

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, January 19, 2015 - 7:00 p.m.

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

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council Meeting Minutes – January 5, 2015 Special Meeting PG 1
 - B. City Council Meeting Minutes – January 5, 2015 Regular Meeting PG 2-8
 - C. Accounts Payable Check Registers & Payroll Check Registers PG 9-20
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Liquor License Application - Food Affects LLC d/b/a RoadHouse 757 PG 21-40
 - B. LED Streetlight Purchase PG 41-43
 - C. Consideration to Amend Avfuel Contract PG 44-47
 - D. Consideration of Approval for the Outdoor Dining Application PG 48-52
 - E. Discussion on Redevelopment Ready Community Program PG 53-55
 - F. Discussion Regarding Prioritizing City Council Goals PG 56-57
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
- 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
SPECIAL CITY COUNCIL MEETING MINUTES
Monday, January 5, 2015 – 6:30 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 6:30 p.m. by Mayor Gabe Campbell.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Gabe Campbell
City Manager: Robert Straebel
City Clerk: Joyce Golding
Members Present: Councilmembers Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter, and Bill Supernaw
Absent: Councilmember Shane Cole

Mayor Campbell requested a moment of silence in memory of Maura Brandi and Carolena Elowsky.

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Requests, Petitions and Communications and Actions Thereon

A. City Treasurer Interview

Effective November 3, 2014, City Treasurer Zielinski resigned his position. The position was posted and an interview committee consisting of the City Manager, Councilmembers Gibson and Porter, Public Works Superintendent and the Human Resources Assistant interviewed three candidates.

Per the City Charter, the City Treasurer shall be appointed by a majority vote of the Council for an indefinite term. The interview committee is recommending candidate Kelly McGinn for City Treasurer.

Interview questions were posed by Council and answered by Ms. McGinn.

Motion by Councilmember Supernaw, second by Councilmember Gibson, to appoint Kelly McGinn as City Treasurer of the City of Charlevoix, effective at the earliest possible convenience.

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

V. Audience – Non-Agenda Input (written requests take precedent)

None.

VI. Adjourn

Motion by Councilmember Kurtz, second by Councilmember Perron, to adjourn.

Motion passed by unanimous voice vote. Meeting adjourned at 6:50 p.m.

Joyce M. Golding

City Clerk

Gabe Campbell

Mayor

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 5, 2015 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Mayor Gabe Campbell.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Gabe Campbell
City Manager: Robert Straebel
City Clerk: Joyce Golding
Members Present: Councilmembers Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter, and Bill Supernaw
Absent: Councilmember Shane Cole

Mayor Campbell requested a moment of silence in memory of Maura Brandi and Carolena Elowsky.

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – December 15, 2014 Regular Meeting Minutes
- B. Special Accounts Payable Check Register – December 19, 2014
- C. Regular Accounts Payable Check Register – January 6, 2015
- D. ACH Payments – December 15, 2014 – January 2, 2015
- E. Tax Disbursement – January 6, 2015
- F. Payroll Check Register – December 19, 2014
- G. Payroll Transmittal – December 19, 2014
- H. Payroll Check Register – January 2, 2015
- I. Payroll Transmittal – January 2, 2015

V. Public Hearings

None.

VI. Reports

City Manager Straebel expressed his condolences to the Brandi and Elowsky families and stated that City Hall will be closed on January 7th from 3:30 – 5:00 p.m. to allow City employees to attend the memorial service.

The 2015-16 Budget Work Session is scheduled for January 12, 2015 at 5:30 p.m.

Mayor Campbell expressed his appreciation to City Manager Straebel for postponing his vacation to complete the draft budget. City Manager Straebel extended his thanks to Alida Klooster for working numerous additional hours assisting with the budget draft. On behalf of Council, Mayor Campbell offered thanks to Ms. Klooster as well.

VII. Requests, Petitions and Communications and Actions Thereon

- A. Agreement for Ambulance Services Provided by the City of Charlevoix to Charlevoix Township, Eveline Township, Hayes Township, Marion Township and Norwood Township

The City of Charlevoix has been working cooperatively with Charlevoix, Eveline, Hayes, Marion and Norwood Townships to establish a mutual agreement for ambulance services. The agreement stipulates that the City of Charlevoix will provide ambulance service to these townships, while sharing the costs with all parties involved. The City Attorney has approved the agreement.

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

Motion by Councilmember Gibson, second by Councilmember Kurtz, to approve the Ambulance Service Agreement for the City of Charlevoix to provide ambulance service to Charlevoix, Eveline, Hayes, Marion, and Norwood Townships for the next five years.

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

B. Agreement for Fire Service with Eveline Township

The City of Charlevoix has been working with Eveline Township to establish a contract to provide fire service to the Township for the next five years.

Chief Doan stated that other townships have contracted with Charlevoix Township for their fire service. City Manager Straebel discussed how Norwood split their fire service between Charlevoix and Banks Townships.

Mayor Campbell opened the item to public comment.

John Martin, Marion Township Supervisor, stated that cost was the deciding factor when contracting with Charlevoix Township. He indicated that his township was not dissatisfied with City fire service.

Chuck Center, Charlevoix Township Supervisor, provided an explanation regarding Norwood's fire service decision. He stated that Charlevoix Township did not solicit Norwood's fire service business.

The item was closed to the public.

Motion by Councilmember Perron, second by Councilmember Supernaw, to approve the Fire Service Agreement for the City of Charlevoix to provide fire service to Eveline Township for the next five years.

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

C. Request to Apply for Michigan Department of Transportation Permits

The State of Michigan Department of Transportation (MDOT) requires various permits to be obtained to work in the highway right of way. City Staff requests to apply for an annual permit to plant and maintain petunias, plant, remove and trim trees, work on various overhead and underground utilities, do survey work and soil borings, perform emergency hazardous spill clean ups, host parades, and other day to day maintenance in the US-31 right of way.

Councilmember Supernaw asked if Bridge Street would be closed again this year on Saturday evening during the Venetian Festival. City Manager Straebel stated that the night road closure would require a separate permit, along with a substantial cost for signage. He commented that the 2014 closure was very well received and efforts should be made to cost share the signage expense in 2015.

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

Action by Resolution.

D. Mayoral and Council Appointments

The Mayor and/or City Council are required to make appointments to vacancies on boards and committees.

Motion by Councilmember Gibson, second by Councilmember Porter, to appoint Greg Stevens to the Housing Commission [term expiring 04/2020.]

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

Motion by Councilmember Supernaw, second by Councilmember Gibson, to appoint Kay Heise to the Historic District Commission [term expiring 06/2017.]

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

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

A. Budget Amendment #1 for 2014-15

The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2014-15 to our best estimate. City Council is required to introduce and set the public hearing for the 2014-15 Budget Amendment Ordinance.

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

Motion by Councilmember Gibson, second by Councilmember Perron, to set the public hearing for the 2014-15 Budget Amendment Ordinance for February 16, 2015, at 7 p.m. in City Council Chambers.

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

B. 2015-16 Budget Ordinance

As part of the City's budget approval process, a mandatory public hearing must be set for the 2015-16 Budget to set the millage rates in support of the budget and to hold the truth in taxation hearing required to levy the tax millage. The budget is required to be in place prior to the start of the new fiscal year, which begins on April 1, 2015.

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

Motion by Councilmember Supernaw, second by Councilmember Kurtz, to set the public hearing for the 2015-16 Budget Ordinance for February 16, 2015, at 7 p.m. in City Council Chambers.

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

IX. Resolutions

A. Request to Apply for Michigan Department of Transportation Permits

Motion by Councilmember Supernaw, seconded by Councilmember Gibson, to approve Resolution 2015-01-01, Performance Resolution for Governmental Agencies, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2015-01-01
PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES**

WHEREAS, a Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipality an "Individual Permit for Use of State Highway Right of Way" or an "Annual Application and Permit for Miscellaneous Operations Within State Highway right of Way"; and

WHEREAS, that the City of Charlevoix hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits.

NOW THEREFORE BE IT RESOLVED, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

4. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following positions are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY: City Manager Rob Straebel, Executive Assistant Linda Jo Weller, DPW Superintendent Patrick Elliott and Electric Superintendent Don Swern.

RESOLVED this 5th day of January, A.D. 2015.

Resolution was adopted by the following yeas and nays vote:

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

X. Ordinances

None.

XI. Miscellaneous Business

Per Councilmember Gibson's request, City Manager Straebel will consult with the DDA to determine whether the 2014 Bridge Drop fireworks donations will be used toward next year's event and, if so, which entity will be responsible for holding the funds.

Councilmember Gibson requested an agenda item to discuss the list of goals brought forth during the November 18, 2014 Special Council Meeting. She recommended moving forward on two or three goals.

Councilmember Supernaw suggested changing the City Charter through a ballot proposal to consolidate the job positions of Police Chief and Fire Chief and create a new job title: Director of Public Safety. City Manager Straebel stated that the process involved the City Attorney drafting ballot language and submitting the draft to the Michigan Attorney General for approval. There is a deadline of February 10th for ballot proposals to be included in the May 2015 election. City Manager Straebel suggested that the City Charter should be reviewed in its entirety to determine if other changes are warranted in addition to the Director of Public Safety change. Councilmember Gibson recalled that during discussions with Chief Doan in 2014, it was decided that once the Chief was dually appointed there would be a waiting period before making a change to the Charter, to conclude if holding two positions would prove effective. The Council's consensus was to draft the ballot language now, and wait until the November election before putting the question before the voters.

Councilmember Supernaw questioned whether Council's involvement in the DDA's payment to the Library issue was finished. City Manager Straebel stated that the DDA did not include a Library contribution line item in the 2015-16 Budget and it was Council's decision to either approve or disapprove the DDA budget in its entirety. He felt that the DDA has a sincere commitment to live up to their obligation and they will earmark funds after the 2014-15 fiscal year. In City Manager Straebel's opinion, the DDA's decision to make a long term commitment of \$600,000 to the Library, without a formal agreement, was mishandled.

Councilmember Supernaw discussed the proposed westward Airport expansion and it was determined that the expansion is a long term plan. The FAA requires a letter from both the City and St. Mary's Cement stating that they are willing to pursue an expansion feasibility study.

City Manager Straebel stated that Airport Manager Myer, Councilmember Gibson, and he will meet the week of January 12th to discuss the membership of the new Airport Advisory Committee.

Councilmember Porter expressed his thanks to Ben Cunningham, of Lyons Marine Construction, for the attractive light display in the harbor.

XII. Audience - Non-agenda Input (written requests take precedent)
 None.

XIII. Adjourn
 Motion by Councilmember Porter, second by Councilmember Perron, to adjourn.

Motion passed by unanimous voice vote. Meeting adjourned at 7:41 p.m.

