



# City of Petoskey

# Agenda

## CITY COUNCIL

January 15, 2018

1. Call to Order - 7:00 P.M. - City Hall Council Chambers
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Oaths of Office - Administration of oaths of office to the Mayor-elect and City Councilmembers elect
4. Roll Call
5. Consent Agenda - Adoption of a proposed resolution that would confirm approval of the following:
  - (a) December 18, 2017 regular session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since December 18, 2017
6. Miscellaneous Public Comments
7. City Manager Updates
8. Appointments
  - (a) Election of a City Councilmember to serve as Mayor Protempore as required by City Charter provisions
  - (b) Consideration of an appointment to the Parks and Recreation Commission
9. Closed Session - Adoption of a proposed resolution that would authorize to recess to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure
10. Old Business – First reading of a proposed ordinance to amend Appendix A to the Petoskey Code of Ordinances, Zoning Ordinance
11. New Business
  - (a) Consideration to approve an agreement with MySites for on-line reservation system for Magnus Park Campground
  - (b) Authorization to contract with Tri-County Excavating Group, LLC, Harbor Springs, for the 2018 CBD street and sidewalk improvements in the amount of \$381,469.28
  - (c) Authorization to contract with Elmer's Crane and Dozer, Inc., Petoskey, for West Lake Street water main replacement and sidewalk improvements in the amount of \$638,577.90
  - (d) Adoption of a proposed resolution authorizing the Mayor and City Clerk to execute a contract with the Michigan Department of Transportation for the rehabilitation of the Bridge Street Bridge
  - (e) Authorization to purchase vehicles and equipment
12. City Council Comments
13. Adjournment



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**DATE PREPARED:** January 8, 2018

**AGENDA SUBJECT:** Oaths of Office

**RECOMMENDATION:** That oaths of office be administered to the Mayor-elect and City Councilmembers-elect

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The City Clerk-Treasurer will administer oaths of office to Mayor-elect John Murphy, and two City Councilmembers-elect Kate Marshall and Grant Dittmar, following their elections to the City Council November 7, 2017.

sb



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**PREPARED:** January 11, 2018

**AGENDA SUBJECT:** Consent Agenda Resolution

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

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

- (1) Draft minutes of the December 18, 2017 regular session City Council meeting; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since December 18 for contract and vendor claims at \$3,569,384.77, intergovernmental claims at \$51,463.56, and the December 28 and January 11 payroll at \$403,669.39 for a total of \$4,024,517.72.

sb  
Enclosures



## CITY COUNCIL

December 18, 2017

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, December 18, 2017. 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  
Kate Marshall, City Councilmember  
Izzy Lyman, City Councilmember  
Grant Dittmar, City Councilmember  
Jeremy Wills, City Councilmember

Absent: None

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, City Planner Amy Tweeten, Downtown Director Becky Goodman and City Attorney James Murray.

Resolution No. 19133  
Approve Consent Agenda Items

Following introduction of the consent agenda for this meeting of December 18, 2017, City Councilmember Marshall moved that, seconded by City Councilmember Wills adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the December 4, 2017 regular session City Council meeting be and are hereby approved; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since December 4 for contract and vendor claims at \$1,628,332.93, intergovernmental claims at \$15,552.82, and the December 14 payroll at \$314,346.30, for a total of \$1,958,232.05 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

AYES: Marshall, Lyman, Dittmar, Wills, Murphy (5)

NAYS: None (0)

Hear Public Comment

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

Hear City Manager Updates

The City Manager reported that staff will meet with FOPLC representatives tomorrow for the second round of negotiations and potentially could be discussed in closed

session at the January 15 meeting; that the Winter Sports Park opens for the season on December 22; that City Hall will be closed December 22, December 25 and January 1 in observance of the Christmas and New Year's Day holidays; and that he would be on vacation beginning December 20 through January 1, but available by phone.

Resolution No. 19134-35  
Confirm Appointments

Mayor Murphy reviewed that City Council consider possible appointments to the Downtown Management Board and Parks and Recreation Commission.

City Councilmember Marshall moved that, seconded by City Councilmember Wills adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby approves the appointment of Benjamin Slocum, 112 ½ Howard Street, to the Downtown Management Board for a four-year term ending December 2021.

Said resolution was adopted by the following vote:

AYES: Marshall, Lyman, Dittmar, Wills, Murphy (5)  
NAYS: None (0)

City Councilmember Dittmar then moved that, seconded by City Councilmember Wills adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby approves the reappointment of Amy McMullen, 901 Sunset Court, for a two-year term ending January 2020.

Said resolution was adopted by the following vote:

AYES: Marshall, Lyman, Dittmar, Wills, Murphy (5)  
NAYS: None (0)

Discuss Potential Ordinance  
Amending Appendix A to the  
Zoning Ordinance

The City Attorney reviewed that he had received a legal opinion from the attorney representing the Harbor Hall Foundation at the November 20 meeting. In the correspondence, Mr. VanTreese claimed that Harbor Hall's Recovery Residence is a "residential use" of "dwelling"

under case law interpreting application of the federal Fair Housing Act, 42 USC § 3601 *et seq.* (the "FHA") and the Americans with Disabilities Act, 42 USC § 12132 *et seq.* (the "ADA"). The City Attorney further reviewed that Mr. VanTreese's correspondence further claimed that Harbor Hall, Inc. is licensed by the State of Michigan as a substance-abuse integrated treatment health system facility; that Harbor Hall houses a total of 50 beds 38 in the main building and 12 in two recovery residences; and that even if Harbor Hall's uses are not allowed within the RM-2 District, Harbor Hall's right to use the property for substance abuse housing is "grandfathered" given its continued operation for both office and residential use for over 40 years.

The City Attorney also reviewed Harbor Hall variances received over the last 40 years that all referred to boarding houses; reviewed Fair Housing Act and Americans with Disabilities Act; and that the current amendment predates any Harbor Hall proposal. The City Attorney recommended City Council give direction to staff to further amend the proposed Zoning Ordinance in the RM-2, B-2A and B-2B Districts in the following two ways:

For the RM-2 District

(1) either allow residential substance abuse service facilities, by requiring the issuance of a conditional use permit, in the same manner as other materially similar uses such as boarding houses, emergency shelters, sheltered housing, and similar assisted living facilities or, alternatively, to (2) exclude entirely all materially similar uses so that no one use is singled out.

For the B-2A District

(1) either allow residential substance abuse service facilities, by requiring the issuance of a conditional use permit, in the same manner as other materially similar uses such as boarding houses, emergency shelters, sheltered housing, and similar assisted living facilities or, alternatively, to (2) exclude entirely all materially similar uses so that no one use is singled out.

For the B-2B District

(1) either allow residential substance abuse service facilities, by requiring the issuance of a conditional use permit, in the same manner as other materially similar uses such as boarding houses, emergency shelters, sheltered housing, and similar assisted living facilities or, alternatively, to (2) exclude entirely all materially similar uses so that no one use is singled out.

City Councilmembers discussed that Harbor Hall began as a boarding house and evolved into more; discussed exclusions to various districts; and to further define nursing/convalescent homes.

City Councilmembers concurred and directed staff to make the following changes to the proposed zoning ordinance amendment:

RM-2 District – permitted residential uses include Multifamily Housing, Single Family Residence, Two Family Residence, Assisted Living Facilities, Boarding House, Sheltered Housing, Convalescent/Nursing Facility and Residential Care and Treatment Facilities; that there are only 8 occupants per structure; and that there is a 400-foot buffer between facilities.

B-2A & B-2B – permitted residential uses include Multifamily Housing, Single Family Residence, Two Family Residence, and lodging uses Bed and Breakfast and Hotel; remove Assisted Living Facilities, Boarding House, Dormitory, Convalescent/Nursing Facilities, Residential Care and Treatment Facilities and Sheltered Housing.

Jeff VanTreese, Harbor Hall Attorney, commented that Harbor Hall is not a boarding house; that spacing requirements could be different; and that the facility is used for clinical use and residential use according to the Fair Housing Act.

Larry Rochon, Harbor Hall President, commented that it has been a 20-year vision to have a program for women; that Harbor Hall brought a plan to Council and possible road vacation; that there was an open house on Thursday, December 14 and 450 invitations were mailed, with only 6-7 neighbors who attended; and that Harbor Hall has scaled back plans from the initial presentation.

Mayor Murphy asked for public comments and heard from those that did not receive invitations and live in the neighborhood; that the open house was sparsely attended and didn't learn anything new; heard from those that benefited from Harbor Hall; that Harbor Hall changes lives and affects many individuals in the community; that there is no treatment programs in the area for females and Harbor Hall should be considered; that location is a concern and a facility in a more rural area would be preferred; that moving to a rural area does not integrate people back into society; that Council needs to be very clear on what is permitted and excluded from each district; inquiries if there is opposition to alcohol treatment facility in RM-2; that there needs to be open communication with Harbor Hall and the City; that Harbor Hall is trying to revitalize a dilapidated building and make it a transitional treatment facility; inquiries on what is the primary goal of the City and zoning can only cause wealth in a city; heard from those that would like to see it work and didn't realize amending the zoning code would have been such an issue 16 months ago when first brought to Council; and that a special condition use was recently granted for boarding houses in Charlevoix.

City Councilmembers further commented that they are the policy makers and not trying to disparage Harbor Hall; that Harbor Hall provides beneficial work to its residents and the community; and that there is no question that there is a need for a facility, but that it is the City's responsibility that it is compatible with the rest of the community.

The City Attorney reviewed that he would be communicating with Mr. VanTreese on an accommodation policy.

Based on City Council's direction, city staff will draft ordinance language and have a first reading of the proposed ordinance at the January 15, 2018 meeting.

Resolution No. 19136 - Approve  
Redevelopment Liquor License for  
425 Michigan Street, LLC

The City Manager next reviewed that David Meikle, owner of 425 Michigan Street, LLC, submitted a Redevelopment Liquor License application for a bar/restaurant/garage building at 425 Michigan Street, behind the "Bistro" building on Michigan Street. The City Manager reviewed that construction is currently ongoing for the new building adjacent to the alley and behind his two businesses, Tap 30 and Pour; that the first, second and third floors of the Tap 30 and Pour buildings have been renovated with the new garage serving as indoor parking spaces for 3<sup>rd</sup> floor residents; and that on November 21 the DMB unanimously recommended City Council approve the Redevelopment Liquor License.

The City Manager also commented that if approved, the license would be number 4 of the maximum 6 Redevelopment Liquor Licenses that are currently available; that the Public Safety Director had no concerns regarding the site or building plans from a public safety response perspective; and reviewed temporary escrows of licenses due to an issue that recently surfaced and that according to the City Attorney, the decision to escrow a liquor license is within the authority of the Michigan Liquor Control Commission.

City Councilmembers discussed how much licenses cost; purpose of redevelopment liquor licenses; and that DMB needs to be clear on intent of approving these licenses for downtown.

Mayor Murphy asked for public comments and heard from those encouraging the approval; that this business opportunity is creative; and these types of licenses help provide affordable new restaurants downtown.

City Councilmember Wills moved that, seconded by City Councilmember Marshall adoption of the following resolution:

WHEREAS, in 2011 the City of Petoskey established a Redevelopment Area under P.A. 501 of 2006 for purposes of fostering existing and new restaurants, entertainment or recreation establishments within Petoskey's Downtown Development Authority district; and

WHEREAS, 425 Michigan Street, LLC, 425 Michigan Street, has applied with the City of Petoskey for a Redevelopment Liquor License; and

WHEREAS, the Downtown Management Board reviewed and recommended the granting of a Redevelopment Liquor License for 425 Michigan Street, LLC because it will encourage economic growth and activity within downtown, particularly in the evening hours, and is in keeping with the downtown Master Plan; and

WHEREAS, the City's Department of Public Safety staff has completed investigations that are required to be performed by local governmental units under provisions of the Michigan Liquor Control Act; and

WHEREAS, the Department of Public Safety staff has reported to the City Manager that, based upon findings of the Department's investigations, the City Manager could recommend that the City Council confirm the City's approval of the application by 425 Michigan Street, LLC for a new Redevelopment Liquor License:

NOW, THEREFORE, BE IT RESOLVED that the City Manager be and is hereby directed to report to the Michigan Department of Labor and Economic Growth's Liquor Control Commission, upon forms that have been provided by the Liquor Control Commission, confirmation of the City Council's approval of the application by 425 Michigan Street, LLC, 425 Michigan Street, for a new Redevelopment Liquor License.

Said resolution was adopted by the following vote:

AYES: Marshall, Lyman, Dittmar, Wills, Murphy (5)

NAYS: None (0)

Resolution No. 19137- Approve  
Marketing Strategy for RRC Program

The City Manager reviewed that as part of the Redevelopment Ready Communities Program, the City is required to adopt a Marketing Strategy to promote and market Petoskey creating a positive image that sets the community apart from other communities. The City Manager further reviewed that the Marketing Strategy identifies opportunities and outlines steps to attract businesses, consumers and real estate development to Petoskey; highlights four development sites; focuses on common goals and strategies with implementation carried out by various community entities including, but not limited to, Petoskey Regional Chamber of Commerce, Petoskey Area Visitor's Bureau, the DMB and Northern Lakes Economic Alliance; and that some tools the City will use to market the community and redevelopment ready sites is through the City's new website and recently launched Facebook page.

City Councilmembers inquired if volunteers could help market the community; what the City's efforts were with developers; and discussed parking needs in the Michigan Lot.

Mayor Murphy asked for public comments and heard a comment that this type of strategy is needed for tax cuts and thanked Council for approving the Marketing Strategy.

City Councilmember Wills moved that, seconded by City Councilmember Lyman to approve the Marketing Strategy as part of the Redevelopment Ready Communities Program.

Said motion was adopted by the following vote:

AYES: Marshall, Lyman, Dittmar, Wills, Murphy (5)

NAYS: None (0)

Resolution No. 19138  
Adopt 2017 Budget Amendments

At the end of each fiscal year, the City Council is routinely asked to formally adopt amendments to the Annual Budget. These amendments are necessitated by a variety of circumstances, and in many cases are administrative changes to formally reflect previously approved actions and priorities.

The Library Fund revenue and expenditure adjustments are due to two Townships approving a millage request for library services at the November General Election, after the Library budget was submitted. The approved budget did not include these additional revenues or the additional services that were provided due to the millage approvals in both Springvale and Little Traverse Townships. Additional services included an expansion of library hours, building maintenance and capital outlays, were a large part of the increase in expenditures.

City Councilmember Marshall moved that, seconded by City Councilmember Lyman adoption of the following resolution:

WHEREAS, at the close of the City's 2017 fiscal year, the City staff has determined that expenditures within one City fund is anticipated to differ from amounts that had been budgeted for:



NOW, THEREFORE, BE IT RESOLVED that expenditures within the Library Fund be adjusted as follows:

	<u>Original</u>	<u>Amendment</u>	<u>Difference</u>
<b>Library Fund</b>			
Revenues	<u>\$ 1,257,000</u>	<u>\$ 1,422,300</u>	<u>\$ 165,300</u>
Expenditures	<u>\$ 1,256,900</u>	<u>\$ 1,488,500</u>	<u>\$ 231,600</u>

Said resolution was adopted by the following vote:

AYES: Marshall, Lyman, Dittmar, Wills, Murphy (5)

NAYS: None (0)

Hear Council Comments

Mayor Murphy asked for Council comments and City Councilmember Wills commented on his concerns with nonprofit land purchases taking property off the tax roll and he would hate to see an abandoned area not redeveloped, and the area near Harbor Hall is another area in the community that needs to develop.

There being no further business to come before the City Council, this December 18, 2017, meeting of the City Council adjourned at 9:05 P.M.

John Murphy, Mayor

Alan Terry, City Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
12/17	12/19/2017	77699	Greer, Leila Jeanne	271-540-958.100	150.00- V
12/17	12/20/2017	78239	AFLAC	701-000-230.180	412.55
12/17	12/20/2017	78240	ALEXANDER CHEMICAL CORPORATION	592-640-663.000	1,676.17
12/17	12/20/2017	78241	ALL-PHASE ELECTRIC SUPPLY	582-549-775.000	25.44
12/17	12/20/2017	78241	ALL-PHASE ELECTRIC SUPPLY	101-345-775.000	57.15
12/17	12/20/2017	78242	AMERICAN WASTE	280-540-234.000	120.00
12/17	12/20/2017	78243	AT & T MOBILITY	518-539-920.000	294.24
12/17	12/20/2017	78244	AT&T	101-770-850.000	120.45
12/17	12/20/2017	78244	AT&T	101-789-850.000	116.79
12/17	12/20/2017	78245	BALLARD'S PLUMBING & HEATING	592-698-802.000	100.00
12/17	12/20/2017	78246	BECKETT & RAEDER INC.	271-540-802.000	360.00
12/17	12/20/2017	78247	BEK, SARAH	101-101-860.000	16.05
12/17	12/20/2017	78248	BURNS, SCOTT	101-774-753.030	60.00
12/17	12/20/2017	78249	CARTER'S IMAGEWEAR & AWARDS	101-754-775.000	444.98
12/17	12/20/2017	78249	CARTER'S IMAGEWEAR & AWARDS	101-770-767.000	265.00
12/17	12/20/2017	78250	CDM Smith	204-481-802.000	2,106.28
12/17	12/20/2017	78251	CINTAS CORPORATION	592-685-725.000	58.59
12/17	12/20/2017	78252	CONSUMERS ENERGY	592-634-920.000	2,841.58
12/17	12/20/2017	78252	CONSUMERS ENERGY	592-700-920.000	169.99
12/17	12/20/2017	78252	CONSUMERS ENERGY	592-700-920.000	322.25
12/17	12/20/2017	78252	CONSUMERS ENERGY	592-700-920.000	328.33
12/17	12/20/2017	78253	CONTRACTORS SUPPLY INC.	101-345-931.000	105.00
12/17	12/20/2017	78254	CYNERGYCOMM.NET INC.	271-540-850.000	259.28
12/17	12/20/2017	78255	DEMCO	271-540-727.000	112.35
12/17	12/20/2017	78256	DERRER OIL CO.	661-540-751.000	3,807.18
12/17	12/20/2017	78256	DERRER OIL CO.	661-540-751.000	4,162.19
12/17	12/20/2017	78257	Dinges Fire Company	101-345-775.000	60.72
12/17	12/20/2017	78258	DUNKEL EXCAVATING SERVICES INC.	518-539-802.000	6,974.37
12/17	12/20/2017	78258	DUNKEL EXCAVATING SERVICES INC.	202-479-802.000	5,106.88
12/17	12/20/2017	78259	EMMET CO. DEMOCRATIC COMMITTEE	101-215-802.000	2,661.52- V
12/17	12/20/2017	78259	EMMET CO. DEMOCRATIC COMMITTEE	101-215-802.000	2,661.52
12/17	12/20/2017	78260	Empiric Solutions, Inc.	101-228-802.000	3,180.00
12/17	12/20/2017	78261	ENGLEBRECHT, ROBERT	101-257-802.100	3,750.00
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	7.37
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-931.000	4.10
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	11.98
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-730.000	4.73
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-751.000	65.99
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	81.88
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-931.000	1.47
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	30.36
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	19.66
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	518-539-931.000	10.60
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	518-539-931.000	3.90
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	8.66
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-931.000	15.19
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	50.94-
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	25.58
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	518-539-931.000	5.80
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-731.000	106.12
12/17	12/20/2017	78262	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	37.44
12/17	12/20/2017	78263	GALE/CENGAGE LEARNING	271-540-745.000	28.79

