



CITY COUNCIL

May 20, 2019

1. Call to Order - 7:00 P.M. - City Hall Council Chambers
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) May 6, 2019 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since May 6, 2019
5. Miscellaneous Public Comments
6. City Manager Updates
7. Appointments – Consideration of appointments to the Local Historic District Study Committee
8. Old Business
 - (a) Second reading of a proposed ordinance that would amend Section 201 and replace Section 1712 of Appendix A – Zoning Ordinance concerning fences
 - (b) Discussion regarding the City Manager performance evaluation form
9. New Business
 - (a) Authorization to contract with Preston Feather Building Centers, Petoskey, for replacement of four overhead doors at the Lake Street Fire Station in the amount of \$31,123.47
 - (b) First reading of a proposed ordinance that would amend Chapter 10, Fire Prevention and Control, regarding fireworks
 - (c) Adoption of a proposed resolution that would establish property tax-millage rates for 2019 and that would authorize appropriations of property-tax revenues to various City funds as previously had been approved as part of the City's 2019 Annual Budget
 - (d) Adoption of a proposed resolution that would establish dates and designate locations for 2019 Ward and City Conventions
10. City Council Comments
11. Adjournment



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 20, 2019

PREPARED: May 16, 2019

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

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

- (1) Draft minutes of the May 6, 2019 regular session City Council meeting; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since May 6, 2019 for contract and vendor claims at \$845,350.92, intergovernmental claims at \$0, and the May 16 payroll at \$212,694.25 for a total of \$1,058,045.17.

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Enclosures



CITY COUNCIL

May 6, 2019

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, May 6, 2019. 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
Suzanne Shumway, City Councilmember
Grant Dittmar, City Councilmember
Lindsey Walker, City Councilmember

Absent: None

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, City Planner Amy Tweeten, Parks and Recreation Director Kendall Klingelsmith and Downtown Director Becky Goodman.

Hear 2018 Audit Presentation

Trina Edwards, Dennis, Gartland & Niergarth, Traverse City, was in attendance and presented information concerning the City's Financial Statements and Report of Independent Certified Public Accountants as the annual audit for the City's fiscal year ended December 31, 2018. Ms. Edwards also reviewed and answered questions on the audit-related communications letter and adjusted journal entries.

Consent Agenda - Resolution No. 19292

Following introduction of the consent agenda for this meeting of May 6, 2019, City Councilmember Dittmar moved that, seconded by City Councilmember Marshall adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the April 15, 2019 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 April 15, for contract and vendor claims at \$1,092,111.36 intergovernmental claims at \$0, and the April 18 and May 2 payrolls at \$390,192.62, for a total of \$1,482,303.98 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

AYES: Marshall, Shumway, Dittmar, Walker, Murphy (5)

NAYS: None (0)

Hear Public Comment

Mayor Murphy asked for public comments and there were comments on the opposition of marijuana discussion from the last Council meeting; heard from those in support of marijuana; that Red Sky Stage on Mitchell Street is a great place for area residents; heard concerns with the number of empty store fronts in downtown; that Red Sky Stage is no longer leasing a building in downtown due to landlord evicting tenant; heard comments on Red Sky Stage and issue with leasing the building and using to host various meetings that individual feels doesn't align with landlord's expectations; heard concerns on how one landlord has several empty storefronts in the downtown; and heard comments concerning recreational marijuana.

City Councilmembers inquired if there were any issues with landlord, Chris Redding's, vacant properties and concurred that the issue is between the landlord and business owner. Mayor Murphy praised the owner of Red Sky Stage on his years of business and service in the community, but that the issue should be handled between the landlord and tenant.

Hear City Manager Updates

The City Manager reported that the Darling Lot is a redevelopment priority site and reviewed the process and scope of work as part of the Redevelopment Ready Communities program and that there will be stakeholder and public sessions; reviewed the Master Plan timeline and process over next three months; that the Michigan Environment Great Lakes and Energy (EGLE) Department awarded the City's Parks and Recreation Department a small grant for Bear River cleanup and recognized MSU alumni for their recent cleanup efforts along the Bear River Valley; that Bob Berg, owner of 200 East Lake Street, will be submitting an application to the Planning Commission in June for a Preliminary Planned Unit Development (PUD) rezoning request; reviewed that the Mayor sent letters and made phone calls to State legislators opposing House Bill 4046 concerning short-term rentals in order to protect Home Rule and the ability for a municipality to regulate short-term rentals and that there appears to be no support to move draft bill forward due to the strong opposition from Michigan communities; that National Oceanic and Atmospheric Agency (NOAA) installed a solar powered lake water level gauge on Pier A at the Marina to measure water levels and will be removed in October; provided an update on the downtown bathrooms and that staff anticipates bathrooms to be opened by the end of the week or early part of next week; that a ribbon cutting ceremony is scheduled for 5:30 P.M., June 7 during Summer Open House; provided an update on the US-31 highway realignment project; reported that there will be a special presentation by the City Attorney on the Open Meetings Act for members of City Council, Planning Commission and Downtown Management Board at 5:30 P.M., Tuesday, May 14; and recognized the fire departments of Bear Creek/Resort Township, Harbor Springs, Springvale, Charlevoix Township and the Petoskey Public Safety Department for their efforts to fight a major hotel fire at America's Best Value Inn, located at Sheridan and Spring Streets, last Friday night and also commended Public Safety Director Breed, Public Safety staff and the City's Water Department crew for their tireless efforts.

City Councilmembers discussed Darling Lot process and voiced concerns with community involvement in determining options and flexibility to alter structure if future driving habits change; and that curbing near Elizabeth Street needs to be looked at.

Adopt Ord. 769 – Prohibiting Recreational Marijuana Establishments – Resolution No. 19293

The City Manager reviewed that this was a second reading of a proposed ordinance prohibiting recreational marijuana establishments within the City of Petoskey and that staff and the City Attorney recommend opting out of recreational marijuana to maintain local control until the State establishes rules and regulations.

City Councilmembers commented that this is a temporary ordinance until the State determines regulations and heard from those not looking to oppose, but rather looking to protect local controls.

Mayor Murphy asked for public comments and heard from those thanking City Council for opting out with hopes of not opting back in at a later date; heard a comment that this is a conservative approach; that concerns are all about safety; and heard from those supporting medical and recreational marijuana.

City Councilmember Dittmar moved that, seconded by City Councilmember Walker adoption of the following ordinance:

ORDINANCE NO. 769

AN ORDINANCE TO AMEND CHAPTER 8 OF THE PETOSKEY CODE OF ORDINANCES, BUSINESSES AND BUSINESS REGULATIONS, CREATING A NEW ARTICLE VI- MARIJUANA ESTABLISHMENTS, WITHIN THE CITY OF PETOSKEY

The City of Petoskey ordains:

1. SECTION 8-169 PROHIBITION OF RECREATIONAL MARIJUANA

Section 8-169 is added to Article VI of Chapter 8 of the Code of Ordinances to read as follows: prohibition of recreational marihuana establishments.

The Michigan Regulation and Taxation of Marihuana Act ("the Act") was initiated by the voters of the State of Michigan pursuant to Proposal 1, the Marijuana Legalization Initiative, on November 6, 2018. The Act authorizes cities, villages, and townships to completely prohibit recreational marihuana establishments within their boundaries. Pursuant to that authority, recreational marihuana establishments as defined in the Act are hereby prohibited within the City.

2. SECTION 8-170-199 RESERVED

All other provisions of the Code of Ordinances not specifically amended shall remain in full force and effect.

Nothing in this ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby revised as cited in Section 8.169 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this ordinance.

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.

Said ordinance was adopted by the following vote:

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

NAYS: Walker (1)

Hear Annual Review of Economic Development Strategy

The City Planner reviewed that the Economic Development Strategy was adopted by City Council on February 20, 2017 as one of the requirements of the Redevelopment Ready Communities certification process; that City Council identified in successive goal setting sessions that increasing tax base was the fastest way to gain back taxable values due to the Headlee Amendment and Proposal A; that the RRC program provided a framework for setting goals and defining where to encourage redevelopment; that an annual review of the Economic Development Strategy is an opportunity to see what progress has been made and whether new goals or strategies should be incorporated and is a requirement of the RRC program; and that the Economic Development Strategy identifies certain metrics that are tracked annually to evaluate progress toward established goals.

The City Planner further reviewed accomplished goals such as continuing support for the City's first-class park system and downtown area that define the communities unique sense of place; working with developers on priority redevelopment sites to address needed housing and infrastructure such as a parking structure; partnering with other units of government and non-profit organizations to improve our regional transportation system and address regional housing issues; and that staff tracks data annually on home sales, building permits, business starts and closings, updated Census Data on population, income, poverty rates and housing data.

City Councilmembers inquired if there were any housing or commercial ideas for 900 Emmet Street and if approval of accessory dwelling units would help housing issue.

The City Planner responded that a joint commercial & residential use has been discussed for 900 Emmet Street and that accessory dwelling units would help housing issues.

First Reading of a Proposed Ordinance Amending Appendix A – Fences

The City Planner reviewed that the Planning Commission has been discussing fence regulations for several months following a request for consideration of front-yard garden fencing; that language was modified to only address corner-front yards based on input received from the joint City Council and Planning Commission meeting on January 28; reviewed that the language is amended in Section 1712, moving existing definitions and adding new definitions to Section 201, and allowing decorative fences, as defined, in corner-front yards only.

City Councilmembers reviewed proposed ordinance and discussed how corner fence ordinance amendment discussions began.

Mayor Murphy asked for public comments and heard a comment concerning proposed fencing for garden fences and that 64 square feet is not sufficient in size to grow a decent size garden in the front yard; that wild animals are damaging gardens; and that there needs to be a solution for farming especially since wire fences have been zoned out.

City Council will conduct a second reading of the proposed ordinance at the next regular scheduled meeting.

Authorize Marina Ice Repair Contract – Resolution No. 19294

The City Manager reviewed that routinely included within the City's annual budget are monies in the Bayfront Park Marina Restricted Fund Balance as part of the General Fund, which are utilized for improvements, ice damage and emergency repairs to marina facilities. The Director reviewed the proposal to repair docks due to ice damage from this year's severe winter temperatures and heavy ice conditions; that in early 2019 before ice damage occurred, staff placed more bubblers in the Marina with additional attention given to areas with a history of repair; that one bid was received; and recommended the sole bidder who was the same contractor that performed similar work in 2018.

City Councilmember Marshall moved that, seconded by City Councilmember Dittmar to authorize contracting with R.B. Lyons, Inc., Charlevoix, for ice damage repair in the amount of \$57,400.

Said motion was adopted by the following vote:

AYES: Marshall, Shumway, Dittmar, Walker, Murphy (5)

NAYS: None (0)

Discuss City Manager Performance Evaluation Form

The City Manager reviewed that the Mayor requested to review the City Manager's performance evaluation form that has been used over the past several years; that during last year's performance evaluation, City Council discussed using a different evaluation form for 2019; and that City Council should discuss if they want to change the current performance evaluation form, and if so, identify the process on how this change should occur.

City Councilmembers concurred to look at using a different form and will discuss at a future meeting, once the City Manager is able to provide Council with additional examples.

Council Comments

Mayor Murphy asked for Council comments and City Councilmember Shumway encouraged discussion on accessory dwelling units. City Councilmember Walker commented that she doesn't like to hear when tenants lose locations downtown and supported Earth Day Proclamation.

There being no further business to come before the City Council, this May 6, 2019, meeting of the City Council adjourned at 9:25 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
05/19	05/08/2019	84572	SWEEP SHOP, THE	101-265-775.000	10.95- V
05/19	05/08/2019	84572	SWEEP SHOP, THE	101-268-775.000	33.90- V
05/19	05/08/2019	84593	Advanced Turf Solutions Inc.	204-010-111.000	824.00
05/19	05/08/2019	84593	Advanced Turf Solutions Inc.	101-756-775.000	489.20
05/19	05/08/2019	84594	Alliance Entertainment	271-790-761.000	208.71
05/19	05/08/2019	84595	ANGILERI, HOLLY	271-790-912.000	122.15
05/19	05/08/2019	84596	AT&T	592-538-850.000	177.68
05/19	05/08/2019	84596	AT&T	101-172-850.000	409.40
05/19	05/08/2019	84596	AT&T	101-201-850.000	218.35
05/19	05/08/2019	84596	AT&T	101-208-850.000	136.47
05/19	05/08/2019	84596	AT&T	101-257-850.000	136.47
05/19	05/08/2019	84596	AT&T	101-215-850.000	109.17
05/19	05/08/2019	84596	AT&T	101-345-850.000	300.23
05/19	05/08/2019	84596	AT&T	101-400-850.000	136.47
05/19	05/08/2019	84596	AT&T	101-756-850.000	163.76
05/19	05/08/2019	84596	AT&T	101-441-850.000	245.64
05/19	05/08/2019	84596	AT&T	204-481-850.000	81.88
05/19	05/08/2019	84596	AT&T	204-481-850.000	81.88
05/19	05/08/2019	84596	AT&T	582-588-850.000	272.93
05/19	05/08/2019	84596	AT&T	582-593-850.000	109.17
05/19	05/08/2019	84596	AT&T	592-549-850.000	163.76
05/19	05/08/2019	84596	AT&T	592-560-850.000	163.76
05/19	05/08/2019	84596	AT&T	592-560-850.000	140.84
05/19	05/08/2019	84596	AT&T	592-558-920.000	181.22
05/19	05/08/2019	84596	AT&T	592-538-850.000	177.68
05/19	05/08/2019	84596	AT&T	592-560-850.000	371.63
05/19	05/08/2019	84597	Atchison Paper & Supply	271-790-751.000	59.65
05/19	05/08/2019	84598	Ballard's Plumbing & Heating	271-790-930.000	116.31
05/19	05/08/2019	84598	Ballard's Plumbing & Heating	592-554-802.000	3,387.41
05/19	05/08/2019	84599	Beckett & Raeder Inc.	204-481-802.000	720.00
05/19	05/08/2019	84600	BILLER PRESS	514-587-775.000	496.58
05/19	05/08/2019	84601	Bradford Master Dry Cleaners	101-345-775.000	353.20
05/19	05/08/2019	84602	BS&A Software	101-257-802.000	1,290.00
05/19	05/08/2019	84603	CDW Government	101-228-775.000	932.65
05/19	05/08/2019	84604	Center Point Large Print	271-790-760.000	104.18
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,050.47
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	1,050.67
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	2,995.11
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	413.95
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	26.54
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	2,085.97
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	313.79
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	1,444.08
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	202-160-920.000	955.50
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,700.00
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	2,394.35
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	45.05
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	81.98
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	76.63
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,213.77
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	7,659.07
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	76.63

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	15,265.34
05/19	05/08/2019	84605	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	1,095.97
05/19	05/08/2019	84606	Collias-Glaser, Hellene Kay	271-790-802.000	690.00
05/19	05/08/2019	84607	Derrer Oil Co.	661-598-759.000	1,979.11
05/19	05/08/2019	84608	Dinon Law PLLC	101-266-802.000	7,472.50
05/19	05/08/2019	84609	Drost Landscape	101-773-802.000	198.75
05/19	05/08/2019	84610	Ducastel, Barbara	271-790-802.000	360.00
05/19	05/08/2019	84611	Dunn's Business Solutions	101-268-775.000	138.96
05/19	05/08/2019	84612	Emmet Co. Dept of Public Works	514-587-802.100	50.00
05/19	05/08/2019	84612	Emmet Co. Dept of Public Works	271-790-802.000	600.00
05/19	05/08/2019	84613	Empiric Solutions Inc.	101-228-802.000	8,689.00
05/19	05/08/2019	84614	FIVE STAR SCREEN PRINTING PLUS	101-770-767.000	138.00
05/19	05/08/2019	84615	Gruher's Farm Supply Inc.	101-756-775.000	22.99
05/19	05/08/2019	84616	Hansen, Carol Margaret	271-790-802.000	360.00
05/19	05/08/2019	84617	Himebauch, Kelly L	271-790-802.000	570.00
05/19	05/08/2019	84618	Hubbell Roth & Clark Inc.	592-025-343.000	2,281.14
05/19	05/08/2019	84618	Hubbell Roth & Clark Inc.	592-560-802.000	214.60
05/19	05/08/2019	84618	Hubbell Roth & Clark Inc.	592-549-802.000	214.60
05/19	05/08/2019	84618	Hubbell Roth & Clark Inc.	592-560-802.000	2,018.55
05/19	05/08/2019	84619	Jakeway, Patricia	271-790-802.000	750.00
05/19	05/08/2019	84620	John E. Green Co.	271-790-930.000	255.00
05/19	05/08/2019	84621	Keel, Stephen	592-549-915.000	174.00
05/19	05/08/2019	84622	Kent County DPW	101-345-802.000	139.50
05/19	05/08/2019	84623	MICHIGAN MUNICIPAL LEAGUE	101-101-915.000	3,845.00
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-172-724.000	473.74
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-201-724.000	421.98
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-208-724.000	125.47
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-215-724.000	458.55
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-400-724.000	441.67
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-441-724.000	315.08
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-345-724.000	30,255.66
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-265-724.000	367.40
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-268-724.000	819.20
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-754-724.000	379.22
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-756-724.000	454.61
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-770-724.000	2,680.98
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-773-724.000	319.58
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-789-724.000	718.49
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	271-790-724.000	886.72
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	514-587-724.000	2,125.65
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	582-598-724.000	6,333.64
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	204-481-724.000	23,402.45
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	592-549-724.000	8,309.07
05/19	05/08/2019	84624	MICHIGAN MUNICIPAL LEAGUE WC FUND	592-560-724.000	9,887.84
05/19	05/08/2019	84625	Midwest Tape	271-790-761.000	59.98
05/19	05/08/2019	84626	MITCHELL GRAPHICS INC.	271-790-905.000	395.00
05/19	05/08/2019	84626	MITCHELL GRAPHICS INC.	271-790-905.000	146.00
05/19	05/08/2019	84626	MITCHELL GRAPHICS INC.	271-790-905.000	95.00
05/19	05/08/2019	84627	MyNorthMedia	248-739-880.200	3,810.00
05/19	05/08/2019	84628	North Central Mich. College	101-101-860.000	266.00
05/19	05/08/2019	84629	NORTHLAND LIBRARY COOPERATIVE	271-790-802.000	3,315.81
05/19	05/08/2019	84630	NYE UNIFORM	101-345-775.000	358.96

