



CITY COUNCIL

December 5, 2022

1. Call to Order – 7:00 P.M. – City Council Chambers
2. Recitation – Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Introduction – Public Safety Director Breed will introduce Public Safety Officer Connor Kish, Public Safety Officer Alexis Peacock and Interim Public Safety Director Adrian “Rock” Karr
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) November 21, 2022 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since November 21, 2022
6. Public Comments
7. City Manager Updates
8. Appointments – Consideration of appointments to the Downtown Management Board and Planning Commission
9. Old Business – Discussion of a proposed ordinance that would amend the Sign Ordinance to allow for halo lit signs
10. New Business
 - (a) Authorization to enter into an Intergovernmental Professional Services Agreement with Petoskey Schools for a School Resource Officer
 - (b) Adoption of a proposed resolution approving assessor contact as required by the State
 - (c) Adoption of a proposed resolution approving 2023 poverty exemption policy and guidelines
 - (d) Adoption of a proposed resolution approving the 2023 City Council meeting schedule
11. City Council Comments
12. Closed Session – Adoption of a proposed resolution that would authorize to adjourn to a closed session, pursuant to Section 8(e) and 8(h) of the Michigan Open Meetings Act, to consult with its attorney regarding strategy in connection with specific pending litigation and consider material exempt from disclosure
13. Adjournment

Alternatively, join the meeting via the Zoom platform

<https://us02web.zoom.us/j/86313742650>

Meeting ID: 863 1374 2650

+1 646 558 8656 US (New York)

Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the City Clerk at the earliest opportunity by emailing sbek@petoskey.us or by calling 231-347-2500 to request assistance.

Persons interested in addressing the City Council during the meeting under public comment period can press the "raise hand" button or send a chat message in Zoom or by phone press *9.

Public meetings are being monitored and violations of statutes will be prosecuted.



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 5, 2022

PREPARED: December 1, 2022

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

The City Council will be asked to adopt a resolution that would approve the following consent agenda items:

- (1) Draft minutes of the November 21, 2022 regular session City Council meeting; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since November 21, 2022 for contract and vendor claims at \$525,177.64, intergovernmental claims at \$0, and the November 23 payroll at \$248,454.02 for a total of \$773,631.66.

sb
Enclosures



CITY COUNCIL

November 21, 2022

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, November 21, 2022. This meeting was called to order at 7:00 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

Present: John Murphy, Mayor
Tina DeMoore, City Councilmember
Derek Shiels, City Councilmember
Brian Wagner, City Councilmember
Lindsey Walker, City Councilmember

Absent: None

Also in attendance were City Manager Shane Horn, City Clerk Sarah Bek, Finance Director Audrey Plath and Downtown Director Becky Goodman.

Amend Agenda – Resolution No. 19719

Councilmember Shiels moved that, seconded by Councilmember Wagner to amend the agenda and add under new business the EGLE State High Water Infrastructure grant 2023 RFP pertaining to the Little Traverse Wheelway.

Said motion was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Special Assessment Roll Public Hearing

A public hearing was held to receive comments on the proposed special assessment roll that would spread costs of downtown area programs and services during 2023, as requested by the Downtown Management Board.

Mayor Murphy opened the public hearing at 7:03 P.M. and there were no public comments and the hearing closed at 7:03 P.M.

Budget and Tax-Levy Public Hearing

A public hearing was held to receive comments concerning the City's proposed 2023 Annual Budget and recommended property tax millage rates for 2023. The City's proposed 2023 Annual Budget was initially presented and discussed at the November 7 City Council meeting.

Mayor Murphy opened the public hearing at 7:04 P.M. and there were no public comments and the hearing closed at 7:04 P.M.

Hear 424 Emmet Street Obsolete Rehabilitation Act (OPRA) Presentation

Paul Silva, Silva Property Management LLC, owner of 424 Emmet Street, gave a brief presentation on renovation and tax abatement request; that the company started in 1990 and owns and operates 600 multifamily units across Michigan; reviewed building history; purchased 424 Emmet Street in 2022 with the intent to renovate and create 12 new apartment units; that the building was abandoned and declared uninhabitable in 2006; requesting an OPRA and 12-year tax abatement; that without funding the project is not viable; and reviewed proposed improvements and estimated total project cost of \$1.8M.

Councilmembers inquired on the cost per unit and if developer was looking at selling units; discussed including a sunset clause or reasonable time limit to complete project; inquired if developer communicated with Emmet County Zoning to be sure property is obsolete; inquired on estimated rents; inquired on what the 12-year abatement is based upon; inquired on the length of building permits; heard from those in favor of discussing a potential clause once State grants approval; and heard from those supporting the potential project.

Mr. Silva and Tom Johnson, Landmark Group representative, responded that cost per unit is estimated at \$150,000 and there is no intent to sell units; that obsolete property has to be declared by the Assessor which the process has been initiated and working with architect on OPRA; that estimated rents for studios and one-bedrooms is \$800-\$1,000; that abatement is based on cost of construction and high interest rates; that building permits are good for one year; and that he is anxious to begin project and is open to working with City Council on terms.

The City Manager reviewed OPRA process and that the next steps were to set a public hearing for an OPRA District and a public hearing to approve application. Councilmembers concurred to move forward in the process.

Consent Agenda - Resolution No. 19720

Following introduction of the consent agenda for this meeting of November 21, 2022, Councilmember Walker moved that, seconded by Councilmember Wagner adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the November 7, 2022, regular session City Council meeting be and are hereby approved; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since November 7, 2022 for contract and vendor claims at \$445,634.99, intergovernmental claims at \$0 and the November 10 payroll at \$219,796.68, for a total of \$665,431.67 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

The City Manager reviewed that there was an error in the process and that the zoning amendment to increase height standards in the B-3a Resort Commercial District was not addressed as an agenda item at the last Planning Commission meeting, so it will be included on the December 15 Planning Commission agenda for consideration and then will be brought back to City Council in January for further discussion which will delay the public hearing.

Hear Public Comment

Mayor Murphy asked for public comments and there were no comments.

Hear City Manager Updates

The City Manager reviewed that the Downtown Management Board adopted the 2023-2027 Downtown Strategic Plan at their meeting last week; reviewed that the November 17 Planning Commission meeting was canceled; that the District Library Board meets November 22; that the draft 2023-2027 Parks and Recreation Master Plan update is available for review for the next 30 days; that Solanus Mission Beach improvements and Festival Place Shelter new roof were substantially complete; that seasonal winter parking restrictions begin December 1 through April 1; congratulated Water/Wastewater Supervisor Sherrie Elliott on her retirement after 16 years of service; reviewed that the downtown holiday parade was this Saturday and the holiday open house is December 2; and gave kudos to the DPW crews for clearing streets and sidewalks after first snowfall of many.

Councilmembers inquired if the draft Parks and Recreation Master Plan included the most recent survey results and expressed gratitude to Sherrie Elliott on her retirement. The City Manager responded that survey results were included in the draft plan.

Approve Lofts at Lumber Square Brownfield Plan – Resolution No. 19721

The City Manager reviewed that this was a second discussion and possible adoption of a resolution of concurrence for the Lofts at Lumber Square Brownfield Plan; that the Plan was introduced at the November 7 meeting; that the plan describes the public purpose and qualifying factors for determining the site as an eligible property, the eligible activities and estimated costs, the impacts of tax increment financing and other project factors; that the plan includes an allocation of \$1M for the Greenway extension that directly benefits the Brownfield project and the community and provides the opportunity to leverage State funds; and that Mac McClelland, Manager Brownfield Redevelopment Otwell Mawby, P.C., was present to answer any additional questions.

Councilmembers asked what had changed in the plan since the last discussion on November 7; inquired if the City would only be reimbursed if Greenway project is completed; inquired when the Greenway portion should be undertaken; inquired how long capture goes to developer absent Greenway; discussed length of capture; inquired on estimated amount in revolving fund after capture; inquired if the length of capture needed to be decided now or determined later; heard concerns with other projects and the lack of funding from developer and requests for additional funding and hopes this project does not fall in the same pattern; inquired on the demolition of buildings; inquired on when project would begin; heard from those in favor of cooperation and multiple people would be contributing to Greenway extension; and inquired on the next steps after resolution of concurrence.

Mr. McClelland responded that the only thing that changed from the last discussion is that City taxes captured for the Local Brownfield Revolving Fund will only be spent within the City of Petoskey; that the City will only be reimbursed what is spent; that the Greenway project should be undertaken at the earliest when development financing and construction agreement are in place; that the State puts a 3-year limitation on eligible activities; that approximately 12 years of tax capture will go to developer if Greenway project is not included; that with the Greenway allocation, the estimated timeframe for reimbursement is 22 years for local capture and 24 years for State tax capture; that an estimated \$630,000 would be available in revolving fund after 5-year capture with 25% of fund going to the City; that the length of time can be adjusted; that the Local Brownfield Revolving Fund is a valuable tool for years to come; that a Brownfield Plan includes everything that would be approved and if there is something added or not listed the plan would have to come back and Council would have to re-approve; and that the next step is the Emmet County Brownfield Authority to review on November 28 and Emmet County conduct a public hearing and possible approval on December 20.

Haan Development representatives commented that one building on the property is completely down and one partially down and the developer hopes to begin project late spring/early summer of 2023 with approximately 18-20 months to complete.

Councilmember Walker moved that, seconded by Councilmember Shiels adoption of the following resolution:

WHEREAS, the Michigan Brownfield Redevelopment Financing Act, Act 381, P.A. 1996 as amended, authorizes municipalities to create a brownfield redevelopment authority to promote the revitalization, redevelopment, and reuse of contaminated, blighted, functionally obsolete or historically designated property through tax increment financing of eligible environmental and/or non-environmental activities with an approved Brownfield Plan; and

WHEREAS, the Emmet County Board of Commissioners established the Emmet County Brownfield Redevelopment Authority under the procedures under Act 381 and filed with the Secretary of State on July 26, 1999 to facilitate the cleanup and redevelopment of Brownfields within Emmet County; and

WHEREAS, a Brownfield Plan has been prepared for the redevelopment of the former Hankey Lumber property at 900 Emmet Street into 60 residential units for workforce housing that outlines the qualifications, costs, impacts, and incentives for the project collaborative developed by the Petoskey-Harbor Springs Area Community Foundation and G.A. Haan Development, LLC for reimbursement from Brownfield Tax Increment Revenues with the adoption of the Brownfield Plan; and

WHEREAS, Act 381 requires the concurrence of the local unit of government in which the Brownfield Plan project is located for Brownfield Plans under County Brownfield Redevelopment Authorities, and the Lofts at Lumber Square Brownfield Project is located at 900 Emmet Street in the City of Petoskey; and

WHEREAS, subsequent to the City Council's concurrence, the Emmet County Brownfield Redevelopment Authority will consider the Brownfield Plan for the Lofts at Lumber Square and provide a recommendation to the Emmet County Board of Commissioners; and

WHEREAS, subsequent to the City Council's concurrence, the Emmet County Board of Commissioners will set and notice a public hearing for December 20, 2022 and will consider the Lofts at Lumber Square Brownfield Plan at their regular meeting on December 20, 2022:

NOW THEREFORE BE IT RESOLVED, that pursuant to the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of 1996, as amended, being MCL 125.2651, *et seq*, the City of Petoskey City Council hereby concurs with the Brownfield Plan for the Lofts at Lumber Square.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Confirm Special Assessment Roll – Resolution No. 19722

The City Manager reviewed the proposed special assessment roll and the 7% rate increase for 2023.

City Councilmembers inquired on 414 Waukazoo and questioned why it is treated as residential and not commercial since it is a licensed short-term rental and concurred that the property should be charged for first-floor commercial.

Councilmember DeMoore moved that, seconded by Councilmember Walker to add first-floor assessment to 414 Waukazoo and adoption of the following resolution:

WHEREAS, the City Council on October 3, 2022, reviewed a report of September 28, 2022, that had been prepared by the City Manager that listed programs and services that had been proposed to be provided property owners and tenants within the Downtown Management Board's territory along with the proposed special-assessment roll that could be implemented to finance such programs and services; and

WHEREAS, following that review, the City Council conducted a public hearing on October 17, 2022, to receive comments concerning recommended programs and services as proposed to be provided by the Downtown Management Board as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, after having received no comments at its October 17 public hearing, the City Council then approved the programs and services as had been recommended by the Downtown Management Board, as well as approved the costs for such programs and services that had been estimated by the Downtown Management Board; and

WHEREAS, in addition to approving proposed downtown programs and services and costs of such programs and services, City Council directed City staff to prepare a special-assessment roll in accordance with the City Council's approval of recommended programs and services and costs of such programs and services for presentation to the City Council on November 7, 2022; and

WHEREAS, after receiving a proposed special-assessment roll, City Council accepted the assessment roll, ordered that it be placed on file with City staff and made available for inspection by the public, scheduled a public hearing for November 21, 2022, to receive comments concerning the proposed special-assessment roll, and directed City staff to publish a notice of the November 21, 2022 public hearing and to notify potentially affected property owners of said hearing; and

WHEREAS, the City Council conducted its November 21 public hearing and is satisfied with the assessment roll as prepared by the City staff and believes that assessments are in proportion to the benefits to be received:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby accepts the special-assessment roll as prepared by City staff and as presented to the City Council and is satisfied with the roll and believes that assessments are in proportion to the benefits to be received; and

BE IT FURTHER RESOLVED that City Council does and hereby confirms the special-assessment roll as prepared by City staff and as presented to City Council; and

BE IT FURTHER RESOLVED that the City Council does and hereby orders that a certified copy of said special-assessment roll be placed on file at the City Hall and that the staff be and is hereby directed to spread the assessments and collect the various sums and amounts that appear on said special-assessment roll.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Adopt 2023 Annual Budget – Resolution No. 19723

The City Manager reviewed that the 2023 proposed annual budget was presented on November 7 and a public hearing was held earlier in the meeting with no comments and that there were no changes since the last meeting.

