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According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540).

According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications.

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

## CITY COUNCIL

November 16, 2020

1. Call to Order - 7:00 P.M. – Virtual meeting from remote locations
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Public Hearing
  - (a) Receipt of comments concerning a proposed special-assessment roll that would spread costs of downtown-area programs and services during 2021, as requested by the Downtown Management Board
  - (b) Receipt of comments concerning the City's proposed 2021 Annual Budget and the property-tax-millage rates and appropriations as recommended for the 2021 fiscal year
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
  - (a) November 2, 2020 regular session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since November 2, 2020
6. Miscellaneous Public Comments

7. City Manager Updates
8. Old Business
  - (a) Adoption of a proposed resolution that would confirm the proposed special-assessment roll
  - (b) Further discussion on the City's proposed 2021 Annual Budget
9. New Business
  - (a) Discuss Mayor and Councilmembers' salaries as recommended by the Compensation Commission
  - (b) Hear presentation by the Downtown Director concerning dining decks and provide input on concept
  - (c) Consider approval of an Emmet County Interlocal Agreement for County Designated Assessor
10. City Council Comments
11. Closed Session – Adoption of a proposed resolution that would authorize to adjourn to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure
12. Adjournment



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 16, 2020      **PREPARED:** November 12, 2020

**AGENDA SUBJECT:** Consent Agenda Resolution

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

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

- (1) Draft minutes of the November 2, 2020 regular session City Council meeting; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since November 2, 2020 for contract and vendor claims at \$438,489.46, intergovernmental claims at \$0, and the November 12 payroll at \$202,895.34 for a total of \$641,384.80.

sb  
Enclosures



## CITY COUNCIL

November 2, 2020

A regular meeting of the City of Petoskey City Council was held from virtual locations on Monday, November 2, 2020. 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  
Brian Wagner, City Councilmember  
Lindsey Walker, City Councilmember

Absent: None

Also in attendance were City Manager Rob Straebel, Clerk-Treasurer Alan Terry and Executive Assistant Sarah Bek.

### **Consent Agenda - Resolution No. 19465**

Following introduction of the consent agenda for this meeting of November 2, 2020, City Councilmember Marshall moved that, seconded by City Councilmember Shumway adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the October 19, 2020 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 October 19, 2020 for contract and vendor claims at \$547,862.33, intergovernmental claims at \$0, and the October 15 and October 29 payrolls at \$401,169.12, for a total of \$949,031.45 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

AYES: Marshall, Shumway, Wagner, Walker, Murphy (5)  
NAYS: None (0)

### **Hear Public Comment**

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

### **Hear City Manager Updates**

The City Manager reported that staff has participated in meetings with MPPA representatives regarding construction of a potential large scale solar project downstate which is in the conceptual stages, and that the City is interested in possibly participating financially in the project to meet benchmark of 30% renewables by 2025; that staff is reviewing a Tetra-Tech draft study of placing solar panels on the Howard Road landfill site; that both staff and the Downtown Management Board were in agreement to cancel the Winter Open House and Holiday Parade due to rising COVID cases in Emmet County and the tree lighting ceremony will be evaluated in the coming weeks; that there will be a dining deck discussion at the November 16 Council meeting to discuss whether to allow downtown dining decks in 2021; that the Planning Commission by a 5-1 vote approved a medical marijuana dispensary special condition use permit for 215 West Mitchell Street; reviewed final leaf pickup dates for the community;

that COVID cases are surging and the Michigan Department of Health and Human Services revised and extended its epidemic order to contain the spread of COVID-19 and reviewed indoor gathering restrictions and that Region 6, which includes our region, has been moved into Phase 4 of the MI Safe Start system; and that there is unprecedented high numbers of absentee voting at the local level and thanked the Clerk's staff and many poll workers assisting the election tomorrow for their efforts during these challenging times.

City Councilmembers discussed safety concerns and measures at tomorrow's election and that dining decks seem to have a positive effect in downtown, but that there are some business owners that do not favor them.

**Approve Board Appointments – Resolution 19466-19467**

Mayor Murphy reviewed that City Council consider the following appointments.

City Councilmember Walker moved that, seconded by City Councilmember Shumway adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby approves the appointment of Rose Fitzgerald, 514 Elizabeth Street, to the Planning Commission to fill a vacated term ending August 2022.

Said resolution was adopted by the following vote:

AYES: Marshall, Shumway, Wagner, Walker, Murphy (5)  
NAYS: None (0)

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

BE IT RESOLVED that the City Council does and hereby approves the appointment of Kent Warner, 701 Kalamazoo Avenue, to the Planning Commission for a three-year term ending August 2023.

Said resolution was adopted by the following vote:

AYES: Marshall, Shumway, Wagner, Walker, Murphy (5)  
NAYS: None (0)

**Postponed Second Reading of a Proposed Ordinance to Conditionally Rezone Properties at 501 and 523 East Mitchell Street, 311 Division Street and 502 and 508 East Lake Street from O-S Office Service B-2A Transitional Business**

Mayor Murphy reported that the applicant, Roger Tallman, requested to wait on this decision following further discussions with surrounding property owners.

Mayor Murphy postponed discussion until a future meeting.

**2021 Annual Budget Presentation and Schedule Public Hearing – Resolution No. 19468**

The City Manager reported that as required of City Charter provisions, and as part of the City's routine, yearly process, City Council had been presented with the City's proposed 2021 Annual Budget as part of November 2 meeting-agenda materials, that totaled \$31,470,800 in proposed operating and capital expenditures; and that, except to acknowledge its receipt, no action concerning the proposed budget now would be required of City Council, but that, in addition to the City Manager's summary of the proposal, City Council could begin discussions on the proposed budget.

The City Manager also reported that as the first step in the budget-preparation process, the City Council was being asked to acknowledge receipt of the budget proposal and to adopt a proposed resolution that would schedule a November 16 public hearing to receive comments concerning the proposed budget and property tax millage rates that would be recommended as part of the proposed budget; and that City Council could schedule the public hearing for any date that it chose, but that November 16 was suggested.

The City Manager reviewed a summary of the 2021 budget and that there were no new taxes; reviewed 2021 capital outlay items; reviewed the General Fund in depth and the City's status concerning MERS Unfunded Accrued Liability (UAL); and reviewed fund by fund highlights of projects, fund balances and operating revenue and expenses.

City Councilmembers discussed the need for a code enforcement officer and that perhaps Public Safety Officers could be more involved; discussed utility rate increases and inquired as to the amount of additional revenue that would be received from the proposed rate increases; and that downtown parking revenues seem over projected.

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

WHEREAS, as required by City Charter provisions, the City Manager has presented for the City Council's consideration the City's recommended budget for fiscal 2021; and

WHEREAS, City Charter provisions also require that a public hearing be conducted to receive comments concerning the proposed annual budget; and

WHEREAS, this proposed budget includes certain recommendations by the City Manager concerning the amounts of property-tax millage to be levied to partially finance City operations, programs, services, and projects during 2021; and

WHEREAS, the Michigan Truth-in-Taxation Act requires that public hearings be conducted to receive comments concerning proposed property-tax-millage rates, if such rates result in increased tax revenues, when compared with those of the previous year:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, November 16, 2020, at the City Hall, to receive comments concerning the City's proposed 2021 Annual Budget and property-tax-millage rates that will be recommended to be levied during 2021 as part of the proposed budget.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Confirm Special Assessment Roll & Schedule Public Hearing – Resolution No. 19469**

The City Manager reported that, following City Code provisions that regulated the City's special-assessment procedure, the City Council on October 19 conducted a public hearing, and received no comments concerning a September 30 report by the City Manager that had recommended the levy of special assessments against eligible, non-residential properties within the Downtown Management Board's territory to offset costs of programs and services that would be provided by the Downtown Management Board during 2021. Such revenues and expenditures have been included within the City's proposed 2021 Annual Budget. Following the October 19 public hearing, the City Council, again in accordance with City Code special-assessment procedures, conditionally approved the proposed programs and services and their costs as they had been presented, established boundaries of the special-assessment district, and requested that an assessment roll be prepared by City staff and presented to the City Council for its review at the November 2 City Council meeting.

The City Manager reported that the City Council had been provided a proposed special-assessment roll based upon the Downtown Management Board's September 18 recommendation that a 2% increase special-assessment formula be used for financing downtown-area programs and services, with \$0.1836 being the amount that would be assessed per square foot of useable, first-floor, non-residential building area; \$0.0459 being charged useable, non-residential area on floors other than the first floor; and vacant, unimproved lots being charged \$0.0561 per square foot for lot area. To meet City Code requirements, the City Council was being asked to adopt a proposed resolution that would confirm the City Council's acceptance of the roll, order that the roll be placed on file at the City Hall for inspection, and schedule a public hearing for 7:00 P.M., Monday, November 16, to receive comments concerning this proposed special assessment.

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

WHEREAS, at its regular meeting of October 5, 2020, the City Council reviewed a report by the City Manager dated September 30, 2020, as required of City Code provisions, that listed programs and services that had been proposed to be provided to property owners and tenants within the Downtown Management Board's territory along with a proposed assessment formula that could be implemented to finance such programs and services during 2021; and

WHEREAS, following that review, the City Council on October 5, 2020, scheduled a public hearing for October 19, 2020, to receive comments concerning proposed programs and services as intended to be provided by the Downtown Management Board, as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, City Council, on October 19, 2020, approved proposed programs and services as recommended by the Downtown Management Board at their September 18, 2020 meeting and costs as estimated by the Management Board to be assessed eligible property owners within the boundaries of the proposed assessment district at a 2% increased rate compared to last year that are coterminous to those of the Management Board's territory; and

WHEREAS, in addition to approving proposed downtown-area programs and services and costs of such programs and services, the City Council directed the City staff to prepare a special-assessment roll in accordance with the City Council's approval of recommended programs and services and costs of such programs and services for presentation to the City Council at its meeting of November 3, 2020; and

WHEREAS, in response to the City Council's direction, and in accordance with City Code provisions that regulate special-assessment procedures, the City staff has provided a proposed special-assessment roll:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby accepts the assessment roll as prepared by the City staff and as presented to the City Council; and

BE IT FURTHER RESOLVED that the City Council does and hereby orders that said special-assessment roll be placed on file with the City staff and made available for inspection by the public; and

BE IT FURTHER RESOLVED that the City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, November 16, 2020, to receive comments concerning this proposed special-assessment roll; and

BE IT FURTHER RESOLVED that the City Council does and hereby directs the City staff to publish a notice of the November 16, 2020, public hearing and notify potentially-affected property owners of said public hearing as required by City Code provisions that regulate the City's special-assessment procedures.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

### **Council Comments**

Mayor Murphy asked for Council comments and Councilmember Wagner reminded citizens to vote tomorrow. Councilmember Shumway also encouraged citizens to vote and expressed patience in allowing for the results to be tabulated. Councilmember Walker commented that she attended the 6<sup>th</sup> Annual Housing Summit virtually. Councilmember Marshall also commented on tomorrow's election and that she hopes there is a safe environment with a lot of people energized to vote. Mayor Murphy expressed that some citizens will be happy with the election results and others unhappy, but that the community should come together like many did after the large summer storm and be positive and neighborly.

### **Adjourn to Closed Session – Resolution No. 19470**

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

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

WHEREAS, the City Manager has requested that the City Council adjourn to a closed session, pursuant to Section 8(c) of the Michigan Open Meetings Act, to consider the strategy and negotiations of a collective bargaining agreement, at the City Council's regular meeting of November 2, 2020:

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

Said resolution was adopted by the following vote:

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

NAYS: None (0)

There being no further business to come before the City Council, this November 2, 2020, meeting of the City Council adjourned at 8:47 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer



GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/20	11/04/2020	90934	KNRCONTROL LLC	101-345-912.000	550.00- V
11/20	11/04/2020	91133	All-Phase Electric Supply	582-590-775.000	104.28
11/20	11/04/2020	91133	All-Phase Electric Supply	582-590-775.000	51.10
11/20	11/04/2020	91133	All-Phase Electric Supply	582-590-775.000	169.20
11/20	11/04/2020	91133	All-Phase Electric Supply	582-586-775.000	98.97
11/20	11/04/2020	91133	All-Phase Electric Supply	582-586-775.000	115.94
11/20	11/04/2020	91134	Bradford Master Dry Cleaners	101-345-775.000	369.65
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,390.73
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	973.71
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,085.07
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	411.23
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	28.52
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	3,072.46
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	29.86
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,306.41
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	10,489.23
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	29.86
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	15,992.83
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	894.28
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	2,985.76
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	1,089.79
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,700.00
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	2,367.94
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	41.87
11/20	11/04/2020	91135	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	129.83
11/20	11/04/2020	91136	David L Hoffman Landscaping & Nursery	582-020-360.000	1,200.00
11/20	11/04/2020	91136	David L Hoffman Landscaping & Nursery	582-020-360.000	719.50
11/20	11/04/2020	91136	David L Hoffman Landscaping & Nursery	204-470-802.000	630.00
11/20	11/04/2020	91136	David L Hoffman Landscaping & Nursery	203-464-802.000	1,287.00
11/20	11/04/2020	91137	Derrer Oil Co.	661-598-759.000	1,174.08
11/20	11/04/2020	91138	Drost Landscape	101-773-802.000	194.00
11/20	11/04/2020	91138	Drost Landscape	204-470-802.000	2,518.12
11/20	11/04/2020	91139	Englebrecht, Robert	101-257-802.100	3,750.00
11/20	11/04/2020	91140	Envisionware Inc.	271-790-802.000	2,123.94
11/20	11/04/2020	91141	Gordon Food Service	101-345-775.000	34.36
11/20	11/04/2020	91141	Gordon Food Service	592-549-751.000	26.48
11/20	11/04/2020	91142	Gourdie-Fraser Inc.	202-451-802.000	9,395.40
11/20	11/04/2020	91142	Gourdie-Fraser Inc.	204-444-802.000	978.69
11/20	11/04/2020	91142	Gourdie-Fraser Inc.	592-020-342.000	4,893.44
11/20	11/04/2020	91142	Gourdie-Fraser Inc.	592-025-343.000	3,327.53
11/20	11/04/2020	91142	Gourdie-Fraser Inc.	582-020-360.000	978.69
11/20	11/04/2020	91143	Great Lakes Pipe & Supply	592-544-775.000	5.01
11/20	11/04/2020	91143	Great Lakes Pipe & Supply	592-551-775.000	35.76
11/20	11/04/2020	91144	GREAT LAKES SYSTEMS INC.	101-268-970.000	32,769.00
11/20	11/04/2020	91145	Hubbell Roth & Clark Inc.	592-560-802.000	742.40
11/20	11/04/2020	91146	John E. Green Co.	271-790-930.000	607.17
11/20	11/04/2020	91147	Johnstone Supply #234	101-268-930.000	13.11
11/20	11/04/2020	91147	Johnstone Supply #234	101-268-775.000	20.22-
11/20	11/04/2020	91147	Johnstone Supply #234	101-268-775.000	8.79
11/20	11/04/2020	91148	Land, Karen	271-790-958.100	75.00
11/20	11/04/2020	91149	Lowery Underground Service	582-020-360.000	10,334.50
11/20	11/04/2020	91149	Lowery Underground Service	582-598-802.000	5,632.00
11/20	11/04/2020	91149	Lowery Underground Service	582-020-360.000	1,200.00
11/20	11/04/2020	91150	Meyer Ace Hardware	514-587-775.000	7,488.18
11/20	11/04/2020	91151	North Country IT	271-790-802.000	386.00
11/20	11/04/2020	91152	On Duty Gear LLC	101-345-775.000	305.91

