



## CITY COUNCIL

March 6, 2023

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. Presentation
  - (a) Hear presentation by the Petoskey High School Sustainability Club
  - (b) Hear presentation by Public Safety Director Adrian Karr concerning the department's Honor's Board authorizing awards to Public Safety staff, Emmet EMS staff, Emmet County Sheriff's staff and citizens for meritorious service
  - (c) Hear presentation by Public Safety Director Adrian Karr concerning the department's 2022 Annual Report
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
  - (a) February 20, 2023 regular session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since February 20, 2023
  - (c) Authorize to contract with David Hoffman Landscaping and Nursery, Inc., Petoskey, in the amount of \$27,590 for planting of trees at various locations throughout the City
  - (d) Receipt of 2022 Planning Commission Annual Report pursuant to Act 33 of the Michigan Public Acts of 2008, Article II, Section 125.3819
6. Public Comments
7. City Manager Updates
8. Old Business – Adoption of an amended resolution that would support an Obsolete Property Rehabilitation Exemption Certificate Application for Property Tax ID # 52-19-06-276-010, commonly known as 424 Emmet Street
9. New Business – Adoption of a proposed resolution that would approve Michigan Municipal Employees' Retirement System (MMERS) Administrative Services Agreement concerning final average compensation (FAC) calculation
10. City Council Comments
11. Adjournment

**Alternatively, join the meeting via the Zoom platform**

<https://us02web.zoom.us/j/81837585236>

Meeting ID: 818 3758 5236

+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](mailto: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.



# ANNUAL REPORT 2022

## Department of Public Safety City of Petoskey

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Prepared by:

Adrian Karr, Director

Gina Ellenberger, Office Manager



## **Petoskey Department of Public Safety Staff**

### **Director and Lieutenants**

Left to Right: Lt. Todd Troxel, Lt. Adrian Karr, Director Matthew Breed, Lt. Michael Parker, and Lt. David Schultz



Photo Credit: Lucky 13 Photography

### **Public Safety Officers**

Hunter Arnold  
William Bowen  
Benjamin Carlson  
Lawrence Donovan  
John Duch  
Karl Fritz  
Scott Gosciak

Frederick Haalck  
Erik Hoig  
Connor Kish  
Scott Lamont  
Matthew Mikulski  
Alexis Peacock  
Keenan Sugg

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## Message from the Director

Welcome to the Petoskey Department of Public Safety 2022 Annual Report and thank you for taking an interest in our departmental operations. This annual report will help illustrate our Department's dedication to the safety of our residents and visitors, our continued promotion of community engagement, and our emphasis on being a proactive agency. Our mission remains the same, to serve our community with fairness, equality and respect for human dignity. This Annual Report will have a small twist as I, new Director Adrian "Rocky" Karr, will be writing and narrating 2022's review from Director Matthew Breed's perspective as he retired on February 1, 2023.



The year 2022 highlighted the resiliency of our community as a whole. With COVID-19 still playing a role, our community and its workforce continued to make positive steps in returning to "the new normal". Let's face it, COVID-19 was a non-discretionary beast that adversely affected many aspects of daily living. The victory in this experience is our ability as a community to adapt and overcome while preparing for potential similar occurrences. In other words, through adversity we have become a stronger community!

On July 1, 2022, the Petoskey Department of Public Safety was awarded Accreditation Status by the Michigan Law Enforcement Accreditation Commission (MLEAC). To date, there are only 53 Accredited Police Agencies in Michigan with 120 currently in the process. Petoskey is the only Accredited Public Safety Department in Northern Lower Michigan at this time. This was a tremendous group effort by all Department members. Through this comprehensive review and update of our organization's policies, officers will have the situational knowledge to better serve the community while limiting Departmental liability. Officers are not only expected to know the policies, they are required to provide video evidence, or "proofs", that they are abiding by said policies. Lastly, just because we have reached accreditation status does not mean we relax. MLEAC requires each accredited agency to go through the re-accreditation process every three years. We have already started to prepare for 2025!

In 2022, the Petoskey Department of Public Safety was once again able to engage with the community through outreach programs such as our annual Citizen's Academy and Open House. Further, Department members were active in various community program events such as Fire Prevention Week, YMCA summer camp presentations, the senior Health Expo presented by the Friendship Center, and "Shop with a Hero". Through these opportunities, we hope to continue to build relationships where members of the community know our staff on a more personal level.

I would like to close with a message from Director Breed. "As purposely stated in our Mission Statement, 'Through commitment to quality service, the Department will meet the public safety needs of the community, recognizing the values of fairness, equality, and respect for human dignity'. I feel I have done my best over the past 33 years to see this was accomplished. We have the fortunate opportunity to live and work in a location many see as a vacation destination. The year 2022 was my last full year as Director. I would like to sincerely thank those who live, work and visit the City of Petoskey for the many years of support! On to the next chapter!"

Stay safe and stay healthy,

Rocky Karr, Director





Photo Credit: Lucky 13 Photography

## Mission Statement

The mission of the Petoskey Department of Public Safety is to provide professional community-oriented police, fire and emergency medical services. We are committed to creating and maintaining an active community partnership with those we serve. We are dedicated to protecting lives and property while maintaining order and assuring fair and equal treatment to everyone.

The Petoskey Department of Public Safety is a proactive agency dedicated to excellence through quality customer service. We shall maintain our high level of professionalism through training, education, innovation and accountability. We shall foster an atmosphere where Department members treat each other fairly, honestly, and equally.

Through commitment to quality service, the Department will meet the public safety needs of the community, recognizing the values of fairness, equality, and respect for human dignity.

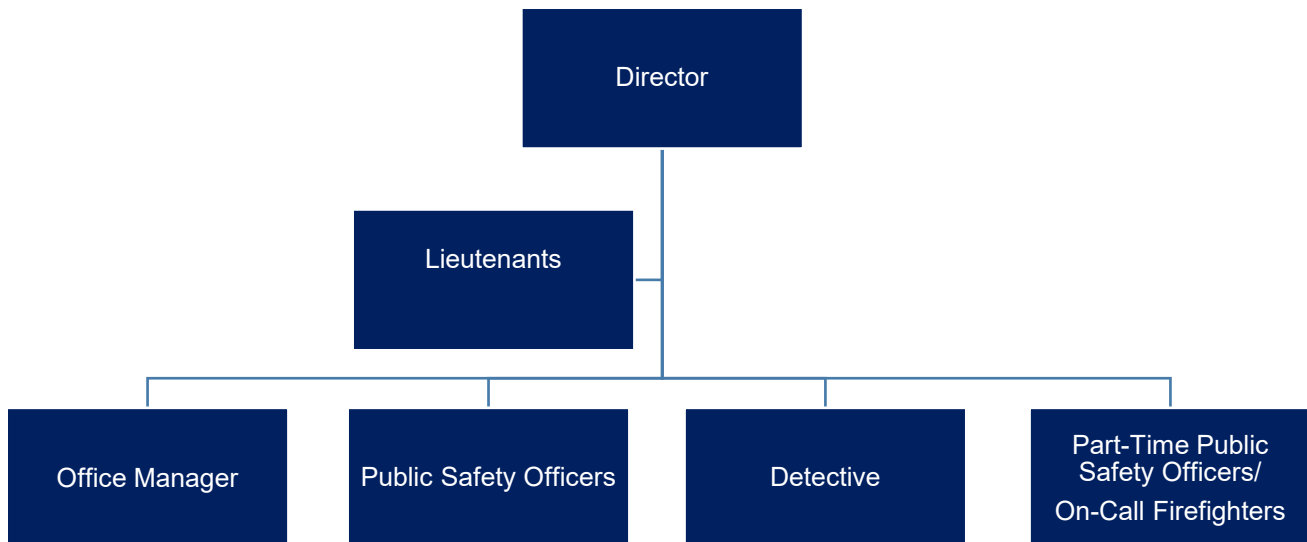
## **Petoskey Department of Public Safety 2022 Annual Report**

The Petoskey Department of Public Safety is committed to providing the best possible service for everyone who lives, works, or visits the Petoskey area. Staff believes in a strong partnership with all members of the community in an effort to keep Petoskey a safe, vibrant city.

Police, fire, and emergency medical services are provided through a unified Department of Public Safety. The Department staff of nineteen sworn officers (crossed-trained as certified law enforcement officer, firefighter, and EMT), seven part-time Public Safety Officers, one on-call firefighter, and one Office Manager provides a wide range of services to the citizens of Petoskey and Bay Harbor. The Department operates eight pieces of fire equipment, eight police vehicles, and two rescue boats. All public safety vehicles are equipped with emergency medical equipment.

The law enforcement division handles requests for police services involving criminal investigations, civil disputes, traffic enforcement, traffic accident investigations, ordinance violations, and general assistance to the public such as vehicle unlocks. The fire division provides programs involving inspections, fire prevention in area schools, conducts fire station tours, and public appearances at community events.

### **Public Safety Department Chain of Command**





## Law Enforcement Calls for Service 2018-2022

	2018	2019	2020	2021	2022
<b>Bay Harbor</b>	324	335	389	361	393
<b>Petoskey</b>	8,302	8,621	7,074	7,587	6,978
<b>Total</b>	8,626	8,956	7,463	7,948	7,371

Complaint numbers are generated for activities such as arrests, criminal investigations, health and safety checks, suspicious persons or vehicles, alarms, and assisting other agencies. Other activities are logged, but not assigned complaint numbers. Usually these events require no follow-up by an officer such as administrative tasks, assisting citizens, and court appearances.

In 2022, the Public Safety law enforcement division handled 7,371 requests for service and logged 6,173 complaint numbers.

As a result of criminal complaints and investigations, the Department of Public Safety made 229 total arrests in 2022. Of that total, 56 were felony arrests and 173 were misdemeanor arrests.



Photo Credit: Josh Morgan

## Log of Complaints

Incident	Petoskey	Bay Harbor
911 Hang Up	98	6
Abandoned Vehicle	50	1
Accidents	411	20
Alarms	172	71
Animal Complaint	172	1
Assault/Domestic Violence	45	3
Assist Ambulance	608	33
Assist Other Agency	221	1
Attempt to Locate/Wellbeing Check	102	2
Breaking and Entering	6	0
Civil Matters/Disputes	166	6
Damage to Property	10	1
Death	5	0
Disorderly Conduct	17	0
Embezzlement	1	0
Family-Neglect/Non-Support	6	0
Fire/Fire Related Services	44	8
Forgery/Fraud	16	1
General Assistance	329	14
General Non-Criminal	621	23
Health and Safety	0	1
Juvenile Complaint	108	0
Larceny	29	4
Liquor Violations	7	0
Lost and Found Property	140	0
Mental Health	104	0
Miscellaneous Criminal	3	0
Misdemeanor Traffic Offense	24	0
Missing Person	2	0
Motor Vehicle Theft	4	0
Noise Complaint	35	2
Obstructing Justice	45	1
Obstructing/Resisting Officer	11	0
Operating While Intoxicated	38	8
Ordinance Violation (Including IPMC/IFC)	156	3
Parking Violation	93	27
Property Inspection	106	8
Public Relations	116	1
Sex Offense	17	1
Stalking/Intimidation	11	0
Suspicious Situations	688	30
Traffic Stops	763	65
Trespass	1	0
Unlock	214	5
Violation of Controlled Substance Act	9	0
Weapons Offense	2	0
<b>Total</b>	<b>5,826</b>	<b>347</b>

\*Statistics are organized by most serious offense

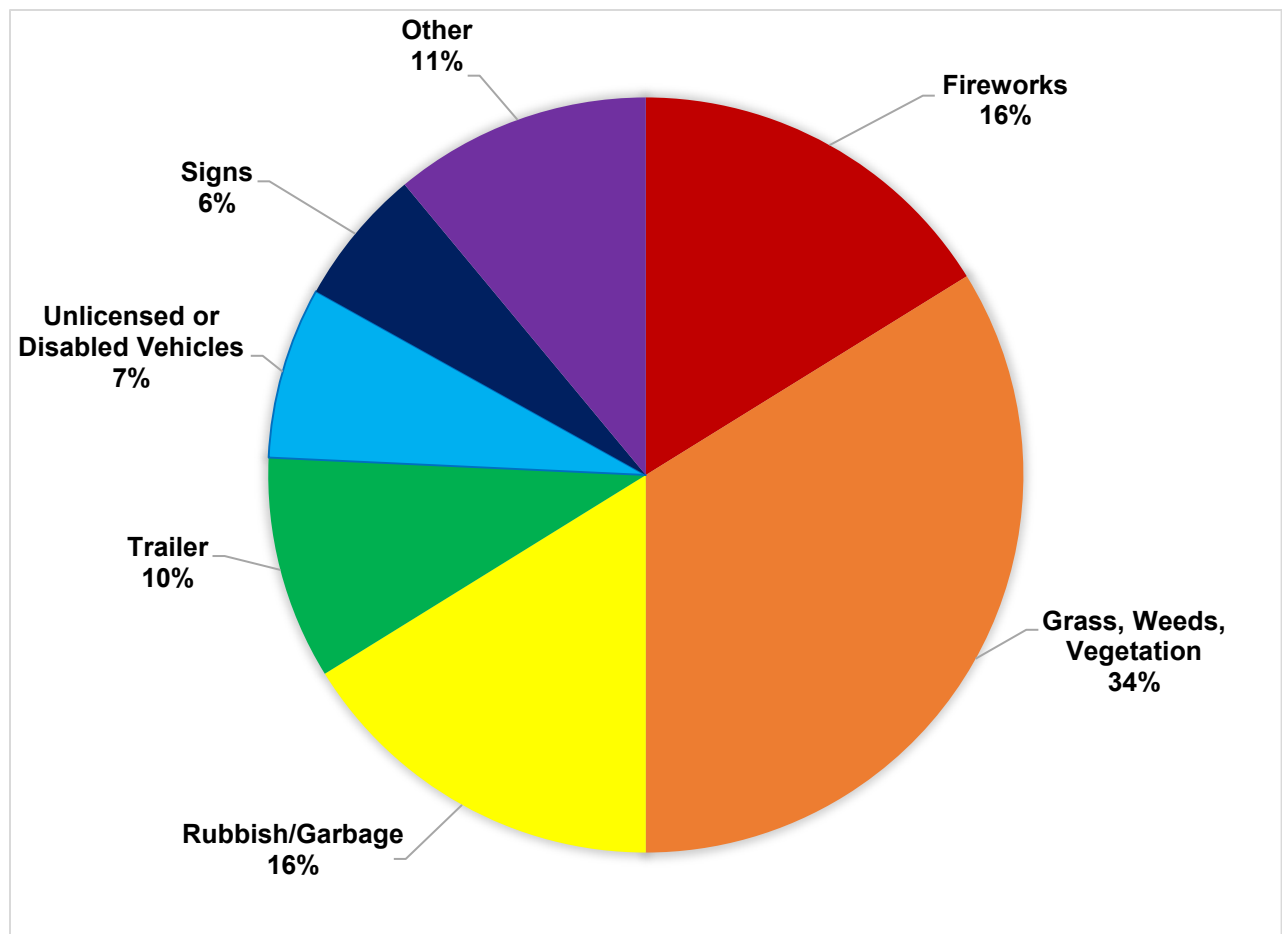
## Nuisance Ordinance Enforcement

The City's nuisance ordinances provide the tools needed to address health and safety issues as well as concerns commonly referred to as blight complaints. The Department of Public Safety has taken the lead in enforcement of these ordinances. The ordinances deal with grass, weed, and vegetation issues; garbage/rubbish; trailer violations; unlicensed or disabled vehicles; sign violations; front yard parking; dumpster problems; and unsafe or unsecured buildings. Potential violations are referred to Public Safety through complaints by citizens and by observations made by Public Safety Officers.

At the direction of City Council, a more proactive approach to code enforcement was adopted by the Department in Spring of 2021. A plan was developed for officers to routinely check every street within each ward and address violations as they were found. Officers often found that homeowners were unaware they were in violation of a City ordinance and violations were quickly corrected. Officers worked closely with residents in an attempt to gain voluntary compliance and assisted in any way possible to correct the issue and avoid enforcement measures.

In 2022, the Department of Public Safety handled 159 complaints related to 164 ordinance violations. All but four of the investigations were closed by voluntary compliance. Citations were issued for violations related to skateboarding in prohibited areas and failure to obtain a food truck license.