Councilmembers commented on the Electric Fund and asked if it could be a fund to borrow from for a potential housing project; heard a comment on the funding source for the \$600,000 MERS UAL expense and that enterprise funds were funding the payment instead of the General Fund; inquired on on-going utility-industry restructuring efforts and if there would be an impact on utility rates; and inquired on the basis of rates and charges and how increases are decided.

The City Manager responded that there should be caution using the Electric Fund to fund other projects and that it could impact utility rates; that on-going utility-industry restructuring would not affect rates, but rather allows the City to purchase power and work with MPPA as-needed while market is attractive; that taxes are main source of revenue and State revenues, but some come from city-wide rates and charges that are small incremental changes and reviewed on an annual basis to cover costs.

Councilmember Wagner moved that, seconded by Councilmember DeMoore adoption of the following resolution:

WHEREAS, as required of City Charter provisions, the City Manager has presented to the City of Petoskey City Council the City's proposed annual budget for 2023; and

WHEREAS, as also is required of City Charter provisions, the City Council on November 21, 2022, conducted a public hearing to receive comments concerning these proposed budgets for the City's various funds:

General Fund

January 1, 2023 Fund Balance	\$ 6,288,226
Revenues	<u>10,127,000</u>
Expenditures:	
General Governmental Services	2,076,050
Public Safety	3,655,700
Public Works	709,300
Recreation and Cultural	<u>3,758,600</u>
Total Expenditures	<u>10,199,650</u>
December 31, 2023 Fund Balance	\$ <u>6,215,576</u>

Major Street Fund

January 1, 2023 Fund Balance	\$ 1,240,926
Revenues	790,900
Expenditures	<u>1,376,400</u>
December 31, 2023 Fund Balance	\$ <u>655,426</u>

Local Street Fund

January 1, 2023 Fund Balance	\$ 1,009,200
Revenues	273,500
Expenditures	<u>485,700</u>
December 31, 2023 Fund Balance	\$ <u>797,000</u>

General Street Fund

January 1, 2023 Fund Balance	\$ 1,360,161
Revenues	1,459,500
Expenditures	<u>1,556,500</u>
December 31, 2023 Fund Balance	\$ <u>1,263,161</u>

Tax Increment Finance Authority Fund

January 1, 2023 Fund Balance	\$ 935,401
Revenues	577,000
Expenditures	<u>499,000</u>
December 31, 2023 Fund Balance	\$ <u>1,013,401</u>

Library Fund

January 1, 2023 Fund Balance	\$ 1,188,090
Revenues	1,693,000
Expenditures	<u>1,934,700</u>
December 31, 2023 Fund Balance	\$ <u>946,390</u>

Downtown Management Fund

January 1, 2023 Fund Balance	\$ 233,189
Revenues	161,700
Expenditures	<u>176,900</u>
December 31, 2023 Fund Balance	\$ <u>217,989</u>

Downtown Parking Fund

January 1, 2023 Retained Earnings	\$ 1,763,464
Revenues	1,094,500
Expenses	<u>900,000</u>
December 31, 2023 Retained Earnings	\$ <u>1,957,964</u>

Right-of-Way Fund

January 1, 2023 Fund Balance	\$ 762,860
Revenues	2,003,100
Expenditures	<u>1,202,000</u>
December 31, 2023 Fund Balance	\$ <u>1,563,960</u>

Electric Fund

January 1, 2023 Retained Earnings	\$ 25,347,354
Revenues	11,408,400
Expenses	<u>11,390,400</u>
December 31, 2023 Retained Earnings	\$ <u>25,365,354</u>

Water and Sewer Fund

January 1, 2023 Retained Earnings	\$ 28,277,253
Revenues	6,333,700
Expenses	<u>6,017,600</u>
December 31, 2023 Retained Earnings	\$ <u>28,593,353</u>

Motor Pool Fund

January 1, 2023 Retained Earnings	\$ 5,439,941
Revenues	1,172,700
Expenses	<u>1,183,800</u>
December 31, 2023 Retained Earnings	\$ <u>5,428,841</u>

Building Authority Marina Improvements Bond Fund

January 1, 2023 Fund Balance	\$ 32,104
Revenues	120,600
Expenditures	<u>119,600</u>
December 31, 2023 Fund Balance	\$ <u>33,104</u>

Building Authority Bear River Valley Improvements Bond Fund

January 1, 2023 Fund Balance	\$ 125,802
Revenues	254,800
Expenditures	<u>253,800</u>
December 31, 2023 Fund Balance	\$ <u>126,802</u>

WHEREAS, following the public hearing to receive comments concerning the proposed 2023 Annual Budget and its consideration of the proposed budget, the City Council wishes to approve the proposed budgets of these various City funds; and

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby approves the 2023 Annual Budget as presented by the City Manager and as summarized in this resolution; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to declare certain obsolete City owned personal property as surplus and to arrange for its sale or disposal; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to make adjustments among line item appropriations so long as the total expenditure budget for the assigned fund is not exceeded; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to negotiate with and establish certain rates for electric-utility customers as might be deemed appropriate in response to on-going utility-industry restructuring efforts; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to continue the City's participation in the various feasibility studies that are conducted by the Michigan Public Power Agency or to join in with other studies, service committees, or projects that would be established by the Agency, such as those related to power-supply issues, or those that would meet municipal electric-system needs; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to work with other municipally-owned electric utilities to study the feasibilities of satisfying short- and long-term power-supply needs; and

BE IT FURTHER RESOLVED that the City Manager or Director of Public Works are designated representatives and are hereby authorized to work through Michigan Public Power Agency to identify and enter into power purchase agreements, commitments or transactions to satisfy power supply needs, consistent with the Energy Services Risk Management Policy and power supply goals as adopted by the City of Petoskey; and

BE IT FURTHER RESOLVED the rates and charges for services, fees, permits, licenses and the like and as listed in the City's Schedule of Rates and Charges and as attached to this resolution are approved and authorized to be charged and collected as applicable; and

BE IT FURTHER RESOLVED that the various parts, sections, and clauses of this resolution are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the resolution shall not be affected thereby.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)
NAYS: None (0)

Approve July and December Board of Review Date Flexibility – Resolution No. 19724

The City Manager reviewed that Berg Assessing and Consulting, Inc., Rogers City, provides the City's assessing consulting services and asked for consideration for flexibility to be present at July and December Board of Review meetings; that P.A. 122 of 2008 allows for alternate dates for July and December Board of Review; and that the City Charter does not state the July and December Board of Review date requirements.

Councilmember Shiels moved that, seconded by Councilmember Wagner adoption of the following resolution:

WHEREAS, Section 53b of the General Property Tax Act, MCL 211.53b, requires a Board of Review that meets in July to meet on Tuesday following the third Monday in July, and a Board of Review that meets in December to meet on the Tuesday following the second Monday in December; and

WHEREAS, assessors who work for multiple units are not always able to attend the Board of Review meeting for each unit when they meet on the same day; and

WHEREAS, Public Act 122 of 2008, effective May 9, 2008, allows an alternate July Board of Review meeting date during the week of the third Monday in July; and an alternate December Board of Review meeting date during the week of the second Monday of December; and

WHEREAS, it will benefit the residents of the City of Petoskey to have the assessor available to assist the Board of Review and taxpayers in processing tax appeals and poverty exemptions:

NOW, THEREFORE, BE IT RESOLVED that the local unit, City of Petoskey, may schedule these aforementioned meetings during the week of the third Monday of July and the week of the second Monday of December, as allowed by Public Act 122 of 2008.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Approve Addition of New Year's Eve as City Holiday – Resolution No. 19725

The City Manager reviewed that after reviewing personnel policies that adding New Year's Eve as an official City holiday would be little budgetary impact; that this would be an additional opportunity to show appreciation for the City's dedicated staff in further recognizing their service to the residents of Petoskey and help retain existing and new staff; and is a proponent of work/life balance and pays huge dividends to mental and physical health spending time with family.

Councilmembers commented that retaining quality staff is important and this additional holiday may be a small piece, but beneficial for all.

Councilmember DeMoore moved that, seconded by Councilmember Shiels adoption of the following resolution:

WHEREAS, the Petoskey City Council recognizes and appreciates the hard work and dedication of City of Petoskey employees; and

WHEREAS, quality, extended, paid leave time with family creates and promotes an effective workplace atmosphere and an effective work-life balance; and

WHEREAS, the City Council, in continued support of Petoskey employees' desires to add New Year's Eve as an official City holiday and provide all full-time employees the additional paid leave time:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council hereby recognizes and approves the addition of New Year's Eve as a paid City holiday.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Approve Application for State High Water Infrastructure Grant Program for Little Traverse Wheelway – Resolution No. 19726

The City Manager reviewed that EGLE opened 2023 Request for Proposals for State High Water Infrastructure Grant Program and the application deadline is November 30, 2022; that the Little Traverse Wheelway is an ideal project for this type of grant; that the Trails Council held a community conversation last week and exploring various financing is important to rebuild the wheelway; that Baird and Associates estimated schematic and bid ready documents to be \$1M; and that 80% funding would come from the grant and 20% from the City.

Councilmembers commented that results from the feasibility study are not available yet and heard concerns that matter is being discussed too early and inquired if SPARK grant could be pursued at same time for the City's 20% portion.

The City Manager responded that additional grants could be pursued at the same time and the City will be applying for both grants, that the County allocated \$50,000 of ARPA funds toward the wheelway project and that the City could potentially use City's ARPA funds for match.

Councilmember Shiels moved that, seconded by Councilmember Wagner adoption of the following resolution:

WHEREAS, the City of Petoskey desires to identify costs to restore the Little Traverse Wheelway damaged area; and

WHEREAS, the portion of the Little Traverse Wheelway experienced a slope failure in 2020 and has not been accessible to the public since and is in need of an engineering and design study to determine reconstruction costs; and

WHEREAS, establishing costs to reconstruct the closed section contributes to the goals and objectives identified 2023-2027 City of Petoskey's Parks and Recreation Master Plan, outlining the need and the desire to reconstruct the Little Traverse Wheelway; and

WHEREAS, funding is available from the State of Michigan Department of Environment, Great Lakes and Energy (EGLE) through the High Water Infrastructure Grant Program and

WHEREAS, request that the City Council consider committing up to 20% local match, that being \$200,000, toward the cost of final, bid ready engineering and design plans which are estimated at \$1,000,000; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Petoskey City Council adopt a resolution to authorize Shane Horn, City Manager, or his designee to serve as the City's representative for this project, authorize the submission of the application and request that High Water Infrastructure Grant program consider approval of final, bid ready engineering and design plans of the Little Traverse Wheelway and provide grant funding in the amount of \$1,000,000 of which 20% will be from the City of Petoskey and 80% from the High Water Infrastructure Grant Program through EGLE.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Council Comments

Mayor Murphy asked for Council comments and Councilmember Wagner commented that she was re-elected to serve Ward 4 residents and thanked City staff and the numerous volunteers for their civic duty working the election. Councilmember Wagner read an email aloud in regards to a concerned citizen about utility shutoff policy and how it could affect an entire condo association and thanked Public Safety Department and mutual aid for their efforts on the devastating fire last week on Arlington Avenue. Councilmember DeMoore read aloud an email from a trained election challenger on a well ran election and gave kudos to the City Clerk and her staff; that Ward 1 residents extended gratitude to the Public Safety Department and other assisting departments on fighting last week's fire; commented on the importance of holding off using ARPA funds in order to potentially use towards matching funds for the wheelway project; and suggested a work session on policy and ethics policy for City Council which are both elements for good governance. Mayor Murphy commented that he represented the City at the College ribbon cutting ceremony for athletics; was asked to sit in on training at hospital to talk about the Petoskey community; and wished everyone a Happy Thanksgiving.

There being no further business to come before the City Council, this November 21, 2022, meeting of the City Council adjourned at 9:06 P.M.

