

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, June 19, 2017- 7:00 PM
Charlevoix Train Depot, 307 Chicago Avenue, Charlevoix, MI 49720

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. USCG Station Charlevoix
Chief Petty Officer Marcus Collison, USCG
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - June 5, 2017
 - B. Accounts Payable and Payroll Check Registers
 - C. Venetian Festival Fireworks
 - D. Grant Application for Grand Traverse Band of Ottawa and Chippewa Indians
 - E. Job Description Revisions
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Taxiway A Improvement Project
Matt Wyman, Interim Airport Manager
 - B. Energy Assistance Fund Opt-out
Don Swem, Electric Superintendent
 - C. Mayoral Appointments
Joyce M. Golding, City Clerk
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager Comments
 - C. Mayor & Council Comments
- 9. Other Council Business**
- 10. Adjourn**

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

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: USCG Station Charlevoix

DATE: June 19, 2017

PRESENTED BY: Chief Petty Officer Marcus Collison, USCG

BACKGROUND:

Chief Petty Officer Marcus Collison was given command of the United States Coast Guard Station Charlevoix in a ceremony on June 9. I've asked Chief Collison to introduce himself to the Council and the community by attending our next meeting.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - June 5, 2017

DATE: June 19, 2017

ATTACHMENTS:

- ▣ City Council Meeting Minutes - June 5, 2017

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, June 5, 2017 – 7:00 p.m.
210 State Street, City Hall, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Mayor Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Tom Oleksy, Leon Perron
Members Absent: Councilmember Janet Kalbfell
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

None.

5. Consent Agenda

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

- A. City Council Meeting Minutes – May 15, 2017 Regular Meeting
- B. City Council Meeting Minutes – May 17, 2017 Special Meeting
- C. Special Accounts Payable Check Register – May 22, 2017
- D. Regular Accounts Payable Check Register – June 6, 2017
- E. ACH Payments – May 11, 2017 to June 2, 2017
- F. Payroll Check Register – May 19, 2017
- G. Payroll Transmittal – May 19, 2017
- H. Payroll Check Register – June 2, 2017
- I. Payroll Transmittal – June 2, 2017
- J. Tax Disbursement – June 6, 2017
- K. Purchase Reel Trailer

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Branding and Logo Design Selection

City Manager Heydlauff recalled the lengthy timeline for the branding selection process which included the DDA ultimately choosing Concept B for recommendation. John Harris, a5, Inc., offered a presentation which included the goals and objectives of the new brand, research findings on what makes Charlevoix different, key messages, positioning statement, brand platform/themes, and identity concepts. Council discussed the pros and cons of Concept B at length and asked questions of Mr. Harris and the City Manager.

Mayor Kurtz opened the item to public comment.

Candice Speck wondered if there was a way to incorporate the traditional script with Concept B graphics. Councilmember Gibson agreed with Ms. Speck.

Jodi Laurent preferred the traditional script to remind everyone of the City's elegance.

Sandra Bennett felt that 'beautiful' should be part of the marketing brand.

Scott Beatty felt the Concept A was more warm and inviting and 'uncommonly beautiful' was appropriate.

The item was closed to the public.

Motion by Councilmember Hagen, second by Councilmember Gibson, to set a Public Hearing for Monday, July 3rd [at 7 p.m. in Council Chambers] to receive additional feedback.

Yeas: Perron, Gibson, Cole, Oleksy, Hagen
Nays: None
Absent: Kalbfell

B. City Hall HVAC Upgrade

Chief Doan stated that the HVAC system in City Hall was approaching the end of its life. We contacted Nealis Engineering to assist with the bid process and after receiving sealed bids, Nealis recommended John E. Green for the project for a total cost of \$162,483 which included the first year performance contract. He stated that Council could opt to retain Superior Mechanical of Charlevoix to install one alternate option at a slight savings.

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

Motion by Councilmember Perron, second by Councilmember Cole, to award the City Hall HVAC Project (excluding alternate #1) to John E. Green Company for an amount not to exceed \$149,940 and award Alternative #1 to Superior Mechanical for an amount not to exceed \$11,031.22.

Yeas: Perron, Gibson, Cole, Oleksy, Hagen
Nays: None
Absent: Kalbfell

C. Harvest Barn Request for Use of East Park

City Manager Heydlauff stated that the Harvest Barn Church requested to hold its 30th Anniversary Celebration in East Park on Friday, August 4, 2017. The Celebration is open to the public.

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

Motion by Councilmember Cole, second by Councilmember Hagen, to authorize the Harvest Barn Church to use East Park for their 30th anniversary celebration.

Yeas: Perron, Gibson, Cole, Oleksy, Hagen
Nays: None
Absent: Kalbfell

D. Sale of Property: 1522 Bridge Street

City Manager Heydlauff recalled that Council authorized staff to offer City-owned property at 1522 Bridge Street (vacant lot on the west side of Marion Center Road) for sealed bids. Michigan Appraisal Company determined the property value at \$110,000. The two bids received were well below this amount. After discussion, Council concurred to delay action at this time.

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

Motion by Councilmember Gibson, second by Councilmember Oleksy, to reject both bids and table this sale until we look at other options.

Yeas: Perron, Gibson, Cole, Oleksy, Hagen
Nays: None
Absent: Kalbfell

E. Set Public Hearing on Capital Budget

City Manager Heydlauff stated that the City Charter and the Michigan Planning and Zoning Enabling Act both require the adoption of a Capital Improvement Plan (CIP) or Capital Budget. This document is part of our larger effort to be Redevelopment Ready Community certified by the Michigan Economic Development Corporation. He explained that the Capital Budget frames our long-term budgetary planning and is meant to be updated annually in terms of our key sites as well as the infrastructure needed to support them.

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

Motion by Councilmember Hagen, second by Councilmember Oleksy, to set a Public Hearing regarding the 2017-2018 Capital Budget for Monday, July 3, 2017 at 7:00 p.m. in Council Chambers.

Yeas: Perron, Gibson, Cole, Oleksy, Hagen
Nays: None
Absent: Kalbfell

F. Park Land Sale Protection Charter Amendment

City Manager Heydlauff recalled that at the last meeting, Council discussed draft language for an amendment to the City Charter to make it more difficult to sell or lease park and cemetery lands. This would raise the threshold of voter support necessary to sell or lease City park land. He noted that following adoption of the resolution, it would be sent to the Attorney General's office for review.

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

Motion by Councilmember Gibson, second by Councilmember Hagen, to approve the Park and Cemetery Protection Ballot Language proposal in Resolution 2017-06-01 and authorize the City Attorney to refer the item to the Attorney General.

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-06-01
PARK AND CEMETERY PROTECTION BALLOT LANGUAGE

WHEREAS, *The City Council desires to propose an amendment to the City Charter, as provided and permitted by Public Act No. 279 of the Public Acts of 1909, State of Michigan, as amended; and*

WHEREAS, *state law requires that the ballot language be phrased as a question and be no more than 100 words in length; and*

WHEREAS, *the City Council is required to provide ballot language for the proposed amendment consistent with state law through adoption by resolution; and*

WHEREAS, *the City Attorney has crafted proposed ballot language that is consistent with the requirements of state law.*

NOW THEREFORE BE IT RESOLVED, *that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the question on the ballot for the November 7, 2017 general election:*

Shall Article II, Section 2.16 (f) of the City Charter be amended to prohibit sale, division, leasing, partition, platting, subdivision, or disposal of any City park or cemetery unless first approved by two-thirds of the electors voting thereon; to include any property designated as a City park on the City's Recreation Master Plan or otherwise formally designated as a City park by official action of Council as a "City park"; and to require that the designation of property as a City park shall not be removed or changed without first being approved by two-thirds of the electors?

RESOLVED *this 5th day of June 2017 A.D.*

Resolution was adopted by the following yea and nay vote:

Yeas: Perron, Gibson, Cole, Oleksy, Hagen
Nays: None
Absent: Kalbfell

- G. Charter Communications Franchise Agreement Renewal
City Manager Heydlauff stated that the Charter Communications Franchise Agreement was a routine renewal.

Mayor Kurtz opened the item to public comment.

John Haggard questioned whether would be additional fees and the City Manager responded that there were none.

The item was closed to the public.

Motion by Councilmember Cole, second by Councilmember Perron, to renew the Uniform Video Service Local Franchise Agreement with Charter Communications and authorize the City Manager to sign a 10 year agreement with Charter Communications.

Yeas: Perron, Gibson, Cole, Oleksy, Hagen
Nays: None
Absent: Kalbfell

- H. Council Appointment
Mayor Kurtz recused himself. The Airport Advisory Committee has one vacancy with a two year term.

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

Motion by Councilmember Gibson, second by Councilmember Oleksy, to reappoint Scott Woody to the Airport Advisory Committee, term expiring June 2019.

Yeas: Perron, Gibson, Cole, Oleksy, Hagen
Nays: None
Absent: Kalbfell

The Mayor returned to the dais.

8. Reports & Communications

A. Public Comments

Shelly Langeweg felt that Lonnie Allen, Charlevoix Courier editor, should report the news and not comment on his feelings. She also felt that anyone who was young with a good business was being targeted. Ms. Langeweg asked whether anything would be done regarding Michigan Beach Park and she wondered who to see to get the park 'straightened out' and cleaned up.

Mayor Kurtz suggested that Ken Polakowski from the Shade Tree Commission could present his plan at a Council meeting. Councilmember Gibson noted that Council approved a management plan for the parks that they needed to follow and it may not be in line with Ms. Langeweg's vision of the park.

Mike Doherty felt that all parks are an asset and should be maintained equally. He emphasized that the beach was a 'park'.

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Thanks to the Guthman Foundation for their \$10,000 grant for the Bike Share Charlevoix program
- Congratulations to Mike Hodge who retired after 26 years of service with the City
- Congratulations to Joe Travers being appointed as the new EMS Director
- June 19th Council meeting will take place at the Depot
- Volunteers are needed for the July 1st Michigan Beach Playground community build

C. Mayor & Council Comments

Councilmember Perron noted that there seems that the City has a different vision for Lake Michigan Beach Park than Ms. Langeweg and Mr. Doherty and wondered if Mr. Polakowski should present his plan.

9. Other Council Business

None.

10. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn. There were no objections. Meeting adjourned at 8:18 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
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Special Accounts Payable – 05/22/2017

ASPEN WIRELESS	19,499.00	GREAT LAKES ENERGY	271.03
AT&T	2,245.11	METLIFE SMALL BUSINESS CENTER	716.72
AT&T LONG DISTANCE	42.97	PRIORITY HEALTH	38,160.33
AT&T MOBILITY	93.01	VERIZON WIRELESS	56.72
CHARLEVOIX STATE BANK	4,424.69	VISION SERVICE PLAN	509.51
CHARTER COMMUNICATIONS	816.39		
DELTA DENTAL	3,515.07	TOTAL	70,350.55

Regular Accounts Payable – 06/06/2017

AIRGAS USA LLC	66.30	CHARLEVOIX TOWNSHIP	2,088.98
AIS CONSTRUCTION EQUIPMENT	112.90	CINTAS CORPORATION #729	90.22
ALL-PHASE ELECTRIC SUPPLY CO.	105.48	CLEAR WATER PLUMBING & HEATING	663.17
APPLE INC	2,990.00	COOK FAMILY FARMS	87.00
ARCADIA BENEFITS GROUP INC	25.00	CSI EMERGENCY APPARATUS LLC	1,826.08
ARROW UNIFORM-TAYLOR L.L.C.	1,035.78	CURREY FARMS LLC	8.00
AT YOUR SERVICE PLUS INC	460.00	DCASSESSING SERVICES	4,371.08
AVFUEL CORPORATION	1,540.00	DeROSIA, PATRICIA E.	50.00
BEIJO DE CHOCOLAT LLC	14.00	DITCH WITCH SALES OF MICHIGAN	4,521.47
BOB MATHERS FORD	276.00	DOAN, GERARD P.	294.60
BRADFORD'S	35.75	DOTSON, LINDSEY J.	248.00
CENTRAL DRUG STORE	55.50	E-CONOLIGHT	373.77
CHARLEVOIX CITY BAND	3,000.00	EJ USA INC.	951.02
CHARLEVOIX COMMUNITY SHOPPER	299.00	ELLIOTT, PATRICK M.	50.00
CHARLEVOIX COUNTY TREASURER	779.27	ELLSWORTH FARMER'S EXCHANGE	92.66
CHARLEVOIX GLASS INC.	88.36	EMMET BRICK & BLOCK	1,069.87
CHARLEVOIX SCREEN MASTERS INC	1,397.25	EVANS, HAL	50.00

FARLEY, JOSEPH	64.74	NETSOURCE ONE INC.	128.00
FARMER WHITE'S	36.00	NORTHERN A-1 ENVIRONMENTAL SVCS	8,710.16
FERGUSON & CHAMBERLAIN	400.00	NORTHERN CREDIT BUREAU	207.56
FREIGHTLINER OF GRAND RAPIDS	916.51	NORTHERN MICHIGAN REVIEW INC.	4,700.90
GEMINI GROUP	2,542.00	NORTHERN PUMP SERVICE INC.	1,080.00
GERBER HOMEMADE SWEETS	21.00	NYE UNIFORM CO	396.78
GLOBAL EQUIPMENT COMPANY	777.23	OLSON BZDOK & HOWARD	1,617.60
GOLDING, JOYCE M.	50.00	OUBIER INSTRUMENT CO	827.50
GOLOVICH, RENEE	31.00	PANOFF, ZACHARY R.	50.00
GOVERNMENT FINANCE	160.00	PARDEE, RUBYANN	42.69
GRAINGER	262.80	PEARSALL, MICHAEL	475.00
GREAT LAKES ELEVATOR LLC	353.25	PLUNKETT & COONEY	362.50
GREAT LAKES PIPE & SUPPLY	49.29	POND HILL FARM LLC	52.00
GREEN GUARD	29.76	POWER LINE SUPPLY	740.52
GRP ENGINEERING INC.	1,461.96	PREIN & NEWHOF	6,256.29
HAMMERSMITH EQUIPMENT CO	1,030.00	PRO WEB MARKETING LLC	40.00
HANKINS, SCOTT A.	50.00	PROVIDENCE FARM LLC	33.00
HARBOR HOUSE PUBLISHERS	1,275.00	QUILL CORP	389.86
HEID, THOMAS J.	50.00	RESIDEX LLC	1,592.50
HEP'S HOMEBAKED GRANOLA	17.00	RIETH-RILEY CONST CO INC	1,869.30
HEYDLAUFF, MARK L	827.80	RUSTIC BAKER	48.00
HILLING, NICHOLAS A.	47.82	SAUL, GINNIE	163.26
HOGARTH'S PEST CONTROL INC.	225.00	SCIENTIFIC BRAKE & EQUIP CO	162.40
HOLIDAY COMPANIES	5,118.87	SHORELINE POWER SERVICES INC.	5,040.00
HOLLAND SR, ROBERT	17.30	SPARTAN DISTRIBUTORS INC	4,104.50
HYDRO CORP	347.50	SPARTAN STORES LLC	63.80
JANE'S SASSY SALSA	8.00	SPRINGFIELD INC.	1,120.00
JTHOMAS PARTS	162.95	STATE OF MICHIGAN	95.00
KIRINOVIC, THOMAS F.	50.00	STITCH N LYD'S	370.00
KLOOSTER, ALIDA K.	50.00	STRIKER SUPPLY	40.00
KMart	5.99	SURFACE ECO BLAST	600.00
KOORSEN FIRE & SECURITY	300.00	SWEM, DONALD L.	50.00
KRIST OIL COMPANY	4,797.68	SYSTEMS SPECIALISTS INC	400.00
KSS ENTERPRISES	65.20	T.C. RECORD EAGLE	677.25
LOTTIE'S BAGELS	61.00	THAT FRENCH PLACE	136.87
MACDONALD GARBER	1,339.00	UP NORTH PROPERTY SERVICES LLC	1,905.00
MAYER, SHELLEY L.	50.00	VILLAGE GRAPHICS INC.	1,089.32
McGINN, KELLY A.	50.00	WATTA COOKIE LLC	8.00
MDC CONTRACTING LLC	216.00	WELLER, LINDA J.	50.00
MICHIGAN MUNICIPAL LEAGUE	1,722.00	WORK & PLAY SHOP	1,413.42
MICHIGAN WATER ENV ASSOC	70.00	WURST, RANDALL W.	50.00
MIGCSA	100.00	WYMAN, MATTHEW A.	50.00
MILLER, WILLIAM S.	50.00	ZIPP, CAROLYN	50.00
MUNSON HEALTHCARE CHAR HOSPITAL	124.96		
MYERS POWER PRODUCTS	3,634.24	TOTAL	105,394.34

ACH Payments – 05/11/2017 to 06/02/2017

STATE OF MI (SALES TAX)	19,171.82	MI PUBLIC POWER AGENCY	11,874.66
DTE ENERGY	6,483.06	MI PUBLIC POWER AGENCY	245,509.41
MI PUBLIC POWER AGENCY	24,236.14	MI PUBLIC POWER AGENCY	5,881.38
NEOPOST (POSTAGE METER)	60.00	IRS (PAYROLL TAX DEPOSIT)	34,480.33
IRS (PAYROLL TAX DEPOSIT)	31,993.62	ALERUS FINANCIAL (HCSP)	420.00
ALERUS FINANCIAL (HCSP)	420.00	STATE OF MI (WITHHOLDING TAX)	4,981.59
STATE OF MI (WITHHOLDING TAX)	4,653.95	VANTAGEPOINT (401 ICMA PLAN)	713.94
VANTAGEPOINT (401 ICMA PLAN)	713.94	VANTAGEPOINT (457 ICMA PLAN)	12,913.57
VANTAGEPOINT (457 ICMA PLAN)	12,813.59	VANTAGEPOINT (ROTH IRA)	961.53
VANTAGEPOINT (ROTH IRA)	961.53		
MERS (DEFINED BENEFIT PLAN)	29,227.41	TOTAL	448,471.47

Payroll Net Pay – Pay Period Ending 05/13/2017 (Paid 05/19/2017)

WELLER, LINDA JO	1,499.87	PANOFF, ZACHARY R.	1,192.91
HEYDLAUFF, MARK L.	2,161.23	MILLER, FAITH G.	49.14
GOLDING, JOYCE M.	1,132.69	LEESE, MERRI C.	402.98
DEROSIA, PATRICIA E.	767.62	MCGINN, KELLY A.	1,618.00
DOTSON, LINDSEY J.	1,421.14	DOAN, GERARD P.	1,603.59
LOY, EVELYN R.	1,050.16	SCHLAPPI, JAMES L.	1,156.17
KLOOSTER, ALIDA K.	1,566.57	UMULIS, MATTHEW T.	1,240.93
GOLOVICH, KAREN J.	970.67	HANKINS, SCOTT A.	1,486.24
SPENCLEY, PATRICIA L.	1,261.44	ORBAN, BARBARA K.	1,173.48

