

Treasurer's Report reflects bank account balances

Treasurer's Report

April 2020

#101 General Fund	General Fund Huntington	\$ 864,268.63
#203 Metro Authority	Huntington Bank	\$ 34,970.27
#206 Fire Fund	Huntington Bank	\$ 754,767.68
#207 Police	Huntington Bank	\$ 933.02
#212 Liquor Control Fund	Huntington Bank	\$ 3,434.20
#590 Sewer CD Mat May 2018	Sewer Huntington	\$ 544,847.50
#591 Timberlee H20	Huntington Bank	\$ 366,579.19
#592 Greilickville H20	Huntington Bank	\$ 108,749.83
#594 Marina	Marina Huntington	\$ 1,043,936.77
#701 Trust & Agency	Huntington Bank	\$ 882.49
#703 Current Tax	Huntington Bank	\$ 1,641.98
#815 E. Timberwoods	Huntington Bank	\$ 23,000.25
#816 GSAD Receivable	Savings Huntington	\$ 59,239.43
#817 SBlue & Old Orch	Huntington Bank	\$ 2,173.64
#818 Old Orchard	Huntington Bank	\$ 1,694.13
#820 Maintenance E.R. Rds	Huntington Bank	\$ 10,391.58
#821 Maintenance S.B. Rds	Huntington Bank	\$ 2,192.93
#861 Bayview Estates Lights	Huntington Bank	\$ 1,899.42
	TOTAL	\$ 3,825,602.94

INVESTMENT ACCOUNTS CD'S	PURCHASED AMOUNT	PRIOR MONTH VALUE	CURRENT VALUE	EST MONTHLY INT	EST ACCURED INT	PAID INTEREST
#101 Goldman Sachs	\$200,000.00	\$ 200,860.00	\$ 201,256.00	\$ 396.00	\$ 1,256.00	
#101 CIBC Bank	\$190,000.00	\$ 190,385.70	\$ 190,391.40	\$ 5.70	\$391.40	
#101 FIDELITY GOV MMKT DAILY		\$ 2,715.82	\$ 2,718.41	\$ 2.59	\$2,718.41	\$2,718.41
#206 JPMorgan Chase	\$235,000.00	\$ 235,176.25	\$ 235,347.80	\$ 171.55	\$347.80	
#206 MMKT		\$ 2,922.48	\$ 3,991.77	\$ 1,069.29	\$3,991.77	\$3,991.77
#590 Ally Bank	\$250,000.00	\$ 255,682.50	\$ 256,032.50	\$ 350.00	\$6,032.50	
#590 Morgan Stanley	\$150,000.00	\$ 151,140.00	\$ 151,497.00	\$ 357.00	\$ 1,497.00	
#590 Wells Fargo	\$250,000.00	\$ 250,725.00	\$ 250,897.50	\$ 172.50	\$897.50	
#590 DREYFUS GOVT	\$115,333.56	\$ 115,350.89	\$ 115,917.59	\$ 566.70	\$584.03	
#590 MMKT INTERSET		\$ 456.85	\$ 566.70	\$ 566.70	\$566.70	\$566.70
#594 Bank of America	\$0.00	\$ 106,879.36	\$ 0.00	-\$ 106,879.36	\$0.00	
#594 JP Morgan Chase	\$150,000.00	\$ 150,054.00	\$ 150,172.50	\$ 118.50	\$ 172.50	
#594 Morgan Stanley	\$250,000.00	\$ 251,687.50	\$ 252,102.50	\$ 415.00	\$2,102.50	
#594 MMKT		\$ 4,817.20	\$ 629.67		\$629.67	
	CASHED OUT		-\$ 111,696.56			
#816 Bank of America	CASHED OUT		\$ 0.00	\$ 2.63	\$ 2.63	\$6,696.56
		TOTAL	\$ 1,790,333.56	-\$ 103,251.90	\$ 21,187.78	\$ 13,976.07
	GRAND TOTAL		\$ 5,525,430.35			

Chris Milkowski
Chris Milkowski, Treasurer

Connie M. Preston, Clerk

To: Elmwood Township Board

From: Sara Kopriva AICP, Planner/Zoning Administrator

RE: April 2020 Planning and Zoning Report

Land Use Permits:

	April 2020	April 2019	Year to Date 2020	Year to Date 2019
Single Family Dwelling	0	2	3	4
Attached SFD	0	0	0	0
Accessory Building	0	3	3	4
AG Building	0	0	0	0
Residential Addition	0	0	2	0
Deck	0	1	0	1
Sign	0	0	0	0
Commercial	0	0	0	1
Misc.	0	0	0	0
Total Permit	0	6	8	16
Fees Collected	\$0	\$345.48	\$464.96	\$729-89

Zoning Board of Appeals:

Future Meeting

- None scheduled at this time

Planning Commission:

Past Meeting

- April 21, 2020- Bylaws, Net Density
- May 5, 2020- Short Term Rentals

Future Meeting

- May 19, 2020- Public Hearing M22 Storage, Public Hearing NC Uses

**CHARTER TOWNSHIP OF ELMWOOD
REGULAR BOARD MEETING
APRIL 13, 2020
MEETING CONDUCTED REMOTELY**

Call to Order:

Supervisor Shaw called the meeting to order at 6:00 p.m.

MOTION BY TRUSTEE TREVAS, SECONDED BY CLERK PRESTON TO ADOPT RESOLUTION 3 OF 2020, A RESOLUTION ESTABLISHING PROCEDURES TO ALLOW TELEPHONIC ATTENDANCE BY TOWNSHIP BOARD MEMBERS, PLANNING COMMISSIONERS, AND MEMBERS OF THE PUBLIC AT MEETINGS DUE TO THE CORONAVIRUS PANDEMIC. The motion passed unanimously by a roll call vote.

Pledge of Allegiance:

Supervisor Shaw led the Pledge of Allegiance.

Roll Call:

Present: Connie Preston, Terry Lautner, Jim O'Rourke, Dave Darga, Kyle Trevas, Jeff Shaw, and Chris Mikowski
Excused: None

Declaration of Conflict of Interest:

None

Public Comment

An opportunity was given to all listening by phone. No comment was offered

Consent Calendar:

Department Reports:

Treasurer
Planning/Zoning
Fire

Committee Reports:

Minutes:

2-10-20
3-19-20

Post Audit Invoices 2-15-20 through 4-9-20

Clerk Preston requested that the minutes of February 10, 2020 be removed from the consent calendar. Supervisor Shaw stated they would be moved to New Business, 11b.

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE DARGA TO APPROVE THE CONSENT CALENDAR AS AMENDED. Motion passed unanimously by a roll call vote.

Agenda Approval

MOTION BY TRUSTEE TREVAS, SECONDED BY TRUSTEE O'ROURKE TO APPROVE THE AGENDA AS AMENDED. The motion passed unanimously by a roll call vote.

Supervisor Remarks

Supervisor Shaw stated that this was a trying time but minor compared to some others. He asked that we keep people in our prayers. He added that the Governor and President have made recommendations and requirements and that it's important that we all try to abide by them. He said it was a tough time for all but we will get through this if we stick together.

Trustee Remarks

Trustee O'Rourke thanked the team for their work on this meeting. This is a learning experience.

Engineer's Report

Brian Sousa of Wade Trim explained that all of our marina grants are on hold. All work has been stopped. At this point, the State is concerned about revenue and that there may or may not be money for the grants after all the dust settles from the pandemic. If we continue with our projects there is no guarantee that the money will continue to be reimbursed.

Other Officer Remarks

Fire Chief Keith Tampa thanked the community for support. They have received donations of masks and sanitizer.