John Murphy, Mayor

Sarah Bek, City Clerk

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
11/22	11/28/2022	98786	David L Hoffman Landscaping & Nursery	101-770-802.100	Contracted Svcs. - Spraying	3,630.00- V
11/22	11/29/2022	99032	Voorheis, Margaret Ann	271-790-802.000	Contracted Services	270.00- V
11/22	11/23/2022	99112	Aflac	701-000-230.180	AFLAC Insurance Premiums	727.16
11/22	11/23/2022	99113	Airgas USA LLC	661-598-785.000	Small Tools & Supplies	30.33
11/22	11/23/2022	99113	Airgas USA LLC	661-598-785.000	Small Tools & Supplies	59.61
11/22	11/23/2022	99114	Alliance Entertainment	271-790-761.000	Audio Visual - Adult	259.78
11/22	11/23/2022	99115	AT&T	592-538-850.000	Communications	56.12
11/22	11/23/2022	99115	AT&T	592-560-850.000	Communications	101.24
11/22	11/23/2022	99115	AT&T	592-558-920.000	Public Utilities	44.71
11/22	11/23/2022	99116	AT&T Long Distance	101-345-850.000	Communications	37.16
11/22	11/23/2022	99117	Ballard's Plumbing & Heating	592-542-802.000	Contracted Services	6,590.00
11/22	11/23/2022	99118	Bek, Sarah	101-101-751.000	Office Supplies	15.65
11/22	11/23/2022	99119	Bell Equipment Company	661-598-932.000	Vehicle Repair & Maintenance	233.09
11/22	11/23/2022	99120	Berg Assessing & Consulting Inc	101-257-802.100	Contracted Services - Assessor	9,717.50
11/22	11/23/2022	99121	Bury, Tina	271-790-958.100	Programming - Adult	600.00
11/22	11/23/2022	99122	C. C. Unlimited LLC	661-598-932.000	Vehicle Repair & Maintenance	5,343.59
11/22	11/23/2022	99123	Carter's Imagewear & Awards	101-789-775.000	Materials & Supplies	219.05
11/22	11/23/2022	99123	Carter's Imagewear & Awards	101-773-767.000	Uniforms	119.20
11/22	11/23/2022	99124	Char-Em United Way	701-000-230.800	United Fund	49.75
11/22	11/23/2022	99125	Cintas Corp #729	582-593-930.000	Building Repair & Maintenance	48.74
11/22	11/23/2022	99125	Cintas Corp #729	204-481-767.000	Uniforms	102.80
11/22	11/23/2022	99125	Cintas Corp #729	582-588-767.000	Other - Uniforms	100.70
11/22	11/23/2022	99125	Cintas Corp #729	592-560-767.000	Other - Uniforms	51.00
11/22	11/23/2022	99125	Cintas Corp #729	592-549-767.000	Other - Uniforms	51.01
11/22	11/23/2022	99125	Cintas Corp #729	592-544-802.000	Contracted Services	65.91
11/22	11/23/2022	99125	Cintas Corp #729	101-268-802.000	Contracted Services	22.67
11/22	11/23/2022	99125	Cintas Corp #729	101-268-802.000	Contracted Services	22.67
11/22	11/23/2022	99125	Cintas Corp #729	592-544-802.000	Contracted Services	65.91
11/22	11/23/2022	99125	Cintas Corp #729	582-593-930.000	Building Repair & Maintenance	48.74
11/22	11/23/2022	99125	Cintas Corp #729	204-481-767.000	Uniforms	102.80
11/22	11/23/2022	99125	Cintas Corp #729	582-588-767.000	Other - Uniforms	100.70
11/22	11/23/2022	99125	Cintas Corp #729	592-560-767.000	Other - Uniforms	51.00
11/22	11/23/2022	99125	Cintas Corp #729	592-549-767.000	Other - Uniforms	51.01
11/22	11/23/2022	99126	Consumers Energy	202-475-920.000	Public Utilities	118.86
11/22	11/23/2022	99126	Consumers Energy	592-558-920.000	Public Utilities	57.73
11/22	11/23/2022	99126	Consumers Energy	592-558-920.000	Public Utilities	162.67
11/22	11/23/2022	99126	Consumers Energy	592-558-920.000	Public Utilities	79.42
11/22	11/23/2022	99126	Consumers Energy	592-538-920.000	Public Utilities	2,583.26
11/22	11/23/2022	99126	Consumers Energy	592-558-920.000	Public Utilities	55.04
11/22	11/23/2022	99126	Consumers Energy	592-558-920.000	Public Utilities	114.92
11/22	11/23/2022	99126	Consumers Energy	592-558-920.000	Public Utilities	206.42
11/22	11/23/2022	99126	Consumers Energy	592-558-920.000	Public Utilities	98.44
11/22	11/23/2022	99126	Consumers Energy	592-558-920.000	Public Utilities	43.64
11/22	11/23/2022	99126	Consumers Energy	592-558-920.000	Public Utilities	240.38
11/22	11/23/2022	99127	Dearborn Life Insurance Co	701-000-230.190	Weekly Indemnity Premiums	2,127.89
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-172-724.000	Fringe Benefits	22.66
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-201-724.000	Fringe Benefits	53.21
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-208-724.000	Fringe Benefits	17.00
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-253-724.000	Fringe Benefits	10.55
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-265-724.000	Fringe Benefits	5.67
11/22	11/23/2022	99127	Dearborn Life Insurance Co	582-588-724.000	Fringe Benefits	56.65
11/22	11/23/2022	99127	Dearborn Life Insurance Co	592-549-724.000	Fringe Benefits	70.61
11/22	11/23/2022	99127	Dearborn Life Insurance Co	592-560-724.000	Fringe Benefits	24.37
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-770-724.000	Fringe Benefits	46.45
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-773-724.000	Fringe Benefits	3.40
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-789-724.000	Fringe Benefits	7.93

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
11/22	11/23/2022	99127	Dearborn Life Insurance Co	204-481-724.000	Fringe Benefits	75.87
11/22	11/23/2022	99127	Dearborn Life Insurance Co	271-790-724.000	Fringe Benefits	93.27
11/22	11/23/2022	99127	Dearborn Life Insurance Co	514-587-724.000	Fringe Benefits	27.42
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-268-724.000	Fringe Benefits	15.86
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-345-724.000	Fringe Benefits	633.39
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-400-724.000	Fringe Benefits	15.86
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-441-724.000	Fringe Benefits	38.52
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-754-724.000	Fringe Benefits	7.93
11/22	11/23/2022	99127	Dearborn Life Insurance Co	101-756-724.000	Fringe Benefits	17.00
11/22	11/23/2022	99128	Delta Dental	101-172-724.000	Fringe Benefits	81.09
11/22	11/23/2022	99128	Delta Dental	101-201-724.000	Fringe Benefits	122.05
11/22	11/23/2022	99128	Delta Dental	101-208-724.000	Fringe Benefits	18.02
11/22	11/23/2022	99128	Delta Dental	101-253-724.000	Fringe Benefits	138.20
11/22	11/23/2022	99128	Delta Dental	101-265-724.000	Fringe Benefits	24.34
11/22	11/23/2022	99128	Delta Dental	101-268-724.000	Fringe Benefits	58.13
11/22	11/23/2022	99128	Delta Dental	592-549-724.000	Fringe Benefits	345.65
11/22	11/23/2022	99128	Delta Dental	592-560-724.000	Fringe Benefits	75.13
11/22	11/23/2022	99128	Delta Dental	701-000-230.110	Dental & Vision Payable	1,679.72
11/22	11/23/2022	99128	Delta Dental	101-773-724.000	Fringe Benefits	10.81
11/22	11/23/2022	99128	Delta Dental	101-789-724.000	Fringe Benefits	25.23
11/22	11/23/2022	99128	Delta Dental	204-481-724.000	Fringe Benefits	134.90
11/22	11/23/2022	99128	Delta Dental	271-790-724.000	Fringe Benefits	210.42
11/22	11/23/2022	99128	Delta Dental	514-587-724.000	Fringe Benefits	54.51
11/22	11/23/2022	99128	Delta Dental	582-588-724.000	Fringe Benefits	259.17
11/22	11/23/2022	99128	Delta Dental	101-345-724.000	Fringe Benefits	884.17
11/22	11/23/2022	99128	Delta Dental	101-400-724.000	Fringe Benefits	50.46
11/22	11/23/2022	99128	Delta Dental	101-441-724.000	Fringe Benefits	103.97
11/22	11/23/2022	99128	Delta Dental	101-754-724.000	Fringe Benefits	35.01
11/22	11/23/2022	99128	Delta Dental	101-756-724.000	Fringe Benefits	57.61
11/22	11/23/2022	99128	Delta Dental	101-770-724.000	Fringe Benefits	164.01
11/22	11/23/2022	99129	Derrer Oil Co.	661-598-759.000	Gas & Oil	3,364.16
11/22	11/23/2022	99130	DTE Energy	592-538-920.000	Public Utilities	61.72
11/22	11/23/2022	99130	DTE Energy	101-265-924.000	Heating Fuel	279.21
11/22	11/23/2022	99130	DTE Energy	582-593-924.000	Heating Fuel	709.60
11/22	11/23/2022	99130	DTE Energy	101-773-924.000	Heating Fuel	47.99
11/22	11/23/2022	99130	DTE Energy	592-538-920.000	Public Utilities	68.60
11/22	11/23/2022	99130	DTE Energy	101-265-924.000	Heating Fuel	182.29
11/22	11/23/2022	99130	DTE Energy	582-593-920.000	Public Utilities	266.93
11/22	11/23/2022	99130	DTE Energy	592-555-920.000	Public Utilities	46.97
11/22	11/23/2022	99130	DTE Energy	514-587-802.100	Cont. Svcs - Downtown Office	94.54
11/22	11/23/2022	99130	DTE Energy	592-538-920.000	Public Utilities	131.93
11/22	11/23/2022	99130	DTE Energy	101-345-920.000	Public Utilities	460.83
11/22	11/23/2022	99130	DTE Energy	271-790-924.000	Heating Fuel	267.62
11/22	11/23/2022	99130	DTE Energy	592-551-920.000	Public Utilities	1,626.05
11/22	11/23/2022	99130	DTE Energy	592-551-920.000	Public Utilities	1,630.64
11/22	11/23/2022	99130	DTE Energy	592-538-920.000	Public Utilities	82.34
11/22	11/23/2022	99130	DTE Energy	271-790-924.000	Heating Fuel	483.03
11/22	11/23/2022	99130	DTE Energy	101-345-920.100	Public Utilities-Station West	183.82
11/22	11/23/2022	99130	DTE Energy	101-268-924.000	Heating Fuel	578.35
11/22	11/23/2022	99130	DTE Energy	101-770-924.000	Heating Fuel	176.18
11/22	11/23/2022	99130	DTE Energy	592-558-920.000	Public Utilities	40.36
11/22	11/23/2022	99131	Fastenal Company	661-598-931.000	Equipment Repair	251.62
11/22	11/23/2022	99131	Fastenal Company	202-475-775.000	Materials & Supplies	80.30
11/22	11/23/2022	99131	Fastenal Company	203-475-775.000	Materials & Supplies	80.29
11/22	11/23/2022	99132	First Advantage Occ. Health Service Cor	582-588-802.000	Contracted Services	32.00
11/22	11/23/2022	99133	Fletch's Inc.	101-345-802.000	Contracted Services	1,574.28