Joyce M. Golding City Clerk Gabe Campbell Mayor

Special Accounts Payable – 12/19/2014

AT&T	1,848.70	METLIFE SMALL BUSINESS CENTER	780.48
AT&T MOBILITY	72.46	PRIORITY HEALTH	45,003.26
CHARLEVOIX STATE BANK	1,572.74	VERIZON WIRELESS	56.72
CITY OF CHARLEVOIX - PETTY CASH	455.90	VISION SERVICE PLAN	542.01
DELTA DENTAL	4,432.00		
GREAT LAKES ENERGY	315.82	TOTAL	55,060.09

Accounts Payable – 01/06/2015

A. SHAW & ASSOCIATES LLC	263.00	INDUSTRIAL MARKETING	246.15
AIRGAS USA LLC	172.58	J & B MEDICAL SUPPLY INC.	378.38
AMERICAN WASTE INC.	2,034.20	JACK DOHENY SUPPLIES INC	3,490.72
ARROW UNIFORM-TAYLOR L.L.C.	1,004.92	KEHOE, PATRICIA	211.19
B & L SOUND INC	63.96	KEVIN'S METER TESTING	3,607.50
BEHAN WINDOW CLEANING	240.00	KIRINOVIC, THOMAS	41.00
BOB MATHERS FORD	69.88	KLOOSTER, ALIDA K.	41.00
BOSS JR, DALE	556.36	KSS ENTERPRISES	370.45
CCP INDUSTRIES INC	404.12	LaCROIX, DENNIS	30.00
CENTRAL DRUG STORE	66.40	LAKESHORE TIRE & AUTO SERVICE	92.43
CHARLEVOIX COUNTY TREASURER	383.00	LAVOIE, RICHARD	8.98
CHESAPEAKE GROUP INC.	6,400.00	LEVASSEUR, SHARON	75.00
CINTAS CORPORATION	130.70	McSWEENEY, SANDY	1.66
CITY OF CHARLEVOIX - MISC	282.87	MCVEIGH'S TRUCK SPRINGS INC.	264.87
CITY OF CHARLEVOIX - UTILITIES	39,114.38	MD SOLUTIONS	73.50
CLEAR WATER PLUMBING & HEATING	6,575.00	MDC CONTRACTING LLC	15,229.03
COMPASS MINERALS AMERICA	3,536.11	MICHIGAN MUNICIPAL LEAGUE	4,085.61
DCASSESSING SERVICES	4,371.08	MYER, ELIZABETH A.	124.41
DeROSIA, PATTY	126.59	NEOPOST USA INC.	7,015.00
DITCH WITCH SALES OF MICHIGAN	265.88	NETSOURCE ONE INC.	24.00
DOAN, GERARD	41.00	NORTHERN CREDIT BUREAU	339.96
EJ USA INC.	2,362.27	NORTHERN MICHIGAN JANITORIAL	54.00
ELLIOTT, PATRICK M.	41.00	NORTHERN PUMP SERVICE INC.	430.00
ELLSWORTH FARMER'S EXCHANGE	2,328.00	NORTHERN TECH SUPPLY	9.03
EVANS, HAL	41.00	NYE UNIFORM CO	100.54
FOX CHARLEVOIX FORD	6,562.27	OLESON'S FOOD STORES	10.37
FREEDOM MAILING SERVICES INC.	2,316.47	OLSON BZDOK & HOWARD	4,361.50
FREIGHTLINER OF GRAND RAPIDS	164.44	OTEC	293.96
GOLDING, JOYCE	41.00	PERFORMANCE ENGINEERS INC	1,678.00
GORDON FOOD SERVICE	124.45	PHILLIPS, ROBERT	75.00
GRAINGER	147.00	PHYSICIANS CLINIC OF CHARLEVOIX	100.00
GRAND TRAVERSE GARAGE DOOR	96.60	PHYSIO-CONTROL INC.	381.00
GREY GABLES INN	860.00	POWER LINE SUPPLY	3,246.26
GRP ENGINEERING INC.	163.78	PREIN & NEWHOF	49,399.45
HACH COMPANY	727.87	PRIEBE, FREDRICK	75.00
HAMMERSMITH EQUIPMENT CO	140.00	RTI LABORATORIES INC.	271.00
HANKINS, SCOTT	41.00	SCIENTIFIC BRAKE & EQUIP CO	690.14
HARRIS, SAMANTHA	75.00	SECURITY SANITATION INC.	95.00
HEID, THOMAS J.	41.00	SEELEY'S PRINTING SERVICE	246.52
HERZOG ELECTRIC	337.40	SHORELINE POWER SERVICES INC.	4,625.97
HOLIDAY COMPANIES	9,346.90	SITES, JEANNIE	16.72
IDEXX DISTRIBUTION INC.	1,194.85	SPENCER, MICHAEL	41.00
INDEPENDENT DRAFTING SERVICES	1,984.00	STATE OF MICHIGAN	180.00

STATE OF MICHIGAN	3,095.00	WELLER, LINDA	41.00
STRAEBEL, ROBERT J.	41.00	WHITE PINES ELECTRIC INC.	90.00
SUN SHADE	134.33	WHITLEY, ANDREW	8.89
SWEM, DONALD L.	41.00	WINDER POLICE EQUIPMENT	50.95
TENCZA, JUANITA	12.91	WOOD SHOP, THE	2,180.00
TERMINAL SUPPLY CO	57.91	WYMAN, MATTHEW A.	41.00
TEUNIS, STEVEN	41.00		
TRAVERSE CITY RECORD EAGLE	417.70	TOTAL	203,622.32

ACH Payments – 12/15/2014 – 01/02/2015

MI Public Power Agency	24,820.61	MI Public Power Agency	284,588.28
IRS (Payroll Tax Deposit)	29,214.05	MI Public Power Agency	18,741.33
Alerus Financial (HCSP)	270.00	IRS (Payroll Tax Deposit)	31,538.89
State of MI (Withholding Tax)	4,219.96	Alerus financial (HCSP)	270.00
Vantagepoint (401 ICMA Plan)	742.62	State of MI (Withholding Tax)	4,417.47
Vantagepoint (457 ICMA Plan)	12,981.65	Vantagepoint (401 ICMA Plan)	742.62
MERS (Defined Benefit Plan)	27,329.68	Vantagepoint (457 ICMA Plan)	13,276.20
MI Public Power Agency	22,181.43	TOTAL	475,334.79

Tax Disbursement – 01/06/2015

BECK, BRIAN	75.00	CHARLEVOIX PUBLIC SCHOOLS	93.85
BERRY, ROBERT	1,335.60	CHARLEVOIX PUBLIC SCHOOLS	590.58
BINDSTADT, RICHARD	1,527.04	CITY OF CHARLEVOIX - TAXES DUE	48,998.36
CHARLEVOIX COUNTY TREASURER	232,752.15	CITY OF CHARLEVOIX/DDA	81,108.69
CHARLEVOIX COUNTY TREASURER	160.41	CORELOGIC	1,014.39
CHARLEVOIX DISTRICT LIBRARY	65,689.97	PETERS, KEVIN	959.40
CHARLEVOIX PUBLIC SCHOOLS	10,027.96	RECREATIONAL AUTHORITY	17,739.49
CHARLEVOIX PUBLIC SCHOOLS	1,278.97	TOTAL	463,351.86

PAYROLL: NET PAY

Pay Period Ending 12/13/2014 – Paid 12/19/2014

WELLER, LINDA JO	1,315.52	STEVENS, BRANDON C.	1,275.08
STRAEBEL, ROBERT J.	2,271.19	DRAVES, MARTIN J.	1,544.96
GOLDING, JOYCE M.	1,053.34	ELLIOTT, PATRICK M.	1,732.18
DEROSIA, PATRICIA E.	871.03	WELLS JR., DONALD E.	1,390.02
LOY, EVELYN R.	1,017.15	BRADLEY, KELLY R.	1,268.63
KLOOSTER, ALIDA K.	1,721.63	WILSON, RICHARD J.	1,139.52
BROWN, STEPHANIE C.	1,072.70	JONES, ROBERT F.	1,225.98
SPENCER, MICHAEL D.	1,296.68	DORAN, JUSTIN J.	1,172.05
SPENCLEY, PATRICIA L.	1,162.41	MCGHEE, ROBERT R.	533.90
PANOFF, ZACHARY R.	620.44	KIRINOVIC, THOMAS F.	690.52
MILLER, FAITH G.	47.30	FORRESTER, KATHERINE A.	299.19
PEARSON, BETHANY S.	1,248.39	BERTINELLI, DAVID P	869.97
ZIELINSKI, JOSEPH A.	142.65	HEID, THOMAS J	1,273.19
DOAN, GERARD P.	1,758.02	MYER, ELIZABETH A.	1,605.94
SHRIFT, PETER R.	1,171.13	VANLOO, JOSEPH G.	484.87
SCHLAPPI, JAMES L.	1,049.42	TABER, HOLLY S.	461.16
UMJULIS, MATTHEW T.	1,268.90	WYMAN, MATTHEW A	945.66
HANKINS, SCOTT A.	1,490.16	DRAVES, MICHAEL J.	409.04
ORBAN, BARBARA K.	1,250.39	SCHRADER, LOU ANN	383.16
TRAEGER, JASON A.	1,096.32	SCHWAGER, EDWARD J.	779.09
WARNER, JANINE M.	973.20	RILEY, TIMOTHY C.	13.21
SCHWARTZFISHER, JOSEPH L.	1,226.53	RAMSEY, KYLE J.	13.21
ROLOFF, ROBERT P.	2,483.77	RILEY, CASEY W.	155.53
BRODIN, WILLIAM C.	1,004.94	THORMAN, MIKAYLA R.	153.84
RILEY, DENISE M.	457.68	JONES, LARRY M.	546.34
TEUNIS, STEVEN L.	1,701.00	TRAVERS, MANUEL J.	63.44
WURST, RANDALL W.	1,361.70	COLLINS, CHAD M	396.33
MAYER, SHELLEY L.	1,233.30	RILEY, DANIEL A.	588.06
HILLING, NICHOLAS A.	1,091.77	WHITLEY, ADAM	140.46
MEIER III, CHARLES A.	1,380.08	SCHOOOF, WILLIAM R.	261.16
ZACHARIAS, STEVEN B.	1,559.45	TIMMS, ROBERT N	46.17
NISWANDER, JOSEPH F.	1,282.32	CROSS, JUNE P.	44.04
FRYE, EDWARD J.	922.44	SWEM, DONALD L	1,667.39
JONES, TERRI L.	933.78	WHITLEY, ANDREW T.	1,357.50
EATON, BRAD A.	1,589.22	MORRISON, KEVIN P.	932.11
WILSON, TIMOTHY J.	1,871.53	HODGE, MICHAEL J.	1,093.83
LAVOIE, RICHARD L.	1,379.88	JOHNSON, STEVEN P	1,198.93

BOSS JR, DALE E.	1,114.57	MATTER, DAWSON K.	499.06
HOLM, ARTHUR R.	445.80	KITELEY, FISHER L.	39.65
STEVENS, JEFFREY W.	236.51	BERGMANN, DOUGLAS M.	13.21
ROLOFF, AUDREY M.	647.53	TOTAL:	76,529.35

PAYROLL: TRANSMITTAL
12/19/2014

AMERICAN FAMILY LIFE	182.40	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	236.11	COMMUNICATION WORKERS OF AMER	532.43
BAY WINDS FEDERAL CREDIT UNION	198.46	MI STATE DISBURSEMENT UNIT	424.02
CHAR EM UNITED WAY	63.00	PRIORITY HEALTH	1,819.54
CHARLEVOIX STATE BANK	1,131.16	TOTAL:	4,737.12

