



## CITY COUNCIL

April 17, 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 – Hear presentation on status of project located at 1420 Standish Avenue, formerly the Michigan Maple Block property
5. Consent Agenda – Adoption of proposed resolutions that would confirm approval of the following:
  - (a) March 20, 2023 work session and regular session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since March 20, 2023
  - (c) Authorize contract with Dunkel Excavating, Inc., Petoskey, in the amount of \$21,724.10 for the Jennings Avenue retaining wall replacement
  - (d) Authorize contract with GFL Environmental, Kalkaska, in the amount of \$82,953 for a two-year period for water service line material verification
  - (e) Request the State of Michigan Legislature and Governor's Office to revisit HB 5054 regarding pension best practices and authorize the Mayor and City Manager to execute the support letter to state elected officials.
6. Public Comments
7. City Manager Updates
8. Appointments – Consideration of appointments to the Building Authority Board of Commissioners and Zoning Board of Appeals
9. Old Business – First discussion on a proposed Ethics Ordinance
10. New Business
  - (a) Adoption of a proposed resolution authorizing the City Manager to execute a contract with Northern Lakes Economic Alliance for Certified Grant Administrator duties associated with the City Park Grill Rental rehabilitation project
  - (b) Discussion on a proposed Economic Development Incentive Policy and provide direction to staff
11. City Council Comments
12. Adjournment

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

<https://us02web.zoom.us/j/82840253220>

Meeting ID: 828 4025 3220

+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.



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 17, 2023

**PREPARED:** April 13, 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 resolutions that would approve the following consent agenda items:

- a) Draft minutes of the March 20, 2023 work session and regular session City Council meetings;
- b) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since March 20, 2023 for contract and vendor claims at \$699,374.39, intergovernmental claims at \$82,954.70, and the March 30 and April 13 payrolls at \$452,821.03 for a total of \$1,235,150.12;
- c) Authorize contract with Dunkel Excavating Services, Inc., Petoskey, in the amount of \$21,724.10 for the Jennings Avenue retaining wall replacement;
- d) Authorize contract with GFL Environmental, Kalkaska, in the amount of \$82,953 for a two-year period for water service line material verification; and
- e) Request the State of Michigan Legislature and Governor's Office to revisit HB 5054 regarding pension best practices and that the Legislature and Governor give bipartisan support to the inclusion of the \$250M in the 2023 State Budget to be divided between communities including the City of Petoskey that meet the best practices required in that bill and authorize the Mayor and City Manager to execute the support letter to state elected officials.

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Enclosures



## CITY COUNCIL

March 20, 2023

A work session meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, March 20, 2023. This meeting was called to order at 5:30 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

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

Absent: None

Also in attendance were City Manager Shane Horn and City Clerk Sarah Bek.

### **Hear Urban Deer Management Presentation**

Jacqueline Courteau, Ecologist located in Ann Arbor, gave a presentation on urban deer management specifically reviewing deer impacts, public health and safety, deer management options and impacts in natural areas. Ms. Courteau gave a brief overview on white-tailed deer; that overhunting causes an increase in population; that deer populations grow fast; reviewed how land use changes have affected deer habitat; reviewed deer and impacts in cities and suburbs; public health and safety issues including deer and tick borne diseases and that Lyme disease is expanding; that deer lose fear of people due to planted landscapes including gardens and public parks, community gardens and private yards and gardens; reviewed impacts in natural areas and direct impacts include mortality, growth reduction, prevents reproduction and forests might not regenerate; and reviewed different solutions used to monitor deer impacts in communities including photo monitoring, species inventory, surveys, tag and track existing plants, permanent plots and fence and unfenced plots.

Chad Stewart, Deer and Elk Management Specialist with the DNR Wildlife Division, gave a presentation on urban deer management and reviewed that urban deer have higher survival rates; reviewed maintenance of high deer productivity; that urban deer management is conflict management; and that landscape changes have an affect on deer. Mr. Stewart reviewed community-based deer management and that a plan should be created with community goals and objectives and communities should define problem, implement and evaluate and adapt; reviewed management options such as no action or response; reviewed response options including non-lethal options such as fencing and repellent; hunting; sharpshooting is lethal which reduces population quickly and safely if a reputable company is used, but can be expensive and controversial; trap, remove and relocate; contraception which is not an option and sterilization; and reviewed deer management programs in Ann Arbor, Meridian Township and Oakland County.

Councilmembers inquired if resident concerns could be directed to the presenters; heard that there are speeding and deer issues in Ward 2 since it is close to North Central Michigan College and natural areas and inquired if there were recommendations on how to track deer data; inquired on cost of tracking; heard concerns on deer management effectiveness due to geography and size of rural areas surrounding the city; that management should be looked at on a community-level; that the issue is not going away and managing deer is getting harder; asked for more details on the Meridian Township's program; and inquired if hunting is a safe model.

The presenters responded that resident questions and concerns could be directed to them; that dedicated staff could track deer data, but would cause additional duties, or that contracting is also an option; that a contract could cost anywhere from \$2,000 upwards to \$20,000 per year; that Meridian Township implemented an urban archery hunt with bows and arrows only, that USDA trained police force and now the township uses the police and archery to manage deer, and processes deer and participates with non-profits to provide food for those in need; and that hunting through sharpshooting and bows is safe.

Mayor Murphy asked for public comments and heard that a process is necessary to define problem which ultimately defines success; heard from those urging Council not to do data search, but rather work with surrounding communities since there is an increase in deer population in rural areas; heard an inquiry if deer hunting seasons were expanded in Meridian Township as part of the management program; heard from those interested in courses on maintaining bows and encouraged Council to look for other models of deer management; and heard from those in favor of allowing bow hunters to hunt within the City limits.

There being no further business to come before the City Council, this March 20, 2023, meeting of the City Council adjourned at 7:10 P.M.

John Murphy, Mayor

Sarah Bek, City Clerk



## CITY COUNCIL

March 20, 2023

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, March 20, 2023. This meeting was called to order at 7:18 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

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

Absent: None

Also in attendance were City Manager Shane Horn, City Clerk Sarah Bek and Public Works Director Mike Robbins.

### **Hear Sexual Assault Awareness Month Proclamation**

Mayor Murphy read the following proclamation:

WHEREAS, Sexual Assault Awareness Month draws attention to the fact that sexual violence is widespread and has implications for every community member; and

WHEREAS, sexual violence refers to any sexual activity when consent is not obtained or given freely; and

WHEREAS, nationally, one in four women and about one in 26 men have experienced completed or attempted rape in their lifetime; and

WHEREAS, sexual violence impacts every community and affects people of all gender identities, sexual orientations, and ages – anyone can experience or perpetrate sexual violence; and

WHEREAS, people who perpetrate are usually someone the survivor knows such as a friend, current or former intimate partner, coworker, neighbor or family member; and

WHEREAS, there is compelling evidence that we can be successful in reducing sexual violence through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions; and

WHEREAS, we must work together to educate our community about what can be done to prevent sexual assault and how to support survivors; and

WHEREAS, anyone can be a leader in preventing and ending sexual violence. As employers, educators, parents, and friends, we all have an obligation to uphold the basic principle that every individual should be free from violence and fear:

NOW, THEREFORE, I, John Murphy, Mayor of the City of Petoskey, do hereby proclaim April 2023 as Sexual Assault Awareness Month in our city.

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

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

BE IT RESOLVED that City Council does and hereby confirms that the draft minutes of the March 6, 2023 work session and regular session City Council meetings be and are hereby approved; and

BE IT RESOLVED that receipt by City Council of a report concerning all checks that had been issued since March 6, 2023 for contract and vendor claims at \$963,447.93, intergovernmental claims at \$97,965.97 and the March 16 payroll at \$218,123.57, for a total of \$1,279,537.47 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

### **Hear Public Comment**

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

### **Hear City Manager Updates**

The City Manager reviewed that the Planning Commission met last week and conducted a public hearing on a PUD preliminary rezoning plan for 1420 Standish Avenue and a conditional approval was granted unanimously; that DMB meets tomorrow to discuss a proposed redevelopment liquor license for Malted Vinyl, 316 East Mitchell Street and to discuss 2023 façade improvement grants; reviewed project status updates and that Bridge Street reconstruct project will begin April 3, weather permitting and residents have been notified; that improvements at Mitchell Street and US-31 for the downtown gateway will begin next week; and congratulated City Clerk Sarah Bek on her recent achievement through Michigan Association of Municipal Clerks and receiving the Michigan Professional Municipal Clerk designation.

Councilmembers inquired if there were any cement step situations in the right-of-way in regards to the upcoming Bridge Street reconstruct project and how they were being handled; that the church on Bridge Street sold and staff has well-informed the new owners of the church; inquired if there will be more sidewalks; and if the proposed adjacent project to gateway improvements has been considered.

The Public Works Director responded that there are four cement step situations in the right-of-way and staff has discussed with property owners and there are no issues; that there will be the same amount of sidewalks, but more continuous by Riverview Terrace by guardrail and continuous sidewalk from Franklin to Riverview Terrace; that there will be a lot of crews on the Bridge Street reconstruction removing and reinstalling in a small area; and that staff reached out to developer and architect of proposed project adjacent to the gateway project and they are unsure of timeline to proceed and discussed grades and that sidewalk could be jeopardized if adjacent project proceeds; and that the DMB has been the driver of the gateway project.

### **First Discussion of Proposed Ethics Ordinance**

The City Manager reviewed that at the March 6, 2023 meeting, Council reviewed a proposed ordinance creating a code of ethics for every City employee, elected and appointed officials; that the City Attorney drafted the ethics ordinance after receiving input from Council at their March 6 work session; and that this was the first discussion and a second reading would be at the April 17 meeting for possible adoption.

Councilmembers thanked the City Attorney for incorporating comments from the last meeting; that the last sentence in Section 26-3 is too broad of a statement; that Section 26-5(b) is linked to 26-8(a) and should be reviewed; heard concerns on City Attorney bills; inquired on process and if Councilmembers should reach out to the City Manager prior to contacting the City Attorney; and discussed Section 26-9 and heard from those in favor of requiring each public servant to sign ethics ordinance.

City Council will review the revised draft ordinance at the next regular scheduled meeting.

**Approve 2023-2025 City Action Plan – Resolution No. 23-24**

The City Manager reviewed that Council previously discussed an updated Action Plan for 2023-2025 and that per Council's direction, staff developed a final draft revision for possible adoption.

Councilmembers commented that the plan should be discussed and reviewed regularly; discussed combining and revising the first two bullet points under Downtown Development; discussed adding certain key team members to a few priorities including Planning Commission and potentially a Community Art Commission; concurred to remove contracted partners such as NLEA and Housing North from key team members; thanked staff for condensing plan; heard from those in favor of adding a bullet point under sustainability and exploring development of a sustainability commission; heard from those in favor of working on proposed priorities before adding more; heard from those that believe the City relies too much on MPPA rather than local support to obtain sustainable goals; heard from those sensitive of staff's time and creating a new commission may not be attainable, but to explore down the road; and heard from those in favor of grass roots efforts to do more for circular economy.

Councilmember Wagner moved that, seconded by Councilmember Shiels to adopt the following resolution with the above proposed changes:

WHEREAS, City Council has discussed an updated Action Plan to assist in focusing efforts on important issues and priorities facing the City of Petoskey; and

WHEREAS, as part of this discussion, the City Council, City Manager and Department Heads developed a draft Action Plan that listed seven near-term goals for the City of Petoskey for 2023-2025; and

WHEREAS, final comments on the draft Action Plan were considered by City Council at the March 20, 2023 meeting:

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby approve the 2023-2025 Action Plan for the City of Petoskey.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Approve Grant Agreement for Winter Sports Park Improvements – Resolution No. 23-25**

The City Manager reviewed that the Michigan Department of Environment, Great Lakes and Energy (EGLE) offered a grant opportunity through their Community Energy Management Program for projects focusing on energy efficiency; that the City applied for funding of \$20,000 to assist with the replacement of the entry doors and building window replacement project at the Winter Sports Park with no required match; and that improvements are identified in the 2023 Capital Improvements Plan and \$75,000 is earmarked in the 2023 budget.

Councilmembers inquired if budgeted funds will need to be used or grant will offset and the City Manager responded that the City may not need to expend the full budgeted amount.

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

WHEREAS, the City of Petoskey City Council desires to enhance and improve current City infrastructure; and

WHEREAS, the improvements at the Winter Sports Park would include replacement of the lower windows of the main floor in the lodge and entry door that includes handicapped accessible openers; and



WHEREAS, this project is identified in the 2023-2027 City of Petoskey's Parks and Recreation Master Plan, and the Capital Needs Assessment; and

WHEREAS, the State of Michigan Department of Environment, Great Lakes, And Energy (EGLE), through their Community Energy Management Grant Program, has recommended this project for funding assistance; and

WHEREAS, no match is required however the City of Petoskey has funds budgeted, toward these improvements which are estimated at \$75,000:

NOW, THERFORE, BE IT RESOLVED, the City of Petoskey does hereby accept the terms of the Agreement as received from the Michigan Department of Environment, Great Lakes, And Energy, and that the City of Petoskey does hereby specifically agree, but not by way of limitation, to authorize the City Manager, or his designee, to serve as the City of Petoskey's representative for the project.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Authorize Submission of an EGLE Brownfield Grant and Loan for 1420 Standish Avenue – Resolution No. 23-26**

The City Manager reviewed that the Michigan Department of Environment, Great Lakes, and Energy (EGLE) provides Brownfield Grants and Loans to municipalities for environmental response activities, abatement and demolition to support private redevelopment projects; that the redevelopment of the former Michigan Maple Block property will require significant Brownfield expenses and the EGLE no-match grant and loan will provide important funding and reduce the burden on future Brownfield Tax Increment Financing capture; that Great Lakes Capital has a purchase agreement for the former Michigan Maple Block property and has proposed a mixed-use commercial residential project with over 200 units which will include workforce housing with an estimated investment of over \$70M; that Phase II environmental investigations identified that the development will require extraordinary environmental costs; that the grant and loan will provide direct funding to cover these extraordinary costs which has favorable terms to combine with a Brownfield Plan for TIF capture for repayment, no principal or interest for the first five years and low interest (1.5%) for the next ten years; that this type of program has not been used before by the City; and that Mac McClelland was present and working directly for the developer and recused self from the Emmet County Brownfield Authority.

Mr. McClelland reviewed that this program is a two-part process, submittal of an EGLE Grant Loan Proposal that details the proposed project, property conditions and proposed Brownfield Eligible Activities; and if the proposal is accepted, funds are set aside and an application is submitted, with access agreements, a development agreement, letter from the CEO and resolution by Council; reviewed risk; that the loan would be secured by Great Lakes Capital through a contractual obligation and personal guarantees in the development agreement; and the developer is obligated to pay.

Councilmembers inquired on the loan amount and personal guarantees; heard from those in support of grant and project; heard concerns of the City carrying the full risk of \$1M loan; inquired if there were local entities that could be guarantor; and inquired if the developer actually needed the \$1M to proceed with project.

Mr. McClelland responded that the maximum loan amount is \$1M; that personal guarantees would not have to be dispersed until TIF revenues available; that the City can approve grant, but not the loan; that there would be no principal or interest for 10 years and then capture in 5 years for a total of 15 years; that Emmet County Brownfield Authority was not interested in being a guarantor; that a more global picture will be provided at a later date; that the developer may have financing, but the low interest for many years is attractive financing; and protections for the City could be added in the development agreement.

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

WHEREAS, Michigan Department of Environment, Great Lakes, and Energy (EGLE) provides Brownfield Grants and Loan to municipalities for environmental response activities, abatement, and demolition to support private redevelopment projects; and

WHEREAS, Great Lakes Capital has a purchase agreement for the former Michigan Maple Block property and has proposed a mixed-use commercial residential project with over 200 units which will include workforce housing with an estimated investment of over \$70 million; and

WHEREAS, Phase II environmental investigations confirmed contaminated soils which will require extraordinary environmental costs, including the installation of a sub slab vapor mitigation system, disposal of contaminated soil and groundwater, and special foundations due to impacted historic fill; and

WHEREAS, the EGLE Brownfield Grant will provide up to \$1.0 million per project to cover demolition and environmental costs associated for the project with no match requirement; and

WHEREAS, EGLE Brownfield also offers a \$1.0 million loan per project that can be combined with a Brownfield Plan for TIF capture for repayment – no principal or interest for the first five years and low interest (1.5%) for the next ten years. The Loan would be secured by Great Lakes Capital through a contractual obligation and personal guarantees in the Development Agreement. In addition, there is an option to release Loan funds only when the development TIF revenues are assured to repay the Loan:

NOW THEREFORE BE IT RESOLVED, that the Petoskey City Council by this action hereby supports the submission of an EGLE Brownfield Grant up to \$1.0 million for the MI Maple Block Project and authorizes the City Manager to execute the proposal on behalf of the City; and

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Petoskey City Council by this action hereby accepts the submission of a proposal for an EGLE Brownfield Loan for up to \$1.0 million that can be combined with a Brownfield Plan for TIF capture for repayment – no principal or interest for the first five years and low interest (1.5%) for the next ten years. The loan would be secured by Great Lakes Capital through a contractual obligation and personal guarantees in the Development Agreement. In addition, there is an option to release Loan funds only when the development TIF revenues are assured to repay the Loan.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

#### **Support City Park Grill Rental Rehab Initiatives – Resolution No. 23-27**

The City Manager reviewed that staff has been working with the ownership group of City Park Grill in preparing documents for the \$531,790 CDBG grant; that these funds will be utilized to assist in the creation of five new second floor residential units above City Park Grill at 432 East Lake Street and would include any third party administration costs; that there was one bidder that came in around \$230,000 over budget; that this is not a tax incentive project at this point; that the ownership group is asking for potential assistance from the City in helping move this project forward; and that ARPA funds could be considered or partner with the Petoskey-Harbor Springs Area Community Foundation.

Bob Keedy, City Park Grill owner, thanked staff for all of the work on this project thus far; reviewed that the cost of the project is around \$230,000 higher than expected; that the grant is significant, but doesn't cover all expenses; that bank financing interest is high and looking for anything available to make project viable such as an estimated amount of \$50,000 from the City, but not looking for a loan.

John Plichta, J.R. Construction Building & Design LLC, reviewed costs for sprinkler system, tap-in fees and surety bond; that he reduced costs by 7% to make project viable; that the project could have a mixture of public and private partnership; and project meets the need for affordable housing.

Councilmembers supported the proposed project; discussed using ARPA funds; heard from those that need more information on specific use of ARPA funds before voting on matter; inquired if the City could require a deed restriction for year-round housing; inquired if matching funds have been explored from a non-profit; and if it is typical to only receive one bid.

The City Manager responded that the City does not have to provide funds immediately, but looking for Council support and commitment to the project since the documents have to be submitted by March 24 and that he will look in to uses of ARPA funding.

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

WHEREAS, the City of Petoskey wishes to encourage the upgrading of downtown residential units and housing conditions in an effort to increase the inventory of available workforce housing; and

WHEREAS, the City of Petoskey on behalf of the Wine Guys Holding, LLC has submitted a CDBG Grant application for Rental Rehabilitation for City Park Apartments at 432 Lake Street; and

WHEREAS, this project would create three one-bedroom apartments and two studio apartments in the second story of the City Park Grill; and

WHEREAS, all five apartments would be appropriately prices for out year-round workforce with three units renting at rates affordable to those making up to 80% AMI and the remaining two units intended to be affordable to those making no more than 120% AMI; and

WHEREAS, the CDBG Rental Rehabilitation Grant is \$531,790 with \$393,329 private for a total estimated project cost of \$925,119; and

WHEREAS, one bid received by JR Construction Building and Design of Petoskey on February 28, 2023 at \$1,154,679.00. The City is the applicant and will facilitate the project by receiving grant funds and paying contractor and project expenses; and

WHEREAS, the ownership group desires to discuss any potential City assistance in helping move this project forward to accomplish adding 5 new affordable/workforce housing units in Downtown:

NOW THEREFORE BE IT RESOLVED, that the City of Petoskey City Council after discussing the project and details with City staff and the ownership group supports the project and commits up to \$50,000 to provide year-round workforce housing at 80-120% at a minimum duration of five years for three units.

Said resolution was adopted by the following vote:

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

NAYS: DeMoore (1)

### **Council Comments**

Mayor Murphy asked for Council comments and Councilmember Wagner reported that there will be an allergy-free Easter egg hunt at 9am, April 1 at the Petoskey District Library and is excited it came to fruition after initially discussing during the COVID-19 pandemic. Councilmember Shiels expressed gratitude for all leaders of the City at all levels including City staff, elected officials, appointed officials and residents. Councilmember DeMoore provided Councilmembers with draft revisions to Open Meetings Act (OMA) reviewing that Section 3b allows remote public attendance and looking for any input and encouraged City Council to move forward on an incentives policy which will be helpful as a framework and to meet deadlines. Mayor Murphy attended the Nicolet Bank ribbon cutting ceremony, was asked to be a contest judge for Independence Village, met with Curtis Park area residents on housing, trees and other matters; and will consider Petoskey to be a Monarch City as requested by the Parks and Recreation Director.

There being no further business to come before the City Council, this March 20, 2023, meeting of the City Council adjourned at 9:46 P.M.

John Murphy, Mayor

Sarah Bek, City Clerk

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
04/23	04/12/2023	93611	BARTA, LEE	101-756-808.120	Softball	80.00- V
04/23	04/12/2023	93695	Rasmussen, Derek	101-770-850.000	Communications	120.00- V
04/23	04/03/2023	93948	Lamont, Scott	101-345-850.000	Communications	20.83- V
04/23	04/12/2023	95783	GFL Environmental	582-593-930.000	Building Repair & Maintenance	209.61- V
04/23	04/12/2023	95783	GFL Environmental	101-770-802.000	Contracted Services	125.44- V
04/23	04/12/2023	95783	GFL Environmental	101-756-802.000	Contracted Services	41.81- V
04/23	04/12/2023	95783	GFL Environmental	101-754-802.000	Contracted Services	106.86- V
04/23	04/12/2023	95783	GFL Environmental	101-268-802.000	Contracted Services	65.04- V
04/23	04/12/2023	95783	GFL Environmental	101-265-802.000	Contracted Services	125.44- V
04/23	04/12/2023	95783	GFL Environmental	101-770-802.000	Contracted Services	232.31- V
04/23	04/03/2023	98449	Beckett & Raeder Inc.	514-587-802.000	Contracted Services	2,645.00- V
04/23	04/03/2023	98449	Beckett & Raeder Inc.	514-587-802.000	Contracted Services	135.00- V
04/23	04/03/2023	98449	Beckett & Raeder Inc.	514-587-802.000	Contracted Services	375.00- V
04/23	04/03/2023	98449	Beckett & Raeder Inc.	514-587-802.000	Contracted Services	4,078.80- V
04/23	04/03/2023	98449	Beckett & Raeder Inc.	514-587-802.000	Contracted Services	956.20- V
04/23	04/03/2023	98557	Goedge, Megan	271-790-958.000	Programming - Children	8.48- V
04/23	04/04/2023	98584	Mikulski, Matthew	101-345-850.000	Communications	62.50- V
04/23	04/04/2023	99275	Kish, Connor	101-345-850.000	Communications	62.50- V
03/23	03/22/2023	100343	Aflac	701-000-230.180	AFLAC Insurance Premiums	674.76
03/23	03/22/2023	100344	Airgas USA LLC	661-598-785.000	Small Tools & Supplies	29.14
03/23	03/22/2023	100344	Airgas USA LLC	661-598-785.000	Small Tools & Supplies	57.15
03/23	03/22/2023	100345	Alliance Entertainment	271-790-761.100	Audio Visual - Children	44.90
03/23	03/22/2023	100346	AllMax Software Inc.	592-560-802.000	Contracted Services	2,272.50
03/23	03/22/2023	100347	Amazon Capital Services	271-790-958.200	Programming - Young Adult	91.45
03/23	03/22/2023	100347	Amazon Capital Services	271-790-986.000	Tech. Equipment & Software	13.49
03/23	03/22/2023	100347	Amazon Capital Services	101-172-751.000	Office Supplies	10.55
03/23	03/22/2023	100347	Amazon Capital Services	101-201-751.000	Office Supplies	10.55
03/23	03/22/2023	100347	Amazon Capital Services	101-208-751.000	Office Supplies	7.39
03/23	03/22/2023	100347	Amazon Capital Services	101-257-751.000	Office Supplies	5.28
03/23	03/22/2023	100347	Amazon Capital Services	101-253-751.000	Office Supplies	6.33
03/23	03/22/2023	100347	Amazon Capital Services	101-345-751.000	Office Supplies	27.44
03/23	03/22/2023	100347	Amazon Capital Services	101-400-751.000	Office Supplies	5.28
03/23	03/22/2023	100347	Amazon Capital Services	101-441-751.000	Office Supplies	15.83
03/23	03/22/2023	100347	Amazon Capital Services	101-770-751.000	Office Supplies	3.17
03/23	03/22/2023	100347	Amazon Capital Services	101-773-775.000	Materials & Supplies	1.06
03/23	03/22/2023	100347	Amazon Capital Services	101-756-751.000	Office Supplies	10.55
03/23	03/22/2023	100347	Amazon Capital Services	101-789-751.000	Office Supplies	2.09
03/23	03/22/2023	100347	Amazon Capital Services	271-790-986.000	Tech. Equipment & Software	99.98
03/23	03/22/2023	100347	Amazon Capital Services	271-790-958.200	Programming - Young Adult	39.33
03/23	03/22/2023	100347	Amazon Capital Services	582-020-360.000	Distribution System	698.84
03/23	03/22/2023	100347	Amazon Capital Services	271-790-760.000	Books - Adult	24.95
03/23	03/22/2023	100347	Amazon Capital Services	271-790-761.000	Audio Visual - Adult	30.18
03/23	03/22/2023	100347	Amazon Capital Services	271-790-964.000	Makerspace - Equip & Supplies	519.60
03/23	03/22/2023	100348	American Water Works Assoc.	592-549-915.000	Education & Training	255.00
03/23	03/22/2023	100349	AT & T MOBILITY	514-587-920.000	Public Utilities	263.65
03/23	03/22/2023	100350	AT&T	592-538-850.000	Communications	56.63
03/23	03/22/2023	100350	AT&T	592-560-850.000	Communications	102.26
03/23	03/22/2023	100351	AT&T Long Distance	101-345-850.000	Communications	62.07
03/23	03/22/2023	100352	Beacon Athletics	101-756-778.000	Playground & Athletic Equip.	2,033.94
03/23	03/22/2023	100353	Bek, Sarah	101-101-751.000	Office Supplies	16.40
03/23	03/22/2023	100353	Bek, Sarah	101-172-860.000	Education & Training	43.29
03/23	03/22/2023	100353	Bek, Sarah	101-172-860.000	Education & Training	205.02
03/23	03/22/2023	100354	Berg Assessing & Consulting Inc	101-257-802.000	Contracted Services	25.00
03/23	03/22/2023	100355	Blue Care Network	101-172-724.000	Fringe Benefits	432.67
03/23	03/22/2023	100355	Blue Care Network	101-201-724.000	Fringe Benefits	4,002.16
03/23	03/22/2023	100355	Blue Care Network	101-208-724.000	Fringe Benefits	649.00

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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
03/23	03/22/2023	100355	Blue Care Network	101-265-724.000	Fringe Benefits	597.08
03/23	03/22/2023	100355	Blue Care Network	101-268-724.000	Fringe Benefits	1,479.72
03/23	03/22/2023	100355	Blue Care Network	101-345-724.000	Fringe Benefits	10,557.14
03/23	03/22/2023	100355	Blue Care Network	101-789-724.000	Fringe Benefits	726.88
03/23	03/22/2023	100355	Blue Care Network	271-790-724.000	Fringe Benefits	1,903.74
03/23	03/22/2023	100355	Blue Care Network	514-587-724.000	Fringe Benefits	432.67
03/23	03/22/2023	100355	Blue Care Network	582-588-724.000	Fringe Benefits	1,298.01
03/23	03/22/2023	100355	Blue Care Network	592-549-724.000	Fringe Benefits	649.01
03/23	03/22/2023	100355	Blue Care Network	592-560-724.000	Fringe Benefits	1,298.01
03/23	03/22/2023	100355	Blue Care Network	101-400-724.000	Fringe Benefits	173.07
03/23	03/22/2023	100355	Blue Care Network	101-441-724.000	Fringe Benefits	1,211.47
03/23	03/22/2023	100355	Blue Care Network	101-754-724.000	Fringe Benefits	778.81
03/23	03/22/2023	100355	Blue Care Network	101-756-724.000	Fringe Benefits	1,168.20
03/23	03/22/2023	100355	Blue Care Network	101-770-724.000	Fringe Benefits	3,591.17
03/23	03/22/2023	100355	Blue Care Network	101-773-724.000	Fringe Benefits	311.52
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	101-172-724.000	Fringe Benefits	1,351.81
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	101-201-724.000	Fringe Benefits	1,081.45
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	101-208-724.000	Fringe Benefits	540.73
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	101-253-724.000	Fringe Benefits	2,703.62
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	101-345-724.000	Fringe Benefits	8,995.38
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	101-400-724.000	Fringe Benefits	1,081.45
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	592-560-724.000	Fringe Benefits	1,081.45
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	101-441-724.000	Fringe Benefits	1,351.81
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	204-481-724.000	Fringe Benefits	3,334.48
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	271-790-724.000	Fringe Benefits	4,562.79
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	514-587-724.000	Fringe Benefits	901.22
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	582-588-724.000	Fringe Benefits	4,620.64
03/23	03/22/2023	100356	BLUE CROSS\BLUE SHIELD - MICH.	592-549-724.000	Fringe Benefits	5,497.37
03/23	03/22/2023	100357	Consort Display Group	101-770-775.000	Materials & Supplies	1,230.00
03/23	03/22/2023	100358	Dearborn Life Insurance Co	701-000-230.190	Weekly Indemnity Premiums	2,245.31
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-172-724.000	Fringe Benefits	22.66
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-201-724.000	Fringe Benefits	53.21
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-208-724.000	Fringe Benefits	22.66
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-253-724.000	Fringe Benefits	25.29
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-265-724.000	Fringe Benefits	5.67
03/23	03/22/2023	100358	Dearborn Life Insurance Co	592-549-724.000	Fringe Benefits	59.28
03/23	03/22/2023	100358	Dearborn Life Insurance Co	592-560-724.000	Fringe Benefits	22.66
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-770-724.000	Fringe Benefits	57.78
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-789-724.000	Fringe Benefits	11.33
03/23	03/22/2023	100358	Dearborn Life Insurance Co	204-481-724.000	Fringe Benefits	75.87
03/23	03/22/2023	100358	Dearborn Life Insurance Co	271-790-724.000	Fringe Benefits	104.60
03/23	03/22/2023	100358	Dearborn Life Insurance Co	514-587-724.000	Fringe Benefits	27.42
03/23	03/22/2023	100358	Dearborn Life Insurance Co	582-588-724.000	Fringe Benefits	56.65
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-268-724.000	Fringe Benefits	15.86
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-345-724.000	Fringe Benefits	575.95
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-400-724.000	Fringe Benefits	15.86
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-441-724.000	Fringe Benefits	38.52
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-754-724.000	Fringe Benefits	7.93
03/23	03/22/2023	100358	Dearborn Life Insurance Co	101-756-724.000	Fringe Benefits	17.00
03/23	03/22/2023	100359	Decka Digital LLC	101-345-775.000	Materials & Supplies	60.00
03/23	03/22/2023	100360	Delta Dental	101-172-724.000	Fringe Benefits	44.46
03/23	03/22/2023	100360	Delta Dental	101-201-724.000	Fringe Benefits	135.41
03/23	03/22/2023	100360	Delta Dental	101-208-724.000	Fringe Benefits	35.89
03/23	03/22/2023	100360	Delta Dental	101-253-724.000	Fringe Benefits	83.25
03/23	03/22/2023	100360	Delta Dental	101-265-724.000	Fringe Benefits	19.95
03/23	03/22/2023	100360	Delta Dental	101-268-724.000	Fringe Benefits	36.10

