

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, August 15, 2016 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry regarding conflicts of interest**

5. Consent Agenda

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

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| A. City Council Meeting Minutes - August 1, 2016 Regular Meeting | PG 1-5 |
| B. Accounts Payable Check Registers & Payroll Check Registers | PG 6-19 |
| C. Appoint Delegate to Michigan Municipal League Annual Meeting | PG 20-22 |

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- | | |
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| A. Private Hangar Construction | PG 23-33 |
| B. Water Treatment Plan Standby Generator Replacement | PG 34-37 |

8. Reports & Communications

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

9. Other Council Business

- A. Closed Session on the Sale/Purchase of Real Property (pursuant to MCL 15.268, Section 8(d))

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.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, August 1, 2016 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

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

3. Presentations

Mayor Campbell read a thank you note from the Boss family regarding the celebration of life for Dale Boss.

4. Inquiry Regarding Conflicts of Interest

Councilmember Hagen confirmed with Council that he did not have a conflict with the Cherry Republic agenda item.

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 – August 1, 2016 Regular Meeting
- B. Special Accounts Payable Check Register – July 18, 2016
- C. Special Accounts Payable Check Register – July 21, 2016
- D. Regular Accounts Payable Check Register – August 2, 2016
- E. ACH Payments – July 18, 2016 to July 29, 2016
- F. Payroll Check Register – July 29, 2016
- G. Payroll Transmittal – July 29, 2016
- H. Tax Disbursement – July 21, 2016
- I. Appoint Alida Klooster as 2016 MERS Officer Delegate and Kelly McGinn as the alternate

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

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

6. Public Hearings & Actions Requiring Public Hearings

None

7. All Other Actions & Requests

- A. Micro Brewer Liquor License: Cherry Republic, Inc.

City Manager Heydlauff indicated that Cherry Republic is seeking support from City Council to obtain a Micro Brewer liquor license for their business located at 221 Bridge Street. The Clerk has reviewed and approved the application package.

CITY OF CHARLEVOIX
RESOLUTION NO. 2016-08-01
MICHIGAN LIQUOR CONTROL COMMISSION
LOCAL GOVERNMENT LIQUOR LICENSE APPROVAL
(Authorized by MCL 436.1501)

At a regular meeting of the City of Charlevoix City Council called to order by Mayor Gabe Campbell, on August 1, 2016 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember Supernaw and supported by Councilmember Cole that the application from Cherry Republic, Inc. for the following license(s): Micro Brewer, to be located at 221 Bridge Street, Charlevoix, MI 49720

be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 1st day August, 2016 A.D.

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

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

Motion by Councilmember Supernaw, second by Councilmember Cole, to approve Resolution 2016-08-01 Local Government Liquor License Approval.

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

B Conservation Easement Ballot Language

The purpose of the petition was to require the City Council to grant conservation easements to Little Traverse Conservancy for Mt. McSaubia Recreation Area and Lake Michigan Beach Park to protect the recreational and environmental values of these areas in perpetuity and limit development of the properties to existing uses and existing facilities. City Manager Heydlauff stated that Mr. Campbell submitted 490 signatures to the Clerk for verification, of which 416 were found to be valid which entitled the Charlevoix Conservation Easement Committee the ability to put the question of an easement before the voters on the November 8, 2016 ballot. City Attorney Howard drafted the ballot proposal language consistent with both the petition language and State law, as written in the attached Resolution. If City Council approves the Resolution, then the proposed ballot language will be forwarded to the Attorney General for final approval. Once approved, the question will be voted upon by the citizens of Charlevoix in November. City Manager Heydlauff clarified that Council was not endorsing the proposal at this meeting, but only approving the ballot language itself.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2016-08-02
CONSERVATION EASEMENT BALLOT LANGUAGE**

WHEREAS, *ballot petitions have been submitted to the City of Charlevoix with sufficient signatures to request approval by voters of the following amendment to Article II, Section 2.16(h) of the City Charter: "The Council shall grant to Little Traverse Conservancy conservation easements ensuring that Mt. McSaubia Recreation Area and Lake Michigan Beach Park will always be managed to protect the environmental and outdoor recreational values of these areas, provided that the development restrictions contained in the conservation easements shall not apply to current uses and structures in portions of Mt. McSaubia Recreation Area and Lake Michigan Beach Park, including presently existing uses and structures in use as the water treatment plant, parking areas, ski areas, skating pond and other uses in existence as of November 8, 2016, which uses and structures shall be allowed to continue, but the physical area shall not be expanded"; 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 ballot language that is consistent with the language on the petition initiative but is also 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 2016 general election:*

Shall Article II, Section 2.16 (h) of the Charlevoix City Charter be amended to require the City to grant Little Traverse Conservancy conservation easements ensuring that Mt. McSaubia Recreation Area and Lake Michigan Beach Park will always be managed to protect the environmental and outdoor recreational values of these areas, but also allow current uses and structures in portions of Mt. McSaubia Recreation Area and Lake Michigan Beach Park, including presently existing uses and structures in use as the water treatment plant, parking areas, ski areas, skating pond and other uses in existence as of November 8, 2016?

RESOLVED this 1st day of August 2016 A.D.

Resolution was adopted by the following yeas and nays vote:

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

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

Motion by Councilmember Gibson, second by Councilmember Perron, to approve Resolution 2016-08-02 Conservation Easement Ballot Language.

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

8. Reports & Communications

A. Public Comments None.

B. City Manager Comments

City Manager Heydlauff stated that Staff met with the health insurance agent and the three plans remain virtually unchanged. He expressed condolences to the family of former Mayor Dave Novotny on behalf of the City.

C. Mayor & Council Comments

Councilmember Supernaw requested that the DPW Staff be recognized for their extra efforts during Venetian Festival Superintendent Pat Elliott, Kevin Morrison, Steve Johnson, Mike Hodge, Justin Doran, Joe Swartzfisher, Bob Jones, Dave Manker, Sam Stewart, Michael Becker, Cam Alden, Jacob Stants, Barry Mumich, Zach Shepard, Jim Bishaw, Riley Kibler, Oliver Deyong, Alexis Smith, Isabell Hess, and Bob McGhee.

9. Other Council Business

None.

10. Adjourn

Council generally agreed to adjourn at 7:10 p.m.

Joyce M. Golding	City Clerk	Gabe Campbell	Mayor
Special Accounts Payable – 07/18/2016			
MITCHELL GRAPHICS INC.	455.19	TOTAL	455.19
Special Accounts Payable – 07/21/2016			
AT&T	2,226.90	GREAT LAKES ENERGY	213.74
AT&T LONG DISTANCE	45.55	METLIFE SMALL BUSINESS CENTER	727.93
AT&T MOBILITY	91.69	PRIORITY HEALTH	39,508.34
CHARLEVOIX STATE BANK	3,295.44	VERIZON WIRELESS	56.72
CITY OF CHARLEVOIX - MISC	7,159.66	VISION SERVICE PLAN	489.49
DELTA DENTAL	3,788.21	TOTAL	57,603.67
Regular Accounts Payable – 08/02/2016			
AIRGAS USA LLC	61.60	CEBULSKI, DEVON	36.81
ALL-PHASE ELECTRIC SUPPLY CO.	1,485.27	CENTRAL LAKE ARMOR EXPRESS	55.00
AMERICAN WASTE INC	50.00	CHARLEVOIX AREA CHAMBER	6,700.00
ANYBATTERY INC.	230.45	CHARLEVOIX COUNTY TREASURER	306.07
ASPLUNDH TREE EXPERT CO	3,592.00	CHARLEVOIX DISTRICT LIBRARY	129.39
AT YOUR SERVICE PLUS INC	230.00	CVX GROUNDHOG SHADOW FEST	24.00
AVFUEL CORPORATION	86,524.98	CHARLEVOIX SCREEN MASTERS INC	1,303.50
B & L SOUND INC	642.80	CHARLEVOIX TOWNSHIP	15.23
BEAVER RESEARCH COMPANY	312.84	CINTAS CORPORATION #729	78.80
BERG, REBECCA	122.00	COOK FAMILY FARMS	61.00
BLARNEY CASTLE OIL CO	720.12	CREMONTE, BRIAHNA	200.00
BOB MATHERS FORD	119.41	CRYSTAL FLASH ENERGY	782.12
CARLSON - DIMOND & WRIGHT INC	93.06	DCASSESSING SERVICES	4,371.08