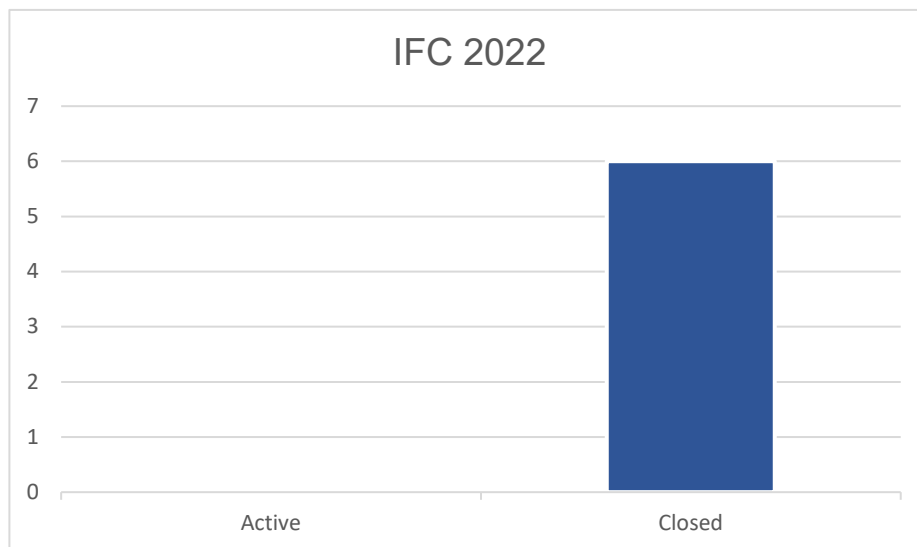
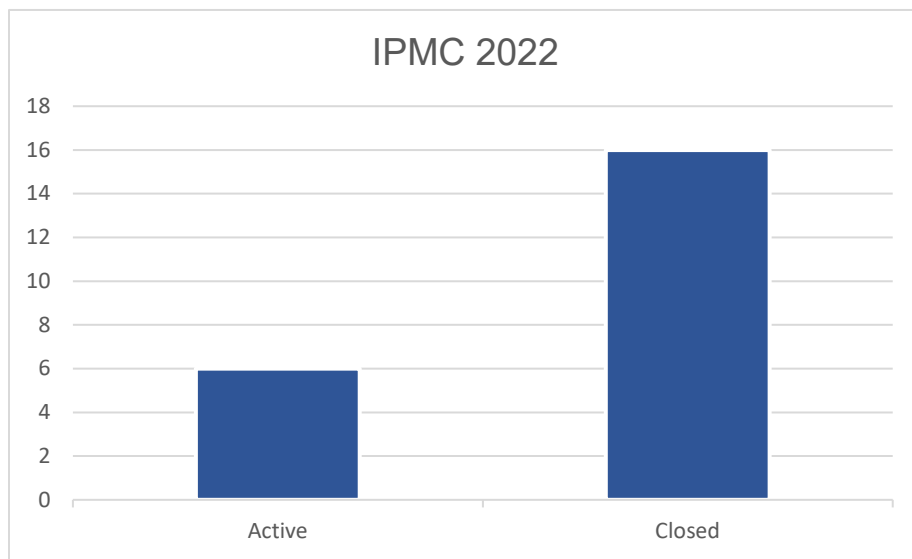
### Common Ordinance Violations 2022



## International Property Maintenance Code (IPMC) International Fire Code (IFC)

In 2010, the City Council adopted by ordinance both the International Property Maintenance Code and an updated version of the International Fire Code. These codes were adopted to regulate and govern the conditions and maintenance of properties, buildings, and structures. These codes provide standards that must be met to ensure that structures are safe, sanitary, and fit for occupancy and use.

The Petoskey Department of Public Safety enforces these ordinances through inspections and investigations conducted by our fire inspectors. The main focus of the Department is to identify problem areas, isolate the violations, and then work with the property owners to correct the situation. Voluntary compliance is the goal, and enforcement action is only taken in cases where no other alternatives are available. In 2022, officers investigated 22 International Property Maintenance Code violations and 6 International Fire Code Violations.



## Safety/Educational Programs



The Petoskey Department of Public Safety is committed to working with the community to educate citizens and assist them in keeping their families safe and secure. Our officers help each year by participating in a variety of community events and functions. Public Safety Officers speak to school children, give station tours, attend job fairs, conduct fire safety demonstrations, and assist area groups with various requests.

In 2022, Public Safety Officers spent an estimated 550 hours on community outreach and educational programs. Pictured above, Lt. Todd Troxel and Jane Poquette of McLaren Northern Michigan presented a “Stop the Bleed” program to Lincoln school staff. This program is designed to teach attendees how to handle a bleeding emergency before professional help arrives.

## TEAM

We provide a structured TEAM (Teaching, Educating, and Mentoring) program to area students. TEAM is a curriculum developed by the Michigan State Police and is approved by the Department of Education for students of every age. In 2022, Officer Benjamin Carlson presented the law-based program to students and spent time in all local schools. This program deals with a variety of topics such as stranger awareness, firearm safety, bullying, the criminal justice process, fire safety, and homeland security.





## In Memory of Jeffrey Glasscock

In May, we were honored to join Petoskey resident Jeffrey Glasscock, along with his family and friends, at his Celebration of Life event. Jeff was a longtime supporter of our Department, occasionally visiting the fire station or spending time speaking with Public Safety Officers. Jeff was always interested in our equipment and he was known to show up at fire scenes to watch the firefighters in action. We were saddened to hear that Jeff had been battling cancer and when we learned that his family was hosting a Celebration of Life event, we wanted to do something extra special to thank him for his support. Jeff always seemed to enjoy seeing our fire trucks, so Public Safety Officers brought our ladder truck to the event. Jeff was able to see the trucks up close again and we even took him for a quick ride. We also presented Jeff with his own Petoskey Public Safety turnout coat, which we had completed specially for him with his name on the back of it.

Jeff passed away on August 18, 2022 at his home in Petoskey. Our thoughts are with his family and friends.



Photo Credit: Phillip Hutchinson (Northern Territory Imaging)



## Community Connections



In recognition of Fire Prevention Week, PSO Karl Fritz met with Benjamin Blake from SERVPRO of Gaylord and Cheboygan. SERVPRO donated safety tip bags for children, goodies for first responders, and smoke detectors. This generous donation allows us to supply smoke detectors to City homeowners, free of charge.



This summer, we were invited to join the YMCA of Northern Michigan's "Summer Camp at the Y" program designed for children ages 5-12. Campers enjoyed cooling off in the water sprayed from our fire truck and described it as the "best day ever!" Lt. Adrian Karr also brought his patrol car and emergency equipment for campers to check out.





Officer Karl Fritz (pictured) and Detective Scott Lamont were on hand at the Senior Health Expo presented by the Friendship Centers of Emmet County. They joined several local vendors who provided free samples and services to seniors. The Public Safety Department presented fire safety information and gave out free smoke detectors to attendees.



The Michigan Police Unity Team ended their 313-mile bicycle trip at our station on Lake Street. The team rode their bikes across the state, stopping at memorials along the way to honor fallen officers. While at our station, the team honored Robert Russell, a Petoskey Police Officer killed in the line of duty on June 6, 1950.



In December, Lt. Todd Troxel joined other first responders at the “Shop with a Hero” event. “Shop with a Hero” partners law enforcement officers, firefighters, and emergency medical responders with local children to shop for gifts for their families. These children are selected by their schools and are from families that could benefit from some extra support in the holiday season.

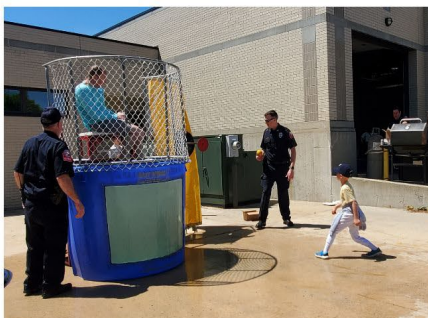


## Open House

For the last two years, we had been unable to host our Open House due to COVID-19 precautions. In June, we were happy to organize our 11<sup>th</sup> Open House event. We invited the community to come into our workplace and spend time with Public Safety Officers and other first responders. This event took place at the downtown fire station, located on West Lake Street.

It appeared the community missed our Open House as much as we did and this event was very well attended. We estimated more than 500 people visited our station and believe this was our best attended Open House yet. Guests were treated to free snacks, refreshments, and gifts; most donated by local businesses. Public Safety Officers were on hand to show children how to use a fire hose and performed a vehicle extrication demonstration. There was even an opportunity to dunk a police officer, as PSO Frederick Haalck volunteered to sit in the dunk tank.

We were joined by the Michigan State Police (with their K-9 officer), Emmet County Sheriff's Office (with their boat), United States Coast Guard, Emmet County EMS, Resort Bear Creek Fire Department, Department of Natural Resources, Office of Emergency Management, Little Traverse Bay Bands Tribal Police, and the Radio Armature Civil Emergency Services.





## Citizens Academy

We held our 11<sup>th</sup> Citizens Academy in the fall of 2022. The Citizens Academy was established to give citizens a better working knowledge of our operations, policies, and procedures. The Academy is open to all members of the community, at no cost to the students.

The 24-hour block of instruction is very comprehensive, covering different topics over the course of several weeks. Participants received instruction in fire operations, emergency medical services, criminal law, interviewing and interrogation, and crime scene investigation. Students also had the opportunity to use our equipment and heard presentations from Emmet EMS, Emmet County Sheriff's Office, and CCE Central Dispatch. Officers enjoy sharing their knowledge with Academy participants and put a lot of hard work into making this program a success. Students from this year's Academy shared their thoughts on the class:

*"This is a wonderful experience! Our Public Safety officers are marvelous"*

*"This class is so much fun!"*

*"Thank you to Director Breed and all the Public Safety Officers who spent so many hours educating us"*





## Detective Position

The Department has one full-time detective that handles all follow-up investigations from complaints taken by officers as well as a variety of other duties. The detective works directly with the courts, other law enforcement agencies, and outside departments. The detective is on a three-year rotating schedule to allow numerous officers the opportunity to serve and learn more about the investigative process. Public Safety Officer Scott Lamont began his term as detective in January 2022. Detective Lamont has been with the Department since August 2016.



In 2022, Detective Lamont continued investigation on 111 complaints, worked on 153 new incidents, and reopened 11 cases. He obtained 35 felony arrest warrants, 43 misdemeanor arrest warrants and 18 search warrants. Detective Lamont also completed 11 assists to local schools.

Left, Detective Lamont teaches Citizen Academy participants about crime scene investigation.

## Administrative Services

The administrative office of Petoskey Department of Public Safety is located within City Hall at 101 East Lake Street. The office processes all criminal paperwork, accident reports, court records, and complaint documentation. Services include fingerprinting, as well as assisting citizens with walk-in complaints or phone calls. Additionally, the administrative office completed 102 Freedom of Information requests, 15 permits to purchase a handgun, and 83 pistol sales records in 2022. The administrative office also provides a Prescription and Over-the-Counter Drug (POD) Drop Off location for City residents. In 2022, the Department safely disposed of approximately 691 pounds of medications and assisted in the disposal of POD's in neighboring counties as well.



## School Resource Officer

Over the past several years, the Public Safety Department has devoted as much time as possible to having an officer present within Petoskey Schools. PSO Benjamin Carlson is a fully trained School Resource Officer (SRO) however, staffing issues prevented the Department from scheduling him in the schools full-time. Over the summer of 2021, Petoskey School Administrators recognized a need for an increased presence of a resource officer. An agreement was reached whereby Petoskey Schools made a financial commitment in an effort to increase the number of hours the SRO is on campus. The Public Safety Department is grateful to Petoskey Schools for their commitment and the Department is pleased to announce that PSO Carlson will be in the schools full-time beginning January 2023.

SRO's are a great asset to schools as they collaborate with staff to ensure that students have a safe environment in which to learn. PSO Carlson is not only on hand in case of an emergency, but he assists with truancy concerns, provides medical assistance, completes demonstrations, and speaks with students daily. Additionally, a large percentage of PSO Carlson's time is spent mentoring and building positive relationships with students.

In 2022, PSO Carlson responded to 227 Calls for Service to Petoskey Public Schools.



## OK2SAY

OK2SAY is a student safety program ran by the Michigan State Police that allows students to confidentially report tips on potential harm or criminal activities directed at students, schools, or school employees. Tips can be submitted on the OK2SAY app or by phone, text, or email. Planned school attacks, threats, bullying, or suicidal thoughts are some of the most common types of tips received.

According to the Michigan State Police website, there were 7,414 tips submitted statewide in 2022.

Public Safety Officers received several tips from the OK2SAY program and each tip was investigated thoroughly.





## New Officers



We added two new full-time Public Safety Officers to our team in 2022. In October, Connor Kish was sworn in as a PSO by City Clerk Sarah Bek. Connor attended Ferris State University where he received his Bachelor's Degree in Criminal Justice. He completed the Police Academy at Ferris and was employed as an officer for the Blackman-Leoni Public Safety Department. PSO Kish came to our Department as a certified Police Officer, Medical First Responder, and Firefighter. PSO Kish has completed his field training and is currently working the road.

In December, Alexis Peacock took her oath to serve the City of Petoskey with Clerk Sarah Bek. Alexis served over the summer as our Public Safety Cadet, providing park security and assistance to the Department. Alexis attended Ferris State University where she received her Associate's Degree in Criminal Justice – Law Enforcement. Alexis completed the fall Police Academy at Kirtland and is currently in our Field Training Program. Once this training is complete, PSO Peacock will begin working on her Firefighting and EMT licensing while working road patrol.



## **Police Academy Sponsorship**

In 2022, the City of Petoskey and the Petoskey Department of Public Safety sponsored our new PSO, Alexis Peacock, in the Kirtland Police Academy. This Academy is approved by and operated under the authority of the Michigan Commission on Law Enforcement Standards (MCOLES). This program not only meets the MCOLES requirements but exceeds them. The 17-week Academy operates five days a week for eight hours a day at their Grayling campus. Cadets participate in classroom learning, hands-on lessons, and scenario-based training. They must pass written exams as well as skills tests regarding firearm proficiency, physical fitness, defensive tactics, first aid, and emergency vehicle operations. During the last week of the Academy, cadets must take the MCOLES Licensing Exam.

Nearly every cadet in the Fall 2022 Kirtland Academy was sponsored by a Law Enforcement Agency.



## **Field Training Program**

In 2022, three of our Public Safety Officers, Frederick Haalck, Will Bowen, and Hunter Arnold, attended a Field Training and Evaluation program presented by Dewolf and Associates. This training provides experienced officers the tools necessary to effectively train, educate, and evaluate new officers. This Field Training program is a four step process, with the trainee taking on more responsibilities as they progress through each stage while receiving coaching from their Field Training Officer (FTO). The trainee is graded daily, and must show that they meet all expectations before continuing to the next step. The last phase, the "Shadow Phase" consists of the FTO observing their trainee as they take the lead in their complaints. The FTO determines if the trainee has satisfactorily displayed the ability to perform as a PSO on their own prior to completion of the program.

## **Recruitment**

Police Departments across the nation are struggling with an officer shortage. According to the Police Executive Research Forum, police departments reported a 3.9% decrease in new officer hirings in 2021 compared to 2019. They further reported there were 23.6% more retirements in 2021 compared to 2019 and 42.7% more resignations in the same time.

The Petoskey Department of Public Safety is committed to providing the citizens of Petoskey with the highest caliber of Public Safety Officers. Recognizing the nationwide officer shortage, we are making a focused effort on recruitment. Lt. Todd Troxel is spearheading this project and has been promoting the Department at several career expos, law enforcement graduations, and school events. The recruitment process will continue in 2023.

## **2022 Honors Board of Review Recipients**

The Petoskey Department of Public Safety Honors Board of Review consists of the Director, Senior Lieutenant and Union Stewart. The Board meets once a year to review requests for recognition of meritorious service or actions. These requests for awards are submitted by Department members who wish to have fellow Department members, public safety personnel from other departments, or citizens recognized for outstanding service to the community or to the Department. With the retirement of Director Matthew Breed shortly after the start of 2023, this year's Board consisted of then Interim Director and Senior Lieutenant Adrian Karr and Public Safety Officer Scott Lamont.

### **Lifesaving Award:**

Lt. Michael Parker  
PSO Hunter Arnold  
PSO Connor Kish  
EMT Chris Krupa  
Paramedic Chelsea Wregglesworth

This award is intended for individuals directly responsible for saving a human life.

On December 16, 2022 at approximately 9:22 P.M., Public Safety Officers overheard EMS being dispatched to a hotel just outside the city limits. Dispatch advised of an 18-year-old male who appeared unconscious, was purple in color, and breathing "every once in a while". Due to the severity of the circumstances, officers took it upon themselves to respond to this location to assist.

Upon arrival, officers found the subject was unconscious, laying facedown, was purple in color, had pinpoint pupils, and snoring respirations. Lt. Parker administered three doses of Nasal Naloxone (Narcan), while PSO's Arnold and Kish prepared to begin rescue breathing efforts. After approximately three minutes, the patient regained consciousness and was able to walk out of his room on his own power to the awaiting EMS cot.

On December 17, 2022 at approximately 8:23 P.M., officers were dispatched to the same location for the same 18-year-old male reportedly unconscious and foaming from his nose and mouth. At this incident, officers were assisted by Emmet County EMS members EMT Krupa and Paramedic Wregglesworth. PSO's Arnold and Kish were the first to arrive and found the patient exhibiting similar symptoms as the shift prior. PSO's administered two doses of Naloxone, however the subject was not quick to respond. There was some discussion by personnel on scene of a possible seizure or other causes in which the symptoms might be similar, however through a brief discussion and explanation of the shift prior, PSO's convinced EMS staff they were confident the incident was related to a narcotics episode. Lt. Parker placed an oral airway as instructed by EMS staff to assist with rescue breathing efforts. Once EMS started an IV, the subject was administered one more dose of Narcan and regained consciousness.

This young life was spared twice through the quick actions and group efforts of all aforementioned professional on-scene. By communicating with one another and working through the incident, this subject was provided another opportunity to change his life's path.

