AGENDA

REGULAR VILLAGE COUNCIL MEETING
MONDAY, JULY 1, 2019 AT 7:00 PM

COUNCIL MEETS THE FIRST AND THIRD MONDAY EACH MONTH, EXCEPT HOLIDAYS AT 315 BRIDGE ST. - VILLAGE COUNCIL CHAMBERS

NOTE: COUNCIL NEEDS A 2/3 AFFIRMATIVE VOTE OF ALL MEMBERS TO RAISE TAXES, PURCHASE, LEASE OR SELL VILLAGE PROPERTY AND FOR APPROPRIATION OF MONIES; MOST OTHER VILLAGE BUSINESS ONLY NEEDS A SIMPLE MAJORITY VOTE.

(ROLL CALL -- PLEDGE OF ALLEGIANCE – TAPED MEETING NOTICE)

1. **CONFLICT OF INTEREST:**
   Any council member who believes he or she has a conflict of interest regarding any item on this agenda shall so state that conflict at this time. Does any member believe they have a conflict of interest regarding any item on this agenda?

2. **CONSENT CALENDAR** (Voice Vote, even if removed)
   The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one council motion without discussion beyond asking questions for simple clarification.

   Any member of the council, staff or the public may ask that any item on the consent calendar be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

   If an item is not removed from the consent calendar, the action noted on the agenda is approved by a single council action adopting the consent calendar.
   - **A. ACCEPT MEETING MINUTES:**
     1. Regular Council Meeting – June 17, 2019
     2. Beautification Commission – May 15, 2019
     3. Housing Commission – April 16, 2019
     4. Planning Commission – May 28, 2019
   - **B. APPROVE ANNUAL TIE MICHIGAN TEAL REQUEST**
   - **C. APPROVE ANNUAL AMVETS HARBOR DAYS REQUEST**
   - **D. APPROVAL OF BILLS**

3. **CITIZEN COMMENTS:**
   Any citizen who wishes to address the village council on a matter not listed on this agenda may speak at this time. Persons addressing the village council may state their name, address and, if applicable, their affiliation. The village president should recognize the citizen before speaking. A five-minute limitation applies unless extended by the chairman. Citizens wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before council.

4. **PUBLIC HEARING – PROPOSED ORDINANCE #499 -- Consumers Energy Franchise Agreement**

5. **PROPOSED ORDINANCE #499 -- Consumers Energy Franchise Agreement** *(eligible for RC Vote)*

6. **VILLAGE MANAGER REPORT**

7. **UNFINISHED BUSINESS:**
    - **A. ETHICS SUBCOMMITTEE** – Report enclosed
    - **B. PROPOSED ORD**. **#496 – Admin, Chpt. 2, Ethical Conduct** – *Pending final development*
    - **C. VILLAGE SEWER STUDY PROPOSAL** – Report enclosed

8. **NEW BUSINESS:**
    - **A. PROPOSED ORDINANCE #498, FIRST READING –** An amendment to the Zoning Code, Chapter 2, Section 529 - Signage (Set Public Hearing for August 5, 2019; RC Vote)
    - **B. PROPOSED ORDINANCE #501, FIRST READING** – An amendment to the General Code of Ordinances - Fair Housing (Per federal requirement; Set Public Hearing for August 5, 2019, RC Vote)
    - **C. PUBLIC PARTICIPATION PLAN –** (Per federal requirement; RC Vote)
    - **D. HARBOR DAYS BEER TENT REQUEST (REVISIT) --** Sherry Steffen
    - **E. RESOLUTION 19-25: AUTHORIZE SANITARY SEWER AND SMOKE TESTING – TAPLIN GROUP CONTRACT, NTE $110K** (SAW Grant – RC Vote)
    - **F. RESOLUTION 19-26: MDOT Right-of-Way Authorization** (Bridge Flower Boxes – RC Vote)
    - **G. APPROVE HOLIDAY DECORATIONS RECOMMENDATION** (RC Vote)
    - **H. EMPLOYEE MANUAL** (Discussion)
    - **I. PAPERLESS COUNCIL** – I-pads Brief Tutorial

9. **CORRESPONDENCE**

10. **STAFF REPORTS:**
    - **A.** ASSISTANT MANAGER/CLERK CAROLINE
    - **B.** DPW SUPERINTENDENT MARCUS EVANS
    - **C.** POLICE CHIEF DAVE CENTALA
    - **D.** PLANNING & ZONING ADMINISTRATOR MATT LAFFERTY
    - **E.** HARBORMASTER MIKE SINGLETON

11. **COUNCIL COMMENTS**

12. **UPCOMING MEETING DATE AND OTHER EVENTS:**
    - **A.** REGULAR COUNCIL MEETING – Monday, July 15, 2019 at 7:00 p.m.

MOTION TO ADJOURN

(Council shall not begin considering any matter on the agenda not yet under consideration by the hour of 10:30 p.m. except by unanimous consent of members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting, if one is called. Ordinance #149 – Rules of the Village)

MINUTES
REGULAR COUNCIL MEETING
MONDAY, JUNE 17, 2019 AT 7:00 P.M.

COUNCIL MEETS THE FIRST AND THIRD MONDAY EACH MONTH, EXCEPT HOLIDAYS, AT 315 BRIDGE ST., VILLAGE COUNCIL CHAMBERS

(PLEDGE OF ALLEGIANCE – ROLL CALL -- TAPED MEETING NOTICE)

PRESENT: VILLAGE PRESIDENT JAMES JANISSE; COUNCIL MEMBERS ELAINE GLOWICKI, MELISSA WEST, DOUGLAS BRONKEMA, BARBARA MULLALY, PATRICIA PERLMAN and GERARD KNOPH.

STAFF: VILLAGE MANAGER WILLIAM COOPER, ASSISTANT MANAGER/VILLAGE CLERK CAROLINE KENNEDY, DPW SUPERINTENDANT MARCUS EVANS, HARBORMASTER MIKE SINGLETON and POLICE CHIEF DAVE CENTALA

ALSO PRESENT: INTERESTED CITIZENS – 50

President Janisse amended the agenda by moving Consent Calendar Items 1. C-F to NEW BUSINESS Items D-G.

MOTION by **WEST,** second by **GLOWICKI,** to adopt the Consent Calendar as follows:

A. ACCEPT MEETING MINUTES
1. Regular Council Meeting – June 3, 2019
2. Downtown Development Authority – May 8, 2019
3. Harbor Commission –May 13, 2019
4. Parks and Recreation Commission – May 2, 2019

B. APPROVE COUNCIL MEMBER REIMBURSEMENT REQUEST
C. ***Moved to NEW BUSINESS item D***
D. ***Moved to NEW BUSINESS item E***
E. ***Moved to NEW BUSINESS item F***
F. ***Moved to NEW BUSINESS item G***
G. **APPROVAL OF BILLS** in the amount of $79,937.15 and payroll in the amount of $60,077.25.
H. ***Removed***

All those present voting yes. **MOTION CARRIED**.

H. ***APPROVE HARBOR DAYS BEER TENT REQUEST***
MOTION by **KNOPH,** receiving no second, **MOTION DIES**.

CONFLICT OF INTEREST: None

CITIZEN COMMENTS: None

Bayfront Beach & Bike Presentation – Special thanks to Charlie Lakritz for presenting the Elk Rapids Police Department with the use of a Pedal Assist Police Cruiser bicycle to enhance community policing efforts and to ease navigation of downtown areas during the busy 2019 season.

UNFINISHED BUSINESS: All items remain pending**.**

NEW BUSINESS:

MOTION by **MULLALY,** second by **WEST,** to adopt **RESOLUTION 19-23 ACME-TO-ELK RAPIDS TRAIL PRELIMINARY DESIGN PREFERRED ALIGNMENT.**
TART Trails Executive Director Julie Clark provided background on the project, followed by a presentation by preliminary design engineers Scott Post and Matt Levandoski.
Eight citizens spoke. After discussion,
Roll Call Vote: Ayes – Mullaly, Perlman, Knoph, Glowicki, West, Bronkema, Janisse; Nays – None; Excused – None. **MOTION CARRIED.**

8:36 P.M. President Janisse recessed the Council at 8:36 p.m.
President Janisse called the meeting back to order at 8:42 p.m.

MOTION by **WEST**, second by **KNOPH,** to adopt **RESOLUTION 19-24; MICRO BREWERY STATE LICENSE REQUEST**
A presentation was provided by Rebecca and Jeffrey Granger. After discussion,
Roll Call Vote: Ayes – Perlman, Knoph, Glowicki, West, Bronkema, Janisse, Mullaly; Nays – None; Excused – None. **MOTION CARRIED.**

MOTION by **GLOWICKI,** second by **MULLALY,** to approve **SHORT-TERM RENTAL IDENTIFICATION SERVICES** in a scope and amount as presented.
Roll Call Vote: Ayes – Knoph, Glowicki, West, Bronkema, Janisse, Mullaly, Perlman; Nays – None; Excused – None. **MOTION CARRIED.**

MOTION by **BRONKEMA,** second by **PERLMAN,** to adopt **RESOLUTION 19-19: AUTHORIZE ANNUAL TAX LIENS.**
Roll Call Vote: Ayes – Glowicki, West, Bronkema, Janisse, Mullaly, Perlman, Knoph; Nays – None; Excused – None. **MOTION CARRIED.**

MOTION by **MULLALY,** second by **GLOWICKI,** to adopt **RESOLUTION 19-20: AUTHORIZE ANNUAL PTAF FEES.**
Roll Call Vote: Ayes – West, Bronkema, Janisse, Mullaly, Perlman, Knoph, Glowicki; Nays – None; Excused – None. **MOTION CARRIED.**

MOTION by **GLOWICKI,** second by **BRONKEMA,** to adopt **RESOLUTION 19-21: AUTHORIZE ANNUAL OPT-OUT OF HEALTHCARE STATE HARD CAP.**
Roll Call Vote; Ayes – Bronkema, Janisse, Mullaly, Perlman, Knoph, Glowicki, West; Nays – None; Excused; None**. MOTION CARRIED.**

MOTION by **WEST,** second by **MULLALY,** to adopt **RESOLUTION 19-22: AUTHORIZE UPDATED SCHEDULE FEES.**
Roll Call Vote; Ayes – Janisse, Mullaly, Perlman, Knoph, Glowicki, West, Bronkema; Nays – None; Excused – None. **MOTION CARRIED**

CORRESPONDENCE: Received.

MONTHLY CONSOLIDATED STAFF REPORTS: Received.

COMMISSION/COMMITTEE REPORTS: Received

UPCOMING MEETING DATE AND OTHER EVENTS:
Regular Council Meeting – Monday, July 1, 2019, at 7:00 p.m.

MOTION by **BRONKEMA**, second by **WEST,** to adjourn at 9:50 p.m.
All those present voting yes. **MOTION CARRIED**.

ELK RAPIDS BEAUTIFICATION COMMISSION
MEETING MINUTES
WEDNESDAY, MAY 15, 2019
GOVERNMENTAL CENTER

I. CALL TO ORDER – meeting was called to order at 8 am

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL
Sonja Perry, Susan Green, Janine Micunek, Lori Caruso, Carol Haley: all present
Excused: Sandy Ehlers

IV. CONFLICT OF INTEREST – none

V. APPROVAL OF MINUTES: APRIL 17, 2019
- Changes to minutes: Pat Stites Robyn Shank spelling errors

Motion to approve by: Haley
Second by: Micunek
Motion carried

VI. PUBLIC COMMENTS:
- **Matt Lafferty**: Planning and Zoning Administrator introduced himself

VII. FINANCIAL REPORT:
- Previous bills paid discussed

Motion to approve by: Haley
Second by: Green
Motion carried

VIII. APPROVAL OF BILLS:
- DOG PATCH (IVA'S NORTH GARDEN) $61.25

Motion to approve by: Haley
Second by: Green
Motion carried

IX. GARDEN REPORT: **ROBYN SHANK**
- Crew leaders have met to discuss Preen's proper use – spreading Preen under the mulch. Next year products that will be eco-friendly will be purchased.

IVA'S NORTH -Iva's North Garden ERBC funds discussed.
YUCHASZ WALK-THROUGH – Marcus reported that the rock has been moved at this garden.
ZUPIN-ANDERSON – Work has continued, and funding has been awarded. Waiting for phase 3 funding. Talk continues regarding replacing the bench and raising the rail. Talk continues regarding adding things other than flowers.

BEAUTIFICATION GARDENS
TERRACE GARDEN BIDS – in 2017: ERBC discussed Barker Creek bid and agreed to a simple, easy care design.
Quotes received to date:
BLACKMORE – design $30,000
EVERGREEN – drawing $100
PINE HILL – unresponsive
365 – Said they have provided a drawing. Kathy has the drawing.
DDA might be interested in helping with grants
- Bill Cooper, Village Manager – provided history on Terrace Garden project. Project has grown from a small project of a walk-pathway to reinforcing the area to other groups getting involved. ADA compliance also became a factor. The project went from a $2000 plan to a $30,000+ plan over 2 years. Cooper recommends finding grants to help fund this project.

Motion to form a subcommittee between ERBC and DDA by Carol Haley:
- Motion to approve by: Micunek
- Second by: Green

- Motion carried

Carol Haley will chair subcommittee.
Susan Green will be on the committee
Request that DPW also be on the committee or attend the meetings

CHLORINATION BUILDING -
KIDS POND AND CEDAR STREET PARKING
TRAVERSE STREET PARKING – SONJA
MEDIAN -Lori & BARKER CREEK
HARBOR DRIVE
BOARDWALK SITTING GARDEN – JANINE AND SANDY

X. OLD BUSINESS:

POSTS AND CHAINS AROUND DOWNTOWN TREES –

- If posts and chains were ordered, Cooper reported they cannot be found.
  Village would like to remove village trees on Cedar and River streets, on a rotating basis, as they grow, redo the sidewalk, and replace with appropriate trees. Plan will be different for Cedar and River streets.
- Appropriate species of trees need to be identified for the downtown area. Suggestions are welcomed. A variety of trees need to be planted.
- Micunek suggested these tree species: Ornamental Pears, Tree Lilac, European Horn Beam, Zelkova
- New trees must be trimmed from the start

XI. REPORT FROM COUNCIL – included as part of meeting from Cooper

XII. REPORT FROM DPW – included as part of meeting from Cooper

XIII. NEW BUSINESS

ELECTION OF OFFICERS

- Sonja Perry introduced process to elect officers to ERBC
- Motion to nominate Sonja Perry as Chair. Motion made by: Micunek
- Perry accepted
- Motion to approve: Micunek
- Second by: Green
- Roll call to vote Perry as Chair of ERBC by Caruso:
- Micunek: Yes. Haley: Yes. Green: Yes. Caruso: Yes.
- Motion carried.
- Perry hopes all will work well as a team

Motion to nominate Carol Haley as Vice Chair to ERBC. Motion made by: Perry.

- Haley accepted
- Motion to approve: Micunek
- Second by: Green
- Roll call to vote Haley as Vice Chair of ERBC by Caruso:
- Micunek: Yes. Perry: Yes. Green: Yes. Caruso: Yes.
- Motion carried

Motion to nominate to Lori Caruso as Secretary. Motion made by Perry

- Caruso accepted
- Motion to approve: Perry
- Second by: Micunek
- Roll call to vote Caruso as Secretary of ERBC by Caruso:
- Micunek: Yes. Haley: Yes. Perry: Yes. Green: Yes.
- Motion carried

GARDEN CLUB REPRESENTATIVE – Susan Green

PLANTNG SCHEDULE FOR ANNUALS – Marigolds

- Thursday, May 30, 9 am, Tennis Courts. Friends are welcome to plant

BOARDWALK SITTING GARDEN RENOVATION Report– JANINE

- Met with Marcus to discuss removal of shrubs. About 1 days' work at a cost of $960.
- Needs ERBC approval,

Motion by Carol Haley to remove shrubs by DPW:

- Motion to approve: Haley
- Second by: Green
- Motion carried

- Additional work, Janine reports needs a barrier would be needed. Won't know until the shrubs are removed. Cost should be between $800-$1000.

ZUPIN-ANDERSON DONATON FROM BEAUTIFCATON $500

TREE DOCTOR – SPRAY SCHEDULE: has sprayed the library and gazebo evergreens trees

BETTER YARDS & GARDENS (SANDRA @231-499-7774)

- Very fortunate to have Sandra back
- A print out was given listing services BY & G performs for our gardens

CORN GLUTEN – INSTEAD OF PREEN

PLANTER BOXES FOR US 31 – UPDATE DDA

- Boxes are sitting at Pine Hill
- Steve Thomas, DDA, trying to finalize donations. Planning on moving ahead. 10 planter boxes have been ordered. Need to work out irrigation cost of $3,000. Will have an answer within a week.
- Steve Thomas also say that DDA would provide the soil for the planter boxes
- Boxes are 55" x 12" approximately

XIV. CORRESPONDENCE

TREE DOCTOR

XV. ADJOURNMENT

Motion to adjourn the meeting at 9:30 by made by Carol Haley
Second by: Micunek
Motion Carried

NEXT MEETING: Wednesday, JUNE 19, 2019 AT 9 AM

Meeting Minutes of the Elk Rapids Housing Commission

April 16, 2019

A Regular Meeting of the Elk Rapids Housing Commission was called to order by President Myrna Howse in the Community Room of the Noble Pines Apartment Building, 701 Chippewa Street, Elk Rapids, Michigan at 3:32 P.M. President Howse then led all participants in the Pledge of Allegiance.

I ROLL CALL

The following Commissioners were present: Myrna Howse, Theresa Knecht, Judy Standerfer, and Margaret VanDenBerge. Marilyn Leix was excused.
Staff: Tony Lentych, Executive Director, and Henry Webb, Maintenance.
Others/Guests: Elaine Glowicki, Elk Rapids Village Council.
Public/Residents: Three Noble Pines Residents.

II APPROVAL OF AGENDA

Commissioner VanDenBerge moved (Knecht support) to accept the agenda as presented. The motion was unanimously approved.

III APPROVAL OF MINUTES

Commissioner VanDenBerge moved (Knecht support) to accept the regular meeting minutes of March 19, 2019. The motion was unanimously approved.

IV APPROVAL OF BILLS

Commissioner Standerfer moved (VanDenBerge support) to approve the bills paid from March 19, 2019 until April 15, 2019. During the review, no issues were reported.

Roll Call	
VanDenBerge	Yes
Knecht	Yes
Howse	Yes
Standerfer	Yes

The motion was unanimously approved.

V PUBLIC COMMENT

There were comments made about the trees, irrigation, the "smoke-free property" signage, public safety (and the need for a patrol route through Noble Pines).

VI OLD BUSINESS

A. The Noble Pines Occupancy Report was given by staff and there was a unit vacated at the end of March and a couple moved into that unit. Noble Pines is complete full.

B. Henry Webb gave the Noble Pines Maintenance Report: Three (3) stoves have been having issues overheating and have now been repaired.

C. Staff reviewed the management memorandum in the packet. There was a question if Margaret VanDenBerge needed to be sworn in again (she was reappointed to the Commission). Staff also reported that he attend the Village Council meeting the night before where an "ad hoc" committee to discuss the future of Noble Pines and Public Housing was created – and staff reviewed the accompanying Public Notice (PIH Notice 2019-05).

D. Village Trustee Elaine Glowicki provided a written update about issues before the Village Council. Several issues were discussed during this report including the housing report from the Chamber of Commerce and the potential "no smoking" ordinance for the Village.

VII NEW BUSINESS

A. Staff presented a memorandum detailing a proposal to upgrade to a different HDS (property management software) module that will have a one-time cost of $1,150.00 - $1,350.00. The new module allows staff to use HDS to create and manage tenant ledgers. This will increase efficiency on collection of rents and miscellaneous charges (e.g., cable, Wi-Fi, A/C) ensuring we are collecting the correct amounts. After discussion and review, Commissioner VanDenBerge moved (Knecht support) to approve the purchase and implementation of the upgrade as presented.

Roll Call	
Knecht	Yes
Howse	Yes
Standerfer	Yes
VanDenBerge	Yes

The motion was unanimously approved.

B. A final version of Maintenance Services Agreement with TCHC was presented and discussed. A draft of the report had been presented to the Commission at the April meeting and the terms were reviewed once again. It was noted that this is a seventeen (17) month agreement so the end of the agreement will coincide with end of the overall management agreement. This will help with budgeting and planning in future fiscal years.

After the review, Commissioner VanDenBerge moved (Standerfer support) to adopt the following resolution:

The Traverse City Housing Commission will provide Maintenance Services to the Elk Rapids Housing Commission for a period of seventeen (17) months beginning May 1, 2019 per the terms of the proposed Maintenance Services Agreement and upon final legal review and/or appropriate comment from Detroit Field Office.

Roll Call	
Howse	Yes
Standerfer	Yes
VanDenBerge	Yes
Knecht	Yes

The resolution was adopted. It will be recorded as Resolution No. 2019-02.

VIII **ADJOURNMENT**

Commissioner Judy Standerfer moved (Knecht support) to adjourn the meeting. The motion was approved and Commissioner Howse closed the meeting at 4:36 P.M.

Respectfully submitted,

Tony Lentych, Executive Director

Myrna Howse, President

Minutes
Village of Elk Rapids Planning Commission
Regular Meeting
May 28, 2019 at 7:00 P.M.

Meeting called to order by Vice Chair Royce Ragland. The meeting was held within the Governmental Center located at 315 Bridge St., Elk Rapids, MI 49629.

1. **PLEDGE OF ALLEGIANCE:** Led by Ragland.

2. **ROLL CALL:**
   Present: Royce Ragland, Jim Okonoski, Lauren Dake, Richard Smith, Barb Mullaly, Wallace Hibbard and Matt Conrad
   Absent: None.
   Staff: Matt Lafferty, Planning and Zoning Administrator.

3. **MINUTES:** **Motion:** Smith moved to approve the April 23, 2019 Planning Commission Meeting Minutes as written. **Support:** Mullaly. **Motion Carried:** 7-yes, 0-no.

4. **CONFLICT OF INTEREST:** None.

5. **CITIZEN COMMENTS:**

   Laura Rigan from the Grand Traverse Regional Land Conservancy gave a presentation about the Elk Rapids Township millage proposal.
   Cindy Burt spoke about concerns with an article in the Record Eagle about a possible Dollar General.

6. **ELECTION OF OFFICERS:**

   a. **Election of Chair:** Mullaly nominated Ragland, Hibbard supported. No other nominations made. Approved by 7-0 vote.
   b. **Election of Vice-Chair:** Mullaly nominated Hibbard, Dake supported. No other nominations made. Approved by 7-0 vote.
   c. **Appointment of a representative to the Zoning Board of Appeals:** Ragland appointed Dake with a voiced support from all commissioners.

7. **PUBLIC HEARINGS:** None.

8. **UNFINISHED BUSINESS:**

   a. **Draft Sign Ordinance:** Lafferty presented an updated draft signage ordinance. The board discussed, and changes were made. Changes will be incorporated for the public hearing. The public hearing is to be scheduled for the next regular meeting.

9. **NEW BUSINESS:** None.

10. **CORRESPONDENCE:** None.

11. **REPORTS:**

    a. **Planning and Zoning Administrator** – Lafferty
       The May monthly report was provided.

    b. **Council Representative** – Mullaly
       Complimented Ragland on the Green ER meeting.

    c. **ZBA Representative** – Dake
       Discussed the Variance approved by the ZBA on May 23, 2019.

    d. **Green ER** – Ragland
       A special speaker from Consumers Energy will be presenting at the June 25, 2019 Planning Commission meeting about renewable energy.

12. **CALENDAR REVIEW:** Next Planning Commission meeting is June 25, 2019 at 7:00 P.M.

13. **AGENDA ITEMS FOR NEXT MEETING:** 1) Public Hearing for Signage Ordinance; 2) Presentation from Consumers Energy.

    Additional Comment: Hibbard said that a representative from TART will be at the next Village Council Meeting on June 3, 2019 at 7:00 P.M.

14. **ADJOURNMENT:** Meeting adjourned at 8:48 P.M.

Raising awareness of ovarian cancer

Dear Administrator:

Tie Michigan Teal **is a state wide campaign, designed to promote awareness of ovarian cancer and its symptoms. Teal is the color representing ovarian cancer. Ovarian cancer is the deadliest of the gynecologic cancers and one of the five leading cancer related deaths among women in the United States. Each year approximately 22,000 women are diagnosed with the disease and 15,000 women die. Women diagnosed with ovarian cancer have on average a five year survival rate of 45%. Unlike other cancers, there is no early detection test for ovarian cancer, and because the symptoms are often subtle and mimic other diseases, awareness of the symptoms is the key to early diagnosis.**

The *Tie Michigan Teal* campaign is sponsored by the Michigan Ovarian Cancer Alliance and consists of volunteers tying teal ribbons on lamp posts in the downtown areas and distributing awareness information to local businesses. The event will be held during the month of September, which has been declared National Ovarian Cancer Awareness Month. There is no cost to the city and the ribbons will be taken down at the end of the month.

I am asking you to grant permission for our volunteers to tie ribbons throughout your town/city this September, 2019. Please sign on the bottom of this letter and return the signed letter to the volunteer whose name and contact information is below. Thank you for your support of our efforts to save women's lives. If you have any questions or concerns, please contact us at: info@mioca.org.

Sincerely,

Michele Gatti, *Tie Michigan Teal* Coordinator

dsgatti1@gmail.com

MAYOR/TOWN OFFICIAL **TOWN/STATE**

Please return the signed letter to the volunteer listed below. She/he is responsible for the Tie the Michigan Teal Campaign in your city/town.