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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
03/23	03/22/2023	100360	Delta Dental	592-549-724.000	Fringe Benefits	165.65
03/23	03/22/2023	100360	Delta Dental	592-560-724.000	Fringe Benefits	71.77
03/23	03/22/2023	100360	Delta Dental	701-000-230.110	Dental & Vision Payable	2,181.81
03/23	03/22/2023	100360	Delta Dental	101-773-724.000	Fringe Benefits	9.54
03/23	03/22/2023	100360	Delta Dental	101-789-724.000	Fringe Benefits	22.25
03/23	03/22/2023	100360	Delta Dental	204-481-724.000	Fringe Benefits	76.45
03/23	03/22/2023	100360	Delta Dental	271-790-724.000	Fringe Benefits	214.26
03/23	03/22/2023	100360	Delta Dental	514-587-724.000	Fringe Benefits	27.95
03/23	03/22/2023	100360	Delta Dental	582-588-724.000	Fringe Benefits	188.39
03/23	03/22/2023	100360	Delta Dental	101-345-724.000	Fringe Benefits	705.08
03/23	03/22/2023	100360	Delta Dental	101-400-724.000	Fringe Benefits	19.28
03/23	03/22/2023	100360	Delta Dental	101-441-724.000	Fringe Benefits	91.24
03/23	03/22/2023	100360	Delta Dental	101-754-724.000	Fringe Benefits	29.06
03/23	03/22/2023	100360	Delta Dental	101-756-724.000	Fringe Benefits	30.19
03/23	03/22/2023	100360	Delta Dental	101-770-724.000	Fringe Benefits	111.79
03/23	03/22/2023	100361	Derrer Oil Co.	661-598-759.000	Gas & Oil	1,916.87
03/23	03/22/2023	100362	DTE Energy	592-538-920.000	Public Utilities	125.78
03/23	03/22/2023	100362	DTE Energy	101-265-924.000	Heating Fuel	747.25
03/23	03/22/2023	100362	DTE Energy	582-593-924.000	Heating Fuel	2,117.64
03/23	03/22/2023	100362	DTE Energy	101-773-924.000	Heating Fuel	50.06
03/23	03/22/2023	100362	DTE Energy	592-538-920.000	Public Utilities	104.79
03/23	03/22/2023	100362	DTE Energy	101-265-924.000	Heating Fuel	304.20
03/23	03/22/2023	100362	DTE Energy	582-593-920.000	Public Utilities	320.99
03/23	03/22/2023	100362	DTE Energy	592-555-920.000	Public Utilities	56.54
03/23	03/22/2023	100362	DTE Energy	514-587-802.100	Cont. Svcs - Downtown Office	182.00
03/23	03/22/2023	100362	DTE Energy	592-538-920.000	Public Utilities	229.99
03/23	03/22/2023	100362	DTE Energy	101-345-920.000	Public Utilities	1,302.76
03/23	03/22/2023	100362	DTE Energy	271-790-924.000	Heating Fuel	535.08
03/23	03/22/2023	100362	DTE Energy	592-551-920.000	Public Utilities	2,997.76
03/23	03/22/2023	100362	DTE Energy	592-551-920.000	Public Utilities	3,462.56
03/23	03/22/2023	100362	DTE Energy	592-538-920.000	Public Utilities	67.31
03/23	03/22/2023	100362	DTE Energy	271-790-924.000	Heating Fuel	1,072.62
03/23	03/22/2023	100362	DTE Energy	101-345-920.100	Public Utilities-Station West	1,390.46
03/23	03/22/2023	100362	DTE Energy	101-268-924.000	Heating Fuel	1,544.17
03/23	03/22/2023	100362	DTE Energy	101-770-924.000	Heating Fuel	409.16
03/23	03/22/2023	100362	DTE Energy	592-558-920.000	Public Utilities	50.06
03/23	03/22/2023	100363	Eyes Only Media LLC	248-739-880.200	Image Campaign	924.00
03/23	03/22/2023	100364	Ferguson Enterprises LLC #2000	582-584-775.000	Materials & Supplies	110.69
03/23	03/22/2023	100364	Ferguson Enterprises LLC #2000	101-268-930.000	Building Repair & Maintenance	145.20
03/23	03/22/2023	100364	Ferguson Enterprises LLC #2000	101-268-775.000	Materials & Supplies	145.20
03/23	03/22/2023	100364	Ferguson Enterprises LLC #2000	101-268-930.000	Building Repair & Maintenance	58.29
03/23	03/22/2023	100365	Gale/Cengage Learning Inc.	271-790-760.000	Books - Adult	80.77
03/23	03/22/2023	100365	Gale/Cengage Learning Inc.	271-790-760.000	Books - Adult	24.79
03/23	03/22/2023	100365	Gale/Cengage Learning Inc.	271-790-760.000	Books - Adult	29.59
03/23	03/22/2023	100365	Gale/Cengage Learning Inc.	271-790-760.000	Books - Adult	72.77
03/23	03/22/2023	100366	Gebhard, Christine L.	101-257-802.200	Contracted Services - B.O.R.	200.00
03/23	03/22/2023	100367	Great Lakes Energy	592-538-920.000	Public Utilities	93.11
03/23	03/22/2023	100367	Great Lakes Energy	592-558-920.000	Public Utilities	179.23
03/23	03/22/2023	100367	Great Lakes Energy	101-345-920.100	Public Utilities-Station West	526.67
03/23	03/22/2023	100367	Great Lakes Energy	592-538-920.000	Public Utilities	309.89
03/23	03/22/2023	100367	Great Lakes Energy	592-558-920.000	Public Utilities	173.36
03/23	03/22/2023	100368	Great Lakes Pipe & Supply	592-558-775.000	Materials & Supplies	162.87
03/23	03/22/2023	100368	Great Lakes Pipe & Supply	592-081-682.000	Other	1.63-
03/23	03/22/2023	100369	Hubbell Roth & Clark Inc.	592-549-802.000	Contracted Services	2,559.47
03/23	03/22/2023	100369	Hubbell Roth & Clark Inc.	592-549-802.000	Contracted Services	1,048.57
03/23	03/22/2023	100370	HydroCorp	592-545-802.000	Contracted Services	1,988.00

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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
03/23	03/22/2023	100371	Integrity Business Solutions	514-587-802.100	Cont. Svcs - Downtown Office	163.52
03/23	03/22/2023	100371	Integrity Business Solutions	514-587-802.100	Cont. Svcs - Downtown Office	52.62
03/23	03/22/2023	100371	Integrity Business Solutions	514-587-802.100	Cont. Svcs - Downtown Office	63.51
03/23	03/22/2023	100371	Integrity Business Solutions	514-587-802.100	Cont. Svcs - Downtown Office	91.18
03/23	03/22/2023	100372	IR Electric Motor Service	592-554-802.000	Contracted Services	100.00
03/23	03/22/2023	100373	LAKE AREA COLLISION INC.	661-020-142.000	Vehicles	5,675.69
03/23	03/22/2023	100374	Lamar Companies	248-739-880.200	Image Campaign	175.00
03/23	03/22/2023	100374	Lamar Companies	248-739-880.200	Image Campaign	760.00
03/23	03/22/2023	100375	Midwest Tape LLC	271-790-761.000	Audio Visual - Adult	79.98
03/23	03/22/2023	100375	Midwest Tape LLC	271-790-761.000	Audio Visual - Adult	169.95
03/23	03/22/2023	100376	Mitchell Graphics Inc.	271-790-905.000	Printing/Advertising/Postage	152.00
03/23	03/22/2023	100377	MONTMORENCY COUNTY PUBLIC	271-790-955.000	Miscellaneous	45.98
03/23	03/22/2023	100378	MOTOROLA SOLUTIONS, INC	101-345-802.000	Contracted Services	2,002.20
03/23	03/22/2023	100379	Munising School Public Library	271-790-955.000	Miscellaneous	17.95
03/23	03/22/2023	100380	Nachtrab, Joseph	101-257-802.200	Contracted Services - B.O.R.	200.00
03/23	03/22/2023	100381	NatureWrite LLC	101-101-915.000	Memberships & Dues	300.00
03/23	03/22/2023	100382	Northern Copy Express Inc.	248-739-880.200	Image Campaign	243.54
03/23	03/22/2023	100383	Northern Michigan Review Inc.	101-400-802.000	Contracted Services	159.30
03/23	03/22/2023	100384	Northern Tool & Equipment	582-588-785.000	Small Tools & Supplies	467.94
03/23	03/22/2023	100385	Northland Self Storage LLC	514-587-802.200	Trolley Operations	150.00
03/23	03/22/2023	100386	Performance Painting	592-558-802.000	Contracted Services	893.00
03/23	03/22/2023	100387	Pioneer Manufacturing Co.	101-756-778.000	Playground & Athletic Equip.	3,101.37
03/23	03/22/2023	100388	Pro Image Design	661-020-142.000	Vehicles	1,027.50
03/23	03/22/2023	100389	Proclean North	592-554-802.000	Contracted Services	726.00
03/23	03/22/2023	100390	Quality First Aid & Safety Inc.	592-551-775.000	Materials & Supplies	48.95
03/23	03/22/2023	100390	Quality First Aid & Safety Inc.	582-593-930.000	Building Repair & Maintenance	30.97
03/23	03/22/2023	100391	RecDesk LLC	101-756-802.000	Contracted Services	2,900.00
03/23	03/22/2023	100392	Shuman, David	101-257-802.200	Contracted Services - B.O.R.	200.00
03/23	03/22/2023	100393	Spectrum Business	101-172-850.000	Communications	142.48
03/23	03/22/2023	100393	Spectrum Business	101-201-850.000	Communications	113.99
03/23	03/22/2023	100393	Spectrum Business	101-208-850.000	Communications	71.24
03/23	03/22/2023	100393	Spectrum Business	101-257-850.000	Communications	71.24
03/23	03/22/2023	100393	Spectrum Business	101-253-850.000	Communications	56.99
03/23	03/22/2023	100393	Spectrum Business	582-588-850.000	Communications	219.98
03/23	03/22/2023	100393	Spectrum Business	101-345-850.100	Communications-Station West	327.62
03/23	03/22/2023	100393	Spectrum Business	101-770-850.000	Communications	197.11
03/23	03/22/2023	100393	Spectrum Business	592-560-850.000	Communications	85.49
03/23	03/22/2023	100393	Spectrum Business	592-560-850.000	Communications	46.11
03/23	03/22/2023	100393	Spectrum Business	101-345-850.000	Communications	131.60
03/23	03/22/2023	100393	Spectrum Business	514-587-802.100	Cont. Svcs - Downtown Office	310.59
03/23	03/22/2023	100393	Spectrum Business	582-593-850.000	Communications	38.24
03/23	03/22/2023	100393	Spectrum Business	582-588-850.000	Communications	199.98
03/23	03/22/2023	100393	Spectrum Business	101-789-850.000	Communications	28.50
03/23	03/22/2023	100393	Spectrum Business	204-481-850.000	Communications	42.75
03/23	03/22/2023	100393	Spectrum Business	204-481-850.000	Communications	42.75
03/23	03/22/2023	100393	Spectrum Business	582-588-850.000	Communications	142.48
03/23	03/22/2023	100393	Spectrum Business	582-593-850.000	Communications	56.99
03/23	03/22/2023	100393	Spectrum Business	592-549-850.000	Communications	85.49
03/23	03/22/2023	100393	Spectrum Business	101-345-850.000	Communications	156.73
03/23	03/22/2023	100393	Spectrum Business	101-400-850.000	Communications	71.24
03/23	03/22/2023	100393	Spectrum Business	101-441-850.000	Communications	128.24
03/23	03/22/2023	100393	Spectrum Business	101-756-850.000	Communications	71.24
03/23	03/22/2023	100393	Spectrum Business	101-770-850.000	Communications	28.50
03/23	03/22/2023	100393	Spectrum Business	101-773-850.000	Communications	28.50
03/23	03/22/2023	100394	Standard Electric Company	582-586-775.000	Materials & Supplies	479.01
03/23	03/22/2023	100394	Standard Electric Company	582-082-682.000	Other	4.79-

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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
03/23	03/22/2023	100394	Standard Electric Company	582-020-360.000	Distribution System	5,040.00
03/23	03/22/2023	100394	Standard Electric Company	582-082-682.000	Other	50.40-
03/23	03/22/2023	100394	Standard Electric Company	582-020-360.000	Distribution System	174.46
03/23	03/22/2023	100394	Standard Electric Company	582-082-682.000	Other	1.74-
03/23	03/22/2023	100395	Staples Advantage	101-172-751.000	Office Supplies	6.00
03/23	03/22/2023	100395	Staples Advantage	101-201-751.000	Office Supplies	6.00
03/23	03/22/2023	100395	Staples Advantage	101-208-751.000	Office Supplies	4.20
03/23	03/22/2023	100395	Staples Advantage	101-257-751.000	Office Supplies	3.00
03/23	03/22/2023	100395	Staples Advantage	101-253-751.000	Office Supplies	3.60
03/23	03/22/2023	100395	Staples Advantage	101-345-751.000	Office Supplies	15.59
03/23	03/22/2023	100395	Staples Advantage	101-345-751.000	Office Supplies	124.22
03/23	03/22/2023	100395	Staples Advantage	101-400-751.000	Office Supplies	3.00
03/23	03/22/2023	100395	Staples Advantage	101-441-751.000	Office Supplies	9.00
03/23	03/22/2023	100395	Staples Advantage	101-770-751.000	Office Supplies	1.80
03/23	03/22/2023	100395	Staples Advantage	101-773-775.000	Materials & Supplies	.60
03/23	03/22/2023	100395	Staples Advantage	101-756-751.000	Office Supplies	6.00
03/23	03/22/2023	100395	Staples Advantage	101-789-751.000	Office Supplies	1.18
03/23	03/22/2023	100395	Staples Advantage	101-172-751.000	Office Supplies	11.41
03/23	03/22/2023	100395	Staples Advantage	101-201-751.000	Office Supplies	11.41
03/23	03/22/2023	100395	Staples Advantage	101-208-751.000	Office Supplies	7.98
03/23	03/22/2023	100395	Staples Advantage	101-257-751.000	Office Supplies	5.70
03/23	03/22/2023	100395	Staples Advantage	101-253-751.000	Office Supplies	6.84
03/23	03/22/2023	100395	Staples Advantage	101-345-751.000	Office Supplies	29.65
03/23	03/22/2023	100395	Staples Advantage	101-400-751.000	Office Supplies	5.70
03/23	03/22/2023	100395	Staples Advantage	101-441-751.000	Office Supplies	17.11
03/23	03/22/2023	100395	Staples Advantage	101-770-751.000	Office Supplies	3.42
03/23	03/22/2023	100395	Staples Advantage	101-773-775.000	Materials & Supplies	1.14
03/23	03/22/2023	100395	Staples Advantage	101-756-751.000	Office Supplies	11.41
03/23	03/22/2023	100395	Staples Advantage	101-789-751.000	Office Supplies	2.28
03/23	03/22/2023	100396	State of Michigan-Dept of LARA	271-790-931.000	Equipment Repair & Maintenance	60.00
03/23	03/22/2023	100397	Trace Analytics LLC	101-345-802.000	Contracted Services	80.10
03/23	03/22/2023	100398	Traffic & Safety Control Systems Inc.	514-587-802.000	Contracted Services	81.00
03/23	03/22/2023	100399	USA Blue Book	592-558-775.000	Materials & Supplies	825.21
03/23	03/22/2023	100399	USA Blue Book	592-547-775.000	Materials & Supplies	56.12
03/23	03/22/2023	100400	Van's Business Machines	271-790-931.000	Equipment Repair & Maintenance	73.72
03/23	03/22/2023	100401	VSP	101-172-724.000	Fringe Benefits	39.76
03/23	03/22/2023	100401	VSP	101-201-724.000	Fringe Benefits	70.56
03/23	03/22/2023	100401	VSP	101-208-724.000	Fringe Benefits	22.68
03/23	03/22/2023	100401	VSP	101-253-724.000	Fringe Benefits	58.24
03/23	03/22/2023	100401	VSP	101-265-724.000	Fringe Benefits	11.99
03/23	03/22/2023	100401	VSP	101-268-724.000	Fringe Benefits	27.70
03/23	03/22/2023	100401	VSP	701-000-230.110	Dental & Vision Payable	10.64
03/23	03/22/2023	100401	VSP	204-481-724.000	Fringe Benefits	66.64
03/23	03/22/2023	100401	VSP	271-790-724.000	Fringe Benefits	146.16
03/23	03/22/2023	100401	VSP	514-587-724.000	Fringe Benefits	31.92
03/23	03/22/2023	100401	VSP	582-588-724.000	Fringe Benefits	124.88
03/23	03/22/2023	100401	VSP	592-549-724.000	Fringe Benefits	131.32
03/23	03/22/2023	100401	VSP	592-560-724.000	Fringe Benefits	45.36
03/23	03/22/2023	100401	VSP	101-345-724.000	Fringe Benefits	424.48
03/23	03/22/2023	100401	VSP	101-400-724.000	Fringe Benefits	20.50
03/23	03/22/2023	100401	VSP	101-441-724.000	Fringe Benefits	49.62
03/23	03/22/2023	100401	VSP	101-754-724.000	Fringe Benefits	17.61
03/23	03/22/2023	100401	VSP	101-756-724.000	Fringe Benefits	27.04
03/23	03/22/2023	100401	VSP	101-770-724.000	Fringe Benefits	82.42
03/23	03/22/2023	100402	Wurster, Joel	101-257-802.200	Contracted Services - B.O.R.	200.00
03/23	03/29/2023	100409	Alpha Handyman	271-790-802.000	Contracted Services	2,580.00

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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
03/23	03/29/2023	100410	Aunt Flow	271-790-885.000	Donation Expense	495.00
03/23	03/29/2023	100411	Ballard's Plumbing & Heating	271-790-930.000	Building Repair & Maintenance	192.50
03/23	03/29/2023	100412	BILLER PRESS	514-587-775.000	Materials & Supplies	919.26
03/23	03/29/2023	100413	BSN Sports Inc.	101-770-985.000	Equipment	1,967.55
03/23	03/29/2023	100414	Carter's Imagewear & Awards	101-789-775.000	Materials & Supplies	420.91
03/23	03/29/2023	100415	Center Point Large Print	271-790-760.000	Books - Adult	27.97
03/23	03/29/2023	100416	CLIA Laboratory Program	101-345-802.000	Contracted Services	180.00
03/23	03/29/2023	100417	Complete Paint & Supplies	101-770-775.000	Materials & Supplies	9.68
03/23	03/29/2023	100417	Complete Paint & Supplies	101-770-775.000	Materials & Supplies	162.06
03/23	03/29/2023	100417	Complete Paint & Supplies	101-770-775.000	Materials & Supplies	63.99
03/23	03/29/2023	100417	Complete Paint & Supplies	101-770-775.000	Materials & Supplies	331.79
03/23	03/29/2023	100417	Complete Paint & Supplies	101-770-775.000	Materials & Supplies	33.62
03/23	03/29/2023	100418	Concord Inspection LLC	661-598-932.000	Vehicle Repair & Maintenance	1,950.00
03/23	03/29/2023	100419	Consumers Energy	202-475-920.000	Public Utilities	131.06
03/23	03/29/2023	100419	Consumers Energy	592-558-920.000	Public Utilities	179.63
03/23	03/29/2023	100419	Consumers Energy	592-558-920.000	Public Utilities	233.17
03/23	03/29/2023	100419	Consumers Energy	592-558-920.000	Public Utilities	202.90
03/23	03/29/2023	100419	Consumers Energy	592-538-920.000	Public Utilities	2,384.39
03/23	03/29/2023	100419	Consumers Energy	592-558-920.000	Public Utilities	94.59
03/23	03/29/2023	100419	Consumers Energy	592-558-920.000	Public Utilities	989.47
03/23	03/29/2023	100419	Consumers Energy	592-558-920.000	Public Utilities	194.62
03/23	03/29/2023	100419	Consumers Energy	592-558-920.000	Public Utilities	108.61
03/23	03/29/2023	100419	Consumers Energy	592-558-920.000	Public Utilities	216.37
03/23	03/29/2023	100419	Consumers Energy	592-558-920.000	Public Utilities	769.57
03/23	03/29/2023	100420	Contractors Supply Inc.	582-081-642.300	Residential	8.18
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	101-253-801.000	Professional Services	1,082.33
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	204-481-801.000	Professional Services	129.56
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	204-481-801.000	Professional Services	186.92
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	204-481-801.000	Professional Services	184.95
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	271-790-801.000	Professional Services	171.27
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	211-441-802.000	Contracted Services	228.15
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	514-587-801.000	Professional Services	78.69
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	582-598-802.000	Contracted Services	1,181.02
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	592-549-802.000	Contracted Services	276.03
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	592-560-802.000	Contracted Services	356.54
03/23	03/29/2023	100421	Dennis Gartland & Niergarth	661-598-801.000	Professional Services	124.54
03/23	03/29/2023	100422	Derrer Oil Co.	661-598-759.000	Gas & Oil	2,571.05
03/23	03/29/2023	100423	Discount School Supply	271-790-958.000	Programming - Children	13.15
03/23	03/29/2023	100423	Discount School Supply	271-790-958.000	Programming - Children	18.24
03/23	03/29/2023	100423	Discount School Supply	271-790-958.000	Programming - Children	213.70
03/23	03/29/2023	100424	Dynamism	271-790-985.000	Equipment	1,727.50
03/23	03/29/2023	100424	Dynamism	271-790-885.000	Donation Expense	2,500.00
03/23	03/29/2023	100425	Environmental Systems Research Institut	204-481-802.000	Contracted Services	1,457.50
03/23	03/29/2023	100425	Environmental Systems Research Institut	582-588-802.000	Contracted Services	1,457.50
03/23	03/29/2023	100425	Environmental Systems Research Institut	592-549-802.000	Contracted Services	1,457.50
03/23	03/29/2023	100425	Environmental Systems Research Institut	592-560-802.000	Contracted Services	1,457.50
03/23	03/29/2023	100426	Gibby's Garage	661-598-931.000	Equipment Repair	360.00
03/23	03/29/2023	100426	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	144.00
03/23	03/29/2023	100426	Gibby's Garage	661-598-931.000	Equipment Repair	288.00
03/23	03/29/2023	100426	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	648.00
03/23	03/29/2023	100426	Gibby's Garage	582-593-930.000	Building Repair & Maintenance	72.00
03/23	03/29/2023	100426	Gibby's Garage	514-587-931.000	Equipment Repair	108.00
03/23	03/29/2023	100426	Gibby's Garage	582-593-930.000	Building Repair & Maintenance	216.00
03/23	03/29/2023	100426	Gibby's Garage	661-598-931.000	Equipment Repair	180.00
03/23	03/29/2023	100426	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	900.00
03/23	03/29/2023	100426	Gibby's Garage	582-593-930.000	Building Repair & Maintenance	180.00

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03/23	03/29/2023	100426	Gibby's Garage	661-598-931.000	Equipment Repair	144.00
03/23	03/29/2023	100427	Gordon Food Service	101-756-880.000	Community Relations	48.88
03/23	03/29/2023	100428	GRP Engineering Inc.	582-588-802.000	Contracted Services	437.50
03/23	03/29/2023	100428	GRP Engineering Inc.	582-588-802.000	Contracted Services	605.00
03/23	03/29/2023	100428	GRP Engineering Inc.	582-588-802.000	Contracted Services	1,800.00
03/23	03/29/2023	100428	GRP Engineering Inc.	582-588-802.000	Contracted Services	6,445.00
03/23	03/29/2023	100429	JC Whelan LLC	248-739-880.200	Image Campaign	200.00
03/23	03/29/2023	100430	L & S Tree Service and Nursery LLC	101-770-912.000	Education & Training	80.00
03/23	03/29/2023	100431	Meyer Ace Hardware	582-020-360.000	Distribution System	30.14
03/23	03/29/2023	100431	Meyer Ace Hardware	661-598-931.000	Equipment Repair	1.77
03/23	03/29/2023	100431	Meyer Ace Hardware	101-773-931.000	Equipment Repair	35.99
03/23	03/29/2023	100431	Meyer Ace Hardware	582-020-360.000	Distribution System	53.97
03/23	03/29/2023	100431	Meyer Ace Hardware	101-345-775.000	Materials & Supplies	4.26
03/23	03/29/2023	100431	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	44.08
03/23	03/29/2023	100431	Meyer Ace Hardware	592-537-775.000	Materials & Supplies	44.99
03/23	03/29/2023	100431	Meyer Ace Hardware	592-560-751.000	Office Supplies	13.49
03/23	03/29/2023	100431	Meyer Ace Hardware	101-265-930.000	Building Repair & Maintenance	10.79
03/23	03/29/2023	100431	Meyer Ace Hardware	582-586-775.000	Materials & Supplies	37.90
03/23	03/29/2023	100431	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	17.62
03/23	03/29/2023	100431	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	14.38
03/23	03/29/2023	100431	Meyer Ace Hardware	101-268-775.000	Materials & Supplies	8.99
03/23	03/29/2023	100431	Meyer Ace Hardware	101-789-775.000	Materials & Supplies	85.32
03/23	03/29/2023	100432	Mitchell Graphics Inc.	271-790-905.000	Printing/Advertising/Postage	882.20
03/23	03/29/2023	100433	Northern Gale Cleaning & Property Mgmt	271-790-802.000	Contracted Services	1,250.00
03/23	03/29/2023	100434	OHM Advisors	271-790-802.000	Contracted Services	22,700.00
03/23	03/29/2023	100435	ORIENTAL TRADING COMPANY	271-790-958.000	Programming - Children	54.98
03/23	03/29/2023	100435	ORIENTAL TRADING COMPANY	271-790-958.000	Programming - Children	136.93
03/23	03/29/2023	100436	Petoskey Machining & Hydraulic	582-020-360.000	Distribution System	120.00
03/23	03/29/2023	100437	Power Line Supply	582-020-360.000	Distribution System	92.98
03/23	03/29/2023	100437	Power Line Supply	582-586-775.000	Materials & Supplies	74.22
03/23	03/29/2023	100437	Power Line Supply	582-010-111.000	Inventory - Materials	3,562.12
03/23	03/29/2023	100437	Power Line Supply	582-020-360.000	Distribution System	92.98
03/23	03/29/2023	100437	Power Line Supply	582-010-111.000	Inventory - Materials	293.94
03/23	03/29/2023	100437	Power Line Supply	582-588-785.000	Small Tools & Supplies	185.00
03/23	03/29/2023	100438	PURITY CYLINDER GASES INC.	101-345-775.000	Materials & Supplies	62.64
03/23	03/29/2023	100439	Rotary Multiforms Inc.	101-345-775.000	Materials & Supplies	787.94
03/23	03/29/2023	100440	Smith, Christine R.	271-790-958.100	Programming - Adult	450.00
03/23	03/29/2023	100441	Terry, Alan	101-253-801.000	Professional Services	346.35
03/23	03/29/2023	100441	Terry, Alan	204-481-801.000	Professional Services	41.46
03/23	03/29/2023	100441	Terry, Alan	204-481-801.000	Professional Services	59.81
03/23	03/29/2023	100441	Terry, Alan	204-481-801.000	Professional Services	59.18
03/23	03/29/2023	100441	Terry, Alan	271-790-801.000	Professional Services	54.80
03/23	03/29/2023	100441	Terry, Alan	211-441-802.000	Contracted Services	73.01
03/23	03/29/2023	100441	Terry, Alan	514-587-801.000	Professional Services	25.18
03/23	03/29/2023	100441	Terry, Alan	582-598-802.000	Contracted Services	377.92
03/23	03/29/2023	100441	Terry, Alan	592-549-802.000	Contracted Services	88.33
03/23	03/29/2023	100441	Terry, Alan	592-560-802.000	Contracted Services	114.09
03/23	03/29/2023	100441	Terry, Alan	661-598-801.000	Professional Services	39.87
03/23	03/29/2023	100442	Thompson Park Avenue Properties LLC	514-587-802.100	Cont. Svcs - Downtown Office	886.86
03/23	03/29/2023	100443	Thru Glass Window Cleaning	514-587-802.000	Contracted Services	40.00
03/23	03/29/2023	100444	UPS Store, The	592-554-802.000	Contracted Services	17.58
03/23	03/29/2023	100445	Valley City Linen	271-790-752.000	Building Supplies	26.00
03/23	03/29/2023	100445	Valley City Linen	271-790-752.000	Building Supplies	26.00
03/23	03/29/2023	100445	Valley City Linen	271-790-752.000	Building Supplies	26.00
03/23	03/29/2023	100445	Valley City Linen	271-790-752.000	Building Supplies	26.00
03/23	03/29/2023	100446	VanDenburg, Tina	271-790-958.100	Programming - Adult	636.88

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03/23	03/29/2023	100446	VanDenburg, Tina	271-790-958.100	Programming - Adult	864.39
03/23	03/29/2023	100447	Van's Business Machines	514-587-802.000	Contracted Services	146.49
03/23	03/29/2023	100447	Van's Business Machines	101-345-751.000	Office Supplies	121.00
03/23	03/29/2023	100448	Municipal Underwriters of West MI	101-268-937.000	Insurance & Bonds	6,284.32
03/23	03/29/2023	100448	Municipal Underwriters of West MI	101-345-937.000	Insurance & Bonds	7,722.10
03/23	03/29/2023	100448	Municipal Underwriters of West MI	101-770-937.000	Insurance & Bonds	4,170.31
03/23	03/29/2023	100448	Municipal Underwriters of West MI	101-773-937.000	Insurance & Bonds	378.80
03/23	03/29/2023	100448	Municipal Underwriters of West MI	101-756-937.000	Insurance & Bonds	130.24
03/23	03/29/2023	100448	Municipal Underwriters of West MI	101-789-937.000	Insurance & Bonds	4,074.45
03/23	03/29/2023	100448	Municipal Underwriters of West MI	592-560-937.000	Insurance & Bonds	16,188.45
03/23	03/29/2023	100448	Municipal Underwriters of West MI	661-598-937.000	Insurance & Bonds	57,775.10
03/23	03/29/2023	100448	Municipal Underwriters of West MI	204-481-937.000	Insurance & Bonds	63.14
03/23	03/29/2023	100448	Municipal Underwriters of West MI	204-481-937.000	Insurance & Bonds	222.82
03/23	03/29/2023	100448	Municipal Underwriters of West MI	271-790-937.000	Insurance & Bonds	8,834.57
03/23	03/29/2023	100448	Municipal Underwriters of West MI	582-588-937.000	Insurance & Bonds	7,925.58
03/23	03/29/2023	100448	Municipal Underwriters of West MI	582-593-937.000	Insurance & Bonds	2,073.92
03/23	03/29/2023	100448	Municipal Underwriters of West MI	592-549-937.000	Insurance & Bonds	6,061.20
04/23	04/03/2023	100449	State of Michigan - Dept of Treasury	101-253-912.000	Education & Training	150.00
04/23	04/05/2023	100450	A-1 Outdoor Maintenance LLC	271-790-802.000	Contracted Services	240.00
04/23	04/05/2023	100451	All-Phase Electric Supply	101-770-775.000	Materials & Supplies	557.84
04/23	04/05/2023	100451	All-Phase Electric Supply	582-593-930.000	Building Repair & Maintenance	48.00
04/23	04/05/2023	100451	All-Phase Electric Supply	101-773-931.000	Equipment Repair	90.11
04/23	04/05/2023	100451	All-Phase Electric Supply	101-265-775.000	Materials & Supplies	9.78
04/23	04/05/2023	100451	All-Phase Electric Supply	101-770-775.000	Materials & Supplies	45.85
04/23	04/05/2023	100452	Amazon Capital Services	101-773-931.000	Equipment Repair	410.88
04/23	04/05/2023	100452	Amazon Capital Services	582-020-360.000	Distribution System	694.34
04/23	04/05/2023	100452	Amazon Capital Services	101-268-775.000	Materials & Supplies	288.99
04/23	04/05/2023	100452	Amazon Capital Services	101-770-751.000	Office Supplies	15.98
04/23	04/05/2023	100452	Amazon Capital Services	101-268-775.000	Materials & Supplies	288.99-
04/23	04/05/2023	100452	Amazon Capital Services	582-020-360.000	Distribution System	231.45-
04/23	04/05/2023	100452	Amazon Capital Services	101-268-930.000	Building Repair & Maintenance	40.77
04/23	04/05/2023	100453	Arnold, Hunter	101-345-850.000	Communications	62.50
04/23	04/05/2023	100454	AT&T	101-172-850.000	Communications	13.40
04/23	04/05/2023	100454	AT&T	101-201-850.000	Communications	10.72
04/23	04/05/2023	100454	AT&T	101-208-850.000	Communications	6.70
04/23	04/05/2023	100454	AT&T	101-257-850.000	Communications	6.70
04/23	04/05/2023	100454	AT&T	101-253-850.000	Communications	5.36
04/23	04/05/2023	100454	AT&T	101-345-850.000	Communications	14.77
04/23	04/05/2023	100454	AT&T	592-558-920.000	Public Utilities	391.74
04/23	04/05/2023	100454	AT&T	592-555-920.000	Public Utilities	197.60
04/23	04/05/2023	100454	AT&T	101-345-850.000	Communications	.72
04/23	04/05/2023	100454	AT&T	204-481-850.000	Communications	4.02
04/23	04/05/2023	100454	AT&T	204-481-850.000	Communications	4.02
04/23	04/05/2023	100454	AT&T	582-588-850.000	Communications	13.40
04/23	04/05/2023	100454	AT&T	582-593-850.000	Communications	5.36
04/23	04/05/2023	100454	AT&T	592-549-850.000	Communications	8.04
04/23	04/05/2023	100454	AT&T	592-560-850.000	Communications	8.04
04/23	04/05/2023	100454	AT&T	101-400-850.000	Communications	6.70
04/23	04/05/2023	100454	AT&T	101-441-850.000	Communications	12.06
04/23	04/05/2023	100454	AT&T	101-756-850.000	Communications	6.70
04/23	04/05/2023	100454	AT&T	101-770-850.000	Communications	2.68
04/23	04/05/2023	100454	AT&T	101-773-850.000	Communications	2.68
04/23	04/05/2023	100454	AT&T	101-789-850.000	Communications	2.68
04/23	04/05/2023	100454	AT&T	592-560-850.000	Communications	44.92
04/23	04/05/2023	100454	AT&T	592-560-850.000	Communications	48.71
04/23	04/05/2023	100454	AT&T	592-558-920.000	Public Utilities	48.71

