

AGENDA

CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, December 5, 2016 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

1. Pledge of Allegiance

2. Roll Call

3. Presentations

- A. Charlevoix Community Pool Capital Campaign, Carissa Mullaney PG 1-3
- B. Draft Forestry Management Plan, Anna Boruszewski PG 4-29

4. Inquiry regarding conflicts of interest

5. Consent Agenda

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

- A. City Council Meeting Minutes - November 21, 2016 Regular Meeting PG 30-34
- B. Accounts Payable Check Registers & Payroll Check Registers PG 35-45
- C. Grant Applications for Grand Traverse Band of Ottawa and Chippewa Indians PG 46-47
 - 1. Colorado Challenge PG 48-52
 - 2. Joppa House PG 53-57
 - 3. Third Day Fellowship PG 58-62
 - 4. Fire Department- Dive Equipment PG 63-67
 - 5. Police Department- Gym Equipment PG 68-72
 - 6. Recreation Department- Lake Michigan Beach Playground Equipment PG 73-77
 - 7. Recreation Department- Mt. McSauba/Camp McSauba Scholarships PG 78-82
- D. Accept the resignation of Charles Duerr from the Shade Tree Commission PG 83
- E. Schedule a public hearing for December 19, 2016 at 7:00 p.m. in Council Chambers regarding the adoption of the 2016 Charlevoix Master Plan.

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Bridge Drop Fireworks Permit PG 84-97
- B. Purchase 2016 Ditch Witch Trencher PG 98-100
- C. Voluntary Airport Quiet Hours Policy PG 101-102
- D. Mayoral and Council Appointment PG 103

8. Reports & Communications

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

9. Other Council Business

10. Adjourn

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

Posted December 1, 2016 - 4:00 p.m.

**CHARLEVOIX CITY COUNCIL
PRESENTATION ITEM**

AGENDA ITEM TITLE: Charlevoix Community Pool Capital Campaign

DATE: December 5, 2016

PRESENTED BY: Carissa Mullaney, Coordinator of Marketing and Development
Charlevoix Area Community Pool

ATTACHMENTS: Promotional Brochure

BACKGROUND INFORMATION:

We wish to speak to the Council for informational purposes. It is our desire to bring awareness of a capital campaign project with the Charlevoix Area Community Pool for building renovations. The Pool receives a millage for general operations and we want to make sure everyone understands this new project. Money raised for this project is through donations and grants, not the millage.

The Pool provides a wide range of aquatic programs promoting health, fitness, recreation and water safety. It is an affordable place for people of all ages in our community to utilize. After 20 years of community usage, the Pool is in need of repair. We have undergone studies with a local architect and structural engineers to develop a plan that addresses the following goals and objectives.

Project Goals:

- Improve overall Pool patron experience
- Enhance Pool programs
- Meet current standards
- Sustain the Pool for many more years of community usage

Improvements and Objectives:

- Surrounding Pool Walls and Deck: structural repair work and improve energy efficiency
- Locker Room Addition: larger, upgraded, and meeting accessibility standards
- Multipurpose Room: utilized for a variety of purposes (observation space, events, parties, swim team dry land training, certification training)
- Family Locker Rooms: increased number, designed for those with disabilities, increased privacy
- Office: redesigned to accommodate all staff
- New Air Handling System: improve air flow and moisture control

Capital Campaign Goal: \$975,272

Raised to date: \$488,000+

The Charlevoix Area Community Pool provides programs that meet the changing needs of area children and adults through a safe, professionally managed aquatic facility that is affordable and accessible to all.

A little bit of HISTORY

1945: Margaret Ralph Hamilton develops the idea to create a pool in Charlevoix.

1946: Fifty years later, through many successful fundraising efforts, the Friends of Charlevoix Pool raised \$800,000 through various fundraisers, making our Pool one of only one in the nation to be built entirely with donations.

1995: The original Pool office was created in the town of Alpena. The Alpena would build a location several miles away before finding a permanent home at the Pool building.

1995: Local architect, H. Jack Beggs was enlisted to design the building and a groundbreaking ceremony was held.

1997: In May, the Pool was ceremoniously dedicated with Ralph Hamilton proudly cutting the ribbon. The Pool opened its doors in July as the Charlevoix Area Community Pool.

2004: A three-person Authority Alliance for the City of Charlevoix, Hayes Township and Charlevoix Township was formed. These three help to manage the pool's daily operations and are an important part of the operating budget. This alliance was renewed for ten years in 2014.

1996-2014: Six different volunteers and paid Pool Monitors were vital in keeping the Charlevoix Pool. Collaborating with the City of Alpena, who for fifteen years made our Pool the largest in the Alpena area.

2016: The Charlevoix Area Community Pool is a non-profit organization raising a wide range of aquatic programs and events.

TODAY the Pool is operated by a volunteer board, Facilities Manager Peggy Datto, and a great staff.



CHARLEVOIX AREA COMMUNITY POOL
11905 US 31 North
Charlevoix, MI 49720

PLACE
STAMP
HERE

FAST FACTS

Years of Operation: 19 Years (May, 1977)
Pool Capacity: 92 Swimmers
Length of Pool: 25 Yards
Hours of Operation Per Year: 4,041 Hours
Number of Employees: 2 Full Time 35 Part Time
2015 Walls: 24,000 sq. Feet
2015 Swim Lessons: 2,400+ Swimmers
2015 Charlevoix 35% Pottery, 25% Other
2015 1,2018 Swim Team: 37 Swimmers
2015 Charlevoix 43% Pottery
2015 Operational Budget: \$112,000
2015 Allotage Revenue: \$221,000

The mission of the Charlevoix Area Community Pool is to provide a wide range of aquatic programs promoting health, fitness, recreation and water safety.

PROGRAMS we offer

- YOUTH • ADULT SWIM LESSONS
- SCHOOL GROUP LESSONS
- WATER SAFETY • BOATERS SAFETY TRAINING
- COMPETITIVE SWIM TEAM
- SPECIAL OLYMPICS TRAINING
- AQUATIC EXERCISE • FITNESS PROGRAMS
(Aqua Exercise, Aqua Boot Camp, Tangles in the Tangles)
- LAP SWIM
- OPEN SWIM & 51 NIGHTS
- SPECIAL FAMILY EVENTS
(New Year's Beach Bash, Veterans Swim Meet, Open House, Spook Swim)
- TRI KIDS TRIATHLON
- LIFEGUARD CERTIFICATIONS
- POOL RENTAL FOR SKILLS TRAINING
(USCG Fire Dept, Police Dept, etc.)
- POOL RENTAL FOR PRIVATE PARTIES
- PHYSICAL THERAPY
(in Collaboration with Munson Healthcare Charlevoix)
- PADDLE 4 THE POOL
(Kayak, SUP and Canoe Event on Lake Charlevoix)



11905 US 31 North
Charlevoix, MI 49720

people of THE POOL

BOARD OF DIRECTORS
Naomi Singer, President
Mike Drew, Vice President
Bruce Herbert, Secretary
Ed Russell, Treasurer
Steve Hansen
Christine Abbey
Susan Schuyler
Charles "Trey" Beynon

POOL STAFF
Peggy Datto, Facilities Manager
Candise Mulaney, Coordinator of Marketing & Development
Chelsea Biddick, Program Coordinator

PHONE 231-547-0982
EMAIL INFO@CHARLEVOIXPOOL.ORG
WWW.CHARLEVOIXPOOL.ORG



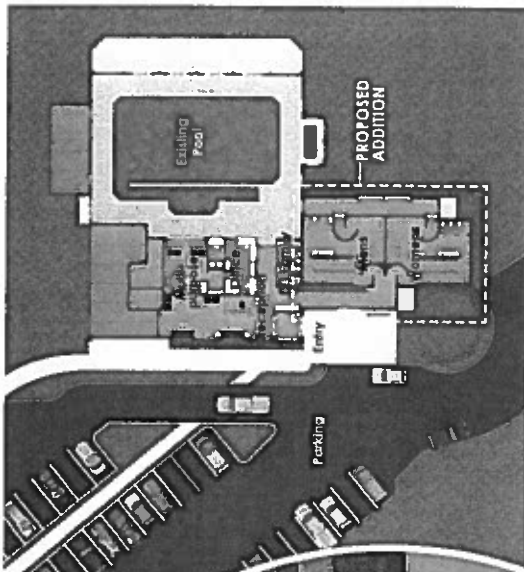
RENEWAL goals

- 1) improve overall Pool program experience
- 2) enhance Pool programs
- 3) meet current standards
- 4) ... Pool

EXTERIOR SHOWING PROPOSED ADDITION

MEETING THE NEEDS OF THE COMMUNITY ...for many years to come

- LOCKER ROOM ADDITION: larger and upgraded, meeting accessibility standards
- OFFICE AREA: redesigned to accommodate staff and a much needed work area
- MULTIPURPOSE ROOM: new area to enhance Pool programs and community events, and serve as observation space for all
- (2) FAMILY LOCKER ROOMS: created for parents and children, designed for those with disabilities
- NEW AIR HANDLING SYSTEM: improve air flow and moisture control
- NEW ROOF: newly installed for better weather protection and to replace water damaged areas
- SURROUNDING POOL WALLS: necessary structural improvements and improve energy efficiency



financials

POOL FIGURES

2015 REVENUES \$419,000

2015 EXPENSES

2017 (24 APR VISITS)

USA BY PERFORMANCE

CONTRACTS

REPAIRS

MAINTENANCE

REPAIRS

REPAIRS

REPAIRS

REPAIRS

REPAIRS

REPAIRS

REPAIRS

REPAIRS

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DONATION FORM *tax deductible*

(Tax ID# 38-2719487)

Name _____

Business _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

☐ I would like to receive updates on the latest Pool news via electronic mail.

☐ Please keep my donation anonymous.

POOL RENEWAL CONTRIBUTION OPTIONS

1. Please accept my donation at:

☐ \$100 ☐ \$250

☐ \$500 ☐ \$1,000

☐ \$2,500 ☐ \$5,000

☐ \$10,000 ☐ \$15,000

☐ Other _____

2. Payment method:

☐ cash

☐ check # _____

Payable to: **Chaffee Area Community Pool (CACP)**

☐ credit

credit card # _____

exp date _____

3. Multi-payment initiative:

In addition to this donation, I pledge to contribute

\$ _____ on _____ (month / year)

SIGNATURE _____

Teal along perforation and insert into envelope 'Thank you'



**CHARLEVOIX CITY COUNCIL
PRESENTATION ITEM**

AGENDA ITEM TITLE: Draft Forestry Management Plan

DATE: December 5, 2016

PRESENTED BY: Anna Boruszewski, Michigan State University

ATTACHMENTS: Draft Forestry Management Plan

BACKGROUND INFORMATION:

This spring, Council authorized the development of a Forestry Management Plan for Lake Michigan Beach Park and Mt. McSauba. Site Planning, Inc. was retained for this task and they worked with Anna Boruszewski, a forestry student at Michigan State University. Ms. Boruszewski will be presenting her draft findings, welcoming comment from Council and the public, and then offer any updates to the plan for further review by the Shade Tree Commission.

This item will return to Council for final consideration once the Shade Tree Commission has gathered this input.

Introduction:

The foundational legacy of providing a warm and welcoming community becomes readily apparent with almost all aspects of the City of Charlevoix. To provide this environment, the City's ongoing goals and emphasis include continuing and keeping the beauty and aesthetics of its forests and lake views.

For the Lake Michigan and Mount McSauba Forests, I have strived to recommend management practices that will protect these areas along with increasing their natural beauty in a cost-effective manner. Additionally, I have suggested areas where further expert input and/or investigation is advised and outlined some issues (such as diseases, insects, invasive species, and erosion) that may become problematic in the future.

Ideally, if my recommendations are followed, these forests should provide current and future generations of citizens and tourists a place to relax, refresh, and rejuvenate.

I offer my thanks to Lesley Schumacher, M.S. of Michigan State University and the Shade Tree Commission of the City of Charlevoix for this opportunity, and to A. N. Yadloczky, III and S. Boruszewski for their suggestions, editing, and research help.

Respectfully,
Anna Boruszewski (December 5th, 2016)

Objectives:

(Charlevoix County Board of Commissioners, February 25, 2015; Charlevoix County Planning Commission, 2009)

- Maintain an unique sense of place:
 - Protecting waterfront areas
 - Creating a more desirable place to live
 - Developing standards that encourage plantings of native trees and the preservation of existing mature trees
 - Increasing tourism
 - Retaining small town character
 - Preserving walkability
- Maintain biological diversity and provide habitat for wildlife:
 - Increasing protection against disturbances
 - Enhancing structural and functional diversity
 - Increased niches for wildlife
- Make development decisions that are predictable, fair, and cost-effective
- Educate/involve the public concerning decisions about preservation

A Brief History:

Lake Michigan Beach Forest:

Lake Michigan Beach Forest is part of Michigan Beach Park which was deeded to the City in 1882 by Amos and Ella Fox. Over the succeeding decades, the area experienced high and low points: from overwhelming support for the City's original purchase to worries about its deterioration (Polakowski, K., February 21, 2008). The current undertaking to better the forest is a welcome sign.

Mt. McSauba:

"I spent a lifetime to try to make Charlevoix a fun place to live." -- Dale Boss

Native Americans have lived in the area since 1500 BP. The name "McSauba" comes from Native American Louis McSauba who came from Lower Michigan and settled north of Round Lake at the base of a large wooded sand dune in 1855. (Miles, D.L., 2011)



Image 1: Photograph of Louis McSauba (Photo Courtesy of Charlevoix Historical Society)

Dale Boss helped conceive the plan to create a ski hill for the recreation area. Mr. Don Campbell's property was purchased and given to the City of Charlevoix. The ski hill opened in the fall of 1956 and is operational to this day. (Ivan, J., February 12, 2008)

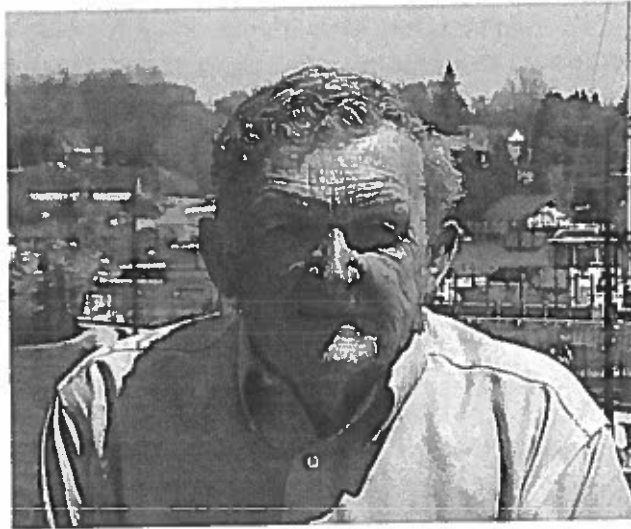


Image 2: Still image of Dale Boss ("Tip of the Mitt TV". August 5, 2014)

The whole process of creating Mt. McSauba shows the strength of Charlevoix and the accomplishments of what the city can do when neighbors work together. It is a great feature to the city as many people get to enjoy a winter sport in the great outdoors (Dale Boss Obituary, May 2016).

Another winter sport long enjoyed at this recreation area is ice skating. Based on discussions during Regular City Council Meetings February 15th, May 16th, and July 5th of this year, the ski hill and the ice skating rink will continue into the foreseeable future (Goulding, J.M., February 15, July 5, May 16, 2016).

The newest addition to recreational sports is the Disc Golf Course, informally established in 2001, adopted by the Chain O' Lakes Disc Golf Club as the 'Home Course' in 2003, and later officially proposed to the Charlevoix Office of Planning and Zoning in August, 2010 (Chain O' Lakes Disc Golf Club, ca. 2003, "Mt. McSauba", Spencer, M., August 2, 2010).

Area Overview:

Both the Lake Michigan Forest and Mt. McSauba areas are categorized as wooded dune and swale complexes. The complexes contain both low and high dunes that are the result of glaciers receding into Lake Michigan. These complexes contain a variety of shrubs (common juniper, low sweet blueberry) and trees (paper birch, hemlock, red maple) due to the mixture of both wet and dry areas ("Ecological System", October 2015; Cohen, Kost, Slaughter, & Albert,

2015). Northern cardinals, piping plovers, and seaside grasshoppers are a few of the animal species that live in these areas ("Ecological System", October 2015).

The areas gradually become open dunes and sand/gravel beaches as one gets closer to Lake Michigan. The dunes and beaches are dominated by shrubs (sand cherry, sand dune willow) and grasses (marram grass, seaside spurge). These areas are drier than the wooded dune and swale complexes (Cohen et. al., 2015).

The wooded dunes and sand dunes continually move due to wind and waves. The dunes contain areas of low and high points. The lower points have more protection from wind and waves which allows vegetation to grow more easily ("Planning Guidelines", May 1975).

The soils in these complexes can be divided into two categories:

1. Medium and coarse sand – alkaline sands and gravels
2. "Variety of lacustrine [found in or near lakes] soils, ranging from calcareous [containing calcium carbonate] sands on the foredunes to shallow to deep acidic peat or alkaline marl [mixture of clay and lime] in the swales" (Cohen et. al., 2015)

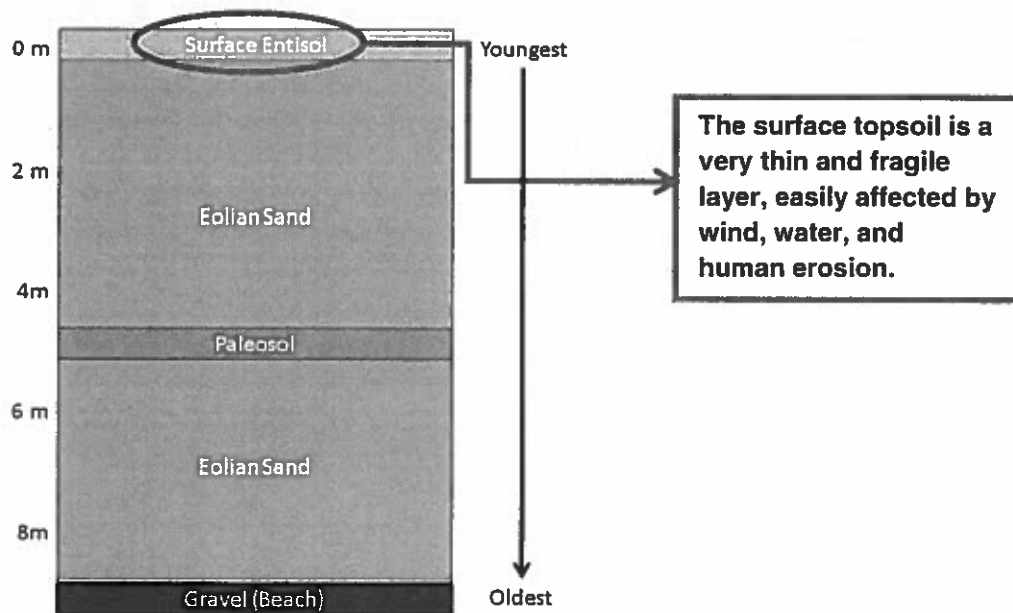


Figure 3: Diagram adapted from *The geoarchaeology of Lake Michigan coastal dunes* that shows the soil types of Mt. McSauba (Lovis et. al, 2012, p. 99)

A more detailed look at the soils shows entisols (soils of recent origin) comprising the surface and eolian (sand or rock material carried or arranged by the wind) sand residing underneath the surface with an organic soil (paleosol – soil of more distant origin) split between two eolian sand layers with gravel on the bottom (Lovis, Arbogast, & Monaghan, 2012, p. 95-99).