### **Lifesaving Award:**

Lt. David Schultz  
PSO John Duch  
PSO Erik Hoig  
Sgt. Cole Brady, Emmet County Sheriff's Office

This award is intended for individuals directly responsible for saving a human life.

On October 28, 2022, CCE Central Dispatch received a call from a woman who was transporting her husband to McLaren Northern Michigan and she believed he was possibly deceased. Officers had recently been dispatched to the hospital for an unrelated incident and Sgt. Brady with the Emmet County Sheriff's Office was already on scene. Sgt. Brady observed the vehicle pull into the Emergency Department ramp and requested additional assistance. Sgt. Brady indicated the man was not breathing and CPR was initiated.

Lt. Schultz, PSO Duch and PSO Hoig arrived on scene to assist. Officers immediately began aggressive CPR in the parking lot while hospital staff responded with lifesaving equipment. The male was loaded onto a cot and brought into the ED, where officers and hospital staff continued lifesaving efforts for approximately 20 minutes. At this point, doctors advised the patient had regained his pulse and he was sent to the Cath Lab for advanced care. Family later reported that this patient was released and has made a full recovery.

Through the quick response and actions of all officers involved, along with the quick dispatch information and dedication of ER staff; this certain tragic incident had an amazing ending. A life was saved! All responding emergency personnel warrant recognition for an outstanding display of teamwork and actions.

**Lifesaving Award:**

PSO Hunter Arnold

This award is intended for individuals directly responsible for saving a human life.

On January 16, 2022 at approximately 1:00 P.M., PSO Arnold overheard emergency units dispatched to a business located just outside the city limits. Dispatch information indicated a 36-year-old male may have overdosed. Recognizing he might be the closest unit, PSO Arnold requested permission to assist from the Emmet County Sheriff's Office and responded swiftly to the scene.

Upon arrival, PSO Arnold observed staff performing CPR on the patient. PSO Arnold asked bystanders if Narcan had been administered and they stated it had not. PSO Arnold performed a rapid assessment. PSO Arnold observed the patient was unconscious and had a hypodermic needle laying on the ground next to him. PSO Arnold administered one dose of Narcan to the patient's right nostril. PSO Arnold then checked the patient's right radial pulse and noted there was a pulse present. The patient then began breathing more on his own. At that point, PSO Arnold provided rescue breathing efforts as EMS arrived. The patient slowly regained consciousness and started talking to EMS staff prior to transport.

Without PSO Arnold's quick response, rapid assessment of the situation and emergency aid, the subject's chance of survival was extremely low. PSO Arnold's actions on this date were textbook and he should be recognized for his lifesaving actions.

**Public Safety Citation:**

Lt. Todd Troxel

Award for service in the line of duty that required unusual thoroughness, conscientiousness, determination and initiative in the performance of a difficult assignment.

Shortly after noon on February 2, 2022, Public Safety was dispatched to multiple reports of two overturned kayakers approximately 150 yards off shore on Little Traverse Bay near Belle Avenue. Witnesses reported the kayakers were yelling for help and at least one of the persons in the water did not have a lifejacket on.

Lt. Troxel arrived on scene and confirmed there were two teenaged males in the water attempting to swim to shore. Lt Troxel noted one male appeared to be a stronger swimmer and was going to be able to self-rescue. The other young man was struggling to swim any further and was clinging to a floating

life jacket. Lt. Troxel immediately stowed his cumbersome police gear, donned a Department issued life jacket and entered the water. Once Lt. Troxel reached the subject, the male let go of his life jacket and grabbed on to Lt. Troxel. Knowing one life jacket would not be able to hold the weight of two, Lt Troxel was able to calm the male down and instructed him to hold on the floating vest with two hands. Lt. Troxel assisted the panicked young man to shore.

It should be noted this is the second occasion in which Lt. Troxel has entered the waters of Lake Michigan to effect a rescue of a subject in distress. His actions on this date deserve recognition and he is hereby awarded with a Public Safety Citation.

**Public Safety Commendation:**

PSO Lawrence Donovan

This award recognizes exceptionally effective work and above average alertness or initiative in a difficult or unusual situation.

**Citizens Award:**

Hannah Budnik  
Susannah Pfeifer

The award recognizes meritorious service to the Department by the citizen.

On May 12, 2022 at approximately 2:19 P.M., citizens Hannah Budnik and Susannah Pfeifer observed a dog that had been left alone in a parked vehicle. The temperature on this day was in the low 80's and much warmer inside the vehicle, which was not running. They continued to keep an eye on the truck, and when the owner did not return for at least a half hour; Susannah contacted 911. PSO Donovan responded and both witnesses provided him with detailed information before pointing out the vehicle.

PSO Donovan could hear the dog inside of the vehicle panting loudly and gasping for air. PSO Donovan used an unlock tool to open the vehicle to remove the dog and get him to a much cooler environment. PSO Donovan attempted to provide the dog water and began cooling him with ice packs. He noted the dog was not recovering and was still in distress. At this point, the dog was not able to stand on his own and his condition appeared to be deteriorating. Realizing time was of the essence, PSO Donovan placed a call to Jensen's Animal Hospital and transported the dog for emergency veterinary care. Upon arrival at Jensen's, the dog was treated for heat exposure due to the extreme heat. The owner was located about an hour after the initial call to 911.

PSO Donovan has earned recognition for his quick response and sound judgement throughout the entirety of this incident. Citizens Hannah Budnik and Susannah Pfeifer should also be recognized for noticing danger and acting accordingly. Thanks to their actions, this animal's life was saved.

**Citizens Award:**

Max Ann Caldwell

The award recognizes meritorious service to the Department by the citizen.

On February 15, 2022 at approximately 09:15 A.M., a physical altercation took place between two students in the female's restroom at the Petoskey High School. After the incident, School Resource Officer Ben Carlson became aware of a video of the fight. There were several females present to view this interaction with their cell phones at the ready. Except one. Once the physical altercation started to take place, Max chose to step in the middle and physically defused the situation by pulling the two females apart. For this effort, Max was rewarded with an errant strike to the face obviously meant for one of the other combatants.

Max could have easily stood silent and observed this altercation but chose to take action. Max's selfless action to stop this violent act from escalating deserves to be recognized.

For these actions, Max is hereby awarded the Citizen's Award.



## Training

Each year, Public Safety Officers receive training in a variety of areas including firefighting, emergency medical services, and law enforcement. In 2022, officers participated in several important trainings including hazmat, active shooter, arson investigation, firearms, defensive tactics, de-escalation, implicit bias, use of force, and Autism awareness. We also had three officers complete specialized training to become certified Field Training Officers, giving them the skills needed to efficiently train new PSO's.

In 2022, the Public Safety Department received a total of 3,269 hours of training.

Law Enforcement	Fire	EMS
1,440	1,179	650



Above, officers complete a fire training at a residence prior to its demolition. Below, PSO's attended a full scale ice mass rescue exercise conducted by the U.S. Coast Guard. Several other agencies were present at the training including neighboring law enforcement agencies, Emmet County EMS, Michigan State Police, and several fire departments.



## Accreditation

The Public Safety Department began the Accreditation process with the Michigan Law Enforcement Accreditation Commission (MLEAC) in 2020. To achieve accreditation status, departments are required to prove they have written policies or directives to address all 108 standards mandated by the MLEAC. These standards cover a wide range of topics such as administrative, operational, personnel, investigative, and arrestee/detainee handling functions. Additionally, departments must also provide “proofs” that they comply with the standards while performing their law enforcement duties. These proofs are typically documented by incident reports or bodycam footage. The department must also successfully complete an assessment led by a team of independent auditors. Part of this audit includes spending time with officers while they are working their shifts to ensure the standards are being adhered to by department members. The public is also invited to speak with the auditors to give their input on the department.



This spring, we invited auditors to evaluate our Department's Accreditation progress. Upon completion of a two-day audit and detailed review, the Michigan Law Enforcement Accreditation Commission determined the Department had successfully earned Accreditation status. In order to maintain this status, the Department must provide new proofs each calendar year to show we continue to adhere to policies and standards. MLEAC requires departments to participate in an Audit every three years and our Accreditation team continues to work diligently in preparation for our 2025 audit.



Public Safety was presented with the Certificate of Accreditation from the Michigan Law Enforcement Accreditation Commission on October 3, 2022. Pictured left to right: Lt. David Schultz, Lt. Michael Parker, Lt. Adrian Karr, Director Matthew Breed, and Lt. Todd Troxel.



## Public Safety Stations

### Fire Station #1

100 West Lake Street

Apparatus assigned to Station #1:

- One 1500 GPM Rescue Engine
- One 100' Aerial Ladder
- Two Support Vehicles
- One 12' Rescue Boat



Photo by Josh Morgan

### Fire Station #2 – Station West (Bay Harbor)

3625 Charlevoix Road

Apparatus assigned to Station #2:

- One 1500 GPM Rescue Engine
- One 70' Aerial Ladder
- One 12' Rescue Boat
- One Patrol Unit



## Fire and EMS Calls for Service

The Department responded to 938 fire and emergency medical calls for service in 2022. Of these calls for service, 221 were classified as a fire response and 717 were a medical response.

### Fire and EMS Calls for Service

2018	2019	2020	2021	2022
806	797	871	1,001	938

### Breakdown of Fire and EMS Calls for Service

EMS Calls	717
Fire Calls	221

## Emergency Medical Services

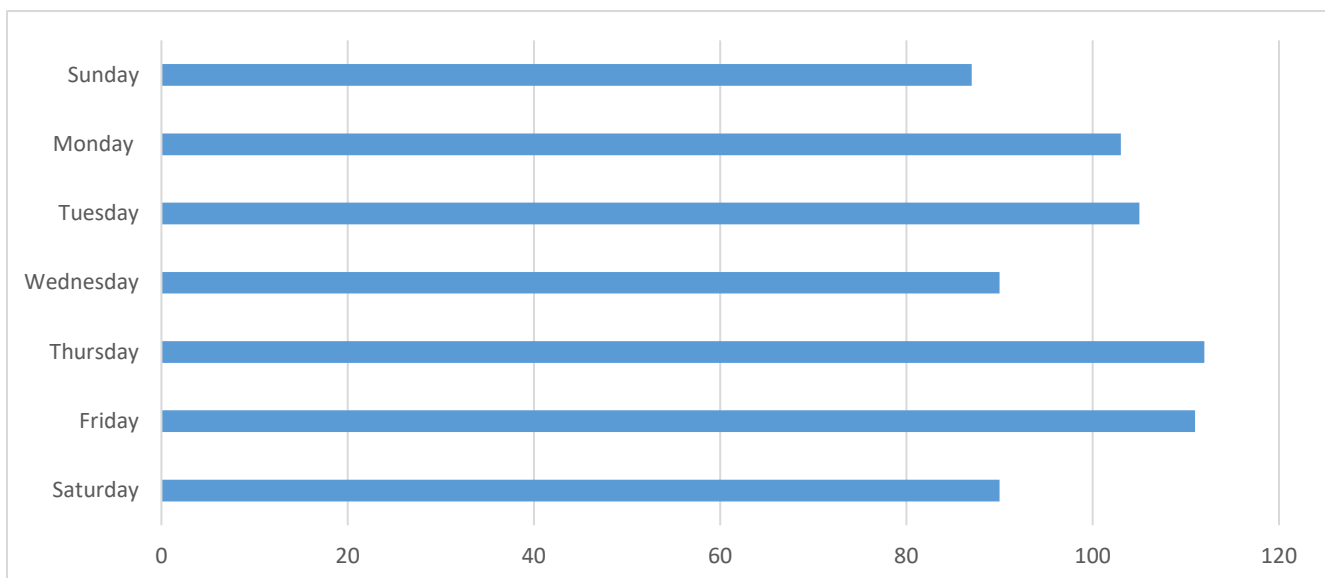
Approximately 76% of the calls for emergency medical or fire services answered in 2022 were medical in nature. The Department of Public Safety operates under licensing issued by the Michigan Department of Community Health. Petoskey is the only fire department in Emmet County operating at the “basic-non transport” level. This license is one level below the paramedic level.

With an average response time of 4.5 minutes from the time of notification by the 911 center until arrival, we are often the first medical unit on scene at priority calls. All officers hold at minimum a basic EMT license with some officers also holding paramedic licensing.



Basic medical equipment carried on both of the Department's licensed fire engines include splints, Automatic External Defibrillator, oxygen, glucose monitoring, Narcan, airways and OB kits.

## 2022 Medical Calls for Service by Day



## Fire Services

Public Safety Officers complete extensive education and training in fire services and are certified Firefighters by the State of Michigan. In addition to our full-time PSO's, the fire division also consists of seven part-time PSO's and one on-call firefighter. Additionally, two of our PSO's, Karl Fritz and Erik Hoig, serve as the Department's fire investigators. They are responsible for business inspections, fire investigations, and are certified fire instructors.

In 2022, the fire division responded to 221 calls for service. They provided scene security during traffic accidents, investigated hazardous situations such as leaks or spills, responded to fire alarms, and assisted in emergency medical services. The fire division responded to one large-scale residential fire and several smaller fires. These smaller fires were able to be extinguished quickly, preventing the fire from spreading and causing significant damage or safety concerns. Below are a few examples of these fire events.

February 28, 2022 – Fire Division was requested to a restaurant for a report of a kitchen fire. The staff had already used an ABC Dry-Chem extinguisher on the fire prior to our arrival. The responding officer used an additional Dry-Chem extinguisher to put out the fire and confirmed it was extinguished by use of a thermal imager.

March 19, 2022 – A resident reported a possible fire in their chimney. The fire division located a chunk of creosote in the bottom of the chimney that was smoking. They were able to remove the creosote and checked the rest of the chimney for heat or fire, finding none.

July 20, 2022 – A delivery truck was reported to be dragging an axle that was sparking and causing a fire in the roadway. The truck was stopped and the tires were found to be on fire and two engines responded to the scene to extinguish the flames.

October 12, 2022 – The fire division responded to an apartment complex for a report of a fire in the laundry room. The responding officer arrived on scene and found nothing showing from the exterior of the building. Upon entry, he found a light fixture on fire. The officer used a fire extinguisher to knock the fire down as the fire truck arrived. They confirmed the fire was extinguished and it appears to have started in the light fixture when the florescent bulb was switched to LED.





## Fire Loss

On November 15, 2022 at approximately 3:00 A.M., CCE Central Dispatch received a call from a citizen reporting the neighboring house was on fire, with smoke and flames showing. The caller was unsure on the exact address, but indicated it was near the intersection of Williams and Division Streets. Within 2.5 minutes, Public Safety arrived on scene and observed flames coming from the attached garage at a residence on Rose Street. It was quickly discovered the flames from the garage had spread into the home. Fortunately, the sole occupant had been awoken by the smoke detectors and was attempting to determine the source. Resort Bear Creek Fire Department was called for mutual aid and upon arrival, began evacuating residents of the home next door. Due to the close proximity of the structure on fire, there was serious concern for the second home.

The flames from the burning structure did spread to the adjoining home however, due to the determined efforts of Resort Bear Creek Firefighters, the fire was never able to get established in the second home. With a crew in the attic space and a crew outside, firefighters repeatedly pushed the fire back. Springvale Fire Department was also requested for mutual aid and assisted with extinguishing the fire in the first home. The first home appears to be a total loss while the second home suffered damage to the adjoining side as well as water damage. A third residence located behind the fire was slightly damaged from the heat. The cause of fire is still undetermined and our fire inspectors are working with the insurance carrier's fire inspector to complete their thorough investigation.





## Fire Related Injuries

There were no fire related fatalities to civilians in 2022. Unfortunately, there is one documented fire related injury to a civilian that occurred at a medical facility. In this incident, a portable oxygen cylinder exploded when a lighter was ignited too closely to the tank. The staff at the facility quickly put out the fire and contacted 911. Public Safety arrived on scene and confirmed the fire was extinguished and provided initial patient care. The patient was transported to the hospital and treated for non-lifethreatening injuries.

There was one firefighter injured in 2022, which occurred at the Rose Street fire in November. Due to the freezing temperature, the water used to combat the fire quickly turned to ice and created a hazardous environment. The firefighter, who was from a neighboring department assisting with mutual aid, slipped on the ice and fell from a four-foot retaining wall. They were transported to the hospital for a knee injury and required additional follow up care.

## Fire Prevention Week

The National Fire Protection Association (NFPA) has sponsored the public observation of Fire Prevention Week since 1922. Fire Prevention Week occurs during the week of October 9, in remembrance of the victims of the Great Chicago Fire of 1871. During Fire Prevention Week, the Department is active on social media, sharing tips on how to keep homes safe from fire damage. Officers also visit local schools, speaking with school children about fire safety plans and giving demonstrations of our equipment.

In 2022, PSO Karl Fritz made trips to several different local schools and gave presentations to a total of 576 children.