Debora Frick frick.debora@gmail.com or 8106185923

VOLUNTEER NAME ***CONTACT INFORMATION***

26 June 2019

To: Elk Rapids Villiage Council

From: William Romska, Commander, AMVETS Post 114 Elk Rapids

I am requesting a variance of the Village sound ordinance for the Harbor Days beverage tent held on Post Property at 410 Bridge St. on August 1st and 2nd.

We will have a band until 11PM, convivial until midnight both nights.

Regards,

William Romska

IDENTIFICATION OF EXPENSE FUNDS:

#101	**GENERAL FUND**
101-172-	VILLAGE MANAGER
101-190-	ELECTIONS
101-216-	GENERAL SERVICES
101-260-	VILLAGE ADMINISTRATION
101-300-	POLICE
101-690-	PARKS
101-692-	BEAUTIFICATION
101-694-	PARKS & RECREATION
101-698-	BEAUTIFICATION DONATION
101-801-	PLANNING & ZONING
#202	**MAJOR STREET FUND**
202-451-	MAJOR/CONSTRUCTION
202-463-	MAJOR/MAINTENANCE
202-478-	MAJOR/SNOW
#203	**LOCAL STREET FUND**
203-451-	LOCAL/CONSTRUCTION
203-463-	LOCAL/MAINTENANCE
203-478-	LOCAL/SNOW
#204	**MUNICIPAL STREET FUND**
204-450-	MUNICIPAL STREET
#228	**WASTE COLLECTION FUND**
228-526-	COMPACTOR
#296	**BLDG OPS/REPLACEMENT FUND**
296-806-	BLDG OPS/REPLACEMENT
#302	**2016 WATER CAP. IMPROVE. BOND FUND**
302-301-	BOND EXPENDITURES
#303	**2016 WATER BOND CONSTRUCT. FUND**
303-446-	BOND EXPENDITURES
#394	**BRIDGE STREET BOND DEBT**
#398	**RIVER STREET BOND DEBT**

#401	**GENERAL CAPITAL PROJECT FUND**
401-958-	CAPITAL FUND EXPENSES
#405	**SEWER CAPITAL PROJECT FUND**
405-958-	CAPITAL FUND EXPENSES
#407	**HARBOR CAPITAL FUND**
407-544	CAPITAL FUND EXPENSES
#409	**WATER CAPITAL FUND**
409-958-	CAPITAL FUND EXPENSES
#590	**SEWER OPERATIONAL FUND**
590-560-	SEWER TREATMENT
590-563-	SEWER COLLECTION
#592	**SEWER EQUIPMENT REPLACEMENT FUND**
592-592-	SEWER EQUIPMENT REPLACEMENT
#594	**ENTERPRISE HARBOR OPERATIONAL FUND**
594-544-	HARBOR
#595	**WATER OPERATIONAL FUND**
595-565-	WATER OPERATION
#661	**MOTOR VEH. EQUIP POOL (OPERATIONAL) FUND**
661-932-	MOTOR VEHICLE
#750	**PAYROLL ACCOUNT**
#791	**DOWNTOWN DEVELOPMENT AUTHORITY**
#794	**HARBOR CONSTRUCTION FUND**
794-794-	HARBOR CONSTRUCTION BREAKWATER
#795	**HARBOR BOND DEBT FUND**
795-795-	HARBOR BOND DEBT

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
EXP CHECK RUN DATES 07/02/2019 - 07/02/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	S
Vendor 002148 - ACTION INDUSTRIAL SUPPLY:							
3600744							
8747	ACTION INDUSTRIAL SUPPLY		05/21/2019	07/02/2019	231.18	231.18	
	UNIFORMS		KERRI				
	661-932-724-000	UNIFORM REPLACEMENT			231.18		
	Total for vendor 002148 - ACTION INDUSTRIAL SUPPLY:				231.18	231.18	
Vendor 002524 - ANAVON:							
6083							
8715	ANAVON		04/08/2019	07/02/2019	1,930.50	1,930.50	
	SECURITY CAMERAS		NBURNS				
	409-958-698-550	IRON PLANT SECURITY UPGRADES			1,930.50		
6086							
8716	ANAVON		04/08/2019	07/02/2019	1,930.50	1,930.50	
	SECURITY CAMERAS		NBURNS				
	401-958-978-799	DPW GARAGE UPGRADES			1,930.50		
6083							
8745	ANAVON		06/16/2019	07/02/2019	0.00	0.00	
	BALANCE DUE ON IRON PLANT CAMERAS		KERRI				
	409-958-698-550	IRON PLANT SECURITY UPGRADES			1,930.50		
6086							
8746	ANAVON		06/16/2019	07/02/2019	0.00	0.00	
	BALANCE DUE ON GARAGE CAMERAS		KERRI				
	401-958-978-799	DPW GARAGE UPGRADES			1,930.50		
	Total for vendor 002524 - ANAVON:				3,861.00	3,861.00	
Vendor 002232 - ARROW ROOFING & SUPPLY:							
12456							
8748	ARROW ROOFING & SUPPLY		06/11/2019	07/02/2019	1,649.00	1,649.00	
	CLEAN/FLASH 40 SEAMS ON EXISTING		KERRI				
	296-806-930-000	REPAIRS & MAINTENANCE			1,649.00		
	Total for vendor 002232 - ARROW ROOFING & SUPPLY:				1,649.00	1,649.00	
Vendor 000313 - AT&T LONG DISTANCE:							
859631449							
8731	AT&T LONG DISTANCE		06/08/2019	07/02/2019	89.90	89.90	
	MAY/JUNE 2019		KERRI				
	594-544-853-000	PHONE			89.90		
	Total for vendor 000313 - AT&T LONG DISTANCE:				89.90	89.90	
Vendor 001102 - BETTER YARD GARDENS:							
1385							
8712	BETTER YARD GARDENS		06/18/2019	07/02/2019	2,375.00	2,375.00	
	BEAUTIFICATION GARDEN BED		NBURNS				
	101-692-818-000	BEAUTIFICATION/CONTRACTUAL			2,375.00		
	Total for vendor 001102 - BETTER YARD GARDENS:				2,375.00	2,375.00	
Vendor 001452 - BLARNEY CASTLE OIL & PROPANE:							
1106948							
8740	BLARNEY CASTLE OIL & PROPANE		06/13/2019	07/02/2019	1,393.05	1,393.05	
	DIESEL		KERRI				
	594-544-752-000	DIESEL GAS			1,393.05		
1108707							
8741	BLARNEY CASTLE OIL & PROPANE		06/19/2019	07/02/2019	9,242.97	9,242.97	
	GAS		KERRI				
	594-544-751-000	FUEL GAS			9,242.97		
	Total for vendor 001452 - BLARNEY CASTLE OIL & PROPANE:				10,636.02	10,636.02	
Vendor 001750 - BLUE CROSS BLUE SHIELD :							
JULY 2019							
8696	BLUE CROSS BLUE SHIELD		06/07/2019	07/02/2019	10,547.96	0.00	
	JULY 2019 COVERAGE		KERRI				
	750-000-067-200	DUE FROM VILLAGE EMPLOYEES/INS			447.00		

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	101-172-716-000	HEALTH INSURANCE			709.06		
	101-260-716-000	HEALTH INSURANCE			1,370.37		
	101-300-716-000	HEALTH INSURANCE			2,505.93		
	101-690-716-000	HEALTH INSURANCE			847.32		
	101-692-716-000	HEALTH INSURANCE			116.98		
	202-463-716-000	HEALTH INSURANCE			683.40		
	202-478-716-000	HEALTH INSURANCE			146.22		
	203-463-716-000	HEALTH INSURANCE			683.40		
	203-478-716-000	HEALTH INSURANCE			146.22		
	228-526-716-000	HEALTH INSURANCE			914.06		
	590-560-716-000	HEALTH INSURANCE			727.05		
	594-544-716-000	HEALTH INSURANCE			392.65		
	595-565-716-000	HEALTH INSURANCE			625.11		
	661-932-716-000	HEALTH INSURANCE			233.19		
JULY 2019							
8699	BLUE CROSS BLUE SHIELD		06/07/2019	07/02/2019	12,846.24	0.00	
	JULY 2019 COVERAGE		KERRI				
	750-000-067-200	DUE FROM VILLAGE EMPLOYEES/INS			506.00		
	101-260-716-000	HEALTH INSURANCE			224.18		
	101-300-716-000	HEALTH INSURANCE			1,520.23		
	101-690-716-000	HEALTH INSURANCE			748.55		
	101-801-716-000	HEALTH INSURANCE			625.86		
	202-463-716-000	HEALTH INSURANCE			667.97		
	202-478-716-000	HEALTH INSURANCE			421.29		
	203-463-716-000	HEALTH INSURANCE			667.97		
	203-478-716-000	HEALTH INSURANCE			422.85		
	228-526-716-000	HEALTH INSURANCE			161.58		
	590-560-716-000	HEALTH INSURANCE			3,309.19		
	594-544-716-000	HEALTH INSURANCE			373.64		
	595-565-716-000	HEALTH INSURANCE			1,881.22		
	661-932-716-000	HEALTH INSURANCE			1,315.71		
	Total for vendor 001750 - BLUE CROSS BLUE SHIELD :				23,394.20	0.00	
Vendor 002181 - CANTEEN:							
065791							
8721	CANTEEN		06/20/2019	07/02/2019	13.78	13.78	
	COFFEE		KERRI				
	101-260-757-000	SUPPLIES			13.78		
	Total for vendor 002181 - CANTEEN:				13.78	13.78	
Vendor 001504 - CHARTER COMMUNICATIONS:							
0025441060719							
8685	CHARTER COMMUNICATIONS		06/07/2019	07/02/2019	309.44	0.00	
	JUNE/JULY 2019 SERVICE		KERRI				
	594-544-818-000	CONTRACTUAL FEES			309.44		
JUNE/JULY 2019							
8724	CHARTER COMMUNICATIONS		06/16/2019	07/02/2019	807.12	807.12	
	JUNE/JULY 2019 SERVICE		KERRI				
	101-172-853-000	PHONE			14.00		
	101-260-853-000	PHONE			216.45		
	101-300-853-000	PHONE			162.46		
	296-806-853-000	EMERGENCY PHONE LINE			39.99		
	590-560-853-000	PHONE			30.79		
	594-544-853-000	PHONE			148.98		
	595-565-853-000	PHONE			30.39		
	661-932-853-000	PHONE			164.06		
	Total for vendor 001504 - CHARTER COMMUNICATIONS:				1,116.56	807.12	
Vendor 001519 - CONSUMERS ENERGY:							
MAY/JUNE 2019							
8744	CONSUMERS ENERGY		06/16/2019	07/02/2019	17,908.42	17,908.42	
	MAY/JUNE 2019 SERVICE		KERRI				
	101-300-920-000	UTILITIES			104.27		
	101-690-920-000	UTILITIES			102.63		
	204-450-926-000	STREET LIGHTING EXPENSE			448.82		
	228-526-920-000	UTILITIES			46.34		
	296-806-920-000	UTILITY			1,199.12		
	590-560-921-000	UTILITIES-ELECTRIC			8,327.90		
	594-544-920-000	UTILITIES			5,204.08		

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	595-565-920-000	UTILITIES			2,317.06		
	661-932-920-000	UTILITIES			158.20		
	Total for vendor 001519 - CONSUMERS ENERGY:				17,908.42	17,908.42	
Vendor 002555 - COSTCO:							
JUNE 19, 2019							
8698	COSTCO		06/19/2019	07/02/2019	545.99	0.00	
	HP PAVILION X360 14' TOUCHSCREEN 2-		KERRI				
	407-544-975-803	CREDIT CARD SOFTWARE/EQUIP			545.99		
	Total for vendor 002555 - COSTCO:				545.99	0.00	
Vendor 002191 - DEERE CREDIT, INC:							
2174024							
8684	DEERE CREDIT, INC		06/10/2019	07/02/2019	1,915.99	0.00	
	LOADER LEASE PMT		KERRI				
	661-932-973-500	CAPITAL OUTLAY/LOADER			1,915.99		
	Total for vendor 002191 - DEERE CREDIT, INC:				1,915.99	0.00	
Vendor 002502 - DOG PATCH NURSERY LLC:							
2019-341							
8705	DOG PATCH NURSERY LLC		06/02/2019	07/02/2019	61.25	61.25	
	SUPPLIES		KERRI				
	102-698-757-200	N ARROWHEAD GARDEN			61.25		
	Total for vendor 002502 - DOG PATCH NURSERY LLC:				61.25	61.25	
Vendor 001535 - DORNBOS SIGN & SAFETY INC:							
44308							
8688	DORNBOS SIGN & SAFETY INC		06/07/2019	07/02/2019	179.00	179.00	
	HIDDEN DRIVEWAY SIGN/NO OUTLET SIGN		KERRI				
	203-463-817-000	SIGN UPDATE			179.00		
44552							
8736	DORNBOS SIGN & SAFETY INC		06/20/2019	07/02/2019	30.35	30.35	
	SIGN		KERRI				
	202-463-817-000	SIGNS/REHAB			30.35		
	Total for vendor 001535 - DORNBOS SIGN & SAFETY INC:				209.35	209.35	
Vendor 002559 - DULUTH TRADING CO:							
CINVO13965305							
8752	DULUTH TRADING CO		06/12/2019	07/02/2019	352.50	352.50	
	ACCT # 215884127 - UNIFORMS		KERRI				
	661-932-724-000	UNIFORM REPLACEMENT			352.50		
	Total for vendor 002559 - DULUTH TRADING CO:				352.50	352.50	
Vendor 002557 - ELI SZUMERA:							
JUNE 2019							
8718	ELI SZUMERA		06/21/2019	07/02/2019	469.12	0.00	
	RETURNED DIRECT DEPOSIT FOR PAYROLL		KERRI				
	594-000-003-000	CASH ACCOUNT/HARBOR OPERATION			390.77		
	750-000-003-000	CASH ACCOUNT/PAYROLL			78.35		
	Total for vendor 002557 - ELI SZUMERA:				469.12	0.00	
Vendor 000513 - ELK LAKE FLORAL:							
10210							
8713	ELK LAKE FLORAL		05/31/2019	07/02/2019	135.00	135.00	
	FLOWERS BEAUTIFICATION		NBURNS				
	101-692-757-000	SUPPLIES			135.00		
	Total for vendor 000513 - ELK LAKE FLORAL:				135.00	135.00	
Vendor 000218 - ER RENTALS:							
338							
8738	ER RENTALS		06/05/2019	07/02/2019	45.00	45.00	
	HILTI DRILL RENTAL		KERRI				
	101-690-956-000	MISCELLANEOUS			45.00		
	Total for vendor 000218 - ER RENTALS:				45.00	45.00	

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Vendor 000917 - FASTENAL COMPANY:							
208953							
8687	FASTENAL COMPANY		06/06/2019	07/02/2019	10.49	10.49	
	SUPPLIES		KERRI				
	661-932-757-000	SUPPLIES			10.49		
209171							
8753	FASTENAL COMPANY		06/13/2019	07/02/2019	10.49	10.49	
	SUPPLIES		KERRI				
	661-932-757-000	SUPPLIES			10.49		
	Total for vendor 000917 - FASTENAL COMPANY:				20.98	20.98	
Vendor 001499 - GOSLING CZUBAK:							
82753							
8707	GOSLING CZUBAK		04/25/2019	07/02/2019	4,720.00	4,720.00	
	SAW GRANT DRAW #9		NBURNS				
	402-958-585-100	INVENTORY			2,285.00		
	402-958-585-101	CONDITION ASSESSMENT			2,435.00		
83038							
8709	GOSLING CZUBAK		05/31/2019	07/02/2019	12,425.00	12,425.00	
	SAW GRANT DRAW #9		NBURNS				
	402-958-585-102	METERING/MODELING			2,200.00		
	402-958-585-100	INVENTORY			3,225.00		
	402-958-585-106	CLEANING,TELEVISING, SMOKE TEST			1,600.00		
	402-958-585-101	CONDITION ASSESSMENT			5,400.00		
83129							
8727	GOSLING CZUBAK		06/19/2019	07/02/2019	305.00	305.00	
	WWTP SOLIDS UNLOADING STATION		KERRI				
	405-958-987-200	WWTP DECANT STATION			305.00		
83131							
8728	GOSLING CZUBAK		06/19/2019	07/02/2019	6,930.00	6,930.00	
	SERVICES THROUGH 6/9/19 - WATER		KERRI				
	303-446-802-001	ENGINEERING ADMIN			6,930.00		
83130							
8729	GOSLING CZUBAK		06/19/2019	07/02/2019	2,090.00	2,090.00	
	SERVICES THROUGH 6/9/19 - WW		KERRI				
	590-560-802-000	ENGINEER			2,090.00		
	Total for vendor 001499 - GOSLING CZUBAK:				26,470.00	26,470.00	
Vendor 001019 - HAVILAND PRODUCTS:							
321470							
8734	HAVILAND PRODUCTS		06/21/2019	07/02/2019	5,392.95	5,392.95	
	CHEMICALS		KERRI				
	590-560-740-000	CHEMICALS			5,392.95		
	Total for vendor 001019 - HAVILAND PRODUCTS:				5,392.95	5,392.95	
Vendor 001612 - HEIGHTS MACHINERY:							
1101							
8686	HEIGHTS MACHINERY		05/31/2019	07/02/2019	880.00	880.00	
	MODFY TARP TRUCK #169		KERRI				
	661-932-930-000	REPAIRS & MAINTENANCE			880.00		
	Total for vendor 001612 - HEIGHTS MACHINERY:				880.00	880.00	
Vendor 002483 - HENTCO:							
JUNE 2019							
8749	HENTCO		06/10/2019	07/02/2019	15,776.00	15,776.00	
	RESTORE OF DOUBLE TENNIS COURTS		KERRI				
	401-958-975-100	TENNIS & PICKLEBALL COURT REPAIRS			15,776.00		
JUNE 2019							
8750	HENTCO		06/10/2019	07/02/2019	7,446.00	7,446.00	
	WORK ON BASKETBALL COURTS		KERRI				
	401-958-973-300	BASKETBALL COURTS			7,446.00		
	Total for vendor 002483 - HENTCO:				23,222.00	23,222.00	

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Vendor 000843 - HOGARTH'S PEST CONTROL CO:							
29326							
8701	HOGARTH'S PEST CONTROL CO		06/19/2019	07/02/2019	450.00	450.00	
	DOCK TREATMENT		KERRI				
	407-544-964-000	WEED CONTAINMENT			450.00		
	Total for vendor 000843 - HOGARTH'S PEST CONTROL CO:				450.00	450.00	
Vendor 002548 - HOME CITY ICE COMPANY:							
5217190182							
8739	HOME CITY ICE COMPANY		06/10/2019	07/02/2019	77.00	77.00	
	BAGGED ICE		KERRI				
	594-544-758-700	ICE MAKERS			77.00		
	Total for vendor 002548 - HOME CITY ICE COMPANY:				77.00	77.00	
Vendor 002452 - INFOGEOGRAPHICS, INC:							
10485							
8710	INFOGEOGRAPHICS, INC		05/09/2019	07/02/2019	3,035.88	3,035.88	
	SAW GRANT DRAW #9		NBURNS				
	402-958-585-103	ASSET MANAGEMENT SOFTWARE			3,035.88		
	Total for vendor 002452 - INFOGEOGRAPHICS, INC:				3,035.88	3,035.88	
Vendor 000864 - KENDALL ELECTRIC INC:							
108069435.001							
8726	KENDALL ELECTRIC INC		06/14/2019	07/02/2019	280.26	280.26	
	SUPPLIES		KERRI				
	590-560-757-000	SUPPLIES			280.26		
	Total for vendor 000864 - KENDALL ELECTRIC INC:				280.26	280.26	
Vendor 002268 - KSS ENTERPRISES:							
1162898							
8692	KSS ENTERPRISES		06/13/2019	07/02/2019	44.40	44.40	
	SUPPLIES		KERRI				
	594-544-930-000	REPAIRS AND MAINTENANCE			44.40		
1162124							
8693	KSS ENTERPRISES		06/10/2019	07/02/2019	356.45	356.45	
	SUPPLIES		KERRI				
	594-544-930-000	REPAIRS AND MAINTENANCE			356.45		
	Total for vendor 002268 - KSS ENTERPRISES:				400.85	400.85	
Vendor 000421 - MAXWELL MEDALS & AWARDS:							
3154242							
8690	MAXWELL MEDALS & AWARDS		06/12/2019	07/02/2019	30.00	30.00	
	PLAQUE FOR PARK BENCH		KERRI				
	401-958-958-000	CAP/OUTLAY/PICNIC TABLES			30.00		
	Total for vendor 000421 - MAXWELL MEDALS & AWARDS:				30.00	30.00	
Vendor 001267 - MCCARDEL WATER CONDITIONING:							
465012							
8720	MCCARDEL WATER CONDITIONING		06/24/2019	07/02/2019	60.50	60.50	
	WATER		KERRI				
	594-544-818-000	CONTRACTUAL FEES			60.50		
	Total for vendor 001267 - MCCARDEL WATER CONDITIONING:				60.50	60.50	
Vendor 001694 - MICHIGAN DOWNTOWN ASSOCIATION:							
MEMBERSHIP 2019							
8682	MICHIGAN DOWNTOWN ASSOCIATION		06/14/2019	07/02/2019	200.00	0.00	
	MEMEBERSHIP 2019		KERRI				
	791-791-956-000	MISCELLANEOUS			200.00		
JUNE 2019							
8703	MICHIGAN DOWNTOWN ASSOCIATION		06/13/2019	07/02/2019	212.50	212.50	
	PETOSKY WORKSHOP		KERRI				
	101-216-864-000	TRAINING/CONFERENCES			85.00		
	791-791-864-000	TRAINING/CONFERENCES			127.50		
	Total for vendor 001694 - MICHIGAN DOWNTOWN ASSOCIATION:				412.50	212.50	

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Vendor 001877 - MICHIGAN OFFICE SOLUTIONS:							
1415641							
8743	MICHIGAN OFFICE SOLUTIONS		06/21/2019	07/02/2019	66.95	66.95	
	JUNE/JULY 2019 SERVICE		KERRI				
	101-300-818-150	CONTRACTUAL/RADIO			66.95		
	Total for vendor 001877 - MICHIGAN OFFICE SOLUTIONS:				66.95	66.95	
Vendor 001254 - MICHIGAN PIPE & VALVE:							
001706							
8732	MICHIGAN PIPE & VALVE		06/10/2019	07/02/2019	726.50	726.50	
	SUPPLIES		KERRI				
	203-463-930-000	REPAIRS & MAINTENANCE			726.50		
001991							
8733	MICHIGAN PIPE & VALVE		06/19/2019	07/02/2019	354.00	354.00	
	SUPPLIES		KERRI				
	203-463-930-000	REPAIRS & MAINTENANCE			354.00		
	Total for vendor 001254 - MICHIGAN PIPE & VALVE:				1,080.50	1,080.50	
Vendor 002164 - MICHIGAN RURAL WATER ASSOCIATION:							
MBRSHIP 2019-2020							
8735	MICHIGAN RURAL WATER ASSOCIATION		06/13/2019	07/02/2019	810.00	810.00	
	MEMBERSHIP DUES FOR 2019-2020		KERRI				
	595-565-758-000	DUES & FEES			810.00		
	Total for vendor 002164 - MICHIGAN RURAL WATER ASSOCIATION:				810.00	810.00	
Vendor 000569 - MML WORKERS COMP FUND:							
5798205							
8683	MML WORKERS COMP FUND		06/14/2019	07/02/2019	6,273.00	0.00	
	2019 FIRST QTR DUES		KERRI				
	101-172-720-000	WORKER'S COMP			32.30		
	101-216-720-000	WORKER'S COMPENSATION			17.26		
	101-260-720-000	WORKER'S COMP			48.48		
	101-300-720-000	WORKER'S COMP			1,294.86		
	101-690-720-000	WORKER'S COMP			480.53		
	101-692-720-000	WORKER'S COMP			18.22		
	101-801-720-000	WORKERS COMP			72.55		
	202-463-720-000	WORKER'S COMPENSATION			285.57		
	202-478-720-000	WORKER'S COMPENSATION			187.02		
	203-463-720-000	WORKER'S COMPENSATION			223.29		
	203-478-720-000	WORKER'S COMP			119.62		
	228-526-720-000	WORKER'S COMPENSATION			300.47		
	590-560-720-000	WORKER'S COMPENSATION			1,031.68		
	594-544-720-000	WORKER'S COMPENSATION			1,242.68		
	595-565-720-000	WORKER'S COMPENSATION			548.82		
	661-932-720-000	WORKER'S COMP			369.65		
	Total for vendor 000569 - MML WORKERS COMP FUND:				6,273.00	0.00	
Vendor 002372 - MORRISON ELECTRIC INC:							
1176							
8694	MORRISON ELECTRIC INC		06/10/2019	07/02/2019	4,000.00	4,000.00	
	SERVICE @ BRIDGE/RIVER		KERRI				
	204-450-927-000	STREET LIGHTING REPAIRS			4,000.00		
1291							
8695	MORRISON ELECTRIC INC		05/16/2019	07/02/2019	260.00	260.00	
	SERVICE LIGHTS		KERRI				
	204-450-927-000	STREET LIGHTING REPAIRS			260.00		
	Total for vendor 002372 - MORRISON ELECTRIC INC:				4,260.00	4,260.00	
Vendor 000177 - MUNICIPAL CODE CORPORATION:							
329715							
8717	MUNICIPAL CODE CORPORATION		06/03/2019	07/02/2019	225.00	225.00	
	ADMIN SUPPORT FEE 6/2019 TO 5/2020		KERRI				
	101-216-818-000	CONTRACTUAL SERVICES			225.00		
	Total for vendor 000177 - MUNICIPAL CODE CORPORATION:				225.00	225.00	

