

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, July 7, 2014 - 7:00 p.m.

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

- I. **Invocation or Pledge of Allegiance**
- II. **Roll Call of Members Present**
- III. **Inquiry Regarding Possible Conflicts of Interest**
- IV. **Consent Agenda**
 - A. City Council Meeting Minutes – June 16, 2014 Regular Meeting PG 1-8
 - B. Accounts Payable Check Registers & Payroll Check Registers PG 9-30
- V. **Public Hearings**
- VI. **Reports**
- VII. **Requests, Petitions and Communications and Actions Thereon**
 - A. Reconsideration of Site Plan for the Bridge Street Tap Room Outdoor Seating Area PG 31-40
 - B. Liquor License Application, 100 Michigan Avenue #66 PG 41-45
 - C. Approval of a Grant from the USDA and Expenditure of Matching Funds PG 46-68
 - D. Award of Downtown Market Study and a Community Economic Development Market Study to Chesapeake PG 69-79
 - E. Consideration to Approve Contract for Donation to the Venetian Festival PG 80-84
 - F. Charlevoix Venetian Festival Fireworks Permit and Hold Harmless Agreement PG 85-100
 - G. Downtown US 31 Road Closure Scheduled for July 26, 2014 PG 101-102
 - H. Substance Abuse Free Environment (SAFE) for Tobacco Free Parks and Beaches PG 103-105
 - I. Discussion Regarding General Fund Subsidy and Operating Levels at Charlevoix Municipal Golf Course PG 106-115
 - J. Request by Charlevoix Yacht Club for Free Parking - Nucore Triangle and Red Fox Regatta PG 116-118
 - G. Consideration of Revised Recreation Director Job Description PG 119-123
- VIII. **Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. **Resolutions**
 - A. Reconsideration of Site Plan for the Bridge Street Tap Room Outdoor Seating Area PG 40
 - B. Liquor License Application, 100 Michigan Avenue #66 PG 42
 - C. Substance Abuse Free Environment (SAFE) for Tobacco Free Parks and Beaches (if appropriate) PG 105
 - D. Request by Charlevoix Yacht Club for Free Parking - Nucore Triangle and Red Fox Regatta PG 118
- X. **Ordinances**
- XI. **Miscellaneous Business**
- XII. **Audience – Non-Agenda Input (written requests take precedent)**
- XIII. **Adjourn**

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

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 16, 2014 – 7:00 p. m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Deputy Mayor Lyle Gennett.

I. Pledge of Allegiance

II. Roll Call of Members Present

Deputy Mayor: Lyle Gennett
City Manager: Rob Straebel
City Attorney: Scott Howard
City Clerk: Joyce Golding
Members Present: Councilmembers Peggy Brennan, Shane Cole, Shirley Gibson, Leon Perron, and Jeff Porter
Absent: Norman L. Carlson, Jr.

Clerk Golding stated that it is the opinion of City Attorney Howard that the Mayor's absence is an excused absence due to medical reasons.

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – June 2, 2014 Regular Meeting Minutes
- B. Accounts Payable Check Register – June 5, 2014
- C. Accounts Payable Check Register – June 17, 2014
- D. ACH Payments – June 2, 2014 – June 11, 2014
- E. Tax Disbursement – June 17, 2014
- F. Payroll Check Register – June 6, 2014
- G. Payroll Transmittal – June 6, 2014
- H. Mayor Proclamation – Central Drug Store One Hundred Year Anniversary

V. Public Hearings

None.

VI. Reports

City Manager Straebel announced the resignation of Amanda Wilkins, Recreation Director, effective on August 15, 2014. Staff is working with HR Assistant DeRosia to redefine job requirements and qualifications for the job position.

The Downtown Development Authority would like to include one member of Council to sit on an Outdoor Dining Committee. Councilmembers Brennan, Porter and Gibson stated they would be interested.

The City received an additional \$20,000 grant for the Lake to Lake Multi-Use Trail from the Oleson Foundation.

The City of Charlevoix was recently awarded the "Campaign of the Year" for an 82% increase in the overall employee donation amount to the United Way.

VII. Requests, Petitions and Communications and Actions Thereon

A. Airport Community Benefit Presentation

Rick Hammond, Michigan Department of Transportation (MDOT) Bureau of Aeronautics, discussed the Airport's Role in the Economy Report and Community Benefits Assessment (CBA) for 2014. The CBA can be an instrumental tool for municipalities in determining the value of their community airports. Charlevoix Municipal Airport is one of 235 public use landing facilities in the state.

B. Consideration to Approve a Proposal from Prein and Newhof Regarding Engineering Construction Services for Wastewater Treatment Plant Upgrades

Mark Prein, Prein and Newhof, stated the Wastewater Treatment Plant project remains on schedule for completion in compliance with new discharge permit requirements effective in December of 2015. To date the City has completed the project plan and received a "finding of no significant impact to the environment" from the project. Additionally, the City has qualified for a low interest loan through the State Revolving Loan fund (SRF). The City is asked to approve Engineering Construction Services at the estimated cost of \$714,000 over a two-year period. Prein and Newhof will employ engineers from Performance Engineering to assist for some structure observation purposes.

Councilmember Gibson asked who performed the environmental impact. Mr. Prein stated that Prein and Newhof assisted in the facilitation of the study which resulted in findings of "no significant impact".

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

Motion by Councilmember Brennan, second by Councilmember Cole, to approve the Prein and Newhof letter dated June 6, 2014 for Construction Engineering Services for upgrades to the Wastewater Treatment Plant.

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

C. Consideration to Approve Bond Counsel Services for Wastewater Treatment Plant Upgrades

Bond Counsel will be representing the City during the financial structuring of the Wastewater Treatment Plant bonds at the State level. The proposal from Pat McGow, Miller Canfield, is for a \$35,000 fee for scope of services as Bond Counsel. The fees will be rolled into the overall Sewage Disposal System Revenue Bonds for the project.

Councilmember Porter questioned why the City is paying a fee to Baird. Mr. McGow responded that Baird is a financial advisory firm that is arranging the financial documentation to satisfy the State's requirements for an investment grade credit rating.

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

Motion by Councilmember Brennan, second by Councilmember Cole, to approve June 3, 2014 engagement letter for Bond Counsel for Wastewater Treatment Plant financing.

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

D. Discussion of Potential Earl Young Building Historic District

With new members on City Council and several new property owners owning Earl Young homes, the Historic District Commission is asking Council if there is interest in revisiting the idea of a Historic District. There are a total of 16 Earl Young properties within the city limits and additional properties in Charlevoix Township. These homes are unique treasures in the community as well as a tourist attraction. Historic Districts have the potential to be controversial with some landowners not wanting government control of their property and the properties can have structural or other building code issues that can be expensive to correct.

If the Historic District were established, any new construction projects that would alter the exterior of the buildings would have to come before the Historic District Commission for approval, and the construction would have to meet specific design standards to preserve the historic nature of the building.

Councilmember Porter stated that he would be in favor of the Historic District if it included the Charlevoix Township properties.

Bob Heath, Historic District Study Committee, stated that property owners may be eligible for federal tax credits.

Council agreed to move forward in contacting and educating the Earl Young property owners and propose a Historic District in the City. Planner Spencer will contact the Charlevoix Township Board to ask their opinion on the subject and a possible Historic District interagency agreement. Planner Spencer will report his findings to Council.

E. Discussion with Possible Approval of a Request for Proposal to Explore Partnerships or a New Management Structure for Mt. McSauba Recreation Area

Both the City Treasurer and City Manager feel the amount of subsidies that go towards the operation of Mt. McSauba Ski Area is financially unsustainable and have requested to explore different private/public partnerships that may improve skier services and reduce the City's financial burden. This year's subsidy towards the ski area is approximately \$80,000 - \$90,000.

City Manager Straebel noted that the City's efforts at this point are to explore creative options for the ski area. The City is not advocating the privatization of the operations nor is the City recommending specific changes. The City would like to explore creative solutions and partnerships by approving a Request for Proposal.

Deputy Mayor Gennett opened the item to public comment.

Matt Peterson, Recreation Board member, stated that local control and management of the ski hill is advantageous.

Douglas Bergmann voiced his support to the current management of the ski hill and stated that if Mt. McSauba is privatized, there will not be local support. Mr. Bergman suggested that the budget should be reviewed again and monies should be allocated properly.

City Manager Straebel reported that the subsidy for Mt. McSauba is approximately \$80,000 - \$90,000 annually. After thorough review of the budget by Treasurer Zielinski, it was discovered that between \$2,000 and \$4,000 was not allocated correctly. When re-allocated, this amount would not significantly impact the budget deficit for Mt. McSauba.

Councilmember Gibson noted that Bo Boss, Ski Hill Manager, has suggested several changes that may save money.

Councilmember Porter suggested charging greens fees at the same rate as the Charlevoix Municipal Golf Course for the disc golf course to generate money. Planner Spencer responded, saying that the common practice at disc golf courses in the area is not to charge for disc golf; however, several courses ask for donations.

City Manager Straebel reported that a \$95,000 well was placed in an attempt to alleviate using the City/Township water supply to run the snowmaking equipment; however, not enough water is being produced by the well.

Councilmember Brennan would like to see what the responders to the RFP have to offer in addition to Mr. Boss's suggestions.

Deputy Mayor Gennett stated that it would be difficult to put a dollar amount on local volunteer involvement at Mt. McSauba.

Councilmember Gibson did not want to pursue the RFP. She stated that Mr. Boss presented many good ideas to make the ski hill more efficient. Councilmember Cole agreed.

Councilmember Perron indicated that he would like to make an investment in Mt. McSauba to increase revenue.

Deputy Mayor Gennett opened the item to public comment.

Mary Eveleigh does not believe the public is aware that the City is losing money at Mt. McSauba. She suggested that a newspaper article may help inform citizens and present Mr. Boss's ideas to the public. She is in favor of the current management at the ski hill.

Aaron Hagen stated the grant for the terrain park increased the attendance at the hill. He also stated that he was against charging a fee for disc golfers.

Bo Boss, Ski Hill Manager, stated that he attended a budget meeting recently with Mayor Carlson and City Manager Straebel and he believes that the deficit can be decreased to \$25,000 or \$30,000 next year and that the City can break even in the next two to three years. He indicated that the City has invested a considerable amount of money in the ski hill over the last twenty-five years to improve infrastructure. Snowmaking is costly because Mt. McSauba is purchasing water from the City. Mr. Boss would like to see a new test well dug to complete the water system. This well could reduce costs significantly. Mt. McSauba is rated the best municipal ski area in the state and ranked third in the country.

The item was closed to public comment.

City Manager Straebel and Treasurer Zielinski are concerned with the return on investment with several of Mr. Boss's suggestions, but would be willing to work with management.

Deputy Mayor Gennett suggested that Council should give current management more time to make the ski hill sustainable. He suggested educating the public with regards to the financial issues at Mt. McSauba. The RFP process could be revisited at a later date if needed. Council agreed.

Recreation Director Wilkins reported that there is no money allocated in the budget for improvements to Mt. McSauba and that this would need to be addressed by Council this year.

- F. Consideration to Approve a Resolution Approving MDOT Grant Agreement and Designating a City Official to Sign Agreement
The City has approval from MDOT for all project specifications regarding the Lake to Lake Multi-Use Trail. MDOT will be receiving bids for the project in early July with construction commencing before Labor Day. MDOT is requiring City Council pass a resolution in support of the agreement and designating the City Manager as the City Official to sign the agreement.

Councilmember Gibson commented that the City has spent a considerable amount of time and money for the Lake to Lake Trail and that the Grant Agreement specifies the Trail will extend from State Street to Bell's Bay Road.

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

Action by Resolution.

G. Temporary/Seasonal Business License and Airport Ground Power Unit Fees

At the May 19, 2014 Council Meeting, City Council approved the donation of a Ground Power Unit (GPU) for the Charlevoix Municipal Airport from the DeVos Family. Airport Manager Woody recommended establishing a connection fee of \$60 with a maximum GPU use time of one hour. Manager Woody stated that \$60 is an average of area airport fees that provide the same service.

Temporary and Seasonal Business License Fees are a part of the recently adopted 2014-15 City budget. At the April 21, 2014 Council Meeting, Councilmember Perron stated the business license fees were established over 30 years ago and suggested that the fee structure should be changed. At the May 19, 2014 Council Meeting, Mayor Carlson stated that a compromise could be made by eliminating some fees without affecting downtown businesses. General direction from Council was to consider removing the Street Performer (\$50) and Auctioneer (\$15) fees and hold further discussion.

Councilmember Gibson asked for a definition of transient business and temporary merchant. Attorney Howard responded that the City Code of Ordinances typically would explain the definitions. The usual definition of a transient business is a non-brick-and-mortar mobile business. A temporary business may be defined as a business that remains in one place for a specific time.

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

Action by Resolution.

H. Discussion on Fact Sheet to Change City Charter for City Clerk Position

At the August 5, 2014 election, residents will be asked to change the City Charter from an elected Clerk to an appointed Clerk. Staff, along with City Attorney Howard, has developed a Fact Sheet with objective and factual information regarding the ballot question.

MCL 15.404 states a public employee cannot "engage in other political activities on behalf of a candidate or issue in connection with partisan or nonpartisan election." Attorney General opinions concerning expenditures for ballot proposals say no public funds can be spent to urge an outcome, but you can "inform the public in an object manner".

Many government organizations have been substantially fined by the State for using public funds to advocate for a position. Staff must be very careful with the information that is disseminated. Staff and Council must be objective, neutral and simply state the facts. Individual Councilmembers and City Staff can advocate for the change; however, they cannot spend City money or Staff time on promoting the change.

Councilmember Perron asked whether he could write a letter to the editor as a Councilperson. Attorney Howard responded "yes," if the letter was limited to Councilmember Perron's position on the ballot proposal and did not represent the City's position.

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

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

None.

IX. Resolutions

A. Resolution Approving MDOT Grant Agreement and Designating a City Official to Sign Agreement

Motion by Councilmember Gibson, seconded by Councilmember Porter, to approve a Resolution to Designate a City of Charlevoix Official to Sign MDOT Contract Number 14-5326 for Grant funding for the Lake to Lake Multi-Use Trail, as follows:

**City of Charlevoix
Resolution 2014-06-03**

A RESOLUTION TO DESIGNATE A CITY OF CHARLEVOIX OFFICIAL TO SIGN MDOT CONTRACT NUMBER 14-5326 FOR GRANT FUNDING FOR THE LAKE TO LAKE MULTI-USE TRAIL

WHEREAS, the Transportation Enhancement Program is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, the City of Charlevoix has been awarded grant funding from MDOT from the Transportation Enhancement Program to construct the Lake to Lake Multi-Use Trail;

WHEREAS, MDOT requires the City to designate a specific City official to sign the contract through a resolution.

NOW, THEREFORE, BE IT RESOLVED THAT, the City approves MDOT Contract Number 14-5326 and authorizes City Manager Robert Straebel to sign MDOT Contract Number 14-5326.

RESOLVED, this 16th day of June, 2014.

Resolution was adopted by the following yeas and nays vote:

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

B. Temporary/Seasonal Business License and Airport Ground Power Unit Fees

Motion by Councilmember Brennan, seconded by Councilmember Cole, to approve a Resolution to Amend Rates and Fees Associated with the 2014-15 Budget, as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2014-06-04
RESOLUTION TO AMEND RATES AND FEES ASSOCIATED WITH THE 2014-15 BUDGET

WHEREAS, the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and

WHEREAS, the City of Charlevoix, in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and

WHEREAS, the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget.

NOW, THEREFORE, IT IS RESOLVED that the City of Charlevoix amends rates and fees included in the 2014-15 Proposed Budget with changes to the rates and fees for the following areas, effective June 16, 2014:

1. No charge (\$0) for Auctioneer License fee.
2. No charge (\$0) for Street Performer License fee.
3. Charlevoix Municipal Airport Ground Power Unit (GPU) Connection Sixty Dollars (\$60) for a maximum time of one hour.

RESOLVED this 16th day of June, A.D. 2014.

Resolution adopted by the following yeas and nays votes:

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

X. Ordinances

None.

XI. Miscellaneous Business

Councilmember Brennan thanked Planner Spencer for his efforts in enforcing the blight ordinance and support was given by Councilmember Gibson as well as the remainder of Council.

Councilmember Porter asked City Attorney Howard whether City Staff has discussed strengthening the blight ordinance with him. Attorney Howard responded that he was working with Planner Spencer and updated information will be provided to Council.

Councilmember Porter stated that he would like to see the Camaro parked in Bridge Park for the Chamber drawing moved to a parking space on the street. Councilmember Gibson did not have an opinion. The remainder of Council agreed that the current location of the vehicle was acceptable.

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

Larry Sullivan, County Commissioner, asked if the new Brush and Leaf Ordinance would impact the pickup of Christmas trees by the Street Department. Mr. Sullivan also encouraged Staff to define temporary and seasonal businesses.

XIII. Adjourn

Motion by Councilmember Brennan, second by Councilmember Cole, to adjourn.
Meeting adjourned at 8:56 p.m.

	Accounts Payable – 06/05/2014	
DTE ENERGY	5,777.26	TOTAL 5,777.26

Accounts Payable – 06/17/2014		
ACCESS LOCKSMITHING INC	48.50	MATTER, DAWSON 123.28
AETNA INSURANCE	421.81	MDC CONTRACTING LLC 1,657.00
ALPINE COMPUTERS LLC	338.82	MI GOLF COURSE SUPERINTENDENTS 100.00
AMERICAN WASTE INC.	2,178.04	MICHAEL MURPHY IV PHOTOGRAPHY 175.00
ANDY'S CLEANING SYSTEMS	217.50	MICHIGAN MUNICIPAL LEAGUE 14,708.00
ARROW UNIFORM-TAYLOR L.L.C.	1,135.20	MICHIGAN OFFICEWAYS INC 755.37
ASPLUNDH TREE EXPERT CO	6,019.65	MID STATES BOLT & SCREW CO 84.72
AT&T LONG DISTANCE	868.73	MITCHELL GRAPHICS INC. 299.00
AUTO VALUE	277.05	MOSORYAK, JOHN MATTHEW 40.00
AVFUEL CORPORATION	58,435.68	MSFA MEMORIAL AND EDUCATION 255.00
B & L SOUND INC	212.90	NETSOURCE ONE INC. 502.00
BARUZZINI GENERAL CONTRACTORS	2,675.00	NORTH COAST FASTENERS LLC 139.90
BC/BS OF MI REFUNDS	397.16	NORTHERN FIRE & SAFETY INC. 136.00
BLARNEY CASTLE OIL CO	1,612.13	NORTHERN MICHIGAN DUST CONTROL 730.00
BLUE EARTH LABS LLC	350.00	NORTHERN MICHIGAN REVIEW INC. 407.35
BRADFORD'S	74.75	NYE UNIFORM CO 166.98
CARQUEST OF CHARLEVOIX	1,488.96	OLESON'S FOOD STORES 300.52
CHAMPION CHARTER	3,360.00	ORCUTT, PATRICIA 31.00
CHARLEVOIX AGENCY	100.00	ORIENTAL TRADING COMPANY INC 1,050.50
CHARLEVOIX AREA HOSPITAL	164.20	OSTRUM-BERROU, TARA 15.00
CHARLEVOIX SCREEN MASTERS INC	1,974.00	OTEC 30.00
CHARLEVOIX TOWNSHIP	15.45	PEARSALL, MICHAEL 450.00
CHARTER COMMUNICATIONS	723.78	PERFORMANCE ENGINEERS INC 22,260.75
CHICAGO CLUB	380.00	PINE HILL NURSERY 144.00
CHILDS CONSULTING ASSOC. INC.	1,550.00	PLUNKETT & COONEY 240.00
CITY OF CHARLEVOIX - MISC	14,592.40	POND HILL FARM LLC 88.00
CLEAR WATER PLUMBING & HEATING	292.10	POWER LINE SUPPLY 10,455.93
COAST TO COAST COMPUTER	47.98	PREFERRED WASTE 2 LLC 120.00
CUMMINS BRIDGEWAY LLC	1,989.91	PRO WEB MARKETING LLC 30.00
DEYOUNG AUTO SALES	700.00	PUROLL EQUIPMENT COMPANY LLC 515.00
DITCH WITCH SALES OF MICHIGAN	863.63	QUILL CORP 162.60
EJ USA INC.	1,924.80	RAMEY, PAUL 19.00
ELLSWORTH FARMER'S EXCHANGE	134.00	RIETH-RILEY CONST CO INC 32,951.89
EMERGENCY MEDICAL PRODUCTS INC	103.76	S & S WORLDWIDE 1,023.34
EMMET BRICK & BLOCK	132.30	SAMSEL SUPPLY CO. 349.93
ENGLER, JOHN	75.00	SECURITY SANITATION INC. 95.00
ETNA SUPPLY	2,216.37	SHINDORF BUILDERS 2,205.00
FASTENAL COMPANY	407.85	SOUND ENVIRONMENTS 651.50
FERGUSON & CHAMBERLAIN	2,963.00	SPARTAN DISTRIBUTORS INC 779.28
FISHER SCIENTIFIC	467.46	SPARTAN STORES LLC 17.38
GERBER HOMEMADE SWEETS	46.00	STANDARD ELECTRIC CO 1,683.68
GORDON FOOD SERVICE	47.46	STATE INDUSTRIAL PRODUCTS 545.59
GRAPHIC CONTROLS LLC	209.69	STATE OF MICHIGAN 315.00
GREAT LAKES ELEVATOR LLC	304.29	STRAEBEL, ROBERT J. 239.68
GREAT LAKES PIPE & SUPPLY	831.16	SULLIVAN, LARRY 79.27
GUNTZVILLER, RHONDA	29.00	SUPERIOR MECHANICAL 169.99
HAGGARD'S INC	145.20	SYSTEMS SPECIALISTS INC 125.00
HARBOR HOUSE PUBLISHERS	1,225.00	TIMMS, ROBERT 75.00
HARRELL'S	7,236.10	TRUCK & TRAILER SPECIALTIES 110.52
HI-LINE	436.81	UNITED STATES PLASTIC CORP. 82.16
HOLIDAY COMPANIES	138.17	UP NORTH PROPERTY SERVICES LLC 2,105.00
HYDE SERVICES LLC	123.50	USA MOBILITY WIRELESS INC. 9.99
HYDRO DESIGNS INC.	515.00	VANDEWARKER, JACQUELYN 178.63
IDEXX DISTRIBUTION INC.	1,028.71	VAN'S BUSINESS MACHINES 135.00
INTERNATIONAL INSTITUTE	74.95	VERIBANC INC. 432.00
IRISH BOAT SHOP	116.22	VERIZON WIRELESS 1.00
J & B MEDICAL SUPPLY INC.	289.60	VILLAGE GRAPHICS INC. 115.69
KORTHASE FLINN	23.25	VOSS LIGHTING 2,111.36
KSS ENTERPRISES	691.66	WATERMAN, SHEILA 75.00
LAISURE, KAREN	75.00	WINDER POLICE EQUIPMENT 154.76
LAVOIE, RICHARD	60.00	WORK & PLAY SHOP 919.09
LEESE, M. CHRIS	21.31	WRIGHT, NATHAN 24.00
LOTTIE'S BAGELS	80.00	YOUNG GRAHAM 2,030.00
MARQUARDT, RANDY IRWIN	25.00	TOTAL 231,685.58

ACH Payments –06/02/2014 – 06/11/2014

MI PUBLIC POWER AGENCY	8,819.93	VANTAGEPOINT (457) ICMA PLAN)	12,557.34
IRS (PAYROLL TAX DEPOSIT)	36,229.33	MI PUBLIC POWER AGENCY	14,266.83
ALERUS FINANCIAL (HCSP)	280.00	STATE OF MI (SALES TAX)	18,315.84
STATE OF MI (WITHHOLDING TAX)	5,171.82		
VANTAGEPOINT (401 ICMA PLAN)	728.06	TOTAL	96,369.15

Tax Disbursement – 06/17/2014

CHARLEVOIX COUNTY TREASURER	1,846.40	CHARLEVOIX-EMMET ISD	790.06
CHARLEVOIX DISTRICT LIBRARY	522.08	CITY OF CHARLEVOIX - TAXES DUE	3,695.43
CHARLEVOIX PUBLIC SCHOOLS	539.72	RECREATIONAL AUTHORITY	92.92
CHARLEVOIX PUBLIC SCHOOLS	18.46	STATE OF MICHIGAN	6,817.47
CHARLEVOIX PUBLIC SCHOOLS	269.86	TOTAL	14,592.40

PAYROLL: NET PAY

Pay Period Ending 05/31/2014 – Paid 06/06/2014

WELLER, LINDA JO	1,339.67	MORRISON, KEVIN P.	1,003.45
STRAEBEL, ROBERT J.	2,496.76	HODGE, MICHAEL J.	1,293.58
GOLDING, JOYCE M.	1,020.25	WELLS JR., DONALD E.	1,584.23
DEROSIA, PATRICIA E.	855.59	BRADLEY, KELLY R.	1,724.27
LOY, EVELYN R.	997.09	WILSON, RICHARD J.	1,419.01
KLOOSTER, ALIDA K.	1,605.31	HART II, DELBERT W.	884.09
BROWN, STEPHANIE C.	1,066.53	JOHNSON, STEVEN P.	998.54
SPENCER, MICHAEL D.	1,817.76	JONES, ROBERT F.	1,164.56
SPENCLEY, PATRICIA L.	1,000.52	DORAN, JUSTIN J.	1,612.88
PANOFF, ZACHARY R.	743.98	BISHAW, JAMES H.	545.06
MILLER, FAITH G.	12.31	MANKER JR, DAVID W.	403.03
PEARSON, BETHANY S.	1,224.97	MANKER SR, DAVID W.	638.28
ZIELINSKI, JOSEPH A.	1,706.40	NEUMANN, DANA L.	434.31
LEESE, MERRI C.	253.22	BECKER, MICHAEL S.	568.80
DOAN, GERARD P.	1,560.12	HERRIMAN, COBY M.	451.49
SHRIFT, PETER R.	1,260.75	SHEPARD, ZACHARY N.	501.28
SCHLAPPI, JAMES L.	1,139.23	COLE, STEVEN D.	461.51
UMULIS, MATTHEW T.	1,423.90	NICHOLS, RUSSELL N.	504.11
HANKINS, SCOTT A.	1,704.01	HAWKINS, JAMES S.	377.94
ORBAN, BARBARA K.	1,656.25	MCGHEE, ROBERT R.	1,045.73
TRAEGER, JASON A.	1,496.80	STANTS, JACOB W.	513.78
WARNER, JANINE M.	1,167.28	BLOOMER, GABRIELLE J.	455.12
EVANS JR, HALBERT K.	1,424.26	WILKIN, AMANDA J.	704.62
KLOOSTER, PATRICK H.	200.53	KLOOSTER, SUSAN E.	36.94
HUMBLE, NATHAN C.	173.92	STEBE, LAURA A.	22.39
BINGHAM, LARRY E.	841.47	AMSTUTZ, LINDA J.	116.36
KLINGER, LUCAS D.	133.92	FAUST, DESIREA L.	28.52
BRANDI, MAURA E.	314.77	HALL, CHASE D.	32.06
GLENNY, GRACE A.	486.76	WEBB, MICHAEL B.	126.06
GREYERBIEHL, KELLY M.	502.65	HEID, THOMAS J	1,248.98
IVAN, PAUL M.	1,664.75	WESCOTT, DENNIS M.	215.67
SCHWARTZFISHER, JOSEPH L.	1,213.79	STEIN, DONNA E.	243.41
ROLOFF, ROBERT P.	1,415.86	CURTIS, DENNIS E.	952.77
BRODIN, WILLIAM C.	1,356.69	BOOTHE, STEVEN A.	289.29
RILEY, DENISE M.	345.13	GRUNCH, RONALD J.	291.62
TEUNIS, STEVEN L.	1,772.79	DURRENBERGER, LARRY J	246.14
WURST, RANDALL W.	1,361.78	DAVIS, RONALD L.	185.77
MAYER, SHELLEY L.	1,596.44	GILL, DAVID R.	898.88
MEIER III, CHARLES A.	1,179.44	MACLEOD, SAMUEL R.	342.25
ZACHARIAS, STEVEN B.	1,209.33	TODD, RICHARD D.	602.49
NISWANDER, JOSEPH F.	1,502.67	WOODY, SCOTT R.	1,523.84
FRYE, EDWARD J.	936.79	VANLOO, JOSEPH G.	435.00
JONES, TERRI L.	931.40	SEAMAN, HEATHER K.	938.60
SWEM, DONALD L.	1,628.63	TABER, HOLLY S.	498.64
EATON, BRAD A.	1,840.76	WYMAN, MATTHEW A.	947.51
WILSON, TIMOTHY J.	2,544.55	DRAVES, MICHAEL J.	564.05
LAVOIE, RICHARD L.	1,373.74	SCHRADER, LOU ANN	440.82
STEVENS, BRANDON C.	1,508.11	SCHWAGER, EDWARD J.	438.49
WHITLEY, ANDREW T.	1,491.07	HILLING, NICHOLAS A.	1,289.34
DRAVES, MARTIN J.	1,891.75		
ELLIOTT, PATRICK M.	1,695.93	TOTAL	94,333.94