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04/23	04/05/2023	100454	AT&T	592-538-850.000	Communications	44.92
04/23	04/05/2023	100454	AT&T	592-538-850.000	Communications	44.92
04/23	04/05/2023	100454	AT&T	271-790-850.000	Communications	220.53
04/23	04/05/2023	100455	Ballard's Plumbing & Heating	101-268-802.000	Contracted Services	137.50
04/23	04/05/2023	100456	Barrette, Terry	204-481-850.000	Communications	120.00
04/23	04/05/2023	100457	Beckett & Raeder Inc.	514-587-802.000	Contracted Services	2,645.00
04/23	04/05/2023	100457	Beckett & Raeder Inc.	514-587-802.000	Contracted Services	135.00
04/23	04/05/2023	100457	Beckett & Raeder Inc.	514-587-802.000	Contracted Services	375.00
04/23	04/05/2023	100457	Beckett & Raeder Inc.	514-587-802.000	Contracted Services	4,078.80
04/23	04/05/2023	100457	Beckett & Raeder Inc.	514-587-802.000	Contracted Services	956.20
04/23	04/05/2023	100458	Bek, Sarah	101-172-850.000	Communications	120.00
04/23	04/05/2023	100459	Bound Tree Medical LLC	101-345-775.000	Materials & Supplies	271.02
04/23	04/05/2023	100459	Bound Tree Medical LLC	101-345-775.000	Materials & Supplies	47.49
04/23	04/05/2023	100460	Bowen, William	101-345-850.000	Communications	62.50
04/23	04/05/2023	100461	Bradford Master Dry Cleaners	101-345-802.000	Contracted Services	451.00
04/23	04/05/2023	100462	Carlson, Benjamin	101-345-850.000	Communications	62.50
04/23	04/05/2023	100463	CCP Industries Inc.	582-586-775.000	Materials & Supplies	367.76
04/23	04/05/2023	100463	CCP Industries Inc.	204-481-767.000	Uniforms	136.00
04/23	04/05/2023	100463	CCP Industries Inc.	661-598-767.000	Other - Uniforms	68.00
04/23	04/05/2023	100463	CCP Industries Inc.	592-560-767.000	Other - Uniforms	67.97
04/23	04/05/2023	100464	Cintas Corp #729	582-593-930.000	Building Repair & Maintenance	12.75
04/23	04/05/2023	100464	Cintas Corp #729	204-481-767.000	Uniforms	102.80
04/23	04/05/2023	100464	Cintas Corp #729	582-588-767.000	Other - Uniforms	100.70
04/23	04/05/2023	100464	Cintas Corp #729	592-560-767.000	Other - Uniforms	51.00
04/23	04/05/2023	100464	Cintas Corp #729	592-549-767.000	Other - Uniforms	51.01
04/23	04/05/2023	100464	Cintas Corp #729	101-268-802.000	Contracted Services	22.67
04/23	04/05/2023	100464	Cintas Corp #729	592-544-802.000	Contracted Services	65.91
04/23	04/05/2023	100464	Cintas Corp #729	582-593-930.000	Building Repair & Maintenance	48.74
04/23	04/05/2023	100464	Cintas Corp #729	204-481-767.000	Uniforms	102.80
04/23	04/05/2023	100464	Cintas Corp #729	582-588-767.000	Other - Uniforms	100.70
04/23	04/05/2023	100464	Cintas Corp #729	592-560-767.000	Other - Uniforms	51.00
04/23	04/05/2023	100464	Cintas Corp #729	592-549-767.000	Other - Uniforms	51.01
04/23	04/05/2023	100464	Cintas Corp #729	582-593-930.000	Building Repair & Maintenance	12.75
04/23	04/05/2023	100464	Cintas Corp #729	204-481-767.000	Uniforms	102.80
04/23	04/05/2023	100464	Cintas Corp #729	582-588-767.000	Other - Uniforms	100.70
04/23	04/05/2023	100464	Cintas Corp #729	592-560-767.000	Other - Uniforms	51.00
04/23	04/05/2023	100464	Cintas Corp #729	592-549-767.000	Other - Uniforms	51.01
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	Public Utilities	1,738.66
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	Public Utilities	1,217.94
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	Public Utilities	3,907.88
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	Public Utilities-Station West	441.97
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	Public Utilities	30.51
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	Public Utilities	12,304.14
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	Public Utilities	851.40
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	Cont. Svcs - Downtown Office	52.63
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	Public Utilities	51.18
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	Public Utilities	79.62
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	Public Utilities	1,559.97
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	Public Utilities	9,319.92
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	Public Utilities	79.61
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	Public Utilities	1,866.33
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	Public Utilities	281.44
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	Public Utilities	1,729.48
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	Public Utilities	2,800.00
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	Public Utilities	304.23
04/23	04/05/2023	100465	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	Public Utilities	2,005.02

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04/23	04/05/2023	100466	Complete Paint & Supplies	101-770-775.000	Materials & Supplies	20.94
04/23	04/05/2023	100467	Conti, Joseph	101-268-850.000	Communications	120.00
04/23	04/05/2023	100468	Decka Digital LLC	592-547-775.000	Materials & Supplies	93.38
04/23	04/05/2023	100469	Derrer Oil Co.	661-598-759.000	Gas & Oil	3,475.05
04/23	04/05/2023	100470	DONOVAN, LAWRENCE	101-345-850.000	Communications	62.50
04/23	04/05/2023	100471	Drost Landscape	514-587-970.000	Capital Outlay	2,392.00
04/23	04/05/2023	100471	Drost Landscape	101-770-802.100	Contracted Svcs. - Spraying	3,006.00
04/23	04/05/2023	100472	DUCH, JOHN	101-345-850.000	Communications	62.50
04/23	04/05/2023	100473	Duncan, James	101-770-850.000	Communications	120.00
04/23	04/05/2023	100474	Dunkel Excavating Services Inc.	101-770-802.000	Contracted Services	3,200.00
04/23	04/05/2023	100474	Dunkel Excavating Services Inc.	514-587-802.000	Contracted Services	412.50
04/23	04/05/2023	100474	Dunkel Excavating Services Inc.	582-593-930.000	Building Repair & Maintenance	90.75
04/23	04/05/2023	100474	Dunkel Excavating Services Inc.	101-268-802.000	Contracted Services	321.75
04/23	04/05/2023	100474	Dunkel Excavating Services Inc.	202-479-802.000	Contracted Services	238.75
04/23	04/05/2023	100474	Dunkel Excavating Services Inc.	582-584-802.000	Contracted Services	88.75
04/23	04/05/2023	100474	Dunkel Excavating Services Inc.	101-345-802.100	Contracted Services-Station W	90.00
04/23	04/05/2023	100474	Dunkel Excavating Services Inc.	582-593-930.000	Building Repair & Maintenance	86.25
04/23	04/05/2023	100475	EICHLER, ROBERT	582-588-850.000	Communications	120.00
04/23	04/05/2023	100476	Emmet Brick & Block Co.	101-756-808.110	Soccer	66.40
04/23	04/05/2023	100476	Emmet Brick & Block Co.	101-268-930.000	Building Repair & Maintenance	15.77
04/23	04/05/2023	100476	Emmet Brick & Block Co.	101-082-682.000	Other	8.21-
04/23	04/05/2023	100477	Empiric Solutions Inc.	101-228-802.000	Contracted Services	8,654.00
04/23	04/05/2023	100478	Fastenal Company	661-598-931.000	Equipment Repair	132.81
04/23	04/05/2023	100478	Fastenal Company	204-481-767.000	Uniforms	40.51
04/23	04/05/2023	100478	Fastenal Company	202-475-775.000	Materials & Supplies	80.89
04/23	04/05/2023	100478	Fastenal Company	203-475-775.000	Materials & Supplies	80.89
04/23	04/05/2023	100479	Fate, Jason	101-441-850.000	Communications	120.00
04/23	04/05/2023	100480	Ferguson Enterprises LLC #2000	101-268-930.000	Building Repair & Maintenance	217.80
04/23	04/05/2023	100480	Ferguson Enterprises LLC #2000	101-268-775.000	Materials & Supplies	145.20-
04/23	04/05/2023	100481	Five Star Screen Printing Plus	101-756-985.000	Equipment	980.00
04/23	04/05/2023	100482	Flynn, Martin	592-549-850.000	Communications	120.00
04/23	04/05/2023	100483	FRITZ, KARL	101-345-850.000	Communications	120.00
04/23	04/05/2023	100484	Goedje, Megan	271-790-958.000	Programming - Children	8.48
04/23	04/05/2023	100485	GOSCIAK, SCOTT	101-345-850.000	Communications	62.50
04/23	04/05/2023	100486	Grand Traverse Mobile Communications	661-020-142.000	Vehicles	4,046.00
04/23	04/05/2023	100487	Great Lakes Pipe & Supply	101-773-775.000	Materials & Supplies	9.43
04/23	04/05/2023	100487	Great Lakes Pipe & Supply	101-082-682.000	Other	.09-
04/23	04/05/2023	100488	HAALCK, FRED	101-345-850.000	Communications	62.50
04/23	04/05/2023	100489	Hart, Tyler	101-770-850.000	Communications	120.00
04/23	04/05/2023	100490	Hoig, Erik	101-345-850.000	Communications	120.00
04/23	04/05/2023	100491	Horn, Shane	101-172-850.000	Communications	120.00
04/23	04/05/2023	100492	Hummel, Jon	101-770-767.000	Uniforms	150.95
04/23	04/05/2023	100492	Hummel, Jon	101-754-920.000	Public Utilities	120.00
04/23	04/05/2023	100493	Hyde Services LLC	661-598-931.000	Equipment Repair	71.97
04/23	04/05/2023	100494	IR Electric Motor Service	592-554-802.000	Contracted Services	1,640.00
04/23	04/05/2023	100495	KARR, ADRIAN	101-345-850.000	Communications	120.00
04/23	04/05/2023	100496	Kish, Connor	101-345-850.000	Communications	62.50
04/23	04/05/2023	100496	Kish, Connor	101-345-850.000	Communications	62.50
04/23	04/05/2023	100497	Klingelsmith, Kendall	101-770-850.000	Communications	120.00
04/23	04/05/2023	100498	Kring Chevrolet Cadillac, Dave	661-598-932.000	Vehicle Repair & Maintenance	5,837.34
04/23	04/05/2023	100499	Kruskie, David	101-770-850.000	Communications	120.00
04/23	04/05/2023	100500	Lamar Companies	248-739-880.200	Image Campaign	935.00
04/23	04/05/2023	100501	Lamont, Scott	101-345-850.000	Communications	20.83
04/23	04/05/2023	100501	Lamont, Scott	101-345-850.000	Communications	62.50
04/23	04/05/2023	100502	LEAF	592-560-751.000	Office Supplies	167.47
04/23	04/05/2023	100503	Lemieur, Bridgette	101-253-850.000	Communications	120.00

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04/23	04/05/2023	100504	Management & Behavior Consultants	101-345-802.000	Contracted Services	1,584.00
04/23	04/05/2023	100505	Michigan Association of Chiefs of Police	101-345-912.000	Education & Training	1,195.00
04/23	04/05/2023	100506	MICHIGAN CAT	592-558-802.000	Contracted Services	785.00
04/23	04/05/2023	100506	MICHIGAN CAT	592-537-802.000	Contracted Services	785.00
04/23	04/05/2023	100506	MICHIGAN CAT	592-558-802.000	Contracted Services	500.00
04/23	04/05/2023	100506	MICHIGAN CAT	592-537-802.000	Contracted Services	500.00
04/23	04/05/2023	100507	Mikulski, Matthew	101-345-850.000	Communications	62.50
04/23	04/05/2023	100507	Mikulski, Matthew	101-345-850.000	Communications	62.50
04/23	04/05/2023	100508	MURRAY, ANNE	101-756-808.090	Skating	546.00
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	81.50
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	28.26
04/23	04/05/2023	100509	NAPA Auto Parts	661-010-111.000	Inventory - Materials	17.01
04/23	04/05/2023	100509	NAPA Auto Parts	101-770-775.000	Materials & Supplies	650.00
04/23	04/05/2023	100509	NAPA Auto Parts	661-010-111.000	Inventory - Materials	51.76
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-785.000	Small Tools & Supplies	17.97
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	119.97
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-759.000	Gas & Oil	192.61
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-785.000	Small Tools & Supplies	7.31
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	109.33
04/23	04/05/2023	100509	NAPA Auto Parts	661-010-111.000	Inventory - Materials	58.53
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	59.71
04/23	04/05/2023	100509	NAPA Auto Parts	582-586-775.000	Materials & Supplies	9.18
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	11.19
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	16.37
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	119.97
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	27.56-
04/23	04/05/2023	100509	NAPA Auto Parts	101-770-775.000	Materials & Supplies	47.60
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-785.000	Small Tools & Supplies	66.64
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-931.000	Equipment Repair	3.33
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	24.50
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	18.41
04/23	04/05/2023	100509	NAPA Auto Parts	661-010-111.000	Inventory - Materials	16.09
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	7.93
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-932.000	Vehicle Repair & Maintenance	16.55
04/23	04/05/2023	100509	NAPA Auto Parts	661-598-785.000	Small Tools & Supplies	.12-
04/23	04/05/2023	100510	North Central Laboratories	592-553-775.000	Materials & Supplies	1,582.03
04/23	04/05/2023	100511	Otis Elevator Co.	101-268-802.000	Contracted Services	2,340.00
04/23	04/05/2023	100512	Parker, Michael	101-345-850.000	Communications	120.00
04/23	04/05/2023	100513	Peacock, Alexis	101-345-850.000	Communications	62.50
04/23	04/05/2023	100514	Performance Painting	592-558-802.000	Contracted Services	2,542.00
04/23	04/05/2023	100515	Plath, Audrey	101-253-850.000	Communications	120.00
04/23	04/05/2023	100516	Pro Image Design	661-598-932.000	Vehicle Repair & Maintenance	460.00
04/23	04/05/2023	100516	Pro Image Design	514-587-970.000	Capital Outlay	4,276.39
04/23	04/05/2023	100517	Proclean North	582-593-930.000	Building Repair & Maintenance	1,330.00
04/23	04/05/2023	100518	Q-Mation	592-549-802.000	Contracted Services	4,251.50
04/23	04/05/2023	100518	Q-Mation	592-560-802.000	Contracted Services	4,251.50
04/23	04/05/2023	100519	ROBBINS, MICHAEL	101-441-850.000	Communications	120.00
04/23	04/05/2023	100520	Schultz, David	101-345-850.000	Communications	120.00
04/23	04/05/2023	100521	SiteOne Landscape Supply	514-587-970.000	Capital Outlay	23.26
04/23	04/05/2023	100521	SiteOne Landscape Supply	592-545-775.000	Materials & Supplies	23.00
04/23	04/05/2023	100521	SiteOne Landscape Supply	582-020-360.000	Distribution System	23.00
04/23	04/05/2023	100522	Smith, Edward J	101-756-850.000	Communications	120.00
04/23	04/05/2023	100523	Standard Electric Company	582-082-682.000	Other	11.64-
04/23	04/05/2023	100523	Standard Electric Company	582-586-775.000	Materials & Supplies	91.34
04/23	04/05/2023	100523	Standard Electric Company	582-082-682.000	Other	.91-
04/23	04/05/2023	100523	Standard Electric Company	582-588-785.000	Small Tools & Supplies	194.84

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04/23	04/05/2023	100523	Standard Electric Company	582-082-682.000	Other	1.95-
04/23	04/05/2023	100523	Standard Electric Company	582-010-111.000	Inventory - Materials	13,067.65
04/23	04/05/2023	100523	Standard Electric Company	582-082-682.000	Other	130.68-
04/23	04/05/2023	100524	Sugg, Keenan	101-345-850.000	Communications	62.50
04/23	04/05/2023	100525	Teledyne Instruments Inc.	592-554-775.000	Materials & Supplies	563.74
04/23	04/05/2023	100526	Thompkins, John	101-789-850.000	Communications	120.00
04/23	04/05/2023	100527	Trace Analytics LLC	101-345-931.000	Equipment Repair	20.38
04/23	04/05/2023	100528	Troxel, Todd	101-345-850.000	Communications	120.00
04/23	04/05/2023	100529	U.S. Bank Equipment Finance	661-598-751.000	Office Supplies	37.84
04/23	04/05/2023	100529	U.S. Bank Equipment Finance	204-481-751.000	Office Supplies	37.84
04/23	04/05/2023	100529	U.S. Bank Equipment Finance	582-588-751.000	Office Supplies	37.84
04/23	04/05/2023	100529	U.S. Bank Equipment Finance	582-593-751.000	Office Supplies	37.84
04/23	04/05/2023	100529	U.S. Bank Equipment Finance	592-549-751.000	Office Supplies	37.84
04/23	04/05/2023	100529	U.S. Bank Equipment Finance	592-560-751.000	Office Supplies	37.84
04/23	04/05/2023	100530	Up North Service LLC	514-587-802.000	Contracted Services	4,118.00
04/23	04/05/2023	100531	Windemuller	592-537-802.000	Contracted Services	916.50
04/23	04/12/2023	100535	24/7 Sewer & Drain Cleaning	271-790-930.000	Building Repair & Maintenance	215.00
04/23	04/12/2023	100536	Alliance Entertainment	271-790-761.000	Audio Visual - Adult	401.49
04/23	04/12/2023	100536	Alliance Entertainment	271-790-761.000	Audio Visual - Adult	215.44
04/23	04/12/2023	100537	Alpha Handyman	271-790-802.000	Contracted Services	860.00
04/23	04/12/2023	100538	Amazon Capital Services	271-790-958.200	Programming - Young Adult	25.46
04/23	04/12/2023	100538	Amazon Capital Services	271-790-958.200	Programming - Young Adult	17.99
04/23	04/12/2023	100538	Amazon Capital Services	271-790-751.000	Office/Library Supplies	36.32
04/23	04/12/2023	100538	Amazon Capital Services	271-790-958.000	Programming - Children	72.98
04/23	04/12/2023	100538	Amazon Capital Services	271-790-958.200	Programming - Young Adult	46.32
04/23	04/12/2023	100538	Amazon Capital Services	271-790-958.200	Programming - Young Adult	27.92
04/23	04/12/2023	100538	Amazon Capital Services	271-790-752.000	Building Supplies	47.08
04/23	04/12/2023	100538	Amazon Capital Services	271-790-760.400	Periodicals	10.80
04/23	04/12/2023	100538	Amazon Capital Services	271-790-986.000	Tech. Equipment & Software	91.80
04/23	04/12/2023	100538	Amazon Capital Services	271-790-958.000	Programming - Children	30.87
04/23	04/12/2023	100538	Amazon Capital Services	271-790-986.000	Tech. Equipment & Software	35.96
04/23	04/12/2023	100539	Armstrong, Janet Elaine	271-790-802.000	Contracted Services	660.00
04/23	04/12/2023	100540	Atchison Paper & Supply	271-790-752.000	Building Supplies	214.21
04/23	04/12/2023	100540	Atchison Paper & Supply	271-790-752.000	Building Supplies	112.98
04/23	04/12/2023	100541	Bailey, Jennifer	271-790-802.000	Contracted Services	360.00
04/23	04/12/2023	100542	Barta, Lee	101-756-808.120	Softball	80.00
04/23	04/12/2023	100543	Baytees	101-770-767.000	Uniforms	379.50
04/23	04/12/2023	100544	Berg Assessing & Consulting Inc	101-257-802.000	Contracted Services	9,717.50
04/23	04/12/2023	100545	BOOK FARM LLC	271-790-958.000	Programming - Children	25.98
04/23	04/12/2023	100546	Centaris	271-790-802.000	Contracted Services	386.00
04/23	04/12/2023	100547	Charlevoix-Emmet ISD	703-040-234.217	Due Char-Em District - 2017	3.31
04/23	04/12/2023	100547	Charlevoix-Emmet ISD	703-040-233.000	Due Interest & Penalty	.30
04/23	04/12/2023	100548	Collias-Glaser, Hellene Kay	271-790-802.000	Contracted Services	390.00
04/23	04/12/2023	100549	Complete Paint & Supplies	101-773-775.000	Materials & Supplies	96.11
04/23	04/12/2023	100550	Decka Digital LLC	592-553-775.000	Materials & Supplies	73.94
04/23	04/12/2023	100550	Decka Digital LLC	592-546-775.000	Materials & Supplies	83.16
04/23	04/12/2023	100551	Demco	271-790-751.000	Office/Library Supplies	223.64
04/23	04/12/2023	100552	Drost Landscape	582-586-802.000	Contracted Services	288.00
04/23	04/12/2023	100553	Ducastel, Barbara	271-790-802.000	Contracted Services	480.00
04/23	04/12/2023	100554	Emmet Co. Dept of Public Works	101-268-775.000	Materials & Supplies	109.50-
04/23	04/12/2023	100554	Emmet Co. Dept of Public Works	101-526-802.000	Contracted Services	7,630.50
04/23	04/12/2023	100555	EMMET COUNTY EQUALIZATION DEP	101-257-751.000	Office Supplies	436.20
04/23	04/12/2023	100556	Emmet County Treasurer	703-040-222.217	Due County - 2017	.59
04/23	04/12/2023	100556	Emmet County Treasurer	703-040-222.217	Due County - 2017	.29
04/23	04/12/2023	100556	Emmet County Treasurer	703-040-233.000	Due Interest & Penalty	.03
04/23	04/12/2023	100556	Emmet County Treasurer	703-040-233.000	Due Interest & Penalty	.04

M = Manual Check, V = Void Check



GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
04/23	04/12/2023	100557	EPS Inc.	101-268-802.000	Contracted Services	313.64
04/23	04/12/2023	100558	Fisher, Amy	271-790-802.000	Contracted Services	240.00
04/23	04/12/2023	100559	Fraternal Order of Police	701-000-230.400	Union Dues	946.00
04/23	04/12/2023	100560	Gale/Cengage Learning Inc.	271-790-760.000	Books - Adult	30.39
04/23	04/12/2023	100560	Gale/Cengage Learning Inc.	271-790-760.000	Books - Adult	48.98
04/23	04/12/2023	100560	Gale/Cengage Learning Inc.	271-790-760.100	Books-Children's	58.38
04/23	04/12/2023	100561	Goedge, Megan	271-790-912.000	Training & Travel	196.60
04/23	04/12/2023	100562	Greenwood Cemetery	703-040-238.217	Due Greenwood Cemetery - 2017	.56
04/23	04/12/2023	100562	Greenwood Cemetery	703-040-233.000	Due Interest & Penalty	.05
04/23	04/12/2023	100563	Hammond, Linda Lawless	271-790-802.000	Contracted Services	480.00
04/23	04/12/2023	100564	Hansen, Carol Margaret	271-790-802.000	Contracted Services	30.00
04/23	04/12/2023	100565	Himebauch, Kelly L	271-790-802.000	Contracted Services	240.00
04/23	04/12/2023	100566	Integrity Business Solutions	271-790-751.000	Office/Library Supplies	82.57
04/23	04/12/2023	100567	Jakeway, John	203-479-802.000	Contracted Services	63.00
04/23	04/12/2023	100568	Jakeway, Patricia	271-790-802.000	Contracted Services	630.00
04/23	04/12/2023	100569	Kruskie, David	101-756-912.000	Education & Training	85.15
04/23	04/12/2023	100570	LexisNexis Risk Data Management Inc.	101-208-802.000	Contracted Services	150.00
04/23	04/12/2023	100570	LexisNexis Risk Data Management Inc.	514-587-802.000	Contracted Services	150.00
04/23	04/12/2023	100571	McCardel Culligan	592-553-802.000	Contracted Services	60.00
04/23	04/12/2023	100571	McCardel Culligan	101-770-802.000	Contracted Services	10.00
04/23	04/12/2023	100571	McCardel Culligan	514-587-802.100	Cont. Svcs - Downtown Office	10.00
04/23	04/12/2023	100572	Mead & Hunt	592-556-802.000	Contracted Services	625.00
04/23	04/12/2023	100573	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	8.09
04/23	04/12/2023	100573	Meyer Ace Hardware	514-587-775.000	Materials & Supplies	10.79
04/23	04/12/2023	100573	Meyer Ace Hardware	592-542-775.000	Materials & Supplies	25.18
04/23	04/12/2023	100573	Meyer Ace Hardware	101-754-775.000	Materials & Supplies	34.18
04/23	04/12/2023	100573	Meyer Ace Hardware	101-789-775.000	Materials & Supplies	15.84
04/23	04/12/2023	100573	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	26.56
04/23	04/12/2023	100573	Meyer Ace Hardware	101-268-775.000	Materials & Supplies	8.09
04/23	04/12/2023	100573	Meyer Ace Hardware	582-590-775.000	Materials & Supplies	10.52
04/23	04/12/2023	100573	Meyer Ace Hardware	592-544-775.000	Materials & Supplies	26.78
04/23	04/12/2023	100573	Meyer Ace Hardware	592-544-775.000	Materials & Supplies	12.59
04/23	04/12/2023	100574	Michigan Library Association	271-790-915.000	Memberships & Dues	1,008.00
04/23	04/12/2023	100575	Michigan Municipal League	701-000-230.201	SUTA	1,624.14
04/23	04/12/2023	100576	Michigan Water Environment Assoc.	592-560-915.000	Education & Training	95.00
04/23	04/12/2023	100576	Michigan Water Environment Assoc.	592-560-915.000	Education & Training	650.00
04/23	04/12/2023	100577	Midwest Tape LLC	271-790-761.100	Audio Visual - Children	146.96
04/23	04/12/2023	100577	Midwest Tape LLC	271-790-761.000	Audio Visual - Adult	38.99
04/23	04/12/2023	100577	Midwest Tape LLC	271-790-761.000	Audio Visual - Adult	196.21
04/23	04/12/2023	100577	Midwest Tape LLC	271-790-761.000	Audio Visual - Adult	160.72
04/23	04/12/2023	100578	North Central Mich. College	703-040-235.217	Due NCMC - 2017	1.31
04/23	04/12/2023	100578	North Central Mich. College	703-040-235.217	Due NCMC - 2017	1.18
04/23	04/12/2023	100578	North Central Mich. College	703-040-233.000	Due Interest & Penalty	.12
04/23	04/12/2023	100578	North Central Mich. College	703-040-233.000	Due Interest & Penalty	.11
04/23	04/12/2023	100579	Northern Gale Cleaning & Property Mgmt	271-790-802.000	Contracted Services	525.00
04/23	04/12/2023	100580	Performance Painting	582-590-802.000	Contracted Services	1,600.00
04/23	04/12/2023	100581	Plunkett Cooney	101-266-802.000	Contracted Services	1,114.00
04/23	04/12/2023	100581	Plunkett Cooney	101-266-802.000	Contracted Services	8,476.52
04/23	04/12/2023	100582	Police and Firemen's Insurance	701-000-230.185	Police and Fire Insurance	379.38
04/23	04/12/2023	100583	Power Line Supply	582-010-111.000	Inventory - Materials	2,536.86
04/23	04/12/2023	100583	Power Line Supply	582-586-775.000	Materials & Supplies	807.00
04/23	04/12/2023	100583	Power Line Supply	582-586-775.000	Materials & Supplies	656.55
04/23	04/12/2023	100583	Power Line Supply	582-010-111.000	Inventory - Materials	1,047.40
04/23	04/12/2023	100583	Power Line Supply	582-586-775.000	Materials & Supplies	182.50
04/23	04/12/2023	100583	Power Line Supply	582-010-111.000	Inventory - Materials	1,632.00
04/23	04/12/2023	100583	Power Line Supply	582-586-775.000	Materials & Supplies	805.74

