

**AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING**

Monday, November 16, 2015 - 7:00 p.m.
210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council Meeting Minutes - November 2, 2015 Regular Meeting PG 1-5
 - B. Accounts Payable Check Registers & Payroll Check Registers PG 6-18
 - C. Election Results PG 19-21
- V. Public Hearings**
 - A. Conservation Easement Referendum Public Hearing PG 22-24
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Bridge Drop Fireworks Permit PG25-39
 - B. Charlevoix Groundhog Shadow Fest Beer Tent PG 40-43
 - C. Consideration of Grant Increase Request for South Pier Lighthouse PG 44-51
 - D. Food Truck Committee PG 52-58
 - E. Capacity and Energy Purchase PG 59-60
 - F. Pole Truck Purchase PG 61-72
 - G. Airport Audit Agreed Upon Procedures PG 73-79
 - H. McSauba Recreation Complex Water PG 80-81
 - I. Organizational Meeting PG 82
 - 1. Election of Deputy Mayor
 - 2. Council Meeting Dates and Times
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
 - A. Lighthouse Painting Resolution PG 51
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. Adjourn**

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

Posted November 12, 2015 4:00 p.m.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 2, 2015 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

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

I. Pledge of Allegiance

II. Roll Call of Members Present

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

III. Inquiry Regarding Possible Conflicts of Interest

Councilmember Gibson stated she has a conflict of interest with agenda item E. Councilmember Supernaw disclosed that he asked his cousin Richard Gillespie to submit an application for the Airport Advisory Committee.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – October 19, 2015 Regular Meeting Minutes
- B. Special Accounts Payable Check Register – October 15, 2015
- C. Special Accounts Payable Check Register – October 16, 2015
- D. Special Accounts Payable Check Register – October 21, 2015
- E. Regular Accounts Payable Check Register – November 3, 2015
- F. ACH Payments – October 19, 2015–October 27, 2015
- G. Tax Disbursement – November 3, 2015
- H. Payroll Check Register – October 23, 2015
- I. Payroll Transmittal – October 23, 2015

Mayor Campbell stated that he is calling a special joint meeting with the DDA and Council on November 23, 2015 at 6:30 p.m.

V. Public Hearings

None.

VI. Reports

City Manager Heydlauff stated he contracted with Abilita for consulting services to review the City's telecommunications system and to submit recommendations for improvements including recommendations for possible savings. Abilita's fee structure is a percentage of savings. City Manager Heydlauff will be meeting with the Michigan Department of Transportation this week to discuss the upcoming bridge project.

City Manager Heydlauff discussed the United Way Day of Caring at Bergmann Center. He extended his kudos to those employees who participated.

VII. Requests, Petitions and Communications and Actions Thereon

A. Presentation from the Recreation Department and the Charlevoix Golf Club

Recreation Director Kirinovic stated that many changes took place in the Recreation Department this summer including a new marketing plan for the golf course and continued program development for summer camp at Camp McSauba. He provided City Council with a brief overview regarding recreation activities which occurred during the summer of 2015 including grants and donations and responded to questions from Council.

After meeting with Laura Stebe regarding the skate park, Recreation Director Kirinovic has decided to give one more concerted effort during 2016 to retain the skate park and make it successful. He will return to Council in 2016 with proposed ideas.

Mayor Campbell thanked Recreation Director Kirinovic for his work this year while Councilmember Gibson commented on the correct decision to not privatize the golf course and Mt. McSauba.

Councilmember Supernaw requested final numbers from the golf course to determine if there was more usage and asked for a status on the proposed ice rink.

Michelle Rick-Biddick presented a brief overview of the bike share program and plans to increase capacity next year. She asked Council to consider adding and/or replacing bike racks around town.

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

B. Report on Recent Changes to the Fire/EMS Departments

Chief Doan recapped the changes to the Fire/EMS Departments over the last year since his appointment to the Fire Chief position. He discussed the elimination of the shift commander positions, creation of an EMS Director position; fire coverage being limited to the City and a portion of Eveline Township; and pay increases for the EMS Department. Chief Doan recalled committee recommendations which included transitioning to a volunteer fire department, cross training police, fire and EMS personnel, hiring a part-time fireman to maintain equipment and perform general maintenance in City Hall and increase pay for on-call EMS personnel.

Chief Doan discussed personnel training and he indicated that he will continue to look for cost savings in all departments, while maintaining the high level of service to residents and visitors of our community.

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

C. Shade Tree Commission Appointment

On September 30, 2015, Jessica Spencer submitted her resignation from the Shade Tree Commission. Mayor Campbell recommended Candyce Klooster Speck as her replacement.

Councilmember Kurtz suggested a future agenda item to increase the size of the committee.

Motion by Councilmember Gibson, second by Councilmember Cole, to appoint Candyce Klooster Speck to fill the vacant seat on the Shade Tree Commission with the term expiring on December 31, 2016.

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

D. Airport Advisory Committee Membership

The Airport Advisory Committee recommended Richard Gillespie as member. Councilmember Gibson felt that with the addition of Mr. Gillespie, the committee was large enough. City Manager Heydlauff explained how various boards and committees originate.

Councilmember Gibson suggested that Councilmember Kurtz had a conflict of interest. Councilmember Kurtz felt he did not have a conflict, but he did disclose that he had a license to operate a business at the airport.

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

Councilmember Kurtz felt that allowing airport operators, himself excluded, to be a member of the committee would provide valuable insight and balance. Councilmembers Cole and Supernaw agreed. Councilmember Gibson said operators were welcome to come to the meetings. Councilmember Porter felt the members should come from the public and not be operators at the airport and Councilmember Gibson agreed.

Councilmember Supernaw commented that there were healthy discussions at the last advisory meeting. He suggested that Council needs additional direction with regards to what defines a conflict of interest and suggested that the City Attorney could assist.

Motion by Councilmember Gibson, second by Councilmember Perron, to add a position and appoint Richard Gillespie to the Airport Advisory Committee [term expiring November 1, 2017.]

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

E. Engineering Contract for 2016 Infrastructure Improvements

DPW Superintendent Elliott stated that the survey work associated with the proposed 2016 infrastructure projects was completed and he presented a proposal from Performance Engineers, Inc. for the engineering of the infrastructure work. The streets being engineered are Wood, Green, St. Mary's Drive, E. Upright (200 block), Alice from Belvedere to Garfield, Burns from E. Dixon to Petoskey Avenue, Nichols from E. Dixon to Petoskey Avenue and State Street (water main only from Garfield to Lincoln).

DPW Superintendent Elliott indicated that the City typically entered into professional agreements with Performance Engineering and paid them on a percent of the construction cost. The company is proposing to use the same percentages and hourly rates as in the past.

City Manager Heydlauff commented that the cost of broken water lines in 2015 was approximately \$0.5 million. He felt this project was a good investment for the future. He stated that the project list should be completed in 2016 barring unforeseen circumstances or construction costs.

Mayor Campbell opened the item to public comment.

Shirley Gibson, 3rd Ward, took a poll of Alice Street residents and they do not want sidewalks. She stated there is little pedestrian or vehicular traffic. DPW Superintendent Elliott explained the process of determining the need for sidewalks and agreed that sidewalks could not be justified on Alice or Upright Streets.

The item was closed to the public.

Motion by Councilmember Supernaw, second by Councilmember Cole, to approve the proposal from Performance Engineers, Inc. for engineering the 2016 major infrastructure project.

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

At Councilmember Supernaw's request, DPW Superintendent Elliott clarified the rain garden on Park Avenue.

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

None.

IX. Resolutions

None.

X. Ordinances

None.

XI. Miscellaneous Business

None.

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

Mary Eveleigh, 1st Ward, reviewed Council's accomplishments over the last 2 ½ years and thanked Council for their efforts. Ms. Eveleigh felt that the City needs compliance at the Airport.

XIII. Adjourn

Motion by Councilmember Porter, second by Councilmember Cole to adjourn.

Motion passed by unanimous voice vote. Meeting adjourned at 7:58 p.m.

Joyce-Golding	City Clerk	Gabe Campbell	Mayor
	Special Accounts Payable – 10/15/2015		
DEVERE CONSTRUCTION COMPANY	356,510.59		
PREIN & NEWHOF	24,890.33	TOTAL	381,400.92
	Special Accounts Payable – 10/16/2015		
PRIORITY HEALTH	45,766.48	TOTAL	45,766.48
	Special Accounts Payable – 10/21/2015		
AT&T	1,469.36	MICHIGAN OFFICEWAYS INC	11,975.00
AT&T MOBILITY	74.89	MUNICIPAL UNDERWRITERS OF MICH	90,851.00
CHARLEVOIX STATE BANK	2,384.82	PRIORITY HEALTH	43,594.61
DELTA DENTAL	4,063.28	SPOK INC	9.99
GREAT LAKES ENERGY	166.70	VISION SERVICE PLAN	525.33
HOLBEN PROFESSIONAL EH SVCS	300.00		
METLIFE SMALL BUSINESS CENTER	681.74	TOTAL	156,096.72

Regular Accounts Payable – 11/03/2015

ADVANCED GEOMATICS	4,000.00	KLOOSTER, ALIDA K.	41.00
AIRGAS USA LLC	571.09	KSS ENTERPRISES	420.22
ALL-PHASE ELECTRIC SUPPLY CO.	207.90	L & S TREE SERVICE	60.00
ALTEC INDUSTRIES INC	96.98	McGINN, KELLY	41.00
AMERICAN WASTE INC.	50.00	MDC CONTRACTING LLC	595.50
APOLLO FIRE EQUIPMENT	671.60	MICHIGAN ASSOC OF PLANNING	75.00
AT&T LONG DISTANCE	44.82	MICHIGAN CAT	1,769.86
AVFUEL CORPORATION	25,238.83	MID STATES BOLT & SCREW CO	55.76
BARNES & THORNBUR LLP	1,150.00	MORRISON, KEVIN P.	43.00
BIOTECH AGRONOMICS INC	12,172.35	MURRAY'S CREATIONS	100.00
BRADLEY, KELLY R.	246.78	MYER, ELIZABETH A.	74.64
CHARLEVOIX APARTMENTS	277.89	NEOFUNDS BY NEOPOST	5.67
CHARLEVOIX COURIER	59.00	NFIRS ONLINE	495.00
CHARLEVOIX TOWNSHIP	15.98	NORTHERN FIRE & SAFETY INC.	325.00
DAVE KRING CHEVROLET	242.50	OLSON BZDOK & HOWARD	3,007.00
DCASSESSING SERVICES	4,371.08	PANOFF, ZACH	41.00
DeROSIA, PATTY	41.00	PERFORMANCE ENGINEERS INC	7,947.50
DITCH WITCH SALES OF MICHIGAN	151.15	PHONE GUIDE	291.00
DOAN, GERARD	41.00	PLUNKETT & COONEY	1,454.80
DOYLE, ANNIE	41.00	POWER LINE SUPPLY	5,816.90
DSS CORPORATION	950.00	PREIN & NEWHOF	437.50
DXE MEDICAL INC	1,615.00	QUILL CORP	219.16
EAST JORDAN FAMILY HEALTH CTR	126.00	R & R PRODUCTS INC	427.28
EJ USA INC	374.00	RECDESK LLC	2,050.00
ELLIOTT, PATRICK M.	41.00	ROLOFF, ROBERT	41.00
ELLSWORTH FARMER'S EXCHANGE	85.00	ROTARY CLUB OF CHARLEVOIX	37.50
EMERGENCY MEDICAL PRODUCTS INC	124.68	SCHWARTZFISHER, JOSEPH	150.00
EMMET BRICK & BLOCK	323.94	SCIENTIFIC BRAKE & EQUIP CO	212.08
ETNA SUPPLY	2,386.08	SEASCENES LLC	106.83
EVANS, HAL	41.00	SECURITY SANITATION INC.	570.00
FASTENAL COMPANY	136.81	SELPHISH PROPERTIES LLC	220.00
GBS INC.	20.50	SPARTAN DISTRIBUTORS INC	837.48
GIC THERMODYNAMICS	480.00	STATE OF MICHIGAN	468.88
GOLDING, JOYCE	41.00	STEVE'S TIRE	4,542.00
GRAND TRAVERSE DIESEL INC.	36.00	SWANSON K & D INC	533.33
GRP ENGINEERING INC.	1,096.85	SYSTEMS SPECIALISTS INC	208.00
HACH COMPANY	1,238.19	TERMINAL SUPPLY CO	24.82
HANKINS, SCOTT	55.00	TEUNIS, STEVEN	41.00
HEID, THOMAS J.	41.00	TIMMS, ROBERT	367.00
HEYDLAUFF, MARK L	41.00	UNITED STATES PLASTIC CORP.	172.01
HOLIDAY COMPANIES	5,692.18	UP NORTH PROPERTY SERVICES LLC	2,968.00
HYDE SERVICES LLC	451.72	VERIZON WIRELESS	56.72
HYDRO CORP	515.00	WELLER, LINDA	41.00
INDEPENDENT DRAFTING SERVICES	1,225.00	WEST SHORE FIRE INC	1,107.61
J. THOMAS DISTRIBUTORS LLC	60.98	WILLCOME TREE SERVICE	2,990.00
KEVIN'S METER TESTING	1,984.76	WORK & PLAY SHOP	31.97
KIRINOVIC, THOMAS	41.00	WYMAN, MATTHEW A.	41.00
KIWANIS CLUB OF CHARLEVOIX	39.00	TOTAL	110,515.66

ACH Payments – 10/19/2015 – 10/27/2015

MI PUBLIC POWER AGENCY	24,374.60	VANTAGEPOINT (457 ICMA PLAN)	13,060.29
IRS (PAYROLL TAX DEPOSIT)	34,582.29	MERS (DEFINED BENEFIT PLAN)	24,271.20
ALERUS FINANCIAL (HCSP)	420.00	MI PUBLIC POWER AGENCY	301,490.12
STATE OF MI (WITHHOLDINGTAX)	5,064.81	DTE	1,301.93
VANTAGEPOINT (401 ICMA PLAN)	686.22	TOTAL	405,251.46

Tax Disbursement – 11/03/2015

CHARLEVOIX COUNTY TREASURER	14,272.23	CHARLEVOIX PUBLIC SCHOOLS	1,233.72
CHARLEVOIX PUBLIC SCHOOLS	14,337.56	CHARLEVOIX PUBLIC SCHOOLS	266.66
CHARLEVOIX PUBLIC SCHOOLS	2,534.23	CITY OF CHARLEVOIX - TAXES DUE	16,328.33
CHARLEVOIX PUBLIC SCHOOLS	119.91	TOTAL	49,092.64

PAYROLL: NET PAY

Pay Period Ending 10/17/2015 – Paid 10/23/2015

WELLER, LINDA JO	1,648.71	DOYLE, ANNE E.	1,361.40
HEYDLAUFF, MARK L.	2,098.91	LOY, EVELYN R.	1,029.34
GOLDING, JOYCE M.	1,059.15	KLOOSTER, ALIDA K.	1,448.02
DEROSIA, PATRICIA E.	880.35	GOLOVICH, KAREN J.	978.59

SPENCLEY, PATRICIA L.	1,066.75	BLOOMER, GABRIELLE J.	515.20
PANOFF, ZACHARY R.	1,026.91	MCCLANATHAN, BRANDON R.	412.30
MILLER, FAITH G.	15.05	STEWART, SAMUEL D.	327.49
LEESE, MERRI C.	73.88	KIRINOVIC, THOMAS F.	651.19
MCGINN, KELLY A.	1,625.95	FORRESTER, KATHERINE A.	438.56
DOAN, GERARD P.	1,514.73	WEBB, MICHAEL B.	29.09
SHRIFT, PETER R.	1,171.71	HEID, THOMAS J.	1,244.00
SCHLAPPI, JAMES L.	1,026.44	BOOTHE, STEVEN A.	40.41
UMULIS, MATTHEW T.	1,250.68	GRUNCH, RONALD J.	37.42
HANKINS, SCOTT A.	1,722.60	RYPSTRA III, BART	43.25
ORBAN, BARBARA K.	1,286.65	DAVIS, RONALD L.	12.04
TRAEGER, JASON A.	1,076.28	DAKROUB, JOSEPH E.	55.50
EVANS JR, HALBERT K.	1,312.44	MASSON, DONALD J.	437.38
GODDARD, RYAN D.	642.76	MYER, ELIZABETH A.	1,622.72
BINGHAM, LARRY E.	590.76	VANLOO, JOSEPH G.	606.58
GREYERBIEHL, KELLY M.	107.25	WYMAN, MATTHEW A.	1,042.92
ROLOFF, ROBERT P.	3,970.01	SCHRADER, LOU ANN	441.59
RILEY, DENISE M.	398.51	BOSS, RYDER S.	281.95
LOPER II, GARY D.	1,063.15	MILLER, WILLIAM S.	998.47
TEUNIS, STEVEN L.	1,665.09	FUNKEY, KRAIG R.	143.14
WURST, RANDALL W.	1,314.18	MEGGISON, JERRY B.	162.10
MAYER, SHELLEY L.	1,221.75	RILEY, CASEY W.	206.96
HILLING, NICHOLAS A.	1,200.04	THORMAN, MIKAYLA R.	425.29
MEIER III, CHARLES A.	1,844.01	JONES, LARRY M.	807.28
ZACHARIAS, STEVEN B.	1,276.44	WILLSON, BRENDA R.	443.14
NISWANDER, JOSEPH F.	1,444.93	OCHS, THOMAS F.	108.51
EATON, BRAD A.	1,947.02	TRAVERS, MANUEL J.	323.83
WILSON, TIMOTHY J.	1,269.65	RILEY, DANIEL A.	1,069.75
LAVOIE, RICHARD L.	1,685.45	LALEWICZ, AMELIA	46.17
STEVENS, BRANDON C.	1,599.94	KLOOSTER, PATRICK H.	457.92
DRAVES, MARTIN J.	1,656.06	KLINGER, BRADLEY W.	115.07
BROWN, STEPHANIE C.	1,035.41	SWEM, DONALD L.	1,789.96
ELLIOTT, PATRICK M.	1,738.75	WHITLEY, ANDREW T.	1,341.94
SCHWARTZFISHER, JOSEPH L.	1,340.24	MORRISON, KEVIN P.	1,206.84
WELLS JR., DONALD E.	1,477.96	HODGE, MICHAEL J.	1,252.39
BRADLEY, KELLY R.	1,300.55	JOHNSON, STEVEN P.	1,117.29
HART II, DELBERT W.	831.16	BISHAW, JAMES H.	667.37
JONES, ROBERT F.	1,362.78	HERRIMAN, COBY M.	490.81
DORAN, JUSTIN J.	1,549.88	GILL, DAVID R.	923.91
MANKER JR, DAVID W.	481.14	TODD, RICHARD D.	222.50
MANKER SR, DAVID W.	717.35	STEVENS, JEFFREY W.	449.01
BECKER, MICHAEL S.	604.67	ROLOFF, AUDREY M.	2,768.17
BUTLER, SEAN C.	641.77	MATTER, DAWSON K.	2,448.28
MCGHEE, ROBERT R.	1,038.32	KITELEY, FISHER L.	35.24
STANTS, JACOB W.	525.10	TOTAL	92,477.55