## 2022 Petoskey Department of Public Safety Summary of Activities

### Law Enforcement Calls for Service

	2018	2019	2020	2021	2022
<b>Bay Harbor</b>	324	335	389	361	393
<b>Petoskey</b>	8,302	8,621	7,074	7,587	6,978
<b>Total</b>	8,626	8,956	7,463	7,948	7,371

### Fire/EMS Calls for Service

2018	2019	2020	2021	2022
806	797	871	1,001	938

### Breakdown of Fire and EMS Calls For Service

<b>EMS Calls</b>	717
<b>Fire Calls</b>	221





# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** March 6, 2023

**PREPARED:** March 2, 2023

**AGENDA SUBJECT:** Consent Agenda Resolution

**RECOMMENDATION:** That the City Council approve this proposed resolution

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

- a) Draft minutes of the February 20, 2023 regular session City Council meeting;
- b) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since February 20, 2023 for contract and vendor claims at \$1,981,985.22, intergovernmental claims at \$88,199.38, and the March 2 payroll at \$228,127.97 for a total of \$2,298,312.57;
- c) Authorization to contract with David Hoffman Landscaping and Nursery, Inc., Petoskey, in the amount of \$27,590 for planting of trees at various locations throughout the City; and
- d) Receipt of 2022 Planning Commission Annual Report pursuant to Act 33 of the Michigan Public Acts of 2008, Article II, Section 125.3819.

sb  
Enclosures



## CITY COUNCIL

February 20, 2023

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, February 20, 2023. 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: Tina DeMoore, City Councilmember  
Derek Shiels, City Councilmember  
Brian Wagner, Mayor Pro Tem  
Lindsey Walker, City Councilmember

Absent: John Murphy, Mayor

Also in attendance were City Manager Shane Horn, City Clerk Sarah Bek, Public Works Director Mike Robbins, Parks and Recreation Director Kendall Klingelsmith, City Planner Zach Sompels and City Attorney Matt Cross.

### **Public Hearing on Obsolete Property Rehabilitation Act (OPRA) District for 424 Emmet Street**

A public hearing was held to receive comments on the establishment of an Obsolete Property Rehabilitation Act (OPRA) District for Property Tax ID # 52-19-06-276-010, commonly known as 424 Emmet Street.

Mayor Pro Tem Wagner opened the public hearing at 7:01pm.

Councilmember DeMoore read aloud electronic correspondence received from Kevin and Joanna Srigley, 116 Michigan Street, in support of the project.

The public hearing closed at 7:03pm.

### **Approve OPRA District for 424 Emmet Street – Resolution No. 23-15**

The City Manager reviewed that per Obsolete Property Rehabilitation Act (OPRA) regulations, staff sent out public hearing notices to the property owner and taxing entities seeking comment at the public hearing and also notified the community through the City website, publication in the local paper and the City Clerk mailed notices to all property owners within a 300-foot radius of 424 Emmet Street; and that upon conducting the public hearing City Council could approve the resolution that would establish the OPRA District for 424 Emmet Street.

Councilmember DeMoore reviewed that she has a business office located at 207 Michigan Street and owns property at 211 Michigan Street which is within the 300-foot radius of the proposed district and that there is no conflict of interest.

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

### **Establishing an Obsolete Property Rehabilitation (OPRA) District for Silva Property Management LLC**

WHEREAS, pursuant to PA 146 of 2000, the City of Petoskey has the authority to establish "Obsolete Property Rehabilitation Districts" within the City; and



WHEREAS, Silva Property Management LLC has filed a written request with the Clerk of the City of Petoskey requesting the establishment of the Obsolete Property Rehabilitation District for 424 Emmet Street located in the City of Petoskey hereinafter described; and

WHEREAS, the City Council of the City of Petoskey determined that the district meets the requirements set forth in section 3(1) of PA 146 of 2000; and

WHEREAS, written notice has been given by mail to all owners of real property located within the proposed district and by public posting of the hearing on the City's website as well as posted at City Hall on the establishment of the proposed district; and

WHEREAS, on February 20, 2023 a public hearing was held and all residents and taxpayers of the City of Petoskey were afforded an opportunity to be heard thereon; and

WHEREAS, the City Council deems it to be in the public interest of the City of Petoskey to establish the Obsolete Property Rehabilitation District as proposed:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Petoskey that the following described parcel(s) of land situated in the City of Petoskey, Emmet County, and State of Michigan, to wit:

Legal Description:

IGNATIUS PETOSKEY'S 2ND ADD. S 70 FT OF LOT 1 BLK 1 SECTION 6, T34N, R5W.

be and here is established as an Obsolete Property Rehabilitation District pursuant to the provisions of PA 146 of 2000 to be known as 424 Emmet Street Obsolete Property Rehabilitation District No.2.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Walker, Wagner (4)

NAYS: None (0)

**Public Hearing on Obsolete Property Rehabilitation Act (OPRA) Exemption Certificate Application**

A public hearing was held to receive comments on an Obsolete Property Rehabilitation Act (OPRA) Exemption Certificate Application received from Silva Properties LLC for Property Tax ID # 52-19-06-276-010, commonly known as 424 Emmet Street.

Mayor Pro Tem Wagner opened the public hearing at 7:04pm.

Councilmember Shiels read aloud electronic correspondence received from Stephen Williams, 421 Emmet Street, in support of the project but is concerned with potential parking issues and encouraged City staff to look at methods for minimizing parking impacts on nearby streets.

Matthew Fettig, 906 Michigan Street, supported the project and inquired if there would be parking onsite for the apartment units or if the property is located in a parking exempt district.

The public hearing closed at 7:06pm. City staff reviewed that the property is located in a parking exempt district and residents would use on-street parking.

**Approve OPRA Exemption Certificate Application for 424 Emmet Street – Resolution No. 23-16**

The City Manager reviewed that per Obsolete Property Rehabilitation Act (OPRA) regulations all notices were sent in regards to the public hearing and upon conducting the public hearing City Council could approve the resolution in support of an OPRA Exemption Certificate Application for 424 Emmet Street.

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

**Approving Obsolete Property Rehabilitation Exemption Certificate Application for  
Silva Property Management LLC Located at  
424 Emmet Street**

WHEREAS, pursuant to PA 146 of 2000, the City of Petoskey is a Qualified Local Governmental Unit eligible to establish one or more Obsolete Property Rehabilitation Districts; and

WHEREAS, the City of Petoskey legally established the Obsolete Property Rehabilitation District known as 424 Emmet Street Obsolete Property Rehabilitation District No.2 on February 20, 2023, after a public hearing held on February 20, 2023; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total taxable value of the City of Petoskey; and

WHEREAS, the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000 on February 20, 2023; and

WHEREAS, Silva Property Management LLC is not delinquent in any taxes related to the facility; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000; and

WHEREAS, the applicant, Silva Property Management LLC, has provided answers to all required questions under the application instructions to the City of Petoskey; and

WHEREAS, the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Petoskey eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, revitalize urban areas, and increase the number of residents in the community in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Petoskey

Silva Property Management LLC is granted an Obsolete Property Rehabilitation Exemption for the real property, excluding land, located in an Obsolete Property Rehabilitation District known as 424 Emmet Street Obsolete Property Rehabilitation District No.2 at 424 Emmet Street for a period of twelve (12) years, beginning December 31, 2023 and ending December 31, 2035, pursuant to the provisions of PA 146 of 2000, as amended.



Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Walker, Wagner (4)

NAYS: None (0)

**Consent Agenda - Resolution No. 23-17**

Councilmembers inquired on the generator purchases and the bid process, if the process was exempt from bid policy due to being funded through an enterprise fund and if other forms of generators were considered to enhance their efforts in renewable energy; inquired if dining decks that existed prior to 2023 would have to comply with the design guidelines; heard concerns that with a dining deck ordinance it would be more costly to reinvest for businesses and that consideration be given to other businesses besides the existing dining deck operators.

City staff responded that Sourcewell, a state purchasing cooperative, was used to bid out new generator; that specifications were used to determine units available on the used market and bids were not sent out for the two, used generators since a contract was not involved; that solar was not considered on generator purchases; that DMB recommended a permanent dining deck ordinance that due to timing would not be ready for the 2023 season; and that Beckett and Raeder is in the process of designing specifications and a standard design for all future dining deck applicants to use.

Mayor Pro Tem Wagner asked for public comments and heard an inquiry if businesses were paying the City for use of a parking space and staff responded that the monthly fee to use a space is \$350.

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

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the January 23, 2023 regular session, January 30, 2023 special joint session and February 6, 2023 regular session City Council meetings 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 January 23, 2023 for contract and vendor claims at \$1,596,645.38, intergovernmental claims at \$0 and the February 2 and February 16 payrolls at \$461,930.53, for a total of \$2,058,575.91 be and is hereby acknowledged; and

WHEREAS, the City's 2023 Annual Budget and Capital Improvements Plan allocated \$325,000 within the Water Fund to install fixed generation at the Ingalls Pump Station; and

WHEREAS, the generator will be for the Ingalls Pump Station which serves as a transfer point for water between the three pressure districts using transfer pumps and valves, and is a critical asset to the reliability of the City's water distribution system; and

WHEREAS, the City will utilize Sourcewell Contract pricing which provides pre-negotiated pricing with various vendors/manufacturers that public entities may utilize to save on large capital purchases; and

WHEREAS, staff consulted with Hubbell, Roth & Clark, Inc., Grand Rapids, (HRC) who reached out to three generator manufacturers: Caterpillar, Cummins and Kohler, for Sourcewell quotes for a 200 kW and recommends the City purchase the 200 kW Kohler generator for \$87,979, as it is the least expensive option and given the generator, meets the requirements of the project and provides the option for the City to provide full emergency power generation; and

WHEREAS, the current lead times for the Kohler generator is 60 to 62 weeks, which is subject to change and HRC recommends the City move forward with purchasing the generator; and

WHEREAS, HRC will prepare a bid package which will include additional costs for installation, electrical components and infrastructure along with additional costs incurred at a later date upon project completion:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council hereby authorizes City staff to purchase a 200kW Kohler generator unit from Kohler, Wisconsin, in the amount of \$87,979 with an estimated shipping cost of \$3,000 for the Ingalls Pump Station; and

WHEREAS, the City's 2023 Annual Budget and Capital Improvements Plan allocated \$200,000 within the Electric Fund to purchase two mobile backup generators for critical facilities including lift stations, domestic water production sites and general infrastructure within the City; and

WHEREAS, City staff looked at used and new units reviewing operating hours, pricing, warranty, lead time and other miscellaneous specifications; and

WHEREAS, four manufacturers were considered which included Caterpillar (CAT), Kohler, Generac and Cummins which met specifications as determined by staff and consultant Hubbell, Roth & Clark Inc., Grand Rapids, (HRC); and

WHEREAS, staff recommends purchasing two, used mobile generating units from CAT based on availability, maintenance support, pricing and quality with a limited number of operating hours:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council hereby authorizes City staff to purchase two, used mobile generating units from Michigan CAT, Grand Rapids, in the amount of \$219,000; and

WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease that caused temporary shut downs and restricted dining capacities in local restaurants and contributed to economic hardship for them and their employees during 2020 and 2021; and

WHEREAS, the Downtown is transitioning out of the economic hardship of COVID-19 due to public health initiatives into a pre-post COVID era where CDC guidance and possible mandates regarding indoor dining still or may exist, changing sometimes weekly; and

WHEREAS, as evidenced by the success of the decks installed throughout the summers of 2020, 2021 and 2022, the DMB is currently working on a recommendation for City Council's consideration to change the City ordinance in an effort to allow dining decks to be permitted on the streets permanently on a seasonal basis beginning in 2024; and

WHEREAS, the decks were found to be popular, manageable, and profitable during the summers of 2020, 2021 and 2022; and

WHEREAS, the concerns of retailers regarding the parking supply, as well as the overall vitality of all of Downtown have been considered and the Downtown Management Board has determined that all segments of Downtown need to work shoulder to shoulder to ensure vibrancy and vitality for all; and

WHEREAS, the Downtown Management Board and the City of Petoskey are committed to encouraging economic activity and assisting downtown businesses to flourish and thrive, including restaurants that, by their nature, may require additional seating and square footage to accommodate the visiting public in the busy summer season, and furthering that point; and

WHEREAS, restaurant capacity in the summer months is less than required by the visiting public and there is a need for seating capacity to be flexible with the goal in mind that keeping visitors in Downtown when they want to dine so that they can continue to shop after their dining experience is an economic driver; and

WHEREAS, the City of Petoskey regulates use of its streets, sidewalks, and other public places through Chapter 18 of the Code of Ordinances, and allows outdoor dining and mobile food vending pursuant to Chapter 8 of the Petoskey Code of Ordinances Businesses and Business Regulations:

NOW THEREFORE BE IT RESOLVED, that restaurants will be permitted to operate dining decks in public parking spaces during 2023 according to the following temporary measures:

- Dining deck permits will be available on all Downtown streets to full service restaurants that are open ten hours a day, six days a week. Decks may be in place beginning May 15 and must be removed no later than October 31 or sooner based on weather conditions, at the discretion of the City Manager. A full-service restaurant must have at least 50% of sales coming from food and provide wait service.
- During the time period of Memorial Day through Labor Day decks will be open a minimum of ten hours a day six days a week and for all other days ten hours a day five days a week.
- One space will be allowed per separate storefront. For purposes of the resolution, a storefront will be defined as each publicly recognized entity.
- Decks must fit within the parking space lines most proximate to the storefront, unless there are two dining platforms located in close proximity that are requested by City staff to be located adjacent to each other in an effort to maximize parking and eliminate the need for a car to parallel park between two dining platforms.
- Businesses that also have sidewalk dining may have a deck if ADA regulations can be satisfied.
- Hours of operation will be consistent with the restaurant's regular hours and correspond to seasonally appropriate fair weather. In other words, the decks should be open when the restaurant is open as long as the weather is reasonable.
- The deck rental fee will be \$350 monthly.
- An Open-Air Food-Beverage Service/Outdoor Dining Application and fee must be submitted to City staff and a license obtained before commencing construction of a dining deck.
- Decks that are newly constructed in 2023 must conform to the City of Petoskey Outdoor Design Guidelines document and also to specific dining deck design standards that include:
  - The dining deck structure must be made of quality materials and the floor of the deck must be wood or a composite material colored in grey shades to match concrete. No plastic or vinyl will be allowed.
  - The dining deck railings must be constructed of wrought iron, aluminum, steel, or cable systems in the color of black or to match the Petoskey Green color in the streetscape furnishings. No plastic or vinyl will be allowed.
  - All elements of the dining deck must be in compliance with the building code.
  - No lighting will be allowed on the decks other than table top lighting and ambient lighting along railings.
  - Dining furniture must be manufactured of wrought iron, cast aluminum, steel, or other substantial metal material. No plastic or vinyl will be allowed. The color may be black, Petoskey Green, silver or a color compatible with the front storefront façade.
  - Umbrellas must be constructed of canvas material, contain no logos or advertising, and must be aesthetically compatible with the color scheme of the front building façade.

- Reflective material will be placed on the outside edge of the deck facing oncoming vehicular traffic.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Walker, Wagner (4)

NAYS: None (0)

### **Hear Public Comment**

Mayor Pro Tem Wagner asked for public comments and heard from a potential business owner interested in City Council creating an ordinance allowing for mobile businesses such as a mobile sauna to be located behind Yoga Roots on East Mitchell Street.

City Councilmembers inquired on the process and asked for additional information and to look at other communities that allow similar types of businesses and provide to City staff.

### **Hear City Manager Updates**

The City Manager recognized staff with February birthdays and work anniversaries; that last week the Planning Commission reviewed PUD preliminary rezoning plan for 1420 Standish Avenue, formerly known as the Michigan Maple Block property, short-term rental ordinance and discussed condensing zoning districts; that the DMB meets tomorrow night; reviewed project status updates including Lofts at Lumber Square, Michigan Maple Block property, 424 Emmet Street OPRA and City Park Grill Rental Rehabilitation grant; that a post construction resident satisfaction survey for East Lake Street and State Street is available until March 17; that the City launched a new website redesign last week and thanked the City Clerk and staff for their efforts; attended Downtown's Winter Wonderland Weekend and gave kudos to the Downtown Director and downtown businesses for a wonderful event; and announced that he appointed Adrian Karr as the next Public Safety Director and was pleased and thankful for two outstanding internal candidates and appreciated former Director Matt Breed's leadership and training.

Councilmembers inquired if the construction survey was mailed to residents and requested an update from Bob Berg who owns several properties with pending developments. The City Manager reviewed that mailing the survey would incur additional costs, but could mail if that was the direction of Council.

### **Approve Development and Reimbursement Agreement for Brownfield Redevelopment Project for Lofts at Lumber Square – Resolution No. 23-18**

The City Manager reviewed that the Lofts at Lumber Square Brownfield Plan was introduced at the November 7, 2022 Council meeting; that Council unanimously passed a resolution of concurrence on November 21, 2022; that Emmet County Board of Commissioners held a public hearing and unanimously approved the Brownfield Plan on December 20, 2022; that the plan includes an allocation of \$1M for the Greenway extension that directly benefits the Brownfield project; that the initial reimbursement was 90% going to the developers and 10% to the City for the first five years, however this changed and the developer requested 100% of available TIF revenues for the first 6 years which is estimated to reimburse about 90% of eligible activity obligation; that the allocation of Brownfield funds will be more beneficial for the City once we are ready to proceed with the extension of the Greenway; and all Brownfield TIF funding in the future after Lofts obligation is paid off will be available to reimburse Greenway costs, in effect eliminating the need for City General Funds.