DeROSIA, PATTY	41.00	NORTHWEST DESIGN GROUP	6,593.00
DHASELEER, CARL	76.00	OLSON BZDOK & HOWARD	3,908.20
DITCH WITCH SALES OF MICHIGAN	224.83	OSTLUND PEST CONTROL LLC	580.00
DOAN, GERARD	41.00	PANOFF, ZACH	41.00
DORNBOS SIGN INC.	67.65	PARASTAR INC.	1,586.11
ELLIOTT, PATRICK M.	41.00	PERFORMANCE ENGINEERS INC	8,141.50
ELLSWORTH FARMER'S EXCHANGE	62.78	PINE HILL NURSERY	54.00
ETNA SUPPLY	3,521.09	PLUMM, GERALDINE	44.78
EVANS, HAL	41.00	PLUNKETT & COONEY	598.36
FARMER WHITE'S	75.00	POLYDYNE INC	379.50
FASTENAL COMPANY	130.71	POND HILL FARM LLC	135.00
FERGUSON & CHAMBERLAIN	715.00	POWER LINE SUPPLY	836.20
FISHER SCIENTIFIC	475.93	PRECISION DATA PRODUCTS	250.29
FOX CHARLEVOIX	591.44	PREFERRED WASTE 2 LLC	425.00
GERBER HOMEMADE SWEETS	37.00	PREIN & NEWHOF	45,339.36
GINOP SALES INC	384.26	PRESTON FEATHER	355.23
GLOBAL EQUIPMENT COMPANY	18.45	REHMANN-ROBSON & CO	300.00
GOLDING, JOYCE	41.00	ROLOFF, ROBERT	41.00
GORDON FOOD SERVICE	118.73	ROTARY CLUB OF CHARLEVOIX	37.50
GRIFFIN BEVERAGE CO	106.00	RUSSELL, JACK	800.00
GRP ENGINEERING INC.	765.04	RUSTIC BAKER	50.00
HALE, DREW M	650.00	SCHMUCKAL OIL CO	594.96
HANKINS, SCOTT	41.00	SECURITY SANITATION INC.	95.00
HEID, THOMAS J.	41.00	SELL, JENNIFER	55.00
HEP'S HOMEBAKED GRANOLA	27.00	SHINDORF BUILDERS	615.00
HEYDLAUFF, MARK L	41.00	SHIPPY, BILL	30.00
HOLIDAY COMPANIES	5,578.31	SITE PLANNING DEVELOPMENT INC	4,600.00
HYDE SERVICES LLC	1,370.76	SPARTAN DISTRIBUTORS INC	509.26
INTERWATER FARMS INC	305.00	SPARTAN STORES LLC	68.04
J & B MEDICAL SUPPLY INC.	248.88	SPEEDWRENCH INC	285.00
KIRINOVIC, THOMAS	41.00	SPICER GROUP INC	877.50
KIWANIS CLUB OF CHARLEVOIX	39.00	STANDARD ELECTRIC CO	408.95
KLOOSTER, ALIDA K.	41.00	STRICKER'S OUTDOOR POWER	665.00
KMart	159.51	STUART C IRBY CO	1,950.00
KSS ENTERPRISES	1,972.94	SUPERIOR MECHANICAL	1,766.33
LAKESHORE TIRE & AUTO SERVICE	424.00	SWEM, DONALD L	41.00
LOTTIE'S BAGELS	149.00	SYSTEMS SPECIALISTS INC	300.00
MATELSKI LUMBER CO	1,583.52	T & R ELECTRIC	20,613.00
MAYER, SHELLEY L	41.00	THE ACCIDENTALS LLC	400.00
MCGINN, KELLY	41.00	THIESSEN, LINDA	100.00
MDC CONTRACTING LLC	743.92	TIME EMERGENCY EQUIPMENT	588.75
METTLER TOLEDO INC	419.68	TIMMS, ROBERT	200.00
MICHIGAN MUSHROOM MARKET LLC	91.00	TRAVERSE REPRODUCTION	198.60
MICHIGAN RURAL WATER ASSN	650.00	UP NORTH PROPERTY SERVICES LLC	4,389.00
MILAN, JANE	68.91	UTILITY FINANCIAL SOLUTIONS	7,000.00
MOBLO, KAYLA	45.00	WELLER, LINDA	41.00
MYER, ELIZABETH A.	110.99	WORK & PLAY SHOP	231.96
NEOFUNDS BY NEOPOST	5,010.00	WURST, RANDALL W.	41.00
NORTHERN CREDIT BUREAU	432.38	WYMAN, MATTHEW A.	41.00
NORTHERN MICHIGAN REVIEW INC	1,075.89	TOTAL	254,466.51

ACH Payments – 07/18/2016 to 07/29/2016

MI PUBLIC POWER AGENCY	41,529.72	VANTAGEPOINT (401 ICMA PLAN)	699.94
MI PUBLIC POWER AGENCY	18,564.61	VANTAGEPOINT (457 ICMA PLAN)	12,773.90
MI PUBLIC POWER AGENCY	207,128.97	VANTAGEPOINT (ROTH IRA)	721.53
IRS (PAYROLL TAX DEPOSIT)	37,769.28	MERS (DEFINED BENEFIT PLAN)	43,022.52
ALERUS FINANCIAL (HCSP)	420.00		
STATE OF MI (WITHHOLDING TAX)	5,489.59	TOTAL	368,120.06

Payroll Net Pay – Pay Period Ending 07/23/2016 (Paid 07/29/2016)

WELLER, LINDA JO	1,481.58	MILLER, FAITH G.	17.20
HEYDLAUFF, MARK L.	2,118.60	LEESE, MERRI C.	389.77
GOLDING, JOYCE M.	1,082.62	MCGINN, KELLY A.	1,492.91
DEROSIA, PATRICIA E	586.08	JONES, JANET M.	410.94
LOY, EVELYN R.	1,029.15	DOAN, GERARD P.	1,558.33
KLOOSTER, ALIDA K.	1,554.10	SCHLAPPI, JAMES L.	1,429.68
GOLOVICH, KAREN J.	960.42	UMULIS, MATTHEW T.	1,381.65
SPENCLEY, PATRICIA L.	1,309.80	HANKINS, SCOTT A.	2,107.45
PANOFF, ZACHARY R	1,180.04	ORBAN, BARBARA K.	1,451.25

TRAEGER, JASON A.	1,316.71	HESS, ISABEL L.	184.38
FLICKEMA, ANDREW M.	1,583.50	KIRINOVIC, THOMAS F.	312.79
MATELSKI, KIMBERLY A.	1,118.59	STEBE, LAURA A.	41.56
EVANS JR, HALBERT K.	1,468.90	BITELY, KATHERINE A.	438.48
KLOOSTER, PATRICK H.	1,001.82	MILAN, JANE E.	951.84
BEARINGER, ASHLEY L.	980.01	KIRINOVIC, CHANDLER E.	532.56
ENGSTROM, TYLER A.	638.20	BERNIER, RACHEL M.	653.59
GROSBERG, ASHLEY M.	949.32	MACGILLIVRAY, RAYMOND L.	604.01
SOFIA, KELSEY L.	551.96	SABSOOK, SARA E.	498.98
VANLOO, JORDAN C.	798.36	CRANDELL, ZACKARY R.	284.70
GREENE, GLORIA C.	663.05	PARKER-DROST, HERO	430.59
DAVIS, LEAH R.	642.76	HOLECHECK, JENNACA R.	584.43
TELGENHOF, WILL G.	760.90	BARNEVELD, VLADIMIR R.	35.24
WILLIAMS, BRANDON S.	610.07	HEID, THOMAS J.	1,272.04
GREYERBIEHL, KELLY M.	707.90	LEESE, ALAN K.	427.12
ROLOFF, ROBERT P.	1,446.06	GRUNCH, RONALD J.	245.63
RILEY, DENISE M.	472.74	DAVIS, RONALD L.	233.45
WURST, RANDALL W.	1,276.79	FAIRCHILD, GALEN W.	276.39
MAYER, SHELLEY L.	1,585.05	DAKROUB, JOSEPH E.	282.96
HILLING, NICHOLAS A.	1,604.91	MASSON, DONALD J.	511.02
MEIER III, CHARLES A.	1,909.08	KUSINA, DENNIS W.	243.37
ZACHARIAS, STEVEN B.	1,379.73	LABLANCE, MAUREEN J.	246.52
EATON, BRAD A.	2,012.10	GLOWNEY, TRAVIS T.	311.28
WILSON, TIMOTHY J.	2,027.44	MYER, ELIZABETH A.	1,653.03
LAVOIE, RICHARD L.	1,922.11	VANLOO, JOSEPH G.	786.68
STEVENS, BRANDON C.	1,690.78	WYMAN, MATTHEW A.	1,006.89
DRAVES, MARTIN J.	1,600.75	SCHRADER, LOU ANN	637.04
BROWN, STEPHANIE C.	540.95	BOSS, RYDER S.	973.60
SOMERVILLE, DAVID A.	991.83	MILLER, WILLIAM S.	960.02
ELLIOTT, PATRICK M.	1,961.37	HOUSER, JAMES F.	543.18
SCHWARTZFISHER, JOSEPH L.	1,264.16	JONES, LARRY M.	120.18
BRADLEY, KELLY R.	1,342.43	BEAN, PETER J.	248.17
HART II, DELBERT W.	1,159.50	TIMMS, ROBERT N.	46.17
JONES, ROBERT F.	1,721.09	EVELEIGH, MARY J.	46.17
DORAN, JUSTIN J.	1,702.97	GERBER, SAMUEL A.	151.91
MANKER JR, DAVID W.	508.66	KLINGER, LUCAS D.	640.99
MANKER SR, DAVID W.	751.61	KLINGER, BRADLEY W.	436.52
BECKER, MICHAEL S.	664.46	WILLIAMS, SYDNEY K.	438.45
SHEPARD, ZACHARY N.	539.52	SWEM, DONALD L.	1,833.27
MCGHEE, ROBERT R.	1,095.15	WHITLEY, ANDREW T.	1,664.10
STANTS, JACOB W.	656.35	MORRISON, KEVIN P.	1,803.77
BLOOMER, GABRIELLE J.	537.89	HODGE, MICHAEL J.	1,301.02
STEWART, SAMUEL D.	571.94	JOHNSON, STEVEN P.	1,728.38
SMITH, ALEXIS M.	577.18	BISHAW, JAMES H.	685.74
ALDEN, CAMDEN D.	441.99	PETERS, MEGAN M.	586.21
MUMICH, BARRY J.	571.94	MILAN, BAC P.	286.93
SKROCKI, JACOB D.	339.01	GILL, DAVID R.	1,246.38
DEYOUNG III, OLIVER A.	409.11	TODD, RICHARD D.	321.62
KIBLER, RYLEE A.	524.54	TOTAL	102,884.16

Payroll Transmittal - 07/29/2016

4FRONT CREDIT UNION	228.46	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	166.74	COMMUNICATION WORKERS OF AMER	489.93
AMERICAN FAMILY LIFE	379.74	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,960.77
CHARLEVOIX STATE BANK	1,286.16	TOTAL	5,119.63