PAYROLL: TRANSMITTAL – 10/23/2015

4FRONT CREDIT UNION	248.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	145.20	COMMUNICATION WORKERS OF AMER	525.02
AMERICAN FAMILY LIFE	271.20	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	32.00	PRIORITY HEALTH	2,040.41
CHARLEVOIX STATE BANK	1,361.16	TOTAL	5,175.28

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/31/2015	11/06/2015	115001	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	248.46
10/31/2015	11/06/2015	115002	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
10/31/2015	11/06/2015	115002	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	311.79
10/31/2015	11/06/2015	115003	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 10/31/	32.00
10/31/2015	11/06/2015	115004	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,361.16
10/31/2015	11/06/2015	115005	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
10/31/2015	11/06/2015	115006	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	525.02
10/31/2015	11/06/2015	115007	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
10/31/2015	11/06/2015	115008	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	245.00
10/31/2015	11/06/2015	115009	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	2,040.41
Grand Totals:		10				5,482.41

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

11/06/15 Payroll Transmittal Checks	\$	5,482.41
11/06/15 Payroll	\$	77,347.47
11/17/15 Regular Accounts Payable	\$	253,541.20
Checks Sub-Total:	\$	336,371.08

FIRSTMERIT BANK - ACH PAYMENTS

11/02/15 MI Public Power Agency	\$	18,369.98
11/04/15 Payment Service Network	\$	237.30
11/06/15 IRS (Payroll Tax Deposit)	\$	29,014.64
11/06/15 Alerus Financial (HCSP)	\$	420.00
11/06/15 State of MI (Withholding Tax)	\$	4,167.71
11/06/15 Vantagepoint (401 ICMA Plan)	\$	686.22
11/06/15 Vantagepoint (457 ICMA Plan)	\$	12,809.32
11/09/15 MI Public Power Agency	\$	11,804.00
11/10/15 DTE	\$	578.94
11/12/15 State of MI (Sales Tax)	\$	19,816.98

ACH Sub-Total: \$ 97,905.09

First Merit Bank Total: \$ 434,276.17

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

11/17/15 Tax Disbursement \$ 81,500.69

Charlevoix State Bank Total: \$ 81,500.69

Grand Total: \$ 515,776.86

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/31/2015	PC	11/06/2015	20387	WELLER, LINDA JO	101		1,648.70
10/31/2015	PC	11/06/2015	20388	HEYDLAUFF, MARK L.	102		2,382.86
10/31/2015	PC	11/06/2015	20389	GOLDING, JOYCE M.	106		1,059.15
10/31/2015	PC	11/06/2015	20390	DEROSIA, PATRICIA E.	107		880.34
10/31/2015	PC	11/06/2015	20391	DOYLE, ANNE E.	108		1,361.40
10/31/2015	PC	11/06/2015	20392	LOY, EVELYN R.	117		1,029.34
10/31/2015	PC	11/06/2015	20393	KLOOSTER, ALIDA K.	121		1,669.52
10/31/2015	PC	11/06/2015	20394	GOLOVICH, KAREN J.	122		978.59
10/31/2015	PC	11/06/2015	20395	SPENCLEY, PATRICIA L.	136		1,673.70
10/31/2015	PC	11/06/2015	20396	PANOFF, ZACHARY R.	141		1,026.91
10/31/2015	PC	11/06/2015	20397	MCGINN, KELLY A.	146		1,455.81
10/31/2015	PC	11/06/2015	20398	DOAN, GERARD P.	201		1,514.74
10/31/2015	PC	11/06/2015	20399	SHRIFT, PETER R.	203		1,109.31
10/31/2015	PC	11/06/2015	20400	SCHLAPPI, JAMES L.	204		1,039.68
10/31/2015	PC	11/06/2015	20401	UMULIS, MATTHEW T.	205		1,170.52
10/31/2015	PC	11/06/2015	20402	HANKINS, SCOTT A.	208		1,466.07
10/31/2015	PC	11/06/2015	20403	ORBAN, BARBARA K.	209		1,284.36
10/31/2015	PC	11/06/2015	20404	TRAEGER, JASON A.	210		1,073.34
10/31/2015	PC	11/06/2015	20405	GODDARD, RYAN D.	221		642.76
10/31/2015	PC	11/06/2015	20406	ROLOFF, ROBERT P.	304		1,643.59
10/31/2015	PC	11/06/2015	20407	RILEY, DENISE M.	306		410.86
10/31/2015	PC	11/06/2015	20408	LOPER II, GARY D.	308		412.30
10/31/2015	PC	11/06/2015	20409	TEUNIS, STEVEN L.	402		1,665.09
10/31/2015	PC	11/06/2015	20410	WURST, RANDALL W.	411		1,589.27
10/31/2015	PC	11/06/2015	20411	MAYER, SHELLEY L.	412		1,424.92
10/31/2015	PC	11/06/2015	20412	HILLING, NICHOLAS A.	413		1,076.39
10/31/2015	PC	11/06/2015	20413	MEIER III, CHARLES A.	421		1,344.81
10/31/2015	PC	11/06/2015	20414	ZACHARIAS, STEVEN B.	422		1,222.80
10/31/2015	PC	11/06/2015	20415	NISWANDER, JOSEPH F.	504		1,337.84
10/31/2015	PC	11/06/2015	20416	EATON, BRAD A.	515		1,657.98
10/31/2015	PC	11/06/2015	20417	WILSON, TIMOTHY J.	516		1,944.11
10/31/2015	PC	11/06/2015	20418	LAVOIE, RICHARD L.	519		2,152.62
10/31/2015	PC	11/06/2015	20419	STEVENS, BRANDON C.	521		1,599.94
10/31/2015	PC	11/06/2015	20420	DRAVES, MARTIN J.	523		1,732.75
10/31/2015	PC	11/06/2015	20421	BROWN, STEPHANIE C.	524		1,020.34
10/31/2015	PC	11/06/2015	20422	ELLIOTT, PATRICK M.	600		1,738.75
10/31/2015	PC	11/06/2015	20423	SCHWARTZFISHER, JOS	603		1,072.40
10/31/2015	PC	11/06/2015	20424	WELLS JR., DONALD E.	609		1,459.36
10/31/2015	PC	11/06/2015	20425	BRADLEY, KELLY R.	614		1,580.63
10/31/2015	PC	11/06/2015	20426	HART II, DELBERT W.	616		814.08
10/31/2015	PC	11/06/2015	20427	JONES, ROBERT F.	618		1,428.49
10/31/2015	PC	11/06/2015	20428	DORAN, JUSTIN J.	621		1,354.90
10/31/2015	PC	11/06/2015	20429	MANKER JR, DAVID W.	638		493.95
10/31/2015	PC	11/06/2015	20430	MANKER SR, DAVID W.	639		554.89
10/31/2015	PC	11/06/2015	20431	BECKER, MICHAEL S.	641		602.87
10/31/2015	PC	11/06/2015	20432	BUTLER, SEAN C.	660		506.53
10/31/2015	PC	11/06/2015	20433	MCGHEE, ROBERT R.	663		847.67
10/31/2015	PC	11/06/2015	20434	STANTS, JACOB W.	664		463.60
10/31/2015	PC	11/06/2015	20435	BLOOMER, GABRIELLE J.	665		400.40
10/31/2015	PC	11/06/2015	20436	MCCLANATHAN, BRAND	666		412.30
10/31/2015	PC	11/06/2015	20437	STEWART, SAMUEL D.	668		307.57
10/31/2015	PC	11/06/2015	20438	KIRINOVIC, THOMAS F.	700		589.18
10/31/2015	PC	11/06/2015	20439	FORRESTER, KATHERIN	704		477.65
10/31/2015	PC	11/06/2015	20440	DUTCHER, ROBERT G.	710		13.21
10/31/2015	PC	11/06/2015	20441	WEBB, MICHAEL B.	773		19.40
10/31/2015	PC	11/06/2015	20442	HEID, THOMAS J	802		1,244.00
10/31/2015	PC	11/06/2015	20443	MASSON, DONALD J.	861		407.51

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/31/2015	PC	11/06/2015	20444	MYER, ELIZABETH A.	900		1,850.79
10/31/2015	PC	11/06/2015	20445	VANLOO, JOSEPH G.	902		535.68
10/31/2015	PC	11/06/2015	20446	WYMAN, MATTHEW A.	927		930.30
10/31/2015	PC	11/06/2015	20447	SCHRADER, LOU ANN	929		217.98
10/31/2015	PC	11/06/2015	20448	BOSS, RYDER S.	932		254.62
10/31/2015	PC	11/06/2015	20449	MILLER, WILLIAM S.	933		1,226.54
10/31/2015	PC	11/06/2015	20450	RILEY, DANIEL A.	1079		253.47
10/31/2015	PC	11/06/2015	114993	SWEM, DONALD L.	512		1,789.97
10/31/2015	PC	11/06/2015	114994	WHITLEY, ANDREW T.	522		1,455.25
10/31/2015	PC	11/06/2015	114995	MORRISON, KEVIN P.	601		950.46
10/31/2015	PC	11/06/2015	114996	HODGE, MICHAEL J.	606		1,252.39
10/31/2015	PC	11/06/2015	114997	JOHNSON, STEVEN P.	617		1,093.51
10/31/2015	PC	11/06/2015	114998	BISHAW, JAMES H.	633		667.37
10/31/2015	PC	11/06/2015	114999	HERRIMAN, COBY M.	654		450.43
10/31/2015	PC	11/06/2015	115000	GILL, DAVID R.	856		926.66
Grand Totals:			<u>72</u>				<u>77,347.47</u>

Report Criteria:

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

Check Number	Payee	Amount
11/17/2015		
115010	ACE HARDWARE	2,767.59
115011	ALL-PHASE ELECTRIC SUPPLY CO.	525.15
115012	AQUILINA, JOSEPH	126.50
115013	ARCADIA BENEFITS GROUP INC	225.00
115014	ARROW UNIFORM-TAYLOR L.L.C.	1,101.98
115015	AUTO VALUE	277.13
115016	AUTOMATION LOGIX INC	812.36
115017	AVFUEL CORPORATION	36,092.60
115018	BLARNEY CASTLE OIL CO	709.96
115019	BLECKE, SCOTT	82.50
115020	BOB MATHERS FORD	57.00
115021	BRADFORD'S	35.75
115022	BS& A SOFTWARE	1,125.00
115023	BUDAY'S SOUND ADVICE	1,548.74
115024	BULBS.COM	41.69
115025	BY THE BAY WINDOW CLEANING SVC	357.00
115026	CARQUEST OF CHARLEVOIX	1,136.89
115027	CHARLEVOIX COUNTY FIRE	300.00
115028	CHARLEVOIX HISTORICAL SOCIETY	102.00
115029	CHARTER COMMUNICATIONS	1,016.06
115030	CINTAS CORPORATION	105.90
115031	CITY OF CHARLEVOIX - UTILITIES	30,602.76
115032	CLEAR WATER PLUMBING & HEATIN	3,489.00
115033	CONNORS, PATRICK	25.57
115034	CROSS III, JOHN H.	6,500.00
115035	D'ALCORN, ROBERT	99.00
115036	DRAVES, MARTIN J.	14.00
115037	DUERR, CHARLES	55.00
115038	DUNN, JOHN	204.50
115039	EATON CORPORATION	1,118.70
115040	EJ USA INC.	2,018.88
115041	ELLSWORTH FARMER'S EXCHANGE	350.13
115042	FAMILY FARM & HOME	1,249.88
115043	FASTENAL COMPANY	54.24
115044	FEBEY, RICHARD	19.98
115045	FERGUSON & CHAMBERLAIN	1,820.00
115046	FISHER SCIENTIFIC	1,104.82
115047	FLETCH'S	21.22
115048	FREEDOM MAILING SERVICES INC.	2,267.55
115049	FREIGHTLINER OF GRAND RAPIDS	209.22
115050	GOLDING, JOYCE	154.53
115051	GRAINGER	31.68
115052	GROESSER, BETTY	150.00
115053	HACH COMPANY	2,629.30
115054	HAMMERSMITH EQUIPMENT CO	125.00
115055	HARDY DIAGNOSTICS	185.09
115056	HEERES, KENNETH	105.00
115057	HYDRO CORP	515.00

Check Number	Payee	Amount
115058	ICMA	814.46
115059	IDEXX DISTRIBUTION INC.	1,041.79
115060	INTELLIGENT PRODUCTS INC	1,590.82
115061	J. RANCK ELECTRIC, INC	660.00
115062	KLUCZYNSKI, BARBARA	17.50
115063	KMart	19.99
115064	KSS ENTERPRISES	465.50
115065	KUHN, JAMES	181.50
115066	LANDSCAPE FORMS INC.	2,250.00
115067	MCCORT, CYNTHIA	5.86
115068	MDS OF MICHIGAN INC	165.41
115069	MEYERS, JONAS	16.50
115070	MICHIGAN ECONOMIC DEVELOPERS	325.00
115071	MICHIGAN KENWORTH	118.58
115072	MICHIGAN LOCAL GOVERNMENT	110.00
115073	MICHIGAN MUNICIPAL LEAGUE	90.00
115074	MICHIGAN MUNICIPAL LEAGUE	16,466.00
115075	MICHIGAN OFFICEWAYS INC	1,674.74
115076	MICHIGAN RECREATION & PARK	163.00
115077	MICHIGAN WATER ENV ASSOC	190.00
115078	MYER, ELIZABETH A.	14.84
115079	NETSOURCE ONE INC.	48.00
115080	NORTHERN LIGHTS FAMILY	258.00
115081	NORTHERN MICHIGAN REVIEW INC.	596.50
115082	NORTHERN SAFETY CO INC	32.87
115083	OLESON'S FOOD STORES	73.86
115084	OLSON BZDOK & HOWARD	2,495.50
115085	ORBAN, BARBARA	65.88
115086	PARASTAR INC.	5,804.62
115087	PARKS AUTO PARTS	100.00
115088	PEMBLE, CHRIS	47.90
115089	PERFORMANCE ENGINEERS INC	25,426.50
115090	PHYSIO-CONTROL INC.	788.30
115091	PICTURE THIS	102.00
115092	PINE COVE APARTMENTS	853.82
115093	PLUNKETT & COONEY	1,900.00
115094	POLLUTION CONTROL SERVICES INC	28,731.19
115095	POWER LINE SUPPLY	3,069.51
115096	PREMIER POWER MAINTENANCE	14,921.00
115097	PRO IMAGE DESIN INC	1,835.00
115098	PRO WEB MARKETING LLC	20.00
115099	RAECKE, MICHAEL	44.00
115100	RANGE TELECOMMUNICATIONS	128.40
115101	RESIDEX LLC	1,828.74
115102	ROLOFF, ROBERT	1,282.00
115103	SEARS COMMERCIAL ONE	289.99
115104	SEELEY'S PRINTING SERVICE	349.60
115105	SHARROW MASONRY INC	5,445.50
115106	SHINDORF BUILDERS	2,590.00

