/2016	21649	HEYDLAUFF, MARK L.	102		2,118.60
07/09/2016	PC	07/15/2016	21650	GOLDING, JOYCE M.	106		1,082.62
07/09/2016	PC	07/15/2016	21651	DEROSIA, PATRICIA E.	107		885.71
07/09/2016	PC	07/15/2016	21652	LOY, EVELYN R.	117		1,029.16
07/09/2016	PC	07/15/2016	21653	KLOOSTER, ALIDA K.	121		1,554.09
07/09/2016	PC	07/15/2016	21654	GOLOVICH, KAREN J.	122		960.42
07/09/2016	PC	07/15/2016	21655	SPENCLEY, PATRICIA L.	136		1,177.96
07/09/2016	PC	07/15/2016	21656	PANOFF, ZACHARY R.	141		1,180.04
07/09/2016	PC	07/15/2016	21657	MILLER, FAITH G.	142		55.91
07/09/2016	PC	07/15/2016	21658	LEESE, MERRI C.	145		389.77
07/09/2016	PC	07/15/2016	21659	MCGINN, KELLY A.	146		1,492.92
07/09/2016	PC	07/15/2016	21660	JONES, JANET M.	148		486.96
07/09/2016	PC	07/15/2016	21661	DOAN, GERARD P.	201		1,558.33
07/09/2016	PC	07/15/2016	21662	SCHLAPPI, JAMES L.	204		1,302.94
07/09/2016	PC	07/15/2016	21663	UMULIS, MATTHEW T.	205		1,420.90
07/09/2016	PC	07/15/2016	21664	HANKINS, SCOTT A.	208		1,494.68
07/09/2016	PC	07/15/2016	21665	ORBAN, BARBARA K.	209		1,380.46
07/09/2016	PC	07/15/2016	21666	TRAEGER, JASON A.	210		1,276.03
07/09/2016	PC	07/15/2016	21667	FLICKEMA, ANDREW M.	211		1,560.85
07/09/2016	PC	07/15/2016	21668	MATELSKI, KIMBERLY A.	212		1,118.59
07/09/2016	PC	07/15/2016	21669	EVANS JR, HALBERT K.	214		1,468.90
07/09/2016	PC	07/15/2016	21670	KLOOSTER, PATRICK H.	216		745.12
07/09/2016	PC	07/15/2016	21671	BEARINGER, ASHLEY L.	222		849.54
07/09/2016	PC	07/15/2016	21672	ENGSTROM, TYLER A.	225		638.20
07/09/2016	PC	07/15/2016	21673	GROSBERG, ASHLEY M.	226		849.54
07/09/2016	PC	07/15/2016	21674	SOFIA, KELSEY L.	227		879.44
07/09/2016	PC	07/15/2016	21675	VANLOO, JORDAN C.	239		732.58
07/09/2016	PC	07/15/2016	21676	GREENE, GLORIA C.	243		571.76
07/09/2016	PC	07/15/2016	21677	DAVIS, LEAH R.	245		571.76
07/09/2016	PC	07/15/2016	21678	TELGENHOF, WILL G.	246		670.44
07/09/2016	PC	07/15/2016	21679	WILLIAMS, BRANDON S.	248		452.51
07/09/2016	PC	07/15/2016	21680	GREYERBIEHL, KELLY M.	260		601.00
07/09/2016	PC	07/15/2016	21681	ROLOFF, ROBERT P.	304		4,219.47
07/09/2016	PC	07/15/2016	21682	RILEY, DENISE M.	306		464.66
07/09/2016	PC	07/15/2016	21683	WURST, RANDALL W.	411		1,529.05
07/09/2016	PC	07/15/2016	21684	MAYER, SHELLEY L.	412		2,155.23
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07/09/2016	PC	07/15/2016	21687	ZACHARIAS, STEVEN B.	422		1,931.86
07/09/2016	PC	07/15/2016	21688	EATON, BRAD A.	515		1,657.87
07/09/2016	PC	07/15/2016	21689	WILSON, TIMOTHY J.	516		1,971.86
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07/09/2016	PC	07/15/2016	21691	STEVENS, BRANDON C.	521		2,218.97
07/09/2016	PC	07/15/2016	21692	DRAVES, MARTIN J.	523		1,933.00
07/09/2016	PC	07/15/2016	21693	BROWN, STEPHANIE C.	524		1,020.24
07/09/2016	PC	07/15/2016	21694	SOMERVILLE, DAVID A.	525		1,069.91
07/09/2016	PC	07/15/2016	21695	ELLIOTT, PATRICK M.	600		1,961.37
07/09/2016	PC	07/15/2016	21696	SCHWARTZFISHER, JOS	603		1,436.45
07/09/2016	PC	07/15/2016	21697	BRADLEY, KELLY R.	614		1,455.78
07/09/2016	PC	07/15/2016	21698	HART II, DELBERT W.	616		1,262.93
07/09/2016	PC	07/15/2016	21699	JONES, ROBERT F.	618		1,359.58
07/09/2016	PC	07/15/2016	21700	DORAN, JUSTIN J.	621		1,687.39
07/09/2016	PC	07/15/2016	21701	MANKER JR, DAVID W.	638		423.13
07/09/2016	PC	07/15/2016	21702	MANKER SR, DAVID W.	639		667.56
07/09/2016	PC	07/15/2016	21703	BECKER, MICHAEL S.	641		615.21
07/09/2016	PC	07/15/2016	21704	SHEPARD, ZACHARY N.	656		444.69

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07/09/2016	PC	07/15/2016	21706	STANTS, JACOB W.	664		255.48
07/09/2016	PC	07/15/2016	21707	BLOOMER, GABRIELLE J.	665		481.65
07/09/2016	PC	07/15/2016	21708	STEWART, SAMUEL D.	668		483.67
07/09/2016	PC	07/15/2016	21709	SMITH, ALEXIS M.	669		375.20
07/09/2016	PC	07/15/2016	21710	ALDEN, CAMDEN D.	670		501.21
07/09/2016	PC	07/15/2016	21711	MUMICH, BARRY J.	671		504.50
07/09/2016	PC	07/15/2016	21712	SKROCKI, JACOB D.	672		408.28
07/09/2016	PC	07/15/2016	21713	RUSSELL, JEFFREY S.	675		400.75
07/09/2016	PC	07/15/2016	21714	DEYOUNG III, OLIVER A.	676		233.57
07/09/2016	PC	07/15/2016	21715	KIBLER, RYLEE A.	677		132.98
07/09/2016	PC	07/15/2016	21716	KIRINOVIC, THOMAS F.	700		473.63
07/09/2016	PC	07/15/2016	21717	STEBE, LAURA A.	703		99.73
07/09/2016	PC	07/15/2016	21718	BITELY, KATHERINE A.	704		407.41
07/09/2016	PC	07/15/2016	21719	MILAN, JANE E.	711		951.84
07/09/2016	PC	07/15/2016	21720	BERNIER, RACHEL M.	718		548.68
07/09/2016	PC	07/15/2016	21721	MACGILLIVRAY, RAYMO	720		538.45
07/09/2016	PC	07/15/2016	21722	SABSOOK, SARA E.	721		533.32
07/09/2016	PC	07/15/2016	21723	CRANDELL, ZACKARY R.	753		329.49
07/09/2016	PC	07/15/2016	21724	PARKER-DROST, HERO	775		470.55
07/09/2016	PC	07/15/2016	21725	HOLECHECK, JENNACA	777		534.57
07/09/2016	PC	07/15/2016	21726	BARNEVELD, VLADIMIR	789		86.75
07/09/2016	PC	07/15/2016	21727	HEID, THOMAS J	802		1,272.04
07/09/2016	PC	07/15/2016	21728	LEESE, ALAN K.	835		413.85
07/09/2016	PC	07/15/2016	21729	GRUNCH, RONALD J.	844		296.98
07/09/2016	PC	07/15/2016	21730	DAVIS, RONALD L.	853		244.22
07/09/2016	PC	07/15/2016	21731	FAIRCHILD, GALEN W.	855		284.70
07/09/2016	PC	07/15/2016	21732	DAKROUB, JOSEPH E.	860		261.60
07/09/2016	PC	07/15/2016	21733	MASSON, DONALD J.	861		498.19
07/09/2016	PC	07/15/2016	21734	KUSINA, DENNIS W.	862		146.03
07/09/2016	PC	07/15/2016	21735	LABLANCE, MAUREEN J.	863		283.03
07/09/2016	PC	07/15/2016	21736	MYER, ELIZABETH A.	900		1,817.51
07/09/2016	PC	07/15/2016	21737	VANLOO, JOSEPH G.	902		721.30
07/09/2016	PC	07/15/2016	21738	WYMAN, MATTHEW A.	927		1,226.20
07/09/2016	PC	07/15/2016	21739	SCHRADER, LOU ANN	929		750.87
07/09/2016	PC	07/15/2016	21740	BOSS, RYDER S.	932		1,107.19
07/09/2016	PC	07/15/2016	21741	MILLER, WILLIAM S.	933		1,125.70
07/09/2016	PC	07/15/2016	21742	HOUSER, JAMES F.	934		683.90
07/09/2016	PC	07/15/2016	21743	FUNKEY, KRAIG R.	1034		23.09
07/09/2016	PC	07/15/2016	21744	MEGGISON, JERRY B.	1036		302.18
07/09/2016	PC	07/15/2016	21745	RILEY, CASEY W.	1052		596.90
07/09/2016	PC	07/15/2016	21746	JONES, LARRY M.	1057		1,410.67
07/09/2016	PC	07/15/2016	21747	WILLSON, BRENDA R.	1059		86.33
07/09/2016	PC	07/15/2016	21748	BEAN, PETER J.	1060		953.11
07/09/2016	PC	07/15/2016	21749	OCHS, THOMAS F	1068		108.51
07/09/2016	PC	07/15/2016	21750	TRAVERS, MANUEL J.	1071		450.25
07/09/2016	PC	07/15/2016	21751	RILEY, DANIEL A.	1079		616.22
07/09/2016	PC	07/15/2016	117262	KLINGER, LUCAS D.	235		609.74
07/09/2016	PC	07/15/2016	117263	KLINGER, BRADLEY W.	244		504.13
07/09/2016	PC	07/15/2016	117264	WILLIAMS, SYDNEY K.	247		452.51
07/09/2016	PC	07/15/2016	117265	SWEM, DONALD L.	512		1,833.28
07/09/2016	PC	07/15/2016	117266	WHITLEY, ANDREW T.	522		1,836.69
07/09/2016	PC	07/15/2016	117267	MORRISON, KEVIN P.	601		1,188.18
07/09/2016	PC	07/15/2016	117268	HODGE, MICHAEL J.	606		1,252.30
07/09/2016	PC	07/15/2016	117269	JOHNSON, STEVEN P.	617		1,276.09
07/09/2016	PC	07/15/2016	117270	BISHAW, JAMES H.	633		456.11
07/09/2016	PC	07/15/2016	117271	PETERS, MEGAN M.	738		589.03

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/09/2016	PC	07/15/2016	117272	MILAN, BAC P.	740		28.39
07/09/2016	PC	07/15/2016	117273	GILL, DAVID R.	856		1,162.01
07/09/2016	PC	07/15/2016	117274	TODD, RICHARD D.	859		243.35
07/09/2016	PC	07/15/2016	117275	STEVENS, JEFFREY W.	1028		892.62
07/09/2016	PC	07/15/2016	117276	ROLOFF, AUDREY M.	1037		2,162.99
07/09/2016	PC	07/15/2016	117277	MATTER, DAWSON K.	1038		2,781.24
07/09/2016	PC	07/15/2016	117278	SCOTT JR., WINFIELD	1072		94.70
Grand Totals:			121				112,273.38

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Report Criteria:

