

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, October 17, 2016 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

1. Pledge of Allegiance

2. Roll Call

3. Presentations

- A. Annual Audit- Steve Peacock, Rehmann PG 1

4. Inquiry regarding conflicts of interest

5. Consent Agenda

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

- A. City Council Meeting Minutes - October 3, 2016 Regular Meeting PG 2-6
B. Accounts Payable Check Registers & Payroll Check Registers PG 7-18
C. Accept 2015/2016 Audit

6. Public Hearings & Actions Requiring Public Hearings

- A. Public Hearing and Establish of Commercial Redevelopment District PG 19-31

7. All Other Actions & Requests

- A. Transfer Liquor License Application: Townhouse Bar of Charlevoix, LLC PG 32-57
B. Biosolids Application Contract PG 58-60
C. Job Description: Administrative Assistant PG 61-63
D. Mayoral Appointment: Planning Commission PG 64-65

8. Reports & Communications

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

9. Other Council Business

10. Adjourn

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

Posted October 13, 2016 4:00 p.m.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: 2015-16 Fiscal Year Financial Audit Presentation

DATE: October 17, 2016

PRESENTED BY: Steve Peacock, Rehmann

ATTACHMENTS: Draft Audited Financial Statements for March 31, 2016 with the Auditors' Communication Letter

BACKGROUND INFORMATION: Rehmann has completed the annual audit of the City's financial statements as of and for the year ended March 31, 2016. Their audit encompassed the financial statements of the City's governmental activities, business-type activities, DDA, each major fund and the aggregate remaining fund information. Steve Peacock from Rehmann's office in Traverse City will present the findings of the audit and present a general overview of the financial health of the City.

With the audit now completed, Staff will file the audited financial statements, the F-65 report and the City's and DDA's Michigan Finance Qualifying Statements with the State in order to comply with State requirements. Additionally, Staff will comply with SEC disclosure requirements in regards to the audited financial statements.

Also included for your review is the Airport Audit requested by Council during the winter.

RECOMMENDATION: Accept the 2015/2016 Audit as a Consent Agenda item.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, October 3, 2016 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

Mark Prein, Prein&Newhof, presented a final update for the Waste Water Treatment Plant Upgrade Project. He discussed the reasons for the project, its history, and how the scope of the project progressed. Mr. Prein also explained the intricacies of the treatment process and answered questions for Council and the audience. Mayor Campbell was presented with the Quality of Life Certificate of Merit Award from the American Society of Civil Engineers for the project.

4. Inquiry Regarding Conflicts of Interest

None.

5. Consent Agenda

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

- A. City Council Meeting Minutes – September 19, 2016 Regular Meeting
- B. Special Accounts Payable Check Register – September 21, 2016
- C. Special Accounts Payable Check Register – September 27, 2016
- D. Regular Accounts Payable Check Register – October 4, 2016
- E. ACH Payments – September 19, 2016 to September 26, 2016
- F. Payroll Check Register – September 23, 2016
- G. Payroll Transmittal – September 23, 2016
- H. Tax Disbursement – October 4, 2016

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

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

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Road Salt Purchase

DPW Superintendent Elliott stated that in the 2016/17 budget, he allocated money to purchase winter maintenance materials including road salt. He indicated that he submitted a request for 200 tons of material this year at a price of \$51.32 per ton for a total of \$10,264. The money to purchase this material is budgeted through the Major and Local Street Funds.

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

Motion by Councilmember Kurtz, second by Councilmember Cole, to authorize the purchase of 200 tons of road salt from North American Salt for \$51.32 per ton.

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

B. Property & Liability Insurance Renewal

City Manager Heydlauff stated that it was time to renew the City's general liability and property insurance policy with the Michigan Township Participating Plan (Par Plan) for the year beginning November 1, 2016. The City has been with the Par Plan for the past

six years. He indicated that their renewal quote was \$92,231. City Manager Heydlauff stated that Par Plan included a dividend this year of approximately \$6,200. He noted that the City solicited quotes this year to check the rates from Michigan Municipal League Property and Liability Pool and Peterson McGregor of Harbor Springs and said that local agents normally do not write this type of insurance. The City Manager recommended renewing the Par Plan.

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

Motion by Councilmember Supernaw, second by Councilmember Gibson, to authorize the renewal of the City's property and liability insurance policy with the Michigan Township Participating Plan for \$92,231 for one year.

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

8. Reports & Communications

A. Public Comments

Del Terrill noted that in Council's agenda package was the petition asking the City to formalize and amend its noise ordinance to deal with a curfew at the Airport. He read the names listed on the petition. Mr. Terrill referenced items in the packet regarding the 2008 preferred runway which was unsuccessful. He discussed the current voluntary noise abatement plan initiated by the Airport Manager. Mr. Terrill also noted that he was unable to find anyplace with community-wide high speed Wi-Fi other than downtown Traverse City.

Don Exelby, Eaton Street, reiterated Mr. Terrill's point that the noise problem has been ongoing for eight years and he felt the problem has increased over the years. Mr. Exelby explained that the petition calls for a voluntary curfew from 11 pm - 7 am including higher landing fees charged to those that do not comply and it applies to less than 1% of airport traffic. He also discussed the particulars of the petition and the request for adoption. Mr. Exelby requested specific direction from the City Manager and Council to the Airport Manager to "get this going and get it done" by the end of the year. He suggested that the higher landing fees should be used to repay money borrowed from the Utility accounts.

Councilmember Supernaw felt that if the number of violators is minimal, there would be no reason not to put the voluntary curfew in place. Mr. Exelby approximated the number of offending planes at 50-60. Councilmember Supernaw noted that the City has a problem with offenders where "money is no object." Mr. Exelby stated that he wanted to publicly disclose the names of those not complying with the curfew.

City Manager Heydlauff clarified that the Airport Manager was conferring with the FAA regarding placing a complaint form on the City website, putting a voluntary curfew in place from 11 pm - 7 am, and implementing additional landing fees for violators.

Mr. Terrill stated that a jet coming into Charlevoix is charged a \$930 landing fee per season and suggested a review of market base rates at airports in the area.

Don Seeyie, Airport Advisory Committee, stated that the Committee has had a lot of discussion over the last year. He clarified that the jets are paying taxes which ultimately supports the Airport. He noted that he hears the noise at his home on the east end of the runway but, also hears road noise on the highway and his family deals with it. He felt that jets generate money for the City, over \$20 million per year for the local economy. Mr. Seeyie is not opposed to putting something in place but he felt that the number of offending jets was closer to 10. He felt they were "making a mountain out of a molehill." He explained the progress that the Airport Advisory Committee has made thus far and how landings/take-offs occur in various wind conditions.

Councilmember Gibson stated that she is on the Airport Advisory Committee and she felt that the Committee is finally getting somewhere albeit slowly. She suggested that one way to handle the situation would be to send a letter to the offending pilots first rather than going to the FAA. Councilmember Gibson noted that the Committee wanted the Airport's informational brochure to emulate Harbor Springs which zoned in on noise abatement.

Mr. Terrill suggested that Council request a profit and loss statement for the Airport to see what has been going on for the last five years. He stated that "Those 10-15 people that come in during the curfew, we've tracked a few of them... They go right to the peninsula at Bay Harbor." Therefore, Mr. Terrill felt that there is no economic development for the City of Charlevoix "from the people that don't care and are not good neighbors." He stated that they are abusers and don't spend a dime here.

Shelley Ireland, Tafula Boutique, stated that she owns several boutiques and displaying merchandise outside her stores attracts customers. She felt that the City would do better to display one item on a mannequin or stand outside each business. She requested that Council consider changing the zoning ordinance.

B. City Manager Comments

City Manager Heydlauff reported that the City Audit would be presented at the next meeting. At the ICMA Convention he spoke with the Department of Commerce regarding high speed internet and he will continue his fact-finding. City Manager Heydlauff shared a quote from David Brooks regarding bridging gaps to create a stronger community.

C. Mayor & Council Comments

Mayor Campbell commented that the City would do well to have high speed internet.

9. **Other Council Business**

None.

10. **Adjourn**

Motion by Councilmember Kurtz, second by Councilmember Cole to adjourn. Motion passed by unanimous voice vote. Council adjourned at 8:09 p.m.

Joyce M. Golding	City Clerk	Gabe Campbell	Mayor
Special Accounts Payable - 09/21/2016			
AT&T	2,647.39	GREAT LAKES ENERGY	192.59
AT&T MOBILITY	87.99	METLIFE SMALL BUSINESS CENTER	727.93
CHARTER COMMUNICATIONS	805.37	US BANK	636,877.50
DELTA DENTAL	3,523.02	TOTAL	644,861.79
Special Accounts Payable - 09/27/2016			
CHARLEVOIX STATE BANK	3,427.89	VERIZON WIRELESS	56.72
MJS PAINTING INC	9,950.00	VISION SERVICE PLAN	511.77
STATE OF MICHIGAN	225.00	TOTAL	14,171.38
Regular Accounts Payable - 10/04/2016			
AIRGAS USA LLC	63.22	GOLF ASSOCIATION OF MICHIGAN	100.00
ALTEC INDUSTRIES INC	347.00	GREAT LAKES ELEVATOR LLC	335.48
AMERICAN WASTE INC.	48.76	GREAT LAKES ENVIRONMENTAL	650.00
ARCADIA BENEFITS GROUP INC	25.00	GREENSKEEPER LANDSCAPE MAINT.	1,015.00
ASPLUNDH TREE EXPERT CO	3,367.50	GRP ENGINEERING INC.	161.06
AT&T LONG DISTANCE	47.05	HANKINS, SCOTT	41.00
AVFUEL CORPORATION	35,279.50	HEID, THOMAS J.	41.00
B & L SOUND INC	383.89	HEYDLAUFF, MARK L	126.35
BEHAN WINDOW CLEANING	245.00	HOLIDAY COMPANIES	4,129.79
BEIJO DE CHOCOLAY LLC	22.00	HOLIDAY LIGHTING SERVICES INC.	10,150.00
BERG, REBECCA	122.00	HOOVER, HARRY	3.83
BROPHY, GEORGE	51.14	INTERWATER FARMS INC	562.00
CENTRAL DRUG STORE	61.04	J & B MEDICAL SUPPLY INC.	61.03
CHARLEVOIX TOWNSHIP	15.00	JACK DOMENY SUPPLIES INC	242.17
CINTAS CORPORATION	163.33	JACOBSEN	284.30
CINTAS CORPORATION #729	66.74	KEVIN'S METER TESTING	1,472.12
CITY OF CHARLEVOIX - MISC	9,445.53	KEYSER, LELAND	9.00
COCA-COLA REFRESHMENTS	159.90	KIRINOVIC, THOMAS	41.00
COOK FAMILY FARMS	95.00	KLOOSTER, ALIDA K.	609.60
DCASSESSING SERVICES	4,371.08	KMart	58.43
DELL MARKETING L P	1,206.80	KSS ENTERPRISES	544.20
DENNIS FARMS VINEYARDI	15.00	LOTTIE'S BAGELS	20.00
DeROSIA, PATTY	41.00	MARTIN, TAYLOR	20.87
DHASELEER, CARL	139.00	MAYER, SHELLEY L.	41.00
DOAN, GERARD	41.00	McGINN, KELLY	41.00
DORNBOSS SIGN INC.	278.62	MDC CONTRACTING LLC	456,557.74
EATON CORPORATION	1,321.85	MICHIGAN MUNICIPAL LEAGUE	5,249.92
EJ USA INC.	2,323.34	MICHIGAN MUSHROOM MARKET LLC	35.00
ELLIOTT, PATRICK M.	41.00	MICHIGAN NURSERY LANDSCAPE ASSOC	130.00
ETNA SUPPLY	1,200.00	MYER, ELIZABETH A.	73.80
EVANS, HAL	41.00	NORTH COUNTRY CRITTERS	20.00
FARMER WHITE'S	97.00	NORTHERN CREDIT BUREAU	305.11
FASTENAL COMPANY	15.98	NORTHERN FIRE & SAFETY INC.	397.00
GINOP SALES INC	331.30	NORTHERN MICHIGAN DUST CONTROL	1,632.00
GOLDING, JOYCE	41.00	NORTHERN MICHIGAN TRUCK &	226.77

NORTHWEST DESIGN GROUP	2,617.75	RUSTIC BAKER	38.00
OLSON BZDOK & HOWARD	1,938.30	SECURITY SANITATION INC.	95.00
OLSTROM EXCAVATING AND PAVING	2,466.00	SHINDORF BUILDERS	320.00
OMS COMPLIANCE SERVICES INC	210.00	SITE PLANNING DEVELOPMENT INC	1,815.00
PANOFF, ZACH	130.64	SPARTAN DISTRIBUTORS INC	372.62
PERFORMANCE ENGINEERS INC	13,944.00	STRICKER'S OUTDOOR POWER EQUIPMENT	30.20
PHONE GUIDE	291.00	SWEM, DONALD L.	41.00
PIGS EATIN' RIBS	275.00	SYN-TECH SYSTEMS INC.	266.00
POLYDYNE INC	379.59	TERMINAL SUPPLY CO	94.30
POND HILL FARM LLC	64.00	UP NORTH PROPERTY SERVICES LLC	2,319.50
POWER LINE SUPPLY	3,815.97	VENETIAN FESTIVAL	250.00
PREFERRED WASTE 2 LLC	250.00	WASHBURN, BRENDA	30.00
PRIORITY HEALTH	418.40	WELLER, LINDA	41.00
PRO WEB MARKETING LLC	60.00	WILBERT BURIAL VAULT CO	357.36
PVS TECHNOLOGIES INC	6,316.03	WURST, RANDALL W.	41.00
RESIDEX LLC	592.80	WYMAN, MATTHEW A.	41.00
RIZE, KEVIN N.	200.00	TOTAL	587,071.51
ROLOFF, ROBERT	41.00		

ACH Payments -- 09/19/2016 to 09/26/2016

MI PUBLIC POWER AGENCY	43,204.70	VANTAGEPOINT (ROTH IRA)	911.53
IRS (PAYROLL TAX DEPOSIT)	37,283.36	MERS DEFINED BENEFIT PLAN	28,634.84
ALERUS FINANCIAL (HCSP)	420.00	MI PUBLIC POWER AGENCY	15,003.28
STATE OF MI (WITHHOLDING TAX)	5,336.88	MI PUBLIC POWER AGENCY	257,733.41
VANTAGEPOINT (401 K/MA PLAN)	699.94	TOTAL	402,207.65
VANTAGEPOINT (457 K/MA PLAN)	12,977.73		

Payroll Net Pay -- Pay Period Ending 09/17/2016 (Paid 09/23/2016)

