



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, November 5, 2018- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. National Manufacturing Day Proclamation
Mayor Luther Kurtz
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - October 15, 2018
 - B. City Council Special Meeting Minutes - October 16, 2018
 - C. Accounts Payable and Payroll Check Registers
 - D. Grand Traverse Band of Ottawa & Chippewa Indians Grant Application
 - E. 2018 Power Line Trimming Contract
 - F. Rejection of Tree Planting Bid
 - G. Tree Trimming/Removal Contract
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing: Hotel Earl, LLC CFEC Request
Mark L. Heydlauff, City Manager
 - B. Zoning Ordinance Amendment: Housekeeping Changes
Mark L. Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Hotel Earl, LLC Redevelopment Liquor License Application
Mark L. Heydlauff, City Manager
 - B. Proceed with Public Service Facility Final Design
John Hiltz, OHM Advisors; Mark L. Heydlauff, City Manager
 - C. Water Plant Filter Rehabilitation: Bulletin #1
Mark L. Heydlauff, City Manager

- D. Revised Recreation Job Descriptions
Mark L. Heydlauff, City Manager
- E. DDA Appointment
Joyce M. Golding, City Clerk

8. Reports and Communications

- A. Public Comments
- B. City Manager's 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.

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: National Manufacturing Day Proclamation

DATE: November 5, 2018

PRESENTED BY: Mayor Luther Kurtz

ATTACHMENTS:

- ▣ Manufacturing Day Proclamation



**CITY OF
CHARLEVOIX**

**CITY OF CHARLEVOIX
PROCLAMATION BY THE MAYOR**

NATIONAL MANUFACTURING DAY

WHEREAS, National Manufacturing Day is a national effort to promote manufacturing jobs to high school students, parents, stakeholders and community members as a post-secondary career path option and to create awareness about the important role of manufacturers in communities; and

WHEREAS, manufacturing jobs are the backbone of the economy and more than 3.5 million job openings are expected over the next decade with a growing skills shortage; and

WHEREAS, participating manufacturers of Charlevoix and Emmet counties will offer plant tours the week of November 5-9, 2018 for community members, students, and parents to experience their facilities first-hand; and

WHEREAS, National Manufacturing Day, recognized nationally on the first Friday in October and with related local participation each fall, is recognized by the community as a valuable event to inspire the next generation of manufacturers, show community members the opportunity that comes with manufacturing careers, and improve the perception of manufacturing careers and facilities.

NOW, THEREFORE, the City of Charlevoix proclaims November 5-12, 2018 as Charlevoix Manufacturing week in support of National Manufacturing Day.

FURTHERMORE, I call upon the people of Charlevoix to join fellow citizens across the United States in recognizing and participating in this special observance.

Luther Kurtz, Mayor

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - October 15, 2018

DATE: November 5, 2018

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
DRAFT REGULAR CITY COUNCIL MEETING MINUTES
Monday, October 15, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Mayor Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Leon Perron
Members Absent: Greg Bryan
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

The Mayor disclosed that he has a business at the Airport. Oleksy felt this was a conflict of interest for Item 7.B. Cole, Kalbfell, Hagen and Perron disagreed and felt there was no issue. Oleksy opted not to make a motion to that effect.

5. Consent Agenda

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

- A. City Council Meeting Minutes – October 1, 2018
- B. General Liability & Property Insurance 2018-19 Renewal: Michigan Township Participating Plan \$98,536 & Hiscox Pro Cyber Coverage \$1,487.54
- C. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – September 27, 2018
 - b. Regular Accounts Payable Check Register – October 16, 2018
 - c. ACH Payments – October 1, 2018 to October 9, 2018
 - d. Payroll Check Register – October 5, 2018
 - e. Payroll Transmittal – October 5, 2018
 - f. Tax Disbursement – October 16, 2018
- D. 2018 Fleet Fuel Contract – Holiday Companies \$0.08 discount
- E. Set Rate for Weddings Performed by Mayor – Resolution 2018-10-03

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-10-03
AMMENDED MISCELLANEOUS FEES ASSOCIATED WITH THE 2018-19 BUDGET

WHEREAS, *the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and*

WHEREAS, *the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and*

WHEREAS, *the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and*

WHEREAS, *Mayors were given the authority to perform marriages in Michigan in 1972 when Public Act 211 was signed into law [MCL 551.7(1)(f)]; and*

WHEREAS, *the City Council is required to set the fee for the Mayor to perform a Marriage Ceremony [MCL 551.7(3)]; and*

WHEREAS, *the City of Charlevoix proposes to make this fee effective on October 15, 2018.*

NOW THEREFORE BE IT RESOLVED *that the City of Charlevoix sets the rate of \$40 per wedding the mayor performs and such funds shall be deposited into the General Fund as required by law.*

RESOLVED, *this 15th day of October, 2018 A.D.*

Resolution adopted by the following yea and nay votes:

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

Motion by Hagen, second by Kalbfell, to approve the Consent Agenda.

Yeas: Hagen, Kalbfell, Cole, Perron, Oleksy

Nays: None

Absent: Bryan

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing: Hotel Earl, LLC CFEC Request

City Manager Heydlauff stated that Public Act 255 of 1978 encourages the replacement, restoration and new construction of commercial property by abating the property taxes generated from new investment for a period up to 12 years in a designated redevelopment district. On October 17, 2016, City Council established a Commercial Redevelopment District for the City. He noted that the local legislative body is authorized to exempt a commercial property from certain parts of the General Property Tax Act. A facility issued a certificate is exempt from real property taxes and is instead subject to a new commercial facilities tax. Hotel Earl, LLC has submitted an Application for Commercial Facilities Exemption Certificate for the former The Lodge property. A public hearing is part of the application approval process.

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

Motion by Kalbfell, second by Cole, to set a public hearing to receive input on the Application for Commercial Facilities Exemption Certificate submitted by Hotel Earl, LLC for November 5, 2018 at 6:00 p.m. at Charlevoix City Hall, 210 State Street, Charlevoix, MI, 49720.

Yeas: Hagen, Kalbfell, Cole, Perron, Oleksy

Nays: None

Absent: Bryan

7. All Other Actions & Requests

A. Renewable Energy Generator Procedures

Electric Superintendent Swen recalled that last year, City Council approved new electric rates to be used to reimburse customers that install wind or solar powered generators. The City needs procedures to control the physical interconnection to the City electric system as well as an administrative agreement to cover the legal and financial details. The City Attorney reviewed the documents.

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

Motion by Hagen, second by Kalbfell, to approve the adoption of the Renewable Energy Generator Metering Agreement, the Expedited Generator Interconnection Requirements, and the Generator Interconnection Requirements as presented.

Yeas: Hagen, Kalbfell, Cole, Perron, Oleksy

Nays: None

Absent: Bryan

B. Airport Staffing Changes and Revised Job Descriptions

In an effort to retain a core group of experienced employees, Airport Manager Wyman proposed the replacement of two part-time Airport Attendant positions with two full-time Airport Attendant positions. The airport would be staffed with four full-time positions supplemented with two seasonal employees during the summer and one seasonal employee during the winter. To offset additional costs, he also proposed an increase to landing, overnight, and ground handling fees, as well as, proposed increases to our contract fuel reimbursement fees and an increase in our retail margin.

Mayor Kurtz opened the item to public comment.

- Gabe Campbell felt the Mayor had a conflict of interest and should recuse himself.

The item was closed to the public.

Motion by Perron, second by Cole, to approve the proposed Charlevoix Municipal Airport staffing change and revised Airport Attendant job description.

Yeas: Hagen, Kalbfell, Cole, Perron, Oleksy

Nays: None

Absent: Bryan

Motion by Kalbfell, second by Hagen, to approve Resolution 2018-10-02.

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-10-02
AMMENDED AIRPORT RATES & FEES ASSOCIATED WITH THE 2018-19 BUDGET

WHEREAS, *the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and*

WHEREAS, *the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and*

WHEREAS, the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and

WHEREAS, the Airport Manager and City Manager have reviewed and revised the fees and recommend that City Council approve them for adoption; and

WHEREAS, the fees to be increased with their new rate are as follows:

- Ground Handling \$ 30.00
- Landing Fee Twin Turbo Prop \$ 75.00
- Landing Fee Jet Type 1 \$105.00
- Landing Fee Jet Type 2 \$145.00
- Landing Fee Jet Type 3 \$175.00
- Overnight Fee Twin Turbo Prop \$ 50.00
- Overnight Fee Jet Type 1 \$ 55.00
- Overnight Fee Jet Type 2 \$ 70.00
- Overnight Fee Jet Type 3 \$ 95.00
- Contract Fuel Reimbursement
 - Tier 1 (1-400 gallons) \$ 1.87/gallon
 - Tier 2 (401-800 gallons) \$ 1.62/gallon
 - Tier 3 (801+ gallons) \$ 1.37/gallon
- Retail Fuel
 - Jet Fuel Margin \$ 2.108/gallon; and

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on October 15, 2018.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts the revised Airport rates and fees.

RESOLVED, this 15th day of October, 2018 A.D.

Resolution adopted by the following yea and nay votes:

Yeas: Hagen, Kalbfell, Cole, Perron, Oleksy

Nays: None

Absent: Bryan

C. Bridge Rails

City Manager Heydlauff recalled that several weeks ago, Kay Heise provided information on the history of painting the bridge rails. He stated that MDOT owns the bridge but they allowed the City to paint decorative railings on the bridge in the 1990's. Following the bridge maintenance in 2017 and with the aging of this paint, it is peeled and scuffed. He suggested that we could solicit bids for repainting or some kind of sandblasting.

Mayor Kurtz opened the item to public comment.

- Rick Wertz questioned the original cost to paint the railings.
- John Haggard felt Council should contact John Hess before making a decision.

The item was closed to the public.

Council consensus was to direct the City Manager to pursue sandblasting the bridge railings to bare metal.

8. **Reports & Communications**

A. Public Comments

- John Haggard discussed his proposed recreational marijuana resolution. He requested that Council pass the resolution opposing State Proposal 18-1 tonight.

B. City Manager Comments

- Fiber optic discussion continues with Michigan Scientific.
- Rented goats from Munchers on Hooves were successful in eradicating invasive plants at Michigan Beach Park. Thanks to the neighbors for making owner Garrett Fickle feel welcome.
- New website went live last week and we will continue adding content. Thanks to the Clerk and Recreation Assistant Anzell.
- The lack of bids for the Solid Waste Hauling RFP was discussed.

C. Mayor & Council Comment

- Kalbfell thanked Airport Manager Wyman for his work; website looks good.
- Cole liked the website and felt the goats and Apple Fest were successful.
- Mayor Kurtz noted that it was Domestic Abuse Awareness Month. He was disappointed in the lack of waste hauling bids. The Mayor suggested closing Bridge Street during Apple Fest for safety reasons; Council concurred to petition MDOT for all large festivals.

9. Other Council Business

Council addressed the proposed resolution brought forth by John Haggard. Mr. Haggard placed literature opposing State Proposal 18-1 (legalizing recreational marijuana) at the dais for the members immediately prior to tonight's meeting. Council was unwilling to make a quick decision on this matter.

Motion by Cole, second by Oleksy, to call a Special Meeting tomorrow at 6 o'clock to discuss the resolution brought before us.

Yeas: Hagen, Kalbfell, Cole, Oleksy

Nays: Perron

Absent: Bryan

10. Adjourn

The Mayor adjourned the meeting at 6:57 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 09/27/2018			
PRIORITY HEALTH	36,639.32	TOTAL	36,639.32
Regular Accounts Payable – 10/16/2018			
ACCESS LOCKSMITHING INC	137.50	KSS ENTERPRISES	1,257.35
ACE HARDWARE	1,631.72	LASER PRINTER TECHNOLOGIES	598.00
AMERICAN WASTE INC.	3,318.36	LOTTIE'S BAGELS	107.00
APX INC.	32.72	LUDWIG, ROBERT	74.95
ARTAZA, JUDY	300.00	MACKINAC ENVIRONMENTAL TECH IN	1,492.00
AT YOUR SERVICE PLUS INC	5,741.82	MAP-DYNAMICS, MOBILE TOWN GUIDE	750.00
AUTO VALUE	1,395.00	McGINN, KELLY A.	222.20
AVFUEL CORPORATION	13,221.50	MDC CONTRACTING LLC	175.00
B & L SOUND INC	487.83	MICHIGAN STATE UNIVERSITY	80.00
BEAVER RESEARCH COMPANY	217.14	MIGCSA	100.00
BEHAN WINDOW CLEANING	320.00	MILLER, PAULETTE	14.50
BERG, REBECCA	85.00	MUNETRIX LLC	4,188.55
CARQUEST OF CHARLEVOIX	1,522.28	NEWKIRK ELECTRIC	100.00
CCI SOUTH LLC	26.25	NORTHERN CREDIT BUREAU	380.41
CDW GOVERNMENT INC.	212.25	NORTHERN MICHIGAN REVIEW INC.	1,467.25
CHARLEVOIX COURIER	67.00	NORTHERN PUMP SERVICE INC.	1,541.20
CHARLEVOIX SCREEN MASTERS INC	127.70	NW MI COG	44,773.32
CHARLEVOIX TOWNSHIP	15.00	OLESON'S FOOD STORES	115.29
CHARTER COMMUNICATIONS	1,071.30	OLSON BZDOK & HOWARD	3,076.75
CINTAS CORPORATION #729	90.30	O'REILLY AUTOMOTIVE INC	5.14
CITY OF CHARLEVOIX - UTILITIES	46,583.22	OTEC	175.00
CIVICPLUS	8,582.50	PALMER, VIRGINIA	75.00
COOK FAMILY FARMS	82.00	PARASTAR INC.	2,706.64
DELL MARKETING L P	1,777.20	PHYSICIAN'S CLINIC OF CHARLEVOIX	116.00
DHASELEER, CARL	139.00	PIAZZA, ANTHONY M.	1,850.00
DORNBOS SIGN INC.	95.25	POWER LINE SUPPLY	3,775.46
EJ USA INC.	1,497.66	PREIN & NEWHOF	43,644.46
EMERGENCY MEDICAL PRODUCTS INC	34.15	PRO IMAGE DESIGN INC	42.40
FARMER WHITE'S	62.00	PRO WEB MARKETING LLC	200.00
FASTENAL COMPANY	113.79	PROVIDENCE FARM LLC	641.00
FICK & SONS DIESEL GARAGE	548.16	PURITY CYLINDER GASES INC	180.75
FILIPIAK, CHRIS	100.00	R & R PRODUCTS INC	154.40
FOREMOST MEDICAL EQUIPMENT	2,002.00	RESCO	28,299.18
FREEDOM MAILING SERVICES INC.	2,335.20	ROTARY CLUB OF CHARLEVOIX	37.50
GINOP SALES INC	252.54	SCIENTIFIC BRAKE & EQUIP CO	61.52
GRAHAM, SHERYL	75.00	SHINDORF BUILDERS	182.00
GREAT LAKES COCA-COLA DISTR	358.08	SIEGRIST, DAVID	158.00
GREAT LAKES ELEVATOR LLC	370.91	SOCIAL ECONOMIC ENTERPRISES	300.00
HACH COMPANY	2,318.41	SOUND ENVIRONMENTS	460.00
HARJU, WILLARD	50.11	STATE OF MICHIGAN	50.00
HEYDLAUFF, MARK L	1,303.36	SUMMIT COMPANIES	179.95
HILLING, NICHOLAS A.	52.54	SWANSON K & D INC	2,000.00
HOLTZMAN, TODD	75.00	SYN-TECH SYSTEMS INC.	33.75
HYDE SERVICES LLC	6,975.09	TELE-RAD INC	305.54
INTERWATER FARMS INC	232.00	TOWSLEY, DAVID	75.00
JOHN E. GREEN COMPANY	966.00	TROPHY CASE, THE	10.00
KALBFELL, JANET P.	250.38	UNIFIRST CORPORATION	607.98
KENDALL ELECTRIC INC.	147.44	UP NORTH PROPERTY SERVICES LLC	2,334.50
KNORR, KENT	710.12	USA BLUE BOOK	694.26

VILLAGE GRAPHICS INC.	19.50	YP	212.12
WILBERT BURIAL VAULT CO	571.76	ZOERNER, LORI	75.00
WORK & PLAY SHOP	31.06	TOTAL	258,888.42

ACH Payments – 10/01/2018 to 10/09/2018

MI PUBLIC POWER AGENCY	14,409.75	VANTAGEPOINT (457 ICMA PLAN)	18,619.70
IRS (PAYROLL TAX DEPOSIT)	41,654.33	VANTAGEPOINT (ROTH IRA)	936.53
ALERUS FINANCIAL (HCSP)	400.00	MI PUBLIC POWER AGENCY	26,935.25
STATE OF MI (WITHHOLDING TAX)	6,236.52	STATE OF MI (SALES TAX)	13,408.99
VANTAGEPOINT (401 ICMA PLAN)	802.64	TOTAL	123,403.71

Payroll Net Pay – Pay Period Ending 09/29/2018 (Paid 10/05/2018)

PERRON, LEON R.	460.98	MCGHEE, ROBERT R.	1,102.92
KURTZ, LUTHER J.	828.84	MUMICH, BARRY J.	252.39
HAGEN, AARON W.	420.19	CRANDELL, ZACKARY R.	523.68
OLEKSY, THOMAS M.	367.81	FERGUSON, ROYCE L.	652.45
KALBFELL, JANET P.	431.73	BOSS, SHERRY M.	767.91
BRYAN JR, GREGORY T.	334.78	SAYWARD, MADISON E.	718.44
HEYDLAUFF, MARK L.	2,822.91	ZIPP, BRANDON M.	464.70
GOLDING, JOYCE M.	2,177.85	ROSENTHAL, GABRIEL M.	778.38
DEROSIA, PATRICIA E.	1,320.93	KNORR, KENT J.	1,866.41
DOTSON, LINDSEY J.	1,463.21	ANZELL, BETH A.	803.49
LOY, EVELYN R.	1,091.21	KLOOSTER, PATRICK H.	1,465.01
KLOOSTER, ALIDA K.	2,012.54	EVANS JR, HALBERT K.	859.08
GOLOVICH, KAREN J.	993.40	KIRINOVIC, THOMAS F.	638.75
SPENCLEY, PATRICIA L.	61.34	HEID, THOMAS J.	1,315.38
MILLER, FAITH G.	11.94	LEESE, ALAN K.	485.62
MCGINN, KELLY A.	1,814.43	DAVIS, RONALD L.	115.25
JONES, JANET M.	508.32	FAIRCHILD, GALEN W.	159.79
LAVENDER, JOSEPH E.	1,722.03	MASSON, DONALD J.	561.50
DOAN, GERARD P.	1,862.89	LIVINGSTON, BRIAN D.	1,018.10
SCHLAPPI, JAMES L.	722.69	STANLEY, MARK J.	35.55
UMULIS, MATTHEW T.	975.85	WYMAN, MATTHEW A.	1,517.82
HANKINS, SCOTT A.	1,571.62	MILLER, WILLIAM S.	1,638.17
ORBAN, BARBARA K.	1,298.87	DOUGLAS, MARK	700.90
WILLIAMS, ASHLEY M.	1,184.73	PRIOR, ERIN C.	565.47
FLICKEMA, ANDREW M.	1,730.61	CERTA, BRIAN	514.00
RILEY, DENISE M.	457.14	MCMULLEN, DONALD R.	1,883.17
MATELSKI, KRISTEN L.	1,258.28	TRAVERS, MANUEL J.	1,954.53
BINGHAM, LARRY E.	941.64	STEVENS, JEFFREY W.	1,305.99
MACGILLIVRAY, ROGER	231.19	RILEY, CASEY W.	943.32
WURST, RANDALL W.	1,130.38	JONES, LARRY M.	897.93
MAYER, SHELLEY L.	1,621.94	WILLSON, BRENDA R.	1,269.51
HILLING, NICHOLAS A.	1,709.23	BEAN, PETER J.	1,870.43
MEIER III, CHARLES A.	1,429.91	RILEY, REBECCA J.	500.03
ZACHARIAS, STEVEN B.	1,288.32	ERWIN, RACHELLE L.	200.71
NEWMAN, MARK J.	816.99	SILVA, JESSE L.A.	1,907.08
SWEM, DONALD L.	1,973.85	SEHL, JENNA R.	292.72
EATON, BRAD A.	1,789.17	RILEY, DANIEL A.	606.10
WILSON, TIMOTHY J.	2,656.86	WHEELER, MICHAEL W.	1,910.54
LAVOIE, RICHARD L.	1,752.93	SNYDER, CORY G.	945.77
STEVENS, BRANDON C.	2,649.84	PEARSALL, KRISTA M.	450.56
DRAVES, MARTIN J.	1,802.97	DRAKE, WILLIAM F.	769.23
ANDERSON, ELIZABETH A.	1,270.44	JOHNSON, MELISSA A.	1,755.48
LEITNER, RYAN S.	1,150.39	AZZOPARDI, ANTHONY J.	806.80
ELLIOTT, PATRICK M.	2,225.84	DEKORNE, ELIZABETH A.	423.16
SCHWARTZFISHER, JOSEPH L.	1,217.23	VOUSBOUKIS, AUTUMN M.	431.91
BRADLEY, KELLY R.	1,566.37	McRANEY, RUSSELL R.	79.28
HART II, DELBERT W.	1,676.58	FILIPIAK, CHRISTOPHER D.	79.28
JONES, ROBERT F.	1,389.35	BELMONTE, ANTONIO F.	14.65
DORAN, JUSTIN J.	1,705.55	COLE, SHANE	662.61
FARRELL, MITCHELL L.	1,733.78	GERBER, SAMUEL A.	83.11
THORP JR, WILLIAM D.	1,481.13	WHITLEY, ANDREW T.	2,022.91
MANKER JR, DAVID W.	507.55	MORRISON, KEVIN P.	1,765.67
MANKER SR, DAVID W.	796.03	BISHAW, JAMES H.	783.49
BECKER, MICHAEL S.	760.98	KLINGER, BRADLEY W.	37.88
NEDWICK, DAVID J.	821.57	GILL, DAVID R.	1,308.16
FREY, DYLAN V.	552.87		
HART III, DELBERT W.	648.42	TOTAL	118,689.59

Payroll Transmittal –10/05/2018

4FRONT CREDIT UNION	635.00	CHAR EM UNITED WAY	52.00
AMERICAN FAMILY LIFE	198.66	CHARLEVOIX STATE BANK	1,028.00
AMERICAN FAMILY LIFE	372.78	CHEMICAL BANK	150.00
BARRY COUNTY TRIAL COURT	20.00	COMMUNICATION WORKERS OF AMER	582.62

MI STATE DISBURSEMENT UNIT	866.89	VELO LAW OFFICE	217.49
POLICE OFFICERS LABOR COUNCIL	201.00		
PRIORITY HEALTH	1,497.57	TOTAL	5,822.01

Tax Disbursement – 10/16/2018

CHARLEVOIX COUNTY TREASURER	22,774.32	CHARLEVOIX PUBLIC SCHOOLS	1,089.93
CHARLEVOIX PUBLIC SCHOOLS	34,892.72	CITY OF CHARLEVOIX - TAXES DUE	26,644.58
CHARLEVOIX PUBLIC SCHOOLS	4,403.70	RAKE PAUL ALEXANDER & JILL SISSON	12.54
CHARLEVOIX PUBLIC SCHOOLS	272.33	TOTAL	90,090.12

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Special Meeting Minutes - October 16, 2018

DATE: November 5, 2018

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Special Meeting Minutes

CITY OF CHARLEVOIX
DRAFT SPECIAL CITY COUNCIL MEETING MINUTES
Tuesday, October 16, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Mayor Luther Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Janet Kalbfell, Aaron Hagen Tom Oleksy, Leon Perron
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Inquiry Regarding Conflicts of Interest

4. All Other Actions & Requests

A. Opposition of Recreational Marijuana Resolution

As a result of discussion introduced by John Haggard at the October 15th City Council Meeting, Council consented to deliberate his proposed resolution of opposition to State Proposal 18-1 Recreational Marijuana use.

Each member of Council voiced their opinion regarding the proposed resolution. All agreed that they were a non-partisan body and should not be advocating for any state-wide ballot initiatives.

Mayor Kurtz opened the item to public comment.

- John Haggard read a list of municipalities that passed the proposed resolution and he felt Council should do the same.
- Gabe Campbell agreed with Council.

The item was closed to the public.

Perron recommended no action and Council concurred.

5. Adjourn

The Mayor adjourned the meeting at 6:09 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: November 5, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
10/22/2018		
125065	AT&T	3,967.93
125066	AT&T MOBILITY	90.98
125067	CHARLEVOIX STATE BANK	7,858.18
125068	CHARTER COMMUNICATIONS	857.01
125069	DELTA DENTAL	3,311.97
125070	GREAT LAKES ENERGY	247.31
125071	METLIFE SMALL BUSINESS CENTER	549.66
125072	MUNICIPAL UNDERWRITERS OF MIC	100,023.54
125073	PRIORITY HEALTH	36,765.90
125074	STANDARD INSURANCE CO	2,171.99
125075	VERIZON WIRELESS	56.72
125076	VISION SERVICE PLAN	513.34
Total 10/22/2018:		156,414.53
Grand Totals:		156,414.53

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

10/22/18 Special Accounts Payable Run	\$ 156,414.53
10/19/18 Payroll (net pay)	\$ 105,647.10
10/19/18 Payroll Transmittal Checks	\$ 5,458.88
11/02/18 Payroll (net pay)	\$ 108,391.98
11/02/18 Payroll Transmittal Checks	\$ 5,650.80
11/06/18 Regular Accounts Payable	\$ 409,760.32
Checks Sub-Total:	\$ 791,323.61

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

10/10/18 Payment Service Network, Inc.	\$ 237.70
10/11/18 DTE Energy	\$ 1,453.70
10/15/18 MI Public Power Agency	\$ 27,038.64
10/19/18 IRS (Payroll Tax Deposit)	\$ 37,454.97
10/19/18 Alerus Financial (HCSP)	\$ 400.00
10/19/18 State of MI (Withholding Tax)	\$ 5,637.99
10/19/18 Vantagepoint (401 ICMA Plan)	\$ 802.64
10/19/18 Vantagepoint (457 ICMA Plan)	\$ 18,611.37
10/19/18 Vantagepoint (Roth IRA)	\$ 936.53
10/19/18 MERS (Defined Benefit Plan)	\$ 40,473.70
10/22/18 MI Public Power Agency	\$ 14,452.00
10/25/18 MI Public Power Agency	\$ 239,033.15
10/29/18 MI Public Power Agency	\$ 9,714.64
11/02/18 IRS (Payroll Tax Deposit)	\$ 38,827.93
11/02/18 Alerus Financial (HCSP)	\$ 400.00
11/02/18 State of MI (Withholding Tax)	\$ 5,761.95
11/02/18 Vantagepoint (401 ICMA Plan)	\$ 802.64
11/02/18 Vantagepoint (457 ICMA Plan)	\$ 18,303.94
11/02/18 Vantagepoint (Roth IRA)	\$ 936.53
ACH Sub-Total:	\$ 461,280.02

Huntington National Bank Total: \$ 1,252,603.63

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

11/06/18 Tax Disbursement	\$ 260,279.59
Charlevoix State Bank Total:	\$ 260,279.59

Grand Total: \$ 1,512,883.22

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/13/2018	PC	10/19/2018	26862	HEYDLAUFF, MARK L.	102		2,534.46
10/13/2018	PC	10/19/2018	26863	GOLDING, JOYCE M.	106		1,761.58
10/13/2018	PC	10/19/2018	26864	DEROSIA, PATRICIA E.	107		972.37
10/13/2018	PC	10/19/2018	26865	DOTSON, LINDSEY J.	109		1,463.21
10/13/2018	PC	10/19/2018	26866	LOY, EVELYN R.	117		1,091.21
10/13/2018	PC	10/19/2018	26867	KLOOSTER, ALIDA K.	121		1,650.96
10/13/2018	PC	10/19/2018	26868	GOLOVICH, KAREN J.	122		993.39
10/13/2018	PC	10/19/2018	26869	SPENCLEY, PATRICIA L.	136		60.46
10/13/2018	PC	10/19/2018	26870	MILLER, FAITH G.	142		9.55
10/13/2018	PC	10/19/2018	26871	MCGINN, KELLY A.	146		1,398.16
10/13/2018	PC	10/19/2018	26872	JONES, JANET M.	148		436.26
10/13/2018	PC	10/19/2018	26873	LAVENDER, JOSEPH E.	153		1,722.03
10/13/2018	PC	10/19/2018	26874	DOAN, GERARD P.	201		1,862.89
10/13/2018	PC	10/19/2018	26875	SCHLAPPI, JAMES L.	204		772.94
10/13/2018	PC	10/19/2018	26876	UMULIS, MATTHEW T.	205		1,026.10
10/13/2018	PC	10/19/2018	26877	HANKINS, SCOTT A.	208		1,571.63
10/13/2018	PC	10/19/2018	26878	ORBAN, BARBARA K.	209		1,144.61
10/13/2018	PC	10/19/2018	26879	WILLIAMS, ASHLEY M.	210		1,184.73
10/13/2018	PC	10/19/2018	26880	FLICKEMA, ANDREW M.	211		1,364.60
10/13/2018	PC	10/19/2018	26881	RILEY, DENISE M.	213		454.96
10/13/2018	PC	10/19/2018	26882	MATELSKI, KRISTEN L.	230		1,258.28
10/13/2018	PC	10/19/2018	26883	BINGHAM, LARRY E.	240		499.90
10/13/2018	PC	10/19/2018	26884	WURST, RANDALL W.	411		1,099.13
10/13/2018	PC	10/19/2018	26885	MAYER, SHELLEY L.	412		1,657.11
10/13/2018	PC	10/19/2018	26886	HILLING, NICHOLAS A.	413		1,532.00
10/13/2018	PC	10/19/2018	26887	MEIER III, CHARLES A.	421		1,252.86
10/13/2018	PC	10/19/2018	26888	ZACHARIAS, STEVEN B.	422		1,759.47
10/13/2018	PC	10/19/2018	26889	NEWMAN, MARK J.	424		1,006.95
10/13/2018	PC	10/19/2018	26890	SWEM, DONALD L.	512		1,973.85
10/13/2018	PC	10/19/2018	26891	EATON, BRAD A.	515		1,980.41
10/13/2018	PC	10/19/2018	26892	WILSON, TIMOTHY J.	516		2,206.62
10/13/2018	PC	10/19/2018	26893	LAVOIE, RICHARD L.	519		1,447.29
10/13/2018	PC	10/19/2018	26894	STEVENS, BRANDON C.	521		2,213.85
10/13/2018	PC	10/19/2018	26895	DRAVES, MARTIN J.	523		1,879.01
10/13/2018	PC	10/19/2018	26896	ANDERSON, ELIZABETH	526		1,246.48
10/13/2018	PC	10/19/2018	26897	LEITNER, RYAN S.	527		1,286.48
10/13/2018	PC	10/19/2018	26898	ELLIOTT, PATRICK M.	600		2,225.85
10/13/2018	PC	10/19/2018	26899	SCHWARTZFISHER, JOS	603		1,174.38
10/13/2018	PC	10/19/2018	26900	BRADLEY, KELLY R.	614		1,771.40
10/13/2018	PC	10/19/2018	26901	HART II, DELBERT W.	616		1,400.94
10/13/2018	PC	10/19/2018	26902	JONES, ROBERT F.	618		1,640.28
10/13/2018	PC	10/19/2018	26903	DORAN, JUSTIN J.	621		1,574.46
10/13/2018	PC	10/19/2018	26904	FARRELL, MITCHELL L.	622		1,320.90
10/13/2018	PC	10/19/2018	26905	THORP JR, WILLIAM D.	623		1,395.02
10/13/2018	PC	10/19/2018	26906	MANKER JR, DAVID W.	638		426.41
10/13/2018	PC	10/19/2018	26907	MANKER SR, DAVID W.	639		644.53
10/13/2018	PC	10/19/2018	26908	BECKER, MICHAEL S.	641		566.30
10/13/2018	PC	10/19/2018	26909	NEDWICK, DAVID J.	642		463.45
10/13/2018	PC	10/19/2018	26910	FREY, DYLAN V.	643		334.43
10/13/2018	PC	10/19/2018	26911	HART III, DELBERT W.	657		508.02
10/13/2018	PC	10/19/2018	26912	MCGHEE, ROBERT R.	663		894.14
10/13/2018	PC	10/19/2018	26913	MUMICH, BARRY J.	671		142.31
10/13/2018	PC	10/19/2018	26914	CRANDELL, ZACKARY R.	691		548.87
10/13/2018	PC	10/19/2018	26915	FERGUSON, ROYCE L.	693		222.01
10/13/2018	PC	10/19/2018	26916	BOSS, SHERRY M.	695		618.75
10/13/2018	PC	10/19/2018	26917	SAYWARD, MADISON E.	696		435.34
10/13/2018	PC	10/19/2018	26918	ZIPP, BRANDON M.	697		470.41

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/13/2018	PC	10/19/2018	26919	ROSENTHAL, GABRIEL M	698		898.37
10/13/2018	PC	10/19/2018	26920	KNORR, KENT J.	700		1,866.40
10/13/2018	PC	10/19/2018	26921	ANZELL, BETH A.	712		954.85
10/13/2018	PC	10/19/2018	26922	KLOOSTER, PATRICK H.	743		1,465.01
10/13/2018	PC	10/19/2018	26923	EVANS JR, HALBERT K.	744		859.08
10/13/2018	PC	10/19/2018	26924	KIRINOVIC, THOMAS F.	790		741.48
10/13/2018	PC	10/19/2018	26925	HEID, THOMAS J	802		1,315.38
10/13/2018	PC	10/19/2018	26926	LEESE, ALAN K.	835		348.16
10/13/2018	PC	10/19/2018	26927	DAVIS, RONALD L.	853		47.52
10/13/2018	PC	10/19/2018	26928	MASSON, DONALD J.	861		465.50
10/13/2018	PC	10/19/2018	26929	LIVINGSTON, BRIAN D.	866		731.96
10/13/2018	PC	10/19/2018	26930	WYMAN, MATTHEW A.	927		1,689.05
10/13/2018	PC	10/19/2018	26931	MILLER, WILLIAM S.	933		1,221.90
10/13/2018	PC	10/19/2018	26932	DOUGLAS, MARK	935		612.41
10/13/2018	PC	10/19/2018	26933	PRIOR, ERIN C.	938		501.55
10/13/2018	PC	10/19/2018	26934	CERTA, BRIAN	939		636.27
10/13/2018	PC	10/19/2018	26935	MCMULLEN, DONALD R.	1000		1,466.58
10/13/2018	PC	10/19/2018	26936	TRAVERS, MANUEL J.	1010		2,678.52
10/13/2018	PC	10/19/2018	26937	STEVENS, JEFFREY W.	1028		394.47
10/13/2018	PC	10/19/2018	26938	RILEY, CASEY W.	1052		524.67
10/13/2018	PC	10/19/2018	26939	JONES, LARRY M.	1057		873.44
10/13/2018	PC	10/19/2018	26940	WILLSON, BRENDA R.	1059		1,130.74
10/13/2018	PC	10/19/2018	26941	BEAN, PETER J.	1060		1,957.81
10/13/2018	PC	10/19/2018	26942	ERWIN, RACHELLE L.	1066		91.37
10/13/2018	PC	10/19/2018	26943	SILVA, JESSE L.A.	1073		1,560.98
10/13/2018	PC	10/19/2018	26944	SEHL, JENNA R.	1101		395.75
10/13/2018	PC	10/19/2018	26945	RILEY, DANIEL A.	1102		710.25
10/13/2018	PC	10/19/2018	26946	WHEELER, MICHAEL W.	1103		1,710.57
10/13/2018	PC	10/19/2018	26947	SNYDER, CORY G.	1104		480.05
10/13/2018	PC	10/19/2018	26948	PEARSALL, KRISTA M.	1105		995.31
10/13/2018	PC	10/19/2018	26949	DRAKE, WILLIAM F.	1106		1,280.62
10/13/2018	PC	10/19/2018	26950	JOHNSON, MELISSA A.	1107		1,801.14
10/13/2018	PC	10/19/2018	26951	AZZOPARDI, ANTHONY J	1108		846.12
10/13/2018	PC	10/19/2018	26952	DEKORNE, ELIZABETH A.	1109		221.39
10/13/2018	PC	10/19/2018	26953	VOUSBOUKIS, AUTUMN	1110		182.74
10/13/2018	PC	10/19/2018	26954	FILIPIAK, CHRISTOPHER	1112		148.95
10/13/2018	PC	10/19/2018	125051	WHITLEY, ANDREW T.	522		1,996.09
10/13/2018	PC	10/19/2018	125052	MORRISON, KEVIN P.	601		1,164.25
10/13/2018	PC	10/19/2018	125053	BISHAW, JAMES H.	633		628.02
10/13/2018	PC	10/19/2018	125054	KLINGER, BRADLEY W.	747		350.05
10/13/2018	PC	10/19/2018	125055	GILL, DAVID R.	856		1,148.34
Grand Totals:			98				105,647.10



Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/13/2018	10/19/2018	125056	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	635.00
10/13/2018	10/19/2018	125057	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	198.66
10/13/2018	10/19/2018	125057	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	372.78
10/13/2018	10/19/2018	125058	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 10/13/	52.00
10/13/2018	10/19/2018	125059	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,028.00
10/13/2018	10/19/2018	125060	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
10/13/2018	10/19/2018	125061	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	583.97
10/13/2018	10/19/2018	125062	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	866.89
10/13/2018	10/19/2018	125063	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,497.57
10/13/2018	10/19/2018	125064	VELO LAW OFFICE	9030	Garnishment: File #RR-00021825	74.01
Grand Totals:		10				5,458.88



Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/27/2018	PC	11/02/2018	26955	HEYDLAUFF, MARK L.	102		2,822.91
10/27/2018	PC	11/02/2018	26956	GOLDING, JOYCE M.	106		2,177.85
10/27/2018	PC	11/02/2018	26957	DEROSIA, PATRICIA E.	107		1,335.08
10/27/2018	PC	11/02/2018	26958	DOTSON, LINDSEY J.	109		1,390.03
10/27/2018	PC	11/02/2018	26959	LOY, EVELYN R.	117		1,091.21
10/27/2018	PC	11/02/2018	26960	KLOOSTER, ALIDA K.	121		2,009.24
10/27/2018	PC	11/02/2018	26961	GOLOVICH, KAREN J.	122		993.39
10/27/2018	PC	11/02/2018	26962	SPENCLEY, PATRICIA L.	136		100.35
10/27/2018	PC	11/02/2018	26963	MCGINN, KELLY A.	146		1,803.02
10/27/2018	PC	11/02/2018	26964	JONES, JANET M.	148		352.37
10/27/2018	PC	11/02/2018	26965	LAVENDER, JOSEPH E.	153		1,722.03
10/27/2018	PC	11/02/2018	26966	DOAN, GERARD P.	201		2,047.46
10/27/2018	PC	11/02/2018	26967	SCHLAPPI, JAMES L.	204		1,007.49
10/27/2018	PC	11/02/2018	26968	UMULIS, MATTHEW T.	205		1,134.54
10/27/2018	PC	11/02/2018	26969	HANKINS, SCOTT A.	208		1,813.02
10/27/2018	PC	11/02/2018	26970	ORBAN, BARBARA K.	209		1,094.36
10/27/2018	PC	11/02/2018	26971	WILLIAMS, ASHLEY M.	210		1,442.41
10/27/2018	PC	11/02/2018	26972	FLICKEMA, ANDREW M.	211		1,730.61
10/27/2018	PC	11/02/2018	26973	RILEY, DENISE M.	213		461.53
10/27/2018	PC	11/02/2018	26974	MATELSKI, KRISTEN L.	230		1,297.64
10/27/2018	PC	11/02/2018	26975	WURST, RANDALL W.	411		1,593.42
10/27/2018	PC	11/02/2018	26976	MAYER, SHELLEY L.	412		2,121.23
10/27/2018	PC	11/02/2018	26977	HILLING, NICHOLAS A.	413		1,441.71
10/27/2018	PC	11/02/2018	26978	MEIER III, CHARLES A.	421		1,172.78
10/27/2018	PC	11/02/2018	26979	ZACHARIAS, STEVEN B.	422		1,229.93
10/27/2018	PC	11/02/2018	26980	NEWMAN, MARK J.	424		1,108.89
10/27/2018	PC	11/02/2018	26981	SWEM, DONALD L.	512		1,973.86
10/27/2018	PC	11/02/2018	26982	EATON, BRAD A.	515		1,903.85
10/27/2018	PC	11/02/2018	26983	WILSON, TIMOTHY J.	516		2,792.21
10/27/2018	PC	11/02/2018	26984	LAVOIE, RICHARD L.	519		1,772.43
10/27/2018	PC	11/02/2018	26985	STEVENS, BRANDON C.	521		2,077.40
10/27/2018	PC	11/02/2018	26986	DRAVES, MARTIN J.	523		2,007.47
10/27/2018	PC	11/02/2018	26987	ANDERSON, ELIZABETH	526		1,246.48
10/27/2018	PC	11/02/2018	26988	KENWABIKISE, DAVID L.	528		549.29
10/27/2018	PC	11/02/2018	26989	ELLIOTT, PATRICK M.	600		2,225.84
10/27/2018	PC	11/02/2018	26990	SCHWARTZFISHER, JOS	603		1,063.92
10/27/2018	PC	11/02/2018	26991	BRADLEY, KELLY R.	614		1,317.06
10/27/2018	PC	11/02/2018	26992	HART II, DELBERT W.	616		1,474.43
10/27/2018	PC	11/02/2018	26993	JONES, ROBERT F.	618		1,312.81
10/27/2018	PC	11/02/2018	26994	DORAN, JUSTIN J.	621		1,605.78
10/27/2018	PC	11/02/2018	26995	FARRELL, MITCHELL L.	622		1,733.79
10/27/2018	PC	11/02/2018	26996	THORP JR, WILLIAM D.	623		1,486.53
10/27/2018	PC	11/02/2018	26997	LEITNER, RYAN S.	624		1,529.15
10/27/2018	PC	11/02/2018	26998	MANKER JR, DAVID W.	638		523.92
10/27/2018	PC	11/02/2018	26999	MANKER SR, DAVID W.	639		736.39
10/27/2018	PC	11/02/2018	27000	BECKER, MICHAEL S.	641		705.02
10/27/2018	PC	11/02/2018	27001	NEDWICK, DAVID J.	642		730.67
10/27/2018	PC	11/02/2018	27002	FREY, DYLAN V.	643		461.21
10/27/2018	PC	11/02/2018	27003	HART III, DELBERT W.	657		630.87
10/27/2018	PC	11/02/2018	27004	MCGHEE, ROBERT R.	663		1,025.29
10/27/2018	PC	11/02/2018	27005	MUMICH, BARRY J.	671		206.35
10/27/2018	PC	11/02/2018	27006	CRANDELL, ZACKARY R.	691		410.34
10/27/2018	PC	11/02/2018	27007	BOSS, SHERRY M.	695		707.31
10/27/2018	PC	11/02/2018	27008	SAYWARD, MADISON E.	696		554.06
10/27/2018	PC	11/02/2018	27009	ZIPPI, BRANDON M.	697		521.79
10/27/2018	PC	11/02/2018	27010	ROSENTHAL, GABRIEL M	698		756.30
10/27/2018	PC	11/02/2018	27011	KNORR, KENT J.	700		1,866.41

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/27/2018	PC	11/02/2018	27012	ANZELL, BETH A.	712		768.57
10/27/2018	PC	11/02/2018	27013	KLOOSTER, PATRICK H.	743		138.30
10/27/2018	PC	11/02/2018	27014	EVANS JR, HALBERT K.	744		126.86
10/27/2018	PC	11/02/2018	27015	KIRINOVIC, THOMAS F.	790		47.57
10/27/2018	PC	11/02/2018	27016	HEID, THOMAS J.	802		1,315.38
10/27/2018	PC	11/02/2018	27017	LEESE, ALAN K.	835		371.78
10/27/2018	PC	11/02/2018	27018	DAVIS, RONALD L.	853		16.03
10/27/2018	PC	11/02/2018	27019	MASSON, DONALD J.	861		420.99
10/27/2018	PC	11/02/2018	27020	LIVINGSTON, BRIAN D.	866		762.40
10/27/2018	PC	11/02/2018	27021	WYMAN, MATTHEW A.	927		1,539.78
10/27/2018	PC	11/02/2018	27022	MILLER, WILLIAM S.	933		1,524.02
10/27/2018	PC	11/02/2018	27023	DOUGLAS, MARK	935		682.28
10/27/2018	PC	11/02/2018	27024	PRIOR, ERIN C.	938		384.42
10/27/2018	PC	11/02/2018	27025	CERTA, BRIAN	939		573.00
10/27/2018	PC	11/02/2018	27026	MCMULLEN, DONALD R.	1000		1,883.17
10/27/2018	PC	11/02/2018	27027	TRAVERS, MANUEL J.	1010		1,612.41
10/27/2018	PC	11/02/2018	27028	STEVENS, JEFFREY W.	1028		768.85
10/27/2018	PC	11/02/2018	27029	RILEY, CASEY W.	1052		552.19
10/27/2018	PC	11/02/2018	27030	JONES, LARRY M.	1057		455.72
10/27/2018	PC	11/02/2018	27031	WILLSON, BRENDA R.	1059		1,558.87
10/27/2018	PC	11/02/2018	27032	BEAN, PETER J.	1060		2,377.31
10/27/2018	PC	11/02/2018	27033	ERWIN, RACHELLE L.	1066		405.81
10/27/2018	PC	11/02/2018	27034	SILVA, JESSE L.A.	1073		1,629.95
10/27/2018	PC	11/02/2018	27035	SEHL, JENNA R.	1101		272.35
10/27/2018	PC	11/02/2018	27036	RILEY, DANIEL A.	1102		997.53
10/27/2018	PC	11/02/2018	27037	WHEELER, MICHAEL W.	1103		2,288.96
10/27/2018	PC	11/02/2018	27038	SNYDER, CORY G.	1104		170.43
10/27/2018	PC	11/02/2018	27039	PEARSALL, KRISTA M.	1105		542.83
10/27/2018	PC	11/02/2018	27040	DRAKE, WILLIAM F.	1106		1,290.53
10/27/2018	PC	11/02/2018	27041	JOHNSON, MELISSA A.	1107		1,983.78
10/27/2018	PC	11/02/2018	27042	AZZOPARDI, ANTHONY J	1108		737.92
10/27/2018	PC	11/02/2018	27043	DEKORNE, ELIZABETH A.	1109		422.35
10/27/2018	PC	11/02/2018	27044	VOUSBOUKIS, AUTUMN	1110		438.69
10/27/2018	PC	11/02/2018	27045	MCRANEY, RUSSELL R.	1111		57.27
10/27/2018	PC	11/02/2018	27046	BELMONTE, ANTONIO F.	1113		46.96
10/27/2018	PC	11/02/2018	125218	GERBER, SAMUEL A.	147		49.87
10/27/2018	PC	11/02/2018	125219	WHITLEY, ANDREW T.	522		1,660.99
10/27/2018	PC	11/02/2018	125220	MORRISON, KEVIN P.	601		1,359.26
10/27/2018	PC	11/02/2018	125221	BISHAW, JAMES H.	633		723.71
10/27/2018	PC	11/02/2018	125222	GILL, DAVID R.	856		1,030.16
Grand Totals:			97				108,391.98

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/27/2018	11/02/2018	125223	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	661.07
10/27/2018	11/02/2018	125224	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	136.62
10/27/2018	11/02/2018	125224	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	372.78
10/27/2018	11/02/2018	125225	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
10/27/2018	11/02/2018	125226	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 10/27/	52.00
10/27/2018	11/02/2018	125227	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,028.00
10/27/2018	11/02/2018	125228	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
10/27/2018	11/02/2018	125229	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	583.97
10/27/2018	11/02/2018	125230	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	913.86
10/27/2018	11/02/2018	125231	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	201.00
10/27/2018	11/02/2018	125232	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,531.50
Grand Totals:		11				5,650.80



Check Number	Payee	Amount
11/06/2018		
125077	ACCESS LOCKSMITHING INC	122.00
125078	AIRGAS USA LLC	68.65
125079	ALL-PHASE ELECTRIC SUPPLY CO.	77.22
125080	ALTEC INDUSTRIES INC	779.67
125081	AMERICAN WASTE INC.	256.40
125082	ARCADIA BENEFITS GROUP INC	25.00
125083	AT YOUR SERVICE PLUS INC	115.00
125084	AVFUEL CORPORATION	48,897.74
125085	AXON ENTERPRISE INC.	1,082.00
125086	BELL EQUIPMENT COMPANY	119.89
125087	BERG, REBECCA	51.00
125088	BERGER CHEVEROLET	30,567.00
125089	BLARNEY CASTLE OIL CO	448.82
125090	BOB MATHERS FORD	117.98
125091	BRADFORD'S	26.00
125092	BUSSCHER, GARY	50.00
125093	CDW GOVERNMENT INC.	1,094.82
125094	CHARLEVOIX COMMUNITY SHOPPER	199.00
125095	CIESLAK, STAN	15.00
125096	CINTAS CORPORATION	96.54
125097	CINTAS CORPORATION #729	113.40
125098	CIVICPLUS	900.00
125099	CLEAR WATER PLUMBING & HEATIN	150.00
125100	COMPASS MINERALS AMERICA	14,904.78
125101	COOK FAMILY FARMS	92.00
125102	DeROSIA, PATRICIA E.	145.28
125103	DITCH WITCH SALES OF MICHIGAN	114.02
125104	DOAN, GERARD P.	50.00
125105	DOTSON, LINDSEY J.	50.00
125106	EDWARDS, BENJAMIN	275.00
125107	ELLIOTT, PATRICK M.	50.00
125108	ELLSWORTH FARMER'S EXCHANGE	188.03
125109	EMBROIDME	493.75
125110	EMERGENCY MEDICAL PRODUCTS I	1,077.17
125111	FARMER WHITE'S	69.00
125112	FASTENAL COMPANY	230.00
125113	FOREMOST MEDICAL EQUIPMENT	40.00
125114	GBS INC.	75.19
125115	GIVE 'EM A BRAKE SAFETY	399.00
125116	GOLDING, JOYCE M.	50.00
125117	GOSLING, CHARLES	41.76
125118	GRAINGER	139.26
125119	GREENVIEW DATA INC	376.05
125120	HANKINS, SCOTT A.	50.00
125121	HARBOR HOUSE PUBLISHERS	1,295.00
125122	HARRELL'S	3,627.00
125123	HEID, THOMAS J.	50.00
125124	HEYDLAUFF, MARK L.	50.00

Check Number	Payee	Amount
125125	HOLIDAY COMPANIES	7,368.10
125126	HRUSKA, MARIANNE	23.29
125127	HYDE SERVICES LLC	1,250.00
125128	ICMA	958.93
125129	JESS CONSTRUCTION CO. INC.	168.00
125130	KELLY, BRIAN	50.00
125131	KLOOSTER, ALIDA K.	50.00
125132	KLOOSTER, PATRICK H.	50.00
125133	KMart	46.62
125134	KNORR, KENT J.	50.00
125135	KSS ENTERPRISES	102.16
125136	LAVENDER, JOSEPH E.	50.00
125137	LEESE, M. CHRIS	299.00
125138	LOTTIE'S BAGELS	150.00
125139	MASSON, DONALD J.	65.00
125140	MATT'S LLC	3,707.80
125141	MAYER, SHELLEY L.	50.00
125142	MCCI	950.00
125143	McGINN, KELLY A.	50.00
125144	MCMULLEN, DONALD R.	174.57
125145	MDC CONTRACTING LLC	621.00
125146	MEADOWBROOK INSURANCE GROU	970.23
125147	MED ALLIANCE GROUP INC	264.21
125148	METAL HEAD WELDING LLC	2,305.00
125149	MI-AWWA	165.00
125150	MICHAEL MURPHY IV PHOTOGRAPH	200.00
125151	MICHIGAN ASSN OF MUNICIPAL CLE	120.00
125152	MICHIGAN ASSN/AMBULANCE SVCS	250.00
125153	MICHIGAN OFFICEWAYS INC	1,441.56
125154	MILLER, WILLIAM S.	50.00
125155	MUNCHERS ON HOOVES LLC	1,635.00
125156	MUNSON HEALTHCARE CHARLEVOIX	19.71
125157	NANNERY, KAITLYN	53.16
125158	NORTHERN MICHIGAN REVIEW INC.	120.00
125159	NORTHERN MICHIGAN TRUCK &	1,841.73
125160	NORTHWEST KENT MECHANICAL CO	90,000.00
125161	O'BRIEN, DONALD	15.00
125162	OMS COMPLIANCE SERVICES INC	173.50
125163	PHYSICIAN'S CLINIC OF CHARLEVOIX	153.00
125164	PHYSIO-CONTROL INC.	2,471.56
125165	PLUNKETT & COONEY	860.00
125166	POSTMASTER	181.31
125167	POSTMUS, ANNA M.	50.00
125168	POWER LINE SUPPLY	5,082.66
125169	PREIN & NEWHOF	29,913.39
125170	PRO WEB MARKETING LLC	157.50
125171	PRODUCTIVITY PLUS ACCOUNT	279.79
125172	PROVIDENCE FARM LLC	111.00
125173	PURITY CYLINDER GASES INC	131.51

Check Number	Payee	Amount
125174	QUICK CARE MEDICAL CENTER	98.00
125175	R & R PRODUCTS INC	193.37
125176	RANGE TELECOMMUNICATIONS	176.20
125177	RECDESK LLC	2,300.00
125178	RESCO	5,940.00
125179	ROHRER, CONRAD	38.06
125180	ROTARY CLUB OF CHARLEVOIX	37.50
125181	RUSTIC BAKER	147.00
125182	SARGENT, DAVID	300.00
125183	SHINDORF BUILDERS	334.00
125184	SIEGRIST, DAVID	27.00
125185	SIGNATURE FORD L-M	34,496.00
125186	SILVA, JESSE L.A.	50.00
125187	SITE ONE LANDSCAPE SUPPLY	134.50
125188	SKINNER, RITA	50.00
125189	SNAP-ON	370.55
125190	SOCIAL ECONOMIC ENTERPRISES	600.00
125191	SPARTAN STORES LLC	81.70
125192	STATE OF MICHIGAN	100.54
125193	STATE OF MICHIGAN	96.00
125194	STATE OF MICHIGAN	354.49
125195	STRICKER'S OUTDOOR POWER EQUI	981.12
125196	SUMMIT COMPANIES	237.73
125197	SUPERIOR MECHANICAL	2,416.78
125198	SWEM, DONALD L.	50.00
125199	SYSTEMS SPECIALISTS INC	7,626.00
125200	T & R ELECTRIC	2,533.00
125201	TERMINAL SUPPLY CO	99.00
125202	THORP, JOSEPH	50.00
125203	TOP OF MICHIGAN TRAILS COUNCIL	5,000.00
125204	TRAVERSE CITY RECORD EAGLE	353.25
125205	TRUCK & TRAILER SPECIALTIES	185.07
125206	UNIFIRST CORPORATION	943.20
125207	UP NORTH PROPERTY SERVICES LL	2,320.00
125208	UPPER CASE PRINTING INK.	1,105.30
125209	USA BLUE BOOK	438.62
125210	VERMEER OF MICHIGAN INC	73,312.50
125211	VEZER, FRANK	556.75
125212	VILLAGE GRAPHICS INC.	539.67
125213	WARNER, KELLY	50.78
125214	WILSON, NEIL	42.08
125215	WITMER PUBLIC SAFETY GROUP	338.85
125216	WURST, RANDALL W.	50.00
125217	WYMAN, MATTHEW A.	50.00
Total 11/06/2018:		409,760.32
Grand Totals:		409,760.32

Check Number	Payee	Amount
10/10/2018		
101018001	PAYMENT SERVICE NETWORK INC.	237.70
Total 10/10/2018:		237.70
Grand Totals:		237.70

Check Number	Payee	Amount
10/11/2018		
101118001	DTE ENERGY	1,453.70
Total 10/11/2018:		1,453.70
Grand Totals:		1,453.70

Check Number	Payee	Amount
10/15/2018		
101518001	MICHIGAN PUBLIC POWER AGENCY	27,038.64
Total 10/15/2018:		27,038.64
Grand Totals:		27,038.64

Check Issue Date	Check Number	Payee	Amount
101918001			
10/19/2018	10191800	**EFTPS* Payroll Taxes	9,951.33
10/19/2018	10191800	**EFTPS* Payroll Taxes	9,951.33
10/19/2018	10191800	**EFTPS* Payroll Taxes	2,327.36
10/19/2018	10191800	**EFTPS* Payroll Taxes	2,327.36
10/19/2018	10191800	**EFTPS* Payroll Taxes	12,897.59
Total 101918001:			
	5		37,454.97
101918002			
10/19/2018	10191800	Alerus Financial	400.00
Total 101918002:			
	1		400.00
101918003			
10/19/2018	10191800	STATE OF MICHIGAN	5,637.99
Total 101918003:			
	1		5,637.99
101918004			
10/19/2018	10191800	Vantagepoint - 401 Plan 109153	802.64
Total 101918004:			
	1		802.64
101918005			
10/19/2018	10191800	Vantagepoint - 457 Plan 300959	6,733.15
10/19/2018	10191800	Vantagepoint - 457 Plan 300959	1,265.29
10/19/2018	10191800	Vantagepoint - 457 Plan 300959	3,606.60
10/19/2018	10191800	Vantagepoint - 457 Plan 300959	7,006.33
Total 101918005:			
	4		18,611.37
101918006			
10/19/2018	10191800	Vantagepoint - Roth IRA 706117	936.53
Total 101918006:			
	1		936.53
Grand Totals:			
	13		63,843.50



Check Number	Payee	Amount
10/19/2018		
101918007	MERS	40,473.70
Total 10/19/2018:		40,473.70
Grand Totals:		40,473.70

Check Number	Payee	Amount
10/22/2018		
102218001	MICHIGAN PUBLIC POWER AGENCY	14,452.00
Total 10/22/2018:		14,452.00
Grand Totals:		14,452.00

Check Number	Payee	Amount
10/25/2018		
102518001	MICHIGAN PUBLIC POWER AGENCY	239,033.15
Total 10/25/2018:		239,033.15
Grand Totals:		239,033.15

Check Number	Payee	Amount
10/29/2018		
102918001	MICHIGAN PUBLIC POWER AGENCY	9,714.64
Total 10/29/2018:		9,714.64
Grand Totals:		9,714.64

Check Issue Date	Check Number	Payee	Amount
110218001			
11/02/2018	11021800	**EFTPS* Payroll Taxes	10,187.85
11/02/2018	11021800	**EFTPS* Payroll Taxes	10,187.85
11/02/2018	11021800	**EFTPS* Payroll Taxes	2,382.62
11/02/2018	11021800	**EFTPS* Payroll Taxes	2,382.62
11/02/2018	11021800	**EFTPS* Payroll Taxes	13,686.99
Total 110218001:			
	5		38,827.93
110218002			
11/02/2018	11021800	Alerus Financial	400.00
Total 110218002:			
	1		400.00
110218003			
11/02/2018	11021800	STATE OF MICHIGAN	5,761.95
Total 110218003:			
	1		5,761.95
110218004			
11/02/2018	11021800	Vantagepoint - 401 Plan 109153	802.64
Total 110218004:			
	1		802.64
110218005			
11/02/2018	11021800	Vantagepoint - 457 Plan 300959	6,289.15
11/02/2018	11021800	Vantagepoint - 457 Plan 300959	1,387.51
11/02/2018	11021800	Vantagepoint - 457 Plan 300959	3,605.23
11/02/2018	11021800	Vantagepoint - 457 Plan 300959	7,022.05
Total 110218005:			
	4		18,303.94
110218006			
11/02/2018	11021800	Vantagepoint - Roth IRA 706117	936.53
Total 110218006:			
	1		936.53
Grand Totals:			
	13		65,032.99



Check Number	Payee	Amount
11/06/2018		
3141	CHARLEVOIX COUNTY TREASURER	64,624.88
3142	CHARLEVOIX PUBLIC SCHOOLS	102,852.53
3143	CHARLEVOIX PUBLIC SCHOOLS	12,491.87
3144	CHARLEVOIX PUBLIC SCHOOLS	772.68
3145	CHARLEVOIX PUBLIC SCHOOLS	3,091.89
3146	CITY OF CHARLEVOIX - TAXES DUE	76,445.74
Total 11/06/2018:		260,279.59
Grand Totals:		260,279.59

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Grand Traverse Band of Ottawa & Chippewa Indians Grant Application

DATE: November 5, 2018

BACKGROUND:

The Grand Traverse Band of Ottawa and Chippewa Indians (GTB) pays 2% of its video gaming revenue to local units of government through a grant process. GTB requires the local unit of government to endorse all grant submittals. Attached are two grant applications from community groups for Council's consideration:

- Joppa House Ministries is seeking \$22,000 for their transitional home for women and children. The total yearly budget for the home is \$100,350.
- Third Day Fellowship's Emergency Shelter is requesting \$3,000 for their emergency homeless shelter. The total budget for the shelter is \$12,000.

RECOMMENDATION:

Motion to authorize the City Manager to sign the grant applications and forward them to GTB for their consideration.

ATTACHMENTS:

- ▢ Joppa House Application
- ▢ Third Day Women's Emergency Shelter Application

**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 APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle: _____ JUNE – New submission date, Postmarked by **MAY 31st**
 X _____ DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**
2. Name of Applicant: City of Charlevoix - Joppa House Women's Transitional Home
Address: 201 State St
 Charlevoix, MI 49720
Phone #: 231-547-3270 Fax #: 231-547-3617
Printed Name: Mark Heydlauff
 - **Authorized Signature:** _____
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)
Title: City Manager
E-mail address: markh@charlevoixmi.gov

Printed Name of contact person: Mark Heydlauff
Telephone #: 231-547-3270 Fax #: 231-547-3617
E-mail address: markh@charlevoixmi.gov
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
 X _____ 501c3 applying through local unit of government (name): City of Charlevoix/Joppa House Ministries

4. Fiscal Data: Amount Requested: \$ 22,000.00 Percent: 22 %
 Local Leveraging: \$ 78,350.00 Percent: 78 %
 (Match)
 Total Budget: \$ 100,350.00 Percent: 100 %

5. Target Population numbers: X Children X Adults Elders
 (Indicate the 2 Total GTB member Community X Others
 number of GTB
 members)

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

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

Joppa House Women's Transitional Home is a 501c3 non-profit ministry of Third Day Fellowship.

Joppa House is a transitional home for homeless women and children that provides a life skills

training/mentoring model, addressing the lack of life skills that produce homelessness and unemploy-

ment. This training teaches household management, interpersonal relationship skills, parenting

skills, job preparation, mental, emotional & physical healing that empowers residents to successfully

transition into independent living and become gainfully employed, productive members of our

communities. Collaboration with other community resources takes place through child services;

Early Head Start and the Great Start Collaborative, Safe Families, Char-Em Continuum

of Care, community agencies, counseling, substance abuse/recovery resources, mental health

agencies and domestic violence support. Since opening for residents in July of 2014, Joppa House

has had 70 residents take refuge in the safe, rehabilitative environment offered in this home.

Currently, three women and four children are in residency. These residents and the daily living is

supervised by a full-time, on-site Innkeeper, volunteers and assistants.

The purpose for the requested funding will allow the staff and volunteers to continue to provide food

at an annual cost of (\$6000.00), utilities (\$7350.00), resident activities (\$6000.00), curriculum

(\$250.00), encouragement (\$300.00) and household maintenance and repairs (\$2100.00). These expenses

include, child care, driving lessons, road test fees, CNA training, vehicle repairs, bus passes, fuel

assistance, counseling fees, activities, lessons or school fees. Joppa House holds a graduation

ceremony annually for women who successfully complete our Stepping Stones Life Skills

Program. (See Attached Photos)

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

- (a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% 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, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.

- (b) Recommendation from Parent Committee: _____ YES _____ NO

Please have the Parent Committee sign the attached Certification Form.

- (c) Describe parent involvement in project: _____

- (d) Does the school receive Title VII Indian Education Funds? _____ YES _____ NO

If yes, how much: _____

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

Start Jan 2019 Completion Dec 2019

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, 2018 - Dec. 30, 2018 and amounts: \$10,000.00

Jan. 1, 2017 - Dec. 30, 2017 and amounts: \$ 5000.00

Jan. 1, 2016 - Dec. 30, 2016 and amounts: \$15,000.00

11. 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 Wm's Transtional Home is a 501c3 non-profit organization, totally dependent on private contributions, fundraisers and grants.

The home has been operational for four years. In four years, 70 residents have utilized our

facility, finding a safe, rehabilitative environment to grow, heal and become independent and productive.

Continued funding is imperative to keep this home available to marginalized, homeless women & their children.

12. If the previous project has been completed, did you submit your 2% report? ☒ YES ☐ NO.
The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.
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 offers shelter and employment support to both casino patrons & employees.
The Casino 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)? Success is measured quantitatively by the number of residents who have received services during operation and are successfully sustaining independent living post-residency. To date, Joppa House has a 73% success rate.
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.

IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
 - **If for June cycle, postmarked by May 31st.**
 - **If for December cycle, postmarked by November 30th.**

Mail completed 2% applications to:

**Attention: 2% Program
Grand Traverse Band of Ottawa and Chippewa Indians
2605 N.W. Bay Shore Drive
Peshawbestown, MI 49682**

If you have any questions, please call 231-534-7601.

Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the _____ School District. (Name of school district)

_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date

**JOPPA HOUSE MINISTRIES
2019 PROPOSED BUDGET**

INCOME		EXPENSE	
RESIDENTS	\$ 8,000.00		
FUNDRAISING	\$ 31,150.00		
CONTRIBUTION	\$ 39,200.00		
GRANTS	\$ 22,000.00		
TOTAL	\$ 100,350.00		
		ADVERTISING	\$ 800.00
		AGENCY FUND	\$ 2,000.00
		AUTO/FUEL	\$ 1,500.00
		BANK CHARGES	\$ 200.00
		CAPITAL IMPROVEMENTS	\$ 2,000.00
		CONFERENCES	\$ 200.00
		CURRICULUM	\$ 250.00
		DUES/PASTORAL	\$ 400.00
		DISCRETIONARY FUND	\$ 2,000.00
		ENCOURAGEMENT	\$ 300.00
	FUNDRAISERS	GALA	\$ 3,000.00
		MOVIE	\$ 500.00
		5K	\$ 2,000.00
		HEALTH INS. (H.S.A.)	\$ 1,200.00
		LIABILITY INSURANCE	\$ 4,500.00
		OFFICE SUPPLIES/EQUIP	\$ 300.00
		PASTORAL EXPENSE	\$ 350.00
	PAYROLL EXPENSE	DIRECTOR/INNKEEPER	\$ 22,000.00
		HOUSING	\$ 12,000.00
		ASSISTANT INNKEEPER	\$ 12,000.00
		PAYROLL TAX EXPENSE	\$ 6,000.00
		POSTAGE	\$ 200.00
		RELIEF FUND	\$ 2,000.00
		REPAIRS/MAINTENANCE	\$ 2,000.00
		RETIREMENT FUND	\$ 1,200.00
	RESIDENT ACTIVITY	GROCERIES/FOOD	\$ 6,000.00
		CLOTHING	\$ 600.00
		DRUG TESTING	\$ 500.00
		AUTO EXPENSE	\$ 2,000.00
		CHILD CARE	\$ 2,000.00
		OTHER	\$ 1,000.00
		ACTIVITIES	\$ 2,000.00
	UTILITIES	PHONE	\$ 1,200.00
		ELECTRIC	\$ 3,000.00
		HEAT	\$ 2,000.00
		TRASH	\$ 300.00
		INTERNET	\$ 850.00
	TOTAL		\$ 103,150.00

2:03 PM
10/15/18
Accrual Basis

Joppa House Ministries

Profit & Loss

January 1 through October 15, 2018

Jan 1 - Oct 15, 18

Ordinary Income/Expense	
Income	
41500 · Benevolence Offerings	300.00
41527 · Paige Preseau Room/Board	190.00
41555 · Ally Fuller - Room/Board	1,725.50
41557 · Ally Fuller - Savings	189.50
41776 · Kelly Rekowski Room/Board	280.00
41778 · Marivic O'Hanlon Room/Board	
41779 · Marivic O'Hanlon Savings	12.00
41778 · Marivic O'Hanlon Room/Board - Other	108.00
Total 41778 · Marivic O'Hanlon Room/Board	120.00
41780 · Teresa Royce Room/Board	238.00
42200 · Iron Man Income	13,650.00
42250 · 5K INCOME	1,530.00
42260 · Resident Activities Income	250.00
49102 · Special Events Gala Income	5,000.00
49103 · Grant Income	10,000.00
49500 · Tithes/Offerings	14,419.00
49600 · Donation Boxes	247.62
49700 · Other	500.00
Total Income	48,639.62
Expense	
60000 · Advertising and Promotion	25.00
60001 · Agency Fund C3F	1,000.00
60200 · Automobile/Fuel Expense	1,156.85
60400 · Bank Service Charges	5.83
60601 · Health Insurance Expense	1,000.00
61400 · Charitable Contributions	0.00
61800 · Conferences and Meetings	242.69
62500 · Dues and Subscriptions	9.00
62501 · Encouragement	204.91
62502 · Curriculum	58.27
62700 · Special Events	
62701 · Fundraising Gala Expense	125.00
62702 · Resident Activities	606.00
62705 · 5K EXPENSE	1,000.00
Total 62700 · Special Events	1,731.00
63300 · Insurance Expense	5,082.00
64600 · Ministry Expenses	15.46
64650 · Pastoral Expense	
64651 · Pastoral Meals	21.25
64652 · Pastoral Travel	44.52
Total 64650 · Pastoral Expense	65.77
64802 · House Operational Expenses	
64804 · Groceries/Food	4,432.75
64805 · Clothing for the Residents	165.27
64808 · Drug Testing Expense	55.00
64809 · Auto Expense for Residents	786.99
64802 · House Operational Expenses - Other	1,615.79
Total 64802 · House Operational Expenses	7,055.80
64803 · Child Care Expense	270.00
64900 · Office Supplies	26.95
64901 · Office Equipment and Furniture	65.98
66000 · Payroll Expenses	14,081.08
66001 · Payroll Tax Expense	5,444.92
66002 · Housing	9,500.00
66500 · Postage and Delivery	164.95
66900 · Relief Expense	550.00
67000 · Discretionary Fund	1,500.00
67200 · Repairs and Maintenance	678.87
68100 · Telephone Expense	1,000.00

2:03 PM
10/15/18
Accrual Basis

Joppa House Ministries
Profit & Loss
January 1 through October 15, 2018

	Jan 1 - Oct 15, 18
68600 · Utilities	
68601 · Electric	1,581.31
68602 · Heat	1,081.22
68604 · Trash	250.00
68605 · Charter Communications	749.88
Total 68600 · Utilities	3,662.41
Total Expense	54,597.74
Net Ordinary Income	-5,958.12
Net Income	<u>-5,958.12</u>

JOPPA HOUSE MINISTRIES

~ STATISTICS ~

(AS OF AUGUST 13, 2018)

JOPPA HOUSE OPENED TO RESIDENTS ON JULY 12, 2014.