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
11/22	11/23/2022	99133	Fletch's Inc.	661-598-932.000	Vehicle Repair & Maintenance	50.00-
11/22	11/23/2022	99133	Fletch's Inc.	661-598-932.000	Vehicle Repair & Maintenance	36.82
11/22	11/23/2022	99134	GFL Environmental	582-593-930.000	Building Repair & Maintenance	218.80
11/22	11/23/2022	99135	Gibby's Garage	661-598-931.000	Equipment Repair	770.00
11/22	11/23/2022	99135	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	315.00
11/22	11/23/2022	99135	Gibby's Garage	582-593-930.000	Building Repair & Maintenance	140.00
11/22	11/23/2022	99135	Gibby's Garage	661-598-931.000	Equipment Repair	1,190.00
11/22	11/23/2022	99135	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	105.00
11/22	11/23/2022	99135	Gibby's Garage	582-593-930.000	Building Repair & Maintenance	210.00
11/22	11/23/2022	99135	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	490.00
11/22	11/23/2022	99135	Gibby's Garage	582-593-930.000	Building Repair & Maintenance	70.00
11/22	11/23/2022	99136	Gongwer News Service Inc.	101-172-915.000	Memberships & Dues	533.33
11/22	11/23/2022	99136	Gongwer News Service Inc.	101-253-915.000	Memberships & Dues	533.33
11/22	11/23/2022	99136	Gongwer News Service Inc.	101-441-912.000	Education & Training	533.34
11/22	11/23/2022	99137	Great Lakes Energy	592-538-920.000	Public Utilities	63.02
11/22	11/23/2022	99137	Great Lakes Energy	592-558-920.000	Public Utilities	58.29
11/22	11/23/2022	99137	Great Lakes Energy	101-345-920.100	Public Utilities-Station West	344.48
11/22	11/23/2022	99137	Great Lakes Energy	592-538-920.000	Public Utilities	170.69
11/22	11/23/2022	99137	Great Lakes Energy	592-558-920.000	Public Utilities	68.56
11/22	11/23/2022	99138	Great Lakes Pipe & Supply	101-268-930.000	Building Repair & Maintenance	140.44
11/22	11/23/2022	99138	Great Lakes Pipe & Supply	101-082-682.000	Other	1.40-
11/22	11/23/2022	99139	Haley's Plumbing & Heating	592-547-802.000	Contracted Services	125.00
11/22	11/23/2022	99139	Haley's Plumbing & Heating	592-554-802.000	Contracted Services	528.67
11/22	11/23/2022	99140	HAVEN, JODI	271-790-905.000	Printing/Advertising/Postage	44.00
11/22	11/23/2022	99141	Jo-Ann Stores LLC	271-790-762.100	Data Bases	1,050.00
11/22	11/23/2022	99142	K & J Septic Service LLC	592-554-802.000	Contracted Services	1,305.00
11/22	11/23/2022	99143	Kennedy Industries Inc.	592-555-775.000	Materials & Supplies	1,459.63
11/22	11/23/2022	99144	Lowery Underground Service	247-751-802.000	Contracted Services	1,080.00
11/22	11/23/2022	99145	Mead & Hunt	592-556-802.000	Contracted Services	400.00
11/22	11/23/2022	99145	Mead & Hunt	592-558-802.000	Contracted Services	405.00
11/22	11/23/2022	99146	Michigan Municipal League	204-481-912.000	Education & Training	288.00
11/22	11/23/2022	99146	Michigan Municipal League	592-560-915.000	Education & Training	288.00
11/22	11/23/2022	99146	Michigan Municipal League	592-549-915.000	Education & Training	288.00
11/22	11/23/2022	99146	Michigan Municipal League	582-588-912.000	Education & Training	288.00
11/22	11/23/2022	99146	Michigan Municipal League	661-598-912.000	Education & Training	288.00
11/22	11/23/2022	99147	Midwest Siding & Sales Inc.	661-020-140.000	Machinery & Equipment	4,900.00
11/22	11/23/2022	99148	Midwest Tape	271-790-761.000	Audio Visual - Adult	89.98
11/22	11/23/2022	99148	Midwest Tape	271-790-761.000	Audio Visual - Adult	71.98
11/22	11/23/2022	99148	Midwest Tape	271-790-761.000	Audio Visual - Adult	215.95
11/22	11/23/2022	99148	Midwest Tape	271-790-761.000	Audio Visual - Adult	152.97
11/22	11/23/2022	99149	Northern Gale Cleaning & Property Mgmt	271-790-802.000	Contracted Services	625.00
11/22	11/23/2022	99149	Northern Gale Cleaning & Property Mgmt	271-790-752.000	Building Supplies	20.00
11/22	11/23/2022	99150	Northern Industrial Construction Inc.	592-554-802.000	Contracted Services	2,300.00
11/22	11/23/2022	99151	Northern Michigan Review Inc.	248-739-802.000	Contracted Services	85.20
11/22	11/23/2022	99152	OMG National	101-345-780.000	T.E.A.M.	624.00
11/22	11/23/2022	99153	Power Line Supply	582-588-785.000	Small Tools & Supplies	165.00
11/22	11/23/2022	99153	Power Line Supply	582-010-111.000	Inventory - Materials	2,630.40
11/22	11/23/2022	99153	Power Line Supply	582-010-111.000	Inventory - Materials	400.92
11/22	11/23/2022	99153	Power Line Supply	582-588-785.000	Small Tools & Supplies	240.00
11/22	11/23/2022	99153	Power Line Supply	582-586-775.000	Materials & Supplies	39.36
11/22	11/23/2022	99153	Power Line Supply	582-586-775.000	Materials & Supplies	240.10
11/22	11/23/2022	99154	Select Electric	247-751-802.000	Contracted Services	5,498.00
11/22	11/23/2022	99155	SHERWIN WILLIAMS COMPANY	101-770-775.000	Materials & Supplies	142.71
11/22	11/23/2022	99156	Solutions Electric Inc.	271-790-752.000	Building Supplies	278.00
11/22	11/23/2022	99157	Staples Advantage	101-172-751.000	Office Supplies	15.52
11/22	11/23/2022	99157	Staples Advantage	101-201-751.000	Office Supplies	15.52

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
11/22	11/23/2022	99157	Staples Advantage	101-208-751.000	Office Supplies	10.86
11/22	11/23/2022	99157	Staples Advantage	101-257-751.000	Office Supplies	7.76
11/22	11/23/2022	99157	Staples Advantage	101-253-751.000	Office Supplies	9.31
11/22	11/23/2022	99157	Staples Advantage	101-345-751.000	Office Supplies	40.34
11/22	11/23/2022	99157	Staples Advantage	101-400-751.000	Office Supplies	7.76
11/22	11/23/2022	99157	Staples Advantage	101-441-751.000	Office Supplies	23.27
11/22	11/23/2022	99157	Staples Advantage	101-770-751.000	Office Supplies	4.65
11/22	11/23/2022	99157	Staples Advantage	101-773-775.000	Materials & Supplies	1.55
11/22	11/23/2022	99157	Staples Advantage	101-756-751.000	Office Supplies	15.52
11/22	11/23/2022	99157	Staples Advantage	101-789-751.000	Office Supplies	3.10
11/22	11/23/2022	99158	Sweetwater Catering Company	101-262-802.000	Contracted Services	1,263.00
11/22	11/23/2022	99159	Thompson Park Avenue Properties LLC	514-587-802.100	Cont. Svcs - Downtown Office	844.63
11/22	11/23/2022	99160	Thru Glass Window Cleaning	514-587-802.000	Contracted Services	30.00
11/22	11/23/2022	99161	Total Communications Services LLC	101-228-802.000	Contracted Services	291.00
11/22	11/23/2022	99162	Traffic & Safety Control Systems Inc.	514-587-802.000	Contracted Services	81.00
11/22	11/23/2022	99163	Trophy Case, The	271-790-751.000	Office/Library Supplies	36.00
11/22	11/23/2022	99164	UpNorth Fire & Safety LLC	582-593-775.000	Materials & Supplies	80.00
11/22	11/23/2022	99165	USA Blue Book	592-551-775.000	Materials & Supplies	60.22
11/22	11/23/2022	99165	USA Blue Book	592-544-775.000	Materials & Supplies	176.95
11/22	11/23/2022	99165	USA Blue Book	592-558-775.000	Materials & Supplies	255.85
11/22	11/23/2022	99166	Vidosh North LLC	582-593-802.000	Contracted Services	363.53
11/22	11/23/2022	99167	VSP	101-172-724.000	Fringe Benefits	39.76
11/22	11/23/2022	99167	VSP	101-201-724.000	Fringe Benefits	88.48
11/22	11/23/2022	99167	VSP	101-208-724.000	Fringe Benefits	8.12
11/22	11/23/2022	99167	VSP	101-253-724.000	Fringe Benefits	39.76
11/22	11/23/2022	99167	VSP	101-265-724.000	Fringe Benefits	11.98
11/22	11/23/2022	99167	VSP	101-268-724.000	Fringe Benefits	27.69
11/22	11/23/2022	99167	VSP	592-549-724.000	Fringe Benefits	143.36
11/22	11/23/2022	99167	VSP	592-560-724.000	Fringe Benefits	37.24
11/22	11/23/2022	99167	VSP	701-000-230.110	Dental & Vision Payable	10.64
11/22	11/23/2022	99167	VSP	101-773-724.000	Fringe Benefits	4.87
11/22	11/23/2022	99167	VSP	101-789-724.000	Fringe Benefits	11.37
11/22	11/23/2022	99167	VSP	204-481-724.000	Fringe Benefits	66.64
11/22	11/23/2022	99167	VSP	271-790-724.000	Fringe Benefits	129.92
11/22	11/23/2022	99167	VSP	514-587-724.000	Fringe Benefits	31.92
11/22	11/23/2022	99167	VSP	582-588-724.000	Fringe Benefits	124.88
11/22	11/23/2022	99167	VSP	101-345-724.000	Fringe Benefits	435.11
11/22	11/23/2022	99167	VSP	101-400-724.000	Fringe Benefits	22.74
11/22	11/23/2022	99167	VSP	101-441-724.000	Fringe Benefits	51.86
11/22	11/23/2022	99167	VSP	101-754-724.000	Fringe Benefits	38.00
11/22	11/23/2022	99167	VSP	101-756-724.000	Fringe Benefits	28.17
11/22	11/23/2022	99167	VSP	101-770-724.000	Fringe Benefits	62.05
11/22	11/23/2022	99168	Windemuller	592-554-802.000	Contracted Services	212.00
11/22	11/23/2022	99168	Windemuller	592-555-802.000	Contracted Services	233.50
11/22	11/23/2022	99168	Windemuller	592-555-802.000	Contracted Services	556.00
11/22	11/30/2022	99172	Amazon Capital Services	101-345-775.000	Materials & Supplies	401.98
11/22	11/30/2022	99172	Amazon Capital Services	101-268-930.000	Building Repair & Maintenance	78.51
11/22	11/30/2022	99172	Amazon Capital Services	101-268-930.000	Building Repair & Maintenance	20.64
11/22	11/30/2022	99173	Ballard's Plumbing & Heating	514-587-802.100	Cont. Svcs - Downtown Office	119.56
11/22	11/30/2022	99173	Ballard's Plumbing & Heating	101-268-802.000	Contracted Services	240.00
11/22	11/30/2022	99174	Bill's Farm Market	248-540-792.000	Holiday Decorations	2,575.80
11/22	11/30/2022	99175	Bound Tree Medical LLC	101-345-775.000	Materials & Supplies	93.99
11/22	11/30/2022	99176	Brown Motors Inc.	661-598-932.000	Vehicle Repair & Maintenance	126.34
11/22	11/30/2022	99177	Complete Paint & Supplies	101-770-775.000	Materials & Supplies	27.78
11/22	11/30/2022	99177	Complete Paint & Supplies	661-598-785.000	Small Tools & Supplies	7.20
11/22	11/30/2022	99178	Connective Consulting LLC	271-790-802.000	Contracted Services	625.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
11/22	11/30/2022	99179	Contractors Supply Inc.	101-268-930.000	Building Repair & Maintenance	2,641.64
11/22	11/30/2022	99179	Contractors Supply Inc.	101-268-930.000	Building Repair & Maintenance	2,641.64
11/22	11/30/2022	99180	David L Hoffman Landscaping & Nursery	101-770-802.100	Contracted Svcs. - Spraying	3,630.00
11/22	11/30/2022	99181	Decka Digital LLC	101-345-751.000	Office Supplies	45.00
11/22	11/30/2022	99182	Derrer Oil Co.	661-598-759.000	Gas & Oil	6,801.55
11/22	11/30/2022	99183	Deschamps Mats Systems Inc	247-751-802.000	Contracted Services	1,871.60
11/22	11/30/2022	99184	Dinon Law PLLC	101-266-802.000	Contracted Services	210.00
11/22	11/30/2022	99185	EJ USA Inc.	592-544-775.000	Materials & Supplies	48.74
11/22	11/30/2022	99185	EJ USA Inc.	592-010-111.000	Inventory - Materials	146.52
11/22	11/30/2022	99185	EJ USA Inc.	592-010-111.000	Inventory - Materials	614.32
11/22	11/30/2022	99186	Elmer's Crane & Dozer Inc.	203-451-802.000	Contracted Services	147,066.00
11/22	11/30/2022	99186	Elmer's Crane & Dozer Inc.	204-444-802.000	Contracted Services	46,732.33
11/22	11/30/2022	99186	Elmer's Crane & Dozer Inc.	592-020-342.000	Distribution System	44,923.94
11/22	11/30/2022	99186	Elmer's Crane & Dozer Inc.	592-025-343.000	Distribution Systems	48,155.63
11/22	11/30/2022	99186	Elmer's Crane & Dozer Inc.	582-020-360.000	Distribution System	13,475.00
11/22	11/30/2022	99187	Goodman, Becky	514-587-912.000	Education & Training	116.00
11/22	11/30/2022	99187	Goodman, Becky	514-587-912.000	Education & Training	273.70
11/22	11/30/2022	99187	Goodman, Becky	248-540-882.160	Downtown Trick or Treat	88.98
11/22	11/30/2022	99187	Goodman, Becky	248-739-886.100	Business Retention	28.62
11/22	11/30/2022	99187	Goodman, Becky	248-739-886.100	Business Retention	37.90
11/22	11/30/2022	99188	Gordon Food Service	661-598-751.000	Office Supplies	11.98
11/22	11/30/2022	99188	Gordon Food Service	204-481-751.000	Office Supplies	11.98
11/22	11/30/2022	99188	Gordon Food Service	582-588-751.000	Office Supplies	11.98
11/22	11/30/2022	99188	Gordon Food Service	582-593-751.000	Office Supplies	11.99
11/22	11/30/2022	99188	Gordon Food Service	592-549-751.000	Office Supplies	11.99
11/22	11/30/2022	99188	Gordon Food Service	592-560-751.000	Office Supplies	11.99
11/22	11/30/2022	99189	Hoffman Roto-Rooter	101-773-802.000	Contracted Services	200.00
11/22	11/30/2022	99190	Hyde Services LLC	661-598-932.000	Vehicle Repair & Maintenance	103.01
11/22	11/30/2022	99190	Hyde Services LLC	661-598-931.000	Equipment Repair	155.66
11/22	11/30/2022	99191	Kiesler's Police Supply Inc.	101-345-775.000	Materials & Supplies	329.98
11/22	11/30/2022	99191	Kiesler's Police Supply Inc.	101-345-775.000	Materials & Supplies	960.00
11/22	11/30/2022	99192	KIRTLAND COMMUNITY COLLEGE	101-345-912.000	Education & Training	275.00
11/22	11/30/2022	99193	Kustom Signals Inc.	101-345-985.000	Equipment	2,490.00
11/22	11/30/2022	99194	Little Traverse Disposal	101-528-802.000	Contracted Services	9,964.50
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	592-545-775.000	Materials & Supplies	26.99
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	592-545-775.000	Materials & Supplies	26.99-
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-932.000	Vehicle Repair & Maintenance	341.46
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-010-111.000	Inventory - Materials	6.62
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-932.000	Vehicle Repair & Maintenance	7.56
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-010-111.000	Inventory - Materials	43.39
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-931.000	Equipment Repair	6.29
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-931.000	Equipment Repair	29.99
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-931.000	Equipment Repair	153.32
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-785.000	Small Tools & Supplies	32.63
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-759.000	Gas & Oil	112.99
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-786.000	Small Machinery & Equipment	529.00
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	592-545-775.000	Materials & Supplies	25.99
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-010-111.000	Inventory - Materials	18.57
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-785.000	Small Tools & Supplies	118.97
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-785.000	Small Tools & Supplies	33.01
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-931.000	Equipment Repair	6.98
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-010-111.000	Inventory - Materials	15.74
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-785.000	Small Tools & Supplies	39.48
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-785.000	Small Tools & Supplies	118.97-
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-932.000	Vehicle Repair & Maintenance	359.43
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-931.000	Equipment Repair	50.12