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
12/17	12/20/2017	78264	GIBBY'S GARAGE	661-540-931.000	408.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	661-540-933.000	884.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	518-539-931.000	102.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	661-540-931.000	170.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	661-540-933.000	578.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	661-540-931.000	272.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	661-540-933.000	680.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	582-549-802.000	68.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	661-540-931.000	408.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	661-540-933.000	136.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	582-597-932.000	68.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	661-540-931.000	544.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	661-540-933.000	204.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	582-597-932.000	68.00
12/17	12/20/2017	78264	GIBBY'S GARAGE	518-539-931.000	272.00
12/17	12/20/2017	78265	Goodman, Becky	518-539-920.000	226.36
12/17	12/20/2017	78265	Goodman, Becky	518-539-802.100	42.57
12/17	12/20/2017	78266	GOVCONNECTION INC.	101-770-775.000	285.86
12/17	12/20/2017	78267	GRAINGER	101-268-930.000	767.83
12/17	12/20/2017	78268	GREAT LAKES ENERGY	592-634-920.000	54.63
12/17	12/20/2017	78268	GREAT LAKES ENERGY	592-700-920.000	62.85
12/17	12/20/2017	78268	GREAT LAKES ENERGY	101-345-920.100	287.94
12/17	12/20/2017	78268	GREAT LAKES ENERGY	592-634-920.000	176.55
12/17	12/20/2017	78268	GREAT LAKES ENERGY	592-700-920.000	85.66
12/17	12/20/2017	78269	Great Lakes Pipe & Supply	582-547-775.000	7.04
12/17	12/20/2017	78270	GRULER'S FARM SUPPLY INC.	592-692-775.000	29.98
12/17	12/20/2017	78270	GRULER'S FARM SUPPLY INC.	592-692-775.000	59.96
12/17	12/20/2017	78271	HERITAGE BROADCASTING COMPANY	280-540-232.000	1,200.00
12/17	12/20/2017	78272	HYDE SERVICES LLC	661-540-931.000	56.18
12/17	12/20/2017	78272	HYDE SERVICES LLC	661-540-931.000	22.50
12/17	12/20/2017	78272	HYDE SERVICES LLC	661-540-931.000	31.44
12/17	12/20/2017	78272	HYDE SERVICES LLC	661-540-931.000	197.00
12/17	12/20/2017	78273	INGRAM LIBRARY SERVICES	271-540-745.000	2,661.90
12/17	12/20/2017	78273	INGRAM LIBRARY SERVICES	271-540-746.000	439.08
12/17	12/20/2017	78273	INGRAM LIBRARY SERVICES	271-540-748.000	8.46
12/17	12/20/2017	78274	K & J SEPTIC SERVICE LLC	280-540-234.000	180.00
12/17	12/20/2017	78275	Kanopy LLC	271-540-742.000	2,000.00
12/17	12/20/2017	78276	KEEL, STEPHEN	592-692-801.000	101.89
12/17	12/20/2017	78277	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	41.55
12/17	12/20/2017	78278	LEXISNEXIS RISK DATA MGT	518-539-802.000	50.00
12/17	12/20/2017	78278	LEXISNEXIS RISK DATA MGT	518-539-802.000	50.00
12/17	12/20/2017	78279	MCLAREN NORTHERN MICH HOSPITAL	101-345-802.000	45.00
12/17	12/20/2017	78280	MEENGs, WILLIAM	101-257-702.000	50.00
12/17	12/20/2017	78281	MEYER ACE HARDWARE	592-660-775.000	87.83
12/17	12/20/2017	78281	MEYER ACE HARDWARE	101-268-930.000	8.79
12/17	12/20/2017	78281	MEYER ACE HARDWARE	101-770-934.000	12.76
12/17	12/20/2017	78281	MEYER ACE HARDWARE	592-691-775.000	10.76
12/17	12/20/2017	78281	MEYER ACE HARDWARE	582-595-730.000	49.49
12/17	12/20/2017	78281	MEYER ACE HARDWARE	101-268-930.000	14.38
12/17	12/20/2017	78281	MEYER ACE HARDWARE	101-770-775.000	59.67
12/17	12/20/2017	78281	MEYER ACE HARDWARE	518-539-802.100	31.07
12/17	12/20/2017	78281	MEYER ACE HARDWARE	101-770-775.000	19.90

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
12/17	12/20/2017	78281	MEYER ACE HARDWARE	592-691-775.000	13.99
12/17	12/20/2017	78281	MEYER ACE HARDWARE	202-479-775.000	85.97
12/17	12/20/2017	78281	MEYER ACE HARDWARE	592-675-775.000	5.37
12/17	12/20/2017	78281	MEYER ACE HARDWARE	592-660-775.000	4.14
12/17	12/20/2017	78281	MEYER ACE HARDWARE	101-773-931.000	30.59
12/17	12/20/2017	78281	MEYER ACE HARDWARE	101-770-775.000	12.58
12/17	12/20/2017	78281	MEYER ACE HARDWARE	101-268-775.000	1.43
12/17	12/20/2017	78281	MEYER ACE HARDWARE	592-692-775.000	14.38
12/17	12/20/2017	78281	MEYER ACE HARDWARE	101-268-775.000	6.99
12/17	12/20/2017	78282	MICHIGAN MUNICIPAL LEAGUE	101-228-802.000	65.00
12/17	12/20/2017	78283	MICHIGAN PIPE & VALVE	592-673-775.000	960.00
12/17	12/20/2017	78284	Nachtrab, Joseph	101-257-702.000	50.00
12/17	12/20/2017	78285	NEOPOST USA INC.	101-268-775.000	540.00
12/17	12/20/2017	78286	NORTH CENTRAL LABORATORIES	592-692-775.000	2,358.05
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	280-739-971.000	181.50
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	582-595-802.000	61.19
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	280-540-232.000	300.00
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	101-215-751.000	437.28
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	271-540-900.000	210.00
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	101-228-802.000	94.50
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	280-739-971.000	225.00
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	280-739-971.000	35.00
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	280-540-232.000	225.00
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	280-739-971.000	716.20
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	280-739-802.000	67.37
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	280-540-232.000	481.15
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	271-540-900.000	1,450.00
12/17	12/20/2017	78287	NORTHERN MICHIGAN REVIEW INC.	101-257-802.000	39.00
12/17	12/20/2017	78288	NORTHWEST SERVICES	518-539-802.000	5,326.98
12/17	12/20/2017	78289	OCLC INC.	271-540-802.000	28.25
12/17	12/20/2017	78290	ON DUTY GEAR LLC	101-345-985.000	3,500.00
12/17	12/20/2017	78291	POWER LINE SUPPLY	582-010-111.000	368.40
12/17	12/20/2017	78291	POWER LINE SUPPLY	582-547-775.000	106.25
12/17	12/20/2017	78291	POWER LINE SUPPLY	582-547-775.000	272.50
12/17	12/20/2017	78291	POWER LINE SUPPLY	582-547-775.000	26.88
12/17	12/20/2017	78291	POWER LINE SUPPLY	582-010-111.000	1,156.70
12/17	12/20/2017	78291	POWER LINE SUPPLY	582-547-775.000	52.00
12/17	12/20/2017	78292	PRESTON FEATHER	101-770-934.000	14.40
12/17	12/20/2017	78293	PRINTING SYSTEMS INC.	101-268-775.000	82.74
12/17	12/20/2017	78293	PRINTING SYSTEMS INC.	101-262-751.000	108.11
12/17	12/20/2017	78294	QUALITY SERVICED TOOLS	101-770-985.000	94.37
12/17	12/20/2017	78295	RELIABLE RACING SUPPLY INC.	101-770-985.000	683.60
12/17	12/20/2017	78296	Renkes, Tom	280-739-971.000	150.00
12/17	12/20/2017	78296	Renkes, Tom	280-739-971.000	150.00
12/17	12/20/2017	78297	RESORT TOWNSHIP	101-081-403.000	321,926.25
12/17	12/20/2017	78297	RESORT TOWNSHIP	101-081-403.000	21,071.54
12/17	12/20/2017	78297	RESORT TOWNSHIP	271-080-403.000	76,091.66
12/17	12/20/2017	78297	RESORT TOWNSHIP	401-080-403.000	166,231.01
12/17	12/20/2017	78298	Revize LLC	101-172-802.000	3,400.00
12/17	12/20/2017	78299	ROOT MECHANICAL LLC	592-697-802.000	2,250.00
12/17	12/20/2017	78300	SiteOne Landscape Supply	101-754-775.000	1,110.26
12/17	12/20/2017	78301	SMITH, EDWARD J	101-774-753.030	27.70

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12/17	12/20/2017	78302	Spectrum Business	582-595-850.000	79.99
12/17	12/20/2017	78302	Spectrum Business	582-595-850.000	79.99
12/17	12/20/2017	78303	STANDARD ELECTRIC COMPANY	101-265-930.000	28.61
12/17	12/20/2017	78303	STANDARD ELECTRIC COMPANY	592-697-775.000	307.58
12/17	12/20/2017	78304	STATE OF MICHIGAN DEPT OF TECHNOLOG	204-481-802.000	90.00
12/17	12/20/2017	78304	STATE OF MICHIGAN DEPT OF TECHNOLOG	661-540-802.000	90.00
12/17	12/20/2017	78305	STATE OF MICHIGAN DEPT. OF ENVIRON.	592-685-956.000	95.00
12/17	12/20/2017	78306	TEI LANDMARK AUDIO	271-540-749.000	5.36
12/17	12/20/2017	78307	TELEDYNE INSTRUMENTS INC.	592-692-775.000	791.97
12/17	12/20/2017	78308	TETRA TECH INC	592-691-801.000	9,432.50
12/17	12/20/2017	78309	THRU GLASS WINDOW CLEANING	518-539-802.100	25.00
12/17	12/20/2017	78309	THRU GLASS WINDOW CLEANING	518-539-802.100	50.00
12/17	12/20/2017	78310	ULINE	101-345-775.000	348.50
12/17	12/20/2017	78311	UPS STORE, THE	592-692-801.000	682.18
12/17	12/20/2017	78312	Valley City Linen	271-540-725.000	25.00
12/17	12/20/2017	78312	Valley City Linen	271-540-725.000	25.00
12/17	12/20/2017	78312	Valley City Linen	271-540-725.000	25.00
12/17	12/20/2017	78312	Valley City Linen	271-540-725.000	25.00
12/17	12/20/2017	78313	VanKalker Construction Inc.	592-673-802.000	3,870.00
12/17	12/20/2017	78314	VERIZON WIRELESS	592-634-920.000	280.07
12/17	12/20/2017	78314	VERIZON WIRELESS	101-345-850.000	209.30
12/17	12/20/2017	78314	VERIZON WIRELESS	101-441-850.000	54.53
12/17	12/20/2017	78314	VERIZON WIRELESS	592-634-850.000	214.59
12/17	12/20/2017	78315	WARD, SCOTT	280-540-232.000	250.00
12/17	12/20/2017	78316	WINDEMULLER	592-697-802.000	213.00
12/17	12/20/2017	78316	WINDEMULLER	592-691-801.000	217.50
12/17	12/20/2017	78316	WINDEMULLER	592-700-802.000	262.51
12/17	12/20/2017	78317	FLETCH'S INC.	661-540-933.000	23.80
12/17	12/20/2017	78317	FLETCH'S INC.	661-540-933.000	23.80-
12/17	12/20/2017	78318	MICHIGAN ASSOCIATION OF	101-345-915.000	100.00
12/17	12/20/2017	78318	MICHIGAN ASSOCIATION OF	101-345-912.000	75.00
12/17	12/20/2017	78319	SUTPHEN CORPORATION	661-540-933.000	46.34
12/17	12/20/2017	78319	SUTPHEN CORPORATION	661-540-933.000	1,927.09
12/17	12/20/2017	78319	SUTPHEN CORPORATION	661-540-933.000	5,240.06-
12/17	12/20/2017	78319	SUTPHEN CORPORATION	661-540-933.000	3,266.63
12/17	12/20/2017	78320	VAN'S BUSINESS MACHINES	271-540-727.000	35.00-
12/17	12/20/2017	78320	VAN'S BUSINESS MACHINES	271-540-727.000	35.00
12/17	12/20/2017	78321	EMMET COUNTY TREASURER	101-215-802.000	2,661.52
12/17	12/20/2017	78330	GRAND TRAVERSE CONSTRUCTION	592-025-343.000	20,000.00
12/17	12/27/2017	78335	AIRGAS USA LLC	582-547-775.000	48.96
12/17	12/27/2017	78336	ALLIANCE ENTERTAINMENT	271-540-749.000	16.00
12/17	12/27/2017	78337	AMAZON CREDIT PLAN	271-540-755.000	41.80
12/17	12/27/2017	78337	AMAZON CREDIT PLAN	271-540-725.000	98.01
12/17	12/27/2017	78337	AMAZON CREDIT PLAN	271-540-727.000	25.76
12/17	12/27/2017	78337	AMAZON CREDIT PLAN	271-540-958.000	26.79
12/17	12/27/2017	78337	AMAZON CREDIT PLAN	271-540-932.000	119.95
12/17	12/27/2017	78337	AMAZON CREDIT PLAN	271-540-750.000	81.79
12/17	12/27/2017	78338	AT&T	592-634-850.000	125.95
12/17	12/27/2017	78339	BAHNHOF SPORT	101-770-775.000	84.84
12/17	12/27/2017	78340	BILLER PRESS	518-539-775.000	507.94
12/17	12/27/2017	78341	C. C. UNLIMITED LLC	582-547-775.000	348.96
12/17	12/27/2017	78342	CONSUMERS ENERGY	592-700-920.000	91.79

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12/17	12/27/2017	78342	CONSUMERS ENERGY	592-700-920.000	87.76
12/17	12/27/2017	78342	CONSUMERS ENERGY	592-700-920.000	197.56
12/17	12/27/2017	78342	CONSUMERS ENERGY	592-700-920.000	165.70
12/17	12/27/2017	78342	CONSUMERS ENERGY	592-700-920.000	103.93
12/17	12/27/2017	78342	CONSUMERS ENERGY	202-475-920.000	91.71
12/17	12/27/2017	78343	Corby Energy Services Inc.	592-698-802.000	30,522.00
12/17	12/27/2017	78344	David L Hoffman Landscaping & Nursery	204-449-802.000	3,550.50
12/17	12/27/2017	78345	DROST LANDSCAPE	204-784-802.000	10,251.75
12/17	12/27/2017	78346	DTE ENERGY	592-634-920.000	94.28
12/17	12/27/2017	78346	DTE ENERGY	101-265-924.000	771.17
12/17	12/27/2017	78346	DTE ENERGY	582-597-924.000	2,847.59
12/17	12/27/2017	78346	DTE ENERGY	101-773-924.000	31.50
12/17	12/27/2017	78346	DTE ENERGY	101-265-924.000	161.00
12/17	12/27/2017	78346	DTE ENERGY	592-634-920.000	149.88
12/17	12/27/2017	78346	DTE ENERGY	592-634-920.000	65.51
12/17	12/27/2017	78346	DTE ENERGY	592-691-920.000	4,992.03
12/17	12/27/2017	78346	DTE ENERGY	271-540-924.000	499.76
12/17	12/27/2017	78346	DTE ENERGY	592-697-920.000	1,376.91
12/17	12/27/2017	78346	DTE ENERGY	101-345-920.100	852.27
12/17	12/27/2017	78346	DTE ENERGY	592-700-920.000	31.50
12/17	12/27/2017	78346	DTE ENERGY	101-345-920.000	1,059.57
12/17	12/27/2017	78346	DTE ENERGY	271-540-924.000	1,521.29
12/17	12/27/2017	78346	DTE ENERGY	101-268-924.000	2,271.43
12/17	12/27/2017	78346	DTE ENERGY	101-770-924.000	265.63
12/17	12/27/2017	78346	DTE ENERGY	518-539-802.100	122.41
12/17	12/27/2017	78346	DTE ENERGY	592-634-920.000	190.42
12/17	12/27/2017	78346	DTE ENERGY	592-691-920.000	357.85
12/17	12/27/2017	78347	DUNKEL EXCAVATING SERVICES INC.	518-539-802.000	4,459.37
12/17	12/27/2017	78347	DUNKEL EXCAVATING SERVICES INC.	202-479-802.000	4,459.38
12/17	12/27/2017	78347	DUNKEL EXCAVATING SERVICES INC.	203-479-802.000	450.00
12/17	12/27/2017	78348	FIVE STAR SCREEN PRINTING PLUS	101-756-751.000	842.32
12/17	12/27/2017	78348	FIVE STAR SCREEN PRINTING PLUS	101-770-767.000	300.00
12/17	12/27/2017	78349	Glass Lakes Photography	518-539-802.100	361.39
12/17	12/27/2017	78350	GORDON FOOD SERVICE	101-770-771.000	528.49
12/17	12/27/2017	78350	GORDON FOOD SERVICE	101-770-771.000	94.97
12/17	12/27/2017	78350	GORDON FOOD SERVICE	101-770-771.000	37.99
12/17	12/27/2017	78350	GORDON FOOD SERVICE	101-770-771.000	106.79
12/17	12/27/2017	78350	GORDON FOOD SERVICE	101-770-771.000	30.09
12/17	12/27/2017	78350	GORDON FOOD SERVICE	101-770-771.000	96.95
12/17	12/27/2017	78351	GRAINGER	101-770-985.000	698.00
12/17	12/27/2017	78351	GRAINGER	101-770-775.000	25.08
12/17	12/27/2017	78351	GRAINGER	101-770-775.000	80.38
12/17	12/27/2017	78352	KARR, ADRIAN	101-345-912.000	862.50
12/17	12/27/2017	78353	KSS ENTERPRISES	101-268-775.000	326.91
12/17	12/27/2017	78353	KSS ENTERPRISES	101-268-775.000	72.03
12/17	12/27/2017	78354	LIBRARY NETWORK, THE	271-540-802.000	601.67
12/17	12/27/2017	78359	NORTH COUNTRY IT	271-540-802.000	386.00
12/17	12/27/2017	78359	NORTH COUNTRY IT	271-540-802.000	386.00- V
12/17	12/27/2017	78360	NORTHERN MICHIGAN REVIEW INC.	280-739-802.000	35.67
12/17	12/27/2017	78360	NORTHERN MICHIGAN REVIEW INC.	280-739-802.000	35.67- V
12/17	12/27/2017	78361	PARKER, MICHAEL	101-345-912.000	93.76- V
12/17	12/27/2017	78361	PARKER, MICHAEL	101-345-912.000	93.76

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
12/17	12/27/2017	78362	Penguin Random House	271-540-749.000	10.00
12/17	12/27/2017	78362	Penguin Random House	271-540-749.000	10.00- V
12/17	12/27/2017	78363	PETOSKEY REGIONAL CHAMBER	271-540-755.000	25.00
12/17	12/27/2017	78363	PETOSKEY REGIONAL CHAMBER	271-540-755.000	25.00- V
12/17	12/27/2017	78363	MERCER CO. INC., R. W.	101-789-802.000	2,221.75
12/17	12/27/2017	78363	MERCER CO. INC., R. W.	101-789-802.000	300.00
12/17	12/27/2017	78364	MEYER ACE HARDWARE	271-540-725.000	13.28
12/17	12/27/2017	78364	MEYER ACE HARDWARE	101-770-775.000	2.33
12/17	12/27/2017	78364	MEYER ACE HARDWARE	101-770-775.000	23.89
12/17	12/27/2017	78364	POWER LINE SUPPLY	582-010-111.000	428.58
12/17	12/27/2017	78364	POWER LINE SUPPLY	582-010-111.000	428.58- V
12/17	12/27/2017	78364	POWER LINE SUPPLY	582-547-775.000	52.00
12/17	12/27/2017	78364	POWER LINE SUPPLY	582-547-775.000	52.00- V
12/17	12/27/2017	78364	POWER LINE SUPPLY	582-010-111.000	15,291.12
12/17	12/27/2017	78364	POWER LINE SUPPLY	582-010-111.000	15,291.12- V
12/17	12/27/2017	78364	POWER LINE SUPPLY	582-595-730.000	66.00
12/17	12/27/2017	78364	POWER LINE SUPPLY	582-595-730.000	66.00- V
12/17	12/27/2017	78365	MEYERSON, VALERIE	271-540-753.000	144.45
12/17	12/27/2017	78365	PROCLEAN NORTH	582-597-932.000	1,210.00- V
12/17	12/27/2017	78365	PROCLEAN NORTH	582-597-932.000	1,210.00
12/17	12/27/2017	78366	Michigan Association of Police Chiefs	101-345-912.000	75.00
12/17	12/27/2017	78367	QUALITY SERVICED TOOLS	101-770-985.000	240.36
12/17	12/27/2017	78368	Renkes, Tom	280-739-971.000	150.00
12/17	12/27/2017	78369	Rink Systems	101-770-775.000	574.02
12/17	12/27/2017	78370	STANDARD ELECTRIC COMPANY	582-595-730.000	17.97
12/17	12/27/2017	78371	STAPLES ADVANTAGE	101-201-751.000	37.29
12/17	12/27/2017	78371	STAPLES ADVANTAGE	101-268-775.000	46.59
12/17	12/27/2017	78372	Stillwater Custom Cabinetry	271-540-977.000	5,575.00
12/17	12/27/2017	78373	SWEEP SHOP, THE	271-540-931.000	322.65
12/17	12/27/2017	78374	VAN'S BUSINESS MACHINES	271-540-931.000	78.00
12/17	12/27/2017	78374	VAN'S BUSINESS MACHINES	271-540-931.000	108.00
12/17	12/27/2017	78374	VAN'S BUSINESS MACHINES	271-540-931.000	67.20
12/17	12/27/2017	78374	VAN'S BUSINESS MACHINES	271-540-727.000	35.00-
12/17	12/27/2017	78374	VAN'S BUSINESS MACHINES	271-540-931.000	36.00
12/17	12/27/2017	78375	VOSS LIGHTING	582-549-775.000	163.00
12/17	12/27/2017	78378	NORTH COUNTRY IT	271-540-802.000	386.00
12/17	12/27/2017	78379	NORTHERN MICHIGAN REVIEW INC.	280-739-802.000	35.67
12/17	12/27/2017	78380	PARKER, MICHAEL	101-345-912.000	93.76
12/17	12/27/2017	78381	Penguin Random House	271-540-749.000	10.00
12/17	12/27/2017	78382	PETOSKEY REGIONAL CHAMBER	271-540-755.000	25.00
12/17	12/27/2017	78383	POWER LINE SUPPLY	582-010-111.000	428.58
12/17	12/27/2017	78383	POWER LINE SUPPLY	582-547-775.000	52.00
12/17	12/27/2017	78383	POWER LINE SUPPLY	582-010-111.000	15,291.12
12/17	12/27/2017	78383	POWER LINE SUPPLY	582-595-730.000	66.00
12/17	12/27/2017	78384	PROCLEAN NORTH	582-597-932.000	1,210.00
12/17	12/27/2017	78385	ACH-EFTPS	701-000-230.200	2,694.54
12/17	12/27/2017	78385	ACH-EFTPS	701-000-230.200	2,694.54
12/17	12/27/2017	78385	ACH-EFTPS	701-000-230.100	21,902.55
12/17	12/27/2017	78385	ACH-EFTPS	701-000-230.200	11,521.71
12/17	12/27/2017	78385	ACH-EFTPS	701-000-230.200	11,521.71
12/17	12/27/2017	78386	ACH-ICMA 457	701-000-230.700	4,652.00
12/17	12/27/2017	78386	ACH-ICMA 457	701-000-230.700	1,403.54