***WE HAVE HAD A TOTAL OF 70 RESIDENTS
IN THE HOME OVER THE PAST FOUR YEARS:***

32 WOMEN
27 FULL-TIME CHILDREN
11 PART-TIME CHILDREN

WHERE DID THEY COME FROM (*ADULTS)?

18 CHARLEVOIX
4 BOYNE CITY
3 EAST JORDAN
2 ELLSWORTH
4 OUT OF NORTHERN MICHIGAN
1 PETOSKEY

HOW ARE THEY DOING (*ADULTS)?

24 LIVING INDEPENDENTLY
2 CURRENTLY IN RESIDENCY
4 UNKNOWN WHEREABOUTS
1 JAIL
1 DECEASED

LIFE SKILLS

STEPPING STONES CURRICULUM (*REQUIRED)

- HOUSEHOLD MANAGEMENT
- INTERPERSONAL RELATIONSHIP
- PARENTING
- BUDGETING
- EMPLOYMENT
- PERSONAL CARE
- CHURCH
- BIBLE STUDY

OTHER

- DRIVER'S TRAINING
- DRIVER'S LICENSE
- GED/COLLEGE COURSES
- TRADES/CNA CLASSES
- COUNSELING
- HOUSING
- CLOTHING
- FURNITURE
- AUTOMOBILES
- HEAD START/SCHOOL/CHILDREN'S SERVICES





It's Our 5th Anniversary!



WHAT'S HAPPENING AT JOPPA HOUSE ???

HEAR ALL ABOUT IT !!!

****PRESENTING THE FIRST 5 YEARS OF LIFE AT JOPPA HOUSE****

**~ CHURCHES ~ GROUPS ~ ORGANIZATIONS ~
SCHEDULE A SPECIAL PRESENTATION TODAY!**

JOPPA HOUSE WOMEN'S TRANSITIONAL HOME



FIFTH ANNIVERSARY TRAC

**CALL 231-330-2643
TO SCHEDULE YOUR PRESENTATION TODAY!!!!**

PASTOR GINGER STEVENS ~ FOUNDER, PASTOR, DIRECTOR



Joppa House Ministries

PO Box 174 / 801 State Street, Charlevoix, MI. 49720
231.547.8040 (o) / 231.547.8041 (f)
www.joppahouseministries.org

10/18/18

DEAR GRAND TRAVERSE BAND OF OTTAWA & CHIPPEWA INDIAN ELDERS:

Joppa House Ministries would once again take this opportunity to thank you for your support of Joppa House; the transitional home for women and their children who are homeless or facing homelessness.

The women are striving to better their lives by participating in our required 'Stepping Stones' Curriculum that teaches the life skills they have been lacking to sustain independent living. They are learning better ways to parent, learning to cook and clean house, work together, submit to authority; learning financial responsibility, employment skills, planning meal menus and shopping for ingredients. They are learning to live and work together as a 'family'. The women are growing emotionally as they work through the past traumas, addiction issues, and codependency that has dominated their lives. They are learning to take care of themselves by obtaining medical and dental care. The ladies are also growing spiritually, learning that God has a plan and a purpose for them and that with His Presence in their lives, they can achieve anything they want to be.

We currently have 4 women with 3 children living at Joppa House. We just observed our fourth anniversary serving underprivileged and marginalized women and their children. WE offer a 'hand-up' not a 'hand-out'.

Over the past four years, 70 residents have found a safe, rehabilitative environment in Joppa House to learn the life skills they need to get back on their feet and sustain independent living! That number is quite significant!

Joppa House is a 501c3 non-profit organization solely funded by contributions, donations and the grant you so generously provided.

We are so grateful for your continued support as we endeavor to transform the lives of women and their children in this mentoring and teaching home. We could not do this without your generosity!

Once again, myself and the Joppa House Board of Directors thank-you from the bottom of our hearts for investing in this amazing and worthwhile ministry in our community!

May God bless you!

Pastor Ginger Stevens
Pastor Ginger Stevens
Director

*Thank-you for your
continued support!*

Joppa House Ministries

Profit & Loss

January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
41500 · Benevolence Offerings	300.00
41527 · Paige Preseau Room/Board	190.00
41555 · Ally Fuller - Room/Board	1,725.50
41557 · Ally Fuller - Savings	189.50
41776 · Kelly Rekowski Room/Board	280.00
41778 · Marivic O'Hanlon Room/Board	
41779 · Marivic O'Hanlon Savings	12.00
41778 · Marivic O'Hanlon Room/Board - Other	108.00
Total 41778 · Marivic O'Hanlon Room/Board	120.00
41780 · Teresa Royce Room/Board	238.00
42200 · Iron Man Income	13,650.00
42250 · 5K INCOME	1,530.00
42260 · Resident Activities Income	250.00
49102 · Special Events Gala Income	5,000.00
49103 · Grant Income	10,000.00
49500 · Tithes/Offerings	15,269.00
49600 · Donation Boxes	247.62
49700 · Other	500.00
Total Income	49,489.62
Expense	
60000 · Advertising and Promotion	25.00
60001 · Agency Fund C3F	1,000.00
60200 · Automobile/Fuel Expense	1,156.85
60400 · Bank Service Charges	5.83
60601 · Health Insurance Expense	1,000.00
61400 · Charitable Contributions	0.00
61800 · Conferences and Meetings	242.69
62500 · Dues and Subscriptions	9.00
62501 · Encouragement	204.91
62502 · Curriculum	58.27
62700 · Special Events	
62701 · Fundraising Gala Expense	125.00
62702 · Resident Activities	606.00
62705 · 5K EXPENSE	1,000.00
Total 62700 · Special Events	1,731.00
63300 · Insurance Expense	5,082.00
64600 · Ministry Expenses	15.46
64650 · Pastoral Expense	
64651 · Pastoral Meals	21.25
64652 · Pastoral Travel	44.52
Total 64650 · Pastoral Expense	65.77
64802 · House Operational Expenses	
64804 · Groceries/Food	4,432.75
64805 · Clothing for the Residents	165.27
64808 · Drug Testing Expense	55.00
64809 · Auto Expense for Residents	786.99
64802 · House Operational Expenses - Other	1,615.79
Total 64802 · House Operational Expenses	7,055.80
64803 · Child Care Expense	270.00
64900 · Office Supplies	26.95
64901 · Office Equipment and Furniture	65.98
66000 · Payroll Expenses	14,081.08
66001 · Payroll Tax Expense	5,444.92
66002 · Housing	10,000.00
66500 · Postage and Delivery	164.95
66900 · Relief Expense	550.00
67000 · Discretionary Fund	1,500.00
67200 · Repairs and Maintenance	678.87
68100 · Telephone Expense	1,000.00

1:19 PM
10/18/18
Accrual Basis

Joppa House Ministries
Profit & Loss
January through December 2018

	Jan - Dec 18
68600 · Utilities	
68601 · Electric	1,800.32
68602 · Heat	1,081.22
68604 · Trash	250.00
68605 · Charter Communications	749.88
Total 68600 · Utilities	3,881.42
Total Expense	55,316.75
Net Ordinary Income	-5,827.13
Net Income	-5,827.13

It's Our 5th Anniversary!



WHAT'S HAPPENING AT JOPPA HOUSE ???

HEAR ALL ABOUT IT !!!

****PRESENTING THE FIRST 5 YEARS OF LIFE AT JOPPA HOUSE****

**~ CHURCHES ~ GROUPS ~ ORGANIZATIONS ~
SCHEDULE A SPECIAL PRESENTATION TODAY!**

JOPPA HOUSE WOMEN'S TRANSITIONAL HOME



FIFTH ANNIVERSARY TRAC

**CALL 231-330-2643
TO SCHEDULE YOUR PRESENTATION TODAY!!!!**

PASTOR GINGER STEVENS ~ FOUNDER, PASTOR, DIRECTOR

**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 APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle: _____ JUNE – New submission date, Postmarked by **MAY 31st**
X _____ DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**

2. Name of Applicant: _____ City of Charlevoix – Third Day Fellowship Women's Emergency Shelter

3. Address: _____ 210 State St
_____ Charlevoix, MI 49720

Phone #: _____ 231-547-3270 Fax #: _____ 231-547-3617

Printed Name: _____ Mark Heydlauff

- **Authorized Signature:** _____
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)

Title: _____ City Manager

E-mail address: _____ markh@charlevoixmi.gov

Printed Name of contact person: _____ Mark Heydlauff

Telephone #: _____ 231-547-3270 Fax #: _____ 231-547-3617

E-mail address: _____ markh@charlevoixmi.gov

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

X 501c3 applying through local unit of government (name): Third Day Fellowship Wm's Emergency Shelter

4. Fiscal Data: Amount Requested: \$ 3000.00 Percent: 25 %
 Local Leveraging: \$ 9000.00 Percent: 75 %
 (Match)
 Total Budget: \$ 12000.00 Percent: 100 %

5. Target Population numbers: X___ Children X___ Adults X___ Elders
 (Indicate the X___ Total GTB member Community X___ Others
 number of GTB
 members)

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

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

Third Day Fellowship (a 501c3 non-profit organization) launched a successful seasonal emergency shelter for women and their children in 2016. The shelter was modeled after the Safe Haven Shelter in Traverse City, Night Light Men's Shelter in Charlevoix, and Mary Margaret House in Petoskey. Third Day Fellowship Women's Emergency Shelter is operated by 26 trained volunteers/staff and provides no-cost, short-term, emergency shelter (8p.m. – 8a.m.) during the cold months (Nov. 1 – May 1). The first year of operation 36 people (14 different families), of which 23 were children utilized the shelter. The second year, three women stayed for a total of 52 nights in the shelter. This ongoing, seasonal shelter is located in the bottom of the United Methodist Church that has been leased by Third Day Fellowship. Guests have the opportunity to come into the shelter between 8-10 p.m. (later times have to be approved by program director), take advantage of the available resources such as a hot shower, light meals, snacks, beverages, continental breakfast, a carry-out lunch, a warm place to sleep, transportation passes, fuel cards, laundry certificates, and referrals to other organizations/community resources as needed. They are required to leave by 8 a.m. the following morning. Guests may utilize the shelter as long as necessary. Third Day Fellowship Women's Emergency Shelter relies on grants, contributions, in-kind donations, and fundraising to provide these resources to the homeless at no cost to help alleviate a person's immediate crisis. Future plans are to expand the program to run year-round. Geographic boundaries are set to include priority to Northern Michigan county residents, then to outlying areas if space is available.

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

- (a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% 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, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.

- (b) Recommendation from Parent Committee: _____ YES _____ NO

Please have the Parent Committee sign the attached Certification Form.

- (c) Describe parent involvement in project: _____

- (d) Does the school receive Title VII Indian Education Funds? _____ YES _____ NO

If yes, how much: _____

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

Start Jan 1, 2019 Completion Dec. 31, 2019

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, 2018 - Dec. 31, 2018 and amounts: \$3000.00

Jan. 1, 2017 - Dec. 31, 2017 and amounts: \$2000.00

_____ - _____ and amounts: _____

11. 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:

Third Day Fellowship is a non-profit 501c3 public organization. The Women's Emergency Shelter program needs continued funding to pay a portion of the utilities and lease of the building where the shelter is located, and purchase cleaning/paper supplies, food, gas cards, transportation passes, laundry certificates, towels, pillows, and

other miscellaneous operational supplies in order to continue to provide this program at no cost to homeless women and their children; alleviating their immediate crisis.

12. If the previous project has been completed, did you submit your 2% report? ☒ YES ☐ NO.
The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.
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. Supporting both casino patrons and/or employees, Third Day Fellowship Emergency Women's Shelter exists to provide a safe, warm place for any female and her children, who find themselves 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
14. How will the success of the project be assessed (evaluation plan)? Guests are required to complete a registration form that tracks the number of people, number of nights stayed in the shelter, number of children, ages, geographic information and ethnicity. Statistics are kept for each season.
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.

IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
 - **If for June cycle, postmarked by May 31st.**

- **If for December cycle, postmarked by November 30th.**

Mail completed 2% applications to:

**Attention: 2% Program
Grand Traverse Band of Ottawa and Chippewa Indians
2605 N.W. Bay Shore Drive
Peshawbestown, MI 49682**

If you have any questions, please call 231-534-7601.

Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the _____ School District.
(Name of school district)

_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date

2:18 PM
10/22/18
Accrual Basis

Third Day Fellowship & Outreach
Profit & Loss
January 1 through October 22, 2018

Jan 1 - Oct 22, 18

Ordinary Income/Expense	
Income	
46100 · Mission Offerings	34.35
47000 · Grants	3,000.00
49500 · Tithes/Offerings	4,249.00
49702 · Shelter Income	125.00
Total Income	7,408.35
Expense	
60000 · Advertising and Promotion	148.00
60300 · BENEVOLENCE EXPENSE	-34.51
60305 · BENEVOLENCE - AUTO REPAIRS	44.80
60309 · Shelter Supplies Expense	392.31
60400 · Bank Service Charges	15.30
61400 · Charitable Contributions	100.00
61800 · Conferences and Meetings	28.55
61805 · CREDIT CARD EXPENSE	100.00
61900 · Custodial Expense	30.00
62500 · Dues and Subscriptions	90.00
62700 · Evangelism and Special Events	75.00
62701 · ENCOURAGEMENT	42.19
64600 · Ministry Expenses	593.83
64601 · MUSIC/SOUND EXPENSE	61.00
64900 · Office Supplies	622.75
65200 · Outside Services	
65201 · CUMC Expense	3,279.68
Total 65200 · Outside Services	3,279.68
65300 · Culligan Water Cooler	63.00
66500 · Postage and Delivery	50.00
66700 · Professional Fees	450.00
67200 · Repairs and Maintenance	9.30
68100 · Telephone Expense	
68101 · Internet Uverse	634.12
68100 · Telephone Expense - Other	1,199.70
Total 68100 · Telephone Expense	1,833.82
Total Expense	7,995.02
Net Ordinary Income	-586.67
Net Income	-586.67

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

PROPOSED BUDGET 2019

INCOME		EXPENSE	
FUNDRAISERS	\$ 5,000.00		
DONATIONS	\$ 4,000.00		
GRANTS	\$ 3,000.00		
TOTAL	\$ 12,000.00		
		Advertising	\$ 200.00
		Accounting	\$ 500.00
		Custodial	\$ 500.00
		Encouragement	\$ 300.00
		Equipment	\$ 500.00
		Insurance	\$ 1,660.00
		Office Supplies	\$ 300.00
		Operations	
		Food Cards	\$ 200.00
		Transportation Passes	\$ 200.00
		Fuel Cards	\$ 300.00
		Laundry Certs	\$ 100.00
		Misc.	\$ 100.00
		Outside Services	\$ 200.00
		Postage	\$ 180.00
		Supplies	\$ 200.00
		Paper Products	\$ 200.00
		Utilities	
		Telephone	\$ 1,440.00
		Internet	\$ 720.00
		Heat/Elect/Trash	\$ 4,200.00
TOTAL INCOME	\$ 12,000.00	TOTAL EXPENSE	\$ 12,000.00

**THIRD DAY
FELLOWSHIP**

**EMERGENCY SHELTER
FOR WOMEN**

CALL: 231.547.8040
AFTER HOURS: 231.330.2643

~ OPEN SEASONALLY ~
NOV. 1 – MAY 1 ~ 8 P.M. – 8 A.M.

~ ~ ~ ~ ~

104 STATE STREET
LOWER LEVEL OF THE
CHX UNITED METHODIST CHURCH

LIGHT MEAL, SNACKS & CONTINENTAL BREAKFAST

**THIRD DAY
FELLOWSHIP**

**EMERGENCY SHELTER
FOR WOMEN**

CALL: 231.547.8040
AFTER HOURS: 231.330.2643

~ OPEN SEASONALLY ~
NOV. 1 – MAY 1 ~ 8 P.M. – 8 A.M.

~ ~ ~ ~ ~

104 STATE STREET
LOWER LEVEL OF THE
CHX UNITED METHODIST CHURCH

LIGHT MEAL, SNACKS & CONTINENTAL BREAKFAST



Third Day Fellowship

Pastor Ginger Stevens
PO Box 174 ~ 104 State St. ~ Charlevoix, MI 49720
231.547.8040 (o) ~ 231.547.8041 (f)
www.3dfellowship.org

10/22/18

Grand Traverse Tribe of Ottawa & Chippewa Indians Elders:

Thank-you so much for supporting the founding of Charlevoix's newest service to the at-risk, marginalized group of people in our communities, those who are homeless!

Third Day launched the very first emergency shelter for women on Nov. 1, 2016! The need has been much greater than we had anticipated! The first year we served 36 people (23 of which were children). The second year, we had three individual women utilize the shelter for a total of 52 nights!!

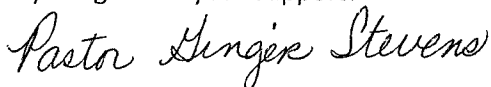
There is so much need for temporary, warm, safe shelter for women and their children who find themselves in crisis. Our facility can hold 22 people. We are staffed with volunteers who spend the night monitoring the families that come in for the night. We help these families locate and connect with local resources, give them bus passes, grocery cards, laundry certificates, fast food gift cards, clothing, coats, shoes, boots, food, lunches to go, transportation if necessary and above all, we give them love and support in a warm place until their crisis is resolved.

Third Day women's Emergency Shelter will re-open again this year, Nov. 1, 2018 through May 1, 2019. Our dream is to have a year-round shelter in the future!

The Women's Emergency Shelter is located at the space leased by Third Day Fellowship in the lower level of the Charlevoix United Methodist Church and is open for women and their children who are temporarily homeless.

The shelter is open seasonally from 8 p.m. – 8 a.m. November 1 through May 1.
Contact may be made by calling the office at 231-547-8040 or 231-330-2643 after hours.

Thank-you again for your support!



Pastor Ginger Stevens

Director/Third Day Fellowship - Women's Emergency Shelter
231-330-2643/www.3dfellowship.org

2:19 PM
10/22/18
Accrual Basis

Third Day Fellowship & Outreach
Profit & Loss
January 1 through October 22, 2018

		Jan 1 - Oct 22, 18
Ordinary Income/Expense		
Income		
46100 · Mission Offerings		34.35
47000 · Grants		3,000.00
49500 · Tithes/Offerings		4,249.00
49702 · Shelter Income		125.00
Total Income		7,408.35
Expense		
60000 · Advertising and Promotion		148.00
60300 · BENEVOLENCE EXPENSE		-34.51
60305 · BENEVOLENCE - AUTO REPAIRS		44.80
60309 · Shelter Supplies Expense		392.31
60400 · Bank Service Charges		15.30
61400 · Charitable Contributions		100.00
61800 · Conferences and Meetings		28.55
61805 · CREDIT CARD EXPENSE		100.00
61900 · Custodial Expense		30.00
62500 · Dues and Subscriptions		90.00
62700 · Evangelism and Special Events		75.00
62701 · ENCOURAGEMENT		42.19
64600 · Ministry Expenses		593.83
64601 · MUSIC/SOUND EXPENSE		61.00
64900 · Office Supplies		622.75
65200 · Outside Services		
65201 · CUMC Expense		3,279.68
Total 65200 · Outside Services		3,279.68
65300 · Culligan Water Cooler		63.00
66500 · Postage and Delivery		50.00
66700 · Professional Fees		450.00
67200 · Repairs and Maintenance		9.30
68100 · Telephone Expense		
68101 · Internet Uverse		634.12
68100 · Telephone Expense - Other		1,199.70
Total 68100 · Telephone Expense		1,833.82
Total Expense		7,995.02
Net Ordinary Income		-586.67
Net Income		-586.67

THIRD DAY FELLOWSHIP

**EMERGENCY SHELTER
FOR WOMEN**

CALL: 231.547.8040
AFTER HOURS: 231.330.2643

~ OPEN SEASONALLY ~
NOV. 1 – MAY 1 ~ 8 P.M.—8 A.M.

~ ~ ~ ~ ~

104 STATE STREET
LOWER LEVEL OF THE
CHX UNITED METHODIST CHURCH

LIGHT MEAL, SNACKS & CONTINENTAL BREAKFAST

THIRD DAY FELLOWSHIP

**EMERGENCY SHELTER
FOR WOMEN**

CALL: 231.547.8040
AFTER HOURS: 231.330.2643

~ OPEN SEASONALLY ~
NOV. 1 – MAY 1 ~ 8 P.M.—8 A.M.

~ ~ ~ ~ ~

104 STATE STREET
LOWER LEVEL OF THE
CHX UNITED METHODIST CHURCH

LIGHT MEAL, SNACKS & CONTINENTAL BREAKFAST

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: 2018 Power Line Trimming Contract

DATE: November 5, 2018

PRESENTED BY: Don Swem, Electric Superintendent

BACKGROUND:

Three years ago we hired Asplundh Tree Expert Co. to trim the trees along our power lines. Frequent trimming is required to keep our system safe and reliable, and it has worked very well through the several severe storms we have been experiencing. Dying ash and beech trees are still a problem and need to be cleared away from our lines.

When we put this contract out for bid in early 2016 we received four bids. One was from Asplundh and the other three ranged in price from \$225.40 to \$235.00 per hour. Asplundh's bid was for \$112.25 per hour and they were awarded the work. This time we sent the bid package out to the same bidders and advertised in the paper but only received one bid, from Asplundh.

Their bid this year is for \$165.59 per hour, which is almost 50% higher than previously. When you compare that to the other bids in 2016 however the price is still much lower. It is felt that the price is reasonable considering the enormous amount of tree work being done after the major storms the country has experienced with most of the power line trimming companies working down south clearing damage.

I am planning to budget \$150,000 for this contract, which should do the entire system. The work is to start on April 1st next year. The last three contracts the City has had with power line trimming have been with Asplundh and they did an excellent job, so even with the increased price I see no reason why we should not hire them again.

RECOMMENDATION:

Motion to award the 2018 Power Line Trimming Contract to Asplundh Tree Expert Co. at the hourly rates as bid and authorize the Mayor and Clerk to sign the contract with Asplundh.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Rejection of Tree Planting Bid

DATE: November 5, 2018

BACKGROUND:

In early October 2018, we advertised for sealed bids for the yearly service of planting street trees. On October 23, 2018 we opened one sealed bid from G&J Site Solutions (see attachment) for a total of \$59,000. The 2018/19 budgeted amount for this work is \$44,000.

Due to the amount of the quoted price compared with our budget and the fact that we only received one bid, Staff is recommending that we reject the bid and re-advertise for this service. In the new advertisement we will allow the contractor to plant the trees in the spring. Hopefully by doing this we will get more companies interested in bidding on the work and receive more competitive pricing. Given the spring work time frame, we will remove this work from the 2018-2019 budget and move it to the 2019-2020 budget.

RECOMMENDATION:

Motion to reject the one tree planting service bid opened on October 23, 2018 and direct Staff to re-advertise for a spring planting.

ATTACHMENTS:

- ▣ Bid Sheet



**CITY OF
CHARLEVOIX**

Tree Planting Bid

Bid Opening at City Hall
October 23, 2018 – 10:00am

Bidder Name	Total Cost
G&J Site Solutions Calumet, MI	\$59,000

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Tree Trimming/Removal Contract

DATE: November 5, 2018

PRESENTED BY: Patrick M. Elliott, Superintendent DPW

BACKGROUND:

In early October we advertised for sealed bids for the service of large tree pruning, large tree removals and stump grinding. On October 23, 2018 we opened two sealed bids for this work (see attachment).

Drost Landscaping, formerly know as Willcome tree service, was the low bidder. We have had a long standing relationship with Drost specifically the tree division of the company. Overall they have completed our work in a timely, safe and efficient manner. We have worked with this same company for many years and when needed on a last minute basis or in an emergency, they have always been there for the City of Charlevoix.

This contract is for a two year time period with an option to extend for an additional two year period if desired by both parties.

RECOMMENDATION:

Motion to approve the contract with Drost Landscaping per the bid pricing.

ATTACHMENTS:

- ▣ Tree Trimming Bid



CITY OF CHARLEVOIX

Tree Trimming Bid

Bid Opening at City Hall

October 23, 2018 – 10:00am

Bidder Name	Total Cost
Treeworks, Inc Coopersville, MI	Limb removal \$14,500 Tree removal \$12,000 Stump removal \$4,000
Drost Petoskey, MI	Limb removal \$8,500 Tree removal \$7,200 Stump removal \$1,500

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Public Hearing: Hotel Earl, LLC CFEC Request

DATE: November 5, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Public Act 255 of 1978 encourages the replacement, restoration and new construction of commercial property by abating the property taxes generated from new investment for a period up to 12 years in a designated redevelopment district. On October 17, 2016, City Council established a Commercial Redevelopment District for the City.

The local legislative body is authorized to exempt a commercial property from certain parts of the General Property Tax Act. A facility issued a certificate is exempt from real property taxes and is instead subject to a new commercial facilities tax.

Hotel Earl, LLC has submitted an Application for Commercial Facilities Exemption Certificate for the former The Lodge property. The City Clerk and City Manager have reviewed the complete application and have determined that Hotel Earl, LLC is eligible for 12 year tax abatement per the City of Charlevoix Commercial Facilities Exemption Certificate Policy based on the application provided to us. A public hearing is part of the application approval process.

RECOMMENDATION:

Motion to approve Resolution 2018-11-01 granting a Commercial Facilities Exemption Certificate for property located in the Charlevoix Main Street Commercial Redevelopment District No. 1 at 120 Michigan Avenue for a period of 12 years beginning December 31, 2018.

ATTACHMENTS:

- ▣ CFEC Application
- ▣ CFEC Worksheet
- ▣ Resolution 2018-11-01

STATE USE ONLY		
Application Number	Date Received	LUCI Code

Application for Commercial Facilities Exemption Certificate

Issued under authority of Public Act 255 of 1978, as amended.

Read the instructions page before completing the application. **This application must be filed after a Commercial Redevelopment District is established.** The original application and required documents are filed with the clerk of the Local Governmental Unit (LGU).

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)			
Applicant (Company) Name <u>Hotel Earl, LLC</u>		NAICS or SIC Code	
Facility's Street Address <u>120 Michigan Avenue</u>	City <u>Charlevoix</u>	State <u>MI</u>	ZIP Code <u>49720</u>
Name of City, Township or Village (taxing authority) <u>City of Charlevoix</u>	County <u>Charlevoix</u>	School District Where Facility is Located <u>Charlevoix Public Schools</u>	
☒ City ☐ Township ☐ Village			
Date of Rehabilitation Commencement (mm/dd/yyyy) <u>08/16/2018</u>		Planned Date of Rehabilitation Completion (mm/dd/yyyy) <u>06/16/2019</u>	
Estimated Cost of Rehabilitation <u>\$3,900,000</u>		Number of Years Exemption Requested (1-12) <u>12</u>	
Expected Project Outcomes (check all that apply)			
☒ Increase Commercial Activity ☒ Retain Employment ☒ Revitalize Urban Areas ☒ Create Employment ☒ Prevent Loss of Employment ☐ Increase Number of Residents in Facility's Community			
No. of perm. jobs to be created due to facility's rehab. <u>17</u>	No. of perm. jobs to be retained due to facility's rehab. <u>8</u>	Number of construction jobs to be created during rehabilitation <u>50</u>	
Each year, the State Treasurer may approve 25 additional reductions of half the state education tax for a period not to exceed six years.			
☒ Check this box if you wish to be considered for this exclusion.			
PART 2: APPLICATION DOCUMENTS			
Prepare and attach the following items:			
☒ General description of the facility (year built, original use, most recent use, number of stories, square footage)		☒ Descriptive list of the fixed building equipment that will be a part of the facility	
☒ General description of the facility's proposed use		☒ Time schedule for undertaking and completing the facility's restoration, replacement or construction	
☒ General description of the nature and extent of the restoration, replacement, or construction to be undertaken		☒ Statement of the economic advantages expected from receiving the exemption	
☒ Legal description of the facility			
PART 3: APPLICANT CERTIFICATION			
Name of Authorized Company Officer (no authorized agents) <u>John P. Silva</u>		Telephone Number <u>(248) 399-1292</u>	
Fax Number <u>(800) 605-0991</u>		E-mail Address <u>paul@spmliving.com</u>	
Mailing Address <u>1005 N. Stephenson Highway</u>	City <u>Royal Oak</u>	State <u>MI</u>	ZIP Code <u>48067</u>
<i>I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 255 of 1978, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Facilities Exemption Certificate by the State Tax Commission.</i> <i>I further certify that this application relates to a program, when completed, will constitute a facility, as defined by Public Act 255 of 1978, as amended.</i>			
Signature of Authorized Company Officer (no authorized agents)  <u>John P. Silva</u>		Title <u>Member/Manager</u>	Date <u>09/24/2018</u>

Continue on Page 2

PART 4: LGU ASSESSOR CERTIFICATION

Provide the Taxable Value and State Equalized Value of the Commercial Property.

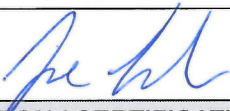
	Taxable Value (excluding land)	State Equalized Value (SEV) (excluding land)
Building	461,052	473,900

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Facilities Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Facilities Exemption that would also put the same property on the Commercial Facilities specific tax roll.

☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Facilities Exemption specific tax roll and not on any other specific tax roll.

Name of Assessor (first and last name) Joe Lavender	Telephone Number 231-547-3614		
Fax Number	E-mail Address joel@charlevoixmi.gov		
Mailing Address 210 State St	City Charlevoix	State MI	ZIP Code 49720

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature 	Date 10/4/17
---	------------------------

PART 5: LGU ACTION / CERTIFICATION (LGU Clerk must complete Part 5)

Action Taken By LGU:

- ☐ Exemption approved for _____ years, ending December 30, _____ (not to exceed 12 years)
- ☐ Exemption Denied

Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code	
Name of Clerk (first and last name)	Telephone Number		
Fax Number	E-mail Address		
Mailing Address	City	State	ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number	
<i>I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate.</i>			
Clerk's Signature			Date

If you have questions, need additional information or sample documents, call (517) 373-2408 or visit www.michigan.gov/propertytaxexemptions.

Instructions for Completing Form 4757

Application for Commercial Facilities Exemption Certificate

The Commercial Facilities Exemption Certificate was created by Public Act 255 of 1978, as amended. Applications for a certificate of exemption are filed, reviewed, and approved by the Local Governmental Unit (LGU). A copy of the certificate is filed with the State Tax Commission.

Owner / Applicant Instructions

1. Complete Parts 1, 2 and 3 of the application. Restoration, replacement, or construction may commence after establishment of a district.
2. The following must be provided to the LGU as attachments to the application:
 - a. General description of the facility (year built, original use, most recent use, number of stories, square footage).
 - b. General description of the proposed use of the facility.
 - c. General description of the nature and extent of the restoration, replacement, or construction to be undertaken.
 - d. Legal description of the facility.
 - e. Descriptive list of the fixed building equipment that will be a part of the facility.
 - f. Time schedule for undertaking and completing the restoration, replacement, or construction of the facility.
 - g. Statement of the economic advantages expected from the exemption.
3. After reviewing Parts 1, 2, and 3 for complete and accurate information, sign the application where indicated.

LGU Assessor Instructions

1. Complete Part 4 of the application.
2. After completing Part 4, sign where indicated to certify that if approved, the property will appear on the Commercial Facilities Exemption specific tax roll only.

LGU Clerk Instructions

1. After the LGU passes a resolution approving the application, complete Part 5 of the application. A resolution template with required statements can be found at **www.michigan.gov/propertytaxexemptions**.
2. After reviewing the application for complete and accurate information, sign the application to certify the application meets the requirements as outlined by Public Act 255 of 1978, as amended.
3. Issue a certificate to the applicant using the certificate templates found at **www.michigan.gov/propertytaxexemptions**.
4. If in Part 1 the applicant did not wish to be considered for the State Education Tax exclusion, submit only a copy of the Certificate to the State Tax Commission at the address given below.
5. If in Part 1 the applicant did wish to be considered for the State Education Tax exclusion, submit a copy of the certificate, application and attachments to the State Tax Commission at the address given below.

State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Hotel Earl/Attachment 2(a), (b), and (c)
Application for Commercial Facilities Exemption Certificate

2(a). General description of the facility.

The property was designed and constructed by Earl Young, in 1959, as a 2-story, 40-room hotel. The size of the structure is approximately 38,000 square feet. The property was operated as a fully-functioning hotel from 1959 until June/2018.

2(b). General description of the proposed use of the facility.

Once fully improved, the property will operate as a year-round, 56-unit hotel named the "Hotel Earl" in honor of the late Earl Young.

2(c). General description of the nature and extent of the restoration, replacement, or construction to be undertaken.

A total and complete renovation and restoration of the hotel will be effected. A third floor will be constructed, expanding the number of hotel rooms from 40 to 56. Two existing swimming pools will be removed and replaced with a new indoor pool. The existing exterior hallways will be enclosed/converted to comprise interior areas and a new elevator will be installed. The restoration also will include, among other things, the following new improvements: roof, windows, heating/cooling systems, driveway and landscape. All interior and exterior finishes will also be newly improved.

Hotel Earl/Attachment 2(d)
Application for Commercial Facilities Exemption Certificate

2(d). Legal description of the facility

The legal description of the Hotel Earl is that of real property situated in the City of Charlevoix, Charlevoix County, Michigan, described as:

Units 1-41, The Lodge of Charlevoix Condominium, according to the Master Deed recorded at Liber 281, Pages 960-990 of Charlevoix County Records, and designated as Charlevoix County Condominium Subdivision Plan No. 28, together with rights in general common elements and limited common elements set forth in the above Master Deed and as described in Act 59 of the Public Acts of 1978, as amended.

The land which comprises The Lodge of Charlevoix Condominium is situated within the City of Charlevoix, Charlevoix County, Michigan, described as:

Commencing at the North 1/4 corner of Section 26, Town 34 North, Range 8 West; thence South 688.19 feet to the south line of Dixon Avenue; thence South 89°31' West along said Avenue 1848.14 feet to the Point of Beginning of this description; thence South 0°29' East 198.00 feet; thence South 89°31' West 198.14 feet to the East line of Highway U.S. 31; thence North 1°01'20" West along said highway 198.01 feet to the South line of Dixon Avenue; thence North 89°31" East 200 feet to the Point of Beginning; being a part of Government Lot 2, Section 26, Town 34 North, Range 8 West.

The property tax parcel codes for the subject premises are attached hereto at Schedule "I".