Tax Disbursement - 07/21/2016

CITY OF CHARLEVOIX - TAXES DUE	21,185.94	TOTAL	21,185.94
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Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/06/2016	08/12/2016	117582	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	228.46
08/06/2016	08/12/2016	117583	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
08/06/2016	08/12/2016	117583	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	379.74
08/06/2016	08/12/2016	117584	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 8/6/20	56.00
08/06/2016	08/12/2016	117585	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,286.16
08/06/2016	08/12/2016	117586	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
08/06/2016	08/12/2016	117587	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	509.29
08/06/2016	08/12/2016	117588	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
08/06/2016	08/12/2016	117589	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 8	201.00
08/06/2016	08/12/2016	117590	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,960.77
Grand Totals:		10				5,339.99

Summary of Check Registers & ACH Payments FIRSTMERIT BANK - CHECKS ISSUED

08/12/16 Payroll Transmittal Checks	\$ 5,339.99
08/12/16 Payroll	\$ 102,831.45
08/16/16 Regular Accounts Payable	\$ 540,000.48

Checks Sub-Total: \$ 648,171.92

FIRSTMERIT BANK - ACH/WIRE PAYMENTS

08/01/16 MI Public Power Agency	\$ 28,045.30
08/05/16 Payment Service Network	\$ 232.10
08/08/16 MI Public Power Agency	\$ 28,963.05
08/10/16 DTE Energy	\$ 1,394.33
08/11/16 State of MI (Sales Tax)	\$ 25,447.55
08/12/16 IRS (Payroll Tax Deposit)	\$ 37,246.37
08/12/16 Alerus Financial (HCSP)	\$ 420.00
08/12/16 State of MI (Withholding Tax)	\$ 5,388.45
08/12/16 Vantagepoint (401 ICMA Plan)	\$ 699.94
08/12/16 Vantagepoint (457 ICMA Plan)	\$ 12,495.47
08/12/16 Vantagepoint (Roth IRA)	\$ 721.53

ACH Sub-Total: \$ 141,054.09

First Merit Bank Total: \$ 789,226.01

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

08/16/16 Tax Disbursement	\$ 1,768,083.07
Charlevoix State Bank Total:	\$ 1,768,083.07

Grand Total: \$ 2,557,309.08

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/06/2016	PC	08/12/2016	21851	WELLER, LINDA JO	101		1,481.57
08/06/2016	PC	08/12/2016	21852	HEYDLAUFF, MARK L.	102		2,402.53
08/06/2016	PC	08/12/2016	21853	GOLDING, JOYCE M.	106		1,082.62
08/06/2016	PC	08/12/2016	21854	DEROSIA, PATRICIA E.	107		894.15
08/06/2016	PC	08/12/2016	21855	LOY, EVELYN R.	117		1,029.15
08/06/2016	PC	08/12/2016	21856	KLOOSTER, ALIDA K.	121		1,750.97
08/06/2016	PC	08/12/2016	21857	GOLOVICH, KAREN J.	122		960.42
08/06/2016	PC	08/12/2016	21858	SPENCLEY, PATRICIA L.	136		1,348.27
08/06/2016	PC	08/12/2016	21859	PANOFF, ZACHARY R.	141		1,180.04
08/06/2016	PC	08/12/2016	21860	MILLER, FAITH G.	142		45.17
08/06/2016	PC	08/12/2016	21861	LEESE, MERRI C.	145		389.77
08/06/2016	PC	08/12/2016	21862	MCGINN, KELLY A.	146		1,492.91
08/06/2016	PC	08/12/2016	21863	JONES, JANET M.	148		486.96
08/06/2016	PC	08/12/2016	21864	DOAN, GERARD P.	201		1,558.33
08/06/2016	PC	08/12/2016	21865	SCHLAPPI, JAMES L.	204		1,144.10
08/06/2016	PC	08/12/2016	21866	UMULIS, MATTHEW T.	205		1,269.64
08/06/2016	PC	08/12/2016	21867	HANKINS, SCOTT A.	208		1,494.68
08/06/2016	PC	08/12/2016	21868	ORBAN, BARBARA K.	209		1,129.67
08/06/2016	PC	08/12/2016	21869	TRAEGER, JASON A.	210		4.61
08/06/2016	PC	08/12/2016	21870	FLICKEMA, ANDREW M.	211		1,703.59
08/06/2016	PC	08/12/2016	21871	MATELSKI, KIMBERLY A.	212		1,118.59
08/06/2016	PC	08/12/2016	21872	EVANS JR, HALBERT K.	214		1,468.90
08/06/2016	PC	08/12/2016	21873	KLOOSTER, PATRICK H.	216		873.53
08/06/2016	PC	08/12/2016	21874	BEARINGER, ASHLEY L.	222		726.74
08/06/2016	PC	08/12/2016	21875	ENGSTROM, TYLER A.	225		645.52
08/06/2016	PC	08/12/2016	21876	GROSBURG, ASHLEY M.	226		522.06
08/06/2016	PC	08/12/2016	21877	VANLOO, JORDAN C.	239		772.05
08/06/2016	PC	08/12/2016	21878	GREENE, GLORIA C.	243		571.76
08/06/2016	PC	08/12/2016	21879	DAVIS, LEAH R.	245		612.33
08/06/2016	PC	08/12/2016	21880	TELGENHOF, WILL G.	246		637.54
08/06/2016	PC	08/12/2016	21881	WILLIAMS, BRANDON S.	248		473.60
08/06/2016	PC	08/12/2016	21882	GREYERBIEHL, KELLY M.	260		601.00
08/06/2016	PC	08/12/2016	21883	ROLOFF, ROBERT P.	304		1,674.13
08/06/2016	PC	08/12/2016	21884	RILEY, DENISE M.	306		476.77
08/06/2016	PC	08/12/2016	21885	WURST, RANDALL W.	411		1,510.10
08/06/2016	PC	08/12/2016	21886	MAYER, SHELLEY L.	412		2,011.01
08/06/2016	PC	08/12/2016	21887	HILLING, NICHOLAS A.	413		1,156.26
08/06/2016	PC	08/12/2016	21888	MEIER III, CHARLES A.	421		1,440.69
08/06/2016	PC	08/12/2016	21889	ZACHARIAS, STEVEN B.	422		1,935.11
08/06/2016	PC	08/12/2016	21890	EATON, BRAD A.	515		1,962.33
08/06/2016	PC	08/12/2016	21891	WILSON, TIMOTHY J.	516		2,463.24
08/06/2016	PC	08/12/2016	21892	LAVOIE, RICHARD L.	519		1,650.17
08/06/2016	PC	08/12/2016	21893	STEVENS, BRANDON C.	521		1,886.03
08/06/2016	PC	08/12/2016	21894	DRAVES, MARTIN J.	523		1,803.73
08/06/2016	PC	08/12/2016	21895	BROWN, STEPHANIE C.	524		816.21
08/06/2016	PC	08/12/2016	21896	SOMERVILLE, DAVID A.	525		1,241.69
08/06/2016	PC	08/12/2016	21897	ELLIOTT, PATRICK M.	600		1,961.36
08/06/2016	PC	08/12/2016	21898	SCHWARTZFISHER, JOS	603		1,340.45
08/06/2016	PC	08/12/2016	21899	BRADLEY, KELLY R.	614		1,635.71
08/06/2016	PC	08/12/2016	21900	HART II, DELBERT W.	616		1,560.85
08/06/2016	PC	08/12/2016	21901	JONES, ROBERT F.	618		1,366.17
08/06/2016	PC	08/12/2016	21902	DORAN, JUSTIN J.	621		1,512.55
08/06/2016	PC	08/12/2016	21903	MANKER JR, DAVID W.	638		508.66
08/06/2016	PC	08/12/2016	21904	MANKER SR, DAVID W.	639		757.76
08/06/2016	PC	08/12/2016	21905	BECKER, MICHAEL S.	641		697.35
08/06/2016	PC	08/12/2016	21906	SHEPARD, ZACHARY N.	656		454.45
08/06/2016	PC	08/12/2016	21907	MCGHEE, ROBERT R.	663		1,037.85