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
04/23	04/12/2023	100584	Preston Feather	101-770-775.000	Materials & Supplies	30.28
04/23	04/12/2023	100584	Preston Feather	101-770-775.000	Materials & Supplies	8.58
04/23	04/12/2023	100584	Preston Feather	101-754-775.000	Materials & Supplies	9.00
04/23	04/12/2023	100584	Preston Feather	101-268-930.000	Building Repair & Maintenance	98.97
04/23	04/12/2023	100584	Preston Feather	582-586-775.000	Materials & Supplies	34.99
04/23	04/12/2023	100584	Preston Feather	101-770-985.000	Equipment	329.99
04/23	04/12/2023	100584	Preston Feather	101-770-775.000	Materials & Supplies	25.98
04/23	04/12/2023	100584	Preston Feather	101-773-931.000	Equipment Repair	13.52
04/23	04/12/2023	100584	Preston Feather	101-773-931.000	Equipment Repair	9.98
04/23	04/12/2023	100584	Preston Feather	101-082-682.000	Other	52.77-
04/23	04/12/2023	100584	Preston Feather	582-082-682.000	Other	3.37-
04/23	04/12/2023	100585	QUALITY SERVICED TOOLS	101-789-985.000	Equipment	933.87
04/23	04/12/2023	100586	Rasmussen, Derek	101-770-850.000	Communications	120.00
04/23	04/12/2023	100587	Seton	202-475-775.000	Materials & Supplies	239.41
04/23	04/12/2023	100588	STAFFORD'S PERRY HOTEL	101-101-860.000	Education & Training	159.20
04/23	04/12/2023	100588	STAFFORD'S PERRY HOTEL	101-172-860.000	Education & Training	159.20
04/23	04/12/2023	100589	Staples Advantage	101-172-751.000	Office Supplies	15.71
04/23	04/12/2023	100589	Staples Advantage	101-201-751.000	Office Supplies	15.71
04/23	04/12/2023	100589	Staples Advantage	101-208-751.000	Office Supplies	11.00
04/23	04/12/2023	100589	Staples Advantage	101-257-751.000	Office Supplies	7.85
04/23	04/12/2023	100589	Staples Advantage	101-253-751.000	Office Supplies	9.43
04/23	04/12/2023	100589	Staples Advantage	101-345-751.000	Office Supplies	40.84
04/23	04/12/2023	100589	Staples Advantage	101-770-751.000	Office Supplies	114.07
04/23	04/12/2023	100589	Staples Advantage	592-549-751.000	Office Supplies	15.71
04/23	04/12/2023	100589	Staples Advantage	592-560-751.000	Office Supplies	15.70
04/23	04/12/2023	100589	Staples Advantage	101-400-751.000	Office Supplies	7.85
04/23	04/12/2023	100589	Staples Advantage	101-441-751.000	Office Supplies	23.56
04/23	04/12/2023	100589	Staples Advantage	101-770-751.000	Office Supplies	4.71
04/23	04/12/2023	100589	Staples Advantage	101-773-775.000	Materials & Supplies	1.57
04/23	04/12/2023	100589	Staples Advantage	101-756-751.000	Office Supplies	15.71
04/23	04/12/2023	100589	Staples Advantage	101-789-751.000	Office Supplies	3.15
04/23	04/12/2023	100590	State of Michigan-Department of LARA	582-081-642.300	Residential	3,537.90
04/23	04/12/2023	100590	State of Michigan-Department of LARA	582-081-642.400	Commercial	718.20
04/23	04/12/2023	100590	State of Michigan-Department of LARA	582-081-642.500	Industrial Sales	4.50
04/23	04/12/2023	100590	State of Michigan-Department of LARA	582-081-642.200	Non-Profit Sales	163.80
04/23	04/12/2023	100591	State of Michigan-Dept of Environment	592-549-915.000	Education & Training	225.00
04/23	04/12/2023	100591	State of Michigan-Dept of Environment	592-549-915.000	Education & Training	25.00
04/23	04/12/2023	100592	Sunrise Electronics & Security	101-770-931.000	Equipment Repair	92.00
04/23	04/12/2023	100593	TEAMSTERS LOCAL #214	701-000-230.400	Union Dues	1,098.00
04/23	04/12/2023	100594	Torri, Elizabeth M	271-790-802.000	Contracted Services	540.00
04/23	04/12/2023	100595	Trace Analytical Laboratories LLC	592-553-802.000	Contracted Services	232.00
04/23	04/12/2023	100595	Trace Analytical Laboratories LLC	592-553-802.000	Contracted Services	271.00
04/23	04/12/2023	100596	USI	271-790-751.000	Office/Library Supplies	88.19
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-172-751.000	Office Supplies	11.31
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-201-751.000	Office Supplies	11.31
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-208-751.000	Office Supplies	7.92
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-257-751.000	Office Supplies	5.66
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-253-751.000	Office Supplies	6.79
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-345-751.000	Office Supplies	29.41
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-400-751.000	Office Supplies	5.66
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-441-751.000	Office Supplies	16.97
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-770-751.000	Office Supplies	3.39
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-773-775.000	Materials & Supplies	1.13
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-756-751.000	Office Supplies	11.31
04/23	04/12/2023	100597	Visual Edge IT Inc.	101-789-751.000	Office Supplies	2.26
04/23	04/12/2023	100598	Voorheis, Margaret Ann	271-790-802.000	Contracted Services	360.00

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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
04/23	04/12/2023	100599	Voss Lighting	582-590-775.000	Materials & Supplies	292.40
04/23	04/12/2023	100600	Writing Dailey	248-739-880.200	Image Campaign	125.00
04/23	04/12/2023	100601	Yallup, Tracey	271-790-802.000	Contracted Services	90.00
03/23	03/29/2023	999454	ACH-EFTPS	701-000-230.100	Federal Withholding Payable	23,044.08
03/23	03/29/2023	999454	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	14,079.93
03/23	03/29/2023	999454	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	14,079.93
03/23	03/29/2023	999454	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	3,292.89
03/23	03/29/2023	999454	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	3,292.89
03/23	03/29/2023	999455	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	897.14
03/23	03/29/2023	999455	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	4,805.00
03/23	03/29/2023	999455	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	2,266.87
03/23	03/29/2023	999456	ACH-MERS Health Saving Plan	701-000-230.195	MERS Savings Plan	1,712.84
03/23	03/29/2023	999456	ACH-MERS Health Saving Plan	701-000-230.195	MERS Savings Plan	2,056.34
03/23	03/29/2023	999456	ACH-MERS Health Saving Plan	701-000-230.195	MERS Savings Plan	1,636.31
03/23	03/29/2023	999456	ACH-MERS Health Saving Plan	701-000-230.195	MERS Savings Plan	110.20
03/23	03/29/2023	999456	ACH-MERS Health Saving Plan	701-000-230.195	MERS Savings Plan	135.84
03/23	03/29/2023	999456	ACH-MERS Health Saving Plan	701-000-230.195	MERS Savings Plan	112.43
03/23	03/29/2023	999457	Mers DC 45	701-000-230.120	MERS Payable	1,598.15
03/23	03/29/2023	999457	Mers DC 45	701-000-230.120	MERS Payable	1,823.27
03/23	03/29/2023	999457	Mers DC 45	701-000-230.120	MERS Payable	1,760.57
03/23	03/29/2023	999457	Mers DC 45	001-000-001.001	Cash	510.32
03/23	03/29/2023	999457	Mers DC 45	001-000-001.001	Cash	522.16
03/23	03/29/2023	999457	Mers DC 45	001-000-001.001	Cash	508.47
03/23	03/29/2023	999457	Mers DC 45	701-000-230.120	MERS Payable	2,542.25
03/23	03/29/2023	999457	Mers DC 45	701-000-230.120	MERS Payable	2,551.50
03/23	03/29/2023	999457	Mers DC 45	701-000-230.120	MERS Payable	2,610.72
03/23	03/29/2023	999457	Mers DC 45	001-000-001.001	Cash	880.28
03/23	03/29/2023	999457	Mers DC 45	001-000-001.001	Cash	911.63
03/23	03/29/2023	999457	Mers DC 45	001-000-001.001	Cash	787.04
03/23	03/29/2023	999458	MissionSquare 401	701-000-230.700	Employees ICMA Payable	842.92
03/23	03/29/2023	999459	MissionSquare Roth	701-000-230.900	Roth IRA	370.00
03/23	03/29/2023	999460	MissionSquare Roth %	701-000-230.900	Roth IRA	88.20
04/23	04/12/2023	999461	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	13,091.20
04/23	04/12/2023	999461	ACH-EFTPS	701-000-230.100	Federal Withholding Payable	20,020.89
04/23	04/12/2023	999461	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	13,091.20
04/23	04/12/2023	999461	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	3,061.65
04/23	04/12/2023	999461	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	3,061.65
04/23	04/12/2023	999462	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	844.76
04/23	04/12/2023	999462	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	4,905.00
04/23	04/12/2023	999462	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	2,417.96
04/23	04/12/2023	999463	MissionSquare 401	701-000-230.700	Employees ICMA Payable	842.92
04/23	04/12/2023	999464	MissionSquare Roth	701-000-230.900	Roth IRA	370.00
04/23	04/12/2023	999465	MissionSquare Roth %	701-000-230.900	Roth IRA	88.20
Grand Totals:						693,513.39

## Report Criteria:

Check.Check issue date = 03/16/2023-04/12/2023

Check Number	Check Issue Date	Name	GL Account	Amount
93202	04/04/2023	King, Angela	101087654000	100.00-
93203	04/12/2023	Wilkins, Kaitlyn	101087654000	150.00-
99317	03/31/2023	Walgreen Company	703040222222	2,081.90-
99317	03/31/2023	Walgreen Company	703040228222	2,427.22-
99317	03/31/2023	Walgreen Company	703040229222	1,506.21-
99317	03/31/2023	Walgreen Company	703040231222	3,122.85-
99317	03/31/2023	Walgreen Company	703040231222	691.51-
99317	03/31/2023	Walgreen Company	703040236222	7,281.66-
99317	03/31/2023	Walgreen Company	703040238222	925.21-
99321	04/12/2023	Grew, Tracy	582040285000	55.10-
99503	04/12/2023	King, Joe & Marilyn	582081642300	165.15-
100403	03/22/2023	Glennwood Custom Builders	582040285000	139.72
100404	03/22/2023	Petoskey Tea & Spice Merchants	582040285000	149.51
100405	03/22/2023	Schwartzfisher, Pearline	592040285000	10.34
100405	03/22/2023	Schwartzfisher, Pearline	582040285000	75.00
100406	03/22/2023	Summit Park Place Association	582040285000	93.32
100407	03/22/2023	Think Smart Company LLC	582588803000	3,795.00
100408	03/22/2023	Think Smart Company LLC	582588803000	1,386.00
100532	04/05/2023	King, Angela	101087654000	100.00
100533	04/05/2023	Van Donselaar, Norman	582040285000	22.77
100534	04/05/2023	Walgreen Co Tax Dept	703040222222	2,081.90
100534	04/05/2023	Walgreen Co Tax Dept	703040228222	2,427.22
100534	04/05/2023	Walgreen Co Tax Dept	703040229222	1,506.21
100534	04/05/2023	Walgreen Co Tax Dept	703040230222	3,122.85
100534	04/05/2023	Walgreen Co Tax Dept	703040231222	691.51
100534	04/05/2023	Walgreen Co Tax Dept	703040236222	7,281.66
100534	04/05/2023	Walgreen Co Tax Dept	703040237222	925.21
100602	04/12/2023	Grew, Tracy	582040285000	55.10
100603	04/12/2023	Hay, Erin	582040285000	3.11
100604	04/12/2023	King, Joe & Marilyn	582081642300	165.15
100605	04/12/2023	Roy's Painting Service LLC	582040285000	186.23
100606	04/12/2023	Wilkins, Kaitlyn	101087654000	150.00
Grand Totals:				5,861.00



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 17, 2023

**DATE PREPARED:** March 29, 2023

**AGENDA SUBJECT:** Jennings Avenue – Retaining Wall Replacement

**RECOMMENDATION:** That the City Council authorize contracting with Dunkel Excavating Services, Inc., Petoskey, Michigan

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**Background** The City's 2023 Annual Budget and Capital Improvements Plan included \$70,000 for the reconstruction of the deteriorating 1998 vintage sidewalk retaining wall on Jennings Avenue. A map is enclosed highlighting the proposed project limits along with photographs of the deteriorating retaining wall.

**Scope** Upgrades relative to the Jennings Avenue sidewalk retaining wall include widening of the existing 4' wide sidewalk to 5' wide, removal and replacement of the existing retaining wall, associated earthwork and restoration.

**Schedule** The project is anticipated to occur between mid-June to mid-August. Final completion of this project is expected on or before mid-August.

**Specifications and Bids** The retaining wall layout along with bid specifications were prepared by Benchmark Engineering, Inc., Harbor Springs. Bid packets were made available on February 22, 2023; nine area firms were notified and five bids were received on March 22, 2023.

<u>Bidder</u>	<u>Amount</u>
Dunkel Excavating Services, Inc. Petoskey	\$21,724.10
Spierling Trucking and Excavating, Inc. Pellston	\$32,050.00
David Hoffman Landscaping & Nursery, Inc. Petoskey	\$41,122.20
Tri County Excavating Group, LLC Harbor Springs	\$47,267.00
Team Elmer's Petoskey	\$82,371.81

**Costs** Additional costs associated with this project that are not included within the Dunkel Excavating Services, Inc. contract amount, include the installations of sidewalk; retaining wall block material; and site restorations. This work will be coordinated and performed by

others and is estimated at \$10,000. The retaining wall block materials will be procured by the City and is estimated at \$17,100.

**Review** Following review of the bids that were received March 22, City staff recommends that the City Council authorize contracting with Dunkel Excavating Services, Inc., Petoskey, for this proposed project for \$21,724.10.

**Action** City Council adopt the enclosed proposed resolution authorizing to contract with Dunkel Excavating Services, Inc., Petoskey, in the amount of \$21,724.10 for the Jennings Avenue retaining wall replacement.

mr  
Enclosures







Resolution No. 23 - \_\_\_\_

WHEREAS, the City's 2023 Annual Budget and Capital Improvements Plan included \$70,000 for the reconstruction of the deteriorating 1998 vintage sidewalk retaining wall on Jennings Avenue; and

WHEREAS, upgrades relative to the Jennings Avenue sidewalk retaining wall include widening of the existing 4' wide sidewalk to 5' wide, removal and replacement of the existing retaining wall, associated earthwork and restoration; and

WHEREAS, the retaining wall layout along with bid specifications were prepared by Benchmark Engineering, Inc., Harbor Springs and bid packets were made available on February 22, 2023; nine area firms were notified and five bids were received on March 22, 2023; and

WHEREAS, City staff reviewed bids and recommends contracting with the low bid, Dunkel Excavating Services, Inc., Petoskey; and

WHEREAS, additional costs associated with this project that are not included within the Dunkel Excavating Services, Inc. contract amount, include the installations of sidewalk; retaining wall block material; and site restorations. This work will be coordinated and performed by others and is estimated at \$10,000. The retaining wall block materials will be procured by the City and is estimated at \$17,100:

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby authorize to contract with Dunkel Excavating Services, Inc., Petoskey, Michigan, in the amount of \$21,724.10 for the Jennings Avenue retaining wall replacement.

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 Council of the City of Petoskey in regular session assembled on the 17<sup>th</sup> day of April, 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 April, 2023.

---

Sarah Bek, City Clerk







**BOARD:** City Council

**MEETING DATE:** April 17, 2023

**DATE PREPARED:** April 12, 2023

**AGENDA SUBJECT:** Water Service Line Material Verification Bids

**RECOMMENDATION:** That the City Council authorize contracting with GFL Environmental, Kalkaska, Michigan

---

**Background** The City's 2023 Annual Budget and Capital Improvements Plan included \$150,000 within the Water and Sewer Fund for water service line investigations. 2018 revisions to the Michigan Safe Water Drinking Act, 1976 PA 399, as amended, requires all water supplies to develop a Complete Distribution System Materials Inventory (CDSMI). The purpose of the CDSMI is to characterize, record, and maintain a comprehensive inventory of distribution system materials, including service line materials on both the public and private side of a water service. Once complete, the inventory will be maintained to support asset management, lead service line replacement and notification of those served by lead service line components. The CDSMI must be submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) no later than January 1, 2025.

**Scope** City staff along with its consultant, Hubble, Roth and Clark, Inc., Grand Rapids, began the CDSMI by reviewing existing records, creating a tracking spreadsheet, and implementing procedures as a recommended and approved method by EGLE. The next step in advancing the materials inventory is to conduct over 300 field verifications of water service lines over the course of a two-year period. Field verifications will involve excavations at curb-stop locations, which are typically found in green lawn areas between the curb and sidewalk. Restorations involving back-filling and seed/mulch applications will be performed by Public Works crews as excavations are completed.

**Specifications, Bids** Specifications and bids for "Water Service Line Material Verification" were prepared by Hubble, Roth and Clark, Inc., Grand Rapids. Bid packets were advertised and made available on February 21, 2023; 8 bids were received on March 22, 2023.

Bidder	Amount
GFL Environmental Kalkaska, MI	\$82,953
Greenspace General Contracting, LLC Lake, MI	\$93,750
Plummer's Environmental Services, Inc. Byron Center, MI	\$100,500
UIS Underground Infrastructure Services Livonia, MI	\$105,000
Custom Hydrovac Grand Rapids, MI	\$125,250
M.L. Chartier Excavating, Inc. Fair Haven, MI	\$165,600
Elmer's Crane and Dozer, Inc. Petoskey, MI	\$202,500
Matts LLC Kalkaska, MI	\$206,250

Following review of the bids that were received March 22, 2023 City staff recommends that City Council authorize contracting with GFL Environmental, Kalkaska, Michigan for a two-year period for a total project cost of \$82,953.

**Action** That City Council adopt the enclosed resolution that would authorize contracting with GFL Environmental, Kalkaska, for a two-year period for a total project cost of \$82,953 for water service line material verification.

mr  
Enclosure



Resolution No. 23 - \_\_\_\_

WHEREAS, the City's 2023 Annual Budget and Capital Improvements Plan included \$150,000 within the Water and Sewer Fund for water service line investigations; and

WHEREAS, 2018 revisions to the Michigan Safe Water Drinking Act, 1976 PA 399, as amended, requires all water supplies to develop a Complete Distribution System Materials Inventory (CDSMI); and

WHEREAS, the purpose of the CDSMI is to characterize, record, and maintain a comprehensive inventory of distribution system materials, including service line materials on both the public and private side of a water service. Once complete, the inventory will be maintained to support asset management, lead service line replacement and notification of those served by lead service line components; and

WHEREAS, the CDSMI must be submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) no later than January 1, 2025; and

WHEREAS, City staff along with its consultant, Hubble, Roth and Clark, Inc., Grand Rapids, began the CDSMI by reviewing existing records, creating a tracking spreadsheet, and implementing procedures as a recommended and approved method by EGLE. The next step in advancing the materials inventory is to conduct over 300 field verifications of water service lines over the course of a two-year period; and

WHEREAS, specifications and bids for "Water Service Line Material Verification" were prepared by Hubble, Roth and Clark, Inc., Grand Rapids. Bid packets were advertised and made available on February 21, 2023; 8 bids were received on March 22, 2023; and

WHEREAS, City staff reviewed bids and recommends contracting with the low bid, GFL Environmental, Kalkaska:

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby authorize to contract with GFL Environmental, Kalkaska, Michigan, for a two-year period for a total project cost of \$82,953 for water service line material verification.

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 Council of the City of Petoskey in regular session assembled on the 17<sup>th</sup> day of April, 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 April, 2023.

---

Sarah Bek, City Clerk



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 17, 2023

**PREPARED:** April 12, 2023

**AGENDA SUBJECT:** HB 5054 Pension Best Practices

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

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**Background** HB 5054 of 2022 included \$750 million to be divided between communities with pensions funded at less than 60 percent and \$250 million to be divided by communities with pensions above that threshold that followed the pension best practices. The \$250 million allocation for communities that followed pension best practices did not make it into the 2022 State of Michigan budget. Communities across Michigan are asked to send letters to state legislators along with adopted resolutions seeking to reinstate this funding.

The letter and resolution are fact-based, non-partisan, and not in opposition to the \$750 million already allocated to communities with plans funded below 60%. The letter and resolution requests to see \$250 million adopted in the State's next budget for distribution among the communities with pensions funded at 60% or more. The process of the Legislature formulating their 2023 budget will be in full swing in April and timing is just right to get these letters and resolutions out to our legislators.

**Action** Council is being asked to approve the proposed resolution and authorize the Mayor and City Manager to execute the support letter to state elected officials.

sh  
Enclosures



### RESOLUTION 2023-\_\_\_\_\_

#### **REQUEST THAT LEGISLATURE/GOVERNOR INCLUDE FUNDING IN THE 2023 BUDGET FOR COMMUNITIES FOLLOWING PENSION BEST PRACTICES ESTABLISHED BY THE STATE**

WHEREAS, City of Petoskey has taken financially difficult steps to stabilize its pension program and get its pension costs and liabilities under control; and

WHEREAS, these steps followed best practices established by the State of Michigan and kept City of Petoskey operationally viable in the face of enormous financial pressure; and

WHEREAS, HB 5054 of 2022 would have divided \$250 million between City of Petoskey, and other communities like it, that made the tough decisions and followed those best practices; and

WHEREAS, City of Petoskey and others like it are ineligible for \$750 million in pension relief allocated by the State in 2022 despite experiencing the same pension-related financial stresses as those who will receive that relief; and

WHEREAS, these stresses have been amplified by market losses in 2022 and a volatile market in 2023; and

WHEREAS, this \$250 million would have immeasurable impact on our ability to address our pension liabilities, maintain employment levels, and provide the services our taxpayers depend upon; and

WHEREAS, both the \$750 million allocated and the \$250 million requested here had broad, bipartisan support in the House a year ago; and

WHEREAS, HB 5054 created an equitable balance between those with pensions the House considered substantially underfunded and those who had followed best practices to achieve a higher funding ratio; and

WHEREAS, unallocated revenues are available to the State in 2023 to again make this pension assistance equitable by helping those communities struggling with pension costs, but ineligible for the \$750 million:

NOW, THEREFORE BE IT RESOLVED, that Petoskey City Council asks the State of Michigan Legislature and Governor's Office to revisit HB 5054; and

BE IT FURTHER RESOLVED, that the Legislature and Governor give bipartisan support to the inclusion of the \$250 million in the 2023 State budget to be divided between communities including City of Petoskey that meet the best practices required in that Bill.

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 Council of the City of Petoskey in regular session assembled on the 17<sup>th</sup> day of April, 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 April, 2023.

---

Sarah Bek, City Clerk

SUBSTITUTE FOR  
HOUSE BILL NO. 5054

A bill to make, supplement, and adjust appropriations for various state departments and agencies for the fiscal year ending September 30, 2022; to provide for certain conditions on appropriations; and to provide for the expenditure of the appropriations.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

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7

PART 1

LINE-ITEM APPROPRIATIONS

Sec. 101. There is appropriated for various state departments and agencies to supplement appropriations for the fiscal year ending September 30, 2022, from the following funds:

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APPROPRIATION SUMMARY

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GROSS APPROPRIATION	\$ 1,500,000,000
---------------------	------------------

1	Interdepartmental grant revenues:	
2	Total interdepartmental grants and	
3	intradepartmental transfers	0
4	<b>ADJUSTED GROSS APPROPRIATION</b>	<b>\$ 1,500,000,000</b>
5	Federal revenues:	
6	Total federal revenues	0
7	Special revenue funds:	
8	Total local revenues	0
9	Total private revenues	0
10	Total other state restricted revenues	0
11	<b>State general fund/general purpose</b>	<b>\$ 1,500,000,000</b>
12	<b>Sec. 102. DEPARTMENT OF TREASURY</b>	
13	<b>(1) APPROPRIATION SUMMARY</b>	
14	<b>GROSS APPROPRIATION</b>	<b>\$ 1,500,000,000</b>
15	Interdepartmental grant revenues:	
16	Total interdepartmental grants and	
17	intradepartmental transfers	0
18	<b>ADJUSTED GROSS APPROPRIATION</b>	<b>\$ 1,500,000,000</b>
19	Federal revenues:	
20	Total federal revenues	0
21	Special revenue funds:	
22	Total local revenues	0
23	Total private revenues	0
24	Total other state restricted revenues	0
25	<b>State general fund/general purpose</b>	<b>\$ 1,500,000,000</b>
26	<b>(2) ONE-TIME APPROPRIATIONS</b>	
27	Local unit municipal pension principal payment	
28	grant	\$ 900,000,000



1	Pension best practices and debt reduction grant	
2	program	250,000,000
3	State police retirement system deposit	350,000,000
4	<b>GROSS APPROPRIATION</b>	<b>\$ 1,500,000,000</b>
5	Appropriated from:	
6	State general fund/general purpose	\$ 1,500,000,000

8 PART 2

9 PROVISIONS CONCERNING APPROPRIATIONS

10 GENERAL SECTIONS

11 Sec. 201. Pursuant to section 30 of article IX of the state  
 12 constitution of 1963, total state spending from state sources under  
 13 part 1 for the fiscal year ending September 30, 2022 is  
 14 \$1,500,000,000.00 and total state spending from state sources to be  
 15 paid to local units of government is \$1,150,000,000.00.

16 Sec. 202. The appropriations made and expenditures authorized  
 17 under this part and part 1 and the departments, commissions,  
 18 boards, offices, and programs for which appropriations are made  
 19 under this part and part 1 are subject to the management and budget  
 20 act, 1984 PA 431, MCL 18.1101 to 18.1594.

22 DEPARTMENT OF TREASURY

23 Sec. 301. (1) From the funds appropriated in part 1 for local  
 24 unit municipal pension principal payment grant, the department of  
 25 treasury shall establish and operate a grant program that would  
 26 provide grant awards to qualified units for deposit into the  
 27 qualified unit's qualified retirement system or systems. The grant  
 28 award payment into the qualified retirement system must be in  
 29 addition to the qualified unit's actuarially determined

1 contribution and must not be used by the qualified unit to meet its  
2 actuarially determined contribution for the qualified retirement  
3 system or systems.

4 (2) To qualify for a grant award under this section, a  
5 qualified unit must certify and attest via an affidavit that it  
6 shall implement all of the following practices upon the receipt of  
7 a grant award:

8 (a) The qualified unit shall make, in full, all actuarially  
9 determined contributions. If a qualified unit's actual contribution  
10 is less than the actuarially determined contribution, the qualified  
11 unit shall remit an amount equal to the difference to the qualified  
12 retirement system within 12 months. If the qualified unit fails to  
13 remit this payment within 12 months, the department of treasury may  
14 intercept the qualified unit's revenue sharing payment. For a  
15 qualified unit that is a road commission, the department of  
16 transportation, in cooperation with the department of treasury, may  
17 intercept an available state revenue distribution.

18 (b) The qualified unit shall not provide contractual benefit  
19 enhancements unless the contractual benefit enhancement is 100%  
20 prefunded. Failure to meet the conditions of this subdivision  
21 requires repayment of the grant award that was received by the  
22 qualified unit.

23 (c) The discount rate and the assumed rate of return for the  
24 qualified retirement system shall be capped at current levels. The  
25 discount rate and assumed rate of return may be approved for  
26 adjustment to a lower level.

27 (d) The qualified retirement system shall adopt the most  
28 recent mortality tables recommended by the Society of Actuaries,  
29 which may subsequently be adjusted based on an experience study of

1 the qualified retirement system.

2 (e) The qualified unit shall be subject to corrective action  
3 plan monitoring by the municipal stability board for 5 years  
4 following receipt of any grant award.

5 (f) Before completing correction action plan monitoring in a  
6 5-year period, the qualified unit shall comply with the uniform  
7 actuarial assumptions of retirement systems published as of  
8 December 31, 2021 by the state treasurer under the protecting local  
9 government retirement and benefits act, 2017 PA 202, MCL 38.2801 to  
10 38.2812, for the qualified retirement system. A qualified unit with  
11 a population of between 80,000 and 85,000 located in a county with  
12 a population of between 400,000 and 410,000 according to the most  
13 recent federal decennial census is not subject to the uniform  
14 actuarial assumptions of retirement systems' assumption on  
15 amortization and may maintain its current amortization schedule.

16 (3) Grant awards under this section must be capped at  
17 \$100,000,000.00 for any qualified unit's qualified retirement  
18 system.

19 (4) The department of treasury shall develop, and publish on  
20 the department website, program guidelines, an application process,  
21 and the associated application materials no later than April 15,  
22 2022. The department of treasury must accept applications from  
23 qualified units beginning April 15, 2022 and ending on May 31,  
24 2022. Grant awards must be dispersed no later than August 30, 2022.

25 (5) Any funds not awarded by August 30, 2022 must be  
26 reallocated and redistributed in a manner that results in the  
27 greatest average funded ratio among qualified retirement systems  
28 that received a grant award. The cap on grant awards in subsection  
29 (3) does not apply if funds are reallocated and redistributed under

1 this subsection.

2 (6) If the amount appropriated is insufficient to meet all  
3 grant award requests, the department of treasury must distribute  
4 funds in a manner that results in the greatest average funded ratio  
5 among qualified retirement systems that receive a grant award.

6 (7) As used in this section:

7 (a) "Contractual benefit enhancement" means any change to the  
8 current benefit policy for active members in a qualified retirement  
9 system that increases the actuarially determined contribution rate  
10 or decreases the funded ratio of the system. This does not include  
11 wage and salary increases.

12 (b) "Qualified retirement system" means a retirement pension  
13 benefit within a retirement system, as defined in section 3 of the  
14 protecting local government retirement and benefits act, 2017 PA  
15 202, MCL 38.2803, of a qualified unit, with a funded ratio below  
16 60% as of the most recent fiscal year ending on or before December  
17 31, 2021.

18 (c) "Qualified unit" means a city, county, township, village,  
19 or road commission that operates a qualified retirement system.

20 (8) The unexpended funds appropriated in part 1 for local unit  
21 municipal pension principal payment grant are designated as a work  
22 project appropriation, and any unencumbered or unallotted funds  
23 shall not lapse at the end of the fiscal year and shall be  
24 available for expenditures for projects under this section until  
25 the projects have been completed. The following is in compliance  
26 with section 451a(1) of the management and budget act, 1984 PA 431,  
27 MCL 18.1451a:

28 (a) The purpose of the project is to provide grant awards to  
29 be used for deposit into a qualified unit's qualified retirement

1 system.

2 (b) The project will be accomplished by grants to qualified  
3 units approved by the department of treasury.

4 (c) The estimated cost of this project is \$900,000,000.00.

5 (d) The tentative completion date for the work project is  
6 September 30, 2026.

7 Sec. 302. (1) From the funds appropriated in part 1 for  
8 pension best practices and debt reduction grant program, the  
9 department of treasury shall establish and operate a grant program  
10 that provides grant awards to qualified units that certify and  
11 attest to establishing pension best practices as provided in  
12 subsection (2) for their qualified retirement system.

13 (2) To qualify for a grant award under this section, a  
14 qualified unit must certify and attest via an affidavit that it  
15 shall implement all of the following practices upon the receipt of  
16 a grant award:

17 (a) Retiree health care, if offered, shall be prefunded. As  
18 used in this subdivision, "prefunded" means qualified units must  
19 amortize the unfunded actuarial accrued liability of the retiree  
20 health care system over a maximum closed period as determined by  
21 the uniform actuarial assumptions of retirement systems published  
22 as of December 31, 2021 by the state treasurer under the protecting  
23 local government retirement and benefits act, 2017 PA 202, MCL  
24 38.2801 to 38.2812. The grant award deposited into a qualified  
25 retirement system, as provided in subsection (3)(c)(i), may be used  
26 by the qualified unit to prefund health care.

27 (b) The qualified unit shall make, in full, all actuarially  
28 determined contributions. If a qualified unit's actual contribution  
29 is less than the actuarially determined contribution, the qualified

1 unit shall remit an amount equal to the difference to the qualified  
2 retirement system within 12 months. If the qualified unit fails to  
3 remit this payment within 12 months, the department of treasury may  
4 intercept the qualified unit's revenue sharing payment. For a  
5 qualified unit that is a road commission, the department of  
6 transportation, in cooperation with the department of treasury, may  
7 intercept an available state revenue distribution.

8 (c) The discount rate and the assumed rate of return for the  
9 qualified retirement system shall be capped at current levels. The  
10 discount rate and assumed rate of return may be approved for  
11 adjustment to a lower level.

12 (d) The qualified retirement system shall adopt the most  
13 recent mortality tables recommended by the Society of Actuaries,  
14 which may subsequently be adjusted based on an experience study of  
15 the qualified retirement system.

16 (e) Within 5 years, the qualified unit shall comply with the  
17 uniform actuarial assumptions of retirement systems published as of  
18 December 31, 2021 by the state treasurer under the protecting local  
19 government retirement and benefits act, 2017 PA 202, MCL 38.2801 to  
20 38.2812, for the qualified retirement system.

21 (3) Grant awards distributed under this section must meet all  
22 of the following conditions:

23 (a) Grant awards to a qualified unit are capped at 5% of the  
24 amount of funds available for grant awards. This cap does not apply  
25 if subsequent rounds of applications are established under  
26 subdivision (b).