Communications from the Clerk

None

NEW BUSINESS**Replacement Chairs for the Township Hall**

MOTION BY TRUSTEE TREVAS, SECONDED BY TRUSTEE O'ROURKE TO APPROVE THE PURCHASE OF CHAIRS IN THE STYLES AND QUANTITY AS INDICATED, WITH A NOT TO EXCEED AMOUNT OF \$3500.00. The motion passed unanimously by a roll call vote.

Consideration of February 10, 2020 Minutes

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE O'ROURKE TO AMEND THE MINUTES BY CHANGING IMPOSING TO EXTENDING AND ADDING FOR AN ADDITIONAL 90 DAYS FROM THE DATE OF THIS RESOLUTION, TO THE MOTION ADOPTING THE RESOLUTION TO CONTINUE THE MORATORIUM ON SHORT TERM RENTAL ENFORCEMENT. The motion passed unanimously by a roll call vote.

PAYMENT OF INVOICES

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE TREVAS TO PAY THE INVOICES IN THE AMOUNT OF \$165,016.91. The motion passed unanimously by a roll call vote.

PUBLIC COMMENT

An opportunity was given to all listening by phone. No comment was offered

Adjournment

Supervisor Shaw adjourned the meeting at 6:50 p.m.

**CHARTER TOWNSHIP OF ELMWOOD
SPECIAL BOARD MEETING
MAY 1, 2020
MEETING CONDUCTED REMOTELY**

Call to Order:

Supervisor Shaw called the meeting to order at 3:03 p.m.

Pledge of Allegiance:

Supervisor Shaw led the Pledge of Allegiance.

Roll Call:

Present: Connie Preston, Terry Lautner, Jim O'Rourke, Dave Darga, Kyle Trevas, Jeff Shaw, and Chris Mikowski

Excused: None

Declaration of Conflict of Interest:

None

Public Comment

An opportunity was given to all listening by phone. No comment was offered

Agenda Approval

MOTION BY TRUSTEE O'ROURKE, SECONDED BY CLERK PRESTON TO APPROVE THE AGENDA AS PRESENTED. The motion passed unanimously by a roll call vote.

NEW BUSINESS

Discussion of the Marina Phases 1 and 2 Project Completion

Supervisor Shaw explained that the DNR has pulled back grant funding including our Marina Phases 1, 2, and 3. Township engineer Brian Sousa stated that the DNR has no answers. They do not know if or when funding will be reinstated. One option is to barricade the area so no one can get in. The Township can go forward with completion but be ready to foot the bill. If you go forward and the money does come in there will be no penalty for going ahead. Planner Sara Kopriva added that she spoke with Paul Petersen and he explained that if the money comes back it would probably fund projects under construction or with at least 50% done. We can complete all work or just enough to make it safe. Brian Sousa commented that construction could start Thursday. The balance to finish, in round numbers, is approximately \$873,000.00. Supervisor Shaw explained that he contacted the Leelanau County Prosecutor's office and did get permission to finish the project right away. They would be the ones to enforce. Trustees O'Rourke and Lautner both felt we should complete the project. Mr. Sousa said there is two months of work left.

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE DARGA TO AUTHORIZE ELMER'S TO COMPLETE THE CONTRACTS FOR MARINA PHASES 1 AND 2. The motion passed unanimously by a roll call vote.

PUBLIC COMMENT

An opportunity was given to all listening by phone. No comment was offered

Adjournment

MOTION BY TRUSTEE O'ROURKE, SECONDED BY TRUSTEE DARGA TO ADJOURN THE MEETING AT 3:25 P.M. The motion passed unanimously by a roll call vote.

Check Register Report

Date: 05/04/2020

Time: 3:35 pm

Page: 1

ELMWOOD TOWNSHIP

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
34297	04/16/2020	Printed		E070	ELMER'S CRANE AND DOZER INC.	MARINA PHASE 1	98,325.00
34298	04/16/2020	Printed		G200	GRAND TRAVERSE COUNTY	WASTEWATER PLANT UPGRADE BONDS	76,792.32
34304	04/27/2020	Printed		B111	BLUECROSS BLUESHIELD OF MI	GROUP 007015150	640.57
34305	04/27/2020	Printed		C029	CHARTER COMMUNICATIONS	ACCT#8245 12 895 0008281	662.65
34306	04/27/2020	Printed		C010	CHERRYLAND ELECTRIC COOP	ACCT#9902700	121.50
34307	04/27/2020	Printed		C040	CONSUMERS ENERGY	ACCT#1000 2944 4732	1,612.44
34308	04/27/2020	Printed		G425	GUARDIAN	GROUP 00 357534	455.63
34309	04/27/2020	Printed		036	PETER MOON	cash drawer/petty cash	400.00
34310	04/27/2020	Printed		P043	PRIORITY HEALTH	GROUP 790105 S001	4,574.00
34311	04/27/2020	Printed		V023	VSP	CLIENT ID 30031936	384.54
34312	05/01/2020	Printed		P017	PADILLA CUSTOM PAINTING LLC	DOWNPAYMENT GHP RESTROOMS	625.00

Total Checks: 11 **Checks Total (excluding void checks): 184,593.65**

Total Payments: 11 **Bank Total (excluding void checks): 184,593.65**

Total Payments: 11 **Grand Total (excluding void checks): 184,593.65**

Supervisor's Comments

May 11, 2020

1. Our grounds crew is working.
2. Our Marina crew is working.
3. Next month we expect to have the recycling center contract on the agenda.
4. Thank you to our Fire Department and first responders for continuing to be on the front line.
5. Our offices continue to be closed to walk in traffic. We are in the office and working remotely every day, checking emails and messages. Thank you to all of our staff for stepping up and adapting to this new environment.
6. Construction on our marina project has started again, based on permission from the Leelanau County Prosecutor. He agreed that the open construction site was a safety issue and the marina needed to be finished.
7. Most meetings are now being held remotely. It has been a learning situation for all of us at the local, county, state and national level. Thank you for being patient as we learn how to function in this new environment.
8. The loss of funding sources and a shift in priorities based on the impact of the corona virus pandemic has created issues on all levels. Sources that were promising for funding the fish cleaning station grant match may now be reprioritized. The Great Lakes Fishery Trust grant that we received for the fish cleaning station needs to be utilized this year. The GLFT Board meets in the next few days. I have requested another year to use their funds, but I doubt that they will be willing to extend their grant. I am still working on other funding sources, but we may need to make a decision in the near future if we are willing to pay the match required by our contract with GLFT. If not, we will need to return the \$99,660 grant. In my opinion, once that money is gone, it will not be back. More to come.

PLAN REVIEW

TYPE: Application for Fireworks Display Permit
LOCATION: Discovery Pier; West Grand Traverse Bay
APPLICANT: The Boom Boom Club

REVIEW DATE: May 5, 2020

REVIEWED BY: Keith Tampa, Fire Chief

Event Date:	July 4, 2020			Alternate Date:	July 5, 2020	
Contact #1: (Applicant)	Name	Tim Hinkley	Primary Phone #	231-590-4503	Secondary Phone #	---
Pyrotechnic Operator:	Name	Great Lakes Fireworks, LLC	Primary Phone #	Bruce Tyree 989-942-0684	Secondary Phone #	Office 586-779-8062
ATF License #:	4-MI-099-27-7L-01174		4-MI-099-51-7L-01173		---	
	<u>Display Site</u>		<u>Preparation Site</u>		<u>Storage Site</u>	
Location:	West Grand Traverse Bay – Minimum of 1400ft diameter secured perimeter		Discovery Pier (former Coal Dock), Elmwood Twp.		Discovery Pier, Elmwood Twp. – If needed	
<u>Documents Submitted/Reviewed</u>						
<ul style="list-style-type: none"> ✓ Charter Township of Elmwood Fireworks Display Permit Application ✓ Proof of Certificate of Liability Insurance naming The Charter Township of Elmwood as an additional insured from Great Lakes Fireworks ✓ Great Lakes Fireworks, LLC Contract with Traverse City Boom Boom Club ✓ Map of Preparation Area (Discovery Pier) 						