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/20	11/04/2020	91153	Overdrive Inc.	271-790-762.000	2,000.00
11/20	11/04/2020	91153	Overdrive Inc.	271-790-762.000	500.00
11/20	11/04/2020	91154	P.C. Lawn Care	582-593-930.000	95.00
11/20	11/04/2020	91155	Preston Feather	101-265-930.000	11.16
11/20	11/04/2020	91155	Preston Feather	101-789-775.000	62.76
11/20	11/04/2020	91155	Preston Feather	204-010-111.000	297.78
11/20	11/04/2020	91155	Preston Feather	101-345-775.000	107.27
11/20	11/04/2020	91155	Preston Feather	101-789-775.000	6.28-
11/20	11/04/2020	91155	Preston Feather	101-265-930.000	1.12-
11/20	11/04/2020	91155	Preston Feather	204-010-111.000	29.78-
11/20	11/04/2020	91155	Preston Feather	101-345-775.000	10.73-
11/20	11/04/2020	91156	Print Shop, The	101-172-751.000	21.20
11/20	11/04/2020	91156	Print Shop, The	101-201-751.000	21.20
11/20	11/04/2020	91156	Print Shop, The	101-208-751.000	14.84
11/20	11/04/2020	91156	Print Shop, The	101-257-751.000	10.60
11/20	11/04/2020	91156	Print Shop, The	101-215-751.000	12.72
11/20	11/04/2020	91156	Print Shop, The	101-345-751.000	55.12
11/20	11/04/2020	91156	Print Shop, The	101-400-751.000	10.60
11/20	11/04/2020	91156	Print Shop, The	101-441-751.000	31.80
11/20	11/04/2020	91156	Print Shop, The	101-770-751.000	6.36
11/20	11/04/2020	91156	Print Shop, The	101-773-775.000	2.12
11/20	11/04/2020	91156	Print Shop, The	101-756-751.000	21.20
11/20	11/04/2020	91156	Print Shop, The	101-789-751.000	4.24
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-172-751.000	300.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-201-751.000	300.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-208-751.000	210.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-257-751.000	150.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-756-751.000	300.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-789-751.000	60.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-215-751.000	180.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-345-751.000	840.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-400-751.000	150.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-441-751.000	450.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-770-751.000	30.00
11/20	11/04/2020	91157	Quadient Finance USA Inc.	101-773-775.000	30.00
11/20	11/04/2020	91158	R.K. Hoppe Corporation	592-558-802.000	1,419.25
11/20	11/04/2020	91159	R.W. MERCER CO INC.	101-789-802.000	443.75
11/20	11/04/2020	91160	Residential Garage Door Co.	101-345-775.000	110.00
11/20	11/04/2020	91161	Smith, Edward J	101-756-880.000	15.79
11/20	11/04/2020	91162	Spectrum Business	582-588-850.000	94.99
11/20	11/04/2020	91163	Standard Electric Company	582-010-111.000	37.21
11/20	11/04/2020	91163	Standard Electric Company	101-228-775.000	1,022.72
11/20	11/04/2020	91163	Standard Electric Company	101-228-751.000	308.37
11/20	11/04/2020	91163	Standard Electric Company	101-228-751.000	93.15
11/20	11/04/2020	91163	Standard Electric Company	582-590-775.000	52.21
11/20	11/04/2020	91163	Standard Electric Company	582-590-775.000	56.52
11/20	11/04/2020	91163	Standard Electric Company	582-590-775.000	141.58
11/20	11/04/2020	91163	Standard Electric Company	582-588-785.000	73.61
11/20	11/04/2020	91164	Summit Companies	271-790-930.000	360.00
11/20	11/04/2020	91165	Taylor Rental Center	271-790-958.100	501.90
11/20	11/04/2020	91166	Terry, Alan	101-215-751.000	21.49
11/20	11/04/2020	91166	Terry, Alan	101-262-751.000	49.88
11/20	11/04/2020	91167	Trophy Case, The	101-262-751.000	48.00
11/20	11/04/2020	91168	T-SHIRT EXPRESS	101-345-775.000	171.00
11/20	11/04/2020	91169	Walters Sharpening Service Inc.	101-773-775.000	36.00
11/20	11/04/2020	91170	Windemuller	592-554-802.000	114.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/20	11/10/2020	91171	5H Irrigation & Maintenance	101-770-802.000	212.50
11/20	11/10/2020	91172	Alro Steel Corporation	101-770-775.000	266.70
11/20	11/10/2020	91173	American Waste	582-586-802.000	167.80
11/20	11/10/2020	91173	American Waste	592-554-775.000	167.80
11/20	11/10/2020	91173	American Waste	582-593-775.000	167.90
11/20	11/10/2020	91174	ATA National Title Group, LLC	101-770-802.000	100.00
11/20	11/10/2020	91175	Axon Enterprises Inc.	101-345-985.000	2,508.00
11/20	11/10/2020	91176	Ballard's Plumbing & Heating	101-268-930.000	163.10
11/20	11/10/2020	91177	Beckett & Raeder Inc.	101-770-970.000	1,110.00
11/20	11/10/2020	91177	Beckett & Raeder Inc.	101-770-802.000	3,625.00
11/20	11/10/2020	91177	Beckett & Raeder Inc.	204-481-802.000	1,120.00
11/20	11/10/2020	91177	Beckett & Raeder Inc.	101-770-970.000	360.00
11/20	11/10/2020	91177	Beckett & Raeder Inc.	247-751-802.000	2,750.00
11/20	11/10/2020	91178	Benchmark Engineering Inc.	204-481-802.000	5,638.00
11/20	11/10/2020	91178	Benchmark Engineering Inc.	202-451-802.000	444.00
11/20	11/10/2020	91178	Benchmark Engineering Inc.	204-444-802.000	46.25
11/20	11/10/2020	91178	Benchmark Engineering Inc.	592-025-343.000	157.25
11/20	11/10/2020	91178	Benchmark Engineering Inc.	582-020-360.000	46.25
11/20	11/10/2020	91179	Benchmark Engineering Inc.	592-020-342.000	231.25
11/20	11/10/2020	91180	BERGER, MATT	101-756-808.040	175.00
11/20	11/10/2020	91181	Bill's Farm Market	248-540-792.000	2,146.25
11/20	11/10/2020	91182	Carter's Imagewear & Awards	101-773-775.000	205.00
11/20	11/10/2020	91183	CDW Government	101-172-751.000	273.53
11/20	11/10/2020	91183	CDW Government	101-441-751.000	273.53
11/20	11/10/2020	91183	CDW Government	101-228-775.000	1,321.44
11/20	11/10/2020	91183	CDW Government	101-228-775.000	1,827.26
11/20	11/10/2020	91183	CDW Government	101-228-775.000	1,362.48
11/20	11/10/2020	91184	Dell Marketing L.P.	101-756-751.000	1,167.94
11/20	11/10/2020	91184	Dell Marketing L.P.	101-215-751.000	907.43
11/20	11/10/2020	91184	Dell Marketing L.P.	101-345-775.000	907.43
11/20	11/10/2020	91184	Dell Marketing L.P.	101-201-751.000	907.43
11/20	11/10/2020	91184	Dell Marketing L.P.	582-588-751.000	907.43
11/20	11/10/2020	91184	Dell Marketing L.P.	592-549-775.000	2,075.43
11/20	11/10/2020	91184	Dell Marketing L.P.	204-481-775.000	907.43
11/20	11/10/2020	91184	Dell Marketing L.P.	101-228-775.000	294.48
11/20	11/10/2020	91184	Dell Marketing L.P.	101-345-775.000	147.24
11/20	11/10/2020	91184	Dell Marketing L.P.	592-549-775.000	213.05
11/20	11/10/2020	91185	Dinon Law PLLC	101-266-802.000	210.00
11/20	11/10/2020	91186	EJ USA Inc.	592-010-111.000	3,012.56
11/20	11/10/2020	91187	Ellens Equipment	661-598-931.000	758.52
11/20	11/10/2020	91187	Ellens Equipment	661-598-931.000	103.82
11/20	11/10/2020	91188	EMMET AUTO	661-598-785.000	109.99
11/20	11/10/2020	91189	Emmet Co. Dept of Public Works	101-529-802.000	7,290.55
11/20	11/10/2020	91190	Empiric Solutions Inc.	101-228-802.000	8,654.00
11/20	11/10/2020	91191	Etna Supply	592-546-775.000	2,750.00
11/20	11/10/2020	91191	Etna Supply	592-546-775.000	680.00
11/20	11/10/2020	91191	Etna Supply	592-010-111.000	1,000.00
11/20	11/10/2020	91192	Fettig's Landscaping Inc.	101-770-802.000	275.00
11/20	11/10/2020	91193	Gibson Excavating LLC	592-547-802.000	2,880.00
11/20	11/10/2020	91193	Gibson Excavating LLC	592-544-802.000	6,800.00
11/20	11/10/2020	91193	Gibson Excavating LLC	592-545-802.000	3,257.50
11/20	11/10/2020	91194	Gongwer News Service Inc.	101-172-802.000	450.00
11/20	11/10/2020	91194	Gongwer News Service Inc.	101-215-802.000	450.00
11/20	11/10/2020	91194	Gongwer News Service Inc.	101-441-751.000	450.00
11/20	11/10/2020	91195	Grand Traverse Diesel Service	661-598-932.000	130.43
11/20	11/10/2020	91196	Great Lakes Pipe & Supply	592-543-775.000	10.73

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/20	11/10/2020	91197	Greenwell Machine Shop	661-598-932.000	19.29
11/20	11/10/2020	91198	HydroCorp	592-545-802.000	1,768.00
11/20	11/10/2020	91199	Integra Realty Resources	101-257-802.000	3,500.00
11/20	11/10/2020	91200	K & J Septic Service LLC	101-770-802.000	340.00
11/20	11/10/2020	91201	KSS Enterprises	101-770-775.000	92.00
11/20	11/10/2020	91201	KSS Enterprises	101-770-775.000	330.72
11/20	11/10/2020	91202	LexisNexis Risk Data Management Inc.	101-208-802.000	150.00
11/20	11/10/2020	91202	LexisNexis Risk Data Management Inc.	101-208-802.000	150.00
11/20	11/10/2020	91202	LexisNexis Risk Data Management Inc.	514-587-802.000	150.00
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-785.000	23.60
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-785.000	4.95-
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-932.000	23.72-
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-785.000	8.14
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-932.000	321.40
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-785.000	21.98
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-785.000	8.07
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-010-111.000	10.27
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	592-547-775.000	941.34
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-785.000	15.00
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-932.000	164.85
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	592-549-785.000	169.00
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-932.000	27.00-
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-932.000	14.64
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-010-111.000	36.76
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-932.000	43.05
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-932.000	14.64
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-010-111.000	5.86
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-785.000	81.45
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	101-268-775.000	8.07
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-932.000	10.17
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	592-544-775.000	9.40
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-785.000	9.52
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-932.000	361.49
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-598-785.000	9.29
11/20	11/10/2020	91203	Lynn Auto Parts Inc.	661-010-111.000	18.23
11/20	11/10/2020	91204	MCVEIGH'S TRUCK SPRINGS INC.	661-598-932.000	1,056.24
11/20	11/10/2020	91205	MDC Contracting LLC	203-451-802.000	38,198.78
11/20	11/10/2020	91205	MDC Contracting LLC	592-020-342.000	12,210.05
11/20	11/10/2020	91205	MDC Contracting LLC	592-025-343.000	6,916.90
11/20	11/10/2020	91205	MDC Contracting LLC	204-444-802.000	3,409.09
11/20	11/10/2020	91205	MDC Contracting LLC	582-020-360.000	3,030.56
11/20	11/10/2020	91206	Meyer Ace Hardware	514-587-775.000	34.19-
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-775.000	21.58
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-775.000	6.29
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-775.000	31.49
11/20	11/10/2020	91206	Meyer Ace Hardware	582-593-930.000	8.63
11/20	11/10/2020	91206	Meyer Ace Hardware	271-790-752.000	22.48
11/20	11/10/2020	91206	Meyer Ace Hardware	101-770-775.000	6.29
11/20	11/10/2020	91206	Meyer Ace Hardware	592-544-775.000	11.86
11/20	11/10/2020	91206	Meyer Ace Hardware	592-544-775.000	25.15
11/20	11/10/2020	91206	Meyer Ace Hardware	101-770-775.000	26.99
11/20	11/10/2020	91206	Meyer Ace Hardware	101-345-775.000	13.12
11/20	11/10/2020	91206	Meyer Ace Hardware	101-265-930.000	6.64
11/20	11/10/2020	91206	Meyer Ace Hardware	271-790-752.000	68.36
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-775.000	17.99
11/20	11/10/2020	91206	Meyer Ace Hardware	271-790-985.000	53.99

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-775.000	22.45
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-775.000	4.59-
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-775.000	15.28
11/20	11/10/2020	91206	Meyer Ace Hardware	101-770-775.000	6.19
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-775.000	14.38
11/20	11/10/2020	91206	Meyer Ace Hardware	271-790-752.000	12.00
11/20	11/10/2020	91206	Meyer Ace Hardware	101-773-775.000	6.46
11/20	11/10/2020	91206	Meyer Ace Hardware	592-551-775.000	7.12
11/20	11/10/2020	91206	Meyer Ace Hardware	582-586-775.000	4.49
11/20	11/10/2020	91206	Meyer Ace Hardware	101-756-775.000	8.26
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-775.000	25.19
11/20	11/10/2020	91206	Meyer Ace Hardware	101-770-775.000	22.49
11/20	11/10/2020	91206	Meyer Ace Hardware	101-756-880.000	8.09
11/20	11/10/2020	91206	Meyer Ace Hardware	101-770-775.000	93.54
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-775.000	14.38
11/20	11/10/2020	91206	Meyer Ace Hardware	582-593-775.000	16.32
11/20	11/10/2020	91206	Meyer Ace Hardware	661-598-785.000	71.94
11/20	11/10/2020	91206	Meyer Ace Hardware	101-268-930.000	13.49
11/20	11/10/2020	91206	Meyer Ace Hardware	661-598-931.000	31.94
11/20	11/10/2020	91206	Meyer Ace Hardware	202-479-775.000	89.25
11/20	11/10/2020	91206	Meyer Ace Hardware	203-479-775.000	89.25
11/20	11/10/2020	91207	Michigan Association of Chiefs of Police	101-345-912.000	195.00
11/20	11/10/2020	91207	Michigan Association of Chiefs of Police	101-345-915.000	100.00
11/20	11/10/2020	91208	Michigan Municipal League	204-481-912.000	255.00
11/20	11/10/2020	91208	Michigan Municipal League	592-560-915.000	255.00
11/20	11/10/2020	91208	Michigan Municipal League	592-549-915.000	255.00
11/20	11/10/2020	91208	Michigan Municipal League	582-588-912.000	255.00
11/20	11/10/2020	91208	Michigan Municipal League	661-598-912.000	255.00
11/20	11/10/2020	91209	MICHIGAN SECTION A.W.W.A.	592-560-915.000	250.00
11/20	11/10/2020	91209	MICHIGAN SECTION A.W.W.A.	592-549-915.000	340.00
11/20	11/10/2020	91210	Michigan State Fireman's Assoc.	101-345-915.000	75.00
11/20	11/10/2020	91211	Midwest Siding & Sales Inc.	101-268-775.000	14.60
11/20	11/10/2020	91212	Northern Michigan Review Inc.	101-262-802.000	71.33
11/20	11/10/2020	91212	Northern Michigan Review Inc.	248-739-802.000	44.00
11/20	11/10/2020	91212	Northern Michigan Review Inc.	101-262-802.000	71.33
11/20	11/10/2020	91212	Northern Michigan Review Inc.	101-770-850.000	57.06
11/20	11/10/2020	91212	Northern Michigan Review Inc.	582-593-802.000	963.84
11/20	11/10/2020	91212	Northern Michigan Review Inc.	101-215-802.000	162.00
11/20	11/10/2020	91212	Northern Michigan Review Inc.	101-215-802.000	451.20
11/20	11/10/2020	91213	Peninsula Fiber Network LLC	101-228-850.000	446.00
11/20	11/10/2020	91214	Plath, Audrey	101-262-751.000	6.35
11/20	11/10/2020	91215	Police and Firemen's Insurance	701-000-230.185	379.38
11/20	11/10/2020	91216	Power Line Supply	582-586-775.000	225.00
11/20	11/10/2020	91216	Power Line Supply	582-586-775.000	342.85
11/20	11/10/2020	91216	Power Line Supply	582-586-775.000	211.20
11/20	11/10/2020	91216	Power Line Supply	582-586-775.000	15.24
11/20	11/10/2020	91216	Power Line Supply	582-588-785.000	16.72
11/20	11/10/2020	91217	Rasmussen, Derek	101-756-808.040	150.00
11/20	11/10/2020	91218	Rieth-Riley Construction Co	202-464-775.000	222.74
11/20	11/10/2020	91218	Rieth-Riley Construction Co	592-544-775.000	224.22
11/20	11/10/2020	91218	Rieth-Riley Construction Co	592-544-775.000	208.56
11/20	11/10/2020	91219	Rothfuss, Matthew D	101-756-808.040	100.00
11/20	11/10/2020	91220	Royal Tire	661-598-931.000	17.95
11/20	11/10/2020	91220	Royal Tire	661-598-931.000	101.74
11/20	11/10/2020	91220	Royal Tire	101-268-802.000	18.55
11/20	11/10/2020	91220	Royal Tire	101-770-985.000	18.79