27 (b) Any funds not awarded by September 30, 2022 must be used  
28 for additional rounds of applications until all funds are  
29 dispersed.

1 (c) A qualified unit receiving a grant award under this  
2 section shall be subject to the following uses in the following  
3 order of priority:

4 (i) The grant award must be deposited into the qualified  
5 retirement system and must be in addition to the qualified unit's  
6 actuarially determined contribution and must not be used by the  
7 qualified unit to meet its actuarially determined contribution for  
8 the qualified retirement system. The amount deposited into the  
9 qualified retirement system must establish a funded ratio of at  
10 least 100% before the qualified unit can use funds under  
11 subparagraph (ii). Grant awards may also be deposited for a  
12 retirement health benefit of a retirement system, as defined in  
13 section 3 of the protecting local government retirement and  
14 benefits act, 2017 PA 202, MCL 38.2803, of a qualified unit that is  
15 transitioning from pay-as-you-go to prefunding.

16 (ii) The qualified unit may use any funds available after  
17 satisfying subparagraph (i) to make principal payments on any  
18 outstanding debt obligations as of December 31, 2021. A qualified  
19 unit is allowed to create a debt sinking fund to prefund any debt  
20 repayments that are not eligible for early repayment. The qualified  
21 unit must have no remaining debt obligations before the qualified  
22 unit can use funds under subparagraph (iii).

23 (iii) The qualified unit may use any funds available after  
24 satisfying subparagraphs (i) and (ii) to satisfy any matching fund  
25 requirements for infrastructure investments.

26 (4) The department of treasury shall develop, and publish on  
27 the department website, program guidelines, an application process,  
28 and the associated application materials no later than July 1,  
29 2022. The department of treasury must accept applications from

1 qualified units beginning July 1, 2022 and ending on July 31, 2022.  
2 Grant awards must be dispersed no later than September 30, 2022.

3 (5) As used in this section:

4 (a) "Qualified retirement system" means a retirement pension  
5 benefit within a retirement system, as defined in section 3 of the  
6 protecting local government retirement and benefits act, 2017 PA  
7 202, MCL 38.2803, of a qualified unit, with a funded ratio greater  
8 than or equal to 60% as of December 31, 2021.

9 (b) "Qualified unit" means a city, county, township, village,  
10 or road commission that operates a qualified retirement system or  
11 has closed a qualified retirement system and offers a defined  
12 contribution retirement plan.

13 (6) The unexpended funds appropriated in part 1 for pension  
14 best practices and debt reduction grant program are designated as a  
15 work project appropriation, and any unencumbered or unallotted  
16 funds shall not lapse at the end of the fiscal year and shall be  
17 available for expenditures for projects under this section until  
18 the projects have been completed. The following is in compliance  
19 with section 451a(1) of the management and budget act, 1984 PA 431,  
20 MCL 18.1451a:

21 (a) The purpose of the project is to promote pension best  
22 practices and debt reduction measures among qualified units.

23 (b) The project will be accomplished by grants to qualified  
24 units approved by the department of treasury.

25 (c) The estimated cost of this project is \$250,000,000.00.

26 (d) The tentative completion date for the work project is  
27 September 30, 2026.

28 Sec. 303. The funds appropriated in part 1 for state police  
29 retirement system deposit must be used solely for a deposit into



1 the state police retirement system. The deposit into the state  
2 police retirement system must be in addition to the actuarially  
3 determined contribution and must not be used to meet the  
4 actuarially determined contribution for the state police retirement  
5 system.

**Roll Call No. 81****Yeas—71**

Aiyash	Damoose	Jones	Roth
Albert	Eisen	Kahle	Shannon
Alexander	Farrington	Koleszar	Slagh
Allor	Filler	LaFave	Sneller
Beeler	Fink	Lightner	Steckloff
Bellino	Frederick	Lilly	Thanedar
Berman	Garza	Maddock	Tisdell
Beson	Glenn	Marino	VanSingel
Bezotte	Green	Markkanen	VanWoerkom
Bollin	Griffin	Martin	Wakeman
Borton	Haadsma	Meerman	Wendzel
Brann	Hall	Mueller	Wentworth
Breen	Hauck	O'Malley	Whitford
Calley	Hoitenga	Outman	Whitsett
Cambensy	Hood	Paquette	Witwer
Camilleri	Hornberger	Posthumus	Yancey
Carra	Howell	Reilly	Yaroch
Clements	Johnson, S	Rendon	

**Nays—33**

Anthony	Ellison	Manoogian	Rogers
Bolden	Hertel	Morse	Sabo
Brabec	Hope	Neeley	Scott
Brixie	Johnson, C	O'Neal	Sowerby
Carter, B	Kuppa	Peterson	Steenland
Carter, T	LaGrand	Pohutsky	Stone
Cavanagh	Lasinski	Puri	Tate
Cherry	Liberati	Rabhi	Young
Coleman			

In The Chair: Hornberger

The question being on agreeing to the title of the bill,

Rep. Frederick moved to amend the title to read as follows:

A bill to make, supplement, and adjust appropriations for various state departments and agencies for the fiscal year ending September 30, 2022; to provide for certain conditions on appropriations; and to provide for the expenditure of the appropriations.

The motion prevailed.

The House agreed to the title as amended.

Rep. Frederick moved that the bill be given immediate effect.

The motion prevailed, 2/3 of the members serving voting therefor.

Rep. Young, having reserved the right to explain her protest against the passage of the bill, made the following statement:

"Mr. Speaker and members of the House:

I believe the 'devil is in the details'. On the surface, it sounds good, but currently the one thing I know is this legislation was put forward without any negotiations with the Senate or the Governor's office. The future of this legislation may be like so many others .... a slow death in the Senate because the work wasn't done on the front end to ensure support.



**BOARD:** City Council

**MEETING DATE:** April 17, 2023

**PREPARED:** April 13, 2023

**AGENDA SUBJECT:** Appointment Recommendation

**RECOMMENDATION:** City Council confirm these appointments

---

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

- BUILDING AUTHORITY BOARD OF COMMISSIONERS – Appointment of Allan Berg, City Assessor, to fill a term ending July 2025; and
- ZONING BOARD OF APPEALS – Reappointment of Chris Hinrichs, 506 Elizabeth Street, for a three-year term ending April 2025.



Resolution No. 23 - \_\_\_\_

WHEREAS, Mayor Murphy requests to appoint City Assessor Allan Berg to serve on the Building Authority Board of Commissioners:

NOW, THEREFORE, BE IT RESOLVED, the City of Petoskey City Council hereby approves the appointment of Allan Berg, City Assessor, to the Building Authority Board of Commissioners to fill a term ending July 2025.

I, Sarah Bek, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the 17<sup>th</sup> day of April, 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 April, 2023.

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



# City of Petoskey

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

RECEIVED

APR 03 2023

CITY OF PETOSKEY  
CITY MANAGER

93

## Application to Serve on a Board or Commission

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

■ Name	Hinrichs			Chris			R			■ Date	4			3			2023								
	Last			First			Initial																		
■ Residence Address	506			Elizabeth St.			Petoskey			MI			49770			■ Home Phone	231			582			5447		
	Number			Street			City			State			Zip												
■ Email Address	crhinrichs@gmail.com															■ Work Phone									

Please answer the following questions using the space provided.

1. What Board or Commission interests you and why are you applying? Zoning Board Of Appeals. I'm applying to continue my participation
2. How do you believe your appointment would benefit the City? I would continue to apply my judgment and knowledge to make the best rulings possible.
3. Describe any involvement in the community on a Board or Commission or in another volunteer capacity. \_\_\_\_\_
4. How many continuous years have you lived in Petoskey? Ten
5. Any other helpful information relevant to your application. \_\_\_\_\_

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

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

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

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

Date: 4-3-23



Resolution No. 23 - \_\_\_\_

WHEREAS, Mayor Murphy requests to reappoint Chris Hinrichs to serve on the Zoning Board of Appeals:

NOW, THEREFORE, BE IT RESOLVED, the City of Petoskey City Council hereby approves the reappointment of Chris Hinrichs, 506 Elizabeth Street, to the Zoning Board of Appeals for a three-year term ending April 2025.

I, Sarah Bek, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the 17<sup>th</sup> day of April, 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 April, 2023.

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



**BOARD:** City Council

**MEETING DATE:** April 17, 2023

**PREPARED:** April 13, 2023

**AGENDA SUBJECT:** Ethics Ordinance

**RECOMMENDATION:** City Council review proposed Ethics Ordinance – First Reading

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**Background** On March 6, 2023 City Council reviewed City ordinance Chapter 26 Sections 26-1 through 26-11 drafted by the City Attorney creating a Code of Ethics for every City employee, elected and appointed officials. On March 20, 2023 the Ethics Ordinance was on for discussion and First Reading.

**Review** The March 20, 2023 City Council meeting resulted in a few requested modifications. The following changes were incorporated and the modified Ethics Ordinance is reintroduced for discussion and First Reading:

- Revised Sec. 26-3 language with citation to the relevant charter provision.
- Revised Sec. 26-5(B) to clarify the process needed to confirm an actual conflict prior to disqualification.
- Revised Sec. 26-8(A) to require requests for opinions to go through City Manager.
- Revised Sec. 26-9 to clarify that the Clerk shall require each person to sign and return an acknowledgement of receipt

**Recommendation** Review proposed Ethics Ordinance for First Reading. Set a Public Hearing for May 1, 2023 for Second Reading and potential adoption.

sh  
Enclosure

**ORDINANCE NO. \_\_\_\_**

**ETHICS ORDINANCE**

**AN ORDINANCE TO CREATE A CODE OF ETHICS APPLICABLE TO EVERY CITY EMPLOYEE AND OFFICIAL**

**THE CITY OF PETOSKEY ORDAINS**

Chapter 26, Sections 26-1 through 26-11 of the Petoskey Code of Ordinances is hereby enacted as follows:

**Chapter 26  
Ethics**

**Section 26-1. Intent and Purpose.**

(A) It is the policy of the city to uphold, promote and demand the highest standards of ethics from all its employees and officials, whether elected, appointed or hired. City officers and employees (public servants) shall maintain the highest standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their city position or powers for improper personal gain.

(B) It is further the intent of this chapter that a public servant, regardless of whether specifically prohibited by this chapter, shall avoid any action, which might result in or create the appearance of:

- (1) Using public office or employment for private gain personal or monetary;
- (2) Giving improper preferential treatment to any person or organization;
- (3) Impeding government efficiency or economy;
- (4) A lack of independence or impartiality of action;
- (5) Making a government decision outside of official channels; or
- (6) Affecting adversely the confidence of the public in the integrity of the city.

(C) It is not the intent of this chapter to in any way limit the right or ability of any public servant to exercise his or her discretion in making legitimate policy decisions which are within their discretion so long as the action does not provide a special benefit to that person, relieve the public servant of a particular duty, or treat that person differently than other similarly situated city residents.

**Section 26-2. Definitions.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**BUSINESS.** A business entity includes, but is not limited to, any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, limited liability company, or any legal entity organized for profit.

**CITY.** The City of Petoskey, a Michigan municipal corporation.



**CITY PURPOSE.** A purpose directly related to a city employee or city official's role or responsibility as an employee or official of the city.

**COMPENSATION.** Payment in any form for real or personal property or services of any kind.

**CONFIDENTIAL INFORMATION.** Any information, oral or written, which comes to the attention of, or is available to, the public servants only because of his or her position with the city and is not a matter of public record.

**ELECTED OFFICER.** Any person who is elected at a general or special election to any public office of the city and any person appointed to fill a vacancy in any office.

**INTEREST.** Any right, title or share in something, either personal, financial, legal or equitable, which is owned, held or controlled, in whole or in part, directly or indirectly, by a public servant.

**PUBLIC SERVANT.** Every individual elected, appointed, hired, or otherwise selected to an office, position, committee, board, task force or similar multi-member body with the city, or any subdivision thereof, whether the individual is paid or unpaid and any person elected or appointed to any public body of the city.

**PUBLIC BODY.** The City Council, and any board, authority, commission, committee, department, office or other agency of the city, and including the city.

**QUESTION THE EMPLOYMENT STATUS.** Imply, infer, suggest, or otherwise state that an employee should be dismissed from employment with the city.

### **Section 26-3. Fair and Equal Treatment.**

No public servant shall request, use or permit the use of any consideration, treatment, advantage or favor beyond that which is the general practice to grant or make available to the public at large. All public servants shall treat all citizens of the city with courtesy, impartiality, fairness, and equality under the law. In addition, no elected official may appoint, suspend, remove, direct, or otherwise interfere with any city employee under the control of the City Manager unless authorized to do so by Charter, law, or personnel rules adopted in accordance with the City Charter. Except for the purpose of inquiry as permitted by City Charter Section 4.9, elected officials shall deal with city employees under the control of the City Manager solely through the City Manager.

### **Section 26-4. Prohibited Conduct.**

The following shall constitute violations of this chapter.

(A) *General prohibition against conflict of interest.* In order to avoid impropriety, or an appearance of conflict of interest, no current public servant should be involved in any activity that might be seen as conflicting with the conduct of official city business or as adverse to the interests of the city. Even the appearance of the following prohibited conduct alone may be sufficient to constitute a violation of this ethics chapter.

(B) *Disclosure of confidential information and/or benefitting from confidential information.* No public servant shall disclose or use any confidential, privileged, or proprietary information gained by reason of his or her position for a purpose which is for other than a city purpose; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

(C) *Improper use of city personnel and property.* No public servant shall employ or use any person under his or her official control or direction for the personal benefit, gain or profit of the public servant or other. No public servant shall use city-owned vehicles, equipment, materials, money or property for personal or private convenience or personal gain. Nothing herein shall prohibit the use of city equipment or motor vehicles by public servants in accordance with written policies established by the City Council, City Manager or city department head concerned, nor shall this chapter be deemed to prohibit private use of surplus city property legally disposed of by the city or its departments in compliance with established procedures.

(D) *Beneficial interest in business transaction or participation in a contract.* No public servant shall participate or benefit from (monetarily or personally) in his or her capacity as a public servant in the making of a contract in which he or she has a financial interest, direct or indirect, or perform in regard to a contract some function which requires the exercise of discretion on behalf of the city. No public servant shall participate in contracts, loans, grants, rate-fixing or issuing permits involving a business in which he or she has a substantial interest. However, this provision shall not apply in the following circumstances:

(1) Contracting with the city where:

- (a) The contract is awarded pursuant to sealed bids;
- (b) The public servant is not involved directly or indirectly or otherwise refrains from participation in the decision on the award of the contract; and
- (c) The City Council, after reviewing the circumstances, determines the award of the contract would be in the best interest of the city.

(2) Where the interest of the public servant in the business involves the holding of less than 1% of the securities in a publicly traded business or less than 5% of privately or closely held business and where the public servant will not have any involvement in the transaction on behalf of the contracting business.

(E) *Engaging in certain private employment.* No city employee or public servant shall engage in or accept private employment or render services for any private interest when the employment or service is incompatible with the proper discharge of official duties or would tend to impair independence or judgment or action in the performance of official duties.

(F) *Acceptance or solicitation of compensation, gifts, favors, rewards or gratuity.* No public servant may, directly or indirectly, give or receive, or agree to give or receive, any compensation, gift, favor, reward, or gratuity for a matter connected with or related to the public servant's services with the city which would tend to influence the manner in which the public servant performs his or her official duties, except this prohibition shall not apply to:

- (1) Attendance of a public servant at a hosted meal when provided in conjunction with a meeting directly related to the conduct of city business or where official attendance by the city official as a city representative is required or in the best interest of the city;
- (2) An award publicly presented in recognition of public service presented to the public servant; or
- (3) Any gift valued at \$100 or less, which cannot reasonably be presumed to influence the judgment of the public servant.

(G) *Improper use of position.* No public servant shall knowingly use his or her office or position to secure personal benefit, gain or profit, or use his or her position to secure special privileges or exceptions for himself, herself, or for the benefit, gain or profits of any other persons. No public servant shall represent his or her individual opinions as those of the city.

#### **Section 26-5. Matter Regarding Disclosure of Conflicts of Interest, Actual and Potential.**

The following disclosure requirements are established to avoid both actual and potential conflict between the private self-interests and the public interest of public servants.

(A) *Self-interest.* No public servant, either on his or her behalf or on behalf of any other person, shall have an interest in any business transaction with any public body of the city, unless the person shall first make full public disclosure of the nature of the interest.

(B) *Disclosure and disqualification.* Whenever the performance of official duties shall require a public servant to deliberate and vote on any matter involving his or her financial or personal interest, that person shall publicly disclose the nature and extent of the interest. The remaining members of the public body of which that public servant is a member shall then discuss and vote on whether to (i) disqualify the public servant from participating in deliberations or voting on the matter or (ii) request an opinion from the City Attorney pursuant to Section 26-8(A) before voting on disqualification.

(C) *Dual employment.* No public servant shall engage in employment with, or render services for, any person or entity, which has business transactions with any public body of the city, without first making full public disclosure of the nature and extent of the employment or services.

(D) *Dual representation.* A public servant shall make full public disclosure of business involving the city when attempting to use his or her official position to secure special privileges or exemptions for self or others.

#### **Section 26-6. Public Disclosure, Contents.**

Whenever a public disclosure is required by this chapter, it may be made orally on the record at a meeting of the public body involved, or in a writing filed with the Clerk, in both of which cases it shall be made a part of the record of a regular City Council meeting, and in either event shall include:

(A) The identity of all persons involved in the interest; and

(B) The source and amount of income derived from the interest that may be considered as resulting from employment, investment or gift. The person required to file a disclosure statement in accordance with the provisions of this chapter must verify, in writing, under penalty of perjury, the information in the statement is true and complete as far as he or she knows.

#### **Section 26-7. Disclosure of Campaign Contributions.**

Every elected officer and candidate for elected office must comply with all campaign contribution reporting obligations imposed by Michigan law.

### **Section 26-8. Request for Opinion from the City Attorney.**

(A) Any elected official may request the City Attorney provide an advisory opinion interpreting the effect or application of this chapter generally, or on questions directly relating to the propriety of their conduct, or the conduct of another elected official, in a particular situation. Such requests must be made through the City Manager who will obtain the opinion from the City Attorney.

(B) Any other public servant may request, with the approval of the City Manager, that the City Attorney provide an advisory opinion interpreting the effect or application of this chapter generally, or on questions directly relating to the propriety of their conduct in a particular situation.

### **Section 26-9. Delivery of Copies of Ethics Code to Public Servants.**

The Clerk shall deliver a copy of this chapter to each public servant as soon as practicable after the enactment of this chapter, and to each new public servant at the time of employment or taking office. The Clerk shall require that each person sign and return an acknowledgment of receipt of a copy of this chapter.

### **Section 26-10. Conflict and Severability Clause.**

All ordinances, resolutions and orders or part thereof in conflict with the provisions of this Chapter are to the extent of such conflict hereby repealed, and each section of this Chapter and each subdivision of any section thereof is hereby declared to be independent, and the finding or holding of any section or subdivision thereof to be invalid or void shall not be deemed or held to affect the validity of any other section or subdivision of this Chapter.

### **Section 26-11. Enactment and Effective Date.**

This Chapter is hereby determined by the City Council to be immediately necessary for the interest of the City. Consistent with City Charter Sec. 6.3, the effective date of this Chapter shall not be less than fourteen (14) days after enactment nor before publication thereof as required by City Charter Sec. 6.7.

Adopted, enacted and ordained by the City of Petoskey City Council this \_\_\_\_ day of \_\_\_\_\_, 2023.

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John Murphy  
Its Mayor

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Sarah Bek  
Its Clerk



**BOARD:** City Council

**MEETING DATE:** April 17, 2023

**PREPARED:** April 12, 2023

**AGENDA SUBJECT:** Certified Grant Administrator – City Park Grill Rental Rehab

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

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**Background** The City Park Grill Rental Rehab project will add 5 year-round affordable rental units in Downtown Petoskey. The CDBG budget includes funds for a third-party Certified Grant Administrator to facilitate the requirements of the grant and work directly with the owner and contractor for successful completion. The services of a Certified Grant Administrator were solicited through a bid process with NLEA selected with their proposal of \$25,175. The City will be invoiced for these services and be 100% reimbursed through the CDBG Grant.

**Action** That City Council adopt the enclosed resolution and authorize the City Manager to execute a contract with NLEA for Certified Grant Administrator duties associated with the City Park Grill Rental Rehab project.

sh  
Enclosures



Resolution No. 23 - \_\_\_\_

**A Resolution to Approve an Agreement with Northern Lakes Economic Alliance for Administrative Services Associated with the City Park Grill Rental Rehab Project**

WHEREAS, the City Park Grill Rental Rehab CDBG Grant budget allows for the services of a Certified Grant Administrator (CGA) to facilitate the project and work with the owner, contractor, and City to ensure best practices are followed and in accordance with grant requirements; and

WHEREAS, bids were sought for Certified Grant Administrators that were pre-qualified through MEDC with Northern Lakes Economic Alliance (NLEA) selected with their bid of \$25,170; and

WHEREAS, the City will be billed for the services provided by the CGA in facilitating the grant requirement with these fees being 100% reimbursable to the City through the grant:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council hereby authorizes the engagement with NLEA for Certified Grant Administrator duties associated with the City Park Grill Rental Rehab Project and authorizes the City Manager to execute the contract.

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 Council of the City of Petoskey in regular session assembled on the 17<sup>th</sup> day of April, 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 April, 2023.

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

# **CONTRACT FOR CONSULTANT SERVICES**

City of Petoskey CDBG Project

## **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM** **CONSULTANT SERVICES**

### **PART I -- AGREEMENT**

This Agreement for professional services is by and between the City of Petoskey, State of Michigan (hereinafter called the "GRANTEE"), acting herein by Shane Horn, City Manager, hereunto duly authorized, and the Northern Lakes Economic Alliance, a non-profit organization, organized under the laws of the State of Michigan (hereinafter called the "CONSULTANT"), acting herein by David Emmel, President, hereunto duly authorized;

### **WITNESSETH THAT:**

WHEREAS, the GRANTEE has received funding under the State of Michigan, MEDC, CDBG Programs pursuant to Title I of the Housing and Community Development Act of 1974, as amended; and,

WHEREAS, the GRANTEE desires to engage the CONSULTANT to render certain technical assistance services in connection with its Community Development Program:

NOW, THEREFORE, the parties do mutually agree as follows:

#### **1) Employment of CONSULTANT**

The GRANTEE hereby agrees to engage the CONSULTANT, and the CONSULTANT hereby agrees to perform the Scope of Services set forth herein under the terms and conditions of this agreement.

#### **2) Scope of Services**

The CONSULTANT shall, in a satisfactory and proper manner, perform the services listed in Part III Scope of Services and Payment Schedule. Services in each of the work areas shall be performed under and at the direction of the chief elected official or their designated representative.

#### **3) Time of Performance**

The services of the CONSULTANT shall commence on April 18, 2023, and shall end on December 31, 2025. Such services shall be continued in such sequence as to assure their relevance to the purposes of this Agreement. All of the services required and performed hereunder shall not be completed until the GRANTEE has received notification of final close out from the MEDC.

#### **Access to Information**

It is agreed that all information, data, reports, records, and maps as are existing, available, and necessary for the carrying out of the work outlined above, shall be furnished to the CONSULTANT by the GRANTEE. No charge will be made to the CONSULTANT for such information, and the GRANTEE will cooperate with the CONSULTANT in every way possible to facilitate the performance of the work described in this contract.

#### 4) Compensation and Method of Payment

CONSULTANT shall only be paid for services rendered under this agreement from funds allowed by the MEDC for administrative costs under the provisions of the grant awarded to the GRANTEE. Payment will be made only on approval of the GRANTEE.

The total amount of reimbursable costs to be paid CONSULTANT under this contract for program administration shall not exceed twenty-five thousand one hundred seventy-five dollars (\$25,175.00). CONSULTANT may not incur any costs in excess of this amount (except at its own risk) without the approval of the GRANTEE. CONSULTANT will only be paid for the time and effort needed to complete the actual scope of services required for this program; which may be less than the total amount above.

The CONSULTANT shall submit invoices to the GRANTEE for payment. Each invoice submitted shall identify the specific contract task(s) or sub-task(s) listed in Part III, Scope of Services for payment according to the appropriate method listed below:

- a) Cost Reimbursement: For tasks lacking a definable work product and/or the CONSULTANT will not assume the risk for incurring the costs for a definable work product: cost reimbursement of labor, material and service costs, and allowable overhead. Each invoice shall itemize the: Direct labor hours by job classification; hourly rate by job classification, fringe benefits as *either* a percent direct labor cost *or absolute dollar per hour amount*; mileage and per diem required per task, and overhead as *either* a percent of direct costs *or dollar amount per direct labor hour* in accordance with the schedule of reimbursable costs listed in Part III Payment Schedule. Reimbursement for contracted services or materials shall include the vendor invoice(s) that identifies items by quantities and cost per unit.
- b) Lump Sum Price: For tasks with a definable work product and the quantity required is certain and the contractor assumes the risk for all costs: a lump sum price. Each invoice submitted shall identify the specific contract task(s) listed in as listed in Part III and the completed work product/deliverable for the agreed upon price and quantity listed in Part III Payment Schedule.
- c) Unit Price: For tasks with a definable work product but the quantity is uncertain and the contractor assumes the risk for all costs: a unit price times the number of units completed for each billing. Each invoice submitted shall identify the specific contract task(s) listed in as listed in Part III and the completed work product/deliverable for the agreed upon price listed in Part III Payment Schedule.

#### 5) Ownership Documents

All documents, including original drawings, estimates, specifications, field notes, and data are the property of the Grantee. The CONSULTANT may retain reproducible copies of drawings and other documents.

#### 6) Professional Liability

The CONSULTANT shall be responsible for the use of reasonable skills and care benefiting the profession in the preparation of the application and in the implementation of the CDBG Program.

#### 7) Indemnification

The CONSULTANT shall comply with the requirements of all applicable laws, rules and regulations in connection with the services of the CONSULTANT, and shall exonerate, indemnify, and hold harmless the GRANTEE, its officers, agents, and all employees from and against them, and local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and Income Tax Laws. Further, the CONSULTANT shall exonerate, indemnify, and hold harmless the GRANTEE with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this contract by the CONSULTANT. This shall not be construed as a limitation of the CONSULTANT's liability under this Agreement or as otherwise provided by law.



8) Terms and Conditions

This Agreement is subject to the provisions titled, "Part II, Terms and Conditions" and "Part III Payment Schedule", consisting of eight pages, attached hereto and incorporated by reference herein.

9) Address of Notices and Communications

Shane Horn  
City Manager  
101 E. Lake St  
Petoskey, MI 49770

David Emmel  
President  
1313 Boyne Avenue/P.O. Box 8  
Boyne City, Michigan 49712

10) Captions

Each paragraph of this Contract has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any paragraph or in any way determine its interpretation or application.

11) Authorization

This Agreement is authorized by the City of Petoskey, Resolution 2023-, adopted April 17, 2023, copies of which are attached hereto and made a part hereof.

ATTEST:

City of Petoskey

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

By: \_\_\_\_\_  
Shane Horn, City Manager

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

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

Northern Lakes Economic Alliance

\_\_\_\_\_  
Jessica Lovay, Community Development

By: \_\_\_\_\_  
David Emmel, President

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

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

## PART II -- TERMS AND CONDITIONS

### A. TERMINATION OF CONTRACT FOR CAUSE.

If, through any cause, the CONSULTANT shall fail to fulfill in a timely and proper manner their obligations under this Contract, or if the CONSULTANT shall violate any of the covenants, agreements, or stipulations of this Contract, the GRANTEE shall thereupon have the right to terminate this Contract by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the CONSULTANT under this Contract shall, at the option of the GRANTEE, become its property and the CONSULTANT shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the CONSULTANT shall not be relieved of liability to the GRANTEE for damages sustained by the GRANTEE by virtue of any breach of the Contract by the CONSULTANT, and the GRANTEE may withhold any payments to the CONSULTANT for the purpose of set-off until such time as the exact amount of damages due the GRANTEE from the CONSULTANT is determined.

This contract for overall program administration will be automatically terminated if the application(s) is not funded by the MEDC. CONSULTANT will not be entitled to any reimbursement for program administration either from the GRANTEE or the MEDC.

### B. TERMINATION FOR CONVENIENCE OF THE GRANTEE

The GRANTEE may terminate this contract at any time by giving at least 10 days' notice in writing to the CONSULTANT. If the Contract is terminated by the GRANTEE as provided herein, the CONSULTANT will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the CONSULTANT, paragraph 1 hereof relative to termination shall apply.

This contract for overall program administration will be automatically terminated if the application(s) is not funded by the MEDC. CONSULTANT will not be entitled to any reimbursement for program administration either from the GRANTEE or the MEDC.

### C. CHANGES

The GRANTEE may, from time to time, request changes in the scope of the services of the CONSULTANT to be performed hereunder. Such changes, including any increase or decrease in the amount of the CONSULTANT's compensation, which are mutually agreed upon by and between the GRANTEE and the CONSULTANT, shall be incorporated in written amendments to this Contract. No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

### D. PERSONNEL

- a) The CONSULTANT represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the GRANTEE.
- b) All of the services required hereunder will be performed by the CONSULTANT or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
- c) None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the GRANTEE. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

E. ASSIGNABILITY

The CONSULTANT shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the GRANTEE thereto. Provided, however, that claims for money by the CONSULTANT from the GRANTEE under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the GRANTEE.

F. REPORTS AND INFORMATION

The CONSULTANT, at such times and in such forms as the Grantee may require, shall furnish the GRANTEE such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

G. RECORDS AND AUDITS

The CONSULTANT shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the GRANTEE to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit or other financial reporting purposes to the GRANTEE or any authorized representative, and will be retained for five years after the MEDC has officially closed-out the CDBG Program unless permission to destroy them is granted by the GRANTEE.

H. FINDINGS CONFIDENTIAL

All of the reports, information, data, et cetera, prepared or assembled by the CONSULTANT under this Contract are confidential and the CONSULTANT agrees that they shall not be made available to any individual or organization without the prior written approval of the GRANTEE.

I. COPYRIGHT

No materials, to include but not limited to reports, maps, or documents produced as a result of this contract, in whole or in part, shall be available to CONSULTANT for copyright purposes. Any such materials produced as a result of this contract that might be subject to copyright shall be the property of the GRANTEE and all such rights shall belong to the GRANTEE, and the GRANTEE shall be sole and exclusive entity who may exercise such rights.

J. COMPLIANCE WITH LOCAL LAWS

The CONSULTANT shall comply with all applicable laws, ordinances and codes of the state and local government, and the CONSULTANT shall hold the GRANTEE harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Contract.

K. CIVIL RIGHTS ACT OF 1964/EQUAL EMPLOYMENT OPPORTUNITY

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. During the performance of this Contract, the CONSULTANT agrees as follows:

- a) The CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, handicap or familial status. The CONSULTANT will take affirmative steps to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, national origin, handicap or familial status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment

advertising; layoff or termination; rates of pay or other forms or compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the GRANTEE setting forth the provisions of this non-discrimination clause.

- b) The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT; state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, national origin, handicap or familial status.
- c) The CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- d) The CONSULTANT will comply with all provisions of Presidential Executive Order 11246 (Executive Order 11246) of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- e) The CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the GRANTEE and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- f) In the event of the CONSULTANT's non-compliance with the equal opportunity clauses of this Agreement or with any such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the CONSULTANT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided by Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g) The CONSULTANT will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the GRANTEE may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the GRANTEE, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

L. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

M. "SECTION 3" COMPLIANCE IN THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES

- a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

- b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c) The CONSULTANT agrees to send to each labor organization or representative of workers with which the CONSULTANT has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the CONSULTANT's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- d) The CONSULTANT agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The CONSULTANT will not subcontract with any subcontractor where the CONSULTANT has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e) The CONSULTANT will certify that any vacant employment positions, including training positions, that are filled (1) after the CONSULTANT is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the CONSULTANT's obligations under 24 CFR Part 135.
- f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g) With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

N. INTEREST OF MEMBERS OF THE GRANTEE

No member of the governing body of the GRANTEE and no other officer, employee, or agent of the GRANTEE who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

O. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

P. INTEREST OF CONSULTANT AND EMPLOYEES

The CONSULTANT covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The CONSULTANT further covenants that in the performance of this Contract, no person having any such interest shall be employed.