It is my recommendation that, in addition to complying with Federal and State regulations and NFPA 1123 Code for Fireworks Display (2010 edition), that the applicant also complies with and provides the following:

Storage and Transportation of Fireworks / Preparation of Fireworks

- The fireworks (product) will be delivered and preparations started on July 3th. The arrival of the product will be coordinated with the Elmwood Township Fire Department.
- The preparation site is to located on and adjacent to Discovery Pier and shall encompass a minimum 100-foot radius from the barge and loading area. This area shall be designated on the pier by a physical barrier such as snow fencing, or other non-permanent barrier, to assist in restricting non-authorized personnel from entry. “Caution” tape shall not be considered an acceptable type of barrier.
- All access to the preparation area on Discovery Pier shall be restricted to only those authorized by Great Lakes Fireworks, or the Elmwood Township Fire Department once the product arrives onsite.
- Only the Elmwood Township Fire Department or Great Lakes Fireworks can authorize personnel to be within the preparation area.
- Fireworks shall not be left unattended upon delivery to the preparation area.

- No smoking or alcohol shall be allowed within the preparation area. “No Smoking” signs shall be posted around the preparation area perimeter in conspicuous locations.
- Only vehicles of authorized personnel will be allowed within the preparation area and will be located away from the fireworks assembly area.
- No permanent vehicle parking, except those authorized to be within the preparation area, shall be allowed on Discovery Pier while the product is on site.
- No open flames shall be allowed within the preparation area.
- A minimum of 1 portable water fire extinguisher shall be readily accessible within the preparation area.
- Fireworks shall be kept dry and protected.
- If the event is to be rescheduled, or for other reasons the fireworks are to remain at the preparation site overnight, the following minimum requirements shall be met:
 - All fireworks shall be made safe to prevent firing.
 - All above requirements shall be enforced and an authorized person shall remain on site and capable of communication with law enforcement and fire services.
 - Notification shall be made to both law enforcement and fire services of the overnight status of the fireworks.

Inspection of Fireworks

- A representative from the fire department shall be at the preparation site prior to the arrival of the fireworks and shall work with the applicant and/or display shooter to ensure compliance with Township requests.
- Fireworks shall be inspected for safe use by Great Lakes Fireworks after delivery to the preparation site.
- If upon inspection, fireworks are not safe for use, they shall be made safe and/or secured according NFPA 1123 and rules established above.

Display Site

- The display is being fired from barges in West Grand Traverse Bay.
- The display barge or vessel(s) shall be escorted to the display site by authorized vessels.
- The largest shell to be used in the display is 10 inches. This requires that the display site shall have a minimum radius of 700 feet (1400 feet in diameter) or greater.
- The display site perimeter is to be secured to reduce the chance of unauthorized entry. This shall require the use of law enforcement or other appropriate marine vessels.
- The Traverse City Fire Department shall be notified of the display site location, and the location verified by both the Elmwood Township and Traverse City Fire Chiefs or designees.

Operations

- A reliable method of communicating with the lead shooter shall be made available to the Elmwood Twp and Traverse City Fire Departments from the time the display barge leaves the dock until its return.
- Any substantial injury shall be transferred to the Clinch Park marina via law enforcement or fire service marine vessel. This shall require pre-event coordination with the Traverse City Fire Department and law enforcement agencies.

- Prior to the departure of the fireworks barge to the display site, the display operator shall demonstrate the safety function of the switch box and any other safety measures for the fire department officials.
- Emergency procedures shall be described to the fire department representative which include the following information:
 1. Description of the means of alerting staff of emergencies.
 2. Identification of the signal and means to notify the display operator, sponsor, or both to terminate the loading or firing of fireworks in the event a hazard arises during the display.
 3. Identification of the means of notifying public emergency forces.
 4. Emergency reporting instructions describing the information that should be provided to emergency operators or responders.
- Conditions for the safe conduct of the display shall be assessed on the date of the display. If in the opinion of the fire department representative, the display poses a significant hazard to life or property, the fire department representative shall revoke approval for the display and shall immediately notify the permit applicant and display shooter.
- At the conclusion of the display, the lead shooter shall ensure all of the fireworks (product) has been fired or rendered safe prior to returning to the Discovery Pier. A minimum of 15 minutes after the last ignition shall be required prior to the barge returning to the Discovery Pier.
- All clean up and securing of unfired product shall rest with Great Lakes Fireworks.

Fire Department and Township Resources

- The fire department shall develop an Incident Action Plan for this event.
- The fire department shall provide a liaison between the Township and the display shooter/contractor to assist with meeting the requirements of the Township.
- The fire department liaison shall coordinate with the display shooter/contractor the arrival of the fireworks and the inspection of the preparation area.
- If, in the opinion of the fire department liaison, Township requirements are not being met or the safety and security of the preparation site cannot be maintained, the fire department liaison shall reserve the right to stop fireworks operations until the issues are corrected.
- The fire department may establish defensive suppression lines to the Discovery Pier which may be operated from outside the preparation area.
- The fire department maintains a non-committed staffed engine and ambulance during the event. No additional fire department crews should be required during the fireworks preparation and display.
- The fire department liaison shall be available and have communication with the lead shooter from the time the fireworks barge leaves until its return. He or she shall be able to mobilize and coordinate resources in the event of an emergency and shall ensure any unexploded fireworks have been made safe prior to the return of the barge to the Discovery Pier.
- It is recommended that additional lighting be used during the return and unloading of the fireworks barge. The fire department may assist with lighting the general area but cannot guarantee this service. It is recommended that the contractor/display shooter make other arrangements as necessary.

Shared Use Restrictions

The Discovery Pier provides water access for multiple organizations. No unauthorized person, occupied vessel, or activity shall be allowed to fall within the preparation site perimeter while the fireworks are on site. This includes employees and guests of the Rotary Camps and Services, the Discovery Center Great Lakes, the National Cherry Festival, and the other organizations sharing that facility on the dates of the event. It is understood, that due to this condition, special arrangements may need to be made. A letter of understanding, signed by the affected parties, is required to be on file with the Elmwood Twp Fire Chief for a minimum one week prior to the day of the event. The letter shall have at a minimum, a list of the dates and times of restricted access, and a statement affirming that no unauthorized person, occupied vessel or activity will be allowed within the preparation site perimeter. Persons wishing authorization to be within the preparation site perimeter shall be required to contact the Elmwood Twp Fire Chief. Excluded from this are those persons directly contracted for and essential to the safe delivery, preparation, and operation of the fireworks display.

Additional Documentation Requirements

- Charter Township of Elmwood Acknowledgement and Hold Harmless Agreement
- Signed Letter of Understanding regarding Shared Use Restrictions
- Letter from the property owner (Rotary Camps and Services) permitting the use of the Discovery Pier for the fireworks preparation and storage.

Conclusion

This review is not a permit to conduct a fireworks display. These requirements are issued on behalf Elmwood Township Fire Department to the Charter Township of Elmwood Board to support the safe conduct of a fireworks display. The final decision for the issuance of a permit rests with the Elmwood Township Board.