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/06/2016	PC	08/12/2016	21908	STANTS, JACOB W.	664		695.98
08/06/2016	PC	08/12/2016	21909	BLOOMER, GABRIELLE J.	665		439.48
08/06/2016	PC	08/12/2016	21910	STEWART, SAMUEL D.	668		537.40
08/06/2016	PC	08/12/2016	21911	SMITH, ALEXIS M.	669		382.21
08/06/2016	PC	08/12/2016	21912	ALDEN, CAMDEN D.	670		410.75
08/06/2016	PC	08/12/2016	21913	MUMICH, BARRY J.	671		576.88
08/06/2016	PC	08/12/2016	21914	SKROCKI, JACOB D.	672		233.57
08/06/2016	PC	08/12/2016	21915	DEYOUNG III, OLIVER A.	676		412.40
08/06/2016	PC	08/12/2016	21916	KIBLER, RYLEE A.	677		406.82
08/06/2016	PC	08/12/2016	21917	HESS, ISABEL L.	678		547.27
08/06/2016	PC	08/12/2016	21918	KIRINOVIC, THOMAS F.	700		631.77
08/06/2016	PC	08/12/2016	21919	STEBE, LAURA A.	703		93.50
08/06/2016	PC	08/12/2016	21920	BITELY, KATHERINE A.	704		386.70
08/06/2016	PC	08/12/2016	21921	MILAN, JANE E.	711		951.84
08/06/2016	PC	08/12/2016	21922	KIRINOVIC, CHANDLER E	717		534.11
08/06/2016	PC	08/12/2016	21923	BERNIER, RACHEL M.	718		579.60
08/06/2016	PC	08/12/2016	21924	MACGILLIVRAY, RAYMO	720		581.54
08/06/2016	PC	08/12/2016	21925	SABSOOK, SARA E.	721		561.61
08/06/2016	PC	08/12/2016	21926	RAMSEY, BURKE H.	751		73.24
08/06/2016	PC	08/12/2016	21927	CRANDELL, ZACKARY R.	753		283.03
08/06/2016	PC	08/12/2016	21928	PARKER-DROST, HERO	775		534.52
08/06/2016	PC	08/12/2016	21929	HOLECHECK, JENNACA	777		584.43
08/06/2016	PC	08/12/2016	21930	HEID, THOMAS J	802		1,272.04
08/06/2016	PC	08/12/2016	21931	LEESE, ALAN K.	835		534.04
08/06/2016	PC	08/12/2016	21932	GRUNCH, RONALD J.	844		245.63
08/06/2016	PC	08/12/2016	21933	DAVIS, RONALD L.	853		233.45
08/06/2016	PC	08/12/2016	21934	FAIRCHILD, GALEN W.	855		289.67
08/06/2016	PC	08/12/2016	21935	DAKROUB, JOSEPH E.	860		326.32
08/06/2016	PC	08/12/2016	21936	MASSON, DONALD J.	861		649.72
08/06/2016	PC	08/12/2016	21937	KUSINA, DENNIS W.	862		243.37
08/06/2016	PC	08/12/2016	21938	LABLANCE, MAUREEN J.	863		201.25
08/06/2016	PC	08/12/2016	21939	GLOWNEY, TRAVIS T.	865		244.89
08/06/2016	PC	08/12/2016	21940	MYER, ELIZABETH A.	900		1,881.11
08/06/2016	PC	08/12/2016	21941	VANLOO, JOSEPH G.	902		806.78
08/06/2016	PC	08/12/2016	21942	WYMAN, MATTHEW A.	927		1,171.37
08/06/2016	PC	08/12/2016	21943	SCHRADER, LOU ANN	929		639.18
08/06/2016	PC	08/12/2016	21944	BOSS, RYDER S.	932		909.44
08/06/2016	PC	08/12/2016	21945	MILLER, WILLIAM S.	933		1,353.77
08/06/2016	PC	08/12/2016	21946	HOUSER, JAMES F.	934		493.51
08/06/2016	PC	08/12/2016	21947	BEAN, PETER J.	1060		497.11
08/06/2016	PC	08/12/2016	21948	DROST, PATRICIA A.	2002		92.50
08/06/2016	PC	08/12/2016	21949	CARLSON, JOANNE E.	2007		95.00
08/06/2016	PC	08/12/2016	21950	COLT, JUDITH C.	2018		85.00
08/06/2016	PC	08/12/2016	21951	FRANCIS, CATHERINE A.	2029		90.00
08/06/2016	PC	08/12/2016	21952	HUNTLEY, ROSALYNN R.	2031		105.00
08/06/2016	PC	08/12/2016	21953	LALONDE, SANDRA L.	2032		95.00
08/06/2016	PC	08/12/2016	21954	GORDON, JUDITH A.	2036		90.00
08/06/2016	PC	08/12/2016	21955	BASEY, HEATHER N.	2038		95.00
08/06/2016	PC	08/12/2016	21956	VILLERMAIN-SHEA, MICH	2039		95.00
08/06/2016	PC	08/12/2016	117558	GERBER, SAMUEL A.	147		18.47
08/06/2016	PC	08/12/2016	117559	KLINGER, LUCAS D.	235		640.99
08/06/2016	PC	08/12/2016	117560	KLINGER, BRADLEY W.	244		436.52
08/06/2016	PC	08/12/2016	117561	WILLIAMS, SYDNEY K.	247		587.04
08/06/2016	PC	08/12/2016	117562	SWEM, DONALD L.	512		1,833.27
08/06/2016	PC	08/12/2016	117563	WHITLEY, ANDREW T.	522		1,540.34
08/06/2016	PC	08/12/2016	117564	MORRISON, KEVIN P.	601		1,002.35
08/06/2016	PC	08/12/2016	117565	HODGE, MICHAEL J.	606		1,313.19

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
08/06/2016	PC	08/12/2016	117566	JOHNSON, STEVEN P.	617		1,218.13
08/06/2016	PC	08/12/2016	117567	BISHAW, JAMES H.	633		756.64
08/06/2016	PC	08/12/2016	117568	PETERS, MEGAN M.	738		641.49
08/06/2016	PC	08/12/2016	117569	MILAN, BAC P.	740		294.95
08/06/2016	PC	08/12/2016	117570	LABELLE, DAVIS B.	778		29.44
08/06/2016	PC	08/12/2016	117571	GILL, DAVID R.	856		1,225.13
08/06/2016	PC	08/12/2016	117572	TODD, RICHARD D.	859		284.05
08/06/2016	PC	08/12/2016	117573	RUDOLPH, JOELLEN B.	2008		178.50
08/06/2016	PC	08/12/2016	117574	LEFT, LILLIAN M.	2010		95.00
08/06/2016	PC	08/12/2016	117575	BUDAY, JOAN E.	2011		145.00
08/06/2016	PC	08/12/2016	117576	STEPHAN, MARY ANN	2012		55.00
08/06/2016	PC	08/12/2016	117577	CAMPBELL, KAREN L.	2013		201.25
08/06/2016	PC	08/12/2016	117578	PICOTTE, DIANE M.	2016		95.00
08/06/2016	PC	08/12/2016	117579	LALEWICZ, AMELIA M.	2034		92.50
08/06/2016	PC	08/12/2016	117580	CIUK, JULIA A.	2035		85.00
08/06/2016	PC	08/12/2016	117581	OCHS, GRACE L.	2037		55.00
Grand Totals:			130				102,831.45



Report Criteria:

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

Check Number	Payee	Amount
08/16/2016		
117591	229 BRIDGE LLC	53.28
117592	ACE HARDWARE	2,453.43
117593	ALL-PHASE ELECTRIC SUPPLY CO.	201.68
117594	AMERICAN WASTE INC.	4,976.46
117595	ARCADIA BENEFITS GROUP INC	25.00
117596	ARCHAMBAULT, JON	600.00
117597	ASPLUNDH TREE EXPERT CO	6,735.00
117598	AT YOUR SERVICE PLUS INC	230.00
117599	AUTO VALUE	1,374.62
117600	AVFUEL CORPORATION	39,009.85
117601	B & L SOUND INC	44.99
117602	BEIJO DE CHOCOLAT LLC	25.00
117603	BERG, REBECCA	160.00
117604	BOSS, LINDA K.	810.00
117605	BRADFORD'S	61.75
117606	CARQUEST OF CHARLEVOIX	1,211.88
117607	CENTRAL LAKE ARMOR EXPRESS	509.00
117608	CHARLEVOIX AREA CHAMBER OF CO	70.00
117609	CHARLEVOIX PARTNERS FOR YOUT	5,421.37
117610	CHARLEVOIX SCREEN MASTERS INC	781.75
117611	CHARTER COMMUNICATIONS	1,084.32
117612	CHEMICAL SYSTEMS INC.	1,952.00
117613	CINTAS CORPORATION	129.95
117614	CINTAS CORPORATION #729	114.93
117615	CITY OF CHARLEVOIX - MISC	6,190.07
117616	CITY OF CHARLEVOIX - UTILITIES	38,030.17
117617	CLARK, CHELSEA	75.00
117618	COCA-COLA REFRESHMENTS	503.62
117619	COOK FAMILY FARMS	49.00
117620	DHASELEER, CARL	169.00
117621	DITCH WITCH SALES OF MICHIGAN	192.16
117622	DORNBOS SIGN INC.	42.59
117623	EATON CORPORATION	1,161.93
117624	ELLSWORTH FARMER'S EXCHANGE	1,601.42
117625	EMERGENCY MEDICAL PRODUCTS I	251.07
117626	ENMET CORP	608.92
117627	ETNA SUPPLY	7,904.50
117628	FAMILY FARM & HOME	249.65
117629	FARMER WHITE'S	260.00
117630	FASTENAL COMPANY	43.96
117631	FISHER, TANNER	75.00
117632	FREEDOM MAILING SERVICES INC.	2,275.43
117633	GELDERBLOM, PAUL	25.00
117634	GERBER HOMEMADE SWEETS	47.00
117635	GINOP SALES INC	62.99
117636	GOLDING, JOYCE	170.06
117637	GOLOVICH, RENEE	65.00
117638	GORDON FOOD SERVICE	37.98