Lake Michigan Beach Forest Overview:

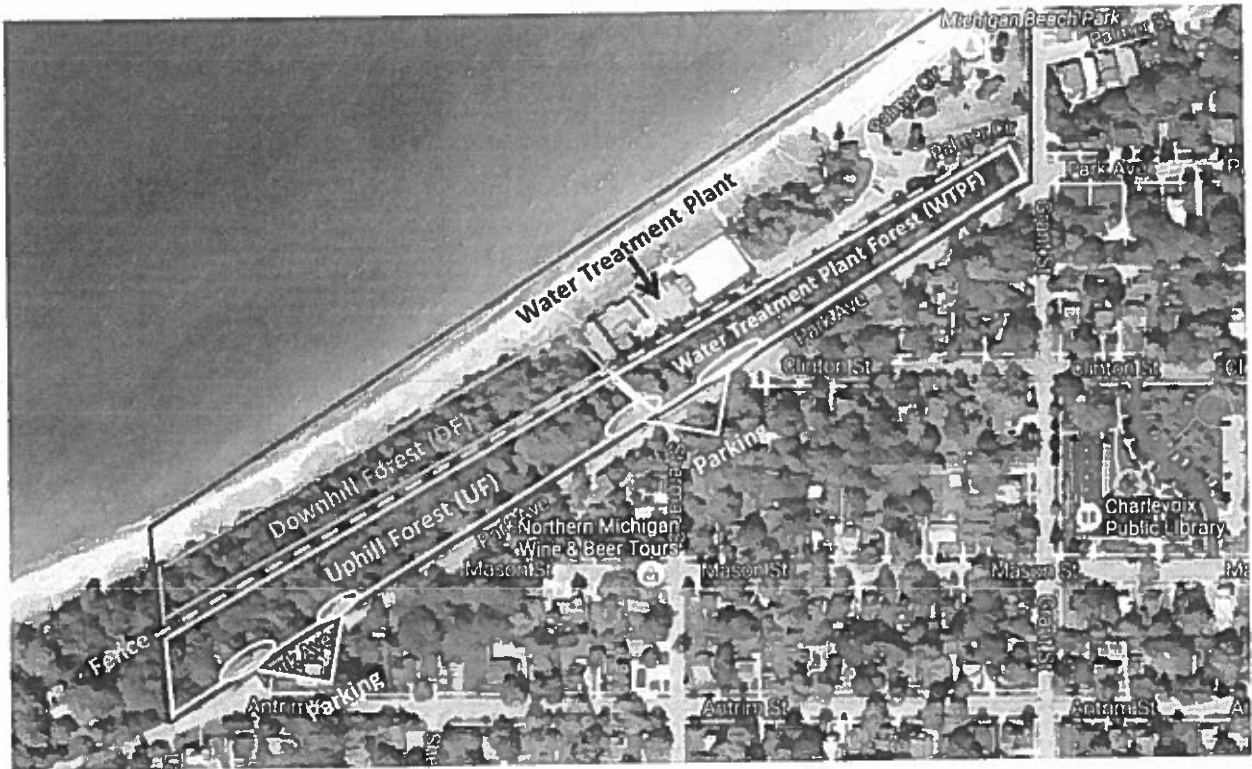
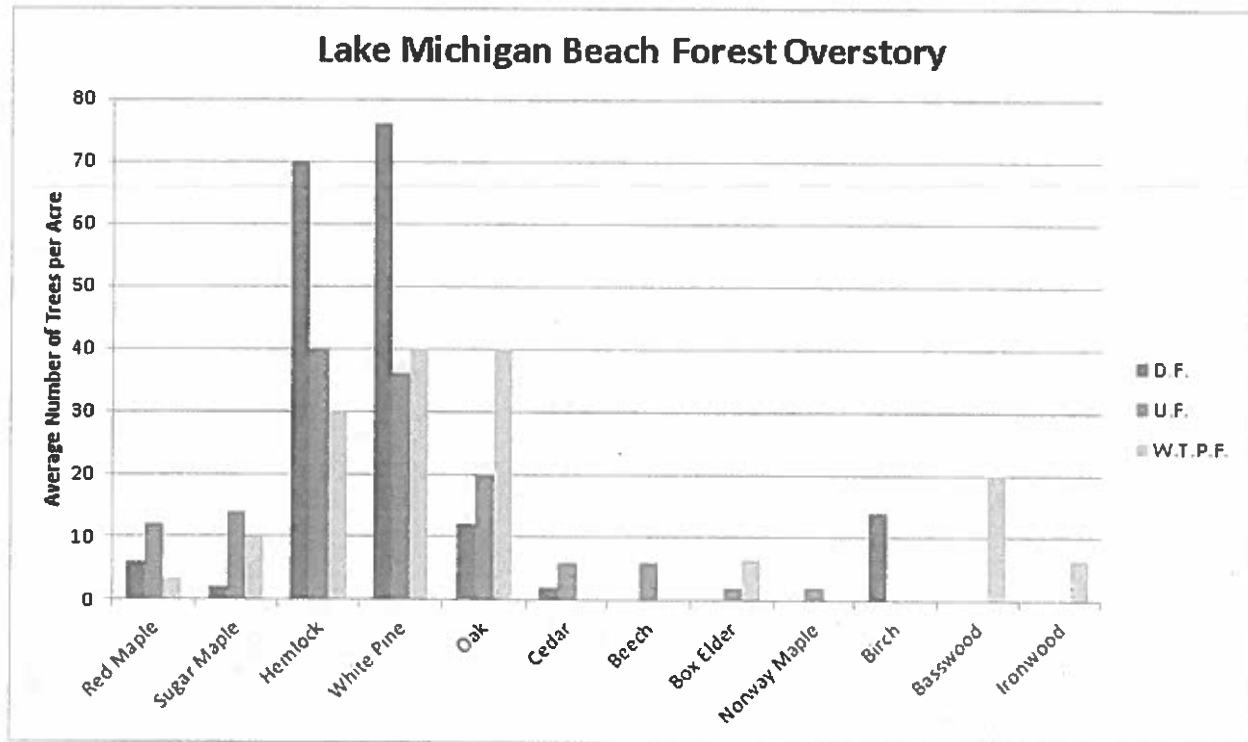


Figure 1: Representation of the Lake Michigan Beach Forest

The Lake Michigan location along Park Ave. appears to have three different forested areas: Downhill Forest (DF), Uphill Forest (UF), and Water Treatment Plant Forest (WTPF). The DF contains stairways that lead down to the Lake Michigan shoreline and has a lot more understory growth than the UF because it has not been mowed.

A fence divides the DF and the UF. The UF has been mowed which has left very little to no understory species or regeneration. Mowing of this area has also damaged bark on some mature trees.

Hemlock, white pine, and oak are the top three species per acre in the UF and WTPF areas. The DF forest has a majority of hemlock and white pine in its area. However, oak is not highly prevalent here. Red maple and sugar maple appear in all three areas, but are not highly distributed. In the DF forest, a few cedar and birch trees appear. A few cedar, beech, box elder, and Norway maple comprise the UF. Box elder, basswood, and ironwood all appear in small numbers in the WTPF.



**Graph 1: Lake Michigan Beach Forest's overstory tree species distribution
(Inventory provided by Mr. Mike McDuffie of Site Planning Development, Inc.)**

Mt. McSauba Overview:

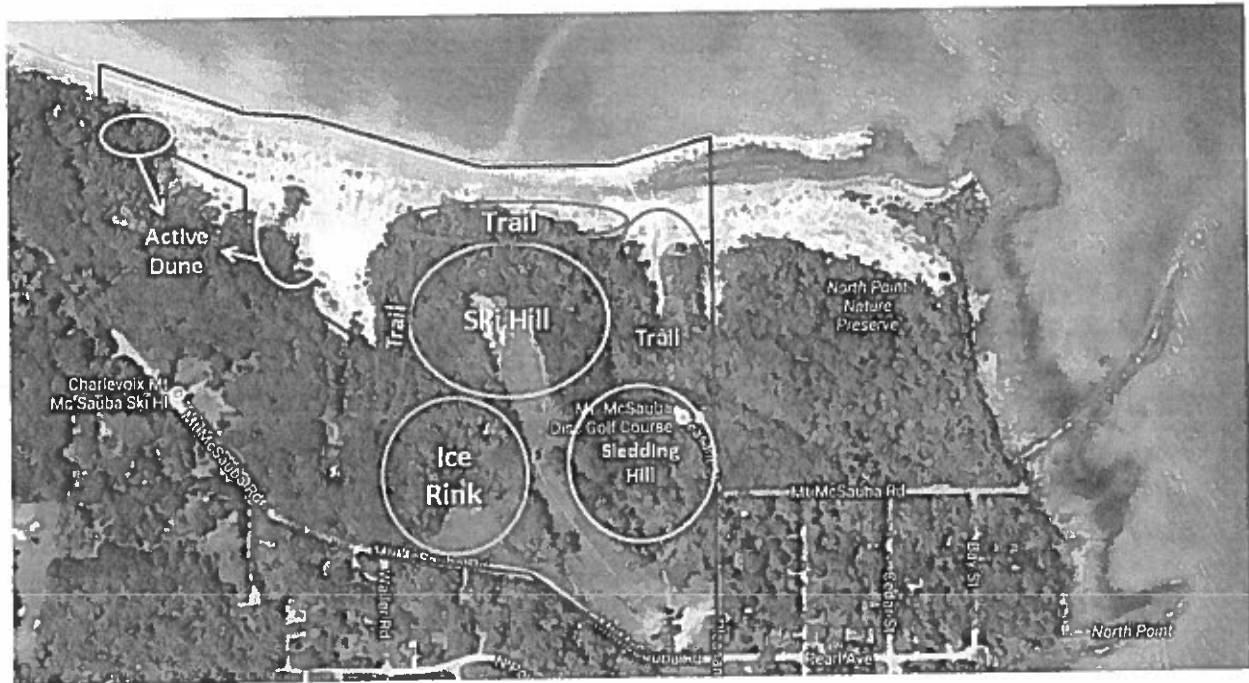
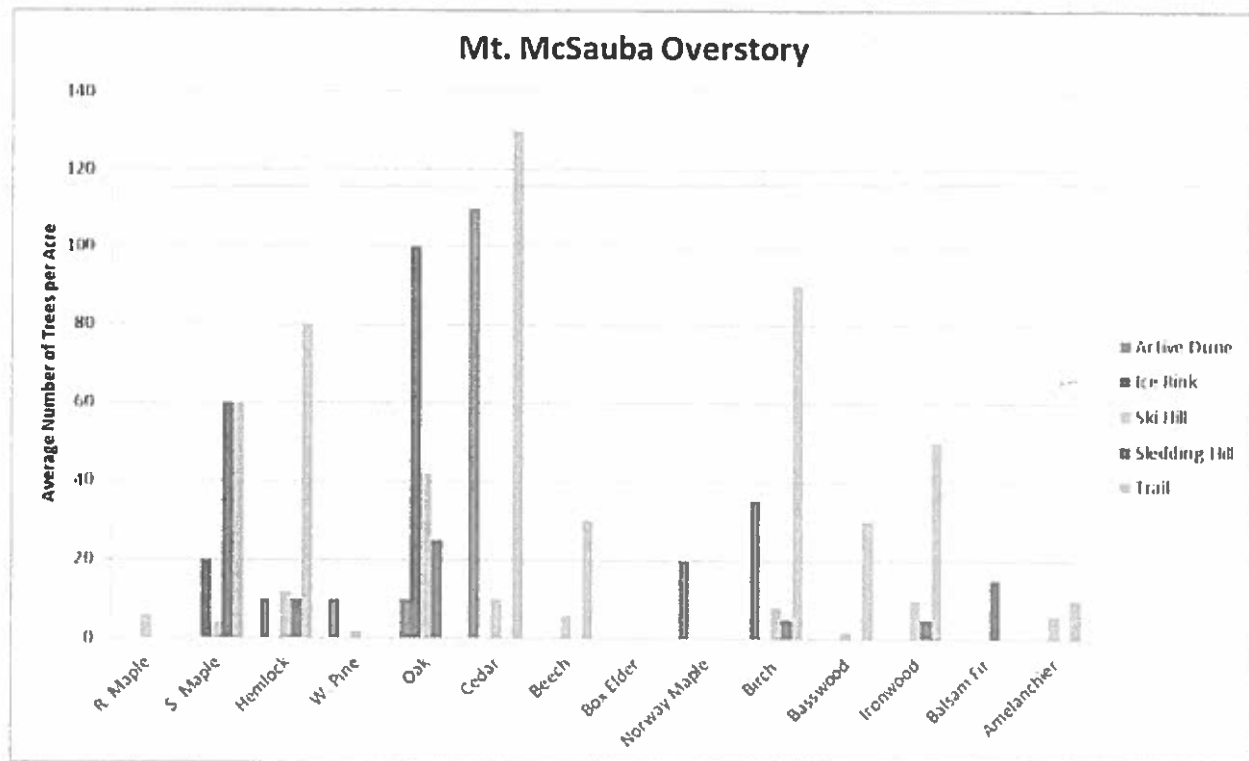


Figure 2: Representation of the Mt. McSauba Forest

The Michigan Department of Environmental Quality categorizes Mt. McSauba as a "Critical Dune Area" and considers this area "...a unique, irreplaceable, and fragile resource that provides significant recreational, economic, scientific, geological, scenic, botanical, educational, agricultural, and ecological benefits to the people of Michigan" ("Atlas of Critical").

The Mt. McSauba location appears to have five different forested areas: Active Dune, Ice Rink, Ski Hill, Sledding Hill, and Trail. They are named according to the features located within these areas. Trails connect all the forested areas together except for the Active Dunes.

Almost all the sites contain sugar maple, hemlock, oak, and birch. Active Dune and Trail contain much more cedar than the other areas. Ice Rink has more oak, and Trail includes more hemlock and birch than the other sites.



Graph 2: Mt. McSauba's overstory tree species distribution
(Inventories provided by Mr. Mike McDuffie of Site Planning Development, Inc.)

Present & Potential Issues Pertaining to Forest Health:

Concerns: Insects / Fungi

- **Emerald Ash Borer** ("Major Forest", March 2009, p. 14-17; McCullough, D.G. & Katovich, S.A. January, 2004)
 - Has already killed most if not all of the ashes in Michigan's lower peninsula
 - D-shaped exit holes from larva
 - **Control**
 - Highly advise cutting out all the ash trees
 - Danger to the public if they fall
 - Little can be done to stop spread of this insect
- **Beech Bark Disease** ("Major Forest", March 2009, p. 62-64)
 - Disease widely found throughout all of Michigan
 - Evidence of disease (beech scale) in the Lake Michigan Beach Forest and Mt. McSauba
 - "The exotic scale, *Cryptococcus fagisuga*, provides infection points for the *N[eonectria]* fungi" ("Major Forest", March 2009, p.63) and kills layers of bark
 - Can develop thickets of beech saplings after a large, overstory beech dies
 - Concerns about seed availability for wildlife species because many species rely on beech as a food source
 - **Control**
 - No known cures currently for Beech Bark Disease
 - Remove hazardous/dying tree stems
- **Gypsy Moth**
 - "...extremely polyphagous; it is known to feed on hundreds of different tree species in North America." ("Major Forest", March 2009, p.6) – during an outbreak
 - Low population – favored hosts = oaks ("Major Forest", March 2009, p.6)
 - Defoliation occurs
 - "Trees stripped of 50 percent or more of their leaves are likely to refoliate the same season, although new leaves are fewer and smaller than the original ones. The refoliation robs trees of vital starch reserves for future growth and health." ("Major Forest", March 2009, p.6)
 - Defoliation occurring multiple times in one year or for many years = likely to kill the tree
 - Mortality generally uncommon (McCullough, D.G., 2016b)
 - Larvae damage trees, not the moth or other stages ("Major Forest", March 2009, p. 7)
 - Caterpillars hatch in the spring

- Feeding = May to June
 - Control
 - Use the insecticide: *Bacillus thuringiensis* var. *kurstaki* (Btk) ("Major Forest", March 2009, p. 9)
 - To suppress high density populations (McCullough, D.G., 2016b)
 - Target 1st and 2nd instars (McCullough, D.G., 2016b)
 - Remove and destroy egg masses or use sticky/slippery bands on trees (McCullough, D.G., 2016b)
- Hemlock Woolly Adelgid
 - Recently has been found in Ottawa and Muskegon counties (Whitmer, C. October 3, 2016)
 - Hoping that the cold winter temperatures prevent the adelgids from spreading further
 - Feeds on stored nutrients
 - Damage over 4-10 years eventually leads to mortality ("Major Forest", March 2009, p.31)
 - All ages susceptible ("Major Forest", March 2009, p. 31)
 - Control
 - Horticultural oil and insecticidal soap or inject insecticides into soil near base of trees ("Major Forest", March 2009, p. 33)
- Asian Long-Horned Beetle ("Asian Long-Horned")
 - Many look-alikes making it difficult to identify (Peterson, G., 2016, August 16)
 - Not in Michigan, but has been found in Canada
 - Worries that it will cause a lot of damage
 - Kills healthy trees
 - Has many hosts including Birch and Maple (preferred host)
 - Could decrease biodiversity and the majority of canopy trees
 - Control
 - No control methods have been found to accurately combat this pest
- Oak Wilt ("Major Forest", March 2009, p.54-56; McCullough, D., 2016a; McCullough, D., 2016b)
 - "Caused by the fungus *Ceratocystis fagacearum*" ("Major Forest", March 2009, p. 54) carried by a sap beetle that enters into wounds of a tree
 - The fungus can spread through roots
 - The red oak group is more susceptible to the disease than the white oak group, but the white oak group can still become infected
 - Red oaks often die after being contaminated

- White oaks experience damage in a few limbs, but rarely die due to the disease
- Control
 - Prune or remove dead oaks only in the winter
 - If the disease is apparent in the area, use a trencher to stop the spread of the disease through the roots

Concerns: Invasive / Nuisance Species

- (information provided by Mr. Derek Shiels of the Little Traverse Conservancy)
 - Recommendations: Lake Michigan Beach Forest
 - Top Priority Species:
 - Dames Rocket
 - Garlic Mustard
 - Oriental Bittersweet
 - Note: Should be checked later in the year to make sure it is not native American Bittersweet
 - Spotted Knapweed
 - Tier Two Priority Invasives:
 - Japanese Barberry
 - Lombardy Poplar
 - Oregon Grape
 - Common Buckthorn
 - Nuisance Species
 - Poison Ivy
 - Control
 - Spot spraying
 - Use of goats (see discussion concerning goat mowing)

WTPF

- more invasive species as a whole
- metal fence on east side

UF

- greater Top Priority invasive species
- wooden fencing only
- more public areas
(parking lots / steps to Lake Michigan)

○ Recommendations: Mt. McSauba

- Top Priority Species:
 - Garlic Mustard
 - Spotted Knapweed
 - Sweet Woodruff
 - Note: Sweet Woodruff is outside the Mt. McSauba area. However, it is known for taking over areas

and should be combatted before it dominates the Mt. McSaubia area.