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12/17	12/27/2017	78387	CHAR-EM UNITED WAY	701-000-230.800	53.85
12/17	12/27/2017	78388	DELTA DENTAL	101-172-724.000	55.17
12/17	12/27/2017	78388	DELTA DENTAL	101-201-724.000	289.10
12/17	12/27/2017	78388	DELTA DENTAL	101-208-724.000	51.97
12/17	12/27/2017	78388	DELTA DENTAL	101-215-724.000	101.14
12/17	12/27/2017	78388	DELTA DENTAL	101-228-724.000	150.70-
12/17	12/27/2017	78388	DELTA DENTAL	101-265-724.000	25.22
12/17	12/27/2017	78388	DELTA DENTAL	582-595-719.000	283.68
12/17	12/27/2017	78388	DELTA DENTAL	592-685-719.000	146.36
12/17	12/27/2017	78388	DELTA DENTAL	592-705-719.000	50.27
12/17	12/27/2017	78388	DELTA DENTAL	701-000-230.110	2,075.72
12/17	12/27/2017	78388	DELTA DENTAL	101-773-724.000	10.21
12/17	12/27/2017	78388	DELTA DENTAL	101-756-724.000	97.48
12/17	12/27/2017	78388	DELTA DENTAL	101-789-724.000	23.82
12/17	12/27/2017	78388	DELTA DENTAL	204-481-719.000	224.60
12/17	12/27/2017	78388	DELTA DENTAL	271-540-719.000	249.95
12/17	12/27/2017	78388	DELTA DENTAL	518-539-719.000	19.50
12/17	12/27/2017	78388	DELTA DENTAL	101-268-724.000	49.14
12/17	12/27/2017	78388	DELTA DENTAL	101-345-724.000	708.52
12/17	12/27/2017	78388	DELTA DENTAL	101-400-724.000	23.34
12/17	12/27/2017	78388	DELTA DENTAL	101-441-724.000	86.94-
12/17	12/27/2017	78388	DELTA DENTAL	101-754-724.000	28.05
12/17	12/27/2017	78388	DELTA DENTAL	101-770-724.000	113.93
12/17	12/27/2017	78389	ICMA ROTH %	701-000-230.900	54.02
12/17	12/27/2017	78390	ICMA-ROTH	701-000-230.900	260.00
12/17	12/27/2017	78391	BARRETTE, TERRY	204-481-850.000	120.00
12/17	12/27/2017	78392	BREED, MATTHEW	101-345-850.000	120.00
12/17	12/27/2017	78393	CONTI, JOSEPH	101-268-850.000	120.00
12/17	12/27/2017	78394	DAVIS, JEFF	582-595-850.000	120.00
12/17	12/27/2017	78395	ELLIOTT, SHERRIE	592-705-850.000	120.00
12/17	12/27/2017	78396	FLYNN, MARTIN	592-685-850.000	120.00
12/17	12/27/2017	78397	HUMMEL, JON	101-754-920.000	120.00
12/17	12/27/2017	78398	KARR, ADRIAN	101-345-850.000	120.00
12/17	12/27/2017	78399	Klingelsmith, Kendall	101-770-850.000	120.00
12/17	12/27/2017	78400	KRUSKIE, DAVID	101-770-850.000	120.00
12/17	12/27/2017	78401	LENNEMANN, MARK	101-789-850.000	120.00
12/17	12/27/2017	78402	Plath, Audrey	101-215-850.000	120.00
12/17	12/27/2017	78403	RASMUSSEN, DEREK	101-770-850.000	120.00
12/17	12/27/2017	78404	ROBBINS, MICHAEL	101-441-850.000	120.00
12/17	12/27/2017	78405	SCHULTZ, DAVID	101-345-850.000	120.00
12/17	12/27/2017	78406	SMITH, DANIEL	101-345-850.000	120.00
12/17	12/27/2017	78407	SMITH, EDWARD J	101-774-850.000	120.00
12/17	12/27/2017	78408	Straebel, Robert	101-172-850.000	120.00
12/17	12/27/2017	78409	TERRY, ALAN	101-215-850.000	120.00
12/17	12/27/2017	78410	TROXEL, TODD	101-345-850.000	120.00
12/17	12/27/2017	78411	WESTON, RANDY	101-345-850.000	120.00
01/18	01/03/2018	78412	AIRGAS USA LLC	661-540-730.000	24.46
01/18	01/03/2018	78413	ALRO STEEL CORPORATION	661-540-931.000	309.53
01/18	01/03/2018	78414	AMERICAN WASTE	582-597-932.000	167.00
01/18	01/03/2018	78414	AMERICAN WASTE	582-547-775.000	167.00
01/18	01/03/2018	78414	AMERICAN WASTE	582-597-932.000	169.50
01/18	01/03/2018	78415	ATCHISON PAPER AND SUPPLY	271-540-725.000	111.25



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01/18	01/03/2018	78416	BATTERY PRODUCTS INC.	101-345-775.000	626.85
01/18	01/03/2018	78416	BATTERY PRODUCTS INC.	101-345-775.000	58.77
01/18	01/03/2018	78417	BECKETT & RAEDER INC.	204-481-802.000	2,233.95
01/18	01/03/2018	78417	BECKETT & RAEDER INC.	204-481-802.000	280.00
01/18	01/03/2018	78418	BENCHMARK ENGINEERING INC.	204-481-802.000	2,841.00
01/18	01/03/2018	78419	BOBCAT OF LANSING	661-540-931.000	269.44
01/18	01/03/2018	78420	BSN SPORTS INC.	101-774-753.120	1,081.66
01/18	01/03/2018	78421	C. C. Power LLC	582-547-775.000	348.96
01/18	01/03/2018	78422	CCP INDUSTRIES INC.	661-540-730.000	126.23
01/18	01/03/2018	78422	CCP INDUSTRIES INC.	204-481-935.000	60.00
01/18	01/03/2018	78422	CCP INDUSTRIES INC.	661-540-725.000	30.00
01/18	01/03/2018	78422	CCP INDUSTRIES INC.	592-705-725.000	30.75
01/18	01/03/2018	78423	CHARLEVOIX-EMMET ISD	703-040-234.217	730,850.21
01/18	01/03/2018	78424	CHEMCO PRODUCTS INC.	592-691-663.000	6,452.20
01/18	01/03/2018	78425	CINTAS CORP #729	101-268-802.000	14.07
01/18	01/03/2018	78425	CINTAS CORP #729	592-693-802.000	49.39
01/18	01/03/2018	78425	CINTAS CORP #729	592-693-802.000	49.39
01/18	01/03/2018	78425	CINTAS CORP #729	582-597-932.000	28.33
01/18	01/03/2018	78425	CINTAS CORP #729	582-595-725.000	41.80
01/18	01/03/2018	78425	CINTAS CORP #729	592-685-725.000	21.56
01/18	01/03/2018	78425	CINTAS CORP #729	592-705-725.000	21.56
01/18	01/03/2018	78425	CINTAS CORP #729	204-481-935.000	41.58
01/18	01/03/2018	78425	CINTAS CORP #729	582-597-802.000	28.33
01/18	01/03/2018	78425	CINTAS CORP #729	582-595-725.000	41.80
01/18	01/03/2018	78425	CINTAS CORP #729	592-685-725.000	21.56
01/18	01/03/2018	78425	CINTAS CORP #729	592-705-725.000	21.56
01/18	01/03/2018	78425	CINTAS CORP #729	204-481-935.000	41.58
01/18	01/03/2018	78425	CINTAS CORP #729	101-268-802.000	14.07
01/18	01/03/2018	78425	CINTAS CORP #729	582-595-725.000	41.80
01/18	01/03/2018	78425	CINTAS CORP #729	592-685-725.000	21.56
01/18	01/03/2018	78425	CINTAS CORP #729	592-705-725.000	21.56
01/18	01/03/2018	78425	CINTAS CORP #729	204-481-935.000	41.58
01/18	01/03/2018	78426	CITY OF PETOSKEY - DMB	271-540-755.000	100.00
01/18	01/03/2018	78427	CITY TREAS. FOR GENERAL FUND	703-040-230.217	900.02
01/18	01/03/2018	78427	CITY TREAS. FOR GENERAL FUND	703-040-230.217	58.12
01/18	01/03/2018	78427	CITY TREAS. FOR GENERAL FUND	703-040-232.217	88.67
01/18	01/03/2018	78427	CITY TREAS. FOR GENERAL FUND	703-040-233.000	1,558.65
01/18	01/03/2018	78427	CITY TREAS. FOR GENERAL FUND	703-040-233.000	12.10
01/18	01/03/2018	78427	CITY TREAS. FOR GENERAL FUND	703-040-233.000	18.45
01/18	01/03/2018	78428	CITY TREAS. FOR LIBRARY FUND	703-040-231.217	212.76
01/18	01/03/2018	78428	CITY TREAS. FOR LIBRARY FUND	703-040-233.000	44.26
01/18	01/03/2018	78429	CITY TREAS. FOR R.O.W.	703-040-229.217	463.44
01/18	01/03/2018	78429	CITY TREAS. FOR R.O.W.	703-040-233.000	96.37
01/18	01/03/2018	78430	CITY TREAS. FOR TIFA FUND	703-040-222.217	7,432.05
01/18	01/03/2018	78430	CITY TREAS. FOR TIFA FUND	703-040-235.217	16,457.10
01/18	01/03/2018	78430	CITY TREAS. FOR TIFA FUND	703-040-235.217	14,784.78
01/18	01/03/2018	78430	CITY TREAS. FOR TIFA FUND	703-040-238.217	7,036.79
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,056.57
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	841.38
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,003.33
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	395.82
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	24.54

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01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	1,964.02
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	592-697-920.000	945.12
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	518-539-920.000	107.78
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	582-547-920.000	80.43
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	582-597-920.000	1,071.89
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	592-634-920.000	6,522.26
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	592-660-920.000	80.44
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	592-691-920.000	15,329.32
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	361.67
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	1,103.37
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	202-475-920.000	320.00
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	204-450-920.000	2,600.00
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	271-540-920.000	1,922.41
01/18	01/03/2018	78431	CITY TREAS. FOR UTILITY BILLS	518-539-802.100	57.05
01/18	01/03/2018	78432	CUMMINS BRIDGEWAY LLC	592-630-802.000	483.59
01/18	01/03/2018	78433	DECKA DIGITAL LLC	592-705-727.000	201.84
01/18	01/03/2018	78433	DECKA DIGITAL LLC	101-268-775.000	204.99
01/18	01/03/2018	78434	DERRER OIL CO.	661-540-751.000	2,225.30
01/18	01/03/2018	78435	DESIGNBOT CREATIVE	271-540-802.000	75.00
01/18	01/03/2018	78436	ELECTION SYSTEMS & SOFTWARE	101-262-751.000	2,697.00
01/18	01/03/2018	78437	EMMET COUNTY BROWNFIELD	703-040-222.217	1,092.49
01/18	01/03/2018	78437	EMMET COUNTY BROWNFIELD	703-040-235.217	2,419.15
01/18	01/03/2018	78437	EMMET COUNTY BROWNFIELD	703-040-235.217	2,173.33
01/18	01/03/2018	78437	EMMET COUNTY BROWNFIELD	703-040-234.217	6,081.79
01/18	01/03/2018	78437	EMMET COUNTY BROWNFIELD	703-040-238.217	1,034.39
01/18	01/03/2018	78438	EMMET COUNTY TREASURER	703-040-222.217	576.94
01/18	01/03/2018	78438	EMMET COUNTY TREASURER	703-040-228.217	713.77
01/18	01/03/2018	78438	EMMET COUNTY TREASURER	703-040-222.217	123,844.90
01/18	01/03/2018	78438	EMMET COUNTY TREASURER	703-040-222.217	66,179.56
01/18	01/03/2018	78438	EMMET COUNTY TREASURER	703-040-233.000	119.99
01/18	01/03/2018	78438	EMMET COUNTY TREASURER	703-040-233.000	148.43
01/18	01/03/2018	78439	ENGLEBRECHT, ROBERT	101-257-802.100	3,750.00
01/18	01/03/2018	78440	FIVE STAR SCREEN PRINTING PLUS	592-685-725.000	125.00
01/18	01/03/2018	78440	FIVE STAR SCREEN PRINTING PLUS	592-705-725.000	125.00
01/18	01/03/2018	78440	FIVE STAR SCREEN PRINTING PLUS	204-481-935.000	125.00
01/18	01/03/2018	78440	FIVE STAR SCREEN PRINTING PLUS	582-595-725.000	125.00
01/18	01/03/2018	78441	G & J AUTO ELECTRIC	661-540-933.000	370.00
01/18	01/03/2018	78442	GRAINGER	101-268-775.000	649.00
01/18	01/03/2018	78442	GRAINGER	101-265-930.000	1,377.24
01/18	01/03/2018	78443	Greenscape	204-481-802.000	14,703.26
01/18	01/03/2018	78444	GREENWOOD CEMETERY BOARD	703-040-238.217	117,258.07
01/18	01/03/2018	78445	HEALTH DEPARTMENT OF	101-773-931.000	175.00
01/18	01/03/2018	78446	HUNTINGTON NATIONAL BANK, THE	592-050-304.000	110,000.00
01/18	01/03/2018	78446	HUNTINGTON NATIONAL BANK, THE	592-050-302.000	385,000.00
01/18	01/03/2018	78446	HUNTINGTON NATIONAL BANK, THE	592-711-995.000	151,593.75
01/18	01/03/2018	78446	HUNTINGTON NATIONAL BANK, THE	592-710-995.000	96,124.17
01/18	01/03/2018	78447	HYDE SERVICES LLC	661-540-931.000	23.70
01/18	01/03/2018	78447	HYDE SERVICES LLC	661-540-931.000	238.17
01/18	01/03/2018	78448	K & L PLUMBING AND HEATING LLC	592-693-802.000	3,373.56
01/18	01/03/2018	78449	KEVIN'S METER TESTING	582-550-802.000	5,100.60
01/18	01/03/2018	78450	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	49.35
01/18	01/03/2018	78451	MICHIGAN MUNICIPAL LEAGUE	701-000-230.201	26.57

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01/18	01/03/2018	78452	MID MICHIGAN BODY PARTS INC.	661-540-933.000	34.40
01/18	01/03/2018	78453	mParks	101-770-912.000	485.00
01/18	01/03/2018	78454	NORTH CENTRAL LABORATORIES	592-692-775.000	1,276.43
01/18	01/03/2018	78454	NORTH CENTRAL LABORATORIES	592-692-775.000	230.97
01/18	01/03/2018	78455	NORTH CENTRAL MICH. COLLEGE	703-040-235.217	274,248.03
01/18	01/03/2018	78455	NORTH CENTRAL MICH. COLLEGE	703-040-235.217	246,378.01
01/18	01/03/2018	78456	NORTHERN LIGHTS	101-770-767.000	154.00
01/18	01/03/2018	78457	Northland Self Storage, LLC	592-691-801.000	143.00
01/18	01/03/2018	78458	NORTHWEST SERVICES	518-539-802.000	5,873.02
01/18	01/03/2018	78459	OUDBIER INSTRUMENT COMPANY	592-630-802.000	3,010.00
01/18	01/03/2018	78460	PERFORMANCE PAINTING	582-549-802.000	501.00
01/18	01/03/2018	78461	PETOSKEY PUBLIC SCHOOLS	703-040-237.217	208.13
01/18	01/03/2018	78461	PETOSKEY PUBLIC SCHOOLS	703-040-237.217	65.38
01/18	01/03/2018	78461	PETOSKEY PUBLIC SCHOOLS	703-040-237.217	154.28
01/18	01/03/2018	78461	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	43.30
01/18	01/03/2018	78461	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	13.60
01/18	01/03/2018	78461	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	32.07
01/18	01/03/2018	78462	PETOSKEY TOWING INC.	518-539-802.000	100.00
01/18	01/03/2018	78463	Plath, Audrey	101-262-751.000	228.98
01/18	01/03/2018	78463	Plath, Audrey	101-088-646.090	5.00
01/18	01/03/2018	78464	PROCLEAN NORTH	592-693-802.000	2,571.00
01/18	01/03/2018	78465	Renkes, Tom	280-739-971.000	150.00
01/18	01/03/2018	78466	RIETH-RILEY CONSTRUCTION CO	592-673-802.000	1,150.00
01/18	01/03/2018	78466	RIETH-RILEY CONSTRUCTION CO	204-448-802.000	328.00
01/18	01/03/2018	78466	RIETH-RILEY CONSTRUCTION CO	582-547-802.000	450.00
01/18	01/03/2018	78466	RIETH-RILEY CONSTRUCTION CO	203-481-730.000	1,088.00
01/18	01/03/2018	78466	RIETH-RILEY CONSTRUCTION CO	203-481-730.000	3,712.00
01/18	01/03/2018	78467	ROYAL TIRE	518-539-931.000	105.00
01/18	01/03/2018	78467	ROYAL TIRE	518-539-931.000	24.38
01/18	01/03/2018	78468	SOLUTIONS ELECTRIC INC.	271-540-932.000	248.20
01/18	01/03/2018	78469	Spok	204-481-850.000	28.23
01/18	01/03/2018	78469	Spok	582-595-850.000	28.23
01/18	01/03/2018	78469	Spok	592-685-850.000	28.23
01/18	01/03/2018	78469	Spok	592-705-850.000	28.23
01/18	01/03/2018	78469	Spok	661-540-850.000	28.25
01/18	01/03/2018	78470	STAFFORD'S HOSPITALITY	280-739-971.000	40.00
01/18	01/03/2018	78471	STANDARD ELECTRIC COMPANY	101-770-775.000	53.26
01/18	01/03/2018	78471	STANDARD ELECTRIC COMPANY	101-770-775.000	64.76
01/18	01/03/2018	78472	STAPLES ADVANTAGE	101-268-775.000	371.73
01/18	01/03/2018	78472	STAPLES ADVANTAGE	101-172-751.000	368.51
01/18	01/03/2018	78472	STAPLES ADVANTAGE	101-441-751.000	12.44
01/18	01/03/2018	78472	STAPLES ADVANTAGE	582-595-727.000	19.02
01/18	01/03/2018	78473	STATE OF MICHIGAN DEPT. OF ENVIRON.	592-691-806.000	1,673.08
01/18	01/03/2018	78474	T2 Systems Canada Inc.	518-539-802.000	165.00
01/18	01/03/2018	78475	THOMPSON, WILLIAM S.	518-539-802.100	727.85
01/18	01/03/2018	78476	Tredroc Tire Services	661-540-933.000	420.45
01/18	01/03/2018	78476	Tredroc Tire Services	661-540-933.000	2,279.37
01/18	01/03/2018	78476	Tredroc Tire Services	661-540-933.000	202.95
01/18	01/03/2018	78476	Tredroc Tire Services	661-540-933.000	979.67
01/18	01/03/2018	78477	TROPHY CASE, THE	518-539-802.100	31.80
01/18	01/03/2018	78477	TROPHY CASE, THE	101-345-751.000	71.85
01/18	01/03/2018	78478	TRUCK & TRAILER SPECIALTIES	661-540-931.000	91.78

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01/18	01/03/2018	78479	USA BLUE BOOK	592-691-775.000	657.25
01/18	01/03/2018	78480	VERIZON WIRELESS	271-540-850.000	80.02
01/18	01/03/2018	78481	World Trade Press	271-540-742.000	450.00
01/18	01/03/2018	78482	GIBBY'S GARAGE	518-539-931.000	68.00
01/18	01/03/2018	78482	GIBBY'S GARAGE	582-597-932.000	68.00
01/18	01/03/2018	78482	GIBBY'S GARAGE	661-540-933.000	748.00
01/18	01/03/2018	78482	GIBBY'S GARAGE	661-540-931.000	986.00
01/18	01/03/2018	78482	GIBBY'S GARAGE	518-539-931.000	34.00
01/18	01/03/2018	78482	GIBBY'S GARAGE	661-540-933.000	408.00
01/18	01/03/2018	78482	GIBBY'S GARAGE	661-540-931.000	374.00
01/18	01/03/2018	78482	GIBBY'S GARAGE	661-540-931.000	272.00
01/18	01/03/2018	78482	GIBBY'S GARAGE	661-540-933.000	306.00
01/18	01/03/2018	78482	GIBBY'S GARAGE	582-597-932.000	68.00
01/18	01/03/2018	78483	LOWERY UNDERGROUND SERVICE	204-449-802.000	1,274.00
01/18	01/03/2018	78484	Northland Self Storage, LLC	518-539-881.000	1,200.00
01/18	01/03/2018	78485	Priority Health	101-172-724.000	1,312.09
01/18	01/03/2018	78485	Priority Health	101-201-724.000	4,197.99
01/18	01/03/2018	78485	Priority Health	101-208-724.000	770.45
01/18	01/03/2018	78485	Priority Health	101-215-724.000	385.23
01/18	01/03/2018	78485	Priority Health	101-265-724.000	531.62
01/18	01/03/2018	78485	Priority Health	101-268-724.000	1,144.14
01/18	01/03/2018	78485	Priority Health	592-705-719.000	1,541.88
01/18	01/03/2018	78485	Priority Health	101-756-724.000	1,752.78
01/18	01/03/2018	78485	Priority Health	101-789-724.000	647.19
01/18	01/03/2018	78485	Priority Health	204-481-719.000	3,665.53
01/18	01/03/2018	78485	Priority Health	271-540-719.000	5,040.35
01/18	01/03/2018	78485	Priority Health	518-539-719.000	385.23
01/18	01/03/2018	78485	Priority Health	582-595-719.000	4,776.85
01/18	01/03/2018	78485	Priority Health	592-685-719.000	4,625.65
01/18	01/03/2018	78485	Priority Health	101-345-724.000	16,994.35
01/18	01/03/2018	78485	Priority Health	101-400-724.000	385.23
01/18	01/03/2018	78485	Priority Health	101-441-724.000	2,544.83
01/18	01/03/2018	78485	Priority Health	101-754-724.000	520.06
01/18	01/03/2018	78485	Priority Health	101-770-724.000	1,906.89
01/18	01/03/2018	78485	Priority Health	101-773-724.000	277.36
01/18	01/10/2018	78501	ALL-PHASE ELECTRIC SUPPLY	101-770-771.000	4.54
01/18	01/10/2018	78502	APX INC.	582-595-957.000	58.68
01/18	01/10/2018	78503	BEAR CREEK TOWNSHIP	271-080-405.000	25,301.98
01/18	01/10/2018	78504	BRADFORD MASTER DRY CLEANERS	101-345-775.000	307.70
01/18	01/10/2018	78505	C2AE	204-481-802.000	2,808.47
01/18	01/10/2018	78506	CARTER'S IMAGEWEAR & AWARDS	101-770-775.000	180.00
01/18	01/10/2018	78507	CITY OF PETOSKEY - DMB	518-539-802.100	1,200.00
01/18	01/10/2018	78507	CITY OF PETOSKEY - DMB	280-739-971.000	1,000.00
01/18	01/10/2018	78508	COMPLETE PAINT & SUPPLIES	101-770-775.000	45.00
01/18	01/10/2018	78509	CUSTER	271-540-977.000	3,210.56
01/18	01/10/2018	78510	DECKA DIGITAL LLC	592-692-775.000	79.61
01/18	01/10/2018	78511	DERRER OIL CO.	661-540-751.000	4,443.03
01/18	01/10/2018	78512	DIGITAL HIGHWAY INC.	101-228-775.000	33.90
01/18	01/10/2018	78513	EMMET CO. DEPT OF PUBLIC WORKS	101-529-802.000	6,071.50
01/18	01/10/2018	78514	EMMET COUNTY TREASURER	101-081-403.000	5,018.40
01/18	01/10/2018	78514	EMMET COUNTY TREASURER	101-081-445.000	278.26
01/18	01/10/2018	78514	EMMET COUNTY TREASURER	271-080-403.000	1,020.52