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-931.000	Equipment Repair	25.28
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	592-554-775.000	Materials & Supplies	5.69
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-931.000	Equipment Repair	50.12
11/22	11/30/2022	99195	Lynn Auto Parts Inc.	661-598-932.000	Vehicle Repair & Maintenance	3.99
11/22	11/30/2022	99196	M32 Enterprise LLC	661-598-931.000	Equipment Repair	69.52
11/22	11/30/2022	99196	M32 Enterprise LLC	661-598-931.000	Equipment Repair	434.42
11/22	11/30/2022	99196	M32 Enterprise LLC	661-598-931.000	Equipment Repair	357.44
11/22	11/30/2022	99197	Metro Wire & Cable Corp.	582-010-111.000	Inventory - Materials	3,476.48
11/22	11/30/2022	99198	Mitchell Graphics Inc.	271-790-905.000	Printing/Advertising/Postage	2,348.15
11/22	11/30/2022	99199	North Country Publishing Corp.	248-739-880.200	Image Campaign	95.00
11/22	11/30/2022	99200	ODEYS	661-598-931.000	Equipment Repair	31.42
11/22	11/30/2022	99201	Power Line Supply	592-549-767.000	Other - Uniforms	276.00
11/22	11/30/2022	99201	Power Line Supply	582-020-388.000	Substations and Structures	571.32
11/22	11/30/2022	99201	Power Line Supply	582-010-111.000	Inventory - Materials	499.60
11/22	11/30/2022	99202	Proclean North	582-593-930.000	Building Repair & Maintenance	1,396.50
11/22	11/30/2022	99203	Range Telecommunications	204-481-850.000	Communications	55.12
11/22	11/30/2022	99203	Range Telecommunications	101-756-850.000	Communications	55.12
11/22	11/30/2022	99203	Range Telecommunications	582-593-850.000	Communications	55.12
11/22	11/30/2022	99203	Range Telecommunications	592-560-850.000	Communications	55.12
11/22	11/30/2022	99203	Range Telecommunications	592-549-850.000	Communications	55.12
11/22	11/30/2022	99204	Ryan Brothers Inc.	592-556-802.000	Contracted Services	2,510.01
11/22	11/30/2022	99205	Staples Advantage	101-172-751.000	Office Supplies	54.45
11/22	11/30/2022	99205	Staples Advantage	101-201-751.000	Office Supplies	54.45
11/22	11/30/2022	99205	Staples Advantage	101-208-751.000	Office Supplies	38.11
11/22	11/30/2022	99205	Staples Advantage	101-257-751.000	Office Supplies	27.22
11/22	11/30/2022	99205	Staples Advantage	101-253-751.000	Office Supplies	32.67
11/22	11/30/2022	99205	Staples Advantage	101-789-751.000	Office Supplies	10.91
11/22	11/30/2022	99205	Staples Advantage	101-201-751.000	Office Supplies	36.49
11/22	11/30/2022	99205	Staples Advantage	101-253-751.000	Office Supplies	5.77
11/22	11/30/2022	99205	Staples Advantage	101-441-751.000	Office Supplies	665.45
11/22	11/30/2022	99205	Staples Advantage	582-588-751.000	Office Supplies	237.04
11/22	11/30/2022	99205	Staples Advantage	101-345-751.000	Office Supplies	141.57
11/22	11/30/2022	99205	Staples Advantage	101-400-751.000	Office Supplies	27.22
11/22	11/30/2022	99205	Staples Advantage	101-441-751.000	Office Supplies	81.67
11/22	11/30/2022	99205	Staples Advantage	101-770-751.000	Office Supplies	16.33
11/22	11/30/2022	99205	Staples Advantage	101-773-775.000	Materials & Supplies	5.44
11/22	11/30/2022	99205	Staples Advantage	101-756-751.000	Office Supplies	54.45
11/22	11/30/2022	99206	Voorheis, Margaret Ann	271-790-802.000	Contracted Services	270.00
11/22	11/30/2022	99207	Walters Sharpening Service Inc.	661-598-931.000	Equipment Repair	60.00
11/22	11/30/2022	99208	Writing Dailey	248-739-880.200	Image Campaign	125.00
11/22	11/23/2022	999400	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	14,620.96
11/22	11/23/2022	999400	ACH-EFTPS	701-000-230.100	Federal Withholding Payable	26,871.29
11/22	11/23/2022	999400	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	14,620.96
11/22	11/23/2022	999400	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	3,419.43
11/22	11/23/2022	999400	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	3,419.43
11/22	11/23/2022	999401	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	863.23
11/22	11/23/2022	999401	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	4,510.00
11/22	11/23/2022	999401	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	2,113.76
11/22	11/23/2022	999402	ACH-MERS Health Saving Plan	701-000-230.195	MERS Savings Plan	1,813.08
11/22	11/23/2022	999402	ACH-MERS Health Saving Plan	701-000-230.195	MERS Savings Plan	1,842.15
11/22	11/23/2022	999402	ACH-MERS Health Saving Plan	701-000-230.195	MERS Savings Plan	136.59
11/22	11/23/2022	999402	ACH-MERS Health Saving Plan	701-000-230.195	MERS Savings Plan	108.45
11/22	11/23/2022	999403	Mers DC 45	701-000-230.120	MERS Payable	1,512.72
11/22	11/23/2022	999403	Mers DC 45	701-000-230.120	MERS Payable	1,682.23
11/22	11/23/2022	999403	Mers DC 45	001-000-001.001	Cash	470.64
11/22	11/23/2022	999403	Mers DC 45	001-000-001.001	Cash	488.86

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
11/22	11/23/2022	999403	Mers DC 45	701-000-230.120	MERS Payable	2,353.20
11/22	11/23/2022	999403	Mers DC 45	701-000-230.120	MERS Payable	2,444.27
11/22	11/23/2022	999403	Mers DC 45	001-000-001.001	Cash	841.11
11/22	11/23/2022	999403	Mers DC 45	001-000-001.001	Cash	756.36
11/22	11/23/2022	999404	MissionSquare 401	701-000-230.700	Employees ICMA Payable	818.46
11/22	11/23/2022	999405	MissionSquare Roth	701-000-230.900	Roth IRA	140.00
11/22	11/23/2022	999406	MissionSquare Roth %	701-000-230.900	Roth IRA	90.56
Grand Totals:						524,743.17

Report Criteria:

Check.Check issue date = 11/17/2022-11/30/2022

Check Number	Check Issue Date	Name	GL Account	Amount
99169	11/23/2022	Monasterio, Jack	582081642300	64.10
99170	11/23/2022	Vincent, Sharayah	582081642300	60.74
99171	11/23/2022	Brugman, Kellen	592040285000	2.84
99171	11/23/2022	Brugman, Kellen	582040285000	75.00
99209	11/30/2022	Krohn, Eric	582040285000	48.02
99210	11/30/2022	Ladyhawk LLC	582081642300	16.40
99211	11/30/2022	Tepper, Jamie	582081642300	167.37
Grand Totals:				434.47



BOARD: City Council

MEETING DATE: December 5, 2022

PREPARED: December 1, 2022

AGENDA SUBJECT: Appointment Recommendation

RECOMMENDATION: City Council confirm these appointments

The City Council will be asked to consider the following appointments:

- DOWNTOWN MANAGEMENT BOARD – Reappointment of Gary Albert, 112 Howard Street, and Jennifer Shorter, 7017 Stanley Court, both for four-year terms ending December 2026; and
- PLANNING COMMISSION – Appointment of Matthew McSweeney, 618 Bay Street, to fill a vacancy for a three-year term expiring August 2025.



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

RECEIVED

NOV 17 2022

CITY OF PETOSKEY
CITY MANAGER

93

Application to Serve on a Board or Commission

Please print. Answer each question accurately and completely. If you require any accommodation to complete the application process, please notify a City staff member.

■ Name	Albert			Gary			J			■ Date	11			15			22								
	Last			First			Initial																		
■ Residence Address	112			Howard Street			Petoskey			MI			49770			■ Home Phone	231			881			3277		
	Number			Street			City			State			Zip												
■ Email Address	gary@rufflifevet.com															■ Work Phone	231			347			1214		

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying?
my work with the DMB for another term. Downtown Management Board. I'm applying to continue
- How do you believe your appointment would benefit the City?
help to bridge the gap (if there is one) between downtown businesses and the DMB. I feel that I can bring a diverse perspective to the DMB feel that I could
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity.
from 2018 to present. I've served on the DMB
- How many continuous years have you lived in Petoskey? 22
- Any other helpful information relevant to your application. _____

While it is not required, a resume is helpful in the recruitment process for City Boards and Commissions.

- ☒ YES ☐ NO Are you a City of Petoskey registered voter?
- ☐ YES ☒ NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? _____
- ☒ YES ☐ NO Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain.
I own Ruff Life Pet Outfitters at 309 Howard Street, Downtown Petoskey.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Applicant Signature: _____

Date: _____

11/15/22



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

RECEIVED

NOV 21 2022

CITY OF PETOSKEY
CITY MANAGER

45

Application to Serve on a Board or Commission

Please print. Answer each question accurately and completely. If you require any accommodation to complete the application process, please notify a City staff member.

■ Name	Shorter		Jennifer		A	■ Date	11	10	22
	Last		First		Initial				
■ Residence Address	7017	Stanley Court	Petoskey	MI	49770	■ Home Phone	231	838	5218
	Number	Street	City	State	Zip				
■ Email Address	jennifer@grandpashorters.com					■ Work Phone	231	347	2603

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying? I am interested in being re-appointed to the Downtown Management Board and the Downtown Development Authority. As a life-long retailer in Petoskey, I live and breathe Petoskey and love to give back to the community that has given me so much. I would enjoy continuing to work on City projects that impact the future of our great town.
- How do you believe your appointment would benefit the City? I believe in continuous learning and searching for growth opportunities, which allows me to be open-minded about new ideas and solutions to old problems. At the same time, my historical knowledge of the workings of Downtown helps give perspective on directions taken. I think it's important to have an eye on the future and past at same time.
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity. Active, participating member of Petoskey's Parking Committee, Organizational Task Force Committee, and the Marketing Committee, and I make sure that my businesses participate in the community in as many ways as possible so that Petoskey is vibrant and active for residents and guests alike. Trustee of North Central Michigan College.
- How many continuous years have you lived in Petoskey? 48 years minus four years Ann Arbor and one year in Holland, Michigan.
- Any other helpful information relevant to your application. I think it is important to have on the Board those that are passionate about seeing Downtown succeed, for the benefit of all. Having a big picture view of what's possible is very important. When we did the strategic planning sessions, we valued positivity, warmth, openness, enthusiasm, and inclusiveness; characteristics that I feel I represent.

While it is not required, a resume is helpful in the recruitment process for City Boards and Commissions.