Check Number	Payee	Amount
115107	SIKORSKI, KATHY	84.20
115108	SINGER, DEBRA	33.00
115109	SPARTAN STORES LLC	101.98
115110	STATE OF MICHIGAN	1,387.26
115111	SUPERIOR MECHANICAL	1,248.18
115112	SUTPHEN CORPORATION	835.77
115113	SWEM, DONALD L.	41.00
115114	TERMINAL SUPPLY CO	122.77
115115	U S BANK	161.63
115116	UP NORTH PROPERTY SERVICES LL	1,092.00
115117	USA BLUE BOOK	79.22
115118	UTILITIES INSTRUMENTATION SERVI	7,792.00
115119	VILLAGE GRAPHICS INC.	115.76
115120	VOSS LIGHTING	537.38
115121	WACHLER, GLENN	55.00
115122	WESTMAAS ELECTRIC CO	71.37
115123	WHITLEY, ANDREW	14.00
115124	WILBERT BURIAL VAULT CO	36.48
115125	WILLCOME TREE SERVICE	9,600.00
115126	WINDER POLICE EQUIPMENT	248.99
115127	WITHERSPOON, JAMES	213.53
115128	WORK & PLAY SHOP	492.66
Total 11/17/2015:		253,541.20
Grand Totals:		253,541.20

Check Number	Payee	Amount
11/02/2015		
110215001	MICHIGAN PUBLIC POWER AGENCY	18,369.98
Total 11/02/2015:		18,369.98
Grand Totals:		18,369.98

Check Number	Payee	Amount
11/04/2015		
110415001	PAYMENT SERVICE NETWORK INC.	237.30
Total 11/04/2015:		237.30
Grand Totals:		237.30

Check Issue Date	Check Number	Payee	Amount
110615001			
11/06/2015	11061500	**EFTPS* Payroll Taxes	7,327.82
11/06/2015	11061500	**EFTPS* Payroll Taxes	7,327.82
11/06/2015	11061500	**EFTPS* Payroll Taxes	1,713.75
11/06/2015	11061500	**EFTPS* Payroll Taxes	1,713.75
11/06/2015	11061500	**EFTPS* Payroll Taxes	10,931.50
Total 110615001:			
	5		29,014.64
110615002			
11/06/2015	11061500	Alerus Financial	420.00
Total 110615002:			
	1		420.00
110615003			
11/06/2015	11061500	STATE OF MICHIGAN	4,167.71
Total 110615003:			
	1		4,167.71
110615004			
11/06/2015	11061500	Vantagepoint - 401 Plan 109153	686.22
Total 110615004:			
	1		686.22
110615005			
11/06/2015	11061500	Vantagepoint - 457 Plan 300959	5,321.58
11/06/2015	11061500	Vantagepoint - 457 Plan 300959	411.94
11/06/2015	11061500	Vantagepoint - 457 Plan 300959	1,767.70
11/06/2015	11061500	Vantagepoint - 457 Plan 300959	5,308.10
Total 110615005:			
	4		12,809.32
Grand Totals:			
	12		47,097.89



Check Number	Payee	Amount
11/09/2015		
110915001	MICHIGAN PUBLIC POWER AGENCY	11,804.00
Total 11/09/2015:		11,804.00
Grand Totals:		11,804.00

Check Number	Payee	Amount
11/10/2015		
111015001	DTE ENERGY	578.94
Total 11/10/2015:		578.94
Grand Totals:		578.94

Check Number	Payee	Amount
11/12/2015		
111215001	STATE OF MICHIGAN	19,816.98
Total 11/12/2015:		19,816.98
Grand Totals:		19,816.98

Check Number	Payee	Amount
11/17/2015		
2612	CHARLEVOIX COUNTY TREASURER	3.32
2613	CHARLEVOIX COUNTY TREASURER	23,560.25
2614	CHARLEVOIX PUBLIC SCHOOLS	22,008.21
2615	CHARLEVOIX PUBLIC SCHOOLS	4,197.52
2616	CHARLEVOIX PUBLIC SCHOOLS	198.63
2617	CHARLEVOIX PUBLIC SCHOOLS	2,043.44
2618	CHARLEVOIX PUBLIC SCHOOLS	441.72
2619	CITY OF CHARLEVOIX - TAXES DUE	26,757.45
2620	PAPIERNIK, THOMAS & KATHRYN	2,290.15
Total 11/17/2015:		81,500.69
Grand Totals:		81,500.69

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

STATE OF MICHIGAN)
)ss
CHARLEVOIX COUNTY)

The Board of Canvassers of the County of Charlevoix having ascertained and canvassed the voters at the Special Election do **Hereby Certify and Determine that:**

The whole number of votes given for the office of 1st Ward Councilmember, two year term expiring 2017 was Four hundred one-----(401)

And they were given for the following named persons.

Aaron W. Hagen Two hundred fifty-six-----(256)
Jeffrey Porter One hundred forty-five-----(145)

Aaron W. Hagen having received a sufficient number of votes is hereby elected for the office of 1st Ward Councilmember.

We do hereby **Certify** that the attached is a correct statement of the votes given in the County of Charlevoix, City of Charlevoix, Ward 1, Precinct Number 18 for the proposals (if any) named in such statement and for any persons designated therein, at the Special Election held on the 3rd day of November, in the year Two thousand and fifteen.

In Witness Whereof, We have hereunto set our hands and caused to be affixed the Seal of the Circuit Court for the County of Charlevoix this 4th day of November 2015.

SEAL

WJ Belwood
Ellen Cunningham
Jason C. Metzger
Debra M. Baska

ATTEST:

Cheryl D. Browne
Clerk of the Board of County Canvassers

STATE OF MICHIGAN)
)ss
CHARLEVOIX COUNTY)

The Board of Canvassers of the County of Charlevoix having ascertained and canvassed the voters at the Special Election do **Hereby Certify and Determine that:**

The whole number of votes given for the office of 2nd Ward Councilmember, two year term expiring 2017 was One hundred twenty-----(120)

And they were given for the following named person(s).

Leon R. Perron One hundred eleven-----(111)

Leon R. Perron having received a sufficient number of votes is hereby elected for the office of 2nd Ward Councilmember.

We do hereby **Certify** that the attached is a correct statement of the votes given in the County of Charlevoix, City of Charlevoix, Ward 2, Precinct Number 19 for the proposals (if any) named in such statement and for any persons designated therein, at the Special Election held on the 3rd day of November, in the year Two thousand and fifteen.

In Witness Whereof, We have hereunto set our hands and caused to be affixed the Seal of the Circuit Court for the County of Charlevoix this 4th day of November 2015.

SEAL

W. J. DeLue
Ellen Cudington
Sean C. Metzger
Diane M. Bieje

ATTEST:

Cheryl D. Brown
Clerk of the Board of County Canvassers

STATE OF MICHIGAN)
)ss
CHARLEVOIX COUNTY)

The Board of Canvassers of the County of Charlevoix having ascertained and canvassed the voters at the Special Election do **Hereby Certify and Determine that:**

The whole number of votes given for the office of 3rd Ward Councilmember, two year term expiring 2017 was Two hundred sixty-two-----(262)

And they were given for the following named person(s).

Shirley Gibson One hundred thirty-two-----(132)
Write-in Greg Bryan One hundred thirty-----(130)

Shirley Gibson having received a sufficient number of votes is hereby elected for the office of 3rd Ward Councilmember.

We do hereby **Certify** that the attached is a correct statement of the votes given in the County of Charlevoix, City of Charlevoix, Ward 3, Precinct Number 20 for the proposals (if any) named in such statement and for any persons designated therein, at the Special Election held on the 3rd day of November, in the year Two thousand and fifteen.

In Witness Whereof, We have hereunto set our hands and caused to be affixed the Seal of the Circuit Court for the County of Charlevoix this 4th day of November 2015.

SEAL

W. J. DeWitt
John C. Metzger
Nancy M. Bajka
Ellen Adlington

ATTEST:

Cheryl A. Brown
Clerk of the Board of County Canvassers

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Conservation Easement Referendum Public Hearing

DATE: November 16, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Maps of proposed areas

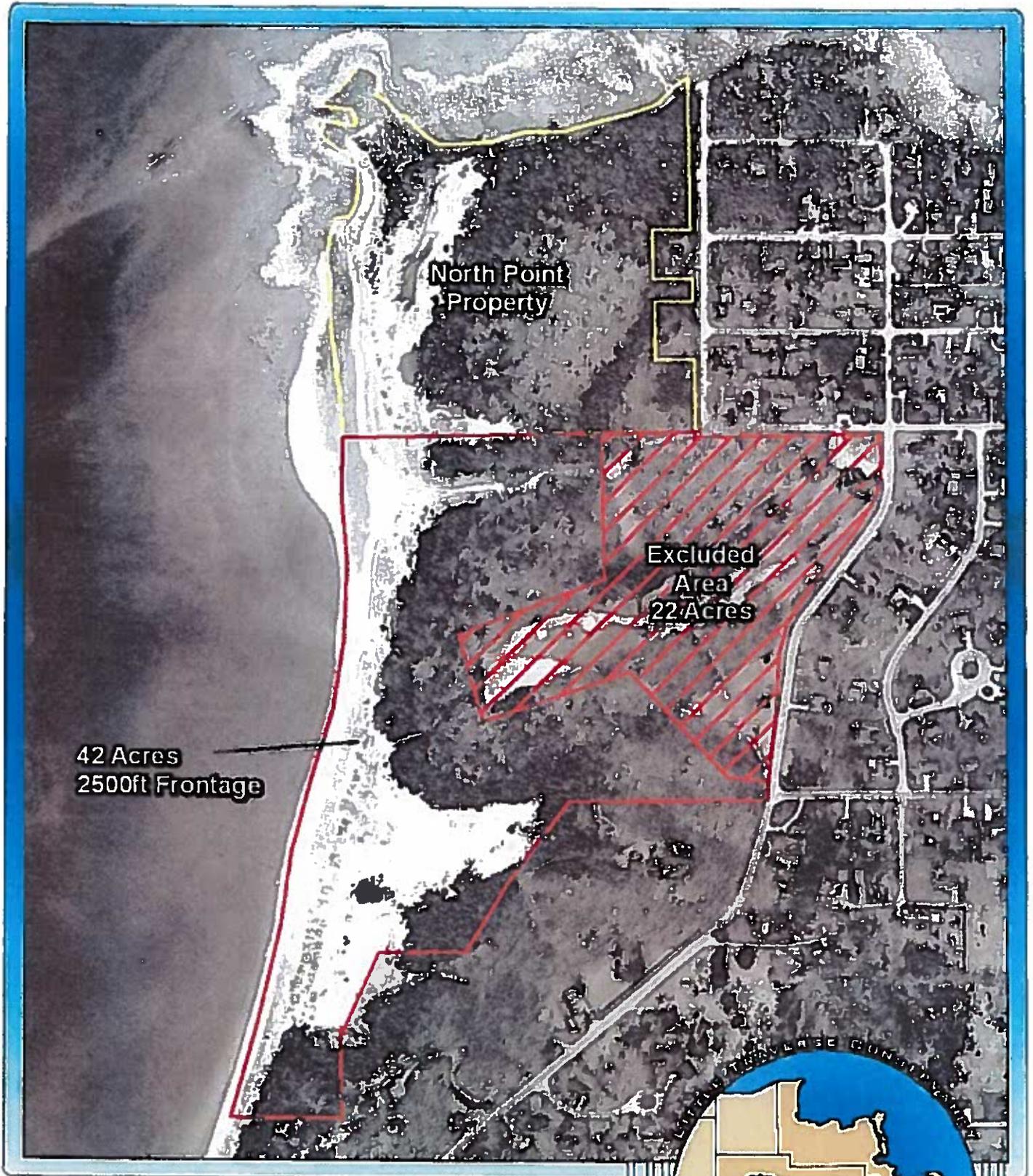
BACKGROUND INFORMATION:

As was discussed at the City Council meeting on October 19, a conservation easement could be applied to the natural areas of Lake Michigan Beach Park on Park Avenue and the McSauba Recreation Area. A conservation easement would permanently protect these areas from development and maintain them as natural areas. We would still be able to perform maintenance and make these areas accessible to the public but we would limit the kinds of activities allowed.

As the City Attorney wrote to you in October, the implementation of a conservation easement would necessitate a referendum since it would limit the use of park land in the future. In order for Council to authorize a referendum, you need to hold a public hearing to gather public input. Monday's public hearing has been published as we would with any public hearing.

After the public hearing, you could ask staff to draft the necessary documents to place the question on the ballot next year. If Council chooses to place the question before the voters, I would recommend the November ballot.

RECOMMENDATION: Council discussion and further direction to staff.



42 Acres
2500ft Frontage

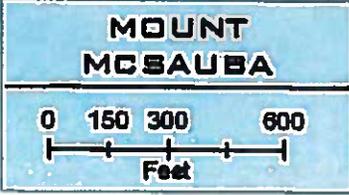
North Point
Property

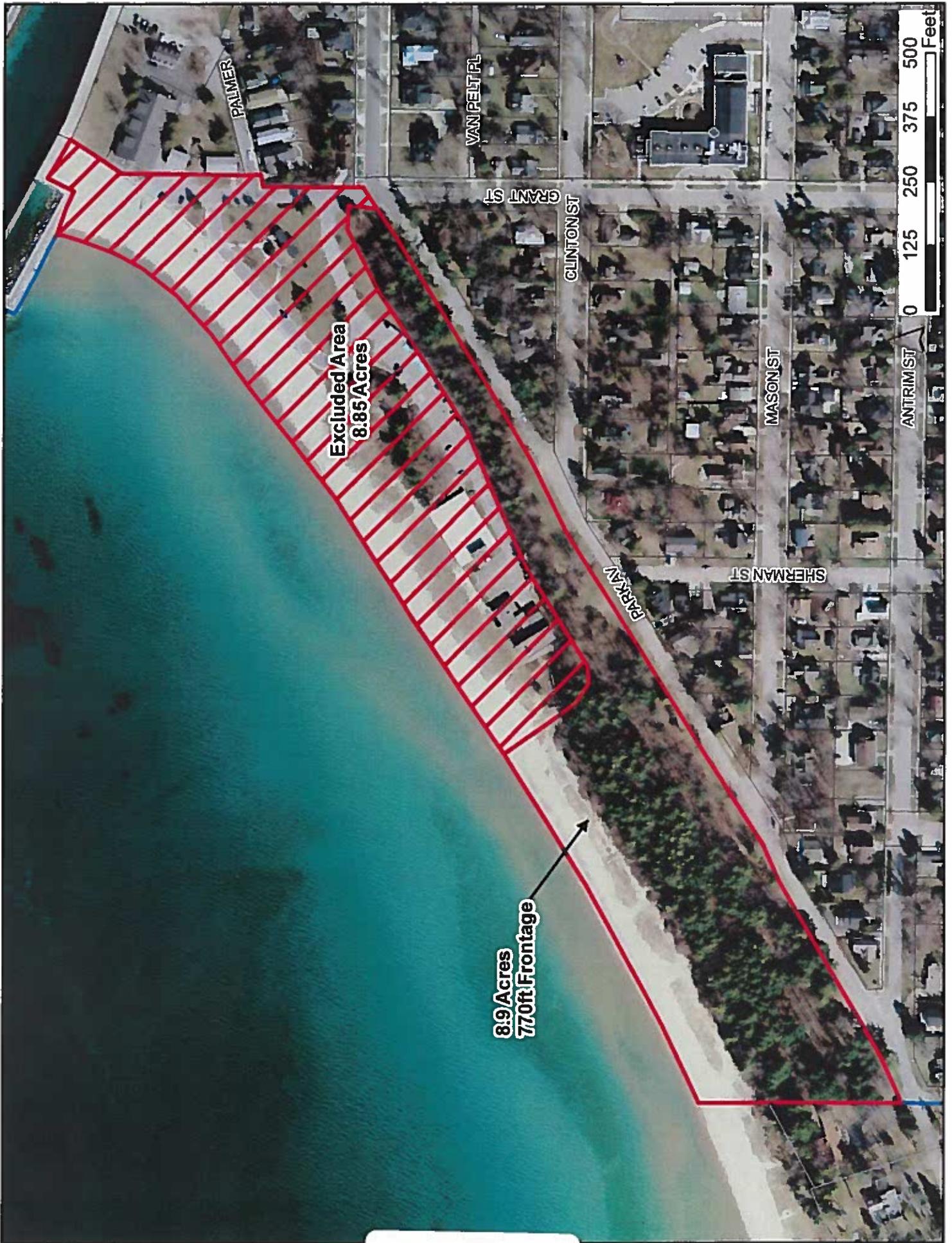
Excluded
Area
22 Acres



Acres:42
Perimeter:

Map Data Source: 2005
Center for Geographic Information
Department of Information Technology
www.michigan.gov/CGI/





CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Bridge Drop Fireworks Permit

DATE: November 16, 2015

PRESENTED BY: Dan Barron, Charlevoix Bridge Drop Committee

ATTACHMENTS: Letter addressed to Chief Gerard Doan regarding the Charlevoix Bridge Drop Fireworks Display

Application for Fireworks Other than Consumer or Low Impact

Letter addressed to the Commander, U.S.C.G. Sector Sault Ste. Marie regarding the Charlevoix Bridge Drop Fireworks Display

Application for Marine Event

Charlevoix Bridge Drop Fireworks Clear Zone Map

Colonial Fireworks Co. Hold Harmless Agreement

US Department of Homeland Security/US Coast Guard Pyrotechnic/Fireworks Information Sheet

Certificate of Liability Insurance

Colonial Fireworks Summary of Experience

Letter from Charlevoix Historical Society

BACKGROUND INFORMATION:

The Charlevoix Bridge Drop Committee requests permission for a fireworks display as one of the main attractions for the Charlevoix Bridge Drop. The fireworks display is planned for Thursday, December 31, 2015 at 9:00 p.m. The display is proposed to be staged and fired from Depot Beach. This is the same fireworks company used by the Charlevoix Bridge Drop Committee last year and is the same company used by the Charlevoix Venetian Festival. We have developed an excellent working relationship with Frank Loffredo and his staff.