Reviewed By: Elmwood Township Fire Chief Keith Tampa
 Date 5/6/2020

Reviewed By: Elmwood Township Supervisor _____
 Date _____

**Charter Township of Elmwood
Fireworks Display Permit Application
Non-Refundable Permit Fee \$100**

Applicant The Boom Boom Club **Date** ~~12/12/2019~~ MARCH 18th 2020
Contact Person Tim Hinkley **Phone #** ~~(231) 947-1120~~ (231) 590-4503
Address 495 W. Harbour Ridge **City** Maple City **State** MI
Location of Event West Grand Traverse Bay

Date of Event July 4, 2020 **Starting Time** Approx. 10:00pm **End Time** 10:30 pm
Rain Date (if applicable) July 5, 2020

Attach full schedule/description of all events to be covered (e.g. Brochure/Flyer)

Describe Emergency Evacuation Procedures:
(In case of medical emergency, fire, weather, etc.)

Estimated Total Attendance per Day Unknown
Number of Years Event Has Been Held _____
Name of Pyrotechnical Director Great Lakes Fireworks LLC
Independent Contractor Yes No _____ **Licensed** Yes No _____
License No. 4-MI-099-27-7L-01174 and 4-MI-099-51-7L-01173
If not licensed, certified? Yes _____ No _____ **Certificate #** _____
When & where certificate was received _____

Number of years of experience 20+
Pyrotechnical Director's years of experience 20+

INSURANCE CERTIFICATE IS MANDATORY AND MUST NAME ELMWOOD TOWNSHIP AS AN ADDITIONAL INSURED.

Name of Insurance Co. Allied Specialty Insurance **Phone #:** 1-800-237-3355
Policy # See attached certificate

Policy must be submitted to the Elmwood Township Clerk for approval by risk management prior to the event.

Complete list of shell sizes and number being ignited:

All numbers are approximate:

700	3" shells	80	8" shells
300	4" shells	20	10" shells
325	5" shells	36	Barrage cakes 3" and smaller
165	6" shells	120	Mines; foundation; and candles

Are fireworks being ignited over water Y X N _____ (From barge in bay)

If no, describe surrounding area of site _____

Describe how any unexploded fireworks/ordnance will be handled/disposed of
GLF will return all unexploded fireworks to its federally licensed warehouse.

Will there be compliance with NFPA Code 1123, 1124 & 1126 (as applicable)?

Y X N _____ If "NO" describe in a separate document the reasons for non-compliance or inapplicability of these NFPA Code sections.

Provide/attach proof of experience or knowledge with the applicable sections of the NFPA Code by the pyrotechnical director of this event.

ALL SITES AND SITE PLANS MUST HAVE BEEN INSPECTED BY, AND HAVE THE APPROVAL OF, THE ELMWOOD TOWNSHIP FIRE DEPARTMENT AND MEET ALL APPLICABLE ELMWOOD TOWNSHIP REQUIREMENTS AND POLICIES PRIOR TO THE FIREWORKS DISPLAY EVENT.

ANY PERMIT ISSUED BY THE TOWNSHIP IS NOT EFFECTIVE UNTIL THERE HAS BEEN COMPLIANCE WITH ALL PORTIONS OF THE TOWNSHIP'S FIREWORKS POLICY INCLUDING, BUT NOT LIMITED TO RETURNING TO THE TOWNSHIP CLERK AN EXECUTED ACKNOWLEDGEMENT AND HOLD HARMLESS AGREEMENT.

Please attach a sketch showing the shooting area, spectator area, crowd control features, and impact area. This sketch shall include all distances, structures in the area, and direction the shells are to be shot.

For Elmwood Township Official Use Only

Review by Township Fire Chief

Approval by Township Board

Name Keith M. [Signature]

Name _____

Date 5/4/2020

Date _____

Listed Security Protection which may be required as a condition of approval:
Charge(s) to applicant by township to be paid in advanced of the event

Elmwood Township Fire Department Personnel and Equipment

of Firefighters —

Total Cost of Firefighters —

\$ — per truck

\$ — per ambulance

IMPORTANT CONTACT PHONE NUMBERS

Elmwood Township Fire Department (non-emergency) number: 231-941-1647
Leelanau County Emergency Management/9-1-1 Central Dispatch: 231-256-8775
Leelanau County Sheriff's Department: 1-866-256-8800 or 231-256-8800

GREAT LAKES FIREWORKS, LLC

THIS CONTRACT AND AGREEMENT for the sale of Fireworks made and concluded this 12th day of December, 2019, and between GREAT LAKES FIREWORKS, LLC of Eastpointe, Michigan, (hereinafter referred to as "Great Lakes"), and TRAVERSE CITY BOOM BOOM CLUB, (hereinafter referred to as "Customer").

GREAT LAKES agrees:

1. To sell, furnish and deliver to Customer, fireworks to be exhibited on the following dates set forth and agreed upon at the time of signing this contract and Customer agrees to pay Great Lakes for the fireworks as follows:
Display Date(s): July 4, 2020 Alternate Date(s): July 5, 2020
Contract Amount: \$ \$42,000.00 ; Fifty percent (50%) due upon signing the contract and balance due on date of display. All payments shall be made by draft or certified check payable to Great Lakes Fireworks. Great Lakes will assess a \$25.00 late charge and a 7% per annum late fee on balances not paid in full by the display date.
2. Great Lakes further agrees to furnish sufficiently trained personnel to present a display.
3. Great Lakes agrees to furnish Customer with liability insurance in the amount of \$5,000,000.

CUSTOMER agrees:

4. To procure and furnish a suitable place to display the said fireworks, to furnish the necessary police and fire protection; to secure all police, local, and state permits, and to arrange for any security bonds or insurance as required by law in their community when necessary.
5. Prior to, during, and immediately following the display, Customer shall be solely responsible to keep all persons (except employees of Great Lakes) out of the designated danger areas and behind safety zone lines and limits.
6. Immediately following the display, Great Lakes, to the best of their ability, will police the area for any misfires ("duds"). Customer agrees to police the area again at "first light" and notify Great Lakes if there are any remaining misfires. Great Lakes will pick up misfires for disposal. If Customer must move misfires for safety reasons, Customer understands that the misfires are only to be handled by trained personnel. Customer is responsible for debris clean up and the refilling of any holes.
7. Customer agrees to hold harmless Great Lakes for any liability caused by other than the employees or products supplied by Great Lakes.

THE PARTIES mutually agree:

8. Should inclement weather prevent firing of said display on the "Display Date(s)", then it will be understood the program is postponed and will be fired on the "Alternate Date(s)", and there will be a charge to cover the costs of the postponement of ten percent (10%) of the contract amount. If the program is not fired on either the "Display Date(s)" or the "Alternate Date(s)", then it will be understood the program is cancelled; and there will be an additional charge of ten percent (10%) of the contract amount to cover the cancellation costs.
 9. Great Lakes reserves the exclusive right to make minor modifications and substitutions provided that such changes are reasonable and necessary and do not materially adversely affect price, time of delivery, functional character, or display performance.
 10. If the location of the firing site, spectators' location, parking areas, or structures is deemed unsuitable or unsafe, Great Lakes may refuse to fire the display until conditions are corrected. If such conditions are not corrected, Great Lakes may cancel the display without further liability to the Customer for such cancellation.
 11. In the event of fire, accident, strikes, delay, flood, act of God or other causes beyond the control of Great Lakes, which prevent the delivery of said materials, the parties hereto release each other from any and all performances of the covenants herein contained and from damages resulting from the breach thereof.
- Amendments: Agreed upon show length is to be 25 minutes.