PAYROLL: NET PAY

Pay Period Ending 12/27/2014 – Paid 01/02/2015

CAMPBELL, GABRIEL M.	415.06	FRYE, EDWARD J.	923.02
GIBSON, SHIRLEY J.	581.80	JONES, TERRI L.	753.74
PORTER, JEFFREY L.	466.92	EATON, BRAD A.	1,791.78
PERRON, LEON R.	378.82	WILSON, TIMOTHY J.	2,101.34
KURTZ, JUTHER J.	196.47	LAVOIE, RICHARD L.	1,361.57
SUPERNAW, WILLIAM J.	288.82	STEVENS, BRANDON C.	1,306.04
WELLER, LINDA JO	1,316.97	DRAVES, MARTIN J.	1,547.85
STRAEBEL, ROBERT J.	2,581.47	ELLIOTT, PATRICK M.	1,743.91
GOLDING, JOYCE M.	1,048.93	WELLS JR., DONALD E.	1,478.34
DEROSIA, PATRICIA E.	872.47	BRADLEY, KELLY R.	1,416.30
LOY, EVELYN R.	1,017.73	WILSON, RICHARD J.	1,285.93
KLOOSTER, ALIDA K.	1,951.14	JONES, ROBERT F.	1,126.12
BROWN, STEPHANIE C.	1,068.70	DORAN, JUSTIN J.	1,504.20
SPENCER, MICHAEL D.	1,526.21	KIRINOVIC, THOMAS F.	645.05
SPENCLEY, PATRICIA L.	1,078.48	FORRESTER, KATHERINE A.	313.43
PANOFF, ZACHARY R.	602.31	BERTINELLI, DAVID P.	870.74
MILLER, FAITH G.	40.86	ARNOLD, HAILEE M.	186.69
PEARSON, BETHANY S.	1,244.25	HEID, THOMAS J.	1,276.56
ZIELINSKI, JOSEPH A.	114.13	MYER, ELIZABETH A.	1,836.03
DOAN, GERARD P.	1,760.75	VANLOO, JOSEPH G.	709.08
SHRIFT, PETER R.	1,616.57	TABER, HOLLY S.	563.51
SCHLAPPI, JAMES L.	1,355.31	WYMAN, MATTHEW A.	946.43
UMJLIS, MATTHEW T.	1,560.85	DRAVES, MICHAEL J.	439.03
HANKINS, SCOTT A.	1,734.93	SCHRADER, LOU ANN	451.95
ORBAN, BARBARA K.	1,584.45	SCHWAGER, EDWARD J.	607.94
TRAEGER, JASON A.	1,609.53	COLE, SHANE	524.08
WARNER, JANINE M.	1,217.38	SWEM, DONALD L.	1,669.13
SCHWARTZFISHER, JOSEPH L.	1,314.45	WHITLEY, ANDREW T.	1,531.98
ROLOFF, ROBERT P.	2,040.00	MORRISON, KEVIN P.	875.60
BRODIN, WILLIAM C.	2,074.61	HODGE, MICHAEL J.	1,095.27
RILEY, DENISE M.	461.26	JOHNSON, STEVEN P.	1,000.82
TEUNIS, STEVEN L.	1,702.44	BOSS JR, DALE E.	1,116.30
WURST, RANDALL W.	1,304.86	STEBE JR, JOHN M	185.89
MAYER, SHELLEY L.	1,655.57	BOSS, SHERRY M.	186.26
HILLING, NICHOLAS A.	1,521.32	STEBE, CATHERINE M.	143.60
MEIER III, CHARLES A.	1,501.77	HOLM, ARTHUR R.	441.16
ZACHARIAS, STEVEN B.	1,178.88	STEVENS, JEFFREY W.	197.02
NISWANDER, JOSEPH F.	1,283.76	TOTAL:	81,423.94

PAYROLL: TRANSMITTAL
01/02/2015

AMERICAN FAMILY LIFE	182.40	COMMUNICATION WORKERS OF AMER	532.43
AMERICAN FAMILY LIFE	236.11	MI STATE DISBURSEMENT UNIT	424.02
BAY WINDS FEDERAL CREDIT UNION	198.46	POLICE OFFICERS LABOR COUNCIL	392.00
CHAR EM UNITED WAY	42.00	PRIORITY HEALTH	1,819.54
CHARLEVOIX STATE BANK	1,131.16	TOTAL:	5,108.12
CHEMICAL BANK	150.00		

Check Number	Payee	Amount
01/02/2015		
112112	CHARLEVOIX TOWNSHIP	15.23
112113	DTE ENERGY	8,481.75
Total 01/02/2015:		8,496.98
Grand Totals:		8,496.98

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

01/02/15	Special Accounts Payable Run	\$	8,496.98
01/05/15	Special Accounts Payable Run	\$	50.00
01/16/15	Payroll	\$	95,416.92
01/16/15	Payroll Transmittal Checks	\$	4,716.12
01/20/15	Regular Accounts Payable	\$	203,052.11
Checks Sub-Total:		\$	311,732.13

FIRSTMERIT BANK - ACH PAYMENTS

01/05/15	MI Public Power Agency	\$	23,985.51
01/05/15	Payment Service Network	\$	220.10
01/09/15	State of MI (Sales Tax)	\$	19,052.90
01/12/15	MI Public Power Agency	\$	26,356.32
01/16/15	IRS (Payroll) Tax Deposit	\$	35,350.82
01/16/15	Alerus Financial (HCSP)	\$	270.00
01/16/15	State of MI (Withholding Tax)	\$	5,206.90
01/16/15	Vantagepoint (401 ICMA Plan)	\$	742.62
01/16/15	Vantagepoint (457 ICMA Plan)	\$	13,276.03
ACH Sub-Total:		\$	124,461.20

First Merit Bank Total: \$ 436,193.33

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

01/20/15	Tax Disbursement	\$	507,320.80
Charlevoix State Bank Total:		\$	507,320.80
Grand Total:		\$	943,514.13

APPROVED:


CITY MANAGER

POSITION VACANT
CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Check Number	Payee	Amount
01/05/2015		
112114	STATE OF MICHIGAN	50.00
Total 01/05/2015:		50.00
Grand Totals:		50.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/10/2015	PC	01/16/2015	18699	WELLER, LINDA JO	101		1,316.97
01/10/2015	PC	01/16/2015	18700	STRAEBEL, ROBERT J.	102		2,277.92
01/10/2015	PC	01/16/2015	18701	GOLDING, JOYCE M.	106		1,048.92
01/10/2015	PC	01/16/2015	18702	DEROSIA, PATRICIA E.	107		872.47
01/10/2015	PC	01/16/2015	18703	LOY, EVELYN R.	117		1,017.73
01/10/2015	PC	01/16/2015	18704	KLOOSTER, ALIDA K.	121		1,723.07
01/10/2015	PC	01/16/2015	18705	BROWN, STEPHANIE C.	126		1,068.70
01/10/2015	PC	01/16/2015	18706	SPENCER, MICHAEL D.	132		1,298.13
01/10/2015	PC	01/16/2015	18707	SPENCLEY, PATRICIA L.	136		1,048.93
01/10/2015	PC	01/16/2015	18708	PANOFF, ZACHARY R.	141		96.04
01/10/2015	PC	01/16/2015	18709	PEARSON, BETHANY S.	143		1,951.88
01/10/2015	PC	01/16/2015	18710	DOAN, GERARD P.	201		1,760.75
01/10/2015	PC	01/16/2015	18711	SHRIFT, PETER R.	203		1,227.16
01/10/2015	PC	01/16/2015	18712	SCHLAPPI, JAMES L.	204		1,151.89
01/10/2015	PC	01/16/2015	18713	UMULIS, MATTHEW T.	205		1,424.83
01/10/2015	PC	01/16/2015	18714	HANKINS, SCOTT A.	208		1,545.67
01/10/2015	PC	01/16/2015	18715	ORBAN, BARBARA K.	209		1,367.48
01/10/2015	PC	01/16/2015	18716	TRAEGER, JASON A.	210		1,326.40
01/10/2015	PC	01/16/2015	18717	WARNER, JANINE M.	213		989.33
01/10/2015	PC	01/16/2015	18718	SCHWARTZFISHER, JOS	303		1,406.50
01/10/2015	PC	01/16/2015	18719	ROLOFF, ROBERT P.	304		2,512.54
01/10/2015	PC	01/16/2015	18720	BRODIN, WILLIAM C.	305		1,241.85
01/10/2015	PC	01/16/2015	18721	RILEY, DENISE M.	306		404.48
01/10/2015	PC	01/16/2015	18722	TEUNIS, STEVEN L.	402		1,702.44
01/10/2015	PC	01/16/2015	18723	WURST, RANDALL W.	411		1,223.42
01/10/2015	PC	01/16/2015	18724	MAYER, SHELLEY L.	412		1,216.89
01/10/2015	PC	01/16/2015	18725	HILLING, NICHOLAS A.	413		1,325.60
01/10/2015	PC	01/16/2015	18726	MEIER III, CHARLES A.	421		1,719.15
01/10/2015	PC	01/16/2015	18727	ZACHARIAS, STEVEN B.	422		1,448.37
01/10/2015	PC	01/16/2015	18728	NISWANDER, JOSEPH F.	504		1,283.76
01/10/2015	PC	01/16/2015	18729	FRYE, EDWARD J.	508		923.02
01/10/2015	PC	01/16/2015	18730	JONES, TERRI L.	511		899.17
01/10/2015	PC	01/16/2015	18731	EATON, BRAD A.	515		1,851.60
01/10/2015	PC	01/16/2015	18732	WILSON, TIMOTHY J.	516		2,400.96
01/10/2015	PC	01/16/2015	18733	LAVOIE, RICHARD L.	519		1,316.84
01/10/2015	PC	01/16/2015	18734	STEVENS, BRANDON C.	521		1,153.07
01/10/2015	PC	01/16/2015	18735	DRAVES, MARTIN J.	523		1,584.69
01/10/2015	PC	01/16/2015	18736	ELLIOTT, PATRICK M.	600		1,743.92
01/10/2015	PC	01/16/2015	18737	WELLS JR., DONALD E.	609		1,586.53
01/10/2015	PC	01/16/2015	18738	BRADLEY, KELLY R.	614		1,270.07
01/10/2015	PC	01/16/2015	18739	WILSON, RICHARD J.	615		1,461.69
01/10/2015	PC	01/16/2015	18740	JONES, ROBERT F.	618		1,294.08
01/10/2015	PC	01/16/2015	18741	DORAN, JUSTIN J.	621		1,341.49
01/10/2015	PC	01/16/2015	18742	KIRINOVIC, THOMAS F.	700		568.29
01/10/2015	PC	01/16/2015	18743	FORRESTER, KATHERIN	704		583.65
01/10/2015	PC	01/16/2015	18744	BERTINELLI, DAVID P.	764		870.74
01/10/2015	PC	01/16/2015	18745	ARNOLD, HAILEE M.	768		364.61
01/10/2015	PC	01/16/2015	18746	BOSS, BEAU J.	788		266.57
01/10/2015	PC	01/16/2015	18747	HEID, THOMAS J	802		1,276.56
01/10/2015	PC	01/16/2015	18748	MYER, ELIZABETH A.	900		1,607.96
01/10/2015	PC	01/16/2015	18749	VANLOO, JOSEPH G.	902		670.03
01/10/2015	PC	01/16/2015	18750	TABER, HOLLY S.	924		318.46
01/10/2015	PC	01/16/2015	18751	WYMAN, MATTHEW A.	927		946.43
01/10/2015	PC	01/16/2015	18752	DRAVES, MICHAEL J.	928		451.64
01/10/2015	PC	01/16/2015	18753	SCHRADER, LOU ANN	929		485.33
01/10/2015	PC	01/16/2015	18754	SCHWAGER, EDWARD J.	930		776.70
01/10/2015	PC	01/16/2015	18755	RILEY, TIMOTHY C.	1045		99.11

