



Agenda
City of Charlevoix City Council Regular Meeting
Monday, December 2, 2024 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

2. Roll Call

3. Presentations

- A. Recreation Department Fall Presentation
Kent Knorr, Recreation Director

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - November 18, 2024
- B. Accounts Payable and Payroll Check Registers
- C. MPPA Power Purchase Commitment Authorization
- D. Electric Department Vehicles
- E. State Grant for Snow Removal Equipment

6. Public Hearings and Actions Requiring Public Hearings

- A. Set Public Hearing: Amend Membership on the Planning Commission
Mark Heydlauff, City Manager

7. All Other Actions and Requests

- A. Burns Street Dock Application and Requirements
Mark Heydlauff, City Manager
- B. Local Government Approval for Off-Premises Tasting Room License-Grand Traverse Distillers, LLC
Mark Heydlauff, City Manager
- C. Match on Main Grant Policy & Process
Mark Heydlauff, City Manager

8. Reports and Communications

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

9. Other Council Business

10. Adjourn

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix City Council

Presentations

Title: Recreation Department Fall Presentation

Date: December 2, 2024

Presented By: Kent Knorr, Recreation Director

Background:

Recreation Director Knorr will be sharing an overview of Recreation Department operations this past summer and fall with specific emphasis on Day Camp, the Golf Course, Marina, and Farmers Market operations this year. All areas of operation continue to see increased participation and community involvement. These trends have been consistent over the past 4 years. Increased usage creates successes, challenges, and opportunities for the Department.

Recommendation:

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - November 18, 2024

Date: December 2, 2024

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2024.11.18 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, November 18, 2024 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

Mayor Gennett requested a moment of silence for Joe Schwartzfisher.

2. Roll Call

Mayor: Lyle Gennett

Members Present: Shane Cole, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

Council Member Parr recused himself from item 7A. Redevelopment Liquor License Application.

5. Consent Agenda

Mayor Gennett opened the item for public comment. None were heard.

Motion by Parr, seconded by Kalbfell to approve the consent agenda as presented.

Yeas: Parr, Spring, Knapp, Cole, Kalbfell, Hagen

Nays: None

Motion carried.

A. City Council Meeting Minutes - November 1, 2024

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

Motion to approve the accounts payable and payroll check registers as presented.

Dates	Description	Amount
11/07/2024	Special Accounts Payable Run	\$3,026.26
11/08/2024	Payroll (net pay)	\$123,186.76
11/08/2024	Payroll Transmittal Checks	\$6,223.89
11/19/2024	Regular Accounts Payable	\$202,765.90
11/04/2024-11/12/2024	ACH/WIRE Payments	\$131,731.44
10/29//2024	Special A/P Tax Disbursement	\$397,647.11
11/12/2024	Special A/P Tax Disbursement	\$33,233.64

Grand Total		\$897,815.00
The entire accounts payable and payroll check registers can be viewed on the City's website .		

C. Airport Fees

Motion to approve the new fees as presented.

D. Lighthouse Grant Support

Motion by Parr, seconded by Kalbfell to designate the City Manager as the City's project contact and approve the resolution as presented.

CITY OF CHARLEVOIX

RESOLUTION NO. 2024-11-01

CHARLEVOIX HISTORICAL SOCIETY SOUTH PIER LIGHTHOUSE REHABILITATION GRANT APPLICATION

WHEREAS, the Charlevoix Historical Society has entered into an agreement with the City of Charlevoix to restore, maintain and preserve the Charlevoix South Pier Lighthouse; and

WHEREAS, the Charlevoix Historical Society will file an application to the Michigan State Historic Preservation Office (SHPO) for the Michigan Lighthouse Assistance Program (MLAP) in the amount of \$60,000 for a Rehabilitation grant for the Localized Repainting the Interior and Exterior of the Charlevoix South Pier Lighthouse; and

WHEREAS, the Charlevoix Historical Society shall provide the matching funds totaling \$80,500 for a total project cost of \$140,500. The source of the matching funds shall be the Charlevoix Historical Society; and

WHEREAS, Denise Fate, Lighthouse Chair of the Charlevoix Historical Society (denise@chxhistory.com) will oversee the MLAP grant management and grant administration duties; and

WHEREAS, the Charlevoix Historical Society will receive and pay vendor invoices related to the grant project; and

WHEREAS, the City of Charlevoix will advance funds as needed to the Charlevoix Historical Society to pay project invoices until reimbursement is received by the Charlevoix Historical Society from SHPO, of an amount not to exceed the amount of the SHPO grant, and

WHEREAS, the Charlevoix Historical Society will re-pay the City for any advanced funds within 30 days of SHPO reimbursement, and

WHEREAS, the Mayor and City Clerk from the City of Charlevoix are authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO; and

WHEREAS, the Charlevoix Historical Society acknowledges that the Michigan Lighthouse Assistance Program (MLAP) is an expense reimbursement program. The Charlevoix Historical

Society authorizes expenditures in the amount of \$140,500 for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed to the Charlevoix Historical Society upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix as owner of the South Pier Lighthouse, supports the Charlevoix Historical Society in the application for a Rehabilitation Grant dated November 21, 2024 and designates City Manager Mark Heydlauff as the City's project contact (markh@charlevoixmi.gov).

RESOLVED this 18th day of November, A.D. 2024.

Resolution was adopted by the following yea and nay vote:

Yeas: Parr, Spring, Knapp, Cole, Kalbfell, Hagen

Nays: None

Motion carried.

E. Investment Update from City Treasurer

Motion to approve the investment report as presented.

F. Bridge Drop New Year's Eve Event

Motion to authorize the Bridge Drop event to take place in downtown Charlevoix, and allow staff to contact MDOT to request help with the Bridge Drop.

G. Match on Main Grant: Charlevoix Running Company

Motion to authorize the receipt of funds for the Match of Main Grant and authorize the payment of them in the amount of \$25,000 to the Charlevoix Running Company in accordance with the grant agreement.

6. Public Hearings and Actions Requiring Public Hearings

A. Public Hearing: Amendment to Disorderly Conduct, Ordinance 853 of 2024

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on Ordinance 853 of 2024.

Mayor Gennett opened the item for public comment, four were heard.

Motion by Hagen, seconded by Cole to approve Ordinance of 853 of 2024 as presented.

CITY OF CHARLEVOIX

Ordinance No. 853 of 2024

AN ORDINANCE TO AMEND TITLE XIII, CHAPTER 130, SECTION 130.03 (B) (1), OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XIII, Chapter 130, Section 130.03 (B) (1) of the City of Charlevoix Code is hereby amended as follows:

(B) *Acts prohibited.* No person shall:

1. Discharge a pistol or other firearm in the city, except when lawfully acting in the defense of persons or property or the enforcement of law or at a duly established range, the operation of which has been approved by the City Council;
2. The discharge of a bow and arrow on land owned by the City is prohibited unless the City Council may, upon the advice and consent of the appropriate agencies of this state, approve by resolution the removal and control of wildlife under conditions it may from time to time determine.

SECTION 2. 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 3. Effective Date

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

Ordinance No. 853 was adopted on the 18th day of November 2024 A.D., by the Charlevoix City Council as follows:

Yeas: Parr, Spring, Cole, Kalbfell, Hagen

Nays: Knapp

Motion carried.

B. Set Public Hearing: Amendment to Lighting and Signs, Ordinance 854 of 2024

Jonathan Scheel, Director of Planning & Zoning

City Manager Heydlauff presented information on the amendment to lighting and signs.

Mayor Gennett opened the item for public comment. None were heard.

Motion by Hagen, seconded by Cole to set a public hearing for December 16, 2024, at 6 p.m. in the Council Chambers of City Hall to consider Ordinance 854 of 2024 as presented.

Yeas: Parr, Spring, Knapp, Cole, Kalbfell, Hagen

Nays: None

Motion carried.

7. All Other Actions and Requests

A. Redevelopment Liquor License Application

Council Member Parr left the dais at 6:18 p.m.

City Manager Heydlauff presented information on the redevelopment liquor license

application.

David Campbell, the applicant's attorney, answered questions from Council Members.

Motion by Knapp, seconded by Cole to recommend the redevelopment license permit application for Irene Ventures, LLC to be considered for approval by the Michigan Liquor Control Commission and approve the attached resolution as presented.

CITY OF CHARLEVOIX

RESOLUTION NO. 2024-11-02

LOCAL GOVERNING BODY RESOLUTION FOR LIQUOR LICENSE FOR IRENE VENTURES LLC
(AUTHORIZED BY MCL 436.1501)

At a regular meeting of the Charlevoix City Council called to order by Mayor Lyle Gennett on Monday, November 18, 2024 at 6:00 p.m. the following resolution was offered:

Moved by Knapp and supported by Cole the application from Irene Ventures, LLC for the following license for the New DDA MLCC liquor license under provisions of MCL 436.1521a(1)(b) to be located at 104 State Street and the following permit, if applied for:

Address of Facility: 104 State Street, Charlevoix, Michigan

It is the consensus of this body that it recommends this application be considered for approval by the Michigan Liquor Control Commission.

Yeas: Spring, Knapp, Cole, Kalbfell, Hagen

Nays: None

Abstain: Parr

Motion carried.

Council Member Parr returned to the dais 6:21 p.m.

B. Organizational Meeting

Sarah Dvoracek, City Clerk

Clerk Dvoracek presented information regarding the organizational meeting.

Mayor Gennett opened the item for public comment. None were heard.

Motion by Parr, seconded by Kalbfell to appoint Aaron Hagen as Deputy Mayor.

Yeas: Parr, Spring, Knapp, Cole, Kalbfell, Hagen

Nays: None

Motion carried.

Mayor Gennett opened the item for public comment. None were heard.

Motion by Parr, seconded by Cole to set the City Council meetings for the first and third Mondays of the month at 6 p.m. except on Monday, November 3, 2025, Council shall meet at 12 p.m. to accommodate for election day.

Yeas: Parr, Spring, Knapp, Cole, Kalbfell, Hagen

Nays: None

Motion carried.

C. Council Members Appointment to Board of Review

Sarah Dvoracek, City Clerk

Mayor Gennett opened the item for public comment. None were heard.

Motion by Cole, seconded by Spring to appoint Council Members Kalbfell and Parr to the Board of Review for a term to expire in November 2025.

Yeas: Parr, Spring, Knapp, Cole, Kalbfell, Hagen

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Thanked Clerk and Election Inspectors for all their hard work during the election
- Thanked everyone for their outpouring support while staff is handling the loss of Joe
- Thanked colleagues in the cities of Petoskey and East Jordan for agreeing to handle any public service emergency during Joe's funeral services
- Thanked Island Airways for handling all airport operations so that staff could attend Joe's funeral services
- Please give grace and compassion to our First Responders while they deal with Joe's passing

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:29 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: December 2, 2024

Presented By:

Background:

Recommendation:

Motion to approve the accounts payable and payroll check registers as presented.

Attachments:

1. Check Registers 12-02-24 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK NUMBER 143899 - 143900

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
11/19/2024	143899	HEATHER RUBIN	75.00
11/19/2024	143900	HEATHER RUBIN	962.50
1 TOTALS:			
Total of 2 Checks:			1,037.50
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			1,037.50

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

11/19/24 Special Accounts Payable Run	\$	1,037.50
11/20/24 Special Accounts Payable Run	\$	77,440.88
11/22/24 Payroll (net pay)	\$	113,197.59
11/22/24 Payroll Transmittal Checks	\$	6,011.87
12/03/24 Regular Accounts Payable	\$	251,114.02
Checks Sub-Total:	\$	448,801.86

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

11/18/24 MI Public Power Agency	\$	8,327.03
11/20/24 Enterprise FM Trust (fleet lease)	\$	6,223.29
11/22/24 IRS (Payroll Tax Deposit)	\$	40,186.57
11/22/24 Alerus Financial (HCSP)	\$	558.00
11/22/24 Vantagepoint (401 Plan)	\$	1,204.14
11/22/24 Vantagepoint (457 Plan)	\$	22,162.89
11/22/24 Vantagepoint (Roth IRA)	\$	1,265.00
11/22/24 State of MI (Withholding Tax)	\$	5,937.28
11/22/24 MERS (Defined Benefit Plan)	\$	65,637.94
11/25/24 MI Public Power Agency	\$	222,731.75
11/25/24 MI Public Power Agency	\$	17,875.19
ACH Sub-Total:	\$	392,109.08

Huntington National Bank Total: \$ 840,910.94

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

	\$	-
	\$	-
Charlevoix State Bank Total:	\$	-
Grand Total:	\$	840,910.94

APPROVED:



CITY MANAGER



CITY TREASURER

CITY CLERK

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 11/20/2024 - 11/20/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
11/20/2024	143901	AT&T	1,642.55
11/20/2024	143902	AT&T MOBILITY	845.61
11/20/2024	143903	CHARLEVOIX STATE BANK	10,896.32
11/20/2024	143904	CHARTER COMMUNICATIONS	713.93
11/20/2024	143905	DELTA DENTAL	3,431.90
11/20/2024	143906	GFL ENVIRONMENTAL	1,437.20
11/20/2024	143907	GREAT LAKES ENERGY COOPERATIV	231.25
11/20/2024	143908	PRIORITY HEALTH	48,388.97
11/20/2024	143909	RANGE TELECOMMUNICATIONS	215.00
11/20/2024	143910	VSP INSURANCE CO. (CT)	545.00
11/20/2024	143911	WEX BANK	9,093.15
1 TOTALS:			
Total of 11 Checks:			77,440.88
Less 0 Void Checks:			0.00
Total of 11 Disbursements:			77,440.88