TRAEGER, JASON A.	1,174.30	MILAN, JANE E.	78.03
FLICKEMA, ANDREW M.	1,320.69	ANZELL, BETH A.	270.12
MATELSKI, KIMBERLY A.	1,188.90	HEID, THOMAS J.	1,299.22
RILEY, DENISE M.	432.56	LEESE, ALAN K.	395.88
EVANS JR, HALBERT K.	1,470.62	GRUNCH, RONALD J.	252.11
KLOOSTER, PATRICK H.	1,050.59	DAVIS, RONALD L.	214.61
GREENE, GLORIA C.	238.46	FAIRCHILD, GALEN W.	309.54
DAVIS, LEAH R.	99.06	DAKROUB, JOSEPH E.	322.05
TELGENHOF, WILL G.	213.85	MASSON, DONALD J.	471.05
GREYERBIEHL, KELLY M.	79.13	KUSINA, DENNIS W.	281.92
WURST, RANDALL W.	1,329.06	LABLANCE, MAUREEN J.	325.78
MAYER, SHELLEY L.	1,473.41	LIVINGSTON, BRIAN D.	865.75
HILLING, NICHOLAS A.	1,092.80	VANLOO, JOSEPH G.	650.38
MEIER III, CHARLES A.	1,089.73	WYMAN, MATTHEW A.	1,450.92
ZACHARIAS, STEVEN B.	1,266.72	BOSS, RYDER S.	537.94
EATON, BRAD A.	1,909.08	MILLER, WILLIAM S.	1,061.68
WILSON, TIMOTHY J.	2,427.29	HOUSER, JAMES F.	195.24
LAVOIE, RICHARD L.	1,674.65	DOUGLAS, MARK	557.52
STEVENS, BRANDON C.	2,019.14	STEVENS, JEFFREY W.	115.44
DRAVES, MARTIN J.	1,853.17	RILEY, CASEY W.	299.62
BROWN, STEPHANIE C.	1,042.18	JONES, LARRY M.	630.22
ANDERSON, ELIZABETH A.	1,151.81	FLORE, ROBERT A.	814.81
ELLIOTT, PATRICK M.	2,004.05	WILLSON, BRENDA R.	397.05
SCHWARTZFISHER, JOSEPH L.	1,107.68	BEAN, PETER J.	196.29
BRADLEY, KELLY R.	1,514.10	FENNELL, DREW M.	176.20
HART II, DELBERT W.	1,176.78	WHITLEY, TYLER J.	352.49
JONES, ROBERT F.	1,244.09	MCCALIB, RACHELLE L.	235.33
DORAN, JUSTIN J.	1,197.49	TRAVERS, MANUEL J.	443.30
MANKER JR, DAVID W.	473.97	SILVA, JESSE L.A.	66.07
MANKER SR, DAVID W.	652.32	RILEY, DANIEL A.	988.80
BECKER, MICHAEL S.	734.29	SWEM, DONALD L.	1,878.07
HAWKINS, JAMES S.	368.62	WHITLEY, ANDREW T.	1,648.11
MCGHEE, ROBERT R.	1,079.93	MORRISON, KEVIN P.	910.93
CRANDELL, ZACKARY R.	479.25	HODGE, MICHAEL J.	1,278.28
LEITNER, RYAN S.	805.15	JOHNSON, STEVEN P.	1,032.08
FERGUSON, ROYCE L.	751.79	BISHAW, JAMES H.	679.93
NEMECEK, ANDREW R.	352.40	MILAN, BAC P.	15.93
KIRINOVIC, THOMAS F.	497.39	LABELLE, DAVIS B.	36.94
STEBE, LAURA A.	193.93	GILL, DAVID R.	1,087.23
SROUFE, MARC E.	297.26	MATTER, DAWSON K.	888.33
SROUFE, PAMELA B.	212.69	TOTAL	86,206.40

Payroll Transmittal – 05/19/2017

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	191.88	COMMUNICATION WORKERS OF AMER	537.32
AMERICAN FAMILY LIFE	461.64	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	2,014.96
CHARLEVOIX STATE BANK	1,284.62	TOTAL	5,408.94

Payroll Net Pay – Pay Period Ending 05/27/2017 (Paid 06/02/2017)

WELLER, LINDA JO	1,499.87	MATELSKI, KIMBERLY A.	1,188.90
HEYDLAUFF, MARK L.	2,445.18	RILEY, DENISE M.	432.56
GOLDING, JOYCE M.	1,132.69	EVANS JR, HALBERT K.	1,470.62
DEROSIA, PATRICIA E.	1,021.20	KLOOSTER, PATRICK H.	1,050.59
DOTSON, LINDSEY J.	1,421.14	BINGHAM, LARRY E.	270.84
LOY, EVELYN R.	1,050.16	ENGSTROM, TYLER A.	600.58
KLOOSTER, ALIDA K.	1,763.44	GREENE, GLORIA C.	583.84
GOLOVICH, KAREN J.	970.67	DAVIS, LEAH R.	522.44
SPENCLEY, PATRICIA L.	1,115.74	TELGENHOF, WILL G.	553.13
PANOFF, ZACHARY R.	1,192.91	GREYERBIEHL, KELLY M.	219.71
MILLER, FAITH G.	121.67	WURST, RANDALL W.	947.84
LEESE, MERRI C.	606.00	MAYER, SHELLEY L.	1,506.96
MCGINN, KELLY A.	1,618.00	HILLING, NICHOLAS A.	1,403.21
JONES, JANET M.	340.24	MEIER III, CHARLES A.	1,250.14
DOAN, GERARD P.	1,603.59	ZACHARIAS, STEVEN B.	1,162.24
SCHLAPPI, JAMES L.	1,031.71	EATON, BRAD A.	2,077.00
UMULIS, MATTHEW T.	1,190.68	WILSON, TIMOTHY J.	2,426.12
HANKINS, SCOTT A.	1,528.86	LAVOIE, RICHARD L.	1,781.33
ORBAN, BARBARA K.	1,267.62	STEVENS, BRANDON C.	1,851.63
TRAEGER, JASON A.	1,124.06	DRAVES, MARTIN J.	2,042.93
FLICKEMA, ANDREW M.	1,501.32	BROWN, STEPHANIE C.	1,042.19

ANDERSON, ELIZABETH A.	1,151.81	LIVINGSTON, BRIAN D.	867.02
ELLIOTT, PATRICK M.	2,004.05	VANLOO, JOSEPH G.	593.96
SCHWARTZFISHER, JOSEPH L.	1,042.82	WYMAN, MATTHEW A.	1,450.91
BRADLEY, KELLY R.	1,228.46	BOSS, RYDER S.	541.50
HART II, DELBERT W.	1,459.60	MILLER, WILLIAM S.	1,289.75
JONES, ROBERT F.	1,184.34	HOUSER, JAMES F.	413.33
DORAN, JUSTIN J.	1,584.18	DOUGLAS, MARK	732.96
MANKER JR, DAVID W.	569.90	STEVENS, JEFFREY W.	172.16
MANKER SR, DAVID W.	796.02	RILEY, CASEY W.	316.80
BECKER, MICHAEL S.	722.23	JONES, LARRY M.	73.98
HAWKINS, JAMES S.	492.90	FLORE, ROBERT A.	661.29
MCGHEE, ROBERT R.	1,079.93	WILLSON, BRENDA R.	560.59
CRANDELL, ZACKARY R.	671.78	BEAN, PETER J.	653.28
LEITNER, RYAN S.	702.05	FENNELL, DREW M.	202.62
FERGUSON, ROYCE L.	724.85	WHITLEY, TYLER J.	163.48
KIRINOVIC, THOMAS F.	513.52	MCCALIB, RACHELLE L.	86.95
STEBE, LAURA A.	46.17	MCMULLEN, DONALD R.	518.55
SROUFE, MARC E.	244.40	TRAVERS, MANUEL J.	264.30
SROUFE, PAMELA B.	170.40	SILVA, JESSE L.A.	107.25
MILAN, JANE E.	168.08	RILEY, DANIEL A.	857.22
ANZELL, BETH A.	367.82	GERBER, SAMUEL A.	41.56
BERNIER, RACHEL M.	102.05	KLINGER, LUCAS D.	359.47
MACGILLIVRAY, RAYMOND L.	53.52	WILLIAMS, SYDNEY K.	187.15
LABELLE, DAVIS B.	92.35	SWEM, DONALD L.	1,878.07
HEID, THOMAS J.	1,299.22	WHITLEY, ANDREW T.	1,880.13
LEESE, ALAN K.	473.79	MORRISON, KEVIN P.	1,206.27
GRUNCH, RONALD J.	357.66	HODGE, MICHAEL J.	1,259.66
DAVIS, RONALD L.	241.27	JOHNSON, STEVEN P.	981.67
FAIRCHILD, GALEN W.	394.88	BISHAW, JAMES H.	783.03
DAKROUB, JOSEPH E.	297.15	GILL, DAVID R.	1,022.91
MASSON, DONALD J.	468.81	GLOWNEY, TRAVIS T.	23.12
KUSINA, DENNIS W.	279.72	MATTER, DAWSON K.	1,500.91
LABLANCE, MAUREEN J.	280.88	TOTAL	92,850.01

Payroll Transmittal – 06/02/2017

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	191.88	COMMUNICATION WORKERS OF AMER	537.32
AMERICAN FAMILY LIFE	461.64	MI STATE DISBURSEMENT UNIT	401.83
BARRY COUNTY TRIAL COURT	20.00	POLICE OFFICERS LABOR COUNCIL	251.25
CHAR EM UNITED WAY	59.00	PRIORITY HEALTH	2,014.96
CHARLEVOIX STATE BANK	1,284.62	TOTAL	5,680.19

Tax Disbursement – 06/06/2017

CHARLEVOIX COUNTY TREASURER	1,029.64	CHARLEVOIX PUBLIC SCHOOLS	1.95
CHARLEVOIX DISTRICT LIBRARY	334.29	CITY OF CHARLEVOIX - TAXES DUE	324.80
CHARLEVOIX PUBLIC SCHOOLS	44.97	RECREATIONAL AUTHORITY	65.60
CHARLEVOIX PUBLIC SCHOOLS	12.89	TOTAL	1,815.50
CHARLEVOIX PUBLIC SCHOOLS	1.36		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: June 19, 2017

ATTACHMENTS:

- ▣ Account Payable and Check Register

Check Number	Payee	Amount
06/01/2017		
120342	FABIANO BROTHERS	951.00
120343	GRIFFIN BEVERAGE CO	1,706.00
120344	HURON DISTRIBUTING INC	969.00
120345	IMPERIAL BEVERAGE	1,038.00
Total 06/01/2017:		4,664.00
Grand Totals:		4,664.00

Summary of Check Registers & ACH Payments HUNTINGTON NATIONAL BANK - CHECKS ISSUED

06/01/17 Special Accounts Payable Run	\$	4,664.00
06/16/17 Payroll (net pay)	\$	111,548.49
06/16/17 Payroll Transmittal Checks	\$	5,363.47
06/20/17 Regular Accounts Payable	\$	233,961.28
Checks Sub-Total:	\$	355,537.24

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

06/05/17 MI Public Power Agency	\$	11,340.94
06/05/17 Payment Service Network	\$	237.30
06/09/17 State of MI (Sales Tax)	\$	16,067.95
06/12/17 MI Public Power Agency	\$	7,947.16
06/13/17 DTE Energy	\$	4,748.80
06/16/17 IRS (Payroll Tax Deposit)	\$	42,144.26
06/16/17 Alerus Financial (HCSP)	\$	420.00
06/16/17 State of MI (Withholding Tax)	\$	5,924.28
06/16/17 Vantagepoint (401 ICMA Plan)	\$	713.94
06/16/17 Vantagepoint (457 ICMA Plan)	\$	13,605.75
06/16/17 Vantagepoint (Roth IRA)	\$	961.53
ACH Sub-Total:	\$	104,111.91

Huntington National Bank Total: \$ 459,649.15

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

06/20/17 Tax Disbursement	\$	13,219.48
Charlevoix State Bank Total:	\$	13,219.48

Grand Total: \$ 472,868.63

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/10/2017	PC	06/16/2017	23550	WELLER, LINDA JO	101		1,499.87
06/10/2017	PC	06/16/2017	23551	HEYDLAUFF, MARK L.	102		2,161.23
06/10/2017	PC	06/16/2017	23552	GOLDING, JOYCE M.	106		1,132.69
06/10/2017	PC	06/16/2017	23553	DEROSIA, PATRICIA E.	107		932.48
06/10/2017	PC	06/16/2017	23554	DOTSON, LINDSEY J.	109		1,421.14
06/10/2017	PC	06/16/2017	23555	LOY, EVELYN R.	117		1,050.16
06/10/2017	PC	06/16/2017	23556	KLOOSTER, ALIDA K.	121		1,566.57
06/10/2017	PC	06/16/2017	23557	GOLOVICH, KAREN J.	122		970.67
06/10/2017	PC	06/16/2017	23558	SPENCLEY, PATRICIA L.	136		1,317.48
06/10/2017	PC	06/16/2017	23559	PANOFF, ZACHARY R.	141		1,995.35
06/10/2017	PC	06/16/2017	23560	LEESE, MERRI C.	145		523.99
06/10/2017	PC	06/16/2017	23561	MCGINN, KELLY A.	146		1,618.00
06/10/2017	PC	06/16/2017	23562	JONES, JANET M.	148		462.54
06/10/2017	PC	06/16/2017	23563	DOAN, GERARD P.	201		1,603.59
06/10/2017	PC	06/16/2017	23564	SCHLAPPI, JAMES L.	204		1,332.42
06/10/2017	PC	06/16/2017	23565	UMULIS, MATTHEW T.	205		1,698.16
06/10/2017	PC	06/16/2017	23566	HANKINS, SCOTT A.	208		1,713.53
06/10/2017	PC	06/16/2017	23567	ORBAN, BARBARA K.	209		1,654.78
06/10/2017	PC	06/16/2017	23568	TRAEGER, JASON A.	210		1,557.91
06/10/2017	PC	06/16/2017	23569	FLICKEMA, ANDREW M.	211		1,777.92
06/10/2017	PC	06/16/2017	23570	MATELSKI, KIMBERLY A.	212		1,188.90
06/10/2017	PC	06/16/2017	23571	RILEY, DENISE M.	213		434.62
06/10/2017	PC	06/16/2017	23572	EVANS JR, HALBERT K.	214		1,470.62
06/10/2017	PC	06/16/2017	23573	KLOOSTER, PATRICK H.	216		1,050.59
06/10/2017	PC	06/16/2017	23574	BINGHAM, LARRY E.	224		836.39
06/10/2017	PC	06/16/2017	23575	ENGSTROM, TYLER A.	225		600.58
06/10/2017	PC	06/16/2017	23576	WARNER, PAYTON J.	229		716.09
06/10/2017	PC	06/16/2017	23577	MATELSKI, RYAN G.	230		604.30
06/10/2017	PC	06/16/2017	23578	GREENE, GLORIA C.	243		222.06
06/10/2017	PC	06/16/2017	23579	DAVIS, LEAH R.	245		629.88
06/10/2017	PC	06/16/2017	23580	TELGENHOF, WILL G.	246		645.24
06/10/2017	PC	06/16/2017	23581	WILLIAMS, BRANDON S.	248		271.11
06/10/2017	PC	06/16/2017	23582	GREYERBIEHL, KELLY M.	260		254.86
06/10/2017	PC	06/16/2017	23583	WURST, RANDALL W.	411		1,161.90
06/10/2017	PC	06/16/2017	23584	MAYER, SHELLEY L.	412		1,604.77
06/10/2017	PC	06/16/2017	23585	HILLING, NICHOLAS A.	413		1,092.80
06/10/2017	PC	06/16/2017	23586	MEIER III, CHARLES A.	421		1,481.00
06/10/2017	PC	06/16/2017	23587	ZACHARIAS, STEVEN B.	422		1,538.82
06/10/2017	PC	06/16/2017	23588	EATON, BRAD A.	515		1,854.58
06/10/2017	PC	06/16/2017	23589	WILSON, TIMOTHY J.	516		2,018.94
06/10/2017	PC	06/16/2017	23590	LAVOIE, RICHARD L.	519		1,630.19
06/10/2017	PC	06/16/2017	23591	STEVENS, BRANDON C.	521		1,884.90
06/10/2017	PC	06/16/2017	23592	DRAVES, MARTIN J.	523		1,769.70
06/10/2017	PC	06/16/2017	23593	BROWN, STEPHANIE C.	524		1,042.19
06/10/2017	PC	06/16/2017	23594	ANDERSON, ELIZABETH	526		1,151.81
06/10/2017	PC	06/16/2017	23595	ELLIOTT, PATRICK M.	600		2,004.05
06/10/2017	PC	06/16/2017	23596	SCHWARTZFISHER, JOS	603		1,221.87
06/10/2017	PC	06/16/2017	23597	BRADLEY, KELLY R.	614		1,237.06
06/10/2017	PC	06/16/2017	23598	HART II, DELBERT W.	616		1,623.49
06/10/2017	PC	06/16/2017	23599	JONES, ROBERT F.	618		1,246.33
06/10/2017	PC	06/16/2017	23600	DORAN, JUSTIN J.	621		1,202.53
06/10/2017	PC	06/16/2017	23601	FARRELL, MITCHELL L.	622		1,428.24
06/10/2017	PC	06/16/2017	23602	MANKER JR, DAVID W.	638		558.38
06/10/2017	PC	06/16/2017	23603	MANKER SR, DAVID W.	639		724.16
06/10/2017	PC	06/16/2017	23604	BECKER, MICHAEL S.	641		669.97
06/10/2017	PC	06/16/2017	23605	NEDWICK, DAVID J.	642		488.87
06/10/2017	PC	06/16/2017	23606	FREY, DYLAN V.	643		321.25

