



CITY COUNCIL

May 1, 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. Proclamation – Hear proclamation declaring May 1 as Arbor Day in the City of Petoskey
5. Presentation – Hear presentation by District Library Director Valerie Meyerson concerning the Petoskey District Library 2022 Annual Report
6. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) April 17, 2023 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since April 17, 2023
7. Public Comments
8. City Manager Updates
9. Old Business – Second discussion and possible adoption of Ethics Ordinance
10. New Business
 - (a) Adoption of a proposed resolution that would allow resident taxpayers to file a protest before the Board of Review by letter
 - (b) Adoption of a proposed resolution that would approve Personal Property Canvass Policy as requested by the City Assessor
 - (c) Adoption of a proposed resolution that would approve Property Tax Exemption Policy as requested by the City Assessor
 - (d) Adoption of a proposed resolution that would establish dates and designate locations for 2023 Ward and City Conventions
11. City Council Comments
12. Adjournment

Alternatively, join the meeting via the Zoom platform

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

Meeting ID: 818 3758 5236

+1 646 558 8656 US (New York)

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



Arbor Day

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal:

NOW, THEREFORE, I, John Murphy, Mayor of the City of Petoskey, do hereby proclaim May 1, 2023 as Arbor Day in the City of Petoskey. I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 1st day of May, 2023

Mayor John Murphy



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 1, 2023

PREPARED: April 27, 2023

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

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

- a) Draft minutes of the April 17, 2023 regular session City Council meeting; and
- b) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since April 17, 2023 for contract and vendor claims at \$490,041.29, intergovernmental claims at \$0, and the April 27 payroll at \$224,480.40 for a total of \$714,521.69.

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Enclosures



CITY COUNCIL

April 17, 2023

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, April 17, 2023. This meeting was called to order at 7:00 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

Present: 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 Presentation on 1420 Standish Avenue, Former Michigan Maple Block Property

Jeff Smoke, Managing Director of Great Lakes Capital, gave a project overview of Maple Block Flats, the potential project at the former Michigan Maple Block property, 1420 Standish Avenue; that 204 new multifamily units would be built; that approximately 60-90 +/- units will be designated to residents who make between 80% to 120% of the area median income; reviewed amenities; reviewed site plan; that \$3.1M is budgeted to demolish and remediate site; that commercial is not wanted until density is met; reviewed sample elevations and floor plans with architectural detail; that units will be approximately 700-1,100 square feet apartments; reviewed potential incentives and that Great Lakes Capital has applied for Missing Middle and MEDC CRP grants; that using a piece of all available incentives is ideal to make project feasible; reviewed incentive approval timeline with hopes of breaking ground in August; reviewed financial gap analysis with remaining financial gap of approximately \$4M; reviewed that the developer has received local support from businesses and previous property owner; and reviewed that the developer has been involved in many public/private partnerships and an Indiana-based company.

Councilmembers thanked the developer for presentation; inquired on the aggregate incentive amount being requested of the City; inquired if there would be room for negotiation on abatement due to tight timeline; inquired if a fourth story was discussed to increase density and reduce gap and if it would make a difference financially; heard concerns on the tight schedule and inquired if the developer had already acquired the property; inquired on the number of years requesting for incentive; heard from those in favor of the project, but concerns with the amount of staff time involved with development projects and the importance of recouping annual taxes; and heard from those optimistic on Great Lakes Capital and inquired on material costs, labor costs and supply chain management issues and what is happening with the economy.

Mr. Smoke responded that TIF and eligible activities are being finalized and that a request will be in the form of a tax abatement at a high level; that four stories with an elevator was considered but the extra costs outweighed the benefit; that three-story walkups were the best value and an elevator is costly; that there will be time for public comment period; that property will not be acquired until incentives are lined up since there is too much liability and risk; that the Missing Middle application was submitted 3-4 weeks ago and will be applying for MEDC CRP grant soon; that the economy continues to move forward with more challenging interest rates; labor costs have decreased, but materials increased making it more expensive to complete projects; that there is room for help from the State and local

entities to make project financially feasible; and that Great Lakes Capital has completed various projects in the Midwest, Utah, North Carolina and Traverse City.

Mac McClelland, Brownfield representative, reviewed that Great Lakes Capital will apply to become a Land Bank developer and will include a proforma with MSHDA in advance of property purchase; that guidelines were not available yet, but that the application will go to the Land Bank Authority by the end of the month or for the May meeting; that EGLE grant would be offered through the City; reviewed annual tax bill of approximately \$500,000 through Brownfield or tax abatement and ask of the City and City share is estimated at 30% of tax bill and developer will ask for the maximum amount and contribution; that the number of years is to be determined, but that it would be for a period of time; and reviewed the importance of incentives and that without incentives a development and taxes are not generated.

Consent Agenda - Resolution No. 23-28

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

BE IT RESOLVED that City Council does and hereby confirms that the draft minutes of the March 20, 2023 work session and regular session City Council meetings be and are hereby approved as amended to add Emmet County as a guarantor;

BE IT RESOLVED that receipt by City Council of a report concerning all checks that had 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 be and is hereby acknowledged;

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; and

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; and

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.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Hear Public Comment

Mayor Murphy asked for public comments and heard inquiries if Maple Block Flats comply with ADA standards with the proposed three floors, if Brownfield funding would be traditional or transformational and what Great Lakes Capital typically requests.

Brad Toothaker, Great Lakes Capital Managing Partner/Founder, responded that project has to comply with ADA guidelines and that first-floor units are required to meet requirements, but not third and fourth floors.

Hear City Manager Updates

The City Manager recognized staff with April birthdays and work anniversaries; reviewed that DMB will meet tomorrow night; that Planning Commission meets Wednesday to discuss a rezoning request at 1624 Clarion Avenue from R-2 to I-1 and proposed short-term rental ordinance language; reviewed that the new marina gas tank replacement has occurred and should be operational by the second week of May; that Lisa Denoyer has been promoted to Zoning Administrator; that staff is interviewing three candidates on April 25 for Code Enforcement Officer; reviewed Mitchell Street/US-31 project and that planting and light fixtures will be added and relocating gateway signage; that Bridge Street project began last week and will continue until mid-July; that clock tower work will begin on May 6; that Lt. Matthew Mikulski was promoted from Public Safety Officer and that it was a competitive process; and that Sydney Blair recently was hired as the newest Public Safety Officer and both were sworn in by the City Clerk last week.

Councilmembers inquired on the Zoning Administrator position and if it was a new position and status of contractual planner. The City Manager responded that Ms. Denoyer was previously doing the majority of zoning work and will now focus daily responsibilities on zoning administration work and that her position was posted internally, which lead the Finance Receptionist Account Clerk position vacant; and that this week will be the contractual planner's first Planning Commission meeting and staff needs to give it time to analyze possibilities or reimagine the position.

Approve Board and Commission Appointments – Resolution No. 23-29

Mayor Murphy reviewed that City Council consider the following appointments.

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

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.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Resolution No. 23-30

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

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.

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

NAYS: None (0)

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; that the first reading was discussed at the March 20 meeting, but resulted in a few requested modifications; and that the modifications have been incorporated and the draft Ethics Ordinance is being reintroduced for discussion and first reading.

City Council will conduct a second discussion with possible adoption at the May 1, 2023 meeting.

Approve NLEA Grant Administrator Contract – Resolution No. 23-31

The City Manager reviewed that the City Park Grill rental rehabilitation project will add 5 year-round affordable rental units in downtown Petoskey; that 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; that the services of a grant administrator were solicited through a bid process; that one bid from Northern Lakes Economic Alliance (NLEA) was timely and one was received after the deadline; and that insurance will be inserted in the contract document.

Councilmembers commented that some items in the contract on page 64 and 71 do not apply and should be removed; heard an inquiry on the audit process with outsourcing this service; heard from those in favor of including insurance errors and omissions insurance in the contract; inquired who else in the region could have applied; clarified that a second bid was received, but was not timely and that NLEA was not the lowest bid; and heard from those in favor of collaborating with NLEA.

The City Manager responded that the City's auditors will review the City's internal record keeping on this program and that the State will audit accordingly as well; that the State uses a pre-qualification process and distributed to 30-40 State-qualified contractors; and that a lower bid was received and the State representative indicated it was up to him to accept or deny bid, which there were concerns with timeliness and distance of administrator located in Marquette.

Mayor Murphy asked for public comments and heard an inquiry on the total CDBG grant amount and timeline of completing the rehabilitation project.

The City Manager responded that the CDBG grant totaled \$531,790 and owners anticipate to complete the rehabilitation project in approximately one year.

Councilmember Walker moved that, seconded by Councilmember Shiels to adopt the following resolution:

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.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Discuss Proposed Economic Development Incentive Policy

The City Manager reviewed that City Council has discussed the need for an Economic Development Incentive Policy that aligns with Council priorities and assists in addressing community needs; that the purpose of the draft was to initiate a discussion that may determine how best to value projects for potential incentives; that the proposed draft eliminated any scoring matrix, but could add this type of component back in to the policy; and that the draft policy attempts to capture project consideration criteria and priorities with thresholds, targeted objectives and project evaluation factors for consideration.

Councilmembers commented that the draft policy was a great template but needed more time to review; that a work session be scheduled for 5:30pm, May 15, to further discuss draft policy; and tabled discussion.

The City Manager asked for written comments to be directed to him in order to compile for the work session.