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

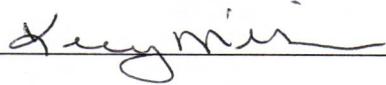
Payroll: 0000000006

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	11/22/2024	5,669.23	3,833.05
DVORACEK, SARAH J.	11/22/2024	3,157.15	2,458.66
DeROSIA, PATRICIA E.	11/22/2024	1,582.22	980.38
KLOOSTER, ALIDA K.	11/22/2024	2,900.00	2,053.09
BARNEVELD, RICHELLE L.	11/22/2024	1,895.20	1,335.78
SCHULZ, GINNY L.	11/22/2024	2,180.00	1,625.18
JENKINS, JESSICA-RAE A.	11/22/2024	1,895.20	1,466.25
MILLER, FAITH G.	11/22/2024	32.29	20.72
MCGINN, KELLY A.	11/22/2024	3,541.84	2,447.27
SCHEEL, JONATHAN D.	11/22/2024	3,060.00	2,145.99
BUDAY, JOAN E.	11/22/2024	159.00	159.00
MCDONNELL, JILL L.	11/22/2024	3,568.36	2,159.42
FRANCIS, CATHERINE A.	11/22/2024	24.00	24.00
CIUK, JULIA A.	11/22/2024	120.00	120.00
DALY, SUZETTE M.	11/22/2024	180.00	180.00
DUERR, JANE R.	11/22/2024	120.00	120.00
HERDER, DIANE M.	11/22/2024	120.00	120.00
SEEGER, LINDA J.	11/22/2024	249.50	249.50
OOSTHUIZEN, ANNE DIPERT	11/22/2024	66.00	66.00
LINKLATER, LINDA K.	11/22/2024	120.00	120.00
UMULIS, MATTHEW T.	11/22/2024	2,534.60	1,493.46
LEGENZA, TAMMY L.	11/22/2024	198.00	198.00
EATON, JOHN R.	11/22/2024	272.00	272.00
VOORHEIS, MARGARET A.	11/22/2024	272.00	272.00
KOZLAUSKOS, KENDRA J.	11/22/2024	210.00	210.00
FOCHTMAN, MICHAEL A.	11/22/2024	96.00	96.00
HENNE, BETTY M.	11/22/2024	87.00	87.00
PRICE, JOY A.	11/22/2024	210.00	210.00
COEN, MARY S.	11/22/2024	102.00	102.00
HAMPTON, PETER L.	11/22/2024	24.00	24.00
KURZAVA, JILL A.	11/22/2024	126.00	126.00
LEGENZA, JOSEPH E.	11/22/2024	114.00	114.00
JOHNSTON, SHERRY D.	11/22/2024	120.00	120.00
MAST, MARIANNE B.	11/22/2024	120.00	120.00
DEAN, STEVEN B.	11/22/2024	204.00	204.00
YOUNG, ANNA G.	11/22/2024	174.00	174.00
ORBAN, BARBARA K.	11/22/2024	2,539.10	1,388.89
RILEY, DENISE M.	11/22/2024	734.10	595.25
MUNK, CHRISTOPHER J.	11/22/2024	2,440.00	1,487.34
CHRISTIANSSEN, BRIAN D.	11/22/2024	2,276.33	1,602.99
RAMIREZ, CHARLES V.	11/22/2024	2,147.20	1,505.18
MARTIN, DONALD L.	11/22/2024	2,616.96	1,718.86
YOUNG, KRISTEN L.	11/22/2024	2,079.99	1,543.78
WURST, RANDALL W.	11/22/2024	3,038.64	1,514.40
HILLING, NICHOLAS A.	11/22/2024	2,835.20	1,738.68
MEIER III, CHARLES A.	11/22/2024	2,536.00	1,570.80
ZACHARIAS, STEVEN B.	11/22/2024	3,471.15	2,114.38
NEWMAN, MARK J.	11/22/2024	2,877.50	1,886.88
LOUGHMILLER, JOHN A.	11/22/2024	2,427.61	1,756.68
GRIFFITH, JOHN J.	11/22/2024	4,914.91	2,658.64
EATON, BRAD A.	11/22/2024	4,604.77	2,914.02
WILSON, TIMOTHY J.	11/22/2024	4,145.10	2,989.71
LAVOIE, RICHARD L.	11/22/2024	2,854.33	1,701.57
STERRETT, PHILLIP R.	11/22/2024	3,325.50	2,174.38
STEVENS, BRANDON C.	11/22/2024	4,160.60	2,488.92
WHITLEY, ANDREW T.	11/22/2024	5,003.50	2,960.70
FARRELL, MITCHELL L.	11/22/2024	3,229.53	2,079.07
ANDERSON, ELIZABETH A.	11/22/2024	2,080.00	1,343.69
KENWABIKISE, DAVID L.	11/22/2024	1,895.20	1,315.88
DVORACEK, BRIAN N.	11/22/2024	1,515.00	1,283.03
ELLIOTT, PATRICK M.	11/22/2024	4,911.27	3,364.29
MORRISON, KEVIN P.	11/22/2024	2,372.46	1,343.44
FURGESON, JUSTIN L.	11/22/2024	2,265.86	1,735.99
BRADLEY, KELLY R.	11/22/2024	2,769.38	1,579.75
HART II, DELBERT W.	11/22/2024	2,889.57	1,873.40
JONES, ROBERT F.	11/22/2024	2,513.78	1,657.49
THORP, WILLIAM D.	11/22/2024	2,135.30	1,316.31
LEITNER, RYAN S.	11/22/2024	2,585.80	1,749.15
NOWKA, STEPHEN P.	11/22/2024	2,136.80	1,535.94
RILEY, DANIEL A.	11/22/2024	2,264.81	1,590.89
REID, ROB A.	11/22/2024	1,743.21	1,196.92
DORAN, JUSTIN J.	11/22/2024	3,314.54	2,506.57
NEDWICK, DAVID J.	11/22/2024	1,172.50	986.90

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000006

Name	Check Date	Gross	Net
FINNERTY, HOLLY E.	11/22/2024	1,440.00	1,172.15
POIROT, KENNETH R.	11/22/2024	948.00	805.68
VENTZKE, COLE C.	11/22/2024	840.00	712.19
PARRISH, JASON P.	11/22/2024	420.00	370.02
SPEER, LIAM M.	11/22/2024	120.00	105.72
WOOD, DIANA G.	11/22/2024	935.00	786.38
CRANDELL, ZACKARY R.	11/22/2024	782.00	659.51
RABIDEAU, JACOB L.	11/22/2024	1,228.25	1,011.01
BORTHS, MICHAEL J.	11/22/2024	833.25	706.92
KNORR, KENT J.	11/22/2024	3,254.55	2,389.22
ANZELL, BETH A.	11/22/2024	2,243.49	1,668.26
MCDERMOTT, DENNIS J.	11/22/2024	107.11	94.36
BOSS, BEAU J.	11/22/2024	742.82	601.90
DRENTH, DOUGLAS A.	11/22/2024	648.00	512.23
GILL, DAVID R.	11/22/2024	1,399.96	1,156.06
LIVINGSTON, BRIAN D.	11/22/2024	1,381.95	1,137.11
SCHOLEY, ROBERT W.	11/22/2024	3,022.21	2,039.55
MCCRANEY, RUSSELL R.	11/22/2024	2,163.20	1,704.92
POSTMUS, ANTHONY H.	11/22/2024	1,597.60	1,171.97
REECE, DANIEL A.	11/22/2024	1,822.24	1,438.88
TRAVERS, MANUEL J.	11/22/2024	748.80	676.04
Totals: 94		165,005.52	113,197.59

Approved By: 

Date: 11/19/24

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 11/22/2024 - 11/22/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
11/22/2024	143892	4FRONT CREDIT UNION	1,460.58
11/22/2024	143893	AMERICAN FAMILY LIFE	532.65
11/22/2024	143894	CHARLEVOIX STATE BANK	1,380.00
11/22/2024	143895	COMMUNICATION WORKERS OF AMER	647.95
11/22/2024	143896	MI STATE DISBURSEMENT UNIT	116.55
11/22/2024	143897	PRIORITY HEALTH	1,478.90
11/22/2024	143898	THE HARTFORD	395.24
1 TOTALS:			
Total of 7 Checks:			6,011.87
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			6,011.87

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 12/03/2024 - 12/03/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
12/03/2024	143912	211 BRIDGE STREET ASSOCIATES	5,000.00
12/03/2024	143913	ACLARA TECHNOLOGIES LLC	78,839.54
12/03/2024	143914	AMAZON CAPITAL SERVICES	230.70
12/03/2024	143915	ANDREW T WHITLEY	467.65
12/03/2024	143916	ART'S AUTO & TRUCK PARTS	102.06
12/03/2024	143917	ASPLUNDH TREE EXPERT LLC	7,316.30
12/03/2024	143918	AUTOMATIC DOOR SERVICE INC	375.89
12/03/2024	143919	BARUZZINI AQUATICS	3,850.00
12/03/2024	143920	BERGMANN MARINE	8,297.80
12/03/2024	143921	BS& A SOFTWARE	77,160.00
12/03/2024	143922	CHARLEVOIX COUNTY CLERK	122.71
12/03/2024	143923	CHARLEVOIX ROD & GUN CLUB	640.00
12/03/2024	143924	CINTAS	101.52
12/03/2024	143925	CINTAS CORPORATION	58.95
12/03/2024	143926	CIVICPLUS LLC	4,521.69
12/03/2024	143927	CONWAY PROFESSIONAL SERVICES	3,538.00
12/03/2024	143928	CSI EMERGENCY APPARATUS LLC	2,216.03
12/03/2024	143929	EJ USA INC.	1,426.38
12/03/2024	143930	ELECTIONSOURCE	1,320.00
12/03/2024	143931	ELLSWORTH FARMERS EXCHANGE	1,248.18
12/03/2024	143932	ENERCO	700.00
12/03/2024	143933	FLETCH'S INC	217.95
12/03/2024	143934	GANNETT MICHIGAN LOCALIQ	347.80
12/03/2024	143935	GRAINGER	100.40
12/03/2024	143936	HACH COMPANY	2,254.41
12/03/2024	143937	HEALTH DEPT OF NW MICHIGAN	263.00
12/03/2024	143938	JOHN E GREEN COMPANY	318.07
12/03/2024	143939	JOHN J GRIFFITH	288.10
12/03/2024	143940	JONATHAN D SCHEEL	277.90
12/03/2024	143941	KEYPER SYSTEMS	261.55
12/03/2024	143942	KRAFT BUSINESS SYSTEMS	17.51
12/03/2024	143943	MICHIGAN MUNICIPAL LEAGUE	16,366.00
12/03/2024	143944	MURRAY'S CREATIONS CUSTOM CAN	75.00
12/03/2024	143945	NORTHERN LIGHTS	180.00
12/03/2024	143946	NUB'S NOB	1,500.00
12/03/2024	143947	PAUL'S METER TESTING LLC	188.65
12/03/2024	143948	PLUNKETT COONEY	100.00
12/03/2024	143949	POWER LINE SUPPLY	5,836.54
12/03/2024	143950	POWER SYSTEM ENGINEERING INC	5,495.00
12/03/2024	143951	POWERPLAN	1,101.34
12/03/2024	143952	RESOLUTION G2 LLC	5,790.00
12/03/2024	143953	STATE OF MICHIGAN	50.00
12/03/2024	143954	STATE OF MICHIGAN	81.00
12/03/2024	143955	STEPHEN P NOWKA	18.37
12/03/2024	143956	SWANSON K & D INC	1,720.00
12/03/2024	143957	TRACE ANALYTICAL LABORATORIES	227.50
12/03/2024	143958	UNIFIRST CORPORATION	137.48
12/03/2024	143959	UP NORTH ASSESSING INC	5,500.00
12/03/2024	143960	UPPER CASE PRINTING INK	674.25
12/03/2024	143961	USABUEBOOK	1,129.30
12/03/2024	143962	WILMOT ELECTRIC INC	3,063.50
1 TOTALS:			
Total of 51 Checks:			251,114.02
Less 0 void Checks:			0.00
Total of 51 Disbursements:			251,114.02

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 11/18/2024 - 11/18/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
11/18/2024	58(E)	MICHIGAN PUBLIC POWER AGENCY	8,327.03
1 TOTALS:			
Total of 1 Checks:			8,327.03
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			8,327.03

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 11/20/2024 - 11/20/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
11/20/2024	57(E)	ENTERPRISE FM TRUST	6,223.29
1 TOTALS:			
Total of 1 Checks:			6,223.29
Less 0 Void checks:			0.00
Total of 1 Disbursements:			6,223.29

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 11/22/2024 - 11/22/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
11/22/2024	50(E)	**EFTPS* Payroll Taxes	40,186.57
11/22/2024	51(E)	Alerus Financial	558.00
11/22/2024	52(E)	MissionSquare - 401 Plan 1091	1,204.14
11/22/2024	53(E)	MissionSquare - 457 Plan 3009	22,162.89
11/22/2024	54(E)	MissionSquare - Roth IRA 7061	1,265.00
11/22/2024	55(E)	STATE OF MICHIGAN	5,937.28
11/22/2024	56(E)	MERS	65,637.94
1 TOTALS:			
Total of 7 Checks:			136,951.82
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			136,951.82

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 11/25/2024 - 11/25/2024

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
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Bank 1 GENERAL CASH - HUNTINGTON BANK

11/25/2024	59(E)	MICHIGAN PUBLIC POWER AGENCY	222,731.75
11/25/2024	60(E)	MICHIGAN PUBLIC POWER AGENCY	17,875.19

1 TOTALS:

Total of 2 Checks:	240,606.94
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Less 0 Void Checks:	0.00
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Total of 2 Disbursements:	240,606.94
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Charlevoix City Council

Consent Agenda

Title: MPPA Power Purchase Commitment Authorization

Date: December 2, 2024

Presented By:

Background:

The Michigan Public Power Agency (MPPA) has negotiated a unique, nine-year Energy + Renewable Energy Credit (REC) transaction opportunity that will provide a valuable renewable power supply for its members.

The Michigan Public Power Agency (MPPA) has committed over \$1B in renewable power supply over the last 15 years. Michigan's Clean and Renewable Energy and Energy Waste Reduction Act (PA 235) increases the percentage of renewable energy from the current fifteen percent (15%) to fifty percent (50%) in 2030 and sixty percent (60%) in 2035. To achieve compliance, MPPA will continue to evaluate new renewable investment and contracting opportunities (primarily solar and wind), while recognizing that additional opportunities will need to be executed in the future. It is important to note that through 2035, municipal electric utilities have an additional option to meet PA 235's requirements, and that is purchasing RECS in the Midcontinent Independent System Operator (MISO) market.

MPPA emphasizes a risk management approach for power supply, focusing on diversification and multiple, right-sized transactions. Acting on these principles and taking advantage of the ability to procure market sourced RECs, MPPA has pursued and is recommending an Energy + REC transaction to its participating members. The transaction will supply future energy to the MISO Michigan Hub and RECs from a specific resource. Costs under this transaction are favorable and the term of January 1, 2027, through December 31, 2035, matches the requirements of PA 235.

Per Resolution 2022-12-01, this Purchase Power Commitment is outside the term and quantity parameters of MPPA's Power Supply Risk Management Policy and therefore requires Charlevoix Council authorization.

Recommendation:

Motion to authorize John Griffith, its Member Authorized Representative, to execute the MPPA Energy + REC Power Purchase Commitment (PPC) Authorization – Charlevoix, as presented.

Attachments:

1. MPPA Energy + REC PPC Authorization - Charlevoix



ENERGY SERVICES PROJECT POWER PURCHASE COMMITMENT AUTHORIZATION

This Power Purchase Commitment Authorization (“Authorization”) is made and entered into as of _____, 2024, by and between Michigan Public Power Agency (“MPPA”), a joint agency of the State of Michigan created pursuant to 1976 PA 448, and the City of Charlevoix (the “Participant”).