WELLER, LINDA JO	1,481.58	SCHWARTZFISHER, JOSEPH L.	1,378.32
HEYDLAUFF, MARK L.	2,116.59	BRADLEY, KELLY R.	1,614.57
GOLDING, JOYCE M.	1,082.62	HART II, DELBERT W.	1,544.42
DEROSIA, PATRICIA E.	1,029.35	JONES, ROBERT F.	1,299.00
LOY, EVELYN R.	1,047.66	DORAN, JUSTIN J.	1,504.52
KLOOSTER, ALIDA K.	1,554.09	MANKER JR, DAVID W.	436.30
GOLOVICH, KAREN J.	977.04	MANKER SR, DAVID W.	642.95
SPENCLEY, PATRICIA L.	1,155.98	BECKER, MICHAEL S.	482.43
PANOFF, ZACHARY R.	1,160.04	MCGHEE, ROBERT R.	953.42
LEESE, MERRI C.	389.77	STEWART, SAMUEL D.	289.81
MCGINN, KELLY A.	1,492.91	KIBLER, RYLEE A.	255.69
JONES, JANET M.	429.54	KIRINDVIC, THOMAS F.	552.71
DOAN, GERARD P.	1,558.34	BITELY, KATHERINE A.	459.18
SCHLAPPI, JAMES L.	1,200.25	GRANDELL, ZACKARY R.	468.92
GMJLIS, MATTHEW T.	1,521.45	HEID, THOMAS J.	1,272.04
HANKINS, SCOTT A.	1,506.59	LEESE, ALAN K.	427.12
GRBAN, BARBARA K.	1,569.22	GRUNCH, RONALD J.	231.47
TRAEGER, JASON A.	1,329.10	DAVIS, RONALD L.	54.02
Flickema, Andrew M.	1,458.92	FAIRCHILD, GALEN W.	226.60
MATELSKI, KIMBERLY A.	1,118.60	DAKROUB, JOSEPH E.	128.13
EVANS JR, HALBERT K.	1,468.90	MASSON, DONALD J.	496.64
KLOOSTER, PATRICK H.	802.25	KUSINA, DENNIS W.	123.56
CARLSON, JOSHUA A.	212.69	LABLANCE, MAUREEN J.	234.90
ZAHNER, ANNA O.	191.40	GLOWNEY, TRAVIS T.	190.23
FUCHS, TYLER S A	107.05	MYER, ELIZABETH A.	1,653.03
GREYERBEHL, KELLY M.	193.80	VANLOO, JOSEPH G.	522.66
ROLOFF, ROBERT P.	3,875.47	WYMAN, MATTHEW A.	1,171.38
RILEY, DENISE M.	418.25	SCHRADER, LOU ANN	664.97
WURST, RANDALL W.	1,493.67	BOSS, RYDER S.	667.31
MAYER, SHELLEY L.	1,602.68	MILLER, WILLIAM S.	1,070.68
HILLING, NICHOLAS A.	1,154.28	FUNKY, CRAIG R.	73.88
MEIER II, CHARLES A.	2,082.80	MEGGISON, JERRY B.	228.17
ZACHARIAS, STEVEN B.	1,307.44	RILEY, CASEY W.	345.11
EATON, BRAD A.	2,257.07	JONES, LARRY M.	1,298.47
WILSON, TIMOTHY J.	2,019.81	WILSON, BRENDA R.	225.54
LAVOIE, RICHARD L.	1,626.34	BEAN, PETER J.	1,291.19
STEVENS, BRANDON C.	2,111.47	FAUSER, HOPE E.	362.02
DRAVES, MARTIN J.	1,586.75	WHITLEY, TYLER J.	206.19
BROWN, STEPHANIE C.	1,039.07	OCHS, THOMAS F.	23.09
SOMERVILLE, DAVID A.	1,316.78	TRAVERS, MANUEL J.	636.47
ELLIOTT, PATRICK M.	1,961.37	RILEY, DANIEL A.	490.08

WOLLETZ, JOSHUA D.	59.46	BISHAW, JAMES H	627.23
GERBER, SAMUEL A.	9.23	GILL, DAVID R.	912.12
KLINGER, BRADLEY W.	196.48	TODD, RICHARD D.	352.33
SWEM, DONALD L.	1,833.27	STEVENS, JEFFREY W.	745.40
WHITLEY, ANDREW T.	2,264.88	ROLOFF, AUDREY M.	2,071.61
MORRISON, KEVIN P.	1,076.18	MATTER, DAWSON K.	2,093.76
HODGE, MICHAEL J.	1,274.60	SCOTT JR., WINFIELD	48.45
JOHNSON, STEVEN P.	1,257.30	TOTAL	95,253.47

Payroll Transmittal - 09/23/2016

4FRONT CREDIT UNION	228.46	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	166.74	PRIORITY HEALTH	1,950.77
AMERICAN FAMILY LIFE	379.74	4FRONT CREDIT UNION	18,850.00
CHAR EM UNITED WAY	56.00	CHARLEVOIX STATE BANK	46,550.00
CHARLEVOIX STATE BANK	1,286.16	CHEMICAL BANK	2,500.00
CHEMICAL BANK	150.00	TOTAL	73,071.67
COMMUNICATION WORKERS OF AMER	541.97		

Tax Disbursement - 10/04/2016

AME MANAGEMENT LLC	71.65	CITY OF CHARLEVOIX - MISC	10.00
CHARLEVOIX COUNTY TREASURER	79,169.19	CITY OF CHARLEVOIX - TAXES DUE	91,107.62
CHARLEVOIX PUBLIC SCHOOLS	90,552.25	LERETA LLC	5,971.64
CHARLEVOIX PUBLIC SCHOOLS	12,826.63	SCHARRER, DAVID	58.32
CHARLEVOIX PUBLIC SCHOOLS	1,348.49	TOTAL	283,060.39
CHARLEVOIX PUBLIC SCHOOLS	1,944.60		

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Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/01/2016	10/07/2016	118182	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
10/01/2016	10/07/2016	118183	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	229.78
10/01/2016	10/07/2016	118183	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	414.12
10/01/2016	10/07/2016	118184	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 10/1/2	56.00
10/01/2016	10/07/2016	118185	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,379.62
10/01/2016	10/07/2016	118186	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
10/01/2016	10/07/2016	118187	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	541.97
10/01/2016	10/07/2016	118188	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
10/01/2016	10/07/2016	118189	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	201.00
10/01/2016	10/07/2016	118190	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period	2,035.30
Grand Totals:						5,716.31

Km

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

10/07/16 Payroll Transmittal Checks	\$ 5,716.31
10/07/16 Payroll	\$ 82,594.03
10/18/16 Regular Accounts Payable	\$ 189,713.63
Checks Sub-Total:	\$ 258,023.97

FIRSTMERIT BANK - ACH/WIRE PAYMENTS

09/30/16 Mason Driscoll Damico	\$ 368,461.09
10/03/16 MI Public Power Agency	\$ 8,012.44
10/04/16 Payment Service Network	\$ 239.70
10/07/16 IRS (Payroll Tax Deposit)	\$ 31,088.06
10/07/16 Aerus Financial (HCSP)	\$ 420.00
10/07/16 State of MI (Withholding Tax)	\$ 4,366.81
10/07/16 Vantagepoint (401 ICMA Plan)	\$ 699.94
10/07/16 Vantagepoint (457 ICMA Plan)	\$ 12,626.26
10/07/16 Vantagepoint (Roth IRA)	\$ 911.53
10/11/16 DTE Energy	\$ 1,125.65
10/11/16 MI Public Power Agency	\$ 6,886.49
10/11/16 State of MI (Sales Tax)	\$ 27,920.16
ACH Sub-Total:	\$ 462,758.13

First Merit Bank Total: \$ 720,782.10

CHARLEVOIX STATE BANK - CHECKS ISSUED

<small>(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)</small>	
10/18/16 Tax Disbursement	\$ 119,667.25
Charlevoix State Bank Total:	\$ 119,667.25

Grand Total: \$ 840,449.35

APPROVED: 
CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/01/2016	PC	10/07/2016	22231	CAMPBELL, GABRIEL M	40		828.84
10/01/2016	PC	10/07/2016	22232	GIBSON, SHIRLEY J	43		512.64
10/01/2016	PC	10/07/2016	22233	PERRON, LEON R.	45		350.85
10/01/2016	PC	10/07/2016	22234	KURTZ, LUTHER J.	54		385.56
10/01/2016	PC	10/07/2016	22235	SUPERNAW, WILLIAM J	55		431.73
10/01/2016	PC	10/07/2016	22236	HAGEN, AARON W.	56		350.93
10/01/2016	PC	10/07/2016	22237	WELLER, LINDA JO	101		1,463.42
10/01/2016	PC	10/07/2016	22238	HEYDLAUFF, MARK L.	102		2,396.23
10/01/2016	PC	10/07/2016	22239	GOLDING, JOYCE M.	106		1,082.62
10/01/2016	PC	10/07/2016	22240	DEROSIA, PATRICIA E.	107		970.20
10/01/2016	PC	10/07/2016	22241	LOY, EVELYN R.	117		1,049.78
10/01/2016	PC	10/07/2016	22242	KLOOSTER, ALIDA K.	121		1,742.20
10/01/2016	PC	10/07/2016	22243	GOLOVICH, KAREN J.	122		979.05
10/01/2016	PC	10/07/2016	22244	SPENCLEY, PATRICIA L.	136		1,158.10
10/01/2016	PC	10/07/2016	22245	PANOFF, ZACHARY R.	141		1,169.52
10/01/2016	PC	10/07/2016	22246	MILLER, FAITH G	142		84.87
10/01/2016	PC	10/07/2016	22247	LEESE, MERRI C.	145		441.58
10/01/2016	PC	10/07/2016	22248	MCGINN, KELLY A.	146		1,488.25
10/01/2016	PC	10/07/2016	22249	JONES, JANET M.	148		410.94
10/01/2016	PC	10/07/2016	22250	DOAN, GERARD P	201		1,658.55
10/01/2016	PC	10/07/2016	22251	SCHLAPPI, JAMES L	204		1,094.75
10/01/2016	PC	10/07/2016	22252	UMULIS, MATTHEW T.	205		1,368.45
10/01/2016	PC	10/07/2016	22253	HANKINS, SCOTT A.	208		1,511.90
10/01/2016	PC	10/07/2016	22254	ORBAN, BARBARA K.	209		1,481.60
10/01/2016	PC	10/07/2016	22255	TRAEGER, JASON A.	210		1,114.24
10/01/2016	PC	10/07/2016	22256	FLICKEMA, ANDREW M.	211		1,483.13
10/01/2016	PC	10/07/2016	22257	MATELSKI, KIMBERLY A.	212		1,143.04
10/01/2016	PC	10/07/2016	22258	EVANS JR, HALBERT K.	214		1,468.50
10/01/2016	PC	10/07/2016	22259	KLOOSTER, PATRICK H.	216		745.12
10/01/2016	PC	10/07/2016	22260	CARLSON, JOSHUA A.	249		132.98
10/01/2016	PC	10/07/2016	22261	ZAHNER, ANNA O	250		121.11
10/01/2016	PC	10/07/2016	22262	FUCHS, TYLER S A	251		121.11
10/01/2016	PC	10/07/2016	22263	ROLOFF, ROBERT P	304		1,674.13
10/01/2016	PC	10/07/2016	22264	RILEY, DENISE M.	306		418.25
10/01/2016	PC	10/07/2016	22265	WURST, RANDALL W	411		1,078.03
10/01/2016	PC	10/07/2016	22266	MAYER, SHELLEY L.	412		1,573.98
10/01/2016	PC	10/07/2016	22267	HILLING, NICHOLAS A.	413		1,474.76
10/01/2016	PC	10/07/2016	22268	MEIER III, CHARLES A.	421		1,284.34
10/01/2016	PC	10/07/2016	22269	ZACHARIAS, STEVEN B	422		1,303.59
10/01/2016	PC	10/07/2016	22270	EATON, BRAD A.	515		1,745.42
10/01/2016	PC	10/07/2016	22271	WILSON, TIMOTHY J.	516		2,013.77
10/01/2016	PC	10/07/2016	22272	LAVOIE, RICHARD L.	519		1,534.27
10/01/2016	PC	10/07/2016	22273	STEVENS, BRANDON C.	521		2,174.38
10/01/2016	PC	10/07/2016	22274	DRAVES, MARTIN J.	523		1,800.24
10/01/2016	PC	10/07/2016	22275	BROWN, STEPHANIE C.	524		1,041.41
10/01/2016	PC	10/07/2016	22276	SOMERVILLE, DAVID A.	525		1,314.51
10/01/2016	PC	10/07/2016	22277	ELLIOTT, PATRICK M.	600		1,961.50
10/01/2016	PC	10/07/2016	22278	SCHWARTZFISHER, JOS	603		1,035.38
10/01/2016	PC	10/07/2016	22279	BRADLEY, KELLY R.	614		1,391.35
10/01/2016	PC	10/07/2016	22280	HART II, DELBERT W	616		1,337.10
10/01/2016	PC	10/07/2016	22281	JONES, ROBERT F.	618		1,082.11
10/01/2016	PC	10/07/2016	22282	DORAN, JUSTIN J.	621		1,424.78
10/01/2016	PC	10/07/2016	22283	MANKER JR, DAVID W.	638		608.66
10/01/2016	PC	10/07/2016	22284	MANKER SR, DAVID W	639		733.16
10/01/2016	PC	10/07/2016	22285	BECKER, MICHAEL S.	641		691.77
10/01/2016	PC	10/07/2016	22286	MCGHEE, ROBERT R	663		1,049.92
10/01/2016	PC	10/07/2016	22287	STEWART, SAMUEL D.	658		348.05

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/01/2016	PC	10/07/2016	22288	KIRINOVIC, THOMAS F.	700		600.15
10/01/2016	PC	10/07/2016	22289	BITELY, KATHERINE A.	704		407.41
10/01/2016	PC	10/07/2016	22290	CRANDELL, ZACKARY R.	753		483.85
10/01/2016	PC	10/07/2016	22291	HEID, THOMAS J.	802		1,272.05
10/01/2016	PC	10/07/2016	22292	LEESE, ALAN K.	836		421.27
10/01/2016	PC	10/07/2016	22293	FAIRCHILD, GALEN W.	855		102.05
10/01/2016	PC	10/07/2016	22294	DAKROUB, JOSEPH E.	860		128.13
10/01/2016	PC	10/07/2016	22295	MASSON, DONALD J.	861		509.01
10/01/2016	PC	10/07/2016	22296	KUSINA, DENNIS W.	862		74.89
10/01/2016	PC	10/07/2016	22297	LABLANCE, MAUREEN J.	863		141.29
10/01/2016	PC	10/07/2016	22298	GLOWNEY, TRAVIS T.	865		57.27
10/01/2016	PC	10/07/2016	22299	MYER, ELIZABETH A.	900		1,881.11
10/01/2016	PC	10/07/2016	22300	VANLOO, JOSEPH G.	902		681.07
10/01/2016	PC	10/07/2016	22301	WYMAN, MATTHEW A.	927		1,139.25
10/01/2016	PC	10/07/2016	22302	SCHRADER, LOU ANN	929		441.59
10/01/2016	PC	10/07/2016	22303	MILLER, WILLIAM S.	933		1,189.29
10/01/2016	PC	10/07/2016	22304	BEAN, PETER J.	1060		536.15
10/01/2016	PC	10/07/2016	118171	COLE, SHANE	50		593.34
10/01/2016	PC	10/07/2016	118172	GERBER, SAMUEL A.	147		55.41
10/01/2016	PC	10/07/2016	118173	KLINGER, LUCAS D.	235		66.96
10/01/2016	PC	10/07/2016	118174	SWEM, DONALD L.	512		1,833.32
10/01/2016	PC	10/07/2016	118175	WHITLEY, ANDREW T.	522		1,688.64
10/01/2016	PC	10/07/2016	118176	MORRISON, KEVIN P.	601		1,279.55
10/01/2016	PC	10/07/2016	118177	HODGE, MICHAEL J.	606		1,258.89
10/01/2016	PC	10/07/2016	118178	JOHNSON, STEVEN P.	617		1,284.79
10/01/2016	PC	10/07/2016	118179	BISHAW, JAMES H.	633		719.51
10/01/2016	PC	10/07/2016	118180	GILL, DAVID R.	858		943.29
10/01/2016	PC	10/07/2016	118181	TODD, RICHARD D.	859		181.54
Grand Totals:			85				82,594.03