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/10/2015	PC	01/16/2015	18756	RAMSEY, KYLE J.	1051		85.00
01/10/2015	PC	01/16/2015	18757	RILEY, CASEY W.	1052		20.77
01/10/2015	PC	01/16/2015	18758	HUNTER, DESMOND J.	1053		33.04
01/10/2015	PC	01/16/2015	18759	THORMAN, MIKAYLA R.	1055		39.92
01/10/2015	PC	01/16/2015	18760	JONES, LARRY M.	1057		748.18
01/10/2015	PC	01/16/2015	18761	OCHS, THOMAS F	1068		20.77
01/10/2015	PC	01/16/2015	18762	COLLINS, CHAD M.	1076		532.16
01/10/2015	PC	01/16/2015	18763	RILEY, DANIEL A.	1079		868.70
01/10/2015	PC	01/16/2015	18764	WHITLEY, ADAM	1089		405.52
01/10/2015	PC	01/16/2015	18765	SCHOOF, WILLIAM R.	1094		167.02
01/10/2015	PC	01/16/2015	112115	WELLER, LINDA JO	101	2014 Sick Leave Payout	560.57
01/10/2015	PC	01/16/2015	112116	LOY, EVELYN R.	117	2014 Sick Leave Payout	496.12
01/10/2015	PC	01/16/2015	112117	KLOOSTER, ALIDA K.	121	2014 Sick Leave Payout	662.51
01/10/2015	PC	01/16/2015	112118	SPENCER, MICHAEL D.	132	2014 Sick Leave Payout	348.79
01/10/2015	PC	01/16/2015	112119	DOAN, GERARD P.	201	2014 Sick Leave Payout	866.00
01/10/2015	PC	01/16/2015	112120	SHRIFT, PETER R.	203	2014 Sick Leave Payout	545.49
01/10/2015	PC	01/16/2015	112121	SCHLAPPI, JAMES L.	204	2014 Sick Leave Payout	738.43
01/10/2015	PC	01/16/2015	112122	UMULIS, MATTHEW T.	205	2014 Sick Leave Payout	535.98
01/10/2015	PC	01/16/2015	112123	HANKINS, SCOTT A.	208	2014 Sick Leave Payout	473.78
01/10/2015	PC	01/16/2015	112124	ORBAN, BARBARA K.	209	2014 Sick Leave Payout	856.83
01/10/2015	PC	01/16/2015	112125	SCHWARTZFISHER, JOS	303	2014 Sick Leave Payout	802.74
01/10/2015	PC	01/16/2015	112126	ROLOFF, ROBERT P.	304	2014 Sick Leave Payout	856.83
01/10/2015	PC	01/16/2015	112127	BRODIN, WILLIAM C.	305	2014 Sick Leave Payout	802.74
01/10/2015	PC	01/16/2015	112128	WURST, RANDALL W.	411	2014 Sick Leave Payout	526.25
01/10/2015	PC	01/16/2015	112129	MAYER, SHELLEY L.	412	2014 Sick Leave Payout	600.05
01/10/2015	PC	01/16/2015	112130	SWEM, DONALD L.	512		1,669.13
01/10/2015	PC	01/16/2015	112131	WHITLEY, ANDREW T.	522		1,566.19
01/10/2015	PC	01/16/2015	112132	ELLIOTT, PATRICK M.	600	2014 Sick Leave Payout	117.84
01/10/2015	PC	01/16/2015	112133	MORRISON, KEVIN P.	601		1,428.17
01/10/2015	PC	01/16/2015	112134	HODGE, MICHAEL J.	606	2014 Sick Leave Payout	317.92
01/10/2015	PC	01/16/2015	112135	HODGE, MICHAEL J.	606		1,143.20
01/10/2015	PC	01/16/2015	112136	WILSON, RICHARD J.	615	2014 Sick Leave Payout	512.12
01/10/2015	PC	01/16/2015	112137	JOHNSON, STEVEN P.	617		1,546.01
01/10/2015	PC	01/16/2015	112138	BOSS JR, DALE E.	701		1,116.30
01/10/2015	PC	01/16/2015	112139	STEBE JR, JOHN M.	729		346.18
01/10/2015	PC	01/16/2015	112140	BOSS, SHERRY M.	730		342.78
01/10/2015	PC	01/16/2015	112141	BEHAN, DEAN T.	733		92.35
01/10/2015	PC	01/16/2015	112142	STEBE, CATHERINE M.	765		236.95
01/10/2015	PC	01/16/2015	112143	HOLM, ARTHUR R.	791		828.09
01/10/2015	PC	01/16/2015	112144	HEID, THOMAS J	802	2014 Sick Leave Payout	455.42
01/10/2015	PC	01/16/2015	112145	STEVENS, JEFFREY W.	1028		600.90
01/10/2015	PC	01/16/2015	112146	ROLOFF, AUDREY M.	1037		1,265.76
01/10/2015	PC	01/16/2015	112147	MATTER, DAWSON K.	1038		1,012.62
01/10/2015	PC	01/16/2015	112148	BERGMANN, DOUGLAS	1087		112.32
Grand Totals:			101				95,416.92

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Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/10/2015	01/16/2015	112149	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	198.46
01/10/2015	01/16/2015	112150	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
01/10/2015	01/16/2015	112150	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	236.11
01/10/2015	01/16/2015	112151	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 1/10/2	42.00
01/10/2015	01/16/2015	112152	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,131.16
01/10/2015	01/16/2015	112153	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
01/10/2015	01/16/2015	112154	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	532.43
01/10/2015	01/16/2015	112155	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	424.02
01/10/2015	01/16/2015	112156	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,819.54
Grand Totals:		9				4,716.12

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Check Number	Payee	Amount
01/20/2015		
112157	ACE HARDWARE	1,828.38
112158	AIRGAS USA LLC	1,112.13
112159	ALL-PHASE ELECTRIC SUPPLY CO.	25.11
112160	ALTA CONSTRUCTION EQUIP LLC	638.69
112161	AMERICAN RENTALS	2,870.73
112162	APX INC.	51.71
112163	ARROW UNIFORM-TAYLOR L.L.C.	1,163.42
112164	AT&T	1,895.15
112165	AT&T LONG DISTANCE	36.63
112166	AUTO VALUE	438.98
112167	AVFUEL CORPORATION	11,446.55
112168	B & L SOUND INC	252.96
112169	BANDIT INDUSTRIES INC	162.34
112170	BIOTECH AGRONOMICS INC	486.95
112171	BRADFORD'S	81.75
112172	BREATHING AIR SYSTEMS	1,129.00
112173	CHARLEVOIX AREA CHAMBER OF CO	250.00
112174	CHARTER COMMUNICATIONS	891.83
112175	CIVIC SYSTEMS	9,154.00
112176	CLINICAL TECHNOLOGY INC.	495.49
112177	COAST TO COAST COMPUTER	190.90
112178	COOK FAMILY FARMS	10.00
112179	CRYSTAL FLASH ENERGY	968.53
112180	DAVE KRING CHEVROLET	187.13
112181	DTE ENERGY	477.51
112182	ELHORN ENGINEERING COMPANY	515.00
112183	EMERGENCY MEDICAL PRODUCTS I	171.60
112184	ENMET CORP	295.81
112185	FAMILY FARM & HOME	235.39
112186	FARMER WHITE'S	21.00
112187	FASTENAL COMPANY	137.45
112188	FREEDOM MAILING SERVICES INC.	2,305.14
112189	FREIGHTLINER OF GRAND RAPIDS	64.23
112190	GERBER HOMEMADE SWEETS	15.00
112191	GINOP SALES INC	67.58
112192	HACH COMPANY	603.26
112193	HARRELL'S	280.00
112194	HUGH'S EXCAVATING LLC	180.00
112195	HYDRO DESIGNS INC.	515.00
112196	INDEPENDENT DRAFTING SERVICES	1,920.00
112197	J & B MEDICAL SUPPLY INC.	45.44
112198	KMart	168.97
112199	KODIAK EMERGENCY VEHICLES	124,262.10
112200	KSS ENTERPRISES	120.37
112201	LaCROIX, CHRISTIAN	25.00
112202	LAKESHORE TIRE & AUTO SERVICE	12.50
112203	LAKEVIEW MAINTENANCE INC.	858.00
112204	METEER, MELISSA	90.00

Check Number	Payee	Amount
112205	MI ASSOC OF AIRPORT EXECUTIVES	70.00
112206	MI MUNICIPAL TREASURERS ASSOC	150.00
112207	MISS DIG SYSTEM INC	1,901.41
112208	MUNICIPAL UNDERWRITERS OF MIC	378.00
112209	NCL OF WISCONSIN INC.	350.48
112210	NORTH COUNTRY POWER GENERATI	2,325.00
112211	NORTHERN MICHIGAN JANITORIAL	43.00
112212	NORTHERN MICHIGAN REVIEW INC.	372.03
112213	NORTHERN PUMP SERVICE INC.	459.70
112214	NORTHERN SAFETY CO INC	1,150.52
112215	OLESON'S FOOD STORES	79.06
112216	OLESON'S FOOD STORES	16,313.72
112217	OMS COMPLIANCE SERVICES INC	326.25
112218	OTEC	146.15
112219	PARSONS CENTENNIAL FARM LLC	20.00
112220	PEARSON, BETHANY	20.84
112221	PHYSICIANS CLINIC OF CHARLEVOIX	100.00
112222	POLYDYNE INC	379.50
112223	POSTMASTER	30.44
112224	POWER LINE SUPPLY	458.25
112225	PURITY CYLINDER GASES INC	492.93
112226	R B LYONS INC	4,620.00
112227	STATE OF MICHIGAN	980.00
112228	STEARNS WEAR	152.50
112229	USA BLUE BOOK	330.32
112230	VILLAGE GRAPHICS INC.	1,395.00
112231	WILMOT ELECTRIC INC	770.21
112232	WORK & PLAY SHOP	82.09
Total 01/20/2015:		203,052.11
Grand Totals:		203,052.11

Check Number	Payee	Amount
01/05/2015		
10515001	MICHIGAN PUBLIC POWER AGENCY	23,985.51
10515002	PAYMENT SERVICE NETWORK INC.	220.10
Total 01/05/2015:		24,205.61
Grand Totals:		24,205.61

Check Number	Payee	Amount
01/09/2015		
10915001	STATE OF MICHIGAN	19,052.90
Total 01/09/2015:		19,052.90
Grand Totals:		19,052.90

Check Number	Payee	Amount
01/12/2015		
11215001	MICHIGAN PUBLIC POWER AGENCY	26,356.32
Total 01/12/2015:		<u>26,356.32</u>
Grand Totals:		<u><u>26,356.32</u></u>

Check Issue Date	Check Number	Payee	Amount
11615001			
01/16/2015	11615001	**EFTPS* Payroll Taxes	8,837.58
01/16/2015	11615001	**EFTPS* Payroll Taxes	8,837.58
01/16/2015	11615001	**EFTPS* Payroll Taxes	2,066.85
01/16/2015	11615001	**EFTPS* Payroll Taxes	2,066.85
01/16/2015	11615001	**EFTPS* Payroll Taxes	13,541.96
Total 11615001:			
	5		35,350.82
11615002			
01/16/2015	11615002	Alerus Financial	270.00
Total 11615002:			
	1		270.00
11615003			
01/16/2015	11615003	STATE OF MICHIGAN	5,206.90
Total 11615003:			
	1		5,206.90
11615004			
01/16/2015	11615004	Vantagepoint - 401 Plan 109153	742.62
Total 11615004:			
	1		742.62
11615005			
01/16/2015	11615005	Vantagepoint - 457 Plan 300959	5,520.67
01/16/2015	11615005	Vantagepoint - 457 Plan 300959	110.98
01/16/2015	11615005	Vantagepoint - 457 Plan 300959	1,633.83
01/16/2015	11615005	Vantagepoint - 457 Plan 300959	6,010.55
Total 11615005:			
	4		13,276.03
Grand Totals:			
	12		54,846.37