For: **GREAT LAKES FIREWORKS, LLC**

For: **TRAVERSE CITY BOOM BOOM CLUB**

Bruce Tyrone
Barry Beltz, Member

Bruce Tyrone

Tim Hinkley
Name: Tim Hinkley

Title: President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/10/2020

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

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

PRODUCER Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME: Michelle Kugler
	PHONE (A/C No, Ext): 727-547-3070 FAX (A/C No): 727-367-5695 E-MAIL: mkugler@alliedspecialty.com ADDRESS:
INSURED GREAT LAKES FIREWORKS, LLC 24805 MARINE EASTPOINTE MI 48021	INSURER(S) AFFORDING COVERAGE
	INSURER A: T.H.E. Insurance Company NAIC#: 12866
	INSURER B: AccidentFund Insurance Company of America
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL RISK / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CPP0100711-10	01/15/2020	01/15/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Protection & Indemnity \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CPP0100711-10	01/15/2020	01/15/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTIONS		ELP0010168-10 (VL)	01/15/2020	01/15/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	ARP12001480400 Coverage is afforded in the State(s) of: MI	01/15/2020	01/15/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess Liability GL Inland Marine / Hull		ELP0011852-05 (GL) CPP0100711-10	01/15/2020 01/15/2020	01/15/2021 01/15/2021	Ea Occur / Agg Limit \$4,000,000 Hull Limit \$250,000 Show Limit \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Display Date: July 4, 2020 Rain Date: July 5, 2020 Location: West Grand Traverse Bay
 RE: General Liability, the following are named as additional insured arising out of the negligence of the named insured:
 See attached addendum

CERTIFICATE HOLDER The Boom Boom Club 495 W. Harbour Ridge Maple City, MI 49664 Cert # 2011	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Carol A. Serra</i>
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AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Allied Specialty Insurance, Inc.		NAMED INSURED Great Lakes Fireworks, LLC	
POLICY NUMBER CPP0100711-03 and ELP0010168-03			
CARRIER T.H.E. Insurance Company, Inc.	NAIC CODE 12866	EFFECTIVE DATE: 01/15/2020 through 01/15/2021	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

Attached to and made part of Certificate of Insurance issued on the date of: 02/10/2020

INSURED: Great Lakes Fireworks, LLC

POLICY NO: CPP0100711-03 and ELP0010168-03

DISPLAY LOC: West Grand Traverse Bay

DISPLAY DATE: July 4, 2020

RAIN DATE: July 5, 2020

RE: GENERAL LIABILITY, THE FOLLOWING ARE NAMED AS ADDITIONAL INSURED IN RESPECTS TO THE OPERATION OF THE NAMED INSURED ONLY:

City of Traverse City and all its elected and appointed officials, employees, volunteers, boards, commissions, and/or other authorities.

- Mid American Foundation Supply
- Traverse City Light and Power
- National Cherry Festival
- Elmwood Township
- Charter Township of Garfield
- East Bay Township
- Green Lake Township
- Mayfield Township
- Village of Kingsley
- The Boom Boom Club
- Grant County
- Traverse City Record Eagle