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Report Criteria

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

Check Number	Payee	Amount
10/18/2016		
118191	ACE HARDWARE	1,684.19
118192	AMERICAN WASTE INC.	2,221.20
118193	AMERICAN WATER WORKS ASSN	182.00
118194	APX INC.	52.41
118195	ASPLUNDH TREE EXPERT CO	6,735.00
118196	AUTO VALUE	305.92
118197	AVFUEL CORPORATION	1,520.00
118198	BANDIT INDUSTRIES INC	398.60
118199	BEAVER RESEARCH COMPANY	638.13
118200	BERG, REBECCA	140.00
118201	BLOXSOM ROOFING & SIDING CO.	9,740.00
118202	CARQUEST OF CHARLEVOIX	333.15
118203	CENTRAL LAKE ARMOR EXPRESS	55.00
118204	CHARLEVOIX COURIER	126.00
118205	CHARLEVOIX SCREEN MASTERS INC	174.00
118206	CHARTER COMMUNICATIONS	1,082.68
118207	CITY OF CHARLEVOIX - PETTY CASH	71.53
118208	CITY OF CHARLEVOIX - UTILITIES	50,987.14
118209	COOK FAMILY FARMS	94.00
118210	CRYSTAL FLASH ENERGY	776.78
118211	CUMMINS BRIDGEWAY LLC	2,150.70
118212	DALTON, DAN	2.82
118213	DORNBOS SIGN INC.	1,413.81
118214	EATON CORPORATION	352.40
118215	ELHORN ENGINEERING COMPANY	1,053.50
118216	ELLSWORTH FARMER'S EXCHANGE	458.00
118217	EMERGENCY MEDICAL PRODUCTS I	110.25
118218	FAMILY FARM & HOME	391.40
118219	FARMER WHITE'S	165.00
118220	FASTENAL COMPANY	6.50
118221	FERGUSON & CHAMBERLAIN	5,097.00
118222	GELDERBLOM, PAUL	25.00
118223	GERBER HOMEMADE SWEETS	25.00
118224	GRAINGER	946.00
118225	GRAND TRAVERSE GARAGE DOOR	750.00
118226	HACH COMPANY	101.64
118227	HEYDLAUFF, MARK L	686.56
118228	INTERWATER FARMS INC	476.00
118229	J & B MEDICAL SUPPLY INC.	415.80
118230	JACK DOHENY SUPPLIES INC	107.54
118231	KLOOSTER, ALIDA K.	91.15
118232	KSS ENTERPRISES	1,304.36
118233	LASER PRINTER TECHNOLOGIES	499.00
118234	LONG DAY COFFEE LLC	42.00
118235	LOTTIE'S BAGELS	67.00
118236	MATELSKI, KIMBERLY A.	78.00
118237	MCCARDEL CULLIGAN-PETOSKEY	50.00
118238	MCGRUFF SAFE KIDS	377.00

Check Number	Payee	Amount
118239	MEADOWBROOK INSURANCE GROU	896.43
118240	MI-AWWA	310.00
118241	MICHIGAN ASSOC OF PLANNING	75.00
118242	MICHIGAN MUSHROOM MARKET LLC	20.00
118243	MICHIGAN STATE INDUSTRIES	126.50
118244	NEALIS ENGINEERING	780.00
118245	NORTHERN SAFETY CO INC	176.32
118246	OLD DOMINION BRUSH	1,649.80
118247	OLESON'S FOOD STORES	110.14
118248	OLSON BZDOK & HOWARD	870.80
118249	ORBAN, BARBARA	155.50
118250	O'REILLY AUTOMOTIVE INC	44.53
118251	PARASTAR INC.	1,735.61
118252	PERFORMANCE ENGINEERS INC	13,753.50
118253	PLUNKETT & COONEY	2,762.98
118254	POND HILL FARM LLC	190.00
118255	POWER LINE SUPPLY	821.63
118256	PREIN & NEWHOF	33,012.36
118257	PRESTON FEATHER	116.88
118258	PRO WEB MARKETING LLC	20.00
118259	PURITY CYLINDER GASES INC	388.93
118260	R & R PRODUCTS INC	99.98
118261	RANGE TELECOMMUNICATIONS	167.20
118262	RECDESK LLC	2,100.00
118263	RESCO	860.33
118264	ROCKY TOP FARMS	5.00
118265	RUSTIC BAKER	35.00
118266	SCHLAPPI, JAMES	25.00
118267	SEARS COMMERCIAL ONE	249.99
118268	SECURITY SANITATION INC.	285.00
118269	SENSUS USA	435.13
118270	SHARROW MASONRY INC	7,601.63
118271	SIEGRIST, DAVID	46.00
118272	SPARTAN STORES LLC	14.16
118273	SPICER GROUP INC	1,347.23
118274	STATE OF MICHIGAN	50.00
118275	STRICKER'S OUTDOOR POWER EQUI	134.25
118276	SUPERIOR MECHANICAL	80.00
118277	SWANSON, DOREANN	4.58
118278	SYSTEMS SPECIALISTS INC	150.00
118279	THE ANTENNA FARM	859.50
118280	UP NORTH PROPERTY SERVICES LL	1,711.00
118281	VAN HORN, ANDREW	20.58
118282	VILLAGE GRAPHICS INC.	118.38
118283	VOSS LIGHTING	454.16
118284	WILBERT BURIAL VAULT CO	243.84
118285	WURST, RANDALL W	47.62

Check Number	Payee	Amount
Total 10/18/2016:		169,713.63
Grand Totals:		169,713.63

Check Number	Payee	Amount
09/30/2016		
93016001	MATSON DRISCOLL DAMICO LLP	368,461.09
Total 09/30/2016:		368,461.09
Grand Totals:		368,461.09

Check Number	Payee	Amount
10/03/2016		
100316001	MICHIGAN PUBLIC POWER AGENCY	8,012.44
Total 10/03/2016:		8,012.44
Grand Totals:		8,012.44

Check Number	Payee	Amount
10/04/2016		
100416001	PAYMENT SERVICE NETWORK INC.	239.70
Total 10/04/2016:		239.70
Grand Totals:		239.70

Check Issue Date	Check Number	Payee	Amount
100716001			
10/07/2016	10071600	**EFTPS* Payroll Taxes	7,812.81
10/07/2016	10071600	**EFTPS* Payroll Taxes	7,812.81
10/07/2016	10071600	**EFTPS* Payroll Taxes	1,827.17
10/07/2016	10071600	**EFTPS* Payroll Taxes	1,827.17
10/07/2016	10071600	**EFTPS* Payroll Taxes	11,808.10
Total 100716001			
	5		31,088.06
100716002			
10/07/2016	10071600	Alerus Financial	420.00
Total 100716002:			
	1		420.00
100716003			
10/07/2016	10071600	STATE OF MICHIGAN	4,366.81
Total 100716003:			
	1		4,366.81
100716004			
10/07/2016	10071600	Vantagepoint - 401 Plan 109153	699.94
Total 100716004:			
	1		699.94
100716005			
10/07/2016	10071600	Vantagepoint - 457 Plan 300959	4,884.95
10/07/2016	10071600	Vantagepoint - 457 Plan 300959	634.45
10/07/2016	10071600	Vantagepoint - 457 Plan 300959	1,732.20
10/07/2016	10071600	Vantagepoint - 457 Plan 300959	5,374.66
Total 100716005:			
	4		12,626.26
100716006			
10/07/2016	10071600	Vantagepoint - Roth IRA 706117	911.53
Total 100716006:			
	1		911.53
Grand Totals:			
	13		50,112.60

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Check Number	Payee	Amount
10/11/2016		
101116001	DTE ENERGY	1,125.65
101116002	MICHIGAN PUBLIC POWER AGENCY	6,886.49
101116003	STATE OF MICHIGAN	27,920.16
Total 10/11/2016:		35,932.30
Grand Totals:		35,932.30

Check Number	Payee	Amount
10/18/2016		
2786	CHARLEVOIX COUNTY TREASURER	32,557.13
2787	CHARLEVOIX COUNTY TREASURER	87.80
2788	CHARLEVOIX DISTRICT LIBRARY	28.94
2789	CHARLEVOIX PUBLIC SCHOOLS	43,001.33
2790	CHARLEVOIX PUBLIC SCHOOLS	5,276.70
2791	CHARLEVOIX PUBLIC SCHOOLS	554.63
2792	CHARLEVOIX PUBLIC SCHOOLS	.93
2793	CHARLEVOIX PUBLIC SCHOOLS	799.58
2794	CITY OF CHARLEVOIX - TAXES DUE	37,354.97
2795	RECREATIONAL AUTHORITY	5.24
Total: 10/18/2016:		119,667.25
Grand Totals:		119,667.25

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Public Hearing and Establishment of Commercial Redevelopment District

DATE: October 17, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Resolution
Map of Proposed District
MEDC Fact Sheet
Proposed Commercial Facilities Exemption Certificate Policy

BACKGROUND INFORMATION:

Public Act 255 of 1978 allows for the creation of Commercial Redevelopment Districts (CRD) in which a business can apply for a tax abatement on new investments made within the District. The Main Street Economic Restructuring Committee has been working to help us become more proactive in encouraging new development and business growth in our community. The CRD will allow us to have the method in place for a business to apply for tax abatement.

Upon approval of the district by Council, notice must then be given to other taxing entities after which businesses within the district may apply to Council for a tax abatement. A fact sheet from the Michigan Economic Development Corporation is included with your packet.

The CRD is similar to Industrial Development Districts (IDD); we have several IDDs covering our industrial areas. You may recall we granted an Industrial Facility Exemption Certificate to Michigan Scientific about this time last year. This commercial process is very similar to that approach.

We have an IDD Policy and I am proposing a similar policy for the CRDs as well. It would take into account the jobs created by a project, the investment made in the project, and some important factors identified by our Main Street Program as ways to earn points toward the number of years the tax is abated.

I appreciate the assistance of Sara Christensen of the Northern Lakes Economic Alliance, who helped draft the resolution and City Clerk Joyce Golding, who has handled all of the necessary filings and letters to property owners within the proposed district.

RECOMMENDATION:

Motion to approve Resolution #2016-10-01 creating Charlevoix Main Street Commercial Redevelopment District Number 1 and authorize the City Clerk to file all necessary documents.

Motion to approve the Commercial Facilities Exemption Certificate Policy as presented.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2016-10-01
ESTABLISH A COMMERCIAL REDEVELOPMENT DISTRICT**

- WHEREAS,** pursuant to PA 255 of 1978, the City of Charlevoix has the authority to establish "Commercial Redevelopment Districts" within the City of Charlevoix at request of a commercial business enterprise or on its own initiative; and
- WHEREAS,** the City of Charlevoix on its own initiative prompted the establishment of the Commercial Redevelopment District for an area in the vicinity of properties fronting Michigan Ave. and Bridge St. between Dixon Ave. and Hurbut Ave., and east of State St. between Park Ave. and W. Hurbut Ave., located in the City of Charlevoix's Main Street District hereinafter described; and
- WHEREAS,** the City Council of the City of Charlevoix determined that the district meets the requirements set forth in section 5 of PA 255 of 1978; and
- WHEREAS,** written notice has been given by certified mail to all owners of real property located within the proposed district as required by section 5(3) of PA 255 of 1978; and
- WHEREAS,** on October 17, 2016 a public hearing was held and all residents and taxpayers of the City of Charlevoix were afforded an opportunity to be heard thereon; and
- WHEREAS,** the City Council deems it to be in the public interest of the City of Charlevoix to establish the Commercial Redevelopment District as proposed.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix that the following described parcel(s) of land situated in the City of Charlevoix, County of Charlevoix, and State of Michigan, to wit:

PARCEL	052-195-009-00	111	PINE RIVER LN	UNIT	9
PARCEL	052-195-016-00	111	PINE RIVER LN	UNIT	16
PARCEL	052-197-017-00	104	DIXON AVE W	UNIT	17
PARCEL	052-197-028-00	104	DIXON AVE W	UNIT	28
PARCEL	052-197-007-00	104	DIXON AVE W	UNIT	7
PARCEL	052-197-018-00	104	DIXON AVE W	UNIT	18
PARCEL	052-197-029-00	104	DIXON AVE W	UNIT	29
PARCEL	052-197-008-00	104	DIXON AVE W	UNIT	8
PARCEL	052-197-019-00	104	DIXON AVE W	UNIT	19
PARCEL	052-195-035-00	111	PINE RIVER LN	UNIT	35
PARCEL	052-195-036-00	111	PINE RIVER LN	UNIT	36
PARCEL	052-197-004-00	104	DIXON AVE W	UNIT	4
PARCEL	052-197-015-00	104	DIXON AVE W	UNIT	15
PARCEL	052-197-025-00	104	DIXON AVE W	UNIT	25
PARCEL	052-110-111-00	101	MICHIGAN AVE	UNIT	111
PARCEL	052-110-212-00	101	MICHIGAN AVE	UNIT	212
PARCEL	052-197-030-00	104	DIXON AVE W	UNIT	30
PARCEL	052-197-009-00	104	DIXON AVE W	UNIT	9
PARCEL	052-197-020-00	104	DIXON AVE W	UNIT	20
PARCEL	052-110-207-00	101	MICHIGAN AVE	UNIT	207
PARCEL	052-110-107-00	101	MICHIGAN AVE	UNIT	107
PARCEL	052-110-206-00	101	MICHIGAN AVE	UNIT	206
PARCEL	052-110-106-00	101	MICHIGAN AVE	UNIT	106
PARCEL	052-110-209-00	101	MICHIGAN AVE	UNIT	209
PARCEL	052-110-108-00	101	MICHIGAN AVE	UNIT	108
PARCEL	052-110-209-00	101	MICHIGAN AVE	UNIT	209
PARCEL	052-110-109-00	101	MICHIGAN AVE	UNIT	109
PARCEL	052-110-210-00	101	MICHIGAN AVE	UNIT	210
PARCEL	052-110-110-00	101	MICHIGAN AVE	UNIT	110
PARCEL	052-110-211-00	101	MICHIGAN AVE	UNIT	211
PARCEL	052-195-032-00	111	PINE RIVER LN	UNIT	32
PARCEL	052-195-033-00	111	PINE RIVER LN	UNIT	33