NFPA 1123 of 2014 is the standard that the City must follow because we do not have a fireworks code of our own. This is by design so we are not "locked into" a standard/ordinance that will eventually become antiquated. The itinerary submitted by Colonial Fireworks list the guidelines set forth for NFPA 1123 & 1124 of 2000. The 2014 edition has incorporated several definition revisions and has added provisions for separation distances for marine preparation areas. This display meets all NFPA requirements and exceeds the NFPA standard for minimum setbacks for the show.

RECOMMENDATION:

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

The following language is recommended:

If Council desires:

1. Motion to authorize the City Clerk to issue the fireworks permit for the Charlevoix Bridge Drop Fireworks display.
2. Motion to authorize the Mayor to sign the Hold Harmless agreement with Colonial Fireworks Company.

RECEIVED

NOV 10 2015

BARRON & ENGSTROM, P.L.C.
ATTORNEYS AND COUNSELORS AT LAW
P.O. BOX 309
309 PETOSKEY AVENUE
CHARLEVOIX, MICHIGAN 49720

CITY OF CHARLEVOIX

DANIEL B. BARRON
dbarron@barronengstrom.com

EDWARD F. ENGSTROM
efengstrom@barronengstrom.com

TELEPHONE: (231) 547-9950
TELEFAX: (231) 547-2977
beplc@barronengstrom.com

November 10, 2015
"HAND DELIVERED"

Chief Gerard Doan
Charlevoix Fire Department
210 State Street
Charlevoix, Michigan 49720

RE: Charlevoix Bridge Drop Fireworks Display

Dear Chief Doan:

The Charlevoix Area Convention & Visitors Bureau is once again acting as the sponsoring organization for the proposed Bridge Drop/New Year's Eve fireworks display. I have enclosed the following materials in such regards:

- Application for Fireworks (Michigan Licensing & Regulatory Affairs form)
- Application for Marine Event (Department of Homeland Security form)
- Correspondence to USCG Commander
- Fireworks Site Plan
- Pyrotechnic/Fireworks Information Sheet
- Certificate of Liability Insurance
- Hold Harmless Agreement
- Pyrotechnic/Fireworks Information Sheet
- Lead Pyrotechnician References

The proposed display is to be staged and fired at Depot Beach at 9:00 p.m. on Thursday, December 31, 2015. The proposed shoot location is depicted in the enclosed Fireworks Site Plan. The ability to conduct the display will, of course, be weather dependent.

The master pyrotechnician overseeing the displays is Frank Loffredo, Jr., the same individual who has overseen the Charlevoix Venetian Festival fireworks displays since 1999. Mr. Loffredo is associated with Colonial Fireworks Special Effects, LLC. I have enclosed a Summary of Experience, to confirm references which you already possess relative to Mr. Loffredo.

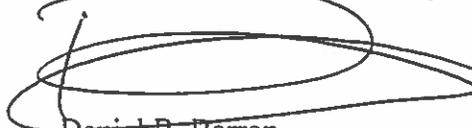
In addition to the foregoing, I would like to confirm the following matters relating to the proposed fireworks display:

1. The maximum shell size is 4", requiring a clear zone radius of 280 feet pursuant to NFPA standards.
2. Colonial Firework Special Effects technicians will help maintain and enforce the clear zone perimeter. I understand that additional security personnel will be mobilized at your discretion.
3. The set-up for the display will commence on Thursday morning, December 31, 2015. Equipment and materials will be removed at the conclusion of the display.
4. There will be no manual ignition of fireworks. Such ignition shall be effected electronically.
5. In addition to cell phone communication, radio communication may be effected with the pyrotechnicians, at your discretion.
6. We anticipate written confirmation from the Charlevoix Historical Society, reflecting that they have no objection to the proposed fireworks display.
7. We will promptly provide to you an original copy of the Hold Harmless Agreement which will be executed by Colonial Fireworks Special Effects, LLC.

Please feel free to contact me with any questions or comments.

Sincerely,

BARRON & ENGSTROM, PLC



Daniel B. Barron

DBB/jlm
Enclosures

xc: USCG Commander (Marine Events)
USCG BMC John Tribfelner
Frank Loffredo, Jr.
Mark Heydlauff
Amanda Wilkin
Annie Doyle

Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256
Compliance: Voluntary
Penalty: Permit will not be issued

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

Agricultural or Wildlife Fireworks Articles Pyrotechnic Display Fireworks

Public Display Private Display

Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Charlevoix Area Convention & Visitors Bureau, Inc.		ADDRESS OF APPLICANT 109 Mason St., Charlevoix, MI 49720	AGE (18 YEARS OR OLDER) OF APPLICANT 30
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Amanda Wilkin, Executive Director		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Frank Loffredo, Jr.		ADDRESS OF PYROTECHNIC OPERATOR 25 Marlindale, Boardman, OH 44572	AGE (18 YEARS OR OLDER) OF PYROTECHNIC OPERATOR 55
NO YEARS EXPERIENCE 36+	NO DISPLAYS 1,000 +	WHERE throughout U.S., including Northern Michigan	
NAME OF ASSISTANT Richard Loffredo		ADDRESS OF ASSISTANT 6480 Tomer Rd., Clayton, MI 49235	AGE OF ASSISTANT (18 YEARS OR OLDER) 66
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT (18 YEARS OR OLDER)

EXACT LOCATION OF PROPOSED DISPLAY
Depot Beach Park, Charlevoix, Michigan

DATE OF PROPOSED DISPLAY
December 31, 2015

TIME OF PROPOSED DISPLAY
9:00 p.m.

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT
Authorized vehicle of Colonial Fireworks Special Effects, LLC

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT)
\$5,000,000.00

NAME OF BONDING CORPORATION OR INSURANCE COMPANY
Allied Specialty Insurance, Inc.

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

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
	360 3" aerial display shells; 212 4" aerial display shells; 1.3G break now/short duration product

SIGNATURE OF APPLICANT


Amanda Wilkin, Executive Director
Charlevoix Area Convention & Visitors Bureau, Inc.

DATE
11/10/2015

BARRON & ENGSTROM, P.L.C.
ATTORNEYS AND COUNSELORS AT LAW
P.O. BOX 309
309 PETOSKEY AVENUE
CHARLEVOIX, MICHIGAN 49720

DANIEL B. BARRON
dbarron@barronengstrom.com

EDWARD F. ENGSTROM
efengstrom@barronengstrom.com

TELEPHONE: (231) 547-9950
TELEFAX: (231) 547-2977
beplc@barronengstrom.com

November 10, 2015
VIA UPS NEXT DAY AIR

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

RE: Charlevoix Bridge Drop Fireworks Display

Dear Commander:

The Charlevoix Area Convention & Visitors Bureau is again sponsoring a fireworks display, to be held in conjunction with the Charlevoix Bridge Drop Festival. The proposed display is scheduled for 9:00 p.m. on New Year's Eve, Thursday, December 31, 2015.

The proposed display is to be staged and fired at Depot Beach Park in the City of Charlevoix, Michigan. The proposed shoot location is depicted in the enclosed Fireworks Site Plan. The ability to conduct the display will, of course, be weather dependent.

The master pyrotechnician overseeing the display is Frank Loffredo, Jr., the same individual who has overseen the Charlevoix Venetian Festival fireworks displays since 1999. Mr. Loffredo is one of the most accomplished master pyrotechnician in the country and a Summary of Experience is enclosed.

Although an Application For Approval of Marine Event does not appear to be required, I have nevertheless enclosed the same for information purposes, together with the following support materials:

- Pyrotechnic/Fireworks Information Sheet
- Application for Fireworks (Michigan Licensing & Regulatory Affairs form)
- Correspondence to Charlevoix Fire Chief Doan

Commander (Marine Events)
Coast Guard Sector Sault Ste. Marie
November 10, 2015
Page 2

- Fireworks Site Plan
- Lead Pyrotechnician References

Please feel free to contact me with any questions or comments.

Sincerely,

BARRON & ENGSTROM, PLC



Daniel B. Barron

DBB/jlm
Enclosures

xc: Charlevoix Fire Chief Gerard Doan
U.S.C.G. - BMC John Tribfelner
Frank Loffredo, Jr.
Mark Heydlauff
Amanda Wilkin
Annie Doyle

DEPARTMENT OF HOMELAND SECURITY
APPLICATION FOR MARINE EVENT

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

Date Submitted: 11/10/2015

FORM INSTRUCTIONS

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

1. Name of Event	Charlevoix Bridge Drop Fireworks Display		2. Date of Event	12/31/2015
3. Location of Event	Depot Beach Park, Charlevoix, MI		4. Time: From 9:00 pm	To 9:10 pm
5. Name and Address of Sponsoring Organization (Include Zip Code)	Charlevoix Area Convention & Visitors Bureau, Inc. 109 Mason Street Charlevoix, MI 49720		6. No. of Participants	0
8. Types of Boats	N/A		7. Sizes of Boats	N/A
9. No. of Spectator Craft	unknown			

10. Description of Events

Fireworks display to occur at 9:00 p.m. on New Year's Eve (12/31/2015). Aerial display shells not to exceed 4" will be fired near the shoreline of Lake Charlevoix, at Depot Beach Park in the City of Charlevoix, Michigan.

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

11a. If YES, briefly explain:

12. What Extra or Unusual Hazard (to participants or non-participants) Will Be Introduced Into the Regatta Area?

Fireworks display which is described in Paragraph 10, wherein a portion of the blast zone will protrude into the waters of Lake Charlevoix.

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

13a. If YES, briefly explain:

14. Vessels Provided by Sponsoring Organization for Safety Purposes (number and description)
No vessels to be provided by sponsoring organization.

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

15a. If NO, briefly explain: USCG safety patrol vessels are requested, if deemed necessary by USCG.

16. Is a Coast Guard or Coast Guard Auxiliary Patrol Requested for Control of Spectator and/or Commercial Traffic? NO YES see #15a above

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

17. Person In Charge
Frank Loffredo, Jr.
Master Pyrotechnician
18. Where Will 'Person In Charge' be During the Event? location at display site in Depot Beach Park

19. How Can 'Person In Charge' be Contacted During the Event? cell phone: 419-392-1600

20. Person to be Contacted for Further Details (Name, Address, Zip Code)
Daniel B. Barron, Esq., PO Box 309, Charlevoix, MI 49720
20a. Area Code and Phone No.: (231) 547-9950
20b. Email Address: dbarron@barronengstrom.com

The undersigned has full authority to represent the sponsoring organization.

21. Name: Amanda Wilkin
22. Title: Executive Director
23. Address (Include Zip Code) 109 Mason Street Charlevoix, MI 49720
23a. Area Code and Phone No.: (231) 547-2101
23b. Email Address: info@visitcharlevoix.com

24. Signature: 

PRIVACY ACT STATEMENT

Privacy Act Notice

Authority: 33 U.S.C. §1233 authorizes the collection of this information.
Purpose: The Coast Guard will use this information to determine whether an event poses an extra or unusual hazard to the safety of life and whether or not, and under which conditions, to permit the event on the navigable waters of the United States.
Routine Uses: The information will be used by and disclosed to Coast Guard personnel to evaluate the request. Additionally, the Coast Guard may share the information with facility operators, law enforcement or other government agencies as necessary to promote public safety during the requested marine event.
Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the approval of the requested marine event.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: United States Coast Guard, Commandant (WWM-1) Stop 7509, 2703 Martin Luther King Jr. Ave SE, Washington, DC, 20593-7509 or Office of Management and Budget, Paperwork Reduction Project (1625-0008), Washington, DC 20503.

G-4423 (09/14)

COLONIAL FIREWORKS SPECIAL EFFECTS, LLC
HARLEVOIX BRIDGE DROP
DECEMBER 31, 2015

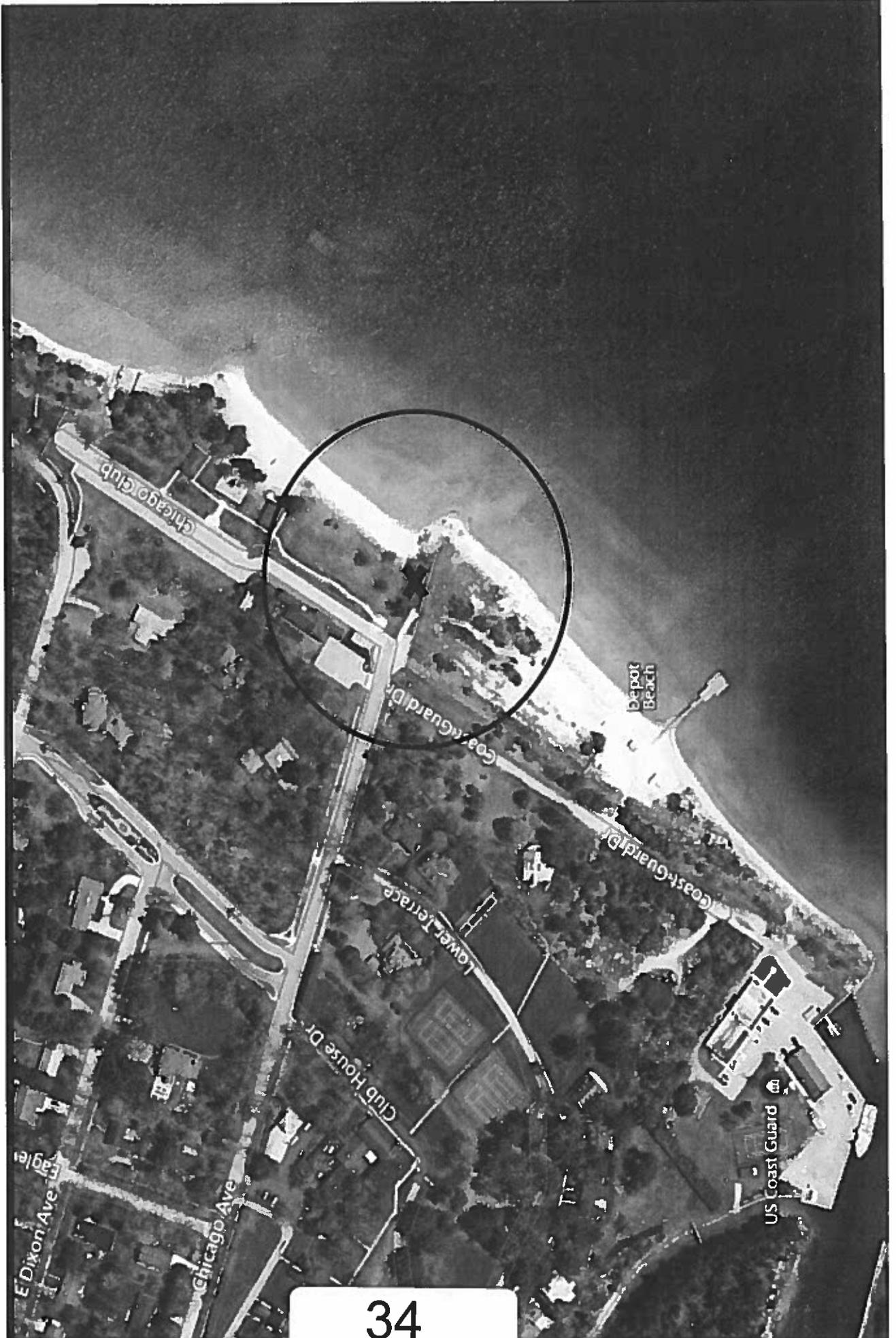
Firing Site up to 4" aerial display shells



560' diameter circle (no unauthorized vehicles or personnel (280' radius))



Statement: Fireworks display to be electrically-fired in accordance with NFPA 1123 and all state and local regulations and ordinances.