PAYROLL: TRANSMITTAL
06/06/2014

AMERICAN FAMILY LIFE	182.40	MI STATE DISBURSEMENT UNIT	546.29
AMERICAN FAMILY LIFE	269.17	NORTHWESTERN BANK	150.00
BAY WINDS FEDERAL CREDIT UNION	110.00	POLICE OFFICERS LABOR COUNCIL	382.00
CHAR EM UNITED WAY	82.04	PRIORITY HEALTH	1,052.77
CHARLEVOIX STATE BANK	1,041.16	TENHOUTEN RINGSTROM, PLLC	65.34
COMMUNICATION WORKERS OF AMER	518.93	TOTAL	4,400.10

Check Number	Payee	Amount
06/20/2014		
110085	AT&T	1,180.07
110086	AT&T MOBILITY	74.42
110087	CHARLEVOIX STATE BANK	5,753.33
110088	CLIA LABORATORY PROGRAM	150.00
110089	DELTA DENTAL	4,829.51
110090	GREAT LAKES ENERGY	208.61
110091	PRIORITY HEALTH	46,514.28
110092	STANDARD INSURANCE CO	248.68
110093	STATE OF MICHIGAN	457.96
110094	VERIZON WIRELESS	56.70
110095	VISION SERVICE PLAN	523.68
Total 06/20/2014:		59,997.24
Grand Totals:		59,997.24

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

06/20/14	Special Accounts Payable Run	\$ 59,997.24
06/20/14	Payroll	\$ 108,263.96
06/20/14	Payroll Transmittal Checks	\$ 4,404.79
07/03/14	Payroll	\$ 109,922.26
07/03/14	Payroll Transmittal Checks	\$ 4,781.79
07/08/14	Regular Accounts Payable	\$ 250,895.95
Checks Sub-Total:		\$ 538,265.99

FIRSTMERIT BANK - ACH PAYMENTS

06/16/14	MI Public Power Agency	\$ 28,422.28
06/20/14	IRS (Payroll Tax Deposit)	\$ 39,306.30
06/20/14	Alerus Financial (HCSP)	\$ 280.00
06/20/14	State of MI (Withholding Tax)	\$ 5,784.76
06/20/14	Vantagepoint (401 ICMA Plan)	\$ 728.06
06/20/14	Vantagepoint (457 ICMA Plan)	\$ 13,241.37
06/20/14	MERS (Defined Benefit Plan)	\$ 27,415.27
06/23/14	MI Public Power Agency	\$ 21,350.35
06/25/14	MI Public Power Agency	\$ 232,969.43
06/30/14	MI Public Power Agency	\$ 17,558.64
07/03/14	IRS (Payroll Tax Deposit)	\$ 39,822.03
07/03/14	Alerus Financial (HCSP)	\$ 280.00
07/03/14	State of MI (Withholding Tax)	\$ 5,715.20
07/03/14	Vantagepoint (401 ICMA Plan)	\$ 728.06
07/03/14	Vantagepoint (457 ICMA Plan)	\$ 13,010.54
ACH Sub-Total:		\$ 446,612.29

First Merit Bank Total: \$ 984,878.28

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

06/20/14	Special Accounts Payable Run	\$ 0.81
07/08/14	Tax Disbursement	\$ 2,840.31
Charlevoix State Bank Total:		\$ 2,841.12

Grand Total: \$ 987,719.40

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/14/2014	PC	06/20/2014	17683	WELLER, LINDA JO	101		1,339.67
06/14/2014	PC	06/20/2014	17684	STRAEBEL, ROBERT J.	102		2,186.47
06/14/2014	PC	06/20/2014	17685	GOLDING, JOYCE M.	106		1,020.25
06/14/2014	PC	06/20/2014	17686	LOY, EVELYN R.	117		1,017.15
06/14/2014	PC	06/20/2014	17687	KLOOSTER, ALIDA K.	121		1,377.23
06/14/2014	PC	06/20/2014	17688	BROWN, STEPHANIE C.	126		1,067.74
06/14/2014	PC	06/20/2014	17689	SPENCER, MICHAEL D.	132		1,589.69
06/14/2014	PC	06/20/2014	17690	SPENCLEY, PATRICIA L.	136		1,024.49
06/14/2014	PC	06/20/2014	17691	NASH, JENNIFER B.	138		116.29
06/14/2014	PC	06/20/2014	17692	PANOFF, ZACHARY R.	141		743.98
06/14/2014	PC	06/20/2014	17693	PEARSON, BETHANY S.	143		1,224.97
06/14/2014	PC	06/20/2014	17694	ZIELINSKI, JOSEPH A.	144		1,706.40
06/14/2014	PC	06/20/2014	17695	LEESE, MERRI C.	145		217.98
06/14/2014	PC	06/20/2014	17696	DOAN, GERARD P.	201		1,420.23
06/14/2014	PC	06/20/2014	17697	SHRIFT, PETER R.	203		1,195.07
06/14/2014	PC	06/20/2014	17698	SCHLAPPI, JAMES L.	204		970.05
06/14/2014	PC	06/20/2014	17699	UMULIS, MATTHEW T.	205		1,194.20
06/14/2014	PC	06/20/2014	17700	HANKINS, SCOTT A.	208		1,498.13
06/14/2014	PC	06/20/2014	17701	ORBAN, BARBARA K.	209		1,397.24
06/14/2014	PC	06/20/2014	17702	TRAEGER, JASON A.	210		1,449.01
06/14/2014	PC	06/20/2014	17703	WARNER, JANINE M.	213		939.21
06/14/2014	PC	06/20/2014	17704	EVANS JR, HALBERT K.	214		1,424.26
06/14/2014	PC	06/20/2014	17705	FLICKEMA, ANDREW M.	222		308.55
06/14/2014	PC	06/20/2014	17706	BINGHAM, LARRY E.	224		972.64
06/14/2014	PC	06/20/2014	17707	BRANDI, MAURA E.	236		362.17
06/14/2014	PC	06/20/2014	17708	VANLOO, JORDAN C.	239		512.89
06/14/2014	PC	06/20/2014	17709	ACHARYA, VARUN R.K.	242		202.33
06/14/2014	PC	06/20/2014	17710	IVAN, PAUL M.	301		1,664.75
06/14/2014	PC	06/20/2014	17711	SCHWARTZFISHER, JOS	303		1,380.38
06/14/2014	PC	06/20/2014	17712	ROLOFF, ROBERT P.	304		2,059.35
06/14/2014	PC	06/20/2014	17713	BRODIN, WILLIAM C.	305		1,386.08
06/14/2014	PC	06/20/2014	17714	RILEY, DENISE M.	306		370.10
06/14/2014	PC	06/20/2014	17715	TEUNIS, STEVEN L.	402		1,772.79
06/14/2014	PC	06/20/2014	17716	WURST, RANDALL W.	411		1,261.95
06/14/2014	PC	06/20/2014	17717	MAYER, SHELLEY L.	412		1,384.95
06/14/2014	PC	06/20/2014	17718	HILLING, NICHOLAS A.	413		1,462.81
06/14/2014	PC	06/20/2014	17719	MEIER III, CHARLES A.	421		1,292.99
06/14/2014	PC	06/20/2014	17720	ZACHARIAS, STEVEN B.	422		1,409.04
06/14/2014	PC	06/20/2014	17721	NISWANDER, JOSEPH F.	504		1,282.32
06/14/2014	PC	06/20/2014	17722	FRYE, EDWARD J.	508		958.86
06/14/2014	PC	06/20/2014	17723	JONES, TERRI L.	511		951.80
06/14/2014	PC	06/20/2014	17724	EATON, BRAD A.	515		2,077.61
06/14/2014	PC	06/20/2014	17725	WILSON, TIMOTHY J.	516		1,927.72
06/14/2014	PC	06/20/2014	17726	LAVOIE, RICHARD L.	519		1,273.20
06/14/2014	PC	06/20/2014	17727	STEVENS, BRANDON C.	521		1,219.15
06/14/2014	PC	06/20/2014	17728	DRAVES, MARTIN J.	523		1,771.25
06/14/2014	PC	06/20/2014	17729	ELLIOTT, PATRICK M.	600		1,695.94
06/14/2014	PC	06/20/2014	17730	WELLS JR., DONALD E.	609		1,469.65
06/14/2014	PC	06/20/2014	17731	BRADLEY, KELLY R.	614		1,691.46
06/14/2014	PC	06/20/2014	17732	WILSON, RICHARD J.	615		1,364.84
06/14/2014	PC	06/20/2014	17733	HART II, DELBERT W.	616		661.60
06/14/2014	PC	06/20/2014	17734	JONES, ROBERT F.	618		1,156.41
06/14/2014	PC	06/20/2014	17735	DORAN, JUSTIN J.	621		1,418.49
06/14/2014	PC	06/20/2014	17736	MARTINEZ, STANLEY A.	634		280.31
06/14/2014	PC	06/20/2014	17737	MANKER JR, DAVID W.	638		463.84
06/14/2014	PC	06/20/2014	17738	MANKER SR, DAVID W.	639		700.76
06/14/2014	PC	06/20/2014	17739	NEUMANN, DANA L.	640		527.51

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/14/2014	PC	06/20/2014	17740	BECKER, MICHAEL S.	641		599.23
06/14/2014	PC	06/20/2014	17741	SHEPARD, ZACHARY N.	656		527.60
06/14/2014	PC	06/20/2014	17742	NICHOLS, RUSSELL N.	661		556.75
06/14/2014	PC	06/20/2014	17743	HAWKINS, JAMES S.	662		452.51
06/14/2014	PC	06/20/2014	17744	MCGHEE, ROBERT R.	663		1,022.25
06/14/2014	PC	06/20/2014	17745	STANTS, JACOB W.	664		545.33
06/14/2014	PC	06/20/2014	17746	BLOOMER, GABRIELLE J.	665		501.98
06/14/2014	PC	06/20/2014	17747	WILKIN, AMANDA J.	700		836.20
06/14/2014	PC	06/20/2014	17748	KLOOSTER, SUSAN E.	702		58.07
06/14/2014	PC	06/20/2014	17749	STEBE, LAURA A.	703		294.74
06/14/2014	PC	06/20/2014	17750	AMSTUTZ, LINDA J.	706		405.63
06/14/2014	PC	06/20/2014	17751	FAUST, ERICKA N.	748		116.27
06/14/2014	PC	06/20/2014	17752	RUDOLPH, TRISTAN M.	757		55.41
06/14/2014	PC	06/20/2014	17753	GOLOVICH, SAWYER P.	759		52.86
06/14/2014	PC	06/20/2014	17754	WEBB, MICHAEL B.	773		548.32
06/14/2014	PC	06/20/2014	17755	ELLIOTT, ASHLIE D.	774		107.91
06/14/2014	PC	06/20/2014	17756	PARKER-DROST, HERO	775		85.18
06/14/2014	PC	06/20/2014	17757	HOLECHECK, JENNACA	777		85.18
06/14/2014	PC	06/20/2014	17758	WELLS, IVY L.	781		50.22
06/14/2014	PC	06/20/2014	17759	ROCKAFELLOW, SARAH	782		88.66
06/14/2014	PC	06/20/2014	17760	HEID, THOMAS J	802		1,248.98
06/14/2014	PC	06/20/2014	17761	WESCOTT, DENNIS M.	828		150.98
06/14/2014	PC	06/20/2014	17762	STEIN, DONNA E.	830		198.06
06/14/2014	PC	06/20/2014	17763	DURRENBERGER, LARR	846		284.53
06/14/2014	PC	06/20/2014	17764	RYPSTRA III, BART	852		186.05
06/14/2014	PC	06/20/2014	17765	MACLEOD, SAMUEL R.	857		376.84
06/14/2014	PC	06/20/2014	17766	STEIN, MARK G.	858		29.74
06/14/2014	PC	06/20/2014	17767	WOODY, SCOTT R.	900		1,523.84
06/14/2014	PC	06/20/2014	17768	VANLOO, JOSEPH G.	902		516.27
06/14/2014	PC	06/20/2014	17769	SEAMAN, HEATHER K.	913		895.00
06/14/2014	PC	06/20/2014	17770	TABER, HOLLY S.	924		342.83
06/14/2014	PC	06/20/2014	17771	WYMAN, MATTHEW A.	927		851.24
06/14/2014	PC	06/20/2014	17772	SCHRADER, LOU ANN	929		477.73
06/14/2014	PC	06/20/2014	17773	SCHWAGER, EDWARD J.	930		569.69
06/14/2014	PC	06/20/2014	17774	HUESING, HENRY A.	931		57.27
06/14/2014	PC	06/20/2014	17775	FUNKEY, KRAIG R.	1034		166.23
06/14/2014	PC	06/20/2014	17776	RILEY, TIMOTHY C.	1045		52.86
06/14/2014	PC	06/20/2014	17777	COLLINS, BRANDY R.	1050		26.42
06/14/2014	PC	06/20/2014	17778	RAMSEY, KYLE J.	1051		13.21
06/14/2014	PC	06/20/2014	17779	RILEY, CASEY W.	1052		249.46
06/14/2014	PC	06/20/2014	17780	THORMAN, MIKAYLA R.	1055		146.79
06/14/2014	PC	06/20/2014	17781	JONES, LARRY M.	1057		481.79
06/14/2014	PC	06/20/2014	17782	TRAVERS, MANUEL J.	1071		85.16
06/14/2014	PC	06/20/2014	17783	SILVA, JESSE L.	1073		31.72
06/14/2014	PC	06/20/2014	17784	COLLINS, CHAD M.	1076		309.72
06/14/2014	PC	06/20/2014	17785	RILEY, DANIEL A.	1079		858.91
06/14/2014	PC	06/20/2014	17786	WHITLEY, ADAM	1089		205.37
06/14/2014	PC	06/20/2014	17787	SCHOOF, WILLIAM R.	1094		525.15
06/14/2014	PC	06/20/2014	110028	DEROSIA, PATRICIA E.	107		855.59
06/14/2014	PC	06/20/2014	110029	SHRIFT, PETER R.	203	1% Consolidation Bonus	364.86
06/14/2014	PC	06/20/2014	110030	SHRIFT, PETER R.	203	Lump Sum License Stipend	158.55
06/14/2014	PC	06/20/2014	110031	SCHLAPPI, JAMES L.	204	1% Consolidation Bonus	364.86
06/14/2014	PC	06/20/2014	110032	SCHLAPPI, JAMES L.	204	Lump Sum License Stipend	591.26
06/14/2014	PC	06/20/2014	110033	UMULIS, MATTHEW T.	205	1% Consolidation Bonus	409.59
06/14/2014	PC	06/20/2014	110034	UMULIS, MATTHEW T.	205	Lump Sum License Stipend	653.86
06/14/2014	PC	06/20/2014	110035	ORBAN, BARBARA K.	209	1% Consolidation Bonus	389.80
06/14/2014	PC	06/20/2014	110036	ORBAN, BARBARA K.	209	Lump Sum License Stipend	632.13

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount	
06/14/2014	PC	06/20/2014	110037	TRAEGER, JASON A.	210	1% Consolidation Bonus	364.86	
06/14/2014	PC	06/20/2014	110038	TRAEGER, JASON A.	210	Lump Sum License Stipend	158.55	
06/14/2014	PC	06/20/2014	110039	KLOOSTER, PATRICK H.	216		162.05	
06/14/2014	PC	06/20/2014	110040	HUMBLE, NATHAN C.	219		644.20	
06/14/2014	PC	06/20/2014	110041	KLINGER, LUCAS D.	235		512.28	
06/14/2014	PC	06/20/2014	110042	SPEGELE, GREYSON H.	237		305.31	
06/14/2014	PC	06/20/2014	110043	GLENNY, GRACE A.	241		448.72	
06/14/2014	PC	06/20/2014	110044	GREYERBIEHL, KELLY M.	260		471.59	
06/14/2014	PC	06/20/2014	110045	SCHWARTZFISHER, JOS	303	1% Consolidation Bonus	364.86	
06/14/2014	PC	06/20/2014	110046	SCHWARTZFISHER, JOS	303	Lump Sum License Stipend	451.05	
06/14/2014	PC	06/20/2014	110047	ROLOFF, ROBERT P.	304	1% Consolidation Bonus	389.80	
06/14/2014	PC	06/20/2014	110048	ROLOFF, ROBERT P.	304	Lump Sum License Stipend	332.31	
06/14/2014	PC	06/20/2014	110049	BRODIN, WILLIAM C.	305	1% Consolidation Bonus	364.86	
06/14/2014	PC	06/20/2014	110050	BRODIN, WILLIAM C.	305	Lump Sum License Stipend	308.46	
06/14/2014	PC	06/20/2014	110051	SWEM, DONALD L.	512		1,628.63	
06/14/2014	PC	06/20/2014	110052	WHITLEY, ANDREW T.	522		1,260.68	
06/14/2014	PC	06/20/2014	110053	MORRISON, KEVIN P.	601		1,126.63	
06/14/2014	PC	06/20/2014	110054	HODGE, MICHAEL J.	606		1,089.24	
06/14/2014	PC	06/20/2014	110055	JOHNSON, STEVEN P.	617		1,096.09	
06/14/2014	PC	06/20/2014	110056	BISHAW, JAMES H.	633		635.51	
06/14/2014	PC	06/20/2014	110057	HERRIMAN, COBY M.	654		451.49	
06/14/2014	PC	06/20/2014	110058	COLE, STEVEN D.	657		527.60	
06/14/2014	PC	06/20/2014	110059	HALL, CHASE D.	726		92.17	
06/14/2014	PC	06/20/2014	110060	PETERS, MEGAN M.	738		124.15	
06/14/2014	PC	06/20/2014	110061	ECKHARDT, LOGAN R.	761		56.80	
06/14/2014	PC	06/20/2014	110062	CURTIS, DENNIS E.	831		899.04	
06/14/2014	PC	06/20/2014	110063	BOOTHE, STEVEN A.	832		262.73	
06/14/2014	PC	06/20/2014	110064	GRUNCH, RONALD J.	844		191.61	
06/14/2014	PC	06/20/2014	110065	DAVIS, RONALD L.	853		268.63	
06/14/2014	PC	06/20/2014	110066	GILL, DAVID R.	856		951.52	
06/14/2014	PC	06/20/2014	110067	TODD, RICHARD D.	859		511.12	
06/14/2014	PC	06/20/2014	110068	DRAVES, MICHAEL J.	928		527.51	
06/14/2014	PC	06/20/2014	110069	STEVENS, JEFFREY W.	1028		322.31	
06/14/2014	PC	06/20/2014	110070	ROLOFF, AUDREY M.	1037		754.25	
06/14/2014	PC	06/20/2014	110071	MATTER, DAWSON K.	1038		807.91	
06/14/2014	PC	06/20/2014	110072	MARSH JR., JAMES D.	1043		125.60	
06/14/2014	PC	06/20/2014	110073	SCOTT JR., WINFIELD	1072		79.28	
06/14/2014	PC	06/20/2014	110074	KITELEY, FISHER L.	1074		66.07	
06/14/2014	PC	06/20/2014	110075	BERGMANN, DOUGLAS	1087		39.65	
Grand Totals:							153	108,263.96

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/14/2014	06/20/2014	110076	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
06/14/2014	06/20/2014	110076	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	269.17
06/14/2014	06/20/2014	110077	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	110.00
06/14/2014	06/20/2014	110078	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/14/2	87.04
06/14/2014	06/20/2014	110079	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,041.16
06/14/2014	06/20/2014	110080	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	529.31
06/14/2014	06/20/2014	110081	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	546.29
06/14/2014	06/20/2014	110082	NORTHWESTERN BANK	9018	HSA - EMPLOYEE CONTRIB - N	150.00
06/14/2014	06/20/2014	110083	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,489.42
Grand Totals:		9				4,404.79



Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/28/2014	PC	07/03/2014	17788	GIBSON, SHIRLEY J.	43		674.15
06/28/2014	PC	07/03/2014	17789	PORTER, JEFFREY L.	44		334.78
06/28/2014	PC	07/03/2014	17790	PERRON, LEON R.	45		378.82
06/28/2014	PC	07/03/2014	17791	BRENNAN, PEGGY L.	53		812.68
06/28/2014	PC	07/03/2014	17792	WELLER, LINDA JO	101		1,339.67
06/28/2014	PC	07/03/2014	17793	STRAEBEL, ROBERT J.	102		2,496.76
06/28/2014	PC	07/03/2014	17794	GOLDING, JOYCE M.	106		1,020.25
06/28/2014	PC	07/03/2014	17795	DEROSIA, PATRICIA E.	107		855.59
06/28/2014	PC	07/03/2014	17796	LOY, EVELYN R.	117		1,017.15
06/28/2014	PC	07/03/2014	17797	KLOOSTER, ALIDA K.	121		1,605.30
06/28/2014	PC	07/03/2014	17798	BROWN, STEPHANIE C.	126		1,220.47
06/28/2014	PC	07/03/2014	17799	SPENCER, MICHAEL D.	132		1,817.76
06/28/2014	PC	07/03/2014	17800	SPENCLEY, PATRICIA L.	136		1,093.45
06/28/2014	PC	07/03/2014	17801	PANOFF, ZACHARY R.	141		743.98
06/28/2014	PC	07/03/2014	17802	MILLER, FAITH G.	142		253.76
06/28/2014	PC	07/03/2014	17803	PEARSON, BETHANY S.	143		1,224.96
06/28/2014	PC	07/03/2014	17804	ZIELINSKI, JOSEPH A.	144		1,706.40
06/28/2014	PC	07/03/2014	17805	LEESE, MERRI C.	145		217.98
06/28/2014	PC	07/03/2014	17806	DOAN, GERARD P.	201		1,379.86
06/28/2014	PC	07/03/2014	17807	SHRIFT, PETER R.	203		1,087.53
06/28/2014	PC	07/03/2014	17808	SCHLAPPI, JAMES L.	204		960.84
06/28/2014	PC	07/03/2014	17809	UMULIS, MATTHEW T.	205		1,292.94
06/28/2014	PC	07/03/2014	17810	HANKINS, SCOTT A.	208		1,446.66
06/28/2014	PC	07/03/2014	17811	ORBAN, BARBARA K.	209		1,381.91
06/28/2014	PC	07/03/2014	17812	TRAEGER, JASON A.	210		1,266.74
06/28/2014	PC	07/03/2014	17813	WARNER, JANINE M.	213		1,167.28
06/28/2014	PC	07/03/2014	17814	EVANS JR, HALBERT K.	214		1,424.26
06/28/2014	PC	07/03/2014	17815	FLICKEMA, ANDREW M.	222		777.16
06/28/2014	PC	07/03/2014	17816	BINGHAM, LARRY E.	224		803.99
06/28/2014	PC	07/03/2014	17817	BRANDI, MAURA E.	236		368.94
06/28/2014	PC	07/03/2014	17818	VANLOO, JORDAN C.	239		585.99
06/28/2014	PC	07/03/2014	17819	ACHARYA, VARUN R.K.	242		139.85
06/28/2014	PC	07/03/2014	17820	IVAN, PAUL M.	301		1,664.75
06/28/2014	PC	07/03/2014	17821	SCHWARTZFISHER, JOS	303		1,083.89
06/28/2014	PC	07/03/2014	17822	ROLOFF, ROBERT P.	304		1,131.06
06/28/2014	PC	07/03/2014	17823	BRODIN, WILLIAM C.	305		973.41
06/28/2014	PC	07/03/2014	17824	RILEY, DENISE M.	306		494.92
06/28/2014	PC	07/03/2014	17825	TEUNIS, STEVEN L.	402		1,772.79
06/28/2014	PC	07/03/2014	17826	WURST, RANDALL W.	411		1,595.42
06/28/2014	PC	07/03/2014	17827	MAYER, SHELLEY L.	412		1,837.84
06/28/2014	PC	07/03/2014	17828	HILLING, NICHOLAS A.	413		1,286.90
06/28/2014	PC	07/03/2014	17829	MEIER III, CHARLES A.	421		1,185.97
06/28/2014	PC	07/03/2014	17830	ZACHARIAS, STEVEN B.	422		1,498.67
06/28/2014	PC	07/03/2014	17831	NISWANDER, JOSEPH F.	504		1,282.32
06/28/2014	PC	07/03/2014	17832	FRYE, EDWARD J.	508		958.86
06/28/2014	PC	07/03/2014	17833	JONES, TERRI L.	511		951.80
06/28/2014	PC	07/03/2014	17834	EATON, BRAD A.	515		1,607.49
06/28/2014	PC	07/03/2014	17835	WILSON, TIMOTHY J.	516		2,215.02
06/28/2014	PC	07/03/2014	17836	LAVOIE, RICHARD L.	519		1,273.20
06/28/2014	PC	07/03/2014	17837	STEVENS, BRANDON C.	521		1,251.85
06/28/2014	PC	07/03/2014	17838	DRAVES, MARTIN J.	523		1,981.81
06/28/2014	PC	07/03/2014	17839	ELLIOTT, PATRICK M.	600		1,695.93
06/28/2014	PC	07/03/2014	17840	WELLS JR., DONALD E.	609		1,548.10
06/28/2014	PC	07/03/2014	17841	BRADLEY, KELLY R.	614		1,230.69
06/28/2014	PC	07/03/2014	17842	WILSON, RICHARD J.	615		1,488.94
06/28/2014	PC	07/03/2014	17843	HART II, DELBERT W.	616		721.34
06/28/2014	PC	07/03/2014	17844	JONES, ROBERT F.	618		1,617.75