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BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	S
Vendor 002558 - NEW EDGE SATELITTE:							
4231							
8719	NEW EDGE SATELITTE		04/05/2019	07/02/2019	889.80	889.80	
	INSTALLATION OF DIRECTV		KERRI				
	407-544-975-804	WI-FI UPGRADE			889.80		
	Total for vendor 002558 - NEW EDGE SATELITTE:				889.80	889.80	
Vendor 002384 - NORTHERN MICHIGAN TREE DR:							
SPRAY							
8714	NORTHERN MICHIGAN TREE DR		06/17/2019	07/02/2019	234.00	234.00	
	TREE SPRAY		NBURNS				
	101-692-818-000	BEAUTIFICATION/CONTRACTUAL			234.00		
	Total for vendor 002384 - NORTHERN MICHIGAN TREE DR:				234.00	234.00	
Vendor 002556 - PAULA JORGE:							
MAY 2019							
8706	PAULA JORGE		05/24/2019	07/02/2019	500.00	500.00	
	REIMBURSEMENT FOR FLOWERS		KERRI				
	101-692-956-000	MISCELLANEOUS			500.00		
	Total for vendor 002556 - PAULA JORGE:				500.00	500.00	
Vendor 000511 - PINE HILL NURSERY:							
JUNE 2019							
8691	PINE HILL NURSERY		06/07/2019	07/02/2019	293.55	293.55	
	FLOWERS		KERRI				
	594-544-757-000	SUPPLIES			293.55		
	Total for vendor 000511 - PINE HILL NURSERY:				293.55	293.55	
Vendor 002190 - PLM LAKE & LAND MANAGEMENT:							
195410							
8708	PLM LAKE & LAND MANAGEMENT		06/13/2019	07/02/2019	1,607.76	1,607.76	
	ALGAE & CLIPPER TREATMENT OF LAKE		KERRI				
	407-544-964-000	WEED CONTAINMENT			1,607.76		
	Total for vendor 002190 - PLM LAKE & LAND MANAGEMENT:				1,607.76	1,607.76	
Vendor 002479 - PREIN&NEWHOF:							
48598							
8697	PREIN&NEWHOF		03/01/2019	07/02/2019	2,084.50	2,084.50	
	CONF CALL, REV RIGHT-OF-WAY, UPDATED		KERRI				
	101-694-970-350	TART TRAILS PROJECT			2,084.50		
	Total for vendor 002479 - PREIN&NEWHOF:				2,084.50	2,084.50	
Vendor 002546 - PRO IMAGE DESIGN INC:							
190338							
8722	PRO IMAGE DESIGN INC		04/01/2019	07/02/2019	154.77	154.77	
	ROLL SIGN		KERRI				
	101-216-885-000	GREEN ER DAYS			154.77		
	Total for vendor 002546 - PRO IMAGE DESIGN INC:				154.77	154.77	
Vendor 001878 - PURE WATER WORKS:							
327603							
8737	PURE WATER WORKS		06/20/2019	07/02/2019	27.00	27.00	
	WATER		KERRI				
	661-932-757-000	SUPPLIES			27.00		
	Total for vendor 001878 - PURE WATER WORKS:				27.00	27.00	
Vendor 000076 - RELIANCE STANDARD LIFE INS. CO.:							
JULY 2019							
8725	RELIANCE STANDARD LIFE INS. CO.		06/14/2019	07/02/2019	1,762.32	1,762.32	
	JULY 2019 COVERAGE		KERRI				
	101-172-719-000	SICK & ACCIDENT BENEFIT			56.36		
	101-260-719-000	SICK & ACCIDENT BENEFIT			102.23		
	101-300-719-000	SICK & ACCIDENT BENEFIT			337.90		
	101-690-719-000	SICK & ACCIDENT			154.20		

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
EXP CHECK RUN DATES 07/02/2019 - 07/02/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	S
	101-692-719-000	SICK & ACCIDENT BENEFIT			14.06		
	101-801-719-000	SICK & ACCIDENT			71.25		
	202-463-719-000	SICK & ACCIDENT			87.61		
	202-478-719-000	SICK & ACCIDENT			48.52		
	203-463-719-000	SICK & ACCIDENT			87.61		
	203-478-719-000	SICK & ACCIDENT			48.52		
	228-526-719-000	SICK & ACCIDENT			93.28		
	590-560-719-000	SICK & ACCIDENT			352.86		
	594-544-719-000	SICK & ACCIDENT			103.73		
	595-565-719-000	SICK & ACCIDENT			131.83		
	661-932-719-000	SICK & ACCIDENT			72.36		
	Total for vendor 000076 - RELIANCE STANDARD LIFE INS. CO.:				1,762.32	1,762.32	
Vendor 002118 - SNAP PRINTING:							
66145							
8711	SNAP PRINTING		05/28/2019	07/02/2019	320.00	320.00	
	BEAUTIFICATION GARDEN BROCHURE		NBURNS				
	101-692-757-000	SUPPLIES			320.00		
	Total for vendor 002118 - SNAP PRINTING:				320.00	320.00	
Vendor 000871 - SOS ANALYTICAL:							
191756							
8702	SOS ANALYTICAL		06/11/2019	07/02/2019	520.00	520.00	
	COLIFORMS		KERRI				
	594-544-818-000	CONTRACTUAL FEES			440.00		
	595-565-818-000	CONTRACTUAL SERVICES			80.00		
	Total for vendor 000871 - SOS ANALYTICAL:				520.00	520.00	
Vendor 001245 - STAPLES CREDIT PLAN:							
MAY 2019							
8723	STAPLES CREDIT PLAN		06/14/2019	07/02/2019	119.07	119.07	
	MAY 2019 SUPPLIES		KERRI				
	101-260-757-000	SUPPLIES			119.07		
	Total for vendor 001245 - STAPLES CREDIT PLAN:				119.07	119.07	
Vendor 000851 - STEUER EXCAVATING INC:							
19-212							
8751	STEUER EXCAVATING INC		06/11/2019	07/02/2019	284.00	284.00	
	SCREENED TOPSOIL		KERRI				
	101-690-757-000	SUPPLIES			284.00		
	Total for vendor 000851 - STEUER EXCAVATING INC:				284.00	284.00	
Vendor 000578 - THE PLACE, LLC:							
53206							
8700	THE PLACE, LLC		04/09/2019	07/02/2019	600.00	600.00	
	TEES		KERRI				
	594-544-757-000	SUPPLIES			600.00		
53289							
8704	THE PLACE, LLC		05/31/2019	07/02/2019	213.86	213.86	
	UNIFORMS		KERRI				
	661-932-724-000	UNIFORM REPLACEMENT			213.86		
	Total for vendor 000578 - THE PLACE, LLC:				813.86	813.86	
Vendor 002294 - TILLEYS MOBILE PWR WASH-TIM TILLEY:							
95							
8689	TILLEYS MOBILE PWR WASH-TIM TILLEY		06/12/2019	07/02/2019	900.00	900.00	
	POWER WASH BLDG/SIDEWALKS @ LIBRARY		KERRI				
	101-690-932-000	ISLAND PROPERTY MAINTENACE			900.00		
	Total for vendor 002294 - TILLEYS MOBILE PWR WASH-TIM TILLEY:				900.00	900.00	
Vendor 001509 - USPS-NEOPOST:							
JULY 2019							
8742	USPS-NEOPOST		06/26/2019	07/02/2019	1,000.00	1,000.00	
	JULY 2019 POSTAGE		KERRI				
	101-260-730-000	POSTAGE			1,000.00		

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
EXP CHECK RUN DATES 07/02/2019 - 07/02/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	S
	Total for vendor 001509 - USPS-NEOPOST:			1,000.00	1,000.00	
Vendor 002258 - WEBB CHEMICAL SERVICE:						
492923						
8730	WEBB CHEMICAL SERVICE	06/18/2019	07/02/2019	552.65	552.65	
	CHEMICALS	KERRI				
	590-560-740-000 CHEMICALS			552.65		
	Total for vendor 002258 - WEBB CHEMICAL SERVICE:			552.65	552.65	

# of Invoices:	72	# Due: 62	Totals:	150,520.91	117,413.17
# of Credit Memos:	0	# Due: 0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:				150,520.91	117,413.17

--- TOTALS BY GL DISTRIBUTION ---

101-172-716-000	HEALTH INSURANCE	709.06
101-172-719-000	SICK & ACCIDENT BENEFIT	56.36
101-172-720-000	WORKER'S COMP	32.30
101-172-853-000	PHONE	14.00
101-216-720-000	WORKER'S COMPENSATION	17.26
101-216-818-000	CONTRACTUAL SERVICES	225.00
101-216-864-000	TRAINING/CONFERENCES	85.00
101-216-885-000	GREEN ER DAYS	154.77
101-260-716-000	HEALTH INSURANCE	1,594.55
101-260-719-000	SICK & ACCIDENT BENEFIT	102.23
101-260-720-000	WORKER'S COMP	48.48
101-260-730-000	POSTAGE	1,000.00
101-260-757-000	SUPPLIES	132.85
101-260-853-000	PHONE	216.45
101-300-716-000	HEALTH INSURANCE	4,026.16
101-300-719-000	SICK & ACCIDENT BENEFIT	337.90
101-300-720-000	WORKER'S COMP	1,294.86
101-300-818-150	CONTRACTUAL/RADIO	66.95
101-300-853-000	PHONE	162.46
101-300-920-000	UTILITIES	104.27
101-690-716-000	HEALTH INSURANCE	1,595.87
101-690-719-000	SICK & ACCIDENT	154.20
101-690-720-000	WORKER'S COMP	480.53
101-690-757-000	SUPPLIES	284.00
101-690-920-000	UTILITIES	102.63
101-690-932-000	ISLAND PROPERTY MAINTENACE	900.00
101-690-956-000	MISCELLANEOUS	45.00
101-692-716-000	HEALTH INSURANCE	116.98
101-692-719-000	SICK & ACCIDENT BENEFIT	14.06
101-692-720-000	WORKER'S COMP	18.22
101-692-757-000	SUPPLIES	455.00
101-692-818-000	BEAUTIFICATION/CONTRACTUAL	2,609.00
101-692-956-000	MISCELLANEOUS	500.00
101-694-970-350	TART TRAILS PROJECT	2,084.50
101-801-716-000	HEALTH INSURANCE	625.86
101-801-719-000	SICK & ACCIDENT	71.25
101-801-720-000	WORKERS COMP	72.55
102-698-757-200	N ARROWHEAD GARDEN	61.25
202-463-716-000	HEALTH INSURANCE	1,351.37
202-463-719-000	SICK & ACCIDENT	87.61
202-463-720-000	WORKER'S COMPENSATION	285.57
202-463-817-000	SIGNS/REHAB	30.35
202-478-716-000	HEALTH INSURANCE	567.51
202-478-719-000	SICK & ACCIDENT	48.52
202-478-720-000	WORKER'S COMPENSATION	187.02
203-463-716-000	HEALTH INSURANCE	1,351.37
203-463-719-000	SICK & ACCIDENT	87.61
203-463-720-000	WORKER'S COMPENSATION	223.29
203-463-817-000	SIGN UPDATE	179.00
203-463-930-000	REPAIRS & MAINTENANCE	1,080.50
203-478-716-000	HEALTH INSURANCE	569.07
203-478-719-000	SICK & ACCIDENT	48.52
203-478-720-000	WORKER'S COMP	119.62
204-450-926-000	STREET LIGHTING EXPENSE	448.82
204-450-927-000	STREET LIGHTING REPAIRS	4,260.00
228-526-716-000	HEALTH INSURANCE	1,075.64
228-526-719-000	SICK & ACCIDENT	93.28

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
EXP CHECK RUN DATES 07/02/2019 - 07/02/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	S
	228-526-720-000	WORKER'S COMPENSATION		300.47		
	228-526-920-000	UTILITIES		46.34		
	296-806-853-000	EMERGENCY PHONE LINE		39.99		
	296-806-920-000	UTILITY		1,199.12		
	296-806-930-000	REPAIRS & MAINTENANCE		1,649.00		
	303-446-802-001	ENGINEERING ADMIN		6,930.00		
	401-958-958-000	CAP/OUTLAY/PICNIC TABLES		30.00		
	401-958-973-300	BASKETBALL COURTS		7,446.00		
	401-958-975-100	TENNIS & PICKLEBALL COURT REPAIRS		15,776.00		
	401-958-978-799	DPW GARAGE UPGRADES		1,930.50		
	402-958-585-100	INVENTORY		5,510.00		
	402-958-585-101	CONDITION ASSESSMENT		7,835.00		
	402-958-585-102	METERING/MODELING		2,200.00		
	402-958-585-103	ASSET MANAGEMENT SOFTWARE		3,035.88		
	402-958-585-106	CLEANING,TELEVISING, SMOKE TEST		1,600.00		
	405-958-987-200	WWTP DECANT STATION		305.00		
	407-544-964-000	WEED CONTAINMENT		2,057.76		
	407-544-975-803	CREDIT CARD SOFTWARE/EQUIP		545.99		
	407-544-975-804	WI-FI UPGRADE		889.80		
	409-958-698-550	IRON PLANT SECURITY UPGRADES		1,930.50		
	590-560-716-000	HEALTH INSURANCE		4,036.24		
	590-560-719-000	SICK & ACCIDENT		352.86		
	590-560-720-000	WORKER'S COMPENSATION		1,031.68		
	590-560-740-000	CHEMICALS		5,945.60		
	590-560-757-000	SUPPLIES		280.26		
	590-560-802-000	ENGINEER		2,090.00		
	590-560-853-000	PHONE		30.79		
	590-560-921-000	UTILITIES-ELECTRIC		8,327.90		
	594-000-003-000	CASH ACCOUNT/HARBOR OPERATION		390.77		
	594-544-716-000	HEALTH INSURANCE		766.29		
	594-544-719-000	SICK & ACCIDENT		103.73		
	594-544-720-000	WORKER'S COMPENSATION		1,242.68		
	594-544-751-000	FUEL GAS		9,242.97		
	594-544-752-000	DIESEL GAS		1,393.05		
	594-544-757-000	SUPPLIES		893.55		
	594-544-758-700	ICE MAKERS		77.00		
	594-544-818-000	CONTRACTUAL FEES		809.94		
	594-544-853-000	PHONE		238.88		
	594-544-920-000	UTILITIES		5,204.08		
	594-544-930-000	REPAIRS AND MAINTENANCE		400.85		
	595-565-716-000	HEALTH INSURANCE		2,506.33		
	595-565-719-000	SICK & ACCIDENT		131.83		
	595-565-720-000	WORKER'S COMPENSATION		548.82		
	595-565-758-000	DUES & FEES		810.00		
	595-565-818-000	CONTRACTUAL SERVICES		80.00		
	595-565-853-000	PHONE		30.39		
	595-565-920-000	UTILITIES		2,317.06		
	661-932-716-000	HEALTH INSURANCE		1,548.90		
	661-932-719-000	SICK & ACCIDENT		72.36		
	661-932-720-000	WORKER'S COMP		369.65		
	661-932-724-000	UNIFORM REPLACEMENT		797.54		
	661-932-757-000	SUPPLIES		47.98		
	661-932-853-000	PHONE		164.06		
	661-932-920-000	UTILITIES		158.20		
	661-932-930-000	REPAIRS & MAINTENANCE		880.00		
	661-932-973-500	CAPITAL OUTLAY/LOADER		1,915.99		
	750-000-003-000	CASH ACCOUNT/PAYROLL		78.35		
	750-000-067-200	DUE FROM VILLAGE EMPLOYEES/INS		953.00		
	791-791-864-000	TRAINING/CONFERENCES		127.50		
	791-791-956-000	MISCELLANEOUS		200.00		

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
EXP CHECK RUN DATES 07/02/2019 - 07/02/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	S
--- TOTALS BY FUND ---						
	101 - GENERAL FUND			20,510.56	9,877.88	
	102 - N ARROWHEAD GARDEN			61.25	61.25	
	202 - MAJOR STREET			2,557.95	166.48	
	203 - LOCAL STREET			3,658.98	1,395.63	
	204 - MUNI STREETS			4,708.82	4,708.82	
	228 - WASTE COLLECTION			1,515.73	139.62	
	296 - BLDG OP/REPL			2,888.11	2,888.11	
	303 - 2016 - 2017 WATER CONSTRUCTI			6,930.00	6,930.00	
	401 - GENERAL CAPITAL FUND			25,182.50	25,182.50	
	402 - MDEQ SAW GRANT			20,180.88	20,180.88	
	405 - SEWER CAPITAL FUND			305.00	305.00	
	407 - HARBOR CAPITAL FUND			3,493.55	2,947.56	
	409 - WATER CAPITAL FUND			1,930.50	1,930.50	
	590 - SEWER OPERATION			22,095.33	17,027.41	
	594 - HARBOR FUND			20,763.79	18,054.61	
	595 - WATER OPERATION FUND			6,424.43	3,369.28	
	661 - MOTOR VEHICLE FUND			5,954.68	2,120.14	
	750 - CLEARING FUND			1,031.35	0.00	
	791 - DDA TIFA DISTRICT			327.50	127.50	
--- TOTALS BY DEPT/ACTIVITY ---						
	000 -			1,422.12	0.00	
	172 - VILLAGE MANAGER			811.72	70.36	
	216 - GENERAL SERVICES ADMSTR			482.03	464.77	
	260 - OTHER CLERK ADMINISTRATION			3,094.56	1,451.53	
	300 - POLICE			5,992.60	671.58	
	446 - CONSTRUCTION FUND EXPENDITUR			6,930.00	6,930.00	
	450 - MUNICIPAL STREET			4,708.82	4,708.82	
	463 - MAINTENANCE			4,676.67	1,465.07	
	478 - WINTER EXP			1,540.26	97.04	
	526 - COMPACTOR			1,515.73	139.62	
	544 - HARBOR			23,866.57	21,002.17	
	560 - SEWER TREATMENT			22,095.33	17,027.41	
	565 - WATER OPERATION			6,424.43	3,369.28	
	690 - DPW GENERAL FUND			3,562.23	1,485.83	
	692 - BEAUTIFICATION DEPT			3,713.26	3,578.06	
	694 - PARKS & RECREATION			2,084.50	2,084.50	
	698 - N ARROWHEAD GARDEN			61.25	61.25	
	791 - DDA TIFA DISTRICT			327.50	127.50	
	801 - PLANNING/ZONING			769.66	71.25	
	806 - BLDG OP/REPL			2,888.11	2,888.11	
	932 - MOTOR VEHICLE			5,954.68	2,120.14	
	958 - CAPITAL FUND EXPENSES			47,598.88	47,598.88	

PAYROLL FOR: June 18, 2019

Payperiod of: 06/01/2019 to 06/14/2019

Wages	$	46,006.65
Chemical Bank	$	159.25
Lee Powers	$	196.72
Vantage Point	$	349.90
IRS	$	14,464.81
State of MI	$	4,532.86
MERS	$	15,911.96
Alerus	$	2,264.09
Police Union	$	201.04
Total	$	84,087.28

Possible Franchise Enactment Schedule
REVOCABLE ELECTRIC FRANCHISE
VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN

Must enact Franchise pursuant to rules within your Charter

ORDINANCE NO. _____

CONSUMERS ENERGY COMPANY ELECTRIC FRANCHISE ORDINANCE

AN ORDINANCE, granting to CONSUMERS ENERGY COMPANY, its successors and assigns, the right and authority to construct, maintain and commercially use electric lines and related facilities including but not limited to towers, masts, poles, crossarms, guys, wires and transformers on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local electric business in the VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN, for a period of thirty years.

THE VILLAGE OF ELK RAPIDS ORDAINS:

SECTION 1. GRANT and TERM. The VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN, hereby grants to Consumers Energy Company, its successors and assigns, hereinafter called "Consumers" the right and authority to towers, masts, poles, crossarms, guys, wires and transformers on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local electric business in the VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN, for a period of thirty years.

SECTION 2. CONDITIONS. No public place used by Consumers shall be obstructed longer than necessary during construction or repair, and shall be restored to the same order and condition as when work was commenced. All of Consumers' electric lines and related facilities shall be placed as not to unnecessarily interfere with the public's use of public places. Consumers shall have the right to trim or remove trees if necessary in the conducting of such business.

SECTION 3. HOLD HARMLESS. Consumers shall save the Village free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the lines and related facilities hereby authorized. In case any action is commenced against the Village on account of the permission herein given, Consumers shall, upon notice, defend the Village and its representatives and hold them harmless from all loss, costs and damage arising out of such negligent construction and maintenance.

SECTION 4. EXTENSIONS. Consumers shall construct and extend its electric distribution system within said Village, and shall furnish electric service to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 5. FRANCHISE NOT EXCLUSIVE. The rights, power and authority herein granted, are not exclusive.

SECTION 6. RATES and CONDITIONS. Consumers shall be entitled to provide electric service to the inhabitants of the Village at the rates and pursuant to the conditions as approved by the Michigan Public Service Commission. Such rates and conditions shall be subject to review and change upon petition to the Michigan Public Service Commission.

SECTION 7. REVOCATION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by either party. Upon revocation this ordinance shall be considered repealed and of no effect past, present or future.

SECTION 8. MICHIGAN PUBLIC SERVICE COMMISSION JURISDICTION. Consumers remains subject to the reasonable rules and regulations of the Michigan Public Service Commission applicable to electric service in the Village and those rules and regulations preempt any term of any ordinance of the Village to the contrary.

SECTION 9. REPEALER. This ordinance, when enacted, shall repeal and supersede the provisions of any previous electric franchise ordinance adopted by the Village including any amendments.

SECTION 10. EFFECTIVE DATE. This ordinance shall take effect on _____.

We certify that the foregoing Franchise Ordinance was duly enacted by the Village Council of the VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN, on the _____ day of _____, 20__.

_____
James Janisse, Village President

Attest:

I, _____, _____ of the VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN, DO HEREBY CERTIFY that the ordinance granting Consumers Energy Company, an electric franchise, was properly adopted by the Village Council of the VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN, and that all proceedings were regular and in accordance with all legal requirements.

_____

Dated: _____, 20__

VILLAGE MANAGER'S REPORT
July 1, 2019

Personnel:

As you may have heard, we are losing Nate Burns, the newest member of our front office staff. He has accepted a great opportunity. We wish him well in his new endever.

Recruiting is in process for Nate's replacement.

We were fully staffed for a couple of weeks.

The SAW Grant:

We received the bids for the camera work on our sewer lines. The resolution for approval is on the agenda. All activities are on schedule at this point. The results of the camera work will help us to prioritize the sections of sewer line to assure that we replace the worst sections of pipe first.

The Employee Manual:

What do you think? It is time to discuss any sections that need to be discussed, and to move forward with the implementation of the manual Village wide.

Solar

Power Home is still working on financing for this project. Apparently, financing is becoming more difficult as many communities and businesses are applying for financing to implement solar installations. I guess this is the hot new market and we are not necessarily on the front end at this point.

We also have a few questions for Consumers Energy. Their current policies apparently will limit the potential overall savings which is also having an impact on the ROI period for our project. I will be talking with Consumers within the next couple of weeks.

I also had another company drop off a brochure regarding solar, but I no nothing about this company and will have to do some research. I will be contacting them to see what they have to offer.

Date: June 25, 2019
To: Village Council President and Council Trustees
RE: Draft Ethics Ordinance

We are submitting our recommendations for inclusion in an ethics ordinance for Elk Rapids.

We have reviewed more than 10 ethics ordinances from various communities, Michigan and beyond, our size and larger. We have studied ordinances that are extremely specific and those that are bare bones. We believe we are providing something in the middle, yet comprehensive and workable in our community.

It was important to us that this ordinance reflect respect for everyone in all matters, the citizenry, the elected officials, appointed commission members and staff. We encourage the fostering of a safe and open environment for idea exchange and for developing creative solutions to municipal challenges. In the occurrence of misunderstandings, we hope the individuals will seek assistance to resolve shared difficulties. When conflicts persist, the directives of this ordinance should be followed.

In reading this document, there are notations where the subcommittee did not come to a unanimous decision or where questions need to be answered by our attorney or council. We hope to have a discussion regarding the entire draft. Bring your questions and comments to the meeting.

We highly recommend that written policies be in place when this ordinance becomes effective. Ex. How/who/where complaint is filed and processed.
We also recommend that the final ethics ordinance become part of the employees' manual. We also recommend a review of role responsibilities for trustees and staff as it relates to Section 2 of our General Ordinances; Administration.

Respectfully submitted,

Barbara Mullaly

Gerard Knoph

Trisha Perlman

Purpose

The Village of Elk Rapids is a council-manager form of government. It is the policy of the village to uphold, promote and demand the highest standards of ethics from all its trustees, employees and appointed/volunteer individuals. The proper operations of democratic government require :

- that trustees , employees and appointed /volunteer individuals be independent, truthful, transparent, impartial, responsible and, above all, respectful to the electorate;
- that governmental decisions and policy be made in the proper channels of the governmental structure;
- that public service is a public trust requiring trustees, employees and appointed /volunteer individuals to place loyalty to laws, ordinances, rules and policies above private gain.
- that the public have confidence in the integrity of its government

It is not the intent of this ordinance to in any way limit the right or ability of any public servant to make decisions within their scope of responsibility as long as the action does not provide a special benefit to that person. The purpose of this ordinance is to establish ethical standards of conduct for all trustees, employees and appointed and volunteer individuals by setting forth those acts or actions that are incompatible with the best interest of the Village. To implement such a policy, the Village Council deems it advisable to enact this code of ethics as a guide for official conduct but also as a basis for discipline for those who fail to abide by its terms, the overriding interest being that such officers of the Village shall at all times strive to avoid even the appearance of impropriety. In all actions, employees, the Village Manager, Village trustees and commission/volunteer members will adhere to all local, state and federal laws regulating ethical action. Also, various professional codes of ethics and other similar documents may be used to supplement determinations of ethical behavior.