PARCEL	052-195-034-00	111	PINE RIVER LN	UNIT	34
PARCEL	052-195-013-00	111	PINE RIVER LN	UNIT	13
PARCEL	052-195-005-00	111	PINE RIVER LN	UNIT	5
PARCEL	052-195-012-00	111	PINE RIVER LN	UNIT	12
PARCEL	052-195-004-00	111	PINE RIVER LN	UNIT	4
PARCEL	052-195-001-00	111	PINE RIVER LN	UNIT	1
PARCEL	052-195-002-00	111	PINE RIVER LN	UNIT	2
PARCEL	052-195-008-00	111	PINE RIVER LN	UNIT	8
PARCEL	052-195-015-00	111	PINE RIVER LN	UNIT	15
PARCEL	052-195-007-00	111	PINE RIVER LN	UNIT	7
PARCEL	052-195-014-00	111	PINE RIVER LN	UNIT	14
PARCEL	052-195-006-00	111	PINE RIVER LN	UNIT	6
PARCEL	052-197-000-00	0	DIXON AVE W	UNIT	0
PARCEL	052-197-001-00	104	DIXON AVE W	UNIT	1
PARCEL	052-197-012-00	104	DIXON AVE W	UNIT	12
PARCEL	052-197-023-00	104	DIXON AVE W	UNIT	23
PARCEL	052-197-002-00	104	DIXON AVE W	UNIT	2
PARCEL	052-195-000-00	0	PINE RIVER LN		
PARCEL	052-195-026-00	111	PINE RIVER LN	UNIT	26
PARCEL	052-195-027-00	111	PINE RIVER LN	UNIT	27
PARCEL	052-195-028-00	111	PINE RIVER LN	UNIT	28
PARCEL	052-195-029-00	111	PINE RIVER LN	UNIT	29
PARCEL	052-197-013-00	104	DIXON AVE W	UNIT	13
PARCEL	052-197-024-00	104	DIXON AVE W	UNIT	24
PARCEL	052-197-003-00	104	DIXON AVE W	UNIT	3
PARCEL	052-197-014-00	104	DIXON AVE W	UNIT	14
PARCEL	052-197-025-00	104	DIXON AVE W	UNIT	25
PARCEL	052-195-020-00	111	PINE RIVER LN	UNIT	20
PARCEL	052-195-021-00	111	PINE RIVER LN	UNIT	21
PARCEL	052-195-022-00	111	PINE RIVER LN	UNIT	22
PARCEL	052-195-023-00	111	PINE RIVER LN	UNIT	23
PARCEL	052-195-024-00	111	PINE RIVER LN	UNIT	24
PARCEL	052-195-025-00	111	PINE RIVER LN	UNIT	25
PARCEL	052-195-018-00	111	PINE RIVER LN	UNIT	18
PARCEL	052-195-019-00	111	PINE RIVER LN	UNIT	19
PARCEL	052-195-017-00	111	PINE RIVER LN	UNIT	17
PARCEL	052-197-031-00	104	DIXON AVE W	UNIT	31
PARCEL	052-197-019-00	104	DIXON AVE W	UNIT	19
PARCEL	052-197-021-00	104	DIXON AVE W	UNIT	21
PARCEL	052-197-032-00	104	DIXON AVE W	UNIT	32
PARCEL	052-197-011-00	104	DIXON AVE W	UNIT	11
PARCEL	052-195-003-00	111	PINE RIVER LN	UNIT	3
PARCEL	052-195-011-00	111	PINE RIVER LN	UNIT	11
PARCEL	052-110-000-00	0	MICHIGAN AVE		
PARCEL	052-110-100-00	101	MICHIGAN AVE	UNIT	100
PARCEL	052-110-200-00	101	MICHIGAN AVE	UNIT	200
PARCEL	052-110-101-00	101	MICHIGAN AVE	UNIT	101
PARCEL	052-110-202-00	101	MICHIGAN AVE	UNIT	202
PARCEL	052-110-102-00	101	MICHIGAN AVE	UNIT	102
PARCEL	052-110-203-00	101	MICHIGAN AVE	UNIT	203
PARCEL	052-110-103-00	101	MICHIGAN AVE	UNIT	103
PARCEL	052-110-204-00	101	MICHIGAN AVE	UNIT	204
PARCEL	052-110-104-00	101	MICHIGAN AVE	UNIT	104
PARCEL	052-110-205-00	101	MICHIGAN AVE	UNIT	205
PARCEL	052-110-105-00	101	MICHIGAN AVE	UNIT	105
PARCEL	052-110-001-00	101	MICHIGAN AVE	UNIT	1
PARCEL	052-110-201-00	101	MICHIGAN AVE	UNIT	201
PARCEL	052-126-098-00	106	PINE RIVER LN		
PARCEL	052-126-099-00	210	STATE ST		
PARCEL	052-197-022-00	104	DIXON AVE W	UNIT	22
PARCEL	052-197-033-00	104	DIXON AVE W	UNIT	33
PARCEL	052-195-030-00	111	PINE RIVER LN	UNIT	30
PARCEL	052-195-031-00	111	PINE RIVER LN	UNIT	31
PARCEL	052-197-005-00	104	DIXON AVE W	UNIT	5
PARCEL	052-197-016-00	104	DIXON AVE W	UNIT	16
PARCEL	052-197-027-00	104	DIXON AVE W	UNIT	27
PARCEL	052-197-006-00	104	DIXON AVE W	UNIT	6
PARCEL	052-195-037-00	111	PINE RIVER LN	UNIT	37
PARCEL	052-195-038-00	111	PINE RIVER LN	UNIT	38
PARCEL	052-195-039-00	111	PINE RIVER LN	UNIT	39
PARCEL	052-195-019-00	111	PINE RIVER LN	UNIT	19
PARCEL	052-126-091-10	106	MICHIGAN AVE		

PARCEL	052-151-005-00	100	DIXON AVE WY		
PARCEL	052-151-005-50	109 1/2	MICHIGAN AVE		
PARCEL	052-151-004-00	113	MICHIGAN AVE		
PARCEL	052-151-005-25	0	0		
PARCEL	052-125-048-00	100	MICHIGAN AVE	UNIT	48
PARCEL	052-125-062-00	100	MICHIGAN AVE	UNIT	62
PARCEL	052-125-055-00	100	MICHIGAN AVE	UNIT	55
PARCEL	052-125-016-00	100	MICHIGAN AVE	UNIT	16
PARCEL	052-125-056-00	100	MICHIGAN AVE	UNIT	56
PARCEL	052-125-036-00	100	MICHIGAN AVE	UNIT	36
PARCEL	052-125-018-00	100	MICHIGAN AVE	UNIT	18
PARCEL	052-125-058-00	100	MICHIGAN AVE	UNIT	58
PARCEL	052-125-038-00	100	MICHIGAN AVE	UNIT	38
PARCEL	052-125-060-00	100	MICHIGAN AVE	UNIT	60
PARCEL	052-125-014-00	100	MICHIGAN AVE	UNIT	14
PARCEL	052-125-034-00	100	MICHIGAN AVE	UNIT	34
PARCEL	052-125-054-00	100	MICHIGAN AVE	UNIT	54
PARCEL	052-125-015-00	100	MICHIGAN AVE	UNIT	15
PARCEL	052-125-035-00	100	MICHIGAN AVE	UNIT	35
PARCEL	052-125-066-00	100	MICHIGAN AVE	UNIT	66
PARCEL	052-125-040-00	100	MICHIGAN AVE	UNIT	40
PARCEL	052-199-035-00	120	MICHIGAN AVE	UNIT	35
PARCEL	052-199-036-00	120	MICHIGAN AVE	UNIT	36
PARCEL	052-199-037-00	120	MICHIGAN AVE	UNIT	37
PARCEL	052-126-040-00	0	0		
PARCEL	052-125-079-00	100	MICHIGAN AVE	UNIT	79
PARCEL	052-199-033-00	120	MICHIGAN AVE	UNIT	33
PARCEL	052-199-034-00	120	MICHIGAN AVE	UNIT	34
PARCEL	052-125-004-00	100	MICHIGAN AVE	UNIT	4
PARCEL	052-125-091-00	100	MICHIGAN AVE	UNIT	91
PARCEL	052-125-092-00	100	MICHIGAN AVE	UNIT	92
PARCEL	052-125-067-00	102	MICHIGAN AVE	UNIT	67
PARCEL	052-125-068-00	104	MICHIGAN AVE	UNIT	68
PARCEL	052-125-078-00	100	MICHIGAN AVE	UNIT	78
PARCEL	052-125-077-00	100	MICHIGAN AVE	UNIT	77
PARCEL	052-125-069-00	100	MICHIGAN AVE	UNIT	69
PARCEL	052-125-076-00	100	MICHIGAN AVE	UNIT	76
PARCEL	052-125-075-00	100	MICHIGAN AVE	UNIT	75
PARCEL	052-125-070-00	112	MICHIGAN AVE		
PARCEL	052-125-071-00	116	MICHIGAN AVE	UNIT	71
PARCEL	052-125-074-00	100	MICHIGAN AVE	UNIT	74
PARCEL	052-125-073-00	100	MICHIGAN AVE	UNIT	73
PARCEL	052-125-072-00	110	MICHIGAN AVE	UNIT	72
PARCEL	052-125-037-00	100	MICHIGAN AVE	UNIT	37
PARCEL	052-125-020-00	100	MICHIGAN AVE	UNIT	20
PARCEL	052-125-059-00	100	MICHIGAN AVE	UNIT	59
PARCEL	052-125-039-00	100	MICHIGAN AVE	UNIT	39
PARCEL	052-125-080-00	100	MICHIGAN AVE	UNIT	80
PARCEL	052-125-019-00	100	MICHIGAN AVE	UNIT	19
PARCEL	052-125-042-00	100	MICHIGAN AVE	UNIT	42
PARCEL	052-125-002-00	100	MICHIGAN AVE	UNIT	2
PARCEL	052-125-022-00	100	MICHIGAN AVE	UNIT	22
PARCEL	052-125-041-00	100	MICHIGAN AVE	UNIT	41
PARCEL	052-125-081-00	100	MICHIGAN AVE	UNIT	81
PARCEL	052-125-082-00	100	MICHIGAN AVE	UNIT	82
PARCEL	052-125-083-00	100	MICHIGAN AVE	UNIT	83
PARCEL	052-125-084-00	100	MICHIGAN AVE	UNIT	84
PARCEL	052-125-085-00	100	MICHIGAN AVE	UNIT	85
PARCEL	052-125-086-00	100	MICHIGAN AVE	UNIT	86
PARCEL	052-125-087-00	100	MICHIGAN AVE	UNIT	87
PARCEL	052-125-088-00	100	MICHIGAN AVE	UNIT	88
PARCEL	052-125-061-00	100	MICHIGAN AVE	UNIT	61
PARCEL	052-125-063-00	100	MICHIGAN AVE	UNIT	63
PARCEL	052-125-064-00	100	MICHIGAN AVE	UNIT	64
PARCEL	052-125-065-00	100	MICHIGAN AVE	UNIT	65
PARCEL	052-125-031-00	100	MICHIGAN AVE	UNIT	31
PARCEL	052-125-051-00	100	MICHIGAN AVE	UNIT	51
PARCEL	052-125-012-00	100	MICHIGAN AVE	UNIT	12
PARCEL	052-125-032-00	100	MICHIGAN AVE	UNIT	32
PARCEL	052-125-052-00	100	MICHIGAN AVE	UNIT	52
PARCEL	052-125-013-00	100	MICHIGAN AVE	UNIT	13
PARCEL	052-125-033-00	100	MICHIGAN AVE	UNIT	33

PARCEL	052-125-021-00	100	MICHIGAN AVE	UNIT	21
PARCEL	052-125-001-00	100	MICHIGAN AVE	UNIT	1
PARCEL	052-125-024-00	100	MICHIGAN AVE	UNIT	24
PARCEL	052-125-043-00	100	MICHIGAN AVE	UNIT	43
PARCEL	052-125-003-00	100	MICHIGAN AVE	UNIT	3
PARCEL	052-125-023-00	100	MICHIGAN AVE	UNIT	23
PARCEL	052-125-008-00	100	MICHIGAN AVE	UNIT	8
PARCEL	052-125-028-00	100	MICHIGAN AVE	UNIT	28
PARCEL	052-125-047-00	100	MICHIGAN AVE	UNIT	47
PARCEL	052-125-011-00	100	MICHIGAN AVE	UNIT	11
PARCEL	052-199-002-00	120	MICHIGAN AVE	UNIT	2
PARCEL	052-199-039-00	120	MICHIGAN AVE	UNIT	39
PARCEL	052-199-038-00	120	MICHIGAN AVE	UNIT	38
PARCEL	052-125-053-00	100	MICHIGAN AVE	UNIT	53
PARCEL	052-125-017-00	100	MICHIGAN AVE	UNIT	17
PARCEL	052-125-057-00	100	MICHIGAN AVE	UNIT	57
PARCEL	052-125-089-00	100	MICHIGAN AVE	UNIT	89
PARCEL	052-125-090-00	100	MICHIGAN AVE	UNIT	90
PARCEL	052-125-050-00	0	MICHIGAN AVE		
PARCEL	052-125-050-00	100	MICHIGAN AVE	UNIT	50
PARCEL	052-125-010-00	100	MICHIGAN AVE	UNIT	10
PARCEL	052-125-030-00	100	MICHIGAN AVE	UNIT	30
PARCEL	052-199-006-00	120	MICHIGAN AVE	UNIT	6
PARCEL	052-199-003-00	120	MICHIGAN AVE	UNIT	3
PARCEL	052-199-000-00	0	MICHIGAN AVE		
PARCEL	052-199-040-00	120	MICHIGAN AVE	UNIT	40
PARCEL	052-199-041-00	120	MICHIGAN AVE	UNIT	41
PARCEL	052-199-017-00	120	MICHIGAN AVE	UNIT	17
PARCEL	052-199-016-00	120	MICHIGAN AVE	UNIT	16
PARCEL	052-199-015-00	120	MICHIGAN AVE	UNIT	15
PARCEL	052-199-014-00	120	MICHIGAN AVE	UNIT	14
PARCEL	052-199-011-00	120	MICHIGAN AVE	UNIT	11
PARCEL	052-199-012-00	120	MICHIGAN AVE	UNIT	12
PARCEL	052-199-009-00	120	MICHIGAN AVE	UNIT	9
PARCEL	052-199-010-00	120	MICHIGAN AVE	UNIT	10
PARCEL	052-199-007-00	120	MICHIGAN AVE	UNIT	7
PARCEL	052-199-008-00	120	MICHIGAN AVE	UNIT	8
PARCEL	052-199-005-00	120	MICHIGAN AVE	UNIT	5
PARCEL	052-199-004-00	120	MICHIGAN AVE	UNIT	4
PARCEL	052-199-001-00	120	MICHIGAN AVE	UNIT	1
PARCEL	052-199-013-00	120	MICHIGAN AVE	UNIT	13
PARCEL	052-199-018-00	120	MICHIGAN AVE	UNIT	18
PARCEL	052-125-007-00	100	MICHIGAN AVE	UNIT	7
PARCEL	052-125-027-00	100	MICHIGAN AVE	UNIT	27
PARCEL	052-125-046-00	100	MICHIGAN AVE	UNIT	46
PARCEL	052-125-006-00	100	MICHIGAN AVE	UNIT	6
PARCEL	052-125-026-00	100	MICHIGAN AVE	UNIT	26
PARCEL	052-125-045-00	100	MICHIGAN AVE	UNIT	45
PARCEL	052-125-005-00	100	MICHIGAN AVE	UNIT	5
PARCEL	052-125-025-00	100	MICHIGAN AVE	UNIT	25
PARCEL	052-125-044-00	100	MICHIGAN AVE	UNIT	44
PARCEL	052-125-049-00	100	MICHIGAN AVE	UNIT	49
PARCEL	052-125-009-00	100	MICHIGAN AVE	UNIT	9
PARCEL	052-125-029-00	100	MICHIGAN AVE	UNIT	29
PARCEL	052-199-019-00	120	MICHIGAN AVE	UNIT	19
PARCEL	052-199-020-00	120	MICHIGAN AVE	UNIT	20
PARCEL	052-199-021-00	120	MICHIGAN AVE	UNIT	21
PARCEL	052-199-022-00	120	MICHIGAN AVE	UNIT	22
PARCEL	052-199-023-00	120	MICHIGAN AVE	UNIT	23
PARCEL	052-199-024-00	120	MICHIGAN AVE	UNIT	24
PARCEL	052-199-025-00	120	MICHIGAN AVE	UNIT	25
PARCEL	052-199-026-00	120	MICHIGAN AVE	UNIT	26
PARCEL	052-199-027-00	120	MICHIGAN AVE	UNIT	27
PARCEL	052-199-028-00	120	MICHIGAN AVE	UNIT	28
PARCEL	052-199-029-00	120	MICHIGAN AVE	UNIT	29
PARCEL	052-199-030-00	120	MICHIGAN AVE	UNIT	30
PARCEL	052-199-031-00	120	MICHIGAN AVE	UNIT	31
PARCEL	052-199-032-00	120	MICHIGAN AVE	UNIT	32
PARCEL	052-379-004-65	101	BELVEDERE AVE		
PARCEL	052-345-010-50	408	BRIDGE ST		
PARCEL	052-205-001-00	206	BRIDGE ST		
PARCEL	052-205-002-00	202	BRIDGE ST		