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/20	11/10/2020	91221	RS TECHNICAL SERVICES INC.	592-551-775.000	261.49
11/20	11/10/2020	91222	SiteOne Landscape Supply	101-770-775.000	1.67
11/20	11/10/2020	91223	Smith, Edward J	101-756-808.040	150.00
11/20	11/10/2020	91224	Spectrum Business	592-560-850.000	37.85
11/20	11/10/2020	91225	Staples Advantage	101-172-751.000	22.24
11/20	11/10/2020	91225	Staples Advantage	101-201-751.000	22.24
11/20	11/10/2020	91225	Staples Advantage	101-208-751.000	15.56
11/20	11/10/2020	91225	Staples Advantage	101-257-751.000	11.12
11/20	11/10/2020	91225	Staples Advantage	101-215-751.000	13.34
11/20	11/10/2020	91225	Staples Advantage	101-262-751.000	33.49
11/20	11/10/2020	91225	Staples Advantage	101-789-751.000	4.44
11/20	11/10/2020	91225	Staples Advantage	101-441-751.000	1,901.50
11/20	11/10/2020	91225	Staples Advantage	592-549-751.000	59.99
11/20	11/10/2020	91225	Staples Advantage	592-560-751.000	107.80
11/20	11/10/2020	91225	Staples Advantage	101-345-751.000	15.61
11/20	11/10/2020	91225	Staples Advantage	101-172-751.000	143.00
11/20	11/10/2020	91225	Staples Advantage	101-345-751.000	62.26
11/20	11/10/2020	91225	Staples Advantage	101-400-751.000	11.12
11/20	11/10/2020	91225	Staples Advantage	101-441-751.000	33.35
11/20	11/10/2020	91225	Staples Advantage	101-770-751.000	2.22
11/20	11/10/2020	91225	Staples Advantage	101-773-775.000	2.22
11/20	11/10/2020	91225	Staples Advantage	101-756-751.000	22.24
11/20	11/10/2020	91225	Staples Advantage	101-172-751.000	13.22-
11/20	11/10/2020	91225	Staples Advantage	101-201-751.000	13.22-
11/20	11/10/2020	91225	Staples Advantage	101-208-751.000	9.25-
11/20	11/10/2020	91225	Staples Advantage	101-257-751.000	6.61-
11/20	11/10/2020	91225	Staples Advantage	101-215-751.000	7.93-
11/20	11/10/2020	91225	Staples Advantage	101-345-751.000	37.00-
11/20	11/10/2020	91225	Staples Advantage	101-172-751.000	204.22
11/20	11/10/2020	91225	Staples Advantage	592-549-751.000	209.36
11/20	11/10/2020	91225	Staples Advantage	592-560-751.000	209.36
11/20	11/10/2020	91225	Staples Advantage	101-400-751.000	6.61-
11/20	11/10/2020	91225	Staples Advantage	101-441-751.000	19.82-
11/20	11/10/2020	91225	Staples Advantage	101-770-751.000	1.32-
11/20	11/10/2020	91225	Staples Advantage	101-773-775.000	1.32-
11/20	11/10/2020	91225	Staples Advantage	101-756-751.000	13.22-
11/20	11/10/2020	91225	Staples Advantage	101-789-751.000	2.63-
11/20	11/10/2020	91226	State of Michigan-Department of LARA	582-081-642.300	3,628.18
11/20	11/10/2020	91226	State of Michigan-Department of LARA	582-081-642.400	723.44
11/20	11/10/2020	91226	State of Michigan-Department of LARA	582-081-642.500	5.46
11/20	11/10/2020	91226	State of Michigan-Department of LARA	582-081-642.200	170.17
11/20	11/10/2020	91227	Temperature Control Inc.	592-554-802.000	490.50
11/20	11/10/2020	91228	Trace Analytical Laboratories LLC	592-553-801.000	454.40
11/20	11/10/2020	91228	Trace Analytical Laboratories LLC	592-553-801.000	1,479.20
11/20	11/10/2020	91228	Trace Analytical Laboratories LLC	592-553-802.000	175.00
11/20	11/10/2020	91229	Traffic & Safety Control Systems Inc.	514-587-802.000	81.00
11/20	11/10/2020	91230	Trophy Case, The	101-756-808.040	100.00
11/20	11/10/2020	91231	VALLEY TRUCK PARTS INC.	661-598-932.000	315.27
11/20	11/10/2020	91232	Van's Business Machines	514-587-802.000	130.87
11/20	11/10/2020	91233	W.W. Fairbairn & Sons	101-773-775.000	38.76
11/20	11/10/2020	91234	Walters Sharpening Service Inc.	101-770-802.000	76.50
11/20	11/10/2020	91234	Walters Sharpening Service Inc.	101-770-802.000	54.18
11/20	11/10/2020	91235	Windemuller	592-554-802.000	306.00
11/20	11/10/2020	91235	Windemuller	592-555-802.000	192.00
11/20	11/11/2020	999100	ACH-CHILD SUPPORT	701-000-230.160	160.23
11/20	11/11/2020	999101	ACH-EFTPS	701-000-230.200	11,877.34

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/20	11/11/2020	999101	ACH-EFTPS	701-000-230.100	19,656.71
11/20	11/11/2020	999101	ACH-EFTPS	701-000-230.200	11,877.34
11/20	11/11/2020	999101	ACH-EFTPS	701-000-230.200	2,777.75
11/20	11/11/2020	999101	ACH-EFTPS	701-000-230.200	2,777.75
11/20	11/11/2020	999102	ACH-ICMA 457	701-000-230.700	1,867.85
11/20	11/11/2020	999102	ACH-ICMA 457	701-000-230.700	5,235.00
11/20	11/11/2020	999103	ICMA 401	701-000-230.700	641.21
11/20	11/11/2020	999104	ICMA-ROTH	701-000-230.900	595.00
11/20	11/11/2020	999105	Mers DC 45	001-000-001.001	293.35
11/20	11/11/2020	999105	Mers DC 45	701-000-230.120	733.32
Grand Totals:					<u>377,718.26</u>

## Report Criteria:

Check.Check issue date = 10/29/2020-11/10/2020

Check Number	Check Issue Date	Name	GL Account	Amount
91125	11/04/2020	Behrmann, Michael	101087654000	100.00
91126	11/04/2020	CMS Land Company & Honigman LLP	703040222220	6,836.92
91126	11/04/2020	CMS Land Company & Honigman LLP	703040228220	7,957.80
91126	11/04/2020	CMS Land Company & Honigman LLP	703040229220	5,111.15
91126	11/04/2020	CMS Land Company & Honigman LLP	703040230220	10,574.17
91126	11/04/2020	CMS Land Company & Honigman LLP	703040231220	2,346.77
91126	11/04/2020	CMS Land Company & Honigman LLP	703040232220	978.41
91126	11/04/2020	CMS Land Company & Honigman LLP	703040236220	23,873.40
91126	11/04/2020	CMS Land Company & Honigman LLP	703040237220	3,330.19
91127	11/04/2020	Hendricks, Susan	582588803000	50.00
91128	11/04/2020	Kay, Krista	582040285000	41.52
91129	11/04/2020	Mounts, Stephanie	101087654000	50.00
91130	11/04/2020	Oram, Kelli	582040285000	46.26
91131	11/04/2020	Skoglund, Austin L	582040285000	25.37
91132	11/04/2020	Woods, Matthew	582040285000	39.24
Grand Totals:				<u>61,361.20</u>





**BOARD:** City Council

**MEETING DATE:** November 16, 2020

**DATE PREPARED:** November 12, 2020

**AGENDA SUBJECT:** Downtown-Area Special-Assessment Public Hearing and Assessments-Confirmation Resolution

**RECOMMENDATION:** That the City Council conduct this public hearing and consider adopting a proposed resolution that would confirm this proposed special-assessment roll

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**Background** On November 2 City Council decided to conduct a public hearing on November 16 to consider imposing special assessments against eligible, non-residential, downtown-area properties. This action follows the annual request of the Downtown Management Board that a special assessment be used to raise revenues that would be sufficient to offset costs of the Management Board's routine programs and services for 2021. If, after conducting the public hearing on November 16, the City Council decided that it wished to proceed with levying these proposed special assessments, the City Council then could adopt a resolution that would direct City staff to spread assessments and to invoice affected property owners. Staff has included an example of a special assessment invoice for your review.

**Process** As required by City Code provisions, the City Council on October 5 acknowledged receipt of a September 30 report by the City Manager that had outlined the Downtown Management Board's request. The City Council then confirmed that all costs of proposed programs and services would be offset by special assessments, designated the Management Board's territory as the assessment district, approved the recommended 2% increase assessment formula for notice purposes, and set an October 19 public hearing to receive comments concerning proposed programs and services. After the October 19 public hearing, the City Council directed that an assessment roll be prepared for its review on November 2, after which the roll was accepted and ordered to be placed on file. A second public hearing was set for November 16 to receive comments concerning proposed special assessments.

**Action** Enclosed is a proposed special-assessment roll, based upon the Downtown Management Board's recommended assessment formula of \$0.1836 per square foot of usable, first-floor space within eligible, non-residential buildings located in the Management Board's territory as the assessment district; \$0.0459 per square foot of usable space on floors other than first floors; and \$0.0561 per square foot of area on vacant, buildable lots. No comments concerning the proposed roll have been received. If the City Council wishes to proceed with this special assessment, enclosed is a proposed resolution that would confirm the City Council's approval of the proposed roll and would direct City staff to certify the roll, spread assessments accordingly, and invoice property owners within 30 days.

sb  
Enclosures



WHEREAS, the City Council on October 5, 2020, reviewed a report of September 30, 2020, that had been prepared by the City Manager that listed programs and services that had been proposed to be provided property owners and tenants within the Downtown Management Board's territory along with the proposed special-assessment roll that could be implemented to finance such programs and services; and

WHEREAS, following that review, the City Council conducted a public hearing on October 19, 2020, to receive comments concerning recommended programs and services as proposed to be provided by the Downtown Management Board as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, after having received no comments at its October 19 public hearing, the City Council then approved the programs and services as had been recommended by the Downtown Management Board, as well as approved the costs for such programs and services that had been estimated by the Downtown Management Board; and

WHEREAS, in addition to approving proposed downtown programs and services and costs of such programs and services, City Council directed City staff to prepare a special-assessment roll in accordance with the City Council's approval of recommended programs and services and costs of such programs and services for presentation to the City Council on November 2, 2020; and

WHEREAS, after receiving a proposed special-assessment roll, City Council accepted the assessment roll, ordered that it be placed on file with City staff and made available for inspection by the public, scheduled a public hearing for November 16, 2020, to receive comments concerning the proposed special-assessment roll, and directed City staff to publish a notice of the November 16, 2020 public hearing and to notify potentially affected property owners of said hearing; and

WHEREAS, the City Council conducted its November 16 public hearing and is satisfied with the assessment roll as prepared by the City staff and believes that assessments are in proportion to the benefits to be received:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby accepts the special-assessment roll as prepared by City staff and as presented to the City Council and is satisfied with the roll and believes that assessments are in proportion to the benefits to be received; and

BE IT FURTHER RESOLVED that City Council does and hereby confirms the special-assessment roll as prepared by City staff and as presented to City Council; and

BE IT FURTHER RESOLVED that the City Council does and hereby orders that a certified copy of said special-assessment roll be placed on file at the City Hall and that the staff be and is hereby directed to spread the assessments and collect the various sums and amounts that appear on said special-assessment roll.

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT**

AREA AND COST PER FLOOR

STREET	FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		VACANT LAND		TOTAL COST
	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
Bay Street	26,305	\$ 4,829.60	12,774	\$ 586.33	5,417	\$ 248.64	-	\$ -	3,240	\$ 148.72	-	\$ -	\$ 5,813.28
Division Street	-	-	-	-	-	-	-	-	-	-	-	-	-
Howard Street	70,662	12,973.54	20,309	932.18	-	-	-	-	20,554	943.43	-	-	14,849.15
Lake Street	93,147	17,101.79	51,771	2,376.29	8,273	379.73	-	-	45,481	2,087.58	-	-	21,945.39
Lewis Street	15,360	2,820.10	12,590	577.88	12,590	577.88	3,922	180.02	8,711	399.83	-	-	4,555.71
Michigan Street	21,766	3,996.24	300	13.77	-	-	-	-	-	-	6,324	354.78	4,364.78
Mitchell Street	173,384	31,833.30	55,064	2,527.44	14,375	659.81	-	-	88,526	4,063.34	87,528	4,910.32	43,994.22
Park Avenue	5,756	1,056.80	860	39.47	-	-	-	-	4,939	226.70	-	-	1,322.98
Petoskey Street	22,309	4,095.93	4,692	215.36	3,672	168.54	-	-	3,314	152.11	-	-	4,631.95
Rose Street	4,428	812.98	3,608	165.61	-	-	-	-	-	-	-	-	978.59
Waukazoo Street	5,028	923.14	-	-	-	-	-	-	-	-	-	-	923.14
<b>TOTALS</b>	<b>438,145</b>	<b>\$ 80,443.42</b>	<b>161,968</b>	<b>\$ 7,434.33</b>	<b>44,327</b>	<b>\$ 2,034.61</b>	<b>3,922</b>	<b>\$ 180.02</b>	<b>174,765</b>	<b>\$ 8,021.71</b>	<b>93,852</b>	<b>\$ 5,265.10</b>	<b>\$ 103,379.19</b>

Description	Rate
First Floor	\$0.1836
Non-First floor	\$0.0459
Unimproved	\$0.0561

11/4/2020

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
BAY STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-001	CITY OF PETOSKEY	BAY STREET		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
06-226-002	CITY OF PETOSKEY	BAY STREET											-
06-226-003	PETOSKEY LAND & CATTLE	322 BAY STREET	5,893	1,081.95	3,086	141.65							1,223.60
06-200-011	ACROSS THE BAY LLC	319 BAY STREET	1,476	270.99									270.99
06-200-006	WINE GUYS HOLDINGS, LLC	321 BAY STREET	1,763	323.69	1,433	65.77							389.46
06-200-007	KONDZIELA, PAUL TRUST	327 BAY STREET	821	150.74									150.74
06-200-008	LANDIS CONNIE - residential	329 BAY STREET	0	-	-	-							-
06-200-009	BAY STREET REAL ESTATE HOLDI	331 BAY STREET (HOWARD STREET)	1,228	225.46	888	40.76							266.22
05-101-017	NATIONAL CITY BANK MI/ IL	401 BAY STREET (HOWARD STREET)	3,436	630.85	930	42.69					1,209	55.49	729.03
05-101-062	TIP OF MIT WATERSHED	426 BAY STREET (PARK AVENUE)	2,590	475.52	1,020	46.82							522.34
05-104-101	BANK OF NORTHERN MICHIGAN	406 BAY STREET	5,190	952.88	5,417	248.64	5,417	248.64					1,450.16
05-105-101	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 1	802	147.25									147.25
05-105-102	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 2	1,354	248.59							744	34.15	282.74
05-105-103	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 3	1,752	321.67							1,287	59.07	380.74
TOTALS			26,305	\$ 4,829.60	12,774	\$ 586.33	5,417	\$ 248.64	-	\$ -	3,240	\$ 148.72	\$ 5,813.28

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
DIVISION STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST		
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT				
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST			
05-101-021	EMMET COUNTY	200 DIVISION STREET		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05-101-046	EMMET COUNTY	DIVISION STREET													-
05-101-048	EMMET COUNTY	DIVISION STREET													-
TOTALS			-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
HOWARD STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-067	CRC HOLDINGS LLC	107 HOWARD STREET	3,780	\$ 694.01		\$ -		\$ -		\$ -		\$ -	\$ 694.01
05-101-011	SELDEN CARS, LLC	113 HOWARD STREET	1,306	239.78	852	39.11							278.89
05-101-015	117 HOWARD STREET, LLC	117 HOWARD STREET	2,280	418.61	788	36.17							454.78
05-101-022	ORAHAM, WALT/GENEVA TRUST	203 HOWARD STREET	4,786	878.71									878.71
05-101-024	HOWARD PROPERTY PARTNERS	209 HOWARD STREET	1,630	299.27	756	34.70							333.97
05-101-025	PHILLIPS, JUDY L. TRUST	215 HOWARD STREET	1,500	275.40	1,500	68.85							344.25
05-101-059	SYMONS, CHANDLER/LYNN TRUS	217 HOWARD STREET	900	165.24									165.24
05-101-036	SECOND EDITION INVEST. CO.	303 HOWARD STREET (EAST LAKE STREET)	1,425	261.63	1,425	65.41							327.04
05-101-047	SUMMIT POINT II LLC	307 HOWARD STREET	2,057	377.67									377.67
05-101-049	LAKE HOWARD LLC	309 HOWARD STREET (PARK AVENUE)	1,114	204.53	1,114	51.13							255.66
05-101-050	VIGNEAU, PAUL	311 HOWARD STREET (PARK AVENUE)	1,857	340.95	897	41.17							382.12
05-151-001	SEL WAYS, LLC	411 HOWARD STREET	2,886	529.87									529.87
05-151-008	MUNSON, THOMAS	415 HOWARD STREET	1,560	286.42									286.42
05-151-010	PERKINS, JONATHON & SONJA	417 HOWARD STREET	3,666	673.08									673.08
05-151-012	PERKINS, JONATHON & SONJA	421 HOWARD STREET	1,881	345.35									345.35
06-226-041	PETOSKEY LAND & CATTLE	200 HOWARD STREET	5,247	963.35									963.35
06-226-042	SECOND-HALF PRODUCTIONS	206 HOWARD STREET	1,903	349.39							1,903	87.35	436.74

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
HOWARD STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST	
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT			
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST		
06-226-006	T.J.B. PROPERTY HOLDINGS LLC	208 HOWARD STREET	1,755	\$ 322.22		\$ -		\$ -		\$ -		\$ -		\$ 322.22
06-226-007	HOWARD PROPERTY PARTNERS	210 HOWARD STREET	2,888	530.24							2,888	132.56		662.80
06-226-019	WJ & C, LLC	216 HOWARD STREET	2,400	440.64										440.64
06-226-027	HOWARD & LAKE LLC	300 HOWARD STREET (LAKE STREET)	1,975	362.61							1,964	90.15		452.76
06-226-028	ANDREWS PROPERTIES LLC	306 HOWARD STREET	1,250	229.50	877	\$ 40.25								269.75
06-226-030	HOWARD PROPERTY PARTNERS	308 HOWARD STREET	1,165	213.89	-	-								213.89
06-226-031	HOWARD PROPERTY PARTNERS	310 HOWARD STREET	2,500	459.00	-	-								459.00
06-226-037	MANTHEI, CORA TRUST	314 HOWARD STREET	5,000	918.00	5,000	229.50					4,832	221.79		1,369.29
06-226-040	BANK ONE	324 HOWARD STREET (MITCHELL STREET)	7,100	1,303.56	7,100	325.89					7,100	325.89		1,955.34
06-277-054	PROSPECT GROUP PROPERTIES	410 HOWARD STREET	1,867	342.78							1,867	85.70		428.48
06-277-021	MSKS LLC	418 HOWARD STREET (MICHIGAN STREET)	2,984	547.86										547.86
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND											
			AREA	COST										
05-151-015	PERKINS, JONATHON & SONJA	425 HOWARD STREET	PARKING LOT											
TOTALS			70,662	\$ 12,973.54	20,309	\$ 932.18	-	\$ -	-	\$ -	20,554	\$ 943.43		\$ 14,849.15