SCHEDULE "I"
HOTEL EARL

City of Charlevoix	Tax Parcel Codes
120 Michigan Ave 1	15-052-199-001-00
120 Michigan Ave 2	15-052-199-002-00
120 Michigan Ave 3	15-052-199-003-00
120 Michigan Ave 4	15-052-199-004-00
120 Michigan Ave 5	15-052-199-005-00
120 Michigan Ave 6	15-052-199-006-00
120 Michigan Ave 7	15-052-199-007-00
120 Michigan Ave 8	15-052-199-008-00
120 Michigan Ave 9	15-052-199-009-00
120 Michigan Ave 10	15-052-199-010-00
120 Michigan Ave 11	15-052-199-011-00
120 Michigan Ave 12	15-052-199-012-00
120 Michigan Ave 13	15-052-199-013-00
120 Michigan Ave 14	15-052-199-014-00
120 Michigan Ave 15	15-052-199-015-00
120 Michigan Ave 16	15-052-199-016-00
120 Michigan Ave 17	15-052-199-017-00
120 Michigan Ave 18	15-052-199-018-00
120 Michigan Ave 19	15-052-199-019-00
120 Michigan Ave 20	15-052-199-020-00
120 Michigan Ave 21	15-052-199-021-00
120 Michigan Ave 22	15-052-199-022-00
120 Michigan Ave 23	15-052-199-023-00
120 Michigan Ave 24	15-052-199-024-00
121 Michigan Ave 25	15-052-199-025-00
121 Michigan Ave 26	15-052-199-026-00
122 Michigan Ave 27	15-052-199-027-00
122 Michigan Ave 28	15-052-199-028-00
123 Michigan Ave 29	15-052-199-029-00
123 Michigan Ave 30	15-052-199-030-00
120 Michigan Ave 31	15-052-199-031-00
120 Michigan Ave 32	15-052-199-032-00
120 Michigan Ave 33	15-052-199-033-00
120 Michigan Ave 34	15-052-199-034-00
120 Michigan Ave 35	15-052-199-035-00
120 Michigan Ave 36	15-052-199-036-00
120 Michigan Ave 37	15-052-199-037-00
120 Michigan Ave 38	15-052-199-038-00
120 Michigan Ave 39	15-052-199-039-00
120 Michigan Ave 40	15-052-199-040-00
120 Michigan Ave 41	15-052-199-041-00

Hotel Earl/Attachment 2(e), (f), and (g)
Application for Commercial Facilities Exemption Certificate

2(e). Descriptive list of the fixed building equipment that will be part of the facility.

The fixed building equipment will, among other things, consist of the following:

- (i) VRF heating and cooling systems (65 units);
- (ii) 4-story ADA compliant elevator;
- (iii) Fire suppression sprinkler system;
- (iv) Complete re-wire of electrical system;
- (v) Complete re-plumb of plumbing system;
- (vi) Swimming pool heating system and domestic water heater;
- (vii) Swimming pool and hot tub operational equipment;
- (viii) (3) wine refrigerators and (3) commercial refrigerators (bar/lounge area); and
- (ix) Keyless door entry system (throughout building).

2(f). Time schedule for undertaking and completing the restoration, replacement, or construction of the facility.

The demolition phase, which lasted approximately 6 weeks, has successfully and expeditiously been concluded. The rehabilitation/restoration phase commenced on August 16, 2018 with framing, which is now proceeding forward with enclosure/conversion of the exterior hallways to comprise interior areas and establishment of a third floor level. The projected date of full completion is currently June 16, 2019.

2(g). Statement of the economic advantages expected from the exemption.

The economic advantage to the Applicant from the requested exemption would be very impactful. It would free up additional capital to effect further improvements to the property. The principals of Hotel Earl, LLC, the Silva family, are very passionate about the Charlevoix community and its members, especially those with special needs. The exemption would facilitate opportunities for additional employment and other programs which would benefit those individuals.

The economic and social advantages of the Hotel Earl restoration, to the community at large, are also very impactful. The Hotel is one of the iconic structures designed by the legendary builder, Earl Young. Earl Young structures attract thousands of enthusiasts who are drawn to Charlevoix each year to observe and admire these unique buildings. These visitors and guests contribute to the Charlevoix economy by frequenting the hotels, shops, restaurants and service facilities in the Charlevoix area. Moreover, the immense financial and personal undertaking by the Silva family to maintain and restore this Charlevoix landmark reflects their deep and abiding concern for preserving the rich history and heritage of Charlevoix.

The Charlevoix economy and local residents will also benefit from the jobs which will be retained and created. The expansion of the Hotel Earl will additionally enhance the status and attraction of Charlevoix as the premier mainland, pedestrian oriented resort town in the Great Lakes region. Located within the heart of Charlevoix's hotel district, the Hotel expansion will not only accommodate additional hotel guests and small group meetings, the Hotel Earl itself will serve as an attraction, preserving a page of Earl Young architecture and enhancing the same with well deserved renovations and a panoramic third floor view of Round Lake Harbor. The renovated and expanded Hotel Earl will serve as an additional gateway for visitors and guests to indulge in the natural beauty, as well as the entertainment and recreational offerings of Charlevoix, while enjoying the many fine restaurants, shops, and service businesses of "Charlevoix the Beautiful."



September 25, 2018

Mr. Paul Silva
President
Silva Property Management
1005 N. Stevenson Hwy.
Royal Oak, MI 48067

Re: Energy Savings Initiatives – Hotel Earl, Charlevoix, Michigan

Mr. Silva,

The purpose of this letter is to certify the inclusion of the following energy savings products and technologies in the Hotel Earl design.

Building Shell

- Thermally insulated windows and doors.
- Improved insulation (blown cellulose) in all walls and roof.
- Caulk installed at all adjacent wood studs and plates.
- Commercial air & water barrier membrane (Tyvek).
- Rigid insulation and thermal breaks provided at new concrete foundations and flatwork.
- White/reflective EPDM roof membrane.

Building Systems

- “Low-Flow” water saving plumbing fixtures.
- LED light fixtures throughout.
- Variable Refrigerant Volume (VRV) air conditioning units providing maximum A/C efficiency.
- Energy Recovery Ventilation (ERV) unit(s) specified to treat incoming ventilation air.
- Use of high efficiency boilers for heating both pool water and domestic water (boilermates).
- Switch gear to be provided to facilitate implementation of future solar panels.

Feel free to contact me if you need additional information regarding these initiatives.

Regards,

Michael H. Pattullo, AIA
President

CITY OF CHARLEVOIX
COMMERCIAL FACILITIES EXEMPTION CERTIFICATE WORKSHEET

APPLICANT: HOTEL EARL, LLC

DATE: 9-28-18

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

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

8 FTE RETAINED + 9 FTE CREATED

NUMBER OF JOBS	RETAINED	AND/OR	CREATED	POINTS EARNED
1 – 5	10 points		20 points	60
6 – 10	20 points		40 points	
11 – 20	30 points		60 points	
21 or more	40 points		80 points	

- ☒ Cost of construction for new facilities (includes cost of all taxable property):

NEW CONSTRUCTION COST	POSSIBLE	POINTS EARNED
Up to \$150,000	5 points	
\$150,000 – \$300,000	10 points	
\$300,000 – \$450,000	15 points	
\$450,000 – \$600,000	20 points	
\$600,000 – \$750,000	25 points	
\$750,000 – \$1,000,000	35 points	
Over \$1,000,000	50 points	

-OR-

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

TAXABLE VALUE \$461,052 EST. REHAB COST \$3,900,000 845%

RENO COST % TO TAXABLE VALUE	POSSIBLE	POINTS EARNED
10 – 19%	5 points	50
20 – 29%	10 points	
30 – 44%	15 points	
45 – 59%	20 points	
60 – 74%	25 points	
75 – 99%	35 points	
100% or more	50 points	

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

YES

POSSIBLE

10 points

POINTS EARNED

10

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

PER DDA EXECUTIVE DIRECTOR

POSSIBLE

20-40 points

POINTS EARNED

35

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

YES

POSSIBLE

10 points

POINTS EARNED

10

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

N/A

HOUSING UNITS

1 – 2

3 – 4

5 or more

POSSIBLE

10 points

20 points

40 points

POINTS EARNED

TERM OF ABATEMENT

TOTAL POSSIBLE POINTS

230 points

POINTS EARNED

165

POINTS

70 – 84

85 – 109

110 or more

YEARS OF ABATEMENT

6

9

12

With a score of 165 points Applicant hereby qualifies for 12 years of tax abatement.

[Signature]
CITY MANAGER

10/5/18
DATE

[Signature]
CITY CLERK

10-5-18
DATE

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-11-01
RESOLUTION APPROVING COMMERCIAL FACILITIES EXEMPTION CERTIFICATE APPLICATION
FOR HOTEL EARL, LLC LOCATED AT 120 MICHIGAN AVENUE, CHARLEVOIX, MICHIGAN (PA255 OF 1978 AS AMENDED)

- WHEREAS,** the City of Charlevoix legally established the Charlevoix Main Street Commercial Redevelopment District No.1 on October 17, 2016, after a public hearing held on October 17, 2016; and
- WHEREAS,** the state equalized value of the property proposed to be exempt plus the aggregate state equalized value of property previously exempt and currently in force under Public Act 255 of 1978 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total state equalized value of the City of Charlevoix; and
- WHEREAS,** the application was approved at a public hearing as provided by section 6(2) of Public Act 255 of 1978 on November 5, 2018; and
- WHEREAS,** Hotel Earl, LLC is not delinquent in any taxes related to the facility; and
- WHEREAS,** the application is for commercial property as defined in section 3(3) of Public Act 255 of 1978; and
- WHEREAS,** the applicant Hotel Earl, LLC has provided answers to all required questions under Section 6(1) of PA 255 of 1978 to the City of Charlevoix; and
- WHEREAS,** the City of Charlevoix requires that the construction, restoration or replacement of the facility shall be completed by June 16, 2019; and
- WHEREAS,** the commencement of the construction, restoration or replacement of the facility did not occur more than 45 days prior to the filing of the application for exemption; and
- WHEREAS,** the commencement of the construction, restoration or replacement of the facility did not occur prior to the establishment of the Commercial Redevelopment District; and
- WHEREAS,** the application relates to a construction, restoration or replacement program which when completed constitutes a new, replacement or restored facility within the meaning of Public Act 255 of 1978 and that is situated within a Commercial Redevelopment District established under Public Act 255 of 1978; and
- WHEREAS,** completion of the facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to increase commercial activity and create employment in which the facility is situated.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix be and hereby is granted a Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 120 Michigan Avenue for a period of 12 years, beginning December 31, 2018, and ending December 31, 2030, pursuant to the provisions of PA 255 of 1978, as amended.

RESOLVED this 5th day of November, 2018 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Zoning Ordinance Amendment: Housekeeping Changes

DATE: November 5, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The attached proposed amendments to multiple sections of the City of Charlevoix Zoning Ordinance were approved by the Planning Commission on September 10, 2018. All of the changes are corrections, clarifications, or minor in nature. Council held a Public Hearing on October 1, 2018.

RECOMMENDATION:

Motion to approve Ordinance 795 of 2018.

ATTACHMENTS:

- ▣ Zoning Ordinance Housekeeping Amendments
- ▣ Amendment detail 1 of 2
- ▣ Amendment detail 2 of 2
- ▣ Ordinance 795 of 2018

City of Charlevoix
Zoning Ordinance Amendments - Housekeeping
9/10/18 PC Meeting - Recommended to Council for Adoption

Page No.	Section Number	Topic	Language	Notes
11	Sect. 5.9	Home Occupation (Minor) definition	Home Occupation (Minor). A vocational activity conducted as an accessory use in a dwelling unit by a member or members of the resident family, which is accessory and incidental to the principal residential use of the dwelling. Minor home occupations have two (2) or less employees who also reside at the same location , have no exterior signage, and conduct business in a manner not known to the general public.	Conflicts with standards in Section 5.46(7)
12	Sect. 5.11	Lot Lines. <i>Front Lot Line</i> definition	<i>Front Lot Line</i> . In the case of an interior lot, the line separating the lot from the street right-of-way or road easement. For a corner lot, the principal front lot line shall be the location of the traditional front entrance of the structure. the front lot line shall be the shortest of the two lot lines tangent to the street right-of-way or road easement. In the case of a through lot, the front lot line shall be determined by the zoning administrator based on the dominant orientation of abutting and facing lots.	Correct contradiction with Sect. 5.71(1)
15	Sect 5.14	Recreation Facility, Indoor and Outdoor definitions	A facility that is not publicly owned , open either to the general public or to members and their guests...	Apply to both public and non-public per D. Cline review.
17	Sect. 5.14	Signs	A structure, including its base, foundation and erection supports upon which is displayed any words, letters, figures, emblems, symbols, designs or trademarks by which any message or image is afforded public visibility from outdoors on behalf of, or for the benefit of, any product, place, activity, individual, firm, corporation, institution, profession, association, business or organization. (See Article 11 for detailed definitions.)	Strike existing definition and match definition to new definition in Article 11
25/51	Sect. 5.27(2) and 5.47(1)(c)	Area, Height, and Placement/Residential Uses	see attached	Standards for minimum dwelling width do not match
25	Sect. 5.27(2)	Footnote no. 7	see attached	Move to 5.46(1)(g) and reletter rest of section
31	Sect. 5.31	Allowed Uses chart	add "Athletic Courts" to Recreation facility line. See attached	Per D. Cline review.
40	Sect. 4.46(1)(g)	Add sentence	The minimum distance between a principal building and detached accessory buildings shall be ten (10) feet, and a minimum of twenty (20) feet shall be provided between the sides of adjacent single family buildings and/or accessory structures.	Relocate Footnote no. 7 from page 25

City of Charlevoix
Zoning Ordinance Amendments - Housekeeping
9/10/18 PC Meeting - Recommended to Council for Adoption

Page No.	Section Number	Topic	Language	Notes
45	Sect. 5.46(7)(b)	Signs	Except for a sign , as allowed by <i>Article 11</i> , the home occupation must not be evident from the street or any neighboring property. (Minor home occupations shall not have signage.)	
45	Sect. 5.46(8)	Outdoor Display and Sales	Outdoor Display and Sales are allowed in CBD Overlay only during district-wide sidewalk sale events.	Add sentence to the end of 5.46(8)
46	Sect. 5.46(9)(a)5	Signs	There shall be no signs on the unit, greater than three (3) square feet, other than allowed per Article 11. a sign or logo identifying the manufacturer with an area no greater than three (3) square feet, plus any necessary safety information signs.	
48	Sect. 5.46(10)(c)2	WECS	Minimum Lot Area. A building-mounted WECS shall be allowed on any lot , except in the SR district , provided that all other requirements are met.	Per D. Cline review.
48	Sect. 5.46(10)(c)6	Signs	There shall be no signs on the WECS , greater than three (3) square feet, other than allowed per Article 11. a sign or logo identifying the manufacturer with an area no greater than three (3) square feet, plus any necessary safety information signs.	
59	Sect. 5.48(1)(b)1(d)i	Signs	Offers accommodations to the public for any form of consideration; provides patrons with closed-circuit television transmissions, films, motion pictures, video cassettes, slides or other photographic reproductions which are characterized by the depiction or description of "specified sexual activities" or "specified anatomical areas;" and has a sign visible from the public right-of-way which advertises the availability of this type of photographic reproduction; or	
60	Sect. 5.48(1)(f)1	Signs	Any sign or advertising for the sexually oriented business must comply with the provisions of this ordinance. No sign or advertising may include photographs, silhouettes or drawings of any "specified anatomical areas" or "specified sexual activities," or obscene representations of the human form and may not include animated or flashing illumination.	
66	Sect. 5.52(4)(i)	Signs	...Any such delivery vehicle shall be unmarked and not bear any emblem or sign that would indicate the nature of its cargo. In addition,...	
67	Sect. 5.52(4)(l)	Signs	A dwelling or an accessory structure in which a primary caregiver is providing primary caregiver services to qualifying patients shall not have any signage, symbols, pictures or similar features visible from the outdoors that would indicate the nature of the primary caregiver services being conducted in the dwelling.	

City of Charlevoix
Zoning Ordinance Amendments - Housekeeping
9/10/18 PC Meeting - Recommended to Council for Adoption

Page No.	Section Number	Topic	Language	Notes
79	Sect. 5.61(4)	Building Regulations	<i>Frontage</i> . No principal building shall be erected on a lot, unless that lot fronts its full width , as required by <i>Section 5.60</i> , upon an improved street or access road. Multiple-family, commercial, office, industrial, or other developments may be exempt from this requirement, as provided in <i>Section 5.60</i> .	Per Denise Cline notes
83	Sect. 5.69(1)	Projections into setbacks	Certain architectural features, such as eaves , cornices, bay windows (or windows without foundations), gutters, chimneys, pilasters and similar features may project no further than three (3) feet into any required yard .	clarifying that eaves can project into yard setbacks
83	Sect. 5.71(1)	Setback Requirements	see attached	Correct conflict with definition of Front Lot Line.
86	Sect. 5.78(2)	Signs	No exterior signage advertising the rental shall be allowed. Signage shall be subject to the requirements of Article 11.	
112	Sect. 5.101	Signs	Strike definitions for "Flashing Sign", Home Occupation Sign", and Ingress-Egress Sign".	Strike definitions for words that do not appear anywhere in the text.
159	Sect. 5.175(2)	ZBA	Membership. The ZBA shall consist of seven (7) five (5) members appointed by the city council, one (1) of whom may be a member of the planning commission, and two (2) alternate members.	Change ZBA from 7 to 5 members
159	Sect. 5.177(1)	ZBA	Meetings of the board shall be held once each month, and at such additional times as the board may determine but at least one time annually . The time of regular meetings shall be specified in the rules and regulations . There shall be a fixed place of meeting, and all meetings shall comply with the Open Meetings Act, Act 267 of the Public Acts of 1976, as amended.	Match meeting requirement to that of the MZEA
160	Sect. 5.177(2)	ZBA	... except that a concurring vote of five (5) four (4) members shall be necessary to grant a land use variance.	Change requirement for a land use variance vote.
171	Sect. 5.195	Conditional Zoning	Section 5.195 Conditional Zoning	Create Section heading - language is there but heading isn't.

City of Charlevoix
Zoning Ordinance Amendments
Housekeeping
9/10/18 Planning Commission Meeting
Recommended to City Council for Adoption

Section 5.27(2) chart and 5.47(1)(c) Pages 25 and 51

- The chart has the minimum dwelling width at 16' and the Residential Uses section has it at 22' along with a provision that the 22' be at least 67% of the length of the building. Planning Commission needs to discuss which they prefer and make the two sections match each other. **Planning Commission recommends minimum dwelling width of 20' in all respective places in the Zoning Ordinance.**
- Also, footnote No. 7 does not have a corresponding point on the chart. It needs to be moved to Section 5.46(1)(g). *(as shown in Zoning Ordinance Amendment Chart)*

**Table 5.27(2) Dimensional Requirements: Single Family- Two Family - Private Club
Residential**

Zoning District	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.)		
		Front ¹	Side		Rear		1 story	2 stories	Principal Structure Minimum Width (ft)
			Interior	Street Side					
R1	26	15 ²	10	15	25	40 ³	1,040	1,600	16 20
R2	26	15	8	15	25	40 ⁴	800	1,200	16 20
R2A	26	15	10	20	30	40	800	1,200	16 20
PC	26	0	See	0	0	0	0	0	16 20

¹ The zoning administrator may determine that front yards may be the opposite of the yard fronting a public street or right of way on lots with sloping topography, or facing water bodies.

² Setbacks within the C&O Club Development shall be thirty-five (35) feet for front yard, fifteen (15) side yard, and twenty-five (25) for the rear yard.

³ Maximum lot coverage shall be fifty (50) percent for lots less than seven thousand (7,000) square feet.

⁴ Maximum lot coverage shall be fifty (50) percent for lots less than six thousand (6,000) square feet.

⁷ **A minimum of twenty (20) feet shall be provided between the sides of adjacent single family buildings and/or accessory structures.**

Zoning ordinance Amendments – Housekeeping Page 2

Section 5.31 Allowed Uses: Non-Residential and Mixed Use Zones Page 31

Recreation facility/ Athletic courts	Indoor	-	P	P	-	-	-	P	-	-	
	Outdoor	-	-	-	-	-	P	S	-	P	Section 5.49(1)

Section 5.47(1)(c) Residential Uses Page 51

Page 51 Sect. 5.47(1)(c) The minimum width of a single family dwelling unit shall be twenty~~-two (22)~~ (20) feet for at least sixty-seven (67) percent of its length, measured between the longest exterior walls.

Section 7.71 (1) Setback Requirements Page 83

Changes shown in red

5.71 Setback Requirements

- (1) *Front Setback on Corner Lots.* A **corner lot** shall have two **front lot lines**: a principal **front lot line** and a secondary **front lot line** which is considered a **street side setback**. ~~The principal front lot line shall be the location of the traditional front entrance of the structure. Where the lot lines are of equal length, and/or the principal front lot line is not evident, then the zoning administrator shall determine the principal front lot line.~~
 - (a) The required **front setback** shall apply to the principal ~~and secondary front lot line.~~ **front yard**.
 - (b) The required **setback** for the secondary **front yard** shall be the lesser of the required **front setback** or the established **setback** for the **principal building** on the **abutting lot** that faces the same **street** as the secondary **front lot line**.
 - (c) The remaining **setbacks** shall be **side setbacks**. ~~a rear and a side setback. The rear setback shall be measured from the rear lot line, which in the case of a corner lot, shall be the lot line opposite the principal front lot line.~~

Proposed language 5.71(1)– with changes incorporated:

Section 5.71 Setback Requirements

1. *Front Setback on Corner Lots.* A **corner lot** shall have two **front lot lines**: a principal **front lot line** and a secondary **front lot line** which is considered a **street side setback**.
 - a. The required **front setback** shall apply to the principal and secondary **front lot line**.
 - b. The required **setback** for the secondary **front yard** shall be the lesser of the required **front setback** or the established **setback** for the **principal building** on the **abutting lot** that faces the same **street** as the secondary **front lot line**.
 - c. The remaining **setbacks** shall be **side setbacks**.

**CITY OF CHARLEVOIX
ORDINANCE NO. 795 of 2018**

AN ORDINANCE TO AMEND TITLE V, CHAPTER 51, ARTICLES 2, 4, 5, 7, 8, 11, 17, AND 18 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title V, Chapter 51, Article 2, Section 5.9 of the City Code is hereby amended with the following change:

Home Occupation (Minor). A vocational activity conducted as an accessory use in a dwelling unit by a member or members of the resident family, which is accessory and incidental to the principal residential use of the dwelling. Minor home occupations have two (2) or less employees, have no exterior signage, and conduct business in a manner not known to the general public.

SECTION 2. Title V, Chapter 51, Article 2, Section 5.11 Lot Lines, (1) Front Lot Line of the City Code is hereby amended with the following change:

Lot Lines.

- (1) *Front Lot Line.* In the case of an interior lot, the line separating the lot from the street right-of-way or road easement. For a corner lot, the principal front lot line shall be the location of the traditional front entrance of the structure. In the case of a through lot, the front lot line shall be determined by the zoning administrator based on the dominant orientation of abutting and facing lots.

SECTION 3. Title V, Chapter 51, Article 2, Section 5.14 Recreation Facility, Indoor and Recreation Facility, Outdoor of the City Code is hereby amended with the following change:

Recreation Facility, Indoor. A facility open either to the general public or to members and their guests, located in an enclosed building that is designed to accommodate sports, recreational activities, training or related enterprises such as racquet clubs, fitness clubs, skating rinks and the like. Also included are accessory uses that are clearly in support of the primary use, such as sporting goods shops, food service and party/banquet facilities serving patrons of the indoor recreation use, spectator accommodations, changing/locker rooms and employee offices.

Recreation Facility, Outdoor. A recreation facility that is operated primarily for outdoor recreation uses, as well as related buildings and structures that are accessory to the primary outdoor nature of the activities. Included are golf courses and related support facilities, court games, field sports, shooting ranges, winter sports, swim clubs, campgrounds and resorts, or a combination of such uses.

SECTION 4. Title V, Chapter 51, Article 2, Section 5.14 Sign of the City Code is hereby amended with the following change:

Sign. A structure, including its base, foundation and erection supports upon which is displayed any words, letters, figures, emblems, symbols, designs or trademarks by which any message or image is afforded public visibility from outdoors on behalf of, or for the benefit of, any product, place, activity, individual, firm, corporation, institution, profession, association, business or organization. (See Article 11 for detailed definitions.)

SECTION 5. Title V, Chapter 51, Article 4, Section 5.27(2) of the City Code is hereby amended with the following change:

Table 5.27(2) Dimensional Requirements: Single Family- Two Family - Private Club Residential									
Zoning District	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.)		Principal Structure Minimum Width (ft)
		Front ³	Side		Rear		1 story	2 stories	
			Interior	Street Side					
R1	26	15 ⁴	10	15	25	40 ⁵	1,040	1,600	20
R2	26	15	8	15	25	40 ⁶	800	1,200	20
R2A	26	15	10	20	30	40	800	1,200	20
PC	26	0	See	0	0	0	0	0	20

SECTION 6. Title V, Chapter 51, Article 4, Section 5.27(2) of the City Code is hereby amended to delete Footnote 7 in its entirety.

SECTION 7. Title V, Chapter 51, Article 5, Section 5.31 of the City Code is hereby amended to add “/Athletic courts” to the “Recreation facility” uses row of the table as follows:

Recreation facility/Athletic courts	Indoor	-	P	P	-	-	-	P	-	-	
	Outdoor	-	-	-	-	-	P	S	-	P	Section 5.49(1)

SECTION 8. Title V, Chapter 51, Article 7, Section 5.46(1)(g) of the City Code is hereby repealed in its entirety and replaced with the following:

- (g) The minimum distance between a principal building and detached accessory buildings shall be ten (10) feet, and a minimum of twenty (20) feet shall be provided between the sides of adjacent single family buildings and/or accessory structures.

SECTION 9. Title V, Chapter 51, Article 7, Section 5.46(7)(b) of the City Code is hereby repealed in its entirety and replaced with the following:

- (b) Except for a sign, as allowed by Article 11, the home occupation must not be evident from the street or any neighboring property.

SECTION 10. Title V, Chapter 51, Article 7, Section 5.46(8) of the City Code is hereby repealed in its entirety and replaced with the following:

- (8) *Outdoor Display and Sales (Accessory).* Outdoor Display and Sales are allowed in CBD Overlay only during district-wide sidewalk sale events. Outdoor display and sales that are accessory to a permitted or special land use shall be subject to the following requirements:

SECTION 11. Title V, Chapter 51, Article 7, Section 5.46(9)(a)5 of the City Code is hereby repealed in its entirety and replaced with the following:

5. There shall be no signs on the unit greater than three (3) square feet, other than allowed per Article 11.

SECTION 12. Title V, Chapter 51, Article 7, Section 5.46(10)(c)2 of the City Code is hereby repealed in its entirety and replaced with the following:

2. Minimum Lot Area. A building-mounted WECS shall be allowed on any lot, except in the SR district, provided that all other requirements are met. The minimum lot area for installation of a ground-mounted WECS shall be ten thousand (10,000) square feet.

SECTION 13. Title V, Chapter 51, Article 7, Section 5.46(10)(c)6 of the City Code is hereby repealed in its entirety and replaced with the following:

6. There shall be no signs on the WECS greater than three (3) square feet, other than allowed per Article 11.

SECTION 14. Title V, Chapter 51, Article 7, Section 5.47(1)(c) of the City Code is hereby repealed in its entirety and replaced with the following:

- (c) The minimum width of a single family dwelling unit shall be twenty (20) feet for at least sixty-seven (67) percent of its length, measured between the longest exterior walls.

SECTION 15. Title V, Chapter 51, Article 7, Section 5.48(1)(b)1(d)i of the City Code is hereby repealed in its entirety and replaced with the following:

- i. Offers accommodations to the public for any form of consideration; provides patrons with closed-circuit television transmissions, films, motion pictures, video cassettes, slides or other photographic reproductions which are characterized by the depiction or description of “specified sexual activities” or “specified anatomical areas;” and has a sign visible from the public right-of-way; or

SECTION 16. Title V, Chapter 51, Article 7, Section 5.48(1)(f)1 of the City Code is hereby repealed in its entirety and replaced with the following:

1. Any sign must comply with the provisions of this ordinance.

SECTION 17. Title V, Chapter 51, Article 7, Section 5.52(4)(i) of the City Code is hereby repealed in its entirety and replaced with the

following:

- (i) No marijuana for medical use shall be dispensed by the primary caregiver to qualifying patients at the dwelling or accessory structure in which a primary caregiver is providing primary caregiver services to qualifying patients, except to a qualifying patient who resides with the primary caregiver at the dwelling. Except as provided herein, the primary caregiver shall deliver all marijuana for the medical use of such qualifying patient, and such delivery shall take place on private property away from public view. Any such delivery vehicle shall be unmarked. In addition, all marijuana for medical use delivered to a qualifying patient shall be packaged so the public cannot see or smell the marijuana.

SECTION 18. Title V, Chapter 51, Article 7, Section 5.52(4)(l) of the City Code is hereby repealed in its entirety and replaced with the following:

- (l) A dwelling or an accessory structure in which a primary caregiver is providing primary caregiver services to qualifying patients shall not have any signage.

SECTION 19. Title V, Chapter 51, Article 8, Section 5.61(4) of the City Code is hereby repealed in its entirety and replaced with the following:

- (4) *Frontage.* No principal building shall be erected on a lot, unless that lot fronts, as required by Section 5.60, upon an improved street or access road. Multiple-family, commercial, office, industrial, or other developments may be exempt from this requirement, as provided in Section 5.60.

SECTION 20. Title V, Chapter 51, Article 8, Section 5.69(1) of the City Code is hereby repealed in its entirety and replaced with the following:

- (1) Certain architectural features, such as eaves, cornices, bay windows (or windows without foundations), gutters, chimneys, pilasters and similar features may project no further than three (3) feet into any required yard.

SECTION 21. Title V, Chapter 51, Article 8, Section 5.71(1) of the City Code is hereby repealed in its entirety and replaced with the following:

- (1) *Front Setback on Corner Lots.* A corner lot shall have two front lot lines: a principal front lot line and a secondary front lot line which is considered a street side setback.
 - (a) The required front setback shall apply to the principal and secondary front lot line.
 - (b) The required setback for the secondary front yard shall be the lesser of the required front setback or the established setback for the principal building on the abutting lot that faces the same street as the secondary front lot line.
 - (c) The remaining setbacks shall be side setbacks.

SECTION 22. Title V, Chapter 51, Article 8, Section 5.78(2) of the City Code is hereby repealed in its entirety and replaced with the following:

- (2) Signage shall be subject to the requirements of Article 11.

SECTION 23. Title V, Chapter 51, Article 11, Section 5.101 of the City Code is hereby amended by deleting the definitions of "Flashing Sign", "Home Occupation Sign", and "Ingress-Egress Sign."

SECTION 24. Title V, Chapter 51, Article 17, Section 5.175(2) of the City Code is hereby repealed in its entirety and replaced with the following:

- (2) *Membership.* The ZBA shall consist of five (5) members appointed by the city council, one (1) of whom may be a member of the planning commission, and two (2) alternate members.

SECTION 25. Title V, Chapter 51, Article 17, Section 5.177(1) of the City Code is hereby repealed in its entirety and replaced with the following:

- (1) Meetings of the board shall be held at such times as the board may determine but, at least one time annually. There shall be a fixed place of meeting, and all meetings shall comply with the Open Meetings Act, Act 267 of the Public Acts of 1976, as amended.

SECTION 26. Title V, Chapter 51, Article 17, Section 5.177(2) of the City Code is repealed in its entirety and replaced with the following:

(2) The presence of four (4) members shall constitute a quorum. The concurring vote of four (4) members of the board shall be necessary to reverse any order, requirement, decision or determination of the zoning administrator, or to decide in favor of the applicant on any matter upon which it is required to pass by this ordinance, or to grant variation from the requirements of the ordinance, except that a concurring vote of four (4) members shall be necessary to grant a land use variance.

SECTION 27. Title V, Chapter 51, Article 18, Section 5.194 of the City Code is amended by adding a missing Section header after the first sentence, thus creating a new Section 5.195 Conditional Zoning and items (1) through (14) will fall under Section 5.195, as follows:

5.194. Amendments Required to Conform to Court Decree

An amendment for the purpose of conforming to a decree of a court of competent jurisdiction shall be adopted by the city council and published without necessity of a public hearing or a referral to any other commission or agency.

5.195. Conditional Zoning

SECTION 28. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 29. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 795 was adopted on the 5th day of November, 2018 A.D., by the Charlevoix City Council as follows:

Motion by,

Yeas:

Nays:

Absent:

State of Michigan)
) §
City of Charlevoix)

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Hotel Earl, LLC Redevelopment Liquor License Application

DATE: November 5, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Hotel Earl, LLC is seeking support from City Council to obtain a Redevelopment Liquor License to be located at 120 Michigan Avenue (formerly The Lodge). Pursuant to Michigan Liquor Control Commission regulations, liquor licenses may require approval from the City of Charlevoix. During a special meeting on October 29th, the DDA approved Hotel Earl's application.

In 2000, the Charlevoix City Council adopted Chapter 77, Liquor Licenses outlining the application process for a new license, or for the transfer of an existing license. A copy of the Hotel Earl, LLC application is attached.

Council's evaluation of the liquor license should consider the following factors:

1. Whether the applicant, or if a partnership or corporation any member of the partnership or corporation, has been denied a license in the past seven years and the reasons for the denial.
2. Whether the application is complete and contains all of the information required by this ordinance.
3. Whether the application shows compliance with applicable city ordinances regarding off-street parking, lighting, refuse disposal facilities and landscaping/screening and, additionally, noise control.
4. The impact of the proposed license and associated business on the occupants and owners of adjoining properties.
5. Whether the proposed license and associated business will adversely affect traffic safety.
6. Accessibility to the sight from abutting roads.
7. The distance from public or private schools for minors.
8. Whether the business will cause noise which would so that public or private land will be adversely affected.

Regardless of the City Council's evaluation of the above factors, no license shall be issued under the following conditions:

1. A person whose license, under this Ordinance, has been revoked for cause. **Not applicable.**
2. A person who, at the time of the application or renewal of any license issued here under would not be eligible for such license upon a first application. **Not applicable.**
3. A person who does not own the premises for which a license is sought or does not have a lease therefor for the full period for which the license is issued, or to a person, corporation or co partnership that does not have sufficient financial assets to carry on or maintain the business. **Not applicable.**
4. A person on whose premises there exists a violation of the applicable building, electrical, mechanical, plumbing or fire codes, applicable zoning regulations, applicable public health regulations, or any other applicable city ordinance. **There are no known zoning violations at the site nor are there any outstanding building violations.**
5. A person whose application proposes a use which would be in violation of any city zoning or police power ordinance, or state or federal law. **The proposed use would be in conformance with City zoning.**
6. A person in situations where there are delinquent unpaid real estate taxes and/or personal property taxes relating to the real estate or business which has been used, is used or will be used in conjunction

with the license. **No delinquent taxes.**

7. A person where it is determined by a majority of the City Council that the premises for which the license has been requested do not or will not within six months after commencement of operations, have adequate off-street parking, lighting, refuse disposal facilities, screening, noise, or nuisance control or where a nuisance does or will exist. **This project received site plan approval which covers all aforementioned items, from the City of Charlevoix Planning commission and the City Council.**

8. A person whose licensing activity will expand or intensify a non-conforming use under the city zoning ordinance. **No non-conforming issues.**

City recommends the approval of the license based on the factors required for consideration under the statute.

RECOMMENDATION:

Council must choose whether or not to hold a public hearing. There are two possible motions:

Motion to set a public hearing for Monday, November 19, 2018 at 6:00 p.m. for the purpose of considering a resolution to grant local government approval of a liquor license.

OR

Motion to approve Resolution 2018-11-02, Michigan Liquor Control Commission Local Government Approval for Hotel Earl, LLC.

ATTACHMENTS:

- ▣ Hotel Earl Application
- ▣ Resolution 2018-11-02

CITY OF CHARLEVOIX

Liquor License Application

You **MUST** answer all questions and include all attachments or this application will be returned to you. Bring or mail this application to the City Clerk, City of Charlevoix, 210 State Street, Charlevoix, Michigan 49720.

