



# City of Petoskey

# Agenda

## CITY COUNCIL

April 16, 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. Presentation
  - (a) Hear presentation by MDOT representatives concerning the 2019 U.S. 31 realignment project
  - (b) Hear presentation by Director of Public Safety concerning the department's 2017 Annual Report
5. Proclamation – Hear proclamation declaring the month of April to be Sexual Assault Awareness month requested by the Women's Resource Center
6. Consent Agenda - Adoption of a proposed resolution that would confirm approval of the following:
  - (a) March 19, 2018 regular session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since March 19, 2018
7. Miscellaneous Public Comments
8. City Manager Updates
9. Appointments – Consideration of a reappointment to the Greenwood Cemetery Board
10. New Business
  - (a) Authorization to contract with Graham Construction, Saginaw, Michigan to construct the Downtown Greenway Corridor South Segment for \$722,000
  - (b) Adoption of a proposed resolution that would authorize the Mayor and City Clerk to execute a contract with MDOT for the construction of work associated with Emmet Street, Sheridan Street and Bayfront Drive
  - (c) Adoption of a proposed resolution that would approve amendments to the Public Participation Plan as recommended by the Planning Commission
  - (d) First reading of a proposed ordinance that would amend Appendix C to the Petoskey Code of Ordinances, Sign Ordinance
  - (e) First reading of a proposed ordinance that would amend Chapter 8, Article III pertaining to new business registrations
  - (f) Adoption of a proposed resolution that would approve the FOPLC collective bargaining agreement covering Public Safety part-time employees
  - (g) Appointment of a City Councilmember to the Straits Area Narcotics Enforcement (SANE) Board
11. City Council Comments
12. Adjournment



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**PREPARED:** April 11, 2018

**AGENDA SUBJECT:** MDOT Presentation – U.S. 31 Realignment Project

**RECOMMENDATION:** That the City Council hear this presentation

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**Background** MDOT representatives will give a brief presentation regarding the 2019 U.S. 31 realignment project. Please see enclosed maps and information provided by MDOT.

**Action** That City Council hear presentation and ask any relevant questions concerning project.

sb  
Enclosures



## US-31 Reconstruction Mitchell St Bridge to Fairview Ave

In 2019 the Michigan Department of Transportation (MDOT) plans to reconstruct 1.3 miles of US-31 from the Mitchell Street Bridge north to Fairview Avenue. The project is estimated to cost \$14.8 million dollars and expected to take a full construction season to complete. The project will address condition, operational, and safety concerns within the segment. The improvements also address substantial erosion issues along the old rock quarry through stabilization measures and shifting the alignment of the roadway away from the bluff.

Plans are currently in the development phase and are expected to be completed this summer and a Contractor selected this winter.

The work will include:

- Realignment of a portion of the roadway (from Winter Park Ln to Fairview Ave) 24 feet east
- Retaining wall reconstruction at Bayfront Park
- Realignment of the Lewis Street intersection
- Median Island/pedestrian crossing addition at Sunset Park
- Sidewalk improvements
- Drainage improvements
- Water main and sanitary sewer reconstruction
- Replacement of the MacDonald Drive traffic signal
- Detour route improvements



LAKE

MITCHELL





WINTER PARK

ARLINGTON







# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**PREPARED:** April 10, 2018

**AGENDA SUBJECT:** 2017 Public Safety Annual Report Presentation

**RECOMMENDATION:** That the City Council hear this presentation

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**Background** Public Safety Director Matthew Breed will give a brief presentation to the City Council concerning the department's 2017 annual statistics. The 2017 Annual Report is enclosed for your review.

**Action** City Council hear presentation.

sb  
Enclosure



# **CITY OF PETOSKEY DEPARTMENT OF PUBLIC SAFETY 2017 ACTIVITY REPORT**

**Prepared by:  
Director Matthew Breed  
PSO Daniel Smith  
Office Assistant Gina Ellenberger**

## PETOSKEY DEPARTMENT OF PUBLIC SAFETY ADMINISTRATIVE STAFF



Director Matthew Breed



Lt. Randall Weston



Lt. Adrian Karr



Lt. Todd Troxel



Lt. David Schultz

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## **Petoskey Department of Public Safety Mission Statement**

The mission of the Petoskey Department of Public Safety is to provide professional community-oriented police, fire and emergency medical services. We are committed to creating and maintaining an active community partnership with those we serve. We are dedicated to protecting lives and property while maintaining order and assuring fair and equal treatment to everyone.

The Petoskey Department of Public Safety is a proactive agency dedicated to excellence through quality customer service. We shall maintain our high level of professionalism through training, education, innovation and accountability. We shall foster an atmosphere where department members treat each other fairly, honestly, and equally.

Through commitment to quality service the department will meet the public safety needs of the community, recognizing the values of fairness, equality, and respect for human dignity.



## **Petoskey Department of Public Safety 2017 Annual Report**

The Petoskey Department of Public Safety is committed to providing the best possible service for everyone who lives, works, or visits our city. We believe in a strong partnership with all members of the community in an effort to keep Petoskey a safe, vibrant city.

Police, fire and emergency medical services are provided through an unified Department of Public Safety. The Department staff of nineteen sworn officers (crossed-trained as certified law-enforcement officer, firefighter, and EMT), six part-time Public Safety Officers, four paid-on-call firefighters, and one administrative clerk provide a wide range of services to the citizens of Petoskey and Bay Harbor. The Department operates nine pieces of fire equipment, eight patrol vehicles, and two boats. All Public Safety vehicles are equipped with emergency medical equipment.

The Fire Division provides programs involving inspections, fire prevention programs in our area schools, conducts fire station tours and provides public appearances and displays of equipment at community events.

### **Fire/EMS Calls for Service**

<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
611	692	643	653	701

### **Breakdown of Fire and EMS Calls For Service 2017 Total: 701**

<b>EMS Calls</b>	<b>482</b>
<b>Fire Calls</b>	<b>219</b>

The Law Enforcement Division of Public Safety handled 8,082 requests for service in 2017, an increase of 141 from 2016. In 2017 the Department logged 6,694 complaint numbers, an increase of 301 from 2016.

Complaint numbers are generated for activities such as criminal investigations, health and safety checks, suspicious persons or vehicles, alarms, and assisting other departments. Other activities are logged, but not assigned complaint numbers. These are usually events that need no follow-up by an officer. Some of these activities include administrative tasks, assisting citizens, and court appearances.

The Law Enforcement Division handles requests for services involving criminal investigations, civil disputes, traffic enforcement, traffic accident investigations, health and safety issues, property maintenance ordinance violations, and general assistance to the public such as vehicle unlocks. In 2017, the Petoskey Department of Public Safety effected 458 total arrests, an increase of 47 over 2016. Of that total, 123 were felony arrests and 335 were misdemeanor arrests.

# PETOSKEY PUBLIC SAFETY 2017 LAW ENFORCEMENT COMPLAINTS BY OFFENSE

Incident	Petoskey	Bay Harbor
911 Hang Up	48	2
Abandoned Vehicle	62	1
Accidents	521	17
Alarms	174	70
Animal Complaint	140	2
Assault	38	1
Assist Ambulance	424	23
Assist Other Agency	238	3
Breaking and Entering	9	0
Civil Matters/Disputes	217	6
Conservation	2	0
Damage to Property	21	1
Disorderly Conduct	31	1
Domestic Violence	7	0
Embezzlement	2	0
Fire	6	1
Fraud	27	0
General Assistance	1,042	34
Health and Safety	218	6
Juvenile Complaint	39	0
Larceny	44	0
Liquor Inspection	48	6
Liquor Violations	14	2
Lost and Found Property	129	1
Mental Health	45	0
Miscellaneous Criminal	24	0
Miscellaneous Non-Criminal	248	11
Misdemeanor Traffic Offense	19	1
Natural Death	6	0
Noise Complaint	25	0
Obstructing Justice	82	1
Obstructing/Resisting Officer	10	0
Ordinance Violation	53	1
Operating While Intoxicated	26	1
Parking Violation	151	6
Public Relations	58	0
Property Inspection	36	3
Sex Offense	16	0
Stalking/Intimidation	8	1
Suspicious Situations	609	22
Threats	1	0
Traffic Policing	41	2
Traffic Stops	1,053	38
Trespass	11	0
Unlock	358	11
Violation of Controlled Substance Act	37	0
Weapons Offense	1	0
<b>Total</b>	<b>6,419</b>	<b>275</b>

## Law Enforcement Calls for Service 2012-2017

	2012	2013	2014	2015	2016	2017
Bay Harbor	544	405	341	329	343	319
Petoskey	8,573	8,600	7,639	7,519	7,598	7,763
<b>Total</b>	<b>9,117</b>	<b>9,005</b>	<b>7,980</b>	<b>7,848</b>	<b>7,941</b>	<b>8,082</b>

## Safety/Educational Programs and Community Involvement

The Petoskey Department of Public Safety is committed to working with the community to educate our citizens to assist them in keeping their families safe and secure. Our officers help each year by participating in a variety of community events and functions. Public Safety Officers speak to our school children, give station tours for youth groups, attend job fairs, conduct fire safety demonstrations, prepare DNA kits and fingerprinting for families, and assist area groups with numerous requests for our involvement.

In 2017, the Petoskey Department of Public Safety spent over 500 hours on community outreach and educational programs.



## Public Safety Open House

On June 3, 2017, the Petoskey Department of Public Safety held its eighth annual Open House. We invited the community to come into our workplace and spend some time with our Public Safety officers and staff. The 2017 event took place at our downtown fire station, located on West Lake Street.

The event was very well attended, with approximately 400 people visiting the station. Guests were treated to free snacks, refreshments and gifts; all donated by local businesses.

The Michigan State Police, Emmet County Sheriff's Office (with their boat), Emmet County EMS, North Flight EMS (with their helicopter), Resort Bear Creek Fire Department, and the Office of Emergency Management also participated in the event.



## Citizen Academy

In 2017 the Petoskey Department of Public Safety conducted its seventh annual Citizen Academy. The Academy was put together to help give the community a better working knowledge of our operations, policies, and procedures. The Academy is open to all members of the community and at no cost to the students.

The 24-hour block of instruction is very comprehensive, covering different topics each week. Participants received instruction in fire operations, emergency medical services, criminal law, interviewing and interrogation, and crime scene investigation. The class took tours of Central Dispatch and the Emmet County Jail. Emmet County Sheriff Peter Wallin, Chief Jeff Cobe from the LTBB Tribal Police, Lt. Derrick Carroll from the Michigan State Police, Emmet County Prosecutor James Linderman, and 90<sup>th</sup> District Court Judge James Erhart all gave presentations to the class.



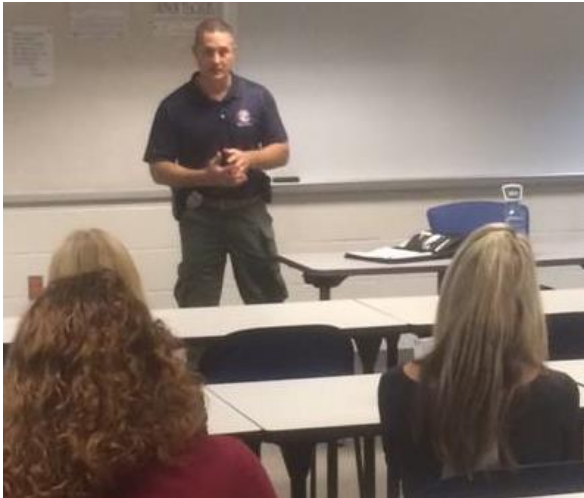
2017 Petoskey Department of Public Safety Citizen Academy class and staff.

Putting on a self-contained breathing apparatus.



## Detective Position

In June of 2010, the Department created a fulltime detective position by assigning one Public Safety Officer to investigations. Our current detective, Lawrence Donovan, handles all follow-up investigations from complaints taken by our officers as well as a variety of other duties. In 2017, Detective Donovan worked on 259 new cases, obtained 70 felony arrest warrants, 34 misdemeanor arrest warrants and 27 search warrants. Detective Donovan also assisted the Petoskey schools on 115 complaints.



This year Detective Donovan presented a safety awareness session for North Central Michigan College staff. The presentation included local criminal trends along with things to do in the community and at home to remain safe.

## TEAM

The Petoskey Department of Public Safety takes an active role in the community of meeting and mentoring our school children. We provided a structured TEAM (Teaching, Educating, and Mentoring) program to area students. In 2017 Officer Randy Davis presented the class to all fifth-graders attending school in Petoskey. The program deals with topics such as staying safe, dangerous drugs, why we have rules and laws, and how to be a good citizen.



## Nuisance Ordinance Enforcement

In early 2010 the Petoskey City Council enacted a revised ordinance regarding nuisance and blight issues in the city. The Department of Public Safety took the lead in enforcement of this ordinance. The ordinance deals with grass, weed, and vegetation issues; garbage/rubbish; trailer violations; unlicensed or disabled vehicles; sign violations; front yard parking; for sale signs on public property; dumpster problems; and unsafe or unsecured buildings.

Potential violations are referred to Public Safety through complaints by citizens and by observations made by Public Safety Officers. Our officers work closely with the community to attempt to gain voluntary compliance and we try to assist our residents and business owners in any way possible to avoid enforcement measures.

In 2017, the Department of Public Safety handled 65 investigations related to Nuisance Ordinance complaints. All but one of those investigations were closed by voluntary compliance.

Type of Ordinance Violation	Officer Initiated	Citizen Initiated	Closed/ Corrected	Citation	Total
Front Yard Parking	0	3	3	0	3
Grass, Weeds, Vegetation	0	12	12	0	12
Rubbish/Garbage	5	10	15	0	15
Trailer	0	10	10	0	10
Sign Violations	4	0	4	0	4
Unlicensed or Disabled Vehicles	0	21	21	2	21

## **2017 Honors Board of Review Recipients**

The Petoskey Department of Public Safety Honor Board of Review is made up of the Director of Public Safety Matthew Breed, Lieutenant Randall Weston, and Detective Larry Donovan. The Board reviews requests for recognition of meritorious service by department members. These requests for awards are submitted by department members who wish to have fellow department members, public safety personnel from other departments, or citizens recognized for outstanding service to the community or to the department.

**The 2017 awards were presented to recipients at the Petoskey City Council meeting on Monday, March 5, 2018 at 7:00 P.M.** The awards were presented at the beginning of the City Council meeting and took place in the Council Chambers. Those presented awards at the meeting are:

### **Citizens Award**

Douglas Brown

### **Lifesaving Award**

PSO Scott Lamont

On August 16, 2017 at 12:55 P.M. the Petoskey Department of Public Safety was dispatched to 433 State Street for a structure fire with flames showing in an apartment building. At the same time Doug Brown was passing the scene and saw large flames coming out the side of the building. Disregarding his own safety Brown entered the building, yelling to the tenants that the building was on fire and they needed to get out. After doing his best to alert the victims, Brown exited the building and shortly thereafter noticed Public Safety Officer Scott Lamont placing a ladder to a second story window. Lamont was one of the first Officers on scene and knew people needed to be rescued. In a matter of minutes Lamont was able to remove a total of three victims from two different second story windows. The individual holding and stabilizing his ladder was not a fellow fire fighter but community member Doug Brown. Due to the amount of smoke, tenants were unable to exit their apartments to escape the burning building. The quick actions of PSO Lamont helped prevent a potentially deadly outcome. Doug Brown's selfless actions driven by his concern for other community members is an example to us all.

### **Citizens Award**

Justin Koetje

When Justin Koetje was awoken by a loud banging noise at 1:30 on the morning on April 30, 2017 he was very concerned. As he was trying to figure out what made the noise he heard the banging noise again and looked from his home towards the Corner Grocer Store. After he observed someone crawl out the front door of the store Koetje quickly called 911. While observing the scene and talking with the 911 dispatcher, Koetje was able to provide a physical description and a direction of travel for the suspect. Thanks to the observations and actions of Koetje, Officers were able to arrest the suspect within minutes of the crime. As a result of Justin Koetje assisting law enforcement, the suspect was charged with Breaking and Entering, Larceny in a Building, and two counts of Resisting or Obstructing an Officer. He pled guilty to Breaking and Entering and was sentenced to 12 months. Due to the keen observation and quick actions of Justin Koetje, a criminal was taken off the streets. Justin Koetje is hereby recognized for being an outstanding citizen.

### **Public Safety Citation**

PSO Benjamin Carlson

In June of 2017 The Petoskey Department of Public Safety was dispatched to a medical run involving a 30 year old male falling down a flight of stairs. Officer Benjamin Carlson was one of those responding and became concerned about possible drug activity being a contributing factor to the incident. After the patient's medical needs were addressed and he was transported to McLaren Northern Michigan Hospital for treatment, Officer Carlson began an investigation. As is typical with any narcotics investigation there were many obstacles to overcome but Officer Carlson was determined to identify the supplier. Officer Carlson's determination during this very difficult investigation led to several interviews and several search warrants. Officer Carlson's exceptional work on this case resulted in the suspect being identified and a quantity of illegal narcotics recovered that would have otherwise been on the streets in our community.

### **Lifesaving Award**

Lt. Adrian Karr

PSO Michael Parker

PSO Daniel Smith

Paramedic Calvin Penfold

EMT Zachary Curtis

Paramedic William (Jim) Hartman

On August 30, 2017 at approximately 5:30 P.M., Central Dispatch received a 911 call about a man lying in an apartment complex parking lot. The caller indicated the man was not moving but she was not sure what was wrong with him. Members of the Public Safety Department responded with Lt. Adrian Karr, Officer Daniel Smith, and Officer Michael Parker arriving on scene within a few minutes. The Officers recognized the subject from previous contacts involving controlled substances. About this time Emmet County Ambulance staff arrived on scene with Paramedic Calvin Penfold, EMT Zachary Curtis, and Paramedic William (Jim) Hartman assisting the Officers. The unconscious subject was not breathing and had only a slight, weak pulse. Believing this to be an overdose, the Paramedics administered a dose of Naloxone. After the initial dose the subject began breathing and after a second dose, the subject regained consciousness. Thanks to the professional team work between the Officers and the Emmet Ambulance staff, along with their rapid assessment and treatment, this young man's life was saved.

### **Public Safety Citation**

Lt. David Schultz

On August 30, 2017 Lt. Schultz was reporting for his night shift when he received information that Officers were on a medical call involving a possible overdose. Lt. Schultz responded to McLaren Northern Michigan's Emergency Department and began an investigation. After obtaining a search warrant and completing an interview, Lt. Schultz was able to develop two suspects he believed were responsible for delivering the suspected heroin to the victim. Realizing he had to move quickly if he hoped to seize any additional heroin, Lt. Schultz was able to locate the male and female suspects at a local hotel. Through additional interviews and searches, a quantity of heroin along with drug paraphernalia was seized. By the end of his shift Lt. Schultz had obtained enough probable cause to arrest both suspects. Both were subsequently charged with felony drug charges through the Emmet County Prosecutor's office. It was due to the initiative, determination, and thoroughness of Lt. Schultz's actions that these two drug dealers and their drugs were taken off our streets.

**Lifesaving Award**

Lt. Todd Troxel  
PSO Matthew Mikulski  
PSO Daniel Smith  
PSO Erik Hoig  
Paramedic Chad Linderman  
Paramedic Joshua Miller

On November 17, 2017 a little after 3:30 in the afternoon, the Petoskey Department of Public Safety and the Emmet County Ambulance Service were dispatched to a possible overdose at a local apartment complex. When Lieutenant Troxel along with Officers Smith, Mikulski, and Hoig arrived on scene they found an unresponsive male lying in the parking lot. After a quick patient assessment, it was determined the individual had a very weak pulse and was barely breathing. As the officers implemented a bag valve mask with supplemental oxygen to assist with the respirations, Chad Linderman and Joshua Miller with Emmet Ambulance arrived on scene. Working together, the first responders loaded the patient into the ambulance then administered a dose of Naloxone. After the Naloxone, the patient's breathing and respirations improved with the patient becoming conscious within minutes. This patient was very close to death but with the concerted, professional actions of the rescue team his life was saved.

**Lifesaving Award**

Lt. Todd Troxel  
PSO James Kushner  
PSO Adam Whitley  
Paramedic Sarah Towne  
Paramedic Mikayla Thorman

On October 19, 2017 just after 2 P.M., the Petoskey Department of Public Safety was dispatched to an address for a possible overdose. When Officers Kushner and Whitley along with Lieutenant Troxel arrived on scene, they located a 33 year old male in the basement. The man was barely breathing, had a very weak pulse, and was very pale. Two officers began assisting the victim's respirations using a bag valve mask and supplemental oxygen. The third officer then administered a dose of Narcan and shortly thereafter the man began breathing on his own. By this time Paramedics Sarah Towne and Mikayla Thorman with Emmet County Ambulance had arrived on scene and took over patient care. With the help of the officers and medics, the subject regained consciousness and was able to walk to the ambulance for transport to the hospital. The quick actions and team work of the officers and Emmet EMS staff saved this patient's life.

**Public Safety Citation**

Detective Larry Donovan  
PSO Matthew Mikulski  
PSO Erik Hoig

Following a heroin overdose on October 19, 2017 Detective Larry Donovan began an investigation to identify and locate the suspected heroin supplier. Throughout the very difficult investigation, Donovan's determination kept the investigation moving forward. After developing two very credible suspects, Donovan briefed the members of the Public Safety Department and requested their assistance in locating the suspects. On October 25, 2017 Officers Mikulski and Hoig located the two suspects in a residential area.

When the officers made contact with the suspects it was clear to them something was not right. Based on their intuition, training, and experience, the officers began interviewing the suspects to determine if they were committing a crime. Detective Donovan arrived on scene and shortly thereafter the three officers had obtained enough probable cause to arrest both suspects on drug related charges. The suspects were charged with multiple felony drug charges that resulted in them both pleading guilty to felony drug charges. As a result of the arrest a variety of controlled substances were seized including heroin, cocaine, ketamine, and marijuana along with 2,841.00 dollars in cash. It was due to the determination and professional team work of these officers that two individuals selling narcotics in our community are now in prison.

### **Lifesaving Award**

Paramedic Calvin Penfold

Paramedic Sarah Towne

On January 1, 2018 just after 10:30 in the morning the Petoskey Department of Public Safety and the Emmet Ambulance Service were dispatched to a residence for a medical issue. Due to the enhanced training Paramedics Penfold and Towne had received, they were able to recognize the patient was experiencing a large vessel stroke and immediately called in a “stroke code” to McLaren Northern Michigan Hospital. By implementing the “stroke code”, the patient bypassed the emergency room and was transported directly to the C.T. scan location. Penfold and Towne continued to assist with patient care and implemented a plan to provide rapid transport. After the C.T. scan, the patient was rushed to Flint where he underwent a thrombectomy. In a large vessel stroke situation time is critical and is directly related to the patient’s level of recovery. Paramedics Penfold and Towne did an outstanding job in rapidly assessing the patient and immediately implementing the proper procedures. Their action potentially saved the patient’s life and ultimately resulted in his nearly a 100 percent recovery.



2017 Award Recipients

## Training

Each year our Public Safety Officers receive training in a variety of areas. In addition to firefighting and emergency medical service training, in 2017 our officers participated in a law enforcement training schedule that included firearms proficiency, weapon retention, domestic violence investigations, legal updates, fire investigator training, emergency response to active shooter situations, standardized field sobriety, meth lab investigations, field training officer, physical fitness, and emergency driving.

In collaboration with North Central Michigan College, officers obtained a significant amount of EMS training for their continuing educations and four officers began a fire officer training program.

The department also received some very valuable training in dealing with citizens suffering from mental illnesses from North Country Community Mental Health.

Total training hours for the department in 2017 was 3,000, for an average of about 158 hours per officer.

Law Enforcement	1,100
Fire	700
EMS	1,200
<b>Total</b>	<b>3,000</b>

### 2017 Training (In Hours)



The Public Safety Department, in conjunction with staff from the Michigan State Police Forensics Lab, hosted a course training officers to be Certified Evidence Technicians. Fourteen departments from across Northern Michigan sent officers to the week-long training. During the course, officers received comprehensive training on the multitude of ways to obtain forensic evidence from a crime scene as well as the latest developments in evidence gathering technology.

## Public Safety Station West

In August of 2010 Petoskey City Council approved plans to build a Public Safety station along the Bay Harbor corridor. Construction was completed and the station opened for business on November 2, 2011. The building is approximately 5,000 square feet, and houses two pieces of firefighting equipment, a rescue boat, an office area, a day room, an exercise room, and a lobby for the public. Six part-time officers are supporting our full-time officers in staffing the Bay Harbor facility. **Since opening the station, response times for emergency calls to Bay Harbor have improved from an average of eight minutes to an average of just over four minutes.**



Fire Station #1  
100 West Lake

Apparatus assigned to Station #1:

- One 1500 GPM Rescue Engine
- One 70' Aerial Ladder
- One 1250 GPM Engine
- Two Support Vehicles
- One 12' Rescue Boat



Fire Station #2  
3625 Charlevoix Road

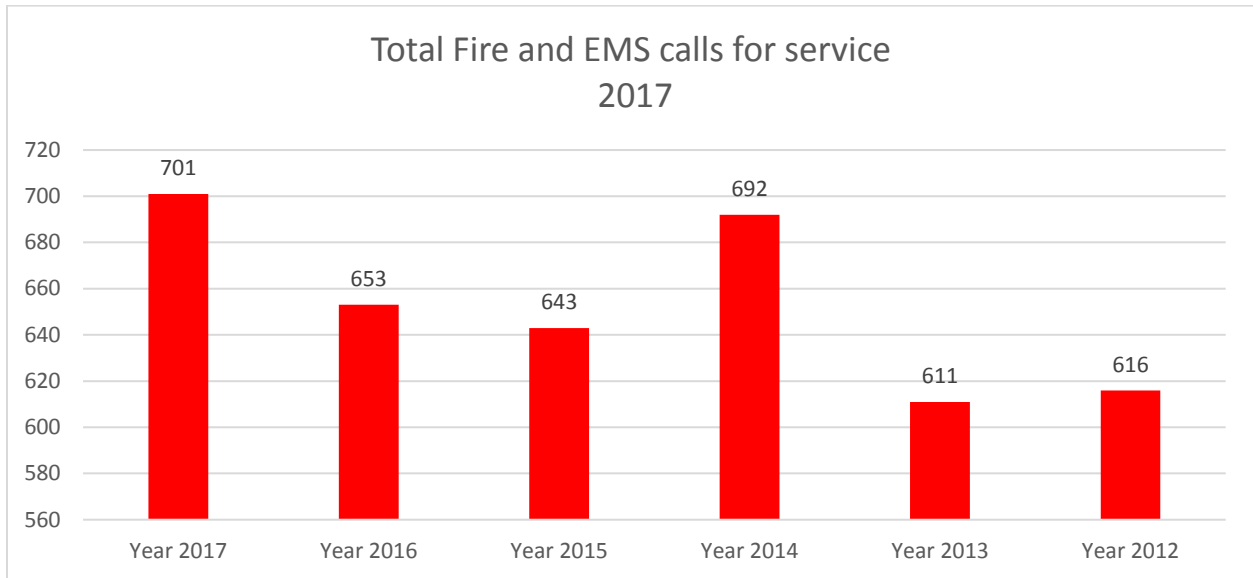
Apparatus assigned to Station #2:

- One 1500 GPM Rescue Engine
- One 100' Aerial Ladder
- One 12' Rescue Boat



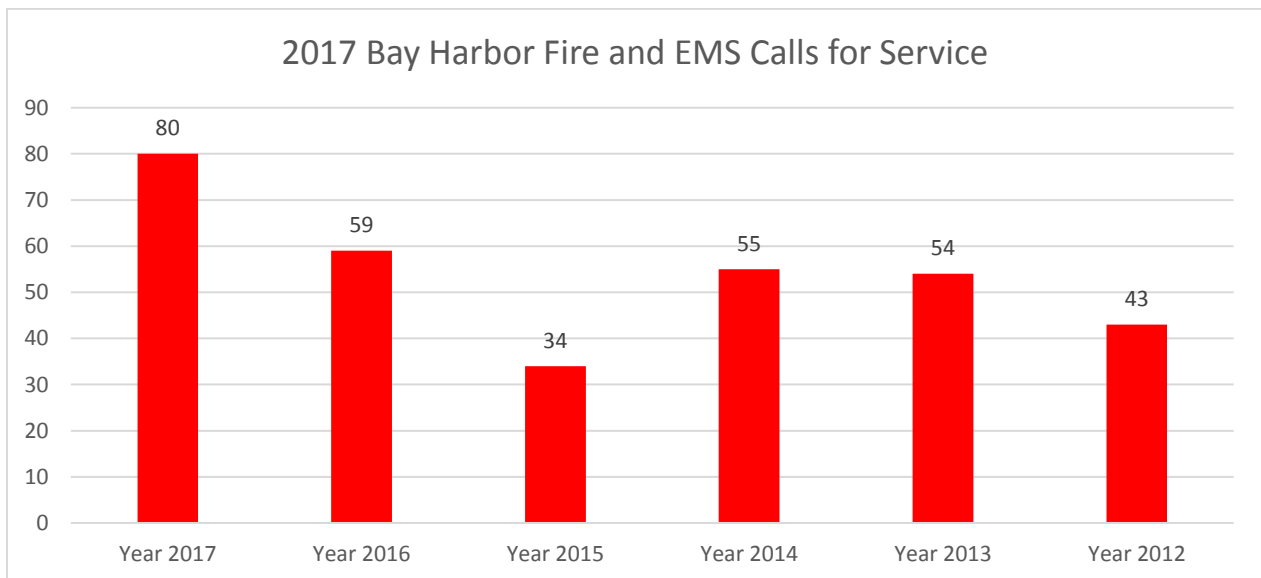
## Fire and EMS Calls for Service

701 requests for fire and emergency medical services were answered in 2017. This is a 7.4 percent increase in calls for service compared to 2016. This is also a record number of calls that were answered in 2017. Below are the yearly totals for the previous six years.