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/28/2014	PC	07/03/2014	17845	DORAN, JUSTIN J.	621		1,484.76
06/28/2014	PC	07/03/2014	17846	MARTINEZ, STANLEY A.	634		527.60
06/28/2014	PC	07/03/2014	17847	MANKER JR, DAVID W.	638		409.47
06/28/2014	PC	07/03/2014	17848	MANKER SR, DAVID W.	639		677.32
06/28/2014	PC	07/03/2014	17849	NEUMANN, DANA L.	640		508.87
06/28/2014	PC	07/03/2014	17850	BECKER, MICHAEL S.	641		555.29
06/28/2014	PC	07/03/2014	17851	SHEPARD, ZACHARY N.	656		510.06
06/28/2014	PC	07/03/2014	17852	NICHOLS, RUSSELL N.	661		458.07
06/28/2014	PC	07/03/2014	17853	HAWKINS, JAMES S.	662		353.09
06/28/2014	PC	07/03/2014	17854	MCGHEE, ROBERT R.	663		998.79
06/28/2014	PC	07/03/2014	17855	STANTS, JACOB W.	664		523.75
06/28/2014	PC	07/03/2014	17856	BLOOMER, GABRIELLE J.	665		448.86
06/28/2014	PC	07/03/2014	17857	WILKIN, AMANDA J.	700		971.06
06/28/2014	PC	07/03/2014	17858	KLOOSTER, SUSAN E.	702		51.19
06/28/2014	PC	07/03/2014	17859	STEBE, LAURA A.	703		272.35
06/28/2014	PC	07/03/2014	17860	AMSTUTZ, LINDA J.	706		990.18
06/28/2014	PC	07/03/2014	17861	FAUST, DESIREA L.	716		696.92
06/28/2014	PC	07/03/2014	17862	FAUST, ERICKA N.	748		724.15
06/28/2014	PC	07/03/2014	17863	RUDOLPH, TRISTAN M.	757		381.83
06/28/2014	PC	07/03/2014	17864	GOLOVICH, SAWYER P.	759		359.37
06/28/2014	PC	07/03/2014	17865	WEBB, MICHAEL B.	773		480.65
06/28/2014	PC	07/03/2014	17866	ELLIOTT, ASHLIE D.	774		220.24
06/28/2014	PC	07/03/2014	17867	PARKER-DROST, HERO	775		324.17
06/28/2014	PC	07/03/2014	17868	HOLECHECK, JENNACA	777		442.71
06/28/2014	PC	07/03/2014	17869	WELLS, IVY L.	781		342.52
06/28/2014	PC	07/03/2014	17870	ROCKAFELLOW, SARAH	782		545.14
06/28/2014	PC	07/03/2014	17871	HEID, THOMAS J	802		1,248.98
06/28/2014	PC	07/03/2014	17872	WESCOTT, DENNIS M.	828		102.44
06/28/2014	PC	07/03/2014	17873	STEIN, DONNA E.	830		229.78
06/28/2014	PC	07/03/2014	17874	DURRENBERGER, LARR	846		361.28
06/28/2014	PC	07/03/2014	17875	RYPSTRA III, BART	852		112.09
06/28/2014	PC	07/03/2014	17876	MACLEOD, SAMUEL R.	857		358.20
06/28/2014	PC	07/03/2014	17877	STEIN, MARK G.	858		15.85
06/28/2014	PC	07/03/2014	17878	WOODY, SCOTT R.	900		1,523.84
06/28/2014	PC	07/03/2014	17879	VANLOO, JOSEPH G.	902		583.98
06/28/2014	PC	07/03/2014	17880	SEAMAN, HEATHER K.	913		1,069.41
06/28/2014	PC	07/03/2014	17881	TABER, HOLLY S.	924		358.29
06/28/2014	PC	07/03/2014	17882	WYMAN, MATTHEW A.	927		992.74
06/28/2014	PC	07/03/2014	17883	SCHRADER, LOU ANN	929		546.25
06/28/2014	PC	07/03/2014	17884	SCHWAGER, EDWARD J.	930		281.42
06/28/2014	PC	07/03/2014	17885	HUESING, HENRY A.	931		198.23
06/28/2014	PC	07/03/2014	17886	RILEY, CASEY W.	1052		508.77
06/28/2014	PC	07/03/2014	110096	CARLSON JR., NORMAN	37		1,105.89
06/28/2014	PC	07/03/2014	110097	COLE, SHANE	50		524.08
06/28/2014	PC	07/03/2014	110098	GENNETT, LYLE E.	51		566.03
06/28/2014	PC	07/03/2014	110099	LALEWICZ, AMELIA	131		46.17
06/28/2014	PC	07/03/2014	110100	KLOOSTER, PATRICK H.	216		571.33
06/28/2014	PC	07/03/2014	110101	HUMBLE, NATHAN C.	219		761.52
06/28/2014	PC	07/03/2014	110102	LABELLE, DAVIS B.	234		405.27
06/28/2014	PC	07/03/2014	110103	KLINGER, LUCAS D.	235		461.21
06/28/2014	PC	07/03/2014	110104	SPEGELE, GREYSON H.	237		527.60
06/28/2014	PC	07/03/2014	110105	GLENNY, GRACE A.	241		512.11
06/28/2014	PC	07/03/2014	110106	GREYERBIEHL, KELLY M.	260		527.51
06/28/2014	PC	07/03/2014	110107	SWEM, DONALD L.	512		1,628.64
06/28/2014	PC	07/03/2014	110108	WHITLEY, ANDREW T.	522		1,681.33
06/28/2014	PC	07/03/2014	110109	MORRISON, KEVIN P.	601		1,059.28
06/28/2014	PC	07/03/2014	110110	HODGE, MICHAEL J.	606		1,318.19

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/28/2014	PC	07/03/2014	110111	JOHNSON, STEVEN P.	617		1,147.43
06/28/2014	PC	07/03/2014	110112	BISHAW, JAMES H.	633		618.28
06/28/2014	PC	07/03/2014	110113	HERRIMAN, COBY M.	654		498.27
06/28/2014	PC	07/03/2014	110114	COLE, STEVEN D.	657		527.60
06/28/2014	PC	07/03/2014	110115	HALL, CHASE D.	726		664.05
06/28/2014	PC	07/03/2014	110116	PETERS, MEGAN M.	738		649.08
06/28/2014	PC	07/03/2014	110117	ECKHARDT, LOGAN R.	761		390.62
06/28/2014	PC	07/03/2014	110118	CURTIS, DENNIS E.	831		925.91
06/28/2014	PC	07/03/2014	110119	BOOTHE, STEVEN A.	832		262.73
06/28/2014	PC	07/03/2014	110120	GRUNCH, RONALD J.	844		255.48
06/28/2014	PC	07/03/2014	110121	DAVIS, RONALD L.	853		268.63
06/28/2014	PC	07/03/2014	110122	GILL, DAVID R.	856		943.82
06/28/2014	PC	07/03/2014	110123	TODD, RICHARD D.	859		430.28
06/28/2014	PC	07/03/2014	110124	DRAVES, MICHAEL J.	928		645.38
Grand Totals:			<u>128</u>				<u>109,922.26</u>

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/28/2014	07/03/2014	110125	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
06/28/2014	07/03/2014	110125	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	269.17
06/28/2014	07/03/2014	110126	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	110.00
06/28/2014	07/03/2014	110127	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/28/2	82.04
06/28/2014	07/03/2014	110128	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,041.16
06/28/2014	07/03/2014	110129	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	529.31
06/28/2014	07/03/2014	110130	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	546.29
06/28/2014	07/03/2014	110131	NORTHWESTERN BANK	9018	HSA - EMPLOYEE CONTRIB - N	150.00
06/28/2014	07/03/2014	110132	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 6	382.00
06/28/2014	07/03/2014	110133	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,489.42
Grand Totals:		<u>10</u>				<u>4,781.79</u>

Check Number	Payee	Amount
07/08/2014		
110134	ACE HARDWARE	4,842.51
110135	AIRGAS USA LLC	156.77
110136	ALL STAR PRO GOLF INC	92.38
110137	ALTEC INDUSTRIES INC	2,118.07
110138	AMERICAN LEGION AUXILLARY	175.00
110139	AMERICAN TOTAL SECURITY INC	469.68
110140	AMERICAN WASTE INC.	65.00
110141	AMSTUTZ, LINDA	100.46
110142	ANYBATTERY INC.	582.08
110143	AT&T LONG DISTANCE	1,115.62
110144	AVFUEL CORPORATION	79,255.79
110145	B & L SOUND INC	249.95
110146	BARKMAN, JAMES	1.03
110147	BELLEROC TIRE/GAYLORD	50.00
110148	BLARNEY CASTLE OIL CO	1,374.22
110149	BLUETARP FINANCIAL	349.95
110150	BRIDGE STREET TAP ROOM	150.00
110151	BULBS.COM	153.62
110152	CCI SOUTH LLC	1,746.00
110153	CCP INDUSTRIES INC	264.87
110154	CENTRAL DRUG STORE	295.75
110155	CHARLEVOIX CITY BAND	3,000.00
110156	CHARLEVOIX CONVENTION &	5,000.00
110157	CHARLEVOIX GLASS INC.	110.23
110158	CHARLEVOIX SCREEN MASTERS INC	1,671.21
110159	CHARLEVOIX SEWER & DRAIN	157.50
110160	CHARLEVOIX TOWNSHIP	71.22
110161	CINTAS CORPORATION	97.68
110162	CLOCK, JUDY	391.90
110163	COAST TO COAST COMPUTER	554.00
110164	COOK FAMILY FARMS	103.00
110165	COVEYOU FARMS LLC	48.00
110166	CRA Payment Center	26.16
110167	CRAIN'S DETROIT BUSINESS	59.00
110168	DCASSESSING SERVICES	4,291.92
110169	DeROSIA, PATTY	41.00
110170	DITCH WITCH SALES OF MICHIGAN	161.12
110171	DOAN, GERARD	41.00
110172	DTE ENERGY	1,962.39
110173	EJ USA INC.	2,472.38
110174	EKERN, VIRGINIA NELL	20.00
110175	ELLIOTT, PATRICK M.	41.00
110176	ELLSWORTH FARMER'S EXCHANGE	670.65
110177	EMMET COUNTY SHERIFF'S OFC	300.00
110178	ERNO, LEE	41.00
110179	ETNA SUPPLY	1,096.86
110180	EVANS, HAL	41.00
110181	FAMILY FARM & HOME	974.32

Check Number	Payee	Amount
110182	FARMER WHITE'S	160.00
110183	FASTENAL COMPANY	177.63
110184	FREEDOM MAILING SERVICES INC.	2,365.40
110185	FREIDINGER M.D., REED K.	85.00
110186	GALLS AN ARAMARK COMPANY	338.95
110187	GELDERBLOM, PAUL	100.00
110188	GERBER HOMEMADE SWEETS	104.00
110189	GOLDING, JOYCE	244.16
110190	GORDON FOOD SERVICE	585.49
110191	GRIFFIN BEVERAGE CO	44.00
110192	GRULER'S FARM SUPPLY INC	79.90
110193	GUNTZVILLER, RHONDA	209.00
110194	HACH COMPANY	805.17
110195	HAGGARD'S INC	2,117.52
110196	HANKINS, SCOTT	41.00
110197	HARBOR HOUSE PUBLISHERS	191.25
110198	HARRELL'S	100.00
110199	HEID, THOMAS J.	41.00
110200	HOLIDAY COMPANIES	10,730.34
110201	HUGH'S EXCAVATING LLC	600.00
110202	HYDE SERVICES LLC	92.22
110203	INDEPENDENT DRAFTING SERVICES	1,184.00
110204	IVAN, PAUL	41.00
110205	JOHNSON, KATHRYN	8.46
110206	KING PAR LLC	54.55
110207	KMart	133.96
110208	KODIAK EMERGENCY VEHICLES	13,806.90
110209	KORTHASE FLINN	30.60
110210	KSS ENTERPRISES	948.97
110211	LAVOIE, RICHARD	12.46
110212	LEE, ANGEL	32.15
110213	LETTERS ONLINE	205.00
110214	LOTTIE'S BAGELS	98.00
110215	M & M PAVEMENT MARKING INC.	13,404.60
110216	MDC CONTRACTING LLC	712.50
110217	MICHIGAN MUNICIPAL LEAGUE	9,506.68
110218	MICHIGAN MUSHROOM MARKET LLC	23.00
110219	MID STATES BOLT & SCREW CO	267.15
110220	MITCHELL GRAPHICS INC.	234.00
110221	MOSORYAK, JOHN MATTHEW	36.00
110222	NETSOURCE ONE INC.	408.00
110223	NISWANDER, JOSEPH F.	60.00
110224	NORTH COAST FASTENERS LLC	211.00
110225	NORTHERN CREDIT BUREAU	280.64
110226	NORTHERN MICHIGAN DUST CONTR	1,776.00
110227	NORTHERN MICHIGAN HARDWOODS	105.00
110228	NORTHERN MICHIGAN JANITORIAL	172.40
110229	NYE UNIFORM CO	1,250.36
110230	OLD DOMINION BRUSH	1,042.77

Check Number	Payee	Amount
110231	OLESON'S FOOD STORES	1,337.97
110232	OLSON BZDOK & HOWARD	1,054.00
110233	ORIENTAL TRADING COMPANY INC	455.40
110234	OSTLUND PEST CONTROL LLC	300.00
110235	OSTRUM-BERROU, TARA	86.00
110236	OTEC	1,743.05
110237	OUDBIER INSTRUMENT CO	672.00
110238	PAPINEAU, JESSIE	34.04
110239	PARASTAR INC.	1,305.92
110240	PEARSON, BETHANY	41.00
110241	PERFORMANCE ENGINEERS INC	4,187.00
110242	POLLARDWATER.COM - EAST	725.79
110243	POND HILL FARM LLC	169.00
110244	POWER LINE SUPPLY	6,645.93
110245	PROVIDENCE FARM LLC	18.00
110246	PURITY CYLINDER GASES INC	88.12
110247	QUILL CORP	307.52
110248	RAMEY, PAUL	18.00
110249	REHMANN-ROBSON & CO	4,600.00
110250	RESIDEX LLC	104.00
110251	RILEY, DENISE	26.49
110252	RTI LABORATORIES INC.	114.00
110253	S.A. MORMAN & CO.	32.30
110254	SCHWARTZFISHER, JOSEPH	50.40
110255	SCIENTIFIC BRAKE & EQUIP CO	236.40
110256	SEAMAN, HEATHER	41.00
110257	SECURITY SANITATION INC.	285.00
110258	SHARROW MASONRY INC	2,865.70
110259	SHORELINE POWER SERVICES INC.	989.25
110260	SIEGRIST, DAVID	40.00
110261	SPARTAN DISTRIBUTORS INC	587.98
110262	SPENCER, MICHAEL	462.28
110263	STRAEBEL, ROBERT J.	41.00
110264	SUPERIOR MECHANICAL	1,658.68
110265	SWANK MOTION PICTURES	2,270.00
110266	SWEM, DONALD L.	41.00
110267	T & R ELECTRIC	8,956.00
110268	T & R SERVICE INC	15.00
110269	TERMINAL SUPPLY CO	240.26
110270	TEUNIS, STEVEN	41.00
110271	TIMMS, ROBERT	200.00
110272	TOWER ELECTRIC	457.00
110273	TRAVERSE CITY RECORD EAGLE	562.30
110274	TRI-TURF	580.76
110275	TRUCK & TRAILER SPECIALTIES	50.68
110276	UNITED DESIGN ASSOCIATES	15,000.00
110277	UP NORTH PROPERTY SERVICES LL	5,089.00
110278	UPPER CASE PRINTING INK.	382.35
110279	VANLOO, JORDAN	74.14

M = Manual Check, V = Void Check

Check Number	Payee	Amount
110280	VILLAGE GRAPHICS INC.	159.50
110281	WASHBURNE, BRENDA	34.00
110282	WELLER, LINDA	41.00
110283	WHITLEY, ANDREW	14.00
110284	WILKIN, AMANDA	41.00
110285	WILLCOME TREE SERVICE	2,825.00
110286	WILSON, TIMOTHY J.	60.00
110287	WOODY, SCOTT	41.00
110288	WORK & PLAY SHOP	20.27
110289	WRIGHT, NATHAN	25.00
110290	ZIELINSKI, JOSEPH A.	41.00
Total 07/08/2014:		250,895.95
Grand Totals:		250,895.95

Check Number	Payee	Amount
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61614001	MICHIGAN PUBLIC POWER AGENCY	28,422.28
Total 06/16/2014:		28,422.28
Grand Totals:		28,422.28

Check Issue Date	Check Number	Payee	Amount
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06/17/2014	62014001	**EFTPS* Payroll Taxes	9,847.89
06/17/2014	62014001	**EFTPS* Payroll Taxes	9,847.89
06/17/2014	62014001	**EFTPS* Payroll Taxes	2,303.14
06/17/2014	62014001	**EFTPS* Payroll Taxes	2,303.14
06/17/2014	62014001	**EFTPS* Payroll Taxes	15,004.24
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62014002			
06/17/2014	62014002	Alerus Financial	280.00
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62014003			
06/17/2014	62014003	STATE OF MICHIGAN	5,784.76
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62014004			
06/17/2014	62014004	Vantagepoint - 401 Plan 109153	728.06
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62014005			
06/17/2014	62014005	Vantagepoint - 457 Plan 300959	5,028.38
06/17/2014	62014005	Vantagepoint - 457 Plan 300959	144.59
06/17/2014	62014005	Vantagepoint - 457 Plan 300959	1,796.53
06/17/2014	62014005	Vantagepoint - 457 Plan 300959	6,271.87
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	4		13,241.37
Grand Totals:			
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Check Number	Payee	Amount
06/20/2014		
62014006	MERS	27,415.27
	Total 06/20/2014:	27,415.27
	Grand Totals:	27,415.27

Check Number	Payee	Amount
06/23/2014		
62314001	MICHIGAN PUBLIC POWER AGENCY	21,350.35
Total 06/23/2014:		21,350.35
Grand Totals:		21,350.35

Check Number	Payee	Amount
06/25/2014		
62514001	MICHIGAN PUBLIC POWER AGENCY	232,969.43
Total 06/25/2014:		232,969.43
Grand Totals:		232,969.43

Check Number	Payee	Amount
06/30/2014		
63014001	MICHIGAN PUBLIC POWER AGENCY	17,558.64
Total 06/30/2014:		17,558.64
Grand Totals:		17,558.64

Check Issue Date	Check Number	Payee	Amount
70314001			
07/03/2014	70314001	**EFTPS* Payroll Taxes	9,967.93
07/03/2014	70314001	**EFTPS* Payroll Taxes	9,967.93
07/03/2014	70314001	**EFTPS* Payroll Taxes	2,331.22
07/03/2014	70314001	**EFTPS* Payroll Taxes	2,331.22
07/03/2014	70314001	**EFTPS* Payroll Taxes	15,223.73
Total 70314001:			
	5		39,822.03
70314002			
07/03/2014	70314002	Alerus Financial	280.00
Total 70314002:			
	1		280.00
70314003			
07/03/2014	70314003	STATE OF MICHIGAN	5,715.20
Total 70314003:			
	1		5,715.20
70314004			
07/03/2014	70314004	Vantagepoint - 401 Plan 109153	728.06
Total 70314004:			
	1		728.06
70314005			
07/03/2014	70314005	Vantagepoint - 457 Plan 300959	5,078.38
07/03/2014	70314005	Vantagepoint - 457 Plan 300959	299.47
07/03/2014	70314005	Vantagepoint - 457 Plan 300959	1,796.89
07/03/2014	70314005	Vantagepoint - 457 Plan 300959	5,835.80
Total 70314005:			
	4		13,010.54
Grand Totals:			
	12		59,555.83

Check Number	Payee	Amount
06/20/2014		
2373	STATE OF MICHIGAN	.81
Total 06/20/2014:		.81
Grand Totals:		.81

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Check Number	Payee	Amount
07/08/2014		
2374	CHARLEVOIX COUNTY TREASURER	1,060.10
2375	CHARLEVOIX DISTRICT LIBRARY	116.79
2376	CHARLEVOIX PUBLIC SCHOOLS	475.31
2377	CHARLEVOIX PUBLIC SCHOOLS	88.75
2378	CHARLEVOIX PUBLIC SCHOOLS	1.79
2379	CHARLEVOIX PUBLIC SCHOOLS	62.60
2380	CITY OF CHARLEVOIX - TAXES DUE	1,013.84
2381	RECREATIONAL AUTHORITY	21.13
Total 07/08/2014:		2,840.31
Grand Totals:		2,840.31

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Reconsideration of site plan for the Bridge Street Tap Room
Outdoor Seating Area

DATE: July 7th, 2014

PRESENTED BY: Bethany Pearson

ATTACHMENTS:

1. Approved Site Plan
2. Photograph of current configuration
3. Revised Site Plan
4. Letter from the Bridge Street Tap Room
5. Approved Resolution 2014-06-02
6. Reconsideration Steps
7. DRAFT Resolution 2014-XX-XX

BACKGROUND INFORMATION:

At the June 2nd City Council meeting, council unanimously passed a resolution to allow the Bridge Street Tap Room (BSTR) to serve food and alcohol outside their premise, adjacent to their building. At that meeting City staff presented a concept drawing of the area to demonstrate pedestrian flow and so that City Council could have a conceptualized feel for how the area may look.

Since that resolution was passed, the BSTR has experienced rapid growth and much success, utilizing the both the outdoor area and the inside of their building to the fullest extent. They feel that they have brought vitality to the area and helped to maintain a portion of the sidewalk that was previously underutilized.

The BSTR is now coming to Council to ask that Council reconsider the space and grant them a new resolution which will allow them to have an additional 2-3 feet of space to better accommodate their guests.

The BSTR would like to expand their area to fall in line with the edge of the City's railing that leads down the staircase to the public restrooms. They brought this to the Charlevoix DDA meeting on June 23rd and the DDA unanimously approved their recommendation to city council to grant the expansion. The Charlevoix DDA felt that the area would look better and reflect upon the city more positively if the expansion was allowed.

The new site plan would not hamper the walkability of the area as there will still be a minimum of a six foot fairway between the tree and the edge of their planter boxes. The restroom sign that hangs on the railing would need to be relocated to more accurately depict the actual direction of the public restrooms, thus helping to eliminate some of the confusion.

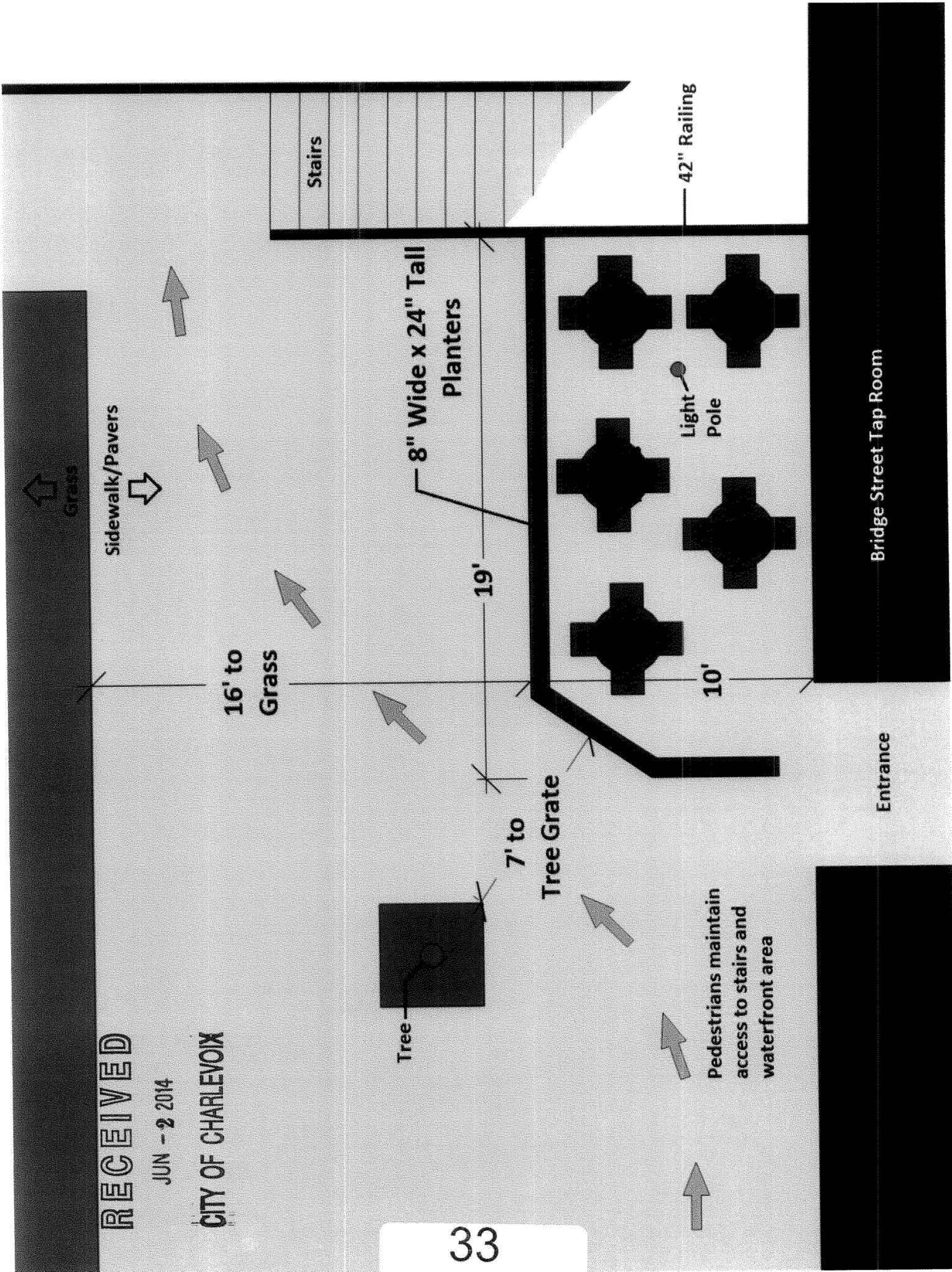
Three members of City Council, two members of the DDA and some City staff have recently been involved with an outdoor dining committee and the committee unanimously agreed that outdoor dining should be allowed and encouraged in the DDA district to make for a vibrant and economically impactful downtown.

RECOMMENDATION: City Staff believe, with input from the DDA and the general direction of the outdoor dining committee, that this resolution should be amended to allow the Bridge Street Tap Room to expand their area to the edge of the City's railing as depicted in the new site plan. Proper procedure for this is listed under reconsideration steps in your agenda packet.

