



City of Petoskey

Agenda

CITY COUNCIL

May 15, 2023

Amended

1. Call to Order – 7:00 P.M. – City Council Chambers
2. Recitation – Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Presentation
 - (a) Hear introductions of new Public Safety staff by Director Karr
 - (b) Hear presentation by representatives of Dennis, Gartland & Niergarth, Traverse City, concerning Financial Statements and Report of Independent Certified Public Accounts of the annual audit of the City's fiscal year ended December 31, 2022
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) May 1, 2023 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since May 1, 2023
6. Public Comments
7. City Manager Updates
8. Appointments – Consideration of appointment to the Zoning Board of Appeals
9. New Business
 - (a) Adoption of a proposed resolution that would establish property tax millage rates for 2023 and that would authorize appropriations of property-tax revenues to various City funds as previously had been approved as part of the City's 2023 Annual Budget
 - (b) Discussion and possible adoption of a proposed resolution that would change City Council meeting start time from 7pm to 6pm
10. City Council Comments
11. Adjournment

Alternatively, join the meeting via the Zoom platform

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

Meeting ID: 828 4025 3220

+1 646 558 8656 US (New York)

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

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

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



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 15, 2023

PREPARED: May 11, 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 May 1, 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 May 1, 2023 for contract and vendor claims at \$534,869.05, intergovernmental claims at \$0, and the May 11 payroll at \$227,276.75 for a total of \$762,145.80.

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Enclosures



CITY COUNCIL

May 1, 2023

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, May 1, 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 Arbor Day Proclamation

Mayor Murphy read the following proclamation:

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.

Mayor Murphy reviewed that an Arbor Day celebration with activities is scheduled for May 13 from 1pm-4pm at the Winter Sports Park and thanked the League of Women Voters for their efforts and involvement in organizing the event.

Hear District Library Presentation

District Library Director Val Meyerson made a brief presentation concerning the Petoskey District Library and reviewed 2022 statistics and operations; that overall patronage increased; reviewed outreach programs and partnerships including homebound delivery service and partnering with the Emmet County jail; reviewed grant monies received; reviewed that the website was recently revamped; reviewed early 2023 projects including the success of The Americans and Holocaust Exhibit, the upcoming Speak for Yourself, a ride for equity event; reviewed the student trustee program; and that staff is in the process of preparing bid specifications to replace the library front entry due to concrete and masonry issues.

Councilmembers thanked Ms. Meyerson for her efforts over the years on enhancing the library with more programs inclusive of many groups; that the library is a welcoming environment with competent staff; and expressed that Ms. Meyerson is an exemplary leader at the Library and in the community through Rotary.

Consent Agenda - Resolution No. 23-32

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

BE IT RESOLVED that City Council does and hereby confirms that the draft minutes of the April 17, 2023 regular session City Council meetings be and are hereby approved as amended; and

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

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 concerns with the Little Traverse Wheelway and that it has been three years since it failed; that the wheelway is a transportation facility; that there is no safe route between Petoskey and Bay Harbor; and expressed a passionate plea for City Council and staff to do more and provide temporary measures and ask MDOT to find a solution.

Councilmembers concurred that safety is a high priority; discussed temporary measures such as installing bollards further towards East Park; heard from those in favor of contacting MDOT officials and legislators; and that further discussion on alternative routes on highway should be revisited and focus discussion on safety.

The City Manager reported that MDOT indicated they could double-stripe shoulder, that safety is a concern and that the City needs to continue to partner with MDOT and other stakeholders on a solution.

Mayor Murphy will work with the City Manager on drafting a letter to legislators.

Hear City Manager Updates

The City Manager recognized staff with May birthdays and work anniversaries; reviewed that Arbor Day Celebration and activities are scheduled May 13 at the Winter Sports Park; provided project updates on Lofts at Lumber Square, Michigan Maple Block, City Park Grill rental rehab, former JC Penney building and 316-318 East Lake Street OPRA; that the Mitchell Street entrance and gateway to downtown project was complete and thanked Public Works Director and other City crews on their efforts with the successful project; and that the City received the electric vehicle (EV) charging stations.

Councilmembers inquired on the conceptual plan for the former JC Penney building; inquired on the City Park Grill rental rehab outreach notification process; that unsolicited compliments had been received on the downtown entryway improvements; and that some heard concerns on opening up the viewsheds to downtown exposing the three vacant, blighted properties at the entrance to downtown.

The City Manager responded that the former JC Penney building will have condos, retail on the first floor which has yet to be determined, façade improvements and parking self-contained below; and that since the City Park Grill project has CDBG funding through the State, notifications are required to go out that this type of project is occurring to a historical structure and is part of the State's analysis on moving forward and the State administers the notification process which ends on May 3.

Adopt Code of Ethics Ordinance – Resolution No. 23-33

The City Manager reviewed that this was the second discussion of the draft Ethics Ordinance and Council could consider adoption.

Councilmembers heard a comment on Section 26-8(a) in regards to when there is a concern about an ethical matter regarding the City Manager, that the person with the concern could go directly to the City Attorney for an opinion and not through the City Manager, and that the language was discussed with the City Attorney and there were no concerns with this process.

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

ORDINANCE NO. 788

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.

Said ordinance was adopted by the following vote:

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

NAYS: None (0)

Approve Residents to File Protest to Board of Review by Letter – Resolution No. 23-34

The City Manager reviewed that MCL 211.30(8) allows the City to adopt a resolution to allow a resident taxpayer to file a protest before the Board of Review by letter; that the contracted Assessor is reviewing documentation and requested this document; that the State does an audit of all units and Emmet County jurisdictions are due this year; and documentation and policies are required to be in place prior to the upcoming audit.

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

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.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Adopt Personal Property Canvass Policy – Resolution No. 23-35

The City Manager reviewed that MCL 211.10d(9) requires that the Assessor must have direct supervision of the assessment roll and the State Tax Commission adopted a policy regarding “Supervising Preparation of the Assessment Roll”; that the policy requires the Assessor to conduct a personal property canvass; and that in order to ensure accurate assessments, the City is required to establish a policy regarding the inspection/canvassing of personal property.