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

Check Number	Payee	Amount
<b>07/19/2016</b>		
117287	ACE HARDWARE	2,897.22
117288	ALL-PHASE ELECTRIC SUPPLY CO.	577.98
117289	AMERICAN WASTE INC.	59.04
117290	APX INC.	52.41
117291	ARROW UNIFORM-TAYLOR L.L.C.	1,141.13
117292	ASPLUNDH TREE EXPERT CO	8,980.00
117293	AT YOUR SERVICE PLUS INC	805.00
117294	AUTO VALUE	1,346.83
117295	AVFUEL CORPORATION	12,677.91
117296	B & L SOUND INC	324.93
117297	BEIJO DE CHOCOLAT LLC	25.00
117298	BERG, REBECCA	25.00
117299	BLUETARP FINANCIAL	167.48
117300	BRADFORD'S	74.75
117301	BULBS.COM	149.40
117302	BY THE BAY WINDOW CLEANING SVC	357.00
117303	CARQUEST OF CHARLEVOIX	1,504.29
117304	CENTRAL DRUG STORE	56.01
117305	CENTRAL LAKE ARMOR EXPRESS	1,093.00
117306	CHARLEVOIX COUNTY FIRE	560.00
117307	CHARLEVOIX COUNTY TREASURER	65,964.09
117308	CHARLEVOIX CRAFT BEER FESTIVAL	2,600.00
117309	CHARLEVOIX GLASS INC.	100.00
117310	CHARLEVOIX SCREEN MASTERS INC	480.00
117311	CHARTER COMMUNICATIONS	1,889.69
117312	CINTAS CORPORATION	117.48
117313	CINTAS CORPORATION #729	180.33
117314	CIRCLE K SERVICE	711.90
117315	CITY OF CHARLEVOIX - UTILITIES	31,440.34
117316	CIVIC SYSTEMS	9,354.00
117317	COCA-COLA REFRESHMENTS	309.30
117318	COOK FAMILY FARMS	75.00
117319	DHASELEER, CARL	48.00
117320	DITCH WITCH SALES OF MICHIGAN	1,837.43
117321	EAST JORDAN PUBLIC SCHOOL	90.00
117322	ELHORN ENGINEERING COMPANY	628.00
117323	EMERGENCY MEDICAL PRODUCTS I	13.50
117324	ETNA SUPPLY	1,900.00
117325	FAMILY FARM & HOME	606.77
117326	FARMER WHITE'S	426.00
117327	FARMER WHITE'S	4.00
117328	FASTENAL COMPANY	109.34
117329	FISHER SCIENTIFIC	588.44
117330	FREEDOM MAILING SERVICES INC.	2,273.13
117331	GERBER HOMEMADE SWEETS	70.00
117332	GINOP SALES INC	9.69
117333	GOLDING, JOYCE	41.00
117334	GRAINGER	321.77

Check Number	Payee	Amount
117335	GRAND TRAVERSE GARAGE DOOR	205.50
117336	GRIFFIN BEVERAGE CO	106.00
117337	GRP ENGINEERING INC.	614.34
117338	GUNTZVILLER, RHONDA	273.00
117339	HACH COMPANY	105.58
117340	HALL, JOSHUA	800.00
117341	HARBOR HOUSE PUBLISHERS	1,250.00
117342	HARRELL'S	2,798.74
117343	HARWOOD GOLD	208.00
117344	HERZOG ELECTRIC	73.89
117345	HYDRO CORP	515.00
117346	J & J GARAGE DOOR SERVICE INC.	460.00
117347	JACOBSEN	212.97
117348	JESS CONSTRUCTION CO. INC.	314.78
117349	KLETKE, ASHLEY	210.00
117350	KSS ENTERPRISES	1,363.52
117351	LAKE FOREST BAKING COMPANY	38.00
117352	LAKESHORE TIRE & AUTO SERVICE	12.50
117353	LOTTIE'S BAGELS	186.00
117354	LUNDTEIGEN, GUNNAR	1,118.89
117355	LUTTRELL WELL DRILLING INC.	368.75
117356	LYNCH, BRANDON	18.00
117357	MACMILLAN, MICHAEL	27.50
117358	MCCARDEL CULLIGAN-PETOSKEY	50.00
117359	MICHIGAN MUSHROOM MARKET LLC	60.00
117360	MICHIGAN OFFICEWAYS INC	1,188.38
117361	MYER, ELIZABETH A.	160.36
117362	NORTH COAST FASTENERS LLC	30.50
117363	NORTH COUNTRY CRITTERS	25.00
117364	NORTHERN BROADCAST INC.	349.86
117365	NORWOOD FARM LLC	10.00
117366	OLESON'S FOOD STORES	745.97
117367	O'REILLY AUTOMOTIVE INC	95.10
117368	OTEC	98.00
117369	PERFORMANCE ENGINEERS INC	12,079.25
117370	POND HILL FARM LLC	277.00
117371	PORT SUPPLY	119.94
117372	POWER LINE SUPPLY	934.70
117373	PRESTON FEATHER	304.18
117374	PURITY CYLINDER GASES INC	300.58
117375	QUICK CARE MEDICAL CENTER	80.00
117376	R & R PRODUCTS INC	92.05
117377	RANGE TELECOMMUNICATIONS	115.20
117378	ROCKY TOP FARMS	16.00
117379	RUSTIC BAKER	49.00
117380	SECURITY SANITATION INC.	285.00
117381	SIEGRIST, DAVID	206.00
117382	SMOKE ON THE WATER	300.00
117383	SOCIAL ECONOMIC ENTERPRISES	250.00

Check Number	Payee	Amount
117384	SPARTAN DISTRIBUTORS INC	234.93
117385	SWANSON K & D INC	4,390.00
117386	TERMINAL SUPPLY CO	207.13
117387	THOMAS ELECTRICAL SERVICES LLC	394.62
117388	TOP QUALITY GLOVE	139.80
117389	TRUCK & TRAILER SPECIALTIES	2,119.90
117390	TWO ACRE FARM LLC	132.00
117391	UP NORTH PROPERTY SERVICES LL	4,018.00
117392	UPPER CASE PRINTING INK.	1,098.52
117393	WALTERS SHARPENING SVC. INC.	90.00
117394	WASHBURNE, BRENDA	88.00
117395	WILBERT BURIAL VAULT CO	128.40
117396	WORK & PLAY SHOP	420.83
Total 07/19/2016:		198,028.74
Grand Totals:		198,028.74

Check Number	Payee	Amount
<b>07/05/2016</b>		
70516001	MICHIGAN PUBLIC POWER AGENCY	17,240.65
	Total 07/05/2016:	17,240.65
	Grand Totals:	17,240.65

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Check Number	Payee	Amount
<b>07/06/2016</b>		
70616001	PAYMENT SERVICE NETWORK INC.	236.50
Total 07/06/2016:		236.50
Grand Totals:		236.50

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Check Number	Payee	Amount
<b>07/08/2016</b>		
70816001	STATE OF MICHIGAN	20,108.62
Total 07/08/2016:		20,108.62
Grand Totals:		20,108.62

Check Number	Payee	Amount
<b>07/11/2016</b>		
71116001	MICHIGAN PUBLIC POWER AGENCY	21,326.87
Total 07/11/2016:		21,326.87
Grand Totals:		21,326.87

Check Number	Payee	Amount
<b>07/13/2016</b>		
71316001	DTE ENERGY	1,559.25
Total 07/13/2016:		1,559.25
Grand Totals:		1,559.25

Check Issue Date	Check Number	Payee	Amount
<b>71516001</b>			
07/15/2016	71516001	**EFTPS* Payroll Taxes	10,302.21
07/15/2016	71516001	**EFTPS* Payroll Taxes	10,302.21
07/15/2016	71516001	**EFTPS* Payroll Taxes	2,409.38
07/15/2016	71516001	**EFTPS* Payroll Taxes	2,409.38
07/15/2016	71516001	**EFTPS* Payroll Taxes	17,559.05
Total 71516001:			
	5		42,982.23
<b>71516002</b>			
07/15/2016	71516002	Alerus Financial	420.00
Total 71516002:			
	1		420.00
<b>71516003</b>			
07/15/2016	71516003	STATE OF MICHIGAN	6,173.03
Total 71516003:			
	1		6,173.03
<b>71516004</b>			
07/15/2016	71516004	Vantagepoint - 401 Plan 109153	699.94
Total 71516004:			
	1		699.94
<b>71516005</b>			
07/15/2016	71516005	Vantagepoint - 457 Plan 300959	4,840.03
07/15/2016	71516005	Vantagepoint - 457 Plan 300959	590.74
07/15/2016	71516005	Vantagepoint - 457 Plan 300959	1,719.13
07/15/2016	71516005	Vantagepoint - 457 Plan 300959	5,716.35
Total 71516005:			
	4		12,866.25
<b>71516006</b>			
07/15/2016	71516006	Vantagepoint - Roth IRA 706117	721.53
Total 71516006:			
	1		721.53
Grand Totals:			
	13		63,862.98

**CHARLEVOIX CITY COUNCIL  
CONSENT AGENDA ITEM**

**AGENDA ITEM TITLE:** Acceptance of Energy Optimization 2015 Annual Report and Renewable Energy Annual Report

**DATE:** July 18, 2016

**PRESENTED BY:** Consent Agenda

**ATTACHMENTS:** Energy Optimization Report  
Renewable Energy Report  
Letter to be included with Utility Bills

**BACKGROUND INFORMATION:**

Annually, we are required to submit an Energy Optimization Report and Renewable Energy Report to the Michigan Public Service Commission. This action is your formal acceptance of these reports as well. We have also included the summary letter that will be sent to our customers regarding the contents of both reports.

**RECOMMENDATION:** Accept the Energy Optimization Report and Renewable Energy Report as presented.

# Energy Optimization 2015 Annual Report for Michigan Electric Municipal Utilities

## Introduction

Pursuant to 2008 Public Act 295 (PA 295), the municipal utilities are filing this annual energy optimization (EO) report with the Michigan Public Service Commission (MPSC). This EO annual report consists of two sections:

- Section 1 will address the requirements under PA 295 Section 97, Subsections 1-3 and Section 71, Subsection 3 (i).
- Section 2 will summarize the EO programs implemented in 2015.

## SECTION 1: PA 295 SECTION 97 AND SECTION 71 REQUIREMENTS

***Section 97 (1) Each provider shall submit to the commission an annual report that provides information relating to the actions taken by the provider to comply with the energy optimization standards.***

Each municipal electric provider has continued to offer Energy Optimization programs to all customer classes. Attachment A provides a list of EO programs offered by each provider and the implementation contractors if applicable.

***Section 97 (2) Annual reports under subsection (1) shall include the following: (a) The number of energy optimization credits that the provider generated during the reporting period. (b) Expenditures made in the past year and anticipated future expenditures to comply with this subpart. (c) Any other information that the commission determines necessary.***

The number of energy optimization credits (in megawatt hours) generated for 2015 and the targets for 2016 are shown in Attachment B for the municipal utilities. The expenditures for 2015 for the Low Income, Residential, Commercial/Industrial programs and Administration/EM&V can be found in Attachment C. The EO Residential surcharge for each municipal in cost per kilowatt hour (or cost per meter) along with the responsible party for administration of programs is listed in Attachment D.

***Section 97 (3) Concurrent with the submission of each report under subsection (1), a municipally-owned electric utility shall submit a summary of the report to its customers in their bills with a bill insert, to its governing body, at its office and on its website.***

Each municipal electric utility will submit a copy of this annual report to its governing body; make it available at its office; on its website and a summary to its customers.

***Section 71 (3)(i) Include a process for obtaining an independent expert evaluation of the actual energy optimization programs to verify the incremental energy savings from each energy optimization program for purposes of section 77.***

The verification of the incremental gross energy savings for each municipal electric utility was performed where funding allowed.

## **SECTION 2: SUMMARY OF EO PROGRAMS IMPLEMENTED IN 2015**

### **Residential Low Income Services**

All the municipal electric utilities continued to offer low income programs to their customers in 2015.

### **Residential Solutions**

All the municipal electric utilities offered programs to their residential customers, examples of the types of programs are listed below.

- *Efficient Lighting Program*
- *Appliance Turn-In and Recycling Program*
- *Residential Education Services*
- *Residential HVAC and Appliances*
- *Audit and Weatherization*
- *Farm Services*
- *Residential Home Energy*
- *New Construction*
- *Residential Multi-Family In-Unit Efficiency*
- *Electric Water Heater Savings Kits*
- *Pilot/Emerging Technology Program*

### **Business Solutions**

All the municipal electric utilities offered programs to their commercial and industrial customers, examples of the types of programs are listed below.