RECEIVED

JUN - 2 2014

CITY OF CHARLEVOIX





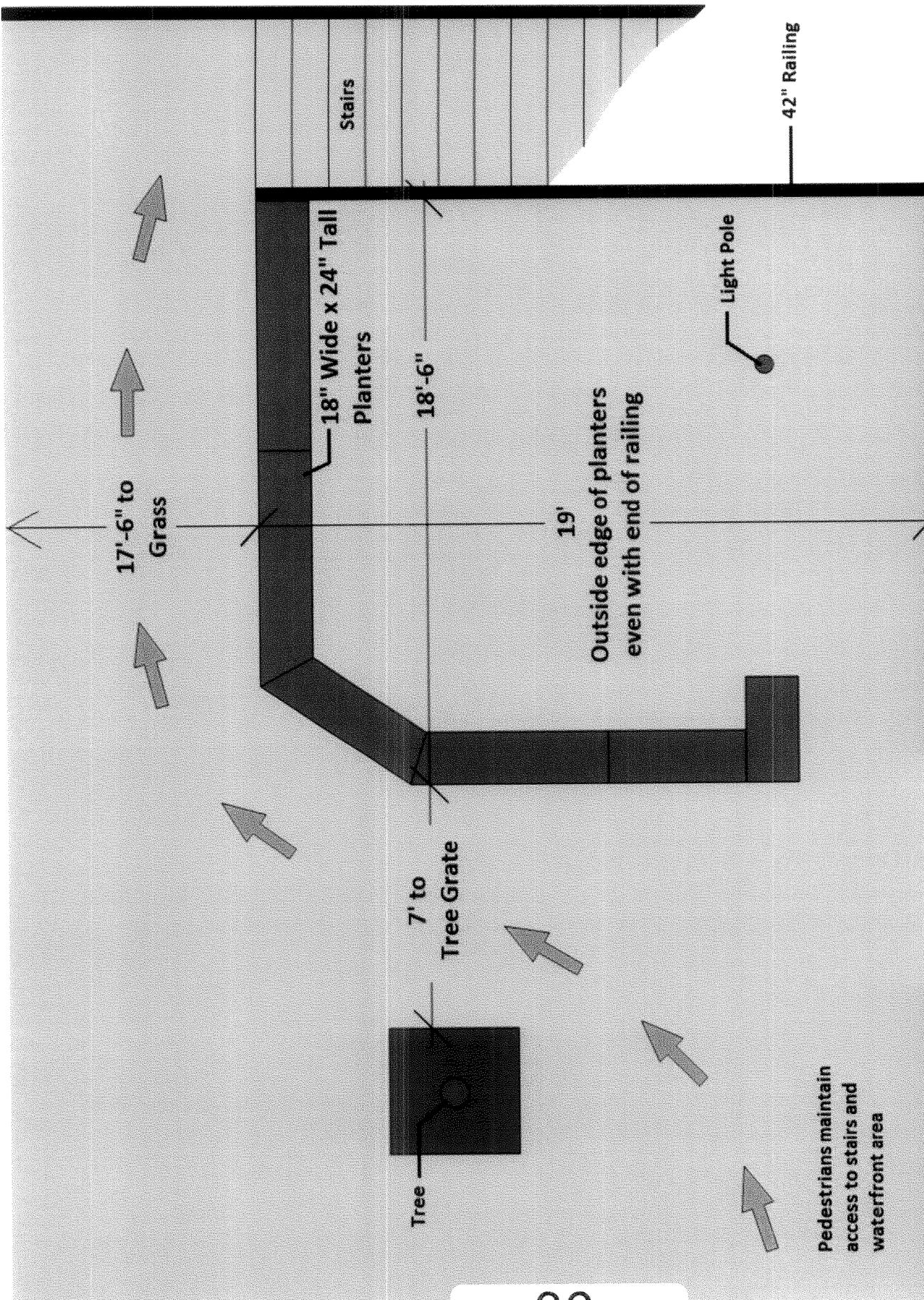
BRIDGE STREET TAP ROOM

A Round Lake Group LLC Company

06/23/2014

Background / Situation. With the tremendous assistance from the DDA, City Planning Dept., and Charlevoix City Council, The Bridge Street Tap Room was granted permission to provide outdoor seating adjacent to the Anchors Building, along the sidewalk in the southeast corner of Bridge Park. The original resolution allowed for a boundary on the east railing of 10 feet, and this was a rendering generated by an intern in the City Planning Dept, without any of the dimensions of the planter boxes with have installed, or the practical size of tables that we were able to obtain. The publics use and desire for this seating has been overwhelming. We would like to expand to a practical use of the existing space – and expand 36” or 55” – depending on the placement of the Restroom sign on the east railing of the park.. The space has been significantly beautified by our planters and flowers that BSTR maintains, and it was heavily used without and TapRoom business – during last week’s CVX Marathon, and we know it will only increase over the summer events, festivals and holidays. We know this is an extension to the original Resolution, but with the proper scale of the space, and the flower planters, and furniture, we believe we have enhance a completely un-utilized area, cleaned it up, and added to the City’s appeal and enjoyment for our citizens, and visiting guest.

Objective. The Bridge Street Tap Room would like to request the Charlevoix DDA to consider a favorable recommendation to the Charlevoix City Planning & City Council an amendment to the original Resolution that granted BSTR the opportunity to utilize city sidewalk / park space regarding adding 36 inches of outdoor seating to the north side of our outdoor seating patio variance. This would allow for at least one more table in the section and would better provide the Charlevoix public with a beautiful view of Round Lake. We propose moving the public restroom sign (measuring 27 X 18 inches) to the north at the termination of the railing. This would provide better visibility and increased clarification to the location of the public restrooms. This would allow us to move our existing flower planters 36 inches to the north. This would not encroach on any sort of public walkway nor would it break any existing city zoning codes. Currently, there are 60 inches between our flower planter barrier and the end of the railing. The entrance and existing planter-barrier on the west side would remain unchanged.



Bridge Street Tap Room Outdoor Seating Area
 Dimensions are approximate
 7-2-2014

Entrance

Pedestrians maintain access to stairs and waterfront area

The Charlevoix City Council met on Monday, June 2, 2014 with Deputy Mayor Lyle Gennett presiding. Councilmember Cole was absent; all other Councilmembers were present. The following is an excerpt from the official records of said meeting:

IX. Resolutions

Motion by Councilmember Brennan, seconded by Councilmember Perron, to approve Resolution 2014-06-02, Approval of an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-06-02
APPROVAL OF AN OUTDOOR SEATING AREA TO SERVE FOOD AND ALCOHOLIC BEVERAGES
FOR THE BRIDGE STREET TAP ROOM**

- WHEREAS, in accordance with the Cool Cities initiatives, the City of Charlevoix is supportive of outdoor dining experiences, which provides restaurants an incentive to invest in Charlevoix and an enjoyable experience for our residents and visitors; and
- WHEREAS, the City permits other restaurants to have outdoor seating on City property where patrons can be served food and alcohol, provided that this use is permitted by the Michigan Liquor Control Commission and the Michigan Department of Transportation; and
- WHEREAS, the City finds that the sidewalk area adjacent to the building is unused and the outdoor seating area will not interfere with pedestrian movement; and
- WHEREAS, the patrons of the Bridge Tap Room and the general public are not permitted to consume alcoholic beverages outside of the seating area unless it is during an event authorized by City Council; and

NOW THEREFORE, BE IT RESOLVED, that the City of Charlevoix authorizes the Bridge Street Tap Room to provide outdoor seating and to serve food and alcoholic beverages within that seating area based on the attached site plan.

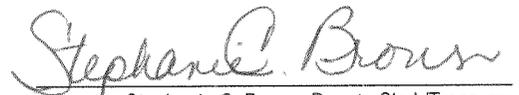
RESOLVED this 2nd day of June, A.D. 2014.

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

CERTIFICATION

I, the undersigned, the Deputy Clerk/Treasurer of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2014-06-02 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on June 2, 2014, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 7/2/14


Stephanie C. Brown, Deputy Clerk/Treasurer

RECONSIDERATION STEPS

IF COUNCIL WISHES TO AMEND THE PLAN – change design, location, etc.
They may hold discussion regarding the revised drawings without any of the motions below.
Suggested motion in packet, if they wish to amend, otherwise no action necessary.

IF COUNCIL WISHES TO CHANGE THEIR MIND:

1. Motion to suspend Rule 13(k) TO RECONSIDER of *Rules of Procedure for City Council*.

IF this motion passes, May now entertain a motion to reconsider.

2. Motion to Reconsider the Approval of an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room item decided at the June 2, 2014 City Council Meeting.

If this motion passes, Item is open for discussion – does not negate the action taken at the June 2, 2014 meeting.

3. Motion to Rescind the motion from the June 2, 2014 City Council Meeting to the Approval of an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room [pp. 59-64 of the Council packet.

Action has been rescinded, and Council is free to make another motion about whether or not to approve an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room.

IF COUNCIL WISHES TO CHANGE ITS MIND REGARDING THE APPROVAL OF AN OUTDOOR SEATING AREA TO SERVE FOOD AND ALCOHOLIC BEVERAGES FOR THE BRIDGE STREET TAP ROOM, THE FOLLOWING STEPS MUST BE TAKEN:

1. **MOVE TO SUSPEND RULE 13(k).** Rule 13(k) of the *Rules of Procedure for City Council* states that reconsideration of a prior Council decision on a question must be taken either at the meeting when the decision was made or at the next meeting. If the reconsideration takes place at a later date (such as reconsideration of the Approval of an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room item decision which took place at the June 2, 2014 City Council Meeting), then Rule 13(k) must be suspended. Rule 13(l) authorizes the suspension of Rule 13(k) by a 2/3 vote of all Council members. This means ALL elected Council members and not just the members who are present. A sample Motion to Suspend Rule 13(k) is: Moved that Rule 13(k) be suspended as permitted in the *Rules of Procedure for City Council*.
2. **MOVE TO RECONSIDER PAST ACTION.** If the Motion to Suspend Rule 13(k) passes, then the Council may entertain a formal Motion to Reconsider. If the Motion to Reconsider passes, then the item is open for discussion and is discussed in step 3 below. A Motion to Reconsider does **not** negate the action being reconsidered (such as the action taken at the June 2, 2014 meeting). Such a motion merely opens the past action for reevaluation. A sample Motion to Reconsider the Approval of an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room question is: Moved that the motion, which approved the resolution authorizing the

Approval of an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room item and which was decided at the June 2, 2014 City Council Meeting, be reconsidered.

3. **MOVE TO RESCIND PAST ACTION, IF DESIRED.** If the motion to reconsider the Approval of an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room question passes, then actual reconsideration of Council's prior motion can take place. If a Council member wishes to rescind the motion from the June 2, 2014 City Council Meeting, then a Motion to Rescind is needed. As related to the Approval of an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room question, a sample Motion to Rescind is: Moved that the City Council's motion at the City Council Meeting on June 2, 2014, which approved Resolution 2014-06-02 Approval of an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room with Attached site plan [pp. 62 of the Council packet], be rescinded and no longer have any force or effect.

If the Council's motion of June 2, 2014 is rescinded, then that motion is no longer effective. Thus, Council is free to make another motion about whether or not to Approve an Outdoor Seating Area to Serve Food and Alcoholic Beverages for the Bridge Street Tap Room, modify the resolution or to take no action at all.

4. **MOTION FOR A NEW RESOLUTION.** If City Council wishes to pass a new resolution for the Bridge Street Tap Room it would read exactly the same as the old resolution but would include an updated site plan

CITY OF CHARLEVOIX
RESOLUTION NO. 2014-07-XX
APPROVAL OF AN OUTDOOR SEATING AREA TO SERVE FOOD AND ALCOHOLIC BEVERAGES
FOR THE BRIDGE STREET TAP ROOM

WHEREAS, in accordance with the Cool Cities initiatives, the City of Charlevoix is supportive of outdoor dining experiences, which provides restaurants an incentive to invest in Charlevoix and an enjoyable experience for our residents and visitors; and

WHEREAS, the City permits other restaurants to have outdoor seating on City property where patrons can be served food and alcohol, provided that this use is permitted by the Michigan Liquor Control Commission and the Michigan Department of Transportation; and

WHEREAS, the City finds that the sidewalk area adjacent to the building is unused and the outdoor seating area will not interfere with pedestrian movement; and

WHEREAS, the patrons of the Bridge Tap Room and the general public are not permitted to consume alcoholic beverages outside of the seating area unless it is during an event authorized by City Council; and

NOW THEREFORE, BE IT RESOLVED, that the City of Charlevoix authorizes the Bridge Street Tap Room to provide outdoor seating and to serve food and alcoholic beverages within that seating area based on the attached site plan dated July 2, 2014.

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

Yeas:
Nays:
Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Liquor License Application, 100 Michigan Avenue, #66

DATE: July 7, 2014

PRESENTED BY: Bethany Pearson

ATTACHMENTS: Liquor License Application from Stafford's Hospitality, Inc.

BACKGROUND INFORMATION:

In 2000, the Charlevoix City Council adopted Chapter 77, Liquor Licenses. This chapter outlines the application process for a new license, or for transfer of an existing license. A copy of Stafford's Hospitality, Incorporated's application is attached.

Council's evaluation of the liquor license transfer should consider the following factors:

1. Whether the applicant, or if a partnership or corporation any member of the partnership or corporation, has been denied a license in the past seven (7) years and the reasons for the denial.
2. Whether the application is complete and contains all of the information required by this ordinance.
3. Whether the application shows compliance with applicable city ordinances regarding off-street parking, lighting, refuse disposal facilities and landscaping/screening and, additionally, noise control.
4. The impact of the proposed license and associated business on the occupants and owners of adjoining properties.
5. Whether the proposed license and associated business will adversely affect traffic safety.
6. Accessibility to the sight from abutting roads.
7. The distance from public or private schools for minors.
8. Whether the business will cause noise which would so that public or private land will be adversely affected.

Requirements for license – new and/or transfer. Regardless of the City Council's evaluation of the above factors, no license shall be issued under the following conditions:

1. A person whose license, under this Ordinance, has been revoked for cause. **Not applicable.**
2. A person who, at the time of the application or renewal of any license issued hereunder would not be eligible for such license upon a first application. **Not applicable.**
3. A person who does not own the premises for which a license is sought or does not have a lease therefore for the full period for which the license is issued, or to a person, corporation or co-partnership that does not have sufficient financial assets to carry on or maintain the business. **Not applicable: On May 22, 2014 Stafford's Hospitality Inc. entered into a temporary Lease Agreement for the property in addition to a Purchase Agreement.**
4. A person on whose premises there exists a violation of the applicable building, electrical, mechanical, plumbing or fire codes, applicable zoning regulations, applicable public health

regulations, or any other applicable city ordinance. **No known building, electrical, mechanical, plumbing or fire code violations or public health regulations.**

5. A person whose application proposes a use which would be in violation of any city zoning or police power ordinance, or state or federal law. **No known violations of the City Zoning Code or police power ordinance, or state or federal laws.**
6. A person in situations where there are delinquent unpaid real estate taxes and/or personal property taxes relating to the real estate or business which has been used is used or will be used in conjunction with the license. **Not applicable.**
7. A person where it is determined by a majority of the City Council that the premises for which the license has been requested do not or will not within six (6) months after commencement of operations, have adequate off-street parking, lighting, refuse disposal facilities, screening, noise, or nuisance control or where a nuisance does or will exist. **Not applicable.**
8. A person whose licensing activity will expand or intensify a non-conforming use under the city zoning ordinance. **Not applicable.**

The full Transfer Liquor License Application package is available for viewing at the City Clerk's office.

RECOMMENDATION:

Council must choose whether or not to hold a public hearing. There are two possible motions:

Motion to set a public hearing for Monday, July 21, 2014 at 7:00 p.m. for the purpose of considering a resolution to approve or disapprove a resolution for local government approval of a liquor license transfer.

OR

Motion to approve (or disapprove) Resolution 2014-07-xx, Local Government Approval of Liquor License Transfer.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-07-XX
LOCAL GOVERNMENT APPROVAL OF LIQUOR LICENSE TRANSFER**

(Authorized by MCL 436.1501)

At a REGULAR meeting of the City of Charlevoix City Council called to order by Mayor Norman L. Carlson, Jr., on July 7, 2014 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember xxx and supported by Councilmember xxx that the application from Stafford's Hospitality, Inc. for the following license(s): Class C & SDM to be located at 100 Michigan Avenue #66, Charlevoix, MI 49720

and the following permit, if applied for: Sunday AM/PM Sales, Catering, Outdoor, Entertainment, Dance

be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 7th day of July, A.D. 2014.

Yeas:
Nays:
Absent:

CITY OF CHARLEVOIX
Liquor License Application

You MUST answer all questions and include all attachments or this application will be returned to you. Bring or mail this application to the City Clerk, City of Charlevoix, 210 State Street, Charlevoix, Michigan 49720.

This form is designed to conform to the Michigan Liquor Control Code of 1998 being Public Act 1998 No. 58 (MCL 436.1101, et seq), and the City of Charlevoix Liquor License Ordinance.

Approval of a new liquor license or the transfer of an existing license is not a determination that the applicant has complied with other ordinances or regulations.

I. APPLICANT INFORMATION (if more than one applicant, please attach separate sheet):

Name of individual or business entity: Stafford's Hospitality Inc.

A. If the business entity is a partnership or a limited liability company provide the name of person or persons entitled to share in the profits of the partnership or limited liability company (attach separate sheets if needed):

N/A

B. If the business entity is a corporation, provide the names and addresses of the officers and directors of the corporation (attach separate sheets if needed):

please see Attached document

If a majority interest in the stock of such corporation is held by one person or one person's nominee, please provide the name and address of such person:

II. CITIZENSHIP

Provide proof of the citizenship of the applicant and all persons listed in Paragraph I, above. Attach copy of current passport OR attach copies of two forms of identification, such as Driver's License, State ID, or Social Security card.

If the applicant or any of the parties listed in Paragraph I above is/are a naturalized citizen of the United States, please provide the date(s) and place(s) of where citizenship was received.

please see Attached

III. ATTACHMENTS

All of the following attachments **MUST** be included. Label each attachment as shown.

- A. Character of the proposed business including a description of services to be provided to patrons and the manner in which intoxicating liquor will be sold.
- B. The length of time the applicant has been in the business of selling intoxicating liquor, either in a retail business or in a tavern or restaurant establishment.
- C. A statement including a map showing a location of the premises or place of business which is to be operated under the liquor license, including:
 - (i) Street address and, if applicable, post office box number;
 - (ii) A legal description of the premises or place of business including the applicant's ownership interest in the premises and business, and the zoning district in which the premises or place of business is located;
 - (iii) A statement as to whether the applicant will offer entertainment at the licensed premise or place of business, and a description of the kind(s) of entertainment to be offered. This statement must address whether any entertainment will include public nudity. If the applicant is a corporation, attach the corporation's Articles of Incorporation, state in which incorporated, and proof of the date such a corporation was approved by the incorporating state.
- D. A copy of the building and site plan showing the entire structure and premises, specifically the areas within the building or structure where the license is to be utilized. Such site plan should demonstrate adequate off-street parking, lighting, refuse disposal facilities and plans, if any, for screening and noise control. A copy of a development plan which has previously been approved by the City is acceptable.
- E. All copies of financial information and documents provided to the Michigan Liquor Control Commission regarding financial responsibility.
- F. Please state whether the applicant has made an application for a similar liquor license on any premises other than the one described in this application and the disposition of that application.

IV. CONVICTION AND DISQUALIFICATION

Applicant certifies that the applicant or the individuals named in Paragraph I of this application with applicant being a duly authorized disclosed agent of any corporation or partnership listed in this application certifies applicant and all listed individuals listed on this application have never been convicted of a felony and that applicant and other individuals listed in this application are not disqualified and have never been disqualified to receive a license by reason of any matter or thing contained in this ordinance or in the laws of the State of Michigan.

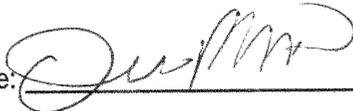
V. STATEMENT OF GOOD FAITH

Applicant certifies that applicant or the individuals named in Paragraph I of this application with applicant being a duly authorized disclosed agent of the corporation and/or partnership listed in this application states that applicant and all named individuals listed in Paragraph I will not violate any of the laws of the State of Michigan or the United States or any ordinances of the City of Charlevoix in the conduct of the business.

VI. AFFIDAVIT AND PERMISSION FOR CITY, COUNTY AND STATE OFFICIALS TO ENTER THE PROPERTY FOR INSPECTIONS:

I agree the statements made above are true, and if found not to be true, this application and any approval will be void. Further, I agree to comply with the conditions and regulations in the Michigan Liquor Control Code of 1998 and the Charlevoix City Code. Further, I agree to give permission for officials of the City of Charlevoix, Charlevoix County, and the State of Michigan to enter the property and any structures thereon where the licensed premises is located for purposes of inspection during normal business hours. Further, I understand that this is only a liquor license application and that such license conveys certain rights under the Charlevoix City Code and the Michigan Liquor Control Code, being Public Act 1998 No. 58, MCL 436.1101 et seq, and does not include any representation or conveyance of rights in any other statute, zoning under the City of Charlevoix's Code, or other property rights.

Finally, even if this liquor license is approved, I understand the City of Charlevoix Code and state statutes change from time to time. Therefore, I hereby acknowledge that any approval of this liquor license is subject to any change in the Charlevoix City Code or state statute as authorized by law.

Applicant's Signature:  Date: 6-23-14

For office use only

Reviewer's action: Total fee: \$ 100⁰⁰ Check # 18356 Date received: 6/24/14 *rcpt # ~~1456~~ 1.464200*

This matter was: Approved / Denied by action of the City Council on _____.

Signature: _____

Title: _____

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Approval of a grant from the USDA and expenditure of matching funds

DATE: July 7th, 2014

PRESENTED BY: Bethany Pearson

ATTACHMENTS: 1. USDA Grant Contract

BACKGROUND INFORMATION:

The City of Charlevoix has been working with Childs Consulting Group on a plan to upgrade the fiber optic infrastructure in the Ance Industrial Park using the backbone from the Merit Network.

City staff met with representatives from the local manufacturing sector and it became apparent that the need for this infrastructure was urgent in order to help some of our largest employers continue to succeed.

After developing a work plan and cost analysis with Childs Consulting Group, City staff filed a grant application with the USDA to help fund this project. We are pleased to report that the USDA has awarded the City of Charlevoix our full application amount of \$36,000.

The USDA does require at least a 50% local match in order to receive their funds. The City proposed in their grant application at \$38,000 match which will come from our Industrial Development Fund (IDF). This fund currently has \$96,328.78, all of which came from the sale of parcels in the Ance Industrial Park.

Once the contract is signed by the City Manager and approved by the USDA, the City will be working with John Childs to prepare and submit the RFP's. Work is estimated to take place either this fall or early next spring and will take no more than six weeks to complete.

An expanded fiber optic network in the Industrial Park will encourage more internet service providers to serve this area. It is anticipated that any internet service providers interested in serving this area would lease fiber from the city. In this regard the City is acting as the "middle mile" bridging the gap between the Merit Network and the private businesses.

RECOMMENDATION: Make a motion to allow the City Manager to enter into a grant agreement with the USDA.

Make a motion to allow the expenditure of \$38,000 from the Industrial Development Fund for matching funds for the USDA grant.

4479

U.S. DEPARTMENT OF AGRICULTURE
**NOTICE OF PREAPPLICATION REVIEW
 ACTION**

From: USDA, RURAL DEVELOPMENT
 (Department, bureau, or establishment)

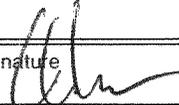
Agency Number
26-601

To: City of Charlevoix
 210 State Street
 Charlevoix, MI 49720

Reference Your Preapplication
 Number 1

Dated: 02-25-2014

1. We have reviewed your preapplication for Federal assistance under 10.769 RBEG and have determined that your proposal is:
 - eligible for funding by this agency and can compete with similar applications from other grantees.
 - eligible but does not have the priority necessary for further consideration at this time.
 - not eligible for funding by this agency.
2. Therefore, we suggest that You:
 - file a formal application with us by (date) 06-18-2014
 - file an application with _____ (Suggested Federal agency).
 - find other means of funding this project.
3. Based upon the funds available for this program over the last two fiscal years and the number of applications reviewed, or pending, we anticipate that funds for which you are competing will be available after (month, year) _____.
4. You requested \$ 36,000.00 Federal funding in your preapplication form, and we:
 - are agreeable to consideration of approximately this amount in the formal application.
 - will need to analyze the amount requested in more detail.
5. A preapplication conference will be necessary not necessary. We are recommending that it be held at our office _____, on 06-18-2014, at 9:30 a.m./p.m. Please contact the undersigned for confirmation.
6. Enclosures: _____ Forms Instructions _____ Other (Specify) _____
7. Other Remarks:

Signature 	Title Area Specialist	Date <u>6-18-14</u>
Organizational Unit RURAL DEVELOPMENT	Administrative Office RBS	Telephone Number (231) 941-0951

Address 1501 Cass St. - Suite A
 Traverse City, MI 49684

NOTE: This form will be used by Federal agencies to inform applicants of the results of a review of their preapplication request for Federal assistance. When the review cannot be performed within 45 days, the applicant shall be informed by letter as to when the review will be completed. When Federal agencies determine that the proposal is not eligible for Federal assistance, specific reasons should be provided in Item 7 Other Remarks.

Scope of Work

Rural Business Enterprise Grant Application

from

City of Charlevoix

The City of Charlevoix is applying for a Rural Business Enterprise Grant (RBEG) from Rural Development (hereafter referred to as "grantor"), an Agency of the USDA. The following Scope of Work will be used to measure the performance of the City of Charlevoix (hereafter referred to as "grantee").

1) Grant Purpose and Project Area:

The purpose of this project is to provide Charlevoix's Ance Industrial Park businesses access points to the broadband fiber backbone that has recently been installed adjacent to the park. In 2010 MERIT Network received two grants totaling \$33.3 million from the National Telecommunications and Information Administration (NTIA) which was used to expand the "middle mile" broadband network capacity in northern Michigan and the U.P., including Charlevoix County. Completed in 2013, this network connects rural areas of Michigan to broadband fiber backbone.

Now that the middle-mile fiber has been installed adjacent to the Ance Industrial Park, a cost effective way to tap into that fiber needs to be found. At this point, the MERIT backbone has two access points located near the Industrial Park. If a business wished to tap into one of those points, it would cost approximately \$20,000 per business to bring fiber to their building. This is cost prohibitive for these businesses, which are small manufacturers with an average of 30 employees each. As a part of this project, more access points to the fiber network will be established and they will be in closer proximity to the Industrial Park's existing and potential business sites (see **Attachment 1**). When completed, the Industrial Park businesses will be able to tap into these new access points, each serving three to five building sites, for a one time connection fee estimated at \$2,000 to \$3,000 per business.

As can be seen in **Attachment 2**, there are at least two companies in the Industrial Park who are very interested in connecting to the proposed fiber

upgrade and will add a total of five to seven more employees if this is made available to them.

There are presently 12 buildings in the Industrial Park; nine of which are occupied – employing a total of approximately 270 people. The existing Internet service in the Industrial Park is essentially the same as is available to the local residents. The average Internet speeds range from 1 Mbps (megabytes per second) to 50 Mbps download and 512 Kbps (kilobytes per second) to 5 Mbps upload. While these speeds and capacity are adequate to serve some small businesses, it is not acceptable for a highly technical business or ones with many employees all needing to use the Internet at the same time. The present system also does not have the capacity to expand with the growing needs of companies.

Charlevoix's Ance Industrial Park businesses must be able to have access to more a robust Internet network, as they are in competition with businesses in other parts of the country and world that already have this access. Additionally, the community is prime for attracting high-tech, computer based businesses and manufacturers, because it is such a desirable place to live. With access to the type of broadband fiber proposed in this application, businesses such as cloud networks and applications' hosting may be attracted to locating here. Access to very high speed broadband Internet and other telecommunication's services is essential or they will not even consider locating in Charlevoix.