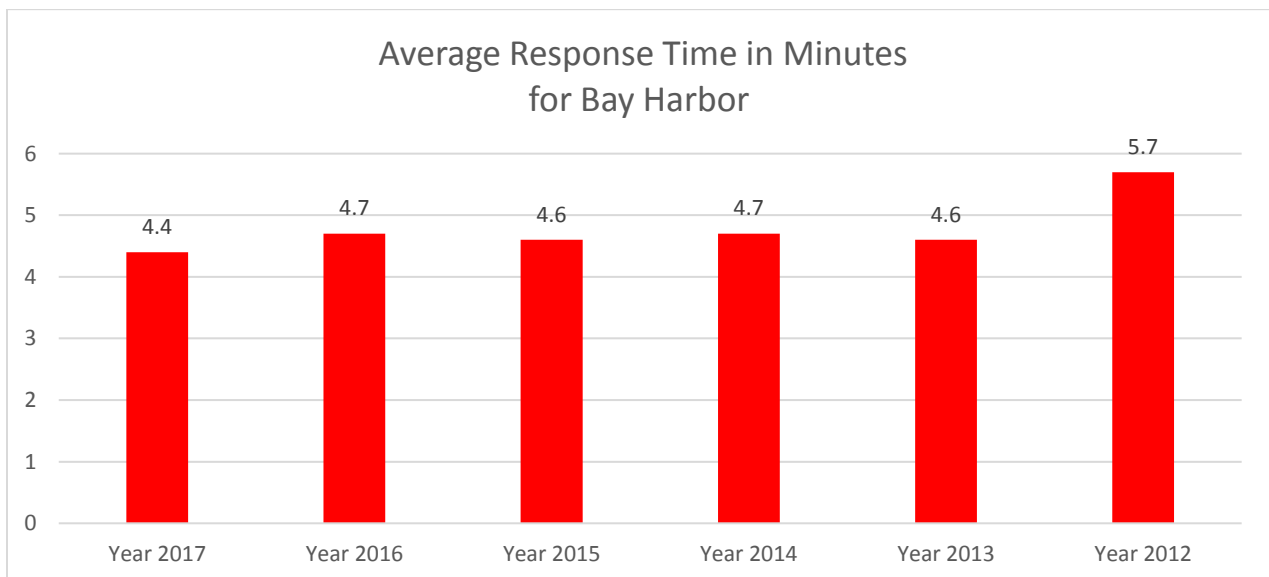
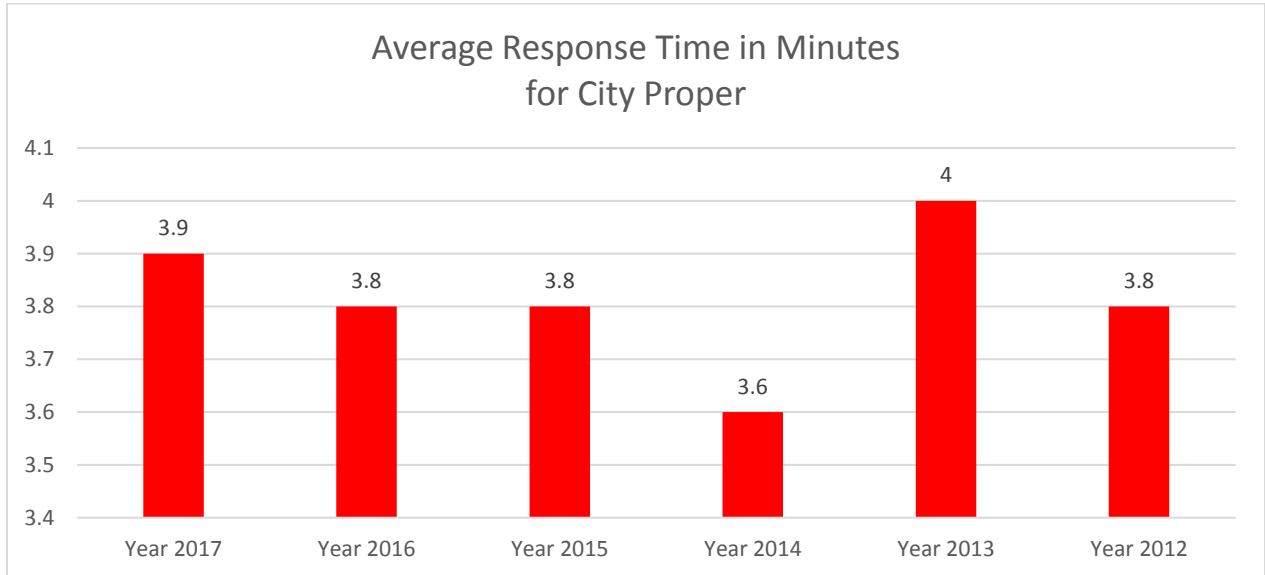
### Bay Harbor

In 2017, 80 requests for fire and emergency medical services were answered to the area served by the Bay Harbor Public Safety Station. This is a 35.6 percent increase in calls for service compared to 2016 and a record number of calls for this station.

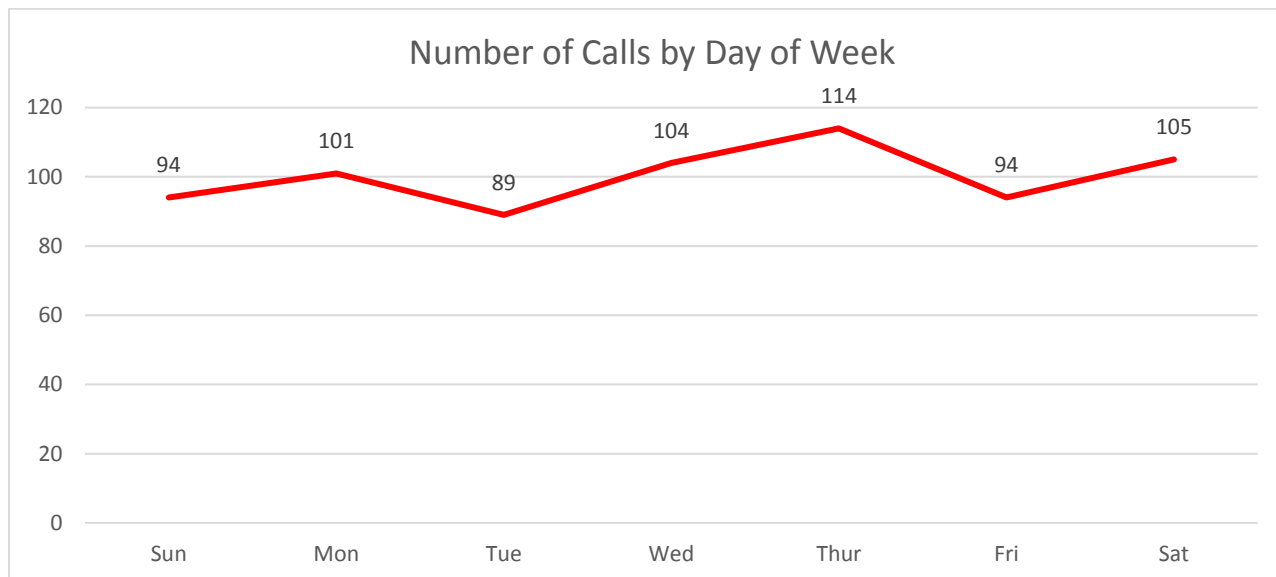


## Response Times

Response times account for the amount of time it takes a fire apparatus to arrive at the scene of a fire or medical emergency after notification by the 911 dispatch center. Nationally recognized standards dictate that at least one fire apparatus should arrive at the scene of an emergency incident within five minutes of receiving the call. In 2017, the average response time for incidents within the City Proper was 3.9 minutes and 4.4 minutes for emergencies served by the Bay Harbor Station. In a fire or medical emergency, seconds count and having staffed stations 24 hours a day attributes to these exceptional response times.

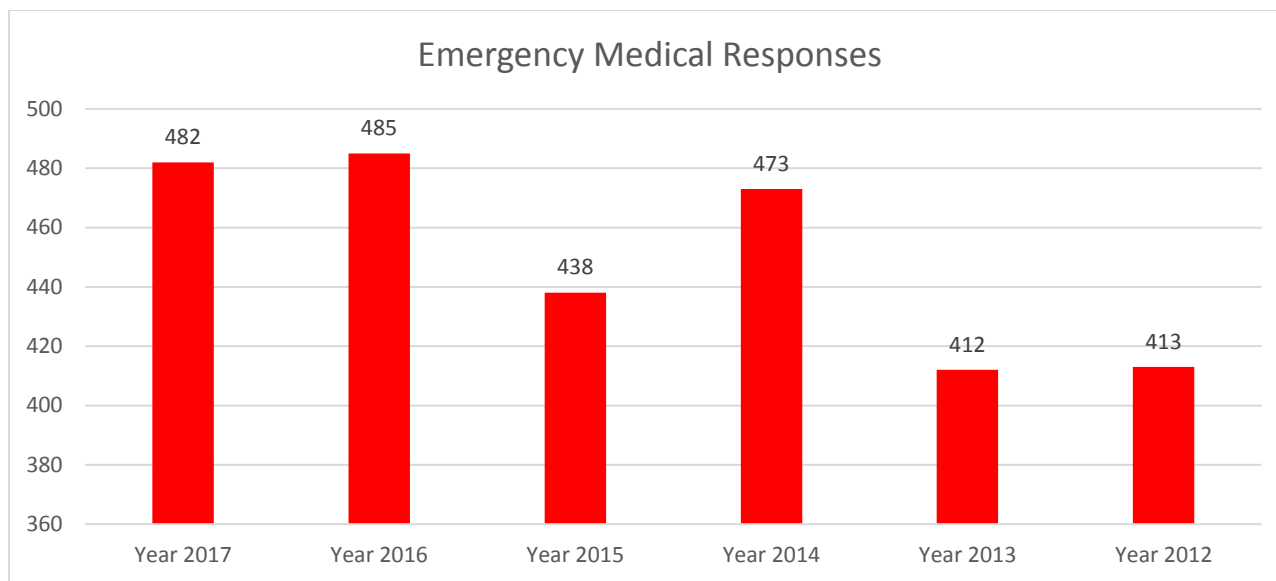


## Calls by Day of Week



## Emergency Medical Services

For the previous ten years the Department of Public Safety has provided medical care as a State of Michigan licensed “*basic life support-non transport*” agency. Each station has a Rescue Engine (fire truck) that carries all state mandated equipment that a basic ambulance carries less the ability to carry the patient to the hospital. Utilizing a staff of licensed Emergency Medical Technicians and Paramedics, the department has established itself as one of the most progressive providers of prehospital care in Emmet County. With the recent moving of the Emmet County EMS station to Eppler Road our officers are on scene the majority of the time providing care before the transport ambulance arrives. In 2017, 482 requests for medical assistance were answered.



## Mutual Aid Assistance

Intergovernmental agreements provide for sharing of resources between communities. Because of the complexity of emergency calls received, the Department of Public Safety relies on receiving and providing mutual aid assistance to neighboring communities. On five occasions in 2017, agencies requested and received aid from the Public Safety Department. On three occasions, the department received assistance from other agencies.



Both Department of Public Safety ladder trucks were used to assist the Resort Bear Creek Fire Department in extinguishing a fire that occurred at ZD Metals on February 25, 2017.



On August 8, 2017, The Department of Public Safety assisted the Resort Bear Creek Fire Department with extinguishing a fire that occurred at the Manthei Veneer Mill. Thousands of gallons of water were supplied from hydrants located on Townsend and Camp Daggett Roads along with the use of the department's 100' ladder truck.

## Fire Loss

In 2017, an estimated loss of property and contents from fire totaled \$3,206,000.00 dollars. The majority of this loss occurred from four separate fires. The first fire was on February 13, 2017 at a single family home on Vista Drive in Bay Harbor. The second occurred at a multi-family apartment on Emmet Street on May 14, 2017. The third occurred at a twelve unit apartment building on August 10, 2017 on State Street and the last occurred on October 25, 2017 in a single family home on Winter Park Lane.



Both Department of Public Safety ladder trucks were used to extinguish this fire that occurred on Vista Drive in Bay Harbor on February 13, 2017. With just feet between residences damage to the second home was minimal.



This May 14, 2017 fire heavily damaged this two unit apartment house on Emmet Street. Pictured is the department's 100' ladder truck.



Public Safety Officer Scott Lamont assists one of three occupants that had to be rescued from the second story of this State Street apartment fire which occurred on August 8, 2017.



Above Firefighter Ben Slocum works on extinguishing the early afternoon fire.



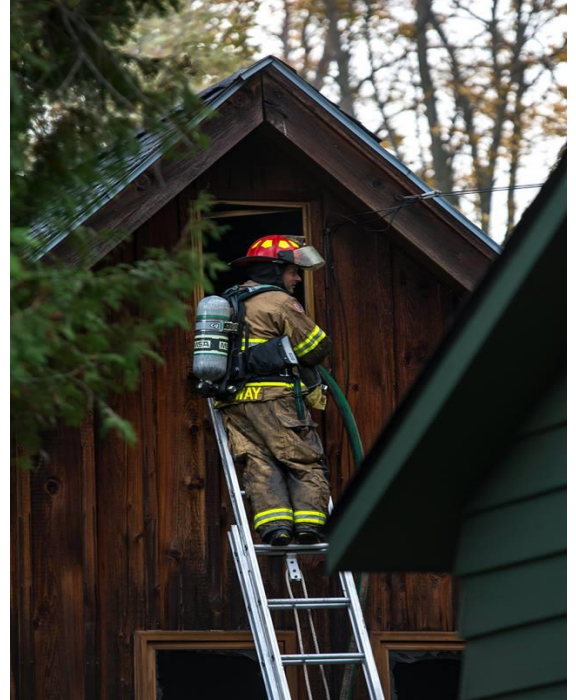
Both of the department's ladder trucks and a Resort Bear Creek ladder truck were needed to battle this fire on State Street.



Photo Credit: Alex Childress Photography



Public Safety Officer Matthew Mikulski works on extinguishing this late afternoon fire on Winter Park Lane.



Resort Bear Creek Firefighter Matt Jakeway confirms the fire has been extinguished.



Photo Credit: Alex Childress Photography

## **Fire Prevention and Public Education**

Fire prevention education is a high priority for our department. Each year we visit over 700 children in kindergarten, first, and second grades in the Petoskey School District. Participating in several public events also helps us deliver our message of creating a fire safe community.



## **Fire Related Injuries/Fatalities**

Once again in 2017 there were no injuries or fatalities to civilians. Seventy five percent of fire deaths occur in residential buildings (our homes). Working smoke alarms are the key to early notification of a fire and successfully being able to escape safely. Our department continues to offer free smoke alarms to city residents.

Two firefighters were injured in 2017, one case of heat exhaustion required a brief hospital stay. An ankle injury resulted in several weeks of recovery. The extreme environment of firefighting makes the probability for injuries high.

## Training

Training is crucial for developing and maintaining qualified firefighters. Once again over 700 hours of classroom and hands on training was performed in 2017.



Public Safety Lieutenant Adrian Karr practices an emergency “bail-out” exercise at the former Blum Medical Building on the campus of McLaren Northern Michigan Hospital. The building was donated for training prior to being torn down.

Public Safety Officers Lamont and Whitley along with Firefighter Hoekstra perform an extrication training scenario.



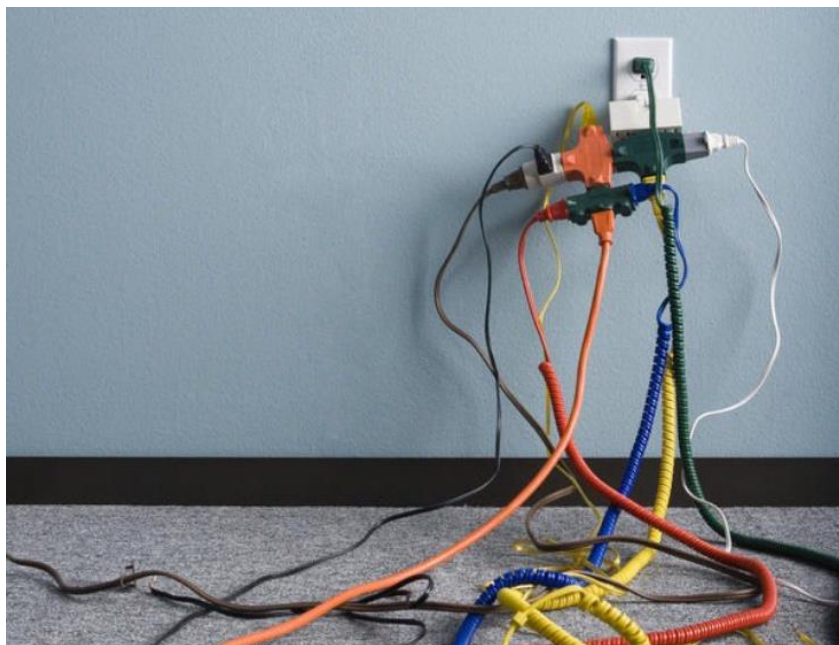
## Self-Inspection Program

In 2013 the Petoskey Department of Public Safety initiated a Business Self-Inspection Program. This program is in accordance with the International Fire Code, and is intended to assist Petoskey business owners/managers in promoting a safer year round environment.

This self-inspection program is free of charge and is designed primarily for businesses with a relatively low hazard for fire and life-safety concerns. Low hazard occupancies are locations where there is a small amount of combustible materials, including furnishings, decorations, and contents.

The primary buildings targeted for this program are office buildings, small retail shops, small personal service shops, and small apartment complexes with three or more units.

This self-inspection program will allow these lower hazard businesses to be inspected by business owners on a 24 month inspection cycle.

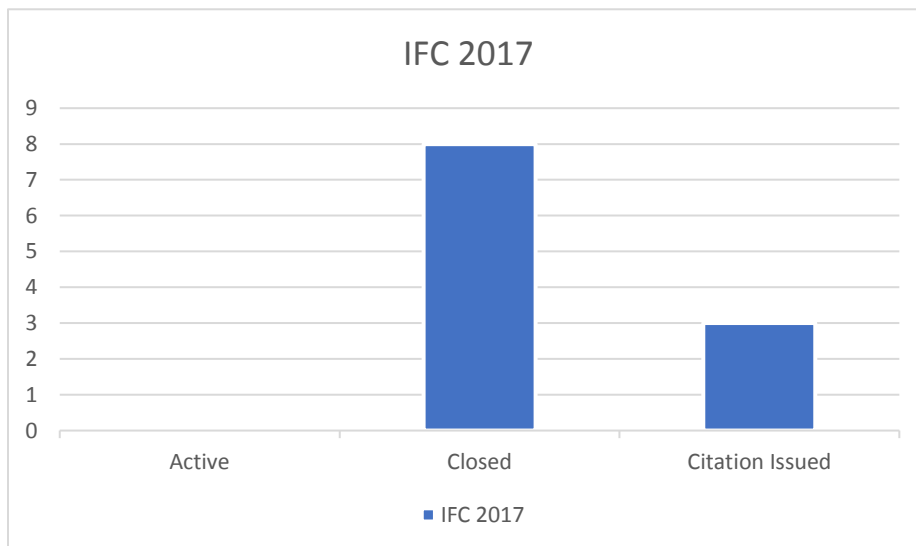
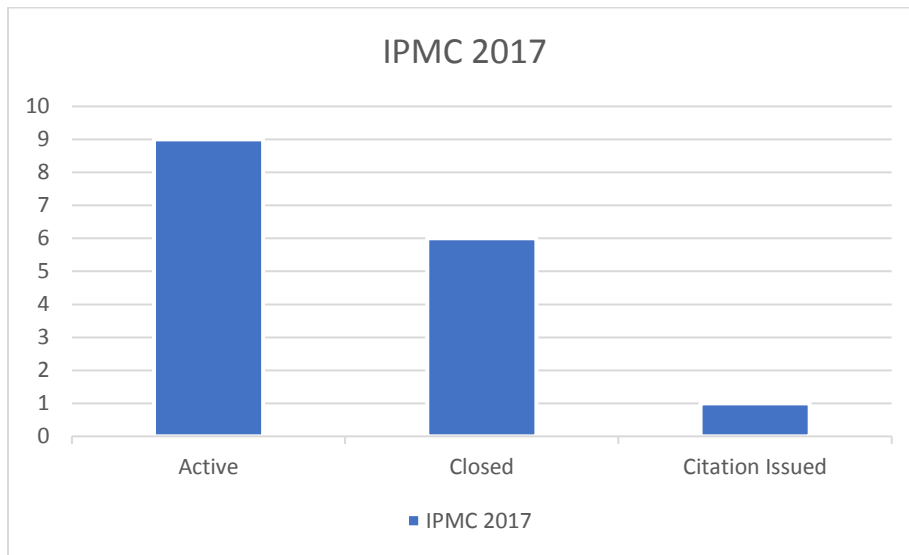


Misuse of extension cords are a frequent cause of fires and are commonly found during self-inspections.

## International Property Maintenance Code (IPMC) International Fire Code (IFC)

In 2010, the Petoskey City Council adopted by ordinance both the International Property Maintenance Code and an updated version of the International Fire Code. These codes were adopted to regulate and govern the conditions and maintenance of properties, buildings, and structures. These codes provide standards that must be met to ensure that structures are safe, sanitary, and fit for occupancy and use.

The Petoskey Department of Public Safety enforces these ordinances through inspections and investigations conducted by our fire inspectors. The main focus of the Department is to identify problem areas, isolate the violations, and then work with the property owners to correct the situation. Voluntary compliance is the goal, and enforcement action is only taken in cases where no other alternatives are available.



**2017 Petoskey Department of Public Safety  
Summary of Activities:**

**Law Enforcement Calls for Service  
2013-2017**

	2013	2014	2015	2016	2017
Bay Harbor	405	341	329	343	319
Petoskey	8,600	7,639	7,519	7,598	7,763
Total	9,005	7,980	7,848	7,941	8,082

**Fire/EMS Calls for Service**

2013	2014	2015	2016	2017
611	692	643	653	701

**Breakdown of Fire and EMS Calls For Service  
2017 Total: 701**

<b>EMS Calls</b>	<b>482</b>
<b>Fire Calls</b>	<b>219</b>



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**DATE PREPARED:** April 10, 2018

**AGENDA SUBJECT:** Sexual Assault Awareness Proclamation

**RECOMMENDATION:** That the Mayor present this proclamation

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Background Mayor Murphy received documentation and a request from the Women's Resource Center of Northern Michigan to declare April 2018 to be Sexual Assault Awareness Month. Enclosed is a proclamation that would recognize April as "Sexual Assault Awareness Month in Petoskey" and emphasize the City's commitment to this important issue. The Mayor is being requested to consider the enclosed proclamation.

sb  
Enclosure



WHEREAS, sexual assault affects women, children and men of all racial, cultural and economic backgrounds; and

WHEREAS, in addition to the immediate physical and emotional costs, sexual assault may also have associated consequences of post-traumatic stress disorder, substance abuse, depression, homelessness, eating disorders and suicide; and

WHEREAS, sexual assault can be devastating for not only the survivor, but also for the family and friends of the survivor; and

WHEREAS, no one person, organization, agency or community can eliminate sexual assault on their own, but we can work together to educate our entire population about what can be done to prevent sexual assault, support victims/survivors and their significant others and increase support for agencies providing services to victims/survivors; and

WHEREAS, Sexual Assault Awareness Month provides an excellent opportunity for citizens to learn more about preventing sexual violence before it can start and to show support for the numerous organizations and individuals who provide critical advocacy, services and assistance to sexual assault survivors; and

WHEREAS, the City of Petoskey strongly supports the efforts of national, state, and local partners, and of every citizen, to actively engage in public and private efforts to prevent sexual violence. It's time for all of us to start conversations, take appropriate action and support one another to create a safer environment for all:

NOW, THEREFORE BE IT RESOLVED, that I, John Murphy, Mayor of the City of Petoskey, support efforts to eliminate sexual assault and hereby declare April 2018 to be in our city

## **SEXUAL ASSAULT AWARENESS MONTH**

Dated this 16<sup>th</sup> day of April, 2018

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Mayor John Murphy



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**PREPARED:** April 12, 2018

**AGENDA SUBJECT:** Consent Agenda Resolution

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

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

- (1) Draft minutes of the March 19, 2018 regular session City Council meeting; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since March 19, 2018 for contract and vendor claims at \$1,469,878.56, intergovernmental claims at \$0, and the March 22 and April 5 payrolls at \$381,517.60 for a total of \$1,851,396.16.

sb  
Enclosures



## CITY COUNCIL

March 19, 2018

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, March 19, 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, 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, Parks and Recreation Director Kendall Klingelsmith, City Planner Amy Tweeten, Downtown Director Becky Goodman and City Attorney James Murray.

### **Consent Agenda - Resolution No. 19163**

Following introduction of the consent agenda for this meeting of March 19, 2018, City Councilmember Dittmar moved that, seconded by City Councilmember Wills adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the March 5, 2018 regular session City Council meeting be and are hereby approved; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since March 5, for contract and vendor claims at \$1,310,601.44, intergovernmental claims at \$11,884.08, and the March 8 payroll at \$189,848.40, for a total of \$1,512,333.92 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 downtown bathroom design will be revised to include a required family restroom facility; briefly reviewed infrastructure projects slated to be completed during the 2018 construction season and that staff will utilize the City website to keep residents updated on project progress; that MDOT will hold a public open house 4:00-5:30 P.M., Tuesday, April 10, at North Central Michigan College, to review 2019 U.S. 31 realignment project; that MDOT will also give a brief presentation at the April 16 City Council meeting; and that all RRC program requirements have been completed and submitted to MEDC officials for review with hopes to be formally certified as a Redevelopment Ready Community in the coming weeks and thanked the City Planner for her efforts.

The City Manager responded to Council comments that additional costs for revised downtown bathrooms are unknown at this time; that there are no extra routes for bike path while Lake Street is under construction and staff anticipates that contractors will construct and complete bike path first to get it open for users; and reviewed Mr. Berg's plans for a parking deck, grocery store, housing, etc. noting the plan exceeds height limit.

**Board of Review Reappointment – Resolution No. 19164**

Mayor Murphy reviewed that City Council consider possible reappointment to the Board of Review.

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 approves the reappointment of Joseph Nachtrab, 6744 Preserve Drive North, to the Board of Review for a three-year term ending April 2021.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Zoning Board of Appeals Reappointment – Resolution No. 19165**

Mayor Murphy reviewed that City Council consider possible reappointment to the ZBA.