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
05/19	05/08/2019	84631	Peninsula Fiber Network LLC	101-228-850.000	500.00
05/19	05/08/2019	84632	Performance Painting	514-587-802.000	3,000.00
05/19	05/08/2019	84633	PRANTERA, MARY SUE	271-790-912.000	43.15
05/19	05/08/2019	84634	Preston Feather	582-586-775.000	25.98
05/19	05/08/2019	84634	Preston Feather	101-770-775.000	1.35
05/19	05/08/2019	84634	Preston Feather	101-773-931.000	6.72
05/19	05/08/2019	84634	Preston Feather	582-593-785.000	36.18
05/19	05/08/2019	84634	Preston Feather	582-593-785.000	1.99
05/19	05/08/2019	84634	Preston Feather	101-345-985.000	666.66
05/19	05/08/2019	84634	Preston Feather	592-544-775.000	89.97
05/19	05/08/2019	84634	Preston Feather	101-770-775.000	63.30
05/19	05/08/2019	84634	Preston Feather	101-773-775.000	4.99
05/19	05/08/2019	84634	Preston Feather	101-770-775.000	2.10-
05/19	05/08/2019	84634	Preston Feather	101-773-775.000	3.98
05/19	05/08/2019	84634	Preston Feather	101-773-775.000	17.98
05/19	05/08/2019	84634	Preston Feather	101-770-775.000	147.88
05/19	05/08/2019	84634	Preston Feather	101-773-931.000	223.33
05/19	05/08/2019	84634	Preston Feather	101-789-775.000	140.77
05/19	05/08/2019	84634	Preston Feather	101-773-931.000	17.98
05/19	05/08/2019	84634	Preston Feather	101-773-775.000	27.65
05/19	05/08/2019	84634	Preston Feather	101-789-775.000	110.34
05/19	05/08/2019	84634	Preston Feather	101-789-775.000	154.00
05/19	05/08/2019	84634	Preston Feather	101-770-775.000	.14-
05/19	05/08/2019	84634	Preston Feather	101-773-931.000	.67-
05/19	05/08/2019	84634	Preston Feather	101-345-985.000	66.67-
05/19	05/08/2019	84634	Preston Feather	592-544-775.000	9.00-
05/19	05/08/2019	84634	Preston Feather	101-770-775.000	6.12-
05/19	05/08/2019	84634	Preston Feather	101-773-775.000	.50-
05/19	05/08/2019	84634	Preston Feather	101-773-775.000	.40-
05/19	05/08/2019	84634	Preston Feather	101-773-775.000	1.80-
05/19	05/08/2019	84634	Preston Feather	101-770-775.000	14.79-
05/19	05/08/2019	84634	Preston Feather	101-773-931.000	22.33-
05/19	05/08/2019	84634	Preston Feather	101-789-775.000	14.08-
05/19	05/08/2019	84634	Preston Feather	101-773-931.000	1.80-
05/19	05/08/2019	84634	Preston Feather	101-773-775.000	2.77-
05/19	05/08/2019	84634	Preston Feather	582-593-785.000	3.62-
05/19	05/08/2019	84634	Preston Feather	582-586-775.000	2.60-
05/19	05/08/2019	84634	Preston Feather	582-593-785.000	.20-
05/19	05/08/2019	84634	Preston Feather	101-789-775.000	11.03-
05/19	05/08/2019	84634	Preston Feather	101-789-775.000	15.40-
05/19	05/08/2019	84635	Print Shop, The	514-587-775.000	125.00
05/19	05/08/2019	84636	Pro-Vision Video Systems	101-345-985.000	310.00
05/19	05/08/2019	84637	Renkes, Tom	248-739-880.200	150.00
05/19	05/08/2019	84638	RESIDENTIAL GARAGE DOOR COMPANY	101-268-802.000	125.00
05/19	05/08/2019	84639	RICHEL'S CONSTRUCTION INC.	514-587-970.000	2,100.00
05/19	05/08/2019	84640	Riordan, Joyce Kochans	271-790-802.000	150.00
05/19	05/08/2019	84641	Rowland, Kimberly	271-790-802.000	870.00
05/19	05/08/2019	84642	ROYAL TIRE	661-598-932.000	20.00
05/19	05/13/2019	84642	ROYAL TIRE	661-598-932.000	20.00- V
05/19	05/08/2019	84643	Scholastic Inc.	271-790-760.100	23.98
05/19	05/08/2019	84644	SiteOne Landscape Supply	101-754-775.000	732.33
05/19	05/08/2019	84644	SiteOne Landscape Supply	101-754-775.000	732.33- V

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
05/19	05/08/2019	84645	Snedden, Rilla Joann	271-790-802.000	210.00
05/19	05/08/2019	84646	Staples Advantage	101-268-775.000	73.78
05/19	05/08/2019	84646	Staples Advantage	101-789-724.000	38.47
05/19	05/08/2019	84646	Staples Advantage	101-773-724.000	16.49
05/19	05/08/2019	84646	Staples Advantage	101-770-724.000	23.09
05/19	05/08/2019	84646	Staples Advantage	101-789-724.000	30.79
05/19	05/08/2019	84646	Staples Advantage	101-773-724.000	23.09
05/19	05/08/2019	84646	Staples Advantage	101-345-751.000	345.90
05/19	05/08/2019	84646	Staples Advantage	101-756-751.000	26.08
05/19	05/08/2019	84646	Staples Advantage	101-770-751.000	26.09
05/19	05/08/2019	84646	Staples Advantage	101-345-751.000	59.98
05/19	05/08/2019	84646	Staples Advantage	101-268-775.000	28.35
05/19	05/08/2019	84646	Staples Advantage	101-268-775.000	67.14
05/19	05/08/2019	84646	Staples Advantage	101-441-751.000	13.50
05/19	05/08/2019	84646	Staples Advantage	101-268-775.000	26.88
05/19	05/08/2019	84646	Staples Advantage	592-560-751.000	44.95
05/19	05/08/2019	84646	Staples Advantage	101-268-775.000	372.41
05/19	05/08/2019	84647	State of Michigan-Department of LARA	582-081-642.300	3,688.38
05/19	05/08/2019	84647	State of Michigan-Department of LARA	582-081-642.400	743.07
05/19	05/08/2019	84647	State of Michigan-Department of LARA	582-081-642.500	8.37
05/19	05/08/2019	84647	State of Michigan-Department of LARA	582-081-642.200	167.40
05/19	05/08/2019	84647	State of Michigan-Department of LARA	582-081-642.300	3,685.59
05/19	05/08/2019	84647	State of Michigan-Department of LARA	582-081-642.400	743.07
05/19	05/08/2019	84647	State of Michigan-Department of LARA	582-081-642.500	8.37
05/19	05/08/2019	84647	State of Michigan-Department of LARA	582-081-642.200	167.40
05/19	05/08/2019	84648	SURE LOCK & HOMES LLC	101-770-775.000	187.50
05/19	05/08/2019	84648	SURE LOCK & HOMES LLC	101-789-775.000	450.00
05/19	05/08/2019	84649	Tailor Shop, The	101-345-775.000	23.00
05/19	05/08/2019	84650	T-Mobile	271-790-850.000	247.20
05/19	05/08/2019	84651	USA BLUE BOOK	592-554-775.000	109.21
05/19	05/08/2019	84651	USA BLUE BOOK	592-547-775.000	3,218.95
05/19	05/08/2019	84651	USA BLUE BOOK	592-547-775.000	1,119.01
05/19	05/08/2019	84651	USA BLUE BOOK	592-544-775.000	558.47
05/19	05/08/2019	84651	USA BLUE BOOK	592-540-775.000	3,796.76
05/19	05/08/2019	84651	USA BLUE BOOK	592-546-775.000	320.71
05/19	05/08/2019	84651	USA BLUE BOOK	592-555-802.000	287.51
05/19	05/08/2019	84651	USA BLUE BOOK	592-558-802.000	287.51
05/19	05/08/2019	84652	USA Softball of Michigan	101-756-985.000	768.00
05/19	05/08/2019	84653	Van's Business Machines	514-587-802.000	152.95
05/19	05/08/2019	84654	Voorheis, Margaret Ann	271-790-802.000	330.00
05/19	05/08/2019	84655	Zipp, Cynthia B.	271-790-802.000	90.00
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	4.61
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	40.18
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	54.35
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-785.000	26.24
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	101-770-775.000	26.63
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-931.000	11.07
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	101-770-775.000	74.58
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-931.000	38.64
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	101-770-775.000	44.99
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	101-770-775.000	18.66
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	351.18

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05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-931.000	72.00
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	12.60
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	101-770-775.000	13.68
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	101-770-775.000	17.72
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	54.00-
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	582-590-775.000	9.12
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-931.000	11.07-
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	5.75
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	5.52
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	5.75-
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-785.000	13.99
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	5.75
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	13.08
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-931.000	11.84
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	202-475-775.000	21.79
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	203-475-775.000	21.79
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	80.74
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-931.000	10.88
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-931.000	31.04
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	101-268-775.000	37.80
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	18.46
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	18.49
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	131.27
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	9.28
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	71.64
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	26.97
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	33.99
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-759.000	66.64
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-785.000	4.00
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	17.99
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	592-556-775.000	29.98
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	101-770-775.000	41.58
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	113.27
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-932.000	9.52
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	73.32
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	26.37
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-785.000	16.62
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	4.92
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-785.000	35.82
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-010-111.000	8.62
05/19	05/08/2019	84656	Fochtman's Auto & Truck Parts	661-598-785.000	7.31
05/19	05/08/2019	84657	SiteOne Landscape Supply	101-754-775.000	732.33
05/19	05/08/2019	84658	Spectrum Business	582-588-850.000	84.99
05/19	05/08/2019	84658	Spectrum Business	592-560-850.000	34.98
05/19	05/09/2019	84659	First National Bank Omaha	101-400-912.000	175.00
05/19	05/09/2019	84659	First National Bank Omaha	101-215-915.000	50.00
05/19	05/09/2019	84659	First National Bank Omaha	592-549-915.000	248.72
05/19	05/09/2019	84659	First National Bank Omaha	101-400-751.000	423.83
05/19	05/09/2019	84659	First National Bank Omaha	101-172-860.000	50.00
05/19	05/09/2019	84659	First National Bank Omaha	101-441-751.000	23.33
05/19	05/09/2019	84659	First National Bank Omaha	101-756-751.000	23.33
05/19	05/09/2019	84659	First National Bank Omaha	101-770-775.000	131.93

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05/19	05/09/2019	84659	First National Bank Omaha	101-756-880.000	27.85
05/19	05/09/2019	84659	First National Bank Omaha	101-789-775.000	37.09
05/19	05/09/2019	84659	First National Bank Omaha	582-588-912.000	47.60
05/19	05/09/2019	84659	First National Bank Omaha	582-586-775.000	152.00
05/19	05/09/2019	84659	First National Bank Omaha	271-790-905.000	174.95
05/19	05/09/2019	84659	First National Bank Omaha	271-790-912.000	320.90
05/19	05/09/2019	84659	First National Bank Omaha	271-790-964.000	164.96
05/19	05/09/2019	84659	First National Bank Omaha	271-790-802.000	50.00
05/19	05/09/2019	84659	First National Bank Omaha	271-790-958.100	45.94
05/19	05/09/2019	84659	First National Bank Omaha	271-790-958.200	30.78
05/19	05/09/2019	84659	First National Bank Omaha	271-790-958.000	146.24
05/19	05/09/2019	84659	First National Bank Omaha	271-790-751.000	27.54
05/19	05/09/2019	84659	First National Bank Omaha	101-345-775.000	56.50
05/19	05/09/2019	84659	First National Bank Omaha	101-345-912.000	204.05
05/19	05/09/2019	84659	First National Bank Omaha	101-345-913.000	749.99
05/19	05/09/2019	84659	First National Bank Omaha	101-345-781.000	50.00
05/19	05/09/2019	84659	First National Bank Omaha	101-345-915.000	25.00
05/19	05/09/2019	84659	First National Bank Omaha	101-345-751.000	61.17
05/19	05/09/2019	84659	First National Bank Omaha	271-790-761.000	7.49
05/19	05/09/2019	84659	First National Bank Omaha	248-739-880.200	138.73
05/19	05/09/2019	84659	First National Bank Omaha	514-587-912.000	25.00
05/19	05/09/2019	84659	First National Bank Omaha	514-587-802.100	303.54
05/19	05/09/2019	84659	First National Bank Omaha	514-587-775.000	121.12
05/19	05/15/2019	84667	Access Locksmithing Inc.	592-554-802.000	491.50
05/19	05/15/2019	84667	Access Locksmithing Inc.	592-554-802.000	337.50
05/19	05/15/2019	84668	ACH-CHILD SUPPORT	701-000-230.160	160.23
05/19	05/15/2019	84669	ACH-EFTPS	701-000-230.100	21,606.03
05/19	05/15/2019	84669	ACH-EFTPS	701-000-230.200	13,013.58
05/19	05/15/2019	84669	ACH-EFTPS	701-000-230.200	13,013.58
05/19	05/15/2019	84669	ACH-EFTPS	701-000-230.200	3,043.53
05/19	05/15/2019	84669	ACH-EFTPS	701-000-230.200	3,043.53
05/19	05/15/2019	84670	ACH-ICMA 457	701-000-230.700	2,034.63
05/19	05/15/2019	84670	ACH-ICMA 457	701-000-230.700	4,924.23
05/19	05/15/2019	84671	Aflac	701-000-230.180	588.53
05/19	05/15/2019	84672	Airgas USA LLC	592-545-775.000	20.23
05/19	05/15/2019	84672	Airgas USA LLC	592-545-775.000	71.12
05/19	05/15/2019	84673	AIS CONSTRUCTION EQUIPMENT	661-010-111.000	114.64
05/19	05/15/2019	84674	Alliance Entertainment	271-790-761.100	53.49
05/19	05/15/2019	84674	Alliance Entertainment	271-790-761.000	42.96
05/19	05/15/2019	84675	All-Phase Electric Supply	582-593-930.000	3.92
05/19	05/15/2019	84675	All-Phase Electric Supply	101-770-775.000	63.30
05/19	05/15/2019	84675	All-Phase Electric Supply	101-770-775.000	23.54
05/19	05/15/2019	84675	All-Phase Electric Supply	101-773-775.000	185.42
05/19	05/15/2019	84676	Alro Steel Corporation	661-598-931.000	994.15
05/19	05/15/2019	84677	American Waste	582-593-802.000	170.00
05/19	05/15/2019	84677	American Waste	592-551-806.000	325.00
05/19	05/15/2019	84677	American Waste	101-770-802.000	360.00
05/19	05/15/2019	84677	American Waste	101-773-775.000	93.50
05/19	05/15/2019	84677	American Waste	101-265-775.000	93.50
05/19	05/15/2019	84677	American Waste	101-770-775.000	93.50
05/19	05/15/2019	84677	American Waste	101-754-775.000	93.50
05/19	05/15/2019	84678	AT & T MOBILITY	514-587-920.000	348.51