PARCEL	052-205-003-00	0	BRIDGE ST		
PARCEL	052-205-004-00	204	BRIDGE ST		
PARCEL	052-365-001-00	109	BELVEDERE AVE		
PARCEL	052-245-002-10	228	BRIDGE ST		
PARCEL	052-115-002-00	226	BRIDGE ST	UNIT	2
PARCEL	052-115-001-00	224	BRIDGE ST	UNIT	1
PARCEL	052-244-004-00	208	BRIDGE ST		
PARCEL	052-220-105-00	220	BRIDGE ST		
PARCEL	052-220-104-00	222	BRIDGE ST		
PARCEL	052-379-001-00	0	0		
PARCEL	052-243-001-00	100	BRIDGE ST		
PARCEL	052-243-002-00	101	BRIDGE PARK DR		
PARCEL	052-220-212-10	247	BRIDGE PARK DR	UNIT	212
PARCEL	052-220-210-00	247	BRIDGE PARK DR	UNIT	210
PARCEL	052-220-314-00	247	BRIDGE PARK DR	UNIT	314
PARCEL	052-243-002-10	0	0		
PARCEL	052-245-002-20	230	BRIDGE ST		
PARCEL	052-245-002-30	105	CLINTON ST		
PARCEL	052-244-003-00	212	BRIDGE ST		
PARCEL	052-205-005-00	201	BRIDGE PARK DR		
PARCEL	052-115-003-00	226	BRIDGE ST	UNIT	3
PARCEL	052-115-004-00	226	BRIDGE ST	UNIT	4
PARCEL	052-220-108-10	247	BRIDGE PARK DR	UNIT	108
PARCEL	052-220-000-00	0	0		
PARCEL	052-220-211-00	247	BRIDGE PARK DR	UNIT	211
PARCEL	052-220-109-00	251	BRIDGE PARK DR	UNIT	109
PARCEL	052-220-106-00	216	BRIDGE ST		
PARCEL	052-379-004-70	106	ANTRAM ST W		
PARCEL	052-345-011-00	0	ANTRAM ST		
PARCEL	052-345-010-00	0	0		
PARCEL	052-115-000-00	0	BRIDGE ST		
PARCEL	052-345-004-00	100	CLINTON ST		
PARCEL	052-345-008-00	330	BRIDGE ST		
PARCEL	052-205-000-00	0	0		
PARCEL	052-240-000-00	0	0		
PARCEL	052-246-007-50	102	STATE ST		
PARCEL	052-246-007-00	110	PARK AVE		
PARCEL	052-240-003-00	99	BRIDGE ST		
PARCEL	052-240-001-00	101	BRIDGE ST		
PARCEL	052-240-005-00	103	BRIDGE ST		
PARCEL	052-348-005-25	110	MASON ST		
PARCEL	052-361-003-00	191	HURLBUT AVE W		
PARCEL	052-361-001-00	0	HURLBUT AVE W		
PARCEL	052-361-002-00	116	HURLBUT AVE W		
PARCEL	052-240-002-00	99	BRIDGE ST		
PARCEL	052-240-006-00	103	BRIDGE ST		
PARCEL	052-348-005-00	106	MASON ST		
PARCEL	052-348-004-00	0	0		
PARCEL	052-348-001-00	401	BRIDGE ST		
PARCEL	052-347-018-00	210	STATE ST		
PARCEL	052-347-017-00	109	MASON ST		
PARCEL	052-347-019-00	107	MASON ST		
PARCEL	052-347-019-00	0	0		
PARCEL	052-347-022-00	325	BRIDGE ST		
PARCEL	052-347-023-10	321	BRIDGE ST		
PARCEL	052-347-023-30	323	BRIDGE ST		
PARCEL	052-347-021-00	335	BRIDGE ST		
PARCEL	052-347-020-00	101	MASON ST		
PARCEL	052-347-002-10	303	BRIDGE ST		
PARCEL	052-246-008-00	104	STATE ST		
PARCEL	052-265-009-00	0	CLINTON ST		
PARCEL	052-265-008-50	105	VAN PELT PL		
PARCEL	052-347-003-00	307	BRIDGE ST		
PARCEL	052-347-001-10	301	BRIDGE ST		
PARCEL	052-340-010-00	104	MASON	UNIT	205
PARCEL	052-340-011-00	0	BRIDGE ST		
PARCEL	052-340-012-00	417	BRIDGE ST	UNIT	301
PARCEL	052-242-001-00	0	0		
PARCEL	052-242-006-00	107	BRIDGE ST		
PARCEL	052-242-005-00	111	BRIDGE ST		
PARCEL	052-242-004-00	113	BRIDGE ST		
PARCEL	052-340-002-00	407	BRIDGE ST		

PARCEL	052-340-005-00	104	MASON ST		
PARCEL	052-340-000-00	0	Ø		
PARCEL	052-340-001-00	405	BRIDGE ST		
PARCEL	052-340-003-00	0	BRIDGE ST		
PARCEL	052-340-004-00	#13	BRIDGE ST		
PARCEL	052-340-015-00	417	BRIDGE ST	UNIT	304
PARCEL	052-340-014-00	417	BRIDGE ST	UNIT	303
PARCEL	052-246-002-00	0	PARK AVE		
PARCEL	052-265-006-00	221	BRIDGE ST (DOWN)		
PARCEL	052-265-004-00	227	BRIDGE ST		
PARCEL	052-246-004-00	108	PARK AVE		
PARCEL	052-246-003-00	106	PARK AVE		
PARCEL	052-246-003-15	104	PARK AVE		
PARCEL	052-246-003-10	0	VAN PELT PLACE		
PARCEL	052-246-001-00	217	BRIDGE ST		
PARCEL	052-246-001-20	211	BRIDGE ST		
PARCEL	052-246-001-00	203	BRIDGE ST		
PARCEL	052-246-001-40	205	BRIDGE ST		
PARCEL	052-265-003-00	231	BRIDGE ST		
PARCEL	052-265-004-00	229	BRIDGE ST		
PARCEL	052-340-013-00	417	BRIDGE ST	UNIT	302
PARCEL	052-265-008-00	100	VAN PELT PL		
PARCEL	052-246-010-00	109	CLINTON ST		
PARCEL	052-265-011-00	103	CLINTON ST		
PARCEL	052-265-001-00	233	BRIDGE ST		
PARCEL	052-340-009-00	417	BRIDGE ST	UNIT	204
PARCEL	052-242-003-10	0	PARK AVE		
PARCEL	052-242-002-10	0	BRIDGE ST		
PARCEL	052-242-002-15	115	BRIDGE ST		
PARCEL	052-358-001-00	100	ANTRIM ST		
PARCEL	052-340-006-00	417	BRIDGE ST	UNIT	201
PARCEL	052-340-007-00	417	BRIDGE ST	UNIT	202
PARCEL	052-348-008-00	117	ANTRIM ST		
PARCEL	052-348-005-75	113	ANTRIM ST		
PARCEL	052-348-005-50	111	ANTRIM ST		
PARCEL	052-348-004-50	0	Ø		
PARCEL	052-348-002-00	107	ANTRIM ST		
PARCEL	052-348-001-50	421	BRIDGE ST		
PARCEL	052-348-007-00	302	STATE ST		
PARCEL	052-242-003-00	103	PARK AVE		
PARCEL	052-242-008-00	0	0		
PARCEL	052-249-004-00	103	BRIDGE ST		
PARCEL	052-347-009-00	0	0		
PARCEL	052-347-007-00	0	0		
PARCEL	052-347-010-10	110	CLINTON ST		
PARCEL	052-347-011-00	112	CLINTON AVE		
PARCEL	052-347-013-00	200	STATE ST		
PARCEL	052-347-005-00	317	BRIDGE ST		
PARCEL	052-347-004-00	311	BRIDGE ST		
PARCEL	052-349-008-00	417	BRIDGE ST	UNIT	203

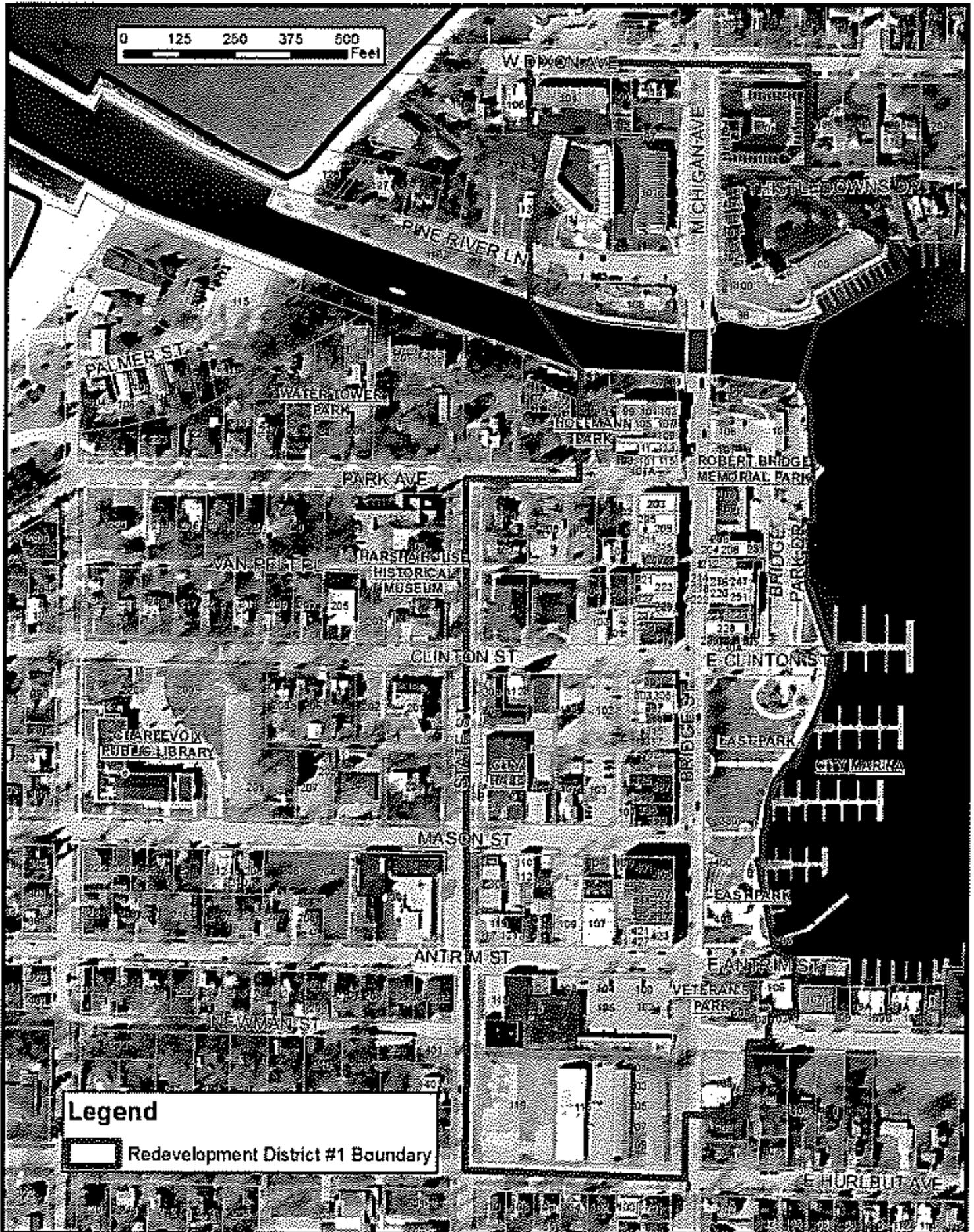
be and here is established as a Commercial Redevelopment District pursuant to the provisions of PA 255 of 1978 to be known as Charlevoix Main Street Commercial Redevelopment District No. 1.

RESOLVED this 17th day of October, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

Charlevoix Main Street Commercial Redevelopment District #1



COMMERCIAL REDEVELOPMENT ACT

Public Act 255 of 1978 encourages the replacement, restoration and new construction of commercial property by abating the property taxes generated from new investment for a period up to 12 years. As defined, commercial property means land improvements whether completed or in the process of construction, the primary purpose and use of which is the operation of a commercial business enterprise, including office, engineering, research and development, warehousing parts distribution, retail sales, hotel or motel development, and other commercial facilities. Mixed-use developments maybe eligible, but the abatement will only apply to the commercial portion of the property. Land and personal property are not eligible for abatement under this act.

WHO IS ELIGIBLE?

“Local governmental unit” means a city or village.

WHAT IS A REPLACEMENT, NEW AND RESTORED FACILITY?

“Replacement facility” means commercial property to be acquired, constructed, altered, or installed for the purpose of being substituted for obsolete commercial property. Property impaired due to changes in design, construction, technology, or improved production processes, or damage due to fire, natural disaster, or general neglect shall be considered obsolete. All other new commercial property is considered a “new facility.” For purposes of granting the tax abatement, the replacement or new facility must meet all of the following conditions:

1. Is located on property that is zoned to allow for mixed-use, including high-density residential.
2. Is located in a qualified downtown revitalization district as defined in section two of the *Neighborhood Enterprise Zone Act (PA 147 of 1992)*, **This requires either being located in a Downtown Development Authority (PA 197 of 1975), a Principal Shopping District or Business Improvement District (PA 120 of 1961) or an area that is zoned and primarily used for business as determined by the local government unit.**
3. The city or village establishes and implements an expedited local permitting and inspection process in the Commercial Redevelopment District. In addition, by resolution provides for the walkable non-motorized interconnections, including sidewalks and streetscapes throughout the Commercial Redevelopment District.

A “restored facility” means changes to obsolete commercial property as may be required to restore the property to an economically efficient condition. Restoration must result in improvements aggregating to more than 10 percent of the true cash value of the property at commencement of the restoration. Restoration includes major renovation including, but not limited to, the improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment, including heating, ventilation, and lighting, reducing multistory facilities to one or two stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes.

WHAT IS THE PROCESS?

Before the Commercial Redevelopment Exemption Certificate (i.e., property tax abatement) can be granted for the Facility, the city or village, by resolution of its legislative body, must establish a Commercial Redevelopment District. The establishment of the district may be initiated by the local government unit or by owners of property comprising 75 percent of state equalized value of the property in the proposed district. At the time of the resolution's adoption, property within the district must meet one of the following:

1. Obsolete commercial property or cleared or vacant land and part of an existing developed commercial or industrial zone. The property must have been zoned commercial or industrial before June 21, 1975, and characterized by obsolete commercial property and a decline in commercial activity.
2. Land cleared as a result of fire damage, or cleared as blighted area under *Blighted Area Rehabilitation Act (PA 344 of 1945)*.
3. Cleared or vacant land included in a redevelopment plan adopted by the Downtown Development Authority (PA 197 of 1975) or Principal Shopping District or a Business Improvement District (PA 120 of 1961).

To establish the Commercial Redevelopment District, the city or village must first hold a hearing to establish a Commercial Rehabilitation District and determine in the resolution the district meets the requirements of the act. Once the district is established, the property owners may file an application

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

with the local clerk for a Commercial Facilities Exemption Certificate. Applications are available from the Michigan Department of Treasury. Before acting on the application, the city or village shall hold a public hearing on the application and not more than 60 days after receipt of the application either approved or disapproved by resolution. The local clerk shall provide written notification of the application hearing to the assessor of the local unit of government and each taxing jurisdiction that levies ad valorem property taxes. If approved, the application and resolution must be sent to the State Tax Commission for filing purposes.