This form is designed to conform to the Michigan Liquor Control Code of 1998 being Public Act 1998 No. 58 (MCL 436.1101, et seq), and the City of Charlevoix Liquor License Ordinance.

Approval of a new liquor license or the transfer of an existing license is not a determination that the applicant has complied with other ordinances or regulations.

I. APPLICANT INFORMATION (if more than one applicant, please attach separate sheet):

Name of individual or business entity: Hotel Earl-Charlevoix, Inc. d/b/a Hotel Earl
(a Michigan corporation)

- A. If the business entity is a partnership or a limited liability company provide the name of person or persons entitled to share in the profits of the partnership or limited liability company (attach separate sheets if needed):

N/A

- B. If the business entity is a corporation, provide the names and addresses of the officers and directors of the corporation (attach separate sheets if needed):

John Paul Silva

123 Lake Shore Road

Grosse Pointe Farms, MI 48236

If a majority interest in the stock of such corporation is held by one person or one person's nominee, please provide the name and address of such person:

John Paul Silva

123 Lake Shore Road

Grosse Pointe Farms, MI 48236

✓ II. **CITIZENSHIP**

Provide proof of the citizenship of the applicant and all persons listed in Paragraph I, above. Attach copy of current passport OR attach copies of two forms of identification, such as Driver's License, State ID, or Social Security card.

If the applicant or any of the parties listed in Paragraph I above is/are a naturalized citizen of the United States, please provide the date(s) and place(s) of where citizenship was received.

Naturalized 1986, Boston, Massachusetts

III. **ATTACHMENTS**

All of the following attachments **MUST** be included. Label each attachment as shown.

- ✓ A. Character of the proposed business including a description of services to be provided to patrons and the manner in which intoxicating liquor will be sold.
- ✓ B. The length of time the applicant has been in the business of selling intoxicating liquor, either in a retail business or in a tavern or restaurant establishment.
- ✓ C. A statement including a map showing a location of the premises or place of business which is to be operated under the liquor license, including:
 - ✓ (i) Street address and, if applicable, post office box number,
 - ✓ (ii) A legal description of the premises or place of business including the applicant's ownership interest in the premises and business, and the zoning district in which the premises or place of business is located;
 - ✓ (iii) A statement as to whether the applicant will offer entertainment at the licensed premise or place of business, and a description of the kind(s) of entertainment to be offered. This statement must address whether any entertainment will include public nudity. If the applicant is a corporation, attach the corporation's Articles of Incorporation, state in which incorporated, and proof of the date such a corporation was approved by the incorporating state.
- ✓ D. A copy of the building and site plan showing the entire structure and premises, specifically the areas within the building or structure where the license is to be utilized. Such site plan should demonstrate adequate off-street parking, lighting, refuse disposal facilities and plans, if any, for screening and noise control. A copy of a development plan which has previously been approved by the City is acceptable.
- ✓ E. All copies of financial information and documents provided to the Michigan Liquor Control Commission regarding financial responsibility.
- ✓ F. Please state whether the applicant has made an application for a similar liquor license on any premises other than the one described in this application and the disposition of that application.

IV. CONVICTION AND DISQUALIFICATION

Applicant certifies that the applicant or the individuals named in Paragraph I of this application with applicant being a duly authorized disclosed agent of any corporation or partnership listed in this application certifies applicant and all listed individuals listed on this application have never been convicted of a felony and that applicant and other individuals listed in this application are not disqualified and have never been disqualified to receive a license by reason of any matter or thing contained in this ordinance or in the laws of the State of Michigan.

V. STATEMENT OF GOOD FAITH

Applicant certifies that applicant or the individuals named in Paragraph I of this application with applicant being a duly authorized disclosed agent of the corporation and/or partnership listed in this application states that applicant and all named individuals listed in Paragraph I will not violate any of the laws of the State of Michigan or the United States or any ordinances of the City of Charlevoix in the conduct of the business.

VI. AFFIDAVIT AND PERMISSION FOR CITY, COUNTY AND STATE OFFICIALS TO ENTER THE PROPERTY FOR INSPECTIONS:

I agree the statements made above are true, and if found not to be true, this application and any approval will be void. Further, I agree to comply with the conditions and regulations in the Michigan Liquor Control Code of 1998 and the Charlevoix City Code. Further, I agree to give permission for officials of the City of Charlevoix, Charlevoix County, and the State of Michigan to enter the property and any structures thereon where the licensed premises is located for purposes of inspection during normal business hours. Further, I understand that this is only a liquor license application and that such license conveys certain rights under the Charlevoix City Code and the Michigan Liquor Control Code, being Public Act 1998 No. 58, MCL 436.1101 et seq, and does not include any representation or conveyance of rights in any other statute, zoning under the City of Charlevoix's Code, or other property rights.

Finally, even if this liquor license is approved, I understand the City of Charlevoix Code and state statutes change from time to time. Therefore, I hereby acknowledge that any approval of this liquor license is subject to any change in the Charlevoix City Code or state statute as authorized by law.

Applicant's Signature:  Date: 9/29/18
John Paul Silva

For office use only

Reviewer's action: Total fee: \$ 100 - Check # 1646 Date received: 10-5-18

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

Signature: _____

Title: _____

**CITY OF CHARLEVOIX
LIQUOR LICENSE APPLICATION**

III. ATTACHMENTS

The following Attachments are enclosed and labeled where applicable:

- A. Character of the proposed business including a description of services to be provided to patrons and the manner in which intoxicating liquor will be sold.**

The Applicant, Hotel Earl, is hereby making application for a "B Hotel" on premise DDA development liquor license. Hotel Earl will be a fifty (50) plus room luxury hotel and conference center. The Applicant's principal business at this location will be a full service hotel business with the liquor license to be utilized in conjunction therewith.

There will be one bar located on the main floor from which patrons may order and consume alcoholic beverages. In addition, guests may order alcoholic beverages via room service.

- B. The length of time the Applicant has been in the business of selling intoxicating liquor, either in a retail business or in a tavern or restaurant establishment.**

This is the first time the Applicant will have an interest in a licensed liquor establishment.

- C. A statement including a map showing a location of the premises or place of business which is to be operated under the liquor license, including:**

- (i) Street address and, if applicable, post office box number**

(see attached map at "Attachment C(i)");

120 Michigan Avenue
Charlevoix, Michigan 49720

- (ii) A legal description of the premises or place of business including the Applicant's ownership interest in the premises and business, and the zoning district in which the premises or place of business is located;**

(see attached Warranty Deed at "Attachment C(ii)")

The property is owned by Hotel Earl LLC, a Michigan limited liability company.
The sole members of which are:

John Paul Silva
Jennifer Silva, spouse

Hotel Earl, LLC is the leasing the entire property to Hotel Earl-Charlevoix, Inc dba Hotel Earl, the sole shareholder of that entity is John Paul Silva.
Hotel Earl-Charlevoix Inc. is the Applicant.

- (iii) A statement as to whether the Applicant will offer entertainment at the licensed premise or place of business, and a description of the kind(s) of entertainment to be offered. This statement must address whether any entertainment will include public nudity. If the applicant is a corporation, attach the corporation's Articles of Incorporation, state in which incorporated, and proof of the date such a corporation was approved by the incorporating state.

(see "Attachment C(iii)")

No entertainment will be offered nor will there be any type of public nudity whatsoever.

- D. A copy of the building and site plan showing the entire structure and premises, especially the areas which the building or structure where the license is to be utilized. Such site plan should demonstrate adequate off-street parking, lighting, refuse disposal facilities and plans, if any, for screening and noise control. A copy of a development plan which has previously been approved by the City is acceptable.

(see "Attachment D" / which is an approved building plan. Approved site plan is on file with the City of Charlevoix)

- E. All copies of financial information and documents provided to the Michigan Liquor Control commission regarding financial responsibility.

(see "Attachment E" (email from City Clerk, Joyce Golding) see copies of financial documents being submitted to MLCC herewith)

- F. Please state whether the Applicant has made an application for a similar liquor license on any premises other than the one described in this application and the disposition of that application.

This is the first time the Applicant has made application and there has been no other application made for a similar licensed liquor establishment.



Attachment C(i)
Establishment location map

Warranty Deed
(3/97)

Jelinek & Snabes, PLLC

The Grantor

Lodge Development Company, L.L.C., a Michigan
limited liability company,

whose address is

120 Michigan Avenue, Units 1-41, Charlevoix, MI 49720,

conveys and warrants to

Hotel Earl, LLC, a Michigan limited liability company,

whose address is

1005 N. Stephenson Highway, Attn: Leasing Office,
Royal Oak, MI 48067,

the following described premises situated in the City of Charlevoix, County of
Charlevoix, State of Michigan to wit:

Units 1-41, THE LODGE OF CHARLEVOIX CONDOMINIUM, according to the
Master Deed recorded in Liber 281, pages 960 through 990 and designated as
Charlevoix County Condominium Plan No. 28, Charlevoix County Records, together
with rights in general common elements and limited common elements as set forth in
the above Master Deed and as described in Act 59 of Public Acts of 1978 as amended.

Together with all and singular the tenements, hereditaments and appurtenances thereunto
belonging or in anyway appertaining thereto.

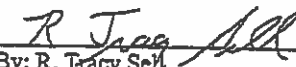
SUBJECT TO all easements, reservations, rights-of-way and restrictions of record, if any.

This deed is given for the sum set forth in the Real Estate Transfer Valuation Affidavit filed
herewith.

Dated:

Signed:

Lodge Development Company, L.L.C., a Michigan
limited liability company


By: R. Tracy Sell
Its: Manager/Member

State of Michigan
County of Charlevoix } ss.

This foregoing instrument was acknowledged before me 26 day of June, 2018
by R. Tracy Sell, Manager/Member of Lodge Development Company, L.L.C., a Michigan
limited liability company.

Notary Public [Signature]
County, Michigan

My commission expires: 3-9-2022

Prepared by and Return to:
Maura A. Snabes, Esq.
Jelinek & Snabes, PLLC
440 E. Front Street
Traverse City, MI 49686

File No: MI-312857

MCKENZIE E SAYWARD
Notary Public, State of Michigan
County of Charlevoix
My Commission Expires 03-09-2022
Acting in the County of Charlevoix

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the ARTICLES OF ORGANIZATION

for

HOTEL EARL, LLC

ID Number: 802196750

received by electronic transmission on May 15, 2018 **, is hereby endorsed.**

Filed on May 15, 2018 **, by the Administrator.**

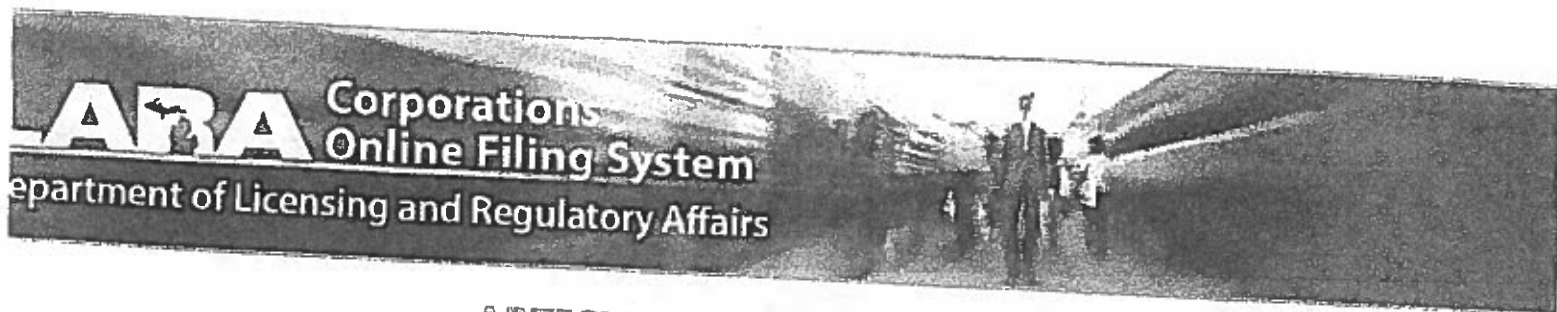
The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 15th day of May, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau



ARTICLES OF ORGANIZATION
For use by DOMESTIC LIMITED LIABILITY COMPANY

Form Revision Date 02/2017

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

Article I

The name of the limited liability company is:

LOTEL EARL, LLC

Article II

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

Article III

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

Article IV

The street address of the registered office of the limited liability company and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

Agent Name: JOHN P. SILVA
Street Address: 1005 N. STEPHENSON HIGHWAY
Apt/Suite/Other: ATTN: LEASING OFFICE
City: ROYAL OAK
State: MI

Zip Code: 48067

Registered Office Mailing Address:

P.O. Box or Street Address: 1005 N. STEPHENSON HIGHWAY
Apt/Suite/Other: ATTN: LEASING OFFICE
City: ROYAL OAK
State: MI

Zip Code: 48067

Witnessed this 15th Day of May, 2018 by the organizer(s):

Signature	Title	Title if "Other" was selected
John P. Silva	Organizer	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

Decline Accept



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

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Report of Stockholders, Members, or Partners

(Authorized by MCL 436.1529(1), R 436.1051, and R 436.1110)

Part 1 - Licensee Information

Please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s): Hotel Earl, LLC

Address: 120 Michigan Ave

City: Charlevoix

Zip Code: 49720

Part 2a - Corporations - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all stockholders:

N/A

No. of Shares Issued: Date Issued/Acquired:

Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109:

N/A

Part 2b - Limited Liability Companies - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all members:

John Paul Silva, 1005 N. Stephenson Highway, Royal Oak, Michigan 48067

Percent % Issued: Date Issued/Acquired:

50%

May 15, 2018

Jennifer M. Silva, 1005 N. Stephenson Highway, Royal Oak, Michigan 48067

50%

May 15, 2018

Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110:

N/A



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

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

Report of Stockholders, Members, or Partners
(Authorized by MCL 436.1529(1), R 436.1051, and R 436.1110)

Part 2c - Limited Partnerships - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all partners:

N/A

Percent % Issued: _____ Date Issued/Acquired: _____

Name and address of Managers, pursuant to administrative rule R 436.1111:

N/A

Part 3 - Authorized Signers (Authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company)

Name & Title: John Paul Silva, 123 Lakeshore Road, Grosse Pointe Farms, Michigan 48236

Name & Title: Jennifer M. Silva, 123 Lakeshore Road, Grosse Pointe Farms, Michigan 48236

Name & Title: _____

Name & Title: _____

Name & Title: _____

Part 4 - Signature of Applicant or Licensee

I certify that the authorized signers under Part 3 of this form have been authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

John Paul Silva, Managing Member

Print Name of Applicant or Licensee & Title

Signature of Applicant or Licensee

10/04/2018

Date

Please return this completed form to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

**BUSINESS REGISTRATION (DBA) CERTIFICATE
PERSONS CONDUCTING BUSINESS UNDER ASSUMED NAME OR PARTNERSHIP**

County of Charlevoix, Office of the Clerk

DBA File No. 11139
Certificate Exp 10.4.2023
Certificate Filed 10.5.2018
Dissolved: _____

THE UNDERSIGNED hereby certifies, under the provisions of PA 101 of Michigan for 1907, as amended, that the following person(s) now owns, carries on, conducts, or transacts, or intends to own, carry on, conduct or transact a business, or maintain an office or place of business in the County of Charlevoix, State of Michigan under the name, designation or style set forth below:

1. Name of Business HOTEL EARL
2. Physical Address 120 Michigan Avenue Charlevoix MI 49720
Street City State Zip
☒ City
☐ Township: Charlevoix Phone No: () Type of business: real estate/lodging

3. ☒ **INDIVIDUAL**

NAME(S) OF PERSON(S) owning, conducting, transacting, or composing the above business, and the home or post office address of each.

NAME OF PERSON(S)	RESIDENCE ADDRESS (Street, City, State) (P.O. Box if applicable)
(Print) <u>HOTEL EARL - CHARLEVOIX, INC.</u>	<u>309 Petoskey Avenue</u>
By: <u>John P. Silva</u>	<u>Charlevoix, MI 49720</u>
Its: <u>President</u>	
(Print) _____	

4. ☐ **GENERAL PARTNERSHIP CERTIFICATE.** The undersigned hereby certifies under the provisions of PA 164 of Michigan for the year 1913, as amended, that:

(a) The business mentioned herein ☐ IS ☒ IS NOT a partnership.
(If the business IS a partnership, fill in the blank line under (b) below.)

(b) Length of time general partnership is to continue. (Insert either the term agreed on by the partners, or the statement "NOT LIMITED")

5. **SIGNATURES OF ALL
PERSONS LISTED ABOVE**
Acknowledged before a
Notary Public

(Signature) _____
John P. Silva

(Signature) _____

STATE OF MICHIGAN)
COUNTY OF CHARLEVOIX) ss

SUBSCRIBED AND SWORN to before me this 1st day of October 2018

by all persons listed above.

(Signature) Joan L. Miller

(Print) Joan L. Miller

Notary Public for Charlevoix County, Michigan

My Commission Expires: 7/22/2023

STATE OF MICHIGAN)
COUNTY OF CHARLEVOIX) ss

I, Cheryl Potter Browe, Clerk of the County of Charlevoix, and of the Circuit Court thereof, do hereby state that I have compared the foregoing copy of Business Registration Certificate with the original record in my Office and that the same is a correct transcript therefrom, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the Seal of the Circuit Court in the City of Charlevoix, this 5th day of October 2018.

Cheryl Potter Browe, Charlevoix County Clerk

By: Julia D. Deputy
County Clerk/Deputy County Clerk

There is a \$10.00 Fee for the filing of this document.

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the ARTICLES OF INCORPORATION

for

HOTEL EARL - CHARLEVOIX, INC.

ID Number: 802239227

received by electronic transmission on September 24, 2018, *is hereby endorsed.*

Filed on September 25, 2018, *by the Administrator.*

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



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 25th day of September, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

ATTACHMENT C(iii)
filed Articles of
Incorporation and

dba of Applicant
Hotel Earl-Charlevoix,
Inc dba Hotel Earl

LARA Corporations
Online Filing System
Department of Licensing and Regulatory Affairs

ARTICLES OF INCORPORATION
For use by DOMESTIC PROFIT CORPORATION

Form Revision Date 07/2016

Pursuant to the provisions of Act 284, Public Acts of 1972, the undersigned executes the following Articles:

ARTICLE I

The name of the corporation is:

HOTEL EARL - CHARLEVOIX, INC.

ARTICLE II

Unless the articles of incorporation otherwise provide, all corporations formed pursuant to 1972 PA 284 have the purpose of engaging in any activity within the purposes for which corporations may be formed under the Business Corporation Act. You may provide a more specific purpose:

ARTICLE III

1. State the total authorized shares of each class of stock that the corporation is authorized to issue. All corporations must authorize stock.* If there is more than one class or series of shares, state the relative rights, preferences and limitations of the shares of each class in Article III(2).

Class of Stock

COMMON

Total authorized
number of shares

60,000

ARTICLE IV

The street address of the registered office of the corporation and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

1. Agent Name: JOHN P. SILVA
2. Street Address: 309 PETOSKEY AVENUE
Apt/Suite/Other:
City: CHARLEVOIX
State: MI

Zip Code: 49720

3. Registered Office Mailing Address:
P.O. Box or Street Address: 309 PETOSKEY AVENUE
Apt/Suite/Other:
City: CHARLEVOIX
State: MI

Zip Code: 49720

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name

Residence or Business Address

JOHN P. SILVA

309 PETOSKEY AVENUE, CHARLEVOIX, MI 49720 USA

Use the space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added.

ARTICLE VI

THE CORPORATION SHALL HAVE NO BOARD OF DIRECTORS. THE USUAL POWERS, AUTHORITIES AND OBLIGATIONS ORDINARILY DELEGATED TO THE BOARD OF DIRECTORS SHALL BE DELEGATED BY THE SHAREHOLDER OF THE CORPORATION.

Signed this 24th Day of September, 2018 by the incorporator(s).

Signature

Title

Title if "Other" was selected

John P Silva

Incorporator

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

☐ Decline

☒ Accept



Report of Stockholders, Members, or Partners

(For MLCC Use Only)

(Authorized by MCL 436.1529(1), R 436.1051, and R 436.1110)

Part 1 - Licensee Information

Please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s): Hotel Earl- Charlevoix, Inc., d/b/a Hotel Earl	
Address: 120 Michigan Ave.	
City: Charlevoix	Zip Code: 49720

Part 2a - Corporations - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all stockholders:	No. of Shares Issued:	Date Issued/Acquired:
John Paul Silva, 123 Lake Shore Road, Grosse Pointe Farms, MI, 48236	1,000.	9/25/2018
Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109:		
No Board of Directors. The usual powers, authorities and obligations ordinarily delegated to the BOD are delegated to the shareholders.		

Part 2b - Limited Liability Companies - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all members:	Percent % Issued:	Date Issued/Acquired:
Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110:		



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

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

Report of Stockholders, Members, or Partners
(Authorized by MCL 436.1529(1), R 436.1051, and R 436.1110)

Part 2c - Limited Partnerships - Please complete this section and attach more copies of this page if more room is needed.		
Name and address of all partners:	Percent % Issued:	Date Issued/Acquired:
Name and address of Managers, pursuant to administrative rule R 436.1111:		

Part 3 - Authorized Signers (Authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company)	
Name & Title:	John Paul Silva, -- President, Treasurer and Secretary (Sole Shareholder)
Name & Title:	David L Campbell --Asst Secretary.
Name & Title:	
Name & Title:	
Name & Title:	

Part 4 - Signature of Applicant or Licensee

I certify that the authorized signers under Part 3 of this form have been authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

John Paul Silva, President

Print Name of Applicant or Licensee & Title

Signature of Applicant or Licensee

Date

9/29/18

Please return this completed form to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

Attachment D which is an approved building plan.
Approved site plan is on file with the City Council

CITY OF CHARLEVOIX
Liquor License Application
Addendum for Redevelopment Liquor Licenses

Please note: this application must be submitted WITH the "Liquor License Application". You MUST answer all questions and include all attachments or the application will be returned to you. Bring or mail the applications to the City Clerk, City of Charlevoix, 210 State Street, Charlevoix, Michigan 49720.

This form is designed to conform to Public Act No. 501 of the Public Acts of 2006, being Section 521a(1) of the Michigan Liquor Control Code of 1998, being MCL 436.1521a(1), and the City of Charlevoix Redevelopment Liquor License Ordinance.

Approval of a new liquor license or the transfer of an existing license is not a determination that the applicant has complied with other ordinances or regulations.

1. Name, address, and contact information of applicant:

Hotel Earl-Charlevoix, Inc., d/b/a Hotel Earl

c/o John Paul Silva, 123 Lake Shore Road, Grosse Pointe Farms, MI 48236

2. Address of the real property at which the license will be used:

120 Michigan Avenue

Charlevoix, MI 49720

3. Is the establishment located within the Downtown Development Authority limits? ☒ Yes ☐ No

4. Will the establishment offer: ☐ Dining ☒ Recreation ☐ Entertainment

5. How many days per week and hours per day will the establishment be open to the public?

seven (7)

6. What is the seating capacity of this establishment?

25

Attach the following, per Ordinance 758 of 2012, 7.305.B.3-6, and 7.305.B.8:

- ✓ A. see attached Documentation whether the applicant has a real property interest in the real property with which the license will be used.
- ✓ B. see attached Documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that will house the licensed premises, or which makes a commitment for a capital investment of at least \$75,000 which will be expended prior to the issuance of the license.
- ✓ C. see attached Documentation of attempts to purchase a readily available escrowed or quota on-premise license within the City of Charlevoix, and why such license was not reasonably available.
- ✓ D. see attached Documentation regarding the type of business with which the license will be used.
- E. see attached Additional information or documentation that will show whether the application complies with the standards contained in Section 7.303.A. and Section 7.305.D. of the City Code.

As owner of the premises, (if not the applicant), I approve of the submission of this application:

Owner's Signature: _____ Date: 9/29/18

Owner's Name & Contact #: (print) John Paul Silva, President
Hotel Earl-Charlevoix, Inc.

I, the applicant, do state that all statements made on this application at attachments are true and complete.

Applicant's Signature: _____ Date: 9/29/18

**CITY OF CHARLEVOIX
LIQUOR LICENSE APPLICATION
ADDENDUM FOR REDEVELOPMENT LIQUOR LICENSES
SUPPLEMENTAL INFORMATION / PAGE 2**

- A.** Documentation whether the applicant has a real property interest in the real property with which the license will be used.

RESPONSE: The real property of the proposed licensed premises is owned by Hotel Earl, LLC, a Michigan limited liability company, which consists of two owners/members:

John Paul Silva, and his wife,
Jennifer Marie Silva

- B.** Documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that will house the licensed premises, or which makes a commitment for a capital investment of at least \$75,000 which will be expended prior to the issuance of the license.

RESPONSE: See attached Sworn Affidavit.

- C.** Documentation of attempts to purchase a readily available escrowed or quota on-premise license within the City of Charlevoix, and why such license was not reasonably available.

RESPONSE: See attached Sworn Affidavit.

- D.** Documentation regarding the type of business with which the license will be used.

RESPONSE: A full service fifty (50) plus room hotel.

- E.** Additional information or documentation that will show whether the application complies with the standards contained in Section 7.303.A. and Section 7.305.D. of the City Code.

RESPONSE: See attached copies of a portion of the MLCC Application which will be submitted by Applicant.

AFFIDAVIT OF JOHN PAUL SILVA

STATE OF MICHIGAN)
)ss
COUNTY OF CHARLEVOIX)

The undersigned, John Paul Silva, being first duly sworn, hereby deposes and says:

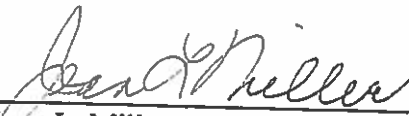
1. That I am, John Paul Silva, and of the lawful age of majority.
2. That I am the managing member of Hotel Earl, LLC, the owner of real estate located at 120 Michigan Avenue, Charlevoix, Michigan 49720.
3. That I am the sole shareholder of Hotel Earl-Charlevoix, Inc., the applicant for new B-Hotel liquor license under MCLA § 436.1521a (1)(b).
4. That one of the statutory requirements for issuance of this type of license is that the applicant expend at least \$75,000 for the rehabilitation or restoration of the building that will house the licensed premises.
5. That I, the affiant John Paul Silva, has in fact expended far in excess of the statutory requirement of \$75,000 on the real estate located at 120 Michigan, Charlevoix, Michigan 49720.
6. That the source of funds for said expenditures come from a combination of personal funds of John Paul Silva and bank loans.

Further, Affiant sayeth not.



John Paul Silva

Subscribed and sworn to before me, a Notary Public, this 1st day of October, 2018, by John Paul Silva.



Joan L. Miller, Notary Public
Charlevoix County, Michigan
My commission expires: 7/22/2023



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

Retailer License & Permit Application

For more information on retail licenses and permits, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Before you begin filling out the attached application, please review this checklist for the applicable forms and documents you will need to submit with your completed application form.

The attached LCC-100 form will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website: <https://get.adobe.com/reader/>

- ☒ Completed Retail License & Permit Application (Form LCC-100, attached)
- ☒ Livescan Fingerprint Form* (attached)
- ☒ Inspection, License, and Permit Fees
- ☒ Local Government Authorization (Form LCC-106) - **For a new on-premises license only**
- ☐ Purchase agreement - **For the transfer of ownership of a license**
- ☐ Property document (lease, deed, land contract, etc.)
- ☐ New Specially Designated Merchant license documents - **For a new Specially Designated Merchant license only** (see page 3)
- ☒ New On-Premises Resort License Questionnaire (LCC-109a) or New On-Premises Redevelopment or Development District License Questionnaire (LCC-109b) - **For a new on-premises Resort, Redevelopment, or Development District license only**

Are you transferring stock or membership interest? If yes, use the License Interest Transfer Application (LCC-101).

If applicant is a corporation also include (pursuant to R 436.1109):

- ☒ Report of Stockholders/Member/Partners (Form LCC-301)
- ☒ Copy of Articles of Incorporation filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of Michigan.
- ☒ Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission or Part 3 of Form LCC-301.

If applicant is a limited liability company also include (pursuant to R 436.1110):

- ☐ Report of Stockholders/Member/Partners (Form LCC-301)
- ☐ Copy of Articles of Organization filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Copy of the operating agreement or bylaws of the applicant company
- ☐ Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.
- ☐ Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person authorized to sign the application and other documents required by the Commission or Part 3 of Form LCC-301.

If applicant is a limited partnership also include (pursuant to R 436.1111):

- ☐ Report of Stockholders/Member/Partners (Form LCC-301)
- ☐ Copy of the partnership agreement of the applicant limited partnership
- ☐ Each general partner of a partnership shall sign the application, bond, and other papers filed in connection with securing a new license or transferring an existing license. This requirement may be waived by the Commission upon showing of good cause, which must be submitted in writing.

*Fingerprints are required for applicants that have not been fingerprinted for MLCC licensure in the past and will hold 10% or more interest in a license or applicant entity.



Retailer License & Permit Application

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

Part 1 - Applicant Information

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

Applicant name(s): Hotel Earl-Charlevoix, Inc. d/b/a Hotel Earl	
Address to be licensed: 120 Michigan Ave.	
City: Charlevoix	Zip Code: 49720
City/township/village where license will be issued: Charlevoix	County: Charlevoix
Federal Employer Identification Number (FEIN): <i>Applied for</i>	

1. Are you requesting a new license? ☒ Yes ☐ No
2. Are you applying ONLY for a new permit or permission? ☐ Yes ☒ No
3. Are you buying an existing license? ☐ Yes ☒ No
4. Are you transferring the classification of an existing on premises license? ☐ Yes ☒ No
5. Are you modifying the size of the licensed premises? ☐ Yes ☒ No
If Yes, specify: ☐ Adding Space ☐ Dropping Space ☐ Redefining Licensed Premises
6. Are you transferring the location of an existing license? ☐ Yes ☒ No
7. Is this license being transferred as the result of a default or court action? ☐ Yes ☒ No
8. Do you intend to use this license actively? ☒ Yes ☐ No

Leave Blank - MLCC Use Only

Part 2 - License Transfer Information (If Applicable)

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

Current licensee(s): N/A	
Current licensed address:	
City:	Zip Code:
City/township/village where license is issued:	County:

Part 3 - Licenses, Permits, and Permissions

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

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

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

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

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

Inspection Fees: \$140	License & Permit Fees:	TOTAL FEES:
------------------------	------------------------	-------------

Schedule A - Licenses, Permits, & Permissions

Applicant name: _____

Off Premises License Type:

New Transfer

Base Fee:

Fee Code
MLCC Use
Only

- ☐ ☒ SDM License \$100.00
- ☐ ☐ SDD License \$150.00
- ☐ ☐ Resort SDD License Upon Licensure/\$150.00

Resort SDD Licenses may only be issued in governmental units having a population of 50,000 or less

Off Premises Permits:

Base Fee:

- ☐ Sunday Sales Permit (AM)* \$160.00
- ☐ Sunday Sales Permit (PM)** \$22.50
(Held with SDD License)
- ☐ Catering Permit \$100.00
- ☐ Secondary Location Permit - Complete Form LCC-201
- ☐ Beer and Wine Tasting Permit No charge
- ☐ Living Quarters Permit No charge

On/Off Premises Permission Type:

Base Fee:

- ☐ Off-Premises Storage No charge
- ☐ Direct Connection(s) No charge
- ☐ Motor Vehicle Fuel Pumps No charge

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

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

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

Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses: 2 x \$70.00 Inspection Fee

Total Inspection Fee(s): \$140.

Total License Fee(s): _____

Total Permit Fee(s): _____

TOTAL FEES DUE: \$140.00

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

Make checks payable to State of Michigan

On Premises License Type:

New Transfer

Base Fee:

Fee Code
MLCC Use
Only

- ☒ ☐ B-Hotel License \$600.00
Number of guest rooms: _____
- ☐ ☐ A-Hotel License \$250.00
Number of guest rooms: _____
- ☐ ☐ Class C License \$600.00
- ☐ ☐ Tavern License \$250.00
- ☐ ☐ Resort License Upon Licensure
- ☒ ☐ DDA/Redevelopment License Upon Licensure
- ☐ ☐ Brewpub License \$100.00
- ☐ ☐ G-1 License \$1,000.00
- ☐ ☐ G-2 License \$500.00
- ☐ ☐ Aircraft License \$600.00
- ☐ ☐ Watercraft License \$100.00
- ☐ ☐ Train License \$100.00
- ☐ ☐ Continuing Care Retirement Center License \$600.00
- ☐ MCL 436.1545(1)(b)(i) ☐ MCL 436.1545(1)(b)(ii)

B-Hotel or Class C Licenses Only:

- ☐ ☐ Additional Bar(s)

Number of Additional Bars: _____

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

On Premises Permits:

Base Fee:

- ☒ Sunday Sales Permit (AM)* \$160.00
- ☒ Sunday Sales Permit (PM)** 15%**
- ☐ Catering Permit \$100.00
- ☐ Banquet Facility Permit - Complete Form LCC-200

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

- ☒ Outdoor Service No charge
- ☐ Dance Permit No charge
- ☐ Entertainment Permit No charge
- ☐ Extended Hours Permit: No charge
- ☐ Dance ☐ Entertainment Days/Hours: _____
- ☐ Specific Purpose Permit: No charge

Activity requested: _____

Days/Hours requested: _____

- ☐ Living Quarters Permit No charge
- ☐ Topless Activity Permit No charge

Schedule B - New Specially Designated Merchant (SDM) License Supplemental Application - New SDM License Applications ONLY

Applicant name:

Effective January 4, 2017 pursuant to MCL 436.1533(5), Specially Designated Merchant (SDM) licenses are quota licenses based on one (1) SDM license for every 1,000 of population in a local governmental unit. MCL 436.1533 provides for several exemptions from the quota for qualified applicants. Please carefully read the requirements in the boxes below, selecting the applicable approved type of business option(s) from Section 1 and an applicable new SDM license quota option from Section 2.

Section 1 - Requirements to Qualify as Approved Type of Business for New SDM License Applicants

Applicant must meet one (1) or more of the following conditions (check those that apply to your business):

- ☐ a. Applicant holds and maintains retail food establishment license or extended retail food establishment license under the Food Law of 2000, MCL 289.1101 to MCL 289.8111.
- ☐ b. Applicant holds or has been approved for Specially Designated Distributor (SDD) license.
- ☐ c. Applicant holds or has been approved for an on-premises license, such as a Class C, A-Hotel, B-Hotel, Tavern, Club, G-1, or G-2 license.

Section 2 - Quota Requirements for New SDM License Applicants

Applicant must qualify under one of the following sections of the Liquor Control Code regarding the SDM quota:

- ☒ a. Applicant is an applicant for or holds a Class C, A-Hotel, B-Hotel, Tavern, Club, G-1, or G-2 license.
MCL 436.1533(5)(a) - SDM license is exempt from SDM quota and license cannot be transferred to another location.
- ☐ b. Applicant's establishment is at least 20,000 square feet and at least 20% of gross receipts are derived from the sale of food.
MCL 436.1533(5)(b)(i) - SDM license is exempt from SDM quota and license cannot be transferred to another location.
- ☐ c. Applicant's establishment is a pharmacy as defined in the Public Health Code, MCL 333.17707.
MCL 436.1533(5)(b)(ii) - SDM license is exempt from SDM quota and license cannot be transferred to another location.
- ☐ d. Applicant's establishment qualifies as a marina under MCL 436.1539.
MCL 436.1533(5)(e) - SDM license is exempt from SDM quota and license may be transferred to another location if the applicant complies with MCL 436.1539 at the new location.
- ☐ e. Applicant does not qualify under any of the quota exemptions or waiver listed above.
MCL 436.1533(5) - Commission shall issue one (1) SDM for every 1,000 population in a local governmental unit and an unissued SDM must be available in the local governmental unit for the applicant to qualify. SDM license may be transferred to another location.