Council Comments

Mayor Murphy asked for Council comments and Councilmember Walker commented on Michigan's solid waste policy article in MML's magazine, The Review, and that it is exciting that Emmet County is a model for the State in recycling and composting; and that in honor of Earth Day Emmet County Recycling scheduled tours of the facility at 10am, April 21. Councilmember Shiels commented on Ward 2 resident, Nancy Dwan, and her request for a Citizen Tree Advisory Council, and appreciated her passion and supports the proposal and requested tree inventory document from the Parks and Recreation Department. Councilmember DeMoore asked for an overview of properties with existing incentives that have been extended prior to the next work session; thanked staff and legal counsel for their efforts on Ethics Policy, proposed incentive policy and 2023-2025 Action Plan; and thanked City Council for their constructive and collaborative efforts and sharing perspectives on issues which serves to improve decision making. Mayor Murphy reviewed that he anticipates having appointments to an Art Commission Board next month to discuss Community Art Plan that was approved in the 2023 budget and supported by the DMB which will also include a student and that he is proposing a Mayor's Youth Council to be discussed at the next meeting.

There being no further business to come before the City Council, this April 17, 2023, meeting of the City Council adjourned at 8:37 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 | 04/19/2023 | 100607 | Airgas USA LLC | 661-598-785.000 | Small Tools & Supplies | 33.93 |
| 04/23 | 04/19/2023 | 100607 | Airgas USA LLC | 661-598-785.000 | Small Tools & Supplies | 70.37 |
| 04/23 | 04/19/2023 | 100608 | Amazon Capital Services | 271-790-760.100 | Books-Children's | 161.97 |
| 04/23 | 04/19/2023 | 100609 | AT & T MOBILITY | 514-587-920.000 | Public Utilities | 263.48 |
| 04/23 | 04/19/2023 | 100610 | AT&T | 592-560-850.000 | Communications | 101.29 |
| 04/23 | 04/19/2023 | 100610 | AT&T | 592-558-920.000 | Public Utilities | 44.69 |
| 04/23 | 04/19/2023 | 100610 | AT&T | 582-593-850.000 | Communications | 126.00 |
| 04/23 | 04/19/2023 | 100611 | AT&T Long Distance | 101-345-850.000 | Communications | 60.46 |
| 04/23 | 04/19/2023 | 100612 | Benchmark Engineering Inc. | 247-751-802.000 | Contracted Services | 1,886.00 |
| 04/23 | 04/19/2023 | 100612 | Benchmark Engineering Inc. | 204-481-802.000 | Contracted Services | 1,156.00 |
| 04/23 | 04/19/2023 | 100612 | Benchmark Engineering Inc. | 204-481-802.000 | Contracted Services | 4,033.75 |
| 04/23 | 04/19/2023 | 100612 | Benchmark Engineering Inc. | 582-588-802.000 | Contracted Services | 4,033.75 |
| 04/23 | 04/19/2023 | 100612 | Benchmark Engineering Inc. | 592-549-802.000 | Contracted Services | 4,033.75 |
| 04/23 | 04/19/2023 | 100612 | Benchmark Engineering Inc. | 592-560-802.000 | Contracted Services | 4,033.75 |
| 04/23 | 04/19/2023 | 100613 | Carrier & Gable Inc. | 582-590-775.000 | Materials & Supplies | 2,212.20 |
| 04/23 | 04/19/2023 | 100614 | Center Point Large Print | 271-790-760.000 | Books - Adult | 139.15 |
| 04/23 | 04/19/2023 | 100615 | Cummins Inc. | 592-555-802.000 | Contracted Services | 1,239.72 |
| 04/23 | 04/19/2023 | 100616 | David L Hoffman Landscaping & Nursery | 204-550-802.000 | Contracted Services | 1,632.00 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 101-253-801.000 | Professional Services | 8,168.88 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 204-481-801.000 | Professional Services | 977.89 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 204-481-801.000 | Professional Services | 1,410.76 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 204-481-801.000 | Professional Services | 1,395.93 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 271-790-801.000 | Professional Services | 1,292.63 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 211-441-802.000 | Contracted Services | 1,721.97 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 514-587-801.000 | Professional Services | 593.93 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 582-598-802.000 | Contracted Services | 8,913.71 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 592-549-802.000 | Contracted Services | 2,083.33 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 592-560-802.000 | Contracted Services | 2,691.01 |
| 04/23 | 04/19/2023 | 100617 | Dennis Gartland & Niergarth | 661-598-801.000 | Professional Services | 939.96 |
| 04/23 | 04/19/2023 | 100618 | Derrer Oil Co. | 661-598-759.000 | Gas & Oil | 1,830.45 |
| 04/23 | 04/19/2023 | 100618 | Derrer Oil Co. | 661-598-759.000 | Gas & Oil | 2,101.68 |
| 04/23 | 04/19/2023 | 100619 | Dunkel Excavating Services Inc. | 204-010-111.000 | Materials Inventory | 3,400.00 |
| 04/23 | 04/19/2023 | 100620 | EJ USA Inc. | 592-558-775.000 | Materials & Supplies | 129.59 |
| 04/23 | 04/19/2023 | 100620 | EJ USA Inc. | 592-558-775.000 | Materials & Supplies | 84.34 |
| 04/23 | 04/19/2023 | 100621 | Ellenberger, Regina | 101-345-912.000 | Education & Training | 382.00 |
| 04/23 | 04/19/2023 | 100622 | Factor Systems LLC | 101-208-803.000 | Contracted Services - Billing | 4,309.02 |
| 04/23 | 04/19/2023 | 100623 | Ferguson Enterprises LLC #2000 | 592-544-775.000 | Materials & Supplies | 11.82 |
| 04/23 | 04/19/2023 | 100624 | Five Star Screen Printing Plus | 101-789-767.000 | Uniforms | 182.00 |
| 04/23 | 04/19/2023 | 100625 | Flynn's Trenching Service | 101-770-802.000 | Contracted Services | 820.00 |
| 04/23 | 04/19/2023 | 100626 | GFL Environmental | 582-593-930.000 | Building Repair & Maintenance | 248.23 |
| 04/23 | 04/19/2023 | 100626 | GFL Environmental | 592-551-806.000 | Sludge Removal | 474.55 |
| 04/23 | 04/19/2023 | 100626 | GFL Environmental | 101-770-802.000 | Contracted Services | 291.60 |
| 04/23 | 04/19/2023 | 100626 | GFL Environmental | 101-756-802.000 | Contracted Services | 97.20 |
| 04/23 | 04/19/2023 | 100626 | GFL Environmental | 101-754-802.000 | Contracted Services | 248.40 |
| 04/23 | 04/19/2023 | 100626 | GFL Environmental | 101-268-802.000 | Contracted Services | 151.20 |
| 04/23 | 04/19/2023 | 100626 | GFL Environmental | 101-265-802.000 | Contracted Services | 291.60 |
| 04/23 | 04/19/2023 | 100626 | GFL Environmental | 101-770-802.000 | Contracted Services | 270.00 |
| 04/23 | 04/19/2023 | 100627 | Gibby's Garage | 101-789-802.000 | Contracted Services | 72.00 |
| 04/23 | 04/19/2023 | 100627 | Gibby's Garage | 582-593-930.000 | Building Repair & Maintenance | 468.00 |
| 04/23 | 04/19/2023 | 100627 | Gibby's Garage | 661-598-931.000 | Equipment Repair | 288.00 |
| 04/23 | 04/19/2023 | 100627 | Gibby's Garage | 661-598-932.000 | Vehicle Repair & Maintenance | 576.00 |
| 04/23 | 04/19/2023 | 100627 | Gibby's Garage | 582-593-930.000 | Building Repair & Maintenance | 72.00 |
| 04/23 | 04/19/2023 | 100627 | Gibby's Garage | 661-598-931.000 | Equipment Repair | 288.00 |
| 04/23 | 04/19/2023 | 100627 | Gibby's Garage | 582-590-802.000 | Contracted Services | 216.00 |
| 04/23 | 04/19/2023 | 100627 | Gibby's Garage | 582-593-930.000 | Building Repair & Maintenance | 180.00 |
| 04/23 | 04/19/2023 | 100627 | Gibby's Garage | 661-598-931.000 | Equipment Repair | 504.00 |