- ☐ YES ☒ NO Are you a City of Petoskey registered voter?
- ☐ YES ☒ NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? _____
- ☒ YES ☐ NO Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain.
I have an interest in three downtown buildings on Lake Street, and own three retail stores in those properties. I also have an office tenant, two apartment tenants, and have over thirty employees.(301, 305, 305 1/2, 311, and 311 1/2 E Lake Street.)

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Applicant Signature: Jennifer Shorter Date: November 10, 2022

Jennifer Shorter
301 E. Lake Street
Petoskey, MI 49770

Dear Mr. Mayor,

Thank you so much for taking the time to review my application for reappointment to the Downtown Management Board and Downtown Development Authority. I appreciate your support of our Downtown and know that you understand how we must preserve our historic Downtown and all the things that make it unique, while also keeping an eye on the future and growth opportunities.

The application suggests including a resume when one applies. As a true entrepreneur who hasn't worked for anyone else since leaving Haworth, INC. in 1997, I do not have a resume! I am happy to share with you that I graduated from the University of Michigan Ross School of Business in 1996, with a BBA, concentrating in marketing and entrepreneurship. I return to Ross often to take continuing education classes, and I was recognized as a Distinguished Leader by Ross in 2021. I feel that it is important to continue to learn and grow in order to be the best retailer, boss, and volunteer that I can be. In the retail field, I serve as a consultant for other retailers and am a reporting business for two different retail publications.

If you have any questions on anything on my application, please reach out to me at 231-838-5218.
Thank you very much.

Warmly,



Jennifer Shorter

Salah
Be K



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

RECEIVED

NOV 30 2022

CITY OF PETOSKEY
CITY MANAGER

43

Application to Serve on a Board or Commission

Please print. Answer each question accurately and completely. If you require any accommodation to complete the application process, please notify a City staff member.

■ Name	McSweeney			Matthew			A			■ Date	11			30			22		
	Last			First			Initial												
■ Residence Address	618		Bay St		Petoskey		MI		49770		■ Home Phone	616		690		5947			
	Number		Street		City		State		Zip										
■ Email Address	m1mcswee@gmail.com										■ Work Phone	231		348		2128			

Please answer the following questions using the space provided.

1. What Board or Commission interests you and why are you applying? Planning Commission
2. How do you believe your appointment would benefit the City? I'm interested in being involved and have shown to be reliable during my time on the ZBA. I have a vested interest in seeing the City of Petoskey reach it's full potential.
3. Describe any involvement in the community on a Board or Commission or in another volunteer capacity. Currently serve on the ZBA.
4. How many continuous years have you lived in Petoskey? 11
5. Any other helpful information relevant to your application. My wife and I are living, working and raising our young children in Petoskey. I have a vested interest in making sure Petoskey grows in a way that is responsible and in line with the master plan.

While it is not required, a resume is helpful in the recruitment process for City Boards and Commissions.

- ☒ YES ☐ NO Are you a City of Petoskey registered voter?
- ☒ YES ☐ NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? ZBA
- ☐ YES ☒ NO Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Applicant Signature: Matthew McSweeney

Date: 11/30/22



BOARD: City Council

MEETING DATE: December 5, 2022

DATE PREPARED: November 28, 2022

AGENDA SUBJECT: Sign Ordinance Amendments to Allow for Halo Illuminated Signs

RECOMMENDATION: Approval

Background The Planning Commission discussed changes to the Sign Ordinance on September 15, 2022 to include the allowance of Halo illuminated signs and is unanimously recommending approval of the provided language.

The Downtown Design Committee unanimously voted on November 22, 2022 to not allow Halo illuminated signs in the downtown.

Discussion Council has the following options to discuss, as the Downtown Design Committee, Sign Committee, and Planning Commission are advisory bodies:

- Council can adopt the language (outlined below) from the Sign Committee and Planning Commission to allow for Halo Illuminated signs throughout the City.
- Council can choose to not allow for Halo Illuminated signage in the downtown as the Design Committee requested, which would require a new public hearing and another reading for adoption.

Proposed Language

1. Amend Section 2.1 – Definitions to read:

Halo Illuminated Signs – Signs consisting of individual, internally illuminated letters and graphics with opaque face and sides. Halo illuminated signs are characterized by indirect, steady and constant, illumination, with all illumination projecting from the rear of each letter or graphic onto the background surrounding the letters.

2. Amend Section 3.1 – Provisions applicable to all districts (5)(d) to read:

Halo Illuminated Signs must meet the following criteria:

- The lighted area that exceeds the solid surface of the sign face shall count as part of the signs calculated area;
- Only neutral light tones may be used;
- No neon lights shall be permitted;
- The face and sides of letters shall be opaque;
- All lights, transformers, fasteners, spikes, zappers and connections shall be concealed from view;
- Up to 20% of the total sign area may be the lighted portion of the sign;
- Halo illuminated signs shall follow the size restrictions laid out under wall signs and freestanding signs in their prospective districts; and
- No sign shall emit more than 100 Nits.

Action City Council may approve the proposed ordinance amendment to allow for Halo Illuminated signage as proposed or remove Halo Illuminated signage from the downtown which would require a new public hearing.

zs
Enclosure

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTIONS 2.1 AND 3.1(5)(d) OF APPENDIX C, SIGN
ORDINANCE OF THE PETOSKEY CODE OF ORDINANCES**

WHEREAS, the Livable Petoskey Master Plan was adopted on July 19, 2021 and has a goal to provide a range of housing types, densities, and price levels to address the needs of all age groups, household types, and income levels; and

WHEREAS, the City hopes to offer a variety of different signage options to allow businesses to succeed while being unique to Petoskey; and

WHEREAS, the Planning Commission has been reviewing the zoning and sign ordinances for several months to identify possible changes to allow for options toward success and clarifications; and

WHEREAS, a public hearing was held September 15, 2022 by the Planning Commission on several changes where no opposition was received; and

WHEREAS, the Planning Commission recommends that the changes to Sections 2.1 and 3.1 of the Sign Ordinance be approved to allow for halo lit signs.

NOW THEREFORE, the City of Petoskey ordains:

- 1. Section 2.1 of Appendix C to the Petoskey Code of Ordinances are hereby repealed and replaced with the following:**

Section 2.1 – Definitions: add

Halo illuminated signs – Signs consisting of individual, internally illuminated letters and graphics with opaque face and sides. Halo illuminated signs are characterized by indirect, steady and constant, illumination, with all illumination projecting from the rear of each letter or graphic onto the background surrounding the letters.

- 2. Section 3.1 of Appendix C to the Petoskey Code of Ordinances are hereby repealed and replaced with the following:**

Section 3.1 – Provisions applicable to all districts: add (5)(d)

Halo illuminated signs must meet the following criteria:

- The lighted area that exceeds the solid surface of the sign face shall count as part of the signs calculated area;
- Only neutral light tones may be used;
- No neon lights shall be permitted;
- The face and sides of letters shall be opaque;
- All lights, transformers, fasteners, spikes, zappers and connections shall be concealed from view;
- Up to 20% of the total sign area may be the lighted portion of the sign;

- Halo illuminated signs shall follow the size restrictions laid out under wall signs and free standing signs in their prospective districts; and
- No sign shall emit more than 100 Nits.

3. Conflicting Standards.

If any of the standards set forth in this amendment conflict with any other standards of previous or further ordinances or amendments, the stricter standards shall apply.

4. Repeal; Savings Clause.

All ordinances, resolutions, or orders, or parts thereof, in conflict with the provisions of this ordinance are, to the extent of such conflict, repealed.

5. Severability.

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

6. Effect.

This ordinance shall take effect fifteen (15) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Adopted, enacted and ordained by the City of Petoskey City Council this _____ day of December, 2022.

John Murphy
Its Mayor

Sarah Bek
Its Clerk



BOARD: City Council

MEETING DATE: December 5, 2022

DATE PREPARED: November 29, 2022

AGENDA SUBJECT: Intergovernmental Professional Services Agreement with Petoskey Schools for a School Resource Officer (SRO)

RECOMMENDATION: That the City Council authorize this agreement with Petoskey Schools

Background In the past, the City of Petoskey and Petoskey Schools had a very similar agreement for many years. However, an economic downturn approximately 12 years ago resulted in the elimination of the School Resource Officer position. The Petoskey Department of Public Safety has been working with Petoskey Schools for the past several years providing a School Liaison Officer as often as possible. During the past two school years the school has contributed financially in an effort to increase the number of hours an officer is available and on campus.

School safety is of the highest priority to the School District as well as the Public Safety Department and having a full-time SRO increases school safety significantly. As indicated in the agreement and job description the School Resource Officer's responsibilities are not limited to enforcement of laws and ordinances. Building relationships with staff and students is a critical responsibility of an effective SRO and requires the Officer to work full time with the school.

Agreement The enclosed Intergovernmental agreement was developed by the City Attorney as well as legal counsel for the School District and has been approved by the Petoskey School Board. The agreement explains in detail the financial commitments of both parties. In essence, all costs will be evenly split between both parties. The agreement commences on January 1, 2023 and continues until December 31, 2023 and will automatically renew annually unless terminated by either party.

Action Staff recommends City Council review agreement and authorize entering into the Intergovernmental Professional Services Agreement for School Resource Officer with the Petoskey School District.

mb
Enclosure

INTERGOVERNMENTAL PROFESSIONAL SERVICES AGREEMENT FOR SCHOOL RESOURCE OFFICER

This Intergovernmental Professional Services Agreement (the "Agreement"), effective January 1, 2023 is made and entered into by and between the City of Petoskey, a Michigan Municipal Corporation, whose principal place of business is located at 101 East Lake Street, Petoskey, Michigan 49770 (the "City") through the office of the City of Petoskey Department of Public Safety (the "PDPS"), and Public Schools of Petoskey, a Michigan general powers school District organized and operating pursuant to the Revised School Code, MCL 380.1 *et seq.*, as amended, whose address is 1130 Howard Street, Petoskey, Michigan 49770 (the "District") (the City, PDPS, and District collectively being referred to as the "Parties").

RECITALS

WHEREAS, the City is a municipal government located in Emmet County, Michigan, and the District is a public school District educating students residing within the boundaries of the City of Petoskey;

WHEREAS, the Michigan Revised School Code, MCL 380.11a(4), further authorizes Michigan general powers school districts to enter into agreements with other public bodies as part of performing the functions of the school district;

WHEREAS, municipal corporations may contract with each other for services pursuant to the Intergovernmental Contracts Between Municipal Corporations Act, MCL 124.1, *et seq.*;

WHEREAS, the Parties desire to join together to finance and provide for a School Resource Officer ("SRO") by entering into this Intergovernmental Professional Services Agreement; and

WHEREAS, the Parties believe the involvement of police in the educational program of the community's secondary schools would be beneficial by building respect for law enforcement and preventing present and future crime, among other reasons, and that the various units of government should work together to share the costs and responsibilities for providing for a SRO.

NOW, THEREFORE, in consideration of the promises, covenants and conditions hereinafter contained, the Parties hereto agree as follows:

1. **Purpose.** This Agreement is entered into for the purpose of the City and PDPS providing one (1) certified and qualified PDPS Officer employee to act as a SRO to the District. The District desires to have a SRO assigned to the Petoskey Middle & High Schools and in and around the District for a minimum of 180 days during each academic year.
2. **Scope of Work.** The PDPS shall assign one (1) certified police officer to District to provide safety and related services to students, teachers, administrators, and parents

within the District and after-hours programs, as well as assist in the preparation of, and training for, emergency preparedness plans and/or other circumstances that arise (the "Services").

3. **Compensation.** The District, consistent with applicable law, shall pay to the City half of the actual cost, including salary, overtime costs, additional or specialized training of the officer assigned as a SRO, in connection with the SRO from the PDPS on the property and facilities of the District, and subject to the terms and conditions hereinafter set forth. The actual costs associated with this Agreement are based on the SRO being assigned to the District a minimum of 180 days during the academic year. However, the District will pay 50% of these actual costs based on the SRO being assigned to the District for the entire calendar year. The PDPS will provide the District with the cost of this SRO by December 1st of each year. A 5% administrative fee will be included to cover the clerical and secretarial services, command and administrative support services including, but not limited to, communications systems, follow-up investigations, records and a marked police vehicle assigned to the SRO which will be minimally equipped with lights and cage, and the actual and reasonable cost of its operation including gasoline, maintenance, and insurance, and other reasonable direct and associated costs in support of the above.
4. **Term.** Commencing on the January 1, 2023 and continuing until December 31, 2023, the City and PDPS agree to provide the equivalent of one (1) full-time SRO with appropriate experience and training to serve as a SRO in and around the District. This Agreement will automatically renew annually unless terminated by either party in writing consistent with Paragraph 27.
5. **Invoices.** For the performance of the foregoing described Services, the District agrees to pay the undisputed amounts set forth in Paragraph 3, payable in four quarterly payments on or about the first day of January, April, July and October based upon billing statements prepared by the City and furnished to the District. At least thirty (30) days prior to each quarterly payment due date, the City shall provide the District with a quarterly invoice along with any supporting documentation, such as time sheets and receipts for incurred expenses.
6. **Overtime.** In addition to the basic costs designated in Section 3 above, with prior approval by the District Superintendent, the District agrees to pay costs for any overtime incurred in the course of providing the Services under this Agreement. The City and the PDPS agree that overtime incurred during the period covered by this Agreement shall be kept to a minimum. The City and PDPS further agree to report overtime costs, if any, to the District monthly.
7. **City Employee.** The SRO assigned to the District by PDPS shall be considered an employee of the City. The City will be the sole and exclusive employer of the SRO for all purposes, including hiring, directing, discharge, unemployment compensation, retirement, and state and federal taxes. In addition, the SRO shall be directly accountable to the City in connection with the performance of law enforcement duties of this Agreement. Any SRO assigned to provide police protection in or around the District

pursuant to the terms of this Agreement shall concentrate his or her efforts in or around the District and shall not be utilized by the City or PDPS outside of said area during the District's academic year,

PDPS, except in cases of general public emergencies, riots, civil disturbances or priority dispatches; or general inter-municipal cooperation in a search and apprehension in a general inter-municipal cooperative law enforcement effort.