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05/19	05/15/2019	84679	AT&T	582-593-850.000	126.64
05/19	05/15/2019	84679	AT&T	592-560-850.000	362.26
05/19	05/15/2019	84679	AT&T	592-558-920.000	177.74
05/19	05/15/2019	84680	Ballard's Plumbing & Heating	592-537-802.000	26,606.00
05/19	05/15/2019	84681	Baytees	101-770-767.000	127.50
05/19	05/15/2019	84681	Baytees	101-770-767.000	138.35
05/19	05/15/2019	84682	Bobcat of Lansing	661-598-931.000	775.59
05/19	05/15/2019	84682	Bobcat of Lansing	661-598-931.000	166.34
05/19	05/15/2019	84683	BREATHING AIR SYSTEMS	101-345-802.000	764.14
05/19	05/15/2019	84684	BUCK'S BODY REPAIR INC.	661-020-142.000	5,105.40
05/19	05/15/2019	84685	Center Point Large Print	271-790-760.000	25.87
05/19	05/15/2019	84686	Char-Em United Way	701-000-230.800	91.75
05/19	05/15/2019	84687	Chemco Products Inc.	592-551-783.000	16,495.00
05/19	05/15/2019	84688	CynergyComm.net Inc.	271-790-850.000	262.77
05/19	05/15/2019	84689	Derrer Oil Co.	661-598-759.000	333.86
05/19	05/15/2019	84690	Dunn's Business Solutions	204-481-751.000	35.62
05/19	05/15/2019	84690	Dunn's Business Solutions	582-593-751.000	35.63
05/19	05/15/2019	84690	Dunn's Business Solutions	582-588-751.000	35.63
05/19	05/15/2019	84690	Dunn's Business Solutions	592-549-751.000	35.63
05/19	05/15/2019	84690	Dunn's Business Solutions	592-560-751.000	35.63
05/19	05/15/2019	84690	Dunn's Business Solutions	661-598-751.000	35.63
05/19	05/15/2019	84691	EJ USA Inc.	592-010-111.000	878.76
05/19	05/15/2019	84692	Emmet Co. Dept of Public Works	101-529-802.000	6,277.30
05/19	05/15/2019	84693	Englebrecht, Robert	101-257-802.100	3,750.00
05/19	05/15/2019	84694	Environmental Resource Assoc.	592-553-802.000	153.35
05/19	05/15/2019	84695	Etna Supply	582-592-775.000	3.00-
05/19	05/15/2019	84695	Etna Supply	101-208-931.000	565.00
05/19	05/15/2019	84695	Etna Supply	592-546-775.000	5,282.77
05/19	05/15/2019	84695	Etna Supply	592-556-775.000	90.00
05/19	05/15/2019	84695	Etna Supply	101-208-931.000	710.00
05/19	05/15/2019	84695	Etna Supply	592-545-775.000	1,276.62
05/19	05/15/2019	84695	Etna Supply	592-010-111.000	1,500.00
05/19	05/15/2019	84695	Etna Supply	592-544-775.000	90.00
05/19	05/15/2019	84695	Etna Supply	592-544-775.000	397.75-
05/19	05/15/2019	84696	Ever-Green Lawn Care	101-770-802.000	250.00
05/19	05/15/2019	84697	Excellent Point	271-790-802.000	300.00
05/19	05/15/2019	84698	Factor Systems Inc.	101-208-803.000	3,226.48
05/19	05/15/2019	84699	FERGUSON ENTERPRISES #2000	592-555-775.000	1,717.99
05/19	05/15/2019	84700	Fishbeck Thompson Carr & Huber	592-560-802.000	1,216.00
05/19	05/15/2019	84700	Fishbeck Thompson Carr & Huber	592-553-801.000	3,255.00
05/19	05/15/2019	84701	Flynn's Trenching Service	101-770-775.000	200.00
05/19	05/15/2019	84702	Freshwater Charch	101-265-970.000	83,073.00
05/19	05/15/2019	84703	Gale/Cengage Learning	271-790-760.000	90.92
05/19	05/15/2019	84704	Galeana's Van Dyke Dodge	661-020-140.000	26,539.75
05/19	05/15/2019	84705	GARDNER DENVER INC.	592-554-802.000	7,277.09
05/19	05/15/2019	84706	Gibby's Garage	101-770-775.000	120.00
05/19	05/15/2019	84707	Ginop Sales Inc.	661-598-931.000	1,101.36
05/19	05/15/2019	84708	Gruler's Farm Supply Inc.	101-773-775.000	38.99
05/19	05/15/2019	84709	Hyde Services LLC	101-754-802.000	1,486.25
05/19	05/15/2019	84710	ICMA-ROTH	701-000-230.900	440.00
05/19	05/15/2019	84711	Ingram Library Services	271-790-760.000	1,944.70
05/19	05/15/2019	84711	Ingram Library Services	271-790-760.100	1,295.01

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05/19	05/15/2019	84711	Ingram Library Services	271-790-760.200	391.03
05/19	05/15/2019	84712	IR Electric Motor Service	592-554-802.000	637.80
05/19	05/15/2019	84713	Lowery Underground Service	582-020-360.000	5,221.75
05/19	05/15/2019	84713	Lowery Underground Service	582-598-802.000	4,651.75
05/19	05/15/2019	84713	Lowery Underground Service	582-586-802.000	4,620.00
05/19	05/15/2019	84713	Lowery Underground Service	582-598-802.000	315.00
05/19	05/15/2019	84713	Lowery Underground Service	582-598-802.000	570.00
05/19	05/15/2019	84713	Lowery Underground Service	582-020-360.000	770.00
05/19	05/15/2019	84713	Lowery Underground Service	582-598-802.000	1,060.00
05/19	05/15/2019	84714	McCardel Culligan	101-770-802.000	8.00
05/19	05/15/2019	84715	MDC CONTRACTING LLC	202-469-775.000	267.00
05/19	05/15/2019	84716	Michigan Officeways Inc.	271-790-751.000	7.07-
05/19	05/15/2019	84716	Michigan Officeways Inc.	271-790-751.000	63.09-
05/19	05/15/2019	84716	Michigan Officeways Inc.	271-790-751.000	122.63
05/19	05/15/2019	84716	Michigan Officeways Inc.	101-268-775.000	142.00
05/19	05/15/2019	84717	Michigan Public Power Agency	582-576-920.000	248,196.95
05/19	05/15/2019	84718	Michigan Water Environment Assoc.	592-560-915.000	75.00
05/19	05/15/2019	84719	North Central Laboratories	592-553-775.000	1,808.67
05/19	05/15/2019	84720	Northern Copy Express Inc.	514-587-884.000	110.00
05/19	05/15/2019	84721	Northern Michigan Hardwoods	101-754-775.000	159.75
05/19	05/15/2019	84721	Northern Michigan Hardwoods	101-770-775.000	479.25
05/19	05/15/2019	84722	Northern Michigan Review Inc.	101-789-802.000	171.18
05/19	05/15/2019	84722	Northern Michigan Review Inc.	101-268-970.000	185.44
05/19	05/15/2019	84722	Northern Michigan Review Inc.	101-400-850.000	63.40
05/19	05/15/2019	84722	Northern Michigan Review Inc.	101-770-850.000	24.75
05/19	05/15/2019	84723	Operations Services	101-268-802.000	360.00
05/19	05/15/2019	84723	Operations Services	101-770-802.000	618.54
05/19	05/15/2019	84724	OTEC Radio Comm. Equipment	661-020-142.000	2,756.02
05/19	05/15/2019	84724	OTEC Radio Comm. Equipment	661-598-932.000	222.41
05/19	05/15/2019	84725	Pauls Meter Testing LLC	582-592-802.000	252.20
05/19	05/15/2019	84726	Peninsula Fiber Network LLC	271-790-850.000	150.00
05/19	05/15/2019	84727	Pioneer Manufacturing Co.	101-756-985.000	533.50
05/19	05/15/2019	84728	Plunkett Cooney	101-266-802.000	2,310.00
05/19	05/15/2019	84728	Plunkett Cooney	101-266-802.000	3,250.00
05/19	05/15/2019	84728	Plunkett Cooney	101-257-802.000	1,447.50
05/19	05/15/2019	84728	Plunkett Cooney	101-266-802.000	8,370.00
05/19	05/15/2019	84728	Plunkett Cooney	101-266-802.000	1,207.93
05/19	05/15/2019	84728	Plunkett Cooney	204-481-802.000	1,207.93
05/19	05/15/2019	84728	Plunkett Cooney	582-588-802.000	1,207.93
05/19	05/15/2019	84728	Plunkett Cooney	592-549-802.000	1,207.93
05/19	05/15/2019	84728	Plunkett Cooney	592-560-802.000	1,207.93
05/19	05/15/2019	84728	Plunkett Cooney	101-266-802.000	13,133.80
05/19	05/15/2019	84729	POLICE AND FIREMEN'S INSURANCE	701-000-230.185	307.79
05/19	05/15/2019	84730	Power Line Supply	582-592-775.000	144.96
05/19	05/15/2019	84730	Power Line Supply	582-592-775.000	32.95
05/19	05/15/2019	84730	Power Line Supply	582-586-775.000	35.20
05/19	05/15/2019	84730	Power Line Supply	582-010-111.000	1,530.00
05/19	05/15/2019	84730	Power Line Supply	582-010-111.000	248.97
05/19	05/15/2019	84730	Power Line Supply	582-593-785.000	2,190.00
05/19	05/15/2019	84730	Power Line Supply	204-481-767.000	16.00
05/19	05/15/2019	84731	PRESQUE ISLE DISTRICT LIBRARY	271-790-955.000	34.98
05/19	05/15/2019	84732	Range Telecommunications	582-593-850.000	50.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
05/19	05/15/2019	84732	Range Telecommunications	204-481-850.000	50.00
05/19	05/15/2019	84732	Range Telecommunications	592-549-850.000	75.00
05/19	05/15/2019	84732	Range Telecommunications	592-560-850.000	75.00
05/19	05/15/2019	84732	Range Telecommunications	101-756-850.000	23.60
05/19	05/15/2019	84732	Range Telecommunications	661-598-850.000	23.60
05/19	05/15/2019	84733	Root Mechanical LLC	592-558-802.000	3,895.00
05/19	05/15/2019	84734	Sanisweep Inc.	202-466-802.000	3,920.00
05/19	05/15/2019	84734	Sanisweep Inc.	203-466-802.000	4,000.00
05/19	05/15/2019	84734	Sanisweep Inc.	202-149-802.000	2,457.00
05/19	05/15/2019	84735	Scholastic Inc.	271-790-760.100	67.79
05/19	05/15/2019	84736	Shred-It USA	101-268-775.000	465.12
05/19	05/15/2019	84737	Sign & Design	204-481-767.000	55.00
05/19	05/15/2019	84737	Sign & Design	582-588-767.000	27.50
05/19	05/15/2019	84737	Sign & Design	592-549-767.000	27.50
05/19	05/15/2019	84738	Solutions Electric Inc.	101-773-802.000	1,610.00
05/19	05/15/2019	84739	SPARTAN DISTRIBUTORS INC.	661-598-931.000	87.19
05/19	05/15/2019	84740	Spectrum Business	582-593-850.000	35.10
05/19	05/15/2019	84741	Swank Movie Licensing USA	271-790-958.100	513.00
05/19	05/15/2019	84742	Teledyne Instruments Inc.	592-554-775.000	230.00
05/19	05/15/2019	84743	Temperature Control Inc.	592-554-802.000	785.50
05/19	05/15/2019	84744	Trace Analytical Laboratories LLC	592-553-802.000	543.40
05/19	05/15/2019	84745	Trophy Case, The	101-756-880.000	35.00
05/19	05/15/2019	84745	Trophy Case, The	271-790-752.000	12.00
05/19	05/15/2019	84746	True Pest Control	592-554-802.000	1,095.00
05/19	05/15/2019	84747	Verizon Wireless	101-345-850.000	59.48
05/19	05/15/2019	84747	Verizon Wireless	592-549-850.000	1.04
05/19	05/15/2019	84747	Verizon Wireless	582-588-850.000	10.29
05/19	05/15/2019	84747	Verizon Wireless	101-345-850.000	36.01
05/19	05/15/2019	84747	Verizon Wireless	101-770-850.000	36.01
05/19	05/15/2019	84747	Verizon Wireless	101-773-850.000	107.22
05/19	05/15/2019	84747	Verizon Wireless	101-789-850.000	106.27
05/19	05/15/2019	84747	Verizon Wireless	101-345-850.000	1,606.48
05/19	05/15/2019	84747	Verizon Wireless	101-345-850.000	79.93
05/19	05/15/2019	84747	Verizon Wireless	592-538-850.000	80.04
05/19	05/15/2019	84748	Emmet Brick & Block Co.	248-540-882.180	100.54
05/19	05/15/2019	84748	Emmet Brick & Block Co.	204-444-802.000	4,317.40
05/19	05/15/2019	84748	Emmet Brick & Block Co.	101-265-775.000	65.52
05/19	05/15/2019	84748	Emmet Brick & Block Co.	101-773-931.000	20.25
Grand Totals:					832,293.92

Report Criteria:

Check.Date = 05/02/2019-05/15/2019

Check Number	Date	Name	GL Account	Amount
84584	05/08/2019	Beattie, David	582081642300	850.00
84585	05/08/2019	Dodge, Samantha	582040285000	55.36
84586	05/08/2019	Fisher, Bethany	101756808120	60.00
84587	05/08/2019	Gasco, Ashlee	582040285000	33.62
84588	05/08/2019	Merschback, Jacob & Lacey	582040285000	22.14
84589	05/08/2019	Morley, Allen	582040285000	3.88
84590	05/08/2019	Nagoya Japanese Restaurant	582040285000	1,582.16
84591	05/08/2019	Northfield Restaurant Corp. #1016	582040285000	2,223.66
84592	05/08/2019	Tang, Jie	582040285000	13.03
84660	05/15/2019	Amacher, Judith	101090644030	724.00
84661	05/15/2019	Dayton, Bradley	582081642300	32.73
84662	05/15/2019	Green, Monica L.	582588803000	300.00
84663	05/15/2019	Greenwald, Keith	582588803000	50.00
84664	05/15/2019	Group Five Hundred	582040285000	63.91
84665	05/15/2019	John Young	101756808120	60.00
84666	05/15/2019	Recker Electric LLC	582-588-803.000	2,416.00
84666	05/15/2019	Recker Electric LLC	582-588-803.000	2,416.00
84666	05/15/2019	Recker Electric LLC	582-588-803.000	576.00
84666	05/15/2019	Recker Electric LLC	582-588-803.000	1,574.51
Grand Totals:				13,057.00



BOARD: City Council

MEETING DATE: May 20, 2019

PREPARED: May 16, 2019

AGENDA SUBJECT: Appointment Recommendations

RECOMMENDATION: That the City Council consider these appointments

Background City Council discussed the creation of a local historic district study committee at the March 4, 2019 meeting. A local historic district for downtown has been a recommendation in the plans for Downtown Petoskey since 2007 and the 2018-2022 Downtown Strategic Plan has a recommended action of:

Advocate for the creation of a Downtown Local Historic District and coordinate the process of creating the design review board.

Process The first step in the process of creating a local historic district is for City Council to appoint a Local Historic District Committee. This Committee is charged with doing research on downtown's historic resources and preparing a report that then goes through a review process before being submitted to City Council. City Council then decides whether or not to approve the local historic district and create a Local Historic District Commission. Membership on the Study Committee does not imply membership on the Commission.

Appointments The City Council will be asked to consider the following appointments to the Local Historic District Study Committee as recommended by the Mayor:

- Ann Ingalls, 4600 Brubaker Road
- Paul Krecke, 317 ½ East Mitchell Street
- Rick Neumann, 610 Grand Avenue
- Jennifer Shorter, 7017 Stanley Court
- Reginald Smith, 515 Lockwood Avenue



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 20, 2019

PREPARED: May 16, 2019

AGENDA SUBJECT: Second Reading of an Ordinance to Amend Section 201 and Replace Section 1712 of the Code of Ordinances, Appendix A Zoning

RECOMMENDATION: That City Council adopt proposed ordinance

Background On May 6, 2019, an ordinance to amend Section 201 and replace Section 1712 Appendix A concerning fences was introduced with no action taken. This is the second reading of the proposed ordinance which can now be approved by City Council.

The Planning Commission has been reviewing fence regulations for several months following a request for consideration of front-yard garden fencing. Based on the input received from the joint City Council-Commission meeting on January 28 (minutes enclosed), the language was further modified to only address corner-front yards.

Summary The language revises the language in Section 1712, moving existing definitions and adding new definitions to Section 201, and allowing decorative fences (as defined) in corner-front yards only. The illustration Figure 1712 is also updated.

New or modified definitions:

Corner-front yard: the secondary street-fronting yard of a corner lot not included in the property address.

Fence: A constructed barrier erected to enclose, screen, or separate parcels.

Fence, Decorative: A fence, no more than 3 ½ feet (42 inches) in height measured from the established grade to the top of the highest fence post, no less than 50% open, and intended primarily as an ornament or accent on a parcel such as a picket, wrought iron, split rail or similar material. Chain link (with or without vinyl covering), wire mesh, wood stockade, and snow fencing shall not be considered decorative fencing.

Fence, Living: A hedge or row of bushes planted with the purpose of screening a yard.