WHEREAS, MPPA is a municipal joint agency established in 1978 to provide a means for Michigan municipal electric utilities to achieve the benefits of economies of scale and diversification in securing power supply and related services for their present and future needs;

WHEREAS, during an open meeting on March 11, 2009, the MPPA Board of Commissioners (“BOC”) created the Energy Services Project (“ESP”) for the purpose of providing a means for full members of MPPA to obtain contracted power supply and market operation services;

WHEREAS, the Participant joined the ESP by approving and executing an Energy Service Agreement (“ESA”) that describes the terms and conditions of power supply transactions, known as Power Purchase Commitments (“PPC”), between the Participant and MPPA;

WHEREAS, this Authorization is a PPC between the Participant and MPPA;

WHEREAS, by executing this Authorization, the Member Authorized Representative (“MAR”) of the Participant is representing that the Participant has received all required approvals from its governing body to enter into this PPC with MPPA; and

WHEREAS, MPPA reviewed the specifications and benefits with the Participant of the structured energy and renewable energy credit transaction further described below.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, it is agreed by and between MPPA and the Participant hereto as follows:

Section 1. Power Purchase Commitment

Participant is committing to receive and pay for the Participant’s Quantity of the Products as defined within this Authorization. The Products will be derived from an MPPA Energy and Renewable Energy Credit (“REC”) transaction between MPPA and an energy supplier to be selected by MPPA (“Transaction”).

The Energy and RECs provided to Participant under this Authorization are part of a diversified power supply portfolio. The Energy will be used to achieve future-year, price-certain supply percentage targets. The RECs will be used to help meet renewable energy compliance requirements imposed upon Participant by Public Act 235 of 2023, which amended Michigan’s Clean and Renewable Energy and Energy Waste Reduction Act of 2008 (“PA 235”).

Section 2. Products

Financially firm Energy.

Unit contingent RECs compliant with PA 235.

Section 3. Delivery Location

Energy: MISO Michigan Hub (in the Day Ahead Market)
RECs: Michigan Renewable Energy Certification System (or any successor system)

Section 4. Delivery Period

Energy: Around the Clock (7 x 24)
RECs: Calendar Year

Section 5. Term

If the Authorization becomes effective per Section 10 of this Authorization, the term of the PPC is nine (9) years and will begin on January 1, 2027, through December 31, 2035.

Section 6. Quantity

The Participant is allocated the following share of Energy and RECs provided to MPPA under the Transaction:

Energy Quantity (MW)	Annual Average Energy Quantity (MWh)	Average Annual % of Forecasted Load
.60	5,260	9.4%

REC Allocation Percentage	Expected Average Annual REC Quantity	Expected Average Annual % of Forecasted Load
2.3%	5,192	9.2%

Section 7. Payment

The Participant will pay MPPA the contract rate in the Transaction for the Participant's Energy and REC Quantity. Over the term of the PPC, the not-to-exceed financial commitment is \$3,085,304.70.

Section 8. Energy Services Agreement

This Authorization is subject to the terms and conditions of the ESA between MPPA and Participant. In the event the terms of this Authorization conflict with the terms of the ESA, the terms of the ESA shall control.

Section 9. Evidence

Authority of the Participant's MAR to execute this Authorization is evidenced through a Participant resolution adopted by the Participant's governing body or through the meeting minutes of the Participant's governing body where approval was granted to the MAR to execute this Authorization.

Section 10. Effectiveness

This Authorization will not become effective until MPPA has executed the Transaction, which execution can only happen after MPPA has received executed power purchase commitment authorizations from all other participating Members of MPPA who have their own respective power purchase commitment with MPPA for their quantity of Energy and RECs supplied pursuant to the Transaction.

Member Authorized Representative

Its: _____

By: _____ Dated: _____

Charlevoix City Council

Consent Agenda

Title: Electric Department Vehicles

Date: December 2, 2024

Presented By:

Background:

The 2025 budget includes the replacement of two Electric Department aerial devices (bucket trucks). The 2012 truck is scheduled for replacement in 2028 and the 2014 truck in 2029. Altec, Incorporated, is a MiDeal participant under Contract 2400000000160, and was asked to submit quotes for these two vehicles. Draft specifications were received and reviewed by staff. The attached quotations include staff comments.

The 2012 truck will be replaced with an Altec Model AA55E two-man aerial device mounted on an Altec supplied chassis. The AA55E will be very similar to the current truck. The 2014 will be replaced with an Altec Model AT48M one-man aerial device, again mounted on an Altec supplied chassis. This device is smaller and more maneuverable than the 2014 model. It will allow access to the top of a 55-foot power pole. In addition to the one-man bucket, it will have material handling capabilities. The smaller chassis will make this vehicle more maneuverable, especially when performing streetlight maintenance on Bridge Street.

The 2025 budget includes \$425,000 in fiscal year 2028 and 2029 to replace these vehicles. Altec's quote for the AA55E is \$308,177 with a scheduled delivery in 2027. Altec's quote for the AT48M is \$279,349 with a scheduled delivery in 2028. Altec included two notes that should be noted here:

Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date.

For a quoted chassis model year beyond the current open order bank, chassis model year, specifications and price should be considered estimates only and subject to change. Chassis model year, specifications and price will be reviewed and confirmed when specific model year information becomes available from the OEM".

Recommendation:

Motion to approve the purchase of one Altec AA55E aerial device and chassis in the amount of \$308,177 for delivery in 2027 and one Altec AT48M aerial device and chassis in the amount of \$279,349 for delivery in 2028 as presented.

Attachments:

1. Charlevoix AT48M Quote 1522394-4
2. Charlevoix AA55E Quote 1560733-4

September 9, 2024

Our 95th Year

Ship To:

CITY OF CHARLEVOIX
229 STOVER
CHARLEVOIX, MI 49720
US

Bill To:

CITY OF CHARLEVOIX
210 STATE STREET
CHARLEVOIX, MI 49720
United States

Attn: JOHN GRIFFITH
Phone: 269-6250467
Email: johng@charlevoixmi.gov

Altec Quotation Number: 1522394 - 4
Account Manager: Nathan Alan Guetzko
Technical Sales Rep: Stuart Paul Northup Jr

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Unit</u>		
1.	Altec Model AT48M Articulating Telescopic Aerial Device with a fiberglass upper boom and fiberglass insulator in the articulating arm and proportional joystick upper controls. Built in accordance to ALTEC's standard specifications and to include the following features: A. Ground to Bottom of Platform Height: 47.5 feet at 6.7 feet from centerline of rotation (14.48 m at 2.04 m) B. Working Height: 52.5 feet (16.00 m) C. Maximum reach to edge of platform with Upper Boom Non- overcenter: 31.2 feet (at 21.9 feet platform height) D. Upper boom extension: 110 inches E. Continuous rotation F. Articulating Arm: Articulation is from -3 to 82 degrees. Insulator provides 19 inches of isolation. G. Compensation System: By raising the articulating arm only, the telescopic boom maintains its relative angle in relation to the ground. The work position is achieved through a single function operation. H. Upper Boom: Articulation is from -25 to 85 degrees. The fiberglass section provides a minimum of 33.1 inches of isolation in the upper boom (when retracted and 64.6 inches when extended) I. Platform leveling is achieved by a hydraulic master-slave leveling system. This lifetime system is very low maintenance. J. The dielectrically tested, insulating upper control system includes the following boom tip components that can provide an additional layer of secondary electrical contact protection. Control Handle: A single handle controller incorporating high electrical resistance components that is dielectrically tested to 40 kV AC with no more than 400 microampers of leakage. The control handle is green in color to differentiate it from other non-tested controllers. The handle also includes an interlock guard that reduces the potential for inadvertent boom operation. Auxiliary Control Covers: Non-tested blue silicon covers for auxiliary controls. Control Console: Non-tested non-metallic control console plate. Boom Tip Covers: Non-tested non-metallic boom tip covers. The covers are not	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	dielectrically tested, but they may provide some protection against electrical hazards.		
K.	Hydraulic system: Open center (full pressure), maximum flow 6 GPM, maximum operating pressure 3,000.		
L.	Dielectric rating: Category C, 46 kV and below		
M.	Unit is painted with a powder coat paint process which provides a finish-painted surface that is highly resistant to chipping, scratching, abrasion and corrosion. Paint is electrostatically applied to the inside as well as outside of fabricated parts then high temperature cured prior to assembly ensuring maximum coverage and protection.		
N.	Manuals: Two (2) Operator's and two (2) Maintenance/ Parts manuals containing instructional markings indicating hazards inherent in the operation of an aerial device.		
O.	Unit meets or exceeds ANSI 92.2 standards.		
2.	Pedestal	1	
3.	Install Boom Mounted Components for use with Automatic Boom Securing System	1	
4.	Single 1-Man Platform, Fiberglass, 24" x 30" x 42", End Mount, 180 Degree Rotation	1	
5.	Platform Mounted Single Handle Controls	1	
6.	Material Handling Jib/Winch, Hydraulically Articulating, Top Mounted, Round (ARM Jib)	1	
7.	One (1) Platform Step - located on the side of the platform nearest the elbow in the stowed position	1	
8.	Platform Elevator	1	
9.	Platform Cover - soft vinyl, 24 x 30 inches (610 x 762 mm)	1	
10.	Platform Liner, 24 x 30 x 42 inches (610 x 762 x 1067 mm), 50 kV Rating	1	
11.	Hydraulic Tool Circuit at Platform: One set of quick disconnect couplings at the boom tip for open center tools.	1	
12.	Engine Start/Stop & Secondary Stowage System: 12 VDC powered motor and pump assembly for temporary operation of the unit in a situation wherein the primary hydraulic source fails. Electric motor is powered by the chassis battery. This feature allows the operator to completely stow the booms, platform, and outriggers. Secondary Stowage & Start/Stop is activated with an air plunger at the platform or momentary switch at the lower control station and outriggers.	1	
13.	Jib Stick, 36" L, non extension, certified, orange in color	1	
14.	Slip Ring: Required for engine start/stop, secondary stowage system, and throttle control options	1	
15.	Outriggers, Primary, Modified A-Frame, 30"-34" Chassis Height, Electric Interlock, No Valves On Legs, 112" Spread, Fixed Shoe (AT48M/ME/P/PE/S/SE)	1	
16.	Auxiliary Vertical H Frame Outriggers with fixed shoe. For installation on a 30 to 34 inch chassis frame height.	1	
A.	Maximum Spread: 87 inches		

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	B. Outrigger Motion Alarms C. Outrigger Interlocks: will not allow the unit to be operated until the outriggers have been at least partially deployed		
17.	Lifting Eye - lifting eye on underside of lower boom. Rated at 1,000lbs (454kg) lifting capacity.	1	
18.	Winch load line swivel hook	1	
19.	Altec Unit Powder Painted White	1	
20.	Additional Unit Option	1	
	- Jib Stick (For ARM Jib), 36" L, Non-Extension Dependent, Non-Certified, Gray		
	-Ship Loose		
<u>Unit & Hydraulic Acc.</u>			
21.	Scuff Pad 24 x 30 With Step For Use With Platform Liner (U&H Acc)	1	
22.	Subbase	1	
23.	Electric Outrigger Controls for two (2) sets of outriggers, drive hydraulic outrigger control valves. Durable weather proof sealed electronic switches mounted in aluminum boxes located at the rear of the unit.	1	
24.	15 Gallon Reservoir, with Temp Sight Gauge	1	
25.	Hydraulic Oil, Cold Weather, Kendall Glacial Blu with Ultraviolet Dye (Meets MilSpec 5606)	25	
26.	Standard Pump For PTO	1	
27.	Electric Shifted PTO	1	
28.	Altec PTO/Transmission Functionality with Winch Recovery for Ford Automatic Transmissions: -When the PTO switch is on and engine RPM is under 1,000 RPM, the PTO will engage. -The chassis engine RPM will be limited to 1,500 RPM (default).	1	
29.	Standard Parking Brake Machine Interlock: Parking (holding) brake must be set before machine is operable.	1	
<u>Body</u>			
30.	Altec Osceola	1	
31.	Fiberglass Body	1	
32.	Altec Standard Fiberglass Body Specifications	1	
	A. Molded Fiberglass Side Compartments B. Reinforced, Double-Laminated Doors C. Heavy Duty Stainless Steel Hinges Installed On Doors D. Heavy Duty Strikers Installed On Body For Door Latches		

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UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	E. Automotive-Type Bulb Gasket Door Seal		
	F. Corrosion Resistant Fasteners And Self-Locking Nuts Used Throughout		
	G. Extruded Aluminum Drip Rail		
	H. Fiberglass Bulkheads Installed Between Compartments		
	I. Drains Installed In Each Compartment		
	J. Body To Be Vented		
33.	Low-Side General Service With Step (LGSS)	1	
34.	Gelcoat Finish Entire Body Altec White	1	
35.	132 in estimated body length (Engineering to determine final length)	1	
36.	94" Body Width	1	
37.	39" Body Compartment Height	1	
38.	20" Body Compartment Depth	1	
39.	2" x 6" Drop-In Composite Retaining Board At Rear Of Body	1	
40.	2 x 6 Drop-In Composite Retaining Board At Top Of Side Access	1	
41.	Adhesive Strip Lighting (LED) Around Top And Sides Of Compartment Door Facings	7	
42.	Stainless Steel Rotary Paddle Latches With Keyed Locks	7	
43.	All Locks Keyed Alike Including Accessories (Preferred Option)	1	
44.	Standard Master Body Locking System	7	
45.	Gas Prop Rigid Door Holders On All Vertical Doors	1	
46.	Chains On All Horizontal Doors	1	
47.	Two Chock Holders In Fender Panel On Curbside Of Body	1	
48.	Fiberglass Hotstick Shelf Extending Full Length Of Body On Streetside	1	
49.	Standard Drop-Down Fiberglass Hotstick Door For One (1) Shelf On Streetside, Stainless Steel Slam Paddle Latch With Keyed Lock	1	
50.	3/16 Smooth Aluminum Floor	1	
51.	3" Aluminum Tube Body Frame	1	
52.	1st Vertical (SS) - Adjustable Aluminum Shelf With Removable Dividers On 4" Centers	2	
53.	1st Vertical (SS) - Outrigger Housing, With Outrigger Pin Access As Needed	1	
54.	2nd Vertical (SS) - Adjustable Aluminum Shelf With Removable Dividers On 4" Centers	2	
55.	1st Horizontal (SS) - Fixed Aluminum Shelf With Removable Dividers On 4" Centers	1	
	-Bottom of compartment		
56.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred	1	