- *Commercial and Industrial Prescriptive Incentive Program*
- *Commercial and Industrial Custom Incentive Program*
- *Multi-Family Common Area Program*
- *Small Business Direct Install*
- *New Construction & Remodeling*
- *Business Education Services*
- *Pilot/Emerging Technology Program*

**ENERGY OPTIMIZATION PROGRAMS AND CONTRACTORS**

**INDEPENDENTLY ADMINISTERING**

Utility	Sector		Program Type	Year Imp.	Implementation Contractors
Village of Clinton	Residential	1	Residential Low Income	2009	Internally
		2	Efficient Lighting Program	2009	Internally
		3	Residential Education Services	2009	Internally
		4	Residential Appliances & HVAC	2009	Internally
	C & I	1	Business Services	2009	Internally
		2	Education Services	2009	Internally
		Eval	Evaluation & Verification	2009	Local Police Officer
Coldwater Board of Public Utilities	Residential	1	Residential Low Income	2009	Internally
		2	Efficient Lighting Program	2009	Internally
		3	Appliance Recycling	2009	JACO
		4	Residential Education Services	2009	Internally
		5	Residential Appliances & HVAC	2009	Internally
		7	Residential Pilot Programs	2009	Internally
		C & I	1	Prescriptive Incentive	2009
	2		Custom Incentive	2009	Internally
	4		Pilot Programs	2009	Internally
		Eval	Evaluation & Verification	2010	E3M Solutions
Lansing Board of Water & Light	Residential	1	Residential Low Income	2009	MEO & Internally
		2	Efficient Lighting Program	2009	MEO/WECC
		3	Appliance Recycling	2009	MEO/WECC
		4	Residential Appliances & HVAC	2010	MEO/WECC
		5	Residential Multi-Family In-Unit Efficiency	2010	MEO/WECC
		6	Residential Education Services	2009	Internally
		7	Residential Pilot Programs	2011	Internally
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Internally
		5	Pilot Programs	2009	Internally
		Eval	Evaluation & Verification	2009	DNV-GL
City of Marshall	Residential	1	Residential Low Income	2009	Internally
		2	Residential Services	2009	Internally
		3	Residential Education Services	2009	Internally
	C & I	1	Prescriptive Incentive	2009	Internally
		2	Custom Incentive	2009	Internally
		3	Education Services	2009	Internally
		Eval	Evaluation & Verification	2010	Internally
Sebewaing	Residential	1	Residential Low Income	2009	Internally
		2	Residential Services	2009	Internally
		3	Residential Education Services	2009	Internally
		4	Residential Pilot	2010	Internally
		5	Residential Appliances & HVAC	2010	Internally
	C & I	1	Prescriptive Incentive	2009	Internally
		2	Custom Incentive	2009	Internally
		3	Education Services	2009	Internally
		4	Pilot Programs	2010	Internally
	Eval	Evaluation & Verification	2009	DNV-GL	
Union City Electric Department	Residential	1	Residential Low Income	2009	Internally
		2	Efficient Lighting Program	2009	Internally
		3	Residential Education Services	2009	Internally
	C&I	1	Prescriptive Incentive Program	2009	Internally
		2	Education Services	2009	Internally
		Eval	Evaluation & Verification	2009	DNV-GL
City of Wakefield	Residential	1	Residential Low Income	2009	Internally
		2	Residential Services	2009	Internally
		3	Residential Education Services	2009	Internally
	C&I	1	Business Services	2009	Internally
		2	Education Services	2009	Internally
		Eval	Evaluation & Verification	2009	Internally

MECA COLLABORATIVE					
Utility	Sector		Program Type	Year Imp.	Implementation Contractors
Escanaba Electric Department	Residential	Eval	Evaluation & Verification	2010	Internally
		2	Energy Star Products	2009	WECC
		3	Appliance Recycling	2009	WECC
		4	Efficient HVAC	2009	WECC
		5	Audit & Weatherization / New Construction	2009	WECC
		6	Education Services	2009	WECC
		7	Pilot Programs	2009	WECC
	C & I	1	General Business Services	2009	WECC
		2	Education Services	2009	WECC
		3	Pilot Programs	2009	WECC
Eval		Evaluation & Verification	2009	DNV-GL	
Marquette Board of Light & Power	Residential	1	Residential Low Income	2009	WECC
		2	Energy Star Products	2009	WECC
		3	Appliance Recycling	2009	WECC
		4	Efficient HVAC	2009	WECC
		5	Audit & Weatherization / New Construction	2009	WECC
		6	Education Services	2009	WECC
		7	Pilot Programs	2009	WECC
	C&I	1	General Business Services	2009	WECC
		2	Education Services	2009	WECC
		3	Pilot Programs	2009	WECC
Eval	Evaluation & Verification	2009	DNV-GL		
Newberry Water & Light Board	Residential	1	Residential Low Income	2009	WECC
		2	Energy Star Products	2009	WECC
		3	Appliance Recycling	2009	WECC
		4	Efficient HVAC	2009	WECC
		5	Audit & Weatherization / New Construction	2009	WECC
		6	Farm Services	2012	WECC
		7	Education Services	2009	WECC
		8	Pilot Programs	2009	WECC
	C&I	1	General Business Services	2009	WECC
		2	Education Services	2009	WECC
3	Pilot Programs	2009	WECC		
Eval	Evaluation & Verification	2009	DNV-GL		
City of Stephenson	Residential	1	Residential Low Income	2009	WECC
		2	Energy Star Products	2009	WECC
		3	Appliance Recycling	2009	WECC
		4	Efficient HVAC	2009	WECC
		5	Audit & Weatherization / New Construction	2009	WECC
		6	Education Services	2009	WECC
		7	Pilot Programs	2009	WECC
	C & I	1	General Business Services	2009	WECC
		2	Education Services	2009	WECC
3	Pilot Programs	2009	WECC		
Eval	Evaluation & Verification	2009	DNV-GL		

MPPA Collaborative					
Utility	Sector		Program Type	Year Imp.	Implementation Contractors
Bay City Electric Light & Power	Residential	1	Residential Low Income	2009	Internally
		2	Efficient Lighting Program	2009	Internally
		3	Appliance Recycling	2009	Internally
		4	Residential Education Services	2009	Internally
		5	Residential Appliances & HVAC	2010	Internally
		6	Residential Home Energy Programs	2010	Internally
		7	Electric Water Heater Saving Kits	2010	Internally
		8	Residential Pilot Programs	2010	Internally
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Internally
5		Pilot Programs	2010	Internally	
Eval		Evaluation & Verification	2009	DNV-GL	
City of Charlevoix	Residential	1	Residential Low Income	2009	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Franklin Energy (2015)
		5	Residential Appliances & HVAC	2010	Franklin Energy
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Franklin Energy (2015)
		Eval	Evaluation & Verification	2009	DNV-GL
Chelsea Electric Department	Residential	1	Residential Low Income	2009	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Franklin Energy (2015)
		6	Residential Appliances & HVAC	2010	Franklin Energy
	C & I	7	Residential Pilot Programs	2010	Franklin Energy (2015)
		1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Franklin Energy (2015)
5	Pilot Programs	2010	Franklin Energy (2015)		
Eval	Evaluation & Verification	2009	DNV-GL		
Crosswell Light & Power	Residential	1	Residential Low Income	2009	Internally
		2	Efficient Lighting	2009	Internally
		3	Appliance Recycling	2009	Franklin Energy
		4	Efficient Appliances & HVAC	2009	Franklin Energy
		5	Residential Pilot Programs	2009	Internally
		6	Educational Services	2009	Internally
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Internally
Eval	Evaluation & Verification	2009	DNV-GL		
City of Eaton Rapids	Residential	1	Residential Low Income	2009	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Franklin Energy (2015)
		5	Residential Pilot Programs	2010	Franklin Energy (2015)
		6	Residential Appliances & HVAC	2010	Franklin Energy
		7	Residential Home Energy Program	2012	Franklin Energy (2015)
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Internally
		5	Pilot Programs	2010	Internally
Eval	Evaluation & Verification	2009	DNV-GL		

MPPA Collaborative (continued)					
Utility	Sector		Program Type	Year Imp.	Implementation Contractors
Grand Haven Board of Light & Power	Residential	1	Residential Low Income	2009	MCAAA
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Internally
		5	Residential Home Energy Program	2012	Internally
		6	Residential Appliances & HVAC	2010	Franklin Energy
		7	Residential Multi-Family In-Unit Efficiency	2010	Franklin Energy (2015)
		8	Residential Pilot Programs	2010	Internally
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Internally
		5	Pilot Programs	2010	Internally
	Eval		Evaluation & Verification	2009	DNV-GL
City of Hart Hydro Electric	Residential	1	Residential Low Income	2010	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Franklin Energy (2015)
		5	Residential Appliances & HVAC	2010	Franklin Energy
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Internally
		Eval		Evaluation & Verification	2009
Holland Board of Public Works	Residential	1	Residential Low Income	2009	Lakeshore Habitat for Humanity, Community Action House, Salvation Army
		2	Efficient Lighting Program	2009	Internally
		3	Appliance Recycling	2009	JACO Environmental, PADNOS
		4	Residential Education Services	2009	Internally
		5	Residential Appliances & HVAC	2009	Internally & Franklin Energy
		6	Home Energy	2012	Internally
		7	H2O Kits	2012	Internally
		8	Residential Multi-Family In-Unit Efficiency	2009	Internally
		9	Residential Pilot Programs	2009	Internally, Ottawa Co. Com. Action Agency
	C & I	1	Prescriptive Incentive	2009	Internally (2015)
		2	Custom Incentive	2009	Internally (2015)
		3	Small Business Direct Install	2011	Internally (2015)
		4	Education Services	2009	Internally
		5	Pilot Programs	2009	Internally
	Eval		Evaluation & Verification	2009	DNV-GL
Lowell Light and Power	Residential	1	Residential Low Income	2009	Internally
		2	Efficient Lighting Program	2009	Internally
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Internally
		5	Residential Appliances & HVAC	2010	Franklin Energy
		6	Residential Pilot Programs	2009	Internally
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Internally
	Eval		Evaluation & Verification	2009	DNV-GL
Niles Utilities Department	Residential	1	Residential Low Income	2010	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Franklin Energy (2015)
		5	Residential Appliances & HVAC	2009	Franklin Energy
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Franklin Energy (2015)
		Eval		Evaluation & Verification	2009

MPPA Collaborative (continued)					
Utility	Sector		Program Type	Year Imp.	Implementation Contractors
Village of Paw Paw	Residential	1	Residential Low Income	2009	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Multi-Family In-Unit Efficiency	2009	Franklin Energy
		5	Residential Education Services	2009	Franklin Energy (2015)
		6	Residential Appliances & HVAC	2010	Franklin Energy
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Franklin Energy (2015)
Eval	Evaluation & Verification	2009	DNV-GL		
City of Petoskey	Residential	1	Residential Low Income	2009	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Franklin Energy (2015)
		5	Residential Appliances & HVAC	2010	Franklin Energy
		6	Pilot Programs	2010	Franklin Energy (2015)
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Franklin Energy (2015)
5	Pilot Programs	2010	Franklin Energy (2015)		
Eval	Evaluation & Verification	2009	DNV-GL		
Portland Light and Power Board	Residential	1	Residential Low Income	2009	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Franklin Energy (2015)
		5	Residential Appliances & HVAC	2010	Franklin Energy
		6	Residential Pilot Programs	2010	Franklin Energy
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Franklin Energy (2015)
Eval	Evaluation & Verification	2009	DNV-GL		
City of St. Louis	Residential	1	Residential Low Income	2009	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Franklin Energy (2015)
		5	Residential Appliances & HVAC	2010	Franklin Energy
		6	Residential Pilot Programs	2010	Internally
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Franklin Energy (2015)
5	Pilot Programs	2010	Internally		
Eval	Evaluation & Verification	2009	DNV-GL		
City of Sturgis	Residential	1	Residential Low Income	2009	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Residential Home Energy Program	2012	Internally
		4	Residential Education Services	2009	Franklin Energy (2015)
		5	Residential Appliances & HVAC	2010	Franklin Energy
		6	Residential Pilot Programs	2010	Internally
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Pilot Programs	2010	Internally
5	Education Services	2009	Franklin Energy (2015)		
Eval	Evaluation & Verification	2009	DNV-GL		

MPPA Collaborative (continued)					
Utility	Sector		Program Type	Year Imp.	Implementation Contractors
Traverse City Light and Power	Residential	1	Residential Low Income	2009	Internally
		2	Efficient Lighting Program	2009	Internally
		3	Appliance Recycling	2009	Internally
		4	Residential Education Services	2009	Internally
		5	Residential Appliances & HVAC	2009	Internally & Franklin Energy
		6	Residential Pilot Programs	2009	Internally & Franklin Energy (2015)
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Internally
		5	Pilot Programs	2009	Internally
Eval	Evaluation & Verification	2009	DNV-GL		
Wyandotte Municipal Services	Residential	1	Residential Low Income	2009	Internally
		2	Efficient Lighting Program	2009	Internally
		3	Appliance Recycling	2009	Franklin Energy
		4	Residential Education Services	2009	Internally
		5	Residential Pilot Programs	2009	Internally
		6	Residential Appliances & HVAC	2010	Franklin Energy
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Pilot Programs	2009	Internally
		4	Education Services	2009	Internally
Eval	Evaluation & Verification	2009	DNV-GL		
Zeeland Board of Public Works	Residential	1	Residential Low Income	2009	Franklin Energy (2015)
		2	Efficient Lighting Program	2009	Franklin Energy
		3	Appliance Recycling	2010	Franklin Energy
		4	Residential Education Services	2009	Internally
		5	Residential Appliances & HVAC	2010	Franklin Energy
		6	Residential Pilot Programs	2009	Internally
	C & I	1	Prescriptive Incentive	2009	Franklin Energy
		2	Custom Incentive	2009	Franklin Energy
		3	Small Business Direct Install	2011	Franklin Energy
		4	Education Services	2009	Internally
Eval	Evaluation & Verification	2010	DNV-GL		