COMMERCIAL FACILITIES EXEMPTION CERTIFICATE

The property owner must pay a Commercial Facilities Tax rather than the normal property tax. The certificate must be issued for a period of at least one year, but cannot exceed 12 years. Certificates initially issued for less than 12 years may be extended based upon factors placed in writing at the time the certificate is approved, but shall not exceed 12 years.

DETERMINING COMMERCIAL FACILITIES TAX RATE

For a restored facility: The Commercial Facilities Tax freezes the taxable value of the building at its value prior to restoration, therefore exempting the new investment from local taxes for a period not to exceed 12 years. The school operating tax and the State Education Tax (SET) are also frozen. Land and personal property cannot be abated under this act.

For a new or replacement facility: The Commercial Facilities Tax provides a 50 percent reduction in the number of mills levied as ad valorem taxes, excluding only the State Education Tax (SET). Land and personal property cannot be abated under this act.

Within 60 days after the granting of a new Commercial Facilities Exemption Certificate, the state treasurer may exempt 50 percent of the SET mills for a period not to exceed six years. The state treasurer will not grant more than 25 of these SET exclusions each year.

DISCUSSION

In addition to the Commercial Redevelopment Act (PA 255 of 1978), several other property tax abatements are available for the rehabilitation of commercial property in Michigan, including the Commercial Rehabilitation Act (PA 210 of 2005) and the *Obsolete Property Rehabilitation Act (PA 146 of 2000)*. Each act has unique eligibility requirements, processes, and lengths and terms of the abatement. Please refer to the Michigan Economic Development Corporation (MEDC) fact sheet for more information on each program and consult the authorizing statute to determine the best fit for your project needs.

CONTACT INFORMATION

For more information on the Commercial Rehabilitation Act, please contact the *CA Team specialist* assigned to your territory. For more general information, contact the MEDC customer contact center at 517.373.9808.

SUPPORTING STATUTES

PA 255 of 1978: Commercial Redevelopment Act

City of Charlevoix

Commercial Facilities Exemption Certificate Policy

Pursuant to Public Act 255 of 1978, the City Council is authorized to grant Commercial Facilities Exemption Certificates within Commercial Redevelopment Districts. The following guidelines shall govern Council's decision on the length of the CFEC:

1. Number of full-time or full-time equivalent jobs created by and/or retained by project.

<u>Number of Jobs</u>	<u>Retained</u>	<u>-AND/OR-</u>	<u>Created</u>
1 - 5	10 points		20 points
6 - 10	20 points		40 points
11 - 20	30 points		60 points
21 - Over	40 points		80 points

2. Cost of construction for new facilities (includes cost of all taxable property):

Up to \$150,000	5 points
\$150,000 - \$300,000	10 points
\$300,000 - \$450,000	15 points
\$450,000 - \$600,000	20 points
\$600,000 - \$750,000	25 points
\$750,000 - \$1,000,000	35 points
Over \$1,000,000	50 points

-OR-

Cost of renovation as percent of taxable real property and the true cash value of the building portion of the property at commencement of restoration:

10 - 19%	5 points
20 - 29%	10 points
30 - 44%	15 points
45 - 59%	20 points
60 - 74%	25 points
75 - 99%	35 points
100 % or more	50 points

3. Installation of an automatic fire sprinkler system in all new or rehabilitated areas:

10 points

4. Degree to which the rehabilitation conforms to Main Street Design Committee Standards and/or adheres to Historic Preservation Standards:

20-40 points

5. A technically qualified engineer or architect certifies that energy-saving devices, materials, and/or design has been incorporated into the renovation or new construction which exceed minimum applicable cost requirements.

10 points

6. The project creates second-story housing units in the downtown at a market-based rental level or provides housing conducive to use by seasonal workers

1-2 units	3-4 units	5 or more units
10 points	20 points	40 points

Total Possible Points: 230 points

TERMS OF ABATEMENT

The following point totals allow for abatement for the indicated number of years:

<u>Points</u>	<u>Years of Abatement</u>
70	6
85	9
110	12

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Townhouse Bar of Charlevoix, LLC Transfer Liquor License Application

DATE: October 17, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: 1. Resolution 2015-10-02 Local Government Approval of Liquor License
2. Conditional License Application (Ownership Transfer)

BACKGROUND INFORMATION:

Townhouse Bar of Charlevoix, LLC is seeking support from City Council to obtain a Conditional Transfer Licensee to be located at 231 Bridge Street. Pursuant to Michigan Liquor Control Commission regulations, liquor licenses may require approval from the City of Charlevoix. Kirk Ikens, one of the four Townhouse Bar partners will be present at the meeting to answer any questions.

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 the Townhouse Bar of Charlevoix, LLC application is attached.

Council's evaluation of the 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 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. **There are no known zoning violations at the site.**
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. **The proposed use would be in conformance with City zoning**
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. **No delinquent taxes per Treasurer McGinn.**
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 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. **These requirements are currently met by the establishment, and would not be expected to change with what is proposed.**
8. A person whose licensing activity will expand or intensify a non-conforming use under the city zoning ordinance. **There are no non-conforming uses on the site that would be expanded or intensified.**

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, November 7, 2016 at 7:00 p.m. for the purpose of considering a resolution to grant/deny local government approval of a liquor license.

OR

Motion to approve (or disapprove) Resolution 2016-10-02, Michigan Liquor Control Commission Local Government Approval for Townhouse Bar of Charlevoix, LLC.

Resolution No. 2016-10-02
MICHIGAN LIQUOR CONTROL COMMISSION
LOCAL GOVERNMENT LIQUOR LICENSE APPROVAL
(Authorized by MCL 436.1501)

At a REGULAR meeting of the City of Charlevoix City Council called to order by Mayor Gabe Campbell, on October 17, 2016 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember xxx and supported by Councilmember xxx that the application from Townhouse Bar of Charlevoix, LLC for the following license(s): SDM License and Class C License, to be located at 231 Bridge Street, Charlevoix, MI 49720

be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 17th day October, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

CITY OF CHARLEVOIX
Liquor License Application

OCT 10 2016

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: TOWNHOUSE BAR OF CHARLEVOIX, LLC

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):

Glen B. Catt, Member (24%) Kirk K. Ikens, Member (20%)
Steve Rossi, Member (46%) John G. Murray, Member (10%)

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

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: 10/07/2016
Glen B. Catt, Member

For office use only

Reviewer's action: Total fee: \$ 100 Check # 1574 Date received: 10-10-16

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

Signature: _____

Title: _____

CITY OF CHARLEVOIX
LIQUOR LICENSE APPLICATION

CONTINUATION:

- III. ATTACHMENTS
- A. The Town House in Charlevoix has been a mainstay of the community for decades. It is one of the oldest licensed liquor establishments in the State of Michigan in that it is the holder of one of the first 500 liquor licenses issued by the Michigan Liquor Control Commission. It is a classic, typical small town bar with a warm and inviting atmosphere. Your Applicant herein plans on carrying on the Town House tradition of a friendly, welcoming licensed liquor establishment.
- B. Townhouse Bar of Charlevoix, LLC is comprised of four (4) Members who bring a wealth of responsible management experience to this new business entity.
- i) Member Steve Rossi has over 3 years of restaurant/bar experience, presently operating such outstanding businesses as Pearl's in Elk Rapids and Café Sante in Boyne City. Prior to that he was Chief Executive Officer for Outback Steak Houses in Southeastern Michigan;
 - ii) Member Glen B. Catt has held numerous liquor licenses throughout the Northern Michigan over the course of the last 15 years, when he was in charge of Glen's Markets;
 - iii) Member Kirk K. Ikens has been employed at the Town House as Manager for a period in excess of 10 years; and,
 - iv) Member John G. Murray has been a successful Real Estate Broker in Charlevoix virtually all of his adult life.
- C.
- i) 231 Bridge Street, Charlevoix, MI 49720;
 - ii) Legal Description:
Parcel ID # 052-265-003-00;
DDA 1984 C1 LOT 3 OF GEORGE H HILLS SUBDIVISION OF LOTS 12, 13 & 14 OF BLOCK 6 OF ORIGINAL PLAT OF THE CITY OF CHARLEVOIX;
 - iii) Applicant will not be offering any entertainment which would include public nudity whatsoever.
- D. On file with City of Charlevoix.
- E. See attached copy of Applicants Michigan Liquor Control Commission Applications for transfer of Class C & SDM ownership, incorporated herein by reference.
- F. Applicant, Townhouse Bar of Charlevoix, LLC, has not made application for a liquor license in any other governmental unit. However, Members, Glen B. Catt and Steve Rossi have had ownership interests in many other Michigan Liquor Control Commission Licensed entities.

MICHIGAN
DRIVER LICENSE



STEVEN ROBERT NESSEL
 SEX M BIRTH DATE 09-19-1971
 HEIGHT 510 EYES BRN
 HAIR BRN SKIN BRN
 SEX M HT 510 EYES BRN
 HAIR BRN SKIN BRN

ISS 09-04-2015
 EXP 09-07-2019

DOB: 09-19-1971

DRIVER LICENSE

MICHIGAN
COMMERCIAL DRIVER LICENSE



JOHN GREGORY MURRAY
 SEX M BIRTH DATE 09-19-1971
 HEIGHT 510 EYES BRN
 HAIR BRN SKIN BRN

ISS 09-19-2012
 EXP 09-04-2016

DOB: 09-19-1971

DRIVER LICENSE

MICHIGAN
DRIVER LICENSE



KORIE KERYON HEARN
 SEX F BIRTH DATE 07-21-1975
 HEIGHT 510 EYES GRN
 HAIR BRN SKIN BRN

ISS 07-21-2015
 EXP 07-24-2019

DOB: 07-21-1975

DRIVER LICENSE

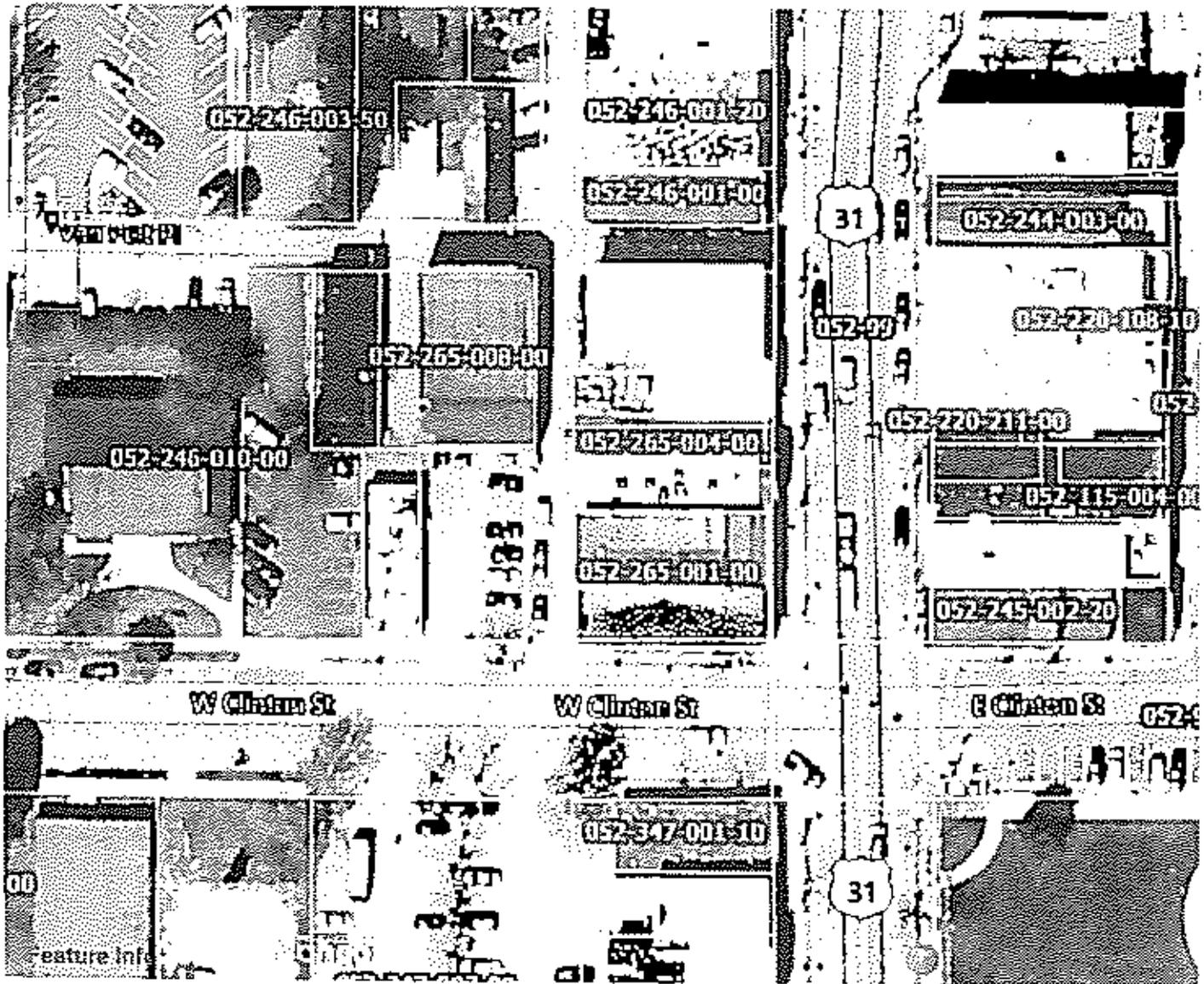
Viewing Parcel Number: 052-265-003-00

Parcel Details

Property Address:	231 BRIDGE ST CHARLEVOIX, MI 49720
Owner Information:	WEISLIK ENTERPRISES LLC 231 BRIDGE ST CHARLEVOIX, MI 49720-1400
Property Class:	201 - Commercial
School District:	15050 - Charlevoix
P.R.E. Percentage:	0%
2016 SEV:	\$197,000
2016 Taxable Value:	\$178,177
2015 SEV:	\$195,300
2015 Taxable Value:	\$177,645