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LAKE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST	
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT			
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST		
06-227-015	MDC JACKSON LLC	215 EAST LAKE STREET	5,212	\$ 956.92	686	\$ 31.49			\$ -		\$ -	4,176	\$ 191.68	\$ 1,180.09
06-226-008	SHORTER, MARIETTA TRUST	301 EAST LAKE STREET (PETOSKEY STREET)	3,325	610.47	3,325	152.62						1,325	60.82	823.91
06-226-009	M.E.M. PROPERTIES	305 EAST LAKE STREET	1,750	321.30								1,750	80.33	401.63
06-225-101	LONGFIELD FARM LTD PARTNERS	307 EAST LAKE ST, UNIT 1	2,030	372.71								2,346	107.68	480.39
06-225-102	MAGER PETOSKEY LTD PARTNER	307 EAST LAKE ST, UNIT 2	2,084	382.62								1,681	77.16	459.78
06-226-012	SHORTER PROPERTIES, LLC	311 EAST LAKE STREET	1,238	227.30	1,238	56.82						1,238	56.82	340.95
06-226-013	TESKA, MICHAEL & LINDA	313 EAST LAKE STREET	675	123.93										123.93
06-226-014	WARD, DONALD & JENNIFER TRU	315 EAST LAKE STREET	1,225	224.91										224.91
06-226-015	SUMMERHILL ESTATES, LLC	317 EAST LAKE STREET	2,075	380.97	1,775	81.47						2,045	93.87	556.31
06-226-016	NORWOOD GROUP, LLC	319 EAST LAKE STREET	2,000	367.20								1,976	90.70	457.90
06-226-017	WOLF INVESTMENT OF MICHIGAN	321 EAST LAKE STREET	4,050	743.58	4,050	185.90								929.48
06-226-018	SPLASH PROPERTIES, LLC	325 EAST LAKE STREET	4,000	734.40	4,000	183.60						4,000	183.60	1,101.60
06-226-020	WJ & C, LLC	329-331 EAST LAKE ST. (HOWARD STREET)	4,065	746.33	4,065	186.58	4,065	186.58				3,911	179.51	1,299.02
06-226-021	SCOTT FAMILY TRUST	306 EAST LAKE STREET (PETOSKEY STREET)	5,323	977.30	625	28.69								1,005.99
06-226-022	HAAS, THERESA	312 EAST LAKE STREET	2,295	421.36	1,275	58.52								479.88
06-226-023	ROBINSON, GEORGE & BARBARA	314 EAST LAKE STREET	2,015	369.95										369.95
06-226-024	HOWARD PROPERTY PARTNERS	316 EAST LAKE ST.	4,603	845.11	-	-								845.11
06-226-025	HOWARD PROPERTY PARTNERS	320 EAST LAKE STREET	3,344	613.96	1,500	68.85								682.81



**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LAKE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-026	PHILLIPS, JUDY L. TRUST	322-340 EAST LAKE ST.	12,002	\$ 2,203.57	10,355	\$ 475.29		\$ -		\$ -	2,550	\$ 117.05	\$ 2,795.91
05-101-035	SYMONS, CHANDLER T JR TRUST	401 EAST LAKE STREET (HOWARD STREET)	1,590	291.92	1,590	72.98					1,590	72.98	437.89
05-101-058	CIPIO LLC	403 EAST LAKE STREET	1,500	275.40	1,500	68.85					1,500	68.85	413.10
05-101-027	MASONIC ASSOCIATION	405 EAST LAKE STREET	4,208	772.59	4,208	193.15	4,208	193.15			2,800	128.52	1,287.40
05-101-028	NORTH HARBOR GROUP, LLC	409 EAST LAKE STREET	1,945	357.10	975	44.75					1,945	89.28	491.13
05-101-070	AMERICAN SPOON FOODS INC	411 EAST LAKE ST. (PARK AVENUE)	3,568	655.08									655.08
05-101-031	EMMET COUNTY	321 ELK AVENUE											-
05-101-037	SECOND EDITION INVEST. CO.	406 EAST LAKE STREET	3,611	662.98	3,611	165.74							828.72
05-101-040	WINE GUYS HOLDINGS LLC	432 EAST LAKE STREET	7,434	1,364.88	3,175	145.73					7,411	340.16	1,850.78
05-101-041	SASS INVESTMENT CO	434 EAST LAKE STREET	1,475	270.81									270.81
05-101-042	PETOSKEY LAND & CATTLE	438 EAST LAKE STREET	3,237	594.31	2,550	117.05					3,237	148.58	859.94
05-101-043	CITY OF PETOSKEY	EAST LAKE STREET											-
05-101-044	CITY OF PETOSKEY	EAST LAKE STREET											-
05-101-045	EMMET COUNTY	454-456 EAST LAKE ST.											-
05-101-038	APPLE PIE PROPERTIES, LLC	410 E. LAKE ST. (formerly 300 Park Ave.)	1,268	232.80	1,268	58.20							291.01
TOTALS			93,147	\$ 17,101.79	51,771	\$ 2,376.29	8,273	\$ 379.73	-	\$ -	45,481	\$ 2,087.58	\$ 21,945.39

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LEWIS STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-060	MS LODGING LLC	100 LEWIS STREET (ROSE & BAY STREETS)	15,360	\$ 2,820.10	12,590	\$ 577.88	12,590	\$ 577.88	3,922	\$ 180.02	8,711	\$ 399.83	\$ 4,555.71

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MICHIGAN STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-277-022	CITY OF PETOSKEY	MICHIGAN STREET (PETOSKEY STREET)		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
06-277-019	CITY OF PETOSKEY	MICHIGAN STREET											-
06-277-020	CITY OF PETOSKEY	MICHIGAN STREET											-
05-151-011	CLARK, DENNIS & ANGELA	411 MICHIGAN STREET	2,400	\$ 440.64									440.64
05-151-002	PERKINS JONATHON & SONJA	407 MICHIGAN STREET	10,428	1,914.58									1,914.58
05-151-003	BURRELL, JACKLYN	413 MICHIGAN STREET	4,318	792.78									792.78
05-151-004	BLDG AUTH CITY OF PETOSKEY	417 MICHIGAN STREET											-
05-151-006	CITY OF PETOSKEY	MICHIGAN STREET											-
05-151-013	445 MICHJIGAN LLC	445 MICHIGAN	1,531	281.09	300	13.77						-	294.86
05-156-001	425 MITCHELL ST CONDO ASSOC	406 PENNY'S ALLEY	-	-			Condo property assessed to units - Penny's Alley					-	
05-156-101	484 BENNAVILLE LLC	406 PENNY'S ALLEY #1	-	-			Residential garage					-	
05-156-102	OFFIELD SUSAN MARION TRUST	406 PENNY'S ALLEY #2	-	-			Residential garage					-	
05-156-103	484 BENNAVILLE LLC	406 PENNY'S ALLEY #3	175	32.13									32.13
05-156-104	484 BENNAVILLE LLC	406 PENNY'S ALLEY #4	682	125.22			restaurant storage?					125.22	
05-156-105	484 BENNAVILLE LLC - restaurant food court portion below	406 PENNY'S ALLEY #5	2,232	409.80									409.80
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	LAND										
			AREA	COST									
05-156-105	484 BENNAVILLE LLC - food court Restaurant portion above	406 PENNY'S ALLEY #5	6,324	\$ 354.78									354.78
TOTALS			21,766	\$ 3,996.24	300	\$ 13.77	-	\$ -	-	\$ -	-	\$ -	\$ 4,364.78

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-038	FRANKHOUSER JOHN & MARY LOI	301 EAST MITCHELL ST. (PETOSKEY STREET)	3,120	\$ 572.83		\$ -		\$ -		\$ -		\$ -	\$ 572.83
06-226-039	REID, JAMES III	307 EAST MITCHELL	6,141	1,127.49	5,808	266.59					5,696	261.45	1,655.52
06-226-033	HOWARD PROPERTIES PARTNER	311 EAST MITCHELL	6,308	1,158.15	5,390	247.40					5,390	247.40	1,652.95
06-226-034	PAUL KRECKE	317 EAST MITCHELL ST.	5,050	927.18	-	-							927.18
06-226-043	HOWARD PROPERTIES PARTNER	319 EAST MITCHELL ST.	5,050	927.18									927.18
06-226-044	DUSE, MARNIE	323 EAST MITCHELL ST.	1,700	312.12							1,625	74.59	386.71
06-277-001	BETTY SMITH FARLEY	202 EAST MITCHELL ST. (EMMET STREET)	2,640	484.70									484.70
06-277-003	GRAIN TRAIN NATURAL FOOD CO	220 EAST MITCHELL ST.	6,571	1,206.44									1,206.44
06-277-050	MIGHTY FINE PIZZA & DELI	222 EAST MITCHELL ST.	480	88.13									88.13
06-277-004	C4 HOLDINGS, LLC	224 EAST MITCHELL (PETOSKEY STREET)	3,388	622.04	3,482	159.82							781.86
06-277-052	HOWARD PROPERTIES PARTNER	300 EAST MITCHELL ST. (PETOSKEY STREET)	10,181	1,869.23	5,529	253.78					10,181	467.31	2,590.32
06-277-007	HOWARD PROPERTIES PARTNER	316 EAST MITCHELL ST.	6,640	1,219.10	4,410	202.42	4,410	202.42			4,410	202.42	1,826.36
06-277-008	PHILLIPS, JUDY L TRUST	320 EAST MITCHELL ST.	1,750	321.30									321.30
06-277-009	PETOSKEY LAND & CATTLE CO	322 EAST MITCHELL ST.	3,375	619.65	1,890	86.75							706.40
06-277-010	SAM'S GRACES CAFÉ LLC	324 EAST MITCHELL ST.	1,684	309.18									309.18
06-277-053	JORGENSEN FAMILY TRUST	326 EAST MITCHELL ST.	2,935	538.87							2,625	120.49	659.35
06-277-013	PETOSKEY COMMUNITY CORP.	330 EAST MITCHELL ST. (HOWARD STREET)	2,734	501.96	2,734	125.49							627.45

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-039	GEMINI LAND CO.	421 EAST MITCHELL ST. (EAST LAKE STREET)	8,250	\$ 1,514.70		\$ -		\$ -		\$ -	8,250	\$ 378.68	\$ 1,893.38
05-101-051	REUSCH JOHN TRUST	427 EAST MITCHELL	2,839	521.24									521.24
05-101-057	PETOSKEY LAND & CATTLE CO LL	435 EAST MITCHELL ST.	6,495	1,192.48	4,623	212.20							1,404.68
05-101-052	PETOSKEY LAND & CATTLE CO	441 EAST MITCHELL ST.	6,892	1,265.37									1,265.37
05-101-053	PETOSKEY LAND & CATTLE CO	443 EAST MITCHELL	13,800	2,533.68							9,660	443.39	2,977.07
05-101-054	CITY OF PETOSKEY	451 EAST MITCHELL ST.											-
05-101-055	CROOKED TREE ART COUNCIL	461 EAST MITCHELL ST. (DIVISION STREET)	9,432	1,731.72	700	32.13	-	-	-		9,952	456.80	2,220.64
05-100-001	HOWARD PROPERTY PARTNERS	408 EAST MITCHELL ST. (HOWARD STREET)	10,108	1,855.83	10,108	463.96					10,108	463.96	2,783.74
05-100-151	DRSKOPLAND LLC	416-A EAST MITCHELL ST.	1,656	304.04							1,632	74.91	378.95
05-100-152	HOWARD PROPERTY PARTNERS	416-B EAST MITCHELL ST.	5,610	1,030.00							5,556	255.02	1,285.02
05-100-004	PETOSKEY LAND & CATTLE CO	418 EAST MITCHELL ST.	5,390	989.60	5,390	247.40	5,390	247.40			5,390	247.40	1,731.81
05-100-006	SYMON CHANDLER JT TRUST	426 EAST MITCHELL ST.	2,500	459.00							2,350	107.87	566.87
05-100-007	ROCHON ELAINE TRUST	430 EAST MITCHELL ST.	2,500	459.00							2,500	114.75	573.75
05-100-008	FIVE WILDERS INC	434 EAST MITCHELL ST.	5,000	918.00	5,000	229.50							1,147.50
05-100-009	PETOSKEY LAND & CATTLE CO	436 EAST MITCHELL ST.	2,500	459.00									459.00
05-100-010	PETOSKEY LAND & CATTLE CO	438 EAST MITCHELL ST.	2,375	436.05									436.05

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST	
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT			
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST		
05-100-011	PETOSKEY LAND & CATTLE CO	440 EAST MITCHELL ST.	2,825	\$ 518.67		\$ -		\$ -		\$ -		\$ -	\$ 518.67	
05-100-012	ERIC & LORRAINE KASPER	442 EAST MITCHELL ST.	2,650	486.54									486.54	
05-100-013	AMBITIOUS BEE PROPERTIES LLC	444 EAST MITCHELL ST.	1,625	298.35									298.35	
05-100-014	PETOSKEY LAND & CATTLE CO	446 EAST MITCHELL ST. (WAUKAZOO AVENUE)	4,380	804.17									804.17	
05-154-101	DAVID & MELISSA MEIKLE	422 EAST MITCHELL ST #1	Third floor unit - residential										-	
05-154-102	SUSAN OFFIELD TRUST	422 EAST MITCHELL ST #2	Third floor unit - residential										-	
05-154-103	484 BENNAVILLE LLC	422 EAST MITCHELL ST #3	Second floor unit - commercial				2,279	104.61						104.61
05-154-104	484 BENNAVILLE LLC	422 EAST MITCHELL ST #4	Second floor unit - commercial				2,296	105.39						105.39
05-154-105	484 BENNAVILLE LLC	422 EAST MITCHELL ST #5	1,875	344.25	First floor unit - commercial - includes basement						697	31.99	376.24	
05-154-106	484 BENNAVILLE LLC	422 EAST MITCHELL ST #6	2,318	425.58	First floor unit - commercial - includes basement						2,108	96.76	522.34	
05-101-064	CHAMBER OF COMMERCE	401 EAST MITCHELL ST.	2,617	480.48							396	18.18	498.66	
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND											
			AREA	COST										
06-227-016	PETOSKEY GRAND LLC	MITCH/ PETOSKEY/ LAKE	87,528	\$ 4,910.32	Replaces 8 previous parcels @ 10,941 sq ft									4,910.32
			<u>87,528</u>	<u>\$ 4,910.32</u>										
TOTALS			<u>173,384</u>	<u>\$ 31,833.30</u>	<u>55,064</u>	<u>\$ 2,527.44</u>	<u>14,375</u>	<u>\$ 659.81</u>	<u>-</u>	<u>\$ -</u>	<u>88,526</u>	<u>\$ 4,063.34</u>	<u>\$ 43,994.22</u>	

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
PARK AVENUE**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-030	WILLIAM & TAMMY THOMPSON	216 PARK AVENUE	2,901	\$ 532.62		\$ -		\$ -		\$ -	2,861	\$ 131.32	\$ 663.94
05-101-033	PETOSKEY LAND & CATTLE LLC.	222 PARK AVENUE	1,188	218.12							1,188	54.53	272.65
05-101-034	PETOSKEY LAND & CATTLE, LLC	224 PARK AVENUE	807	148.17							890	40.85	189.02
05-101-038	APPLE PIE PROPERTIES, LLC	300 PARK AVENUE moved to 410 E Lake St											-
05-101-063	CIPIO LLC	214 PARK AVE	860	157.90	860	39.47							197.37
TOTALS			5,756	\$ 1,056.80	860	\$ 39.47	-	\$ -	-	\$ -	4,939	\$ 226.70	\$ 1,322.98

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
PETOSKEY STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-032	REID, JAMES III	313 PETOSKEY STREET	676	\$ 124.11		\$ -		\$ -		\$ -		\$ -	\$ 124.11
06-277-018	CITY OF PETOSKEY	PETOSKEY STREET											-
06-277-022	CITY OF PETOSKEY	PETOSKEY STREET (MICHIGAN STREET)											-
06-226-045	BEAR RIVER REALTY LLC	1 PETOSKEY STREET	3,672	674.18	3,672	168.54	3,672	168.54					1,011.27
06-277-015	HARRIS, DANIEL & AMY	410 PETOSKEY STREET	2,262	415.30									415.30
06-227-001	LAMBERT, MICHAEL T & HELEN T	202 PETOSKEY STREET	4,024	738.81									738.81
06-227-004	MOLCOR LLC	214 PETOSKEY STREET (EAST LAKE STREET)	3,285	603.13							3,314	152.11	755.24
06-277-017	REED, PAUL W & KATHLEEN A	414 PETOSKEY STREET	2,010	369.04									369.04
06-278-005	ALM, MARIE C TRUST	418 PETOSKEY STREET	1,128	207.10									207.10
06-278-008	HARRIS PROFESSIONAL PROPER	424 PETOSKEY STREET (MICHIGAN STREET)	1,820	334.15	1,020	46.82							380.97
06-226-029	BEIER FAMILY REAL ESTATE CO.,	309 PETOSKEY STREET	3,432	630.12									630.12
TOTALS			22,309	\$ 4,095.93	4,692	\$ 215.36	3,672	\$ 168.54	-	\$ -	3,314	\$ 152.11	\$ 4,631.95



**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
ROSE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-002	MS LODGING LLC	410 ROSE STREET	4,428	\$ 812.98	3,608	\$ 165.61	-	\$ -	-	\$ -	-	\$ -	\$ 978.59