■ Tier Two Stage Invasives:

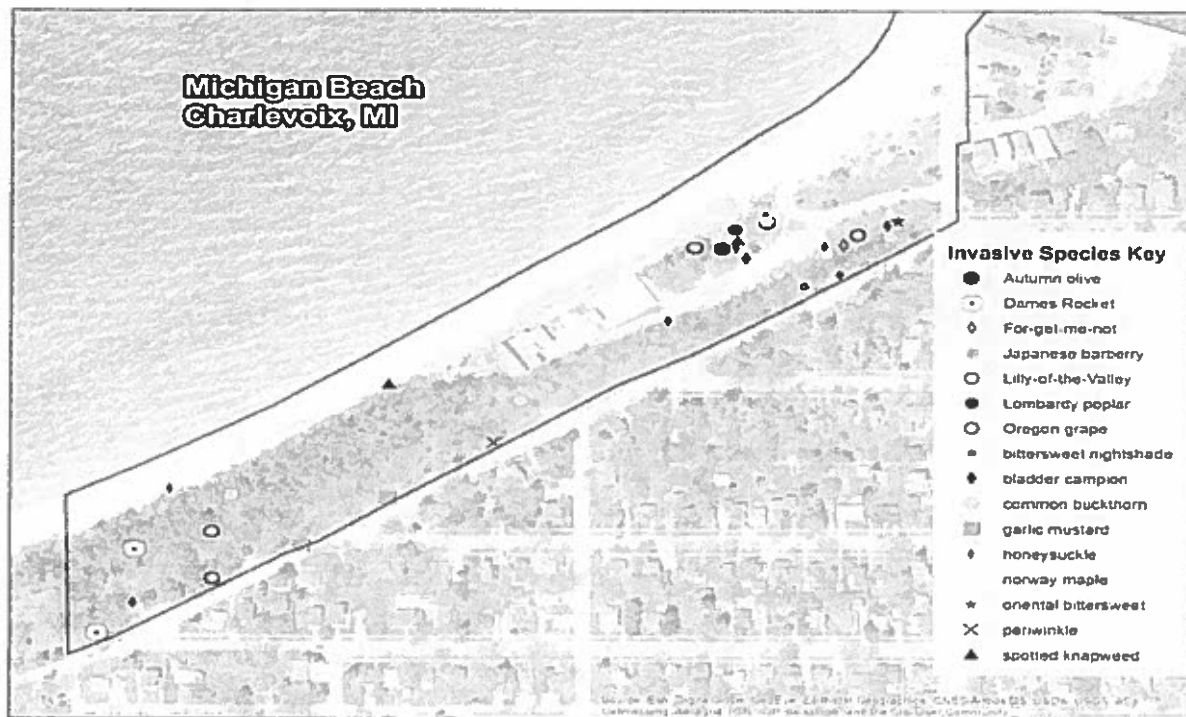
- Japanese Barberry

○ Control

- Removing invasive species should involve local volunteers to pull the plants out by hand
- Herbicides and other chemical/mechanical operations are not advised due to high numbers of visitors

● Additional Michigan Invasive Species Lists:

- Michigan Natural Features Inventory:
<http://mnfi.anr.msu.edu/invasive-species/factsheets.cfm>
- Michigan Invasive Species:
http://www.michigan.gov/invasives/0,5664,7-324-68002_71240---,00.html



**Figure 4: Lake Michigan Beach Forest Invasive Species Map
created by Mr. Derek Shields of the Little Traverse Conservancy**

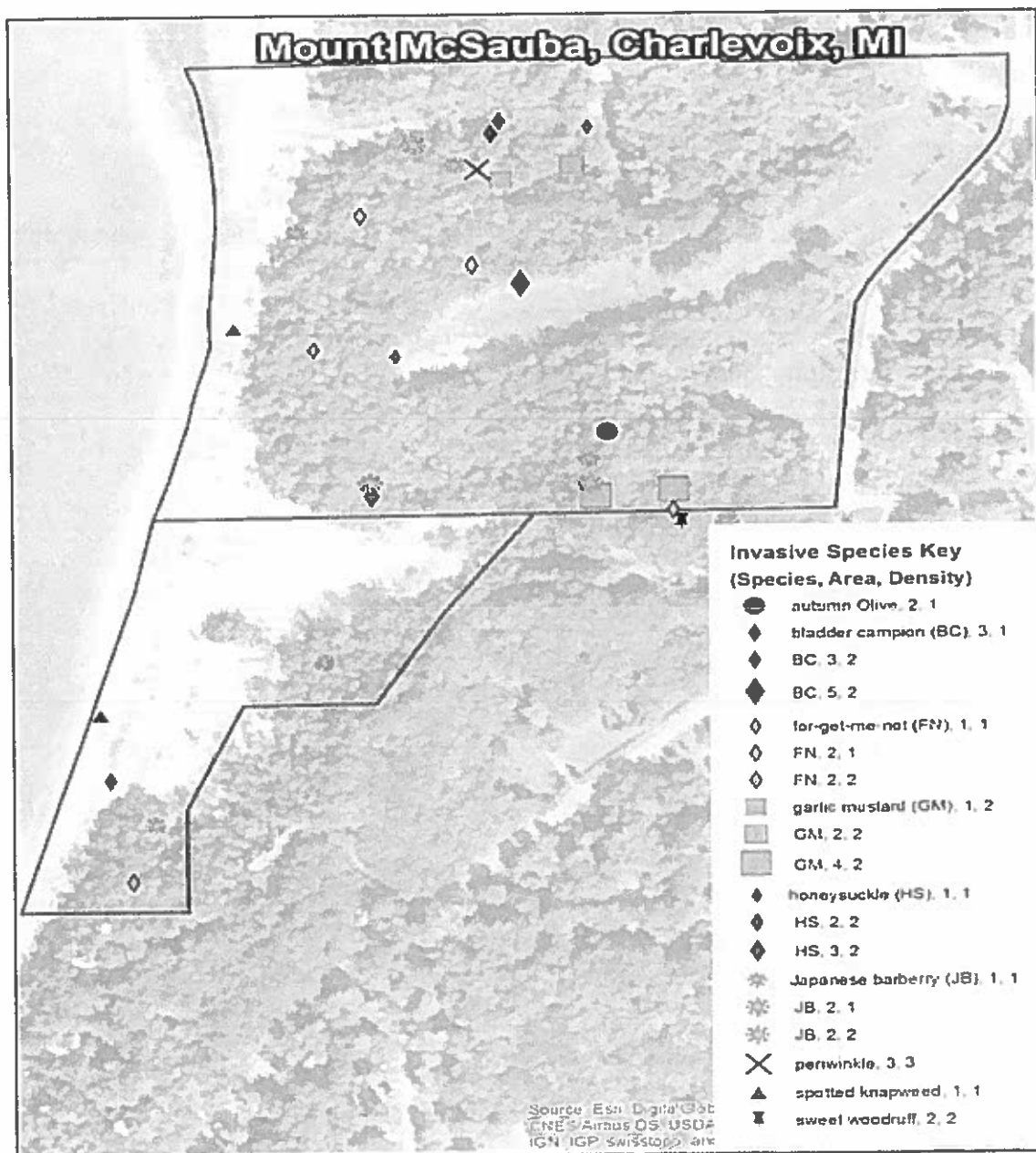


Figure 5: Mt. McSaubia Invasive Species Map
created by Mr. Derek Shields of the Little Traverse Conservancy

Concerns: Erosion

- Human Impact

- Four wheelers
- Campfires
- Cutting of trees
- Leaving the trail/trampling
- Illegal cutting for firewood
- Control
 - Prevent people from creating more trails/paths to leave exposed groundcover
 - Regular patrols and monitoring of the forests and trails

- Trees

- Essential to keep soil from blowing away
- Health and aesthetics need to be maintained
- Control
 - Tree Removal
 - Schedule time of year
 - Remove tops to 6 – 8" in diameter
 - Remove and chip branches up to 8" in diameter
 - Leave logs ≥ 8 " in diameter on forest floor
 - Protect natural seedlings
 - Injured/dead trees within forest boundaries must be climbed and roped for removal
 - Lake Michigan Beach Forest: Trees that are dead, damaged/injured, or pose a safety concern (leaning, appearance of fungus, splits, etc.) along trails will be marked for removal with pink flagging tape wrapped around the base of the tree.

Suggested Tree Species for Size and Aesthetics:

- Sugar Maple (Gilman, 1997, p. 137)
 - Shade to full sun
 - Slightly alkaline to acidic, salt sensitive, moderate drought
 - Can withstand strong winds due to strong wood/limbs
 - Roots can be damaged easily by mowers
 - Nice fall colors (orange, red, yellow) – aesthetically pleasing
 - Moderate growth rate, long-lived
- Paper Birch (Gilman, 1997, p. 165)
 - Part shade to full sun
 - All textures, slightly alkaline to acidic, salt, drought sensitive in urban sites
 - Good in cold weather
 - Short-lived

- Eastern White Pine (Gilman, 1997, p. 421)
 - Rapid growing, long-lived
 - Part shade to full sun – prefers full sun
 - Sand, salt, drought, soil compaction, and air pollution sensitive
 - Color through the winter – aesthetically pleasing
- Northern Red Oak (Gilman, 1997, p. 494)
 - Rapid growth rate, long-lived
 - Grows best in full sun
 - Slightly alkaline to acidic soil
 - Plant in spring
- *Canadian Hemlock (Gilman, 1997, p. 559)
 - Slow-growing, long-lived
 - Needs shade, but can tolerate full sun
 - All soil textures
 - Salt and drought sensitive
 - Planting guidelines:
 - Plant in spring
 - Size: 1"-1.5"
 - Planted without mechanized equipment
 - Protection from deer is necessary – use plastic fencing around tree base

*Major concerns about the Hemlock Wooly Adelgid

Trail Management:

Because trails are the most important access points for people to interact with the forests, I highly recommend the city of Charlevoix conduct an in-depth review of the trails in both areas following the guidelines from “The Relationship between Physical Accessibility and Scenic Experiences on West Michigan Coastal Dunes.” Below are relevant portions of their fine work:

Observation Chart	
Does the pathway go through a wooded area?	
Is there visible sand along the trail?	
Is there a lookout point?	
Does the trail lead to the top of a dune?	
Is there a view of Lake Michigan?	
Is the beach visible from the trail?	

Trail Characteristic	Points
Trail Width (3 pts possible) Average of measurements taken every 50 meters: _____ cm ☐ >48 in (122 cm) = 3 pts ☐ 36-48 in (91-122 cm) = 2 pts ☐ <36 (91 cm) = 0 pts	
Trail Length (3 pts possible) As measured by GPS: _____ km ☐ 0-1 km = 3 pts ☐ 1-1.5 km = 2 pts ☐ 1.5-2 km = 1 pt ☐ >2 km = 0 pts	
Maximum slope (3 pts possible) Measured with compass/level at steepest slope: _____ % grade ☐ ≤10% = 3 pts ☐ 11-14% = 2 pts ☐ 15-20% = 1 pt ☐ >20% = 0 pts	
Average slope (3 pts possible) Averaged from slope measurements every 50 meters: _____ % grade ☐ ≤5% = 3 pts ☐ 6-8% = 2 pts ☐ 9-12% = 1 pt ☐ >12% = 0 pts	
Is there a rest area or bench present? (2 pts possible) ☐ At least 1 = 2 pts ☐ None = 0 pts	
Type of Trail Surface (4 pts possible) ☐ Hard = 4 pts ☐ Moderate = 3 pts ☐ Soft = 2 pts ☐ Very Soft = 0 pts	
Are Signs Present? (1 pt possible) ☐ Yes = 1 pt ☐ No = 0 pts	
Trail is accessible from parking lot? ☐ Yes = 5 pts ☐ No = 0 pts	
Ramps or stairs present? (5 pts possible) ☐ Ramp(s) present or no stairs = 5 pts ☐ <50 stairs = 3 pts ☐ >50 stairs = 0 pts	
Trail is located before any steps? ☐ Yes = 5 pts ☐ No = 0 pts	
Total Points (34 possible points)	

Figures 6 and 7: “Scenic Observation Chart for Each Trail” and “Accessibility Rate Scale” (Williams, M.L., Clousing, A., Latimer, S., McClellan, J.A., & Van De Walker, A.D., June 2016, p. 7, 8)

Once this review and survey are complete, the City of Charlevoix could then determine which trails are viable, which ones should be abandoned, and which ones should be modified. Enlisting the aid of civil engineers and/or landscape architects would be most helpful in the planning, staging, and eventual management of permanent trails.

Wood chips from the removal of dead trees could improve the upkeep of the trails. The wood chips would provide more of a visual aid for the public in regards to where they should walk. Additionally, the chips could prevent soil erosion and holes when the surface is wet. However, there is one caution. The wood chips should have added binding or stabilization materials ("Ontario's Best", 2006, p. 150).

Properly stabilized wood chips could be spread throughout the trail system to guide people on the right path and prevent the creation of new paths. The wood from trees taken out of this area could be chipped, stabilized, and then spread throughout the area.

Lake Michigan Beach Forest Recommendations/Concerns:

Even though little tree/shrub regeneration occurs in the Uphill Forest (UF) and Water Treatment Plant Forest (WTPF) areas, I believe they should still be mowed. Many of Charlevoix's residents own houses across the street. The view of Lake Michigan is aesthetically pleasing and could still be viewed from residents' windows if this area is kept cleared from brush and invasive/nuisance species.

The question is how to mow these areas without damaging the trees. I advise a trial run of two courses of action to determine which is best suited for the forest.

1. **Goat grazing:** The Ottawa County Parks and Recreation Department has placed goats at Eastmanville Bayou since 2014 ("Goats help". May 30, 2014). A lesson learned so far is to not mix goats from different herds or breeds in order to protect their health (Whitmer, C. June 13, 2016). The goats would be separated from the public by electric fencing.

Additional Information:

- If goats ingest poison ivy, their milk can cause reactions in humans
- Natural pH of rumen needs to be maintained – suggest supplementing with sodium bicarbonate (baking soda)
- 3 – 4 full-sized goats per acre (Pfalzbot, G.)

2. **Weed whip mowing:** Mowing using only weed whips to prevent damage to bases of trees.

To provide for a fair trial of the differences in the types of mowing, I suggest that both the WTPF and UF should be broken up in four sections: two goat grazing and two weed whip mowing sections. One goat grazing and one weed whip mowing section will reside in the WTPF and likewise in the UF. Placement of the trials is dependent on what the City of Charlevoix considers as top priorities for the forests and how much interaction the public should have with the goats.

The area of study is roughly five acres, so it could be broken up into a maximum of six parcels (a little more than 0.75 acres per parcel) if a more detailed study is desired. Two goats would be able to occupy each of these areas.

It is uncertain whether goats and weed whipping personnel would have a hard time with the steep slopes on the north side. I suggest that if the goats can tolerate the slopes to keep them on the steeper slopes and weed whipping on less steep terrain.

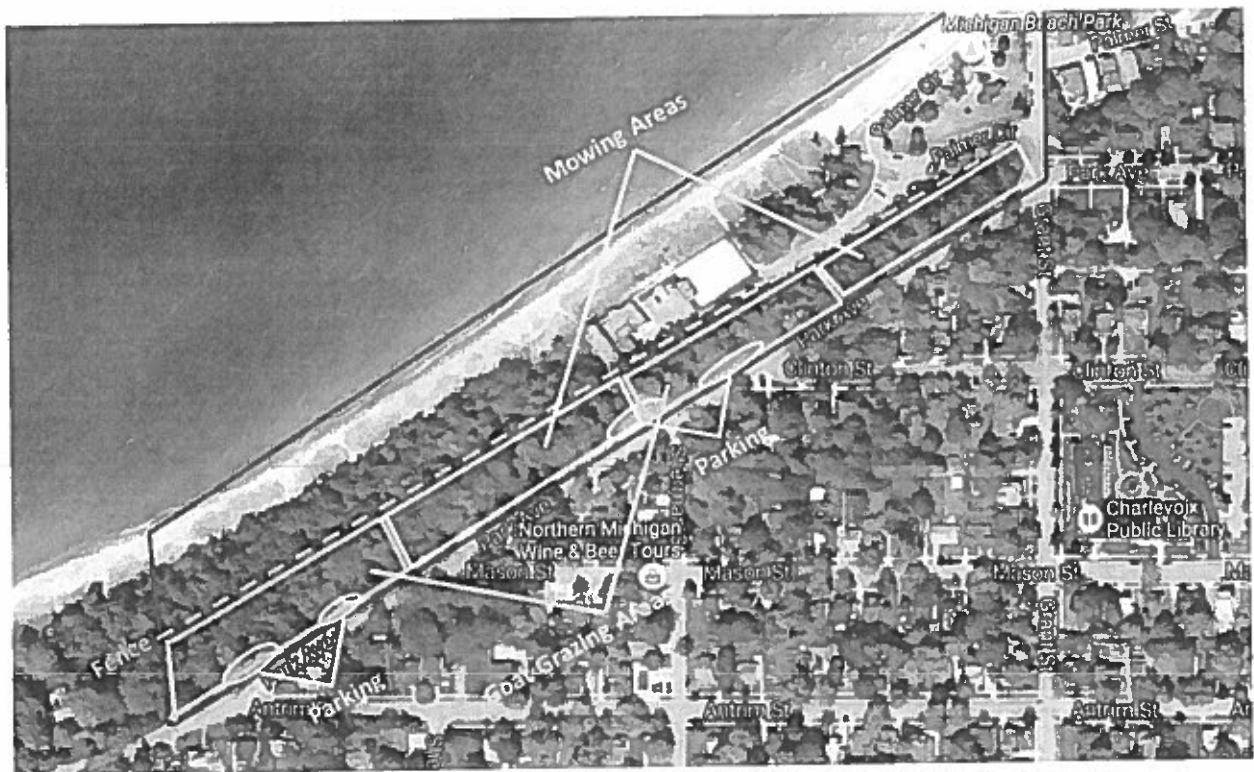


Figure 8: Goat Grazing and Mowing Areas for the Lake Michigan Beach Forest

To combat the low regeneration in this area, tree plantings should occur when old/mature or diseased trees die. Suggested tree species are white pine, red oak, and sugar maple. Existing seedlings must be protected from weed whipping and goats.

Parking spots along the UF should be moved back as far as possible to prevent encroachment, pollutant runoff, and the drying out of soils.

Not much management needs to take place in the Downhill Forest (DF) due to more understory species and regeneration. However, concerns with invasive species should be noted.

The wood chip trail and stairways should remain since they provide protection for the visitors as well as access to the beach and the forest itself. Maintenance should be kept up on the fence, stairway, and trail to prevent the creation of new trails that could damage plants, create further erosion issues, and so that the DF and the UF do not combine.