01/13/15

Check Number	Payee	Amount
01/20/2015		
2473	CHARLEVOIX COUNTY TREASURER	1,870.77
2474	CHARLEVOIX COUNTY TREASURER	268,195.38
2475	CHARLEVOIX COUNTY TREASURER	1,771.77
2476	CHARLEVOIX DISTRICT LIBRARY	95,530.06
2477	CHARLEVOIX PUBLIC SCHOOLS	24,141.75
2478	CHARLEVOIX PUBLIC SCHOOLS	4,022.18
2479	CHARLEVOIX PUBLIC SCHOOLS	270.57
2480	CHARLEVOIX PUBLIC SCHOOLS	1,841.93
2481	CHEMICAL BANK	1,858.18
2482	CITI MORTGAGE INC.	355.34
2483	CITY OF CHARLEVOIX - TAXES DUE	83,112.50
2484	CORELOGIC	187.49
2485	HUNTINGTON BANK	9.26
2486	OCWEN LOAN SERVICING LLC	1,317.33
2487	RECREATIONAL AUTHORITY	17,321.49
2488	STATE OF MICHIGAN	5,464.80
2489	STEELE, EUGENE	50.00
Total 01/20/2015:		<u>507,320.80</u>
Grand Totals:		<u><u>507,320.80</u></u>

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Liquor License Application
Food Affects LLC d/b/a RoadHouse 757

DATE: January 19, 2014

PRESENTED BY: Brett A. Cuper, Applicant

ATTACHMENTS: 1. Transfer Liquor License Application from Food Affects LLC
2. Resolution 2015-01-xx Local Government Approval of Liquor License Transfer

BACKGROUND INFORMATION:

Applicants Brett and Jennifer Cuper have been in the restaurant/bar business for the last three years successfully operating Morel's Bistro located at 273 Old State Road in Boyne City. That location burned down in early 2014 and the applicants wish to transfer the liquor license from that location to 757 Petoskey Avenue, formally known as Guiseppe's Italian Grill. If approved, RoadHouse 757 will open as a family restaurant and bar. The Cuper's have been a Licensee of the Michigan Liquor Control Commission during this time and have no violations of the MLCC Statutes, Rules or Regulations.

In 2000, the Charlevoix City Council adopted Chapter 77, Liquor Licenses outlining the application process for a new license, or for the transfer of an existing license. A copy of Food Affects LLC's application is attached.

Council's evaluation of the redevelopment liquor license 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 therefor 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.**
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 violations.**
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. **Planner Spencer has reviewed and has no concerns.**
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. **Real and Personal Property Taxes are current.**
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. **Planner Spencer has reviewed and has no concerns.**
8. A person whose licensing activity will expand or intensify a non-conforming use under the city zoning ordinance. **Planner Spencer has reviewed and has no concerns.**

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, February 2, 2015 at 7:00 p.m. for the purpose of considering a resolution to approve or disapprove a resolution for local government approval of a transfer liquor license.

OR

Motion to approve (or disapprove) Resolution 2015-01-xx, Local Government Approval of a Transfer Liquor License for Food Affects, LLC.

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: FOOD AFFECTS LLC d/b/a RoadHouse 757

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):

BRETT A. CUPER

JENNIFER ANN CUPER

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):

N/A

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:

N/A

RECEIVED

DEC 23 2014

City of Charlevoix

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.

N/A

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.

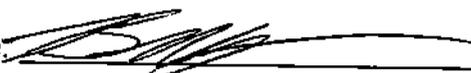
V. STATEMENT OF GOOD FAITH

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: 9/5/14
BRETT A. CUPER, Member

For office use only

Reviewer's action: Total fee: \$ 100.⁰⁰ Check # 1659 Date received: 12-23-2014 JG

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

Signature: _____

Title: _____

DAVID L. CAMPBELL, P.C.
Attorney

701 South Bridge Street
Charlevoix, Michigan 49720

PHONE: 231-547-9989
CELL: 231-590-3758
FAX: 231-547-7013
david@dlcampbell.net

September 2, 2014

CITY OF CHARLEVOIX
210 State Street
Charlevoix, MI 49720

Applicant/Licensee: Food Affects, LLC
d/b/a RoadHouse 757
Proposed Licensed Add: 757 Petoskey
Charlevoix 49720

LIQUOR LICENSE APPLICATION CONTINUATION:

SECTION III. ATTACHMENTS

- A. Applicant will operate a "roadhouse" style family restaurant and bar. This request is one to transfer location of an existing MLCC Liquor License.

- B. Applicant has been in the restaurant/bar business for the last three (3) years successfully operating Morel's Bistro located at 273 Old State Road, Boyne City, MI 49712. That location burnt down earlier this year and your Applicant is desirous of transferring the liquor license from that location to 757 Petoskey Avenue, Charlevoix, MI 49720, which was formerly known as Guiseppe's Italian Grill. Alcoholic beverage will be served from one (1) stationary bar currently on the premises. Applicant has been a Licensee of the Michigan Liquor Control Commission during this time and has never had a violation of the MLCC Statutes, Rules or Regulations.

- C.
 - i) 757 Petoskey Avenue, Charlevoix, MI 49720. Parcel ID # 15-052-123-081-00.

 - ii) Applicant's property is located in a "GC" General Community zoning district and is legally described on the attached marked Exhibit "A" and incorporated by reference. Applicant is a Tenant of Double Black Services, LLC, a Michigan Limited Liability Company, the fee simple owner of the real estate. Copy of the Lease for the premises, which is to be operated as a restaurant/bar is enclosed.

 - iii) Applicant will be operating a family restaurant bar with a "roadhouse" theme. There will be no public nudity entertainment offered whatsoever.

-
- D. This location has been utilized as a restaurant/bar business for at least the last thirty (30) years. A copy of the site plan is included.
- E. Your Applicant and wife are the sole members of Double Black Services LLC, a Michigan Limited Liability Company which has purchased the real estate from Charlevoix State Bank. The location was formerly operated as a bar/restaurant under the name of Guiseppe's Italian Grill.
-
- Double Black Services LLC has entered into a Ten (10) Year Lease with Food Affects, LLC d/b/a RoadHouse 757.
- F. Applicant has not made application to transfer this liquor license to any other location.



Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
(Retail License Applicants)

PLEASE READ! Complete this form in its entirety and return it, along with corresponding documents and fees, to the address listed at the top of this form. You may provide a copy of this application to your local municipal board for review, if applicable.

Part 1 - If you are requesting a license as a part of your application please answer the questions below:

- Are you requesting a new license as a part of your application? Yes No
- Are you buying an existing license as a part of your application? Yes No
- Is this license being transferred as a result of a default or court action? Yes No
- Do you intend to actively use this license or hold it in escrow? Active Operation Escrow

Part 2 - Transaction Information: Check boxes applicable to your application New license New permit

- Transfer ownership Add space Change status (self incorporation) Transfer stock/interest
- Transfer location Drop space Transfer classification type of license Transfer limited partnership interest

Name(s) of current licensee: FOOD AFFECTS LLC

Current licensed address: 273 Old State, Boyne City, MI 49712

Part 3 - Applicant information

Name of entity/person that will hold the license: FOOD AFFECTS LLC

- Corporations/Limited Liability Company(s) - State the name as it is filed with the State of Michigan Corporation Division and provide a copy of your articles.
- Corporations/Limited Liability Company(s) must provide a list of stockholders/members in Part 8 of this form.
- If your company has not filed with the State of Michigan, you must submit a copy of a filed certificate of authority to transact business in Michigan along with your application.

What is the physical address of the premises where the license will be located? (Street address, city/village/township and zip code)

Part 4 - Definitions

Off-premise licenses - Licenses that are issued for the type of business where alcoholic beverages are sold for consumption elsewhere, and where consumption on the premises is not allowed. There are two main types; SDD (spirits and mixed drink spirits) and SDM (beer and wine). Please check the appropriate box for your request. Note: Any additional transfer or license fees may be calculated and collected at a later date.

On-premise licenses - Licenses that are issued to allow alcoholic beverages to be sold, served and consumed on the premises. Note: Any additional transfer or license fees may be calculated and collected at a later date.

Part 5 - Inspection Fees: Check box applicable to your application

- Inspection fee for one license type - inspection fee is \$70.00
- Inspection fee for two license types - inspection fee is \$140.00
- Inspection fee for three license types - inspection fee is \$210.00



Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
(Retail License Applicants)

Part 6 - Licenses and Permits: Check the type of license and permits that you need to complete your request

MCL 436.1525(1) provides that license fees shall be paid at the time of filing applications. (All checks/money orders should be made payable to the State of Michigan.)

Off Premise License Type:	Base Fee:
<input type="checkbox"/> SDM License	\$100.00
<input type="checkbox"/> SDD License	\$150.00
<input type="checkbox"/> Resort SDD License	Upon Licensure
<input type="checkbox"/> Transfer Resort SDD license	\$150.00

On Premise License Type:	Base Fee:
<input type="checkbox"/> B-Hotel License	\$500.00
<input type="checkbox"/> A-Hotel License	\$250.00
<input type="checkbox"/> Brewpub license	\$100.00
<input type="checkbox"/> Class C License	\$600.00
<input type="checkbox"/> Club License	\$300.00
<input type="checkbox"/> Resort License	Upon Licensure
<input type="checkbox"/> Redevelopment License	Upon Licensure
<input type="checkbox"/> Tavern License	\$250.00
<input type="checkbox"/> G-1 License	\$1,000.00
<input type="checkbox"/> G-2 License	\$500.00
<input type="checkbox"/> Aircraft License	\$600.00
<input type="checkbox"/> Watercraft License	\$100.00
<input type="checkbox"/> Train	\$100.00
<input type="checkbox"/> Continuing Care License	\$600.00

On/Off Premise Permission Type:	Base Fee:
<input type="checkbox"/> Off-premise Storage	No charge
<input type="checkbox"/> Direct Connection(s)	No charge
<input type="checkbox"/> Gas Pumps	No charge

*Note: MCL 436.1529(5)(b) provides that an inspection fee shall not be required for the issuance of a new permit, or the transfer of an existing permit, if the permit is issued or transferred simultaneously with the issuance or transfer of a license or an interest in a license.

**Note: \$350.00 is due for each additional bar requested. This fee must also be included when calculating the total amount due for Sunday Sales Permit (PM).

Off Premise Permits:	Base Fee:
<input type="checkbox"/> Sunday Sales Permit (AM)	\$160.00
<input type="checkbox"/> Sunday Sales Permit (PM) (Held with SDD license)	\$22.50
<input type="checkbox"/> Catering Permit	\$100.00
<input type="checkbox"/> Beer and Wine Sampling	No charge *
<input type="checkbox"/> Living Quarters	No charge *

*Note: MCL 436.1529(5)(b) provides that an inspection fee shall not be required for the issuance of a new permit, or the transfer of an existing permit, if the permit is issued or transferred simultaneously with the issuance or transfer of a license or an interest in a license.