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

Indemnity Provisions (Re: Bridge Drop - 12/31/15 to 1/1/2016)

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

"VENDOR"
Colonial Fireworks Special Effects, LLC

"INDEMNITEES"
City of Charlevoix


By: **Brenda L. Loffredo**
Its: **President**
Date: 11-9-15

By:
Its:
Date: _____

"INDEMNITEES"
Charlevoix Downtown Development Authority

By:
Its:
Date: _____



PYROTECHNIC / FIREWORKS INFORMATION SHEET

Company Name and Address
Colonial Fireworks Special Effects, LLC
25 Marlindale Avenue
Boardman, OH 44512
 Phone 419-392-1600
 Fax _____

Company Representative
Brenda Loffredo, President
Name of Person in Charge
Frank Loffredo, Jr.
 Years of Experience: 36+

Exact Location of Setup / Loading: Land-based shoot on Lake Charlevoix shoreline, at
Depot Beach Park.
 Date: December 31, 2015 And Time: 10:30 a.m. of Setup and Loading
 Alternate Plans: Dependent upon weather conditions

Fire Dept. at Loading Site:
Charlevoix Fire Department
 Phone 231-547-3279
 Fire Dept. at Display Site:
same
 Phone () _____

Vessels Involved: N/A - LAND-BASED SHOOT
 Tug: _____
 Official No.: _____
 Call Sign: _____
 Barge: _____
 Official No.: _____
 Radio on Board: YES / NO

Proper Shipping Name of Pyrotechnic / Hazard Class / Weight of each item:
 1. UNO 335 1.3G TBD
 2. _____
 3. _____
 4. _____
 5. _____

Net Explosive Radius of Total Load: 60 Yards
 See proper distances: http://www.uscg.mil/d9/sault/mso/waterways/nfpa_distances.jpg
 Maximum Shell Size: 4.0" (Diameter in inches)

Personnel Authorized to Enter Loading / Setup Area

1. <u>Frank Loffredo, Jr.</u>	6. <u>Bruce Tyree</u>
2. <u>Frank Loffredo III</u>	7. <u>Colonial Fireworks Personnel</u>
3. <u>Aaron Dusseau</u>	8. <u>Great Lakes Fireworks Personnel</u>
4. <u>Richard Loffredo</u>	9. _____
5. <u>Daniel Barron</u>	10. _____

CHARLEVOIX BRIDGE DROP

November 10, 2015

LEAD PYROTECHNICIAN

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

D.O.B. [REDACTED]

Mr. Loffredo has 36 years experience as a pyrotechnician. He has experience in computer, electronic and manual firing. Mr. Loffredo has overseen conventional, as well as specialty pyrotechnic displays, including numerous barge shows as well as roof top firings.

Some of the shows which Mr. Loffredo has overseen include: Charlevoix Venetian Festival; City of Harbor Springs; Bay Harbor; Sommerset Pointe; Mackinac Island/Grand Hotel Anniversary; Detroit Freedom Festival; City of Saginaw; First Night Providence; Governor's Conference/Providence; Air and Sea Show/Fort Lauderdale; New York Harbor/Statue of Liberty; and the "Thunder Over Louisville" kickoff for the Kentucky Derby Festival. "Thunder," which is fired from 6 barges and a 3,000 foot bridge spanning the Ohio River, is one of the largest fireworks displays produced annually in the United States.

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

Linda Weller

From: Daniel B. Barron [dbarron@barronengstrom.com]
Sent: Wednesday, November 11, 2015 10:52 AM
To: Linda Weller
Subject: FW: New Year's Fireworks

Linda:
FYI per Dan –
Joan

From: Denise Fate [mailto:fate.denise@gmail.com]
Sent: Wednesday, November 11, 2015 9:25 AM
To: Daniel B. Barron <dbarron@barronengstrom.com>
Cc: Kay Heise <kayheise@att.net>; Craig Mann <craigmmann@yahoo.com>; Lore Silberman <loresilb@gmail.com>;
Steve Paterka <cap5697@charter.net>
Subject: Re: New Year's Fireworks

Dan,

Thank you again for meeting with representatives from the Historical Society board on Saturday, along with Chief Doan and Frank Lofreddo, to go over the fireworks background and plans for New Year's Eve at Depot Beach. The board discussed this topic in our meeting yesterday, and we support your plan.

We very much appreciate the emphasis on safety and all of the measures and precautions you are taking to protect the surrounding area, including our historic railroad depot.

Let me know when you are ready to proceed with the Hold Harmless Agreement, and I will sign it.

Sincerely,

Denise Fate, President
Charlevoix Historical Society

248.302.9758

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Charlevoix Groundhog Shadow Fest
DATE: November 16, 2015
PRESENTED BY: Tim Fore
ATTACHMENTS: Groundhog Shadow Fest Schedule of Events
Groundhog Shadow Fest East Park map

BACKGROUND INFORMATION:

Tim Fore and the Groundhog Shadowfest Committee are taking steps to organize the Charlevoix Groundhog Shadow Fest. The event will take place in downtown Charlevoix on February 5-7, 2016. The event will offer a direct economic benefit to community businesses by offering an enjoyable family activities in our downtown area. Local hotels and motels will be offering room discounts.

The preliminary schedule of events includes kid's games, snow sculptures, horse drawn carriage rides, free movie showings at Cinema III, a chili cook off, beer tent and music. The beer tent would be open from 12:00 to 7:00 p.m. The Committee is working closely with the CVB, DDA and the City's Police & Fire Chief and Manager's office to ensure a safe event.

As you know, City of Charlevoix City Code, Section 3.14 (alcoholic beverages—consumption prohibited in certain places) states:

It shall be unlawful for any person to consume alcoholic beverages in any part of any park which lies within one thousand (1,000) feet of U.S. Highway 31, except that such restriction does not extend to privately owned vessels moored in the yacht basin nor does it extend to any specific function authorized by the city manager, provided, however, that any person or persons or legal entity authorized to control any playground, recreational area or athletic field covered by this chapter which property is not owned, leased or rented by the City of Charlevoix, may extend authority to consume alcoholic beverages on said premises, upon written notification to the city manager.

RECOMMENDATION: City staff seeks Council's support of the Charlevoix Groundhog Shadow Fest and asks the City Council to authorize the City Manager to waive alcohol restrictions as outlined in City of Charlevoix City Code, Title III, Chapter 31, Section 3.14.

CHARLEVOIX GROUNDHOG SHADOW FEST

EVENTS - TIMES - LOCATIONS

ALL WEEKEND

SALES

DOWNTOWN RETAILERS

SNOW SCULPTURES

EAST PARK

FRIDAY

FESTIVAL REGISTRATION

3:30 PM - 6:00 PM

EAST PARK MAIN TENT

MOVIE "GROUNDHOG DAY"

4:00 PM

FREE @ CINEMA III

~~HORSE DRAWN WAGON RIDES~~

SATURDAY

PANCAKE BREAKFAST

8:00 - 9:45 AM

ELKS CLUB @ 104 MASON ST.

FESTIVAL REGISTRATION

9:30 AM

EAST PARK MAIN TENT

KICK-OFF CEREMONY

10:00 AM

EAST PARK MAIN TENT

MOVIE "GROUNDHOG DAY"

11:00 AM

FREE @ CINEMA III

CHILI COOK OFF

11:00 AM - 2:00 PM

EAST PARK MAIN TENT

KIDS GAMES

12:00 PM - 2:00 PM

EAST PARK OUTSIDE

BEER TENT

12:00 PM - ~~5:00 PM~~

EAST PARK - LIVE ENTERTAINMENT

MOVIE "GROUNDHOG DAY"

1:30 PM

FREE @ CINEMA III

Cartoons

COLD BUTT EUCHRE TOURNAMENT

2:00 PM

EAST PARK BEER TENT

PJ WEBER MAGIC SHOW

2:30 PM

CHARLEVOIX LIBRARY @ 220 W. Clinton St.

T.V. 7 & 4 WEATHER WALL

3:30 PM

CHARLEVOIX LIBRARY @ 220 W. Clinton St.

AWARDS PRESENTATION

4:45 PM

EAST PARK MAIN TENT

PETOSKEY STEEL DRUM BAND

5:00 PM - 7:00 PM

EAST PARK MAIN TENT

HORSE DRAWN WAGON RIDES

~~5:00 PM~~ - 8:00 PM

CORNER BRIDGE/MASON

ENTERTAINMENT

3:00 PM
EVENING

BARS & RESTAURANTS

**FREE SHUTTLE SERVICES SATURDAY 1:00 PM - 9:00 PM FROM
FESTIVAL EVENTS, HOTELS TO AND FROM**

**LIVE ENTERTAINMENT DOWNTOWN SATURDAY EVENING AT
THE FOLLOWING LOCATIONS:**

TOWN HOUSE

SCOVIES

WEATHERVANE

BRIDGE STREET TAP ROOM

Villager Pub

additional
East Park Tavern

757

Bridge St Tap Room

Bistro

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration of Grant Increase Request for South Pier Lighthouse

DATE: November 16, 2015

PRESENTED BY: Mary Adams, Lighthouse Committee
Mike Bergeon, Lighthouse Chair

ATTACHMENTS:

- (1) Letter from the Charlevoix Historical Society dated October 21, 2015
- (2) Charlevoix Historical Society Press Release
- (3) Letter from Michigan State Housing Development Authority State Historic Preservation Office (SHPO) dated October 29, 2015
- (5) Charlevoix City Council Resolution 2014-11-06
- (6) Proposed Resolution Amending Resolution 2014-11-06

BACKGROUND INFORMATION: The Charlevoix Historical Society is seeking the City's support to apply for a grant increase from the State of Michigan's State Historic Preservation Office (SHPO) to repaint the lighthouse. This increased grant and revised plan will allow the lighthouse to be painted summer of 2016, accelerating the previous schedule

The US Department of the Interior required us to restore the lighthouse to its period of significance in order to qualify for grant funds to restore the lighthouse. Mary Adams will be available to answer Council's questions on this issue.

The Charlevoix Historical Society earns funds for the lighthouse projects from lighthouse donations and its sale of a variety of lighthouse merchandise and apparel including polo shirts, hats and blankets.

We are proposing that the City's contact for the project will be City Manager Mark Heydlauff.

RECOMMENDATION:
Council designate City Manager Mark Heydlauff as the City's project contact person. Also, that Council adopt the attached resolution for a rehabilitation grant increase for the south pier lighthouse.



CHARLEVOIX HISTORICAL SOCIETY

Bridging our past with our future

Patrons:

Diamond (\$3000 or more)

Dr. Frank Korolney

Platinum (\$2000 - \$2999)

Mrs. Adrienne Ives
Craig & Deborah Mann
John S. Wilson

Gold (\$1000 - \$1999)

Mike & Rhea Dow
George Haggard
Paul & Sally Hoelderte
Ole Lyngklip/Time Warner
Villager Pub & Terry's Place
Paul & Linda Weston

Silver (\$500 - \$999)

Ace Hardware
Virginia Cash
Central Drug Store
Charlevoix Commercial Center
Self-Service Storage
Charlevoix State Bank
John & Phyllis Elzinga
Chip & Vicki Emery
Denise & Gary Fate
Don & Kay Helse
Don Kelly's Furniture Barn
Jack & Carolyn MacKenzie
Robert Pew
Barry & Karen Pierce
Lore Silberman
David & Judith Wilson

Bronze (\$350 - \$499)

Jim & Patti Aikin
Mr. & Mrs. Lawrence Allan
Keith & Barbara Bales
Harry Golski
Haggard's Plumbing & Heating
Elizabeth Hoffman
Ed O'Neill & Susan Kroll
Lisa Miller
Stafford's Hospitality
Don & Vicki Vaisin
Todd & Pam Wyett

Please support the businesses
that support us.

October 21, 2015

Charlevoix City Council
City of Charlevoix

Re: Update on Lighthouse Repainting Project

Dear Council members,

As you may recall, the Charlevoix Historical Society applied for two grants to repaint the South Pier Lighthouse last fall, a planning grant and a construction grant. The construction grant was approved in the amount of \$12,700.00. We proceeded with the planning and specification portion of the work this spring and summer. Now that we have a much better idea of which coatings to consider for use to achieve the best color retention and adhesion, we have prepared a press release to inform the public about the grant and the project. We are enclosing this press release for you to see in advance.

During the planning and specification phase, we discovered some additional work which is needed for the project. We also want to ensure that the painting can be done next summer. In order to meet this timeline, we decided to remove bidding of the contract administration from the grant.

We have just recently gone back to the State Historic Preservation Office to request a revision to the original grant amount to cover the additional work as well as the cost of the paint. A summary of these changes to the total project cost is attached.

While our share of the cost has increased \$8,800, we feel that these changes will enable us to make a sound decision on which coating to use, and that the process will yield good results for years to come. We have more than sufficient funds on hand to cover these expenses. Once this grant revision is approved, we will be coming back to City Council for a revised formal resolution as needed.

If you have questions, please contact me or Mary Adams, who is on the lighthouse committee (231-437-0301).

Sincerely,

Denise Fate, President
denise@chxhistory.com

cc: Mark Heydlauf

FOR MORE INFORMATION
Contact: Denise Fale
denise@chxhistory.com
231-547-0373

CHARLEVOIX HISTORICAL SOCIETY ANNOUNCES STATE HISTORIC PRESERVATION OFFICE GRANT FOR LIGHTHOUSE REPAINTING

PRESS RELEASE

OCTOBER 12, 2015

The Charlevoix Historical Society receives Lighthouse preservation funding to repaint South Pier Lighthouse Charlevoix, Michigan

The Charlevoix Historical Society has been awarded a Michigan Lighthouse Assistance Program grant in the amount of \$12,700.00 to repaint exterior red surfaces of the South Pier Lighthouse with red high performance, marine-grade paint. This is one of five historic Michigan lighthouses that were awarded grant funding for preservation in 2015. Recipient projects are chosen through a competitive application process and are required to contribute 50 percent of the grant amount as matching funds.

The Charlevoix South Pier Lighthouse was painted its historically significant red color in 2009 as the second phase of a major restoration which began in 2006 with grant funding obtained from Michigan Lighthouse Assistance Program.

Mary Adams, Lighthouse Committee member says: "We were very disappointed when the red pigment, used in paint at the time, immediately began to fade due to exposure. Although the paint adhesion has held up quite well, the fading has made repainting a necessity."

Over the past months, paint specialists undertook a rigorous assessment of various high performance coating products. Samples of several alternative coatings have been applied to the south-facing side of the lighthouse, which is the most impacted, to test for color retention and adhesion over the winter months. The Charlevoix Historical Society is very fortunate to have been offered the services of Magni Industries, the leader in corrosion protection, to test the products under review in their laboratories in Detroit.

A final decision on which coating products to use will be made in the spring, with the aim of painting in the summer of 2016.

The Charlevoix South Pier Lighthouse is owned by the City of Charlevoix, and maintained under an agreement with the City by the Charlevoix Historical Society. The US Coast Guard is responsible for operation and maintenance of the aids to navigation. For more information, or to learn how you can support on-going maintenance of the South Pier Lighthouse, please contact the Charlevoix Historical Society at 231-547-0373 or info@chxhistory.com.

###

Historical Society Board Presentation October, 2015

Charlevoix South Pier Lighthouse Repainting Project 2014 Grant Application			
<i>Project Updates as of October, 2015</i>			
Lighthouse Grant Application:	Grant	Match	Total
Repaint Red Exterior - Rehabilitation Grant			
Detailed Budget - Construction - as approved April 2014:			
Repaint exterior red surfaces of lighthouse	\$11,000	\$5,500	\$16,500
Bidding and CA services by Architect	\$1,700	\$850	\$2,550
Total Rehabilitation	\$12,700	\$6,350	\$19,050 *
Detailed Budget - Construction - Proposed Revised Grant:			
Repaint exterior red surfaces of lighthouse	\$11,000	\$5,500	\$16,500
Repaint black lantern exterior	\$1,680	\$840	\$2,500
Paint inspection services	\$2,665	\$1,335	\$4,000
Paint materials	\$1,665	\$835	\$2,500 *
Total Rehabilitation	\$16,990	\$8,510	\$25,500
Increase to Construction Grant:	\$4,290	\$2,160	\$6,450
Work and expense shifted from Construction Grant budget to CHS expense:			
Bidding and CA services by Architect	\$0	\$2,550	\$2,550
Additional work covered by CHS:			
Testing of Samples & Interior Maintenance	\$0	\$1,200	\$1,200
Exterior surface maintenance	\$0	\$400	\$400
Total Additional Construction Costs	\$0	\$4,150	\$4,150
Planning Grant	\$0	\$2,500	\$2,500
Total Planning and Construction Costs	\$16,990	\$15,160	\$32,150
over/(under) original Grant	\$4,290	\$8,810	\$13,100
* paint originally assumed to be donated by Sherwin Williams (value \$640), but paint selection was under review and excluded from grant budget			

D. Fate, 10/12/15



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

KEVIN ELSENHEIMER
EXECUTIVE DIRECTOR

October 29, 2015

Ms. Denise Fate, President
Charlevoix Historical Society
210 State Street
Charlevoix, MI 49720

Dear Ms. Fate,

The Michigan State Housing Development Authority (MSHDA), Michigan State Historic Preservation Office (SHPO), has received the Charlevoix Historical Society's (CHS) proposal requesting the 2015 Michigan Lighthouse Assistance Program (MLAP) grant award for the LH15-194 Charlevoix South Pier Lighthouse painting be revised to include an additional Four Thousand Two Hundred Ninety Dollars (\$4,290) in addition to the originally awarded amount of Twelve Thousand Seven Hundred Dollars (\$12,700) for a total project budget of Twenty Five Thousand Five Hundred Dollars (\$25,500) to cover a revised scope of work that will include paint inspection services and lantern repainting. In addition to these revisions, the updated scope of work will exclude construction administration services and In-Kind paint materials that were originally included in the CHS grant application and budget.