## MWh Data

Electric Municipals	1.00%			1.00%
	2015 Target	2015 Actual	% Achieved	2016 Target
Bay City Electric Light & Power	3,058	3,937	129%	2,407
City of Charlevoix	405	602	149%	416
Chelsea Electric Department	874	889	102%	946
Village of Clinton	210	235	112%	191
Coldwater Board of Public Utilities	2,858	3,694	129%	3,385
Croswell Light & Power Department	336	327	97%	364
City of Eaton Rapids	239	194	81%	591
Escanaba Electric Department	1,419	1,499	106%	1,397
Grand Haven Board of Light and Power	2,160	2,993	139%	1,903
City of Hart Hydro Electric	276	339	123%	371
Holland Board of Public Works	10,173	12,865	126%	8,153
Lansing Board of Water & Light	20,521	30,150	147%	16,469
Lowell Light and Power	675	827	122%	534
Marquette Board of Light and Power	3,070	3,185	104%	3,016
City of Marshall Electric Department	1,039	859	83%	1,050
Newberry Water & Light Board	199	243	122%	175
Niles Utilities Department	1,223	1,281	104%	1,258
Village of Paw Paw	22	463	2102%	49
City of Petoskey	1,114	1,308	117%	924
Portland Light and Power Board	343	563	164%	142
Sebewaing Light & Water Dept.	223	714	321%	228
City of St. Louis	389	504	129%	261
City of Stephenson	59	92	156%	61
City of Sturgis	1,750	2,073	118%	1,955
Traverse City Light & Power	2,802	2,733	98%	3,387
Union City	149	176	118%	130
City of Wakefield	130	61	47%	130
Wyandotte Municipal Services	1,607	1,698	106%	1,800
Zeeland Board of Public Works	2,438	3,410	140%	2,191

## Actual 2015 Expenditures

<b>Electric Municipals</b>	<b>Total 2015</b>	<b>Residential W/O Low Income</b>	<b>Residential W/Low Income</b>	<b>C&amp;I</b>	<b>Low Income</b>	<b>Admin &amp; Eval</b>
Bay City Electric Light & Power	\$700,192	\$360,878	\$460,758	\$225,513	\$99,880	\$13,921
City of Charlevoix	\$94,145	\$36,561	\$42,777	\$46,818	\$6,216	\$4,550
Chelsea Electric Department	\$127,311	\$21,378	\$26,781	\$94,755	\$5,403	\$5,775
Village of Clinton	\$16,245	\$8,057	\$8,225	\$5,720	\$198	\$2,300
Coldwater Board of Public Utilities	\$265,514	\$28,694	\$36,964	\$161,480	\$8,270	\$67,070
Croswell Light & Power Department	\$38,081	\$544	\$604	\$33,938	\$60	\$3,539
City of Eaton Rapids	\$58,887	\$24,103	\$31,568	\$22,755	\$7,465	\$4,564
Escanaba Electric Department	\$265,300	\$72,912	\$82,053	\$178,382	\$9,141	\$4,865
Grand Haven Board of Light and Power	\$376,155	\$121,226	\$134,226	\$229,216	\$13,000	\$12,713
City of Hart Hydro Electric	\$51,966	\$12,624	\$16,938	\$31,213	\$4,314	\$3,815
Holland Board of Public Works	\$1,072,065	\$223,449	\$301,305	\$736,834	\$77,856	\$33,926
Lansing Board of Water & Light	\$3,878,490	\$951,283	\$1,199,892	\$2,209,876	\$248,609	\$468,722
Lowell Light and Power	\$74,326	\$8,795	\$9,772	\$59,381	\$977	\$5,173
Marquette Board of Light and Power	\$500,865	\$175,197	\$192,400	\$297,708	\$17,203	\$10,757
City of Marshall Electric Department	\$74,853	\$26,202	\$27,842	\$35,117	\$1,640	\$11,895
Newberry Water & Light Board	\$32,887	\$18,955	\$20,045	\$10,999	\$1,090	\$1,843
Niles Utilities Department	\$190,805	\$57,185	\$71,319	\$112,171	\$14,134	\$7,315
Village of Paw Paw	\$70,204	\$18,024	\$24,960	\$41,275	\$6,936	\$3,969
City of Petoskey	\$174,399	\$33,899	\$48,165	\$119,748	\$14,266	\$6,486
Portland Light and Power Board	\$65,519	\$31,429	\$34,602	\$27,261	\$3,173	\$3,656
Sebewaing Light & Water Dept	\$61,591	\$9,994	\$12,324	\$43,867	\$2,330	\$5,400
City of St. Louis	\$60,509	\$16,313	\$21,830	\$34,604	\$5,517	\$4,075
City of Stephenson	\$8,738	\$3,501	\$3,788	\$4,374	\$287	\$576
City of Sturgis	\$332,581	\$81,531	\$98,311	\$222,999	\$16,780	\$11,271
Traverse City Light & Power	\$387,710	\$105,578	\$117,578	\$263,435	\$12,000	\$6,697
Union City	\$25,187	\$9,422	\$9,650	\$14,937	\$228	\$600
City of Wakefield	\$19,062	\$310	\$10,310	\$7,030	\$10,000	\$1,721
Wyandotte Municipal Services	\$346,202	\$155,224	\$172,224	\$163,797	\$17,000	\$10,181
Zeeland Board of Public Works	\$392,449	\$79,842	\$94,950	\$286,109	\$15,108	\$11,390

<b>Energy Optimization Administration and Residential Surcharges for 2015</b>			
<b>Electric Municipals</b>	<b>Docket No.</b>	<b>Administration 2015</b>	<b>EO Residential Surcharge per \$/kWh or Per Meter</b>
Bay City Electric Light & Power	U-17382	MPPA	0.000825
City of Charlevoix	U-17383	MPPA	\$0.00178
Chelsea Electric Department	U-17384	MPPA	\$0.00100
Village of Clinton	U-17385	Independently	\$0.00000
Coldwater Board of Public Utilities	U-17386	Independently	\$0.00252
Croswell Light & Power Department	U-17387	MPPA	\$0.00169
City of Eaton Rapids	U-17392	MPPA	\$0.00080
Escanaba Electric Department	U-17393	MECA	\$0.00216
Grand Haven Board of Light and Power	U-17395	MPPA	\$0.00180
City of Hart Hydro Electric	U-17397	MPPA	\$0.00130
Holland Board of Public Works	U-17399	MPPA	\$0.00166
Lansing Board of Water & Light	U-17401	Independently	\$0.00185
Lowell Light and Power	U-17402	MPPA	\$0.00163
Marquette Board of Light and Power	U-17403	MECA	\$0.00171
City of Marshall Electric Department	U-17404	Independently	\$0.00000
Newberry Water & Light Board	U-17406	MECA	\$0.00137
Niles Utilities Department	U-17407	MPPA	\$0.00000
Village of Paw Paw	U-17409	MPPA	\$0.00120
City of Petoskey	U-17410	MPPA	\$0.00182
Portland Light and Power Board	U-17411	MPPA	\$0.00132
Sebewaing Light & Water Dept.	U-17412	Independently	\$0.00174
City of St. Louis	U-17414	MPPA	\$0.00114
City of Stephenson	U-17415	MECA	\$0.00128
City of Sturgis	U-17416	MPPA	\$0.00191
Traverse City Light & Power	U-17417	MPPA	\$0.00000
Union City	U-17418	Independently	\$0.00090
City of Wakefield	U-17419	Independently	\$0.00170
Wyandotte Municipal Services	U-17420	MPPA	\$0.00197
Zeeland Board of Public Works	U-17421	MPPA	\$1.00 Per Meter

STATE OF MICHIGAN

BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

\* \* \* \* \*

In the matter, on the Commission's own motion, )  
regarding the regulatory reviews, revisions, )  
determinations, and/or approvals necessary for ) Case No. U-17382  
the CITY OF BAY CITY to fully comply with )  
Public Act 295 of 2008 )  
\_\_\_\_\_ )

In the matter, on the Commission's own motion, )  
regarding the regulatory reviews, revisions, )  
determinations, and/or approvals necessary for ) Case No. U-17383  
the CITY OF CHARLEVOIX to fully comply with )  
Public Act 295 of 2008 )  
\_\_\_\_\_ )

In the matter, on the Commission's own motion, )  
regarding the regulatory reviews, revisions, )  
determinations, and/or approvals necessary for the ) Case No. U-17384  
CHELSEA DEPARTMENT OF ELECTRIC AND )  
WATER to fully comply with Public Act 295 of 2008 )  
\_\_\_\_\_ )

In the matter, on the Commission's own motion, )  
regarding the regulatory reviews, revisions, )  
determinations, and/or approvals necessary for ) Case No. U-17385  
the VILLAGE OF CLINTON to fully comply with )  
Public Act 295 of 2008 )  
\_\_\_\_\_ )

In the matter, on the Commission's own motion, )  
regarding the regulatory reviews, revisions, )  
determinations, and/or approvals necessary for the ) Case No. U-17386  
COLDWATER BOARD OF PUBLIC UTILITIES )  
to fully comply with Public Act 295 of 2008 )  
\_\_\_\_\_ )

In the matter, on the Commission's own motion, )  
regarding the regulatory reviews, revisions, )  
determinations, and/or approvals necessary for ) Case No. U-17387  
the CROSWELL MUNICIPAL LIGHT & POWER )  
DEPARTMENT to fully comply with Public )  
Act 295 of 2008 )  
\_\_\_\_\_ )







In the matter, on the Commission's own motion, )  
regarding the regulatory reviews, revisions, )  
determinations, and/or approvals necessary for )  
the WYANDOTTE DEPARTMENT OF )  
MUNICIPAL SERVICE to fully comply with )  
Public Act 295 of 2008 )  
\_\_\_\_\_ )

Case No. U-17420

In the matter, on the Commission's own motion, )  
regarding the regulatory reviews, revisions, )  
determinations, and/or approvals necessary for the )  
ZEELAND BOARD OF PUBLIC WORKS to )  
fully comply with Public Act 295 of 2008 )  
\_\_\_\_\_ )

Case No. U-17421

**JOINT SUBMITTAL OF ENERGY OPTIMIZATION 2015 ANNUAL REPORT**

In accordance with the Commission's Order issued March 29, 2016, the utilities listed in the above caption hereby submit the attached Energy Optimization 2015 Annual Report.

Respectfully submitted.

DICKINSON WRIGHT PLLC  
Attorneys for Michigan Municipal Electric  
Association

**Nolan J. Moody**

Nolan J. Moody  
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PLLC; OU#OU; E#nmoody@dickinson-  
wright.com; C#US  
2016 05 31 18 07 18 -04 00

By: \_\_\_\_\_

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Lansing, MI 48933-1816

Telephone: (517) 371-1730

Dated: May 31, 2016

LANSING 33092-11 512888v1

Renewable Energy Annual Report

*Revised May 2016*

Electric Provider: City of Charlevoix

Reporting Period: Calendar Year 2015

- Section 51(1) of 2008 PA 295 requires the filing of this document with the Michigan Public Service Commission.
- Many of the requested figures are available from MIRECS reports; names of which are noted within this template. If your figures agree with those within MIRECS, you may submit the MIRECS report as an attachment to this annual report. If your figures differ from those within MIRECS, please explain any discrepancies. Staff from the MPSC and MIRECS Administrator, APX, Inc., are available to help reconcile.
- The purpose of this annual report is to provide information regarding activities that occurred within calendar year 2015, not simply activity regarding energy credits with the vintage of 2015.

**Section 51(1).**

Within this section, list and describe actions taken by the electric provider to comply with the renewable energy standards.

a. Filings to the Commission (case numbers)

U-16601

b. Summary of actions taken during reporting period

As in previous years, Charlevoix obtained all of their required energy credits from the Landfill Gas Project (Granger and North American Natural Resources (NANR) Projects). The 2014 Annual Report was submitted on June 30th, 2015 and subsequently approved by the MPSC.

**Section 51(2)(a).**

Within this section, list the number of energy credits obtained and, if bundled credits, the MWh of electricity generated or otherwise acquired during the reporting period, including those credits transferred from ones wholesale electric supplier. This data may be found in the MIRECS report titled: My Credit Transfers using the transfer tabs indicated below and filtering the report by date (only activity occurring in 2015).