Cert # 2011 Addendum

Legend

Boom Boom and NCF Loading Zone

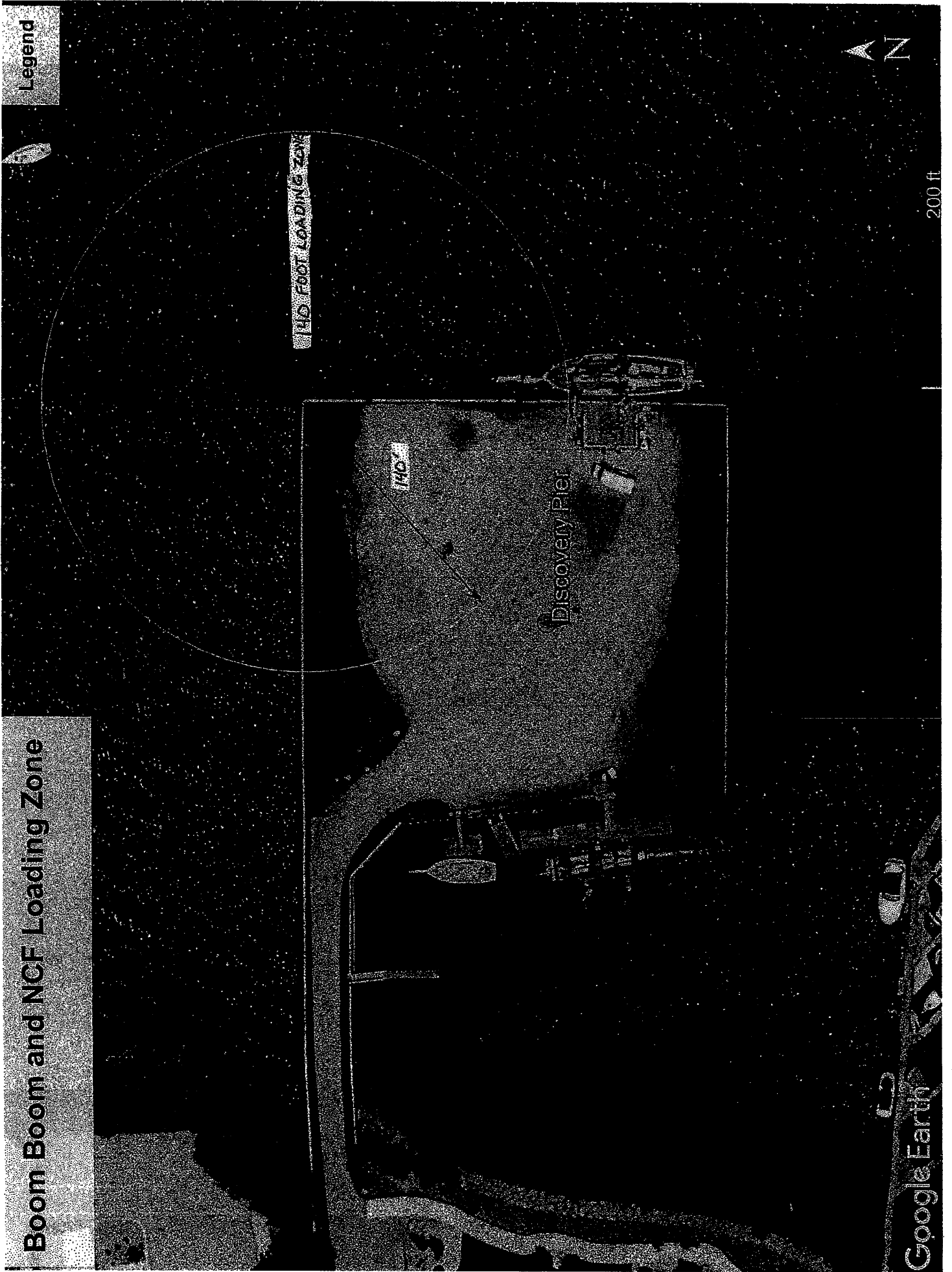
110 FOOT LOADING ZONE

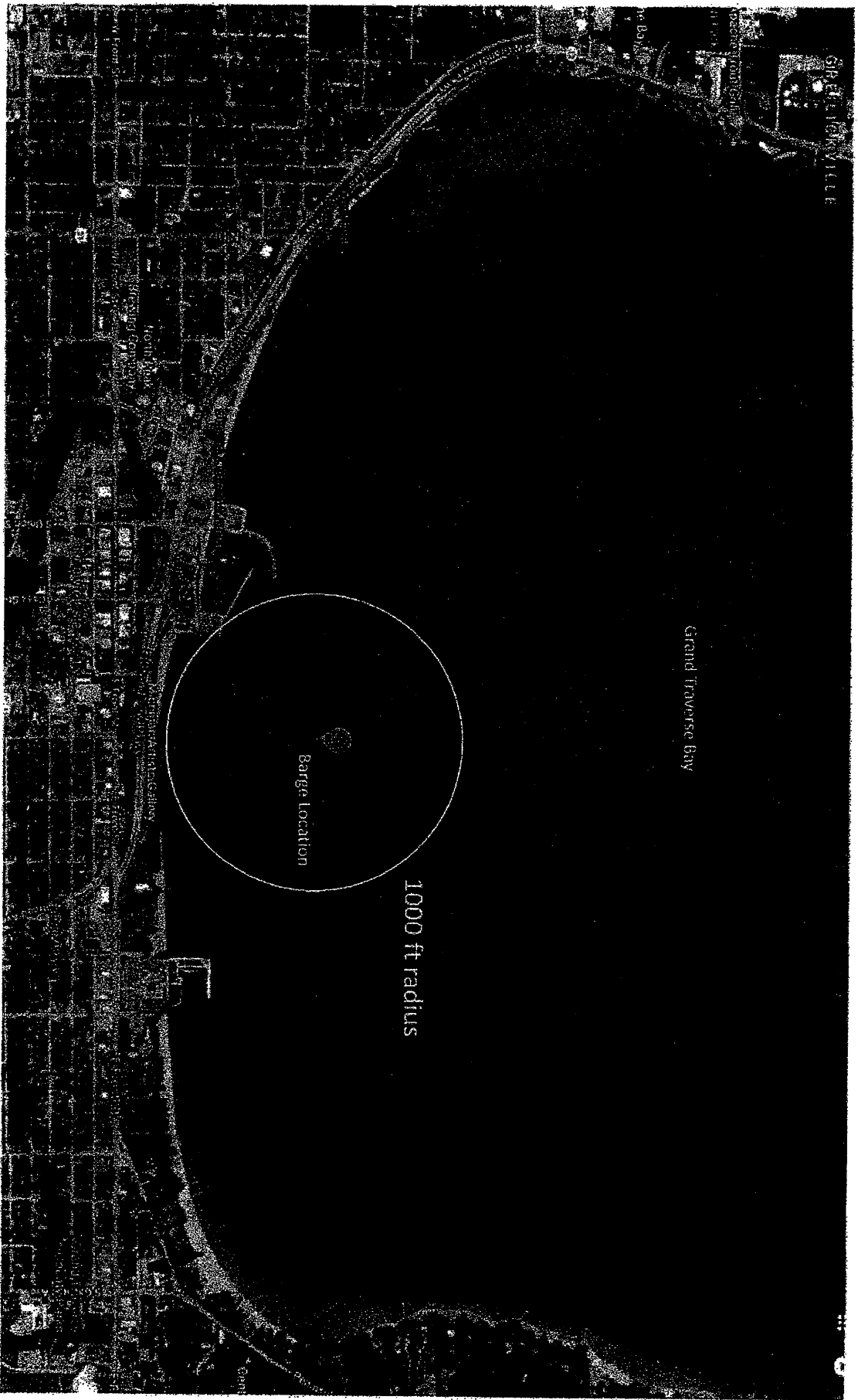
Discovery Pier



200 ft

Google Earth





Barge Location

1000 ft radius

Grand Traverse Bay

SPELTONVILLE

M. Bay

North

Arlington

**ELMWOOD CHARTER TOWNSHIP
RESOLUTION IMPOSING MORATORIUM ENFORCEMENT ON THE
ELMWOOD CHARTER TOWNSHIP ZONING ORDINANCE AGAINST
NON-OWNER OCCUPIED VACATION RENTALS (SHORT TERM RENTAL)**

Resolution No. 4 of 2020

At a regular meeting of the Elmwood Charter Township Board, Leelanau County, Michigan held in the electronically via Zoom on May 11, 2020.

PRESENT: _____

ABSENT: _____

The following resolution was made by _____ and seconded by _____, to wit:

Recitals

- A. On July 22, 2019, the Elmwood Township Board adopted Resolution 11 of 2019 adopting a moratorium on enforcement of the zoning ordinance against any non-owner occupied vacation rental while the Township reviewed the matter.
- B. The moratorium was effective for six months or the effective date of an amendment for non-owner occupied vacation rentals, whichever is sooner.
- C. At their September 9, 2019 meeting, following the results of the survey, the Township Board appointed a Short Term Rental Working Group to begin work on a non-owner occupied vacation rental ordinance.
- D. The Working Group met October 10, 2019 and October 29, 2019 but did not make progress towards an Ordinance for the Board.
- E. On November 6, 2019, the Township Board and Planning Commission held a joint meeting to discuss how non-owner occupied vacation rentals should be regulated. The Board directed the Planning Commission to draft a licensing ordinance, as well as a zoning ordinance amendment.
- F. On February 10, 2020, the Elmwood Township Board adopted Resolution 1 of 2020 extending the moratorium on enforcement of the zoning ordinance against any non-owner occupied vacation rentals.
- G. On March 10, 2020 the Michigan Governor declared a State of Emergency and Emergency Powers of the Governor Act due to the spread of COVID—19 in the State of Michigan. The Governor imposed social distancing and maximum number of individuals in a gathering causing the March Planning Commission meeting to be cancelled and the April meeting to be limited in content. This delayed the ability for the Planning Commission to further complete a licensing ordinance and zoning ordinance amendment.
- H. The Planning Commission is currently working on drafting the licensing ordinance and zoning ordinance amendment for consideration by the Township Board and anticipates that it will be completed in the near future.
- I. The resolution allows for the Elmwood Township Board to extend the moratorium by resolution.

Resolution

NOW, THEREFORE, BE IT RESOLVED THAT:

Moratorium; Time Limit

- A. The Elmwood Charter Township Board hereby extends the moratorium on enforcement of the zoning ordinance against any non-owner occupied vacation rentals while the Township develops the appropriate ordinances or amendments to the zoning ordinance.
- B. A moratorium adopted under subsection (A) above shall be in effect for a period of six (6) months from the date of adoption of this resolution, or the effective date of an amendment of the current Elmwood Charter Township Zoning Ordinance regulating/addressing non-owner occupied vacation rentals, whichever is sooner, unless such a moratorium is extended by further resolution of the Township Board.

Severability

If any section, provision or clause of this Resolution or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect any remaining portions or application of this Resolution, which can be given effect without the invalid portion or application.

Effective Date

This Resolution shall be effective immediately following its adoption.

YES: _____

NO: _____

RESOLUTION DECLARED ADOPTED.

ELMWOOD CHARTER TOWNSHIP

By: _____

Jeff Shaw, Supervisor

I, the undersigned, the Clerk of the Charter Township of Elmwood, Leelanau County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality at a regular meeting held on February 10, 2020, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____

Connie Preston, Clerk

To: Elmwood Township Board

From: Sara Kopriva AICP, Planner/Zoning Administrator

RE: Location Information for Short Term Rentals

Date: May 4, 2020

Since it has been a few months since we have discussed this topic, let me give you a brief history. While discussing short term rentals, both the Township Board and Planning Commission, has asked how many short term rentals we have and where are they located. The Board asked that I contact Host Compliance to determine how much it would cost.

At the February Board meeting, I represented the information from Host Compliance, including a contract for the work. During public comment, a company named AirDNA, was mentioned and the board asked that I look into this company to see if they could provide the information to us and at what cost. In the March packet, I provided an update but since the meeting was cancelled due to coronavirus, the Board has not taken action on the item yet.

Host Compliance-

Offers location information for each rental, proof of rental, and property owner for each rental. They are asking for a 12 month contract with a 6 month, 100% money back guarantee if we are not satisfied. Based on the 169 listings, the cost would be \$7,605. Host Compliance offers multiple additional products once licensing is offered.

AirDNA-

Is a market research website. It puts all the rentals in one location from all the rental websites and shows rental rates, performance trends, and occupancy information within a zip code. It does not provide the address or owner for each unit within the Township since it only uses the information from the online listings, that do not usually include this information

Harmari STR-

Offers similar services to Host Compliance, where they provide a list of address of rentals within the Township. Based on 160 listings, the cost would be \$6,000. They also offer additional products if a licensing ordinance is adopted.