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/10/2017	PC	06/16/2017	23607	HAWKINS, JAMES S.	662		419.80
06/10/2017	PC	06/16/2017	23608	MCGHEE, ROBERT R.	663		1,079.93
06/10/2017	PC	06/16/2017	23609	CRANDELL, ZACKARY R.	691		495.26
06/10/2017	PC	06/16/2017	23610	LEITNER, RYAN S.	692		730.17
06/10/2017	PC	06/16/2017	23611	FERGUSON, ROYCE L.	693		688.92
06/10/2017	PC	06/16/2017	23612	BOSS, SHERRY M.	695		255.88
06/10/2017	PC	06/16/2017	23613	KIRINOVIC, THOMAS F.	700		513.52
06/10/2017	PC	06/16/2017	23614	STEBE, LAURA A.	703		92.35
06/10/2017	PC	06/16/2017	23615	SROUFE, MARC E.	705		217.98
06/10/2017	PC	06/16/2017	23616	SROUFE, PAMELA B.	707		116.36
06/10/2017	PC	06/16/2017	23617	MILAN, JANE E.	711		246.12
06/10/2017	PC	06/16/2017	23618	ANZELL, BETH A.	712		494.73
06/10/2017	PC	06/16/2017	23619	BERNIER, RACHEL M.	718		27.02
06/10/2017	PC	06/16/2017	23620	DIXON, MIKAYA S.	736		33.91
06/10/2017	PC	06/16/2017	23621	HOECHECK, JENNACA	777		41.62
06/10/2017	PC	06/16/2017	23622	LABELLE, DAVIS B.	778		110.82
06/10/2017	PC	06/16/2017	23623	HEID, THOMAS J.	802		1,299.22
06/10/2017	PC	06/16/2017	23624	LEESE, ALAN K.	835		424.58
06/10/2017	PC	06/16/2017	23625	GRUNCH, RONALD J.	844		438.60
06/10/2017	PC	06/16/2017	23626	DAVIS, RONALD L.	853		306.87
06/10/2017	PC	06/16/2017	23627	FAIRCHILD, GALEN W.	855		393.04
06/10/2017	PC	06/16/2017	23628	DAKROUB, JOSEPH E.	860		207.81
06/10/2017	PC	06/16/2017	23629	MASSON, DONALD J.	861		491.26
06/10/2017	PC	06/16/2017	23630	KUSINA, DENNIS W.	862		226.86
06/10/2017	PC	06/16/2017	23631	LABLANCE, MAUREEN J.	863		284.79
06/10/2017	PC	06/16/2017	23632	LIVINGSTON, BRIAN D.	866		795.39
06/10/2017	PC	06/16/2017	23633	VANLOO, JOSEPH G.	902		888.89
06/10/2017	PC	06/16/2017	23634	WYMAN, MATTHEW A.	927		1,450.92
06/10/2017	PC	06/16/2017	23635	BOSS, RYDER S.	932		526.61
06/10/2017	PC	06/16/2017	23636	MILLER, WILLIAM S.	933		1,116.51
06/10/2017	PC	06/16/2017	23637	HOUSER, JAMES F.	934		725.15
06/10/2017	PC	06/16/2017	23638	DOUGLAS, MARK	935		102.57
06/10/2017	PC	06/16/2017	23639	STEVENS, JEFFREY W.	1028		216.21
06/10/2017	PC	06/16/2017	23640	RILEY, CASEY W.	1052		326.17
06/10/2017	PC	06/16/2017	23641	JONES, LARRY M.	1057		875.10
06/10/2017	PC	06/16/2017	23642	FLORE, ROBERT A.	1058		286.05
06/10/2017	PC	06/16/2017	23643	WILLSON, BRENDA R.	1059		283.81
06/10/2017	PC	06/16/2017	23644	BEAN, PETER J.	1060		1,244.20
06/10/2017	PC	06/16/2017	23645	FENNELL, DREW M.	1062		544.82
06/10/2017	PC	06/16/2017	23646	RILEY, REBECCA J.	1063		145.52
06/10/2017	PC	06/16/2017	23647	WHITLEY, TYLER J.	1065		86.95
06/10/2017	PC	06/16/2017	23648	MCCALIB, RACHELLE L.	1066		52.86
06/10/2017	PC	06/16/2017	23649	TRAVERS, MANUEL J.	1071		955.65
06/10/2017	PC	06/16/2017	23650	SILVA, JESSE L.A.	1073		161.14
06/10/2017	PC	06/16/2017	23651	RILEY, DANIEL A.	1079		820.68
06/10/2017	PC	06/16/2017	120346	KLINGER, LUCAS D.	235		453.96
06/10/2017	PC	06/16/2017	120347	KLINGER, BRADLEY W.	244		238.46
06/10/2017	PC	06/16/2017	120348	WILLIAMS, SYDNEY K.	247		431.22
06/10/2017	PC	06/16/2017	120349	SWEM, DONALD L.	512		1,878.06
06/10/2017	PC	06/16/2017	120350	WHITLEY, ANDREW T.	522		1,913.41
06/10/2017	PC	06/16/2017	120351	MORRISON, KEVIN P.	601		1,184.65
06/10/2017	PC	06/16/2017	120352	HODGE, MICHAEL J.	606	Sick Leave Payout - Retirement	5,510.63
06/10/2017	PC	06/16/2017	120353	HODGE, MICHAEL J.	606		5,687.27
06/10/2017	PC	06/16/2017	120354	JOHNSON, STEVEN P.	617		1,359.34
06/10/2017	PC	06/16/2017	120355	BISHAW, JAMES H.	633		604.97
06/10/2017	PC	06/16/2017	120356	RITTER, DAVID M.	783		35.46
06/10/2017	PC	06/16/2017	120357	GILL, DAVID R.	856		983.43

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/10/2017	PC	06/16/2017	120358	MATTER, DAWSON K.	1038		2,151.49
Grand Totals:			115				111,548.49

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Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
06/10/2017	06/16/2017	120359	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
06/10/2017	06/16/2017	120360	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	191.88
06/10/2017	06/16/2017	120360	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
06/10/2017	06/16/2017	120361	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 6/10/2	59.00
06/10/2017	06/16/2017	120362	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,284.62
06/10/2017	06/16/2017	120363	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
06/10/2017	06/16/2017	120364	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	516.80
06/10/2017	06/16/2017	120365	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
06/10/2017	06/16/2017	120366	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,990.01
Grand Totals:		9				5,363.47

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Check Number	Payee	Amount
06/20/2017		
120367	ABRAMOWSKI, DWAIN M.	25.00
120368	ACE HARDWARE	3,211.98
120369	ALAN'S GARDENS	35.00
120370	ALL-PHASE ELECTRIC SUPPLY CO.	405.27
120371	AMERICAN WASTE INC.	2,295.56
120372	ARGUS/HAZCO	606.00
120373	AUTO VALUE	599.70
120374	AVFUEL CORPORATION	39,540.67
120375	B & L SOUND INC	644.74
120376	BECK, MADELINE	45.00
120377	BLARNEY CASTLE OIL CO	649.40
120378	BRACE TWINE	93.68
120379	BRADFORD'S	52.00
120380	CAL SIGN COMPANY	1,750.00
120381	CARQUEST OF CHARLEVOIX	1,111.36
120382	CCP INDUSTRIES INC	282.34
120383	CENTRAL DRUG STORE	29.91
120384	CHARLEVOIX AREA CHAMBER OF CO	7,500.00
120385	CHARLEVOIX COUNTY NEWS	230.00
120386	CHARLEVOIX COURIER	63.00
120387	CHARLEVOIX SCREEN MASTERS INC	840.00
120388	CHARTER COMMUNICATIONS	192.34
120389	CINTAS CORPORATION	150.36
120390	CINTAS CORPORATION #729	179.26
120391	CITY OF CHARLEVOIX - UTILITIES	24,969.27
120392	CMP DISTRIBUTORS INC.	830.00
120393	COBAUGH, DANIEL	15.00
120394	COOK FAMILY FARMS	182.00
120395	CROSS CUT CONCRETE CUTTING	359.40
120396	CRYSTAL FLASH ENERGY	895.66
120397	DHASELEER, CARL	35.00
120398	ELLSWORTH FARMER'S EXCHANGE	122.00
120399	FAMILY FARM & HOME	805.42
120400	FARMER WHITE'S	43.00
120401	FARRELL, MITCHELL L.	38.13
120402	FREEDOM MAILING SERVICES INC.	2,330.45
120403	FUTURE ENVIRONMENTAL INC	320.00
120404	GELDERBLOM, PAUL	50.00
120405	GERBER HOMEMADE SWEETS	28.00
120406	GINOP SALES INC	224.01
120407	GOLOVICH, RENEE	20.00
120408	GORDON FOOD SERVICE	208.47
120409	GREAT LAKES COCA-COLA DISTRIBU	225.34
120410	GRULER'S FARM SUPPLY INC	179.70
120411	HARRELL'S	2,308.00
120412	HEP'S HOMEBAKED GRANOLA	19.00
120413	HYDE SERVICES LLC	10,830.97
120414	HYDRO CORP	515.00

Check Number	Payee	Amount
120415	IDEXX DISTRIBUTION INC.	1,102.20
120416	INDEPENDENT DRAFTING SERVICES	350.00
120417	JACK DOHENY SUPPLIES INC	417.26
120418	JANE'S SASSY SALSA	30.00
120419	JOE'S PROFESSIONAL SERVICES LLC	300.00
120420	JOHNNY MAC'S SPORTING GOODS	306.10
120421	KSS ENTERPRISES	1,011.07
120422	LEESE, M. CHRIS	91.93
120423	LINTON, ROBERT	65.00
120424	LOTTIE'S BAGELS	99.50
120425	MATELSKI, KIMBERLY A.	52.85
120426	MCCARDEL CULLIGAN-PETOSKEY	50.00
120427	MCKINNEY, RUTH	132.20
120428	MCLAUGHLIN, TREY	75.00
120429	MEIER III, CHARLES A.	32.00
120430	MICHELS, CHRISTOPHER	150.00
120431	MICHIGAN MUNICIPAL ELECTRIC	25.00
120432	MICHIGAN OFFICEWAYS INC	1,288.12
120433	MUNSON MEDICAL CENTER	165.00
120434	MUTT MITT	1,947.62
120435	NEALIS ENGINEERING	10,375.00
120436	NORTH COUNTRY CRITTERS	38.00
120437	NORTHERN CREDIT BUREAU	305.41
120438	NORTHERN FIRE & SAFETY INC.	553.65
120439	NORTHERN LAKES	3,500.00
120440	NORTHWEST DESIGN GROUP	7,875.00
120441	OLESON'S FOOD STORES	302.42
120442	OLSON BZDOK & HOWARD	992.00
120443	P.K. CONTRACTING	16,470.75
120444	PARASTAR INC.	922.75
120445	PERFORMANCE ENGINEERS INC	8,506.75
120446	POND HILL FARM LLC	103.00
120447	POWER LINE SUPPLY	4,741.62
120448	PREFERRED WASTE 2 LLC	120.00
120449	PREIN & NEWHOF	463.00
120450	PRO WEB MARKETING LLC	40.00
120451	QUICK CARE MEDICAL CENTER	301.00
120452	RANGE TELECOMMUNICATIONS	135.60
120453	REHMANN-ROBSON & CO	750.00
120454	RESIDEX LLC	205.93
120455	RH ELECTRONICS	128.00
120456	RICK-BIDDICK, MICHELLE	1,740.00
120457	ROTARY CLUB OF CHARLEVOIX	37.50
120458	ROWE PROFESSIONAL SERVICES CO	517.50
120459	RUSTIC BAKER	45.00
120460	SEARS COMMERCIAL ONE	49.99
120461	SHINDORF BUILDERS	455.00
120462	SHORELINE POWER SERVICES INC.	3,585.00
120463	SITE ONE LANDSCAPE SUPPLY	70.00

Check Number	Payee	Amount
120464	SOUND ENVIRONMENTS	240.00
120465	SPARTAN DISTRIBUTORS INC	51.39
120466	STATE OF MICHIGAN	89.86
120467	STATE OF MICHIGAN	435.00
120468	STATE OF MICHIGAN	95.00
120469	SUPERIOR MECHANICAL	490.00
120470	SURFACE ECO BLAST	3,600.00
120471	SWANK MOTION PICTURES	1,341.00
120472	SWEETWATER BLUES BAND	1,500.00
120473	TERMINAL SUPPLY CO	88.62
120474	TRAVERS, MANUEL J.	50.00
120475	TRAVERSE REPRODUCTION	362.50
120476	UP NORTH PROPERTY SERVICES LL	3,190.00
120477	USA BLUE BOOK	1,190.07
120478	VILLAGE GRAPHICS INC.	760.46
120479	WATTA COOKIE LLC	31.00
120480	WBCM RADIO INC	200.00
120481	WCCW RADIO INC	200.00
120482	WHITLEY, JILLIAN	30.00
120483	WILBERT BURIAL VAULT CO	230.40
120484	WILK, MARK	133.10
120485	WINNIE'S ORIGINAL LLC	8.00
120486	WITTHOEFT, CHARLES	150.00
120487	WOLGAST CORPORATION	350.00
120488	WORK & PLAY SHOP	42,037.77
Total 06/20/2017:		233,961.28
Grand Totals:		233,961.28

Check Number	Payee	Amount
06/05/2017		
60517001	MICHIGAN PUBLIC POWER AGENCY	11,340.94
60517002	PAYMENT SERVICE NETWORK INC.	237.30
Total 06/05/2017:		11,578.24
Grand Totals:		11,578.24

Check Number	Payee	Amount
06/09/2017		
60917001	STATE OF MICHIGAN	16,067.95
Total 06/09/2017:		16,067.95
Grand Totals:		16,067.95

Check Number	Payee	Amount
06/12/2017		
61217001	MICHIGAN PUBLIC POWER AGENCY	7,947.16
Total 06/12/2017:		7,947.16
Grand Totals:		7,947.16

Check Number	Payee	Amount
06/13/2017		
61317001	DTE ENERGY	4,748.80
Total 06/13/2017:		4,748.80
Grand Totals:		4,748.80

Check Issue Date	Check Number	Payee	Amount
61617001			
06/16/2017	61617001	**EFTPS* Payroll Taxes	10,263.21
06/16/2017	61617001	**EFTPS* Payroll Taxes	10,263.21
06/16/2017	61617001	**EFTPS* Payroll Taxes	2,400.27
06/16/2017	61617001	**EFTPS* Payroll Taxes	2,400.27
06/16/2017	61617001	**EFTPS* Payroll Taxes	16,817.30
Total 61617001:			
	5		42,144.26
61617002			
06/16/2017	61617002	Alerus Financial	420.00
Total 61617002:			
	1		420.00
61617003			
06/16/2017	61617003	STATE OF MICHIGAN	5,924.28
Total 61617003:			
	1		5,924.28
61617004			
06/16/2017	61617004	Vantagepoint - 401 Plan 109153	713.94
Total 61617004:			
	1		713.94
61617005			
06/16/2017	61617005	Vantagepoint - 457 Plan 300959	4,893.59
06/16/2017	61617005	Vantagepoint - 457 Plan 300959	750.77
06/16/2017	61617005	Vantagepoint - 457 Plan 300959	1,870.34
06/16/2017	61617005	Vantagepoint - 457 Plan 300959	6,091.05
Total 61617005:			
	4		13,605.75
61617006			
06/16/2017	61617006	Vantagepoint - Roth IRA 706117	961.53
Total 61617006:			
	1		961.53
Grand Totals:			
	13		63,769.76

Check Number	Payee	Amount
06/20/2017		
2904	CHARLEVOIX COUNTY TREASURER	2,450.86
2905	CHARLEVOIX COUNTY TREASURER	16.39
2906	CHARLEVOIX DISTRICT LIBRARY	447.22
2907	CHARLEVOIX PUBLIC SCHOOLS	446.53
2908	CHARLEVOIX PUBLIC SCHOOLS	46.96
2909	CHARLEVOIX PUBLIC SCHOOLS	67.70
2910	CITY OF CHARLEVOIX - TAXES DUE	3,408.39
2911	RECREATIONAL AUTHORITY	87.79
2912	STATE OF MICHIGAN	11.85
2913	STATE OF MICHIGAN	6,235.79
Total 06/20/2017:		13,219.48
Grand Totals:		13,219.48

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Venetian Festival Fireworks

DATE: June 19, 2017

BACKGROUND:

The Venetian Committee is requesting permission for their annual fireworks display. The fireworks display is planned for the evenings of Friday, July 21 and Saturday, July 22. Chief Doan reviewed the application package and there are no changes from last year in the setup and size of the displays for either night. Chief Thorp has reviewed the arrangements and his crew will conduct normal preventative staging. The fireworks company used by the Venetian Festival has not changed in over a decade, and we have developed an excellent working relationship with Frank Loffredo and his staff.

NFPA 1123 of 2014 is the standard that the City must follow because we do not have a fireworks code of our own. This display meets all NFPA requirements, and exceeds the NFPA standard for minimum setbacks for both shows.

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

RECOMMENDATION:

Authorize the City Clerk to issue the fireworks permit for the 2017 Venetian Festival fireworks displays and authorize the Mayor to sign the hold harmless agreement with Colonial Fireworks Special Effects, LLC.

Authorize the Mayor to sign the contract between the City of Charlevoix and the Charlevoix Venetian Festival including the payment of \$15,000 to the Venetian Festival from the City of Charlevoix.

ATTACHMENTS:

- ❑ Venetian Fireworks
- ❑ Venetian Contract Cover Letter
- ❑ Venetian Contract
- ❑ Venetian Schedule

RECEIVED

JUN - 6 2017

CHARLEVOIX VENETIAN FESTIVAL, INC. CITY OF CHARLEVOIX

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

June 5, 2017
HAND DELIVERED

Gerard Doan
Police & EMS Chief
210 State Street
Charlevoix, Michigan 49720

RE: Proposed Fireworks Displays
87th Annual Charlevoix Venetian Festival

Dear Chief Doan:

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

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

The master pyrotechnician overseeing the displays is once again Frank Loffredo, Jr., the same individual who has overseen the Venetian fireworks displays since 1999. Mr. Loffredo is the master pyrotechnician of Colonial Fireworks Special Effects, LLC/Great Lakes. I have enclosed a Summary of Experience, to confirm references you already possess relative to Mr. Loffredo. Please note that Mr. Loffredo now possesses 38 years of experience as a pyrotechnician.

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

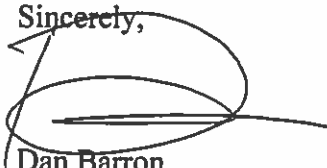
1. As you can see from the enclosed materials, the maximum shell size for the Friday night display (July 21, 2017) is 12". A clear zone radius of 1,200 feet will be maintained, which exceeds the NFPA clear zone standard of 840 feet. The maximum shell size for the "harbor" fireworks on Saturday night (July 22, 2017) is 3". A clear zone radius of 250 feet will be maintained, which exceeds the NFPA clear zone standard of 210 feet.
2. St. James Marine Co. of Beaver Island, Michigan, will again be providing the barge and tug services, as they have since 2003.
3. There will be no manual ignition in either fireworks display. Such ignition shall be effected via computer and/or electronically.

Chief Gerard Doan
June 5, 2017
Page 2

4. The buoys marking the clear zone perimeters will once again be set by Irish Boat Shop, based upon data provided by the United States Coast Guard.
5. We will promptly provide to you an originally executed copy of the Hold Harmless Agreement, as well as the customary Certificate of Liability Insurance.