The Village will not discriminate against any person in the provision of public service or employment on the basis of gender race, creed age, sexual orientation,

language proficiency, income level or any other legally protected classification. Such non-discrimination provisions may be limited by state or federal law.

Definitions

Commission member: individual appointed by the Village President to serve on a specific Village commission.

Confidential Information: information obtained on the course of holding public office or employment that is not available to members of the public (MCL 15.231 Michigan Freedom of Information Act)

Conflict of Interest: interest that competes with or is adverse to a legitimate interest of the Village

Council-Manager form of government: form of government in which the elected council, the governing body that **establishes ordinances, policies and commissions, and** hires a professionally trained manager who administers the day-to-day operations of the village and to make recommendations to the council.

Employee: Village staff working for wages or salary

Gift: anything of value, which is given to officials or employees without payment of fair market value

Ordinance: a law or an order enacted by the Village Council pertaining to a specific subject.

Policy: a defined process for directing action associated with a specific ordinance

Trustee: elected village official

Village Property: anything tangible or intangible including rights, owned by the Village or under the control of the Village, in fiduciary or representational capacity

Volunteer: individual serving on a committee designated by the Village Council for a specific purpose, ex. Green ER

STANDARDS OF CONDUCT

The Village expects trustees, employees and commission /volunteer members to be:

- honest and diligent in the execution (or performance) of their duties;
- to treat each other and those they serve with respect, integrity, professionalism, and fairness;
- to understand that even the appearance of impropriety is damaging to the reputation of the Village.

❖ **Conflict of Interest**

No Village trustee, employee or commission /volunteer member shall engage in any business or transaction or have any financial interest direct or indirect, which is incompatible with the proper discharge of the individual's official duties or would impair the individual's judgment or action in the performance of said duties.

No Village trustee, employee or commission/volunteer member shall take, or refrain from taking, any official action, or induce or attempt to induce any other trustee, employee or commission /volunteer member to take or refrain from taking action on any matter that would result in a financial benefit for said trustee, employee, commission/volunteer member, close business associate, or immediate family member.

No Village trustee shall hold any other village office or village employment during the term for which they were elected except where specifically allowed by the Code of Ordinances and/or statue.

If a member of the Council or any commission believes that another member has a conflict, that member shall raise such perceived conflict. If the member in question does not concede a conflict, the majority of the remaining body members may vote to prohibit that member who may have a conflict from participating in that item of business.

Any conflict of interest, or potential conflict of interest should be disclosed and must be made part of the official record prior to any discussion or action.

❖ **Confidential Information**

Village trustees and employees shall respect the confidentiality of information concerning the property, personnel or affairs of the Village. They shall neither disclose or divulge to an authorized person confidential information acquired in the course of their duties in advance of the time prescribed for its authorized release to the public without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

❖ **Gifts and Favors**

No Village trustee, employee or commission /volunteer member shall solicit or accept any gift or favor that may tend to influence the individual in the discharge of duties. The individual may accept a gift or honorarium not to exceed $50 which cannot reasonably be presumed to influence the judgement of the public servant.

❖ **Use of Village Property**

Village trustees, employees or commission/volunteer members shall not use, or permit others to use, any property owned by the Village for profit or personal convenience or benefit, except:

When available to the public, generally
When permitted with approval from Village Council

-Village trustees, employees and commission members shall disclose waste, fraud, abuse and corruption to the appropriate authorities within the chain of command.

-No Village trustee, employee or commission /volunteer member shall intimidate, humiliate, threaten (verbally or otherwise, including social media) physical harm, economic hardship or other undesirable outcome towards any trustee, employee or commission/volunteer member to influence a vote or job performance.;

-No Village trustee, employee or commission /volunteer member shall knowingly make statements which are false and made concerning the qualifications or integrity of an elected official.

-No Village trustee or employee shall represent a personal opinion as that of the Village. Official Village statements, in all media, shall be presented by Village Manager, Village President or authorized personnel. This subsection shall not apply to statements by elected officials made in the course of fulfilling the responsibilities of their office or in running for election to office, nor shall it apply to the professional opinions of Village officials or employees rendered in the course of performing their duties, provided that such opinions are clearly identified as professional opinions.

Enforcements of Standards

Preserving the integrity of the Village is important to all Village trustees, employees and commission/volunteer members. Complaints of questionable actions need to be handled with fairness, honesty, evenhandedness and sincerity to preserve the integrity of the Village. The Village's reputation depends on how people perceive that the Village, whatever the issue or set of circumstances, will act with integrity to determine and discipline violations of this Ethics Ordinance.

Anyone may complete the complaint form or submit notice of the alleged violation. Such notice must be signed.

(We did not put a time frame when a complaint could be submitted since a potential violation could be noticed well after the alleged violation.)

Anyone filing a false complaint may be subject to the penalty for perjury.

Complaints regarding employees will be directed to Village Manager for evaluation and disciplinary action, if necessary. In cases where a member of a union, compliance with applicable union policies and procedures shall occur.

If the complaints involved the Village Manager, it will be directed to the Village Attorney by the Village President.

Complaints/complaint form regarding a Village trustee or Village President shall be forwarded to the Village Attorney by the Village Manager. **(There was not agreement if it should go to the manager or clerk. This is where written policy becomes imperative. We recommend that the complaint be forwarded to the Village attorney in a sealed envelope.)**

Complaints regarding appointed or volunteer individuals be directed to President since the President appointed them with Council approval.

Regarding all violations, matters, the alleged violator will be given a copy of the complaint within 7 days of the receipt of the complaint. Within 30 days of the receipt of the complaint the investigating party, Manager, Attorney or President, shall issue a report indicating a violation may have occurred or dismiss the complaint.

In the case of a trustee the report shall be sent to the Village Council.

Upon receiving the report, the Village Council President , or Village Council President Pro Tem, in the case of alleged violation by the Village President, may require the setting of a public hearing at regular meeting or special meeting of the Village Council to determine whether a violation has occurred. In complaints alleging a violation by a trustee of the Village Council, that member shall not take part in any proceedings related to the complaint as a Village Council member. The alleged violator is the only person who can request a closed meeting.
(Should there be a time frame from when the report is received to the public hearing?)

The Council may reject the complaint or take action.

The Village Council may impose sanctions on a trustee whose conduct does not comply with the Village's ethical standards. Sanctions may include reprimand, formal censure, **removal from office. (*Since the Governor is the only person who can remove an elected official from office, should this be removed?)**

Severability clause

This ordinance becomes effective.....

Village of Elk Rapids
Memorandum

To: Village President Janisse
and All Village Trustees

From: William J. Cooper, Village Manager

Date: July 1, 2019

Subject: Wastewater Collection Study – What would it take to Connect the rest of the Village to our Sewer System

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A short while ago, you were approached by Joe Short with a request to connect all remaining properties in the Village to our sewer system, with the Village covering the cost. This would be a total change to our usual approach of accomplishing a project of this type via a special assessment for each homeowner affected. As a result of Joe's request, you directed me to have a study done to determine what it might take to connect all remaining properties within the Village. With your approval we hired Gosling Czubak to accomplish this study.

Gosling's detailed report is attached. This report includes their recommended approach, along with a cost estimate for completing the work. While their report contains a lot of detail, the following is a brief summary of their findings:

1. There are a total of 69 properties, 60 homes that are currently not connected to our system. These properties were broken down into three areas in order to more clearly identify what would need to be done in each area. This is critical as the requirements for each area are different.
2. The total cost of this project is estimated at $2,555,000, that is the cost to the Village for installing the main lines that would be needed.
3. Gosling determined the current average monthly cost for sewer for a residential customer, assuming 4,000 gallons of usage, is $64.43. Since we would have to bond for this project, we would have to pass the cost of the new bond to ALL of our customers. The average monthly cost would increase to $72.73, an increase of $8.30. This would be applied to the flat rate as it is addressing a capital investment and we would need to assure a consistent monthly revenue.
4. Gosling also determined that the average cost for a homeowner to connect to the new sewer system would be $8,000. This is truly an average as some homeowners could pay substantially more due to long connection runs and/or the need to install grinder pumps.

5. If the entire project were to be done via special assessments, the cost per homeowner would vary depending on the area due to distances for pipes, installation or upgrades to lift stations and other required improvements. The special assessment costs are estimated at:
    - Mitchell Street - $20,000 per homeowner
    - Green Acres, etc. - $62,000 per homeowner
    - Meguzee Point - $38,000 per homeowner
    - For all locations, as noted above, there is the additional cost for each homeowner to connect to the system which was identified as an average of $8,000. While the Special Assessment is normally spread over 20 years, the connection cost would be an immediate cost to the homeowner.

As noted, this is a summary of their findings/recommendations, their detailed report is attached.

Please let me know if you have any questions, or if you want us to proceed with this project.

MEMORANDUM

Village of Elk Rapids - Wastewater Collection Study

To:	William Cooper	Date:	June 25, 2019
From:	Tim Korson, P.E.	Re:	Village of Elk Rapids - Wastewater Collection Study
cc:	Doug Coates, P.E. Mark Hurley, P.E.		

1.0 INTRODUCTION

The Village of Elk Rapids wastewater collection system is comprised of 12 miles of gravity sewer ranging in size from 8-inch to 21-inch. The system collects wastewater from 1,022 total customers. The Village is evaluating the expansion of its sanitary wastewater collection system to serve residents within the Village limits but not currently connected to the Village system. Residents not connected to the existing collection system currently use individual onsite storage and treatment systems. The improvements being evaluated are divided into the following three project areas:

Project Area 1 - Waldemar Mitchell

Project Area 2 - Green Acres Ln, Lakeland Pl, Jackson Rd, from 335 Meguzee Point Rd north to Third Street and Third Street from Meguzee Point Road to Green Acres Ln

Project Area 3 - Meguzee Point Rd – from 339 Meguzee Point Rd to Rivershore Dr

Figure 1 shows the three project areas in addition to showing the proposed improvements and are located at the end of this report. Cost projections are based on conceptual design. More detailed design is needed if the project is implemented.

2.0 WASTEWATER COLLECTION IMPROVEMENTS

2.1 Project Area 1 - Waldemar Mitchell

The proposed improvements for Project Area 1 are for a grinder pump collection system. The improvements include 1,500 feet of 2-inch force main, 16 grinder pump service leads to the property line, removal and replacement of the existing road and restoration. Based on current property maps, the improvements would extend the system to up to 16 properties, one of which is vacant. A grinder pump

collection system is proposed for this area because of the high water table, poor soils, existing utilities, and several customers are already using grinder pumps. The proposed method of installation is open cut trench rather than directional drill because of existing soils and unknown location of existing utilities. Because of the installation methods, it is assumed the road will be sufficiently disturbed and need to be replaced. The opinion of cost for the improvements is $319,000. The Project Area 1 schedule of costs are presented in Table 1. The improvements for Project Area 1 are shown in Figures 1 and 2.

Table 1- Project Area 1 Opinion of Cost Schedule

Item	Quantity	Unit	Unit Price	Cost
Mobilization	1	L.S.	$11,200	$11,200
Traffic Control	1	L.S.	$10,500	$10,500
Pavement crushing (1500 l.f. by 22 ft. wide)	3700	S.Y.	$4	$14,800
2" Force Main	1500	L.F.	$20	$30,000
Sand Backfill	1500	L.F.	$25	$37,500
Connect to Existing System	1	L.S.	$10,000	$10,000
Grinder Pump Leads	528	L.F.	$52	$27,192
Dewatering	1500	L.F.	$26	$39,000
Additional agg. base (2" thick)	340	Ton	$20	$6,800
Pavement replacement (22 ft. wide by 3" thick)	600	Ton	$75	$45,000
Grass restoration (20 ft. wd.)	0.69	Ac.	$18,412	$12,680
			Subtotal	$244,672
			30% ELAC	$73,402
			Rounded Total	$319,000

It is assumed the grinder pumps for each service will be installed at the property owners expense. Therefore, the cost for the grinder pumps are not included in the estimate. The Village's policy is the grinder pumps and service to the main will be the property of the individual customer who will be responsible for there maintenance. The estimated cost for each grinder pump and service installation is $8,000.

2.2 Project Area 2 - Green Acres Ln, Lakeland Pl, Jackson Rd, from 335 Meguzee Point Rd north to Third Street and Third Street from Meguzee Point Road to Green Acres Ln

Two wastewater system expansion options were evaluated for Project Area 2. Option 1 includes a gravity wastewater collection system that is pumped by a new lift station to the existing wastewater collection system. For Option 1, customers on the east side of Jackson Rd will require grinder pumps because they are at an elevation to low to connect to the proposed gravity sewer. Option 2 includes a gravity and grinder pump system connecting to the existing Pump Station No. 3 located on Third St west of Meguzee Point Rd. Based on current property maps, the improvements will add 37 new properties, four of which are vacant.

2.2.1 Project Area 2 - Option 1

The proposed improvements for Project Area 2 Option 1 are for a gravity collection and pump station system. The system includes a 4,950 feet of 8-inch gravity sewer, 2,100 feet of 4-inch force main, 27 service leads, 10 grinder pump service leads to the property line, new pump station, demolition of existing Pump Station No. 3, removal and replacement of the existing road, and restoration. Costs associated with grinder pumps are described in Section 2.1. The opinion of cost for the improvements is $1,626,000. The improvements for Project Area 2 Option 1 are shown in Figure 1. The Project Area 2 – Option 1 schedule of costs are presented in Table 2.

Table 2 - Project Area 2 Option 1 Opinion of Cost Schedule

Item	Quantity	Unit	Unit Price	Cost
Mobilization	1	L.S.	$46,000	$46,000
Traffic Control	1	L.S.	$5,000	$5,000
Pavement crushing (5,850 L.F. by 22 ft. wide)	14,300	S.Y.	$4	$57,200
8" Gravity Sewer	4,950	L.F.	$60	$297,000
Manholes	14	Ea.	$5,000	$70,000
Connect to Existing System	1	L.S.	$10,000	$10,000
Lift Station	1	Ea.	$280,000	$280,000
4" Force Main	2,100	L.F.	$40	$84,000
Wyes	27	Ea.	$500	$13,500
6" Service lead	729	L.F.	$82	$59,778
Grinder Pump Leads	330	L.F.	$52	$16,995
Dewatering	4,950	L.F.	$13	$64,350
Additional agg. base (2" thick)	1,290	Ton	$20	$25,800
Pavement replacement (22 ft. wide by 3" thick)	2,300	Ton	$75	$172,500
Grass restoration (20 ft. wd.)	2.69	Ac.	$18,000	$48,347
			Subtotal	$1,250,470
			30% ELAC	$375,141
			Total	$1,626,000

2.2.2 Project Area 2 - Option 2

The proposed improvements for Project Area 2 Option 2 are for a part gravity collection and part grinder pump system connecting to the existing Pump Station No. 3 located on Third St. The system includes 1,258 feet of 8-inch gravity sewer, 946 feet of 3-inch force main, 2,714 feet of 2-inch force main, 5 service leads, 32 grinder pump service leads to the property line, removal and replacement of the existing road and restoration. Costs associated with grinder pumps are described in Section 2.1. The opinion of cost for the

improvements is $765,000. The improvements for Project Area 2 Option 2 are shown in Figure 2. The Project Area 2 – Option 2 schedule of costs are presented in Table 3.

Table 3 - Project Area 2 Option 2 Opinion of Cost Schedule

Item	Quantity	Unit	Unit Price	Cost
Mobilization	1	L.S.	$27,800	$27,800
Traffic Control	1	L.S.	$5,000	$5,000
Pavement crushing (4950 L.F. by 22 ft. wide)	12,100	S.Y.	$4	$48,400
8" Gravity Sewer	1,258	L.F.	$60	$75,480
Manholes	4	Ea.	$5,000	$20,000
Connect to Existing System	1	L.S.	$10,000	$10,000
Wyes	5	Ea.	$500	$2,500
6" Service lead	165	L.F.	$82	$13,530
2" Force Main	2714	L.F.	$20	$54,280
3" Force Main	946	L.F.	$23	$21,758
Grinder Pump Leads	1221	L.F.	$52	$62,882
Dewatering	4,950	L.F.	$13	$64,350
Additional agg. base (2" thick)	1,090	Ton	$20	$21,800
Pavement replacement (22 ft. wide by 3" thick)	2,000	Ton	$75	$150,000
Grass restoration (20 ft. wd.)	0.58	Ac.	$18,000	$10,397

Subtotal	$588,176
30% ELAC	$176,453
Total	$765,000

2.2.3 Option 1 and 2 Advantages and Disadvantages

The advantage of Option 1 is its simplicity. Option 1 is primarily a gravity collection system, which requires less cost to operate and maintain. The disadvantage of Option 1 is its initial cost. The immediate advantage of Option 2 is the initial cost to the Village is less than Option 1. However, the disadvantages of Option 2 are the initial cost does not include the individual customer costs and the long term costs to maintain the pumps and other features.

2.3 Project Area 3 - Meguzee Point Rd – from 339 Meguzee Point Rd to Rivershore Dr

The proposed improvements for Project Area 3 are for a gravity collection system connecting to the existing wastewater collection system. The system includes a 2,750 feet of 8-inch gravity sewer, 16 service leads, removal and replacement of the existing road, and restoration. Based on current property maps, the improvements would add 16 new properties, 3 of which are vacant. The opinion of cost for the improvements is $610,000. The Project Area 3 schedule of costs are presented in Table 4. The improvements for Project Area 3 are shown on Figures 1 and 2.

Table 4 - Project Area 3 Opinion of Cost Schedule

Item	Quantity	Unit	Unit Price	Cost
Mobilization	1	L.S.	$22,200	$22,200
Traffic Control	1	L.S.	$4,200	$4,200
Pavement crushing (2800 l.f. by 22 ft. wide)	6,900	S.Y.	$4	$27,600
8" Gravity Sewer	2,750	L.F.	$60	$165,000
Manholes	7	Ea.	$5,000	$35,000
Connect to Existing System	1	L.S.	$10,000	$10,000
Wyes	16	Ea.	$500	$8,000
6" Service lead	528	L.F.	$82	$43,296
Dewatering	2,750	L.F.	$13	$35,750
Additional agg. base (2" thick)	630	Ton	$20	$12,600
Pavement replacement (22 ft. wide by 3" thick)	1,100	Ton	$75	$82,500
Grass restoration (20 ft. wd.)	1.26	Ac.	$18,000	$22,727
			Subtotal	$468,873
			30% ELAC	$140,662
			Total	$610,000

2.4 Waste Wastewater Collection Improvements Cost Summary

The total cost of improvements for Project Area 1, Project Area 2 – Option 1, and Project Area 3 (Option 1) is $2,555,000. The total cost of improvements for Project Area 1, Project Area 2 – Option 2, and Project Area 3 is $1,694,000. The cost differs due to the difference in costs for the two improvement options for Project Area 2. The cost difference is $861,000. The opinions of cost and the resulting difference do not include the home owners costs for the grinder pumps, which are included as part of the overall work for Project Area 1 & Project Area 2.

3.0 SEWER RATE EVALULATION

3.1 Current Sewer Rates

- Monthly Ready to Serve Charge $35.79
- Consumption Charge per 1,000 Gallons $7.16

Based on a residential customer average monthly usage of 4,000 gallons, the average monthly bill is $64.43.

3.2 Debt Repayment Summary

The Village will need to finance the construction of the sewer improvements. The current rates for funding are as follows:

- State Revolving Fund (SRF) 20 Year 2% (25% Premium Applied to Opinion of Cost for Prevailing Wage Requirement)
- Rural Development Fund (RD) 40 Year 3.375%
- Open Market (OM) 20 Year 3.5%

Based on the rates listed above and the opinion of costs described in Section 2, the annual repayment amounts to implement all improvements under each loan are summarized in Table 5. The advantage of the lower interest rate and longer repayment period is the annual cost is lower than a shorter repayment period. The disadvantage of a longer repayment period is the Village pays more interest over time than using a shorter repayment period.

Table 5 - Annual Repayment, Average Percent Increase Per Customer, and New Average Bill for Residential Customer Schedule for Each Funding Option

Option	Opinion of Probable Cost	Method of Financing		
		SRF-20 (+25%)	RD-40	OM-20
Option 1				
Total Cost	$ 2,555,000			
Annual Debt Increase		$194,535	$116,873	$178,707
Rate Increase		14.0%	8.4%	12.9%
Typical Sewer Bill		$73.47	$69.86	$72.73
Option 2				
Total Cost	$ 1,694,000			
Annual Debt Increase		$128,979	$77,488	$118,485
Rate Increase		9.3%	5.6%	8.5%
Typical Sewer Bill		$70.42	$68.03	$69.93

3.3 Sewer Rate Adjustment

The sewer rate analysis performed for this study assumes the cost will be divided over all its customers. This approach was applied as instructed by Village. Typically, these projects would be paid for by means of a special assessment.

The Village sewer budget for 2019 includes appropriations in the amount of $1,387,168. The annual sewer budget will need to increase based on the annual payment amounts described in Section 3.2. The effect on the average customer rate is estimated based on the percent increase to the sewer appropriations budget. Table 5 shows the percent increase per customer for each funding option. Presented in Table 5, the greatest percent increase and monthly bill corresponds with Option 1 at 14%, (average monthly bill increased to $73.44) using the SRF. The lowest increase is for Option 2, (average monthly bill increased to $68.02) using the RD. In addition to the increase in sewer rates, the costs do not include the connection fee charged by the Village to new customers which is currently $1,645. The addition of 60 new customers will reduce these increases by a nominal amount. A more detailed rate analysis should be performed if the project proceeds.

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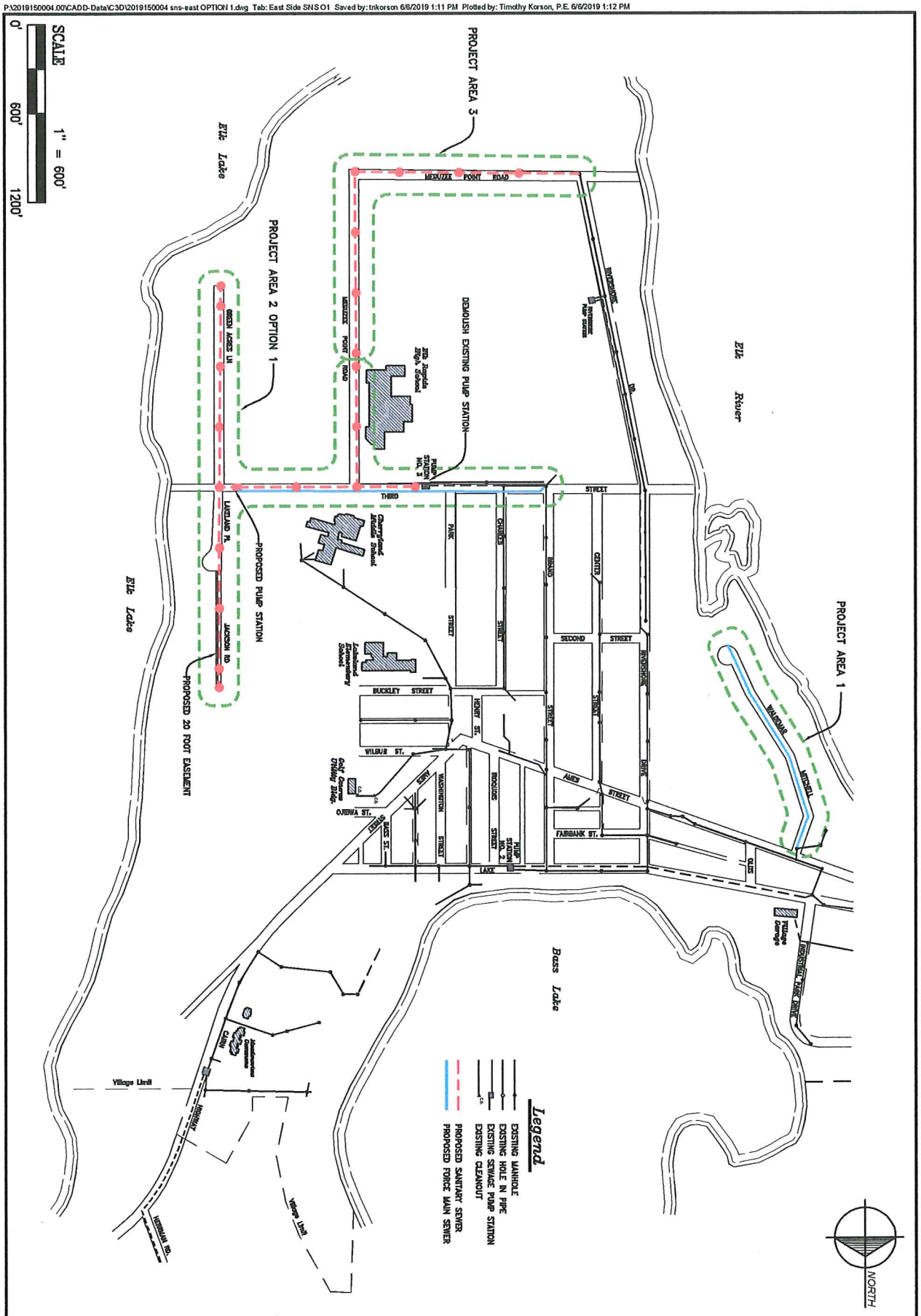

Location:

VILLAGE OF ELK RAPIDS,
ANTRIM COUNTY,
MICHIGAN

Sheet 1 of 2

Proposed Sanitary Sewer Extensions
Figure 1
Village of Elk Rapids

Job #:	2019150004.00
Date:	05/02/2019
Scale:	1" = 600'
Drawn:	jrl
Chk'd.:	TNK
Rev.:	05/17/2019