Councilmembers inquired on the Brownfield TIF and if it was six or eight years of capture and if there would be a negative impact; inquired if demolition was part of negotiated deal between seller and buyer or if it is reimbursable to original owner; and inquired on the development company and who would be managing the property.

Mac McClelland, Brownfield representative, reviewed that TIF capture is a maximum of 8 years and that the City would still get full reimbursable amount just at a later time.

Sara Ford, Petoskey Harbor Springs Area Community Foundation representative, reviewed that the CF Initiatives, LLC is a holding company for the real estate and that the development entity is Lumber Square Nonprofit Corporation. Jane MacKenzie, Executive Director of Northern Homes Community Development, reviewed that they would be managing the property and have extensive experience.

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

WHEREAS, a Brownfield Plan pursuant to the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of 1996, as amended, being MCL 125.2651, *et seq*, has been approved by the Emmet County Brownfield Redevelopment Authority and the Emmet County Board of Commissioners, with the concurrence of the Petoskey City Council for the redevelopment of the former Hankey Lumber property at 900 Emmet Street into 60 residential units for workforce housing; and

WHEREAS, the Brownfield Plan provides for the reimbursement of certain Brownfield Eligible Activity expenses through the capture of increased incremental property taxes generated from the additional private investment on the Brownfield Eligible Property; and

WHEREAS, the Brownfield Plan includes reimbursement of City expenses for the future Greenway extension, along with reimbursement of Brownfield Eligible Activity expenses incurred by the developers; and

WHEREAS, a Development and Reimbursement Agreement has been developed to outline the procedures, obligations, requirements and documentation between the City of Petoskey, Lumber Square Nonprofit Housing Corporation, and the Emmet County Brownfield Redevelopment Authority to provide for Brownfield Tax Increment Financing (TIF) capture and Brownfield Eligible Activity reimbursement; and

WHEREAS, the Development and Reimbursement Agreement provides for allocation of Brownfield TIF revenues to the developers for Brownfield Eligible Activities to support the project financing and then to the City for reimbursement of Greenway extension expenses:

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Petoskey the Development and Reimbursement Agreement for Lofts at Lumber Square is hereby approved and the Mayor is authorized to sign the Agreement, subject to approval as to substance by the City Manager and as to form by the City Attorney.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Walker, Wagner (4)

NAYS: None (0)

#### **First Discussion on Proposed Short-term Rental Ordinance**

The City Manager reviewed that this is a first reading of a proposed ordinance regulating short-term rentals (STR); that Planning Commission reviewed last week and was comfortable with the intent; that staff suggested a total cap of 40 licenses as there are currently 32; and that the City Attorney helped draft and review the ordinance.

Councilmembers inquired if this was a revision of an existing ordinance or a brand new one; inquired on legislation status; inquired how the cap was determined; discussed definitions such as bedrooms and accessory dwelling units and that they need to be better clarified, especially ADU's as it relates to existing ordinance; inquired on personal units; inquired if there could be preference to residents vs. investor not in the community; that Section 15-7(e) and (f) regarding complaints should be revised; inquired if the proposed ordinance is adequate to enforce by Public Safety and other staff; and inquired on the number of second and third stories in the Central Business District that could be converted to a STR.



The City Attorney reviewed that this is a new ordinance, but other communities use similar ordinance; reviewed definitions and the intent of ADU's to be broader; that the intent of personal units would not be part of the overall cap; that he would research giving preference to someone living in Petoskey; and that this matter could be tabled and revisions made to proposed ordinance and the next discussion would be another first reading.

The City Planner reviewed that legislation has stalled and that if the City has a chance to enhance regulations, to do it now and that staff recommended an increase in licenses due to the fact of daily calls on potential redevelopment of new properties in business districts.

Mayor Pro Tem asked for public comments and heard an inquiry on the difference between a multi-unit property vs. hotel, how many residential opportunities in the business district and that STR's in a business district is better economic use and less demand in residential areas.

Councilmember DeMoore moved that, seconded by Councilmember Shiels to table discussion.

Said motion was adopted by the following vote:

AYES: DeMoore, Shiels, Walker, Wagner (4)

NAYS: None (0)

**Approve MDNR Passport Grant Application for Winter Sports Park Hockey Board Replacement – Resolution No. 23-19**

The Parks and Recreation Director reviewed that this grant request is part of the overhaul of Winter Sports Park improvements and pavilion project; that the grant opportunity would provide \$150,000 towards hockey board replacement; that the City match is \$75,000 which has been raised from the Petoskey Harbor Springs Area Community Foundation; and that the application is due April 1.

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

WHEREAS, the City of Petoskey Parks and Recreation Commission desires to enhance recreational and opportunities within its park system; and

WHEREAS, improvements at the Winter Sports Park would include new hockey rink boards at an estimated project cost of \$225,000; and

WHEREAS, the hockey boards contributes to the goals and objectives identified in the 2023-2027 City of Petoskey's Parks and Recreation Master Plan; and

WHEREAS, the State of Michigan Department of Natural Resources is accepting applications for funding assistance through the Michigan Natural Resources Recreation Passport Grant Program for park development projects contributing to the goals and objectives identified within the municipality's approved Parks and Recreation Master Plan; and

WHEREAS, the Parks and Recreation Commission, at its February 13, 2023 meeting, adopted a formal resolution recommending that City Council authorize the submittal of a Passport Grant Application to the Michigan Department of Natural Resources requesting funding for 67% (\$150,000) of the proposed project, which has a total cost of \$225,000 and authorize Shane Horn, City Manager, or his designee as the City's representative for the project. The City has \$75,000 accessible through the Petoskey Harbor Springs Area Community Foundation to be used as match funds. The money has been raised by the "Friends of the Winter Sports Park"; and

WHEREAS, further request that the City Council, through the Petoskey Harbor Springs Area Community Foundation, consider committing up to 33% local match, that being \$75,000, toward these improvements which are estimated at \$225,000:

NOW, THERFORE, BE IT RESOLVED, that the City of Petoskey Parks and Recreation Commission, acting as appointed officials, request 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 and authorize the submission of the application through the Recreation Passport Grant Program application and provide grant funding in the amount of \$150,000.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Walker, Wagner (4)

NAYS: None (0)

### **Council Comments**

Mayor Pro Tem Wagner asked for Council comments and Councilmember DeMoore thanked the City Manager and staff for the construction survey, appreciates the outreach efforts by staff, recommends more conversation between Planning Commission and Council on OMA, ethics and policy development and reported that she now sits on MML's Legislative-Municipal Services Committee and any requests or concerns could be brought to her and sent to MML. Councilmember Shiels reported that there will be a Ward 2 Town Hall meeting at 8pm, February 27 at the Ottawa Elementary gym; that he was disappointed he was unable to attend the joint meeting with Planning Commission, but advocates for a mixed-use development on the Darling Lot which could provide covered parking and a tax generating project; and that RAP grant is a great source of funding. Mayor Pro Tem Wagner reported that it was National Leadership Day and thanked everyone for their leadership; that he is a true MSU Spartan and with the recent shooting at MSU last week he sends out prayers for victims; that the love in Petoskey is so strong and to comfort others; and is thankful for the opportunity to serve as Mayor Pro Tem.

There being no further business to come before the City Council, this February 20, 2023, meeting of the City Council adjourned at 8:38 P.M.

Brian Wagner, Mayor Pro Tem

Sarah Bek, City Clerk

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
02/23	02/22/2023	99625	Dearborn Life Insurance Co	701-000-230.190	Weekly Indemnity Premiums	2,248.06- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-172-724.000	Fringe Benefits	22.66- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-201-724.000	Fringe Benefits	53.21- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	582-588-724.000	Fringe Benefits	56.65- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	592-549-724.000	Fringe Benefits	70.61- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	592-560-724.000	Fringe Benefits	24.37- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	204-481-724.000	Fringe Benefits	75.87- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	271-790-724.000	Fringe Benefits	104.60- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	514-587-724.000	Fringe Benefits	27.42- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-770-724.000	Fringe Benefits	46.45- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-773-724.000	Fringe Benefits	3.40- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-789-724.000	Fringe Benefits	7.93- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-441-724.000	Fringe Benefits	38.52- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-754-724.000	Fringe Benefits	7.93- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-756-724.000	Fringe Benefits	17.00- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-268-724.000	Fringe Benefits	15.86- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-345-724.000	Fringe Benefits	610.74- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-400-724.000	Fringe Benefits	15.86- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-208-724.000	Fringe Benefits	17.00- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-253-724.000	Fringe Benefits	25.29- V
02/23	02/22/2023	99625	Dearborn Life Insurance Co	101-265-724.000	Fringe Benefits	5.67- V
02/23	02/16/2023	100080	Scharf, Spencer	248-540-882.180	Winter Blues Carnival	1,000.00
02/23	02/22/2023	100081	1000Bulbs	582-010-111.000	Inventory - Materials	3,551.00
02/23	02/22/2023	100082	A.L.P. LIGHTING COMPONENTS	582-010-111.000	Inventory - Materials	1,206.72
02/23	02/22/2023	100083	Advance Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	29.04
02/23	02/22/2023	100084	Aflac	701-000-230.180	AFLAC Insurance Premiums	674.76
02/23	02/22/2023	100085	Alex Childress Photo	271-790-802.000	Contracted Services	350.00
02/23	02/22/2023	100086	AMERICAN LIBRARY ASSOC.	271-790-915.000	Memberships & Dues	83.00
02/23	02/22/2023	100087	AT & T MOBILITY	514-587-920.000	Public Utilities	263.65
02/23	02/22/2023	100088	AT&T Long Distance	101-345-850.000	Communications	18.97
02/23	02/22/2023	100089	Atchison Paper & Supply	271-790-751.000	Office/Library Supplies	146.40
02/23	02/22/2023	100089	Atchison Paper & Supply	271-790-752.000	Building Supplies	246.69
02/23	02/22/2023	100090	Beckett & Raeder Inc.	101-770-802.000	Contracted Services	500.00
02/23	02/22/2023	100090	Beckett & Raeder Inc.	247-751-802.000	Contracted Services	3,430.00
02/23	02/22/2023	100090	Beckett & Raeder Inc.	101-770-802.000	Contracted Services	100.00
02/23	02/22/2023	100090	Beckett & Raeder Inc.	101-770-802.000	Contracted Services	840.00
02/23	02/22/2023	100090	Beckett & Raeder Inc.	247-751-802.000	Contracted Services	360.00
02/23	02/22/2023	100091	Blue Care Network	101-172-724.000	Fringe Benefits	432.67
02/23	02/22/2023	100091	Blue Care Network	101-201-724.000	Fringe Benefits	2,509.47
02/23	02/22/2023	100091	Blue Care Network	101-208-724.000	Fringe Benefits	649.00
02/23	02/22/2023	100091	Blue Care Network	101-265-724.000	Fringe Benefits	597.08
02/23	02/22/2023	100091	Blue Care Network	101-268-724.000	Fringe Benefits	1,479.72
02/23	02/22/2023	100091	Blue Care Network	101-345-724.000	Fringe Benefits	10,557.14
02/23	02/22/2023	100091	Blue Care Network	101-789-724.000	Fringe Benefits	726.88
02/23	02/22/2023	100091	Blue Care Network	271-790-724.000	Fringe Benefits	1,903.74
02/23	02/22/2023	100091	Blue Care Network	514-587-724.000	Fringe Benefits	432.67
02/23	02/22/2023	100091	Blue Care Network	582-588-724.000	Fringe Benefits	1,298.01
02/23	02/22/2023	100091	Blue Care Network	592-549-724.000	Fringe Benefits	649.01
02/23	02/22/2023	100091	Blue Care Network	592-560-724.000	Fringe Benefits	1,298.01
02/23	02/22/2023	100091	Blue Care Network	101-400-724.000	Fringe Benefits	173.07
02/23	02/22/2023	100091	Blue Care Network	101-441-724.000	Fringe Benefits	1,211.47
02/23	02/22/2023	100091	Blue Care Network	101-754-724.000	Fringe Benefits	778.81
02/23	02/22/2023	100091	Blue Care Network	101-756-724.000	Fringe Benefits	1,168.20
02/23	02/22/2023	100091	Blue Care Network	101-770-724.000	Fringe Benefits	3,591.17
02/23	02/22/2023	100091	Blue Care Network	101-773-724.000	Fringe Benefits	311.52
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	101-172-724.000	Fringe Benefits	1,351.81

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	101-201-724.000	Fringe Benefits	1,081.45
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	101-208-724.000	Fringe Benefits	540.73
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	101-253-724.000	Fringe Benefits	2,703.62
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	101-345-724.000	Fringe Benefits	6,832.48
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	101-400-724.000	Fringe Benefits	1,081.45
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	592-560-724.000	Fringe Benefits	1,081.45
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	101-441-724.000	Fringe Benefits	1,351.81
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	204-481-724.000	Fringe Benefits	3,334.48
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	271-790-724.000	Fringe Benefits	4,562.79
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	514-587-724.000	Fringe Benefits	901.22
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	582-588-724.000	Fringe Benefits	4,620.64
02/23	02/22/2023	100092	BLUE CROSS\BLUE SHIELD - MICH.	592-549-724.000	Fringe Benefits	5,497.37
02/23	02/22/2023	100093	Carlson - Dimon & Wright, Inc.	592-551-775.000	Materials & Supplies	129.12
02/23	02/22/2023	100094	Charlevoix-Emmet ISD	703-040-234.222	Due Char-Em District - 2022	792,164.65
02/23	02/22/2023	100094	Charlevoix-Emmet ISD	703-040-233.000	Due Interest & Penalty	20.62
02/23	02/22/2023	100095	Consumers Energy	202-475-920.000	Public Utilities	138.91
02/23	02/22/2023	100095	Consumers Energy	592-558-920.000	Public Utilities	210.71
02/23	02/22/2023	100095	Consumers Energy	592-558-920.000	Public Utilities	244.49
02/23	02/22/2023	100095	Consumers Energy	592-558-920.000	Public Utilities	249.56
02/23	02/22/2023	100095	Consumers Energy	592-538-920.000	Public Utilities	3,002.55
02/23	02/22/2023	100095	Consumers Energy	592-558-920.000	Public Utilities	113.54
02/23	02/22/2023	100095	Consumers Energy	592-558-920.000	Public Utilities	1,111.71
02/23	02/22/2023	100095	Consumers Energy	592-558-920.000	Public Utilities	128.31
02/23	02/22/2023	100095	Consumers Energy	592-558-920.000	Public Utilities	225.83
02/23	02/22/2023	100095	Consumers Energy	592-558-920.000	Public Utilities	202.37
02/23	02/22/2023	100095	Consumers Energy	592-558-920.000	Public Utilities	820.69
02/23	02/22/2023	100096	Dearborn Life Insurance Co	701-000-230.190	Weekly Indemnity Premiums	2,248.06
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-172-724.000	Fringe Benefits	22.66
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-201-724.000	Fringe Benefits	53.21
02/23	02/22/2023	100096	Dearborn Life Insurance Co	582-588-724.000	Fringe Benefits	56.65
02/23	02/22/2023	100096	Dearborn Life Insurance Co	592-549-724.000	Fringe Benefits	70.61
02/23	02/22/2023	100096	Dearborn Life Insurance Co	592-560-724.000	Fringe Benefits	24.37
02/23	02/22/2023	100096	Dearborn Life Insurance Co	204-481-724.000	Fringe Benefits	75.87
02/23	02/22/2023	100096	Dearborn Life Insurance Co	271-790-724.000	Fringe Benefits	104.60
02/23	02/22/2023	100096	Dearborn Life Insurance Co	514-587-724.000	Fringe Benefits	27.42
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02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-773-724.000	Fringe Benefits	3.40
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-789-724.000	Fringe Benefits	7.93
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-441-724.000	Fringe Benefits	38.52
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-754-724.000	Fringe Benefits	7.93
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-756-724.000	Fringe Benefits	17.00
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-268-724.000	Fringe Benefits	15.86
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-345-724.000	Fringe Benefits	610.74
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-400-724.000	Fringe Benefits	15.86
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-208-724.000	Fringe Benefits	17.00
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-253-724.000	Fringe Benefits	25.29
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-265-724.000	Fringe Benefits	5.67
02/23	02/22/2023	100096	Dearborn Life Insurance Co	701-000-230.190	Weekly Indemnity Premiums	2,150.89
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-172-724.000	Fringe Benefits	22.66
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-201-724.000	Fringe Benefits	53.21
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-208-724.000	Fringe Benefits	22.66
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-253-724.000	Fringe Benefits	25.29
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-265-724.000	Fringe Benefits	5.67
02/23	02/22/2023	100096	Dearborn Life Insurance Co	582-588-724.000	Fringe Benefits	56.65
02/23	02/22/2023	100096	Dearborn Life Insurance Co	592-549-724.000	Fringe Benefits	59.28
02/23	02/22/2023	100096	Dearborn Life Insurance Co	592-560-724.000	Fringe Benefits	22.66



GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-770-724.000	Fringe Benefits	46.45
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-773-724.000	Fringe Benefits	3.40-
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-789-724.000	Fringe Benefits	7.93-
02/23	02/22/2023	100096	Dearborn Life Insurance Co	204-481-724.000	Fringe Benefits	75.87
02/23	02/22/2023	100096	Dearborn Life Insurance Co	271-790-724.000	Fringe Benefits	104.60
02/23	02/22/2023	100096	Dearborn Life Insurance Co	514-587-724.000	Fringe Benefits	27.42
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-268-724.000	Fringe Benefits	15.86
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-345-724.000	Fringe Benefits	575.95
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-400-724.000	Fringe Benefits	15.86
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-441-724.000	Fringe Benefits	38.52
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-754-724.000	Fringe Benefits	7.93
02/23	02/22/2023	100096	Dearborn Life Insurance Co	101-756-724.000	Fringe Benefits	17.00
02/23	02/22/2023	100097	Delta Dental	101-172-724.000	Fringe Benefits	78.88
02/23	02/22/2023	100097	Delta Dental	101-201-724.000	Fringe Benefits	118.97
02/23	02/22/2023	100097	Delta Dental	101-208-724.000	Fringe Benefits	45.49
02/23	02/22/2023	100097	Delta Dental	101-253-724.000	Fringe Benefits	117.67
02/23	02/22/2023	100097	Delta Dental	101-265-724.000	Fringe Benefits	23.79
02/23	02/22/2023	100097	Delta Dental	101-268-724.000	Fringe Benefits	56.62
02/23	02/22/2023	100097	Delta Dental	592-549-724.000	Fringe Benefits	288.69
02/23	02/22/2023	100097	Delta Dental	592-560-724.000	Fringe Benefits	90.97
02/23	02/22/2023	100097	Delta Dental	701-000-230.110	Dental & Vision Payable	1,435.34
02/23	02/22/2023	100097	Delta Dental	101-773-724.000	Fringe Benefits	8.71-
02/23	02/22/2023	100097	Delta Dental	101-789-724.000	Fringe Benefits	20.31-
02/23	02/22/2023	100097	Delta Dental	204-481-724.000	Fringe Benefits	131.23
02/23	02/22/2023	100097	Delta Dental	271-790-724.000	Fringe Benefits	230.86
02/23	02/22/2023	100097	Delta Dental	514-587-724.000	Fringe Benefits	56.24
02/23	02/22/2023	100097	Delta Dental	582-588-724.000	Fringe Benefits	243.17
02/23	02/22/2023	100097	Delta Dental	101-345-724.000	Fringe Benefits	760.09
02/23	02/22/2023	100097	Delta Dental	101-400-724.000	Fringe Benefits	42.55
02/23	02/22/2023	100097	Delta Dental	101-441-724.000	Fringe Benefits	95.31
02/23	02/22/2023	100097	Delta Dental	101-754-724.000	Fringe Benefits	34.22
02/23	02/22/2023	100097	Delta Dental	101-756-724.000	Fringe Benefits	52.81
02/23	02/22/2023	100097	Delta Dental	101-770-724.000	Fringe Benefits	159.90
02/23	02/22/2023	100098	Derrerr Oil Co.	661-598-759.000	Gas & Oil	2,864.14
02/23	02/22/2023	100099	DTE Energy	592-538-920.000	Public Utilities	120.53
02/23	02/22/2023	100099	DTE Energy	101-265-924.000	Heating Fuel	910.68
02/23	02/22/2023	100099	DTE Energy	582-593-924.000	Heating Fuel	2,380.03
02/23	02/22/2023	100099	DTE Energy	101-773-924.000	Heating Fuel	50.06
02/23	02/22/2023	100099	DTE Energy	592-538-920.000	Public Utilities	106.29
02/23	02/22/2023	100099	DTE Energy	101-265-924.000	Heating Fuel	371.68
02/23	02/22/2023	100099	DTE Energy	582-593-920.000	Public Utilities	426.66
02/23	02/22/2023	100099	DTE Energy	592-555-920.000	Public Utilities	56.98
02/23	02/22/2023	100099	DTE Energy	514-587-802.100	Cont. Svcs - Downtown Office	188.01
02/23	02/22/2023	100099	DTE Energy	592-538-920.000	Public Utilities	244.97
02/23	02/22/2023	100099	DTE Energy	101-345-920.000	Public Utilities	1,474.43
02/23	02/22/2023	100099	DTE Energy	271-790-924.000	Heating Fuel	684.86
02/23	02/22/2023	100099	DTE Energy	592-551-920.000	Public Utilities	3,004.52
02/23	02/22/2023	100099	DTE Energy	592-551-920.000	Public Utilities	3,688.96
02/23	02/22/2023	100099	DTE Energy	592-538-920.000	Public Utilities	65.80
02/23	02/22/2023	100099	DTE Energy	271-790-924.000	Heating Fuel	1,412.85
02/23	02/22/2023	100099	DTE Energy	101-345-920.100	Public Utilities-Station West	1,493.19
02/23	02/22/2023	100099	DTE Energy	101-268-924.000	Heating Fuel	1,734.57
02/23	02/22/2023	100099	DTE Energy	101-770-924.000	Heating Fuel	504.36
02/23	02/22/2023	100099	DTE Energy	592-558-920.000	Public Utilities	50.06
02/23	02/22/2023	100100	Emmet County Treasurer	703-040-222.222	Due County - 2022	27,848.69
02/23	02/22/2023	100100	Emmet County Treasurer	703-040-222.222	Due County - 2022	1,701.76

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02/23	02/22/2023	100100	Emmet County Treasurer	703-040-228.222	Due County Set - 2022	34,452.70
02/23	02/22/2023	100100	Emmet County Treasurer	703-040-222.222	Due County - 2022	83,902.01
02/23	02/22/2023	100100	Emmet County Treasurer	703-040-222.222	Due County - 2022	45,708.25
02/23	02/22/2023	100100	Emmet County Treasurer	703-040-222.222	Due County - 2022	125,069.92
02/23	02/22/2023	100100	Emmet County Treasurer	703-040-233.000	Due Interest & Penalty	1,180.77
02/23	02/22/2023	100100	Emmet County Treasurer	703-040-233.000	Due Interest & Penalty	1,460.74
02/23	02/22/2023	100100	Emmet County Treasurer	703-040-233.000	Due Interest & Penalty	2.42
02/23	02/22/2023	100100	Emmet County Treasurer	703-040-233.000	Due Interest & Penalty	1.19
02/23	02/22/2023	100100	Emmet County Treasurer	703-040-233.000	Due Interest & Penalty	75.38
02/23	02/22/2023	100101	GFL Environmental	592-551-806.000	Sludge Removal	367.14
02/23	02/22/2023	100102	Gibson Excavating LLC	592-544-802.000	Contracted Services	9,485.00
02/23	02/22/2023	100102	Gibson Excavating LLC	592-545-802.000	Contracted Services	1,695.00
02/23	02/22/2023	100102	Gibson Excavating LLC	101-770-802.000	Contracted Services	150.00
02/23	02/22/2023	100103	Great Lakes Energy	592-538-920.000	Public Utilities	97.05
02/23	02/22/2023	100103	Great Lakes Energy	592-558-920.000	Public Utilities	168.95
02/23	02/22/2023	100103	Great Lakes Energy	101-345-920.100	Public Utilities-Station West	552.02
02/23	02/22/2023	100103	Great Lakes Energy	592-538-920.000	Public Utilities	330.31
02/23	02/22/2023	100103	Great Lakes Energy	592-558-920.000	Public Utilities	172.47
02/23	02/22/2023	100104	Greenwood Cemetery	703-040-238.222	Due Greenwood Cemetery - 2022	101,923.53
02/23	02/22/2023	100104	Greenwood Cemetery	703-040-233.000	Due Interest & Penalty	2.94
02/23	02/22/2023	100105	GRP Engineering Inc.	582-588-802.000	Contracted Services	437.50
02/23	02/22/2023	100105	GRP Engineering Inc.	582-588-802.000	Contracted Services	350.00
02/23	02/22/2023	100105	GRP Engineering Inc.	582-588-802.000	Contracted Services	3,108.00
02/23	02/22/2023	100106	Heritage Fire Equipment	661-598-932.000	Vehicle Repair & Maintenance	404.72
02/23	02/22/2023	100107	IR Electric Motor Service	592-554-802.000	Contracted Services	641.00
02/23	02/22/2023	100108	John E. Green Co.	271-790-930.000	Building Repair & Maintenance	912.22
02/23	02/22/2023	100109	Kesseler, Nisa	271-790-958.200	Programming - Young Adult	58.86
02/23	02/22/2023	100110	Kring Chevrolet Cadillac, Dave	661-020-142.000	Vehicles	234.82
02/23	02/22/2023	100111	LITTLE TRAVERSE HISTORICAL SOCI	101-756-880.000	Community Relations	940.16
02/23	02/22/2023	100112	Meyer Ace Hardware	582-584-775.000	Materials & Supplies	24.18
02/23	02/22/2023	100112	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	64.78
02/23	02/22/2023	100112	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	24.98
02/23	02/22/2023	100112	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	1.80-
02/23	02/22/2023	100112	Meyer Ace Hardware	101-268-775.000	Materials & Supplies	35.85
02/23	02/22/2023	100112	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	19.78
02/23	02/22/2023	100112	Meyer Ace Hardware	101-789-775.000	Materials & Supplies	10.79
02/23	02/22/2023	100112	Meyer Ace Hardware	101-789-775.000	Materials & Supplies	21.58
02/23	02/22/2023	100112	Meyer Ace Hardware	101-268-775.000	Materials & Supplies	12.76
02/23	02/22/2023	100112	Meyer Ace Hardware	101-268-930.000	Building Repair & Maintenance	24.29
02/23	02/22/2023	100112	Meyer Ace Hardware	101-268-775.000	Materials & Supplies	15.99
02/23	02/22/2023	100112	Meyer Ace Hardware	101-754-775.000	Materials & Supplies	47.98
02/23	02/22/2023	100112	Meyer Ace Hardware	101-268-930.000	Building Repair & Maintenance	134.99
02/23	02/22/2023	100113	Mitchell Graphics Inc.	101-756-802.000	Contracted Services	1,793.02
02/23	02/22/2023	100114	MOTOROLA SOLUTIONS, INC	101-345-802.000	Contracted Services	2,391.60
02/23	02/22/2023	100114	MOTOROLA SOLUTIONS, INC	101-345-802.000	Contracted Services	3,669.25
02/23	02/22/2023	100115	North Central Mich. College	703-040-235.222	Due NCMC - 2022	176,431.05
02/23	02/22/2023	100115	North Central Mich. College	703-040-235.222	Due NCMC - 2022	158,475.72
02/23	02/22/2023	100115	North Central Mich. College	703-040-233.000	Due Interest & Penalty	9.64
02/23	02/22/2023	100116	Performance Painting	582-590-802.000	Contracted Services	802.00
02/23	02/22/2023	100117	Petoskey Public Schools	703-040-237.222	Due P.P.S./Debt - 2022	4,880.64
02/23	02/22/2023	100117	Petoskey Public Schools	703-040-237.222	Due P.P.S./Debt - 2022	8,251.85
02/23	02/22/2023	100117	Petoskey Public Schools	703-040-233.000	Due Interest & Penalty	3,374.01
02/23	02/22/2023	100117	Petoskey Public Schools	703-040-233.000	Due Interest & Penalty	349.84
02/23	02/22/2023	100117	Petoskey Public Schools	703-040-233.000	Due Interest & Penalty	206.93
02/23	02/22/2023	100117	Petoskey Public Schools	703-040-236.222	Due P.P.S./Operating - 2022	84,064.33
02/23	02/22/2023	100118	Petoskey Rotary Club	101-345-915.000	Memberships & Dues	128.00

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02/23	02/22/2023	100119	Pro Image Design	582-020-360.000	Distribution System	506.73
02/23	02/22/2023	100120	Quadient Inc.	101-172-751.000	Office Supplies	17.25
02/23	02/22/2023	100120	Quadient Inc.	101-201-751.000	Office Supplies	17.25
02/23	02/22/2023	100120	Quadient Inc.	101-208-751.000	Office Supplies	21.57
02/23	02/22/2023	100120	Quadient Inc.	101-257-751.000	Office Supplies	8.63
02/23	02/22/2023	100120	Quadient Inc.	101-253-751.000	Office Supplies	12.94
02/23	02/22/2023	100120	Quadient Inc.	101-345-751.000	Office Supplies	40.97
02/23	02/22/2023	100120	Quadient Inc.	514-587-802.100	Cont. Svcs - Downtown Office	4.31
02/23	02/22/2023	100120	Quadient Inc.	271-790-751.000	Office/Library Supplies	4.30
02/23	02/22/2023	100120	Quadient Inc.	101-400-751.000	Office Supplies	19.41
02/23	02/22/2023	100120	Quadient Inc.	101-441-751.000	Office Supplies	32.35
02/23	02/22/2023	100120	Quadient Inc.	101-770-751.000	Office Supplies	8.63
02/23	02/22/2023	100120	Quadient Inc.	101-773-775.000	Materials & Supplies	6.47
02/23	02/22/2023	100120	Quadient Inc.	101-756-751.000	Office Supplies	15.10
02/23	02/22/2023	100120	Quadient Inc.	101-789-751.000	Office Supplies	6.47
02/23	02/22/2023	100121	Quality Assurance Services LLC	592-553-802.000	Contracted Services	378.00
02/23	02/22/2023	100122	Royal Tire	661-598-932.000	Vehicle Repair & Maintenance	25.00
02/23	02/22/2023	100123	Snowgroomers, LLC	101-770-775.000	Materials & Supplies	29.99
02/23	02/22/2023	100124	Spectrum Business	101-172-850.000	Communications	85.39
02/23	02/22/2023	100124	Spectrum Business	101-201-850.000	Communications	68.31
02/23	02/22/2023	100124	Spectrum Business	101-208-850.000	Communications	42.70
02/23	02/22/2023	100124	Spectrum Business	101-257-850.000	Communications	42.70
02/23	02/22/2023	100124	Spectrum Business	101-253-850.000	Communications	34.16
02/23	02/22/2023	100124	Spectrum Business	101-345-850.000	Communications	93.91
02/23	02/22/2023	100124	Spectrum Business	101-345-850.100	Communications-Station West	191.09
02/23	02/22/2023	100124	Spectrum Business	101-770-850.000	Communications	119.98
02/23	02/22/2023	100124	Spectrum Business	592-560-850.000	Communications	38.24
02/23	02/22/2023	100124	Spectrum Business	101-345-850.000	Communications	75.10
02/23	02/22/2023	100124	Spectrum Business	514-587-802.100	Cont. Svcs - Downtown Office	138.22
02/23	02/22/2023	100124	Spectrum Business	582-593-850.000	Communications	38.28
02/23	02/22/2023	100124	Spectrum Business	582-588-850.000	Communications	99.99
02/23	02/22/2023	100124	Spectrum Business	582-588-850.000	Communications	99.99
02/23	02/22/2023	100124	Spectrum Business	204-481-850.000	Communications	25.62
02/23	02/22/2023	100124	Spectrum Business	204-481-850.000	Communications	25.62
02/23	02/22/2023	100124	Spectrum Business	582-588-850.000	Communications	85.39
02/23	02/22/2023	100124	Spectrum Business	582-593-850.000	Communications	34.16
02/23	02/22/2023	100124	Spectrum Business	592-549-850.000	Communications	51.23
02/23	02/22/2023	100124	Spectrum Business	592-560-850.000	Communications	51.23
02/23	02/22/2023	100124	Spectrum Business	101-400-850.000	Communications	42.70
02/23	02/22/2023	100124	Spectrum Business	101-441-850.000	Communications	76.85
02/23	02/22/2023	100124	Spectrum Business	101-756-850.000	Communications	42.70
02/23	02/22/2023	100124	Spectrum Business	101-770-850.000	Communications	17.08
02/23	02/22/2023	100124	Spectrum Business	101-773-850.000	Communications	17.08
02/23	02/22/2023	100124	Spectrum Business	101-789-850.000	Communications	17.08
02/23	02/22/2023	100125	Spok	204-481-850.000	Communications	50.00
02/23	02/22/2023	100125	Spok	582-588-850.000	Communications	50.00
02/23	02/22/2023	100125	Spok	592-560-850.000	Communications	55.00
02/23	02/22/2023	100125	Spok	592-549-850.000	Communications	55.00
02/23	02/22/2023	100125	Spok	661-598-850.000	Communications	40.93
02/23	02/22/2023	100126	Unique Management Services Inc.	271-790-802.000	Contracted Services	11.65
02/23	02/22/2023	100127	Universal Credit Services Inc.	101-084-652.000	Parking Fines	6.25
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-172-751.000	Office Supplies	10.40
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-201-751.000	Office Supplies	10.40
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-208-751.000	Office Supplies	7.28
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-257-751.000	Office Supplies	5.20
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-253-751.000	Office Supplies	6.24