It is anticipated that whichever company provides us with address information would also be involved in the future with enforcement. Both Host Compliance and Harmari offer a 24/7 monitored hotline for anyone to report a potential violation of the ordinance. They also offer a service that notifies the Township of any new listings in the Township and will send a letter to the operator if they have not obtained a license. I have put together a chart to show the costs for each of the products.

	<u>Host Compliance</u>	<u>Harmari</u>
Address Identification	\$7,605	\$6,000
Enforcement Hotline	\$1,464	\$5,000
Compliance Monitoring- <i>Informing Township of unlicensed properties and sending letter</i>	\$2,745	\$2,000
Total with Address Identification and Enforcement	\$9,069	\$11,000
Total with all 3 services	\$11,814	\$13,000

Host Compliance Address Identification

Host Compliance has developed a set of proprietary technologies, methodologies and processes to quickly and cost-effectively monitor specific geographies for short-term vacation rental listings and precisely identify the addresses and contact information of the associated properties. These sophisticated software tools and algorithms are deployed continuously across the world's 54 largest vacation rental websites ensuring that your database of short-term vacation rental properties is always fully comprehensive and up-to-date.

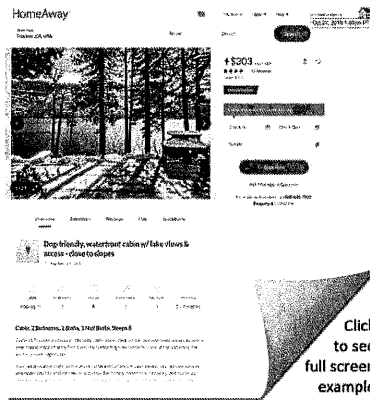


Monthly email-delivered report and live web-delivered dashboard with complete address information and screenshots of all identifiable STRs in Elmwood Township's jurisdiction:

- Up-to-date list of jurisdictions' active STR listings
- High resolution screenshots of all active listings (captured weekly)
- Full address and contact information for all identifiable STRs in jurisdiction
- All available listing and contact information for non-identifiable STRs in jurisdiction

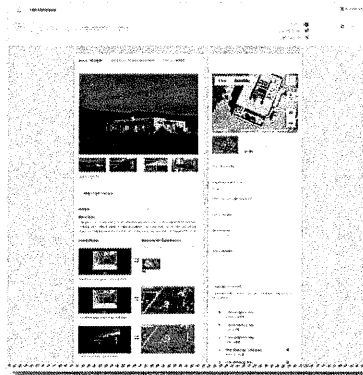
AUTOMATICALLY CAPTURE FULL-PAGE HIGH-RESOLUTION SCREENSHOTS OF ALL SHORT-TERM RENTAL ADS POSTED ONLINE

- Get the time and date-stamped screenshots you need to hold illegal operators accountable
- Automatically capture new time and date-stamped screenshots every 3 days
- Capture screenshots on random times and days to eliminate the risk of non-compliant short-term rental operators "gaming the system" by making their listings temporarily inactive on certain times
- Easily find and access screenshots from each property's "file" in our online database
- Print and download each screenshot with the click of a button



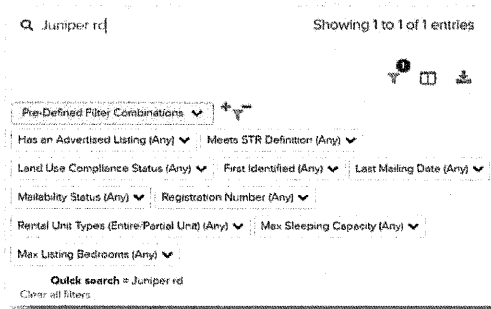
KEEP TRACK OF ALL INFORMATION RELATED TO EACH OF YOUR COMMUNITY'S LEGAL AND ILLEGAL SHORT-TERM RENTALS

- Easily find all relevant listing, booking and stay activity for each listing and rental unit in your community
- Review pictures, reviews and listing information for all short-term rental listings - even for ads that are no longer posted online!
- Download and print nicely formatted reports for easy sharing with colleagues and case hearing officers



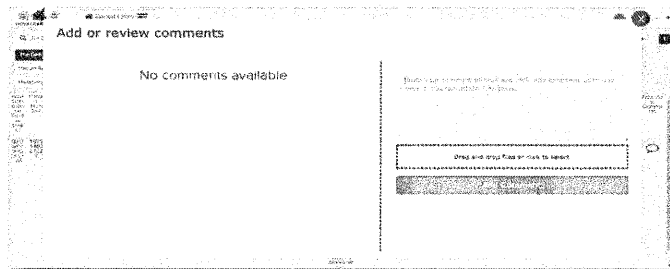
SEARCH, SORT AND FILTER TO FIND THE EXACT SHORT-TERM RENTAL PROPERTIES YOU ARE LOOKING FOR

- Automatically de-duplicates the data to easily identify short-term rentals properties that are cross-listed on multiple websites
- Segment, filter and sort all identified short-term rentals into compliant and non-compliant lodgings based on each property's location, property type, and registration status
- Search short-term rental listings by all relevant dimensions including neighborhood (as defined by GIS files), usage and property type



EASILY UPDATE, CHANGE AND COMMENT ON ILLEGAL RENTALS AND ENFORCEMENT CASES AS YOU TAKE THEM THROUGH YOUR PROCESS

- Update records and cases in real-time
- Add comments and photo, video and other evidence whenever needed
- Review comments to easily see what your colleagues have done to move your cases forward
- Get notified when cases you follow have been update



EXECUTIVE SUMMARY

We believe that **Harmari STR** is well positioned to help Elmwood Township achieve its objectives. This is why we are better than other similar service providers:



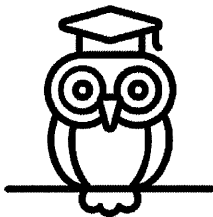
Quality Guarantee: We have heard horror stories of vendors providing City staff with half-completed, error-riddled data resulting in mis-identifications and returned mail. Then City staff have to “massage” the data after the fact. This is unacceptable for a professional data-services company. For address identification and names we have a minimum accuracy guarantee of at least 95% for houses and at least 75% for condos.



Price: Beware of competitors that charge the same STR identification flat rate for every year of a contract. Real estate usually turns over between 10% to 20% which means year 2 and onward should be less work for a Vendor. These cost savings are passed on to you.



Upfront Supporting Evidence: We are the only compliance vendor that guarantees a minimum of 2 supporting evidence screenshots for every non-compliant short term rental. Some vendors provide a “lower tier” list service which does not include proof unless you request it. That short-cut can be very costly to your municipality in the event of a dispute or litigation. Harmari provides evidence upfront without a need for a special request.



Experience and Capacity: Our 30+ analysts are personally recruited and trained at our company’s head-office by Harmari executive and senior analysts. Our team has a capacity to handle a large amount of identifications per week. Some competitors may “crowdsource” their analysts in a take-all-comers platform like Amazon MTurk. We do not outsource our core competency. Harmari has been providing online investigation tools to government for 9 years



Marketplace coverage: Beware of misleading website coverage claims. Over 90% of the worldwide STR inventory boils down to 4 platforms: Airbnb, Expedia, TripAdvisor, and Booking. Harmari offers a “local organic STR search” that goes beyond the big 4 websites and into websites operated by local Property Managers. This is critical for full compliance and for catching tax leakage related to “off platform bookings”.