Check Number	Payee	Amount
117639	GREAT LAKES PIPE & SUPPLY	170.11
117640	GRIFFIN BEVERAGE CO	40.00
117641	GUNTZVILLER, RHONDA	192.00
117642	HACH COMPANY	791.06
117643	HART II, DELBERT W.	183.00
117644	HEP'S HOMEBAKED GRANOLA	26.00
117645	HERZOG ELECTRIC	432.88
117646	HEYDLAUFF, MARK L	204.35
117647	HODGE, MICHAEL J.	48.00
117648	HYDE SERVICES LLC	9.44
117649	HYDRO CORP	515.00
117650	IDEXX DISTRIBUTION INC.	202.06
117651	INTERWATER FARMS INC	282.00
117652	JACK DOHENY SUPPLIES INC	662.33
117653	KSS ENTERPRISES	2,811.80
117654	LAKE FOREST BAKING COMPANY	271.00
117655	LIVE FROM CHARLEVOIX INC	5,000.00
117656	LOTTIE'S BAGELS	144.00
117657	LYNCH, BRANDON	36.00
117658	MCCARDEL CULLIGAN-PETOSKEY	50.00
117659	MDC CONTRACTING LLC	327,805.86
117660	MICHIGAN MUSHROOM MARKET LLC	35.00
117661	MICHIGAN OFFICEWAYS INC	2,084.21
117662	MICHIGAN WATER ENV ASSOC	270.00
117663	MILAN, JANE	50.07
117664	MITCHELL GRAPHICS INC.	2,046.00
117665	NAPONT, MARILYN	75.00
117666	NORTH COUNTRY CRITTERS	43.00
117667	NORTHERN CREDIT BUREAU	284.84
117668	NORTHERN LIGHTS FAMILY	470.00
117669	NORTHERN MICHIGAN REVIEW INC.	835.00
117670	NORWOOD FARM LLC	10.00
117671	OLD DOMINION BRUSH	57.97
117672	PERFORMANCE ENGINEERS INC	9,524.25
117673	POND HILL FARM LLC	280.00
117674	POWER LINE SUPPLY	809.75
117675	PRO WEB MARKETING LLC	80.00
117676	PROVIDENCE FARM LLC	363.00
117677	R & R PRODUCTS INC	392.21
117678	RANGE TELECOMMUNICATIONS	163.20
117679	RAYMER	27,525.00
117680	RESCO	202.80
117681	ROAD WEASEL ENTERPRISES LLC	37.00
117682	ROCKY TOP FARMS	29.00
117683	RUSTIC BAKER	26.00
117684	SEARS COMMERCIAL ONE	749.97
117685	SECURITY SANITATION INC.	285.00
117686	SHINDORF BUILDERS	1,023.00
117687	SHORELINE POWER SERVICES INC.	4,533.00

Check Number	Payee	Amount
117688	SIEGRIST, DAVID	43.00
117689	SMOKE ON THE WATER	64.00
117690	SORIANO JR, ALFREDO	163.00
117691	SPARTAN DISTRIBUTORS INC	226.22
117692	SPARTAN STORES LLC	110.50
117693	SPEIGL, AMY	75.00
117694	SPICER GROUP INC	1,350.00
117695	STATE OF MICHIGAN	336.28
117696	STATE OF MICHIGAN	260.00
117697	STATE OF MICHIGAN	70.00
117698	SYN-TECH SYSTEMS INC.	625.00
117699	SYSTEMS SPECIALISTS INC	200.00
117700	TROMBONES PLUS	1,000.00
117701	TWO ACRE FARM LLC	306.00
117702	UP NORTH PROPERTY SERVICES LL	8,250.50
117703	UPPER CASE PRINTING INK.	240.35
117704	USA BLUE BOOK	380.46
117705	VILLAGE GRAPHICS INC.	67.50
117706	WAGNER, JODI	162.00
117707	WEATHERVANE TERRACE INN	5,689.12
117708	WORK & PLAY SHOP	92.61
Total 08/16/2016:		540,000.48
Grand Totals:		540,000.48

Check Number	Payee	Amount
08/01/2016		
80116001	MICHIGAN PUBLIC POWER AGENCY	28,045.30
Total 08/01/2016:		28,045.30
Grand Totals:		28,045.30

Check Number	Payee	Amount
08/05/2016		
80516001	PAYMENT SERVICE NETWORK INC.	232.10
Total 08/05/2016:		232.10
Grand Totals:		232.10

Check Number	Payee	Amount
08/08/2016		
80816001	MICHIGAN PUBLIC POWER AGENCY	28,963.05
Total 08/08/2016:		28,963.05
Grand Totals:		28,963.05

Check Number	Payee	Amount
08/10/2016		
81016001	DTE ENERGY	1,394.33
Total 08/10/2016:		1,394.33
Grand Totals:		1,394.33

Check Number	Payee	Amount
08/11/2016		
81116001	STATE OF MICHIGAN	25,447.55
Total 08/11/2016:		25,447.55
Grand Totals:		25,447.55

Check Issue Date	Check Number	Payee	Amount
81216001			
08/12/2016	81216001	**EFTPS* Payroll Taxes	9,262.18
08/12/2016	81216001	**EFTPS* Payroll Taxes	9,262.18
08/12/2016	81216001	**EFTPS* Payroll Taxes	2,166.17
08/12/2016	81216001	**EFTPS* Payroll Taxes	2,166.17
08/12/2016	81216001	**EFTPS* Payroll Taxes	14,389.67
Total 81216001:			
	5		37,246.37
81216002			
08/12/2016	81216002	Alerus Financial	420.00
Total 81216002:			
	1		420.00
81216003			
08/12/2016	81216003	STATE OF MICHIGAN	5,388.45
Total 81216003:			
	1		5,388.45
81216004			
08/12/2016	81216004	Vantagepoint - 401 Plan 109153	699.94
Total 81216004:			
	1		699.94
81216005			
08/12/2016	81216005	Vantagepoint - 457 Plan 300959	4,840.03
08/12/2016	81216005	Vantagepoint - 457 Plan 300959	586.19
08/12/2016	81216005	Vantagepoint - 457 Plan 300959	1,700.85
08/12/2016	81216005	Vantagepoint - 457 Plan 300959	5,368.40
Total 81216005:			
	4		12,495.47
81216006			
08/12/2016	81216006	Vantagepoint - Roth IRA 706117	721.53
Total 81216006:			
	1		721.53
Grand Totals:			
	13		56,971.76

Check Number	Payee	Amount
08/16/2016		
2745	BECK HOSPITALITY INC	1,847.71
2746	CHARLEVOIX COUNTY TREASURER	243.11
2747	CHARLEVOIX COUNTY TREASURER	423,972.48
2748	CHARLEVOIX PUBLIC SCHOOLS	562,227.20
2749	CHARLEVOIX PUBLIC SCHOOLS	82,355.95
2750	CHARLEVOIX PUBLIC SCHOOLS	8,657.50
2751	CHARLEVOIX PUBLIC SCHOOLS	12,484.47
2752	CHARLEVOIX STATE BANK	1,886.50
2753	CITY OF CHARLEVOIX - TAXES DUE	374,676.35
2754	CITY OF CHARLEVOIX/DDA	298,857.20
2755	GARNER, MELISSA	204.40
2756	HOGAN, H MICHAEL	36.00
2757	STATE OF MICHIGAN	634.20
Total 08/16/2016:		1,768,083.07
Grand Totals:		1,768,083.07

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Michigan Municipal League Delegate

DATE: August 15, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS: Michigan Municipal League Annual Meeting Notice

BACKGROUND INFORMATION:

The Michigan Municipal League (MML) will be holding its annual convention on Mackinac Island from September 14-16, 2016. Pursuant to the provisions of the League Bylaws, the City of Charlevoix is requested to designate, by City Council action, our official representative to cast the vote for the municipality at the annual meeting, and, if possible, to designate another official to serve as alternate. City Manager Mark Heydlauff is the only City representative attending.

RECOMMENDATION:

Designate City Manager Mark Heydlauff as the delegate to represent the City of Charlevoix at the MML Annual Meeting.

August 4, 2016

Michigan Municipal League Annual Meeting Notice**(Please present at the next Council, Commission or Board Meeting)**

Dear Official:

The Michigan Municipal League Annual Convention will be held on Mackinac Island, September 14-16, 2016. The League's "Annual Meeting" is scheduled for 1:30 pm on Wednesday, September 14 in the Terrace Room at the Grand Hotel. The meeting will be held for the following purposes:

1. **Election of Trustees.** To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. **Policy.** A) **To vote on the Core Legislative Principles document.**
In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) **If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)**
In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 15, 2016.**
3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, **you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate.** Please submit this information through the League website by visiting <http://www.mml.org/delegate> **no later than August 15, 2016.**

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - **Votes of Members.** Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

We love where you live.



1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the League to receive resolutions is August 15, 2016. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

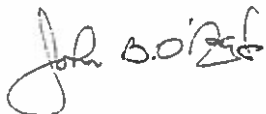
Further, "Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Wednesday, September 14 in the Terrace Room in the Grand Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



John B. O'Reilly, Jr.
President
Mayor of Dearborn



Daniel P. Gilmartin
Executive Director & CEO

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Private Hangar Construction

DATE: August 15, 2016

PRESENTED BY: Liz Myer, Airport Manager
Kermit Sutton, Hangar Tenant

ATTACHMENTS: Erect-A-Tube proposal
90x80 hangar layout diagram
Photo of similar hangar
Draft Land lease agreement

BACKGROUND INFORMATION: Mr. Sutton is requesting permission to construct a 90x80 aircraft hangar at the Charlevoix Municipal Airport in the vicinity of the current mid-field hangars as an approved hangar area by the Airport Master Plan. The proposed structure was submitted to the FAA for an airspace study and meets the requirements and guidelines for the FAA. Airport consultant RS&H has also reviewed the proposed project without objections.

The hangar will be constructed by an airport hangar building company, Erect-A-Tube, which specializes in airport hangar construction. The expenses that relate to the building of the hangar which include site work, utilities, paving and construction of the proposed hangar will be at the expense of the tenant, Kermit Sutton. Mr. Sutton will obtain all zoning and building permits and provide the City proof of liability insurance and workers compensation insurance from the builder. The color of the building will be approved by the Airport Manager.

The attached agreement is the agreement currently in use for the land lease tenants at the Airport and it is currently being reviewed by the City Attorney. The City currently charges \$.30 per square foot/year as the building land lease rate.

RECOMMENDATION: Move to approve the hangar construction pending approval by the Planning Commission and have the City Manager execute the agreement once it is reviewed by the City Attorney.