Fence, Privacy, Screening, Security: a fence no more than six (6) feet in height intended primarily to screen or provide security to property.

Recommendation Staff recommends that City Council conduct a second reading and adopt the proposed ordinance.

at
Enclosures

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 201 AND REPLACE SECTION 1712 OF
APPENDIX A, ZONING ORDINANCE, OF THE PETOSKEY CODE OF ORDINANCES**

The City of Petoskey ordains:

1. **Section 201 of Appendix A to the Petoskey Code of Ordinances is hereby amended to add the following definitions:**

Corner Clearance: Any obstruction within the vision triangle that is more than two (2) feet higher than the street midpoint.

Corner-front yard: the secondary street-fronting yard of a corner lot not included in the property address.

Fence: A constructed barrier erected to enclose, screen, or separate parcels.

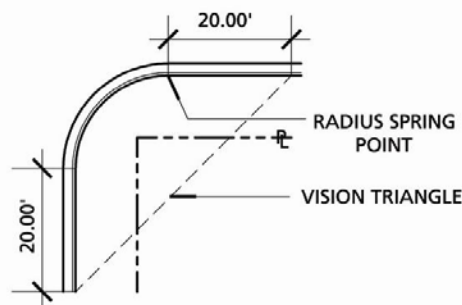
Fence, Decorative: A fence, no more than 3 ½ feet (42 inches) in height measured from the established grade to the top of the highest fence post, no less than 50% open, and intended primarily as an ornament or accent on a parcel such as a picket, wrought iron, split rail or similar material. Chain link (with or without vinyl covering), wire mesh, wood stockade, and snow fencing shall not be considered decorative fencing.

Fence, Living: A hedge or row of bushes planted with the purpose of screening a yard.

Fence, Privacy, Screening, Security: a fence no more than six (6) feet in height intended primarily to screen or provide security to property.

Vision Triangle: the area at an intersection formed by extending a straight line 20 feet along the back of each curb from its radius spring point and connecting these two points (See Figure 8).

FIGURE 8



2. **Section 1712 of Appendix A to the Petoskey Code of Ordinances is hereby repealed and replaced with the following:**

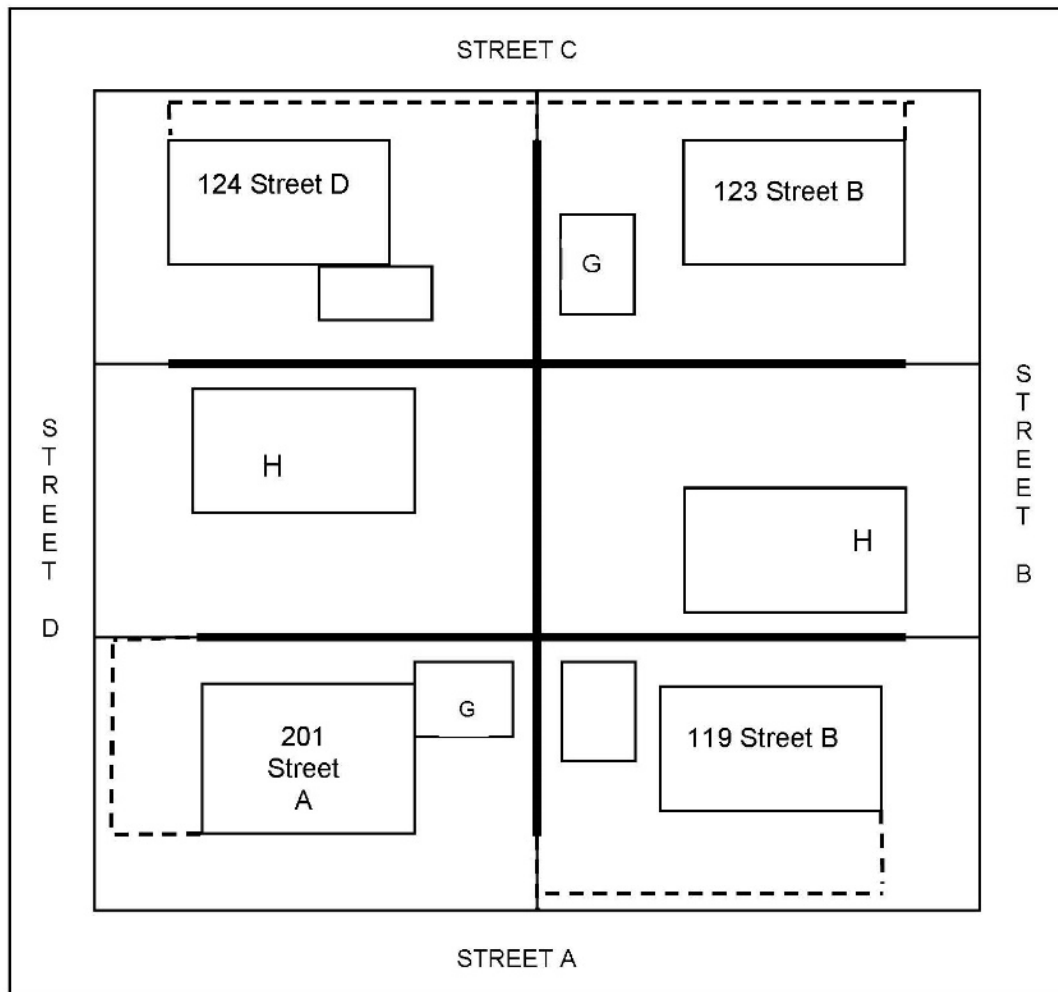
Sec. 1712. Fences (Single and two-family residential).

All fences shall require a zoning compliance permit issued by the Zoning Administrator and shall comply with the following regulations and requirements.

1. Location (see Figure 1712)
 - a. Corner-Front Yard. Only decorative and living fences are allowed within a corner-front yard with a minimum setback of two (2) feet from the street-fronting property line.
 - b. Side and Rear Yards. Fences may be placed up to a lot line in side and rear yards.
 - c. Fences shall be located so as to not obstruct corner clearance or vision of motorists exiting driveways.
 - d. No fence shall be placed within the City right-of-way and if so placed shall be removed at the owner's expense.
 - e. Underground electric fences shall be set a minimum of five (5) feet from a front or corner-front property line.
2. Height and Design Restrictions.
 - a. Side and rear-yard fences shall not exceed six (6) feet in height and shall not extend beyond the principal structure into a front yard.
 - b. Corner-front yard decorative fences shall not exceed 3 ½ feet (42 inches) in height and shall not obstruct vision to an extent greater than fifty (50) percent of total area.
 - c. Chain link fences are only allowed in rear and side yards.
 - d. Living fences shall not exceed three (3) feet in height in a corner-front yard, shall be placed so that growth is kept at least two (2) feet from the property line, and shall not contain invasive species.
 - e. Fences that enclose public or institutional parks, playgrounds, or public landscaped areas, situated within an area developed with recorded lots shall not exceed eight (8) feet in height, measured from the surface of the ground.
 - f. Fences may be placed on retaining walls, berms or similar features with the fence height to be measured from the established grade.
 - g. All fences shall have the finished side facing the adjacent property or public right-of-way.
3. Maintenance of nuisances

Fences shall be maintained so as not to endanger life or property. Any fence which, through lack of repair, type of construction, or otherwise, endangers life or property is hereby deemed a nuisance per Chapter 13 of the Petoskey Code of Ordinances.

Figure 1712



- In a corner-front yard only decorative fences, maximum 3 ½ feet in height, 50% open or living fence, maximum 3 feet in height allowed two (2) feet from property line
- Maximum 6 Ft. Fence Allowed

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

4. **Repeal; Savings Clause.**

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

5. **Severability.**

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

6. **Effect.**

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

Adopted, enacted and ordained by the City of Petoskey City Council this _____ day of _____ 2019.

John Murphy
Its Mayor

Alan Terry
Its Clerk



PLANNING COMMISSION AND CITY COUNCIL

January 28, 2019

A special joint Planning Commission and City Council meeting was held in the City Hall Council Chambers, Petoskey, Michigan, on Thursday, January 28, 2019. Roll was called at 5:30 P.M. and the following were:

Present: John Murphy, Mayor
Kate Marshall
Suzanne Shumway
Grant Dittmar
Lindsey Walker

Emily Meyerson, Chairperson
Dana Andrews
Cynthia Linn Robson
Rick Neumann
Ted Pall
Eric Yetter

Absent: Betony Braddock
Dean Burns

Others: Jonathan Scheel, 506 N Division
Michael Shumway, 907 Lindell Ave

Staff: Rob Straebel, City Manager
Amy Tweeten, City Planner

Planning Commission Chairperson Meyerson provided background on why the Commission had requested the meeting, the role of the Planning Commission according to the Planning Enabling Act and Zoning Enabling Act, specifically in regard to holding public hearings on zoning ordinance amendments. She explained that the ways ordinance changes are initiated will vary from the City Council requesting a change, to the public bringing issues forward, to addressing community issues proactively.

Fence regulations

Chairperson Meyerson explained that the discussion stemmed from issues brought forward by residents regarding garden fences, but also the number of variance requests for front yard fences. The issue had been extensively discussed before and the Commission had reviewed the past minutes and background information provided, but given the issue of gardens and the ZBA direction to the variance applicant to approach the Planning Commission, the Commission took the issue up again, drafted language and held a public hearing. The Commission wanted to discuss the language with Council and hear concerns to make a better ordinance before making a recommendation.

Council members asked how many variance requests there had been, how the 50% open was calculated and its significance, how many people attended the public hearing, how fence maintenance would be enforced.

Staff responded that there had been at least two corner-front yard fence variance denied, but at least three approved. Fences pre-existing the ordinance as well as fences granted through variances add to the confusion. The 50% is calculated by amount of solid versus open area – if a picket fence had pickets the same width as the opening. There had been two people who spoke at the public hearing, both of whom had installed fencing for garden purposes.

Council members further commented that there is a concern with front yard fence aesthetics creating a disunity in the landscape; that if front yard fences are to be allowed they should be 6 feet all around and solid; that enforcement is an issue as there is no enforcement officer; that government should not be regulating aesthetics; that there is a concern with corner yards; that deer can jump a five foot fence and repellent is effective for gardens; that there is a community garden that can be used rather than fencing a front yard; and that the social media campaign regarding the garden fencing had been effective and the process of bringing issues forward had worked.

Commissioners commented a 42" fence is more welcoming than a six foot solid fence, that many ordinances had been looked at to come up with proposed language, that there are a lot of existing fences on Lockwood Avenue and they are maintained and attractive, that enforcement is an issue every time an ordinance is adopted because enforcement is complaint driven, that with all the research done there was not another community found that didn't allow front yard fences, that allowing corner front yard fences allows more use of property on a corner lot, that regulating fencing is important as it contributes to a community sense of place and openness.

Staff noted that while it is being addressed as a fencing issue, the Commission discussed the front yard gardens in the context of urban agriculture and whether it is something we want to encourage for community sustainability purposes.

At this time the meeting was opened to public comment. Jonathan Scheel, 506 N. Division Road, commented that he had a concern about front yard garden fences and did not support the use of chicken wire as an allowed material. Michael Shumway, 907 Lindell raised a concern about dogs enclosed in front yards and that there should be a greater setback for this reason.

Accessory Dwelling Units

Staff explained that this was a topic initiated by the Commission as one of many ways to allow the creating of housing, and that there was not consensus by the Commission which is why input of Council is wanted before continuing discussion.

Commissioners noted the concerns of ADUs becoming vacation rentals, particularly if state legislation passes that prohibits regulation of short-term rentals; that enforcement again becomes an issue and that there are incentives for people to not comply; that they allow an increase in density where people want to live and provide options; that while there is a need for housing, there is too much of a concern about them becoming vacation rentals; that given cost of construction there won't be a sudden increase in requests but that it is a tool that a lot of communities are using.

Council members asked about the current vacation rental regulations and whether a business can be put in an accessory building; stated that there is a cost to neighbors if another unit is put in a backyard; that young people are in favor of ADUs but there would be enforcement issues; that this is just a tool to address housing needs and not a complete solution and that the role of government

in the housing crisis is to eliminate barriers which allowing ADUs would accomplish; that it is an important issue and if the owner were on the premise it would be less likely to bring the neighborhood down; that a pilot program is an interesting idea; and that addressing the neighborhood character and enforcement is needed.

Commissioners commented that they had not discussed minimum lot size but that there may be a way to develop ordinance language that is sensitive to neighborhood character.

The public was invited to comment. Johnathan Scheel stated he was in support of ADUs and that Charlevoix has an enforcement officer to address the ordinance issues that were raised.

The consensus was that the Commission should continue its discussion of ADUs.

The meeting adjourned at 7:30 p.m.

Minutes reviewed by Dana Andrews, Vice Chair/Secretary



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 20, 2019

PREPARED: May 15, 2019

AGENDA SUBJECT: City Manager Performance Evaluation Form Discussion

RECOMMENDATION: That the City Council discuss and give direction on how to move forward

Background At the May 6, 2019 City Council meeting, Council members directed the City Manager to bring forth examples of performance evaluation forms specifically for a city manager position. To this end, the City Manager found no shortage of performance evaluation forms through MML, ICMA, National League of Cities and on a listserve through the Michigan Municipal Executives (MME).

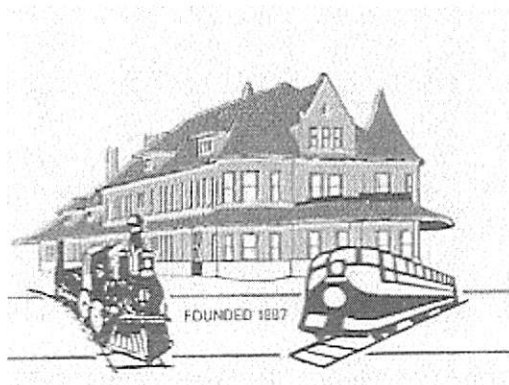
Enclosed are 9 examples of performance evaluation forms for your discussion. Each example has been issued a number in the upper right hand corner for easy reference when discussing. Enclosed is a "Yes or No" rating sheet to expedite the selection process. Also enclosed is the current city manager performance evaluation.

Action General discussion on performance evaluation forms. City Council could select an evaluation form at this meeting or could direct City staff to do further research.

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Enclosures

City Manager Performance Evaluation Rating Sheet

	Yes	No
1. Manager Performance Evaluation Durand		
2. City of Richmond, MI 2013 City Manager Evaluation Form		
3. Sample Manager Performance Evaluation		
4. City of Temple Terrace City Manager Evaluation		
5. City of Sparks City Manager Annual Performance Evaluation		
6. City Manager Evaluation-Bonner Springs		
7. Covington City Manager Evaluation Template		
8. City of Olathe Manager Performance Review		
9. Village of Dimondale Performance Evaluation		



ANNUAL
CITY MANAGER
PERFORMANCE
EVALUATION
2015

Evaluation Instructions

This evaluation is an annual critical look at the performance of the City Manager. This is also an introspective look at the relationship between the City Council and the City Manager; a communication and an opportunity on the part of the City Council to align expectations. It is an opportunity to re establish the goals and objectives for the City of Durand. It should be a positive exchange and learning process for both parties.

Responsibilities

To provide an accurate evaluation, all City Council members should keep personal notations on a minimum of a monthly basis so as to be able to refresh individual memories at the time the annual evaluation process begins. These personal notations should not be shared with other members of the City Council. In order to meet the objectives of a fair and unbiased evaluation it is important to have evaluations from all members.

Forms and Process

The following evaluation will consist of several categories for which the City Manager is responsible or has regular involvement. A ten-point assessment scale is provided in order to provide a numerical value to each question and/or category. A score of 1 would be unsatisfactory while a score of 5 would be exceptional.

Evaluations will be signed and should be completed independently. Comments in the comment area should be used to support numerical point assessments. All evaluations will be submitted to the Mayor for tabulation. After tabulation, a meeting will be set for an oral evaluation based on written evaluations. This meeting will be closed session at the request of the City Manager. It is hoped that a positive free flowing oral discussion will provide the City Manager with the direction of the City Council for the future.

To aid in the discussion of the evaluation, the City Manager will use the same form for a self-evaluation. The City Manager's self-evaluation will be completed and given to the Mayor prior to the evaluation forms being sent to the City Council. Each member of the City Council will receive the City Manager's self-evaluation and Job Description, along with a blank evaluation form to be completed and returned to the Mayor for tabulation. The City Manager's self-evaluation will be returned at the time of the evaluation meeting.

The Mayor will provide a Tabulation Summary Page to the City Manager and each member of the City Council. This page will include individual council members (but not identified by name) scoring, as well as a combined score of the board. Also on this page will be the City Manager's self evaluation score. Additionally, there will be a summary of notations, listed by question categories, or City Council comments. After the oral evaluation, the Tabulation Summary, subject to changes by the Council at the evaluation, will be kept as a permanent record. The evaluations themselves will be destroyed.

There are no perfect evaluations but this should be a thoughtful, sensitive, positive and effective attempt to move forward the needs of the City of Durand.