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2020 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
WAUKAZOO STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-151-007	CRESS ENTERPRISES INC.	414 WAUKAZOO STREET	0	\$ -	-	\$ -	Residential begin Dec 2016		\$ -		\$ -		\$ -
05-151-009	CRESS ENTERPRISES INC.	418 WAUKAZOO STREET	1,932	\$ 354.72	-	-							354.72
05-151-014	1ST CHURCH CHRIST SCIENTIST	420 WAUKAZOO STREET	3,096	\$ 568.43	-	-							568.43
TOTALS			5,028	\$ 923.14	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 923.14



# City of Petoskey

# INVOICE

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

## 2020 DOWNTOWN PROGRAMS AND SERVICES SPECIAL ASSESSMENTS

Invoice Date: Nov. 17, 2020

Mail to:  
 ABC Company  
 101 East Lake Street  
 Petoskey, MI 49770

Property ID: 00-000-000  
Address: 101 East Lake Street  
 Petoskey, MI 49770

SQUARE FOOTAGE	DESCRIPTION	PRICE PER SQUARE FOOT	AMOUNT
7,100	First Floor	\$0.1836	\$1,303.56
7,100	Second Floor	\$0.0459	\$325.89
0	Third Floor	\$0.0459	\$0.00
0	Fourth Floor	\$0.0459	\$0.00
7,100	Basement	\$0.0459	\$325.89
0	Vacant Space	\$0.0561	\$0.00
<b>TOTAL SPECIAL ASSESSMENT</b>			<b>\$1,955.34</b>
<p>Since, 1993, annual special assessments paid by downtown property owners have helped to fund programs and services provided by the Downtown Management Board. Programs such as 14 special events, economic enhancement, beautifications, marketing and promotions, and administration are funded by these assessments. Assessments are determined by a square-footage formula of eligible, non-residential properties assessed at \$0.1836 per square foot for useable first-floor area, \$0.0459 per square foot for floors other than first floors, \$0.0561 per square foot for vacant, improved and unimproved lots.</p> <p>Persons with questions about this assessment should call either the City of Petoskey Director of Finance at 231-347-2500 or the Downtown Management Board Downtown Director at 231-622-8501.</p>			

**\$1,955.34**

**PAY THIS AMOUNT**

Questions concerning this invoice?  
 Call: DIRECTOR OF FINANCE  
 231-347-2500

**MAKE ALL CHECKS PAYABLE TO:**  
 CITY OF PETOSKEY

**PAYMENT DUE WITHIN 30 DAYS FROM DATE OF INVOICE. A 4% PENALTY WILL BE ADDED ON 12/16/20. INTEREST AT A RATE OF 1% PER MONTH WILL BE ADDED BEGINNING JANUARY 1, 2021.**



**BOARD:** City Council

**MEETING DATE:** November 16, 2020      **DATE PREPARED:** November 12, 2020

**AGENDA SUBJECT:** Public Hearing and Discussion of the 2021 Proposed Budget and Resolution

**RECOMMENDATION:** That City Council discuss – Staff does not recommend passage of the proposed budget at this meeting

**Background** On November 2, the City Manager presented the proposed 2021 City Budget. At that meeting City Council passed a resolution scheduling a Public Hearing for November 16, 2020 to receive comments concerning both the budget recommendation and property tax millage rates. Section 8.3 of the City Charter requires a budget hearing on the budget before adoption. State law mandates a Public Hearing for all proposed mill levy rates.

At the last City Council meeting there were two outstanding issues:

1. Question as to the revenue projections for 2021 for parking meter and lot meter revenue.

	2020 Budget	2020 Year-End Est.	2021 Budget
Proposed			
Meter Fees-Lots	\$172,500	\$109,000	\$ 99,900
Meter Fees- Street	<u>\$437,000</u>	<u>\$299,000</u>	<u>\$437,000</u>
Total	\$609,500	\$408,000	\$536,000

According to DMB Director Becky Goodman, a basic explanation of how those calculations were made is as follows. There is not a good, base model of comparison for the increased fees and fines that were implemented in July of 2019. The DMB does not yet have year-end figures for 2020, but those numbers will be skewed by COVID and cannot be used for comparisons. As Council may recall, the DMB did not enforce parking in March, April, May, and much of June this year. The summer and fall months were also not normal months regarding numbers of visitors to downtown because of COVID concerns. So, to calculate the projected meter revenues for 2021, Director Goodman set any numbers from 2019 and 2020 aside and used the exact same numbers she had projected for 2020 which were the known numbers from 2018 as a baseline.

The “formula” used in 2019 to project for 2020 was:

- The known year-end amounts from 2018 were used as a base.
- Because the fees and fines were doubled, the revenue in each line item was also doubled.
- Because raising rates should change behavior, the DMB Director reduced the revenue estimate calculation to get the projected number.
- This was done for each line item and usually rounded to a whole number

For example:

- Total meter revenue for Lake Street in 2018 was \$57,827.
- Doubled that to get \$115,654 as a possible year-end projection.
- That number was then reduced to project \$102,000 as a total Lake Street revenue projection for 2020.
- The same number was used to forecast revenues for 2021.

2. Question as to what a 0.3% proposed increase in electrical rates, 2.7% proposed increase in water rates, and a 3.9% proposed increase in sewer rates would generate in additional revenue for 2021. According to Finance Director Al Terry, the proposed increase in utility rates would generate the following additional annual revenues:

Electric	\$106,000
Water	\$ 60,000
Sewer	\$131,000

**Millage Rates** Estimated within the proposed 2021 Annual Budget are individual millage rates that would total 13.5958 mills, a decrease from the current 2020 mill levy of 14.4243. Final adjustments of property tax millage rates would be approved by the City Council midway through 2021, following the State's annual equalization of assessed and taxable values. For the purpose of preparing the proposed 2021 Annual Budget, property-tax rates have been proposed at the amounts of 7.4837 mills to produce revenues to offset costs of general government services and projects, with .4890 mills added for solid-waste programs; 3.8537 mills to offset costs of maintenance operations and public improvements within street right-of-ways; 1.7694 mills to offset costs for operation and maintenance of the Petoskey District Library.

**Resolution Adopting Budget** Enclosed is a proposed resolution that would confirm adoption of the 2021 Annual Budget as presented, with estimated property tax millage rates totaling 13.5958 mills, and that would assign balances and appropriations. The proposed resolution would authorize the declaration of City-owned personal property as surplus and to arrange for its sale or disposal; adjustments among line item appropriations so long as the total expenditure budget for the assigned fund is not exceeded; negotiation with and establishment of certain rates for electric-utility customers in response to on-going utility-industry restructuring efforts; continuation of participation in feasibility studies conducted by the Michigan Public Power Agency or other established by the Agency related to power-supply issues and meeting the City's electrical system needs; and proposed 2021 City-wide rates and charges. The resolution also includes a provision for a 2% raise for the City Manager.

**Action** That City Council conduct a Public Hearing regarding the proposed 2021 Budget and mill levy rates. No official action is recommended at this point as the 2021 Budget will be further discussed at the next City Council meeting on December 7, 2020.

rs  
Enclosures



# City of Petoskey

# Resolution

WHEREAS, as required of City Charter provisions, the City Manager has presented to the City of Petoskey City Council the City's proposed annual budget for 2021; and

WHEREAS, as also is required of City Charter provisions, the City Council on November 16, 2020, conducted a public hearing to receive comments concerning these proposed budgets for the City's various funds:

## General Fund

January 1, 2021 Fund Balance	\$ 5,818,484
Revenues	<u>8,582,000</u>
Expenditures:	
General Governmental Services	1,830,600
Public Safety	3,371,000
Public Works	665,900
Recreation and Cultural	<u>3,021,400</u>
Total Expenditures	<u>8,888,900</u>
December 31, 2021 Fund Balance	\$ <u>5,511,584</u>

## Major Street Fund

January 1, 2021 Fund Balance	\$ 864,675
Revenues	709,700
Expenditures	<u>578,300</u>
December 31, 2020 Fund Balance	\$ <u>996,075</u>

## Local Street Fund

January 1, 2021 Fund Balance	\$ 831,910
Revenues	1,103,500
Expenditures	<u>1,169,700</u>
December 31, 2021 Fund Balance	\$ <u>765,710</u>

**General Street Fund**

January 1, 2021 Fund Balance	\$ 1,350,744
Revenues	1,455,700
Expenditures	<u>1,439,300</u>
December 31, 2021 Fund Balance	<u>\$ 1,367,144</u>

**Tax Increment Finance Authority Fund**

January 1, 2021 Fund Balance	\$ 894,155
Revenues	397,500
Expenditures	<u>643,000</u>
December 31, 2021 Fund Balance	<u>\$ 648,655</u>

**Library Fund**

January 1, 2021 Fund Balance	\$ 977,840
Revenues	1,489,700
Expenditures	<u>1,486,900</u>
December 31, 2021 Fund Balance	<u>\$ 980,640</u>

**Downtown Management Fund**

January 1, 2021 Fund Balance	\$ 122,467
Revenues	186,300
Expenditures	<u>186,200</u>
December 31, 2021 Fund Balance	<u>\$ 122,567</u>

**Downtown Parking Fund**

January 1, 2021 Retained Earnings	\$ 896,258
Revenues	833,900
Expenses	<u>563,700</u>
December 31, 2021 Retained Earnings	<u>\$ 1,166,458</u>

**Right-of-Way Fund**

January 1, 2021 Fund Balance	\$ 836,127
Revenues	1,786,100
Expenditures	<u>1,702,000</u>
December 31, 2021 Fund Balance	\$ <u>920,227</u>

**Electric Fund**

January 1, 2021 Retained Earnings	\$ 25,412,323
Revenues	11,336,100
Expenses	<u>11,567,400</u>
December 31, 2021 Retained Earnings	\$ <u>25,181,023</u>

**Water and Sewer Fund**

January 1, 2021 Retained Earnings	\$ 26,525,394
Revenues	6,241,200
Expenses	<u>5,952,800</u>
December 31, 2021 Retained Earnings	\$ <u>26,813,794</u>

**Motor Pool Fund**

January 1, 2021 Retained Earnings	\$ 5,170,376
Revenues	1,188,800
Expenses	<u>1,077,700</u>
December 31, 2021 Retained Earnings	\$ <u>5,281,476</u>

**Building Authority Marina Improvements Bond Fund**

January 1, 2021 Fund Balance	\$ 28,228
Revenues	117,400
Expenditures	<u>116,500</u>
December 31, 2021 Fund Balance	\$ <u>29,128</u>



**Building Authority Bear River Valley Improvements Bond Fund**

January 1, 2021 Fund Balance	\$ 121,331
Revenues	237,300
Expenditures	<u>235,400</u>
December 31, 2021 Fund Balance	\$ <u>123,231</u>

WHEREAS, following the public hearing to receive comments concerning the proposed 2021 Annual Budget and its consideration of the proposed budget, the City Council wishes to approve the proposed budgets of these various City funds; and

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby approves the 2021 Annual Budget as presented by the City Manager and as summarized in this resolution; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to declare certain obsolete City owned personal property as surplus and to arrange for its sale or disposal; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to make adjustments among line item appropriations so long as the total expenditure budget for the assigned fund is not exceeded; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to negotiate with and establish certain rates for electric-utility customers as might be deemed appropriate in response to on-going utility-industry restructuring efforts; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to continue the City's participation in the various feasibility studies that are conducted by the Michigan Public Power Agency or to join in with other studies, service committees, or projects that would be established by the Agency, such as those related to power-supply issues, or those that would meet municipal electric-system needs; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to work with other municipally-owned electric utilities to study the feasibilities of satisfying short- and long-term power-supply needs; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to work through Michigan Public Power Agency to identify and enter into power purchase agreements or transactions to satisfy power supply needs, consistent with the Energy Services Risk Management Policy as adopted by the City of Petoskey; and

BE IT FURTHER RESOLVED the rates and charges for services, fees, permits, licenses and the like and as listed in the City's Schedule of Rates and Charges and as attached to this resolution are approved and authorized to be charged and collected as applicable; and

BE IT FURTHER RESOLVED that the City Manager receives a 2% increase to his wage rate; and

BE IT FURTHER RESOLVED that the various parts, sections, and clauses of this resolution 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 resolution shall not be affected thereby.



# **CITY OF PETOSKEY**

## **Schedule of Rates and Charges**

**Effective: January 1, 2021**

Approved by City Council:

\*Charges for FOIA requests are based on the City's FOIA Policy.

Schedule of Rates and Charges  
January 1, 2021

**OFFICE OF CITY PLANNER**

Zoning Board of Appeals Application	\$330.00
Site Plan Review	\$600.00
Special Condition Use (Use Change Only)	\$400.00
Special Condition Use with Site Plan	\$800.00
Parking Plan Review	\$250.00
Special Condition Use and Parking Plan	\$250.00
Rezoning Application (Map and Text)	\$600.00
Land Division Review:	\$60.00
Planned Unit Development: Preliminary PUD	\$900.00 plus consultant costs
Final PUD	\$1,100.00 plus consultant costs
Special Meeting	\$150.00
Zoning Permit	\$30.00
Fence Permit	\$15.00
Zoning Verification Letter	\$50.00
<b>Sign Permit Applications**</b>	
Temporary Sign	\$15.00
Directional Sign	\$15.00
Wall mounted Signs	\$40.00
Projecting Name Plate	\$20.00
Sandwich Board	\$25.00
Special Condition Sign	\$60.00
Freestanding Signs	\$40.00
Overhanging Signs	\$40.00
**Fee for installation before approval	\$30.00
**Penalty fee will be in addition to regular sign fee amount	

Schedule of Rates and Charges  
January 1, 2021

**DEPARTMENT OF FINANCE**

Notary Charge for non-City business	\$5.00
<b>Business Licenses:</b>	
Auction	\$50.00 per event
Bed and Breakfast	\$150.00 initial; \$100.00 annually
Boarding House	\$150.00 initial; \$100.00 annually
Door to Door Sales and Canvassing	\$50.00
Going Out of Business	\$50.00, up to 90 days maximum
Hotel Operation	\$150.00 initial; \$100.00 annually
Liquor Licenses - Council Approval Required for State Licensing	\$100.00
Medical Marijuana Provisioning Facilities:	
Application Fee	\$5,000
License/Renewal Fee	\$5,000 annually
Mobile Food Vending	100.00 annually
New Business Registration	\$50.00 at the business start-up
Outdoor Beverage and Food Service - without alcohol	\$150.00
Outdoor Beverage and Food Service - with alcohol	\$200.00
Redevelopment Liquor License - MCL 436.1521 a(1)(a) - new construction	\$750.00
Redevelopment Liquor License - MCL 436.1521 a(1)(b)	\$500.00
Transient Merchant	\$25/day; \$75/week; \$200/season
Vacation Rental	\$150.00 initial; \$100.00 annually
Vacation Rental - return inspection visit	\$25.00 fee each additional visit
Fax – per page	\$1.00
Copies for public – per page 8.5" x 11"	\$1.00
Copies for public - large (ex. Plan documents)	\$4.00
FOIA Requests – hourly rate after 1 <sup>st</sup> hour	\$15.00*
*plus copying and postage costs	
Voter List per Ward: paper copy per ward	\$40.00
Voter List per Ward: E-mail listing per ward	\$10.00
Electronic media	\$10.00
Tax Abatement Application – CFT, IFT, etc.	\$200.00
Street Open-Cut Deposit	\$500.00
Residential Utility Deposit - Renters	
Water, Sewer and Electric	\$150.00
Electric - Only	\$75.00
Water & Sewer - Only	\$85.00
*Residential utility deposits are returned after 1 year, if monthly bills are paid on time	
Final Meter Reading - termination of utility service	\$10.00

Schedule of Rates and Charges  
January 1, 2021

**Electric:**

Service Upgrade	\$150.00
Temporary Overhead	\$150.00
Temporary Underground	\$150.00 plus \$2.00 per foot

**Customer provides trenching and installation of conduit, other costs may apply.**

Permanent Overhead:

1 Phase	\$200.00
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Permanent Underground:	\$200.00 plus \$2.00 per foot
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**Customer provides trenching and installation of conduit, other costs may apply.**

**All 3 Phase services shall be underground. Costs determined on a case by case basis.**

Turn on/off Service:

During Office Hours - 7:30 A.M. to 4:00 P.M.	\$50.00
After Office Hours - 4:00 P.M. to 7:30 A.M.	\$150.00

**Water Service:**

Turn on/off Service:

During Office Hours - 7:30 A.M. to 4:00 P.M.	\$50.00
After Office Hours - 4:00 P.M. to 7:30 A.M.	\$150.00

Meter replacement due to damage	\$240.00
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Water Meter Removal and Installation - construction	\$50.00
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Schedule of Rates and Charges  
January 1, 2021

**DEPARTMENT OF FINANCE**

Meter Size	<b><u>Water Capital Charges</u></b>		<b><u>Sewer Capital Charges</u></b>		<b><u>Tap-In Fees</u></b>	
	<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>
5/8"	\$1,400.00	\$2,100.00	\$4,600.00	\$4,600.00	\$1,470.00	\$1,615.00
3/4"	\$2,100.00	\$3,150.00	\$6,900.00	\$6,900.00	\$1,470.00	\$1,615.00
1"	\$3,500.00	\$5,250.00	\$11,500.00	\$11,500.00	\$1,680.00	\$1,845.00
1-1/2"	\$7,000.00	\$10,500.00	\$23,000.00	\$23,000.00	\$4,360.00	\$4,795.00
2"	\$11,200.00	\$16,800.00	\$36,800.00	\$36,800.00	\$4,640.00	\$5,100.00
3"	\$24,500.00	\$36,750.00	\$80,500.00	\$80,500.00	\$5,040.00	\$5,545.00
4"	\$42,000.00	\$63,000.00	\$138,000.00	\$138,000.00	\$7,075.00	\$7,780.00
6"	\$87,500.00	\$131,250.00	\$287,500.00	\$287,500.00	\$9,730.00	\$10,700.00

Tap-in fees include tapping of the water main by City crews (excavation by owner/contractor) and City supplied valving components for water service connection point at main. Owner/contractor is responsible for all excavating, trenching, service pipe and components from water main connection point to building, street and sidewalk replacements, and right-of-way restorations.