Upon further review of the CHS's letter dated October 13, 2015 and discussions with SHPO staff it has been determined that the proposal regarding a revision to the scope of work and increased grant award meets the intent of the MLAP grant requirements. SHPO concurs with the suggested changes for the LH15-194 Charlevoix South Pier Lighthouse grant project and will continue to work with CHS to administer the following revisions to the project scope of work and budget:

1. Remove construction administration services from the budget and scope of work shifting the designated funds toward the larger project total.
2. Include painting the Charlevoix South Pier Lighthouse lantern.
3. Include paint inspection services. For simplicity and to guarantee an adherence to the project timeline this service will not be competitively bid separately outside of the general contract. Instead the paint inspection service will be rendered through a subcontract with the contractor that is awarded following the MLAP competitive bid process.
4. Remove the Sherwin-Williams donated paint as materials to be used for this project and as an In-Kind matching source.
5. Include paint materials to be used for repainting the Charlevoix South Pier Lighthouse. CHS testing and research, sought and paid for outside of the grant, will determine the most effective materials.

The grant award and revised scope of work will be approved on the condition that the CHS Board submits a revised resolution authorizing the updated scope of work, revised MLAP grant amount of Sixteen Thousand Nine Hundred Ninety Dollars (\$16,990), and authorization for the increased match amount of Eight Thousand Five Hundred Ten Dollars (\$8,510). CHS must also submit financial match certification verifying the availability funds to cover a total project budget of \$25,500.

State Historic Preservation Office

Michigan Library and Historical Center • 702 West Kalamazoo Street • P.O. Box 30740 Lansing, Michigan 48909-8240
michigan.gov/shpo • 517.373.1630 • FAX 517.335.0348 • TTY 800.382.4568



SHPO looks forward to working with CHS in the rehabilitation of the Charlevoix South Pier Lighthouse. If you have any questions please contact Joelle Letts at 517-373-1904 and LettsJ1@michigan.gov.

Sincerely,



Brian Conway
State Historic Preservation Office
BDC:jyl

cc: Michelle Smay, Smay Trombley Architecture

The Charlevoix City Council met on Monday, November 17, 2014 with Mayor Gabe Campbell presiding. All Councilmembers were present. The following is an excerpt from the official records of said meeting:

IX. Resolutions

Motion by Councilmember Perron, second by Councilmember Kurtz, to adopt Resolution 2014-11-06, Charlevoix Historical Society South Pier Lighthouse Rehabilitation Grant Application, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-11-06
CHARLEVOIX HISTORICAL SOCIETY SOUTH PIER LIGHTHOUSE REHABILITATION GRANT APPLICATION**

- WHEREAS,** the Charlevoix Historical Society has entered into an agreement with the City of Charlevoix to restore, maintain and preserve the Charlevoix South Pier Lighthouse; and
- WHEREAS,** the Charlevoix Historical Society will file an application to the Michigan State Housing Development Authority State Historic Preservation Office (SHPO) for the Michigan Lighthouse Assistance Program (MLAP) in the amount of \$12,700.00 for a Rehabilitation grant for the Repainting the Red Exterior of the Charlevoix South Pier Lighthouse; and
- WHEREAS,** the Charlevoix Historical Society shall provide the matching funds totaling \$6,350.00 (which includes the value of the paint to be supplied by Sherwin-Williams) for a total project cost of \$19,050.00. The source of the matching funds shall be the Charlevoix Historical Society and Sherwin-Williams paint company; and
- WHEREAS,** the Charlevoix Historical Society will oversee the MLAP grant management and grant administration duties; and
- WHEREAS,** the Charlevoix Historical Society will receive and pay vendor invoices related to the grant project; and
- WHEREAS,** the Mayor and City Clerk from the City of Charlevoix are authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO; and
- WHEREAS,** the Charlevoix Historical Society acknowledges that the Michigan Lighthouse Assistance Program (MLAP) is an expense reimbursement program. The Charlevoix Historical Society authorizes expenditures in the amount of \$19,050.00 for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed to the Charlevoix Historical Society upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix as owner of the south Pier Lighthouse supports the Charlevoix Historical Society in the application for a Rehabilitation grant dated November 21, 2014.

RESOLVED this 17th day of November, A.D. 2014.

Resolution was adopted by the following yea and nay vote:

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

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2014-11-06 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on November 17, 2014, the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 11/18/2014


Jayce M. Golding, City Clerk

**CITY OF CHARLEVOIX
RESOLUTION NO. 2015-11-XX
CHARLEVOIX HISTORICAL SOCIETY
SOUTH PIER LIGHTHOUSE REHABILITATION GRANT REVISION (ref. RESOLUTION 2014-11-06)**

- WHEREAS,** the Charlevoix Historical Society has entered into an agreement with the City of Charlevoix to restore, maintain and preserve the Charlevoix South Pier Lighthouse; and
- WHEREAS,** the Charlevoix Historical Society will file a request to the Michigan State Housing Development Authority, State Historic Preservation Office (SHPO) for the Michigan Lighthouse Assistance Program (MLAP) for a revision to the rehabilitation grant originally awarded in the amount of \$12,700 for Repainting the Red Exterior of the Charlevoix South Pier Lighthouse (refer to Resolution 2014-11-06); and
- WHEREAS,** the grant awarded will be requested to be increased by \$4,290 to \$16,990 to cover an updated project scope of work to 1) remove construction administration services from the grant budget and scope of work, 2) include painting the South Pier Lighthouse lantern, 3) include paint inspection services, 4) remove the Sherwin-Williams donated paint as material to be used for this project and, 5) include paint materials determined to be the most effective for repainting the Charlevoix South Pier Lighthouse; and
- WHEREAS,** the Charlevoix Historical Society shall provide the matching funds in the amount of \$8,510 for a total project budget of \$25,500. The source of the matching funds shall be the Charlevoix Historical Society; and
- WHEREAS,** the Charlevoix Historical Society will oversee the MLAP grant management and grant administration duties; and
- WHEREAS,** the Charlevoix Historical Society will receive and pay vendor invoices related to the grant project; and
- WHEREAS,** the Mayor and City Clerk from the City of Charlevoix are authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO; and
- WHEREAS,** the Charlevoix Historical Society acknowledges that the Michigan Lighthouse Assistance Program (MLAP) is an expense reimbursement program. The Charlevoix Historical Society authorizes expenditures in the amount of \$25,500 for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed to the Charlevoix Historical Society upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix as owner of the South Pier Lighthouse supports the Charlevoix Historical Society in the request of this grant revision dated November 16, 2015.

RESOLVED this 16th day of November, 2015 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Food Truck Committee
DATE: November 16, 2015
PRESENTED BY: Mark L. Heydlauff
ATTACHMENTS: Letters of interest

BACKGROUND INFORMATION:

As you will recall, Council heard public comment and discussed the concept of creating a food truck committee. As I recall, Council wanted to create a seven-member committee: two each associated with food trucks; two each associated with bricks-and-mortar restaurants; and one each recommended by the DDA, the Planning Commission, and the Chamber of Commerce.

Below are the names of those persons from whom we have received letters of interest:

- Terry Left, Villager Pub & Terry's
- Julie Mann, Smoke on the Water
- Evan Chappuies, East Park Tavern
- Jami Miller, Pita Cruiser Food Truck
- Jessie May Burch
- Jill and Adam Kline, Pigs Eatin' Ribs

The Chamber of Commerce has recommended incoming Chamber Board Member Bob Jess serve on the committee. Planning Commission Member Julee Roth volunteered to represent that group on the committee. Maureen Owens from DDA's Main Street Promotions Team.

I would recommend Council give the Committee a suggested timeline to give Council a written recommendation.

RECOMMENDATION: Appoint a Committee as Council may wish and give them any instructions deemed appropriate

RECEIVED

OCT 22 2015

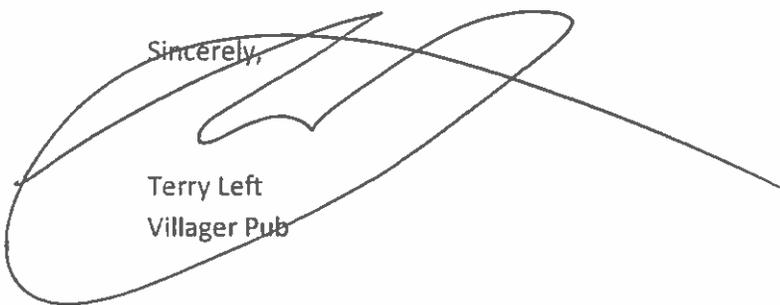
CITY OF CHARLEVOIX

October 21, 2015

City Council Members,

As a brick and mortar restaurant owner, I am very interested in being on the committee regarding the food trucks.

Sincerely,



Terry Left
Villager Pub

RECEIVED

OCT 23 2015

CITY OF CHARLEVOIX

October 21, 2015

City Council Members,

As a brick and mortar restaurant owner, I am very interested in being on the committee regarding the food trucks.

Sincerely,

A handwritten signature in cursive script that reads "Julie A. Mann". The signature is written in black ink and is positioned above the printed name.

Julie Mann

Smoke On The Water

Linda Weller

From: Mark Heydlauff
Sent: Tuesday, November 10, 2015 3:20 PM
To: Linda Weller
Subject: FW: Food Truck Committee

Would you put this with our food truck committee file please?

MH

Mark L. Heydlauff
City Manager

City of Charlevoix

From: Evan Chappuies [<mailto:evan@eastparktaVERN.net>]
Sent: Friday, November 06, 2015 4:22 PM
To: Mark Heydlauff
Subject: Re: Food Truck Committee

Hi Mark,

I would be interested in serving on the committee regarding food trucks in Charlevoix. I am probably the only restaurant in favor of food trucks in the community as long as we restrict area, time of day, and dates. Let me know if I can be of service. Thank You!

-Evan Chappuies

On Thu, Nov 5, 2015 at 9:43 AM, Mark Heydlauff <markh@cityofcharlevoix.org> wrote:

Evan-

As you may have heard, the City Council would like to put together a committee comprised of restaurants, food trucks, and other interested parties to study the question of where and how food trucks would be appropriate in Charlevoix. Specifically, Council asked me to reach out to restaurant owners to consider serving on the committee. If you would be interested, please send me a brief note of interest and I will pass it along to them. If you have questions, don't hesitate to contact me.

MH

Pita Cruiser Food Truck
P.O. Box 223
Charlevoix, MI 49720

October 12, 2015

Charlevoix City Manager's Office
210 State St.
Charlevoix, MI 49720

Dear Mr. Heydlauff:

I am writing to volunteer to be apart of the group to discuss Food Vendors in the City. I own Pita Cruiser Food Truck and am very interested in being apart of incorporating Food Vendors into our community.

I am local to Charlevoix. Born and raised, and currently own 2 businesses with my husband in this community. Since I have opened my food truck I have had to work with other local communities to be able to vend there. I have knowledge of what they are doing for mobile vendors. I feel that the communities around us are a better comparison to what Charlevoix may want to incorporate, rather than the communities from lower Michigan that where brought before the City Council Board on October 5, 2015.

Thank You for your consideration. I look forward to hearing from you!

Sincerely,

Jami Miller
Pita Cruiser Food Truck
1-231-645-7655

Linda Weller

From: jessiemayburch@yahoo.com
Sent: Friday, October 09, 2015 9:50 AM
To: Linda Weller
Subject: Food vendor discussion group

Sent from my LG G4, an AT&T 4G LTE smartphone

Hi there,

My name is Jessie Burch and I am a local chef. I grew up in Charlevoix and now live in East Jordan. I would very much like to participate in this discussion. I have worked for and operated many brick and mortar restaurants in the area, including my family's restaurant Murray's in East Jordan, and I'm now considering purchasing a food truck. Please let me know when the group will be gathering. This discussion will directly be affecting my professional future - thank you so much!

Jessie May Burch

Sent from my LG G4, an AT&T 4G LTE smartphone



Pigs Eatin' Ribs, LLC

October 13, 2015

Pigs Eatin' Ribs, LLC

13099 Cedar St

Charlevoix, MI 49720

Re: food truck allowance

To Whom It May Concern:

We are writing to express our interest in joining a committee to help design and adopt an ordinance for food trucks in Charlevoix. We are 'brick and mortar' business owners in Charlevoix and we also own and operate 4 food trucks throughout Northern MI, as well as one of the largest catering operations in the north. We were involved with the ordinance meetings in Traverse City when they were sorting through their food truck ordinance.

As business owners that pay Charlevoix city taxes, as well as operate food trucks we have a great middle ground understanding of what could and could not work well for this town while keeping the best interest for the city in mind. Charlevoix's integrity is in our best interest, and we will work hard to keep it.

Please do not hesitate to contact us with any questions.

Best Regards,

Jill and Adam Kline

231-340-0065

231-340-0239

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Capacity and Energy Purchase

DATE: November 16, 2015

PRESENTED BY: Don Swern

ATTACHMENTS: none

BACKGROUND INFORMATION:

The City's future power supplies are controlled by the Michigan Public Power Agency (MPPA) Risk Management Policy and the associated Hedge Policy for Charlevoix. These policies were approved by Council in 2011. The City owns small portions of several power plants which supply our base power needs. To fill in the gaps left after using up what we own, we purchase contracts for future power supplies to fit our prediction of future loads.

The policies instruct MPPA to keep our future purchases within a range of acceptable prices, aiming for future price stability. In order to accomplish this we buy contracts for future blocks of capacity and energy, thus locking in our prices as much as practical for the next five years or so. If we did not do this we would be subject to whatever the market prices are in the future and that leaves us with too much risk (of having to pay higher prices).

At this time we need to purchase several blocks of energy to lock in future prices for 2016. MPPA has recommended purchasing the following:

Month	Days per Month	Volume (MW)	7x24		Total Max. Cost
			Hours per Day	Max. Price per MWh	
Mar-16	31	1.4	24	\$40.00	\$41,664.00
Apr-16	30	2.2	24	\$39.00	\$61,776.00
May-16	31	1.1	24	\$37.00	\$30,280.80
Jul-16	31	0.4	24	\$41.00	\$12,201.60
Aug-16	31	0.4	24	\$40.00	\$11,904.00
Dec-16	31	0.4	24	\$40.00	\$11,904.00
				Total	\$169,730.40

5x16					
Month	Days per Month	Volume (MW)	Hours per Day	Max. Price per MWh	Total Max. Cost
Mar-16	23	1.9	16	\$44.00	\$30,764.80
Apr-16	21	3.8	16	\$43.00	\$54,902.40
May-16	21	1.1	16	\$42.00	\$15,523.20
Jul-16	20	0.6	16	\$52.00	\$9,984.00
Aug-16	23	0.3	16	\$46.00	\$5,078.40
Dec-16	21	0.3	16	\$45.00	\$4,536.00
				Total	\$120,788.80
				Grand Total Not to Exceed:	\$290,519.20

These prices are the best available and it is felt prudent to lock them in now to avoid any unpleasant surprises.

RECOMMENDATION:

It is recommended that Council consider a motion for approval to spend up to a maximum of \$290,519.20 to purchase blocks of energy as listed for the year 2016.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Pole Truck Purchase

DATE: November 16, 2015

PRESENTED BY: Don Swem

ATTACHMENTS: Altec Quote

BACKGROUND INFORMATION: The Electric Department is in need of a new Pole Truck (also called a Digger/Derrick). Our existing truck is a 1999, and it has some serious issues and needs to be replaced. This council item is presented to get approval to replace the existing truck.



1999 Pole Truck currently in use

The replacement Pole Truck is available through the MiDEAL program. The State of Michigan receives bids and negotiates contracts for various items which can then be purchased by local governments at state rates through MiDEAL. You will find the Altec quote reflecting MiDEAL pricing attached;

The bid price for the truck with optional radio remote control is \$214,873.00. (The remote control unit allows the operator to get in any

position that is better to see the work, which is much safer around energized power lines). The truck was budgeted for this year for \$140,000. Since the truck will not be paid for until well into the next budget year I will be asking council to carry over the truck budget and add \$75,000 to it for this vehicle purchase.