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

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.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Adopt Property Tax Exemption Application Policy – Resolution No. 23-36

The City Manager reviewed that the State Tax Commission requires a Property Tax Exemption Application Policy as part of the annual assessing audit and the Assessor requested this policy as part of the current audit.

Mayor Murphy asked for public comments and heard a comment if Council really wanted to hear personal property exemptions especially due to the economic depression.

Councilmembers inquired if there were any issues found and if these policies needed to be corrected.

The City Manager responded that these requests by the Assessor are based on State guidelines and part of the audit process that occurs every five years.

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

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.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Approve 2023 Ward and City Conventions – Resolution No. 23-37

The City Manager reviewed that as required by City Charter provisions, the City is required to conduct annual Ward and City Conventions; that in summer 2022, Council requested if conventions could be scheduled for an earlier date; that scheduling conventions earlier than mid-July as in previous years would not cause a conflict with any Charter provision or applicable Michigan statute; and that staff proposed to reserve the same locations used last year.

Councilmembers discussed the possibility of increased political signs if convention dates are moved to an earlier date; that mid-July is difficult timing for citizen outreach; discussed potential dates and concurred to schedule Ward Conventions for June 19 and City Convention for June 21 at the same locations as last year and provide flexibility to staff to choose alternate dates and locations if there are availability issues and to reschedule the June 19 Council meeting to June 26.

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

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., June 19, 2023, 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., June 21, 2023, at the City Hall Council Chambers.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Council Comments

Mayor Murphy asked for Council comments and Councilmember Walker is looking forward to Arbor Day celebration and encourages others to visit Tree City USA cities. Councilmember Wagner thanked the many volunteers and organizations that help clean-up around the community. Councilmember Shiels commented on the ongoing deer issues in Ward 2. Councilmember DeMoore asked if there was any interest to participate in a tour of recreational properties with her and staff; commented that today is Law Day and this year's theme is Cornerstones of Democracy: Civics, Civility and Collaboration and encourages everyone to embrace those concepts; and reviewed that the Emmet Charlevoix Bar Association presented the Liberty Bell Award to Jeana Russey. Mayor Murphy expressed the need for 10-12 volunteers on May 25 around 9am to help the Parks and Recreation staff with Pennsylvania Park plantings.

There being no further business to come before the City Council, this May 1, 2023, meeting of the City Council adjourned at 8:38 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
05/23	05/03/2023	100731	24/7 Sewer & Drain Cleaning	271-790-930.000	Building Repair & Maintenance	250.00
05/23	05/03/2023	100732	5H Irrigation & Maintenance	514-587-970.000	Capital Outlay	6,145.53
05/23	05/03/2023	100733	Alberts, Karen	271-790-958.100	Programming - Adult	200.00
05/23	05/03/2023	100734	All-Phase Electric Supply	582-586-775.000	Materials & Supplies	4.58
05/23	05/03/2023	100734	All-Phase Electric Supply	582-592-775.000	Materials & Supplies	10.26
05/23	05/03/2023	100734	All-Phase Electric Supply	101-770-775.000	Materials & Supplies	32.76
05/23	05/03/2023	100734	All-Phase Electric Supply	582-586-775.000	Materials & Supplies	306.32
05/23	05/03/2023	100734	All-Phase Electric Supply	582-586-775.000	Materials & Supplies	8.02
05/23	05/03/2023	100735	AT&T	101-172-850.000	Communications	18.12
05/23	05/03/2023	100735	AT&T	101-201-850.000	Communications	14.50
05/23	05/03/2023	100735	AT&T	101-208-850.000	Communications	9.06
05/23	05/03/2023	100735	AT&T	101-257-850.000	Communications	9.06
05/23	05/03/2023	100735	AT&T	101-253-850.000	Communications	7.25
05/23	05/03/2023	100735	AT&T	101-345-850.000	Communications	19.95
05/23	05/03/2023	100735	AT&T	592-558-920.000	Public Utilities	343.26
05/23	05/03/2023	100735	AT&T	592-555-920.000	Public Utilities	196.08
05/23	05/03/2023	100735	AT&T	101-345-850.000	Communications	.08-
05/23	05/03/2023	100735	AT&T	204-481-850.000	Communications	5.44
05/23	05/03/2023	100735	AT&T	204-481-850.000	Communications	5.44
05/23	05/03/2023	100735	AT&T	582-588-850.000	Communications	18.12
05/23	05/03/2023	100735	AT&T	582-593-850.000	Communications	7.25
05/23	05/03/2023	100735	AT&T	592-549-850.000	Communications	10.87
05/23	05/03/2023	100735	AT&T	592-560-850.000	Communications	10.87
05/23	05/03/2023	100735	AT&T	101-400-850.000	Communications	9.06
05/23	05/03/2023	100735	AT&T	101-441-850.000	Communications	16.31
05/23	05/03/2023	100735	AT&T	101-756-850.000	Communications	9.06
05/23	05/03/2023	100735	AT&T	101-770-850.000	Communications	3.62
05/23	05/03/2023	100735	AT&T	101-773-850.000	Communications	3.62
05/23	05/03/2023	100735	AT&T	101-789-850.000	Communications	3.62
05/23	05/03/2023	100735	AT&T	592-560-850.000	Communications	47.39
05/23	05/03/2023	100735	AT&T	592-560-850.000	Communications	48.31
05/23	05/03/2023	100735	AT&T	592-558-920.000	Public Utilities	49.68
05/23	05/03/2023	100735	AT&T	592-538-850.000	Communications	44.54
05/23	05/03/2023	100735	AT&T	592-538-850.000	Communications	44.54
05/23	05/03/2023	100735	AT&T	271-790-850.000	Communications	186.64
05/23	05/03/2023	100736	Bound Tree Medical LLC	101-345-775.000	Materials & Supplies	78.68
05/23	05/03/2023	100736	Bound Tree Medical LLC	101-345-775.000	Materials & Supplies	122.94
05/23	05/03/2023	100737	Bradford Master Dry Cleaners	101-345-775.000	Materials & Supplies	371.80
05/23	05/03/2023	100738	Cintas Corp #729	582-593-930.000	Building Repair & Maintenance	12.75
05/23	05/03/2023	100738	Cintas Corp #729	204-481-767.000	Uniforms	102.80
05/23	05/03/2023	100738	Cintas Corp #729	582-588-767.000	Other - Uniforms	100.70
05/23	05/03/2023	100738	Cintas Corp #729	592-560-767.000	Other - Uniforms	51.00
05/23	05/03/2023	100738	Cintas Corp #729	592-549-767.000	Other - Uniforms	51.01
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	Public Utilities	1,764.45
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	Public Utilities	1,056.72
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	Public Utilities	4,063.65
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	Public Utilities-Station West	459.43
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	Public Utilities	30.75
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	Public Utilities	2,090.42
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	Public Utilities	1,195.81
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	Public Utilities	52.00
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	Public Utilities	110.70
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	Public Utilities	1,570.59
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	Public Utilities	10,752.79
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	Public Utilities	110.70
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	Public Utilities	16,079.12