PO BOX 100
HARVARD IL 60033

800 624-9219
815 943-4091

www.erect-a-tube.com

THIS IS A PROPOSAL
Charlevoix Airport, MI

July 27, 2016

Mr. Kermit Sutton
715 10 Street South
Naples, FL 34102

Kermit@suttonco.org
H 239-263-8333
C 239-850-7807

Dear Kermit:

Erect-A-Tube, Inc. proposes to supply the following aircraft hangar:

NUMBER OF BUILDINGS	One
MODEL NUMBER	G90-80
NUMBER OF UNITS	1-unit
BUILDING LENGTH	80'0"
BUILDING WIDTH	90'0"
EAVE HEIGHT	24'3"
CLEAR DOOR OPENING	(1) 65'0" x 18'0"

THE BUILDING PACKAGE TO CONSIST OF:

- All primary and secondary steel components to be supplied with red oxide primer coat. This is not a finish coat and is intended for short-term exposure only. All exterior wall framing is to be flush.
- **All building dimensions are center line dimensions.**
- 24 ga. PBR Galvalume finish sheeting on the roof with a 20 year manufacturer's limited warranty. This is a screw-down roof system.
- 26 ga. PBR Silicone Polyester color finish sheeting on the exterior walls and hangar doors with a 30 year manufacturer's limited warranty.
- (1) 65'0" x 18'0" (clear opening) Erect-A-Tube, Inc. electric bi-fold door. The bi-fold door package includes an all steel bi-fold door frame, mansard design, 230 volt single phase top mount electric operator, pre-wired 3-station push button controls (momentary up and down), auto latching/unlatching door latches with electric actuators, top, center, side jamb and bottom rubber door seals, 4-cable door pick-up and safety over-ride switch.
- (4) 3070 white flush steel walk doors with Grade II Series 4000 lever lockset, NRP hinges, 16 ga. frame, closer, bulb weather seal and ADA compliant threshold. E-A-T door operators are pre-wired at the factory. It shall be the purchaser's responsibility to provide the proper electrical materials for field installation.

- Building Code Information:
 - o 70 psf ground snow load, reducible, 58.8 psf roof snow load
 - o Ct thermal factor of 1.2 for unheated building.
 - o **Occupancy/Risk Category II**
 - o Unbalanced snow load provisions as per the ASCE 7-05.
 - o 90 m.p.h. wind speed, Exposure C.
 - o Structural design based on the design criteria of the 2012 Michigan Building Code (IBC 2009). If local codes require additional or different load requirement, a change order will be required if additional cost is incurred.
- G90-80 is of an individual clear span design. Building is 90' wide x 80' deep and includes a 65'0" x 18'0" bi-fold door centered in the gable end wall.
- 1:12 pitch on a gabled roof design. Roof sheets will extend 10" beyond eave line.
- All color building trim, roof caulking for all laps, rubber closure, nuts, bolts, color-coated fasteners, and stitch screws.
- Drawings (four sets maximum) including floor plan, elevation, erection, anchor bolt layout, cross sections and flashing details. All drawings to be sealed by a Professional Engineer registered in the State of Michigan. Any additional sets of "unsealed" drawings will be \$50.00 per set. Buildings will meet structural codes at the loads shown above, but special requirements for fire rules, handicapped access, etc. will be negotiated by change order to the contract.
- Freight to Job site.
- One-year warranty on product.

PRICE: \$ 128,367.00

F.O.B: Charlevoix, MI

NOTE: Prices are subject to review due to the continual fluctuation of steel prices and the instability of the steel market.

NOT INCLUDED: Sales tax, permits, fees, third-party inspections, building electric, insulation, anchor bolts, windows, walk doors other than listed above, metallic raceway (conduit) from operator to push button station, site work, erection, concrete, foundation design, storage area, fire separation walls, fire suppression systems, underground plumbing, environmental requirement licenses, or Options/Alternates if listed.

OPTIONS:

1. For 6" R-19 WMP-10 blanket insulation in the roof, exterior walls and bi-fold doors. Includes 4-rolls of repair tape, banding for the bi-fold doors and freight to the job site. ADD: \$ 11,408.00
2. For three rows of snow jacks on each side of roof. ADD: \$ 3,215.00

TERMS: 10% down with signed contract for engineering of building drawings.
Balance COD (certified check)

SHIPPING: Allow approx. 14 working days for drawings from receipt of signed contract and down payment. Delivery approx. 12-14 weeks from receipt of signed approved plans. Actual fabrication and delivery schedule to be determined upon receipt of approval drawings.

If you have additional questions, please give me a call at 815-943-4091 or 800-624-9219. Our office fax number is 815-943-4095.

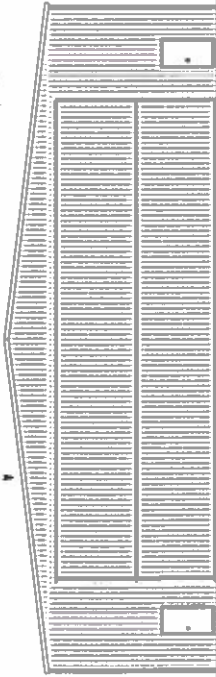
Respectfully submitted,

ERECT-A-TUBE, INC.

Jon Howell
VP of Sales, Ext. 220

26 Ga Galvalume
Sheeting on Roof

12
1



23'3"

18'0"

(1) 65'0"x 18'0" Clear
Opening Bi-Fold Door

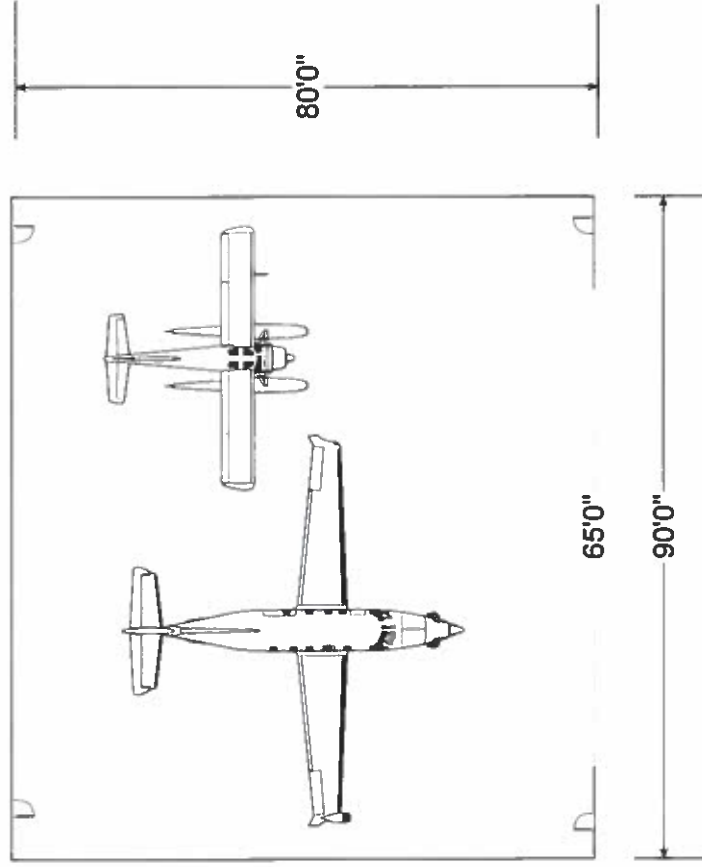
26 Ga Color Sheeting on
Exterior Walls & Hangar Doors.

Kermit Sutton

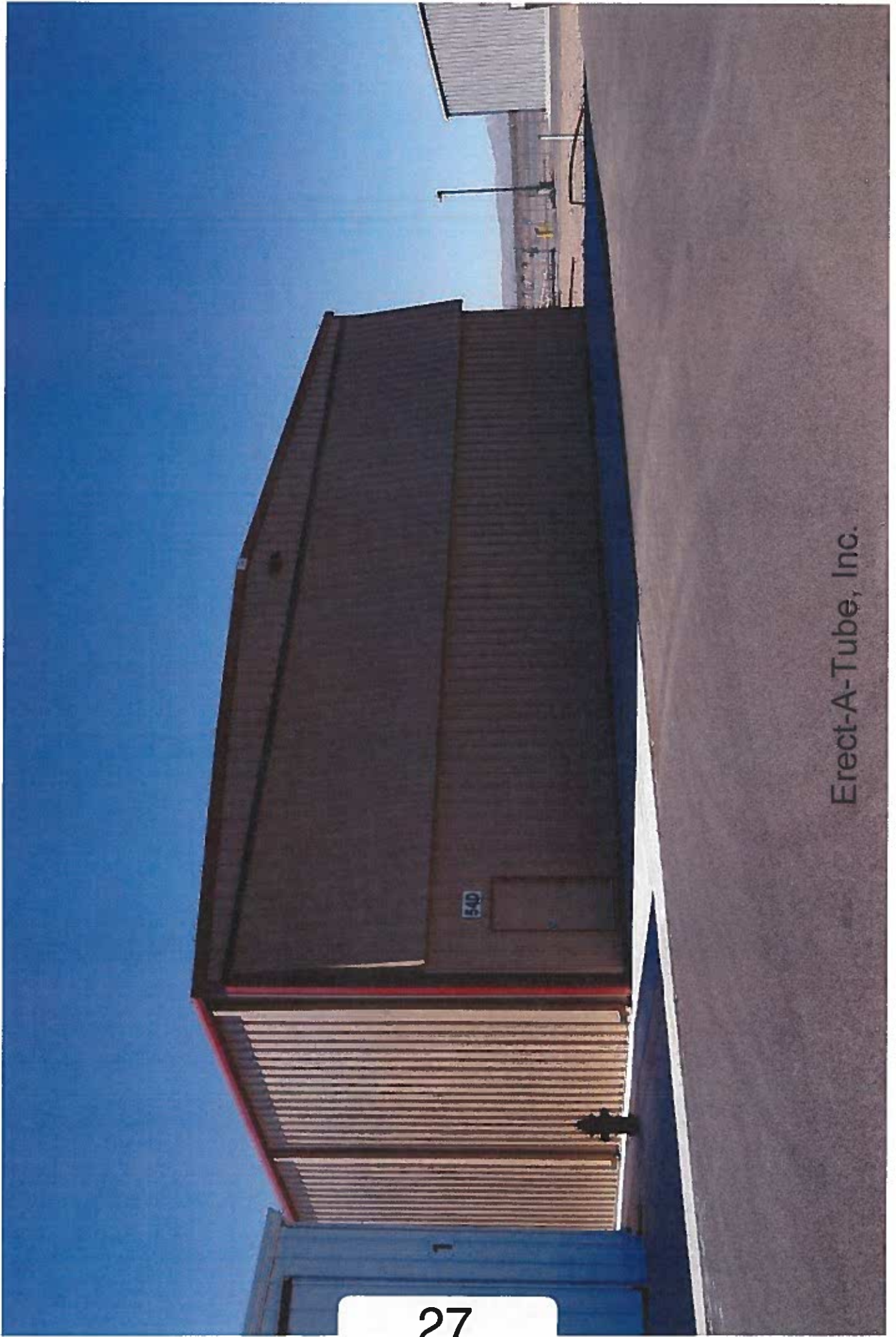
Charlevoix, MI

G90-80 with 65' x 18' Bi-Fold Door

July 13, 2016



ERECT-A-TUBE®
PO BOX 100
HARVARD IL 60033
800 624-3219
815 943-4081
www.erect-a-tube.com