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

BE IT RESOLVED that the City Council does and hereby approves the reappointment of Mary Clinton, 1004 Howard Street, to the Zoning Board of Appeals for a three-year term ending April 2021.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Zoning Board of Appeals Reappointment – Resolution No. 19166**

Mayor Murphy reviewed that City Council consider possible reappointment to the ZBA.

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

BE IT RESOLVED that the City Council does and hereby approves the reappointment of Jim Knibbs, 616 Bay Street, to the Zoning Board of Appeals for a three-year term ending April 2021.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Adopt Ord. 760 – Redevelopment Liquor License Amendments – Resolution No. 19167**

The City Manager reported that this was the second reading of a proposed ordinance that would amend Ordinance 727 pertaining to redevelopment liquor licenses and that City Council could approve if concurred with changes. The City Manager further reviewed the proposed changes

City Councilmembers inquired if new ordinance would make current establishments illegal; inquiries on who controls licenses including escrowing licenses; heard concerns about losing family-friendly atmosphere downtown with too many liquor establishments; commented that restaurants gear up when retail merchants close; and that some current restrictions limited bars such as the 11:00 P.M. closing time.

City Councilmember Marshall moved that, seconded by City Councilmember Murphy adoption of the following ordinance:

## **ORDINANCE NO. 760**

**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 521a(1) of the Michigan Liquor Control Code of 1998, being MCL 436.1521a(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 521a(1) of the Michigan Liquor Control Code of 1998, Act 58 of 1998, as amended, MCL 436.1101 et seq. (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. This Ordinance shall also apply retroactively to all existing redevelopment liquor licenses.

#### **ARTICLE II**

**Sec. 4-2 Requirements:** Businesses that apply and obtain redevelopment liquor licenses licensed under the Act must:

- (1) Be engaged in dining, entertainment or recreation as required by this Ordinance, the Act and all State of Michigan laws.
- (2) Be open to the general public as required by this Ordinance, the Act and all State of Michigan laws.
- (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 County, and that one was not readily available as defined in the Act.
- (5) Have spent at least \$75,000 for the rehabilitation or restoration of the building where the license will be housed over a period of the preceding five years or a commitment for a capital investment of at least \$75,000 that will be spent before the issuance of the license.

**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, recreation, and entertainment businesses/entities within the DDA District that meet the criteria for issuance of a license as of January 1, 2011.
  - (c) New restaurant, recreation, and entertainment businesses/entities occupying space where the capital investment greatly exceeds the requirements of the Act.
  - (d) New restaurant, recreation, and entertainment businesses/entities 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) 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.
- (7) Businesses seeking to utilize a Redevelopment Project Area Liquor License, as provided for in the Act shall conform to the Act and all State of Michigan laws for hours of operation.
- (8) 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 ten (10) 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.

Said ordinance was adopted by the following vote:

AYES: Marshall, Dittmar, Wills, Murphy (4)

NAYS: Lyman (1)

City Councilmembers further discussed regulating this type of license, but not other licenses with 11:00 P.M. closing of restaurants/bars. The City Attorney reviewed that it would be a local civil infraction, but not a violation of license by the State.

Mayor Murphy asked for public comments and heard a comment from a citizen that enjoys going to the bar later at night to have a drink and don't see it as a problem, especially since there isn't much food available that late at night.

#### **Hear 2017 Planning Commission Annual Report & Economic Development Strategy Annual Update**

The City Planner reviewed that pursuant to Act 33 of the Michigan Public Acts of 2008, Article II, Section 125.3819, the City Council had been provided a copy of the 2017 Planning Commission Annual Report, as part of its March 19 agenda materials, and that City Council was being asked to acknowledge receipt of this 2017 annual report. The City Planner reviewed and commented on various areas of the annual report.

The City Planner further gave a brief update on the Economic Development Strategy and reviewed economic activities in the City over the last year as required by the MEDC for the Redevelopment Ready Communities (RRC) Program.

City Councilmembers inquired if there is ongoing accountability with the various programs and the City Planner responded each key group including staff, Council and other Boards and Commissions will continue with this type of work as part of being RRC certified.

#### **Approve High Five Spirits LLC Liquor License – Resolution No. 19168**

The City Manager reviewed that in 2017, City Council supported an application for a Small Distiller's License for High Five Spirits LLC, 330 West Mitchell Street, that was ultimately approved by the MLCC. High Five Spirits also obtained a tasting room license for their spirits at 312 Howard Street through the MLCC.

The City Manager reviewed that the tasting room license allows sampling of spirits (less than ½ ounce) and purchase of spirits for off-site consumption only; that the license does not allow for the selling of “cocktails” at the Howard Street location which is the desire of High Five Spirits’ owners; and that the owners are asking for Council to support their application for a Small Distiller’s License at the Howard Street location.

Michael Kazanowski, co-owner of High Five Spirits LLC, reviewed issue of not being able to sell cocktails and that they are not looking to be a night time establishment or bar.

City Councilmember Marshall then moved that, seconded by City Councilmember Lyman to adopt a resolution supplied by the MLCC approving the Small Distillers License for High Five Spirits LLC, to be located at 312 Howard Street.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Approve Restated Agreement for Wastewater Treatment Service between Springvale/Bear Creek Sewage Disposal Authority and the City – Resolution No. 19169**

The City Manager reviewed highlights of the agreement and that the Restated Agreement will replace a 1977 agreement and amendments that have recently expired; that the Springvale/Bear Creek Sewage Disposal Authority approved the agreement at their February 27 board meeting; that because sewage flows from Springvale Township were never fully realized, it is anticipated that the Springvale/Bear Creek Sewage Disposal Authority will ultimately be dissolved; and that the Authority will assign the Restated Agreement to solely Bear Creek Township.

City Councilmember Marshall moved that, seconded by City Councilmember Wills to approve the Restated Agreement for wastewater treatment service between Springvale/Bear Creek Sewage Disposal Authority and the City of Petoskey.

Said motion was adopted by the following vote:

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

NAYS: None (0)

**Approve Franchise Agreement for Wastewater Treatment Service with Bear Creek Township – Resolution No. 19170**

The City Manager reviewed that a franchise agreement with the City would need to be created following the approval of the Restated Agreement allowing the City to collect wastewater from Township residents. The agreement was approved by the Bear Creek Township Board on March 7. The City Manager further reviewed highlights of the agreement; that the agreement states that the City is willing to provide wastewater treatment services to City customers within the Township; and the Township is willing to permit the City to provide such wastewater treatment services to City customers within the Township.

Mayor Murphy asked for public comments and heard an appreciative comment that it is good the City is working with the Township on agreement.

City Councilmember Lyman moved that, seconded by City Councilmember Wills to approve the Franchise Agreement for wastewater treatment service with Bear Creek Township.

Said motion was adopted by the following vote:

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

NAYS: None (0)

**Approve Electric Rates for Voluntary Green Pricing Program – Resolution No. 19171**

The City Manager reviewed the Voluntary Pricing Program (VGP) for renewable energy as required by State law. The program is to go into effect by April 20, 2018. The City Manager further reviewed that Michigan Public Power Agency (MPPA) developed such a program for its member utilities and the City of Petoskey is proposing to participate; that customers can specify from the options available the amount of the customer's electrical usage that will be attributable to renewable energy; that customers may elect to have 25%, 50% 75% or 100% of their usage attributable to renewable energy at an additional cost of \$0.01 per each kWh; that MPPA will maintain a VGP webpage which will provide a description of the program and include a customer registration page; that the proposed VGP rate of \$0.01 includes administration costs for the program by both MPPA and the City is based on current renewable market rate pricing; and that future adjustments to the VGP rate may be necessary by MPPA based on program participation and market variations, with City rates adjusted accordingly.

Mayor Murphy asked for public comments and heard an inquiry on what kinds of generations will be offered. The Director of Public Works responded that renewables will come from solar and wind.

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

WHEREAS, Chapter 22 of the City of Petoskey Code of Ordinances, § 22-83, provides that rates and charges for electric service in the City shall be established and changed by the City Council from time to time; and

WHEREAS, Public Act 342 of 2016 directs electric utility providers to offer customers the opportunity to participate in a Voluntary Green Pricing program (VGP); and

WHEREAS, Michigan Public Power Agency has developed a VGP program for its member utilities and has established a rate for the program, which the City of Petoskey desires to join:

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Petoskey does and hereby establishes a Voluntary Green Pricing program whereby all customers can participate by paying an additional electric charge based on the kWh usage that attributes their electrical usage to renewable energy sources; and

BE IT FURTHER RESOLVED that the additional cost be at the rate established and adjusted by MPPA, which is currently \$0.01 per kWh and that customers may select that 25%, 50%, 75% or 100% of their monthly usage be applied against the renewable energy rate, which is in addition to the customer's regular electric rate.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Authorize Tree Planting Contract – Resolution No. 19172**

The City Manager reviewed that the 2018 Annual Budget included monies for planting of trees and shrubs within street green lawns and public spaces as new or replacement trees. The City Manager further reviewed that this tree planting initiative is part of the City's overall Forestry Program that includes trimming, maintenance and tree and stump removal of City owned trees.

City Councilmember Wills moved that, seconded by City Councilmember Marshall to authorize to contract with David Hoffman Landscaping and Nursery, Inc., Petoskey, in the amount of \$22,010, for planting of trees throughout the City.

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 there were no comments.

**Authorize Closed Session – Resolution No. 19173**

City Council was being asked to adopt a resolution that would recess to a closed session pursuant to Section 8(c) of the Michigan Open Meetings Act, to consider strategy and negotiations of a collective bargaining agreement.

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(c) of the Michigan Open Meetings Act to consider strategy and negotiations of a collective bargaining agreement, following the conclusion of routine business at the City Council's regular meeting of March 19, 2018:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby authorizes to recess to a closed session, to consider negotiations of a collective bargaining agreement.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Recessed to closed session at 8:40 P.M. and reconvened into open session and adjourned at 9:20 P.M.

There being no further business to come before the City Council, this March 19, 2018, meeting of the City Council adjourned at 9:20 P.M.

John Murphy, Mayor

Alan Terry, City Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
03/18	03/15/2018	79344	Goedge, Megan	271-790-958.000	100.00
03/18	03/15/2018	79345	Jones, Toby	271-790-958.100	185.00
03/18	03/21/2018	79358	24/7 SEWER & DRAIN CLEANING	101-770-802.000	259.00
03/18	03/21/2018	79359	AARP	271-790-958.100	165.00
03/18	03/21/2018	79360	ACH-EFTPS	701-000-230.200	2,693.72
03/18	03/21/2018	79360	ACH-EFTPS	701-000-230.200	11,517.98
03/18	03/21/2018	79360	ACH-EFTPS	701-000-230.200	11,517.98
03/18	03/21/2018	79360	ACH-EFTPS	701-000-230.100	18,576.08
03/18	03/21/2018	79360	ACH-EFTPS	701-000-230.200	2,693.72
03/18	03/21/2018	79361	ACH-ICMA 457	701-000-230.700	4,952.00
03/18	03/21/2018	79361	ACH-ICMA 457	701-000-230.700	1,819.67
03/18	03/21/2018	79362	AFLAC	701-000-230.180	412.55
03/18	03/21/2018	79363	ALLIANCE ENTERTAINMENT	271-790-761.000	164.46
03/18	03/21/2018	79363	ALLIANCE ENTERTAINMENT	271-790-761.100	58.83
03/18	03/21/2018	79363	ALLIANCE ENTERTAINMENT	271-790-761.000	21.99-
03/18	03/21/2018	79363	ALLIANCE ENTERTAINMENT	271-790-761.000	21.99
03/18	03/21/2018	79363	ALLIANCE ENTERTAINMENT	271-790-761.100	103.72
03/18	03/21/2018	79363	ALLIANCE ENTERTAINMENT	271-790-761.000	107.72
03/18	03/21/2018	79363	ALLIANCE ENTERTAINMENT	271-790-761.000	38.99-
03/18	03/21/2018	79363	ALLIANCE ENTERTAINMENT	271-790-761.100	10.74
03/18	03/21/2018	79364	ALLMAX SOFTWARE INC.	592-560-751.000	1,220.00
03/18	03/21/2018	79365	AT & T MOBILITY	514-587-920.000	326.50
03/18	03/21/2018	79366	AT&T	101-770-850.000	137.81
03/18	03/21/2018	79366	AT&T	101-789-850.000	117.01
03/18	03/21/2018	79367	ATCHISON PAPER AND SUPPLY	271-790-751.000	112.50
03/18	03/21/2018	79368	Blissfest Music Organization	271-790-905.000	20.00
03/18	03/21/2018	79369	C2AE	204-481-802.000	6,590.75
03/18	03/21/2018	79370	CARTER'S IMAGEWEAR & AWARDS	101-789-775.000	230.00
03/18	03/21/2018	79370	CARTER'S IMAGEWEAR & AWARDS	101-770-775.000	28.00
03/18	03/21/2018	79371	CHAR-EM UNITED WAY	701-000-230.800	77.00
03/18	03/21/2018	79372	CHEBOYGAN AREA PUBLIC LIBRARY	271-790-955.000	19.99
03/18	03/21/2018	79373	CINTAS CORP #729	592-554-802.000	49.39
03/18	03/21/2018	79373	CINTAS CORP #729	101-268-802.000	14.07
03/18	03/21/2018	79373	CINTAS CORP #729	582-593-802.000	28.33
03/18	03/21/2018	79373	CINTAS CORP #729	582-588-767.000	41.80
03/18	03/21/2018	79373	CINTAS CORP #729	592-549-767.000	21.56
03/18	03/21/2018	79373	CINTAS CORP #729	592-560-767.000	21.56
03/18	03/21/2018	79373	CINTAS CORP #729	204-481-767.000	57.51
03/18	03/21/2018	79373	CINTAS CORP #729	582-588-767.000	41.80
03/18	03/21/2018	79373	CINTAS CORP #729	592-549-767.000	21.56
03/18	03/21/2018	79373	CINTAS CORP #729	592-560-767.000	21.56
03/18	03/21/2018	79373	CINTAS CORP #729	204-481-767.000	41.58
03/18	03/21/2018	79374	CINTAS CORPORATION	582-593-930.000	25.61
03/18	03/21/2018	79374	CINTAS CORPORATION	661-598-767.000	25.61
03/18	03/21/2018	79374	CINTAS CORPORATION	592-554-802.000	87.43
03/18	03/21/2018	79375	CONSUMERS ENERGY	592-538-920.000	3,922.15
03/18	03/21/2018	79376	CONTI, JOSEPH	101-268-775.000	74.25
03/18	03/21/2018	79377	CYNERGYCOMM.NET INC.	271-790-850.000	260.86
03/18	03/21/2018	79378	David L Hoffman Landscaping & Nursery	204-550-802.000	1,458.00
03/18	03/21/2018	79379	DELTA DENTAL	101-172-724.000	58.82
03/18	03/21/2018	79379	DELTA DENTAL	101-201-724.000	266.95
03/18	03/21/2018	79379	DELTA DENTAL	101-208-724.000	48.05

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03/18	03/21/2018	79379	DELTA DENTAL	101-215-724.000	20.42
03/18	03/21/2018	79379	DELTA DENTAL	101-265-724.000	24.26
03/18	03/21/2018	79379	DELTA DENTAL	101-268-724.000	52.00
03/18	03/21/2018	79379	DELTA DENTAL	592-549-724.000	281.98
03/18	03/21/2018	79379	DELTA DENTAL	592-560-724.000	75.33
03/18	03/21/2018	79379	DELTA DENTAL	701-000-230.110	1,238.20
03/18	03/21/2018	79379	DELTA DENTAL	101-773-724.000	12.61
03/18	03/21/2018	79379	DELTA DENTAL	101-789-724.000	29.42
03/18	03/21/2018	79379	DELTA DENTAL	204-481-724.000	204.80
03/18	03/21/2018	79379	DELTA DENTAL	271-790-724.000	272.35
03/18	03/21/2018	79379	DELTA DENTAL	514-587-724.000	16.79
03/18	03/21/2018	79379	DELTA DENTAL	582-588-724.000	249.50
03/18	03/21/2018	79379	DELTA DENTAL	101-345-724.000	898.29
03/18	03/21/2018	79379	DELTA DENTAL	101-400-724.000	22.48
03/18	03/21/2018	79379	DELTA DENTAL	101-441-724.000	153.05
03/18	03/21/2018	79379	DELTA DENTAL	101-754-724.000	23.66
03/18	03/21/2018	79379	DELTA DENTAL	101-756-724.000	90.53
03/18	03/21/2018	79379	DELTA DENTAL	101-770-724.000	96.98
03/18	03/21/2018	79380	DEMCO	271-790-751.000	114.31
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	101-215-801.000	824.14
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	204-481-801.000	153.39
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	204-481-801.000	33.32
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	204-481-801.000	262.27
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	271-790-801.000	133.35
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	211-441-802.000	175.26
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	514-587-801.000	49.45
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	582-598-802.000	1,192.78
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	592-549-802.000	267.39
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	592-560-802.000	307.16
03/18	03/21/2018	79381	DENNIS GARTLAND & NIERGARTH	661-598-801.000	101.49
03/18	03/21/2018	79382	DERRER OIL CO.	661-598-759.000	1,428.70
03/18	03/21/2018	79383	Edson International	101-789-985.000	2,339.00
03/18	03/21/2018	79384	ENGLEBRECHT, ROBERT	101-257-802.100	3,750.00
03/18	03/21/2018	79385	Eramosa International Inc.	592-560-802.000	2,500.00
03/18	03/21/2018	79386	GALE/CENGAGE LEARNING	271-790-760.000	92.91
03/18	03/21/2018	79387	GIBBY'S GARAGE	582-593-930.000	136.00
03/18	03/21/2018	79387	GIBBY'S GARAGE	514-587-931.000	306.00
03/18	03/21/2018	79387	GIBBY'S GARAGE	661-598-931.000	544.00
03/18	03/21/2018	79387	GIBBY'S GARAGE	661-598-932.000	408.00
03/18	03/21/2018	79387	GIBBY'S GARAGE	582-593-930.000	136.00
03/18	03/21/2018	79387	GIBBY'S GARAGE	661-598-932.000	238.00
03/18	03/21/2018	79387	GIBBY'S GARAGE	661-598-931.000	1,258.00
03/18	03/21/2018	79388	GIBSON EXCAVATING LLC	592-545-802.000	8,030.00
03/18	03/21/2018	79389	GREAT LAKES ENERGY	592-538-920.000	84.62
03/18	03/21/2018	79389	GREAT LAKES ENERGY	592-558-920.000	146.53
03/18	03/21/2018	79389	GREAT LAKES ENERGY	101-345-920.100	531.82
03/18	03/21/2018	79389	GREAT LAKES ENERGY	592-538-920.000	263.56
03/18	03/21/2018	79389	GREAT LAKES ENERGY	592-558-920.000	132.32
03/18	03/21/2018	79390	Great Lakes Pipe & Supply	592-558-775.000	399.17
03/18	03/21/2018	79390	Great Lakes Pipe & Supply	101-268-775.000	32.50
03/18	03/21/2018	79390	Great Lakes Pipe & Supply	101-268-930.000	28.00
03/18	03/21/2018	79391	Haviland Products Company	592-551-783.000	4,067.31

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03/18	03/21/2018	79392	Holiday Inn of Marquette	592-549-915.000	97.52
03/18	03/21/2018	79392	Holiday Inn of Marquette	582-588-912.000	97.52
03/18	03/21/2018	79393	ICMA-ROTH	701-000-230.900	375.00
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	204-481-751.000	25.04-
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	582-588-751.000	25.04-
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	582-593-751.000	25.04-
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	592-549-751.000	25.05-
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	592-560-751.000	25.05-
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	661-598-751.000	25.05-
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	204-481-751.000	30.15
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	582-588-751.000	30.15
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	582-593-751.000	30.15
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	592-549-751.000	30.15
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	592-560-751.000	30.15
03/18	03/21/2018	79394	INTEGRITY BUSINESS SOLUTIONS	661-598-751.000	30.16
03/18	03/21/2018	79395	JOHN E. GREEN COMPANY	271-790-930.000	2,105.00
03/18	03/21/2018	79396	Josh's Barrel Company, LLC	101-770-775.000	415.00
03/18	03/21/2018	79397	K & L PLUMBING AND HEATING LLC	592-545-802.000	176.24
03/18	03/21/2018	79398	KAUFFMAN'S FURNITURE	101-268-930.000	30.00
03/18	03/21/2018	79399	KENDALL ELECTRIC INC.	592-551-775.000	602.28
03/18	03/21/2018	79400	LOWERY UNDERGROUND SERVICE	204-550-802.000	140.00
03/18	03/21/2018	79401	MEAD & HUNT	592-545-775.000	450.00
03/18	03/21/2018	79402	Metcom	271-790-751.000	1,073.65
03/18	03/21/2018	79403	MICHIGAN RURAL WATER ASSOCIATION	592-549-915.000	195.00
03/18	03/21/2018	79403	MICHIGAN RURAL WATER ASSOCIATION	582-588-912.000	195.00
03/18	03/21/2018	79404	Midwest Tape	271-790-762.000	3,200.00
03/18	03/21/2018	79405	NEW PIG CORPORATION	101-770-775.000	152.93
03/18	03/21/2018	79406	NORTH COUNTRY IT	271-790-801.000	386.00
03/18	03/21/2018	79407	NORTHERN COPY EXPRESS INC.	271-790-905.000	78.50
03/18	03/21/2018	79407	NORTHERN COPY EXPRESS INC.	204-481-775.000	235.00
03/18	03/21/2018	79408	NORTHWEST SERVICES	514-587-802.000	900.00
03/18	03/21/2018	79409	PERFORMANCE PAINTING	101-770-802.000	920.00
03/18	03/21/2018	79410	PERSONAL GRAPHICS INC.	248-540-882.180	340.72
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	101-268-937.000	5,265.90
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	101-345-937.000	20,082.29
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	101-770-937.000	2,521.33
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	101-773-937.000	390.56
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	101-756-937.000	398.90
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	101-789-937.000	4,878.90
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	661-598-937.000	45,793.96
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	204-481-937.000	1,696.89
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	271-790-937.000	6,841.11
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	582-588-937.000	20,066.09
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	582-593-937.000	2,301.14
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	592-549-937.000	6,664.10
03/18	03/21/2018	79411	Peterson McGregor of Cadillac	592-560-937.000	14,929.83
03/18	03/21/2018	79412	PETOSKEY BAND BOOSTERS	248-739-880.200	450.00
03/18	03/21/2018	79413	PIONEER MANUFACTURING COMPANY	101-756-775.000	4,358.95
03/18	03/21/2018	79414	POWER LINE SUPPLY	582-010-111.000	406.17
03/18	03/21/2018	79414	POWER LINE SUPPLY	582-592-775.000	311.27
03/18	03/21/2018	79414	POWER LINE SUPPLY	582-010-111.000	264.30
03/18	03/21/2018	79414	POWER LINE SUPPLY	582-010-111.000	1,442.34

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03/18	03/21/2018	79414	POWER LINE SUPPLY	582-010-111.000	970.00
03/18	03/21/2018	79415	Priority Health	101-172-724.000	1,312.09
03/18	03/21/2018	79415	Priority Health	101-201-724.000	4,197.99
03/18	03/21/2018	79415	Priority Health	101-208-724.000	1,155.67
03/18	03/21/2018	79415	Priority Health	101-215-724.000	385.23
03/18	03/21/2018	79415	Priority Health	101-265-724.000	531.62
03/18	03/21/2018	79415	Priority Health	101-268-724.000	1,144.14
03/18	03/21/2018	79415	Priority Health	592-549-724.000	4,625.65
03/18	03/21/2018	79415	Priority Health	592-560-724.000	1,541.88
03/18	03/21/2018	79415	Priority Health	101-773-724.000	277.36
03/18	03/21/2018	79415	Priority Health	101-789-724.000	647.19
03/18	03/21/2018	79415	Priority Health	204-481-724.000	3,665.53
03/18	03/21/2018	79415	Priority Health	271-790-724.000	5,040.35
03/18	03/21/2018	79415	Priority Health	514-587-724.000	385.23
03/18	03/21/2018	79415	Priority Health	582-588-724.000	4,776.85
03/18	03/21/2018	79415	Priority Health	101-345-724.000	18,150.04
03/18	03/21/2018	79415	Priority Health	101-400-724.000	385.23
03/18	03/21/2018	79415	Priority Health	101-441-724.000	2,544.83
03/18	03/21/2018	79415	Priority Health	101-754-724.000	520.06
03/18	03/21/2018	79415	Priority Health	101-756-724.000	1,752.78
03/18	03/21/2018	79415	Priority Health	101-770-724.000	1,906.89
03/18	03/21/2018	79416	PROCLEAN NORTH	582-593-930.000	1,330.00
03/18	03/21/2018	79417	PRO-TECH	101-345-775.000	55.00
03/18	03/21/2018	79418	RECDESK SOFTWARE	101-756-802.000	2,150.00
03/18	03/21/2018	79419	Renkes, Tom	248-739-880.200	150.00
03/18	03/21/2018	79420	SavyKat Touring LLC	248-540-882.140	3,300.00
03/18	03/21/2018	79421	SIGN & DESIGN	271-790-930.000	595.00
03/18	03/21/2018	79422	Spectrum Business	582-588-850.000	79.99
03/18	03/21/2018	79422	Spectrum Business	582-588-850.000	79.99
03/18	03/21/2018	79423	Spok	204-481-850.000	26.25
03/18	03/21/2018	79423	Spok	582-588-850.000	26.25
03/18	03/21/2018	79423	Spok	592-549-850.000	26.25
03/18	03/21/2018	79423	Spok	592-560-850.000	26.25
03/18	03/21/2018	79423	Spok	661-598-850.000	26.27
03/18	03/21/2018	79424	State of Michigan-Dept of LARA	101-268-930.000	130.00
03/18	03/21/2018	79425	TEMPERATURE CONTROL INC.	592-553-802.000	833.28
03/18	03/21/2018	79426	TETRA TECH INC	101-526-801.000	65.32
03/18	03/21/2018	79427	THOMPSON, WILLIAM S.	514-587-802.100	15.28
03/18	03/21/2018	79427	THOMPSON, WILLIAM S.	514-587-802.100	743.13
03/18	03/21/2018	79428	TIP OF THE MITT WATERSHED	248-540-882.180	1,126.89
03/18	03/21/2018	79429	WESCO RECEIVABLES CORP.	582-010-111.000	13,176.00
03/18	03/21/2018	79429	WESCO RECEIVABLES CORP.	582-010-111.000	6,260.00
03/18	03/21/2018	79430	Gulig, Anthony	101-266-802.000	6,919.00
03/18	03/21/2018	79430	Gulig, Anthony	204-481-802.000	582.75
03/18	03/21/2018	79430	Gulig, Anthony	582-588-802.000	582.75
03/18	03/21/2018	79430	Gulig, Anthony	592-549-802.000	582.75
03/18	03/21/2018	79430	Gulig, Anthony	592-560-802.000	582.75
03/18	03/28/2018	79431	1000Bulbs	582-020-360.000	2,231.28-
03/18	03/28/2018	79431	1000Bulbs	582-020-360.000	12,410.60
03/18	03/28/2018	79432	24/7 SEWER & DRAIN CLEANING	592-554-802.000	255.00
03/18	03/28/2018	79433	AIRGAS USA LLC	661-598-785.000	31.12
03/18	03/28/2018	79433	AIRGAS USA LLC	661-598-785.000	55.08