Mt. McSauba Recommendations/Concerns:

Disc Golf:

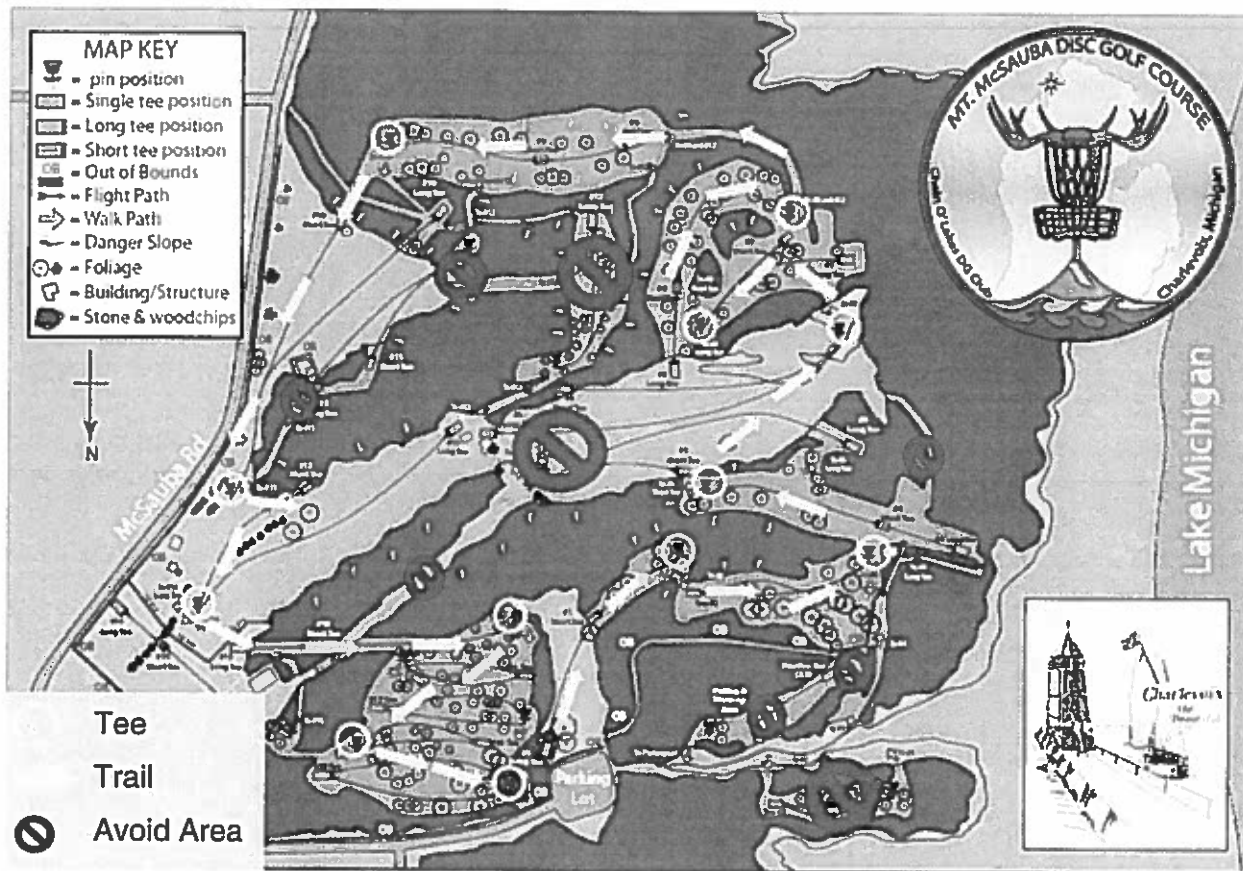


Figure 8: Proposed design for the Mt. McSauba disc golf course to reduce the number of tees to twelve.

The Mt. McSauba disc golf course is a good attraction for tourists and residents. There are concerns for its future, however.

- High number of tees / wandering trail pattern / non-durable signage
 - The trails are not clearly marked which leads to new unmarked trails and tramped areas. I propose that the disc golf course reduce its number of tees/pins from eighteen/nineteen to twelve. This will reduce the amount of destruction in the forest, but will also allow the public to enjoy the game. Furthermore, I believe that the trails should be clearly marked. I observed that some of the signs are missing or have been vandalized. I also observed no paper maps were available at the time of my visits. I propose a schedule be established for the restocking of paper maps and the clear marking of the tees/trails and main entryway with durable, simple and legible signage.

- Erosion
 - To combat the erosion and creation of new trails, a six-foot dog leash policy should be implemented. Retractable leashes should not be allowed. Dogs should not have free rein of the area for other visitors' safety and for the protection of forest plants.
- Lighting
 - Create a maintenance plan for current and future lampposts to provide a clearer view of the paths during the evening. I observed some damage to and the listing of one lamppost.
- Cell tower
 - For aesthetics, concealing the cell tower is an option. There are a number of companies which specialize in the concealment of such towers.



Image 3: Example of a pine tree cell tower design

(Image retrieved from Cell Trees Inc.: <http://www.celltreesinc.com/pine-trees.html>)

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CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 21, 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 Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

Former Mayor Gabe Campbell was presented with a City flag for his service. Former 2nd Ward Councilmember Bill Supernaw was unable to attend this meeting and will be presented with a Certificate of Appreciation at a later date.

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 – November 7, 2016 Regular Meeting
- B. Regular Accounts Payable Check Register – November 22, 2016
- C. ACH Payments – November 4, 2016 to November 18, 2016
- D. Payroll Check Register – November 18, 2016
- E. Payroll Transmittal – November 18, 2016
- F. Tax Disbursement – November 22, 2016
- G. Approve the November 2016 local election results
- H. Approve Resolution 2016-11-03 designating the City Manager as Surplus Property Donee and Custodian

CITY OF CHARLEVOIX
RESOLUTION NO. 2016-11-03

STATE OF MICHIGAN BOARD RESOLUTION FEDERAL SURPLUS ASSISTANCE PROGRAM

WHEREAS, the City of Charlevoix, State of Michigan has met all other State and Federal requirements for participation in the Federal Assistance Program under Public Law 94-519; and

WHEREAS, it is a requirement that a resolution be adopted by the governing body specifically designating a coordinator as Surplus Property Donee and Custodian, to be responsible for the acceptance and accountability and authorized to sign for surplus property.

NOW THEREFORE BE IT RESOLVED:

- 1. that the Governing Body for the City of Charlevoix of the State of Michigan, hereby designates Mark L. Heydlauff, who is the authorized coordinator as the person responsible for accepting Federal Surplus Property, with the power and full authority to sign for such surplus property; and
- 2. the coordinator named above is to be held responsible for the accountability and will maintain the necessary records for all surplus property obtained for public purposes until relieved from accountability by State and/or Federal authorities; and
- 3. that money is available to pay service charges for surplus property obtained; and
- 4. that the coordinator is further hereby authorized to direct payment of service charges for surplus property to complete all transactions.

RESOLVED this 21st day of November, 2016 A.D.

Resolution was adopted by the following yeas and nays vote

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

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

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

6. Public Hearings & Actions Requiring Public Hearings
None.

7. All Other Actions & Requests

A. Organizational Meeting

City Clerk Golding reported that the City Charter requires that Council hold an organizational meeting at the first Council meeting after the November Election. Council needs to decide on their regularly scheduled meeting time, as well as selecting a Councilmember to serve as Deputy Mayor.

Motion by Councilmember Hagen, second by Councilmember Gibson, to set 2017 City Council meetings for the first and third Mondays of the month at 7:00 p.m.

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

Motion by Councilmember Gibson second by Councilmember Hagen, to appoint Councilmember Cole as Deputy Mayor.

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

B. Purchase Police Cruiser

Chief Doan stated that the 2016 budget includes the purchase of a new patrol car and equipment. The new patrol car will be replacing a 2009 Ford Crown Victoria with 101,201 miles on it, which is the oldest car in the fleet. He commented that by selecting a 2017 Chevrolet Tahoe 4 WD Police Package he is opting for more room, practicality of a SUV, reliability and safety. Chief Doan indicated that Fox Charlevoix was able to bid lower than the MI Deal state bid. He stated that there was a three year powertrain warranty on the vehicle and the Crown Victoria would be used as a training vehicle as well as for City business.

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

Motion by Councilmember Gibson, second by Councilmember Cole, to authorize the purchase of a 2017 Chevrolet Tahoe (police package, pursuit-rated 4WD) in an amount not to exceed \$39,142.21 from Fox Charlevoix.

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

C. EMS Mutual Aid Agreements

Chief Doan stated that as a condition of state licensing, we are obligated to have mutual aid agreements with neighboring EMS departments in order to have a clear line of service in case of extreme emergency. He recommended entering into three such agreements: one with Emmet County EMS, Jordan Valley EMS, and Beaver Island EMS. The City Attorney reviewed the agreements with no concerns.

Councilmember Kalbfell questioned whether these were new agreements. The Chief responded that Emmet County and Jordan Valley were renewals and Beaver Island was a new agreement.

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

Motion by Councilmember Cole, second by Councilmember Gibson, to EMS Mutual Aid Agreements with Beaver Island EMS, Emmet County EMS, and Jordan Valley EMS, as presented.

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

D. Volunteer Board & Committee Policy

City Manager Heydlauff explained that with several vacancies and term expirations coming in the near future on various boards, committees, and commissions, Mayor Kurtz requested a standardized policy so that Council would be informed in advance of appointments when applicable. The City Manager recommended adopting this policy now but, would also recommend creating a comprehensive committee handbook in the future.

Mayor Kurtz noted that this policy would provide better communication amongst Council and more transparency with the application process. City Manager Heydlauff commented that this policy does not apply to Council member appointments.

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 Volunteer Boards and Committee Appointment Policy as presented.

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

8. Reports & Communications

A. Public Comments
None.

B. City Manager Comments

City Manager Heydlauff commended the crews fighting the fire on Sunday and thanked Charlevoix Township, East Jordan, and Boyne City for their assistance. He noted that the community response was overwhelming both during the tragedy and afterwards. He encouraged residents to support the affected businesses as they re-open.

City Manager Heydlauff toured DCL, Midwest International, and Michigan Scientific last week.

City Manager Heydlauff indicated that he and Clerk Golding are researching software to help streamline the creation of agenda packets and their distribution.

He noted that a consultant has been retained to assist with becoming a Redevelopment Ready Community certified by the Michigan Economic Development Corporation and he projects that this process will be completed in the next two months.

Superintendents Elliott and Swern are working on the Public Facilities Building needs assessment with Northwest Design Group.

C. Mayor & Council Comments
None.

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 7:19 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

Regular Accounts Payable – 11/22/2016

ACE HARDWARE	1,301.76	BREATHING AIR SYSTEMS	95.90
AMERICAN WASTE INC.	2,400.12	BS&A SOFTWARE	1,128.00
ANDRESKY, MARK	128.14	CALIFORNIA CONTRACTORS	159.60
ARROW UNIFORM-TAYLOR L.L.C.	1,048.74	CARQUEST OF CHARLEVOIX	1,060.46
ASPLUNDH TREE EXPERT CO	8,980.00	CENTRAL DRUG STORE	67.05
AUTO VALUE	603.54	CHARLEVOIX AREA CHAMBER OF COMM	178.67
AVFUEL CORPORATION	25,444.06	CHARLEVOIX DISTRICT LIBRARY	30,000.00
BALLARD'S	4,800.00	CHARLEVOIX SEWER & DRAIN	725.00
BELL EQUIPMENT COMPANY	184.88	CHARTER COMMUNICATIONS	794.99
BIOMEDICAL SOLUTIONS	160.00	CHRISTENSEN, ROGER	110.00
BLECKE, SCOTT	55.00	CITY OF CHARLEVOIX - UTILITIES	30,234.87
BOSS, NATHAN	84.72	CLEES, JENNIFER	32.24

CROSS II, JOHN H.	6,500.00
DEGREECK, JEFFERY	220.00
DETROIT SALT COMPANY	10,504.17
DILLON, ANN	44.00
DITCH WITCH SALES OF MICHIGAN	368.56
EJ USA INC.	3,265.49
EMERGENCY MEDICAL PRODUCTS INC	1,802.82
ETNA SUPPLY	1,680.00
FAMILY FARM & HOME	380.41
FASTENAL COMPANY	81.09
FREEDOM MAILING SERVICES INC.	2,200.77
FREIGHTLINER OF GRAND RAPIDS	52.23
GARDNER, LAWRENCE	31.78
GILMORE, PATRICK	115.50
GOLDING, JOYCE	55.45
GRAINGER	1,617.50
GREAT LAKES ELEVATOR LLC	400.00
GUTHRE, JAMES	66.00
HACH COMPANY	1,114.15
HALVERSON, DENNIS	13.77
HANKINS, SCOTT	90.00
HEALTH CARE LOGISTICS	221.54
HEERES, KENNETH	14.82
HILLING, NICHOLAS A.	46.98
HYDRO CORP	515.00
INDUSTRIAL MARKETING	355.05
J & B MEDICAL SUPPLY INC.	779.10
JACKLIN STEEL SUPPLY CO	81.36
JONES, JANET	454.14
KODIAK EMERGENCY VEHICLES	123.50
KSS ENTERPRISES	264.13
MATYE, ELIZABETH	34.88
MAYS, SCOTT	26.00
MCBRIDE, KRISTY	220.00
MCCARDEL CULLIGAN-PETOSKEY	50.00
MCMMASTER-CARR	93.66
MCVEIGH'S TRUCK SPRINGS INC	91.98
MEYERING, JACK	121.00
MICHIGAN ELECTRIC	15,610.00
MICHIGAN MUNICIPAL LEAGUE	8,259.00
MICHIGAN OFFICEWAYS INC	966.50
MICHIGAN STATE UNIVERSITY	29.80
MIDWEST INDUSTRIAL LIGHTING	400.00
MJS PAINTING INC	14,929.00
MONTGOMERY, PAIGE	22.94

NEFF, GALE	11.00
NFIRS ONLINE	395.00
NORTH COUNTRY POWER GENERATION	1,260.00
NORTHERN CREDIT BUREAU	146.30
NORTHERN MICHIGAN REVIEW INC.	3,380.50
OLESON'S FOOD STORES	51.02
OLSON BZDOK & HOWARD	1,676.80
O'NEILL, EDWARD	25.00
PEABODY, GREG	220.00
PERFORMANCE ENGINEERS INC	21,618.75
PHYSICIAN'S CLINIC OF CHARLEVOIX	300.00
POWER LINE SUPPLY	951.66
PREIN & NEWHOF	59,782.13
PUTMAN, EVERETT	47.62
RAECKE, MICHAEL	22.00
RANGE TELECOMMUNICATIONS	175.20
RICK-BIDDICK, MICHELLE	2,037.80
ROSIN, GLENN	127.09
RUNDBLAD, TED	187.00
SEARS COMMERCIAL ONE	99.99
SECURITY SANITATION INC.	285.00
SHELDON, GALE	66.00
SIMONS, MITCHELL	77.00
SITE PLANNING DEVELOPMENT INC	4,028.50
SMITH, GEORGE	75.00
SOUND ENVIRONMENTS	435.00
SPICER GROUP INC	954.00
SPOK INC	9.99
STATE OF MICHIGAN	1,278.78
THORP, JOSEPH	44.00
TIMMS, ROBERT	200.00
TRAVERSE MAGAZINE	300.00
U S BANK	161.63
UP NORTH PROPERTY SERVICES LLC	1,305.00
UPPER CASE PRINTING INC.	1,105.30
USA BLUE BOOK	2,037.51
VILLAGE GRAPHICS INC.	117.11
WEST SHORE FIRE INC	167.98
WILBERT BURIAL VAULT CO	185.60
WILKINS, TERI	75.00
WILLIAMS, CAROLYN	75.00
WILSON, RICHARD J.	75.00
WOLVERINE POWER SYSTEMS	201.85
WORK & PLAY SHOP	2,994.22
TOTAL	292,861.14

ACH Payments - 11/04/2016 to 11/18/2016

PAYMENT SERVICE NETWORK	241.20
MI PUBLIC POWER AGENCY)	13,886.52
STATE OF MI (SALES TAX)	15,661.92
DTE ENERGY	1,674.67
MI PUBLIC POWER AGENCY	11,738.43
IRS (PAYROLL TAX DEPOSIT)	30,635.35
ALERUS FINANCIAL (HCSP)	420.00

STATE OF MI (WITHHOLDING TAX)	4,420.37
VANTAGEPOINT (401 ICMA PLAN)	699.94
VANTAGEPOINT (457 ICMA PLAN)	12,410.63
VANTAGEPOINT (ROTH IRA)	911.53
MERS DEFINED BENEFIT PLAN	26,890.97
TOTAL	119,591.53

Payroll Net Pay - Pay Period Ending 11/12/2016 (Paid 11/18/2016)

WELLER, LINDA JO	1,463.42
HEYDLAUFF, MARK L.	2,112.28
GOLDING, JOYCE M.	1,082.62
DEROSIA, PATRICIA E.	762.11
LOY, EVELYN R.	1,049.78
KLOOSTER, ALIDA K.	1,538.38
GOLOVICH, KAREN J.	966.90
SPENCLEY, PATRICIA L.	1,287.96
PANOFF, ZACHARY R.	1,169.52
MILLER, FAITH G.	75.71
LEESE, MERRIC.	237.79
MCGINN, KELLY A.	1,563.31
JONES, JANET M.	74.44

DOAN, GERARD P.	1,558.56
SCHLAPPI, JAMES L.	1,028.73
UMULIS, MATTHEW T.	1,229.95
HANKINS, SCOTT A.	1,470.12
ORBAN, BARBARA K.	1,177.94
TRAEGER, JASON A.	1,157.21
FLICKEMA, ANDREW M.	1,277.74
MATELSKI, KIMBERLY A.	1,143.04
ROLOFF, ROBERT P.	3,161.29
RILEY, DENISE M.	426.32
WURST, RANDALL W.	1,150.25
MAYER, SHELLEY L.	1,363.07
HILLING, NICHOLAS A.	1,104.40

MEIER III, CHARLES A.	1,173.22	WHITLEY, TYLER J.	319.44
ZACHARIAS, STEVEN B.	1,439.04	TRAVERS, MANUEL J.	824.32
EATON, BRAD A.	1,872.99	RILEY, DANIEL A.	578.73
WILSON, TIMOTHY J.	1,832.38	DROST, PATRICIA A.	155.00
LAVOIE, RICHARD L.	1,816.98	CARLSON, JOANNE E.	155.00
STEVENS, BRANDON C.	1,628.62	COLT, JUDITH C.	80.00
DRAVES, MARTIN J.	1,762.74	FRANCIS, CATHERINE A.	84.00
BROWN, STEPHANIE C.	1,041.41	HUNTLEY, ROSALYNN R.	80.00
ELLIOTT, PATRICK M.	1,961.51	LALONDE, SANDRA L.	80.00
SCHWARTZFISHER, JOSEPH L.	986.78	GORDON, JUDITH A.	75.00
BRADLEY, KELLY R.	1,386.57	BASEY, HEATHER N.	80.00
HART II, DELBERT W.	1,231.49	VILLERMAIN-SHEA, MICHELLE M.	72.50
JONES, ROBERT F.	1,254.95	DALY, SUZETTE M.	117.50
DORAN, JUSTIN J.	1,173.25	GOLDING, RICKY W.	80.00
MANKER JR, DAVID W.	502.08	GERBER, SAMUEL A.	55.41
BECKER, MICHAEL S.	675.43	SWEM, DONALD L.	1,833.32
MCGHEE, ROBERT R.	1,049.92	WHITLEY, ANDREW T.	1,566.44
STEWART, SAMUEL D.	346.05	MORRISON, KEVIN P.	999.70
KIRINOVIC, THOMAS F.	262.09	HODGE, MICHAEL J.	1,258.89
BITELY, KATHERINE A.	509.75	JOHNSON, STEVEN P.	1,169.59
CRANDELL, ZACKARY R.	539.90	BISHAW, JAMES H.	726.27
HEID, THOMAS J.	1,272.06	GILL, DAVID R.	948.95
LEESE, ALAN K.	115.44	STEVENS, JEFFREY W.	348.81
MASSON, DONALD J.	625.61	ROLOFF, AUDREY M.	1,216.35
MYER, ELIZABETH A.	1,653.04	MATTER, DAWSON K.	1,493.29
VANLOO, JOSEPH G.	369.57	SCOTT JR., WINFIELD	22.03
WYMAN, MATTHEW A.	993.05	RUDOLPH, JOELLEN B.	78.75
SCHRADER, LOU ANN	268.20	LEFT, LILLIAN M.	88.00
BOSS, RYDER S.	230.41	BUDAY, JOAN E.	162.75
MILLER, WILLIAM S.	960.02	STEPHAN, MARY ANN	40.00
MEGGISON, JERRY B.	140.07	CAMPBELL, KAREN L.	162.75
RILEY, CASEY W.	168.64	LALEWICZ, AMELIA M.	75.00
JONES, LARRY M.	752.77	CIUK, JULIA A.	70.00
WILLSON, BRENDA R.	238.75	OCHS, GRACE L.	75.00
BEAN, PETER J.	1,232.71		
FAUSER, HOPE E.	158.85	TOTAL	79,431.97