Gosling Czubak
engineering sciences, inc.
1280 Business Park Drive, Traverse City, Michigan
231-946-9191 800-968-1052
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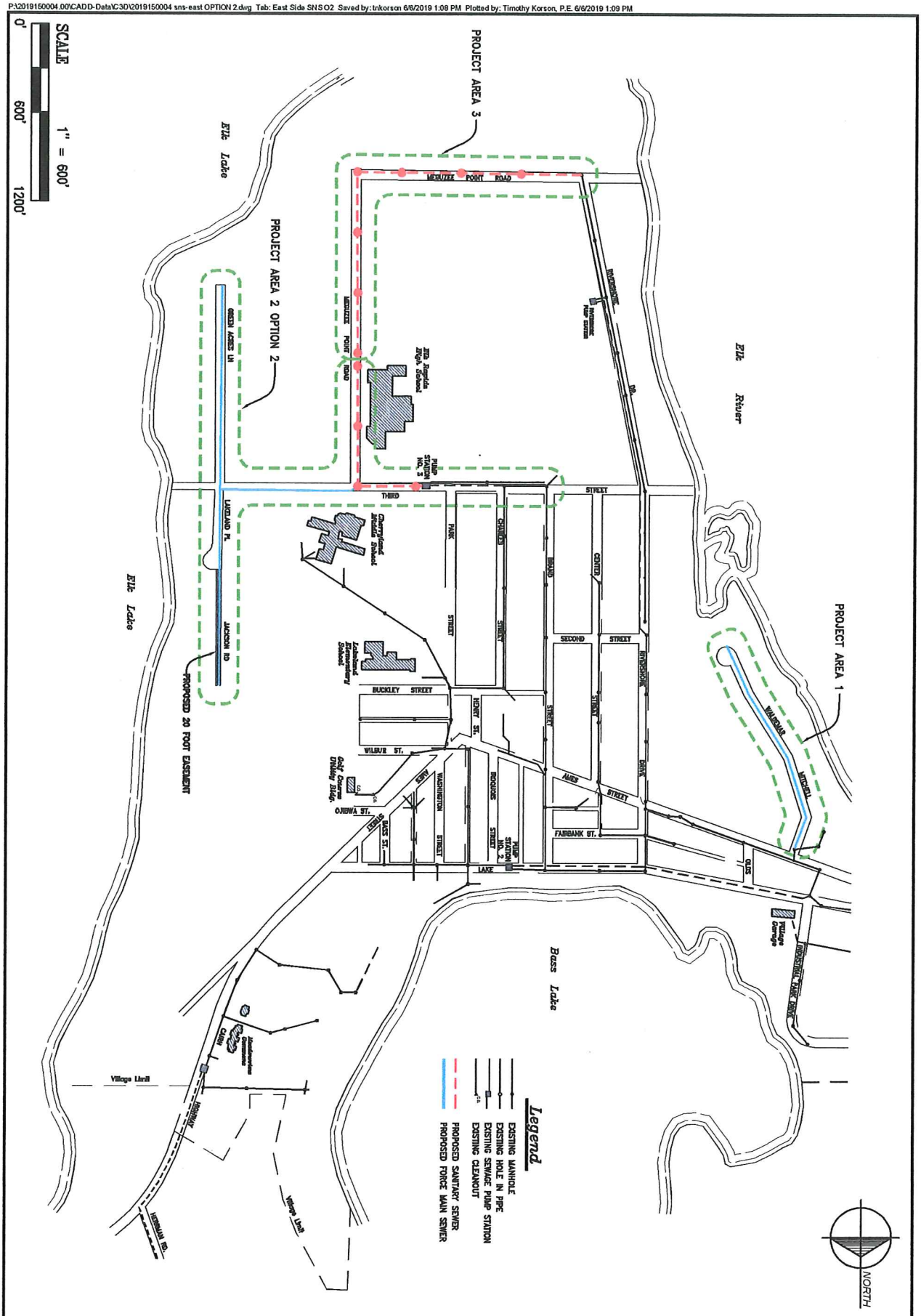
CIVIL ENGINEERING | SURVEYING | ENVIRONMENTAL SERVICES | GEOTECHNICAL
CONSTRUCTION SERVICES | DRILLING | LANDSCAPE ARCHITECTURE

P:\2019150004.00\CADD-Data\C3D\2019150004 sns-east OPTION 2.dwg Tab: East Side SNS O2 Saved by: tnkorson 6/6/2019 1:09 PM Plotted by: Timothy Korson, P.E. 6/6/2019 1:09 PM



Location: VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN Sheet 2 of 2	**Proposed Sanitary Sewer Extensions Figure 2 Village of Elk Rapids**	Job #: 2019150004.00 Date: 05/02/2019 Scale: 1" = 600' Drawn: jrl Chk'd.: TNK Rev.: 05/17/2019	GoslingCzubak engineering sciences, inc. 1280 Business Park Drive, Traverse City, Michigan 231-946-9191 800-968-1062 www.goslingczubak.com info@goslingczubak.com CIVIL ENGINEERING | SURVEYING | ENVIRONMENTAL SERVICES | GEOTECHNICAL CONSTRUCTION SERVICES | DRILLING | LANDSCAPE ARCHITECTURE

Village of Elk Rapids

315 Bridge Street
P.O. Box 398
Elk Rapids, MI 49629-0398

Phone: 231-264-9274
Fax: 231-264-6337

To: President Janisse and Village Trustees

From: Matt Lafferty, Planning and Zoning Administrator

Date: June 26, 2019

Re: Sign Ordinance Amendments (1st Reading)

The Planning Commission initiated amendments to Section 529, Signage and associated definitions, of the Zoning Code, due to a recent U.S. Supreme Court decision described below. At a duly advertised and noticed public hearing on June 25, 2019, the Planning Commission recommended approval of the language as set forth to the Village Council.

Attached is a draft of proposed edits to the sign ordinance. Additions are in bold blue and deletions are crossed out in red. This amendment was prompted by a U.S. Supreme Court decision of the case of *Reed v Town of Gilbert, AZ* that held the town's sign ordinance unconstitutional. The Supreme Court found that a sign ordinance cannot regulate signs based on the content (e.g., political signs and ideological/church signs). The Michigan Municipal League advises that if you need to read the message on a sign to determine how it is regulated, then the regulation is content-based (unconstitutional).

A large portion of discussion involved regulating temporary signage in an impartial manner while observing current trends for yard signs during or leading up to events, such as an election.

In summary, the village may regulate by district, type, size, location, and amount of time displayed. Attached is our existing sign ordinance—with only those changes necessary to comply with this court decision. All else remains the same. Please feel free to call or email with any questions.

EQUAL HOUSING OPPORTUNITY
EEO Equal Opportunity Employer

Proposed Ordinance #498 (1st Reading)
Section 529. Signage
& Chapter 200 – Definitions (Signage)

CH. 200 – DEFINITIONS *(excerpt)*

- **SIGN, DEFINITIONS OF.**

a. **AWNING SIGN.** A **sign on a** permanent ~~or temporary~~ awning/canopy projecting over an entrance and/or window of a commercial business structure ~~which may include a business identification message, symbol and/or logo.~~**.**

b. **BANNER.** A sign made of natural, synthetic, or plastic material ~~used to call attention to a land use or product, service, or activity,~~ not including pennants or flags.

c. **BILLBOARD**. An off-premises sign owned by a person, corporation or the entity that engages in the business of selling the advertising space on that sign to an establishment, business, merchandise, service, or entertainment which is not sold, produced, manufactured, or furnished on the property on which said sign is located.

d. **BUSINESS CENTER SIGN.** A sign which gives the name and other identification for a business center~~, names of individual businesses in the center, and direction to the center. However, such sign does not contain any additional information regarding individual stores, businesses, institutions, or organizations located within the complex or contiguous stores.~~**.**

e. **CHANGEABLE COPY SIGN.** A sign with a fixed or changeable display or message that may be changed by manual means.

~~f. **COMMERCIAL ADVERTISING SIGN.** A sign, banner or flag erected in connection with a commercial advertising event such as a grand opening, merchandise sale or special service offering.~~

~~g. **CONSTRUCTION SITE SIGN.** A sign that identifies the project, owner or developer, architect, engineer, contractor and sub-contractors, funding sources, and containing related information including, but not limited to, sale or leasing information.~~

~~h.~~**f. ELECTRIC MESSAGE SIGN.** A sign with a fixed or changeable display or message composed of a series of lights that may be changed through electronic means.

~~i.~~**g. FLAG**. A sign made of natural, synthetic, or plastic material having a distinctive size, color, and design used as an identifying symbol or emblem.

~~j.~~**h. FLASHING SIGN**. Any illuminated sign on which the artificial light is not maintained stationary and constant in intensity and color when such sign is in use.

~~k.~~**i. GROUND SIGN.** A sign permanently supported by one or more uprights, poles, braces or some other structure placed in the ground surface and not attached to any building.

~~l. **HOME OCCUPATION SIGN.** A non-illuminated sign announcing a home occupation, bed and breakfast, or professional service.~~

~~m. **IDENTIFICATION SIGN.** A sign containing the name of a business operating on the premises where located, the type of business, the owner and/or the street address and setting forth no other advertisement display.~~

j. ILLUMINATED SIGN. A sign with an artificial light source incorporated internally or externally.

~~n.~~**k. INCIDENTAL SIGN. A sign that is associated with a principal structure that contains information necessary for public safety, health and welfare. Examples of incidental signs include handicapped signs, no smoking signs, signs used to designate bathrooms, entrance signs, and EBT (Bridge Card) signs.**

~~o. **INFORMATION SIGN.** A small, non-advertising sign used to identify architectural features of a land use, such as building entrances, drop boxes, restrooms, handicapped ramps, and similar features.~~

~~p. **INGRESS-EGRESS SIGN.** A sign located adjacent to the entrance or exit drives of~~

~~a development to identify the points of vehicular ingress and egress.~~

~~q.~~ **MARQUEE SIGN.** An identification sign ~~attached to a marquee, canopy, or awning~~**that is a permanent structure of rigid materials supported by and extending from, or above, a building, such as the entrance of a theatre or hotel**.

~~r.~~**l. NON-CONFORMING SIGN.** A sign that was lawful upon the date it was commenced and has not been abandoned, and has not been unlawfully expanded or extended, but which does not conform to one or more of the regulations set forth in this Code.

~~s. **OFF-PREMISES ADVERTISING SIGN.** A sign which contains a message about a business or profession conducted – or a commodity, service, or activity offered – other than where the sign is located.~~

~~t.~~**m. PENNANT.** A small, often triangular, tapering flag used in multiples as a device to call attention to a land use or activity.

~~u.~~**n. PORTABLE SIGN.** A freestanding sign not permanently anchored or secured to either a building or the ground, including trailered or similarly mounted signs or signs on parked vehicles where the sign is the primary use of the vehicle or wheeled object.

~~v.~~**o. PROJECTING SIGN.** A sign which is affixed to any building or structure other than a marquee and which projects so that the message is not parallel to the wall to which it is attached.

~~w.~~**p. ROOF SIGN.** A sign which is erected or painted over or on the roof of a building. No sign may extend above any parapet or be placed upon, cantilevered over or otherwise suspended above any roof surface. For purposes of this Article, roof surfaces constructed at an angle of 75 degrees or more from horizontal (such as mansard roofs) shall be regarded as wall space. This division shall not apply to displays, including lighting, erected in connection with the observation of holidays on the roofs of residential structures.

~~x. **SEASONAL COMMODITY SIGN.** A non-portable, on or off-premise sign which indicates the name of the farm, the sale of fresh fruit or vegetables produced seasonally on the premises, the location of the premises, and/or hours open to the public.~~

~~y.~~**q. SIGN.** Any identification, description, illustration, display, or device, illuminated or non-illuminated, which is visible from any public place or is located on private property and exposed to the public~~ and which directs attention to a product, service, place, activity, person, institution, business, or solicitation~~. ~~**SIGN** includes any permanently installed or situated merchandise or any emblem, painting, banner, pennant, placard, or temporary sign designed to advertise, identify, or convey information, except for window displays and national, state, municipal, and institutional flags. Removal of a sign includes removal of all sign support structures.~~

~~z.~~**r. SIGN FACE.** That part of a sign structure which is used to communicate graphically a message or announcement.

~~aa.~~**s. SIGN MAINTENANCE.** The cleaning, painting, repairing or replacing of defective parts of a sign in a manner that does not alter the copy, design, or structure of the sign.

~~bb. **SUBDIVISION SIGN.** A freestanding sign for a subdivision plat, illustrating the plat and indicating the location and/or availability of lots within the plat.~~

~~cc.~~**t. TEMPORARY SIGN.** A display sign, banner or ~~advertising device~~**flag** with or without a structural frame intended for a limited period of display~~, including displays for holidays or public demonstrations.~~

~~dd.~~**u. TOURIST ORIENTED DIRECTIONAL SIGN (TODS).** A sign authorized and permitted by the State, to provide motorists with advance notice of a lawful cultural, historical, recreational, educational, or commercial activity that is annually attended by 2000 or more people and for which a major portion of the activity's income or visitors

are derived during the normal business season for motorists not residing in the immediate area of the activity.

v. **WALL SIGN.** A sign attached directly to or painted upon a building wall ~~which does not project more than 12 inches therefrom~~. The exposed face of the sign must be in a plane parallel to the building wall or structure~~, such as a water tower~~. The sign shall not extend above the height of the building, wall, or structure.

~~ee.~~**w. WALL AREA. The area of any single front, rear, or side wall of a building including doors and windows.**

§529. SIGNAGE.

A. PURPOSE.

1. The purpose of this section is to provide for the regulation of ~~advertising and outdoor~~ signs of all types in a manner which does not significantly restrict the content thereof, while:

   a. Recognizing the mass communications needs of all parties;

   b. Protecting property values, enhancing the physical appearance of the Village, and preserving neighborhood character;

   c. Creating a more attractive business climate by encouraging compatible designs within given areas;

   d. Promoting pedestrian and traffic safety by reducing sign obstructions and other hazards; and,

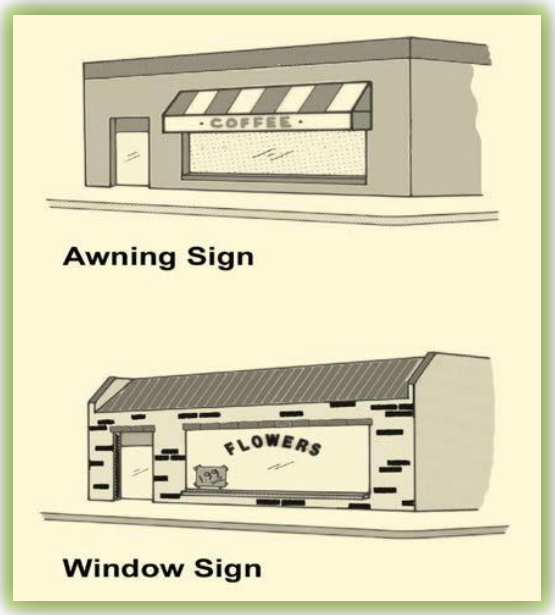
   e. Promoting community environmental and aesthetic values.

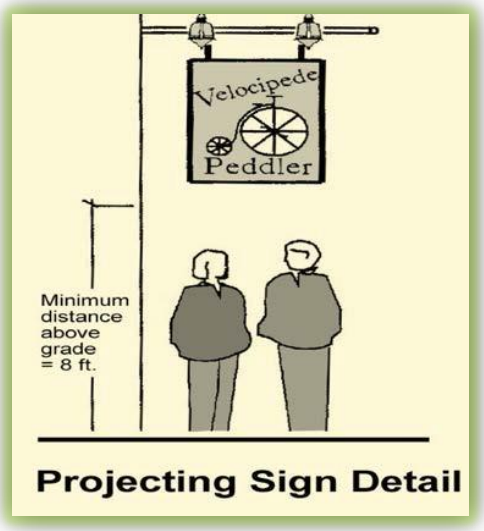
2. Window signs visible from the outdoors are not regulated by this section.

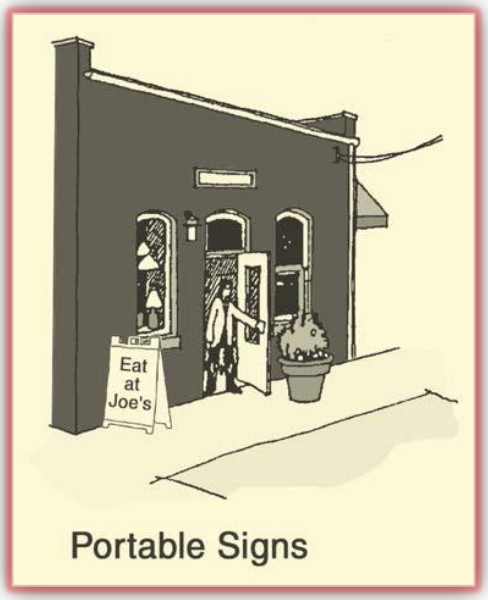
3. Compliance with this Zoning Code does not assure compliance with other county, state, or federal sign regulations, nor does the issuance of a Sign Permit grant permission to the applicant to place signs on any property including road rights-of-way other than property owned or otherwise legally under the control of the applicant. The issuance of a Sign Permit only assures the applicant that the sign meets the requirements of this Zoning Code.

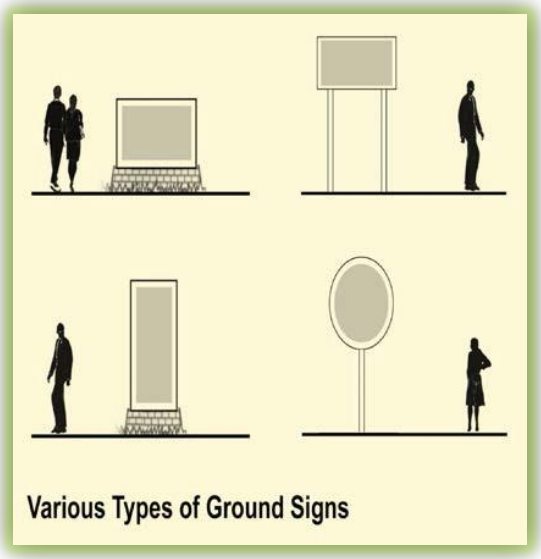
B. DEFINITIONS RELATED TO SIGNS. See Chapter 200, Definitions.

SIGN ILLUSTRATIONS

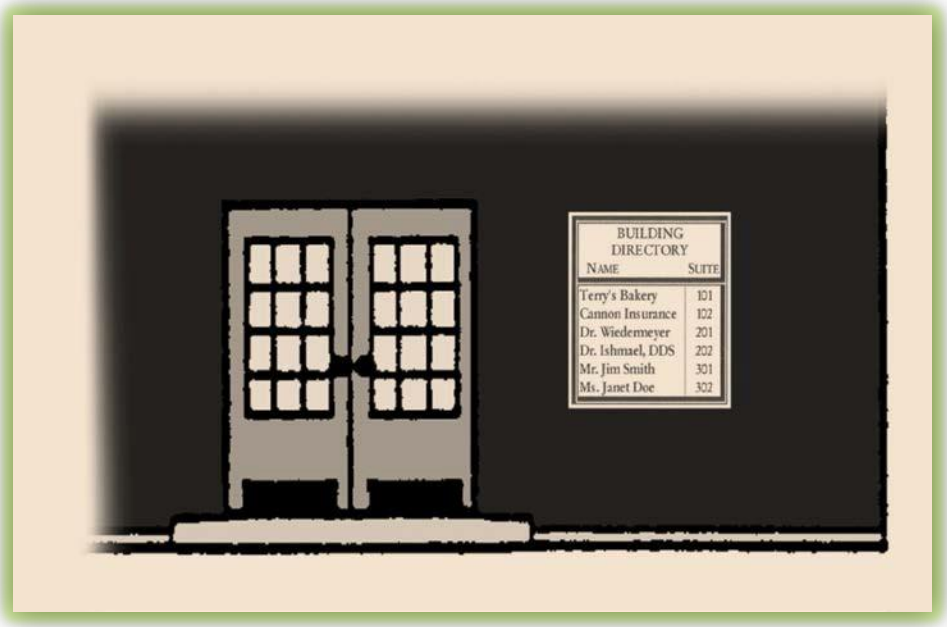




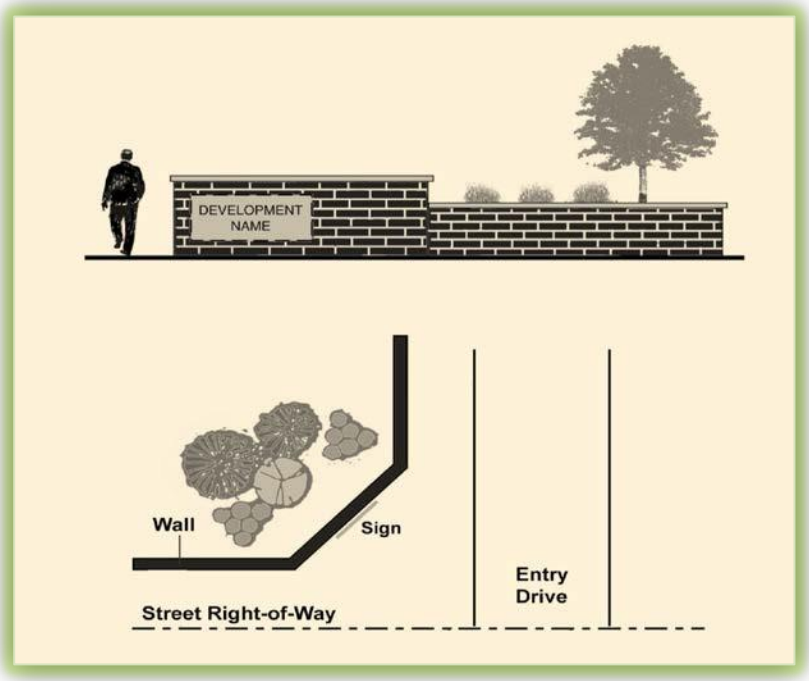




SIGN ILLUSTRATIONS

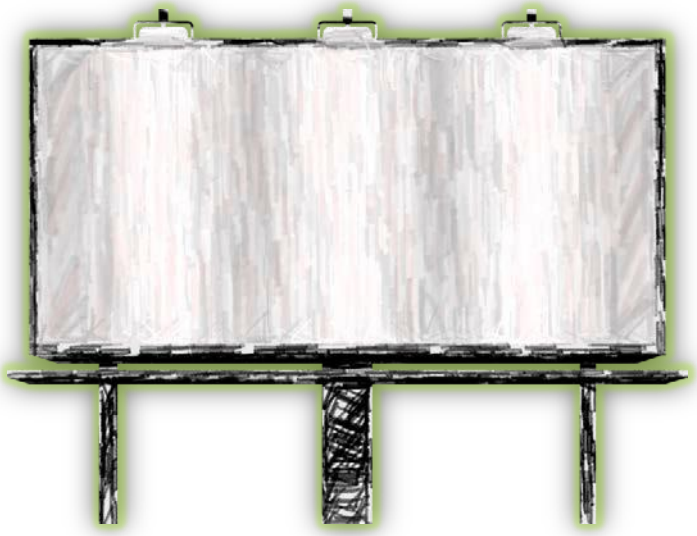


WALL SIGN



~~SUB-DIVISION SIGN~~

SIGN ILLUSTRATIONS



BILLBOARD

SIGNABLE AREA

C. DETERMINATION OF NUMBER OF SIGNS.

1. For the purpose of determining the number of signs, a sign shall be considered a single sign when the display surface or display device containing elements is organized, related, and composed to form a unit. Where elements are displayed in a random manner without organized relationship, each element shall be considered a single sign.

2. A two-sided or multi-sided sign shall be regarded as one sign so long as:

   a. With respect to a V-type sign, the two sides are at no point separated by a distance that exceeds five feet: and

   b. With respect to double faced (back to back) signs, the distance between the backs of each face of the sign does not exceed three feet.

D. COMPUTATION OF SIGN FACE AREA.

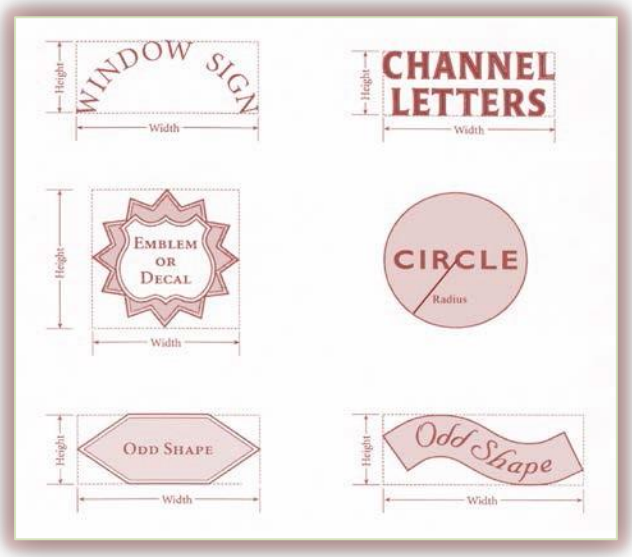
1. The sign face area shall be computed by including the entire area within a single, continuous perimeter of not more than eight straight lines, or a circle or an ellipse, enclosing the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework or bracing that is clearly incidental to the display itself.

2. If the sign consists of more than one section or module, all of the area, including that between sections or modules, shall be included in the computation of the sign face area.

3. With respect to two-sided, multi-sided or three-dimensional signs, the sign face area shall be computed by including the total of all sides designed to attract attention or communicate information. Without otherwise limiting the generality of the foregoing:

a. The sign face of a double-faced, back-to-back sign shall be calculated by using the area of only one side of such sign, so long as the distance between the backs of such signs does not exceed three feet.

b. The sign face area of a double faced sign constructed in the form of a "V" shall be calculated by using the area of only one side of such sign (the larger side if there is a size difference), so long as the interior angle of the "V" does not exceed 30º and no point does the distance between the backs of such sides exceed five feet.