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03/18	03/28/2018	79434	AMERIGAS	661-598-931.000	54.81
03/18	03/28/2018	79435	AT&T	592-538-850.000	143.31
03/18	03/28/2018	79436	BECKETT & RAEDER INC.	204-481-802.000	4,480.00
03/18	03/28/2018	79436	BECKETT & RAEDER INC.	204-481-802.000	3,660.00
03/18	03/28/2018	79436	BECKETT & RAEDER INC.	101-770-802.000	120.00
03/18	03/28/2018	79437	BERGER CHEVROLET	661-020-140.000	32,694.00
03/18	03/28/2018	79437	BERGER CHEVROLET	661-020-140.000	167.00
03/18	03/28/2018	79438	CARLSON, BENJAMIN	101-345-751.000	16.93
03/18	03/28/2018	79439	CHEMCO PRODUCTS INC.	592-551-783.000	970.00
03/18	03/28/2018	79440	CONSUMERS ENERGY	592-558-920.000	186.42
03/18	03/28/2018	79440	CONSUMERS ENERGY	592-558-920.000	195.89
03/18	03/28/2018	79440	CONSUMERS ENERGY	592-558-920.000	430.30
03/18	03/28/2018	79440	CONSUMERS ENERGY	592-558-920.000	465.95
03/18	03/28/2018	79440	CONSUMERS ENERGY	592-558-920.000	98.56
03/18	03/28/2018	79440	CONSUMERS ENERGY	592-558-920.000	144.24
03/18	03/28/2018	79440	CONSUMERS ENERGY	592-558-920.000	166.50
03/18	03/28/2018	79440	CONSUMERS ENERGY	592-558-920.000	220.95
03/18	03/28/2018	79440	CONSUMERS ENERGY	592-558-920.000	192.13
03/18	03/28/2018	79440	CONSUMERS ENERGY	202-475-920.000	108.45
03/18	03/28/2018	79441	CONTRACTORS SUPPLY INC.	101-268-930.000	84.00
03/18	03/28/2018	79442	DECKA DIGITAL LLC	101-756-808.010	404.00
03/18	03/28/2018	79443	DERRER OIL CO.	661-598-759.000	67.99
03/18	03/28/2018	79443	DERRER OIL CO.	661-598-759.000	2,172.84
03/18	03/28/2018	79444	DTE ENERGY	592-538-920.000	103.09
03/18	03/28/2018	79444	DTE ENERGY	101-265-924.000	779.74
03/18	03/28/2018	79444	DTE ENERGY	582-593-924.000	1,993.46
03/18	03/28/2018	79444	DTE ENERGY	101-773-924.000	31.96
03/18	03/28/2018	79444	DTE ENERGY	101-265-924.000	179.52
03/18	03/28/2018	79444	DTE ENERGY	592-538-920.000	107.07
03/18	03/28/2018	79444	DTE ENERGY	592-538-920.000	204.13
03/18	03/28/2018	79444	DTE ENERGY	101-345-920.000	1,175.23
03/18	03/28/2018	79444	DTE ENERGY	592-551-920.000	2,238.07
03/18	03/28/2018	79444	DTE ENERGY	592-551-920.000	4,461.46
03/18	03/28/2018	79444	DTE ENERGY	271-790-924.000	506.55
03/18	03/28/2018	79444	DTE ENERGY	592-538-920.000	67.20
03/18	03/28/2018	79444	DTE ENERGY	271-790-924.000	1,429.81
03/18	03/28/2018	79444	DTE ENERGY	101-345-920.100	1,107.43
03/18	03/28/2018	79444	DTE ENERGY	101-268-924.000	1,317.47
03/18	03/28/2018	79444	DTE ENERGY	101-770-924.000	345.69
03/18	03/28/2018	79444	DTE ENERGY	592-558-920.000	31.96
03/18	03/28/2018	79444	DTE ENERGY	514-587-802.100	140.31
03/18	03/28/2018	79445	EICHLER, ROBERT	582-586-775.000	11.35
03/18	03/28/2018	79446	FIELDMASTER INFIELD GROOMER	101-770-775.000	108.80
03/18	03/28/2018	79447	Fredrickson Supply, LLC	661-598-932.000	320.20
03/18	03/28/2018	79448	GBS INC.	101-262-751.000	29.48
03/18	03/28/2018	79449	GRAINGER	592-545-775.000	171.42
03/18	03/28/2018	79450	Greenscape	204-481-802.000	5,482.15
03/18	03/28/2018	79451	GRP ENGINEERING INC.	582-588-802.000	366.62
03/18	03/28/2018	79451	GRP ENGINEERING INC.	582-588-802.000	2,024.63
03/18	03/28/2018	79451	GRP ENGINEERING INC.	582-588-802.000	2,359.05
03/18	03/28/2018	79451	GRP ENGINEERING INC.	101-789-970.000	1,000.00
03/18	03/28/2018	79451	GRP ENGINEERING INC.	582-588-802.000	7,265.08

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03/18	03/28/2018	79451	GRP ENGINEERING INC.	582-588-802.000	2,359.63
03/18	03/28/2018	79452	HALEY'S PLUMBING & HEATING	592-537-802.000	833.27
03/18	03/28/2018	79453	HUBBELL ROTH & CLARK INC.	592-560-802.000	1,455.15
03/18	03/28/2018	79453	HUBBELL ROTH & CLARK INC.	592-025-343.000	12,150.88
03/18	03/28/2018	79453	HUBBELL ROTH & CLARK INC.	592-025-343.000	1,925.00
03/18	03/28/2018	79454	HYDE SERVICES LLC	101-770-775.000	23.78
03/18	03/28/2018	79455	JOHNSTONE SUPPLY #234	101-770-775.000	17.01-
03/18	03/28/2018	79455	JOHNSTONE SUPPLY #234	101-770-775.000	66.69
03/18	03/28/2018	79456	KRING CHEVROLET CADILLAC, DAVE	661-598-932.000	197.29
03/18	03/28/2018	79456	KRING CHEVROLET CADILLAC, DAVE	661-598-932.000	609.91
03/18	03/28/2018	79456	KRING CHEVROLET CADILLAC, DAVE	661-598-932.000	49.35
03/18	03/28/2018	79457	KSS ENTERPRISES	101-268-775.000	34.79
03/18	03/28/2018	79458	MEENGs, WILLIAM	101-257-802.200	142.50
03/18	03/28/2018	79459	MICHIGAN MUNICIPAL LEAGUE	701-000-230.201	3,904.55
03/18	03/28/2018	79460	MICHIGAN OFFICEWAYS INC.	101-268-775.000	119.99
03/18	03/28/2018	79460	MICHIGAN OFFICEWAYS INC.	271-790-751.000	30.99
03/18	03/28/2018	79461	MID-STATES BOLT & SCREW CO.	582-593-785.000	71.90
03/18	03/28/2018	79462	MUNICIPAL EMPLOYEES	101-345-802.000	700.00
03/18	03/28/2018	79463	N.M.A.C.P.	101-345-915.000	75.00
03/18	03/28/2018	79464	Nachtrab, Joseph	101-257-802.200	95.00
03/18	03/28/2018	79465	NEOPOST USA INC.	101-268-775.000	3,000.00
03/18	03/28/2018	79466	NORTH CENTRAL LABORATORIES	592-553-775.000	3,387.48
03/18	03/28/2018	79466	NORTH CENTRAL LABORATORIES	592-553-775.000	120.83
03/18	03/28/2018	79467	NORTHERN COPY EXPRESS INC.	204-481-802.000	225.00
03/18	03/28/2018	79468	NORTHERN SAFETY CO. INC.	101-770-775.000	71.36
03/18	03/28/2018	79468	NORTHERN SAFETY CO. INC.	101-754-775.000	202.40
03/18	03/28/2018	79468	NORTHERN SAFETY CO. INC.	101-770-775.000	392.88
03/18	03/28/2018	79469	NORTHERN TOOL & EQUIPMENT	101-770-775.000	159.98
03/18	03/28/2018	79470	Northland Self Storage LLC	592-551-801.000	147.00
03/18	03/28/2018	79471	ON DUTY GEAR LLC	101-345-775.000	239.92
03/18	03/28/2018	79472	PERFORMANCE PAINTING	592-558-802.000	1,386.00
03/18	03/28/2018	79473	PLUNKETT COONEY	101-266-802.000	3,420.00
03/18	03/28/2018	79473	PLUNKETT COONEY	101-266-802.000	1,395.00
03/18	03/28/2018	79473	PLUNKETT COONEY	101-266-802.000	2,134.24
03/18	03/28/2018	79473	PLUNKETT COONEY	204-481-802.000	2,134.24
03/18	03/28/2018	79473	PLUNKETT COONEY	582-588-802.000	2,134.24
03/18	03/28/2018	79473	PLUNKETT COONEY	592-549-802.000	2,134.24
03/18	03/28/2018	79473	PLUNKETT COONEY	592-560-802.000	2,134.24
03/18	03/28/2018	79473	PLUNKETT COONEY	101-266-802.000	23,205.65
03/18	03/28/2018	79473	PLUNKETT COONEY	101-266-802.000	950.00
03/18	03/28/2018	79473	PLUNKETT COONEY	101-266-802.000	2,152.50
03/18	03/28/2018	79473	PLUNKETT COONEY	101-266-802.000	1,627.80
03/18	03/28/2018	79474	PROCLEAN NORTH	592-537-802.000	450.00
03/18	03/28/2018	79474	PROCLEAN NORTH	592-554-802.000	484.00
03/18	03/28/2018	79475	SAFETY-KLEEN SYSTEMS INC.	661-598-759.000	80.00
03/18	03/28/2018	79476	Spectrum Business	592-560-850.000	34.88
03/18	03/28/2018	79477	STANDARD ELECTRIC COMPANY	101-789-985.000	298.49
03/18	03/28/2018	79477	STANDARD ELECTRIC COMPANY	101-770-775.000	142.71
03/18	03/28/2018	79477	STANDARD ELECTRIC COMPANY	582-590-775.000	143.04
03/18	03/28/2018	79478	STAPLES ADVANTAGE	101-215-751.000	267.35
03/18	03/28/2018	79478	STAPLES ADVANTAGE	101-345-751.000	172.95
03/18	03/28/2018	79478	STAPLES ADVANTAGE	101-345-751.000	100.02

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03/18	03/28/2018	79478	STAPLES ADVANTAGE	101-201-751.000	5.70
03/18	03/28/2018	79479	Survalent	582-586-802.000	1,080.00
03/18	03/28/2018	79480	TRACE ANALYTICS LLC	592-553-801.000	30.00
03/18	03/28/2018	79481	T-SHIRT EXPRESS	101-345-775.000	135.00
03/18	03/28/2018	79482	UTILITY FINANCIAL SOLUTIONS LLC	582-588-802.000	575.00
03/18	03/28/2018	79483	VOSS LIGHTING	582-590-775.000	978.00
03/18	03/28/2018	79484	West Marine Pro	101-789-775.000	197.80
03/18	03/28/2018	79485	WINDEMULLER	592-554-802.000	3,976.00
03/18	03/28/2018	79486	WURSTER, JOEL	101-257-802.200	161.50
03/18	03/28/2018	79487	Great Lakes Pipe & Supply	101-770-775.000	32.64
03/18	03/28/2018	79487	Great Lakes Pipe & Supply	101-770-775.000	55.42
03/18	03/28/2018	79488	VSP	101-172-724.000	27.11
03/18	03/28/2018	79488	VSP	101-201-724.000	109.54
03/18	03/28/2018	79488	VSP	101-208-724.000	20.05
03/18	03/28/2018	79488	VSP	101-215-724.000	40.09
03/18	03/28/2018	79488	VSP	101-265-724.000	12.09
03/18	03/28/2018	79488	VSP	101-345-724.000	439.30
03/18	03/28/2018	79488	VSP	101-773-724.000	4.92
03/18	03/28/2018	79488	VSP	101-268-724.000	26.45
03/18	03/28/2018	79488	VSP	204-481-724.000	77.93
03/18	03/28/2018	79488	VSP	271-790-724.000	123.67
03/18	03/28/2018	79488	VSP	514-587-724.000	10.73
03/18	03/28/2018	79488	VSP	582-598-724.000	115.19
03/18	03/28/2018	79488	VSP	592-549-724.000	118.85
03/18	03/28/2018	79488	VSP	592-560-724.000	40.09
03/18	03/28/2018	79488	VSP	101-400-724.000	10.73
03/18	03/28/2018	79488	VSP	101-441-724.000	57.49
03/18	03/28/2018	79488	VSP	101-754-724.000	10.42
03/18	03/28/2018	79488	VSP	101-756-724.000	44.98
03/18	03/28/2018	79488	VSP	101-770-724.000	49.59
03/18	03/28/2018	79488	VSP	101-789-724.000	11.46
04/18	04/04/2018	79500	1000Bulbs	582-590-775.000	628.29
04/18	04/04/2018	79500	1000Bulbs	582-020-360.000	21,203.00
04/18	04/04/2018	79501	ACH-EFTPS	701-000-230.100	17,576.05
04/18	04/04/2018	79501	ACH-EFTPS	701-000-230.200	11,424.67
04/18	04/04/2018	79501	ACH-EFTPS	701-000-230.200	2,671.90
04/18	04/04/2018	79501	ACH-EFTPS	701-000-230.200	11,424.67
04/18	04/04/2018	79501	ACH-EFTPS	701-000-230.200	2,671.90
04/18	04/04/2018	79502	ACH-ICMA 457	701-000-230.700	1,710.09
04/18	04/04/2018	79502	ACH-ICMA 457	701-000-230.700	4,952.00
04/18	04/04/2018	79503	ALLIANCE ENTERTAINMENT	271-790-761.000	249.46
04/18	04/04/2018	79504	AMAZON CREDIT PLAN	271-790-752.000	99.62
04/18	04/04/2018	79504	AMAZON CREDIT PLAN	271-790-751.000	95.67
04/18	04/04/2018	79504	AMAZON CREDIT PLAN	271-790-761.000	10.50
04/18	04/04/2018	79504	AMAZON CREDIT PLAN	271-790-958.000	74.43
04/18	04/04/2018	79504	AMAZON CREDIT PLAN	271-790-760.000	16.48
04/18	04/04/2018	79505	AT&T	101-172-850.000	352.06
04/18	04/04/2018	79505	AT&T	101-201-850.000	187.77
04/18	04/04/2018	79505	AT&T	101-208-850.000	117.35
04/18	04/04/2018	79505	AT&T	101-257-850.000	117.35
04/18	04/04/2018	79505	AT&T	101-215-850.000	93.88
04/18	04/04/2018	79505	AT&T	101-345-850.000	258.21

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04/18	04/04/2018	79505	AT&T	592-538-850.000	134.14
04/18	04/04/2018	79505	AT&T	592-538-850.000	134.14
04/18	04/04/2018	79505	AT&T	582-593-850.000	93.88
04/18	04/04/2018	79505	AT&T	592-549-850.000	140.82
04/18	04/04/2018	79505	AT&T	592-560-850.000	140.82
04/18	04/04/2018	79505	AT&T	592-560-850.000	134.14
04/18	04/04/2018	79505	AT&T	592-560-850.000	116.47
04/18	04/04/2018	79505	AT&T	592-558-920.000	137.66
04/18	04/04/2018	79505	AT&T	101-400-850.000	117.35
04/18	04/04/2018	79505	AT&T	101-756-850.000	140.82
04/18	04/04/2018	79505	AT&T	101-441-850.000	211.24
04/18	04/04/2018	79505	AT&T	204-481-850.000	70.41
04/18	04/04/2018	79505	AT&T	204-481-850.000	70.41
04/18	04/04/2018	79505	AT&T	582-588-850.000	234.71
04/18	04/04/2018	79506	BARRETTE, TERRY	204-481-850.000	120.00
04/18	04/04/2018	79507	BREED, MATTHEW	101-345-850.000	120.00
04/18	04/04/2018	79508	CENTER POINT LARGE PRINT	271-790-760.000	27.27
04/18	04/04/2018	79508	CENTER POINT LARGE PRINT	271-790-760.000	25.87
04/18	04/04/2018	79509	CHAR-EM UNITED WAY	701-000-230.800	77.00
04/18	04/04/2018	79510	CHEBOYGAN AREA PUBLIC LIBRARY	271-790-955.000	16.95
04/18	04/04/2018	79511	CINTAS CORP #729	582-588-767.000	41.80
04/18	04/04/2018	79511	CINTAS CORP #729	592-549-767.000	21.56
04/18	04/04/2018	79511	CINTAS CORP #729	592-560-767.000	21.56
04/18	04/04/2018	79511	CINTAS CORP #729	204-481-767.000	41.58
04/18	04/04/2018	79511	CINTAS CORP #729	582-593-802.000	28.33
04/18	04/04/2018	79511	CINTAS CORP #729	582-588-767.000	41.80
04/18	04/04/2018	79511	CINTAS CORP #729	592-549-767.000	21.56
04/18	04/04/2018	79511	CINTAS CORP #729	592-560-767.000	21.56
04/18	04/04/2018	79511	CINTAS CORP #729	204-481-767.000	50.61
04/18	04/04/2018	79511	CINTAS CORP #729	592-554-802.000	49.39
04/18	04/04/2018	79511	CINTAS CORP #729	101-268-802.000	14.07
04/18	04/04/2018	79512	CINTAS CORPORATION	582-593-930.000	376.28
04/18	04/04/2018	79512	CINTAS CORPORATION	582-584-802.000	376.27
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,083.97
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	824.82
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,005.52
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	391.52
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	24.64
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	2,279.36
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	77.89
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,081.86
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	8,249.25
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	77.90
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	13,360.12
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	820.35
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	357.49
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	1,359.09
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	202-475-920.000	320.00
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,600.00
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	1,991.15
04/18	04/04/2018	79513	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	100.30
04/18	04/04/2018	79514	COMPLETE PAINT & SUPPLIES	101-770-775.000	68.73

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04/18	04/04/2018	79514	COMPLETE PAINT & SUPPLIES	582-590-775.000	154.88
04/18	04/04/2018	79514	COMPLETE PAINT & SUPPLIES	101-770-775.000	5.15
04/18	04/04/2018	79514	COMPLETE PAINT & SUPPLIES	101-770-775.000	151.24
04/18	04/04/2018	79514	COMPLETE PAINT & SUPPLIES	582-590-775.000	149.87
04/18	04/04/2018	79515	CONTI, JOSEPH	101-268-850.000	120.00
04/18	04/04/2018	79516	DAVIS, JEFF	582-588-850.000	120.00
04/18	04/04/2018	79517	DEMCO	271-790-751.000	668.83
04/18	04/04/2018	79518	ELLIOTT, SHERRIE	592-560-850.000	120.00
04/18	04/04/2018	79519	EMMET BRICK & BLOCK CO.	248-540-882.180	396.00
04/18	04/04/2018	79520	Empiric Solutions Inc.	101-228-802.000	3,180.00
04/18	04/04/2018	79521	ENGLEBRECHT, ROBERT	101-257-802.100	3,750.00
04/18	04/04/2018	79522	ENVIRONMENTAL RESOURCE ASSOC.	592-553-801.000	1,384.72
04/18	04/04/2018	79523	FASTENAL COMPANY	661-598-931.000	14.46
04/18	04/04/2018	79523	FASTENAL COMPANY	661-598-785.000	49.17
04/18	04/04/2018	79524	FLYNN, MARTIN	592-549-850.000	120.00
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-931.000	17.79
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-932.000	90.43
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-931.000	5.28
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	11.65
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	17.48
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	49.99
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	73.33
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-931.000	16.29
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-932.000	45.00-
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	4.89
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-931.000	14.17
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	4.46
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	101-770-775.000	113.90
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	101-770-775.000	2.51
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	41.02
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	6.99
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-759.000	72.93
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	23.82
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	31.18
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-932.000	163.21
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	101-345-775.000	21.48
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	101-770-775.000	458.50
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	101-770-775.000	19.23
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	514-587-931.000	18.00-
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	514-587-931.000	99.18
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	514-587-931.000	3.52
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	41.02
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-932.000	125.89
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-931.000	26.72
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	88.03
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-932.000	10.54
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-931.000	13.11
04/18	04/04/2018	79525	FOCHTMAN'S AUTO & TRUCK PARTS	592-554-775.000	89.99
04/18	04/04/2018	79526	FRATERNAL ORDER OF POLICE	701-000-230.400	906.00
04/18	04/04/2018	79527	FRITZ, KARL	101-345-912.000	566.92
04/18	04/04/2018	79528	GALE/CENGAGE LEARNING	271-790-760.000	22.09
04/18	04/04/2018	79528	GALE/CENGAGE LEARNING	271-790-760.000	105.27

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04/18	04/04/2018	79528	GALE/CENGAGE LEARNING	271-790-760.000	22.09
04/18	04/04/2018	79529	GIBBY'S GARAGE	101-770-802.000	68.00
04/18	04/04/2018	79529	GIBBY'S GARAGE	661-598-931.000	340.00
04/18	04/04/2018	79529	GIBBY'S GARAGE	661-598-932.000	204.00
04/18	04/04/2018	79529	GIBBY'S GARAGE	661-598-931.000	578.00
04/18	04/04/2018	79529	GIBBY'S GARAGE	661-598-931.000	680.00
04/18	04/04/2018	79529	GIBBY'S GARAGE	661-598-932.000	340.00
04/18	04/04/2018	79529	GIBBY'S GARAGE	582-593-930.000	136.00
04/18	04/04/2018	79530	Goedge, Megan	271-790-912.000	331.70
04/18	04/04/2018	79531	GORDON FOOD SERVICE	101-345-775.000	29.68
04/18	04/04/2018	79532	GRAND TRAVERSE CONSTRUCTION	592-025-343.000	406,646.80
04/18	04/04/2018	79533	Great Lakes Pipe & Supply	592-554-775.000	6.73
04/18	04/04/2018	79533	Great Lakes Pipe & Supply	592-555-775.000	455.36
04/18	04/04/2018	79534	Heritage Fire Equipment	661-081-682.000	3,682.81
04/18	04/04/2018	79535	HUMMEL, JON	101-770-767.000	58.28
04/18	04/04/2018	79535	HUMMEL, JON	101-754-920.000	120.00
04/18	04/04/2018	79536	ICMA-ROTH	701-000-230.900	375.00
04/18	04/04/2018	79537	Jones & Jones Garage Door Service Inc.	582-593-930.000	123.00
04/18	04/04/2018	79538	K & J SEPTIC SERVICE LLC	592-551-806.000	550.00
04/18	04/04/2018	79539	KARR, ADRIAN	101-345-850.000	120.00
04/18	04/04/2018	79540	Klingelsmith, Kendall	101-770-850.000	120.00
04/18	04/04/2018	79541	Koorsen Fire & Safety Inc.	592-537-802.000	45.00
04/18	04/04/2018	79541	Koorsen Fire & Safety Inc.	101-770-802.000	12.00
04/18	04/04/2018	79542	KRUSKIE, DAVID	101-770-850.000	120.00
04/18	04/04/2018	79543	LENNEMANN, MARK	101-773-850.000	120.00
04/18	04/04/2018	79544	MCLEAN & EAKIN BOOKSELLERS	271-790-760.000	15.20
04/18	04/04/2018	79544	MCLEAN & EAKIN BOOKSELLERS	271-790-760.400	156.00
04/18	04/04/2018	79545	MERCER CO. INC., R. W.	101-789-802.000	6,665.25
04/18	04/04/2018	79546	MEYER ACE HARDWARE	582-590-775.000	16.83
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-268-775.000	2.51
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-265-775.000	8.63
04/18	04/04/2018	79546	MEYER ACE HARDWARE	514-587-775.000	1.00
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-770-775.000	8.99
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-265-775.000	18.65
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-265-775.000	1.65
04/18	04/04/2018	79546	MEYER ACE HARDWARE	271-790-752.000	21.60
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-268-775.000	12.59
04/18	04/04/2018	79546	MEYER ACE HARDWARE	661-020-140.000	55.00-
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-268-775.000	2.69
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-770-775.000	33.37
04/18	04/04/2018	79546	MEYER ACE HARDWARE	582-586-775.000	5.70
04/18	04/04/2018	79546	MEYER ACE HARDWARE	661-020-140.000	494.96
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-770-775.000	24.28
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-268-775.000	17.99
04/18	04/04/2018	79546	MEYER ACE HARDWARE	661-598-759.000	165.53
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-268-930.000	5.20
04/18	04/04/2018	79546	MEYER ACE HARDWARE	592-537-775.000	29.94
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-268-775.000	7.90
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-268-775.000	2.51
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-770-775.000	30.56
04/18	04/04/2018	79546	MEYER ACE HARDWARE	592-554-775.000	15.29
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-268-775.000	11.85

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04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-770-775.000	4.13
04/18	04/04/2018	79546	MEYER ACE HARDWARE	582-590-775.000	15.84
04/18	04/04/2018	79546	MEYER ACE HARDWARE	582-590-775.000	16.83
04/18	04/04/2018	79546	MEYER ACE HARDWARE	582-590-775.000	23.24
04/18	04/04/2018	79546	MEYER ACE HARDWARE	661-598-785.000	6.29
04/18	04/04/2018	79546	MEYER ACE HARDWARE	514-587-802.100	65.04
04/18	04/04/2018	79546	MEYER ACE HARDWARE	592-542-775.000	9.52
04/18	04/04/2018	79546	MEYER ACE HARDWARE	582-590-775.000	2.86
04/18	04/04/2018	79546	MEYER ACE HARDWARE	661-020-140.000	279.96
04/18	04/04/2018	79546	MEYER ACE HARDWARE	101-770-775.000	21.59
04/18	04/04/2018	79546	MEYER ACE HARDWARE	661-598-931.000	4.04
04/18	04/04/2018	79547	MEYERSON, VALERIE	271-790-912.000	909.82
04/18	04/04/2018	79548	MITCHELL GRAPHICS INC.	271-790-751.000	84.00
04/18	04/04/2018	79549	NORTH CENTRAL LABORATORIES	592-553-775.000	377.90
04/18	04/04/2018	79550	ON-SITE TESTING SPECIALISTS INC.	101-345-775.000	153.00
04/18	04/04/2018	79551	ORIENTAL TRADING COMPANY	271-790-958.000	67.92
04/18	04/04/2018	79552	PENDO	271-790-752.000	47.30
04/18	04/04/2018	79553	Penguin Random House	271-790-761.000	33.75
04/18	04/04/2018	79553	Penguin Random House	271-790-761.100	45.00
04/18	04/04/2018	79553	Penguin Random House	271-790-761.000	60.00
04/18	04/04/2018	79554	PETOSKEY REGIONAL CHAMBER	271-790-912.000	40.00
04/18	04/04/2018	79555	Plath, Audrey	101-215-850.000	120.00
04/18	04/04/2018	79556	POWER LINE SUPPLY	582-010-111.000	748.08
04/18	04/04/2018	79556	POWER LINE SUPPLY	582-586-775.000	357.46
04/18	04/04/2018	79556	POWER LINE SUPPLY	582-593-775.000	49.50
04/18	04/04/2018	79556	POWER LINE SUPPLY	582-586-775.000	135.00
04/18	04/04/2018	79556	POWER LINE SUPPLY	582-592-775.000	155.26
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	73.77
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	18.99
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	283.83
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	3.84
04/18	04/04/2018	79557	PRESTON FEATHER	592-544-775.000	24.98
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	1.80-
04/18	04/04/2018	79557	PRESTON FEATHER	101-773-775.000	1.00-
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	9.44-
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	28.38-
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	1.90-
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	7.38-
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	.38-
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	.78-
04/18	04/04/2018	79557	PRESTON FEATHER	592-545-775.000	.10-
04/18	04/04/2018	79557	PRESTON FEATHER	592-544-775.000	2.50-
04/18	04/04/2018	79557	PRESTON FEATHER	592-544-775.000	5.30-
04/18	04/04/2018	79557	PRESTON FEATHER	592-544-775.000	52.98
04/18	04/04/2018	79557	PRESTON FEATHER	101-773-775.000	10.02
04/18	04/04/2018	79557	PRESTON FEATHER	592-545-775.000	.99
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	94.38
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	17.99
04/18	04/04/2018	79557	PRESTON FEATHER	101-770-775.000	7.83
04/18	04/04/2018	79558	RASMUSSEN, DEREK	101-770-850.000	120.00
04/18	04/04/2018	79559	Reliner/Duran Inc.	592-555-775.000	757.57
04/18	04/04/2018	79560	RESCO	582-010-111.000	1,125.77