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01/18	01/10/2018	78514	EMMET COUNTY TREASURER	271-080-664.000	58.31
01/18	01/10/2018	78514	EMMET COUNTY TREASURER	401-080-403.000	2,222.34
01/18	01/10/2018	78514	EMMET COUNTY TREASURER	401-080-445.000	127.00
01/18	01/10/2018	78515	ENVIRONMENTAL RESOURCE ASSOC.	592-692-801.000	671.62
01/18	01/10/2018	78516	FACTOR SYSTEMS INC.	101-208-803.000	5,605.58
01/18	01/10/2018	78517	FASTENAL COMPANY	661-540-931.000	6.64
01/18	01/10/2018	78518	FEDEX	592-705-802.000	43.03
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	101-754-775.000	999.99
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	101-345-912.000	338.85
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	101-345-751.000	36.02
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	101-215-724.000	28.80
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	592-691-775.000	37.58
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	592-676-775.000	59.98
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	101-770-775.000	39.96
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	101-215-724.000	14.28
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	518-085-699.000	5.81-
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	518-539-802.100	160.37
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	518-539-775.000	146.34
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	101-345-775.000	79.98
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	101-215-802.000	31.90
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	101-268-775.000	19.66
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	271-540-725.000	104.40
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	271-540-900.000	19.95
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	271-540-932.000	84.80
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	271-540-802.000	50.00
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	280-739-971.000	144.91
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	280-540-234.000	15.06
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	582-547-775.000	38.86
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	582-580-775.000	103.82
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	271-540-958.100	82.18
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	271-540-755.000	225.71
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	271-540-976.100	446.08
01/18	01/10/2018	78519	FIRST NATIONAL BANK OMAHA	271-540-958.200	117.58
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	60.97
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	135.66
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	518-539-931.000	6.67
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-931.000	32.88
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-931.000	24.90
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	59.16
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-931.000	35.96
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	7.19
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	43.94
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	20.77
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	177.98
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-751.000	214.99
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	51.48
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-931.000	28.22
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	19.66
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	101-770-775.000	13.95
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	186.82
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	62.58
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-931.000	12.96

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01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	33.33-
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-730.000	22.40
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-730.000	93.12
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-933.000	48.37
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	3.77
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-730.000	56.22
01/18	01/10/2018	78520	FOCHTMAN'S AUTO & TRUCK PARTS	661-540-730.000	16.18
01/18	01/10/2018	78521	FOSTER, NELLIE	592-081-641.000	484.96
01/18	01/10/2018	78522	GALE/CENGAGE LEARNING	271-540-749.000	67.57
01/18	01/10/2018	78523	GINOP SALES INC.	661-540-931.000	123.90
01/18	01/10/2018	78524	GORDON FOOD SERVICE	101-770-771.000	141.66
01/18	01/10/2018	78524	GORDON FOOD SERVICE	101-770-771.000	19.99
01/18	01/10/2018	78524	GORDON FOOD SERVICE	101-770-771.000	59.09
01/18	01/10/2018	78524	GORDON FOOD SERVICE	101-770-771.000	108.81
01/18	01/10/2018	78524	GORDON FOOD SERVICE	101-770-771.000	101.69
01/18	01/10/2018	78524	GORDON FOOD SERVICE	101-770-771.000	228.87
01/18	01/10/2018	78524	GORDON FOOD SERVICE	101-770-771.000	6.99
01/18	01/10/2018	78525	Great Lakes Pipe & Supply	582-595-730.000	6.06
01/18	01/10/2018	78526	GRULER'S FARM SUPPLY INC.	592-693-775.000	59.96
01/18	01/10/2018	78527	HALEY'S PLUMBING & HEATING	592-660-802.000	243.84
01/18	01/10/2018	78528	JOHN E. GREEN COMPANY	271-540-932.000	211.30
01/18	01/10/2018	78528	JOHN E. GREEN COMPANY	271-540-932.000	660.74
01/18	01/10/2018	78529	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	830.37
01/18	01/10/2018	78530	KSS ENTERPRISES	271-540-725.000	99.04
01/18	01/10/2018	78531	LEXISNEXIS RISK DATA MGT	101-208-802.000	50.00
01/18	01/10/2018	78531	LEXISNEXIS RISK DATA MGT	518-539-802.000	50.00
01/18	01/10/2018	78532	MEAD & HUNT	592-660-802.000	190.00
01/18	01/10/2018	78532	MEAD & HUNT	592-698-802.000	1,200.00
01/18	01/10/2018	78533	MEYER ACE HARDWARE	592-693-775.000	25.19
01/18	01/10/2018	78533	MEYER ACE HARDWARE	101-773-931.000	195.00
01/18	01/10/2018	78533	MEYER ACE HARDWARE	271-540-725.000	26.98
01/18	01/10/2018	78533	MEYER ACE HARDWARE	592-691-775.000	13.49
01/18	01/10/2018	78533	MEYER ACE HARDWARE	101-770-775.000	7.90
01/18	01/10/2018	78533	MEYER ACE HARDWARE	101-770-775.000	13.66
01/18	01/10/2018	78533	MEYER ACE HARDWARE	582-595-730.000	26.98
01/18	01/10/2018	78533	MEYER ACE HARDWARE	101-268-775.000	2.51
01/18	01/10/2018	78533	MEYER ACE HARDWARE	582-549-775.000	.69
01/18	01/10/2018	78533	MEYER ACE HARDWARE	271-540-725.000	26.70
01/18	01/10/2018	78533	MEYER ACE HARDWARE	101-770-771.000	45.07
01/18	01/10/2018	78533	MEYER ACE HARDWARE	101-770-775.000	18.18
01/18	01/10/2018	78533	MEYER ACE HARDWARE	271-540-932.000	51.58
01/18	01/10/2018	78533	MEYER ACE HARDWARE	101-268-775.000	6.04
01/18	01/10/2018	78533	MEYER ACE HARDWARE	101-265-775.000	3.24
01/18	01/10/2018	78533	MEYER ACE HARDWARE	101-770-771.000	34.19
01/18	01/10/2018	78533	MEYER ACE HARDWARE	582-595-730.000	13.92
01/18	01/10/2018	78534	NORTHWEST DESIGN GROUP LLC	204-481-802.000	1,015.00
01/18	01/10/2018	78535	POWER LINE SUPPLY	582-547-775.000	39.00
01/18	01/10/2018	78536	PRESTON FEATHER	101-770-775.000	98.74
01/18	01/10/2018	78536	PRESTON FEATHER	101-770-775.000	17.84
01/18	01/10/2018	78536	PRESTON FEATHER	101-770-775.000	2.00
01/18	01/10/2018	78537	SCHOLASTIC INC.	271-540-746.000	3.96
01/18	01/10/2018	78538	STANDARD ELECTRIC COMPANY	582-595-730.000	47.20

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01/18	01/10/2018	78539	STATE OF MICHIGAN - MOTOR FUEL	101-090-644.060	1.32
01/18	01/10/2018	78540	STRAUB PETTITT YASTE	582-595-802.000	4,500.00
01/18	01/10/2018	78541	T-Mobile	271-540-850.000	94.32
01/18	01/10/2018	78542	UPS STORE, THE	661-540-931.000	10.20
01/18	01/10/2018	78543	Valley City Linen	271-540-725.000	25.00
01/18	01/10/2018	78543	Valley City Linen	271-540-725.000	25.00
01/18	01/10/2018	78544	VERIZON WIRELESS	101-345-850.000	54.09
01/18	01/10/2018	78544	VERIZON WIRELESS	592-685-850.000	1.02
01/18	01/10/2018	78544	VERIZON WIRELESS	582-595-850.000	12.08
01/18	01/10/2018	78545	VOSS LIGHTING	582-549-775.000	815.00
01/18	01/10/2018	78546	ZAREMBA EQUIPMENT INC.	661-540-933.000	515.98
01/18	01/10/2018	78547	ACH-EFTPS	701-000-230.200	12,636.98
01/18	01/10/2018	78547	ACH-EFTPS	701-000-230.200	12,636.98
01/18	01/10/2018	78547	ACH-EFTPS	701-000-230.100	25,486.54
01/18	01/10/2018	78547	ACH-EFTPS	701-000-230.200	2,955.40
01/18	01/10/2018	78547	ACH-EFTPS	701-000-230.200	2,955.40
01/18	01/10/2018	78548	ACH-ICMA 457	701-000-230.700	1,450.17
01/18	01/10/2018	78548	ACH-ICMA 457	701-000-230.700	4,837.00
01/18	01/10/2018	78549	AMERICAN WASTE	101-770-802.000	150.00
01/18	01/10/2018	78549	AMERICAN WASTE	101-770-775.000	56.25-
01/18	01/10/2018	78549	AMERICAN WASTE	101-754-802.000	56.25-
01/18	01/10/2018	78549	AMERICAN WASTE	101-774-775.000	56.25-
01/18	01/10/2018	78549	AMERICAN WASTE	101-789-775.000	56.25-
01/18	01/10/2018	78549	AMERICAN WASTE	101-770-775.000	75.00
01/18	01/10/2018	78549	AMERICAN WASTE	101-754-802.000	75.00
01/18	01/10/2018	78549	AMERICAN WASTE	101-774-775.000	75.00
01/18	01/10/2018	78549	AMERICAN WASTE	101-789-775.000	75.00
01/18	01/10/2018	78549	AMERICAN WASTE	101-770-802.000	23.10-
01/18	01/10/2018	78549	AMERICAN WASTE	101-754-802.000	24.15-
01/18	01/10/2018	78549	AMERICAN WASTE	101-265-802.000	23.10-
01/18	01/10/2018	78549	AMERICAN WASTE	101-268-802.000	19.95-
01/18	01/10/2018	78549	AMERICAN WASTE	101-789-802.000	4.20-
01/18	01/10/2018	78549	AMERICAN WASTE	101-773-931.000	10.50-
01/18	01/10/2018	78550	AT&T	101-172-850.000	317.33
01/18	01/10/2018	78550	AT&T	101-201-850.000	169.24
01/18	01/10/2018	78550	AT&T	101-208-850.000	105.78
01/18	01/10/2018	78550	AT&T	101-257-850.000	105.78
01/18	01/10/2018	78550	AT&T	101-215-850.000	84.62
01/18	01/10/2018	78550	AT&T	101-345-850.000	232.71
01/18	01/10/2018	78550	AT&T	592-700-920.000	120.90
01/18	01/10/2018	78550	AT&T	592-634-850.000	117.39
01/18	01/10/2018	78550	AT&T	592-634-850.000	117.39
01/18	01/10/2018	78550	AT&T	582-597-850.000	84.62
01/18	01/10/2018	78550	AT&T	592-685-850.000	126.93
01/18	01/10/2018	78550	AT&T	592-705-850.000	126.93
01/18	01/10/2018	78550	AT&T	582-597-850.000	127.23
01/18	01/10/2018	78550	AT&T	592-705-850.000	117.39
01/18	01/10/2018	78550	AT&T	592-705-850.000	116.79
01/18	01/10/2018	78550	AT&T	101-400-850.000	105.78
01/18	01/10/2018	78550	AT&T	101-774-850.000	126.93
01/18	01/10/2018	78550	AT&T	101-441-850.000	190.40
01/18	01/10/2018	78550	AT&T	204-481-850.000	63.47

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01/18	01/10/2018	78550	AT&T	204-481-850.000	63.47
01/18	01/10/2018	78550	AT&T	582-595-850.000	211.55
01/18	01/10/2018	78551	BURNS, SCOTT	101-774-753.030	60.00
01/18	01/10/2018	78552	CHAR-EM UNITED WAY	701-000-230.800	77.00
01/18	01/10/2018	78553	CIVIC SYSTEMS LLC	101-208-802.000	2,296.50
01/18	01/10/2018	78553	CIVIC SYSTEMS LLC	101-201-802.000	6,889.50
01/18	01/10/2018	78554	CNA SURETY	101-345-937.000	55.00
01/18	01/10/2018	78555	DONALDSON, CORBIN	101-774-753.030	60.00
01/18	01/10/2018	78556	DUNKEL EXCAVATING SERVICES INC.	203-479-802.000	4,486.25
01/18	01/10/2018	78556	DUNKEL EXCAVATING SERVICES INC.	518-539-802.000	4,477.50
01/18	01/10/2018	78556	DUNKEL EXCAVATING SERVICES INC.	202-479-802.000	4,477.50
01/18	01/10/2018	78556	DUNKEL EXCAVATING SERVICES INC.	202-479-802.000	4,415.00
01/18	01/10/2018	78557	EMMET COUNTY CLERK	101-345-915.000	10.00
01/18	01/10/2018	78558	EMMET COUNTY EQUALIZATION DEPT	582-597-802.000	15.00
01/18	01/10/2018	78558	EMMET COUNTY EQUALIZATION DEPT	101-172-802.000	15.00
01/18	01/10/2018	78559	Empiric Solutions Inc.	101-228-802.000	3,180.00
01/18	01/10/2018	78560	FIVE STAR SCREEN PRINTING PLUS	101-774-753.030	1,904.00
01/18	01/10/2018	78561	FOUGHT, CHRIS	101-774-753.030	60.00
01/18	01/10/2018	78562	FRATERNAL ORDER OF POLICE	701-000-230.400	881.00
01/18	01/10/2018	78563	Goedge, Megan	271-540-958.000	47.78
01/18	01/10/2018	78564	Greer, Leila Jeanne	271-540-958.100	150.00
01/18	01/10/2018	78565	Howell Carnegie District Library	271-540-976.200	35.00
01/18	01/10/2018	78566	ICMA	101-172-915.000	1,021.44
01/18	01/10/2018	78567	ICMA ROTH %	701-000-230.900	54.47
01/18	01/10/2018	78568	ICMA-ROTH	701-000-230.900	260.00
01/18	01/10/2018	78569	JAKEWAY, JOHN	203-479-802.000	189.00
01/18	01/10/2018	78570	MALEC, STEVE	101-774-753.030	40.00
01/18	01/10/2018	78571	MCCARDEL CULLIGAN	518-539-802.100	8.00
01/18	01/10/2018	78571	MCCARDEL CULLIGAN	101-770-802.000	18.00
01/18	01/10/2018	78571	MCCARDEL CULLIGAN	101-770-802.000	8.00
01/18	01/10/2018	78572	MICHIGAN ASSOCIATION OF	101-345-912.000	75.00
01/18	01/10/2018	78573	Michigan Municipal Executives	101-172-860.000	280.00
01/18	01/10/2018	78574	MIILLER, BEN	101-774-753.030	180.00
01/18	01/10/2018	78575	mParks	101-770-912.000	315.00
01/18	01/10/2018	78576	Peninsula Fiber Network LLC	101-228-850.000	500.00
01/18	01/10/2018	78577	POLICE AND FIREMEN'S INSURANCE	701-000-230.185	353.38
01/18	01/10/2018	78578	Renkes, Tom	280-739-971.000	150.00
01/18	01/10/2018	78579	SMITH, EDWARD J	101-774-753.030	120.00
01/18	01/10/2018	78580	SOLUTIONS ELECTRIC INC.	101-228-802.000	906.22
01/18	01/10/2018	78581	Spectrum Business	592-705-850.000	34.84
01/18	01/10/2018	78581	Spectrum Business	101-172-850.000	126.34
01/18	01/10/2018	78581	Spectrum Business	101-201-850.000	67.38
01/18	01/10/2018	78581	Spectrum Business	101-208-850.000	42.11
01/18	01/10/2018	78581	Spectrum Business	101-257-850.000	42.11
01/18	01/10/2018	78581	Spectrum Business	101-215-850.000	33.69
01/18	01/10/2018	78581	Spectrum Business	582-595-850.000	84.22
01/18	01/10/2018	78581	Spectrum Business	582-597-850.000	33.69
01/18	01/10/2018	78581	Spectrum Business	592-685-850.000	50.53
01/18	01/10/2018	78581	Spectrum Business	592-705-850.000	50.53
01/18	01/10/2018	78581	Spectrum Business	101-770-850.000	144.55
01/18	01/10/2018	78581	Spectrum Business	582-597-850.000	34.84
01/18	01/10/2018	78581	Spectrum Business	101-345-850.000	92.65



GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
01/18	01/10/2018	78581	Spectrum Business	101-400-850.000	42.11
01/18	01/10/2018	78581	Spectrum Business	101-441-850.000	75.80
01/18	01/10/2018	78581	Spectrum Business	101-774-850.000	50.53
01/18	01/10/2018	78581	Spectrum Business	204-481-850.000	25.27
01/18	01/10/2018	78581	Spectrum Business	204-481-850.000	25.27
01/18	01/10/2018	78582	STAPLES ADVANTAGE	101-101-724.000	23.04
01/18	01/10/2018	78582	STAPLES ADVANTAGE	101-201-751.000	64.59
01/18	01/10/2018	78582	STAPLES ADVANTAGE	101-208-751.000	64.60
01/18	01/10/2018	78583	STATE OF MICHIGAN DEPT. OF STATE	101-345-915.000	10.00
01/18	01/10/2018	78584	SUNRISE ELECTRONICS & SECURITY	101-770-934.000	4,904.30
01/18	01/10/2018	78585	TEAMSTERS LOCAL #214	701-000-230.400	1,013.00
01/18	01/10/2018	78586	TEI LANDMARK AUDIO	271-540-749.000	1,500.00
01/18	01/10/2018	78587	Traffic & Safety Control	518-539-802.000	81.00
01/18	01/10/2018	78588	TROPHY CASE, THE	101-770-771.000	22.00
01/18	01/10/2018	78589	WESTON, CHRIS	101-774-753.030	120.00
Grand Totals:					3,611,449.48

## Report Criteria:

Check.Date = 12/14/2017-01/10/2018

Check Number	Date	Name	GL Account	Amount
78061	12/20/2017	Farah, Michelle	101087654000	125.00-
78322	12/20/2017	Bourland, Gordon	703040222217	366.27
78322	12/20/2017	Bourland, Gordon	703040228217	453.12
78322	12/20/2017	Bourland, Gordon	703040229217	294.24
78322	12/20/2017	Bourland, Gordon	703040230217	664.64
78322	12/20/2017	Bourland, Gordon	703040231217	135.10
78322	12/20/2017	Bourland, Gordon	703040237217	271.67
78323	12/20/2017	Highland View Condo Association	582595802000	18.85
78324	12/20/2017	Schwartzfisher, Jamie	101774753030	55.00
78325	12/20/2017	Suarez, Michelle	101774753150	45.00
78326	12/20/2017	Suzanne Birchfield Trust	703040236217	2,660.40
78327	12/20/2017	Willison, Nikki	101774753030	55.00
78328	12/20/2017	Wynn, Candace	703040236217	2,898.00
78329	12/20/2017	Farah, Michelle	101087654000	125.00
78331	12/27/2017	Belfy, Nicole	582040285000	26.82
78332	12/27/2017	CHINNOCK, PETER	582081643000	25.00
78333	12/27/2017	CZARNOWCZAN, LAUREN	582040285000	29.02
78334	12/27/2017	Richter, Kerri	101774753100	73.00
78486	01/03/2018	BEER, SUZANNE	582081643000	55.18
78487	01/03/2018	Energy Advantage Group	582595802000	257.50
78488	01/03/2018	FLORES, JAMES	582081643000	31.54
78489	01/03/2018	HICKS, SHELLEY	582081643000	19.97
78490	01/03/2018	JACK VAN TREESE	582081643000	20.46
78491	01/03/2018	MACNAUGHTON, MARY	701040274000	279.32
78492	01/03/2018	NOGASKI, EDMUND	582081643000	150.00
78493	01/03/2018	SCHUILING, WILLIAM E	582081643000	139.72
78494	01/03/2018	TOSKEY WINTER PARK LN	582081643000	11.67
78495	01/10/2018	BAY HARBOR COMPANY	582040285000	40.38
78496	01/10/2018	Jeffrey Serva	582081643000	200.00
78497	01/10/2018	Osborne, Liz	271540976200	30.00
78498	01/10/2018	SIMS, JEFFREY	582040285000	55.07
78499	01/10/2018	STEVENS, SARAH	582040285000	18.04
78500	01/10/2018	VEGA, MARY	582040285000	18.87
Grand Totals:				9,398.85



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**DATE PREPARED:** January 8, 2018

**AGENDA SUBJECT:** Appointment

**RECOMMENDATION:** That the City Council elect a City Councilmember as Mayor Protempore

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As required by City Charter provisions, the City Council must elect from its members a Mayor Protempore, who would serve in the absence or incapacities of the Mayor.

sb



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**PREPARED:** January 11, 2018

**AGENDA SUBJECT:** Appointment Recommendations

**RECOMMENDATION:** That the City Council consider this appointment

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The City Council will be asked to consider the following appointment (application enclosed):

- PARKS AND RECREATION COMMISSION – Appointment of Jon Terry, 1019 East Mitchell Street, for a two-year term ending January 2020.

sb  
Enclosure



# City of Petoskey

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

RECEIVED

JAN 02 2018

CITY OF PETOSKEY  
CITY MANAGER

SB

## 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	Terry			Jon			■ Date	12	30	17
	Last			First				Initial		
■ Residence Address	1019	E. Mitchell St.	Petoskey	MI	49770	■ Home Phone	231	881	6402	
	Number	Street	City	State	Zip					
■ Email Address	jonwterry@gmail.com					■ Work Phone				

Please answer the following questions using the space provided.