On Premise Permit Type:	Base Fee:
<input type="checkbox"/> Sunday Sales Permit (AM)	\$160.00
<input type="checkbox"/> Sunday Sales Permit (PM)	15% of license fee
<input type="checkbox"/> Catering Permit	\$100.00
<input type="checkbox"/> Outdoor Service	No charge *
<input type="checkbox"/> Entertainment Permit	No charge *
<input type="checkbox"/> Dance Permit	No charge *
<input type="checkbox"/> Topless Activity Permit	No charge *
<input type="checkbox"/> Living Quarters	No charge *
<input type="checkbox"/> Specific Purpose Permit (list activity below):	

Hours requested: _____

Extended Hours Permit (check type below): No charge *
 Dance Entertainment

Hours requested: _____

New Additional Bar Permit (s)** Indicate #: _____ \$350.00

New Banquet Facility Permit \$600.00

Address of proposed banquet facility: _____

A Banquet facility permit is an extension of your license and is different from a banquet room in your facility.



Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
(Retail License Applicants)

Part 7a - Name and Address of stockholder/member/limited partner

- Each stockholder/member/partner must complete Part 7b of the application.
(For companies with multiple stockholders/members/partners, please make copies of this section for each person/entity to complete)
- Administrative rule R 436.1115 provides that an applicant for a license shall submit fingerprints and undergo investigation by the Commission. Fingerprints are not required for an applicant previously fingerprinted for a license with the Commission. If your local police agency does not have paper fingerprint cards, please contact the MLCC today at (866) 813-0011 and we will send them to the police department right away.
- Please attach the the fingerprint card and \$30.00 fee payable (for each card) to the State of Michigan and return them to the Lansing office of the Michigan Liquor Control Commission with your application.

Name: BRETT A. CUPER
 Home address: 639 Forest Park Lane, Boyne City, MI 49712
 Business Phone: _____ Cell Phone: 231-675-6932 E-mail address: bcuper@hotmail.com

Part 7b - Personal information (Individuals)

Date of Birth: Social Security Number: Drivers License Number:

Are you a citizen of the United States of America? Yes No

Have you ever legally changed your name? Yes No List maiden names, or name changes due to naturalization or court order
 if you answered yes, please state your prior name(s) (including maiden): _____

Have you ever been arrested? Yes No If yes, list below (attach additional pages if necessary)

Date	City/State	Charge	Disposition

Have you ever been licensed by the Michigan Liquor Control Commission? Yes No

If you are currently married, what is your spouse's full name? JENNIFER ANN CUPER
 Spouse's date of birth: (first, middle, last)

Is your spouse a citizen of the United States of America? Yes No (If you answered "no", you will be asked to provide documentation to verify your spouse's legal status)

Has your spouse ever been arrested? Yes No If yes, list below (attach additional pages if necessary)

Date	City/State	Charge	Disposition

Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan (civil defense volunteer policeman, mayors, village presidents, and members of city councils are not considered to be law enforcement officers).
 Yes No

Do you or your spouse hold a manufacturer or wholesale license in Michigan?
 Yes No

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Jul 25, 2014 BRETT A. CUPER
 Date Individual, print name and title  Individual signature



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: PO Box 90005, Lansing, MI 48905
 Toll Free (866) 813-0011 <http://www.michigan.gov/lra>

Business ID: _____
 Request ID: _____
(For MLCC use only)

Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
(Retail License Applicants)

Part 7a - Name and Address of stockholder/member/limited partner

- Each stockholder/member/partner must complete Part 7b of the application.
(For companies with multiple stockholders/members/partners, please make copies of this section for each person/entity to complete)
- Administrative rule R 436.1115 provides that an applicant for a license shall submit fingerprints and undergo investigation by the Commission. Fingerprints are not required for an applicant previously fingerprinted for a license with the Commission. If your local police agency does not have paper fingerprint cards, please contact the MLCC today at (866) 813-0011 and we will send them to the police department right away.
- Please attach the the fingerprint card and \$30.00 fee payable (for each card) to the State of Michigan and return them to the Lansing office of the Michigan Liquor Control Commission with your application.

Name: JENNIFER ANN CUPER
 Home address: 639 Forest Park Lane, Boyne City, MI 49712
 Business Phone: _____ Cell Phone: 734-730-1016 E-mail address: jacuper@hotmail.com

Part 7b - Personal information (Individuals)

Date of Birth: [REDACTED] Social Security Number: [REDACTED] Drivers License Number: [REDACTED]

Are you a citizen of the United States of America? Yes No

Have you ever legally changed your name? Yes No List maiden names, or name changes due to naturalization or court order

If you answered yes, please state your prior name(s) (including maiden): Jensen to Cuper

Have you ever been arrested? Yes No If yes, list below (attach additional pages if necessary)

Date	City/State	Charge	Disposition

Have you ever been licensed by the Michigan Liquor Control Commission? Yes No

If you are currently married, what is your spouse's full name? BRETT A. CUPER

Spouse's date of birth: [REDACTED] (first, middle, last)

Is your spouse a citizen of the United States of America? Yes No (If you answered "no", you will be asked to provide documentation to verify your spouse's legal status)

Has your spouse ever been arrested? Yes No If yes, list below (attach additional pages if necessary)

Date	City/State	Charge	Disposition

Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan (civil defense volunteer policeman, mayors, village presidents, and members of city councils are not considered to be law enforcement officers).
 Yes No

Do you or your spouse hold a manufacturer or wholesale license in Michigan?
 Yes No

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Jul 25, 2014 JENNIFER ANN CUPER
 Date Individual, print name and title Jennifer Cuper
 Individual signature



Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
(Retail License Applicants)

Part B - Report of Stockholders/Members/Limited Partners

Complete this section and attach more copies of this page if more room is needed.

Name and Address of stockholder/member:	Number of Shares/Percentage Held:
BRETT A. CUPER, 639 Forest Park Lane, Boyne City, Mi 49712	50%
JENNIFER ANN CUPER, 639 Forest Park Lane, Boyne City, MI 49712	50%
_____	_____
_____	_____
_____	_____

Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109

N/A

Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110

N/A

What is the total number of shares that the corporation has issued to its stockholders? _____

Limited Partnerships

Name and address of General Partner(s) - Attach additional pages if necessary

N/A

Name and address of Limited Partner(s) - Attach additional pages if necessary

N/A



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: PO Box 30005 Lansing, MI 48909
 Toll Free (866) 813-0011 • www.michigan.gov/lara

Business ID: _____
 Request ID: _____
 (For MLCC use only)

Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
(Retail License Applicants)

Part 9 - Contact Information

Once the Commission has rendered a decision on your request there will be additional information that you will be required to provide. Complete this section so we know where to send your Commission Order and any closing packages.

What is your preferred method of receipt? Mail E-Mail In office pick-up

(If you choose to pick this package up in the office our staff will contact you when it is ready)

Contact Name: BRETT A. CUPER

Mailing Address: 639 Forest Park Lane, Boyne City, Mi 49712

Business Phone: _____ Cell Phone: 231-675-6932 E-mail address: bcuper@hotmail.com

Part 10 - Attorney Information

Do you have an attorney representing you in this matter? Yes No

Attorney Name: DAVID L CAMPBELL Member Number: P- 11539

Street Address, City, State, Zip Code: 701 Bridge Street, Charlevoix, MI 49720

Business Phone: 231-547-9989 Cell Phone: 231-590-3758 E-mail address: CharlevoixAttorney@gmail.com

Would you prefer that we contact your attorney for all licensing matters related to your request? Yes No

Would you prefer any closing packages or notices be sent directly to your attorney? Yes No

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Signature of Applicant:

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this permit by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Jul 25, 2014 BRETT A. CUPER, Member

 Date Print name of applicant/licensee and title Signature of applicant/licensee

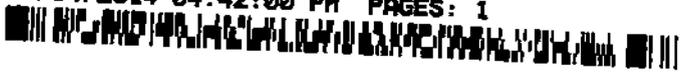
To check the status of your request, visit www.michigan.gov/lara and click on "Online Services." Scroll down to Liquor Control Commission and click on "Online Status Check." Enter your request id number (RID) to check on your application 24 hours a day.

2014-0005270

L: 1070 P: 369 M2014-0005270 WD

RECEIVED FOR RECORD
STATE OF MICHIGAN, COUNTY OF CHARLEVOIX
VIRGINIA M MARME, REGISTER OF DEEDS

08/04/2014 04:42:00 PM PAGES: 1



State of Michigan, County of Charlevoix, ss
Charlevoix August 4, 2014 I hereby certify
that there are no tax liens or titles held by the State or by
individuals on the land herein described in the within instrument
and that all taxes due thereon have been paid for the five years
preceding the date of said instrument as appears by the records in
my office. This does not cover taxes in process of collection by
Township, Cities, or Village Virginia M Marme
County Treasurer

BARRON TITLE AGENCY

WARRANTY DEED

The undersigned Grantor, Charlevoix State Bank, a Michigan banking corporation,
whose address is: 111 State Street, Charlevoix, MI 49720,
conveys and warrants to Grantee, Double Black Services, LLC, a Michigan limited liability company,
whose address is: 639 Forest Park Lane, Boyne City, MI 49712
certain real property situated in the City of Charlevoix, Charlevoix County, Michigan described as:

Commencing at a point 5.425 chains west of the 1/4 post on the East side of Section 23, Town 34 North, Range 8 West;
thence West on the 1/4 line, 8 rods; thence South 5.60 chains, more or less, to the centerline of Petoskey Avenue;
thence Northeasterly along the centerline of said Petoskey Avenue to a point South of the place of beginning; thence
North along the West line of the lands formerly owned by the Charlevoix Golf Association, now owned by the City of
Charlevoix, to the place of beginning; being a part of the North 1/2 of the Southeast 1/4 of Section 23, Town 34 North,
Range 8 West;

subject to zoning and building regulations, easements, reservations, restrictions and right of ways of record.

The Grantor grants to the Grantee the right to make all available division(s) under Section 108 of the Land Division Act, Act
No. 288 of the Public Acts of 1967. This property may be located within the vicinity of farmland or a farm operation.
Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated
conditions may be used and are protected by the Michigan Right to Farm Act.

The consideration for this Deed consists of the sum reflected on the Michigan Real Estate Transfer Tax Valuation Affidavit filed
herewith.

Effective Date: August 1, 2014

CHARLEVOIX STATE BANK

Luann Keinath

By: Luann Keinath

Its: Vice President

STATE OF MICHIGAN)
)ss
COUNTY OF CHARLEVOIX)

The foregoing instrument was acknowledged before me this 1st day of August, 2014, by Luann Keinath, Vice President of Charlevoix State Bank, a Michigan Banking Corporation.

Paula M. Barron

Paula M. Barron

Notary Public

Charlevoix County, Michigan

My commission expires: 11/22/2019

TAX CODE # 15-052-123-081-00-70

DRAFTED BY/RETURN TO:

Daniel B. Barron, Esq.