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

Sincerely,



Dan Barron
President

DBB/jlm

Enclosures

xc: Mark Heydlauff, City Manager
U.S.C.G. - BMC John Tribfelner
Joyce Golding, City Clerk
Frank Loffredo, Jr.
Dan Thorp, Charlevoix Township Fire Chief

**DEPARTMENT OF HOMELAND SECURITY
APPLICATION FOR MARINE EVENT**

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

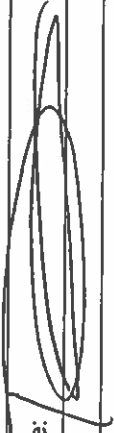
Date Submitted: 06/05/2017

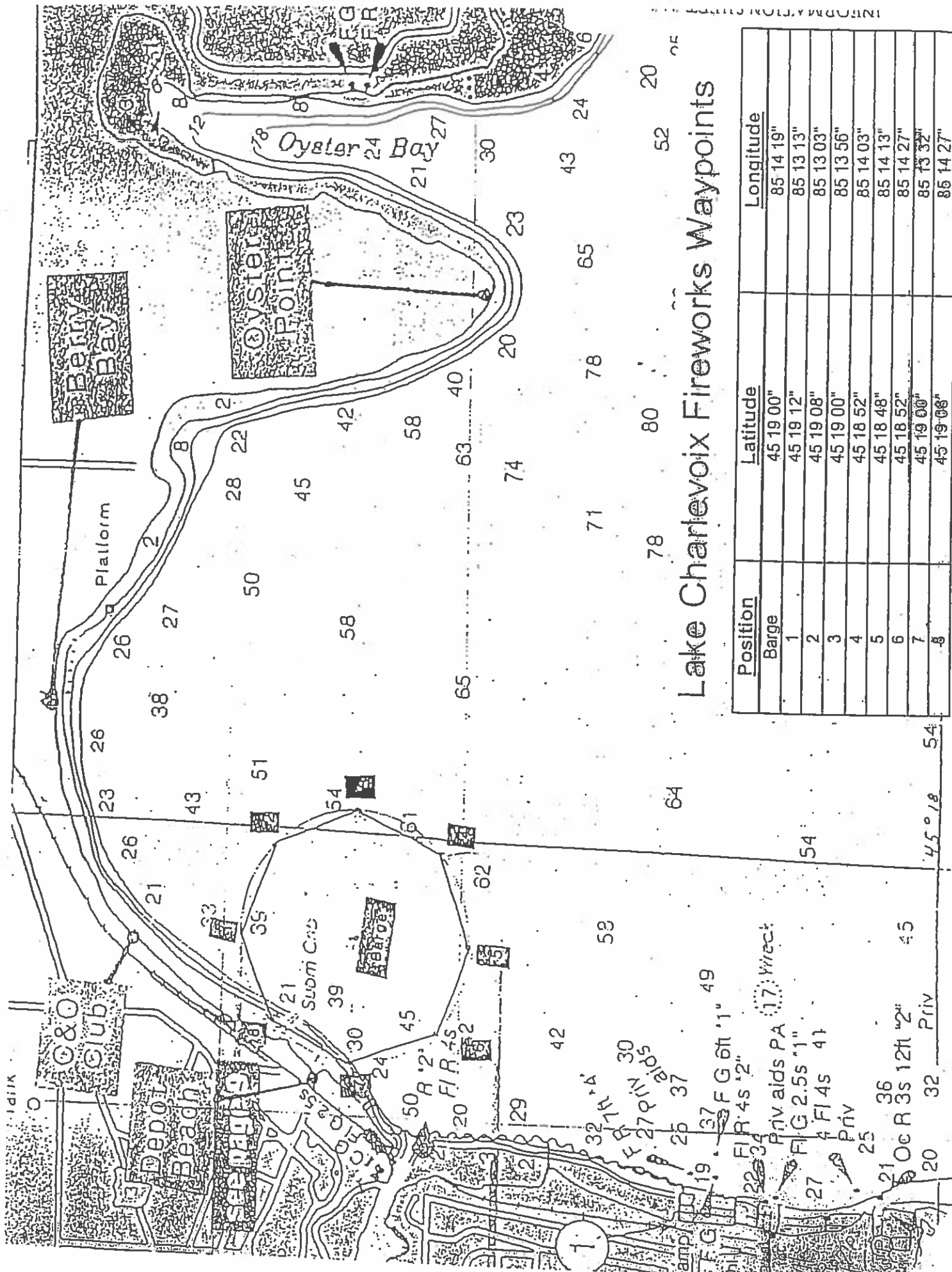
FORM INSTRUCTIONS

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	87th Annual Charlevoix Venetian Festival		2. Date of Event	07/21/2017 and 7/22/2017	
3. Location of Event	Lake Charlevoix (7/21/2017) and Round Lake Harbor (7/22/2017)				
5. Name and Address of Sponsoring Organization (Include Zip Code)	Charlevoix Venetian Festival, Inc. PO Box 120 Charlevoix, MI 49720 * rain/backup-dates: 7/22/2017 7/23/2017				
6. No. of Participants	7. Sizes of Boats		9. No. of Spectator Craft		
8. Types of Boats			150		
a. Boat Parade - assorted; b. Fireworks - barge # 150; c. Tug - Wendy Anne					
10. Description of Events					
a. Fireworks (7/21/2017) shot from barge in Lake Charlevoix, vicinity of Depot Beach b. Boat Parade (7/22/2017) lighted pleasure craft to circle Round Lake Harbor c. Fireworks (7/22/2017) shot from barge in Round Lake Harbor					
11. Will This Event Interfere or Impede the Natural Flow of Traffic? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES					
11a. IF YES, briefly explain: Clear zone radius of (i) 1200 feet to be maintained for display on 7/21/17 and of (ii) 250 feet to be maintained for display on 7/22/2017					
12. What Extra or Unusual Hazard (to participants or non-participants) Will Be Introduced Into the Regatta Area?					
Fireworks (7/21/2017) maximum shell size is 12". Gross explosive weight on barge of approximately 4000 lbs. Net explosive weight of approximately 1700 lbs. Fireworks (7/22/2017) low level aerial product and 3" maximum shell size. Gross explosive weight on barge of approximately 3000 lbs. Net explosive weight of approximately 1500 lbs.					

CG-4423 (09/14)

13. Have any Objections Been Received from Other Interested Parties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	
13a. If YES, briefly explain:	
14. Vessels Provided by Sponsoring Organization for Safety Purposes (number and description) Boat parade committee boat, fireworks barge and tug	
15. Does the Sponsoring Organization Deem their Patrol Adequate for Safety Purposes? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	
15a. If NO, briefly explain: Marine patrols historically provided by USCG, Charlevoix County Sheriff Department and Michigan DNR. Further assistance from US Power Squadron is requested.	
16. Is a Coast Guard or Coast Guard Auxiliary Patrol Requested for Control of Spectator and/or Commercial Traffic? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	
16a. If YES, how many vessels do you recommend and why? Defer to USCG expertise	
17. Person In Charge Daniel B. Barron, President Charlevoix Venetian Festival, Inc.	18. Where Will 'Person In Charge' be During the Event? Depot Beach (7/21/2017) East Park, Charlevoix or on fireworks barge (7/22/2017)
19. How Can 'Person In Charge' be Contacted During the Event? radio/cell phone 231-675-4257	
20. Person to be Contacted for Further Details (Name, Address, Zip Code) Daniel B. Barron, PO Box 120, 309 Petoskey Avenue, Charlevoix, MI 49720	
20a. Area Code and Phone No.: (231) 547-9950	
20b. Email Address: dbarron@barronengstrom.com	
The undersigned has full authority to represent the sponsoring organization.	
21. Name: Daniel B. Barron	22. Title: President
23. Address (Include Zip Code) PO Box 120 309 Petoskey Avenue Charlevoix, MI 49720	23a. Area Code and Phone No.: (231) 547-9950
	23b. Email Address: dbarron@barronengstrom.com
24. Signature: 	
PRIVACY ACT STATEMENT	
<p>Privacy Act Notice</p> <p>Authority: 33 U.S.C. §1233 authorizes the collection of this information.</p> <p>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.</p> <p>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.</p> <p>Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the approval of the requested marine event.</p>	
<p>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.</p>	



Position	Latitude	Longitude
Barge	45 19 00"	85 14 19"
1	45 19 12"	85 13 13"
2	45 19 08"	85 13 03"
3	45 19 00"	85 13 56"
4	45 18 52"	85 14 03"
5	45 18 48"	85 14 13"
6	45 18 52"	85 14 27"
7	45 19 00"	85 13 32"
8	45 19 08"	85 14 27"

**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC
ITINERARY
JULY 21 AND 22, 2017 DISPLAYS**

**VENETIAN FESTIVAL
CHARLEVOIX, MICHIGAN**

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

Monday, July 17, 2017

- 12:00 to 5:00 PM Colonial equipment truck arrives at "Port Ironton" Facility.
Pre-barge loading meeting with Charlevoix Public Safety Chief Doan,
Charlevoix Township Fire Chief Dan Thorp, USCG Life Station Chief and
Colonial technicians. Colonial technicians begin off loading and setting up,
equipment only, onto barge.
- 5:00 PM Security arrives (24 hours/day of private security and/or Colonial
technicians), from this time through July 23, 2017.

Tuesday, July 18, 2017

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

Wednesday, July 19, 2017

- 8:00 AM - 5:00 PM Loading of fireworks into mortars begins.

Thursday, July 20, 2017

- 8:00 AM - 5:00 PM Loading of fireworks into mortars continues.

Friday, July 21, 2017

- 6:00 - 8:00 PM Barge towed to Charlevoix - approximately two (2) hour trip - loading of live
material to continue.
- 8:00 PM Barge anchored at firing location - loading of live material continues and
connection of electrical system begins.
- 9:00 PM Final hookup of electrical system and final testing completed.
- 10:20 PM Firing begins (time approximate).

10:40 PM Firing ends (time approximate).
11:00 PM Barge is towed back to Ironton - inspection of equipment takes place.

Saturday, July 22, 2017

1:00 AM Barge arrives in Ironton to begin tearing down of aerial show. Begin loading of low aerial program for Round Lake on evening of July 22, 2017.
8:00 AM Continue loading of low level program.
6:00 - 8:00 PM Barge towed to Charlevoix - approximately two (2) hour trip - loading of live material to continue.
8:00 PM Barge anchored at firing location - loading of live material continues and connection of electrical system begins.
9:00 PM Final hookup of electrical system and final testing completed.
10:15 PM Firing begins with start boat parade (time approximate).
11:00 PM Firing ends with conclusion of boat parade (time approximate).
11:45 PM Barge is towed back to Ironton - inspection of equipment takes place.

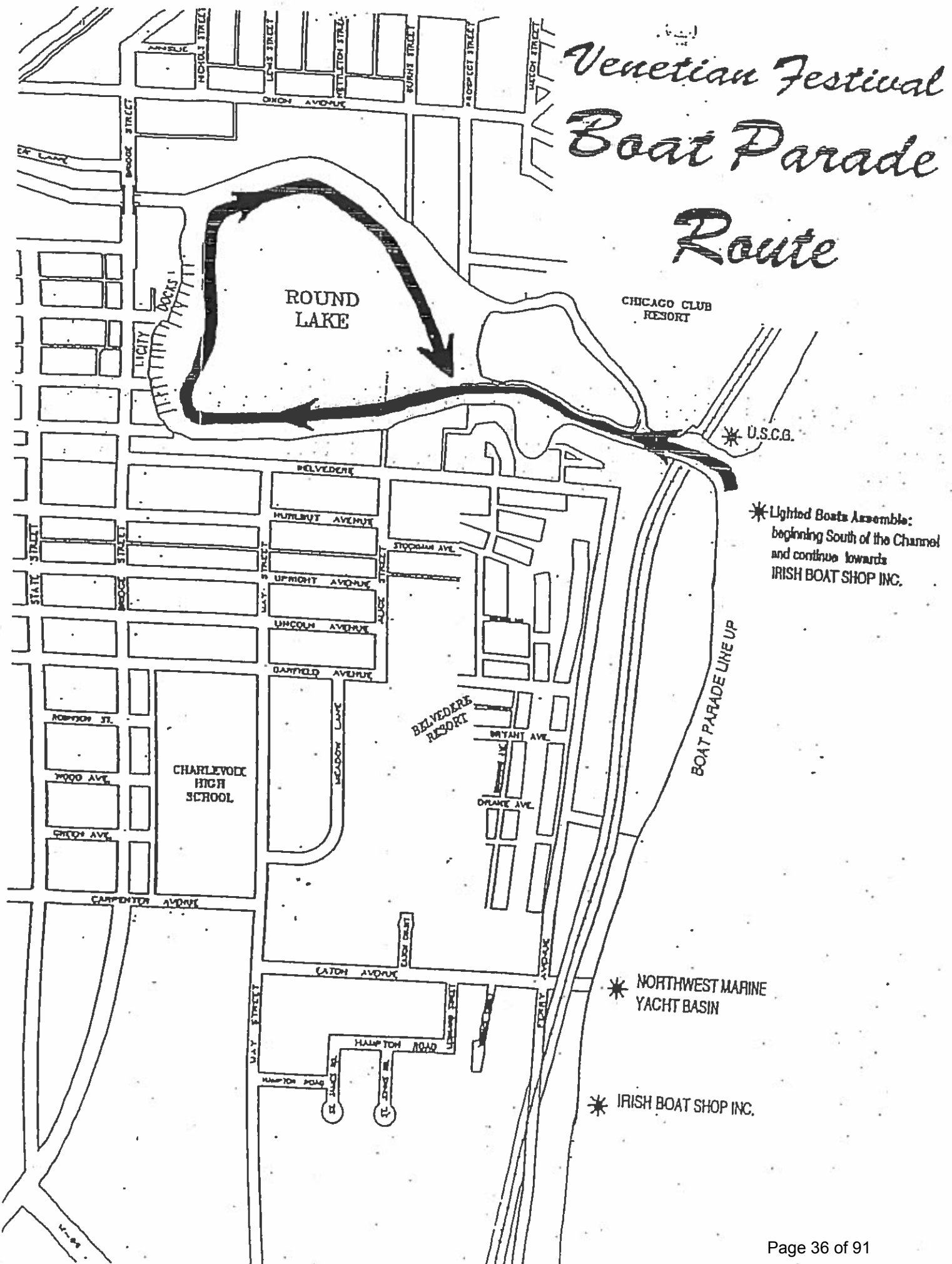
Sunday, July 23, 2017

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

WEATHER CONTINGENCY PLANS

1. Friday "rain out." The "large" (Lake Charlevoix) show will not be displayed in 2017, and on Saturday evening in Round Lake (i) the "low aerial" Harbor show will be displayed and (ii) the lighted boat parade will be staged.
2. Saturday "rain out." The "low aerial" Harbor show will not be displayed in 2017.
3. Friday and Saturday "rain outs." On Sunday evening, the "low aerial" Harbor show may be displayed, without the boat parade.

Venetian Festival Boat Parade Route





Colonial Fireworks Special Effects LLC/Great Lakes

June 1, 2017

LEAD PYROTECHNICIAN

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



Mr. Loffredo has 38 years experience as a pyrotechnician. He has experience in electronic and manual firing. Mr. Loffredo has worked on numerous barge shows as well as roof top firings.

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

Mr. Loffredo has fired over 1,000 outdoor and indoor displays throughout the United States and has an excellent safety record.



CHARLEVOIX VENETIAN FESTIVAL, INC.

309 Petoskey Avenue

P.O. Box 120

Charlevoix, Michigan 49720

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

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

June 14, 2017

"HAND DELIVERED"

Mark Heydlauff
City Manager
City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

RE: 87th Annual Charlevoix Venetian Festival

Dear Mark:

I have enclosed a tentative schedule of events, a mass gathering permit application and a proposed Contract, relative to the 87th Annual Charlevoix Venetian Festival. I look forward to speaking with the City Council at their meeting of June, 19, 2017. Thank you.

Sincerely,



Dan Barron
President

DBB/vls

Enclosures

RECEIVED

JUN 15 2017

CITY OF CHARLEVOIX

CONTRACT

THIS CONTRACT is effective on the ____ day of June, 2017, between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 ("City") and the Charlevoix Venetian Festival, Inc., a Michigan nonprofit corporation, whose address is 309 Petoskey Avenue, P.O. Box 120, Charlevoix, Michigan 49720 (the "Festival").

RECITALS

- A. Pursuant to MCLA 117.3(j) and Article I, Section 1.6 of the City Charter, the City is authorized to provide for the peace and health and for the safety of persons and property within the City and to expend funds for that purpose.
- B. The Festival will provide numerous recreational activities during the 87th Annual Charlevoix Venetian Festival, being held during July 15 - 22, 2017.
- C. Except for private donations from businesses and individuals, event registration fees, proceeds from the carnival, similar amusements and food & art concessionaire fees, the Festival charges no fees in connection with the various music entertainment, public activities and recreation which it provides within the City.
- D. The parties desire to act cooperatively in providing the above activities and entertainment to the citizens and visitors in the City.

AGREEMENT

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

- 1. The City shall pay to the Festival the sum of \$15,000.00.
- 2. The Festival shall use the above money to help defray the expense of the activities and events of the 87th Annual Charlevoix Venetian Festival.
- 3. The Festival shall charge no fees to spectators or event participants within the City, without the prior approval of the City Manager. The prohibition shall not apply to concessions where items or services (such as food, beverages, merchandise or carnival or amusement rides or activities) are sold, nor shall it apply to fees charged to concession operators, nor to registration fees for participation in athletic events.

"CITY"
CITY OF CHARLEVOIX

Date: June ____, 2017

By: _____
Luther Kurtz, Mayor

"FESTIVAL"
CHARLEVOIX VENETIAN FESTIVAL, INC.

Date: June ____, 2017

By: _____
Daniel B. Barron, President



pre & post venetian

JR. GOLF FINALS & CAREY CUP
All-ages Golf Course, *Not to be determined*
Current Jr. Golf Program Members

TENNIS FINALS

Weekend Field/Street Park Courts
Regatta July 14, Finals July 20
Youth, Women, Men, Coed, Seniors
Register Online by 7/12, \$10 fee

saturday, july 15

AQUAPALOOZA

Ferry Beach 12:00 - 6:00 p.m.
Music, Games and Fun
Local and Regional Bands

ROOTS VIBRATIONS

feat. AARON PARROTT
Caribbean Music - Detroit, MI

VOLLEYBALL

6 Member Coed, \$90 per team
Ferry Beach 12:00 p.m.
Register online by 7/12

"VENETIAN SHOES"

HORSESHOE TOURNAMENT
Ferry Beach 12:00 p.m.
\$10 per person, Cash Prizes
Register Online by 7/12

sunday, july 16

BEACH BASH BASKETBALL

Ferry Beach 9:00 a.m.
3-on-3, 12 teams, \$80 per team
Register Online by 7/12

DISC GOLF DOUBLES

At McQuhee 12:00 p.m.
Reg: On-site 12:00 p.m., 1:00 p.m. Sun
\$10/Reg. Team - \$50/Advanced Team
Bring own partner - 16oz Shot Oudlers

2017 Schedule of Events

Schedule is subject to change.
Check our website at ForLebanon.org
for the most up-to-date information
Venetian Games registration is available on our website:
www.venetianfestival.org/venetian-games

Sunday, July 16th continued

"WORKSHIP ON THE WATER"

Oldport East End Beach 7:00 p.m.
COMMUNITY REFORMED CHURCH
Clinton - Charlevoix, MI
FAMILY OF CHRIST CHURCH
Clinton - Petoskey, MI

monday, july 17

MAIN STREET MONDAY

Oldport East End Beach 7:30 p.m.

TOMMY TRUMP

Oldport East End Beach 7:30 p.m.

QUEEN STORY TELLING

Oldport East End Beach 7:30 p.m.

FAMILY MOVIE

Oldport East End Beach 7:30 p.m.

tuesday, july 18

4-H YOUTH SAILING REGATTA

Hyatt Beach - North End of Beach 10:30 a.m.
Ages 8 to 19
Reg: Tom O'Leary, richmond.north@education

CASTLE GARDEN GAMES

Ferry Beach 1:30 - 4:00 p.m.
Booze Ball, Hoops, Fun Games, Cuckoo
Reg: On-site, Free to Public

BINGO!

Castle Garden 1:30 - 4:00 p.m.
Bingo sponsored by American Home
Discounted Castle Tours all day
Reg: On-site, Free to Public

3-ON-3 SOCCER TOURNAMENT

Weekend Field 3:30 p.m., Ferry Beach 7:30 p.m.
Youth, High School, Adult, Over 35
Register Online by 7/12 - \$50/team

ARNOLD CARNIVAL

Weekend Field 3:30 p.m., Ferry Beach 7:30 p.m.
Bingo, Games, Food, Fun
Reg: On-site, Free to Public

VENETIAN MERCHANDISE

Ferry Beach 9:00 a.m. - 1:00 p.m.