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 | 04/19/2023 | 100627 | Gibby's Garage | 661-598-932.000 | Vehicle Repair & Maintenance | 828.00 |
| 04/23 | 04/19/2023 | 100628 | Gordon Food Service | 661-598-751.000 | Office Supplies | 13.26 |
| 04/23 | 04/19/2023 | 100628 | Gordon Food Service | 204-481-751.000 | Office Supplies | 13.26 |
| 04/23 | 04/19/2023 | 100628 | Gordon Food Service | 582-588-751.000 | Office Supplies | 13.26 |
| 04/23 | 04/19/2023 | 100628 | Gordon Food Service | 582-593-751.000 | Office Supplies | 13.26 |
| 04/23 | 04/19/2023 | 100628 | Gordon Food Service | 592-549-751.000 | Office Supplies | 13.26 |
| 04/23 | 04/19/2023 | 100628 | Gordon Food Service | 592-560-751.000 | Office Supplies | 13.26 |
| 04/23 | 04/19/2023 | 100628 | Gordon Food Service | 592-554-775.000 | Materials & Supplies | 88.69 |
| 04/23 | 04/19/2023 | 100629 | HARBOR FENCE COMPANY | 582-584-802.000 | Contracted Services | 367.20 |
| 04/23 | 04/19/2023 | 100630 | Harbor Springs Excavating | 204-010-111.000 | Materials Inventory | 2,950.00 |
| 04/23 | 04/19/2023 | 100631 | Haviland Products Company | 592-551-783.000 | Chemicals | 7,611.00 |
| 04/23 | 04/19/2023 | 100631 | Haviland Products Company | 592-540-783.000 | Chemicals | 4,020.00 |
| 04/23 | 04/19/2023 | 100631 | Haviland Products Company | 592-551-783.000 | Chemicals | 2,438.00 |
| 04/23 | 04/19/2023 | 100632 | Hohlbein, Mary | 271-790-912.000 | Training & Travel | 73.50 |
| 04/23 | 04/19/2023 | 100633 | Hummel, Jon | 101-770-767.000 | Uniforms | 150.41 |
| 04/23 | 04/19/2023 | 100634 | HydroCorp | 592-545-802.000 | Contracted Services | 1,988.00 |
| 04/23 | 04/19/2023 | 100635 | Ingram Library Services | 271-790-760.000 | Books - Adult | 2,842.09 |
| 04/23 | 04/19/2023 | 100635 | Ingram Library Services | 271-790-760.100 | Books-Children's | 1,128.45 |
| 04/23 | 04/19/2023 | 100635 | Ingram Library Services | 271-790-760.200 | Books - Young Adult | 419.96 |
| 04/23 | 04/19/2023 | 100636 | Keep It Real Social LLC | 514-587-802.100 | Cont. Svcs - Downtown Office | 2,200.00 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-265-775.000 | Materials & Supplies | 855.50 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-268-775.000 | Materials & Supplies | 855.50 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-754-775.000 | Materials & Supplies | 855.50 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-756-775.000 | Materials & Supplies | 855.50 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-770-775.000 | Materials & Supplies | 1,711.00 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-773-775.000 | Materials & Supplies | 855.50 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-789-775.000 | Materials & Supplies | 1,283.25 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 582-593-930.000 | Building Repair & Maintenance | 1,283.25 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-265-775.000 | Materials & Supplies | 496.11 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-268-775.000 | Materials & Supplies | 496.11 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-754-775.000 | Materials & Supplies | 496.11 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-756-775.000 | Materials & Supplies | 496.11 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-770-775.000 | Materials & Supplies | 992.21 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-773-775.000 | Materials & Supplies | 496.11 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-789-775.000 | Materials & Supplies | 744.15 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 582-593-930.000 | Building Repair & Maintenance | 744.15 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-265-775.000 | Materials & Supplies | 795.03 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-268-775.000 | Materials & Supplies | 795.03 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-754-775.000 | Materials & Supplies | 795.03 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-756-775.000 | Materials & Supplies | 795.03 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-770-775.000 | Materials & Supplies | 1,590.06 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-773-775.000 | Materials & Supplies | 795.03 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 101-789-775.000 | Materials & Supplies | 1,192.55 |
| 04/23 | 04/19/2023 | 100637 | KSS Enterprises | 582-593-930.000 | Building Repair & Maintenance | 1,192.56 |
| 04/23 | 04/19/2023 | 100638 | Little Traverse Disposal | 271-790-802.000 | Contracted Services | 155.15 |
| 04/23 | 04/19/2023 | 100639 | Lowery Underground Service | 582-020-360.000 | Distribution System | 2,960.00 |
| 04/23 | 04/19/2023 | 100640 | MACKINAW AREA PUBLIC LIBRARY | 271-790-955.000 | Miscellaneous | 30.00 |
| 04/23 | 04/19/2023 | 100641 | MacQueen Emergency | 101-345-775.000 | Materials & Supplies | 64.00 |
| 04/23 | 04/19/2023 | 100641 | MacQueen Emergency | 101-345-775.000 | Materials & Supplies | 8,300.60 |
| 04/23 | 04/19/2023 | 100642 | McLaren Corporate Services Systoc | 101-345-802.000 | Contracted Services | 186.00 |
| 04/23 | 04/19/2023 | 100643 | Metro Wire & Cable Corp. | 582-584-775.000 | Materials & Supplies | 158.40 |
| 04/23 | 04/19/2023 | 100644 | Mitchell Graphics Inc. | 271-790-905.000 | Printing/Advertising/Postage | 523.00 |
| 04/23 | 04/19/2023 | 100644 | Mitchell Graphics Inc. | 101-756-802.000 | Contracted Services | 3,581.00 |
| 04/23 | 04/19/2023 | 100645 | NAPA Auto Parts | 101-345-775.000 | Materials & Supplies | 68.98 |
| 04/23 | 04/19/2023 | 100645 | NAPA Auto Parts | 101-770-775.000 | Materials & Supplies | 9.61 |
| 04/23 | 04/19/2023 | 100645 | NAPA Auto Parts | 661-598-932.000 | Vehicle Repair & Maintenance | 125.99 |

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| GL Period | Check Issue Date | Check Number | Payee | Invoice GL Account | Invoice GL Account Title | Check Amount |
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| 04/23 | 04/19/2023 | 100645 | NAPA Auto Parts | 661-598-932.000 | Vehicle Repair & Maintenance | 24.41 |
| 04/23 | 04/19/2023 | 100645 | NAPA Auto Parts | 661-598-785.000 | Small Tools & Supplies | 44.05 |
| 04/23 | 04/19/2023 | 100645 | NAPA Auto Parts | 661-010-111.000 | Inventory - Materials | 6.62 |
| 04/23 | 04/19/2023 | 100645 | NAPA Auto Parts | 661-598-759.000 | Gas & Oil | 123.59 |
| 04/23 | 04/19/2023 | 100645 | NAPA Auto Parts | 661-598-785.000 | Small Tools & Supplies | 7.20 |
| 04/23 | 04/19/2023 | 100645 | NAPA Auto Parts | 661-598-931.000 | Equipment Repair | 38.05 |
| 04/23 | 04/19/2023 | 100645 | NAPA Auto Parts | 661-010-111.000 | Inventory - Materials | 4.15 |
| 04/23 | 04/19/2023 | 100646 | Northern Michigan Hardwoods | 101-770-931.000 | Equipment Repair | 823.00 |
| 04/23 | 04/19/2023 | 100647 | OHM Advisors | 271-790-802.000 | Contracted Services | 2,875.00 |
| 04/23 | 04/19/2023 | 100648 | Peninsula Fiber Network LLC | 271-790-850.000 | Communications | 89.10 |
| 04/23 | 04/19/2023 | 100648 | Peninsula Fiber Network LLC | 101-228-850.000 | Communications | 446.00 |
| 04/23 | 04/19/2023 | 100649 | Performance Painting | 514-587-802.000 | Contracted Services | 1,440.00 |
| 04/23 | 04/19/2023 | 100649 | Performance Painting | 582-590-802.000 | Contracted Services | 2,370.00 |
| 04/23 | 04/19/2023 | 100650 | Petoskey Rotary Sunrise Charities Inc. | 248-540-884.100 | Fourth of July | 1,000.00 |
| 04/23 | 04/19/2023 | 100651 | Proclean North | 592-554-802.000 | Contracted Services | 786.50 |
| 04/23 | 04/19/2023 | 100651 | Proclean North | 582-593-930.000 | Building Repair & Maintenance | 1,529.50 |
| 04/23 | 04/19/2023 | 100652 | Range Telecommunications | 204-481-850.000 | Communications | 60.00 |
| 04/23 | 04/19/2023 | 100652 | Range Telecommunications | 101-756-850.000 | Communications | 20.00 |
| 04/23 | 04/19/2023 | 100652 | Range Telecommunications | 582-593-850.000 | Communications | 60.00 |
| 04/23 | 04/19/2023 | 100652 | Range Telecommunications | 592-560-850.000 | Communications | 51.70 |
| 04/23 | 04/19/2023 | 100652 | Range Telecommunications | 592-549-850.000 | Communications | 51.70 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-172-850.000 | Communications | 85.39 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-201-850.000 | Communications | 68.31 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-208-850.000 | Communications | 42.70 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-257-850.000 | Communications | 42.70 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-253-850.000 | Communications | 34.16 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-345-850.000 | Communications | 93.93 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-345-850.100 | Communications-Station West | 191.09 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-770-850.000 | Communications | 119.98 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 592-560-850.000 | Communications | 37.99 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-345-850.000 | Communications | 75.20 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 514-587-802.100 | Cont. Svcs - Downtown Office | 147.97 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 582-593-850.000 | Communications | 37.99 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 582-588-850.000 | Communications | 99.99 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 582-588-850.000 | Communications | 109.99 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 582-593-850.000 | Communications | 34.16 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 592-549-850.000 | Communications | 51.23 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 592-560-850.000 | Communications | 51.23 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-770-850.000 | Communications | 17.08 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-773-850.000 | Communications | 17.08 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-789-850.000 | Communications | 17.06 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-400-850.000 | Communications | 42.70 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-441-850.000 | Communications | 76.85 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 101-756-850.000 | Communications | 42.70 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 204-481-850.000 | Communications | 25.62 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 204-481-850.000 | Communications | 25.62 |
| 04/23 | 04/19/2023 | 100653 | Spectrum Business | 582-588-850.000 | Communications | 85.39 |
| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 582-010-111.000 | Inventory - Materials | 321.95 |
| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 582-082-682.000 | Other | 3.22- |
| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 582-588-785.000 | Small Tools & Supplies | 78.66 |
| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 582-082-682.000 | Other | .79- |
| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 582-588-785.000 | Small Tools & Supplies | 39.33 |
| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 582-082-682.000 | Other | .39- |
| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 101-789-985.000 | Equipment | 55.82 |
| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 101-789-985.000 | Equipment | 13.96 |
| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 101-789-985.000 | Equipment | 41.87 |