CITY OF DURAND CITY MANAGER EVALUATION

RATING:

1. Unsatisfactory
2. Needs strengthening
3. Satisfactory Performance
4. Good Performance
5. Outstanding Performance

COMPILED RATE:
MANAGER SELF RATE:

Organizational Management	RATING				
	1	2	3	4	5
1. Provides that the organization does not violate agreement or appropriate established board procedures.					
2. Plans and organizes ongoing programs and services to the City Council.					
3. Plans and organizes areas of concern brought to the attention of the City Manager by the City Council or responses to public requests.					
4. Evaluates new and innovative technology as it may relate to areas of concern in the improvement of the City.					
COMMENTS/SUGGESTIONS:					
Fiscal Management	RATING				
	1	2	3	4	5
1. Includes the Mayor and City Council in preparations of the annual budget.					
2. Plans and prepares the annual budget with the input of the Mayor and the City Council with documentation and full explanation of the annual budget.					
3. Administers the adopted budget within the framework of the approved revenues and expenditures.					
4. Plans and provides for a system of reports, as requested, for the City Council to evaluate expenses and revenues.					
5. Prepares and presents to the City Council appropriate budgetary transfers, as necessary.					
6. Plans and provides for necessary information for the City Council which requires bonding or borrowing of funds for long term projects.					

7. Plans for, organizes and supervises the most economical utilizations of manpower, materials and equipment for City services.					
8. Plans and provides for future economical growth in relationship to projected revenues and expenditures.					
COMMENTS/SUGGESTIONS:					
Intermediate and Long Range Planning					
	1	2	3	4	5
1. Plans and organizes a process of program planning in anticipating the future of the City.					
2. Plans and organizes maximum utilization and maintenance of City owned equipment					
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.					
4. Has a vision of the future for the City of Durand and shares that vision with the City Council and the public.					
5. Keeps the Mayor and City Council aware of new or impending legislation, potential grants and developments in the public policy, which may have an impact on the city.					
6. Maintains knowledge of new technologies, systems and methods that may enhance the City's economics.					
7. Carries out intermediate and long range planning concerns approved by the City Council.					
COMMENTS/SUGGESTIONS:					

Intergovernmental Relationships	RATING				
	1	2	3	4	5
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.					
2. Maintains communication with governmental jurisdictions in area of service that improves or enhances City programs					
3. Initiates communication with other governmental entities or outside parties, which the City may be involved with or become involved.					
4. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.					
5. Willingness to participate with other governmental entities in sharing resources or equipment.					
COMMENTS/SUGGESTIONS:					
Relationship with the Public	RATING				
	1	2	3	4	5
1. Ensures that an attitude and feeling of helpfulness, courtesy and sensitivity to perception exist in employees coming in contact with the public.					
2. Establishes and maintains an image of the City of Durand to the community that represents service, enthusiasm and professionalism.					
3. Establishes and maintains a liaison with private organizations, service groups or individuals involved in areas of concern that relate to the service or activities of the City.					
4. Promote and provide information to public inquiries regarding activities, services or potential employment development with the City.					
COMMENTS/SUGGESTIONS:					

Management of Employees and Relationship	RATING				
	1	2	3	4	5
1. Plans, organizes and maintains training of employees through in-house training or outside training.					
2. Maintains regular staff meetings.					
3. Maintains contact and professional interaction with subordinates at all levels of the organization.					
4. Ability to appropriately motivate and discipline employees for peak performance.					
5. Equitably handles problem of grievances among subordinate employees.					
6. Maintains an organization that is efficient, helpful and courteous to the public and to the employees.					
7. Provides for annual evaluation of all employees.					
COMMENTS/SUGGESTIONS:					

Relationship with City Council	RATING				
	1	2	3	4	5
1. Maintains effective communication, both verbal and written with the City Council.					
2. Maintains availability to the City Council.					
3. Provides information needed for City Council action in a timely manner.					
4. Establishes a system of reporting to the City Council the current plans and activities of the City.					
5. Provides for clear presentations to the City Council in the most concise, clear and comprehensive manner possible.					
6. Provides the City Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.					
7. Always prepared to answer questions of the City Council.					
COMMENTS/SUGGESTIONS:					

Professional Development	RATING				
	1	2	3	4	5
1. Is the City Manager viewed with respect as compared to others in Public Administration?					
2. Does the City Manager enthusiastically seek and support professional improvement through pertinent seminars and conferences?					
3. Does the City Manager deal effectively with other governmental managers?					
4. Is the City Manager always interested in learning new techniques or envisioning new ways to conduct business?					
COMMENTS/SUGGESTIONS:					

Personal Characteristics	RATING				
	1	2	3	4	5
1. Imagination: Does the City Manager show originality in approaching problems? Is she able to visualize the implications of various approaches?					
2. Objectivity: Is the City Manager unemotional and unbiased? Does she take a rational viewpoint based on facts and qualified opinions?					
3. Drive: Is the City Manager energetic, willing to spend whatever time is necessary to do a good job?					
4. Decisiveness: Is the City Manager able to reach timely decisions and initiate action?					
5. Attitude: Is the City Manager enthusiastic, cooperative and willing to adapt?					
COMMENTS/SUGGESTIONS:					

OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION:

Signature

Date

CITY OF RICHMOND

Richmond, Michigan Population: 5,735 (2010 Census)
5,747 (July 2012 SEMCOG)

2013 CITY MANAGER EVALUATION FORM

Please rate the City Manager on each of the following criteria using this scale:

4=Very Effective
 3=Effective
 2=Needs Work
 1=Ineffective
 NA=Not Applicable

MANAGER – COUNCIL RELATIONS

1. Informs and advises the Council about the programs, practices, and issues facing the city and keeps the Council informed of the activities operating under the Council's authority.
Score: _____
2. Offers professional advice to the Council on items requiring Council action, with appropriate recommendations based on thorough study, analysis, and expertise.
Score: _____
3. Prepares and submits to the Council recommendations relative to all matters requiring Council action, placing before the Council such necessary and helpful facts, information, and reports as are needed to assist in making informed decisions.
Score: _____
4. Administers the policies established by Council, either personally or through delegation to appropriate staff.
Score: _____
5. Supports all policies of the Council regardless of personal beliefs.
Score: _____
6. Studies concerns and complaints and reports to the Council if action by the Board is necessary.
Score: _____
7. Seeks to implement the Goals and Objectives established by City Council.
Score: _____

8. Accepts responsibility for maintaining liaison between the Council and city staff, working toward a high degree of understanding and respect between staff and the Council.
Score: _____
9. Remains impartial toward the Council, treating all Board members fairly, equally, and with respect.
Score: _____
10. Seeks resolution for the City Council when an honest, objective difference of opinion exists between the City Manager and any or all members of the Council in an earnest effort to resolve such differences.
Score: _____
11. Carries out instructions for the Council without distortion or misinterpretation.
Score: _____
12. Advises, counsels, and assists the Council in timely development of realistic annual community goals.
Score: _____

Comments on Manager Council Relations:

COMMUNITY RELATIONS

1. Cooperates with other community agencies while representing the best interests of the city.
Score: _____
2. Establishes a good working relationship with the news media.
Score: _____
3. Solicits and gives attention to problems and opinions of all groups and individuals.
Score: _____
4. Functions in a manner which leads to mutual respect and support.
Score: _____
5. Participates in city-sponsored community activities and affairs.
Score: _____

6. Is open and sensitive to community concerns and desires about issues facing the city.
Score: _____
7. Strives to build a strong, positive community attitude toward city government.
Score: _____

Comments on Community Relations:

MANAGER-STAFF RELATIONS

1. Develops and executes consistent, fair and fiscally sound personnel procedures and practices.
Score: _____
2. Periodically reviews and reorganizes staffing levels, staff duties, and/or staff responsibilities to take full advantage of the staff's special competencies.
Score: _____
3. Recognizes, develops, and utilizes the leadership abilities of staff.
Score: _____
4. Delegates authority as well as responsibility to staff members appropriate to the position each holds.
Score: _____
5. Provides a program for continuing growth and professional development of department directors that encourages professional improvement.
Score: _____
6. Treats all personnel fairly, without favoritism or discrimination, while insisting on adequate performance of duties.
Score: _____

Comments on Manager Staff Relations:

BUSINESS AND FINANCIAL MATTERS

1. Prepares the detailed annual city budget, interprets the budget, and presents the budget to the City Council for review, modification, and adoption.

Score: _____

2. Administers the budget, once adopted, and keeps expenditures within appropriation limits approved by Council.
Score: _____
3. Analyzes current financial condition of the city and proposes to the Council short-range and long-range financial needs and proposals.
Score: _____
4. Supervises the purchasing and delivery of supplies in a manner which promotes efficiency and provides materials and supplies in a timely fashion.
Score: _____
5. Keeps informed on needs of the city, including plant, facilities, equipment, and supplies.
Score: _____
6. Keeps Council informed of the financial affairs of the city.
Score: _____
7. Supervises overall operations of the city and insists on competent and efficient performance.
Score: _____

Comments on Business and Financial Matters:

PROFESSIONAL AND LEADERSHIP DEVELOPMENT

1. Administers the city in accordance with Michigan statutes and the ordinances, rules, regulations, and policies adopted by the City Council.
Score: _____
2. Reports to the City Council about the status of programs, personnel, and operations of the city.
Score: _____
3. Recommends actions to the City Council.
Score: _____
4. Communicates as liaison between the City Council and city staff.
Score: _____

5. Informs the Council about federal and state laws and current trends and developments in the city management and municipal government.
Score: _____
6. Maintains a current knowledge of developments in city management and municipal government.
Score: _____
7. Promotes positive community relations.
Score: _____
8. Communicates as liaison between the city and community agencies.
Score: _____
9. Articulates city project, program, and operations needs to the City Council and community.
Score: _____
10. Responds to concerns expressed in the community.
Score: _____
11. Involves the community and staff in planning and problem solving for the city.
Score: _____
12. Communicates vision/mission and goals to staff and citizens.
Score: _____
13. Advises the Council on the need for new or revised policies.
Score: _____

Comments on Professional and Leadership Development:

SYSTEM MANAGEMENT

1. Maintains a staff recruitment plan and organizes recruitment of personnel.
Score: _____
2. Insures that personnel policies and collective bargaining agreements are followed.
Score: _____

3. Maintains up-to-date job descriptions for all personnel.
Score: _____
4. Supervises and evaluates department directors.
Score: _____
5. Insures the maintenance of city property and the safety of personnel and property.
Score: _____
6. Monitors any construction, renovation, and demolition of city facilities.
Score: _____
7. Implements policies and programs relating to behaviors and discipline of employees.
Score: _____

Comments on System Management:

GENERAL COMMENTS

STRENGTHS: _____

AREAS OF CONCERN: _____

ADDITIONAL COMMENTS: _____

GOALS FOR NEXT PERIOD: _____

Sample Manager Performance Evaluation¹

Organization: _____

Evaluation period: _____ to _____

Elected Body Member's Name

Each member of the elected body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature _____

Date _____

Elected Body Member's Signature _____

Date Submitted _____

INSTRUCTIONS

This evaluation form presents ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including responses to specific questions and any observations you believe appropriate and pertinent to the rating period.

Please write legibly. Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the elected body to the manager as part of the agenda for the meeting indicated on the cover page.

¹ Adapted from City Manager Performance Evaluation, University of Tennessee Institute for Public Service

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and willingness to adapt

_____ Exhibits mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance, and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Initials _____

2. PROFESSIONAL SKILLS AND STATUS

_____ Maintains knowledge of current developments affecting the practice of local government management

_____ Demonstrates a capacity for innovation and creativity

_____ Anticipates and analyzes problems to develop effective approaches for solving them

_____ Willing to try new ideas proposed by elected body members and/or staff

_____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS WITH MEMBERS OF THE ELECTED BODY

_____ Carries out directives of the body as a whole as opposed to those of any one member or minority group

_____ Sets meeting agendas that reflect the guidance of the elected body and avoids unnecessary involvement in administrative actions

_____ Disseminates complete and accurate information equally to all members in a timely manner

_____ Assists by facilitating decision making without usurping authority

_____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

_____ Implements elected body actions in accordance with the intent of council

_____ Supports the actions of the elected body, both inside and outside the organization, after a decision has been reached

- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the elected body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category
Initials _____

5. REPORTING

- _____ Provides regular information and reports to the elected body concerning matters of importance to the local government, using the charter as guide
- _____ Responds in a timely manner to requests from the elected body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the elected body on matters that are nonroutine and not administrative in nature
- _____ Produces reports that are accurate, comprehensive, concise, and written to their intended audience
- _____ Produces and handles reports so as to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

6. CITIZEN RELATIONS

- _____ Is responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests
- _____ Makes an appropriate effort to maintain citizen satisfaction with services

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Manages the compensation and benefits plan professionally
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category **Initials**

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem solving among the staff members

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Monitors and manages fiscal activities of the organization appropriately

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category **Initials**

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the community
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long-term trends
- _____ Cooperates with other regional, state, and federal government agencies

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the manager to enhance performance?

Initials _____

What other comments do you have for the manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?

Initials _____

CITY OF TEMPLE TERRACE

CITY MANAGER EVALUATION

Purpose of Performance Evaluation

While a performance evaluation is meant to critique the City Manager's performance and what has been accomplished during a given period of time, it is also a communications tool and a learning process whereby the Mayor and City Council and the City Manager can learn more about each other's expectations and where strengths and weaknesses exist in the relationship. Annual evaluations should identify any major differences in direction, miscommunication, or problems before they become critical to the operations of the City of Temple Terrace.

Form/Format

There are no perfect evaluation forms or processes and many systems and approaches are used. A performance evaluation should be a thoughtful, effective, sensitive, and positive process.

This evaluation form consists of seven categories totaling 35 questions related to the City Manager's performance. Each question should receive a numerical score from 1 to 5, with a 1 being weak and a 5 being strong. A comment section is included after each category.

Upon completion, the evaluation should be forwarded to the Mayor for compilation and review with the City Manager.

Relationship With Mayor and City Council

_____ 1. Maintains effective communications, verbal and written, to keep Councilmembers informed of items and events they want and need to be aware of to effectively represent the City.

_____ 2. Provides information to all Councilmembers on an equal basis.

_____ 3. Maintains personal availability to Councilmembers.

_____ 4. Maintains reporting system to Councilmembers of the administration's and staff's current and planned activities.

_____ 5. Plans, organizes, and presents materials for consideration in a clear, comprehensive, and timely manner to enable Councilmembers to make sound decisions.

_____ 6. Effectively communicates with Councilmembers about their concerns and delegates, or follows through, to see that City departments implement appropriate actions.

Comments: _____

Relationship With Employees

1. Maintains positive employee-employer relations and guides people so they work toward common objectives.
2. Effectively selects, trains, and organizes employees.
3. Addresses personnel problems and takes appropriate action when warranted.
4. Maintains an atmosphere in which employees enjoy working for the City.

Comments: _____

Public Relations

1. Ensures that City employees who have public contact demonstrate a perception, attitude, and feeling of helpfulness, courtesy, and sensitivity.
2. Maintains to the public a City image that represents service, vitality, and professionalism.
3. Effectively handles citizen disputes or complaints.
4. Maintains sufficient visibility, identity, and availability in the community.
5. Effectively represents the City Council's positions and policies giving sufficient credit to Councilmembers and assisting in promoting Councilmembers' visibility in the community.

Comments: _____

Intergovernmental Relations

_____ 1. Positively and effectively represents the City and its interests with other governmental jurisdictions or agencies.

_____ 2. Maintains effective communications and relationships with other governmental jurisdictions.

_____ 3. Keeps Councilmembers advised of new and pending legislation and development.

Comments: _____

Financial Management

_____ 1. Plans, organizes, prepares, and presents the annual budget with adequate documentation and support information to enable Councilmembers to make informed fiscal policy decisions.

_____ 2. Controls costs by economically using manpower, materials, and equipment.

_____ 3. Provides a system of reports to Councilmembers with sufficient information on the City's current financial status.

_____ 4. Plans, organizes, and administers the adopted budget within approved revenues and expenditures.

Comments: _____

**Organizational Management
Program Development and Follow-Through**

1. Plans and organizes on-going service delivery systems to assure efficient and effective services to citizens.
2. Plans, organizes, and follows through on work assigned by the City Council so that it is completed with dispatch and efficiency.
3. Plans and organizes work involved in researching City Council's program suggestions and reporting the results of the analyses.
4. Maintains knowledge of current and innovative trends, technologies, and systems provided by local government and incorporates that knowledge into program research and recommendations.
5. Plans and organizes responses to public requests and complaints or areas of concern that are brought to the Manager's attention.
6. Anticipates and recognizes future needs and problems and plans accordingly.
7. Plans and organizes for maximum utilization and maintenance of City-owned facilities and equipment.

Comments: _____

Personal Characteristics

_____ 1. IMAGINATION: Does the Manager show initiative, creativity in dealing with issues or problems and create effective solutions?