Erect-A-Tube, Inc.

**CITY OF CHARLEVOIX
LEASE FOR NEW HANGAR**

This Lease is between the City of Charlevoix (the City) and the Tenant for the lease by Tenant of an aircraft hangar.

1. IDENTITY OF THE TENANT.

Tenant is _____

Tenant's address is _____

2. LEASED PREMISES.

The leased premises is described as follows:

3. PURPOSE AND LIMITATIONS.

The Tenant intends to build a new hangar that will be located on land that is part of the Charlevoix Municipal Airport and which is owned by the City. From the inception of the hangar's construction, the City will own all materials affixed to the ground including the finished hangar. The hangar may be used only for the storage of aircraft or for vehicular storage while aircraft are in use. Nothing, including automobiles, shall be stored outside the hangar building without the prior written authorization of the Airport Manager. The Tenant may not engage in any commercial activity at the Charlevoix Municipal Airport without a written agreement with the City or as otherwise required by City ordinance. Members of the public shall not be permitted on the leased premises in connection with any commercial activity. Commercial activity shall mean any type of commercial business or operation, including, but not limited to an aeronautical commercial activity.

4. RENT.

The Tenant shall pay to the City \$ _____ floor area annually with the first payment due on _____ or when the hangar is occupied, whichever occurs first. Future payments shall be due on the 10th day of each month. On the fifth (5th) anniversary of this Lease and each five (5) years thereafter, the rent shall be adjusted based upon the Consumer Price Index for the North Central Region (all items) with the initial base to be the month and year during which the last of the parties signs this Lease. This same month at the end of each five (5) years shall thereafter serve as the base for the next computation of the rental increase. A single annual rental payment may also be made in an amount equivalent to the monthly rental multiplied by twelve.

5. TERM.

This Lease is for twenty-five (25) years from the date of the execution of this Lease. The Tenant may elect to continue on a month to month tenancy by paying the then current rental rate for existing hangars as such rent may from time to time be set by the City.

6. ASSIGNMENT.

This Lease may be assigned provided that advanced written notice of the assignment is given to the Airport Manager and prior written approval by the City. This approval shall not be unreasonably withheld. Any approved assignment must obligate the assignee to comply with all provisions of this lease.

7. NEW HANGAR.

It is a requirement of this Lease that on or before _____ the Tenant shall begin construction of a hangar consistent with airport rules regarding hangars and the drawing and specifications that are attached.

Construction of the hangar shall be completed within _____ days. Title to all improvements to the leased premises attaches to the land and shall be deemed owned by the City even if the hangar is not completed. The Tenant shall be solely responsible for construction and maintenance of the hangar. If there is damage or destruction of the hangar during the term of this Lease, the Tenant shall promptly repair or reconstruct the hangar at the Tenant's expense.

8. CONDITION OF PREMISES.

The Tenant shall maintain the leased premises in a good condition. Upon vacating the leased premises, the hangar, all other improvements and the surrounding premises shall be returned to the City in good condition and without unreasonable wear and tear.

9. UNAUTHORIZED BUSINESS AND REPAIR.

The Tenant shall not engage in aircraft repair or maintenance except on Tenant's own aircraft if permitted by FAA regulations. The Tenant shall not rent aircraft to the public or offer services or products for sale on the airport or in conjunction with this Lease without an additional written agreement with the City. The Tenant shall not permit or use another person to engage in any act on airport property that is not authorized by this Lease.

10. IMPROVEMENTS.

The Tenant may make improvements to the leased premises, including the construction or alteration of a hangar, only after obtaining written consent from the Airport Manager. All improvements belong to the City and shall remain on the leased premises.

11. RELOCATION.

If the City needs the hangar for further development of the airport, then the City shall have the right to relocate the Tenant to another hangar substantially equivalent in size and, if possible, in a comparable location. If this is accomplished, then this Lease shall continue as to the new location. The City shall be responsible for all expenses regarding the relocation of the hangar. This right to relocate may be exercised by the City upon sixty (60) days notice in writing to the Tenant.

12. NOTICES.

All notices required by this Lease will be given to the Tenant at the address shown above or to the City at the Airport Manager's office. Notice may be given by first class mail or personal service. It shall be the Tenant's responsibility to notify the Airport Manager in writing of any change of address.

13. TAXES.

The Tenant shall pay taxes or special assessments, if any, which may be levied upon the hangar or personal property of the Tenant.

14. INDEMNIFICATION.

The Tenant agrees to indemnify and hold harmless the City from all damages, claims, demands, costs or expenses which the City sustains or may be subject to as a result of any act or omission (regardless of whether such act or omission is by negligence, gross negligence or intentional) on the part of the Tenant or Tenant's employees, agents or representatives in connection with the use of the leased premises.

15. INSURANCE.

The City may insure the building against casualty loss. The Tenant shall reimburse the City for the cost of such insurance. The Tenant shall make the reimbursement to the City within thirty (30) days after an invoice has been sent by first class mail to Tenant's address as shown in this Lease.

16. INSPECTION.

The City and its authorized agents shall have the right to inspect the hangar at reasonable times.

17. DUTY TO INSPECT AND REPAIR.

The Tenant shall have the duty to regularly inspect the leased premises for defective or dangerous conditions and to report in writing such a condition promptly to the Airport Manager. After obtaining approval from the City, the Tenant shall have the primary obligation to make all necessary repairs. If the Tenant fails to make repairs within a reasonable time, the City in its discretion may make the necessary repairs.

18. IMPROPER USE.

The Tenant shall not use the hangar or an aircraft that is typically stored in the hangar in any manner that is unlawful or prohibited by this Lease, nor shall the Tenant permit use of the hangar or an aircraft that is normally stored in the hangar in any manner that is unlawful or prohibited by this Lease.

19. SIGNS.

No billboards, posters or signs shall be permitted upon the hangar except as shall be approved in writing and in advance of the erection of any such sign, billboard or poster by the Airport Manager.

20. NO FUEL OR PUMPS.

Tenant shall not engage in any manner in the sale of oil, gasoline or other vehicular/aviation fuel in connection with the hangar or maintain the storage of these items in the hangar except that oil and pre-heater fuel may be stored in an amount not to exceed five (5) gallons.

21. NON-EXCLUSIVE.

This Lease is nonexclusive and subordinate to the provision of any existing or future agreement between the City and the United States or State of Michigan regarding the closure, operation or maintenance of the airport.

22. COMPLIANCE WITH ORDINANCES AND REGULATIONS.

The Tenant shall comply with all airport ordinances and airport regulations including Minimum Standards that may be applicable to the Tenant or the Tenant's activities. A violation an airport ordinance, regulation or Minimum Standard shall be considered a breach of this Lease.

23. NON-DISCRIMINATION.

The Tenant agrees that no person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of the hangar. The Tenant shall use the hangar in compliance with all other requirements imposed by or pursuant to any federal statute or regulation.

24. SNOW REMOVAL/MOWING.

The Tenant shall be responsible for all snow removal and for removing such other obstructions as may hinder access to or from the hangar and which is located within three feet (3') of the hangar. The City shall plow all common areas and taxiways. The City shall be responsible for the cutting of all vegetation.

25. WAIVER OF LIABILITY.

The Tenant is in the best position to inspect the condition of the leased premises. As additional consideration for this Lease, the Tenant releases the City, its agents and employees from property damage liability to any property that may be located in or on the leased premises even if such damage results from a negligent or grossly negligent act or omission by a City agent or employee.

26. UTILITIES.

The Tenant is responsible for individual underground electrical service to the Tenant's hangar from such electrical transformer, as the Airport Manager shall designate. The Tenant shall be responsible for all tap-in fees and other fees relating to the connection to all utilities. The Tenant shall also be responsible for the installation of all of the utilities which are needed for the maintenance and use of the hangar including, but not limited to, electric power, water, sewer or septic system, gas, cable television and telephone. The Tenant shall be responsible for all rates, charges or other consumable utility costs used by the Tenant.

27. MORTGAGES.

As a security for financing which is used for the construction of the hangar, the Tenant may pledge the Tenant's rights under this Lease. Any such provision of security must be approved in writing by the Airport Manager and City Attorney. The mortgage or security may not encumber the hangar or any other improvements on the leased premises.

28. TERMINATION.

The Tenant may terminate this Lease upon ninety (90) days written notice to the City. The City may terminate this Lease if the Tenant breaches any provision of this Lease.