TIKI TENT

Ferry Beach 9:00 - 10:00 p.m.

CHARLIE'S ROOT FUSION

Ferry Beach 9:00 - 10:00 p.m.

Wednesday, July 19th continued

VENETIAN RHYTHMS

Oldport East End Beach 7:00 p.m.

MIRIAM PICÓ

Oldport East End Beach 7:00 p.m.

CHARLEVOIX CITY BAND

Oldport East End Beach 7:00 p.m.

wednesday, july 19

SAILING REGATTA

Oldport East End Beach 7:00 p.m.

ALYSSA KAYE PERSONAL BEANS AND CO.

Oldport East End Beach 7:00 p.m.

FOOD CONCESSIONS

Oldport East End Beach 7:00 p.m.

ARNOLD CARNIVAL

Oldport East End Beach 7:00 p.m.

VENETIAN MERCHANDISE

Oldport East End Beach 7:00 p.m.

TIKI TENT

Oldport East End Beach 7:00 p.m.

DAVID GISCO

Oldport East End Beach 7:00 p.m.

VENETIAN RHYTHMS

Oldport East End Beach 7:00 p.m.

GALACTIC SHERPAS

Oldport East End Beach 7:00 p.m.

LOVERBOY

Oldport East End Beach 7:00 p.m.

thursday, july 20

KID'S DAY

Oldport East End Beach 7:00 p.m.

CHARLEVOIX FARMER'S MARKET

Oldport East End Beach 7:00 p.m.

ARNOLD CARNIVAL

Oldport East End Beach 7:00 p.m.

VENETIAN MERCHANDISE

Oldport East End Beach 7:00 p.m.

TIKI TENT

Oldport East End Beach 7:00 p.m.

CHARLIE'S ROOT FUSION

Oldport East End Beach 7:00 p.m.

"NIGHT SKY" WORKS FIREWORKS

Friday, July 21st continued
Oldport East End Beach 7:00 p.m.
Fireworks are visible from Ferry Beach, Depot Beach
and East End

saturday, july 22

DRENTH MEMORIAL FOOTRACE

Depot Beach 9:00 a.m. (Ferry Beach Street Race)
Family, MHC, 5K & 10K - All Ages
Reg: www.venetianfestival.org
Fri. 1:00 - 6:00 p.m., Sat. 6:30 - 8:30 a.m.

VENETIAN MERCHANDISE

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

RYAN SHAY MILE

Depot Beach 10:30 a.m.
Charlevoix Community Center by Im. Station Only

STREET PARADE

Depot Beach 11:00 a.m.

ARNOLD CARNIVAL

Depot Beach 11:00 a.m.

FOOD CONCESSIONS

Depot Beach 11:00 a.m.

VENETIAN RHYTHMS

Depot Beach 11:00 a.m.

PLYMOUTH FIVE & DRUM CORPS

Depot Beach 11:00 a.m.

SAULT STE. MARIE PIPE BAND

Depot Beach 11:00 a.m.

PETOSKEY STEEL DRUM BAND

Depot Beach 11:00 a.m.

CHARLEVOIX ALL CLASS REUNION

Depot Beach 11:00 a.m.

TIKI TENT

Depot Beach 11:00 a.m.

CHARLIE "HIPPS" WITTHOLTZ, DJ

Depot Beach 11:00 a.m.

BRIDGE STREET BLOCK PARTY

Depot Beach 11:00 a.m.

VARIOUS STREET PERFORMERS

Depot Beach 11:00 a.m.

VENETIAN RHYTHMS

Depot Beach 11:00 a.m.

JEFF LEHMAN'S DUELING PLANOS

Depot Beach 11:00 a.m.

THE RACBIRDS

Depot Beach 11:00 a.m.

VENETIAN LIGHTED BOAT PARADE

Depot Beach 11:00 a.m.

SPECTACULAR HARBOR FIREWORKS

Depot Beach 11:00 a.m.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Grant Application for Grand Traverse Band of Ottawa and Chippewa Indians

DATE: June 19, 2017

BACKGROUND:

The Grand Traverse Band of Ottawa and Chippewa Indians require a local unit of government to endorse all grant submittals. Attached is a grant application from St. Mary Schools of Charlevoix. The Schools is seeking funds to purchase an art play structure for 2-5 year olds. The total budget for the equipment is \$35,000.

RECOMMENDATION:

Authorize the City Manager to sign the application and forward it to the Grand Traverse Band of Ottawa and Chippewa Indians for their consideration.

ATTACHMENTS:

- ▢ St. Mary GTB Grant Request



St. Mary School of Charlevoix

1005 Bridge Street, Charlevoix, MI 49720

(231) 547-9441

(231) 547-6658 fax

June 5, 2017

City of Charlevoix
210 State Street
Charlevoix, MI 49720


Dear City of Charlevoix Council Members:

St. Mary School of Charlevoix is applying for a grant with the Grand Traverse Band of Chippewa and Ottawa Indians. Their process requires the school to have a local unit of government endorse our application. The items we have requested through the grant are the following:

- Playground structure
- Benches
- Rubber Chips
- Rubber Border Material
- Freight
- Site Prep
- Concrete
- Auger Rental
- Build Supervision
- Playground Inspection

As you know, St. Mary School is always trying to improve so we can offer parents of the surrounding communities an excellent choice in their child's education. With this grant, we would be able to provide a state of the art play structure for 2-5-year-olds, which would provide opportunities for fun, exercise, and social interaction. Being near the heart of the city many local families utilize our playground in addition to our own families. It has become a community gathering place. We would love to have a structure for younger children to play safely.

If you have any questions or need further information, please call me at 231-409-9663. Thank you for your time and consideration.

Sincerely,

Laura Kelly
St. Mary School

**Tribal Council Allocation of 2% Funds
Application Form**

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.**

1. Allocation Cycle: ☒ June ☒ Submission Date – June 30th
☐ December ☐ Submission Date – December 31st
2. Name of Applicant: City of Charlevoix
Address: 210 State Street
Charlevoix, MI 49720
Phone #: _____ Fax #: _____
Authorized Signature: _____
Printed Name: _____
Title: _____
Contact person: Name: _____
Telephone #: 231-547-3270 Fax #: 231-547-3617
3. Type of Applicant: ☒ Local Government ☐ Local Court
☐ Township ☐ County Commissioner ☐ Road Commission
☐ Public School District ☐ College ☐ Charter School
☐ Public Library ☐ Sheriff/Police Department ☐ Fire Department
4. Fiscal Data: Amount Requested: \$ 23,800 Percent: 68 %
Local Leveraging: \$ 11,200 Percent: 32 %
(Match)
Total Budget: \$ 35,000 Percent: 100 %
5. Target Population: ☒ Children ☐ Adults ☐ Elders
(Indicate the ☐ Total GTB member Community ☐ Others
number of GTB
members)

6. Counties Impacted: ☐ Antrim ☐ Benzie ☒ Charlevoix
☐ Grand Traverse ☐ Leelanau ☐ Manistee

7. Brief Description (purpose of funding); include statement of need:

At St. Mary School, we currently have a play structure licensed for 5-12 year olds. We are in need of a substantial structure for our growing preschool program. Play grounds promote a child's cognitive, emotional, physical, and social development. The act of play is a crucial component in the successful growth of the brain, body and intellect. Playgrounds provide opportunities for fun, exercise, and social interaction. By playing, children get a healthy dose of cardiovascular, heart-healthy exercise. Children learn how to take turns and exercise self-control, as well as observing others play and striking up conversations with peers.

St. Mary's location in the heart of Charlevoix makes it a gathering place for many families. We have families not only from Charlevoix but surrounding communities as well who benefit from our playground. The current structure for 5-12 year old children is constantly in use. An age appropriate playground for 2-5 year old children would be a great benefit to our community and those around us.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000. Per school + (\$1,000 x # of GTB member students) = allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000 per school, based on the school's GTB membership count.

(b) Recommendation from Parent Committee: ☐ YES ☐ NO

(c) Describe parent involvement in project: _____

(d) Does the school receive Title IX Indian Education Funds? ☐ YES ☐ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start 9/2017 Completion 9/2017

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

☒ YES ☐ NO. If yes, please list the start and end dates and amount:

9/2003 - 10/2003 and amounts: \$9,000

7/2005 - 10/2005 \$8,000

1/2014 - 3/2014 \$2,500

11. Are all of the previous allocations expended? ☒ YES ☐ NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____

_____ - _____

_____ - _____

12. Is the proposed project new ☒ or a continuation project ☐?

If this is a continuation project, please explain why there is a need to continue funding:

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

More families will be able to use the equipment. There would be an increase in student population because of the increase in users and exposure.

14. How will the success of the project be assessed (evaluation plan)? Observing the children's involvement in active, healthy outdoor play activities.

15. If new staff is required, will preference be given to Native American applicants?

 X YES NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.

BEFORE YOU MAIL, PLEASE REMEMBER TO:

- 1) Execute authorized signature
- 2) Attach 1-page budget
- 3) Submit before the deadline from the cover letter you received

St. Mary School June 30, 2017 Application
Grand Traverse Band Tribal Council Allocation of 2% Funds

Addendum A: Project Budget

<u>Description</u>	<u>Total</u>
Playground structure	\$20,000
Benches	\$1,020
Rubber Chips	\$7,000
Rubber Border Material	\$780
Freight	\$1,500
Site Prep	\$2,550
Concrete	\$300
Auger Rental	\$100/day
Build Supervision	\$1,250
Playground Inspection	\$500

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Job Description Revisions

DATE: June 19, 2017

BACKGROUND:

We are proposing a revision to both the Harbormaster and Assistant Harbormaster job descriptions to correctly reflect the FLSA status of “Exempt” to both positions.

RECOMMENDATION:

Approve the Harbormaster and Assistant Harbormaster Job Description.

ATTACHMENTS:

- ▣ Harbormaster Job Description
- ▣ Assistant Harbormaster Job Description

CITY OF CHARLEVOIX

Title: Harbormaster **FLSA:** Exempt
STATUS: Seasonal Summer
Department: Marina
Reports To: City Manager
Date: June 19, 2017

Position Purpose and Objectives

Responsible for planning, organizing, and managing the employees and work activities of the Marina. Provide continuous effort to develop a user-friendly Marina.

Scope and Environment

Work performed at the City Marina. Marina open from May 1 to October 15. Works in all types of summer weather.

Essential Job Functions

- Plan, organize, and manage all operations of the Marina.
- Supervise all Marina employees including goal setting, performance reviews, and disciplinary actions.
- Submit recommendations to the City Manager regarding maintenance and repairs necessary to maintain all City-owned Marina property in a safe functioning manner.
- Collect, account for, and deposit all Marina monies and fees.
- Maintain and/or direct the maintenance of departmental records, activity reports. For example, submit a year-end report of all Marina activities, including fees collected and expenses.
- Maintain and submit records required by the Waterways Commission of the State of Michigan.
- Develop, implement, and revise internal policies and procedures: issues general instruction regarding water traffic control, public safety, theft prevention, et al.
- Review and resolve complaints.
- Prepare departmental budget, confer with, and submit to City Manager.
- Attend staff meetings. As required, attend City Council meetings and submit reports.
- Assist boaters with docking and undocking.
- Walk an assigned area on foot to ensure public compliance with existing marina ordinances.
- Troubleshoot docks for replacement and repair and/or direct attendants to perform same.
- Maintain and/or direct others to maintain harbormaster building, including restrooms, showers, and harbormaster's office area in a neat, clean, and professional appearance.

Knowledge, Skills and Abilities Required

- Knowledge of Michigan Waterways Commission regulations.
- Working familiarity with boating.
- Able to work outdoors in all types of summer weather.
- Strong management and interpersonal skills and able to interact with people of all ages.
- Positive attitude.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Minimum Qualifications

- High school graduate or equivalent; college preferred.
- Possess a minimum of eight (8) years of related experience in resort environment (high value boats).

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

City Council Approval: Pending

CITY OF CHARLEVOIX

Title: Assistant Harbormaster **FLSA:** Exempt
STATUS: Seasonal Summer
Department: Marina
Reports To: Harbormaster
Date: June 19, 2017

Position Purpose and Objectives

Responsible for patrolling assigned areas of the marina to assist boaters and collecting monies as well as supervise all marina employees and agents in the absence of the harbormaster.

Scope and Environment

Work performed at the City Marina. Works in all types of summer weather. Works under the supervision of the harbormaster.

Essential Job Functions

- Assist harbormaster to manage all daily Marina activities.
- In the absence of the harbormaster, supervise all Marina employees.
- Submit recommendations to the harbormaster regarding maintenance and repairs necessary to maintain all City-owned Marina property in a safe and satisfactory manner.
- Assist boaters in docking and undocking and/or direct attendants to perform same.
- Collect, receipt, record, and deposit all fees and fines and/or direct attendants to perform same.
- Walk an assigned area on foot to ensure public compliance with existing marina ordinances; report non-compliance to harbormaster and/or direct attendants to perform same.
- Troubleshoot docks for replacement and repair and/or direct attendants to perform same.
- Maintain and/or direct others to maintain harbormaster building, including restrooms, showers, and harbormaster's office area in a neat, clean, and professional appearance.

Knowledge, Skills and Abilities Required

- Working familiarity with boating.
- Able to work outdoors in all types of summer weather.
- Able to swim.
- Able to exercise initiative.
- Strong interpersonal skills and able to interact with people of all ages.
- Positive attitude.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Required Certification

- High school graduate or equivalent
- Possess a minimum of three (3) years of related experience.

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

City Council Approval: Pending

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Taxiway A Improvement Project

DATE: June 19, 2017

PRESENTED BY: Matt Wyman, Interim Airport Manager

BACKGROUND:

This improvement project will bring our existing taxiways up to current FAA specifications. Our consultant, RS&H will be handling the construction administrative duties, as well as the phasing duties of this project. Attached is a proposed Amendment No. 1 to the Agreement for Professional Engineering Services.

Three contractors submitted bids for the Taxiway A Rehabilitation Project. On May 11th, the sealed bids were opened and after review, RS&H recommended Elmer's Crane and Dozer. MDOT also reviewed the bids and concurred with RS&H, that the contract be awarded to Elmer's Crane and Dozer.

The City will be receiving the final grant application for the Taxiway A Rehabilitation in the amount of \$1,349,000.25.

RECOMMENDATION:

Motion to approve Resolution 2017-06-02, Resolution 2017-06-03 and Resolution 2017-06-04, and to authorize the City Manager to sign the agreements after review by Staff and the City Attorney; and authorize the City Manager to sign the Construction Contracts for the Taxiway A Rehabilitation.

ATTACHMENTS:

- ❑ Amendment to RSH Professional Engineering Services Agreement
- ❑ Taxiway A
- ❑ Resolution 2017-06-02
- ❑ Taxiway A Rehab Bid Tabulation
- ❑ Resolution 2017-06-03
- ❑ Resolution 2017-06-04

**AMENDMENT NO. 1 TO THE
AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**

This Amendment made this ____ day of _____, in the year of 2016, to the Agreement made on the 6th day of June, in the year of 2016.

BETWEEN THE Owner (hereinafter referred to as Sponsor),

City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

and the Engineer (hereinafter referred to as the Consultant),

RS&H Michigan, Inc.
G-3101 West Bristol Road, Suite 300
Flint, Michigan 48507

for the following project:

Location: Charlevoix Municipal Airport
Charlevoix, Michigan

Description: Taxiway A Rehabilitation

Change: Article 3 - Payment, Element 3.1 – Fee to read as follows:

Phase (2) Construction

Elements 1.20, 1.21, 1.22, 1.23, 1.24, 1.25, 1.26, 1.27, 1.28, 1.29, 1.30 and 1.31, a firm fixed fee not to exceed One Hundred Twenty Thousand dollars (\$120,000.00) for Phase (2) Construction. A breakdown of the additional services for this amendment are included as Attachment A-1. A breakdown of the additional costs for this amendment are included as Attachment C.

The fee described above shall be considered payment in full by the Sponsor to the Consultant for all services rendered except as hereinafter provided under Article 4 - Element 4.3 - Changes in Work and Element 4.4 - Delays and Extensions, for Phase (2) Construction.

All other terms and conditions of the contract between the parties remain unchanged and in effect.

IN WITNESS WHEREOF the parties hereto have fixed their hand this date first written above.

ACCEPTED BY THE SPONSOR

SIGNED IN THE PRESENCE OF

CITY OF CHARLEVOIX

By:

ACCEPTED BY THE CONSULTANT

SIGNED IN THE PRESENCE OF:

RS&H MICHIGAN, INC.

_____ *DEM* _____

By:

Patrick T. Frame

Patrick T. Frame
President



CHARLEVOIX MUNICIPAL AIRPORT

Attachment C

TAXIWAY A REHABILITATION - CONSTRUCTION PHASE

SCOPE / TASK TITLE		PROJECT OFFICER	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	RES. PROJ. REPRESENT.	CADD TECHNICIAN	SUPPORT STAFF	TOTAL
Construction Phase Services									
	Task 1.1 Contractor Submittal Review		8	8	8				24
	Task 1.2 Technical Plan Interpretations		4	8	4				16
	Task 1.3 Change Orders		4	4	4				12
	Task 1.4 Substitution Review		4	8					12
	Task 1.5 Site Inspections		8	8					16
	Task 1.6 Pre-Construction/Weekly Progress Meetings		16	64					80
	Task 1.7 Review Materials Acceptance Test Results		8	8	16				32
	Task 1.8 Substantial Completion Inspections and Punchlists		8	8	4				20
	Task 1.9 Prepare Record Drawings		4	8	16		16	2	46
	Task 1.10 Warranty Inspections		8	8					16
	Task 1.11 Coordination with Sponsor		12	8				2	22
	Task 1.12 Pre-Construction/Progress Meeting Minutes			8				8	16
	Task 1.13 FAA Grant Documentation		8	12	8		12	4	44
TOTAL HOURS		0	92	160	60	0	28	16	356
RATE		\$75.00	\$56.00	\$42.00	\$30.00	\$32.00	\$24.00	\$18.00	
TOTAL DIRECT LABOR \$		\$0	\$5,152	\$6,720	\$1,800	\$0	\$672	\$288	\$14,632
OVERHEAD @		178.83%							\$26,166
PROFIT @		11%							\$4,488
TOTAL BURDENED LABOR @		3.10							\$45,286
OTHER DIRECT NON-SALARY COSTS									
		# DWGS	# PAGES						
REPRODUCTION		@	@						
		\$1.50	\$0.10	#SETS					
Drawings		79		2	\$237				
Reports/Specifications			427	4	\$171				
TOTAL REPRODUCTION									\$408
		# PCKGS	# PCKGS						
POSTAGE/DELIVERY		@	@						
		\$15.00	\$3.00						
Drawings and Specifications		2	15	\$75					
TOTAL POSTAGE/DELIVERY									\$75
SPECIALTY SUBCONSULTANTS									
Task 2 - Resident Project Representative		Alpine Engineering, Inc. (DBE)							\$40,000
Task 3 - Materials Acceptance Testing		Soils & Structures							\$15,700
Task 4 - GIS Construction As-Built Survey		Woolpert							\$16,169
TOTAL SPECIALTY SUBCONSULTANTS									\$71,869
TRAVEL									
		# People	# Days	Airfare @	Car @	Per Diem @	Lodging @		
				\$ 400	\$ 70	\$ 38	\$ 110		
Pre Construction Meeting		2	1	\$0	\$70	\$76	\$220	\$366	
Construction Site Visits (1 visit / Week)		1	4	\$0	\$280	\$152	\$440	\$872	
Additional Site Visits (Electrical)		1	2	\$400	\$140	\$76	\$220	\$836	
Final Inspection		2	1	\$0	\$70	\$76	\$220	\$366	
TOTAL TRAVEL									\$2,440
TOTAL ODC's									\$74,792
Total Proposed Fee (Rounded) for:		Construction Phase Services							\$120,000

ATTACHMENT E SCOPE OF SERVICES

Charlevoix Municipal Airport Charlevoix, Michigan

Taxiway A Rehabilitation Construction Phase Services

This Scope of Services shall be in accordance with all the requirements of the Professional Services Agreement, dated June 6, 2016.