Q. ACCESS TO RECORDS

The MEDC grantor agency, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to this specific contract for the purpose of audits, examinations, and making excerpts and transcriptions.

All records connected with this contract will be maintained in a central location by the unit of local government and will be maintained for a period of 5 years from the official date of close out of the grant by the MEDC.

R. INSURANCE

- Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.
- This rating requirement shall be waived for Worker's Compensation coverage only.
- CONSULTANT's Insurance: The CONSULTANT shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Michigan State agency. The CONSULTANT shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the CONSULTANT shall also submit copies of insurance policies for inspection and approval of the GRANTEE before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days' notice in advance to the GRANTEE and consented to by the GRANTEE in writing and the policies shall so provide.
- Compensation Insurance: Before any work is commenced, the CONSULTANT shall maintain during the life of the contract, Workers' Compensation Insurance for all of the CONSULTANT's employees employed at the site of the project. In case any work is sublet, the CONSULTANT shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the CONSULTANT. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the CONSULTANT shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.
- Commercial General Liability Insurance: The CONSULTANT shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the GRANTEE, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the GRANTEE. Such insurance shall name the GRANTEE as additional insured for claims arising from or as the result of the operations of the CONSULTANT or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of insert GRANTEE determined amount here – for example \$1,000,000.
- Insurance Covering Special Hazards: Special hazards as determined by the GRANTEE shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required

to be furnished by the CONSULTANT, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

- Licensed and Non-Licensed Motor Vehicles: The CONSULTANT shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000.00 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.
- Subcontractor's Insurance: The CONSULTANT shall require that any and all subcontractors, which are not protected under the CONSULTANT's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the CONSULTANT.

S. APPLICABLE LAW

This contract shall be governed by and interpreted in accordance with the laws of the State of Michigan. Venue of any action brought with regard to this contract shall be in the 90<sup>th</sup> District Court, County of Emmet, State of Michigan.

T. SEVERABILITY

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

U. COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

V. ENTIRE AGREEMENT & ORDER OF PRECEDENCE

This contract together with the Request For Proposal and CONSULTANT's proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the CONSULTANT's Proposal.

**NOTE TO GRANTEE ON SCOPE OF SERVICES AND PAYMENT SCHEDULE:**

1. *The list of the scope of services is just an example. The grant recipient should delete any services not needed for this particular contract; or add services that are needed.*
2. *The use of unit and lump sum prices are just an example. The grant recipient may require all tasks be performed on a cost reimbursement basis. The grant recipient should ensure that the unit price and/or lump sum price payment requirements are deleted from Part I Section 5 of the contract if they are not used.*
3. *Any use of unit and lump sum prices assumes the grant recipient has conducted the required (24 CFR 85.36(f)) cost price analysis according to the steps outlined in HUD's Quick Guide to Cost Price Analysis, found in Exhibit 6-5, and maintains sufficient detail [Exhibit 6-4 Excel] to establish the basis of the price (24 CFR 85.36(b)(9)).*

### PART III – SCOPE OF SERVICES AND PAYMENT SCHEDULE

The scope of work the consultant must be prepared and qualified to provide are as follows:

#### **1. General Tasks**

- a. Establish project files in the UGLG's office and digitally so that file sharing can easily occur between UGLG and MEDC. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is being retained in the UGLG's files.
- b. Assist UGLG in meeting Citizen Participation requirements noted in its Citizen Participation Plan. This can include reviewing public hearing notices to ensure compliance.
- c. Assist in collecting and maintaining applicable Section 3 documentation to meet compliance standards.
- d. Prepare, receive, and submit signed grant metric reports from the UGLG. These reports include, but are not limited to: Progress Reports, Audit Reports, Job Creation Reports and Milestones.
- e. Prepare and submit the semi-annual HUD 2516 and HUD 4710 reports.
- f. Assist in preparing Grant Amendment documents if necessary. Also, assist the UGLG with developing a public hearing notice, if required. If the project scope changes and the Environmental Review level is affected, review and assist in the preparation of Environmental Review amendment documents or administrative paperwork to SHPO.
- g. Other general tasks as related to program compliance.

**Total estimated hours for General Tasks: 30 Hours**

#### **2. Financial Management**

- a. Prepare Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
- b. Review the City of Petoskey's financial management processes which includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and conforms to generally accepted principles of municipal accounting.
- c. Make progress inspections and certify private and other match investment each time a payment request is issued.
- d. Review Change Orders submitted by the City of Petoskey.
- e. Assist City of Petoskey with annual Single Audit Certification completion and submission to MEDC.

**Total estimated hours for Financial Management: 40 Hours**

#### **3. Environmental Review**

- a. If the Determination Level for Environmental Review is *Exempt* or *Categorically Excluded Not Subject To 58.5*, the Certified Grant Administrator can assist the City of Petoskey in the preparation of necessary Environmental Review documentation. If the Environmental Review level is determined to be *Categorical Excluded Subject to 58.5*, consultation with the CDBG Project Specialist is required.
- b. If the Environmental Review level is determined to be an *Environmental Assessment* or an *Environmental Impact Statement*, all Environmental Review documentation will be created by qualified Consulting Agency(ies) and SHPO and collected by the City of Petoskey and Certified Grant Administrator.
- c. Assist City of Petoskey in providing documentation to CDBG Program Specialist for environmental release of funds for the awarded project.
- d. If the Scope changes for a project, assist the UGLG in creating Environmental Review Amendment materials for review by the CDBG Specialist.

**Total estimated hours for Environmental Review: 15 Hours**

#### **4. Procurement**

- a. Provide required procurement reports and assist the UGLG in obtaining approvals from MEDC as appropriate.
- b. Collect and File procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- c. Collect file contract agreements between City of Petoskey and the Selected Contractor. Collect and file insurance documentation related to the selected contractor.



- d. Provide SAM and HUD Limited Deniability Checks related to selected contractor.
- e. Collect and File Section 3 documentation.

**Total estimated hours for Procurement: 10 Hours**

## **5. Construction and Labor Compliance**

*Non-Davis Bacon Projects:*

- a. Assist project architect or engineer in bid document preparation to ensure bid specification documentation is consistent with state and federal regulations.
- b. Check payroll documentation.
- c. Review Contractor Payment Application materials and ensure that Supplies and Labor Amounts are present on all categories for reimbursement.
- d. File contractor clearances, specific to applicable Lead and Asbestos Abatement
- e. Monitor administrative paperwork to ensure compliance with equal opportunity, labor provisions, and Section 3 requirements.
- f. File any inspection reports related to the project.

## **6. Rental Rehabilitation Specific Tasks (RENTAL REHAB PROJECTS ONLY)**

- a. Assist City of Petoskey with housing rehabilitation activities to assure compliance with all CDBG regulations.
- b. Collect and File SHPO response, if applicable for City of Petoskey project file.
- c. Assist architect and City of Petoskey in bid document preparation to ensure verbiage is consistent with state and federal regulations.
- d. Assist City of Petoskey in reviewing payroll worksheets to ensure compliance.
- e. Conduct on-site interviews and compare the results with appropriate payrolls.
- f. File inspection reports related to the project.
- g. Work with City of Petoskey and private property owner(s) to assure rental compliance and eligibility.
- h. Collect and File leases for Fair Housing and MEDC compliance requirements.

**Total estimated hours for Rental Rehabilitation Specific Tasks: 120 Hours**

## **7. Monitoring and Close Out**

- a. Attend and Assist City of Petoskey during the MEDC's monitoring visit(s).
- b. Assist with close-out documentation.

**Total estimated hours for Monitoring and Close Out: 30 Hours**

## **8. National Objective Compliance, Surveys, and Income Verification**

- a. For housing projects: File the Certificate of Occupancy. Collect and file lease information showing that at least 51% of the rental units are leased to low-income households.
- b. Compliance, Surveys, and Income Verification Reports are not required for area benefit projects based on population.

**Total estimated hours for National Objective Compliance: 20 Hours**

**TOTAL HOURS FOR ALL TASKS: 265 Hours**



**BOARD:** City Council

**MEETING DATE:** April 17, 2023

**PREPARED:** April 12, 2023

**AGENDA SUBJECT:** Economic Development Incentive Policy Draft

**RECOMMENDATION:** Discussion

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**Background** City Council has discussed the need for an Economic Development Incentive Policy that aligns with City Council priorities and assists in addressing community needs. The purpose of the draft was to initiate a discussion that may determine how best to evaluate projects for potential incentives.

**Discussion** For this draft version, I have eliminated any scoring matrix but certainly could add this type of component back in to the policy.

The draft policy attempts to capture project consideration criteria and priorities with thresholds, targeted objectives, and project evaluation factors for consideration. I have also listed the typical incentive programs that City Council would likely consider with a brief overview. I have included supporting documents for each program.

**Action** Review and discuss the policy and provide direction and input.

sh  
Enclosures



## City of Petoskey Economic Development Incentive Policy

Adopted \_\_\_\_\_

**This policy will be used to evaluate requests for economic incentives that are fiscally responsible and provide long-term benefits to the community. The policy will be periodically reviewed to ensure it addresses current City priorities.**

### **A. Intent**

In order to facilitate public-private partnerships that benefit the community, the City of Petoskey will *consider* use of economic development incentives to encourage the development and redevelopment of commercial, mixed-use, or residential buildings and sites when it is demonstrated that the project would likely not occur without financial assistance or if the project furthers City priorities. In this effort, the Master Plan goals of providing year-round housing for all, maintaining and enhancing downtown, and redevelopment of vacant property and empty storefronts is encouraged and facilitated to the greatest extent possible are furthered.

The City of Petoskey is dedicated to building public/private partnerships between its citizens, developers, and regulatory agencies in order to return impaired properties to active, community-enhancing reuse.

### **B. Project Consideration**

Requests for incentives will be prioritized when the property is located within the Downtown Development Authority boundary, Old Town Emmet Neighborhood, designated Priority Redevelopment Sites, and sites that are blighted or contain functionally obsolete structures. Projects that are not in these areas but make significant strides in meeting current City development priorities may also be considered.

This policy applies to all economic development incentives including, but not limited to, Obsolete Property Rehabilitation Act (OPRA), Neighborhood Enterprise Zones (NEZ), Payment in Lieu of Taxes (PILOT), Brownfield Tax Increment Financing (TIF), Community Development Block Grants (CDBG), Residential Housing Exemption, and direct public investment through infrastructure expenditures or fee waivers.

Priority projects for incentive consideration shall meet the following criteria:

1. The project will likely not occur without development incentives.
2. The project provides economic, environmental, and social benefits consistent with the goals of the City Master Plan.
3. Any project with residential units shall have \_\_\_\_\_% of units 60-80% AMI, and \_\_\_\_\_% of units at 80-120% AMI.
4. Any project with residential units will have a restriction placed that the units will be for year-round housing<sup>1</sup> for no less than ten (10) years or the term of the incentive, whichever is longer.
5. The incentive duration will be the shortest possible for project viability.

<sup>1</sup> Year-round housing is defined for the purposes of this policy as no less than 10 months a year.

6. The applicant is current on all property taxes, fees, utilities and other financial obligations levied against it by the City of Petoskey, and shall remain current during the term of the approved exemption.

An evaluation of the project according to the project contributing to the below listed priorities will be completed by the Office of City Planner and reported to City Council for its decision. The incentive term is at the discretion of City Council, with demonstrated financial need to achieve one or more City priorities a primary determinant.

### **C. Targeted Objectives**

1. Develop a clear process and policy for application and financial review of all incentive requests.
2. Provide City Council with consistent method for measuring the total cost to the City, quality of the proposed development, and measurable public benefits intended to result from local incentives.
3. Ensure that development proposals clearly articulate why an incentive is necessary and what public value that incentive is expected to produce.
4. Establish S.M.A.R.T. evaluative tools (Specific, Measurable, Attainable, Relevant, and Time-based) to track return on investment.

### **D. Project Evaluation**

The following factors will be used to help guide decision making for a project's potential incentive request:

- The local incentive would serve as a match to a public or private grant.
- The project serves the target residential market including low-moderate income (60-80% AMI), workforce (80-120% AMI), mixed income, and market rate.
- For downtown projects, a letter of façade consistency with the Downtown Design Guidelines is obtained from the Downtown Design Committee.
- Use and incorporation of green technologies.
- The project will enable the improvement or creation of public infrastructure such as a parking structure, non-motorized facilities, utility improvements, renewable energy or green storm water infrastructure.
- The project is an improvement to an otherwise blighted or underutilized site.

## **E. Incentive Programs**

The City of Petoskey is willing to consider and utilize the following tools and programs to support investments:

- Brownfield Tax Increment Financing – Act 381
- Neighborhood Enterprise Zones (NEZ)
- Payment in Lieu of Taxes (PILOT)
- Obsolete Property Rehabilitation Act (OPRA)
- Commercial Rehabilitation & Commercial Redevelopment Acts
- Community Development Block Grants (CDBG)
- Residential Housing Exemption

### **Brownfield Tax Increment Financing – Act 381**

Uses tax increment financing (TIF), to reimburse brownfield related costs incurred while redeveloping contaminated, functionally obsolete, blighted or historic properties. The cost of certain eligible activities may be reimbursed through the capture of taxes on the increased taxable value resulting from the development. This tax capture can apply to both local and state property taxes with approval from MEDC and EGLE. Eligible activities may include:

- Environmental Assessments
- Response Activities
- Due Care Plans
- Remediation and Engineered Controls
- Asbestos and Lead Based Paint Abatement
- Demolition
- Public Infrastructure
- Site Preparation
- Site Improvements

### **Neighborhood Enterprise Zones (NEZ)**

The program provides a tax incentive for new development and rehabilitation of residential housing. A qualified local unit of government may designate one or more areas as a NEZ within that unit of government.

The City may reduce the taxes on property for 6-15 years in designated zones to promote the revitalization of those neighborhoods, subject to review and approval of the State Tax Commission.

An NEZ must contain not less than 10 platted parcels of land which are compact and contiguous. The NEZ may be utilized on all rental units or homestead units, but not on commercial elements/non-housing elements within a development.

The NEZ provides for public/private partnership in securing rental apartments that would have a mixed-income levels from 60%-120% of the Area Median Income (AMI) as determined annually by the Michigan State Housing Development Authority (MSHDA) for the City of Petoskey.

### **Payment in Lieu of Taxes (PILOT)**

A PILOT is an investment incentive negotiated between a tax authority and a developer to establish agreed upon payment each year in place of property taxes. Housing development PILOT's are typically multi-year agreements with payments based upon a percentage of net collected rents.

The City of Petoskey may consider the use of the Payment in Lieu of Tax (PILOT) program to support an applicant's pursuit of funding through MSHDA. City review shall include the following:

- Staff review shall include a complete financial analysis of the applicant's proposed project including the final proforma as submitted to MSHDA.
- Priority shall be given to projects which provide for year-round affordable/workforce housing.
- City may hire an independent third party to conduct a financial review of the proposed project and may require the applicant to provide up to a \$5,000 escrow to fund any activities associated with the independent financial review of their proposal.

### **Obsolete Property Rehabilitation Act (OPRA), Commercial Rehabilitation, and Commercial Redevelopment Act**

The State of Michigan has enabled local units, under specified circumstances to abate a portion of the local taxes for a limited period of time. Each of these enabling statutes functions in generally the same manner and for a time period of 6-12 years depending on the determination of the City. Each statute has specific eligibility criteria and detailed instructions as to how an abatement may be provided.

The City of Petoskey may consider a tax abatement, up to the full allowable term in cases where a minimum 25% of the units are maintained as year-around housing earning 80-120% AMI or less for the term of the abatement or greater.

### **Community Development Block Grants (CDBG)**

Under the CDBG Program, all projects must meet one of the following National Objectives to be considered for funding:

- Benefit persons of Low and Moderate Income (LMI)
- Prevention or elimination of blight
- Urgent Need projects – pose a serious or immediate threat to the health and welfare of the community

Examples of eligible activities are: housing acquisition and rehabilitation, public services, and public facilities that benefit low to moderate income populations.

### **Residential Housing Exemption – PA 237 of 2022**

Provides a tax incentive to owners of rental housing property of more than four units to enable renovation and expansion of aging facilities and assist in the building of new facilities. A Residential Housing Exemption Certificate (RHEC) entitles the facility to property tax abatement if the unit is rented to an income-qualified household (less than 120% AMI) and the rent/lease amount is no more than 30% of the household modified income. This incentive has a term of 1-12 years as determined by the local governmental unit.

# Act 381 Brownfield Tax Increment Financing

Tax Increment Financing (TIF) is a powerful funding tool that can help cover additional costs associated with redeveloping a brownfield property. The premise of brownfield TIF is simple:

- When a vacant, blighted, contaminated, or otherwise challenged property is redeveloped it becomes more valuable.
- The increase in value results in an increase in property taxes paid to the municipality, school district, or other taxing authorities for that property.
- The additional tax paid due to the increased property value is referred to as the increment.
- The increment is “captured” by the taxing authority and used to reimburse the developer for the cost of addressing brownfield conditions on the property during construction.
- The brownfield activities eligible for reimbursement are defined in the Brownfield Redevelopment Financing Act (Act 381). They require local and sometimes state approval.
- Once the developer has been reimbursed for the approved eligible brownfield activities on a project, the taxing authority begins retaining all taxes collected for the property, fully realizing the increase in tax revenue from the development.

## LOCAL APPROVAL

All projects seeking to use Act 381 TIF must prepare a Brownfield Plan for the project. The plan must identify the brownfield activities to be performed as well as the estimated taxes to be generated and captured. The plan must be approved by the local unit of government and the local Brownfield Redevelopment Authority (BRA). Public hearings and notifications are required as part of this process.

## STATE APPROVAL

Projects seeking to capture state education and school operating taxes must submit an Act 381 Work Plan to the appropriate state agency for approval. The Act 381 Work Plan must include a copy of the locally approved Brownfield Plan. Environmental activities typically associated with known or suspected soil and groundwater contamination require review and approval by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Non-environmental brownfield activities including demolition, site work, and infrastructure are reviewed by the Michigan Economic Development Corporation (MEDC).





## ELIGIBLE ACTIVITIES

Activities reviewed by EGLE can be divided into two categories:

1. Activities that require approval to use state taxes **before** they take place, including:
  - Due Care Activities
    - Documentation of due care compliance
    - Activities performed to make the property safe for its intended use, such as removing contaminated soil or installing vapor mitigation systems or exposure barriers
  - Response Activities
    - Remediation Activities
    - Demolition; lead, mold, and asbestos abatement under some circumstances
    - And many more (refer to the [Act 381 Work Plan Guidance](#) for additional eligible environmental activities)
2. Exempt activities that can take place **prior** to or without approval to use state taxes, including:
  - Phase I and Phase II Environmental Site Assessments and Baseline Environmental Assessments (BEAs)
  - Asbestos, mold, and lead surveys; hazardous materials and pre-demolition surveys
  - Due care investigations, planning, and reporting

Reach out to your [local EGLE Brownfield Coordinator](#) to discuss a specific project.

## USING TIF WITH OTHER EGLE BROWNFIELD INCENTIVES

EGLE Brownfield Loans are often used in conjunction with Brownfield TIF. EGLE loans can provide the capital often needed on the front end of development projects. The loans provide a 5-year payment-free and interest-free grace period to help with the back end of a project. The 5-year window is typically sufficient time to complete the development and generate a tax increment large enough to cover the amount of the loan payment.

EGLE Brownfield Grants can be used with Brownfield TIF. However, grant-funded activities must be clearly identified and separated from activities that will utilize Brownfield TIF to ensure the developer is not being reimbursed for costs that were paid for with the EGLE grant.

### CONTACT US

Dan Gough, Brownfield Specialist  
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[Michigan.gov/EGLEBrownfields](http://Michigan.gov/EGLEBrownfields)  
#MiBrownfields



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## NEIGHBORHOOD ENTERPRISE ZONE (NEZ)

The Neighborhood Enterprise Zone (NEZ) program was established by Public Act 147 of 1992, as amended. The program provides a tax incentive for the development and rehabilitation of residential housing. A qualified local unit of government may designate one or more areas as a NEZ within that local unit of government. The program was established to spur the development and rehabilitation of residential housing in communities where it may not otherwise occur. The program also encourages owner-occupied housing and new investment in communities.

*Note: This document is offered as a general guide only and the legislation should be reviewed by local officials.*

### WHO IS ELIGIBLE?

A qualified local unit of government, as defined under Section 2 of the Obsolete Property Rehabilitation Act 2000 PA 146, or a county seat.

### HOW DOES IT WORK?

A community will reduce the taxes on property for up to 15 years in designated areas to promote the revitalization of those neighborhoods. Developers and owners must first seek approval for the NEZ benefits before starting a project. There are two different types of projects that can be undertaken in an NEZ:

- A rehabilitated facility is defined as an existing structure or a portion of an existing structure with a current true cash value of \$80,000 or less per unit that has or will have as its primary purpose residential housing consisting of 1–8 units.
- A new facility is defined as a new structure or portion of a new structure that has as its primary purpose residential housing consisting of one or two units, one of which will be owner occupied as a principal residence. This definition includes a new individual condominium unit, in a structure with one or more condominium units, that has as its primary purpose residential housing which will be owner-occupied as a principal residence. Except when project meets all of the following items, a new facility does not include apartments:
  - Rented or leased or is available for rent or lease.
  - A mixed-use building or located in a mixed use building that contains retail business space on street level floor.
  - Located in a qualified downtown district (Downtown Development Authority, Principal Shopping District or boundaries identified by the local government in an area zoned and primarily used for business).

### WHAT IS THE PROCESS?

#### Local government process to designate a NEZ

1. The governing body of a qualified local unit of government by resolution may designate one or more NEZs within that local governmental unit. The NEZ must contain, at a minimum, platted parcels of land and the land must be compact and

contiguous. Minimum number of parcels and maximum percent of acreage vary depending on type of designation.

2. Written notice is provided to the assessor and to the governing body of each taxing unit not less than 60 days before passing the resolution designating a NEZ.
3. The governing body makes a finding that the proposed NEZ is consistent with the master plan, neighborhood preservation and economic development goals of the local governmental unit.
4. The governing body adopts a statement of the local unit of government's goals, objectives and policies relative to the maintenance, preservation, improvement and development of housing for all persons regardless of income level living within the proposed NEZ.
5. The governing body passes a housing inspection ordinance that, at a minimum, requires that before the sale of a unit in a new or rehabilitated facility for which a NEZ certificate is in effect, an inspection is made of the unit to determine compliance with any local construction or safety codes and that a sale may not be finalized until there is compliance with those local codes.
6. The governing body holds a public hearing not later than 45 days after the date the notice is sent but before acting upon resolution.
7. Assessor determines and furnishes the governing body the amount of true cash value of the property located within the proposed NEZ and any other information considered necessary by the governing body.
8. The clerk of the governing body notifies the state tax commission of resolution passage, including a copy of the resolution and a listing of each parcel located in the NEZ, showing parcel code numbers and addresses.

#### Owner/developer process for obtaining a NEZ certificate

1. An owner or developer (or prospective owner or developer) of a proposed new facility or proposing to rehab property in a NEZ files an application for an NEZ certificate with the clerk of the local government. The application must be filed before a building permit is issued for the new construction or rehabilitation of the facility, unless they qualify for the exceptions provided for in Section 4 (2) of the Act.
2. An owner/developer obtains a building permit and submits a copy to the local unit of government
3. Upon project completion, the property owner must submit to the local unit of government the following:
  - » *New Facility/Homestead Facility*—certificate of occupancy and/ or an affidavit executed by the owner affirming that the facility is occupied by the owner as a principal residence.
  - » *Rehabilitated Facility*—an affidavit executed by the owner affirming that the facility is occupied by the owner as a principal residence, a certificate that the improvements have met the minimum cost requirements and the local building code standards issued by the local building inspector, and



a certificate of occupancy if required by the local building permits or codes.

4. The local government will forward an application approved by resolution and the appropriate documentation (building permit, resolution contractor estimates, legal description and parcel number) to the state tax commission within 60 days of receiving it.
5. The State Tax Commission will issue a certificate to the applicant if it is determined that the facility complies with the NEZ program requirements within 60 days of receipt of the complete application from local government. Copies of the certificate will be sent to the applicant, assessor's office and each affected taxing unit.

#### **Rehabilitation cost requirements**

- Improvements, if done by a licensed contractor, are estimated at more than \$5,000 per owner-occupied unit or 50 percent of the true cash value (whichever is less), or \$7,500 per non-owner-occupied unit or 50 percent of the true cash value (whichever is less).
- If the owner proposes improvements that would be done by the owner, the cost of the materials must be in excess of \$3,000 per owner-occupied unit or \$4,500 per non-owner-occupied unit. Improvements estimated by the owner should not include the cost of labor.
- These improvements must bring the structure into conformance with minimum building code standards. A rehabilitated facility does not include a facility rehabilitated with the proceeds of an insurance policy for property or casualty loss.

#### **NEZ certificate**

- The NEZ certificate becomes effective December 31 of the year the new facility or rehabilitated facility is substantially completed and for a new facility occupied by an owner as a principal residence; or if a new facility is substantially completed in a year but is not occupied by an owner as a principal residence until the following year, upon the request of the owner, the effective date of the NEZ shall be December 31 in the year immediately preceding the date of occupancy by the owner as a principal resident; or upon the request of the owner, the effective date of the NEZ for a rehabilitated facility shall be December 31 in the year immediately preceding the date on which the rehabilitated facility is substantially completed.
- Certificates are effective for up to 17 years, depending on the local government unit and the type of project.
- A certificate can be transferred to succeeding property owners within the 12 years provided that the new owner meets the NEZ requirements for the program.
- A certificate expires if an owner fails to complete the filing within two years after the certificate is issued.
- A certificate is automatically revoked if any one of the following exists:
  - » The new facility is no longer a homestead or residential facility.

» The NEZ tax is not paid or property tax is not paid.

» The structure is not in compliance with local construction, building or safety codes.

- Requests for certificate revocation must be made to the State Tax Commission.

#### **NEZ Tax**

- The NEZ tax is levied on NEZ certificate holders in place of ad valorem real property taxes on the new or rehabilitated facility (not on the land on which the facility is located). The property taxes levied on the land will continue to be collected as they would without the NEZ designation.
- The NEZ tax is an annual tax payable at the same time, and in the same way, taxes under the general property tax act are collected.
- Until paid, the NEZ tax is a lien on the real property upon which the new facility or rehabilitated facility subject to the certificate is located.
- School taxes are reimbursed by the state.

#### **New facility property tax calculation**

- Financial Residence Property: Apply one-half of the previous year's state average principal residence millage rate to the value of the facility.
- Non-principal Residence Property: Apply one-half of the previous year's state average non-principal residence millage rate to the taxable value of the facility
- The NEZ tax on new construction attached to an existing facility will only apply to the addition. The rest of the facility will continue to be assessed regular property taxes.

#### **Rehabilitated facility tax calculation**

- Apply the current total millage rate to the previous year's taxable value of the rehabilitated portion of the facility (not including the land).

### **WHY WOULD A COMMUNITY WANT TO ESTABLISH A NEZ?**

A Neighborhood Enterprise Zone provides a tax incentive for the development and rehabilitation of residential housing and to spur the development and rehabilitation of residential housing in communities where it may not otherwise occur. A NEZ also promotes neighborhood revitalization, encourages owner occupied housing and new investment by lowering property taxes.

### **SUPPORTING STATUTE**

*Neighborhood Enterprise Zone Act: Public Act 147 of 1992*

### **CONTACT INFORMATION**

For more information, contact the Community Assistance Team (CAT) specialist assigned to your territory or visit [www.miplace.org](http://www.miplace.org).

The following frequently asked questions are provided as a service to assessors and taxpayers to better inform them about the administration of 1992 PA 147, as amended by 2022 PA 238 (effective March 28, 2023).

**Note:** The information contained in these frequently asked questions constitutes an analysis of one or more statutes and not legal advice. Since the analysis is limited to general statutory requirements, individual facts may result in different conclusions being reached. Therefore, individuals may wish to consult legal counsel.

**1. What is a Neighborhood Enterprise Zone (NEZ) Exemption?**

Prior to 2022 PA 238, the Neighborhood Enterprise Zone Act, 1992 PA 147, as amended, provided tax exemptions for the development and rehabilitation of residential housing located within a qualified local government as defined in the Obsolete Property Rehabilitation Act (2000 PA 146). The local governmental unit (LGU) in these qualified local governments could designate areas as NEZs. Under 2022 PA 238, all townships, cities, and villages can designate an NEZ if the zone meets criteria explained in Answer 3. Only facilities located within these established NEZs are eligible for NEZ certificates. New and rehabilitated facilities applications are filed, reviewed, and approved by the LGU, but are also subject to review by the Department of Treasury. The State Tax Commission (STC) is responsible for final approval and issuance of new and rehabilitated facility certificates. Exemptions for new and rehabilitated facilities are not effective until approved by the STC. NEZ Homestead applications are filed, reviewed, and approved by the LGU.

**2. Who determines when and where to establish an NEZ?**

An LGU that seeks to facilitate the development and rehabilitation of residential housing may establish one or more NEZs. The LGU determines the areas to be established as an NEZ. Each NEZ must contain not less than 10 platted parcels of land that are compact and contiguous, or if located in a downtown revitalization district may contain less than 10 platted parcels if the platted parcels together contain 10 or more facilities. An NEZ or combination of NEZs containing only new facilities, rehabilitated facilities, or a combination of both shall not exceed 15% of the total acreage contained within the LGU boundaries. An NEZ or combination of NEZs containing only homestead facilities shall not exceed 10% of the total acreage contained within the LGU boundaries; provided that, if approved by the county board of commissioners or a county executive of a county that has an elected or appointed county executive, the homestead facility NEZ or combination of NEZs can contain up to 15% of the total acreage of the LGU.

**3. What is the difference between an OPRA-qualified NEZ, a Workforce Housing NEZ, and a Neighborhood Enterprise “Homestead” Zone?**

An OPRA-qualified NEZ covers new facilities and/or rehabilitated facility projects designated by a qualified LGU as defined in the Obsolete Property Rehabilitation Act (OPRA), 2000 PA 146. A Workforce Housing NEZ covers new facilities and/or rehabilitated facility projects designated by a township, city or village that is not on the current list of OPRA-qualified LGUs. A Neighborhood Enterprise “Homestead” Zone can include only certain pre-existing residential property, located within a subdivision platted pursuant to state law before January 1, 1968.

For a Workforce Housing NEZ and for a Homestead NEZ not located in an OPRA-qualified LGU, the LGU must determine that both of the following are met:

- (i) The NEZ designation encourages compact development, and the neighborhood enterprise zone contains 5 or more existing residential units per acre at the time of designation.
- (ii) The NEZ is adjacent to existing development, can utilize existing infrastructure, and has access to municipal water and sewer services on at least 1 frontage.

When a Workforce Housing NEZ is created by the LGU, a resolution approving the creation of the Workforce Housing NEZ must be approved by the LGU in concordance with statutory requirements. The resolution should include:

- 1. Language outlining the requirement that the certificate holder for a Workforce Housing NEZ provide information each year to the LGU on which portion of the facility is occupied by “an individual, couple, family, or group of unrelated individuals with a combined adjusted household income in excess of 120% of the countywide area median income as posted by the Michigan state housing development authority...(MCL 207.773(7)).”
- 2. Language affirming the LGU will use the annual reporting described in (1) to adjust the specific tax for those units that exceed the income limit to “the full amount of the taxes that would be paid on that portion of the facility if the facility were not tax exempt (MCL 207.773(7)).”