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UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	Option) - Left Wall		
57.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Rear Wall	4	
58.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Right Wall	1	
59.	1st Vertical (CS) - Adjustable Aluminum Shelf With Removable Dividers On 4 Centers	3	
60.	1st Vertical (CS) - Outrigger Housing, With Outrigger Pin Access As Needed	1	
61.	2nd Vertical (CS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Left Wall	2	
62.	2nd Vertical (CS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Rear Wall	3	
63.	2nd Vertical (CS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Right Wall	2	
64.	1st Horizontal (CS) - Adjustable Aluminum Shelf With Removable Dividers On 4" Centers	1	
65.	1st Horizontal (CS) - Fixed Aluminum Shelf With Removable Dividers On 4" Centers	1	
	-Bottom of compartment		
66.	Rear Vertical (CS) - Aluminum Gripstrut Access Steps With One (1) Aluminum Sloped Grab Handle	1	
	-To include a battery compartment in the top access step.		
67.	1/8" Aluminum Wheel Well Liners	1	
68.	Aluminum Rock Guards Installed Each Front Corner Of Body	1	
69.	30" L Tailshelf, Unpainted Aluminum, Width To Match Body	1	
70.	Aluminum Cross Storage Located Between Tailshelf Floor And Top Of Chassis Frame Rail, With Drop Down Doors And Keyed Latches On Streetside And Curbside, As Wide As Possible	1	
71.	Aluminum U-Shaped Grab Handle, Unpainted	1	
	-Install CS for 3-point access.		
72.	Custom Ladder Storage, Unpainted Aluminum	1	
	Details:		
	- Open ladder rack with roller at rear		
	- Footprint of compartment top x 8"H		
	- Add dog collar retainer for ladder rack		
	- Installed SS compartment tops		
73.	Unpainted aluminum outrigger pad holder, 20 in l x 20 in w x 3 in h, fits 19.5 in x 19.5 in x 2 in and smaller pads, bolt-on, bottom washout holes, 3/4 in lip retainer	2	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
74.	Additional Body Option -Aluminum 4" Toe Kick on Interior Walls of Cargo Area	1	
75.	Additional Body Option -Aluminum "Smooth" Bulkhead	1	
<u>Body and Chassis Accessories</u>			
76.	Set of Safety Chain D-Rings	1	
77.	Combination 2-5/16 Ball (10,000 LB MGTW) and Rigid Pintle Hitch (16,000 LB MGTW with 3,000 LB MVL), 4-Bolt, Buyers BH82516	1	
78.	Underride Protection Bumper, Installed at Rear	1	
79.	Eyebolt for Trailer Breakaway Cable, 3/8 Inch	1	
80.	Driveaway Safety Kit	1	
81.	Install Counterweight as Needed	1	
82.	Rigid Step Mounted Beneath Side Access Steps (Installed to Extend Approx. 2 inches Outward) (Creedmoor)	1	
83.	Rubber Belted Step, 12 H 7 D 24 W, Aluminum, Mounted Beneath Side Access Steps (Installed to Extend Approx. 2 Outward)	1	
84.	Boom Rest for a Telescopic Unit (Located in Cargo Area), Automatic Boom Latch	1	
85.	Automatic Boom Stow Securing System Installed on Boom Rest	1	
86.	Articulating Arm Rest for a Telescopic Unit	1	
87.	Platform Rest, Rigid with Rubber Tube, 24 Inch	1	
88.	Nylon Outrigger Pad, Yellow, 18 x 18 x 0.63, With Handle (Reforge/Altec Preferred)	4	
89.	Pendulum Retainers for Outrigger Pad Holders	2	
90.	Wheel Chocks Rubber with Metal Hairpin Handle 9.75 L x 7.75 W x 5 H (Pair) (Altec Preferred)	1	
91.	Mud Flaps with Altec Logo (Pair)	1	
92.	Tailshelf Installation (For Tailshelves that are Separate from the Main Body)	1	
93.	Post Style Cone Holder (Holds up to four 15 x 15 large cones) -Install at curbside of tailshelf	1	
94.	Slope Indicator Assembly (Pair) for Machine with Outrigger	1	
95.	Vinyl Manual Pouch for Storage of All Operator and Parts Manuals	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
<u>Electrical Accessories</u>			
96.	Compartment Lights Wired to Dash Mounted Master Switch in Chassis Cab	1	
97.	Lights And Reflectors In Accordance With FMVSS 108 (Complete LED)	1	
98.	Strobe Beacon Amber LED with Brush Guard (Standard) (Tecniq #K10-AAAD-1) Class II (Permit May Be Required) (Altec/Stock Preferred)	2	
	Details: -One (1) each side at the front of the body on aluminum post		
99.	6-Position Strobes, Amber, LED, Two (2) Surface Mounted Lights In Grille, Two (2) Oval Lights On Body Sides, Two (2) Round Lights At Rear, Class II (Permit May Be Required)	1	
100.	Strobe Lights Wired Battery Hot	1	
101.	Flood Light, LED, With Aluminum Housing, 4.25 W x 4.25 H, No Switch on the Light (Hella #H71030401) (Altec Preferred)	2	
	- Installed at rear of frame rails, wired to switch and chassis reverse		
102.	Perimeter/Underbody Lights LED Black (Pair)	2	
	Details: - Install 2 at front of body, one each side - Install 2 on tailshelf, one each side		
103.	Cargo Light, LED, 4 DIA, Grommet Mounted (Tecniq #T41-WC0T-1)	5	
	Details: - One (1) installed on Rear of CS Horizontal Facing Side Access - One (1) installed on CS cargo wall, on the exterior rear of CS Horizontal - One (1) installed on CS cargo wall on the exterior of the CS 2nd Vertical - One (1) installed on SS cargo wall on the exterior rear of SS Horizontal - One (1) installed on SS cargo wall on the exterior rear of SS 1st Vertical - Wire to Single Work Light Switch		
104.	Remote Spot Light, LED, Permanent Mount, With Wireless Dash Mounted Controls And Programmable Wireless Remote (Go-Light #20074GT)	2	
	-Installed on each side at front of body, outboard of the strobe.		
105.	Dual Tone Backup Alarm With Outrigger Motion Alarm	1	
106.	Altec Standard Multi-Point Grounding System	5	
107.	Grounding Reel, Automatic Retracting, Aeromotive #GR900 - Holds #2/0 GA Cable (Max 40 Ft)	1	
	Details: - installed on CS1V compartment top, payout CS		
108.	Grounding Cable, #2/0 GA, Yellow Jacketed (Specify Length In Feet)	40	
109.	Grounding Lug, Stainless Steel, Straight	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	Details: - One (1) Installed Vertically on steel tow package above pintle hitch.		
110.	Grounding Clamp, Bronze Tower Style With Serrated Jaws (Includes Ferrule And Heat Shrink Tubing), #2/0 GA Cable	1	
111.	PTO Hour Meter, Digital, With 10 000 Hour Display	1	
112.	Trailer Receptacle, 7-Way (Blade Type) Installed At Rear	1	
113.	Trailer Receptacle Wiring Custom Option	1	
	Details: - See customer wiring diagram in TC		
114.	Upfitter Switches, Ford (Supplied with Chassis)	1	
115.	Electrical Receptacles, 12 Volt (Cigarette Lighter Style), Non-Weatherproof, Triple Bank (3 Gang)	1	
	Details: - Install in chassis cab		
116.	12 Volt Electrical Receptacle(s) Wired Battery Hot	1	
117.	Power Distribution Module 10 is a Compact Self-Contained Electronic System that Provides a Standardized Interface with the Chassis Electrical System	1	
118.	One Emergency Stop Located at Ground Level Installed at the Rear of the Vehicle	1	
119.	Install Chassis (OEM) Supplied Backup Camera In Final Assembly	1	
120.	Install Outrigger Interlock System In Final Assembly	1	
121.	Install Remote Engine Start/Stop and Secondary Stowage Systems in Final Assembly	1	
122.	Heavy Duty Secondary Stowage Pump (Supplied By Final Assembly)	1	
123.	Cab Interior Light, LED, Dome Style, White (Altec Preferred) - centered in cab	1	
124.	PTO Indicator Light, Installed In Cab	1	
125.	Additional Electrical Accessory	1	
	Details: - Kussmaul 091-20WP-120 battery charging port with auto eject plug - Install SS tailshelf		
126.	Additional Electrical Accessory	1	
	Details: Switch layout shall be as follows: - PTO - Strobes		

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	- Compartment lights and cargo lights - Perimeter and rear flood lights		
<u>Finishing Details</u>			
127.	Front and Rear Frame Mounted and Under Body Mounted Components (With the Exception of Rust Resistant Components) Will Be Painted Black DEPS 005 DEPS 095 (Includes Non OEM Front Bumpers and Cabguards)	1	
128.	Altec Applied Undercoating DEPS 085 (In Addition to Standard Body Undercoating) (Not Under Chassis Cab)	1	
129.	Powder Coat Unit Altec White	1	
130.	Finish Paint Body Accessories Above Body Floor Altec White	1	
131.	Include Aggregate In Heavy Duty Cargo Coating (Specify Location)	1	
132.	Heavy Duty Cargo Coating, Gator Hyde -Apply to cargo floor and tailshelf	1	
133.	Placard, Engine Block Heater	1	
134.	Safety and Instructional Decals English	1	
135.	Vehicle Height Placard Installed In Cab DEPS 002	1	
136.	Kendall Glacial Blu Hydraulic Oil Placard	1	
137.	DOT Certification Required -Full Customer Address Required	1	
138.	Dielectric Test Unit According to ANSI Requirements	1	
139.	Stability Test Unit According to ANSI Requirements	1	
140.	Focus Factory Build	1	
141.	Delivery Of Completed Unit	1	
142.	Inbound Freight	1	
143.	As Built Electrical and Hydraulic Schematics to be Included In the Manual Pouch (Deps 024)	1	
144.	Completed Test Forms To Be Included In The Manual Pouch: -Stability Test Form -Dielectric Test Form (For Insulated Units)	1	
<u>Chassis</u>			
145.	Altec Supplied Chassis	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
146.	Chassis	1	
147.	2025 Model Year	1	
	MY2028		
148.	Ford F600	1	
149.	Dual Rear Wheel	1	
150.	4x4	1	
151.	Chassis Cab	1	
152.	Regular Cab	1	
153.	Chassis Color - White	1	
154.	Automatic Emergency Braking	1	
155.	Forward Collision Warning	1	
156.	Lane Departure Warning System	1	
157.	AM/FM Radio	1	
158.	Bluetooth	1	
159.	Ford SYNC	1	
160.	Block Heater	1	
161.	Driver Controlled Locking Differential	1	
162.	Running Boards (Supplied By Chassis OEM)	1	
163.	Skid Plate	1	
164.	Trailer Brake Controller (Factory Installed)	1	
165.	Side Mirrors, Power Adjusting, Manual Folding, Manual Telescoping with Heated Glass	1	
166.	Cruise Control	1	
167.	110VAC Outlet, OEM Supplied	1	
168.	Air Conditioning	1	
169.	Backup Camera, OEM Supplied	1	
170.	Keyless Entry	1	
171.	Power Door Locks	1	
172.	Power Windows	1	
173.	Tilt Steering Wheel	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
174.	84 Clear CA (Round To Next Whole Number)	1	
175.	Chassis Wheelbase Length - 169	1	
176.	GVWR 22,000 LBs	1	
177.	7,500 LBS Front GAWR	1	
178.	15,500 LBS Rear GAWR	1	
179.	Spring Suspension	1	
180.	Ford 6.7L Power Stroke Diesel	1	
181.	Diesel	1	
182.	Ford Torqshift 10-Speed Automatic Transmission (w/PTO Provision)	1	
183.	Ford 40 Gallon Fuel Tank (Rear)	1	
184.	Ford 7.2 Gallon DEF Tank (Mid Mount)	1	
185.	Ford E/F250-550 Single Horizontal Right Side Exhaust	1	
186.	CARB Clean Idle Certification	1	
187.	EPA Clean Idle Certification	1	
188.	CARB Compliant	1	
189.	No Idle Engine Shut-Down Required	1	
190.	Traction Tires, Front	1	
191.	Traction Tires, Rear	1	
192.	Hydraulic Brakes	1	
193.	Electronic Park Brake In Rear Wheels	1	
194.	Dual Alternator (350 amp Minimum)	1	
195.	63C - Aft Axle Frame Extension	1	
196.	872 - Rear View Camera and Prep Kit	1	
197.	98R - Operator Commanded Regeneration (OCR)	1	
198.	Vinyl Split Bench Seat	1	

Additional Pricing

199.	Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty	1	
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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
<u>Miscellaneous</u>			
200.	Non-CARB Registered State	1	
201.	Customer Required CARB Certification or Vehicle Operating in CARB State	1	
Unit / Body / Chassis Total			279,349.00
Additional Total			0.00
FET Total			0.00
Total			279,349.00

Option: Custom Red + \$7,030.00

Altec Industries, Inc.

Pricing for Michigan MIDeal contract # 240000000160

BY _____

Stuart Paul Northup Jr

Notes:

1 Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date.

For a quoted chassis model year beyond the current open order bank, chassis model year, specifications and price should be considered estimates only and subject to change. Chassis model year, specifications and price will be reviewed and confirmed when specific model year information becomes available from the OEM.

2 Estimated Delivery: 38-41 months after receipt of order PROVIDING:
A. Customer supplied chassis (if applicable) is received a minimum of sixty (60) days before scheduled delivery.
B. Customer approval drawings are returned by requested date.
C. Customer supplied accessories are received by date necessary for compliance with scheduled delivery.
D. Customer expectations are accurately captured prior to major components being ordered (body, chassis) and line set date. Unexpected additions or changes made after this time or at a customer inspection will delay the delivery of the vehicle.

Estimated Delivery is based on information at time of quote and is subject to change.

Altec reserves the right to change suppliers in order to meet customer delivery requirements, unless specifically identified, by the customer, during the quote and or ordering process.

3 This quotation is valid until OCT 21,2024. After this date, please contact Altec Industries, Inc. for a possible extension.

4 F.O.B. - Customer Site

5 Interest charge of 1/2% per month to be added for late payment.

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- 6 FINANCING AVAILABLE: Please contact Altec Capital at (888) 408-8148 or email finance@altec.com for more information.
- 7 Price does not reflect any local, state or Federal Excise Taxes (F.E.T). The quote also does not reflect any local title or licensing fees. All appropriate taxes will be added to the final price in accordance with regulations in effect at time of invoicing.
- 8 Changes made to this order may affect whether or not this vehicle is subject to F.E.T. A review will be made at the time of invoicing and any applicable F.E.T. will be added to the invoice amount.
- 9 Any payment made by a credit card may be subject to a surcharge fee.
- 10 Altec Standard Warranty:
- One (1) year parts warranty.
- One (1) year labor warranty.
- Ninety (90) days warranty for travel charges.
- Warranty on structural integrity of the following major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, subbases and turntables.
- Altec is to supply a self-directed, computer based training (CBT) program. This program will provide basic instruction in the safe operation of this aerial device. This program will also include and explain ANSI and OSHA requirements related to the proper use and operation of this unit.
- Altec offers its standard limited warranty with the Altec supplied components which make up the Altec Unit and its installation, but expressly disclaims any and all warranties, liabilities, and responsibilities, including any implied warranties of fitness for a particular purpose and merchantability, for any customer supplied parts
- Altec designs and manufactures to applicable Federal Motor Vehicle Safety and DOT standards
- 11 Altec Extended Warranty Option:
- An Altec Extended Warranty is an extension of Altec's Limited Warranty and protects you from the repair cost associated with defects of materials and workmanship after the standard Limited Warranty expires.
- Altec offers many types of coverages and coverage packages. Ask your Altec account manager for details. Quotes are available upon request.
- 12 After the initial warranty period, Altec Industries, Inc. offers mobile service units, in-shop service and same day parts shipments on most parts from service locations nationwide at an additional competitive labor and parts rate. Call 877-GO-ALTEC for all of your Parts and Service needs.
- 13 Trade-in offer is conditional upon equipment being maintained to DOT (Department of Transportation) operating and safety standards and remaining in compliance of DOT until arrival at an Altec Facility. This will include, but is not limited to engine, tires, lights, brakes, glass, etc. All equipment, i.e., jibs, winches, pintle hooks, trailer connectors, etc., are to remain with unit unless otherwise agreed upon in writing by both parties. ALTEC Industries reserves the right to re-negotiate its trade-in offer if these conditions are not met.
- All reasonable and necessary expenses required of ALTEC Industries to execute transportation of the trade-in will be invoiced to the customer for payment if these conditions are not met to maintain DOT

standards.