1. What Board or Commission interests you and why are you applying? Parks and Recreation Commission. I feel the public parks, open spaces and recreational programs are vital to a thriving Petoskey. I am committed to making Petoskey a great place to live, work and play.
2. How do you believe your appointment would benefit the City? I have never served on a board or commission for the City of Petoskey and feel I can bring new energy and perspective to Parks and Recreation. I am willing to commit the time needed to do the job well. I work well with others, but am willing to disagree when needed.
3. Describe any involvement in the community on a Board or Commission or in another volunteer capacity. I volunteer in the Petoskey Rotary STRIVE program by serving as a mentor to a high school student. I am also an adult sponsor of the high school youth group at my church (Genesis). I have been involved in a variety of service projects such as Adopt-a-Highway clean up and bell ringing for Salvation Army. I'm on the committee organizing the 2018 Tip of the M
4. How many continuous years have you lived in Petoskey? 2.5
5. Any other helpful information relevant to your application. I have attached my bio which reflects history of working with government, nonprofits and private sectors.

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

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Are you a registered voter?
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Are you currently in default of taxes or fines to the City of Petoskey?
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? _____
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> 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: \_\_\_\_\_

*Jon Terry*

Date: 12/30/17



## Au Sable Institute of Environmental Studies



### **Jon Terry**

Jon Terry serves as Director of Community Development and Alumni Relations at the Au Sable Institute of Environmental Studies. He is based out of their Great Lakes campus in northern Michigan and works to form relationships between the Institute and its donors, friends, neighbors and more than 4,000 alumni worldwide. The mission of the Au Sable Institute is to inspire and educate people to serve, protect, and restore God's earth.

Prior to joining the Au Sable Institute, Jon was president of Capitol Youth Strategies LLC in Washington, D.C. His company provided strategic consulting to nonprofit organizations. Jon worked with some of the leading human-service organizations in the country to advance government policies that ensure that young people are prepared for college and career, have access to opportunities and supports and are able to achieve success in life.

Jon began his career as a policy advisor for U.S. Congressman Fred Upton of Michigan, providing support and legislative analysis on issues related to education, positive youth development, community partnerships, delinquency prevention and family strengthening. Following his time on Capitol Hill, Jon served for six years as the Director of Federal Government Relations for the YMCA of the USA.

Jon holds a bachelor's degree from Calvin College and a graduate certificate in Nonprofit Management from George Mason University. He served on the board of the Great Lakes Center for Youth Development from 2010 through 2016. Most importantly, Jon serves as a mentor and helps lead a youth group for high school students.



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**PREPARED:** January 11, 2018

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

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

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City Council will be asked to adopt the enclosed proposed resolution that would authorize to recess to a closed session pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure.

sb  
Enclosure



## City of Petoskey

## Resolution

WHEREAS, the City Manager has requested that the City Council recess to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure, at the City Council's regular meeting of January 15, 2018:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby authorizes to recess to a closed session, to consider material exempt from disclosure.





# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**PREPARED:** January 10, 2018

**AGENDA SUBJECT:** First reading of a proposed ordinance to amend Appendix A to the Petoskey Code of Ordinances, Zoning Ordinance

**RECOMMENDATION:** That the City Council conduct a first reading

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Background At its December 18, 2017 meeting, City Council provided direction on further changes to the pending Zoning Ordinance amendment. City Council directed that regulations for assisted living, residential care and treatment facilities, and sheltered housing in the RM-2 District should have restrictions similar to boarding houses. There was also concern that the definition for assisted living facility was overly broad, so a definition for “convalescent/ nursing care facility” has been added that was previously in the Zoning Ordinance. Convalescent/ nursing care facilities would then have the same restrictions as other group living facilities.

Council further directed that these same uses should be removed from the B-2A Transitional Business and B-2B Mixed Use Corridor districts.

Enclosed is a summary use table of the four Zoning Districts.

### Summary of Ordinance Changes

#### Article II Definitions

The following definitions are either added or modified:

*Assisted Living Facility.* A special combination of housing, supportive services, personalized assistance, and health care designed to respond to the individual needs of residents who need help with activities of daily living; which may or may not include a central or private kitchen, dining, recreational, and other facilities; with separate bedrooms or living quarters; and where the emphasis of the facility remains residential.

*Boarding House.* A dwelling unit with a single kitchen facility where lodging is provided and meals may be provided to occupants for compensation either directly or indirectly for no less than a 30-day period.

*Block face.* That portion of a block or tract of land facing the same side of a single street and lying between the closest intersecting streets.

*Convalescent/Nursing Care Facility.* A structure with sleeping rooms, where persons are housed and are furnished with meals, nursing and/or medical care.

#### Article VI RM-1 Multiple Family District

The proposed changes remove “general hospitals” as a special condition use as there is now a hospital zoning district, and establish the same regulations for the assisted living facilities and convalescent/nursing care facilities at a maximum of 8 occupants per structure and a minimum distance of 400 feet between like facilities.

#### Article VII RM-2 Multiple Family District

The RM-2 District language removes “medical offices or clinics” adjacent to a general hospital as a use as there is now a hospital zoning district. Added to the special condition uses are Boarding Houses, Residential Care and Treatment Facilities, and Sheltered Housing with conditions. All uses in the RM-1 Zoning District are allowed in the RM-2 Zoning District. The special conditions include:

Boarding Houses. Located on a parcel of land not less than 7,200 square feet in area with no less than one full bathroom for up to 5 (five) occupants and an additional half-bathroom provided for each additional 2 (two) occupants or full bathroom for each additional 4(four) occupants. Occupancy shall not exceed 8 persons per structure subject further to City licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.

Residential Care and Treatment Facilities not to exceed 8 occupants per structure and a minimum distance between facilities of 400 feet.

Sheltered Housing not to exceed 8 occupants per structure and a minimum distance between facilities of 400 feet.

#### Article XXIX B-2A Transitional Business

All group living facilities, including dormitories, have been removed as uses from these districts.

#### Article XXX B-2B Mixed Use Corridor

All group living facilities, including dormitories, have been removed as uses from these districts.

#### Article XVI Schedule of Regulations

Section 1600(1)(b) The minimum front-yard setback is the average of the front-yard setbacks of any three (3) adjacent houses on the same block face, or 25 feet, whichever is less.

Section 1600(1)(c) The minimum corner front-yard setback is the average of the front-yard setbacks of any three (3) adjacent houses on the same block face, or 25 feet, whichever is less.

#### Article XVII Section 1704(6) Required Number of Parking Spaces

The category of “Residential Care and Treatment Facility” and “Sheltered Housing” will be added to the table with the requirement of 1 space per 3 beds.

The requirement for Boarding Houses is being recommended to be reduced from “1 space per rental room” to “2 spaces per dwelling” to make it consistent with single family requirements.

Action City Council is being asked to hold a first reading of the revised ordinance. The enclosed ordinance highlights the latest changes, with yellow highlights as new text and strikeouts as removed text.

at  
Enclosures

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

**AN ORDINANCE TO AMEND APPENDIX A OF THE PETOSKEY CODE OF ORDINANCES, ZONING ORDINANCE ARTICLE II, ARTICLE VI, ARTICLE VII, ARTICLE XVI, ARTICLE XVII, ARTICLE XXIX, AND ARTICLE XXX**

THE PETOSKEY CITY COUNCIL ORDAINS:

1. **Appendix A, Article II, Section 201 of the Petoskey Code of Ordinances is amended, in part, to amend the definition of Assisted Living Facility and Boarding House and to create a new definition of Block Face and Convalescent/ Nursing Care Facility. The remaining definitions remain in full force and effect. The revised and new definitions are as follows:**

*Assisted Living Facility.* A special combination of housing, supportive services, personalized assistance, and health care designed to respond to the individual needs of residents who need help with activities of daily living; which may or may not include a central or private kitchen, dining, recreational, and other facilities; with separate bedrooms or living quarters; and where the emphasis of the facility remains residential. ~~An assisted living facility shall not include a residential care and treatment facility.~~

*Block face.* That portion of a block or tract of land facing the same side of a single street and lying between the closest intersecting streets.

*Boarding House.* A dwelling unit with a single kitchen facility where lodging is provided and meals may be provided to occupants for compensation either directly or indirectly for no less than a 30-day period. ~~A Boarding House shall not include any residential structure used for the treatment of alcohol or substance abuse, mental illness, or developmental disabilities.~~

**Convalescent/Nursing Care Facility.** A structure with sleeping rooms, where persons are housed and are furnished with meals, nursing and medical care.

2. **Appendix A, Article VI of the Petoskey Code of Ordinances is hereby repealed and replaced by the following:**

Sec. 600. - Intent.

The RM-1 Multiple-Family Residential District is designed to provide sites for low-density multiple-family dwelling structures which will generally serve as zones of transition between less intensive nonresidential districts and lower density single-family development. This district will also accommodate the large planned multiple-family residential development.

Sec. 601. - Principal uses permitted.

In the RM-1 Multiple-Family Residential District, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this Ordinance:

1. All uses permitted and as regulated in the R-1 through R-3 Single-Family Residential Districts with the lot area and yards equal to at least the requirements of the immediately abutting Single-Family Residential District.
2. Multiple-family dwellings.
3. Accessory buildings and uses customarily incident to any of the above permitted uses.

Sec. 602. - Required conditions.

In the case of multiple dwelling developments, all site plans shall be submitted to the planning commission for its review and approval prior to issuance of a building permit.

Approval shall be contingent upon a finding that:

1. The site plan shows that a proper relationship exists between local streets and any proposed service roads, driveways, and parking areas to encourage pedestrian and vehicular traffic safety, and
2. All the development features including the principal building or buildings and any accessory buildings, or uses, open spaces, and any service roads, driveways and parking areas are so located and related to minimize the possibility of any adverse effects upon adjacent property, such as, but not limited to: channeling excessive traffic onto local residential streets, lack of adequate screening or buffering of parking or service areas, or building groupings and circulation routes located as to interfere with police or fire equipment access.

Sec. 603. - Principal uses permitted subject to special conditions.

The following uses shall be permitted, subject to conditions hereinafter imposed for each use, and subject further to the review and approval of the planning commission pursuant to section 1717 of the zoning ordinance:

1. Nursery schools, day nurseries, child-care centers (not including dormitories or family day-care homes), and group day-care homes (seven or more minor children), provided that for each child so cared for, there is provided and maintained a minimum of 150 square feet of outdoor play area. Such play space shall have a minimum area of at least 1,200 square feet, and shall be fenced or screened from any adjoining residential land with planting.
2. Assisted Living and Convalescent/Nursing Care Facilities not to exceed 8 occupants per structure. No such facility shall be less than 400 feet from any like facility. ~~Assisted Living Facility only as a planned development consisting of either a single multiple unit structure and/or cottage type dwellings.~~

3. Accessory buildings and uses customarily incident to any of the above-permitted uses.

Sec. 604. - Area and bulk requirements.

See article XVI Schedule of Regulations limiting the height and bulk of buildings, the minimum size of lot permitted by land use, maximum density permitted and providing minimum yard setback requirements.

**3. Appendix A, Article VII of the Petoskey Code of Ordinances is hereby repealed and replaced by the following:**

Sec. 700. - Intent.

The RM-2 Multiple-Family Residential District is designed to provide sites for intermediate density multiple-family dwelling structures primarily in close proximity to high traffic and pedestrian generators such as the downtown area. This zone is designed to provide a zone of transition between such generators and other residential zoning districts.

Sec. 701. - Principal uses permitted.

In an RM-2 Multiple-Family Residential District, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this ordinance:

1. All uses permitted and as regulated in the RM-1 Multiple-Family Residential District.
- ~~2. Boarding houses without shared driveways, when located on a parcel of land not less than 7,200 square feet in area with no less than one full bathroom for up to 5 (five) occupants and an additional half bathroom provided for each additional 2 (two) occupants or full bathroom for each additional 4(four) occupants. Occupancy shall not exceed 8 persons per structure subject further to City licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.~~
2. Accessory buildings and uses customarily incident to any of the above permitted uses.

Sec. 702. - Principal uses permitted subject to special conditions.

The following uses shall be permitted, subject to the conditions hereinafter imposed for each use, and subject further to the review and approval of the planning commission pursuant to section 1717 of the zoning ordinance:

1. Offices for executive or administrative occupations including legal, accounting, insurance, finance or similar professions in existing residential structures with the following conditions:
  - a. The property is immediately adjacent to, or directly across the street from, a business-zoned parcel (B1, B2 or B3);
  - b. The property is within one block of the parking-exempt district as defined in section 1704(11) of the zoning ordinance;
  - c. No on-site parking shall be constructed in excess of that required for residential use;
  - d. Architecture of additions or alterations shall be consistent with residential character of the neighborhood;
  - e. No interior display shall be visible from the exterior of the building;
  - f. The outdoor storage of goods or material shall be prohibited;
  - g. Exterior lighting shall be residential in character with fixtures restricted to no more than ten feet in height, 75 watts maximum with shielded or frosted fixtures and illumination levels limited to five foot-candles or less;
  - h. Customer hours shall be limited to 8:00 a.m. in the morning to 6:00 p.m. in the evening;
  - i. Trash and waste disposal shall only be curbside residential without use of on-site dumpsters; and
  - j. All provisions of the sign ordinance are met.
2. Assisted Living, Convalescent/Nursing Care, Residential Care and Treatment, and Sheltered Housing Facilities not to exceed 8 occupants per structure. No such facility shall be less than 400 feet from any like facility. ~~Sheltered Housing not to exceed 10 occupants per structure~~
3. Boarding houses ~~with shared driveways~~, when located on a parcel of land not less than 7,200 square feet in area with no less than one full bathroom for up to 5 (five) occupants and an additional half-bathroom provided for each additional 2 (two) occupants or full bathroom for each additional 4(four) occupants. Occupancy shall not exceed 8 persons per structure subject further to City licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.
4. Accessory buildings and uses customarily incident to any of the above permitted uses.

Sec. 703. - Area and bulk requirements.

See article XVI Schedule of Regulations limiting the height and bulk of buildings, the minimum size of lot permitted by land use, maximum density permitted and minimum yard setback requirements.

4. **Appendix A, Article XVI Section 1600 (1) (b) and (c) of the Petoskey Code of Ordinances is hereby repealed and replaced by the following:**

(b) The minimum front-yard setback is the average of the front-yard setbacks of any three (3) adjacent houses on the same block face, or 25 feet, whichever is less.

(c) The minimum corner front-yard setback is the average of the front-yard setbacks of any three (3) adjacent houses on the same block face, or 25 feet, whichever is less.

5. **Appendix A, Article XXIX, Table 2901.1 of the Petoskey Code of Ordinances is hereby repealed and replaced with the following.**

**TABLE 2901.1 Transitional Business District (B-2A) Permitted and Special Condition Uses**

<b>COMMERCIAL</b>	
BAKERY, CONFECTIONARY PRODUCTION	P
BANKS	P
BREWERY, MICROBREWERY, WINERY	P
DAYCARE CENTER	P
FOOD SERVICE WITH OR WITHOUT ALCOHOL SERVICE	P
GENERAL RETAIL	P
HEALTH/FITNESS FACILITY	P
OPEN-AIR BUSINESS	SCU
PERSONAL SERVICE	P
PROFESSIONAL OR MEDICAL OFFICE	P
PUBLIC ASSEMBLY	P
STUDIO- ART, DANCE, MUSIC, PHOTOGRAPHY, ETC.	P
<b>CIVIC</b>	
EDUCATION – PRIMARY, SECONDARY, COLLEGE	SCU
GOVERNMENT OFFICES	SCU
LIBRARY, PUBLIC PARK	P
MUSEUM	P
<b>RESIDENTIAL</b>	
ASSISTED LIVING	P
BOARDING HOUSE	P (L)/SCU (L)
DORMITORY	P
MULTIFAMILY HOUSING	P
SHELTERED HOUSING	SCU
SINGLE FAMILY RESIDENCE	P
TWO FAMILY RESIDENCE	P
<b>LODGING</b>	
BED AND BREAKFAST	P (L)
HOTEL	P (L)

*P= Permitted*

*P (L) = Permitted subject to licensing provisions*

*SCU = Special Condition Use*

6. ~~Appendix A, Article XXIX, Section 2901 is amended to add the following:~~  
~~2901.3 Boarding houses without shared driveways are permitted uses when located on a parcel of land not less than 7,200 square feet in area with no less than one full bathroom for up to 5 (five) occupants and an additional half bathroom provided for each additional 2 (two) occupants or full bathroom for each additional 4 (four) occupants. Occupancy shall not exceed 8 persons per structure subject further to City licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.~~

7. ~~Appendix A, Article XXIX, Section 2902 is amended to add the following~~

~~2902(2) Boarding houses with shared driveways are special condition uses when located on a parcel of land not less than 7,200 square feet in area with no less than one full bathroom for up to 5 (five) occupants and an additional half bathroom provided for each additional 2 (two) occupants or full bathroom for each additional 4 (four) occupants. Occupancy shall not exceed 8 persons per structure subject further to City licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.~~

~~2902(3) Sheltered Housing not to exceed 10 occupants per structure.~~

6. Appendix A, Article XXX, Table 3001.1 is hereby repealed and replaced with:

**TABLE 3001.1 Mixed Use Corridor (B-2B) Permitted and Special Condition Uses**

<b>COMMERCIAL</b>	
BAKERY, CONFECTIONARY PRODUCTION	P
BANKS	P
BREW PUB, MICROBREWERY, WINERY	P
DAYCARE CENTER	P
DRIVE-THROUGH FACILITIES	SCU
FOOD SERVICE WITH OR WITHOUT ALCOHOL SERVICE	P
GENERAL RETAIL	P
HEALTH/FITNESS FACILITY	P
OPEN-AIR BUSINESS	P
PERSONAL SERVICE	P
PROFESSIONAL OR MEDICAL OFFICE	P
PUBLIC ASSEMBLY	P
STUDIO- ART, DANCE, MUSIC, PHOTOGRAPHY, ETC.	P
WAREHOUSE AND WHOLESALE ESTABLISHMENTS	SCU
<b>CIVIC</b>	
EDUCATION – PRIMARY, SECONDARY, COLLEGE	SCU
MUSEUM	P
LIBRARY, PUBLIC PARK	P
POST OFFICE OR OTHER GOVERNMENT OFFICES	P



<b>RESIDENTIAL</b>	
<del>ASSISTED LIVING</del>	<del>P</del>
<del>BOARDING HOUSE</del>	<del>P (L)/SCU (L)</del>
<del>DORMITORY</del>	<del>P</del>
MULTIFAMILY HOUSING	P
<del>SHELTERED HOUSING</del>	<del>SCU</del>
SINGLE FAMILY RESIDENCE	P
TWO FAMILY RESIDENCE	P
<b>LODGING</b>	
BED AND BREAKFAST	P (L)
HOTEL	P (L)

*P= Permitted*

*P (L) = Permitted subject to licensing provisions*

*SCU = Special Condition Use*

**9. ~~Appendix A, Article XXX Section 3001 is hereby amended to include:~~**

~~**3001.3** Boarding houses without shared driveways are permitted uses when located on a parcel of land not less than 7,200 square feet in area with no less than one full bathroom for up to 5 (five) occupants and an additional half-bathroom provided for each additional 2 (two) occupants or full bathroom for each additional 4(four) occupants. Occupancy shall not exceed 8 persons per structure subject further to City licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.~~

**10. ~~Appendix A, Article XXX Section 3002 is hereby amended to include:~~**

~~**3002(3)** Boarding houses with shared driveways are special condition uses when located on a parcel of land not less than 7,200 square feet in area with no less than one full bathroom for up to 5 (five) occupants and an additional half-bathroom provided for each additional 2 (two) occupants or full bathroom for each additional 4(four) occupants. Occupancy shall not exceed 8 persons per structure subject further to City licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.~~

~~**3002(4)** Sheltered Housing not to exceed 10 occupants per structure.~~

**7. Appendix A, Article XVII, Section 1704 (6) is amended to include the following changes:**

The use categories of “Residential Care and Treatment Facility” and “Sheltered Housing” use with a parking requirement of 1 space per 3 beds.