Payroll Transmittal - 11/18/2016

4FRONT CREDIT UNION	307.69	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	228.78	COMMUNICATION WORKERS OF AMER	519.37
AMERICAN FAMILY LIFE	461.64	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNITED WAY	56.00	PRIORITY HEALTH	1,860.96
CHARLEVOIX STATE BANK	1,304.62	TOTAL	5,290.89

Tax Disbursement - 11/22/2016

CHARLEVOIX COUNTY TREASURER	10,653.99	CHARLEVOIX PUBLIC SCHOOLS	261.67
CHARLEVOIX PUBLIC SCHOOLS	15,344.91	CITY OF CHARLEVOIX - TAXES DUE	12,661.69
CHARLEVOIX PUBLIC SCHOOLS	1,726.11		
CHARLEVOIX PUBLIC SCHOOLS	181.45	TOTAL	40,829.82



Check Number	Payee	Amount
11/18/2016		
118612	AT&T	1,692.23
118613	AT&T MOBILITY	86.90
118614	CHARLEVOIX STATE BANK	2,695.05
118615	DELTA DENTAL	3,444.14
118616	GREAT LAKES ENERGY	191.99
118617	METLIFE SMALL BUSINESS CENTER	715.78
118618	PRIORITY HEALTH	37,338.03
118619	VERIZON WIRELESS	56.72
118620	VISION SERVICE PLAN	507.57
Total 11/18/2016:		46,728.41
Grand Totals:		46,728.41

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

11/18/16	Special Accounts Payable Run	\$ 46,728.41
11/28/16	Special Accounts Payable Run	\$ 1,500.00
12/02/16	Payroll (net pay)	\$ 80,615.39
12/02/16	Payroll Transmittal Checks	\$ 5,491.89
12/06/16	Regular Accounts Payable	\$ 161,735.15
Checks Sub-Total:		\$ 296,070.84

FIRSTMERIT BANK - ACH/WIRE PAYMENTS

11/21/16	MI Public Power Agency	\$ 17,757.64
11/28/16	MI Public Power Agency	\$ 283,708.31
11/28/16	MI Public Power Agency	\$ 9,053.28
12/02/16	IRS (Payroll Tax Deposit)	\$ 30,534.27
12/02/16	Alerus Financial (HCSP)	\$ 420.00
12/02/16	State of MI (Withholding Tax)	\$ 4,420.80
12/02/16	Vantagepoint (401 ICMA Plan)	\$ 699.94
12/02/16	Vantagepoint (457 ICMA Plan)	\$ 12,649.59
12/02/16	Vantagepoint (Roth IRA)	\$ 911.53

ACH Sub-Total: \$ 360,155.36

FirstMerit Bank Total: \$ 656,226.20

CHARLEVOIX STATE BANK - CHECKS ISSUED**(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)**

Tax Disbursement	\$ -
Charlevoix State Bank Total:	\$ -

Grand Total: \$ 656,226.20

APPROVED:


 CITY MANAGER


 CITY TREASURER


 CITY CLERK

Check Number	Payee	Amount
11/28/2016		
118621	DOTSON, LYNDSEY J.	1,500.00
Total 11/28/2016:		1,500.00
Grand Totals:		1,500.00

Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/26/2016	PC	12/02/2016	22526	WELLER, LINDA JO	101		1,463.42
11/26/2016	PC	12/02/2016	22527	HEYDLAUFF, MARK L.	102		2,396.23
11/26/2016	PC	12/02/2016	22528	GOLDING, JOYCE M.	106		1,082.62
11/26/2016	PC	12/02/2016	22529	DEROSIA, PATRICIA E.	107		644.74
11/26/2016	PC	12/02/2016	22530	LOY, EVELYN R.	117		1,049.78
11/26/2016	PC	12/02/2016	22531	KLOOSTER, ALIDA K.	121		1,735.26
11/26/2016	PC	12/02/2016	22532	GOLOVICH, KAREN J.	122		966.91
11/26/2016	PC	12/02/2016	22533	SPENCLEY, PATRICIA L.	136		1,194.55
11/26/2016	PC	12/02/2016	22534	PANOFF, ZACHARY R.	141		1,169.52
11/26/2016	PC	12/02/2016	22535	MILLER, FAITH G.	142		66.53
11/26/2016	PC	12/02/2016	22536	LEESE, MERRI C.	145		389.77
11/26/2016	PC	12/02/2016	22537	MCGINN, KELLY A.	146		1,563.31
11/26/2016	PC	12/02/2016	22538	DOAN, GERARD P.	201		1,558.54
11/26/2016	PC	12/02/2016	22539	SCHLAPPI, JAMES L.	204		1,231.30
11/26/2016	PC	12/02/2016	22540	UMULIS, MATTHEW T.	205		1,557.21
11/26/2016	PC	12/02/2016	22541	HANKINS, SCOTT A.	208		1,609.39
11/26/2016	PC	12/02/2016	22542	ORBAN, BARBARA K.	209		1,505.19
11/26/2016	PC	12/02/2016	22543	TRAEGER, JASON A.	210		1,432.23
11/26/2016	PC	12/02/2016	22544	FLICKEMA, ANDREW M.	211		2,052.01
11/26/2016	PC	12/02/2016	22545	MATELSKI, KIMBERLY A.	212		1,143.04
11/26/2016	PC	12/02/2016	22546	ROLOFF, ROBERT P.	304		1,674.13
11/26/2016	PC	12/02/2016	22547	RILEY, DENISE M.	306		416.23
11/26/2016	PC	12/02/2016	22548	WURST, RANDALL W.	411		1,009.92
11/26/2016	PC	12/02/2016	22549	MAYER, SHELLEY L.	412		1,949.21
11/26/2016	PC	12/02/2016	22550	HILLING, NICHOLAS A.	413		1,520.12
11/26/2016	PC	12/02/2016	22551	MEIER III, CHARLES A.	421		1,111.42
11/26/2016	PC	12/02/2016	22552	ZACHARIAS, STEVEN B.	422		1,160.51
11/26/2016	PC	12/02/2016	22553	EATON, BRAD A.	515		1,727.83
11/26/2016	PC	12/02/2016	22554	WILSON, TIMOTHY J.	516		2,552.47
11/26/2016	PC	12/02/2016	22555	LAVOIE, RICHARD L.	519		1,437.61
11/26/2016	PC	12/02/2016	22556	STEVENS, BRANDON C.	521		2,023.24
11/26/2016	PC	12/02/2016	22557	DRAVES, MARTIN J.	523		1,700.82
11/26/2016	PC	12/02/2016	22558	BROWN, STEPHANIE C.	524		1,041.41
11/26/2016	PC	12/02/2016	22559	ELLIOTT, PATRICK M.	600		1,961.50
11/26/2016	PC	12/02/2016	22560	SCHWARTZFISHER, JOS	603		1,165.14
11/26/2016	PC	12/02/2016	22561	BRADLEY, KELLY R.	614		1,275.29
11/26/2016	PC	12/02/2016	22562	HART II, DELBERT W.	616		1,437.04
11/26/2016	PC	12/02/2016	22563	JONES, ROBERT F.	618		1,206.32
11/26/2016	PC	12/02/2016	22564	DORAN, JUSTIN J.	621		1,597.02
11/26/2016	PC	12/02/2016	22565	MANKER JR, DAVID W.	638		456.02
11/26/2016	PC	12/02/2016	22566	BECKER, MICHAEL S.	641		505.87
11/26/2016	PC	12/02/2016	22567	MCGHEE, ROBERT R.	663		953.42
11/26/2016	PC	12/02/2016	22568	STEWART, SAMUEL D.	668		177.35
11/26/2016	PC	12/02/2016	22569	KIRINOVIC, THOMAS F.	700		505.26
11/26/2016	PC	12/02/2016	22570	BITELY, KATHERINE A.	704		355.63
11/26/2016	PC	12/02/2016	22571	CRANDELL, ZACKARY R.	753		364.64
11/26/2016	PC	12/02/2016	22572	BOSS, BEAU J.	788		440.18
11/26/2016	PC	12/02/2016	22573	HEID, THOMAS J.	802		1,272.05
11/26/2016	PC	12/02/2016	22574	MASSON, DONALD J.	861		258.43
11/26/2016	PC	12/02/2016	22575	MYER, ELIZABETH A.	900		1,881.11
11/26/2016	PC	12/02/2016	22576	VANLOO, JOSEPH G.	902		462.32
11/26/2016	PC	12/02/2016	22577	WYMAN, MATTHEW A.	927		993.04
11/26/2016	PC	12/02/2016	22578	SCHRADER, LOU ANN	929		345.73
11/26/2016	PC	12/02/2016	22579	BOSS, RYDER S.	932		419.41
11/26/2016	PC	12/02/2016	22580	MILLER, WILLIAM S.	933		1,189.29
11/26/2016	PC	12/02/2016	22581	BEAN, PETER J.	1060		438.54
11/26/2016	PC	12/02/2016	118622	WELLER, LINDA JO	101	Longevity Pay	461.48

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/26/2016	PC	12/02/2016	118623	LOY, EVELYN R.	117	Longevity Pay	427.88
11/26/2016	PC	12/02/2016	118624	KLOOSTER, ALIDA K.	121	Longevity Pay	176.20
11/26/2016	PC	12/02/2016	118625	SPENCLEY, PATRICIA L.	136	Longevity Pay	92.35
11/26/2016	PC	12/02/2016	118626	DOAN, GERARD P.	201	Longevity Pay	523.60
11/26/2016	PC	12/02/2016	118627	SCHLAPPI, JAMES L.	204	Longevity Pay	310.76
11/26/2016	PC	12/02/2016	118628	UMULIS, MATTHEW T.	205	Longevity Pay	176.99
11/26/2016	PC	12/02/2016	118629	HANKINS, SCOTT A.	208	Longevity Pay	423.38
11/26/2016	PC	12/02/2016	118630	ORBAN, BARBARA K.	209	Longevity Pay	85.23
11/26/2016	PC	12/02/2016	118631	ROLOFF, ROBERT P.	304	Longevity Pay	423.38
11/26/2016	PC	12/02/2016	118632	RILEY, DENISE M.	306	Longevity Pay	86.75
11/26/2016	PC	12/02/2016	118633	WURST, RANDALL W.	411	Longevity Pay	347.45
11/26/2016	PC	12/02/2016	118634	MAYER, SHELLEY L.	412	Longevity Pay	257.35
11/26/2016	PC	12/02/2016	118635	HILLING, NICHOLAS A.	413	Longevity Pay	159.70
11/26/2016	PC	12/02/2016	118636	MEIER III, CHARLES A.	421	Longevity Pay	89.35
11/26/2016	PC	12/02/2016	118637	SWEM, DONALD L.	512	Longevity Pay	152.74
11/26/2016	PC	12/02/2016	118638	SWEM, DONALD L.	512	Longevity Pay	1,833.32
11/26/2016	PC	12/02/2016	118639	EATON, BRAD A.	515	Longevity Pay	138.91
11/26/2016	PC	12/02/2016	118640	WILSON, TIMOTHY J.	516	Longevity Pay	89.35
11/26/2016	PC	12/02/2016	118641	LAVOIE, RICHARD L.	519	Longevity Pay	89.35
11/26/2016	PC	12/02/2016	118642	STEVENS, BRANDON C.	521	Longevity Pay	89.35
11/26/2016	PC	12/02/2016	118643	WHITLEY, ANDREW T.	522	Longevity Pay	1,566.45
11/26/2016	PC	12/02/2016	118644	BROWN, STEPHANIE C.	524	Longevity Pay	170.45
11/26/2016	PC	12/02/2016	118645	ELLIOTT, PATRICK M.	600	Longevity Pay	182.74
11/26/2016	PC	12/02/2016	118646	MORRISON, KEVIN P.	601	Longevity Pay	393.52
11/26/2016	PC	12/02/2016	118647	MORRISON, KEVIN P.	601	Longevity Pay	941.39
11/26/2016	PC	12/02/2016	118648	SCHWARTZFISHER, JOS	603	Longevity Pay	310.76
11/26/2016	PC	12/02/2016	118649	HODGE, MICHAEL J.	606	Longevity Pay	385.52
11/26/2016	PC	12/02/2016	118650	HODGE, MICHAEL J.	606	Longevity Pay	1,447.96
11/26/2016	PC	12/02/2016	118651	BRADLEY, KELLY R.	614	Longevity Pay	140.45
11/26/2016	PC	12/02/2016	118652	JOHNSON, STEVEN P.	617	Longevity Pay	255.68
11/26/2016	PC	12/02/2016	118653	JOHNSON, STEVEN P.	617	Longevity Pay	1,026.90
11/26/2016	PC	12/02/2016	118654	JONES, ROBERT F.	618	Longevity Pay	85.23
11/26/2016	PC	12/02/2016	118655	BISHAW, JAMES H.	633	Longevity Pay	510.15
11/26/2016	PC	12/02/2016	118656	BOSS JR, DALE E.	701	Longevity Pay	640.74
11/26/2016	PC	12/02/2016	118657	HOLM, ARTHUR R.	791	Longevity Pay	465.24
11/26/2016	PC	12/02/2016	118658	HEID, THOMAS J.	802	Longevity Pay	343.17
11/26/2016	PC	12/02/2016	118659	GILL, DAVID R.	856	Longevity Pay	517.10
Grand Totals:			94				80,615.39

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Report Criteria:

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

Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/26/2016	12/02/2016	118660	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	307.69
11/26/2016	12/02/2016	118661	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	228.78
11/26/2016	12/02/2016	118661	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	461.64
11/26/2016	12/02/2016	118662	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/26/	56.00
11/26/2016	12/02/2016	118663	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,304.62
11/26/2016	12/02/2016	118664	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
11/26/2016	12/02/2016	118665	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	519.37
11/26/2016	12/02/2016	118666	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
11/26/2016	12/02/2016	118667	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	201.00
11/26/2016	12/02/2016	118668	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,860.96
Grand Totals:		10				5,491.89

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Check Number	Payee	Amount
12/06/2016		
118669	AIRGAS USA LLC	63.22
118670	AIS CONSTRUCTION EQUIPMENT	668.84
118671	ALL-PHASE ELECTRIC SUPPLY CO.	55.62
118672	ARCADIA BENEFITS GROUP INC	25.00
118673	AT&T LONG DISTANCE	36.52
118674	B & L SOUND INC	210.92
118675	BANDIT INDUSTRIES INC	998.22
118676	BARUZZINI GENERAL CONTRACTOR	2,750.00
118677	BEAR EARTH HERBALS	102.00
118678	BEIJO DE CHOCOLAT LLC	14.00
118679	BILL'S FARM MARKET	2,082.50
118680	BIOTECH AGRONOMICS INC	34,375.00
118681	BLUETARP FINANCIAL	39.99
118682	BRADFORD'S	56.35
118683	CHARLEVOIX COMMUNITY SHOPPER	184.00
118684	CHARLEVOIX TOWNSHIP	15.23
118685	CHEMICAL SYSTEMS INC.	1,952.00
118686	CINTAS CORPORATION	86.01
118687	CINTAS CORPORATION #729	44.33
118688	COOK FAMILY FARMS	136.00
118689	CREWS, KEN	57.72
118690	DCASSESSING SERVICES	4,371.08
118691	DeROSIA, PATTY	41.00
118692	DOAN, GERARD	41.00
118693	DOTSON, LINDSEY J.	41.00
118694	EAST JORDAN FAMILY HEALTH CTR	126.00
118695	EJ USA INC.	180.48
118696	ELLIOTT, PATRICK M.	41.00
118697	EMERGENCY MEDICAL PRODUCTS I	504.16
118698	ERIE MARKING INC	161.74
118699	EVANS, HAL	41.00
118700	EYES ONLY MEDIA LLC	258.40
118701	FARMER WHITE'S	109.00
118702	FASTENAL COMPANY	251.93
118703	FERGUSON ENTERPRISES #2000	1,517.82
118704	FISHER SCIENTIFIC	513.96
118705	GELDERBLOM, PAUL	50.00
118706	GERBER HOMEMADE SWEETS	13.00
118707	GINOP SALES INC	103.74
118708	GOLDING, JOYCE	41.00
118709	GRP ENGINEERING INC.	882.29
118710	HAMILTON ELECTRIC COMPANY	498.00
118711	HANKINS, SCOTT	41.00
118712	HEADY, KATE	96.39
118713	HEALTH CARE LOGISTICS	113.64
118714	HEID, THOMAS J.	41.00
118715	HEYDLAUFF, MARK L	41.00
118716	HOLIDAY COMPANIES	4,904.01