Customer may exercise the option to rescind this agreement in writing within sixty (60) days after receipt of purchase order. After that time ALTEC Industries will expect receipt of trade-in vehicle upon delivery of new equipment as part of the terms of the purchase order unless other arrangements have been made.

14 The final fully loaded weight of the truck and structural ratings of the hitch assembly may reduce the towing capacity and the vertical load capacity of the finished truck. These capacities may not match the ratings of the chassis or hitch.

15 Altec takes pride in offering solutions that provide a safer work environment for our customers. In an effort to focus on safety, we would encourage you to consider the following items:

Outrigger pads (When Applicable)
Fall Protection System
Fire extinguisher/DOT kit
Platform Liner (When Applicable)
Altec Sentry Training
Wheel Chocks

The aforementioned equipment can be offered in our new equipment quotations. If you find that any of these items have not been listed as priced options with an item number in the body of your quotation and are required by your company, we would encourage you to contact your Altec Account Manager and have an updated quote version sent to you. These options must be listed with an item number in the quotation for them to be supplied by Altec.

16 Altec values your data privacy. The Altec Family of Companies (including Altec, Inc., and its subsidiaries) may collect telematics data from the equipment you own. Please review Altec's Equipment Data Privacy Notice on www.altec.com for more information. By purchasing equipment from Altec, you consent to Altec's right to collect and use such data.

17 **RECOMMENDED OPTIONS AND ACCESSORIES:** These options are not included in the quote total price. Selected options will change the quote total. Any options added after initial order will be re-quoted.

October 8, 2024
Our 95th Year

Ship To:
CITY OF CHARLEVOIX
229 STOVER
CHARLEVOIX, MI 49720
US

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

Attn: JOHN GRIFFITH
Phone: 269-6250467
Email: johng@charlevoixmi.gov

Altec Quotation Number: 1560733 - 7
Account Manager: Nathan Alan Guetzko
Technical Sales Rep: Dasia Marie Stalder

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Unit</u>		
1.	Altec Model AA55E Articulating Non-Overcenter Aerial Device with a fiberglass upper boom and fiberglass insulator in the lower boom and a proportional joystick upper control and toggle switches. Built in accordance to ALTEC's standard specifications and to include the following features:	1	
A.	Ground to Bottom of Platform Height: 55.1 ft at 10.0 ft from centerline of rotation (16.8 m at 3 m)		
B.	Working Height: 60.1 ft (18.3 m)		
C.	Maximum reach to edge of platform: 43.1 ft at 28.6 ft platform height (13.1 m at 8.7 m)		
D.	Rotation: Continuous		
E.	Upper Boom Articulation: 0 to 173 degrees. Insulator provides a minimum of 162 in (411 cm) of isolation.		
F.	Lower Boom Articulation: 0 to 120 degrees. Insulator provides a minimum of 24 in (610 mm) of isolation.		
G.	Lower Boom Stow Protection: To help prevent excessive down pressure by boom structures when stowing.		
H.	The Altec ISO-Grip System (U.S. Patent No. 7,416,053) includes the following boom tip components that can provide an additional layer of secondary electrical contact protection. This is not a primary protection system. Control Handle is a single handle controller incorporating high electrical resistance components that is dielectrically tested to 40 kV AC with no more than 400 microampers of leakage. The control handle is green in color to differentiate it from other non-tested controllers. The handle also includes an interlock guard that reduces the potential for inadvertent boom operation. Auxiliary control covers are non-tested blue silicon covers. The control console in non-tested non-metallic control console plate. The boom tip covers are non-tested non-metallic and are not dielectrically tested, but they may provide some protection against electrical hazards.		
I.	Lower Controls: A lower control station is located on the curb side of the turntable with the control valves under a protective cover. A selector valve at the lower control station is provided to override the upper controls.		

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
J.	Platform Leveling System: The platform is leveled by a single leveling chains with fiberglass rods in lower and upper boom, designed to maintain the dielectric integrity of the aerial device. Controls for tilting the platform are located at the platform. The mechanism for tilting the platform includes one dual acting cylinder incorporating counterbalance load holding valves to lock the platform in the event of hydraulic line failure.		
K.	Control Purging System: The hydraulic system contains a continuous automatic purge feature, which provides for oil flow through the control system, to eliminate trapped air. This feature is operational any time the selector at the lower controls is in the upper control position and the pump is operating.		
L.	Diagnostic Pressure Test Quick Disconnect Couplings: are located at the turntable to allow a mobile service technician to quickly and easily attach a test gauge to verify system and tool circuit pressure. This convenient troubleshooting feature saves time and reduces the risk of high pressure oil sprays.		
M.	Upper Boom Compensation: Hydraulically compensated upper boom controlled through the main control valve pilot system. Booms are compensated from upper controls with the ability to independently control the upper boom. From lower controls the booms can be operated individually without compensation. A non-overcenter system monitors the position of the upper boom and when activated disables both the pilot system and main boom spools.		
N.	Unit meets or exceeds ANSI 92.2 standards.		
2.	375 - Automatic stow system	1	
3.	220- Single two-man end mount 24x48x42 180 degree rotator	1	
4.	259 Polyethylene platform liner for two man platform, 50 kV rating (minimum)	1	
5.	Electric Over Hydraulic Outrigger Controls	1	
6.	315 Engine start/stop with Secondary Stowage System, 12 VDC electric powered. Includes auxiliary pump and electric motor, powered by the chassis battery. Control is captive air operated from the platform and toggle switch operated from the lower controls. This option allows the operator to completely stow the booms and platform in a situation wherein the engine, PTO or pump fails.	1	
7.	319 - Category C 46 kV and below	1	
8.	470 - Outrigger X-Frame with fold-up shoe - 174 inch max spread	1	
9.	241 - Outrigger A-Frame with Flat-shoe - provides 149 inch (3785 mm) maximum spread outside to outside of shoe.	1	
10.	313 Lower boom lifting eye provides from 800 pounds (362.0 kg) capacity at 0 degrees to 2,000 pounds capacity at lower boom angles greater than 60 degrees	1	
11.	Powder coat unit Altec White.	1	
12.	Custom Option	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	Reverse bucket rotation controls around boom tip from standard directions -Label/decals to reflect		
13.	Custom Option 32" L grab rail installed on lower boom to aid in bucket access	1	
14.	Custom Option In/out step installed on platform	1	
<u>Unit & Hydraulic Acc.</u>			
15.	Scuff Pad 24 x 48 With Step For Use With Platform Liner (U&H Acc)	1	
16.	AA/AN/E/E-OC Subbase	1	
17.	Insert Center Section Storage Stop at Custom Depth 124"	1	
18.	Insert Subbase Side Tube Storage Stop for Both Tubes at Custom Depth 124"	1	
19.	Subbase Storage with Drop Down Door (Paddle Latch) at Rear, 6 Inch High	1	
20.	Hydraulic Reservoir Custom Option 1 30-gallon Rectangle Reservoir -Install on front SS of cargo area, aft of top opening box -Must not entirely block access to SS of pedestal for service	1	
21.	Hydraulic Oil, Cold Weather, Kendall Glacial Blu (Meets MilSpec 5606)	38	
22.	Standard Pump for PTO	1	
23.	Muncie PTO	1	
24.	Hot Shift PTO (for Automatic Transmission)	1	
25.	Standard Altec PTO/Transmission Functionality with Park Brake Auto Neutral for Allison Automatic Transmissions: -Once the PTO switch is on, the Parking Brake is engaged, and the transmission is in a near stationary condition (i.e., below 5 mph) the transmission will be forced to neutral, and PTO will engage.	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
26.	Standard Parking Brake Machine Interlock: Parking (holding) brake must be set before machine is operable.	1	
27.	AA/AN50/55 Series Unit Installation Components	1	
28.	Additional Unit/Hydraulic Accessory	1	
	Shut off vales in suction and return lines		
<u>Body</u>			
29.	Altec Osceola	1	
30.	Fiberglass Body	1	
31.	Altec Standard Fiberglass Body Specifications	1	
	A. Molded Fiberglass Side Compartments		
	B. Reinforced, Double-Laminated Doors		
	C. Heavy Duty Stainless Steel Hinges Installed On Doors		
	D. Heavy Duty Strikers Installed On Body For Door Latches		
	E. Automotive-Type Bulb Gasket Door Seal		
	F. Corrosion Resistant Fasteners And Self-Locking Nuts Used Throughout		
	G. Extruded Aluminum Drip Rail		
	H. Fiberglass Bulkheads Installed Between Compartments		
	I. Drains Installed In Each Compartment		
	J. Body To Be Vented		
32.	Aerial Service Line With Step (ASLS)	1	
33.	Gelcoat Finish Entire Body Altec White	1	
34.	Approximate Body Length (Engineering to Determine Final Length)	1	
	182 inches		
35.	94" Body Width	1	
36.	48" Body Compartment Height	1	
37.	18" Body Compartment Depth	1	
38.	2" x 6" Drop-In Composite Retaining Board At Rear Of Body	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
39.	2 x 6 Drop-In Composite Retaining Board At Top Of Side Access	1	
40.	Aluminum Gripstrut On Curbside Compartment Tops (Preferred for Walking Surfaces)	1	
	Rearward of walkway only -Do not apply grip strut on body top where reel will be on top of the rear vertical on CS		
41.	Adhesive Strip Lighting (LED) Around Top And Sides Of Compartment Door Facings	9	
42.	Stainless Steel Rotary Paddle Latches With Keyed Locks	9	
43.	All Locks Keyed Alike Including Accessories (Preferred Option)	1	
44.	Standard Master Body Locking System	9	
45.	Gas Prop Rigid Door Holders On All Vertical Doors	1	
46.	Cable Holders On All Horizontal Doors	1	
47.	Two Chock Holders On Each Side of Body With Retaining Lip In Fender Panel	1	
48.	Fiberglass Hotstick Shelf Extending From Rear Of Second Vertical To Rear Of Body On Streetside	1	
49.	Two Hotstick Brackets On Streetside	1	
50.	Standard Drop-Down Fiberglass Hotstick Door For One (1) Shelf On Streetside, Stainless Steel Slam Paddle Latch With Keyed Lock	1	
51.	3/16 Smooth Aluminum Floor	1	
52.	Custom Body Frame Material/Size	1	
	5-inch steel, notched		
53.	1st Vertical (SS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Left Wall	1	
54.	1st Vertical (SS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Rear Wall	3	
55.	1st Vertical (SS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Right Wall	1	
56.	1st Vertical (SS) - Custom Miscellaneous Body Option	1	
	To be 21 inches wide		

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
57.	2nd Vertical (SS) - Adjustable Fiberglass Shelf With Removable Dividers On 4" Centers	3	
58.	2nd Vertical (SS) - Custom Miscellaneous Body Option To be 30 inches wide	1	
59.	3rd Vertical (SS) - Adjustable Fiberglass Shelf With Removable Dividers On 4" Centers	2	
60.	3rd Vertical (SS) - Custom Miscellaneous Body Option To be 27 inches wide	1	
61.	1st Horizontal (SS) - Vacant 59 inches wide	1	
62.	Rear Vertical (SS) - Adjustable Fiberglass Shelf With Removable Dividers On 4" Centers	1	
63.	Rear Vertical (SS) - Outrigger Housing, With Outrigger Pin Access As Needed	1	
64.	Rear Vertical (SS) - Custom Miscellaneous Body Option 24 inches wide	1	
65.	1st Vertical (CS) - Adjustable Fiberglass Shelf With No Dividers	1	
66.	1st Vertical (CS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Left Wall	1	
67.	1st Vertical (CS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Rear Wall	3	
68.	1st Vertical (CS) - Locking Swivel Hooks On An Adjustable Aluminum Rail (Preferred Option) - Right Wall	1	
69.	1st Vertical (CS) - Dri-Dek Installed On Compartment Floor	1	
70.	1st Vertical (CS) - Custom Miscellaneous Body Option 27 inches wide	1	
71.	2nd Vertical (CS) - Aluminum Gripstrut Access Steps With Two (2) Aluminum Sloped Grab Handles	1	
72.	3rd Vertical (CS) - Adjustable Aluminum Shelf With Removable Dividers On 4" Centers	2	
73.	1st Horizontal (CS) - Adjustable Fiberglass Shelf With Removable Dividers On 4" Centers	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
74.	1st Horizontal (CS) - Fixed Fiberglass Shelf With Removable Dividers On 4" Centers On Bottom of Compartment	1	
75.	1st Horizontal (CS) - Custom Miscellaneous Body Option 59 inches wide	1	
76.	Rear Vertical (CS) - Adjustable Fiberglass Shelf With Removable Dividers On 4" Centers	1	
77.	Rear Vertical (CS) - Outrigger Housing, With Outrigger Pin Access As Needed	1	
78.	Rear Vertical (CS) - Custom Miscellaneous Body Option 24 inches wide	1	
79.	1/8" Aluminum Wheel Well Liners	1	
80.	Aluminum Rock Guards Installed Each Front Corner Of Body	1	
81.	Aluminum Treadplate Cargo Liner On Walls To include cargo walls, steps, and bulkhead -To be full width and height of body including bulkhead	1	
82.	Custom Tailshelf, Unpainted Aluminum 20 inch L -Aluminum tail shelf with smooth aluminum floor	1	
83.	Custom Ladder Storage, Unpainted Aluminum Aluminum Open Top Ladder Rack -Approx 144"L x 19"W -Installed on top of SS body -Include rear roller and tie down strap -Top of ladder box to be open	1	
84.	Top Opening Storage Box, Unpainted Aluminum Top Opening Storage Box with Treadplate Lid -Installed at front of cargo area -Width of cargo area x depth available between bulkhead and side access x 20"H -Reinforced lid -Raised off cargo floor to provide 16" clear usable height beneath box	1	
85.	Custom aluminum outrigger pad holder Unpainted Alum. Outrigger Pad Holder, 25 In L x 25 In W x 4.5 In H, Fits 24.5 In x 24.5 In x 4 In And Smaller Pads, Bolt-On, Btm Wshout Hles, 3/4 In Lip Retainer	4	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	-Two installed each side under body		
86.	Additional Body Option	1	
	2nd Rear Vertical SS		
	-To be 21 inches wide		
	-Adjustable locking swivel hooks on right wall, Qty 3		
	-One fiberglass adjustable shelf with dividers on 4" centers		
87.	Additional Body Option	1	
	2nd Rear Vertical CS		
	-To be 21 inches wide		
	-Adjustable locking swivel hooks 1-3-1		
88.	Additional Body Option	1	
	Stainless steel fasteners for non-structural components		
89.	Additional Body Option	1	
	Undercoat body		
90.	Additional Body Option	1	
	Aluminum treadplate to be installed under reels attached to body		
91.	Additional Body Option	1	
	Stubbed frame		