PROJECT DESCRIPTION

This project consists of construction phase services related to the Taxiway A Rehabilitation project and all related items.

The current schedule calls for a Notice-To-Proceed for construction in September of 2017, with construction being complete in November of 2017. If construction exceeds 49 calendar days, the need for a supplemental work order to extend RS&H services will be evaluated.

TASK 1- CONSTRUCTION ADMINISTRATION SERVICES

During this phase the consultant shall provide services to support construction that shall include, but not be limited to:

- 1.1 Review, on a timely basis, contractors' submittals required by the construction documents, including, but not limited to: shop drawings, test data, samples, materials, equipment, etc. and approve, reject, or otherwise advise on the conformance of such submittals to the requirements of the construction documents.
- 1.2 Provide on a timely basis, so as not to negatively impact the construction schedule, the sponsor and the contractor with technical interpretations of the construction documents or any other Requests for Information (RFI) submitted by the contractors.
- 1.3 Review and concur with change order scope, cost and any modifications to the construction schedule.
- 1.4 Review and recommend for sponsor acceptance or rejection any changes, modifications or substitutions proposed by the contractor. Written justification must accompany any recommendation or rejection.
- 1.5 Provide periodic on-site review/monitoring of construction materials, finishes and workmanship in conformance with the standards established in the construction documents. Consultant shall notify the sponsor immediately, verbally and in writing, of any and all observed deviations and/or defects in material, finishes, equipment, systems or workmanship.
- 1.6 Prepare for and attend a Pre-Construction Meeting prior to the construction notice to proceed and during construction prepare for and attend weekly construction progress meetings.

- 1.7 Compare test results against specification standard and notify the sponsor of any concerns. Provide recommendations as needed to address concerns.
- 1.8 Participate in substantial completion inspections and prepare punch lists.
- 1.9 Prepare 'record drawings'. These documents shall include all field changes recorded and incorporated during the project.
- 1.10 Prior to the expiration of construction or equipment warranties or guarantees, coordinate a site walk with the contractor and the sponsor providing an inspection of the facility and provide a report of all observed defects in material, equipment and/or workmanship that are covered under the projects' warranties or guarantees.
- 1.11 All contact or direction given to the Contractor by the Engineer must first be reviewed and approved by the sponsor.
- 1.12 At the conclusion of this phase, provide a copy of all meeting minutes for this phase.
- 1.13 Prepare FAA grant documentation as required, including grant quarterly performance reports and grant closeout reports.

TASK 2 - RESIDENT PROJECT REPRESENTATIVE

- 2.1 Consultant will provide full-time resident project representative services for the project. Specific items shall include:
 - A. Project Startup: Resident Project Representative (RPR) shall prepare the project for construction startup. The RPR shall coordinate with the contractor before and after the preconstruction conference to provide access for the contractor to enter the site to perform surveying, mobilization and other project elements in preparation of construction beginning. The RPR shall develop necessary paperwork, forms, reports, etc. in preparation of construction startup. The RPR shall coordinate with the Airport manager to ensure all issues are addressed and properly communicated with the contractor, tenants, FAA, etc. prior to construction startup. The RPR shall coordinate with the Airport manager concerning all Airport and FAA facilities, NAVAIDS, runway and taxiway lighting circuits and communications cables issues to ensure all electrical related issues are covered and procedures in place to prevent circuits being cut, damaged or otherwise affected prior to construction startup. Coordinate repair of facilities as damage occurs.
 - B. Schedules: Review the baseline and all subsequent progress schedules, schedule of Shop Drawing submittals and schedule of values prepared by the Contractor and consult with the Engineer concerning acceptability.
 - C. Conferences and Meetings: Attend meetings with the Contractor, Owner and Engineer such as the preconstruction conference, weekly progress meetings, job conferences and other project related meetings, and prepare and circulate copies of minutes thereof.
 - D. Liaison: Serve as the Engineer's liaison with the Contractor, working principally through the Contractor's superintendent and/or project manager and assist in

understanding the intent of the Contract Documents. Assist the Engineer in serving as the Owner's liaison with the Contractor when the Contractor's operations affect the Owner's on-site operations.

- E. Review of Work, Inspections and Tests: Perform the following:
- a. Conduct on-site observations of the Work in progress to assist the Engineer in determining if the Work is, in general, proceeding in accordance with the Contract Documents.
 - b. Report to the Engineer whenever the RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required. Advise the Engineer of Work that the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval. Coordinate materials acceptance testing failed results and coordinate retesting.
 - c. Verify that tests, equipment and systems startups and operating and maintenance training are conducted in the presence of appropriate personnel and that the Contractor maintains adequate records thereof; and observe, record, and report to the Engineer appropriate details relative to the test procedures and startups.
 - d. Monitor the contractor's activities as they relate to the Construction Safety Phasing Plan (CSPP) and the Safety Plan Compliance Document (SPCD). Immediately inform the contractor, engineer, and owner when the contractor is in non-compliance with the standards and procedures contained in these documents, so that appropriate actions can be taken.
 - e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of those inspections and provide written reports of said visits to the Engineer.
 - f. Field inspect Change Order work to verify completion in accordance with contract documents.
- F. Interpretation of Contract Documents: Report to the Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to the Contractor clarifications and interpretations as issued by the Engineer.
- G. Contract Modifications: Consider and evaluate the Contractor's suggestions for modifications in Drawings or Specifications and submit a report with the RPR's recommendations to the Engineer. Transmit to the Contractor decisions as approved by the sponsor.
- H. Project Records: Perform the following:
- a. Maintain, at the job site, orderly files for correspondence, reports of job conferences, Shop Drawings and samples, reproductions of original Contract Documents incorporating Addenda, Change Orders, additional Drawings issued subsequent to the execution of the Contract, the Engineer's clarifications and interpretations of the Contract Documents, progress reports, test reports, and other Project related documents.
 - b. Keep a bound diary or log book, recording the Contractor hours on the job site, weather conditions, data relative to questions, Change Orders, or changed conditions, list of job site visitors, equipment on the site, daily activities, decisions, observations in general, any accident incidents, and specific observations in more detail as in the case of observing test procedures and send copies to the Engineer.

- c. Record names, addresses and telephone numbers of all the contractors, subcontractors and major suppliers of materials and equipment.
 - d. Record and monitor installed work for compiling and submitting bimonthly estimates for progress payments to contractors.
 - e. Develop and maintain a materials test record book.
- I. Project Reports: Perform the following:
- a. Furnish the Owner and Engineer FAA weekly construction progress reports as required of progress of the Work.
 - b. Consult with the Owner and Engineer in advance of scheduled major tests, inspections or start of important phases of the Work.
 - c. Draft proposed Change Orders, obtaining backup material from the Contractor, and recommend to the Owner Change Orders.
 - d. Report immediately to the Owner and Engineer upon the occurrence of any accident.
- J. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by the Contractor are applicable to the items actually installed and in accordance with the Contract Documents and have this material delivered to the Engineer for review and forwarding to the Owner prior to final payment for the Work.
- K. Project Closeout: Perform the following:
- a. Before the Owner issues a Certificate of Substantial Completion, conduct a pre-final inspection and submit to the Contractor and Owner a punch list of observed items requiring completion or correction.
 - b. Conduct a final inspection in the company of the Engineer, the Owner and the Contractor and prepare a final punch list of items to be completed or corrected.
 - c. Observe that all items on the final punch list have been completed or corrected and make recommendations to the Engineer concerning acceptance.
 - d. Prepare a final test book to be submitted to the FAA and the Owner.

TASK 3 - MATERIALS ACCEPTANCE TESTING

- 3.1 Consultant will provide materials acceptance testing for the project. Specific items shall include:
- A. Quality Assurance testing of Asphalt Pavement

TASK 4 - AGIS SURVEY

- 4.1 Consultant will provide FAA required post construction survey in accordance with Advisory Circulars 150/5300-16A/17C/18B. Specific items shall include:
- A. Create the necessary planning documents, including the Statement of Work, Geodetic Control Plan, and Quality Control Plan. Documents will be uploaded to the FAA's AGIS website for FAA Approval.
 - B. Perform necessary field survey activities. All survey will be completed per -18B specifications with the require documentation for each task.
 - C. Following completion of the ground survey, the data will be migrated to a FAA AGIS compatible data format with acceptable metadata, attribution and geometry. The data file will be uploaded to the FAA AGIS website and testing for compliance.
 - D. Preparation of reports required by -16A, -17C, and -18B, including a final survey report.

SCHEDULE

The following preliminary schedule is currently anticipated:

Notice to Proceed
Construction Duration
Substantial Completion

September 2017
49 Calendar Days
November 2017

**AMENDMENT NO. 1 TO THE
AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**

This Amendment made this ____ day of _____, in the year of 2016, to the Agreement made on the 6th day of June, in the year of 2016.

BETWEEN THE Owner (hereinafter referred to as Sponsor),

City of Charlevoix
210 State Street
Charlevoix, Michigan 49720

and the Engineer (hereinafter referred to as the Consultant),

RS&H Michigan, Inc.
G-3101 West Bristol Road, Suite 300
Flint, Michigan 48507

for the following project:

Location: Charlevoix Municipal Airport
Charlevoix, Michigan

Description: Taxiway A Rehabilitation

Change: Article 3 - Payment, Element 3.1 – Fee to read as follows:

Phase (2) Construction

Elements 1.20, 1.21, 1.22, 1.23, 1.24, 1.25, 1.26, 1.27, 1.28, 1.29, 1.30 and 1.31, a firm fixed fee not to exceed One Hundred Twenty Thousand dollars (\$120,000.00) for Phase (2) Construction. A breakdown of the additional services for this amendment are included as Attachment A-1. A breakdown of the additional costs for this amendment are included as Attachment C.

The fee described above shall be considered payment in full by the Sponsor to the Consultant for all services rendered except as hereinafter provided under Article 4 - Element 4.3 - Changes in Work and Element 4.4 - Delays and Extensions, for Phase (2) Construction.

All other terms and conditions of the contract between the parties remain unchanged and in effect.

IN WITNESS WHEREOF the parties hereto have fixed their hand this date first written above.

ACCEPTED BY THE SPONSOR

SIGNED IN THE PRESENCE OF

CITY OF CHARLEVOIX

By:

ACCEPTED BY THE CONSULTANT

SIGNED IN THE PRESENCE OF:

RS&H MICHIGAN, INC.

_____ *Dem* _____

By:

Patrick T. Frame

Patrick T. Frame
President



CHARLEVOIX MUNICIPAL AIRPORT

Attachment C

TAXIWAY A REHABILITATION - CONSTRUCTION PHASE

SCOPE / TASK TITLE		PROJECT OFFICER	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	RES. PROJ. REPRESENT.	CADD TECHNICIAN	SUPPORT STAFF	TOTAL
Construction Phase Services									
	Task 1.1 Contractor Submittal Review		8	8	8				24
	Task 1.2 Technical Plan Interpretations		4	8	4				16
	Task 1.3 Change Orders		4	4	4				12
	Task 1.4 Substitution Review		4	8					12
	Task 1.5 Site Inspections		8	8					16
	Task 1.6 Pre-Construction/Weekly Progress Meetings		16	64					80
	Task 1.7 Review Materials Acceptance Test Results		8	8	16				32
	Task 1.8 Substantial Completion Inspections and Punchlists		8	8	4				20
	Task 1.9 Prepare Record Drawings		4	8	16		16	2	46
	Task 1.10 Warranty Inspections		8	8					16
	Task 1.11 Coordination with Sponsor		12	8				2	22
	Task 1.12 Pre-Construction/Progress Meeting Minutes			8				8	16
	Task 1.13 FAA Grant Documentation		8	12	8		12	4	44
TOTAL HOURS		0	92	160	60	0	28	16	356
RATE		\$75.00	\$56.00	\$42.00	\$30.00	\$32.00	\$24.00	\$18.00	
TOTAL DIRECT LABOR \$		\$0	\$5,152	\$6,720	\$1,800	\$0	\$672	\$288	\$14,632
OVERHEAD @		178.83%							\$26,166
PROFIT @		11%							\$4,488
TOTAL BURDENED LABOR @		3.10							\$45,286
OTHER DIRECT NON-SALARY COSTS									
		# DWGS	# PAGES						
REPRODUCTION		@	@						
		\$1.50	\$0.10	#SETS					
Drawings		79		2	\$237				
Reports/Specifications			427	4	\$171				
TOTAL REPRODUCTION									\$408
		# PCKGS	# PCKGS						
POSTAGE/DELIVERY		@	@						
		\$15.00	\$3.00						
Drawings and Specifications		2	15	\$75					
TOTAL POSTAGE/DELIVERY									\$75
SPECIALTY SUBCONSULTANTS									
Task 2 - Resident Project Representative		Alpine Engineering, Inc. (DBE)							\$40,000
Task 3 - Materials Acceptance Testing		Soils & Structures							\$15,700
Task 4 - GIS Construction As-Built Survey		Woolpert							\$16,169
TOTAL SPECIALTY SUBCONSULTANTS									\$71,869
TRAVEL									
		# People	# Days	Airfare @	Car @	Per Diem @	Lodging @		
				\$ 400	\$ 70	\$ 38	\$ 110		
Pre Construction Meeting		2	1	\$0	\$70	\$76	\$220	\$366	
Construction Site Visits (1 visit / Week)		1	4	\$0	\$280	\$152	\$440	\$872	
Additional Site Visits (Electrical)		1	2	\$400	\$140	\$76	\$220	\$836	
Final Inspection		2	1	\$0	\$70	\$76	\$220	\$366	
TOTAL TRAVEL									\$2,440
TOTAL ODC's									\$74,792
Total Proposed Fee (Rounded) for:		Construction Phase Services							\$120,000

**ATTACHMENT E
SCOPE OF SERVICES**

**Charlevoix Municipal Airport
Charlevoix, Michigan**

**Taxiway A Rehabilitation
Construction Phase Services**

This Scope of Services shall be in accordance with all the requirements of the Professional Services Agreement, dated June 6, 2016.

PROJECT DESCRIPTION

This project consists of construction phase services related to the Taxiway A Rehabilitation project and all related items.

The current schedule calls for a Notice-To-Proceed for construction in September of 2017, with construction being complete in November of 2017. If construction exceeds 49 calendar days, the need for a supplemental work order to extend RS&H services will be evaluated.

TASK 1- CONSTRUCTION ADMINISTRATION SERVICES

During this phase the consultant shall provide services to support construction that shall include, but not be limited to:

- 1.1 Review, on a timely basis, contractors' submittals required by the construction documents, including, but not limited to: shop drawings, test data, samples, materials, equipment, etc. and approve, reject, or otherwise advise on the conformance of such submittals to the requirements of the construction documents.
- 1.2 Provide on a timely basis, so as not to negatively impact the construction schedule, the sponsor and the contractor with technical interpretations of the construction documents or any other Requests for Information (RFI) submitted by the contractors.
- 1.3 Review and concur with change order scope, cost and any modifications to the construction schedule.
- 1.4 Review and recommend for sponsor acceptance or rejection any changes, modifications or substitutions proposed by the contractor. Written justification must accompany any recommendation or rejection.
- 1.5 Provide periodic on-site review/monitoring of construction materials, finishes and workmanship in conformance with the standards established in the construction documents. Consultant shall notify the sponsor immediately, verbally and in writing, of any and all observed deviations and/or defects in material, finishes, equipment, systems or workmanship.
- 1.6 Prepare for and attend a Pre-Construction Meeting prior to the construction notice to proceed and during construction prepare for and attend weekly construction progress meetings.

- 1.7 Compare test results against specification standard and notify the sponsor of any concerns. Provide recommendations as needed to address concerns.
- 1.8 Participate in substantial completion inspections and prepare punch lists.
- 1.9 Prepare 'record drawings'. These documents shall include all field changes recorded and incorporated during the project.
- 1.10 Prior to the expiration of construction or equipment warranties or guarantees, coordinate a site walk with the contractor and the sponsor providing an inspection of the facility and provide a report of all observed defects in material, equipment and/or workmanship that are covered under the projects' warranties or guarantees.
- 1.11 All contact or direction given to the Contractor by the Engineer must first be reviewed and approved by the sponsor.
- 1.12 At the conclusion of this phase, provide a copy of all meeting minutes for this phase.
- 1.13 Prepare FAA grant documentation as required, including grant quarterly performance reports and grant closeout reports.

TASK 2 - RESIDENT PROJECT REPRESENTATIVE

- 2.1 Consultant will provide full-time resident project representative services for the project. Specific items shall include:
 - A. Project Startup: Resident Project Representative (RPR) shall prepare the project for construction startup. The RPR shall coordinate with the contractor before and after the preconstruction conference to provide access for the contractor to enter the site to perform surveying, mobilization and other project elements in preparation of construction beginning. The RPR shall develop necessary paperwork, forms, reports, etc. in preparation of construction startup. The RPR shall coordinate with the Airport manager to ensure all issues are addressed and properly communicated with the contractor, tenants, FAA, etc. prior to construction startup. The RPR shall coordinate with the Airport manager concerning all Airport and FAA facilities, NAVAIDS, runway and taxiway lighting circuits and communications cables issues to ensure all electrical related issues are covered and procedures in place to prevent circuits being cut, damaged or otherwise affected prior to construction startup. Coordinate repair of facilities as damage occurs.
 - B. Schedules: Review the baseline and all subsequent progress schedules, schedule of Shop Drawing submittals and schedule of values prepared by the Contractor and consult with the Engineer concerning acceptability.
 - C. Conferences and Meetings: Attend meetings with the Contractor, Owner and Engineer such as the preconstruction conference, weekly progress meetings, job conferences and other project related meetings, and prepare and circulate copies of minutes thereof.
 - D. Liaison: Serve as the Engineer's liaison with the Contractor, working principally through the Contractor's superintendent and/or project manager and assist in

understanding the intent of the Contract Documents. Assist the Engineer in serving as the Owner's liaison with the Contractor when the Contractor's operations affect the Owner's on-site operations.