Check Number	Payee	Amount
118717	J & B MEDICAL SUPPLY INC.	97.36
118718	J & J GARAGE DOOR SERVICE INC.	160.00
118719	JACK DOHENY SUPPLIES INC	70.99
118720	KIRINOVIC, THOMAS	41.00
118721	KLOOSTER, ALIDA K.	41.00
118722	KODIAK EMERGENCY VEHICLES	245.73
118723	KSS ENTERPRISES	367.75
118724	LAKE FOREST BAKING COMPANY	122.00
118725	LAKESHORE TIRE & AUTO SERVICE	316.75
118726	LIPSHAW, JEFF	55.00
118727	LONG DAY COFFEE LLC	29.00
118728	LOUIS A. HOFFMAN NURSERY INC	31,801.00
118729	MAYER, SHELLEY L.	41.00
118730	MCCI	950.00
118731	McGINN, KELLY	41.00
118732	MDC CONTRACTING LLC	1,225.92
118733	MITCHELL GRAPHICS INC.	290.00
118734	MYER, ELIZABETH A.	41.00
118735	NORTH COUNTRY CRITTERS	14.00
118736	NORTHERN FIRE & SAFETY INC.	40.00
118737	NORTHERN MICHIGAN REVIEW INC.	757.05
118738	NORTHERN PUMP SERVICE INC.	522.00
118739	NORTHWEST DESIGN GROUP	4,367.25
118740	OLSON BZDOK & HOWARD	272.90
118741	PANOFF, ZACH	41.00
118742	PARASTAR INC.	1,917.28
118743	PLUNKETT & COONEY	2,060.00
118744	POND HILL FARM LLC	82.00
118745	POWER LINE SUPPLY	815.58
118746	PREFERRED WASTE 2 LLC	120.00
118747	PREIN & NEWHOF	12,429.39
118748	PROVIDENCE FARM LLC	143.00
118749	R & R PRODUCTS INC	307.62
118750	REHMANN-ROBSON & CO	7,952.46
118751	ROLOFF, ROBERT	41.00
118752	RUSTIC BAKER	64.00
118753	S&W HEALTHCARE CORPORATION	407.42
118754	SECURITY SANITATION INC.	95.00
118755	SHORELINE POWER SERVICES INC.	5,819.00
118756	SIEGRIST, DAVID	5.00
118757	SITE PLANNING DEVELOPMENT INC	250.00
118758	SOCIETY FOR HUMAN RESOURCE M	175.00
118759	SPECTER INSTRUMENTS	495.00
118760	STATE OF MICHIGAN	435.00
118761	SWANSON K & D INC	400.00
118762	SWEM, DONALD L.	41.00
118763	TAYLOR RENTAL	342.50
118764	THE LAKE HOUSE	650.35
118765	TIME EMERGENCY EQUIPMENT	77.30

Check Number	Payee	Amount
118766	TRI-COUNTY EXCAVATING GROUP	24,000.00
118767	ULINE	126.15
118768	USA BLUE BOOK	630.26
118769	VANDENBELDT, JON	88.00
118770	VILLAGE GRAPHICS INC.	95.60
118771	WELLER, LINDA	41.00
118772	WORK & PLAY SHOP	618.43
118773	WURST, RANDALL W.	41.00
118774	WYMAN, MATTHEW A.	41.00
Total 12/06/2016:		161,735.15
Grand Totals:		161,735.15

Check Number	Payee	Amount
11/21/2016		
112116001	MICHIGAN PUBLIC POWER AGENCY	17,757.64
Total 11/21/2016:		17,757.64
Grand Totals:		17,757.64

Check Number	Payee	Amount
11/28/2016		
112816001	MICHIGAN PUBLIC POWER AGENCY	283,708.31
112816002	MICHIGAN PUBLIC POWER AGENCY	9,053.28
Total 11/28/2016:		292,761.59
Grand Totals:		292,761.59

Check Issue Date	Check Number	Payee	Amount
120216001			
12/02/2016	12021600	**EFTPS* Payroll Taxes	7,678.31
12/02/2016	12021600	**EFTPS* Payroll Taxes	7,678.31
12/02/2016	12021600	**EFTPS* Payroll Taxes	1,795.72
12/02/2016	12021600	**EFTPS* Payroll Taxes	1,795.72
12/02/2016	12021600	**EFTPS* Payroll Taxes	11,586.21
Total 120216001:			
	5		30,534.27
120216002			
12/02/2016	12021600	Alerus Financial	420.00
Total 120216002:			
	1		420.00
120216003			
12/02/2016	12021600	STATE OF MICHIGAN	4,420.80
Total 120216003:			
	1		4,420.80
120216004			
12/02/2016	12021600	Vantagepoint - 401 Plan 109153	699.94
Total 120216004:			
	1		699.94
120216005			
12/02/2016	12021600	Vantagepoint - 457 Plan 300959	4,959.95
12/02/2016	12021600	Vantagepoint - 457 Plan 300959	588.31
12/02/2016	12021600	Vantagepoint - 457 Plan 300959	1,696.02
12/02/2016	12021600	Vantagepoint - 457 Plan 300959	5,405.31
Total 120216005:			
	4		12,649.59
120216006			
12/02/2016	12021600	Vantagepoint - Roth IRA 706117	911.53
Total 120216006:			
	1		911.53
Grand Totals:			
	13		49,636.13

km

**CHARLEVOIX CITY COUNCIL
CONSENT AGENDA ITEM**

AGENDA ITEM TITLE: Grant Applications for Grand Traverse Band of Ottawa and Chippewa Indians

DATE: December 5, 2016

PRESENTED BY: Consent Agenda

ATTACHMENTS:

1. Northern Michigan Colorado Challenge application
2. Joppa House application
3. Third Day Fellowship Women's Emergency Shelter application
4. Charlevoix Fire Department Dive Equipment application
5. Charlevoix City Police/Fire/EMS Gym Equipment application
6. City Recreation Department Scholarships application
7. Recreation Department Playground Equipment application

BACKGROUND INFORMATION:

The Grand Traverse Band of Ottawa and Chippewa Indians require a local unit of government to endorse all grant submittals. Attached are seven grant applications from community groups and City departments for Council's consideration:

- Northern Michigan Colorado Challenge seeks \$4,000 to assist in the funding for their week long adventure camp to the Rocky Mountains. The total budget for the trip is \$27,875.00.
- Joppa House Ministries seeks \$15,850 for its women's transitional home. The House's total budget is \$80,000.
- Third Day Fellowship Women's Emergency Shelter seeks \$2,000 for their emergency homeless shelter. The total budget is \$7,100.
- The Charlevoix Fire Department seeks \$11,000 emergency dive equipment.
- The Police/Fire/EMS Departments seek \$5,000 to purchase new gym equipment to help employees stay in peak physical condition.
- The Charlevoix Recreation Department seeks funds to provide children with scholarships to various City recreation programs; summer camp, ski/snow board lessons at Mt. McSaubia, flag football, tennis lessons, t-ball, skate park and ice skating in the amount of \$2,000. The department's total scholarship budget is \$9,000.

- The Recreation Department seeks funding for the Lake Michigan Beach handicap accessible playground. They are asking for \$15,000. The total budget for the project is \$95,822.

RECOMMENDATION:

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

PLEASE NOTE:

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

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

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

Colorado Challenge is a week-long adventure camp that allows teenagers the opportunity to learn team building skills, foster new friendships and "step out of the box" in activities to instill self confidence. Our mission has been and is to take approx. 33 teenagers from Northern Michigan in various communities many from underprivileged, foster and low-income homes. Through fund raising, donations and grant requests, we have been able and wish to continue to provide the means to assist teenagers in having the opportunity to experience this camp.

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: _____

- Start 6/18/2017 Completion 6/24/2017

Start 6/18/2017 Completion 6/24/2017

- X YES NO. If yes, please list the start and end dates and amount:

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

December 2014	4000.00
---------------	---------

December 2015	-	5000.00
---------------	---	---------

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

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

[illegible][illegible]

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

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

Journal Pre-proof

- Gaming not only provides entertainment, but also provides our communities and families with jobs.

Gaming not only provides entertainment, but also provides our communities and families with jobs.

-

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

_____ YES _____ NO All staff are volunteer regardless of race or gender.

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

2017 Budget for Northern Michigan Colorado Challenge

Total cost per student camper - \$675.00

Cost includes food, lodging, and activities while at camp

Budget Breakdown:

1. Van Rental approximately \$1300.00/van- 3 vans
2. Fuel approximately \$1000.00/van
3. 33 students/\$675.00 (many requiring some or all financial assistance)
All chaperones are volunteer.
4. "Slush" money for unexpected medical needs, van repairs, etc.

Grand total with 3 vans and 33 students:

33 students- \$22,275.00

3 vans- \$2,600.00-3,900.00 (one van is usually donated from a church)

3 vans approx. fuel cost- \$3000.00

Grand total - \$27,875.00-\$29,175.00



100

100

100

100



100



**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
 X December X Submission Date – December 31st
2. Name of Applicant: City of Charlevoix - Joppa House Ministries
Address: 210 State St
Charlevoix, MI 49720
Phone #: 231-547-3270 Fax #: 231-547-3617
Authorized Signature: _____
Printed Name: Mark Heydlauff
Title: City Manager
Contact person: Name: Mark Heydlauff
Telephone #: 231-547-3270 Fax #: 231-547-3617
3. Type of Applicant: X 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: \$ 15,850.00 Percent: 20 %
Local Leveraging: \$ 64,150.00 Percent: 80 %
(Match)
Total Budget: \$ 80,000.00 Percent: 100 %
5. Target Population: X Children X Adults X Elders
 Total GTB member Community Others
(Indicate the number of GTB members)

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

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

JOPPA HOUSE MINISTRIES (A 501c3 non-profit ministry of Third Day Fellowship & Outreach Inc.) - Joppa House Women's Transitional Home is a 6-18 month mentoring program for women and children; addressing the issue of homelessness and under-employment among women. The Joppa House model is based on a six month life skills course that covers topics including household management, interpersonal relationships, parenting skills, job preparation and budgeting, empowering residents to successfully transition into independent living and become gainfully employed members of the community. Collaboration with other community resources takes place through referrals for additional concerns including substance abuse, mental health and domestic violence. Since opening in July 2014, Joppa House has provided a safe, rehabilitative environment for twenty women and twenty-two children. Of those twenty women ranging from 18 - 62 years of age, six women currently live in the home with six children, ages 6 weeks, twenty months, two, four, seven and twelve years. The residents as well as the daily life of the house is supervised by a full-time house mother, an assistant and volunteers. The purpose of the requested funding will allow our staff and volunteers to continue to fund food (\$4500.00), utilities (\$5600.00), operational needs (\$2500.00), and resident activities (\$3250.00) which includes child care, driving lessons, road test fees, certified nurse aid training, vehicle repairs, bus passes, fuel assistance, counseling fees, activities, children's lessons or school fees. Joppa House holds a graduation ceremony bi-annually for women who successfully complete our Stepping Stones Life Skills curriculum.

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

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

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 Jan. 1, 2017 Completion Dec. 31, 2017

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

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

Jan. 1, 2013 - Dec. 31, 2013 and amounts: \$ 7,405.00

Jan. 1, 2014 - Dec. 31, 2014 \$15,000.00

Jan. 1, 2016 - Dec. 31, 2016 \$15,500.00

11. Are all of the previous allocations expended? X 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 X?

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

Joppa House Women's Transitional Home is a 501c3 Non-Profit Organization totally dependent on private contributions
and grant funding. Joppa House has been operational for 2.5 years after a 2 year renovation existing primarily to provide safe,
rehabilitative transitional housing for women and their children who are homeless or facing homelessness. Length of residency
is not to exceed eighteen months.

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).

Gaming in Northern Michigan increases both the permanent and transitory populations in our area. Joppa House transitional
housing offers shelter and employment support to both Casino patrons and employees. The Casino also has the potential
to be a source of employment for Joppa House residents.

14. How will the success of the project be assessed (evaluation plan)? The evaluation of success of the Joppa

House concept is measured both quantitatively and qualitatively. Joppa House has analyzed quantitative success by the number
of women and children who have received services during operations. To date, 20 women and 22 children have entered residency
receiving the services necessary to empower them to live independent, productive lives, ultimately providing adequately for their children.
Of those 20 women, 10 are sustaining independent living, 6 are currently in residency and 4 are of unknown whereabouts.
Qualitative success is measured by feedback from past residents and their long-term success as productive members of our
communities.

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

☒ 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

**Joppa House
Projected Budget 2017**

INCOME		EXPENSE	
RESIDENTS	\$ 6,500.00		
FUNDRAISERS	\$ 25,000.00		
CONTRIBUTIONS	\$ 33,000.00		
GRANTS	\$ 15,500.00		
TOTAL	\$ 80,000.00		
		Advertising	\$ 300.00
		Agency Fund	\$ -
		Auto/Fuel Expense	\$ 1,500.00
		Health Insurance	\$ 300.00
		Building Expense	\$ 2,500.00
		Conferences/Meetings	\$ 500.00
		Dues/Subscriptions	\$ 150.00
		Encouragement	\$ 150.00
		Curriculum	\$ 200.00
		Special Events	*Gala Expense \$ 3,000.00
			*Iron Man \$ 300.00
			*Resident Activities \$ 3,000.00
		Liability Insurance	\$ 4,100.00
		Landscaping	\$ 500.00
		Pastoral Expense	\$ 300.00
		House Operational	*Groceries/Food \$ 4,500.00
			*Clothing/Residents \$ 150.00
			*Drug Testing \$ 500.00
			*Other \$ 1,500.00
		Child Care	\$ 250.00
		Office Supplies	\$ 100.00
		Office Equip/Furniture	\$ 100.00
		Outside Services	\$ 300.00
		Payroll Expense Director	\$ 18,000.00
		Payroll Expense AD	\$ 6,000.00
		PR Tax Expense	\$ 6,000.00
		Housing	\$ 12,000.00
		Postage	\$ 250.00
		Relief Expense	\$ 3,000.00
		Discretionary Fund	\$ 2,800.00
		Repairs/Maintenance	\$ 600.00
		Small Tools/Equip	\$ 350.00
		Telephone Expense	\$ 1,200.00
		Utilities	*Electricity \$ 3,000.00
			*Heat \$ 1,500.00
			*Trash \$ 300.00
			*Internet \$ 800.00
TOTAL INCOME	\$ 80,000.00	TOTAL EXPENSE	\$ 80,000.00



PLEASE NOTE:

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

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

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

Third Day Fellowship (a 501c3 non-profit organization) has launched a seasonal emergency homeless shelter for women and their children to provide short term relief during the cold winter months. Modeled after the Safe Haven Shelter in Traverse City and the Night Light Men's Shelter of the Community Reformed Church of Charlevoix; the new shelter, located in the lower level of the Charlevoix United Methodist Church in the space leased by Third Day Fellowship, will operate from November 1, 2016 through May 1, 2017. Guests will have the opportunity to come into the shelter between 8 - 10 p.m. take advantage of the available resources such as a hot shower, a light meal, snacks, beverages, continental breakfast and carry-out lunch for the next day. Guests will be required to leave by 8 a.m. Guests may utilize the shelter as long as necessary during the season or until shelter closes on May 1st. Staff and volunteers will assist guests with connecting to appropriate resources if requested to help alleviate a person's immediate crisis. All services are offered at no cost to the homeless. Geographic boundaries are set to include priority to Northern Michigan county residents then to outlying areas if space is available.

The purpose of the requested funding will allow our staff and volunteers to fund a portion of the food, transportation passes, fuel cards, laundry certificates and misc. items our guests may need to effectively manage their situation (700.00) . The funding will also allow Third Day Fellowship to purchase appropriate paper products and supplies (\$400.00) and assist with a portion of the utilities (\$2,820.00) for the five months we are operational to remain in our current location. Although the budget is very low, the Third Day Women's Emergency Shelter relies on grants, contributions, and in-kind donations to offer this service to the needy free of charge. Third Day Women's Emergency Shelter will operate annually on a seasonal basis - closing for the season May 1, 2017; reopening Nov. 1, 2017 - May 1, 2018, and so on. Future planning includes transitioning from a seasonal shelter to a year-round shelter for women.

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: _____

- Start Jan. 1, 2017 Completion Dec. 31, 2017

Start Jan. 1, 2017 Completion Dec. 31, 2017

- YES X NO. If yes, please list the start and end dates and amount:

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

_____ and amounts: _____

Figure 1. Schematic representation of the experimental design. The subjects were divided into two groups: the control group (n = 10) and the experimental group (n = 10). The control group received a standard training protocol, while the experimental group received a modified training protocol. The subjects were then subjected to a series of tests to evaluate their performance. The results of the tests are presented in the following tables.

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

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

_____ and amounts:

Figure 1: Schematic representation of the experimental design. The figure shows a timeline of the experiment. It starts with a 'Pretest' phase, followed by a 'Main Experiment' phase. The Main Experiment is divided into two parts: 'Part 1' and 'Part 2'. Part 1 involves a 'Pretest' and a 'Main Experiment' with 'Condition 1' and 'Condition 2'. Part 2 involves a 'Pretest' and a 'Main Experiment' with 'Condition 1' and 'Condition 2'. The timeline ends with a 'Posttest' phase.

[illegible]

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

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

- Gaming in Northern Michigan increases both the permanent and transitory populations in our area. Supporting both Casino patrons or employees, Third Day Emergency Women's Shelter exists to provide a safe, warm place to stay for any female who finds herself in need of shelter on a temporary basis. The Casino has the potential to be a source of employment for those who find themselves temporarily and/or situationally homeless.

Gaming in Northern Michigan increases both the permanent and transitory populations in our area. Supporting both Casino patrons or employees, Third Day Emergency Women's Shelter exists to provide a safe, warm place to stay for any female who finds herself in need of shelter on a temporary basis. The Casino has the potential to be a source of employment for those who find themselves temporarily and/or situationally homeless.

- How will the success of the project be assessed (evaluation plan)? Homelessness affects people of all ages and socio-economic status. The homeless in Northern Michigan are high school students, single parents, grandparents, domestic violence survivors, widows, children, singles and families facing a myriad of chronic or acute situations and circumstances. In 2015, Mary Margaret House (a women's shelter in Petoskey, MI) served 52 women & children, operating at capacity a great portion of that time. This statistic proves the need for another shelter in our area, particularly in Charlevoix County. Success of this pilot program will be measured by the number of women and children who seek temporary... (continued)

How will the success of the project be assessed (evaluation plan)? Homelessness affects people of all ages and socio-economic status. The homeless in Northern Michigan are high school students, single parents, grandparents, domestic violence survivors, widows, children, singles and families facing a myriad of chronic or acute situations and circumstances. In 2015, Mary Margaret House (a women's shelter in Petoskey, MI) served 52 women & children, operating at capacity a great portion of that time. This statistic proves the need for another shelter in our area, particularly in Charlevoix County. Success of this pilot program will be measured by the number of women and children who seek temporary... (continued)

shelter between the dates of November 1, 2016 to May 1, 2017. Statistics on age, children's ages, sex, length of time homeless, ethnicity, and city/county of origin will be recorded for each guest.

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

☒ 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

**WOMEN'S EMERGENCY SHELTER
THIRD DAY FELLOWSHIP**

**PROPOSED
BUDGET 2017**

INCOME		EXPENSE	
FUNDRAISERS	\$ 1,000.00		
DONATIONS	\$ 4,100.00		
GRANTS	\$ 2,000.00		
TOTAL	\$ 7,100.00		
		Advertising	\$ 200.00
		Accounting	\$ 500.00
		Custodial	\$ 500.00
		Encouragement	\$ 300.00
		Equipment	\$ 500.00
		Insurance	\$ 500.00
		Office Supplies	\$ 300.00
		Operations	
		Food Cards	\$ 200.00
		Transportation Passes	\$ 200.00
		Fuel Cards	\$ 100.00
		Laundry Certs	\$ 100.00
		Misc.	\$ 100.00
		Outside Services	\$ 200.00
		Postage	\$ 180.00
		Supplies	\$ 200.00
		Paper Products	\$ 200.00
		Utilities	
		Telephone	\$ 600.00
		Internet	\$ 270.00
		Heat/Elect/Trash	\$ 1,950.00
TOTAL INCOME	\$ 7,100.00	TOTAL EXPENSE	\$ 7,100.00



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
 X December _____ Submission Date – December 31st
2. Name of Applicant: Charlevoix City Fire Department
Address: 210 State St
Charlevoix, MI 49720
Phone #: 231-547-3258 Fax #: 231-547-3255
Authorized Signature: _____
Printed Name: Gerard P Doan
Title: Police/Fire Chief
Contact person: Name: Gerard Doan
Telephone #: 231-547-3258 Fax #: 231-547-3255
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: \$ 11,000. Percent: 100 %
Local Leveraging: \$ _____ Percent: _____ %
(Match)
Total Budget: \$ 11,000 Percent: 100 %
5. Target Population: ☒ Children ☒ Adults _____ Elders
 _____ Total GTB member Community _____ Others
(Indicate the number of GTB members)

- Start 03/01/2017 Completion 06/01/2017

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

_____ and amounts: _____

A genomic map of chromosome 10 from the Human Genome Project. The chromosome is represented as a horizontal bar with various bands indicating different regions. A specific band on the right side of the chromosome is highlighted with a black dot, representing the location of the HNF1A gene.