Body and Chassis Accessories

92.	Set of Safety Chain D-Rings	1	
93.	Swivel Style Pintle Hitch (30,000 LB MGTW with 6,000 LB MVL), 11-Bolt T-Mount (T-125 Style)	1	
94.	Underride Protection Bumper with Gripstrut Steps, Installed on Curbside and Streetside, Bolt On	1	
	Grip strut section to be longer than 11"L x 7 1/2"W		
	-Grip strut to be flush with rear of truck		
95.	Eyebolt for Trailer Breakaway Cable, 3/8 Inch	1	
96.	Cab Guard, Mounted on Front Bumper	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
97.	Rear Window Guard, 62 L x 20 H, typically mounted to Boom Rest	1	
98.	Rigid Step, Mounted Beneath Side Access Steps (Installed to Extend Approx. 2 Outward) To be equally spaced -Aluminum	1	
99.	Compartment Top Access Step from Body Floor Aluminum grip strut	1	
100.	Two Step Platform Access, Mounted To Turntable Long step to minimize distance between bucket and step	1	
101.	Lower Boom Rest	1	
102.	Lower Boom Rest Cradle, Large Aerials	1	
103.	Platform Rest Option 1 Swivel Style Platform Rest	1	
104.	Plastic Outrigger Pad, 24 x 22 x 1 with Handle	4	
105.	Pendulum Retainers for Outrigger Pad Holders	4	
106.	Wheel Chocks Rubber with Metal Hairpin Handle 9.75 L x 7.75 W x 5 H (Pair) (Altec Preferred)	2	
107.	Mud Flaps with Altec Logo (Pair)	1	
108.	Tailshelf Installation (For Tailshelves that are Separate from the Main Body)	1	
109.	Post Style Cone Holder (Holds up to four 15 x 15 large cones) Install on CS of tail shelf floor -Bolt on style	1	
110.	10 LB Fire Extinguisher with Heavy Duty Bracket, Installed Per DEPS 042 (Amerex #B456) Install CS front of body	1	
111.	Triangular Reflector Kit (Contains 3 Reflectors), Shipped Per DEPS 042	1	
112.	Slope Indicator Assembly (Pair) for Machine with Outrigger	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
113.	Vinyl Manual Pouch for Storage of All Operator and Parts Manuals	1	
<u>Electrical Accessories</u>			
114.	Compartment Lights Wired to Dash Mounted Master Switch in Chassis Cab	1	
115.	Lights And Reflectors In Accordance With FMVSS 108 (Complete LED)	1	
116.	Corner Strobe Systems Option	1	
	Oval LED Flashers Blades Tow Right Model BTR-10V		
	-One each side at front of cab guard facing front		
	-One each side at rear of cab guard facing rear		
	-One each side at rear of cab guard facing the side		
	-One each side in the light channel at the rear; grommet mounted ILO box		
117.	Flood Light, LED, With Aluminum Housing, 4.25 W x 4.25 H, No Switch on the Light (Hella #H71030401) (Altec Preferred)	2	
	At rear of frame rails		
	-Wired to chassis reverse and switch		
118.	Perimeter/Underbody Lights LED Black (Pair)	2	
	One (1) pair installed at rear outboard corners of cab guard beneath side facing strobes CS and SS		
	-One (1) pair installed at rear CS and SS facing outboard faces of light channel		
119.	Spotlight, LED, With Chrome Housing, 6 Inch DIA, Permanent Mount	2	
	At rear corners of cab guard beneath rear facing strobes CS and SS		
120.	Dual Tone Backup Alarm With Outrigger Motion Alarm	1	
121.	Altec Standard Multi-Point Grounding System	5	
122.	Grounding Reel, Automatic Retracting, Aeromotive #GR900 - Holds #2/0 GA Cable (Max 40 Ft)	1	
	Install top of rear vertical CS, payout to CS		
123.	Grounding Cable, #2/0 GA, Yellow Jacketed (Specify Length In Feet)	40	
124.	Grounding Clamp, Bronze Tower Style With Serrated Jaws (Includes Ferrule And Heat Shrink Tubing), #2/0 GA Cable	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
125.	Altec Backup Camera System, 7 Inch Color LCD Monitor, Heated Infrared Camera With Day/Night Sensor And Audio	1	
	A. 7 Inch Color LCD Monitor With LED Backlighting And Proximity Indicators		
	B. 2 Inputs With Independent Triggers		
	C. Heated Infrared Camera With Day/Night Sensor And Audio		
	D. Mirror/Normal View		
	E. IP68 Rated		
	F. Wide Viewing Angle (104 Degrees Horizontal x 78 Degrees Vertical)		
	G. 20 Meter Cable Assembly		
126.	Install backup camera monitor directly on the dash.	1	
127.	PTO Hour Meter, Digital, With 10 000 Hour Display	1	
	Use chassis hour meter		
128.	7-Way Trailer Receptacle (Blade Type)	1	
129.	Trailer Receptacle Wiring Custom Option	1	
	1. WHT-GND		
	2. BLU-ELEC BRK		
	3. BRN-TL		
	4. BLK-12V PWR		
	5. YEL-LT & SL		
	6. GRN-RT & SL		
	7. RED-AUX		
130.	Electric Trailer Brake Controller (Curt #51126)	1	
131.	Altec Modular Panel System (AMPS) - Includes Mounting Panel And Accessory Switches	1	
132.	Electrical Receptacles, 12 Volt (Cigarette Lighter Style), Non-Weatherproof, Triple Bank (3 Gang)	1	
	Install in chassis cab		
133.	12 Volt Electrical Receptacle(s) Wired Battery Hot	1	
134.	Pre-Wire Power Distribution Module (PDM-10), 10 Accessory Circuits, CAN Signals, Installed	1	
135.	Install Remote Engine Start/Stop System in Final Assembly	1	
136.	One Emergency Stop Located at Ground Level Installed at the Rear of the Vehicle	1	
137.	Install Outrigger Interlock System In Final Assembly	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
138.	Additional Electrical Accessory Include two blank switches in switch panel for customer use	1	
139.	Additional Electrical Accessory Run wire from the blank on/off switches on dash to behind passenger seat for customer use -Customer will install a two-way radio speaker on one and a 12V fused power cord under the passenger seat for flashlight charger	1	
140.	Additional Electrical Accessory Supply trickle charger	1	
141.	Additional Electrical Accessory Accessory Switch Layout 1. PTO 2. Strobes 3. Compartment lights 4. Work lights (Unity LEDs) 5. Perimeter and rear flood lights 6. Speaker 7. Flashlight charger	1	
142.	Additional Electrical Accessory Kussmaul 091-20WP-120 Battery Charging Port with auto eject plug -Installed at SS of tail shelf in light channel	1	

Finishing Details

143.	Front and Rear Frame Mounted and Under Body Mounted Components (With the Exception of Rust Resistant Components) Will Be Painted Black DEPS 005 DEPS 095 (Includes Non OEM Front Bumpers and Cabguards)	1	
144.	Powder Coat Unit Altec White	1	
145.	Finish Paint Body Accessories Above Body Floor Altec White	1	
146.	Include Aggregate In Heavy Duty Cargo Coating (Specify Location) Cargo and tail shelf floor	1	
147.	Heavy Duty Cargo Coating, Gator Hyde	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	Cargo and tailshelf floor		
148.	Safety and Instructional Decals English	1	
149.	Vehicle Height Placard Installed In Cab DEPS 002	1	
150.	Kendall Glacial Blu Hydraulic Oil Placard	1	
151.	DOT Certification Required	1	
	City of Charlevoix		
152.	Dielectric Test Unit According to ANSI Requirements	1	
153.	Stability Test Unit According to ANSI Requirements	1	
154.	Focus Factory Build	1	
155.	Delivery Of Completed Unit	1	
156.	Inbound Freight	1	
157.	As Built Electrical and Hydraulic Schematics to be Included In the Manual Pouch (Deps 024)	1	
158.	Completed Test Forms To Be Included In The Manual Pouch: -Stability Test Form -Dielectric Test Form (For Insulated Units)	1	
<u>Chassis</u>			
159.	Altec Supplied Chassis	1	
160.	Chassis	1	
161.	Other Chassis Model Year 2027	1	
162.	International MV607	1	
163.	Dual Rear Wheel	1	
164.	Set Back Axle	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
165.	4x2	1	
166.	Chassis Cab	1	
167.	Regular Cab	1	
168.	Other Chassis Color	1	
	Red 2303		
169.	Air Horn Under Cab	1	
170.	Low-Profile Hood	1	
171.	AM/FM Radio	1	
172.	Driver Controlled Locking Differential	1	
173.	Cruise Control	1	
174.	Air Conditioning	1	
175.	Keyless Entry	1	
176.	Power Door Locks	1	
177.	Power Windows	1	
178.	Tilt Steering Wheel	1	
179.	116" Clear CA (Round To Next Whole Number)	1	
180.	Chassis Wheelbase Length - 190	1	
181.	GVWR 33,000 LBS	1	
182.	13,000 LBS Front GAWR	1	
183.	21,000 LBS Rear GAWR	1	
184.	120,000 Yield Strength (PSI)	1	
185.	Spring Suspension	1	
186.	Cummins L9	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
187.	Diesel	1	
188.	300 HP Engine Rating	1	
189.	Allison 3500 RDS Automatic Transmission (Left and Right Side PTO Openings Only)	1	
190.	15SXJ - International 50 Gallon Fuel Tank Non-Polished (Under Cab Left Hand)	1	
191.	15WCN - International 5 Gallon DEF Tank (Under Cab Left Hand)	1	
192.	07BLW - International Exhaust (Right-Horizontal-Undercab-Vertical) (Cummins Engine Only) - Rear Wheel Drive Applications	1	
193.	CARB Clean Idle Certification	1	
194.	EPA Clean Idle Certification	1	
195.	CARB Compliant	1	
196.	385/65R22.5 Front Tire	1	
197.	11R22.5 Rear Tire	1	
198.	Air Brakes	1	
199.	Park Brake In Rear Wheels	1	
200.	2 Chassis Batteries	1	
201.	1800 CCA Minimum (Preferred With Two Batteries)	1	
202.	Battery Under Cab Left Hand	1	
203.	16XJV - International Dash Cutout for Switch Panel	1	
204.	International - Disallow Regen while in PTO mode (13WEV)	1	
205.	International Heavy Duty Tail Light Wiring (08HAB)	1	
206.	International Transmission Dipstick Tube Enters Curbside of Transmission (13WGH)	1	
207.	International - Pre-Wire Chassis with Cab Pass-Thru (8HBE)	1	
208.	Air Ride Drivers Seat	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
209.	Air Ride Passenger Seat	1	

Additional Pricing

210.	Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty	1	
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Miscellaneous

211.	Non-CARB Registered State	1	
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Unit / Body / Chassis Total	308,177.00
Additional Total	0.00
FET Total	0.00
Total	308,177.00

Option:

Custom Red NAV 2303	+ 9,375.00
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Pricing for Michigan MIDeal contract # 240000000160

Altec Industries, Inc.

BY _____

Dasia Marie Stalder

Notes:

1 Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date.

For a quoted chassis model year beyond the current open order bank, chassis model year, specifications and price should be considered estimates only and subject to change. Chassis model year, specifications and

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price will be reviewed and confirmed when specific model year information becomes available from the OEM.

2

Estimated Delivery: 34 - 37 months after receipt of order PROVIDING:

- A. Customer supplied chassis (if applicable) is received a minimum of sixty (60) days before scheduled delivery.
- B. Customer approval drawings are returned by requested date.
- C. Customer supplied accessories are received by date necessary for compliance with scheduled delivery.
- D. Customer expectations are accurately captured prior to major components being ordered (body, chassis) and line set date. Unexpected additions or changes made after this time or at a customer inspection will delay the delivery of the vehicle.

Estimated Delivery is based on information at time of quote and is subject to change.

Altec reserves the right to change suppliers in order to meet customer delivery requirements, unless specifically identified, by the customer, during the quote and or ordering process.

3

This quotation is valid until OCT 28,2024. After this date, please contact Altec Industries, Inc. for a possible extension.

4

F.O.B. - #FOB_TERMS#

5

Interest charge of 1/2% per month to be added for late payment.

6

FINANCING AVAILABLE: Please contact Altec Capital at (888) 408-8148 or email finance@altec.com for more information.

7

Price does not reflect any local, state or Federal Excise Taxes (F.E.T). The quote also does not reflect any local title or licensing fees. All appropriate taxes will be added to the final price in accordance with regulations in effect at time of invoicing.

8

Changes made to this order may affect whether or not this vehicle is subject to F.E.T. A review will be made at the time of invoicing and any applicable F.E.T. will be added to the invoice amount.

9

Any payment made by a credit card may be subject to a surcharge fee.

10

Altec Standard Warranty:

One (1) year parts warranty.

One (1) year labor warranty.

Ninety (90) days warranty for travel charges.

Warranty on structural integrity of the following major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, subbases and turntables.

Altec is to supply a self-directed, computer based training (CBT) program. This program will provide basic instruction in the safe operation of this aerial device. This program will also include and explain ANSI and OSHA requirements related to the proper use and operation of this unit.

Altec offers its standard limited warranty with the Altec supplied components which make up the Altec Unit and its installation, but expressly disclaims any and all warranties, liabilities, and responsibilities, including any implied warranties of fitness for a particular purpose and merchantability, for any customer supplied parts

Altec designs and manufactures to applicable Federal Motor Vehicle Safety and DOT standards

11 Altec Extended Warranty Option:

An Altec Extended Warranty is an extension of Altec's Limited Warranty and protects you from the repair cost associated with defects of materials and workmanship after the standard Limited Warranty expires.

Altec offers many types of coverages and coverage packages. Ask your Altec account manager for details. Quotes are available upon request.

12 After the initial warranty period, Altec Industries, Inc. offers mobile service units, in-shop service and same day parts shipments on most parts from service locations nationwide at an additional competitive labor and parts rate. Call 877-GO-ALTEC for all of your Parts and Service needs.