Once the Industrial Park businesses are able to connect to the MERIT fiber backbone, they will have the option of Internet speeds from 50 Mbps up to 1 Gbps (gigabytes per second) or greater (10 to 100 times faster than current speeds). Also, speeds for downloading and uploading are the equal for fiber, unlike others methods, and fiber has less latency problems than other technologies. Over time, as more powerful electronics are made available, the speed and capacity along the fiber network will continue to grow without having to upgrade the fiber itself. Therefore, as the need for faster Broadband increases over time, the fiber network will be able to keep up with that issue.

The City of Charlevoix is known as a tourist destination because of its stunning scenic beauty and access to Lake Michigan. While tourism is a very important part of the local economy, the manufacturing sector is also very significant. The most recent data available from the U.S. Census (2008-2012 American Community Survey 5-year estimates) shows that the City's combined retail trade, arts, entertainment, recreation, accommodations and food services sectors (i.e. employment related to tourism) accounted for 22.5% of the area's employment. The manufacturing sector accounted for 15.1% of the employment, making it an important piece of the economy, as well. It is critical to keep these manufacturers in Charlevoix and to attract others to the area, as manufacturing

employment tends to be higher paid than tourism related jobs and offer year-round employment.

The local tourism economy is highly seasonal in this community. While this is true all over northern Michigan, the tourism sector is even more seasonal in Charlevoix than in nearby communities, such as Boyne City or Petoskey. Many of the downtown businesses do not stay open in the winter, because there isn't enough business from the year-round local residents. This makes tourism-related employment extremely seasonal, as well. It is believed that by strengthening and expanding the local manufacturing sector, adding higher paid year-round jobs and attracting new types of telecommunications businesses, there will be the added impact of bolstering the local retail-service sector, as well.

The geographic area to be impacted by this proposed project is the City of Charlevoix (see **Attachment 3**).

2) Project Timeframe:

The City of Charlevoix has been working with consultant, Dr. John Childs on planning this proposed project and estimating costs (see **Attachment 4**). If the grant is awarded in June of 2014, the advertisement for construction bids can be released soon thereafter. It is estimated that construction will take approximately six weeks, so should be completed by September of 2014. If delays occur in the grant or bid award process, the project could be delayed until spring of 2015, so as to not add to project costs by constructing during the colder late fall/early winter months. If that occurs, the project should be completed by June of 2015.

3) Project Key Personnel:

The project will be overseen by Mike Spencer, Charlevoix's Planner and Bethany Pearson, Charlevoix's Community Economic Development Director. Mike Spencer has a Bachelor of Business Administration degree from Grand Valley State University and a Master of Public Administration from Montana State University. He has 15 years' experience in land use planning, zoning and local government operations and ten years' experience writing and administering Federal, State and local grants in Michigan and Montana. He is also a former Technical Service Representative for Spokane Software Systems, Inc. Bethany Pearson has a bachelor's degree from Northern Michigan University in public relations and five years' experience in project management and community development.

The City will also contract with Dr. John Childs of Childs Consulting Associates, Inc. for technical assistance related to this project. See **Attachment 5** for information on his background and experience.

4) Project Steps:

- Obtain project clearance from the State Historic Preservation Office. This process will begin in March 2014 and should be completed prior to grant award.
- Contract with Childs Consulting Associates for technical assistance related to this project.
- Work with Dr. Childs on the bid document necessary for construction.
- Advertise for bids – award contract (approximately six weeks)
- Construction phase (approximately six weeks)
- Grant close-out

5) Local Match:

Local cash match in the amount of \$38,000 will be provided by the City of Charlevoix for this project. These funds will come from the City's Industrial Fund and have been committed by the City Council for use in this proposed project (see **Attachment 6**).

6) Project Budget:

The project budget can be found as **Attachment 4**. This budget was prepared by the project consultant, Dr. John Childs.

7) Local Data:

According to the U.S. Census 2008-2012 American Community Survey the City of Charlevoix's Median Household Income was \$36,496, while the County's was \$47,177. The same data set also shows that the percentage of all families living below the poverty line was 18.3% in the City and 9.3% for the County. There are no unemployment statistics for the City, however in 2013 the annual average unemployment rate for the County was 10.9% (Source: Michigan Dept. of Technology, Management and Budget).

8) Project Consistent with Local Plans:

In 2012, the City of Charlevoix partnered with other local stakeholders (local units of government, schools, libraries, businesses, Broadband providers) and Connect Michigan on formulating a "Broadband Technology Action Plan". Charlevoix County became the first community in the State and U.S. to be named a "Certified Connected Community" by Connect Michigan and Connected Nation. One of the Action Plan's top "Recommended Actions" is to "facilitate the expansion of the fiber network to the local manufacturers and businesses" (see **Attachment 7**).

The City of Charlevoix also has a "Land Use Master Plan" which was adopted by the City in 2011. In Chapter 3 – "Community Vision and Goals" one of the top goals is to "maintain a diverse, regional economy that supports sustainable year-round business development and enhances Charlevoix as a tourism and second home destination." Strategy number one under that goal is "encourage regional collaboration economic development - support and promote technical advances, such as high speed Internet and fiber optic networks in Charlevoix to encourage economic development" (see **Attachment 8**).

This project was developed in a collaborative process with the following partners: the City, DDA, MERIT Network, the City's Industrial Park businesses, Childs Consulting Associates and the Northern Lakes Economic Alliance (NLEA). The project is very widely supported by organizations throughout the area – see **Attachment 9**.

This Scope of Work is submitted by the grantee. Upon approval by the grantor, the grantee agrees that no changes will be made to the Scope of Work without prior written approval by the grantor.

City of Charlevoix (Grantee)

By: Rob Straebel
Rob Straebel, City Manager

Date: 2/25/14

This Scope of Work is hereby approved by USDA – Rural Development

USDA-Rural Development (Grantor)

By: _____
Name and Title

Date: _____

City of Charlevoix Cost Estimate to Build Fiber in Charlevoix Industrial Park	Fiber Segment ID	Distance Estimate (ft)	Cost 36 Strand fiber cable
Fiber Cost Segments Est. 1.84 Miles		1.84 Miles	\$1.20
Point of Origin (Existing Merit Splice)To Gibbons Dr. Juncture	Merit 1	1,440.00	\$1,728
New Gibbons Dr. & Taylor to Gibbons Dr North Splice Point	ID 1 , 2 &3	500.00	\$600
Taylor and Ance Rd New Splice Point	ID 4	500.00	\$600
Ance RD & Taylor to Ance Rd North Splice Point	ID 5	615.00	\$738
Ance Rd to Martin Rd Splice Point	ID 6	740.00	\$888
Taylor at Ance RD Splice South to Merit Splice point at Petoskey Ave.	ID 6 & Merit 2	750.00	\$900
Martin Rd to South Splice Point on Martin RD	ID 7	850.00	\$1,020
Martin Rd South Splice point to Merit Splice point at Ance RD & Petoskey Ave	ID 8	960.00	\$1,152
Ance RD & Petoskey Ave Merit Splice Point to Merit at Mercer RD To establish a full loop	ID 9	2,040.00	\$2,448
Estimate Total		8,395	10,074.00
Splice and Repair storage loops		840	\$1,007
Total Underground Construction Fiber		9,235	11,081.40
Other required components			
Underground Installation Splice enclosures		9	\$8,100
Underground Installation by boring or trenching		9,235	\$36,938
Vendor Supplied final Design and Documentation			4,000
Total Cost to Fiber Construction Vendor			60,119
Consultant Costs for planning, bidding, & supervision		8%	\$4,810
Reserve for unknown 15%		15%	\$9,018
Total Project estimated costs			\$73,946.86



June 18, 2014

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

Dear Mr Straebel:

This letter establishes conditions which must be understood and agreed to by you before further consideration may be given to the application.

This letter is not to be considered as grant approval nor as a representation as to the availability of funds. The docket may be completed on the basis of a grant not to exceed \$36,000.

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions", if you desire further consideration be given your application.

If the conditions set forth in this letter are not met within one year from the date hereof, USDA Rural Development reserves the right to discontinue the processing of the application. You will be notified, in writing, by USDA Rural Development of any such discontinuance.

1. USE OF FUNDS

The proposed grant funds will be used to expand broadband access in the Charlevoix Industrial Park. This project will be providing financial assistance to small and emerging private business enterprises in rural areas in accordance with the application package as submitted or as amended and approved by USDA Rural Development.

2. APPLICANT CONTRIBUTION

Grantee agrees to provide \$38,000 in matching funds to be made a part of this project. Prior to the disbursement of any grant funds, the Grantee will provide documentation that the matching funds have been expended at a pro-rata rate with the requested grant funds.

3. SCOPE OF WORK

Grantee will administer the grant in accordance with the approved Scope of Work as outlined in RD Instruction 1942-G, section 1942.314. USDA Rural Development comments and required changes, if any, in the Grantee's Scope of Work will be provided to the Grantee.

Rural Development • East Lansing, MI State Office
3001 Coolidge Road, Suite 200 • East Lansing, MI, 48823
Voice (517) 324-5157 • Fax (855) 813-7741

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-6222 to request the form. You may also write a letter containing all of the information requested in the form. Send your letter to the Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-4600, or by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-4600, or by fax to (202) 690-7442 or email at program.intake@usda.gov.

4. **CONSTRUCTION CONTRACT DOCUMENTS AND BIDDING**

Michigan Contract Review for Construction Programs contains the list of documents to use in preparing the contracts. Rural Development approval must be obtained prior to advertising for bids. Final plans and all addenda must be approved prior to release to the contractors. Rural Development concurrence must be obtained prior to the award of the contract.

Construction will be performed by one general contractor. RD Guide 18, "Farmers Home Administration Supplemental General Conditions," and Guide 19, "Agreement," with the appropriate attachments will be used for the construction documents. However, should you elect, contract documents such as those of the American Institute of Architects (AIA) may be used when modified to comply with Rural Development regulations and by including RD Supplemental General Conditions, noted above. Michigan Contract Review for Business Programs lists the AIA forms and modifications of forms approved by the Rural Development Regional Attorney.

5. **PROCUREMENT REQUIREMENTS**

Grantee procurements (by purchase, rental or barter) of supplies, equipment and services must comply with Subpart S of 7 CFR, Part 3015. This section addresses grantee standards of conduct, open and free competition, access to contractor records and equal employment opportunity requirements.

Property management records in accordance with FmHA Instruction 1942-G, Attachment 1, Section B, must be maintained for all property acquired with RBS grant funds which has a useful life of more than one year and a unit acquisition cost of \$300 or more.

6. **CONTRACTOR INSURANCE**

The contractor shall provide the insurance coverage required by the contract documents.

7. **TITLE TO PROPERTY**

Prior to the release of grant funds, the Grantee must document ownership of the subject property to be developed with grant funds. Your attorney will provide an opinion that good and marketable title is vested in the <applicant name>. The opinion will disclose any and all liens, encumbrances, reservations, exceptions and defects to the subject property. Form RD 1927-9, "Preliminary Title Opinion" or Form RD 1927-10, "Final Title Opinion", may be used for this purpose.

8. **RIGHTS-OF-WAY**

The engineer, prior to contract bids, will prepare a rights-of-way map showing location of all structures, pipelines, ditches and all of the property descriptions contained in the rights-of-way instruments. The map should be color-coded, with a legend and certification by the Engineer and the Mayor/President on the map. The map should show that rights-of-way are continuous with no gaps.

9. **LIENS AND NOTICES OF FEDERAL INTEREST**

You and/or your attorney will be required to assist RD in the filing of a (mortgage/UCC Agreement/Notice of Federal Interest) with the appropriate county and if applicable, the Secretary of State. Your Grant Agreement requires repayment of all or a portion of the funds received should the assets purchased with the grant subsequently be sold. The percentage is determined based on the percent of Rural Development funding to the project. The filing serves as a notice to potential purchasers of the government's interest in the assets. You must supply Rural Development with a copy of the filed paperwork after it is recorded. If filing a UCC Agreement, you will also need to continue to file extensions until disposition has been approved by Rural Development. Final disbursement will not be made until all appropriate, recorded copies have been received.

10. DISBURSEMENT OF GRANT FUNDS

Grant funds will be disbursed by USDA Rural Development on a reimbursement basis not to exceed one advance every 30 days. An original and one copy of Form (SF) 270, "Request for Advance or Reimbursement," will be submitted to USDA Rural Development. Requests for advance shall not be made in excess of reasonable outlays for the month covered. The financial management system of the recipient organization shall provide for effective control over and accountability for all funds, property, and other assets.

Grant funds will be transferred to the Grantee via Electronic Funds Transfer (EFT). The Grantee will complete and deliver to USDA Rural Development, Form SF-3881, and Electronic Funds Transfer Payment Enrollment Form.

It is the intent of the Grantee that all grant funds will be disbursed within one year from the date of this letter or in accordance with the Grantee's approved Scope of Work. In accordance with 31 U.S.C. 1552, subsection (a), on September 30th of the 5th fiscal year after the period of availability for obligation of a fixed appropriation account ends, the account shall be closed, and any remaining balance (whether obligated or unobligated) in the account shall be canceled and thereafter not be available for obligation or expenditure for any purpose.

11. INSURANCE AND BONDING

Grantee shall provide satisfactory evidence to USDA Rural Development that all officers of Grantee organization, authorized to receive and/or disburse Federal funds, are covered by such bonding and/or insurance requirements as are normally required by the Grantee.

12. RURAL AREA

You must certify that each project is located in a rural area as defined by 1942-G, 1942.304.

13. CITIZENSHIP

You must certify at least 51 percent of the outstanding interest in the project has membership or is owned by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence.

14. DEBARMENT

You must execute Form AD-1047, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions," to certify that your organization is not debarred or suspended from Government assistance. You also must obtain a certification on Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," from any person or entity you do business with as a result of this Government assistance that they are not debarred or suspended from Government assistance.

15. DRUG-FREE WORKPLACE

You must execute Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - For Grantees Other Than Individuals," to certify that you will provide a drug-free awareness program for employees.

16. EQUAL OPPORTUNITY AND NONDISCRIMINATION REQUIREMENTS

The Grantee will comply with P.L. 93-495, "Equal Credit Opportunity Act," and Title VI of the Civil Rights Act of 1964, "Nondiscrimination in Federally Assisted Programs," 42 U.S.C. 2000d4, Section 504 of the Rehabilitation Act for Federally Conducted Programs and Activities, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.

Before a Grant can be obligated, the Grantee must execute: RD Forms 400-1, "Equal Opportunity Agreement" and 400-4, "Assurance Agreement", must be completed by the Grantee. The Grantee will be subject to Agency compliance reviews.

17. LOBBYING RESTRICTIONS

You must execute RD Instruction 1940-Q, Exhibit A, acknowledging you are prohibited from influencing or attempting to influence an officer or employee of any Agency, any member of Congress, or an employee or officer of any member of Congress to obtain specific Federal awards.

18. REPORTING

Forms SF-425, "Federal Financial Report" and a Project Performance Activity Report will be required on a quarterly basis (due 15 working days after end of quarter) until all grant funds have been disbursed. Project reporting will begin when the grant is closed which is the date all parties have executed Form RD 1940-1. A final Project Performance Report will be required with the last SF-425. The final report may serve as the last quarterly report. The final report must provide the Grantee's assessment and evaluation of the success of the project. Grantees shall constantly monitor performance to ensure that time schedules are being met, projected work by time periods is being accomplished, and other performance objectives are being achieved.

The narrative portion of the Performance Progress Report shall include, but not be limited to:

- a. Comparison of actual accomplishments to the objectives established for that period;
- b. Reason why established objectives were not met;
- c. Problems, delay or adverse conditions which will affect attainment of overall project objectives, or preclude the attainment of particular project work elements during established time periods. This disclosure shall be accompanied by a statement of the action taken or planned to resolve the situation; and
- d. Objectives and timetables established for the next reporting period.

Reports should clearly indicate that matching funds have been spent prior to the grantee requesting grant funds or that matching funds are being spent on a pro-rata basis with RBEG funds.

NO USDA FUNDS WILL BE RELEASED WITHOUT ALL REPORTING REQUIREMENTS BEING UP TO DATE.

19. AUDITS BASED UPON FEDERAL FINANCIAL ASSISTANCE RECEIVED

Grantees expending \$500,000 or more of Federal assistance per year must submit an audit in accordance with OMB Circular A-133 as codified in 7 CFR 3052. Grantees that expend less than \$500,000 a year in Federal assistance are exempt from the Federal audit requirements for that year except as noted in 7 CFR 3052.215(a), but records must be available for review or audit by USDA Rural Development or other Federal officials. Audit requirements only apply to the year(s) in which grant funds are expended.

Grantee will be responsible for any additional requirements set forth by the Agency as they pertain to the certification of the expenditure of grant funds when the Grantee expends less than \$500,000 in Federal funds a year.

20. CENTRAL CONTRACTOR REGISTRATION

In accordance with the Federal Funding Accountability and Transparency Act (2 CFR, PART 25) Federal agencies must require applicants other than individuals, with some specific exceptions, to have Dun and Bradstreet Data Universal Numbering System (DUNS) numbers and maintain current registrations in the Central Contractor Registrations (CCR) database. The Agency must verify the applicant's CCR registration prior to obligation of a grant. The grantee must maintain their CCFR registration until the

21. FEDERAL INTEGRITY ACT

To assure the high standards of honesty, integrity, and impartiality maintained by RBS employees, we need to identify any RBS assistance to be provided to Rural Development employees, their relatives, or their business or close associates. This includes grants to organizations. If you know of any relationship or association you may have with a Rural Development employee, please provide this information, or advise if there is none.

22. TAX AND FEDERAL FELONY CERTIFICATIONS

By accepting this Letter of conditions, the signatory, a corporation, must attest on form AD 3031 "Assurance Regarding Felony Conviction or Tax Delinquent Status" that <NAME OF APPLICANT> has not been convicted of a felony criminal violation under Federal law in the 24 months preceding the date of signature and does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

23. RESPONSIBILITIES OF THE GRANTEE

Section B of RD Instruction 1942-G, Attachment 1, "General Requirements for Administration of Rural Business Enterprise and Television Demonstration Grants," is an attachment to Form RD 1940-1, "Request for Obligation of Funds." You will become familiar with the Grantee responsibilities covered in Part III A through X of Section B. Upon execution by both parties, Form 1940-1 with the above referenced attachment, shall become the grant agreement for this project.

24. GRANT PERIOD

The Grant Period begins on the date your grant is obligated and will expire 12 months from this date. All funds must be expended within this period. An extension is possible if circumstances warrant it. The request for and approval of any extension must be in writing.

25. OTHER REQUIREMENTS

The Grantee will be responsible for any additional requirements of federal, state or local governments that may apply in accordance with RD Instruction 1942-G.

26. CLOSING

The Grant will be considered closed when all parties have executed Form RD 1940-1.

The above conditions are based on the proposed development as outlined and financing arrangements as stated. The conditions as stated may be modified if the scope or cost of the project is changed or the financial arrangements are adjusted. Any change or modification of the conditions of the project must have prior written approval by USDA Rural Development.

Sincerely,



Alan Anderson
Area Specialist

Attachments next page

Attachments:

SF 425, Federal Financial Report
SF PPR, "Performance Progress Report"
SF 270, Request for Advance or Reimbursement
Form RD 400-1 "Equal Opportunity Agreement"
Form RD 400-4 "Assurance Agreement"
Form SF 424 "Application for Federal Assistance" – revised amount
Form SF 424A "Budget Information – Non Construction" –revised amount
Form RD 442-3 (or equivalent) "Balance Sheet"
Form RD 442-7 (or equivalent) "Operating Budget"
Form AD 1047, "Certification Regarding Debarment, Suspension, and Other
Responsibility Matters – Primary Covered Transactions"
Form AD 1048, "Certification Regarding Debarment, Suspension, Ineligibility
And Voluntary Exclusion – Lower Tier Covered Transactions
Form AD 1049, "Certification Regarding Drug-Free Workplace Requirements
(Grants) Alternative I – For Grantees Other Than Individuals"
Form RD 1940-1, "Request for Obligation of Funds" & Attachment"
Form AD 3031 "Assurance Regarding Felony Conviction or Tax Delinquent Status"
Section B of RD Instruction 1942-G, Attachment 1, "General Requirements for
Administration of Rural Business Enterprise and Television
Demonstration Grants," is an attachment to Form RD 1940-1
Form RD 1942-46 "Letter of Intent to Meet Conditions"
SF-3881, Electronic Funds Transfer Payment Enrollment Form
Rural Area Certification Form
Citizenship Certification Form
RD Instruction 1940-Q, Exhibit A
Form 1927-9, "Preliminary Title Opinion"
Form 1927-10, "Final Title Opinion"

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, and Other
Responsibility Matters - Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

City of Charlevoix
Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Form AD- 1047 (1/92)

LETTER OF INTENT TO MEET CONDITIONS

Date 6-18-14

TO: United States Department of Agriculture.

Rural Development
(Name of USDA Agency)

1501 Cass St.
(USDA Agency Office Address)

Traverse City, MI
49684

We have reviewed and understand the conditions set forth in your letter dated 6-18-14. It is our intent to meet all of them not later than 6-18-14.

(Name of Association)

BY _____

(Title)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U.S. DEPARTMENT OF AGRICULTURE

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS) ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The regulations were published as Part II of the January 31, 1989 Federal Register (pages 4947-4952). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

Alternative I

- (A) The grantee certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing a drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and

- (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
- (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (Street address, city, county, State, zip code)

City of Charlevoix

Organization Name

PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance was placed when the agency determined to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated 6-18-14

City of Charlevoix

between

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA); pursuant to the rules and regulations of the Secretary of Labor (herein called the "Secretary") issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (g) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary, that it will furnish USDA and the Secretary such information such as, but not limited to, Form AD 560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

Recipient

Recipient

(CORPORATE SEAL)

Name of Corporate Recipient

Attest:

Secretary

By _____
President

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(name)

(date)

(title)

oOo

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

The City of Charlevoix
(name of recipient)
210 State St., Charlevoix, MI 49720
(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. §1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. §14.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.
2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, City of Charlevoix on this
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(SEAL)

Recipient

Date

Attest: _____

Title

Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Approval of a contract for services with the Chesapeake Group for a downtown market study and community economic development study

DATE: July 7th, 2014

PRESENTED BY: Bethany Pearson

ATTACHMENTS:

1. Chesapeake Group Contract
2. Attachment A- Downtown Market Study
3. Attachment B- Community Economic Development Study

BACKGROUND INFORMATION:

The City of Charlevoix received three bids in response to our request for proposals for a downtown market study and a community economic development study. Gibbs Planning Group submitted a proposal for only the downtown study while the other two firms; Place Dynamics and Chesapeake Group/LSL Planning submitted proposals for both of the studies.

The selection committee, comprised of myself; City Manager, Rob Straebel; Planning and Zoning Administrator, Mike Spencer; Chamber of Commerce President, Alison Hubbard; and Northern Lakes Economic Alliance Economic Development Specialist, Jan Kellogg met twice to discuss the candidates and their qualifications.

We interviewed both Place Dynamics, based out of Wisconsin, and the Chesapeake Group/LSL Planning. The Chesapeake Group has offices in Maryland, Florida and Cadillac, Michigan. LSL's home office is in Grand Rapids. It was a unanimous decision to offer the job to the Chesapeake Group based on the following reasons:

- Their staff resumes in economic development, market research, community development, architecture, and planning are impeccable.
- LSL has worked with our city already to help us develop the Master Plan and Zoning Ordinance. They also have a staff architect on hand to provide guidance on physical development of the downtown and other areas of the City.
- Both firms have a great deal of experience with waterfront resort type communities in Michigan, Florida and other states.
- They have worked with numerous communities in northwest Michigan so they already had baseline data sets that will be used in the study.

- They were willing to add in a hospitality/hotel market analysis as part of the downtown Market Study at no extra charge. This is important data for us to have being a resort community.
- There are significant cost savings with choosing one firm to complete both projects and we believe that they have the most experience in both respective fields. The Chesapeake Group/LSL Planning bid was roughly \$10,000 less than Place Dynamics.

RECOMMENDATION: Make a motion to approve signing a contract for services with the Chesapeake Group.

CONTRACT

THIS CONTRACT, by and between the City of Charlevoix, Michigan, hereinafter called "Charlevoix", and The Chesapeake Group, Inc., 8516 Green Lane, Baltimore, Maryland 21244, hereinafter called the "Consultant."

WHEREAS, Charlevoix requested proposals for a Community Economic Development Study and a Downtown Market Analysis and the Consultant was awarded this contract based upon the proposal dated June 9, 2014 submitted by the Consultant, the services provided attached hereto and incorporated herein as Attachment A and Attachment B, pursuant to the RFP.

WHEREAS, Charlevoix desires to enter into a contract with the Consultant to perform work as defined in Attachment A and Attachment B.

NOW, THEREFORE, THIS CONTRACT WITNESSETH, in consideration of the mutual promises, covenants, and agreements herein contained and other good and valuable consideration it is hereby agreed as follows:

1. **Performance.** The Consultant does hereby covenant and agree that it will comply with the terms of this Contract and perform the work as set forth herein for a cost of Seventy Thousand Dollars (\$70,000). This contract shall include the following documents: the Request For Proposals and the Attachments A and B or amendments thereto issued subsequent to the award and execution of the Contract (hereinafter collectively referred to as the "Contract Documents"). The Contract Documents identified in this paragraph 1 shall be incorporated herein by reference.
2. **Payment.** Charlevoix shall pay the Consultant within 30 days of the submission of an invoice by the Consultant and approval of same by Charlevoix.
3. **Term of Agreement.** The term of this agreement shall be July 7, 2014 through December 31, 2014, with deliverable dates for items to be performed under the Contract as specified in the attached Contract Documents.
4. **Non-discrimination.** The Consultant shall not discriminate against any individual because of race, gender, age, color, national origin, or disability. If the Consultant is determined to be in violation of Federal, State, or City non-discrimination laws by an order, opinion, or a decision of a Michigan court or an administrative body or agency, this Contract may be terminated or suspended in whole or in part by Charlevoix, and the Consultant may be declared ineligible for any future contracts with Charlevoix.
5. **Non-Disclosure.** In connection with the performance of this Contract, it may be necessary for Charlevoix to disclose to Consultant certain

information relating to the Charlevoix's business, operations, finances, employees and customers, as well as other confidential Charlevoix information (the "Information"). Consultant agrees that all Information will be held in confidence, except for information which is or becomes in the public domain or available to the public in a printed publication through no act or failure to act on Consultant's part, or which Consultant hereafter receive from another party which did not receive such Information directly or indirectly from Charlevoix. Consultant agrees that it will not disclose the Information to others, and will exercise all reasonable precautions to prevent the disclosure of such Information to others. Consultant shall not use any such Information except for the benefit of Charlevoix as specifically authorized and instructed by authorized Charlevoix personnel. At any time upon Charlevoix's request, Consultant shall surrender to Charlevoix all documents or material from such documents that it may receive from Charlevoix or that it may make that contain any Information.