The parking space requirement for Boarding Houses is 2 spaces per dwelling.

**8. Appendix A, Article III, Section 300 is amended to include H Hospital District**

**9. Conflicting Standards.**

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

**10. Repeal; Savings Clause.**

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

**11. Severability.**

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

**12. Effect.**

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

Adopted, enacted and ordained by the City of Petoskey City Council this \_\_\_\_\_ day of \_\_\_\_\_ **2018.**

\_\_\_\_\_  
John Murphy  
Its Mayor

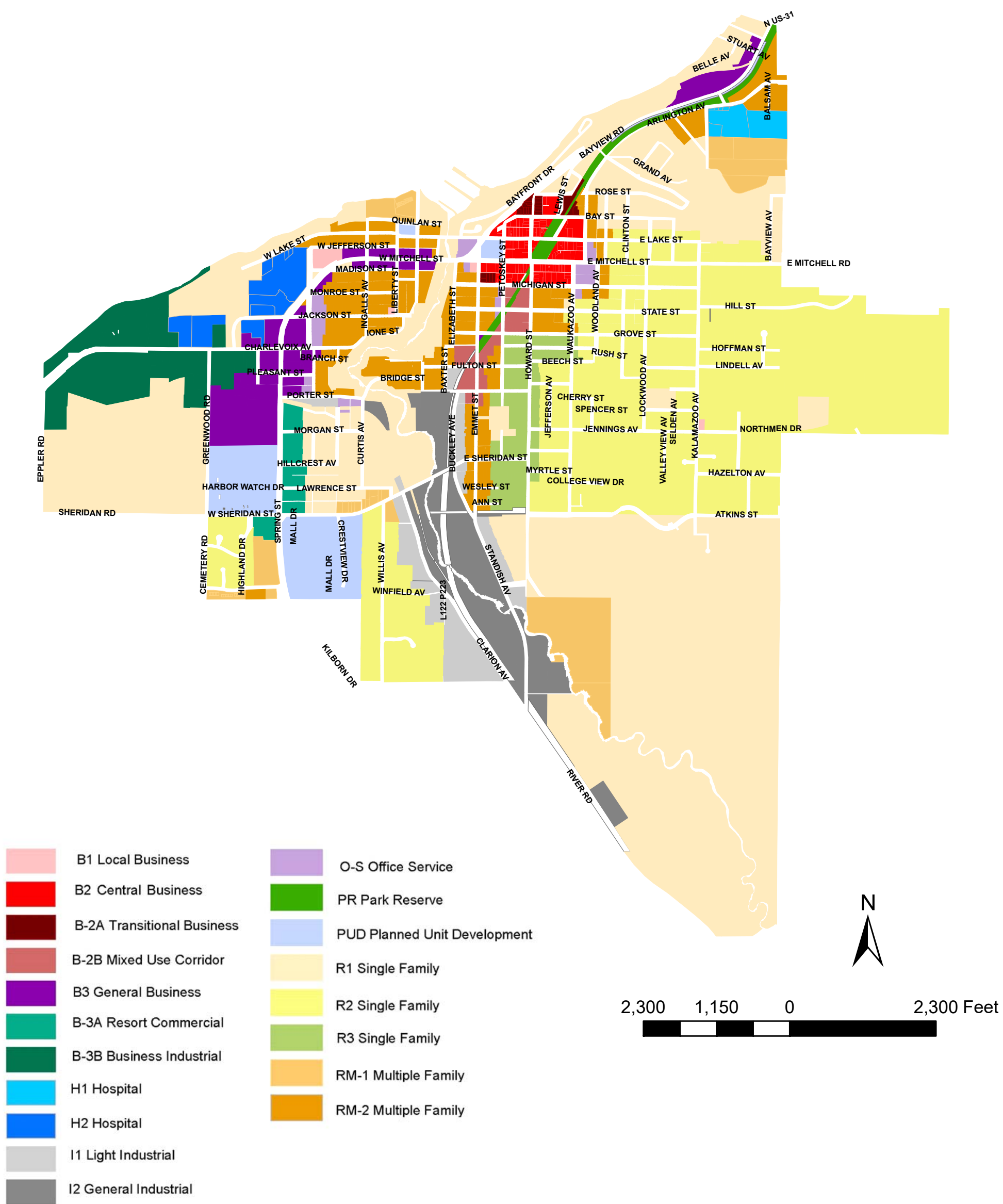
\_\_\_\_\_  
Alan Terry  
Its Clerk

	<b>RM-1 Multiple Family</b>	<b>RM-2 Multiple Family</b>	<b>B-2A Transitional Business</b>	<b>B-2B Mixed Use Corridor</b>
<b>CIVIC</b>				
CEMETERIES	SCU	SCU	-	-
EDUCATION – PRIMARY	P	P	SCU	SCU
EDUCATION – SECONDARY, COLLEGE	SCU	SCU	SCU	SCU
GOVERNMENT OFFICES	-	-	SCU	P
LIBRARY, PUBLIC PARK	P	P	P	P
MUSEUM	-	-	P	P
POST OFFICE	-	-	-	P
PUBLICLY OWNED MARINAS AND RECREATION FACILITIES	P	P	-	-
<b>RESIDENTIAL</b>				
MULTIFAMILY HOUSING	P	P	P	P
SINGLE FAMILY RESIDENCE	P	P	P	P
TWO FAMILY RESIDENCE	SCU	SCU	P	P
ASSISTED LIVING	SCU	SCU	-	-
BOARDING HOUSES	-	SCU (L)	-	-
CONVALESCENT/ NURSING FACILITY	SCU	SCU	-	-
RESIDENTIAL CARE AND TREATMENT FACILITIES	-	SCU	-	-
SHELTERED HOUSING	-	SCU	-	-
<b>COMMERCIAL</b>				
BAKERY, CONFECTIONARY PRODUCTION	-	-	P	P
BANKS	-	-	P	P
BREWERY, MICROBREWERY, WINERY	-	-	P	P
DAYCARE CENTER	SCU	SCU	P	P
FOOD SERVICE WITH OR WITHOUT ALCOHOL SERVICE	-	-	P	P
GENERAL RETAIL	-	-	P	P
HEALTH/FITNESS FACILITY	SCU	SCU	P	P
OPEN-AIR BUSINESS	-	-	SCU	P
PERSONAL SERVICE	-	-	P	P
PROFESSIONAL OR MEDICAL OFFICE	-	SCU	P	P
PUBLIC ASSEMBLY	SCU	SCU	P	P
STUDIO- ART, DANCE, MUSIC, PHOTOGRAPHY, ETC.	-	-	P	P
WAREHOUSE AND WHOLESALE ESTABLISHMENTS	-	-	NA	SCU
<b>LODGING</b>				
BED AND BREAKFAST	P (L)	P(L)	P (L)	P(L)
HOTEL	-	-	P (L)	P(L)

P= Permitted Use/ P (L) Permitted Use License Required

SCU=Special Condition Use/ SCU (L) Special Condition Use License Required

# CITY OF PETOSKEY ZONING





**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**PREPARED:** January 10, 2018

**AGENDA SUBJECT:** Agreement Approval for Magnus Park Campground Reservation System

**RECOMMENDATION:** That City Council approve the City Manager to execute agreement with MySites for on-line reservation system for Magnus Park Campground

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Background Magnus Park Campground is a very popular and unique destination for visitors who want to experience the City of Petoskey and surrounding areas from May through October. Currently, guests who wish to stay at Magnus Park have to go through the reservation process via the mail, which is extremely inefficient and results in an excessive amount of staff time to process the reservations.

Converting the current reservation system to an on-line process will free staff time while still providing the same quality result and exceptional customer service. Visitors will have the convenience of reserving their site on their mobile device, a computer, calling or stopping into City Hall. All staff will be trained to take a reservation over the phone and in person.

The cost of the reservation system will be incorporated in the current \$8 convenience fee. Visitors who reserve a site will pay the City upon completion of reservation process. The City will then transfer \$3 per reservation via direct deposit to MySites daily. There is no annual or monthly fee, nor long-term contract. MySites is an on-line platform that will not require any additional hardware for the City to purchase. The City will be able to use the point of sale system currently used at the Winter Sports Park. The point of sale system will be moved to Magnus Park and configured to accommodate taking reservations at the campground.

The City has a long-standing relationship with the parent company, Southeast Publishing Incorporated, as they have created site maps for the campground and marina for many years. The relationship has been positive and the communication through this process has been very transparent. City staff went through an extensive demonstration from the vendor once it was decided to pursue the product and were very pleased with the ease of the process and information provided. Not only will this tool improve the visitors experience with the reservation process, it will provide important data to staff to evaluate where improvements can be made at the campground.

Recommendation City staff, upon review, recommends to City Council to allow the City Manager to execute the agreement with MySites to provide an on-line reservation system for Magnus Park Campground.



## MY Sites Reservation System Agreement

**Date: 12.18.2017**

### Parties

1. *SEPI Marketing Corp. DBA MySites of 7676 B Peters Road a company incorporated in Broward County, Florida (Document number: P13000056760) having its registered office at 7676 B Peters Road, Plantation, FL 33324; (the "Provider") and;*
2. *City of Petoskey Magnus Park of 101 E Lake Street, Petoskey, MI 49770 a company incorporated in Petoskey, MI (the "Customer").*

### Agreement

#### 1. Definitions

- 1.1 Except to the extent expressly provided otherwise, in this Agreement:

**"Account"** means an account enabling a person to access and use the MY Sites Reservation Platform;

**"Agreement"** means this agreement including any Schedules, and any amendments to this Agreement from time to time;

**"Billing Provider"** – Any payment gateway chosen by the customer to collect their reservation fees from guests.

**"Business Day"** means any weekday other than a bank or public holiday.

**"Business Hours"** means the hours of 9:00am to 5:00pm EST on a Business Day;

**"Charges"** means the following amounts:

- (a) the amounts specified in Part 2 of Schedule 1 MY Sites Reservation Management Platform;
- (b) Such amounts as may be agreed in writing by the parties from time to time; and

**"Customer Confidential Information"** means:

- (a) Any information disclosed by or on behalf of the Customer to the Provider during the Term OR at any time before the termination of this Agreement whether disclosed in writing, orally or otherwise that at the time of disclosure:
  - (i) was marked or described as "confidential"; or



- (ii) should have been reasonably understood by the Provider to be confidential; and

(b) The Customer Data;

**"Customer Data"** means all data, works and materials: uploaded to or stored on the Platform by the Customer; transmitted by the Platform at the instigation of the Customer; supplied by the Customer to the Provider for uploading to, transmission by or storage on the Platform; or generated by the Platform because of the use of the MYSites Reservation Management Platform by the Customer;

**"Documentation"** means the documentation for the MYSites Reservation Management Platform produced by the Provider and delivered or made available by the Provider to the Customer;

**"Effective Date"** means the date of execution of this Agreement;

**"Force Majeure Event"** means an event, or a series of related events, that is outside the reasonable control of the party affected including failures of the internet or any public telecommunications network, hacker attacks, denial of service attacks, virus or other malicious software attacks or infections, power failures, industrial disputes affecting any third party, changes to the law, disasters, explosions, fires, floods, riots, terrorist attacks and wars;

**"Guest"** means a user of Magnus Park

**"Intellectual Property Rights"** means all intellectual property rights wherever in the world, whether registrable or un-registrable, registered or unregistered, including any application or right of application for such rights and these "intellectual property rights" include copyright and related rights, database rights, confidential information, trade secrets, know-how, business names, trade names, trademarks, service marks, passing off rights, unfair competition rights, patents, petty patents, utility models, semi-conductor topography rights and rights in designs;

**"Maintenance Platform"** means the general maintenance of the Platform and Reservation Management Platform, and the application of Updates and Upgrades;

**"Mobile App"** means the mobile application known as *MobileRVing 2.0* that is made available by the Provider through the *Google Play Store* and the *Apple App Store*;

**"MySites"** means the reservation management platform

**"Permitted Purpose"** means reservations management through the My Sites Reservation System;



**"Personal Data"** has the meaning given to it in the Data Protection Act 1998;

**"Platform"** means the platform managed by the Provider and used by the Provider to provide the Reservation Management Platform including the application and database software for the Reservation Management Platform, and server software used to provide the Reservation Management Platform, and the computer hardware on which that application, database, and server software is installed;

**"Schedule"** means any schedule attached to the main body of this Agreement;

**"Reservation Management Platform"** means *the MY Sites Reservation System as specified [Reservation Management Platform Specification]*, which will be made available by the Provider to the Customer as a service via the internet in accordance with this Agreement;

**"Reservation Management Platform Defect"** means a defect, error or bug in the Platform having an adverse effect OR a material adverse effect on the appearance, operation, functionality or performance of the Reservation Management Platform, but excluding any defect, error or bug caused by or arising because of:

- (a) Any act or omission of the Customer or any person authorized by the Customer to use the Platform or Reservation Management Platform;
- (b) Any use of the Platform or Reservation Management Platform contrary to the Documentation, whether by the Customer or by any person authorized by the Customer;
- (c) A failure of the Customer to perform or observe any of its obligations in this Agreement; and/or
- (d) An incompatibility between the Reservation Management Platform and any other services, network, application, program, hardware or software not specified as compatible in the Reservation Management Platform Specification;

**"Support Platform"** means support in relation to the use of, and the identification and resolution of errors in, the MySites Reservation System, but shall not include the provision of training Platform;

**"Supported Web Browser"** means the current release from time to time of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome or Apple Safari, or any other web browser that the Provider agrees in writing shall be supported;

**"Term"** means the term of this Agreement, commencing in accordance with Clause 3.1 and ending in accordance with Clause 3.2;





**"Update"** means a hotfix, patch or minor version update to any Platform software; and

**"Upgrade"** means a major version upgrade of any Platform software.

**"Users"** – means employees or other stakeholders given access to the reservations management platform by the customer directly.

## **2. Credit**

2.1 This document was created by SEPI Marketing Incorporated

## **3. Term**

3.1 This Agreement shall come into force upon the Effective Date.

3.2 This Agreement shall continue in force indefinitely OR will be subject to termination in accordance with Clause 18.

## **4. Reservation Management Platform**

4.1 The Provider shall ensure that the Platform will, on the Effective Date, automatically generate an Account for the Customer and provide to the Customer login details for that Account.

4.2 The Provider hereby grants to the Customer a non-exclusive license to use the Reservation Management Platform by means of a Supported Web Browser for the internal business purposes of the Customer in accordance with the Documentation during the Term.

4.3 The license granted by the Provider to the Customer under Clause 4.2 is subject to the following limitations:

- (a) Reservation Management Platform may only be used by the officers, employees, agents and subcontractors of the Customer;
- (b) Reservation Management Platform may only be used by the named users identified in Schedule 1 Reservation Management Platform providing that the Customer may change, add or remove a designated named user in accordance with the procedure set out therein; and
- (c) The Reservation Management Platform must not be used at any point in time by more than the number of concurrent users specified in Schedule 1 Reservation Management Platform, if the Customer may add or remove concurrent user licenses in accordance with the procedure set out therein.

4.4 Except to the extent expressly permitted in this Agreement or required by law on a non-excludable basis, the license granted by the Provider to the Customer under Clause 4.2 is subject to the following prohibitions:



- (a) The Customer must not sub-license its right to access and use the Reservation Management Platform;
  - (b) The Customer must not permit any unauthorized person to access or use the Reservation Management Platform;
  - (c) The Customer must not use the Reservation Management Platform to provide Platform to third parties;
  - (d) The Customer must not republish or redistribute any content or material from the Reservation Management Platform; and
  - (e) The Customer must not make any alteration to the Platform except as permitted by the Documentation.
- 4.5 The Customer shall use reasonable endeavors, including reasonable security measures relating to administrator Account access details, to ensure that no unauthorized person may gain access to the Reservation Management Service Platform using an administrator Account.
- 4.6 The Provider shall use all reasonable endeavors to maintain the availability of the Reservation Management Platform to the Customer at the gateway between the public internet and the network of the hosting Platform provider for the Reservation Management Platform, but does not guarantee 100% availability.
- 4.7 For the avoidance of doubt, downtime caused directly or indirectly by any of the following shall not be considered a breach of this Agreement:
- (a) a Force Majeure Event;
  - (b) a fault or failure of the internet or any public telecommunications network;
  - (c) a fault or failure of the Customer's computer s or networks;
  - (d) any breach by the Customer of this Agreement; or
  - (e) scheduled maintenance carried out in accordance with this Agreement.
- 4.8 The Customer must comply with Schedule 2 Acceptable Use Policy, and must ensure that all persons using the Reservation Management Platform with the authority of the Customer or by means of an administrator account comply with Schedule 2 (Acceptable Use Policy).
- 4.9 The Customer must not use the Reservation Management Platform in any way that causes, or may cause, damage to the Reservation Management Platform or Service or impairment of the availability or accessibility of the Reservation Management Platform.



- 4.10 The Customer must not use the Reservation Management Platform:
- (a) in any way that is unlawful, illegal, fraudulent or harmful; or
  - (b) in connection with any unlawful, illegal, fraudulent or harmful purpose or activity.
- 4.11 For the avoidance of doubt, the Customer has no right to access the software code (including object code, intermediate code and source code) of the Platform, either during or after the Term.
- 4.12 The Provider may suspend the provision of the Reservation Management Platform if any amount due to be paid by the Customer to the Provider under this Agreement is overdue, and the Provider has given to the Customer at least 30 days' written notice, following the amount becoming overdue, of its intention to suspend the Reservation Management Platform on this basis.

## **5. Maintenance Services**

- 5.1 The Provider shall provide the Maintenance Services to the Customer during the Term.
- 5.2 The Provider shall where practicable give to the Customer at least 5 Business Days' prior written notice of scheduled Maintenance services that are likely to affect the availability of the Reservation Management Platform or are likely to have a material negative impact upon the Reservation Management Platform, without prejudice to the Provider's other notice obligations under this main body of this Agreement.
- 5.3 The Provider shall give to the Customer at least 5 Business Days' prior written notice of the application of an Upgrade to the Platform.
- 5.4 The Provider shall give to the Customer written notice of the application of any security Update to the Platform and at least 5 Business Days prior written notice of the application of any non-security Update to the Platform.
- 5.5 The Provider shall provide the Maintenance services with reasonable skill and care.
- 5.6 The Provider may suspend the provision of the Maintenance Services if any amount due to be paid by the Customer to the Provider under this Agreement is overdue, and the Provider has given to the Customer at least 30 days' written notice, following the amount becoming overdue, of its intention to suspend the Maintenance Services on this basis.

## **6. Support Services**

- 6.1 The Provider shall provide the Support Services to the Customer during the Term. Services to include, training, custom programming support for the customer and other technical support as needed



- 6.2 The Provider shall make available to the Customer a helpdesk in accordance with the provisions of this main body of this Agreement.
- 6.3 The Provider shall provide the Support Service with reasonable skill and care; properly explaining all aspects of the system to the customer's satisfaction.
- 6.4 The Customer may use the helpdesk for the purposes of requesting and, where applicable, receiving the Support Services; and the Customer must not use the helpdesk for any other purpose.
- 6.5 The Provider shall respond promptly to all requests through Support Services that are made by the Customer through the helpdesk. Leaving no longer than a 24 hour lapse in communication.
- 6.6 The Provider may suspend the provision of the Support Platform if any amount due to be paid by the Customer to the Provider under this Agreement is overdue, and the Provider has given to the Customer at least 30 days' written notice, following the amount becoming overdue, of its intention to suspend the Support Platform on this basis.

## **7. Customer Data**

- 7.1 The Customer hereby grants to the Provider a non-exclusive license to copy, reproduce, store, distribute, publish, export, adapt, edit and translate the Customer Data to the extent reasonably required for the performance of the Provider's obligations and the exercise of the Provider's rights under this
- 7.2 The Customer warrants to the Provider that the Customer Data will not infringe the Intellectual Property Rights or other legal rights of any person and will not breach the provisions of any law, statute or regulation, in any jurisdiction and under any applicable law.
- 7.3 The Provider shall create a back-up copy of the Customer Data at least weekly, shall ensure that each such copy is sufficient to enable the Provider to restore the Reservation Management Platform to the state they were in at the time the back-up was taken, and shall retain and securely store each such copy for a minimum period of 30 day.
- 7.4 Within the period of 1 Business Day following receipt of a written request from the Customer, the Provider shall use all reasonable endeavors to restore to the Platform the Customer Data stored in any back-up copy created and stored by the Provider in accordance with Clause 7. The Customer acknowledges that this process will overwrite the Customer Data stored on the Platform prior to the restoration.

## **8. Mobile App**

- 8.1 The parties acknowledge and agree that the use of the Mobile App, the parties' respective rights and obligations in relation to the Mobile App and any



liabilities of either party arising out of the use of the Mobile App shall be subject to separate terms and conditions, and accordingly this Agreement shall not govern any such use, rights, obligations or liabilities.