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04/18	04/04/2018	79561	ROBBINS, MICHAEL	101-441-850.000	120.00
04/18	04/04/2018	79562	SCHOLASTIC INC.	271-790-760.100	54.44
04/18	04/04/2018	79563	SCHOOL LIBRARY JOURNAL	271-790-760.400	99.00
04/18	04/04/2018	79564	SCHULTZ, DAVID	101-345-850.000	120.00
04/18	04/04/2018	79565	SMITH, DANIEL	101-345-850.000	120.00
04/18	04/04/2018	79566	SMITH, EDWARD J	101-756-850.000	120.00
04/18	04/04/2018	79567	Spectrum Business	582-593-850.000	34.88
04/18	04/04/2018	79568	STANDARD ELECTRIC COMPANY	582-590-775.000	145.55
04/18	04/04/2018	79569	STAPLES ADVANTAGE	101-770-751.000	32.36
04/18	04/04/2018	79569	STAPLES ADVANTAGE	101-201-751.000	690.23
04/18	04/04/2018	79569	STAPLES ADVANTAGE	101-268-775.000	38.26
04/18	04/04/2018	79569	STAPLES ADVANTAGE	101-345-751.000	5.50
04/18	04/04/2018	79569	STAPLES ADVANTAGE	101-441-751.000	70.99
04/18	04/04/2018	79570	State of Michigan-Dept of LARA	101-268-802.000	185.00
04/18	04/04/2018	79571	Straebel, Robert	101-172-850.000	120.00
04/18	04/04/2018	79572	SWEEP SHOP, THE	271-790-752.000	99.80
04/18	04/04/2018	79573	T2 Systems Canada Inc.	514-587-802.000	165.00
04/18	04/04/2018	79574	TAYLOR RENTAL CENTER	248-540-882.180	113.70
04/18	04/04/2018	79575	TEAMSTERS LOCAL #214	701-000-230.400	1,013.00
04/18	04/04/2018	79576	TERRY, ALAN	101-215-850.000	120.00
04/18	04/04/2018	79577	TRACE ANALYTICS LLC	592-553-801.000	1,192.20
04/18	04/04/2018	79578	Traffic & Safety Control	514-587-802.000	81.00
04/18	04/04/2018	79579	TROPHY CASE, THE	271-790-751.000	16.00
04/18	04/04/2018	79580	TROXEL, TODD	101-345-850.000	120.00
04/18	04/04/2018	79581	UPS STORE, THE	582-590-802.000	150.15
04/18	04/04/2018	79582	USA BLUE BOOK	592-546-775.000	141.71-
04/18	04/04/2018	79582	USA BLUE BOOK	592-554-775.000	961.31
04/18	04/04/2018	79582	USA BLUE BOOK	101-208-751.000	40.98
04/18	04/04/2018	79583	Valley City Linen	271-790-752.000	25.00
04/18	04/04/2018	79583	Valley City Linen	271-790-752.000	25.00
04/18	04/04/2018	79583	Valley City Linen	271-790-752.000	25.00
04/18	04/04/2018	79583	Valley City Linen	271-790-752.000	25.00
04/18	04/04/2018	79583	Valley City Linen	271-790-752.000	25.00
04/18	04/04/2018	79584	VAN'S BUSINESS MACHINES	514-587-802.000	145.49
04/18	04/04/2018	79585	VERIZON WIRELESS	271-790-850.000	80.02
04/18	04/04/2018	79586	WESTON, RANDY	101-345-850.000	120.00
04/18	04/04/2018	79587	PETOSKEY REGIONAL CHAMBER	248-540-882.180	75.00
04/18	04/11/2018	79588	ALLIANCE ENTERTAINMENT	271-790-761.100	11.75
04/18	04/11/2018	79588	ALLIANCE ENTERTAINMENT	271-790-761.000	298.95
04/18	04/11/2018	79588	ALLIANCE ENTERTAINMENT	271-790-761.000	75.47
04/18	04/11/2018	79588	ALLIANCE ENTERTAINMENT	271-790-761.100	29.00
04/18	04/11/2018	79588	ALLIANCE ENTERTAINMENT	271-790-761.100	46.74
04/18	04/11/2018	79588	ALLIANCE ENTERTAINMENT	271-790-761.100	9.25-
04/18	04/11/2018	79589	ALL-PHASE ELECTRIC SUPPLY	582-590-775.000	18.03
04/18	04/11/2018	79590	AMERICAN WASTE	101-770-802.000	150.00
04/18	04/11/2018	79590	AMERICAN WASTE	101-770-775.000	75.00
04/18	04/11/2018	79590	AMERICAN WASTE	101-754-802.000	75.00
04/18	04/11/2018	79590	AMERICAN WASTE	101-756-775.000	75.00
04/18	04/11/2018	79590	AMERICAN WASTE	101-789-775.000	75.00
04/18	04/11/2018	79591	BENCHMARK ENGINEERING INC.	592-549-802.000	2,953.50
04/18	04/11/2018	79591	BENCHMARK ENGINEERING INC.	204-481-802.000	1,522.47
04/18	04/11/2018	79591	BENCHMARK ENGINEERING INC.	582-588-802.000	1,522.47

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04/18	04/11/2018	79591	BENCHMARK ENGINEERING INC.	592-549-802.000	1,522.47
04/18	04/11/2018	79591	BENCHMARK ENGINEERING INC.	592-560-802.000	1,522.48
04/18	04/11/2018	79592	BRADFORD MASTER DRY CLEANERS	101-345-775.000	331.30
04/18	04/11/2018	79593	BSN SPORTS INC.	101-756-985.000	425.88
04/18	04/11/2018	79594	BUCK'S BODY REPAIR INC.	661-598-932.000	100.00
04/18	04/11/2018	79595	C2AE	204-481-802.000	7,594.88
04/18	04/11/2018	79596	CONSUMERS ENERGY	582-584-802.000	2,700.00
04/18	04/11/2018	79597	DERRER OIL CO.	661-598-759.000	1,658.70
04/18	04/11/2018	79598	Dinon Law PLLC	101-266-802.000	1,890.00
04/18	04/11/2018	79599	DUBOIS-COOPER ASSOCIATES INC.	592-558-775.000	2,528.00
04/18	04/11/2018	79599	DUBOIS-COOPER ASSOCIATES INC.	592-560-850.000	100.00
04/18	04/11/2018	79600	EMMET CO. DEPT OF PUBLIC WORKS	101-529-802.000	6,107.50
04/18	04/11/2018	79601	FACTOR SYSTEMS INC.	101-208-803.000	3,094.72
04/18	04/11/2018	79602	FAR PRODUCTS INC.	101-789-775.000	269.40
04/18	04/11/2018	79603	FISHBECK THOMPSON CARR & HUBER	592-560-802.000	825.00
04/18	04/11/2018	79604	FIVE STAR SCREEN PRINTING PLUS	101-756-808.110	723.00
04/18	04/11/2018	79605	GIBSON EXCAVATING LLC	592-545-802.000	3,290.00
04/18	04/11/2018	79606	Goedge, Megan	271-790-958.000	50.83
04/18	04/11/2018	79607	GORDON FOOD SERVICE	101-345-775.000	9.50
04/18	04/11/2018	79607	GORDON FOOD SERVICE	101-770-771.000	19.78
04/18	04/11/2018	79607	GORDON FOOD SERVICE	592-551-775.000	18.56
04/18	04/11/2018	79607	GORDON FOOD SERVICE	592-560-751.000	61.26
04/18	04/11/2018	79608	GREENWELL MACHINE SHOP	101-770-775.000	18.38
04/18	04/11/2018	79609	HALEY'S PLUMBING & HEATING	101-770-802.000	253.29
04/18	04/11/2018	79610	HAYES GRINDING SERVICE INC	101-770-985.000	52.36
04/18	04/11/2018	79611	JOHN E. GREEN COMPANY	271-790-930.000	1,609.08
04/18	04/11/2018	79612	JOHNSTONE SUPPLY #234	101-268-775.000	82.36
04/18	04/11/2018	79613	KSS ENTERPRISES	101-265-775.000	354.14
04/18	04/11/2018	79613	KSS ENTERPRISES	101-268-775.000	354.14
04/18	04/11/2018	79613	KSS ENTERPRISES	101-754-775.000	354.13
04/18	04/11/2018	79613	KSS ENTERPRISES	101-756-775.000	354.13
04/18	04/11/2018	79613	KSS ENTERPRISES	101-770-775.000	885.33
04/18	04/11/2018	79613	KSS ENTERPRISES	101-773-775.000	354.13
04/18	04/11/2018	79613	KSS ENTERPRISES	101-789-775.000	531.20
04/18	04/11/2018	79613	KSS ENTERPRISES	582-593-930.000	354.13
04/18	04/11/2018	79613	KSS ENTERPRISES	592-551-775.000	47.84
04/18	04/11/2018	79613	KSS ENTERPRISES	101-770-775.000	2,214.94
04/18	04/11/2018	79613	KSS ENTERPRISES	101-773-775.000	885.98
04/18	04/11/2018	79613	KSS ENTERPRISES	101-789-775.000	1,328.96
04/18	04/11/2018	79613	KSS ENTERPRISES	101-265-775.000	885.98
04/18	04/11/2018	79613	KSS ENTERPRISES	101-268-775.000	442.99
04/18	04/11/2018	79613	KSS ENTERPRISES	101-754-775.000	1,328.96
04/18	04/11/2018	79613	KSS ENTERPRISES	101-756-775.000	885.98
04/18	04/11/2018	79613	KSS ENTERPRISES	582-593-930.000	885.97
04/18	04/11/2018	79613	KSS ENTERPRISES	592-551-775.000	141.05
04/18	04/11/2018	79613	KSS ENTERPRISES	101-268-775.000	45.60
04/18	04/11/2018	79613	KSS ENTERPRISES	592-551-775.000	137.72
04/18	04/11/2018	79613	KSS ENTERPRISES	101-265-775.000	304.02
04/18	04/11/2018	79613	KSS ENTERPRISES	101-268-775.000	304.02
04/18	04/11/2018	79613	KSS ENTERPRISES	101-754-775.000	304.01
04/18	04/11/2018	79613	KSS ENTERPRISES	101-756-775.000	304.01
04/18	04/11/2018	79613	KSS ENTERPRISES	101-770-775.000	760.03

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04/18	04/11/2018	79613	KSS ENTERPRISES	101-773-775.000	304.01
04/18	04/11/2018	79613	KSS ENTERPRISES	101-789-775.000	456.02
04/18	04/11/2018	79613	KSS ENTERPRISES	582-593-930.000	304.01
04/18	04/11/2018	79613	KSS ENTERPRISES	592-551-775.000	86.88
04/18	04/11/2018	79614	LEXISNEXIS RISK DATA MGT	514-587-802.000	50.00
04/18	04/11/2018	79614	LEXISNEXIS RISK DATA MGT	101-208-802.000	50.00
04/18	04/11/2018	79615	MACDONALD GARBER BROADCASTING	248-540-882.200	900.00
04/18	04/11/2018	79615	MACDONALD GARBER BROADCASTING	248-540-882.180	2,400.00
04/18	04/11/2018	79616	MCCARDEL CULLIGAN	101-770-802.000	26.00
04/18	04/11/2018	79617	Michigan Association of Police Chiefs	101-345-915.000	100.00
04/18	04/11/2018	79618	MICHIGAN OFFICEWAYS INC.	271-790-751.000	68.16
04/18	04/11/2018	79618	MICHIGAN OFFICEWAYS INC.	101-201-751.000	13.23
04/18	04/11/2018	79619	MICHIGAN PUBLIC POWER AGENCY	582-576-920.000	261,733.01
04/18	04/11/2018	79620	MICHIGAN WATER ENVIRONMENT ASSOC.	592-560-915.000	135.00
04/18	04/11/2018	79620	MICHIGAN WATER ENVIRONMENT ASSOC.	592-560-915.000	135.00
04/18	04/11/2018	79621	NORTHERN MICHIGAN REVIEW INC.	101-400-802.000	43.59
04/18	04/11/2018	79621	NORTHERN MICHIGAN REVIEW INC.	101-770-850.000	162.42
04/18	04/11/2018	79621	NORTHERN MICHIGAN REVIEW INC.	271-790-905.000	140.00
04/18	04/11/2018	79621	NORTHERN MICHIGAN REVIEW INC.	271-790-905.000	210.00
04/18	04/11/2018	79621	NORTHERN MICHIGAN REVIEW INC.	101-215-802.000	89.00
04/18	04/11/2018	79621	NORTHERN MICHIGAN REVIEW INC.	204-481-802.000	198.13
04/18	04/11/2018	79621	NORTHERN MICHIGAN REVIEW INC.	271-790-905.000	1,450.00
04/18	04/11/2018	79621	NORTHERN MICHIGAN REVIEW INC.	101-257-802.000	142.65
04/18	04/11/2018	79622	Northland Self Storage LLC	592-551-801.000	147.00
04/18	04/11/2018	79623	OHM Advisors	204-481-802.000	1,510.50
04/18	04/11/2018	79624	PENDO	271-790-752.000	65.00
04/18	04/11/2018	79625	Peninsula Fiber Network LLC	101-228-850.000	500.00
04/18	04/11/2018	79626	PLUNKETT COONEY	101-266-802.000	1,587.50
04/18	04/11/2018	79626	PLUNKETT COONEY	101-266-802.000	112.50
04/18	04/11/2018	79626	PLUNKETT COONEY	101-266-802.000	4,764.00
04/18	04/11/2018	79626	PLUNKETT COONEY	101-266-802.000	212.50
04/18	04/11/2018	79626	PLUNKETT COONEY	101-266-802.000	1,190.00
04/18	04/11/2018	79627	POLICE AND FIREMEN'S INSURANCE	701-000-230.185	353.38
04/18	04/11/2018	79628	POWER LINE SUPPLY	582-593-785.000	429.00
04/18	04/11/2018	79628	POWER LINE SUPPLY	582-010-111.000	13,619.52
04/18	04/11/2018	79629	Spectrum Business	101-172-850.000	126.67
04/18	04/11/2018	79629	Spectrum Business	101-201-850.000	67.56
04/18	04/11/2018	79629	Spectrum Business	101-208-850.000	42.22
04/18	04/11/2018	79629	Spectrum Business	101-257-850.000	42.22
04/18	04/11/2018	79629	Spectrum Business	101-215-850.000	33.78
04/18	04/11/2018	79629	Spectrum Business	101-345-850.000	92.91
04/18	04/11/2018	79629	Spectrum Business	582-593-850.000	33.78
04/18	04/11/2018	79629	Spectrum Business	592-549-850.000	50.67
04/18	04/11/2018	79629	Spectrum Business	592-560-850.000	50.67
04/18	04/11/2018	79629	Spectrum Business	101-770-850.000	145.90
04/18	04/11/2018	79629	Spectrum Business	101-400-850.000	42.22
04/18	04/11/2018	79629	Spectrum Business	101-441-850.000	76.00
04/18	04/11/2018	79629	Spectrum Business	101-756-850.000	50.67
04/18	04/11/2018	79629	Spectrum Business	204-481-850.000	25.33
04/18	04/11/2018	79629	Spectrum Business	204-481-850.000	25.33
04/18	04/11/2018	79629	Spectrum Business	582-588-850.000	84.45
04/18	04/11/2018	79630	Starr Garter dba Techplex	271-790-801.000	278.59

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
04/18	04/11/2018	79631	STRAUB PETTITT YASTE	582-588-802.000	6,300.00
04/18	04/11/2018	79632	T-Mobile	271-790-850.000	127.64
04/18	04/11/2018	79633	Top Line Electric LLC	592-558-775.000	825.15
04/18	04/11/2018	79634	TROPHY CASE, THE	271-790-751.000	18.00
04/18	04/11/2018	79635	ULINE	514-587-775.000	41.92
04/18	04/11/2018	79636	UPS STORE, THE	592-553-802.000	132.61
04/18	04/11/2018	79636	UPS STORE, THE	592-553-802.000	306.18
04/18	04/11/2018	79636	UPS STORE, THE	592-553-802.000	114.24
04/18	04/11/2018	79636	UPS STORE, THE	592-553-802.000	47.20
04/18	04/11/2018	79637	VERIZON WIRELESS	101-345-850.000	52.15
04/18	04/11/2018	79637	VERIZON WIRELESS	592-549-850.000	1.02
04/18	04/11/2018	79637	VERIZON WIRELESS	582-588-850.000	12.78
04/18	04/11/2018	79638	WALTERS SHARPENING SERVICE INC	661-020-140.000	1,079.95
04/18	04/11/2018	79639	AT&T	582-593-850.000	126.64
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	101-770-985.000	826.39
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	101-770-775.000	92.84
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	101-770-912.000	170.09
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	101-345-775.000	243.49
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	101-345-751.000	323.71
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	101-345-783.000	14.76
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	514-587-802.100	66.97
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	271-790-958.000	102.78
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	271-790-912.000	250.00
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	271-790-964.000	145.12
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	271-790-958.100	36.00
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	514-587-775.000	58.39
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	248-739-880.200	164.23
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	101-345-912.000	130.00
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	101-208-751.000	78.26
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	101-257-751.000	73.30
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	204-481-775.000	52.26
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	271-790-905.000	489.39
04/18	04/11/2018	79640	FIRST NATIONAL BANK OMAHA	271-790-958.200	144.82
Grand Totals:					1,466,101.94

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Check.Date = 03/15/2018-04/11/2018

Check Number	Date	Name	GL Account	Amount
79346	03/21/2018	Beaubien, Connie	582588803000	40.00
79347	03/21/2018	Boike, Wendy	101756808110	30.00
79348	03/21/2018	Davidson, Louise	582588803000	135.49
79349	03/21/2018	Doug Brown & Associates	582588803000	251.60
79350	03/21/2018	Fausser, Maggie	101756808110	30.00
79351	03/21/2018	Freeman, Mary	582040285000	19.41
79352	03/21/2018	HANLEY, GARRET	582040285000	32.25
79353	03/21/2018	Linderman, Lisa	582588803000	25.00
79354	03/21/2018	Michels, Marie	101087653000	1,480.00
79355	03/21/2018	Northgoods	582588803000	580.00
79356	03/21/2018	Northwest Michigan Community Action	582081642300	71.32
79357	03/21/2018	Stewart, Cheryl	582588803000	15.00
79489	03/28/2018	ANZELL, BETH	582040285000	24.64
79489	03/28/2018	ANZELL, BETH	582040285000	24.64
79490	03/28/2018	BRADLEY, HANNAH	582040285000	3.31
79491	03/28/2018	Gero, Warren	582081642300	97.18
79492	03/28/2018	Grambeau, Rodney	582-081-642.300	171.90
79493	03/28/2018	HOWARD, SHANNON	582081642300	114.69
79494	03/28/2018	Mudget, Samantha	101084652000	5.00
79495	03/28/2018	Scheib, Renee	101756808110	30.00
79496	03/28/2018	Anzell, Beth	582040285000	24.64
79497	04/04/2018	Loyd, Eric	582588803000	150.00
79498	04/04/2018	Otto, Laurel	582588803000	50.00
79499	04/04/2018	Verkerke, Karen	582588803000	15.00
79641	04/11/2018	AUSTIN, LISSA	582040285000	48.12
79642	04/11/2018	AZZOPARDI, JACKI	582040285000	60.40
79643	04/11/2018	Bridge, Bonnie	101756808110	30.00
79644	04/11/2018	Dunkel, Betsy	101756808110	30.00
79645	04/11/2018	EATON, CADEN	582040285000	18.52
79646	04/11/2018	Fineout, Gunther	101756808110	30.00
79647	04/11/2018	GROW, CHELSEA	582040285000	26.74
79648	04/11/2018	JOHNSON, APRIL	582040285000	.52
79649	04/11/2018	KURAKAZUSAMPSON, DAVID	582040285000	41.11
79650	04/11/2018	MICKALACKI, NATAWNEE	582040285000	26.25
79651	04/11/2018	SHOEMAKER, JOEL B	582040285000	48.17
79652	04/11/2018	Wangeman, Frank	582588803000	15.00
79653	04/11/2018	Webster, Marcia	101756808110	30.00
Grand Totals:				3,776.62



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**PREPARED:** April 11, 2018

**AGENDA SUBJECT:** Appointment Recommendations

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

---

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

- GREENWOOD CEMETERY BOARD – Reappointment of James Hempstead, 512 Woodland Avenue, for a five-year term ending May 2023.

sb  
Enclosure



# City of Petoskey

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

RECEIVED

APR 10 2018

CITY OF PETOSKEY  
CITY MANAGER

*B*

## Application to Serve on a Board or Commission

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

■ Name	<div>HEMPSTEAD</div> <div>JAMES</div> <div>B</div>			■ Date	<div>03</div> <div>24</div> <div>'18</div>		
	<div>Last</div> <div>First</div> <div>Initial</div>						
■ Residence Address	<div>512</div> <div>WOODLAND AVE</div> <div>PETOSKEY</div> <div>MI</div> <div>49770</div>			■ Home Phone	<div>231</div> <div>348</div> <div>9707</div>		
	<div>Number</div> <div>Street</div> <div>City</div> <div>State</div> <div>Zip</div>						
■ Email Address	<div>2hempys@charter.net</div>			■ Work Phone	<div>+</div> <div>+</div> <div>+</div>		

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying? CEMETERY
- How do you believe your appointment would benefit the City? AM PRESENTLY SERVING
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity. NONE IN PETOSKEY
- How many continuous years have you lived in Petoskey? 20
- Any other helpful information relevant to your application. —

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

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Are you a registered voter?
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Are you currently in default of taxes or fines to the City of Petoskey?
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission?
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Have you ever been convicted of a felony? If yes, please explain.

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

Applicant Signature: James B. Hempstead Date: March 24, 2017



**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**PREPARED:** April 11, 2018

**AGENDA SUBJECT:** Downtown Greenway Corridor – South Segment

**RECOMMENDATION:** That the City Council authorize contracting with Graham Construction, Inc. Saginaw

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**Background** The 2018 Annual Budget and Capital Improvements Plan included \$506,400 within the General Street Fund and Electric Fund for construction of the Downtown Greenway Corridor-South Segment. In 2016 a grant was written to the Michigan Department of Natural Resources Trust Fund in the amount of \$506,400 of which \$300,000 is provided by the State of Michigan and \$206,400 supplied by the City for completion of the Downtown Greenway Corridor. The project area is from Mitchell/Howard to Emmet/Grove Street along the railway corridor. As per the grant requirements, the specifications and plans for the project needed to be approved by the State prior to soliciting bids. The request for proposals was advertised on March 9.

Through the discussion of the project, City staff was given the authority by City Council to consider removal of the railroad tracks in the area affected by the project. This allowed the project to include removal of non-usable, decrepit railroad tracks creating a more aesthetically pleasing and safer trail corridor for users. Removal of the railroad tracks incurred additional costs of approximately \$145,000 that includes costs to replace street subgrades, asphalt pavements and concrete curb and gutters within three intersections.

**Bid Results** The bid tabulations were reviewed by City staff and the City's consultant, Beckett & Raeder, Petoskey. The bid opening was 2:00 P.M., April 4 at City Hall. Two bids were received:

<u>Bidder</u>	<u>Amount</u>
Graham Construction, Inc. Saginaw	\$722,000
Team Elmer's Petoskey	\$795,000

**Note:** Bids as received include full rail removal from Howard Street to Emmet Street. All steel components from rail removal will be recycled at an estimated value of \$22,000 and will be applied towards the full contract price.

**Review** The above bids were reviewed for completeness by City staff and Beckett & Raeder. The bids, which included railroad track removal along with other additions came in \$193,600 over the original 2016-projected cost but was within 10% of the revised engineer's estimated cost. The increase is largely due to removal of the railroad infrastructure (rails, tiles and ballast), repaving of intersections, curb and gutter replacements, irrigation for landscaping, electric conduit installations and other project features. The elimination of the railroad tracks was not a consideration when the grant was submitted in 2016; however, the Trust Fund grant has a \$300,000 cap, which is met with the original construction plans of the corridor south segment.

Eliminating the railroad tracks with this project affords the City an opportunity to provide safer street crossings (especially for bikers), more efficient street maintenance and a design continuity (linear path) providing a consistent straight line of sight throughout the corridor. The decision to incorporate the railroad track removal with the Downtown Greenway Corridor will result in a much better project.

A summary of the financials for the project is as follows:

**Project Costs**

Greenway Corridor Construction	\$722,000
Railroad Rail Scrap Value (est.)	( 22,000)
Total Costs	<u>\$700,000</u>

**Project Revenues**

DNR Grant	\$300,000
General Streets - Forestry	170,000
General Streets - Sidewalks	23,000
General Streets - Cash Reserves	100,000
Electric Fund – Electrical installations	<u>107,000</u>
Total Revenues	<u>\$700,000</u>

The \$193,600 in additional costs above the original budget amount will be covered partially by cutting back on work originally budgeted in General Streets – Forestry (\$60,000) and Sidewalks (\$23,000) as well as additional Electric Fund costs (\$10,600) due to underground conduit installations. The General Street Fund – Fund Balance will be used to cover the remaining \$100,000 project shortfall, which will leave an estimated year-end fund balance reserve of \$490,000. Staff is comfortable with the fund balance reserve, which can be replenished in 2019 when projects are few, due to MDOT's US-31 reconstruction project. The General Street Fund budget will require a budget amendment at year-end to account for the increase in expenditures and use of fund balance reserves.

The contractor is aware that the City, along with Beckett & Raeder, will work together to identify any areas outside the grant scope items where costs can be saved without compromise to the project.

**Recommendation** That City Council award the project to Graham Construction Inc., Saginaw, for the bid amount of \$722,000.

kk  
Enclosures

Open During Construction Note

CONTRACTOR SHALL MAINTAIN SAFE ACCESS TO ALL BUILDING ENTRANCES INCLUDING DELIVERY ACCESS DURING CONSTRUCTION UNLESS OTHERWISE NOTED.

Layout and Materials Notes

CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING HIMSELF/HERSELF FAMILIAR WITH ALL UNDERGROUND UTILITIES, PIPES AND STRUCTURES. CONTRACTOR SHALL TAKE SOLE RESPONSIBILITY FOR COST INCURRED DUE TO DAMAGE AND REPLACEMENT OF SAID UTILITIES.

CONTRACTOR SHALL NOT WILLFULLY PROCEED WITH CONSTRUCTION AS DESIGNED WHEN IT IS OBVIOUS THAT UNKNOWN OBSTRUCTIONS AND/OR GRADE DIFFERENCES EXIST THAT MAY NOT HAVE BEEN KNOWN DURING DESIGN. SUCH CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL NECESSARY REVISIONS DUE TO FAILURE TO GIVE SUCH NOTIFICATION.

CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COORDINATION WITH SUBCONTRACTORS AS REQUIRED TO ACCOMPLISH OPERATIONS.

CONTRACTOR IS RESPONSIBLE FOR THE REPAIR OF ANY EXISTING MATERIALS THAT ARE DAMAGED DURING CONSTRUCTION.

SEE SPECIFICATIONS FOR CONSTRUCTION REQUIREMENTS, MATERIALS, AND EXECUTION.

ALL PROPERTY LINES AND LIMITS OF CONSTRUCTION SHALL BE VERIFIED PRIOR TO COMMENCING WORK.