Credits From	Renewable Energy Credits	Incentive Credits	MWh Electricity Generated/Acquired
<b>Generated (Intra-Account Transfer, only "Issued" in the Action column)</b>	-	-	-
<b>Purchased (Inter-Account Transfer, only "Confirm" or "Forward Transfer" in the Action column)</b>	2015 Vintage: 4,468	2015 Vintage: 516	2015: 4,468
<b>Total Credits</b>	4,468	516	4,468

"Issued" within the Action column refers to an account holder accepting the generation data after which energy credits are created. "Confirm" within the Action column refers to both the transferee and transferor agreeing to the non-recurring transfer. "Forward Transfer" within the Action column indicates a recurring transfer of which subsequent transfers of credits do not need to be accepted by both parties.

Explain any differences between the data provided and MIRECS reports.

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Within this section, list the type of and number of energy credits sold, traded or otherwise transferred during the reporting period.

	Renewable Energy Credits	Incentive Credits
<b>Sold, traded or otherwise transferred</b>	-	-
<b>Expired (not in compliance sub-account)</b>	-	-

This data may be found in MIRECS reports titled: My Sub-Accounts (filtered by Michigan eligibility and its end date) and My Credit Transfers.

**Section 51(2)(b).**

Within this section, list the number of advanced cleaner energy credits obtained and, if bundled, the MWh of advanced cleaner energy generated or otherwise acquired during this reporting period. This data may be found in the MIRECS report titled: My Credit Transfer using the transfer tabs indicated below and filtering the report by date (only activity occurring in 2015).

	Advanced Cleaner Energy Credits	MWh Electricity Generated/Acquired
<b>Generated (Intra-Account Transfer, only "Issued" in the Action column)</b>	-	-
<b>Purchased (Inter-Account Transfer, only "Confirm" or "Forward Transfer" in the Action column)</b>	-	-
<b>Total Credits acquired</b>		

Did the percentage limits in Section 27(7) affect development of advanced cleaner energy by the electric provider? How so?

Charlevoix does not receive advanced cleaner energy credits.

**Section 51(2)(c).**

Within this section, list each renewable energy system (RES) and advanced cleaner energy system (ACES) owned, operated or controlled by the electric provider. List the capacity of each system, the amount of electricity generated by each system and the percentage of electricity which was generated from renewable energy (RE) or advanced cleaner energy (ACE).

System Name <sup>1</sup>	System Type (RES or ACES)	Nameplate Capacity (MW)	Electricity Generated (MWh)	% of Electricity generated by RE/ACE
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

<sup>1</sup>System name should agree with the project name listed within MIRECS. This data may be found in the Project Management module within MIRECS.

Within this section, list the renewable energy system (RES) and advanced cleaner energy systems (ACES) the electric provider is purchasing energy credits from. These include purchase power agreements. However, unbundled (credit only) purchases do not need to be listed here. Projects (generators) serving multijurisdictional electric providers should be listed here.

System Name	System Type (RES or ACES)	Electricity Purchased (MWh)	Energy Credits Purchased <sup>1</sup>	Allocation Factor and Method
Landfill Gas Project - Granger	RES	3,931 MWh	3,932 RECs 466 iRECs	Percentage – 4.07%
Landfill Gas Project – NANR	RES	535 MWh	536 RECs 50 iRECs	Percentage – 4.07%

Difference between MWh and Energy Credit values due to credit rounding

<sup>1</sup>Distinguish between different types of credits (REC or ACEC).

Allocation Factor and Method: For use if 100% of system output is not purchased. For instance, a system selling to multiple parties: list how the energy and credits are allocated – if by percentage, list the percentage as well.

Allocation Factor and Method: If used by multijurisdictional electric providers please include which percentage of energy and credits are to be distributed to Michigan (list allocation method as well, for example: system load).

**Section 51(2)(d).**

Within this section, list whether, during the reporting period, the electric provider entered into a contract for, began construction on, continued construction of, acquired, or placed into operation a renewable energy (RE) system or advanced cleaner energy (ACE) system.

System Name <sup>1</sup>	Resource (technology, RE/ACE)		Nameplate Capacity (MW)	Construction start date or acquisition date	Commercial operation date	Owned by electric provider?
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

<sup>1</sup>System name should agree with the project name listed within MIRECS.

Dates may be forecast.

**Section 51(2)(e).**

Within this section, list the expenditures incurred during the reporting period to comply with the renewable energy standards or the forecasted expenditures for the remaining plan period. Also, electric providers with an approved or planned renewable energy surcharge (as per Section 45), list the incremental cost of compliance (ICC) incurred during the reporting period.

<b>Total Costs to Comply with Renewable Energy Standard in 2015</b>
\$475,436

<b>Forecast of total expenditures for the remaining plan period of 2016-2029</b>
\$9,729,172

Total Expenditures: ICC + Transfer Cost

<b>Total Transfer Cost for 2015 (if any)</b>
\$367,421

Transfer Cost: The component of renewable energy and capacity revenue recovered from PSCR clause.

<b>Total ICC for 2015 (if had an approved or planned renewable energy surcharge in 2015)</b>
\$108,015

Forecast of the ICC for the remaining plan period (2016-2029)	Monthly residential surcharge (\$3 or less)
\$2,650,969	-

<b>Capital Expenditures for 2015 (if any)</b>
-

Capital Expenditure: An investment in a renewable energy capital asset.

**Section 51(2)(f).**

Within this section, list the method and the retail sales in MWh for the reporting period.

List the Method: either average of 2012-2014 retail sales or the 2014 weather normalized retail sales.

Average of 2012-2014 retail sales.

The method chosen should be consistent with the method approved in the initial plan case from 2009. All sales are retail (net of wholesale).

(A) List the sales in MWh based on the method selected above. Please show the calculation of this figure (including listing the sales of each year if the three year average method is used).

$(60,591 + 59,100 + 59,300) / 3 = 59,664$

(B) Compliance: List the energy credits used for compliance for the 2015 compliance year. This number should agree with the compliance requirement listed in the 2015 compliance subaccount in MIRECS. Take into account any energy optimization or advanced cleaner energy credit substitutions and limits on their use.

Required: 5,966  
Used for 2015 Compliance: 5,966

Calculate the renewable energy percentage. Figure above divided by sales in MWh above (B divided by A).

10%

Does the "energy credits used for compliance for the 2015 compliance year" figure above include any credits representing energy generated within 120 days after the start of the next calendar year? Yes/No.

No

If yes, how many credits from 2016 generation are included?

-

# CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

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Dear Charlevoix Residential Electric Utility Customer,

The City of Charlevoix, in accordance with Michigan Public Act 295 of 2008, The Clean, Renewable and Efficient Energy Act, has established both an Energy Optimization Program and a Renewable Energy Plan for the City's Electric Utility. Below are the required annual summary reports on the status of these programs.

The City, again in accordance with requirements of the State of Michigan, has also established a policy for shutting off residential electric service for non-payment. More information on the shutoff policy is included at the end of this letter.

Copies of the complete 2015 annual reports for both the Energy Optimization and Renewable Energy Plan are available at the Electric Department and the plans and policy can all be found on the city's website [www.cityofcharlevoix.org](http://www.cityofcharlevoix.org) in the Electric Department section.

## **2015 Annual Summary Report for the Energy Optimization and Renewable Energy Plans**

Pursuant to 2008 Public Act 295 (PA 295), the City of Charlevoix is providing this annual summary for the Energy Optimization (EO) and Renewable Energy Plans (REP) for the calendar year 2015.

### **Energy Optimization Annual Summary**

The City of Charlevoix's Energy Optimization Annual Report, available on the City's website, details the number of Energy Optimization Credits that were generated by the City's programs in 2015, and also details the expenditures that were made to obtain those kilowatt-hour reductions, as well as the future goals and expenditures predicted for the City.

The Energy Optimization program provides opportunities for customers to receive cash incentives for installing various energy saving measures. These incentives are available to all customers and the details can be found at [www.mienergysmart.com/charlevoix.html](http://www.mienergysmart.com/charlevoix.html). In 2015 for the third time since the program started we exceeded all of our goals. We currently have a contract with Franklin Energy to run these incentive programs. Please note that if you are not taking advantage of this program then you are paying the other customers so that they can save money! This program is open to all customers and is intended to pay you incentives to install measures to lower your electric usage.

### **Renewable Energy Plan Annual Summary**

The City of Charlevoix invested in multiple landfill gas plants in order to meet the goal of 10% of our energy to be generated by renewables by the year 2015. The first plant went operational in

2010, and further stations opened up during 2011 through 2015. In 2015 we met the 10% goal through a combination of current generation and credit for past year's generation as well. The City's average renewable energy percentage for the 2015 reporting period was 9-10%. We are continuing this program as it is currently set up while the State Legislature decides what to do next.

#### **Other Information Required by PA 295**

(a) The 2015 average monthly charge for a residential customer for implementing the renewable energy program requirements under PA 295 was \$0.00.

(b) The 2015 average monthly charge to a residential customer for implementing the energy optimization program as required under PA 295 was \$.00178/kWh. This would amount to \$0.89 per month for a residential customer using 500 kWh.

(c) The average electric residential customer is expected to save \$4.04 each month of the Energy Optimization/Efficiency program life.

(d) For the average Michigan residential customer, renewable energy is estimated to avoid \$3.15 per month of new coal-fired generation costs.

(e) The Michigan Public Service Commission's annual report on renewable energy can be viewed at the following website: <http://www.michigan.gov/mpsc>

#### **Shutoff Policy Information**

The "General Shutoff Rules for Residential Electric Service" provide guidance on when and under what circumstances a residential customer's electric service may be shut off for non-payment. The policy can be found on the City's website. The policy provides certain protections for certain customers.

From November 1, 2016 through April 15, 2017, all residential customers are protected against electric utility shutoffs for non-payment (this is a requirement to be in compliance with Michigan's Public Act 95 of 2013). If the customer has a senior citizen 65 years of age or older in the household, there are also protections against shutoff during the summer cooling season.

If your household income is less than 150% of the Federal Poverty Guidelines, or you are on assistance from a State Emergency Relief program, or you are on food stamps or on Medicaid, then there are similar protections against shutoff the rest of the year as long as a payment plan is established and maintained.

Help may also be available through other agencies, such as the Department of Human Services. The energy assistance telephone number at the Michigan Department of Human Services is 231-348-1600.

If the customer has a medical condition that requires the use of electricity where the interruption of service would be life-threatening, then shutoff can be postponed.

If the customer or spouse is called to active military duty pursuant to MCL 460.9c, then there are military protections from shutoff.

In any of these cases the City must have the customer's information to be able to follow the City policy. Therefore if you believe that you fall under one or more of the above circumstances please call 231-547-3259 and provide the information to be considered for shutoff protections.

**CHARLEVOIX CITY COUNCIL  
CONSENT AGENDA ITEM**

**AGENDA ITEM TITLE:** Release 2016 Draft Land Use Master Plan  
**DATE:** July 18, 2016  
**PRESENTED BY:** Consent Agenda  
**ATTACHMENTS:** none

**BACKGROUND INFORMATION:**

Since late 2015, the Planning Commission has been working on updating the City’s 2011 Land Use Master Plan to reflect goals that have changed or been achieved in the last five years. On July 11<sup>th</sup>, the Planning Commission voted to recommend the Draft Plan be released for public review by City Council. The next step is for Council to release the document for a minimum public review period of 63 days, a requirement of the Michigan Planning Enabling Act.

Copies of the plan will be available at the Charlevoix Public Library, Charlevoix City Hall, and at the City’s website ([www.cityofcharlevoix.org](http://www.cityofcharlevoix.org)). In accordance with the Michigan Planning Enabling Act, copies will also be sent to the County, townships within the City’s service area (Charlevoix, Hayes, Norwood, Marion, and Eveline), the cities of Boyne City and East Jordan, and a number of utility companies. After the review period, the Planning Commission will hold a public hearing, and after public comment has been collected, the plan may be amended based on those comments. Then the Planning Commission will recommend an amended plan for Council adoption, which will hopefully take place in October.

Please be aware that although the plan may include minor grammatical mistakes, the Planning Department will focus on correcting those issues. We need Council and the public to focus their attention on the content and substance of the plan.

**RECOMMENDATION:**

Release the 2016 Draft Land Use Master Plan as presented for the 63 day review period in accordance with the Michigan Planning Enabling Act.