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| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 101-268-930.000 | Building Repair & Maintenance | 68.33 |
| 04/23 | 04/19/2023 | 100654 | Standard Electric Company | 101-789-985.000 | Equipment | 111.65- |
| 04/23 | 04/19/2023 | 100655 | Stuart C Irby Co | 582-010-111.000 | Inventory - Materials | 2,242.08 |
| 04/23 | 04/19/2023 | 100656 | Unique Management Services Inc. | 271-790-802.000 | Contracted Services | 23.30 |
| 04/23 | 04/19/2023 | 100657 | Up North Service LLC | 204-550-802.000 | Contracted Services | 388.50 |
| 04/23 | 04/19/2023 | 100658 | USA Blue Book | 592-542-775.000 | Materials & Supplies | 165.40 |
| 04/23 | 04/19/2023 | 100658 | USA Blue Book | 592-542-775.000 | Materials & Supplies | 146.50- |
| 04/23 | 04/19/2023 | 100658 | USA Blue Book | 592-542-775.000 | Materials & Supplies | 146.50 |
| 04/23 | 04/19/2023 | 100658 | USA Blue Book | 592-542-775.000 | Materials & Supplies | 25.95 |
| 04/23 | 04/19/2023 | 100658 | USA Blue Book | 592-542-775.000 | Materials & Supplies | 25.95- |
| 04/23 | 04/19/2023 | 100659 | Valley City Linen | 271-790-802.000 | Contracted Services | 26.00 |
| 04/23 | 04/19/2023 | 100659 | Valley City Linen | 271-790-802.000 | Contracted Services | 26.00 |
| 04/23 | 04/19/2023 | 100659 | Valley City Linen | 271-790-802.000 | Contracted Services | 26.00 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-345-850.000 | Communications | 41.13 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-770-850.000 | Communications | 36.01 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-773-850.000 | Communications | 52.55 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-789-850.000 | Communications | 52.55 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-770-850.000 | Communications | 18.01 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-345-850.000 | Communications | 18.00 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-770-850.000 | Communications | 72.02 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-345-850.000 | Communications | 36.01 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-770-850.000 | Communications | 18.01 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-345-850.000 | Communications | 18.00 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 101-345-850.000 | Communications | 41.13 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 592-538-850.000 | Communications | 80.10 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 592-538-920.000 | Public Utilities | 280.07 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 204-481-850.000 | Communications | 26.11 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 582-588-850.000 | Communications | 26.13 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 592-549-850.000 | Communications | 26.13 |
| 04/23 | 04/19/2023 | 100660 | Verizon Wireless | 592-560-850.000 | Communications | 26.13 |
| 04/23 | 04/19/2023 | 100661 | Voss Lighting | 582-590-775.000 | Materials & Supplies | 120.40 |
| 04/23 | 04/26/2023 | 100666 | 5H Irrigation & Maintenance | 101-528-802.000 | Contracted Services | 3,784.50 |
| 04/23 | 04/26/2023 | 100666 | 5H Irrigation & Maintenance | 204-550-802.000 | Contracted Services | 128.24 |
| 04/23 | 04/26/2023 | 100667 | Aflac | 701-000-230.180 | AFLAC Insurance Premiums | 674.76 |
| 04/23 | 04/26/2023 | 100668 | Amazon Capital Services | 592-549-785.000 | Small Tools | 17.33 |
| 04/23 | 04/26/2023 | 100668 | Amazon Capital Services | 592-553-775.000 | Materials & Supplies | 28.33 |
| 04/23 | 04/26/2023 | 100668 | Amazon Capital Services | 592-554-775.000 | Materials & Supplies | 200.73 |
| 04/23 | 04/26/2023 | 100668 | Amazon Capital Services | 592-554-775.000 | Materials & Supplies | 508.99 |
| 04/23 | 04/26/2023 | 100668 | Amazon Capital Services | 101-268-930.000 | Building Repair & Maintenance | 33.42 |
| 04/23 | 04/26/2023 | 100669 | American Water Works Assoc. MI Sectio | 592-549-915.000 | Education & Training | 145.00 |
| 04/23 | 04/26/2023 | 100670 | AT&T | 592-538-850.000 | Communications | 56.01 |
| 04/23 | 04/26/2023 | 100671 | Benchmark Engineering Inc. | 204-444-802.000 | Contracted Services | 645.10 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-172-724.000 | Fringe Benefits | 432.67 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-201-724.000 | Fringe Benefits | 3,115.20 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-208-724.000 | Fringe Benefits | 649.01 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-265-724.000 | Fringe Benefits | 597.08 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-268-724.000 | Fringe Benefits | 1,544.63 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-345-724.000 | Fringe Benefits | 10,557.12 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-789-724.000 | Fringe Benefits | 726.88 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 271-790-724.000 | Fringe Benefits | 1,038.40 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 514-587-724.000 | Fringe Benefits | 432.67 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 582-588-724.000 | Fringe Benefits | 1,298.01 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 592-549-724.000 | Fringe Benefits | 649.01 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 592-560-724.000 | Fringe Benefits | 1,298.01 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-400-724.000 | Fringe Benefits | 173.07 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-441-724.000 | Fringe Benefits | 1,211.47 |

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| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-754-724.000 | Fringe Benefits | 843.71 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-756-724.000 | Fringe Benefits | 1,168.21 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-770-724.000 | Fringe Benefits | 3,288.29 |
| 04/23 | 04/26/2023 | 100672 | Blue Care Network | 101-773-724.000 | Fringe Benefits | 484.59 |
| 04/23 | 04/26/2023 | 100673 | Breathing Air Systems Inc. | 101-345-802.000 | Contracted Services | 923.90 |
| 04/23 | 04/26/2023 | 100674 | BS&A Software | 101-257-802.000 | Contracted Services | 1,486.00 |
| 04/23 | 04/26/2023 | 100675 | Carlson, Benjamin | 101-345-912.000 | Education & Training | 175.00 |
| 04/23 | 04/26/2023 | 100676 | CCP Industries Inc. | 582-586-775.000 | Materials & Supplies | 133.60 |
| 04/23 | 04/26/2023 | 100676 | CCP Industries Inc. | 582-586-775.000 | Materials & Supplies | 134.38 |
| 04/23 | 04/26/2023 | 100676 | CCP Industries Inc. | 661-598-785.000 | Small Tools & Supplies | 146.01 |
| 04/23 | 04/26/2023 | 100677 | Charlevoix-Emmet ISD | 703-040-234.222 | Due Char-Em District - 2022 | 48.10 |
| 04/23 | 04/26/2023 | 100677 | Charlevoix-Emmet ISD | 703-040-233.000 | Due Interest & Penalty | .96 |
| 04/23 | 04/26/2023 | 100678 | Cincar Consulting Group LLC | 204-481-802.000 | Contracted Services | 863.05 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 592-544-802.000 | Contracted Services | 65.91 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 101-268-802.000 | Contracted Services | 22.67 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 582-593-930.000 | Building Repair & Maintenance | 48.74 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 204-481-767.000 | Uniforms | 102.80 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 582-588-767.000 | Other - Uniforms | 100.70 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 592-560-767.000 | Other - Uniforms | 51.00 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 592-549-767.000 | Other - Uniforms | 51.01 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 101-268-802.000 | Contracted Services | 22.67 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 592-544-802.000 | Contracted Services | 65.91 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 582-593-930.000 | Building Repair & Maintenance | 48.74 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 204-481-767.000 | Uniforms | 102.80 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 582-588-767.000 | Other - Uniforms | 100.70 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 592-560-767.000 | Other - Uniforms | 51.00 |
| 04/23 | 04/26/2023 | 100679 | Cintas Corp #729 | 592-549-767.000 | Other - Uniforms | 51.01 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 202-475-920.000 | Public Utilities | 116.63 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 592-558-920.000 | Public Utilities | 174.86 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 592-558-920.000 | Public Utilities | 225.07 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 592-558-920.000 | Public Utilities | 193.55 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 592-538-920.000 | Public Utilities | 2,193.90 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 592-558-920.000 | Public Utilities | 72.79 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 592-558-920.000 | Public Utilities | 115.80 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 592-558-920.000 | Public Utilities | 1,003.33 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 592-558-920.000 | Public Utilities | 198.38 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 592-558-920.000 | Public Utilities | 191.05 |
| 04/23 | 04/26/2023 | 100680 | Consumers Energy | 592-558-920.000 | Public Utilities | 686.57 |
| 04/23 | 04/26/2023 | 100681 | David L Hoffman Landscaping & Nursery | 204-470-802.000 | Contracted Services | 2,015.00 |
| 04/23 | 04/26/2023 | 100681 | David L Hoffman Landscaping & Nursery | 514-587-970.000 | Capital Outlay | 9,741.84 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 701-000-230.190 | Weekly Indemnity Premiums | 2,287.86 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-172-724.000 | Fringe Benefits | 22.66 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-201-724.000 | Fringe Benefits | 53.21 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-208-724.000 | Fringe Benefits | 22.66 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-253-724.000 | Fringe Benefits | 25.29 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 514-587-724.000 | Fringe Benefits | 50.08 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 582-588-724.000 | Fringe Benefits | 56.65 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 592-549-724.000 | Fringe Benefits | 59.28 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 592-560-724.000 | Fringe Benefits | 22.66 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-756-724.000 | Fringe Benefits | 14.73 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-770-724.000 | Fringe Benefits | 46.45 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-773-724.000 | Fringe Benefits | 4.53 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-789-724.000 | Fringe Benefits | 5.67 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 204-481-724.000 | Fringe Benefits | 75.87 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 271-790-724.000 | Fringe Benefits | 81.94 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-265-724.000 | Fringe Benefits | 5.67 |