_____ 2. OBJECTIVITY: Is the Manager open to City Council's new ideas and suggestions for change with a rational, impersonal viewpoint based on facts and qualified opinions?

_____ 3. DRIVE: Is the Manager energetic and willing to spend the time necessary to do a good job and get the job done?

_____ 4. DECISIVENESS: Is the Manager able to reach timely decisions and initiate action without being compulsive?

_____ 5. ATTITUDE: Is the Manager enthusiastic, cooperative, interested, and flexible when it comes to performing duties?

_____ 6. FIRMNESS: Does the Manager have courage of convictions, being firm when convinced but not stubborn?

_____ 7. COMMUNICATIONS: Does the Manager exhibit the proper skills to be easy to talk to; listen to what is being said; respond in a thoughtful, clear, and pointed manner?

Comments: _____

Summary

Overall

Comments:

Suggestions for New Performance Goals and Objectives

1.

2.

3.

4.

Date

Councilmember Signature



City Manager Annual Performance Evaluation

Summary

The City Manager's evaluation consists of annual evaluation by the City Council, as provided in the City manager's employment agreement.

The purpose of the evaluation process by the City Council is to maintain a strong Council/Manager team by ensuring open and productive communication on an annual basis in a formal way, and on an ongoing basis more informally. During the formal annual review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Council.

The Human Resources Manager is the facilitator for this process, and will gather Council input from each member, then compile them into a comprehensive format for the review discussion. This year, the review discussion is scheduled for July 18, 2005. This is conducted in a closed-door personnel session during the regularly scheduled City Council meeting.

Attached is a form designed to gather Council input. Please utilize this form to rate the City Manager in the areas provided. You may also provide narrative comments, and/or additional information to be considered that is not captured in the format provided. Please submit all information to Chris Syverson, Human Resources Manager by the end of the day Thursday, July 14, 2005.

Rating Criteria

For each performance criteria, please use the following rating scale:

E – Exceeds your expectations.

M – Meets your expectations.

NI – Needs Improvement or attention.

Communication Skills:

_____ Verbal Communication Skills – Good command of oral expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects.

_____ Written Communication Skills – Good command of written expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects through written media.

_____ Presentation Skills – Is able to prepare and present quality presentations using a variety of tools and media; presentations are effective and visually appealing.

Interpersonal Skills/Relationships:

_____ Ability to relate well to others, makes people feel at ease, even in difficult situations.

_____ Is able to gain the trust and confidence of the public; fosters contact and cooperation among citizens and community organizations.

_____ Understands and embraces the concept of interlocal cooperation when appropriate.

_____ Fosters cooperative communication and working relationships with Council.

_____ Has the ability to utilize appropriate media for communication – TV, radio, newspaper, group interaction, individual meetings.

_____ Skilled in negotiation techniques in a variety of scenarios – employee, council, public, interagency.

_____ Demonstrates sensitivity to individuals/groups as appropriate.

_____ Is forthright and honest in all relationships.

Leadership:

_____ Supports and manages in accordance with identified City Values and Mission.

_____ Provides City staff with direction and management according to the high performance government model.

_____ Uses sound judgment in decision making; seeks out all relevant and necessary data, makes decisions in a timely manner.

_____ Directs utilization of City resources effectively.

_____ Directs the City Customer Service initiatives, both internally and externally.

_____ Crises and/or emergencies are handled in an effective, efficient, and professional manner.

_____ Stays current on management practices and techniques.

_____ Actively pursues ways to increase his value to the City.

_____ Consistently supports re-engineering efforts city-wide.

Planning:

_____ Participates with Council and Staff in strategic planning.

_____ Exhibits a forward-thinking approach, both in the short- and long- term.

_____ Utilizes effective project management techniques.

_____ Sets objectives for performance and manages toward those objectives.

_____ Completes projects agreed upon with Council within the given time frame.

Management/Staff

_____ Able to delegate authority, granting proper authority at the proper times; good judge of when and when not to delegate.

- _____ Utilizes a positive approach to direct work efforts of staff.
- _____ Addresses employee issues promptly and effectively, utilizing progressive discipline.
- _____ Encourages and rewards initiative.
- _____ Promotes cohesive teamwork with the City Senior Management Team.

Comments:

In a brief narrative, please describe:

What you are most pleased with in the City Manager's performance.

What areas would you like to see improvement in? Please provide specific suggestions on how the City Manager may improve the areas of concern.

Goals for 2005-2006

City Manager Evaluation

Please rate the city manager using the following scale:

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets Council expectations
4	Exceptional - Generally exceeds Councils expectations
5	Outstanding - Substantially exceeds Councils expectations

Please return your evaluation form to the Mayor as soon as possible.

Supervision

Does the City Manager maintain a standard of respect for department head's ability and encourage their initiative? Does he challenge them to perform at their highest level?	Rating	Comments:
--	--------	-----------

Leadership

Does the city manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?	Rating	Comments:
--	--------	-----------

Execution of Policy

Does he understand the laws and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:
--	--------	-----------

Community Relations

Does the city manager work well with citizens and properly handle their complaints?	Rating	Comments:
---	--------	-----------

Administrative Duties

Does the city manager properly handle his administrative duties?	Rating	Comments:
--	--------	-----------

Economic Development		
Does the city manager work well with developers while protecting the city's interest? Does he work to increase the city's tax base through economic development?	Rating	Comments:

Intergovernmental Relations		
Does the city manager cooperate cordially with neighboring communities and citizens while looking after the interests of Bonner Springs?	Rating	Comments:

City Council Relations		
Does the city manager work well with the city council in making sure there is adequate information available prior to meetings? Is he willing to meet with council members to deal with individual problems and issues?	Rating	Comments:

Planning		
Does the city manager involve himself in the planning process to the correct degree? Does he review the process and look for better ways to handle development activities?	Rating	Comments:

Financial Management / Budget		
Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Does he ensure the city's monies are managed properly?	Rating	Comments:

Additional Comments:

Name of Rater: _____

Date: _____

Consent Agenda Item C-3

Covington City Council Meeting

Date: November 24, 2009

SUBJECT: APPROVE CITY MANAGER EVALUATION TEMPLATE.**RECOMMENDED BY:** City Council**ATTACHMENT (S):**

1. Formerly used "City Manager Performance Evaluation" template
2. Newly revised "City Manager Performance Evaluation" template formatted for City Manager Derek Matheson's 2009 evaluation.

PREPARED BY: Noreen Beaufre, Personnel Manager**EXPLANATION:**

Following their completion of City Manager Derek Matheson's 2008 evaluation utilizing the Attachment 1 "City Manager Performance Evaluation" template, the City Council expressed the desire to have the template revised for 2009 by making the performance measures more comprehensive.

After performing research on other City Manager evaluation templates, the Personnel Manager incorporated additional measures into the template by both adding criteria to existing measures and creating new measures. It was necessary to design a new scoring format to accommodate the additional measures. The Attachment 2 "City Manager Performance Evaluation" template is the result of this effort.

ALTERNATIVES:

1. Direct the Personnel Manager to make additional changes to the revised City Manager evaluation template.
2. Continue to use the City Manager's former and unchanged evaluation template.

Since a revised evaluation template will assist the Council Members in performing a comprehensive evaluation that will provide the City Manager with valuable feedback, the Personnel Manager does not recommend the second alternative.

FISCAL IMPACT:

No fiscal impact will result from either utilizing a revised City Manager's performance evaluation template or continuing to use the former template.

CITY COUNCIL ACTION: ____ Ordinance ____ Resolution X Motion ____ Other

Councilmember _____ moves and Councilmember _____
seconds, to approve the revised City Manager evaluation template.

REVIEWED BY: Acting City Manager

General:

- Rating:** 1 2 3 4 5
 (Marginal) (Outstanding)

Fiscal:

- Rating:** 1 2 3 4 5
 (Marginal) (Outstanding)

30 of 135

INDIVIDUAL QUALITIES

- 1) Creative, anticipative, innovative.
- 2) Skilled at listening and isolating key points or issues.
- 3) Skilled at verbal and written communications.
- 4) Decision-making process indicates fairness and impartiality and is based on logic and reason.
- 5) Remains flexible, objective and receptive to suggestions.
- 6) Effectively mediates and resolves problems, even under strained and unpleasant conditions.
- 7) Universally applies common sense, tact and diplomacy.
- 8) Self-confident; accepts criticism; able to cope with stress and maintain self control.
- 9) Displays enthusiasm for work.
- 10) Demonstrates integrity and loyalty to the City's best interests.

Rating: 1 2 3 4 5
 (Marginal) (Outstanding)

Comments: _____

ACCOMPLISHMENTS

(To be completed in advance by the City Manager and submitted to City Council prior to evaluation)

List several major accomplishments during this past evaluation period:

[illegible]

COUNCIL SUMMARY

SCORING SUMMARY	
<i>Fill in a value in each section CALCULATE TOTALS MANUALLY</i>	Total
Occurrences x Score	Score
x 1	
x 2	
x 3	
x 4	
x 5	
Total Score	
Average Score (Total Score / 9)	

Comments: _____

☐ APPROVED for salary increase:

☐ Next Step in salary range

☐ Other: _____

Effective Date: _____

☐ No salary increase approved at this time

Mayor's Signature: _____ Date: _____



ATTACHMENT 2
CITY of COVINGTON
City Manager Performance Evaluation for: DEREK MATHESON
Performance Period: 2009

I. LEADERSHIP

A. Leadership with Council:

WEAK

STRONG

- | | | | | | |
|--|---|---|---|---|---|
| 1) Maintains consistent availability to Council | 1 | 2 | 3 | 4 | 5 |
| 2) Works with Council Members to facilitate their thoughts and ideas into cohesive policy development | 1 | 2 | 3 | 4 | 5 |
| 3) Possesses the ability to recognize Council direction, despite possible differences from his own advice or views, and successfully executes their policy or directive | 1 | 2 | 3 | 4 | 5 |
| 4) Effectively facilitates key projects, such as the annual budget and goal-setting processes | 1 | 2 | 3 | 4 | 5 |
| 5) Ensures Council Members are thoroughly informed in a timely manner of key plans and activities of the City and staff through City Manager reports, memoranda, and personal briefings..... | 1 | 2 | 3 | 4 | 5 |
| 6) Follows up promptly on Council requests for information or action without having to be reminded..... | 1 | 2 | 3 | 4 | 5 |
| 7) Ensures that all Council Members receive information on an equal basis..... | 1 | 2 | 3 | 4 | 5 |
| 8) Agenda items and supporting documents are appropriate and brought to Council in sufficient time for deliberations | 1 | 2 | 3 | 4 | 5 |
| 9) Council meeting packets are relatively free of errors and omissions..... | 1 | 2 | 3 | 4 | 5 |

Column Totals

SECTION I.A AVERAGE

TOTAL OF ALL COLUMNS:

DIVIDED BY 9 =

I.A. Comments: _____

B. Leadership with Employees:

WEAK

STRONG

- | | | | | | |
|---|---|---|---|---|---|
| 1) Effectively motivates and gains employees' confidence and respect through demonstrated performance and decision making | 1 | 2 | 3 | 4 | 5 |
| 2) Mentors department heads to assist in further developing or maintaining their performance standards..... | 1 | 2 | 3 | 4 | 5 |
| 3) Guides staff so they work together as a team toward common objectives..... | 1 | 2 | 3 | 4 | 5 |
| 4) Delegates responsibilities, and directs work activities of staff so they effectively accomplish City goals | 1 | 2 | 3 | 4 | 5 |
| 5) Effectively cross-communicates between the department heads and Council | 1 | 2 | 3 | 4 | 5 |

Column Totals

SECTION I.B AVERAGE

TOTAL OF ALL COLUMNS:

DIVIDED BY 5 =

I.B. Comments: _____

C. Leadership in the Community:

	<i>WEAK</i>					<i>STRONG</i>				
1) Is respected within the City and makes a positive overall impression by conveying professionalism through respect, courtesy and sensitivity to the public	1	2	3	4	5					
2) Thinks and behaves in a manner that reflects an attitude that client (Council, staff, or citizen) perceptions and satisfactions are key	1	2	3	4	5					
3) Represents the Council's positions and policies accurately and effectively to the public, ensuring Council is given sufficient and appropriate credit.....	1	2	3	4	5					
4) Provides an effective level of responsive and vital customer service, including timely follow through on citizen requests, disputes and complaints.....	1	2	3	4	5					
5) Has generated overall community satisfaction with the City's administrative and service obligations.....	1	2	3	4	5					
6) Maintains visibility and identity in the community through an appropriate level of involvement and communication with community organizations and businesses.....	1	2	3	4	5					

Column Totals										
----------------------	--	--	--	--	--	--	--	--	--	--

SECTION I.C AVERAGE	TOTAL OF ALL COLUMNS:		DIVIDED BY 6 =	
----------------------------	------------------------------	--	-----------------------	--

I.C. Comments: _____

D. Leadership with Other Governmental Entities and News Media:

	<i>WEAK</i>					<i>STRONG</i>				
1) Establishes and maintains a liaison with other governmental jurisdictions, especially with regard to those areas of service that improve or enhance the City's programs	1	2	3	4	5					
2) Maintains effective communications with other governmental jurisdictions with which the City is involved or interfaces.....	1	2	3	4	5					
3) Skillfully and favorably represents the City to the press, radio and television. Often anticipates sensitive topics that may eventually reach the media and initiates communication to minimize potential negative impact to the City	1	2	3	4	5					

Column Totals										
----------------------	--	--	--	--	--	--	--	--	--	--

SECTION I.D AVERAGE	TOTAL OF ALL COLUMNS:		DIVIDED BY 3 =	
----------------------------	------------------------------	--	-----------------------	--

I.D. Comments: _____

II. ORGANIZATIONAL MANAGEMENT

A. General:

	<i>WEAK</i>			<i>STRONG</i>	
1) Ensures that staff provides timely and objective policy information for Council to consider, and manages the staff to implement Council policy decisions	1	2	3	4	5
2) Effectively plans and organizes work resulting either from policies adopted by the City Council or direction given by the City Council, and ensures it is carried out in a timely manner	1	2	3	4	5
3) Oversees on-going programs and services to the City to ensure continued effectiveness, as well as ensuring implementation of new programs adopted by the City Council	1	2	3	4	5
4) Ensures organized responses to public requests and complaints, as well as to concerns brought to the attention of staff by the City Council.....	1	2	3	4	5

Column Totals					
----------------------	--	--	--	--	--

SECTION II.A. AVERAGE	TOTAL OF ALL COLUMNS:		DIVIDED BY 4 =	
------------------------------	------------------------------	--	-----------------------	--

II.A. Comments: _____

B. Fiscal:

	<i>WEAK</i>			<i>STRONG</i>	
1) Possesses sufficient knowledge of financial matters.....	1	2	3	4	5
2) Manages the financial resources of the City to ensure the City maintains a sound financial condition and continues to receive clean audits from the State Auditor's Office.....	1	2	3	4	5
3) Has a good approach to the budget preparation and review processes	1	2	3	4	5
4) Effectively aids the Council in developing a realistic budget that meets the Council's goals.....	1	2	3	4	5
5) Sees to it that the budget is submitted on time	1	2	3	4	5
6) Effective in controlling costs through the economic utilization of manpower, materials, and equipment.....	1	2	3	4	5
7) Provides sufficient information on the current financial status of the City.....	1	2	3	4	5
8) Communicates concerns in a timely manner to the Council regarding issues that may significantly affect the City fiscally in the foreseeable future.....	1	2	3	4	5
9) Oversees the various capital projects of the City to ensure that they are accomplished on time and within budget	1	2	3	4	5

Column Totals					
----------------------	--	--	--	--	--

SECTION II.B AVERAGE	TOTAL OF ALL COLUMNS:		DIVIDED BY 9 =	
-----------------------------	------------------------------	--	-----------------------	--

II.B. Comments: _____

C. Personnel:

	<i>WEAK</i>			<i>STRONG</i>	
1) Effectively selects and places personnel	1	2	3	4	5
2) Assures that every City employee receives a written annual performance review	1	2	3	4	5
3) Evaluates department heads in a consistent and realistic manner	1	2	3	4	5
4) Effectively manages personnel to maintain high staff morale and to minimize the risk of adverse personnel actions or rulings	1	2	3	4	5
5) Normally maintains appropriate work/life balance; encourages same from staff	1	2	3	4	5
6) Appropriately and promptly addresses disciplinary problems; takes action when warranted	1	2	3	4	5

Column Totals					
----------------------	--	--	--	--	--

SECTION II.C AVERAGE	<i>TOTAL OF ALL COLUMNS:</i>		<i>DIVIDED BY 6 =</i>	
-----------------------------	------------------------------	--	-----------------------	--

II.C. Comments: _____

D. Community and Economic Development:

	<i>WEAK</i>			<i>STRONG</i>	
1) Continues to implement improvements to the development process to expedite new development	1	2	3	4	5
2) Provides for an active liaison with the business community to assist in maintaining current businesses and attracting new, targeted businesses to the City	1	2	3	4	5