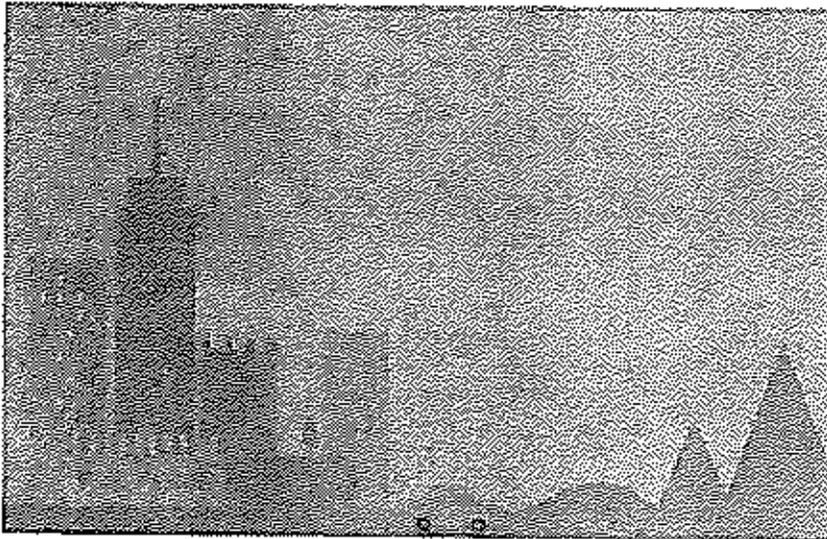
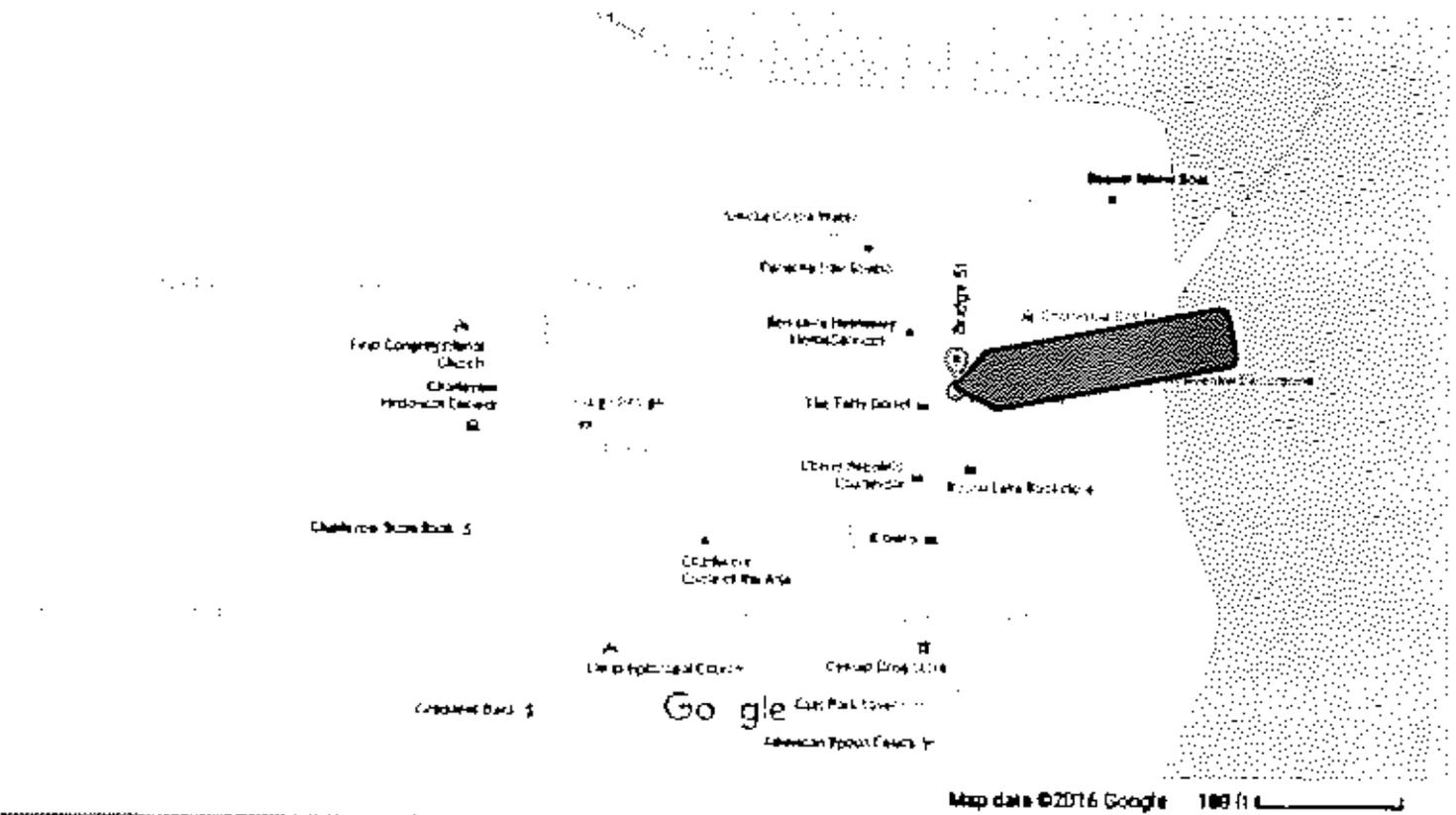
Legal Description

231 BRIDGE ST DDA 1984 C1 LOT 3 OF GEORGE H HILLS SUBDIVISION OF LOTS 12, 13 & 14 OF BLK 6 OF ORIGINAL PLAT OF THE CITY OF CHARLEVOIX.



© 2016 Charlevoix County

Google Maps 231 Bridge St



Town House
 231 Bridge St
 Charlevoix, MI 49720

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the ARTICLES OF ORGANIZATION (DOMESTIC L.L.C.)

for

TOWNHOUSE BAR OF CHARLEVOIX, LLC

ID NUMBER: FD006A

received by facsimile transmission on August 28, 2016 is hereby endorsed.

Filed on September 1, 2016 by the Administrator.

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



Sent by Facsimile Transmission

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 1st day of September, 2016.

Julia Dale

Julia Dale, Director
Corporations, Securities & Commercial Licensing Bureau

CSCUCD-703 (Rev. 06/15)

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU**

Date Received	(FOR BUREAU USE ONLY)
This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.	

Name DAVID H. ROWE, ESQ.		
Address 202 E. STATE STREET, SUITE 100		
City TRAVERSE CITY, MICHIGAN 49684	State	ZIP Code

EFFECTIVE DATE:

Document will be returned to the name and address you enter above. If left blank, document will be returned to the registered office.

ARTICLES OF ORGANIZATION
For use by Domestic Limited Liability Companies
(Please read Information and Instructions on reverse side)

[Empty box]

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

ARTICLE I

The name of the limited liability company is: TOWNHOUSE BAR OF CHARLEVOIX, LLC

ARTICLE II

The purpose or purposes for which the limited liability company is formed is to engage in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan.

ARTICLE III

The duration of the limited liability company if other than perpetual is: _____

ARTICLE IV

1. The name of the resident agent at the registered office is: DAVID H. ROWE, ESQ.

2. The street address of the location of the registered office is:
202 E. STATE STREET, SUITE 100, TRAVERSE CITY Michigan 49684
(Street Address) (City) (State) (Zip Code)

3. The mailing address of the registered office if different than above:
_____, Michigan _____
(P.O. Box or Street Address) (City) (State) (Zip Code)

ARTICLE V (Insert any desired additional provision authorized by the Act; attach additional pages if needed.)

[Empty box for Article V provisions]

Signed this 29th day of AUGUST 2016

By [Signature]
(Signature of Organizer(s))
DAVID H. ROWE, ESQ., NON-MEMBER ORGANIZER
(Type or Print Name(s) of Organizer(s))



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lra

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Conditional License Application (Ownership Transfer)

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): TOWNHOUSE BAR OF CHARLEVOIX, LLC		Business Name to be used (DBA):
Address to be licensed: 231 Bridge Street		
City: Charlevoix	Zip Code: 49720	
City/township/village where license will be issued: Charlevoix		County: Charlevoix
Current licensee/seller name: TOWN HOUSE BAR, INC.		

Part 2 - Fee & Required Documents

- \$300.00 Conditional License Fee - Make Check Payable to State of Michigan
- Completed application for the transfer of a license - See Form LCC-100
- Valid Proof of Financial Responsibility (Liquor Liability Insurance) - See Form LC-95
- An acceptable, executed property document, such as a lease, land contract, or deed.

Leave Blank - MLCC Use Only
Fee Code 4012

- If the current licensee has a Catering Permit, the applicant for a conditional license must submit a copy of its Food Service Establishment License or Retail Food Establishment License issued under the Food Law of 2000 to qualify for a conditional Catering Permit.
- If the current licensee has a Living Quarters Permit, the applicant for a conditional license must complete the [Living Quarters Permit Application \(LCC-203\)](#).

Part 3 - Signature of Applicant

I certify that:

- I certify that all information contained in my application for conditional and permanent license is true and accurate.
- I understand that a conditional license issued to me by the Commission is nontransferable and nonrenewable.
- I understand that it is my responsibility to maintain acceptable proof of financial responsibility for my conditional license.
- I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules.
- I understand that issuance of a conditional license does not guarantee approval of a permanent license.
- I understand my conditional license will be issued only after receipt of the current license for escrow.
- 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.

Townhouse Bar of Charlevoix LLC, Glen B. Catt

Print Name of Applicant & Title

Signature of Applicant

9-2-16
Date

Part 4 - Current Licensee/Seller's Acknowledgement of Conditional License Request

Town House Bar, Inc., Ronald S. Weislik, Pres.

Print Name of Current Licensee/Seller & Title

Signature of Current Licensee/Seller

9-2-16
Date

Please return this completed form along with corresponding documents and fees to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand delivered or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-373-4202



Retail License & Permit Application

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): TOWNHOUSE BAR OF CHARLEVOIX, LLC	
Address to be licensed: 231 Bridge Street	
City: Charlevoix	Zip Code: 49720
City/township/village where license will be issued: Charlevoix	County: Charlevoix
Federal Employer Identification Number (FEIN):	

- Are you requesting a new license? Yes No
- Are you applying ONLY for a new permit or permission? Yes No
- Are you buying an existing license? Yes No
- Are you modifying the size of the licensed premises? Yes No
If Yes, specify: Adding Space Dropping Space Redefining Licensed Premises
- Are you transferring the location of an existing license? Yes No
- Is this license being transferred as the result of a default or court action? Yes No
- Do you intend to use this license actively? Yes No

Leave Blank - MLCC Use Only

Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s): TOWNHOUSE BAR, INC.	
Current licensed address: 231 Bridge Street	
City: Charlevoix	Zip Code: 49720
City/township/village where license is issued: Charlevoix	County: Charlevoix

Part 3 - Licenses, Permits, and Permissions

Off Premises Licenses - Applicants for off premises licenses, permits, and permissions (e.g. convenience, grocery, specialty food stores, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

On Premises Licenses - Applicants for on premises licenses, permits, and permissions (e.g. restaurants, hotels, bars, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	\$140.00	License & Permit Fees:	\$790.00	TOTAL FEES:	\$930.00
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Schedule A - Licenses, Permits, & Permissions

Applicant name: **TOWNHOUSE BAR OF CHARLEVOIX, LLC**

Off Premises License Type:	Base Fee:	Fee Code (MCC Use Only)
New Transfer		
<input type="checkbox"/> <input checked="" type="checkbox"/> SDM License	\$100.00	4034
<input type="checkbox"/> <input type="checkbox"/> SDD License	\$150.00	
<input type="checkbox"/> <input type="checkbox"/> Resort SDD License	Upon Licensure/\$150.00	

Off Premises 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"/> Secondary Location Permit - Complete <u>Form LCC-201</u>	
<input type="checkbox"/> Beer and Wine Tasting Permit	No charge
<input type="checkbox"/> Living Quarters Permit	No charge

On/Off Premises Permission Type:	Base Fee:
<input type="checkbox"/> Off-Premises Storage	No charge
<input checked="" type="checkbox"/> Direct Connection(s)	No charge
<input type="checkbox"/> Motor Vehicle Fuel Pumps	No charge

*Sunday Sales Permit (AM) allows the sale of liquor, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of liquor on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of liquor. Additional bar fees and B-Hotel room fees are also calculated as part of the permit fee.

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses:	<u>2</u>	x \$70.00 Inspection Fee	
Total Inspection Fee(s):	Fee Code: 4036		<u>\$140.00</u>
Total License Fee(s):			<u>\$700.00</u>
Total Permit Fee(s):			<u>\$90.00</u>
TOTAL FEES DUE:			<u>\$930.00</u>

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to **State of Michigan**

On Premises License Type:	Base Fee:	Fee Code (MCC Use Only)
New Transfer		
<input type="checkbox"/> <input type="checkbox"/> B-Hotel License	\$600.00	
Number of guest rooms: _____		
<input type="checkbox"/> <input type="checkbox"/> A-Hotel License	\$250.00	
Number of guest rooms: _____		
<input type="checkbox"/> <input checked="" type="checkbox"/> Class C License	\$600.00	4034
<input type="checkbox"/> <input type="checkbox"/> Tavern License	\$250.00	
<input type="checkbox"/> <input type="checkbox"/> Resort License	Upon Licensure	
<input type="checkbox"/> <input type="checkbox"/> Redevelopment License	Upon Licensure	
<input type="checkbox"/> <input type="checkbox"/> Brewpub License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> G-1 License	\$1,000.00	
<input type="checkbox"/> <input type="checkbox"/> G-2 License	\$500.00	
<input type="checkbox"/> <input type="checkbox"/> Aircraft License	\$600.00	
<input type="checkbox"/> <input type="checkbox"/> Watercraft License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> Train License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> Continuing Care Retirement Center License	\$600.00	

B-Hotel or Class C Licenses Only:

<input type="checkbox"/> <input type="checkbox"/> Additional Bar(s)	
Number of Additional Bars: _____	

B-Hotel or Class C licenses allow licensees to have one (1) bar within the licensed premises. A \$350.00 licensing fee is required for each additional bar over the one (1) bar that comes with the license.

On Premises Permits:	Base Fee:	
<input type="checkbox"/> Sunday Sales Permit (AM)*	\$160.00	
<input checked="" type="checkbox"/> Sunday Sales Permit (PM)**	\$90.00	4032
<input type="checkbox"/> Catering Permit	\$100.00	
<input type="checkbox"/> Banquet Facility Permit - Complete <u>Form LCC-200</u>		

A Banquet Facility Permit is an extension of the license at a different location. It may have its own permits and permissions. It is not a banquet room on the licensed premises.

<input type="checkbox"/> Outdoor Service	No charge
<input type="checkbox"/> Dance Permit	No charge
<input type="checkbox"/> Entertainment Permit	No charge
<input type="checkbox"/> Extended Hours Permit:	No charge
<input type="checkbox"/> Dance <input type="checkbox"/> Entertainment Days/Hours: _____	
<input type="checkbox"/> Specific Purpose Permit:	No charge
Activity requested: _____	
Days/Hours requested: _____	
<input type="checkbox"/> Living Quarters Permit	No charge
<input type="checkbox"/> Topless Activity Permit	No charge

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed Form LCC-301.

For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

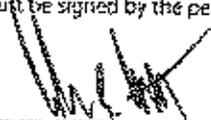
Name: GLEN BRIAN CATT		
Home address: 215-B Belvedere Ave.		
City: Charlevoix	State: MI	Zip Code: 49720
Business Phone: 989-732-9722	Cell Phone:	Email: gbcatt@cattdevelopment.com
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes, please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write chain "below": N/A		
Do you hold 10% or more interest in the applicant entity? <input checked="" type="radio"/> Yes <input type="radio"/> No		
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed "Michigan Fingerprint Background Request" with your application.		

Part 5b - Personal Information (Individuals)

Date of Birth: 7/7	Social Security Number: [REDACTED]	Driver's License Number: [REDACTED]
Are you a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Have you ever legally changed your name? <input type="radio"/> Yes <input checked="" type="radio"/> No		
If you answered "yes", please list your prior name(s) (including maiden): N/A		
Spouse's full name (if currently married): Gwen Renee Catt		
Spouse's date of birth: 7/7	Is your spouse a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No	
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? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary): <input type="radio"/> Yes <input checked="" type="radio"/> No		
Date	City/State	Charge
Disposition		
N/A		
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary): <input type="radio"/> Yes <input checked="" type="radio"/> No		
Date	City/State	Charge
Disposition		
N/A		

Part 5c - Signature

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. (This form must be signed by the person whose information it contains).

GLEN B. CATT  06/31/2016

Print Name Signature Date

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed Form LCC-301.

For applications with multiple individuals, stockholders, members, or partners each person or entity must complete a separate copy of this page.