6. **Standard of Care.** The Consultant and any sub-consultant shall exercise a certain exactness of performance to effectuate the services and duties required, and shall perform at or above the prevailing professional standard of care applicable for the subject type of project. Consultant may be subject to liability associated with the negligent act or material breach of this contract, including consequential error, omission and premium costs, in failing to maintain the prescribed professional standard of care.
7. **Indemnification.** The Consultant shall be fully liable for and shall defend and indemnify Charlevoix, its officers, employees, agents, and representatives, and shall require that each subconsultant defend and indemnify Charlevoix, its officers, employees, agents, and representatives, from and against any and all actions, liabilities, claims, demands, damages, liens, costs and expenses, including attorneys' fees, of any kind arising from or in any way connected with the performance or breach or lack of performance of this Contract, or the services provided under this Contract, or any negligent act or omission of Consultant, its agents, servants, representatives, officers, employees or subconsultants.
8. **Termination.** Charlevoix may, by written notice to Consultant effective fourteen days from mailing, terminate this Agreement in whole or in part at any time (i) for Charlevoix's convenience, (ii) upon failure of Consultant to comply with any of the terms or conditions of this Agreement, or (iii) upon Consultant becoming insolvent or bankrupt.

The rights and remedies of Charlevoix provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law, in equity, or pursuant to this Agreement.

9. **Compliance.** The Consultant shall comply with all Charlevoix policies and with all applicable Federal, State, and City laws, regulations and

ordinances pertaining to the subject matter and performance of this Contract, including but not limited to the following: the payment of all applicable taxes and withholding, worker's compensation, equal opportunity employment, and any required permits.

10. Assignment Prohibition. The Consultant shall be prohibited from assigning or transferring any rights under this Contract without the prior written consent of Charlevoix.

11. Entire Agreement. This document and the documents referred herein contain the entire agreement between the parties and shall not be modified except in writing and signed by the parties and attached hereto.

12. Applicable Law. This Contract shall be interpreted in accordance with the laws of the State of Michigan, and enforced in any court of competent jurisdiction in Michigan.

13. Waiver. The failure of Charlevoix to enforce any part of this Contract shall not be deemed as a waiver thereof.

14. Recitals. The recitals set forth above shall be incorporated in this Contract.

IN WITNESS WHEREOF, the Consultant and Charlevoix have executed this Contract on the date set forth below.

The Chesapeake Group, Inc.

By: _____

Name: Howard Kohn, President

Date: _____

City of Charlevoix

By: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT A

DOWNTOWN PLAN

There are a total of five essential tasks in TCG's proposal to accomplish objectives defined in the RFP. Throughout those five tasks are continual project coordination with the staff and the DDA as well as carefully timed public outreach.

Task 1: Due Diligence & Existing Conditions

The following is associated with the initial task.

Kick-off Meeting. TCG representatives will meet with staff and DDA to establish lines of communication, review and discuss expectations, review (and revise, if necessary) the project schedule, and request all available data and documentation.

DDA Area and Surrounding Area Reconnaissance. This will include the conduct of a reconnaissance of the city, the DDA area, and surrounding communities and activity that now and in the future could influence development. Staff is expected to coordinate and lead the local reconnaissance as their knowledge and views are essential. Digital photography will be included at the time or at a latter time for the DDA area.

Stakeholder Interviews. Face-to-face or in-person interviews with about 10 "stakeholders" will be conducted. Each session will help to define paramount issues and trends from the various individual's perspectives and, whenever possible, market conditions. Each interview will take 45 minutes to one-hour. Stakeholders may include community representatives, business interests and related organized groups, current tourism industry representatives, culture and art interests, Realtors, developers, landholders, building owners, and educational institutions.

Focus Group Sessions. Small focus group sessions, composed of 8 to 12 people each, are anticipated. Among those would be groups associated with the "Stakeholder Interviews" or others deemed appropriate. Each focus group session will take between one to two hours.

Online Resident Survey. A survey of residents of Charlevoix and surrounding communities in surrounding counties will be conducted. The survey has four primary purposes. These are to: define markets for economic functions; define current market penetration levels and leakage; generate actual spending information as well as select household economic conditions and demographics not otherwise available or reliable; and generate information on specific entertainment, commercial recreation and related activity interests not otherwise available or reliable.

While all survey instruments will be developed and analyzed by TCG; Charlevoix will be responsible for promoting the surveys.

Patron Intercept Survey. An intercept survey in the DDA area will be conducted. It will be brief and provide for the interviewees with the opportunity to have additional input at a latter time.

Online Visitor Survey. Assuming cooperation can be obtained with those involved with visitor activity, a survey of visitors will be conducted electronically.

Available Data, Reports, Documents from Secondary Sources. All available data and documents will be provided to TCG by Charlevoix at no cost to TCG. (TCG recognizes some may be obtained from secondary sources directly by TCG.) This includes any vehicular and pedestrian traffic counts, sales taxes, accommodation tax revenues, previously conducted surveys and analyses, known public area and right-of way physical conditions and plans, etc.

Task 2: Market Assessment of Opportunities

Subtasks include those that follow.

Analyses of Available Data, Reports, Documents from Secondary Sources.

Property Trends Assessment. Based on available data bases, the trends for residential and non-residential property for Charlevoix and its Downtown will be analyzed (where appropriate by targeted blocks/sections noted in the RFP).

Culture, Arts & History Assessment. TCG will analyze indigenous culture, arts and history as additional economic engines and assess the potential economic benefits of their expansion.

Research and Development Assessment. Research that could yield office space niches will be conducted to define very specific areas of opportunity in the R & D and emerging technology arenas using the area's current economic activity entities, natural resources and the surrounding area's products to enhance tax revenues, development, employment and entrepreneurial niches. Those with the greatest promise, based on compatibility, competition and other factors, will be indicated. This activity could add to critical mass and foot traffic all year long.

Cluster Analysis Using Gap Methodology. A cluster analysis will be performed using comparative assessment/"gap" methodology at the zip code and county level using select criteria reflecting the location, transportation network, population, households and other factors. This will yield a set of businesses and industries for which there are identified market gaps.

Demand Forecasting. Demand forecasting will define opportunities and activity by examining the demand for goods and services. One focus will be on housing, retail goods and related services and select entertainment activity. Traditional multi-tenant office and service activity will also be analyzed, with demand based on labor force/employment factors. The analysis is expected to yield precise opportunities. Projections will be made for 2014, 2019 and 2024.

Demand Forecasting For Lodging/Transient Accommodations. Demand forecasting will define opportunities for additional transient accommodation rooms and niches that would be marketable and appropriate within Downtown or to serve the Downtown and related visitor-based activity. Included will be estimates of potential capturable room nights and visitor stays.

Physical Conditions Assessment. Based on provided secondary information and field reconnaissance, an assessment of infrastructure will be conducted with highlights reported. Included will be pedestrian and vehicular conditions, technology infrastructure issues, energy infrastructure, streetscape, public access, parking, and facades.

Identification of Marketable Opportunities. Based on the economic and related physical factors, TCG will identify marketable opportunities for Charlevoix's downtown. This will include opportunities for the DDA area and subareas for types of retail, commercial recreation, other commercial, services, research, and housing based on a ten year horizon, and the definition of critical mass, if any.

Analyses Work Session. TCG will hold a work session with staff and the DDA that will include a presentation of the analyses and discussion about findings. This will be followed by a public presentation.

Staff Training Work Session. TCG will hold a work session with staff to convey information on appropriate use and ways of using the data, along with some conveyance of information on how to update analysis.

Task 3: Proposed Strategy to Seize Marketable Opportunities

The final phase focuses on "how we move forward." The third task includes the subtasks that follow.

DDA Prioritization Work Session. TCG, staff and the DDA will meet to reaffirm goals, objectives, values, philosophies and guiding principals for the strategy. The work session will also include the drafting of a proposed priority list of activities and targeted areas and/or sites based on all of the conducted analysis and input processes. The work session can be combined with or held on the same day as the noted "Analyses Work Session."

Site Specific Allocation of Marketable Activity. TCG will identify a limited number of sites in cooperation with the staff key sites for which marketable opportunities or development scenarios will be provided. TCG will employ GIS, Photoshop, and Sketchup, and/or Corel Draw to convey the concepts.

Development of a Market-driven Action Plan. TCG will also prepare a strategic plan, including approaches to marketing that are of critical importance to implementation based on the extensive work effort and TCG's experience. The plan will be creative and pragmatic, recognizing all areas have limited fiscal and human resources. The plan will include that which follows.

1. A market development strategy, with both business retention/expansion and recruitment elements, that will influence retention, recruitment, or site development.
2. If an essential component, strategies to develop, retain, or recruit entrepreneurial talent.
3. Time frame for implementation, considering a less than two year period and a two to five year period.
4. Approximate “out-of-pocket” costs.

Development of Specific Entities to Recruit. Assuming a reasonable level of demand is found and it is desirable to attract national and international operations; such operations will be identified and pertinent contact information will be provided wherever possible for each entity for priority areas or activity.

Task 4: Physical and Tool Enhancement Proposals

TCG will develop a program that includes the identification of significant enhancements necessary to capitalize upon the opportunities that will benefit the community. TCG will also focus on essential elements that should be changed that will enhance the probability of capturing marketable opportunities. This will include pragmatic suggestions with respect to: land planning and related zoning/development regulation corrections or enhancement concepts (non-legal language); traditional infrastructure; technology infrastructure; and changes or added incentives to stimulate investment.

TCG will employ Photoshop or other graphic tools to convey streetscape concepts.

Task 5: Overall Strategic Program development

The final task involves completion of both the draft and final documents (full and Executive Summaries, including 15 copies of each). This task includes presentations to the City Council, the DDA Executive Board and, if desired, the public.

Client’s Responsibilities

TCG anticipates that Charlevoix will perform, provide, or participate in the following.

- ✓ The provision of secondary data and reports in its possession or the possession other public entities with which the Client is involved, at no cost to TCG.
- ✓ Define “stakeholders” and focus group participants and take responsibility for contacting stakeholders and arranging meetings.
- ✓ Identify and contact focus group participants.
- ✓ Participate in a reconnaissance.
- ✓ Promote the surveys defined in the scope.
- ✓ Handle logistics associated with all meetings.
- ✓ Work in a cooperative manner with TCG.
- ✓ Respond to requests in a reasonable time frame as to not cause delays.

Deliverables ...

The following are the deliverables associated with the effort.

1. A draft and final technical market assessment of opportunities.
2. A draft strategic implementation program including all aspects necessary to achieve market opportunities and enhanced private and public sector investment.
3. Graphic illustrations to visualize anticipated investment.
4. A final document that combines the first three deliverables. (15 copies)
5. A draft and final executive summary. (15 copies)
6. A PowerPoint presentation.

ATTACHMENT B

Community Economic Development Study

There are a total of five essential tasks defined in the RFP. TCG will not duplicate the language but herein incorporates all elements of those tasks with the exception of the development of “marketing materials” at this time. To accomplish this activity, the following is proposed.

Task 1: Existing Conditions

Task 1, as stipulated in the RFP requires: the development of a competitive inventory; determining the strengths and weaknesses of the infrastructure; reviewing pertinent existing documents; identification of transportation issues; defining impact of surrounding land for AIP; defining the labor force availability and issues; determining geological and environmental factors; determining local, state and regional market conditions; and developing a visual graphic conveying the existing conditions relative to competition.

At or near the onset, TCG representatives will meet with staff to establish lines of communication, review and further discuss project expectations, review and reaffirm the project schedule, and request data and documentation.

During this Task 1, TCG will also conduct: (1) individual stakeholder interviews and/or small focus group sessions: and (2) a survey of businesses in targeted areas including the AIP. In addition, TCG will: (3) define global and national factors that impact AIP and Charlevoix; (4) define non-residential real estate trends; and (5) research the area’s natural resources that could play a role in R & D, advanced technology development and emerging materials development as new or expanded niches using standard statistical methodologies.

Task 2: Targeted Industry Analysis

Utilizing the data from Task 1 as well as additional analyze, TCG will, as required in the RFP: identify local business expansion opportunities; identify potential target industries for Charlevoix based on historic and recent patterns; assess the site selection criteria of potential targeted industries to determine those that fit as well as issues; assess the strengths and weaknesses of Charlevoix to meet the needs of the industries; make or recommend the top targeted industries; and define specific companies that may be potential candidates to recruit.

To perform these and in addition to the review of the existing data from Task 1, TCG will: (1) perform a cluster analysis, using gap and comparative methodology involving TCG proprietary computer modeling. using various statistical methods including regression and input-output; (2) perform demand forecasting modeling based on labor force and other factors; (3) identify R & D and emerging technology linked activity to the areas natural resources with the most promise that could enhance an existing niche or create a new ones and substantial space and employment; and (4) not just define operations that might be recruited, but provide appropriate contact information wherever possible.

TCG will also hold a work session with Charlevoix at or near the conclusion of Task 2 to cover that associated with Tasks 1 and 2 and for the purpose of gaining further insight and input for Task 3.

Task 3: Recommend Development Alternative

The third task defined in the RFP calls for the development of three viable development plans for vacant or underutilized buildings or property. The RFP requires identifying the sites that maximize appeal to the targeted industries and the community's goals, the development of conceptual site plans, recommended best options, estimating the "financing needs" for each alternative, and recommend a potential financing strategy for alternatives.

As previously noted, TCG will hold a work session with the client to take input as well as provide a "readiness review" so that agreement is reached on the selected alternatives to be developed at the onset of Task 3.

TCG will also: (1) utilize Sketch-up and/or Photoshop along with Corel Draw for conveyance of site planning concepts; (2) consider all competitive advantages and disadvantages in making recommendations as to preferred options as well as seek agreement from Charlevoix on the preferred options; (3) provide individual proformas for the alternatives with consideration given to any form of public sector fiscal injections only on a "but for" basis.

Task 4: Develop Recruiting and Retention Strategy

The fourth task focuses on "how we move forward." In this fourth phase and as required in the RFP, TCG will work with various local jurisdiction officials to develop an incentive package and strategy for recruiting and retaining operations in the AIP and elsewhere in Charlevoix.

TCG will also prepare a strategic plan, including approaches to marketing that are of critical importance to implementation based on the extensive work effort and TCG's experience. The plan will be creative and pragmatic, recognizing all areas have limited fiscal and human resources. The plan will include that which follows.

- ✓ A limited number (one to three) of focus group sessions with leadership and stakeholders involved with potential creation of incentives.
- ✓ Suggestions with respect to land planning and zoning, traditional infrastructure, and technology infrastructure.
- ✓ Suggestions with respect to labor force growth and training/education/enhancement.
- ✓ Specific recruitment processes for targeted industries and activity (more than one may well be appropriate depending upon conclusions).
- ✓ Roles for those in the recruitment and retention process.
- ✓ A marketing plan that will indicate the methodologies to be used and best options with respect to print and electronic media, web site activity, media placement, public relations, events or event attendance, and social media.

As noted, not included will be the development of marketing materials because we do not know which industries and activity will be targeted, processes that will be defined based on those industries and the areas fiscal and human resources, methods to be employed to best utilize limited resources, and a host of other factors.

Task 5: Identify Labor Force and Workforce Issues and Solutions

Much of the information necessary for this task has been defined or is necessary to complete the other tasks. Through surveys of businesses, focus group sessions, stakeholder interviews, and various analyses, the issues with the labor pool and work force integral to the discussions and data gathering will be determined. In addition to the previously defined efforts and as required in the RFP:

TCG will compare and contrast education, ages, typical years of employment and other factors with other competitors in the country, region, and state utilizing available secondary data sources and online or written materials.

TCG will identify barriers to skilled labor and propose a minimum of five solutions on how to mitigate barriers. The selection will be based on probability of achieving success and likely cost based on experience elsewhere.

Importantly, TCG will also focus on entrepreneurship and stimulation of that activity to the benefit of Charlevoix.

Client's Responsibilities

TCG anticipates that Charlevoix will perform, provide, or participate in the following.

- ✓ The provision of secondary data and information in its possession or the possession other public entities with which the Client is involved, at no cost to TCG.
- ✓ Define specific "stakeholders" and focus groups in consultation with TCG and take responsibility for contacting stakeholders and arranging meetings.
- ✓ Identify and contact focus group participants.
- ✓ Participate in a reconnaissance.
- ✓ Promote the survey defined in the scope.
- ✓ Handle logistics associated with all meetings.
- ✓ Work in a cooperative manner with TCG.
- ✓ Respond to requests in a reasonable time frame as to not cause delays.

Deliverables ...

The following deliverables will be provided based on the identified tasks for the RFP.

- ✓ Existing Conditions Assessment Report
- ✓ Targeted Industries Analyses Report (**several different analyses and conclusions**)
- ✓ Development Alternatives Paper with Concept Plans
- ✓ Recruitment & Retention Marketing Strategy (**inclusive of identified "named" entities to attract**)
- ✓ Labor & Workforce Report
- ✓ Draft and final technical Economic Development Strategy document associated with the previous tasks.
- ✓ Executive Summary and PowerPoint presentation

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve Contract for Venetian Festival Donation

DATE: July 7, 2014

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

ATTACHMENTS: Letter from Dan Barron dated July 1, 2014
2014 Tentative Venetian Activities
Proposed 2014 Venetian Funding Contract
2014-15 Community Promotion Budget

BACKGROUND INFORMATION: Dan Barron, President of Charlevoix Venetian Festival, Inc. has asked to appear before the City Council to review the 2014 Venetian Festival and its planned activities.

The 2014-15 City Community Promotion Budget includes \$12,000 to Charlevoix Venetian Festival, Inc. A copy of the budget page is attached. The Charlevoix Venetian Festival has given the City a proposed contract for Council's consideration seeking the \$12,000 donation. The proposed contract is attached.

RECOMMENDATION: If Council desires, pass a motion to authorize the Mayor to sign the 2014 Funding Contract.

RECEIVED

CHARLEVOIX VENETIAN FESTIVAL, INC.

JUL - 1 2014

309 Petoskey Avenue

P.O. Box 120

Charlevoix, Michigan 49720

PH 231-547-3872 / FAX 231-547-2977

www.venetianfestival.com Email: info@venetianfestival.com

CITY OF CHARLEVOIX

July 1, 2014

"HAND DELIVERED"

Robert Straebel
City Manager
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

RE: 84th Annual Charlevoix Venetian Festival

Dear Rob:

I have enclosed a tentative schedule of proposed Venetian activities relative to the 84th Annual Charlevoix Venetian Festival. The itinerary and staging of this year's proposed activities is similar to that of the past several years, other than the recently discussed proposal to close portions of Bridge Street/US 31 on Saturday evening (July 26, 2014).

I have also enclosed our proposed 2014 Contract with the City, which is similar to our 2013 Contract. We will also submit, by July 1, 2014, our 2014 fireworks application for review and approval by Chief Ivan and the City Council. The fireworks application will also be similar to those of the past several years.

Please see that this matter is placed on the agenda for approval at the next City Council meeting, and otherwise feel free to contact me with any questions or comments.

Sincerely,



Dan Barron
President

DBB/jlm

Enclosures

"pre-" & "post"-venetian

GOLF - JR. GOLF FINALS

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

TENNIS FINALS

Shawhan Fields/Strand Park Courts
 Begins: July 18, Finals: July 24
 Youth, Women, Men, Co-ed, Seniors
 Reg: Online at City Rec Dept. \$8 Fee

GOLF - "CAREY CUP"

Municipal Course, Date to be determined
 Young Adult, Women, Men & Senior
 Reg: Online at City Rec Dept

FRIDAY, JULY 25

Code Farms
 Friday, July 25 1:00 p.m. - 7:00 p.m.
 Saturday, July 26 10:00 a.m. - 5:00 p.m.
 Sunday, July 27 10:00 a.m. - 4:00 p.m.

saturday, july 19

DISC GOLF

Mt. St. Aubin: 9:00 a.m.
 Beachball, Doubles, Teams

Reg: Revolution Bike-or-On-Site

VOLLEYBALL

Ferry Beach: 12:00 p.m.
 6 Member Co-ed, \$30 per team
 Reg: Chris Seyman, 251-675-4362

HORSESHOE TOURNAMENT

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

AQUAPALOOZA

Ferry Beach: 12:30 - 6:00 p.m.
 Beach and Boating Party
 SLEEPING GYPSIES
 Classic Rock - Charlevoix, MI
 DON MIDDLEBROOK & LIVING SOUL
 Parrothead/Island - Hackett, MI

sunday, july 20

BEACH BASH BASKETBALL

Ferry Beach: 9:00 a.m.
 3-on-3 Teams
 Reg: Online at City Rec Dept by July 18th

VENETIAN JAM

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

"WORSHIP ON THE WATER"

Oldbank East Park Pavilion: 7:00 p.m.
 ANDY STEPHEN BAND
 Contemporary Christian - Boyne City, MI
 BRYAN EGGERS
 Christian Rock - Charlevoix, MI

monday, july 21

VENETIAN SWIM MEET

Community Pool, Hartung at 3:15, Meet at 4:00 p.m.
 Youth & Adult
 Reg: Online at City Rec Dept

VENETIAN RHYTHMS

"SUN SPLASH"
Lake Michigan Beach: 5:00 p.m.
BATTLE OF THE BANDS
 3. Aspiring Bands Compete for Cash Prizes
 BULLETPROOF SNOW
 Rock - Livingston, MI

VENETIAN VISION

Oldbank East Park Pavilion: 7:30 p.m.
 Despicable, Mc-Rated PG

schedule of events

July 19-26, 2014

MAIN VENETIAN EVENTS

RHYTHMS OF VENETIAN
VENETIAN GAMES
VENETIAN TIKI TENT
VARIETY VENUE

ALL DETAILS SUBJECT TO CHANGE. See website for updates.

tuesday, july 22

JR. SAILING REGATTA

Duport Beach - North End of Beach
 Ages 8 to 19
 Reg: Tom Ochs, ochsman_north@yahoo.com

CASTLE GARDEN GAMES

Castle Farms: 1:30 - 4:00 p.m.
 Cottage Croquet, Chess, Bocce Ball
 Bingo sponsored by American House
 Reg: On-site at 1:30 p.m.

3-ON-3 SOCCER TOURNAMENT

Shawhan Field: 5:30 p.m., Finals: July 23
 Youth, High School, Adult, Over 35
 Reg: Online at City Rec Dept, Pre-reg: \$30, Day of: \$80

ARNOLD CARNIVAL*

Conditions Permitting: Time TBD
East Park: 6:00 - 10:00 p.m.
TIKI TENT
East Park: 6:00 - 11:00 p.m.
 THE JON ARCHAMBAULT BAND
 Blues/Rock - Charlevoix, MI

VENETIAN RHYTHMS

Oldbank East Park Pavilion: 6:30 p.m.
 PRICHARD HARTER
 Blues/Americana - Chicago, IL
 CHARLEVOIX CITY BAND

wednesday, july 23

SAILING REGATTA

Lake Charlevoix - Ferry Beach
 Many Events, Personal Boats and Crews
 Reg: Online at City Rec Dept

ARNOLD CARNIVAL

Downtown: 5:00 - 11:00 p.m.
 10 rides for \$10
East Park: 6:00 - 10:00 p.m.
TIKI TENT
East Park: 6:00 - 11:00 p.m.
 DAVID CISCIO
 Island/Rock - Boyne City, MI

VENETIAN RHYTHMS

Oldbank East Park Pavilion: 7:00 p.m.
 PETER RIVERA (ORIGINAL LEAD
 SINGER OF RARE EARTH '69-'75)
 Original Classic Rock - Spokane, WA
 PAUL REVERE AND THE RAIDERS
 Original Classic Rock - Idaho / USA

thursday, july 24

KIDS DAY

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

ARNOLD CARNIVAL

Downtown: 12:00 - 11:00 p.m.
 Tickets: \$1.25 each or 20 for \$18
 Carnival Arrmband: \$15 (Good All Day)
East Park: Varies by Vendor
East Park: 6:00 - 10:00 p.m.
TIKI TENT
 DAVE CRATER
 Acoustic Rock - Traverse City, MI

VENETIAN RHYTHMS

Oldbank East Park Pavilion: 7:00 p.m.
 MAGGIE ROSE
 Contemporary Country - Nashville, TN
 LOCASH COWBOYS
 Country Rock - Nashville, TN

VENETIAN RHYTHMS

East Park: Varies by Vendor
INDEPENDENCE BIKE RIDE
"HONORING U.S. MILITARY"
Little Traverse Wheeling Trail Head - Meet at Charlevoix Church of the Nazarene: 9:00 a.m.
 Family / non-motorized bike ride
 Bike to Elzinga Park, Resort Township, or Bay Harbor East Park. Free, non-perishable food pantry donations welcomed.
East Park: Varies by Vendor
ARNOLD CARNIVAL
Downtown: 1:00 p.m. - 11:00 p.m.
 Tickets: \$1.25 each or 20 for \$18
 \$20 Arrmband Good All Day
East Park: Noon - 10:00 p.m.
TIKI TENT
East Park: 6:00 - 11:00 p.m.
 G2 BAND
 Rock/Blues - Charlevoix, MI
VENETIAN RHYTHMS
Oldbank East Park Pavilion: 7:00 p.m.
 TERRANCE SIMIEN & THE ZYDECO EXPERIENCE
 Louisiana, LA

friday, july 25

INDEPENDENCE BIKE RIDE

Little Traverse Wheeling Trail Head - Meet at Charlevoix Church of the Nazarene: 9:00 a.m.
 Family / non-motorized bike ride
 Bike to Elzinga Park, Resort Township, or Bay Harbor East Park. Free, non-perishable food pantry donations welcomed.
East Park: Varies by Vendor
VENETIAN RHYTHMS
Bridge Park: 12:15 p.m.
 PLYMOUTH FIFE & DRUM CORPS
 Plymouth, MI
East Park: 12:15 p.m.
 SAULT STE. MARIE PIPE BAND
 Saull Ste. Marie, Canada
TIKI TENT
East Park: 6:00 - 11:00 p.m.
 CHRIS MARTIN
 Crossover Rock - Charlevoix, MI

ARNOLD CARNIVAL

Downtown: 1:00 p.m. - 11:00 p.m.
 Tickets: \$1.25 each or 20 for \$18
 \$20 Arrmband Good All Day
East Park: Noon - 10:00 p.m.
TIKI TENT
East Park: 6:00 - 11:00 p.m.
 Rock/Blues - Charlevoix, MI
VENETIAN RHYTHMS
Oldbank East Park Pavilion: 7:00 p.m.
 TERRANCE SIMIEN & THE ZYDECO EXPERIENCE
 Louisiana, LA

Friday, July 25th, continued

VENETIAN RHYTHMS

Ferry Beach: 8:00 - 10:00 p.m.
 UP NORTH BIG BAND
 Swing/Jazz - Charlevoix, MI

"NIGHT SKY" WORLD CLASS FIREWORKS

Deck on Lake Charlevoix

saturday, july 26

DRENTH MEMORIAL FOOTRACE

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

East Park: 10:00 a.m. - 8:00 p.m.

RYAN SHAY MILE

Bridge Street: 10:30 a.m.
 Championship Competition by Invitation Only

STREET PARADE

Bridge Street: 11:00 a.m.