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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	Public Utilities	286.69
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	Public Utilities	1,670.60
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	Public Utilities	2,800.00
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	Public Utilities	386.24
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	Public Utilities	2,231.52
05/23	05/03/2023	100739	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	Cont. Svcs - Downtown Office	54.19
05/23	05/03/2023	100740	Crosscut Concrete Cutting	592-544-802.000	Contracted Services	463.50
05/23	05/03/2023	100741	David L Hoffman Landscaping & Nursery	204-470-802.000	Contracted Services	3,620.00
05/23	05/03/2023	100741	David L Hoffman Landscaping & Nursery	514-587-970.000	Capital Outlay	13,120.00
05/23	05/03/2023	100742	Dell Marketing L.P.	514-587-802.100	Cont. Svcs - Downtown Office	1,043.98
05/23	05/03/2023	100743	Derrer Oil Co.	661-598-759.000	Gas & Oil	2,622.06
05/23	05/03/2023	100744	Drost Landscape	101-770-802.100	Contracted Svcs. - Spraying	2,319.00
05/23	05/03/2023	100745	Dunkel Excavating Services Inc.	101-773-802.000	Contracted Services	4,932.50
05/23	05/03/2023	100746	Ferguson Enterprises LLC #2000	101-789-985.000	Equipment	722.40
05/23	05/03/2023	100747	Gale/Cengage Learning Inc.	271-790-760.000	Books - Adult	107.16
05/23	05/03/2023	100748	Gibby's Garage	661-598-931.000	Equipment Repair	540.00
05/23	05/03/2023	100748	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	540.00
05/23	05/03/2023	100748	Gibby's Garage	514-587-931.000	Equipment Repair	72.00
05/23	05/03/2023	100748	Gibby's Garage	582-593-930.000	Building Repair & Maintenance	72.00
05/23	05/03/2023	100748	Gibby's Garage	661-598-931.000	Equipment Repair	684.00
05/23	05/03/2023	100748	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	360.00
05/23	05/03/2023	100748	Gibby's Garage	582-593-930.000	Building Repair & Maintenance	72.00
05/23	05/03/2023	100748	Gibby's Garage	661-598-931.000	Equipment Repair	288.00
05/23	05/03/2023	100748	Gibby's Garage	661-598-932.000	Vehicle Repair & Maintenance	432.00
05/23	05/03/2023	100749	GIVE 'EM A BRAKE SAFETY	592-544-802.000	Contracted Services	3,175.00
05/23	05/03/2023	100750	Goedge, Megan	271-790-958.000	Programming - Children	13.10
05/23	05/03/2023	100751	Grace A Dow Memorial Library	271-790-955.000	Miscellaneous	34.00
05/23	05/03/2023	100752	GRP Engineering Inc.	582-588-802.000	Contracted Services	937.50
05/23	05/03/2023	100752	GRP Engineering Inc.	582-588-802.000	Contracted Services	2,215.00
05/23	05/03/2023	100752	GRP Engineering Inc.	582-588-802.000	Contracted Services	3,330.00
05/23	05/03/2023	100752	GRP Engineering Inc.	582-588-802.000	Contracted Services	12,325.00
05/23	05/03/2023	100753	HAVEN, JODI	271-790-958.100	Programming - Adult	13.10
05/23	05/03/2023	100753	HAVEN, JODI	271-790-912.000	Training & Travel	19.31
05/23	05/03/2023	100754	Haviland Products Company	592-551-783.000	Chemicals	9,667.54
05/23	05/03/2023	100755	Integrity Business Solutions	514-587-775.000	Materials & Supplies	99.98
05/23	05/03/2023	100755	Integrity Business Solutions	101-756-751.000	Office Supplies	4.99
05/23	05/03/2023	100755	Integrity Business Solutions	101-770-751.000	Office Supplies	4.99
05/23	05/03/2023	100756	LAUER PEST CONTROL INC.	101-773-802.000	Contracted Services	125.00
05/23	05/03/2023	100757	Meyer Ace Hardware	101-268-775.000	Materials & Supplies	31.46
05/23	05/03/2023	100757	Meyer Ace Hardware	101-754-775.000	Materials & Supplies	2,398.00
05/23	05/03/2023	100757	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	61.67
05/23	05/03/2023	100757	Meyer Ace Hardware	101-268-775.000	Materials & Supplies	15.99
05/23	05/03/2023	100757	Meyer Ace Hardware	101-770-775.000	Materials & Supplies	5.98
05/23	05/03/2023	100757	Meyer Ace Hardware	582-588-785.000	Small Tools & Supplies	11.19
05/23	05/03/2023	100758	MEYERSON, VALERIE	271-790-912.000	Training & Travel	137.55
05/23	05/03/2023	100759	Michigan Water Environment Assoc.	592-549-915.000	Education & Training	225.00
05/23	05/03/2023	100759	Michigan Water Environment Assoc.	592-560-915.000	Education & Training	225.00
05/23	05/03/2023	100760	Midwest Tape LLC	271-790-761.000	Audio Visual - Adult	79.98
05/23	05/03/2023	100760	Midwest Tape LLC	271-790-761.000	Audio Visual - Adult	49.99
05/23	05/03/2023	100761	Mitchell Graphics Inc.	271-790-905.000	Printing/Advertising/Postage	182.00
05/23	05/03/2023	100761	Mitchell Graphics Inc.	514-587-802.100	Cont. Svcs - Downtown Office	132.33
05/23	05/03/2023	100762	Northland Self Storage LLC	514-587-802.200	Trolley Operations	150.00
05/23	05/03/2023	100763	OHM Advisors	271-790-802.000	Contracted Services	1,725.00
05/23	05/03/2023	100764	Operations Services	101-770-802.000	Contracted Services	1,677.50
05/23	05/03/2023	100765	PAC2	271-790-802.000	Contracted Services	1,491.00
05/23	05/03/2023	100766	Parker, Michael	101-345-912.000	Education & Training	500.00