8. **Assignment Location and Duration.** The SRO will be assigned at the following locations:

Petoskey High School
1500 Hill Street
Petoskey, MI 49770

Petoskey Middle School
801 Northmen Drive
Petoskey, MI 49770

The SRO shall be on duty during the regularly scheduled school day. The SRO may also be assigned to home sporting events, District or regional tournaments hosted by the high school, and special events as requested by the District Superintendent.

9. **Duties.** The SRO shall perform the duties specified in the attached Job Description and Duties (Attachment A).
10. **Substitute SROs.** In the event the SRO normally assigned by PDPS to provide the District with services under this Agreement is unable to provide services to the District, the PDPS may assign another similarly qualified officer to provide the District services under this Agreement. PDPS will consult with the District before a substitute SRO is selected. The District has the right to reject a substitute SRO at any time. In the event that the normally assigned SRO is unable to provide services under this Agreement for greater than two weeks, and PDPS does not provide a substitute officer, the District will receive a per diem credit, which will be applied to the next scheduled billing.
11. **SRO Replacement.** If an SRO resigns, or if the District requests replacement of an SRO, PDPS will replace the SRO with a similarly qualified individual at no additional charge to the District. PDPS will consult with the District before a replacement is selected.
12. **Background Check.** The PDPS will not furnish any personnel to the District who would be ineligible for employment by the District if such person(s) were instead employed directly by the District. The SRO will be required to receive clearance from a background check before working in any District facilities.
13. **Criminal History and Criminal Records Check.** Pursuant to Sections 1230 and 1230a-h of the Revised School Code, PDPS shall cooperate fully with the District, who shall

perform a criminal history check through the Michigan State Police, as well as a criminal records check through the Federal Bureau of Investigation, as to all person(s) assigned by PDPS under this Agreement to work in any District facilities or at program sites where the District delivers educational programs or services. PDPS shall ensure that the SRO under this Agreement take all necessary steps, including traveling to the District, and filling out all necessary paperwork and paying all necessary fees (for the background checks, fingerprinting, and ICHAT checks), to comply with Sections 1230 and 1230a-h of the Revised School Code, and any record keeping requirements of the Michigan State Police.

14. **Applications.** Each person assigned under this Agreement shall furnish the District with a copy of the front page of his or her initial PDPS job application. The District will maintain these applications solely to comply with record keeping requirements related to criminal history background checks. The District's retention of a copy of the PDPS's job application shall not infer an employment relationship. Before assigning any individual under this Agreement, PDPS will ensure that the person has completed all applicable necessary requirements contained within Section 1230 and 1230a-h of the Revised School Code. PDPS will receive an Affidavit for Assignment for the SRO. A signed and returned Affidavit for Assignment will be considered the District's acceptance or rejection of the person's criminal records check.
15. **Criminal Offenses Prohibited.** The City or PDPS shall not assign any of its employees, agents, or other individuals to perform any services under this Agreement where such person would regularly and continuously work in the District's facilities or program sites if such person has been convicted of any of the following offenses:
 - a. Any "listed offense" as defined under Section 2 of the Sex Offenders Registration Act, MCL 28.722; or
 - b. Any offense enumerated in Section MCL 380.1535a or 380.1539b of the Revised School Code; or
 - c. Any felony. Provided, that the prior written approval of the District's Superintendent and of its Board of Education an individual who has been convicted of a felony (other than a "listed offense" as defined above) and who is regularly and continuously providing services under this Agreement at District facilities or program sites may be permitted to perform such services when, in the judgment of the District's Superintendent and Board of Education, that individual's presence will not pose a danger to the safety or security of the District's students or employees; or
 - d. Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in Sections MCL 380.1230(1) and MCL 380.1230a(8) of the Revised School Code; or
 - e. Any offense of a substantially similar enactment to those enumerated in a-d above, of the United States of another State; or
 - f. Any offense that would, in the judgment of the District, create a potential risk to the safety and security of student services by the District or its employees.

16. **Compliance with Law.** The SRO assigned to work at the District will enforce applicable Federal and State laws. Any deputy assigned to provide police protection pursuant to this Agreement shall not be utilized by the City and/or the District for functions or duties other than those related to the police protection described in the Agreement.
17. **Compliance with Policies.** Persons assigned to the District under this Agreement will comply with the District policies which apply to performance of services under this Agreement, including but not limited to, policies pertinent to:
- a. Non-discrimination;
 - b. Child abuse and neglect reporting;
 - c. Sexual harassment;
 - d. Confidentiality of student records and student record information;
 - e. Administration of medication to pupils;
 - f. Communicable diseases;
 - g. Seclusion and Restraint;
 - h. Alcohol/controlled substance possession and use; and
 - i. Emergency Procedures.

At the inception of this Agreement, the District will provide a copy of the above policies to PDPS. PDPS and the District will cooperate in orientation of the PDPS's employees to the above policies.

18. **Student Records and Confidentiality.** The SRO providing services to the District shall be deemed the District's "Law Enforcement Unit," as defined by the Family Educational Rights and Privacy Act ("FERPA"), 20 USC § 1232g and its underlying regulations, including but not limited to 34 CFR § 99.8(a). The SRO shall be considered a school official with legitimate educational interests in the review of student education records in the course of their duties, and shall be granted all attendant rights and obligations, as permitted by law.

Except as otherwise stated in this Agreement or permitted by law, the SRO will not disclose any student information without prior written consent of the student's parent/guardian or eligible student. The SRO may, however, redisclose student information to the same extent any other school official would be permitted to disclose the information pursuant to FERPA and other state and federal laws that apply to local educational agencies. If the SRO rediscloses personally identifiable information, the SRO must notify the building principal of the redisclosure and must, in consultation with the building principal, take steps required by state and federal law to document to whom the information was disclosed and the purpose for the redisclosure.

19. **Nondiscrimination.** The Parties covenant that they will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, marital status, veteran status, disability, or any other protected class that is unrelated to the individual's ability to perform the duties of a particular job or position.

20. **Liability.** Neither party waives its governmental immunity under the Michigan Governmental Immunity Act, MCL 691.1401, *et seq.*, or any defense available to them or their officers, agents, or employees. The Parties are solely responsible for the acts, errors, or omissions of its respective officers, agents, and employees.
21. **Insurance.** The City will name the District as an additional insured on its general liability insurance and other insurance as is reasonably necessary to insure the District from any liability as a result of any act or omission of the SRO. The District will name the City as an additional insured on its general liability insurance and other insurance as is reasonably necessary to insure the City from any liability as a result of any act or omission of the District or its agents and employees.
22. **Agreement Administrator.** The Agreement administrator for this Agreement is the City Manager (the "Agreement Administrator"). The District acknowledges that the Agreement Administrator is the primary City contact for notices and instructions related to this Agreement. The District agrees to provide a copy of all notices related to this Agreement to the Agreement Administrator.
23. **Dispute Resolution.** Disputes arising from or relating to this Agreement must be presented to the District's Superintendent and/or the Superintendent's Designee, PDPS's Director of Public Safety, and the City Manager, in writing, for discussion and informal resolution. Disputes must identify the provision(s) in dispute, the full relief requested, and all of the facts and circumstances supporting the requested relief, including the names of all witnesses and relevant documents. If the issues cannot be resolved collectively between the Parties, then it may be submitted to mediation. Failing resolution through mediation, either party shall have all remedies provided by law.
24. **Non-Enforcement of Waiver.** The District and the City may enforce this Agreement in strict accordance with the terms, notwithstanding any conduct or custom on the part of a party in refraining from doing so at any time. All rights and remedies of the respective parties are cumulative and concurrent. The exercise of, or failure to exercise, a right or remedy will not be deemed a waiver or release of any other right or remedy.
25. **Force Majeure.** Neither party is liable for any delays or failures in performance due to circumstances beyond its control which could not be avoided by the exercise of due care. Causes beyond a party's control may include, but are not limited to, any act of God; compliance with any order, decree, law or request of any governmental authority; fire; COVID-19 outbreak; labor difficulty; or declaration of national emergency.
26. **Third Party Rights.** This Agreement does not confer any rights or remedies upon any third party other than the Parties to this Agreement, and their respective successors and assigns.

27. **Termination.** This Agreement can be terminated by the District or City for any reason, with a 45-day notice, in writing, to the other party. No costs or termination fees will be associated or incurred due to the termination of this contract and no party will be required to pay restitution for any losses claimed for the termination of the contract so long as the 45-day notice requirement is met.
28. **No Assignment.** Neither party may assign this Agreement or its rights, duties or obligations under this Agreement without the other party's prior express written consent.
29. **Notices.** Any notice or other communication required or desired to be given under this Agreement shall be deemed effectively given when personally delivered or mailed to the addresses of the signatories listed below. The Parties will send, by first class mail, postage prepaid, all correspondence and written notices required or permitted by this Agreement to each signatory of this Agreement and to the Agreement Administrator or to any signatory successor in office, to the following addresses:

If to the District: Superintendent Jeffrey Leslie 1130 Howard Street, Petoskey, MI 49770

If to the City: City Manager Shane Horn, 101 East Lake Street, Petoskey, Michigan 49770

Except as otherwise provided by this Agreement, all correspondence or written notices will be considered delivered to a party as of the date that the notice is deposited with sufficient postage, with the United States Postal Service.

30. **Entire Agreement and Modification.** This is the entire Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations, or contracts. This Agreement may not be modified or amended except in writing signed by the Parties. It shall not be affected by any course of dealing. The captions are for reference only and shall not affect its interpretation. The recitals are an integral part of the Agreement.
31. **Fully Advised.** The Parties represent, warrant and agree that they have had the opportunity to receive independent legal advice from their attorneys with respect to the advisability of entering into this Agreement and are signing this Agreement after having been fully advised as to its effect. This Agreement shall be construed as if mutually drafted.
32. **Governing Law and Venue.** This Agreement shall be governed by the laws of the state of Michigan. To the extent permitted by law, any litigation arising out of this Agreement must be initiated within two (2) years of the cause of action accruing and the jurisdiction and venue for any action brought pursuant to, arising from, or enforce any provision of this Agreement shall be solely in a court of competent jurisdiction in Emmet County, Michigan.

33. **Binding Effect.** The provisions of this Agreement shall apply to and bind the heirs, executors, administrators, and assigns all of the Parties.

34. **Severability.** In the event that any provision of this Agreement is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and date first above written.

PUBLIC SCHOOLS OF PETOSKEY

Dated: 11-18-22

Jeff M. Leslie
Dr. Jeff Leslie, Superintendent

Dated: 11-17-2022

Denise Petoskey
Denise Petoskey, Board Secretary

CITY OF PETOSKEY PUBLIC SAFETY DEPARTMENT

Dated: _____

Matt Breed, Director of Public Safety

CITY OF PETOSKEY

Dated: _____

John Murphy, Mayor

Dated: _____

Sarah Bek, City Clerk

Attachment A Job Description

The following will document the "School Resource Job Description" assigned to the School Resource Officer ("SRO") for the Petoskey Public Safety Department and the Public Schools of Petoskey. This will assist with the types of incidents and/or reasons that the SRO is called to a particular school.

School Resource Officer Job Description

1. The SRO will provide law enforcement and police services to the school, school grounds and areas adjacent to the school, investigate allegations of criminal incidents per police department policies and procedures, enforce state and local laws and ordinances, and make appropriate referrals to juvenile authorities or other governmental agencies.
2. The SRO will work to prevent juvenile delinquency through close contact and positive relationships with students. In addition, the SRO shall conduct security inspections to deter criminal or delinquent activities.
3. The SRO will establish and maintain a close partnership with school administrators in order to provide for a safe school environment. The SRO will assist school officials with their efforts to enforce Board of Education policies and procedures, to ensure school administrator safety by being present during school searches, which may involve weapons or controlled dangerous substances, or in such cases that the student's emotional state may present a risk to the administrator, and to assist school administrators in emergency crisis planning and building security matters.
4. The SRO will be visible within the school community, attend and participate in school functions, and build working relationships with the school's staff, students, parent groups, and other local community members.
5. The SRO will be available to support teachers by presenting law-related topics to students.
6. The SRO will participate in relevant teacher in-service on a regular basis and may be called upon to develop presentations on topics related to school security, safety, and awareness.
7. The SRO will work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary and assist in conflict resolution efforts.