Barron & Engstrom, PLC

P.O. Box 309

Charlevoix, Michigan 49720

(231) 547-9950

Tax Code No. 15-052-123-081-00

When recorded return to Grantee

Send subsequent tax bills to Grantee

File No. 2014070212

CITY OF CHARLEVOIX

of beginning point of beginning
W of 1/4 post 604.09' W of 1/4 post
using 2nd 1/4 post 2.3'E

490.05' WEST
OF 1/4 POST

615.05' WEST
OF 1/4 POST

EAST & WEST

192' STREET

125' DIVISION

56'

58'

EQUALIZATION MAP

123
077 00
GRUNCH

KASKEY
123
079 00

123 080 00
SUPERNAW

123 081 00
~~STREET~~

123 082

Measuring line, etc.
between 2 tube stakes
4000000
1992.02
192.02

66.73'

Kaskey
123
078 00



50°07'E 406.8'

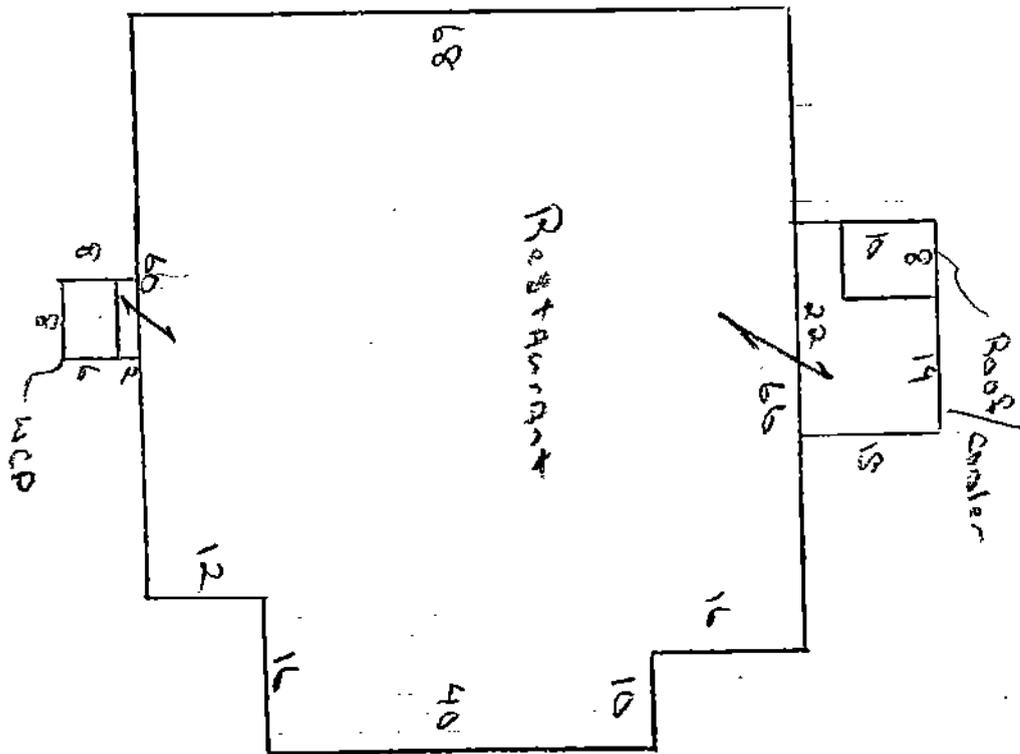
150.00

584.0

150

50
20

BUILDING DRAWING



Giuseppe

4/8/98 RW

SITE PHOTOGRAPHS

REAR VIEW



PETOSKEY AVENUE



Resolution No. 2015-01-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 Gabe Campbell, on January 19, 2015 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember xxx and supported by Councilmember xxx that the application from Food Affects LLC, d/b/a/ RoadHouse 757 for the following license(s): On Premise Liquor License, to be located at 757 Petoskey Ave., Charlevoix, MI 49720

be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 19th day of January, A.D. 2015.

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: LED Streetlight Purchase

DATE: January 19, 2015

PRESENTED BY: Don Swem

ATTACHMENTS: Standard Electric Quote

BACKGROUND INFORMATION:

For the past couple of years we have been attempting to find an LED light that will work in our downtown decorative streetlights. We have been in contact with several different manufacturers to get quotes for LED replacements, with virtually no luck.

The big advantage of LED lights is reduced power consumption combined with long, maintenance-free life. The main problem with the new LED style lights is getting rid of excess heat generated by the LED. Without an adequate heat sink the lights do not last and that defeats the purpose of switching to LED's. Because of this manufacturers are really reluctant to retrofit existing light fixtures – they instead will only sell the entire unit, which would mean replacing the entire light pole, which becomes prohibitively expensive.

One option that became available a couple of years ago is a screw-in retrofit LED bulb that fits in our fixtures after removing most of the existing internal components. This retrofit bulb was sold by RESCO. The new streetlights on Clinton from State to Bridge contain these bulbs. It has been discovered that the heat sinks on these bulbs may not be adequate. The bulbs are meant to last ten years but we have already had to replace one that failed. The bulb manufacturer has now discontinued making these bulbs altogether, and says they plan to come up with a new but more expensive design sometime in the future, so this option is no longer available. There is another company that puts out a cheaper version of this bulb but its performance is not considered acceptable.

The only remaining option we have at the moment is a retrofit kit designed specifically for Charlevoix's downtown lights by Lumecon, a downstate Michigan based company. It took over six months and several iterations of a design with Lumecon before they came up with a kit that is easy to install and should fit all of our downtown light fixtures with minimal extra work. A sample Lumecon kit is now installed in the light in front of 327 and 329 Bridge Street. Without knowing which light is the LED it is hard to tell it from the existing lights.

The Lumecon LED light is designed to last more than ten years with no maintenance, and will cut electrical usage drastically. Lumecon offers a ten year warranty on the kit, and guarantees that the light will not dim more than 30% in that time.

Lumecon’s bid came in as follows (they were bidding against RESCO and another supplier, both of which failed to submit a bid):

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
110	Lumecon Retro Kit	\$ 322.00	\$ 35,420.00

The price of \$322 each is considered an excellent price when considering that anything “LED” is priced at a premium these days – this price is actually less than we paid for the simple screw-in LED bulbs on Clinton.

Lumecon is a company out of Farmington Hills, Michigan. They handled the original LED retrofit for the City of Ann Arbor several years ago which was the first large LED project in the state, and they are still selling LED’s to Ann Arbor, as well as Lansing and several other cities, so I think they have the history and reputation that indicates they will continue to be in this business in the foreseeable future. The local distributor for Lumecon is Standard Electric.

If we go ahead with replacing all downtown decorative streetlights with the Lumecon Retro Kits, we will cut power consumption by an estimated 24,300 kWh per year, and this energy savings will generate enough dollar savings that the investment will be fully paid back within 6 years. In addition, this is equivalent to removing 5 cars from the road every year, or saving 55 barrels of oil from being burned (see attached). It would prevent over 50,000 pounds of Carbon Dioxide, 78 pounds of Nitrogen Oxide, and 220 pounds of Sulfur Dioxide from being released to the atmosphere each year. This year’s budget included \$50,000 for LED streetlight upgrades and we have spent about \$8,000 so far so this purchase will be within the budget.

RECOMMENDATION:

It is asked that Council approve the purchase of up to 110 of the Lumecon Retro Kits at a total cost not to exceed \$ 35,420.00.

SIEMENS

City of Charlevoix
LED Retro
Downtown Charlevoix
Charlevoix, Michigan

Based on an expected annual savings
of 24300 kWh of Fossil Fuel
Generated Electricity

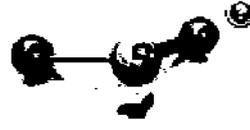
This will prevent the following greenhouse gases from being released into the atmosphere:



51,395 lbs
Carbon Dioxide
(CO₂)



78 lbs
Nitrogen Oxide
(NO_x)



220 lbs
Sulfur Dioxide
(SO₂)

Your greenhouse gas emissions savings are equivalent to:



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to Amend Avfuel Contract

DATE: January 19, 2015

PRESENTED BY: Liz Myer, Airport Manager *Emfy*

ATTACHMENTS: Proposed Addendum D to Aviation Fuel Supply Agreement
2015 Credit Card Accounts Receivable Discount Schedule

BACKGROUND INFORMATION:

Currently the Airport's fuel supplier is the Avfuel Corporation in Ann Arbor. We also lease our fuel trucks from Avfuel. In reviewing the costs associated with fuel truck repair and maintenance and the condition of the current fuel trucks, I've negotiated with Avfuel in order to have the airport receive updated fuel truck equipment.

Avfuel will supply us with a "new" 2007 Jet A truck and our "best" current Jet A truck will be taken to Ann Arbor and overhauled by Avfuel before returning to us.

In addition, Avfuel will reduce our annual credit card processing fees, per attached Addendum and the Airport will no longer pay the \$420.00/year annual fee on the Epson TM-T88V printer.

RECOMMENDATION:

I recommend Council adopt a motion to approve the Avfuel fuel supply agreement Addendum D and the revised credit card schedule.

ADDENDUM D
to the
AVIATION FUEL SUPPLY AGREEMENT
between
AVFUEL CORPORATION
and
CITY OF CHARLEVOIX

The following is incorporated and made part of the above named agreement having a reference date of **March 1, 2011**.

SPECIAL TERMS AND CONDITIONS

The following is an updated list of equipment and rates as of February 1, 2015

EQUIPMENT LEASED:

Description	S/N or VIN	Lease Rate October through April	Lease Rate May through September
2000 Isuzu, 1000-gallon Avgas Refueler Truck	Unit #1046, VIN 016964	\$550.00 per month	\$550.00 per month
2000 International, 2200-gallon Jet-A Refueler Truck*	Unit #2248, VIN 355390	\$0.00 per month	\$750.00 per month
2007 International, 2000-gallon Jet-A Refueler Truck (to be delivered approx. April 15, 2015, replacing unit #2264, presently on lease for \$850/month)	Unit #2040, VIN 442932	\$950.00 per month	\$950.00 per month
2004 Brownie, 100LL fueling cabinet	Unit #860	\$0.00 per month	\$0.00 per month
2012 Fuel Tech, Jet fuel pumping skid	Unit #806	\$0.00 per month	\$0.00 per month
Avfuel Hub Software License	N/A	\$20.00 per month	\$20.00 per month
Epson TM-T88V Thermal Receipt Printer		\$0.00 per month	\$0.00 per month

ADDENDUM A

GENERAL TERMS AND CONDITIONS, Section 2, Term:

This section is deleted entirely and replaced with the following:

The initial term of this Agreement begins on the Effective Date specified in the Summary and continues through March 31, 2020. The term shall be automatically renewed for successive thirty (30) day terms until one Party delivers a Notice to the other Party of its intent to terminate at the end of the then current term. Such Notice shall be delivered at least thirty (30) days prior to the expiration of the current term.

AVTRIP PROMOTION:

Avfuel offers to reimburse Customer for the cost of extra AVTRIP points awarded at the conclusion of a double-AVTRIP point promotion occurring each year, beginning 2015, during the months of June, July and August. The amount of the point reimbursement will be limited to the two AVTRIP points per gallon awarded in addition to the standard two AVTRIP points per gallon awarded on transactions during the promotion period.

Adjusted Credit Card Processing Rates

Please see the current rates in effect for Customer as of February 1, 2015 on the attached Accounts Receivable Discount Schedule.

AVFUEL CORPORATION

CITY OF CHARLEVOIX

By:

By:

Signature

Signature

William B. Light

Its: _____

Vice President, Administration

Print name / Title

Date: _____

Date: _____

2015 CREDIT CARD ACCOUNTS RECEIVABLE DISCOUNT SCHEDULE

This is your notification of the current Credit Card Accounts Receivable Discount Schedule for the cards listed. This schedule is effective as of February 1, 2015 for all transactions processed this day and forward, and supersedes all prior Credit Card Accounts Receivable Discount Schedules. This Discount Schedule will remain in effect until the next notification.

If you should have any questions, please call your AVFUEL Corporation District Manager or our Credit Card Merchant Services Department.