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05/23	05/03/2023	100767	Peak Technologies Inc.	271-790-751.000	Office/Library Supplies	723.27
05/23	05/03/2023	100768	Performance Painting	514-587-802.000	Contracted Services	2,730.00
05/23	05/03/2023	100768	Performance Painting	202-475-802.000	Contracted Services	360.00
05/23	05/03/2023	100768	Performance Painting	582-590-802.000	Contracted Services	90.00
05/23	05/03/2023	100769	Petoskey Rotary Club	101-756-915.000	Memberships & Dues	177.50
05/23	05/03/2023	100769	Petoskey Rotary Club	101-345-915.000	Memberships & Dues	206.50
05/23	05/03/2023	100770	Power Line Supply	582-588-785.000	Small Tools & Supplies	236.85
05/23	05/03/2023	100770	Power Line Supply	582-586-775.000	Materials & Supplies	280.00
05/23	05/03/2023	100770	Power Line Supply	582-586-775.000	Materials & Supplies	550.00
05/23	05/03/2023	100770	Power Line Supply	582-010-111.000	Inventory - Materials	1,072.83
05/23	05/03/2023	100771	Pro Image Design	514-587-970.000	Capital Outlay	22,482.55
05/23	05/03/2023	100772	Quality Precast Inc.	582-010-111.000	Inventory - Materials	5,267.50
05/23	05/03/2023	100773	Ryan Brothers Inc.	592-544-802.000	Contracted Services	2,575.00
05/23	05/03/2023	100773	Ryan Brothers Inc.	204-470-802.000	Contracted Services	1,920.00
05/23	05/03/2023	100773	Ryan Brothers Inc.	204-444-802.000	Contracted Services	10,350.00
05/23	05/03/2023	100774	SiteOne Landscape Supply	204-010-111.000	Materials Inventory	1,402.90
05/23	05/03/2023	100774	SiteOne Landscape Supply	101-789-775.000	Materials & Supplies	141.49
05/23	05/03/2023	100774	SiteOne Landscape Supply	101-789-775.000	Materials & Supplies	46.69
05/23	05/03/2023	100775	Staples Advantage	101-172-751.000	Office Supplies	33.42
05/23	05/03/2023	100775	Staples Advantage	101-201-751.000	Office Supplies	33.42
05/23	05/03/2023	100775	Staples Advantage	101-208-751.000	Office Supplies	23.39
05/23	05/03/2023	100775	Staples Advantage	101-257-751.000	Office Supplies	16.71
05/23	05/03/2023	100775	Staples Advantage	101-253-751.000	Office Supplies	20.05
05/23	05/03/2023	100775	Staples Advantage	101-345-751.000	Office Supplies	86.89
05/23	05/03/2023	100775	Staples Advantage	101-400-751.000	Office Supplies	16.71
05/23	05/03/2023	100775	Staples Advantage	101-441-751.000	Office Supplies	50.13
05/23	05/03/2023	100775	Staples Advantage	101-770-751.000	Office Supplies	10.03
05/23	05/03/2023	100775	Staples Advantage	101-773-775.000	Materials & Supplies	3.34
05/23	05/03/2023	100775	Staples Advantage	101-756-751.000	Office Supplies	33.42
05/23	05/03/2023	100775	Staples Advantage	101-789-751.000	Office Supplies	6.68
05/23	05/03/2023	100776	State of Michigan - Dept. of LARA	101-756-808.010	Kid's Camp	100.00
05/23	05/03/2023	100777	Symonds, Andrea	514-587-802.100	Cont. Svcs - Downtown Office	113.31
05/23	05/03/2023	100778	Tompkins, John	101-000-003.000	Marina - Working Fund	350.00
05/23	05/03/2023	100779	Traffic & Safety Control Systems Inc.	514-587-802.000	Contracted Services	1,435.00
05/23	05/03/2023	100780	Trophy Case, The	101-345-775.000	Materials & Supplies	110.00
05/23	05/03/2023	100781	Two Glass Gents Inc	582-590-802.000	Contracted Services	1,825.00
05/23	05/03/2023	100782	Up North Service LLC	204-550-802.000	Contracted Services	277.50
05/23	05/03/2023	100783	Van's Business Machines	514-587-802.000	Contracted Services	45.11
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	101-172-724.000	Fringe Benefits	1,351.81
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	101-201-724.000	Fringe Benefits	1,081.45
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	101-208-724.000	Fringe Benefits	540.73
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	101-253-724.000	Fringe Benefits	2,703.62
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	101-345-724.000	Fringe Benefits	8,995.38
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	101-400-724.000	Fringe Benefits	1,081.45-
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	592-560-724.000	Fringe Benefits	1,081.45
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	101-441-724.000	Fringe Benefits	1,351.81
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	204-481-724.000	Fringe Benefits	3,334.48
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	271-790-724.000	Fringe Benefits	3,481.33
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	514-587-724.000	Fringe Benefits	901.22
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	582-588-724.000	Fringe Benefits	4,620.64
05/23	05/04/2023	100786	BLUE CROSS\BLUE SHIELD - MICH.	592-549-724.000	Fringe Benefits	5,497.37
05/23	05/10/2023	100787	Armstrong, Janet Elaine	271-790-802.000	Contracted Services	300.00
05/23	05/10/2023	100788	Bailey, Jennifer	271-790-802.000	Contracted Services	330.00
05/23	05/10/2023	100789	Ballard's Plumbing & Heating	592-020-342.000	Distribution System	150.00
05/23	05/10/2023	100790	Benchmark Engineering Inc.	202-451-802.000	Contracted Services	1,163.23
05/23	05/10/2023	100790	Benchmark Engineering Inc.	203-451-802.000	Contracted Services	218.11