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| GL Period | Check Issue Date | Check Number | Payee | Invoice GL Account | Invoice GL Account Title | Check Amount |
|--------------|---------------------|-----------------|---------------------------------|-----------------------|-------------------------------|-----------------|
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-268-724.000 | Fringe Benefits | 16.43 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-345-724.000 | Fringe Benefits | 621.24 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-400-724.000 | Fringe Benefits | 22.66 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-441-724.000 | Fringe Benefits | 33.99 |
| 04/23 | 04/26/2023 | 100682 | Dearborn Life Insurance Co | 101-754-724.000 | Fringe Benefits | 8.50 |
| 04/23 | 04/26/2023 | 100683 | Dell Marketing L.P. | 101-770-751.000 | Office Supplies | 442.10 |
| 04/23 | 04/26/2023 | 100683 | Dell Marketing L.P. | 101-789-751.000 | Office Supplies | 442.09 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-172-724.000 | Fringe Benefits | 78.88 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-201-724.000 | Fringe Benefits | 136.79 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-208-724.000 | Fringe Benefits | 45.49 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-253-724.000 | Fringe Benefits | 117.67 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-265-724.000 | Fringe Benefits | 23.79 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-268-724.000 | Fringe Benefits | 59.71 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 592-549-724.000 | Fringe Benefits | 288.69 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 592-560-724.000 | Fringe Benefits | 90.97 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 701-000-230.110 | Dental & Vision Payable | 1,455.70 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-773-724.000 | Fringe Benefits | 16.41 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-789-724.000 | Fringe Benefits | 22.25 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 204-481-724.000 | Fringe Benefits | 131.23 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 271-790-724.000 | Fringe Benefits | 225.66 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 514-587-724.000 | Fringe Benefits | 114.34 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 582-588-724.000 | Fringe Benefits | 243.17 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-345-724.000 | Fringe Benefits | 823.67 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-400-724.000 | Fringe Benefits | 54.53 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-441-724.000 | Fringe Benefits | 87.76 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-754-724.000 | Fringe Benefits | 37.31 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-756-724.000 | Fringe Benefits | 49.03 |
| 04/23 | 04/26/2023 | 100684 | Delta Dental | 101-770-724.000 | Fringe Benefits | 146.86 |
| 04/23 | 04/26/2023 | 100685 | Drost Landscape | 204-470-802.000 | Contracted Services | 1,419.00 |
| 04/23 | 04/26/2023 | 100685 | Drost Landscape | 204-470-802.000 | Contracted Services | 2,526.00 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 592-538-920.000 | Public Utilities | 110.92 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 101-265-924.000 | Heating Fuel | 525.48 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 582-593-924.000 | Heating Fuel | 1,626.93 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 101-773-924.000 | Heating Fuel | 50.06 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 592-538-920.000 | Public Utilities | 98.74 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 101-265-924.000 | Heating Fuel | 205.24 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 582-593-920.000 | Public Utilities | 236.37 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 592-555-920.000 | Public Utilities | 57.38 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 514-587-802.100 | Cont. Svcs - Downtown Office | 161.87 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 592-538-920.000 | Public Utilities | 235.67 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 101-345-920.000 | Public Utilities | 1,030.56 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 271-790-924.000 | Heating Fuel | 408.95 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 592-551-920.000 | Public Utilities | 2,621.12 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 592-551-920.000 | Public Utilities | 3,732.47 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 592-538-920.000 | Public Utilities | 56.90 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 271-790-924.000 | Heating Fuel | 859.20 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 101-345-920.100 | Public Utilities-Station West | 915.71 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 101-268-924.000 | Heating Fuel | 1,140.86 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 101-770-924.000 | Heating Fuel | 327.71 |
| 04/23 | 04/26/2023 | 100686 | DTE Energy | 592-558-920.000 | Public Utilities | 50.06 |
| 04/23 | 04/26/2023 | 100687 | Duncan Parking Technologies Inc | 514-587-802.000 | Contracted Services | 2,200.50 |
| 04/23 | 04/26/2023 | 100688 | EF Wilkinson & Sons Inc. | 202-451-802.000 | Contracted Services | 52,303.27 |
| 04/23 | 04/26/2023 | 100688 | EF Wilkinson & Sons Inc. | 592-020-342.000 | Distribution System | 6,291.00 |
| 04/23 | 04/26/2023 | 100688 | EF Wilkinson & Sons Inc. | 592-025-343.000 | Distribution Systems | 83,826.25 |
| 04/23 | 04/26/2023 | 100689 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 5.64 |
| 04/23 | 04/26/2023 | 100689 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 2.78 |

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| GL Period | Check Issue Date | Check Number | Payee | Invoice GL Account | Invoice GL Account Title | Check Amount |
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| 04/23 | 04/26/2023 | 100689 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 7.59 |
| 04/23 | 04/26/2023 | 100689 | Emmet County Treasurer | 703-040-233.000 | Due Interest & Penalty | .11 |
| 04/23 | 04/26/2023 | 100689 | Emmet County Treasurer | 703-040-233.000 | Due Interest & Penalty | .06 |
| 04/23 | 04/26/2023 | 100689 | Emmet County Treasurer | 703-040-233.000 | Due Interest & Penalty | .15 |
| 04/23 | 04/26/2023 | 100690 | Environmental Resource Assoc. | 592-553-802.000 | Contracted Services | 1,699.98 |
| 04/23 | 04/26/2023 | 100691 | Fastenal Company | 661-598-931.000 | Equipment Repair | 38.05 |
| 04/23 | 04/26/2023 | 100692 | Flynn's Trenching Service | 101-770-802.000 | Contracted Services | 250.00 |
| 04/23 | 04/26/2023 | 100693 | Great Lakes Energy | 592-538-920.000 | Public Utilities | 87.54 |
| 04/23 | 04/26/2023 | 100693 | Great Lakes Energy | 592-558-920.000 | Public Utilities | 164.17 |
| 04/23 | 04/26/2023 | 100693 | Great Lakes Energy | 101-345-920.100 | Public Utilities-Station West | 481.03 |
| 04/23 | 04/26/2023 | 100693 | Great Lakes Energy | 592-538-920.000 | Public Utilities | 278.96 |
| 04/23 | 04/26/2023 | 100693 | Great Lakes Energy | 592-558-920.000 | Public Utilities | 181.12 |
| 04/23 | 04/26/2023 | 100694 | Great Lakes Pipe & Supply | 101-770-775.000 | Materials & Supplies | 25.36 |
| 04/23 | 04/26/2023 | 100694 | Great Lakes Pipe & Supply | 101-082-682.000 | Other | .25- |
| 04/23 | 04/26/2023 | 100694 | Great Lakes Pipe & Supply | 101-770-775.000 | Materials & Supplies | 208.16 |
| 04/23 | 04/26/2023 | 100694 | Great Lakes Pipe & Supply | 101-082-682.000 | Other | 2.08- |
| 04/23 | 04/26/2023 | 100695 | Greenwood Cemetery | 703-040-238.222 | Due Greenwood Cemetery - 2022 | 6.84 |
| 04/23 | 04/26/2023 | 100695 | Greenwood Cemetery | 703-040-233.000 | Due Interest & Penalty | .14 |
| 04/23 | 04/26/2023 | 100696 | Hart, Tyler | 101-773-767.000 | Uniforms | 69.97 |
| 04/23 | 04/26/2023 | 100696 | Hart, Tyler | 101-770-767.000 | Uniforms | 69.97 |
| 04/23 | 04/26/2023 | 100696 | Hart, Tyler | 101-773-775.000 | Materials & Supplies | 300.00 |
| 04/23 | 04/26/2023 | 100697 | Hayes Precision Inc. | 661-598-931.000 | Equipment Repair | 134.64 |
| 04/23 | 04/26/2023 | 100698 | Hubbell Roth & Clark Inc. | 592-549-802.000 | Contracted Services | 351.38 |
| 04/23 | 04/26/2023 | 100698 | Hubbell Roth & Clark Inc. | 592-549-802.000 | Contracted Services | 423.34 |
| 04/23 | 04/26/2023 | 100699 | Hyde Services LLC | 661-598-932.000 | Vehicle Repair & Maintenance | 43.84 |
| 04/23 | 04/26/2023 | 100700 | K & J Septic Service LLC | 101-770-802.000 | Contracted Services | 300.00 |
| 04/23 | 04/26/2023 | 100701 | LEAF | 592-560-802.000 | Contracted Services | 167.47 |
| 04/23 | 04/26/2023 | 100702 | M.S. Industries Inc. | 202-464-775.000 | Materials & Supplies | 63.00 |
| 04/23 | 04/26/2023 | 100702 | M.S. Industries Inc. | 203-464-775.000 | Materials & Supplies | 63.00 |
| 04/23 | 04/26/2023 | 100702 | M.S. Industries Inc. | 204-444-775.000 | Materials & Supplies | 63.00 |
| 04/23 | 04/26/2023 | 100703 | McCardel Culligan | 514-587-802.100 | Cont. Svcs - Downtown Office | 40.75 |
| 04/23 | 04/26/2023 | 100704 | Mead & Hunt | 592-556-802.000 | Contracted Services | 875.00 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 592-554-775.000 | Materials & Supplies | 32.53 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 592-544-775.000 | Materials & Supplies | 217.73 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 101-268-775.000 | Materials & Supplies | 24.27 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 101-770-775.000 | Materials & Supplies | 24.27 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 101-268-930.000 | Building Repair & Maintenance | 15.46 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 101-754-775.000 | Materials & Supplies | 2.76 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 101-770-775.000 | Materials & Supplies | 2.97 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 592-544-775.000 | Materials & Supplies | 51.38 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 101-770-775.000 | Materials & Supplies | 14.39 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 101-268-775.000 | Materials & Supplies | 25.19 |
| 04/23 | 04/26/2023 | 100705 | Meyer Ace Hardware | 101-770-775.000 | Materials & Supplies | 2.99 |
| 04/23 | 04/26/2023 | 100706 | MIDWEST COLLABORATIVE | 271-790-802.000 | Contracted Services | 194.16 |
| 04/23 | 04/26/2023 | 100707 | mParks | 101-756-912.000 | Education & Training | 478.29 |
| 04/23 | 04/26/2023 | 100708 | North Central Mich. College | 101-345-912.000 | Education & Training | 120.00 |
| 04/23 | 04/26/2023 | 100708 | North Central Mich. College | 703-040-235.222 | Due NCMC - 2022 | 11.85 |
| 04/23 | 04/26/2023 | 100708 | North Central Mich. College | 703-040-235.222 | Due NCMC - 2022 | 10.64 |
| 04/23 | 04/26/2023 | 100708 | North Central Mich. College | 703-040-233.000 | Due Interest & Penalty | .24 |
| 04/23 | 04/26/2023 | 100708 | North Central Mich. College | 703-040-233.000 | Due Interest & Penalty | .21 |
| 04/23 | 04/26/2023 | 100709 | Northern Gale Cleaning & Property Mgmt | 271-790-802.000 | Contracted Services | 650.00 |
| 04/23 | 04/26/2023 | 100710 | Performance Painting | 514-587-802.000 | Contracted Services | 2,310.00 |
| 04/23 | 04/26/2023 | 100710 | Performance Painting | 202-475-802.000 | Contracted Services | 600.00 |
| 04/23 | 04/26/2023 | 100711 | Petoskey Sewing Center | 271-790-964.000 | Makerspace - Equip & Supplies | 129.00 |
| 04/23 | 04/26/2023 | 100711 | Petoskey Sewing Center | 271-790-964.000 | Makerspace - Equip & Supplies | 499.00 |
| 04/23 | 04/26/2023 | 100714 | Power System Engineering | 582-588-802.000 | Contracted Services | 4,209.68 |