ARNOLD CARNIVAL

Downtown: 11:00 a.m. - 11:00 p.m.
 Tickets: \$1.25 each

East Park: Varies by Vendor

VENETIAN RHYTHMS

Bridge Park: 12:15 p.m.
 PLYMOUTH FIFE & DRUM CORPS
 Plymouth, MI
East Park: 12:15 p.m.
 SAULT STE. MARIE PIPE BAND
 Saull Ste. Marie, Canada
TIKI TENT
East Park: 6:00 - 11:00 p.m.
 CHRIS MARTIN
 Crossover Rock - Charlevoix, MI

VENETIAN RHYTHMS

Oldbank East Park Pavilion: 6:30 p.m.
 SALINE FIDDLEHEADS
 Youth Show Band - Saline, MI
OLD FRIENDS, A SIMON AND GARUNKEL TRIBUTE
FEATURING JASON & NICK
 Antrim County, MI / Chicago
VENETIAN LIGHTED BOAT PARADE
Deck on Round Lake
SPECTACULAR HARBOR FIREWORKS
Deck on Round Lake

VENETIAN LIGHTED BOAT PARADE

Deck on Round Lake

SPECTACULAR HARBOR FIREWORKS

Deck on Round Lake



**CITY OF CHARLEVOIX
COMMUNITY PROMOTION BUDGET
January 14, 2014**

	2010-2011 Actual	2011-2012 Actual	2012-13 Budget	2012-2013 Est Actual	2013-2014 Budget	2013-2014 Est Actual	2014-2015 Proposed
Animal Control	0	431	500	1,700	2,000	2,100	2,000
Chamber Commerce Contract	6,700	0	6,700	13,400	6,700	6,700	0
Venuetian	12,000	15,000	12,000	12,000	12,000	12,000	12,000
City Band	4,800	4,800	4,000	4,800	4,000	4,000	3,000
Internet & Website	1,966	1,762	2,000	1,413	2,000	2,573	2,700
B.A.S.E.S.	3,000	0	0	0	0	0	0
Entrance/Sign Refurbish	0	0	3,200	0	6,500	0	0
Children's Literature Walk	0	0	1,200	0	0	0	0
Leadership Chx County Grant	0	0	0	5,000	0	4,000	0
Service Club Signs - Channel	0	0	7,000	7,000	0	0	0
Petunia Weeding	0	0	0	0	0	0	0
Charter Promotions	1,200	0	0	0	0	0	0
Pure Michigan	0	0	0	0	3,000	3,000	3,000
Misc	120	1,670	1,800	160	1,100	3,472	6,700
	29,786	23,663	38,400	45,473	37,300	37,845	29,400

	2010-2011 Actual	2011-12 Actual	2012-13 Budget	2012-2013 Est Actual	2013-2014 Budget	2013-2014 Est Actual	2014-2015 Proposed
General Fund	\$8,936	\$7,100	\$11,500	\$17,142	\$11,200	\$12,750	\$8,700
Electric Fund	16,680	13,251	21,500	22,665	20,900	\$19,873	\$16,500
Sewer Fund	4,100	1,656	2,700	2,833	2,600	\$2,611	\$2,100
Water Fund	4,100	1,656	2,700	2,833	2,600	\$2,611	\$2,100
Totals:	\$33,816	\$23,663	\$38,400	\$45,473	\$37,300	\$37,845	\$29,400

CONTRACT

THIS CONTRACT is effective on the ____ day of July, 2014, between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 ("City") and the Charlevoix Venetian Festival, Inc., a Michigan nonprofit corporation, whose address is 309 Petoskey Avenue, P.O. Box 120, Charlevoix, Michigan 49720 (the "Festival").

RECITALS

- A. Pursuant to MCLA 117.3(j) and Article I, Section 1.6 of the City Charter, the City is authorized to provide for the peace and health and for the safety of persons and property within the City and to expend funds for that purpose.
- B. The Festival will provide numerous activities during the 84th Annual Charlevoix Venetian Festival, being held between July 19 - 26, 2014.
- C. Except for private donations from businesses and individuals, event registration fees, proceeds from the carnival, similar amusements and food & art concessionaire fees, the Festival charges no fees in connection with the various music entertainment and public activities and entertainment it provides within the City.
- D. The parties desire to act cooperatively in providing the above activities and entertainment to the citizens and visitors in the City.

AGREEMENT

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

- 1. The City shall pay to the Festival the sum of \$_____.
- 2. The Festival shall use the above money to help defray the expense of the activities and events of the 84th Annual Charlevoix Venetian Festival.
- 3. The Festival shall charge no fees to spectators or event participants within the City, without the prior approval of the City Manager. The prohibition shall not apply to concessions where items or services (such as food, beverages, merchandise or carnival or amusement rides or activities) are sold, nor shall it apply to fees charged to concession operators, nor to registration fees for participation in athletic events.

"CITY"
CITY OF CHARLEVOIX

Date: July ____, 2014

By: _____
Norman Carlson, Jr., Mayor

"FESTIVAL"
CHARLEVOIX VENETIAN FESTIVAL, INC.

Date: July ____, 2014

By: _____
Daniel B. Barron, President

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Venetian Festival Fireworks Permit

DATE: July 7, 2014

PRESENTED BY: Dan Barron, Charlevoix Venetian Festival

ATTACHMENTS: Letter addressed to Paul Ivan regarding the 84th Annual Venetian Festival Fireworks

Letter addressed to the Commander, U.S.C.G. Sector Sault Ste. Marie regarding the 84th Annual Venetian Festival Fireworks

Dept. of Homeland Security Application for Marine Event

Bureau of Fire Services Application for Fireworks Display

Plot map of the large (Friday Night) fireworks display

Plot Map of the small (Saturday Night) fireworks display

Colonial Fireworks Co. Itinerary

Plot map of the Venetian Festival Boat Parade Route

Colonial Fireworks Co. Hold Harmless Agreement

Certificate of Liability Insurance

Colonial Fireworks Summary of Experience

BACKGROUND INFORMATION: (By Paul Ivan) Fireworks are again one of the main attractions of the 84th Annual Venetian Festival, planned for both Friday (July 25th) and Saturday (July 26th) night. I have reviewed the permits as requested, and there are no changes from last year in the setup and size of the displays for either night.

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

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

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

The following language has been recommended:

If Council desires:

1. Motion to authorize the City Clerk to issue the fireworks permit for the 2014 Venetian Festival fireworks displays.
2. Motion to authorize the Mayor to sign the hold harmless agreement with Colonial Fireworks Company.

CHARLEVOIX VENETIAN FESTIVAL, INC.

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

July 1, 2014
"HAND DELIVERED"

Fire Chief Paul Ivan
Charlevoix Fire Department
210 State Street
Charlevoix, Michigan 49720

RE: Proposed Fireworks Displays
84th Annual Charlevoix Venetian Festival

Dear Chief Ivan:

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

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

The master pyrotechnician overseeing the displays is once again Frank Loffredo, Jr., the same individual who has overseen the Venetian fireworks displays since 1999. Mr. Loffredo is an owner and stellar master pyrotechnician of Colonial Fireworks Company. I have enclosed a Summary of Experience, to confirm references you already possess relative to Mr. Loffredo. Please note, however, that Mr. Loffredo now possesses 35 years of experience as a pyrotechnician.

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

1. As you can see from the enclosed materials, the maximum shell size for the Friday night display (July 25, 2014) is 12". A clear zone radius of 1,200 feet will be maintained, which exceeds the NFPA clear zone standard of 840 feet. The maximum shell size for the "harbor" fireworks on Saturday night (July 26, 2014) is 3". A clear zone radius of 250 feet will be maintained, which exceeds the NFPA clear zone standard of 210 feet.
2. St. James Marine Co. of Beaver Island, Michigan, will again be providing the barge and tug services, as they have since 2003.

Chief Paul Ivan
July 1, 2014
Page 2

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

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

Sincerely,

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

Dan Barron
President

DBB/jlm

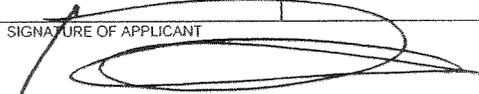
Enclosures

xc: Robert Straebel
U.S.C.G. - BMC John Tribfelner
Joyce Golding, City Clerk
Frank Loffredo, Jr.

2014

Application for Fireworks Other Than Consumer or Low Impact
 Michigan Department of Licensing & Regulatory Affairs
 Bureau of Fire Services
 P.O. Box 30700
 Lansing MI 48909
 (517) 241-8847

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

<input type="checkbox"/> Agricultural or wildlife fireworks		<input type="checkbox"/> Articles Pyrotechnic	<input type="checkbox"/> Display Fireworks
<input type="checkbox"/> Special effects manufactured for outdoor pest control or agricultural purposes		<input checked="" type="checkbox"/> Public Display	<input type="checkbox"/> Private Display
NAME OF APPLICANT Charlevoix Venetian Festival, Inc.		ADDRESS PO Box 120, Charlevoix, MI 49720	AGE (18 or over) 58
IF A CORPORATION, NAME OF PRESIDENT Daniel B. Barron, President		ADDRESS PO Box 120, Charlevoix, MI 49720	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT		ADDRESS	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Frank Loffredo, Jr.		ADDRESS 5225 Telegraph Rd., Toledo, OH 43612	AGE (18 or over) 54
NO. YEARS EXPERIENCE 35	NO. DISPLAYS 1,0000 +	WHERE Throughout the US, Canada, Virgin Islands and Bahamas	
NAME OF ASSISTANT Ken Linton		ADDRESS 5225 Telegraph Rd., Toledo, OH 43612	AGE 70
NAME OF OTHER ASSISTANT		ADDRESS	AGE
EXACT LOCATION OF PROPOSED DISPLAY 7/25/14 - Lake Charlevoix, 7/26/2014 Round Lake			
DATE OF PROPOSED DISPLAY Rain dates: 7/26/14 & 7/27/14		TIME OF PROPOSED DISPLAY approximately 10:00 p.m. to 11:00 p.m.	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT Colonial Fireworks truck with 24 hour security at Port Ironton facility			
AMOUNT OF BOND OR INSURANCE (To be set by local government) \$6,000,000.00		NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton-Gallagher & Associates	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 6420 SOM Center Rd., Cleveland, OH 44139-2985			
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED		
7/25/2014	300 pcs 4"; 300 pcs 5"; 200 pcs 6"; 30 pcs 8"; 15 pcs 10"; 30 pcs 12"		
7/26/2014	500 pcs 3" shells; 30MM candles; 15 fans of 3: 1.4G 2" cake items 25 pcs; 1 sponsor set piece		
SIGNATURE OF APPLICANT  Daniel B. Barron, President		DATE 7/1/2014	

CHARLEVOIX VENETIAN FESTIVAL, INC.

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

June 30, 2014
"UPS OVERNIGHT"

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

RE: 84th Annual Charlevoix Venetian Festival

Dear Commander:

For the 15th consecutive year, the Charlevoix Venetian Festival will be staging two nights of fireworks displays. The displays will once again be conducted by Frank Loffredo Jr., the owner and master pyrotechnician of Colonial Fireworks Company. Barge and tug operations will once again be conducted by the St. James Marine Co. of Beaver Island, Michigan.

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

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

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

Sincerely,



Dan Barron
President

DBB/jlm
Enclosures

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

DEPARTMENT OF HOMELAND SECURITY
APPLICATION FOR MARINE EVENT

OMB Number: 1625-0008
 Expires: 06/30/2014

Date Submitted: June 30, 2014

FORM INSTRUCTIONS

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

1. Name of Event 84th Annual Charlevoix Venetian Festival	2. Date of Event 07/25/2014 * 07/26/2014 *	
3. Location of Event Lake Charlevoix (7/25/2014) and Round Lake Harbor (7/26/2014)	4. Time: From _____ To _____	
5. Name and Address of Sponsoring Organization (Include Zip Code) Charlevoix Venetian Festival, Inc. PO Box 120 Charlevoix, MI 49720	* rain/backup-dates: 7/26/2014 7/27/2014	6. No. of Participants a. Boat Parade 20 boats b. Fireworks barge & tug
8. Types of Boats a. Boat Parade - assorted pleasure craft b. Fireworks - barge # 150 c. Tug - Wendy Anne	7. Sizes of Boats a. assorted pleasure craft b. see # 8 below	9. No. of Spectator Craft 150

10. Description of Events
 a. Fireworks (7/25/2014) shot from barge in Lake Charlevoix, vicinity of Depot Beach
 b. Boat Parade (7/26/2014) lighted pleasure craft to circle Round Lake Harbor
 c. Fireworks (7/26/2014) shot from barge in Round Lake Harbor

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

11a. If YES, briefly explain: Clear zone radius of (i) 1200 feet to be maintained for display on 7/25/2014 and of (ii) 250 feet to be maintained on 7/26/2014, each of which exceeds NFPA standards.

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

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

13a. If YES, briefly explain:

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

Boat parade committee boat, fireworks barge and tug.

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

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

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

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

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

18. Where Will 'Person In Charge' be During the Event?

Depot Beach (7/25/2014)
East Park, Charlevoix or on
Fireworks barge (7/26/2014)

19. How Can 'Person In Charge' be Contacted During the Event?

radio/cell phone 231-675-4257

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

Daniel B. Barron,
PO Box 120, 309 Petoskey Avenue, Charlevoix, MI 49720

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

20b. Email Address: dbarron@barronengstrom.com

The undersigned has full authority to represent the sponsoring organization.

21. Name: Daniel B. Barron

22. Title: President

23. Address (Include Zip Code) PO Box 120
309 Petoskey Avenue
Charlevoix, MI 49720

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

23b. Email Address: dbarron@barronengstrom.com

24. Signature:



PRIVACY ACT STATEMENT

Privacy Act Notice

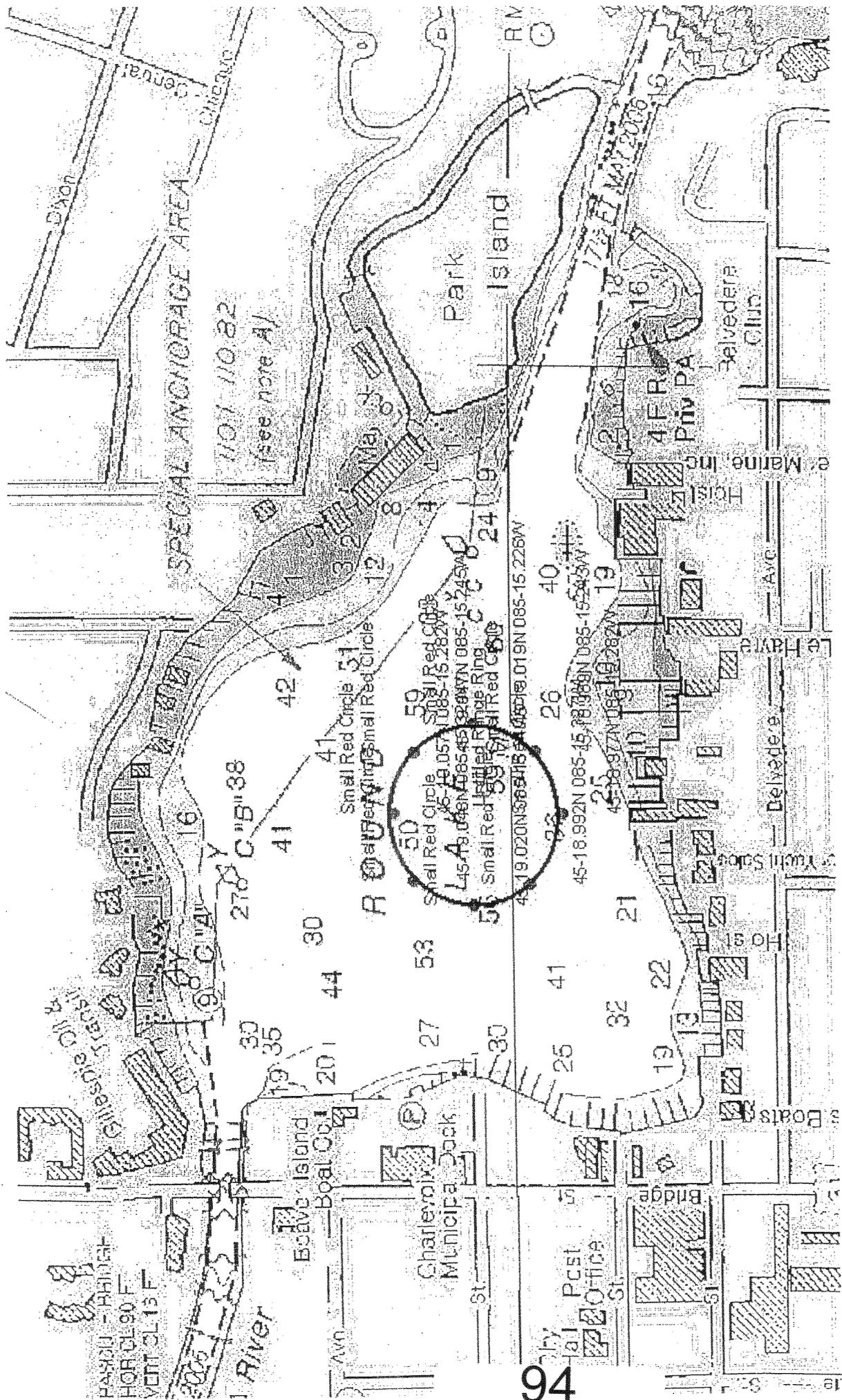
Authority: 33 U.S.C. §1233 authorizes the collection of this information.

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

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

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

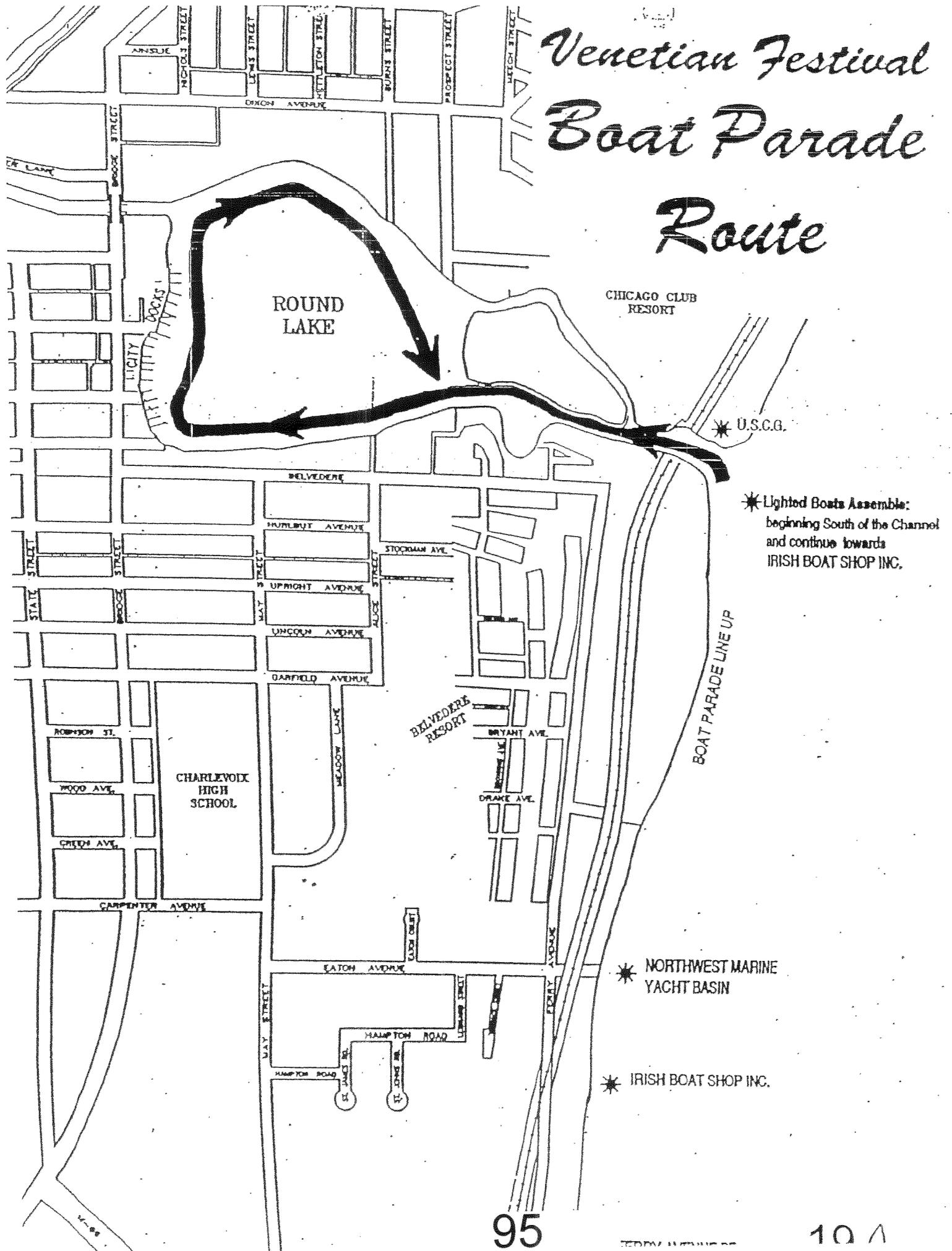
An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-5521), U.S. Coast Guard, 2100 St., SW, Washington D.C. 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (1625-0008), Washington, DC 20503.



NE - 45-19.047N 085-15.245W
 SE - 45-18.989N 085-15.243W
 SW - 45-18.992N 085-15.327W
 NW - 45-19.048N 085-15.324W

North - 45-19.057N 085-15.282W
 South - 45-18.977N 085-15.282W
 East - 45-19.019N 085-15.226W
 West - 45-19.020N 085-15.340W

Venetian Festival Boat Parade Route



**COLONIAL FIREWORKS CO.
ITINERARY
JULY 25 AND 26, 2014 DISPLAYS**

VENETIAN FESTIVAL
CHARLEVOIX, MICHIGAN

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

Monday, July 21, 2014

- 12:00 to 5:00 PM Colonial equipment truck arrives at "Port Ironton" Facility. Pre-barge loading meeting with Charlevoix Fire Chief Ivan, USCG Life Station Chief and Colonial technicians. Colonial technicians begin off loading and setting up, equipment only, onto barge.
- 5:00 PM Security arrives (24 hours/day of private security and/or Colonial technicians), from this time through July 26, 2014.

Tuesday, July 22, 2014

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

Wednesday, July 23, 2014

Loading of fireworks into mortars begins.

Thursday, July 24, 2014

Loading of fireworks into mortars continues.

Friday, July 25, 2014

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

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

Saturday, July 26, 2014

1:00 AM Barge arrives in Ironton to begin tearing down of aerial show. Begin loading of low aerial program for Round Lake on evening of July 26, 2014.
8:00 AM Continue loading of low level program.
6:00 - 8:00 PM Barge towed to Charlevoix - approximately two (2) hour trip - loading of live material to continue.
8:00 PM Barge anchored at firing location - loading of live material continues and connection of electrical system begins.
9:00 PM Final hookup of electrical system and final testing completed.
10:15 PM Firing begins (time approximate).
11:00 PM Firing ends (time approximate).
11:45 PM Barge is towed back to Ironton - inspection of equipment takes place.

Sunday, July 27, 2014

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

WEATHER CONTINGENCY PLANS

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

**COLONIAL FIREWORKS COMPANY
HOLD HARMLESS AGREEMENT**

Indemnity Provisions (Re: 2014 Venetian Festival Fireworks Displays):

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

Signed:

Signed:

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

For the "Corporation"
City of Charlevoix
Date: _____

April 1, 2014

LEAD PYROTECHNICIAN

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

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

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

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

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

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

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Downtown US 31 Road Closure Scheduled for July 26, 2014

DATE: July 7, 2014

PRESENTED BY: Police Chief Gerard Doan

ATTACHMENTS: City Map

BACKGROUND INFORMATION: There has been recent discussion regarding the closure of US-31 between Hurlbut St. and Park Ave. on Saturday, July 26, 2014, between the hours of 7:00 p.m. and 12:00 a.m. Traffic would be re-routed around the downtown area (heading north bound) by directing traffic down West Hurlbut to State St., State St. to Park Ave., and Park Ave. back onto US 31 and vice versa. Through traffic will also be re-routed on Belvedere Ave between May St. and US-31. The reasoning behind the road closure is to allow pedestrians to cross the downtown streets safely prior to the Venetian Saturday night Fireworks. Congestion between vehicle and pedestrian traffic during this time has caused many concerns and traffic delays in the past. MDOT is aware of this road closure request and is in the process of making their recommendations for proper signage in this area to accommodate the road closure. MDOT has not approved the closure at this time.

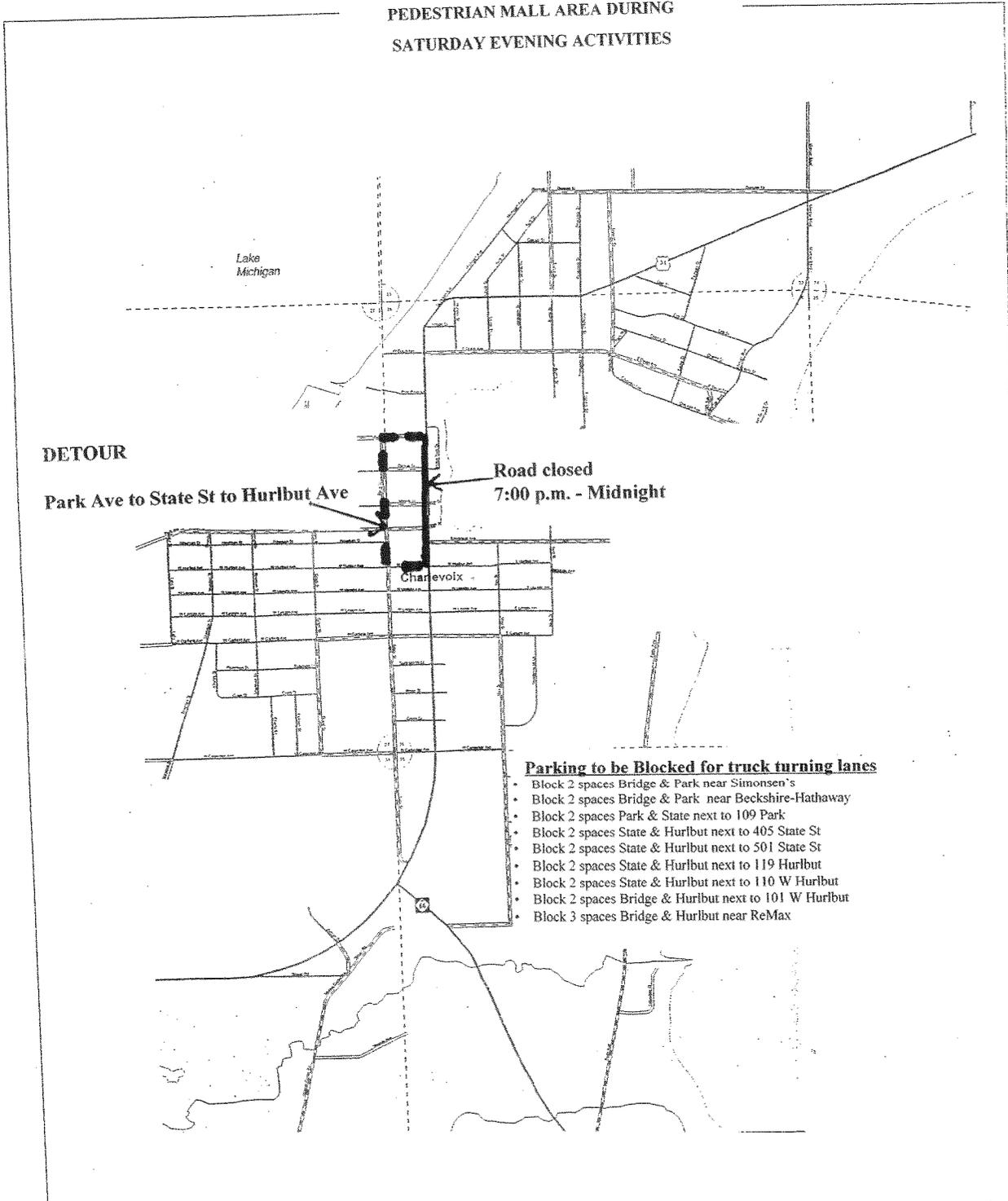
The downtown parking lots will be easily accessed for parking as well road side parking spaces. Officers will be assigned in strategic locations in these areas to assist with traffic and pedestrians, if issues arrive. The Charlevoix City Police Department will also be assisted by the Charlevoix County Sheriff's Department during this event.