COMPUTATION OF SIGN FACE AREA

E. PROHIBITED SIGNS. The following signs shall not be allowed in any district and shall be considered a violation of this Code:

1. Signs which are not consistent with the standards of this Zoning Code.

2. Signs that are not ~~legible,~~ safe, and/or securely affixed to the support structure.

3. Signs which appear to attempt to regulate, warn, or direct the movement of traffic on public thoroughfares or which interface with or resemble any official traffic sign, signal, or

device.

~~4. Commercial advertising flags, and all types of banners, pennants, streamers, and devices attached to the ground or buildings, excepting those banners and commercial advertising flags approved under §529.F., below.~~

~~5.~~**4.** Revolving, moving, or flashing signs.

~~6.~~**5.** Signs other than utility company signs affixed to power utility poles or other utility structures or fixtures.

~~7.~~**6.** Signs located so as to interfere with the view necessary for motorists to proceed safely through intersections or to enter onto or exit from public streets or private roads.

~~8. Signs which do not relate to an existing business or product or service.~~

~~9. Signs which are illegal under state laws or regulations and applicable local ordinance or regulations.~~

~~10.~~**7.** Signs, except those established, maintained or approved by municipal, county, state, or federal governments, located in, projecting into, or overhead within a public right-of-way or dedicated public easement.

~~11.~~**8.** Signs that project above the maximum height limitations of the zoning district in which it is located.

~~12.~~**9.** Ground signs in excess of 10 feet in height with the exception of Billboards as defined in §529.H., Footnote 17, below.

~~13.~~**10.** Roof signs.

~~14. Off-premise signs that are not allowed in other sections of this ordinance.~~

~~15. Off-premise signs that do not relate to activities in, or information about property, in the Village of Elk Rapids.~~

F. SIGNS EXCLUDED FROM SIGN PERMIT. The following signs are permitted without a Sign Permit but shall conform to the requirements set forth herein as well as all other applicable requirements of this section:

~~1. Signs not exceeding six square feet in area that are associated with residential use and that are strictly not of a commercial nature, such as signs giving property identification names or numbers or names of occupants, signs on mailboxes or newspaper tubes, and signs posted on private property relating to private parking or warning the public against trespassing or danger from animals.~~

~~2.~~**1.** Signs erected by, on behalf of, or pursuant to the authorization of a governmental body, including legal notices, identification, and information signs or historical markers and traffic, directional, and regulatory signs. ~~Off-premise signs of a non-commercial nature, determined to benefit the community and are related to church, non-profit organization and civic group, may be allowed by special approval of the Village Council.~~

~~3.~~**2.** Official signs ~~of a non-commercial nature~~ erected by public utilities.

~~4.~~**3.** Flags**, pennants and banners.** ~~or insignia of any governmental or nonprofit organization when not displayed in connection with a commercial promotion or as an advertising service.~~

~~5.~~**4.** Integral decorative or architectural features of buildings or works of art~~, so long as such features or works do not contain letters, trademarks, moving parts, or lights~~.

~~6. Signs directing and guiding traffic on private property that do not exceed four square feet each and that bear no advertising matter.~~

~~7. Information signs of a non-commercial nature not exceeding one square foot in sign face area.~~

5. Incidental signs associated with a principal structure that are necessary for public safety, health and welfare.

~~8.~~**6.** Automobile gasoline service stations, including any business selling gasoline, in addition to the principal signs, may attach two **(2)** other signs, not exceeding **fifteen (**15**)** square feet in display area, per side, to the column(s) of the **principal** sign ~~advertising the price of gasoline or other accessory product sold on the premises, including the advertising of accepted credit cards~~.

~~9. Subject to the requirements of §F.12.d., below, one banner or commercial advertising banner or flag.~~

~~10. Street name signs located in accordance with village standards at street intersections, not to exceed one square foot in sign face.~~

~~11.~~**7.** ~~One church announcement or bulletin board sign with a maximum size of 25 square feet, a maximum height of 6 feet and a minimum setback of 10 feet from the edge of right-of-way~~.

~~12.~~**8.** Temporary signs that conform to the following requirements as well as all other applicable requirements of this section:

~~a. Signs containing the message that the real estate on which the sign is located (including buildings) is for sale, lease, or rent, together with information identifying the owner or agent. Not more than one such sign shall be erected per site. Signs shall not exceed 12 square feet in sign face area in commercial zones or six square feet in sign face area in residential zones and shall be removed within ten days after sale, lease or rental. However, a second sign may be erected on a site having a street frontage width of 660 feet or more as long as the second sign shall not exceed 12 square feet in sign face area and shall be removed within ten days after sale, lease or rental. Off premise, directional type or "For Sale" signage is prohibited. One off premise "Open House" sign shall be allowed with a maximum sign face area of~~

~~four square feet. Such sign shall be displayed only during the hours of the open house.~~

~~b. Construction site signs. Such signs may identify the project, the owner or developer, architect, engineer, contractor and subcontractors, funding sources, and may contain related information, including but not limited to sale or leasing information. Not more than one such sign, not exceeding 12 square feet in sign face area, shall be erected per site. In the place of one large sign, up to four individual smaller signs may be erected on the site, upon the condition that each such smaller sign shall not exceed four square feet in sign face area per sign. All such signs shall be removed not later than three days after completion of individual sub-contractor work or demobilization of all construction equipment, whichever occurs first.~~

~~c. Signs erected in connection with elections or political campaigns. Such signs shall be removed within three days following the election or conclusion of the campaign. No such sign may exceed four square feet in sign face area in a residential district or 16 square feet in sign face area in a commercial or industrial district.~~

~~d. Signs, banners and commercial advertising flags erected in connection with any temporary event are subject to the following requirements:~~

a. Temporary signs located in residential (R-1, R-2, R-3, RM-L, RM-H and RM-MH) zoning districts are subject to the following requirements:

i. Not more than two (2) such signs per principal structure that are no more than (4) square feet in sign face area and less than four (4) feet in height. Such signs shall not be erected longer than thirty (30) consecutive days and shall not be erected more than ten (10) times per calendar year.

~~e.~~**b. Temporary signs located in the commercial (B-1, B-2 and B-3) and industrial (I-1) zoning districts are subject to the following requirements:**

i. Not more than ~~one~~**three (3)** such **signs** ~~sign, banner or commercial advertising~~

~~flag may~~ **shall** be located on any single lot of record.

ii. No such sign~~, banner or commercial advertising flag may~~ **shall** exceed **four (**~~2~~4**)** square feet in sign face area.

iii. ~~No sign, banner or commercial advertising flag shall be erected and/or displayed more than three days prior to the starting date of a special event and not more than three days after the end of the event. Such signs, banners or commercial advertising flags~~**Temporary signs** shall not be ~~displayed~~ **erected** longer than **thirty (**30**)** consecutive days~~. The same signs, banners or advertising flags shall not be erected and/or~~ **and shall not be erected**~~displayed~~ more than ~~three~~**ten (10)** times per calendar year.

c. Temporary signs located in the public lands (P) district are not subject to the requirements of this section. Signage shall be allowed at the discretion of the operating public entity.

d. In recognition that there is a need for additional expression of speech prior to a scheduled election, the following applies for a period of sixty (60) days prior to until five (5) days after a designated election day on which there is at least one (1) ballot item: the maximum allowable area of temporary signs shall be increased to a maximum of forty (40) square feet in total combined sign face area for all signs, regardless of content. The maximum area and height of an individual sign remains as stated in this Section.

e. One (1) additional temporary sign is allowed in all districts on a property that is offered for sale that is no more than eight (8) square feet in sign face area and does not exceed four (4) feet in height.

f. One (1) additional temporary sign is allowed in all districts on a property that is being developed under an active building permit that is no more than twenty-four (24) square feet in sign face area and does not exceed four (4) feet in height.

~~f. Signs for yard sales, estate or auction sales or other similar temporary activity signs not covered in the foregoing categories, so long as such signs meet the following restriction:~~

- ~~Not more than one such sign may be located on any lot. Not more than one off-premise sign shall be allowed.~~
- ~~No such sign may exceed four square feet in sign face area.~~
- ~~Such signs shall be allowed to be displayed only on the days of the event (not to exceed three days) and shall be removed immediately following the event.~~

~~g. Special event off-premise signs that are determined to benefit the community and are not related to a specific individual business may be allowed by special approval of the Village Council.~~

~~h. Other temporary signs, not listed in §529.12., above, of this section, shall be regarded and treated in all respects as permanent signs.~~

~~i.~~**g.** The Village may remove without notice any Temporary Sign determined by the Planning and Zoning Administrator to be in violation of this Code. A removed sign will be held for seven (7) calendar days, after which it may be discarded.

G. SIGN PERMIT REQUIRED.

1. Except as otherwise provided in §529.F., above, no sign may be constructed, erected, moved, enlarged, illuminated, or altered unless a Sign Permit has been issued in accordance with the provisions of this Code. Repainting shall not be considered an alteration.

H. ALLOWED SIGNAGE TABLES. The tables set forth in this section summarize the signage allowed by this Zoning Code for each category of land use. To use the tables, refer to the

Key to Tables and related footnotes set forth in this section.

Key to Tables:

The signage is indicated thus N/A/S/(F), where:

N = Number of signs allowed on a single lot of record.

A = Sign face area allowed, in square feet.

S – Setback requirement, in feet**, measured from any road right-of-way and any lot line**.

F = Related footnote that pertains to this type of sign.

Abbreviations used:

V- Used in place of N to indicate that a variable number of signs are allowed.

Ea. - Used with A to indicate the maximum Sign face Area permitted for per sign where multiple signs are allowed.

T - Used with A to indicate the total Sign Face Area for all signs in the category.

Where no information is presented on the allowed signage tables for the type of sign listed, that sign in that zoning district is prohibited.

Proposed Ordinance #498 (1st Reading)
Section 529. Signage
& Chapter 200 – Definitions (Signage)

SIGNS REQUIRING PERMIT												
Zoning District	Awning Sign	Billboard	Business Center Sign	Changeable Copy Sign	Electric Message Sign	Ground Sign/ TODS Sign	~~Home Occupation Sign~~	~~Identification Sign~~	Marquee Sign	Portable Sign	Projecting Sign	Wall Sign
R-1, R-2, R-3 Residential							~~1/3/na (1)~~					1/3/na (1)
RM-L, RM-H Multi-Residential							~~1/3/na (1)~~	~~1/6/0 (6)~~				1/3/na (1)
RM-MH Mobile Home							~~1/3/na (1)~~	~~1/6/0 (6)~~				**1/3/na (1)**
B-1, Local Business	v/7%/na (~~9~~3)		1/40/10 (~~13~~6)	1/20/10 (~~13~~6)	1/20/10 (~~13~~6)	1/20/10 (~~13~~6)	~~1/3/na (1)~~		v/20%/na (~~8~~2)	v/6/0 (~~16~~9)	v/6/na (~~15~~8)	v/**10**~~7~~%/na (1)(~~12~~5)
B-2, Central Business District	v/7%/na (~~9~~3)						~~1/3/na (1)~~		v/20%/na (~~8~~2)	v/6/0 (~~16~~9)	v/6/na (~~15~~8)	v/**10**~~7~~%/na (1)(~~12~~5)
B-3, Commercial Business	v/7%/na (~~9~~3)		1/40/10 (~~13~~6)	1/20/10 (~~13~~6)	1/20/10 (~~13~~6)	1/32/10 (~~13~~6)(~~18~~11)	~~1/3/na (1)~~	~~1/6/0 (6)~~	v/20%/na (~~8~~2)	v/6/0 (~~16~~9)	v/6/na (~~15~~8)	v/~~7~~**10**%/na (1)(~~12~~5)
I-1, Industrial	v/7%/na (~~9~~3)	1/100/30 (~~17~~**10**)	1/40/10 (~~13~~6)	1/20/10 (~~13~~6)	1/20/10 (~~13~~6)	1/32/10 (~~13~~6)		~~1/6/0 (6)~~	v/20%/na (~~8~~2)	v/6/0 (~~16~~9)	v/6/na (~~15~~8)	v/**10**~~7~~%/na (1)(~~12~~5)
P-1, Public	v/7%/na (~~9~~3)			1/20/10 (~~13~~6)	1/20/10 (~~13~~6)	1/32/10 (~~13~~6)				v/6/0 (~~16~~9)	v/6/na (~~15~~8)	v/~~7~~**10**%/na (1)(~~12~~5)

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SIGNS NOT REQUIRING PERMIT									
Zoning District	Banner	~~Commercial Advertising Sign~~	~~Construction Sign~~	~~Information Sign~~	Flag/ Pennant	~~Garage Sale Sign~~	~~Political Sign~~	~~Real Estate Sign~~	Temporary ~~Event~~ Sign
R-1, R-2, R 3 Residential			~~1/12/5 (2)~~		v/v	~~1/4/5 (3)~~	~~v/4/0 (11)~~	~~1/6/5 (5)~~	**v/4/5 & 1/12/10 (4)**
RM-L, RM-H Multi-Residential			~~1/12/5 (2)~~		v/v	~~1/4/5 (3)~~	~~v/4/0 (11)~~	~~1/6/0 (6)~~	**v/4/5 & 1/12/10 (4)**
RM-MH Mobile Home			~~1/12/5 (2)~~		v/v	~~1/4/5 (3)~~	~~v/4/0 (11)~~	~~1/6/0 (6)~~	**v/4/5 & 1/12/10 (4)**
B-1, Local Business	1/24/10 ~~(7)~~	~~1/24/10 (7)~~	~~1/12/5 (2)~~	~~v/1/na/(4)~~	v/v	~~1/4/5 (3)~~	~~v/16/0 (11)~~	~~1/12/5 (5)~~	1/24/10 (~~10~~4)
B-2, Central Business District	1/24/10 ~~(7)~~	~~1/24/10 (7)~~	~~1/12/5 (2)~~	~~v/1/na/(4)~~	v/v	~~1/4/5 (3)~~	~~v/16/0 (11)~~	~~1/12/5 (5)~~	1/24/10 (~~10~~4)
B-3, Commercial Business	1/24/10 ~~(7)~~	~~1/24/10 (7)~~	~~1/12/5 (2)~~	~~v/1/na/(4)~~	v/v	~~1/4/5 (3)~~	~~v/16/0 (11)~~	~~1/12/5 (5)~~	1/24/10 (~~10~~4)
I-1, Industrial	1/24/10 ~~(7)~~	~~1/24/10 (7)~~	~~1/12/5 (2)~~	~~v/1/na/(4)~~	v/v	~~1/4/5 (3)~~	~~v/16/0 (11)~~	~~1/12/5 (5)~~	1/24/10 (~~10~~4)
P-1, Public	(~~14~~7)	~~(14)~~	~~1/12/5 (2)~~	~~v/1/na/(4)~~	v/v	~~1/4/5 (3)~~	~~v/16/0 (11)~~		~~1/24/10 (10)~~**v/na/na**

Footnotes for table are as follows:

1. ~~Shall~~ **Wall signs shall** be attached flat against a building wall.

~~2. See §529.F.12.b., for specific requirements.~~

~~3. See §529.F.12.e., for specific requirements.~~

~~4. See §529.F.7., for specific requirements.~~

~~5. See §529.F.12.a., for specific requirements.~~

~~6. Such sign may be used to identify the offices of the operator of a mobile home park or the management offices of a multiple housing development.~~

~~7. See §529.F.12.d.,for specific requirements.~~

~~8.~~**2.** Marquee sign**s** shall provide for eight **(8)** feet of clearance above the finished grade or walkway about the building at the sign location. Marquee sign shall not exceed 20% of wall area to which it is attached as determined by the front elevation of the marquee sign projected against the wall.

~~9.~~**3.** Awning sign shall not exceed 7% of the area of the awning projected against the wall to which the awning is attached as seen in the front elevation. Total sign face area of all of signage attached to a single wall surface will not exceed 10% of the wall surface to which they are attached.

~~10.~~**4.** See §529.F.**8.**~~12.d., and §529.F.12.f.,~~ for specific requirements.

~~11. See §529.F.12.c.,for specific requirements.~~

~~12.~~**5.** ~~The percentage indicated is the percent of the area of any single front, rear, or in~~

~~the case of corner lot, side wall of the building.~~ **Wall signs shall be attached flat against a building wall.** Such signs are only allowed on a wall which faces onto a street or alley. Total signage of wall~~, projecting, and marquee~~ signs ~~will~~ **shall** not exceed 10% of building wall surface to which they are attached.

~~13.~~**6.** One Ground sign is allowed along each street frontage in the case of lots having frontage on more than one street. One ground sign is allowed per developed legal lot or lot of record, provided that no single business shall have more than one sign per street frontage. Multiple businesses on one or more lots shall utilize a business center sign rather than individual ground signs. Ground signs for Planned Shopping Centers shall be designed as an integral part of the development. Signs identifying individual businesses shall be placed on the building or business. Only signs that identify the shopping center and/or are directional in nature shall be allowed adjacent to the public roadway.

~~14.~~**7.** The use of **permanent** banners**,** ~~or commercial~~ flags **or pennants** at public facilities shall be as approved by the Village Council.

~~15.~~**8.** 48 inches maximum horizontally total distance from front of building. Natural wood or natural appearing wood encouraged. Minimum height of 8 feet from bottom of sign to finished grade. One Projecting Sign per commercial entrance.

~~16.~~**9.** Portable signs are allowed to provide visibility to the **public.**~~merchant or provide current information to the consumer/visitor (such as restaurants "Daily Specials" or menu).~~

- Portable signs in the B-2 Central Business District MUST COMPLY WITH THE CENTRAL BUSINESS DISTRICT SIDEWALK OBSTRUCTION ORDINANCE #262.

- Portable sign permits shall be renewed annually by applications (due May 30th) with fee as set by Village Council Fee Schedule resolution.

- Portable signs must be taken in during hours of non-operation of the business.

- Portable sign size is limited to six **(6)** square feet, with a maximum height of 48" from the ground or sidewalk. Leg length is not part of sign area determination.

- Portable signs are limited to one per business and must be located on or adjacent to the applicant's business property.

~~17.~~**10.** Billboard signs shall be placed only in the Industrial zone as allowed by the state Highway Advertising Act of 1972, Act 106 of the Public Acts of 1972, as amended, being M.C.L.A. §§252.301 et seq., provided that the signs do not exceed 20 feet in height and meet the front and side yard setback requirements of the zoning district in which they are located.

~~18.~~**11.** Tourist Oriented Directional signs provided such signs are otherwise permitted by the Michigan Department of Transportation pursuant to PA 299 of 1996, as amended, and that meet the following restrictions:

- An operator of a tourist oriented activity who wishes to participate in a directional sign program under the Act, and is applying for a sign that would reside within the boundaries of the Village of Elk Rapids in accordance with the provisions of the Act, shall submit the application for review by the Planning Commission.

- The Village of Elk Rapids may limit the number TODS signs allowed within its jurisdictional boundaries.

- Sign face area and height may not exceed that as provided in the Act.

I. REQUIRED SIGN SETBACKS AND HEIGHT REQUIREMENTS.

1. Setbacks are subject to the provisions of §501.T., Visibility at Intersections, of this Code. ~~For the purpose of establishing sign setback requirements from an abutting roadway, the below listed types of signs shall observe a front yard setback as follows:~~**Setback**

requirements from the road right-of-way and lot lines are subject to the Signage Table provisions of §529.H.

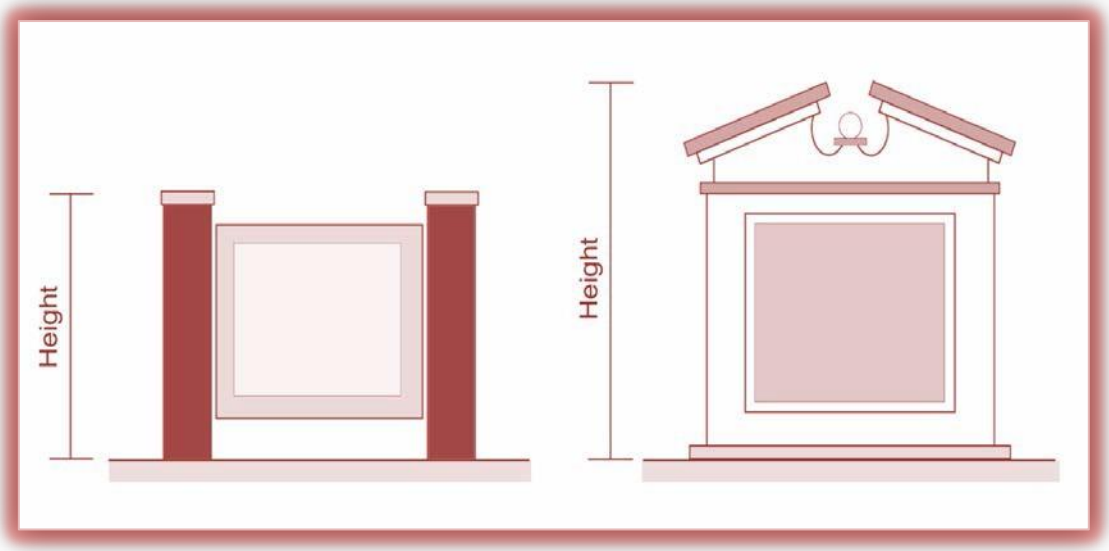
~~Sign~~	~~Feet~~
~~Business center~~	~~10~~
~~Construction Site~~	~~10~~
~~Entrance Way~~	~~0~~
~~Ground sign~~	~~10~~
~~Information~~	~~0~~
~~Real Estate~~	~~5~~
~~Section 529.F.1.*~~	~~0~~
~~Section 529.F.12.c.**~~	~~0~~
~~Billboard sign~~	~~At Front or side yard setback~~

~~* Signs allowed by §529.F.1., having to do with mailboxes and newspaper tubes may be allowed in the street right-of-way.~~

~~** Political signs as allowed in §529.F.12.c., shall have a zero-foot setback.~~

2. No wall sign**, at a height of less than eight (8) feet from the bottom of the sign to the finished grade, shall** ~~attached to a building may~~ project more than **twelve (**12**)** inches from the building wall. **No wall sign, at a height of eight (8) feet or greater from the bottom of the sign to the finished grade, shall project more than eighteen (18) inches from the building wall.**

3. With the exception of Billboard signs as defined above, no part of a Ground Sign shall exceed a height of ten **(10)** feet as measured from the mean elevation immediately beneath the sign.



SIGN HEIGHT ILLUSTRATION

J. SIGN ILLUMINATION AND SIGNS CONTAINING LIGHTS.

1. Unless otherwise prohibited by this Zoning Code, signs may be illuminated in accordance with this section **and Section 527, Lighting**.

2. No sign within 150 feet of a residential zone may be illuminated between the hours of midnight and 6:00 a.m.

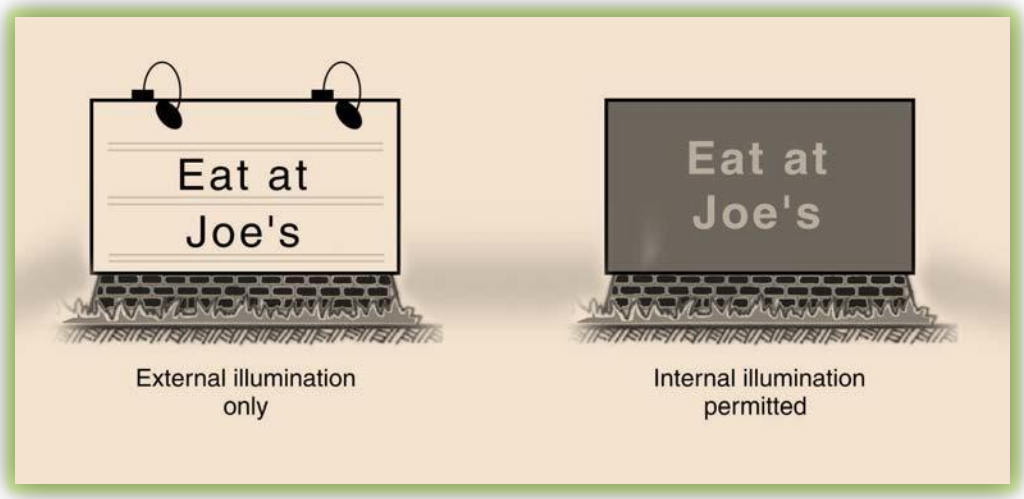
3. Lighting directed toward a sign shall be shielded so that it illuminates only the face of the sign and does not shine directly into a public right-of-way or residential premises.

4. Except as herein provided, illuminated signs are not permitted in the residential zoning districts.

5. With the exception of temporary signs erected in connection with or the observance of public or national holidays, illuminated tubing or strings of lights that outline property lines, sales areas, roof lines, doors, windows, or similar areas are prohibited; and, no

sign may contain or be illuminated by flashing or intermittent lights or lights changing degrees of intensity, except signs indicating the time, date, or weather conditions.