Schedule of Rates and Charges  
January 1, 2021

**DEPARTMENT OF PARKS AND RECREATION**

<b><u>Magnus Park</u></b>	<b>Daily</b>		<b>Monthly</b>	
	Non-Peak	Peak*	Non-Peak	Peak*
Full Hookup	\$34.00	\$42.00	\$790.00	\$946.00
Electric Only	\$32.00	\$37.00	\$768.00	\$888.00
Cabin	\$200.00	\$225.00		

\* July/August

**Note:** Sewer drop station for non-campers = \$5.00/each time  
Showers for non-campers = \$1.00  
Firewood = \$5.00 per bundle

**Marina Services**

Daily Launch	\$5.00 per day
Annual Launch	\$25.00 per year
Senior Launch (55 years +)	\$20.00 per year
Pump Out (LOA < 60')	\$10.00 per tank
Pump Out (LOA > 60')	\$20.00 per tank
Pump Out-Seasonal Slip	Free
Block & Cube Ice	\$2.00 per bag

**Marina Seasonal**

30 foot Boat Slip	\$2,820
38 foot Boat Slip	\$3,572
42 foot Boat Slip	\$3,948
45 foot Boat Slip	\$4,230
60 foot Boat Slip	\$5,640

**Note:** Continuous slip holders prior to and including the year 1996 are “grandfathered” into the boat length method for rate calculation. Slip holders entering the Marina after 1996 are charged under the state endorsed slip length method of rate calculation.

The above are 2021 DNR Waterways Commission rates for seasonal boaters. The 2021 rates will be adopted at the same tier for seasonal slips - Rate 3.

Schedule of Rates and Charges  
January 1, 2021

**DEPARTMENT OF PARKS AND RECREATION**

**Marina Transient: (Daily well rental- fees per foot rounded to nearest \$1.00)**

25'	\$37.00	38'	\$56.00	51'	\$75.00	64'	\$95.00
26'	\$38.00	39'	\$58.00	52'	\$77.00	65'	\$96.00
27'	\$40.00	40'	\$59.00	53'	\$78.00	66'	\$98.00
28'	\$41.00	41'	\$61.00	54'	\$80.00	67'	\$99.00
29'	\$43.00	42'	\$62.00	55'	\$81.00	68'	\$101.00
30'	\$44.00	43'	\$64.00	56'	\$83.00	69'	\$102.00
31'	\$46.00	44'	\$65.00	57'	\$84.00	70'	\$104.00
32'	\$47.00	45'	\$67.00	58'	\$86.00	71'	\$105.00
33'	\$49.00	46'	\$68.00	59'	\$87.00	72'	\$107.00
34'	\$50.00	47'	\$70.00	60'	\$89.00	73'	\$108.00
35'	\$52.00	48'	\$71.00	61'	\$90.00	74'	\$110.00
36'	\$53.00	49'	\$73.00	62'	\$92.00	75' or >	\$1.48 per foot
37'	\$55.00	50'	\$74.00	63'	\$93.00		

The DNR Waterways Commission adopts the Marina Transient rates in Fall/Winter. 2021 rates for transient boaters will be adopted by the City using Tier F.



Schedule of Rates and Charges  
January 1, 2021

**DEPARTMENT OF PARKS AND RECREATION**

**Parks Reservation Fees**  
**For Gazebos, Shelters, and Special Areas**

<b><u>Gazebos</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
<b>Sunset Park Gazebo (max. 50 people)</b>	(Must live within City Limits)	(Lives outside City Limits)
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00
 <b>Pennsylvania Park Gazebo*</b>		
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00
 *Exception – Tuesdays	11:00 A.M. to 2:00 P.M.	Closed for concert series
Fridays	11:00 A.M. to 2:00 P.M. 6:00 P.M. to 9:00 P.M.	Closed for concert series Closed for concert series
 <b><u>Shelters/Open Space</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
<b>Bayfront Park Festival Shelter (max. 75 people)</b>	(Must live within City Limits)	(Lives outside City Limits)
9:00 A.M. to Noon	\$125.00	\$175.00
1:00 P.M. to 4:00 P.M.	\$125.00	\$175.00
5:00 P.M. to Dusk	\$125.00	\$175.00
 <b>Bayfront Park West (max. 150 people)*Open Space Only</b>		
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00
 <b>Bear River Shelter/Mitchell Street Bridge (max. 140 people)</b>		
9:00 A.M. to Noon	\$125.00	\$175.00
1:00 P.M. to 4:00 P.M.	\$125.00	\$175.00
5:00 P.M. to Dusk	\$125.00	\$175.00
 <b>Mineral Well Shelter (max. 32 people)</b>		
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00
 <b>West Side Shelter (max. 32 people)</b>		
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00
 <b>Waterfall Area (max. 150 people)*Open Space Only</b>		
9:00 A.M. to Noon	\$125.00	\$175.00
1:00 P.M. to 4:00 P.M.	\$125.00	\$175.00
5:00 P.M. to Dusk	\$125.00	\$175.00
 <b>Special Event Application</b>	\$75.00	\$125.00
Fee applied to rental costs if applicable		

Schedule of Rates and Charges  
January 1, 2021

**DEPARTMENT OF PARKS AND RECREATION**

**Parks Reservation Fees**  
**For Gazebos, Shelters, and Special Areas**

<b><u>Shelters/Open Space</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
<b>Riverbend Park Pavilion (max. 75 people)</b>	(Must live within City Limits)	(Lives outside City Limits)
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00

<b>Resource Center (max. 20 people)</b>		
2-hour Reservation	\$50.00	\$75.00
Additional Hour	\$25.00	\$35.00

<b>Winter Sports Park</b>		
Skate Rental (reduced price for schools & non-profit groups - \$2/person)	\$7.00 per person	\$7.00 per person
Hockey Rink - 1 hour block (Zamboni once)	\$25.00	\$25.00
Hockey Tournament Fee	\$500.00	\$750.00
Building Rental (off hours with 2 hour block)	\$75.00	\$125.00
Additional Hour	\$20.00	\$30.00
Birthday Party Rates		
Upstairs during open hours (2 tables/2 hours)	\$25.00	\$35.00
Additional Hour	\$10.00	\$15.00
Downstairs Private Room (3 hour block)	\$125.00	\$200.00
(Includes reduced skate rental (\$2), private party room and restroom)		
Additional Hour	\$25.00	\$35.00

**Sports Fields – Non-affiliated Sports Groups**

Unlighted Ball Field	\$ 50.00 per fitting with a three game block
Lacrosse Field	\$150.00 per striping with a two day maximum
Soccer Field	\$150.00 per striping with a two day maximum
Volleyball Court	\$25.00 per court/day includes initial drag
Mowing	\$40.00 per mow

\*\* Groups must provide proof of insurance and verify coverage with the City of Petoskey listed as co-insured.

**Park Resources**

Request for picnic tables - Specify Park Event (maximum of ten (if available))	\$50.00	\$100.00
Request for extra trash barrels (maximum of 5)	\$25.00	\$35.00
Performance Stage (up to 4 hours)	\$150.00	\$175.00
Additional Hour	\$30.00	\$40.00
P.A. System (up to 4 hours)	\$25.00	\$35.00
Street Closure	\$100.00	\$150.00
Staffing requests, if approved, will be billed at overtime rates		

**Cancellation Fees**

\* A cancellation fee of \$25.00 will be assessed if a reservation is cancelled five days prior to the event and the full reservation fee will be assessed if the reservation is cancelled less than five days prior to the event unless the facility is closed due to weather.

\*\* A separate \$50.00 refundable damage deposit is required with payment at time of reservation.

Schedule of Rates and Charges  
January 1, 2021

**DEPARTMENT OF PUBLIC SAFETY**

Fingerprinting	\$20.00
DVD Copies	\$10.00
CD-ROM Photo Reproduction	\$10.00
Accident Reports	\$5.00
Private Events	
Use of fire engine	\$500.00
Personnel for fire engine per hour	\$104.00
Overtime per hour	\$146.00
Use of patrol unit	\$250.00
Personnel for patrol unit per hour	\$52.00
Overtime per hour	\$73.00

\*\*Charges for FOIA requests are based on the City's FOIA Policy.

Schedule of Rates and Charges  
January 1, 2021

**DEPARTMENT OF PUBLIC WORKS**

Right-of-Way Excavating/Occupancy Deposit	\$500.00
Permit to Use Public Right-of-Way Fee	\$50.00
Soil Erosion and Sediment Control Permit:	
Individual Residential Sites:	
Plan Review	\$50.00
Permit and Inspection during the first year	\$150.00
Individual Garage, Pole Building, etc.:	
Plan Review	\$50.00
Permit and Inspection during the first year	\$150.00
Subdivisions, Multiple Housing, Commercial Sites, etc.:	
Plan Review	\$50.00
Permit and Inspection during the first year	\$800.00
Underground Cables and Pipelines:	
Plan Review	\$50.00
Permit and Inspection during the first year	\$300.00
Miscellaneous Earthwork, Fills, Excavations, etc.:	
Plan Review	\$50.00
Permit and Inspection during the first year	\$150.00

Additional fees will be charged for inspections required beyond the first year of the permit. (The additional fee will be one half the original permit fee, per additional year.)

Pole Attachment and Use Permit:	
Standard Attachment Application Fee:	
1-10 Poles	\$50.00
11-20 Poles	\$150.00
21-25 Poles	\$250.00
26+ Poles	TBD
Standard Attachment Fee - Per foot of usable space per year	\$1.07 per pole
Wireless Application Fee - Wireless Antenna, Micro/Small Cell	\$100.00 per pole
*Additional \$100 per pole if an engineering analysis is required	
Wireless Application Fee - Small Cell Stand Alone Facility	\$200.00 per pole
Wireless Attachment Fee - Wireless Antenna, Micro/Small Cell	\$50.00 annually

Additional fees will be charged as referenced in the Standard Pole Attachment License Agreement. Applicant will be responsible for all costs associated with engineering, make-ready work, safety inspections and miscellaneous charges and materials associated with attachment or colocation.



**BOARD:** City Council

**MEETING DATE:** November 16, 2020

**PREPARED:** November 12, 2020

**AGENDA SUBJECT:** Discussion Regarding Mayor and Councilmembers' Salaries

**RECOMMENDATION:** That the City Council discuss with direction to staff on whether to include salary increases for Mayor and City Councilmembers in 2021 Draft Budget

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**Background** On October 21 and November 9 the Compensation Commission discussed compensation for the Mayor and Councilmembers. At the meeting on November 9, Compensation Commission members voted unanimously (5-0) to approve the following motion:

*“Motion made by Commissioner Holec, seconded by Commissioner Srigley to set the annual salary for the Mayor at \$4,827 and set the annual salary for Councilmembers at \$3,605 based on criteria in the salary survey regarding population, taxable value, general fund revenues, annual pay and that salaries for elected officials have not changed since the last City Charter revision.”*

The compensation amount was based upon the enclosed Mayor/Elected Officials Compensation Survey staff completed earlier in the year. Specifically, in the meeting on November 9, three of the five Commission members had developed a specific and independent salary recommendation by weighing factors differently such as taxable value, annual pay, population, and general fund revenues. All three approaches were similar in the recommended pay range for elected officials. The Commission then averaged the three recommendations to determine annual compensation at \$4,827 for the Mayor and \$3,605 for Councilmembers. All members of the Commission felt this was a fair and reasonable approach. The Commission also discussed how there has not been an increase in pay for elected officials since August of 1984. Lastly, there was consensus that the compensation increase should start on January 1, 2021 with the new budget year.

Staff agrees that any additional compensation that is approved by the Commission should be included in the 2021 City Budget that could be adopted by City Council at the December 7, 2020 Council meeting. Delaying approval of the budget until our next meeting allows for the greatest transparency and gives ample opportunity for the public to comment on potential compensation increases. From a budgeting standpoint, including any pay raises now in the 2021 Budget will negate any required budgetary amendment for elected official compensation in 2021.

Duties of the Compensation Commission are established by PA 279 subsection 5(c). See enclosed Public Act. The Act states that the Commission will set the compensation of elected officials unless 2/3 of the Councilmembers reject it. If the Council rejects, the existing salary shall prevail.

If Council is supportive of the salary increase no official motion needs to be made to accept the pay increase. Nevertheless, from a budgeting perspective, staff asks that Council make a motion to include the additional compensation in the 2021 Draft Budget for consideration at our meeting on December 7.

The following is general information regarding the Compensation Commission and the ordinance establishing the Commission.

On August 3, 2020, City Council adopted Ordinance 779 establishing a Compensation Commission to consider a change in compensation for elected officials. See attached ordinance. Typically, cities create a Compensation Commission appointed by the Mayor and confirmed by a majority of City Councilmembers to determine salaries of elected officials. See enclosed salary survey for the Mayor and City Council positions completed by staff in March of this year. We have also included the City Charter-see Section 4.7 Compensation.

Changes to compensation for elected officials is considered an amendment to the City Charter and therefore does not require a vote of the people.

Ordinance highlights are as follows:

- Principal duty of the Commission is to determine the salaries of all locally elected officials.
- Commission shall consist of five members who are registered electors in the City.
- Terms of Office include one member for one year, one for two years, one for three years, one for four years and one for five years.
- Eligibility of members shall not include any member or employee of the legislative, judicial or executive branch of any level of government or member of the immediate family of such member or employee.
- Duties of the Compensation Commission are established by PA 279 subsection 5(c). See enclosed Public Act. The Act states that the Commission will set the compensation of elected officials unless 2/3 of the Councilmembers reject it. If the Council rejects, the existing salary shall prevail.

**Action** That City Council discuss the proposed salary increases for elected officials, and if supportive of the salary increase, make a motion to include the additional expense in the 2021 Draft Budget that will be further considered at the December 7, 2020 City Council meeting.

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Enclosures

# Mayor Compensation

Municipality	County	Population	Annual Pay	2019 Taxable Value	2019 General Fund Revenues	How is Salary Set
Traverse City	Grand Traverse	14,674	\$9,747	\$917,201,145	\$18,040,700	Compensation Commission
Alpena	Alpena	9,963	\$8,000	\$239,773,284	\$9,583,071	Compensation Commission
Elk Rapids	Antrim	1,642	\$6,480	\$128,392,934	\$1,291,164	Ordinance
Sault Sainte Marie	Chippewa	14,144	\$6,426	\$285,840,936	\$11,857,678	Compensation Commission
Cadillac	Wexford	10,355	\$4,400	\$223,187,761	\$7,561,100	Compensation Commission
Bellaire	Antrim	1,086	\$3,600	\$33,987,782	\$529,075	Council/Board
Gaylord	Otsego	3,645	\$3,500	\$179,902,992	\$3,508,180	Compensation Commission
Mancelona	Antrim	1,390	\$3,500	\$17,959,984	\$480,600	
Boyne City	Charlevoix	3,735	\$3,250	\$198,691,591	\$6,126,910	Compensation Commission
Charlevoix	Charlevoix	2,513	\$2,640	\$257,621,453	\$3,614,410	Compensation Commission
Otsego	Allegan	3,956	\$2,500	\$91,894,049	\$1,756,510	Compensation Commission
Mackinaw City	Emmet	806	\$2,160	\$97,179,519	\$2,079,366	Ordinance
Kalkaska	Kalkaska	2,020	\$1,963	\$51,232,576	\$913,119	Ordinance
Grayling	Crawford	1,874	\$1,800	\$41,699,931	\$1,813,366	Compensation Commission
Frankfort	Benzie	1,286	\$1,796	\$93,491,295	\$1,625,245	Compensation Commission
Cheboygan	Cheboygan	4,876	\$1,545	\$107,220,093	\$2,203,695	Compensation Commission
Rogers City	Presque Isle	2,827	\$1,500	\$70,114,706	\$2,157,220	Compensation Commission
East Jordan	Charlevoix	2,350	\$650	\$56,500,000	\$975,000	Charter - vote of people
Harbor Springs	Emmet	1200	\$130	\$266,097,731	\$2,796,500	Charter - vote of people
Mean (Average)		4,439	\$3,452	\$176,736,303	\$4,153,311	
<b>Petoskey</b>	<b>Emmet</b>	<b>5,670</b>	<b>\$575</b>	<b>\$506,283,360</b>	<b>\$9,011,300</b>	

# Elected Official Compensation

Municipality	County	Population	Annual Pay	2019 Taxable Value	2019 General Fund Revenues	How is Salary Set
Traverse City	Grand Traverse	14,674	\$6,437	\$917,201,145	\$18,040,700	Compensation Commission
Alpena	Alpena	9,963	\$6,000	\$239,773,284	\$9,583,071	Compensation Commission
Sault Sainte Marie	Chippewa	14,144	\$4,284	\$285,840,936	\$11,857,678	Compensation Commission
Elk Rapids	Antrim	1,642	\$3,240	\$128,392,934	\$1,291,164	Ordinance
Cadillac	Wexford	10,355	\$3,100	\$223,187,761	\$7,561,100	Compensation Commission
Boyne City	Charlevoix	3,735	\$3,000	\$198,691,591	\$6,126,910	Compensation Commission
Gaylord	Otsego	3,645	\$2,500	\$179,902,992	\$3,508,180	Compensation Commission
Otsego	Allegan	3,956	\$1,900	\$91,894,049	\$1,756,510	Compensation Commission
Kalkaska	Kalkaska	2,020	\$1,718	\$51,232,576	\$913,119	Ordinance
Mancelona	Antrim	1,390	\$1,500	\$17,959,984	\$480,600	
Cheboygan	Cheboygan	4,876	\$1,324	\$107,220,093	\$2,203,695	Compensation Commission
Charlevoix	Charlevoix	2,513	\$1,320	\$257,621,453	\$3,614,410	Compensation Commission
Frankfort	Benzie	1,286	\$1,296	\$93,491,295	\$1,625,245	Compensation Commission
Rogers City	Presque Isle	2,827	\$1,200	\$70,114,706	\$2,157,220	Compensation Commission
Grayling	Crawford	1,874	\$1,200	\$41,699,931	\$1,813,366	Compensation Commission
Mackinaw City	Emmet	806	\$1,200	\$97,179,519	\$2,079,366	Ordinance
East Jordan	Charlevoix	2,350	\$650	\$56,500,000	\$975,000	Charter - vote of people
Bellaire	Antrim	1,086	\$600	\$33,987,782	\$529,075	Council/Board
Harbor Springs	Emmet	1200	\$130	\$266,097,731	\$2,796,500	Charter - vote of people
Mean (Average)		4,439	\$2,242	\$176,736,303	\$4,153,311	
<b>Petoskey</b>	<b>Emmet</b>	<b>5,670</b>	<b>\$330-\$345</b>	<b>\$506,283,360</b>	<b>\$9,011,300</b>	



**ORDINANCE NO. 779**

**COMPENSATION COMMISSION**

**AN ORDINANCE TO CREATE A COMPENSATION COMMISSION IN CITY OF PETOSKEY**

**THE CITY OF PETOSKEY ORDAINS**

Chapter 2, Article VII, Sections 2-115 through 2-119 of the Petoskey Code of Ordinances is hereby enacted as follows:

**Sec. 2-115. Establishment; Principal Duty.**

There is hereby established a Local Officers Compensation Commission. The principal duty of the Commission is to determine the salaries of all locally elected officials.