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Bridge Street Blooms Site Plan Review: Project #2016-07 SP

**MEETING DATE:** July 18, 2016

**PRESENTED BY:** Zach Panoff, Interim City Planner

**ATTACHMENTS:** Planning Commission Report and Recommendation

**BACKGROUND INFORMATION:**

Pursuant to City Code, certain site plans require City Council approval after being reviewed by the Planning Commission. On July 11, the Planning Commission held a Public Hearing to review the proposed expansion of Bridge Street Blooms. The applicants, Chris and Mary Helstrom, are proposing to install a 24' x 100' addition to their permanent greenhouse at 1403 Bridge St. The property is currently occupied by their existing 72' x 100' greenhouse building and adjacent display areas. This lot is zoned GC (General Commercial) and is located in a highway commercial area. The property abuts other General Commercial zoned property to its north, east, and south, and single family residential property to its west. Existing parking that was approved during their site plan review in 2014 still meets the requirements of the ordinance and will not require additional screening based on the zoning of the adjacent properties. The Planning Commission has unanimously recommended approval with conditions regarding future lighting of the property. There are no public safety concerns over the proposal.

The proposed development meets all of the requirements of the zoning ordinance in regards to site plan review and the Planning Commission feels this expansion will be an asset to the City. Plans for the development have been included on 11X17 paper. If you would like to see more detailed plans I can provide a larger size for you upon request.

**RECOMMENDATION:**

Motion to approve Project 2016-07 SP for 1403 Bridge Street with conditions as recommended by the Planning Commission.



**PLANNING COMMISSION (PC) REPORT**

<b>AGENDA TITLE:</b>	<b><u>Project 2016-07 SP: Bridge Street Blooms</u></b> <b>Site Plan Review</b>
<b>PUBLIC MEETING DATE:</b>	<b>July 11, 2016 7:00PM – PC, July 18, 2016 – City Council</b>

<b>EXHIBITS:</b>	<b>1. Site Plan Review application.</b> <b>2. Drawings provided by applicant.</b> <b>3. Public Comment from Ron Way.</b> <b>4. City of Charlevoix Zoning Ordinance.</b>
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**I. GENERAL INFORMATION:**

**Applicant/Owner:** Chris and Mary Helstrom  
121 C&O Club Drive  
Charlevoix, MI 49720

**Requested Action:** Construct an addition to the south side of the building to expand greenhouse capacity.

**Zoning:** GC – General Commercial

**Project Location:** 1403 Bridge Street

**Project Site Size:** 0.99 Acres – 43,246 Square Feet

**Existing Land Use:** 7,440 sq. ft. permanent commercial greenhouse.

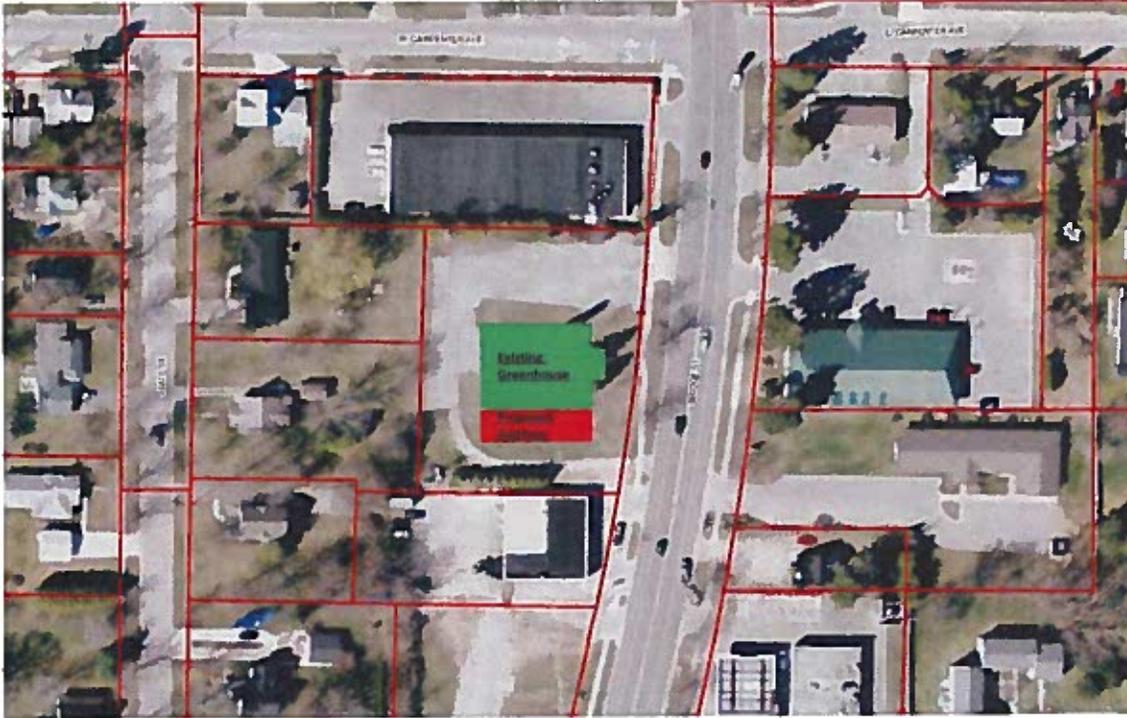
**Adjacent Land Uses:** N Flap Jack Family Restaurant, Auto Value.  
E O'Reilly Auto Parts, Office Building.  
S Lakeshore Tire and Auto Services.  
W Single Family Houses (1206 and 1210 State Street)

**Adjacent Zoning:** N GC – General Commercial  
E GC – General Commercial  
S GC – General Commercial  
W R1 – Low Density Single Family Residential

**PROJECT DESCRIPTION/LOCATION:**

The applicant is requesting site plan approval for an addition to an existing development consisting of a permanent greenhouse that contains a flower/horticulture business. The business, Bridge Street Blooms, is located at 1403 Bridge Street and seeking to expand.

Air Photo from 2010 (Property lines are approximate.)



**MASTER PLAN CONSIDERATIONS:** \*Please note that Site Plan Review is not based on consistency with the Land Use Master Plan, this section is included only for general reference.

The 2011 Land Use Master Plan shows that a commercial use would be appropriate based on the land use map and the existing zoning that was updated in 2013. Due to this property being on a major entry way to town, building design and landscaping are very important.

**PROPERTY ZONING HISTORY:**

The Zoning Ordinance adopted in 1941 included a C-2 Commercial designation for this parcel. Under the 1978 Zoning Ordinance the subject parcel was maintained as a C-1 Community Service Commercial zoning designation. When the new Zoning Ordinance was adopted on August 5<sup>th</sup>, 2013 the parcel was zoned with a GC General Commercial zoning designation based on the past zoning designations and the characteristics of the area.

## II. SITE PLAN REVIEW:

---

The following section is taken directly from the Section 5.120 (pg. 130) of the Zoning Ordinance. The PC must make findings of fact to determine if the proposal meets each of the following standards. The PC must find that this proposal meets all of the following standards based on findings of fact before considering a motion to approve or deny. Staff has written the following recommended findings of fact as a starting point. The PC may add, modify, or delete any of the following draft findings at the meeting. The draft findings are all bulleted and in *italics*.

5.120. Standards for Site Plan Approval: A site plan shall be approved only upon a finding of compliance with the following standards:

- (1) The site plan must comply with all standards of this Article and all applicable requirements of this ordinance, as well as with all other applicable city, county, state and federal laws and regulations.
  - *The PC finds that the site plan proposal complies with Section 5.30 (pg. 29) of the Zoning Ordinance, which states that GC General Commercial districts allow for large scale retail and service establishments along major corridors leading in and out of the City on larger lots.*
  - *The PC finds that the site plan proposal complies with Section 5.31 (pg. 30) of the Zoning Ordinance, which states that floral shops/florists and nursery/garden shops are uses by right in GC districts.*
  - *The PC finds that the site plan proposal complies with Section 5.32 (pg. 34) of the Zoning Ordinance which requires that the minimum lot width and area for a parcel in the GC zoning district must be 100 feet and 20,000 square feet, respectively. The measurements of the lot are 228 feet wide and approximately 43,246 square feet.*
  - *The PC finds that the site plan proposal complies with Section 5.32 (pg. 34) of the Zoning Ordinance which establishes the required building setbacks (15 feet in the front, 25 feet in the rear, 10 feet on sides) and maximum building height (26 feet) for buildings in a GC zoning district.*
  - *The PC finds that the water supply and sewage disposal facilities requirements of Section 5.77 (pg. 86) are met.*
  - *The PC finds that the building complies with Section 5.80 Building Appearance for acceptable building materials, roof pitch, and other applicable standards.*
  - *Section 5.81(2)(l) (pg. 89) allows deviations from the landscaping requirements. The PC finds that the required buffer area along west property line does not meet the setback requirements of 10 feet adjacent to the R-1 Zone, however there are no know drainage or erosion problems, there is enough space for the required screen, and the asphalt is needed for the required parking spaces. Based on these conditions the applicant does not have to cut the asphalt to meet the 10 foot buffer. The PC finds that based on the type of business needing as much sunlight as possible, the applicant may utilize ornamental trees in lieu of canopy tree requirements. The rear property line is buffered with existing or proposed fences, bringing the required number of ornamental trees and shrubs down from 5 and 55, respectively, to 1 ornamental tree and 5 shrubs. The required plantings are shown on the landscape plan in the northwest corner of the lot. Additional trees and*

*shrubs are also provided on the site that are beyond the requirements of the Ordinance. Based on the provided documentation the PC finds that the plan meets the intent, and satisfies the requirements, of Section 5.81.*

- *The PC finds that the proposal meets Section 5.81(6) (pg. 92) of the Zoning Ordinance, which requires 3 canopy trees and 1 evergreen or 2 ornamental trees shall be provided for every 100 feet of ROW lot frontage. There is 228 feet of frontage and the landscaping plan/existing site contains a total of 3 canopy trees and 4 ornamental trees in the front yards when existing trees in the ROW are considered.*
  - *The PC finds that the proposal meets the requirements of Section 5.81(8)(b) (pg. 93) by providing 6 additional canopy or ornamental trees (1 for every 12 parking spaces required, 40 parking spaces proposed) along the north and south edges of the property.*
  - *The PC finds that the proposal meets the requirements of Section 5.92 (pg. 101) by providing 40 (2 barrier free) parking spaces. The minimum required amount is calculated to be 40 spaces, with 37 existing parking spaces along the north and west sides of the property, and 3 proposed employee parking spots in the southwest corner of the lot.*
  - *The PC finds that this property has an existing parking lot and service drive that was previously used by a church and currently by the existing business. Although this parking lot does not conform to the new requirements the lot is in good condition, provides enough spaces for the new development, and there are no known storm water management problems. Performance Engineers has completed the site plan and grading and drainage plan. Section 5.93 allows the PC to modify the parking requirements and standards. The current parking spaces to the north of the building do not meet the minimum space length requirements (20 feet) or the minimum maneuvering lane width (20) feet as required by Table 5.94(6), however the existing lot and space configuration has worked well without vehicular accidents and conforming to the new regulations would require additional hard space, which is unnecessary. The Police Chief has been supportive of allowing the existing configuration without extending the length of the spaces or maneuvering lanes. Pedestrian and vehicular safety can still be maintained with the existing lot, though the property owner plans on extending the length of the north parking spaces in the future. Based on these conditions the PC finds that the existing parking lot does not have to be retrofitted to include curb and gutters, additional hard space, islands, or other features.*
  - *The PC finds that the proposal meets Section 5.95 (pg. 109) of the Zoning Ordinance by supplying 1 loading space that is not located in the front setback.*
- (2) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.
- *The PC finds that the proposed development is harmonious with the character of the surrounding area and landscaping features are existing or will be implemented to minimize impact to adjacent single family lots. The development is located in an area that is already largely occupied by businesses on large lots, so the design is generally harmonious and not out of place.*

- (3) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the greatest extent possible.
- *The PC finds adequate measures have been taken to limit hazards to adjacent properties.*

- (4) Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:

(a) TRAFFIC CIRCULATION.

The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on movement on abutting streets and adjacent properties.

- *The PC finds there is sufficient vehicular access from Bridge Street. The access points and required signs already exist and will not affect traffic in the area in a negative way.*

(b) STORM WATER.

Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged.

- *The PC finds that Performance Engineers has completed the grading and drainage plan and recommended adequate features including a perforated drain tile, retention area and pea stone area. There are no known runoff problems associated with the existing parking lot.*

(c) LANDSCAPING.

The landscape shall be preserved in its natural state, insofar as practical, by minimizing unnecessary tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping, buffers or greenbelts may be required to ensure the proposed uses will be adequately buffered from one another and from surrounding property.

- *The PC finds that the proposed development meets this requirement.*

(d) SCREENING.

Where non-residential uses abut residential uses, appropriate screening shall be provided in accordance with Section 5.81(9) (pg. 94) to shield residential properties from noise, headlights and glare.

