



City of Petoskey

Agenda

CITY COUNCIL

February 5, 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. Roll Call
4. Consent Agenda - Adoption of a proposed resolution that would confirm approval of the following:
 - (a) January 15, 2018 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since January 15, 2018
5. Miscellaneous Public Comments
6. City Manager Updates
7. Old Business - Second reading of a proposed ordinance to amend Appendix A to the Petoskey Code of Ordinances, Zoning Ordinance
8. New Business
 - (a) Adoption of a proposed resolution that would approve a Redevelopment Liquor License for Crooked Tree Arts Council, Inc., 461 East Mitchell Street
 - (b) Adoption of a proposed resolution that would confirm the approval of an application submitted to the Michigan Liquor Control Commission by Beards Brewery, 215 East Lake Street, for a new Small Wine Maker License to be located at 215 East Lake Street
 - (c) Adoption of a proposed resolution that would confirm that the Great Lakes Chamber Orchestra, 219 East Lake Street, is a local not-for-profit organization
 - (d) Authorization to contract with North Bridge Markets, Alanson, for the Bayfront Park Resource Center concession stand operation
 - (e) Discussion of an accommodation policy under the Federal Fair Housing Amendments Act (FFHA) in the Americans with Disabilities Act (ADA)
 - (f) Discussion and review concerning the City of Petoskey Action Plan
 - (g) Adoption of a proposed resolution that would adopt the City of Petoskey Poverty Exemption Policy and Guidelines to be used by the Assessor and Board of Review
9. City Council Comments
10. Adjournment



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 5, 2018

PREPARED: January 31, 2018

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

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

- (1) Draft minutes of the January 15, 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 January 15 for contract and vendor claims at \$1,737,315.34, intergovernmental claims at \$35,521.29, and the January 25 payroll at \$195,879.94 for a total of \$1,968,716.57.

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Enclosures



CITY COUNCIL

January 15, 2018

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, January 15, 2018. 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, as part of the City Council's annual organizational meeting, the City Clerk-Treasurer administered oaths of office to Mayor-elect John Murphy, and City Councilmembers-elect Kate Marshall and Grant Dittmar following their elections to the City Council at the General Election of November 7, 2017. 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, Public Works Director Michael Robbins, Parks and Recreation Director Kendall Klingelsmith, Downtown Director Becky Goodman and City Attorney James Murray.

Consent Agenda - Resolution No. 19139

Following introduction of the consent agenda for this meeting of January 15, 2018, City Councilmember Dittmar moved that, seconded by City Councilmember Lyman adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the December 18, 2017 regular session City Council meeting be and are hereby approved with revised language under the zoning ordinance amendment section; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had 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 payrolls at \$403,669.39, for a total of \$4,024,517.72 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Public Comment

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

City Manager Updates

The City Manager reported that the C.S. Mott Foundation Grant proposal is being recommended for funding via the Petoskey Harbor Springs Area Community Foundation for sustainability efforts; that a Land and Water Conservation Grant has been awarded to the City for \$150,000 for the downtown bathroom renovation project and that both the DMB and City's General Fund will contribute \$75,000 each with work anticipated to begin in the Fall of 2018; that the Director of Parks and Recreation is working on a Waterways Grant application for electrical improvements to Pier B which will be forthcoming; that staff is currently working on final design plans for the Greenway Corridor with hopes to commence work in May or June of 2018 and that staff feels the overall safety and functionality of the Greenway Corridor would be much improved by removing all the rail lines from the Howard and Mitchell intersection to Emmet Street; that the 2018 budget included \$190,000 in TIFA funds for a new stair tower at Sunset Park and staff is proposing to bid the project in 2018 and postpone construction until Spring of 2019 to better coordinate improvements with the 2019 MDOT US-31 realignment project; and that the RRC program requires City to track attendance at training sessions by Officials, Board members and staff and noted there are various training seminars available through MML.

City Councilmembers inquired if anything could be done to alleviate the icy sidewalks. The Director of Public Works responded that salt isn't an option, but rather warmer weather will help conditions.

There were a few public comments including a comment that DPW leaves an inch of snow on sidewalks and can they be scraped; and inquiries if removing railroad tracks will hurt future tours. The City Manager reviewed condition of rails and that they have been severed from main railway.

Elect Mayor Protempore - Resolution No. 19140

Mayor Murphy reported that, as required by City Charter provisions, the City Council was being asked to elect from its members a Mayor Protempore who would serve in the absence of incapacity of the Mayor, and then requested nominations for this position. City Councilmember Marshall then nominated, supported by City Councilmember Wills, that City Councilmember Dittmar be appointed as Mayor Protempore and that the following resolution be adopted:

BE IT RESOLVED that the City Council does and hereby approves the appointment of City Councilmember Grant Dittmar as Mayor Protempore to the City Council for 2018.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Commission Appointment - Resolution No. 19141

Mayor Murphy reviewed that City Council consider possible appointment to the Parks and Recreation Commission.

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

BE IT RESOLVED that the City Council does and hereby approves the appointment of Jon Terry, 1019 East Mitchell Street, to the Parks and Recreation Commission 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)

Closed Session - Resolution No. 19142

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

City Councilmember Wills moved that, seconded by City Councilmember Lyman adoption of the following 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.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Recessed to closed session at 7:25 P.M. and reconvened into open session at 8:07 P.M.

Proposed Ordinance Amending Appendix A to the Zoning Ordinance

The City Planner reviewed that at its December 18, 2017 meeting, City Council provided direction on further changes to the pending Zoning Ordinance amendment which included regulations for assisted living, residential care and treatment facilities, and sheltered housing in the RM-2 District should have restrictions similar to boarding houses; that there was concern that the definition for assisted living facility was overly broad, so a definition for "convalescent/nursing care facility" was added; that convalescent/nursing care facilities would then have the same restrictions as other group living facilities; and that these same uses be removed from the B-2A Transitional Business and B-2B Mixed Use Corridor districts.

The City Planner further reviewed ordinance changes which included the following:

Article II Definitions

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 (eight) 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.

City Councilmembers inquired how medical clinics were defined and the City Planner responded that a definition was now included.

City Councilmembers deferred action since it was the first reading of the proposed ordinance and Council could approve at the next regular scheduled meeting after a second reading.

Magnus Park Campground On-line Reservation System - Resolution No. 19143

The Parks and Recreation Director reviewed that currently guests who wish to stay at Magnus Park have to go through the reservation process via the mail, which is inefficient and results in excessive amount of staff time to process the reservations. The Parks and Recreation Director further reviewed that converting the current reservation system to an on-line process will free staff time while still providing the same quality result and customer service; that visitors can reserve sites on mobile devices, a computer, calling or in-person at City Hall; that all staff will be trained to take reservations over the phone and in-person; that the cost of the reservation system will be incorporated in the current \$8 convenience fee and visitors will pay the City upon completion of reservation process; that the City will transfer \$3 per reservation via direct deposit to MySites daily; that there is no annual or monthly fee, nor long-term contract with MySites; that MySites is an on-line platform that will not require any additional hardware for the City to purchase; and that the City will be able to use the point of sale system currently used at the Winter Sports Park which will be moved to Magnus Park for the summer season.

City Councilmember Wills moved that, seconded by City Councilmember Lyman to authorize the City Manager to contract with MySites for an on-line reservation system for Magnus Park Campground.

Said motion was adopted by the following vote:

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

NAYS: None (0)

2018 CBD Street & Sidewalk Improvements - Resolution No. 19144

The Public Works Director reviewed that the City's 2018 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. The Director reviewed areas scheduled for reconstruction, asphalt resurfacing, concrete spot-repairs and miscellaneous sidewalk repairs and replacements; that 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 Park 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; segments of asphalt street resurfacing that 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; and three bids were received.

City Councilmember Marshall moved that, seconded by City Councilmember Dittmar to authorize contracting with Tri-County Excavating Group, LLC, Harbor Springs, for the 2018 CBD street and sidewalk improvements in the amount of \$381,469.28.

Said motion was adopted by the following vote:

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

NAYS: None (0)

West Lake Street Improvements - Resolution No. 19145

The Public Works Director reviewed that the City's 2018 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.

The Director further reviewed history and location of the proposed water main to be replaced; that due to the magnitude of construction activities involving the replacement of the water main, street and sidewalk improvements will also be part of the project; that 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; reviewed other miscellaneous improvements as part of the project; that 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; and three bids were received.

The Public Works Director reviewed that although the project came in just over 2% of proposed estimates, staff is confident the 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.

Mayor Murphy asked for public comments and heard from those who appreciate work being performed on the non-motorized trail along West Lake Street.

City Councilmember Lyman moved that, seconded by City Councilmember Marshall to authorize contracting with Elmer's Crane and Dozer, Inc., Petoskey, for the West Lake Street water main replacement and sidewalk improvements in the amount of \$638,577.90

Said motion was adopted by the following vote:

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

NAYS: None (0)

Bridge Street Bridge Rehabilitation - Resolution No. 19145

The City Manager reviewed that the 2018 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 MDOT Local Bridge Program. The City Manager reviewed location and when the bridge was constructed; that MDOT requires bridges within the City's jurisdiction to be inspected at a minimum of every two years; that since 2013, the Bridge Street Bridge has been on an annual inspection cycle due to the deteriorating conditions of certain components of the bridge; and that under the contract, MDOT would provide 95% of eligible construction costs which is estimated at \$416,400 with the City or local share being responsible for the remaining 5% of construction costs along with design and construction engineering that is estimated at \$55,000.

City Councilmember Wills moved that, seconded by City Councilmember Marshall adoption of the following 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 costs 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.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Motor Pool Purchases - Resolution No. 19147

The Public Works Director reviewed that the City's 2018 budget and Capital Improvements Plan allocated funds within the Motor Pool Fund to purchase certain vehicles and equipment. Capital expenditures as proposed for year 2018 include a pickup truck for Parks and Recreation, a pickup truck for Public Works Water Department, three Public Safety vehicles and a commercial mower.

City Councilmembers inquired on the Public Safety Director's vehicle and if the 80,000 miles were hard miles and discussed vehicle life spans. The Public Works Director responded that the Chief's vehicle is rusting and has been repainted multiple times.

City Councilmember Wills moved that, seconded by City Councilmember Lyman approval of the following:

- 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.
- 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.
- 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.
- 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.
- Mi-Deal purchase of a latest production four-wheel-drive, $\frac{1}{2}$ ton, Chevrolet Crew-Cab Pick-up from Berger Chevrolet Fleet Sales, Grand Rapids, at a cost not to exceed \$32,694.00.
- 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.

Said motion was adopted by the following vote:

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

NAYS: None (0)

Council Comments

Mayor Murphy asked for Council comments and City Councilmember Marshall commented that it may be beneficial to hold a City goal-setting session, since it has been several years since the last session.

There being no further business to come before the City Council, this January 15, 2018, meeting of the City Council adjourned at 8:40 P.M.

John Murphy, Mayor

Alan Terry, City Clerk-Treasurer

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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
01/18	01/17/2018	78595	AIS CONSTRUCTION EQUIPMENT	661-598-931.000	79.52
01/18	01/17/2018	78596	AMERICAN LIBRARY ASSOC.	271-790-915.000	278.00
01/18	01/17/2018	78597	AT&T	592-560-850.000	275.37
01/18	01/17/2018	78597	AT&T	592-558-920.000	134.60
01/18	01/17/2018	78598	BRANCH DISTRICT LIBRARY	271-790-955.000	6.00
01/18	01/17/2018	78599	BROWN MOTORS INC.	661-598-932.000	36.68
01/18	01/17/2018	78600	CENTER POINT LARGE PRINT	271-790-760.100	510.48
01/18	01/17/2018	78601	CITY OF PETOSKEY	271-790-880.000	225.00
01/18	01/17/2018	78602	CROSSCUT CONCRETE CUTTING	582-586-802.000	225.00
01/18	01/17/2018	78603	DERRER OIL CO.	661-598-759.000	4,125.43
01/18	01/17/2018	78604	DUNKEL EXCAVATING SERVICES INC.	514-587-802.000	5,800.00
01/18	01/17/2018	78604	DUNKEL EXCAVATING SERVICES INC.	514-587-802.000	5,268.75
01/18	01/17/2018	78604	DUNKEL EXCAVATING SERVICES INC.	202-479-802.000	5,268.75
01/18	01/17/2018	78604	DUNKEL EXCAVATING SERVICES INC.	203-479-802.000	2,970.00
01/18	01/17/2018	78605	ENGLEBRECHT, ROBERT	101-257-802.100	3,750.00
01/18	01/17/2018	78606	GIBBY'S GARAGE	661-598-931.000	374.00
01/18	01/17/2018	78606	GIBBY'S GARAGE	661-598-932.000	986.00
01/18	01/17/2018	78606	GIBBY'S GARAGE	661-598-932.000	408.00
01/18	01/17/2018	78606	GIBBY'S GARAGE	661-598-931.000	544.00
01/18	01/17/2018	78606	GIBBY'S GARAGE	582-593-930.000	34.00
01/18	01/17/2018	78606	GIBBY'S GARAGE	661-598-931.000	510.00
01/18	01/17/2018	78606	GIBBY'S GARAGE	661-598-932.000	272.00
01/18	01/17/2018	78607	HYDE SERVICES LLC	661-598-932.000	69.96
01/18	01/17/2018	78607	HYDE SERVICES LLC	661-598-932.000	69.66
01/18	01/17/2018	78607	HYDE SERVICES LLC	661-598-931.000	28.08
01/18	01/17/2018	78608	LOWERY UNDERGROUND SERVICE	582-586-802.000	3,875.00
01/18	01/17/2018	78608	LOWERY UNDERGROUND SERVICE	204-550-802.000	700.00
01/18	01/17/2018	78609	MCLEAN & EAKIN BOOKSELLERS	271-790-760.100	24.00
01/18	01/17/2018	78610	MICHIGAN MUNICIPAL ELECTRIC ASSOC	582-588-915.000	10,802.00
01/18	01/17/2018	78611	MICHIGAN MUNICIPAL LEAGUE	204-481-912.000	252.00
01/18	01/17/2018	78611	MICHIGAN MUNICIPAL LEAGUE	592-560-715.000	252.00
01/18	01/17/2018	78611	MICHIGAN MUNICIPAL LEAGUE	592-549-915.000	252.00
01/18	01/17/2018	78611	MICHIGAN MUNICIPAL LEAGUE	582-588-912.000	252.00
01/18	01/17/2018	78611	MICHIGAN MUNICIPAL LEAGUE	661-598-912.000	252.00
01/18	01/17/2018	78612	MICHIGAN PUBLIC POWER AGENCY	582-588-915.000	19,597.88
01/18	01/17/2018	78612	MICHIGAN PUBLIC POWER AGENCY	582-576-920.000	303,012.49
01/18	01/17/2018	78613	NORTHWOODS SODA & SYRUP CO.	101-770-771.000	195.00
01/18	01/17/2018	78614	OVERDRIVE INC.	271-790-762.000	2,500.00
01/18	01/17/2018	78614	OVERDRIVE INC.	271-790-762.000	4,000.00
01/18	01/17/2018	78615	PENDO	271-790-752.000	113.68
01/18	01/17/2018	78616	Peninsula Fiber Network LLC	271-790-850.000	150.00
01/18	01/17/2018	78617	PERFORMANCE PAINTING	582-586-802.000	480.00
01/18	01/17/2018	78618	PHONEGUIDE	271-790-905.000	283.00
01/18	01/17/2018	78619	Spectrum Business	101-789-850.000	78.56
01/18	01/17/2018	78619	Spectrum Business	101-770-850.000	69.98
01/18	01/17/2018	78619	Spectrum Business	101-345-850.000	54.53
01/18	01/17/2018	78619	Spectrum Business	514-587-802.100	104.87
01/18	01/17/2018	78619	Spectrum Business	101-345-850.100	152.16
01/18	01/17/2018	78620	TROPHY CASE, THE	271-790-751.000	24.00
01/18	01/17/2018	78621	VERIZON WIRELESS	101-345-850.000	104.87
01/18	01/17/2018	78621	VERIZON WIRELESS	101-441-850.000	54.66
01/18	01/17/2018	78621	VERIZON WIRELESS	592-538-850.000	80.02

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
01/18	01/17/2018	78621	VERIZON WIRELESS	592-538-920.000	280.07
01/18	01/17/2018	78622	VSP	101-172-724.000	27.11
01/18	01/17/2018	78622	VSP	101-201-702.000	10.73
01/18	01/17/2018	78622	VSP	101-201-724.000	98.81
01/18	01/17/2018	78622	VSP	101-208-724.000	20.05
01/18	01/17/2018	78622	VSP	101-215-724.000	40.09
01/18	01/17/2018	78622	VSP	101-265-724.000	12.09
01/18	01/17/2018	78622	VSP	101-268-724.000	23.52
01/18	01/17/2018	78622	VSP	101-345-724.000	439.30
01/18	01/17/2018	78622	VSP	101-400-724.000	10.73
01/18	01/17/2018	78622	VSP	101-441-724.000	57.49
01/18	01/17/2018	78622	VSP	101-754-724.000	13.35
01/18	01/17/2018	78622	VSP	101-756-724.000	44.98
01/18	01/17/2018	78622	VSP	101-770-724.000	49.59
01/18	01/17/2018	78622	VSP	101-773-724.000	4.92
01/18	01/17/2018	78622	VSP	101-789-724.000	11.46
01/18	01/17/2018	78622	VSP	204-481-724.000	77.93
01/18	01/17/2018	78622	VSP	271-540-719.000	123.67
01/18	01/17/2018	78622	VSP	514-587-724.000	10.73
01/18	01/17/2018	78622	VSP	582-588-724.000	115.19
01/18	01/17/2018	78622	VSP	592-549-724.000	118.85
01/18	01/17/2018	78622	VSP	592-560-724.000	40.09
01/18	01/17/2018	78623	Advanced Metals	592-554-802.000	12,038.00
01/18	01/17/2018	78624	AIRGAS USA LLC	582-586-775.000	48.96
01/18	01/17/2018	78624	AIRGAS USA LLC	582-586-775.000	7.89
01/18	01/17/2018	78624	AIRGAS USA LLC	582-586-775.000	78.82
01/18	01/17/2018	78624	AIRGAS USA LLC	661-598-785.000	35.62
01/18	01/17/2018	78624	AIRGAS USA LLC	661-598-785.000	57.16
01/18	01/17/2018	78625	AT & T MOBILITY	514-587-920.000	311.12
01/18	01/17/2018	78626	AT&T LONG DISTANCE	582-588-850.000	27.52
01/18	01/17/2018	78627	BENCHMARK ENGINEERING INC.	592-549-802.000	8,468.00
01/18	01/17/2018	78627	BENCHMARK ENGINEERING INC.	204-481-802.000	2,075.00
01/18	01/17/2018	78628	BOBCAT OF LANSING	661-598-931.000	269.44
01/18	01/17/2018	78629	CHARLEVOIX-EMMET ISD	703-040-250.000	5,523.38
01/18	01/17/2018	78629	CHARLEVOIX-EMMET ISD	703-040-234.216	444.03
01/18	01/17/2018	78629	CHARLEVOIX-EMMET ISD	703-040-234.216	443.57
01/18	01/17/2018	78630	CITY TREAS. FOR GENERAL FUND	701-040-272.000	15,122.64
01/18	01/17/2018	78630	CITY TREAS. FOR GENERAL FUND	701-040-272.000	977.40
01/18	01/17/2018	78630	CITY TREAS. FOR GENERAL FUND	701-040-272.000	1,490.88
01/18	01/17/2018	78630	CITY TREAS. FOR GENERAL FUND	703-040-232.216	119.73
01/18	01/17/2018	78631	CITY TREAS. FOR LIBRARY FUND	703-040-250.000	3,575.79
01/18	01/17/2018	78632	CITY TREAS. FOR R.O.W.	703-040-250.000	7,787.58
01/18	01/17/2018	78633	CONSUMERS ENERGY	582-584-802.000	2,450.00
01/18	01/17/2018	78634	CYNERGYCOMM.NET INC.	271-790-850.000	260.86
01/18	01/17/2018	78635	Dinon Law PLLC	101-210-802.000	2,380.00
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	661-598-751.000	24.57
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	204-481-751.000	24.57
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	582-588-751.000	24.57
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	582-593-751.000	24.57
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	592-549-751.000	24.57
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	592-560-751.000	24.56
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	661-598-751.000	18.58