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| GL Period | Check Issue Date | Check Number | Payee | Invoice GL Account | Invoice GL Account Title | Check Amount |
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| 04/23 | 04/26/2023 | 100715 | Quality First Aid & Safety Inc. | 592-542-775.000 | Materials & Supplies | 26.98 |
| 04/23 | 04/26/2023 | 100716 | Standard Electric Company | 101-770-775.000 | Materials & Supplies | 174.48 |
| 04/23 | 04/26/2023 | 100716 | Standard Electric Company | 101-082-682.000 | Other | 1.74- |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-172-751.000 | Office Supplies | 29.93 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-201-751.000 | Office Supplies | 29.93 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-208-751.000 | Office Supplies | 20.95 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-257-751.000 | Office Supplies | 14.97 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-253-751.000 | Office Supplies | 17.96 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-345-751.000 | Office Supplies | 77.82 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-770-751.000 | Office Supplies | 376.06 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-400-751.000 | Office Supplies | 14.97 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-441-751.000 | Office Supplies | 44.90 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-770-751.000 | Office Supplies | 8.98 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-773-775.000 | Materials & Supplies | 2.99 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-756-751.000 | Office Supplies | 29.93 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-789-751.000 | Office Supplies | 5.99 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-172-751.000 | Office Supplies | 18.83 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-201-751.000 | Office Supplies | 18.83 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-208-751.000 | Office Supplies | 13.18 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-257-751.000 | Office Supplies | 9.41 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-253-751.000 | Office Supplies | 11.30 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-345-751.000 | Office Supplies | 48.95 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-400-751.000 | Office Supplies | 9.41 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-441-751.000 | Office Supplies | 28.24 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-770-751.000 | Office Supplies | 5.65 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-773-775.000 | Materials & Supplies | 1.88 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-756-751.000 | Office Supplies | 18.83 |
| 04/23 | 04/26/2023 | 100717 | Staples Advantage | 101-789-751.000 | Office Supplies | 3.77 |
| 04/23 | 04/26/2023 | 100718 | Temperature Control Inc. | 592-554-802.000 | Contracted Services | 1,148.75 |
| 04/23 | 04/26/2023 | 100719 | Thompson Park Avenue Properties LLC | 514-587-802.100 | Cont. Svcs - Downtown Office | 886.86 |
| 04/23 | 04/26/2023 | 100720 | Tom's Diesel Repair | 661-598-931.000 | Equipment Repair | 1,979.74 |
| 04/23 | 04/26/2023 | 100721 | Trace Analytical Laboratories LLC | 592-553-802.000 | Contracted Services | 271.00 |
| 04/23 | 04/26/2023 | 100721 | Trace Analytical Laboratories LLC | 592-553-802.000 | Contracted Services | 598.00 |
| 04/23 | 04/26/2023 | 100722 | Traffic & Safety Control Systems Inc. | 514-587-802.000 | Contracted Services | 81.00 |
| 04/23 | 04/26/2023 | 100723 | Trophy Case, The | 101-789-802.000 | Contracted Services | 624.00 |
| 04/23 | 04/26/2023 | 100724 | USA Blue Book | 592-547-775.000 | Materials & Supplies | 649.90 |
| 04/23 | 04/26/2023 | 100725 | Van's Business Machines | 514-587-802.100 | Cont. Svcs - Downtown Office | 179.23 |
| 04/23 | 04/26/2023 | 100725 | Van's Business Machines | 271-790-985.000 | Equipment | 320.28 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-172-724.000 | Fringe Benefits | 39.76 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-201-724.000 | Fringe Benefits | 64.96 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-208-724.000 | Fringe Benefits | 22.68 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-253-724.000 | Fringe Benefits | 58.24 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-265-724.000 | Fringe Benefits | 11.98 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-268-724.000 | Fringe Benefits | 29.15 |
| 04/23 | 04/26/2023 | 100726 | VSP | 592-560-724.000 | Fringe Benefits | 45.36 |
| 04/23 | 04/26/2023 | 100726 | VSP | 701-000-230.110 | Dental & Vision Payable | 10.64 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-773-724.000 | Fringe Benefits | 4.26 |
| 04/23 | 04/26/2023 | 100726 | VSP | 204-481-724.000 | Fringe Benefits | 66.64 |
| 04/23 | 04/26/2023 | 100726 | VSP | 271-790-724.000 | Fringe Benefits | 157.36 |
| 04/23 | 04/26/2023 | 100726 | VSP | 514-587-724.000 | Fringe Benefits | 53.20 |
| 04/23 | 04/26/2023 | 100726 | VSP | 582-588-724.000 | Fringe Benefits | 124.88 |
| 04/23 | 04/26/2023 | 100726 | VSP | 592-549-724.000 | Fringe Benefits | 131.32 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-345-724.000 | Fringe Benefits | 445.75 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-400-724.000 | Fringe Benefits | 11.98- |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-441-724.000 | Fringe Benefits | 49.62 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-754-724.000 | Fringe Benefits | 19.07 |

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| 04/23 | 04/26/2023 | 100726 | VSP | 101-756-724.000 | Fringe Benefits | 27.05 |
| 04/23 | 04/26/2023 | 100726 | VSP | 101-770-724.000 | Fringe Benefits | 75.26 |
| 04/23 | 04/26/2023 | 100727 | West Marine Pro | 101-770-775.000 | Materials & Supplies | 17.47 |
| 04/23 | 04/26/2023 | 100727 | West Marine Pro | 101-789-775.000 | Materials & Supplies | 62.98 |
| 04/23 | 04/26/2023 | 100728 | Wild Flowers | 101-770-802.000 | Contracted Services | 231.00 |
| 04/23 | 04/26/2023 | 100728 | Wild Flowers | 203-469-802.000 | Contracted Services | 168.00 |
| 04/23 | 04/26/2023 | 999466 | ACH-EFTPS | 701-000-230.200 | FICA Withholding Payable | 13,437.63 |
| 04/23 | 04/26/2023 | 999466 | ACH-EFTPS | 701-000-230.100 | Federal Withholding Payable | 20,607.51 |
| 04/23 | 04/26/2023 | 999466 | ACH-EFTPS | 701-000-230.200 | FICA Withholding Payable | 13,437.63 |
| 04/23 | 04/26/2023 | 999466 | ACH-EFTPS | 701-000-230.200 | FICA Withholding Payable | 3,142.63 |
| 04/23 | 04/26/2023 | 999466 | ACH-EFTPS | 701-000-230.200 | FICA Withholding Payable | 3,142.63 |
| 04/23 | 04/26/2023 | 999467 | ACH-ICMA 457 | 701-000-230.700 | Employees ICMA Payable | 889.27 |
| 04/23 | 04/26/2023 | 999467 | ACH-ICMA 457 | 701-000-230.700 | Employees ICMA Payable | 4,925.00 |
| 04/23 | 04/26/2023 | 999467 | ACH-ICMA 457 | 701-000-230.700 | Employees ICMA Payable | 2,556.10 |
| 04/23 | 04/26/2023 | 999468 | ACH-MERS Health Saving Plan | 701-000-230.195 | MERS Savings Plan | 1,770.49 |
| 04/23 | 04/26/2023 | 999468 | ACH-MERS Health Saving Plan | 701-000-230.195 | MERS Savings Plan | 1,816.20 |
| 04/23 | 04/26/2023 | 999468 | ACH-MERS Health Saving Plan | 701-000-230.195 | MERS Savings Plan | 116.89 |
| 04/23 | 04/26/2023 | 999468 | ACH-MERS Health Saving Plan | 701-000-230.195 | MERS Savings Plan | 110.44 |
| 04/23 | 04/26/2023 | 999469 | Mers DC 45 | 701-000-230.120 | MERS Payable | 1,696.95 |
| 04/23 | 04/26/2023 | 999469 | Mers DC 45 | 701-000-230.120 | MERS Payable | 2,422.98 |
| 04/23 | 04/26/2023 | 999469 | Mers DC 45 | 001-000-001.001 | Cash | 475.39 |
| 04/23 | 04/26/2023 | 999469 | Mers DC 45 | 001-000-001.001 | Cash | 504.08 |
| 04/23 | 04/26/2023 | 999469 | Mers DC 45 | 701-000-230.120 | MERS Payable | 2,376.88 |
| 04/23 | 04/26/2023 | 999469 | Mers DC 45 | 701-000-230.120 | MERS Payable | 2,520.44 |
| 04/23 | 04/26/2023 | 999469 | Mers DC 45 | 001-000-001.001 | Cash | 1,181.30 |
| 04/23 | 04/26/2023 | 999469 | Mers DC 45 | 001-000-001.001 | Cash | 848.47 |
| 04/23 | 04/26/2023 | 999470 | MissionSquare 401 | 701-000-230.700 | Employees ICMA Payable | 842.92 |
| 04/23 | 04/26/2023 | 999471 | MissionSquare Roth | 701-000-230.900 | Roth IRA | 370.00 |
| 04/23 | 04/26/2023 | 999472 | MissionSquare Roth % | 701-000-230.900 | Roth IRA | 90.00 |
| Grand Totals: | | | | | | 489,954.53 |