**Sec. 2-116. Members; Appointment; Confirmation.**

The Local Officers Compensation Commission shall consist of five members who are registered electors of the City. Such members shall be appointed by the Mayor and shall be subject to confirmation by a majority of the members elected and serving on Council.

**Sec. 2-117. Terms of Office.**

The terms of office of members of the Local Officers Compensation Commission shall be five years, except that the members first appointed shall each be individually appointed to the following terms: one for one year, one for two years, one for three years, one for four years and one for five years. The first members shall be appointed within thirty days after the effective date of this chapter. Thereafter, the members shall be appointed before October 1 of the year in which the vacancy occurs. When vacancies occur during the term, the appointment shall be for the unexpired term.

**Sec. 2-118. Eligibility of Members.**

No member or employee of the legislative, judicial or executive branch of any level of government, or member of the immediate family of such member or employee, shall be eligible to be a member of the Local Officers Compensation Commission.

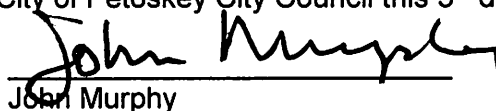
**Sec. 2-119. General Duties.**

After the Local Officers Compensation Commission has been appointed and qualified according to law, it shall perform the duties imposed upon it by subsection 5(c) of Act No. 279 of the Public Acts of 1909, as amended.

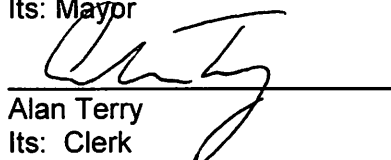
The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

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 3<sup>rd</sup> day of August, 2020.

  
\_\_\_\_\_  
John Murphy

Its: Mayor

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

**THE HOME RULE CITY ACT (EXCERPT)**  
**Act 279 of 1909**

**117.5c Local officers compensation commission; creation; purpose; appointment, qualifications, and terms of members; vacancies; determination of salaries; expenses; meetings; quorum; concurrence of majority required; election of chairperson; compensation of members; conducting business at public meeting; notice of meeting; availability of certain writings to public; resolution; changing procedure; petition for referendum.**

Sec. 5c. In place of a charter provision existing on December 31, 1972 establishing the salaries or the procedure for determining salaries of elected officials, the governing body may establish, by ordinance, the procedure described in this section, in which case the restriction contained in a charter provision with respect to changing salaries during term shall be inapplicable. The ordinance shall provide the following:

(a) A local officers compensation commission is created which shall determine the salaries of each local elected official. The commission shall consist of 5 members in a city of 20,000 population or less and 7 members in a city of over 20,000 population. The members shall be registered electors of the city, appointed by the mayor subject to confirmation by a majority of the members elected and serving in the legislative body. In the case of a 5-member commission, the terms of office shall be 5 years, except that of the members first appointed, 1 each shall be appointed for terms of 1, 2, 3, 4, and 5 years. In the case of a 7-member commission, the terms of office shall be 7 years, except that of the members first appointed, 1 each shall be appointed for terms of 1, 2, 3, 4, 5, 6, and 7 years. The first members shall be appointed within 30 days after the effective date of the ordinance. Members other than the first members shall be appointed before October 1 of the year of appointment. Vacancies shall be filled for the remainder of the unexpired term. A member or employee of the legislative, judicial, or executive branch of government or a member of the immediate family of a member or employee of the legislative, judicial, or executive branch of government shall not be a member of the commission.

(b) The commission shall determine the salary of each local elected official. The determination shall be the salary unless the legislative body, by resolution adopted by 2/3 of the members elected to and serving on the legislative body, rejects it. The determination of the commission shall be effective 30 days following its filing with the city clerk unless rejected by the legislative body. If the determination is rejected, the existing salary shall prevail. The expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of city business and accounted for to the city.

(c) The commission shall meet for not more than 15 session days in each odd numbered year and shall make its determination within 45 calendar days after its first meeting. A majority of the members of the commission constitutes a quorum for conducting the business of the commission. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission. The commission shall elect a chairperson from among its members. As used in this section, "session day" means a calendar day on which the commission meets and a quorum is present. The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

(d) The business which the commission may perform shall be conducted at a public meeting of the commission held in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting of the commission shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(e) A writing prepared, owned, used, in the possession of, or retained by the commission in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

(f) The governing body shall implement this section by resolution. After 1 year following the date the ordinance goes into effect the procedure for establishing the compensation of elected officials may be changed by charter amendment or revision.

(g) Not more than 60 days after the effective date of the ordinance, a petition for a referendum on the ordinance may be filed pursuant to the procedure provided in the charter or otherwise by filing a petition with the city clerk containing the signatures of at least 5% of the registered electors of the city on the effective date of the ordinance. The election shall be conducted in the same manner as an election on a charter amendment. If a petition for referendum is filed, a determination of the commission shall not be effective until the ordinance has been approved by the electors.

**History:** Add. 1972, Act 8, Imd. Eff. Feb. 17, 1972;— Am. 1977, Act 204, Imd. Eff. Nov. 17, 1977;— Am. 1978, Act 106, Imd. Eff.



**COMPENSATION COMMISSION**

November 9, 2020

A regular meeting of the City of Petoskey Compensation Commission was held in the City Hall Council Chambers, on Monday, November 9, 2020. This meeting was called to order at 1:00 P.M.; then, a roll call then determined that the following were

Present: Gordon Bourland, Chairperson  
Deborah Cadieux  
Anne Chaffee  
John Holec  
Anne Strigley

Absent: None

Also in attendance were City Manager Rob Straebel and Executive Assistant Sarah Bek.

**Approval of Minutes**

Motion by Commissioner Cadieux, seconded by Commissioner Chaffee, to approve the October 21, 2020 regular meeting minutes. Said motion was unanimously approved.

**Approve and Set Salaries for Mayor and Councilmembers**

Commissioners reviewed four separate options including the original option at the last meeting and how they were formulated; discussed that salaries should be set at this meeting so amounts are included in the 2021 budget process which was occurring concurrently; inquired on how often elected officials are paid; concurred that the Commission will have to be able to be clear and concise on explanation for increase to citizens; and inquired how the issue arose.

Chairperson Bourland reviewed that annual increases for elected officials are determined by future Compensation Commissions.

The City Manager responded that elected officials are paid annually; that the timeline and budget process is important for ample opportunity for public comment and allows for transparency; that City Council will conduct a public hearing to discuss the proposed 2021 budget on November 16 with possible adoption at the December 7 meeting; and that City Council discussed possible changes to the City Charter which included elected official term lengths and salaries which is how the matter arose and a Compensation Commission formed.

Commissioners further reviewed that the compensation amount be based upon the Mayor/Elected Officials Compensation Survey staff completed earlier in the year; specifically, three of the five Commissioners had developed a specific and independent salary recommendation by weighing factors of taxable value, annual pay, population, general fund revenues which were all slightly different; all three approaches were similar in the pay range for elected officials; the Commissioners then averaged the three recommendations to determine annual compensation at \$4,827 for the Mayor and \$3,605 for Councilmembers; all members of the Commission felt this was a fair and reasonable approach; the Commission also discussed how there has not been an increase in pay for elected officials since the last Charter revision in August of 1984; and there was consensus that the compensation increase should start on January 1, 2021 with the new budget year.

Motion by Commissioner Holec, seconded by Commissioner Srigley to set the annual salary for the Mayor at \$4,827 and set the annual salary for Councilmembers at \$3,605 based on criteria in the salary survey regarding population, taxable value, general fund revenues, annual pay and that salaries for elected officials have not changed since the last City Charter revision.

Said motion was adopted by the following vote:

AYES: Holec, Srigley, Chaffee, Cadieux, Bourland (5)

NAYS: None (0)

There being no further business to come before the Compensation Commission, this November 9, 2020, meeting adjourned at 1:52 P.M.

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Gordon Bourland, Chairperson

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Sarah Bek, Recording Clerk

DRAFT



**BOARD:** City Council

**MEETING DATE:** November 16, 2020

**PREPARED:** November 11, 2020

**AGENDA SUBJECT:** Downtown Petoskey Midway Event Resolution

**RECOMMENDATION:** That the City Council discuss and provide direction/input

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**Background** In March of 2020, City Council adopted a resolution that approved several strategies proposed by the Downtown Management Board that were intended to support economic development in the central business district during the upcoming summer months. The strategies were all designed to assist businesses and welcome customers during the current pandemic and were approved as a group as a part of an event called Midway Summer.

**Discussion** DMB staff will attend the November 16 Council meeting to give a presentation on the effectiveness of the strategies implemented this past summer. In particular, staff will present information regarding the dining decks that were placed in parking spaces that offered outdoor dining opportunities to the public and additional square footage to restaurants that were mandated to comply with limited seating requirements.

**Action** The DMB is seeking input from Council on the information that will be presented. Specifically, the Board has recently determined that the dining decks were an advantage to the entire Downtown community and has shown an interest in recommending that the ordinance be changed to allow the decks in Downtown on a permanent, seasonal basis. Before the Board moves ahead to develop proposed design guidelines and other operational regulations for the decks, such as how many should be allowed, pricing, hours, etc., the Board is requesting that Council give direction regarding whether this could be an acceptable concept and, if so, comments and opinions that should be considered in creating a draft policy that would accompany an ordinance change.

bg



**BOARD:** City Council

**MEETING DATE:** November 16, 2020

**PREPARED:** November 12, 2020

**AGENDA SUBJECT:** Emmet County Interlocal Agreement for County Designated Assessor

**RECOMMENDATION:** That the City Council consider approval of the enclosed agreement

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**Background** Public Act 660, commonly referred to as the Property Assessing Reform Act and passed in 2018, requires that each county notify the State Tax Commission no later than December 31, 2020, of the individual that will serve as the County's Designated Assessor. Each county and the local assessing units are required to enter into an Interlocal Agreement that designates the individual who will serve in that position. A majority of the assessing districts (townships and cities) and the Board of Commissioners must approve this agreement.

It is not the role of the Designated Assessor to take the place of our City Assessor, Bob Englebrecht, but instead essentially be available in waiting, in case an assessing unit is deemed to not comply with the General Property Tax Act, specifically the Audit of Minimum Assessing Requirements (AMAR). At that point, a corrective action plan must be approved by the State Tax Commission (STC) and implemented. The statute then provides for a follow up review if the local unit remains in non-compliance. The local unit would then have three options: they can employ or contract with a new assessor of record at the Advanced or Master Level; they can allow for the STC to assume jurisdiction; or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Mike Larson, Deputy Director of the Emmet County Equalization/GIS Department, is recommending Jamie Houserman MMAO (Michigan Master Assessing Officer) to serve as the County's Designated Assessor. See enclosed resume. City Assessor Englebrecht feels that she is well-qualified to be the Designated Assessor for the County and is comfortable with City Council passing the agreement.

The Designated Assessor's role shall only come into play when there is a deficiency of an Audit of Minimum Assessing Requirements (AMAR) that cannot be rectified by the local jurisdiction. The Assessing District shall retain ultimate control of all litigation and settlement negotiations. The Designated Assessor will have no official duties of record until such time she is appointed the assessor of an Assessing District by the local jurisdiction.

The term of the agreement is for five (5) years from the date of the approved designation and shall become effective on December 31, 2020 or at such time when the State Tax Commission approves the designation of the Designated Assessor, whichever comes last.

To date, seven governmental entities have approved with another five committed to approving the agreement. Emmet County Equalization hopes to have all entities approve the agreement.

**Recommendation** City Attorney Murray has not reviewed the agreement as of Thursday afternoon. We hope to have his review completed before the meeting on Monday.

Barring any legal issues identified by the City Attorney, staff recommends *“Council make a motion to approve the Emmet County Interlocal Agreement for County Designated Assessor.”*

rs  
Enclosures

## **Jamie J. Houserman**

5671 Reilly Road, Houghton Lake, MI 48629

Phone: (989) 205-0599

E-mail: [assessorjamie@yahoo.com](mailto:assessorjamie@yahoo.com)

### **Skills/Abilities**

Skills in using BS&A Equalizer and Tax, Apex, GIS, ARC Maps, Microsoft and various other computer software particularly related to assessment applications

Ability to multi-task and work effectively with others using excellent written and oral communication skills

Common sense approach to assisting taxpayers while adhering to State and Local law

### **Education**

Michigan Master Assessing Officer (MMAO 4), R-9179

Central Michigan University, Mt. Pleasant, MI (2008)

B.S. of B.A. Major: Accounting

Kirtland Community College, St. Helen, MI (2002 - 2004)

Courses in General Studies and Business

Houghton Lake High School, Houghton Lake, MI (1993)

### **Employment**

(2019-Present) Michigan Department of Treasury, State Tax Commission  
Designated State Contractor

(2013-Present) Roscommon County, Roscommon, MI (989)275-8121

(2016-Present) Antrim County, Belaire, MI (231)533-6265

Equalization Director

(2017-Present) Beaverton Township, Beaverton, MI (989)465-6223

(2011-Present) Lovells Township, Grayling, MI (989)348-9215

(2010-Present) Enterprise Township, Merritt, MI (231)328-5007

Assessor: Michigan Assessing Professionals, LLC

(2009-2013) Roscommon Township, Houghton Lake, MI

[www.roscommontownship.com](http://www.roscommontownship.com) Clerk (989)422-4116

Assistant Assessor & Zoning Administrator

(2000-2013) The Home Depot

(1993-2000) Lowe's

Administrative Manager, Supervisor, Inventory Management

### **Community Involvement**

Michigan Association of Equalization Directors: Board Member (2016-Present)

State Tax Commission: MAAO, MCAO, MCAT Instructor (2015-Present)

Michigan Assessors Association: Education Instructor (2015-Present)

Assessor Con-Ed Course Development & Instructor (2014-Present)

Ryan McDonald Memorial Youth Sports Complex: Grant Writer

Precinct Delegate: Elected 2012 & 2014

Adopt-A-Hwy, Habitat for Humanity, Team Depot, Tip-Up-Town, Elem. School, Roscommon Twp. Planning Commission & Certified Election Inspector, UPS Ed Coats for Kids, Houghton Lake Historical Society: Volunteer



**EMMET COUNTY INTERLOCAL AGREEMENT  
FOR COUNTY DESIGNATED ASSESSOR**

This Interlocal Agreement, by and between the COUNTY OF EMMET, a political subdivision of the State of Michigan (hereinafter referred to as the “County”), Bear Creek TOWNSHIP, Bliss TOWNSHIP, Carp Lake TOWNSHIP, Center TOWNSHIP, Cross Village TOWNSHIP, Friendship TOWNSHIP, Littlefield TOWNSHIP, Little Traverse TOWNSHIP, Maple River TOWNSHIP, McKinley TOWNSHIP, Pleasantview TOWNSHIP, Readmond TOWNSHIP, Resort TOWNSHIP, Springvale TOWNSHIP, Wawatam TOWNSHIP, West Traverse TOWNSHIP, CITY of Harbor Springs, CITY of Petoskey, each a political subdivision of the State of Michigan (each hereinafter referred to as an “Assessing District,” and collectively referred to as the “Assessing Districts”), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County’s Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County’s Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

BACKGROUND INFORMATION

1a. Designation of County Designated Assessor. The County and a majority of the Assessing Districts in the County designate Jamie Houserman of Michigan Assessing Professionals, LLC, who is an individual qualified and certified by the State Tax Commission as a Master Assessing Officer (Certification #R-9179), to be the County Designated Assessor for Emmet County.