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01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	204-481-751.000	18.58
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	582-588-751.000	18.58
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	582-593-751.000	18.58
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	592-549-751.000	18.58
01/18	01/17/2018	78636	DUNN'S BUSINESS SOLUTIONS	592-560-751.000	18.57
01/18	01/17/2018	78637	EMMET COUNTY TREASURER	703-040-250.000	9,694.00
01/18	01/17/2018	78637	EMMET COUNTY TREASURER	703-040-250.000	992.19
01/18	01/17/2018	78637	EMMET COUNTY TREASURER	703-040-250.000	496.09
01/18	01/17/2018	78637	EMMET COUNTY TREASURER	703-040-222.216	79.82
01/18	01/17/2018	78637	EMMET COUNTY TREASURER	703-040-222.216	39.91
01/18	01/17/2018	78637	EMMET COUNTY TREASURER	703-040-222.216	79.53
01/18	01/17/2018	78637	EMMET COUNTY TREASURER	703-040-222.216	39.76
01/18	01/17/2018	78638	FASTENAL COMPANY	592-556-775.000	61.85
01/18	01/17/2018	78639	GINOP SALES INC.	661-010-111.000	281.24
01/18	01/17/2018	78639	GINOP SALES INC.	661-598-931.000	114.80
01/18	01/17/2018	78640	GREENWOOD CEMETERY BOARD	703-040-250.000	939.42
01/18	01/17/2018	78640	GREENWOOD CEMETERY BOARD	703-040-238.216	75.03
01/18	01/17/2018	78640	GREENWOOD CEMETERY BOARD	703-040-238.216	75.03
01/18	01/17/2018	78641	GRP ENGINEERING INC.	582-588-802.000	1,136.89
01/18	01/17/2018	78641	GRP ENGINEERING INC.	582-588-802.000	201.93
01/18	01/17/2018	78641	GRP ENGINEERING INC.	582-588-802.000	221.82
01/18	01/17/2018	78641	GRP ENGINEERING INC.	582-588-802.000	201.93
01/18	01/17/2018	78641	GRP ENGINEERING INC.	582-588-802.000	436.55
01/18	01/17/2018	78641	GRP ENGINEERING INC.	582-588-802.000	201.93
01/18	01/17/2018	78641	GRP ENGINEERING INC.	582-588-802.000	803.14
01/18	01/17/2018	78642	HALEY'S PLUMBING & HEATING	582-593-930.000	89.94
01/18	01/17/2018	78643	HUBBELL ROTH & CLARK INC.	592-560-802.000	731.48
01/18	01/17/2018	78643	HUBBELL ROTH & CLARK INC.	592-025-343.000	8,998.91
01/18	01/17/2018	78643	HUBBELL ROTH & CLARK INC.	592-025-343.000	1,815.00
01/18	01/17/2018	78643	HUBBELL ROTH & CLARK INC.	592-560-802.000	640.21
01/18	01/17/2018	78644	HUNTINGTON NATIONAL BANK, THE	308-756-993.000	250.00
01/18	01/17/2018	78644	HUNTINGTON NATIONAL BANK, THE	365-756-993.000	250.00
01/18	01/17/2018	78645	INGRAM LIBRARY SERVICES	271-790-760.100	521.72
01/18	01/17/2018	78645	INGRAM LIBRARY SERVICES	271-790-760.100	40.38
01/18	01/17/2018	78645	INGRAM LIBRARY SERVICES	271-790-760.200	109.85
01/18	01/17/2018	78646	J & N LLC	202-451-802.000	53,794.54
01/18	01/17/2018	78646	J & N LLC	204-444-802.000	12,584.16
01/18	01/17/2018	78646	J & N LLC	592-020-342.000	35,569.70
01/18	01/17/2018	78646	J & N LLC	592-025-343.000	16,490.24
01/18	01/17/2018	78646	J & N LLC	582-020-360.000	2,154.49
01/18	01/17/2018	78646	J & N LLC	204-470-802.000	3,130.52
01/18	01/17/2018	78647	KEVIN'S METER TESTING	582-592-802.000	3,320.90
01/18	01/17/2018	78648	MEAD & HUNT	592-545-802.000	285.00
01/18	01/17/2018	78648	MEAD & HUNT	592-556-802.000	200.00
01/18	01/17/2018	78649	MEYER ACE HARDWARE	101-770-775.000	5.84
01/18	01/17/2018	78649	MEYER ACE HARDWARE	101-265-930.000	15.29
01/18	01/17/2018	78649	MEYER ACE HARDWARE	661-598-932.000	3.14
01/18	01/17/2018	78649	MEYER ACE HARDWARE	592-543-775.000	7.45
01/18	01/17/2018	78649	MEYER ACE HARDWARE	101-770-775.000	5.03
01/18	01/17/2018	78649	MEYER ACE HARDWARE	592-546-775.000	14.38
01/18	01/17/2018	78649	MEYER ACE HARDWARE	592-551-775.000	38.10
01/18	01/17/2018	78650	MIDWEST SIDING & SALES INC.	582-586-775.000	6.89

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01/18	01/17/2018	78651	NORTH CENTRAL MICH. COLLEGE	703-040-250.000	2,196.78
01/18	01/17/2018	78651	NORTH CENTRAL MICH. COLLEGE	703-040-250.000	1,974.04
01/18	01/17/2018	78651	NORTH CENTRAL MICH. COLLEGE	703-040-235.216	177.37
01/18	01/17/2018	78651	NORTH CENTRAL MICH. COLLEGE	703-040-235.216	159.34
01/18	01/17/2018	78651	NORTH CENTRAL MICH. COLLEGE	703-040-235.216	42.77
01/18	01/17/2018	78651	NORTH CENTRAL MICH. COLLEGE	703-040-235.216	176.74
01/18	01/17/2018	78651	NORTH CENTRAL MICH. COLLEGE	703-040-235.216	158.78
01/18	01/17/2018	78651	NORTH CENTRAL MICH. COLLEGE	703-040-235.216	42.61
01/18	01/17/2018	78652	NORTHERN A-1 SERVICES KALKASKA	592-556-802.000	1,170.00
01/18	01/17/2018	78653	NORTHERN MICHIGAN REVIEW INC.	101-228-802.000	715.50
01/18	01/17/2018	78653	NORTHERN MICHIGAN REVIEW INC.	101-756-850.000	126.80
01/18	01/17/2018	78653	NORTHERN MICHIGAN REVIEW INC.	204-481-802.000	221.11
01/18	01/17/2018	78653	NORTHERN MICHIGAN REVIEW INC.	592-549-802.000	245.68
01/18	01/17/2018	78653	NORTHERN MICHIGAN REVIEW INC.	248-739-880.200	2,206.50
01/18	01/17/2018	78654	NORTHWEST SERVICES	514-587-802.000	2,000.00
01/18	01/17/2018	78654	NORTHWEST SERVICES	514-587-802.000	4,423.94
01/18	01/17/2018	78655	OVERDRIVE INC.	271-790-762.000	566.47
01/18	01/17/2018	78655	OVERDRIVE INC.	271-790-762.000	13.99
01/18	01/17/2018	78655	OVERDRIVE INC.	271-790-762.000	16.99
01/18	01/17/2018	78655	OVERDRIVE INC.	271-790-762.000	16.99
01/18	01/17/2018	78655	OVERDRIVE INC.	271-790-762.000	74.97
01/18	01/17/2018	78656	PETOSKEY PUBLIC SCHOOLS	703-040-250.000	3,497.84
01/18	01/17/2018	78656	PETOSKEY PUBLIC SCHOOLS	703-040-250.000	2,593.40
01/18	01/17/2018	78656	PETOSKEY PUBLIC SCHOOLS	703-040-250.000	1,099.32
01/18	01/17/2018	78656	PETOSKEY PUBLIC SCHOOLS	703-040-236.216	33.25
01/18	01/17/2018	78657	POWER LINE SUPPLY	582-586-775.000	755.30
01/18	01/17/2018	78657	POWER LINE SUPPLY	582-010-111.000	599.20
01/18	01/17/2018	78657	POWER LINE SUPPLY	582-010-111.000	92.00
01/18	01/17/2018	78657	POWER LINE SUPPLY	582-586-775.000	107.28
01/18	01/17/2018	78657	POWER LINE SUPPLY	582-010-111.000	4,380.22
01/18	01/17/2018	78657	POWER LINE SUPPLY	582-010-111.000	17,277.36
01/18	01/17/2018	78658	RANGE TELECOMMUNICATIONS	204-481-850.000	90.00
01/18	01/17/2018	78658	RANGE TELECOMMUNICATIONS	582-588-850.000	50.00
01/18	01/17/2018	78658	RANGE TELECOMMUNICATIONS	592-549-850.000	90.00
01/18	01/17/2018	78658	RANGE TELECOMMUNICATIONS	592-560-850.000	90.00
01/18	01/17/2018	78658	RANGE TELECOMMUNICATIONS	661-598-850.000	13.60
01/18	01/17/2018	78658	RANGE TELECOMMUNICATIONS	101-770-850.000	13.60
01/18	01/17/2018	78659	SACKRIDER, BEN	101-268-802.000	1,862.52
01/18	01/17/2018	78659	SACKRIDER, BEN	271-790-801.000	273.90
01/18	01/17/2018	78659	SACKRIDER, BEN	582-593-930.000	602.58
01/18	01/17/2018	78659	SACKRIDER, BEN	514-587-802.000	2,739.00
01/18	01/17/2018	78659	SACKRIDER, BEN	202-479-802.000	450.00
01/18	01/17/2018	78659	SACKRIDER, BEN	101-345-802.000	2,062.50
01/18	01/17/2018	78660	SIGN & DESIGN	248-739-970.000	7,500.00
01/18	01/17/2018	78660	SIGN & DESIGN	271-790-970.000	690.00
01/18	01/17/2018	78661	SOLUTIONS ELECTRIC INC.	271-790-970.000	769.86
01/18	01/17/2018	78661	SOLUTIONS ELECTRIC INC.	271-790-970.000	843.15
01/18	01/17/2018	78661	SOLUTIONS ELECTRIC INC.	271-790-970.000	1,085.11
01/18	01/17/2018	78661	SOLUTIONS ELECTRIC INC.	271-790-970.000	3,370.59
01/18	01/17/2018	78662	STANDARD ELECTRIC COMPANY	582-588-802.000	47.20
01/18	01/17/2018	78663	STATE OF MICHIGAN-DEPARTMENT OF LAR	582-081-642.200	161.82
01/18	01/17/2018	78663	STATE OF MICHIGAN-DEPARTMENT OF LAR	582-081-642.300	3,673.50

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01/18	01/17/2018	78663	STATE OF MICHIGAN-DEPARTMENT OF LAR	582-081-642.400	747.72
01/18	01/17/2018	78663	STATE OF MICHIGAN-DEPARTMENT OF LAR	582-081-642.500	20.46
01/18	01/17/2018	78664	TETRA TECH INC	592-549-802.000	177.39
01/18	01/24/2018	78672	ACH-EFTPS	701-000-230.100	18,760.98
01/18	01/24/2018	78672	ACH-EFTPS	701-000-230.200	11,876.20
01/18	01/24/2018	78672	ACH-EFTPS	701-000-230.200	11,876.20
01/18	01/24/2018	78672	ACH-EFTPS	701-000-230.200	2,777.55
01/18	01/24/2018	78672	ACH-EFTPS	701-000-230.200	2,777.55
01/18	01/24/2018	78673	ACH-ICMA 457	701-000-230.700	1,704.52
01/18	01/24/2018	78673	ACH-ICMA 457	701-000-230.700	4,962.00
01/18	01/24/2018	78674	AFLAC	701-000-230.180	412.55
01/18	01/24/2018	78675	AMAZON CREDIT PLAN	271-790-751.000	1.75-
01/18	01/24/2018	78675	AMAZON CREDIT PLAN	271-790-958.200	978.56
01/18	01/24/2018	78676	AMERICAN WASTE	592-551-806.000	299.00
01/18	01/24/2018	78676	AMERICAN WASTE	582-593-930.000	150.00
01/18	01/24/2018	78677	AT&T	101-789-850.000	116.84
01/18	01/24/2018	78677	AT&T	101-770-850.000	141.13
01/18	01/24/2018	78677	AT&T	592-538-850.000	148.35
01/18	01/24/2018	78678	BALLARD'S PLUMBING & HEATING	101-265-802.000	186.75
01/18	01/24/2018	78679	Blair Township	101-345-912.000	1,240.00
01/18	01/24/2018	78680	BUCK'S BODY REPAIR INC.	661-081-682.000	4,757.73
01/18	01/24/2018	78681	CHAR-EM UNITED WAY	701-000-230.800	77.00
01/18	01/24/2018	78682	CHARLEVOIX-EMMET ISD	703-040-234.214	45.75
01/18	01/24/2018	78682	CHARLEVOIX-EMMET ISD	703-040-234.213	45.75
01/18	01/24/2018	78682	CHARLEVOIX-EMMET ISD	703-040-234.212	51.87
01/18	01/24/2018	78682	CHARLEVOIX-EMMET ISD	703-040-234.211	40.18
01/18	01/24/2018	78682	CHARLEVOIX-EMMET ISD	703-040-234.209	25.69
01/18	01/24/2018	78683	CINTAS CORP #729	582-588-767.000	41.80
01/18	01/24/2018	78683	CINTAS CORP #729	592-549-767.000	21.56
01/18	01/24/2018	78683	CINTAS CORP #729	592-560-767.000	21.56
01/18	01/24/2018	78683	CINTAS CORP #729	204-481-767.000	41.58
01/18	01/24/2018	78683	CINTAS CORP #729	582-593-930.000	28.33
01/18	01/24/2018	78683	CINTAS CORP #729	582-588-767.000	41.80
01/18	01/24/2018	78683	CINTAS CORP #729	592-549-767.000	21.56
01/18	01/24/2018	78683	CINTAS CORP #729	592-560-767.000	21.56
01/18	01/24/2018	78683	CINTAS CORP #729	204-481-767.000	41.58
01/18	01/24/2018	78683	CINTAS CORP #729	101-268-802.000	14.07
01/18	01/24/2018	78683	CINTAS CORP #729	592-554-802.000	49.39
01/18	01/24/2018	78684	CINTAS CORPORATION	582-593-930.000	53.80
01/18	01/24/2018	78684	CINTAS CORPORATION	661-598-767.000	53.79
01/18	01/24/2018	78684	CINTAS CORPORATION	592-554-802.000	41.84
01/18	01/24/2018	78685	DEMCO	271-790-751.000	116.38
01/18	01/24/2018	78686	DERRER OIL CO.	661-598-759.000	2,490.70
01/18	01/24/2018	78687	ELECTION SYSTEMS & SOFTWARE	101-262-751.000	350.00
01/18	01/24/2018	78688	EMMET COUNTY TREASURER	703-040-222.217	1,498.95
01/18	01/24/2018	78688	EMMET COUNTY TREASURER	703-040-228.217	1,854.40
01/18	01/24/2018	78688	EMMET COUNTY TREASURER	703-040-222.217	26,585.27
01/18	01/24/2018	78688	EMMET COUNTY TREASURER	703-040-222.217	13,291.72
01/18	01/24/2018	78688	EMMET COUNTY TREASURER	703-040-233.000	128.84
01/18	01/24/2018	78688	EMMET COUNTY TREASURER	703-040-233.000	159.37
01/18	01/24/2018	78689	Empiric Solutions Inc.	101-228-802.000	3,180.00
01/18	01/24/2018	78690	Fossmo, Charles	514-587-802.200	12.31

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01/18	01/24/2018	78691	GALE/CENGAGE LEARNING	271-790-760.100	295.13
01/18	01/24/2018	78691	GALE/CENGAGE LEARNING	271-790-760.100	145.60
01/18	01/24/2018	78691	GALE/CENGAGE LEARNING	271-790-760.100	31.19
01/18	01/24/2018	78692	GRAINGER	101-770-934.000	16.72
01/18	01/24/2018	78693	GREAT LAKES ENERGY	592-538-920.000	100.36
01/18	01/24/2018	78693	GREAT LAKES ENERGY	592-558-920.000	151.79
01/18	01/24/2018	78693	GREAT LAKES ENERGY	101-345-920.100	581.21
01/18	01/24/2018	78693	GREAT LAKES ENERGY	592-538-920.000	350.20
01/18	01/24/2018	78693	GREAT LAKES ENERGY	592-558-920.000	139.93
01/18	01/24/2018	78694	GREENWELL MACHINE SHOP	101-265-930.000	12.57
01/18	01/24/2018	78695	GREENWOOD CEMETERY BOARD	703-040-238.214	7.73
01/18	01/24/2018	78695	GREENWOOD CEMETERY BOARD	703-040-238.213	7.73
01/18	01/24/2018	78695	GREENWOOD CEMETERY BOARD	703-040-238.212	8.76
01/18	01/24/2018	78695	GREENWOOD CEMETERY BOARD	703-040-238.211	6.79
01/18	01/24/2018	78695	GREENWOOD CEMETERY BOARD	703-040-238.209	4.34
01/18	01/24/2018	78696	Humanity, Inc.	271-790-802.000	714.00
01/18	01/24/2018	78697	ICMA ROTH %	701-000-230.900	57.75
01/18	01/24/2018	78698	ICMA-ROTH	701-000-230.900	260.00
01/18	01/24/2018	78699	MALEC, STEVE	101-756-808.030	70.00
01/18	01/24/2018	78700	MICHIGAN ASSOCIATION OF PLANNING	101-400-912.000	70.00
01/18	01/24/2018	78701	MICHIGAN STATE POLICE	101-345-912.000	400.00
01/18	01/24/2018	78702	MILLER, BEN	101-756-808.030	120.00
01/18	01/24/2018	78703	MILLER, GREG	101-756-808.030	180.00
01/18	01/24/2018	78704	NORTH CENTRAL MICH. COLLEGE	703-040-235.217	58,871.24
01/18	01/24/2018	78704	NORTH CENTRAL MICH. COLLEGE	703-040-235.217	52,888.60
01/18	01/24/2018	78705	NORTH COUNTRY IT	271-790-802.000	386.00
01/18	01/24/2018	78706	NORTH COUNTRY PUBLISHING CORP.	248-739-880.200	225.00
01/18	01/24/2018	78707	PELCO	701-000-230.900	450.00
01/18	01/24/2018	78708	Penguin Random House	271-790-761.000	37.50
01/18	01/24/2018	78708	Penguin Random House	271-790-761.000	26.25
01/18	01/24/2018	78709	PETOSKEY PUBLIC SCHOOLS	703-040-236.217	2,548.39
01/18	01/24/2018	78709	PETOSKEY PUBLIC SCHOOLS	703-040-237.217	540.84
01/18	01/24/2018	78709	PETOSKEY PUBLIC SCHOOLS	703-040-237.217	169.96
01/18	01/24/2018	78709	PETOSKEY PUBLIC SCHOOLS	703-040-237.217	400.98
01/18	01/24/2018	78709	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	197.23
01/18	01/24/2018	78709	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	46.49
01/18	01/24/2018	78709	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	14.60
01/18	01/24/2018	78709	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	34.45
01/18	01/24/2018	78710	PETOSKEY REGIONAL CHAMBER	271-790-905.000	150.00
01/18	01/24/2018	78710	PETOSKEY REGIONAL CHAMBER	271-790-880.000	18.00
01/18	01/24/2018	78711	PETOSKEY ROTARY CLUB	101-345-915.000	254.50
01/18	01/24/2018	78712	POWER LINE SUPPLY	582-588-785.000	16.50
01/18	01/24/2018	78712	POWER LINE SUPPLY	582-592-775.000	845.00
01/18	01/24/2018	78712	POWER LINE SUPPLY	582-586-775.000	296.25
01/18	01/24/2018	78712	POWER LINE SUPPLY	582-010-111.000	3,140.00
01/18	01/24/2018	78713	Priority Health	101-172-724.000	1,312.09
01/18	01/24/2018	78713	Priority Health	101-201-724.000	4,197.99
01/18	01/24/2018	78713	Priority Health	101-208-724.000	770.45
01/18	01/24/2018	78713	Priority Health	101-215-724.000	385.23
01/18	01/24/2018	78713	Priority Health	101-265-724.000	531.62
01/18	01/24/2018	78713	Priority Health	101-268-724.000	1,144.14
01/18	01/24/2018	78713	Priority Health	101-345-724.000	19,305.73