## **9. No assignment of Intellectual Property Rights**

- 9.1 Nothing in this Agreement shall operate to assign or transfer any Intellectual Property Rights from the Provider to the Customer, or from the Customer to the Provider.

## **10. Charges**

- 10.1 The Customer is free to select a Billing Provider of their choice to process Guest accommodation payments and convenience fee payments that are charged by the Provider.
- 10.2 Convenience Fees are paid by the Guest and collected by the Customer through the Customer's Billing Provider.
- 10.3 Guest Reservations taken online, over the phone or in person will be subject to a \$3.00 (USD) Convenience Fee charged by the Provider to the Guest. The Convenience Fee is a one-time fee the Guest will pay after their initial balance has been satisfied.
- 10.4 The Customer will be responsible for collection of the Provider's Convenience fee that will be clearly marked within the Guest's bill.
- 10.5 The Convenience Fee is a fee charged by the Provider and has no association with any fees that are charged to the Customer by the Customer's Billing Provider.
- 10.6 The Provider will not charge the Customer for reservations that end as a cancellation or refund.
- 10.7 The Provider may elect to vary any element of the Charges by giving to the Customer not less than 30 days written notice of the variation expiring on any anniversary of the date of execution of this Agreement.

## **11. Payments**

- 11.1 Convenience Fee Payments will be paid for by the Guest in addition to the balance that is owed to the Customer.
- 11.2 Convenience Fee Payments will be collected by the Customer as Guests close their balances which will include the Provider's Convenience fee.
- 11.3 Convenience Fee Payments from charges calculated by the Provider have no association with payments that are owed to the Customer's Billing Provider.



- 11.4 Collected Convenience Fee payments from the Customer to the Provider will be calculated and auto-debited daily through the MySites Reservations System which will utilize the preferred payment method of the Customer.
- 11.5 The Customer will have access to daily debit amounts through the Billing Dashboard of MySites for real time auditing purposes.
- 11.6 If the Customer does not pay any amount properly due to the Provider under this Agreement, the Provider may:
  - (a) Charge the Customer interest on the overdue amount at the rate of 8% per annum. Interest will accrue daily until the date of actual payment and be compounded at the end of each named calendar month; or

## **12. Provider's confidentiality obligations**

### **12.1 The Provider must:**

- (a) Keep the Customer Confidential Information strictly confidential;
- (b) Not disclose the Customer Confidential Information to any person without the Customer's prior written consent and then only under conditions of confidentiality;
- (c) Use the same degree of care to protect the confidentiality of the Customer Confidential Information as the Provider uses to protect the Provider's own confidential information of a similar nature, being at least a reasonable degree of care;
- (d) Act in good faith always in relation to the Customer Confidential Information; and
- (e) Not use any of the Customer Confidential Information for any purpose other than the Permitted Purpose.

12.2 Notwithstanding Clause 12.1, the Provider may disclose the Customer Confidential Information to the Provider's officers, employees, professional advisers, insurers, agents and subcontractors who have a need to access the Customer Confidential Information for the performance of their work with respect to the Permitted Purpose and who are bound by a written agreement or professional obligation to protect the confidentiality of the Customer Confidential Information.

### **12.3 This Clause 12 imposes no obligations upon the Provider with respect to Customer Confidential Information that:**

- (a) is known to the Provider before disclosure under this Agreement and is not subject to any other obligation of confidentiality;



- (b) is or becomes publicly known through no act or default of the Provider;  
or
- (c) Has been obtained by the Provider from a third party in circumstances where the Provider has no reason to believe that there has been a breach of an obligation of confidentiality.

12.4 The restrictions in this Clause 12 do not apply to the extent that any Customer Confidential Information is required to be disclosed by any law or regulation, by any judicial or governmental order or request, or pursuant to disclosure requirements relating to the listing of the stock of the Provider on any recognized stock exchange.

12.5 The provisions of this Clause 12 shall continue in force indefinitely following the termination of this Agreement OR for a period of 5 years following the termination of this Agreement, at the end of which period they will cease to have effect.

### **13. Data protection**

13.1 The Customer warrants to the Provider that it has the legal right to disclose all Personal Data that it does in fact disclose to the Provider under or about this Agreement, and that the processing of that Personal Data by the Provider for the Permitted Purpose in accordance with this Agreement will not breach any applicable data protection or data privacy laws.

13.2 To the extent that the Provider Processes Personal Data disclosed by the Customer, the Provider warrants that:

- (a) it will act only on instructions from the Customer in relation to the processing of that Personal Data;
- (b) it has in place appropriate security measures (both technical and organizational) against unlawful or unauthorized processing of that Personal Data and against loss or corruption of that Personal Data

### **14. Warranties**

14.1 The Provider warrants to the Customer that:

- (a) The Provider has the legal right and authority to enter into this Agreement and to perform its obligations under this Agreement;
- (b) The Provider will comply with all applicable legal and regulatory requirements applying to the exercise of the Provider's rights and the fulfilment of the Provider's obligations under this Agreement; and
- (c) The Provider has access to all necessary know-how, expertise and experience to perform its obligations under this Agreement.





14.2 The Provider warrants to the Customer that:

- (a) The Reservation Management Platform will conform in all respects with the Reservation Management Platform Specification;
- (b) The Reservation Management Platform will be free from defects;
- (c) The application of Updates and Upgrades to the Platform by the Provider will not introduce any Reservation Management Platform Defects into the system;
- (d) The Platform will be free from viruses, worms, Trojan horses, ransomware, spyware, adware and other malicious software programs; and
- (e) The Platform will incorporate security features reflecting the requirements of good industry practice.

14.3 The Provider warrants to the Customer that the Reservation Management Platform, when used by the Customer in accordance with this Agreement, will not breach any laws, statutes or regulations applicable under law.

14.4 The Provider warrants to the Customer that the Reservation Management Platform, when used by the Customer in accordance with this Agreement, will not infringe the Intellectual Property Rights of any person in any jurisdiction and under any applicable law.

14.5 If the Provider reasonably determines, or any third party alleges, that the use of the Reservation Management Platform by the Customer in accordance with this Agreement infringes any person's Intellectual Property Rights, the Provider may at its own cost and expense:

- (a) modify the Reservation Management Platform in such a way that they no longer infringe the relevant Intellectual Property Rights; or
- (b) procure for the Customer the right to use the Reservation Management Platform in accordance with this Agreement.

14.6 The Customer warrants to the Provider that it has the legal right and authority to enter into this Agreement and to perform its obligations under this Agreement.

14.7 All of the parties' warranties and representations in respect of the subject matter of this Agreement are expressly set out in this Agreement. To the maximum extent permitted by applicable law, no other warranties or representations concerning the subject matter of this Agreement will be implied into this Agreement or any related contract.

## **15. Acknowledgements and warranty limitations**





- 15.1 The Customer acknowledges that complex software is never wholly free from defects, errors and bugs; and subject to the other provisions of this Agreement, the Provider gives no warranty or representation that the Reservation Management Platform will be wholly free from defects, errors and bugs.
- 15.2 The Customer acknowledges that complex software is never entirely free from security vulnerabilities; and subject to the other provisions of this Agreement, the Provider gives no warranty or representation that the Reservation Management Platform will be entirely secure.
- 15.3 The Customer acknowledges that the Reservation Management Platform is designed to be compatible only with that software and those specified as compatible in the Reservation Management Platform Specification; and the Provider does not warrant or represent that the Reservation Management Platform will be compatible with any other software.
- 15.4 The Customer acknowledges that the Provider will not provide any legal, financial, accountancy or taxation advice under this Agreement or in relation to the Reservation Management Platform; and, except to the extent expressly provided otherwise in this Agreement, the Provider does not warrant or represent that the Reservation Management Platform or the use of the Reservation Management Platform by the Customer will not give rise to any legal liability on the part of the Customer or any other person.

## **16. Limitations and exclusions of liability**

- 16.1 The limitations and exclusions of liability set out in this Clause 16 and elsewhere in this Agreement:
  - (a) are subject to Clause 16.1; and
  - (b) govern all liabilities arising under this Agreement or relating to the subject matter of this Agreement, including liabilities arising in contract, in tort (including negligence) and for breach of statutory duty, except to the extent expressly provided otherwise in this Agreement.
- 16.2 Neither party shall be liable to the other party in respect of any losses arising out of a Force Majeure Event.
- 16.3 The Provider shall not be liable to the Customer in respect of any loss of profits or anticipated savings.
- 16.4 The Provider shall not be liable to the Customer in respect of any loss of revenue or income.
- 16.5 The Provider shall not be liable to the Customer in respect of any loss of use or production.



- 16.6 The Provider shall not be liable to the Customer in respect of any loss of business, contracts or opportunities.
- 16.7 The Provider shall not be liable to the Customer in respect of any loss or corruption of any data, database or software providing that this Clause 16.8 shall not protect the Provider unless the Provider has fully complied with its obligations under Clause 7.3 and Clause 7.4.
- 16.8 The Provider shall not be liable to the Customer in respect of any special, indirect or consequential loss or damage.
- 16.9 The liability of the Customer to the Provider under this Agreement in respect of any event or series of related events shall not exceed the greater of:
- (a) \$5,000.00 and
  - (b) The total amount paid and payable by the Customer to the Provider under this Agreement in the 12-month period preceding the commencement of the event or events.

## **17. Force Majeure Event**

- 17.1 If a Force Majeure Event gives rise to a failure or delay in either party performing any obligation under this Agreement, that obligation will be suspended for the duration of the Force Majeure Event.
- 17.2 A party that becomes aware of a Force Majeure Event which gives rise to, or which is likely to give rise to, any failure or delay in that party performing any obligation under this Agreement, must:
- (a) promptly notify the other; and
  - (b) inform the other of the period for which it is estimated that such failure or delay will continue.
- 17.3 A party whose performance of its obligations under this Agreement is affected by a Force Majeure Event must take reasonable steps to mitigate the effects of the Force Majeure Event.

## **18. Termination**

- 18.1 Either party may terminate this Agreement by giving to the other party at least 30 days' written notice of termination.
- 18.2 Either party may terminate this Agreement immediately by giving written notice of termination to the other party if the other party commits a material breach of this Agreement.
- 18.3 Either party may terminate this Agreement immediately by giving written notice of termination to the other party if:



- (a) the other party:
  - (i) is dissolved;
  - (ii) ceases to conduct all or substantially all of its business;
  - (iii) is or becomes unable to pay its debts as they fall due;
  - (iv) is or becomes insolvent or is declared insolvent; or
  - (v) convenes a meeting or makes or proposes to make any arrangement or composition with its creditors;
- (b) an administrator, administrative receiver, liquidator, receiver, trustee, manager or similar is appointed over any of the assets of the other party;
- (c) an order is made for the winding up of the other party, or the other party passes a resolution for its winding up; or
- (d) if that other party is an individual:
  - (i) that other party dies;
  - (ii) as a result of illness or incapacity, that other party becomes incapable of managing his or her own affairs; or
  - (iii) that other party is the subject of a bankruptcy petition or order.

## **19. Effects of termination**

- 19.1 Upon the termination of this Agreement, all the provisions of this Agreement shall cease to have effect, save that the following provisions of this Agreement shall survive and continue to have effect (in accordance with their express terms or otherwise indefinitely): [Clauses 1, 4.11, 8, 11.2, 11.4, 12, 16, 19, 22 and 23].
- 19.2 Except to the extent that this Agreement expressly provides otherwise, the termination of this Agreement shall not affect the accrued rights of either party.
- 19.3 Within 30 days following the termination of this Agreement for any reason:
  - (a) the Customer must pay to the Provider any Charges in respect of Platform provided to the Customer before the termination of this Agreement; and without prejudice to the parties' other legal rights.

## **20. Notices**

- 20.1 Any notice from one party to the other party under this Agreement must be given by one of the following methods using the relevant contact details set



out in Clause 20.2 and Part 3 of Schedule 1 (Reservation Management Platform particulars):

- (a) Delivered personally or sent by courier, in which case the notice shall be deemed to be received upon delivery; or
- (b) Sent by recorded signed-for post, in which case the notice shall be deemed to be received 2 Business Days following posting,

providing that, if the stated time of deemed receipt is not within Business Hours, then the time of deemed receipt shall be when Business Hours next begin after the stated time.

20.2 The Provider's contact details for notices under this Clause 20 are as follows:

*SEPI Marketing Inc.*  
*Attn: Brian McGuinn*  
*7676-B Peters Road*  
*Plantation, FL 33324*  
*Or Email*  
[brian@sepub.com](mailto:brian@sepub.com)

20.3 The addressee and contact details set out in Clause 20.2 and Part 3 of Schedule 1 (Reservation Management Platform) may be updated from time to time by a party giving written notice of the update to the other party in accordance with this Clause 20.

## **21. Subcontracting**

- 21.1 The Provider must not subcontract any of its obligations under this Agreement without the prior written consent of the Customer.
- 21.2 The Provider shall remain responsible to the Customer for the performance of any subcontracted obligations.
- 21.3 Notwithstanding any other provision of this Agreement, the Customer acknowledges and agrees that the Provider may subcontract to any reputable third party hosting business the hosting of the Platform and the provision of Platform in relation to the support and maintenance of elements of the Platform.

## **22. General**

- 22.1 No breach of any provision of this Agreement shall be waived except with the express written consent of the party not in breach.
- 22.2 If any provision of this Agreement is determined by any court or other competent authority to be unlawful and/or unenforceable, the other



provisions of this Agreement will continue in effect. If any unlawful and/or unenforceable provision would be lawful or enforceable if part of it were deleted, that part will be deemed to be deleted, and the rest of the provision will continue in effect (unless that would contradict the clear intention of the parties, in which case the entirety of the relevant provision will be deemed to be deleted).

- 22.3 This Agreement may not be varied except by a written document signed by or on behalf of each of the parties.
- 22.4 Neither party may without the prior written consent of the other party assign, transfer, charge, license or otherwise deal in or dispose of any contractual rights or obligations under this Agreement.
- 22.5 This Agreement is made for the benefit of the parties, and is not intended to benefit any third party or be enforceable by any third party. The rights of the parties to terminate, rescind, or agree any amendment, waiver, variation or settlement under or relating to this Agreement are not subject to the consent of any third party.
- 22.6 Subject to Clause 16.1, this Agreement shall constitute the entire agreement between the parties in relation to the subject matter of this Agreement, and shall supersede all previous agreements, arrangements and understandings between the parties in respect of that subject matter.
- 22.7 This Agreement shall be governed by and construed in accordance with the laws of the United States of America.
- 22.8 The courts of the United States of America shall have exclusive jurisdiction to adjudicate any dispute arising under or in connection with this Agreement.

### **23. Interpretation**

- 23.1 In this Agreement, a reference to a statute or statutory provision includes a reference to:
  - (a) that statute or statutory provision as modified, consolidated and/or re-enacted from time to time; and
  - (b) any subordinate legislation made under that statute or statutory provision.
- 23.2 The Clause headings do not affect the interpretation of this Agreement.
- 23.3 In this Agreement, general words shall not be given a restrictive interpretation by reason of being preceded or followed by words indicating a particular class of acts, matters or things.



## Execution

The parties have indicated their acceptance of this Agreement by executing it below.

SIGNED BY *[[individual name]* on *[.....]*, the Provider] OR *[[individual name]* on *[.....]*, duly authorized for and on behalf of the Provider]:

.....

SIGNED BY *[[individual name]* on *[.....]*, the Customer] OR *[[individual name]* on *[.....]*, duly authorized for and on behalf of the Customer]:

.....

## Schedule 1 (Reservation Management Platform )

### 1. Specification of Reservation Management Platform

*Reservation Management Platform refers to the MYSites Reservation System within MobileRVing.com and MobileRVing 2.0.*

*There are no limitations on the amount of reservations added to the system or data usage utilized by the resort.*

*Unlimited licenses are included within this system. Users can create their own sub users within the system and customize their permissions.*

*The Customer can install multiple properties within their Resort User Dashboard.*

*Reports, CRM and Email Marketing modules are included with the system at no additional cost.*

*The Reservation Management Platform does generate printable PDF invoices for guests and invoice e-mail capabilities are included as well.*

*The Reservation Management Platform does contain a site grid, interactive map, and customized programming if needed.*

*Reservations are for Outdoor recreation accommodations include but are not limited to: RV Sites, Primitive Camping Sites, Cabins, Yurts, Teepees, Tree Houses, Lots, Tiny Houses, Casitas, Lodges, Wagons or Caves.*

*The system can be accessed by the consumer one of three ways, a MobileRVing Reservation widget installed within customer's website, manual entry through the Walk-in Module, or from free marketing forms located throughout MobileRVing.com & MobileRVing 2.0.*

### 2. Financial provisions



*The reservation system does not retain consumer credit card information. All credit card and bank account data is submitted through the billing provider selected by the property. The Customer can choose their billing provider within the "Billing Dashboard", located in the administrative section of the system.*

*Each reservation logged into the Reservation Management Platform is considered a billable reservation with the exception of cancellations and refunds.*

*Reservations that comply with the above standards are billed, only one time, for \$3.00 USD. This expense is passed on to the guest but paid for by the customer.*

*All reservations will be batch paid daily. Itemized reports for billing are available within the billing dashboard.*

*Charge disputes can be handled through the support center: 800-832-3292. Mondays through Fridays from 8am-5pm eastern standard time.*

### **3. Contractual notices**

*Must be submitted in writing or via email to:*

*SEPI Marketing Inc.*

*Attn: Brian McGuinn  
7676-B Peters Road  
Plantation, FL 33324  
[brian@sepub.com](mailto:brian@sepub.com)*



## **Schedule 2 (Acceptable Use Policy)**

### **1. Introduction**

- 1.1 This acceptable use policy (the "**Policy**") sets out the rules governing:
- (a) the use of the website at *[mobilerving.com]*, any successor website, and the Platform available on that website or any successor website (the "**Platform**"); and
  - (b) the transmission, storage and processing of content by you, or by any person on your behalf, using the Platform ("**Content**").
- 1.2 References in this Policy to "you" are to any customer for the Platform and any individual user of the Platform (and "your" should be construed accordingly); and references in this Policy to "us" are to *SEPI Marketing* (and "we" and "our" should be construed accordingly).
- 1.3 By using the Platform, you agree to the rules set out in this Policy.
- 1.4 We will ask for your express agreement to the terms of this Policy before you upload or submit any Content or otherwise use the Platform.
- 1.5 You must be at least 18 years of age to use the Platform; and by using the Platform, you warrant and represent to us that you are at least 18 years of age.

### **2. General usage rules**

- 2.1 You must not use the Platform in any way that causes, or may cause, damage to the Platform or impairment of the availability or accessibility of the Platform.
- 2.2 You must not use the Platform:
- (a) in any way that is unlawful, illegal, fraudulent or harmful; or
  - (b) in connection with any unlawful, illegal, fraudulent or harmful purpose or activity.
- 2.3 You must ensure that all Content complies with the provisions of this Policy.

### **3. Unlawful Content**

- 3.1 Content must not be illegal or unlawful, must not infringe any person's legal rights, and must not give rise to legal action against any person (in each case in any jurisdiction and under any applicable law).
- 3.2 Content must not:



- (a) Be libelous or maliciously false;
- (b) Be obscene or indecent;
- (c) Infringe any copyright, moral right, database right, trade mark right, design right, right in passing off, or other intellectual property right;
- (d) Infringe any right of confidence, right of privacy or right under data protection legislation;
- (e) Constitute negligent advice or contain any negligent statement;
- (f) Constitute an incitement to commit a crime, instructions for the commission of a crime or the promotion of criminal activity;
- (g) Be in contempt of any court, or in breach of any court order;
- (h) Constitute a breach of racial or religious hatred or discrimination legislation;
- (i) Be blasphemous;
- (j) Constitute a breach of official secrets legislation; or
- (k) Constitute a breach of any contractual obligation owed to any person.

3.3 You must ensure that Content is not and has never been the subject of any threatened or actual legal proceedings or other similar complaint.

#### **4. Graphic material**

- 4.1 Content must be appropriate for all persons who have access to or are likely to access the Content in question, and in particular for children over 12 years of age.
- 4.2 Content must not depict violence in an explicit, graphic or gratuitous manner].
- 4.3 Content must not be pornographic or sexually explicit.

#### **5. Factual accuracy**

- 5.1 Content must not be untrue, false, inaccurate or misleading.
- 5.2 Statements of fact contained in Content and relating to persons (legal or natural) must be true; and statements of opinion contained in Content and relating to persons (legal or natural) must be reasonable, be honestly held and indicate the basis of the opinion].

#### **6. Negligent advice**



- 6.1 Content must not consist of or contain any legal, financial, investment, taxation, accountancy, medical or other professional advice, and you must not use the Platform to provide any legal, financial, investment, taxation, accountancy, medical or other professional advisory Platform.
- 6.2 Content must not consist of or contain any advice, instructions or other information that may be acted upon and could, if acted upon, cause death, illness or personal injury, damage to property, or any other loss or damage.

## **7. Etiquette**

- 7.1 Content must be appropriate, civil and tasteful, and accord with generally accepted standards of etiquette and behavior on the internet.
- 7.2 Content must not be offensive, deceptive, threatening, abusive, harassing, menacing, hateful, discriminatory or inflammatory.
- 7.3 Content must not be liable to cause annoyance, inconvenience or needless anxiety.
- 7.4 You must not use the Platform to send any hostile communication or any communication intended to insult, including such communications directed at a particular person or group of people.
- 7.5 You must not use the Platform for the purpose of deliberately upsetting or offending others.
- 7.6 You must not unnecessarily flood the Platform with material relating to a particular subject or subject area, whether alone or in conjunction with others.
- 7.7 You must ensure that Content does not duplicate other content available through the Platform.
- 7.8 You must ensure that Content is appropriately categorized.
- 7.9 You should use appropriate and informative titles for all Content.
- 7.10 You must at all times be courteous and polite to other users of the Platform.