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

_____ and amounts: _____

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

- This project will not impact gaming however could impact casino patrons who require emergency services when traveling through the area.

14. How will the success of the project be assessed (evaluation plan)? This project will prove successful as soon as the equipment is acquired and the divers can start training and preparing themselves for when an actual water emergency arises.

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

____ YES X 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

**Equipment cost for Public Safety/Dive Team Dry suits
4 Complete Suits**

Scuba North Equipment Bid:

DUI TLSE Drysuit with Zipseals, Rockboots and Neoprene hood	\$1895.00
Aqualung Core Supreme Regulator	\$490.00
Aqualung ABS Octopus	\$150.00
Total Each Suit	\$2533.00

Scuba North total for 4 suits	\$ 10,132.00
-------------------------------	--------------

Divers Central Inc. Equipment Bid:

Aqualung Kodiak Public Safety 360 Drysuit	
EVO # Maritime Assault Boots	
Seal Lock Technology- quick replaceable neck & wrist seals	
Choice of drysuit bag	
Free shipment and delivery w/care and maintenance clinic	
XTX 50 Regulators	
XTX 50 Octo	
Total Each Suit	\$2697.00

Divers Central Inc. total for 4 suits	\$ 10,788.00
---------------------------------------	--------------



**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
X December Submission Date – December 31st
2. Name of Applicant: Charlevoix City Police Department
Address: 210 State St
Charlevoix, MI 49720
Phone #: 231-547-3258 Fax #: 231-547-3255
Authorized Signature: _____
Printed Name: Gerard P Doan
Title: Police/Fire Chief
Contact person: Name: Gerard Doan
Telephone #: 231-547-3258 Fax #: 231-547-3255
3. Type of Applicant: X Local Government Local Court
 Township County Commissioner Road Commission
 Public School District College Charter School
 Public Library X Sheriff/Police Department X Fire Department
4. Fiscal Data: Amount Requested: \$ 5,000. Percent: 100 %
Local Leveraging: \$ Percent: %
(Match)
Total Budget: \$ 5,000 Percent: 100 %
5. Target Population: X Children X Adults Elders
 Total GTB member Community Others
(Indicate the number of GTB members)

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

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

The Charlevoix City Police, Fire and EMS departments consist of approximately ☐ thirty employees, all who have access to the gym facility in our City Hall. The gym equipment we currently have is in disrepair and needs to be replaced. Promoting a healthy lifestyle and having our team be in peak physical condition is the goal, so when the call to respond to emergencies arise, whether it be a child in danger, an elderly person who requires EMS assistance or a family whose house is on fire, our dedicated team is physically ready to respond. Studies show that employees are more likely to be on the job and performing above average when they are in peak physical condition. This is especially true for our Police, Fire and EMS personnel whose jobs are physically and emotionally demanding. Having a means to stay fit and relieve stress is a requirement. The goals for our employees are to Stay Fit for duty, remain safe, prevent injury and to have the ability to enjoy their time off and be healthy throughout their careers and retirement years. Some benefits of promoting a healthy work environment are: lower health care costs due to healthier workforce, reduced absenteeism, less work related injuries and most importantly, making sure our employees are physically ready to respond when called to action.

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

(a) Program formula: (b) \$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 03/01/2017 Completion 06/01/2017

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

X YES _____ NO. If yes, please list the start and end dates and amount:

Dec. 2010 - _____ and amounts: 15,000

_____ - _____

_____ - _____

11. Are all of the previous allocations expended? X YES _____ NO.

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

_____ - _____ and amounts: _____

_____ - _____

_____ - _____

_____ - _____

12. Is the proposed project new 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).

This project will not impact gaming however could impact casino patrons who require emergency services when traveling through the area.

14. How will the success of the project be assessed (evaluation plan)? _____

This project will assist our employees in achieving peak physical condition which will enable them perform their job duties to the best of their ability.

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

_____ 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

06585 M-66

Charlevoix, MI 49720

231-547-9945

Elizabeth A. Rich

Customer: City of Charlevoix

State Street

Charlevoix, Mi 49720

231-547-3258

QUOTE DATE: 9/1/2016



sears
HOMETOWN STORE
Charlevoix, Cheboygan

[illegible]

This quote is good for 30 days, unless otherwise approved



PLEASE NOTE:

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

- Revised 2% form - approved at the March 25, 2000 Tribal Council Special Session

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

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

- 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.

- (c) Describe parent involvement in project: _____

- Revised 2% form - approved at the March 25, 2009 Tribal Council Special Session

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

Start January 2017 Completion December 2017

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

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

Winter 2012 - Winter 2012 and amounts: \$11,382

Winter 2011 - Winter 2011 \$15,395

Winter 2010 - Winter 2010 \$15,000

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

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

 - and amounts:

 -

 -

 -

Is the proposed project new or a continuation project x ?

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

There is continuous need for scholarship funding. The Recreation Department provides scholarships on a yearly basis. Each year, there are more scholarship requests than scholarships available. Every child should have the opportunity for a week at summer camp, ski lessons, or the chance to play flag football.

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).

Increase the number of scholarships available to area youth.

14. How will the success of the project be assessed (evaluation plan)? A successful program measurement will include awarding nine scholarships to summer camp, 13 scholarships for ski or snowboard lessons, and \$500 to be utilized for flag football, ice rink admission, tennis lessons, and t-ball.

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

_____ YES x _____ 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**

Scholarships Budget

The weekly summer camp program and ski/snowboard lessons are community staples which makes these programs extremely popular with area youth. The budget below describes the cost of each of the programs and the number of scholarships yielded for each program based upon the requested funding amount. Each of these programs is funded through the Recreation Department's budget which is funded directly through the City's general fund.

- Summer Camp
 - Cost \$95.00 per session
 - Request \$750 toward scholarship funding
 - Total Scholarships: 8
- Ski or Snowboard Lessons
 - Cost \$60 per session (equipment rentals included)
 - Request \$750 toward scholarship funding
 - Total Scholarships: 13

Additional Scholarship Funds

The remaining \$500 would be used for other programs. These requested funds would be used as needed to provide opportunities to play T-Ball, tennis lessons, flag football, and day passes that will be used at the ice rink, ski hill, or skate park. While these programs are less costly compared to summer camp or ski and snowboard lessons, these programs still receive scholarship requests that the Recreation Department is currently unable to meet.

- T-ball \$25 per season
- Tennis lessons \$75 per session
- Flag football \$25 season
- Ice skating rink with equipment rentals \$2
- Day pass to the ski hill with equipment rentals \$23
- Skate park day pass \$1

These prices vary per program or activity. However, each of these items needs financial assistance for scholarships. The remaining \$500 will be used as scholarship requests are made. The Recreation Department will utilize these funds to provide children with the opportunity to engage in any one of these activities.



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
x _____ December x _____ Submission Date – December 31st
2. Name of Applicant: City of Charlevoix
Address: 210 State Street, Charlevoix, MI 49720

Phone #: 231-547-3270 Fax #: 231-547-3617
Authorized Signature: _____
Printed Name: Mark L. Heydlauff
Title: City Manager
Contact person: Name: Tom Kirinovic
Telephone #: 231-547-3253 Fax #: 231-547-9021
3. Type of Applicant: x _____ 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: \$ 15,000 Percent: 15 %
 Local Leveraging: \$ 80,822 Percent: 85 %
 (Match)
 Total Budget: \$ 95,822 Percent: 100 %
5. Target Population: x _____ Children x _____ Adults x _____ Elders
 _____ Total GTB member Community _____ Others
(Indicate the number of GTB members)

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

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

- 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.

- If yes, how much: _____



Start January 2017 Completion June 2017

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

Winter 2012 - Winter 2012 and amounts: \$11,382

<u>Winter 2011</u>	-	<u>Winter 2011</u>	\$15,395
--------------------	---	--------------------	----------

Winter 2010	-	Winter 2010	\$20,000
-------------	---	-------------	----------

- Are all of the previous allocations expended? x YES NO.

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

_____ - _____ and amounts: _____

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

- 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).

Create a universally accessible playground that can be enjoyed by children, parents, and grandparents.

© 2006 The Authors
Journal compilation © 2006 Blackwell Publishing Ltd

- How will the success of the project be assessed (evaluation plan)? This program will be considered
when children and adults can play and interact together without any boundaries to get in the way of playing.
relationship building, and outdoor recreation.

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

_____ YES x _____ 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**

Budget Narrative for Lake Michigan Beach Playground

The City of Charlevoix has recently received a grant from the Department of Natural Resources to help fund a new playground. This grant cover part of the costs associated with a new universally accessible (ADA) playground at Lake Michigan Beach in Charlevoix. The following breakdown highlights the costs associated with the playground.

- Playbooster (ages 5-12) \$41,087
- Freestanding Play \$7,519
- Freight \$1,500
- Border/access wedge \$3,325
- Community Build Fee \$1,250
- Volunteer labor for build day \$1,500
- Surfacing-engineered wood fiber \$2,808
- Surfacing-poured in place \$17,472
- Concrete for footings 1,378
- City Labor-site work \$10,000
- Signage \$300
- Benches (4x) \$4,500
- Engineering \$3,000

Total Project Cost \$95,822

The City of Charlevoix has selected Northwest Design Group, located in Petoskey, MI, to facilitate any engineering requirements for this project. A licensed prime professional will be responsible for the implementation of the design, bid process, and installation of the playground equipment. As a governmental entity, the City of Charlevoix is required to bid out this project. Once the bid process has been completed, equipment will be ordered accordingly. This will help to reduce costs as well as give community members a chance to participate in an important project.

The requested grant will help assist the city to purchase playground equipment. The budget highlights the proposed equipment breakdown as well as other important line items.



2



1.50



Charles A. Duerr, Jr.
8980 Mt. McSaubu Rd.
Charlevoix, MI 49720

RECEIVED
NOV 30 2016 *ubg*
City of Charlevoix

November 29, 2016

Ken Polakowski, Chair
City of Charlevoix
Shade Tree Commission
210 State Street
Charlevoix, MI 49720

Dear Ken:

In April 2016 I was appointed to a vacancy on the Shade Tree Commission for a term ending in December 2016. At the time I was not anticipating a move to a new address outside the City of Charlevoix. However, that has now occurred as of this date. Positions on the Commission are reserved to "citizens and residents" of the City, necessitating this resignation.

It was a privilege to serve with you and John for this brief period. My interest continues and if I can be helpful in the future please do not hesitate to ask.

Sincerely,



Charles A. Duerr, Jr.

Cc: Luther Kurtz ✓
Mark Heydlauff



**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Bridge Drop Fireworks Permit

DATE: December 5, 2016

PRESENTED BY: Daniel B. Barron, Bridge Drop Planning Committee

ATTACHMENTS: Application for Fireworks
Hold Harmless Agreement

BACKGROUND INFORMATION:

The Bridge Drop Committee is again requesting permission to launch fireworks from Depot Beach. This year, they propose displays at both 9pm and midnight. The proposed fireworks professional is the same company who has launched the Venetian Festival fireworks since 1999.

RECOMMENDATION:

Motion to authorize the Bridge Drops Fireworks Permit for December 31, 2016 with the condition that it may be revoked should the Fire Chief determines weather conditions may cause debris to drift or any other unsafe conditions and authorize the City Manager to sign the Hold Harmless Agreement and all other necessary documents.

RECEIVED

NOV 30 2016

CITY OF CHARLEVOIX

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

DANIEL B. BARRON
dbarron@barronengstrom.com

EDWARD F. ENGSTROM
efengstrom@barronengstrom.com

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

November 30, 2016
"HAND DELIVERED"

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

RE: Charlevoix Bridge Drop Fireworks Displays

Dear Chief Doan:

Charlevoix Bridge Drop, Inc. is acting as the sponsoring organization for the proposed Bridge Drop/New Year's Eve fireworks displays. I have enclosed the following materials in such regards:

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

The proposed displays are to be staged and fired at Depot Beach Park at 9:00 p.m. and at midnight on Saturday, December 31, 2016. The proposed shoot location is depicted in the enclosed Fireworks Site Plan. The ability to conduct the displays will, of course, be weather dependent.

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

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

1. The maximum shell size is 4", requiring a clear zone radius of 280 feet pursuant to NFPA standards.
2. Colonial Firework Special Effects technicians will help maintain and enforce the clear zone perimeter. I understand that additional security personnel may be mobilized at your discretion.
3. The set-up for the display will commence on Saturday morning, December 31, 2016. Equipment and materials will be removed at the conclusion of the displays.
4. There will be no manual ignition of fireworks. Such ignition shall be effected electronically.
5. In addition to cell phone communication, radio communication may be effected with the pyrotechnicians, at your discretion.

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

Sincerely,

BARRON & ENGSTROM, PLC

A handwritten signature in dark ink, appearing to read 'Daniel B. Barron', is written over the company name. The signature is stylized with a large, sweeping loop.

Daniel B. Barron

DBB/jlm

Enclosures

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

Application for Fireworks Other Than Consumer or Low Impact

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

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

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

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

☐ Agricultural or Wildlife Fireworks

☐ Articles Pyrotechnic

☐ Display Fireworks

☒ Public Display

☐ Private Display

☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT
Charlevoix Bridge Drop, Inc.

ADDRESS OF APPLICANT
1302 Bridge St., Charlevoix, MI 49720

AGE (18 YEARS OR OLDER) OF APPLICANT
58

NAME OF PERSON OR RESIDENT AGENT REPRESENTING
CORPORATION, LLC, DBA OR OTHER
Rick A. Randall, President

ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER
1302 Bridge St., Charlevoix, MI 49720

IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY
OR MICHIGAN RESIDENT AGENT)

ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT
AGENT)

TELEPHONE NUMBER

NAME OF PYROTECHNIC OPERATOR

Frank Loffredo, Jr.

ADDRESS OF PYROTECHNIC OPERATOR
25 Marlindale, Boardman, OH 44572

AGE (18 YEARS OR OLDER) OF PYROTECHNIC
OPERATOR
56

NO. YEARS EXPERIENCE
37+

NO. DISPLAYS
1,000 +

WHERE
throughout U.S., including Northern Michigan

NAME OF ASSISTANT

Richard Loffredo

ADDRESS OF ASSISTANT

6480 Tomer Rd., Clayton, MI 49235

AGE OF ASSISTANT (18 YEARS OR OLDER)
67

NAME OF OTHER ASSISTANT

ADDRESS OF OTHER ASSISTANT

AGE OF OTHER ASSISTANT (18 YEARS OR OLDER)

EXACT LOCATION OF PROPOSED DISPLAY

Depot Beach Park, Charlevoix, Michigan

DATE OF PROPOSED DISPLAY

December 31, 2016

TIME OF PROPOSED DISPLAY

9:00 p.m. and midnight

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS.
PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

Authorized vehicle of Colonial Fireworks Special Effects, LLC

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

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

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY

10451 Gulf Boulevard, Treasure Island, FL 33706-4814

NUMBER OF FIREWORKS

KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)

360 3" aerial display shells; 212 4" aerial display shells; 1.3G break now/short duration product

SIGNATURE OF APPLICANT

Rick A. Randall

Rick A. Randall, President
Charlevoix Bridge Drop, Inc.

DATE

11/17/2016

BARRON & ENGSTROM, P.L.C.

ATTORNEYS AND COUNSELORS AT LAW

**P.O. BOX 309
309 PETOSKEY AVENUE
CHARLEVOIX, MICHIGAN 49720**

DANIEL B. BARRON
dbarron@barronengstrom.com

EDWARD F. ENGSTROM
efengstrom@barronengstrom.com

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

November 30, 2016
VIA UPS NEXT DAY AIR

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

RE: Charlevoix Bridge Drop Fireworks Displays

Dear Commander:

Charlevoix Bridge Drop, Inc. is sponsoring fireworks displays to be held in conjunction with the Charlevoix Bridge Drop Festival. The proposed displays are scheduled for 9:00 p.m. and midnight on New Year's Eve, Saturday, December 31, 2016.

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

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

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

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

Commander (Marine Events)
Coast Guard Sector Sault Ste. Marie
November 30, 2016
Page 2

- Fireworks Site Plan
- Lead Pyrotechnician References

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

Sincerely,

BARRON & ENGSTROM, PLC

A handwritten signature in black ink, appearing to read 'Daniel B. Barron', is written over a horizontal line.

Daniel B. Barron

DBB/jlm

Enclosures

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

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

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

Date Submitted: 11/17/2016

FORM INSTRUCTIONS

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

1. Name of Event	Charlevoix Bridge Drop Fireworks Displays		2. Date of Event	12/31/2016
3. Location of Event	Depot Beach Park, Charlevoix, MI			
5. Name and Address of Sponsoring Organization (Include Zip Code)	6. No. of Participants	7. Sizes of Boats		
Charlevoix Bridge Drop, Inc. 1302 Bridge Street Charlevoix, MI 49720	0	N/A		
8. Types of Boats	9. No. of Spectator Craft			
N/A	unknown			

10. Description of Events

Fireworks displays to occur at 9:00 p.m. and midnight on New Year's Eve (12/31/2016). Aerial display shells not to exceed 4" will be fired near the shoreline of Lake Charlevoix, at Depot Beach Park in the City of Charlevoix, Michigan.