Documents Required To Be Submitted with New SDM License Application

In addition to the documents listed on the application checklist, the new SDM license applicant must submit the documents listed below, as applicable, with its application to comply with the requirements described above. Select one or more of the following:

- ☐ Copy of retail food establishment license or extended retail food establishment license for a SDM license. The name on the food establishment license must match the applicant name in Part 1 of this application form. A food establishment license is not required for a SDM license to be issued in conjunction with a SDD license or an on-premises license.
- ☐ If applying under Section 2b above, documentary proof that applicant's establishment is at least 20,000 square feet and at least 20% of gross receipts are derived from the sale of food.
- ☐ If applying under Section 2c above, a copy of the pharmacy license issued under the Public Health Code.

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

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

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

Name: John Paul Silva			
Home address: 123 Lake Shore Road			
City: Grosse Pointe Farms		State: Michign	Zip Code: 48236
Business Phone:	Cell Phone:	Email: paul@spmliving.com	
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes, please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. Pursuant to MCL 436.1603, a retailer licensee <u>may not</u> hold interest in a manufacturer or wholesaler licensee. ☐ Yes ☒ No			
Do you hold 10% or more interest in the applicant entity? ☒ Yes ☐ No			
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed "Livescan Fingerprint Background Request" with your application.			

Part 5b - Personal Information (Individuals) - Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).

Date of Birth:	Social Security Number:	Driver's License Number:	
Are you a citizen of the United States of America? ☒ Yes ☐ No			
Have you ever legally changed your name? ☐ Yes ☒ No			
If you answered "yes", please list your prior name(s) (including maiden):			
Spouse's full name (if currently married): Jenifer Marie Silva			
Spouse's date of birth:	Is your spouse a citizen of the United States of America? ☒ Yes ☐ No		
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? ☐ Yes ☒ No			
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC? ☐ Yes ☒ No			
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary): ☐ Yes ☒ No			
Date	City/State	Charge	Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary): ☐ Yes ☒ No			
Date	City/State	Charge	Disposition

Part 5c - Signature

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

John Paul Silva

Print Name

Signature

Date

City Council Regular Meeting -

Part 6 - Contact Information

Provide information on the contact person for this application. Please note that corporations and limited liability companies must provide documentation (e.g. meeting minutes, corporate resolution) authorizing anyone other than the applicant or an attorney of record to be the contact person. If an authorization is not provided, your contact person will not be acknowledged if they are anyone other than the applicant or attorney.

What is your preferred method of contact?			☐ Phone	☐ Mail	☒ Email	☐ Fax
What is your preferred method for receiving a Commission Order?			☐ Mail	☒ Email	☐ Fax	
Contact name: John Paul Silva			Relationship: self			
Mailing address: 1005 N. Stephenson Highway, Attention: Leasing Office, Royal Oak, Michigan, 48067						
Phone:		Fax number:		Email: paul@spmliving.com		

Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)

Attorney name: David L Campbell			Member Number: P- 11539		
Attorney address: 309 Petoskey Ave., Charlevoix, Michigan 49720					
Phone: 231-590-3758		Fax number:		Email: charlevoixattorney@gmail.com	
Would you prefer that we contact your attorney for all licensing matters related to this application?					☒ Yes ☐ No
Would you prefer any notices or closing packages be sent directly to your attorney?					☒ Yes ☐ No

Part 8 - Signature of Applicant

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

John Paul Silva

Print Name of Applicant & Title

Signature of Applicant

Date

Please return this completed form along with corresponding documents and fees to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-284-8557



Participating Agreement / Participation Permit Application
(Authorized under R 436.1041)

For information on licenses and permits, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Part 1 - Applicant/Licensee Information

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

Applicant/Licensee name(s): Hotel Earl - Charlevoix, Inc.		
Address: 309 Petoskey Avenue		
City: Charlevoix	Zip Code: 49720	
Contact name: Paul Silva	Phone: _____	Email: paul@spmliving.com

Part 2 - Non-Licensed Participant Information

If participant is a corporation or limited liability company, state name exactly as it was filed with the Michigan Corporations Division, and submit a copy of the Articles of Incorporation, Articles of Organization, or Certificate of Authority to Conduct Business in Michigan filed with the Corporations Division.

Non-licensed participant name: Hotel Investment Services, Inc.	
Mailing address: 3150 Livernois, Suite 260	
City: Troy	Zip Code: 48083

Part 3 - Required Fee and Documents

☐ \$70.00 Inspection Fee - Not required if part of a request for a new license or transfer of an existing license. (MLCC Fee Code 4036)
☐ Good cause statement, pursuant to administrative rule R 436.1041.
☒ Copy of participating agreement.
1. What percentage of the gross sales or net profits of the licensed business will the non-licensed participant receive under the agreement?
2. What is the commencement date of the agreement?
3. What is the duration of the agreement?

3 %
C of O estimated May of 2019
5 Years

Part 4 - Signature of Applicant or Licensee

Licensees shall be held responsible for all actions and conduct of the operation of the licensed establishment and the actions of the non-licensed participant in the conduct of the licensed business. The licensee shall not transfer these responsibilities to any individual or organization. Failure to uphold this responsibility may result in a violation, suspension, or revocation of the license.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Ron Wilson

Signature of Applicant or Licensee

September 26, 2018

Name of Applicant or Licensee/Title

Date

Part 5a - Specific Information on Non-Licensed Participant

Each individual that will be a non-licensed participant must complete Part 5a, 5b, and 5c. If the participant is a corporation or limited liability company, complete Part 5a and 5c for the participant AND a separate copy of Part 5a, 5b and 5c for each stockholder/member of the participant entity.

Name: Hotel Investment Services, Inc.			
☐ Individual	☒ Corporation	☐ Limited Liability Company	☐ Stockholder ☐ Member
Address: 3150 Livernois, Suite 260			
City: Troy		State: MI	Zip Code: 48083
Contact name: Ron Wilson	Phone:	Email: ron@hishotels.com	
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? ☒ Yes ☐ No			

Part 5b - Personal Information (Individuals)

Date of Birth:	Social Security Number	Driver's License Number:
Are you a citizen of the United States of America?		☒ Yes ☐ No
Have you ever legally changed your name?		☐ Yes ☒ No
If you answered "yes", please list your prior name(s) (including maiden):		
Spouse's full name (if currently married): Roxanne V. Wilson		
Spouse's date of birth:	Is your spouse a citizen of the United States of America? ☒ Yes ☐ No	
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan?		☐ Yes ☒ No
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC?		☒ Yes ☐ No
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary):		☐ Yes ☒ No
Date	City/State	Charge
		Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary):		☐ Yes ☒ No
Date	City/State	Charge
		Disposition

Part 5c - Signature of Participant

I authorize the MLCC to run an Internet Criminal History Access Tool (ICHAT) and Secretary of State (SOS) check prior to docketing your request for Commission review.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Ron Wilson / CEO

Signature of Participant

September 26, 2018

Date

Please return this completed form along with corresponding fee and documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-373-4202



New On-Premises Redevelopment or Development District License Questionnaire

Complete and submit this questionnaire along with a fully completed Retailer License & Permit Application (LCC-100) with the documents required to be submitted with that form and any other documents required as listed below.

Part 1 - Applicant Information

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

Applicant name(s): Hotel Earl- Charlevoix, Inc. d/b/a Hotel Earl		
Address to be licensed: 120 Michigan Ave		
City: Charlevoix	Zip Code: 49720	
City/township/village where license will be issued: City of Charlevoix		County: Charlevoix
Contact Name: David L Campbell	Phone: 231 590-3758	Email: charlevoixattorney@gmail.com
Mailing address (if different from above): 309 Petoskey Ave		
City: Charlevoix	Zip Code: 49720	

I am applying for the following on-premises redevelopment or development district license:

☐ **MCL 436.1521a(1)(a) - Redevelopment (RDA) License - Complete Parts 2a, 3, 4, & 5**

Select one: ☐ Class C ☐ B-Hotel ☐ Tavern ☐ A-Hotel

- ☒ The proposed licensed premises must be located in a redevelopment project area defined by the local governmental unit and the investment in the redevelopment project area must meet one (1) of following requirements:
 - Investment of not less than \$50 million in cities, townships, or villages having a population of 50,000 or more
 - Investment of not less than \$1 million per 1,000 people in cities, townships, or villages having a population of less than 50,000
- ☒ The licensed business must be engaged in activities related to dining, entertainment, or recreation and provide that activity not less than five (5) days per week
- ☒ The licensed business must be open to the public not less than ten (10) hours per day, five (5) days per week
- ☒ The initial enhanced license fee for a license issued under this section is \$20,000.00

☒ **MCL 436.1521a(1)(b) - Development District (DDA) License - Complete Parts 2b, 3, 4, & 5**

Select one: ☐ Class C ☒ B-Hotel ☐ Tavern ☐ A-Hotel

- ☒ The proposed licensed premises must be located in one of the development districts or areas listed in MCL 436.1521a(1)(b):
 - Tax Increment Finance Authority Act (TIFA) District under Public Act 450 of 1980
 - Corridor Improvement Authority Act Development Area under Public Act 280 of 2005
 - Downtown Development Authority (DDA) District under Public Act 197 of 1975
 - Principal Shopping District under Public Act 120 of 1961
- ☒ The total investment in real and personal property within the development district or area shall not be less than \$200,000.00 over a period of the preceding five (5) years
- ☒ The building shall be a restoration or rehabilitation of an existing building and **cannot be a brand new building**
- ☒ The building that will house the proposed licensed premises must have at least \$75,000.00 expended for the rehabilitation or restoration of the building over the preceding five (5) years or a commitment for a capital investment of at least \$75,000.00 in the building that must be expended before the license is issued
- ☒ The licensed business must be engaged in activities related to dining, entertainment, or recreation
- ☒ The licensed business must be open to the general public and have a seating capacity of not less than 25 persons
- ☒ The initial enhanced license fee for a license issued under this section is \$20,000.00

Please Note: Pursuant to MCL 436.1521a(8) a license issued under MCL 436.1521a cannot be transferred to another location and if the licensee goes out of business the license issued under MCL 436.1521a shall be surrendered by the licensee to the Commission and the Commission will terminate the license.

Part 2a - MCL 436.1521a(1)(a) - Redevelopment (RDA) License Required Documents

- ☐ Resolution from local governmental unit establishing the redevelopment project area
- ☐ Affidavit from the assessor, certified by the city, township, or village clerk, which states the following:
 - The amount of investment money expended for manufacturing, industrial, residential, and commercial development within the redevelopment project area during the preceding three (3) years (must specifically state start and end dates for the investment, i.e. January 1, 2013, to December 31, 2015).
 - Statement that the amount of commercial investment in the redevelopment project area constitutes not less than 25% of the total investment in real and personal property in the area.
- ☐ Legible map of the redevelopment project area which clearly labels all street names

Part 2b - MCL 436.1521a(1)(b) - Development District (DDA) License Required Documents

- ☒ Resolution from local governmental unit establishing the development district or area which specifically references the statute under which the area was established:
 - Public Act 450 of 1980 for Tax Increment Finance Authorities
 - Public Act 280 of 2005 for Corridor Improvement Authorities
 - Public Act 197 of 1975 for Downtown Development Authorities
 - Public Act 120 of 1961 for Principal Shopping Districts
- ☒ Affidavit from the assessor, certified by the city, township, or village clerk, which states the following:
 - The total amount of public and private investment in real and personal property within the development district or area over a period of the preceding five (5) years (must specifically state start and end dates for the investment, i.e. January 1, 2011, to December 31, 2015).
- ☒ Legible map of the development district or area which clearly labels all street names

Part 3 - Available License Search

MCL 436.1521a(9) requires any person signing an application for an on-premises Redevelopment or Development District license to verify that he or she attempted to purchase any of the on-premises licenses that are in escrow that do not have a pending transfer on file with the MLCC within the county in which the applicant for the on-premises Redevelopment or Development District license proposes to operate.

You should not apply for an on-premises Redevelopment or Development District license if there is an available quota license in the local governmental unit in which the proposed licensed business will be located. You may verify the availability of quota licenses on the Commission's website using the [Local Government Quota search page](#).

- ☒ I verify that I have attempted to purchase any readily available on-premises escrowed licenses that do not have pending transfers on file with the MLCC in the county where the proposed licensed business will be located.
 - Applicant should provide a notarized affidavit outlining all attempts and responses (or lack thereof) to secure a readily available on-premises license.
 - Applicant should send certified letters of inquiry as to the availability of the license to each licensee at the address listed on the licensee listing report provided by the MLCC.
 - Applicant should submit copies of the letters sent, certified tags, signed certified return receipts, copies of any envelopes returned by the USPS, and copies of any correspondence received from the licensees.
 - Applicant should provide dates, the name of the person contacted, and a synopsis of the conversation if escrowed licensees are contacted by telephone.
 - Applicant should provide documentation regarding the fair market value of the license based on where the applicant will be located, if determinable, the size and scope of the proposed operation, and/or the existence of mandatory contractual restrictions or inclusion attached to the sale of the license when indicating to the MLCC that purchase of a license is not economically feasible or the license is not readily available.
- ☒ There are no readily available on-premises licenses in escrow in the county where the proposed licensed business will be located.
- ☒ There are no unissued, on-premises quota licenses readily available in the local governmental unit where the proposed licensed business will be located.

Part 4 - Local Governmental Approval

An applicant for a new on-premises Redevelopment or Development District license requires approval by the legislative body of the local governmental unit in which the licensed premises will be located. Applicants for a license in a city that has a population of 600,000 or more do not require local governmental approval. Please use the Local Governmental Unit Approval Form (LCC-106) or obtain a resolution from the local governmental unit that contains the same information required on the form. The form or a resolution from the city, village, or township must specifically state the applicant's legal name, if an individual person, or the corporate name of the business, the proposed licensed address, and contain a recommendation for the issuance of a license under one of the two following options:

- New Class C* license issued under the provisions of MCL 436.1521a(1)(a)
- New Class C* license issued under the provisions of MCL 436.1521a(1)(b)

**May substitute other license types such as Tavern, A-Hotel, or B-Hotel licenses*

Part 5 - Signature of Applicant

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

I certify that I understand that pursuant to MCL 436.1521a(8) a license issued under MCL 436.1521a cannot be transferred to another location and that if the licensee goes out of business the license issued under MCL 436.1521a shall be surrendered by the licensee to the Commission and the Commission will terminate the license.

John Paul Silva, President

Print Name of Applicant & Title

Signature of Applicant

9-29-18

Date

Please return this completed form along with corresponding documents:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

AFFIDAVIT OF JOHN PAUL SILVA

STATE OF MICHIGAN)
)ss
COUNTY OF CHARLEVOIX)

The undersigned, John Paul Silva, being first duly sworn, hereby deposes and says:

1. That I am, John Paul Silva, and of the lawful age of majority.
2. That I am the managing member of Hotel Earl, LLC, the owner of real estate located at 120 Michigan Avenue, Charlevoix, Michigan 49720.
3. That I am the sole shareholder of Hotel Earl-Charlevoix, Inc., the applicant for new B-Hotel liquor license under MCLA § 436.1521a (1)(b).
4. That one of the statutory requirements for issuance of this type of license is that the applicant expend at least \$75,000 for the rehabilitation or restoration of the building that will house the licensed premises.
5. That I, the affiant John Paul Silva, has in fact expended far in excess of the statutory requirement of \$75,000 on the real estate located at 120 Michigan, Charlevoix, Michigan 49720.
6. That the source of funds for said expenditures come from a combination of personal funds of John Paul Silva and bank loans.

Further, Affiant sayeth not.



John Paul Silva

Subscribed and sworn to before me, a Notary Public, this 1st day of October, 2018, by John Paul Silva.





Joan L. Miller, Notary Public
Charlevoix County, Michigan
My commission expires: 7/22/2023

A.
U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT
SETTLEMENT STATEMENT

B. TYPE OF LOAN:
1. ☐ FHA 2. ☐ FmHA 3. ☒ CONV. UNINS. 4. ☐ VA 5. ☐ CONV. INS.
6. FILE NUMBER:
2018050213
7. LOAN NUMBER:
8. MORTGAGE INS CASE NUMBER:

C. NOTE: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(POC)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

D. NAME AND ADDRESS OF BORROWER:

Hotel Earl, LLC
123 Lakeshore Drive
Grosse Pointe Farms, MI 48236

E. NAME AND ADDRESS OF SELLER:

F. NAME AND ADDRESS OF LENDER:

MBank
This Is A True Copy
Settlement Agent

G. PROPERTY LOCATION:
120 Michigan Ave.
Charlevoix, MI 49720
Charlevoix County, Michigan

H. SETTLEMENT AGENT: 45-3121938
Barron Title Agency

I. SETTLEMENT DATE:

June 26, 2018

PLACE OF SETTLEMENT

309 Petoskey Ave., PO Box 399
Charlevoix, MI 49720

J. SUMMARY OF BORROWER'S TRANSACTION

100. GROSS AMOUNT DUE FROM BORROWER:	
101. Contract Sales Price	
102. Personal Property	
103. Settlement Charges to Borrower (Line 1400)	32,701.78
104. Project/Consultant Fee to Woodward/Birmingham Fina	47,000.00
105. Undisbursed Funds to Mbank	4,700,000.00
<i>Adjustments For Items Paid By Seller In advance</i>	
106. City/Town Taxes to	
107. County Taxes to	
108. Assessments to	
109.	
110.	
111.	
112.	
120. GROSS AMOUNT DUE FROM BORROWER	4,779,701.78
200. AMOUNTS PAID BY OR IN BEHALF OF BORROWER:	
201. Deposit or earnest money	
202. Principal Amount of New Loan(s)	4,700,000.00
203. Existing loan(s) taken subject to	
204. Origination Fee Deposit	10,000.00
205.	
206.	
207.	
208.	
209.	
<i>Adjustments For Items Unpaid By Seller</i>	
210. City/Town Taxes to	
211. County Taxes to	
212. Assessments to	
213.	
214.	
215.	
216.	
217.	
218.	
219.	
220. TOTAL PAID BY/FOR BORROWER	4,710,000.00
300. CASH AT SETTLEMENT FROM/TO BORROWER:	
301. Gross Amount Due From Borrower (Line 120)	4,779,701.78
302. Less Amount Paid By/For Borrower (Line 220)	(4,710,000.00)
303. CASH (X FROM) (TO) BORROWER	69,701.78

K. SUMMARY OF SELLER'S TRANSACTION

400. GROSS AMOUNT DUE TO SELLER:	
401. Contract Sales Price	
402. Personal Property	
403.	
404.	
405.	
<i>Adjustments For Items Paid By Seller In advance</i>	
406. City/Town Taxes to	
407. County Taxes to	
408. Assessments to	
409.	
410.	
411.	
412.	
420. GROSS AMOUNT DUE TO SELLER	
500. REDUCTIONS IN AMOUNT DUE TO SELLER:	
501. Excess Deposit (See Instructions)	
502. Settlement Charges to Seller (Line 1400)	
503. Existing loan(s) taken subject to	
504.	
505.	
506.	
507.	
508.	
509.	
<i>Adjustments For Items Unpaid By Seller</i>	
510. City/Town Taxes to	
511. County Taxes to	
512. Assessments to	
513.	
514.	
515.	
516.	
517.	
518.	
519.	
520. TOTAL REDUCTION AMOUNT DUE SELLER	
600. CASH AT SETTLEMENT TO/FROM SELLER:	
601. Gross Amount Due To Seller (Line 420)	
602. Less Reductions Due Seller (Line 520)	
603. CASH (TO) (FROM) SELLER	

The undersigned hereby acknowledge receipt of a completed copy of pages 1&2 of this statement & any attachments referred to herein.

Borrower Hotel Earl, LLC

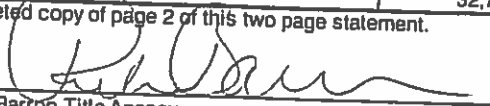
BY: 

L. SETTLEMENT CHARGES

700. TOTAL COMMISSION Based on Price		\$	@	%	Paid From Borrower's Funds at Settlement	Paid From Seller's Funds at Settlement
Division of Commission (line 700) as Follows:						
701. \$	to					
702. \$	to					
703. Commission Paid at Settlement						
704.	to					
800. ITEMS PAYABLE IN CONNECTION WITH LOAN						
801. Loan Origination Fee	0.00 %	to	MBank			
802. Loan Discount	%	to			25,000.00	
803. Appraisal Fee		to	MBank			
804. Credit Report		to	MBank	POC:B7400.00		
805.		to			34.78	
806.		to				
807.		to				
808. Flood Certification		to	MBank			
809.					11.00	
810.						
811.						
900. ITEMS REQUIRED BY LENDER TO BE PAID IN ADVANCE						
901. Interest From	to	@ \$	/day (days %)			
902. Mortgage Insurance Premium for	months to					
903. Hazard Insurance Premium for	years to					
904.						
905.						
1000. RESERVES DEPOSITED WITH LENDER						
1001. Hazard Insurance		@ \$	per			
1002. Mortgage Insurance		@ \$	per			
1003. City/Town Taxes		@ \$	per			
1004. County Taxes		@ \$	per			
1005. Assessments		@ \$	per			
1006.		@ \$	per			
1007.		@ \$	per			
1008.		@ \$	per			
1100. TITLE CHARGES		@ \$	per			
1101. Settlement or Closing Fee	to	Barron Title Agency				
1102. Abstract or Title Search	to				250.00	
1103. Title Examination	to					
1104. Title Insurance Binder	to					
1105. Document Preparation	to					
1106. Notary Fees	to					
1107. Attorney's Fees	to	Pezzetti, Vermetten & Popovits, P.C.				
(includes above item numbers:					1,591.00	
1108. Title Insurance	to	Fidelity National Title-Michigan				
(includes above item numbers:					5,700.00	
1109. Lender's Coverage	\$	4,700,000.00				
1110. Owner's Coverage	\$		5,700.00			
1111.						
1112.						
1113. Certificate of Good Standing	to	Mbank				
1200. GOVERNMENT RECORDING AND TRANSFER CHARGES						
1201. Recording Fees: Deed \$		Mortgage \$	30.00;	Releases \$		
1202. City/County Tax/Stamp: Deed	\$		Mortgage	\$	30.00	
1203. State Tax/Stamp: Revenue Stamps	\$		Mortgage	\$		
1204. Record NOC and AOR	to	Charlevoix County Register of Deeds				
1205. UCC Filing Fee	to	State of Michigan			60.00	
1300. ADDITIONAL SETTLEMENT CHARGES						
1301. Survey	to				15.00	
1302. Pest Inspection	to					
1303.						
1304.						
1305.						
1400. TOTAL SETTLEMENT CHARGES (Enter on Lines 103, Section J and 502, Section K)					32,701.78	

By signing page 1 of this statement, the signatories acknowledge receipt of a completed copy of page 2 of this two page statement.

Certified to be a true copy.


Barron Title Agency
Settlement Agent

Real Estate Transfer Tax Valuation Affidavit

Issued under authority of Public Act 134 of 1966 and 330 of 1993 as amended.

This form must be filed when you choose not to enter the amount paid for real estate on the deed. It is not necessary when the amount paid is entered on the deed. This form must be completed and signed by either the seller or his/her authorized agent.

1. County of Property Charlevoix		2. City or Township of Property City of Charlevoix	
3. Names of all Sellers Lodge Development Company, LLC, a Michigan limited liability company			
Seller's Mailing Address(es) 120 Michigan Avenue, Units 1-41		City Charlevoix	State Michigan
		ZIP Code 49720	
4. Names of all Purchasers Hotel Earl, LLC, a Michigan limited liability company			
Purchaser's Mailing Address(es) 1005 N. Stephenson Highway, Attn: Leasing Office		City Royal Oak	State Michigan
		ZIP Code 48067	
5. Type of Data of Document ☐ Land Contract Date of Contract: _____ ☒ Deed Date: <u>6/26/18</u>			
6. Cash Payment and/or Debt Relieved (Enter Data)		7. Amount of Mortgage/Land Contract	8. Total Consideration (Add Lines 6 & 7) \$1,255,000.00
9. Amount of County Tax \$1,380.50		10. Amount of State Tax \$9,412.50	11. Total Revenue Stamps (Add Lines 9 & 10)
12. If consideration is less than market value, state market value.			
13. Legal Description of Real Estate Transferred Units 1-41, THE LODGE OF CHARLEVOIX CONDOMINIUM, according to the Master Deed recorded in Liber 281, pages 960 through 990 and designated as Charlevoix County Condominium Plan No. 28, Charlevoix County Records, together with rights in general common elements and limited common elements as set forth in the above Master Deed and as described in Act 59 of Public Acts of 1978 as amended.			
Certification			
I certify that the information above is true and complete to the best of my knowledge.			
Seller's Signature <u>R. Tracy All</u>		If signer is other than the seller, print name and title	
Seller's Signature		If signer is other than the seller, print name and title	
Seller's Signature		If signer is other than the seller, print name and title	
Seller's Signature		If signer is other than the seller, print name and title	
Notarization			
Subscribed and sworn to me <u>Mackenzie E Sayward</u>		Notary Public State of Michigan; County of <u>Charlevoix</u>	on this date <u>6/26/18</u> My commission expires on <u>3-9-2022</u>

MCKENZIE E SAYWARD
Notary Public, State of Michigan
County of Charlevoix
My Commission Expires 03-09-2022
Acting in the County of Charlevoix

RE-C

DAVID L. CAMPBELL, P.C.
Attorney

309 Petoskey Ave.
Charlevoix, Michigan 49720

Direct: 231-590-3758
CharlevoixAttorney@gmail.com

September 19, 2018
VIA CERTIFIED MAIL

Angela Marshall
Walloon Junction, LLC
4472 N. M-75
Walloon Lake, MI 49796

Angela Marshall
Walloon Junction, LLC
7292 Sharon Hollow Road
Manchester, MI 48158

Dear Ms. Marshall:

The purpose of this letter is to inquire as to the availability of your Class C escrowed MLCC liquor license bearing #L000253262.

I represent a client who is desirous of obtaining a Class C on premise liquor license to be located in Charlevoix County.

This is a serious inquiry and if you have any interest in selling your liquor license please contact me at your earliest convenience.

Thank you.

Respectfully submitted,

David L. Campbell
David L. Campbell

David L. Campbell, P.C.
309 Petoskey Avenue
Charlevoix, MI 49720
(231) 590-3758

222 962 1000 097 5007

U.S. Postal Service TM	
CERTIFIED MAIL TM RECEIPT	
(Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage	\$.47
Certified Fee	3.45
Return Receipt Fee (Endorsement Required)	2.75
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.67
Sent To	Angela Marshall
Street, or POE	Walloon Junction, LLC
City, St	4472 N. M-75
	Walloon Lake, MI 49796

PS Form 3800, June 2010

STEELE ALICE TANN NARR CONJ

U.S. Postal Service TM	
CERTIFIED MAIL TM RECEIPT	
(Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage	\$.47
Certified Fee	3.45
Return Receipt Fee (Endorsement Required)	2.75
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.67
Sent To	Angela Marshall
Street, or POE	Walloon Junction, LLC
City, St	7292 Sharon Hollow Road
	Manchester, MI 48158

PS Form 3800, June 2010

David L. Campbell PC
309 Petoskey Ave.
Charlevoix, MI 49720

CERTIFIED MAIL™



7005 1160 0001 3796 7322

ERSE CITY MI 49720

SEP 2018 PM 11



02 1P \$006.670
0061943700 SEP 19 2018
MAILED FROM ZIP CODE 49720

Wade Ross
Wade Ross

Angela Marshall
Walloon Junction, LLC
4472 N. M-75
Walloon Lake, MI 49796

NIXIE

482 FE 1

0009/24/18

RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

9331020111000003

UTF

BC: 49720022828 *2961-14412-19-40

49720022828



PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Angela Marshall
Walloon Junction, LLC
4472 N.M-75
Walloon Lake, MI 49796



9590 9402 2860 7069 7221 46

2. Article Number (Transfer from service label)

7005 1160 0001 3796 7322

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent

☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? If YES, enter delivery address below:

☐ Yes
☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over \$500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☒ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

MICHIGAN MI USA
DRIVER LICENSE



DOB [REDACTED]

JOHN PAUL SILVA

**123 LAKE SHORE RD
GROSSE POINTE FARMS, MI 48236-3760**

Sex M

Hgt 508

Eyes BRO

Lic Type O

End NONE

Restrictions NONE



ISS 04-25-2017

EXP [REDACTED] 042868

DDI [REDACTED]

DONOR
Rev 01-21-2011

*Of the United States,
in Order to form a more perfect Union,
establish Justice, insure domestic Tranquility,
provide for the common defence,
promote the general Welfare, and secure
the Blessings of Liberty to ourselves and
our Posterity, do ordain and establish this
Constitution for the United States of America.*



3

Type / Type / Type: _____ Creation / Création: _____ Date / Date: _____ File / Fichier: _____ No. / Numéro: _____

P 7 USA

SURNAME / NAME / ADDRESS

SILVA

Given Names / Prénoms / Nombres

JOHN PAUL

Nationality / Nationalité / Nacionalidad

UNITED STATES OF AMERICA

Date of birth / Date de naissance / Fecha de nacimiento

Place of birth / Lieu de naissance / Lugar de nacimiento

PORTUGAL

Date of issue / Date de délivrance / Fecha de expedición

18 Feb 2015

Date of expiration / Date d'expiration / Fecha de caducidad

17 Feb 2025

Endometriosis / Malignant Specimens / Anaplasomas

SEE PAGE 27

Sex / Sexs / Sex6

M

Authority / Autorité / Autoridad

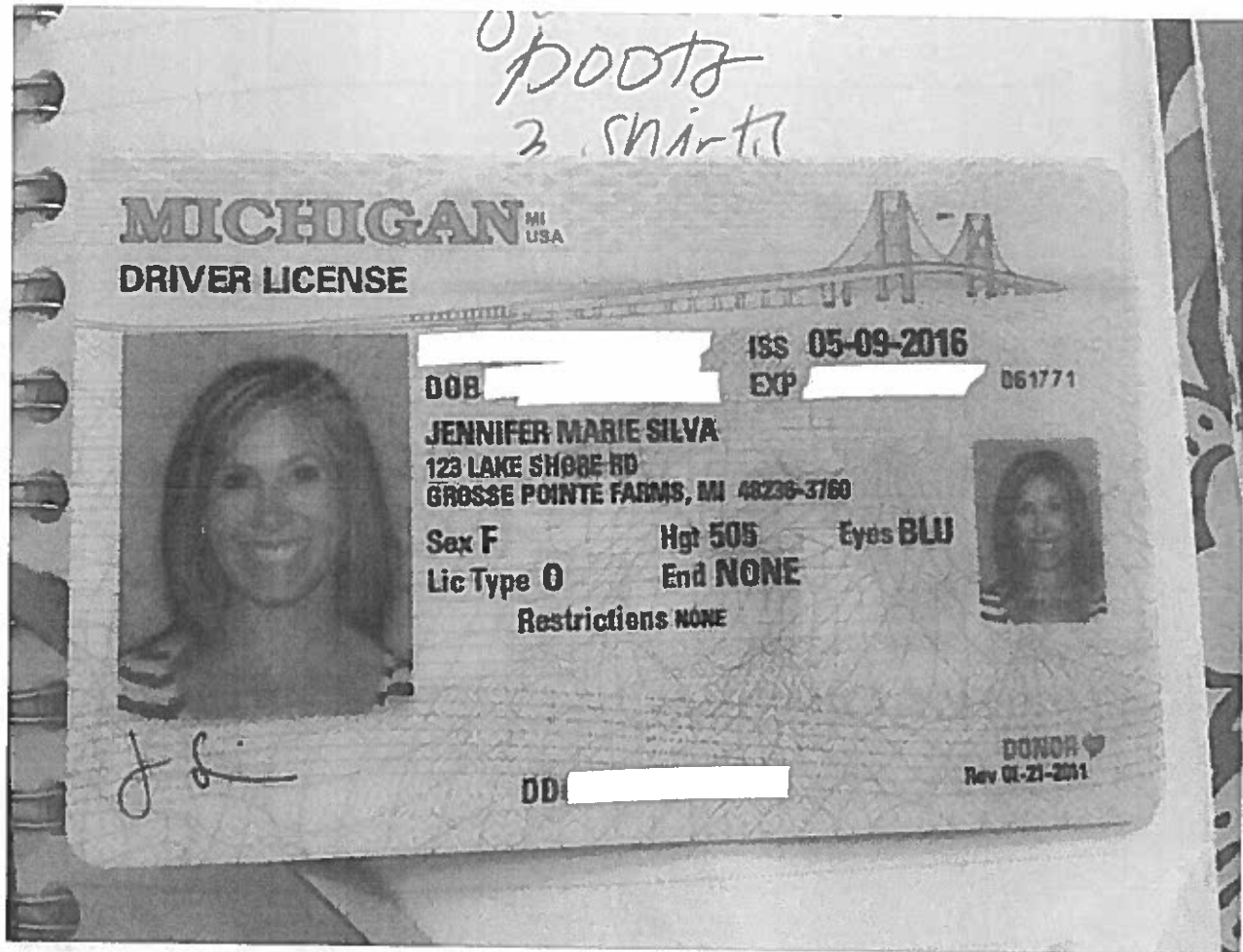
United States

Department of State

USA

[illegible]

Subj: License
Date: 9/21/2016 12:53:18 P.M. Eastern Daylight Time
From: jenniemsilva@aol.com
To: kmurray@snethkampcid.com



Jennie Silva

Sent from my iPhone

Zimbra

joyceg@charlevoixmi.gov

Re: Hotel Earl Redev Liquor License

From : City of Charlevoix Planner
<planner@charlevoixmi.gov>

Wed, Oct 24, 2018 12:08 PM

Subject : Re: Hotel Earl Redev Liquor License

To : Joyce Golding <joyceg@charlevoixmi.gov>

4. A person on whose premises there exists a violation of the applicable building, electrical, mechanical, plumbing or fire codes, applicable zoning regulations, applicable public health regulations, or any other applicable city ordinance. *****There are no zoning violations. I checked with the county building department and there are no outstanding building violations

5. A person whose application proposes a use which would be in violation of any city zoning or police power ordinance, or state or federal law. ***** No violation. This zoning district allows alcohol sales

7. A person where it is determined by a majority of the city council that the premises for which the license has been requested do not or will not within six (6) months after commencement of operations, have adequate off-street parking, lighting, refuse disposal facilities, screening, noise, or nuisance control or where a nuisance does or will exist. ***** This project received site plan approval which covers all a fore mentioned items, from the City of Charlevoix Planning Commission and the City Council.

8. A person whose licensing activity will expand or intensify a non-conforming use under the city zoning ordinance. ***** No non-conforming issues.

Jonathan D. Scheel
Zoning Administrator

210 State Street
Charlevoix, MI 49720
(231) 547-3265
CharlevoixMi.gov

**Affidavit of Public & Private Investment
Development District Area**

I, Joe Lavender, am the Assessor for the City of Charlevoix. I have examined the assessment records for the City of Charlevoix and made the following determination as to the public and private investment in the City of Charlevoix qualified development district (Downtown Development Authority). Based on the review of these records, I have determined that the total amount of public and private investment in real property within the qualified development district over the proceeding five (5) year period, January 1st 2014 – December 31st 2018 is \$379,566 an amount that exceeds the \$200,000 minimum required by Public Act 501 of 2006, Sec 521a(1)b. I have made this determination to the best of my ability with the records available on this day October 5th 2018, Charlevoix County, Michigan.