29. BILLING FEE.

The City is not obligated to send a bill or reminder to the Tenant for rental payments. However, the City may elect to do so. If the City elects to send written notification to the Tenant that rent has not been paid when due, then the City shall have the right to add a billing fee or administrative fee of \$_____ to any past-due rent. This billing fee shall then be treated as past due rent. Breach of this lease for non-payment of rent begins the day after rent is due, but is not paid. As noted above, the City is under no obligation to provide notice to the Tenant or to provide a grace period for non-payment of rent. If the City provides notification (even repeated notification) to the Tenant of non-payment of rent, then such notification will be merely a courtesy to the Tenant and shall not result in a change of the terms of this lease.

30. SEVERABILITY.

If any provision of this Lease shall be deemed invalid, then only that invalid provision shall be stricken and all other provisions of this Lease shall remain in full force and effect.

31. MODIFICATION.

The terms of this Lease may be changed only by written consent of the parties. No act or omission by the City shall constitute a waiver of the rights of the City or constitute an amendment to this Lease.

In acknowledgment of this Lease the parties have executed this document on the _____ day of

_____.

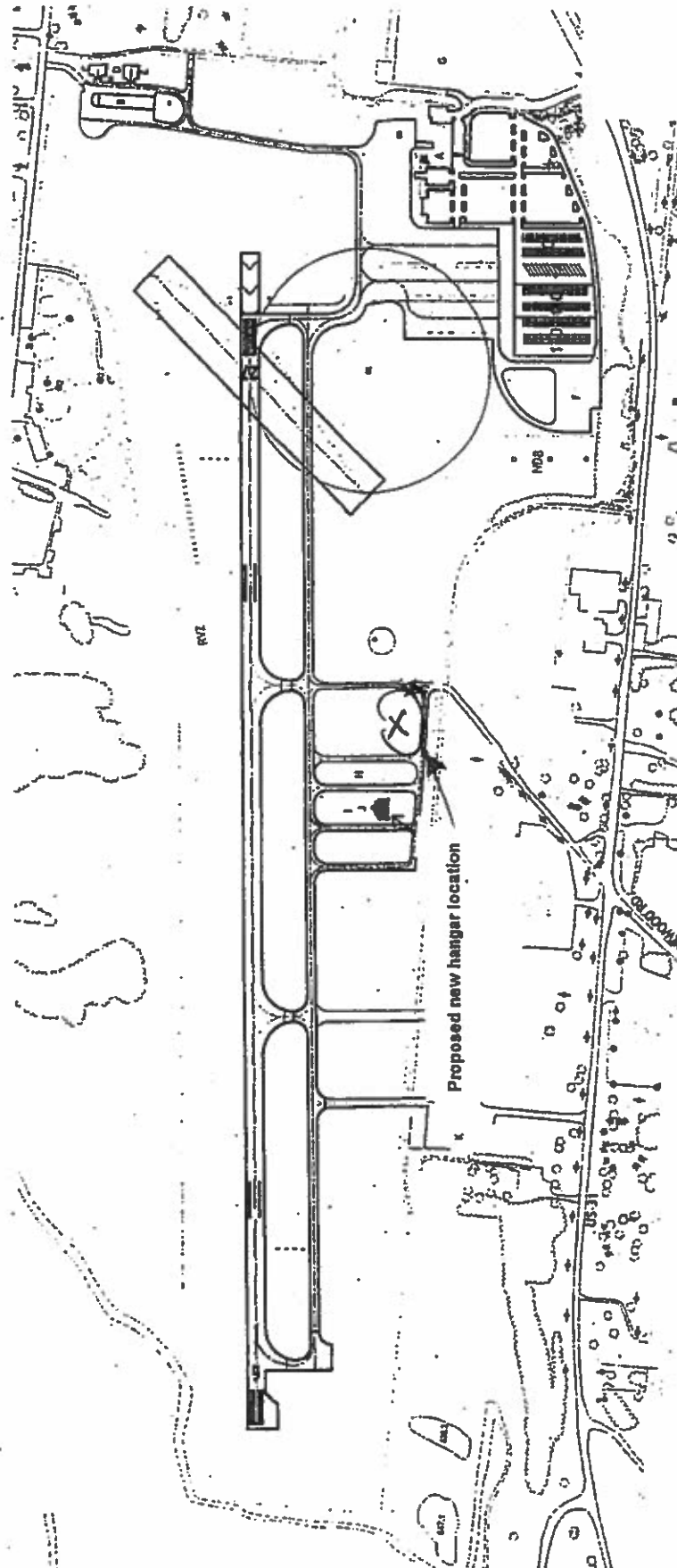
LANDLORD: CITY OF CHARLEVOIX

By: _____

TENANT:

By: _____

EXHIBIT A



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Water Treatment Plant Standby Generator Replacement

DATE: August 15, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Proposal from Prein & Newhof

BACKGROUND INFORMATION:

The Water Treatment Plant has a standby generator that can maintain pumping and treatment capacity at the plant in the case of a power failure. Our current generator was a surplus unit dating to World War II. In recent years, it has been prone to frequent malfunction and must be manually powered-on when power is lost.

Prein & Newhof identified replacing this generator in the Water Plant Reliability Study they performed in 2015. They recommended this is a near-term replacement project. They anticipate replacing the generator itself will be around \$250,000.

RECOMMENDATION:

Move to accept the engineering services proposal from Prein & Newhof for the installation of a standby generator at the Water Treatment Plant for a cost not to exceed \$23,600 plus environmental costs, if needed.

August 10, 2016

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

RE: Water Treatment Plant
Standby Generator System Replacement
Engineering Services

Dear Mr. Heydlauff:

Thank you for the opportunity to prepare an engineering services proposal for the Water Treatment Plant (WTP) standby generator system replacement. Below is a brief overview of the anticipated project, followed by a proposed scope of work and schedule.

OVERVIEW

On July 23, 2015 we published the Water Treatment Plant Assessment for Reliability report. An overview of the current standby power begins on Page 9. Water plant improvements including generator replacement are recommended on Page 21. Table 6 of the report provides a probable opinion of cost at \$250,000 for standby generator replacement with an anticipated time frame of 2015-2017. We understand that recent issues with generator operation have increased your concerns about the reliability of the current system and raised the priority of its replacement.

As requested, we have identified the steps anticipated for you to move from evaluation of the existing conditions through construction of a new diesel standby generator system. The steps are as follows:

- Task 1 – Preliminary Engineering
- Task 2 – Design Engineering
- Task 3 – Construction Services

Preliminary engineering for this project researches existing conditions and WTP goals to allow design engineering to begin. The following elements are anticipated to complete Task 1:

- Conduct a site visit to review the existing generator and transfer switch configuration
- Meet with WTP personnel to review the required generator capacity to support water production and high service pumping at 3 mgd rate.
- Secure soil samples for analysis to document the absence of diesel fuel contamination of soils in the generator and fuel storage area.
- Secure soil samples for analysis to document the absence of oil contamination of soils in the generator area.
- Prepare a letter report summarizing soil testing findings.

We propose to team with Century A&E to complete any electrical engineering activities. This is the team who worked on the Wastewater Treatment Plant Improvements.

Task 2 – Design Engineering is proposed to include the following activities:

- Prepare generator sizing options with opinion of cost for Owner evaluation
- Complete transfer switch review and recommendation for Owner evaluation
- Conduct conference call with Owner to review generator and transfer switch selection for design
- Develop basis of design for project
- Contact Mr. Brian Thurston at the Michigan Department of Environmental Quality (MDEQ) to review basis of design and address any questions he may have
- Prepare 90% complete plans and specifications for review with Owner by conference call
- Prepare MDEQ Water System Construction Permit Application to be accompanied by basis of design
- Prepare opinion of construction cost for project
- Bidding services to address questions from potential bidders. This does not include an onsite pre-bid meeting
- Proposal review

Task 3 – Construction Services is proposed to consist of the following activities:

- Project meetings by teleconference at key points in the project schedule (3 total)
- Review Shop Drawing Submittals and maintain status log
- Process payment applications
- Construction assistance
- Conduct weekly progress discussions with the WTP superintendent by telephone
- Address routine Contractor requests for information, bulletins and change orders
- Address Contractor requests for information to address differing conditions encountered during retrofit activity
- Concrete testing report review
- Site visits(3)
 - Layout new concrete pad after original removal
 - Punch list site visit
 - Generator start up
- Review of photographs provided by Owner/Contractor for concrete reinforcement verification and site activity
- Prepare punch list and review substantial completion status
- Project Closeout
 - Review Contractor prepared Operation & Maintenance Manuals
 - Review Contractor record drawings

We propose to perform the Task 1 through Task 3 scope of work on a time and materials basis plus expenses for a not-to-exceed total of \$23,600, in accordance with the master engineering agreement.

If soil contamination requires soil removal and landfill disposal, there will be additional construction services cost. This cost will cover sample collection, chemical analysis, and letter report preparation during the construction process. We propose to perform this work on a time

and material basis, plus expenses. We estimate \$5,000 will cover this activity. A more comprehensive cost estimate will be prepared if soil contamination is found to be of concern.

Should additional services be requested by you or water plant representatives, we would contact you and obtain your authorization prior to performing such services.

SCHEDULE

We understand that timely completion is essential. Our team will be available to meet onsite to obtain existing condition data and to review the required generator capacity with WTP personnel within two weeks of authorization to proceed. We will endeavor to have the contract documents ready for bidding within eight weeks of the initial site visit.

Thank you for allowing us the opportunity to present this proposal to you. Feel free to contact us with any additional thoughts or questions.

Sincerely,

Prein&Newhof



Mark R. Prein, P.E.

Cc: Ms. Shelley Mayer