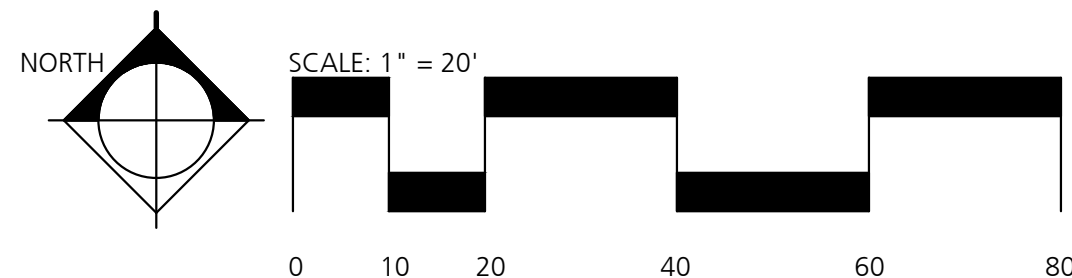
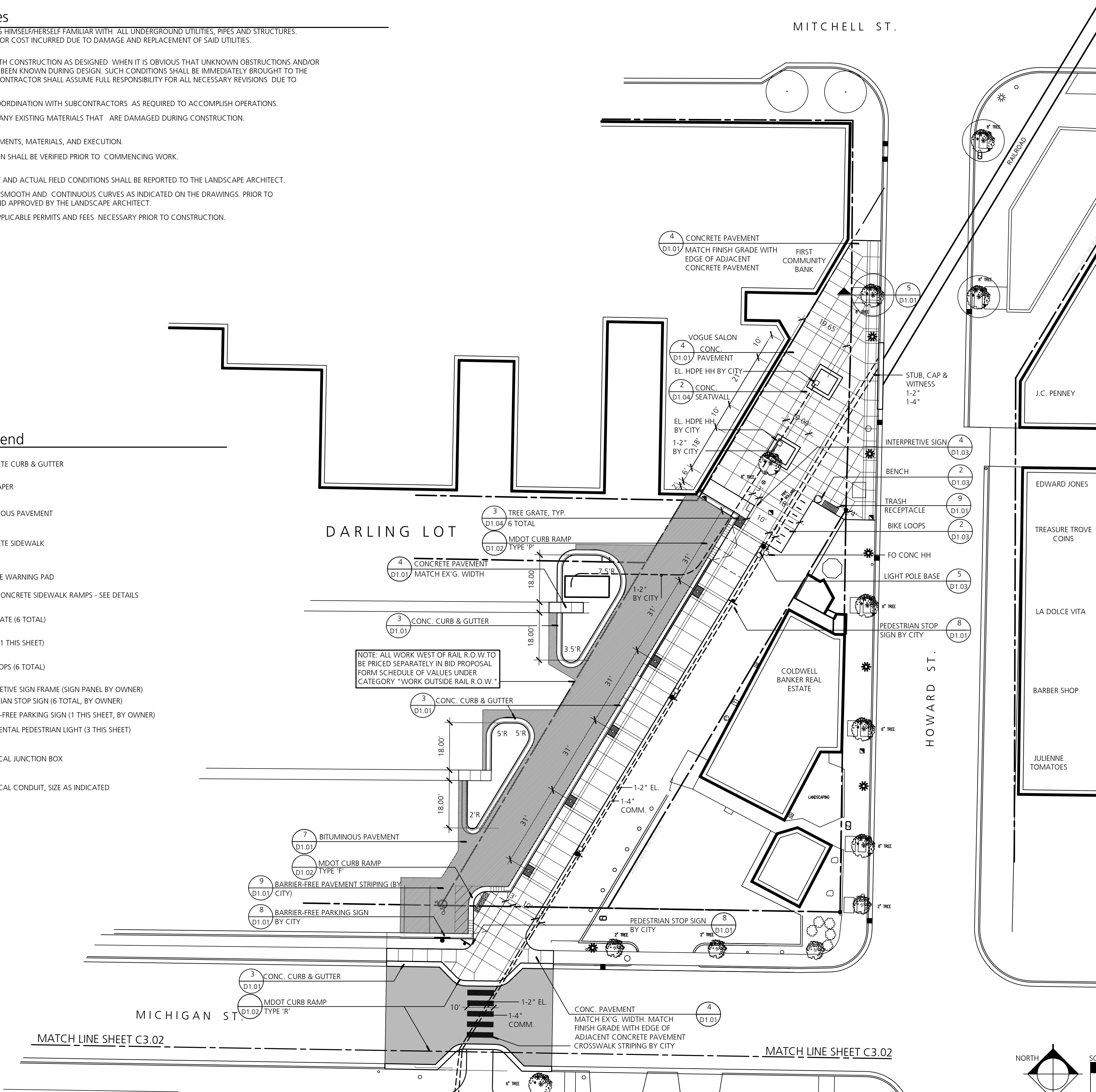
ANY DISCREPANCIES BETWEEN PROPOSED LAYOUT AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED TO THE LANDSCAPE ARCHITECT.

CONCRETE WALKS SHALL BE CONSTRUCTED WITH SMOOTH AND CONTINUOUS CURVES AS INDICATED ON THE DRAWINGS. PRIOR TO INSTALLATION, ALL FORMS MUST BE INSPECTED AND APPROVED BY THE LANDSCAPE ARCHITECT.

CONTRACTOR SHALL OBTAIN AND PAY FOR ALL APPLICABLE PERMITS AND FEES NECESSARY PRIOR TO CONSTRUCTION.

Layout and Materials Legend

- CONCRETE CURB & GUTTER
- CURB TAPER
- BITUMINOUS PAVEMENT
- CONCRETE SIDEWALK
- EXPANSION JOINT
- CONTROL JOINT
- DETECTABLE WARNING PAD
- DETECTABLE WARNING PAD
- MDOT CONCRETE SIDEWALK RAMPS - SEE DETAILS
- TREE GRATE (6 TOTAL)
- BENCH (1 THIS SHEET)
- BIKE LOOPS (6 TOTAL)
- INTERPRETIVE SIGN FRAME (SIGN PANEL BY OWNER)
- PEDESTRIAN STOP SIGN (6 TOTAL, BY OWNER)
- BARRIER-FREE PARKING SIGN (1 THIS SHEET, BY OWNER)
- ORNAMENTAL PEDESTRIAN LIGHT (3 THIS SHEET)
- ELECTRICAL JUNCTION BOX
- ELECTRICAL CONDUIT, SIZE AS INDICATED



B R i  
Beckett&Raeder  
Landscape Architecture  
Planning & Engineering

Beckett & Raeder, Inc.  
535 West William, Suite 101  
Ann Arbor, MI 48103  
734.663.2622 ph  
734.663.6759 fx

Consultants

Seal

Project Title

City of Petoskey

Downtown Greenway  
South Segment

Petoskey, MI

Sheet Title

Layout and Materials Plan  
Howard to Michigan St.

Dates

Dates	Issued for
03.09.2018	BIDDING

Scale

1"=20'-0"

Quality Control

Drawn:

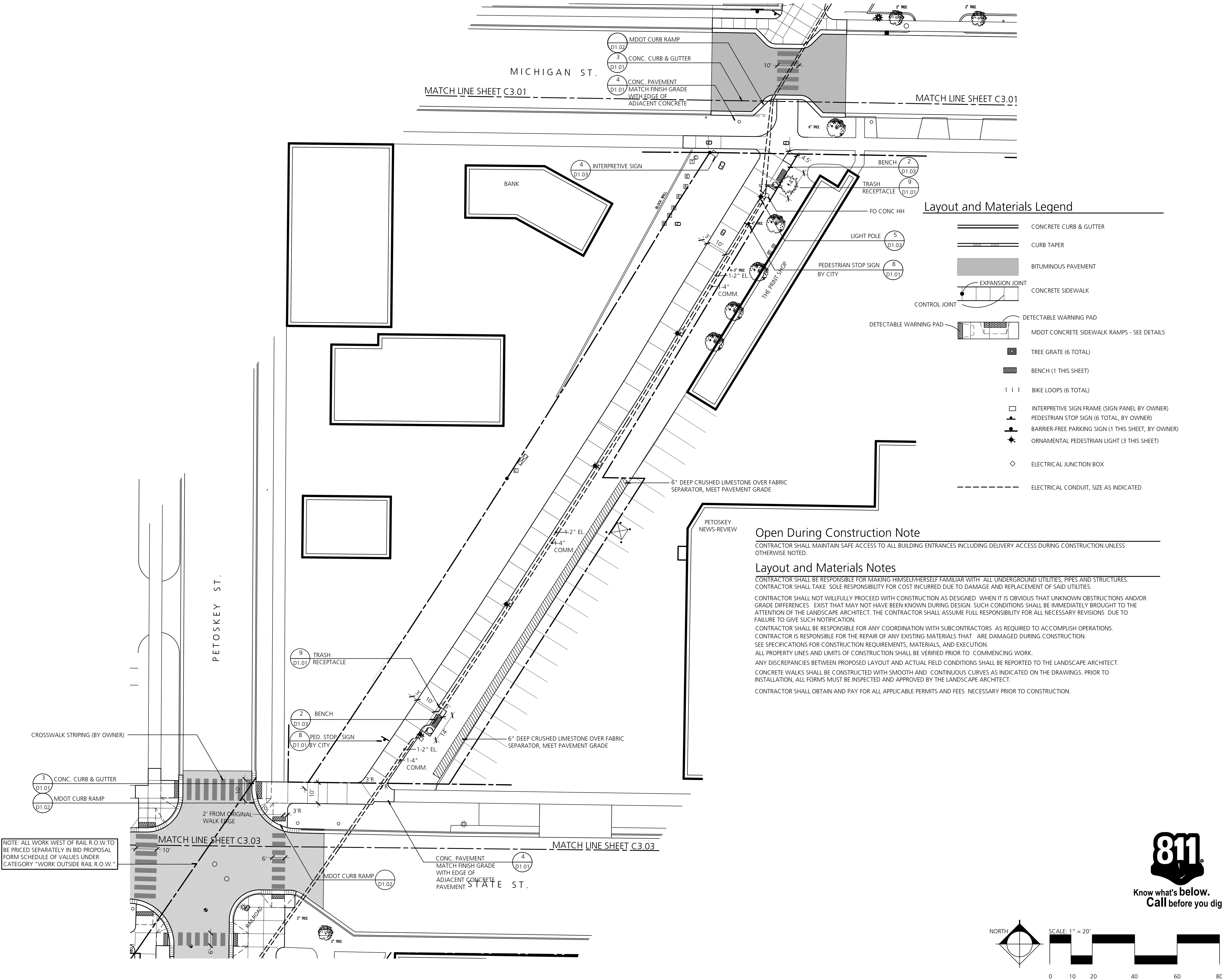
Checked:

Approved:

Project Number

Sheet Number

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CONTRACTOR SHALL MAINTAIN SAFE ACCESS TO ALL BUILDING ENTRANCES INCLUDING DELIVERY ACCESS DURING CONSTRUCTION.UNLESS OTHERWISE NOTED.

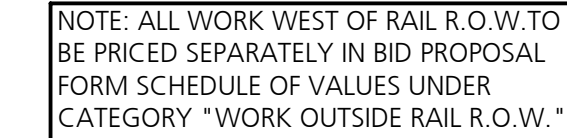
CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING HIMSELF/HERSELF FAMILIAR WITH ALL UNDERGROUND UTILITIES, PIPES AND STRUCTURES. CONTRACTOR SHALL TAKE SOLE RESPONSIBILITY FOR COST INCURRED DUE TO DAMAGE AND REPLACEMENT OF SAID UTILITIES.

CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COORDINATION WITH SUBCONTRACTORS AS REQUIRED TO ACCOMPLISH OPERATIONS. CONTRACTOR IS RESPONSIBLE FOR THE REPAIR OF ANY EXISTING MATERIALS THAT ARE DAMAGED DURING CONSTRUCTION.

ALL PROPERTY LINES AND LIMITS OF CONSTRUCTION SHALL BE VERIFIED PRIOR TO COMMENCING WORK

CONCRETE WALKS SHALL BE CONSTRUCTED WITH SMOOTH AND CONTINUOUS CURVES AS INDICATED ON THE DRAWINGS. PRIOR TO INSTALLATION, ALL FORMS MUST BE INSPECTED AND APPROVED BY THE LANDSCAPE ARCHITECT.

CONTRACTOR SHALL OBTAIN AND PAY FOR ALL APPLICABLE PERMITS AND FEES NECESSARY PRIOR TO CONSTRUCTION.



Beckett & Raeder, Inc.  
535 West William, Suite 101  
Ann Arbor, MI 48103  
734.663.2622 ph  
734.663.6759 fx

ADD ALTERNATE NO. 1;  
ALL WORK THIS AREA

## Sea

Project Title

## Downtown Greenway South Segment

Petoskey, M

Sheet Title

## Layout and Materials Plan State to Emmet St.

## Dates

Dates	Issued for
03.09.2018	BIDDING

Scale

$$1^{\circ}=20'-0''$$

## Quality Control

**Drawn:**

Checked

Approved

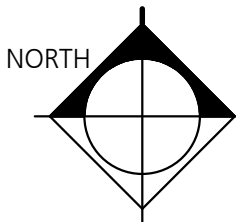
Project Number

Sheet Number

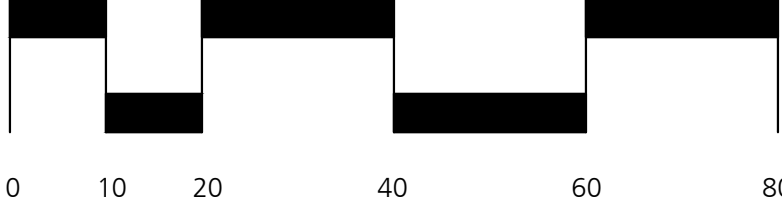
## C 3.03



Know what's **below**.  
**Call** before you dig



SCALE: 1" = 20'





# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**PREPARED:** April 10, 2018

**AGENDA SUBJECT:** MDOT Small Urban Program Contract

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

---

**Background** The 2018 Annual Budget and Capital Improvements Plan included \$545,900 within the Major Street Fund for pavement resurfacing and concrete repairs to Emmet Street between Washington Street and Buckley Avenue; Sheridan Street between Highway US-131 and Emmet Street; and Bayfront Drive from East Lake Street to the parking area just east of Ed White Field. These local roadways are designated Major Streets under Act 51 by the Michigan Department of Transportation (MDOT) and are eligible for grant funding for maintenance and reconstruction through the Small Urban Program. MDOT, through the Small Urban Program provides \$375,000 in grant funding and administers the construction contract on behalf of the City of Petoskey.

**Scope** Planned upgrades and improvements as part of this project include; a “mill and fill” type pavement replacement; miscellaneous as-needed repairs to curb and gutter structures and drive approaches; sidewalk repairs and modifications for ADA compliance; and water/sewer system investigations and repairs. Also as part of this project electric undergrounding and LED street lighting upgrades will occur along Emmet Street from Washington Street to Buckley Avenue.

**Summary** The enclosed resolution would authorize the Mayor and City Clerk to execute a contract with MDOT for resurfacing and miscellaneous repairs to portions of Emmet Street, Sheridan Street and Bayfront Drive. Under MDOT’s Small Urban Program, MDOT would provide a maximum of \$375,000 toward eligible construction costs with the City or Local share responsible for the remaining, which is estimated at \$170,900. MDOT also administers the contract on behalf of the City of Petoskey.

**Recommendation** City staff recommends that the City Council approve the enclosed resolution that would authorize the Mayor and City Clerk to execute a contract with the Michigan Department of Transportation for construction of work associated with Emmet Street, Sheridan Street and Bayfront Drive.

mr  
Enclosure



## City of Petoskey

## Resolution

WHEREAS, the City of Petoskey seeks to repave and make improvements to portions of Emmet Street, Sheridan Street and Bayfront Drive; and

WHEREAS, the Michigan Department of Transportation (MDOT), through its Small Urban Program has identified grant funding to pay up to \$375,000 of construction costs; 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 18-5117, Control Section STUL 24000, Job Number 132354A with MDOT, and take all other necessary steps to complete the Emmet Street, Sheridan Street and Bayfront Drive construction project.

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

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City Council of the City of Petoskey on the 16<sup>th</sup> day of April, 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 April, 2018.

---

Alan Terry, City Clerk



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**PREPARED:** March 20, 2018

**AGENDA SUBJECT:** Public Participation Plan (PPP) Updates

**RECOMMENDATION:** That City Council discuss and adopt updated Public Participation Plan

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**Background** The City Council adopted the Public Participation Plan (PPP) in January of 2016 as part of the Redevelopment Ready Communities (RRC) certification process. The document is required to ensure that public documents and actions adequately incorporate public input.

**Document Amendment** Another requirement of the RRC program is for a community to have a policy in place that encourages developers to engage the public early in the development process. To incorporate this requirement, staff is recommending an amendment to the PPP. The Planning Commission discussed and made revisions to the language at its February 15 meeting, followed by adoption of the amended PPP at its March 15 meeting and adopted the revised PPP. The main change was to remove reference to specific size of a project (e.g., number of residential units or square footage of commercial space) as there may be small projects in a community the size of Petoskey for which such outreach would be helpful. The language now references a conceptual plan review by the Planning Commission for projects with new residential, commercial or a mix of uses.

The Planning Commission discussed and revised language in the Public Participation Plan to read (text highlighted in the PPP document):

**Large Development Proposals**

To ensure that applicants seeking project approval pursue early and effective public participation in conjunction with their proposed developments, it is the policy of the City of Petoskey, that any project with new residential, commercial or a mix of uses present a conceptual development plan to the Planning Commission BEFORE any formal submittal is made. The developer is strongly encouraged to personally invite property owners within 400 feet of the subject property or other affected parties to the presentation and may be provided these names and addresses by City staff. No action will be taken at this meeting, and any input or direction is non-binding on the developer.

Documentation of the meetings and feedback received shall be provided with the project application.

The Commission also amended the timing of when minutes from outreach meetings will be provided and the language for each outreach type to state that results would be posted on-line.

**Action** Council is being asked to review and adopt the amended Public Participation Plan.

at  
Enclosures



# **Public Participation Plan**

**Adopted by the  
Planning Commission: November 12, 2015  
City Council: January 4, 2016**

**Amended by the  
Planning Commission March 15, 2018  
City Council \_\_\_\_\_, 2018**

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## **OVERVIEW AND PURPOSE**

Frequent, regular and active solicitation of input from citizens and organizations that represent a diverse perspective results in the information needed to make the most successful decisions possible. As key facilitators in the City's decision-making processes, the public officials and administrators of the City of Petoskey understand the significant importance of public participation.

The City needs to engage citizens from the very beginning. Soliciting input in all stages of the decision making process contributes to a greater public understanding of the complexities involved in many community projects and also provides transparency in government operations. The active solicitation and consideration of citizen input by City officials enhances the public understanding of their ability and responsibility to impact the future of the community.

To effectively engage the public, there needs to be an explicit plan of action that outlines the purpose and process used in soliciting public input. By creating a public participation plan, the City will be able to retain important organizational knowledge despite employee turnover. Also, by documenting and analyzing information on participation efforts, we will be able to more objectively assess our efforts and readjust accordingly; thus creating a dynamic and responsive set of best practices.

It is important to realize that citizen engagement is a dynamic endeavor - continually changing with each unique situation. A successful practice with one group of citizens might fail to gather the needed input for another group. To this end, this plan is intended to serve as an internal analysis and assessment, providing acknowledgment of successes, missed opportunities and a resource for ideas on how to best engage collaboration in the future. This plan also serves as evidence that the City of Petoskey is dedicated in its role as facilitators of public participation.

## **PUBLIC PARTICIPATION GOALS AND OBJECTIVES**

Listed below are concrete participation goals and objectives for the City of Petoskey. In the spirit of collaboration, the development of these goals and objectives has allowed City officials to reach a general consensus on what successful public participation looks like.

- **Seek broad identification and representative involvement of all residents of the community.**  
The diverse characteristics and needs of residents – particularly due to our seasonal nature- require different communication and outreach techniques.
- **Utilize effective and equitable avenues for distributing information and receiving comments.**  
There are many techniques and mechanisms available to ensure that a diverse public is well-informed and able to play a role in the planning process. Recognizing that no single technique or mechanism will work in all cases, it is up to the municipality to consider the special communication needs of the public and use the best approaches to accomplish this objective.
- **Provide educational materials and design participation initiatives that will support and encourage effective participation.**  
Effective participation in the decision-making process requires an understanding of land-use issues and the framework for making local investment decisions. Planning professionals and officials need to be well-versed in and employ visualization techniques that optimize public understanding of issues and concepts. Visualization techniques, including 3-D modeling, can be especially helpful with specific sites or areas of redevelopment.
- **Encourage regional collaboration with local governments and other stakeholder organizations.**  
By hosting joint public engagement events and sharing public participation data and best practices with other organizations, many of the issues that impact an entire region can be more successfully assessed. Also, the cooperation of resources needed to actively engage the public on a particular topic can lower the costs of public participation and provide broader policy perspective.
- **Maintain and develop staff expertise in all aspects of participation.**  
This includes techniques for bridging language, cultural and economic differences that affect participation; ways to convey issues and information in meaningful ways to various cultural groups; and means for ensuring equitable representation for all segments of the population and sectors of the economy.
- **Support and encourage continuous improvement in the methods used to meet the public need for information and involvement.**  
Public information and involvement methods are continually evolving. The municipality is committed to seeking new and innovative ways to engage and keep the public involved throughout the process.

- **Record results of public engagement and recount these results back to the public.**  
 To properly capture the concerns, priorities and vision of the public, the municipality will develop a system to track the various techniques and mechanisms of public input. To maintain transparency and consistency, the municipality will develop a method for sharing public participation with the public.
- **Solicit public participation in the master plan and sub-area plan processes.**  
 Throughout the multiple phases of the planning process, extensive participation components are and will continue to be incorporated to foster public participation. Proactive participation denotes early and continuous involvement in important policy or project decisions before they are finalized. There are many opportunities for the public to play a role in shaping short and long-term needs, solutions and funding priorities. The earlier the public is involved in the process, the greater the opportunity to influence important land-use and economic development decisions.
- **Encourage sustained public participation by creating meaningful volunteer opportunities, ad-hoc committees, study groups and other roles that allow citizens greater responsibility in the decision making process.**  
 The City has many committees, including those mentioned later in this document, but could expand participation and resident “ownership” through “Friends of” groups for parks, neighborhood organizations, and other issue-specific committees.

## **PUBLIC PARTICIPATION REQUIREMENTS**

The most basic type of facilitation of public participation is mandated in state and federal requirements. The Open Meetings Act (OMA) was developed to ensure that governments were including citizens in the decision making process. Advanced notice of public meetings and restrictions on discussions outside of a public forum serve to ensure that a level of transparency is occurring in government processes throughout the country.

The OMA is fundamental to ensuring the public has a role in policy development and adhering to its mandates is legally required. The City of Petoskey takes these requirements very seriously as legal mandates to assure that due process in decision-making process is maximized.

### **Key definitions**

“Public body” - means any local governing body (including a board, commission, committee, subcommittee, or authority) which is empowered (by state constitution, statute, charter, ordinance, resolution or rule) to exercise governmental or proprietary authority or perform a governmental or proprietary function.

“Meeting -” means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.

“Closed session” - means a meeting or part of a meeting of a public body which is closed to the public.

### **The Michigan Open Meetings Act Compliance**

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the municipality will hold meetings in City Hall, 101 East Lake Street or in another properly posted location as is necessary or preferable. These locations are accessible to the general public. Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Petoskey City Hall for assistance: City Clerk, (231) 347-2500; 101 East Lake Street; Petoskey, MI 49770.

The public will be notified within ten (10) days of the first meeting of a public body in each calendar or fiscal year; the body will publicly post a list stating the dates, times and places of all its regular meetings at its principle office.

If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times and places of regular meetings.

For special and irregular meetings, public bodies will post a notice indicating the date, time and place at least eighteen (18) hours before the meetings.

Public bodies will hold emergency sessions without a written notice or time constraints if the public health, safety or welfare is severely threatened and if two-thirds of the body’s members vote to hold the emergency meeting.

Any citizen can request that public bodies put them on a mailing list or an e-mail list so that they are notified in advance of all meetings by contacting Petoskey City Hall: City Manager Administrative Assistant (231) 347-2500, 101 East Lake Street, Petoskey, MI 49770. Additionally, the City makes available the option to sign up for an e-mail notification.

### **Meetings**

The OMA requires guidelines during public meetings to ensure the public has an opportunity to be included in the decision making process and to ensure that a record of decisions is kept and are accessible to the public for review. This ensures a level of transparency and keeps decision making in the open.

During each public meeting there must be time allotted for the public to comment. Minutes must be kept for all open meetings, and are required to contain a record of the public comment and also the following:

- the time, date and place of the meeting
- the members present and absent
- a record of any decisions made at the meeting and a record of all roll call votes

The basic intent of the OMA is to require that public bodies conduct business at open meetings. However, there are times when a closed session is necessary and in these instances, an explanation of the purpose(s) for which a closed session is held must be in the minutes of a regular meeting and separate minutes must be taken of the closed meeting.

## STAKEHOLDER OUTREACH

The City of Petoskey understands that a successful public dialogue is the backbone for the development of a successful community. Without the systematic and consistent incorporation of citizens and other stakeholders in the decision-making processes of our local government, ideas and opportunities will be missed and decisions made without a complete understanding of the potential impacts on our community. Additionally, a regular dialogue between citizens and their local government enhances understanding, contributes to a transparent process and increases trust. By involving our community in the decision-making processes at all stages, citizens are more likely to accept the final outcome of a project and feel that their interests were considered and the best decisions were made.

Local, State and Federal Organizations from both the public and private sectors assist and enhance the City's decision-making process through their input. Ensuring and nurturing these partnerships during a development process is essential. The City of Petoskey is dedicated to local and regional collaboration.

### **Organizations**

The City has a long history of collaboration with public and private sector organizations and citizens towards the goal of bettering our community. Much of the collaboration that has occurred has resulted in the high quality of life we enjoy in the Petoskey area. Examples of this collaboration include:

#### *Parks and Recreation Facilities and Protection of Open Space*

It is the collaboration between the City and the Petoskey Public Schools, North Central Michigan College, Emmet County Parks and Recreation and the Little Traverse Conservancy that has resulted in our athletic complexes including Bates Park, River Road Sports Complex, Tennis Courts, and improved trail connections (North Country Trail).

#### *Community Events*

The City works closely with many organizations to support community events. Working with the Petoskey Regional Chamber of Commerce (Art in the Park, Festival on the Bay, Farmers Market), the Downtown Management Board (Petoskey Rocks, parades, Sidewalk Sales, Winter Open House), and many non-profit service organization walks and runs.

#### *Transportation*

The City collaborates with area jurisdictions, the college and the Tribe on transportation issues and identification of priority road projects through the Petoskey Area Transportation Committee.

#### *Economic Development*

As a regional need and benefit, the City works with several groups on economic development issues including the Northern Lakes Economic Alliance, the Petoskey Regional Chamber of Commerce, the Harbor Springs Municipal Airport, McLaren Northern Michigan and the Michigan Economic Development Corporation (MEDC).

### *Non-Profit Organizations*

The City of Petoskey is committed to reaching out to organizations and citizens to collectively solve problems that may arise and create visions for the future. The partnership developed through collaborative efforts strengthens networks and reinforces future relationships. A continuous dialogue with organizational stakeholders should be maintained to facilitate understanding and trust. The City further understands that when efforts are combined, resources can be saved and a better outcome reached. Examples of these agencies include:

- Little Traverse Bay Bands of Odawa Indians
- Women's Resource Center
- Harbor Hall
- The Petoskey Club
- Friendship Centers of Emmet County
- Tip of the Mitt Watershed Council
- Northwest Michigan Community Action Agency

### *Missed Opportunities*

The City of Petoskey is dedicated to ensuring the public is notified and involved in its decision making processes. We realize that more effort is needed to reach beyond the public meeting, as many residents will simply never attend a meeting even if they are personally invited. Technology and information sharing through the City website helps in this realm and the City has recently been increasing use of social media. While we know the "usual suspects" that attend meetings, the City does not systematically analyze the data it collects on the citizens who attend public meetings or the nature of the comments that are made. Additionally, no specific demographic characteristics are known about citizen participation.

Although there are numerous stakeholders currently involved in helping to develop and guide the City of Petoskey, the likelihood of underrepresented citizens and organizations is still a reality. The City of Petoskey needs to identify these stakeholders and make a concerted effort at bringing them into the decision making process.

It seems the most difficult demographics to reach are young families and youth. The best way to reach both of these demographic groups is for additional information sharing with the school district, possibly creating a direct link from their website to the City website. The City of Petoskey recently updated its website and enhanced use of social media which should improve communication with youth. There is a requirement for students to attend public meetings, but City officials could improve this age group's understanding of civic involvement by engaging them through government or social studies classes or other projects as the situation arises. Not only would this engage a demographic that is not typically included, but also serve to educate them about civic responsibility and potentially help to create future generations of more active citizens.

## PUBLIC PARTICIPATION METHODS

There are both passive and active methods of public participation, both kinds have been and will continue to be used by the City of Petoskey. A summary of these and when they have been used by the City is provided.

**Passive Practices-** The following methods are passive because they are simply a way of making the public aware that something is going on. Many times, this does not result in involvement of all stakeholders, especially those with visual impairments, non-English speakers, the illiterate, youth, citizens with limited mobility and those who work during the time of the public meeting.

- Newspaper posting
- Website posting
- Flier posting on community hall door
- Announcements at council meeting
- Post card mailings
- Attachments to water bills
- Local cable notification
- Social media sites

**Active Practices-** The following are public participation methods that are less reactive and more focused on education and collaborative visioning. Many of these methods have been used by the City and would not be possible without strong partnerships.

**Surveys-** Surveys are useful for identifying specific areas of interest or concentration from a broad scope of ideas or issues. These areas of interest can then be further explored using other methods like the ones outlined below. A community may use a survey to identify where to start in the planning process, or the general climate surrounding a topic. Surveys can be useful to get a general idea of something, but should not be used as the sole method of public input. It is helpful for a municipality to administer surveys with partners. For example, schools can send surveys home with children, churches can have them available to fill out and neighborhood groups can hand deliver to households. As with most public input efforts, it is best to vary the delivery method (mailed, handed out, electronic) and include bilingual language if applicable. The City performed a National Citizen Survey in 2010, and has used surveys during the Downtown Strategic Plan process, and the downtown regularly surveys businesses as follow up to downtown events.