1b. Assessing Districts covered under this interlocal agreement are as follows. Bear Creek TOWNSHIP, Bliss TOWNSHIP, Carp Lake TOWNSHIP, Center TOWNSHIP, Cross Village TOWNSHIP, Friendship TOWNSHIP, Littlefield TOWNSHIP, Little Traverse TOWNSHIP, Maple River TOWNSHIP, McKinley TOWNSHIP, Pleasantview TOWNSHIP, Readmond TOWNSHIP, Resort TOWNSHIP, Springvale TOWNSHIP, Wawatam TOWNSHIP, West Traverse TOWNSHIP, CITY of Harbor Springs, CITY of Petoskey

1c. SEV totals by class (including special act values) for Emmet County as of 2020 are as follows.

Agricultural	109,889,300	Timber-Cutover	0
Commercial	413,976,400	Developmental	0
Industrial	18,974,900	Total Real Property	4,146,103,098
Residential	3,603,262,498	Personal Property	123,450,200
		Total Real and Personal Property	4,269,553,298

1d. Total number of parcels by classification (including special act parcels) as of 2020 by unit are as follows.

	Agricultural	Commercial	Industrial
Bear Creek Township	135	457	18
Bliss Township	93	2	0
Carp Lake Township	54	22	5
Center Township	36	2	3
Cross Village Twp.	0	21	1
Friendship Township	2	13	1
Littlefield Township	43	141	11
Little Traverse Twp.	13	293	20
Maple River Township	55	21	5
McKinley Township	48	118	11
Pleasantview Twp.	2	25	0
Readmond Township	5	22	1
Resort Township	80	69	12
Springvale Township	25	0	3
Wawatam Township	7	87	16
West Traverse Twp.	11	139	0
City of Harbor Springs	0	185	0
City of Petoskey	0	433	10

	Residential	Timber Cutover	Developmental
Bear Creek Township	3446	0	0
Bliss Township	495	0	0
Carp Lake Township	918	0	0
Center Township	515	0	0
Cross VillageTwp.	658	0	0
Friendship Township	1056	0	0
Littlefield Township	2383	0	0

Little Traverse Twp.	<u>2140</u>	<u>0</u>	<u>0</u>
Maple River Township	<u>963</u>	<u>0</u>	<u>0</u>
McKinley Township	<u>683</u>	<u>0</u>	<u>0</u>
Pleasantview Twp.	<u>1703</u>	<u>0</u>	<u>0</u>
Readmond Township	<u>824</u>	<u>0</u>	<u>0</u>
Resort Township	<u>1843</u>	<u>0</u>	<u>0</u>
Springvale Township	<u>1484</u>	<u>0</u>	<u>0</u>
Wawatam Township	<u>795</u>	<u>0</u>	<u>0</u>
West Traverse Two.	<u>2068</u>	<u>0</u>	<u>0</u>
City of Harbor Springs	<u>1180</u>	<u>0</u>	<u>0</u>
City of Petoskey	<u>3144</u>	<u>0</u>	<u>0</u>

	Total Real	Personal	Total Real & Personal
Bear Creek Township	<u>4056</u>	<u>444</u>	<u>4500</u>
Bliss Township	<u>590</u>	<u>8</u>	<u>598</u>
Carp Lake Township	<u>999</u>	<u>40</u>	<u>1039</u>
Center Township	<u>556</u>	<u>17</u>	<u>573</u>
Cross Village Twp.	<u>680</u>	<u>18</u>	<u>698</u>
Friendship Township	<u>1072</u>	<u>26</u>	<u>1100</u>
Littlefield Township	<u>2578</u>	<u>101</u>	<u>2679</u>
Little Traverse Two.	<u>2466</u>	<u>146</u>	<u>2612</u>
Maple River Township	<u>1044</u>	<u>36</u>	<u>1080</u>
McKinley Township	<u>860</u>	<u>103</u>	<u>963</u>
Pleasantview Two.	<u>1730</u>	<u>42</u>	<u>1772</u>
Readmond Township	<u>852</u>	<u>21</u>	<u>873</u>
Resort Township	<u>2004</u>	<u>77</u>	<u>2081</u>
Springvale Township	<u>1512</u>	<u>19</u>	<u>1531</u>
Wawatam Township	<u>905</u>	<u>80</u>	<u>985</u>
West Traverse Two.	<u>2218</u>	<u>57</u>	<u>2275</u>
City of Harbor Springs	<u>1365</u>	<u>178</u>	<u>1543</u>
City of Petoskey	<u>3587</u>	<u>281</u>	<u>3874</u>

1e. List of any unique, complex, or high value properties within the County. There are no properties throughout the County that are considered unique, complex, or high value.

1f. Term of agreement. If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years

following the date of the approved designation, except in the event of the death or disability of the Designated Assessor.

1g. Agreement Effective Date. The effective date of this agreement shall commence on December 31<sup>st</sup>, 2020 or at such time the State Tax Commission approves the designation of the Designated Assessor, whichever comes last.

1h. Place of Performance of Duties. The duties performed by the Designated Assessor shall be carried out at the principal office of the Designated Assessor located at 5671 Reilly Rd, Houghton Lake, Michigan 48629. Office hours at an Assessing District's Township or City Hall will be negotiated at such a time an Assessing District chooses to or is ordered to have the Designated Assessor act as their assessor of record.

### QUALIFICATIONS OF DESIGNATED ASSESSOR

2a. Current assessor certification level and number. Jamie Houserman is currently certified as a Michigan Master Assessing Officer (MMAO). Certification number is R-9179.

2b. Current employment status of the Designated Assessor. Jamie Houserman is currently the owner and president of Michigan Assessing Professionals, LLC which acts as the assessor of record for Beaverton, Lovells, and Enterprise Townships and is the current Equalization Director for Antrim and Roscommon Counties.

2c. Prior local unit assessing experience. Jamie Houserman continue to be the assessor of record for all units listed in 2b. In the past she has worked at the Roscommon Township assessor's office as their Assistant Assessor / Zoning Administrator. Jamie Houserman has served as a third-party contractor for multiple assessing districts to fix AMAR deficiencies as identified and ordered by the State Tax Commission. Jamie Houserman, Michigan Assessing Professionals, LLC is currently involved as a Department of Treasury state contractor to perform assessing services for deficient municipalities as ordered by the State Tax Commission.

2d. Conflict of interest disclosures. There are no known conflicts of interest between the Designated Assessor and Emmet County or any assessing districts within the County.

### SCOPE OF SERVICES PROVIDED BY DESIGNATED ASSESSOR

3a. Preparation of assessment rolls. The Designated Assessor shall annually meet the guidelines of the State Tax Commissions document "Supervising Preparation of the Assessment Roll" for any Assessing District under contract with the Designated Assessor.

3b. Plan to correct deficiencies found in an AMAR audit. The Designated Assessor shall file a Corrective Action Plan with the State Tax Commission within 30 days of assuming jurisdiction of an Assessing District who was found to have deficiencies on their latest AMAR audit. With the exception of a complete reappraisal, all identified AMAR deficiencies will be corrected within one year of assumption of the Assessing District, unless otherwise agreed upon by the Designated Assessor, Assessing District and the State Tax Commission.

3c. Attendance at Boards of Review Meetings. After assuming jurisdiction of an Assessing District, the Designated Assessor or designee shall be present at all Boards of Review.

3d. Duties and responsibilities related to property tax appeals. The Assessing District shall retain

ultimate control of all litigation and settlement negotiations and the Designated Assessor shall operate under the direction of the Assessing District in any litigation regarding a tax appeal, including appeals to the Small Claims Division.

Any appeal to the Tax Tribunal may result in the Assessing District obtaining competent legal counsel at its expense. If counsel shall desire the assistance of the Designated Assessor in the defense of such appeals, additional fees for preparing necessary appraisals and/or consultation shall be reviewed in advance by the Assessing District and agreed upon on a case-by-case basis. The Assessing District may choose to retain the Designated Assessor to prepare this report or may employ another firm to prepare a supportable and defensible report for an additional fee.

The Designated Assessor shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include, but not be limited to, filing necessary petitions, preparing and submitting such material, statistics and other information as is necessary to properly defend any such appeal, and appearing at all hearings and meetings as are required for the purpose of defending said appeal. All the foregoing regarding appeals to the Small Claims Division is deemed to be included in the services compensated pursuant to the terms and provisions of this Agreement.

In all other potential appeals to the Michigan Tax Tribunal or State Tax Commission, the Designated Assessor shall provide as part of the services included under the terms and provisions of this Agreement such time and effort as is necessary to properly provide documents, analysis and advice as may be required in the determination of the Designated Assessor or the Assessing District to forestall the formal filing of an appeal or to settle a disputed case up to the date of the filing of a petition appealing a decision of the Assessing District or any of its agencies or boards to the Michigan Tax Tribunal or State Tax Commission. After the filing of said petition, the Designated Assessor shall be available to the Assessing District for such further assistance as is required by the Assessing District in the defense of such appeal. The Designated Assessor shall be available as an expert witness on behalf of the Assessing District in any proceedings. Mileage expenses for travel required for appearance at Tax Tribunal hearings or State Tax Commission hearings shall be reimbursed at the rate per mile recognized by the Internal Revenue Service's allowance for business use of an automobile and the hourly rate as identified in section 5a of this agreement.

3e. Reporting requirement and responsibility to meet with local unit officials. On or before December 31<sup>st</sup> of each year, at the Assessing District's request, the Designated Assessor shall prepare written recommendations and conclusions regarding the current state of the Assessing District's assessment rolls, by class, together with specific recommendations concerning actions which, in the opinion of the Designated Assessor, should be taken in order to achieve maximum equity in the assessment rolls and compliance with all State Tax Commission rules, regulations and guidelines.

3f. Any and all obligations of local unit assessing staff members. If an Assessing District employs any assessing staff other than the Assessor of Record, those staff members shall remain employees of the Assessing District. Those staff members will continue to conduct their duties as they understand them under the supervision of the Designated Assessor. If changes in duties are identified as necessary by the Designated Assessor, those changes will be discussed with the employee and Assessing District prior to implementation. No existing staff member will be terminated by the Designated Assessor without prior approval of the Assessing District.

3g. Responsibilities of Designated Assessor while not acting as an assessor of record for an assessing district under this agreement. The Designated Assessor will have no official duties of record until such time she is appointed the assessor of record of an Assessing District. Upon their request, The Designated Assessor will meet with the Assessing District to discuss potential solutions of any deficiencies identified by an AMAR audit to avoid any formal action by the State Tax Commission.

3h. Requirement to remain certified and in good-standing. The Designated Assessor shall maintain a Michigan Master Assessing Officer Certification (MMAO) and remain in good standing with the State Tax Commission.

3i. Non-exclusivity of assessing services. Nothing in this Agreement prevents or limits the Designated Assessor from serving as the Designated Assessor, Assessor of Record or Equalization Director for this or any other County in Michigan.

DUTIES AND RESPONSIBILITIES FOR LOCAL ASSESSING DISTRICTS CONTRACTING WITH  
THE DESIGNATED ASSESSOR

4a. Access to required documents and information. While under contract with the Designated Assessor, the Assessing District shall provide reasonable access to all assessing records, documents, databases, digital imagery including all GIS layers, and information. This shall include remote access to the Assessing District's computer and network system if available.

4b. Policies and procedures of Assessing District. While under contract with the Designated Assessor, the Assessing District shall make the Designated Assessor aware of any applicable local policies and procedures including technology, equipment, facilities, personnel, etc. that may apply as a contractor.

COST AND COMPENSATION FOR DESIGNATED ASSESSOR

5a. Payment terms and Fee Structure. All assessing maintenance contracts will be based on a per parcel basis with the following fee schedule.

Agricultural Real -	\$20.00 per parcel
Commercial Real -	\$50.00 per parcel
Industrial Real -	\$50.00 per parcel
Residential Real -	\$20.00 per parcel
Other Real -	\$20.00 per parcel
Personal Property -	\$20.00 per parcel
Special Act Parcels -	\$50.00 per parcel

The above stated fees shall include an annual on-site review of at least 20% of the total ad-valorem real property count.

All re-appraisal contracts will be based on a per parcel basis with the following fee schedule.

Agricultural Real -	\$75.00 per parcel
Commercial Real -	\$75.00 per parcel
Industrial Real -	\$75.00 per parcel
Residential Real -	\$75.00 per parcel
Other Real -	\$75.00 per parcel

Hourly fee schedule of personnel are as follows

MMAO Assessor -	\$250.00 per hour
MAAO Assessor -	\$200.00 per hour
MCAO Assessor -	\$75.00 per hour
Support Staff -	\$50.00 per hour

Services listed in 5f. will be invoiced at a minimum of \$50 per hour depending on the scope and

qualifications needed to perform the work.

Office hours if required by the Assessing District will be billed at \$50.00 per hour.

The above stated fees are all subject to an annual rate of inflation equivalent to the Consumer Price Index as published by the State Tax Commission.

5b. Payment responsibility. All fees associated with serving as the Designated Assessor shall be paid directly by the Assessing District under contract within 30 days of invoicing.

5c. Retainer fee. For as long as Lynette Girard is the Equalization Director for Emmet County, no retainer fee will be charged. In the event Lynette Girard is no longer the Equalization Director for Emmet County, the retainer fee for this agreement will be \$200.00 per assessing district, unless at that time a separate arrangement is made. The Designated Assessor will invoice the County of Emmet for the retainer fee, and the County will in turn invoice the assessing district for its share of the retainer fee. Payment of the retainer fee shall be made to the Designated Assessor by the County on an annual basis no later than December 31<sup>st</sup> of each calendar year.

5d. Payment in the event of death or disability of the Designated Assessor. In the event of the disability of the Designated Assessor all payments for only work completed shall be made to the Designated Assessor.

In the event of the death of the Designated Assessor all payments for only work completed shall be made to Michigan Assessing Professionals, LLC.

5e. Cost reimbursement for when the Designated Assessor is acting as assessor of record. Any cost incurred by the Designated Assessor outside of what is covered under the maintenance or reappraisal contract while acting as the assessor of record shall be reimbursed by the Assessing District within 30 days of invoicing.

5f. Identification of certain costs. The following items will be considered additional cost items and will be billed at their actual cost of supplies and materials plus the hourly fee of the personnel who completed the work as stated in section 5a of this Agreement.

- Setting up Tax database for tax collection
- Printing and or mailing of tax bills
- Printing and or mailing of assessment change notices
- Appraisal work for an entire Michigan Tax Tribunal (MTT) hearing
- Assisting with valuations and/or appeals for State/Federal declared disaster areas
- Expert witness testimony for an entire MTT hearing
- GIS maintenance, if needed

Unless otherwise agree upon, the Designated Assessor will be responsible for the cost of employing additional assessing staff to bring the assessing unit into AMAR compliance.

#### Miscellaneous

6a. Petition to State Tax Commission. Upon the execution and filing of this Interlocal Agreement, the County shall petition the State Tax Commission to approve the individual named in Section 1a of this Interlocal Agreement to serve as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission

rejects the County's petition, then the parties agree to enter into additional Interlocal Agreements under MCL 211.10g(4)(a) until a suitable Assessor has been presented.

6b. Nondiscrimination. The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to an individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this Interlocal Agreement.

CERTIFICATION

COUNTY OF EMMET

\_\_\_\_\_  
Chairperson  
County Board of Commissioners

\_\_\_\_\_ Date

BEAR CREEK TOWNSHIP

\_\_\_\_\_  
Supervisor

BLISS TOWNSHIP

\_\_\_\_\_ Date

\_\_\_\_\_  
Supervisor

CARP LAKE TOWNSHIP

\_\_\_\_\_ Date

\_\_\_\_\_  
Supervisor

CENTER TOWNSHIP

\_\_\_\_\_ Date

\_\_\_\_\_  
Supervisor

CROSS VILLAGE TOWNSHIP

\_\_\_\_\_ Date

\_\_\_\_\_  
Supervisor

FRIENDSHIP TOWNSHIP

\_\_\_\_\_ Date

\_\_\_\_\_  
Supervisor

LITTLEFIELD TOWNSHIP

\_\_\_\_\_ Date

\_\_\_\_\_  
Supervisor

LITTLE TRAVERSE TOWNSHIP

\_\_\_\_\_ Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_ Date



MAPLE RIVER TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

MCKINLEY TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

PLEASANTVIEW TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

READMOND TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

RESORT TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

SPRINGVALE TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

WAWTAM TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

WEST TRAVERSE TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

CITY OF HARBOR SPRINGS

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

CITY OF PETOSKEY

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

DESIGNATED COUNTY ASSESSOR

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Jamie Houserman, MMAO  
Michigan Assessing Professionals, LLC

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Date



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 16, 2020

**PREPARED:** November 12, 2020

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

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

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

Closed session will be conducted in-person at City Hall in the Community Room.

sb  
Enclosure



# City of Petoskey

## Resolution

WHEREAS, the City Manager has requested that the City Council adjourn to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure, at the City Council's regular meeting of November 16, 2020:

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