13 Trade-in offer is conditional upon equipment being maintained to DOT (Department of Transportation) operating and safety standards and remaining in compliance of DOT until arrival at an Altec Facility. This will include, but is not limited to engine, tires, lights, brakes, glass, etc. All equipment, i.e., jibs, winches, pintle hooks, trailer connectors, etc., are to remain with unit unless otherwise agreed upon in writing by both parties. ALTEC Industries reserves the right to re-negotiate its trade-in offer if these conditions are not met.

All reasonable and necessary expenses required of ALTEC Industries to execute transportation of the trade-in will be invoiced to the customer for payment if these conditions are not met to maintain DOT standards.

Customer may exercise the option to rescind this agreement in writing within sixty (60) days after receipt of purchase order. After that time ALTEC Industries will expect receipt of trade-in vehicle upon delivery of new equipment as part of the terms of the purchase order unless other arrangements have been made.

14 The final fully loaded weight of the truck and structural ratings of the hitch assembly may reduce the towing capacity and the vertical load capacity of the finished truck. These capacities may not match the ratings of the chassis or hitch.

15 Altec takes pride in offering solutions that provide a safer work environment for our customers. In an effort to focus on safety, we would encourage you to consider the following items:

Outrigger pads (When Applicable)
Fall Protection System
Fire extinguisher/DOT kit
Platform Liner (When Applicable)
Altec Sentry Training
Wheel Chocks

The aforementioned equipment can be offered in our new equipment quotations. If you find that any of these items have not been listed as priced options with an item number in the body of your quotation and are required by your company, we would encourage you to contact your Altec Account Manager and have an updated quote version sent to you. These options must be listed with an item number in the quotation for them to be supplied by Altec.

16 Altec values your data privacy. The Altec Family of Companies (including Altec, Inc., and its subsidiaries) may collect telematics data from the equipment you own. Please review Altec's Equipment Data Privacy Notice on www.altec.com for more information. By purchasing equipment from Altec, you consent to Altec's right to collect and use such data.

17 **RECOMMENDED OPTIONS AND ACCESSORIES:** These options are not included in the quote total price. Selected options will change the quote total. Any options added after initial order will be re-quoted.

Charlevoix City Council

Consent Agenda

Title: State Grant for Snow Removal Equipment

Date: December 2, 2024

Presented By:

Background:

The airport is currently in the process of acquiring a new snow removal tractor to replace our aging 2008 Kubota tractor. We have been seeking to fund this project with federal BIL (Bipartisan Infrastructure Law) funds. One of the requirements to use this money is that the tractor must meet the Federal Buy American Standard. We have been in this process for several months with no success. After speaking with MDOT, several other airport managers, and a few manufacturers, meeting the Federal Buy American Standard is getting extremely difficult due to stringent rules of the standard, supply chain issues, and companies' unwillingness to complete the necessary paperwork to meet the standard.

I was in contact with Paul Nicastri from MDOT regarding a funding program for the fiscal year 2025 through the State Office of Aeronautics. They have one million dollars set a set for airports to apply for that can be used to procure the type of equipment we are attempting to procure.

In speaking with Mr. Nicastri, we can apply for this funding and use it to purchase the snow removal tractor we have been attempting to acquire without having to meet the Federal Buy American Standard. This would make the process much more efficient. It would also give us the ability to acquire the exact tractor that will meet our specific needs. Having to meet the Buy American Standard has put us in the position of looking at tractors that will work, but are not perfect, just to meet the standard.

Applying for and being granted this funding would not only get us the tractor we need to acquire but would also allow us to use the BIL funds instead of entitlement money for other projects we have slated for 2025, such as the drainage project on the taxiway or the gate upgrade project.

I have attached a copy of the quote we received from The Ina Store. The price includes government pricing through Sourcewell.

The approximate cost of the tractor is \$90,000.

Recommendation:

Motion to approve the City Manager to sign the necessary documents to apply for the MDOT grant and approve the attached resolution.

Attachments:

1. Ina Store Tractor Quote - 11-25-24
2. Resolution 2024-12-02 MDOT Aero Grant Application for Airport Vehicle

Ina Store Inc.

10035 21 Mile Rd
Tustin MI 49688
Phone: 231-825-2575 ext 7
Cell: 231-429-6724
dave@theinastore.com

SALES QUOTE

DATE: 11/14/2024
P.O. #

SOLD TO

CHARLEVOIX MUNICIPAL AIRPORT
111 AIRPORT DRIVE
CHARLEVOIX, MI 49720

NOTES

231-547-3605

SALES PERSON	DELIVER OR PICKUP	PAID	EMAIL ADDRESS
DAVE			russsm@charlevoixmi.gov

ITEM #	DESCRIPTION	SERIAL NUM.	TOTAL
NEW	CASE-IH 75C TRACTOR		88,820.00
NEW	CASE-IH L620 LOADER		
	FULL HVAC CAB		
	AIR RIDE SEAT		
	12X12 POWERSHUTTLE TRANSMISSION		
	TWO REAR HYDRAULIC REMOTES		
	FOUR WHEEL DRIVE		
	TURF TIRES		
	64 PTO HORSEPOWER		-
	BEACON LIGHT		-
	WORK LIGHTS FRONT AND REAR		-
	84" LOADER BUCKET		-
	REAR WHEEL WEIGHTS		-
NEW	ERSKINE 925FM FRONT MOUNTED BLOWER		17,795.00
	PRICED WITH SOURCEWELL DISCOUNT		-

Other Comments or Special Instructions

ALL USED EQUIPMENT SOLD AS IS NO WARRANTY.
QUOTES ON NEW EQUIPMENT VALID FOR 30 DAYS.
FINANCE CONTRACTS SUBJECT TO DOCUMENT FEES.

SUBTOTAL	\$ 106,615.00
TAX RATE	6.000%
TAX	\$ -
SOURCEWELL	\$ (17,282.00)
DOWN PMT	
TOTAL	\$ 89,333.00

Authorized by _____

Date _____

CITY OF CHARLEVOIX
RESOLUTION NO. 2024-12-02
APPROVAL OF GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION OFFICE OF
AERONAUTICS FOR THE FISCAL YEAR (FY) 2025 STATE/LOCAL AIRPORT PROGRAM

WHEREAS, the City is applying for the Fiscal Year 2025 State/Local Airport Program with the State of Michigan Department of Transportation, and;

WHEREAS, the grant amount being applied for will be in the amount of ninety thousand dollars (\$90,000).

WHEREAS, the City will use the funds to purchase a new snow removal tractor for airport operations and;

WHEREAS, the City agrees to follow the all necessary and required laws and guidelines per the program and;

WHEREAS, the City Council is in full support of the City applying for the Fiscal Year 2025 State/Local Airport Program.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Airport Manager to apply for the grants funds offered by the Fiscal Year 2025 State/Local Airport Program and authorize the City Manager and sign all required documents.

RESOLVED this 2nd day of December A.D. 2024

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Amend Membership on the Planning Commission

Date: December 2, 2024

Presented By: Mark Heydlauff, City Manager

Background:

The Michigan Planning Enabling Act requires Planning Commissions have 5, 7, or 9 members. Our Planning Commission currently has nine members--likely as a holdover from the number on the Commission prior to the current state requirement. For much of the year, the Commission has operated 7 members with the removal of a member and the decision by the mayor not to immediately fill it or another vacancy. This ordinance amendment would make the current practice consistent with the ordinance and also eliminate a challenge for the quorum for the Commission.

The second section of the amendment eliminates dated language used to transition the former Commission to the present one under state law. Since the transition occurred long in the past, such language no longer serves a purpose.

Recommendation:

Motion to set a public hearing for Ordinance 855 of 2024 for Monday, December 16, 2024 at 6pm in the Council Chambers of City Hall, 210 State Street, Charlevoix, MI.

Attachments:

1. Letter from the mayor
2. 855 of 2024 Planning Commission Membership

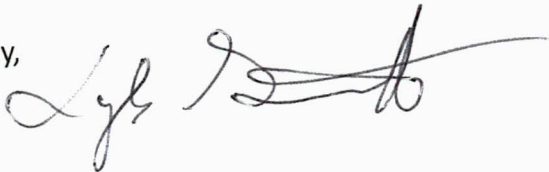
September 9, 2024

Dear Council and Staff;

This letter is in regards to altering the number of Commissioners needed for a quorum.

I do not believe that Charlevoix needs to have nine planners on the Planning Commission. I would like to have it remain at seven, which is where it is at presently. This will need to come to the council and it will also require a public hearing. Please feel free to call me for further discussion.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lyle Gennett', with a long horizontal flourish extending to the right.

Lyle Gennett

Mayor of Charlevoix

CITY OF CHARLEVOIX
ORDINANCE NO. 855 of 2024

AN ORDINANCE TO AMEND TITLE III, Chapter 32, SECTION 32.106 MEMBERSHIP OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Title III, Chapter 32, Section 32.106 Membership Section (A) of the Charlevoix City Code is hereby amended as follows:

- A. The Planning Commission shall consist of ~~nine~~ **seven** members appointed by the Mayor and subject to approval by a majority vote of the City Council. To be qualified to be a member and remain a member of the Commission, the following qualifications must be met:
- (1) Shall be a qualified elector of the city, as defined in § 32.112 of this chapter;
 - (2) Shall attend training for commission members, pursuant to § 32.107 of this chapter after an individual's first appointment and before reappointment; and
 - (3) Shall meet the conditions provided for each individual member in divisions (B), (C) and (D) below.

Section 2. Title III, Chapter 32, Section 32.106 Membership of the Charlevoix City Code is hereby amended as follows by striking parts (E) and (F).

~~(E) The city shall fill any vacancy in the membership of the Commission for the unexpired terms in the same manner as the initial appointment.~~

~~(F) The transition from the previous Planning Commission and the Commission established in this subchapter shall be gradual and shall take place over the next three years. The city shall continue to make annual appointments, appointing approximately one-third of the membership of the Commission as specified in this subchapter, so that three years from the effective date of this subchapter the membership, membership representation and number of members have completed the transition to fully comply with this subchapter. All other aspects of this subchapter shall have immediate effect.~~

SECTION 3. 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 4. Effective Date

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

Ordinance No. 855 was adopted on the XX day of December 2024 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Charlevoix City Council

All Other Actions and Requests

Title: Burns Street Dock Application and Requirements

Date: December 2, 2024

Presented By: Mark Heydlauff, City Manager

Background:

There was recent discussion on the residency requirements for the Burns Street Dock. As you'll recall, this dock is small and limited to four spaces for boats with a maximum length of 22 feet. The dock is not staffed and not overseen regularly by our staff like the marina downtown. The modifications proposed would make clear that residents (as defined elsewhere by Council) receive the priority in the lottery process. It also makes clear that commercial activity is not permitted at the dock.

Recommendation:

Motion to adopt the Burns Street Dockage Applications and Requirements as presented.

Attachments:

1. Burns Street Dock Application



BURNS STREET SEASONAL DOCKAGE APPLICATION

NAME: _____

ADDRESS: _____

HOME & CELL PHONE: _____

BUSINESS PHONE: _____

EMAIL (REQUIRED): _____

NAME OF BOAT: _____

LENGTH OF BOAT: _____

WIDTH OF BOAT: _____

☐ RESIDENT OR ☐ NON-RESIDENT

REQUIREMENTS AND TERMS

1. Vessel must have an overall length of 22' or less – **no exceptions**.
2. The use of the dock located at the foot of Burns Street is determined by a yearly lottery.
3. The dock has a maximum of four slips available. If you are selected, the slip is available for one boating season only.
4. **This application is for one boating season only.** If you would like to be in future lotteries, a dockage application needs to be filled out each year.
5. A copy of your boat's registration **must** be turned in along with this application.
6. Priority is given first to those who meet the definition of resident established by the City Council.
7. Commercial use of the dock is prohibited.

I UNDERSTAND AND ACCEPT THE ABOVE REQUIREMENTS.

SIGNATURE: _____ DATE: _____

SEND VIA E-MAIL TO: betha@charlevoixmi.gov

OR MAIL APPLICATION TO: Charlevoix Recreation Department, 210 State Street, Charlevoix, MI 49720

Charlevoix City Council

All Other Actions and Requests

Title: Local Government Approval for Off-Premises Tasting Room License-Grand Traverse Distillers, LLC

Date: December 2, 2024

Presented By: Mark Heydlauff, City Manager

Background:

Grand Traverse Distillery, LLC is applying for an off-premises tasting room license. The Michigan Department of Licensing and Regulatory Affairs (LARA) requires the applicant to obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application. Attached is the required resolution Council will have to approve if it so chooses. Grand Traverse Distillery, LLC is leasing space at 216 Bridge Street Unit 106.

Recommendation:

Motion to approve Resolution 2024-12-01 recommending approval for an off-premises tasting room license for Grand Traverse Distillery, LLC.

Attachments:

1. Grand Traverse Tasting Room Application_Redacted
2. Resolution 2024-12-01



Off-Premises Tasting Room License & Permit Application

For more information on manufacturer and wholesaler 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 forms and documents you will need to submit with your completed application form.

The attached LCC-150a 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 Off-Premises Tasting Room License & Permit Application (attached)
- ☐ Inspection, License, and Permit Fees
- ☐ Local Government Authorization (Form LCC-106b) (attached) - **For a new Off-Premises Tasting Room License only**
- ☐ Property document (lease, deed, land contract, etc.)

Important Information Regarding Off-Premises Tasting Room Licenses

- An Off-Premises Tasting Room License is issued to a manufacturer licensee that operates a tasting room that is not located on the licensed manufacturing premises of the manufacturer licensee. If you will be operating a tasting room jointly with other manufacturer licensees at the same location, you must apply for a Joint Off-Premises Tasting Room License using the [Joint Off-Premises Tasting Room License & Permit Application \(LCC-150b\)](#).

Only the following manufacturer license types may be issued an Off-Premises Tasting Room License:

- Wine Maker
- Small Wine Maker
- Brandy Manufacturer
- Distiller (Manufacturer of Spirits)
- Small Distiller

- A manufacturer licensee may be issued no more than five (5) Off-Premises Tasting Room Licenses where it may sell and serve full drinks. Any Joint Off-Premises Tasting Room Licenses held by the manufacturer licensee with other manufacturers at other locations that are designated for the sale and service of full drinks also count toward the limit of five (5) locations. The applicant must designate the type of license at the time of application and the designation may not be changed once the license is approved and issued.
- A manufacturer licensee may have an unlimited number of Off-Premises Tasting Room Licenses that sell or give away samples only (3 ounces of wine or 1/2 ounce of spirits or brandy per sample). The applicant must designate the type of license at the time of application and the designation may not be changed once the license is approved and issued.
- An applicant for an Off-Premises Tasting Room Licenses must obtain approval from the legislative body of the local governmental unit where the licensed premises will be located. Locations in the City of Detroit do not require local governmental approval.
- The wine, spirits, or brandy sold, served, or given away as samples at a Joint Off-Premises Tasting Room License location must be manufactured by the licensee at its manufacturing premises.
- A Distiller or Small Distiller licensee that also holds a Mixed Spirit Drink Manufacturer license may sell mixed spirit drink products it manufactures at an Off-Premises Tasting Room License location.