**Community Workshops-** These can be as simple as a series of question and answer sessions or as creative as creating a board game. Often workshops are a great way to educate the community surrounding a specific topic and hear concerns, questions and ideas. As noted above, workshop venues need to be accessible and approachable for all attendees. If a meeting is for a neighborhood level project, all effort should be made to hold the workshop in the neighborhood and at convenient times. An experienced meeting facilitator is a must and she must understand the desired input and ultimate use of the input and be able to relay the process. The City has used workshops for the Downtown Strategic Plan, Old Town Emmet Neighborhood Plan, and Parks and Recreation Master Plan.

**Charrettes-** The charrette differs from a workshop because it is a multi-day event where designers and planners work on a plan in-between what are called “feedback loops”. Usually between three and seven days, citizens can come to the “charrette studio”, which is an office on or near the location of the proposed plan or project. Citizens offer ideas while the charrette team facilitates and observes. From these suggestions, the designers and planners change the plan to suit community input and present their creation the next day where the community offers feedback again. This makes up one cycle of a “feedback loop”. There can be up to five feedback loops, resulting in a final plan shortly thereafter. This process can be completed with many different budgets, depending on the expertise of municipal staff and local residents. Charrettes take much planning beforehand. The City held a charrette in the beginning of the Blueprint Petoskey Master Plan process.

**Walkabouts-** Walkabouts offer candid feedback from a variety of stakeholders when discussing a specific area. They can be paired with community workshops or charrettes to measure the perceived safety and comfort of pedestrians in a downtown, neighborhood or corridor. Walkabouts are also useful for identifying desired design, problem properties or safety concerns. The City used a walkabout during the Old Town Emmet Neighborhood Plan process and uses them downtown for issues as varied as bike rack locations and sign ordinance amendment discussions.

**One-on-One Interviews-** Interviews are a great way to get specifics on a topic. Specific community leaders may have been identified, making them ideal candidates for an interview. Some communities have individuals that are very vocal about issues in the community. Interviewing them may give some perspective on how to address their concerns. It is important to remember that one interview reflects the opinion of one individual and should not be considered the standing of the entire community.

**Focus Groups-** Like interviews, focus groups can help to narrow down concepts or get a specific side of the story. The City used focus groups for the Downtown Strategic Plan.

**Social Networking-** Technology offers a unique opportunity to give and receive information to a mass of people. Municipalities can post events, share information and even solicit feedback. This public participation method is best used in conjunction with other methods because it excludes those who do not use social media. To date, the City has recently increased the use of social media as noted above.

## OUTREACH STRATEGIES

The City of Petoskey will follow a systematic plan for public engagement in the development of City policy. In helping citizens and other stakeholders to be more involved in the creation process and not simply a reaction to a finished product, the sooner the public is involved, the better. Proactively engaging stakeholders fosters a sense of ownership and prevents delays caused by unforeseen issues. This section outlines how the community has and will be engaged depending on the input sought situation.

### Master Plan

As a visionary policy document, the master planning process must use a wide range of public input methods to develop the goals, objectives and strategies for implementation. In development of the current master plan, a charrette, a steering committee, outreach at public events and public hearings were all used. Whenever major changes to the plan are proposed, additional outreach will be held.

### Zoning Ordinance Update

Like the Master Plan, the Zoning Ordinance is a document that reflects the vision of the community. To this end, it is important the public be involved in its revision. As each revision process is unique and not necessarily related to the entire document, the stakeholders may vary to some extent. However, a general process of public outreach will contain early and frequent public input and a continuous facilitation of involvement throughout the decision making process. The creation of citizen study groups, or ad-hoc committees, or workshops with directly affected property owners will be encouraged when tackling more complicated issues. The thought processes of City Officials will be explained in each public meeting so that citizens are aware of the development if they are not directly involved. Also, one or more public hearings will be held before passage of any ordinance. Particular attention will be paid to public outreach and communication when dealing with controversial development projects. The website will be updated and social media and e-newsletter updates will be sent out regularly on decision-making processes and projects. Recent examples of changes that went through this process include the creation of two new zoning districts adjacent to the Central Business District. Information on these changes was presented to the Downtown Management Board for input and a workshop was held for all affected property owners to explain the impacts of the proposed zoning changes.

### Downtown Strategic Plan

Downtown Petoskey is an economic driver for the City and its success is essential to the Petoskey identity and thus another important area for citizen and stakeholder involvement. The Downtown Management Board and Downtown Development Authority are the public bodies that represent downtown businesses, property owners and residents, subject to public policy as determined by City Council. While we are not a Main Street community, the DMB/DDA did come out of a merchants group back in the 1990s, the Gaslight Merchants Group. The downtown office follows a modified four-point approach through its committee structure.

- Downtown Marketing Committee
- Downtown Design Committee
- Downtown Events Committee.
- Downtown Economic Development Committee

In addition to the active participation of these volunteer committees, citizens will be involved frequently throughout plan implementation and updates. Information will be shared and input sought through the downtown newsletter, the website, social media, traditional media outlets and in public meetings on decision making processes and opportunities to become a part of the discussion.

### Large Development Proposals

To ensure that applicants seeking project approval pursue early and effective public participation in conjunction with their proposed developments, it is the policy of the City of Petoskey, that any project with new residential, commercial or a mix of uses present a conceptual development plan to the Planning Commission BEFORE any formal submittal is made. The developer is strongly encouraged to personally invite property owners within 400 feet of the subject property or other affected parties to the presentation and may be provided these names and addresses by City staff.

Documentation of the meetings and feedback received shall be provided with the project application.

### Policy Development/Decision-Making

In government, there is a continual evolution of policies and situations in which action/decisions are required but are not easily apparent. These decisions require extensive research and often expert advice is needed for them to be properly analyzed. The City of Petoskey understands that policy decisions can be complex and multi-faceted and often difficult to communicate to the public. For this reason, Petoskey has committed itself to constant communication with the public during any decision-making process in which it may be engaged.

Additionally, the City wants to include the public in this process from the start. By including stakeholders and citizens in policy development and decision making from the beginning, the City will have improved decisions by securing a greater variety of insights and ultimately creating better public policy.

An example of how the City includes the public in the decision-making process is illustrated by recent outreach with regards to the City Council goal setting session.

## **COMPLETING THE FEEDBACK LOOP (COMMUNICATING RESULTS)**

Communicating back to the public the information gathered during the public involvement process will result in another layer of transparency and a greater understanding from the public that we value public input and are actively seeking to involve the citizens in our community.

Municipalities have many venues of communication: television, newsletters, the municipal website and social media. The appropriate venue to communicate, who is responsible for this communication and how soon after the public participation event are all dependent on the situation at hand. There is no one way of communicating.

In general, the following is a list of ways the City will communicate public feedback.

**Public Meetings-** City Council, Board, and Commission meeting minutes will be posted on the City website no later than one week after the minutes are approved. Video broadcast of City Council meetings are available through public access television.

**Surveys-** Surveys performed by City staff will be compiled by a designated staff person and posted after the survey summary is completed. The results, or a link to the results, will be posted online, sent out in the e-newsletter and on social media and published in the City newsletter.

**Community Workshops/Charrettes-** A City official or consultant will be charged with taking notes during community workshops and charrettes. It will be announced at the beginning of the meeting that the summary will be available on the City website and a link provided to social media accounts. The meeting summary will also be publicized at other public meetings such as City Council and Planning Commission.

**Walkabouts-** The facilitator(s) of walkabouts will take notes during the walkabout. A summary of the input received will be produced and posted on the City website.

**One-on-one Interviews-** Interview results will be kept confidential for the comfort of the participants unless requested otherwise, but a summary of all comments will be compiled and posted online.

**Focus Groups-** Focus group results will be kept confidential for the comfort of the participants unless requested otherwise, but a summary of all comments will be compiled and posted online.

**Standing Committees-** Recommendations coming out of standing committees will be summarized and provided to the board or commission to which they report.

**Social Networking-** The Office of City Manager will be responsible for monitoring the municipal social networking sites. The Office will respond to public posts no later than 24 hours after the post was made and will make posts on behalf of the municipality concerning community events and public participation results.

## **PUBLIC PARTICIPATION EVALUATION**

The Plan will be formally reviewed on an annual basis. A City official will be responsible for keeping records of the participation efforts and will be responsible for compiling the data and presenting it to the City and public with suggestions for actions. The results should identify strengths and weaknesses and give examples of how to adjust our behavior to better maximize outreach. However, if the plan is implemented as stated, the feedback loop should create a continuous review process that enables City officials to successfully make changes through a consistently improved upon, dynamic process.



# City of Petoskey

## Resolution

Resolution No. \_\_\_\_\_

WHEREAS, the City of Petoskey understands and values the importance of an informed public and public involvement in the decision-making process; and

WHEREAS, the City is dedicated to maximizing opportunities for its residents and customers to provide input on policies, programs, and projects in order to reach the best decisions for the people of Petoskey; and

WHEREAS, the Petoskey Planning Commission has approved a plan amendment to enhance and expand public participation processes:

NOW, THEREFORE BE IT RESOLVED, the Petoskey City Council hereby adopts an amendment to the City of Petoskey Public Participation Plan.

Roll Call Vote:

Yeas:

Nays:

Absent:

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 \_\_\_\_\_, 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 \_\_\_\_\_, 2018.

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



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**PREPARED:** March 30, 2018

**AGENDA SUBJECT:** Proposed Ordinance to amend Appendix C to the Petoskey Code of Ordinances, Sign Ordinance

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

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**Background** The Sign Committee periodically reviews issues with certain sign regulations and makes recommendations to the Planning Commission for possible amendments. The Planning Commission discussed the proposed amendments, held a public hearing on March 15, 2018 and is recommending the amendments to City Council.

**Summary** The proposed changes would clarify the language for internally illuminated signs; create a new category of special condition signs for businesses in the B-2 Central Business District that do not have access from a public street or sidewalk; and allow sandwich boards in the B-2A Transitional Business District and B-2B Mixed Use Corridor

**Action** City Council is being asked to hold a first reading on the proposed ordinance.

at  
enclosure

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

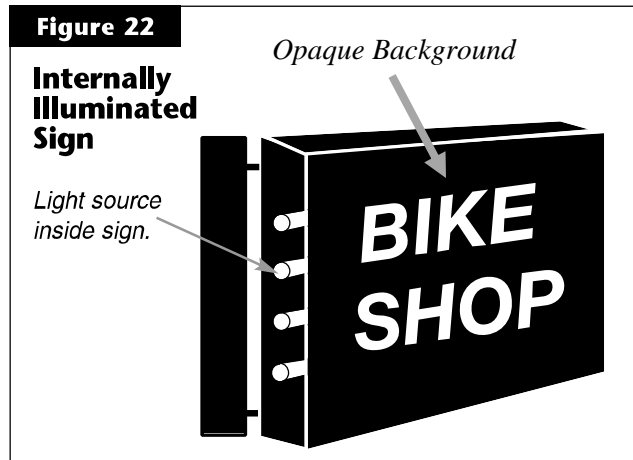
**AN ORDINANCE TO AMEND APPENDIX C OF THE CITY CODE OF ORDINANCES,  
SIGN ORDINANCE, SECTIONS 3.1(5)(b) SIGN ILLUMINATION, SECTION 8.2(a)  
SPECIAL CONDITION SIGNS AND SECTION 7.1(6) SANDWICH BOARDS**

The City of Petoskey ordains:

1. The text of Section 3.1(5)(b) shall be amended to read as follows:

Interior illumination is only permitted for individual elements within a sign such as letters and graphics, but the entirety of the background shall be opaque and not illuminated. All illumination shall be steady and stationary in source and intensity (Figure 22).

2. Figure 22 shall be amended to read as follows:



3. The text of Section 8.2(a) shall be amended to include a new subsection (12) to read as follows:

One (1) off-premise, wall-mounted sign not to exceed three (3) square feet may be approved by the Sign Committee in situations where a business in the Central Business District has no street or public sidewalk access and the visibility of the business is clearly restricted. If there are multiple signs for vision-obstructed businesses on a single wall, the location of all signs shall be coordinated and part of the Sign Committee review.

4. The text of Section 7.1(6) shall be amended to allow Sandwich Board signs in the B-2A Transitional Business and B-2B Mixed Use Corridor Districts. The introductory language should be amended to read as follows, with regulations (a)-(f) remaining the same.

*Sandwich boards.* Sandwich board signs shall be permitted in the Central Business District (B-2), Transitional Business District (B-2A) and Mixed Use Corridor (B-2B) on private or public property, subject to the following conditions.

5. 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.
6. 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.

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John Murphy  
Its Mayor

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Alan Terry  
Its Clerk



**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**PREPARED:** April 11, 2018

**AGENDA SUBJECT:** Proposed Ordinance Amending Chapter 8, Article III pertaining to New Business Registrations

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

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**Background** Over the past several months, staff and the City Attorney have reviewed amending various sections of Chapter 8 Businesses and Business Regulations as part of the Code of Ordinances. The proposed ordinance will amend Chapter 8, Article III, Sections 8-31 through 8-36. The existing regulations were established in 1973, amended in 1978 and last updated in 1988. Changing the business registration process is a step to revamp ordinances pertaining to licenses that have not been updated in many decades.

Currently, only retail merchants are required to register one-time and be licensed with the City. The proposed amendment will require all new businesses to register with the City and be placed on the tax rolls. The proposed ordinance states the following:

*New business shall mean every person who occupies all or part of a building within the city:*

- 1. In connection with a business, whether for profit or not for profit, or*
- 2. For the purpose of manufacturing or conducting research and/or development, or*
- 3. For offering for sale goods or performing services,*

*And who did not pay personal property tax to the city at the location of the new business or submit an exemption form to the city during the preceding calendar year.*

*Person shall mean any individual, firm, co-partnership, corporation, company, association, or joint stock association, society, organization or league, and includes any trustee, receiver, assignee, subcontractor, agent or other similar representative thereof.*

This is the first section of Chapter 8 to be updated with potential for more in the coming months.

**Action** City Council discuss proposed ordinance and conduct a first reading.

sb  
Enclosure

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

**NEW BUSINESS REGISTRATION**

**AN ORDINANCE TO REGULATE NEW BUSINESS REGISTRATION IN THE CITY OF  
PETOSKEY**

**THE CITY OF PETOSKEY ORDAINS**

Chapter 8, Article III, Sections 8-31 through 8-36 of the Petoskey Code of Ordinances is hereby repealed and replaced by the following:

**1. Definitions.**

The following words, terms and phrases when used in this article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*New business* shall mean every person who occupies all or part of a building within the City:

- 1) in connection with a business, whether for profit or not for profit, or
- 2) for the purpose of manufacturing or conducting research and/or development, or
- 3) for offering for sale goods or performing services,

and who did not pay personal property tax to the City at the location of the new business or submit an exemption form to the City for that location during the preceding calendar year.

*Person* shall mean any individual, firm, co-partnership, corporation, company, association, or joint stock association, society, organization or league, and includes any trustee, receiver, assignee, subcontractor, agent or other similar representative thereof.

**2. Municipal Civil Infraction.**

- (a) Any person, firm or corporation violating any of the provisions of this chapter 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 Act 236 of the Public Acts of Michigan of 1961, as amended, see MCL 600.101 et seq., the City of Petoskey Municipal Civil Infraction Ordinance, and other applicable laws).
- (b) Repeat offenses under this chapter shall be subject to increased fines, as provided by the City of Petoskey Municipal Civil Infraction Ordinance, as amended from time to time.

**3. Registration Required.**

No person shall start a new business in the City without first filing and registering with the City in the manner set forth in this Ordinance.

#### **4. Application.**

Applicants for a registration under this article must file with the City Assessor, a sworn application on a form to be furnished by the City Assessor, providing the following information:

- (1) Full name, date of birth, tax identification number of the registering business, if any, and driver's license number of the individual signing the application.
- (2) The name the business will use.
- (3) The names and addresses of its owners, officers, partners, directors and trustees.
- (4) The nature of any franchises under which the applicant will operate.
- (5) The names and addresses of owners of any leased equipment in use in the business.
- (6) The value of all furniture, fixtures, signs, leasehold improvements, machinery and equipment on hand, when such business is established.

#### **5. Fees.**

The fee for a new business registration and license shall be set by resolution of the City Council.

#### **6. Issuance.**

When the applicant has paid the fee and has provided the information required by this article, the applicant shall be deemed registered under this article. Such registration shall not permit any person to engage in any activity otherwise prohibited by this Code and shall be nontransferable.

#### **7. Severability; Saving Clause.**

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 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:** April 16, 2018

**PREPARED:** April 12, 2018

**AGENDA SUBJECT:** Collective Bargaining Agreement between Part-time FOPLC Members and the City of Petoskey

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

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**Background** The City of Petoskey's negotiating team as well as representatives for the FOPLC part-time employee division has come to a tentative agreement on a three-year contract beginning on January 1, 2018 with an expiration date of December 31, 2020. Wage increases for 2018 will be retroactive beginning February 4, 2018.

Highlights of the new contract include the following:

- Section 14.8 Life and Accidental Death-Dismemberment Insurance for \$50,000 consistent with both the Command and Patrol Officers contracts.
- Wage increases of 2% annually for the duration of the contract. See Appendix A. included with the contract.
- 10.1 Uniforms – Added the following language *“Each year while this agreement is in effect, the Employer will pay each employee two hundred dollars (\$200) on the first payday in July in the form of a separate check from the employee's regular payroll check.”*

**Action** If City Council is agreeable to the part-time union contract provisions, a motion can be made to approve the enclosed resolution adopting the FOPLC contract for part-time Public Safety Employees.

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Enclosures

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# AGREEMENT

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(Covering Part-Time Public Safety Employees)

between

CITY OF PETOSKEY

and

FOPLC

For the period from January 1, 2018 through December 31, 2020

## **AGREEMENT**

AN AGREEMENT, made this 16<sup>th</sup> day of April, 2018, with an effective date of January 1, 2018, by and between the CITY OF PETOSKEY, hereinafter referred to as the "Employer" and the FRATERNAL ORDER OF POLICE LABOR COUNCIL, hereinafter referred to as the "FOPLC" or "Union."

## **RECOGNITION**

**Section 1.1. Collective Bargaining Unit.** Pursuant to the provisions of Act 379 of the Public Acts of 1965, as amended, the Employer hereby recognizes the FOPLC as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment for those employees within the City's Department of Public Safety with the classification title of "Part Time Public Safety Officer," and excluding all other departmental personnel with different classification titles.

## **UNION SECURITY**

**Section 2.1. Agency Shop.** All employees in the bargaining unit who are subject to this Agreement shall, as a condition of employment, upon hire or for present non-probationary employees within thirty (30) days following the effective date of this Agreement, maintain membership in the Labor Council or pay a service fee as established by the FOPLC, but such fee shall not exceed the dues for membership.

**Section 2.2. Payroll Deduction.** The Employer agrees to deduct from the pay of each employee the amount of FOPLC dues or Agency fees required under this Agreement and remit the same to the authorized agent of the FOPLC provided that the Employer first receives written authorization from such employee for such deduction. The Employer will only make such deduction if the employee has sufficient pay to cover such deduction.

**Section 2.3. Indemnification.** The Employer will not be responsible for a refund to an employee if a duplicate deduction has been made. The FOPLC agrees to defend, indemnify and save the Employer harmless against any and all claims, suits, or other forms of liability arising out of its deduction from an employee's pay of FOPLC dues or Agency fees.

## **REPRESENTATION**

**Section 3.1. Steward.** The Employer agrees to recognize a steward and assistant steward selected by the FOPLC from members of the collective bargaining unit, provided: (1) That the steward is a non-probationary employee, and (2) That the City has received written notification from the Union as to the name of the steward and assistant steward selected. The duties of the steward and assistant steward shall be to represent employees in accordance with the grievance procedure established in this Agreement and to receive and transmit official communications between the FOPLC and the Employer.

**Section 3.2. Union Access.** A non-employee Union representative may consult with employees in the assembly area before the start of each work shift or at the end thereof. Before entering the assembly area, notification shall be given to the Director of Public Safety or the Directors designee.

**Section 3.3. Lost Time.** The Employer agrees to compensate one steward for all reasonable time lost from the employee's regular schedule of work while processing a grievance in accordance with the grievance procedure or while attending a special conference or negotiations with Employer representatives. It is understood that the time and place of meetings and the number of representatives attending these meeting shall be agreed upon in advance. All meetings or use of other time related to union activities must be requested in writing to, and approved by the Director or his/her designate, allowing not less than 48 hours for scheduling. The Employer reserves the right to revoke this benefit in whole or in part if it is abused.

## **MANAGEMENT RIGHTS**

**Section 4.1. Management Rights.** The City hereby retains and reserves unto itself all powers, rights, duties, and responsibilities conferred upon and vested in it by the laws and the Constitutions of the United States and the State of Michigan and the laws and Charter of the City of Petoskey. Among the rights of management, included only by way of illustration and not by way of limitation, is the right to determine all matters pertaining to the City's services to be furnished and the methods, procedures, means, personnel, equipment, and machines to provide such services; to determine the organizational structures of all the City's offices and departments and their various divisions; to determine the size of the City's workforce and to increase and decrease the numbers of employees retained; to hire new City employees; to determine the nature and number of City facilities and their locations; to adopt, modify, change, or alter budgets; to establish classifications of work; to determine the skills required of employees; to combine or reorganize any part or all of the City's operations; to maintain order and efficiency; to study and use improved methods and equipment and outside assistance either in or out of the City's organization or its facilities; to enter into contracts with private persons or corporations or with other public agencies for the undertaking of any project or for the provision of any product or service; to direct the City's workforce; to assign work within the Department of Public Safety or any office or department of the City and to determine the location of work assignments and related work to be performed; to determine the numbers of employees to be assigned to the City's operations; to establish work standards; to select employees for promotion or transfer to supervisory or other positions; to determine the numbers of supervisors; to make judgments regarding skills and abilities and the qualifications and competencies of employees; to establish training requirements for purposes of maintaining or improving the professional skills of employees and for advancement. The City shall also have the right to suspend, discipline, or discharge employees for just cause; to transfer, lay off, and recall personnel; to establish reasonable work rules and to fix and determine penalties for violations of such rules; to establish and change work schedules and hours; to provide and assign relief personnel; to continue and maintain its operations as in the past. All such rights are vested exclusively in the City and shall not be subject to the grievance and arbitration procedure established in this agreement, provided, however, that these rights shall not be exercised in violation of any specific provision of this agreement. It is further agreed by the parties that the enumeration of management prerogatives set forth above shall not be deemed to exclude other prerogatives not enumerated and, except as specifically abridged or modified by this agreement, all of the rights, powers, and authority possessed by the City prior to the signing of this agreement are retained by the City and remain within the rights of the City, regardless of whether such rights have or have not been exercised in the past.

## **GRIEVANCE AND ARBITRATION PROCEDURE**

**Section 5.1. Definition of Grievance.** A grievance shall be a complaint by an employee concerning the application and interpretation of this written Agreement.

**Section 5.2. Grievance Procedure.** All grievances shall be processed in the following manner:

- Step 1.** An employee with a complaint shall discuss the matter with the officer in charge or the Director of Public Safety. If requested, an employee may have the employee's steward present. If the complaint is not satisfactorily settled, the employee shall reduce the complaint to writing on the grievance form by listing the sections of the Agreement alleged to have been violated, sign the grievance and submit it to the Director within seven (7) calendar days from the events which caused the complaint. The Director shall place an answer on the grievance form and return it to the employee within seven (7) calendar days after receipt.
- Step 2.** If the employee is not satisfied with the Director of Public Safety's answer, the employee may appeal the decision by submitting the written grievance to the City Manager within five (5) calendar days. The employee and the steward shall discuss the grievance with designated representatives of the City Manager within five (5) calendar days. The City Manager shall place an answer on the grievance and return it to the steward within fourteen (14) calendar days after its receipt.
- Step 3.** The Union may appeal the Employer's decision to arbitration on any grievance that is arbitrable by giving the Employer written notice of its desire to arbitrate within fourteen (14) calendar days after receipt of the City Manager's answer.

**Section 5.3. Selection of an Arbitrator.** If a timely request for arbitration is filed by the Union, the parties to this Agreement shall select by mutual agreement one (1) arbitrator who shall decide the matter. If the parties are unable to agree upon an arbitrator, the arbitrator shall be selected by each party alternatively striking a name from a panel of arbitrators submitted by the Michigan Employment Relations Commission (MERC). The remaining name shall serve as the arbitrator, whose fees and expenses shall be shared equally by the Union and the City. Each party shall pay the expenses, wages and any other compensation of its own witnesses and representatives.

**Section 5.4. Arbitrator's Powers.** The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written, and the arbitrator shall be governed at all times wholly by the terms of this Agreement. The arbitrator shall have no power or authority to alter or modify this Agreement in any respect, directly or indirectly, or any authority to hear or determine any dispute involving the exercise of any of the City's inherent rights not specifically limited by the express terms of this Agreement. Further, the arbitrator shall not be empowered to consider any question or matter outside of this Agreement or pass upon the propriety of written warnings administered to employees covered by this Agreement, set any wage rate or specify the terms of a new Agreement. If the issue of arbitrability is raised, the arbitrator shall only decide the merits of the grievance if arbitrability is affirmatively decided. The arbitrator's decision shall be final and binding upon the Union, the City, and employees in the bargaining unit, provided, however, that either party may have its legal remedies if the arbitrator exceeds the arbitrator's jurisdiction as provided in this Agreement. Any award of the arbitrator on a grievance involving a continuing violation shall not be retroactive any earlier than the time the grievance was first submitted in writing.

**Section 5.5. Time Limitations.** The time limits established in this Grievance and Arbitration Procedure shall be followed by the parties and employees hereto. If the Union fails to follow the time limits, the grievance shall be considered settled. If the City fails to follow the time limits, the grievance shall automatically advance to the next step, including arbitration upon written notice. The time limits may be extended by mutual agreement of the parties in writing.

## **PROHIBITION**

**Section 6.1. No Strike.** During the term of this Agreement or any extensions thereof, the Union agrees that there will be no strikes, sit-downs, slowdowns, stoppages of work, boycotts, picketing of City property or equipment, or any other interference with the normal operations of the City, nor will there be any observation of or refusal to cross any picket line which may be established at or near the City's property or equipment whether said picket line has been established by the Union or by any other organization.

**Section 6.2. Breach.** If a strike or other action occurs as prohibited in Section 6.1 of this Agreement, the Union shall undertake every reasonable means to induce such employees to return to their jobs. It is specifically understood and agreed that the City shall have the authority to discharge or discipline any employee who is engaged in a strike or other prohibited conduct as set forth in Section 6.1 of this Agreement.

**Section 6.3. No Lockout.** During the term of this Agreement or any extensions thereof, the City agrees that there will be no lockouts, except that this provision shall not apply in the event a strike or other action occurs as prohibited in Section 6.1 of this Agreement.

## **SENIORITY**

**Section 7.1. Seniority Definition.** Seniority shall be defined to mean that length of the employee's service with the Employer in the Department of Public Safety as a part time public safety officer commencing from the last date of hire.

**Section 7.2 Probationary Period.** When hired, all employees shall be considered probationary employees for a period of one (1) year, provided however, that such probationary period shall be extended for a period of time equal to the time that an employee is absent from duty due to schooling or personal reasons if such period of absence is greater than fourteen (14) consecutive days. Upon completion of the probationary period, an employee shall be placed on the seniority list and shall have seniority dating from his last date of hire. The Union shall represent probationary employees for the purposes of collective bargaining; however, probationary employees may be laid off or terminated by the Employer at any time without regard and without recourse to this Agreement.

**Section 7.3. Seniority List.** The Employer shall maintain a roster of bargaining unit employees arranged according to seniority by classification and seniority date and shall furnish a copy to the Union the first month of each year or as soon thereafter as is practicable.