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

11a. If YES, briefly explain:

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

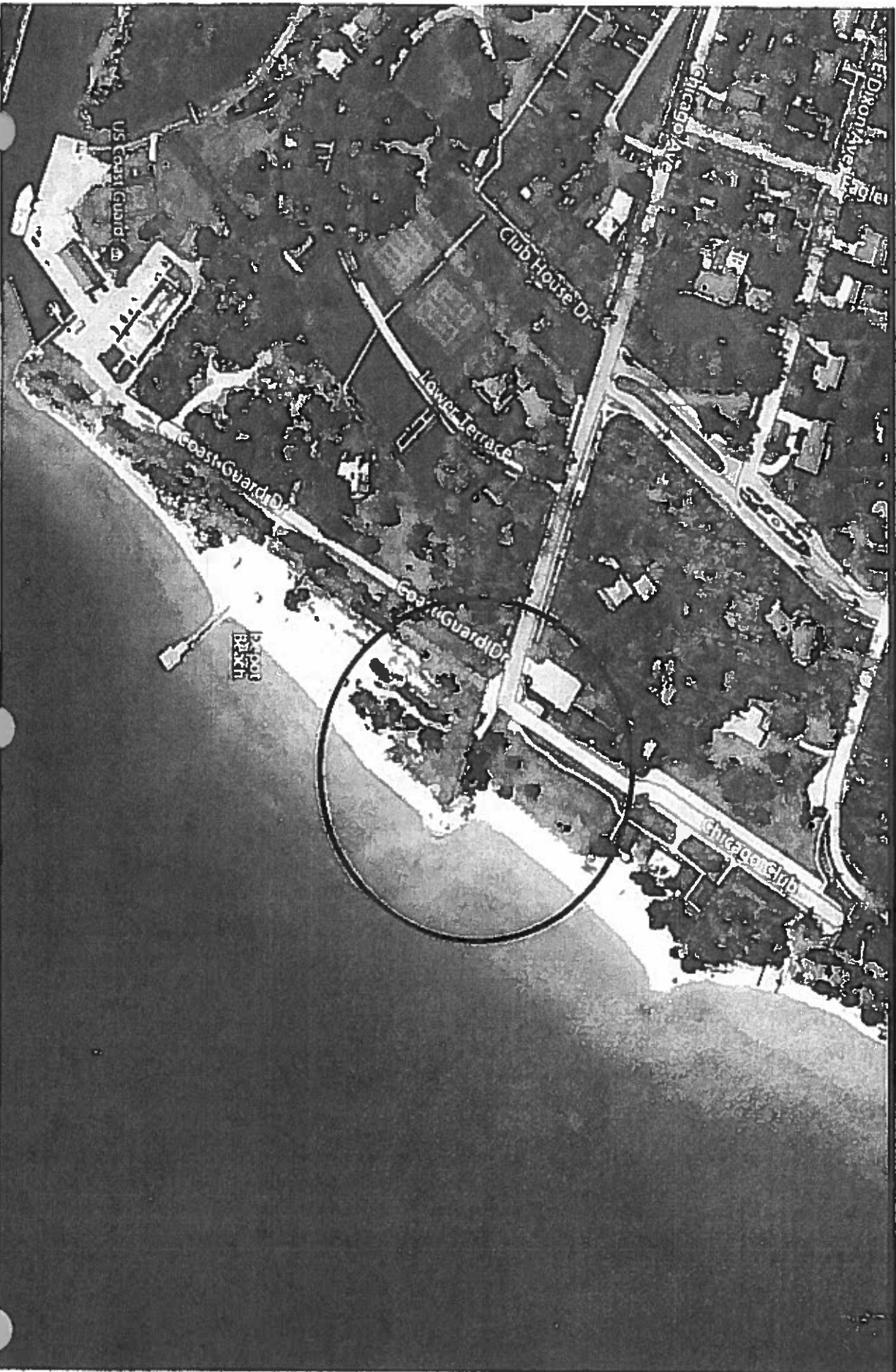
Fireworks displays which are described in Paragraph 10, wherein a portion of the blast zone will protrude into the waters of Lake Charlevoix.

13. Have any Objections Been Received from Other Interested Parties? ☒ NO ☐ YES			
13a. If YES, briefly explain:			
14. Vessels Provided by Sponsoring Organization for Safety Purposes (number and description) No vessels to be provided by sponsoring organization.			
15. Does the Sponsoring Organization Deem their Patrol Adequate for Safety Purposes? ☐ NO ☐ YES * unknown			
15a. If NO, briefly explain: USCG safety patrol vessels are requested, if deemed necessary by USCG.			
16. Is a Coast Guard or Coast Guard Auxiliary Patrol Requested for Control of Spectator and/or Commercial Traffic? ☐ NO ☐ YES * see #15a above			
16a. If YES, how many vessels do you recommend and why? Defer to USCG expertise			
17. Person In Charge	Frank Loffredo, Jr. Master Pyrotechnician	18. Where Will 'Person In Charge' be During the Event?	at fireworks display site in Depot Beach Park
19. How Can 'Person In Charge' be Contacted During the Event?	cell phone: 419-392-1600		
20. Person to be Contacted for Further Details (Name, Address, Zip Code)	20a. Area Code and Phone No.: (231) 547-9950		
Daniel B. Barron, Esq., PO Box 309, Charlevoix, MI 49720	20b. Email Address: dbarron@barronengstrom.com		
The undersigned has full authority to represent the sponsoring organization.			
21. Name: Rick A. Randall	22. Title: President		
23. Address (Include Zip Code) 1302 Bridge Street Charlevoix, MI 49720	23a. Area Code and Phone No.: (810) 845-8289		
	23b. Email Address: rickarandall@gmail.com		
24. Signature: 			
PRIVACY ACT STATEMENT			
Privacy Act Notice Authority: 33 U.S.C. §1233 authorizes the collection of this information. Purpose: The Coast Guard will use this information to determine whether an event poses an extra or unusual hazard to the safety of life and whether or not, and under which conditions, to permit the event on the navigable waters of the United States. Routine Uses: The information will be used by and disclosed to Coast Guard personnel to evaluate the request. Additionally, the Coast Guard may share the information with facility operators, law enforcement or other government agencies as necessary to promote public safety during the requested marine event. Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the approval of the requested marine event.			
An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: United States Coast Guard, Commandant (WWMA-1) Stop 7509, 2703 Marlin Luther King Jr. Ave SE, Washington, DC, 20593-7509 or Office of Management and Budget, Paperwork Reduction Project (1625-0006), Washington, DC 20503.			

**COLONIAL FIREWORKS SPECIAL EFFECTS, LLC
CHARLEVOIX BRIDGE DROP
DECEMBER 31, 2016**

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

- X** Firing Site up to 4" aerial display shells
- O** 560' diameter circle (no unauthorized vehicles or personnel (280' radius))



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

Indemnity Provisions (Re: Bridge Drop - 12/31/16 to 1/1/2017)

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

"VENDOR"

Colonial Fireworks Special Effects, LLC

By: Brenda L. Loffredo
Its: President
Date: 11-18-16

"INDEMNITEES"

City of Charlevoix

By: _____
Its: _____
Date: _____

"INDEMNITEES"

Charlevoix Downtown Development Authority

By: _____
Its: _____
Date: _____



PYROTECHNIC / FIREWORKS INFORMATION SHEET

Company Name and Address

Colonial Fireworks Special Effects, LLC

25 Marlindale Avenue

Boardman, OH 44512

Phone 419-392-1600

Fax _____

Company Representative

Brenda Loffredo, President

Name of Person in Charge

Frank Loffredo, Jr.

Years of Experience: 37+

Exact Location of Setup /Loading: Land-based shoot on Lake Charlevoix shoreline, at
Depot Beach Park.

Date: December 31, 2016 And Time: 9:00 p.m. and of Setup and Loading

Alternate Plans: Dependent upon-weather conditions

Fire Dept. at Loading Site:

Charlevoix Fire Department

Phone 231-547-3279

Fire Dept. at Display Site:

same

Phone () _____

Vessels Involved: N/A - LAND-BASED SHOOT

Tug: _____

Official No.: _____

Call Sign: _____

Barge: _____

Official No.: _____

Radio on Board: YES /NO

Proper Shipping Name of Pyrotechnic / Hazard Class / Weight of each item:

1. UNO 335 1.3G TBD

2. _____

3. _____

4. _____

5. _____

Net Explosive Radius of Total Load: 60 Yards

See proper distances: <http://www.uscg.mil/d9/sault/mso/waterways/hspa/distances.jpg>

Maximum Shell Size: 4.0" (Diameter in inches)

Personnel Authorized to Enter Loading / Setup Area

1. Frank Loffredo, Jr.

2. Richard Loffredo

3. Daniel Barron

4. Bruce Tyree

5. _____

6. Colonial Fireworks Personnel

7. Great Lakes Fireworks Personnel

8. _____

9. _____

10. _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/14/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME: Glenn Harris	FAX (A/C, No):	
	PHONE (A/C, No, Ext): 727-547-3093	E-MAIL ADDRESS: gharris@alliedspecialty.com	
INSURED Great Lakes Fireworks, LLC Colonial Fireworks Special Effects 24805 Marine Eastpointe, MI 48021	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: T.H.E. Insurance Company		12866
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		CPP0100711-06	03/27/2016	03/27/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ 2,000,000 Protection & indemnity \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		CPP0100711-06	03/27/2016	03/27/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		ELP0010168-06	03/27/2016	03/27/2017	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WCP0004594-006	06/25/2016	06/25/2017	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess Liability GL Inland Marine / Hull		ELP0011852-01 CPP0100711-06	03/27/2016 03/27/2016	03/27/2017 03/27/2017	Ea Occur / Agg Limit \$ 4,000,000 Hull Limit \$ 250,000 Show Limit \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Display Date: 12/31/16 Rain date: TBD Location Charlevoix Bridge Drop Inc
RE: General Liability, the following are named as additional insured in respects to the negligence of the named insured only: Charlevoix Area Convention and Visitors Bureau; City of Charlevoix; Charlevoix Historical Society; Charlevoix Downtown Development Authority; Daniel B Barron and all agents, representatives, volunteers and employees of each.

CERTIFICATE HOLDER

Colonial Fireworks Special Effects
309 Pelosky Ave
Charlevoix MI

Cert 101

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carol A. Serra

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CHARLEVOIX BRIDGE DROP

November 15, 2016

LEAD PYROTECHNICIAN

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

Mr. Loffredo has 37 years experience as a pyrotechnician. He has experience in computer, electronic and manual firing. Mr. Loffredo has overseen conventional, as well as specialty pyrotechnic displays, including numerous barge shows as well as roof top firings.

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

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

Daniel B. Barron

From: Denise Fate <fate.denise@gmail.com>
Sent: Wednesday, November 09, 2016 8:56 AM
To: Amanda Wilkin; Daniel B. Barron
Subject: Re: Bridge Drop Fireworks

Amanda,

In its meeting yesterday, the board of the Charlevoix Historical Society approved of your plan, with the same arrangements as last year, for the New Year's Eve fireworks.

Sincerely,

Denise Fate, President
Charlevoix Historical Society

248.302.9758

On Wed, Nov 2, 2016 at 4:05 PM, Amanda Wilkin <amanda@visitcharlevoix.com> wrote:
Good afternoon Denise!

I wanted to contact you in regards to the fireworks on New Years Eve for the Bridge Drop. We are planning to shoot them off in the same location as last year, at 9pm and midnight. I wanted to confirm that the Historical Society would be okay with this again if the same arrangements were made to provide an additional rider on our event insurance for the HS. Please let me know if you have any questions.

Thank you!

Amanda Wilkin
Charlevoix Convention & Visitors Bureau
www.visitcharlevoix.com
[1-800-367-8557](tel:1-800-367-8557)

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Purchase 2016 Ditch Witch Trencher

DATE: December 5, 2016

PRESENTED BY: Don Swem

ATTACHMENTS: Ditch Witch Quote

BACKGROUND INFORMATION:

The electric department has been looking for a trencher to replace the one we have now which is getting pretty old and hard to maintain. We have budgeted for the new trencher for the past couple of years but had not decided on what to get.

Just recently Ditch Witch offered a trencher to us at a substantial discount. It is one step up in power from the one we have now. It comes with a backhoe attachment, trencher and plow. It is practically brand new. Ditch Witch has been using this machine as a Demo unit and it only has a total of about four hours of use on it. They brought it to us to try out and we found it to be just what we have been looking for.

Ditch Witch is offering the machine at a significant discount because it was used as a demo. The discount is almost \$50,000. The quoted price for the unit is \$129,000.00. (Without the discount the price is \$178,728.27.) \$180,000 was budgeted for the trencher so this price is well within the budget.

I do not believe we can find a better price for this piece of equipment. Attached is the quote.

RECOMMENDATION:

Motion to authorize the purchase of the Ditch Witch RT120 Trencher for a cost not to exceed \$129,000.

DITCH WITCH SALES OF MICHIGAN

3401 WEST GRAND RIVER AVE
HOWELL, MI 48855-7603
Phone 517-546-9848
Fax 517-546-9890

City Of Charlevoix

401 W Carpenter St
Charlevoix, MI 49720
231-881-6323

Quote: 50146718

Ext. Ref.: RT120

Description:

Date: 11/23/2016

Salesperson: Donald Patterson

Mobile Phone: (517)375-2500

Email: dpatterson@ditchwitchmi.com

Price Quote

Quote valid for: 30 days, until 12/23/2016

RT120 Heavy Duty Trencher

The Ditch Witch® Model RT120 hydrostatic unit can be used with a variety of front and rear attachments. The basic power unit includes the following: Deutz TCD 3.6 L4 water-cooled diesel engine (121 hp gross @ 2300 rpm) EPA Tier 4i, EU Stage IIIB compliant, OR Deutz TCD 3.6 L4 water-cooled diesel engine (121 hp gross @ 2,300 rpm) EPA Tier 3, EU Stage IIIA compliant, four-wheel drive, 4-post Roll Over Protective Structure, hand throttle, automotive type steering on oscillating Carraro front differential, enclosed and lubricated gearbox, deluxe adjustable operators seat, seat belt, parking brake, 12 volt electric start, air filter restriction indicator, test ports for system pressure, Integrated Digital Gauge Display (gauges, interlock, indicators, and diagnostic), and auxiliary hydraulic system pressure gauge.

Qty	Part Number	Description
1	RT120	RT120 Heavy Duty Trencher
1	RT120-1	Base Unit: Standard, 4-Post, Tilt / RS
1	215-1637	GPS TRANSMITTER
1	350-1402	ASSY, RT LIGHT KIT W/BLACK BROW CANOPY
1	350-1497	ASSY, STACK GUARD
1	A920	A920 Backhoe
1	020-060-2	Base Unit
1	350-1457	A920 SHIP KIT - RT100 / RT120
1	190-1887	A920 SHIP KIT - RT100 / RT120 / RT120Q
2	322-188	DIRT PAD (12" X 16")
1	300-9660	18" VRTS SERIES HD BUCKET
1	191-387	BACKHOE LIGHT KIT (RT75/95)
1	H952	H952 Combo
1	021-098-1	Base Unit: 11.65:1(STD) & HD Weights
1	605-055	H952 SHIP KIT
1	100-735	BOOM FIT-UP KIT(COMBO AUGERS)
1	140-665	AUGER DRIVE SPROCKET ASS'Y
1	143-009	LEFT AUGER BRACKET ASS'Y(12")
1	143-010	RIGHT AUGER BRACKET ASS'Y(12")
1	145-110	LEFT AUGER

DITCH WITCH SALES OF MICHIGAN

3401 WEST GRAND RIVER AVE.
HOWELL, MI 48855-7603
Phone 517-546-9848
Fax 517-546-9890

City Of Charlevoix

401 W Carpenter St
Charlevoix, MI 49720
231-881-6323

Quote: 50146718
Ext. Ref.: RT120
Description:
Date: 11/23/2016
Salesperson: Donald Patterson
Mobile Phone: (517)375-2500
Email: dpatterson@ditchwitchmi.com

Price Quote

Quote valid for: 30 days, until 12/23/2016

<u>Qty</u>	<u>Part Number</u>	<u>Description</u>
1	145-244	DOUBLE AUGER SHAFT
1	145-311	R.H. QUARTER AUGER ASSEMBLY
1	140-1220	RESTRAINT BAR-78P COMBO
1	140-545	3P LTR NON-WEAR-BAR BOOM
1	150-749	GREASE CYLINDER ASS'Y (HD)
1	140-1130	BOOM TUBE (78P-75.5")
1	100-737	LONG TOP BAR KIT
1	185-329	FEED BLADE ASS'Y(2X6.63X36)
1	133-554	70K 4P DURA 78P 6.6
1	300-8635	LOW ANGLE BACKFILL BLADE, 80"
1	602-979	RT80Q/95/100/115/120 TILT BLD SHIP KIT
4	SETUP-CHARGE	Setup Charge

Equipment Subtotal	\$	178,728.27
Discount	\$	49,728.27-
Subtotal Before Tax	\$	129,000.00
Total Tax	\$	0.00
Total Amount	\$	129,000.00
		U.S. Dollars

this quote is for the RT120 with the S/N ending in 0023



CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Voluntary Quiet Airport Quiet Hours

DATE: December 5, 2016

PRESENTED BY: Liz Myer, Airport Manager

ATTACHMENTS: Voluntary Quiet Hours

BACKGROUND INFORMATION:

The Airport Advisory Committee and City Council were presented with a petition regarding aircraft noise issues during the late evening and early morning. To address citizen concerns, the Committee recommends initiating a voluntary quiet hours program for the Airport. The Airport Manager and the City Manager had a conference call with the FAA, who indicated it would violate our grant assurances to close the Airport overnight; but that we could recommend pilots consider noise when landing in calm winds overnight.

With the attached letter, the Airport Manager will reach out to pilots utilizing the facility. Similar language will also be placed on the Airport's page on the City website, along with a complaint form for residents to use when they have a concern about airport noise. The FAA felt the noise complaint form would be a good way for us to hear the concerns of residents and attempt to address them with pilots, though the policy still remains voluntary.

The official policy would be:

"The established voluntary quiet hours will be 11:00 pm to 7:00 am daily and during these times, pilots and operators are encouraged to limit their flights so that people in the neighboring community are not disturbed during sleeping hours.

Additionally, the AFD includes the following calm wind runway departure information:

Runway 09 preferred runway for landing nights.

Runway 27 preferred runway for takeoff nights."

RECOMMENDATION:

Motion to approve the Voluntary Quiet Hours Policy as presented and authorize the mailing of letters, updating of the City website, and other communication methods to disseminate this information.

Date

Xxx
Xxx
xxx

Dear xxxx,

The Charlevoix Municipal Airport is initiating a voluntary aircraft quiet hours effective immediately to address community concerns over aircraft noise. While safety is always the highest priority, all things being equal during calm winds, we encourage you to use the runway preferences below.

The established voluntary quiet hours will be 11:00 pm to 7:00 am daily and during these times, pilots and operators are encouraged to limit their flights so that people in the neighboring community are not disturbed during sleeping hours.

Additionally, the AFD includes the following calm wind runway departure information:

“Runway 09 preferred runway for landing nights.
Runway 27 preferred runway for takeoff nights.”

To better understand and track the City of Charlevoix’s community air traffic noise concerns, a noise comment form is now available for residents on the City’s website at www.cityofcharlevoix.org . To view the form, click on Charlevoix Municipal Airport on the left side of page.

I appreciate your understanding and participation in our new program. I am hoping that this will alleviate some of the residents’ concerns over air traffic during the hours of 11:00 pm to 7:00 am.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Liz Myer

Liz Myer, Airport Manager
Phone: 231 547-3605
lizm@cityofcharlevoix.org

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Mayoral and Council Appointments

DATE: December 5, 2016

PRESENTED BY: Joyce M. Golding, City Clerk

ATTACHMENTS:

BACKGROUND INFORMATION:

The following list includes Council member vacancies which expire this month:

- Board of Review – current Councilmember Leon Perron
Council appointment for a one year term
- Board of Review – Councilmember Vacancy
Council appointment for a one year term
- Charlevoix Community Pool Recreation Authority – Councilmember Vacancy
Mayoral appointment/Council approval

RECOMMENDATION:

Motion to appoint [re-appoint] Councilmember Name to the Board of Review, term expiring December 2017.

Motion to appoint Councilmember Name to the Board of Review, term expiring December 2017.

Motion to appoint Councilmember Name to the Charlevoix Community Pool Recreation Authority (no term).