RECOMMENDATION: It is my recommendation to move forward with the road closure of US-31 during the above mentioned timeframe with the proper MDOT road closure permits and signage.

REQUEST FROM VENETIAN FESTIVAL
 TO CLOSE US 31 (BRIDGE ST)
 FROM PARK AVE TO HURLBUT AVE ON

JULY 26, 2014
 FROM 7:00 PM TO 12 MIDNIGHT

TO CREATE
 PEDESTRIAN MALL AREA DURING
 SATURDAY EVENING ACTIVITIES



DETOUR

Park Ave to State St to Hurlbut Ave

Road closed
 7:00 p.m. - Midnight

Parking to be Blocked for truck turning lanes

- Block 2 spaces Bridge & Park near Simonsen's
- Block 2 spaces Bridge & Park near Beckshire-Hathaway
- Block 2 spaces Park & State next to 109 Park
- Block 2 spaces State & Hurlbut next to 405 State St
- Block 2 spaces State & Hurlbut next to 501 State St
- Block 2 spaces State & Hurlbut next to 119 Hurlbut
- Block 2 spaces State & Hurlbut next to 110 W Hurlbut
- Block 2 spaces Bridge & Hurlbut next to 101 W Hurlbut
- Block 3 spaces Bridge & Hurlbut near ReMax

UTILITIES - PERMITS SECTION
 REAL ESTATE DIVISION



PERMIT NO. _____

TRUNKLINE

NAI

API

102

PERMIT ATTACHMENT FOR
 SKETCH TO ACCOMPANY
 APPLICATION FOR PERMIT

04-06-99

PLAN DATE

PA-12

SHEET

01 OF 01

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Substance Abuse Free Environment (SAFE) for Tobacco Free Parks and Beaches

DATE: July 7, 2014

PRESENTED BY: Police Chief Gerard Doan

ATTACHMENTS: Draft Resolution in Support of Tobacco-Free Parks and Beaches in the City of Charlevoix

BACKGROUND INFORMATION: On June 2, 2014, Susan Pulaski, Community Health Coordinator of the Northwest Michigan Health Department presented City Council with information regarding making the City's parks and beaches tobacco free. During Susan's presentation, she discussed the Substance Abuse Free Environment (SAFE) program for Tobacco Free Parks and Beaches. The SAFE program targets the youth of Charlevoix and Emmet Counties by promoting tobacco free environments similar to the program established in our school districts.

During the discussion there were different enforcement options presented to Council. Enforcement options for violators range from civil infractions, ejection from the recreation facility for the remainder of the event, or directing those using tobacco products to a non-restricted area. At the meeting, Councilmember Porter suggested setting a public hearing.

At this time, the Health Department has contacted me and requested that I prepare news releases for our local papers in order to educate the public. I also have had the tobacco free signs delivered to my office. Public education and proper signage is essential for this program to be effective.

There are three different options Council can choose to establish a program for tobacco free parks and beaches are:

1. An ordinance can be created in which violators could be issued a civil infraction ticket.
2. A model policy can be created in which violators can be removed from the premises if they use tobacco in restricted areas.
3. Initiate a resolution educating and informing the public that the city beaches and parks are tobacco free areas.

Attached is a draft resolution for Council's consideration.

RECOMMENDATION: It is my recommendation that the City approve option #3: a Resolution in support of tobacco free parks and beaches in the City of Charlevoix. The City and the Health Department can work together to promote a healthy life style by restricting tobacco use in our parks and public beaches. We will also be sending a message to our youth that the City promotes healthy living and is a positive role model. With proper signage and education, I believe this is the more viable option.

If the City Council wishes to hold a public hearing, Council needs to make a motion to set the public hearing.

If Council chooses not to hold a public hearing, Council can consider adopting the attached resolution.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-07-XX**

RESOLUTION IN SUPPORT OF TOBACCO-FREE PARKS AND BEACHES IN THE CITY OF CHARLEVOIX

- WHEREAS,** in order to preserve the public health, safety and welfare of the citizens of Charlevoix, Michigan; and
- WHEREAS,** tobacco use causes death and disease and continues to be an urgent public health challenge and tobacco-related illness is the leading cause of preventable death in the United States, accounting for about 443,000 deaths each year; and
- WHEREAS,** secondhand smoke has repeatedly been identified as a health hazard, and is responsible for as many as 3,000 deaths from lung cancer and 46,000 deaths from heart disease among nonsmokers in the United States each year and exposure to secondhand smoke increases the risk of coronary heart disease, and causes respiratory infection in as many as 300,000 children in the United States; and
- WHEREAS,** exposure to secondhand smoke anywhere has negative health impacts, and levels of secondhand smoke exposure outdoors can attain indoor levels depending on the direction and amount of wind and number and proximity of smokers; and
- WHEREAS,** smokeless tobacco is not a safe alternative to smoking and causes significant death and disease, such as leukoplakia, lung, larynx, esophageal, and oral cancer; and
- WHEREAS,** children who attend or participate in athletic and recreational events can be affected by secondhand smoke and the use of tobacco products at such events sends a harmful health message to youth and student athletes; and
- WHEREAS,** cigarette butts are the most littered item in the United States and a dangerous nuisance and pose a health threat to thousands of young children who are poisoned by the ingestion of cigarettes, cigarette butts, and other tobacco products; and
- WHEREAS,** smoking outside in natural areas, where there are trees, shrubs and grasses, poses a significant risk of fire damage, and cigarette-caused fires unnecessarily jeopardize firefighters resulting in avoidable emergency response costs; and
- WHEREAS,** electronic cigarettes closely resemble the act of smoking and the Food and Drug Administration (FDA) stated that electronic cigarettes contain nicotine as well as carcinogens and toxic chemicals and electronic cigarettes are known to have caused serious injury from explosion of their rechargeable lithium batteries; and
- WHEREAS,** creating smoke-free areas helps protect the health of our children and the 80 percent of adults who do not smoke; and
- WHEREAS,** a large number of citizens and visitors to the City of Charlevoix find smoking and the use of tobacco products a serious health concern in both indoor and outdoor environments, particularly where a large number of people are gathered together in close proximity; and
- WHEREAS,** there is no Constitutional right to smoke or use other tobacco products.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF CHARLEVOIX CITY COUNCIL endorses and supports making all parks and beaches in the City of Charlevoix 100% tobacco-free.

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

Resolution adopted by the following yea and nay votes:

Yeas:
Nays:
Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Discussion Regarding General Fund Subsidy and Operating Levels at Charlevoix Municipal Golf Course

DATE: July 7, 2014

PRESENTED BY: Tom Heid, Director of Golf

ATTACHMENTS: Charlevoix Golf Club’s Cultural and Economic Impact Report

BACKGROUND INFORMATION: In preparation for the 2015/2016 City Budget session, City staff is looking at the golf operation with considerations on potential operating levels in an effort to minimize any General Fund subsidies.

In the past several years, the golf operation has been heavily subsidized by the general fund reflecting on the economic downturn in the overall golf industry and compounded by the challenging economic times within the State of Michigan. The average subsidy from the General Fund for the past five years is \$73,439.00.

Listed below are some options for consideration purposes (and not limited to) on the operational levels at the golf course.

1. Maintain at the current service level in providing standard playing conditions, while continuing to reduce expenditures and increase revenues.
2. Consider obtaining professional consulting services from a third party that the city would acquire to look at the operational aspects of the business, while providing creative ideas in the marketing of the golf club.
3. Proceed to a survival mode of operations in lowering the service level through a reduction in the maintenance practices and the overall playing conditions of the golf course., while minimizing expenditures to infrastructure as in buildings, equipment, and grounds facility assets. Concerns in going in this direction would be in questioning a short term solution in monetary savings where deferred investments back into the operations would require attention.

The Charlevoix Golf Club Cultural and Economic Report: In summary, the report is devised as an educational tool for talking points describing a number of positive impacts that the golf course operation has on our community and at the state level. The data provided has been acquired by an alliance of several golf industry and state recreational associations along with revenue and play demographics from the City golf course.

As an example to a monetary estimate of what the City golf course may bring into our community through tourism can be approximated using the methodology approach as described in the Cultural and

Economic Report using the Golf 20/20 data. We understand that there is no exact science in the estimation, but it can be used as a useful tool for talking points.

In the last five years, the golf course has averaged 13,218 rounds of golf per year with 16.5% (2,181 rounds) of player participation from outside of Charlevoix County and the state. With the traveling golfer spending an average of \$268.00 per day, that would equate to some \$584,508.00 of spending in our area.

RECOMMENDATION: Proceed to option two (2) as listed above with the approval to draft a RFP in seeking the professional consulting services of a golf course consultant to study course in 2014.

THE CHARLEVOIX GOLF CLUB'S CULTURAL AND ECONOMIC IMPACT ON THE COMMUNITY



Prepared by, Tom Heid, Director of Golf, City of Charlevoix

December 2, 2013

**THE CHARLEVOIX GOLF CLUB'S
CULTURAL AND ECONOMIC IMPACT ON THE COMMUNITY**

CONTENTS

- 1. The Charlevoix Golf Club
- 2. Economic Impact
- 3. Golf Industry Cluster
- 4. Hospitality and Tourism
- 5. Taxable Values
- 6. Revenue and Play Statistics
- 7. Environmental Stewardship
- 8. The Human Impact
- 9. Health and Wellness
- 10. Acknowledgements

1. **The Charlevoix Golf Club**

The Charlevoix Golf Club is currently one of 83 municipal golf operations in the State of Michigan. It is the oldest municipal golf operation in the state being built in 1896. The City of Charlevoix acquired the golf course in 1937 from The Chicago Club for the sum of one dollar, and the property was deeded to remain as a recreational facility.

The Charlevoix Golf Club continues to develop new players and grow the game from junior golf to senior leagues; our course provides inclusive environments, affordable fees and access for all. The property creates jobs for residents, foster industry competition, and provide educational opportunities for all participants.

2. **Economic Impact**

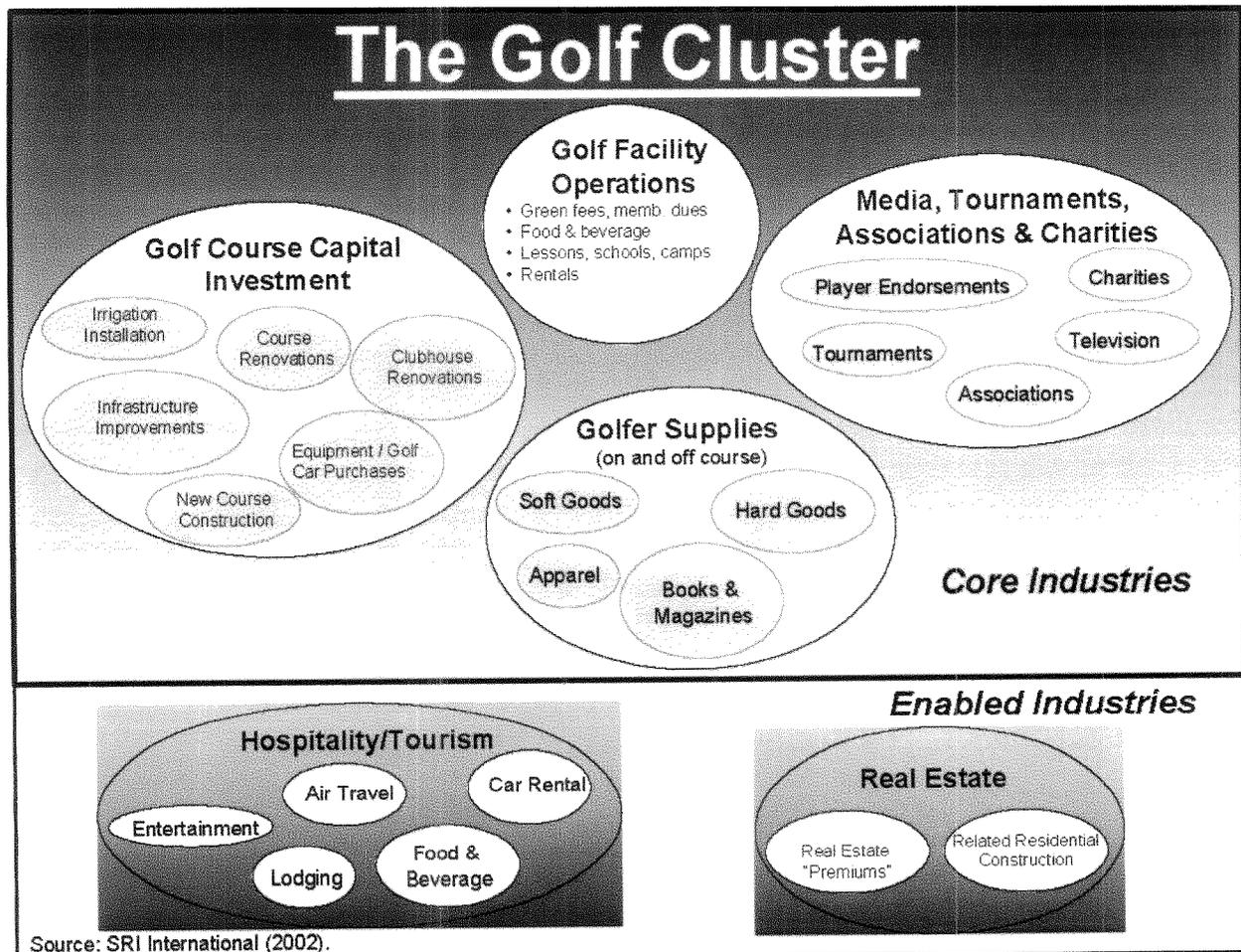
With more than 880 total golf courses, Michigan has the third highest number of courses in the United States. According to a 2006 study commissioned by the World Golf Foundation's "Golf 2020" initiative, Michigan's direct golf economy is valued at 2.2 billion dollars.

Golf drives tourism, new construction, residential development, retail sales, and more through the operation of golf facilities. When the total impact of these additional golf related activities is calculated, Michigan's golf industry generates approximately 4.2 billion dollars of direct, indirect economic output, 1.4 billion dollars of wage income and 56,977 jobs in 2006.

3. **Golf Industry Cluster**

To arrive at the economic impact, one must first estimate the size of the golf economy in the state. This entails mapping out where the golf industry begins and ends, and then estimate the size of each of these industry segments. We divide the golf industry cluster into two main categories; (1) core industries and (2) enabled industries.

The golf industry cluster begins with the golf facilities themselves and with those other core industries that produce goods and services used to operate facilities and to play the game; golf equipment and golf apparel manufacturers, golf course architects, turf maintenance equipment and service providers. The game further enables a number of other industries, such as golf related tourism and real estate development.



4. Hospitality and Tourism

The average travel dollar per visit for a golfer in 2006 in Michigan was \$286.00. This includes spending accommodations, transportation, food and beverage, entertainment, gifts, and so on. Greens fees, cart fees, club rental fees are not included as these are captured in a golf facilities operating revenue. The average spending figure (\$268.00) incorporates both overnight and day trips, and day trips make up the majority of day trips in Michigan. To estimate average golf trip expenditures, Golf 20/20 analyzed data from the National Golf Foundation's The U.S. Golf Travel Market 2003 Edition report and the 2000 Michigan Golf Economic Impact Study. The study adjusted average trip spending based upon relative price levels in Michigan vis-à-vis the rest of the country. Multiplying the total number of golf trips by average spending per trip. The study group SRI found that golf-related tourism spending in Michigan was approximately 632.5 million in 2006.

# of Golf trips	\$2,209.200
Average travel \$ per trip	\$286.29
TOTAL (2006 \$ millions)	\$632.5 million

5. Real Estate/Taxable Values

The presence of open green space as in a golf course, recreational sports fields, and parkland areas, most often have a impact on the taxable value of real estate in a community comparable to properties where green space is minimal or absent.

In determining a form of methodology on how a taxable value is estimated/obtained on a particular piece of real estate property in close proximity to a golf course, can be difficult in quantifying as in the resort community of Charlevoix. Charlevoix offers many attractive amenities, with the waterways perhaps having the greatest impact on property values, along with a higher grade of a particular homes physical construction, can differ in that of a sprawling urban environment where green space is often vastly limited. Therefore in determining a taxable value on one particular real estate property to another in the Charlevoix area in relation to the proximity to a green space area is difficult in arriving to a conclusive set formula.

6. Revenue Data for Charlevoix Golf Club 2013

Greens Fees (Memberships, 5-Play Punch Cards, Daily Greens Fees)	85%
Merchandise (Sport Apparel, Food & Beverages)	8%
Rentals (Club, Carts, Lockers)	7%

Resident and Non-Resident Green Fee Breakdown

	<u>Resident (City)</u>	<u>Non-Resident</u>
Memberships	65%	35%
Punch Cards	59%	41%
Daily Fees	46.5%	53.5%

Revenue as a percent of all Green Fees

Season Tickets 36%
Day Fees 48%
Punch Cards 16%

Play Percentage Statistics by Fee Category

Season Tickets 56%
Day Fees 33%
Punch Cards 11%

Play Percentage by Season Pass Category

Resident 58%
Non-Resident 42%

	<u>Resident</u>	<u>Non-Resident</u>
Single	7%	3%
Double	3%	3%
Family	4%	2%
Student	2%	2%
Sr. Single	29%	18%
Sr. Double	13%	14%

Play Statistics by Demographics

City of Charlevoix 68.5%
Charlevoix Township 4%
Charlevoix County 11%
(excluding Chx. Twsp.)
Michigan 12%
(outside of Chx. Co.)
Out of State 4.5%

7. Environmental Stewardship

The Charlevoix Golf Course contributes to our community's conservation landscape by incorporating sustainable practices, our public facilities and professional staffing serve as environmental stewards.

With the existence of a vast amount of turf grass plants/ground cover on a golf course, many additional benefits result aside from the sporting experience.

A healthy turf grass area provides the following:

- Protects topsoil from wind erosion and glare.
- An effective recharge and filtration area for ground water supply.
- Minimizes water runoff.
- Improves air quality and moderate temperatures.
- Produces oxygen and consumption of carbon dioxide.
- Recycling of organic debris.
- Preservation of natural areas.
- Improves community aesthetics.

8. The Human Impact

Research conducted by the National Golf Foundation has revealed that the major barriers to attracting more children to the game of golf, especially economically disadvantaged children are "the lack of places that welcome them, places that could physically get to, and places they could afford". Additional reports illustrate that feelings of intimidation, as well as the cost associated with private clubs, often prevent both adults and children from learning and playing the game of golf.

9. Health and wellness Benefits

The game of golf provides a myriad of health and wellness benefits especially for participants who choose to carry their clubs or play without a cart. Those who walk and/or transport their clubs burn 300-500 calories an hour and enjoy:

- Increase endurance.
- Enhanced heart health.
- Enable muscle tone.
- Weight loss.
- Increase bone strength.
- Improve balance.

The game of golf can be tailored for various levels of physical ability and technical skills. This fact combined with the sports low-impact nature, makes golf an accessible exercise option for many of Charlevoix's diverse residents. Whether walking the course or cruising in a cart, all outdoor participants reap the additional mental health benefits that accompany the enjoyment of nature and the great outdoors, including stress relief and relaxation.

10. Acknowledgements

Michigan Recreation and Park Association

Michigan Golf Alliance, Golf 20/20

Golf Course Superintendents Association of America

United States Golf Association

Professional Golf Association

National Golf Foundation

Club Managers Association of America

Dr. James B. Beard Ph.D. Turfgrass Physiology

SRI International

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

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

DATE: July 7, 2014

PRESENTED BY: Judy A. Gordon

ATTACHMENTS: Letter from Charlevoix Yacht Club
Draft Resolution

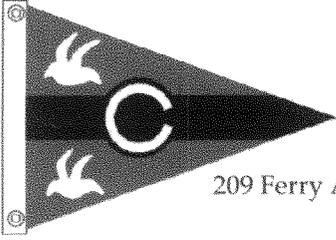
BACKGROUND INFORMATION:

The Charlevoix Yacht Club would like the City Council to consider waiving parking fees at Ferry Launch Ramp for the Nucore Triangle on August 29th, 2014 and the Red Fox Regatta on August 30th and August 31st, 2014.

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

RECOMMENDATION:

Motion to approve the attached resolution waiving parking fees for the Charlevoix Yacht Club on August 29th, August 30th and August 31st, 2014.



Charlevoix Yacht Club

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

June 10, 2014

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

RE: Use of Boat Launch Facility for Red Fox Regatta

Dear Mayor and Council:

This letter is a request to the City Council to again allow free use of the boat launch ramp at the end of Stover Road on August 29, 30 & 31, 2014. These are the dates of the Nucore Triangle Race, Friday evening and the annual Red Fox Regatta sailboat race between Charlevoix and Boyne City, Saturday and Sunday, hosted by the Charlevoix Yacht Club.

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

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

Your consideration and approval of this matter will be appreciated.

Sincerely,

Judy A. Gordon
Red Fox Committee
Charlevoix Yacht Club

RECEIVED

JUN 12 2014

CITY OF CHARLEVOIX

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-07-XX
WAIVE PARKING FEES FOR CHARLEVOIX YACHT CLUB**

WHEREAS, the Charlevoix Yacht Club is hosting the Nucore Triangle Race on August 29th and the Red Fox Regatta on August 30th and August 31st, 2014; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Charlevoix, hereby waive parking fees for the Nucore Triangle Race on August 29th and the Red Fox Regatta on August 30th and August 31st, 2014.

RESOLVED, this ____ day of _____, 2014, A.D.

Resolution adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to Approve Modifications to the Recreation Director Job Description
DATE: July 7, 2014
PRESENTED BY: Patty DeRosia, Human Resource Assistant
ATTACHMENTS: Recreation Director Job Description, modification date July 7, 2014 (Redline Copy) and Recreation Director Job Description, modification date July 7, 2014 (Final Copy)

BACKGROUND INFORMATION: As stated in a previous meeting, Amanda Wilkin, the current Recreation Director, has submitted her resignation which will be effective August 15, 2014. In preparation to recruit for this position, we reviewed and made minor modifications to the Recreation Director Job Description previously dated July 19, 2010. If approved, the modification date will be July 7, 2014.

In addition, we are looking for one of the council members to assist with the interview process.

RECOMMENDATION: Motion to Approve the Recreation Director Job Description.

CITY OF CHARLEVOIX

Title: Recreation Director

FLSA: Non-exempt
Status: Part-time, non-union

Department: Recreation

Reports To: City Manager

Date: July 12, 2014

Position Purpose and Objectives

This service-oriented recreation professional develops and manages a comprehensive program of recreational activities for the City of Charlevoix and enhancement of recreational opportunities for children, students and adults of all ages. Promotes and ensures safety for participants. The director is a hands-on, active manager. Oversees and manages program delivery using innovative approaches and continuous process improvement. Departmental operations include administrative tasks of the Recreation office and supervision of full and part-time staff. This position requires some and involve evening and weekend hours and accessibility by phone during non work hours. The director works with citizen advocates to build healthy and active individuals, families, and community and maintains a safe, courteous and positive image of the City of Charlevoix with the public. The job functions below are not all-inclusive and other responsibilities and functions may be assigned as needed in the City's sole discretion. The position is a part-time, at-will position.

Essential Job Functions

- Evaluate the recreational needs of the community, develops and implements community recreation programs including athletic leagues, instructional programs, day camps, and special events
- Prepare facilities for planned events and ensures facilities are maintained and safe procedures are followed
- ~~Oversee the management of~~ Acts as on-site manager of municipal-owned ski hill responsible for day-to-day operations
- Develop cost-saving measures and additional revenue streams creating solvency amongst specific recreational activities
- Monitor recreational events
- Prepare cost analysis reports for programs and monthly program reports.
- Develop a comprehensive program of recreational activities that meets the recreational needs of diverse community groups
- Develop goals and policy relating to activities
- Creates and monitors annual budget
- Responds to public inquiries about recreation programs and performs administrative tasks of the Recreation office
- Performs public relation duties; responds to public inquiries and complaints; handles sports rule enforcement; prepares news releases, information and marketing bulletins or other publicity on recreation activities
- Coordinates sports programs, outside groups and agencies, registers participants for teams, collects fees, and acquires coaches and officials
- Trains, evaluates, and supervises seasonal employees; prepares schedules and assignments
- Maintains awareness of current trends in industry

- Attends meetings and complete reports as required by City Manager

Knowledge, Skills and Abilities Required

- Considerable knowledge of recreation philosophy, goals and objectives
- Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program
- Excellent at recreation program development and implementation based on good business sense and business planning
- Excellent communicator, including public speaking
- Excellent management and leadership skills
- Excellent at creative thinking, problem solving, multi tasking, organizational and analytical skills
- Ability to work independently
- Ability to work in a team-based environment
- Ability to motivate self and others with a high degree of initiative
- Ability to provide excellent customer service
- Ability to work an adjustable and flexible work schedule; accessible by phone during non work hours
- Ability to market and advertise programs and events
- Ability to write and secure grants
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public
- Competent in Windows; Microsoft Word, Excel, Outlook, Publisher and PowerPoint; Internet Explorer; Outlook, Windows XP and Vista Website Content Management System; Social Media

Supervisory Responsibility

The Recreation Director is directly responsible for the direct supervision of all departmental personnel and all others assigned to work at the facilities. Direct supervision includes setting work schedules and assignments, periodic goal setting, review of performance results and disciplinary actions if appropriate.

Preferred Qualifications

Bachelors Degree in recreation administration, physical education, or a closely related field preferred. Minimum of four (4) years experience in supervising recreation programs, or any equivalent combination of education and experience. Previous staff management strongly preferred.

Physical Requirements

The employee must occasionally lift and/or move up to 50 pounds. Employee must have a valid Michigan driver's license and access to a personal car.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

Creation Date: June 25~~12~~, 2014
City Council Approval: July 14~~7~~, 2014

CITY OF CHARLEVOIX

Title: Recreation Director

FLSA: Non-exempt

Status: Part-time, non-union

Department: Recreation

Reports To: City Manager

Date: July 7, 2014

Position Purpose and Objectives

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Essential Job Functions

- Evaluate the recreational needs of the community, develop and implement community recreation programs including athletic leagues, instructional programs, day camps, and special events
- Prepare facilities for planned events and ensure facilities are maintained and safe procedures are followed
- Oversee the management of municipal-owned ski hill responsible for day-to-day operations
- Develop cost-saving measures and additional revenue streams creating solvency amongst specific recreational activities
- Monitor recreational events
- Prepare cost analysis reports for programs and monthly program reports.
- Develop a comprehensive program of recreational activities that meets the recreational needs of diverse community groups
- Develop goals and policy relating to activities
- Create and monitor annual budget
- Respond to public inquiries about recreation programs and perform administrative tasks of the Recreation office
- Perform public relation duties; respond to public inquiries and complaints; handle sports rule enforcement; prepare news releases, information and marketing bulletins or other publicity on recreation activities
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Creation Date: June 25, 2014
City Council Approval: July 7, 2014