Harmari STR Feature Sheet

Targeted Web Crawling

1. Data collection and archiving from 60+ different short-term rental websites including Airbnb, HomeAway, FlipKey, Booking
2. Data collection from at least 2 unique local popular sites based on search engine ranking (if available), and all known organic inventories in jurisdiction
3. Data collection is run at least 4 times per week; staggered over day/night, and weekend/weekday
4. Collect and store calendar availability data for at least 6 months each time listing data is collected
5. Accurately de-duplicate STR listings via machine learning technology
6. Archive and estimate gross revenue via review or calendar bookings for a 36-month retrospective view
7. Identify STR calendar booked periods less than the minimum night stay advertised
8. Generate statistics on room type, occupancy rate, dynamic heat maps, nightly rates, and other metadata
9. Capture time-stamped STR listings data in HTML, JPG, PDF, and reviews in Excel format
10. 24/7 accessible web-portal with keyword-search by user name, address, business name, listing ID, license number, and listing url
11. Detect names of the operator(s) in the reviews and count their occurrences
12. Automated STR Licensee cross-checking via geo-locating and metadata match

Web Portal

1. Log into a secured, password-protected web-based graphical user interface
2. Compatible with desktop, tablet and mobile version of internet browsers
3. Schedule downloads and delivery by email of STR reports
4. Navigate listings by keyword search and by interactive map
5. Reporting on 67 different data points
6. Reporting on calendar occupancy for a 3 month period in table format including weekend bookings
7. Generate 7 different reporting templates with 6 different filters
8. Enter notes and compliance activity on 40 different categories of compliance
9. Customer Support and Language in English, French, Spanish and Catalan
10. Generate a mailout of non-compliant STR operators within the interface



Identification Service

1. Validate STR listing data with at least 2 different data points to public records; one for the operator/owner, and one for the property
2. Supporting evidence data points are provided up-front and ready for download for the customer without the customer requesting it
3. Correctly Identify STR House listings with full name and exact street address at least 95% of the time
4. Correctly Identify STR Condo listings with full name and exact address including unit number at least 75% of the time

STR Hotline Service

1. Local or toll-free number accessible 24/7/365 by citizens
2. Hold time less than 30 seconds for 90% of calls
3. Call Center and staff based in the United States
4. Live Human Operator for both inbound and outbound calls
5. Real-time notification of initial incident to customer
6. Customized escalation strategy for the customer during setup
7. Online tip form for online submissions
8. Upload supporting evidence of nuisance or violation photo, video, or audio
9. Reporting interface for customer to review incident, cause, and resolution
10. Integrated reporting to show both nuisances and other violations on the same report

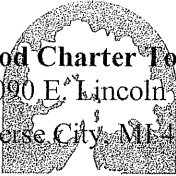
Compliance Mail Outreach Service

1. Letter sent to Property Owner/Management Company informing them to register their property
2. Letter format to be approved by Township before mail out

Compliance Phone Outreach Service

1. Phone call made to Property Owner/Management Company informing them to register their property
2. Phone call is from Harmari Staff

Planning/ Zoning Department
planner@elmwoodtownship.net

**Elmwood Charter Township**
10090 E. Lincoln Rd.
Traverse City, MI 49684

Contact Information
Ph: (231) 946-0921
Fax: (231) 946-9320

To: Elmwood Township Board

From: Sara Kopriva AICP, Planner/Zoning Administrator

RE: Discovery Pier Public Hearing

Date: May 4, 2020

Recommended Motion: Motion to reschedule the public hearing on the Discovery Pier Trust Fund Grant for the June 8, 2020 meeting.

Since the May meeting was cancelled due to the coronavirus, the Board was unable to have the public hearing on the application for the DNR Trust Fund Grant for Discovery Pier. At this time, they have asked to have the public hearing rescheduled to the June meeting.

April 29, 2020

Mr. Jeff Shaw, Supervisor
Elmwood Township
10090 E. Lincoln Road
Traverse City, Michigan 49684

Subject: Pickleball Reservation for 2020

Dear Mr. Shaw,

Our group was scheduled to be on the April agenda to confirm our reservation to play on Mondays and Wednesdays, 9:00 a.m. - 11:00 a.m.

Due to the “stay at home” restrictions, we were not able to participate. We do hope that it was approved by your Board as we have played at the above time for the past several years.

Tim called me regarding the two weeks he holds tennis lessons and he will let me know if he will have lessons and our group will honor his time slot as we have in previous years.

I would appreciate your approval so I may inform the Senioritas once the restrictions have been lifted and the nets put up.

Thank you for your consideration in this matter and look forward to playing once again. Kudos to your grounds people who always do a superb job.

Sincerely,

Rita Cheyne
12045 South Elk Run
Traverse City, 49684
Tel: 929-4385

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

Date: 05/06/2020
 Time: 3:50 pm
 Page: 1

ELMWOOD TOWNSHIP

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
THE ACCUMED GROUP	A026	BILLING SERVICE FEE	0	00/00/0000	638.49
				Vendor Total:	638.49
AMERICAN WASTE	M008	ACCT#4091150	0	00/00/0000	60.00
				Vendor Total:	60.00
BS&A SOFTWARE	B161	TAX & ASSESSING SUPPORT FEES	0	00/00/0000	1,825.00
				Vendor Total:	1,825.00
CONSUMERS ENERGY	C040	ACCT#1030 3518 7543	0	00/00/0000	204.28
				Vendor Total:	204.28
EARTHWORKS EXCAVATION, LLC	E006	BLUE RIDGE PLOWING	0	00/00/0000	270.00
				Vendor Total:	270.00
AUDREY GOENSE	927	PAVILION CANCELATION	0	00/00/0000	250.00
				Vendor Total:	250.00
GRAND TRAVERSE COUNTY DPW	G040	ACCT#4096611	0	00/00/0000	379.76
				Vendor Total:	379.76
GRAND TRAVERSE COUNTY	G200	ELMWOOD GREILICKVILLE WATER	0	00/00/0000	29,575.09
				Vendor Total:	29,575.09
HIRZEL LAW, PLC.	H032	BREWERY CREEK	0	00/00/0000	300.00
				Vendor Total:	300.00
HOMETOWN LAWN SERVICE	H024	EARLY SPRING APPLICATION	0	00/00/0000	694.00
				Vendor Total:	694.00
JEFF KUEHLE	928	REMOVE SAND FROM RAMP AT GHP	0	00/00/0000	100.00
				Vendor Total:	100.00
LEELANAU COUNTY TREASURER	L060	PRIOR YR TAX ADJ	0	00/00/0000	93.56
				Vendor Total:	93.56
LEELANAU ENTERPRISE & TRIBUN	L020	CUST#3599	0	00/00/0000	100.20
				Vendor Total:	100.20
NETLINK	M185	3 MONTH MAINT	0	00/00/0000	848.40
				Vendor Total:	848.40
JEFF SIMONIS	862	SLIP FEE ADJUSTMENT	0	00/00/0000	1,005.00
				Vendor Total:	1,005.00
STAPLES CREDIT PLAN	S008	ACCT#6035517820085610	0	00/00/0000	173.06
				Vendor Total:	173.06
RODNEY STEWART	S131	used trailer	0	00/00/0000	200.00
				Vendor Total:	200.00
VERIZON WIRELESS	V014	ACCT#682962913-00001	0	00/00/0000	67.15
				Vendor Total:	67.15
VISIBLE DIFFERENCE BLDG. MAIN	V002		0	00/00/0000	124.00
				Vendor Total:	124.00
WELLS FARGO FINANCIAL LEASIN	W027	CONTRACT#603-0180923-000	0	00/00/0000	95.40
				Vendor Total:	95.40
				Grand Total:	37,003.39
				Less Credit Memos:	0.00
				Net Total:	37,003.39
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	37,003.39
	Total Invoices:	32			