Report Criteria:

Check.Check issue date = 04/13/2023-04/26/2023

| Check Number | Check Issue Date | Name | GL Account | Amount |
|---------------|------------------|----------------------|--------------|--------|
| 93726 | 04/19/2023 | Wilkins, Kaitlyn | 101087654000 | 50.00- |
| 100662 | 04/19/2023 | Becker, Brady | 582040285000 | 27.07 |
| 100663 | 04/19/2023 | Carter, David | 101084652000 | 30.00 |
| 100664 | 04/19/2023 | Glatz, Madison | 582040285000 | 2.07 |
| 100665 | 04/19/2023 | Wilkins, Kaitlyn | 101087654000 | 50.00 |
| 100729 | 04/26/2023 | Harbor Pointe Dental | 703040280000 | 7.56 |
| 100730 | 04/26/2023 | Rautio, Nicholas | 582040285000 | 20.06 |
| Grand Totals: | | | | 86.76 |



BOARD: City Council

MEETING DATE: May 1, 2023

PREPARED: April 27, 2023

AGENDA SUBJECT: Ethics Ordinance

RECOMMENDATION: City Council review proposed Ethics Ordinance – Second Reading

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 was reintroduced for discussion and first reading on April 17, 2023:

- 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 City Council review proposed Ethics Ordinance and conduct a second reading and possible 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.

John Murphy
Its Mayor

Sarah Bek
Its Clerk



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 1, 2023

DATE PREPARED: April 13, 2023

AGENDA SUBJECT: Allow Taxpayers to Protest in Writing to the Board of Review

RECOMMENDATION: That the City Council adopt the proposed resolution

Background MCL 211.30(8) allows the City of Petoskey to adopt a resolution to allow a resident taxpayer to file his or her protest before the Board of Review by letter. In the past, the City has allowed this process, but staff is unable to locate the approved resolution which is being requested by the City Assessor. The City desires to ease the burden on taxpayers, the City Assessor and the Board of Review. Allowing a taxpayer to file a protest before the Board of Review by letter without a personal appearance will ensure that all taxpayers have an equal opportunity to be heard by the Board of Review.

Action City Council adopt the enclosed proposed resolution allowing a resident taxpayer to file a protest before the Board of Review by letter.

sb
Enclosure



City of Petoskey

Resolution

Resolution No. 23 - ____

WHEREAS, MCL 211.30(8) allows the City of Petoskey to adopt a resolution to allow a resident taxpayer to file his or her protest before the Board of Review by letter; and

WHEREAS, the City of Petoskey desires to ease the burden on taxpayers, the assessor, and the Board of Review; and

WHEREAS, said resolution will ensure that all taxpayers have an equal opportunity to be heard by the Board of Review; and

WHEREAS, MCL 211.30(8) specifically states:

MCL 211.30(8): The governing body of the township or city may authorize, by adoption of an ordinance or resolution, a resident taxpayer to file his or her protest before the board of review by letter without a personal appearance by the taxpayer or his or her agent. If that ordinance or resolution is adopted, the township or city shall include a statement notifying taxpayers of this option in each assessment notice under section 24c and on each notice or publication of the meeting of the board of review.

NOW THEREFORE, BE IT RESOLVED, that the City of Petoskey City Council, in Emmet County, State of Michigan, according to the provisions of MCL 211.30(8) of the General Property Tax Act, directs that the Board of Review shall receive letters of protest regarding assessments from resident taxpayers starting on the Tuesday following the first Monday in March until it adjourns from the public hearings for which it meets to hear such protests.

The foregoing resolution offered by Councilmember:
_____, and seconded by Councilmember:
_____ and supported by roll call vote.

Ayes: _____

Nays: _____

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 1st day of May, 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 May, 2023.

Sarah Bek, City Clerk



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 1, 2023

DATE PREPARED: April 27, 2023

AGENDA SUBJECT: Personal Property Canvass Policy

RECOMMENDATION: That the City Council adopt the proposed resolution

Background MCL 211.10d(9), requires that the assessor must have direct supervision of the assessment roll and the State Tax Commission has adopted a policy regarding "Supervising Preparation of the Assessment Roll". Specifically, item 8(h) requires the assessor to conduct a personal property canvass. In order to ensure accurate assessments, the City of Petoskey is required to establish a policy regarding the inspection (canvassing) of personal property. The personal property roll for the City will be maintained in accordance with the enclosed policy. In past years, the policy was approved administratively and through inter-office.

Action City Council adopt the enclosed proposed resolution approving Personal Property Canvass Policy as requested by the City Assessor.

sb
Enclosure



City of Petoskey

Resolution

Resolution No. 23 - ____

WHEREAS, MCL 211.10d(9), requires that the assessor must have direct supervision of the assessment roll and the State Tax Commission has adopted a policy regarding "Supervising Preparation of the Assessment Roll"; and

WHEREAS, Specifically, item 8(h) requires the assessor to conduct a personal property canvass; and

WHEREAS, in order to ensure accurate assessments, the City of Petoskey is required to establish a policy regarding the inspection (canvassing) of personal property; and

WHEREAS, the personal property roll for the City will be maintained in accordance with the Personal Property Canvass Policy; and

WHEREAS, identification of personal property (personal property canvass) and personal property parcel maintenance is incorporated in to the policy:

NOW THEREFORE, BE IT RESOLVED, that the City of Petoskey City Council hereby adopts the Personal Property Canvass Policy as required by the State Tax Commission.

The foregoing resolution offered by Councilmember:
_____, and seconded by Councilmember:
_____ and supported by roll call vote.

Ayes: _____

Nays: _____

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 1st day of May, 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 May, 2023.

Sarah Bek, City Clerk



Personal Property Canvass Policy

Adopted _____, 2023

The personal property roll for the City of Petoskey will be maintained in accordance with this policy. Any reference to the assessor shall be interpreted to mean any employee of the City performing assessing functions or any designee of such an employee.

Identification of Personal Property (Personal Property Canvass)

Annual Personal Property Canvass:

During the month of December, either while the assessor is conducting final inspections of construction in progress or separately, they will physically canvass the City for taxable personal property.

Additional Personal Property Searches:

Additional efforts made by the assessor to identify personal property the assessor may include, but are not limited to, a review of the DBA records from the County Clerk's office for new or existing DBA business licenses and conducting an internet search via web maps to identify businesses without personal property assessments.

Personal Property Parcel Maintenance

Processing New Personal Property Parcels:

When a new personal property parcel is identified through routine property inspections, personal property canvass, notice from taxpayer, or any other means the following steps will be followed:

- 1) A parcel number will be assigned.
- 2) The business name, physical address, and mailing address will be entered on the parcel. If the mailing address is unknown, the physical address will be used.
- 3) The appropriate class and school district will be identified and assigned to the parcel.
- 4) Emmet County will be provided with a parcel summary for the new parcel.

Removed Personal Property:

When it is discovered that previously assessed or exempt personal property is no longer located in the City, the parcel will be retired in BS&A for the following assessment cycle.



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 1, 2023

DATE PREPARED: April 27, 2023

AGENDA SUBJECT: Property Tax Exemption Application Policy

RECOMMENDATION: That the City Council adopt the proposed resolution

Background The State Tax Commission requires a Property Tax Exemption Application Policy as part of the annual assessing audit. The City Assessor has requested this policy as part of the current audit. In past years, the policy was approved administratively and through inter-office. Staff is now asking Council to formally adopt the policy to comply with State law.

Action City Council adopt the enclosed proposed resolution approving the Property Tax Exemption Application Policy as requested by the City Assessor.

sb
Enclosures



City of Petoskey

Resolution

Resolution No. 23 - ____

WHEREAS, the State Tax Commission requires a Property Tax Exemption Application Policy as part of the annual assessing audit; and

WHEREAS, the policy also incorporates the Property Tax Exemption Application and Audit Procedures for granting or removal of real property exemptions; and

WHEREAS, an application for property tax exemption must be completed to be considered for a real or personal property tax exemption; and

WHEREAS, articles of incorporation, by laws, proof of ownership and statement from the Internal Revenue Service (IRS) indicating status must be provided with the application; and

WHEREAS, the City Assessor will verify ownership, occupancy, use and may require reapplication at any time and at a minimum, every five years, each previously qualified application must be refiled along with the above listed documents:

NOW THEREFORE, BE IT RESOLVED, that the City of Petoskey City Council hereby adopts the Property Tax Exemption Application Policy as required by the State Tax Commission.

The foregoing resolution offered by Councilmember:
_____, and seconded by Councilmember:
_____ and supported by roll call vote.

Ayes: _____

Nays: _____

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 1st day of May, 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 May, 2023.

Sarah Bek, City Clerk



Property Tax Exemption Application Policy

Adopted _____, 2023

An Application for Property Tax Exemption must be completed to be considered for a real or personal property tax exemption.

The following documents must be provided with the application for the exemption to be considered:

- Articles of Incorporation
- By Laws
- Proof of Ownership
- Statement from I.R.S. indicating status

City Assessing staff will verify ownership/occupancy/use.

City Assessing staff may require reapplication, as well as copies of the above listed documents at any time. At minimum, every five years, each previously qualified application must be refiled, along with the above listed documents.

It is the owner/applicant's responsibility to notify the City Assessing department immediately of any ownership or use change that may change the status of the exemption.

This policy also incorporates the following documents and procedures:

1. Property Tax Exemption Application
2. Audit procedures for granting or removal of real property exemptions

Application for Exemption from Property Taxes

Instructions: File this application along with copies of documents listed on page 4 of this form. Property must be owned and used for the stated exemption purpose as of December 31 of the year prior to the year for which exemption is claimed. Application must be received by the Assessor's Office no later than February 15 of the year in which this exemption is being sought. Your application may be on the attached forms or you may use an alternate equivalent format.