## **8. Marketing and spam**

- 8.1 Content must not constitute or contain spam, and you must not use the Platform to store or transmit spam - which for these purposes shall include all unlawful marketing communications and unsolicited commercial communications.
- 8.2 You must not send any spam to any person using any email address or other contact details made available through the Platform or that you find using the Platform.



- 8.3 You must not use the Platform to promote or operate any chain letters, Ponzi schemes, pyramid schemes, matrix programs, "get rich quick" schemes or similar letters, schemes or programs.

## **9. Gambling**

- 9.1 You must not use the Platform for any purpose relating to gambling, gaming, betting, lotteries, sweepstakes, prize competitions or any gambling-related activity.

## **10. Monitoring**

- 10.1 You acknowledge that we may actively monitor the Content and the use of the Platform.

## **11. Data mining**

- 11.1 You must not conduct any static or automated data scraping, data mining, data extraction or data harvesting, or other static or automated data collection activity, by means of or in relation to the Platform.

## **12. Hyperlinks**

- 12.1 You must not link to any material using or by means of the Platform that would, if it were made available through the Platform, breach the provisions of this Policy.

## **13. Harmful software**

- 13.1 The Content must not contain or consist of, and you must not promote or distribute by means of the Platform, any viruses, worms, spyware, adware or other harmful or malicious software, programs, routines, applications or technologies.
- 13.2 The Content must not contain or consist of, and you must not promote or distribute by means of the Platform, any software, programs, routines, applications or technologies that will or may have a material negative effect upon the performance of a computer or introduce material security risks to a computer.



The below signature signifies that you agree to the terms of this agreement.

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

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

Key Allegro Real Estate

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

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

SEPI Marketing



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**DATE PREPARED:** January 10, 2018

**AGENDA SUBJECT:** 2018 CBD Street and Sidewalk Improvements

**RECOMMENDATION:** That the City Council authorize contracting with Tri-County Excavating Group, LLC, Harbor Springs

---

Background The City's 2018 Annual Budget and Capital Improvements Plan included \$480,000 within the Major, Local and General Street Funds for various street and sidewalk improvements within the Central Business District and miscellaneous sidewalk repairs city-wide. Areas scheduled for reconstruction include Petoskey Street and East Lake Street intersection, Petoskey Street and Bay Street intersection including the Bay Street dead-end near Beards Brewery. Street segments scheduled for asphalt resurfacing and concrete spot-repairs include Petoskey Street from East Lake Street to East Mitchell and East Lake Street from Howard Street to US-31. Miscellaneous sidewalk repairs and replacements are also part of this project and include segments along Michigan and State Streets between Waukazoo Avenue and Howard Street. The proposed project limits are shown in yellow on the enclosed map.

Scope Upgrades and improvements within the project limits include; installation of brick paver type crosswalks with concrete headers at the Petoskey and Lake intersection; ADA accessible ramps at all crosswalks; reconfigured curb-lines that provide street bump-outs near Bayfront tunnel for better defined cross walks that will improve pedestrian and vehicular safety; brick paver installations near Bayfront Tunnel; installation of rolled or mountable curb for loading/unloading near Petoskey Plastics; modifications to landscaping and tree plantings; added signage and paint striping; utility repairs and adjustments; and segments of asphalt street resurfacing.

Specifications and Bids Design review for the project was performed by Beckett and Raeder, Inc., Ann Arbor and Petoskey; street layout along with bid documents and specifications were prepared by Benchmark Engineering, Inc., Harbor Springs. Bid packets were made available on December 13, 2017; three bids were received on January 9, 2018.

<u>Bidder</u>	<u>Amount</u>
Tri-County Excavating Group, LLC Harbor Springs	\$381,469.28
Elmer's Crane and Dozer, Inc. Petoskey	\$398,758.80
Rieth-Riley Construction Company, Inc. Charlevoix	\$409,677.25

Note: Although low bid is nearly \$99,000 under budgeted amounts, certain elements for this project will be supplied by the City, such items include intersection and sidewalk brick pavers, safety railing near Bayfront Park Tunnel, tree plantings, landscaping and restorations.

Review Following review of the bids that were received January 9, City staff recommends that the City Council authorize contracting with Tri-County Excavating Group, LLC, Harbor Springs, for this proposed project for \$381,469.28.

mr  
Enclosure

CHIGAN  
SE BAY

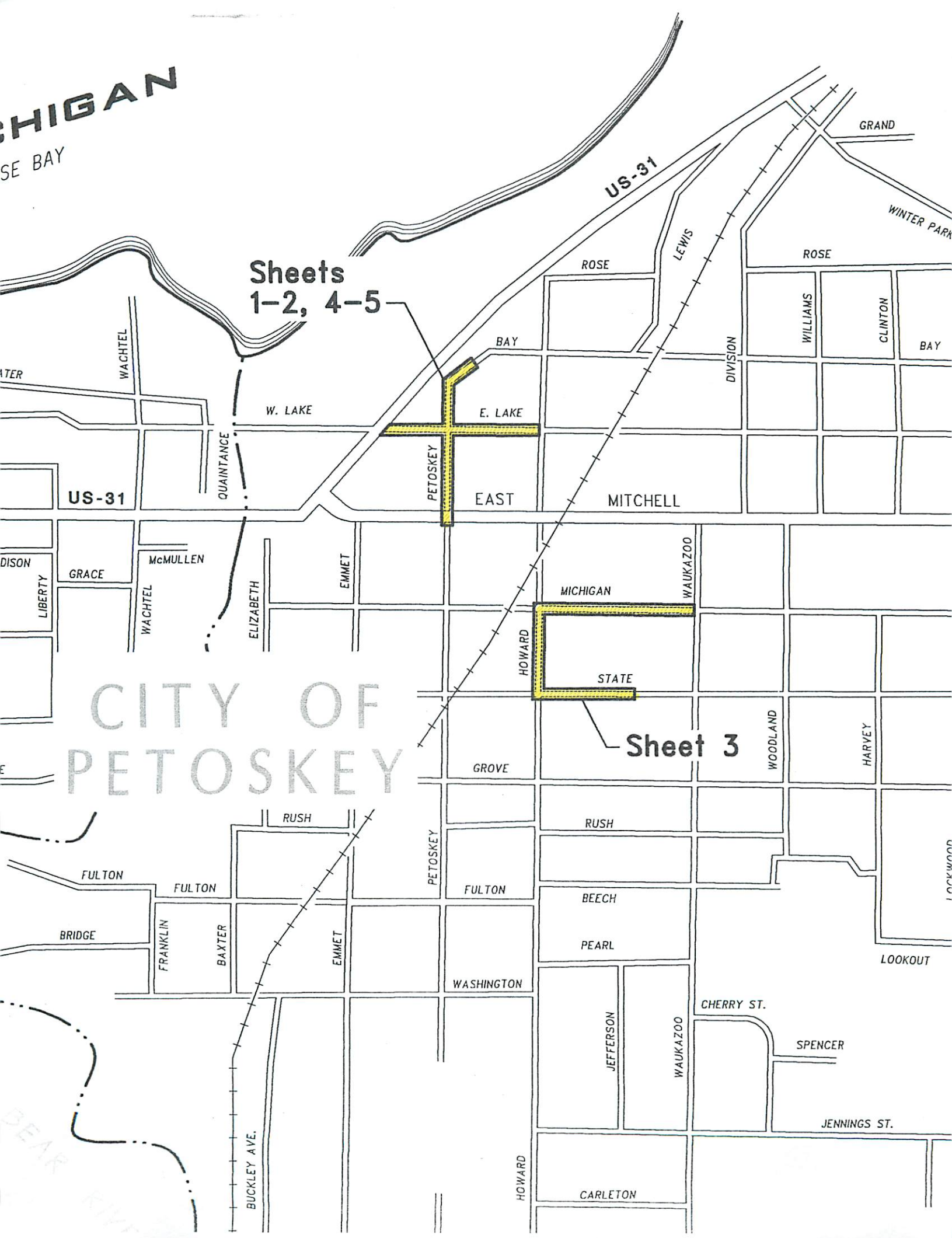
**Sheets  
1-2, 4-5**

US-31

US-31

CITY OF  
PETOSKEY

**Sheet 3**





**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**DATE PREPARED:** January 11, 2018

**AGENDA SUBJECT:** West Lake Street Water Main Replacement and Sidewalk Improvements

**RECOMMENDATION:** That the City Council authorize contracting with Elmer's Crane and Dozer, Inc., Petoskey

---

**Budget** The City's 2018 Annual Budget and Capital Improvements Plan included \$625,000 within the Water and Sewer Fund and General Street Fund to replace an aging water transmission main located along West Lake Street between Ingalls Avenue and Magnus Park along with sidewalk improvements and upgrades along the same segment of West Lake Street.

**History** The water main proposed to be replaced was constructed in the mid 1960's and is a 10-inch-high pressure cast iron transmission main that runs from Ingalls Pump Station, located at Bayfront Park West, to the Elevated Tank located adjacent to the 911 Call Center. This is a critical main to the City's water system and is designated a transmission type main because of its ability to transport large volumes of water from Bay Harbor water sources to the Upper Pressure District. This main has a significant break history and in recent years has caused the City to issue "Water Boil Alerts" due to the loss of pressure and draining of the Elevated Tank. Although the segment of main being replaced with this project encompasses areas of past failures and will mitigate disruptions, portions of this water main south of US-31 will remain on the radar screen for future replacement.

**Improvements** Due to the magnitude of construction activities involving the replacement of the water main, street and sidewalk improvements will also be a part of this project. Sidewalk improvements include widening the existing 6-foot sidewalk on the north side of West Lake Street to a 10-foot non-motorized path width from the Solanus Mission to Magnus Park. Street improvements include realigned curb-lines that narrow West Lake Street from its current 30-foot width to a 25-foot width that ultimately provides space for the proposed non-motorized path and maintain a 5 foot green-lawn for tree planting. Other improvements include upsizing the current water main from 10 inch to 12 inch, tree planting, LED street lighting upgrades, street paving and storm sewer adjustments.

**Specifications and Bids** Design review for the project was performed by Beckett and Raeder, Inc., Ann Arbor and Petoskey; street layout along with water utility installations were designed by Benchmark Engineering, Inc., Harbor Springs. Bid packets were made available on December 14, 2017; three bids were received on January 10, 2018.



Bidder	Amount
Elmer's Crane and Dozer, Inc. Petoskey	\$638,577.90
J&N Construction, LLC Gaylord	\$667,700.34
Tri-County Excavating Group, LLC Harbor Springs	\$715,466.92

Note: Although this project came in just over 2% of proposed estimates, City staff is confident this project can be completed within budgeted amounts of the Water and Sewer Fund and General Street Fund based on savings realized on other projects and potential gains through value engineering.

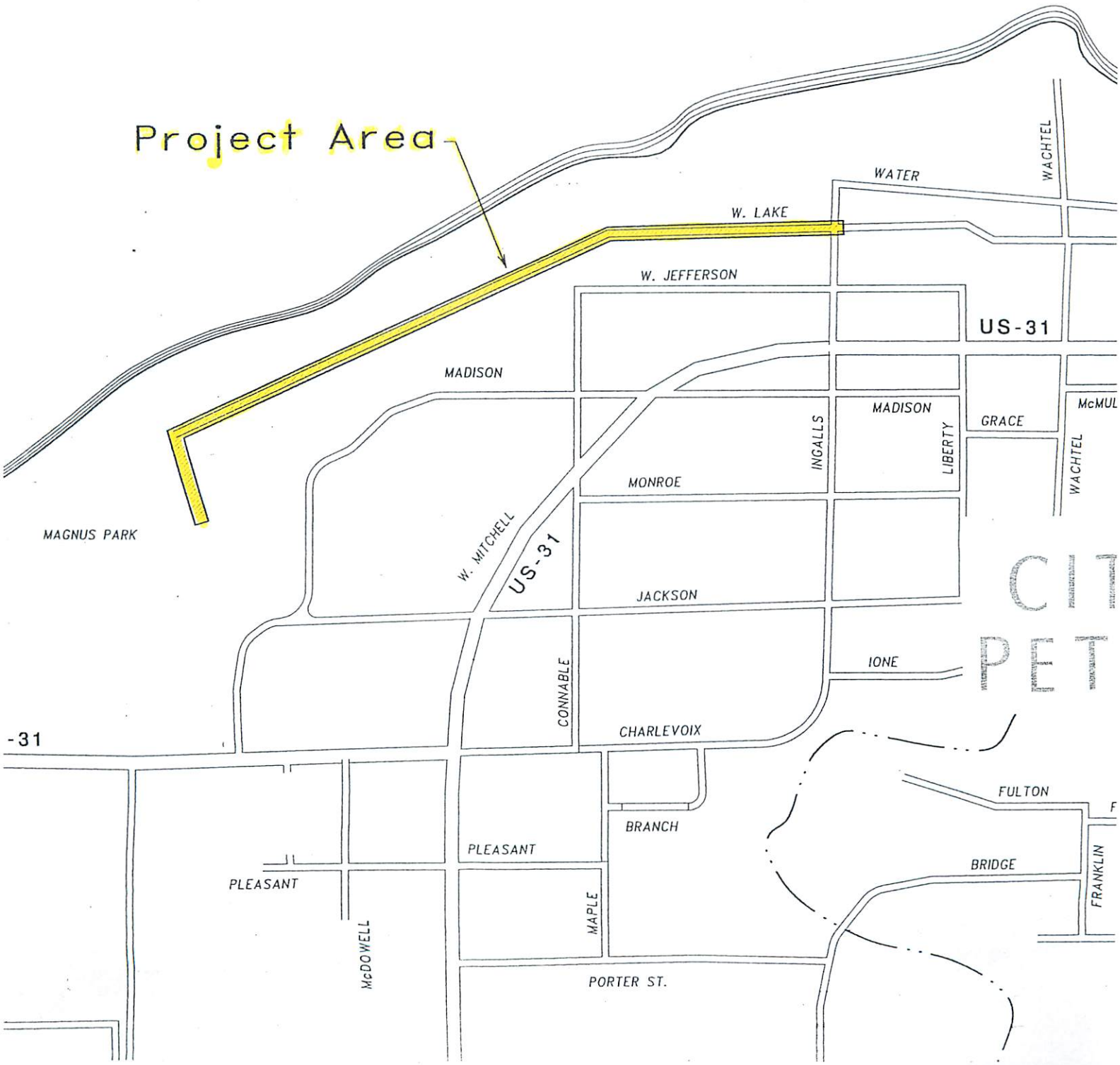
Review Following review of the bids that were received January 10, City staff recommends that the City Council authorize contracting with Elmer's Crane and Dozer, Inc., Petoskey, for this proposed project for \$638,577.90.

mr  
Enclosure

# LAKE MICHIGAN

LITTLE TRAVERSE BAY

Project Area





# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**PREPARED:** January 2, 2018

**AGENDA SUBJECT:** MDOT Local Bridge Program Contract

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

---

Background The 2018 Annual Budget and Capital Improvements Plan included \$471,400 within the Major Street Fund for rehabilitation work to the Bridge Street Bridge through a grant as provided by the Michigan Department of Transportation (MDOT) Local Bridge Program. The Bridge Street Bridge, located between Franklin and Porter Streets, was constructed over the Bear River in 1976. MDOT requires bridges within the City's jurisdiction to be inspected at a minimum of every two years. Since year 2013, the Bridge Street Bridge has been on an annual inspection cycle due to the deteriorating conditions of certain components of the bridge.

Grant Application In 2015, City staff along with consultant Northwest Design Group, who performs the City's bridge inspections, successfully submitted a grant application to MDOT's Local Bridge Program for funding that would be available for fiscal year 2018. As a condition to the 2015 grant application, City Council passed a resolution May 4, 2015 supporting the application along with committing to funding the required Local Share.

Summary The enclosed resolution would authorize the Mayor and City Clerk to execute a contract with MDOT for the rehabilitation of the Bridge Street Bridge. Under MDOT's Local Bridge Program, MDOT would provide 95% of eligible construction cost which is estimated at \$416,400 with the City or Local Share being responsible for the remaining 5% of construction cost along with design and construction engineering that is estimated at \$55,000.

Recommendation City staff recommends that the City Council approve the enclosed resolution that would authorize the Mayor and City Clerk to execute a contract with the Michigan Department of Transportation for the rehabilitation of the Bridge Street Bridge.

mr  
Enclosure



# City of Petoskey

## Resolution

WHEREAS, the Michigan Department of Transportation in year 2015 solicited applications for the Local Bridge Program for available funding in fiscal year 2018; and

WHEREAS, "Bridge Street over Bear River" is located in Section 6 of the City of Petoskey, is a bridge under the jurisdiction of the City of Petoskey and is in need of rehabilitation; and

WHEREAS, the City Council, by Resolution on May 4, 2015, supported application to the Michigan Department of Transportation for Local Bridge Program funding and committed to funding its Local share; and

WHEREAS, the Michigan Department of Transportation (MDOT), through its Local Bridge Program has identified funding to pay for 95% of construction cost for the rehabilitation of the Bridge Street Bridge; and

WHEREAS, MDOT has requested that the City enter into a contract to allow for contract administration and a Local Share of these construction costs:

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Clerk are authorized to execute contract number 17-5526, Control Section MCS 24000, Job Number 129318A with MDOT, and take all other necessary steps to complete the Bridge Street Bridge rehabilitation project.

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 Council of the City of Petoskey in regular session assembled on the 15<sup>th</sup> day of January, 2018, 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 January, 2018.

\_\_\_\_\_  
Alan Terry, City Clerk



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** January 15, 2018

**PREPARED:** January 10, 2018

**AGENDA SUBJECT:** Vehicle Purchase Authorization

**RECOMMENDATION:** That the City Council authorize purchases under the Mi-Deal State of Michigan Purchasing Contract and the National Intergovernmental Purchasing Alliance

---

Background The City's 2018 Annual Budget and Capital Improvements Plan allocated \$509,000 within the Motor Pool Fund to purchase certain vehicles and equipment. Capital Expenditures as proposed for year 2018 would replace existing vehicles and equipment within the Motor Pool.

For many years the City has routinely made purchases from the State of Michigan Mi-Deal Purchasing Contract. Mi-Deal is an extended purchasing program which allows Michigan local units of government to use state contracts to buy goods and services. City purchases are normally limited to road salt, vehicles and equipment.

All proposed purchases as listed below will be through the Mi-Deal State Purchasing Contract except for a large commercial mower unit. This equipment unit will be purchased through another type of extended purchasing program called the National Intergovernmental Purchasing Alliance (National IPA), which the City has been a member since 2012. Similar to the Mi-Deal program, membership is for public entities only and pricing is based on actual contracts as procured by other public agencies throughout the country.

The following list of proposed vehicles and equipment make up the majority of Motor Pool Fund purchases for 2018 except for one large 45,000 GVW Heavy-Duty Plow Truck that is estimated at \$260,000. City staff is currently working on specifications which will establish final pricing in the near future.

Recommendation City staff recommends that the City Council authorize purchases for the following vehicles and equipment under the Mi-Deal State of Michigan purchasing contract and the National IPA.

- Mi-Deal purchase of a latest production four-wheel-drive,  $\frac{3}{4}$  ton, GMC Pick-up from Todd Wenzel Fleet and Commercial Truck Sales, Westland, at a cost not to exceed \$29,139.70 (Budget Allocated \$33,000). This vehicle will replace Parks and Recreation Plow Unit #46, a 2006 Ford Pick-up with approximately 62,000 miles, that will be retired.
- Mi-Deal purchase of a latest production four-wheel-drive,  $\frac{3}{4}$  ton, GMC Pick-up from Todd Wenzel Fleet and Commercial Truck Sales, Westland, at a cost not to exceed \$29,139.70 (Budget Allocated \$29,000). This vehicle will replace Public Works Water Division Unit #73, a 2008 Dodge Pick-up with approximately 92,000 miles, that will be retired.

- Mi-Deal purchase of a latest production four-wheel-drive Tahoe Police Pursuit from Berger Chevrolet Fleet Sales, Grand Rapids, at a cost not to exceed \$36,689.00 (Budget Allocated \$39,000). This vehicle would replace Public Safety Director's Unit #450, a 2010 Ford Expedition, with approximately 80,000 miles, that will be retired.
- Mi-Deal purchase of a latest production four-wheel-drive Tahoe Police Pursuit from Berger Chevrolet Fleet Sales, Grand Rapids, at a cost not to exceed \$36,865.00 (Budget Allocated \$45,000). This vehicle would replace Public Safety Patrol Unit #446, a 2014 Tahoe Pursuit, with approximately 85,000 miles, that will be retired.
- Mi-Deal purchase of a latest production four-wheel-drive, ½ ton, Chevrolet Crew-Cab Pick-up from Berger Chevrolet Fleet Sales, Grand Rapids, at a cost not to exceed \$32,694.00 (Budget Allocated \$35,000). This vehicle would replace Public Safety Unit #531, a 2002 Crew-Cab Pick-up, with approximately 47,000 miles, that will be retired.
- National IPA purchase of a latest production commercial mower, type Toro Groundsmaster with out-front and side-wing deck assemblies from Spartan Distributors, Sparta, at a cost not to exceed \$64,260.70 (Budget Allocated \$68,000). This unit would replace Parks and Recreation mower Unit #150, a similar type commercial mower, with approximately 3800 hours of operation, that will be retired.

mr