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01/18	01/24/2018	78713	Priority Health	101-400-724.000	385.23
01/18	01/24/2018	78713	Priority Health	101-441-724.000	2,544.83
01/18	01/24/2018	78713	Priority Health	101-754-724.000	520.06
01/18	01/24/2018	78713	Priority Health	101-770-724.000	1,906.89
01/18	01/24/2018	78713	Priority Health	101-773-724.000	277.36
01/18	01/24/2018	78713	Priority Health	101-756-724.000	1,752.78
01/18	01/24/2018	78713	Priority Health	101-789-724.000	647.19
01/18	01/24/2018	78713	Priority Health	204-481-724.000	3,665.53
01/18	01/24/2018	78713	Priority Health	271-540-719.000	5,040.35
01/18	01/24/2018	78713	Priority Health	514-587-724.000	385.23
01/18	01/24/2018	78713	Priority Health	582-588-724.000	4,776.85
01/18	01/24/2018	78713	Priority Health	592-549-724.000	4,625.65
01/18	01/24/2018	78713	Priority Health	592-560-724.000	1,541.88
01/18	01/24/2018	78714	PROCLEAN NORTH	582-593-930.000	1,330.00
01/18	01/24/2018	78715	RANGE TELECOMMUNICATIONS	592-549-850.000	9.53
01/18	01/24/2018	78715	RANGE TELECOMMUNICATIONS	592-560-850.000	9.54
01/18	01/24/2018	78716	REID FURNITURE COMPANY	514-587-802.100	500.00
01/18	01/24/2018	78717	Renkes, Tom	248-739-880.200	150.00
01/18	01/24/2018	78717	Renkes, Tom	248-739-880.200	150.00
01/18	01/24/2018	78718	ROYAL TIRE	661-598-931.000	20.00
01/18	01/24/2018	78718	ROYAL TIRE	661-598-931.000	20.00
01/18	01/24/2018	78719	SIGN & DESIGN	248-739-880.200	1,855.00
01/18	01/24/2018	78720	SKIPS PETOSKEY GLASS INC.	101-265-802.000	338.61
01/18	01/24/2018	78721	SMITH, EDWARD J	101-756-808.030	120.00
01/18	01/24/2018	78722	SOLUTIONS ELECTRIC INC.	271-790-970.000	1,157.80
01/18	01/24/2018	78723	Spectrum Business	582-588-850.000	79.99
01/18	01/24/2018	78723	Spectrum Business	582-588-850.000	79.99
01/18	01/24/2018	78724	STAPLES ADVANTAGE	101-201-751.000	95.99
01/18	01/24/2018	78724	STAPLES ADVANTAGE	101-345-751.000	19.35
01/18	01/24/2018	78724	STAPLES ADVANTAGE	101-268-775.000	1.56
01/18	01/24/2018	78724	STAPLES ADVANTAGE	101-268-775.000	12.39
01/18	01/24/2018	78724	STAPLES ADVANTAGE	101-201-751.000	128.55
01/18	01/24/2018	78724	STAPLES ADVANTAGE	101-773-775.000	27.40
01/18	01/24/2018	78724	STAPLES ADVANTAGE	101-756-751.000	27.39
01/18	01/24/2018	78725	TRAVERSE REPRODUCTION	661-598-751.000	84.01
01/18	01/24/2018	78725	TRAVERSE REPRODUCTION	204-481-751.000	84.01
01/18	01/24/2018	78725	TRAVERSE REPRODUCTION	582-588-751.000	84.01
01/18	01/24/2018	78725	TRAVERSE REPRODUCTION	582-593-751.000	84.01
01/18	01/24/2018	78725	TRAVERSE REPRODUCTION	592-549-751.000	84.02
01/18	01/24/2018	78725	TRAVERSE REPRODUCTION	592-560-751.000	84.02
01/18	01/24/2018	78726	TROPHY CASE, THE	271-790-751.000	8.00
01/18	01/24/2018	78726	TROPHY CASE, THE	514-587-775.000	25.00
01/18	01/24/2018	78727	VAN'S BUSINESS MACHINES	514-587-802.000	227.39
01/18	01/24/2018	78728	CHARLEVOIX-EMMET ISD	703-040-234.217	148,005.74
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.210	56.01
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-228.210	69.30
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.214	79.78
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-228.214	98.70
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.214	8.22
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.214	4.11
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.213	79.78
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-228.213	98.70

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01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.213	8.22
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.213	4.11
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.212	90.45
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-228.212	111.90
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.212	7.83
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.212	4.66
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.211	70.08
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-228.211	86.70
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.211	7.00
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.211	6.92
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.211	3.61
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.209	4.61
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.209	4.43
01/18	01/24/2018	78729	EMMET COUNTY TREASURER	703-040-222.209	2.31
01/18	01/24/2018	78730	GREENWOOD CEMETERY BOARD	703-040-238.217	25,171.29
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.214	18.27
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.214	16.41
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.214	4.40
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.213	18.27
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.213	16.41
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.213	4.40
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.212	20.72
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.212	18.61
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.212	4.99
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.211	16.05
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.211	14.42
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.211	3.87
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.209	10.27
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.209	9.23
01/18	01/24/2018	78731	NORTH CENTRAL MICH. COLLEGE	703-040-235.209	2.47
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-236.210	69.30
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.210	20.21
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.210	15.23
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-236.214	98.70
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.214	30.24
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.214	21.70
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.214	7.58
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-236.213	98.70
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.213	30.92
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.213	21.70
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.213	6.90
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-236.212	111.90
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.212	33.94
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.212	24.60
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.212	7.46
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-236.211	86.70
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.211	26.29
01/18	01/24/2018	78732	PETOSKEY PUBLIC SCHOOLS	703-040-237.211	19.06
01/18	01/24/2018	78733	ALLIANCE ENTERTAINMENT	271-790-761.000	515.40
01/18	01/24/2018	78734	PLUNKETT COONEY	101-210-802.000	787.50
01/18	01/24/2018	78734	PLUNKETT COONEY	101-210-802.000	2,836.40
01/18	01/24/2018	78734	PLUNKETT COONEY	101-257-802.000	770.00

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01/18	01/24/2018	78734	PLUNKETT COONEY	101-210-802.000	6,208.50
01/18	01/24/2018	78734	PLUNKETT COONEY	101-210-802.000	5,101.00
01/18	01/24/2018	78734	PLUNKETT COONEY	202-481-802.000	5,101.00
01/18	01/24/2018	78734	PLUNKETT COONEY	582-588-802.000	5,101.00
01/18	01/24/2018	78734	PLUNKETT COONEY	592-549-802.000	5,101.00
01/18	01/24/2018	78734	PLUNKETT COONEY	592-560-802.000	5,101.00
01/18	01/24/2018	78735	Riedell Shoes, Inc.	101-770-985.000	1,726.81
01/18	01/24/2018	78736	WESTON, CHRIS	101-756-808.030	210.00
01/18	01/29/2018	78737	OTIS ELEVATOR COMPANY	271-790-930.000	2,784.35
01/18	01/31/2018	78749	ALLIANCE ENTERTAINMENT	271-790-761.100	124.19
01/18	01/31/2018	78749	ALLIANCE ENTERTAINMENT	271-790-761.000	15.25-
01/18	01/31/2018	78749	ALLIANCE ENTERTAINMENT	271-790-761.000	238.71
01/18	01/31/2018	78750	ALLMAX SOFTWARE INC.	592-551-801.000	880.00
01/18	01/31/2018	78751	Badge-A-Minit	271-790-964.000	215.95
01/18	01/31/2018	78752	BALLARD'S PLUMBING & HEATING	101-268-802.000	124.50
01/18	01/31/2018	78753	BECKETT & RAEDER INC.	204-481-802.000	1,400.00
01/18	01/31/2018	78753	BECKETT & RAEDER INC.	204-481-802.000	4,140.00
01/18	01/31/2018	78753	BECKETT & RAEDER INC.	101-770-802.000	1,260.00
01/18	01/31/2018	78754	BOBCAT OF LANSING	661-598-931.000	54.08
01/18	01/31/2018	78755	BUCK'S BODY REPAIR INC.	661-081-682.000	962.02
01/18	01/31/2018	78756	CONSUMERS ENERGY	592-558-920.000	116.35
01/18	01/31/2018	78756	CONSUMERS ENERGY	592-538-920.000	4,551.23
01/18	01/31/2018	78756	CONSUMERS ENERGY	592-558-920.000	371.85
01/18	01/31/2018	78756	CONSUMERS ENERGY	592-558-920.000	236.26
01/18	01/31/2018	78756	CONSUMERS ENERGY	592-558-920.000	1,059.48
01/18	01/31/2018	78756	CONSUMERS ENERGY	592-558-920.000	241.86
01/18	01/31/2018	78756	CONSUMERS ENERGY	592-558-920.000	247.87
01/18	01/31/2018	78756	CONSUMERS ENERGY	592-558-920.000	141.24
01/18	01/31/2018	78756	CONSUMERS ENERGY	592-558-920.000	570.54
01/18	01/31/2018	78756	CONSUMERS ENERGY	202-475-920.000	131.73
01/18	01/31/2018	78756	CONSUMERS ENERGY	592-558-920.000	620.43
01/18	01/31/2018	78757	CONTRACTORS SUPPLY INC.	101-770-802.000	320.05
01/18	01/31/2018	78758	CUMMINS BRIDGEWAY LLC	661-598-932.000	80.45
01/18	01/31/2018	78759	DECKA DIGITAL LLC	101-345-751.000	50.00
01/18	01/31/2018	78760	DELTA DENTAL	101-172-724.000	97.67
01/18	01/31/2018	78760	DELTA DENTAL	101-201-724.000	212.79
01/18	01/31/2018	78760	DELTA DENTAL	101-208-724.000	40.37
01/18	01/31/2018	78760	DELTA DENTAL	101-215-724.000	2.28
01/18	01/31/2018	78760	DELTA DENTAL	101-265-724.000	17.96
01/18	01/31/2018	78760	DELTA DENTAL	101-268-724.000	31.85
01/18	01/31/2018	78760	DELTA DENTAL	101-345-724.000	782.74
01/18	01/31/2018	78760	DELTA DENTAL	101-400-724.000	16.39
01/18	01/31/2018	78760	DELTA DENTAL	101-441-724.000	185.65
01/18	01/31/2018	78760	DELTA DENTAL	101-754-724.000	16.93
01/18	01/31/2018	78760	DELTA DENTAL	101-756-724.000	69.53
01/18	01/31/2018	78760	DELTA DENTAL	101-770-724.000	66.75
01/18	01/31/2018	78760	DELTA DENTAL	101-773-724.000	7.24
01/18	01/31/2018	78760	DELTA DENTAL	101-789-724.000	16.89
01/18	01/31/2018	78760	DELTA DENTAL	204-481-724.000	172.27
01/18	01/31/2018	78760	DELTA DENTAL	271-540-719.000	277.22
01/18	01/31/2018	78760	DELTA DENTAL	514-587-724.100	19.53
01/18	01/31/2018	78760	DELTA DENTAL	582-588-724.000	160.82

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01/18	01/31/2018	78760	DELTA DENTAL	592-549-724.000	216.03
01/18	01/31/2018	78760	DELTA DENTAL	592-560-724.000	83.61
01/18	01/31/2018	78760	DELTA DENTAL	701-000-230.110	1,238.20
01/18	01/31/2018	78761	DEMCO	271-790-751.000	57.71
01/18	01/31/2018	78762	DERRER OIL CO.	661-598-759.000	3,231.73
01/18	01/31/2018	78763	Detroit Free Press	271-790-760.400	316.03
01/18	01/31/2018	78764	DTE ENERGY	592-538-920.000	133.60
01/18	01/31/2018	78764	DTE ENERGY	101-265-924.000	1,054.64
01/18	01/31/2018	78764	DTE ENERGY	582-593-924.000	2,614.34
01/18	01/31/2018	78764	DTE ENERGY	101-773-924.000	32.27
01/18	01/31/2018	78764	DTE ENERGY	101-265-924.000	232.96
01/18	01/31/2018	78764	DTE ENERGY	592-538-920.000	187.85
01/18	01/31/2018	78764	DTE ENERGY	271-790-924.000	2,236.51
01/18	01/31/2018	78764	DTE ENERGY	101-345-920.100	1,751.47
01/18	01/31/2018	78764	DTE ENERGY	101-268-924.000	2,280.32
01/18	01/31/2018	78764	DTE ENERGY	101-770-924.000	585.29
01/18	01/31/2018	78764	DTE ENERGY	592-558-920.000	32.27
01/18	01/31/2018	78764	DTE ENERGY	514-587-802.100	214.66
01/18	01/31/2018	78764	DTE ENERGY	592-538-920.000	263.02
01/18	01/31/2018	78764	DTE ENERGY	101-345-920.000	1,858.68
01/18	01/31/2018	78764	DTE ENERGY	592-551-920.000	1,737.10
01/18	01/31/2018	78764	DTE ENERGY	592-551-920.000	5,364.42
01/18	01/31/2018	78764	DTE ENERGY	271-790-924.000	714.07
01/18	01/31/2018	78764	DTE ENERGY	592-538-920.000	75.42
01/18	01/31/2018	78764	DTE ENERGY	592-555-920.000	2,129.05
01/18	01/31/2018	78765	DUBOIS-COOPER ASSOCIATES INC.	592-558-775.000	2,876.00
01/18	01/31/2018	78766	EJ USA INC.	592-010-111.000	178.44
01/18	01/31/2018	78766	EJ USA INC.	592-546-775.000	83.25
01/18	01/31/2018	78766	EJ USA INC.	592-544-775.000	617.58
01/18	01/31/2018	78767	FLAGS USA INC.	101-265-775.000	155.70
01/18	01/31/2018	78768	FOUNDATION CENTER, THE	271-790-762.100	2,099.00
01/18	01/31/2018	78769	G & J AUTO ELECTRIC	661-598-932.000	145.00
01/18	01/31/2018	78770	GIBBY'S GARAGE	514-587-931.000	136.00
01/18	01/31/2018	78770	GIBBY'S GARAGE	582-593-930.000	68.00
01/18	01/31/2018	78770	GIBBY'S GARAGE	661-598-931.000	272.00
01/18	01/31/2018	78770	GIBBY'S GARAGE	661-598-932.000	748.00
01/18	01/31/2018	78770	GIBBY'S GARAGE	582-593-930.000	68.00
01/18	01/31/2018	78770	GIBBY'S GARAGE	661-598-931.000	476.00
01/18	01/31/2018	78770	GIBBY'S GARAGE	661-598-932.000	306.00
01/18	01/31/2018	78770	GIBBY'S GARAGE	582-593-930.000	136.00
01/18	01/31/2018	78770	GIBBY'S GARAGE	661-598-931.000	816.00
01/18	01/31/2018	78770	GIBBY'S GARAGE	661-598-932.000	374.00
01/18	01/31/2018	78771	GORDON FOOD SERVICE	101-770-771.000	182.56
01/18	01/31/2018	78771	GORDON FOOD SERVICE	101-770-771.000	112.52
01/18	01/31/2018	78771	GORDON FOOD SERVICE	592-549-775.000	69.75
01/18	01/31/2018	78771	GORDON FOOD SERVICE	101-770-771.000	96.10
01/18	01/31/2018	78771	GORDON FOOD SERVICE	101-770-771.000	59.99
01/18	01/31/2018	78771	GORDON FOOD SERVICE	101-770-771.000	17.87
01/18	01/31/2018	78771	GORDON FOOD SERVICE	101-770-771.000	74.99
01/18	01/31/2018	78771	GORDON FOOD SERVICE	101-770-771.000	105.87
01/18	01/31/2018	78771	GORDON FOOD SERVICE	101-770-771.000	155.70
01/18	01/31/2018	78771	GORDON FOOD SERVICE	101-770-771.000	11.98

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01/18	01/31/2018	78772	GRAND TRAVERSE CONSTRUCTION	592-025-343.000	460,846.90
01/18	01/31/2018	78773	Grand Unity Event Center	101-262-802.000	3,000.00
01/18	01/31/2018	78774	Great Lakes Pipe & Supply	582-586-775.000	15.18
01/18	01/31/2018	78774	Great Lakes Pipe & Supply	101-770-775.000	5.25
01/18	01/31/2018	78774	Great Lakes Pipe & Supply	101-770-775.000	16.38
01/18	01/31/2018	78775	HACH COMPANY	592-553-802.000	1,020.70
01/18	01/31/2018	78776	HALEY'S PLUMBING & HEATING	582-593-930.000	1,417.71
01/18	01/31/2018	78777	HYDE SERVICES LLC	661-598-931.000	19.17
01/18	01/31/2018	78778	Irby Electrical Distributor	582-598-775.000	2,126.00
01/18	01/31/2018	78779	JOHN E. GREEN COMPANY	271-790-930.000	348.53
01/18	01/31/2018	78780	K & J SEPTIC SERVICE LLC	592-558-802.000	2,160.00
01/18	01/31/2018	78781	Koorsen Fire & Safety Inc.	101-268-802.000	302.50
01/18	01/31/2018	78781	Koorsen Fire & Safety Inc.	101-265-802.000	214.50
01/18	01/31/2018	78782	LACOMBE, ANTHONY	101-770-802.000	150.00
01/18	01/31/2018	78783	Library Juice Academy	271-790-912.000	175.00
01/18	01/31/2018	78784	Midwest Tape	271-790-761.000	34.99
01/18	01/31/2018	78785	MISS DIG SYSTEM INC.	202-469-802.000	647.73
01/18	01/31/2018	78785	MISS DIG SYSTEM INC.	582-588-802.000	647.73
01/18	01/31/2018	78785	MISS DIG SYSTEM INC.	592-560-802.000	647.74
01/18	01/31/2018	78786	NORTHERN A-1 SERVICES KALKASKA	592-556-802.000	2,653.75
01/18	01/31/2018	78787	NORTHERN LAKES	101-728-903.000	5,000.00
01/18	01/31/2018	78788	NORTHERN TOOL & EQUIPMENT	101-770-775.000	286.96
01/18	01/31/2018	78788	NORTHERN TOOL & EQUIPMENT	101-770-985.000	788.83
01/18	01/31/2018	78789	Northland Self Storage LLC	592-551-801.000	143.00
01/18	01/31/2018	78790	NORTHWEST DESIGN GROUP LLC	204-481-802.000	628.00
01/18	01/31/2018	78791	OTIS ELEVATOR COMPANY	101-268-802.000	3,069.65
01/18	01/31/2018	78792	OUDBIER INSTRUMENT COMPANY	592-551-801.000	3,000.00
01/18	01/31/2018	78793	Pace Analytical Services LLC	592-553-802.000	225.00
01/18	01/31/2018	78794	Penguin Random House	271-790-761.000	67.50
01/18	01/31/2018	78795	PETOSKEY CRANE SERVICE INC.	582-586-802.000	600.00
01/18	01/31/2018	78796	PETOSKEY REGIONAL CHAMBER	101-172-860.000	30.00
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01/18	01/31/2018	78797	PRESTON FEATHER	101-268-775.000	9.99
01/18	01/31/2018	78797	PRESTON FEATHER	101-265-775.000	43.02
01/18	01/31/2018	78797	PRESTON FEATHER	101-268-775.000	43.98
01/18	01/31/2018	78797	PRESTON FEATHER	582-588-785.000	14.99
01/18	01/31/2018	78797	PRESTON FEATHER	202-479-775.000	21.99
01/18	01/31/2018	78797	PRESTON FEATHER	101-770-931.000	47.49
01/18	01/31/2018	78797	PRESTON FEATHER	582-586-775.000	18.18
01/18	01/31/2018	78797	PRESTON FEATHER	101-770-931.000	30.48
01/18	01/31/2018	78797	PRESTON FEATHER	101-770-775.000	83.16
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01/18	01/31/2018	78797	PRESTON FEATHER	101-268-775.000	4.59-
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01/18	01/31/2018	78797	PRESTON FEATHER	582-588-785.000	4.59-
01/18	01/31/2018	78797	PRESTON FEATHER	202-479-775.000	4.59-
01/18	01/31/2018	78797	PRESTON FEATHER	101-770-931.000	4.59-
01/18	01/31/2018	78797	PRESTON FEATHER	582-586-775.000	4.59-
01/18	01/31/2018	78797	PRESTON FEATHER	101-770-775.000	4.57-
01/18	01/31/2018	78798	PRINT SHOP, THE	514-587-775.000	317.00
01/18	01/31/2018	78799	PROCLEAN NORTH	592-554-802.000	1,098.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
01/18	01/31/2018	78800	QUALITY SERVICED TOOLS	592-542-775.000	197.63
01/18	01/31/2018	78801	RESCO	582-588-785.000	706.66
01/18	01/31/2018	78802	Spectrum Business	592-560-850.000	34.88
01/18	01/31/2018	78803	STATE OF MICHIGAN DEPT. OF ENVIRON.	592-549-915.000	70.00
01/18	01/31/2018	78803	STATE OF MICHIGAN DEPT. OF ENVIRON.	592-549-915.000	70.00
01/18	01/31/2018	78803	STATE OF MICHIGAN DEPT. OF ENVIRON.	592-549-915.000	70.00
01/18	01/31/2018	78804	STATE OF MICHIGAN DEPT. OF ENVIRON.	592-549-915.000	80.00
01/18	01/31/2018	78805	SYSCO GRAND RAPIDS	582-593-930.000	192.49
01/18	01/31/2018	78805	SYSCO GRAND RAPIDS	592-549-775.000	192.50
01/18	01/31/2018	78806	THOMPSON, WILLIAM S.	514-587-802.100	727.85
01/18	01/31/2018	78807	Traffic & Safety Control	514-587-802.000	103.00
01/18	01/31/2018	78808	TRUCK & TRAILER SPECIALTIES	661-598-932.000	512.74
01/18	01/31/2018	78808	TRUCK & TRAILER SPECIALTIES	661-598-931.000	356.74
01/18	01/31/2018	78809	USA BLUE BOOK	592-555-775.000	786.02
01/18	01/31/2018	78810	Valley City Linen	271-790-752.000	25.00
01/18	01/31/2018	78810	Valley City Linen	271-790-752.000	25.00
01/18	01/31/2018	78810	Valley City Linen	271-790-752.000	25.00
01/18	01/31/2018	78810	Valley City Linen	271-790-752.000	25.00
01/18	01/31/2018	78811	VERIZON WIRELESS	271-790-850.000	80.02
01/18	01/31/2018	78812	VSP	101-172-724.000	27.11
01/18	01/31/2018	78812	VSP	101-201-724.000	109.54
01/18	01/31/2018	78812	VSP	101-208-724.000	20.05
01/18	01/31/2018	78812	VSP	101-215-724.000	40.09
01/18	01/31/2018	78812	VSP	101-265-724.000	12.09
01/18	01/31/2018	78812	VSP	101-268-724.000	23.52
01/18	01/31/2018	78812	VSP	101-345-724.000	439.30
01/18	01/31/2018	78812	VSP	101-400-724.000	10.73
01/18	01/31/2018	78812	VSP	101-441-724.000	57.49
01/18	01/31/2018	78812	VSP	101-754-724.000	13.35
01/18	01/31/2018	78812	VSP	101-756-724.000	44.98
01/18	01/31/2018	78812	VSP	101-770-724.000	49.59
01/18	01/31/2018	78812	VSP	101-773-724.000	4.92
01/18	01/31/2018	78812	VSP	101-789-724.000	11.46
01/18	01/31/2018	78812	VSP	204-481-724.000	77.93
01/18	01/31/2018	78812	VSP	271-540-719.000	123.67
01/18	01/31/2018	78812	VSP	514-587-724.000	10.73
01/18	01/31/2018	78812	VSP	582-588-724.000	115.19
01/18	01/31/2018	78812	VSP	592-549-724.000	118.85
01/18	01/31/2018	78812	VSP	592-560-724.000	40.09
01/18	01/31/2018	78813	WEBER INDUSTRIES INC	592-537-775.000	5,821.22
01/18	01/31/2018	78814	WESCO RECEIVABLES CORP.	582-584-775.000	5,244.00
01/18	01/31/2018	78815	Zonta Club of Petoskey	271-790-880.000	301.50
01/18	01/31/2018	78816	DROST LANDSCAPE	101-770-802.100	291.00
Grand Totals:					1,764,280.60