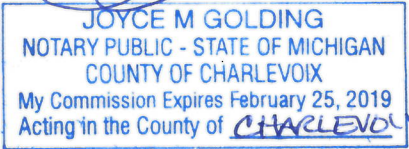


Joe Lavender, Assessor

October 5, 2018

STATE OF MICHIGAN)
)ss
COUNT OF CHARLEVOIX)

On this 5th day of October, 2018, before me, a Notary Public in and for said county and state, personally appeared the above-named, on behalf of the City of Charlevoix, and made oath that she had read the foregoing Affidavit, by her subscribed, and know that the contents thereof, and that the same is true of her own knowledge, except as to those matters which are stated to be upon information and belief, and as to those matters, she believes to be true.



JOYCE M GOLDING
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF CHARLEVOIX
My Commission Expires February 25, 2019
Acting in the County of CHARLEVOIX

Parcel Number	2014 Additions	2015 Additions	2016 Additions	2017 Additions	2018 Additions	Total Additions 50%
052-100-000-00	0	0	0	0	0	0
052-100-001-00	0	0	0	0	0	0
052-100-002-00	0	0	0	0	0	0
052-100-003-00	0	0	0	0	0	0
052-100-004-00	0	0	0	0	0	0
052-100-005-00	0	0	0	0	0	0
052-100-006-00	0	0	0	0	0	0
052-100-007-00	0	0	0	0	0	0
052-115-000-00	0	0	0	0	0	0
052-115-001-00	0	0	0	0	0	0
052-115-002-00	0	0	0	0	0	0
052-115-003-00	0	0	0	0	0	0
052-115-004-00	0	0	0	0	0	0
052-126-095-00	0	0	0	0	0	0
052-127-002-00	0	0	0	0	0	0
052-205-001-00	0	0	0	0	0	0
052-205-002-00	0	0	0	0	0	0
052-205-003-00	0	0	0	0	0	0
052-205-004-00	700	0	0	0	0	700
052-205-005-00	0	0	0	0	0	0
052-210-000-00	0	0	0	0	0	0
052-210-001-00	0	0	0	0	0	0
052-210-002-00	0	0	0	0	0	0
052-210-003-00	0	0	0	0	0	0
052-210-004-00	0	0	0	0	0	0
052-210-005-00	0	0	0	0	0	0
052-210-007-00	0	0	0	0	0	0
052-210-008-00	0	0	0	0	0	0
052-210-009-00	0	0	0	0	0	0
052-210-010-00	0	0	0	0	0	0
052-210-011-00	0	0	0	0	0	0
052-210-012-00	0	0	0	0	0	0
052-220-000-00	0	0	0	0	0	0
052-220-104-00	0	0	0	0	0	0
052-220-105-00	0	0	0	0	0	0
052-220-106-00	0	0	0	0	0	0
052-220-108-10	0	0	0	0	0	0
052-220-109-00	0	0	0	0	0	0
052-220-210-00	0	0	0	0	0	0
052-220-211-00	0	0	0	0	0	0
052-220-212-10	0	0	0	0	0	0
052-220-314-00	0	0	0	0	0	0
052-227-042-00	0	0	0	0	0	0
052-240-001-00	0	0	0	0	0	0

052-240-002-00	0	0	0	0	0	0	0
052-240-003-00	0	0	0	0	0	0	0
052-240-004-00	0	0	0	0	0	0	0
052-240-005-00	0	0	0	0	0	0	0
052-240-006-00	0	0	0	0	0	0	0
052-242-002-10	0	0	0	0	0	0	0
052-242-002-15	0	0	0	0	0	0	0
052-242-003-00	0	0	0	0	0	0	0
052-242-003-10	0	0	0	0	0	0	0
052-242-004-00	0	0	0	0	0	0	0
052-242-005-00	0	0	0	0	0	0	0
052-242-006-00	4700	0	0	0	0	0	4700
052-242-007-00	0	0	0	0	0	0	0
052-244-003-00	0	0	0	0	0	0	0
052-244-004-00	0	0	0	0	0	0	0
052-245-002-10	0	0	0	0	0	0	0
052-245-002-20	0	0	0	0	0	0	0
052-245-002-30	0	0	0	0	0	0	0
052-246-001-00	0	0	0	0	0	0	0
052-246-001-20	0	0	0	0	0	0	0
052-246-001-40	0	0	0	0	0	0	0
052-246-001-60	0	0	0	0	0	0	0
052-246-002-00	0	0	0	0	0	0	0
052-246-003-10	0	0	0	0	0	0	0
052-246-003-15	1200	0	0	0	0	0	1200
052-246-003-50	0	0	0	0	0	0	0
052-246-004-00	0	0	0	0	0	0	0
052-246-007-00	0	0	0	0	0	0	0
052-246-007-50	0	0	0	0	0	0	0
052-246-008-00	0	0	0	0	0	0	0
052-246-010-00	0	0	0	0	0	0	0
052-249-002-00	0	0	0	0	0	0	0
052-249-022-00	0	0	0	0	0	0	0
052-249-023-00	0	0	0	0	0	0	0
052-250-001-10	0	0	0	0	0	0	0
052-250-003-00	0	0	0	0	0	0	0
052-250-021-00	0	0	0	0	0	0	0
052-250-022-10	0	0	0	0	0	0	0
052-250-023-00	0	0	0	0	0	0	0
052-265-001-00	0	0	0	0	0	0	0
052-265-003-00	0	0	0	0	0	0	0
052-265-004-00	0	0	0	0	0	0	0
052-265-004-50	3200	0	0	0	0	0	3200
052-265-006-00	0	0	0	0	24782	0	24782
052-265-008-00	0	0	0	0	0	0	0
052-265-008-50	0	0	0	0	0	0	0
052-265-009-00	0	0	0	0	0	0	0

052-265-011-00	0	0	0	0	0		0
052-270-001-00	0	0	0	0	0		0
052-270-001-50	0	0	0	0	0		0
052-270-002-00	0	0	0	0	0		0
052-270-078-00	0	0	0	0	0		0
052-270-079-50	0	0	0	0	0		0
052-340-001-00	0	0	0	0	0		0
052-340-002-00	0	0	0	0	0		0
052-340-003-00	0	0	0	0	0		0
052-340-004-00	0	0	0	0	0		0
052-340-005-00	0	0	0	0	0		0
052-340-006-00	0	0	0	0	0		0
052-340-007-00	0	0	0	0	0		0
052-340-008-00	0	0	0	0	0		0
052-340-009-00	0	0	0	0	0		0
052-340-010-00	0	15400	0	0	0		15400
052-340-011-00	0	0	0	0	0		0
052-340-012-00	0	0	0	0	0		0
052-340-013-00	0	0	0	0	0		0
052-340-014-00	0	0	0	0	0		0
052-340-015-00	0	0	0	0	0		0
052-345-011-00	0	0	0	0	0		0
052-347-001-10	0	0	0	0	0		0
052-347-002-10	0	0	0	0	0		0
052-347-003-00	0	0	0	0	0		0
052-347-004-00	0	0	0	0	0		0
052-347-005-00	0	0	0	0	0		0
052-347-010-10	0	0	0	0	0		0
052-347-011-00	0	0	0	0	0		0
052-347-017-00	0	0	0	0	0		0
052-347-018-00	0	0	0	0	0		0
052-347-019-00	0	0	0	0	0		0
052-347-020-00	0	0	0	0	0		0
052-347-021-00	0	0	0	0	0		0
052-347-022-00	0	0	0	0	28901		28901
052-347-023-10	0	0	0	0	0		0
052-347-023-30	0	0	0	0	0		0
052-348-001-00	0	0	0	0	0		0
052-348-001-50	0	0	0	0	0		0
052-348-002-00	0	0	0	0	0		0
052-348-005-00	0	0	0	0	0		0
052-348-005-25	0	0	0	0	0		0
052-348-005-50	0	0	0	0	0		0
052-348-005-75	0	0	0	0	0		0
052-348-007-00	0	0	0	0	0		0
052-348-008-00	0	0	0	0	0		0
052-358-001-00	0	0	0	0	0		0

052-361-001-00	0	0	0	0	0	0	0
052-361-002-00	0	0	0	0	0	0	0
052-361-003-00	0	0	0	0	0	0	0
052-365-001-00	0	0	0	0	0	0	0
052-379-004-00	0	0	0	0	0	0	0
052-379-004-60	0	0	0	0	0	0	0
052-379-004-65	0	0	0	0	0	0	0
052-379-004-70	0	0	0	0	0	0	0
052-899-001-00	0	0	0	0	0	0	0
052-110-000-00	0	0	0	0	0	0	0
052-110-001-00	0	0	0	0	0	0	0
052-110-100-00	0	0	0	0	0	0	0
052-110-101-00	0	0	0	0	0	0	0
052-110-102-00	0	0	0	0	0	0	0
052-110-103-00	0	0	0	0	0	0	0
052-110-104-00	0	0	0	0	0	0	0
052-110-105-00	0	0	0	0	0	0	0
052-110-106-00	0	0	0	0	0	0	0
052-110-107-00	0	0	0	0	0	0	0
052-110-108-00	0	0	0	0	0	0	0
052-110-109-00	0	0	0	0	0	0	0
052-110-110-00	0	0	0	0	0	0	0
052-110-111-00	0	0	0	0	0	0	0
052-110-200-00	0	0	0	0	0	0	0
052-110-201-00	0	0	0	0	0	0	0
052-110-202-00	0	0	0	0	0	0	0
052-110-203-00	0	0	0	0	0	0	0
052-110-204-00	0	0	0	0	0	0	0
052-110-205-00	0	0	0	0	0	0	0
052-110-206-00	0	0	0	0	0	0	0
052-110-207-00	0	0	0	0	0	0	0
052-110-208-00	0	0	0	0	0	0	0
052-110-209-00	0	0	0	0	0	0	0
052-110-210-00	0	0	0	0	0	0	0
052-110-211-00	0	0	0	0	0	0	0
052-110-212-00	0	0	0	0	0	0	0
052-125-001-00	0	0	0	0	0	0	0
052-125-002-00	0	0	0	0	0	0	0
052-125-003-00	0	0	0	0	0	0	0
052-125-004-00	0	0	0	0	0	0	0
052-125-005-00	0	0	0	0	0	0	0
052-125-006-00	0	0	0	0	0	0	0
052-125-007-00	0	0	0	0	0	0	0
052-125-008-00	0	0	0	0	0	0	0
052-125-009-00	0	0	0	0	0	0	0
052-125-010-00	0	0	0	0	0	0	0
052-125-011-00	0	0	0	0	0	0	0

052-125-012-00	0	0	0	0	0	0	0
052-125-013-00	0	0	0	0	0	0	0
052-125-014-00	0	0	0	0	0	0	0
052-125-015-00	0	0	0	0	0	0	0
052-125-016-00	0	0	0	0	0	0	0
052-125-017-00	0	0	0	0	0	0	0
052-125-018-00	0	0	0	0	0	0	0
052-125-019-00	0	0	0	0	0	0	0
052-125-020-00	0	0	0	0	0	0	0
052-125-021-00	0	0	0	0	0	0	0
052-125-022-00	0	0	0	0	0	0	0
052-125-023-00	0	0	0	0	0	0	0
052-125-024-00	0	0	0	0	0	0	0
052-125-025-00	0	0	0	0	0	0	0
052-125-026-00	0	0	0	0	0	0	0
052-125-027-00	0	0	0	0	0	0	0
052-125-028-00	0	0	0	0	0	0	0
052-125-029-00	0	0	0	0	0	0	0
052-125-030-00	0	0	0	0	0	0	0
052-125-031-00	0	0	0	0	0	0	0
052-125-032-00	0	0	0	0	0	0	0
052-125-033-00	0	0	0	0	0	0	0
052-125-034-00	0	0	0	0	0	0	0
052-125-035-00	0	0	0	0	0	0	0
052-125-036-00	0	0	0	0	0	0	0
052-125-037-00	0	0	0	0	0	0	0
052-125-038-00	0	0	0	0	0	0	0
052-125-039-00	0	0	0	0	0	0	0
052-125-040-00	0	0	0	0	0	0	0
052-125-041-00	0	0	0	0	0	0	0
052-125-042-00	0	0	0	0	0	0	0
052-125-043-00	0	0	0	0	0	0	0
052-125-044-00	0	0	0	0	0	0	0
052-125-045-00	0	0	0	0	0	0	0
052-125-046-00	0	0	0	0	0	0	0
052-125-047-00	0	0	0	0	0	0	0
052-125-048-00	0	0	0	0	0	0	0
052-125-049-00	0	0	0	0	0	0	0
052-125-050-00	0	0	0	0	0	0	0
052-125-051-00	0	0	0	0	0	0	0
052-125-052-00	0	0	0	0	0	0	0
052-125-053-00	0	0	0	0	0	0	0
052-125-054-00	0	0	0	0	0	0	0
052-125-055-00	0	0	0	0	0	0	0
052-125-056-00	0	0	0	0	0	0	0
052-125-057-00	0	0	0	0	0	0	0
052-125-058-00	0	0	0	0	0	0	0

052-125-059-00	0	0	0	0	0		0
052-125-060-00	0	0	0	0	0		0
052-125-061-00	0	0	0	0	0		0
052-125-062-00	0	0	0	0	0		0
052-125-063-00	0	0	0	0	0		0
052-125-064-00	0	0	0	0	0		0
052-125-065-00	0	0	0	0	0		0
052-125-066-00	0	0	0	0	0		0
052-125-067-00	0	0	0	0	0		0
052-125-068-00	0	0	0	0	0		0
052-125-069-00	0	0	0	0	0		0
052-125-070-00	0	0	0	0	0		0
052-125-071-00	0	0	0	0	0		0
052-125-072-00	0	0	0	0	0		0
052-125-073-00	0	0	0	0	0		0
052-125-074-00	0	0	0	0	0		0
052-125-075-00	0	0	0	0	0		0
052-125-076-00	0	0	0	0	0		0
052-125-077-00	0	0	0	0	0		0
052-125-078-00	0	0	0	0	0		0
052-125-079-00	0	0	0	0	0		0
052-125-080-00	0	0	0	0	0		0
052-125-081-00	0	0	0	0	0		0
052-125-082-00	0	0	0	0	0		0
052-125-083-00	0	0	0	0	0		0
052-125-084-00	0	0	0	0	0		0
052-125-085-00	0	0	0	0	0		0
052-125-086-00	0	0	0	0	0		0
052-125-087-00	0	0	0	0	0		0
052-125-088-00	0	0	0	0	0		0
052-125-089-00	0	0	0	0	0		0
052-125-090-00	0	0	0	0	0		0
052-125-091-00	0	0	0	0	0		0
052-125-092-00	0	0	0	0	0		0
052-126-091-10	0	0	0	0	0		0
052-126-094-00	0	0	0	0	0		0
052-126-098-00	0	0	0	0	0		0
052-151-004-00	0	0	0	0	0		0
052-151-005-00	0	0	0	0	0		0
052-151-005-25	0	0	0	0	0		0
052-151-005-50	0	0	0	0	0		0
052-195-000-00	0	0	0	0	0		0
052-195-001-00	0	0	0	0	0		0
052-195-002-00	0	0	0	0	0		0
052-195-003-00	0	0	0	0	0		0
052-195-004-00	0	0	0	0	0		0
052-195-005-00	0	0	0	0	0		0

052-195-006-00	0	0	0	0	0	0
052-195-007-00	0	0	0	0	0	0
052-195-008-00	0	0	0	0	0	0
052-195-009-00	0	0	0	0	0	0
052-195-010-00	0	0	0	0	0	0
052-195-011-00	0	0	0	0	0	0
052-195-012-00	0	0	0	0	0	0
052-195-013-00	0	0	0	0	0	0
052-195-014-00	0	0	0	0	0	0
052-195-015-00	0	0	0	0	0	0
052-195-016-00	0	0	0	0	0	0
052-195-017-00	0	0	0	0	0	0
052-195-018-00	0	0	0	0	0	0
052-195-019-00	0	0	0	0	0	0
052-195-020-00	0	0	0	0	0	0
052-195-021-00	0	0	0	0	0	0
052-195-022-00	0	0	0	0	0	0
052-195-023-00	0	0	0	0	0	0
052-195-024-00	0	0	0	0	0	0
052-195-025-00	0	0	0	0	0	0
052-195-026-00	0	0	0	0	0	0
052-195-027-00	0	0	0	0	0	0
052-195-028-00	0	0	0	0	0	0
052-195-029-00	0	0	0	0	0	0
052-195-030-00	0	0	0	0	0	0
052-195-031-00	0	0	0	0	0	0
052-195-032-00	0	0	0	0	0	0
052-195-033-00	0	0	0	0	0	0
052-195-034-00	0	0	0	0	0	0
052-195-035-00	0	0	0	0	0	0
052-195-036-00	0	0	0	0	0	0
052-195-037-00	0	0	0	0	0	0
052-195-038-00	0	0	0	0	0	0
052-195-039-00	0	0	0	0	0	0
052-197-000-00	0	0	0	0	0	0
052-197-001-00	0	0	0	0	0	0
052-197-002-00	0	0	0	0	0	0
052-197-003-00	0	0	0	0	0	0
052-197-004-00	0	0	0	0	0	0
052-197-005-00	0	0	0	0	0	0
052-197-006-00	0	0	0	0	0	0
052-197-007-00	0	0	0	0	0	0
052-197-008-00	0	0	0	0	0	0
052-197-009-00	0	0	0	0	0	0
052-197-010-00	0	0	0	0	0	0
052-197-011-00	0	0	0	0	0	0
052-197-012-00	0	0	0	0	0	0

052-197-013-00	0	0	0	0	0		0
052-197-014-00	0	0	0	0	0		0
052-197-015-00	0	0	0	0	0		0
052-197-016-00	0	0	0	0	0		0
052-197-017-00	0	0	0	0	0		0
052-197-018-00	0	0	0	0	0		0
052-197-019-00	0	0	0	0	0		0
052-197-020-00	0	0	0	0	0		0
052-197-021-00	0	0	0	0	0		0
052-197-022-00	0	0	0	0	0		0
052-197-023-00	0	0	0	0	0		0
052-197-024-00	0	0	0	0	0		0
052-197-025-00	0	0	0	0	0		0
052-197-026-00	0	0	0	0	0		0
052-197-027-00	0	0	0	0	0		0
052-197-028-00	0	0	0	0	0		0
052-197-029-00	0	0	0	0	0		0
052-197-030-00	0	0	0	0	0		0
052-197-031-00	0	0	0	0	0		0
052-197-032-00	0	0	0	0	0		0
052-197-033-00	0	0	0	0	0		0
052-199-000-00	0	0	0	0	0		0
052-199-001-00	0	0	0	0	0		0
052-199-002-00	0	0	0	0	0		0
052-199-003-00	0	0	0	0	0		0
052-199-004-00	0	0	0	0	0		0
052-199-005-00	0	0	0	0	0		0
052-199-006-00	0	0	0	0	0		0
052-199-007-00	0	0	0	0	0		0
052-199-008-00	0	0	0	0	0		0
052-199-009-00	0	0	0	0	0		0
052-199-010-00	0	0	0	0	0		0
052-199-011-00	0	0	0	0	0		0
052-199-012-00	0	0	0	0	0		0
052-199-013-00	0	0	0	0	0		0
052-199-014-00	0	0	0	0	0		0
052-199-015-00	0	0	0	0	0		0
052-199-016-00	0	0	0	0	0		0
052-199-017-00	0	0	0	0	0		0
052-199-018-00	0	0	0	0	0		0
052-199-019-00	0	0	0	0	0		0
052-199-020-00	0	0	0	0	0		0
052-199-021-00	0	0	0	0	0		0
052-199-022-00	0	0	0	0	0		0
052-199-023-00	0	0	0	0	0		0
052-199-024-00	0	0	0	0	0		0
052-199-025-00	0	0	0	0	0		0

052-199-026-00	0	0	0	0	0		0
052-199-027-00	0	0	0	0	0		0
052-199-028-00	0	0	0	0	0		0
052-199-029-00	0	0	0	0	0		0
052-199-030-00	0	0	0	0	0		0
052-199-031-00	0	0	0	0	0		0
052-199-032-00	0	0	0	0	0		0
052-199-033-00	0	0	0	0	0		0
052-199-034-00	0	0	0	0	0		0
052-199-035-00	0	0	0	0	0		0
052-199-036-00	0	0	0	0	0		0
052-199-037-00	0	0	0	0	0		0
052-199-038-00	0	0	0	0	0		0
052-199-039-00	0	0	0	0	0		0
052-199-040-00	0	0	0	0	0		0
052-199-041-00	0	0	0	0	0		0
052-205-000-00	0	0	0	0	0		0
052-899-003-00	0	0	110900	0	0		110900
							0
							189783

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-11-02
MICHIGAN LIQUOR CONTROL COMMISSION
LOCAL GOVERNMENT LIQUOR LICENSE APPROVAL
(Authorized by MCL 436.1501)

At a REGULAR meeting of the City of Charlevoix City Council called to order by Mayor Luther Kurtz, on November 5, 2018 at 6:00 p.m., the following resolution was offered:

Moved by xxx and supported by xxx that the application from Hotel Earl-Charlevoix, Inc. d/b/a Hotel Earl for the following license(s): New B-Hotel & SDM liquor licenses pursuant to MCLA 436.1521a(1)(b), to be located at 120 Michigan Avenue, Charlevoix, Michigan 49720 be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 5th day of November, 2018 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Proceed with Public Service Facility Final Design

DATE: November 5, 2018

PRESENTED BY: John Hiltz, OHM Advisors; Mark L. Heydlauff, City Manager

BACKGROUND:

On October 16, City Council held a Work Session to learn more about the preliminary design of the Public Service Facility and to discuss the project with key staff. Mr. Hiltz will again be before you as Council considers the question of moving forward with final design. We have already approved a contract for this work but paused the project based on concerns over the estimate of final cost.

RECOMMENDATION:

Motion to proceed with final design and the preparation of bid documents for a combined Electric and DPW Public Service Facility.

ATTACHMENTS:

- ▣ OHM Presentation



We're more than an architecture, engineering and planning firm.
We're the community advancement firm.

Our Services

Innovation thrives when multiple disciplines
meet holistic thinking.



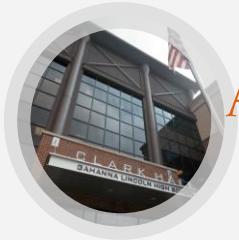
Engineering



Surveying



Planning



Architecture



Landscape Architecture
& Urban Design



Construction
Engineering



14 Offices

Michigan | Ohio | Tennessee

Community is at the center of everything we do.

We've been Advancing Communities since 1962 by keeping our singular forward-thinking focus on putting people first.



- **Northwest Design Group (NDG) is formed** and operates independently **until 2015**

2015

- **APRIL**
Kingscott buys **NDG**





2016

AUGUST

NDG is hired to create design concept for the City's DPW facilities building

Kingscott

Architects
Engineers
Interior Designers

NDG

CONSULTING ENGINEERS



2017

DECEMBER

NDG/Kingscott presents its
conceptual design

budget estimation of
\$4.8M

Kingscott

Architects
Engineers
Interior Designers

NDG

CONSULTING ENGINEERS

Presented to the City Council by



AMANDA Porath
CLIENT REPRESENTATIVE

2017



September

OHM Advisors enters NW lower Michigan market, hiring Lucas Porath

2017



NOVEMBER

**Kingscott approaches
OHM Advisors to discuss
sale of NDG**



2018
JANUARY

OHM Advisors
Hires staff previously with NDG.



2018
JANUARY

City of Charlevoix Council hires
OHM Advisors to **design** the facility



PROJECT TIMELINE

OHM ADVISORS

2018

JANUARY



OHM Advisors is awarded to move forward with preliminary design.



FEBRUARY - MARCH



Survey, soil borings, programming review, OHM architecture staff begin preliminary design.

APRIL



Informed City staff that **conceptual design** didn't have enough vehicle storage; communicated that **estimate would increase** but amount not yet known.

MAY - JULY



OHM continues to develop more detail to create **final preliminary estimate**.

AUGUST



Presented preliminary design and estimate to **City Council**

Building Costs

	Concept	Preliminary	% up	Detail
Main Building	\$2,453,680	\$5,313,856	116%	- Increased Heated Vehicle Storage Area; adds cost for structure, fire suppression, MEP & overhead doors (+\$1,357,200) - Control zoning for HVAC in Office Area (+\$179,000) - Increased area for locker room requirements; adds cost for structure, fire suppression, MEP (\$141,000) - Added cabling and data infrastructure throughout building (+\$21,000) - Added Green Initiative Elements (+\$75,000)
Site Buildings	\$750,000	\$1,280,682	71%	- Added cold vehicle storage building (+\$242,000) - Added Utilities to site buildings (+\$70,000) - Added Hot patch building (+\$61,000) - Added Increased height of buildings (+\$60,500) - Added Overhead or sliding doors to buildings (+\$37,600)
Site Work	\$523,755	\$908,915	73.5%	- Additional Storm sewer system (+\$153,555) - Additional Stackable concrete dividers (+\$48,000) - Added Dumpster ramp (+\$40,000) - Added Site lighting (+\$35,000) - Additional Landscape and irrigation (+\$15,000) - Additional Gates/controls and fencing upgrades (+\$14,000)
Total Building	\$3,727,435	\$7,503,453	More than 2x the original expected cost	

Additional Costs

	Concept	Preliminary	% up	Detail
Equipment and Furniture	\$0	\$246,200		• Added Heavy duty, light duty lifts and trolley lifts (+\$127,500) • Added Office furniture (+\$67,000) • Added Kitchen appliances (+\$19,700)
Soft Costs	\$1,081,965	\$3,102,378	186%	• Increased general conditions, bond costs, etc. based on larger building costs (+\$1,242,931) • Added Design contingency (+\$387,483) • Added A/E design fee (+\$240,000) • Added Temp location cost (+\$150,000)
Total Additional	\$1,081,965	\$3,348,578	More than 3x the original expected cost	

TOTAL Costs

CONCEPT	\$4.8 Million
PRELIMINARY	\$10.9 Million

Still an ESTIMATE, and the
estimated cost can decrease if the
project scope is pared back

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Water Plant Filter Rehabilitation: Bulletin #1

DATE: November 5, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

As you know, the Water Treatment Plant phase one filter rehabilitation project is ongoing. When complete, eight valves that are 18 inches each will be replaced. As work has progressed, four of these valves have been replaced but it is apparent that, due to the design of the plant, replacement of the remaining four valves will require portions of the concrete filter walls to be cut to access the 12" inlet valves.

Our engineers at Prein & Newhof have developed a course of action to correct this and it is outlined in Bulletin #1. The original cost of this project as approved by Council was \$182,200. The change being proposed would add \$17,600.76.

This project is essential to modernizing our plant and we recommend moving forward with the engineer's recommendation.

RECOMMENDATION:

Motion to approve Bulletin #1 for the Water Plant Filter Rehabilitation Phase 1 with Northwest Kent Mechanical Co. for \$17,600.76.

ATTACHMENTS:

- ▣ Bulletin #1

November 1, 2018
2170160

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

RE: Water Treatment Plant Improvements
Filter Rehabilitation Phase I – Bulletin No. 1

Dear Mr. Heydlauff:

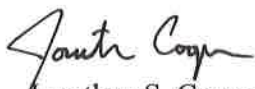
We received a detailed price quote from Northwest Kent Mechanical Co. to incorporate work necessary to replace the four filter inlet isolation valves. The background for this work is summarized in the enclosed Bulletin No.1.

We recommend approving the quoted price of \$17,600.76 for the work as described in Bulletin No. 1, including the option to remove the stainless steel gulleys. If approved, we will issue a balancing Change Order to adjust the contract price prior to final payment.

If you have any questions or need anything further feel free to contact me.

Sincerely,

Prein&Newhof



Jonathan S. Cooper, P.E.

Enclosure: Bulletin No. 1 – Quote

cc: Ms. Shelley Mayer



Northwest Kent Mechanical Co.

Commercial • Industrial • Institutional

P.O. Box 216K • 4095 16 Mile Road

Cedar Springs, MI 49319

(616) 696-9026 • Fax (616) 696-9327

www.nwkentmech.com

October 31, 2018

Mr. Jon Cooper
Prein & Newhof
3355 Evergreen Drive NE
Grand Rapids, MI 49525

RE: City of Charlevoix – Water Treatment Plant – Filter Rehab Phase 1
Pricing for Bulletin #1

Dear Jon:

Below is our cost breakdown for Bulletin #1 for the Charlevoix Water Treatment Valve Replacement Project. If you have any questions please feel free to call.

Description: Added work for Filter Inlet Isolation Valve Replacements

Material		\$1,967.00
Sales Tax		118.02
Labor		7,072.00
Scaffolding		250.00
Lodging		500.00
Wall Cutting		3,200.00
Sub O&P		160.00
O&P		1,486.05
Bond		184.41
	Total Add:	\$14,937.48

OPTION

Description: If necessary, cut and remove Stainless Steel Gullet to access bolts

Material		\$105.00
Sales Tax		6.30
Labor		2,176.00
O&P		343.10
Bond		32.88
	Total Add:	\$2,663.28

Sincerely,

A handwritten signature in black ink, appearing to be 'DL' with a stylized flourish extending to the right.

Derek Larson
Northwest Kent Mechanical Co.

Bulletin No. 1

Date: October 22, 2018

To: Northwest Kent Mechanical Co.

From: Prein&Newhof

Project Title: City of Charlevoix - Water Treatment Plant Improvements – Filter Rehabilitation Phase I

Project #: 2170160

Background:

This bulletin has been prepared to address work necessary to accommodate replacement of the four filter inlet isolation valves. Based on correspondence with Tonka and field observations, it appears likely that the original filter inlet isolation valves were assembled with the 14'-6" tall by 5'-6" diameter filter center control column and inlet piping before being lowered as a unit between the concrete filter walls. It appears that one of the concrete walls adjacent to each inlet valve was even reduced in width to allow the valve flange to fit into place. After draining the filter and looking at the flange connection from under the walking surface, it became apparent that this installation left insufficient space between the influent valve flanges and the concrete walls to successfully remove the valve flange bolts. Furthermore, it is not feasible to replace the valves by lifting the entire center control column without cutting an opening in the roof and removing all four filter cells from service for a significant period of time until the work is complete. An alternative approach to access the valve flange bolts is therefore desired.

General Scope:

Please see the attached Bulletin No. 1 documents prepared by Prein&Newhof.

Remove the high level float and support bar from the concrete wall inside each filter. Sawcut the concrete wall under the filter box to access the inlet isolation valve bolts. Do not overcut concrete. Coat exposed surfaces of all cut rebar with Tnemec Series FC22 Epoxoline or equal. Use manufacturer's touch up kit and apply in accordance with manufacturer's recommendations. After removal of the concrete, install the angle support under the corner of the filter box as shown. Modify the high level float support bar as necessary and secure it to the wall. Coordinate with the Owner to set the height of the floats.

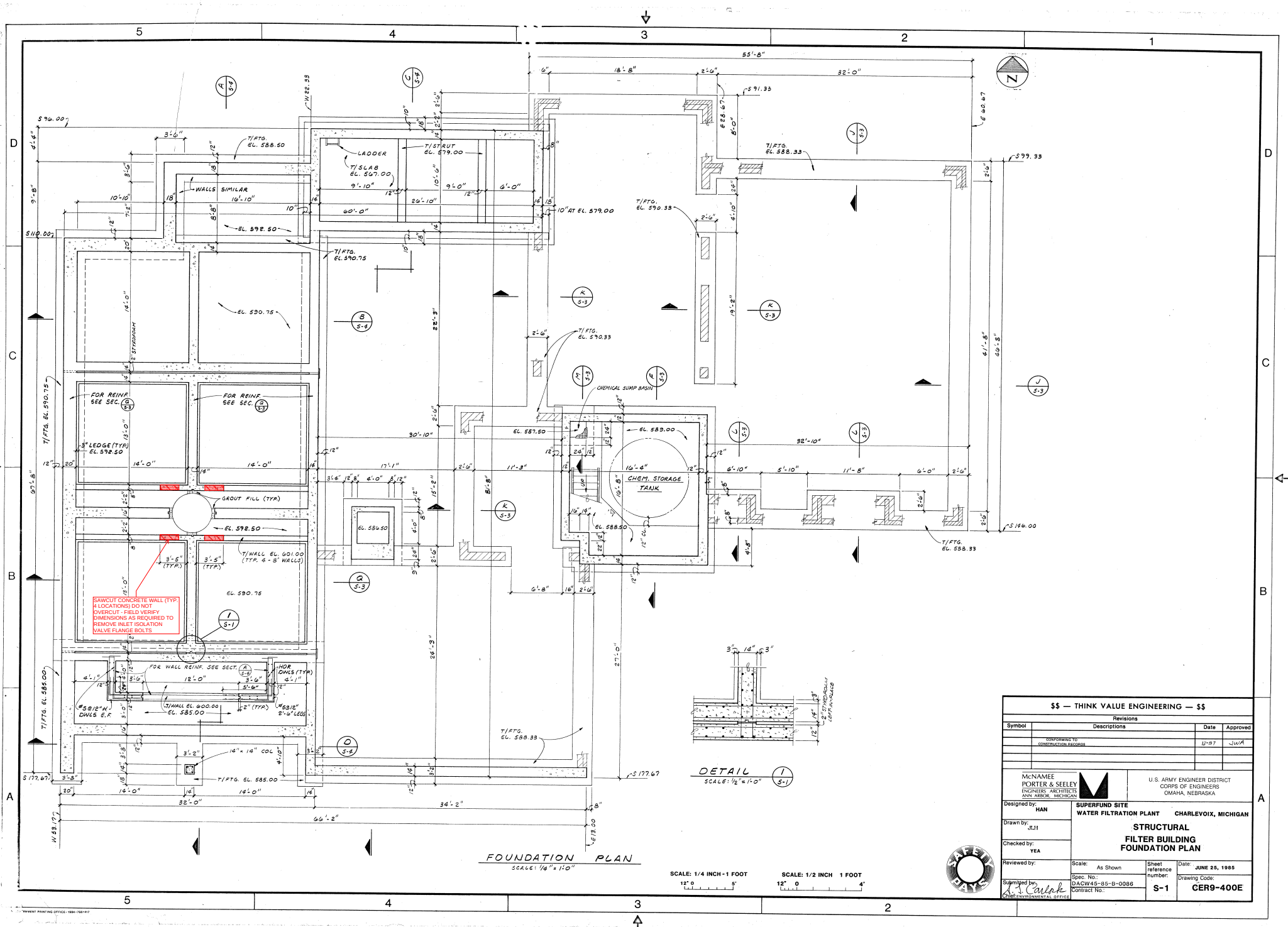
If necessary, cut and remove the stainless steel gullet to access adjacent inlet isolation valve bolts. Cut no more than 18 inches below the bottom flange of the inlet valves. Coordinate with Owner and Engineer prior to cutting any lower.

Please provide pricing for the proposed bulletin activity to incorporate the changes into the Contract. Provide separate pricing for removal of the stainless steel gullet in case this activity is unnecessary. Do not hesitate to call if we can be of assistance.

Sincerely,

Prein&Newhof


Jonathan S. Cooper, P.E.





REMOVE
SUPPORT BAR
AND FLOAT
PRIOR TO
SAWCUTTING.