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05/23	05/10/2023	100790	Benchmark Engineering Inc.	204-444-802.000	Contracted Services	169.64
05/23	05/10/2023	100790	Benchmark Engineering Inc.	592-020-342.000	Distribution System	508.91
05/23	05/10/2023	100790	Benchmark Engineering Inc.	592-025-343.000	Distribution Systems	363.51
05/23	05/10/2023	100791	Berg Assessing & Consulting Inc	101-257-802.100	Contracted Services - Assessor	9,717.50
05/23	05/10/2023	100792	Centaris	271-790-802.000	Contracted Services	386.00
05/23	05/10/2023	100793	CHARLEVOIX PUBLIC LIBRARY	271-790-955.000	Miscellaneous	24.95
05/23	05/10/2023	100794	City Services Inc.	592-544-802.000	Contracted Services	5,985.00
05/23	05/10/2023	100795	Collias-Glaser, Hellen Kay	271-790-802.000	Contracted Services	570.00
05/23	05/10/2023	100796	Drost Landscape	101-773-802.000	Contracted Services	1,341.00
05/23	05/10/2023	100796	Drost Landscape	204-470-802.000	Contracted Services	738.00
05/23	05/10/2023	100797	Ducastel, Barbara	271-790-802.000	Contracted Services	720.00
05/23	05/10/2023	100798	Dynamic School Assemblies, Inc.	271-790-958.000	Programming - Children	295.00
05/23	05/10/2023	100799	EF Wilkinson & Sons Inc.	202-451-802.000	Contracted Services	15,708.02
05/23	05/10/2023	100799	EF Wilkinson & Sons Inc.	203-451-802.000	Contracted Services	457.88
05/23	05/10/2023	100799	EF Wilkinson & Sons Inc.	592-020-342.000	Distribution System	97,662.47
05/23	05/10/2023	100799	EF Wilkinson & Sons Inc.	592-025-343.000	Distribution Systems	21,836.57
05/23	05/10/2023	100800	Factor Systems LLC	101-208-803.000	Contracted Services - Billing	4,234.31
05/23	05/10/2023	100801	Fastenal Company	204-481-767.000	Uniforms	14.91
05/23	05/10/2023	100801	Fastenal Company	661-598-767.000	Other - Uniforms	14.91
05/23	05/10/2023	100802	Fishbeck Thompson Carr & Huber	101-400-975.000	Rental Rehab	1,031.55
05/23	05/10/2023	100803	Fisher, Amy	271-790-802.000	Contracted Services	240.00
05/23	05/10/2023	100804	GHD Services Inc.	271-790-802.000	Contracted Services	6,760.00
05/23	05/10/2023	100805	Gibson Excavating LLC	592-544-802.000	Contracted Services	6,397.50
05/23	05/10/2023	100805	Gibson Excavating LLC	592-545-802.000	Contracted Services	645.00
05/23	05/10/2023	100805	Gibson Excavating LLC	592-547-802.000	Contracted Services	3,715.00
05/23	05/10/2023	100805	Gibson Excavating LLC	514-587-970.000	Capital Outlay	2,950.00
05/23	05/10/2023	100805	Gibson Excavating LLC	204-444-802.000	Contracted Services	2,890.00
05/23	05/10/2023	100805	Gibson Excavating LLC	592-545-802.000	Contracted Services	4,380.00
05/23	05/10/2023	100805	Gibson Excavating LLC	592-545-802.000	Contracted Services	1,555.00
05/23	05/10/2023	100806	Great Lakes Pipe & Supply	592-545-775.000	Materials & Supplies	127.77
05/23	05/10/2023	100806	Great Lakes Pipe & Supply	592-081-682.000	Other	1.28-
05/23	05/10/2023	100807	HAALCK, FRED	101-345-912.000	Education & Training	17.00
05/23	05/10/2023	100808	Haley's Plumbing & Heating	101-770-802.000	Contracted Services	219.88
05/23	05/10/2023	100809	Hammond, Linda Lawless	271-790-802.000	Contracted Services	420.00
05/23	05/10/2023	100810	Hansen, Carol Margaret	271-790-802.000	Contracted Services	60.00
05/23	05/10/2023	100811	Himebauch, Kelly L	271-790-802.000	Contracted Services	120.00
05/23	05/10/2023	100812	Hutson Inc	661-598-931.000	Equipment Repair	54.34
05/23	05/10/2023	100813	Jakeway, Patricia	271-790-802.000	Contracted Services	810.00
05/23	05/10/2023	100814	Lamar Companies	248-739-880.200	Image Campaign	935.00
05/23	05/10/2023	100814	Lamar Companies	248-739-880.200	Image Campaign	935.00
05/23	05/10/2023	100815	Lowery Underground Service	582-020-360.000	Distribution System	7,955.00
05/23	05/10/2023	100815	Lowery Underground Service	582-586-802.000	Contracted Services	1,800.00
05/23	05/10/2023	100816	Lowe's	582-584-775.000	Materials & Supplies	19.94
05/23	05/10/2023	100817	Mackinac Environmental Technology Inc	101-400-975.000	Rental Rehab	1,720.00
05/23	05/10/2023	100817	Mackinac Environmental Technology Inc	101-789-970.000	Capital Outlay	3,663.00
05/23	05/10/2023	100818	McCardel Culligan	592-553-802.000	Contracted Services	60.00
05/23	05/10/2023	100818	McCardel Culligan	101-770-802.000	Contracted Services	10.00
05/23	05/10/2023	100818	McCardel Culligan	514-587-802.100	Cont. Svcs - Downtown Office	10.00
05/23	05/10/2023	100819	Michigan Association of Chiefs of Police	101-345-915.000	Memberships & Dues	700.00
05/23	05/10/2023	100820	Michigan Association of Planning	101-400-915.000	Memberships & Dues	945.00
05/23	05/10/2023	100821	Michigan Dept of Agriculture and	101-770-912.000	Education & Training	55.00
05/23	05/10/2023	100821	Michigan Dept of Agriculture and	101-770-912.000	Education & Training	55.00- V
05/23	05/10/2023	100822	Michigan Downtown Association	514-587-912.000	Education & Training	300.00
05/23	05/10/2023	100823	Michigan Water Environment Assoc.	592-560-915.000	Education & Training	95.00
05/23	05/10/2023	100824	Midwest Tape LLC	271-790-762.000	Electronic Materials	5,000.00
05/23	05/10/2023	100825	Mitchell Graphics Inc.	271-790-905.000	Printing/Advertising/Postage	133.00