**Section 7.4. Loss of Seniority.** An employee shall lose his seniority if the employee:

- (a) Resigns or quits;
- (b) Is discharged or terminated from work and such discharge or termination is not reversed in the grievance procedure herein;
- (c) Retires;

- (d) Has been laid off for a period equal to his seniority at the time of the employee's layoff or two (2) years, whichever is lesser, or
- (e) Is absent from work including failure to return at the expiration of a leave of absence, vacation, or disciplinary layoff, for three (3) consecutive working days without written notice given the Employer or the Employers designee, coupled with the Employer's written permission.
- (f) Obtains a position as a fulltime Public Safety Officer pursuant to this section. A part time Public Safety Officer who is brought into the ranks of fulltime Public Safety Officers shall retain seniority rights in the part time Public Safety Officers unit, pursuant to this Agreement and frozen as of the date of the Officer's acceptance of a fulltime position.
- (g) In the event of Department job reductions in the fulltime Public Safety Officers' classifications, a fulltime Public Safety Officer who had seniority in the part time Public Safety Officer unit shall retain bumping rights based upon the accrued seniority in the part time unit as of the date that the Officer assumed fulltime duties in the Department.

#### **Section 7.5. Layoff and Recall.**

- (a) The first employee to be laid off from the part time Public Safety Officers unit shall be the probationary employee and thereafter the employee with the least seniority in the classification, provided however, the employees with the greater seniority have the experience, qualifications and present ability to perform the required work.
- (b) Recall to work following a layoff shall be in order of seniority in the classification, provided that the employee has the experience, qualifications and present ability to perform the required work.
- (c) The City agrees to provide fourteen (14) calendar days' advance notice of a layoff if reasonably possible.

**Section 7.6. Educational Opportunities.** Seniority will be given consideration in educational opportunities available, but final determination will be at the discretion of the Director of Public Safety.

**Section 7.7. Transition to Fulltime Public Safety Officer Position:** Part time Public Safety officers, if qualified, will be given consideration for full time employment.

A part time Public Safety Officer who fills a fulltime officer vacancy shall have the same seniority in the full time unit as a newly hired officer, however, all other accrued benefits under this Agreement shall transfer without reduction.

### **HOURS OF WORK**

**Section 8.1. Wages.** Attached hereto and incorporated herein is Appendix "A" Wage Rates.

### **LEAVES OF ABSENCE**

**Section 9.1 Seniority Accumulation.** Seniority shall continue on all approved leaves of absence unless otherwise specifically provided in one of the leaves of absence sections of this Agreement.

**Section 9.2. Personal Leave.** A personal leave of absence may be granted at the discretion of and upon approval by the Employer. A request for a personal leave shall be in writing stating the reason for such leave. Leaves granted under this section shall be without pay.

**Section 9.3. Military Leave.** The re-employment rights of employees who have served in the military services of the United States shall be in accordance with the Uniformed Services Employment and Re-employment Rights Act.

## **UNIFORMS AND EQUIPMENT**

**Section 10.1. Uniforms.** The City shall continue to provide uniforms for employees and shall continue to pay cleaning bills for those uniforms on a monthly basis in accordance with rules established by the City. Shoes/boots worn with uniforms shall be of a style, color, and pattern approved by the Director of Public Safety. Each year while this agreement is in effect, the Employer will pay each employee two hundred dollars (\$200) on the first payday in July in the form of a separate check from the employee's regular payroll check.

**Section 10.2. Ownership of Property.** All uniforms, pistols, and equipment furnished by the City shall remain the property of the City and shall be delivered to the City upon an employee's retirement or the termination of employment.

## **PHYSICAL REQUIREMENTS**

**Section 11.1. Physical Fitness.** Because physical fitness and conditioning are particularly important for public safety operations, employees, as a condition for continued employment, may be required to undergo physical examination on a yearly basis. Exams will be by City physicians at City expense. Employees shall be required to meet physical requirements reasonably related to the ability to meet the physical demands of all public safety duties.

**Section 11.2. Physical Fitness.** The Employer reserves the right to suspend or discharge employees who are not medically fit to perform their duties in a satisfactory manner. Such action shall only be taken if a physical examination performed by a medical doctor of the Employer's choice at the Employer's expense reveals such physical unfitness. If the employee disagrees with such doctor's findings, the employee may, at the employee's own expense, obtain a physical examination from a medical doctor of the employee's choice. Should there be a conflict in the findings of the two doctors, then a third doctor mutually satisfactory to the Employer and the employee shall give the employee a physical examination. The fee charged by the third doctor shall be shared by the Employer and employee and that doctor's findings shall be binding on the employee, Employer, and the Union. The Employer shall attempt, but shall not be bound, to place the employee in another position with the City, provided that the employee meets the qualifications for such position as may be available, and is physically and mentally able to perform such job.

## **DISCIPLINARY PROCEDURE**

**Section 12.1. Just Cause.** The Employer agrees that all discipline shall be for just cause. Minor offenses, those punishable by oral or written reprimand, shall be treated with progressive discipline so that an employee will have the opportunity to correct the employee's conduct. However, the Union acknowledges that Public Safety Officers have a public duty to conduct themselves in a manner that will not bring discredit upon the City or department. Major offenses shall be defined as any violation of any department rule which carries a penalty of disciplinary suspension without pay or discharge for the first offense. Penalties for major offenses shall be given in writing stating the infractions. Disciplinary actions shall be administered uniformly. Disciplinary action shall be removed from an employee's personnel file and destroyed after a period of two (2) years provided that the employee maintains an infraction-free record during such two (2) year period. Any employee who is to receive a disciplinary suspension or discharge may have the employee's steward present.

**Section 12.2. Waiver.** In consideration of the arbitration procedure provided herein, an employee who has a disciplinary grievance submitted to arbitration hereby waives, on behalf of the employee and the Union, the right to participate in any other hearing provided by the City Charter, Civil Service, or Veterans' Preference. An employee or the Union who participates in any other proceeding, hereby waives the right to proceed to arbitration under this Agreement. The intent of this waiver is to avoid multiplicity of forums.

## **MISCELLANEOUS**

**Section 13.1. Public-Safety Concept.** All employees covered by this Agreement acknowledge and pledge their support of the concept of combined police, fire, and emergency medical services and their commitment to the Employer's goal of maintaining a service- integrated and cross-trained Department of Public Safety, and agree to obtain and maintain certifications as are issued by the State of Michigan for proficiency in law enforcement, firefighting and emergency-medical techniques. The City shall be responsible for costs associated with obtaining and maintaining such certifications. Employees further recognize that the City Manager's decision in 1988 to establish a Department of Public Safety was to provide enhancements and efficiencies in services, as well as long-range operating economies through future cost avoidance. Employees, therefore, certify their understanding that the Employer must consider cost benefits and that, while the Employer will recognize that employees deserve consideration of their individual achievements in obtaining and maintaining certifications within the various public- safety vocational disciplines, employees recognize that such consideration must remain economically viable for the Employer so that costs for such integrated services can be justified.

**Section 13.2. Residency.** All employees covered by the Agreement on the effective date of this Agreement, shall be required to have telephone service and shall maintain their residences either within the corporate limits of the City of Petoskey or within parameters as established by law, currently 20 (twenty) miles from the City's corporate limits.

**Section 13.3. Captions.** The captions used in each section are for the purpose of identification only and are not a substantive part of this Agreement.

**Section 13.4. Gender.** Reference to any gender shall equally apply to the other and vice versa.

**Section 13.5. Separability.** In the event that any section of this contract shall be declared invalid or illegal, such declaration shall in no way affect the validity or legality of the remaining provisions.

**Section 13.6. Waiver.** It is the intent of the parties hereto that the provisions of this Agreement, which supersedes all prior agreements and understandings, oral or written, express or implied, between such parties, shall govern their entire relationship and shall be the sole source of any and all claims which may be asserted in arbitration hereunder, or otherwise. The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

**Section 13.7. Liability Insurance Coverage.** Employees shall be provided liability insurance coverage for work related matters to the extent and under the terms of the City's then existing insurance policy.

**Section 13.8. Life and Accidental Death-Dismemberment Insurance.** The City shall provide, at the City's expense, term life insurance coverage inclusive of accidental death and dismemberment benefits in the amount of fifty thousand Dollars (\$50,000), effective May 1, 2018.

#### **DURATION**

**Section 18.1. Term of Agreement.** This Agreement shall remain in full force and effect until midnight, December 31, 2020. It shall be automatically renewed from year to year thereafter unless either party notifies the other in writing at least ninety (90) days prior to the termination date above that modification or termination is desired.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

#### **CITY OF PETOSKEY**

\_\_\_\_\_  
By: Robert Straebel  
Its: City Manager

Dated:\_\_\_\_\_

\_\_\_\_\_  
By: Matt Breed  
Its: Director of Public Safety

Dated:\_\_\_\_\_

#### **FOPLC**

\_\_\_\_\_  
By: David Willis  
Its: Business Agent

Dated:\_\_\_\_\_

\_\_\_\_\_  
By: Anthony Rice  
Its: Steward

Dated:\_\_\_\_\_

## **APPENDIX "A"**

**Classifications and Wage Rates.** The base wage rate for 2018 shall be effective on February 4, 2018. For the remaining years, the effective date is January 1 of that year.

<b>Classification</b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>
Grade I — Part Time Public Safety Officer with Firefighter 1, Firefighter 2, MFR or EMT certifications	\$14.54	\$14.83	\$15.13
Grade II — Part Time Public Safety Officer with Firefighter 1, Firefighter 2, MFR or EMT certifications and MCOLES Certified Law Enforcement Officer	\$16.63	\$16.96	\$17.30



## City of Petoskey

## Resolution

WHEREAS, certain Department of Public Safety part-time employees are represented by Fraternal Order of Police Council (FOPLC); and

WHEREAS, the City and bargaining unit representatives negotiated provisions of a proposed agreement for part-time Public Safety staff members; and

WHEREAS, the City Manager now has reported that a tentative agreement has been reached with the part-time FOPLC for the period of January 1, 2018 – December 31, 2020:

NOW, THEREFORE, BE IT RESOLVED that the City Manager be and is hereby directed to execute on behalf of the City an employment agreement with part-time Department of Public Safety employees who are represented by the Fraternal Order of Police Council (FOPLC).



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** April 16, 2018

**PREPARED:** April 12, 2018

**AGENDA SUBJECT:** Straits Area Narcotics Enforcement (SANE) Team Board Member Appointment

**RECOMMENDATION:** That the City Council appoint a City Councilmember to SANE

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**Background** Per the Straights Area Narcotics Enforcement (SANE) Team bylaws, the Command Board shall consist of a member of the Petoskey City Council. Currently, the City has no representative on this Board. The SANE team is a multi-jurisdictional task force by and between the Michigan Department of State Police, the Cheboygan County Board of Commissioners, the Emmet County Board of Commissioners and the Otsego County Board of Commissioners.

The mission of SANE *“is to identify trends of illegal drug use and sales, identify traffickers and trafficking organizations and to develop criminal cases against these persons. In addition, the SANE is to provide assistance and support to other law enforcement agencies in solving non-narcotics crime.”*

Meetings for SANE are on a quarterly basis so there is not a substantial time commitment. See enclosed bylaws.

**Action** Motion to appoint a member of the Petoskey City Council to Straights Area Narcotics Enforcement (SANE) Team.

rs  
Enclosure

# **STRAITS AREA NARCOTICS ENFORCEMENT TEAM**

## **BYLAWS**

Adopted by the Straits Area Narcotics Enforcement Team

Command Board on July 30, 2015.

### **ARTICLE I – DESCRIPTION**

**Section 1.1: Descriptions.** The Straits Area Narcotics Enforcement Team, (hereinafter referred to as “the SANE”), is a multi-jurisdictional task force formed under the Urban Cooperation Act (MCL 124.501 *et seq.*) by and between the Michigan Department of State Police, the Cheboygan County Board of Commissioners, the Emmet County Board of Commissioners, and the Otsego County Board of Commissioners (hereinafter collectively referred to as “the participating entities”).

### **ARTICLE II – MISSION**

**Section 2.1: Mission.** The Mission of the SANE is to identify trends of illegal drug use and sales, identify traffickers and trafficking organizations and to develop criminal cases against these persons. In addition the SANE is to provide assistance and support to other law enforcement agencies in solving non-narcotics crime.

### **ARTICLE III – COMMAND BOARD**

**Section 3.1: Command Board.** The Command Board shall consist of the following members (or representatives): Director of the Michigan State Police, Michigan State Police 7<sup>th</sup> District Commander, Cheboygan County Prosecuting Attorney, Cheboygan County Sheriff, Cheboygan County Commissioner, Emmet County Prosecuting Attorney, Emmet County Sheriff, Emmet County Commissioner, Otsego County Prosecuting Attorney, Otsego County Sheriff, Otsego County Commissioner, Petoskey Director of Public Safety, Petoskey City Council Member, Gaylord Chief of Police, and Gaylord City Council Member.

**Section 3.2: Regular Meetings.** The Command Board shall meet on a quarterly basis. Command Board members shall receive written notice of each meeting approximately two (2) weeks in advance and shall be provided with financial and activity reports from the Unit Commander.

**Section 3.3 Membership Voting Rights.** Each Command Board member shall have one vote unless the entity represented by that member is in default of financial obligations to the SANE. No member may vote if representing an entity that is delinquent in its financial commitment. Issues requiring a vote shall be decided by a simple majority of the Command Board members present. Procedural issues shall be resolved by reference to Robert's Rules of Order.

**Section 3.4: Special Meetings.** Special meetings of the Command Board shall be held upon the call of the Chair, at the order of the Command Board, or upon written request of no fewer than three Command Board members. The Secretary shall give written notification to Command Board members at least three (3) calendar days prior to the date of any special meeting. A special meeting shall be held no less than ten (10) calendar days after the request for the meeting is made.

**Section 3.6: Waivers.** Attendance at a Command Board meeting constitutes a waiver of notice of the meeting, except where a member attends the meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

**Section 3.7: Committees.** Except as the Command Board may otherwise direct, the Chair may appoint such committees as the Chair shall deem necessary to meet the responsibilities of the Board.

**Section 3.8: Quorum.** A quorum shall consist of a majority of the members eligible to vote.

**Section 3.9: Compensation of Command Board Members.** Command Board members may receive reimbursement for reasonable expenses incurred in carrying out their obligations as members, upon approval of the Command Board.

**Section 3.10: Open Meetings.** All meetings of the Command Board shall be subject to the provisions of the Open Meetings Act, MCL 15.261 et seq. Minutes shall be taken at all Command Board meetings and committee meetings and shall be kept as permanent records.

## **ARTICLE IV – DUTIES OF THE COMMAND BOARD**

**Section 4.1: General Powers.** The affairs of the SANE shall be managed by the Command Board, which shall have all the powers and duties enumerated in the Interlocal Agreement signed by the participating entities and as further allowed under the Urban Cooperation Act.

**Section 4.2: Development of Operational Policies.** The SANE shall follow policies and procedures set forth by the Michigan State Police and the Command Board. The Command Board shall, with the assistance of the Unit Commander, develop any additional policies necessary for the operation of the SANE.

**Section 4.3: Review of Organizational Goals.** The Command Board shall establish, monitor, and periodically review organizational goals and objectives. The Command Board shall solicit and consider input in this process from staff, community needs assessments, and internal agency review findings.

**Section 4.4: Member Contributions.** It is expected that Command Board members will share their time, talent and expertise with a willingness to help when called upon to further the progress of the SANE.

**Section 4.5: Authority to Act.** Command Board members have authority only when acting as a board legally in session. The Command Board shall not be bound in any way by an action or statement of any individual Command Board member, except where such action or statement is made pursuant to specific instructions from the Board. No Command Board member, by virtue of his/her membership, shall exercise any administrative authority with respect to the SANE or any SANE employee.

**Section 4.7: Budget Adoption.** The Command Board shall meet and adopt a budget for the expenditures of the SANE during each succeeding year for presentation to the participating entities that have executed the Interlocal Agreement.

## **ARTICLE V – EXECUTIVE OFFICERS**

**Section 5.1: Executive Officers.** The Command Board shall elect as Executive Officers, for two-year terms each, a Chair, a Vice Chair, a Treasurer, and a Secretary. No Executive Officer may serve more than two consecutive terms.

**Section 5.2: Election of Executive Officers.** The Command Board shall elect these Executive Officers from the Command Board membership at the November meeting every even-numbered year.

**Section 5.3: Vacancy.** The Command Board may fill any vacancy in an Executive Officer position at any meeting at which a quorum is present, consistent with the nomination provisions of these Bylaws. The vacancy shall be filled for the balance of the unexpired term of the Officer and for an additional two-year term.

**Section 5.4: Removal of Executive Officer.** The Command Board, with or without cause, may remove an Executive Officer.

**Section 5.5: Duties of the Chair.** The Chair shall:

- (1) Be the chief presiding officer of all meetings of the Command Board, and call any such meetings.
- (2) Carry out the directives of the Command Board.

- (3) Monitor the activities of the SANE.
- (4) Appoint committee chairpersons as required to carry out the duties assigned to such committees. The Chair shall be an ex-officio member of every committee, unless otherwise provided herein, with the right to vote.
- (5) Conduct the affairs of the SANE in such a manner as will carry out the purposes and objectives of these Bylaws.
- (6) Sign documents on behalf of the Command Board when a signature is required of the Command Board.
- (7) Perform all other duties as are customary to the office of chair.

**Section 5.8: Duties of the Vice Chair.** The Vice Chair Shall:

- (1) Perform all tasks assigned by the Chair.
- (2) Preside at all meetings at which the Chair is absent.
- (3) Serve as chairperson of the nominating committee.

**Section 5.9: Duties of the Secretary.** The Secretary shall:

- (1) Review and sign the minutes of all meetings of the Command Board, both regular and special, and arrange for the minutes to be preserved.
- (2) Make copies of such minutes available to any Command Board member at reasonable times and places.
- (3) Perform all other duties as are customary to the office of secretary.

**Section 5.10: Duties of the Treasurer.** The Treasurer shall:

- (1) In the absence of the Unit Commander, monitor the collection and disbursement of all monies pursuant to the direction of the Command Board.
- (2) Monitor the keeping of accurate, complete, and current records of all financial transactions of the SANE and make such records available to any Command Board member upon reasonable demand and at reasonable times and places. The Treasurer shall also monitor the preparation of and review of financial reports as requested by the Command Board.
- (3) Serve as chairperson of the finance committee.
- (4) Perform all other duties as are customary to the office of treasurer.

## **ARTICLE VI – FINANCIAL**

**Section 6.1: Fiscal Year.** The SANE shall operate on a fiscal year which coincides with the Emmet County fiscal year (January 1 through December 31).

**Section 6.2: Custodian.** Emmet County will be the fiscal agent for the SANE with all forfeited monies being handled in accordance with the Interlocal Agreement.

**Section 6.3: Forfeiture Funds.** Forfeiture funds are to be deposited into an interest-bearing account by the fiscal agent, unless otherwise directed by the Command Board.

**Section 6.4: Contributions.** The financial or in-kind contributions from participating entities shall be paid or committed yearly, in advance, by each entity upon receipt of a notice from SANE indicating that the financial or in-kind contributions for the coming year's services are budgeted or due. Unless otherwise provided in the Interlocal Agreement, the financial and in-kind contributions shall be determined by the Command Board. Any donation or contribution of in-kind personnel, equipment, or property shall be valued at fair market value and such value shall be entered on the account records and deposited in the manner set forth above.

The Executive Officers (Chair, Vice Chair, Treasurer, and Secretary) may remove from the Command Board any members of a participating entity that has failed to make the yearly financial or in-kind contribution set forth herein.

**Section 6.5: Expenditures.** Any purchases over \$1,000.00 to be made by the SANE (except for undercover purchases of evidence) or any contracts to be entered into shall require prior approval of the Command Board.

## **ARTICLE VII – PERSONNEL**

**Section 7.1: Unit Commander.** The Department of State Police shall appoint a Unit Commander who shall have the authority, as designated by the Command Board, to provide management over Unit operations. All personnel and equipment of the participating agencies shall be under the immediate command of the Unit Commander or person so designated by the Unit Commander. The Unit Commander shall have the responsibility for the day-to-day Unit supervision, for the coordination and progress of investigations, for the training of personnel, and for the control and accounting of expenditures and property. The Unit Commander shall keep the Chair informed of any unusual or significant issues involving the Unit.

**Section 7.2: Undercover Personnel.** Personnel assigned to work in undercover roles shall be limited to a period of assignment not to exceed three (3) years. This period of assignment may be waived by joint agreement between the Command Board and the Unit Commander. Law enforcement officers serving as supervisory staff or as investigators not working undercover may be assigned for longer periods;

provided, however, that officers serving in these capacities should comprise no more than one-half of the total work force of the Unit.

**Section 7.3: Firearms Records.** Each agency assigning a law enforcement officer on a full time basis shall provide the Unit Commander with a list of firearms the officer has been trained to use and is authorized to carry.

**Section 7.4: Recall.** A participating law enforcement agency may recall any of its personnel and/or equipment at any time based upon overall departmental needs and priorities. Any participating entity may withdraw personnel from further participation herein by giving written notice to the Command Board of the decision to withdraw. The Unit Commander shall have the authority to send an officer back to his/her home department if they are not properly performing their duties or abiding by the policies and procedures of the Unit. In such an instance the Unit Commander shall first discuss the issue with the Chair and the administrative head of the officer's department.

**Section 7.5: Secretary.** The Unit Commander, with the approval of the Command Board, may hire an employee to perform secretarial/clerical functions.

**Section 7.6: Administrative Assistant.** The Unit Commander, with the approval of the Command Board, may hire an employee to perform administrative functions to assist the Unit Commander.

## **ARTICLE VIII – SANE PROSECUTOR**

**Section 8.1: Job Description.** The SANE Prosecutor shall review all warrant requests from SANE officers, prosecute SANE drug cases, attend arraignments, pretrials, preliminary hearings, trials, sentencings and motions on SANE cases, type and review search warrants for SANE officers, handle all forfeiture matters generated by SANE officers, and be on call 24 hours to answer questions for SANE officers. Any deviation from the above shall be on a case by case basis and shall be approved by the Command Board.

## **ARTICLE IX – INCIDENT REPORTS**

**Section 9.1: Incident Reporting.** Incident reporting shall be done through the Michigan State Police incident reporting system.

**Section 9.2: Freedom of Information Requests.** Requests shall be handled by the Michigan State Police Freedom of Information Unit. The SANE Unit Commander shall work with the FOIA Unit to ensure that such requests receive a proper response.

## **ARTICLE X – ANNUAL REPORT**

**Section 10.1: Annual Report.** An annual report shall be completed and furnished to all participating entities following the end of each calendar year by the Unit Commander.

## **ARTICLE XI – EQUIPMENT**

**Section 11.1: Ownership.** The SANE is authorized to acquire ownership or custody of whatever real or personal property is necessary or appropriate for its operation. The Command Board is authorized to lease, buy, or sell any real or personal property as may be necessary or appropriate for the performance of the SANE.

**Section 11.2: Personnel Requirements.** Each participating law enforcement agency shall assign equipment as required by personnel assigned from that agency. This includes, but is not limited to, such items as handguns, heavy weapons, bulletproof vests, and the like.

**Section 11.3: Participating Agencies.** Participating agencies should make known to the Unit Commander any equipment or technical services that might be available for use by the SANE. Participating agencies may be granted the use of any SANE owned equipment, based on availability.

## **ARTICLE XII – ASSISTANCE, AREA LAW ENFORCEMENT AGENCIES**

**Section 12.1: Complaints.** Any complaints made against members of the Unit shall be brought to the attention of the Chair and the administrative head of the officer's department. If the complaint is criminal in nature, the law enforcement agency with jurisdiction in that area shall be notified. If there is any cause for action, the employing agency shall handle any disciplinary measures.

**Section 12.2: Issues of Concern about SANE from Area Law Enforcement Agencies and Prosecutors.** Should an issue arise within a law enforcement agency or prosecutor's office it should be brought to the attention of that agency head. The issue should then be discussed with the agency head and the Unit Commander. If the issue remains unresolved, it should be brought to the attention of the Command Board.

**Section 12.3: Notification of Area Agencies.** The SANE will not normally make contact with an area law enforcement agency during normal investigative activities (undercover buys, surveillance, etc.) in the agency's jurisdiction. However when enforcement action such as the service of a search warrant will be taken, SANE officers shall attempt to contact the agency to apprise them of the situation and seek assistance if necessary.

## **ARTICLE XIII – TOLL-FREE TELEPHONE NUMBER**

**Section 13.1: Toll-Free Telephone Number.** The SANE shall maintain a toll-free telephone line to promote contact/tips from the public.

## **ARTICLE XIV – PRESS RELEASES**

**Section 14.1: Press Releases.** All news releases pertaining to any arrests within a participating jurisdiction shall be coordinated and approved by the Unit Commander to insure the integrity of the investigations. Any news releases made pertaining to the overall operation of the Unit shall be made by the Chair or by the Unit Commander, at the direction of the Command Board.

## **ARTICLE XV – DISPOSITION OF SEIZED ITEMS**

**Section 15.1: School Use.** Seized items may be donated to schools upon a letter of request. Unit Commander is to keep track of donations and divide property equally among the school districts in the three counties.

**Section 15.2: Disposal of Firearms.** All handguns and/or military assault type rifles are to be destroyed at Central Records unless they are wanted/needed by area law enforcement agencies. All other firearms are to be sold.

**Section 15.3: Items of Value.** At the discretion of the Unit Commander other items of value shall be sold at public auction or other means of public sale, retained by the SANE, or turned over to a participating entity.

## **ARTICLE XVI – COMMITTEES**

**Section 16.1: Finance Committee.** The Treasurer shall chair the finance committee. It shall advise the Command Board regarding the financial affairs of the SANE, including, but not limited to, assisting the Unit Commander in the preparation of the annual budget and its presentation to participating entities, and preparing reports and long-term financial plans of the SANE. In addition, the committee shall meet each year with the SANE auditor to review the results of the audit. The committee shall review and act upon any corrective action plan recommended by the auditor and/or Board. The committee shall recommend full Board action with regard to the audit and any consequent corrective plan.

**Section 16.2: Nomination Committee.** The Vice Chair shall serve as the chairperson of the nominating committee. The nominating committee shall, pursuant to these bylaws, file with the Secretary of the Command Board before the annual meeting, of every even-numbered year, the list of candidates for Executive Officers.

The committee shall also be responsible for the orientation of new Command Board members.

**Section 16.3: Bylaws Committee.** The immediate past Chair, or a Command Board member appointed by the Chair in the event that a past Chair is no longer on the Board, shall chair the bylaws committee. The committee shall review and update the SANE bylaws once every three (3) years in accordance with Section 19.2. In addition, with the assistance of the staff, the committee shall review and assess the implementation of all SANE operational policies once every three (3) years, making recommendations to the full Board on any needed changes.

**Section 16.4: Special Committees.** The Command Board may establish such special committees with such duties as it deems necessary and appropriate. The Chair shall appoint the members of such committees.

## **ARTICLE XVII – FISCAL AND CONTRACT RESPONSIBILITY**

**Section 17.1: Audit.** The books of the SANE shall be audited not less than once a year, in accordance with the requirements of the State of Michigan and/or other funding bodies.

**Section 17.2: Authority.** The Command Board, except as these Bylaws otherwise provide, may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the SANE, and such authority may be general or confined to a specific instance; and unless so authorized by the Board, no agent, officer, or employee shall have any power or authority to bind the Command Board by any contract or engagement, or to pledge its credit, or render it liable for any purpose or for any pecuniary amount.

## **ARTICLE XVIII – DISSOLUTION**

**Section 18.1: Procedure of Dissolution.** The SANE may be dissolved pursuant to the Interlocal Agreement executed by the participating entities.

**Section 18.2: Distribution of Assets.** In the event of dissolution, all assets of the SANE, after the payment of debts and liabilities, shall be distributed as required by the Interlocal Agreement.

## **ARTICLE XIX – AMENDMENTS**

**Section 19.1: Amendments.** These Bylaws may be amended by a vote of not less than two-thirds of the members of the Command Board present at the meeting. Written notice of the proposed amendment to the Bylaws shall be provided along with notice of the meeting.

**Section 19.2: Review of Bylaws.** Review of these Bylaws, including review of the SANE mission, shall occur no less than every three (3) years.

## **ARTICLE XX – CONFLICTS**

**Section 20: Conflicts.** If any provision in these Bylaws should conflict with any provision in the Interlocal Agreement, the provision in the Interlocal Agreement shall govern.