The following is the four-part test that Michigan courts have established to determine if a property is exempt:

- 1) The real estate must be owned and occupied by the exempt claimant;
- 2) The exemption claimant must be a religious, library, benevolent, charitable, educational or scientific institution;
- 3) The claimant must have been incorporated under the laws of a state;
- 4) The exemption only exists when the buildings or other property thereon are occupied by the claimant solely for the purpose for which it was incorporated, or as further limited by the applicable statute.

Policies are set by State of Michigan law and court decisions, and not by the City of Petoskey. We will use these criteria to determine your tax status. If you have any questions, please feel free to contact the City Assessor.

Application for Exemption of Property Taxation

NAME OF ORGANIZATION: _____

ADDRESS OF PROPERTY: _____

PARCEL NUMBER (from Assessment notice or tax bill):

LEGAL DESCRIPTION (if application is for less than the entire parcel):

We request exemption of property located in the City of: _____.

We own the property and are using it for:

Religious_____, Educational_____, Home_____,
Charitable_____, Scientific_____, Benevolent_____,
Memorial_____, Library_____,

or_____, purposes of our organization.

PROPERTY TAX LAW SECTION UNDER WHICH YOU ARE CLAIMING EXEMPTION

_____ (you must list an MCL reference)

(Note: Internal Revenue Code Sec. 501 (c) 3 is NOT a property tax exemption law, but rather deals with exemption from Federal Income Tax) :

DATE OF ACQUISITION: _____ PRICE: \$ _____

LIST ALL OCCUPANTS OF THIS PROPERTY:

REASON(S) FOR EXEMPTION OF THIS PROPERTY:

LIST ALL USES OF THIS PROPERTY AND PERCENTAGE OF EACH:

| | |
|-------|---------|
| _____ | _____ % |
| _____ | _____ % |
| _____ | _____ % |
| _____ | _____ % |
| _____ | _____ % |
| Total | 100% |

DO YOU RENT OR LEASE ANY PART OF THIS PROPERTY? _____

IF YES, EXPLAIN: _____

THIS APPLICATION IS FOR EXEMPTION BEGINNING WITH YEAR 20_____. THE INFORMATION ON THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE AND JUDGEMENT, A TRUE AND CORRECT STATEMENT OF FACTS CONCERNING THE ABOVE DESCRIBED PROPERTY AND ITS USE

Date: _____ Signed: _____

Print or type name and title: _____

Address: _____

Phone Number: _____

Email: _____

Processing this exemption request application is facilitated by you providing copies of as many of the following documents as possible:

- 1) Articles of incorporation and all amendments, which should include the following information:
 - The names of directors of the corporation
 - Whether the applicant operates on a profit or non-profit status
 - The purpose of corporation
 - A copy of the articles of incorporation
 - Assumed name(s), if applicable, along with the name of governmental agency where the assumed name is recorded with a copy of the annual non-profit corporation report or for organizations other than corporations, and the most recent balance sheet.
- 2) Exemption applicant entity's "By Laws" and "Constitution," if these items exist
- 3) Evidence of ownership of (or interest in) subject property
 - Transfer instrument to applicant; typically warranty deed or land contract
 - Lease
- 4) Governmental approval/certification (if applicable) to operate for stated purpose
 - IRS exemption determination for assessment years in question
 - State/County license, if any
 - License from Attorney General to solicit or receive contributions
- 5) Budget documents for either
 - The operation of charitable, educational, religious organization
 - The operation of real estate and/or personal property for which exemption is sought
- 6) Signed statement as to actual use(s). If more than one use exists, please state percentage each use is to a total 100%.
- 7) Inclusive list of ALL salaries, fees, payments, rent, repayments of loans, etc., as well as transfers, current or deferred, from the exemption applicant to its directors, officers, consultants, agents, and/or employees.
- 8) List of all clients served that are in any way related to: any director, officers, consultant, agent and/or employees of applicant. Please include an explanation of any above relationships.

Application for Exemption from Property Taxes
Reasons for Denial

Incomplete application and/or documentation as indicated on the application.

Missing Document: _____

Property does not meet the standards of the four-part test that Michigan courts have established to determine if a property is exempt as indicated below:

- ☐ The real estate IS NOT owned and occupied by the exempt claimant;
- ☐ The exemption claimant IS NOT a religious, library, benevolent, charitable, educational or scientific institution;
- ☐ The claimant IS NOT incorporated under the laws of a state;
- ☐ The buildings or other property thereon IS NOT occupied by the claimant solely for the purpose for which it was incorporated, or by a Government entity as provided by PA 309 of 2000.

Date: _____

By: _____

Title: _____

Audit Procedures for Granting or Removal of Real Property Exemptions

The City of Petoskey Assessing Department, headed by the City Assessor, is charged with locating, identifying and valuating all taxable real property and personal property within the City of Petoskey in order to provide a fair and equitable basis for taxation.

The assessing office maintains descriptions of real property, maintains maps showing the ownership and tax districts for the City, and processes property tax exemptions.

Property tax exemptions are granted based on three elements:

- (1) Property ownership
- (2) Property use
- (3) Statutory definition

Taxpayers receiving an exemption may be required to apply through the assessing office or other designated office. Michigan State Law includes a range of mandatory exemptions and optional exemptions available for residential, commercial and industrial property.

The assessing office conducts annual reviews and maintains information for those properties that are exempt from taxation to determine whether such properties continue to qualify for an exemption. The annual review of exemptions ensures that properties are correctly assessed and validates the ownership and usage of the properties; some mandatory exemptions were not reviewed since the assessing office has no option but to grant the exemption.

Active monitoring of changes to recorded title, public information review, and periodic field inspections is included as part of the annual review of exempt property. The primary elements of an exemption determination are based on the ownership and use of the property depending on the type of exemption.

Assessing staff reviews property ownership as part of the first consideration for an exemption determination. Secondly, assessing staff confirms that the property is in use for nonprofit exempt purposes. In the case of senior citizens, disabled veterans and residential exemptions, there are specific requirements related to occupancy and other criteria related to each exemption.

Assessing staff annually reviews exemption determinations employing four elements depending on the type of exemption.

- First, all property ownership records are monitored to confirm continuance of ownership to the exempt entity or person through review of ownership records held at the Emmet County Register of Deeds.
- Second, annually staff inspects over 5% of properties throughout the City of Petoskey and notes any changes to exempt properties for review.
- Third, staff monitors public information concerning exempt properties and owners.
- Finally, staff conducts annual reviews of exempt property for ownership and use conformance to exemption programs to include cross reference to the City of Petoskey Water Department Records and Rental Registration, public information reviews (business licenses, articles of incorporation, web sites and periodicals), and property inspections.

The assessing office also strives to maintain exemption files with sufficient documentation to support the decision to grant the exemption. For example, religious exemption files need to include copies of articles of incorporation, Internal Revenue Service determination of nonprofit status, usage statement, contracts for use of the property by other than the applicant organization, and financial disclosures.

Exemption records are maintained in two ways. The primary system is the Assessing .NET computerized data system that retains information regarding ownership, location, physical description; inspection dates staff comments, and exemption status. This system is generally adequate and contains sufficient data to administer the exemptions.

The second data system is a paper file system that includes the original application and the documents and correspondence that supports the exempt status. The primary source for documenting an exemption is the paper application that is submitted along with supporting documentation.



BOARD: City Council

MEETING DATE: May 1, 2023

PREPARED: April 27, 2023

AGENDA SUBJECT: Ward and City Conventions Resolution

RECOMMENDATION: That City Council adopt the enclosed proposed resolution

Background As required by City Charter provisions, the City is required to conduct annual Ward and City Conventions. In summer 2022, Council requested if conventions could be scheduled for an earlier date. Scheduling the Ward and City conventions earlier than mid-July as in previous years would not cause a conflict with any City Charter provisions or any applicable Michigan statute. Staff is asking City Council to discuss and set convention dates and locations.

City staff would like to reserve meeting locations well in advance of dates to ensure availability. State Election law requires Affidavits of Identity, for the office of City Council to be voted on at the November General election, be filed by July 25, 2023.

Pending dates, City staff is proposing to reserve the same locations used last year for the City and Ward conventions. The locations would be at Petoskey Public School cafeterias and gymnasiums for the Ward Conventions and the Emmet County Fairgrounds Community Building for the City Convention scheduled as follows:

Ward Conventions scheduled @ 8PM

Middle School Cafeteria (Ward 1)
Ottawa Elementary Gym/Cafeteria (Ward 2)
Lincoln Elementary Gym/Cafeteria (Ward 3)
Sheridan Elementary Gym/Cafeteria (Ward 4)

City Convention scheduled @ 8PM

Emmet County Fairgrounds Community Building

Action City Council adopt the enclosed proposed resolution that would set dates and locations for the 2023 Ward and City Conventions.

sb
Enclosure



Resolution No. 23 - ____

WHEREAS, in accordance with provisions of the City Charter, the City Council must establish dates and places for annual Ward Conventions and the annual City Convention:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby calls the annual 2023 Ward Conventions to be held at 8:00 P.M., _____, at the Petoskey Middle School Cafeteria for the First Ward, Ottawa Elementary Gym/Cafeteria for the Second Ward, Lincoln Elementary Gym/Cafeteria for the Third Ward and Sheridan Elementary Cafeteria for the Fourth Ward; and

BE IT FURTHER RESOLVED that the City Council does and hereby calls the annual 2023 City Convention to be conducted at 8:00 P.M., _____, at the Emmet County Fairgrounds Community Building.

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 1st day of May, 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 May, 2023.

Sarah Bek, City Clerk