Name: STEVEROSI (STEVEN R. ROSSI)			
Home address: 7810 Turnberry Circle			
City: Williamsburg		State: MI	Zip Code: 49690
Business Phone:	Cell Phone:	Email:	
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes, please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write chain "below":			
TRU NORTH TAPS 1, LLC			
Do you hold 10% or more interest in the applicant entity? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed "LiveScan (Fingerprint Background Request)" with your application.			

Part 5b - Personal Information (Individuals)

Date of Birth: 1/7	Social Security Number: 1-7	Driver's License Number: 1-7	
Are you a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Have you ever legally changed your name? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If you answered "yes", please list your prior name(s) (including maiden): N/A			
Spouse's full name (if currently married): N/A			
Spouse's date of birth: N/A	Is your spouse a citizen of the United States of America? <input type="radio"/> Yes <input type="radio"/> No		
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? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary): <input checked="" type="radio"/> Yes <input type="radio"/> No			
Date	City/State	Charge	Disposition
2004±	Downer's Grove, IL	DUI/DWI	Fines & Costs
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary): <input type="radio"/> Yes <input checked="" type="radio"/> No			
Date	City/State	Charge	Disposition
N/A			

Part 5c - Signature

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. (This form must be signed by the person whose information it contains).

STEVE ROSSI (Steven R. Rossi)



06/31/2016

Print Name

Signature

Date

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed Form LCC 301.

For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name: KIRK KENYON IKENS			
Home address: 108 W. Hurlbut Street			
City: Charlevoix		State: MI	Zip Code: 49720
Business Phone:	Cell Phone:	Email: kirkikens@hotmail.com	
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes, please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write chain "below": N/A			
Do you hold 10% or more interest in the applicant entity? <input checked="" type="radio"/> Yes <input type="radio"/> No			
<small>If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed "Livescan Fingerprint Background Request" with your application.</small>			

Part 5b - Personal Information (Individuals)

Date of Birth: █	Social Security Number: █	Driver's License Number: █
Are you a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Have you ever legally changed your name? <input type="radio"/> Yes <input checked="" type="radio"/> No		
If you answered "yes", please list your prior name(s) (including maiden): N/A		
Spouse's full name (if currently married): N/A		
Spouse's date of birth: N/A	Is your spouse a citizen of the United States of America? <input type="radio"/> Yes <input checked="" type="radio"/> No	
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? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary): <input type="radio"/> Yes <input checked="" type="radio"/> No		
Date	City/State	Charge
N/A		Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary): <input type="radio"/> Yes <input checked="" type="radio"/> No		
Date	City/State	Charge
N/A		Disposition

Part 5c - Signature

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. (This form must be signed by the person whose information it contains).

KIRK K. IKENS



08/31/2016

Print Name

Signature

Date

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed Form LCC-301.

For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

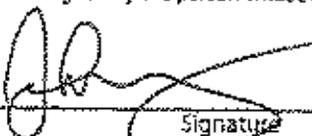
Name: JOHN GREGORY MURRAY		
Home address: 8877 Mercer Road		
City: Charlevoix	State: MI	Zip Code: 49720
Business Phone:	Cell Phone:	Email: jgm@charlevoix.com
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes, please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write chain "below": N/A		
Do you hold 10% or more interest in the applicant entity? <input checked="" type="radio"/> Yes <input type="radio"/> No		
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed "LiveScan Fingerprint Background Request" with your application.		

Part 5b - Personal Information (Individuals)

Date of Birth:	Social Security Number:	Driver's License Number:	
Are you a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Have you ever legally changed your name? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If you answered "yes", please list your prior name(s) (including maiden): N/A			
Spouse's full name (if currently married): Barbara Jane Murray			
Spouse's date of birth:	Is your spouse a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No		
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? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary):			
Date	City/State	Charge	Disposition
N/A			
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary):			<input type="radio"/> Yes <input checked="" type="radio"/> No
Date	City/State	Charge	Disposition
N/A			

Part 5c - Signature

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. (This form must be signed by the person whose information it contains).

JOHN G. MURRAY  08/31/2016
Print Name Signature Date

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Biosolids Application Contract
DATE: October 17, 2016
PRESENTED BY: Mark L. Heydlauff, City Manager
ATTACHMENTS: Bid Opening Results
Bid Tabulations (as reflected by operations)

BACKGROUND INFORMATION: The contract with Biotech Agronomics for biosolids hauling and land application expired in April 2016. Biosolids is the remaining solids from the wastewater treatment plant that cannot be discharged.

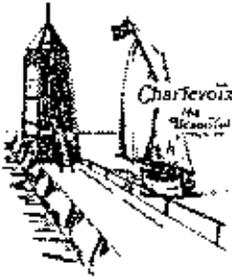
In the past, biosolids were hauled and applied to area farmland two or three times per year because of the lack of available storage at the WWTP. The new upgrade at the WWTP has increased storage capacity from 155,000 gallons to approximately 750,000 gallons of biosolids, which will decrease the need to land apply to once per year.

In September, we advertised for this work and on September 28th opened three sealed bids (see bid opening results). After calculating total cost for a three year contract, Biotech Agronomics was the low bidder by a very small margin (see bid tabulations).

The City of Charlevoix has worked with Biotech since 2003 and they have done an excellent job. They perform the work in compliance with our Residuals Management Plan and the Federal 503 regulations.

This work is included in the yearly budget under contractual services.

RECOMMENDATION: Motion to award the Biosolids Hauling and Land Application contract to Biotech Agronomics for 2016, 2017, and 2018 per their proposal pricing.



CITY OF CHARLEVOIX
Biosolids
Bid Opening
City Hall, Upper Level
September 28, 2016 – 11:00 a.m.

Bidder Name & Contact Info	Total Cost
Nutrigo Environmental Solutions Charlotte, MI	\$0.0484/gal 2016 \$0.0484/gal 2017 \$0.0495/gal 2018 \$412.50/lab sample \$467.50/hr confined space cleaning
Synagro Central, LLC Baltimore, MD 21220	\$0.068/gal 2016 \$0.069/gal 2017 \$0.071/gal 2018 \$500/lab sample \$550/hr confined space cleaning
Bio Tech Agronomics, Inc Beulah, MI	\$0.0475/gal 2016 \$0.0486/gal 2017 \$0.0498/gal 2018 \$460/lab sample \$475/hr confined space cleaning

BIOSOLIDS BID TABULATIONS

Biotech Agronomics

Year	Price \$/Gal	Lab Cost	Gallons/Year	Total Cost
2016	0.0475	460	600,000	28,960
2017	0.0486	460	600,000	29,620
2018	0.0498	460	600,000	30,340
				88,920

Nutrigo Environmental

Year	Price \$/Gal	Lab Cost	Gallons/Year	Total Cost
2016	0.0484	412.50	600,000	29,452.50
2017	0.0484	412.50	600,000	29,452.50
2018	0.0495	412.50	600,000	30,112.50
				89,017.50

Synagro Central

Year	Price \$/Gal	Lab Cost	Gallons/Year	Total Cost
2016	0.068	500	600,000	41,300
2017	0.069	500	600,000	41,900
2018	0.071	500	600,000	43,100
				126,300

Costs are based on 600,000 gallons but could be up to 750,000 gallons.

Confined Space cleaning cost not figured in calculations - should not need until 2019 - Emergency only for this contract.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Job Description: Administrative Assistant

DATE: October 17, 2016

PRESENTED BY: Mark Heydlauff, City Manager

ATTACHMENT(S): Administrative Assistant (Electric Department and Department of Public Works) Job Description

BACKGROUND INFORMATION:

The Electric Department currently has a vacancy as a result of the recent resignation of the Electric Department Technician. We plan to fill this vacancy with an Administrative Assistant who will provide administrative support services to both the Electric Department and Department of Public Works. We are revising the Administrative Assistant (also identified as Utilities Secretary) job description to include the additional duties of the Department of Public Works and making some other minor changes to the content.

RECOMMENDATION:

Motion to approve the Administrative Assistant (Electric Department and Department of Public Works) Job Description as presented.

CITY OF CHARLEVOIX

Title: Administrative Assistant **FLSA:** Non-exempt
STATUS: Full-time, union

Departments: Electric Department & Department of Public Works

Reports To: Superintendent, Electric Department and
Superintendent, Department of Public Works

Date: October 17, 2016

Position Summary

This position is responsible for providing administrative support to the Superintendent of the Electric Department and the Superintendent of the Department of Public Works (DPW).

Scope

The person must exercise good professional judgment, personal responsibility and initiative while performing specialized duties. The individual coordinates electric and water service for the City's residential, commercial and industrial customers, such as synchronization with utility billing personnel and with field crews. The individual has daily contact with customers and with the public and must respond appropriately. Duties are performed in office/shop environment. Individual provides administrative support to both management and employees and concentration is often interrupted by phone calls and/or walk-ins from the public or from work crews. The volume of telephone calls is high and often contentious during power/water outages.

Essential Job Functions

- Answer phone and respond to designated correspondence for the Electric Department & the Department of Public Works. Responses may require interpretation and application of city, department, and office policies, procedures, rules, and regulations.
- Prepare time cards, daily time reports and payroll sheets for department personnel.
- Maintain related workplace safety files.
- Complete appropriate equipment request forms (sprinkler meter, security light, electric permit, transformer, etc.) and service work orders received directly from the consumer and/or review same received indirectly from other departments. Calculate estimates for water and/or electric jobs and code material appropriately. Distribute work orders to Electric & Department of Public Works personnel for action. Contact contractor/subcontractors as necessary, e.g., testing transformers for PCB contamination, testing meters for accuracy, etc. Provide new meter bases or meter horns to customers or plumbers as indicated and explain installation of same. Forward copies or summaries as necessary to the Treasurer Department for billing.
- Receive Miss Dig requests, coordinating same for electric, water, and street departments. Maintain records for same. Similarly, coordinate trouble calls and reports of low or downed lines with telecommunication carriers.
- Implement and maintain a motor pool software system that will track all City vehicles, maintenance completed, upcoming maintenance, vehicle replacement, etc. Schedule all maintenance as required.
- Enter and maintain spreadsheet that tracks fuel costs by work area.
- Develop bid documents/bid contracts for items and place ads in newspapers through bid openings and bid tabulation.
- Initiate purchase orders and code/process invoices for payment. Assign item numbers to all departmental equipment and supplies, so that utilization may be tracked via material sheets for customer billing. Perform data entry to maintain MS ACCESS database for all

department equipment, parts, and supplies/material as acquired (invoices) and used (material sheets). Reconcile work orders with inventory. Produce inventory reports (including labor distribution) for management.

- Maintain department/division files to ensure easy and quick access: Receive, sort, and assign/file physical forms and documents (meter and security light forms, material sheets, permits, outage report forms, transformer and switching status forms, et al).
- Enter data from documents/forms into appropriate EXCEL or ACCESS files (work orders, customer files, contractor usage, et al). Report and research specific information or documentation for various recurring and/or ad hoc reports. For example, produce year-end report of meter slips by street for planned maintenance analysis; working with the utility biller, compile report of consumer name and address changes for contractor use in executing Michigan backflow prevention program.
- Perform light maintenance duties as needed.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High school diploma or equivalent required. College degree and/or completion of relevant administrative support training program(s) preferred.
- Minimum of three years progressively responsible administrative support experience or mix of education and experience required. Familiarity with municipal or similar electric/power and water operations preferred.
- PC proficiency and fast, accurate keyboard skills. Experience using MS Office Suite (WORD, EXCEL, OUTLOOK, ACCESS).
- Math aptitude and detail orientation.
- Strong organizational skills, including maintaining effective filing systems.
- Customer service orientation: ability to deal with complaints and to resolve problems.
- Professional demeanor and strong oral and written communication skills. Ability to coordinate activities effectively with work crews.
- Mature judgment and patience dealing with difficult people.
- Able to multitask and to prioritize work.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change.

CC approved: Pending Approval

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Mayoral Appointment

DATE: October 17, 2016

PRESENTED BY: Joyce M. Golding, City Clerk

ATTACHMENTS: Volunteer Boards and Committees Application: Nelson Fletcher

BACKGROUND INFORMATION:

The City has one vacancy on the Planning Commission. This position is appointed by the Mayor and approved by Council.

RECOMMENDATION:

Motion to appoint Nelson Fletcher to the Planning Commission, term expiring April 2018.



**CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION**

- | | | |
|---|---|--|
| <input type="checkbox"/> AIRPORT ADVISORY COMMITTEE | <input type="checkbox"/> HISTORIC DISTRICT COMMISSION | <input type="checkbox"/> SHADE TREE COMMISSION |
| <input type="checkbox"/> BOARD OF REVIEW | <input type="checkbox"/> HOUSING COMMISSION | <input type="checkbox"/> ZONING BOARD OF APPEALS |
| <input type="checkbox"/> COMPENSATION COMMISSION | <input checked="" type="checkbox"/> PLANNING COMMISSION | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> ODA/MAIN STREET BOARD | <input type="checkbox"/> RECREATION ADVISORY COMMITTEE | <input type="checkbox"/> NO PREFERENCE |

PLEASE PRINT

NAME: NELSON FLETCHER DATE: 10-04-2016
 ADDRESS: 907 STATE ST
 DAYTIME PHONE: 231-547-4803 EVENING PHONE: 231-547-4803
 EMAIL ADDRESS: nelson.fletcher@hotmail.com

REASON(S) YOU WISH TO SERVE: I DESIRE TO GIVE BACK TO MY COMMUNITY, AND WITH MY BACKGROUND, BELIEVE I HAVE SOMETHING TO OFFER THE PLANNING COMMISSION.

DESCRIBE YOUR BACKGROUND, PROFESSIONAL QUALIFICATIONS, WORK EXPERIENCE, COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCES THAT MAY QUALIFY YOU TO SERVE THE CITY AS A VOLUNTEER COMMITTEE MEMBER. (ATTACH RESUME IF DESIRED)

18 YRS IN CHA COUNTY BLDG SAFETY DEPT, 4 1/2 YRS AS BLDG OFFICIAL;
10 YRS SELF-EMPLOYED BLDG; 13 YRS IN HUMAN RESOURCES AT NMH;
LICENSED BUILDING OFFICIAL, PLAN REVIEWER + INSPECTOR, LICENSED RESIDENTIAL BLDG;
BS-BUSINESS - NMU; 2 YRS ACTIVE ARMY (RESUME UPON REQUEST)

HAVE YOU PREVIOUSLY SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

CURRENTLY SERVING ON THE CHARLEVOIX COUNTY HOUSING COMMITTEE;
" " AS EXHIBITOR OF THE ST. VASAR'S EDUCATION COMMISSION;
PAST GRAND KNIGHT OF K&E.C. COUNCIL 7172

ARE YOU AVAILABLE FOR NIGHT MEETINGS? YES DAYTIME MEETINGS? YES

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, EXPLAIN:

No

IF A CONFLICT OF INTEREST AROSE FOR YOU, HOW WOULD YOU DEAL WITH IT? IF I COULD NOT BE IMPARTIAL I WOULD EXCUSE MYSELF + NOT OFFER INPUT UNLESS ASKED

SIGNATURE: *Nelson Fletcher* DATE: 10-04-2016

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING. WHEN A VACANCY ARISES, YOU WILL BE CONTACTED.

PLEASE RETURN YOUR APPLICATION TO THE CITY MANAGER'S OFFICE AT YOUR EARLIEST CONVENIENCE.
 210 STATE STREET CHARLEVOIX, MI 49720 -- FAX (231) 547-3617 -- EMAIL mcg@cityofcharlevoix.org