- *The PC finds that the development meets this requirement when the existing and proposed fences are considered in addition to proposed landscaping.*

(e) LIGHTING.

Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.

- *The PC finds that the applicant is not proposing to light the parking lot and there is no indication of building lighting in the application. The planning commission finds that this standard has been met and if any lighting is proposed in the future on the building or parking lot it shall utilize down lighting techniques and motion sensing lights are encouraged. See Conditions of Approval.*

(f) UTILITY SERVICE.

All utility service shall be underground, unless impractical due to engineering difficulties.

- *The PC finds that Bridge Street Blooms will utilize city utilities (water, sewer and electric), and that any new utilities required for this development shall be underground.*

(g) EXTERIOR USES.

Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.

- *The PC finds that this business will have outdoor storage of plants, shrubs, and other associated products. The PC finds that these products improve the esthetic appearance of the property and therefore they do not have to be screened.*

(h) EMERGENCY ACCESS.

All building and structures shall be readily accessible to emergency vehicles.

- *The PC finds that the site plan has been reviewed and preliminarily approved by the Fire and Police Chief. They feel the structure has adequate access to the sides and rear of the building.*

(i) WATER AND SEWER.

Water and sewer installation shall comply with all city specifications and requirements.

- *The PC finds that the development meets this requirement.*

(j) SIGNS.

Permitted signs shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

- *The PC finds that there is an existing sign identifying the business that is to remain in use. The existing sign meets the size and height requirements of Article 11, Signs (pg. 111).*

### **III. CONDITIONS OF APPROVAL:**

---

The following section is taken directly from the Section 5.121 (pg. 131) of the Zoning Ordinance. The PC may impose conditions of approval on the site plan based on the following criteria.

#### **5.121. Conditions of Site Plan Approval.**

Conditions which are designed to ensure compliance with the intent of this ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.

Conditions imposed shall be based on the following criteria:

- (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
- (2) Ensure that the Use is compatible with adjacent land uses and activities.
- (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.

*Condition 1: Any future parking lot or exterior building lights shall be down lit and meet the requirements of this ordinance.*

- (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
- (5) Meet the intent and purpose of the zoning ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.
- (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
- (7) Ensure compatibility with other uses of land in the vicinity.

### **IV. PC Recommendation to City Council:**

---

Motion to approve Project 2016-07 SP with conditions, based on specific findings of fact that prove the project does meet the review standards in Section 5.120.

Motion passed 6-0.





**Performance Engineers, Inc.**  
 Civil / Structural Engineering  
 602 Parkway Avenue  
 Suite 100  
 Charlevoix, MI 49720  
 Phone (231) 547-2700  
 Fax (231) 547-0064  
 www.performanceinc.com

**FERGUSON & CHAMBERLAIN ASSOCIATES, INC.**  
 PROFESSIONAL SURVEYORS  
 1200 N. W. 10th St., Suite 100  
 Ft. Lauderdale, FL 33304  
 Phone (305) 555-1128  
 Fax (305) 555-1021

SHEET NO.

**BRIDGE STREET BLOOMS**

1403 BRIDGE STREET  
 CHARLEVOIX, MI. 49720

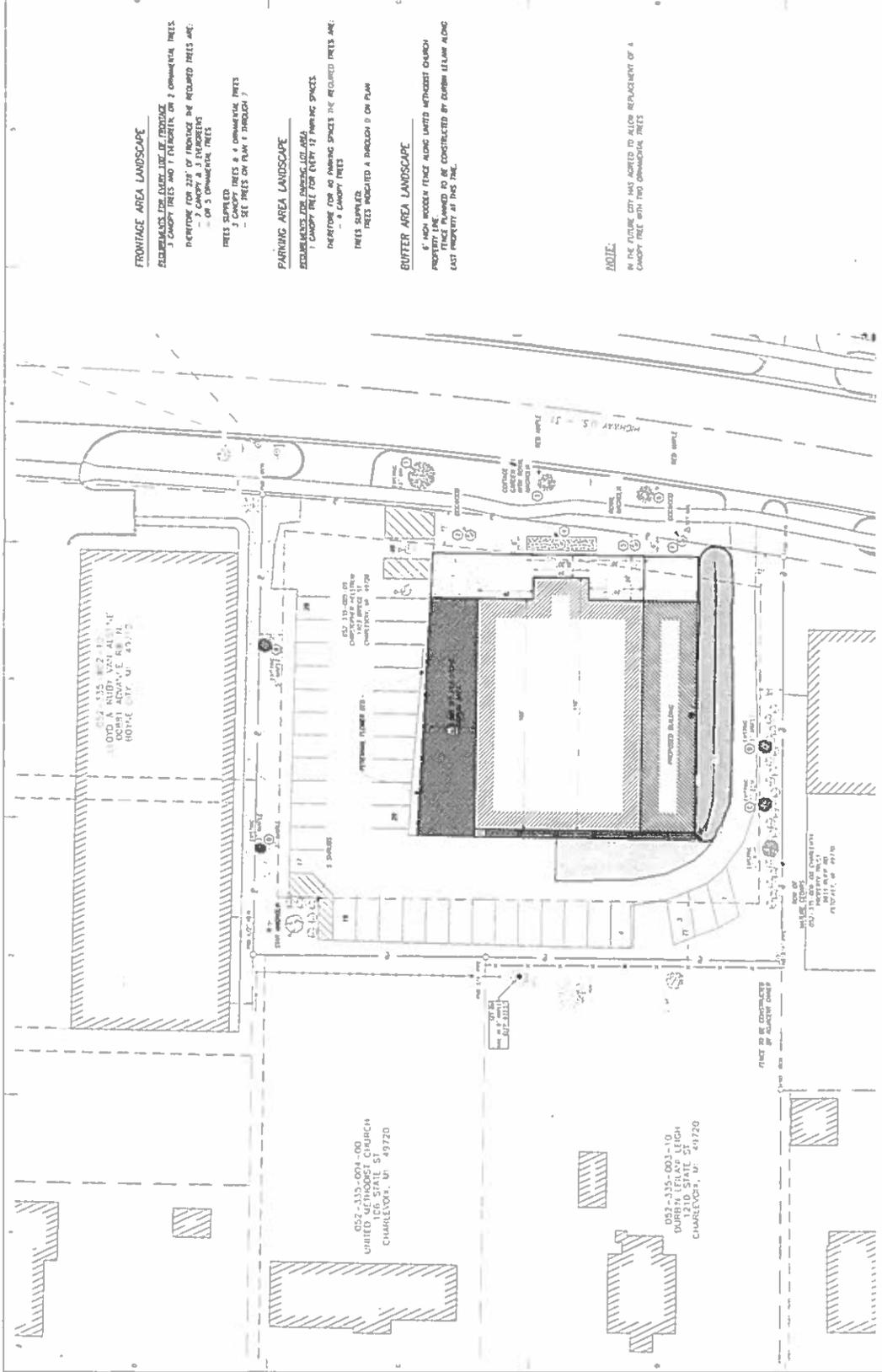
OWNER  
 CHRISTOPHER HELSTROM

NO.	DATE	DESCRIPTION
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2	1/27/19	SET OF CONCEPT DRAWINGS
3	1/27/19	SET OF CONCEPT DRAWINGS
4	1/27/19	SET OF CONCEPT DRAWINGS
5	1/27/19	SET OF CONCEPT DRAWINGS
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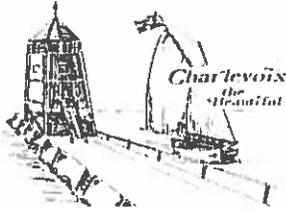
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 CAD FILE NAME 190112.dwg  
 DRAWN BY JAW  
 CHECKED BY JAW  
 DESIGNED BY JAW  
 PROJECT NO. 19-0112  
 PROJECT NAME BRIDGE STREET BLOOMS  
 PROJECT ADDRESS 1403 BRIDGE STREET  
 PROJECT CITY CHARLEVOIX, MI 49720  
 PROJECT STATE MI  
 PROJECT COUNTY CHARLEVOIX  
 PROJECT ZIP 49720  
 PROJECT PHONE (231) 547-2700  
 PROJECT FAX (231) 547-0064  
 PROJECT WEBSITE www.performanceinc.com  
 PROJECT EMAIL info@performanceinc.com  
 PROJECT URL www.performanceinc.com  
 PROJECT CONTACT CHRIS HELSTROM  
 PROJECT CONTACT PHONE (231) 547-2700  
 PROJECT CONTACT FAX (231) 547-0064  
 PROJECT CONTACT EMAIL chelstrom@performanceinc.com  
 PROJECT CONTACT WEBSITE www.performanceinc.com  
 PROJECT CONTACT URL www.performanceinc.com  
 PROJECT CONTACT ADDRESS 602 PARKWAY AVENUE SUITE 100 CHARLEVOIX MI 49720  
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 PROJECT CONTACT WEBSITE www.performanceinc.com  
 PROJECT CONTACT URL www.performanceinc.com

LANDSCAPE PLAN

C2  
 SHEET 2 OF 2



LANDSCAPE PLAN  
 SCALE 1" = 20'  
 NORTH



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

LEVEL B SITE PLAN APPLICATION

Chris & Mary Helstrom  
Applicant

1403 Bridge Street  
Address of subject property

121 C & O Club Dr., Charlevoix MI 49720  
Address (City/State/Zip)

Property Owner Name (If different than applicant)

121 C & O Club Dr., Charlevoix MI 49720  
Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone  
(231) 675-0081

Email  
chelstr@yahoo.com

Agent Phone  
( ) - - - - -

Email  
\_\_\_\_\_

Zoning of subject property: Commercial

Tax ID: 15-052-335-005-00

Current use of property: permanent greenhouse

Proposed use: permanent greenhouse - 2,400 addition

Dimensions of parcel: \_\_\_\_\_

Parcel size: 43,246 (Square feet)

Please describe the type of construction proposed:

Nexus glass / polycarbonate greenhouse

Dimensions of proposed construction excluding eaves: 24 x 100

Total square footage of proposed construction: 2,400

Height of proposed construction to the top of the roof: 17'

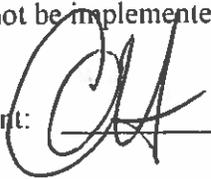
Height of proposed construction to the midpoint of the roof for gabled roof: 17'

Roof Type: Gable, Hip, Gambrel, Mansard, Flat. Other: \_\_\_\_\_

**AFFIDAVIT**

I the undersigned, do hereby make application to the City of Charlevoix for approval of the attached Site Plan which has been drawn in accordance with the City of Charlevoix Zoning Ordinance. I certify that the property owner has authorized the proposed work, and that I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application and associated documents are true, and if found not to be true, the approval of the site plan may be void. I also agree to comply with the conditions and regulations required by the approved development plan. Further, I agree that if the site plan is approved, it is approved with the understanding that the individual(s) or organization(s) applying for that site plan (or those individual(s) or organization(s) represented by the applicant) will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. For purposes of site inspection, I also agree to notify the City of Charlevoix Zoning Administrator when locations of lot lines and proposed structures are located and staked on the ground. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that the City may impose conditions of approval and that the conditions must be met by the specific times as defined in the Decision and Order. Finally, I understand that this is a site plan application, and if approved, cannot be implemented until applicant has applied for and the City has issued a zoning permit.