6. Projecting signs cannot be illuminated either internally or externally**, with the exception of marquee signs**.



SIGN ILLUMINATION ILLUSTRATION

~~K. NON-CONFORMING SIGNS.~~

~~1. Subject to the remaining restrictions of this section and other Village ordinances, non-conforming signs that were otherwise lawful under the Zoning Code in effect on the date the sign was installed may be continued.~~

~~2. No person may engage in any activity that causes an increase in the extent of nonconformity of a non-conforming sign. Without limiting the generality of the foregoing, no non-conforming sign may be enlarged or altered in such a manner as to increase the non-conforming condition. Nor may illumination be added to any non-conforming sign.~~

~~3. A non-conforming sign may not be moved or replaced except to bring the sign into~~

~~complete conformity with this Zoning Code or as allowed in division K.4., below.~~

~~4. If a non-conforming sign is destroyed, it may not thereafter be repaired, reconstructed, or replaced except in conformity with all the provisions of this Zoning Code, and the remnants of the former sign structure not usable for a new conforming sign shall be cleared from the land. For purposes of this section, a non-conforming sign is "destroyed" if damaged to an extent that the cost of repairing the sign to its former stature equals or exceeds the cost to replace the sign so damaged. Detailed written documentation from a recognized professional sign company indicating both the repair and replacement cost of the destroyed sign must be submitted to the Planning and Zoning Administrator for final disposition of the destroyed non-conforming sign.~~

~~5. The message of a non-conforming sign may not be changed for any reason, including but not limited to a change in ownership, text, or graphics, unless the sign is brought into complete conformity with this Code or the sign is one designed for having its event or offering-related messages changed from time to time.~~

~~6. Subject to the other provisions of this section, non-conforming signs may be maintained. For the purpose of this section, the re-facing of a non-conforming sign with new, single or multiple, composite material panel(s), shall not be considered "Maintenance" or "Repair", but rather shall be considered a new sign requiring the non-conforming sign be brought into complete compliance with this Code.~~

~~7. If a non-conforming sign advertises a business, service, commodity, accommodation, attraction, or other enterprise or activity that is no longer operating or being offered or conducted for a period of 180 consecutive days, that sign shall be considered abandoned and shall be removed by the owner of the sign, the owner of the property where the sign is located, or the party having control over the sign within 30 days after such abandonment.~~

~~8. If a non-conforming Billboard sign remains blank for a continuous period of 180 days, and it is determined that the intent is to abandon the sign, that off-premise sign shall be deemed abandoned and shall, within 30 days after such abandonment, be altered to~~

~~comply with this Zoning Code or be removed by the owner of the sign, owner of the property where the sign is located, or the persons having control over such sign. For purposes of this section, a sign is "blank" if:~~

~~a. It advertises a business, service, commodity, accommodation, attraction, or other enterprise or activity that is no longer operating or being offered or conducted; or~~

~~b. The advertising message it displays becomes illegible in whole or in part.~~

~~9. The Planning and Zoning Administrator shall keep complete records of all correspondence, communications, and other actions taken with respect to such non-conforming signs.~~

(Ord. passed 3-2-15) (Amend. Ord. 486 passed 6-4-18)

VILLAGE OF ELK RAPIDS
FAIR HOUSING ORDINANCE

PROPOSED ORDINANCE NO. 501 - DRAFT

AN ORDINANCE PROHIBITING AND MAKING UNLAWFUL DISCRIMINATION IN HOUSING AND/OR REAL PROPERTY BECAUSE OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, OR DISABILITY IN THE VILLAGE OF ELK RAPIDS

WHEREAS, the Village of Elk Rapids, Michigan desires to assure equal opportunity to all residents regardless of race, color, religion, creed, national origin or ancestry, sex, or disability, to live in decent, sanitary, and healthful living quarters; and,

WHEREAS, the 1963 Constitution of the State of Michigan provides as follows in Article I (Section 2) "…no person shall be denied the equal protection of the laws; nor shall any person be denied the enjoyment of his civil or political rights or be discriminated against in the exercise thereof because of religion, race, color or national origin…" (Section 4) "…The civil and political rights, privileges and capacities of no person shall be diminished or enlarged on account of his religious belief…" (Section 9) "…Neither slavery, nor involuntary servitude unless for the punishment of crime, shall ever be tolerated in this state…" and,

WHEREAS, the Congress of the United States has provided that "it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States" and has established by law the following provisions:

"... it shall be unlawful:

a. To refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make available or deny, a dwelling to any person because of race, color, religion, sex, or national origin.

b. To discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith because of race, color, religion, sex, or national origin ..."

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE COUNCIL OF THE VILLAGE OF ELK RAPIDS, MICHIGAN, AS FOLLOWS:

SECTION 1. DECLARATION OF POLICY:

a. In furthering the policy of the State of Michigan as expressed in its Constitution and other Laws; in order that the safety and general welfare, peace and health of all the inhabitants of the Village may be ensured, it is hereby declared the policy of the Village of Elk Rapids, Michigan, to assure equal opportunity to all residents, regardless of race, color, religion, national origin or ancestry, sex,

creed, or physical disability to live in decent, sanitary, healthful, standard living quarters.

b. It is the policy of the Village of Elk Rapids that no owner, lessee, sub-lessee, assignee, managing agent, or other person, firm or corporation having the right to sell, rent, lease (or otherwise control) any housing accommodation and/or real property within the Village, or any agent of these shall refuse to sell, rent, lease, or otherwise deny to or withhold from any person or group of persons such housing accommodations and/or real property because of race, color, religion, national origin or ancestry, sex, creed, or disability of such person or persons or discriminate against any person or persons because of race, color, religion, national origin or ancestry, sex, creed or disability in the conditions, terms, privileges of the sale, rental or lease of any housing accommodation and/or real property or in the furnishing of facilities and/or services in connection therewith.

c. Relocation shall be carried out in a manner that will promote maximum choice within the community's total housing supply; lessen racial, ethnic, and economic concentrations; and facilitate desegregation and racially inclusive patterns of occupancy and use of public and private facilities.

SECTION 2. DEFINITIONS:

Unless a different meaning clearly appears from the context, the following terms shall have the meaning as described in this SECTION and as used in this Ordinance.

a. DISCRIMINATE - The terms "discriminate" or "discrimination" mean any difference expressed in any way toward a person or persons in the terms of the sale, exchange, lease, rental or financing for housing accommodation and/or real property in regard to such sale, exchange, rental, lease or finance because of race, color, religion, national origin or ancestry, sex, creed, or disability of such person.

b. HOUSING ACCOMMODATION - The term "housing accommodation" includes any building, structure, or portion thereof which is used or occupied, maintained, arranged or designed to be used or occupied as a home, residence or sleeping place of one or more human beings, or any real estate so used, designed or intended for such use.

c. REAL PROPERTY - The term "real property" means any real estate, vacant land, building, structure or housing accommodations within the corporate limits of the Village of Elk Rapids, Michigan.

d. REAL ESTATE BROKER - The term "real estate broker" means any person, partnership, association, corporation and/or agent thereof, who for a fee or other valuable consideration offers, sells, purchases, exchanges or rents, or

negotiates for the sale, purchase, exchange or rental of a housing accommodation and/or real property of another, or collects rental for the use of housing accommodation and/or real property of another.

e. FINANCIAL INSTITUTION - The term "financial institution" means any person, institution or business entity of any kind which loans money to persons and receives as security for said loans a secured interest of any kind in the real property of the borrower.

f. OWNER - An "owner" means any person/persons who hold legal or equitable title to, or own any beneficial interest in any real property or who hold legal or equitable title to shares of, or hold any beneficial interest in any real estate cooperative which owns any real property and/or housing accommodations.

g. DECENT, SANITARY, HEALTHFUL STANDARD LIVING QUARTERS - "Decent, sanitary, healthful standard living quarters" is housing which is in sound, clean, and weather tight condition in conformance with applicable local, state, and national codes.

SECTION 3. PROHIBITED ACTS:

It shall be unlawful for any owner of real estate, lessee, sub-lessee, real estate broker or salesman, financial institution or employee of the financial institution, advertiser, or agent of any or all of the foregoing, to discriminate against any person or persons because of their race, color, religion, national origin or ancestry, sex, creed, or disability with regard to the sale, exchange or rental, or any dealing concerning any housing accommodation and/or real property.

In addition to the foregoing, it shall also be unlawful for any real estate broker or employee thereof, owner or other person, or financial institution dealing with housing or real property in the Village of Elk Rapids, Michigan:

a. To discriminate against any person in the availability of or the price, terms, conditions, or privileges of any kind relating to the sale, rental, lease, or occupancy of any housing accommodation or real property in the Village or in furnishing of any facilities or services in connection therewith.

b. To publish or circulate, or cause to be published or circulated, any notice, statement or advertisement, or to announce a policy, or to use any form of application, for the purchase, lease, rental or financing of real property, or to make any record of inquiry in connection with the prospective purchase, rental or lease of such real estate, which expresses directly or indirectly any discrimination as to race, color, religion, national origin or ancestry, sex, creed or disability of any person.

c To discriminate in connection with lending money, guaranteeing loans, accepting mortgages or otherwise obtaining or making available funds for the purchase, acquisition, construction, rehabilitation, repair or maintenance of any housing accommodation and/or real property.

d. To solicit for sale, lease, or listing for the sale or lease, of any housing accommodation and/or real property on the grounds of loss of value because of the present or prospective entry into any neighborhood of any person or persons of any particular race, color, religion, national origin or ancestry, sex, creed, or disability.

e. To distribute or cause to be distributed, written material or statements designed to induce any owner or any housing accommodation and/or real property to sell or lease his or her property because of any present or prospective change in the race, color, religion, national origin or ancestry, sex, creed, or disability of persons in the neighborhood.

f. To make any misrepresentations concerning the listing for sale or the anticipated listing for sale or the sale of any housing accommodation and/or real property for the purpose of inducing or attempting to induce the sale or listing for sale of any housing accommodation and/or real property by representing that the presence or anticipated presence of persons of any particular race, color, religion, national origin or ancestry, sex, creed, or disability in the area will or may result in the lowering of property values in the block, neighborhood or area in which the property is located.

g. For an owner to solicit any real estate broker to sell, rent or otherwise deal with such owner's housing accommodations and/or real property with any limitation on its sale based on race, color, religion, national origin or ancestry, sex, creed, or disability.

h. For an owner to refuse to sell, rent, or otherwise deal with any housing accommodation and/or real property because of race, color, religion, national origin or ancestry, sex, creed, or disability of the proposed buyer or tenant.

SECTION 4. PENALTY:

Any person convicted of violating any of the provisions of this Ordinance shall be punished by a fine of not less than one hundred dollars ($100.00) nor more than fifteen hundred dollars ($1,500.00). Each day a violation continues shall constitute a separate violation. This Section shall in no way abrogate or impair the right of the Village of Elk Rapids, Michigan, to specifically enforce, by any legal means, any of the provisions of this Ordinance.

SECTION 5:

That all Ordinances and parts thereof in conflict herewith are expressly repealed and are of no other force and effect.

SECTION 6:

That it is the intention of the Village Council of the Village of Elk Rapids, Michigan that this Ordinance and every provision thereof shall be considered separable, and the invalidity of any section, clause, or provision of this Ordinance shall not affect the validity of any other portion of this Ordinance.

SECTION 7:

That this Ordinance shall be known as Ordinance No. _____ of the Village of Elk Rapids, Michigan, and shall be in full force and effect from and after its passage, approval, recording, and publication in pamphlet form in accordance with law.

PASSED AND ADOPTED this _____ day of _____, _____ (year).

APPROVED BY ME this _____ day of _____ , _____ (year).

_____
Village President

ATTEST:

_____
Village Clerk (SEAL)

VILLAGE OF ELK RAPIDS

PUBLIC PARTICIPATION PLAN

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Introduction

Regular and active solicitation of collaboration from community citizens and organizations representing a diverse perspective provides the information needed to make the most successful decisions possible. As key facilitators in the municipality's decision-making processes, the public officials and administrators of the Village of Elk Rapids understand the importance of public participation.

Citizen engagements is desired from the beginning. Soliciting public input throughout various stages of the decision-making process contributes to a greater public understanding of the complexities involved in many community projects and also provides transparency in government operations. Additionally, the active solicitation and consideration of citizen input demonstrates that village officials care about different perspectives. This public dialogue is vital in building an active citizenry who is able and willing to contribute to the betterment of our community.

To effectively engage the public, there needs to be an explicit plan of action that outlines the purpose and process used in soliciting public input. By creating a public participation plan, the Village will be able to retain important organizational knowledge despite employee and elected official turnover. Also, by documenting and analyzing information on participation efforts, we are more able to objectively assess our efforts and readjust accordingly; thus creating a dynamic and responsive set of best practices.

It is important to recognize that citizen engagement is a dynamic endeavor - continually changing with each unique situation. A successful practice with one group of citizens, might fail to gather the needed input of another group. To this end, this plan is intended to serve as an internal analysis and assessment, providing acknowledgment of successes, missed opportunities and a resource for ideas on how to best engage collaboration. This plan also serves as evidence that the Village of Elk Rapids is dedicated in their role as facilitators of public participation.

Participation Goals / Objectives

Listed below are concrete participation goals and objectives for the Village of Elk Rapids. In the spirit of collaboration, the development of these goals and objectives has allowed city officials to reach a general consensus on what successful public participation looks like.

- **Seek broad identification and representative involvement of all residents of the community.**
  The diverse characteristics and needs of residents require different communication and outreach techniques.

- **Utilize effective and equitable avenues for distributing information and receiving comments.**
  There are many techniques and mechanisms available to ensure that a diverse public is well-informed and able to play a role in the planning process. Recognizing that no single technique or mechanism will work in all cases, it is up to the municipality to consider the special communication needs of the public and use the best approaches to accomplish this objective.

- **Provide educational materials and design participation initiatives that will support and encourage effective participation.**
  Effective participation in the decision-making process requires an understanding of land-use issues and the framework for making local investment decisions. Planning professionals and officials need to be well-versed in and employ visualization techniques that optimize public understanding of issues and concepts. Visualization techniques can be especially helpful with specific sites or areas of re-development.

- **Encourage regional collaboration with local governments and other stakeholder organizations.** By hosting joint public engagement events and sharing public participation data and best practices with other organizations, many of the issues that impact an entire region can be more successfully assessed. Also, the cooperation of resources needed to actively engage the public on a particular topic can lower the costs of public participation and provide broader policy perspective.

- **Maintain and develop staff expertise in all aspects of participation.**
  This includes techniques for bridging language, cultural and economic differences that affect participation; ways to convey issues and information in meaningful ways to various cultural groups; and means for ensuring equitable representation for all segments of the population and sectors of the economy.

- **Support and encourage continuous improvement in the methods used to meet the public need for information and involvement.**
  Public information and involvement methods are continually evolving. The municipality is committed to seeking new and innovative ways to engage and keep the public involved throughout the process.

- **Record results of public engagement and recount these results back to the public.**
  To properly capture the concerns, priorities and vision of the public, the municipality will develop a system to track the various techniques and mechanisms of public input. To maintain transparency and consistency, the municipality will develop a method for sharing public participation with the public.

- **Solicit public participation in each phase of the master planning process.**
  Throughout the multiple phases of the master planning process, participation components are and will continue to be incorporated to foster public participation. Proactive participation denotes early and continuous involvement in key policy or project decisions before they are finalized. There are many opportunities for the public to play a role in shaping short- and long-term needs and solutions. The earlier the public is involved in the process, the greater the opportunity to influence important land-use decisions.

- **Encourage sustained public participation by creating meaningful volunteer commissions, ad-hoc committees as needed, study groups and other roles that allow citizens greater responsibility in the decision making process.**

The Basics: Federal and State on Public Participation

The most basic type of facilitation of public participation is mandated in state and federal requirements. The Open Meetings Act (OMA) was developed to ensure that governments were including citizens in the decision making process. Advanced notice of public meetings and restrictions on discussions outside of a public forum serve to ensure that a level of transparency is occurring in government processes throughout the country.

The OMA is fundamental to ensuring the public has a role in policy development and adhering to its mandates is legally required. The Village of Elk Rapids takes these requirements very seriously as legal mandates and as assurance of due process in decision-making processes.

Key definitions

"Public body" - means any local governing body (including a board, commission, committee, subcommittee, or authority) which is empowered (by state constitution, statute, charter, ordinance, resolution or rule) to exercise governmental or proprietary authority or perform a governmental or proprietary function.

"Meeting -" means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.

"Closed session" - means a meeting or part of a meeting of a public body which is closed to the public.

"Decision" - means a determination or vote of a public body to formulate public policy.

The Michigan Open Meetings Act

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the municipality will hold meetings in the Village Hall located at 315 Bridge Street or in another properly posted location as is necessary. These locations are accessible to the general public. Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact the Village of Elk Rapids for assistance: William Cooper, Village Manager, Village of Elk Rapids, 315 Bridge Street, Elk Rapids, Michigan 49629. Telephone: 231-264-9274

The public will be notified within ten (10) days of the first meeting of a public body in each calendar or fiscal year; the body will publicly post a list stating the dates, times and places of all its regular meetings at its principle office.

If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times and places of regular meetings.

For special and irregular meetings, public bodies will post a notice indicating the date, time and place at least eighteen (18) hours before the meetings.

Public bodies will hold emergency sessions without a written notice or time constraints if the public health, safety or welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency meeting.

Meetings

The OMA requires guidelines during public meetings to ensure the public has an opportunity to be included in the decision making process and to ensure that a record of decisions are kept and are accessible to the public for review. This ensures a level of transparency and keeps decision making in the "sunshine".

During each public meeting there must be time allotted for the public to comment. Minutes must be kept for all open meetings, and are required to contain a record of the public comment and also the following:

- the time, date and place of the meeting
- the members present and absent
- a record of any decisions made at the meeting and a record of all roll call votes

The basic intent of the OMA is to require that public bodies conduct business at open meetings; however there are times when a closed session is necessary. In these instances, an explanation of the purpose(s) for which a closed session is held must be in the minutes of a regular meeting and separate minutes must be taken of the closed meeting.

The Village of Elk Rapids realizes the importance of including citizens in the decision making dialogue and values the comments made during public meetings. The small size of our community and accessible demeanor of our village officials produces a productive give-and-take conversation that aides in overall understanding.

Key Stakeholders

The Village of Elk Rapids understands that a successful public dialogue is the backbone for the development of a successful community. Without the systematic and consistent incorporation of citizens and other stakeholders in the decision-making processes of our local government, ideas and opportunities will be missed and decisions made without a complete understanding of the potential impacts on our community. Additionally, a regular dialogue between citizens and their local government enhances understanding, contributes to a transparent process and increases trust. By involving our community in the decision-making processes at all stages, citizens are more likely to accept the final outcome of a project and feel that their interests were considered and the best decisions were made.

Local, State and Federal Organizations from both the public and private sectors assist and enhance the Village's decision-making process through their input. Ensuring and nurturing these partnerships during a development process is essential. The Village of Elk Rapids is dedicated to local and regional collaboration.

Organizations
In the past, the Village has collaborated with both public and private sector organizations and citizens towards the goal of bettering our community. Some of the events that we are currently proud of are examples of this collaboration and bring an economic and regional upswing:

Evenings on River Street, Wednesdays during the Summer
Farmer's Market - Fridays during warm weather
Harbor Days – first week in August
Sunday Music at the Harbor during the season

The Village of Elk Rapids is committed to reaching out to organizations and citizens to collectively solve problems that may arise and create visions for the future. The partnership developed through collaborative efforts strengthens networks and reinforces future relationships. A continuous dialogue with organizational stakeholders should be maintained to facilitate understanding and trust.

The Village understands that when efforts are combined, resources can be saved and the outcome can be more beneficial than simply acting alone.

The following is a list of some of private and public sector organizations we work with to create better services and a more prosperous community:

Elk Rapids Public School District
Antrim County
Elk Rapids Township
Milton Township

The Elk Rapids Area Chamber of Commerce
Watershed Center Grand Traverse Bay
Networks Northwest
Northern Lakes Economic Alliance
Gd. Traverse Band Ottawa & Chippewa Indians
Northern Homes Com. Development Corp.
Housing Next
Elk Rapids District Library
Traverse Area Recreation & Transport. Trails
Paddle Antrim
The Lions Club
Elk Rapids Rotary and Grand Traverse Rotary Charities
Harbor Days
Green Elk Rapids
Grand Traverse Community Foundation
Michigan State University Extension Program
Many other community organizations; industrial, commercial and retail businesses; and community-minded individuals

A successful collaborative effort usually starts when there is an opportunity for action and all the right players are at the decision making table.

The Village will continue to network with both local and regional organizations and identify opportunities to work together.

Missed Opportunities

The Village of Elk Rapids is dedicated when in comes to ensuring the public is notified and involved in their decision making processes. With a population of approximately 1,640 individuals, educating and notifying our citizenry is a goal that is actually quite obtainable, although challenges exist for seasonal residents, who should be encouraged to proactively engage, even when they are physically absent.

The Village provides and collects sign-in sheets for all public meetings, records the number of citizens in attendance in the meeting minutes and makes public recorded comments of all public meetings available on-line for up to three years. We also ask for voluntary identification of speakers. So, while there are numerous stakeholders currently involved in helping to develop and guide the Village of Elk Rapids, the likelihood of underrepresented citizens and organizations is still a reality. The Village of Elk Rapids needs to make a concerted effort at bringing these stakeholders into the decision making process. One such idea is to communicate such items to Homeowner Associations, residents of Noble Pines through the Housing Commission staff and to communicate through leaders of other informal community groups such as Walk with a Doc and Norte.

The Village has made considerable efforts in reaching elementary children by providing an annual local government day for second grade students, involving them in the Parks and Recreation process. As well, the Cherryland Middle School students work with the Parks and Recreation Commission to propose and complete community projects. This could become more of a two-way street and provides greater opportunity for student involvement in decision making.

The Village also had great success in receiving survey results for the latest update of the Community Recreation Plan, primarily through the email lists of local organizations, including but not limited to: seasonal boaters, the school parental email blast (elementary, middle and high school), Chamber of Commerce and Rotary Charities. Residents of neighboring Milton, Elk Rapids and Whitewater Townships responded, as well as village residents. We received more than 240 responses this way with only 5 hard-copies, even those were available at the Harbor, Village Hall and Library. This tells us this is a viable way to communicate for future public input.

The Toolbox

The public participation toolbox is virtually limitless- from tried and true methods to the truly imaginative.

The following are sample methods for community involvement:

Basic Announcement Methods for Public Meetings- The following methods are often used to advertise public meetings. Many times, this does not result in involvement of all stakeholders, especially those with visual impairments, non-English speakers, the illiterate, youth, citizens with limited mobility and those who work during the time of the public meeting.

- Newspaper posting
- Website posting
- Flier posting on community hall door
- Announcements at council meeting
- Notations on water/sewer bills
- Social media sites

Proactive Practices- The following are some example public participation methods that are less reactive and more focused on education and collaborative visioning. Many of these methods would not be possible without strong partnerships with stakeholders identified earlier in the P3.

- **Surveys-**Surveys are useful for identifying specific areas of interest or concentration from a broad scope of ideas or issues. These areas of interest can then be further explored using other methods like the ones outlined below. A community may use a survey to identify where to start in the planning process, or the general climate surrounding a topic. Surveys can be useful to get a general idea of something but should not be used as the sole method of public input. It is helpful for a municipality to administer surveys with partners. As with most public input efforts, it is best to vary the delivery method (publicly noticed in local papers, emailed, posted on the website and village information board, and social media; and include bilingual language if applicable in our community.

- **Community workshops-** These could be as simple as a series of question and answer sessions or more. The P3 should identify potential venues, considering access for the disabled and citizens without vehicles. In addition, the P3 should identify how to reach underrepresented groups. For example, holding workshops in different languages to suit a community's demographic, as appropriate, and at different locations and times. This section is an ideal place to identify who would facilitate the workshops; whether it is an outside consultant, active citizen or municipal staff. Often workshops are a great way to educate the community surrounding a specific topic and hear concerns, questions and ideas.

- **Charrettes-** The charrette differs from a workshop because it is a multi-day event where designers and planners work on a sketched/electronic plan in-between what are called "feedback loops". Usually between three and seven days, citizens can come to the "charrette studio", which is an office on or near the location of the proposed plan or project. Citizens offer ideas while the charrette team facilitates and observes. From these suggestions, the designers and planners change the plan to suit community input and present their creation the next day where the community offers feedback again. This makes up one cycle of a "feedback loop". There can be up to five feedback loops, resulting in a final plan shortly thereafter. This process can be completed with many different budgets, depending on the expertise of municipal staff and local residents. Charrettes require much planning beforehand. The P^3 offers an opportunity to begin planning for how a community would hold a charrette and who would be involved. For more information, visit http://www.charretteinstitute.org.

- **Walkabouts-** Walkabouts offer candid feedback from a variety of stakeholders when discussing a specific area. They can be paired with community workshops or charrettes to measure the perceived safety and comfort of pedestrians in a downtown, neighborhood or corridor. Walkabouts are also useful for identifying desired design, problem properties or safety concerns.

- **One-on-one interviews-** Interviews are a great way to get specifics on a topic. Specific community leaders may have been identified, making them ideal candidates for an interview. Some communities have individuals that are very vocal about issues in the community. Interviewing them may give some perspective on how to address their concerns. It is important to remember that one interview reflects the opinion of one individual and should not be considered the standing of the entire community.

- **Focus groups-** Like interviews, focus groups can help to narrow down concepts or get a specific perspective.

- **Standing commissions-** These are focus groups that repeatedly meet and will differ depending on the needs of a community. They are perfect for concerned residents, underrepresented groups, or groups that may have specific needs in a community, such as students or seniors. This is an opportunity for a municipality to draw from the expertise of residents.

- **Social networking-** Technology offers a unique opportunity to give and receive information to a mass of people. Municipalities can post events, share information and even solicit feedback. This public participation method is best used in conjunction with other methods.

Strategies of Outreach

Strategies for Outreach

The Village of Elk Rapids will follow a systematic plan for public engagement in the development process of local legislative village policy. Proactively engaging stakeholders fosters a sense of ownership and prevents delays caused by unforeseen issues. This section outlines how the community will be engaged from the Communication Toolbox, depending on the situation.