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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
05/23	05/10/2023	100826	North Central Laboratories	592-553-775.000	Materials & Supplies	1,797.19
05/23	05/10/2023	100826	North Central Laboratories	592-553-775.000	Materials & Supplies	219.62
05/23	05/10/2023	100827	Northern Gale Cleaning & Property Mgmt	271-790-802.000	Contracted Services	1,275.00
05/23	05/10/2023	100828	Northern Michigan Hardwoods	101-754-775.000	Materials & Supplies	823.00
05/23	05/10/2023	100829	ORIENTAL TRADING COMPANY	271-790-751.000	Office/Library Supplies	37.95
05/23	05/10/2023	100830	Overdrive Inc.	271-790-762.000	Electronic Materials	3,500.00
05/23	05/10/2023	100831	P.C. Lawn Care	582-593-930.000	Building Repair & Maintenance	595.00
05/23	05/10/2023	100831	P.C. Lawn Care	202-467-802.000	Contracted Services	765.00
05/23	05/10/2023	100831	P.C. Lawn Care	203-467-802.000	Contracted Services	440.50
05/23	05/10/2023	100831	P.C. Lawn Care	582-584-802.000	Contracted Services	227.50
05/23	05/10/2023	100831	P.C. Lawn Care	592-537-802.000	Contracted Services	437.50
05/23	05/10/2023	100831	P.C. Lawn Care	592-543-802.000	Contracted Services	437.50
05/23	05/10/2023	100831	P.C. Lawn Care	592-554-802.000	Contracted Services	437.50
05/23	05/10/2023	100831	P.C. Lawn Care	592-558-802.000	Contracted Services	437.50
05/23	05/10/2023	100832	Petoskey Regional Chamber	248-739-886.100	Business Retention	500.00
05/23	05/10/2023	100832	Petoskey Regional Chamber	248-540-884.900	Farmer's Market	1,000.00
05/23	05/10/2023	100833	Police and Firemen's Insurance	701-000-230.185	Police and Fire Insurance	379.38
05/23	05/10/2023	100834	Preston Feather	592-545-775.000	Materials & Supplies	75.45
05/23	05/10/2023	100834	Preston Feather	592-544-775.000	Materials & Supplies	16.87
05/23	05/10/2023	100834	Preston Feather	592-545-775.000	Materials & Supplies	34.99
05/23	05/10/2023	100834	Preston Feather	582-586-775.000	Materials & Supplies	207.06
05/23	05/10/2023	100834	Preston Feather	101-789-775.000	Materials & Supplies	264.45
05/23	05/10/2023	100834	Preston Feather	582-588-785.000	Small Tools & Supplies	22.99
05/23	05/10/2023	100834	Preston Feather	101-789-775.000	Materials & Supplies	17.98
05/23	05/10/2023	100834	Preston Feather	101-268-930.000	Building Repair & Maintenance	17.98
05/23	05/10/2023	100834	Preston Feather	101-789-775.000	Materials & Supplies	217.03
05/23	05/10/2023	100834	Preston Feather	101-082-682.000	Other	51.63-
05/23	05/10/2023	100834	Preston Feather	592-081-682.000	Other	13.13-
05/23	05/10/2023	100834	Preston Feather	582-082-682.000	Other	22.74-
05/23	05/10/2023	100835	Quality Seal Coating	202-464-802.000	Contracted Services	1,260.00
05/23	05/10/2023	100836	Range Telecommunications	592-549-850.000	Communications	55.90
05/23	05/10/2023	100836	Range Telecommunications	592-560-850.000	Communications	55.90
05/23	05/10/2023	100836	Range Telecommunications	582-593-850.000	Communications	60.00
05/23	05/10/2023	100836	Range Telecommunications	101-756-850.000	Communications	30.00
05/23	05/10/2023	100836	Range Telecommunications	204-481-850.000	Communications	60.00
05/23	05/10/2023	100837	Royal Tire	661-598-931.000	Equipment Repair	657.08
05/23	05/10/2023	100837	Royal Tire	661-598-932.000	Vehicle Repair & Maintenance	85.00
05/23	05/10/2023	100837	Royal Tire	661-598-931.000	Equipment Repair	630.12
05/23	05/10/2023	100837	Royal Tire	661-598-931.000	Equipment Repair	407.80
05/23	05/10/2023	100838	State of Michigan-Department of LARA	582-081-642.300	Residential	3,539.70
05/23	05/10/2023	100838	State of Michigan-Department of LARA	582-081-642.400	Commercial	713.70
05/23	05/10/2023	100838	State of Michigan-Department of LARA	582-081-642.500	Industrial Sales	4.50
05/23	05/10/2023	100838	State of Michigan-Department of LARA	582-081-642.200	Non-Profit Sales	164.70
05/23	05/10/2023	100839	TEAMSTERS LOCAL #214	701-000-230.400	Union Dues	1,098.00
05/23	05/10/2023	100840	Torri, Elizabeth M	271-790-802.000	Contracted Services	360.00
05/23	05/10/2023	100841	Traffic & Safety Control Systems Inc.	514-587-802.000	Contracted Services	81.00
05/23	05/10/2023	100842	Trophy Case, The	101-756-802.000	Contracted Services	48.00
05/23	05/10/2023	100843	USA Blue Book	592-547-775.000	Materials & Supplies	534.54
05/23	05/10/2023	100843	USA Blue Book	592-544-775.000	Materials & Supplies	50.79
05/23	05/10/2023	100844	Utility Financial Solutions LLC	582-588-802.000	Contracted Services	6,885.00
05/23	05/10/2023	100845	Valley City Linen	271-790-802.000	Contracted Services	26.00
05/23	05/10/2023	100845	Valley City Linen	271-790-802.000	Contracted Services	26.00
05/23	05/10/2023	100845	Valley City Linen	271-790-802.000	Contracted Services	26.00
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-172-751.000	Office Supplies	7.99
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-201-751.000	Office Supplies	7.99
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-208-751.000	Office Supplies	5.59