Report Criteria:

Check.Date = 01/11/2018-01/31/2018

Check Number	Date	Name	GL Account	Amount
78232	01/22/2018	KEISER, MARK	582081642300	100.00-
78590	01/17/2018	BERISH, CHRIS	582081642300	33.43
78591	01/17/2018	Meehan, Jessica	582040285000	4.36
78592	01/17/2018	Roof, Sheila	101756808090	22.50
78593	01/17/2018	Schultz, David	101756808100	264.00
78594	01/17/2018	Vantreese & Associates	582081642300	15.75
78665	01/24/2018	BECKETT, KIM & SHELLY	582040285000	23.42
78666	01/24/2018	Conlan, Tom	271790760100	14.95
78667	01/24/2018	Filarski, Marissa	582040285000	48.06
78668	01/24/2018	Miller, Margaret	101084618000	25.00
78669	01/24/2018	Petoskey, Celestine	101756808030	70.00
78670	01/24/2018	Tannheimer, Lawrence	701040274000	308.02
78671	01/24/2018	WILHELM, JENNIFER	582040285000	90.64
78738	01/31/2018	BERISH, CHRIS	582081642300	33.43
78739	01/31/2018	Carver, Trista	101756808150	25.00
78740	01/31/2018	Elya, Nicole	101756808100	48.00
78741	01/31/2018	Ewing, Mike	582081642300	29.20
78742	01/31/2018	Gritzinger, Larry	101090644030	1,000.00
78743	01/31/2018	OLSON, ZACHARY	582081642300	41.40
78744	01/31/2018	POWERS, BRIDGET	582081642300	75.62
78745	01/31/2018	Rice, Elizabeth	101756808150	30.00
78746	01/31/2018	Silwester, Catherine	701040274000	102.21
78747	01/31/2018	STEVENS, SARAH	582081642300	33.13
78748	01/31/2018	VEGA, MARY	582081642300	95.64
Grand Totals:				2,333.76



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 5, 2018

DATE PREPARED: January 19, 2018

AGENDA SUBJECT: Second reading of an ordinance to amend Appendix A to the Petoskey Code of Ordinances, Zoning Ordinance

RECOMMENDATION: That City Council conduct second reading and possible adoption

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 and

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 conduct a second reading on the revised ordinance and may take action after the reading and comment.

sb

Enclosure

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.

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.

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.

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. 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 less than 400 feet from any like facility.
 3. Boarding houses 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

COMMERCIAL	
BAKERY, CONFECTIONARY PRODUCTION	P
BANKS	P
BREW PUB, 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
CIVIC	
EDUCATION – PRIMARY, SECONDARY, COLLEGE	SCU
GOVERNMENT OFFICES	SCU
LIBRARY, PUBLIC PARK	P
MUSEUM	P
RESIDENTIAL	
MULTIFAMILY HOUSING	P
SINGLE FAMILY RESIDENCE	P
TWO FAMILY RESIDENCE	P
LODGING	
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 XXX, Table 3001.1 is hereby repealed and replaced with:**

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

COMMERCIAL	
BAKERY, CONFECTIONARY PRODUCTION	P
BANKS	P
BREWERY, 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
CIVIC	
EDUCATION – PRIMARY, SECONDARY, COLLEGE	SCU
MUSEUM	P
LIBRARY, PUBLIC PARK	P
POST OFFICE OR OTHER GOVERNMENT OFFICES	P
RESIDENTIAL	
MULTIFAMILY HOUSING	P
SINGLE FAMILY RESIDENCE	P
TWO FAMILY RESIDENCE	P
LODGING	
BED AND BREAKFAST	P (L)
HOTEL	P (L)

P= Permitted

P (L) = Permitted subject to licensing provisions

SCU = Special Condition Use

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



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 5, 2018

DATE PREPARED: February 1, 2018

AGENDA SUBJECT: Consideration to Approve a Redevelopment Liquor License for Crooked Tree Arts Council, Inc., 461 East Mitchell Street

RECOMMENDATION: That City Council discuss and possible approval of a resolution in support of the Redevelopment Liquor License Application

Summary On behalf of Crooked Tree Arts Council, Inc., (CTAC), Elizabeth Ahrens, CTAC President, has submitted a Redevelopment Liquor License (RLL) application for their building located at 461 East Mitchell Street. See enclosed application. On January 16, 2018, the DMB unanimously recommended City Council approve the Redevelopment Liquor License. See enclosed draft minutes from the DMB meeting.

CTAC is not delinquent on either taxes or any assessment or has any outstanding code violations. If approved by City Council, the license would be number 5 of a maximum 6 RLL licenses that are currently available. (Currently, City Council has approved RLLs for BRKP Cigar Group LLC, Thai Orchid, Twisted Olive and David Meikle at 425 Michigan Street.)

Criteria An applicant for a Redevelopment Liquor License must comply with certain legal requirements. See enclosed City of Petoskey Ordinance 727. These requirements include the following:

1. Be engaged in dining, entertainment, or recreation at least 5 days a week.
2. Be open to the general public at least 10 hours a day, five days a week.
3. Have a seating capacity for at least 25 people.
4. Demonstrate to the satisfaction of the Michigan Liquor Control Commission (MLCC) that they attempted to purchase an available on-premises escrowed license or quota license within the City, and that one was not readily available as defined in the act.
5. Either have expended at least \$75,000 for the rehabilitation or restoration of the building over a period of the proceeding five years, or commit to capital investments of at least \$75,000 that will be expended for the building before the license is issued.

Staff feels as though CTAC has complied with the above provisions, except for #4 which is determined by the MLCC.

The applicant has included an Affidavit from Attorney Michael J. Brown showing no current liquor licenses are available for purchase. See enclosures. Ultimately, the MLCC will decide whether a liquor license was readily available within the City of Petoskey.

In addition, the City Council should review the nine provisions in Section 4-3 of Ordinance 727 when reviewing the application. The applicant appears to have complied with these provisions in the ordinance.

Action Review of the application. If City Council is supportive of the proposal, a motion can be made to approve the enclosed resolution in support of a Redevelopment Liquor License for Crooked Tree Arts Council, Inc., 461 East Mitchell Street.

sb

Enclosures



www.crookedtree.org

461 E. Mitchell Street • Petoskey, MI 49770 • 231-347-4337
322 Sixth Street • Traverse City, MI 49684 • 231-941-9488

January 19, 2018

Petoskey City Council
Attn: Mr. Robert Straebel
City of Petoskey
101 E. Lake Street
Petoskey, MI 49770

Dear Mr. Straebel:

Crooked Tree Arts Council, Inc. respectfully requests approval by the Petoskey City Council of a Michigan Liquor Control Commission application for a Redevelopment Liquor License. Attached is our City of Petoskey Redevelopment Liquor License application that was unanimously approved by the Downtown Management Board on Jan. 16, 2018. Also attached is the MLCC Form 106 for documentation of local government approval which must be submitted with the state liquor license application pending City Council approval. Crooked Tree Arts Council, Inc. is applying for a Redevelopment District Class C License pursuant under MCL 436.1521 (1) (b).

The Redevelopment Liquor License will primarily be utilized to enhance the entertainment and recreation experience for both CTAC's programming and our renters. There are approximately 35 performances a year in our theatre, and the ability to purchase a glass of wine or beer before and during intermission will improve our patron experience offering and incentivize ticket sales. This license would allow us to offer new programming, such as dinner theatre, jazz evenings and "sip & dab" and "paint & pint" type events. We are confident that this will attract new visitors and renters to Crooked Tree Arts Center as the social and demographic trend of "dining while doing" continues to grow. To be clear, this will not change our daily operations, in that alcohol service will be reserved for predetermined events and activities.

Thank you in advance for the Petoskey City Council attention and consideration.

Elizabeth Ahrens
President and Executive Director
Crooked Tree Arts Council, Inc.

Cc: Kate Marshall - Ward 1 City Council representative

BOARD OF DIRECTORS

Dan Ledingham, *Chairman*; Heidi Geiger, *Vice Chairman*; Kurt Wietzke, *Treasurer*; Gail Willens, *Secretary*

Ragnar Avery, Tom Bickersteth, Sue Bingham, Carole Carroll, Marilyn Crawford, Elizabeth Fergus-Jean, Steven J. Fishman, Rob Harold, Joe Kimmell, Tim McAndrew, Bill Millar, Anne Morningstar, Jay Neff, Stephen Palmer, Tony Ryner, Jim Schroeder, Jim Shrier, Celia Sinclair, Robin Small, Elaine Smiley, Bob Streit, Ben Whiting



City of Petoskey

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

Received
1/11/18
11:15am
CR #35837
\$350-

APPLICATION FOR REDEVELOPMENT LIQUOR LICENSE

Instructions to Applicants: If applying for a City of Petoskey Redevelopment Liquor License, within the Downtown Development Authority Area (Redevelopment Project Area), this form must be completed and submitted to the City of Petoskey pursuant to Public Act 501 of the Public Acts of 2006. All applicants must comply with Ordinance No. 727 (see attached).

APPLICANT INFORMATION	
Applicant Name:	
<i>(Name of Individual, Partnership, Corporation or LLC who will hold the license)</i>	Crooked Tree Arts Council, Inc.
Business Street Address:	461 E. Mitchell Street
City, State, Zip Code:	Petoskey, Michigan 49770
Business Telephone Number:	231-347-4337

CONTACT INFORMATION	
Contact Name:	Elizabeth Ahrens
Street Address:	461 E. Mitchell Street
City, State, Zip Code:	Petoskey, Michigan 49770
Telephone Number:	231-347-4337
Email Address:	Liz@crookedtree.org

BUSINESS TYPE
Nature of Application – (Check all that apply)
<input type="checkbox"/> Dining
<input checked="" type="checkbox"/> Recreation
<input checked="" type="checkbox"/> Entertainment

REQUIREMENTS	
Please indicate, by checking YES or NO, if your establishment meets the following criteria:	
1. Will the licensed business engage in dining, entertainment or recreation?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. Will the licensed business be open to the general public at least five (5) days per week, ten (10) hours per day, with a seating capacity of at least 25 people and stop serving alcohol at or prior to 11:00 P.M.?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3. Applicants for Redevelopment Liquor Licenses must demonstrate to the satisfaction of the Liquor Control Commission (LCC) that they attempted to purchase an available on-premise escrowed license or quota license Within the City of Petoskey, and that one was not readily available as defined in the Act?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4. Will the licensed business have bar seating? If so, how many bar seats? _____	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

PROCEDURES

Please describe on an attached sheet how your business will do the following, if issued a license:

Applicants requesting a license must document that they have a real property interest within the Redevelopment project area defined by the City Council under separate resolution, also known as the "DDA District" by completing an application documenting the property interest to the satisfaction of the City Manager (deed, lease, contingent sale, contingent lease, or similar documentation). If the applicant is not the owner, applicant shall include written concurrence from the owner. Each application must be accompanied by an application fee in the amount established from time to time by the City Council.

Attachment A

The applicant shall include, as a part of an application, documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that would house the licensed premises, or shall make a commitment for capital investment of at least \$75,000 which shall be expended prior to the issuance of the license.

Attachment B

The applicant shall document how the issuance of the license will benefit the DDA District and the City. (Such documentation may include a business plan, an architectural plan, and other information necessary to review the proposal).

Attachment C

Demonstrate how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the DDA District, including, but not limited to, the Downtown Blueprint Masterplan.

Attachment D

AFFIDAVIT

I have read all of the above answers and they are true. I agree to provide all requested information and to fully cooperate with the City of Petoskey requesting any and all additional information provided in this application or any attachment thereto. Any changes that occur after the date of this application, I will notify the City Clerk, in writing, within 14-days of such change. I understand that the falsification of the information on this form or any false statements made during investigations may constitute grounds for denial of a license.

I warrant that I am not disqualified to receive a liquor license under the ordinances of the City of Petoskey or the laws of the State of Michigan. If granted a liquor license, I will not violate any federal or state laws or any ordinance of the City of Petoskey in the conduct of business.

1/11/2018 Date Elizabeth Ahrens - CTAC President Signature of Applicant (if applicant is a corporation, Include title of signor) Heidi Geiger - CTAC Vice Chair Name of person completing this form if not the applicant

Subscribed and sworn to before me this 11th day of January, 2018.

Carina A. Hume CARINA A. HUME

Notary Public, Emmet County, Michigan

My Commission Expires: 2/28/2024

Acting in Emmet County.

CITY USE ONLY

☐ Approved License No.: _____

☐ Denied

☐ \$350 Fee Paid Date: _____

Authorized Signature _____

**AFFIDAVIT re
License Availability in Emmet County**

STATE OF MICHIGAN)
) ss:
COUNTY OF EATON)

NOW COMES Michael J. Brown, Esq. and being first duly sworn, deposes and states as follows:

1. This Affidavit is submitted under MCL 436.1521a(9) in support of the application by Crooked Tree Arts Council, Inc. for a new Redevelopment District Class C license pursuant to MCL 436.1521(a) for use only at 461 E. Mitchell Street, Petoskey, MI 49770. I am the attorney for Crooked Tree Arts Council, Inc. ("Applicant").

2. The MLCC escrowed licenses list currently reflects six (6) on-premise licenses in escrow in Emmet County. The availability for purchase of those 6 licenses is discussed below:

A) Ed Drier, Inc. (BID 320) – this Class C license is pending ownership transfer and is not available for purchase.

B) Northview Associates, LLC (BID 224398) – this Tavern license has a disconnected telephone number and no other contact information available. When previously contacted about the possible sale of this license months ago, a representative of the licensee indicated the license would only be sold with the building.

C) Lake & Park, LLC (BID 226039) – is a client of our firm. This Resort Class C license issued pursuant to MCL 436.1531(2) has been sold and will shortly be moved out of Emmet County.

D) Seventeen Restaurant Group, Inc. (BID 236779) – this Resort Class C license issued pursuant to MCL 436.1531(4) cannot transfer location and is thus unavailable for Applicant's location.

E) Chef Wendy Wagner, LLC (BID 239444) -- is also a client of our firm. This Redevelopment District License cannot transfer location, and is thus unavailable to Applicant.

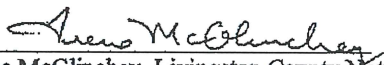
F) Muer Kitchens, LLC (BID 241433) – this new Class C license was only recently issued on February 12, 2016 and is thus unavailable to purchase without a waiver of the 3-year waiting period. Applicant is unable to wait on the possible outcome of that waiver decision.

Further affiant sayeth naught.



Michael J. Brown

Subscribed and sworn to before me
this 10th day of January, 2018



Irene McGlinchey, Livingston County Notary Public
Acting in Eaton County, Michigan
My Commission expires: 11-4-2018

Crooked Tree Arts Council, Inc. Redevelopment Liquor License Application Attachments

The attachments below are submitted in concert with the City of Petoskey Redevelopment Liquor License application for Crooked Tree Arts Council, Inc. These attachments aim to meet the procedures outlined in the application requiring information regarding the Crooked Tree Arts Council, Inc. business intent and how a liquor license issued to Crooked Tree Arts Council, Inc. (CTAC) will benefit the DDA District and the City of Petoskey.

Attachment A - Confirm that Crooked Tree Arts Council, Inc. is a real property interest within the redevelopment project area.

This confirms the location of Crooked Tree Arts Center at 461 E. Mitchell Street is within the DDA District. Crooked Tree Arts Council, Inc. owns this said property which was purchased in 1980 and documented as parcel number 52-19-05-101-055. Legal description as Lots 21 and 22, East 1/2 of Lot 20, Block 1, Section 5, T34N, R5W, Plat of The Map of Shaw and McMillans Addition to the Village of Petoskey City as recorded in Liber 1, Page 3, Emmet County Records. This land transfer was certified with Lawyers Title Insurance Corporation under Audit Number A 297263 on January 1, 1980.

A copy of the Emmet County Tax Assessment Record is attached as (A1) and Lawyers Title Insurance contract as (A2).

Attachment B - Proof that at least \$75,000 has been spent in rehabilitation or restoration of the Crooked Tree Arts Center Building

Crooked Tree Arts Center continues to invest in the building exterior and interior to contribute positively to the Petoskey Gaslight District and better meet the CTAC mission, "To inspire and enrich lives through the arts." In just the last three years, almost \$250,000 has been invested in three major rehabilitation projects which include a Culinary Kitchen remodeling, Music Studio Renovation and major exterior roof repair and painting. The table below reflects the capital spent on these projects. Additional significant capital investments in the Crooked Tree Arts Center building over the next 3-5 years are in the Strategic Plan.