- E. Review of Work, Inspections and Tests: Perform the following:
- a. Conduct on-site observations of the Work in progress to assist the Engineer in determining if the Work is, in general, proceeding in accordance with the Contract Documents.
 - b. Report to the Engineer whenever the RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required. Advise the Engineer of Work that the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval. Coordinate materials acceptance testing failed results and coordinate retesting.
 - c. Verify that tests, equipment and systems startups and operating and maintenance training are conducted in the presence of appropriate personnel and that the Contractor maintains adequate records thereof; and observe, record, and report to the Engineer appropriate details relative to the test procedures and startups.
 - d. Monitor the contractor's activities as they relate to the Construction Safety Phasing Plan (CSPP) and the Safety Plan Compliance Document (SPCD). Immediately inform the contractor, engineer, and owner when the contractor is in non-compliance with the standards and procedures contained in these documents, so that appropriate actions can be taken.
 - e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of those inspections and provide written reports of said visits to the Engineer.
 - f. Field inspect Change Order work to verify completion in accordance with contract documents.
- F. Interpretation of Contract Documents: Report to the Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to the Contractor clarifications and interpretations as issued by the Engineer.
- G. Contract Modifications: Consider and evaluate the Contractor's suggestions for modifications in Drawings or Specifications and submit a report with the RPR's recommendations to the Engineer. Transmit to the Contractor decisions as approved by the sponsor.
- H. Project Records: Perform the following:
- a. Maintain, at the job site, orderly files for correspondence, reports of job conferences, Shop Drawings and samples, reproductions of original Contract Documents incorporating Addenda, Change Orders, additional Drawings issued subsequent to the execution of the Contract, the Engineer's clarifications and interpretations of the Contract Documents, progress reports, test reports, and other Project related documents.
 - b. Keep a bound diary or log book, recording the Contractor hours on the job site, weather conditions, data relative to questions, Change Orders, or changed conditions, list of job site visitors, equipment on the site, daily activities, decisions, observations in general, any accident incidents, and specific observations in more detail as in the case of observing test procedures and send copies to the Engineer.

- c. Record names, addresses and telephone numbers of all the contractors, subcontractors and major suppliers of materials and equipment.
 - d. Record and monitor installed work for compiling and submitting bimonthly estimates for progress payments to contractors.
 - e. Develop and maintain a materials test record book.
- I. Project Reports: Perform the following:
- a. Furnish the Owner and Engineer FAA weekly construction progress reports as required of progress of the Work.
 - b. Consult with the Owner and Engineer in advance of scheduled major tests, inspections or start of important phases of the Work.
 - c. Draft proposed Change Orders, obtaining backup material from the Contractor, and recommend to the Owner Change Orders.
 - d. Report immediately to the Owner and Engineer upon the occurrence of any accident.
- J. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by the Contractor are applicable to the items actually installed and in accordance with the Contract Documents and have this material delivered to the Engineer for review and forwarding to the Owner prior to final payment for the Work.
- K. Project Closeout: Perform the following:
- a. Before the Owner issues a Certificate of Substantial Completion, conduct a pre-final inspection and submit to the Contractor and Owner a punch list of observed items requiring completion or correction.
 - b. Conduct a final inspection in the company of the Engineer, the Owner and the Contractor and prepare a final punch list of items to be completed or corrected.
 - c. Observe that all items on the final punch list have been completed or corrected and make recommendations to the Engineer concerning acceptance.
 - d. Prepare a final test book to be submitted to the FAA and the Owner.

TASK 3 - MATERIALS ACCEPTANCE TESTING

- 3.1 Consultant will provide materials acceptance testing for the project. Specific items shall include:
- A. Quality Assurance testing of Asphalt Pavement

TASK 4 - AGIS SURVEY

- 4.1 Consultant will provide FAA required post construction survey in accordance with Advisory Circulars 150/5300-16A/17C/18B. Specific items shall include:
- A. Create the necessary planning documents, including the Statement of Work, Geodetic Control Plan, and Quality Control Plan. Documents will be uploaded to the FAA's AGIS website for FAA Approval.
 - B. Perform necessary field survey activities. All survey will be completed per -18B specifications with the require documentation for each task.
 - C. Following completion of the ground survey, the data will be migrated to a FAA AGIS compatible data format with acceptable metadata, attribution and geometry. The data file will be uploaded to the FAA AGIS website and testing for compliance.
 - D. Preparation of reports required by -16A, -17C, and -18B, including a final survey report.

SCHEDULE

The following preliminary schedule is currently anticipated:

Notice to Proceed
Construction Duration
Substantial Completion

September 2017
49 Calendar Days
November 2017

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-06-02
EXECUTION OF AMENDMENT NO.1 TO THE AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
(Federal Project No. 3-26-0017-2117)

WHEREAS, the City is approving an amendment to the Contract for Professional Engineering Services with RS&H Michigan, Inc. for the Taxiway Alpha Rehabilitation and Taxiway Alpha Lighting Rehabilitation; and

WHEREAS, the additional design is for replacement of a navigational aid (REIL) on runway 09 and runway 27; and

WHEREAS, the scope of the construction administration includes review of all contractor submittals, requests of information, testing information, change orders, attending weekly construction progress meetings as well as providing full-time construction staff, and production of construction and FAA grant documentation; and

WHEREAS, an independent cost analysis has been performed by MDOT Aeronautics and the cost was found to be reasonable for the services provided; and

WHEREAS, this contract will also be included in the FAA AIP Grant, 3-26-0017-2117 with the project funding breakdown of 90% Federal, 5% State (MDOT) and 5% Local match.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the amendment to the Taxiway Alpha Rehabilitation design contract which includes construction administration, after review by City Staff and the City Attorney.

RESOLVED this 19th day of June, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:



CITY OF CHARLEVOIX
Taxiway A Rehabilitation
Bid Opening at City Hall
May 11, 2017 – 2:00 p.m.

Bidder Name	Total Cost
Rieth-Riley Charlevoix, MI	\$1,369,435.00
Team Elmer's Traverse City, MI	\$1,229,000.25
Payne & Dolan Inc Gaylord, MI	\$1,694,245.00

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-06-03
EXECUTION OF CONSTRUCTION CONTRACT FOR TAXIWAY ALPHA REHABILITATION
(Federal Project No. 3-26-0017-2117)

WHEREAS, the City is approving a construction contract with Elmer's Crane and Dozer, Inc. in the amount of one million two hundred twenty-nine thousand dollars and twenty-five cents (\$1,229,000.25) for the Taxiway Alpha Rehabilitation project resulting from the project bid opening on May 11, 2017 and RS&H Michigan, Inc.'s recommendation to award the construction contract to Elmer's Crane and Dozer, Inc.; and

WHEREAS, the proposed construction start date is September of 2017; and

WHEREAS, this contract will also be included in the FAA AIP Grant, 3-26-0017-2117 with the project breakdown of 90% Federal, 5% State (MDOT) and 5% Local match.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the construction contract with Elmer's Crane and Dozer, Inc. for the Taxiway Alpha Rehabilitation project in the amount of one million two hundred twenty-nine thousand dollars and twenty-five cents (\$1,229,000.25) after review by City Staff and the City Attorney.

RESOLVED this 19th day of June, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CITY OF CHARLEVOIX
RESOLUTION NO. 2017-06-04
EXECUTION OF GRANT APPLICATION
(Federal Project No. 3-26-0017-2117)

WHEREAS, the City is submitting a grant application to the Federal Aviation Administration (FAA) for the Taxiway Alpha Rehabilitation Construction Contract, Amendment No.1 To The Agreement For Professional Engineering Services for the Taxiway Alpha Rehabilitation; and

WHEREAS, the FAA and MDOT will provide the City with a grant application agreement; and

WHEREAS, the grant agreement will be in the amount of one million three hundred forty-nine thousand dollars and twenty-five cents (\$1,349,000.25) with the grant agreement funding breakdown of 90% Federal, 5% State (MDOT) and 5% Local match; and

WHEREAS, the City of Charlevoix Local Share of the grant will be sixty-seven thousand four hundred fifty dollars and one cent (\$67,450.01).

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the FAA and MDOT grant application and grant agreement after review by City Staff and the City Attorney.

RESOLVED this 19th day of June, 2017 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Energy Assistance Fund Opt-out

DATE: June 19, 2017

PRESENTED BY: Don Swem, Electric Superintendent

BACKGROUND:

Michigan's Public Act 95 was signed into law in 2013 to create the Low-Income Energy Assistance Fund (LIEAF) within the State Treasury. This fund provides money to low income households for heating assistance. The Act requires the City to either participate in the fund or to officially opt out of participation.

To participate the City would be required to collect a surcharge of a dollar or less from each retail billing meter (but no more than one residential meter per residential site) every month and send all of the money to the State for this fund. The money is supposed to be used back in this geographic area as much as possible. The total amount collected in a year would be roughly \$36,000.

The other choice is to opt out, which means the City would not collect any money and would not be a part of this fund. As a result, during the winter from November 1st to April 15th, our customers would not be eligible for emergency assistance with their utility bills from this fund, and at the same time the City would be prevented from shutting off any residential service for non-payment.

The City must make this choice whether to opt in or opt out every year at this time. For the last four years Charlevoix has opted out of this fund. One of the problems with opting in to the fund is the significant amount of work and expense it would take to code all of our customers' accounts for this surcharge, as only one surcharge can be assessed per residential site (so that people with separate garages or boat slips are not double-charged). This would have to be done manually by going through all of our accounts to code them so that they could be billed at separate rates. This would be an ongoing cost to administer.

Another item to note is that although it is impossible to predict how much money would be needed in such a fund next year, it is believed that \$36,000 is more than we would ever use to help electric customers in Charlevoix, and therefore our dollars will be subsidizing other utilities and other locations rather than helping our customers.

RECOMMENDATION:

Motion to opt-out of the requirements of Public Act 95 of 2013.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mayoral Appointments

DATE: June 19, 2017

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

The DDA/Main Street Board has a vacancy with the resignation of Dianne DuPont. This is a Mayoral appointment with Council approval, term expiring April 2019.

The Recreation Advisory Committee has a vacancy with the resignation of Jennifer Sell. This is a Mayoral appointment with Council approval, term expiring December 2018. Recreation Director Kirinovic recommended Roger Gowell to fill this position.

RECOMMENDATION:

Motion to appoint Citizen Name to the DDA/Main Street Board, term expiring April 2019.

Motion to appoint Citizen Name to the Recreation Advisory Committee, term expiring December 2018.

ATTACHMENTS:

- ▣ Committee Applications



CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

☐ AIRPORT ADVISORY COMMITTEE
☐ BOARD OF REVIEW
☐ COMPENSATION COMMISSION
☒ DDA/MAIN STREET BOARD

☐ HISTORIC DISTRICT COMMISSION
☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☒ RECREATION ADVISORY COMMITTEE

☒ SHADE TREE COMMISSION
☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: Deborah Grant
ADDRESS: 13456 Stover #16
HOME PHONE: _____ CELL PHONE: 248 345 8419
EMAIL: debbieg8255@yahoo.com
ARE YOU A REGISTERED VOTER IN THE CITY? Twshp HOW LONG HAVE YOU LIVED IN THE CITY? Twshp - 5 years
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No
EDUCATIONAL BACKGROUND: 2 yrs College

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: 1987 Worked in the Print Industry with my husband 20 years all aspects of office management and sales

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: 1985 worked for Farmington Hills Chamber in sales and for our downtown Summer Festival in many capacities. Volunteered on many other programs

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Yes, sat on our local board for Youth & Family Services for 10 years

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

No, other than retail summer employment @ American Spoon Foods, Charlevoix

REASON(S) YOU WISH TO SERVE:

To be an active community member

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE?

Not yet but I am available in the evenings
SIGNATURE: Deborah Grant

DATE: 2/8/2017

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:

210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@cityofcharlevoix.org



CITY OF CHARLEVOIX VOLUNTEER BOARDS AND COMMITTEES APPLICATION

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

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☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

☐ SHADE TREE COMMISSION
☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: Carissa Mullaney

ADDRESS: 214 W. Carpenter Street, Charlevoix, MI 49720

HOME PHONE: n/a

CELL PHONE: 303-717-6777

EMAIL: carissa@studiomidesign.com

ARE YOU A REGISTERED VOTER IN THE CITY? yes

HOW LONG HAVE YOU LIVED IN THE CITY? 4 1/2 years

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no

EDUCATIONAL BACKGROUND: Master of Science, Architecture (with specialization in Interior Design), University of Nebraska - Lincoln, 2009;

Bachelor of Arts, Interior Design, Art Institute of Colorado, 2000.

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Charlevoix Area Community Pool, Coordinator of Marketing & Development, 2015-current.

studioMI, LLC, Owner / Designer (graphic / web), 2012 - current. Art Institute of Colorado, Associate Professor of Design, 2003 - 2012. Ten years of commercial interior design experience at firms including OZ Architecture & Gray Design Group in Denver (majority of work was in corporate / office, multi-family housing, resort / hotel). NCIDQ Certified #018924 (interior design cert.)

LEED Accredited Professional (expertise and training in sustainable design).

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Charlevoix Main Street Promotions Committee Chair, 2015-2017; Charlevoix Main Street Steering Committee Member;

Charlevoix Area Chamber of Commerce Ambassador, 2016-current; Venetian Festival coordinator for two years and now currently maintaining website; Gymnastics Coach for Boyne Area Gymnastics in Charlevoix location.

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

EXPLAIN:

Yes, Charlevoix Main Street Promotions Committee (as mentioned above)

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

I do own a design business. As part of the Promotions Committee and Steering Committee, I have voluntarily offered graphic design work for several Main Street promotions and events, and also designed the website. For community branding, I chose not to submit for the RFP and instead was part of the group that actively sought, researched and selected a qualified firm for the project. In the time that I have been part of these committees, I have only been paid \$100 directly from the City / DDA for graphic design work.

REASON(S) YOU WISH TO SERVE:

I wish to help progressively position Charlevoix for the future, and see it thrive. It's important for me to live in a community that has a wide range of phenomenal resources (both natural and developed) for all ages. Charlevoix is a wonderful place that I have chosen to return to, and I enjoy being part of the solution to help restructure, stimulate job growth, and retain businesses for year-round sustainability. We are making positive strides and coming up with exciting solutions already. It is hard for me not to want to get involved given my background and interests in interior design and architecture, graphic design, event coordination, marketing and promoting. Being part of the Steering Committee was my stepping stone into Main Street. We learned about the program and also analyzed both Charlevoix's strengths and weaknesses. It has been extremely helpful having that insight when chairing the Promotions Committee and I would be excited to continue to follow that through to the DDA/Main Street Board.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? yes

SIGNATURE: 

DATE: 5/22/2017

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:

210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@cityofcharlevoix.org



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

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☐ BOARD OF REVIEW
☐ COMPENSATION COMMISSION
☒ DDA/MAIN STREET BOARD

☐ HISTORIC DISTRICT COMMISSION
☐ HOUSING COMMISSION
☐ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE

☐ SHADE TREE COMMISSION
☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: Julie Mann
ADDRESS: 309 W Upright St
HOME PHONE: 231-373-2554 CELL PHONE: same
EMAIL: candjmann@yahoo.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 5 yrs
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no

EDUCATIONAL BACKGROUND: Highschool Diploma, Executive Secretary Degree @ Rasmussen Biz College, some classed @ U of MN

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: owner/executive chef @ Smoke on the Water; Ameriprise Financial phone rep for qualified plans & REITS - had my Series 7 & 66 Events Coordinator @ major church in Grand Rapids

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: ran MI beach concession stand - 1 season insight of owning a business off "main street"

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: Yes - created Best Practices Committee @ Transamerica's new branch to set up policies & procedures

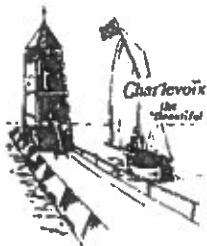
DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN: No - as a business owner in CHX I believe I have a good insight, but my intent is to help Chx grow and prosper as a whole.

REASON(S) YOU WISH TO SERVE: To assist in helping Chx become a more vibrant community for the locals, tourists and business community. To help expand Chx to more than 4 blocks.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE: Julie A. Mann DATE: 12-30-16

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:
210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@cityofcharlevoix.org



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

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

PLEASE PRINT

NAME: Luke LaBlance

ADDRESS: 105 Cherry Street

HOME PHONE: 231 675 9717 CELL PHONE: 231 675 9717

EMAIL: lukelablance@hotmail.com

ARE YOU A REGISTERED VOTER IN THE CITY? YES HOW LONG HAVE YOU LIVED IN THE CITY? 37 years

HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? No

EDUCATIONAL BACKGROUND: B.S. from Michigan State University in Supply Chain Management

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: I have extensive experience in Purchasing, Scheduling, Manufacturing, and operations management.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: I am currently employed at the MANNA Food Project. Involved with many outreach programs related to feeding the hungry. I also volunteer for the junior basketball program.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN: No

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN: I do own 2 homes in Charlevoix, and my mom owns 3 properties, 1 in town, 2 in the township

REASON(S) YOU WISH TO SERVE: Looking to increase my involvement in the community

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE: [Signature] DATE: 1/31/17

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:
210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@cityofcharlevoix.org



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

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

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

PLEASE PRINT

NAME: Roger Gowell
 ADDRESS: 13139 Beechwood Dr.
 HOME PHONE: 231-547-6028 CELL PHONE: 231-881-7630
 EMAIL: rgowell@gmail.com
 ARE YOU A REGISTERED VOTER IN THE CITY? NO HOW LONG HAVE YOU LIVED IN THE CITY? _____
 HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: Master's Degree in Educational Technology
from GVSU

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Taught School for 34 years
Coached athletics in Charlevoix High School / City Rec League

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE:
Football - Basketball - Baseball - Track coach at various times in CHS.
Coached girls basketball in City Rec League

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
Yes - On Board of BASES.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
NO

REASON(S) YOU WISH TO SERVE: Retired - Give back to community -
like athletics.
Believe these are great programs for community members.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? Yes

SIGNATURE: Roger Gowell DATE: 5/19/2017

RETURN APPLICATION TO THE CITY CLERK'S OFFICE:
 210 STATE STREET CHARLEVOIX, MI 49720 - FAX (231) 547-3617 - EMAIL clerk@cityofcharlevoix.org

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: June 19, 2017

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The Planning Commission met Monday and reviewed a Short-term Rental Ordinance. They would like City Council's input. We are planning to have this item at one of the August meetings. As you will recall, the Planning Commission had a subcommittee study this issue throughout the winter. Sarah Lucas will be present for this discussion.

Larry Sullivan began work this week as an Interim Zoning Administrator. Larry is well known throughout the community and the county. I look forward to working with him as we plan our next approach for zoning; ideally this will be collaborative with other entities.

In the attachments to this report, you will find an article on electric shock drowning. I want to thank Michael Esposito, President of Irish Boat Shop, for bringing this to my attention. I've asked Hal Evans and Don Swem to prepare a plan for testing this summer to minimize our risks of this hazard in our Marina. Most likely, we'll bring a recommendation to you later this year on adding automatic trips to our pedestals that will cut power when a hazard is detected. This will be a costly system but as you can see in the article, the risks are significant as well. I appreciate Mr. Esposito's guidance as we look to improve the safety of our Marina.

On June 15, I had the opportunity to speak to the Lake Charlevoix Association and the Tip of the Mitt Watershed Council about our efforts toward green infrastructure and responsible discharge into our lakes.