RECOMMENDATION: Authorize purchase of the new Pole Truck from Altec for a price not to exceed of \$214,873.00



October 30, 2015
Our 86th Year

Ship To:
CITY OF CHARLEVOIX
401 W. Carpenter
CHARLEVOIX, MI 49720
US

Bill To:
CITY OF CHARLEVOIX
210 STATE STREET
CHARLEVOIX, MI 49720-0000
United States

Attn:
Phone:
Email:

Attec Quotation Number: 300667 - 1
Account Manager: Andrew M Johnson
Technical Sales & Support: Tod Jackson

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Unit</u>		
1.	ALTEC Model DM45B; 45 foot Digger Derrick with hydraulic extending full capacity intermediate and upper booms. Built in accordance with standard specifications and to include the following features:	1	
	A. Pole Setting Sheave Height: 44.4 feet		
	B. Maximum Horizontal Reach from centerline of rotation: 35.0 feet		
	C. Digging Radius from centerline of rotation: 16.0 to 24.8 feet		
	D. Lift Capacity at 10 Ft. Radius: 12,970 lbs. (Without optional equipment installed). See complete load chart for capacities with installed options.		
	E. Boom Articulation: -20 to 80 degrees		
	F. Continuous Rotation with high capacity worm gear drive gearbox		
	G. Insulated, 46 KV and below		
	H. Hydraulic Overload Protection (HOP) System: activates when the unit is exposed to an overload condition. System prevents actuation of all functions that could increase the overload condition. System automatically resets when overload condition is relieved. Overload protected functions include:		
	- Boom Lower		
	- Intermediate Boom Extend		
	- Third Stage Boom Extend		
	- Winch Raise		
	- Digger Dig		
	I. Load Indicator Gauge: located at the main control panel, displays the percentage of total allowable lifting capacity being utilized. By use of this gauge, the operator is aware of the hydraulic and structural design rating of the derrick and proximity to the limits during operation.		
	J. Electronic Controls: Intuitive electronic controls with superior metering. Includes a diagnostic port which by connecting a handheld service tool, provides troubleshooting code readouts and the ability to calibrate function speeds and control sensitivity. Electric controls eliminate the risk of high pressure hose leaks near the operator and leak points are minimized throughout the machine.		
	K. Manual override of electronically controlled boom, winch, and digger functions at the main control valve		
	L. Standard/Low Speed Selector: Allows operator to select standard or low function speed operation. When in standard mode, each function operates at normal		

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	speeds. When in low speed, the maximum operational speed of each function is slower providing finer feathering capability. The function is separate from engine throttle control.		
M.	Remote Control Retrofitable: Control system includes single quick connect plug for quick and easy installation of radio remote control system in the field upon request (if not already equipped).		
N.	Proportional Hydraulic Control System: Closed Center Hydraulic control valve for boom, winch, and digger functions are operated and controlled by a proportional pilot system which provides full metering and feathering characteristics.		
O.	Hydraulic System: Closed Center hydraulic system with maximum flow of 43 gpm for simultaneous operation of multiple functions. Flow is provided by a variable displacement, pressure compensated, piston pump. This 'flow on demand' system optimizes the overall system efficiency. System is designed with compensators in each valve section for smooth transitions between functions. Maximum system pressure is 3000 psi. Because flow is provided by a single source (piston pump), maximum flow is available to any combination of functions including simultaneous operation of the boom and digger/winch functions and flow combining is not necessary.		
P.	Fiberglass hydraulic upper boom and boom tip with provision for platform attachment.		
Q.	Transferable Hydraulic Pole Guides and Steel Boom Flares at the boom tip with adjustable alignment guides. Pole guides are hydraulically powered for open, close, and tilt.		
R.	Pole Guide Tilt Interlock: Prevents the upper boom from extending when the transferable guides are attached to the intermediate boom until the proximity sensors detect that the guides are tilted all the way up and out of the way.		
S.	Bearings: All extending booms utilize self lubricating, low friction, slide bearings.		
T.	Boom Stow Protection System: A proximity switch on main boom detects the boom support as the boom is being stored and limits the boom down function to avoid excessive down force into the stow.		
U.	Auger Stow Protection: Limits the upward travel of the auger as it reaches the top of the auger stow latch to prevent an overstow condition.		
V.	Two-part load line attachment point on the intermediate boom		
W.	Unit is painted with a powder coat paint process which provides a finish-painted surface that is highly resistant to chipping, scratching, abrasion and corrosion.		
X.	Structural Warranty: all of the following applicable major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, subbases and turntables.		
Y.	Manuals: Two (2) operator and Maintenance/Parts manuals		
2.	Rear mount pedestal	1	
3.	Rear Mount - Traditional Control Seat, installed on curb side of turntable, includes single control station	1	
4.	Turntable Mounted Winch	1	
5.	Winch: Normal Speed with 15,000 lbs. bare drum capacity.	1	
6.	Digger, Two-Speed Mechanical Shift, 12,000 ft-lbs. Includes a rapid reversing shake feature for quick and convenient cleaning of dirt from the auger and all of the components necessary to operate digger, installed.	1	
7.	2.50 in Hex Output Shaft With 2.50 in Hex Extension Shaft	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
8.	Digger Storage: located on the Street Side (Normal) (NOTE: for behind the cab mount derricks, the digger will be located on the curbside) Nylon auger wind up strap included.	1	
9.	Derrick is Rated for Platform Use: Unit is designed and tested for combined use as a digger derrick and personnel handler per ANSI standards.	1	
10.	No Derrick Tong Protectors	1	
11.	Foot throttle.	1	
12.	No hard wired upper controls and NO TOOL CIRCUIT at boom tip	1	
13.	Standard Hydraulic Side Load Protection: relieves overload conditions by allowing rotation system to back drive.	1	
14.	Code 450 Outriggers, A-frame, folding shoe, 153 maximum spread, for use as auxiliary or primary outriggers	1	
	A. Maximum Spread: 153 inches measured from centerline of shoe pins		
	B. Penetration at maximum extension: 6.5 inches (for standard installation on a 40 inch frame height)		
	C. Standard Shoe Dimensions: 14 x 15.25 inches		
	D. Hydraulic Outrigger Control Valves		
	E. Outrigger/Unit Selector Control: Reduces the potential for inadvertent outrigger movement during machine operation if outrigger controls are bumped.		
	F. Outrigger motion alarms		
	G. Outrigger Interlocks: will not allow the unit to be operated until the outriggers have been at least partially deployed.		
15.	Code 41: Outriggers, A-frame, fixed shoe, 149 maximum spread, for use as auxiliary outriggers only, includes:	1	
	A. Maximum Spread: 149 inches to outer edge or shoes		
	B. Penetration at maximum extension: 6.75 inches (for standard installation on a 40 inch frame height)		
	C. Standard Shoe Dimensions: 12 x 12 inches		
	D. Hydraulic Outrigger Control Valves		
	E. Outrigger/Unit Selector Control: Reduces the potential for inadvertent outrigger movement during machine operation if outrigger controls are bumped.		
	F. Outrigger Interlocks: Will not allow the unit to be operated until the outriggers have been at least partially deployed.		
<u>Unit & Hydraulic Acc.</u>			
16.	Unit Installation Components.	1	
17.	Carbide Teeth Auger, 18" Dia., With 2-1/2" Hex X 104" Long	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
18.	Custom Winch Rope 1 1/8 Inch x 115 feet, 15,000 pound rating, installed.	1	
19.	Load Line Swivel Hook, 8-1/2 Ton (Crosby)	1	
20.	DL/DM Series Derrick Subbase (Rigid) Subbase to have a stop at 11' 6".	1	
21.	Subbase Storage With Drop Down Door (Paddle Latch) At Rear	1	
22.	Reservoir, 60 Gallon, (Altec Standard) Mounted near the unit pedestal.	1	
23.	Terresolve Biodegradable Hydraulic Oil	75	
24.	Piston Pump, Pressure Compensated, right hand rotation, provides 43 gpm max system flow at 3000 psi max system pressure	1	
25.	Hot shift PTO for automatic transmission	1	
26.	Muncie PTO (Altec Standard)	1	
27.	Winch Recovery Option, Winch Operates In Neutral, First And Reverse (Automatic Transmissions Only) PTO is allowed to engage in Neutral, First and Reverse (Winch Recovery). When Park Brake is applied, chassis is forced to Neutral (normal machine operation). PTO will disengage when RPM limits are exceeded (chassis speed of approximately 5 mph).	1	
28.	Braden PD18 Hydraulic Front Winch And Bumper Package. 20,000 LB Planetary, Single-Speed Winch With Tool Box And RH Extended Shaft	1	
29.	200' Of 1/2" Winch Cable	1	
30.	Quick Hook (5 TON)	1	
31.	Winch Controls, Dual Location (In-Cab And Remote Mounted), Air, Single Axis Control Levers (Semi-Meterable) Controls at the winch are to have a protection guard installed.	1	
32.	Custom Hydraulic Winch Controls Winch 2 speed function to be achieved by using a toggle switch and increasing the engine RPM's.	1	
33.	Cathead, General Purpose Capstan Head (Aluminum)	1	
34.	Collapsible Reel (CR Reel)	1	
35.	Spring Loaded Hose Reel, 50 FT Hose Capacity Reel to be installed at the curb side rear of the truck.	1	
36.	Install Tool Circuit For Hose Reel Installation, Below Rotation (Male Pressure, Female Return)	1	
37.	40' Conductive Hose Kit, Black, Includes Quick Disconnects and Dust Caps (Male Pressure, Female Return)	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
38.	Set Of 8' Hoses And Couplings For Hydraulic Tools	1	
39.	Stanley Pole Tamper, 3' Handle With Valve (Requires 3-9 GPM, 1000-2000 PSI)	1	
40.	Pole Puller Assembly With 5/8" Chain And Puller Plate	1	
41.	Pole Puller Storage Bracket Mounted on the curb side front outrigger.	1	
42.	Additional Synthetic Rope Sling (DL/DM)	1	
43.	Screw Anchor Wrench Kit, 10,000 LB, For 1-3/8 Anchors, 2-1/2 Hex (Includes Locking Dog, Kelly Bar Adapter, And Wrench) .	1	
44.	Screw Anchor Wrench Kit, 15,000 LB, For 1-1/2" Anchors, 2-1/2" Hex (Includes Locking Dog, Kelly Bar Adapter, And Wrench)	1	
<u>Body</u>			
45.	Altec Body	1	
46.	Steel Body	1	
47.	Platform/Flatbed	1	
48.	Body Is To Be Built In Accordance With The Following Altec Standard Specifications:	1	
	A. Basic Body Fabricated From A40 Grade 100% Zinc Alloy Coated Steel.		
	B. All Doors Are Full, Double Paneled, Self-Sealed With Built-In Drainage For Maximum Weather-Tightness. Stainless Steel Hinge Rods Extend Full Length Of Door.		
	C. Heavy-Gauge Welded Steel Frame Construction With Structural Channel Crossmembers And Tread Plate Floor.		
	D. Integrated Door Header Drip Rail At Top For Maximum Weather Protection.		
	E. Fender Panels Are Either Roll Formed Or Have Neoprene Fenderettes Mechanically Fastened.		
	F. Steel Treated For Improved Primer Bond And Rust Resistance.		
	G. Automotive Type Non-Porous Door Seals Fastened To The Door Facing.		
49.	150" Estimated Flatbed Length (Engineering To Determine Final Length)	1	
50.	3/16" Treadplate Floor	1	
51.	96" Body Width	1	
52.	94 Inch Body Width	1	
53.	Gelcoat Finish Entire T-Box/Saddle Box. NAV 2303 Red	1	



<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
54.	Undercoat Body	1	
55.	E-Coat Body (Not Available On Aluminum Bodies)	1	
56.	4 High Flatbed (No Cross Storage Available)	1	
57.	Gripstrut Recessed Flatbed Curbside Access Steps With Two (2) U-Shaped Grab Handles	1	
58.	Outrigger Cutout Required	1	
59.	Unit Cutout Required	1	
60.	Light Channels Installed At Rear Of Flatbed	1	
61.	Notch Outside Rails for Tire Clearance	1	
62.	Additional Body Option Drop-in 2 in x 6 in black composite boards with removable retention pins, entire perimeter.	1	
63.	Altec Osceola T-Box/Saddle Box	1	
64.	Fiberglass T-Box/Saddle Box	1	
65.	Standard Doors With Door Post(s) And Partitions Between Compartments	1	
66.	Custom T-Box/Saddle Box Option S-44 type.	1	
67.	Custom T-Box/Saddle Box Length 44 in	1	
68.	46 Inch Body Compartment Height	1	
69.	18 Inch Body Compartment Depth	1	
70.	Rope Lights (LED) Around Top And Sides Of Compartment Door Facings	2	
71.	Stainless Steel Rotary Paddle Latches With Keyed Locks	2	
72.	Gas Shock (Gas Spring) Rigid Door Holders On All Vertical Doors	1	
73.	No Master Body Locking System Required	1	
74.	1st Vertical (CS) - Adjustable Shelf With Removable Dividers On 4 Inch Centers	4	
75.	2nd Vertical (CS) - Locking Swivel Hook(s) On A Fixed Rail (Left Wall) Mounted as high as possible	2	
76.	2nd Vertical (CS) - Locking Swivel Hook(s) On A Fixed Rail (Rear Wall) Mounted as high as possible	2	
77.	2nd Vertical (CS) - Locking Swivel Hook(s) On A Fixed Rail (Right Wall) Mounted as	2	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	high as possible		
<u>Body and Chassis Accessories</u>			
78.	ICC (Underride Protection) Bumper Installed At Rear	1	
79.	Custom Rear Bumper 12? GripStrut steps mounted on both sides of truck. Step to have trailer cutout for clearance. Mount at approximately 23? Step-up height.	1	
80.	Combination 2 Ball (10,000 LB MGTW) And Pintle Hitch (16,000 LB MGTW) Pintle hook to be mounted 22 in +/- 1 in from the ground to the load bearing surface.	1	
81.	Set Of D-Rings for Trailer Safety Chain, installed one each side of towing device mount.	1	
82.	Rubber Belted Step Mounted Beneath Side Access Steps (Installed To Extend Approx. 2" Outward)	1	
83.	Riding Seat Access Step (For Derricks)	1	
84.	Plastic Outrigger Pad, 18" x 18" x 1", Black With Handle	4	
85.	Outrigger Pad Holder, 20" L x 20" W x 3" H Front - 5" H Rear (Sloped), Fits 19.5" x 19.5" x 2" and Smaller Pads, Bolt-On, Bottom Washout Holes, 3/4" Lip Retainer Installed 2 per side near the outriggers under the flatbed.	4	
86.	Pendulum Retainers For Outrigger Pad Holders	7	
87.	Mud Flaps With Altec Logo (Pair)	1	
88.	Mud Flaps At Front Axle	1	
89.	Wheel Chocks, Rubber with Metal Hairpin Style Handle, 9.75" L X 7.75" W X 5.00" H (Pair)	1	
90.	Wheel Chock Holders (Pair), For Installation Under Flatbed Or Dump Body	2	
91.	Slope Indicator Assembly For Machine With Outriggers	1	
92.	Custom Pole Rack Install on the Street Side of the truck. Rack to be approximately 16? ID and have two 16?H sides to keep pole from moving. Use semi-truck style ratchet straps that are operational from the ground.	1	
93.	Custom Fire Extinguisher Ten-pound fire extinguisher with mounting bracket and protective cover, installed on the front body bulkhead Curb Side.	1	
94.	Triangular Reflector Kit, Installed Mounted in the chassis cab behind the passenger's seat.	1	
95.	Sight Rods, Nylon, Fluorescent Orange (Pair) Installed on the front winch.	1	
96.	Vinyl manual pouch for storage of all operator and parts manuals	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
97.	Additional Body/Chassis Accessory Tow Hooks to be installed on the front winch, 1 per side.	1	
98.	Additional Body/Chassis Accessory Truck to be built per the work order, DEPS does not apply.	1	
<u>Electrical Accessories</u>			
99.	Lights and reflectors in accordance with FMVSS #108 lighting package. (Complete LED, including LED reverse lights)	1	
100.	Altec Standard Amber LED Strobe Light with Brush Guard Mounted 1 each side of the boom rest. Lights to have a separate on/off switch in the cab.	2	
101.	4-Corner Strobe Lighting, Amber LED Lights to have a separate on/off switch in the cab.	1	
	A. Two (2) Surface Mounted Lights in Front Grille		
	B. Two (2) Round Grommet Mounted Lights at Rear		
102.	Custom Flood Light LED work Flood lights, 1 mounted on the boom rest facing the cargo area and 1 mounted at the rear of the truck facing the rear. Lights to be manually adjusted, have on/off switch on the light and master on/off switch in chassis cab.	2	
103.	Dual Tone Back-Up With Outrigger Motion Alarm	1	
104.	Altec Standard Multi-Point Grounding System	8	
105.	Grounding Reel, Automatic Retracting, Hannay - Holds #2 GA, #1/0 GA (Max 75'), Or #2/0 GA Cable (Max 65') Mounted at the curb side rear of the tailshelf.	1	
106.	Grounding Cable, 1/0 GA Yellow Jacketed Cable	50	
107.	Copper U Shaped Grounding Lug (Threaded) Mounted 1 at the curb side rear and 1 at the curb side front.	2	
108.	Grounding Clamp, Aluminum C-Clamp Style With Serrated Jaws (Includes Ferrule and Heat Shrink Tubing)	1	
109.	PTO Hour Meter, Analog, with 100,000 Hour Display	1	
110.	6-Way Trailer Receptacle (Pin Type) Installed At Rear	1	
111.	Electric Trailer Brake Controller (Tekonsha Voyager #9030)	1	
112.	Power Distribution Module Is A Compact Self-Contained Electronic System That Provides A Standardized Interface With The Chassis Electrical System. (Includes Operator's Manual)	1	
113.	Install Remote Start/Stop system in Final Assembly.	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
114.	Install Two Speed Throttle System.	1	
115.	Install Outrigger Interlock System	1	
116.	Altec Modular Panel System (AMPS) - Includes Mounting Panel and Accessory Switches	1	
117.	Additional Electrical Accessory 2 LED Whelen perimeter lights, One mounted near upper strobes on each side. To be mounted near outer edge of body to reduce shadows. Master on/off switch located in chassis cab.	1	
118.	Additional Electrical Accessory 2 LED Flood Work/Reverse lights, located in the rear chassis frame rails, facing the rear of the truck. Lights to automatically illuminate in reverse and to have a separate on/off toggle switch in the chassis cab to use as a worklight.	1	