<u>Project</u>	<u>Date</u>	<u>Capital Spent</u>	<u>Project Status</u>
Culinary Kitchen remodel	Fall 2015	\$95,303	Completed
Music Studio Renovation	2017	\$35,000 to date	75% Completed
Exterior Renovation (Roof/Paint)	Fall 2017	\$119,114	Completed
Total capital projects in 2015-2017		\$249,417	

Attachment C - CTAC Liquor License Benefit to DDA District and the City of Petoskey

The Crooked Tree Arts Center (CTAC), located in downtown Petoskey in the former Petoskey United Methodist Church, has been a part of Petoskey's history for nearly 40 years, and continues to be an important social hub for the Petoskey community today. The beautifully restored arts center includes three art galleries, a 220-seat theater; studios for dancing, pottery, painting, and music lessons; offices, kitchen and meeting rooms. The Center spends \$100,000 in marketing annually to reach local, regional and state audiences. It has evolved into being an important historical structure that visitors and residents in Northern Michigan can enjoy year-round. Area residents and visitors combine attending Crooked Tree Arts Center visual arts, performing arts and educational programming with shopping and dining in the Gaslight District. TripAdvisor lists the Petoskey Gaslight District as third in the top things to do in Petoskey and Crooked Tree Arts Center as nine on the top things to do list. The Summer 2017 Exhibition of Ansel Adams attracted 1250 viewers per week or over 20,000 visitors for the four-month time period alone. The ability of entertainment to draw consumers and their spending is consistent with global tourism research. This indicates that shopping, dining and entertainment in a pedestrian friendly, intimate setting is the visitor's number one activity. Additionally, this is where 80% of all non lodging tourism spending takes place. Michigan Tourism Revenue from Arts and Cultural Events account for more expenditures by residents and visitors than hiking, biking, golfing, sailing, fishing and skiing combined!

The redevelopment liquor license will help Crooked Tree Arts Center and the DDA District continue to attract consumers by upgrading their entertainment and recreation/learning experience to better appeal to the changing demographic and social trends. Baby Boomers and Millennials currently make up 58% of the Consumer market at 160 million nationwide according to the Neilsen. The Baby Boomers will control 70% of the U.S. disposable income by 2020. These demographic age groups both value more casual entertainment and recreation/learning experiences while dining or enjoying social drinking according to recent entertainment and restaurant research.

Crooked Tree Arts Center offers more than two dozen visual art exhibitions each year within the three galleries. Plays, films, concerts, and recitals fill the auditorium with performing artists. CTAC has doubled its adult education classes (Culinary, Art and Music) over the last three years. A liquor license will ensure that Crooked Tree Arts Center can upgrade its offerings and experiences to meet the social trends being sought after by the shifting demographics. The DDA District and City will directly benefit from the continued success and growth of Crooked Tree Arts Center as a major Petoskey Gaslight District attraction.

Attachment D - License promotes economic growth consistent with goals and plans of the DDA District and the Downtown Blueprint Master Plan

The Economic Goals and Objectives outlined in the Blueprint Petoskey are directly supported by the Crooked Tree Arts Center Mission and desire to upgrade their experience offerings to grow attendance

and increase DDA District consumers. Two out of the four Economic Goals and Objectives are addressed by ensuring the success of Crooked Tree Arts Center:

- Maintain and enhance Downtown Petoskey as the regional economic and cultural center of the community
- Promote economic development that protects, enhances and keeps relevant the community's natural, historic, social and cultural resources

Crooked Tree Arts Center is called out in the Strategies and Actions, " 7. Work with Crooked Tree Arts Council and area art groups to grow the arts community into a larger tourist draw." Issuing a Redevelopment Liquor License to Crooked Tree Arts Council, Inc. is consistent with the Petoskey Blueprint goals and plans as it enables CTAC to upgrade its performing arts, visual arts and learning experience offerings to keep current with social and demographic trends. Additionally, the CTAC renters (Blissfest and Little Traverse Civic Theatre) have requested and support the desire to offer a casual glass of wine, beer or spirits at their combined 35 or more annual performances. A letter of support is offered in attachment D1.

Attachment E - Church Authorization Statements

Signatures have been obtained from the churches and/or schools that are in Crooked Tree Arts Center's local neighborhood verifying they have no objection to the issuance of a Redevelopment Liquor License to Crooked Tree Arts Council, Inc.

First Presbyterian Church

First Church of Christ Scientist

Temple B'nai Israel

St. Francis Xavier

First Baptist Church of Christ

Attachments A1 - copy of the Emmet County Tax Assessment Record

Attachments A2 - Lawyers Title Insurance contract

Attachment E

461 E MITCHELL ST PETOSKEY, MI 49770 (Property Address)

Parcel Number: 52-19-05-101-055

Property Owner: CROOKED TREE ART COUNCIL**Summary Information**

> Assessed Value: \$0 | Taxable Value: \$0

> Property Tax Information found

No Images Found

Owner and Taxpayer Information**Owner**CROOKED TREE ART COUNCIL Taxpayer
461 E MITCHELL ST
PETOSKEY, MI 49770

SEE OWNER INFORMATION

General Information for Tax Year 2017

Property Class	901 EXEMPT	Unit	52 CITY OF PETOSKEY
School District	PETOSKEY	Assessed Value	\$0
MAP #	No Data to Display	Taxable Value	\$0
USER NUMBER IDX	0	State Equalized Value	\$0
USER ALPHA 1	Not Available	Date of Last Name Change	11/22/2013
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
USER ALPHA 2	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information**Homestead Date** No Data to Display

Principal Residence Exemption	June 1st	Final
2017	0.0000 %	0.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2016	\$0	\$0	\$0
2015	\$0	\$0	\$0
2014	\$0	\$0	\$0

Land Information

Zoning Code	COP B-2	Total Acres	Not Available
Land Value	Not Available	Land Improvements	Not Available
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	Not Available	Mortgage Code	Not Available
Lot Dimensions/Comments	Not Available	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
--------	----------	-------

No lots found.

Total Frontage: 0.00 ft

Average Depth: 0.00 ft

Legal Description

SHAW & MCMILLAN'S ADDITION LOTS 21 & 22 & E 1/2 OF LOT 20 BLK 1 SECTION 5, T34N, R5W.

Comments

LIBER/PAGE HISTORY: L305 P869 WD;

Land Division Act Information

Date of Last Split/Combine	<i>No Data to Display</i>	Number of Splits Left	0
Date Form Filed	<i>No Data to Display</i>	Unallocated Div.s of Parent	0
Date Created	<i>No Data to Display</i>	Unallocated Div.s Transferred	0
Acreage of Parent	0.00	Rights Were Transferred	<i>Not Available</i>
Split Number	0	Courtesy Split	<i>Not Available</i>
Parent Parcel	<i>No Data to Display</i>		

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Liber/Page	Comments
-----------	------------	------------	---------	---------	------------	----------

No sales history found.

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Lawyers Title Insurance Corporation

EM-3079-F

HOME OFFICE: RICHMOND, VIRGINIA
MICHIGAN STATE OFFICE

3270 W. BIG BEAVER ROAD, TROY, MICHIGAN 48064

Lawyers Title Insurance Corporation, herein called the Company, hereby agrees to issue a policy of title insurance as hereinafter set forth upon satisfactory compliance with the requirements contained herein. This commitment is being furnished preliminary to the issuance of a policy of title insurance, and is not binding until countersigned by an Agent or Authorized Officer of the Company.

The reverse side hereof is part of this commitment.**FORM OF POLICY TO BE ISSUED**

A.L.T.A. OWNER'S POLICY

A.L.T.A. MORTGAGE POLICY
WITHOUT EXCEPTIONSA.L.T.A. MORTGAGE POLICY
WITH EXCEPTIONS

\$ 150,000.00

PARTY TO BE INSURED

CROOKED TREE ARTS COUNCIL

Location and Description of Subject Land

City of Petoskey, Emmet County, Michigan

Lots 21 and 22, Block 1, Plat of The Map of Shaw and McMillans Addition to the Village of Petoskey City as recorded in Liber 1, Page 3, Emmet County Records.

OWNER, ENCUMBRANCES, EXCEPTIONS TO TITLE, UNPAID TAXES OR ASSESSMENTS, AND REQUIREMENTS FOR ISSUANCE OF POLICY:

1. OWNER: The First Methodist Church of Petoskey, Michigan, a Michigan Ecclesiastical Corporation.
2. Record proper conveyance from above owner to name later.
3. Supply insurer with authorization to execute deed from The First Methodist Church of Petoskey, a Michigan Ecclesiastical Corporation to name later.
4. Subject to the rights of the public in and to that part of the land taken or used for highway purposes.
5. Property not taxed.
No special assessments.

FOR INFORMATION CALL: 347-6047

CUSTOMER SERVICE: LITTLE TRAVERSE TITLE COMPANY
EXAMINING MATTERS:

Redevelopment Liquor License
Crooked Tree Arts Council, Inc.
461 E. Mitchell Street
Petoskey, MI 49770

CHURCH OR SCHOOL APPROVAL: If the proposed location is within 500 feet of a church and/or school then you must have both church and/or school officials approve the application for Redevelopment Liquor License by filling out and signing this box or attaching an authorizing statement sheet.

- a. I, the authorized representative of the named church and/or school, state that we have no objection to the issuance of a Redevelopment Liquor License to the applicant organization, at the location entered on the resolution.

First Presbyterian Church of Petoskey

501 E. Mitchell
Petoskey, MI 49770

X Rev Rm Dush, Pastor, 1/10/18
Signature of authorized church representative, title and date

231-347-4792, pastor@petoskypres.org
phone # and email

- b. I, the authorized representative of the named church and/or school, state that we have no objection to the issuance of a Redevelopment Liquor License to the applicant organization, at the location entered on the resolution.

First Church of Christ Scientist

420 Waukazoo Ave
Petoskey, MI 49770

X Kent J. Zureick Chairman of the Board C.S. Church petoskey
Signature of authorized church representative, title and date 1-10-18

231-632-5968 CSRR@Gmail.com
phone # and email

Redevelopment Liquor License
Crooked Tree Arts Council, Inc.
461 E. Mitchell Street
Petoskey, MI 49770

- c. I, the authorized representative of the named church and/or school, state that we have no objection to the issuance of a Redevelopment Liquor License to the applicant organization, at the location entered on the resolution.

Temple B'nai Israel

550 Michigan
Petoskey, MI 49770

x Valent Meyerson, Vice-President, 1/10/18
Signature of authorized church representative, title and date

231-487-1661, meyersen-954@charter.net
phone # and email

- d. I, the authorized representative of the named church and/or school, state that we have no objection to the issuance of a Redevelopment Liquor License to the applicant organization, at the location entered on the resolution.

St. Francis Xavier

414 Michigan Street
Petoskey, MI 49770

x Dennis Stowell - Pastor 1-10-18
Signature of authorized church representative, title and date

231-342-4123 dennisstowell@stfrancis.org
phone # and email

Redevelopment Liquor License
Crooked Tree Arts Council, Inc.
461 E. Mitchell Street
Petoskey, MI 49770

- e. I, the authorized representative of the named church and/or school, state that we have no objection to the issuance of a Redevelopment Liquor License to the applicant organization, at the location entered on the resolution.

Parr Memorial Baptist Church
502 Michigan
Petoskey, MI 49770

X REV Casey Smith 1-10-18
Signature of authorized church representative, title and date

231-342-2038 casey.smith1972@gmail.com
phone # and email



January 11, 2018

re: Letter of Support Crooked Tree Arts Center Redevelopment Liquor License

I am writing in support of Crooked Tree Arts Center's application for a Redevelopment Liquor License. As owners operators of 3 downtown businesses we are in favor of events and activities that draw visitors to Petoskey. CTAC is a valuable resource that regularly does this. The programming presented by Crooked Tree positively influences our business, as well as the entire downtown. Whenever there is a performance in the CTAC theatre, we can count on pre-show dinner reservations, as well as post-event patrons. In addition, Wineguys, along with several other restaurants in town, are hired by the arts center for annual catering jobs for their various events. It is a important amenity that we like to offer our guests as a "must-stop" while in town. Needless to say, we are in support of endeavors, such as a redevelopment license, that may help CTAC grow their business.

In part, due to the direct benefit we receive from CTAC's success, we choose to invest in the arts center annually through underwriting, various donations and advertising in the performing arts program. CTAC is a cultural attraction that creates visitor traffic for Petoskey. This is the type of economic activity that we think is a good use for a redevelopment license, and has potential for positive impact for the whole of downtown. We encourage you to also invest in CTAC by approving their request for a Redevelopment Liquor License.

Sincerely,

Bob Keedy
Founding / Principal Partner Wineguys Restaurant Group

WINEGUYSGROUP.COM 231.347.0101 432 E LAKE STREET PETOSKEY, MICHIGAN 49770



CITYPARKGRILL.COM
231.347.0101



PALETTEBISTROPETOSKEY.COM
231.348.3321



ROASTANDTOAST.COM
231.347.7767

CROOKED TREE ARTS CENTER

35837

City of Petoskey

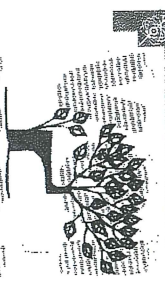
Check Number: 35837
Check Date: Jan 8, 2018

Item to be Paid - Description

Redevelopment Liquor License application

350.00

Check Amount: \$350.00
Discount Taken Amount Paid



CROOKED TREE ARTS CENTER
461 E. East Mitchell Street
Petoskey, MI 49770
231-347-4337 Tax Id # 23-7187264



Memo: 0000340000

Jan 8, 2018

DATE

350.00

AMOUNT

PAY Three Hundred Fifty and 00/100 Dollars



DOWNTOWN MANAGEMENT BOARD

January 16, 2018

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, January 16, 2018. The meeting was called to order at 7:00 P.M., and the following were

Present: S. Reginald Smith, Chairperson
Robin Bennett
Doug Buck
Daniel Harris
Ed Karmann
Noah Marshall-Rashid
John Murphy, Mayor
Ben Slocum
Jessica Stubbs

Absent: None

Also in attendance was the Downtown Director Becky Goodman and City Manager Rob Straebel.

Conduct Annual Organizational Session

Chairperson Smith reported that the Downtown Management Board was required to annually conduct an election to select a Chairperson and Vice Chairperson from its members and to establish a regular meeting schedule for the coming year; and that duplicating the action by the Downtown Development Authority Board at its meeting, which had been conducted just prior to this meeting, the Downtown Management Board would be required to elect these same officers and to adopt the same meeting schedule.

Duplicating action of the Downtown Development Authority Board, Mr. Smith was nominated as Downtown Management Board Chairperson and Mr. Buck as Vice Chairperson for 2018. Nominations were unanimous by a voice vote.

Approve Consent Agenda Items

Downtown Management Board members discussed the first item of routine business, the December 19, 2017 regular session meeting minutes; acknowledgement of bills since December 19, 2017; and acceptance of the December expense and income reports as prepared by the Downtown Director.

Board members inquired on the \$1,200 employee gift expense and the Downtown Director responded that six employees receive downtown dollars annually that aren't spread out evenly; and that year-end and January financial reports will be provided at the February meeting.

Upon motion made by Mr. Marshall-Rashid and seconded by Mr. Buck, the December 19, 2017 regular session meeting minutes were approved; acknowledgement of bills since December 19, 2017 that totaled \$44,054.62; and expense and income reports for December were approved. Said motion was unanimously approved as submitted.

Discuss Redevelopment Liquor License Ordinance Revisions

The Downtown Director reviewed that the DMB approved the recommendation of creating a Redevelopment Project Area District and the granting of Redevelopment Liquor Licenses to the City Council in 2011. These licenses, recommended by the community and issued by the State, were fairly new at the time and had been developed by the MEDC as a tool for downtown revitalization. The Downtown Director further reviewed that as previously discussed at the last meeting, there is some concern that one of the licenses granted by the City has been put into escrow for the last two winters; that City Council and DMB Board members who were involved in the original action to grant these licenses know that this was not the understanding of their use; and reviewed the ordinance and local controls.

Board members discussed what happens to licenses if businesses close or sell; inquired on who enforces local controls; discussed striking certain local controls including bar seat limitation and cut-off time to serve alcohol; that the number of licenses granted should be increased; heard from those in favor of licenses since they are economic incentives; discussed whether to include non-profits and concurred to indicate businesses or entities; discussed whether to keep the design guideline requirement; discussed how many alcohol establishments are warranted for the community and that there should be a balance between retail, restaurants and entertainment in the district; and that any revisions if approved by City Council should be retroactive and apply to existing and new businesses.

City staff reviewed that currently local controls aren't being enforced; that Public Safety could enforce if directed by City Council; and that current ordinance doesn't comply with State redevelopment liquor license issued under MCL 436.1521a(1)(b).

Board members further directed the Downtown Director to revise the ordinance and keep the following local controls 1) Any exterior faced improvements shall conform to the Downtown Design Guidelines; 2) No current or outstanding code violations, tax delinquencies, or other outstanding City fees shall be owed by the applicant or premises to be occupied; 3) The business shall comply with all state laws; and 4) Increase the number of licenses granted to no more than 10 Redevelopment Project Licenses. The Downtown Director will revise the ordinance and provide to City staff for review before recommending to City Council for review.

Approve Redevelopment Liquor License for Crooked Tree Arts Council

The Downtown Director reviewed that Liz Ahrens, Executive Director, for the Crooked Tree Arts Council and Heidi Geiger on behalf of the Board, submitted an application requesting City Council approve a Redevelopment Liquor License for their property at 461 East Mitchell Street.

Ms. Ahrens gave a brief presentation on the history of the Arts Center; reviewed that they apply for 12 liquor licenses a year and are all used for other events; that with this license approval it will help enhance what Crooked Tree Arts Center offers and will expand their audience; and reviewed concept and potential events with new license.

Board members discussed if licenses were available to non-profits; thanked Crooked Tree Arts Council for a complete, informative application; and inquired on concept and how the Arts Center will use the license.

Upon motion made and seconded, the DMB approved the Redevelopment Liquor License application submitted by Crooked Tree Arts Council, Inc., 461 East Mitchell Street, and recommended to City Council for approval. Said motion was unanimously approved as submitted.

Approve Policy for Reporting Unpaid Ticket Amounts

The Downtown Director reviewed that the Downtown Office was recently requested to report its total outstanding unpaid tickets which is approximately \$300,000 in unpaid tickets and that the amount represents total unpaid tickets and accumulated past due fees since 2005. The Downtown Director further reviewed that the Downtown Office maintains detailed records of all unpaid tickets for the potential of collection; that it has a track record of collecting 91% of the total number of tickets; and that the office regularly utilizes two different collection agencies in its efforts to collect on unpaid tickets.

The Downtown Director reviewed that at the suggestion of City Council, the Parking Committee drafted a policy related to reporting unpaid ticket amounts:

All unpaid tickets will remain on the detailed record, indefinitely, for the purpose of potential collection. For reporting purposes, data related to unpaid ticket amounts will be limited to the most recent five (5) year period.

The Parking Committee considered the following factors in developing the proposed policy 1) the likelihood of collections within a five-year period; 2) the review of City of Petoskey's policy on similar type accounting records, such as personal property taxes and 3) how to fairly represent the general effectiveness of the Downtown Office's ability to collect on unpaid tickets.

Board members discussed the policy and upon motion made and seconded, the DMB approved the policy for reporting unpaid ticket amounts as presented. Said motion was unanimously approved as submitted.

Hear Committee Reports

The Downtown Director reported on behalf of the Parking Committee and that a County Commissioner spoke to the Committee in favor of a joint effort to build a deck at the corner of Division and Lake and believes there is more support from other Commissioners; presented the PowerPoint that was given to City Council concerning parking tickets; that a Clipper Creek representative gave a presentation on a different charging station that is less expensive than ChargePoint; and that there was discussion with City staff on charging station and an offer was provided to have DPW install, monitor the electricity and locate charger in the Darling Lot next to the greenway corridor.

The Downtown Director reported on behalf of the Events Committee and reviewed that there are two sponsors, Gypsy Vodka and First Community Bank, for the Winter Carnival along with Petoskey Area Visitors Bureau; that the Petoskey Rocks task force met and are working on locations for food trucks and street musicians; and that a survey will be distributed in the near future polling merchants regarding whether or not to invite outside vendors to Sidewalk Sales.