Petunia wedding will occur next week over four separate days at different points along the highway.

Following the Independence Day holiday, I'd like to schedule a training work session for Council on our transition to paperless packets. A late afternoon session would probably be preferable for our trainer from Novus Agendas. Please let me know your availability.

The following documents are for Council's information:

- Memo from Pat Elliott RE: loader purchase
- Flyer on Community Build for Lake Michigan Playground
- Charlevoix Housing Commission Cancellation Notice
- Charlevoix Recreation Advisory Committee Agenda - June 20, 2017
- Citizen email of concern regarding St. Mary's Fire

ATTACHMENTS:

- ❑ Troubled Waters: A new look at marinas, boatyards, and the problem of electric shock drowning
- ❑ Memo from Pat Elliott RE: Rubber Tracked Loader

- ▢ Lake Michigan Beach Playground Build
- ▢ Recreation Advisory Agenda
- ▢ Housing Commission Notice
- ▢ Citizen email regarding St. Mary's Cement Fire



CONFERENCE PREVIEW

Troubled Waters

A new look at marinas, boatyards, and the problem of electric shock drowning

By Ashley Smith

ON JULY 4, 2012, THE FAMILIES OF 10-year-old Noah Winstead and 11-year-old Nate Lynam were celebrating together on Lake Cherokee, located in the small northwestern Tennessee town of Bean Station. The day started like any other holiday on the lake, filled with swimming, boating, and barbecuing. That afternoon, though, Noah and Nate were swimming in a marina when they received an electrical shock. Noah died instantly from electrocution, and Nate died in the hospital the next day. Several other people who jumped into the water to save the boys were injured, but survived. An investigation found that the source of the electricity was current leaking from a boat that was plugged into the marina's electrical system.

Electric shock drowning, or ESD, has gained nationwide attention over the last few years due to high-profile inci-

dents that have led to deaths, mostly among children and young adults. Two children in Missouri died of ESD on the same day Noah and Nate lost their lives. "This has been a hard thing to process because it could have been prevented," said Jessica Winstead, Noah's mother. "People just aren't aware you can get shocked in the water like this."

A number of factors contribute to the ESD problem. Marinas, whether saltwater or freshwater, are corrosive environments that can be tough on electrical equipment. Many marinas lack ground-fault circuit interrupters (GFCIs), devices that automatically shut off electrical power when they detect a leakage. Compounding the problem is that marinas can be something of a no-man's-land when it comes to safety inspections. While there are regulations set forth by organizations such as NFPA and the American

Boat and Yacht Council (ABYC)—including annual inspections of electrical wiring—enforcement at marinas can be rare because many communities have not designated an authority having jurisdiction (AHJ) for the facilities, said David Rifkin, founder of a Florida-based company called Quality Marine Services, which specializes in corrosion analysis and control for boats and marinas and offers marina electrical safety consulting.

"We've seen a number of cases where, if an inspection had been done every year, the problem wouldn't have deteriorated to the point where it caused an accident," said Rifkin, who has spent the last 15 years researching electric shock drowning and coauthored a 2008 U.S. Coast Guard report on the topic. He has emerged as one of the country's foremost experts on ESD, and was a copresenter on the topic at last year's NFPA Conference & Expo in Las Vegas.

Winstead successfully fought for legislation in Tennessee to require the installation of GFCIs in marinas and to authorize the State Fire Marshal's Office to conduct safety inspections of boat docks and marinas to ensure code compliance.

A complex relationship also exists between the codes and standards that apply to boats and marinas and their related electrical safety issues. NFPA 302, *Fire Protection Standard for Pleasure and Commercial Motor Craft*, applies to boats, while NFPA 303, *Fire Protection Standard for Marinas and Boatyards*, applies to the facilities that house and service motor craft. NFPA 70®, *National Electrical Code*®, covers electrical installations in those facilities, as do an assortment of ABYC documents. The NEC®, however, only covers new installations and does not address other issues such as maintenance and reinspection.

In light of the safety hazards that exist and the deaths that have occurred,

the committee that oversees NFPA 303 has tightened the requirements for ground fault protection in the 2016 edition of the code. The committee also debated whether to ban swimming in marinas; the proposal did not pass, but committee members say the issue remains a topic for discussion. Meanwhile, the Fire Protection Research Foundation is organizing further research into the problem of ESD, work that stakeholders hope will provide a basis for future changes to the relevant standards.

Invisible danger

Electric shock drowning can occur when dockside electrical systems, or boats connected to a dockside system, leak electrical current into the water. A number of factors affect the impact the current can have on someone in the water, including the amount of electricity, the size of the person, and proximity to the power source. Depending on those variables, a person can be killed, injured, feel a slight tingling sensation, or experience nothing at all. While ESD tends to occur primarily in fresh water, it can happen in any marina environment depending on the conditions.

Sometimes the shock alone can kill, and in other instances the shock causes paralysis, which leads to drowning—and can make ESD an elusive culprit. In the latter case, Rifkin said, an autopsy may not be able to determine that electric shock was the cause, though it may be suspected circumstantially through eyewitness reports or by shock sensations reported by rescuers and other swimmers. No public authority or organization tracks the incidents of electric shock drowning.

Given the lack of data, James Shafer began compiling an unofficial list of incidents about 15 years ago. Shafer, like Rifkin, runs a Florida marine safety consulting business, Harbor

nfpa.org/ESD

Read the Fire Protection Research Foundation study, "Assessment of Hazardous Voltage/Current in Marinas, Boatyards, and Floating Buildings."

Read the 2008 U.S. Coast Guard report on electric shock drowning coauthored by David Rifkin and James Shafer.

Read more about the Electric Shock Drowning Prevention Association.

Learn more about the Fire Protection Research Foundation meeting in Baltimore in August to explore strategies to prevent electric shock drowning.

CONFERENCE SESSION

Marina and Boatyard Protection: Unique Challenges for NFPA

Wednesday, June 24, 11 a.m.–noon

James Cote, Cote Marine; John McDevitt, Marine Safety and Fire Protection; Kenneth E. Bush, Maryland State Fire Marshal's Office

For updated information on education sessions at the 2015 Conference + Expo in Chicago, visit nfpa.org/conference.

Marine Consultants, and the two of them teamed up to coauthor the Coast Guard report on ESD, "In-Water Shock Hazard Mitigation Strategies." Rifkin has taken over the job of updating the list, which currently documents 73 incidents of known ESD deaths since the mid-1980s and another 41 near misses. Rifkin said he believes the actual number of incidents is probably higher due to many of them being misclassified as drownings.

NFPA 303 was created to protect lives and property from fire and electrical hazards in waters-edge facilities, such as marinas, boatyards, yacht

clubs, and docking facilities, as well as in facilities where boats are stored on land. It does not apply to private boat docks or very large commercial facilities, but it covers almost everything in between, said Ken Bush, fire protection engineer for the Department of Maryland State Police and chair of the Committee on Marinas and Boatyards, which oversees the development of NFPA 303. Provisions apply to the construction and operation of marinas and related facilities, the maintenance of firefighting equipment and systems, electrical wiring and equipment, fire protection, and more. NFPA 303 requires annual inspections of electrical wiring at marinas and annual inspections of boats that are plugged into the marina's electrical power to check for stray currents.

The NEC also addresses marinas, and an important change in the new NFPA 303 is that users will be directed to Article 555 of the NEC for guidance on the installation of ground fault protection at marinas and boatyards. In 2011, the NEC was updated to require that marinas have ground-fault protection not exceeding 100 milliamps (mA), or 0.1 amps. If an amount higher than 100 milliamps of electricity leakage is detected, the circuit breaker trips and shuts down the power. Marinas can have several leakage sources, and the level was chosen to provide protection while minimizing nuisance trips. However, 100 milliamps could still be hazardous to someone in the water, which is why a change has been proposed for the 2017 NEC to make 30 milliamps the threshold for GFCI protection, a level that is safer for swimmers, boaters, marina workers, and others.

According to John McDevitt, a boat-industry consultant, NFPA 302

technical committee chair, and NFPA 303 technical committee member, the location of that protection is also important. The NEC requires ground fault protection only at the head of the dock, he said; if a leakage above the accepted limit is detected where ground fault protection exists only at the head of the dock, the entire dock

"Boaters are not going to be pleased with marina owners if they're losing power often, which means marina owners may not be inclined to comply with any new regulations."

is tripped and loses power. If ground fault protection was also provided at the power pedestals that boats plug into—a pedestal can typically accommodate anywhere from one to three boats—it might be possible to isolate the problem and prevent the entire dock from losing power, McDevitt said. The distinction is important from a compliance perspective, he added.

"Boaters are not going to be pleased with marina owners if they're losing power often, which means marina owners may not be inclined to comply with any new regulations."

Although standards exist, there are a number of reasons they are not widely followed, experts say. Many municipalities have not designated an AHJ who is responsible for inspections, whether it's the fire department, the electrical inspector, the fire marshal, or code enforcement, Rifkin said. With no one in charge, inspections can be overlooked

or ignored. Insurance companies do not require inspections as a condition of providing coverage to marinas, he said. Codes and standards, including the NEC, tend to not be retroactive unless they have specific retroactive requirements or recommendations built into them.

Previous editions of NFPA 303 did not specify regular testing of the



BELOW THE SURFACE Facing page, German Creek Marina in Bean Station, Tennessee, where electrical current leakage in the water killed two boys in 2012. Below, investigators inspect boats and docks at the facility.



ground fault devices. This has been addressed in the new edition, which specifies that inspection of ground fault protection devices will take place at regular intervals and, at a minimum, will occur annually. The standard also requires that deficiencies found during regular inspection and testing (such as damaged or inoperative ground fault protection devices or 120-volt neutral currents flowing through grounding conductors) be corrected.

According to Bush, fire officials and code inspectors have historically not been familiar with NFPA 303 and its inspection requirements. That is beginning to change, he said, in part because NFPA 303 is now referenced in standards that are more widely recognized, such as NFPA 1, *Fire Code*. Even so, he said, more awareness is needed.

Growing awareness

Even though code enforcement in marinas has a long way to go, na-

tional awareness about electric shock drowning is growing. Tennessee, West Virginia, and Arkansas have passed bills to enforce marina safety standards, and Kentucky is considering a bill that would ban swimming within 50 feet of marinas. In all four states, parents of children who have died from electric shock drowning have lobbied for legislation.

"I can see [these laws] taking flight in other states, but you've got to have somebody really behind it," said Winstead. "We fought. I spoke in front of the state Senate. It takes a lot for someone to say no to a grieving mother."

A nonprofit called the Electric Shock Drowning Prevention Association (electricshockdrowning.org) has been formed to raise awareness, and experts like Rifkin have put together training material that fire departments and inspectors can use to learn about electric shock drowning and identify the risks, as well as tips for first

responders on accident scenes.

Banning swimming in marinas has been a much-talked-about solution. The technical committee for NFPA 303 considered the idea when it drafted the revised 2016 code, but the proposal was voted down. The committee wasn't comfortable moving forward with the ban because it didn't have enough details about the size and extent of the area where swimming should be prohibited, Bush said. There were also issues related to signage at marinas notifying boaters, including the size and location of the signage. The issue will come up again the next time the committee meets, Bush said. The

next edition of NFPA 303 will not be published until 2021, but the committee can also consider a tentative interim amendment, he said.

Additionally, the Fire Protection Research Foundation (FPRF) recently commissioned a study titled "Assessment of Hazardous Voltage/Current in Marinas, Boatyards, and Floating Buildings." The goal of the study, which was prepared by the American Boat and Yacht Council Foundation and published in November, was to summarize the available information about electric shock drowning and find a technology-based solution for preventing it. The study recommended that all marinas have ground-fault monitors that sense when an electric current is too high and that trip the circuit breaker. The study also evaluated various commercial products designed to do this. The technical concern focused on the appropriate trip level for this equipment—to balance the safety goal against the pos-



Beyond ESD

Education session to take a broad view of marina hazards

Electric shock drowning isn't the only problem faced by marinas and boatyards. Even so, these environments can often be unfamiliar to firefighters, electricians, and code enforcement officials. "Marina and Boatyard Protection: Unique Challenges for NFPA," an education session at the upcoming NFPA Conference + Expo, seeks to change that by informing responders, enforcers, and other stakeholders of the hazards they can encounter at marinas and boatyards.

Enforcers can be "fish out of water—they just don't know what to expect" in marina settings, said James Cote, principal of Cote Marine, a consulting, installation, and repair company, and a member of the technical committee for NFPA 303, *Fire Protection Standard for Marinas and Boatyards*. For example, many boats have electrical systems that could present a risk of electric shock or fire; firefighters may falsely think they're safe in the event of a fire because the marina's power has been shut off, but a boat's electrical system can continue to present a hazard. If boats in the water are still plugged into the marina's power system, current can leak from one vessel to another, or back to components of the shore power distribution system, creating additional hazards. Other dangers include fuel stations with automatic pumps—which are not permitted by code but exist nevertheless—and the sheer amount of fuel on a boat. Many firefighting practices that are safe on land may not be safe in marinas, Cote said.

The educational session will cover an array of hazards as well as NFPA requirements related to marina electrical installations, fueling stations, firefighting, and the management and maintenance of marina systems. Fire officials, electrical contractors, and code enforcement officials with marinas in their jurisdictions are encouraged to attend. ► **FOR MORE INFORMATION**, visit nfpa.org/conference.

sibility of nuisance tripping that would cause the real-world implementation of the requirement to be ignored or circumvented.

However, according to Casey Grant, FPRF director, there are other protection strategies that were beyond

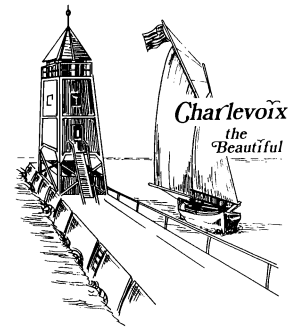
Banning swimming in marinas has been a much-talked-about solution. The technical committee for NFPA 303 considered the idea when it drafted the revised 2016 code, but the proposal was voted down.

the scope of this particular study, including addressing the electrical systems on boats themselves, not just marina docks; improved maintenance practices in marinas; and nontechnical approaches such as educational campaigns and marina signage warning of dangers. Because unanswered questions remain, the foundation has arranged a one-day planning meeting in Baltimore in August to discuss other strategies for preventing electric shock drowning and to decide whether further research is needed, Grant said.

"There's no lack of people who are concerned and want to do what's right to prevent electric shock drowning," Grant said. "That's what sets this topic apart—we sometimes have a group that's stonewalling or resistant in some way, but with this issue that's not the case. There's nobody fluffing it off and saying it's not a concern. The challenge here is identifying and implementing the research and other actions that will support realistic solutions, in the codes and standards as well as other methods." ♦

ASHLEY SMITH is a freelance writer based in Portsmouth, New Hampshire.

Public Works Department
210 State Street
Charlevoix, Michigan 49720
231-547-3276



MEMORANDUM

To: Mark Heydlauff
From: Patrick M. Elliott
Subject: Purchase of Motor Pool Equipment
Date: June 7, 2017

As per Council approval, we have been shopping for a rubber tracked loader and have purchased one from Klooster Machinery out of Atwood. The machine has about 1,800 hours on it and is in very good shape. The purchase price was \$42,000.00 which is within the budgeted amount.

If you have any additional questions, don't hesitate to contact me.



COMMUNITY BUILD FOR LAKE MICHIGAN PLAYGROUND

The City of Charlevoix received a grant from the DNR, and will be improving the Lake Michigan Beach site with a new playground.

There is a Community Build scheduled for **Saturday, July 1, 2017 beginning at 8AM**. All citizens, service organizations, sports teams, and church groups are encouraged to take part in this event.

Helpful tools to bring are: tape measure; 3/8" ratchet with 9/16" and 5/8" sockets; and 9/16" wrench.

For more information, please contact Tom at 231.547.3253 or by email at tomk@cityofcharlevoix.org

CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Tuesday June 20, 2017 – 6:00PM

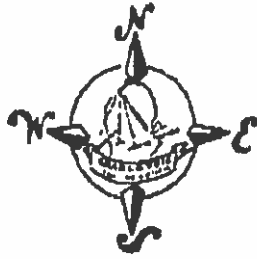
210 State Street, City Hall, City Council Chambers, Charlevoix, MI

AGENDA

- I. Call to Order/Roll Call**
- II. Inquiry Regarding Possible Conflicts of Interest**
- III. Determination of a Quorum**
- IV. Motion to Approve Minutes**
 - A. April 12, 2017 Meeting Minutes
- V. Old Business**
 - A.
 - B.
- VI. New Business**
 - A. Introduction of each group
 - a. Luther Kurtz
 - b. Tom Kirinovic
 - B. Presentation by Paddle Antrim
 - a. What do they do
 - b. Methods
 - c. How do they maximize efforts
 - C. What's next
 - a. Short term goals
 - b. Use of McSauba Lodge
 - c. Call to action
 - D. Presentation on Pickleball
- VII. Miscellaneous Business**
- VIII. Call for Public Comment**
- IX. Adjournment**

Posted: Wednesday June 14, 2017

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.



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451

PROJECT
PINE RIVER PLACE

NOTICE

Charlevoix Housing Commission

Due to a lack of a quorum, the Charlevoix Housing Commission's Regular Meeting of the Board of Commissioners scheduled for Tuesday, June 20, 2017 at 2:00pm has been canceled. The next meeting will be August 15, 2017 at the regular location at Pine River Place 210 W. Garfield, Charlevoix, Michigan, in the Community Room.

Julie Waterman
Executive Director
June 12, 2017

Mark Heydlauff

From: Linda Weller
Sent: Wednesday, June 07, 2017 5:24 PM
To: Mark Heydlauff
Subject: Fwd: St. Marys Fire

Please review the following email. Thanks

Sent from my iPhone
Linda Weller
Executive Assistant to the City Manager

Begin forwarded message:

From: Nathan Golovich <nrgolovich@gmail.com>
Date: June 7, 2017 at 4:53:14 PM EDT
To: Linda Weller <lindaw@cityofcharlevoix.org>
Subject: St. Marys Fire

Hello City Council,

Although I am no longer a citizen of Charlevoix, I was concerned to see news reports of the fire at St. Mary's cement plant, and I was relieved to hear that it was contained and put out with no injuries.

http://www.petoskeynews.com/featured-pnr/no-injuries-reported-in-fire-at-st-marys-cement-plant/article_4d42c87c-4b29-11e7-b701-272eb30fa746.html

Upon reading the above report in the Petoskey News Review, I was incredibly concerned to hear that the cement plant uses an alternative fuel source of "shredded pieces of plastic."

I'm sure that St. Mary's is within the regulatory oversight for the emissions standards from this type of energy source, but I would urge the citizens of Charlevoix, and especially the representatives of those citizens, to probe into this matter. Burning plastic is incredibly dangerous for the health of nearby people. It is incredibly dirty and contributes disproportionately to the human caused climate change that is unequivocally occurring as we speak.

I write to you because I am concerned for the health of my family who remains in the vicinity of this plant, and I would like to raise the public attention of this practice of energy generation at the St. Mary's cement plant.

Thank you for your time, and I hope you share my concern.

Regards,

Nathan Golovich