8. The SRO will initiate interaction with students in the classroom and general areas of the school building. The SRO will promote the profession of police officer by being a positive role model and increase the visibility and accessibility of police to the school community.
9. The SRO will be familiar with agencies and resources that offer assistance to youth and their families and make referrals to agencies when necessary.
10. Whenever practical, the SRO should notify the principal or their designees before removing a student from school. The SRO should notify the school principal as soon as practicable when an arrest has been made that may compromise the safety or security of the school or the well-being of the students.
11. The SRO will perform other duties as assigned by appropriate supervisory personnel.

Open.18288.52780.29921662-3



BOARD: City Council

MEETING DATE: December 5, 2022 **DATE PREPARED:** December 1, 2022

AGENDA SUBJECT: Assessor Contact Resolution

RECOMMENDATION: That City Council adopt the enclosed proposed resolution

Background Berg Assessing and Consulting, Inc., Rogers City, provides the City's assessing consulting services and informed City staff that an assessor contact resolution was required to be adopted by December 31, 2022. Per 2018 PA 660, MCL 211.10g ("the Act") provides that the State Tax Commission shall adopt and publish guidelines applicable to municipal audit procedures. The guidelines provide that each assessing district must have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers.

The enclosed resolution would allow the City of Petoskey to establish the following policy and provide the following information in connection with its assessor's office:

- The City of Petoskey currently employs an assessor of record that is certified by the State of Michigan as a Michigan Advanced Assessing Officer (MAAO) Certification Number R-7862.
- The City of Petoskey uses State Of Michigan approved BS&A CAMA assessing software; contact information for **BS&A software, 14965 Abbey lane, Bath Twp. MI 49908. Telephone number 517-641-8900. <http://www.bsasoftware.com> and <http://www.bsaonline.com>.**
- The City of Petoskey employs Allan Berg as the assessor of record, and the contact information for this assessor is as follows: Allan Berg, 989-734-3555, info@assessingoffice.com.

The enclosed assessor contact resolution is required by the State and this contact will be on the next assessing audit.

Action City Council adopt the enclosed resolution approving the assessor contact.

sb
Enclosure



RESOLUTION TO ESTABLISH A POLICY REGARDING THE ACCESSIBILITY OF THE ASSESSOR'S OFFICE TO TAXPAYERS

RESOLUTION/POLICY NUMBER: _____

DATE: December 5, 2022

COUNTY: Emmet County

Municipality Name: City of Petoskey

Municipality Hall ADDRESS: 101 East Lake Street

Petoskey, MI 49770

WHEREAS, 2018 PA 660, MCL 211.10g ("the Act") provides that the State Tax Commission shall adopt and publish guidelines applicable to municipal audit procedures; and

WHEREAS, the State Tax Commission has, in turn, adopted such guidelines, STC Guideline 2020-1 ("the guidelines"), as required by the Act; and

WHEREAS, the guidelines provide that each assessing district must have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers, and that the published policy must address the items listed in Section 10g, Subsection (1), of the Act; and

WHEREAS, the City of Petoskey, County of Emmet, desires to comply with the requirement to establish such a policy by adopting the present resolution and making the resolution available to the public:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey, County of Emmet, establishes the following policy and provides the following information in connection with its assessor's office:

The City of Petoskey, County of Emmet, currently employs an assessor of record that is certified by the State of Michigan as a Michigan Advanced Assessing Officer (MAAO) Certification Number R-7862.

The City of Petoskey, County of Emmet, uses State Of Michigan approved BS&A CAMA assessing software; contact information for **BS&A software, 14965 Abbey lane, Bath Twp. MI 49908. Telephone number 517-641-8900. <http://www.bsasoftware.com> and <http://www.bsaonline.com>**

The City of Petoskey, County of Emmet, employs Allan Berg as the assessor of record, and the contact information for this assessor is as follows:

NAME:	Allan Berg
TELEPHONE NUMBER:	989-734-3555
ELECTRONIC MAIL:	info@assessingoffice.com

The assessor contact information can also be found by accessing the municipality website at www.petoskey.us or the assessor's website at <http://www.assessingoffice.com>.

The City of Petoskey, County of Emmet, ensures that any taxpayer inquiring about property records maintained by the assessor's office within the City of Petoskey, County of Emmet, will have a response from the assessor of record within (7) business days from the date the request was submitted to the above listed assessor either by telephone or electronic mail using the assessor contact information listed above.

Taxpayers may request a meeting with the assessor from the above-named Municipality for any property assessment related inquiries by submitting in writing to the above electronic mail address or contacting by telephone the assessor of the above-named Municipality.

Taxpayers may request, using the above electronic mail or telephone number, to inspect the records maintained by the assessor's office, and taxpayers will be contacted to set up a time and date to meet at the Municipality hall listed at the above address.

Taxpayers may request, using the above electronic mail or telephone number, any questions or processes the assessor uses to informally hear and resolve any disputes taxpayers may have before the March Board of Review meeting.

BE IT FURTHER RESOLVED that this Resolution/Policy shall take effect as of the date set forth below.

Yeas: _____
Nays: _____
Absent or Excused: _____
Abstain: _____

The Mayor declared the motion carried, and Resolution/Policy Number _____ duly adopted this

_____ (date).

Sarah Bek
City Clerk



BOARD: City Council

MEETING DATE: December 5, 2022

PREPARED: December 1, 2022

AGENDA SUBJECT: Poverty Exemption Resolution

RECOMMENDATION: That the City Council approve the proposed resolution

Summary MCL 211.7u of the General Property Tax Act (Act) allows a property tax exemption for the principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute to the public charges. The Act requires a local governing body to adopt guidelines including income and asset tests for possible poverty exemption of local property tax assessments. The guidelines will be used by the Board of Review in reviewing poverty exemption applications.

Overview Under the General Property Tax Act exemptions from the payment of property taxes may be granted in extreme cases of poverty for individuals who own and occupy the property as a principal residence. An application for a poverty exemption must be filed for each year the exemption is sought, with the Board of Review, along with documentation including tax returns and proof of ownership. Applicants are required to meet federal poverty income standards and meet other requirements as adopted by the local governing board.

The City Council is required by the State to reapprove the policy each year. The proposed poverty exemption policy and guidelines have been updated to include poverty income levels established annually by the Federal Poverty Income Guidelines.

Guidelines, Income and Asset Tests The General Property Tax Act requires that local units of government adopt poverty exemption guidelines and requires that these guidelines include an income test and an asset test.

Poverty income standards are established by the US Department of Health and Human Services (HHS). Pursuant to MCL 211.7u(2)(e) local guidelines that provide income levels, cannot establish levels lower than poverty income standards established by the US Department of Health and Human Services.

The proposed income and asset tests for the City of Petoskey include criteria suggested by the Michigan Department of Treasury, which appears to be almost uniformly utilized by communities across Michigan. The income and asset tests provide the Board of Review with additional information on which to make a poverty exemption decision, and effectively places limitations on situations where individuals may lack earned income but otherwise have assets and personal property that are not suggestive of poverty.

sh
Enclosure



WHEREAS, the adoption of guidelines for poverty exemptions is required of City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Petoskey adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for the 2023 Assessment Year

**Number of Persons Residing Poverty Guidelines
in the Principal Residence Annual allowable income**

1 Person	\$13,590
2 Persons	\$18,310
3 Persons	\$23,030
4 Persons	\$27,750
5 Persons	\$32,470
6 Persons	\$37,190
7 Persons	\$41,910
8 Persons	\$46,630
Each additional person, add	\$4,720

2023 RESOLUTION FOR POVERTY EXEMPTION - Continued

The following is a limit on the amount of assets an applicant can have:

- Limit on Cash Balances: \$2,500 (check/savings). All bank statements must be submitted with application.
- 1 personal vehicle is exempt from overall asset value limit
- Primary Residence is excluded, however, excess land over 5 acres will count toward overall asset limit.
- Annual dividend income (taxable & non-taxable) must be less than \$1,000
- Overall Asset Value Limit: \$20,000

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption. As this policy and resolution do not establish specific guidelines for granting a 25% or 50% reduction in taxable value as allowed by MCL 211.7u, the Board of Review shall be limited to a 0% reduction (denial) or 100% reduction (approval).

State of Michigan)
County of Emmet) ss.
City of Petoskey)

I, Sarah Bek, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the 5th day of December 2022, and of the whole thereof.

In witness whereof, I have here unto set my hand and affirmed the corporate seal of said City this ____ day of December, 2022.

Sarah Bek, City Clerk

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.					
Petitioner's Name				Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents		
Property Address of Principal Residence		City	State	ZIP Code	
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit			
PART 2: REAL ESTATE INFORMATION					
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.					
Property Parcel Code Number		Name of Mortgage Company			
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence			
Property Description					
PART 3: ADDITIONAL PROPERTY INFORMATION					
List information related to any other property owned by you or any member residing in the household.					
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.				Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code	
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid	
2	Property Address	City	State	ZIP Code	
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid	

Continue on Page 2

PART 4: EMPLOYMENT INFORMATION — List your current employment information.					
Name of Employer					
Address of Employer		City	State	ZIP Code	
Contact Person		Employer Telephone Number			
PART 5: INCOME SOURCES					
List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.					
Source of Income			Monthly or Annual Income (indicate which)		
PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION					
List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.					
Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment	
PART 7: LIFE INSURANCE — List all policies held by all household members.					
Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured
PART 8: MOTOR VEHICLE INFORMATION					
All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.					
Make	Year	Monthly Payment	Balance Owed		

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.				
First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.					
Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION			
The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.			
Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov



BOARD: City Council

MEETING DATE: December 5, 2022

PREPARED: December 1, 2022

AGENDA SUBJECT: City Council 2023 Meeting Schedule Resolution

RECOMMENDATION: That the City Council adopt this proposed resolution

Requirement Several times each year, the City Council has cancelled and/or rescheduled routine first and third meetings of the month to avoid conflicts with various holidays. Enclosed is a proposed resolution that would set the 2023 regular meeting schedule of the City Council. The proposed resolution would avoid the necessity for cancellations or rescheduled meetings and also serve to make the public aware well in advance of meeting dates.

Action In years past, conflicted meeting dates have been canceled completely or have been rescheduled as is proposed in the enclosed resolution that lists specific meeting dates for 2023 City Council meetings. The City Council will be asked to adopt this proposed resolution, although the City Council might wish to schedule its meetings differently than the resolution has provided (the City staff has no preference).

sb
Enclosure



WHEREAS, Section 4.4 of the City Charter governing City Council meetings requires the City Council to meet regularly, preferably in the City Council Chambers in the City Hall, on the first and third Mondays of each month; and

WHEREAS, due to the holidays certain scheduling conflicts preclude the City Council from holding meetings on the first and third Mondays of each month; and

WHEREAS, the City Council desires to establish a regular meeting schedule in accordance with the requirements of Section 4.4 of the City Charter for the 2023 calendar year:

NOW, THEREFORE, BE IT RESOLVED that the City Council shall hold its regular meetings in the City Council Chambers in the City Hall on the following dates in 2023:

Monday, January 9	Monday, July 3
Monday, January 16	Monday, July 17
Monday, February 6	Monday, August 7
Monday, February 20	Monday, August 21
Monday, March 6	Monday, September 18
Monday, March 20	Monday, October 2
Monday, April 3	Monday, October 16
Monday, April 17	Monday, November 6
Monday, May 1	Monday, November 20
Monday, May 15	Monday, December 4
Monday, June 5	Monday, December 18
Monday, June 19	

State of Michigan)
County of Emmet) ss.
City of Petoskey)

I, Sarah Bek, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the ____ day of December 2022, and of the whole thereof.

In witness whereof, I have here unto set my hand and affirmed the corporate seal of said City this ____ day of December 2022.

Sarah Bek, City Clerk



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 5, 2022

PREPARED: December 1, 2022

AGENDA SUBJECT: Consideration to Approve a Resolution Authorizing a Closed Session Pursuant to Section 8(e) and 8(h) of the Michigan Open Meetings Act

RECOMMENDATION: That the City Council adopt the proposed resolution

City Council will be asked to adopt the enclosed proposed resolution that would authorize to adjourn to a closed session pursuant to Section 8(e) and 8(h) of the Michigan Open Meetings Act, to consult with its attorney regarding strategy in connection with specific pending litigation and consider material exempt from disclosure.

Closed session will be conducted in-person at City Hall in the Community Room.

sh
Enclosure



WHEREAS, the City Manager has requested that the City Council adjourn to a closed session, pursuant to Section 8(e) and 8(h) of the Michigan Open Meetings Act, to consult with the City Attorney concerning pending litigation and to consider material exempt from disclosure, at the City Council's regular meeting of December 5, 2022:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby authorizes to adjourn to a closed session, to consult with the City Attorney concerning pending litigation and to to consider material exempt from disclosure.