Column Totals					
----------------------	--	--	--	--	--

SECTION II.D AVERAGE	<i>TOTAL OF ALL COLUMNS:</i>		<i>DIVIDED BY 2 =</i>	
-----------------------------	------------------------------	--	-----------------------	--

II.D. Comments: _____

III. KNOWLEDGE & ADVICE

	<i>WEAK</i>			<i>STRONG</i>	
1) Possesses adequate knowledge of municipal affairs	1	2	3	4	5
2) High quality analysis normally accompanies recommendations	1	2	3	4	5
3) Considers alternatives before making recommendations	1	2	3	4	5
4) Plans ahead, anticipates needs, and recognizes potential problems	1	2	3	4	5
5) Has a good sense of timing when bringing issues to the Council for action	1	2	3	4	5

Column Totals					
----------------------	--	--	--	--	--

SECTION III AVERAGE	<i>TOTAL OF ALL COLUMNS:</i>		<i>DIVIDED BY 5 =</i>	
----------------------------	------------------------------	--	-----------------------	--

III. Comments: _____

IV. PRODUCTIVITY AND QUALITY

	<i>WEAK</i>		<i>STRONG</i>		
1) Council's decisions and directions are implemented and accomplished.....	1	2	3	4	5
2) Invests sufficient time and effort in performing to your expectations.....	1	2	3	4	5
3) Develops and carries out short- and long-term action plans.....	1	2	3	4	5
4) Sets appropriate priorities in work plan and utilization of time	1	2	3	4	5
5) Organizes or assigns work so that it is performed efficiently and effectively.....	1	2	3	4	5
6) Pays sufficient attention to detail to avoid error or having things "slip through the cracks".....	1	2	3	4	5
7) Able to analyze problems or issues to identify causes, reasons, and implications	1	2	3	4	5

Column Totals

SECTION IV AVERAGE

TOTAL OF ALL COLUMNS:

DIVIDED BY 7 =

IV. Comments: _____

V. COMMUNICATION

	<i>WEAK</i>		<i>STRONG</i>		
1) Skilled at verbal and written communications—they are thoughtful, clear, and to the point.....	1	2	3	4	5
2) Skilled at listening and isolating key points or issues	1	2	3	4	5
3) Easy to talk to	1	2	3	4	5
4) Shows sensitivity to the concerns of others.....	1	2	3	4	5

Column Totals

SECTION V AVERAGE

TOTAL OF ALL COLUMNS:

DIVIDED BY 4 =

V. Comments: _____

VI. INDIVIDUAL QUALITIES

	WEAK		STRONG		
1) Personality is generally well-suited to effectively perform his or her duties	1	2	3	4	5
2) Creative, anticipative and innovative when dealing with issues, problems and unusual situations	1	2	3	4	5
3) Decision-making process indicates fairness and impartiality and is based on logic and reason.....	1	2	3	4	5
4) Remains flexible, objective and receptive to suggestions and new ideas or change; able to alter his approach to fit new situations.....	1	2	3	4	5
5) Effectively mediates and resolves problems, even under strained and unpleasant conditions	1	2	3	4	5
6) Universally applies common sense, tact and diplomacy	1	2	3	4	5
7) Self-confident; accepts criticism	1	2	3	4	5
8) Able to cope with stress; maintains self control and composure, even under pressure	1	2	3	4	5
9) Displays interest and enthusiasm in performing his duties	1	2	3	4	5
10) Demonstrates integrity, loyalty and honesty	1	2	3	4	5
11) Generally creates or encourages an atmosphere in which employees can enjoy working for the City	1	2	3	4	5

Column Totals

SECTION VI AVERAGE

TOTAL OF ALL COLUMNS:

DIVIDED BY 11 =

VI. Comments: _____

VII. ACCOMPLISHMENTS

This section will be completed in advance via memorandum by the City Manager listing several major accomplishments achieved during this past evaluation period. The Personnel Manager will provide it to the Council prior to their completion of this evaluation.

SECTION VII SCORE:

WEAK STRONG
1 2 3 4 5

VII. Comments: _____

SCORING & COMMENTS SUMMARY

SCORING SUMMARY		
Fill in a value in each section <i>CALCULATE TOTALS MANUALLY</i>		
SECTION		AVERAGE SCORES
I. Leadership:	A. w/Council	
	B. w/Employees	
	C. w/Community	
	D. w/Govt Entities & Media	
II. Organizational Mgt:	A. General	
	B. Fiscal	
	C. Personnel	
	D. Community & Ec Dev	
III. Knowledge & Advice		
IV. Productivity & Quality		
V. Communication		
VI. Individual Qualities		
VII. Accomplishments		
Grand Total of Average Scores		
Overall Average Score (<i>Grand Total of Average Scores divided by 13</i>)		

Overall Summary Comments: _____

☐ APPROVED for salary increase:

☐ No salary increase approved at this time

☐ Next Step in salary range

☐ Other: _____

Effective Date: _____

Mayor's Signature: _____ Date: _____

City of Olathe Manager Performance Review

Employee Name:

Job Title:

Performance Review Period:

Rater Name:

Job Title:

PART I – MANAGER COMPETENCY ASSESSMENT

- A. Operating your core business:** Successfully directs the work of staff by setting clear objectives and measures, monitors progress and results, and conducts timely and meaningful performance appraisals; leads by example; exhibits good judgment and decision making regarding organizational and political issues; communicates effectively; steps up to conflict and is able to resolve issues.

☐

☐

☐

☐

☐

**Needs
Improvement**

**Meets
Expectations**

**Exceeds
Expectations**

Comments:

- B. Alignment with City's vision/values/mission:** Communicates the City's vision, values and mission throughout the organization; inspires and motivates others to

share in our vision, values and mission and work toward their achievement; direct the setting of organizational and division goals and priorities that align with the vision, values and mission; model appropriate behavior in decision-making by aligning to vision, values and mission; speaks directly and frequently to employees about vision, values and mission.

☐ ☐ ☐ ☐ ☐

**Needs
Improvement**

**Meets
Expectations**

**Exceeds
Expectations**

Comments:

- C. Alignment with the City's Strategic Plan:** Communicates the City's strategic plan throughout the organization; directs the setting of organizational goals and priorities that align with the City's strategic plan; models appropriate behavior in decision-making by aligning to the strategic plan; actively participates in the SPIG process.

☐ ☐ ☐ ☐ ☐

**Needs
Improvement**

**Meets
Expectations**

**Exceeds
Expectations**

Comments:

D. Core Behavioral Competencies: Recognizing that mutual trust and respect are the keys to success, the following core behavioral competencies establish the foundation of the working relationship among members of the City of Olathe's management team.

1. Customer Service (internal/external) – Together we will foster a creative and supportive environment that inspires service excellence. To that end we will be committed to:

- establishing and maintaining effective relationships with customers in order to gain their trust and respect;
- convening dialogue in order to understand the expectations and requirements of our customers;
- being able to convey a clear commitment to customer-focused service and acting with customers in mind; and
- providing a method for first-hand input from customers and for the use of that information for process improvements that enhance service delivery.
- 100% of employees attend STREAM training

☐

☐

☐

☐

☐

**Needs
Improvement**

**Meets
Expectations**

**Exceeds
Expectations**

Comments:

2. Integrity/Trustworthiness – Together we will be governed by our integrity and trustworthiness. To that end we will be committed to:

- actions and behavior that would cause us to be widely trusted and seen as honest and sincere;
- practicing ethical standards for our business area that are consistent with our organizational values;
- fostering trusting relationships among the management team, the leadership team, the City Council and the wider community;
- respecting confidentiality and maintaining confidences;
- presenting all facets of the truth in an appropriate and helpful manner;
- making decisions which are rooted in a loyalty to public service and to the community;

- taking responsibility for actions taken within our area of responsibility and readily admitting mistakes; and
- not misrepresenting ourselves for personal gain.

☐ ☐ ☐ ☐ ☐

**Needs
Improvement**

**Meets
Expectations**

**Exceeds
Expectations**

Comments:

3. Communication – Together we will foster a work environment where staff feels motivated and valued. To that end we will be committed to:

- using various methods of communication to effectively provide and receive information, direction and feedback throughout the organization;
- creating an environment that promotes understanding among the management team, leadership team, employees and the wider community;
- creating a compelling message that results in employee commitment and action;
- making every effort to prevent surprises that might be problematic or prove embarrassing to the organization; and
- creating a collaborative work environment where conflict is handled responsibly.
- Target a 120-day completion rate of 98% for all CRS records and City Council follow-up items.

☐ ☐ ☐ ☐ ☐

**Needs
Improvement**

**Meets
Expectations**

**Exceeds
Expectations**

Comments:

4. Courage to Act – Together we will be governed by a sense of urgency with a bias toward action. To that end we will be committed to:

- directing organizational change initiatives and promoting flexibility in order to meet changing business needs;
- understanding and embracing change, risk and uncertainty in order to pursue innovative ideas;
- challenging the status quo by stepping up to conflict, displaying a willingness to say what needs to be said and taking unpopular actions when necessary;
- when appropriate, deciding and acting without having the total picture;
- being a player in City-wide decision-making.

☐

☐

☐

☐

☐

**Needs
Improvement**

**Meets
Expectations**

**Exceeds
Expectations**

Comments:

PART II – ACCOMPLISHMENTS OF PREVIOUS OBJECTIVES

PART III – ADDITIONAL MANAGER EXPECTATIONS

PART IV – OVERALL RATING FOR ANNUAL REVIEW

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needs Improvement		Meets Expectations		Exceeds Expectations

Comments:

PART V – SALARY RECOMMENDATION

PART VI - SIGNATURES

Rater's Signature: _____

Date: _____

By signing this review, I acknowledge that I have read and had an opportunity to discuss the content with my supervisor.

Employee Signature: _____

Date: _____

9.

Village of Dimondale PERFORMANCE EVALUATION	
Employee:	Title:
Evaluation Date:	Last Evaluation:
1. JOB KNOWLEDGE/PROFESSIONAL DEVELOPMENT	
Has a solid understanding of all phases of the job description on a professional level; takes action to acquire new knowledge and skills; willing to take on new assignments and tasks when necessary.	
<input type="checkbox"/> unacceptable <input type="checkbox"/> needs improvement <input type="checkbox"/> good <input type="checkbox"/> excellent	
Comment:	
2. DECISION MAKING/PROBLEM SOLVING	
Assists in analyzing problem areas; aids in researching and establishing alternative solutions; considers consequences before acting; seeks input from higher level when appropriate; able to handle difficult situations in dealing with the public.	
<input type="checkbox"/> unacceptable <input type="checkbox"/> needs improvement <input type="checkbox"/> good <input type="checkbox"/> excellent	
Comment:	
3. INTERPERSONAL RELATIONS	
Cooperates effectively with management, board members, and fellow employees; exhibits tact and sensitivity to the needs of others; properly represents the Village through interaction with the public.	
<input type="checkbox"/> unacceptable <input type="checkbox"/> needs improvement <input type="checkbox"/> good <input type="checkbox"/> excellent	
Comment:	
4. ORGANIZATION	
Ability to arrange work and to respond to conflicting or changing priorities; ability to maintain orderliness of documentation; ability to complete tasks on schedule; invests the necessary time to accomplish the duties as listed in his/her job description.	
<input type="checkbox"/> unacceptable <input type="checkbox"/> needs improvement <input type="checkbox"/> good <input type="checkbox"/> excellent	
Comment:	

5. COMMUNICATION
<p>Ability to effectively communicate, in oral and/or written form, with management, fellow employees and the public; ability to keep others informed of pertinent information; ability to listen and receive feedback from others.</p> <p> <input type="checkbox"/> unacceptable <input type="checkbox"/> needs improvement <input type="checkbox"/> good <input type="checkbox"/> excellent </p>
Comment:
6. QUALITY OF WORK
<p>Completes work accurately and thoroughly; compiles and supplies requested information in a timely manner; follows through on issues and/or assignments.</p> <p> <input type="checkbox"/> unacceptable <input type="checkbox"/> needs improvement <input type="checkbox"/> good <input type="checkbox"/> excellent </p>
Comment:
7. WORK ATTITUDES/ETHICS
<p>Is open and straight forward; accepts responsibility; responds to direction from management; takes initiative to complete his/her job functions; exhibits the expected employee behaviors as outlined in the Personnel Policies Manual; conforms to high ethical standards.</p> <p> <input type="checkbox"/> unacceptable <input type="checkbox"/> needs improvement <input type="checkbox"/> good <input type="checkbox"/> excellent </p>
Comment:
8. ATTENDANCE/AVAILABILITY
<p>Is punctual with established work hours; willing to work when needed.</p> <p> <input type="checkbox"/> unacceptable <input type="checkbox"/> needs improvement <input type="checkbox"/> good <input type="checkbox"/> excellent </p>
Comment:
9. FINANCIAL MANAGEMENT
<p>Accurately and efficiently manages financial and material resources; maintains Village financial policies; understands how his/her job affects the Village's financial position.</p> <p> <input type="checkbox"/> unacceptable <input type="checkbox"/> needs improvement <input type="checkbox"/> good <input type="checkbox"/> excellent </p>
Comment:

EMPLOYEE STRENGTHS:
AREAS REQUIRING IMPROVEMENT:
GOALS & OBJECTIVES:
EMPLOYEE COMMENTS:

DATE:	EVALUATOR'S SIGNATURE:
DATE:	EMPLOYEE SIGNATURE:

**CITY MANAGER EVALUATION
CITY OF PETOSKEY**

City Manager: Rob Straebel
City Council: Members of City Council
Date of Evaluation: _____

* * * * *

Factor I ADMINISTRATIVE SERVICES

() Satisfactory () Conditional () Unsatisfactory Duties:

1. Appoint, suspend or remove all city employees except as otherwise provided in City Charter.
2. Provide for the execution of laws, provisions of the City Charter, and acts of the city council.
3. Make such reports as the city council shall require regarding the operation of the City, its departments and agencies.
4. Appoint a city treasurer and a city clerk with the approval of the city council solely on the basis of administrative qualifications.
5. Maintains effective contact and cooperation with other local governmental units including townships, county, state and federal agencies. Informs Council of intergovernmental activities.

Comments:

Factor II BUDGET AND FINANCE

() Satisfactory () Conditional () Unsatisfactory Duties:

1. Prepare and submit the annual budget and capital improvement to city council.
2. Submit to the city council and make available to the public a complete report of finances and administrative activities at the end of each fiscal year.
3. Keep the city council fully advised as to the financial condition and future needs of the city and make recommendations as to courses of action.
4. Submit to the city council at its first regular meeting in November of each year a recommended budget that shall include:
 - a) Detailed estimates, with supporting explanations, of all proposed expenditures for each department and office of the City for the coming year, along with statements of expenditures for those items in the previous fiscal year and anticipated expenses for the current year.
 - b) Statements of the bonded and other indebtedness of the City, showing requirements of debt redemption and interest, debt authorized but not unissued, and the details of sinking funds.
 - c) Detail estimates of revenues anticipated by the City from sources other than taxes, with a comparative statement of amounts received in the previous fiscal year and anticipated revenues for the current year.
 - d) A statement of the anticipated balance or deficit for the current year.

- e) An estimate of the amount of money to be raised from current and delinquent taxes, and the amount to be raised from bonds issued in order to meet the proposed expenditures.
 - f) Such other supporting information as may be requested by the city council and required by state law.
5. Make an annual report to city council with budget and condition of the library.

Comment:

Factor III CITY COUNCIL RELATIONS

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory Duties:

1. Attend all meetings of the city council with the right of voice, but not vote.
2. Perform the duties prescribed by the City Charter or required by the City Council
3. Designate by letter filed with the city clerk a qualified city administrative officer to serve as acting city manager in case of the city manager's absence or disability. Approved by council.
4. Responsible for submitting annual report of the state of the City including a financial report.
5. Council meeting agenda packet to be submitted to council members at least three calendar days prior to the meeting.

Comments:

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

Additional Comments:

CITY MANAGER CERTIFICATION

I hereby certify that I have had an opportunity to review this evaluation form and have received a copy of it. I understand that my signature does not necessarily mean that I agree with the rating.

Dated:

Comments:



BOARD: City Council

MEETING DATE: May 20, 2019

PREPARED: May 14, 2019

AGENDA SUBJECT: Fire Station Overhead Door Replacement

RECOMMENDATION: That the City Council authorize contracting with Preston Feather Building Centers, Petoskey, for replacement of four overhead doors at the Lake Street Fire Station

Background The 2019 Capital Improvement Plan and budget included \$40,000 for replacement of the four (4) overhead doors fronting Lake Street for the Fire Station. The doors, infrastructure and two of the operators are 30 years old and damaged. This improvement is necessary for the efficiency and safety of the fire station's operation.