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Check Amount
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-257-751.000	Office Supplies	4.00
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-253-751.000	Office Supplies	4.79
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-345-751.000	Office Supplies	20.78
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-400-751.000	Office Supplies	4.00
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-441-751.000	Office Supplies	11.99
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-770-751.000	Office Supplies	2.40
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-773-775.000	Materials & Supplies	.80
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-756-751.000	Office Supplies	7.99
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-789-751.000	Office Supplies	1.59
05/23	05/10/2023	100846	Visual Edge IT Inc.	592-560-751.000	Office Supplies	31.14
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-172-751.000	Office Supplies	11.31
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-201-751.000	Office Supplies	11.31
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-208-751.000	Office Supplies	7.92
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-257-751.000	Office Supplies	5.66
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-253-751.000	Office Supplies	6.79
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-345-751.000	Office Supplies	29.41
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-400-751.000	Office Supplies	5.66
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-441-751.000	Office Supplies	16.97
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-770-751.000	Office Supplies	3.39
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-773-775.000	Materials & Supplies	1.13
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-756-751.000	Office Supplies	11.31
05/23	05/10/2023	100846	Visual Edge IT Inc.	101-789-751.000	Office Supplies	2.26
05/23	05/10/2023	100847	Voorheis, Margaret Ann	271-790-802.000	Contracted Services	270.00
05/23	05/10/2023	100848	W.W. Fairbairn & Sons	101-789-775.000	Materials & Supplies	45.99
05/23	05/10/2023	100848	W.W. Fairbairn & Sons	101-789-775.000	Materials & Supplies	45.99
05/23	05/10/2023	100848	W.W. Fairbairn & Sons	101-773-775.000	Materials & Supplies	99.48
05/23	05/10/2023	100849	WILLSON'S GARDEN CENTER	101-268-775.000	Materials & Supplies	51.00
05/23	05/10/2023	100850	Yallup, Tracey	271-790-802.000	Contracted Services	120.00
05/23	05/10/2023	100851	Fraternal Order of Police	701-000-230.400	Union Dues	946.00
05/23	05/10/2023	999473	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	13,605.68
05/23	05/10/2023	999473	ACH-EFTPS	701-000-230.100	Federal Withholding Payable	20,283.25
05/23	05/10/2023	999473	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	13,605.68
05/23	05/10/2023	999473	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	3,181.96
05/23	05/10/2023	999473	ACH-EFTPS	701-000-230.200	FICA Withholding Payable	3,181.96
05/23	05/10/2023	999474	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	841.22
05/23	05/10/2023	999474	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	4,925.00
05/23	05/10/2023	999474	ACH-ICMA 457	701-000-230.700	Employees ICMA Payable	2,324.66
05/23	05/10/2023	999475	MissionSquare 401	701-000-230.700	Employees ICMA Payable	842.92
05/23	05/10/2023	999476	MissionSquare Roth	701-000-230.900	Roth IRA	370.00
05/23	05/10/2023	999477	MissionSquare Roth %	701-000-230.900	Roth IRA	89.78
Grand Totals:						533,387.45

Report Criteria:

Check.Check issue date = 04/27/2023-05/10/2023

Check Number	Check Issue Date	Name	GL Account	Amount
100784	05/03/2023	Hunt, Eden	592040285000	27.95
100784	05/03/2023	Hunt, Eden	582040285000	75.00
100785	05/03/2023	Robertson, Griffin	101756808010	1,095.00
100852	05/10/2023	Johnson, Dayvas	582081642300	283.65
Grand Totals:				1,481.60



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 15, 2023

PREPARED: May 12, 2023

AGENDA SUBJECT: Appointment Recommendation

RECOMMENDATION: City Council confirm these appointments

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

- ZONING BOARD OF APPEALS – Appointment of William Brown, 619 East Lake Street, to fill a vacated term ending April 2025.



City of Petoskey

Resolution

Resolution No. _____

WHEREAS, Mayor Murphy requests to appoint William Brown to serve on the Zoning Board of Appeals:

NOW, THEREFORE, BE IT RESOLVED, the City of Petoskey City Council hereby approves the appointment of William Brown, 619 East Lake Street, to the Zoning Board of Appeals to fill a vacated term ending April 2025.

I, Sarah Bek, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the ____ day of ____, 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 ____, 2023.

Sarah Bek, City Clerk



City of Petoskey

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

RECEIVED

MAY 09 2023

CITY OF PETOSKEY
CITY MANAGER

Application to Serve on a Board or Commission

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

■ Name	Brown		William		R	■ Date	5	4	23
	Last		First		Initial				
■ Residence Address	619	E. Lake St.	Petoskey	MI	49770	■ Home Phone	231	347	7820
	Number	Street	City	State	Zip				
■ Email Address	wmbrown1954@att.net					■ Work Phone	231	838	3360

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying? Zoning Bd. of Appeals
I want to help my community and give my skills and talents in doing so.
- How do you believe your appointment would benefit the City? I am an attorney who deals with real estate matters periodically and this experience might help.
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity. I have been a board member for: Non-profit Housing organization, youth soccer association, Senior Center, etc.
- How many continuous years have you lived in Petoskey? 36
- Any other helpful information relevant to your application.