PRODUCT PROFILE

GENERIC DESCRIPTION

Modified Polyamine Epoxy

COMMON USAGE

An advanced generation, 100% solids epoxy liner for the protection of steel and concrete. It provides excellent resistance to abrasion and is suitable for immersion and chemical contact. For use on the interior and exterior of steel or concrete tanks, reservoirs, and pipes in potable water service.

COLORS

WH08 White. **Note:** Epoxies chalk with extended exposure to sunlight. Lack of ventilation, incomplete mixing, miscatalyzation or the use of heaters that emit carbon dioxide and carbon monoxide during application and initial stages of curing may cause yellowing to occur.

FINISH

Semi-Gloss

SPECIAL QUALIFICATIONS

Certified by **NSF International** in accordance with **NSF/ANSI Std. 61**. Ambient air cured Series FC22 is qualified for use on tanks and reservoirs of 5 gallons (18.9 L) capacity or greater and pipes and valves 1/2 inch (1.2 cm) in diameter or greater. Reference the "Search Listings" section of the NSF website at www.nsf.org for details on the maximum allowable DFT. Conforms to **AWWA D 102 Inside System No. 3**. Conforms to **AWWA C 210**. Contact your Tnemec representative for systems and additional information.

COATING SYSTEM

SURFACER/FILLER/PATCHER

Series 215, 218

PRIMERS

Self-priming or Series 1, 91-H₂O, 94-H₂O, L140, L140F, N140, N140F, V140, V140F

SURFACE PREPARATION

STEEL

Non-Immersion Service: SSPC-SP6/NACE 3 Commercial Blast Cleaning with a minimum angular anchor profile of 3.0 mils for dry film thicknesses at 16.0 to 20.0 mils.

Immersion Service: SPC-SP10/NACE 2 Near-White Blast Cleaning with a minimum angular anchor profile of 3.0 mils for dry film thicknesses at 20.0 mils or greater.

Note: When self-priming on steel, a minimum angular anchor profile of 3.0 mils is required. For all other applications, refer to the primer data sheet for recommendations.

CONCRETE

Allow new cast-in-place concrete to cure a minimum of 28 days at 75°F (24°C). Verify concrete dryness in accordance with ASTM F 1869 "Standard Test Method for Measuring Moisture Vapor Emission Rate of Concrete Subfloor Using Anhydrous Calcium Chloride" (moisture vapor transmission should not exceed three pounds per 1,000 square feet in a 24 hour period), F 2170 "Standard Test Method for Determining Relative Humidity in Concrete using in situ Probes" (relative humidity should not exceed 80%), or D 4263 "Standard Test Method for Indicating Moisture in Concrete by the Plastic Sheet Method" (no moisture present). Prepare concrete surfaces in accordance with NACE No. 6/SSPC-SP13 Joint Surface Preparation Standards and ICRI Technical Guidelines. Abrasive blast, shot-blast, water jet or mechanically abrade concrete surfaces to remove laitance, curing compounds, hardeners, sealers and other contaminants and to provide a minimum ICRI-CSP 5 surface profile. Large cracks, voids and other surface imperfections should be filled with a recommended filler or surfacer.

ALL SURFACES

Must be clean, dry and free of oil, grease, chalk and other contaminants.

TECHNICAL DATA

VOLUME SOLIDS

100% (mixed)

RECOMMENDED DFT

16.0 to 40.0 mils (405 to 1015 microns) in a one coat application. **Note:** Thickness requirements will vary with substrate, application method and exposure. Contact your Tnemec representative.

CURING TIME

Temperature	To Handle	Max to Recoat	Immersion
110°F (43°C)	1 hour	7 days	16 hours
75°F (24°C)	6 hours	7 days	24 hours
35°F (2°C)	12 hours	7 days	48 hours

Note: These times are based on a 20.0 mil (500 micron) dry film thickness. Curing time varies with surface temperature, air movement, humidity and film thickness. **Ventilation:** When used as a tank lining or in enclosed areas, provide adequate ventilation during application and cure.

VOLATILE ORGANIC COMPOUNDS

EPA Method 24 **Unthinned:** 0.04 lbs/gallon (5 grams/litre)

THEORETICAL COVERAGE

1,604 mil sq ft/gal (39.4 m²/L at 25 microns.) See APPLICATION for coverage rates.

NUMBER OF COMPONENTS

Two: 1 (Part A amine) to 2 (Part B epoxy)

PACKAGING

	PART A	PART B	When Mixed
Large Kit	1-5 gallon pail	2-6 gallon pails	15 gallons (56.78 L)
Touch-Up Kit (1 tube)	2 ounces	4 ounces	6 ounces (175 mL)

Note: Touch-Up Kit consists of six (6) tubes along with twelve (12) disposable static mixers.

NET WEIGHT PER GALLON

13.36 ± 0.25 lbs (6.06 ± .11 kg) (mixed)

STORAGE TEMPERATURE

Minimum 20°F (-6°C) Maximum 110°F (43°C)

For optimal handling and application characteristics, both material components should be stored at a minimum of 70°F (21°C) or higher for 48 hours prior to use.

TEMPERATURE RESISTANCE

(Dry) Continuous 250°F (121°C) Intermittent 275°F (135°C)

SHELF LIFE

12 months at recommended storage temperature.

FLASH POINT - SETA

Part A and Part B: N/A

EPOXOLINE® | SERIES FC22

HEALTH & SAFETY

This product contains chemical ingredients which are considered hazardous. Read container label warning and Material Safety Data Sheet for important health and safety information prior to the use of this product.
Keep out of the reach of children.

APPLICATION

COVERAGE RATES

	Dry Mils (Microns)	Wet Mils (Microns)	Sq Ft/Gal (m ² /Gal)
Minimum	16.0 (405)	16.0 (405)	100 (9.3)
Maximum	40.0 (1015)	40.0 (1015)	40 (3.7)

Allow for overspray and surface irregularities. Film thickness is rounded to the nearest 0.5 mil or 5 microns. Application of coating below minimum or above maximum recommended dry film thicknesses may adversely affect coating performance. Reference the "Search Listings" section of the NSF website at www.nsf.org for details on the maximum allowable DFT.

MIXING

Large Kit: Agitate Parts A & B making sure no pigment remains on the bottom of the can. **DO NOT MIX PART A WITH PART B.** Use a 1 (Part A amine) to 2 (Part B epoxy) mix ratio heated plural component airless spray unit. **Note:** Product component A (amine) must be heated to 110°F to 120°F (43°C to 49°C) and component B (epoxy) must be heated to 120°F to 130°F (49°C to 54°C) prior to and during plural component application. Do not heat component A (amine) above 120°F (49°C) or component B (epoxy) above 130°F (54°C). Prior to use: Keep containers tightly sealed.

Touch-Up Kit: Equipment: A dispensing gun with a thrust ratio of 26:1 is required (F100-TKAP). Material tube must be used in conjunction with provided disposable static mixer in order to ensure proper mixing.
 Usage: Unscrew retaining ring and remove plug. Save plug in case entire tube is not used. Install static mixing element, replace retaining screw ring, and install tube in gun. Point assembly up and slowly pull the trigger to de-air the mixer. Dispense approximately 1 fluid ounce of material to waste and continue to pump until material is of uniform color with the Part A completely blended with the Part B. Use a putty knife or spatula to ensure adequate coverage and mixing.

For complete instructions on application, please refer to the Series FC22 Plural Component Equipment Recommendations Guide and the Series FC22 Surface Preparation & Application Guide.

THINNING

DO NOT THIN.

PURGE TIME

Less than one minute.

APPLICATION EQUIPMENT

HEATED PLURAL COMPONENT AIRLESS EQUIPMENT ONLY. Please refer to the Series FC22 Plural Component Equipment Recommendations Guide for complete instructions on equipment. Contact Tnemec Technical Service for equipment recommendations.

Brush: Recommended for small areas, repairs and weld seams.

SURFACE TEMPERATURE

Minimum 35°F (2°C) Maximum 130°F (54°C)
 The surface should be dry and at least 5°F (3°C) above the dew point. The coating will not cure below minimum surface temperature. **Note:** Do not apply when humidity exceeds 80%. Dehumidification equipment is recommended if humidity exceeds 80%.

HOLIDAY TESTING

If required by the project specifications, holiday testing should be performed in accordance with NACE SP0188. Refer to the Series FC22 Surface Preparation & Application Guide for voltage recommendations and curing parameters prior to testing.

CLEANUP

Flush and clean all equipment immediately after use with Tnemec No. 4 Thinner. Use No. 74 Thinner when needed to meet local VOC regulations.

WARRANTY & LIMITATION OF SELLER'S LIABILITY: Tnemec Company, Inc. warrants only that its coatings represented herein meet the formulation standards of Tnemec Company, Inc. THE WARRANTY DESCRIBED IN THE ABOVE PARAGRAPH SHALL BE IN LIEU OF ANY OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO WARRANTIES THAT EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF. The buyer's sole and exclusive remedy against Tnemec Company, Inc. shall be for replacement of the product in the event a defective condition of the product should be found to exist and the exclusive remedy shall not have failed its essential purpose as long as Tnemec is willing to provide comparable replacement product to the buyer. NO OTHER REMEDY (INCLUDING, BUT NOT LIMITED TO, INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR LOST PROFITS, LOST SALES, INJURY TO PERSON OR PROPERTY, ENVIRONMENTAL INJURIES OR ANY OTHER INCIDENTAL OR CONSEQUENTIAL LOSS) SHALL BE AVAILABLE TO THE BUYER. Technical and application information herein is provided for the purpose of establishing a general profile of the coating and proper coating application procedures. Test performance results were obtained in a controlled environment and Tnemec Company makes no claim that these tests or any other tests, accurately represent all environments. As application, environmental and design factors can vary significantly, due care should be exercised in the selection and use of the coating.

Tnemec Company Inc. 6800 Corporate Drive Kansas City, Missouri 64120-1372 1-800-TNEMEC1 Fax: 1-816-483-3969 www.tnemec.com



SERIES FC22 EPOXOLINE®

FAST AND CONVENIENT TOUCH-UP

Series FC22 Epoxoline is a 100% solids, Std. 61 certified, modified amine-cured epoxy now available in a convenient touch-up kit ideal for small repairs and holidays. Series FC22 Epoxoline is a rapid cure epoxy, enabling the structure to be returned to

service in 24 hours at 75° F. Additionally, Series FC22 Epoxoline can cure to temperatures as low as 35° F.



SERIES FC22 BENEFITS

- 100% solids - virtually zero Volatile Organic Compounds (VOCs)
- Convenient 2-in-1 six (6) ounce dispensing tube configuration
- Compatible with select Tnemec coating systems
- NSF Std. 61 certified for tanks five (5) gallons or greater
- Great for small repairs and holidays
- 24-hour return-to-service at 75° F

POTABLE WATER

APPLICATION INFORMATION

Use ONLY the supplied applicator. This 26:1 high thrust ratio applicator is available from Tnemec as Part # F100-TKAP. Other applicators can not be substituted and may result in improperly mixed material.

Use ONLY the supplied static mixing nozzle.

SURFACE PREPARATION

Prepare surface in accordance with the repair specification.

APPLICATION



Step 1
Obtain dispenser, applicator, and static mixing nozzle.



Step 2
Remove retaining nut. Do not discard. Retaining nut must be used to secure mixing nozzle.



Step 3
Remove plug. Do not discard. Plug can be used to reseal tube if entire tube is not used.



Step 4
Insert bell of mixing nozzle over end of tube and press firmly into place. Reinstall retaining nut and tighten.



Step 5
Place tube in applicator and squeeze handle to dispense material.



Step 6
Dispense roughly one ounce of material and discard to ensure only well-mixed material is used.



Step 7
Dispense needed material onto area to be repaired. For vertical applications, dispense onto palette and use brush or drywall knife to apply. Note: Brush application may pull material from pitted surfaces.



Step 8
Once repairs are complete, remove retaining nut. If tube contains unused material, do not discard. Remove nozzle and discard.



Step 9
After cleaning the end of excess material, correctly position and reinstall plug and press firmly into place. Reinstall retaining nut. Tube is now ready for re-use. Use new static mixing nozzle on future projects.

SUBJECT _____ SHEET NO. _____ OF _____

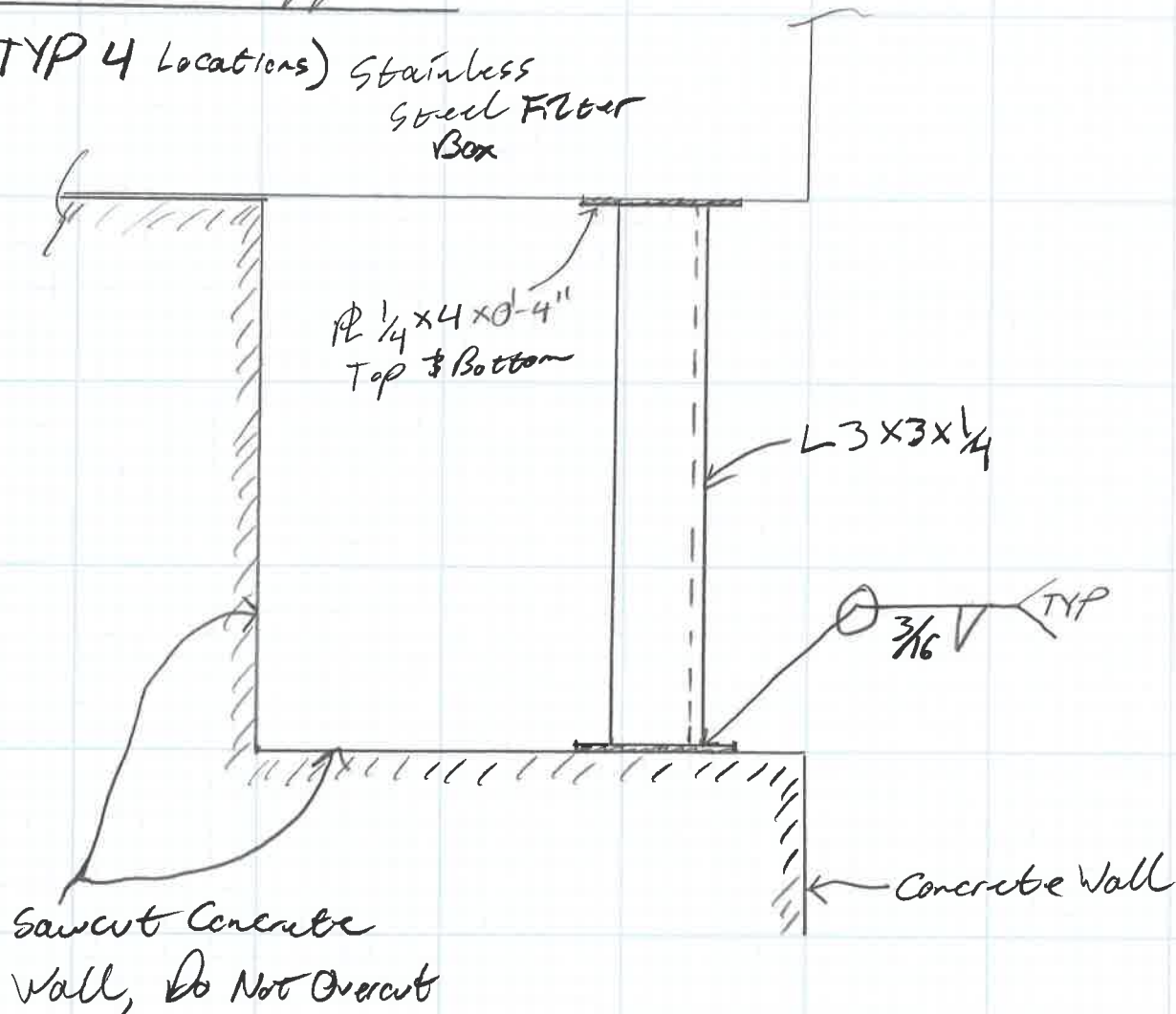
BY DAB DATE _____

JOB NO. 2170160 CHKD. BY _____ DATE _____

Charlevoix WTP Filter Replacement

Filter Box Support

(TYP 4 Locations) Stainless
Steel Filter
Box



Notes:

- 1) All steel to per Type 304 stainless.
- 2) Fabricate L support short of planned sawcut and install skinned tight.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Revised Recreation Job Descriptions

DATE: November 5, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

With the resignation of the Farmers Market Manager, we are asking for approval to move oversight of the Farmers Market Manager from the DDA to Recreation Director Kent Knorr. Our Recreation Assistant, Beth Anzell, is currently working part-time. We propose to move her to full-time and give her responsibility for managing the Farmers Market.

RECOMMENDATION:

Motion to approve the revised Recreation Assistant/Farmers Market Manager and Recreation Director job descriptions.

ATTACHMENTS:

- ❑ Revised Recreation Assistant/Farmers Market Manager Job Description
- ❑ Revised Recreation Director Job Description

CITY OF CHARLEVOIX

Title: Recreation Assistant/Farmers Market Manager FLSA: Non-exempt
Status: Full-time, non-union

Department: Recreation

Reports To: Recreation Director

Date: November 5, 2018

Position Purpose and Objectives

This service-oriented recreation position assists the director with management of a comprehensive program of recreational activities for children, students, and adults of all ages. This position will assist with the development of public relations and information tools (Facebook, Twitter, web page, news releases, facility schedules, and marketing bulletins) that will inform the public of usage, programs, and upcoming activities, website administration, preparation and management of grant applications and grant awards. Other duties include, management of recreation software, daily recreation office coverage, registering participants, responding to phone inquiries, preparing facilities for events, and promoting and ensuring safety for all participants. This position also serves as the Farmers Market Manager coordinating all aspects of the City's Farmers Market.

The job functions below are not all-inclusive and other responsibilities and functions may be assigned as needed at the City's sole discretion.

Essential Job Functions

- Assist with the management of recreation programs including athletic leagues, instructional programs, day camps, and special events.
- Assist in the development of public relations and information tools (Facebook, Twitter, web page, news releases, facility schedules, and marketing bulletins) that will inform the public of usage, programs, and upcoming activities.
- Preparation and management of grant applications and grant awards.
- Prepare programmatic reports as needed to provide analysis and documentation.
- Prepare facilities for planned events and ensure facilities are maintained and safe procedures are followed.
- Monitor recreational events.
- Management of all recreational programming primarily via the RecDesk software program.
- Assist in creating and monitoring the annual budget of the Recreation Office.
- Assist the public in utilizing the RecDesk program to register participants for various programs and teams.
- Respond to public inquiries about recreation programs and perform various administrative tasks within the Recreation Office.
- Daily Recreation Office coverage.
- Assist Golf Course with advertising and marketing efforts.
- Assist Harbor Master in processing seasonal slip assignments.
- Maintain Marina slip applications and wait list.
- Collect applications for the Burns Street Dock Lottery and perform drawing.
- Prepare leases for the seasonal slip and Burns Street Dock assignments.
- Maintain awareness of current trends in industry.
- Responsible for the scheduling all city pavilions, including East Park Pavilion.

- Website Administration (i.e. user and content management and approval).
- Develop and implement marketing and advertising campaigns for the Farmers Market.
- Administer the State Food Assistance Program following the rules and requirements, including vendor contract preparation and reporting requirements.
- Communicate to customers the rules and requirements of the State Food Assistance Program.
- Maintain a clean, safe market environment.
- Ensure rules and regulations established by the Farmers Market Advisory Committee are communicated to market participations and enforced.
- Seek opportunities to improve the Farmers Market and its participation – by participants and customers.
- Communicating with vendors and customers and resolving any conflicts.
- Set up pop-up tent and perform credit transactions day of market.
- Ensure accurate records of transactions and other market functions are created and maintained.
- Write reports and summarize data and other information.
- Plan and implement mini events for market days and/or at other items during the season.
- Communicate with the Recreation Director, committee members, and vendors as required.

Knowledge, Skills and Abilities Preferred

- Knowledge of recreation philosophy, goals and objectives.
- Knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program.
- Knowledge of grant application preparation.
- Excellent at recreation program development and implementation based on good business sense and business planning.
- Excellent communicator, including public speaking and telephone skills.
- Excellent at creative thinking, problem solving, multi tasking, organizational and analytical skills.
- Ability to work independently and in a team-based environment.
- Ability to motivate self and others with a high degree of initiative.
- Ability to project a positive and courteous public image and provide excellent customer service.
- Ability to work an adjustable and flexible work schedule; accessible by phone during non-work hours if necessary.
- Ability to market and advertise programs and events.
- Competent in Windows; Microsoft Word, Excel, Outlook, Publisher and PowerPoint; Website, Content Management System; and various social media sites including Facebook and Twitter.
- Knowledge of the local food culture and agricultural practices preferred.
- Knowledge of rules and requirements of State Food Assistance Program.
- Ability to manage conflict professionally.
- Ability to be creative and resourceful regarding farmers market opportunities and challenges.
- Excellent organization skills along with attention to detail.
- Ability to perform simple mathematics (addition, subtraction, division, multiplication, percentages) and use a calculator.

Minimum Qualifications

High school diploma or G.E.D. equivalent.

Ability to obtain a Farmers Market certification through Michigan Farmers Market Association.

Valid Michigan driver's license and access to a personal car.

Physical Requirements

Ability to occasionally lift and/or move up to 50 pounds.

Ability to remain standing for several hours at a time.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending

CITY OF CHARLEVOIX

Title: Recreation Director

FLSA: Exempt

Status: Full-time, non-union

Department: Recreation

Reports To: City Manager

Date: November 5, 2018

Position Purpose and Objectives

This service-oriented recreation professional develops and manages a comprehensive program of recreational activities for the City of Charlevoix and enhancement of recreational opportunities for children, students and adults of all ages. The Director will have management oversight over all recreational areas including the Golf Course, Marina, Burns Street Dock, and other Maritime facilities, Farmers Market, Skate Park, Ball fields, Beach playgrounds, pavilions, Mt. McSaubia Recreational Area which includes the Ski Hill, Sledding Hill, Ice Rink, Disc Golf, Trails and Day Camp and various other community recreational programs, activities and events.

The director will promote and ensure safety for participants. Departmental operations include supervision of part-time, and seasonal staff. This position requires some evening and weekend hours and accessibility by phone during non-work hours. The director works with citizen advocates to build healthy and active individuals, families, and community and maintains a safe, courteous and positive image of the City of Charlevoix with the public. The job functions below are not all-inclusive and other responsibilities and functions may be assigned as needed in the City's sole discretion. The position is a full-time, at-will position.

Essential Job Functions

- Management oversight over all recreational areas including the Golf Course, Marina, Burns Street Dock, and other Maritime facilities, Farmers Market, Skate Park, Ball fields, Beach playgrounds, pavilions, Mt. McSaubia Recreational Area which includes the Ski Hill, Sledding Hill, Ice Rink, Disc Golf, Trails and Day Camp and various other community recreational programs, activities and events.
- Hire, train, mentor, and supervise recreational personnel including setting work schedules and assignments, periodic goal setting, review of performance results and disciplinary actions up to and including dismissal if necessary.
- Develop goals and policy relating to recreational programs, activities and events.
- Develop a comprehensive program of recreational activities that meets the recreational needs of diverse community groups.
- Oversee the development, maintenance and implementation of the Recreation Master Plan.
- Monitor and evaluate the recreational needs of the community.
- Develop and implement community recreation programs including athletic leagues, instructional programs, day camps, and special events.
- Ensure that facilities for planned events are prepared and maintained and that safe procedures are followed.
- Develop marketing strategies to promote participation in recreational activities.
- Oversee all revenue producing activities including the preparation and follow up for all grant applications and the solicitation of donated dollars.
- Oversees the pavilion registration process.

- Prepare and monitor all general fund and non-general fund budgets pertaining to recreational activities.
- Develop cost-saving measures and additional revenue streams creating solvency amongst specific recreational activities.
- Prepare cost analysis reports for programs and monthly program reports.
- Respond to public inquiries about recreation programs.
- Perform or oversee the administrative tasks of the Recreation office.
- Perform public relation duties; respond to public inquiries and complaints; handle sports rule enforcement; prepare news releases, information and marketing bulletins or other publicity on recreation activities.
- Maintain and oversee all recreational activities including registration, fee collection, and selection and training of coaches and officials.
- Work with outside groups and agencies to meet the facilities needs for all recreational programs.
- City liaison to the Recreation Advisory Committee.
- Maintain awareness of current trends in industry.
- Attend meetings and complete reports as required by City Manager.

Knowledge, Skills and Abilities Preferred

- Ability to establish and maintain cooperative working relationships with City staff, Recreation Advisory Committee, other agencies, participants, instructors, community leaders, and the general public.
- Ability to hire and supervise and maintain a well-trained staff.
- Considerable knowledge of recreation philosophy, goals and objectives.
- Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program.
- Excellent at recreation program development and implementation based on good business sense and business planning.
- Excellent communicator, including public speaking.
- Ability to demonstrate outstanding leadership skills.
- Able to demonstrate the ability to be a creative thinker, problem solver, organizer and analytical skills.
- Ability to work independently or in a team-based environment.
- Knowledge and attitude to provide excellent customer service.
- Ability to work an adjustable/flexible work schedule and attend meetings, attend/monitor recreational events and activities outside of normal work schedule.
- Ability to be accessible by phone during non-work hours.
- Knowledge of the marketing/advertising process to promote recreational programs and events.
- Knowledge of the grant writing process.
- Competent in Windows; Microsoft Word, Excel, Publisher and PowerPoint; Website Content Management System; Social Media.
- Ability to work in an office environment and an outdoor environment including all types of weather conditions.

Preferred Qualifications

Bachelor's Degree in recreation administration, physical education, or a related field with five (5) years of experience supervising recreation programs, or any equivalent combination of education and experience. Previous staff management experience strongly preferred.

Other Requirements

The employee must occasionally lift and/or move up to 50 pounds. Employee must have a valid Michigan driver's license and access to a personal car. Ability to pass a nationwide criminal history background check.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending Approval

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: DDA Appointment

DATE: November 5, 2018

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

We received one application for the DDA vacancy. This position is appointed by the Mayor and approved by Council. Term expires April 2019.

RECOMMENDATION:

Motion to appoint *Name* to the DDA, term expiring April 2019.

ATTACHMENTS:

- ▣ Application



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

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

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

PLEASE PRINT

NAME: John Paul Silva
ADDRESS: 123 Lakeshore Grosse Pointe Farms MI
HOME PHONE: _____ CELL PHONE: 248-705-5969
EMAIL: Paul@SPMLiving.com
ARE YOU A REGISTERED VOTER IN THE CITY? no HOW LONG HAVE YOU LIVED IN THE CITY? 305 Clinton 2003-2009
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no 11354 Boyne City Rd off Hwy 2

EDUCATIONAL BACKGROUND: Graduate of University of Massachusetts

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: owner Silva Properties involved in apartment and hotel development

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: _____

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

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
possibly if The Hotel Earl is involved, if so I could recuse myself

REASON(S) YOU WISH TO SERVE: To help downtown Charlevoix continue to grow and prosper.

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

SIGNATURE: _____ DATE: 10/30/18

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

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: November 5, 2018

BACKGROUND:

A. Small Business Training Series

Michigan Main Street has partnered with Michigan Small Business Development Center to develop a series of in-person small business workshops to take place in Michigan Main Street communities including Charlevoix, Boyne City, and Grayling. The content of the training has been tweaked to fit the needs of the businesses in the region. This has been in the works since early 2018 and now dates, locations, and topics have been solidified:

January 31st - How to Buy or Sell a Business (Boyne City)

March 7th - eCommerce Strategies: How to Sell Online (Grayling)

April 18th - Creative Marketing Strategies: Leveraging Community Events to Boost Sales (Charlevoix)

Locally, Charlevoix Main Street is partnering with the Public Library, Chamber, and CVB to host this workshop. Details are still being worked out but local businesses will be encouraged to attend all 3 workshops. When a Businesses in a Main Street community registers through SBDC website with a Coupon Code for significantly reduced fee (\$10) the business will get that money back via 'downtown dollars' to spend in the host community when they attend.

B. Energy Management Workshop Series

This past week, Chief Doan, Electric Superintendent Swem, DPW Superintendent Elliott and I attended the first of three workshops regarding energy management and ways to improve the efficiency of our facilities. In the coming weeks, we'll be recommending SMART(ER) Goals to you in the area of energy and facility management. These goals are **Specific, Measurable, Attainable, Relevant, Timebound, Evaluate, Reevaluate**. In initial discussion, we believe reducing the loss of unmetered water (through leaks, system operations, etc), reducing unbilled electricity (through older fixtures and heat), paper waste, and facility improvements are areas where we could realize cost savings and environmental improvement.

C. Fiber Optic Improvements

I'm continuing to work with a couple potential vendors and service options to use the fiber optic system in the Ance Industrial Park to deliver data for the businesses located there. I also met again this week with Aspen Wireless regarding the creation of a residential fiber system; this has been done in a couple other Michigan communities, notably Marshall. I am in contact with their City Manager on this topic.

D. Golf Course Intern

Recreation Director Kent Knorr and Golf Director Tom Heid are exploring options in bringing a golf management student or recent graduate to the staff of our Golf Course. We envision this person could fill the seasonal Pro Shop manager role which we have struggled to fill; the person could also assist with marketing and other management tasks.

E. Redevelopment Ready Certification

We continue moving through the process and tasks to become an RRC Certified Community through the MEDC. It's been about a year since we began work on this project and we expect to gain certification

within the next six months.

F. Fuel Bid Change

Last month, you approved a new agreement with Holiday Stations to supply fuel for the City's fleet. You'll recall we received a bid from Krist Oil for 10 cents off the pump price and a bid from Holiday for 8 cents off. Due to the ease of managing the account, the safety of the in-town location of Holiday, and the minimal difference between the two (around \$650 annually in savings), we recommended continuing with Holiday. This week, Holiday agreed to match the 10 cent rate proposed by Krist going forward. It seemed unnecessary to return this item to your consideration but we wanted you to be aware of this change.

ATTACHMENTS:

- ▣ Blue Star Memorial Garden Dedication
- ▣ DDA Minutes
- ▣ Planning Commission Minutes



MICHIGAN GARDEN CLUBS, INC.

MEMBER OF NATIONAL GARDEN CLUBS, INC.

BLUE STAR MEMORIAL GARDEN DEDICATION

Friday, November 9, 2018

10AM

East Park – Charlevoix, Michigan

The Charlevoix Area Garden Clubs of Charlevoix, Michigan invite you to join us for the dedication of a Blue Star Memorial Marker on Friday, November 9 at 10AM. Blue Star Markers honor all who have served and are presently serving in the United States Armed Forces.

The Blue Star Memorial Program began in 1945 to honor those serving in WWII. The name Blue Star refers to the blue star that appeared on flags and banners hung on homes, business, and churches honoring sons and daughters away at war. The memorial program now extends across the country identifying highways and gardens to honor those who protect our freedom.

Please join us downtown in East Park for this special ceremony.

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, September 24, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert
Members Present: Richard Christner, Fred DiMartino, Luther Kurtz, Rick Wertz, Carissa Mullaney, Maureen Owens
Members Absent: Amanda Wilkin
Non-Voting Member: Sean Bradley
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

- A. Minutes – Regular Meeting – August 27, 2018
- B. Committee Minutes
- C. Monthly Reports

Motion by Member Owens, second by Member Wertz to approve the Consent Agenda items as presented. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

Director Dotson stated that the "Due Diligence Games" phone conference was scheduled for October 12th at 9:00 a.m.

Member Owens questioned the status of the wayfinding signage. Director Dotson stated that Phase II covered all the remaining signs that were not installed during Phase I. She stated that signage would be dependent on money from other sources such as partnering organizations or grants therefore, Phase II was still in the planning stage.

7. Old Business

8. New Business

A. Strategy Implementation – Programming Alignment/Gap Analysis

Director Dotson stated that it was the time of the year to talk about strategies and goals, assess how current projects and programs align with Board-defined goals, measures of success, and establish any weak points. She explained the four goals including increasing curbside recycling containers, number of recycling containers at Main Street event, connection to outdoor activities, and increasing year-round activities/shoulder season activities. Director Dotson stated relative to the Four Points their weakest link was the Design Committee which had the lowest score of 29.

Discussion followed regarding recycling container issues and whether Junior Main Street could take on this program. The Board chose to ask the Design and Promotions Committees to come up with suggestions for increasing recycling efforts. Discussion continued regarding heated sidewalks, downtown plan, and day care programs for workforce.

9. Public Comment

10. Request for Future Agenda Items

Recycling at special events was discussed along with the City's solid waste/recycling bid request for a single hauler. Member Owens referenced Emmet County's recycling program and the Board agreed that they should be collaborating with the County on recycling efforts/programs.

11. Board Comments

Chair Dipert stated that the "Buy Nearby" Program would take place the first weekend of October. Director Dotson described different methods of promoting the Program.

Mayor Kurtz stated that he and Member Owens worked on the Live from Charlevoix "*More Than Summer Campaign*". They sold 295 packages which was 40% more than last year and they were 25% into the sales period. Packages cost \$199 each (gift certificates for food, craft beer tour, and hats) and he felt it was going to be a very successful promotion.

12. Adjourn

Motion by Mayor Kurtz, second by Member Wertz to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:08 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, September 10, 2018 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair: Sherm Chamberlain

Members Present: Ben Edwards, Toni Felter, Brian Gelb, Dennis Halverson, Jennifer Muladore, Phillip Parr, RJ Waddell

Members Absent: Rick Golding

Staff Present: Kathy Egan, Community Planner Networks Northwest

Chair Chamberlain welcomed Ben Edwards as a new Commission member.

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Halverson, second by Member Parr to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the August 13, 2018 Minutes

Motion by Member Waddell, second by Member Parr to approve the minutes of August 13, 2018 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Housing Article

Chair Chamberlain felt that the article was a good synopsis of what the Commission had been discussing relative to housing in Charlevoix. He stated that Charlevoix had some issues with average working residents finding affordable housing in the community. Planner Egan stated that they planned to take the walking tour with the Commission members next month. Discussion followed regarding panelized homes, the new Pepperdine development, the difficulty workforce faces when trying to purchase an affordable home, and non-conforming uses in R-2 residential zoning.

H. Old Business

1. Continuation of Public Hearing: Zoning Ordinance Amendment #1 Housekeeping

Chair Chamberlain stated that they held one public hearing and he re-opened the public hearing from the last meeting. There was no comment and the item was closed.

Member Waddell stated that a triangular shaped property on Park Avenue and Antrim Street sold with an existing house and he felt the home fills the corner lot even though it is a triangle. He reviewed Section 5.11 that states that "the Zoning Administrator picks the dominant orientation for the property". He stated that the property in question was a through lot and he wanted to be sure that Sections 5.11 and 5.71 gives the Zoning Administrator the power to determine how the lot is oriented. He noted that the property had no back or side yard based on the orientation of the house and Planner Egan agreed with his interpretation.

Motion by Member Waddell, second by Member Felter to approve Zoning Ordinance Amendment #1 Housekeeping as amended to go forward to the City Council. Motion passed by unanimous voice vote.

I. Staff Updates

J. Request for Next Month's Agenda or Research Items

Chair Chamberlain stated that Planner Egan would be preparing the walking tour presentation for the next meeting. He stated that they were also going to look at City-owned properties and any potential for such properties to be developed as workforce housing.

K. Adjournment by 8:00 PM Unless Extended by Motion

Motion by Member Waddell, second by Member Parr to adjourn the meeting. Motion passed by unanimous voice vote.
Meeting adjourned at 6:33 p.m.

Joyce M. Golding/fgm	City Clerk	Sherm Chamberlain	Chair
----------------------	------------	-------------------	-------