Proposals Petoskey architect Nick White, along with City staff, prepared detailed bid specifications for the overhead door replacement at the south face of the existing fire station dated April 18, 2019; bids were advertised in the Petoskey News Review on April 18, 2019 and were also made available on the City's website and sent to the Builders Exchange of Northern Michigan. Bid documents were sent directly to four contractors. Lastly, there was a pre-bid walk through of the project on May 2. Bids were opened at 11:00 A.M. on Tuesday, May 14, 2019 and one qualified bid was received. Bid results are as follows:

<u>Bidder</u>	<u>Amount</u>
Preston Feather Building Centers Petoskey, Michigan	\$31,123.47

Review Nick White and staff reviewed the bid and is confident that the base bid of \$31,123.47 is adequate however for an additional \$2,466.17 (totaling \$33,589.64) Preston Feather Building Centers will upgrade four existing door tracks from a 2-inch to a 3-inch heavy duty high-lift track and upgrade all four door operators. This track and operator will operate smoother and is designed for easier door operation and less stress on the glass panels, which makes the glass seals less prone to rupture as seen in the existing glass.

Recommendation Architect Nick White and City staff recommend that City Council authorize contracting with Preston Feather Building Centers, Petoskey, for overhead door replacement in the amount of \$33,589.64.

N. J. WHITE ASSOCIATES
ARCHITECTURE AND PLANNING
117 HOWARD STREET
PETOSKEY, MICHIGAN 49770
njwhite@nickwhite.com

5-14-19

Kendall Klinglesmith
City of Petoskey
101 E .Lake St.
Petoskey, MI 49770

Re: Fire Station Overhead Door Replacement Bids

Dear Kendall,

I have reviewed the proposals and offer the following:

1. The project was advertised for bids in the Petoskey News Review and also sent to the Builders Exchange of Northern Michigan. Documents were sent directly to Overhead Door of Traverse City, Garage Doors of the North in Traverse City, Installation Specialties of Petoskey and Preston Feather of Petoskey.
2. Only Preston Feather returned a qualified bid in that they attended the mandatory pre-bid meeting and submitted their bid in writing. The other respondent did not attend the pre-bid meeting and sent in his bid via email which was not permitted.
3. Preston Feather bid \$6,495.06 for the door and \$1,285.81 for the operator for a single per-door replacement. Four individually replaced doors would total \$25,980.23 plus \$5,143.24 for four operators. This totals **\$31,123.47**.
4. For an additional \$2,466.17 (totaling \$33,589.64) Preston Feather will upgrade four existing door tracks from a 2 inch to a 3 inch heavy duty high-lift track and upgrade all four door operators. This track and operator operates smoother and is designed for easier door operation and less stress on the glass panels which makes the glass seals less prone to rupture as seen in the existing glass.

My recommendation is to accept Preston Feather and their suggested alternative of \$33,589.64.

Sincerely,

Nicholas White



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 20, 2019

PREPARED: May 3, 2019

AGENDA SUBJECT: First Reading of a Proposed Ordinance Amending Chapter 10, Fire Prevention and Control, regarding Fireworks

RECOMMENDATION: That the City Council conduct a first reading of proposed ordinance

Background Public Act 256 addressing consumer use of fireworks in Michigan took effect in 2011. Public Act 635 amends Public Act 256 and became effective as of December 28, 2018. Public Act 256 previously allowed for 30 specific dates local jurisdictions could not restrict the use of consumer fireworks. Recently passed Public Act 635 significantly reduced the number of days protected by this restriction.

The State statute reads as follows:

If a local unit of government enacts an ordinance under this subsection, the ordinance shall not regulate the ignition, discharge, or use of consumer fireworks on the following days after 11:00 A.M.:

- (a) December 31 until 1:00 A.M. on January 1.
- (b) The Saturday and Sunday immediately preceding Memorial Day until 11:45 P.M. on each of those days.
- (c) June 29 to July 4 until 11:45 P.M. on each of those days.
- (d) July 5, if that date is a Friday or Saturday, until 11:45 P.M.
- (e) The Saturday and Sunday immediately preceding Labor Day until 11:45 P.M. on each of those days.

The City's current ordinance regarding fireworks (Section 10-19) is not consistent with current State law. The proposed changes would bring the City's local ordinance in line with State law.

Action That City Council review and conduct a first reading of the proposed ordinance amending Chapter 10, Article III, Section 10-19 concerning fireworks.

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Enclosures

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND CHAPTER 10 OF THE PETOSKEY CODE OF ORDINANCES,
FIRE PREVENTION AND CONTROL, REGARDING FIREWORKS
IN THE CITY OF PETOSKEY**

The City of Petoskey ordains:

SECTION 10-19 is hereby repealed in its entirety and replaced with the following provision 10-19:

Sec. 10-19. - Fireworks.

- (a) The term "firework" or "fireworks" means any composition or device, except for a starting pistol, a flare gun, or a flare, designed for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Fireworks consist of consumer fireworks, low-impact fireworks, articles pyrotechnic, display fireworks, and special effects, as defined by the Michigan Fireworks Safety Act, Act 256 of 2011, as amended by Act 635 of 2018.
- (b) The sale, discharge, storage, transportation and distribution of fireworks in the City of Petoskey shall be governed by the Michigan Fireworks Safety Act; Act 256 of 2011, as amended by Act 635 of 2018.
- (c) The use of low impact fireworks, as defined in the Michigan Fireworks Safety Act of 2011, as amended by Act 635 of 2018, (ground and hand held sparkling devices) will be permitted year-round.
- (d) Use of Consumer fireworks, as defined in the Michigan Fireworks Safety Act, in the City of Petoskey is limited to and contingent on the following:
 - (1) Fireworks shall not be sold to a minor.
 - (2) No person under the age of 18 years shall buy, purchase, acquire or obtain any fireworks, as defined herein, within the city.
 - (3) No person under the age of 18 years shall use, possess, explode or cause to explode any fireworks unless under the presence of an adult, as defined herein, within the city.
 - (4) No person shall discharge, ignite, or use consumer fireworks or low-impact fireworks while under the influence of alcoholic liquor, a controlled substance, or a combination of alcoholic liquor and a controlled substance.
 - (5) A person shall not ignite, discharge, or use consumer fireworks on public property, school property, church property, or the property of another person without that organization's or person's express permission.
 - (6) The ignition, discharge, or use of consumer fireworks shall be limited to the following days after 11:00 A.M.:
 - (a) December 31 until 1 A.M. on January 1.
 - (b) The Saturday and Sunday immediately preceding Memorial Day until 11:45 P.M. on each of those days.
 - (c) June 29 to July 4 until 11:45 P.M. on each of those days.
 - (d) July 5, if that date is a Friday or Saturday, until 11:45 P.M.

(e) The Saturday and Sunday immediately preceding Labor Day until 11:45 P.M. on each of those days.

- (e) Upon application in writing to the City of Petoskey by any association or group of individuals for the public display of fireworks, the Director of Public Safety may grant permission for such display, subject to such conditions as the Director of Public Safety or his designee may impose to properly safeguard the public, both as to persons and property; and subject to the provisions of the Michigan Fireworks Safety Act, Act 256 of 2011, section 28.466.
- (f) Persons who violate a provision of this Code or fail to comply with any of the requirements thereof, shall be guilty of a municipal civil infraction and subject to the civil fines set forth in the schedule of civil fines in Ordinance No. 674, being the City of Petoskey's Municipal Civil Infraction Ordinance, as amended, and shall be subject to any other relief that may be imposed by a court for such conduct, which shall also be considered a nuisance per se. Each act of violation and each day upon which such violation occurs shall constitute a separate violation.

All other provisions of the Code of Ordinances not specifically amended shall remain in full force and effect.

Nothing in this ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby revised as cited in this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this ordinance.

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

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

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 _____ 2019.

John Murphy
Its Mayor

Alan Terry
Its Clerk

Act No. 635
Public Acts of 2018
Approved by the Governor
December 28, 2018
Filed with the Secretary of State
December 28, 2018
EFFECTIVE DATE: December 28, 2018

**STATE OF MICHIGAN
99TH LEGISLATURE
REGULAR SESSION OF 2018**

Introduced by Reps. Chirkun and Yaroch

ENROLLED HOUSE BILL No. 5940

AN ACT to amend 2011 PA 256, entitled "An act to revise, consolidate, and codify the laws relating to certain fireworks; to regulate the purchase, possession, sale, and use of certain fireworks; to establish a fireworks safety fund; to establish a fireworks safety fee; to provide for the transfer and expenditure of funds; to prescribe the powers and duties of certain state agencies; to provide for penalties and remedies; and to repeal acts and parts of acts," by amending section 7 (MCL 28.457), as amended by 2013 PA 65.

The People of the State of Michigan enact:

Sec. 7. (1) Except as provided in this act, a local unit of government shall not enact or enforce an ordinance, code, or regulation pertaining to or in any manner regulating the sale, display, storage, transportation, or distribution of fireworks regulated under this act.

(2) A local unit of government may enact an ordinance regulating the ignition, discharge, and use of consumer fireworks, including, but not limited to, an ordinance prescribing the hours of the day or night during which a person may ignite, discharge, or use consumer fireworks. If a local unit of government enacts an ordinance under this subsection, the ordinance shall not regulate the ignition, discharge, or use of consumer fireworks on the following days after 11 a.m.:

- (a) December 31 until 1 a.m. on January 1.
- (b) The Saturday and Sunday immediately preceding Memorial Day until 11:45 p.m. on each of those days.
- (c) June 29 to July 4 until 11:45 p.m. on each of those days.
- (d) July 5, if that date is a Friday or Saturday, until 11:45 p.m.
- (e) The Saturday and Sunday immediately preceding Labor Day until 11:45 p.m. on each of those days.

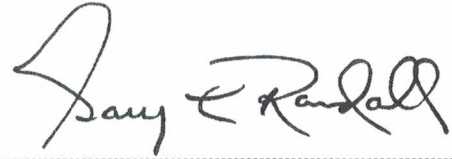
(3) An ordinance under subsection (2) shall impose a civil fine of \$1,000.00 for each violation of the ordinance and no other fine or sanction. The ordinance must provide for the remittance of \$500.00 of the fine collected under the ordinance to the local law enforcement agency responsible for enforcing the ordinance.

(4) Beginning August 1, 2019, a local unit of government with a population of 100,000 or more or a local unit of government located in a county with a population of 750,000 or more may enact or enforce an ordinance that regulates the use of a temporary structure. An ordinance established under this subsection may include, but is not limited to, a restriction on the number of permits issued for a temporary structure, regulation of the distance required between 2 or more temporary structures, or a zoning ordinance that regulates the use of a temporary structure. An ordinance established under this subsection may not prohibit the temporary storage, transportation, or distribution of fireworks by a consumer fireworks certificate holder at a retail location that is a permanent building or structure. As used in this subsection, "temporary structure" means a movable structure that is used in the sale, display, storage, transportation, or distribution of fireworks, including, but not limited to, a tent or a stand.

Enacting section 1. This amendatory act does not take effect unless all of the following bills of the 99th Legislature are enacted into law:

- (a) House Bill No. 5939.
- (b) House Bill No. 5941.

This act is ordered to take immediate effect.



Clerk of the House of Representatives



Secretary of the Senate

Approved

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Governor



BOARD: City Council

MEETING DATE: May 20, 2019

PREPARED: May 14, 2019

AGENDA SUBJECT: Tax Millage Rate Resolution

RECOMMENDATION: That the City Council adopt this proposed resolution

Background City Council approved the 2019 Annual Budget at their November 19, 2018, meeting which included a provision for property-tax millage rates to remain the same as in 2018. City Council is now being asked to formally establish the millage rates necessary to provide the budgeted property-tax revenue approved in the 2019 Annual Budget for the General Fund, Library Fund, and Right-of-Way Fund.

Millages Millage rates are authorized by State law, City Charter, and voter approval. The total of all five original City millages is 19.75 mills, with the City Charter setting the general-operating millage at ten mills and the right-of-way millage at five mills. State law allows up to two mills for solid-waste programs and one mill for library purposes, and a second mill with voter approval, along with a voter approved .75 mill for Public Safety equipment, with all rates subject to rollback by the "Headlee Amendment".

Taxable Value The 2019 Annual Budget estimated property-tax revenues are based on the same millage rates established last year and an increased taxable value projected at 2.1% more than in 2018, or \$506,283,360. The actual taxable value for 2019 has now been established at \$512,583,833, for a 3.4% increase over 2018, or \$6,300,473 more than estimated.

The actual increase in taxable value is higher than the estimated taxable value and the State inflation rate is 2.4%, which is less than the actual taxable value increase of 3.4%. This lower rate of inflation used in computing the Headlee tax limitation, will require the City's millage rates to be rolled back. Therefore, the City will not be able to realize the entire increase in taxable value, which has been an issue in recent years.

Even though the City's taxable value in recent years has increased by 1% to 3% due to market value increases, the State's rate of inflation has required the City to roll back the millage rates, which reduces the increase in tax revenues. The City does realize increases in tax revenue from new construction, but this has been minimal in recent years.

Revenues Property tax revenue budgeted for 2019 includes \$3,939,300 for the General Fund, consisting of \$3,375,400 for general-operating purposes, \$218,100 for solid-waste programs and \$345,800 for Public Safety equipment, which will now total \$3,405,300, and \$221,000, and \$348,600 respectively. The Library Fund budgeted amount of \$814,600 will now total \$822,700 for the combined voter-approved and Council-approved millage rates. The Right-of-Way Fund budgeted tax revenues of \$1,738,200 will now total \$1,753,500.

Tax Revenue Analysis The following is a schedule of property tax revenue that will be collected for each fund based on millage rates included in the approved 2019 Annual Budget rolled back as required by the Headlee Amendment, at the taxable value now established for this year of \$512,583,833.

Purpose	Millage Rate	Gross Tax Revenues	Less		Net Tax Revenues
			TIFA Captures	Township Act 425	
General Operating	7.5327	\$3,861,100	\$141,300	\$ 314,500	\$3,405,300
Solid waste	0.4890	250,600	9,200	20,400	221,000
Public Safety Equip	0.7426	380,600	1,000	31,000	348,600
Library	1.7810	912,900	15,800	74,400	822,700
Right-of-Way	3.8790	1,988,300	72,800	162,000	1,753,500

Action Enclosed is a proposed resolution that would establish the five property-tax-millage rates for 2019 and would authorize appropriations from such levies to the General Fund, Library Fund, and Right of Way Fund.

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Enclosure



City of Petoskey

Resolution

WHEREAS, as required by City Charter provisions, the City Manager on November 5, 2018 presented to the City Council the City's proposed annual budget for the 2019 fiscal year; and

WHEREAS, as also required by City Charter provisions, the City Council on November 19, 2018, conducted a public hearing to receive comments concerning the proposed budget, including rates of property-tax millages that had been estimated for levies during 2019; and

WHEREAS, following its review of the proposed 2019 Annual Budget, and after conducting a public hearing to receive comments concerning the proposed budget and estimated tax levies, the City Council on November 19, 2018, approved the 2019 Annual Budget:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby directs that there shall be raised through a general tax upon the taxable real and personal property within the City during the next summer tax levy for the year commencing January 1, 2019, millages in the amount of 7.5327 for general operating purposes, 0.4890 for solid-waste purposes, 0.7426 for Public Safety equipment purchases, 1.7810 for library purposes, and 3.8790 for right-of-way purposes; and, when collected, proceeds from such levy are hereby appropriated to the General Fund, Library Fund, and Right-of-Way Fund; and

BE IT FURTHER RESOLVED that the total aggregated amount of all such authorized millages shall total 14.4243 mills; and

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



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 20, 2019

PREPARED: May 16, 2019

AGENDA SUBJECT: Conventions Resolution

RECOMMENDATION: That the City Council adopt this proposed resolution

Background As required by City Charter provisions, the City Council will be asked to adopt the enclosed proposed resolution that would schedule times and designate locations for conducting annual Ward and City Conventions.

Dates In order to comply with the State's filing deadlines for candidates, the proposed date of the four Ward Conventions are scheduled simultaneously for 8:00 P.M., Monday, July 8, and the City Convention is scheduled for 8:00 P.M., Wednesday, July 10.

Locations Ward Conventions would be conducted at the City Hall Council Chambers (First Ward), Ottawa Elementary Media Center (Second Ward), Lincoln Media Center (Third Ward), and Spitler Administration Building Board Room (Fourth Ward). The City Convention will convene at the North Central Michigan College Library Conference Center.

sb
Enclosure



City of Petoskey

Resolution

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

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby calls the annual 2019 Ward Conventions to be held at 8:00 P.M., Monday, July 8, at the City Hall Council Chambers for the First Ward, Ottawa Elementary Media Center for the Second Ward, Lincoln School Media Center for the Third Ward, and Spitler Administration Building Board Room for the Fourth Ward; and

BE IT FURTHER RESOLVED that the City Council does and hereby calls the annual 2019 City Convention to be conducted at 8:00 P.M., Wednesday, July 10, at the North Central Michigan College Library Conference Center.