**4. Who can apply for an NEZ Exemption Certificate?**

Unless otherwise provided by the LGU, an owner or developer must file an application for an NEZ Certificate, Form 4775, for a “new” or a “rehabilitated” facility project within an NEZ **before** a building permit is issued. If provided for by the LGU by resolution an application may be filed not later than six months following the date the building permit is issued (see MCL 207.774 for details).

A homeowner of a principal residence within an NEZ may file an application for NEZ "Homestead" Certificate, Form 2704B.

## **5. How do I apply for an NEZ Certificate?**

An application for the NEZ Certificate can be found at the Michigan Department of Treasury website: [www.michigan.gov/propertytaxexemptions](http://www.michigan.gov/propertytaxexemptions).

### **New or Rehabilitated Facility:**

The application and required attachments are filed with the LGU clerk in which the facility is located. The LGU clerk reviews the application package and if complete, submits the application package to the local governing body for approval or denial by resolution. If approved, the application package, including a copy of the LGU resolution approving the application and setting the number of years the exemption is approved, is sent by the LGU clerk to the STC for further processing. The STC, upon receiving a complete application, will take action to approve or deny the issuance of a certificate of exemption. Exemptions are not effective until approved by the STC. Until the exemption becomes effective, the building remains subject to ad valorem taxes instead of the specific tax imposed under the NEZ Act.

Following completion of the construction or rehabilitation described in the application, additional required information that must be submitted usually includes:

### **New Facility:**

- a. A copy of the legal description of the real property with the parcel identification number of the property for each building or condominium unit being built;
- b. A clear and legible copy of the building permit, when issued;
- c. A copy of the new owner's deed showing ownership with the date it was executed and required signatures;
- d. A copy of the Certificate of Occupancy and Compliance when issued; and
- e. if the New Facility is eligible for an NEZ Certificate on the basis of being occupied as a principal residence, a copy of the Principal Residence Exemption (PRE) Affidavit (Form 2368), filed with the LGU assessor (black out Social Security Numbers).

**Rehabilitated Facility:**

- a. Documentation providing the cost requirements of MCL 207.772(m);
- b. A copy of the legal description of the real property with the parcel identification number of the property for each house/condo being built or rehabilitated;
- c. A clear and legible copy of the building permit or trade permit, when issued;
- d. A copy of the new owner's deed showing ownership with the date it was executed and required signatures; and
- e. A Certificate of Occupancy and Compliance, when issued, or documentation from the local building official certifying that the building meets minimum LGU building codes.
- f. If applicable, a statement of whether the certificate holder elects that the effective date of the NEZ Certificate shall be the December 31 in the year preceding the date of the substantial completion of the rehabilitated facility.

When a facility with an existing NEZ certificate is purchased and/or transferred the certificate may be eligible for transfer to the new owner by submitting an application, Form 4775, with the revised information and a copy of the new owner's deed directly to the Department of Treasury. Additional documentation may be required.

**Homestead Facility:**

The application and required attachments are filed with the LGU clerk in which the facility is located. The LGU clerk reviews the application package and if complete, submits the application package to the local governing body for approval or denial by resolution. If "approved," the application package, including a copy of the LGU resolution approving the application and setting the number of years for exemption, is sent by the LGU clerk to the LGU assessor for further processing. The LGU assessor, upon receiving a complete application, will take action to approve or deny the issuance of a certificate of exemption. Exemptions are not effective until approved by the LGU assessor.

Additional required attachments include:

- a. A copy of the legal description of the real property with the parcel identification number; and
- b. A copy of the Warranty Deed or Document of Conveyance.

**6. Are there provisions in the application process which are time sensitive?**

Yes. An application for a NEZ Certificate must be filed with the LGU clerk for a facility located in an established NEZ before a building permit is issued for the new construction or rehabilitation of the facility. In some cases, an application would still qualify despite the building permit being issued before the Form 4775 was filed (See MCL 207.774 for specific details).

**7. Who determines if a facility qualifies for a NEZ Certificate?**

Initially, the determination is made when the application is filed and reviewed by the LGU. However, the LGU's determination is reviewed and either approved, modified, or denied by the STC.

**8. Can an application for a NEZ Certificate be denied?**

Yes. An application can be denied by the LGU or STC if the applicant did not meet all of the requirements of 1992 PA 147, as amended.

**9. Can a decision of the STC regarding a NEZ Certificate be appealed?**

Yes. A party aggrieved by the issuance, refusal to issue, revocation, transfer or modification of an NEZ exemption may appeal a final decision of the STC by filing a petition with the Michigan Tax Tribunal (MTT), within 35 days (See MCL 205.735a(6) and [www.michigan.gov/taxtrib](http://www.michigan.gov/taxtrib) for specific details).

**10. What is the term of an NEZ Exemption Certificate?**

New, rehabilitated, and homestead facilities may receive a term of exemption from 6-15 years.

“Rehabilitated facilities in a qualified historic building” may receive a term of exemption from 11-17 years. However, if all or a portion of the rehabilitated facility in a qualified historic building is not transferred or sold to a person who will utilize the facility as his/her principal residence within 12 years of the effective date of the NEZ Certificate, the certificate is revoked.

**11. What determines the starting date of an NEZ Certificate for “new” and “rehabilitated facilities”?**

The NEZ Certificate effective date is December 31<sup>st</sup> in the year that the new facility or rehabilitated facility is substantially completed and for a new facility approved as a principal residence, is occupied by an owner as a principal residence.

In certain circumstances, the owner of a “new facility” can request the effective date of the NEZ Certificate to be December 31<sup>st</sup> in the year immediately preceding the date of occupancy by the owner as a principal residence.

Upon the request of an owner of a “rehabilitated facility,” the effective date of the NEZ Certificate shall be December 31<sup>st</sup> in the year immediately preceding the date the rehabilitated facility is substantially completed.

## **12. How is the NEZ tax computed for a “rehabilitated facility”?**

A parcel of property with an NEZ Certificate for a “rehabilitated facility” will have two assessments. The land will be assessed on the regular ad valorem assessment roll, while the building will have an assessment on the NEZ specific tax roll.

The property’s land assessment on the ad valorem roll may be adjusted by the March Board of Review. However, the NEZ tax roll assessment of a property with a “rehabilitated” certificate CANNOT have its assessment altered by the Board of Review during the life of the certificate.

### **For rehabilitated facility certificates issued after December 31, 2005:**

The NEZ tax is determined by multiplying the total mills collected under the general property tax act by the taxable value of the “rehabilitated facility”, not including land, for the tax year immediately preceding the effective date of the certificate, until the last three years before the certificate expires.

During the last three years of the term of the extended certificate, the tax calculation changes to the following:

In the tax year two years before the certificate expires, the NEZ tax is the sum of:

- a. the current taxable value of the facility, excluding land, multiplied by **five-eighths (5/8)** the number of mills levied by the LGU and the county for operating purposes (excluding debt), plus
- b. the taxable value of the facility, excluding land, multiplied by the remaining total mills levied as ad valorem taxes.

In the tax year one year before the certificate expires, the NEZ tax is the sum of:



- a. the current taxable value of the facility, excluding land, multiplied by **three-fourths (3/4)** the number of mills levied by the LGU and the county for operating purposes (excluding debt), plus
- b. the taxable value of the facility, excluding land, multiplied by the remaining total mills levied as ad valorem taxes.

In the tax year the certificate expires, the NEZ tax is the sum of:

- a. the current taxable value of the facility, excluding land, multiplied by **seven-eighths (7/8)** the number of mills levied by the LGU and the county for operating purposes (excluding debt), plus
- b. the taxable value of the facility, excluding land, multiplied by the remaining total mills levied as ad valorem taxes.

NOTE: For a part of a rehabilitated facility in a Workforce Housing NEZ that in the prior year was occupied by an individual, couple, family, or group of unrelated individuals with a combined adjusted household income in excess of 120% of the countywide area median income as posted by the Michigan State Housing Development Authority on its website, the specific tax paid in lieu of taxes for the year for that part of the facility must be equal to the full amount of the taxes that would be paid on that portion of the facility if the facility were not tax exempt.

### **13. How is the NEZ Tax computed for a “new facility”?**

A parcel of property with an NEZ Certificate for a “new facility” will have two assessments. The land will be assessed on the regular ad valorem assessment roll, while the building will have an assessment on the NEZ specific tax roll.

Both the property’s land assessment on the ad valorem roll and the NEZ tax roll assessment of a property with a “new facility” certificate may be adjusted by the March Board of Review.

#### **For new facility certificates issued after December 31, 2005:**

The NEZ tax is determined by multiplying one-half (1/2) the PRE state average mills levied in this state in the immediately preceding calendar year by the taxable value of the “new facility,” not including land, until the last three years before the certificate expires.

During the last three years of the term of the extended certificate, the tax calculation changes to the following:

In the tax year two years before the certificate expires, the NEZ tax is the sum of:

- a. the current taxable value of the facility, excluding land, multiplied by **five-eighths (5/8)** the number of mills levied by the LGU and the county for operating purposes (excluding debt), plus
- b. the taxable value of the facility, excluding land, multiplied by the remaining total mills levied as ad valorem taxes.

In the tax year one year before the certificate expires, the NEZ tax is the sum of:

- a. the current taxable value of the facility, excluding land, multiplied by **three-fourths (3/4)** the number of mills levied by the LGU and the county for operating purposes (excluding debt), plus
- b. the taxable value of the facility, excluding land, multiplied by the remaining total mills levied as ad valorem taxes.

In the tax year the certificate expires, the NEZ tax is the sum of:

- a. the current taxable value of the facility, excluding land, multiplied by **seven-eighths (7/8)** the number of mills levied by the LGU and the county for operating purposes (excluding debt), plus
- b. the taxable value of the facility, excluding land, multiplied by the remaining total mills levied as ad valorem taxes.

NOTE: For a part of a new facility in a Workforce Housing NEZ that in the prior year was occupied by an individual, couple, family, or group of unrelated individuals with a combined adjusted household income in excess of 120% of the countywide area median income as posted by the Michigan State Housing Development Authority on its website, the specific tax paid in lieu of taxes for the year on that part of the facility must be equal to the full amount of the taxes that would be paid on that portion of the facility if the facility were not tax exempt.

#### **14. How is the NEZ tax computed for a “Homestead facility?”**

The NEZ tax for a “homestead facility” NEZ Certificate (issued for a term of 6-15 years), except for the last three years in which the certificate is in effect, is the sum of:

- a. the current taxable value of the facility, excluding land, multiplied by **one-half (1/2)** the number of mills levied by the LGU and the county for operating purposes (excluding debt), plus
- b. the taxable value of the facility, excluding land, multiplied by the remaining total mills levied as ad valorem taxes.

During the last three years of the certificate, the tax calculation changes to the following:

In the tax year two years before the certificate expires, the NEZ tax is the sum of:

- a. the current taxable value of the facility, excluding land, multiplied by **five-eighths (5/8)** the number of mills levied by the LGU and the county for operating purposes (excluding debt), plus
- b. the taxable value of the facility, excluding land, multiplied by the remaining total mills levied as ad valorem taxes.

In the tax year one year before the certificate expires, the NEZ tax is the sum of:

- a. the current taxable value of the facility, excluding land, multiplied by **three-fourths (3/4)** the number of mills levied by the LGU and the county for operating purposes (excluding debt), plus
- b. the taxable value of the facility, excluding land, multiplied by the remaining total mills levied as ad valorem taxes.

In the tax year the certificate expires, the NEZ tax is the sum of:

- a. the current taxable value of the facility, excluding land, multiplied by **seven-eighths (7/8)** the number of mills levied by the LGU and the county for operating purposes (excluding debt), plus
- b. the taxable value of the facility, excluding land, multiplied by the remaining total mills levied as ad valorem taxes.

NOTE: For a part of a homestead facility in an LGU that is not an OPRA-qualified LGU that in the prior year was occupied by an individual, couple, family, or group of unrelated individuals with a combined adjusted household income in excess of 120% of the countywide area median income as posted by the Michigan State Housing Development Authority on its website, the specific tax paid in lieu of taxes for the year for that part of the facility must be equal to the

full amount of the taxes that would be paid on that portion of the facility if the facility were not tax exempt.

**15. How many tax bills will I receive?**

In both July and December, you will receive two tax bills: one for the structure with the NEZ Certificate with tax calculated based upon the NEZ specific tax, and one for the land with tax calculated at the full ad valorem millage rate.

**16. What are the different types of NEZ Certificates?**

There are three types of NEZ Certificates:

“New facility” is an exemption for a new structure or portion of a new structure, the primary purpose of which is residential housing which will be occupied by its owner as his/her principal residence, certain apartment buildings in qualified downtown revitalization districts, and certain model homes and model condominium units.

“Rehabilitated facility” is an exemption for an existing structure or a portion of an existing structure, the primary purpose is residential housing which can be owner or non-owner occupied, meeting specific requirements for improvement investment and true cash value.

“Homestead facility” is an exemption for an existing structure, purchased by or transferred to an owner after December 31, 1997, the primary purpose of which is residential housing occupied by the owner as his/her principal residence and is located within a subdivision platted pursuant to state law before January 1, 1968.

**17. Are minimum investments for improvements required?**

New facilities have no minimum or maximum investment required.

Rehabilitated facilities, for an existing structure with a current true cash value (TCV) of \$120,000 or less per unit (adjusted for inflation), a minimum investment (all adjusted for inflation) is required:

- a. if the rehabilitation is completed by a contractor, \$10,000 per owner-occupied unit or 50% of the TCV, whichever is less, or \$15,000 per non-owner-occupied unit or 50% of the TCV, whichever is less; and
- b. if the improvements are completed by the owner, \$3,000 per owner-occupied unit or \$4,500 per non-owner-occupied unit.

Homestead facilities require an owner committed to investing a minimum of \$500 in the first 3 years of the term of the certificate.

**18. Can the ending date of an NEZ Certificate be changed after it is issued by the STC?**

Yes. An NEZ Certificate must be issued by the STC for the number of years granted by the local governmental unit's resolution of approval. The Property Services Division staff determines the ending date of a certificate by the language in the LGU resolution approving the application. If an NEZ Certificate was issued before January 1, 2006, the LGU may, by resolution, extend the certificate for an additional 3 years, up to a maximum of 15 years (or 17 years for a rehabilitated facility in a qualified historic building), before the original certificate expires.

**19. Can I get a refund for a portion of the prior year's taxes that I have already paid after I get an NEZ Certificate?**

Perhaps. The "new" or "rehabilitated" type certificate may be issued for a previous tax year. Check with the LGU to ascertain if a refund is due.

The answer is NO for "homestead" certificates as the effective date begins December 31<sup>st</sup> of the year in which the certificate is approved and does not exempt previous tax years.

**20. What happens when an incomplete application for an NEZ Certificate is received?**

For new and rehabilitated facilities, the applicant will be contacted to submit the required items. If the required items are not submitted within 30 days, the application may be dismissed as inactive.

**21. If I have an existing home, a newly-built home, or a recently rehabilitated home in an NEZ, but have never applied for an exemption, will my home qualify?**

Perhaps. For eligibility of homestead facilities, check with the LGU. For eligibility of new or rehabilitated facilities, check with the Property Services Division.

**22. Is there a limit on the amount of time that an applicant can take to complete a project?**

Yes. MCL 207.781 states that a certificate shall expire if, as to NEZ certificates issued prior to 2017, the owner fails to complete the filing requirements under Section 10 within 2 years of the date the certificate was issued or, as to NEZ

certificates issued after 2016, the owner fails to complete the filing requirements under Section 10 within 3 years of the date the certificate was issued. The holder of the certificate may request in writing to the STC by no later than 1 year after the applicable filing deadline, a 1-year automatic extension of the 2-year or 3-year deadline if the owner has proceeded in good faith with the construction or rehabilitation of the facility in a manner consistent with the purposes of this act and the delay in completion or occupancy by an owner is due to circumstances beyond the control of the holder of the certificate. In addition, an additional 180-day extension of the filing deadline may be requested within one year of the deadline in the case of an NEZ certificate issued prior to March 23, 2020. Upon the request of the governing body of the LGU, the deadline shall be extended for a new facility that has not been occupied. The certificate holder will receive notice of the expiration date when the certificate has been approved, but before the Section 10 requirements are met.

**23. I received a notice that my NEZ Certificate was approved but has been held in abeyance. What does that mean?**

Upon initial review of the application and the supporting documentation, the STC may approve the issuance of an NEZ certificate subject to the subsequent submission of additional documentation demonstrating compliance with the requirements of Section 10 by no later than the deadlines described in Question 22. Upon the STC's approval of the submitted additional documentation, the STC will direct that the facility be added to the NEZ tax rolls.

**24. Can an NEZ Certificate be transferred to a new owner?**

Yes. If the homestead, new, or rehabilitated facility is sold or transferred to another owner who otherwise complies with the requirements of the act and, for a homestead or new facility qualified on the basis of being a principal residence, uses the facility as a principal residence, the certificate shall remain in effect.

A transfer of the certificate for a "new" or "rehabilitated facility", for the term remaining on the certificate, is initiated by filing Form 4775 with the Property Services Division. Transfers of certificates for "Homestead facilities" are handled by the LGU.

**25. Can an NEZ Certificate be revoked? If yes, who holds the authority to do so?**

Yes. An NEZ Certificate may be revoked if one of the following occurs:

- a. Written request is made to the STC (via certified mail) by the holder of the certificate;

- b. The certificate for a “homestead facility” or a “new facility” qualified on the basis of being a principal residence is automatically revoked if the facility is no longer occupied by the owner as their principal residence.
- c. Delinquent taxes on either the NEZ tax or the ad valorem property tax.
- d. The “homestead”, “new” or “rehabilitated” facility ceases to have residential housing as its primary purpose.
- e. Noncompliance of local governmental unit’s local construction, building or safety codes.

**26. When does the revocation of an NEZ Certificate take effect?**

In most cases, the revocation of an NEZ Certificate is effective the December 31<sup>st</sup> of the year in which the STC revoked the certificate. However, if the certificate is automatically revoked because the homestead facility or new facility is no longer a homestead, the revocation is effective December 31<sup>st</sup> following the automatic revocation.

**27. What is required of the LGU regarding the yearly status reporting of NEZ Homestead Certificates to the STC?**

Not later than June 15<sup>th</sup> of each year, each qualified LGU granting NEZ Homestead Certificates shall report to the STC on the status of each exemption. The report must include the number of certificates issued, the date of issuance of each certificate, the name and address of the holder of each certificate, the legal description of the real property of the homestead facility for which each certificate was issued, and the taxable value for each homestead facility for which a certificate was issued. For each certificate that was transferred, the report must include the date of each transfer, the name and address of the former holder of the certificate, and the name and address of the current holder of the certificate. For each certificate that was revoked pursuant to Section 11, the report must include the reason for the revocation, the date of the revocation, and the name and address of the holder of each certificate that was revoked. The report must also contain the impact on neighborhood revitalization in the LGU, including the estimated tax savings for all new and current certificate holders.

**28. Are there any other parties I may wish to notify after I receive the NEZ Certificate?**

1. Your mortgage company if your taxes are escrowed. The LGU treasurer's office to request their refund process, if applicable (new or rehabilitated facilities).
2. The county treasurer's office to verify the parcel identification numbers, verify that the land on the ad valorem tax roll and the residence on the NEZ specific tax roll have been adjusted and that the taxes have been paid in full.

**29. Where can I obtain copies of previously issued NEZ Exemption Certificates?**

Copies of certificates acted upon by the STC after January 1, 2013, are available on the Department of Treasury website at: [www.michigan.gov/propertytaxexemptions](http://www.michigan.gov/propertytaxexemptions). Choose the exemption program under which the certificate was issued. Within the "Certificate Activity" link, the certificates are listed according to the date they were acted upon.

**30. Can parking improvements be included within a NEZ Certificate Application and are they eligible to receive the exemption benefits?**

If the NEZ facility has parking improvements, these improvements can only receive the NEZ benefit if they are part of the same parcel as the facility. If the parking improvements are on a separate parcel, they are taxed on the ad valorem roll and do not receive the NEZ benefit.

Whether or not parking improvements are included on the main facility parcel, can be confirmed by the local governmental unit assessor.

**31. For a facility not located in an OPRA-qualified LGU and occupied in part by a household with income over the limit described in answers 12 - 14, how is the required increase in the specific tax calculated?**

For facilities not located in an OPRA-qualified LGU, the local assessor is required to prorate the facility's taxable value to each housing unit. The facility's owner/manager is required annually to report to the assessor which of the facility's housing units are occupied by households with combined adjusted household income at or below 120% of the countywide area median income as posted by the Michigan State Housing Development Authority on its website. The assessor shall sum the taxable value of the housing units at or less than the income limit and divide the total by the facility's taxable value. The assessor shall multiply the percentage of the facility's taxable value at or less than the income limit by the facility's NEZ tax and multiply the percentage of the facility's taxable value greater than the income limit by the facility's ad valorem property



tax without the NEZ exemption. The sum of the two amounts is the facility's adjusted NEZ tax.

**32. How is adjusted household income calculated?**

As provided in MSHDA Rule 125.101:

(c) "Adjusted household income" means the gross annual income from all sources and before taxes or withholding of all members of a household living in a dwelling unit or housing unit after deducting all of the following:

- (i) Unusual or temporary income of any member of the household.
- (ii) Six hundred and fifty dollars for each member of the household.
- (iii) Earnings of a member of a household who is under 18 years of age or who is physically or mentally handicapped.
- (iv) Fifty percent of the income of a second adult wage earner jointly occupying the dwelling or housing unit whose individual income is less than that of the wage earner with the highest income.
- (v) The lesser of \$1,000.00 or 10% of the gross annual income.

As provided in MSHDA Rule 125.102:

(i) "Gross income," for determining eligibility, means all income derived from whatever source, as follows:

- (i) In computing gross income, all the income of the members of the household, other than minors, living in the same dwelling unit and contributing to the expenses of the household is to be considered. Gross income shall be computed without deduction for the following:
  - (A) Funds paid into a tax shelter retirement account.
  - (B) Losses attributable to a farming syndicate as described in section 464 of the internal revenue code, 26 U.S.C. §464.
  - (C) Losses attributable to any type of corporation or partnership engaged in exploring for or exploiting oil and gas resources.
  - (D) Losses attributable to any type of corporation or partnership engaged in equipment leasing.
  - (E) Losses attributable to any type of corporation or partnership engaged in holding, producing, or distributing motion picture films or video tapes.
  - (F) Child support payments made by an applicant for the benefit of the applicant's child or children.
  - (G) Alimony, separate maintenance, or similar periodic payments that an applicant is required to make to a spouse or former spouse.

(ii) Gross income shall include all of the following:

(A) The gross amount, before any payroll deductions, of wages; salaries; all overtime earnings in excess of \$4,000.00 per annum; commissions; fees; tips; bonuses; gambling winnings; and prizes won, except for Michigan lottery winnings and prizes.

(B) The net income from the operation of a business or profession or from the rental of real or personal property. For this purpose, if the operation results in a loss, the loss may not be used to offset income generated from other sources. For this purpose, any shareholder that owns 10% or more of any outstanding class of stock in a corporation shall also be deemed to have received income in its proportionate share of net earnings not otherwise distributed in salaries or dividends.

(C) All dividends and interest, including otherwise tax-exempt interest.

(D) The full amount of periodic payments received from social security, housing assistance payments, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts.

(E) Payments in place of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.

(F) The full amount of public assistance payments.

(G) Periodic and determinable allowances, such as alimony and separate maintenance payments received, housing allowances received, and regular contributions or gifts received from persons who do not reside in the dwelling, if such sums are received on a recurrent basis and if such sums may be reasonably expected to continue.

(H) The distributive share of partnership income.

(I) All capital gains.

(J) Child support payments received by an applicant for the benefit of the applicant's child or children.

(iii) Gross income does not include any of the following:

(A) Casual, sporadic, or irregular gifts.

(B) Amounts that are specifically for, or in reimbursement of, the cost of medical expenses.

(C) Lump sum additions to household assets, such as inheritances; insurance payments, including payments under health and accident insurance; worker's compensation; and settlements for personal or property losses.

(D) Amounts of educational scholarships paid directly to the student or to the educational institution, and veterans administration schooling benefits.

(E) Foster child care payments.

(F) The value of coupon allotments for the purchase of food pursuant to the food stamp act of 1977, 7 U.S.C. §§2011 to 2027, which is in excess of the amount actually charged the eligible household.

(G) Overtime earnings of \$4,000.00 or less per annum.



## OBSOLETE PROPERTY REHABILITATION ACT (OPRA)

The Obsolete Property Rehabilitation Act (OPRA), Public Act 146 of 2000, provides for a tax incentive to encourage the redevelopment of obsolete buildings. A new exemption will not be granted after December 31, 2026, but an exemption then in effect will continue until the certificate expires. The tax incentive is designed to assist in the redevelopment of older buildings in which a facility is contaminated, blighted or functionally obsolete. The goal is to rehabilitate older buildings into vibrant commercial and mixed-use projects.

*Note: This document is offered as a general guide only. The legislation should be reviewed by local officials.*

### WHO IS ELIGIBLE?

OPRA tax abatements may be given for those eligible projects that take place on an obsolete property and result in a commercial or mixed-use building project located in only the qualified local unit of government.

### HOW DOES IT WORK?

A community essentially freezes the existing taxable value on a designated facility for up to 12 years. Additionally, the state treasurer may approve reductions of half of the school operating and state education taxes for a period not to exceed six years for 25 applications annually for rehabilitated facilities. By freezing the taxable value, it provides an incentive for the developer to make significant improvements to a building without increasing the property taxes on the building.

### WHAT IS THE PROCESS?

Note: The following steps are offered as general guidelines only and the legislation should be reviewed by local officials prior to starting the designation process.

#### Local government process to designate an Obsolete Property Rehabilitation District (OPRD)

1. The governing body of a qualified local unit of government, by resolution, may designate one or more OPRDs within that local governmental unit. The OPRD may consist of one or more parcels or tracts of land that is characterized by obsolete commercial or obsolete commercial housing property.
2. The qualified local unit of government may establish an OPRD on its own initiative or upon a written request by at least 50 percent of the owners of the property within the proposed OPRD.
3. Written notice of a public hearing is provided by certified mail to all owners of all real property within the proposed district.
4. The governing body holds a public hearing with a public notice required not less than 10 days or more than 30 days prior to the date of the hearing.

5. The governing body adopts a resolution establishing the district and the determination that it meets the requirements under the legislation.

#### Owner/developer process for obtaining an OPRA certificate

1. An owner of an obsolete property within the district files an application for an OPRA certificate with the clerk of the local government that includes the details of the project.
2. Once a completed application is received, the clerk must notify the assessor and each taxing unit that levies property taxes, e.g., county, community college, library, etc.
3. The governing body holds a public hearing prior to acting on the resolution regarding the certificate.
4. Within 60 days of receipt of application, the local unit of government shall by resolution approve or disapprove the application for the certification for up to 12 years. The public hearings for the district and the exemption certificate may be held on the same day, but with individual public hearings.
5. Once approved locally, the application and resolution must be sent to the State Tax Commission (STC). The STC has 60 days to approve or disapprove the request. To apply for the abatement of school millage, the developer must make note of this on the application form. The STC is responsible for final approval and issuance of all OPRA certificates.

### WHY WOULD A COMMUNITY WANT TO OFFER AN OBSOLETE PROPERTY TAX REHABILITATION TAX ABATEMENT?

The OPRA incentive is used to encourage the redevelopment of blighted buildings. In many cases, this could be an abandoned, multi-story industrial building that is now more suited for commercial or residential rental units. To the developer, the advantage is savings on property taxes. The tax incentives essentially freeze the local property taxes for up to 12 years, exempting from local property tax all real property improvements. In addition, the state treasurer has the ability to exempt one-half of the school millage for up to six years on 25 projects per year.

### SUPPORTING STATUTES

[PA 146 of 2000: Obsolete Property Rehabilitation Act](#)

### CONTACT INFORMATION

For more information on core communities and the unique incentives available in those areas, contact the [community development manager](#) assigned to your territory or visit [www.miplace.org](http://www.miplace.org).

The following frequently asked questions are being provided as a service to assessors and taxpayers to better inform them about the administration of 2022 PA 237.

**Note:** The information contained in these frequently asked questions constitutes an analysis of one or more statutes and not legal advice. Since the analysis is limited to general statutory requirements, individual facts may result in different conclusions being reached. Therefore, individuals may wish to consult legal counsel.

**1. What is a Residential Housing Exemption?**

The Residential Housing Facilities Act (known as the Residential Housing Exemption), 2022 PA 237, provides a tax incentive to owners of rental housing property of more than four units to enable renovation and expansion of aging facilities and assist in the building of new facilities. A Residential Housing Exemption Certificate (RHEC) entitles the facility to exemption from ad valorem real property taxes for a term of 1-12 years as determined by the local governmental unit. Applications are filed, reviewed, and approved by the local governmental unit. The State Tax Commission (STC) must also approve the application and issue the exemption certificate.

**2. What are the income tests for Residential Housing?**

There are two income-related tests that must be met:

- a. The housing unit is rented or leased to an income-qualified household, i.e. a household whose adjusted household income is 120% or less of the countywide area median income as posted annually by MSHDA on its website (see questions 22 – 24 for complete definitions) and
- b. The rent/lease amount is no more than 30% of the income-qualified household's modified household income as determined by the local governmental unit (LGU). See question 25 for the definition of modified household income.

**3. Within a housing structure or development, can only a portion of the housing units be designated for residential housing?**

Yes. The housing units designated for residential housing are eligible for the property tax exemption and the specific tax. The other housing units can either remain on the ad valorem tax roll or be included in the exemption but be subject to a specific tax equal to the ad valorem property tax

**4. Who establishes a Residential Housing District?**

The legislative body of a city, village, or township may establish a Residential Housing District (RHD) on its own initiative or upon written request filed by the

owner or owners of at least 50% of the taxable value of the property located within a proposed district. The resolution establishing the RHD must include the following information:

- a. A tax savings is provided only for housing occupied by households whose rent is no more than 30% of modified household income and whose adjusted household income is 120% or less of countywide area median income.
- b. Housing owners must annually certify which housing units were occupied in the prior year by households meeting the income tests.
- c. Each year the local government will calculate the specific tax based on the number of housing units occupied in the prior year by households meeting the income tests.

**5. Who can file an application for a Residential Housing Exemption Certificate (RHEC) and with whom is it filed?**

The owner of property in a Residential Housing District (RHD) may file an application for a RHEC with the Clerk of the city, village, or township that established the RHD.

**6. How do I apply for a Residential Housing Exemption Certificate?**

Applications can be found on the Michigan Department of Treasury website: [www.michigan.gov/propertytaxexemptions](http://www.michigan.gov/propertytaxexemptions). Completed applications are filed with the clerk of the city, village, or township and must be accompanied by the following documentation:

- a. A legal description of the property referred to in the application.
- b. A statement describing the facility and the proposed project that must include all of the following items:
- c. General description of the facility (including year built, original use, most recent use, number of stories and square footage);
- d. General description of the proposed use of the qualified facility;
- e. A description of the general nature and extent of the new construction or rehabilitation to be undertaken;
- f. A time schedule for undertaking and completing the new construction or rehabilitation of the qualified facility; and
- g. Detailed itemized costs of the new construction or rehabilitation to be undertaken with the total estimated investment amount matching the investment amount on the application.
- h. Provide a site plan and building floor plan approved by the local planning commission or local zoning administrator that includes the total number of residential dwelling units to be available for lease or rent.
- i. Provide a statement describing the number of residential dwelling units that will be reserved for income-qualified households throughout each calendar

- year in which the specific tax is in effect.
- j. For housing units that will not be occupied by income-qualified households, request that those housing units be assessed on the ad valorem tax roll or request that those housing units be exempted and subject to a specific tax equal to the ad valorem tax.
  - k. Provide a statement that the applicant agrees to provide the LGU with an income certification for the income-qualified household residing within each unit designated as residential housing property each year that the income-qualified household resides in that residential housing property.
  - l. Provide a statement that the applicant agrees to allocate the benefits of the tax exemption granted under this act exclusively to residential housing property.