Avfuel Program Cards

→ AVFUEL CONTRACT FUEL CARD	0.00% (Contracted Fuel Products) 2.10% (Non-Fuel)
→ AVFUEL PRO CARD	0.00% (Contracted Fuel Products) 2.10% (Retail Fuel) 2.10% (Non-Fuel)
→ AVFUEL RETAIL CARD	0.00% (Avgas – 100LL) 2.10% (All other products)

Other Accepted Cards

→ MASTERCARD & VISA	<table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 10px;">Qualified</td> <td>2.05%*</td> </tr> <tr> <td>Non-Qualified</td> <td>3.10%**</td> </tr> </table>	Qualified	2.05%*	Non-Qualified	3.10%**
Qualified	2.05%*				
Non-Qualified	3.10%**				
→ AMERICAN EXPRESS	2.95%				
→ AVCARD	2.25%				
→ DISCOVER	2.50%				
→ MULTI SERVICE AVIATION (U.S. Bank)	3.10%				
→ AERO CARD (Multi Service Corporation)	3.10%				
→ GOVERNMENT AIR CARD	4.30% (Non-contract Items)				

*Qualified = swiped, signed POS transactions that are settled by the 11 pm central time daily processing deadline the same day they were authorized.

**Non-Qualified = items settled after 11 pm central time the day of transaction but before 11 pm central the following day; transactions from self-service units and/or manually keyed and non-signed transactions.

Confidential property of AVFUEL Corporation. This information is intended only for use by this AVFUEL Branded dealer operating the AVFUEL credit card system and is not to be disclosed or distributed to anyone else without the prior written approval of AVFUEL Corporation. If you have received this in error, please immediately notify us by telephone to arrange for return of the original documents to us, and you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this document information is strictly prohibited.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration of approval for the Outdoor Dining Application

DATE: January 19, 2014

PRESENTED BY: Mike Spencer, City Planner.

ATTACHMENTS: 1. Draft Outdoor Dining Application

BACKGROUND INFORMATION:

City Council held several meetings to consider and adopt changes to City Code permitting sidewalk cafes on City property, and also to establish the application process and standards that Staff would administer pertaining to the tables, chairs and barriers. The changes to the City Code were adopted on December 15. At that meeting the City Attorney suggested we establish standards that Staff could administer which would allow outdoor seating areas and barriers to be left out on a year round basis, if it did not compromise public safety and interfere with maintenance such as snow removal. These criteria would avoid claims of arbitrary decisions by City Staff. I have drafted these standards which were reviewed and approved by the City Manager and City Attorney.

The proposed standards are as follows:

All outdoor dining barriers and furnishings must be removed from October 31-April 1, unless authorized by the City Manager based on the following criteria:

1. The outdoor barriers and/or furnishings are placed in a location that does not obstruct or compromise pedestrian or vehicular traffic.
2. The outdoor barriers and/or furnishings are maintained and safe for customer use. (Kept free of snow, ice, etc)
3. The outdoor barriers and/or furnishings do not interfere with any routine maintenance or necessary repairs, such as snow removal, filling cracks, etc.
4. The applicant has provided proof that the outdoor area is covered by their insurance year round.

I have also attached the draft application and review standards with the proposed criteria inserted on page 3.

RECOMMENDATION: Recommendation to adopt the proposed application and review standards as presented.



City of Charlevoix

Sidewalk Café License Application

SECTION 1: APPLICANT INFORMATION

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

Name of Applicant: _____

Name of Business: _____

Business Address: _____

Phone: _____ E-Mail: _____

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

Applicant Signature: _____ Date: _____

SECTION 2: PROPERTY OWNER INFORMATION

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

Name of Property Owner: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

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

Property Owner Signature: _____ Date: _____

SECTION 3: PERMIT FEES

- Application Renewal Annual Fee (\$200)
- New/Revised Application Annual Fee (\$250)

SECTION 4: SUPPORTING DOCUMENTATION

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

Hours of Operation for Outdoor Café Area:

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

September 1-October 31: _____

Please Include the Following:

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

SECTION 8: APPROVAL PROCESS

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

SECTION 9: CONTACT INFORMATION

Community Economic Development Director
City of Charlevoix & Charlevoix DDA

231-547-3257

Mr. Mike Spencer
Planning and Zoning Administrator
City of Charlevoix
mspencer@cityofcharlevoix.org
231-547-3265

City of Charlevoix

Sidewalk Café License Application

Appendix 1: Rules and Regulations

ELIGIBLE APPLICANTS

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

PUBLIC RIGHT OF WAY

- Business must maintain a minimum of six (6) feet of unobstructed pedestrian walking space between the outside edge of their sidewalk café and the building or between the outside edge of their sidewalk café and the back of the curb.
- Business must maintain a minimum of one-and-a-half (1.5) feet of clearance between the outside edge of their barrier and the curb.
- All chairs must stay in the designated outdoor dining area. Business owners are responsible for ensuring chairs do not encroach on pedestrian walkway.
- All outdoor dining barriers and furnishings must be removed from October 31-April 1, unless authorized by the City Manager based on the following criteria:
 - 1) The outdoor barriers and/or furnishings are placed in a location that does not obstruct or compromise pedestrian or vehicular traffic.
 - 2) The outdoor barriers and/or furnishings are maintained and safe for customer use. (Kept free of snow, ice, etc)
 - 3) The outdoor barriers and/or furnishings do not interfere with any routine maintenance or necessary repairs, such as snow removal, filling cracks, etc.
 - 4) The applicant has provided proof that the outdoor area is covered by their insurance year round.

AESTHETICS

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

ORDINANCES, PERMITS, INSURANCE AND FEES

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

PERMISSIONS

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

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Introduction of the Michigan Redevelopment Ready Community Program

DATE: January 19, 2015

PRESENTED BY: Mike Spencer

ATTACHMENTS: Redevelopment Ready Community Program handouts

BACKGROUND INFORMATION:

I attended a two day training seminar on the Redevelopment Ready Communities (RRC) program in early November of 2014. After learning more about this certification program I feel it is a very important initiative for Charlevoix to pursue in 2015. The purpose of this agenda item is to introduce the basics of this program and seek approval from Council to move forward. At some point a resolution from City Council will be required, but at this time I wanted to provide the basics and make sure you are supportive before performing additional work on this program. There are no costs associated with this other than staff time.

The RRC Program is a certification program hosted by the Michigan Economic Development Corporation (MEDC) that aims to provide support and best practices to communities seeking to become competitive in the current economy. This certification signals to prospective businesses and developers that a community is proactive and business friendly, and that effective development practices are established and maintained through well-defined development procedures, a community-wide vision, a transparent and consistent review process, and well-suited potential development sites.

The best practices used by the RRC focus on six areas of the Community: Community Plans and Public Outreach, Zoning Regulations, Development Review Process, Recruitment and Education, Redevelopment Ready Sites and Community Prosperity. By focusing on those areas, the program helps communities to establish consistent economic development processes that create unique places that attract investment, business and talent.

There are three steps involved in the RRC Certification Program. Step One is the submittal of an Application, which is then scored in order to establish if the community is well qualified to participate in the program. If accepted, Step Two features an Evaluation by the MEDC so that analysis can be conducted and technical expertise provided by the RRC. If the recommendations and requirements put forth by the RRC are followed and met, Step Three results in being named a Certified Redevelopment Ready Community. Throughout the program, the MEDC provides evaluation support, expertise and consultation, training opportunities, and assistance in marketing the community's redevelopment ready sites.

RECOMMENDATION:

Seeking input from Council on whether or not to pursue participation in the Redevelopment Ready Communities Program.

MICHIGAN REDEVELOPMENT READY COMMUNITIES PROGRAM

The Redevelopment Ready Communities® (RRC) Program is a state-wide certification program that supports communities to become development ready and competitive in today's economy. It encourages communities to adopt innovative redevelopment strategies and efficient processes which build confidence among businesses and developers. Through the RRC program, local municipalities receive assistance in establishing a solid foundation for development to occur in their communities – making them more attractive for investments that create places where people want to live, work and play.

Once engaged in the program, communities commit to improving their redevelopment readiness by undergoing a rigorous assessment, and then work to achieve a set of criteria laid out in the RRC Best Practices. Each best practice addresses key elements of community and economic development, setting the standard for evaluation and the requirements to attain certification. The program measures and then certifies communities that actively tap the vision of local residents and business owners to shape a plan for their future while also having the fundamental practices in place to be able to achieve that vision. The six RRC best practices include:

- Community Plans and Public Outreach
- Zoning Regulations
- Development Review Process
- Recruitment and Education
- Redevelopment Ready Sites®
- Community Prosperity

Through the RRC best practices, communities build deliberate, fair and consistent development processes from the inside out. RRC provides the framework and benchmarks for communities to strategically and tactically ask “What can we do differently?” By shifting the way municipalities approach development, they're reinventing the way they do business – making them more attractive for investments that create places where talent wants to live, work and visit.

The RRC program also has an advisory council consisting of public and private sector experts to assist in guiding the development of the best practices, provide feedback and recommendations on community assessments, and consider new opportunities to enhance the program. In addition to Michigan Economic Development Corporation (MEDC) assistance, communities receive comments from multiple perspectives from experts working in the field, tapping into a broader pool of talent.

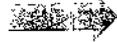
RRC certification formally recognizes communities for being proactive and business friendly. Certified communities clearly signal they have effective development practices such as well-defined development procedures, a community-supported vision, an open and predictable review process and compelling sites for developers to locate their latest projects. Through the program, MEDC provides evaluation support, expertise and consultation, training opportunities, and assist certified communities market their top redevelopment sites. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and broad community support.

For more information email RRC@michigan.org or contact the MEDC at 517.373.9808.

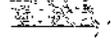


CERTIFICATION PROCESS

STEP ONE APPLICATION



STEP TWO EVALUATION



STEP THREE CERTIFICATION

Application period opened



Complete application
submitted by deadline



Completed application
reviewed and scored
by RRC team



Applicant contacted



RRC kick-off presentation
to community



Community's leadership
adopts resolution to
proceed with evaluation
and memorandum of
understanding (MOU)
signed within 30 days
of kick-off presentation

Community completes
pre-evaluation document and
submits supporting information
by deadline stated in MOU



Stakeholder interviews and
meeting observations



Data and information
analyzed



RRC Advisory Council
provides technical expertise
for report of findings



Report of findings presented
to the community



Community's leadership
adopts resolution to
proceed within 30 days of
report of findings presentation

RRC and CATeam work
with community on missing
certification requirements



Community submits quarterly
progress reports



Community completes
implementation of
threshold requirements



Certification awarded



Community submits biannual
progress reports

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion Regarding Prioritizing City Council Goals

DATE: January 19, 2015

PRESENTED BY: Mayor and City Council

ATTACHMENTS: November 18, 2014 Meeting Minutes

BACKGROUND INFORMATION: At the January 5, 2015 City Council meeting, City Council directed Staff to develop an agenda item regarding the attached goals established on November 18, 2014. City Council stated a desire to prioritize specific items on the list to begin work on the most pressing projects or issues.

RECOMMENDATION: Discussion with specific direction to Staff.

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

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

I. Pledge of Allegiance

II. Roll Call of Members Present

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

III. Inquiry Regarding Possible Conflicts of Interest
None.

IV. General Business

A. Discuss City Goals

The following potential future City goals were discussed:

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

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

B. Discuss 2015/16 Budget
No discussion.

V. Adjourn

Motion by Councilmember Cole, second by Councilmember Supernaw, to adjourn. Motion passed by unanimous voice vote.
Meeting adjourned at 6:45 p.m.

Joyce M. Golding

City Clerk

Gabe Campbell

Mayor