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02/23	02/22/2023	100128	Visual Edge IT Inc.	101-345-751.000	Office Supplies	27.05
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-400-751.000	Office Supplies	5.20
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-441-751.000	Office Supplies	15.60
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-770-751.000	Office Supplies	3.12
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-773-775.000	Materials & Supplies	1.04
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-756-751.000	Office Supplies	10.40
02/23	02/22/2023	100128	Visual Edge IT Inc.	101-789-751.000	Office Supplies	2.09
02/23	02/22/2023	100129	Voss Lighting	582-590-775.000	Materials & Supplies	693.60
02/23	02/22/2023	100130	WESTECH	592-554-802.000	Contracted Services	6,514.58
02/23	02/22/2023	100131	Windemuller	592-558-802.000	Contracted Services	368.00
02/23	02/23/2023	100136	VSP	101-172-724.000	Fringe Benefits	39.76
02/23	02/23/2023	100136	VSP	101-201-724.000	Fringe Benefits	59.36
02/23	02/23/2023	100136	VSP	101-208-724.000	Fringe Benefits	22.68
02/23	02/23/2023	100136	VSP	101-253-724.000	Fringe Benefits	58.24
02/23	02/23/2023	100136	VSP	101-265-724.000	Fringe Benefits	11.99
02/23	02/23/2023	100136	VSP	101-268-724.000	Fringe Benefits	27.70
02/23	02/23/2023	100136	VSP	592-549-724.000	Fringe Benefits	141.96
02/23	02/23/2023	100136	VSP	592-560-724.000	Fringe Benefits	45.36
02/23	02/23/2023	100136	VSP	701-000-230.110	Dental & Vision Payable	10.64
02/23	02/23/2023	100136	VSP	101-773-724.000	Fringe Benefits	4.87-
02/23	02/23/2023	100136	VSP	101-789-724.000	Fringe Benefits	11.37-
02/23	02/23/2023	100136	VSP	204-481-724.000	Fringe Benefits	66.64
02/23	02/23/2023	100136	VSP	271-790-724.000	Fringe Benefits	146.16
02/23	02/23/2023	100136	VSP	514-587-724.000	Fringe Benefits	31.92
02/23	02/23/2023	100136	VSP	582-588-724.000	Fringe Benefits	124.88
02/23	02/23/2023	100136	VSP	101-345-724.000	Fringe Benefits	435.12
02/23	02/23/2023	100136	VSP	101-400-724.000	Fringe Benefits	20.50
02/23	02/23/2023	100136	VSP	101-441-724.000	Fringe Benefits	49.62
02/23	02/23/2023	100136	VSP	101-754-724.000	Fringe Benefits	17.61
02/23	02/23/2023	100136	VSP	101-756-724.000	Fringe Benefits	27.04
02/23	02/23/2023	100136	VSP	101-770-724.000	Fringe Benefits	82.42
03/23	03/01/2023	100137	Alpha Handyman	271-790-802.000	Contracted Services	1,220.00
03/23	03/01/2023	100138	AT&T	592-538-850.000	Communications	56.58
03/23	03/01/2023	100139	Ballard's Plumbing & Heating	101-268-802.000	Contracted Services	220.00
03/23	03/01/2023	100139	Ballard's Plumbing & Heating	101-268-802.000	Contracted Services	925.38
03/23	03/01/2023	100139	Ballard's Plumbing & Heating	514-587-802.100	Cont. Svcs - Downtown Office	266.68
03/23	03/01/2023	100139	Ballard's Plumbing & Heating	271-790-930.000	Building Repair & Maintenance	110.00
03/23	03/01/2023	100139	Ballard's Plumbing & Heating	271-790-930.000	Building Repair & Maintenance	110.00
03/23	03/01/2023	100140	CHEBOYGAN AREA PUBLIC LIBRARY	271-790-955.000	Miscellaneous	11.31
03/23	03/01/2023	100141	Cintas Corp #729	582-593-930.000	Building Repair & Maintenance	12.75
03/23	03/01/2023	100141	Cintas Corp #729	204-481-767.000	Uniforms	102.80
03/23	03/01/2023	100141	Cintas Corp #729	582-588-767.000	Other - Uniforms	100.70
03/23	03/01/2023	100141	Cintas Corp #729	592-560-767.000	Other - Uniforms	51.00
03/23	03/01/2023	100141	Cintas Corp #729	592-549-767.000	Other - Uniforms	51.01
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	Public Utilities	1,830.89
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	Public Utilities	1,713.38
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	Public Utilities	4,148.85
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	Public Utilities-Station West	447.79
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	Public Utilities	30.51
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	Public Utilities	3,037.55
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	Public Utilities	1,128.99
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	Public Utilities	56.54
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	Public Utilities	122.39
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	Public Utilities	1,604.01
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	Public Utilities	10,704.62
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	Public Utilities	122.39

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03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	Public Utilities	16,652.33
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	Public Utilities	286.14
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	Public Utilities	1,863.01
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	Public Utilities	2,800.00
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	Public Utilities	334.60
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	Public Utilities	1,901.80
03/23	03/01/2023	100142	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	Cont. Svcs - Downtown Office	58.95
03/23	03/01/2023	100143	Complete Paint & Supplies	101-770-775.000	Materials & Supplies	55.11
03/23	03/01/2023	100143	Complete Paint & Supplies	101-265-930.000	Building Repair & Maintenance	63.21
03/23	03/01/2023	100144	Derrer Oil Co.	661-598-759.000	Gas & Oil	5,006.70
03/23	03/01/2023	100145	Dunkel Excavating Services Inc.	514-587-802.000	Contracted Services	2,287.50
03/23	03/01/2023	100145	Dunkel Excavating Services Inc.	514-587-802.000	Contracted Services	3,456.25
03/23	03/01/2023	100145	Dunkel Excavating Services Inc.	202-479-802.000	Contracted Services	3,456.25
03/23	03/01/2023	100146	Fastenal Company	661-598-931.000	Equipment Repair	44.27
03/23	03/01/2023	100146	Fastenal Company	661-598-931.000	Equipment Repair	44.27
03/23	03/01/2023	100146	Fastenal Company	661-598-931.000	Equipment Repair	44.27
03/23	03/01/2023	100146	Fastenal Company	202-475-775.000	Materials & Supplies	82.15
03/23	03/01/2023	100146	Fastenal Company	203-475-775.000	Materials & Supplies	82.15
03/23	03/01/2023	100147	FMW Construction	582-593-930.000	Building Repair & Maintenance	145.81
03/23	03/01/2023	100148	Fraternal Order of Police	701-000-230.400	Union Dues	894.00
03/23	03/01/2023	100149	FROMUTH	101-770-775.000	Materials & Supplies	63.25
03/23	03/01/2023	100150	Gibby's Garage	582-593-930.000	Building Repair & Maintenance	108.00
03/23	03/01/2023	100150	Gibby's Garage	582-590-802.000	Contracted Services	504.00
03/23	03/01/2023	100150	Gibby's Garage	661-598-931.000	Equipment Repair	288.00
03/23	03/01/2023	100150	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	144.00
03/23	03/01/2023	100150	Gibby's Garage	514-587-931.000	Equipment Repair	252.00
03/23	03/01/2023	100150	Gibby's Garage	582-593-930.000	Building Repair & Maintenance	36.00
03/23	03/01/2023	100150	Gibby's Garage	592-555-802.000	Contracted Services	144.00
03/23	03/01/2023	100150	Gibby's Garage	661-598-931.000	Equipment Repair	612.00
03/23	03/01/2023	100150	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	432.00
03/23	03/01/2023	100150	Gibby's Garage	661-598-931.000	Equipment Repair	36.00
03/23	03/01/2023	100150	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	540.00
03/23	03/01/2023	100151	Ginop Sales Inc.	661-598-931.000	Equipment Repair	25.12
03/23	03/01/2023	100151	Ginop Sales Inc.	661-598-931.000	Equipment Repair	268.02
03/23	03/01/2023	100152	Great Lakes Pipe & Supply	101-770-775.000	Materials & Supplies	9.74
03/23	03/01/2023	100152	Great Lakes Pipe & Supply	101-082-682.000	Other	.10-
03/23	03/01/2023	100152	Great Lakes Pipe & Supply	101-770-775.000	Materials & Supplies	6.72
03/23	03/01/2023	100152	Great Lakes Pipe & Supply	101-082-682.000	Other	.07-
03/23	03/01/2023	100152	Great Lakes Pipe & Supply	101-770-775.000	Materials & Supplies	27.11
03/23	03/01/2023	100152	Great Lakes Pipe & Supply	101-082-682.000	Other	.27-
03/23	03/01/2023	100153	Health Department of	101-770-934.000	WSP Extras	310.00
03/23	03/01/2023	100154	Keep It Real Social LLC	514-587-802.100	Cont. Svcs - Downtown Office	2,200.00
03/23	03/01/2023	100155	Kring Chevrolet Cadillac, Dave	661-598-932.000	Vehicle Repair & Maintenance	72.60
03/23	03/01/2023	100156	LEAF	592-549-751.000	Office Supplies	167.47
03/23	03/01/2023	100157	Matt's Plumbing Inc.	592-546-802.000	Contracted Services	260.36
03/23	03/01/2023	100158	Mead & Hunt	592-556-802.000	Contracted Services	625.00
03/23	03/01/2023	100159	Meyer Ace Hardware	514-587-775.000	Materials & Supplies	32.38
03/23	03/01/2023	100159	Meyer Ace Hardware	514-587-802.100	Cont. Svcs - Downtown Office	8.09
03/23	03/01/2023	100159	Meyer Ace Hardware	514-587-775.000	Materials & Supplies	32.38
03/23	03/01/2023	100159	Meyer Ace Hardware	514-587-775.000	Materials & Supplies	11.21
03/23	03/01/2023	100159	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	8.09
03/23	03/01/2023	100159	Meyer Ace Hardware	514-587-802.100	Cont. Svcs - Downtown Office	8.99
03/23	03/01/2023	100159	Meyer Ace Hardware	514-587-775.000	Materials & Supplies	37.40
03/23	03/01/2023	100159	Meyer Ace Hardware	514-587-775.000	Materials & Supplies	21.58-
03/23	03/01/2023	100159	Meyer Ace Hardware	514-587-775.000	Materials & Supplies	8.07
03/23	03/01/2023	100159	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	7.54

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
03/23	03/01/2023	100159	Meyer Ace Hardware	248-540-882.180	Winter Blues Carnival	32.34
03/23	03/01/2023	100159	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	13.48
03/23	03/01/2023	100159	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	28.77
03/23	03/01/2023	100159	Meyer Ace Hardware	101-268-775.000	Materials & Supplies	11.69
03/23	03/01/2023	100159	Meyer Ace Hardware	101-265-775.000	Materials & Supplies	16.18
03/23	03/01/2023	100159	Meyer Ace Hardware	101-265-775.000	Materials & Supplies	18.13
03/23	03/01/2023	100159	Meyer Ace Hardware	514-587-775.000	Materials & Supplies	30.02
03/23	03/01/2023	100159	Meyer Ace Hardware	101-268-930.000	Building Repair & Maintenance	26.99
03/23	03/01/2023	100159	Meyer Ace Hardware	514-587-775.000	Materials & Supplies	4,405.10
03/23	03/01/2023	100159	Meyer Ace Hardware	248-540-882.180	Winter Blues Carnival	302.79
03/23	03/01/2023	100160	Michigan Downtown Association	514-587-912.000	Education & Training	210.00
03/23	03/01/2023	100161	Michigan Library Association	271-790-912.000	Training & Travel	25.00
03/23	03/01/2023	100161	Michigan Library Association	271-790-912.000	Training & Travel	25.00
03/23	03/01/2023	100162	Midwest Tape LLC	271-790-761.000	Audio Visual - Adult	174.96
03/23	03/01/2023	100162	Midwest Tape LLC	271-790-761.000	Audio Visual - Adult	44.99
03/23	03/01/2023	100162	Midwest Tape LLC	271-790-761.000	Audio Visual - Adult	29.99
03/23	03/01/2023	100163	Mitchell Graphics Inc.	271-790-905.000	Printing/Advertising/Postage	128.00
03/23	03/01/2023	100164	N.M.A.C.P.	101-345-915.000	Memberships & Dues	75.00
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	36.00-
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	211.71
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-785.000	Small Tools & Supplies	35.99
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	4.68-
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	91.32
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	28.42
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	27.98
03/23	03/01/2023	100165	NAPA Auto Parts	661-010-111.000	Inventory - Materials	13.24
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	228.15
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	44.69
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	91.08
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-759.000	Gas & Oil	192.61
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-759.000	Gas & Oil	123.59
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-785.000	Small Tools & Supplies	120.02
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	23.65
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	1.81
03/23	03/01/2023	100165	NAPA Auto Parts	582-590-775.000	Materials & Supplies	69.95
03/23	03/01/2023	100165	NAPA Auto Parts	582-590-775.000	Materials & Supplies	72.37
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	129.78
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	40.88
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-931.000	Equipment Repair	16.90
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-785.000	Small Tools & Supplies	57.47
03/23	03/01/2023	100165	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	489.78-
03/23	03/01/2023	100166	North Country Publishing Corp.	248-540-882.180	Winter Blues Carnival	250.00
03/23	03/01/2023	100167	Northern Gale Cleaning & Property Mgmt	271-790-802.000	Contracted Services	1,250.00
03/23	03/01/2023	100168	Northland Self Storage LLC	514-587-802.200	Trolley Operations	131.00
03/23	03/01/2023	100169	ORIENTAL TRADING COMPANY	271-790-958.200	Programming - Young Adult	48.23
03/23	03/01/2023	100169	ORIENTAL TRADING COMPANY	271-790-958.200	Programming - Young Adult	71.00
03/23	03/01/2023	100170	Petoskey Parts Plus	661-598-785.000	Small Tools & Supplies	49.15
03/23	03/01/2023	100171	Power Line Supply	582-010-111.000	Inventory - Materials	228.00
03/23	03/01/2023	100171	Power Line Supply	582-586-775.000	Materials & Supplies	140.40
03/23	03/01/2023	100172	RICHIE'S CONSTRUCTION INC.	592-545-802.000	Contracted Services	1,100.00
03/23	03/01/2023	100173	Riedell Shoes Inc.	101-770-934.000	WSP Extras	2,363.81
03/23	03/01/2023	100174	Royal Tire	514-587-931.000	Equipment Repair	20.00
03/23	03/01/2023	100175	Standard Electric Company	582-586-775.000	Materials & Supplies	2,070.82
03/23	03/01/2023	100175	Standard Electric Company	582-010-111.000	Inventory - Materials	2,167.97
03/23	03/01/2023	100175	Standard Electric Company	582-082-682.000	Other	42.39-
03/23	03/01/2023	100175	Standard Electric Company	582-010-111.000	Inventory - Materials	1,799.66

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
03/23	03/01/2023	100175	Standard Electric Company	582-082-682.000	Other	18.00-
03/23	03/01/2023	100175	Standard Electric Company	582-586-775.000	Materials & Supplies	884.17
03/23	03/01/2023	100175	Standard Electric Company	582-082-682.000	Other	8.84-
03/23	03/01/2023	100175	Standard Electric Company	592-537-775.000	Materials & Supplies	50.92-
03/23	03/01/2023	100176	State of Michigan-Dept of Environment	592-549-915.000	Education & Training	60.00
03/23	03/01/2023	100177	Taylor Rental Center	101-770-802.000	Contracted Services	70.40
03/23	03/01/2023	100178	TEAMSTERS LOCAL #214	701-000-230.400	Union Dues	1,098.00
03/23	03/01/2023	100179	Thompson Park Avenue Properties LLC	514-587-802.100	Cont. Svcs - Downtown Office	899.53
03/23	03/01/2023	100179	Thompson Park Avenue Properties LLC	514-587-802.100	Cont. Svcs - Downtown Office	25.34-
03/23	03/01/2023	100180	Thru Glass Window Cleaning	514-587-802.100	Cont. Svcs - Downtown Office	40.00
03/23	03/01/2023	100180	Thru Glass Window Cleaning	514-587-802.100	Cont. Svcs - Downtown Office	40.00
03/23	03/01/2023	100181	Tompkins, John	101-756-808.030	Basketball	75.00
03/23	03/01/2023	100182	Trace Analytical Laboratories LLC	592-553-802.000	Contracted Services	271.00
03/23	03/01/2023	100182	Trace Analytical Laboratories LLC	592-553-802.000	Contracted Services	271.00
03/23	03/01/2023	100183	Tri County Excavating Group LLC	592-545-802.000	Contracted Services	1,552.50
03/23	03/01/2023	100184	Truck & Trailer Specialties	661-010-111.000	Inventory - Materials	891.11
03/23	03/01/2023	100184	Truck & Trailer Specialties	661-598-931.000	Equipment Repair	88.60
03/23	03/01/2023	100184	Truck & Trailer Specialties	661-598-931.000	Equipment Repair	403.56
03/23	03/01/2023	100185	U.S. Bank Equipment Finance	661-598-751.000	Office Supplies	31.37
03/23	03/01/2023	100185	U.S. Bank Equipment Finance	204-481-751.000	Office Supplies	31.37
03/23	03/01/2023	100185	U.S. Bank Equipment Finance	582-588-751.000	Office Supplies	31.37
03/23	03/01/2023	100185	U.S. Bank Equipment Finance	582-593-751.000	Office Supplies	31.37
03/23	03/01/2023	100185	U.S. Bank Equipment Finance	592-549-751.000	Office Supplies	31.37
03/23	03/01/2023	100185	U.S. Bank Equipment Finance	592-560-751.000	Office Supplies	31.37
03/23	03/01/2023	100186	Up North Service LLC	514-587-802.000	Contracted Services	4,464.00
03/23	03/01/2023	100186	Up North Service LLC	204-550-802.000	Contracted Services	555.00
03/23	03/01/2023	100186	Up North Service LLC	514-587-802.000	Contracted Services	5,498.90
03/23	03/01/2023	100187	Writing Dailey	248-739-880.200	Image Campaign	125.00
03/23	03/01/2023	999444	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	13,660.96
03/23	03/01/2023	999444	ACH-EFTPS	701-000-230.100	Federal Withholding Payable	21,488.17
03/23	03/01/2023	999444	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	13,660.96
03/23	03/01/2023	999444	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	3,194.87
03/23	03/01/2023	999444	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	3,194.87
03/23	03/01/2023	999445	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	914.91
03/23	03/01/2023	999445	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	4,675.00
03/23	03/01/2023	999445	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	2,617.61
03/23	03/01/2023	999446	MissionSquare 401	701-000-230.700	Employees ICMA Payable	842.92
03/23	03/01/2023	999447	MissionSquare Roth	701-000-230.900	Roth IRA	370.00
03/23	03/01/2023	999448	MissionSquare Roth %	701-000-230.900	Roth IRA	86.52
Grand Totals:						1,981,760.17



## Report Criteria:

Check.Check issue date = 02/16/2023-03/01/2023

Check Number	Check Issue Date	Name	GL Account	Amount
100132	02/22/2023	Lewis, Joshua	582040285000	15.93
100133	02/22/2023	Nickerson, Louise	701040274000	7.87
100134	02/22/2023	R & R Development	582081642300	37.81
100135	02/22/2023	Simpson, Kylie	582081642300	73.44
100188	03/01/2023	McKibbon, William	701040274000	90.00
Grand Totals:				225.05



**BOARD:** City Council

**MEETING DATE:** March 6, 2023

**DATE PREPARED:** March 1, 2023

**AGENDA SUBJECT:** Tree-Planting Contract

**RECOMMENDATION:** That the City Council authorize contracting with David Hoffman Landscaping and Nursery, Inc., Petoskey, Michigan.