The Downtown Director reported on behalf of the Marketing Committee and that the Committee discussed geo fencing; a direct email campaign offered by Lite 96 and a marketing partner; and that the Committee needs to work on the 2018 budget.

In downtown economic enhancement, the Downtown Director reported on new businesses in town including Shed and Tableau Events and that Stafford's Gallery is closing.

The Downtown Director further reported that the Strategic Plan was distributed at tonight's meeting; that any comments be sent to her; and that the City Planner will present in February.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 9:20 P.M.

ORDINANCE NO. 727

AN ORDINANCE TO establish conditions and criteria for the evaluation of liquor license requests submitted to the City of Petoskey pursuant to Public Act 501 of the Public Acts of 2006, being Section 521(a)(1) of the Michigan Liquor Control Code of 1998, being MCL 436.1521(a)(1) (the "Act") and to establish necessary conditions to ensure that the issuance of a liquor license is consistent with adopted goals and plans of the redevelopment project area established by the City and to ensure the issuance of the license will enhance the quality of life for residents and visitors.

THE CITY OF PETOSKEY ORDAINS:

ARTICLE I

Sec. 4-1 Purpose: The City hereby establishes criteria for the evaluation of liquor license requests submitted pursuant to Public Act 501 of the Public Acts of 2006, being Section 521(a)(1) of the Michigan Liquor Control Code of 1998, being MCL 436.1521(a)(1) (the "Act") and establishes necessary conditions to ensure that the issuance of a license is consistent with adopted goals and plans of the redevelopment project area established by the City and to ensure the issuance of a license will enhance the quality of life for residents and visitors.

ARTICLE II

Sec. 4-2 Requirements: Businesses licensed under the Act must:

- (1) Be engaged in dining, entertainment or recreation at least 5 days per week.
- (2) Be open to the general public at least 10 hours a day, 5 days a week.
- (3) Have a seating capacity of at least 25 people.
- (4) Demonstrate to the satisfaction of the Liquor Control Commission (LCC) that they attempted to purchase an available on-premise escrowed license or quota license within the City, and that one was not readily available as defined in the Act.
- (5) Either have expended at least \$75,000 for the rehabilitation or restoration of the building over a period of the preceding five years, or commit capital investment of at least \$75,000 that will be expended for the building before the license is issued.

Sec. 4-3 Policy: The City of Petoskey will use the following procedures in reviewing applications for liquor licenses under the Act:

- (1) Applicants requesting a license must document that they have a real property interest within the Redevelopment project area defined by the City Council under separate resolution, also known as the "DDA District" by completing an application documenting the property interest to the satisfaction of the City Manager (deed, lease, contingent sale, contingent lease, or similar documentation). If the applicant is not the owner, applicant shall include written concurrence from the owner. Each application must be accompanied by an application fee in the amount established from time to time by the City Council.

- (2) The applicant shall include, as a part of an application, documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that would house the licensed premises, or shall make a commitment for capital investment of at least \$75,000 which shall be expended prior to the issuance of the license.
- (3) The applicant shall document how the issuance of the license will benefit the DDA District and the City. Such documentation may include a business plan, an architectural plan, and other information necessary to review the proposal.
- (4) In evaluating proposals, the City Council may consider how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the DDA District, including, but not limited to, the Downtown Blueprint Masterplan. In addition, the Council shall give consideration to:
 - (a) The recommendation of the Downtown Management Board, who shall have thirty days from the date of submission to the City of Petoskey to review and make a recommendation on a license application.
 - (b) Existing restaurant businesses within the DDA District that meet the criteria for issuance of a license as of January 1, 2011.
 - (c) New restaurant businesses occupying space where the capital investment greatly exceeds the requirements of the Act.
 - (d) New restaurant, recreation or entertainment businesses which will contribute a new or unique choice to the mix of establishments within the DDA area.
 - (e) The quality and detail of the business documentation as outlined in §3.
- (5) New qualifying businesses making exterior façade improvements shall conform to the Downtown Design Guidelines.
- (6) Businesses seeking to utilize a Redevelopment Project Area License shall not have bar service seating for more than 6 persons.
- (7) The applicant and subject property owner shall not have any current or outstanding code violations, tax delinquencies, other outstanding City fees or in any way be in default to the City.
- (8) Businesses seeking to utilize a Redevelopment Project Area Liquor License, as provided for in MCL 436.1521a shall:
 - (a) Not serve alcohol after 11 pm on any day.
 - (b) Not serve alcohol between the hours of 11 pm and 7am, or other hours as otherwise prohibited by state law or Michigan Liquor Control Commission Promulgated Rule.

The provisions of this section shall not apply to Banquet Facility Permits or A Hotel or B Hotel Licenses issued by the Michigan Liquor Control Commission as part of a Redevelopment Project Area License.

- (9) In order to protect the health, safety and welfare of the Petoskey community and the retail character of the Petoskey downtown area as outlined in the Downtown Blueprint Masterplan the City Council shall not approve more than six (6) Redevelopment Project Area Liquor Licenses within the DDA district.

ARTICLE III

Sec. 4-4 Penalty: Municipal Civil Infractions

- (1) Any person, firm or corporation violating any of the provisions of this Ordinance is responsible for a municipal civil infraction, subject to payment of a civil fine pursuant to the City of Petoskey Municipal Civil Infraction Ordinance, as amended, plus costs and other sanctions for each violation (as authorized by Section 24 of Act 184 of the Public Acts of Michigan of 1943, as amended, the City of Petoskey Municipal Civil Infraction Ordinance, and other applicable laws).
- (2) Repeat offenses under this Ordinance shall be subject to increased fines, as provided by the City of Petoskey Municipal Civil Infraction Ordinance, as amended from time to time.
- (3) Each day on which any violation of this Ordinance occurs or continues constitutes a separate offense, subject to separate sanctions. The paying of a fine or sanctions under this Ordinance shall not exempt the offender from meeting the requirements of this Ordinance.
- (4) The City Manager, the Director of Public Works, the Director of Public Safety, City Planner/Zoning Administrator, all Public Safety Officers or other designees of the City Manager, (as defined by the Municipal Civil Infraction Ordinance, as amended) are hereby designated as the Authorized City Officials to issue municipal civil infraction citations for violations of this Ordinance.
- (5) A violation of this Ordinance is deemed to be a nuisance, per se. In addition to any remedies available at law, the city may bring an action for an injunction or other process against any person to restrain, prevent or abate any violation of this Ordinance.

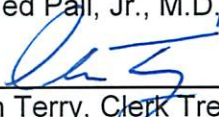
The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

This Ordinance shall take effect fourteen (14) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Enacted and Ordained by the City of Petoskey City Council on the 19th day of September, 2011.



H. Ted Pall, Jr., M.D., Mayor



Alan Terry, Clerk Treasurer



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the City of Petoskey, MI council/board
(regular or special) (township, city, village)

called to order by John Murphy (Mayor) on Feb. 5, 2018 at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Crooked Tree Arts Council, Inc.
(name of applicant)

for the following license(s): Redevelopment District Class C License issued pursuant MCL436.1521a (1) (b)
(list specific licenses requested)

to be located at: 461 E. Mitchell Street, Petoskey, MI. 49770

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City of Petoskey, MI
council/board at a Regular meeting held on Feb. 5, 2018
(regular or special) (date) (township, city, village)

Alan Terry

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 5, 2018

DATE PREPARED: January 31, 2018

AGENDA SUBJECT: Consideration to approve a Small Wine Maker License Application for Beards Brewery, LLC located at 215 East Lake Street

RECOMMENDATION: That City Council grant local approval and approve resolution

Background

Beards Brewery, LLC, 215 East Lake Street, would like to apply to the Michigan Liquor Control Commission for a Small Wine Maker License. As part of the application process, Beards Brewery must first obtain local governmental approval. If approved by the MLCC, the Wine Maker license will be for the address of 215 East Lake Street, the current Beards Brewery location.

Action

City staff recommends that City Council grant local approval and allow Beards Brewery, LLC, to proceed with the application process through the MLCC. If City council is agreeable to allowing Beards Brewery to apply for a Small Wine Maker License to be located at 215 East Lake Street, a motion can be made to approve the enclosed Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission form.

mb
Enclosure



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ regular _____ meeting of the _____ Petoskey City Council _____ council/board
(regular or special) (township, city, village)
called to order by _____ on February 5, 2018 at 7:00 P.M.
the following resolution was offered: (date) (time)

Moved by _____ and supported by _____

that the application from Beards Brewery, LLC
(name of applicant)

for the following license(s): Small Wine Maker License
(list specific licenses requested)

to be located at: 215 East Lake Street, Petoskey, MI 49770

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 5, 2018

DATE PREPARED: January 25, 2018

AGENDA SUBJECT: Consideration to Approve a Resolution in Support of a Gaming License for the Great Lakes Chamber Orchestra

RECOMMENDATION: That City Council approve the enclosed proposed resolution

Background Joyce Herbert, Board Secretary of the Great Lakes Chamber Orchestra, 219 East Lake Street, is requesting City Council approve a resolution in support of a charitable gaming license. The gaming license would be used to sell raffle tickets for an event in June. Funds will help continue the Great Lakes Chamber Orchestra's purpose to provide high quality orchestral music through live regional performances, education, outreach and performances. In order to be recognized as a qualifying organization, the City needs to pass a resolution stating the Great Lakes Chamber Orchestra is a recognized nonprofit organization in our community.

Action That City Council approve the enclosed resolution designating the Great Lakes Chamber Orchestra as a recognized nonprofit in Petoskey.

sb
Enclosure



City of Petoskey

Resolution

WHEREAS, local governmental units are required to certify status of local non-profit organizations that seek permission of the Michigan Bureau of the Lottery, Charitable Gaming Division, to conduct certain types of fundraising campaigns that require issuing of gaming licenses; and

WHEREAS, the Great Lakes Chamber Orchestra, 219 East Lake Street, Petoskey, has requested that the City recognize it as a non-profit organization that operates within the community for the purpose of administering gaming licenses that would permit future raffle drives and fundraising events, the proceeds from which would benefit the individual affiliate conducting the event:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby certifies that the Great Lakes Chamber Orchestra, 219 East Lake Street, Petoskey, is a recognized non-profit organization that operates within the Petoskey community.

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 on the ____ day of February, 2018, and of the whole thereof.

In witness whereof, I have hereunto set my hand and affixed the corporate seal of said City of Petoskey this ____ day of February, 2018.

Alan Terry, City Clerk



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 5, 2018

DATE PREPARED: January 26, 2018

AGENDA SUBJECT: Approve Bayfront Park Resource Center Concession Stand Operation

RECOMMENDATION: That City Council approve a contract to North Bridge Markets, Alanson, for Bayfront Park Resource Center concession operation beginning May 2018

Background Bayfront Park, Ed White Field and the Municipal Marina are all extremely active areas in the City of Petoskey during the warmer months. Unfortunately, there has been inconsistent concession sales at the Resource Center. In December, the City advertised a "Request for Proposals" for an entity to manage the concession stand from May 25 through September 3. Bidders were also encouraged to offer morning concession services to the marina patrons. The contract will be for 2 years with the option to continue if warranted by the City. The recommended vendor has 20 years of food and beverage experience, all in Northern Michigan.

Bid Results The bid specifications were prepared and reviewed by staff, advertised in the Petoskey News Review between December 12-15, 2017 and placed on the City's website. Two (2) bids were received and are listed below:

<u>Bidder</u>	<u>% of Gross sales back to City</u>	<u>Annual Operating Fee Total</u>
North Bridge Markets Alanson	6%	\$1,000
Mancino's of Petoskey Petoskey	5%	\$1,000

Review The above bids were reviewed for completeness and compared by City staff and all references provided have been contacted. Also noteworthy is that the recommended vendor is planning to operate the concession stand from April through October, which is two months more than required. The vendor has also committed to have "dockside service" for marina guests, who will be able to place an order through an app. The menu will consist of a variety of expected concession stand items but also offer healthy options, regional in-season dishes and will collaborate with willing restaurants for variety.

Recommendation That City Council approve a contract for Bayfront Park Resource Center concession operation to North Bridge Markets, Alanson.

kk
Enclosure



City of Petoskey

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

AGREEMENT

LICENSE AGREEMENT FOR NORTH BRIDGE MARKET'S USE OF BAYFRONT PARK RESOURCE CENTER COMPLEX CONCESSION STAND

THIS LICENSE AGREEMENT ("*Agreement*") made this ____ day of February, 2018, by and between the City of Petoskey, a Michigan municipal corporation, of 101 East Lake Street, Petoskey, Michigan 49770 (hereinafter the "*City*") and North Bridge Markets, 9014 Lake Street, Alanson, Michigan 49706 (hereinafter "*Licensee*") pursuant to the following terms and conditions concerning the operation of the Bayfront Park Resource Center Food and Beverage Concession Stand (hereinafter "*Concession*"):

1. License and Location.

- A. **TERMS.** The City hereby grants to Licensee a revocable, non-exclusive license to seasonally operate the Concession located in the Bayfront Park Resource Center Building for a period of two (2) years commencing April 15, 2018 and ending on October 14, 2019.
- B. **MODIFICATIONS TO CONCESSION STAND.** Interior of the existing Concession may be modified by Licensee, with approval from the City, to accommodate concession equipment storage at Licensees expense. All permanent modifications to the building, including plumbing, electrical, ventilation, or built-in cabinetry shall comply with building, plumbing and electrical codes and applicable health codes. All permanent modifications will revert to ownership of the City at the end of this Agreement and non-permanent installation of concession related equipment, such as ice cream machines, refrigerators, freezers, microwaves, etc., shall remain property of Licensee and shall be removed from the premises within 15 days of conclusion of Agreement.
- C. **EXTERIOR SITE AMENITIES.** Licensee may add up to four, 6-ft. diameter or less, tables (design approved by City) to the area immediately in front of the Concession.
- D. **SIGNAGE.** Licensee, upon City approval of size, design and location, may install up to three concession directional signs to inform public of concession location at the following locations:
 - 1. Near walkway leading to concession stand from Midway.
 - 2. Near walkway leading to concession from Ed White parking area.
 - 3. One sign visible from Wheelway on Bayfront Drive on south side of concession.

Cost of signage and installation will be the responsibility of Licensee.

E. **MAINTENANCE OF BUILDING.** Licensee shall be responsible for keeping exterior serving counters, concession tables, and walkway in front of concession stand in sanitary condition, free from litter, popcorn, spilled liquids, or other concession stand related items or debris.

F. **TERMINATION.** This License Agreement, granted by the City, may be terminated by either the City or Licensee upon 60 days written notice to the other party without cause. The termination or expiration of this Agreement shall not relieve the Licensee of its obligation to the City. The Licensee shall, at the end of the 60 day notice period, discontinue operation and within the following 10 days' pay a percentage of sales to the City as specified in the Agreement, and remove all trade fixtures (for example non-built-in food equipment and all other personal property of the Licensee) from City property. The City shall have the right to terminate this License Agreement at any time upon written notice to Licensee for Licensees failure to fulfill any of its obligations under the Agreement or upon insolvency or bankruptcy of Licensee. In this case, Licensee shall vacate the concession stand immediately and remove all trade and personal property from City premises within 10 days.

2. License Fee. Licensee will pay the City by April 1 of each calendar year of this Agreement, One Thousand Dollars (\$1,000.00, the Base License Fee). In addition to the Base License Fee, the Licensee shall pay to the City by November 1 of each calendar year of this Agreement, the sum of 6% of the gross sales (Variable License Fee). Licensee shall provide the City daily register tapes, monthly profit and loss statements, monthly balance sheets or other financial information reasonably requested by the City in order to verify gross sales numbers used to calculate the variable License Fee paid to the City.

3. Seasonal Dates of Operation. Licensee shall operate the Concession as set forth below:

<u>Dates</u>	<u>Hours</u>
April 15 to Memorial Day	2:00 P.M. to 7:00 P.M. on softball game days 10:00 A.M. to 5:00 P.M. on Saturdays
Memorial Day to Labor Day	9:00 A.M. to 9:00 P.M.*
Labor Day to October 15	11:00 A.M. to 5:00 P.M. Tuesday – Saturday

*Will stay open late for sports and special events in park.

Marina boat-side delivery 8:00 A.M. to 9:00 A.M. every day – Memorial Day to Labor Day.

4. Coordination and Cooperation. The Licensee shall work cooperatively with the City of Petoskey, its employees and agents to provide concessions at scheduled tournaments and games. Licensee acknowledges that the Petoskey Sports Boosters and others, on occasion, will provide meals to visiting high school teams and/or host bake sales for a fundraiser at certain events at the Complex. In addition, currently there are three (3) festivals hosted at the Petoskey Waterfront that allow additional food vendors. They are as follows:

A. Historical Festival: Taste of the North - one Saturday in June, held at the Little Traverse History Museum area, Bayfront Park.

- B. July 4th Fireworks: Limited. Two (2) food vendors are allowed to set up from 6:00 P.M. to dusk. Licensee is encouraged to extend or expand service for this event.
 - C. Festival on the Bay: Third weekend in August. City festival hosted at Bayfront Park. Event is held over three (3) days with multiple activities starting at noon on Friday. Entertainment, beer tent, food and craft vendors are stationed throughout the park. Licensee is encouraged to extend hours and expand operation for this event.
5. Maintenance. Licensee is responsible for cleaning the Concession Stand, including interior floors, garbage receptacles, walks, windows, serving areas, serving counters, food preparation areas, concession equipment, etc. Exterior building maintenance and repair will be the responsibility of the City, with the exception of the sidewalk and tables in front of the serving window, which shall be maintained by the Licensee. The City shall be notified of the end of the season so as to make a final inspection of the Concession Stand prior to winterizing the facility.

The City shall also be responsible for all non-concession stand areas such as the cleaning of restrooms and meetings room located in the Resource Center. Licensee shall check out keys at the signing of this Agreement and shall return all keys at the end of each summer season. All keys shall be issued by the City. Licensee shall not make any duplicate copies of keys.

6. Security Background Check. All employees of the Licensee assigned to work at the Concession Stand shall undergo and must pass a security clearance check performed by the Petoskey Department of Public Safety prior to beginning actual work. This background check is necessary because employees will be working in a public park setting. In the event that an employee is deemed to be a security or safety risk, the Licensee shall immediately restrict the employee from working at the Concession Stand.
7. Work Inspection. City staff and local or State Health Officials or their certified representatives shall, at all times, be allowed to inspect the Concession Stand for compliance with this Agreement, sanitary issues, etc. Licensee shall be responsible for obtaining all necessary permits and licenses from the health department and any other state or federal agency. The presence or absence of a City inspector will not relieve the Licensee of its responsibility to comply with the terms of this Agreement.
8. Liability Insurance/Indemnification.
- A. Licensee shall purchase and maintain such insurance as will protect the City and Licensee from claims set forth below which may arise out of, or result from, the Licensee's operations under this Agreement, whether such operations are by the Licensee or by any subcontractor or by anyone directly or indirectly employed by Licensee, including:
 - 1. Under worker's compensation, disability benefits, and/or other similar employee benefit acts;
 - 2. For damages because of bodily injury, occupational sickness or disease, or death of his employees;

3. For damages because of bodily injury, sickness or disease, or death of any person other than his employees;
 4. For damages insured by usual personal injury liability coverage, which are sustained:
 - a. By any person as a result of an offense directly or indirectly related to the employment of such person by the Licensee; or
 - b. By any other person.
 5. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.
- B. The insurance required under this Agreement shall be written for not less than any limits of liability specified herein, or required by law, whichever is greater, and shall include contractual liability insurance as applicable to the Licensee's obligations.

<u>Comprehensive General Liability</u>	<u>Each Occurrence</u>	<u>Aggregate Amount</u>
Bodily Injury	\$1,000,000	\$2,000,000
Personal Injury	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000
Product Liability	\$1,000,000	\$2,000,000

<u>Comprehensive Auto Liability</u>		
Bodily Injury	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	

Worker's Compensation Statutory Limits

- C. The Licensee shall either: Require each supplier or subcontractor to procure and to maintain during the life of this Agreement, subcontractor's Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified in this subparagraph, or insure the activity of the suppliers or subcontractors in Licensee's own policy.
- D. Certificates of Insurance and the policy itself, in form and content acceptable to the City shall be filed with the City prior to the commencement any activity under this Agreement. The Certificates and Policies shall contain a provision that coverage afforded under the policies will not be cancelled until at least fifteen (15) days prior notice has been given to the City.
- E. All insurance required by Licensee shall name the City as an additional named insured.