Property Owner Signature or Agent: \_\_\_\_\_



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

7/5/16

**THIS SECTION FOR OFFICE USE ONLY**

Zoning District: GC

Project #: 2016-07 SP

Receipt Number: 1-516921

Approved:  Denied:

Lot Coverage Calculations: Existing: \_\_\_\_\_

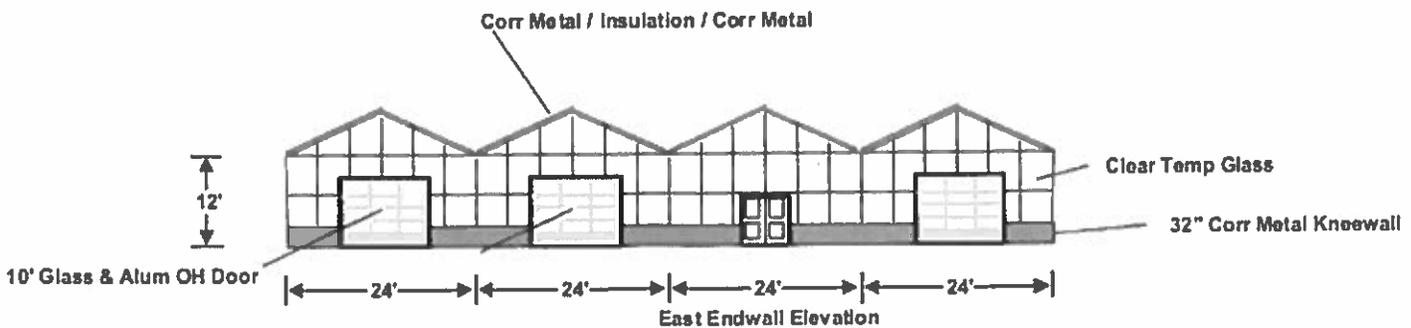
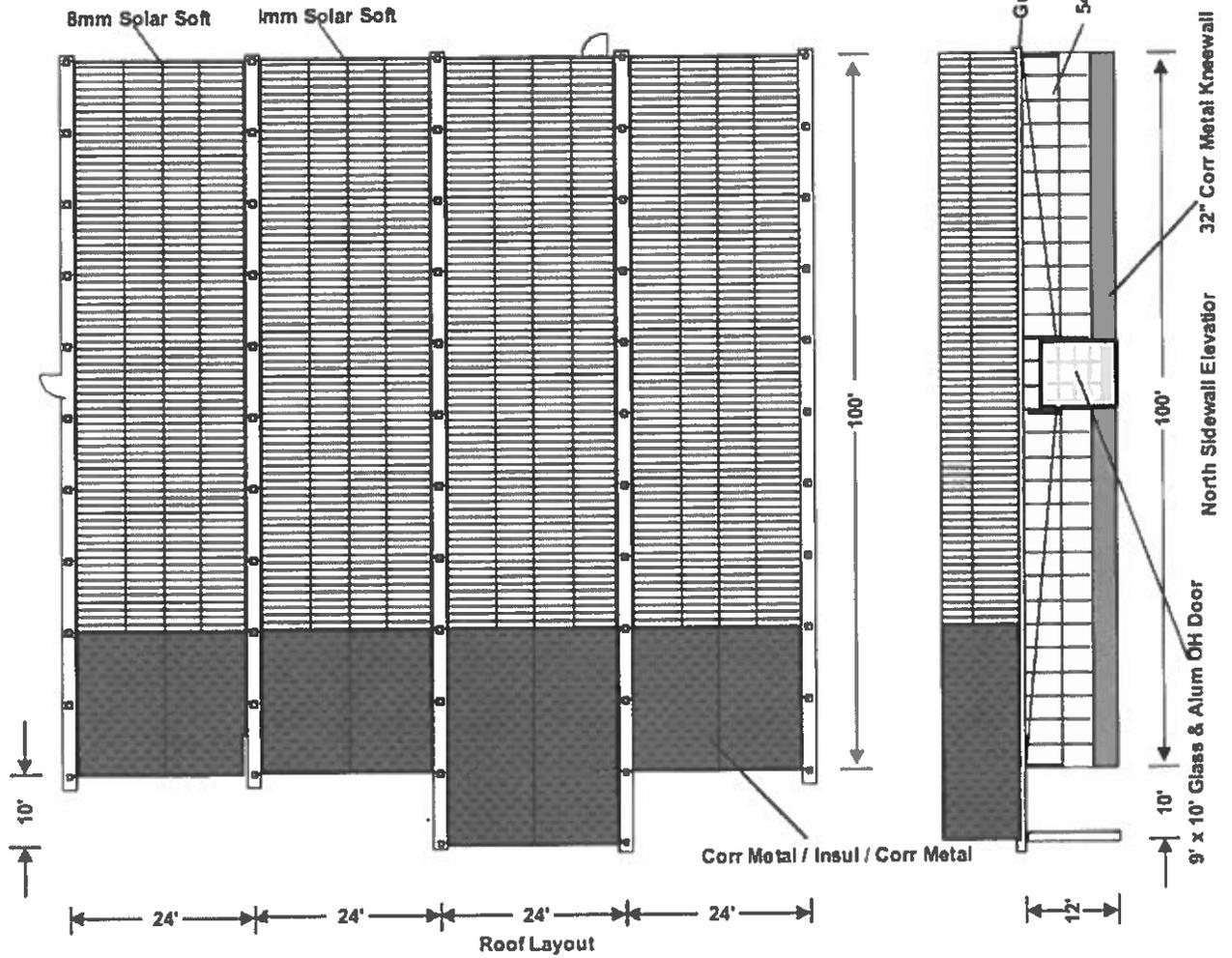
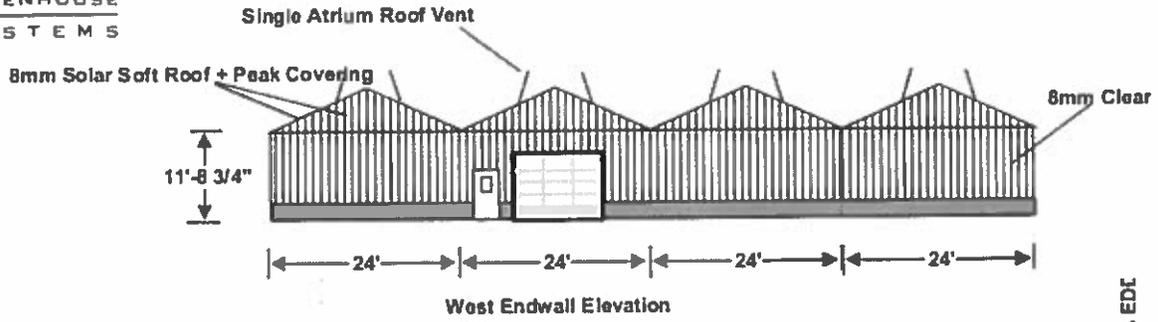
Proposed: \_\_\_\_\_

Total: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Percentage: \_\_\_\_\_

Staff findings or notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Planner

---

**From:** Ron Way <waystoneycroft@msn.com>  
**Sent:** Tuesday, July 05, 2016 9:35 PM  
**To:** Planner; chelstr@yahoo.com  
**Subject:** Proposed addition at Bridge Street Blooms

Zack,

This letter is in response to the letter I received in regards to the addition to Bridge Street Blooms at 1403 Bridge.

It is evident that the owner has shown great attention to detail with the current building and this business and structure have been a great addition to the Bridge Street business district.

I am in favor of the addition to the current building.

Sincerely, Ron Way

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Light Pole Painting

**DATE:** July 18, 2016

**PRESENTED BY:** Don Swem

**ATTACHMENTS:** none

**BACKGROUND INFORMATION:**

The street light poles downtown are in need of some maintenance; the paint is cracked and peeling in several places. Specifications were written and sent to known contractors, as well as being advertised in the paper. This resulted in the following bids being submitted:

<u>Bidder Name</u>		<u>Total Cost</u>
MJS Painting, Inc.	Williamsburg, MI	\$ 17,230
Dave Cole Decorators Inc.	Sparta, MI	\$ 49,490
Environmental Management Spec, Inc.	Huntertown, IN	\$110,945

As can be seen, MJS Painting is the low bidder. MJS provided some local references that checked out well. The only remotely negative comment was that he is sometimes too busy. I figure for the price difference, we can live easily enough with that.

The handrail painting was bid out at the same time as this bid package, and MJS was also the low bidder for that painting for a total of \$9,950. Because it is under \$10,000, he has already started this portion of the work. So far, we have not had any issues with the contractor.

**RECOMMENDATION:**

Motion to award the light pole painting project to MJS Painting, Inc. for an amount not to exceed \$17,230.

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Mt. McSauba Snow Gun Purchase

**DATE:** July 18, 2016

**PRESENTED BY:** Bo Boss, Mt. McSauba Ski Manager

**ATTACHMENTS:** Hold Harmless Agreement  
Bill of Sale

**BACKGROUND INFORMATION:**

We have an opportunity to purchase two more snow making guns for Mt. McSauba. We have always had a good relationship with Jim Bartlett at Nub's Nob who has supplied our other snowmaking equipment. Mr. Bartlett is retiring after this season and we believe it would be to our advantage to finish our last purchase before he departs.

We are proposing the purchase of two more guns at a cost of \$14,000 each. The guns will be portable, allowing us to make snow at harder to reach points or angle them depending on wind conditions. This will also enhance our ability to make snow on and groom the sledding hill, which will improving safety there.

With the enhanced water flow now provided by Charlevoix Township, we are able to make snow more efficiently with less labor. These additional guns will increase our labor efficiency even more.

**RECOMMENDATION:** Motion to authorize the purchase of two 2016 snow guns from Nub's Nob in an amount not to exceed \$28,000 and authorize the City Manager to sign all necessary documents.

**BILL OF SALE**

In consideration of the sum of Fourteen Thousand Dollars (\$14,000.00) apiece (\$28,000 total), receipt of which is hereby acknowledged, Nub's Nob, Inc., a Michigan corporation ("Seller") does hereby sell and transfer to the City of Charlevoix, Michigan a municipal corporation, whose address is 201 State Street, Charlevoix, Michigan ("Buyer") two 2016 Nub's Nob Snow guns (the 'Snow Gun').

The Snow Gun is being transferred, sold and conveyed in its "as is, where is" condition with all defects. The Seller makes no warranties whatsoever whether express or implied including but not limited to warranties of merchantability or that the property is fit for any particular purpose.

This is a final and exclusive expression of the Agreement of the Seller and the Buyer and no course of dealing or usage of trade or course of performance shall be relevant to explain or supplement any terms expressed in this Agreement.

By acceptance of delivery of said property, the Buyer acknowledges that the Buyer has either examined said property as fully as desired, or has been given the opportunity for such examination and has refused to make such examination.

IN WITNESS WHEREOF, Nub's Nob, Inc. has executed this instrument this \_\_\_\_\_ day of July, 2016.

Seller:

NUB'S NOB, INC.  
a Michigan corporation

By: \_\_\_\_\_  
James R. Bartlett  
Its General Manager

**ACCEPTANCE, WAIVER, RELEASE AND AGREEMENT  
TO HOLD HARMLESS AND INDEMNIFY SELLER**

The Buyer hereby accepts the 2016 Nub's Nob Snow Gun in its current "as is, where is" condition with all faults. Buyer understands and accepts the property free of and waives any warranty including but not limited to, any warranties provided for in the uniform commercial code as adopted in Michigan, by Statute or law including but not limited to warranties of merchantability, implied warranties or warranties that the product is fit for any particular purpose.

Buyer acknowledges that Nub's Nob, Inc. is not in the business of selling snow guns but it has agreed to sell Buyer the 2016 Nub's Nob Snow Gun. In consideration of the Seller accommodating Buyer's interest in the purchase of a snow gun and for other good and valuable consideration, the Buyer hereby releases Seller from any and all claims of any nature, whether existing now or in the future, whether known or unknown which arise out of or relate to its ownership, use, defects, training or in any other way related to the 2016 Nub's Nob Snow Gun and its use by the Buyer, its agents, affiliated entities, assignees, employees, contractors, or any other person or entity.

Buyer further agrees to indemnify, hold harmless and defend Seller from (with counsel acceptable to Seller) any and all claims whatsoever asserted against Seller by anyone against Nub's Nob, Inc. with respect to the purchase, use or in any way whatsoever related to the 2016 Nub's Nob Snow Gun, including but not limited to claims asserted by Buyer, its agents, employees, contractors, assignees, affiliates and transferees.

IN WITNESS WHEREOF, the City of Charlevoix has executed this instrument and agreement this \_\_\_\_ day of July, 2016.

Buyer:

City of Charlevoix, a municipal corporation

By: \_\_\_\_\_  
City Manager

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Mt. McSauba Activity Focus Group

**DATE:** July 18, 2016

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

**ATTACHMENTS:** none

**BACKGROUND INFORMATION:**

At your July 5 meeting, you asked the Recreation Director and me to develop a formal recommendation for a committee to study programming and activities at Mt. McSauba. We propose the following.

**Purpose:** Working with the Recreation Advisory Committee and the Recreation Director, a focus group of users and leaders engaged in activities at the Mt. McSauba Recreational Area will meet on an occasional basis for dialogue regarding activities, events, and organized uses of the area. The focus group is intended to foster strong communication between and among different user types at the facility and to help city staff communicate with the wider user groups.

**Structure:** The focus group will be comprised of a roughly equal number of stakeholders from the following three user types: disc golf; walkers/nature enthusiasts; and day camp/ski hill staff. Members will be selected by the Recreation Advisory Committee after interest is expressed using the Volunteer Boards/Committees Application. In addition to the purpose outlined above, further direction for the focus group will be provided by the Recreation Advisory Committee. The focus group will report their findings and progress to the Recreation Advisory Committee; as necessary, the Recreation Advisory Committee and Recreation Director will update Council.

**RECOMMENDATION:** Move to approve the Mt. McSauba Focus Group as presented.