Off-Premises Tasting Room License & Permit Application

For information on manufacturer and wholesaler 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): Grand Traverse Distillery LLC											
Address to be licensed: 216 Bridge Street, Unit 106											
City: Charlevoix	Zip Code: 49720										
City/township/village where license will be issued: City of Charlevoix		County: Charlevoix									
Contact name: Joe Kolar	Contact phone: [REDACTED]	Contact email: [REDACTED]									
Check all applicable license types that you hold at your licensed manufacturing premises: <table><tr><td>☐ Small Wine Maker license</td><td>☒ Small Distiller license</td><td rowspan="4">You may only sell, give away, and serve wine or spirits at an Off-Premises Tasting Room Licensed location that you manufacture under the licenses you hold at your licensed manufacturing premises.</td></tr><tr><td>☐ Wine Maker license</td><td>☐ Distiller license</td></tr><tr><td>☐ Brandy Manufacturer license</td><td></td></tr><tr><td></td><td></td></tr></table>			☐ Small Wine Maker license	☒ Small Distiller license	You may only sell, give away, and serve wine or spirits at an Off-Premises Tasting Room Licensed location that you manufacture under the licenses you hold at your licensed manufacturing premises.	☐ Wine Maker license	☐ Distiller license	☐ Brandy Manufacturer license			
☐ Small Wine Maker license	☒ Small Distiller license	You may only sell, give away, and serve wine or spirits at an Off-Premises Tasting Room Licensed location that you manufacture under the licenses you hold at your licensed manufacturing premises.									
☐ Wine Maker license	☐ Distiller license										
☐ Brandy Manufacturer license											

Part 2 - License, Permit, and Permissions & Fees

License, Permits, Permissions:

Base Fee: Fee Code MLCC Use Only

- | | | |
|--|-----------|------|
| ☒ Off-Premises Tasting Room License | \$100.00 | 4038 |
| ☒ Sunday Sales Permit (AM)* | \$160.00 | 4033 |
| ☒ Sunday Sales Permit (PM) ** | \$15.00 | 4032 |
| ☐ Catering Permit | \$100.00 | 4031 |
| ☐ Dance Permit | No Charge | |
| ☐ Entertainment Permit | No Charge | |
| ☐ Specific Purpose Permit (list activity below): | | |
| Days/Hours requested: _____ | | |
| ☐ Extended Hours Permit | No Charge | |
| Check type(s): ☐ Dance ☐ Entertainment | | |
| Days/Hours requested: _____ | | |
| ☐ Outdoor Service | No Charge | |
| ☐ Direct Connection(s) | No Charge | |

*Sunday Sales Permit (AM) allows the sale of spirits 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 spirits 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 wine on Sunday after 12:00 noon.

A \$70.00 inspection fee is required for a new Off-Premises Tasting Room license.

Inspection Fee: (MLCC Fee Code 4036)	\$70.00
License & Permit Fees:	\$275.00
TOTAL FEES:	\$345.00

Make Checks Payable to State of Michigan

Part 3 - Off-Premises Tasting Room License Designation

Pursuant to MLC 436.1536, a licensee may have no more than five (5) Off-Premises Tasting Room Licenses where it may sell and serve full drinks. Any Joint Tasting Room Licenses held by the licensee at other locations that are designated for the sale and service of full drinks also count toward the limit of five (5) locations. A licensee may have an unlimited number of Off-Premises Tasting Room Licenses that sell or give away samples only (3 ounces of wine or 1/2 ounce of spirits or brandy per sample).

You must designate the type of Off-Premises Tasting Room License for which you are applying at this location. Please note that this designation cannot be changed once the license is approved and issued.

Off-Premises Tasting Room License Designation (Select One): ☐ Full Drinks ☒ Samples Only

Part 3 - Signature of Applicant

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.

Joe Kolar - Chief Financial Officer

11/18/2024

Print Name of Applicant & Title

Signature of Applicant

Date

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

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

Hand deliveries: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933

Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906

Fax to: 517-763-0059



Local Government Approval For Off-Premises Tasting Room License
(Authorized by MCL 436.1536)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the City of Charlevoix council/board
(regular or special) (township, city, village)
called to order by Mayor Gennett on 12/01/2024 at 6:00 p.m.
(date) (time)
the following resolution was offered:
Moved by _____ and supported by _____
that the application from _____
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 216 Bridge Street Unit 106 Charlevoix MI 49720

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____ City
council/board at a regular meeting held on 12/02/2024 (township, city, village)
(regular or special) (date)

Sarah J. Dvoracek

December 3, 2024

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding 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: 517-763-0059



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of
the Michigan Liquor Control
Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name on Card: _____

Payment Amount: _____

Billing Address: _____

Card Number: _____

City: _____ State: _____ Zip Code: _____

Check One:

Phone: _____

☐ MasterCard

☐ Visa

☐ Discover

Email: _____

Security Code/CVV Code: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Expiration Date: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
☐ Inspection Fee(s):	_____	4036
☐ Off-Premises Tasting Room License:	_____	4038
☐ Sunday Sales Permit (AM):	_____	4033
☐ Sunday Sales Permit (PM):	_____	4032
☐ Catering Permit:	_____	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

CITY OF CHARLEVOIX
RESOLUTION NO. 2024-12-01
LOCAL GOVERNMENT APPROVAL FOR OFF-PREMISES TASTING ROOM LICENSE

- A.** At a regular meeting of the City of Charlevoix called to order by Mayor Lyle Gennett on December 2, 2024, at 6:00 p.m. the following resolution was offered:
- B.** Motion by XXX, seconded by XXX that the application from Grand Traverse Distillery LLC. for a NEW OFF-PREMISES TASTING ROOM LICENSE to be located at: 216 Bridge Street, Charlevoix, MI 49720.
- C.** It is the consensus of this body that it recommends this application be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 2nd day of December 2024 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2024-12-01 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on December 2, 2024 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 12/3/2024

Sarah J. Dvoracek, City Clerk

Charlevoix City Council

All Other Actions and Requests

Title: Match on Main Grant Policy & Process

Date: December 2, 2024

Presented By: Mark Heydlauff, City Manager

Background:

The Michigan Economic Development Corporation (MEDC) began the Match on Main Business Support Grant program a few years ago. It is open to communities who are Main Street or Certified Redevelopment Ready. Historically, we have only worked this grant was wholly overseen by the DDA and thus only DDA district businesses were eligible to apply. With the Charlevoix Area Chamber of Commerce taking a leading role in the day-to-day operation of the DDA functions, Sarah Van Horn noted the grant is not exclusive to downtown and in fact, we could recommend up to four businesses for funding to the MEDC; two from the DDA district and two outside of the DDA boundaries. This seems like a logical way to ensure the best support for economic and business development around the city.

As such, we have drafted the attached recommended policy for City Council to set the goals and objectives for recommending businesses to this program. It is important to note that our only role is to recommend businesses to the MEDC. Selection occurs by the MEDC and we act as a pass-through for grants received. Under this policy, the DDA would continue their review role for grant applicants within the DDA district and the Planning Commission would now be empowered to recommend businesses outside of the DDA. The locations of eligible non-DDA businesses can be a bit ambiguous in that it is fairly open but needs to align with the planning and development goals of the City. This task seems well-suited for the Planning Commission.

The policy looks to support year-round businesses and those who have a demonstrable plan for success going forward. It is also important that businesses uphold the character of the neighborhood where located. The City's role is to receive completed applications from businesses; they Chamber will assist with publication but it is ultimately incumbent on businesses to become familiar with the program and take steps to apply.

This policy was developed with AI tools.

Recommendation:

Motion to adopt the Match on Main Policy and Process as presented.

Attachments:

1. Match on Main Selection Policy



Match on Main Grant Applicant Selection

The Match on Main Business Support Grant program is administered by the Michigan Economic Development Corporation. Because the City of Charlevoix is a certified-Redevelopment Ready Community, businesses are eligible to apply. Historically, downtown businesses have applied but the Charlevoix Area Chamber of Commerce noted that businesses outside the downtown who are within the City limits are also eligible. The City can forward up to two recommendations from the DDA and two non-DDA businesses to the MEDC. This policy is to establish a structured and strategic process for selecting businesses to apply for Match on Main Grant Funding supporting economic development priorities as defined in the 2022 Master Plan and the 2021 Economic Development Strategy.

1. Authorization and Responsibilities

- 1.1. The Charlevoix Planning Commission is authorized to select up to two grant applicants from businesses located within designated areas of the City of Charlevoix which is all qualified areas outside the DDA boundary.
 - 1.2. The Charlevoix DDA Board is authorized to select up to two additional applicants from businesses within the DDA district.
 - 1.3. All selected applicants must align with the community and economic development priorities outlined in the 2022 Master Plan and the 2021 Economic Development Strategy and provide a fully complete application to the City by noon on December 30, 2024.
-

2. Application Process

2.1. Application Submission

- Businesses must submit completed grant applications by **noon on December 30, 2024**, to be eligible for the January 20, 2025, funding round. Applications must be in the form required by the MEDC and electronically delivered to the Charlevoix City Clerk.
- Applications must demonstrate how the proposed project meets MEDC guidelines and supports local priorities such as year-round economic stability, job creation, and innovative services or products.

2.2. Geographic Eligibility for Planning Commission Applicants

The Planning Commission may consider applications from businesses located in the following areas:

- **US-31 Corridor:** A primary commercial area essential for regional traffic and economic activity, including opportunities for growth in retail, dining, and services.

- **Qualified Commercial Areas:** Any other areas deemed eligible under MEDC's Match on Main program rules, ensuring compliance with state funding priorities.
- **Other Business Districts Outside the DDA Boundary:** Zones with economic revitalization potential identified in the 2022 Master Plan or 2021 Economic Development Strategy.
- **DDA Boundary Exclusion:** Businesses within the DDA district boundaries will be evaluated solely by the DDA Board.

2.3. Review and Selection

- Both the Planning Commission and the DDA Board will evaluate applications based on established selection criteria (see Section 3).
- The DDA Board will meet again on January 7 and the Planning Commission will meet on January 13.

2.4. Submission to MEDC

The City Manager will oversee the submission of selected applications to MEDC, ensuring adherence to all program deadlines and requirements.

3. Selection Criteria

The City Council sets forth the following criteria for the DDA and Planning Commission to use in making determinations on which businesses to recommend for funding to the MEDC. The boards are entrusted to use their judgement, knowledge of the community, and needs of the City to make sound decisions.

3.1. Business Characteristics

- **Year-Round Operations:** Priority will be given to businesses committing to year-round operations, enhancing the local economy's stability beyond the tourist season.
- **Job Creation:** Applicants must outline plans to create new jobs or retain existing positions, with emphasis on full-time, sustainable employment at competitive wages.
- **Financial Stability:** Evidence of financial soundness, such as a robust business plan or successful past projects, is required.

3.2. Community Impact

- **New or Underutilized Services and Products:** Projects introducing innovative or underserved offerings that meet local needs will be prioritized.
- **Addressing Market Gaps:** Applications should align with documented needs from the 2021 Economic Development Strategy including serving unmet needs for residents and visitors alike.
- **Enhancing Resident and Visitor Engagement:** Preference for businesses that plan to foster community interaction, cultural enrichment, or visitor experiences.

3.3. Alignment with Strategic Goals

- **Economic Diversification:** Initiatives that expand beyond traditional tourism, fostering innovation and local economic variety.
- **Downtown Revitalization:** Proposals that enhance the downtown environment, such as storefront improvements or leveraging historical and cultural assets. Beyond the downtown, improvements to facades and things to ensure the business fits the character of the neighborhood should be preferred.
- **Sustainability and Innovation:** Applicants incorporating eco-friendly practices, advanced technologies, or creative business models.

3.4. Feasibility and Readiness

- **Implementation Plan:** A clear timeline, budget, and measurable outcomes are required.
- **Matching Funds:** Businesses providing financial contributions or matching funds will be prioritized.
- **Compliance with MEDC Guidelines:** Applications must align with Match on Main requirements and deadlines.

4. Coordination and Reporting

4.1. The Planning Commission and DDA Board must submit their selected applicants and supporting justifications to the City Manager by **January 15, 2025**.

4.2. The City Manager will oversee coordination with MEDC, ensuring compliance with grant application processes and reporting requirements. Selected businesses ultimately bear responsibility to complete requirements of the MEDC and follow-up on requests.

5. Transparency and Accountability

An annual report on funded project outcomes will be presented to the City Council, highlighting community impact and alignment with strategic goals. This will inform future priorities and how future funding rounds may be handled.

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: December 2, 2024

Presented By:

Background:

Recommendation:

Attachments:

1. Charlevoix County Board of Canvassers General Election November 2024

STATE OF MICHIGAN)

)ss

CHARLEVOIX COUNTY)

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

The whole number of votes given for the office of Mayor was One thousand sixty-six and they were given for the following named persons.

Persons receiving the votes:

Lyle E. Gennett One thousand sixty-six-----(1,066)

Lyle E. Gennett having received a sufficient number of votes is elected for the office of Mayor for the City of Charlevoix.

The whole number of votes given for the office of Ward 1 Council Member was Three hundred eleven and they were given for the following named persons.

Persons receiving the votes:

Janet Kalbfell Three hundred eleven-----(311)

Janet Kalbfell having received a sufficient number of votes is elected for the office of Ward 1 Council Member for the City of Charlevoix.

The whole number of votes given for the office of Ward 2 Council Member was Three hundred fifteen and they were given for the following named persons.

Persons receiving the votes:

Mark D. Knapp Three hundred fifteen-----(315)

Mark D. Knapp having received a sufficient number of votes is elected for the office of Ward 2 Council Member for the City of Charlevoix.

The whole number of votes given for the office of Ward 3 Council Member was Three hundred fifteen and they were given for the following named persons.

Persons receiving the votes:

Phil Parr Three hundred fifteen-----(315)

Phil Parr having received sufficient number of votes is elected for the office of Ward 3 Council Member for the City of Charlevoix.

We do hereby **Certify**, that the attached is a correct statement of the votes given in the County of Charlevoix, Precincts #18, #19, and #20 for the proposal(s) (if any) named in such statement and for any persons designated therein, at the General Election held on the 5th day of November in the year Two thousand twenty-four.

In Witness Whereof, We have hereunto set our hands and caused to be affixed the Seal of the Circuit Court of CHARLEVOIX this 7th day of November 2024.

SEAL



Merrie Goodrich

Sam E. Meyers

Phil Bayas

John R. [Signature]

ATTEST:

[Signature]

CLERK OF THE BOARD OF COUNTY CANVASSERS

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: December 2, 2024

Presented By:

Background:

Recommendation:

Attachments:

None