- F. Licensee hereby agrees to indemnify and hold the City, its agents, employees, contractors, successors, and assigns harmless for any and all liability, loss or damage the City, its agents, employees, contractors, successors, and assigns may suffer as a result of claims, demands, costs, or judgments arising out of Licensee's operations hereunder. Such indemnification shall include the reimbursement to the City, its agents, employees, contractors, successors, and assigns of reasonable attorney fees incurred by the City, its agents, employees, contractors, successors, and assigns in connection with the defense of any action related to Licensee's operations hereunder.
9. Codes, Laws and Ordinances. The Licensee shall comply with all laws, ordinances, rules, and regulations bearing on the conduct of the work to be performed under this Agreement. Should any change in specifications be required to comply with laws, ordinances, rules, or regulations, the Licensee shall notify the City in writing. The Licensee shall be held to complete all work necessary to meet requirements of said laws.
10. Verifications. Prior to beginning to operate under this Agreement, Licensee shall visit Concession Stand areas and review services to be provided as outlined herein, and shall report any errors or inconsistencies to the City before commencing work. The Licensee must exercise proper precautions to verify all such work. Additional compensations will not be permitted for any error resulting from the Licensee's failure to exercise such precautions.
11. Inspection. The Concession Stand shall be subject at all times to inspection by the City or its authorized representatives. The presence or absence of a City inspector will not relieve the Licensee of its responsibility to complete work in accordance with all applicable laws and the terms of this Agreement.
12. Changes. The Licensee may not make any changes to the Concession Stand, nor shall it operate contrary to this Agreement, without the written consent of the City Manager.
13. Menu List. Licensee shall furnish a menu list including prices to the City for review prior to April 1 of each year of the Agreement. Licensee shall furnish updated menu and price changes to the City as they occur.
14. Assignment. This Agreement shall not be assigned by either party and any such assignment shall immediately terminate this Agreement.
15. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, with venue in the County of Emmet.
16. Entire Agreement. The provisions herein contained constitute the entire agreement between the parties. Any oral representations or modifications shall be of no effect. No term or condition of this Agreement may be modified, amended or waived except by a written amendment signed by all parties.

CITY OF PETOSKEY

Dated: _____, 2018

By: Kendall Klingelsmith
Its: Parks and Recreation Director

NORTH BRIDGE MARKET

Dated: _____, 2018

By: Joan Tiihonen
Its:



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 5, 2018

DATE PREPARED: February 1, 2018

AGENDA SUBJECT: Discussion of an accommodation policy under the Federal Fair Housing Amendments Act (FFHA) in the Americans with Disabilities Act (ADA)

RECOMMENDATION: That City Council discuss with a possible motion to direct the Planning Commission to review and set a public hearing regarding amendments to the City's Zoning Ordinance for federal housing accommodation provisions

Background City staff, along with the City Attorney, have been reviewing the City's Code of Ordinances as applied to the Federal Fair Housing Amendments Act ("FFHA") and the Americans with Disabilities Act ("ADA"). For the reasons stated below, it is the recommendation of the City Attorney, as supported by staff, that the City adopt an accommodation policy as part of the City's Zoning Ordinance as well as the City's International Property Maintenance Code ("IPMC").

The FFHA, under provisions of 42 U.S.C. § 3601, *et seq.*, forbids discrimination against disabled people in the sale or rental of housing. It also requires such: "*Reasonable accommodations and rules, policies, practices, or services,*" as may be "*necessary to afford (disabled) persons equal opportunity to use and enjoy a dwelling.*" According to the City Attorney, this creates an affirmative duty on the City to provide its disabled citizens reasonable accommodation in its municipal zoning practices if necessary to afford such persons equal opportunity in the use and enjoyment of their property. Under the Fair Housing Act, Congress clearly contemplated providing municipalities such as the City of Petoskey the opportunity to adjust their generally applicable rules to allow persons with disabilities equal access to housing.

The City Attorney has advised that courts have given examples of requests for accommodation under the Fair Housing Act. For example, a City that forbade builders to build showers that were flush with the bathroom floor because it wanted to reduce the risk of flooding an apartment below was still found to be hurting to only disabled people. The development could, therefore, seek an accommodation in the form of a waiver of the rule for housing intended for disabled people. Another example is a resident that could request a set-back accommodation in order to install a ramp on a house that would otherwise violate the City's set-back requirements. The City Attorney has recommended that the City seek to avoid treating a request for an accommodation as arbitrary. As such, a formal accommodation policy would address accommodation requests.

When analyzing whether an accommodation is required under the Fair Housing Act, the Supreme Court rules that there are three elements that the City must follow:

1. The accommodation must be reasonable;
2. The City's policy must give handicapped individuals equal opportunity;
3. The accommodation must be necessary.

Southwestern Community College v Davis; 442 US 397 (1979).

Having such a formal policy in place will avoid the confusion of who will make decisions on a particular case and the criteria used in making the decision. Both City Attorney and City staff recommend adopting a formal policy whereby requests for accommodations are referred to the Zoning Board of Appeals ("ZBA"). This is consistent with other cities, such as the City of Holland. While other cities refer requests for accommodations to staff or the Planning Commission, it is the consensus of staff and the City Attorney that the ZBA is best suited for the City of Petoskey's accommodation policy.

Enclosed is a draft of a proposed Amendment to the City's Zoning Ordinance adopting an accommodation policy as part of the Zoning Ordinance. In addition, enclosed is an amendment to Chapter 13, Article II of the City's Code in order to also allow accommodations under the International Property Maintenance Code ("IPMC").

The City Council, due to the provisions of the Michigan Zoning Enabling Act, is authorized to initiate a Zoning Ordinance amendment. However, before such an ordinance is submitted for amendment to the City Council, the City's Planning Commission must hold at least one public hearing. MCL 125.3306. Notice provisions must be given pursuant to the Zoning Enabling Act consistent with any other Zoning Ordinance amendment. The amendments proposed to the IPMC do not require review by the Planning Commission.

Action If City Council is comfortable with the proposed changes to the City's Zoning Ordinance regarding fair housing accommodations, a motion should be made to direct staff to work with the Planning Commission to review the amendments to the zoning ordinance as well as schedule a public hearing.

After a public hearing is held with the Planning Commission, the changes to both the IPMC as well as the Zoning Ordinance will be discussed in the coming weeks by City Council. The amendments will need both a first and second reading before City Council can formally approve.

sb
Enclosures

ORDINANCE NO. _____

AN ORDINANCE TO AMEND APPENDIX A OF THE PETOSKEY CODE OF ORDINANCES, ZONING ORDINANCE ARTICLE XIX

THE PETOSKEY CITY COUNCIL ORDAINS:

1. **Appendix A, Article XIX, Section 1912 of the Petoskey Code of Ordinances is hereby created to read:**

Sec. 1912. Fair Housing Accommodation Policy

1. Purpose.

It is the policy of the City of Petoskey, pursuant to the Federal Fair Housing Act and the Michigan Elliot Larsen Civil Rights Act (hereafter "fair housing laws") to provide individuals with disabilities reasonable accommodation in rules, practices and procedures to ensure equal access to housing and to facilitate the development of housing for individuals with disabilities. This section is intended to provide a procedure for individuals with disabilities and developers of housing for individuals with disabilities to seek relief from the application of zoning regulations, practices and procedures to further the City's compliance with fair housing laws and provide greater opportunities for the development of critically needed housing for individuals with disabilities.

2. Definitions.

For purposes of this section, the following terms shall have the meanings ascribed to them:

Eligible Person: A person who is an individual with a disability, his or her representative, or a developer or provider of housing for individuals with disabilities.

Individual with a Disability: Someone who has a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone with a record of such impairment, but such term does not include current, illegal use of, or addiction to, a controlled substance (as defined in 21 U.S.C. § 802).

Person: An individual, partnership, limited-liability company, corporation or other entity.

Reasonable Accommodation: Providing eligible persons with flexibility in the application of zoning regulations, practices and procedures, or even granting variances from certain requirements, when it is necessary to eliminate barriers to equal housing opportunities.

Request for Reasonable Accommodation: A request by any individual with a disability, his or her representative, a developer or provider of housing for individuals with disabilities, when the application of a zoning regulation, policy, practice or procedure acts as a barrier to fair housing opportunities.

3. Notice of fair housing accommodations policy, assistance available.

- a) Notice of the availability of reasonable accommodation shall be prominently displayed at City Hall, advising the public of the availability of the procedure for eligible individuals. Forms for requesting reasonable accommodation shall be available to the public in the Office of City Planner.
- b) The notice shall indicate that the Office of City Planner will provide an applicant with assistance in filing a request for reasonable accommodation or an appeal from a decision on such request so that the process is accessible.

4. Requests for reasonable accommodation.

- a) The Zoning Board of Appeals shall have the jurisdiction and power to grant a special exception from the non-use requirements of the Zoning Ordinance where necessary to provide reasonable accommodation to allow individuals with disabilities to have reasonable access to housing in the City of Petoskey.
- b) A special exemption is not necessary for state-licensed adult foster care homes to the extent that state law preempts local zoning and may exist legally without the special exception.
- c) An eligible person may request a reasonable accommodation in zoning regulations, practices and procedures.
- d) Requests for reasonable accommodation shall be made in writing, filed in the Office of the City Planner and provide the following information:
 - 1. Name and address of the individual(s) requesting reasonable accommodation;
 - 2. Name and address of the property owner(s) (if different);
 - 3. Address of the property for which accommodation is requested;
 - 4. Evidence that the request is for an individual with a disability under fair housing laws;
 - 5. Description of the requested accommodation and the regulation(s) or procedure for which accommodation is sought;
 - 6. Reason that the requested accommodation may be necessary for the individual(s) with the disability to use and enjoy the dwelling;
 - 7. Evidence that all alternative accommodations and other options have been considered by the applicant;
 - 8. Evidence of whether the property is within 400 feet of another property granted accommodations for use by four (4) or more unrelated persons under this section; and
 - 9. The written consent of the property owner.
- e) Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection except as may be required by the Michigan Freedom of Information Act.

- f) A request for reasonable accommodation in regulations, practices and procedures may be filed at any time that the accommodation may be necessary to ensure equal access to housing. A reasonable accommodation does not affect an individual's obligations to comply with other applicable regulations not at issue in the requested accommodation.
- g) Requests for reasonable accommodation shall be reviewed by the Zoning Board of Appeals using the criteria set forth in Subsection (e).
- h) Notice of the application and hearing shall be given in accordance with Section 2006 of the Petoskey Code of Ordinances.

5. Standards of review. The written decision by the Zoning Board of Appeals shall be consistent with fair housing laws and based on some or all of the following factors:

- a) Whether the housing, which is the subject of the request for reasonable accommodation, will be used by an individual with disabilities protected under fair housing laws;
- b) Whether the requested accommodation is necessary to make housing available to an individual with disabilities under the fair housing laws;
- c) Whether the requested accommodation would impose an undue financial or administrative burden on the City;
- d) Whether the requested accommodation would require a fundamental alteration in the nature of the City's zoning plan;
- e) Whether there is an alternative accommodation which may provide an equivalent level of benefit to the applicant;
- f) Whether the recovery residence is state licensed as a substance use disorder facility;
- g) Whether the recovery residence is a certified member of an established entity that conducts its own inspections and has its own standards for the benefit of occupants, e.g., CARF International, National Alliance for Recovery Residences (NARR) or any equivalent entity having similar requirements for membership;
- h) Whether the property should be managed by a person living on site;
- i) Whether and how the requested accommodation will benefit the people in the program; and
- j) Whether the property is within 400 feet of another property granted accommodations for use by four (4) or more unrelated persons under this section.

6. Written decisions, notice to applicant.

- a) The Zoning Board of Appeals shall issue a decision on a request for reasonable accommodation within 45 days from the date a complete application has been filed with the Office of City Planner and may either grant, grant with modifications or conditions, or deny a request for reasonable accommodation in accordance with the criteria in Subsection 5.
- b) If necessary to reach a determination on the request for reasonable accommodation, the Zoning Board of Appeals may request further information from the applicant consistent with fair housing laws, specifying in detail the information that is required. In the event that a request for additional information is made, the forty-five-day period to issue a decision is stayed until the applicant completely responds to the request.
- c) If the Zoning Board of Appeals fails to render a decision on the request for reasonable accommodation within the 45 days from the date a complete application has been filed with the Office of City Planner, the request shall be deemed granted.
- d) The written decision of the Zoning Board of Appeals shall explain in detail the basis of the decision, including its findings on the criteria set forth in Subsection 5. The decision shall give notice of the applicant's right to appeal and to request reasonable accommodation in the appeals process as set forth below. A copy of the decision shall be provided to the applicant or sent to the applicant by first class mail.
- e) The written decision of the Zoning Board of Appeals shall be final unless an applicant appeals it to the circuit court.

7. Effect of zoning pending a determination. While a request for reasonable accommodation is pending, all zoning regulations, practices and procedures otherwise applicable to the property that is the subject of the request shall remain in full force and effect.

8. Appeals. An applicant may appeal a decision by the Zoning Board of Appeals as provided by statute.

2. 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.

3. 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.

4. 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.

5. 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

ORDINANCE NO. ____

AMENDMENT TO INTERNATIONAL PROPERTY MAINTENANCE CODE

AN ORDINANCE TO AMEND CHAPTER 13, ARTICLE II, ENTITLED INTERNATIONAL PROPERTY MAINTENANCE CODE BY ADDING AN ACCOMMODATION POLICY FOR PERSONS WITH DISABILITIES.

THE CITY OF PETOSKEY ORDAINS:

1. Article II of Chapter 13 of the Petoskey Code of Ordinances is hereby amended, in part, to add the following Sections 13-36 and 13-37 as follows:

Section 13-36 Accommodations for Persons with Disabilities

(a) Purpose. It is the policy of the City of Petoskey, pursuant to the Federal Fair Housing Act and the Michigan Elliot Larsen Civil Rights Act (hereafter "fair housing laws") to provide individuals with disabilities reasonable accommodation in rules, practices and procedures to ensure equal access to housing and to facilitate the development of housing for individuals with disabilities. This section is intended to provide a procedure for individuals with disabilities and developers of housing for individuals with disabilities to seek relief from the application of the International Property Maintenance Code to further the City's compliance with fair housing laws and provide greater opportunities for the development of critically needed housing for individuals with disabilities.

(b) Definitions. For purposes of this section, the following terms shall have the meanings ascribed to them:

1. ELIGIBLE PERSON

A person who is an individual with a disability, his or her representative, or a developer or provider of housing for individuals with disabilities.

2. INDIVIDUAL WITH A DISABILITY

Someone who has a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone with a record of such impairment, but such term does not include current, illegal use of, or addiction to, a controlled substance (as defined in 21 U.S.C. § 802).

3. PERSON

An individual, partnership, limited-liability company, corporation or other entity.

4. REASONABLE ACCOMMODATION

Providing eligible persons with flexibility in the application of the International Property Maintenance Code, or even granting waivers or variances from certain requirements, when it is necessary to eliminate barriers to equal housing opportunities.

5. **REQUEST FOR REASONABLE ACCOMMODATION**

A request by any individual with a disability, his or her representative, a developer or provider of housing for individuals with disabilities, when the application of a regulation, policy, practice or procedure under the International Property Maintenance Code acts as a barrier to fair housing opportunities.

- (c) Notice of fair housing accommodations policy, assistance available.
 - 1. Notice of the availability of reasonable accommodation shall be prominently displayed at City Hall, advising the public of the availability of the procedure for eligible individuals. Forms for requesting reasonable accommodation shall be available to the public in the Office of the City Planner.
 - 2. The notice shall indicate that the Office of the City Planner will provide an applicant with assistance in filing a request for reasonable accommodation or an appeal from a decision on such request so that the process is accessible.

Section 13-37 Accommodation Procedure

(a) Accommodations for persons with disabilities. Upon a written request of an eligible person (as defined, in Section 13-36(b)), the Code Official (as defined in Section 13-23(b)) may grant an administrative variance from requirements imposed under this Chapter if the Code Official determines that all of the following conditions are met:

- 1. The housing subject to the request for reasonable accommodation will be used by individuals with disabilities protected under fair housing laws;
- 2. The requested accommodation is reasonable and necessary to make housing available to an individual with disabilities as required under the fair housing laws;
- 3. The requested accommodation will not impose an undue financial or administrative burden on the City;
- 4. The requested accommodation will not require a fundamental alteration in the nature of the City's housing program; and
- 5. There are no alternative accommodations which may provide an equivalent level of benefit to the applicant.

(b) Appeals. Any owner or person who is aggrieved by the ruling or decision of the Code Official in any matter relative to an administrative variance or the interpretation or enforcement of any of the provisions of the International Property Maintenance Code may appeal the decision or interpretation to the Zoning Board of Appeals.

(c) Filing. Such appeal must be filed with the Office of the City Planner, in writing, within 30 days of the date of the issuance of the decision or interpretation. An appeal shall not be received if the City has commenced prosecution proceedings pursuant to Section 13-29 through 13-33.

(d) Decision; Zoning Board of Appeals. The appeal shall be decided by the following procedure:

1. The Zoning Board of Appeals shall hold a public hearing to hear evidence of violations from the Code Official and the appellant. The appellant shall attend in person or may be represented by legal counsel.
2. The Zoning Board of Appeals shall render its decision not more than 45 days after the conclusion of the hearing. The failure to decide an appeal within 45 days shall be deemed a denial. The decision of the Zoning Board of Appeals shall include findings of fact and conclusions of law based upon the evidence presented by the Code Official and appellant. Witnesses and other documentary evidence shall be permitted in the proceedings before Zoning Board of Appeals.
3. The Zoning Board of Appeals shall have the authority and jurisdiction to affirm, amend or reverse the decision or interpretation of the Code Official. The Zoning Board of Appeals shall also have the authority and jurisdiction to grant a variance from this article for any requirement if compliance with the requirement imposes undue burden upon the applicant due to unforeseen uses or circumstances or an alternate proposal will satisfy the spirit of the requirements of this chapter. The Zoning Board of Appeals shall not have the authority to grant a variance from any of the requirements of this article unless it determines that the health, welfare, and safety of occupants of the affected property will not be compromised. The Zoning Board of Appeals may not grant a variance from or waive any fees or late charges.

2. In all other respects, the terms and conditions of Chapter 13, Article II shall remain in full force and effect; the terms of which are hereby incorporated by reference.

3. 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.

4. 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



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 5, 2018

DATE PREPARED: February 1, 2018

AGENDA SUBJECT: Discussion regarding City of Petoskey Action Plan

RECOMMENDATION: That City Council discuss with direction to staff on how to proceed

Summary At the last City Council meeting, City Council directed staff to bring forth the 2015 Action Plan that was developed with project facilitator Joe Ohren.

Enclosed is the plan with a brief description of the status of each of the City goals.

Action That City Council discuss with direction to staff.