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

- ☒ YES ☐ NO Are you a registered voter?
- ☐ YES ☒ NO Are you currently in default of taxes or fines to the City of Petoskey?
- ☐ YES ☒ NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission?
- ☐ YES ☒ NO Have you ever been convicted of a felony? If yes, please explain.

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

Applicant Signature: William R. Brown Date: 5/4/23



BOARD: City Council

MEETING DATE: May 15, 2023

PREPARED: May 10, 2023

AGENDA SUBJECT: Tax Millage Rate Resolution

RECOMMENDATION: That City Council adopt this proposed resolution

Background City Council approved the 2023 Annual Budget at their November 21, 2022, meeting which included a provision for property-tax millage rates to remain the same as in 2022. City Council is now being asked to formally establish the millage rates necessary to provide the budgeted property-tax revenue approved in the 2023 Annual Budget for the General Fund, Library Fund, and Right-of-Way Fund.

Millages Millage rates are authorized by State law, City Charter, and voter approval. The total of all five City millage rate beginning amounts was 19 mills, with the City Charter setting the general-operating millage at ten mills and the right-of-way millage at five mills. State law allows up to two mills for solid-waste programs and one mill for library purposes, and a second mill with voter approval, with all rates subject to rollback by the "Headlee Amendment".

Taxable Value The 2023 Annual Budget estimated property-tax revenues are conservatively based on the same millage rates established last year and an increased taxable value of 6% more than in 2022, or \$587,531,579. The actual taxable value for 2023 has now been established at \$627,037,172, for a 6.72% increase over 2022, or \$4,291,600 more than the 2023 estimated amount.

The actual increase in taxable value is higher than the estimated taxable value and the State inflation rate for 2022 was 7.9% which is more than the actual taxable value increase of 6.72%. This higher rate of inflation used in computing the Headlee tax limitation does not require the City's millage rates to be rolled back and the City will not have a tax revenue loss as in prior years. This is the first year since Proposal A was approved in 1994 which caps taxable value at 5% or the rate of inflation, whichever is less.

Revenues Property tax revenue budgeted for 2023 includes; \$4,146,200 for the General Fund, consisting of \$3,884,000 for general-operating purposes, \$262,200 for solid-waste programs, which will now total \$3,906,300, and \$264,200 respectively. The Library Fund budgeted amount of \$945,700 will now total \$952,000 for the combined voter-approved and Council-approved millage rates. The Right-of-Way Fund budgeted tax revenues of \$2,000,000 will now total \$2,011,500.

Tax Revenue Analysis The following is a schedule of property tax revenue that will be collected for each fund based on millage rates included in the approved 2023 Annual Budget at the taxable value now established for this year of \$627,037,172.

Purpose	Millage Rate	Gross Tax Revenues	Less		Net Tax Revenues
			TIFA Captures	Township Act 425	
General Operating	7.2306	\$4,533,900	\$229,400	\$ 398,200	\$3,906,300
Solid waste	0.4890	306,600	15,500	26,900	264,200
Library	1.7094	1,071,800	25,700	94,100	952,000
Right-of-Way	3.7233	2,334,600	118,100	205,000	2,011,500

Action Enclosed is a proposed resolution that would establish the five property-tax-millage rates for 2023 and would authorize appropriations from such levies to the General Fund, Library Fund, and Right of Way Fund.

ap
Enclosure



City of Petoskey

Resolution

WHEREAS, as required by City Charter provisions, the City Manager on November 7, 2022 presented to the City Council the City's proposed annual budget for the 2023 fiscal year; and

WHEREAS, as also required by City Charter provisions, the City Council on November 21, 2022, conducted a public hearing to receive comments concerning the proposed budget, including rates of property-tax millages that had been estimated for levies during 2023; and

WHEREAS, following its review of the proposed 2023 Annual Budget, and after conducting a public hearing to receive comments concerning the proposed budget and estimated tax levies, the City Council on November 21, 2022, approved the 2023 Annual Budget:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby directs that there shall be raised through a general tax upon the taxable real and personal property within the City during the next summer tax levy for the year commencing January 1, 2023, millages in the amount of 7.2306 for general operating purposes, 0.4890 for solid-waste purposes, 1.7094 for library purposes, and 3.7233 for right-of-way purposes; and, when collected, proceeds from such levy are hereby appropriated to the General Fund, Library Fund, and Right-of-Way Fund; and

BE IT FURTHER RESOLVED that the total aggregated amount of all such authorized millages shall total 13.1523 mills; and

BE IT FURTHER RESOLVED that these various millages so ordered to be levied shall be certified by the City Clerk to the City Assessor and shall be levied and collected upon the taxable value of all taxable property within the City.

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 ____ 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 15, 2023

PREPARED: May 11, 2023

AGENDA SUBJECT: City Council Meeting Time

RECOMMENDATION: Motion to Consider Council Meeting Time Change

Background The start time for the City Council meetings is currently at 7:00pm. The purpose of this agenda item is to facilitate discussion and consideration to move up the normal start time to 6:00pm. This would allow for improved coordination for staff and a more reasonable time to finish City business for staff, Council and public participants.

Action Motion to discuss, consider, and approve a meeting start time change from 7:00pm to 6:00pm.

sh
Enclosure



City of Petoskey

Resolution

WHEREAS, the City Council currently meets on the first and third Monday's of every month at 7:00pm in the City Council Chambers of Petoskey City Hall at 101 East lake Street; and

WHEREAS, a start time of 6:00pm has been proposed to facilitate improved coordination for staff while also providing a more reasonable time to finish City business for public participants; and

WHEREAS, the City Council has discussed and provided appropriate input and direction:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council hereby approves the adjustment of the start time for City Council meetings from 7:00pm to 6:00pm.

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

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the 15th day of May 2023, and of the whole thereof.

In witness whereof, I have here unto set my hand and affirmed the corporate seal of said City this ____ day of _____, 2023.

Sarah Bek, City Clerk