Master Plan Update

This document represents the long-term vision for our community so it is of utmost importance that all stakeholders are involved in creating this document.
There are basic state guidelines that must be adhered to with regard to involving the public in the Master Plan, but the Village of Elk Rapids may go above and beyond what is required to ensure the visioning is created by our entire community.

At the beginning of the process, prior to creating the document, surveys, charrettes and walk-abouts may be done to access the community and identify the necessary changes.

The assessment period will be announced in all public meetings, on the website and in the newspaper inviting everyone interested to join in the process. It will provide contact information for citizens if they wish to be a part of the development process.

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008) the following parties will be notified via first class mail, personal delivery or electronic mail by the planning commission of the intent to plan and request the recipient's cooperation and comment:

- Antrim County Commission
- Networks Northwest (Regional Planning Agency)
- Elk Rapids Township Planning Commission
- Each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for this purpose with the planning commission)
- Antrim County Road Commission and the Michigan Department of Transportation

After the draft master plan has been submitted to the legislative body for review and approval for distribution, the draft plan will be available to the previously listed entities for review.

Before approving a proposed master plan, the planning commission will hold not less than one (1) public hearing on the proposed master plan. The hearing will be held after the expiration of the deadline for comment as outlined in the act.

The planning commission will give notice of the time and place of the public hearing not less than fifteen (15) days before the hearing by publication in a newspaper of general circulation within the local unit of government (for example: The Petoskey News Review). The planning commission will also submit notice of the public hearing by first class mail, personal delivery or electronic mail to the previously listed entities for review.

After the adoption of the master plan, the planning commission will publish and distribute copies of the master plan or a summary thereof, and employ other means of publicity and education.

The same development process will be adhered to with the creation of the Elk Rapids Recreation Plan and other plans of significance to the general community.

Zoning Ordinance Update

Like the Master Plan, the Zoning Ordinance is a document that reflects the vision of the community. To this end, it is important the public be involved in its revision. As each revision process is unique and not necessarily related to the entire document, the stakeholders may vary to some extent. However, a general process of public outreach will contain early and frequent public input and a continuous facilitation of involvement throughout the decision making process using tools from our toolbox. The creation of citizen study groups or ad-hoc committees will be encouraged when tackling more complicated issues. The thought processes of the Village Officials will be explained in each public meeting so that citizens are aware of the development if they are not directly involved. Also, one or more public hearings will be held before passage of any ordinance. Particular attention will be paid to public outreach and communication when dealing with high controversy development projects. The website will be updated and social media and e-newsletter updates will be sent out regularly on decision-making processes and developments.

Downtown Development Strategic Plan

The Downtown area in the Village is crucial to our identity and thus another important area for citizens and stakeholders to be involved with in the decision making process and has been facilitated with the assistance of the Northern Lakes Economic Alliance. The Downtown Development Authority also has several subcommittees that work to gather public input from citizens and businesses and collaborate to prioritize and enhance the strategic plan goals.

Aside from the active outreach of these volunteer committees, citizens will also be involved frequently throughout the development and updates will be provided through the website, social media, traditional media outlets and in public meetings on decision making processes and opportunities to become a part of the discussion.

Policy Development/Decision-Making

In government, there is a continual evolution of policies and situations in which action/decisions are required but are not easily apparent. These decisions require thorough research and often expert advice is needed for them to be properly analyzed. The Village of Elk Rapids understands that policy decisions can be complex and multi-faceted and often difficult to communicate to the public. For this reason, the Village of Elk Rapids is committed to enhanced and on-going communication with the public during any significant decision-making process.

Additionally, the Village wants to include the public in this process from the start. By including stakeholders and citizens in policy development and decision making from the beginning, the Village contends it will have improved decisions by securing a greater variety of insights and ultimately creating better public policy.

Communicating Results

Communicating back to the public the information gathered on public involvement will result in another layer of transparency in our processes and a greater understanding from the public that we value public input and are actively seeking to involve the citizens in our community.

Municipalities have several venues of communication: two local weekly newspapers, a local daily newspaper, television, the municipal website and social media (village, police department and harbor). The appropriate venue to communicate, who is responsible for this communication and how soon after the public participation event depends on the situation.

In general, the following is a list of ways the Village will communicate public feedback.

Public Meetings- Village Council and Commission meetings all have audio recording posted to the village website for up to three years. Also, minutes are posted on-line as soon as they are approved.

Surveys-Surveys have been compiled by Networks Northwest staff and provided for village posting on-line. Hard copy results are also available at Village Hall and reminders are posted on our social media page with links to the on-line version.

Community workshops/ Charrettes- A village official (elected or staff) or facilitator, will be charged with taking notes during community workshops and charrettes. These notes will be posted on the workshop/ charrette Facebook page and on the Village website within 1-2 weeks after the workshop or the charrette. In addition, the results of these events will be communicated in a wrap up community meeting, or reported at a public council/commission meeting, as may be most appropriate.

Walkabouts- The facilitator(s) of walkabouts will take notes during the walkabout. These results will be compiled by a City official and posted online within 1-2 weeks after the walkabout.

One-on-one interviews- Interview results will be kept confidential for the comfort of the participants unless requested otherwise.

Focus groups- Focus group results will be kept confidential for the comfort of the participants unless requested otherwise.

Standing committees- Meeting minutes will be taken by a designated individual and posted online as soon as officially approved and are available in draft form in compliance with the Open Meetings Act.

Social networking- Staff is responsible for monitoring the municipal Facebook pages (village, police department and harbor). Staff responds to posts within 48 hours and proactively posts on behalf of the municipality informational links to community events and public participation results.

Evaluating Effectiveness of Participation

The Plan will be formally reviewed on an annual basis. A village official will be responsible for keeping records of the participation efforts and will be responsible for compiling the data and presenting it to the Village and public with suggestions for actions. The results should identify strengths and weaknesses and give examples of how to adjust our behavior to better maximize outreach. However, if the plan is implemented as is stated the feedback loop should create a continuous review process enabling Village officials to successfully make changes through in a dynamic process that is consistently improved upon.

Public participation, when properly executed, builds community consensus and strengthens sense of place. Creating a culture of collaborative visioning enriches democracy by allowing citizens to voice their ideas, not just their complaints. A community's public participation plan is not another document to be created and shelved, but a daily guide for how to best incorporate the public into decisions that affect their space.

Appendix A

Community Event Satisfaction Survey	Date
What event did you attend today?	
How did you hear about this event?	
Was the event held at a convenient location and time?	
Are you glad you came to this event? Would you improve it in any way?	

Appendix B

Internal Public Participation Evaluation Form

Type of Public Participation		Date	

How was the event advertised?
Where was the event held?
How many people attended? Was there a group that was underrepresented?
Who facilitated/completed the event?
Are there ways this could be improved for future events?

VILLAGE OF ELK RAPIDS
RESOLUTION 19-25

AUTHORIZE SANITARY SEWER TELEVISING AND SMOKE TESTING TAPLIN GROUP CONTRACT -- NOT TO EXCEED $110,000

WHEREAS: THE VILLAGE OF ELK RAPIDS OPERATES A WASTEWATER COLLECTION AND TREATMENT SYSTEM; AND

WHEREAS: THE VILLAGE OF ELK RAPIDS CONSISTS OF 42,200 LINEAL FEET OF SEWER LINE AND 273 MANHOLES; AND

WHEREAS: AS PART OF THE SAW GRANT AWARDED TO THE VILLAGE OF ELK RAPIDS THE SEWER LINES AND STRUCTURE ARE TO BE INSPECTED; AND

WHEREAS: THE VILLAGE OF ELK RAPIDS RECEIVED FIVE QUOTES FOR SEWER TELEVISING, SMOKE TESTING, ROOT CUTTING, AND MANHOLE CLEANING; AND

WHEREAS: BASED ON REFERENCE CHECKS AND LOW BID, TAPLIN GROUP HAS BEEN SELECTED FOR CONTRACT AWARD; NOW, THEREFORE

BE IT RESOLVED: THE VILLAGE COUNCIL AUTHORIZES TAPLIN GROUP THE CONTRACT FOR SEWER TELEVISING, SMOKE TESTING, ROOT CUTTING, AND MANHOLE CLEANING IN AN AMOUNT NOT TO EXCEED $110,000.

YEAS: NAYS: EXCUSED:

I, CAROLINE KENNEDY, ASST. VILLAGE MANAGER/VILLAGECLERK, DO HEREBY CERTIFY THAT THE ABOVE RESOLUTION 19-25 WAS DULY ADOPTED AT THE REGULAR COUNCIL MEETING HELD ON JULY 1, 2019.

Gosling Czubak
engineering sciences, inc.

Engineers • Surveyors
Landscape Architects
Environmental Services

June 25, 2019

Mr. Marcus Evans, DPW Superintendent
Village of Elk Rapids
PO Box 398
119 Lake Street
Elk Rapids, MI 49629

Re: SAW TV Inspection

Dear Mr. Evans:

We opened bids for the sanitary sewer televising and smoke testing work, which is part of the SAW project. A total of five bids were received. This project had a mandatory pre-bid meeting and all five contractors that submitted bids attended the meeting. A copy of the bid tabulation is attached.

Bids ranged from a high of $224,132 to a low of $104,759.98. The low bid was submitted by Taplin Group. We were able to check references for Taplin Group and were informed they manned similar projects well, performed well, and did not request for extras. We have also worked with Taplin Group on another SAW project.

Based on our experience and reference check, we recommend award of the contract for the SAW sewer televising and smoke testing project to Taplin Group in the amount of their low bid of $104,759.98.

If you have any questions, please let me know.

Sincerely,

Adam Segerlind, P.E.
Project Manager
Gosling Czubak Engineering Sciences, Inc.

Cc: Mr. William Cooper, Village Manager

Enc.

BID SUMMARY FOR VILLAGE OF ELK RAPIDS
SANITARY SEWER INSPECTION AND SMOKE TESTING

	Bidder's Name:			***Taplin Group***		***Tunnel Vision***		***Pipetek***		***Perceptive***		***Plummer's Environmental***	
Item	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	$ 10,556.65	$ 10,556.65	$ 4,500.00	$ 4,500.00	$ 15,000.00	$ 15,000.00	$ 6,000.00	$ 6,000.00	$ 5,000.00	$ 5,000.00
2	8" Pipe Inspection & Video Taping	29,453	LF	$ 0.79	$ 23,267.87	$ 0.72	$ 21,206.16	$ 1.00	$ 29,453.00	$ 0.70	$ 20,617.10	$ 0.90	$ 26,507.70
3	10" Pipe Inspection & Video Taping	7,098	LF	$ 0.79	$ 5,607.42	$ 0.72	$ 5,110.56	$ 1.00	$ 7,098.00	$ 0.70	$ 4,968.60	$ 0.90	$ 6,388.20
4	12" Pipe Inspection & Video Taping	2,566	LF	$ 0.79	$ 2,027.14	$ 0.72	$ 1,847.52	$ 1.00	$ 2,566.00	$ 0.70	$ 1,796.20	$ 0.90	$ 2,309.40
5	15" Pipe Inspection & Video Taping	2,246	LF	$ 0.78	$ 1,751.88	$ 0.72	$ 1,617.12	$ 1.00	$ 2,246.00	$ 0.70	$ 1,572.20	$ 0.90	$ 2,021.40
6	18" Pipe Inspection & Video Taping	537	LF	$ 0.78	$ 418.86	$ 0.72	$ 386.64	$ 1.00	$ 537.00	$ 0.70	$ 375.90	$ 1.10	$ 590.70
7	21" Pipe Inspection & Video Taping	478	LF	$ 0.77	$ 368.06	$ 0.72	$ 344.16	$ 1.00	$ 478.00	$ 0.70	$ 334.60	$ 1.10	$ 525.80
8	8" Smoke Testing	42,777	LF	$ 0.34	$ 14,544.18	$ 0.79	$ 33,793.83	$ 0.75	$ 32,082.75	$ 1.70	$ 72,720.90	$ 1.50	$ 64,165.50
9	10" Smoke Testing	10,536	LF	$ 0.34	$ 3,582.24	$ 0.79	$ 8,323.44	$ 0.75	$ 7,902.00	$ 1.70	$ 17,911.20	$ 1.50	$ 15,804.00
10	12" Smoke Testing	3,428	LF	$ 0.34	$ 1,165.52	$ 0.79	$ 2,708.12	$ 0.75	$ 2,571.00	$ 1.70	$ 5,827.60	$ 1.50	$ 5,142.00
11	15" Smoke Testing	3,490	LF	$ 0.34	$ 1,186.60	$ 0.79	$ 2,757.10	$ 0.75	$ 2,617.50	$ 1.70	$ 5,933.00	$ 1.50	$ 5,235.00
12	18" Smoke Testing	537	LF	$ 0.34	$ 182.58	$ 0.79	$ 424.23	$ 0.75	$ 402.75	$ 1.70	$ 912.90	$ 1.50	$ 805.50
13	21" Smoke Testing	478	LF	$ 0.34	$ 162.52	$ 0.79	$ 377.62	$ 0.75	$ 358.50	$ 1.70	$ 812.60	$ 2.00	$ 956.00
14	Manhole Cleaning	273	EA	$ 37.02	$ 10,106.46	$ 95.00	$ 25,935.00	$ 50.00	$ 13,650.00	$ 55.00	$ 15,015.00	$ 185.00	$ 50,505.00
15	8" Pipe Root Cutting	2,945	LF	$ 1.00	$ 2,945.00	$ 1.95	$ 5,742.75	$ 2.50	$ 7,362.50	$ 2.00	$ 5,890.00	$ 3.00	$ 8,835.00
16	10" Pipe Root Cutting	710	LF	$ 1.25	$ 887.50	$ 1.95	$ 1,384.50	$ 5.00	$ 3,550.00	$ 2.00	$ 1,420.00	$ 3.00	$ 2,130.00
17	12" Pipe Root Cutting	256	LF	$ 1.50	$ 384.00	$ 1.95	$ 499.20	$ 5.00	$ 1,280.00	$ 2.00	$ 512.00	$ 3.00	$ 768.00
18	15" Pipe Root Cutting	224	LF	$ 1.75	$ 392.00	$ 1.95	$ 436.80	$ 5.00	$ 1,120.00	$ 2.00	$ 448.00	$ 4.00	$ 896.00
19	18" Pipe Root Cutting	53	LF	$ 2.00	$ 106.00	$ 1.95	$ 103.35	$ 20.00	$ 1,060.00	$ 2.00	$ 106.00	$ 5.00	$ 265.00
20	21" Pipe Root Cutting	47	LF	$ 2.50	$ 117.50	$ 1.95	$ 91.65	$ 20.00	$ 940.00	$ 2.00	$ 94.00	$ 6.00	$ 282.00
21	Contingency Allowance	1	LS	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00
				Base Bid Total	$ 104,759.98	****Base Bid Total****	$ 142,589.75	***Base Bid Total***	$ 157,275.00	***Base Bid Total***	$ 188,267.80	***Base Bid Total***	$ 224,132.20

Required Submittals					
Bid Security	Yes	Yes	Yes	Yes	Yes
List of Proposed Subcontractors	None proposed	Not provided	None proposed	None proposed	Not provided
List of Proposed Suppliers	None proposed	Not provided	Yes	None proposed	Not provided
List of Project References	Yes	Yes	Yes	Yes	Not provided
Evidence of Authority to do Business in Michigan	Yes	Not provided	Yes	Not provided	Not provided
Non-Collusion Affidavit	Yes	Not provided	Yes	Yes	Yes

** Discrepency between as-read bid amount of $142,740.30 and tabulated bid amount for Tunnel Vision **

Clear Form

Michigan Department
Of Transportation
2207B (12/16)

PERFORMANCE RESOLUTION
FOR GOVERNMENTAL AGENCIES

Resolution 19-26

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the Village of Elk Rapids
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.

2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNEMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.

3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.

4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name:

Elk Rapids DPW Superintendent

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the Village Council
(Name of Board, etc)

of the Village of Elk Rapids (Name of GOVERNMENTAL AGENCY) of Antrim (County)

at a Regular Council meeting held on the 1st day

of July A.D. 2019.

Signed _____ Title Assistant Village Manager/Village Clerk

Village of Elk Rapids
Memorandum

To: Village President Janisse
and All Village Trustees

From: William J. Cooper, Village Manager

Date: July 1, 2019

Subject: Christmas Decorations Recommendation

After last Christmas and all of the issues that occurred, you tasked us with forming a committee to look at and make recommendations for Christmas decorations going forward. The committee stated out strong with members from the DDA, Beautification, DPW and myself. Over the next few months we lost a couple of members and it came down to one member from the DDA, one member from Beautification and me.

The committee met and discussed the issues that arose last year, what we did not like about last year's decorations and came up with some thoughts. We then discussed our ideas with Ron Pierson from Christmas Décor of Northwest Michigan. We chose Ron because he came to our aid last year, after we ran into problems completing our decorations. Ron bailed us out at the last possible minute, so we felt that as long as his recommendations were good, and his prices reasonable, he deserved a shot at the decorations for this year. Ron reviewed our ideas, made suggestions, bringing us to this point, our recommendation.

We are recommending the following:

1. The installation of the teardrop decorations on light poles at the corners on River Street and the couple poles going South on Bridge Street. (See the attached picture.)
2. The installation of garland on all other light poles along River Street and four street light poles on Bridge. (Also part of the attached pictures.)
3. The large red bows (shown in the attached light pole picture) will be installed on all light poles.
4. Installation of the garland used downtown last year, to be wrapped on streetlights along Ames. With the inventory Ron has on hand we should be able to wrap 6-8 light poles along Ames. Each of these poles will have a large red bow at the top.

The Village will also do some of our own decorating. The Village will:

- Put lights on the gazebo as we do every year.
- Install and light the Christmas tree in the downtown area.
- Light the trees along River Street. Exactly how is yet to be determined. Ron has recommended that we not light the trees, mainly because everyone lights their trees, many with simple white lights. We are thinking about this, but are also thinking about possible wrapping the base of the trees like we did last year. This may help to highlight the new decorations.

In addition to Ron's decorations and our decorations, Ron approached Chemical Bank about decorating the large tree behind their building, on the US 31 side. Chemical Bank has agreed to light this large tree, and to cover the cost of decorating this tree. This will create a great attraction, hopefully drawing people towards our downtown area during the holiday season.

Ron's proposal for supplying and installing the teardrop decorations, the garland in the downtown area, the garland on the light poles along Ames Street and the red bows throughout is $11,500.00. (His proposal is attached). If Council approves this proposal at this meeting, he will reduce the cost to $9,775.00. (Option 2 of his proposal.) We are recommending Option 2 as it is a 1-year contract and will give us an opportunity to view his work on a larger scale and determine if we want to continue with Ron for a longer period of time.

One last point, Ron has told us that he could put the decorations up the week before Thanksgiving, taking them down at the end of January. No additional cost to us for this longer period of time. Our previous vendor wanted to put the decorations up the first week of December and take them down on January 3, or charge us more for leaving them up longer. Ron's approach satisfies a request from the DDA, at no added expense.

We budgeted $10,000 for the decorations. The budget includes the additional cost of electricity. While the electricity may take us beyond the budget, we do not feel that it will run is far over budget as all lighting is LED, and the current DPW budget for electricity should have enough room to cover any additional cost.

If Council approves, I will sign the agreement and issue the check tomorrow.

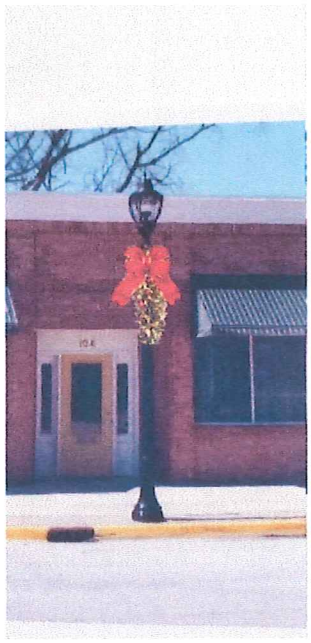
Please let me know if you have any questions.

Special Thanks to my Christmas committee, especially those that were able to hang in there up to this point:

- Sharon Fitzpatrick – DDA
- Sandy Ehlers – Beautification

Others that helped along the way:

- Jim Witte – DDA
- Brad Kluczynski – DPW Superintendent



Picture of the teardrop decorations as they will look on our light poles. The red bow shown in this picture will go at the top of the light poles with all decorations. The picture below is a closer look at the teardrop decoration.

This is a picture of the garland that will be wrapped around the light poles throughout the downtown area and the north end of Bridge Street. The red bow shown in the top picture will be at the top of each of the light poles.

William Cooper
Village of Elk Rapids
P. O . Box 398
Elk Rapids, MI 49629
(231) 264-9274
vllg398@elkrapids.org

Christmas Décor

Lease Proposal

Christmas Décor of
NorthWest Michigan
142 Saratoga Avenue
Battle Creek MI 49037
(269) 275-0197

Description	Location	N/R	Total
Item			
Garland			
o Deluxe Wm White 14" LED	Street Lamps Along Ames	N	$ 2,500.00
Teardrops w/bows			
o Deluxe Ornament Wm White 48"	Street Lamps Along River and 6 c 6 on Bridge St	N	$ 9,000.00

INITIAL PAYMENT OPTIONS:	Your Lease Total	$ 11,500.00
Choose from Options below, Sign and Return Contract with appropriate payment by 7/6/19		
Option 1: 3 year contract returned by 7/6/19	$ 9,200.00	20% annual savings with a 50% deposit made and
Please Remit	$4,600	a 3 year agreement
Option 2: 1 year contract returned by 7/6/19	$ 9,775.00	15% savings with a 50% deposit made and a 1
Please Remit	$ 4,887.50	year agreement
Option 3: 1 year contract returned by 7/6/19	$ 10,350.00	10% savings with a 20% deposit made and a 1
Please Remit	$ 2,070.00	year agreement
Option 3 will also be billed 30% the beginning of August		

Full Service

Your Holiday Decorating Service includes customized installation, service, take down, and storage for the offseason.

Service Call Policy

Christmas Décor of NW MI guarantees that your display will be functioning and looking great at the completion of installation. If you see that anything is not working between our Pro-Active service service visits, please call to let us know. Except for cases of vandalism, damage caused by acts of individuals or animals, and some extraordinary weather conditions, in most cases there is not an additional Service Fee. These calls will be billed hourly at $ 85 per man-hour. Two (2) technicians will arrive on all Service Calls for safety purposes. All Service Calls will be done Monday-Saturday except in cases of Emergency.

Please Review Page 2

Scheduling, Incentives, and Approvals

Our schedule fills very quickly. Please initial check boxes for approved items and sign, then call or mail in your payment by July 6, 2019 to take advantage of our best discount for timely scheduling. Thank You for your support. We look forward to you continuing to be part of our Christmas Décor Family.

Please note this proposal is valid thru July 6, 2019. Deposits not received by July 6, 2019 will be subject to higher rates which could be as much as 25% higher due to seasonal availability.

Client Signature: _____

Check One: _____ Visa _____MC _____ Discover Card #:_____

Exp. Date: _____/_____ CVV: _____ Deposit Amount: $_____

Signature: _____

CORRESPONDENCE

From: Lori Caruso lacaruso@live.com
Subject: Resignation - ERBC
Date: Jun 18, 2019, 4:34:05 PM
To: socperry@hotmail.com

Hello Sonya

As a follow up to our phone conversation, it is with regret that I resign my seat on the ERBC effective immediately.

Wishing you and the commission the best.

Lori Caruso
June 18, 2019

Sent from my iPhone

July 1, 2019

Sarah U'Ren
The Watershed Center Grand Traverse Bay
13272 S. West Bay Shore Drive
Traverse City, MI 49684

Dear Ms. U'Ren,

The Village of Elk Rapids is pleased to support The Watershed Center Grand Traverse Bay's **Initiating Green Infrastructure Practices in Elk Rapids** application to the Environmental Protection Agency's Great Lakes Restoration Initiative Program. This project will install green infrastructure practices in the village to reduce stormwater volume and its associated pollution inputs to Grand Traverse Bay. We recognize that managing stormwater is critical to maintaining the health of water resources in and around the village.

The Watershed Center conducted a stormwater assessment and created a Stormwater Action Plan for the Village of Elk Rapids in 2014. The Action Plan included recommendations for ways to reduce stormwater runoff into surface waters, including green infrastructure applications, and prioritized sites to best utilize limited funds and make improvements where they have the highest impact. One of those priority locations is the Cedar Street stormdrain system, which is the largest stormdrain in the village and drains a significant portion of the Village's downtown and residential area on the west side of Elk Lake. This stormdrain empties into the Elk River, just 900 feet upstream of its outlet to Grand Traverse Bay.

In 2017, the Village of Elk Rapids passed a resolution declaring our support for green infrastructure policies and practices to manage stormwater impacts, including a commitment to incorporating green infrastructure as a routine part of our infrastructure planning and implementation. Goal 7 of our 2019-2020 Strategic Plan is to protect the natural environment by advancing and supporting eco-friendly initiatives with a specific objective to identify and implement a stormwater demonstration project. We believe this project will catalyze a long-standing green infrastructure program throughout the community that reduces the harmful impacts of stormwater to the watershed, and will initiate sound management policies that ensure the use of green infrastructure in future projects.

To further the impact of this project, the Village of Elk Rapids is committing $4,000 of in-kind staff time over a 2-year period to attend project meetings, provide input on planned green infrastructure practices, assist with construction bidding, and visit the site during construction activities. In addition to committing matching funds, the village also pledges to maintain all installed green infrastructure practices and will work with The Watershed Center to draft and carry out a long-term maintenance plan for all installations.

We are excited to see the efforts The Watershed Center is taking to implement recommendations from their Stormwater Action Plan in the Village of Elk Rapids. The village strongly supports this grant proposal and is excited to work with The Watershed Center in these efforts.

Sincerely,

William J. Cooper
Village Manager