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**Background** The City's 2023 Annual Budget again included monies for planting of trees and shrubs within street green lawns and public spaces as new or replacement trees. This tree planting initiative is part of the City's overall Forestry Program that includes trimming, maintenance and tree and stump removal of City owned trees.

**Extended Maintenance and Warranty** Tree contractors are required to water trees and provide an 18-month extended replacement warranty. The intent of this warranty extension is to encourage tree contractors to better water and fertilize trees to insure survivability. This year the contract requires the contractor to provide a 12" expandable corrugated plastic, rubber or poly tree base for protection against maintenance equipment.

**Procedure** Specifications were prepared based upon various state and national tree planting standards which include planting directives, maintenance requirements and also recommendations stemming from our tree management plan, staff, foresters and landscape architects. Contractors were asked to provide unit pricing on six tree species/varieties of varying quantities totaling 60 trees. Contractors were also required to provide hourly pricing on equipment and labor, and unit prices for seed, mulch, sod and topsoil replacement, should these services be needed.

**Bid** The Tree Planting Program proposed for 2023 was formally advertised in the Petoskey News Review February 7, 2023, mailed to several local contractors and also available on the City's website. One bid was received and opened on February 28, 2023.

Bidder	Total
David Hoffman Landscaping and Nursery, Inc. Petoskey, Michigan	\$27,590

**Review & Recommendation** City staff, upon review, recommends to City Council that David Hoffman Landscaping and Nursery, Inc., Petoskey, Michigan, the successful low bidder, be considered for award of the contract in the amount of \$27,590. Therefore, the City Manager will ask that a contract be offered to this firm, with the ability to extend or adjust the contract by the unit prices bid.

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# City of Petoskey

## Resolution

WHEREAS, the City of Petoskey City Council hereby recognizes the importance of a healthy tree canopy and capturing the benefits of a forestry program; and

WHEREAS, the City of Petoskey has an established forestry program that focuses on resiliency and diversity among tree species; and

WHEREAS; the City of Petoskey believes in the long-term benefits of trees including stormwater management, healthy parks, reduction in greenhouse gases and energy usage, and improved air quality:

NOW, THEREFORE, BE IT RESOLVED, that the City of Petoskey City Council does and hereby approves the annual tree contract to David Hoffman Landscaping and Nursery, Inc., Petoskey, for \$27,590 to plant a variety of 60 street and park trees; and

BE IT FURTHER RESOLVED that the City of Petoskey City Council hereby authorizes the City Manager, or his designee, to serve as the City of Petoskey's representative for the annual tree planting program.

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 assembled on the 6<sup>th</sup> day of March, 2023 and of the whole thereof.

In witness where of I have here unto set my hand and affirmed the corporate seal of said City this \_\_\_\_ day of March, 2023.

\_\_\_\_\_  
Sarah Bek, City Clerk



# City of Petoskey

## Planning Commission Annual Report 2022

The Planning Commission is the body authorized to create and approve a master plan as a guide for community development. The Commission then implements the plan through recommendations on zoning ordinance amendments, development of the capital improvements program, review of development proposals, and creation of sub-area plans. The Commission consists of nine members, and is staffed by the City Planner.

**Planning Commission Meetings:** 11

**Planning Commission Sign Committee Meetings:** 7

**New Planning Commissioners:** 2

### Training received by one or more Commissioners:

- Planning Commission Roles and Responsibilities, MSU Extension
- Chair Robson took 6 credits of MSU Extension Citizen Planner classes

### Master Plan Implementation

#### Capital Improvements Plan

The Commission reviewed and recommended approval of the 2023-2028 Capital Improvements Plan.

#### Zoning Ordinance Amendments

1. Creation of accessory dwelling unit language permitted by right
2. Creation of halo lit sign language and allowance

### Development Review/Action

#### 403 West Mitchell Street

The Commission held a public hearing on the 403 West Mitchell location special condition use on January 20, 2022 and approved the medical marijuana facility with conditions.

#### 900 Emmet Street

The Commission reviewed the project on 900 Emmet Street on April 21, 2022 and approved a 60 unit housing project with conditions.

#### 400 Emmet Street

The Commission reviewed the project on 400 Emmet Street on May 19, 2022 and approved a 24 unit housing project with conditions.

#### 319 State Street

The Commission reviewed the project on 319 State Street on June 16, 2022 and approved a banking facility with conditions.



**1622 Clarion Avenue**

The Commission reviewed the project on 1622 Clarion Avenue on June 16, 2022 and approved a storage facility with conditions.

**212 West Mitchell**

The Commission reviewed and approved a parking plan for a multiple unit housing project in the B-3 District on July 21, 2022.

**1250 Atkins Road**

The Commission reviewed and approved an amendment to the site plan of the First Baptist Church of Petoskey on July 21, 2022.

**624 Charlevoix Avenue**

The Commission reviewed and approved an amendment to the site plan of the urgent care facility on 624 Charlevoix Avenue on July 21, 2022.

**1706 Standish Avenue**

The Commission reviewed the project on 1706 Standish Avenue on July 21, 2022 and approved a storage facility with conditions.

**408 East Mitchell Street**

The Commission reviewed the project on 408 East Mitchell Street on July 21, 2022 and approved a mixed use building with commercial space on the first floor and residential up above with conditions.

**1515 Howard Street**

The Commission reviewed and approved a master sign plan for the North Central Michigan College on August 18, 2022.

**923 Baxter Street**

The Commission reviewed the project on 923 Baxter Street on October 20, 2022 and approved a brew pub with conditions.

**Administrative Actions by the Office of City Planner**

In addition to items processed for review by the Planning Commission, Planning Commission Sign Committee, Zoning Board of Appeals, and City Council, the Office of City Planner processes administrative requests, enforces the zoning and sign ordinances, fulfills the City's annual reporting requirements of the Redevelopment Ready Communities™ certification, coordinates the annual capital improvements plan (CIP) update and the City's annual submittal to the Michigan Green Communities Challenge.

<b>2022</b>	
<b>Zoning and Fence Permits Issued</b>	70
<b>Sign Permits Issued</b>	92
<b>Notices of Ordinance Violation &amp; Municipal Civil Infraction Citations Issued</b>	30
<b>Variance Requests/Appeals to the Zoning Board of Appeals Processed</b>	5
<b>Development Review Team and Pre-Construction Meeting Coordination</b>	12
<b>Meetings with Petoskey News Review for additional public outreach</b>	3
<b>Accessory Dwelling Units</b>	1



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** March 6, 2023

**PREPARED:** March 2, 2023

**AGENDA SUBJECT:** Obsolete Property Rehabilitation Exemption Certificate Application for Property Tax ID # 52-19-06-276-010, Commonly Known as 424 Emmet Street

**RECOMMENDATION:** Approve Amended Resolution

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**Background** At the February 20, 2023 Council meeting, Councilmembers held a public hearing to solicit comments on the potential approval of a resolution in support of an Obsolete Property Rehabilitation Exemption Certificate Application for Property Tax ID # 52-19-06-276-010, commonly known as 424 Emmet Street. After sending out the application with supporting documents to the Department of Treasury, we received a reply back that our Resolution lacked a statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation. I have updated the Resolution (highlighted in yellow) with the required statement for consideration.

**Action** City Council may approve the enclosed amended resolution in support of an Obsolete Property Rehabilitation Exemption Certificate application for Property Tax ID # 52-19-06-276-010, commonly known as 424 Emmet Street.

sh  
Enclosures



## **RESOLUTION TO APPROVE AN OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE APPLICATION PA 146 OF 2000 AS AMENDED**

Minutes of a regular meeting of the City Council of the City of Petoskey, held on March 6, 2023, at 101 Lake Street in City Hall at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_, and supported by \_\_\_\_\_.

### **Resolution #\_\_\_\_, Approving Obsolete Property Rehabilitation Exemption Certificate Application for Silva Property Management LLC Located at 424 Emmet Street**

WHEREAS, pursuant to PA 146 of 2000, the City of Petoskey is a Qualified Local Governmental Unit eligible to establish one or more Obsolete Property Rehabilitation Districts; and

WHEREAS, the City of Petoskey legally established the Obsolete Property Rehabilitation District known as 424 Emmet Street Obsolete Property Rehabilitation District No.2 on February 20, 2023, after a public hearing held on February 20, 2023; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total taxable value of the City of Petoskey; and

WHEREAS, the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000 on February 20, 2023; and

WHEREAS, Silva Property Management LLC is not delinquent in any taxes related to the facility; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000; and

WHEREAS, the applicant, Silva Property Management LLC, has provided answers to all required questions under the application instructions to the City of Petoskey; and

**WHEREAS, the City Council requires that rehabilitation of the facility shall be completed within two years of issuance of a Petoskey Zoning Permit by the City Planner; and**

WHEREAS, the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Petoskey eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, revitalize urban areas, and increase the number of residents in the community in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Petoskey

Silva Property Management LLC is granted an Obsolete Property Rehabilitation Exemption for the real property, excluding land, located in an Obsolete Property Rehabilitation District known as 424 Emmet Street Obsolete Property Rehabilitation District No.2 at 424 Emmet Street for a period of twelve (12) years, beginning December 31, 2023 and ending December 31, 2035, pursuant to the provisions of PA 146 of 2000, as amended.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Petoskey, County of Emmet, Michigan at a regular meeting held on March 6, 2023 .

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Sarah Bek, City Clerk





# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** March 6, 2023

**PREPARED:** March 2, 2023

**AGENDA SUBJECT:** Retirement Plan Final Average Compensation

**RECOMMENDATION:** That City Council adopt the proposed resolution

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**Background** The City provides defined benefit and contribution plan retirement benefits through the Michigan Municipal Employees' Retirement System (MMERS), which covers three separate groups of employees; Nonunion, DPW union, and Public Safety union.

We have worked with MMERS on this Administrative Services Agreement to allow the calculation of the employees Final Average Compensation (FAC) to be calculated by the Benefit by Effective Date instead of going back to the January 2017 date when the benefit was reduced. This essentially allows any employee transfer that has a Defined Benefit pension that moves from a higher multiplier to a lower multiplier to have their FAC calculated on the date of the transfer.

This action supports the opportunity for internal promotions and makes these benefit transfers more attainable.

**Action** Council is being asked to approve the proposed resolution.

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Enclosures



# City of Petoskey

## Resolution

Resolution No. \_\_\_\_\_

WHEREAS, the City is a participating governmental unit in the Michigan Municipal Employees' Retirement System (MMERS), as authorized by 1996 PA 220; and

WHEREAS, the City has worked with MERS on the attached Administrative Services Agreement to allow the calculation of the employees Final Average Compensation (FAC) to be calculated by the Benefit by Effective Date instead of going back to the January 2017 date when the benefit was reduced; and

WHEREAS, this change allows any Defined Benefit pension employee transfer that moves from a higher multiplier to a lower multiplier to have their FAC calculated on the date of the transfer. This action supports the opportunity for internal promotions and makes these benefit transfers more attainable:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does hereby approve the MMERS Administrative Services Agreement and authorizes the City Manager and Director of Finance to sign the Plan Adoption Agreement Addendums with MMERS.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Petoskey, County of Emmet, Michigan at a regular meeting held on March 6, 2023.

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Sarah Bek, City Clerk

## ADMINISTRATIVE SERVICES AGREEMENT

This Agreement, made as of February 1, 2023 ("Effective Date"), between the Municipal Employees' Retirement System of Michigan (MERS) and the City of Petoskey (Municipality), together with the Adoption Agreement, provides the mutually agreed-upon terms for MERS' administration of benefits for members of any employee division of Municipality's MERS Defined Benefit Plan who are transferred to Municipality's MERS Defined Benefit Plan employee division 10. Nothing in this Agreement supersedes or waives any rights or obligations of the parties under law and the MERS Plan Document.

### Transfers – Section 20(1)(c)

Section 20(1)(c) of the MERS Plan Document provides that members' benefits under the Defined Benefit Plan are determined under the terms of the provisions of the municipality's employee division in which they last perform service.

For example, if a member in Division A (2% multiplier with no maximum) with 10 years of service is promoted into Division B (2.25% multiplier with 80% maximum), all service, including the 10 years of service earned under Division A, will be calculated at the 2.25% multiplier, limited by the 80% maximum.

Conversely, if a member in Division B (2.25% multiplier with 80% maximum) with 10 years of service is promoted into Division A (2% multiplier with no maximum), all service, including the 10 years of service earned under Division B, will be calculated at the 2% multiplier with no maximum.

### Optional Provision

Municipality has requested, and MERS has agreed to administer, an optional provision provided by Section 20(1)(c), such that the benefit of members or vested former members transferred or rehired into Municipality's MERS Defined Benefit Plan employee division 10 from any of Municipality's other MERS Defined Benefit Plan employee divisions shall be the sum of the benefits accrued under each of the member or vested former member's employee divisions, based on the service credit the member or vested former member accrued in each of Municipality's MERS Defined Benefit employee divisions. Benefit accrual shall be determined as follows:

- (i) The benefit multiplier used to determine each portion of the benefit shall be that applicable to the member's or vested former member's service at the conclusion of their membership in each such employee division;
- (ii) The final average compensation used to determine each portion of the benefit shall be that determined at the conclusion of the member's or vested former member's membership in each such employee division; and
- (iii) Any applicable cost of living adjustment (COLA) in effect during the member's or vested former member's service in each employee division shall apply only to the benefit accrued under each such employee division, as determined above,

with all other benefit provisions to be based on the terms of the employee division in effect on the date of termination of employment (for vested former members) or on the effective date of retirement (for active members), as applicable.

Notice of Applicability

This Agreement applies only to the transfer and rehire of members from other employee divisions of Municipality's MERS Defined Benefit Plan into Municipality MERS Defined Benefit Plan employee division 10.

Notice Requirement

Municipality must provide written notice to the impacted employees of the above adjustments and limitations. Municipality acknowledges the limitations on MERS' administration of this optional provision and acknowledges that no technological changes will be made to automate the benefit calculations impacted by this optional provision. Municipality agrees to indemnify and hold harmless MERS, its Board members, employees and agents for any damages or liability to any person or entity arising from MERS' administrations of this optional provision.

System Limitations

Municipality acknowledges that the calculations required under this Agreement cannot at present be electronically performed by MERS' systems, and that MERS must manually adjust member records to accurately calculate and display benefit information. These adjustments and limitations include:

- The projections/calculations of a member affected by this Agreement on the myMERS portal or in annual statements may be incorrect. The final average compensation will be calculated accurately in accordance with the above and the MERS' Plan Document upon retirement.
- Municipality must retain a list of members who are subject to this Agreement; if any member subject to this Agreement is transferred or later rehired into a different division, Municipality must notify MERS in writing prior to the time of the transfer or rehire.
- While MERS will make every reasonable effort to ensure the accuracy of its retirement benefit calculations, with manual administration of provisions such as those in this Agreement, there is a risk of error in calculating benefits, which risk is acknowledged by Municipality.
- MERS reserves the right to modify its manual administration of benefits as outlined above.

*By signing below, the parties agree that the Defined Benefit Plan will be administered in accordance with the explanations provided herein. Items not discussed in the Adoption Agreement or this Administrative Services Agreement shall be administered in accordance with the MERS Plan Document and/or applicable law.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_