Finishing Details

119.	Finish Paint Body Accessories Above Body Floor Altec White	1	
120.	Altec Standard; Components mounted below frame rail shall be coated black by Altec. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, D-rings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc. Components mounted to under side of body shall be coated black by Altec. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders.	1	
121.	Apply Non-Skid Coating to all walking surfaces	1	
122.	English Safety And Instructional Decals	1	
123.	Vehicle Height Placard - Installed In Cab	1	
124.	Placard, Terresolve Biodegradable Hydraulic Oil	1	
125.	Dielectric test unit according to ANSI requirements.	1	
126.	Stability test unit according to ANSI requirements.	1	
127.	DOT Certification Required Plant 47 to complete.	1	
128.	Delivery Of Completed Unit	1	
129.	Inbound Freight	1	
130.	Non-Focus Factory Build	1	
131.	Additional Finishing Detail Travel Height must not exceed 12 ft.	1	
132.	DM45B-TR FA Installation	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Chassis</u>		
133.	Chassis	1	
134.	Altec Supplied Chassis	1	
135.	2016 Model Year	1	
136.	International 4300	1	
137.	4x2	1	
138.	120 Clear CA (Round To Next Whole Number)	1	
139.	Regular Cab	1	
140.	Chassis Cab	1	
141.	Set Back Axle	1	
142.	Other Chassis Color	1	
143.	Chassis Wheelbase Length - 193 inch	1	
144.	Cummins ISB	1	
145.	260 HP Engine Rating	1	
146.	Allison 3500 RDS Automatic Transmission	1	
147.	GVWR 35,000 LBS	1	
148.	14,000 LBS Front GAWR	1	
149.	Auxiliary Springs Installed On Front Axle	1	
150.	21,000 LBS Rear GAWR	1	
151.	12R22.5 Front Tire	1	
152.	11R22.5 Rear Tire	1	
153.	Air Brakes	1	
154.	Park Brake In Rear Wheels	1	
155.	07BEM - International Recommended Exhaust (Right-Horizontal-Undercab-Horizontal) SCR	1	
156.	12VZA - International PTO Throttle Wiring	1	



<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
157.	International Heavy Duty Tail Light Wiring (08HAB)	1	
158.	International Transmission Dipstick Relocated to RH Side Of Transmission (13WGH)	1	
159.	No Prewire Chassis	1	
160.	No Idle Engine Shut-Down Required	1	
161.	No California Emission Requirements	1	
162.	15SXJ - International 50 Gallon Fuel Tank Non-Polished (Under Cab Left Hand)	1	
163.	15WCN - International 5 Gallon DEF Tank (Under Cab Left Hand)	1	
164.	120,000 Yield Strength (PSI)	1	
165.	3 Chassis Batteries	1	
166.	1250 CCA Minimum	1	
167.	Battery Under Cab Left Hand	1	
168.	Air Ride Drivers Seat	1	
169.	Air Ride Passenger Seat	1	
170.	Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty	1	
			Chassis \$68,986.00
			Unit & Body <u>\$137,037.00</u>
		Total	\$206,023.00

Option:
1. Radio Remote Controls with a battery charger, and an out of dock indicator in the chassis cab.
Add: \$8,850.00

Altec Industries, Inc.

BY _____
Tod Jackson

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Airport Audit Agreed Upon Procedures

DATE: November 16, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Email discussion between staff and Ms. Eustice

BACKGROUND INFORMATION:

Some Council members have expressed an interest to have a specialized audit performed on certain aspects of the Airport. Such an audit would provide analysis of organizational changes over the past few years- specifically the change from private management to City management. The audit would also look for any ways to improve operational practices and methods to improve financial performance. Staff discussed this concept with Annette M. Eustice, CPA, CGFM of Rehmann (the firm who conducts our annual audit). She suggested the following:

- Start with a simplified financial analysis of the Airport for the past 7 years (record retention policy). This would provide a spreadsheet documenting the revenues and expenses (possibly by revenue source and expense category). That would let you know what the income/loss has been and the nature of the revenues and expenses incurred.
- To address concerns regarding policies and procedures, I suggest you contract for some agreed-upon consulting procedures. As we discussed a couple of months ago, these procedures could be designed based on collaboration with the management team, but I would suggest the following be considered:
 1. Document - likely in organizational chart format - the staffing responsibilities of those involved with the Airport.
 2. Document the internal control procedures utilized by the Airport for the collection and recording of each revenue source, the purchase and payments policy for each expenditure.
 3. Select a specified number of transactions dated within a one year span (calendar 2015, for example) and walk them through the procedures described in #1 to ensure they are being appropriately implemented.

These procedures would give you a confidence level with the procedures currently being employed or a listing of weaknesses or deficiencies that need to be addressed.

- Once that information has been reviewed with management and Council, together you could determine if a strategic plan should be developed regarding the operation and viability of the Airport, who should own the Airport, who should manage it, etc. That process may require that we call in municipal management, airport management from other cities, the city planning commission, etc.
- The fees for preparing the financial analysis and doing the agree-upon consulting procedures would be billed at \$125 per hour. The time required will depend on the number of internal control transactions you would like tested, but I believe we could estimate 40-50 hours. The deliverables would be the financial analysis spreadsheet, the organizational chart, systems documentation and the results of the testing of the transactions selected in the form of a consulting summary report.

RECOMMENDATION: Approve Rehmann's proposal for preparing the financial analysis and doing the agreed-upon consulting procedures at a rate of \$125 per hour (based on an estimated 40-50 hours to complete).

Kelly McGinn

From: Annette Eustice [Annette.Eustice@rehmann.com]
Sent: Tuesday, November 10, 2015 10:53 AM
To: Kelly McGinn
Subject: FW: Airport Audit

Hi Kelly,

I have reviewed your information below and contemplated the comments made at the Council meeting I attended. I cannot speak for any Council member or member of management as to what their needs are, but may be able to offer some assistance in assessing the policies and procedures at the airport and past history of financial performance. If after these questions have been answered, you still felt there was questions regarding whether the City should own the airport, who should manage the airport, etc., I could suggest one of our Governmental Consultants assist you.

Consider starting with a simplified financial analysis of the airport for the past 7 years (record retention policy). This would provide a spreadsheet documenting the revenues and expenses (possibly by revenue source and expense category). That would let you know what the income/loss has been and the nature of the revenues and expenses incurred. Secondly, to address concerns you may have regarding policies and procedures, I would suggest you contract for some agreed-upon consulting procedures. As we discussed a couple of months ago, these procedures could be designed based on collaboration with the management team but I would suggest the following be considered.

1. Document - likely in organizational chart format - the staffing responsibilities of those involved with the airport.
2. Document the internal control procedures utilized by the Airport for the collection and recording of each revenue source, the purchase and payments policy for each expenditure.
2. Haphazardly select a specified number of transactions dated within a one year span (calendar 2015, for example) and walk them through the procedures described in #1 to ensure they are being appropriately implemented.

These procedures would give you a confidence level with the procedures currently being employed or a listing of weaknesses or deficiencies that need to be addressed.

Once that information has been reviewed with management and Council, together you could determine if a strategic plan should be developed regarding the operation and viability of the airport, who should own the airport, who should manage it, etc. That process may require that we call in municipal management and airport management from other cities, the city planning committee, etc.

Our fees for preparing the financial analysis and doing the agree-upon consulting procedures would be billed at \$125 per hour. The time required will depend on the number of internal control transactions you would like tested, but I believe we could estimate 40-50 hours. The deliverables would be the financial analysis spreadsheet, the organizational chart, systems documentation and the results of the testing of the transactions selected in the form of a consulting summary report.

I hope this has addressed your question and provided you with a fee structure that is appropriate to your request. Please let me know your thoughts.

Annette M. Eustice, CPA, CGFM
Principal

Rehmann Robson
902 South Huron Street
PO Box 250
Cheboygan, MI 49721
Phone: 231.627.8381
Cell: 231.290.2780
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Email: annette.eustice@rehmann.com
Linkedin: www.linkedin.com/pub/annette-eustice
www.rehmann.com

Business wisdom delivered

-----Original Message-----

From: Kelly McGinn [<mailto:kellym@cityofcharlevoix.org>]
Sent: Wednesday, November 04, 2015 9:41 AM
To: Annette Eustice
Subject: FW: Airport Audit

Annette,

Can you please give me a call regarding the airport.
Mark and I had an email chat regarding the airport.
At the same time, I left you a voice mail regarding the airport.

It may help if you read my email to Mark...

See below...

Kelly

-----Original Message-----

From: Kelly McGinn
Sent: Friday, October 23, 2015 2:54 PM
To: Mark Heydlauff
Subject: RE: Airport Audit

Mark,

Your questions are good. After listening to the Council Members, my initial thought that comes to mind is "What do we want Rehmann to provide for the City in order to answer all the questions that have surfaced from Council Members/Staff? What will also help you and I to better understand the history of the airport? When I have asked questions of staff that were here at the time, I seem to get differing opinions...plus, I hear even more opinions of Council members...so I have taken all of those with a grain of salt...so to say.

Are we looking for Rehmann to perform an additional detailed audit looking at Receivables, Cash, Investments, Payables, Debt, Inventory, Revenues, etc? Are we also looking for them to analyze internal controls including any and all procedures? On top of this, are we looking for Rehmann to act as a consultant for recommendations as to the future of the airport and the cities involvement based on past history?

I believe the answer is yes to all.

I have broken down your questions into a couple of categories. I have also added a few of my own. In addition, I have a call out to Annette to discuss. She will not be in until Monday.

Audit/Review/Analyze Controls:

- Audit all revenues/expenses associated with the airport including fuel sales and hangar rents/leases from January 1, 2013 to August 31, 2015. Recommend improvements.
- Are proper controls in place to assign expenses for hangars to the appropriate tenants/owners? Are there improvements we should consider for the system of tracking and managing hangar leases and similar agreements?
- Assess the internal controls and accounting practices for cash transactions from January 1, 2013 to August 31, 2015. Recommend improvements.
- Assess the procedures of the Airport. Over the past year, staff has made some procedural changes. Have these impacted the airport positively or negatively?
- Assess the staffing levels at the airport given the operations the City conducts. Is the mix of part-time, seasonal, and full-time staff optimized to minimize the use of overtime and the costs for unemployment benefits.
- Assess loan repayments (should the General Fund have paid for the investment vs loans from electric department)?
- Assess previous individual Airport Audits - What were these individual audits related to?
- Is the airport fund appropriately charged for administrative expenses conducted by City administration (including the City Manager's office, HR, Treasurer's Office, and the City Attorney)?

Consultant/Recommendations:

- Compare the financial performance of the airport pre-management and post-management. Has this been financially neutral, negative, or positive?
- Based on Rehmann's involvement with other Airports (i.e. Harbor Springs/Petoskey Airport), is the City of Charlevoix Airport comparable in terms of profit and/or loss?
- Are there any unique challenges or opportunities for the City of Charlevoix airport over the last few years associated with financial performance?
- Are there other trends that are noteworthy in Charlevoix or other airports in Northern Michigan (i.e. recession, reduced air traffic, etc)
- Based on the findings and financial responsibility of the City, what are the recommendations that the city should make regarding the Airport?

Kelly

One more note: I have not checked with Linda, but she may have paperwork when the city made the decision to manage the airport. An individual audit of the airport was completed...why...what for...I have also heard that the previous manager thought that they would make a considerable profit by managing it at the City level. Again...I take all of this with a grain of salt...there must be a trail of paperwork somewhere.

-----Original Message-----

From: Mark Heydlauff
Sent: Friday, October 23, 2015 12:48 PM
To: Kelly McGinn
Cc: Matthew Wyman

Subject: Airport Audit

Kelly-

At Monday's Council meeting, the mayor again requested an audit of the airport and suggested that in addition to internal process matters like fuel records and parking, we also look at the difference of "profit" and "loss" between the period before 2011 when the airport was managed by a private FBO and the period since when the City has directly managed the airport.

Given the conversation you and I had with Annette from Rehmann, I think it would make sense to get an estimate from them on the fee for an audit of the following questions and issues; some management guidance as she said they could offer could provide some good, non-biased insight into the process.

Here are the questions I have identified; I'd be curious if there are other things you can think of:

- Based on financial performance, has the decision to assume direct management of the airport been financially neutral, negative, or positive?
- Is it reasonable for airports to regularly show a loss or could we assume "profit" for the fund is reasonable?
- Have there been unique challenges or opportunities for the airport in the past few years that might suggest reasons for financial performance? Did the recession and lingering affects thereof cause reduced traffic or usage of airports generally and was this trend shown in Charlevoix?
- To the extent possible, audit the fuel sales and internal controls for accounting for fuel delivered to the airport from January 1, 2013 through August 31, 2015. Recommend improvements if any can be identified.
- Assess the internal controls and accounting practices for cash transactions from January 1, 2013 to August 31, 2015. Recommend improvements if any can be identified.
- Assess the staffing levels at the airport given the operations the City conducts. Is the mix of part-time, seasonal, and full-time staff optimized to minimize the use of overtime and the costs for unemployment benefits.
- Is the airport fund appropriately charged for administrative expenses conducted by City administration (including the City Manager's office, HR, Treasurer's Office, and the City Attorney)?
- Are proper controls in place to assign expenses for hangars to the appropriate tenants/owners? Are there improvements we should consider for the system of tracking and managing hangar leases and similar agreements?

Let me know what you think. Matt, feel free to throw out any thoughts you might have as well. Thanks.

MH

Mark L. Heydlauff
City Manager

City of Charlevoix
210 State Street
Charlevoix, MI 49720
www.cityofcharlevoix.org

Sent from my iPad

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CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: McSauba Recreation Complex Water

DATE: November 16, 2015

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: none

BACKGROUND INFORMATION:

As you may recall, the City and Charlevoix Township have entered into an agreement for the Township to provide water to the McSauba complex. The City Attorney drafted an agreement and it was modified slightly this past week- ultimately receiving approval from the Township Board.

The agreement caps the free water at 3 million gallons per year with a charge of \$1.50 per 1,000 gallons beyond 3 million. Over the past two years, our usage at the complex has been between 2.5 and 2.6 million gallons. I believe these terms are very reasonable and Mayor Campbell has signed the agreement on behalf of the City.

As we began to connect the systems this week, we have discovered some potential costs for upgrading backflow preventers and the purchase of other equipment is needed to properly re-size the connection. While the agreement calls for Charlevoix Township to pay all costs, I would like some flexibility to cover some costs to make this connection more reasonable for them. Ultimately, the Recreation Department will be realizing significant savings by getting water for free and we will see significant enhancements in our ability to make snow with the larger water connection. I would like authorization for to spend up to \$15,000 for connection fees, if necessary. While our goal is to make the connection within the next couple of weeks, it may be necessary to delay the connection until next year. While this is a significant cost, it is a one-time charge and would be in lieu of paying for water for the complex.

Regardless of whether we make the connection this fall or next, I would like to begin offering City rates to Charlevoix Township residents this fall. I believe this act of good faith will further solidify the partnership we are trying to build with our colleagues in the Township. As such, I also request you amend the 2015/2015 Fiscal Year Fee Schedule for McSauba by striking "City Residents" and inserting "City and Charlevoix Township Residents." This change will only affect rates for "Day Camp" and "Northern Kids Club" on page D-121 and all of page D-122 of the 2015/2016 City Budget Details.

RECOMMENDATION:

To authorize the expenditure for potential equipment upgrades:

Authorize the City Manager to spend no more than \$15,000 for piping upgrades and related costs for the McSauba Recreation Area.

To authorize the amendment to the fee schedule:

Amend the 2015/2016 City of Charlevoix Fee Schedule by striking "Resident" and inserting "City and Charlevoix Township Resident" for the categories of Day Camp, Northern Kids Club, Mt. McSauba Ski Hill, Equipment Rental, Lessons, and Skating Rink found on pages D-121 and D-122 of the 2015/2016 City of Charlevoix Budget Details.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Organizational Meeting

DATE: November 16, 2015

PRESENTED BY: Joyce Golding, City Clerk

BACKGROUND INFORMATION: Section 2.15 of the City Charter requires that Council hold an organizational meeting at the first meeting of the Council after the November General Election. The meeting shall be held for the purpose of organization at the usual place for holding meetings of the legislative body of the City. Council is asked to consider the following items:

- A. Meeting time -- The regular meetings of the Council shall be held at least twice each month. These meetings shall be held at the City Hall unless otherwise provided. The *Rules of Procedure for City Council*, Rule 1c sets the meetings as the first and third Mondays of the month at 7:00 p.m., unless Monday is a legal holiday, at which point the meeting moves to the following Tuesday at 7:00 p.m. The City Charter allows the Council to set the day and time of its meetings. If Council would like to change its meeting dates and times, a resolution would need to be drafted to amend the Rules of Procedure. Any change would not take place until January 2015, but a decision needs to be made now in order for the Clerk to meet required posting and advertising deadlines for the coming year.
- B. Deputy Mayor -- Section 2.9 of the City Charter requires that the Council shall elect one of its members to serve as Deputy Mayor at the organizational meeting of the Council. The Deputy Mayor shall serve until the next organizational meeting of the Council or until a successor takes office. Councilmember Porter served as Deputy Mayor. Council needs to select a new Deputy Mayor.

RECOMMENDATION:

- A. Council to set the dates and time for its 2015 meetings. If Council decides it does not wish to meet on the 1st and 3rd Mondays of the month, Council will have to revise its Rules of Procedure resolution.
- B. Motion to appoint a Councilmember as Deputy Mayor.