**7. Are there provisions in the application process that are time sensitive?**

Yes. Work may not begin before December 28, 2022, the effective date of 2022 PA 237. An application received by the STC after October 31<sup>st</sup> will not be processed until the following tax year. Also, within 60 days after the STC grants a residential housing exemption certificate for a new facility, the State Treasurer may change the millage rate used to calculate the specific tax. See the answer to questions 15 and 27.

**8. Who determines if a facility qualifies for a Residential Housing Exemption Certificate (RHEC)?**

Initially, the determination of qualification for an RHEC is made by the local governmental unit (LGU) when the application is filed with the clerk. Not more than 60 business days after receipt of the application, the LGU shall by resolution either approve or disapprove the application for a certificate in accordance with the Act. If approved, the clerk forwards the application and resolution to the STC. The resolution is not effective unless approved by the STC. The STC shall approve or disapprove the resolution.

**9. What statements are required in a resolution approving a Residential Housing Application by the local governmental unit?**

- a. A statement that the Residential Housing Exemption District was legally established including the date established and the date of hearing as provided by section 3 of 2022 PA 237.
- b. A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under 2022 PA 237 and under 1974 PA 198 (IFT's) exceeds 5% of the total taxable value of the unit.
- c. A statement of the factors, criteria, and objectives, if any, necessary for extending the exemption, when the certificate is for less than 7 years.

- d. A statement that a public hearing, separate from the hearing held for the district, was held on the application as provided by section 4(2) of 2022 PA 237 including the date of the hearing.
- e. A statement that the applicant is not delinquent in any taxes related to the facility.
- f. If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the qualified local governmental unit or of impairing the financial soundness of an affected taxing unit.
- g. A statement that all of the items described under Part 2 of the Application for Residential Housing Exemption Certificate have been provided to the qualified local governmental unit by the applicant.
- h. A statement that the applicant provided a site plan and building floor plan approved by the local planning commission or local zoning administrator, whichever is applicable under the local zoning ordinance, that includes the total number of residential dwelling units to be available for lease or rent on the property.
- i. A statement that the applicant provided a statement describing the number of residential dwelling units that will be reserved for income-qualified households at any given time throughout each calendar year in which the specific tax is in effect.
- j. A determination whether the residential dwelling units not reserved for income-qualified households will remain on the ad valorem tax roll or be included in the exemption but subject to a specific tax equal to the ad valorem tax.
- k. A statement that the applicant agrees to provide the legislative body of the qualified local governmental unit with an income certification for the income-qualified household residing within each residential dwelling unit designated as residential housing property each year that the income-qualified household resides in that residential housing property.
- l. A statement, for a rehabilitated facility, that the applicant agrees to invest not less than \$5,000.00 in the existing residential housing property that has been renovated.
- m. A statement that the commencement of the rehabilitation of the facility did not occur before December 28, 2022.
- n. A statement of the period of time authorized by the qualified local governmental unit for completion of the rehabilitation.

**10. What does the STC do when it receives an application and resolution from the clerk of the qualified local governmental unit (LGU)?**

The STC reviews the application for completeness and compliance with the statute. If the application is incomplete, staff sends a request for the missing information. Once the application is complete, the STC is required to either approve or disapprove the resolution within 60 days. If approved, the STC issues



a Residential Housing Exemption Certificate, and it is effective December 31<sup>st</sup> immediately following the date of issuance by the STC.

**11. Can an application for a Residential Housing Exemption Certificate be denied?**

Yes. An application can be denied at the local unit level if all of the requirements are not met by the applicant. The STC can also disapprove the resolution.

**12. Can a decision of the STC regarding a Residential Housing Exemption Certificate (RHEC) be appealed?**

Yes. A party aggrieved by the issuance, refusal to issue, revocation, transfer or modification of an RHEC may appeal a final decision of the STC by filing a petition with the Michigan Tax Tribunal, [www.michigan.gov/taxtrib](http://www.michigan.gov/taxtrib), within 35 days. MCL 205.735a(6)

**13. What is the term of a Residential Housing Exemption Certificate (RHEC)?**

The RHEC may be issued for a period to be determined by the local governmental unit (LGU) of at least one (1) year, but not more than twelve (12) years. If the number of years determined is less than (7), the certificate may be subject to review by the LGU and the certificate may be extended based on factors, criteria and objectives put into place at the time of the original LGU approval. The total amount of time determined for the certificate, including any extensions, shall not exceed twelve (12) years after the completion of the qualified facility. The certificate shall commence with its effective date and end on the December 30<sup>th</sup> immediately following the last day of the number of years approved.

**14. What determines the starting date of a Residential Housing Exemption Certificate (RHEC)?**

The effective date of the RHEC is December 31<sup>st</sup> immediately following the date of issuance of the certificate by the STC.

**15. How is the Residential Housing Facility Tax (RHFT) computed on a Residential Housing Exemption Certificate?**

New or Rehabilitated Facility: Multiply 50% of the state-average mills levied on commercial, industrial, and utility property in the immediately preceding calendar year by the taxable value of the real property (excluding land) for the current tax year. Within 60 days after the STC grants an RHEC, if the State Treasurer does not determine that reducing the number of mills levied under the state education tax (SET) is necessary to provide an adequate supply of housing for income-qualified

households, the RHFT millage rate is increased by three mills. If the State Treasurer determines that further reducing the millage rate used to calculate the RHFT is necessary to provide an adequate supply of housing for income-qualified households, the State Treasurer may exclude an additional three mills of SET from the millage rate to calculate the RHFT.

NOTE: For a part of residential housing property that in the prior year was occupied by an individual, couple, family, or group of unrelated individuals either with rent in excess of 30% of modified household income or with adjusted household income in excess of 120% of the countywide area median income as posted by the Michigan State Housing Development Authority on its website, the specific tax paid in lieu of taxes for the year on that part of the facility must be equal to the full amount of the taxes that would be paid on that portion of the facility if the facility were not tax exempt.

**16. Are there other provisions related to the residential housing income tests?**

Yes. To verify continued eligibility as residential housing property, an LGU may develop and implement an audit program or may contract with an independent third-party auditor, the LGU may require the applicant to cover the cost of the auditor. For a formerly income-qualified household that has an income increase and is no longer an income-qualified household, that household may continue to reside in the residential housing unit only for the remainder of the lease agreement.

**17. Are special assessments impacted by the granting of a Residential Housing exemption?**

Special assessments may be impacted. Special assessments levied under 1951 PA 33, the police and fire special assessment act, do not apply to property with a Residential Housing Facilities exemption. However, the special assessments would still be applicable to the land on which the Residential Housing Facilities exemption property is located. Conversely, for special assessments levied under public acts other than 1951 PA 33, property with a Residential Housing Facilities exemption pays the full special assessment, the same as any “ad valorem” property.

**18. Can a Residential Housing Exemption Certificate (RHEC) be transferred?**

Yes. An RHEC may be transferred and assigned by the holder of the certificate to a new owner of the facility if the qualified local governmental unit approves the transfer after application by the new owner(s).

**19. Can a Residential Housing Exemption Certificate (RHEC) be revoked? If yes, who holds the authority to do so?**

Yes. The legislative body of the qualified local governmental unit (LGU) may, by resolution, revoke the RHEC of a facility either upon request of the certificate holder or if the legislative body of the qualified LGU finds that the completion of the qualified facility has not occurred within the time authorized by the LGU in the certificate or a greater time authorized by the LGU, or that the holder of the exemption certificate has not proceeded in good faith with the operation of the qualified facility in a manner consistent with the purpose of the Act and in the absence of circumstances beyond the control of the holder of the exemption certificate.

**20. When does the revocation of a Residential Housing Exemption Certificate take effect?**

The revocation will take effect December 31<sup>st</sup> in the year in which the local governmental unit revokes the certificate by resolution.

**21. Can a revoked certificate be reinstated?**

Yes. Section 12 of the Act provides for the reinstatement of a revoked certificate. A reinstatement of a certificate must be approved by both the local governmental unit and the STC.

**22. What is the definition of “residential housing property?”**

MCL 207.952(m) defines “residential housing property” as: “that portion of real property not occupied by an owner of that real property, that is used for residential purposes, is rented or leased to an income-qualified household at no more than 30% of the household's modified household income as determined by the qualified local governmental unit, and is either a multiple-unit dwelling of more than 4 units or a dwelling unit in a multiple-purpose structure of more than 4 dwelling units. Residential housing property does not include any of the following:

- (i) Land.
- (ii) Property of a public utility.”

**23. What is the definition of “income qualified household?”**

MCL 207.952(d) defines “income qualified household” as: “an individual, couple, family, or group of unrelated individuals whose adjusted household income is 120% or less of the countywide area median income as posted annually by the Michigan state housing development authority on its website.”

**24. What is the definition of “adjusted household income?”**

MCL 207.952(a) defines “adjusted household income” as:

“that term as defined in R 125.101 of the Michigan Administrative Code.

R125.101 of the Michigan Administrative Code defines “adjusted household income” as:

“the gross annual income from all sources and before taxes or withholding of all members of a household living in a dwelling unit or housing unit after deducting all of the following:

- (i) Unusual or temporary income of any member of the household.
- (ii) Six hundred and fifty dollars for each member of the household.
- (iii) Earnings of a member of a household who is under 18 years of age or who is physically or mentally handicapped.
- (iv) Fifty percent of the income of a second adult wage earner jointly occupying the dwelling or housing unit whose individual income is less than that of the wage earner with the highest income.
- (v) The lesser of \$1,000.00 or 10% of the gross annual income.

R125.102(i) of the Michigan Administrative Code provides:

(i) "Gross income," for determining eligibility, means all income derived from whatever source, as follows:

(i) In computing gross income, all the income of the members of the household, other than minors, living in the same dwelling unit and contributing to the expenses of the household is to be considered. Gross income shall be computed without deduction for the following:

- (A) Funds paid into a tax shelter retirement account.
  - (B) Losses attributable to a farming syndicate as described in section 464 of the internal revenue code, 26 U.S.C. §464.
  - (C) Losses attributable to any type of corporation or partnership engaged in exploring for or exploiting oil and gas resources.
  - (D) Losses attributable to any type of corporation or partnership engaged in equipment leasing.
  - (E) Losses attributable to any type of corporation or partnership engaged in holding, producing, or distributing motion picture films or video tapes.
  - (F) Child support payments made by an applicant for the benefit of the applicant's child or children.
  - (G) Alimony, separate maintenance, or similar periodic payments that an applicant is required to make to a spouse or former spouse.
- (ii) Gross income shall include all of the following:
- (A) The gross amount, before any payroll deductions, of wages; salaries; all overtime earnings in excess of \$4,000.00 per annum; commissions; fees; tips; bonuses; gambling winnings; and prizes won, except for Michigan lottery winnings and prizes.
  - (B) The net income from the operation of a business or profession or from the

rental of real or personal property. For this purpose, if the operation results in a loss, the loss may not be used to offset income generated from other sources. For this purpose, any shareholder that owns 10% or more of any outstanding class of stock in a corporation shall also be deemed to have received income in its proportionate share of net earnings not otherwise distributed in salaries or dividends.

(C) All dividends and interest, including otherwise tax-exempt interest.

(D) The full amount of periodic payments received from social security, housing assistance payments, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts.

(E) Payments in place of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.

(F) The full amount of public assistance payments.

(G) Periodic and determinable allowances, such as alimony and separate maintenance payments received, housing allowances received, and regular contributions or gifts received from persons who do not reside in the dwelling, if such sums are received on a recurrent basis and if such sums may be reasonably expected to continue.

(H) The distributive share of partnership income.

(I) All capital gains.

(J) Child support payments received by an applicant for the benefit of the applicant's child or children.

(iii) Gross income does not include any of the following:

(A) Casual, sporadic, or irregular gifts.

(B) Amounts that are specifically for, or in reimbursement of, the cost of medical expenses.

(C) Lump sum additions to household assets, such as inheritances; insurance payments, including payments under health and accident insurance; worker's compensation; and settlements for personal or property losses.

(D) Amounts of educational scholarships paid directly to the student or to the educational institution, and veterans administration schooling benefits.

(E) Foster child care payments.

(F) The value of coupon allotments for the purchase of food pursuant to the food stamp act of 1977, 7 U.S.C. §§2011 to 2027, which is in excess of the amount actually charged the eligible household.

(G) Overtime earnings of \$4,000.00 or less per annum

**25. What is the definition of “modified household income”?**

As defined in MCL 207.952(e), “modified household income” is “adjusted household income” increased to include the earnings of a member of a household who is physically or mentally handicapped.

**26. Is a minimum investment required for a rehabilitated facility?**

Yes. A rehabilitated facility must have a renovation investment of not less than

\$50,000 on or after December 28, 2022 (the effective date of 2022 PA 237) to bring the property into conformance with minimum local building code standards for occupancy, as determined by the LGU.

**27. What is the State Treasurer's State Education Tax (SET) exclusion?**

Within sixty (60) days after the granting of a new Residential Housing Exemption Certificate, the State Treasurer may exempt 50% or 100% of the SET mills from the millage rate calculation for the Residential Housing Facilities Tax.

**28. What is required of the Local Governmental Unit regarding the yearly status reporting of the Residential Housing Exemptions to the State Tax Commission?**

Not later than June 15<sup>th</sup> of each year, each qualified local governmental unit granting a Residential Housing Exemption shall report to the State Tax Commission on the status of each exemption. The report must include the current taxable value of the property to which the exemption pertains.

**29. Where can I obtain copies of previously issued Residential Housing Facilities Act Certificates?**

Copies of certificates acted upon by the State Tax Commission will be available on the Department of Treasury website at: [www.michigan.gov/propertytaxexemptions](http://www.michigan.gov/propertytaxexemptions). Choose the exemption program under which the certificate was issued. Within the "Certificate Activity" link, the certificates are listed according to the date they were acted upon.

## RESIDENTIAL HOUSING FACILITIES ACT

### Act 237 of 2022

AN ACT to provide for the establishment of residential housing districts in certain local governmental units; to provide for the exemption from certain taxes; to levy and collect a specific tax upon the owners of certain qualified residential facilities; to provide for the disposition of the tax; to provide for the obtaining and transferring of an exemption certificate and to prescribe the contents of those certificates; to prescribe the powers and duties of certain state and local governmental officials; and to provide penalties.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

*The People of the State of Michigan enact:*

#### **207.951 Short title.**

Sec. 1. This act may be cited as the "residential housing facilities act".

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

#### **207.952 Definitions.**

Sec. 2. As used in this act:

(a) "Adjusted household income" means that term as defined in R 125.101 of the Michigan Administrative Code.

(b) "Commission" means the state tax commission created by 1927 PA 360, MCL 209.101 to 209.107.

(c) "Department" means the department of treasury.

(d) "Income-qualified household" means an individual, couple, family, or group of unrelated individuals whose adjusted household income is 120% or less of the countywide area median income as posted annually by the Michigan state housing development authority on its website.

(e) "Modified household income" means the gross annual income from all sources and before taxes or withholding of all individuals of a household living in a residential dwelling unit or housing unit after deducting all of the following:

(i) Unusual or temporary income of any member of the household.

(ii) Six hundred and fifty dollars for each member of the household.

(iii) Earnings of a member of a household who is under 18 years of age.

(iv) Fifty percent of the income of a second adult wage earner jointly occupying the residential dwelling unit or housing unit whose individual income is less than that of the wage earner with the highest income.

(v) The lesser of \$1,000.00 or 10% of the gross annual income.

(f) "New residential facility" means residential housing property newly constructed on or after the effective date of this act.

(g) "Qualified local governmental unit" means a city, village, or township.

(h) "Qualified residential facility" means a new residential facility or a rehabilitated residential facility, located in a residential housing district.

(i) "Rehabilitated residential facility" means existing residential housing property that has been renovated, with a renovation investment of not less than \$50,000.00 as determined by the qualified local governmental unit, on or after the effective date of this act, to bring the property into conformance with minimum local building code standards for occupancy, as determined by the qualified local governmental unit.

(j) "Residential housing district" or "district" means an area not less than 1 acre in size of a qualified local governmental unit established as provided in section 3.

(k) "Residential housing exemption certificate" or "certificate" means the certificate issued under section 6.

(l) "Residential housing facility tax" or "specific tax" means the specific tax levied under this act.

(m) "Residential housing property" means that portion of real property not occupied by an owner of that real property, that is used for residential purposes, is rented or leased to an income-qualified household at no more than 30% of the household's modified household income as determined by the qualified local governmental unit, and is either a multiple-unit dwelling of more than 4 units or a dwelling unit in a multiple-purpose structure of more than 4 dwelling units. Residential housing property does not include any of the following:

(i) Land.

(ii) Property of a public utility.

(n) "Taxable value" means the value determined under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

Rendered Wednesday, April 12, 2023

Michigan Compiled Laws Complete Through PA 13 of 2023

**207.953 Residential housing district; establishment by qualified local governmental unit; adoption of resolution; notice and opportunity for hearing; findings and determination.**

Sec. 3. (1) A qualified local governmental unit, by resolution of its legislative body, may establish 1 or more residential housing districts.

(2) The legislative body of a qualified local governmental unit may establish a residential housing district on its own initiative or upon a written request filed by the owner or owners of property comprising at least 50% of all taxable value of the property located within a proposed district. The written request must be filed with the clerk of the qualified local governmental unit.

(3) Before adopting a resolution establishing a district, the legislative body shall give written notice by certified mail to the county in which the proposed district is to be located and the owners of all real property within the proposed district and shall afford an opportunity for a hearing on the establishment of the district at which any of those owners and any other resident or taxpayer of the qualified local governmental unit may appear and be heard. The legislative body shall give public notice of the hearing not less than 10 days or more than 30 days before the date of the hearing.

(4) The legislative body of the qualified local governmental unit, in its resolution establishing a district, shall set forth a finding and determination that there is a need for residential housing within the district and shall provide a copy of the resolution by certified mail to the county in which the district is located.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

**207.954 Residential housing exemption certificate; application requirements; notice and opportunity for hearing.**

Sec. 4. (1) If a district is established under section 3, the owner of a qualified residential facility may file an application for a residential housing exemption certificate with the clerk of the qualified local governmental unit that established the district. The application shall be filed in the manner and form prescribed by the commission. The application must contain or be accompanied by a general description of the qualified residential facility, a general description of the proposed use of the qualified residential facility, the general nature and extent of the new construction or rehabilitation to be undertaken, a time schedule for undertaking and completing the qualified residential facility, and information relating to the requirements in section 8.

(2) Upon receipt of an application for a residential housing exemption certificate, the clerk of the qualified local governmental unit shall notify in writing the assessor of the local tax collecting unit in which the qualified residential facility is located, and the legislative body of each taxing unit that levies ad valorem property taxes in the qualified residential local governmental unit in which the qualified residential facility is located. Before acting upon the application, the legislative body of the qualified local governmental unit shall hold a public hearing on the application and give public notice of the time, date, and place of the hearing in the same manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, to the applicant, the assessor, a representative of the affected taxing units, and the general public. The hearing on each application must be held separately from the hearing on the establishment of the district.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

**207.955 Approval or disapproval of residential housing exemption certificate.**

Sec. 5. The legislative body of the qualified local governmental unit, not more than 60 business days after receipt of the application by the clerk, shall by resolution either approve or disapprove the application for a certificate in accordance with the provisions of this act. The clerk shall retain the original of the application and resolution. If approved, the clerk shall forward a copy of the application and resolution to the commission. If disapproved, the reasons shall be set forth in writing in the resolution, and the clerk shall send, by certified mail, a copy of the resolution to the applicant and to the assessor. If the legislative body fails to timely approve the application, the application is considered denied. A resolution is not effective unless approved by the commission as provided in section 6.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

**207.956 Issuance of residential housing exemption certificate; form; contents; effective date; maintenance of record and copies.**

Sec. 6. (1) Not more than 120 days after receipt of a copy of the application and resolution adopted under section 5, the commission shall approve or disapprove the resolution.

(2) Following approval of the application by the legislative body of the qualified local governmental unit and the commission, the commission shall issue to the applicant a certificate in the form the commission



determines, which must contain all of the following:

- (a) The address of the real property on which the qualified residential facility is located.
  - (b) A statement that unless revoked as provided in this act the certificate shall remain in force for the period stated in the certificate.
  - (c) A statement of the taxable value of the qualified residential facility for the tax year immediately preceding the effective date of the certificate after deducting the taxable value of the land.
  - (d) A statement of the period of time authorized by the legislative body of the qualified local governmental unit within which the rehabilitation or construction shall be completed.
  - (e) If the period of time authorized by the legislative body of the qualified local governmental unit pursuant to subdivision (b) is less than 12 years, the exemption certificate shall contain the factors, criteria, and objectives, as determined by the resolution of the qualified local governmental unit, necessary for extending the period of time, if any.
- (3) Except as otherwise provided in section 7(2), the effective date of the certificate is the December 31 immediately following the date of issuance of the certificate.
- (4) The commission shall file with the clerk of the qualified local governmental unit a copy of the certificate, and the commission shall maintain a record of all certificates filed. The commission shall also send, by certified mail, a copy of the certificate to the applicant and the assessor of the local tax collecting unit in which the qualified residential facility is located.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

#### **207.957 Exemption of qualified residential facility from tax; duration of force and effect of certificate; commencement; date of issuance; extension.**

Sec. 7. (1) A qualified residential facility for which a certificate is in effect, but not the land on which the qualified residential facility is located, for the period on and after the effective date of the certificate and continuing so long as the certificate is in force, is exempt from ad valorem property taxes collected under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.

(2) Unless earlier revoked as provided in section 12, a certificate shall remain in force and effect for a period to be determined by the legislative body of the qualified local governmental unit. The beginning date for the period that the certificate is in force and effect may be delayed for a period of up to 5 years from the date of approval of the application as determined by the legislative body of the qualified local governmental unit. The certificate may be issued for a period of at least 1 year, but not to exceed 12 years. If the number of years determined is less than 12, the certificate may be subject to review by the legislative body of the qualified local governmental unit and the certificate may be extended. The total amount of time determined for the certificate including any extensions shall not exceed 12 years after the completion of the qualified residential facility. The certificate shall commence with its effective date and end on the December 30 immediately following the last day of the number of years determined. The date of issuance of a certificate of occupancy, if required by appropriate authority, shall be the date of completion of the qualified residential facility.

(3) If the number of years determined by the legislative body of the qualified local governmental unit for the period a certificate remains in force is less than 12 years, the review of the certificate for the purpose of determining an extension shall be based upon factors, criteria, and objectives that shall be placed in writing, determined and approved at the time the certificate is approved by resolution of the legislative body of the qualified local governmental unit and sent, by certified mail, to the applicant, the assessor of the local tax collecting unit in which the qualified residential facility is located, and the commission.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

#### **207.958 Separate finding; contents; compliance; requirements; applicability; exception.**

Sec. 8. (1) If the taxable value of the property proposed to be exempt pursuant to an application under consideration, considered together with the aggregate taxable value of property exempt under certificates previously granted and currently in force under this act or under 1974 PA 198, MCL 207.551 to 207.572, exceeds 5% of the taxable value of the qualified local governmental unit, the legislative body of the qualified local governmental unit shall make a separate finding and shall include a statement in its resolution approving the application that exceeding that amount must not have the effect of substantially impeding the operation of the qualified local governmental unit or impairing the financial soundness of an affected taxing unit.

(2) The legislative body of the qualified local governmental unit shall not approve an application for a certificate unless the applicant agrees to provide the legislative body of the qualified local governmental unit with an income certification for the income-qualified household residing within each residential dwelling unit of the qualified residential facility each year that the income-qualified household resides in that residential

dwelling unit.

(3) A qualified local governmental unit may develop and implement an audit program that includes, but is not limited to, the audit of the information submitted under subsection (2) or may contract with an independent third-party auditor to audit the information submitted under subsection (2). The qualified local governmental unit may require the applicant to cover the cost of the independent third-party auditor. The total number of residential dwelling units to be reserved for income-qualified households may be negotiated by the qualified local governmental unit but must not be less than 30% of the total number of residential dwelling units on the property or 1 residential dwelling unit, whichever is greater.

(4) If an income-qualified household currently residing within a residential dwelling unit reserved for an income-qualified household has an increase in adjusted household income between the time an income certification is conducted and the next income certification in the following year and that household is no longer an income-qualified household, then that formerly qualified household may continue to reside as occupants within that residential dwelling unit only for the remainder of their lease agreement. However, the next available residential dwelling unit on the property shall be reserved for an income-qualified household. Under no circumstances shall all residential dwelling units on the property be occupied by households whose adjusted household income is more than 120% of the countywide area median income for greater than 12 consecutive months.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

#### **207.959 Determining taxable value of each qualified residential facility.**

Sec. 9. The assessor of each qualified local governmental unit in which there is a qualified residential facility with respect to which 1 or more certificates have been issued and are in force shall determine annually as of December 31 the taxable value of each qualified residential facility separately, having the benefit of a certificate and upon receipt of notice of the filing of an application for the issuance of a certificate, shall determine and furnish to the local legislative body the taxable value of the property to which the application pertains.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

#### **207.960 Residential housing facility tax; determination of amount; exemption; payment; disbursements.**

Sec. 10. (1) The residential housing facility tax is levied upon every owner of a qualified residential facility to which a certificate is issued under this act.

(2) Except as otherwise provided in this section, the amount of the residential housing facility tax on a new residential facility is determined each year by multiplying 1/2 of the average rate of taxation levied upon commercial, industrial, and utility property upon which ad valorem taxes are assessed as determined for the immediately preceding calendar year by the state board of assessors under section 13 of 1905 PA 282, MCL 207.13, by the current taxable value of the new residential facility after deducting the taxable value of the land.

(3) Except as otherwise provided in this section, the amount of the residential housing facility tax on a rehabilitated residential facility is determined each year by multiplying 1/2 of the average rate of taxation levied upon commercial, industrial, and utility property upon which ad valorem taxes are assessed as determined for the immediately preceding calendar year by the state board of assessors under section 13 of 1905 PA 282, MCL 207.13, by the current taxable value of the rehabilitated residential facility after deducting the taxable value of the land.

(4) Within 60 days after the granting of a residential housing exemption certificate under section 6 for a new residential facility, if the state treasurer does not determine that reducing the number of mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and used to calculate the specific tax under subsection (2) is necessary to provide an adequate supply of residential housing for income-qualified households in this state, the millage rate used to calculate the specific tax under subsection (2) shall be increased by 3 mills. If the state treasurer determines that further reducing the millage rate used to calculate the specific tax under subsection (2) is necessary to provide an adequate supply of residential housing for income-qualified households in this state, the state treasurer may exclude an additional 3 mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, from the millage rate used to calculate the specific tax under subsection (2).

(5) Notwithstanding subsections (2) and (3), the specific tax paid each year for that part of a qualified residential facility that is exempt from ad valorem property taxes under section 7 and not used as residential housing property in the immediately preceding year must be equal to the amount of the ad valorem property taxes that would be paid on that portion of the qualified residential facility if the qualified residential facility

were not exempt from ad valorem property taxes under section 7. The owner of the qualified residential facility must allocate the benefits of any tax exemption granted under this act exclusively to residential housing property.

(6) The specific tax is an annual tax, payable at the same times, in the same installments, and to the same officer or officers as taxes imposed under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155, are payable. Except as otherwise provided in this section, the officer or officers shall disburse the specific tax payments received by the officer or officers each year to and among this state, cities, school districts, counties, and authorities, at the same times and in the same proportions as required by law for the disbursement of taxes collected under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.

(7) For intermediate school districts receiving state aid under sections 56 and 62 of the state school aid act of 1979, 1979 PA 94, MCL 388.1656 and 388.1662, of the amount of specific tax that would otherwise be disbursed to an intermediate school district, all or a portion, to be determined on the basis of the tax rates being utilized to compute the amount of state aid, shall be paid to the state treasury to the credit of the state school aid fund established by section 11 of article IX of the state constitution of 1963.

(8) The amount of specific tax described in this section that would otherwise be disbursed to a local school district for school operating purposes must be paid instead to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

(9) The officer or officers shall send a copy of the amount of disbursement made to each unit under this section to the department on a form provided by the department.

(10) A qualified residential facility located in a renaissance zone under the Michigan renaissance zone act, 1996 PA 376, MCL 125.2681 to 125.2696, is exempt from the specific tax levied under this act to the extent and for the duration provided pursuant to the Michigan renaissance zone act, 1996 PA 376, MCL 125.2681 to 125.2696, except for that portion of the specific tax attributable to a special assessment or a tax described in section 7ff(2) of the general property tax act, 1893 PA 206, MCL 211.7ff. The specific tax calculated under this subsection must be disbursed proportionately to the taxing unit or units that levied the special assessment or the tax described in section 7ff(2) of the general property tax act, 1893 PA 206, MCL 211.7ff.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

## **207.961 Lien.**

Sec. 11. The amount of the specific tax, until paid, is a lien upon the real property to which the certificate is applicable. Proceedings upon the lien as provided by law for the foreclosure in the circuit court of mortgage liens upon real property may commence only upon the filing by the appropriate collecting officer of a certificate of nonpayment of the specific tax, together with an affidavit of proof of service of the certificate of nonpayment upon the owner of the qualified residential facility by certified mail, with the register of deeds of the county in which the qualified residential facility is situated.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

## **207.962 Residential housing exemption certificate; revocation; transfer to subsequent owner.**

Sec. 12. (1) The legislative body of the qualified local governmental unit may, by resolution, revoke the certificate of a qualified residential facility if it finds that the completion of the qualified residential facility has not occurred within the time authorized by the legislative body in the certificate or a duly authorized extension of that time, or that the holder of the certificate has not proceeded in good faith with the operation of the qualified residential facility in a manner consistent with the purposes of this act and in the absence of circumstances that are beyond the control of the holder of the certificate.

(2) Upon receipt of a request by certified mail to the legislative body of the qualified local governmental unit by the holder of a certificate requesting revocation of the certificate, the legislative body of the qualified local governmental unit may, by resolution, revoke the certificate.

(3) Upon the written request of the holder of a revoked certificate to the legislative body of the qualified local governmental unit and the commission or upon the application of a subsequent owner to the legislative body of the qualified local governmental unit to transfer the revoked certificate to a subsequent owner, and the submission to the commission of a resolution of concurrence by the legislative body of the qualified local governmental unit in which the qualified residential facility is located, and if the qualified residential facility continues to qualify under this act, the commission may reinstate a revoked certificate for the holder or a subsequent owner that has applied for the transfer.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

## **207.963 Transfer and assignment of certificate.**

Sec. 13. A certificate may be transferred and assigned by the holder of the certificate to a new owner of the qualified residential facility if the qualified local governmental unit approves the transfer after application by the new owner.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

#### **207.964 Status report by local government.**

Sec. 14. Not later than June 15 each year, each qualified local governmental unit granting a certificate shall report to the commission on the status of each exemption. The report must include the current taxable value of the property to which the exemption pertains.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

#### **207.965 Annual report to legislature.**

Sec. 15. (1) The department shall annually prepare and submit to the committees of the house of representatives and senate responsible for tax policy and economic development issues a report on the utilization of residential housing districts, based on the information filed with the commission.

(2) After this act has been in effect for 3 years, the department shall prepare and submit to the committees of the house of representatives and senate responsible for tax policy and economic development issues an economic analysis of the costs and benefits of this act in the 3 qualified local governmental units in which it has been most heavily utilized.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.

#### **207.966 Exemption not granted after December 31, 2027.**

Sec. 16. A new exemption must not be granted under this act after December 31, 2027, but an exemption then in effect must continue until the expiration of the certificate.

**History:** 2022, Act 237, Imd. Eff. Dec. 13, 2022.