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Enclosure

City of Petoskey Action Plan

Goal One Insure a Long-Term Sustainable City Budget

<u>Strategies</u>	<u>Responsibility</u>	<u>Notes</u>	<u>Estimated Timeline</u>
<u>Highest priority strategies</u>			
1. Consider four specific new revenue sources to increase total revenues for the City <ul style="list-style-type: none"> • Seek voter approval to establish a public safety millage • Seek voter approval of a Headlee override to reset the millage rate • Impose a tax administration fee to cover the costs of levying the property tax • Impose a public safety cost recovery fee to reimburse the City for the extraordinary costs associated with responding to accidents 	City Council City Manager Director of Finance	Direction will need to be given as to which of the sources warrant the kind of detailed analysis that would be necessary, especially with respect to the first two, where a ballot question is involved.	Decision by October 1, 2015
2. Develop and implement a comprehensive educational/informational campaign to explain to residents the need for additional revenues to insure sustainability <ul style="list-style-type: none"> • Prepare an analysis that compares the revenue we are raising in 2015 with that which was raised 5, 10, and 15 years ago to demonstrate the need for a revenue increase • Prepare an analysis of budget reductions and service efficiency efforts over the past 6 or 7 years to indicate what has been done already to secure financial sustainability • Prepare a comparative analysis showing the services that we provide with current revenue and the service and revenue packages for comparable communities • Prepare an analysis of the impact on service levels of further budget reductions over the next 5 years 	City Council City Manager Director of Finance	Consider whether we can effectively support the services that we currently provide. This would suggest the value of an analysis of current service levels and costs, and the impact of reducing services if resources continue to be limited. Such an analysis might be incorporated into the educational plans suggested in strategy two.	March 1, 2016

Goal One – Status Update February 5, 2018

1. In August of 2016, City voters approved a five-year .75 mill tax increase for purchase of fire equipment addressing short-term firefighting equipment needs. A 100' ladder truck was purchased with additional tax revenues in 2016 with replacement of a 1984 Pumper truck (estimated at \$450,000) slated to occur in the next two years. These two purchases are consistent with the Fire Equipment Needs Assessment report completed in October of 2015. Long-term fire-fighting capital equipment needs such as replacement of two rescue pumpers and a 70' ladder truck still must be addressed. These purchases are approximately 8-10 years out and the Public Safety Director is looking at a long-term equipment replacement schedule and funding plan.
2. In the past three years, the City Council has considered a 1% tax administration fee or other additional revenue sources but has voted against including in the annual budgets. "Comprehensive educational/informational campaign" was associated with solidifying another revenue source and was completed with passage of fire-fighting mill levy.

Goal Two**Plan for New and Replacement Infrastructure to Accommodate the future**

<u>Strategies</u>	<u>Responsibility</u>	<u>Notes</u>	<u>Estimated Timeline</u>
<u>Highest priority strategies</u>			
1. Identify, perhaps by extending the Capital Improvement Plan (CIP), the long term infrastructure needs of city departments, indicating both new and replacement needs as well as long term infrastructure maintenance requirements	Director of Public Works Director of Finance Director of Parks and Recreation City Planner City Manager	Extending analysis further into the future may provide a clearer picture for City officials and residents of the City's infrastructure needs over the long term.	A routine process has been developed whereby the CIP is publicly presented to the Planning Commission for their review and approval, and detailed public presentations are done for City Council on a project by project basis. In recent years the CIP was altered to more explicitly tie proposed projects to projected revenues. Proposed projects list both an estimated cost, but also the funding source, with the total funding available being projected by the Director of Finance.
2. Consider specific revenue sources for infrastructure and capital expenditures; for example, a public safety millage to provide additional revenue for replacement of public safety equipment	City Manager Director of Finance	Discussion was whether such a millage would be short term (3-4 years) and designed only to cover equipment replacement; or as an alternative, establishing the equivalent of a sinking fund through a new continuing millage that would cover a broad range of infrastructure needs across City departments.	December, 2015
3. Aggressively pursue grants to support specific infrastructure needs, including Bureau of Indian Affairs funding for streets where appropriate	Director of Public Works Director of Finance Director of Parks and Recreation City Planner City Manager	A master list of past awarded grants along with deadline dates would assist Staff in maximizing grant dollars awarded to the City.	On-going
4. Explore reclassifying appropriate city streets to increase the level of state road funding	Director of Public Works City Manager	This has been done to some extent in the past and involves careful study of traffic data to make a case for MDOT consideration.	1-2 years

Goal Two – Status Update February 5, 2018

1. The City is nearing completion of a three-year program to establish a long-term Asset Management Plan (AMP) for storm water management. Over \$900,000 in Storm water, Asset Management and Wastewater (SAW) grant funding was used for this purpose. The plan inventories the current condition of the storm water assets, rates the overall condition and life span of the infrastructure, and creates a capital improvement plan for future storm water improvements. Also, the City created Asset Management Programs for both the water and sewer systems identifying long-term infrastructure needs. The Wastewater Treatment Plant is currently undergoing a \$4.5 million upgrade enhancing operations and treatment processes to serve the long-term wastewater treatment needs for many years to come. In 2016, the City completed a full inventory of street conditions using the Pavement Surface Analysis and Rating System. The road rating is typically completed every 2-3 years.
2. Addressed in Goal 1 - #1.
3. City has been very successful in obtaining grant funding with grants for the following: marina improvements, bicycle/pedestrian trail expansions, downtown bathroom upgrades, storm water management, bridge and street improvements, footbridge design, rain gardens, sustainability planning (pending-through the Petoskey/Harbor Springs Community Foundation and C.S. Mott Foundation), annual revenue sharing from gaming proceeds and SCBA funding. Anticipating \$1.5 million in grant funding for 2018.
4. Plans are to classify the Jackson Street road extension project to a major street to qualify for Act 51 Road Funding. Also, Northmen Drive, once officially accepted by the City, will be added to the major street inventory.

Goal Three**Diversify and Strengthen the City's Economic Base**

<u>Strategies</u>	<u>Responsibility</u>	<u>Notes</u>	<u>Estimated Timeline</u>
<u>Highest priority strategies</u>			
1. Create an inventory of vacant and/or underutilized property for marketing purposes	City Manager City Planner	Marketing will be done by other area partners such as Northern Lakes Economic Alliance. There might be some external funding to support such an inventory, but it would be a required element of the Redevelopment Ready Certification process used by MEDC.	January, 2016
2. Develop a handbook that identifies City policies, processes, and costs for development or redevelopment in the City	City Planner City Manager	First three strategies are related to the process of securing state redevelopment ready certification. The process is labor intensive, but would put the City in a position to market itself through NLEA as "redevelopment ready." Program URL: http://www.michiganbusiness.org/cm/files/factsheets/redevelopmentreadycommunitiesprogram.pdf	January, 2016
3. Articulate a policy, even a general framework if necessary, governing the City's position on supporting development/redevelopment efforts through incentives of various kinds	Director of Finance City Planner City Manager	Policy could include incentives through tax abatements, types of grant funding City may support and other economic development programs.	March, 2016
4. Consider pursuing Redevelopment Ready Community Certification from the state MEDC	City Planner	Program will be instrumental in marketing vacant properties and is a requirement for many state grant programs.	June, 2016
5. Reexamine parking requirements for commercial uses outside the downtown area in the Zoning Ordinance	City Planner	The key is to recognize that even permitted uses in a commercial zone can change over time, and some uses have greater needs for onsite parking than others.	April, 2016

Goal Three – Status Update February 5, 2018

1. The City's approved Economic Development Strategy and Marketing Strategy both identify vacant land that is underutilized and prime land for redevelopment purposes. The four land parcels consist of 200 East Lake Street, Gruler/Demmer property along Emmet Street, the Michigan Street Parking Lot and the former Tallberg site on U.S. 31. The marketing efforts appear to be bearing fruit as many developers have shown an interest in both the 200 East Lake Street and Gruler/Demmer locations; although no formal applications have been submitted at this point.
2. The City Planner is currently working on this document as part of the MEDC Redevelopment Ready Communities program that should be completed by March, 2018.
3. An economic development incentive policy was drafted for 200 East Lake Street. Both the Planning Commission and City Council did not support. Nevertheless, the Economic Development Strategy has identified economic incentives for the four redevelopment sites that may be considered by City Council when reviewing development proposals.
4. The Redevelopment Ready Communities program is approximately 85% complete and we anticipate all submittals will be completed by end of March, 2018. The MEDC will then consider whether the City has satisfied all the criteria to be formally certified as a Redevelopment Ready Community.
5. In October of 2016, City Council approved Ordinance 756 regarding parking requirements for different zoning districts as well as uses. The ordinance format was simplified and consolidated into one section. The ordinance allows more flexibility such as shared parking agreements that is recommended by the Redevelopment Ready Communities program. The ordinance also requires bicycle parking for developments of a certain size, limits the amount of parking in a front yards and restricts more than one curb cut for residential uses.

Goal Four**Identify and Address Downtown Development Issues**

<u>Strategies</u>	<u>Responsibility</u>	<u>Notes</u>	<u>Estimated Timeline</u>
<u>Highest priority strategies</u>			
1. Consider several specific strategies to increase parking or parking access in the downtown area	City Manager City Planner Director of Public Works DMB	Focus is to increase number of parking spots and also consider improving access to parking lots (i.e. use alleys or walkways from lots on the outer edge of downtown with clear marking to indicate access to downtown).	September, 2016
2. Examine and remove to the extent feasible obstacles to downtown residential uses	City Planner City Manager DMB	Alternative approach is to consider local transit or "park and ride" arrangements	September, 2016
3. Consider whether property code enforcement should be expanded in the downtown area	Public Safety Director	Encourage all downtown property owners to maintain their properties, given the importance to the City's economy of a vibrant downtown.	October, 2015

Goal Four – Status Update February 5, 2018

1. The DMB completed a parking study for the Michigan Street parking lot showing conceptual drawings and cost estimates for a stand-alone parking deck as well as a deck with a transfer plate for possible residences on the top floor. Cost estimates were also updated for the Lake Street/Division Street parking lot. At the February 20, 2017 City Council meeting, elected officials instructed the City Manager to approach Emmet County about a possible partnership to construct a parking deck at the site. A letter was sent to Emmet County but no official response has been received. With each street project, the City considers designs that optimize street parking spaces in our downtown area. For example, with the 2019 MDOT US 31 realignment project, the City is looking to increase street parking by a few spaces along Lewis Street. (The City is working with MDOT on finalizing the project specifications with a presentation to City Council in Spring of 2018).
2. Rail trolley transportation idea was considered but ultimately nixed for financial, logistical and compatibility issues with Phase II of the Greenway Corridor. Since 2015, ten new residential units have been constructed above storefronts on Mitchell Street with two new units forthcoming on Howard Street.
3. On a bi-annual basis, the Public Safety Department visits each downtown business with a self-inspection form as it relates to the fire code. The public safety officers offer to do the inspection for free. Typically, the participation rate is 37% for downtown businesses. While completing fire inspections, City staff would also look into IPMC violations. Other than that, specific code inspections are generally complaint-driven. On a second front, the DMB's draft 2018 Strategic Plan identifies future maintenance of buildings as an issue and recommends expanded inspections and building maintenance standards need to be created and enforced. The DMB also offer façade grants to improve the overall appearance of downtown storefronts. Since 2009, the DMB has allocated \$113,400 in grant funding for 30 storefronts in our community.



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 5, 2018

PREPARED: January 23, 2018

AGENDA SUBJECT: Poverty Exemption Resolution

RECOMMENDATION: That the City Council approve the proposed resolution

Summary MCL 211.7u of the General Property Tax Act (Act) allows a property tax exemption for the principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute to the public charges. The Act requires a local governing body to adopt guidelines including income and asset tests for possible poverty exemption of local property tax assessments. The guidelines will be used by the Board of Review in reviewing poverty exemption applications.

Overview Under the General Property Tax Act exemptions from the payment of property taxes may be granted in extreme cases of poverty for individuals who own and occupy the property as a principal residence. An application for a poverty exemption must be filed for each year the exemption is sought, with the Board of Review, along with documentation including tax returns and proof of ownership. Applicants are required to meet federal poverty income standards and meet other requirements as adopted by the local governing board.

The City Council adopted a resolution on April 15, 2013 establishing provisions for a poverty exemption, however the State is requiring the policy be approved annually. The proposed poverty exemption policy and guidelines is essentially the same as the policy approved in 2013, with poverty income levels established annually by the Federal Poverty Income Guidelines. The City has received 9 applications from 3 owners over the last five years of which 7 were granted.

Guidelines, Income and Asset Tests The General Property Tax Act requires that local units of government adopt poverty exemption guidelines and requires that these guidelines include an income test and an asset test.

Poverty income standards are established by the US Department of Health and Human Services (HHS). Pursuant to MCL 211.7u(2)(e) local guidelines that provide income levels, cannot establish levels lower than poverty income standards established by the US Department of Health and Human Services.

The proposed income and asset tests for the City of Petoskey include criteria suggested by the Michigan Department of Treasury, which appears to be almost uniformly utilized by communities across Michigan. The income and asset tests provide the Board of Review with additional information on which to make a poverty exemption decision, and effectively places limitations on situations where individuals may lack earned income but otherwise have assets and personal property that are not suggestive of poverty.

Action That City Council approve the enclosed resolution approving a policy and guidelines for poverty exemptions.

sb
Enclosures



City of Petoskey

Resolution

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Petoskey, Emmet County, adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence for a period of at least three years the property for which an exemption is requested.
2. File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
3. File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Produce a valid driver's license or other form of identification if requested.
5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the City of Petoskey providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for 2018 Assessments

Number of Persons Residing in the Principal Residence	Poverty Guidelines Annual Allowable Income
1 person	\$12,140
2 persons	\$16,460
3 persons	\$20,780
4 persons	\$25,100
5 persons	\$29,420
6 persons	\$33,740
7 persons	\$38,060
8 persons	\$42,380
Each additional person, add	\$ 4,320

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Assessor and Board of Review shall follow the above and attached stated policy and federal guidelines in granting or denying an exemption, unless the Assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

The foregoing resolution offered by City Councilmember _____ and supported by City Councilmember _____.

Upon roll call vote, the following voted:

AYE:

NAY:

ABSENT:

The City Clerk declared the resolution adopted.

Alan Terry, City Clerk-Treasurer



City of Petoskey

2018 POVERTY EXEMPTION POLICY & GUIDELINES

The following **policy and guidelines**, adopted by the City Council, shall be followed by the City of Petoskey Board of Review when considering **poverty exemptions** according to P.A. 390 of 1994, section 211.7u of the Michigan Compiled Laws (MCL).

Application Guidelines: To be eligible for a Poverty Exemption in the City of Petoskey;

1. The primary applicant must own and occupy the property as their principle residence for a minimum of three full calendar years and shall satisfy all requirements of P.A. 390 of 1994 (Principle Residential Exemptions) and State Tax Commission bulletin No. 5 of 1995. Property placed in a trust does not qualify as owned for poverty exemption purposes. All owners and occupants are required to sign Waivers of Confidentiality, Authorizations to Inspect the Property and permission to interview the applicants and verify the application.
2. All owners must include signed Federal and State Income Tax Returns for the most recent filing period, including supporting schedules, if the applicant is required to file an income tax return. If the applicant did not file Federal or State Tax Return, Michigan Department of Treasury Form 4988 must be filed.
3. Income and asset information is required for all owners and occupants of the property. Potential income and asset sources are (non-inclusive):

Income from all sources	Interest and dividends
Salaries & wages before deductions	Pensions
Net receipts from self-employment	Supplemental Security Income
Veteran payments	Net rental income
Royalties	Scholarships & grants
Unemployment compensation	Insurance
Workers compensation	Retirement accounts
Alimony	Child support
General assistance	IRA/Keogh annuities
Social Security	New or reverse mortgages
Cash	Stocks & bonds
Checking & savings accounts	Investments
Money market accounts	Gifts
Assets in trust accounts	Deferred compensation

4. The property's state equalized value (SEV) cannot be more than the City's averaged state equalized value for residential properties adjusted annually. For 2018 the City's average residential SEV is \$144,800, which represents a market value of \$289,600.
5. Applicants must meet the Income Test and Asset Test to be eligible to apply to the Board of Review for a partial exemption of the property tax on their principle residence. Applications will be reviewed by the Board of Review in making a determination to grant or deny an exemption and if an exemption is granted, what percentage of the taxable value will be exempted.

Income Test

Eligible applicants will not exceed the income levels listed below and as a minimum, will pay a property tax equal to three percent (3%) of their Total Annual Household Income.

1. Total Annual Household Income shall not exceed the following amount applicable to the number of persons living in the household:

<u>Number of Persons</u>	<u>2018 Poverty Guidelines</u>
1 (owner)	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$37,140
8	\$41,320
Each additional person, add	\$4,180

2. Total Annual Household Income shall be based on Federal Poverty Income Guidelines and will be adjusted annually to agree to the federally established amount.

Asset Test

Eligible applicants will have total assets at or below the asset limit listed below for the claimant and household.

1. Total assets, excluding the principle residence and personal property located therein and a primary vehicle, may not have a total value that exceeds:

	<u>Asset Limit</u>
Claimant	\$2,500
Household	\$5,000

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions. The same standards shall apply to each claimant for the assessment year "unless the Board of Review determines there are substantial & compelling reasons why there should be a deviation from the policy and guidelines and the substantial & compelling reasons are communicated in writing to the claimant."
2. Medical and extraordinary hardship situations may be used to qualify applicants who do not otherwise meet the above income and asset tests.
3. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
4. All information is subject to verification. The verification process can be used to determine future ineligibility.
5. The Assessor and Board of Review must agree as to the disposition of the poverty claim for the exemption to be granted.

CITY OF PETOSKEY POVERTY EXEMPTION APPLICATION

I, _____, Petitioner, being the owner and residing at the property that is listed below as my principal residence, apply for property tax relief under MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893. The principal residence of persons who, in the judgment of the township supervisor or city assessor and board of review, by reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation per MCL 211.7u(1).

In order to be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PERSONAL INFORMATION: Petitioner must list all required personal information.

Property Address of Principal Residence:	Daytime Phone Number:	
Age of Petitioner:	Marital Status:	Age of Spouse:
Number of Legal Dependents:	Age of Dependents:	
Applied for Homestead Property Tax Credit (yes or no):	Amount of Homestead Property Tax Credit:	

REAL ESTATE INFORMATION: List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the BOR meeting.

Property Parcel Code Number:	Name of Mortgage Company:	
Unpaid Balance Owed on Principal Residence:	Monthly Payment:	Length of Time at This Residence:
Property Description:		

ADDITIONAL PROPERTY INFORMATION: List information related to any other property you, or any household member owns.

Do you own, or are buying, other property (yes or no)? If yes, complete the information below.		Amount of Income Earned from Other Property:	
Property Address	Name of Owner(s)	Assessed Value	Amount & Date of Last Taxes Paid
		\$	
		\$	

EMPLOYMENT INFORMATION: List your current employment information.

Name of Employer:	Name of Contact Person:		
Address of Employer:			Employer Phone Number:

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRA's (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income.

Source of Income	Monthly or Annual Income (indicate which)

CHECKING, SAVINGS AND INVESTMENT INFORMATION: List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payment	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLE INFORMATION: All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

LIST ALL PERSONS LIVING IN HOUSEHOLD: All persons residing in the residence must be listed.

First & Last Name	Age	Relationship to Applicant	Place of Employment	Amount of Monetary Contribution to Family Income

PERSONAL DEBT: All personal debt for all household members must be listed.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSE INFORMATION: The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating:	Electric:	Water:
Phone:	Cable:	Food:
Clothing:	Health Insurance:	Garbage:
Daycare:	Car Expense (gas, repair, etc):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):

Notice: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

Notice: Per MCL 211.7u(2b), a copy of all household members federal income tax returns, state income tax returns (MI-1040) and Homestead Property Tax Credit claims (MI-1040CR 1, 2, 3 or 4) must be attached as proof of income. Documentation for all income sources including, but not limited to, credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application.

Petitioners: Do not sign this application until witnessed by the Supervisor, Assessor, Board of Review or Notary Public. (Must be signed by either the Supervisor, Assessor, Board of Review Member or Notary Public)

STATE OF MICHIGAN
COUNTY OF _____

I, the undersigned Petitioner, hereby declare that the foregoing information is complete and true and that neither I, nor any household member residing within the principal residency, have money, income or property other than mentioned herein.

Petitioner Signature

Date

Subscribed and sworn this _____ day of _____, 2011

Assessor Signature: _____ Printed Name: _____

BOR Member Signature: _____ Printed Name: _____

Notary Signature: _____ Printed Name: _____

My Commission Expires: _____

This application shall be filed after January 1, but before the day prior to the last day of March, July or December Board of Review to the address below.

Secretary to The Board of Review
City of Petoskey
101 East Lake Street
Petoskey, Michigan 49770

DECISIONS OF THE MARCH BOARD OF REVIEW MAY BE APPEALED TO THE MICHIGAN TAX TRIBUNAL BY JULY 31 OF THE CURRENT YEAR. JULY OR DECEMBER BOARD OF REVIEW DENIALS MAY BE APPEALED TO MICHIGAN TAX TRIBUNAL WITHIN 35 DAYS OF THE DENIAL. A COPY OF THE BOARD OF REVIEW DECISION MUST BE INCLUDED WITH THE FILING.

Michigan Tax Tribunal
PO Box 30232
Lansing, MI 48909
Phone: 517-373-3003
Fax: 517-373-1633
E-mail: taxtrib@michigan.gov

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date